



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – SEPTEMBER 7, 2022
HELD VIA [ZOOM WEBINAR](#) 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 August 3, 2022
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL REPORT
 - a) August 2022 Capital Fund Balance Report
 - b) August 2022 Room Rental Tax Balance Report
9. UNFINISHED BUSINESS
 - a) Kiosk Rebuild Update
 - b) 2022 Room Rental Tax Remaining Expenditures
 - c) Quiring Monuments Recent Order Update
10. NEW BUSINESS
 - a) Recommendation to the City Council to Amend FGC Chapter 2, Article III
 - b) GPR Discovery
11. OPEN AGENDA
12. NEXT MEETING DATE – October 5, 2022
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – AUGUST 3, 2022
HELD VIA ZOOM WEBINAR 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 via Zoom and with the following members in attendance:

Members Present: George Dalton, Seat A
 Janet Richardson, Seat D
 Julie Jones, Seat E (Zoom)
 Karen Erickson, Seat F (Zoom) (5:05 p.m.)
 Victoria Dowling, Seat G (Zoom)
 Jeff Jacobson, Public Works Director (Zoom)

Absent: Michael Gibson, Seat B

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of July 6, 2022

V. Dowling, seconded by **G. Dalton**, 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

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

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

COMMUNICATIONS TO THE COMMISSION

Chair Kilbourn shared that former Commission member Bill Robertson had passed away and asked that the Commission support the sending of a sympathy card to his widow, Betsy Robertson. Members agreed that it would be a good idea to send a sympathy card.

FINANCIAL REPORT

a) July 2022 fund balance

Chair Kilbourn asked Deputy Clerk Rodak to speak to the financial reports; Deputy Clerk Rodak explained the funds presented and the reported expenditures. She added that there would be additional expenditures for the kiosk after the Commission assigns which account to pay from.

UNFINISHED BUSINESS

- a) Markers purchased with capital projects

J. Jones stated that the markers had already been paid for but there were some last-minute changes that required an additional proof to be sent out earlier that day.

Chair Kilbourn indicated that there may be another batch of markers ready to order soon.

- b) Clarification on kiosk expenditures account

J. Jones, seconded by **K. Erickson**, moved to ASSIGN the previously approved costs for kiosk construction and upgrades to be paid from room rental tax grant funds.

Chair Kilbourn took a voice vote on the motion to ASSIGN the previously approved costs for kiosk construction and upgrades to be paid from the room rental tax grant funds, and all members voted in favor.

NEW BUSINESS

- a) Reimbursement for Aldean Kilbourn for the purchase of GPS marking flags (\$27.98)

K. Erickson, seconded by **J. Jones**, moved to APPROVE the reimbursement for Aldean Kilbourn to be paid from the room rental tax grant funds.

Chair Kilbourn took a voice vote on the motion to APPROVE the reimbursement for Aldean Kilbourn to be paid from the room rental tax grant funds, and all members voted in favor.

- b) Homeless camps located in adjoining property and Clay Street parking lot

Chair Kilbourn gave an update on her conversation with the property agent, adding that the Fairbanks Police Department (FPD) had been authorized to remove the camps from the property. She asked about the camp that had been in the parking lot; **J. Jacobson** stated that it was removed.

- c) GPR update

J. Richardson gave an update on the recent ground-penetrating radar (GPR) results, adding that they had relocated the graves where markers had been removed by the mower the previous month. She went on to explain the photo included in the agenda packet that showed the unmarked graves that appeared to be infants and children.

- d) GPS Marking by Henry Irving

J. Richardson gave an update on the Global Positioning System (GPS) marking, noting that she and the City Surveyor, Henry Irving, had completed most of the north side of the Cemetery. She stated they had not marked the Pioneer's section because they had not performed GPR in that area.

e) Markers moved

J. Richardson acknowledged the assistance from Festival Fairbanks in moving markers that had been placed incorrectly.

Chair Kilbourn thanked **J. Jones** and her helpers for their assistance, adding that many projects would be nearly impossible without them.

f) Marker research update for 2022 budget

Chair Kilbourn stated that she currently has six markers identified and ready to order, adding that she was only missing small pieces of information to confirm many more.

J. Richardson shared that she had not been able to check on her current archive research but added that she had been contacted by someone in Seattle who was able to locate their great grandfather at Clay Street Cemetery. She stated that the person would like to pay for a marker and be present when it is placed.

g) Kiosks update

J. Richardson recognized City Carpenter Tim Renner for his fantastic work on the new Kiosk and for the updates he has already made to the existing kiosk.

h) Resignation of Victoria Dowling

Chair Kilbourn expressed her disappointment at losing V. Dowling as a member and the difficulties in finding competent volunteers. She asked Deputy Clerk Rodak about the eligibility requirements for members and whether those requirements could be waived or expanded to include members from outside the City limits. Deputy Clerk Rodak stated that she would investigate the requirements and ensure the vacancy was advertised.

i) Supports for damaged private markers

Chair Kilbourn spoke about using a metal frame to hold together some of the broken markers. **J. Jacobson** suggested that **J. Jones** may be a better contact for that project. **J. Jones** stated that she was waiting for a response from Interior Mobile Welding.

j) Markers in need of repair or leveling

Chair Kilbourn asked for suggestions on leveling the heavy markers that are sinking into the ground. **J. Jones** felt that a crew of four people could possibly level some of those family-owned markers by adding gravel or shims for support.

There was discussion regarding what could have caused the markers to become unlevel, including the large amount of precipitation the previous winter and the infestation of voles and carpenter ants.

OPEN AGENDA

K. Erickson asked if the Masonic letter had been discussed at the previous meeting. **Chair Kilbourn** stated that they had not been able to contact anyone from the organization.

J. Richardson acknowledged the Public Works Department for their work on the roads within the Cemetery, as well as their work on the invasive rosehip plants and Russian sweet peas.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, September 7, 2022, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:41 p.m.

Aldean Kilbourn, Chair

Rochelle Rodak, Deputy Clerk II

Transcribed by: RR

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
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
09/02/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (45.64)	\$ 8,210.94
09/15/21	MARK SICKLES	CLAY ST CEMETERY DONATION	\$ 250.00	\$ 8,460.94
10/07/21	FAIRBANKS PRECAST & REBAR	CEMETERY PADS	\$ (955.00)	\$ 7,505.94
10/08/21	JANET RICHARDSON	CLAY ST SUPPLIES	\$ (29.98)	\$ 7,475.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (1,050.00)	\$ 6,425.96
10/21/21	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (3,824.00)	\$ 2,601.96
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (8.37)	\$ 2,593.59
12/31/21	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (14.55)	\$ 2,579.04
02/01/22	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,710.00	\$ 11,289.04
06/06/22	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (56.91)	\$ 11,232.13
06/06/22	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (33.58)	\$ 11,198.55
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (11.98)	\$ 11,186.57
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (17.16)	\$ 11,169.41
07/21/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (34.24)	\$ 11,135.17
07/21/22	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (2,100.00)	\$ 9,035.17
08/18/22	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (27.98)	\$ 9,007.19
08/18/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (519.52)	\$ 8,487.67
08/18/22	FAIRBANKS PAINT & GLASS	PLEXIGLASS FOR CLAY ST CEMETERY	\$ (522.00)	\$ 7,965.67
08/18/22	NORTHLAND WOOD PRODUCTS	BUILDING SUPPLY FOR KIOS	\$ (1,003.31)	\$ 6,962.36

Clay Street Capital Projects Account
10035011-9003

Date	Purchase Order	Description	Amount	Balance
				\$50,000.00
6/20/2022	22021521	Cemetery Pads	\$ 4,850.00	\$45,150.00
7/18/2022		Markers	\$ 6,250.00	\$38,900.00

FGC Chapter 2, Article III

Division 14. Clay Street Cemetery Commission

Sec. 2-487. Composition.

[new text in **bold/underline** font; deleted text in ~~strikethrough~~ font]

(a) The ~~membership of the~~ Clay Street Commission shall **consists of** ~~be~~ seven members as follows:

- ~~(a) Seven voting members, three of whom must be residents of the city, appointed by the city mayor and confirmed by the city council:~~ **Members should be:**
 - (1) ~~One member~~ **A** active in the study of Fairbanks history and willing to research cemetery residents to provide provenance for ordered markers; or.
 - (2) **Willing and able to help work at the cemetery to keep up its appearance and to place new markers per prescribed procedures.** ~~One member with experience or interest in maintaining the cemetery.~~
 - (3) ~~Five at large public members or four at large public members if a council member is appointed to the commission.~~

(b) The City Public Works Director, or designee, shall be an ex officio member of the commission.

(c) The chairperson shall be selected **by the commission** from among the commission's members ~~by the commission~~.

[version with all changes approved]

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