



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING AGENDA – MARCH 6, 2024, 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 – February 7, 2024
4. APPROVAL OF AGENDA
5. CITIZENS COMMENTS
6. COMMUNICATIONS TO COMMISSION
7. EVENTS & PUBLIC RELATIONS
  - a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9am-12pm
8. FINANCIAL UPDATE (REPORT ATTACHED)
9. UNFINISHED BUSINESS
  - a) Previous Quiring Monument Order
  - b) Request to City Council for Supplemental Funds (\$10K) for Additional Markers
10. NEW BUSINESS
  - a) Removal of July Meeting from 2024 Calendar
  - b) Status of 2023 Bed Tax Markers (Next Quiring Monument Order)
11. OPEN AGENDA
12. NEXT MEETING DATE – April 3, 2024
13. ADJOURNMENT



CLAY STREET CEMETERY COMMISSION  
REGULAR MEETING MINUTES – FEBRUARY 7, 2024  
HELD VIA [ZOOM WEBINAR](#) AND  
IN FAIRBANKS CITY COUNCIL CHAMBERS  
800 CUSHMAN STREET, FAIRBANKS, ALASKA



The **Clay Street Cemetery Commission** convened at 5:06 p.m. on the above date to conduct a Regular Meeting at the City Council Chambers, 800 Cushman Street, Fairbanks, Alaska, and via teleconference with **Chair Aldean Kilbourn (Seat C)** and with the following members in attendance:

Members Present: George Dalton, Seat A  
Dawn Milligan, Seat B (remotely)  
Janet Richardson, Seat D (remotely)  
Julie Jones, Seat E  
Amy Stratman, Seat G

Absent: Karen Erickson, Seat F  
Jeff Jacobson, Public Works Director

Also Present: Colt Chase, Deputy City Clerk

**APPROVAL OF MEETING MINUTES**

a) Regular Meeting Minutes of January 3, 2024

**J. Jones**, seconded by **A. Stratman**, moved to APPROVE the January 3, 2024 meeting minutes.

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

**APPROVAL OF AGENDA**

**J. Jones** asked to add “c) Bed Tax Grant Amount” under Financial Updates.

**J. Jones**, seconded by **G. Dalton**, 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.

**CITIZEN’S COMMENTS** – None

**COMMUNICATIONS TO COMMISSION** – None

**EVENTS & PUBLIC RELATIONS**

a) Annual Clean-Up Day Scheduled for Saturday May 18, 2024, 9am-12pm

**Chair Kilbourn** stated that they will make sure to send a PSA out closer to the date. Deputy Clerk Chase shared that he had posted the event on the City's website calendar, created a Facebook event, and will include mention of it in the weekly newspaper ad for meetings and general notices in the preceding week. **J. Richardson** reported that it is on the Pioneers of Alaska calendar for both igloos. **J. Jones** indicated that it will also be added to the calendar on JustServe.org.

## FINANCIAL UPDATES

a) Regular Statement

**Chair Kilbourn** noted that the Commission's current account balance is \$2,634.45.

b) Reports Showing ALL Income and Expenditures, 2012 – Present

**Chair Kilbourn** thanked J. Richardson, Chief Financial Officer Bell, and DC Chase for assistance in compiling the reports and shared how interesting it is to see the source and use of Commission funds over the last 12 years. She pointed out that \$154,555.28 has been spent on the cemetery during that time and she spoke about how great it has been to connect these numbers to the experience of seeing the work completed. **A. Stratman** spoke favorably of the detailed reports.

c) Bed Tax Grant Amount

**J. Jones** shared that the Commission was awarded \$12,454 through the bed tax grant, that she has submitted the necessary paperwork for those funds to be remitted, and that the money should be in the account by the next meeting. **Chair Kilbourn** thanked J. Jones for all her work on the grant.

## UNFINISHED BUSINESS

a) Sample Sign Layout

**J. Jones** reported that there has been no further update since the last meeting. She indicated that at after the May clean-up day, an updated photo with the newly installed crosses as well as the recently purchased archived aerial images from the Army could be incorporated into a new sign design. She stated that they could wait until June to revisit the item.

b) Quiring Monuments Orders

**J. Jones** shared that she has been working with a new sales representative after their previous one retired, and there has been some confusion with different processes. She explained that the new person has been drilling down on consistencies and errors, which has been nice, but she has not agreed to all the suggested changes. She stated that some items needing correction had already begun to be processed but will still be fixed, as the error was the company's. She committed to forward any further proofs but shared that the entire order has already been approved.

c) Request to City Council for Supplemental Funds (\$10,000) for Additional Markers

**Chair Kilbourn** indicated that the request has been made, that she spoke to the City Council during its last meeting, that copies of the Commission's financial reports had been shared with Councilmembers, and that a line item for the \$10,000 request is included in the budget amendment ordinance that will go before the Council for a first reading the following week. She stated that her impression is that the Commission will receive the funds, which means there will be much work to be done during the year to complete research to ensure the funds are used as intended.

**NEW BUSINESS** – None

**OPEN AGENDA**

- a) CSC Marker Year Donations through 2023. Report by Chair Kilbourn

**Chair Kilbourn** noted that this item was discussed earlier, under item b) of Financial Updates. She added that the purpose of this report, compiled by J. Richardson, was to show how the Commission typically completes a marker's full lifecycle within a year of receiving funding. She explained that there have been occasions where completion is delayed, typically due to a lack of volunteers for the physical labor required to place the markers and limitations to how many can be placements can be performed in a single summer. **J. Jones** stated that another benefit of the reports was to show that certain organizations, such as the Rotary Club, have contributed significantly in the past but have not done so in quite some time. She suggested that it would not be inappropriate to ask if they would consider donating again if additional support was needed. **Chair Kilbourn** suggested that aside from funding, the Commission may also have success with asking the Rotary Club for volunteers to assist with the scheduled clean-up event and other regular workdays over the summer, which would continue to be held on Tuesdays from 9:00 a.m. to noon.

- b) Photos from Cheryl Pollard, Granddaughter of Harlin F. Page – Report by A. Stratman

**A. Stratman** shared that during her research she came across the name Harlin F. Page as someone who had constructed numerous monuments for Clay Street Cemetery and Birch Hill Cemetery during the late 1930s and early 1940s, a time from which many records are missing. She explained that after some family tree work, she discovered that H. Page has a living granddaughter, whom she contacted and provided an explanation of the situation to. She shared that she asked the granddaughter, Cheryl Pollard, if she had any photographs from that era that may be associated with the cemeteries in Fairbanks, and if so, whether she would be willing to share them. **A. Stratman** reported that C. Pollard was excited to have been contacted and to know that the City of Fairbanks is remembering her grandfather. **A. Stratman** shared that copies of several photos were mailed, and that C. Pollard stated she would forward any additional information or images she may come across in her ongoing genealogical research. **Chair Kilbourn** asked A. Stratman if she would be willing to draft a blurb to put on the kiosk and thanked her for the research. **A. Stratman** agreed and commented that she never would have known that the benches currently at the cemetery, which are seen in the photos, were as old as they are. She added that C. Pollard indicated she may visit the cemetery someday and would love to arrange a meeting. **Chair Kilbourn** pointed out that one of the images shows a building in the background, which appears to be the old lumber mill, a structure that is still standing.

**NEXT MEETING DATE**

The next meeting is scheduled for March 6, 2024, at 5:00 p.m.

**ADJOURNMENT**

**Chair Kilbourn** declared the meeting ADJOURNED at 5:30 p.m.

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Aldean Kilbourn, Chair

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Colt Chase, Deputy City Clerk

Transcribed by: CC

DRAFT

## CLAY STREET CEMETERY

EFF DATE	VENDOR NAME	DESCRIPTION	AMOUNT	BALANCE
02/01/23	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 8,305.00	\$ 11,470.86
05/11/23	HOME DEPOT CREDIT SERVICES	MATERIALS FOR CROSSES	\$ (2,799.44)	\$ 8,671.42
05/25/23	QUIRING MONUMENTS INC	PETER CONLEY HEADSTONE	\$ (250.00)	\$ 8,421.42
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (43.94)	\$ 8,377.48
06/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (10.48)	\$ 8,367.00
06/20/23	LAHONTAN GEOLOGICAL	CLAY ST GPR SERVICES	\$ (700.00)	\$ 7,667.00
07/06/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.50)	\$ 7,651.50
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (99.92)	\$ 7,551.58
07/20/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (25.96)	\$ 7,525.62
07/20/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (22.44)	\$ 7,503.18
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (16.98)	\$ 7,486.20
08/17/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 7,420.59
08/17/23	KATES INDUSTRIES LLC	SIGNAGE FOR CEMETERY KIOSKS	\$ (221.47)	\$ 7,199.12
08/17/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (112.12)	\$ 7,087.00
09/08/23	QUIRING MONUMENTS INC	MONUMENT PILLOWS	\$ (425.00)	\$ 6,662.00
09/12/23	FAIRBANKS BLOCK & BUILDING MATERIALS	PEA GRAVEL	\$ (539.19)	\$ 6,122.81
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (156.24)	\$ 5,966.57
09/14/23	FESTIVAL FAIRBANKS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (235.80)	\$ 5,730.77
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (127.60)	\$ 5,603.17
09/14/23	FAIRBANKS PRECAST & REBAR	CONCRETE PADS FOR CLAY ST	\$ (2,784.00)	\$ 2,819.17
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (23.70)	\$ 2,795.47
09/14/23	JANET RICHARDSON	REIMBURSE FOR CLAY ST CEMETERY	\$ (45.00)	\$ 2,750.47
09/14/23	ALDEAN KILBOURN	REIMBURSE FOR CLAY ST CEMETERY	\$ (65.61)	\$ 2,684.86
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (3.49)	\$ 2,681.37
10/12/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (15.98)	\$ 2,665.39
10/12/23	QUIRING MONUMENTS INC	REIMBURSE FOR CLAY ST CEMETERY	\$ (11.00)	\$ 2,654.39
11/09/23	AMY STRATMAN	REIMBURSE FOR CLAY ST CEMETERY	\$ (19.94)	\$ 2,634.45
01/08/24	CITY OF FAIRBANKS BED TAX	CLAY ST CEMETERY BED TAX	\$ 12,454.00	\$ 15,088.45
02/26/24	CITY OF FAIRBANKS ADDITIONAL	CLAY ST CEMETERY BED TAX	\$ 10,000.00	\$ 25,088.45