



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – June 4, 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 – May 7, 2025
4. APPROVAL OF AGENDA
5. CITIZENS' COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
  - a) Cemetery Annual Clean-Up Event Recap
8. FINANCIAL UPDATE
9. UNFINISHED BUSINESS
  - a) Quiring Monument Orders
  - b) Elks Plot Information
  - c) Maintenance & Repair of Cemetery Gate
  - d) Cemetery "Tourist" Rack Card
  - e) Additional White Cross Placements/Replacements
10. NEW BUSINESS
  - a) Placement of the Vachon Information Board
  - b) Cemetery Grounds Maintenance
11. OPEN AGENDA
12. NEXT MEETING DATE – July 2, 2025
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 Aldean Kilbourn** presiding and the following Commission members in attendance:

Members Present: George Dalton, Seat A  
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 (remotely)

Absent: None

Also Present: Colt Chase, Deputy City Clerk

*[Clerk Note: An equipment malfunction resulted in there being no audio recording available for this meeting. The following minutes were transcribing using solely the notes of Deputy Clerk Colt Chase.]*

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

a) Regular Meeting Minutes of April 2, 2025

**G. Dalton**, seconded by **A. Stratman**, moved to APPROVE the April 2, 2025 minutes.

**Chair Kilbourn** called for any objection on the motion to APPROVE the April 2, 2025 minutes and, hearing none, so ORDERED.

### **APPROVAL OF AGENDA**

**J. Desmond**, seconded by **J. Richardson**, 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** – None

### **EVENTS & PUBLIC RELATIONS**

**Chair Kilbourn** discussed the upcoming annual Clean-Up Day event scheduled for Saturday May 17 from 9:00 a.m. to 12:00 p.m. She noted that the event had been published on the City's website and social

media. She asked if Public Works would be able to do any initial work clearing leaves prior to the event. **J. Cotter** confirmed that a crew would be spending some time at the property in the coming week. **J. Desmond** shared that her plans had changed and that she will be available to attend the Clean-Up Day.

The annual History Tour of Clay Street Cemetery, hosted by the Fairbanks Genealogical Society on Tuesday, May 27 from 6:00 p.m. to 8:00 p.m. was discussed. **C. Chase**, upon request, agreed to share the event on Facebook in conjunction with the Commission's Clean-Up Day event, to increase awareness.

## **FINANCIAL UPDATE**

**Chair Kilbourn** referenced the financial report included in the meeting packet. She noted that the current account balance is \$8,807.10, with about five thousand dollars remaining of the current year's Bed Tax Grant. She asked if the recent payment to Quiring Monuments was correct and not a duplicate payment. **J. Jones** confirmed that she had performed an initial review on the last several orders and that there was not a duplicate payment. She agreed that it was unusual for them to have paid for an order that recently shipped as the standard practice for past orders had been to pay for them before production began. She indicated that she would perform a more detailed review and check with the company to verify if the recent invoice had been accurately billed. She noted that she had purchased a new hand truck as discussed in their last meeting. **C. Chase** acknowledged that he had received her email with documentation for the purchase and would process the reimbursement which would show on the financial report next month.

## **UNFINISHED BUSINESS**

### a) Quiring Monuments Orders

**Chair Kilbourn** asked to confirm the status of all recent orders. **J. Cotter** verified that one pallet had been delivered to the cemetery in the fall and that two additional orders had been received at the Public Works facility over the winter. He confirmed that the two pallets would be delivered to the cemetery in the near future, once the ground was firm enough to handle heavy equipment, and that they would be placed on the north side of the storage shed, next to the existing pallet.

### b) Update on Elks Plot Information

**Chair Kilbourn** stated that she had already stopped by Blanchard Funeral Home five times over the winter and did not believe any more attempts by her would warrant a different outcome. **J. Jones** shared that she had also spoken with the Exalted Leader of the Elks Lodge. Discussion occurred which confirmed that there was no further update on the missing flash drive containing information on the Elks members buried at the cemetery. Several Commission members expressed disappointment at the potential loss of significant historical data and hope that it could still be located.

### c) Maintenance & Repair of Cemetery Gate

**J. Cotter** reported that although a contractor had stopped by to take a look at the cemetery gate in the previous month, they had not yet received any follow up with quotes for the necessary work. He shared that they had installed a temporary solution to allow the gate to open and otherwise function, with a new chain and padlock to secure the entrance. He indicated that the lock should use the same combination as

what had previously been used but was not 100% sure if this was the case. **J. Richardson** volunteered to swing by the property to check the lock and follow up if the combination did not work.

### **NEW BUSINESS**

a) Update on Cemetery “Tourist” Rack Card

**Chair Kilbourn** reviewed the current design of the printed rack card which is placed in locations around town. She discussed possible ways it could be improved upon, referencing potential photos and text displayed on the overhead screen in the meeting room. She asked if J. Desmond, given her background in design work, would be willing to create updated versions for the card. **J. Desmond** volunteered to take on the project and requested that all potential media and text for inclusion be forwarded to her.

b) Next Marker Order (to Utilize 2025 Bed Tax Funds)

**Chair Kilbourn**, noting that only about \$5,000 in Bed Tax Funds remained for the year, suggested they hold off on placing their next order of markers until they can determine if there had been a duplicate payment for the most recent invoice [see *Financial Update*]. Discussion occurred regarding the large number of markers already on hand, ready to be installed, and other work to be performed in the coming season. There was concurrence that Commission members would be plenty busy for the time being.

c) Additional White Cross Placements/Replacements

**J. Richardson** stated that she will coordinate the effort to place and replace select white crosses at the cemetery throughout the coming summer.

d) Removal of Metal Bench in Storage Shed

**Chair Kilbourn** asked if the metal bench located in the storage shed could be removed by Public Works. **J. Cotter** indicated that it could be and asked where they would like it relocated to. **Chair Kilbourn** noted that they are unsure of where it may have originally been placed and that it had been in the shed for several years now. **J. Richardson** suggested that it could be placed anywhere that made sense within the property.

**OPEN AGENDA** - None

**NEXT MEETING DATE** – June 4, 2025

### **ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:40 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
05/15/25	JULIE JONES	HAND TRUCK REIMBURSEMENT	\$ (129.00)	\$ 8,678.10