



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – August 6, 2025, 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 – July 2, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATE
9. UNFINISHED BUSINESS
 - a) Cemetery Grounds Maintenance
 - b) Maintenance & Repair of Cemetery Gate
 - c) Cemetery Rack Card Redesign
 - d) Additional White Cross Placements/Replacements
 - e) Elks Plot Information
10. NEW BUSINESS
11. OPEN AGENDA
12. NEXT MEETING DATE – September 3, 2025
13. ADJOURNMENT



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The Clay Street Cemetery Commission convened at 5:01 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 Aldean Kilbourn** presiding and the following Commission members in attendance:

Members Present: Jessica Desmond, Seat B
Aldean Kilbourn, Seat C
Janet Richardson, Seat D
Julie Jones, Seat E
Karen Erickson, Seat F
Amy Stratman, Seat G
Jeremiah Cotter, Public Works Director

Absent: George Dalton, Seat A

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of June 4, 2025

J. Jones, seconded by **A. Stratman**, moved to APPROVE the June 4, 2025 minutes.

J. Richardson noted that the minutes cite the mower as the cause of damage to some of the white crosses and clarified that a moose was responsible for some as well. **C. Chase** stated that he would update that line prior to submitting the approved version of the minutes to the City Council.

Chair Kilbourn called for any objection on the motion to APPROVE the June 4, 2025 minutes and, hearing none, so ORDERED.

APPROVAL OF AGENDA

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

Chair Kilbourn called for any objection on the motion to APPROVE the agenda and, hearing none, so ORDERED.

CITIZENS COMMENTS - None

COMMUNICATIONS TO COMMISSION

J. Richardson reported that an email was received via the Find-a-Grave website from Douglas Clemens, seeking information on his relative Flora McGlone, who she had started researching in the past year. She shared that his email had some helpful data about F. McGlone that she had not yet come across and that she would follow up with whatever details she could gather.

EVENTS & PUBLIC RELATIONS

Chair Kilbourn reported that the flags and wreaths that had been placed by a local group for Memorial Day had still not been retrieved. She suggested throwing them away in two weeks if still unclaimed.

Chair Kilbourn provided a recap on the June 12 Workday, noting that the Air National Guard group led by Dusty Spencer had helped get 30 markers placed. **J. Richardson** added that members of the local Masonic Lodge had also come to work on their section. **J. Jones** shared that this was their first large work party of the year and they discovered that many of their tools had dulled. She stated that things went much smoother the following week after everything had been sharpened. **J. Richardson** suggested they get everything sharpened as part of their season preparation next year.

J. Jones reported that the new gravel system had been very beneficial, noting the ease of using smaller buckets plus the savings from getting material at no cost from the Public Works Department. **Chair Kilbourn** agreed that it was an improvement but suggested they try and use up the remaining 60-pound bags purchased in the previous year. **J. Richardson** stated only eight headstones were left to be placed.

FINANCIAL UPDATE

J. Richardson, seconded by **A. Stratman**, moved to APPROVE reimbursement to Festival Fairbanks for edging tool sharpening in the amount of \$36.

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

The provided financial report indicated the current balance of the Commission's account as \$8,276.77.

UNFINISHED BUSINESS

a) Cemetery Grounds Maintenance

Chair Kilbourn reported that Tim from Public Works was able to spend a full day mowing and edging and that the property looked fantastic. **J. Richardson** noted that the usual staff member, Alex, often gets called away, which makes it difficult to get everything done. **Chair Kilbourn** expressed concern that the bagger is not being used with the mower and asked if it could be removed from the shed as it often gets in the way. **J. Richardson** asked if there is a reason the bagger is not used to collect the grass clippings. **J. Cotter** stated that the laborers report that using the bagger adds considerable time to the work which is why it is not used. He acknowledged that not using the bagger also requires more frequent mowing.

Chair Kilbourn discussed the dandelions that had taken over across the property. **J. Cotter** reported that they just received a new weed and feed shipment of and would be making an application soon.

J. Desmond asked if anyone else does work on the weekends. She explained that she has free time on the weekends and would be happy to come out and do some work if she could be shown what to do. **J. Richardson** offered to meet her at the cemetery personally to show her the ropes. **Chair Kilbourn** stated

that if all else, going around with a leaf blower to clear the grass clippings off of markers is helpful. **J. Richardson** added that edging the growth off of markers is also an ongoing project.

b) Maintenance & Repair of Cemetery Gate

Chair Kilbourn discussed the problems with the right side of the gate. **J. Cotter** reported that he was told that the gate is binding due to the support going to the pillar being loose and that this is the primary issue needing repaired. He stated they are still trying to find someone to do the work as they had not gotten any quotes from contractors or a follow up from the National Association of Women in Construction. **J. Desmond** stated she will follow up with her sister who is involved with that organization.

c) Cemetery "Tourist" Rack Card

J. Desmond reported that she is still working on this project but would not have an update until she had some more free time after the construction season slows down. She discussed various design plans for the card and received general feedback from other Commission members.

d) Additional White Cross Placements/Replacements

J. Richardson reported that the additional crosses are in the works.

e) Placement of the Vachon Information Board

Chair Kilbourn recounted the discussion at their June meeting regarding the preferred placement for the sign. She asked C. Chase to show the associated photos on the meeting screen and explained that the information board's post would need to be cut down to achieve the idea placement. **J. Cotter** confirmed that they could get the post trimmed accordingly.

f) Elks Plot Information

J. Richardson reported that she had spoken to Keith Blanchard and apologized to him for the ongoing inquiries while expressing the importance of locating the missing thumb drive. She stated that he will continue to look for it and, as the head of the local Lodge, email the member who had removed the original records from their storage. **J. Jones** shared that another former Exalted Leader in the organization had been trying to contact the same individual but was not getting any response. She noted that both K. Blanchard and the former Exalted Leader were very frustrated as to why the records had been removed.

NEW BUSINESS - None

OPEN AGENDA

J. Jones discussed how Chair Kilbourn and J. Richardson would be gone for the next two regular Tuesday workdays and went over the plan for what tasks would be prioritized by her Festival Fairbanks crew.

J. Cotter reported that he had shared photos of the bench that was in need of repair with Facilities Manager Roy Bryant, who believes he can take care of it, similar to another bench he recently repaired.

NEXT MEETING DATE – August 6, 2025

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:31 p.m.

Aldean Kilbourn, Chair

Colt Chase, Deputy City Clerk

Transcribed by: CC

CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
01/08/24	CITY OF FAIRBANKS GRANT	CLAY ST CEMETERY GRANT	\$ 12,454.00	\$ 15,088.45
02/26/24	CITY OF FAIRBANKS CONTRIBUTION	CLAY ST CEMETERY CONTRIBUTION	\$ 10,000.00	\$ 25,088.45
03/28/24	QUIRING MONUMENTS INC	MONUMENTS SPRING 2024	\$ (8,275.00)	\$ 16,813.45
08/04/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (47.65)	\$ 16,765.80
08/21/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.10)	\$ 16,700.70
08/21/24	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (35.96)	\$ 16,664.74
08/21/24	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (2,112.00)	\$ 14,552.74
08/21/24	QUIRING MONUMENTS INC	MONUMENTS SUMMER 2024	\$ (5,475.00)	\$ 9,077.74
09/09/24	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (121.64)	\$ 8,956.10
10/04/24	KATHRYN CLARK	DRONE PHOTOGRAPHY CLAY ST	\$ (600.00)	\$ 8,356.10
11/21/24	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (5,200.00)	\$ 3,156.10
11/21/24	JILL MARSHALL	HIGH PRESSURE LAMINATED SIGN	\$ (550.00)	\$ 2,606.10
01/15/25	CITY OF FAIRBANKS GRANT	CLAY ST 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 MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (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	HAND TRUCK REIMBURSEMENT	\$ (129.00)	\$ 8,678.10
05/29/25	ALDEAN KILBOURN	REIMBURSE FOR ADHESIVE/SEALANT	\$ (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	TOOL SHARPENING REIMBURSEMENT	\$ (36.00)	\$ 8,240.77



