



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JULY 7, 2021
HELD IN COUNCIL CHAMBERS AND VIA TELECONFERENCE
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 in Council Chambers at 800 Cushman Street, Fairbanks, Alaska, and via teleconference, with **Chair Aldean Kilbourn (Seat C)** presiding and with the following members in attendance:

Members Present: Michael Gibson, Seat B (telephonically)
 Janet Richardson, Seat D
 Julie Jones, Seat E (arrived at 5:16 p.m.)
 Victoria Dowling, Seat G (telephonically)
 Jeff Jacobson, PW Director & Ex-Officio Member (telephonically)

Absent: George Dalton, Seat A
 Karen Erickson, Seat F

Also Present: Rochelle Rodak, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of May 5, 2021

Ms. Dowling, seconded by **Mr. Gibson**, 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

Chair Kilbourn added an update to the American Legion Request Letter to Unfinished Business and “Vicious Dog” to Open Agenda.

Mr. Gibson, seconded by **Ms. Richardson**, 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.

COMMUNICATIONS TO THE COMMISSION

a) Roz-Anderson Correspondence

Chair Kilbourn read the email from Ms. Anderson into the record, and **Ms. Richardson** read her response email into the record. **Ms. Richardson** made it clear that it is important that markers are not removed for any reason, due to the difficulty in locating graves.

EVENTS AND PUBLIC RELATIONS

- a) Thank You Letter from Nathan Turney

Chair Kilbourn shared that the Commission had received a nice thank you letter from Frank Turney's son, Nathan. She went on to state that the sympathy card provided for signatures at the memorial had gone missing and asked members to look for it.

- b) Letter to Daily News Miner Recognizing Military Assistance with Memorial Day

Chair Kilbourn stated that she had written a letter to the Fairbanks Daily News Miner thanking the individuals from the military that helped clean up the cemetery for Memorial Day; however, she was waiting on the approved edits from Fort Wainwright prior to publishing.

UNFINISHED BUSINESS

- a) Marker Placement Schedule

Ms. Jones stated that she would have a crew preparing some graves for marker placement this coming Friday and they would be able to assist with the placement of markers on Saturday as well. **Chair Kilbourn** asked members if there were any conflicts with that date, and there were none. It was decided that the group would meet on Saturday, July 10, 2021, from 9:00 a.m. to 11:00 a.m. for marker placement at the cemetery.

- c) Ground Penetrating Radar (GPR) Scheduled for July 11, 2021

Chair Kilbourn announced that the GPR would be happening at 8:00 a.m. on Sunday, July 11, 2021, and invited all interested members to attend.

NEW BUSINESS

- a) Acquisition of a pneumatic hand truck for placement of markers

Chair Kilbourn asked if Public Works had a hand truck with inflatable tires to assist in the marker placement, adding that it was much easier than using wheelbarrows. She went on to state that it might be worth purchasing one for the Commission if Public Works was unable to lend them one.

Ms. Richardson shared information and prices on various styles of hand carts.

Mr. Jacobson stated that he would have one placed in the shed no later than Friday so that it was available for the Saturday work crew.

OPEN AGENDA

- a) Vicious Dog Advisory

Ms. Dowling shared that there is a vicious dog in the neighborhood that adjoins the cemetery and that she has contacted the Fairbanks Police Department as well as Animal Control. She cautioned

members to be aware of the animal, which is usually fenced, when working or visiting the cemetery.

b) Pioneer Marker Update

Ms. Jones shared that the markers for the Pioneers that had been paid for the by organization had been ordered; however, the invoices were not correct, and she was waiting to hear back on the shipping amounts prior to approving the purchase.

c) Miscellaneous Comments

Chair Kilbourn voiced her gratitude and admiration for the great work provided the Public Works crew at the cemetery this year. **Ms. Richardson, Mr. Gibson,** and **Ms. Jones** expressed their agreement. Mr. Jacobson stated that he would make sure to pass it along to the employees.

NEXT MEETING DATE

Chair Kilbourn stated that she may not be able to attend the next meeting. **Ms. Jones** stated that it would be good to schedule the next marker placement day at that time, and **Mr. Gibson** stated that he would be available to lead the meeting if needed.

The next Regular Meeting of the Clay Street Cemetery Commission will be held in Council Chambers and telephonically on August 4, 2021, at 5:00 p.m.

ADJOURNMENT

Mr. Gibson, seconded by **Ms. Jones,** moved to adjourn the meeting.

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

The meeting was adjourned at 5:39 p.m.


Aldean Kilbourn, Chair


Rochelle Rodak, Deputy Clerk II

Transcribed by: RR