



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – January 7, 2026, 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 – December 3, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
  - a) Ivan Đurović
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATE – Report Attached
9. UNFINISHED BUSINESS
  - a) Cemetery Rack Card Redesign
  - b) Quiring Monuments Order
10. NEW BUSINESS
  - a) New Marker for Frank Anderson
11. OPEN AGENDA
12. NEXT MEETING DATE – February 4, 2026
13. ADJOURNMENT



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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.

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Aldean Kilbourn, Chair

Colt Chase, CMC, 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
03/07/25	PATRICIA CATHY	DONATION	\$ 1,000.00	\$ 15,318.10
03/20/25	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (936.00)	\$ 14,382.10
05/01/25	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	\$ (5,575.00)	\$ 8,807.10
05/15/25	JULIE JONES	HAND TRUCK REIMBURSEMENT	\$ (129.00)	\$ 8,678.10
05/29/25	ALDEAN KILBOURN	REIMBURSE FOR ADHESIVE/SEALANT	\$ (273.69)	\$ 8,404.41
06/26/25	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	\$ (106.56)	\$ 8,297.85
06/26/25	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	\$ (21.08)	\$ 8,276.77
07/10/25	FESTIVAL FAIRBANKS INC	TOOL SHARPENING REIMBURSEMENT	\$ (36.00)	\$ 8,240.77
08/26/25	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	\$ (35.88)	\$ 8,204.89
08/26/25	ELIZABETH ANN SHARP TRUST	DONATION	\$ 300.00	\$ 8,504.89
10/02/25	QUIRING MONUMENTS INC	FALL 2025 MONUMENT	\$ (6,225.00)	\$ 2,279.89

EST. 1903

# CLAY STREET CEMETERY



Clay Street Cemetery, established in 1903, is the final resting place of many of Interior Alaska's early pioneers. It reflects a diverse range of ethnicities, trades, societies, and beliefs. As Fairbanks' first cemetery, it tells the story of its inhabitants - people who witnessed and helped shape the rapid transitions from exploration to settlement. These pioneers laid the groundwork for what would become Alaska's second-largest city. Despite its modest 3.25 acres, the cemetery holds over 1,700 burials and symbolizes the resilience faced amid harsh weather and frontier mining challenges. In 1982, Clay Street Cemetery was recognized for its historical significance and added to the National Register of Historic Places.



#ClayStreetCemetery

**FOR MORE INFORMATION VISIT [WWW.FAIRBANKS.GOV](http://WWW.FAIRBANKS.GOV)**



The City of Fairbanks established the Clay Street Cemetery Commission to advise on the restoration, maintenance, and improvement of the cemetery. Annually, members research the burials, repair or install new markers, and update kiosk information. The use of ground-penetrating radar and GPS mapping enabled the creation of an accurate map of the cemetery, now available on the grounds for visitors to explore.



Restoration of headstones such as this is one of the many projects performed by the Clay Street Cemetery Commission.

