



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – April 2, 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 – March 5, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
 - a) Follow up from P. Cathey
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
11. OPEN AGENDA
12. NEXT MEETING DATE – May 7, 2025
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – MARCH 5, 2025
HELD VIA [ZOOM WEBINAR](#) AND
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800 CUSHMAN STREET, FAIRBANKS, ALASKA



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: George Dalton, Seat A
Aldean Kilbourn, Seat C
Janet Richardson, Seat D (remotely)
Julie Jones, Seat E
Karen Erickson, Seat F (remotely)
Amy Stratman, Seat G
Jeremiah Cotter, Public Works Director (remotely)

Absent: Jessica Desmond, Seat B

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of February 5, 2025

J. Jones, seconded by **A. Stratman**, moved to APPROVE the February 5, 2025 minutes.

Chair Kilbourn took a voice vote on the motion to APPROVE the February 5, 2025 minutes and all members voted in favor.

APPROVAL OF AGENDA

J. Cotter, seconded by **J. Jones**, 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

Chair Kilbourn suggested that the annual clean-up day be scheduled for Saturday, May 17 from 9:00 a.m. to 12:00 p.m. She asked that C. Chase post the event on the City's website as well as social media.

J. Richardson asked if Public Works could mow the leaves prior to the event rather than adding raking to their list of tasks for the day. **J. Cotter** indicated that they should be able to do so.

FINANCIAL UPDATE

Chair Kilbourn noted that there had been no new financial items since their last meeting.

UNFINISHED BUSINESS

a) Quiring Monument Orders

J. Jones shared that their most recent order should be delivered within the next three weeks. Discussion followed to confirm that the physical work for the 2025 season would include the placement of 91 new markers as well as the repair of 82 existing markers, some of which will require new concrete pads while others only needing new gravel.

J. Richardson stated that there are 99 total bronze markers in the Pioneer section which will need to be lifted and additional gravel placed, however no new concrete pads are needed. She added that a request has been made to the Pioneers of Alaska organization to help cover the cost of the gravel for these plots.

b) Update on Elks Plot Information

J. Jones reported that there was no update on this item at this time.

c) CSC Info on City Website

C. Chase shared his computer screen to show that a new page solely for the Clay Street Cemetery had been added to the City website. He reviewed the content that had been published on the page, confirming that all items discussed in the February meeting had been incorporated. He offered to make any changes or additions, if requested.

NEW BUSINESS

a) Maintenance & Repair of Cemetery Gate

J. Jones discussed the difficulties with opening the main entrance gate due to increased rust damage, particularly on the hinges. She asked if Public Works could take a look and determine if the City could repair the issue or if they should look to hire someone. She shared that a local Rotary group could potentially cover the cost.

C. Chase read an email that had been sent from Commission member J. Desmond regarding an offer of support from the National Association Women in Construction (NAWIC). The email noted that J. Desmond's sister serves in a leadership role with NAWIC and that the organization was interested in serving the community, whether to construct benches for the cemetery or possibly fix the gate.

J. Cotter indicated that he would send a Public Works crew to the property to take a look at the gate. He confirmed that they had also received the high-pressure laminate sign that would be installed this summer.

OPEN AGENDA

J. Jones stated that another potential project for the NAWIC group would be to update the wayfinding materials at the property. Discussion occurred regarding gravel purchasing plans for the coming season, including quantities, costs, and whether they should consider ordering bagged gravel or having a truckload delivered to save money. It was noted that with a bulk delivery, significant labor would still be required to transport the necessary volume of gravel from the large pile to each gravesite being worked on. **A. Stratman** warned against being “penny wise but dollar foolish”.

J. Cotter shared that Public Works uses large amounts of sanding chip gravel to improve traction on City streets during the winter months. He noted that a significant portion of this material is unusable at the end of the winter and goes to waste. He suggested that it could be used for the Commission’s needs.

J. Richardson discussed the type of rock needed for the work they do and whether the material being offered would meet their needs. **Chair Kilbourn** described the process of adding gravel to raise and level markers at the cemetery. She stated how important it is that the rock be bagged or otherwise moveable by volunteers during workdays and that shoveling into wheelbarrows would not be an ideal process. **J. Jones** agreed that having the material contained while being moved also prevents spillage of rocks onto the grass where it would cause problems for mowers. **J. Cotter** provided additional details on the type of gravel and suggestions for the logistics of placement, storage, and transportation using buckets during workdays. **J. Jones** asserted that it would be worth experimenting given how much money it would save them, provided they have a sufficient number of buckets to ensure an efficient process for the volunteer teams.

Chair Kilbourn agreed that it would be worth a try, noting that they would always have the option to go back to the regular bags of gravel they have used in the past. **J. Cotter** confirmed that if it ultimately did not work, his crews could spread any leftover gravel within the parking lot. He extended an invitation for Chair Kilbourn to stop by the Public Works facility to determine if the type of gravel available would be acceptable and, if so, further discuss plans for its utilization. **Chair Kilbourn** accepted the invitation and all members expressed support for the plan as discussed. She asked if J. Jones would go ahead and still order a pallet of the bagged gravel just to be safe. **J. Jones** confirmed that she would do so closer to the point when the snow had melted. She affirmed that the price she had been quoted would be honored and that it could either be delivered by the company or picked up by Public Works. She added that she also recently learned that they could receive a partial refund for returning the pallets to the company.

UPCOMING MEETING DATES – April 2, 2025

ADJOURNMENT

Chair Kilbourn declared the meeting ADJOURNED at 5:42 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 CATHEY	DONATION	\$ 1,000.00	\$ 15,318.10
03/20/25	FAIRBANKS BLOCK & BUILDING MATERIALS	CONCRETE PADS FOR CLAY ST	\$ (936.00)	\$ 14,382.10