



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – MARCH 6, 2019
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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1. CALL TO ORDER
 2. ROLL CALL
 3. APPROVAL OF MEETING MINUTES
 - a) Regular Meeting Minutes February 6, 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
 9. NEW BUSINESS
 10. OPEN AGENDA
 11. NEXT MEETING DATE – April 3, 2019
 12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – FEBRUARY 6, 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
 Michael Gibson, Seat B
 Julie Jones, Seat E

Absent: Frank Turney, Seat D
 Karen Erickson, Seat F
 David Erickson, Seat G
 Jeff Jacobson, Public Works Director

Also Present: D. Danyielle Snider, City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of January 2, 2019

Ms. Jones, seconded by **Mr. Dalton**, moved to APPROVE the Regular Meeting Minutes of January 2, 2019. **Chair Kilbourn** took a voice vote, and all members voted in favor of approving the minutes.

AGENDA

Chair Kilbourn spoke about a few items discussed at the January meeting that were not on the February agenda. She reported she sent 18 emails to Boy Scout leaders, and she has not received any responses. She stated that she went to the Family History Center, and they do not have any more records than what she received from Ms. Erickson. She requested that a new item titled, “Memorial Benches” be added under New Business. **Chair Kilbourn** handed out list of names she is researching to receive grave markers, and she stated that she has heard nothing from Ms. Erickson about the individuals brought up at the last meeting. She briefly spoke to the discrepancies in name spelling of some individuals buried at the cemetery. She expressed hope that Erica could help her find more information. She stated that the goal is to have 24 names ready for markers to be ordered by April.

Mr. Gibson, seconded by **Ms. Jones**, moved to APPROVE the agenda, as amended. **Chair Kilbourn** took a voice vote, and all members voted in favor of approving the agenda, as amended.

COMMUNICATIONS TO COMMISSION

Chair Kilbourn asked Ms. Jones for an update on the emails she had been receiving. **Ms. Jones** stated that people are just trolling for information.

EVENTS & PUBLIC RELATIONS

Chair Kilbourn asked Mr. Gibson about a possible clean-up day at the end of April or beginning of May. **Mr. Gibson** stated that he would be working at Birch Hill Memorial Day weekend. Members discussed the work that would need to be done at the cemetery, and **Ms. Jones** stated that the Festival Fairbanks crew may be able to help. **Mr. Gibson** stated that they would plan a work/clean-up day at the cemetery on Saturday, May 18 starting at 9 a.m.

UNFINISHED BUSINESS

a) Review of Placement Policy & Application

Chair Kilbourn expressed concern that the policy does not address the placement of ashes and stated that the Commission may entertain the placement of ashes for longtime Fairbanksans or those who have relatives buried at the cemetery. Members discussed making allowances for the placement of remains in the form of ashes only. **Ms. Jones** volunteered to craft some language to allow the placement of ashes to be presented at the next meeting.

b) List of 24 names

Chair Kilbourn reported that she has 16 names confirmed for markers, and she is researching more. She stated she would send an email to members if she comes up with 8 more names. **Ms. Jones** stated that if Chair Kilbourn cannot confirm the spelling of names, members may have to make a decision and order the markers. **Chair Kilbourn** indicated that some information is not available online; she stated that death records are a great source for the spelling of names. She stated that as soon as Ms. Erickson returns she can get information from her.

Ms. Jones stated that, initially, Quiring Monuments informed her that the price of markers had gone up significantly. She shared that she obtained another quote from Headstones USA for \$7400. She stated that Quiring Monuments came back with a quote of \$138 per stone, excluding shipping costs. She stated that the quote of \$7400 from Headstones USA is significantly more than the Commission has paid before and that she believes it would be best to order from Quiring Monuments again.

NEW BUSINESS

a) Memorial Benches

Chair Kilbourn expressed her distaste for the big chains and locks on benches. Members discussed different types of benches and designs for durable memorial benches at the cemetery. They discussed how the benches could be mounted so that they could not easily be stolen from the grounds. **Chair Kilbourn** stated that she envisions the benches to memorialize those buried at the cemetery in unknown locations. **Mr. Gibson** stated that he could speak with Jim Plaquett about how best to proceed. **Chair Kilbourn** stated that the Commission may be able to find some photographs to incorporate into plaques for the benches. **Ms. Jones** stated that she could bring a quote for some plaques.

OPEN AGENDA

Ms. Jones stated that she asked City Controller Margarita Bell whether anyone representing Clay Street Cemetery Commission needed to sign for acceptance of the grant dollars. She stated that she asked Ms. Bell to contact the Clerk's Office if someone needed to sign.

NEXT MEETING DATE

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

ADJOURNMENT

Chair Kilbourn called for objection to adjournment and, hearing none, so ORDERED. She declared the meeting ADJOURNED at 5:42 p.m.

Aldean Kilbourn, Chair

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

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. You may also contact the Commission at 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

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: _____