



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – JUNE 7, 2023  
HELD VIA [ZOOM WEBINAR](#) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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The **Clay Street Cemetery Commission** convened at 5:05 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)** and with the following members in attendance:

Members Present:                   George Dalton, Seat A  
  Janet Richardson, Seat D  
  Amy Stratman, Seat G

Absent:                               Michael Gibson, Seat B  
  Julie Jones, Seat E (Excused)  
  Karen Erickson, Seat F  
  Jeff Jacobson, Public Works Director

Also Present:                       D. Danyielle Snider, City Clerk  
  Colt Chase, Deputy City Clerk

### **APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of May 3, 2023

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

**Chair Kilbourn** provided a correction to the minutes. She stated that the spelling of the name recorded as “Beauchene” should be “Vachon” (2 occurrences).

**Chair Kilbourn** took a voice vote on the motion to APPROVE the minutes, pending the aforementioned spelling correction, and all members voted in favor.

### **APPROVAL OF AGENDA**

**Chair Kilbourn** added new items to the agenda:

- (e) to Unfinished Business – Dandelions.
- Under (c) of New Business – Add to item i. the additional reimbursement for J. Richardson of \$10.48 for marking paint.
- (d) to New Business – GPR Completion and Bill for \$700
- (e) to New Business – Update to Clay Street Cemetery Map and Database
- (f) to New Business – Ants

**J. Richardson**, seconded by **A. Stratman**, 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.

**CITIZEN'S COMMENTS** – None

**COMMUNICATIONS TO COMMISSION** – None

**EVENTS & PUBLIC RELATIONS** – None

**UNFINISHED BUSINESS**

a) Sample Sign Layout

**Chair Kilbourn** referenced the previous discussion regarding adding more information about Tolovana but stated she does not believe anything more has transpired on this matter as J. Jones has been quite busy. She stated the Commission can revisit the item at the next meeting.

b) Update on Quiring Monument Orders

**Chair Kilbourn** stated that without J. Jacobson present, she is unsure of the status on the outstanding order(s) and that members only know what has been delivered.

Clerk Snider stated she is also unsure of the status of the order(s). She reported that the Clerk's Office received one invoice for a single marker but is expecting some heavier invoices.

**J. Richardson** stated there should be one big order and one for just two markers with the last name Johnson.

**Chair Kilbourn** stated she believes that Quiring Monuments is waiting for engraving materials to arrive. She stated that the orders had already been approved, but she has not heard that they have actually created them. She mentioned that the orders take a while as they come from China.

Clerk Snider reported that the Clerk's Office has not received an invoice for the recent large order that was delivered.

**Chair Kilbourn** recommended that the Clerk's Office reach out to J. Jones, as she has the best record of the orders.

c) Report on Memorial Day Clean Up

**Chair Kilbourn** stated that the clean-up day was awesome. She reported that there were a few Pioneers in attendance and some individuals from the Fairbanks Economic Development Corporation (FEDC). She stated she learned some interesting historical information from one of the volunteers, and there was a great turnout.

**J. Richardson** mentioned that it was very helpful that Public Works had cleared all the leaves prior to the event.

d) Report on Tour of Cemetery 5/23/23

**Chair Kilbourn** recalled that approximately 17 individuals attended the tour – not many from the Fairbanks Genealogical Society, but several people from the community. She shared that two different people wanted information that they [Commission] were able to help provide. **A. Stratman** stated there were actually more than two people. She stated that several people on Facebook had inquired about a relative in an unknown

plot. She expressed hope that maybe one day the Commission will be able to determine where the individuals are buried. **Chair Kilbourn** stated that, overall, it was a good tour and a great turnout.

e) Dandelions

**J. Richardson** recapped her conversation with Alex Lexa from Public Works about his efforts and plans. She stated he had applied “weed and feed” product once the previous year, closer to the end of summer. She reported that he had planned to mow earlier in the day. She relayed that Public Works plans to apply the “weed and feed” product to mitigate dandelions soon but needs to do so close to a time when there will be rain for the product to be most effective. **Chair Kilbourn** confirmed the need to wait for rain.

**NEW BUSINESS**

a) Delivery of Markers

**Chair Kilbourn** stated that with J. Jacobson and J. Jones not in attendance and Clerk Snider not having received any recent invoices, she believes that the headstone company is still waiting on materials in order to make the markers and fulfil the order.

b) Setting Markers

**Chair Kilbourn** stated that thanks to the Mayor, eight volunteers from the Air Force will come out the following day to help with setting markers and she hoped that members present would be able to help. She stated that she and J. Richardson went out and marked about 40 holes where they will need to dig and, if they can get all those holes dug and filled with gravel and pads brought out and placed, that would be a huge help as those tasks are some of the hardest. She stated she is crossing her fingers that the project the following day will be a success.

c) Reimbursements

**G. Dalton**, seconded by **A. Stratman**, moved to APPROVE the reimbursement to J. Richardson in the amount of \$54.42 for the purchase of tarps to cover the headstones (\$43.94) and marking paint to identify locations for holes that needed dug (\$10.48).

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

**J. Richardson**, seconded by **G. Dalton**, moved to APPROVE the reimbursement to A. Stratman in the amount of \$15.50 for the purchase of a research document for a headstone (naturalization paper for Charles deGregori). **Chair Kilbourn** noted that A. Stratman had shared that she will have to contact the county which provided the document as what she received was not correct.

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

**Chair Kilbourn** noted that both reimbursements and the GPR bill should come from bed tax funds.

d) GPR Completion and Bill for \$700

**Chair Kilbourn** reported that she provided Deputy Clerk Chase a bill for \$700 for the GPR service recently performed to identify four markers in the “Oddfellows,” which allowed them to assign 4 people into 4 graves (previously had 4 names in 1 grave). She indicated that was a big improvement. She stated that most of the Pioneers were there and, although there are still nine unknowns, they were able to at least identify that someone was buried there. She stated that the expenditure had been previously approved for up to three hours of GPR service but only two hours were needed.

e) Update to Clay Street Cemetery Map and Database

**J. Richardson** reported that the previous day they completed all the GPR and she was able to number all the Pioneer plots. She reported that she emailed City Surveyor Henry Irving who will now come out and GPS mark each plot. She stated that he did that the last couple years, minus the Pioneer section, which he will now be able to complete so he can make new maps. She stated that she anticipates the project will be completed by the end of July, at which time the Commission will laminate and place the updated maps.

f) Ants

**Chair Kilbourn** reported how bad the ant problem has become at the cemetery. She expressed hope that J. Jacobson could be made aware. **J. Richardson** stated that for many years there was hardly any issue with ants. She stated that the last year or two has been bad, but this year is far worse than ever. She reported that there are black carpenter ants all over the trees, on every grave, and all over the ground, and she expressed concern about the ants killing the trees. She stated that the ants are likely eating away at wood coffins in the ground. **G. Dalton** offered a humorous solution of investing in an aardvark; Clerk Snider asked for clarification that G. Dalton was volunteering to care for the aardvark in the interim.

### REFERENCE MATERIALS

a) May 2023 Room Rental Tax Balance Report

**Chair Kilbourn** noted for everyone’s understanding that the difference between the donation for Peter Conley (\$300) and the expense for his marker (\$250) is to account for the additional expense of concrete slab, pea gravel, and other supplies needed for installation. Additionally, regarding the PVC crosses being made by Public Works to be used to mark unknown graves, **Chair Kilbourn** expressed preference to get any of the crosses they can, whenever they are available, to begin installation. She stated that the Commission does not need to wait for the entire batch to be finished to begin installation. She asked if anyone had comments on the balance report.

Clerk Snider stated that she and Deputy Clerk Chase could follow up with J. Jacobson to share what had been discussed about the crosses and the concern with the ants.

b) May 2023 Capital Projects Fund Balance Report

**Chair Kilbourn** reported that the current capital projects account balance is \$9,314.27. She stated she was unsure about the accuracy of the balance as she believed that some of the marker orders were still unaccounted for as far as fund reporting. Clerk Snider stated that she will check to determine the status on any orders so that any encumbered funds from the Capital Projects account could be notated at the next meeting.

**OPEN AGENDA**

**J. Richardson** asked when the Commission would like to ask J. Jones to place the next marker order. **Chair Kilbourn** responded that they should wait until they know for sure about the fund balances so they can order accordingly. Members discussed past success in following their budget with bed tax funds and agreed to hold off on another order until they have more information about the fund balance. **A. Stratman** shared that she has quite a bit of research done and a list of names that is nearly ready.

**NEXT MEETING DATE**

**Chair Kilbourn** asked if there were any issues with the next scheduled meeting of July 5, 2023, at 5:00 p.m. Deputy Clerk Chase confirmed there are no issues from the City's end with that date.

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:26 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC