



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – APRIL 3, 2019
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



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1. CALL TO ORDER
 2. ROLL CALL
 3. APPROVAL OF MEETING MINUTES
 - a) Regular Meeting Minutes March 6, 2019
 4. APPROVAL OF AGENDA
 5. CITIZENS COMMENTS
 6. COMMUNICATIONS TO COMMISSION
 7. EVENTS & PUBLIC RELATIONS
 8. UNFINISHED BUSINESS
 - a) Placement Policy & Application
 - b) List of 24 Names for 2019 Marker Placement
 - c) Memorial Benches
 - d) Update on David Inman's Eagle Scout Award Ceremony
 - e) Letter to Erica Miller – Damaged Marker
 9. NEW BUSINESS
 10. OPEN AGENDA
 11. NEXT MEETING DATE – May 1, 2019
 12. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MARCH 6, 2019
FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:10 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, with Member Michael Gibson (Seat B) presiding and with the following members in attendance:

Members Present: George Dalton, Seat A
Frank Turney, Seat D
Julie Jones, Seat E

Absent: Aldean Kilbourn, Seat C
Karen Erickson, Seat F
David Erickson, Seat G
Jeff Jacobson, Public Works Director

Also Present: D. Danyielle Snider, City Clerk

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes February 6, 2019

Ms. Jones, seconded by **Mr. Dalton** moved to APPROVE the meeting minutes. **Mr. Gibson** took a voice vote, and all members voted in favor of approving the minutes.

APPROVAL OF AGENDA

Ms. Jones, seconded by **Mr. Dalton**, moved to APPROVE the agenda.

Ms. Jones requested that “Informational Signs” be added to the agenda as Unfinished Business item b. **Mr. Gibson** took a voice vote on the approval of the agenda, as amended, and all members voted in favor of approving the agenda.

EVENTS & PUBLIC RELATIONS

Mr. Turney asked whether a member is assigned to handle public relations. **Ms. Jones** stated that she has not heard anyone say that they would like to do that.

UNFINISHED BUSINESS

a) Review of Placement Policy & Application

Ms. Jones stated that she did not complete her homework on the policy and application. Clerk Snider reported on the phone conversation she had with Chair Kilbourn. She stated that Chair Kilbourn would like for the Committee to come up with a draft of the policy and application and have the City Attorney review the document for legality. Ms. Snider stated that she has spoken with the City Attorney, and he is willing to do that. **Mr. Gibson** stated that burial restrictions are

strict for cadavers but not for ashes. **Ms. Jones** stated she would recommend that urns be buried 24” below the ground surface. **Mr. Gibson** asked whether the policy specifically restricts a body from being buried at the cemetery. Ms. Snider pointed out that the policy states that the cemetery was closed to burials in 1996. **Mr. Gibson** spoke to the possibility that families who have been a part of Fairbanks for many years may request to bury family members at the cemetery; **Ms. Jones** stated that if families have purchased plots, they should still be able to use them. She stated that she would like to postpone the item to the next meeting so that she has time to do some work on the policy.

Mr. Turney shared that the remains of the person whose body was dug up from the cemetery then reinterred have still not been identified. He stated that no one should be allowed to remove any remains from the cemetery. He stated that he plans to meet with a man from UAF to try to verify whether the remains are male or female.

b) Informational Signs

Ms. Jones referenced the handouts regarding high pressure laminate signs and steel mounting posts. She explained that these types of signs are being used in national parks. She stated that the posts are made from durable steel, and they have been used in the greenspace in downtown Fairbanks. She explained the dimensions and setup in greater detail. **Mr. Gibson** stated that the signs would have names of people who are buried at the cemetery but whose precise burial location is unknown. He stated that the signs resemble the ones made for the Pioneers of Alaska. Members discussed ways to mount the posts into the ground. **Mr. Gibson** stated that he spoke with Mr. Plaquett about getting the signs made through the labor union apprenticeship, but the man who had been previously involved has retired. **Ms. Jones** stated that the cost of a sign would be about \$197, and she has asked for updated pricing. She stated that she could check with Interior Welding to see if they could provide a quote for the stands, and she could bring back more information to the Commission. She stated that prices seem reasonable.

