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

The Clay Street Cemetery Commission convened at 5:00 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:	Jessica Desmond, Seat B Aldean Kilbourn, Seat C & Chair (remotely) Janet Richardson, Seat D & Vice Chair Julie Jones, Seat E Karen Erickson, Seat F Amy Stratman, Seat G
Absent:	George Dalton, Seat A
Also Present:	Colt Chase, Deputy City Clerk Jeremiah Cotter, Public Works Director (remotely)

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of June 3, 2026

J. Jones, seconded by **J. Desmond,** moved to APPROVE the June 3, 2026 minutes.

> **Chair Kilbourn** took a voice vote on the motion to APPROVE the June 3, 2026 minutes and all members voted in favor.

APPROVAL OF AGENDA

K. Erickson, seconded by **J. Richardson**, moved to APPROVE the agenda.

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

COMMUNICATIONS TO COMMISSION

C. Chase shared that there had been multiple instances recently of individuals expressing frustration over the conditions of the grounds at Birch Hill Cemetery. He acknowledged that this property was not their responsibility, but that it had been recognized, by comparison, how nice Clay Street Cemetery (CSC) was maintained every year.

J. Richardson shared that someone in Finland, whose grandfather is buried at CSC, had contacted her to share additional details as well as some photos, including his funeral procession from 1930.

C. Chase reported that on their recent Facebook post to recognize the volunteer group from Eielson Air Force Base someone had commented to point out that their own group from the Fairbanks Moose Lodge had also participated in the annual clean-up event. He offered to make additional posts in the future if there are specific groups they would like to recognize. **J. Richardson** offered to go around in future events to get details on any particular groups that might be present. **Chair Kilbourn** added that people often come out for clean-up day without them knowing who they are or any affiliations they may have. **C. Chase** confirmed that he had responded to the individual to express appreciation for their contribution. **A. Stratman** suggested that they conclude future posts with a statement of gratitude for all who help.

A. Stratman shared that she had received an email from the Wilcox family, who were planning to come up for a ceremony for their ancestor Frank Anderson, to let her know that they would be unable to come in 2026. She suggested that this was not terrible news given that F. Anderson's marker had not yet arrived.

J. Richardson reported that the husband of Betsy Sharp, for whom they are also waiting on a marker, was recently at the cemetery with his son and had commented that CSC looked the best it ever had.

EVENTS & PUBLIC RELATIONS

a) June 25, 2026 Recap – Workday w/ Volunteer Group from Eielson AFB

J. Richardson shared that the main task of the day was to lift sunken markers in the Pioneers of Alaska section of CSC, add gravel underneath, and ensure they were level again. She reported that the volunteers from Eielson, plus J. Jones and one of her workers, completed 90 markers in three hours. **C. Chase** displayed sample before and after photos that had been provided to highlight the work completed. **J. Richardson** stated that the volunteers had also used some of the extra dirt next to the shed to fill in other sunken areas.

b) J. Richardson Speak at Sunrise Rotary – July 31, 2026 @ 7:00 a.m.

Chair Kilbourn reported that she is working on a slide presentation, that she is unsure if she will be able to attend, but that she is grateful for J. Richardson being willing to speak at the event.

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report, noting recent reimbursements for materials purchased, and confirmed that their current account balance is $10,301.68, with $7,671.79 remaining to be spent from the 2026 Discretionary Fund Grant.

UNFINISHED BUSINESS

a) Quiring Monuments Orders.

J. Jones stated that she is still unsure of an estimated arrival date of their current order and described challenges with getting clear answers from the company. She confirmed that she will continue to follow up and express the urgency given their short summer and work season. She reported that Quiring had agreed to start keeping 35 to 50 pieces of granite on hand so that stone would be immediately available for future orders. She recounted that J. Richardson had asked her to check prices with domestic suppliers since it had been several years since they last got quotes. She discussed the work being done to prepare for their next order.

b) Update on Water Services at Cemetery

J. Cotter confirmed that the repair had been completed and that they are just waiting on Golden Heart Utilities to turn the water back on. **J. Richardson** shared that the water had been turned back on about two weeks prior so everything was good to go again.

NEW BUSINESS

a) Reimbursements for Purchases

C. Chase reviewed the current process for approving and issuing reimbursements. He suggested that it was not the most efficient nor timely method and asked if the Commission would like to provide direction on how to handle them in the future. **J. Jones** recounted that they had employed different methods in the past and that she supported a simpler approach that would not require formal motions for each reimbursement. **C. Chase** suggested that if the Commission was in favor of the idea, members could submit receipts which he would forward to the Chair and Vice Chair for approval and that the items would be included on the financial report for the next meeting's agenda.

J. Jones, seconded by **K. Erickson,** moved to establish a policy that reimbursement requests be submitted to the Chair for approval rather than requiring a formal motion at the meeting following a purchase.

A. Stratman asked if there would be a dollar limit to what the Chair could approve. **J. Jones** suggested that her intent would be that it would be the Chair's discretion and that they would bring it before the entire Commission for approval if they felt that the amount was too high or there were any other concerns regarding the reimbursement. **C. Chase** affirmed that an additional system of checks and balances would be that the Commission would hold the prerogative to override the Chair, through a motion at the meeting where the reimbursement is reported and require any member to reimburse the Commission for something that the body deemed unapproved. **J. Jones** noted that the financial report detail is sometimes minimal and requested each item be listed on the agenda so it is clear what the reimbursement was for.

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

b) Request for Public Works to Resurface Walk/Bike Pathways Inside Cemetery

J. Richardson stated that the weeds had taken over the pathways inside the cemetery and asked what options existed for resurfacing. **J. Cotter** stated that he would speak with the Facilities Manager and that adding a layer of Reclaimed Asphalt Pavement (RAP) may be the easiest solution. **Chair Kilbourn** asked if pouring vinegar on the weeds would work. **J. Richardson** suggested that the amount needed would be immense. **J. Cotter** explained that the oil in RAP would eventually kill all of the weeds underneath the path which is why he believes it would be the best option. **J. Richardson** noted that this is what was done near the entry to the property many years ago and had proven successful.

c) Vole Maintenance Challenges

J. Richardson reported that the voles had been horrendous that year, with hundreds of holes present around graves across the entire cemetery. She shared photos to highlight the concern and the efforts she had taken thus far to manage it. **J. Jones** recounted that during the recent workday some gravesites collapsed due to their tunnels. She concurred that they are prolific and causing issues at City Hall as well.

d) Appointments/Reappointments

C. Chase affirmed they had received applications from both Allysa Westman, to replace G. Dalton on the Commission, as well as from K. Erickson to renew for another term. He stated that they had been approved by the mayor and would be on the agenda of the July 13 City Council meeting for confirmation. **Chair Kilbourn** welcomed A. Westman, who was present, and shared details about their monthly meetings.

OPEN AGENDA

C. Chase shared that a local youth group had expressed interested in coming out for a volunteer service project. He asked to confirm that he could extend the invitation to come at any time they wanted and for direction on what kind of work they should perform. **J. Richardson** confirmed that he could and suggested that edging around markers was a great task for volunteer youth groups and always needed.

NEXT MEETING DATES – August 5, 2026

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:38 p.m.

Aldean Kilbourn, Chair

Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC