



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – April 1, 2026
HELD VIA ZOOM WEBINAR AND
IN FAIRBANKS CITY COUNCIL CHAMBERS
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:02 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 Vice Chair Richardson presiding. The following Commission members were in attendance:

Members Present: George Dalton, Seat A
 Jessica Desmond, Seat B
 Janet Richardson, Seat D (remotely)
 Julie Jones, Seat E (remotely)
 Karen Erickson, Seat F (remotely)
 Amy Stratman, Seat G

Absent: Aldean Kilbourn, Seat C
 Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of March 4, 2026

J. Desmond, seconded by **G. Dalton**, moved to APPROVE the March 4, 2026 minutes.

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

APPROVAL OF AGENDA

J. Desmond, seconded by **G. Dalton**, moved to APPROVE the agenda.

Vice Chair Richardson took a voice vote on the motion to APPROVE the agenda and all members voted in favor.

COMMUNICATIONS TO COMMISSION

a) Resolution No. 5205 – Honoring Clay Street Cemetery Commission

C. Chase shared that Councilmember Jerry Cleworth had sponsored a resolution to honor the Commission which had been approved at the last City Council Meeting and included in the emailed agenda packet.

EVENTS & PUBLIC RELATIONS

a) Rotary Presentation – Friday April 24, 2026

J. Desmond shared that the presentation would be held at 7:00 a.m. at the Roundup Steakhouse.

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

Vice Chair Richardson confirmed the details for the event. **J. Jones** shared that it is helpful for volunteers to bring, if possible, their own large trash cans and rakes. **Vice Chair Richardson** recounted that the Public Works Department typically mows in advance which helps reduce volunteers having to rake leaves.

FINANCIAL UPDATE

J. Jones reviewed the provided financial report and noted that a quote for \$3,350 for their latest Quiring Monument Order had just been received. **C. Chase** stated that their balance after paying the invoice would be \$10,519.66 and that \$8,526 in bed tax grant funds would need to be spent by October 2026.

UNFINISHED BUSINESS

a) Cemetery Grounds Maintenance (postponed from September 2025)

C. Chase recounted that their last discussion on the matter was whether the Public Works budget for 2026 would allow for additional summer labor to deal with grass clippings getting all over graves and markers each time the property was mowed and, if not, could the Commission contract the work out using bed tax grant funds. He noted that it had been reported that volunteers spend days clearing clippings and removing grass stains after each mowing and that he could follow up with department's director. **J. Richardson** added that another option that had been discussed was for workers to use a bagging attachment with the mower. **C. Chase** confirmed that this would still involve additional labor due to changing out bags.

b) Quiring Monuments Orders


J. Jones reported that their fall order was still waiting for stock to arrive, as the size of grave pillows they use is unique. She shared that the company was open to keeping a certain amount of inventory on hand to reduce order fulfilment time and asked what an appropriate number would be. **Vice Chair Richardson** reviewed the quantities of recent orders and suggested that keeping 40 markers in stock would be ideal for the future. **A. Stratman** concurred. **J. Jones** stated that she would convey this to the company.

NEXT MEETING DATES – May 6, 2026

ADJOURNMENT

J. Jones, seconded by **J. Desmond**, moved to ADJOURN the meeting.

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


for Aldean Kilbourn, Chair


Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC