



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – MARCH 3, 2021  
HELD VIA TELECONFERENCE (459-6769) AND  
IN 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 of February 3, 2020
  4. APPROVAL OF AGENDA
  5. CITIZENS COMMENTS
  6. COMMUNICATIONS TO COMMISSION
  7. EVENTS & PUBLIC RELATIONS
  8. UNFINISHED BUSINESS
    - a) Pioneer Foundation Letter Update
    - b) Clay Street Write-Ups
  9. NEW BUSINESS
  10. OPEN AGENDA
    - a) May Meeting Reminder: To be held at the Cemetery shed in order to hang Frank Turney's plaque and to plan Summer 2021 work to be done in the northern section.
  11. NEXT MEETING DATE – April 7, 2021
  12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – FEBRUARY 3, 2021  
HELD VIA TELECONFERENCE (459-6769) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 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 (Seat C)** presiding (telephonically) and with the following members in attendance:

Members Present:                   George Dalton, Seat A (telephonic)  
  Kristina Heredia, Seat D (telephonic)  
  Julie Jones, Seat E (telephonic)  
  Victoria Dowling, Seat G (telephonic)  
  Jeff Jacobson, PW Director & Ex-Officio Member (telephonic)

Absent:                               Michael Gibson, Seat B  
  Karen Erickson, Seat F

Also Present:                       Rochelle Rodak, Deputy City Clerk

### **APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of January 6, 2021.

**Ms. Jones**, seconded by **Mr. Dalton**, moved to APPROVE the Regular Meeting Minutes of January 6, 2021.

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

### **APPROVAL OF AGENDA**

**Ms. Dowling**, seconded by **Ms. Jones**, moved to APPROVE the agenda.

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

### **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** noted that the May meeting was scheduled to be held at the cemetery shed at 5:00 p.m. on Wednesday the 5th.

### **UNFINISHED BUSINESS**

a)       Planned Repairs & Replacements for NE Section

**Chair Kilbourn** stated that she had sent out a list of the planned repairs for the N.E. section including a list that included entries from the database that may need addressed. She continued to address some of the markers that caused her the most concern.

**Ms. Jones** thanked Chair Kilbourn for providing the list and suggested that the work of going through the repairs could better be done in person after the snow had melted.

b) Pioneer Foundation Letter Update

**Chair Kilbourn** spoke with Mr. Gibson, who had spoken with the Pioneers and learned that the letter from the Commission had been tabled. She stated that Mr. Gibson had suggested that the Commission provide a list of five Pioneer members who are missing markers. She added that she and Janet Richardson had been researching Pioneers who may be buried without markers in the Cemetery.

**Ms. Jones** asked if the assumption was that the Pioneers would be more likely to donate if the Commission provided specific names for markers that were planned for repair or replacement.

**Chair Kilbourn** stated that was how she understood it based on her conversation with Mr. Gibson.

c) Example of Write-Up on Cora Anderson

**Ms. Dowling** stated that she had read the example of the write up and asked where Chair Kilbourn had found that information. She added that she had performed searches on Cora Anderson to see if she could come up with the information provided in Chair Kilbourn's example, and she was unable to do so.

**Chair Kilbourn** stated that she had used Newspapers.com, News Paper Archives, Genealogy Bank, Ancestry.com, and Family Search.

**Ms. Dowling** stated that she was still unable to find any information on the name she was given.

**Chair Kilbourn** stated that Ms. Heredia could request a different name when that problem arises. She added that information can sometimes come from links on family trees provided on Ancestry.com, and that can be helpful to search with as much information as possible, including multiple last names, birth dates, locations, etc.

d) Bed Tax Grant Signature

**Ms. Jones** stated that either herself or Chair Kilbourn could sign the grant acceptance at City Hall.

**Chair Kilbourn** stated that she was not currently in town.

**Ms. Jones** stated that she would take care of it and that the email she had received did not contain the document she had expected.

**Chair Kilbourn** explained that the document needed to be signed prior to the deposit being made into the account for the Clay Street Cemetery Commission.

**NEXT MEETING DATE**

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, March 3, 2021 at 5:00 p.m. and will be held via teleconference.

**ADJOURNMENT**

**Ms. Jones**, seconded by **Mr. Dalton**, moved to ADJOURN the meeting. **Chair Kilbourn** declared the meeting ADJOURNED at 5:17 p.m.

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Aldean Kilbourn, Chair

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Rochelle Rodak, Deputy Clerk II

Transcribed by: RR