



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – APRIL 3, 2024, 5:00pm
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF REGULAR MEETING MINUTES – March 6, 2024
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9am-12pm
8. FINANCIAL UPDATE – Report attached
9. UNFINISHED BUSINESS
 - a) Quiring Monument Orders
10. NEW BUSINESS
 - a) Unknown in CSC – Moose & Arctic Brotherhood (photos attached)
11. OPEN AGENDA
12. NEXT MEETING DATE – May 1, 2024
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MARCH 6, 2024
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:03 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 presiding and with the following Commission members in attendance:

Members Present: George Dalton, Seat A
Dawn Milligan, Seat B (remotely)
Aldean Kilbourn, Seat C
Janet Richardson, Seat D (remotely)
Julie Jones, Seat E (remotely)
Karen Erickson, Seat F (remotely)
Amy Stratman, Seat G

Absent: None

Also Present: Jeff Jacobson, Public Works Director
Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of February 7, 2024

J. Jones, seconded by **A. Stratman**, moved to APPROVE the February 7, 2024 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the February 7, 2024 minutes, and all members voted in favor.

APPROVAL OF AGENDA

Chair Kilbourn added “a) Discussion on Certain Markers” under Open Agenda.

J. Jones, seconded by **G. Dalton**, moved to APPROVE the agenda, as amended.

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

CITIZEN’S COMMENTS – None

COMMUNICATIONS TO COMMISSION

Chair Kilbourn reported having been contacted by Patricia Kathy, who indicated that her parents are buried in the Elks section of the cemetery; she stated that P. Kathy would like her

ashes placed with them when she passes away. Chair Kilbourn shared that she provided P. Kathy with information on the process, along with the appropriate form, for requesting placement.

EVENTS & PUBLIC RELATIONS

- a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9am-12pm

J. Jones confirmed that she will ensure a PSA is sent out prior to the event to attract more volunteers, as well as announcements via the radio station and JustServe.org. **J. Jacobson** suggested also placing event information on the reader board at the Golden Heart Plaza.

FINANCIAL UPDATES

Chair Kilbourn referenced the financial report included in the meeting packet, noting that the only changes from the previous meeting were the deposits of \$12,454 for the bed tax grant and \$10,000 for the supplemental funds request they had made to the City Council. She asked if whether the bed tax grant amount was the full award or a 90% disbursement that groups typically receive at the start of the year. **J. Jones** stated that as far as she understands, the report shows the full amount that had been awarded, which has been the typical arrangement for the Commission in the past. She expressed appreciation that the \$10,000 was reflected in the primary account report, rather than separated as it has been in the past.

UNFINISHED BUSINESS

- a) Previous Quiring Monument Order

J. Jones reported that the order is still in progress, with additional attention being given to consistency across all items. She shared that the new account representative was aware of the hope for the markers to be delivered before Memorial Day, so she will continue to follow up.

Chair Kilbourn stated she already has a commitment from Dusty and the other volunteers who helped the previous year that when the order arrives, they would happily come again to place the markers. **J. Jones** confirmed that her group is also committed again for the year, with Tuesdays working nicely for their schedule. **J. Jacobson** asked for and received input on where they would like the delivery placed when it arrives.

- b) Request to City Council for Supplemental Funds (\$10,000) for Additional Markers

Chair Kilbourn noted that the item had already been discussed during Financial Updates.

NEW BUSINESS

- a) Removal of July Meeting from 2024 Calendar

G. Dalton, seconded by **A. Stratman**, moved to REMOVE July 3 from the 2024 meeting calendar due to the proximity of that date to the Independence Day holiday.

Chair Kilbourn took a voice vote on the motion to REMOVE July 3 from the 2024 meeting calendar. All members voted in favor.

b) Status of 2023 Bed Tax Markers (Next Quiring Monument Order)

J. Richardson reported that of the 40 markers budgeted for with bed tax grant funds, 36 names are ready to go, with one additional name being paid for with a donation from a descendant.

OPEN AGENDA

a) Discussion on Certain Markers

Chair Kilbourn reported that 18 people had been taken out of the database, all of which have records in *Find-a-Grave* that include a location, birth date, and death date but may be missing something like a birth location. She shared that most are from 1905 to 1907, and she is unable to find newspapers or other records with any additional information. She asked if it would be prudent to proceed with the details they have, filling in or making any necessary corrections down the road, given the unlikelihood that additional records from that long ago would emerge.

A. Stratman stated that new records are constantly being indexed and uploaded to the various platforms and she believes they should wait. She gave an example of her own research efforts being bolstered by records she came across, which had only been uploaded a few months earlier.

J. Richardson agreed, noting that the donated marker referenced earlier had information that only came to light through direct messaging with a family member, who stated they had details about him, but nothing had been uploaded to any database. She stated that people often have information that takes a long time to find its way online.

