

May 6, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

DATE: Tuesday, May 6, 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 7:04 p.m.

AGENDA ITEM #2

ROLL CALL

Cemetery Board Members Present:

Holly Panek, Vern Carson, Brad Gurney, David Hansen

Board Member Excused:

Chans Carson

Others Present:

Codi Butterfield

AGENDA ITEM #3

APPROVE APRIL 1, 2025

Board Member Vern Carson motioned to approve the April 1, 2025 Meeting Minutes, Board Member Brad Gurney seconded. Minutes were approved unanimously.

AGENDA ITEM #4

REVIEW CEMETERY ORDINANCES

Town Treasurer, Codi Butterfield, shared the ordinance revision she had been working on.

Board Members reviewed the ordinance and Codi will send the revision to the town lawyer.

AGENDA ITEM #7

DISCUSSION ON FINALIZING BURIAL SALE OPEN HOUSE

Review of the website applications tabled.

The Board discussed the cemetery cleanup. It was suggested that the landscape company wait until after Memorial Day to go through the cemetery. Board Chair Holly Panek will contact the Mayor to discuss.

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The Youth will meet for the annual cemetery cleanup on May 21st. Board Chair Holly Panek will pick up snacks.

Town Treasurer Codi Butterfield will order temporary rule signs for the cemetery entrance to be displayed at the cemetery entrance.

The Board discussed the Utah State Historical Society grant information and the decision was made to apply for all grants possible. Board Chair Holly Panek will apply for grants.

The Board discussed the list of graves from the Historical Society. There are discrepancies with our list on the website. Board Member Brad Gurney volunteered to work with the Historical Society to resolve the discrepancies.

The Board agreed to submit a request to the Town Council for an additional 100K for a new wrought iron fence around the cemetery as suggested by the Mayor.

AGENDA ITEM #5
REVIEW OPEN ASSIGNMENTS

Assignments are updated as follows:

BRAD:

RULES SIGN: Brad is Working on the design and final cost of the sign. QR Code. Get a cost for installation.

HISTORICAL SOCIETY: Work with the State Historical Society on grave questions.

HOLLY:

GRANTS: Apply for Grants.

AGENDA ITEM #6
ADJOURN CEMETERY BOARD MEETING

Board Member Vern Carson motion to adjourn the Cemetery Board Meeting. Board Member Brad Gurney seconded the motion. The motion passed unanimously.

The Fairfield Town Cemetery Board Meeting adjourned at 8:30 pm.

June 3, 2025

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley, Town Recorder