



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MAY 5, 2021
HELD AT THE CLAY STREET CEMETERY
199 5TH AVENUE, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 p.m. on the above date to conduct a Regular Meeting at the Clay Street Cemetery, 199 5th Avenue, 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
 Janet Richardson, Seat D
 Julie Jones, Seat E (5:07 p.m.)
 Karen Erickson, Seat F
 Victoria Dowling, Seat G
 Jeff Jacobson, PW Director & Ex-Officio Member

Absent: None

Also Present: Rochelle Rodak, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of April 7, 2021

Mr. Gibson, seconded by **Ms. Erickson**, moved to APPROVE the Regular Meeting Minutes of April 7, 2021.

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

APPROVAL OF AGENDA

Mr. Jacobson requested the placement of a concrete bench to be added to New Business.

Ms. Erickson asked that an update regarding the digitization of early records and contact for the local Masons be added to Unfinished Business.

Ms. Erickson, seconded by **Mr. Gibson**, moved to APPROVE the Agenda, as Amended.

Chair Kilbourn took a voice vote on the motion to APPROVE the Agenda, as Amended, and all members voted in favor.

EVENTS AND PUBLIC RELATIONS

Chair Kilbourn inquired about the plans for cleaning up the cemetery prior to the Memorial Day weekend. Mr. Jacobson stated that he had a crew scheduled to do general clean up in the next couple of days. **Mr. Gibson** indicated that he had compiled a list of individuals who would help complete the edging around the headstones and other miscellaneous clean up.

Chair Kilbourn asked that Deputy Clerk Rodak investigate the planned Memorial Day services scheduled locally and report back to the Commission with that information.

UNFINISHED BUSINESS

a) Frank Turney Memorial for June 2, 2021

Mr. Jacobson led the discussion on where to place Frank Turney's memorial plaque, and it was decided that the plaque should be placed underneath the light, centered above the shed door.

Chair Kilbourn indicated the desire to hold a memorial for Mr. Turney in lieu of the next regularly scheduled meeting on June 2, 2021. Plans were discussed for Public Works to provide two tents in case of bad weather and the other members of the Commission to provide refreshments. **Ms. Jones** stated that she would bring a sound system, and the group collectively decided that it would be an informal gathering for Frank's friends and family to share their condolences and memories.

Chair Kilbourn inquired about advertising opportunities, and Deputy Clerk Rodak stated that it would be advertised in the place of the regularly scheduled meeting. Mr. Jacobson also shared that Teal Soden, the City's Public Information Officer, may be able to post something on the website and on the City's Facebook page.

b) Pioneer Foundation Markers

Chair Kilbourn requested that Public Works stack the new markers in numerical order when they arrive, if possible, to help in the organization of placement.

c) Concrete Bench Placement

Mr. Jacobson stated that there was a bench from the previous year that had been removed and repaired and asked the Commission where they would prefer the bench to be placed. It was decided that the bench should be set near the center of the Cemetery under the large spruce trees.

d) Masons Update for Digitizing Early Records

Ms. Erickson provided a list of names of current Mason contacts, stating that the lodge is not open often, and it would be easier to contact someone via a letter. Mr. Jacobson indicated that he recognized one of the names and would reach out casually, while **Chair Kilbourn** stated that she would work with **Ms. Erickson** to draft a letter inquiring about their desire to work with the Commission to digitize their early records.

NEW BUSINESS

a) Markers Received and Placement Schedule

Chair Kilbourn led a discussion regarding who would be available for the placement of the markers, and the Commission decided that the end of June would be the best time to perform the work.

b) Edging of Graves

Ms. Richardson stated that many of the markers are overgrown with the grass at the edges and that it would be helpful if they could be maintained more frequently. Mr. Jacobson indicated that he would add that to the scheduled work provided by his department.

Mr. Gibson added that the volunteer crew would focus on that task prior to the Memorial Day Services.

c) Garrett Speeter Bid on Ground Penetrating Radar (GPR) Services to Locate Graves in the S.E. and S.W. Quadrants

Chair Kilbourn explained that this process had been discussed in previous years, and she was able to reach out to Mr. Speeter for a quote recently. The group discussed the need for the location services, especially in the Catholic Section where many markers were missing and graves may have shifted due to historical flooding. Mr. Jacobson explained the City's purchasing process, and **Chair Kilbourn** stated that she would try and locate two other sources for this service so that a proper bid can take place. Mr. Jacobson added that if there are no other providers of the service, there is a process in place to account for that situation.

Ms. Jones, seconded by **Mr. Gibson**, moved to allow the Commission to obtain the Ground Penetrating Radar to locate graves in the S.E. and S.W. Quadrants.

Ms. Erickson, seconded by **Ms. Dowling**, moved to amend the main motion to add that the services would be obtained at a cost not to exceed \$3,000.

Chair Kilbourn took a voice vote on the motion to APPROVE the motion to obtain Ground Penetrating Radar services in order to locate graves in the S.E. and S.W. Sections of the Cemetery at a cost not to exceed \$3,000, and all members voted in favor.

d) Cost of Signs at all Entrances for Public to Address Alterations, Removals, or Additions to the Cemetery.

Ms. Richardson provided an example of signage from another historical cemetery and indicated that it may be pertinent to have them installed at the Clay Street Cemetery.

Chair Kilbourn shared that she had recently learned of one family moving members into the Cemetery, presumably by cremains, without contacting the Commission; she stated she would like to have some recourse in contacting them. Deputy Clerk Rodak shared that the Commission's policy on additions, including the application, would be sufficient evidence to back up any correspondence that the Chair felt necessary to send.

Mr. Jacobson added that he would have his sign shop draw up a similar sign to add to the entrances to help support the Commission's current policy regarding additions and changes to the Cemetery.

- e) New Committee of Commitment of Members to Research Grant and/or Other Revenue Gathering Opportunities.

Chair Kilbourn indicated the need for funds to provide more kiosks and other projects that the Hotel/Motel tax grant would not cover. Deputy Clerk Rodak stated that any grant opportunities would need to be pursued with the coordination of the City Finance Department and that if the Commission were interested in this process, Chief Financial Officer Margarita Bell would be available for a future meeting to discuss how that would proceed.

Ms. Jones stated that she had some donation information regarding pull tabs and businesses wanting to donate funds in order to reduce their tax liability. The group discussed possible projects that could be included in a letter requesting donations, and it was decided that the GPR services and a new kiosk would be good projects.

Mr. Jacobson stated that he would provide a cost estimate for materials needed for a new kiosk, and **Ms. Jones** stated that she would assist in finding the organizations possibly willing to donate. **Chair Kilbourn** stated that she would draft the donation request letter.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission on Wednesday, June 2, 2021 will be used for a Frank Turney memorial service. The next Regular Meeting will occur on July 7, 2021 at 5:00 p.m. and will be held in telephonically and in City Council Chambers.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 6:12 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR