



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JULY 6, 2022
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:00 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)** presiding and with the following members in attendance:

Members Present: George Dalton, Seat A
 Janet Richardson, Seat D
 Julie Jones, Seat E (Zoom)
 Victoria Dowling, Seat G (5:04 p.m.)
 Jeff Jacobson, Public Works Director (Zoom) (5:24 p.m.)

Absent: Michael Gibson, Seat B
 Karen Erickson, Seat F (*Excused*)

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of June 1, 2022

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

Chair Kilbourn asked that this meeting reflect that Public Works Director, Jeff Jacobson had issues connecting to the June meeting telephonically and had not intended to be absent.

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

APPROVAL OF AGENDA

V. Dowling, seconded by **J. Richardson**, moved to APPROVE the agenda.

Chair Kilbourn added new Item (f) under New Business to address a recent issue at the Cemetery.

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

COMMUNICATIONS TO THE COMMISSION

Chair Kilbourn shared that Brian Beal had wanted to attend the meeting but was not able to due to a family emergency.

FINANCIAL REPORT

a) June 2022 Fund Balance

J. Jones asked if the current balance reflected the most recent invoice for 32 markers, adding that she was concerned it may need modified. Deputy Clerk Rodak stated that she would investigate it.

UNFINISHED BUSINESS

a) Catholic Church Research Update

V. Dowling shared that she had been able to obtain permission to scan the Catholic Church records and that she had completed the task. She added that she would provide the file to Deputy Clerk Rodak to be circulated to the group.

b) Markers Purchased with Capital Projects

Chair Kilbourn reported that the latest order of markers was currently in the final review process.

NEW BUSINESS

a) Cemetery Kiosk Quotes

Chair Kilbourn read the quote and expressed concern that using anything other than unbreakable plexiglass would ultimately result in replacement and higher overall cost.

J. Jacobson explained the proposed updates to the existing kiosk by removing the current face, which is screwed down, and replacing both sides with a piano-hinged pane of plexiglass that could be locked and opened for easier updating of information.

G. Dalton, seconded by **J. Richardson**, moved to APPROVE updating the 5th Avenue Kiosk with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

Chair Kilbourn took a voice vote on the motion to APPROVE updating the 5th Avenue Kiosk, and all members voted in favor.

V. Dowling, seconded by **J. Richardson**, moved to APPROVE the removal of the quadrant frame on the second existing kiosk and replacing it with piano-hinged, unbreakable plexiglass frames that could be opened and secured.

Chair Kilbourn took a voice vote on the motion to APPROVE updating the quadrant frame on the second existing kiosk, and all members voted in favor.

V. Dowling, seconded by **J. Jones**, moved to APPROVE the construction of a third kiosk to include piano-hinged, unbreakable plexiglass frames that could be opened and secured, with cost not to exceed \$2,200.

Chair Kilbourn took a voice vote on the motion to APPROVE the construction of a third kiosk with cost not to exceed \$2,200, and all members voted in favor.

- b) Aldean Kilbourn Reimbursement for Cemetery Purchases totally \$63.38.

Alaska Industrial Hardware	Sealant	\$11.98
Office Max	Plastic Spacers	\$17.16
Fairbanks Block	Master Weld Adhesive	\$34.24

J. Jones, seconded by **V. Dowling**, moved to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38

Chair Kilbourn took a voice vote on whether to APPROVE the reimbursement to Aldean Kilbourn in the amount of \$63.38, and all members voted in favor.

- c) Ground Penetrating Radar Results & Update

- a) Elks

***K. Erickson** supplied a written update for the newly found Elk's members in the original agenda packet as she could not attend the meeting.*

- b) Infants

J. Richardson stated that there had never been an infant section identified in the Clay Street records or maps but added that the GPR seemed to have found a row of very small, child- or infant-sized graves in a previously unmarked and unmapped portion of the Cemetery. She added that it would be impossible to identify them based on lack of records and newspaper information.

- d) Returned Cemetery Tools

Chair Kilbourn shared that she had recently received many tools that had been stored in a former Commission member's garage. She added that those tools have been added to the storage shed at the Cemetery, noting that the adhesive may or may not be usable.

- e) 2021 Marker Placement

Chair Kilbourn stated that all the markers ordered in 2021 had been recently placed.

- f) Recent Issue at Cemetery

J. Richardson shared that the Public Works crew had recently mowed the lawn at the Cemetery, adding that there had not been the usual care afforded to the loosely placed markers and flags. She noted that many of the flags destroyed had been in place for over a year and some of them were still waiting for GPS coordinates after the Ground Penetrating Radar (GPR) had been done. She

stated she was not sure if they could be replaced without having the radar services performed again. **J. Richardson** went on to state that the employees she contacted had shared that there were homeless people camping on the adjoining property and actively harassing them as they worked.

J. Jacobson stated that he had not been made aware of the homeless situation and apologized for the mess and disruption to the progress that had been made. He indicated that the Public Works budget may be able to help cover the additional radar services. He suggested that a temporary GPS location be used to prevent the loss of the information in the future, either by using a map or taking a photo with GPS location services applied. He also stated that any sign of homeless camps needs to be reported to the Fairbanks Police Department (FPD) so that the eviction process can begin.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, August 3, 2022, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 6:00 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk II

Transcribed by: RR