



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MARCH 6, 2024
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 presiding and with the following Commission members in attendance:

Members Present: George Dalton, Seat A
 Dawn Milligan, Seat B (remotely)
 Aldean Kilbourn, Seat C
 Janet Richardson, Seat D (remotely)
 Julie Jones, Seat E (remotely)
 Karen Erickson, Seat F (remotely)
 Amy Stratman, Seat G

Absent: None

Also Present: Jeff Jacobson, Public Works Director
 Colt Chase, Deputy City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of February 7, 2024

J. Jones, seconded by **A. Stratman**, moved to APPROVE the February 7, 2024 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the February 7, 2024 minutes, and all members voted in favor.

APPROVAL OF AGENDA

Chair Kilbourn added “a) Discussion on Certain Markers” under Open Agenda.

J. Jones, seconded by **G. Dalton**, 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

Chair Kilbourn reported having been contacted by Patricia Kathy, who indicated that her parents are buried in the Elks section of the cemetery; she stated that P. Kathy would like her

ashes placed with them when she passes away. Chair Kilbourn shared that she provided P. Kathy with information on the process, along with the appropriate form, for requesting placement.

EVENTS & PUBLIC RELATIONS

- a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9am-12pm

J. Jones confirmed that she will ensure a PSA is sent out prior to the event to attract more volunteers, as well as announcements via the radio station and JustServe.org. **J. Jacobson** suggested also placing event information on the reader board at the Golden Heart Plaza.

FINANCIAL UPDATES

Chair Kilbourn referenced the financial report included in the meeting packet, noting that the only changes from the previous meeting were the deposits of \$12,454 for the bed tax grant and \$10,000 for the supplemental funds request they had made to the City Council. She asked if whether the bed tax grant amount was the full award or a 90% disbursement that groups typically receive at the start of the year. **J. Jones** stated that as far as she understands, the report shows the full amount that had been awarded, which has been the typical arrangement for the Commission in the past. She expressed appreciation that the \$10,000 was reflected in the primary account report, rather than separated as it has been in the past.

UNFINISHED BUSINESS

- a) Previous Quiring Monument Order

J. Jones reported that the order is still in progress, with additional attention being given to consistency across all items. She shared that the new account representative was aware of the hope for the markers to be delivered before Memorial Day, so she will continue to follow up.

Chair Kilbourn stated she already has a commitment from Dusty and the other volunteers who helped the previous year that when the order arrives, they would happily come again to place the markers. **J. Jones** confirmed that her group is also committed again for the year, with Tuesdays working nicely for their schedule. **J. Jacobson** asked for and received input on where they would like the delivery placed when it arrives.

- b) Request to City Council for Supplemental Funds (\$10,000) for Additional Markers

Chair Kilbourn noted that the item had already been discussed during Financial Updates.

NEW BUSINESS

- a) Removal of July Meeting from 2024 Calendar

G. Dalton, seconded by **A. Stratman**, moved to REMOVE July 3 from the 2024 meeting calendar due to the proximity of that date to the Independence Day holiday.

Chair Kilbourn took a voice vote on the motion to REMOVE July 3 from the 2024 meeting calendar. All members voted in favor.

b) Status of 2023 Bed Tax Markers (Next Quiring Monument Order)

J. Richardson reported that of the 40 markers budgeted for with bed tax grant funds, 36 names are ready to go, with one additional name being paid for with a donation from a descendant.

OPEN AGENDA

a) Discussion on Certain Markers

Chair Kilbourn reported that 18 people had been taken out of the database, all of which have records in *Find-a-Grave* that include a location, birth date, and death date but may be missing something like a birth location. She shared that most are from 1905 to 1907, and she is unable to find newspapers or other records with any additional information. She asked if it would be prudent to proceed with the details they have, filling in or making any necessary corrections down the road, given the unlikelihood that additional records from that long ago would emerge.

A. Stratman stated that new records are constantly being indexed and uploaded to the various platforms and she believes they should wait. She gave an example of her own research efforts being bolstered by records she came across, which had only been uploaded a few months earlier.

J. Richardson agreed, noting that the donated marker referenced earlier had information that only came to light through direct messaging with a family member, who stated they had details about him, but nothing had been uploaded to any database. She stated that people often have information that takes a long time to find its way online.

A. Stratman referenced a situation in California where smaller counties report submitting their records to the State archivists, but such have not yet been scanned into the system. She acknowledged that other entities likely have similar situations.

Chair Kilbourn stated that there is a family by the last name Jeanette that has significant ties to France and has a great deal of records available upon request for any names that may be French connected. She shared that she gets emails from the family all the time.

J. Jacobson shared a booklet he came across that was associated with the cemetery and asked if it was something the Commission wanted to keep. **A. Stratman** indicated that it was a copy of something that was widely distributed and available many years ago. **Chair Kilbourn** offered to hold onto it for the time being and ensure it was not something new.

Deputy Clerk Chase shared that he had come across a large quantity of rack cards which still appear to have all correct information about the cemetery and included the bed tax grant logo. **A. Stratman** suggested that the rack cards get placed at Explore Fairbanks in the Visitors Center.

Chair Kilbourn offered to deliver the rack cards to the Visitors Center. **J. Jones** asked if they needed to order more rack cards. **Chair Kilbourn** stated that the amount DC Chase had found was more than enough for the year.

J. Richardson reminded Commission members that they need four more names to complete the 40 needed to fully utilize the bed tax grant funds. She pointed out that now that they have received the additional \$10,000 from the City Council, there is even more research work to do, so they should not be afraid to continue with research. **J. Jones** added that she would like to get the next order in as soon as possible to verify whether prices have increased since the last order.

J. Richardson confirmed that payment for the donated marker will be coming to the Clerk's Office, addressed to DC Chase. She asked DC Chase to let her know when it arrives.

NEXT MEETING DATE


The next meeting is scheduled for April 3, 2024, at 5:00 p.m. **Chair Kilbourn** indicated that she will be out of state for that meeting and may not be able to attend remotely. **J. Richardson** confirmed that she will be in town and available to chair the meeting if needed.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:23 p.m.



Aldean Kilbourn, Chair
Co-chair CSCC



Colt Chase, Deputy City Clerk

Transcribed by: CC