



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – JUNE 1, 2022
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 May 4, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Richard Geoghegan Marker and Placement Event.
8. FINANCIAL REPORT
 - a) May 2022 Fund Balance Report
9. UNFINISHED BUSINESS
 - a) Catholic Church Research Update
10. NEW BUSINESS
 - a) Cemetery Kiosk
 - b) Discussion on Markers to indicate purchased with City funds
 - c) Letter to Masonic Lodge regarding early Masonic Records
11. OPEN AGENDA
 - a) Recognition of PW
12. NEXT MEETING DATE – July 6, 2022
13. ADJOURNMENT



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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 (telephonically) and with the following members in attendance:

Members Present: George Dalton, Seat A
 Janet Richardson, Seat D
 Julie Jones, Seat E (telephonically, left at 5:33 p.m.)
 Karen Erickson, Seat F
 Victoria Dowling, Seat G (telephonically)
 Jeff Jacobson, PW Director & Ex-Officio Member (telephonically)

Absent: Michael Gibson, Seat B

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of February 9, 2022

J. Richardson, seconded by **G. Dalton**, 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

Chair Kilbourn, seconded by **G. Dalton**, moved to AMEND the agenda by having the Open Meetings Act Presentation prior to Citizens Comments.

Chair Kilbourn called for an objection and hearing none, so ordered.

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

The following New Business item was addressed next per the amended agenda.

NEW BUSINESS

a) Open Public Meetings Presentation – City Attorney Paul Ewers

City Attorney Paul Ewers gave a brief presentation on the Open Meetings Act (OMA) and how it pertained to the Clay Street Cemetery Commission.

COMMUNICATIONS TO THE COMMISSION

Chair Kilbourn shared that she had been contacted regarding two separate individuals who may have been buried at the Clay Street Cemetery. She stated that they had been able to find one of them, but the other one, John Groggin, while named the same, was not the person they were looking for. She added that there was another person buried at the cemetery whose information listed on the Find-A-Grave website did not match their records.

EVENTS & PUBLIC RELATIONS

- a) Memorial Day Clean Up – Saturday, May 21, 2022, at 9:00 a.m.

Chair Kilbourn led a discussion on what was needed for the clean-up day and possible volunteers, adding that there had been advertising through Facebook and David Pruhs' radio show but no responses. She stated that M. Gibson had guaranteed at least six volunteers from the Pioneers and that extra yard tools would be helpful. **Chair Kilbourn** shared that there were two cemetery tours scheduled for the following week. **J. Jones** asked when the tours would take place. **Chair Kilbourn** stated that the Genealogical Society would be visiting on Tuesday at 6:00 p.m., and the Delta Kappa Gamma would be coming on Wednesday at 11:00 a.m.

J. Jacobson asked the Commission to indicate on a map where the new signs should be placed.

FINANCIAL REPORT

- a) April 2022 Fund Balance

J. Jones stated that the first order of markers would be approximately \$6,000 and apologized for having to leave the meeting early to attend to a prior engagement.

Chair Kilbourn noted that there had not been any changes to the fund balance but indicated that a larger order of markers would be placed soon. She added that those markers would be purchased using the Capital funds, not the grant funds. She stated that the previous order was finished and would be delivered once the company's loading equipment was repaired.

UNFINISHED BUSINESS

- a) Catholic Church Research Direction

V. Dowling shared that she had met with the Catholic Parish but would be unable to take any records until she met with the Priest. She went on to state that the records she viewed do not list burial sites and asked if those records would be helpful. **J. Richardson** stated that individuals in the cemetery can often be identified through other information, such as birth and death dates, adding that the records could be very helpful. **Chair Kilbourn** stated that scanned copies, or even pictures of the records, would be very helpful to ensure that the Commission was using the best information available. **K. Erickson** added that there are sometimes errors in the older records.

NEW BUSINESS

Item (a) was addressed earlier in the meeting.

b) Ground Penetrating Radar (GPR) Scope, Schedule, and Budget Proposal

K. Erickson, seconded by **G. Dalton**, moved to APPROVE the GPR Scope, Schedule, and Budget Proposal.

Chair Kilbourn shared that the GPR operator indicated that he owed the Commission three hours of work, adding that she would like him to work the rest of the day on some of the other sections.

K. Erickson, seconded by **G. Dalton**, moved to AMEND the GPR Scope, Schedule, and Budget Proposal by limiting the contract to 6 hours, or \$2,100.

Chair Kilbourn took a voice vote on the motion to AMEND by limiting the contract to 6 hours, or \$2,100, and all members voted in favor.

Chair Kilbourn took a voice vote on whether to APPROVE the GPR Scope, Schedule, and Budget proposal, as amended, and all members voted in favor.

OPEN AGENDA

K. Erickson shared that she had spoken with Paolo Greer, who was researching information on a Mr. Richard Geoghegan who is interred at the cemetery. She asked if the Commission was interested in placing a marker for him and suggested that the item be revisited at the next meeting. Discussion was had about the individuals buried on either side of Mr. Geoghegan and the Gaelic epitaph from the obituary that they would like to include on the marker. **K. Erickson** suggested that an event be held when the marker is placed, adding that Dermot Cole was interested in writing an article on the topic.

Chair Kilbourn asked if there was a scheduled time for the new gate to be installed. **J. Jacobson** indicated that it would be dependent upon the weather, and a date had not yet been established.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, June 1, 2022, at 5:00 p.m.

ADJOURNMENT

K. Erickson, seconded by **J. Richardson**, moved to ADJOURN the meeting.

Chair Kilbourn declared the meeting ADJOURNED at 6:02 p.m.

Aldean Kilbourn, Chair

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

DRAFT

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
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
10/08/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (29.98)	\$ 7,475.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (1,050.00)	\$ 6,425.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,824.00)	\$ 2,601.96
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (8.37)	\$ 2,593.59
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (14.55)	\$ 2,579.04
02/01/22	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,710.00	\$ 11,289.04

Master Mason
402 11th Ave.
Fairbanks, Alaska 99701

Dear Sir;

The Clay Street Cemetery Commission is working diligently to identify the graves in our local cemetery and the Masonic plot in particular. We are hoping to partner with you as being the holder of some very early records for those Masonic Pioneers.

It is our proposal to scan your early records in hopes of identifying those Mason's buried at Clay Street and any photographs you may have. In return we would supply a copy of the scans to you and supply any additional information we have in our records. If there is an historian or other interested party in your organization, would you please have him contact myself, Aldean Kilbourn at *???? (I wasn't sure how you wanted to be contacted.)*

Sincerely,

Aldean Kilbourn
Clay Street Commission Chairperson