OPEN AGENDA

Mr. Gibson stated that he spoke on the phone with Chair Kilbourn, and she has vetted 18 of the 24 names for the marker order; however, she has not been able to verify her list with Ms. Erickson. He stated that Chair Kilbourn will continue to work on the list.

Mr. Turney stated that the Clay Street Cemetery was mentioned at the theatre above the Co-op. **Ms. Jones** stated that it was at the Community Museum. **Mr. Turney** stated that Irene Sherman was quite a character and was the last person buried in the cemetery in 1995. Members reminisced about Irene Sherman and Eva McGown. **Mr. Gibson** stated that there are a lot of things from the Nordale Hotel at the Pioneer Museum.

Ms. Jones stated that the Committee will talk more about the Memorial Day cleanup at the next meeting. **Mr. Gibson** stated that the cleanup day is scheduled for Saturday, May 18. He stated he will check to ensure that the day will not be in conflict with the Roll Call Dinner that he is chairing.

NEXT MEETING DATE

The next regular meeting of the Clay Street Cemetery Commission is scheduled for April 3, 2019.

ADJOURNMENT

Mr. Dalton, seconded by **Ms. Jones**, moved to ADJOURN the meeting. Hearing no objection, the meeting was ADJOURNED at 5:30 p.m.

Aldean Kilbourn, Chair

D. Danyielle Snider, City Clerk

Transcribed by: DS

DRAFT

CITY OF FAIRBANKS

Clay Street Cemetery Commission

800 CUSHMAN STREET

FAIRBANKS, ALASKA 99701-4615

OFFICE: 907-459-6771

FAX: 907-459-6710

cityclerk@fairbanks.us

Clay Street Cemetery Policy and Application for Placement

The Clay Street Cemetery was established by the City of Fairbanks in October of 1903. It is one of the oldest remaining historic landmarks in Fairbanks and is on the National Register of Historic Places. The Fairbanks City Council voted to close the cemetery to all burials in 1996.

The entire Clay Street Cemetery is now, and has always been owned by the City of Fairbanks. The City has full authority over the entire Clay Street Cemetery and has full rights to make decisions regarding the cemetery.

In 2010, the City Council adopted Ordinance No. 5813, creating the Clay Street Cemetery Commission with the primary purpose of advising the City Mayor and Council on matters relating to the restoration, improvement, maintenance and preservation of the Clay Street Cemetery.

The Clay Street Cemetery Commission and the Fairbanks City Council welcome placement of appropriate additions to the cemetery by individuals, groups and family members. Such additions may include markers, landscape items, monuments and decorations. Items of a non-permanent nature such as plastic flowers, vases, photo frames, and other decorative items that are movable and above ground will be permitted at the discretion of the Clay Street Cemetery Commission and/or City of Fairbanks. Temporary items will be removed after one season or if they fall into a state of disrepair in such a manner that they detract from the cemetery landscape. For placement of permanent items, an Application for Placement must be completed and submitted to the City of Fairbanks or to the Commission and written permission must be obtained from the City Council or the Commission prior to placement of new items on cemetery grounds. Items placed in the cemetery without first obtaining written permission are subject to removal and disposal at the discretion of the City Council or the Commission. Visitors are always welcome at the Clay Street Cemetery but pets are not allowed on cemetery grounds.

To request an Application for Placement contact the City Clerk's Office at (907) 459-6702 or email your request to cityclerk@fairbanks.us. You may also contact the Commission at claystreetcemeterycommission@fairbanks.us.

CITY OF FAIRBANKS

Clay Street Cemetery Commission
800 CUSHMAN STREET
FAIRBANKS, ALASKA 99701-4615
OFFICE: 907-459-6771
FAX: 907-459-6710
cityclerk@fairbanks.us

Clay Street Cemetery Application for Placement

Applicant Name _____ Date _____

Mailing Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Name of Deceased _____

Type of Request for Placement: Grave Marker Landscape Item Monument Other

Proposed Date of Placement _____

Location of Proposed Placement within the Cemetery:

Please provide a brief description of the item(s) to be placed in the cemetery along with a copy of any and all written information that will appear on the item(s). Also provide dimensions, if applicable, and attach additional media or documents if necessary:

Received by: _____ Received Date: _____

Approved by: _____ Approved Date: _____