



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – August 6, 2025  
HELD VIA ZOOM WEBINAR AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
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, CMC, Deputy City Clerk

Transcribed by: CC