



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – February 5, 2025, 5:00pm
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF REGULAR MEETING MINUTES – January 8, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATE
9. UNFINISHED BUSINESS
 - a) Quiring Monument Orders
 - b) Update on Elks Plot Information
 - c) Digital Resources for City Website
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – March 5, 2025
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – JANUARY 8, 2025
HELD VIA [ZOOM WEBINAR](#) AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:01 p.m. on the above date to conduct a Regular Meeting in the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference, with **Chair Aldean Kilbourn** presiding and the following Commission members in attendance:

Members Present: George Dalton, Seat A
Jessica Desmond, Seat B
Aldean Kilbourn, Seat C
Janet Richardson, Seat D (remotely)
Karen Erickson, Seat F (remotely)
Amy Stratman, Seat G

Absent: Julie Jones, Seat E
Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of November 6, 2024

G. Dalton, seconded by **A. Stratman**, moved to APPROVE the November 6, 2024 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the November 6, 2024 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Richardson, seconded by **A. Stratman**, moved to APPROVE the agenda.

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

CITIZENS COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS

Chair Kilbourn suggested that it was too early to set a date for their annual cleanup event in May.

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report and affirmed that their current account balance is \$2,606.10. Deputy City Clerk Colt Chase confirmed that there were no outstanding expenses.

UNFINISHED BUSINESS

a) Quiring Monument Orders

Chair Kilbourn shared that J. Jones had emailed a status update on the Quiring orders. She reported that their current submission to Quiring had already gone through two rounds of proofing with J. Richardson and will hopefully be correct by the end of the third round. **J. Richardson** confirmed that she had sent her most recent notes to the company back in November and had not yet heard anything back. **Chair Kilbourn** added that J. Jones's report had also noted that 100 total concrete pads had been paid for with Fairbanks Precast and will be ready to be picked up by Public Works come springtime.

b) Communication with Blanchard Funeral Home re: P. Cathey's Burial at CSC

Chair Kilbourn shared that she had received a letter from Patricia Cathey with an update on the arrangements being made for her future placement and that they had spoken on the phone earlier that morning. She stated that she had also spoken with Keith Blanchard who was under the impression that P. Cathey had already passed away. She indicated that P. Cathey was a little frustrated with the confusion and asked that her contact info be shared on the record to ensure arrangements would not fall through the cracks. She provided the phone number of 541-942-2286 for P. Cathey's residence in Cottage Grove, OR as well as 541-485-6659 for Andreason's Cremation & Burial Services in Springfield, OR, the local entity with whom she is working. **Chair Kilbourn** reported that K. Blanchard would be calling Andreason's and that she would follow up to confirm that a monument is ordered in accordance with P. Cathey's wishes. She added that another employee she spoke with at Blanchard Family Funeral Home was unaware that the request for placement at the Clay Street Cemetery had been approved by the Commission in 2024.

c) Update on Elks Plot Information

Chair Kilbourn stated that she did not want to tackle two items at the same time with K. Blanchard and thus did not ask him about the missing flash drive that is said to contain a wealth of information about placement of individuals in the Elk's section of the cemetery. She shared that J. Jones had conveyed that a high-level official at the Elks Lodge had heard that K. Blanchard had recently found the flash drive. She discussed how valuable this information would be to the Commission's ongoing work.

NEW BUSINESS

a) Digital Migration of CSC Information, Website ArcGIS Integration, & AR App Creation – Long-Term Project Proposal

Chair Kilbourn invited J. Desmond to share details about the project proposal she had prepared.

J. Desmond gave a brief summary of her hope to see a digital resource created to allow individuals to learn more about those who are buried at the cemetery. **Chair Kilbourn** asked if she was aware of the weekly walks conducted by staff at the Morris Thompson Cultural and Visitor's Center and the printed materials about the cemetery that are made available to visitors. **J. Desmond** indicated that she was but would like to see more information available through a website. **Chair Kilbourn** described the information available through the free website Find a Grave and outlined the hundreds of hours of work

that has been spent by the commission over the years, primarily by J. Richardson, to enter details for individuals who are at Clay Street Cemetery. She noted that J. Richardson continually monitors this platform to ensure the information stays accurate. She pointed out that interactive websites and applications can be very expensive, with the one in Juneau costing around \$29,000. **Chair Kilbourn** explained that their primary project is installing markers for every gravesite at the property, with research to gather all necessary data. She indicated that there is unlikely anyone on the Commission with time available to devote to this project unless J. Desmond was intending to take it on herself.

A. Stratman concurred with Chair Kilbourn's summary but acknowledged that the project was not a bad idea to have on their radar for future years. **Chair Kilbourn** reiterated that her main focus is the 90 markers to be placed in the summer of 2025. **A. Stratman** agreed that the marker placement tasks are very difficult. She discussed the volume of work that goes into the research side of the Commission's efforts.

J. Desmond explained that her hope was to have a searchable database of the information gathered over the years but also a website presence that focused on the cemetery itself. **Chair Kilbourn** discussed how everything they have researched is available on Find a Grave. **A. Stratman** agreed that the platform has been a great way for each of them to record what they have found over the years, although there is always the concern that a random person can still submit unverified information to an individual's profile.

J. Desmond asked if it would be possible to have a link to Find a Grave on the City website. **C. Chase** indicated that this would be possible. He gave a description of plans for upgrades with the City's website, particularly the Boards and Commissions section, in the near future. **A. Stratman** stated that this would likely result in more public awareness and participation for things related to the cemetery. **J. Desmond** agreed that it would increase visibility, which was one of her goals.

J. Richardson shared that the kiosk at the cemetery has a wealth of information and directs interested visitors to Find a Grave for more details on many individuals buried there. She confirmed that she has personally spent thousands of hours cleaning up data on the website, including writing short biographies. She reported that she is the manager of about 90% of the profiles for people buried at Clay Street with listings on Find a Grave. **J. Richardson** added that she can link the person's profile to other family members and attach documents or references to other genealogical databases as citations. **C. Chase** asked if each person's profile has an individual link that could be shared. **J. Richardson** confirmed that they do.

C. Chase suggested that the City website could include a higher quality pdf map of the cemetery which had been created by the City Surveyor and shows each grave marker's plot number. He explained that each number be hyperlinked to that person's profile on Find a Grave. **J. Richardson** shared that Find a Grave does not allow outside links to be used within an individual's listing. **C. Chase** clarified that it would actually be links in the pdf taking people to Find a Grave.

J. Richardson provided a summary of the large scope of tasks they have undertaken at the cemetery over the last few years, including the project to mark every gravesite with a flag and plot number so the City Surveyor could use GPS technology to log the exact coordinates of every single grave. She explained that this, along with ground-penetrating radar work, allowed them to update maps that had been unchanged since 1963. She reported that in past years, the Commission would only install between 10 and 30 markers each summer but in recent years they have increased that to around 150. **J. Richardson** discussed the toll this takes on them physically in their summer working months and mentally during the research phase in winter. She shared that herself, Chair Kilbourn, and A. Stratman, via their membership in the Fairbanks

Genealogical Society, host a cemetery walk and history tour every year in May. She noted that she would like to update the brochure they currently stock at the Morris Thompson Cultural and Visitor's Center.

J. Desmond acknowledged that this was only her second meeting as a Commission member and thanked J. Richardson for sharing details of their work over the last several years. She suggested that if the brochure is updated, she would love to see it posted on the City website. **Chair Kilbourn** stated that they had been told in the past that they were unable to have things uploaded to the City website. **C. Chase** indicated that there is a way to have a dedicated page for these kinds of materials added to an appropriate location online. **Chair Kilbourn** stated that she would forward him the most current version of the brochure.

J. Richardson added that each summer they also put in extra time to help clear weeds away from the cemetery's markers, using their own weedwhackers. **Chair Kilbourn** concurred that while some supplies and materials are covered by the Commission's bank account, they each often pay for things with personal funds. She explained to J. Desmond that if she was interested in pursuing the project to create a digital reference tool as had been discussed, she was welcome to do so but noted that all other Commission members would have their hands full for the foreseeable future with their other tasks of research, marker placement, public engagement, and maintaining the property. **A. Stratman** agreed that she was not able to add anything more to her plate but would be happy to share what she has gathered over the years.

J. Desmond stated that she was also interested in helping with the physical labor aspect of the marker placement work come summertime. She shared that she is also a member of a local Rotary group that she would be happy to recruit for additional volunteer needs. **Chair Kilbourn** shared details about their annual cleanup day in May and their regular schedule for workdays throughout the summer. **J. Desmond** stated that she has an upcoming Rotary meeting and would start to put feelers out for extra help.

OPEN AGENDA

J. Richardson shared that a few days prior she had sent a letter to the Pioneers of Alaska Foundation requesting funds to purchase gravel to raise the sunken markers in their section of the cemetery. She noted that the Foundation's next meeting will be on Friday.

UPCOMING MEETING DATES – February 5, 2025

G. Dalton indicated that he would not be in attendance for the February 5, 2025 meeting.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:31 p.m.

Aldean Kilbourn, Chair

Colt Chase, Deputy City Clerk

Transcribed by: CC

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
01/08/24	CITY OF FAIRBANKS GRANT	CLAY ST CEMETERY GRANT	\$ 12,454.00	\$ 15,088.45
02/26/24	CITY OF FAIRBANKS CONTRIBUTION	CLAY ST CEMETERY CONTRIBUTION	\$ 10,000.00	\$ 25,088.45
03/28/24	QUIRING MONUMENTS INC	MONUMENTS SPRING 2024	\$ (8,275.00)	\$ 16,813.45
08/04/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (47.65)	\$ 16,765.80
08/21/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.10)	\$ 16,700.70
08/21/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (35.96)	\$ 16,664.74
08/21/24	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (2,112.00)	\$ 14,552.74
08/21/24	QUIRING MONUMENTS INC	MONUMENTS SUMMER 2024	\$ (5,475.00)	\$ 9,077.74
09/09/24	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (121.64)	\$ 8,956.10
10/04/24	KATHRYN CLARK	DRONE PHOTOGRAPHY CLAY ST	\$ (600.00)	\$ 8,356.10
11/21/24	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (5,200.00)	\$ 3,156.10
11/21/24	JILL MARSHALL	HIGH PRESSURE LAMINATED SIGN	\$ (550.00)	\$ 2,606.10
01/15/25	CITY OF FAIRBANKS GRANT	CLAY ST CEMETERY GRANT	\$ 11,712.00	\$ 14,318.10