



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – FEBRUARY 6, 2019  
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 January 2, 2019
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. UNFINISHED BUSINESS
  - a) Review of Placement Policy & Application
  - b) List of 24 Names for 2019 Marker Placement
9. NEW BUSINESS
10. OPEN AGENDA
11. NEXT MEETING DATE – February 6, 2019
12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – JANUARY 2, 2019  
FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:02 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Chair Aldean Kilbourn (Seat C) presiding and with the following members in attendance:

Members Present: George Dalton, Seat A  
Frank Turney, Seat D  
Julie Jones, Seat E (arrived at 5:05 p.m.)  
Karen Erickson, Seat F

Absent: Michael Gibson, Seat B  
David Erickson, Seat G

Also Present: D. Danyielle Snider, City Clerk  
Jeff Jacobson, Public Works Director

### **APPROVAL OF MEETING MINUTES**

a) Regular Meeting Minutes December 5, 2018

**Ms. Erickson**, seconded by **Mr. Dalton**, moved to APPROVE the Regular Meeting Minutes of December 5, 2108.

**Chair Kilbourn** called for objection and, hearing none, so ORDERED.

### **APPROVAL OF AGENDA**

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

**Chair Kilbourn** called for objection and, hearing none, so ORDERED.

### **COMMUNICATIONS TO COMMISSION**

**Chair Kilbourn** stated that people who want to know about Birch Hill burials need to be referred to Blanchard Family Funeral Home.

### **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** stated that she started drafting a letter to boy scout leaders asking if there are any Eagle Scouts interested in setting 2019 markers. She mentioned that she heard that the Boy Scouts organization nationwide may be going bankrupt.

## UNFINISHED BUSINESS

- a) Hotel/Motel Discretionary Fund Grant Award Amount

**Chair Kilbourn** stated that the Commission received \$7,267 from the City Hotel/Motel Discretionary Grant. Clerk Snider stated that the allocation is unofficial until after the January 7 City Council meeting. Members thanked Ms. Jones for her efforts in applying for the funds. **Chair Kilbourn** mentioned that the Commission was not notified of the presentation meeting for the grant, and Clerk Snider suggested that a member's mailing address be listed on future applications so that the mailed notification does not go to City Hall.

## NEW BUSINESS

- a) Process for Placing Ashes at the Cemetery (Ms. Kilbourn's list of buried ashes)

**Chair Kilbourn**, in reference to the policy included in the agenda packet, asked members to review the placement policy before the next meeting. She mentioned that it does not address the placement of ashes. She stated that the Committee will discuss the placement policy at the February meeting.

- b) Approval of List of Graves to Receive Markers

**Chair Kilbourn** stated that at the last meeting, the Committee discussed the where to place new markers. She stated placement should start in the General Section in the northeast corner toward the river. She shared that the Family History Center has a copy of City cemetery records, and she plans to go there to look at the records. **Chair Kilbourn** stated that the spelling of the names of some who are buried at the cemetery have discrepancies when looking at different sources of information, and she wondered how to determine the proper spelling of names. **Mr. Jacobson** suggested that the different spellings be cross-referenced in the database. **Ms. Erickson** spoke in favor of using the most common spelling. She added that the Committee could consider them on a case-by-case basis. **Ms. Jones** agreed that the Committee could look into the names individually as they come up.

**Ms. Erickson** requested that **Chair Kilbourn** report at the next meeting her findings from the Family History Center.

**Chair Kilbourn** asked how many markers could be purchased with the funds available. **Ms. Jones** offered to obtain a quote from Quiring Monuments. **Chair Kilbourn** suggested that memorials be made on benches for some individuals whose burial sites are unknown. Members discussed the timeline for ordering markers in order to have them delivered and ready for placement in the summer. **Mr. Jacobson** suggested a deadline for the Commission to order markers by April 1. **Ms. Erickson** stated that it would be helpful to have a complete list by the March meeting.

**Chair Kilbourn** stated that she started researching in Row 1, which is parallel to the main gate. She stated that theoretically, there are 90 spaces. **Mr. Turney** stated that she will most likely not find records for the far end of the row, as criminals and sex offenders are buried in that area.

**Ms. Erickson** stated that there is some reference to “Dead Man’s Slough” in the Clay Street Cemetery records, and she would have to look into that.

**Mr. Jacobson** estimated that 24 markers would cost roughly \$3600. He said that equates to about \$150 per stone, including shipping costs.

**Chair Kilbourn** stated that she would work on preparing a list of 24 names, hopefully by February. **Ms. Erickson** stated that she will start in the northeast corner and do separate research; she stated that she and Chair Kilbourn could compare research notes afterwards.

### **OPEN AGENDA**

**Mr. Turney** stated that Mark Ames said he wanted to place trees in the Cemetery. Committee members briefly discussed the placement of trees at the Cemetery; the Committee was not supportive of the idea because additional trees would equate to additional maintenance.

Members briefly discussed the burials of Al Foster, buried in August 1903, and Wilfred Proctor, buried in October 1903.

**Ms. Jones** offered to help research name spellings, if need be.

**Mr. Turney** asked whether the City would pay to replace Frank Miller’s stone. **Mr. Jacobson** confirmed that the City would pay for the marker replacement.

### **NEXT MEETING DATE**

The next meeting of the Clay Street Cemetery Commission is scheduled for February 6, 2019.

### **ADJOURNMENT**

**Ms. Erickson**, seconded by **Mr. Turney**, moved to ADJOURN the meeting.

**Chair Kilbourn** called for objection and, hearing none, so ORDERED.

**Chair Kilbourn** declared the meeting adjourned at 5:42 p.m.

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Aldean Kilbourn, Chair

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D. Danyielle Snider, City Clerk

Transcribed by: DS

## CITY OF FAIRBANKS

Clay Street Cemetery Commission  
800 CUSHMAN STREET  
FAIRBANKS, ALASKA 99701-4615  
OFFICE: 907-459-6771  
FAX: 907-459-6710  
[cityclerk@fairbanks.us](mailto:cityclerk@fairbanks.us)

# 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).

# CITY OF FAIRBANKS

Clay Street Cemetery Commission

800 CUSHMAN STREET

FAIRBANKS, ALASKA 99701-4615

OFFICE: 907-459-6771

FAX: 907-459-6710

[cityclerk@fairbanks.us](mailto:cityclerk@fairbanks.us)

## Clay Street Cemetery Application for Placement

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Name of Deceased \_\_\_\_\_

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

Proposed Date of Placement \_\_\_\_\_

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:

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

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