



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – April 1, 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 – March 4, 2026
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
 - a) Resolution No. 5205 – Honoring the Clay Street Cemetery Commission.
Sponsored by Councilmember Cleworth.
7. EVENTS & PUBLIC RELATIONS
 - a) Rotary Presentation – Friday April 24, 2026.
 - b) Annual Clean-Up Day Event – Saturday May 16, 2026 at 9:00 a.m.
8. FINANCIAL UPDATE – Report Attached
9. UNFINISHED BUSINESS
 - a) Cemetery Grounds Maintenance (postponed from September 2025)
 - b) Quiring Monuments Orders
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – May 6, 2025
13. ADJOURNMENT



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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.

Aldean Kilbourn, Chair

Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC

RESOLUTION NO. 5205

A RESOLUTION HONORING THE CLAY STREET CEMETERY COMMISSION

WHEREAS, the Clay Street Cemetery was established by the City of Fairbanks in October of 1903, is one of the oldest remaining historic landmarks in Fairbanks, and is on the National Register of Historic Places; and

WHEREAS, in 2010, the City Council adopted Ordinance No. 5813, creating the Clay Street Cemetery Commission with the primary purpose of advising the City Mayor and Council on matters relating to the restoration, improvement, maintenance and preservation of the Clay Street Cemetery; and

WHEREAS, Commission members have spent, and continue to spend, thousands of volunteer hours compiling data on those interred within the cemetery's over 1,900 known burial locations, creating an online genealogical database accessible to all; and

WHEREAS, with the assistance of the City Surveyor and ground-penetrating radar technology, the Commission has created an updated map of all known gravesites, many of which had shifted as a result of the 1967 flood, to guide visitors at the property; and

WHEREAS, Commission members fill their summer months with workdays repairing and replacing gravesite markers, providing guiding historical tours to visitors, local groups, and school classes, and maintaining the beauty of the cemetery grounds.

NOW, THEREFORE BE IT RESOLVED that the City Council of the City of Fairbanks recognizes the exceptional work of the Clay Street Cemetery Commission, the efforts of which have elevated a modest 3.25 acres of City property into a shining jewel within the heart of the Golden Heart City.

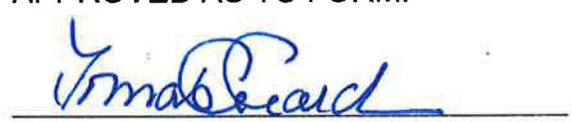

Mindy O'Neall, Mayor

AYES: PASSED on the CONSENT AGENDA
NAYS: None
ABSENT: Tidwell
ADOPTED: March 9, 2026

ATTEST:


D. Danyielle Snider, MMC, City Clerk

APPROVED AS TO FORM:


Thomas A. Chard II, City Attorney



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Saturday, May 16, 2026 at 9 AM – 12 PM

Clay Street Cemetery Annual Clean-Up Day 2026

770 Clay St, Fairbanks, AK 99701, United States

Boost

About Discussion

Invite

Edit



Details

61 people responded

Event by City of Fairbanks

770 Clay St, Fairbanks, AK 99701, United States

Duration: 3 hr

Public · Anyone on or off Facebook

Mark your calendars and join us for the annual clean-up day at the Clay Street Cemetery!

Every year, dedicated volunteers meet in the second half of May to ensure that the cemetery grounds are ready for visitors as we begin another beautiful Fairbanks summer.

Come lend a hand between 9am and 12pm on Saturday May 16, 2026.

If possible, bring gloves and/or a trash can (plenty of bags will be available). Members of the Clay Street Cemetery Commission will be working alongside you and love to share details about this amazing part of our community's history. There are other opportunities throughout the summer to come assist with the important work done here, so if you can't make this work day, be sure to reach out for other opportunities.

For more information, visit <https://www.fairbanks.gov/bc/clay-street-cemetery-commission> or email ClayStreetCemeteryCommission@fairbanks.gov

See you May 16th! See less

Fairbanks, Alaska

Boost Your Event

Boost your event to sell more tickets.

Boost event



770 Clay St, Fairbanks, AK 99701, United States

770 Clay St, Fairbanks, AK 99701, United States

Meet your host



Guests

2
Going

59
Interested

Invite your followers

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