



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



The Clay Street Cemetery Commission convened at 5:01 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 Vice Chair Janet Richardson presiding and the following Commission members in attendance:

Members Present:               George Dalton, Seat A  
  Dawn Milligan, Seat B (remotely)  
  Janet Richardson, Seat D  
  Julie Jones, Seat E (remotely)  
  Amy Stratman, Seat G

Absent:                             Aldean Kilbourn, Seat C  
  Karen Erickson, Seat F

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

### **APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of March 6, 2024

**J. Jones**, seconded by **A. Stratman**, moved to APPROVE the March 6, 2024 minutes.

**Vice Chair Richardson** took a voice vote on the motion to APPROVE the March 6, 2024 minutes and all members voted in favor.

### **APPROVAL OF AGENDA**

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

**Vice Chair Richardson** took a voice vote on the motion to APPROVE the agenda and all members voted in favor.

**CITIZEN'S COMMENTS** – None

### **COMMUNICATIONS TO COMMISSION**

**J. Jacobson** shared a solicitation that was received from an individual offering services to promote their event in May. All members agreed that the communication could be disregarded as spam.

### **EVENTS & PUBLIC RELATIONS**

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

**Vice Chair Richardson** reminded everyone of the clean-up day event and mentioned that the Pioneers are committed to participate. **J. Jacobson** stated that Public Works will be able to start early cleanup work soon and that, barring any late storms, the facility will be ready for the event.

### **FINANCIAL UPDATES**

**J. Jones** shared that she received a purchase agreement for the new Quiring Monuments order for \$8,275.00, a copy of which was included in the agenda packet and reflected in the provided financial report. She noted a remaining account balance of \$16,813.45.

### **UNFINISHED BUSINESS**

#### a) Quiring Monuments Orders

**J. Jones** reported that she had still not received a shipping date on their previous order but that their recent order is already in production. She confirmed that Chair Kilbourn had approved an arrangement with a family who wanted to purchase an updated replacement marker for an individual, to be shipped with the main order, and that the family, in return, would make a donation to cover the cost. **J. Jones** stated that the hope is still that the shipment arrives before the May 18th event, though the window is shrinking. She indicated that she had also recently sent a request for an updated file of proofs for the order of 41 pillows in production.

**J. Jacobson** asked how many monuments are expected in the upcoming delivery. **J. Jones** recalled that the fall 2023 order was for approximately 38 units. **J. Jacobson** stated he wanted to make sure Public Works knew how many to expect so they could immediately confirm order accuracy upon delivery. **J. Jones** stated that she would send J. Jacobson a copy of the order.

**Vice Chair Richardson** shared that she currently has 12 names prepared for the next order and noted that the recent quote shows that Quiring Monument's prices did not increase since the fall 2023 order. She asked how many markers they would be able to get with the additional \$10,000 received from the City Council. Discussion followed which resulted in a determination that 50 total units, plus estimated shipping, would be an appropriate target for the next order. **Vice Chair Richardson** asked if that additional \$10,000 needed to be spent in the current year. **J. Jacobson** confirmed that the allocation was for the fiscal year, so the funds would need to either be spent or encumbered no later than October or November of 2024.

**Vice Chair Richardson** asked if there would be much variance in shipping costs based on the total number of markers. **J. Jones** explained the consistency of freight charges and stated they just need to let the company know the number of units and they will quickly provide a quote.

**J. Jones** expressed concern that the company had previously informed all customers that prices would increase in 2024, and although their recent quote did not show an increase, there is a chance an increase could affect the next order. She committed to inquiring about the matter.

### **NEW BUSINESS**

#### a) Unknown in CSC – Moose & Arctic Brotherhood

**Vice Chair Richardson** shared that Chair Kilbourn had wanted to discuss a plan of action for some of the names which have all vital details prepared but no confirmed burial location. She clarified that they do know there are four individuals within the Loyal Order of Moose section and one in the Arctic Brotherhood area. She identified one option of creating a "cenotaph" (a monument to someone buried elsewhere) for each name, without including a plot number. **Vice Chair Richardson** suggested that they could instead, as they have in recent years, hire Garrett Speeder for an hour of Ground Penetrating Radar (GPR) work. She stated they believe there are additional burial sites around Plot 675 in the Moose section.

**J. Jones** stated that she strongly prefers the GPR approach, based on their past success and positive experience with G. Speeder. **A. Stratman** concurred that this would be better than a cenotaph, especially considering the other no-name plots that remain in other areas.

**G. Dalton** pointed out that Plot 675 shows as being in the center of some bushes and asked if that would affect the GPR process. **Vice Chair Richardson** confirmed that the individual buried there does have a marker placed there, with rosehip bushes all around it, and she recalls that bushes elsewhere had not been an issue for GPR accuracy.

**A Stratman** asked if the plot numbers would be adjusted should it be determined that additional individuals were buried next to Plot 675. **Vice Chair Richardson** explained that they would add suffixes of 675.1, 675.2, and so forth, as necessary, pointing to similar situations elsewhere.

**J. Jones** asked if a formal motion would be needed to proceed with the plan. Deputy Clerk Chase suggested that since no funds were being committed at this time, it did not seem necessary. **J. Jones** stated that she would reach out to G. Speeder to discuss the plan and request a quote, and the group could entertain a motion to approve the expense at a later time. All members voiced agreement with that plan, and **Vice Chair Richardson** affirmed the consensus to proceed as discussed.

**OPEN AGENDA** – None


**NEXT MEETING DATE**

**Vice Chair Richardson** confirmed that the next meeting is scheduled for May 1, 2024, at 5:00 p.m.

**ADJOURNMENT**

**Vice Chair Richardson** declared the meeting ADJOURNED at 5:19 p.m.

  
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For Aldean Kilbourn, Chair  
Janet Richardson, Vice Chair  
Transcribed by: CC

  
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Colt Chase, Deputy City Clerk