

Fairfield Town

Utah County, Utah

PUBLIC NOTICE IS HEREBY GIVEN THAT THE

Cemetery Board of Fairfield, Utah

April 1, 2025, at 7 pm

At the Fairfield Town Office

103 East Main Street Fairfield, Utah

Agenda

1. Open the cemetery board regular meeting.
2. Roll call
3. Motion to approve the minutes for:
 - a. December 3, 2024
 - b. January 14, 2025
 - c. March 4, 2025
4. Review Cemetery Ordinances
5. Discussion On Finalizing Burial Sale Open House
 - a. Review Website
 - b. Review Office Procedures
6. Review open assignments
7. Adjourn the cemetery regular meeting.

Certificate of Posting

The above agenda notice was posted on or before the 25th day of March 2025 at the location of the meeting, Fairfield Town Office 103 East Main Street Fairfield Ut, and at the Fairfield Town website <https://fairfieldtown.org/agendas-minutes/> , and on the Utah State Public Notice website at <https://www.utah.gov/pmn/index.html>.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify city offices at 801-766-3509.

Date

Stephanie Shelley Town Recorder/Clerk

Unapproved Meeting Minutes
Cemetery Board Meeting
December 3, 2024

DATE: Tuesday, December 3, 2024

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 7:11 p.m.

AGENDA ITEM #2

ROLL CALL

Cemetery Board Members Present:

Holly Panek, Vern Carson, Chans Carson, Brad Gurney

Cemetery Board Member Absent:

David Hansen

Agenda Item #3 Review Cemetery Ordinances

TABLED

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

DISCUSSION ON FINALIZING BURIAL SALE OPEN HOUSE

The Board Discussed having the town office staff run through the interment application on the website to see if there are any problems the board is not aware of, and make sure the burial certificate prints correctly. Board Member Brad Gurney can send the file for the certificates.

During that discussion, the Board recognized the need for a reserve Sexton. Board Member Chans Carson volunteered to fill the position for 6 months on a trial basis. The Board will review at that time.

The Board also made the decision to purchase a metal detector that is needed to help locate the graves. Board Member Vern Carson volunteered to purchase the metal detector.

AGENDA ITEM #5

REVIEW OPEN ASSIGNMENTS

Assignments are updated as follows:

**Unapproved Meeting Minutes
Cemetery Board Meeting
December 3, 2024**

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.

HOLLY:

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

AGENDA ITEM #6

ADJOURN 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 7:42 pm.

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk

**Unapproved 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.

Unapproved 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.

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk

**Unapproved 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:

Unapproved Meeting Minutes
Cemetery Board Meeting
March 4, 2025

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.

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk