



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – May 7, 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 – April 2, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
8. FINANCIAL UPDATE – Report Attached
9. UNFINISHED BUSINESS
  - a) Quiring Monument Orders
  - b) Update on Elks Plot Information
  - c) Maintenance & Repair of Cemetery Gate
10. NEW BUSINESS
  - a) Update of Cemetery "Tourist" Rack Card
  - b) Next Marker Order (to Utilize 2025 Bed Tax Funds)
  - c) Additional White Cross Placements/Replacements
  - d) Removal of Metal Bench in Storage Shed
11. OPEN AGENDA
12. NEXT MEETING DATE – June 4, 2025
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – APRIL 2, 2025  
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800 CUSHMAN STREET, FAIRBANKS, ALASKA



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. By consensus of those members present, **Julie Jones, Seat E**, presided with the following in attendance:

Members Present: George Dalton, Seat A  
Jessica Desmond, Seat B  
Julie Jones, Seat E (remotely)  
Amy Stratman, Seat G  
Jeremiah Cotter, Public Works Director

Absent: Aldean Kilbourn, Seat C  
Janet Richardson, Seat D  
Karen Erickson, Seat F

Also Present: Colt Chase, Deputy City Clerk

### **APPROVAL OF REGULAR MEETING MINUTES**

a) Regular Meeting Minutes of March 5, 2025

**A. Stratman**, seconded by **G. Dalton**, moved to APPROVE the March 5, 2025 minutes.

**Chair pro tem Jones** called for any objection on the motion to APPROVE the March 5, 2025 minutes and, hearing none, so ORDERED.

### **APPROVAL OF AGENDA**

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

**Chair pro tem Jones** called for any objection on the motion to APPROVE the agenda and, hearing none, so ORDERED.

### **CITIZENS COMMENTS**

**J. Cotter** reported that Chair Kilbourn had visited him at the Public Works facility to examine the gravel that had been discussed at their last meeting and that she had determined that it would be satisfactory for their needs. He shared that they had discussed using plastic buckets for transporting the gravel during their workdays and that Public Works has many buckets that could be donated. **A. Stratman** and **Chair pro tem Jones** agreed that this would be a great plan.

**C. Chase** stated that Chair Kilbourn had called him that afternoon to suggest that they use some of the savings from this plan to purchase a new utility cart to for moving the buckets around at the cemetery. **Chair pro tem Jones** indicated that she would take care of this task and submit a receipt for reimbursement.

**J. Cotter** confirmed that a shipment of markers from Quiring Monuments was in the cold storage facility at Public Works. He reported that their Facilities Foreman had taken a look at the cemetery's gate and that a contractor would be coming to assess what repairs are needed. He discussed the current issues with the gate's metal components and rock pillar supports, along with potential solutions.

**C. Chase** confirmed that no other communications had been received since their last meeting.

#### **COMMUNICATIONS TO COMMISSION** – None

a) Follow-up from P. Cathey

**C. Chase** shared that they had received a donation of \$1,000 from Patricia Fay Cann Cathey, whose application for placement had been approved at the May 1, 2024 meeting, along with a note of correction for the spelling of her name. He reported that Chair Kilbourn had sent a thank you letter for the donation. **Chair pro tem Jones** expressed gratitude for the generous donation and appreciation for Chair Kilbourn's follow-up on behalf of the Commission.

#### **EVENTS & PUBLIC RELATIONS**

**C. Chase** confirmed that their annual clean-up day was scheduled for May 17 from 9:00 a.m. to 12:00 p.m. and that he had added this event to the City's website and social media account.

**Chair pro tem Jones** shared that Chair Kilbourn had confirmed with her via email that the Air National Guard group led by Dusty Spencer was committed to assisting with another workday in the coming summer season.

#### **FINANCIAL UPDATE**

**Chair pro tem Jones** referenced the provided financial report which showed the recent purchase of concrete pads. She explained that they will arrange for their delivery once the snow melts. She asserted that no other expenses were currently forecasted other than the utility cart discussed earlier and that the current balance on their account was now \$14,382.10. She pointed out that they will need to spend the full amount of their bed tax grant (\$11,712) before the allotted time later in year.

#### **UNFINISHED BUSINESS**

a) Quiring Monuments Orders

**Chair pro tem Jones** indicated that she had not received any further update from the company other than that their order was awaiting shipment. She stated that she will send a message to the Commission once she is notified it has shipped. She confirmed that they have around 90 markers for the year, with one order already at the cemetery, another at Public Works, and this final order on Quiring Monument's dock.

b) Update on Elks Plot Information

**Chair pro tem Jones** reported that there was no further update on this item and that the thumb drive which contains a wealth of information on Elks members buried at Clay Street has yet to be located by Keith Blanchard.

c) Maintenance & Repair of Cemetery Gate *[addressed by J. Cotter during Citizens' Comments]*

**NEW BUSINESS** – None

**OPEN AGENDA**

**J. Desmond** indicated that she would not be able to attend the clean-up day event on May 17 as she has another event that day. She committed to being available for the regular workdays throughout the season. **Chair pro tem Jones** shared that she typically does not attend the clean-up days either but consistently contributes during the weekly workdays.

**J. Desmond** referenced an email she had sent to the Commission, as noted in the previous month's meeting minutes, which detailed an offer for labor and support from the National Association of Women in Construction. She recounted that her sister serves in a leadership role with the organization and that they would be happy to assist with building benches, moving materials, or other projects. She stated that they could even undertake the gate repair report as discussed earlier. She asked if any specific needs had been identified. **Chair pro tem Jones** indicated that while they do not have a specific need for any official commitment at the moment, they were excited to receive this offer. She stated that she would be interested in speaking with J. Desmond's sister about potential opportunities both with Clay Street Cemetery as well as other projects she is involved with in the downtown area such as the Golden Heart Plaza. She suggested that they follow up directly via email after the meeting.

**UPCOMING MEETING DATES** – May 7, 2025

**ADJOURNMENT**

**Chair pro tem Jones** declared the meeting ADJOURNED at 5:26 p.m.

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Aldean Kilbourn, Chair

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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