



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – March 4, 2026
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:00 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 Kilbourn presiding. The following Commission members were 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 (remotely)
 Amy Stratman, Seat G

Absent: Karen Erickson, Seat F
 Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of February 4, 2026

G. Dalton, seconded by **J. Richardson**, moved to APPROVE the February 4, 2026 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the February 4, 2026 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Desmond, 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

a) Rotary Presentation – Friday April 24, 2026.

Chair Kilbourn asked to confirm that this date was still feasible. **J. Desmond** stated that it was. **Chair Kilbourn** discussed her ideas for what they would present at the meeting. **J. Desmond** shared that she

had also suggested to her group that they attend the annual clean-up day event in May. She provided additional details about the logistical options for the presentation.

b) Annual Clean-Up Day Event – Saturday May 16, 2026 at 9:00 a.m.

Chair Kilbourn confirmed that this was still expected to occur on May 16 and expressed hope that the Public Works crew could have the property ready to go in time for the event. **C. Chase** reported that he had added the event to the City's website and social media.

FINANCIAL UPDATE

Chair Kilbourn noted no changes since their last meeting and that their account balance was \$13,869.66.

UNFINISHED BUSINESS

a) Existing Quiring Monuments Order

J. Jones reported that the order was in production but that they did not have an estimated arrival date yet. She confirmed that she had requested an update in the previous week and was awaiting a response.

NEW BUSINESS

a) New Quiring Monuments Order

Chair Kilbourn discussed the new names she had prepared for submission. **J. Richardson** confirmed that they had seven total names and that she was hoping to place a smaller order soon so it could arrive before the end of the season. She noted that the marker for the Wilcox family would be included in this order. **Chair Kilbourn** asked J. Jones to inquire how many units fit on a single pallet to help them determine how many names to compile for the new order to be the most cost-effective.

OPEN AGENDA

C. Chase shared that the agenda for the next City Council meeting included "Resolution No. 5205 – Honoring the Clay Street Cemetery Commission, sponsored by Councilmember Cleworth."

Chair Kilbourn expressed appreciation for everyone's attendance, even for meetings that are very short, noting the importance of the work they perform as a Commission.

J. Desmond discussed the possibility of hosting or supporting other events at the cemetery as a way to generate more interest and visitors. **Chair Kilbourn** reviewed the tours they already host and physical work they perform during the summer months. She noted that the cemetery is an historic place where interested individuals come to learn about history and that she did not consider artistic or other events unrelated to their primary purpose to be appropriate. **A. Stratman** suggested that if J. Desmond did feel inclined to organize something and would be taking care of the details herself, she could simply select a date, confirm that it did not conflict with anything else taking place at the cemetery, then make it happen. **C. Chase** recounted that Adia Cotter from the National Park Service had spoken with them at the previous meeting regarding events being organized to commemorate the Semiquincentennial (250-year

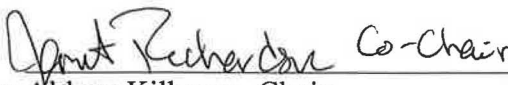
anniversary) of the signing of the Declaration of Independence, some of which would involve the Clay Street Cemetery. **Chair Kilbourn** concurred that if J. Desmond had something in mind and was not asking for help from those Commission members who have other summer duties at the cemetery, that she was welcome to do so. She reiterated that consideration for appropriateness should be part of the process. **A. Stratman** offered additional insight regarding logistical aspects of the property to be mindful of, such as no covered spaces for shelter during inclement weather and a lack of restrooms.

Chair Kilbourn asked if C. Chase could follow up with K. Erickson regarding her frequent, recent absences. **C. Chase** indicated that he could, that it would be perhaps the third instance of doing so, and reminded them that it was the Commission's prerogative to take action if a member has not been in attendance, especially if there are other individuals interested in serving.

NEXT MEETING DATES – April 1, 2026

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:17 p.m.

 Co-Chair
for Aldean Kilbourn, Chair


Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC