



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – AUGUST 4, 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 July 7, 2021
 4. APPROVAL OF AGENDA
 5. CITIZENS COMMENTS
 6. COMMUNICATIONS TO COMMISSION
 - a) Searl Burnett inquiry about missing headstone on 7/16/2021.
 7. EVENTS & PUBLIC RELATIONS
 8. UNFINISHED BUSINESS
 - a) Update on Markers Placed during July Work Session.
 - b) Update on Ground Penetrating Radar performed July 11, 2021
 - c) Update on letter to the Fairbanks Daily News Miner regarding Military assistance with Memorial Day preparations.
 - d) Update on American Legion Letter requesting funds for projects.
 - e) Update on Order from Quiring Monument for Pioneer Markers.
 9. NEW BUSINESS
 - a) Update on Available Funds
 - b) Discussion on Research Required to Order Additional Markers
 10. OPEN AGENDA
 11. NEXT MEETING DATE – September 1, 2021
 12. ADJOURNMENT



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 (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

Rochelle Rodak

From: Rochelle Rodak
Sent: Wednesday, July 28, 2021 9:02 AM
To: 'akbeachbums@gmail.com'
Subject: FW: Clay Street Meeting Next Week

Good Morning,

Janet Richardson, of the Clay Street Cemetery Commission asked me to forward you her response. She was unsure if you had received it as her email often is sent to the junk folder.

Please reach out to Ms. Richardson if you have further questions.

Thank you,

Rochelle Rodak

Deputy City Clerk II
City of Fairbanks
800 Cushman Street
Fairbanks, AK 99701
907.459.6771

From: Janet <flyingcat5.alaska@gmail.com>
Sent: Tuesday, July 27, 2021 7:19 PM
To: Rochelle Rodak <RRodak@fairbanks.us>
Subject: Re: Clay Street Meeting Next Week

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hey,
I sent an email in response about Searl Burnette's marker but the person never responded back. Would you reach out to the person and ask if they received my response? I'm always worried my emails go to junk mail, like mine did to the city clerk!

Here is my response if you want to add it to the agenda!

Hi!
This is Janet Richardson from the Clay Street Cemetery Commission and your email was forwarded to us by the city clerk regarding a missing headstone for Searl Burnett.
We have on record as buried at Clay Street Cemetery in the Eagle's section #1015, a Searl Lynn Burnett, Jr born June 16, 1927 and died January 6, 1928.
The last known photograph of this grave was taken in 2009 per the FindAGrave website and there was a slab and a black plastic city marker at the grave.
I went out to the plot yesterday and the same slab and city marker are still there. I have attached some photos here from yesterday.

If there was ever an actual headstone, neither I or anyone on the current commission could tell you what happened to it.

Searl is on our list for a replacement marker and if you have any information about him or if you are related and would like some input as to the information you would like to see on the marker, please pass that along to us. We research information on each person before having a new marker made and do our best to get correct information from what resources we can find.

Thank you for contacting us with your concern and please let us know if we can answer any other questions or concerns.

Janet







19 May 2021

American Legion Post 11 Dorman H. Baker
129 First Avenue
Fairbanks, AK 99701

Dear Sirs ,

The Fairbanks Clay Street Cemetery Commission, an all volunteer group, is looking for funding to build an "In Memory" kiosk. Research has identified persons we know are buried in the Cemetery, but we have no idea where. We do receive some funding from the Fairbanks City Bed tax, which we use to purchase headstones for those we know the location of burial and have researched their specific information.

It is our understanding that you may have funds from pull tab sales that might be donated to help us in our quest to build a new kiosk.

(2) Posts 8x8x12	\$175	\$350
(2) Plywood 4x8x3/4	\$85	\$170
(2) Roof Gusset 4x8x1/2	\$65	\$130
(10) 2x4x10	\$12	\$120
(5) 2x4x12	\$14	\$70
(2) 2x8x8	\$18	\$36
(2) Metal Roof Sheets 3x12	\$63	\$126
(1) Ridge Cap	\$44	\$44
(20) Plexi-glass 4x8x1/4	\$280	\$560
Miscellaneous Screws & Parts	\$30	\$30

Current Total \$1636

With possible 20% inflation based on FDNM reporting: \$2000

Sincerely,



Aldean Kilbourn
Chairwoman
Clay Street Cemetery Commission
C/O City of Fairbanks
800 Cushman Street
Fairbanks, AK 99701

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/20	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,400.00	\$ 11,329.99
07/23/20	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (105.00)	\$ 11,224.99
08/04/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (69.29)	\$ 11,155.70
08/25/20	INTERPRETIVE GRAPHICS	CLAY ST CEMETERY SIGN	\$ (334.41)	\$ 10,821.29
08/31/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (35.92)	\$ 10,785.37
09/01/20	NANCY SHAW	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 11,035.37
09/08/20	LOWE'S	PEA GRAVEL	\$ (130.68)	\$ 10,904.69
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (55.49)	\$ 10,849.20
09/17/20	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (17.12)	\$ 10,832.08
10/05/20	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (6,575.00)	\$ 4,257.08
10/21/20	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (1,660.00)	\$ 2,597.08
02/01/21	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 7,567.00	\$ 10,164.08
03/18/21	IGLOO 4 FOUNDATION	CLAY ST CEMETERY DONATION	\$ 1,250.00	\$ 11,414.08
05/26/21	LAHONTAN GEOLOGICAL	CLAY ST CEMETERY GROUND RADAR	\$ (3,000.00)	\$ 8,414.08
06/04/21	JILL MARSHALL	CEMETERY PLAQUE DESIGN	\$ (157.50)	\$ 8,256.58