



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING AGENDA – September 3, 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 – August 6, 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) Cemetery Rack Card Redesign
 - c) Additional White Cross Placements/Replacements
 - d) Application for Placement – Elida Slaback
10. NEW BUSINESS
 - a) Applications for Placement – Elizabeth & Bert Sharp
11. OPEN AGENDA
12. NEXT MEETING DATE – October 1, 2025
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION
REGULAR MEETING MINUTES – August 6, 2025
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800 CUSHMAN STREET, FAIRBANKS, ALASKA



The Clay Street Cemetery Commission convened at 5:08 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 (remotely)
Julie Jones, Seat E
Karen Erickson, Seat F
Amy Stratman, Seat G

Absent: Jeremiah Cotter, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

APPROVAL OF REGULAR MEETING MINUTES

a) Regular Meeting Minutes of July 2, 2025

J. Jones, seconded by **J. Desmond**, moved to APPROVE the July 2, 2025 minutes.

Chair Kilbourn noted a grammatical correction within the minutes. **C. Chase** stated he would update that item prior to submitting the approved version of the minutes to the City Council.

Chair Kilbourn took a voice vote on the motion to APPROVE the July 2, 2025 minutes, as amended, and all members voted in favor.

APPROVAL OF AGENDA

Chair Kilbourn directed that two additional items be added under New Business:

- Application for Placement – Elida Slaback
- Request from Burt Sharp

J. Jones, seconded by **J. Desmond**, moved to APPROVE the agenda, as amended.

Chair Kilbourn took a voice vote on the motion to APPROVE the agenda, as amended, and all members voted in favor.

CITIZENS COMMENTS – None

COMMUNICATIONS TO COMMISSION – None

EVENTS & PUBLIC RELATIONS

Chair Kilbourn reported that their last regular Tuesday workday had been cancelled due to rain. She invited J. Desmond to come out on a weekend, when available, to help with edging markers.

FINANCIAL UPDATE

Chair Kilbourn referenced the provided financial report and noted that Commission's account balance was \$8,240.77. She suggested they work towards ordering 20 more markers, assuming the price had not gone up. She discussed the need to purchase more dirt for the flower boxes. She requested that any additional needs be identified as soon as possible to ensure they leave sufficient funds in their account.

UNFINISHED BUSINESS

a) Cemetery Grounds Maintenance

Chair Kilbourn praised the work of Tim from the Public Works Department for getting all of the mowing and other basic landscaping done in a single day, which had been very helpful thus far in the season. She shared that "weed and feed" was available to spread when they meet the following week. She referenced photos from J. Richardson that had been included in the agenda packet, citing them as examples of what happens when markers are neglected. She explained that these and other graves can get completely covered and lost due to grass not being cleared away from the stone.

J. Jones concurred with the frustration, noting that if they cannot get out there shortly after mowing has been completed, the grass clippings cling to the edges of markers, settle in, and aide in overgrowth. She stated that their newer tools, and continued diligence in making time for edging is the key, whether it be for 10 minutes or an hour at a time.

b) Maintenance & Repair of Cemetery Gate

Chair Kilbourn reported that the gate can be opened and although it is difficult to do so, she does not believe it is falling off the support pillars.

J. Jones stated that their primary concern is ensuring they are not causing any damage by continuing to open and close the gate, sharing that they had also applied oil to the hinges. She suggested that there was otherwise no rush on the repair and that it could be a request in the 2026 budget.

Chair Kilbourn asked C. Chase to follow up with Public Works Director Jeremiah Cotter on the matter. She also indicated that it would not need to be included on their next meeting's agenda.

c) Cemetery Rack Card Redesign

J. Desmond reported that there was no update on this project at this time.

d) Additional White Cross Placements/Replacements

J. Richardson shared that this is still being worked on by the associated volunteers.

e) Elks Plot Information

Chair Kilbourn reported that she had learned that the individual with the missing information had recently met with a member of the Elks Lodge to deliver the thumb drive in question. **J. Jones** shared that she had received the drive and reviewed its contents, which unfortunately contained mostly cemetery photos and nothing new. **J. Richardson** confirmed that there was nothing in the files that they did not already have and that the Commission's records were actually more complete than what was on the drive. **Chair Kilbourn** directed that the item could be considered concluded and not included on the next agenda.

J. Jones shared that the Elks were still willing and interested in spending some money to support the cemetery for a potential future project. **Chair Kilbourn** suggested that the best thing they could do in the immediate future was to assist with edging the markers within their designated section. **J. Jones** stated that she would pass this along.

NEW BUSINESS

a) Application for Placement – Elida Slaback

Chair Kilbourn referenced the application submitted by Jennifer Carr, who lives in Massachusetts, for the placement of her grandmother, Elida Slaback's, cremains. She stated that E. Slaback is the aunt of Don Callahan, a former City Engineer, and that they belong to the Norlin family which has a cluster of five markers at the Clay Street Cemetery. She noted that D. Callahan had previously designated a spot for E. Slaback within their family's site but that E. Slaback's daughter had been unwilling to share the location of the ashes with other family members. **Chair Kilbourn** reported that this daughter had passed away and that the cremains were now in the possession of J. Carr, who seeks to have them placed at Clay Street. She pointed out that the application is unclear as to whether the family would be providing their own marker or if they want the Commission to purchase one on their behalf, for which they typically charge \$250. She indicated that she would be happy to draft a letter in response to the application. **J. Richardson** clarified that the cost for a marker would be \$300.

