



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – AUGUST 2, 2023  
HELD VIA [ZOOM WEBINAR](#) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:03 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 (via Zoom, Seat C)** and with the following members in attendance:

Members Present:                   George Dalton, Seat A  
  Janet Richardson, Seat D  
  Julie Jones, Seat E  
  Amy Stratman, Seat G  
  Jeff Jacobson, Public Works Director

Absent:                               *Vacant*, Seat B  
  Karen Erickson, Seat F

Also Present:                       Colt Chase, Deputy City Clerk

**APPROVAL OF MEETING MINUTES**

a)       Regular Meeting Minutes of July 5, 2023

**J. Jones**, 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 under Open Agenda: ‘Election of Vice Chair’

**J. Jones**, seconded by **J. Richardson**, 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**

The following email was sent to the commission on July 25, 2023:

*“To Whom It May Concern,*

*Hello, I'm Amy M. Stauner. I volunteer with Billion Graves (www.BillionGraves.com) that has partnered with Family Search. My mission is to photograph and index (transcribe) every headstone in Fairbanks, North Pole and surrounding areas so the public can find their deceased relatives.*

*This email is to request a cemetery plot map that shows every gravestone/headstone. In order to ensure that every gravestone is photographed and indexed. Please feel free to contact me at (907) 322-3221 or via email at amymstauner@live.com if you have any questions.*

*Regards, and thank you for your time.  
-Amy M. Stauner”*

[This item was included in the agenda packet; however it was not addressed during the meeting]

### **COMMISSION SEAT TERMS**

**Chair Kilbourn** confirmed with G. Dalton that he intended to renew for another term when his seat expires at the end of the month. She reminded him to submit that renewal as soon as possible, as they do not want to lose him on the Commission. It was noted that K. Erickson, whose seat also expires soon, has already applied to renew for another term.

It was noted that Michael Gibson, who held Seat B, submitted a resignation letter since the last meeting. **Chair Kilbourn** shared that Dawn Milligan had applied to fill the seat for the remainder of the term. She stated that M. Gibson had recommended D. Milligan to replace him, and members have had tremendous experience working with her at the cemetery.

**Chair Kilbourn** indicated that she would love to have a volunteer log so that individuals who come out to help can be recognized and have their names shared via the on-site kiosks.

### **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** stated they have been meeting regularly on Tuesdays at 9 a.m. at the cemetery to work. She asked for confirmation on how many stones they have managed to place so far this year. **J. Richardson** shared that earlier in the season they had completed 47. She stated that the total is now probably close to 100 and that they have dug 40 new holes in the last 3 weeks. She stated that they are waiting for the last 62 markers, so they are digging holes and putting down the concrete bases in preparation for the headstones. She commented that the help has been great.

### **UNFINISHED BUSINESS**

a) Sample Sign Layout

**J. Jones** provided an update regarding her photo selection process for some aerial images to be included on the sample sign being created and shared pictures with those in the room.

b) Update on Quiring Monument Orders

**J. Jones** shared that the final 60 monuments as well as the two Johnston stones had been finished, palletized, and ready to ship. She indicated that was the status three weeks ago; however there has been no additional notification regarding shipping. **J. Jacobson** added that Public Works has not seen any shipments but will let the Commission know if markers arrive. **J. Jones** stated that she will let the company know that they have a limited window for their work due to weather constraints.

c) Dandelions

**J. Jacobson** stated Alex [Public Works staff] had waited for weather conditions to be conducive before applying the dandelion mitigation product but that the product was applied over a month ago. He asked if the dandelions are still bad and need a second application. **J. Richardson** responded that the dandelions look as healthy and happy as ever, and **Chair Kilbourn** agreed that it does not appear that the product made any impact.

d) Ants

In his report for item (c), **J. Jacobson** included a reference that Alex had also applied the ant mitigation product around the same time as the dandelion product. Later in the meeting, **J. Jacobson** asked if the Commission needed another application of this product or if they had noticed any difference. The consensus was that, like the dandelions, it does not seem to be any different than earlier in the season. **J. Richardson** shared that her conversation with Alex included a request to apply the material primarily around the trees and areas where they work. She stated that he was to leave any leftover product inside the shed for later use. **J. Jacobson** stated that he would drive by the cemetery to assess the situation and make note of any Public Works tasks that need. He stated that new planters are being delivered soon, and they can take care of loose ends.

e) PVC Crosses

**J. Richardson** shared that her husband is planning to start again on getting the crosses installed in about a week. **J. Jones** asked if he needed help and offered the name of an individual who could assist with this and other projects.

## NEW BUSINESS

a) Henry Irving GPS survey of Pioneer Section (7/24/23)

**J. Richardson** reported that H. Irving GPS-marked all plots in the Pioneer section, which completes the GPS marking of the entire cemetery. She stated that the information was inserted into the master map of the property, and H. Irving printed several copies of the updated, finalized map which will now need to get laminated for display. She also shared that she will be updating the master burial index with additions and corrections, replacing the printed copies on the kiosks. Additionally, she provided a flash drive to A. Stratman with photos of interred individuals as well as images of the cemetery to create a board with images, short bios, and other cool stuff.

b) Signage request to City re: parking

**J. Richardson** explained that a search for the cemetery on Google Maps takes everyone to the end of 5th Avenue. She stated that residents in that area would prefer there not to be a lot of cemetery visitors parking on the street. She asked if there was a way to have additional signage made to direct people to the appropriate parking area on Clay Street. **J. Jacobson** responded that there should be existing signage on 5th Avenue that states there is no parking from that sign to the cemetery. He stated he is not sure if the signage is still in place, but they could potentially add something at the entrance of that final section of 5th Avenue indicating that cemetery parking is available on 7th Avenue or Clay Street. **J. Richardson** stated that they would really prefer people to park in the main parking lot. **J. Jacobson** clarified other existing signage that directs visitors to that particular area. **J. Richardson** stated that the challenge is Google Maps directing people in a way that makes sense digitally, to a mapping program, but is not what they would like to see. Clerk Chase shared that it is possible for a business to claim a location within the Google realm, in order to be able to edit details about the entry. He indicated that is a way to help steer visitors who use that tool to a certain route.

