



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – OCTOBER 5, 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)** 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
 Jeff Jacobson, Public Works Director (Zoom)

Absent: Karen Erickson, Seat F (excused)
 Vacant, Seat G

Also Present: Rochelle Rodak, Deputy City Clerk II

APPROVAL OF MEETING MINUTES

a) Regular Meeting Minutes of September 7, 2022

Chair Kilbourn called for an objection to APPROVE the meeting minutes, and hearing none, so ordered.

APPROVAL OF AGENDA

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

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

COMMUNICATIONS TO COMMISSION

a) Susan Bell Re: EC Cowan

Chair Kilbourn shared that S. Bell had been trying to locate a person who shared a name with someone buried at the Franklin Cemetery. **J. Richardson** stated that she had also done some research for S. Bell, and it was clear that it was not the same person she believed it to be.

There was discussion about the inaccessibility of the Franklin Cemetery and the unlikelihood that the Cemetery had not been disturbed by natural forces.

b) Betsy Robertson Correspondence

Chair Kilbourn read into the record a thank you note received from B. Robertson in response to a sympathy card sent to her by the Commission.

EVENTS & PUBLIC RELATIONS

Chair Kilbourn reminded members that the December meeting had been cancelled by a vote.

UNFINISHED BUSINESS

a) Update on Recommendation to the City Council to Amend FGC Chapter 2, Article III

Deputy Clerk Rochelle Rodak stated that the Ordinance had been advanced by the City Council on September 26 and would be up for public hearing at the next Regular City Council meeting on October 10, 2022.

Chair Kilbourn indicated that she would be present to testify on behalf of the Commission.

b) Masonic Lodge Records Update

J. Richardson stated she had no new information.

c) Quiring Monuments Recent Order Update

J. Jones asked for clarification regarding the unspent grant funds, and Deputy Clerk Rodak explained that the balance listed in the agenda packet was produced before receiving the most recent invoice. **J. Jones** added that she believed the Commission would need to spend additional funds above the most recent Quiring Monuments order. Deputy Clerk Rodak stated that more invoices had been presented from Public Works and were applied towards that account.

J. Jones noted that a private donation marker had also been ordered.

Chair Kilbourn stated that the Commission was in the process of coming up with enough markers for another order to be purchased from the City capital projects fund and asked about the approved purchase of pea gravel. **J. Jacobson** reported that the pea gravel had been purchased and was being held at the Public Works facility.

Chair Kilbourn asked about the availability of the remaining capital funds, and **J. Jacobson** indicated that because a portion of the funds had been spent during the current year, the remainder would roll over into 2023. **Chair Kilbourn** indicated that there should be one or two more orders ready to place in December.

Discussion was had about incoming donations for markers and the extra charge of \$50 above the previous cost to order a marker.

d) Kiosk Update

Chair Kilbourn shared that she had been working with J. Richardson to update the kiosks with burial information and noted that the kiosk displays were not sealed tight enough to keep moisture

and small debris out. **J. Jacobson** stated that he would have City Carpenter Tim Renner make necessary changes.

Discussion was had about laminating the letter-sized sheets, and Deputy Clerk Rodak shared that the City Clerk's Office could assist with that project.

NEW BUSINESS

a) Room Rental Tax Grant Application

J. Jones shared that the Annual Report was due to the Finance Department by the end of October and that she would be starting the 2023 application soon.

b) Cemetery Maps

J. Richardson showed members the large-sized maps that were to be laminated before being displayed at two kiosks in the Cemetery. She added that City Surveyor Henry Irving had been able to place the GPS marking locations over an aerial photo that had been supplied by Wes Potter, noting that he had been able to situate the maps according to the kiosk location.

Mr. Dalton, seconded by **Mr. Gibson**, moved to have the large kiosk maps laminated using City capital project funds.

Chair Kilbourn took a voice vote on the motion to APPROVE lamination of the large kiosk maps using City capital project funds, and all members voted in favor.

REFERENCE MATERIALS (informational only)

a) September 2022 Capital Fund Balance Report

b) September 2022 Room Rental Tax Balance Report

OPEN AGENDA

a) Public Works Update

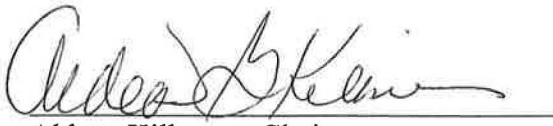
J. Jacobson stated that the Public Works department had been working hard to clean up the many homeless camps near the Cemetery. He noted that an adjacent property could possibly be acquired by the City and would then be available for storage, extra parking, seating areas, or other purposes.

NEXT MEETING DATE

The next Regular Meeting of the Clay Street Cemetery Commission is scheduled for Wednesday, November 2, 2022, at 5:00 p.m.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:33 p.m.



Aldean Kilbourn, Chair



Rochelle Rodak, Deputy Clerk H

Transcribed by: RR