J. Jones asked if they would still request a donation if the family was providing their own marker. **Chair Kilbourn** stated that they would not. She clarified that if the family wanted one of the metal markers that matched the style of others within the Norlin block, it would likely be much more expensive and must be provided by the family directly. She confirmed that the Commission would only expect funds if they were ordering one of the standard markers they utilize for other graves.

J. Jones, seconded by **K. Erickson**, moved to ACCEPT the Application for Placement of Elida Slaback and for a letter to be sent to the applicant outlining the parameters of obtaining a marker and logistics of the physical placement of the ashes.

J. Jones pointed out that they would need to clarify the family's plans for the actual placement ceremony. **A. Stratman** noted that the application included a proposed date of placement for July 15, 2026 and that it was reasonable to assume that a trip to Fairbanks was being planned by the family for this exact purpose.

Discussion occurred to confirm typical logistics and arrangements for a placement ceremony.

Chair Kilbourn took a voice vote on the motion to ACCEPT the Application for Placement of Elida Slaback and for a letter to be sent to the

applicant outlining the parameters of obtaining a marker and logistics of the physical placement of the ashes, and all members voted in favor.

b) Request from Burt Sharp

J. Richardson shared that she had been contacted by Burt Sharp whose wife, Betsy Sharp, had recently passed away, and that he had made an initial request regarding placement of her remains at Clay Street where they have other family buried.

Chair Kilbourn confirmed that an official Application for Placement would likely be submitted for consideration at their next meeting. She discussed the options for placement, sharing photos that illustrated potential arrangements.

OPEN AGENDA

Chair Kilbourn referenced additional photos from the agenda packet that showed the Vachon plaque and the updated cemetery history sign had been placed in their appropriate locations.

NEXT MEETING DATE – September 3, 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 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
08/26/25	JANET RICHARDSON	REIMBURSEMENT FOR CSC SUPPLIES	\$ (35.88)	\$ 8,204.89
08/26/25	ELIZABETH ANN SHARP TRUST	DONATION	\$ 300.00	\$ 8,504.89

CITY OF FAIRBANKS

Clay Street Cemetery Commission

800 CUSHMAN STREET

FAIRBANKS, ALASKA 99701-4615

OFFICE: 907-459-6771

FAX: 907-459-6710

cityclerk@fairbanks.us

Clay Street Cemetery Application for Placement

Applicant Name Bert^m sharp Date Aug 15 2025

Mailing Address 2616 17th Ave

City Fairbanks State AK Zip Code 99709

Phone Number 907 799 5118 Email Babsharp@pci.net

Name of Deceased (Betsy) Elizabeth Ann Sharp

Type of Request for Placement: ☒ Grave Marker ☐ Landscape Item ☐ Monument ☐ Other

Proposed Date of Placement When available

Location of Proposed Placement within the Cemetery:

Between Julius Struck and Richard Rothenberg graves

Please provide a brief description of the item(s) to be placed in the cemetery along with a copy of any and all written information that will appear on the item(s). Also provide dimensions, if applicable, and attach additional media or documents if necessary:

standard clay st. grave marker

See attached

Pioneer NW 900.8

Received by: Janet Richardson

Received Date: 8-15-2025

Approved by: _____

Approved Date: _____

CITY OF FAIRBANKS

Clay Street Cemetery Commission

800 CUSHMAN STREET

FAIRBANKS, ALASKA 99701-4615

OFFICE: 907-459-6771

FAX: 907-459-6710

cityclerk@fairbanks.us

Clay Street Cemetery Application for Placement

Applicant Name Bert M. Sharp Date Aug 15 2025

Mailing Address 2616 17th Ave

City Fairbanks State AK Zip Code 99709

Phone Number 907 799 5118 Email babssharp@pci.net

Name of Deceased Bert^M Sharp

Type of Request for Placement: ☒ Grave Marker ☐ Landscape Item ☐ Monument ☐ Other

Proposed Date of Placement For applicant, still alive

Location of Proposed Placement within the Cemetery:

Below Elizabeth Ann^{grave} (Betsy) Sharp's marker

Please provide a brief description of the item(s) to be placed in the cemetery along with a copy of any and all written information that will appear on the item(s). Also provide dimensions, if applicable, and attach additional media or documents if necessary:

Standard clay st grave marker

See attached

Pioneer NW 900.9

Received by: Jim Richardson

Received Date: 8-15-2025

Approved by: _____

Approved Date: _____

Pioneer NW
900.8

Amelia's Granddaughter
Elizabeth Ann (Betsy) Sharp
Born Feb 9 1934 - Died Dec 26 2024

POA Emblem

Pioneer NW
900.9

Betsy's Husband
Bert Maynard Sharp
Born Sept 26 1933 - Died * ** *******
Married to Betsy 71 years