



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



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MEETING MINUTES
 - a) Regular Meeting Minutes of October 6, 2021
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. UNFINISHED BUSINESS
 - a) 2022 Room Rental Tax Grant Application Status
 - b) Pioneer Marker Status
 - c) Order to Quiring Monuments
9. NEW BUSINESS
 - a) Fairbanks Genealogical Society Publication, “1903-1930 Births, Marriages and Deaths.”
 - b) Recognition of Victoria Dowling
10. OPEN AGENDA
11. NEXT MEETING DATE – January 5, 2022
12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – OCTOBER 6, 2021
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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 and with the following members in attendance:

Members Present: George Dalton, Seat A
Janet Richardson, Seat D
Julie Jones, Seat E
Karen Erickson, Seat F (telephonic)
Victoria Dowling, Seat G (telephonic)

Absent: Michael Gibson, Seat B
Jeff Jacobson, PW Director & Ex-Officio Member

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of September 1, 2021

Mr. Dalton, seconded by **Ms. Richardson**, moved to APPROVE the meeting minutes.

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

APPROVAL OF AGENDA

Ms. Erickson, seconded by **Ms. Richardson**, moved to APPROVE the agenda.

Ms. Dowling noted the incorrect date listed for next meeting and it was corrected to November 3, 2021.

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

COMMUNICATIONS TO COMMISSION

a) Mark Sickles Letter and Donation

Chair Kilbourn explained that Mr. Sickles had discovered that the remains of an infant relative were interred at the Cemetery and offered to donate the expense of having a marker purchased. **Chair Kilbourn** confirmed that they were able to locate the grave.

UNFINISHED BUSINESS

- a) Update on Order from Quiring Monuments for Pioneer Markers

Ms. Jones stated that the order had been finalized and that their normal salesperson had returned from maternity leave. She added that she had placed an order for an additional 16 markers and would have an invoice soon.

NEW BUSINESS

- a) PW Director's Report

Chair Kilbourn shared her concern that if the City Council approved the Public Works budget to include \$105,000 to fund 350 cemetery markers, it could adversely affect the Commission's ability to apply for the discretionary grant funds.

Ms. Jones confirmed Mr. Jacobson's emailed response that those funds are outside of the grant funds and will not disqualify them from applying for funds. She asked the Deputy Clerk to confirm the grant funds provided by room tax revenue. **Ms. Rodak** stated that the City Council had approved \$270,000 to be disbursed to grant applicants for tourism and economic development.

- b) South Cemetery Marker Status Based on the Survey Completed Summer 2021

Ms. Erickson reported that the Ground Penetrating Software located 200 graves, including those in the Catholic Circle. She added that Henry Irving, an engineer from the City, surveyed each location, marked them with flags, and assigned GPS coordinates, which will help with creating a more accurate map of the cemetery. **Ms. Richardson** stated that drone footage was also very successful in showing where depressions and changes in lawn color were, making the graves more easily marked for identification.

- c) Remaining 2021 Hotel/Motel Grant Funds

Ms. Jones stated that the most recent order to Quiring Monuments of 16 markers would use the 2021 grant funds except for a very small amount, less than \$50. **Ms. Richardson** stated that she had spent \$40 on an edger for the Cemetery. **Ms. Jones** expressed her appreciation that the tool was found and purchased but asked that all future Commission-funded purchases pass through the Commission prior to expending funds.

- d) 2022 Hotel/Motel Grant Budget

Ms. Jones inquired as to the number of markers the Commission would like to purchase with grant funds in the coming year, and **Chair Kilbourn** felt that 25 was a good number.

OPEN AGENDA

Chair Kilbourn stated that the Commission should reconsider the donation cost for markers.

Ms. Jones explained that the cost of gravel and shipping varies, and the current recommendation of \$250.00 is not covering the full cost.

Ms. Jones, seconded by **Ms. Richardson**, moved to increase the recommended donation for marker purchases to \$300.00.

Chair Kilbourn took a voice vote to APPROVE the motion to increase the recommended donation for marker purchases to \$300.00, and all members voted in favor.

Ms. Erickson recognized Ms. Richardson's recent induction into the Pioneers of Alaska organization.

Ms. Jones passed along her congratulations to and appreciation for Ms. Richardson's hard work and energy.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, November 3, 2021, at 5:00 p.m.

ADJOURNMENT

Ms. Erickson, seconded by **Mr. Dalton**, moved to ADJOURN the meeting.

Chair Kilbourn declared the meeting ADJOURNED at 5:28 p.m.

Aldean Kilbourn, Chair

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR