CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – November 4, 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 – October 7, 2026
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
   a) Donation and note from B. Mickel
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATE – Report Attached
   a) Recent Reimbursement: $49.96 to A. Kilbourn – Brooms for Edging
9. UNFINISHED BUSINESS
   a) Quiring Monuments Order
   b) Adding More High-Pressure Laminate Signs Throughout Cemetery
10. NEW BUSINESS
11. OPEN AGENDA
12. UPCOMING MEETING DATES –Dec. 2, 2026 & Jan. 6, 2027
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 (arrived at 5:07 p.m.) Amy Stratman, Seat G (remotely)
Absent:	Karen Erickson, Seat F
Also Present:	Jeremiah Cotter, Public Works Director (remotely) Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of September 2, 2026

J. Richardson, seconded by **A. Stratman**, moved to APPROVE the September 2, 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. Desmond, seconded by **J. Cotter**, 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

Douglas Yoder – D. Yoder stated that he did not have any particular items to discuss but had wanted to attend the meeting to learn more about the Commission. He shared that he had a personal connection with Clay Street Cemetery as his father was a Rotarian, whose group had been involved with the sign installation at the property.

COMMUNICATIONS TO COMMISSION

Chair Kilbourn shared that she had spoken with someone who was fairly sure that they owned the "2 Below" claim at Ester Creek. She indicated that she would do additional research to confirm but noted that this location was the birthplace of Inez Viola Strandberg, who was interred at Clay Street Cemetery.

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EVENTS & PUBLIC RELATIONS

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

Chair Kilbourn recounted that the school groups had only come for one of the dates. **J. Richardson** explained that the weather forecast was unfavorable so the school cancelled ahead of time out of caution.

FINANCIAL UPDATE

Chair Kilbourn reported that she had purchased four small brooms for use by the students during the recent clean-up events and would turn the receipt in for reimbursement in the near future..

C. Chase reported that an invoice from Quiring Monuments for $5,775 had been paid after the publication of their agenda packet and thus their updated account balance was $4,486.12.

J. Jones confirmed that she would be compiling an application for the next year's grant, to be reviewed by Chair Kilbourn, in preparation for submission by the end of the month.

UNFINISHED BUSINESS

a) Quiring Monuments Orders

Chair Kilbourn stated that there were a few edits to make on the marker for Inez Viola Strandberg and that the family had conveyed their intent to pay $350 for the order.

b) Resurfacing of Pathways Inside Cemetery

J. Cotter reported that they were unfortunately unable to complete the project before the end of the season due to a contractor delay. He confirmed that the resurfacing would be done first thing in the spring and would result in very nice, new walkways.

c) Adding More High-Pressure Laminate Signs Throughout Cemetery

Chair Kilbourn recounted asking for three to five ideas from the Commission for new signs and asked if any progress had been made by members.

J. Desmond shared that she had been going through the master list of names and was through the letter "M". She reported that she had been focusing on topics such as true crime, participation in the arts, and pre-World War 1 veterans. **J. Richardson** noted that many individuals buried at the cemetery were part of the Harmony Society, an active community choral group from early Fairbanks years. **Chair Kilbourn** confirmed that there were many references to the Harmony Society in archived newspaper articles.

Discussion occurred regarding placement throughout the property as well as other ideas for signs, such as photographs of sharing images of the cemetery's evolution over the decades. **Chair Kilbourn** noted that they would not be ordering any new signs until the following spring, so there was time for additional ideas to be discussed and approved.

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NEW BUSINESS – None

OPEN AGENDA

J. Richardson reported that she had updated the master list for all markers placed to-date and sent the file to C. Chase, who had forwarded it to the full commission and printed a copy for their meeting documents.

J. Jones shared that there was still $1,856.23 from the current year's bed tax grant that needed to be spent. She stated that she would be ordering concrete blocks for new headstones which would sufficiently expend the remaining grant funds. **C. Chase** noted that once this amount was spent, their account balance would be updated to $2,629.89, which was comparable to the previous year.

NEXT MEETING DATES – Nov. 4, 2026, Dec. 2, 2026, & Jan. 6, 2026

Discussion occurred on who would be available for the upcoming meetings. **Chair Kilbourn** confirmed that holding a meeting in November was still prudent and that they would make a determination about December and January at that time.

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:23 p.m.

_____ _____

Aldean Kilbourn, Chair Colt Chase, CMC, Deputy City Clerk

Transcribed by: CC

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Janet and Amy,

This is belated...but much thanks to you both for your gracious hospitality when I was in Fairbanks.

This is a donation for all your work at the cemetery

I am grateful.

Betsy Mickel

$200 donation entered 10/26/26
- Colt

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE	BED TAX GRANT BALANCE
1/15/2025	CITY OF FAIRBANKS GRANT	CLAY STREET CEMETERY GRANT	$ 11,712.00	$ 14,318.10	$ 11,712.00
3/7/2025	PATRICIA CATHY	DONATION	$ 1,000.00	$ 15,318.10	$ 11,712.00
3/20/2025	FAIRBANKS BLOCK & BUILDING MATERIALS	CLAY STREET CONCRETE PADS	$ (936.00)	$ 14,382.10	$ 10,776.00
5/1/2025	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	$ (5,575.00)	$ 8,807.10	$ 5,201.00
5/15/2025	JULIE JONES	REIMBURSEMENT FOR HAND TRUCK	$ (129.00)	$ 8,678.10	$ 5,072.00
5/29/2025	ALDEAN KILBOURN	REIMBURSEMENT FOR ADHESIVE	$ (273.69)	$ 8,404.41	$ 4,798.31
6/26/2025	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	$ (106.56)	$ 8,297.85	$ 4,691.75
6/26/2025	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	$ (21.08)	$ 8,276.77	$ 4,670.67
7/10/2025	FESTIVAL FAIRBANKS INC	REIMBURSEMENT FOR TOOL SHARPENING	$ (36.00)	$ 8,240.77	$ 4,634.67
8/26/2025	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	$ (35.88)	$ 8,204.89	$ 4,598.79
8/26/2025	ELIZABETH ANN SHARP TRUST	DONATION	$ 300.00	$ 8,504.89	$ 4,598.79
10/2/2025	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	$ (6,225.00)	$ 2,279.89	$ -
1/15/2026	CITY OF FAIRBANKS GRANT	CLAY STREET CEMETERY GRANT	$ 11,876.00	$ 14,155.89	$ 11,876.00
1/21/2026	WILCOX	DONATION	$ 350.00	$ 14,505.89	$ 11,876.00
2/12/2026	BANK OF AMERICA	RACK CARDS	$ (636.23)	$ 13,869.66	$ 11,239.77
5/7/2026	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	$ (3,350.00)	$ 10,519.66	$ 7,889.77
6/18/2026	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	$ (37.98)	$ 10,481.68	$ 7,851.79
6/18/2026	ALDEAN KILBOURN	REIMBURSEMENT FOR CSC SUPPLIES	$ (180.00)	$ 10,301.68	$ 7,671.79
7/16/2026	JANET RICHARDSON	REIMBURSEMENT FOR TRIM FOR SIGN	$ (40.56)	$ 10,261.12	$ 7,631.23
10/1/2026	QUIRING MONUMENTS INC	CLAY STREET MONUMENTS	$ (5,775.00)	$ 4,486.12	$ 1,856.23
10/26/2026	BETSY MICKEL	DONATION	$ 200.00	$ 4,686.12	$ 1,856.23
10/28/2026	ALDEAN KILBOURN	REIMBURSEMENT FOR BROOMS	$ (49.96)	$ 4,636.16	$ 1,806.27
10/28/2026	FAIRBANKS PRECAST & REBAR	CLAY STREET CONCRETE PADS	$ (1,890.00)	$ 2,746.16	$ -