



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – May 6, 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 – April 1, 2026
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) 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
 - b) Quiring Monuments Orders
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – June 3, 2026
13. ADJOURNMENT



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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 fulfillment 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.

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 STREET 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 MATERIAL	CLAY STREET CONCRETE PADS	\$ (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	REIMBURSEMENT FOR HAND TRUCK	\$ (129.00)	\$ 8,678.10
05/29/25	ALDEAN KILBOURN	REIMBURSEMENT FOR ADHESIVE	\$ (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	REIMBURSEMENT FOR TOOL SHARPEN	\$ (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	CLAY STEET MONUMENTS	\$ (6,225.00)	\$ 2,279.89
01/15/26	CITY OF FAIRBANKS GRANT	CLAY STREET CEMETERY GRANT	\$ 11,876.00	\$ 14,155.89
01/21/26	WILCOX	DONATION	\$ 350.00	\$ 14,505.89
02/12/26	BANK OF AMERICA	RACK CARDS	\$ (636.23)	\$ 13,869.66
05/07/26	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	\$ (3,350.00)	\$ 10,519.66



Quiring Monuments, Inc.
 8228 South 196th Street
 Kent, WA 98032
 Phone 206-522-8400

Date Mar 25, 2026	Page 1
Invoice 219327	



INVOICE

Sold To:

City of Fairbanks
 800 Cushman Street
 Fairbanks, AK 99701-4615

Ship To:

Fairbanks City Public Works
 2121 Peger Rd
 Fairbanks, AK 99709

Reference NN2026, CLAY STREET	PO Number 2026, CLAY STREET	Customer # CIT016	Design # PILLOWS
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Qty. Ord.	Qty. Shp.	Qty. B/O	Item Number	Description	Unit Price	UOM	Extended Price
10	0	10	PI-88-160806-1-02-00	16 x 8 x 6/4 Sierra White P1 BRP Pillow	225.000000	ea	2,250.00
1	0	1	O-STOCK	ORDER STOCK Stock on Order ETA to QM 4-6	0	ea	0.00
1	0	1	E-MAILI	N/C E-Mail Drawing/Proof	0	ea	0.00
1	0	1	C-RATE	Crate Flat Memorial for Shipping	100	ea	100.00
1	0	1	S-HIP	Shipping Charges - ESTIMATED	1,000.00	ea	1,000.00

Comments: *NO SIGNATURE REQUIRED* Please check all information carefully and advise us immediately of any error.	Subtotal	3,350.00
	Total sales tax	0.00
	Total order	3,350.00
	Prepayment	0.00
	Total Due	3,350.00