



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JULY 5, 2023
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:01 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
 Michael Gibson, Seat B
 Janet Richardson, Seat D
 Julie Jones, Seat E
 Amy Stratman, Seat G (via Zoom)

Absent: Karen Erickson, Seat F
 Jeff Jacobson, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of June 7, 2023

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

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

APPROVAL OF AGENDA

Chair Kilbourn added one item to the agenda under New Business [item 9(a)ii.] J. Richardson reimbursement of \$22.44 for three containers of concrete adhesive (\$7.48/ea.) from Home Depot on 7/3/23.

Chair Kilbourn also advised changing the description of the item 9(a)i.3. to “concrete adhesive.”

J. Jones, seconded by **M. Gibson**, 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

Two emails, received by J. Richardson, were shared:

1. *From Tom Martellone, Great Nephew of Liberta Saivetto Murphy for whom a stone was placed a few weeks ago: “Janet, I cannot thank you enough on behalf of my family for putting a memorial in place for my great great grand aunt. I have reached out to her granddaughter to let her know about the tombstone. Your work in putting stones in place not only helps memorialize our family member's existence, but it also provides information for generations to come and future genealogists. For that, we are extremely grateful. Please pass our thanks along to all parties involved that helped make this happen!”*
2. *From Donna Fraser, descendent of the Vachon Family, for whom stones were placed a few weeks ago. They had received pictures of the markers for their five family members. “You all need to give yourselves a big pat on the back, everyone who has had a part in all of this have done a fabulous job! Thank you so much from the bottom of my heart!”*

EVENTS & PUBLIC RELATIONS

A copy of a recent Facebook post on the City of Fairbanks page, highlighting the Air National Guard Volunteer Work Day from June 8, 2023, was shared. Social media reactions and comments were unanimously positive. **Chair Kilbourn** recapped efforts to have this event and others, such as the last cemetery tour, shared via an article in the Fairbanks Daily News-Miner (FDNM).

Members discussed the upcoming workdays of July 10 and 11 and volunteer needs. **Chair Kilbourn** stated that she had dropped off an additional bag of about 50-60 flags to American Legion Post 57 on South Cushman. She stated that the flags were appreciated and that clearing the space also made room for the recently completed PVC crosses.

UNFINISHED BUSINESS

a) Sample Sign Layout

Two sample sign layouts had been shared in the agenda packet. **J. Jones** provided an updated version of the sign pertaining to the Vachon family, which included an expansion of the map graphic to highlight more detail regarding the associated locations of Dawson, Tolovana, etc. The updated image also corrected the final word “parish” to “perish.” Design elements of the sign were discussed and unanimously supported.

J. Jones, seconded by **M. Gibson**, moved to approve the Vachon sign design and wording to go to print.

Chair Kilbourn took a voice vote on the motion to APPROVE the Vachon sign design and wording to go to print, and all members voted in favor.

J. Jones discussed the second sign, which contained aerial images of the cemetery. The verbiage had not yet been written, however the title over the narrative was tentatively planned as “Clay Street Cemetery Over the Years.” Members discussed design suggestions from the printer, but overall, there was consensus to approve the current draft image. **Chair Kilbourn** inquired if the drone operator, Mr. Potter, had any other images that might show the graves more clearly. She stated that all the media from Mr. Potter is available on a thumb drive, and she really likes how all three photos show Clay Street itself, with reference to the highway (or the street that eventually became the highway). **J. Jones** stated that she can review what is available from Mr. Potter’s files and see if there is a suitable alternative, which would show the graves better, or if there is simply a desirable fourth image that could be used. She spoke about the sawmill which exists in past photos, the history thereof, and how it would be nice to have a more recent image that shows that structure in its current state; she commented about possibly adding information about the building to the sign. She asked if M. Gibson had anything in particular that he would like to write for the sign, to which he declined. **Chair Kilbourn** requested that Deputy Clerk Chase include an update on the sign layout on the agenda for the August meeting.

b) Update on Quiring Monument Orders

J. Jones shared that the final 60 monuments were finished and ready to ship, but the company was finishing the two Johnston stones in order to ship them all together. She stated that update was from a couple weeks ago, so the markers should arrive soon.

c) Report on Air Force Volunteers Work Day on June 8, 2023

Chair Kilbourn gave a summary of the work performed. She reported that they were able to set 47 monuments by digging the holes, putting the rocks in, putting the cement base in, getting them glued, and then J. Richardson sealing them. She remarked that it was unbelievable how much they accomplished within the span of four hours. She expressed hope that something would come out in the FDNM soon. She commented that Dusty reacted to the Facebook post that Deputy Clerk Chase published.

d) Dandelions

Chair Kilbourn stated that the grass at the cemetery still needs to be treated, even though they [Public Works] have had the product since last fall. She expressed hope that it would be done soon. She noted, however, that when she was there the day prior, everything was mowed, edged, and there was not a dandelion in sight. She stated the cemetery looked fantastic, and she praised Public Works’ efforts in maintaining the property.

e) Ants

Chair Kilbourn shared that she learned there is a product which can be spread, but she is unaware if they are supposed to purchase it directly and spread it themselves, or if Public Works will do that. J. Richardson stated that Alex Lexa, from Public Works, told her that he was going to get it. **Chair Kilbourn** added that she was uncertain if it was something that could still be purchased in Fairbanks, or if stores were out of stock. She stated she has put a few things out in areas where they work, but ants have been bothering them.

f) PVC Crosses

J. Richardson provided an update, stating that Tim, the City Carpenter, completed all the crosses and added a wooden dowel or stake to the bases, so that force could be applied with a mallet or other tool to secure them in the ground without damaging the PVC. Members discussed options for what tool to use. **J. Richardson** stated that she has something in mind she believes will work. She shared that she and her husband plan to complete the task whenever they have time in the near future.

