



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



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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)
Julie Jones, Seat E (joined at 5:11 p.m.)
Amy Stratman, Seat G (joined remotely at 5:20 p.m.)

Absent: Karen Erickson, Seat F

Also Present: Jeremiah Cotter, Public Works Director (remotely)
Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of December 3, 2025

G. Dalton, seconded by **J. Desmond**, moved to APPROVE the December 3, 2025 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the December 3, 2025 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Desmond, seconded by **J. Cotter**, 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

a) Ivan Đurović

J. Richardson discussed the records request that had been received from an individual named Ivan Đurović who was convinced that a relative of his was buried at the Clay Street Cemetery. She shared that after some research she determined that while the family member had in fact passed away in Fairbanks, they

were actually buried in the Evergreen Cemetery in Juneau, Alaska. She provided additional details about the information she had come across in her research and what she shared had with I. Đurović.

EVENTS & PUBLIC RELATIONS – None

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report, noting that there had been no change since the previous month and that the current account balance remained at \$2,279.89. She asked for a status update on the Bed Tax Grant. **C. Chase** reported that a Resolution to approve the various award amounts was on the agenda for the next City Council meeting.

J. Richardson stated that she would like to see another small order of markers placed for the year as she already had some new names ready to go. **Chair Kilbourn** indicated that she too had a name prepared and that she believes A. Stratman may have some ready as well.

UNFINISHED BUSINESS

a) Cemetery Rack Card Redesign

Chair Kilbourn reviewed the quotes that had been provided by two local printers: Graphic North and Advanced Printing. She reported that it had been requested that any file they provide include bleed lines. **J. Desmond** explained what a “bleed” is in graphic design. She asked if the quotes were comparable to online printing options such as VistaPrint. **Chair Kilbourn** stated that they prefer to utilize a local print shop. Discussion occurred regarding which company and quantity would be most ideal.

J. Jones, seconded by **J. Desmond**, moved to APPROVE the purchase of 2,000 rack cards through Graphic North, Inc.

Chair Kilbourn took a voice vote on the motion to APPROVE the purchase of 2,000 rack cards through Graphic North, Inc. and all members voted in favor.

Chair Kilbourn and **J. Jones** suggested two final, minor edits to the design prior to printing, specifically in the area that contained the City of Fairbanks and bed tax grant recipient logos. **C. Chase** confirmed he would perform the requested changes, including bleed lines, and email Chair Kilbourn the final version.

b) Quiring Monuments Order

J. Richardson shared that J. Jones had forwarded a first round of mockups from Quiring, that errors had been identified and corrections conveyed to Quiring. **J. Jones** stated that a second round of proofs had been sent just before the meeting. **J. Richardson** confirmed that she would circulate the batch for review.

Chair Kilbourn discussed compiling a new, small order. **J. Jones** confirmed that although the City Council would not officially approve the bed tax grant awards until Monday, it would be unprecedented for anything to change at this stage and so they can consider the funds available for use. **Chair Kilbourn** indicated that she would coordinate with J. Richardson and A. Stratman to draft the order.

NEW BUSINESS

- a) New Marker for Frank Anderson

Chair Kilbourn invited Mark Wilcox, who was in attendance virtually via Zoom, to speak.

Mark and Wanda Wilcox – M. Wilcox shared that he and his wife, Wanda, who was also in attendance, live in eastern North Dakota and had recently received an email notification from A. Stratman via the Find-A-Grave website regarding his great-great-grandfather, Frank Anderson, who was buried at Clay Street Cemetery, plot # 169. He shared their extended family was very excited to learn that they could pay to have a stone placed for F. Anderson and asked how they should proceed. **Chair Kilbourn** explained that the established amount for requests of this nature was \$350 and that he should continue to communicate and coordinate with A. Stratman for further details. M. Wilcox indicated that they were happy to move forward and would mail a check soon. He shared that they had been looking for F. Anderson for a long time and were considering making a trip to Fairbanks when the monument was ready to be installed. **J. Richardson** confirmed that other families had held similar events in the past and that they are more than welcome to plan for such. She thanked them for the additional information their family had provided about F. Anderson, for the Commission's records. She stated that his name was already on the list for their next order of markers, and that they would notate at the bottom of the stone that it had been donated by the family. She noted that F. Anderson was born in Norway and asked to confirm the spelling of his last name. W. Wilcox stated that she would do some additional research to confirm if the name ended in "-sen" or "-son". She expressed appreciation for A. Stratman's work and shared that the when F. Anderson left Minnesota for Alaska in 1897 in search of gold, he left behind a wife and eight children who never heard from him again. She added that the family was not even sure if he had made it to Alaska at all. She shared that M. Wilcox's 90-year-old mother is the last remaining great-grandchild of F. Anderson and has been on top of the world since learning what happened to her great-grandpa Frank.

A. Stratman shared additional details about how she came into contact with the Wilcox family and gave them credit for posting photos of F. Anderson's siblings which ultimately led them to each other. **Chair Kilbourn** confirmed that A. Stratman would be the point of contact for the matter and that J. Richardson would coordinate details for the creation of the marker.

OPEN AGENDA – None

NEXT MEETING DATES – February 4, 2026

ADJOURNMENT

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

Aldean Kilbourn, Chair

Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
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 MATERIA	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
01/01/26	CITY OF FAIRBANKS GRANT	CLAY ST CEMETERY GRANT	\$ 11,876.00	\$ 14,155.89
01/21/26	WILCOX	DONATION	\$ 350.00	\$ 14,505.89
01/30/26	BANK OF AMERICA	RACK CARDS	\$ (636.23)	\$ 13,869.66