

Approved Meeting Minutes
Cemetery Board Meeting
January 14, 2025

Date: Tuesday, January 14, 2025

Location: Fairfield Town Office, 103 East Main Street, Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Holly Panek

Agenda Item #1 - Open The Cemetery Work Session Meeting

Holly Panek opened the Cemetery Board Meeting at 7:02 p.m.

Agenda Item #2 - Roll Call

Cemetery Board Members Present:

Holly Panek, Vern Carson, Chans Carson, Brad Gurney, David Hansen

Others Present:

Geri Hansen

Agenda Item #3 Review Cemetery Ordinances

TABLED

Agenda Item #4 - DISCUSSION ON FINALIZING BURIAL SALE OPEN HOUSE

The Board discussed getting a list of the Veterans buried in the cemetery before April. Board Member Chans Carson will complete.

Board Member Brad Gurney headed a discussion on getting a QR Code on the sign he is working on for the cemetery entrance.

The Board discussed getting the map updated with the death date of Lorraine Carson, and who should be in charge of getting the map updated in the future.

The Board discussed having the office staff write a policy and procedure list of the grave purchasing process through the office.

The Board discussed the need to preserve the history of the cemetery. Photographing headstones and finding a way to preserve them for historical purposes. The Board also discussed the possibility of getting the cemetery deemed a historic pioneer cemetery.

Approved Meeting Minutes
Cemetery Board Meeting
January 14, 2025

Board Member David Hansen reported that resident Carla Zufelt inquired about burying her step son's ashes on top of her deceased husband's grave. The Board clarified that according to the Ordinance, this was not possible. A separate cremation grave must be purchased.

Agenda Item #5 - Review Assignments

Assignments are updated as follows:

BRAD:

APPLICATION - Create a bubble to contact Sexton before they start the interment application. Add "This is not a guarantee that plans are finalized."

CERTIFICATE: Add a signature line for Sexton and "notary not needed" under Fairfield Town Signature. Also, see if we get Transfer Information on the back of the certificate.

RULES SIGN: Brad is Working on Design, get final cost of sign. QR Code.

HOLLY:

Contact Stephanie about getting the Cemetery Board email switched from Holly Panek to "Cemetery Board".

Speak with Town Recorder about getting Minutes emailed to Board Members, and verify all emails for Board Members.

CHANS / VERN:

Gather list of Veterans

Agenda Item #6 - Adjourn the Cemetery Board Meeting

Board Member Vern Carson made a motion to adjourn the Cemetery Board Meeting. Board Member Chans Carson seconded the motion. The motion passed unanimously.

The Fairfield Town Cemetery Board Meeting adjourned at 7:45 pm.

April 1, 2025

Stephanie Shelley

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk