



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – October 7, 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 – September 2, 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 Events
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
10. NEW BUSINESS
11. OPEN AGENDA
12. UPCOMING MEETING DATES – Nov. 4, 2026, Dec. 2, 2026, & Jan. 6, 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 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 (remotely)
 Julie Jones, Seat E
 Karen Erickson, Seat F (remotely)
 Amy Stratman, Seat G (remotely)

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

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of August 5, 2026

J. Jones, seconded by **J. Desmond**, moved to APPROVE the August 5, 2026 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the August 5, 2026 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Jones, seconded by **J. Desmond**, moved to APPROVE the agenda.

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

CITIZENS' COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS

a) Barnette Magnet School Annual History Tour & Clean-up – 9/11, 9/25, & 10/2

Discussion occurred to confirm who would be available to facilitate the various dates' events. **Chair Kilbourn** shared details about the format of this annual event and expressed hope for good weather.

FINANCIAL UPDATE

Chair Kilbourn referenced the financial report and asked if there was an update on concrete slab pricing.

J. Jones shared that the prices should remain the same and that based on her estimate, they would need to order 21 stones from their supplier to use the remaining funds from the year's Discretionary Fund Grant.

UNFINISHED BUSINESS

a) Quiring Monuments Orders.

J. Jones shared that their outstanding orders had arrived and been installed.

J. Richardson stated that she had 18 names ready for their next order and could use two more. **Chair Kilbourn** indicated that she believes she has two ready to go and would get with J. Richardson to confirm.

b) Resurfacing of Pathways Inside Cemetery

J. Cotter explained that they had been waiting for someone to crush their existing asphalt in order to have materials for the path resurfacing project. He stated that if it may be completed by late September but if not, before the summer 2027 season.

c) Adding More High-Pressure Laminate Signs Throughout Cemetery

Chair Kilbourn recounted asking for content ideas to be sent for the potential new signs but that she had not yet received any suggestions. **J. Richardson** indicated that she had emailed some ideas and would resend them if necessary.

Discussion occurred on various options for new signs. **J. Richardson** suggested creating signs showing older photographs of certain areas of the cemetery, placed in their exact location to highlight how the property had evolved over the decades. **K. Erickson** asked if the photos being considered could be shared with the rest of the Commission to review. **J. Richardson** confirmed she would do so.

J. Desmond stated that she is a big fan of true crime stories and recounted that other places in the country have self-guided walking tours for individuals to learn about local "scoundrels" or other sensational stories. She suggested that something similar at Clay Street Cemetery (CSC) might be of interest to visitors. **Chair Kilbourn** shared that many years ago they avoided bringing to attention such things about those buried at CSC but had later discovered that many people actually appreciate the candid history of early Fairbanksans, and that they now try to include simple tidbits on individual grave markers when possible. **J. Desmond** confirmed that a lot of people find great interest in salacious stories. **Chair Kilbourn** noted the many different opinions in the community about matters such as prostitution in the city's early years. **J. Jones** acknowledged that this particular issue was part of Fairbanks' history and was prevalent through the 1950's. She asserted that regardless of the subject, if a plaque was done well, provided an accurate account, and honored the memory of the person referenced, then it would be worth considering. **Chair Kilbourn** indicated that she was not opposed to pursuing the idea and concurred that they would need to ensure it was carefully drafted to reduce possible complaints over sensitive content.

J. Desmond stated that she could look for examples of similar content in other cemeteries as a starting point. **J. Jones** suggested that after they create a draft of the sign they could share it with those in leadership position across the various organizations in the community to confirm that it would be received

well. She reiterated that the goal should be to share historical facts. **Chair Kilbourn** expressed support and discussed the next steps for the project.

d) Dandelion Maintenance

J. Cotter shared that they were planning to utilize a different product and dispersal method going forward which would hopefully reduce the presence of weeds in the following year.

NEW BUSINESS – None

OPEN AGENDA – None

NEXT MEETING DATE – October 7, 2026

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:22 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