c) Reimbursements

**J. Jones**, seconded by **G. Dalton**, moved to approve the following reimbursements, using funds from the Bed Tax account:

- A. Kilbourn. Total reimbursement of \$82.59 for two purchases:
  - \$65.61 for three tubes of adhesive/sealant (\$21.87/ea). Fairbanks Block & Building Materials. 7/10/23
  - \$16.98 for two cans of orange marking paint (\$8.49/ea). AIH. 7/10/23
- J. Richardson. Total reimbursement of \$112.12 for several items:
  - Steel tamper: \$54.98
  - Stake flags: \$10.97
  - Marking paint: \$9.98
  - Silicone: \$29.92 (qty. 4 @ \$7.48/ea)
  - Insect repellent: \$6.27

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

## **REFERENCE MATERIALS**

a) July 2023 Room Rental Tax Balance Report

**J. Jones** indicated that, not including the reimbursements which had just been approved, the current balance of the account is \$7,503.18. She stated they have a plan to order markers as discussed at the last meeting, so they can use the funds by the deadline. **J. Jacobson** asked if the monies in the account have all been committed. **J. Jones** responded that they have not placed the order yet, but with what they have planned, they will be using the majority of the balance. She stated that at the last meeting, they calculated that this account, along with the Capital Projects

Fund, would be encumbered with anticipated orders tied to the research currently underway. She also suggested that they consider purchasing both a hand truck and wheelbarrow (with two wheels in the front) to help with moving around some of the heavier items that they frequently handle. **J. Jacobson** asked that if they do purchase those items, to make sure they clearly mark them as belonging to the Commission to avoid any Public Works staff mistaking the items as City equipment. **J. Jones** volunteered to purchase the discussed items and submit receipts for reimbursement approval at the September meeting. She stated that they will not have storage space for a new wheelbarrow in addition to the single-wheel model currently in the shed at the cemetery, and asked if that could be taken away. **J. Jacobson** responded that would be fine, as long as the Public Works employees could use the new wheelbarrow whenever they need to use it on-site.

**Chair Kilbourn** praised the incredible job that four Public Works employees did in clearing out old pallets and moving a large stone on an incredibly hot day. She stated the crew is really appreciated. She stated there are more items that still need to be removed on the 5th Avenue side of the building, as there was no more room on the truck that day.

b) July 2023 Capital Projects Fund Balance Report

**J. Jones** stated she was preparing another large order with all the names that are ready. She shared that there are currently another 30 at that stage, and there may be more in the near future. **J. Jacobson** asked if they needed more pea gravel, and several Commission members confirmed that they will, especially to go with this next order.

**Chair Kilbourn** asked for an update on concrete pads. **J. Jacobson** stated he had emailed Commission members a copy of an invoice from November 2022 for an order that had been placed and paid for with funds from last year. **J. Jones** added that they had just placed an order for 54 more the week prior. Clerk Chase stated that he has not yet received an invoice. **Chair Kilbourn** confirmed that she will follow up with the company to ensure an invoice is received soon, as there have been delays in the past.

**J. Jacobson** spoke to the budgeting process and stated he wanted to ensure that all funds had been encumbered by the appropriate time. He stated the Bed Tax account should be spent by the end of September, as October is the month that the report on usage of the funds is due. He stated that Capital funds begin to be swept back into the City's General Fund by the City's Chief Financial Officer (CFO) beginning in November, so those funds should be targeted for use by the end of October. **Chair Kilbourn** stated that she is confident they can get at least 30 names ready to place orders for materials well before those deadlines. **A. Stratman** shared that she has some additional names that can be submitted as well. Discussion ensued regarding anticipated ordering prices and quantities, including a reference to a \$300 credit they should be entitled to for a past delivery fee on an order they picked up directly. **J. Jones** stated that they are easily within the \$9,000 range with the names that are already prepared, so they should have no problem spending the funds.

**J. Jacobson** asked if there was interest from the Commission in requesting additional Capital funds for more markers. He indicated that more funds could be requested in the new budget cycle, if desired. He questioned how much he should request for 2024 to allow the Committee to continue to work at its current pace. **J. Jones** suggested that they plan for a slower year as far as Capital

funds, as they have a lot of time-consuming research to do after a busy year of physical labor. She stated it is part of the regular cycle of the Commission's work, with some years being more research-based and others involving more manual labor. **J. Jacobson** suggested a request of \$10,000.

**OPEN AGENDA**

a) Election of Vice Chair

**A. Stratman**, seconded by **G. Dalton**, motioned to elect J. Richarson as Vice Chair of the Commission.

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

Clerk Chase shared that he made another post on Facebook to highlight a recent workday at the cemetery and that he would be happy to do something similar each month of the outdoor season, as long as pictures or stories of events at the cemetery are submitted to him. **J. Richardson** stated that she has had individuals mention seeing things like this recently, and they have gone out to check out the cemetery for the first time, commenting on how wonderful it looks.

**NEXT MEETING DATE**

**Chair Kilbourn** confirmed that the next meeting is scheduled for September 6, 2023, at 5 p.m.

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:43 p.m.



Aldean Kilbourn, Chair



Colt Chase, Deputy City Clerk

Transcribed by: CC