A. Stratman referenced a situation in California where smaller counties report submitting their records to the State archivists, but such have not yet been scanned into the system. She acknowledged that other entities likely have similar situations.

Chair Kilbourn stated that there is a family by the last name Jeanette that has significant ties to France and has a great deal of records available upon request for any names that may be French connected. She shared that she gets emails from the family all the time.

J. Jacobson shared a booklet he came across that was associated with the cemetery and asked if it was something the Commission wanted to keep. **A. Stratman** indicated that it was a copy of something that was widely distributed and available many years ago. **Chair Kilbourn** offered to hold onto it for the time being and ensure it was not something new.

Deputy Clerk Chase shared that he had come across a large quantity of rack cards which still appear to have all correct information about the cemetery and included the bed tax grant logo. **A. Stratman** suggested that the rack cards get placed at Explore Fairbanks in the Visitors Center.

Chair Kilbourn offered to deliver the rack cards to the Visitors Center. **J. Jones** asked if they needed to order more rack cards. **Chair Kilbourn** stated that the amount DC Chase had found was more than enough for the year.

J. Richardson reminded Commission members that they need four more names to complete the 40 needed to fully utilize the bed tax grant funds. She pointed out that now that they have received the additional \$10,000 from the City Council, there is even more research work to do, so they should not be afraid to continue with research. **J. Jones** added that she would like to get the next order in as soon as possible to verify whether prices have increased since the last order.

J. Richardson confirmed that payment for the donated marker will be coming to the Clerk's Office, addressed to DC Chase. She asked DC Chase to let her know when it arrives.

NEXT MEETING DATE

The next meeting is scheduled for April 3, 2024, at 5:00 p.m. **Chair Kilbourn** indicated that she will be out of state for that meeting and may not be able to attend remotely. **J. Richardson** confirmed that she will be in town and available to chair the meeting if needed.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:23 p.m.

Aldean Kilbourn, Chair

Colt Chase, Deputy City Clerk

Transcribed by: CC

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/23	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,305.00	\$ 11,470.86
05/11/23	HOME DEPOT CREDIT SERVICES	MATERIALS FOR CROSSES	\$ (2,799.44)	\$ 8,671.42
05/25/23	QUIRING MONUMENTS INC	PETER CONLEY HEADSTONE	\$ (250.00)	\$ 8,421.42
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (43.94)	\$ 8,377.48
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (10.48)	\$ 8,367.00
06/20/23	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (700.00)	\$ 7,667.00
07/06/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.50)	\$ 7,651.50
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (99.92)	\$ 7,551.58
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (25.96)	\$ 7,525.62
07/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (22.44)	\$ 7,503.18
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (16.98)	\$ 7,486.20
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 7,420.59
08/17/23	KATES INDUSTRIES LLC	SIGNAGE FOR CEMETERY KIOSKS	\$ (221.47)	\$ 7,199.12
08/17/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (112.12)	\$ 7,087.00
09/08/23	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (425.00)	\$ 6,662.00
09/12/23	FAIRBANKS BLOCK & BUILDING MATERIALS	PEA GRAVEL	\$ (539.19)	\$ 6,122.81
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (156.24)	\$ 5,966.57
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (235.80)	\$ 5,730.77
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (127.60)	\$ 5,603.17
09/14/23	FAIRBANKS PRECAST & REBAR	CONCRETE PADS FOR CLAY ST	\$ (2,784.00)	\$ 2,819.17
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (23.70)	\$ 2,795.47
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (45.00)	\$ 2,750.47
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 2,684.86
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (3.49)	\$ 2,681.37
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.98)	\$ 2,665.39
10/12/23	QUIRING MONUMENTS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (11.00)	\$ 2,654.39
11/09/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (19.94)	\$ 2,634.45
01/08/24	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 12,454.00	\$ 15,088.45
02/26/24	CITY OF FAIRBANKS ADDITIONAL	CLAY ST CEMETERY BED TAX	\$ 10,000.00	\$ 25,088.45
03/28/24	QUIRING MONUMENTS INC	MONUMENTS SPRING 2024	\$ (8,275.00)	\$ 16,813.45



City of Fairbanks

Purchase Agreement

Order #205110 - 20 Mar 2024

Quiring Monuments, Inc.
 8228 South 196th Street
 Kent, WA 98032
 (206) 522-8400
 orders@monuments.com

