

**Approved Meeting Minutes  
Cemetery Board Meeting  
March 4, 2025**

**Date:** Tuesday, March 4, 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 7:11 p.m.

**Agenda Item #2 - Roll Call**

Cemetery Board Members Present:

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

**Agenda Item #3 Review Cemetery Ordinances**

TABLED

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

The Board will hold the annual Cemetery clean up on May 21st.

The Board discussed the need for the office staff to test the application process, and make sure the office procedures for purchasing graves and the interment process is well documented. There are items that need to be fixed on the Hey-gov website, but we need permissions. The Board will invite the Town Recorder to the next meeting to review the process.

The Town Recorder did change Holly Panek's town email to the Cemetery Board.

Board Members also reviewed the signage proposed for the cemetery. The Board unanimously agreed to move forward on this.

Board Member Chans Carson discussed his conversation with the Utah State Historical Society and shared information that he had obtained on getting grants to help with the cemetery history. The Board discussed a possible meeting with them in May to tour the cemetery.

**Agenda Item #5 - Review Assignments**

Assignments are updated as follows:

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**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:**

Get Veterans list to Town Recorder.  
Get with town office staff about permissions for Hey-Gov

**CHANS:**

Arrange a meeting with the State Historical Dept.

**VERN:**

Schedule ward youth for Cleanup on May 21st.

**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 7:53 pm.

**April 1, 2025**

*Stephanie Shelley*

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Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk