



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – OCTOBER 6, 2021  
HELD VIA TELECONFERENCE (459-6769) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MEETING MINUTES
  - a) Regular Meeting Minutes of September 1, 2021
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
  - a) Mark Sickles letter and donation
7. EVENTS & PUBLIC RELATIONS
8. UNFINISHED BUSINESS
  - a) Update on Order from Quiring Monument for Pioneer Markers.
9. NEW BUSINESS
  - a) PW Director's Report
  - b) South Cemetery Marker Status based on the survey completed Summer 2021
  - c) Remaining 2021 Hotel/Motel Grant Funds
  - d) 2022 Hotel/Motel Grant Budget
10. OPEN AGENDA
11. NEXT MEETING DATE – October 6, 2021
12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – SEPTEMBER 1, 2021  
HELD VIA TELECONFERENCE (459-6769) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** presiding and with the following members in attendance:

Members Present: George Dalton, Seat A  
Janet Richardson, Seat D  
Julie Jones, Seat E  
Karen Erickson, Seat F (telephonic)  
Victoria Dowling, Seat G (telephonic)  
Jeff Jacobson, PW Director & Ex-Officio Member (telephonic)

Absent: Michael Gibson, Seat B

Also Present: Rochelle Rodak, Deputy City Clerk II  
Members of the Hutchinson High School Government Class

### **APPROVAL OF MEETING MINUTES**

a) Regular Meeting Minutes of August 4, 2021

**Ms. Dowling**, seconded by **Ms. Richardson**, moved to APPROVE the meeting minutes.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the meeting minutes, and all members voted in favor.

### **APPROVAL OF AGENDA**

**Ms. Erickson**, seconded by **Ms. Richardson**, moved to APPROVE the agenda.

**Ms. Erickson** asked to add “Update on Ground Penetrating Radar” as Item (e) under Unfinished Business. **Ms. Dowling** requested to add an “Concrete Barricade at 5th Avenue Cemetery Entrance” as Item (b) under New Business.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the Agenda, as Amended, and all members voted in favor.

### **CITIZENS COMMENTS**

Weishi Wang, Fairbanks – Mr. Wang stated that he and his classmates were attending the meeting as part of the Hutchinson High School Government class and asked about the formation and purpose of the Commission.

**Chair Kilbourn** stated that the Commission had been formed in 2010 by the Fairbanks City Council because there was a need for someone to ensure the Cemetery was properly cared for. She explained that it is a historical cemetery, dating back to 1903, and that much of the Commission's work is identifying older grave sites and providing markers to gravesites whose marker is missing or has been destroyed.

### **COMMUNICATIONS TO COMMISSION**

- a) Jay Smith Inquiry Regarding Duplicate Records of Ida M. Joy Berry

**Ms. Richardson** stated she spoke to Mr. Smith where it was discovered that the duplicate record was listed on the "Find a Grave" website only. She stated it was confirmed that Ms. Berry is listed as only one record in the Clay Street Cemetery records.

### **UNFINISHED BUSINESS**

- a) Update on Letter to the Fairbanks Daily News Miner Regarding Military Assistance with Memorial Day Preparations

**Chair Kilbourn** stated that she received no response, nor had she heard of anyone reading her letter to the News-Miner. She noted that the item should be removed from the agenda.

- b) Update on American Legion Letter Requesting Funds for Projects

**Chair Kilbourn** stated that there had not been any response from the American Legion; she asked that the item be removed from the agenda.

- c) Update on Order from Quiring Monuments for Pioneer Markers

**Ms. Jones** provided a copy of the order proof sheet and asked for feedback regarding the layout and size of the Pioneer logo. **Chair Kilbourn** stated that the logo was the correct size but should be in the upper left- or right-hand corner to match the other Pioneer markers in the cemetery. She clarified that markers with the logo on either side can be found throughout the cemetery. **Ms. Jones** stated that she would update the proof and bring the item back before the Commission when she had an order ready to be finalized.

- d) Update on Signage for the Cemetery

**Mr. Jacobson** provided a sample sign for the group to consider.

**Ms. Jones**, seconded by **Ms. Erickson**, moved to ACCEPT the language on the sign provided, which read, "Clay Street Cemetery Established 1903. This historic site is under the protection of the City of Fairbanks in partnership with the Clay Street Cemetery Commission. Historic Material, permanent installations, structures, remains or cremains shall neither be added nor removed from this site without first obtaining written permission from the Clay Street Cemetery Commission. Help Preserve Fairbanks History and Heritage. Fairbanks City Hall 800 Cushman Street, Fairbanks, Alaska"

**Chair Kilbourn** took a voice vote on the motion to ACCEPT the language and design of the sign provided by Public Works, and all members voted in favor.

- e) Update on Ground Penetrating Radar

**Ms. Erickson** asked if there were any visuals provided by either the company that performed the radar or the drone. **Chair Kilbourn** explained that markers were placed at the direction of the GPR so that the City Surveyor could help locate the correct graves. She stated there were no other visuals to be provided at this time.

### **NEW BUSINESS**

- a) Discussion and Approval to Spend Remaining Hotel/Motel Funds by September 30, 2021

**Chair Kilbourn** shared price quotes to obtain 15 markers and placement pads. **Ms. Jones** stated that if the Commission can vote on spending the funds and obtain a quote prior to the end of the month, they would be in good financial standing to apply for the next discretionary grant.

**Ms. Jones**, seconded by **Ms. Erickson**, moved to APPROVE the purchase of 15 markers and placement pads.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the purchase of 15 markers and placement pads, and all members voted in favor.

- b) Concrete Barricade at 5th Avenue Cemetery Entrance

**Ms. Dowling** noted that a barricade had been added to the front of the cemetery entrance on 5th Avenue. **Mr. Jacobson** explained that after a vehicle had damaged the gate the previous winter, the City decided to remove the larger gate and replace it with a smaller one. He added that the barricade had been placed there to deter vehicles from entering the cemetery until the gate can be replaced, either this fall or next summer.

### **OPEN AGENDA**

**Chair Kilbourn** asked the Commission to consider cancelling the December 5th, 2021 meeting due to the agenda typically being light and personal lives being busy. She added that Hotel/Motel Funds are not typically decided by that point, and there is very little to discuss at that time.

**Ms. Erickson**, seconded by **Ms. Richardson**, moved to CANCEL the December 5, 2021 meeting, unless necessity demanded otherwise.

**Chair Kilbourn** took a voice vote on the motion to CANCEL the the December 5, 2021 meeting, and all members voted in favor.

**NEXT MEETING DATE**

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, October 6, 2021 at 5:00 p.m.

**ADJOURNMENT**

**Mr. Dalton**, seconded by **Ms. Richardson**, moved to ADJOURN the meeting.

**Chair Kilbourn** declared the meeting ADJOURNED at 5:38 p.m.

---

Aldean Kilbourn, Chair

---

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

DRAFT

September 8, 2021

City of Fairbanks  
Attn: Clay Street Cemetery  
800 Cushman Street  
Fairbanks, AK 99701

MARK OR DIANE SICKLES  
3023 IVY DRIVE  
LOVELAND, CO 80537

89-7202/3252 554

9/8/21 Date

Pay to the Order of CITY OF FAIRBANKS \$ 250.00  
TWO HUNDRED FIFTY AND 00/100 Dollars

**AlaskaUSA** Federal Credit Union  
Toll free (800) 525-9094  
Anchorage (907) 563-4567  
alaskausa.org

For CLAY STREET CEMETERY COMM  
FOR ALEXANDER H. BATTIN #292

*Mark Sickles*

Security Features: MICR, Fluoresce, Watermark

Dear Clay Street Cemetery Commission,

Attached to this letter is a \$250 donation check to your organization and volunteers to install a new grave site marker at grave number 292 for Alexander Harvey Battin, who was buried there October 1912.

Please have the marker made showing the following:

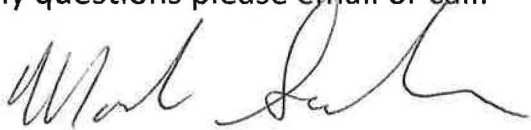
**Infant son of Pearl E. & A. Harvey Battin**

**Alexander Harvey Battin**  
**October 4 to October 7, 1912**

Thank you for doing this and many thanks goes to Aldean Kilbourn who help identify the actual location of the grave. She has been very helpful.

If you have any questions please email or call.

Regards,



Mark Sickles

3023 Ivy Drive, Loveland, CO 80537

Phone: 970.672.7989

Email: mlsickles@comcast.net



**Quiring Monuments, Inc.**  
 8228 South 196th Street  
 Kent, WA 98032  
**Phone** 206-522-8400  
**Fax:** 206-985-5806

RECEIVED  
 OCT 11  
 City Clerk's Office

<b>Date</b> Oct 04, 2021	<b>Page</b> 1
<b>Invoice Number</b> 182397	



**Invoice**

**Sold To:**

City of Fairbanks  
 800 Cushman Street  
 Fairbanks, AK 99701-4615

**Ship To:**

Fairbanks City Public Works  
 2121 Peger Rd  
 Fairbanks, AK 99709

<b>Reference</b> CLAY STREET CEMETERY,	<b>PO Number</b> CLAY STREET CEMETERY	<b>Customer #</b> CIT016	<b>Design #</b> PILLOWS   QM STANDARD
---	--	-----------------------------	--

Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
5	0	5	PI-88-160806-1-02-00	16 x 8 x 6/4 Sierra White P1 BRP Pillow	150.000000	ea	750.00
1	0	1	O-STOCK	ORDER STOCK   Upon Proof Approval, ETA to	0.00	ea	0.00
1	0	1	E-MAILI	N/C E-Mail Drawing/Proof	0	ea	0.00
1	0	1	C-RATE	Crating/Shipping	300.00	ea	300.00

<b>Comments:</b>	<b>Subtotal</b>	1,050.00
	<b>Total sales tax</b>	0.00
	<b>Total order</b>	1,050.00
	<b>Prepayment</b>	0.00
<b>Total Due</b>		<b>1,050.00</b>
<b>Terms: Net 30 PAYMENT DUE DATE: 10/03/2021</b>		

## Rochelle Rodak

---

**From:** Jeff Jacobson  
**Sent:** Thursday, September 30, 2021 1:59 AM  
**To:** Clay Street Cemetery Commission  
**Subject:** PW Update

Hello,

I will be out of town for our next meeting in October. We will mount the new sign on the main gate area in October. We will make two more signs for the 5th Ave and 7th Ave Gates over the winter and install them in the spring.

We are installing the new vehicle gate on 7th this fall. The pathway will be enlarged in the Spring to accommodate the width of vehicles. There will also be a man gate on 7th Ave.

I requested \$105,000 to fund 350 markers in my capital budget that got the green light from the mayor. I will present it to the City council budget work session on November 2. There will be two council meetings after that before the budget is finally adopted in December.

Sincerely,

Jeff

Sent from my iPhone



## Rochelle Rodak

---

**From:** Aldean Kilbourn <[akilbourn@gci.net](mailto:akilbourn@gci.net)>  
**Sent:** Thursday, September 30, 2021 2:53 PM  
**To:** Rochelle Rodak  
**Subject:** Fwd: concern

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

can you include in Jeff's memo what he says "The money I requested is for all things markers, pea gravel, bases, granites etc."

Begin forwarded message:

**From:** Jeff Jacobson <[JJacobson@fairbanks.us](mailto:JJacobson@fairbanks.us)>  
**Subject:** Re: concern  
**Date:** September 30, 2021 at 1:03:56 PM AKDT  
**To:** Aldean Kilbourn <[akilbourn@gci.net](mailto:akilbourn@gci.net)>

Aldean,

Of course you can still apply for bed tax grants. The money I requested is to accelerate the replacement of headstones. There still are hundreds of additional markers needed, plus all beautification projects, kiosks, mapping, brochures etc.

The money I requested is for all things markers, pea gravel, bases, granites etc.

I hope this helps.

Jeff

Sent from my iPhone

On Sep 30, 2021, at 12:40 PM, Aldean Kilbourn <[akilbourn@gci.net](mailto:akilbourn@gci.net)> wrote:

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jeff,

I'm guessing if you even got some of the \$105,000 approved for markers, we could no longer apply for Bed Tax monies which we use for "beautification" of the cemetery, not just for the markers. I'm assuming that the money you are applying for couldn't be used for "beautification", only for the markers (i.e., kiosk, new maps, bases, gravel, etc.)

Please clarify.

Aldean

The happiness of your life depends on the quality of your thoughts.

When a great adventure is offered, you don't refuse it. - Amelia Earhart

## Rochelle Rodak

---

**From:** Margarita R. Bell  
**Sent:** Thursday, September 30, 2021 10:26 AM  
**To:** Julie Jones  
**Cc:** Rochelle Rodak  
**Subject:** RE: Clay Street check book  
**Attachments:** 2021 Clay Street Cemetery Statement.pdf

Good morning Julie:

I have attached the report. You have a balance of \$3,408.86 in grant funds.

Take care,  
Margarita

**From:** info@festivalfairbanks.org <julie@festivalfairbanks.org>  
**Sent:** Thursday, September 30, 2021 8:39 AM  
**To:** Margarita R. Bell <MBell@fairbanks.us>  
**Subject:** Clay Street check book

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Margarita, will you please send me the most recent check register for the Clay St Cemetery?  
I am working on making sure we have placed our final order for headstones with the last bed tax grant period and preparing the reports to close it out.  
Cheers, Julie Jones

--  
Julie Engfer Jones  
Executive Director  
Festival Fairbanks, Inc.  
516 2nd Ave Ste 318  
Fairbanks, AK 99701  
907.456.1984  
cell 322.4112

[julie@festivalfairbanks.org](mailto:julie@festivalfairbanks.org)

*Festival Fairbanks serves the interior community through donations. Thank you for your consideration in helping us make Fairbanks a better place to live!*

*Here is a quick link to our home page. Won't you take a moment to scroll down and push that donation button?!*

[www.festivalfairbanks.org](http://www.festivalfairbanks.org)

## CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/20	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,400.00	\$ 11,329.99
07/23/20	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (105.00)	\$ 11,224.99
08/04/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (69.29)	\$ 11,155.70
08/25/20	INTERPRETIVE GRAPHICS	CLAY ST CEMETERY SIGN	\$ (334.41)	\$ 10,821.29
08/31/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (35.92)	\$ 10,785.37
09/01/20	NANCY SHAW	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 11,035.37
09/08/20	LOWE'S	PEA GRAVEL	\$ (130.68)	\$ 10,904.69
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (55.49)	\$ 10,849.20
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (17.12)	\$ 10,832.08
10/05/20	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (6,575.00)	\$ 4,257.08
10/21/20	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (1,660.00)	\$ 2,597.08
02/01/21	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,567.00	\$ 10,164.08
03/18/21	IGLOO 4 FOUNDATION	CLAY ST CEMETERY DONATION	\$ 1,250.00	\$ 11,414.08
05/26/21	LAHONTAN GEOLOGICAL	CLAY ST CEMETERY GROUND RADAR	\$ (3,000.00)	\$ 8,414.08
06/04/21	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (157.50)	\$ 8,256.58
09/02/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (45.64)	\$ 8,210.94
09/15/21	MARK SICKLES	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 8,460.94
10/07/21	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (955.00)	\$ 7,505.94