Purchaser - Section 1 of 5

City of Fairbanks	800 Cushman Street
907-459-6714	Fairbanks, AK 99701-4615

Ship To - Section 2 of 5

Fairbanks City Public Works	2121 Peger Rd
(907)459-6770	Fairbanks, AK 99709

Decedent Information - Section 3 of 5

CLAY STREET SPRING 2024

Charges - Section 4 of 5

			21 Mar 2024 - NET30	
Description	Qty	Price	Total	
16 x 8 x 6/4 Sierra White P1 BRP Pillow	41	\$175.00	\$7,175.00	
N/C E-Mail Drawing/Proof	1	\$0.00	\$0.00	
Crate Flat Memorial for Shipping	1	\$0.00	\$0.00	
Shipping Charges	1	\$1,100.00	\$1,100.00	
			Subtotal:	\$8,275.00
			Sales Tax:	\$0.00
			Total Due:	\$8,275.00
Memo			Balance Due	
			\$8,275.00	

Section 5 of 5

THIS IS NOT AN INVOICE OR PROOF. This is an acknowledgment for your records. PLEASE CHECK ALL INFORMATION CAREFULLY and advise us immediately of any error. Please note: any stock listed on the order will be released after 90 days of non-activity on order.

821 828 827 836 843 850 857 865
820 826 835 842 849 856 864 874
819 834 841 848 855 863 873
818.2 834.5 847 854 862 872
818.1 834 840 847 853 861 871
818 825 833 840 847 853 860 870
817 824 832 839 846 853 860 870
816.5 823 832 839 846 853 860 870
816 823 832 839 846 853 860 870

*PIONEERS
OF ALASKA*

631 641 650 658 667 673 869
630 640 649 657 666 672 875.9
629 639 648 657 665.5 670 875.8
638 648.5 656 665 676 875.7
637 647 655 664 675 875.6
636 646 654 663 675 875.5
635 645 653 662 674 875.4
628 634.4 644 652.5 661 668 875.3
634.3 643 652 660 674 875.2
634.2 642 651 659 674 875.2
634.1 642 651 659 674 875.2
627 633 642 651 659 674 875.2
626 632 642 651 659 674 875.2
416 423 427 429 429.2 437.5
415 426 428 429.1 437
436

*LOYAL
ORDER
OF
MOOSE*

1611 1616 1618 1624 1630 1636 1642 1648.5 1655 1657 1656 1664 1670 1676
1612 1616.1 1619 1625 1631 1634.3 1637 1643 1649 1659 1665 1671 1677
1613 1616.2 1620 1626 1632 1634.4 1638 1644 1650 1658 1666 1672 1678
1614 1616.3 1621 1627 1633 1634.5 1638.5 1645 1651 1659 1667 1673 1679
1615 1616.4 1622 1628 1634 1634.6 1639 1646 1652 1660 1668 1674 1680
1616.5 1616.6 1616.7 1616.8 1634.7 1624.8 1640 1646 1652 1661

MASONIC
S.E. QUARTER

CLAY
STREET
CEMETERY

1112 1118 1123 1129 1139
1111 1117 1122 1128 1134 1143
1110 1121 1127.5 1133 1138 1142 1146
1109 1116 1127.3 1132 1137 1141 1145.5
1108 1115 1120 1126 1131 1136 1145
1107 1112.5 1119 1125 1130 1135 1140 1144
1106 1113 1118.5 1124 1130 1135 1140 852.5
368 815 831 838 845 852
367 807 830 838 844 851
366 806 814 822 829 837 843 850
805 813 821 828 836 842 849
804 812 820 827 835 842 848
804 819 826 834.5

ARCTIC
BROTHERHOOD

1531
1532
1535.5
1537
1538
1539
1541
1541.5
1542

INDEPENDENT
ORDER OF
ODD FELLOWS
(I.O.O.F.)

1601
1601.5
1602
1603
1606
1606.3
1606.5
1607
1608
1609
1611
1612
1613
1614
1615
1616
1616.1
1616.2
1616.3
1616.4
1616.5
1616.6
1616.7
1616.8
1619
1620
1621
1622
1624
1625
1626
1627
1628
1630
1631
1632
1633
1634
1634.3
1634.4
1634.5
1634.6
1634.7
1624.8

MASONIC
S.E. QUARTER

YOU ARE
HERE

1032
1031
1030
1029
1028
1027
1026
1025
189
188
187.5
187
186
185
184
1040.5
1040
1039
1038
1037
1036
1035
1034
1033
220
219
218
217
244.5
244
243
242
1047
1046
1045
1044
1043
1042.5
1042
1041.5
1041
274
273
272.5
272
271
1056
1055
1054
1053
1052
1051
1050
1049
1048
308
307
306
305
304
303
1105
1104
1103
1102.3
1102.2
1102.1
1102
1101.5
1101
1112
1111
1110
1109
1108
1107
1106
368
367
366
365
337
336
335
334
333

ARCTIC
BROTHERHOOD

1118
1123
1122
1121
1120
1119
1118.5
815
807
806
805
804
803
1129
1128
1127
1126
1125
1124
1123
1122
1121
1120
1119
1118.5
1118
1117
1116
1115
1114
1113