



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – May 1, 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 – April 3, 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 – No changes since April meeting.
9. UNFINISHED BUSINESS
  - a) Quiring Monument Orders
  - b) Update on Communication with Garrett Speeter re: GPR of Selected Areas
10. NEW BUSINESS
  - a) Application for Placement – P. Catney
11. OPEN AGENDA
12. NEXT MEETING DATE – June 5, 2024
13. ADJOURNMENT



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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Aldean Kilbourn, Chair

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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**  
Clay Street Cemetery Commission  
800 CUSHMAN STREET  
FAIRBANKS, ALASKA 99701-4615  
OFFICE: 907-459-6771  
FAX: 907-459-6710

**RECEIVED**  
APR 26 2024  
City Clerks Office


## Clay Street Cemetery Application for Placement

Applicant Name PATRICIA FAY CANN CATNEY Date 4-22-24  
Mailing Address 208 HAYES AVE.  
City COTTAGE GROVE State OR Zip Code 97424  
Phone Number 541-942-2286 Email \_\_\_\_\_

<sup>FUTURE</sup>  
Name of Deceased PATRICIA FAY CANN CATNEY

Type of Request for Placement:  Grave Marker  Landscape Item  Monument  Other

Proposed Date of Placement FUTURE AND PLACEMENT OF ASHES BENEATH EXISTING HEADSTONE AND SLAB OF ANNA M. CANN IN THE ELKS SECTION

Location of Proposed Placement within the Cemetery: 

Please provide a brief description of the item(s) to be placed in the cemetery along with a copy of any and all written information that will appear on the item(s). Also provide dimensions, if applicable, and attach additional media or documents if necessary:

A FLAT MARKER APPROXIMATELY THE SAME SIZE AS THE MARKER FOR CHARLES F. CANN ALREADY INSTALLED ON THE GRAVE OF ANNA M. CANN THIS MARKER WOULD BE FOR:  
PATRICIA FAY CANN CATNEY  
1936 - 20 ??

Received by: \_\_\_\_\_ Received Date: \_\_\_\_\_  
Approved by: \_\_\_\_\_ Approved Date: \_\_\_\_\_

## CITY OF FAIRBANKS

Clay Street Cemetery Commission  
800 CUSHMAN STREET  
FAIRBANKS, ALASKA 99701-4615  
OFFICE: 907-459-6771  
FAX: 907-459-6710

### Clay Street Cemetery Policy and Application for Placement

The Clay Street Cemetery was established by the City of Fairbanks in October of 1903. It is one of the oldest remaining historic landmarks in Fairbanks and is on the National Register of Historic Places. The Fairbanks City Council voted to close the cemetery to all burials in 1996.

The entire Clay Street Cemetery is now, and has always been owned by the City of Fairbanks. The City has full authority over the entire Clay Street Cemetery and has full rights to make decisions regarding the cemetery.

In 2010, the City Council adopted Ordinance No. 5813, creating the Clay Street Cemetery Commission with the primary purpose of advising the City Mayor and Council on matters relating to the restoration, improvement, maintenance and preservation of the Clay Street Cemetery.

The Clay Street Cemetery Commission and the Fairbanks City Council welcome placement of appropriate additions to the cemetery by individuals, groups and family members. Such additions may include markers, landscape items, monuments and decorations. Items of a non-permanent nature such as plastic flowers, vases, photo frames, and other decorative items that are movable and above ground will be permitted at the discretion of the Clay Street Cemetery Commission and/or City of Fairbanks. Temporary items will be removed after one season or if they fall into a state of disrepair in such a manner that they detract from the cemetery landscape. For placement of permanent items, an Application for Placement must be completed and submitted to the City of Fairbanks or to the Commission and written permission must be obtained from the City Council or the Commission prior to placement of new items on cemetery grounds. Items placed in the cemetery without first obtaining written permission are subject to removal and disposal at the discretion of the City Council or the Commission. Visitors are always welcome at the Clay Street Cemetery but pets are not allowed on cemetery grounds.

To request an Application for Placement contact the City Clerk's Office at (907) 459-6702 or email your request to [cityclerk@fairbanks.us](mailto:cityclerk@fairbanks.us). You may also contact the Commission at [claystreetcemeterycommission@fairbanks.us](mailto:claystreetcemeterycommission@fairbanks.us).