



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – July 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 – June 3, 2026
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
  - a) June 25, 2026 Recap – Workday w/ Volunteer Group from Eielson AFB
  - b) J. Richardson Speak at Sunrise Rotary – July 31, 2026 @ 7:00 a.m.
8. FINANCIAL UPDATE – Report Attached
9. UNFINISHED BUSINESS
  - a) Quiring Monuments Orders
  - b) Update on Water Services at Cemetery
10. NEW BUSINESS
  - a) Reimbursements for Purchases
  - b) Request for Public Works to Resurface Walk/Bike Pathways Inside Cemetery
  - c) Vole Maintenance Challenges
  - d) Appointments/Reappointments
11. OPEN AGENDA
12. NEXT MEETING DATE – August 5, 2026
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 & Chair  
Janet Richardson, Seat D & Vice Chair  
Julie Jones, Seat E (remotely)  
Karen Erickson, Seat F  
Amy Stratman, Seat G

Absent: Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

### **APPROVAL OF REGULAR MEETING MINUTES**

a) Regular Meeting Minutes of May 6, 2026

**J. Richardson**, seconded by **K. Erickson**, moved to APPROVE the May 6, 2026 minutes.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the May 6, 2026 minutes and all members voted in favor.

### **APPROVAL OF AGENDA**

**J. Richardson** asked to add the following items under Events & Public Relations:

- Fairbanks Genealogical Society Tour – May 29, 2026
- National Park Service Hosted Tours

**K. Erickson**, seconded by **G. Dalton**, moved to APPROVE the agenda, as amended.

**Chair Kilbourn** took a voice vote on the motion to APPROVE the agenda, as amended, and all members voted in favor.

### **EVENTS & PUBLIC RELATIONS**

a) Fairbanks Genealogical Society Tour – May 29, 2026

**J. Richardson** reported that she, Chair Kilbourn, A. Stratman, G. Dalton, and Raleigh Johnson had hosted the annual tour to highlight various pieces of history pertaining to the cemetery. She thanked R. Johnson for dressing up in era-accurate costume and sharing stories about individuals buried at Clay Street.

b) National Park Service Hosted Tours

**J. Richardson** reported that she recently came across laminated papers, anchored by large rocks, placed on markers throughout the cemetery. She stated that she learned they were part of a scavenger hunt put on by the Park Service and that she and A. Stratman visited with a Park Service employee who gave details about a fun daily activity they provide for interested tourists. She shared that they conveyed a simple request for rocks to be moved at the end of each event to ensure they are not in the way of any mowing.

### **FINANCIAL UPDATE**

**Chair Kilbourn** referenced the provided financial report. **C. Chase** reported that there had been no change in their account since the last meeting, that their current balance was \$10,519.66 and that \$7,889.77 remained to be spent from the 2026 Discretionary Fund Grant.

### **UNFINISHED BUSINESS**

a) Quiring Monuments Orders.

**J. Richardson** noted that the order placed in October was on its way and that the newest order of 10 markers had completed the proofing process and was being sent to production. **J. Jones** reported that their October order arrived in port two days prior and that it was estimated to be another six to eight weeks for processing and delivery. She noted that this order included a marker for Elida Slaback, who had been approved for placement in 2025 and had family coming to hold a small ceremony that summer. She explained that even if they requested their shipment be expedited, it would not be here in time for that event. **J. Richardson** shared that she had spoken to E. Slaback's family to explain the situation and that they were gracious in their understanding of the situation.

### **NEW BUSINESS**

a) Reimbursements for Recent Purchases

**Chair Kilbourn** shared that she and G. Dalton had been unable to find the eight bags of dirt previously purchased and so they recently bought some more, although she could not find her receipt. She added that she did submit to C. Chase the receipt for another purchase of six spirea plants for \$180. **J. Richardson** noted that the spirea was planted along the fence by the front gate, replacing older, dead bushes.

**G. Dalton**, seconded by **J. Richardson**, moved to approve the \$180 reimbursement to Chair Kilbourn.

**Chair Kilbourn** took a voice vote on the motion to approve the \$180 reimbursement to Chair Kilbourn and all members voted in favor.

a) Update on Water Services at Cemetery

**C. Chase** shared that Public Works Jeremiah Cotter had emailed an update on the issue, as follows:  
"We were waiting on a part and I believe its in and they should be getting it installed soon and a dog house built over it as it sticks up above the ground now."

**Chair Kilbourn** recounted that the City Plumber Kyla Durham had determined that a specific part could not be ordered but instead needed to be manufactured and that it could take a few weeks. She discussed their watering needs, the challenge of manually hauling water, and that they are waiting to plant several items until they have reliable water. **C. Chase** offered to follow up with J. Cotter to determine if any temporary options existed for watering at the cemetery. **J. Jones** offered to bring a water tank with her organization's utility vehicle while they waited for the watering system to be fixed.

a) Equipment to Manage Roots Around Shed

**Chair Kilbourn** discussed the need for a lopper to manage roots throughout the property, noting that cutting roots with a shovel to is difficult. **J. Jones** noted that they were available at local hardware stores.

**K. Erickson**, seconded by **A. Stratman**, moved to authorize the purchase and reimbursement of a lopper.

**Chair Kilbourn** took a voice vote on the motion to authorize the purchase and reimbursement of a lopper and all members voted in favor.

### OPEN AGENDA

**G. Dalton** stated that it was time for him to step away from the Commission and read a letter regarding his resignation, which included a request that he be replaced by an interested individual: Allysa Westman.

**J. Richardson** shared that A. Westman, who was present, had visited the cemetery many times and helps with blowing grass clippings over markers after mowing. **Chair Kilbourn** stated that they did not want someone appointed who would be unable or unwilling to come out on a regular basis to help with workdays at the cemetery, noting that the few of them that do so regularly cannot continue to do it all by themselves. She asked if for any reason A. Westman was not approved for appointment, that G. Dalton remain in his position. **G. Dalton** agreed to the request. **C. Chase** affirmed that if A. Westman submits an application, it would be forwarded to the mayor for confirmation and put before the City Council at the following meeting for approval. A. Westman indicated that she would get the application submitted within the coming day. **Chair Kilbourn** expressed appreciation for her willingness to serve on the Commission.

### NEXT MEETING DATES – July 1, 2026

**Chair Kilbourn** shared that Dusty Springer and his Air National Guard group of volunteers would be available to help with a workday on June 25 and that they would be working on raising sunken markers.

### ADJOURNMENT

**Chair Kilbourn** declared the meeting ADJOURNED at 5:29 p.m.

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Aldean Kilbourn, Chair

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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
06/18/26	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	\$ (37.98)	\$ 10,481.68
06/18/26	ALDEAN KILBOURN	REIMBURSEMENT FOR CSC SUPPLIES	\$ (180.00)	\$ 10,301.68