NEW BUSINESS

a) Reimbursements

- i. A. Kilbourn. Total reimbursement of \$125.88 for three purchases:
 1. \$59.96 for two garden edgers (\$39.98/ea.). Home Depot 6/8/23.
 2. \$39.96 for two shovels (\$19.98/ea.). Home Depot 6/8/23.
 3. \$25.96 for concrete adhesive. AIH. 6/13/23.
- ii. J. Richardson. Total reimbursement of \$22.44 for three containers of concrete adhesive. Home Depot. 7/3/23.

Chair Kilbourn gave a breakdown of recent purchases by Commission members. She stated she purchased two garden edgers, two shovels, and concrete adhesive for a total of \$125.88. She shared that J. Richardson purchased three tubes of silicone concrete adhesive for \$22.44.

J. Jones, seconded by **M. Gibson**, moved to APPROVE the reimbursement of \$125.88 to Chair Kilbourn and the reimbursement of \$22.44 to J. Richardson, for a total of \$148.32 for the four presented receipts, using funds from bed tax funds.

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

Chair Kilbourn pointed out that there will be a need for more silicone concrete adhesive in the near future once they deplete their current stock, so they should expect to see additional similar reimbursements later this season. **J. Jones** stated that these smaller purchases are part of the language in their Bed Tax Grant, and reimbursements for these kinds of supplies are perfectly acceptable and to be expected.

REFERENCE MATERIALS

a) June 2023 Room Rental Tax Balance Report

Deputy Clerk Chase informed the Commission that the report in the packet was generated prior to a check for \$15.50 being issued to A. Stratman for an approved reimbursement. **Chair Kilbourn** reviewed line items on the report that occurred since the previous meeting, including \$700 for the GPR service and two reimbursements for J. Richardson. **J. Jones** noted that with this transaction and the reimbursements that were just approved, the balance for the Room Rental Tax (aka bed tax) account, is now at \$7,503.18.

b) June 2023 Capital Projects Fund Balance Report

Chair Kilbourn spoke to the remaining balance of \$9,314.27. She stated she thought the funds had already been spent on the current outstanding monument order. **J. Jones** clarified that the incoming order was paid for with the previous year's funds. She stated that some of the funds will be spent on the names that Commission members are researching and preparing for submission.

Deputy Clerk Chase reported that after the June meeting, he reached out to Quiring Monuments to check on the status of their account. He stated he inquired about any outstanding invoices, and there were none. **Chair Kilbourn** asked if the Commission needs to spend the account funds prior to October, and Deputy Clerk Chase replied that it is a good problem to have." **J. Jones** added that the Commission also needs to spend the bed tax funds on approved expenses by the same time. **Chair Kilbourn** spoke to the need to purchase more concrete bases and stated that there will soon be expenses for the names currently being researched. **J. Jones** explained that the total amount of funds available will easily be spent on the names that are close to being ready for submission [30 from J. Richardson and 15 from A. Stratman], which will cost about \$11,250. She stated that some funds will be spent on concrete and pea gravel. She indicated that Quiring Monument orders could be more expensive in the future, with the increases in shipping, fuel, granite, etc. **Chair Kilbourn** asked Deputy Clerk Chase if he could contact J. Jacobson regarding any outstanding bills for the recent purchase of pea gravel. **J. Jones** noted that while there seems to be a lot of money available, it will go quickly, and when all things are accounted for, she estimates there will be only \$1,500 left at the end of the year. She stated she will request an estimate for 30 markers, so they can see how much prices have increased since 2022. She commented that she could go back to U.S.-based sources, but they have been using Quiring Monuments for years. **Chair Kilbourn** added that when you switch vendors, you have the added concern of an unknown quality. **J. Jones** agreed.

OPEN AGENDA

M. Gibson asked if the Commission had considered talking to Mayor Pruhs about getting on his radio show "Problem Corner." **Chair Kilbourn** responded that she had done that a few years ago. **J. Jones** stated that doing so would be a great way to get volunteers for placing the next 60 stones on future workdays. **Chair Kilbourn** shared the frustration of having individuals express interest in helping, but then when it is time to come out and help, they do not show up. She stated she would follow up with Dusty to see if the recent volunteers would be available again at the beginning of August, if there is another time they might be, or if there is another group they know

of that might be interested in helping. **J. Jones** added that she can also ask Jomo Stewart from Fairbanks Economic Development Corporation, and she can see about setting a date that works around their schedule.

Chair Kilbourn praised J. Richardson's recent technique of spray-painting designated spots that need work performed for the sake of volunteers who may not be familiar with the process. She stated it has made a huge difference in efficiency and quality of work compared to how they have done things in the past.

NEXT MEETING DATE

Chair Kilbourn confirmed that the next meeting is scheduled for August 2, 2023, at 5 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:49 p.m.


Aldean Kilbourn, Chair


Colt Chase, Deputy City Clerk

Transcribed by: CC