



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – December 3, 2025
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:03 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)
Julie Jones, Seat E
Jeremiah Cotter, Public Works Director (remotely)

Absent: Amy Stratman, Seat G
Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of November 5, 2025

J. Jones, seconded by **G. Dalton**, moved to APPROVE the November 5, 2025 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the November 5, 2025 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Jones, seconded by **J. Desmond**, 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

a) Letter from Dr. Robert A. Perkins, PE – Bender Mountain and the Life of James M. Bender

The Commission discussed an email received from a Dr. Robert A. Perkins, PE, which stated:

“A few months ago, I heard a great lunch hour talk about the cemetery. I told the speaker, whose name slips me, about a paper I was writing about one of pioneers interred in Clay

Street Cemetery. She encouraged me to send a copy of the paper to the Cemetery. It's taken a while, but it is attached."

The Commission reviewed the paper and discussed its contents.

EVENTS & PUBLIC RELATIONS – None

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report and noted the current account balance of \$2,279.89.

UNFINISHED BUSINESS

- a) Cemetery Rack Card Redesign

Deputy Clerk Colt Chase shared design drafts on the overhead screen in the meeting room and via Zoom.

J. Jones expressed appreciation for J. Desmond's work to jumpstart the project.

J. Desmond noted that the minutes for the past month's meeting reported a decision to not include a hashtag for the cemetery and advocated that the decision be reconsidered. She provided examples of effective uses of hashtags to increase search results and the potential reach of social media. Discussion ensued regarding the use of hashtags, what demographics do and do not utilize them, and the overall intent to drive visitors to the Find-a-Grave website. A consensus was reached to include the hashtag #claystreetcemetery within the updated rack card and the appropriate size and placement for such.

DC Chase reviewed the details of various design drafts which had been produced based on their discussion during the November meeting. Commission members provided input on numerous design aspects that they were in favor of as well as those they would like to see changed.

Chair Kilbourn discussed getting the cards printed after DC Chase completed the requested edits.

- b) Quiring Monuments Order

J. Jones shared that J. Richardson had sent her 21 names which were submitted to Quiring and that the order was already prepaid and underway.

Chair Kilbourn asked if she had inquired about the jump in shipping via the "crating fee" that had appeared on the last invoice. **J. Jones** stated that she had not but would inquire on the matter.

- c) Bed Tax Grant

J. Jones shared that they would be receiving \$11,876 in 2026, which was slightly higher than the \$11,712 received in 2025. She noted that the City Council would still have to approve the proposal disbursements for all entities in January but assured them that changes at that stage were rare. She noted that one grant recipient, Museums Alaska, was an Anchorage-based museum group that was planning an event in

Fairbanks as part of the United States Semiquincentennial celebrations in 2026. Discussion occurred regarding the overall grant program, including why some entities listed were disqualified for the current year or had not received anything in the previous year.

NEW BUSINESS – None

OPEN AGENDA – None

NEXT MEETING DATES – January 7, 2026

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:35 p.m.



Aldean Kilbourn, Chair



Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC