

April 1, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

DATE: Tuesday, April 1, 2025

LOCATION: Fairfield Town Office, 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 7:08 p.m.

AGENDA ITEM #2

ROLL CALL

Cemetery Board Members Present:

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

Others Present:

Codi Butterfield

AGENDA ITEM #3

APPROVE DECEMBER 3, 2024 MEETING MINUTES

Board Member Vern Carson motioned to approve the December 3, 2024, Meeting Minutes, Board Member Chans Carson seconded. Minutes were approved unanimously.

AGENDA ITEM #4

APPROVE JANUARY 14, 2025 MEETING MINUTES

Board Member Vern Carson motioned to approve the January 14, 2025, Meeting Minutes, Board Member Chans Carson seconded. Minutes were approved unanimously.

AGENDA ITEM #5

APPROVE FEBRUARY 4, 2025 MEETING MINUTES

Board Member Vern Carson motioned to approve the February 4, 2025, Meeting Minutes, Board Member Chans Carson seconded. Minutes were approved unanimously.

AGENDA ITEM #6

REVIEW CEMETERY ORDINANCES

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Town Treasurer Codi Butterfield shared the ordinance revision she had been working on. Copies will go out to all board members for review and comment.

AGENDA ITEM #7

DISCUSSION ON FINALIZING BURIAL SALE OPEN HOUSE

The Board reviewed the applications and website. Codi will update applications and work with Pelorus to get all documents working correctly. The Board will review progress at the next meeting.

Town Treasurer Codi Butterfield also shared a list of procedures for purchasing graves. The Board agreed that Codi do whatever is necessary to facilitate a smooth transaction on the office side of things.

The Board discussed the Utah State Historical Society grant information and the possibilities for obtaining grants. The Board will make a decision at the next meeting which grant opportunities will be pursued.

AGENDA ITEM #5

REVIEW OPEN ASSIGNMENTS

Assignments are updated as follows:

BRAD:

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

HOLLY:

Work with the State Historical Society on grave questions.

CHANS:

Arrange a meeting with the State Historical Dept.

VERN:

Schedule ward youth for Cleanup on May 21st.

AGENDA ITEM #6

ADJOURN CEMETERY BOARD MEETING

Board Member Vern Carson 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 8:04 pm.

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May 6, 2025

Stephanie Shelley

Minutes Approval Date

Town Recorder Stephanie Shelley