



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JUNE 1, 2022
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
 Janet Richardson, Seat D
 Karen Erickson, Seat F
 Victoria Dowling, Seat G

Absent: Michael Gibson, Seat B
 Julie Jones, Seat E (*excused*)
 Jeff Jacobson, PW Director & Ex-Officio Member

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of May 4, 2022

K. Erickson, seconded by **G. Dalton**, moved to APPROVE the meeting minutes.

Chair Kilbourn noted changes to be made under the financial report to differentiate between markers and cement pads, as well as changes to New Business to clarify that the approved six hours of GPR was in addition to the three hours owed from the previous year's bid.

K. Erickson asked that it be clarified under Open Agenda that she had not spoken to Paolo Greer but only been made aware that he was currently researching Mr. Geoghegan.

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

APPROVAL OF AGENDA

J. Richardson, seconded by **G. Dalton**, moved to APPROVE the agenda.

Chair Kilbourn added new Item (b) under Financial Report and asked the Commission to consider a reimbursement.

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

Chair Kilbourn asked if any communications had been received. Deputy Clerk Rochelle Rodak stated that an email had been received requesting information and she would forward it to Chair Kilbourn the following day.

EVENTS & PUBLIC RELATIONS

- a) Richard Geoghegan Marker and Placement Event

K. Erickson asked if something special could be done as he was very important to the community. She suggested that either metal plaques or pictures could be installed along with information about his contributions. **J. Richardson** noted that there are many important and famous people interred in the cemetery, adding that she had recently gained access to photos of them and others buried there. She asked if it might be better to try and do something that recognized all the important people rather than just Mr. Geoghegan. **Chair Kilbourn** added that plaques and pictures had been discussed in the past and may be worth looking into. **J. Richardson** suggested that the kiosks could also be used to house the information.

FINANCIAL REPORT

- a) May 2022 Fund Balance

Chair Kilbourn asked if any changes had been made to the fund. Deputy Clerk Rodak responded that there had not been any invoices received or paid since the last meeting.

- b) Reimbursement for Edger and Flag Purchases

Chair Kilbourn moved to APPROVE the reimbursement to J. Richardson in the amount of \$90.49 for the purchase of an edger and Memorial Day Flags to be made from the Clay Street Cemetery grant funds.

J. Richardson explained the purchases and provided a breakdown of the costs.

Chair Kilbourn took a voice vote on the motion to APPROVE the reimbursement to J. Richardson in the amount of \$90.49 for the purchase of an edger and Memorial Day Flags to be made from the Clay Street Cemetery grant funds; all members voted in favor.

UNFINISHED BUSINESS

- a) Catholic Church Research Update

V. Dowling explained the handouts and the translation for the Latin descriptions. **Chair Kilbourn** remembered that there had been a map found by J. Jacobson at Public Works, and discussion was held how the death dates in the records may match up with the list of interred on the map. **J. Richardson** stated that the information could be very helpful and encouraged V. Dowling to continue her research and to obtain more records if possible.

NEW BUSINESS

a) Cemetery Kiosk

Chair Kilbourn remembered that Public Works had provided a quote the previous year for a second kiosk and asked that a new quote be prepared. She added that it would be helpful if the front of the kiosks could be removed so that information could be changed out; she questioned the availability of UV-resistant plexiglass.

J. Richardson added that the existing kiosk would be helped by new, more accessible doors as well. She noted that the information contained in the original kiosk was not entirely accurate, and she would like to see it replaced as soon as possible.

Deputy Clerk Rodak stated that she would contact Jeff Jacobson with the requests.

b) Discussion on Markers to Indicate Purchased with City Funds.

Chair Kilbourn noted that the Commission members spend a great deal of time not only placing markers but researching each gravesite. She added that all markers placed contain information about the purchaser, such as if they were donated by a family member or purchased using grant funds. She asked if there was an acceptable way to indicate the year of placement and give credit to the Commission on the markers being purchased with City Capital funds. Deputy Clerk Rodak stated that she would look into these options and provide more information at the next meeting.

c) Letter to Masonic Lodge regarding early Masonic Records

K. Erickson moved to POSTPONE discussion on the item until the next meeting due to time constraints.

Chair Kilbourn took a voice vote on whether to POSTPONE the Letter to the Masonic Lodge, and all members voted in favor.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, July 6, 2022, at 5:00 p.m.

ADJOURNMENT

G. Dalton, seconded by **K. Erickson**, moved to ADJOURN the meeting.

Chair Kilbourn declared the meeting ADJOURNED at 5:51 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR