



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – September 2, 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 – August 5, 2026
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
 - a) Barnette Magnet School Annual History Tour & Clean-up – 9/11, 9/25, & 10/2
8. FINANCIAL UPDATE – Report Attached
9. UNFINISHED BUSINESS
 - a) Quiring Monuments Orders
 - b) Resurfacing of Pathways Inside Cemetery
 - c) Adding More High-Pressure Laminate Signs Throughout Cemetery
 - d) Dandelion Maintenance
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – October 7, 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 Chair Kilbourn presiding. The following Commission members were in attendance:

Members Present: Allysa Westman, 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 (joined remotely at 5:20 p.m.)
 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 July 1, 2026

J. Richardson, seconded by **A. Stratman**, moved to APPROVE the July 1, 2026 minutes.

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

APPROVAL OF AGENDA

J. Richardson asked to add “Communication Protocols” under “6. Communications to Commission.”

J. Richardson, seconded by **J. Desmond**, 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.

CITIZENS' COMMENTS

George Dalton – G. Dalton spoke fondly of his time on the Clay Street Cemetery Commission, having just ended his service. He discussed the work that he had witnessed over the years and expressed willingness to continue to volunteer in ways that were conducive with his life situation and health.

Chair Kilbourn and **J. Richardson** both thanked G. Dalton for his dedication and work.

COMMUNICATIONS TO COMMISSION

a) Message from A. Boone re: Marker for Inez Viola Strandberg, Gen NE196

Chair Kilbourn shared that she had received a request from A. Boone, a family member of Inez Viola Strandberg, who is buried in location Gen NE196, to have a new marker placed. She reported that she had provided an application and let her know the cost. **C. Chase** stated he had not yet received an application.

J. Richardson recounted that the grave in question had a basic slab marker that looked like someone had etched details into wet concrete with a stick, and that the whole thing was faded. She noted that her late niece, Arlene Strandberg, had long hoped for an updated marker for Inez

Chair Kilbourn stated that they have her information and could add an updated marker to their next order but that she would like to hold out to see if A. Boone responds.

b) Communication Protocols

J. Richardson discussed email situations where the entire Commission receives the same message and that there can sometimes be confusion over the best approach for responding. She noted that there are sometimes phishing attempts, spam, or other marketing emails which she would like to see ignored, while other more direct messages from individuals requesting information or asking questions should be responded to in a consistent manner.

C. Chase gave a brief summary of the Alaska Open Meetings Act. He noted that while the Commission, being an advisory body only, was not necessarily subject to all provisions of the Act, they have traditionally followed the same guidelines as a best practice.

There was additional discussion, with **J. Richardson** providing other examples of recent communications. There was a consensus that messages warranting a reply should be responded to by either the Chair or Vice Chair, and that other Commission members who may have information to provide to a particular inquiry were welcome to send that to the C. Chase or Chair Kilbourn.

C. Chase shared an email from a representative of the company “CemSites”. **A. Stratman** indicated that she was familiar with the software, that it was used by very large cemeteries that were open for new placements, that it was very expensive and not a good fit for them.

EVENTS & PUBLIC RELATIONS

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

J. Richardson shared that Chair Kilbourn had prepared a PowerPoint presentation for her to share and that the experience was great. **Chair Kilbourn** thanked J. Desmond for the invitation. **J. Desmond** stated that she could tell they had been well-received by the group based on the lack of side conversations taking place while J. Richardson presented.

FINANCIAL UPDATE

a) Recent Reimbursement: \$40.56 to J. Richardson – Trim for Sign

Chair Kilbourn discussed the new procedure for reimbursements that had been approved at the last meeting and noted that the \$40.56 purchase by J. Richardson had been approved and was reflected in the

financial report. She reviewed the report, which showed a current account balance of \$10,261.12, with \$7,631.23 remaining to be spent from the 2026 Discretionary Fund Grant.

UNFINISHED BUSINESS

a) Quiring Monuments Orders.

J. Jones stated that they could order 20 new markers and purchase any necessary supplies with the remaining funds for the year's grant. Discussion occurred on the current pricing of markers, quantity plans for the next order of markers as well as concrete pads, and the overall process of ordering from Quiring. **J. Jones** reported that the most recent order had finally arrived and that the two pallets would be delivered to the cemetery the following day.

J. Richardson shared that concrete pads for the 31 markers were already installed and that all they would have to do is get headstones placed and glued down. **J. Jones** noted how much work J. Richardson and her husband had done to prepare for this part of the process.

b) Resurfacing of Pathways Inside Cemetery

J. Richardson reported that Public Works' Street Foreman Robert Carlson had been out recently to run a blade over the walking paths and discussed next steps for resurfacing the pathways and eliminate weeds.

NEW BUSINESS

a) Adding More Reader Boards Throughout Cemetery

J Richardson suggested they consider adding more high-pressure, laminate signs throughout the cemetery as a way to encourage visitors to explore the property beyond the main central path.

J. Jones asked if they felt the size of their current signs was adequate. **Chair Kilbourn** suggested the size of their existing signs was just right. **J. Richardson** concurred and also discussed the appropriate height.

J. Jones asked how many signs they would like to see added. **Chair Kilbourn** suggested they come up with five ideas and that they select three of them at their September meeting, in time to ensure that the proposal gets included in the narrative for their 2027 Discretionary Fund Grant application.

J. Desmond asked if they were looking for suggestions on topics. **Chair Kilbourn** provided examples. **J. Richardson** confirmed that it could be individuals, groups, or even the evolution of the cemetery itself.

J. Jones stated that she would work on getting quotes for the various options.

b) Protocol for Reporting Camping or Other Prohibited Activity

Chair Kilbourn noted that they occasionally have vehicles, including campers, in their small parking area who stay overnight or for long periods of the day, without any clear connection to visiting the cemetery

J. Richardson recounted that a sign was already installed which read: “No camping or overnight parking”. She reported an instance of someone doing just that in the prior week, as well as walking their dog through the cemetery multiple times despite other signs indicating that such was prohibited. She shared that she had contacted C. Chase to confirm who should be called and that it was determined that calling the non-emergency line at the police station was the correct approach. **C. Chase** provided additional details about who at the City of Fairbanks had authority to cite or otherwise initiate towing of vehicles that were in violation of posted parking signs, based on the entity that managed any particular right-of-way. He confirmed that the solution identified earlier was correct. **J. Richardson** shared that an officer did stop by to notify the individuals and that the situation resolved itself.

c) Public Works Dandelion Maintenance Plans

J. Richardson shared that while there had been a potential solution for the dandelions, the Public Works employee who handles the majority of their groundskeeping had suggested that funds may not be available. **Chair Kilbourn** asserted that one could still see the improvement in the areas where she had dispensed “weed and feed” in 2025. **J. Richardson** concurred, noting that she had also applied some earlier in the year and that it was noticeable. She added that she had been told at the start of the season that plenty of the material was available.

Chair Kilbourn discussed other options for dandelion maintenance. **J. Richardson** added that she had recently pulled significant amounts of bird vetch, another invasive plant, off several graves, which was something they should be very diligent about addressing. **Chair Kilbourn** indicated that she would contact the Public Works Director to discuss the matter.

OPEN AGENDA

J. Richardson shared details of multiple individuals visiting the cemetery, how she helped them locate specific graves for their interred relatives, and that they had complimented the condition of the property.

J. Jones shared details about a recent community effort to rally and clean up the grounds of Birch Hill Cemetery, which had fallen into an unfortunate state after only one year of the change in ownership. **J. Richardson** shared that she had spoken with a representative from Legacy Funeral Homes, the new owners, and that it was clear the company had much to learn about the cemetery they now managed.

NEXT MEETING DATE – September 2, 2026

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:47 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 MATERIA	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
07/16/26	JANET RICHARDSON	REIMBURSEMENT FOR TRIM FOR SIGN	\$ (40.56)	\$ 10,261.12