



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – June 3, 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 – May 6, 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 Orders
10. NEW BUSINESS
 - a) Reimbursements for Recent Purchases
 - b) Update on Water Services at Cemetery
 - c) Equipment to Manage Roots Around Shed
11. OPEN AGENDA
12. NEXT MEETING DATE – July 1, 2026
13. ADJOURNMENT



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The Clay Street Cemetery Commission convened at 5:03 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
Aldean Kilbourn, Seat C & Chair (remotely)
Janet Richardson, Seat D & Vice Chair
Julie Jones, Seat E
Karen Erickson, Seat F (remotely)
Amy Stratman, Seat G (remotely)

Absent: Jessica Desmond, Seat B

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

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of April 1, 2026

J. Jones, seconded by **G. Dalton**, moved to APPROVE the April 1, 2026 minutes.

Vice Chair Richardson took a voice vote on the motion to APPROVE the April 1, 2026 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Jones, 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.

CITIZEN'S COMMENTS

Cori Michel – C. Michel shared that she is an archaeologist with the Alaska Department of Transportation (DOT) and that they are planning an upcoming project to update the fencing and bike path along the Steese Highway which will include some digging near the boundaries of the Clay Street Cemetery. She reported that she had met with Vice Chair Richardson earlier in the week to walk around the cemetery and confirm that the project would not be problematic to any property or burial locations within the cemetery. She indicated that she was also open to taking any input from the Commission back to her department.

J. Jones stated that she had been intrigued by C. Michel's title of archaeologist and the possibility that some activity may be in the works. C. Michel explained that while the digging planned was not archaeological in nature, she would be onsite during the work. She noted that their concern was whether

anything may be uncovered that had shifted underground as a result of the flood of 1967. She added that because the cemetery was on the National Register of Historic Places, it was her job to communicate with any associated entities whenever a DOT project is within or near such a property.

G. Dalton asked for more details on the new bike path that was being constructed. C. Michel provided additional information on the project.

C. Chase recounted that she had submitted a public records request through the City Clerk's Office regarding the cemetery's boundaries. C. Michel shared that she had received all the information she needed through her meeting with Vice Chair Richardson and confirmed that the request could be closed.

EVENTS & PUBLIC RELATIONS

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

Vice Chair Richardson confirmed the event's details and shared that members from the local Mason's group would be coming to help. She reported that some rakes seem to be missing from the shed. **J. Cotter** stated that he was unaware of anyone having removed them but would inquiry with Public Works (PW) staff. He added that a new mower was on its way which would have a bagger installed and eliminate the problem of significant grass clumps being left on the ground all summer. He noted that this should reduce instances of grass clippings leaving a mess on markers and make raking much easier.

J. Jones recounted that PW employee Alex Lexa had recently been promoted and asked who would take over as the primary laborer at the cemetery. **J. Cotter** shared that Malachi Gutierrez had been hired by the department and would handle the majority of Clay Street work. **Vice Chair Richardson** shared that she had already met M. Gutierrez at the cemetery as he was raking and bagging in preparation for the season.

FINANCIAL UPDATE

J. Jones referred to the financial report and noted the \$3,350 invoice for the recent Quiring Monuments order was paid and confirmed they had plenty of grant funding left for the year. She noted that the shipping had increased to \$1,000, which they had expected to see for a while. **J. Jones** pointed out that the order had been small, which made shipping costs proportionately heftier, and explained that the freight charges typically do not vary much for anything that fits on a single pallet. She suggested they strive for orders between 25 and 35 markers in the future. **J. Cotter** asked if there was a specific quantity threshold that would result in the higher cost. **J. Jones** reported that for many years they would be charged the same flat rate regardless of how many markers were ordered, which they always found unusual but did not question as it worked out in their favor. **C. Chase** noted that their current account balance was \$10,519.66 and that \$7,889.77 remained to be spend from the 2026 Discretionary Fund Grant. **J. Jones** added that they should expect a new average marker cost of \$335 for future order on minimal orders and less for larger orders.

UNFINISHED BUSINESS

a) Cemetery Grounds Maintenance

Vice Chair Richardson noted that this item had been satisfactorily discussed during Events & Public Relations. **J. Jones** suggested that with less time needed for cleaning up grass clippings they could

potentially do more edging around markers with the battery-operated trimmers she had purchased in the past. **Vice Chair Richardson** concurred that she should have more time now.

b) Quiring Monuments Orders

Vice Chair Richardson shared that she had eight names prepared for their next order. She discussed their plans to lift markers in the Pioneers section and asked if they had already purchased the larger bases. **J. Jones** stated that she believes they had and that they could check their stock with the snow now melted.

J. Jones shared that the current order of 10 names was in its last round of edits. **Vice Chair Richardson** discussed her plan to share the file with Chair Kilbourn and A. Stratman for additional review. **J. Jones** stated that she would finalize the order after confirmation from all involved Commission members.

OPEN AGENDA

J. Jones shared that she had been experiencing problems with her knees and although she was seeking treatment it would be a challenge going forward to handle heavier items during their weekday workdays. She suggested they consider moving those workdays to the weekend in order for J. Desmond to help with the heavy lifting. She added that she was unsure whether she would grant the request, through her main organization, from a former seasonal employee who wished to return full-time for the year, but that he could be useful for cemetery workdays. She discussed the benefit of having dedicated people for manual labor and that she may put out an invitation for volunteers during some of her upcoming radio time on various programs. **Vice Chair Richardson** noted that they have fewer headstones than normal and so the manual labor should be less.

J. Jones recounted the discussion at their last meeting regarding asking Quiring Monuments to keep a certain amount of headstones on hand to make the ordering process smoother and faster in the future.

NEXT MEETING DATES – June 3, 2026

ADJOURNMENT

Vice Chair Richardson declared the meeting ADJOURNED at 5:25 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