



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – November 5, 2025
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:02 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
Aldean Kilbourn, Seat C
Janet Richardson, Seat D (remotely)
Julie Jones, Seat E
Amy Stratman, Seat G (remotely)
Jeremiah Cotter, Public Works Director (remotely)

Absent: Jessica Desmond, Seat B
Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of October 1, 2025

J. Jones, seconded by **J. Cotter**, moved to APPROVE the October 1, 2025 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the October 1, 2025 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Jones added “d) Bed Tax Grant Application” under Unfinished Business.

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.

CITIZENS COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

Chair Kilbourn asked if the unused grass collector attachment had been removed from the shed. **J. Cotter** confirmed that this had been completed before the snow had come.

EVENTS & PUBLIC RELATIONS – None

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report and noted the current account balance of \$2,279.89. She proposed that, given the increase in shipping costs, the donation amount for any future monument requests should be raised from \$250 to \$325. All members present concurred with this adjustment.

J. Jones confirmed that the cost per unit on their last order came to \$308. She stated that she would also speak with the company about the large variance in shipping charges, which have ranged from \$500 to \$1,700 despite the actual orders being not drastically different in overall size.

UNFINISHED BUSINESS

a) Cemetery Rack Card Redesign

C. Chase shared four design drafts, which had been produced by J. Desmond since the October meeting, on the overhead screen in the meeting room and for those on Zoom. The various iterations were reviewed and input regarding design preferences were discussed including color scheme, border styles, image selection, text and photo placement, and more formatting choices. It was unanimously decided that the inclusion of a hashtag would not be used in the design. **J. Jones** shared revised text that she had drafted for consideration and there was concurrence to adopt said language. She took specific notes on all input from various Commission members. **C. Chase** offered to complete an updated version of the rack card for consideration, using the initial draft produced by J. Desmond and incorporating the design preferences that had just been discussed. **Chair Kilbourn** requested that they have an updated draft to review at the December meeting.

b) Quiring Monuments Order

Chair Kilbourn confirmed that the most recent order had been placed, paid for, and should be received prior to the summer 2026 season.

c) Summer 2026 Groundskeeping

Chair Kilbourn asked if Public Works was expecting to have funds for additional labor in the coming year. **J. Cotter** stated that they should have money for extra help but that many budget decisions are still undecided. He reported that the mower attachment that had been in the shed all this time was in fact a sweeper and not a bagger. He shared that Public Works would be looking at getting a bagging attachment for the current mower. He expressed concern that the current model would attach to the side of the machine and may be too wide to fit between the rows of markers. He stated that they are considering purchasing a different mower with a bagging setup that would work for all areas of the cemetery.

Chair Kilbourn asked if the request for funds to cover contracted labor through the Commission had been included in the recent bed tax grant application. **J. Jones** stated that she had neglected to include this specific request and apologized for the oversight. She noted that the language of their application is broad enough that it could be justified to use any awarded amount for the purpose of contracted work but acknowledged that the requested amount was similar to the previous year, with nothing added for labor.

J. Cotter stated that while it would be nice to have the additional support with contracted labor handling some of the groundskeeping, it would ultimately be good to first see what the department could do with their plan for bagging grass with the mower. He added that he would also hope for the Commission to be unburdened of labor costs and thus able to use its limited funds for other important needs. **Chair Kilbourn** asked C. Chase to have this agenda item return as Unfinished Business for a spring 2026 meeting.

d) Bed Tax Grant Application

J. Jones reported that she had successfully completed the application and submitted it by the deadline. She shared that the requested amount was \$13,225 and that the Discretionary Fund Committee would soon meet to schedule the annual applicant presentation meeting. She committed to sharing the dates of any meetings for this process with the rest of the Commission, in case any other members would like to attend. **Chair Kilbourn** indicated that she would be out of town from the 19th to 28th of December but would be present if the meetings take place when she is otherwise available. J. Jones stated that she would attend the presentation meeting to provide testimony if Chair Kilbourn was unable.

NEW BUSINESS

a) CSC Marker Year Donations Through 2025

Chair Kilbourn referenced the pdf version that had been included in the meeting packet and asked if the original spreadsheet version could be shared. **C. Chase** stated that he would email them the original file.

OPEN AGENDA

J. Jones suggested they have a discussion in the near future about opportunities to solicit additional donations from the community and other organizations.

NEXT MEETING DATES – December 3, 2025 & January 7, 2026

Chair Kilbourn acknowledged that they sometimes cancel their regularly scheduled meeting for the months of December and/or January. She noted that she would be available for both meeting dates. All other members present confirmed that they too would be available.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:40 p.m.



Aldean Kilbourn, Chair



Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC