

June 3, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

DATE: Tuesday, June 3rd, 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 7:05 p.m.

AGENDA ITEM #2

ROLL CALL

Cemetery Board Members Present:

Holly Panek, Vern Carson, Brad Gurney, David Hansen

Others Present:

Codi Butterfield, Samantha Manseau, Julie Clover

OPEN COMMENT PERIOD

Resident Samantha Manseau expressed concern over the cemetery cleanup. She was unhappy with the cemetery cleanup. She stated that she had not received notice, wanted to know where her decorations went so she could retrieve them, and asked when she could return decorations to her husband and son's graves. The Board gave a brief explanation of the process, stating that they would send out a notice after they had completed work with the Utah State Historical Society.

AGENDA ITEM #3

APPROVE May 6, 2025

Board Member Vern Carson motioned to approve the April 1, 2025 Meeting Minutes, Board Member Chans Carson 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 revisions and also reviewed the standards and rules. The rules will need to be revised once the cemetery is accepted on the

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Historical Register. The Board approved the ordinances to move on to the Town Council.

AGENDA ITEM #7

DISCUSSION ON FINALIZING BURIAL SALE OPEN HOUSE

The Board reviewed the applications on the town website. It was determined that the standards and rules should not be printed on the back of burial certificates.

Board Member Chans Carson reviewed the grave report submission for the state with the Board.

The Board determined that it would be best if the landscape company would clean up the Memorial Day decorations.

The Board discussed the site visit with Amy Barry of the State Historical Society. The Board discussed hiring Reagan Carson to take grave photos for Amy Barry of the Utah Historical Society to determine headstones that need repair and determine a course of action. The Board agreed to have gravel delivered to the cemetery for headstone leveling and future headstone placement.

AGENDA ITEM #5

REVIEW OPEN ASSIGNMENTS

Assignments are updated as follows:

BRAD:

RULES SIGN: **(TABLED)** 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.

TOWN SERVICE PLOT LIST: Provide a list of all past and present Town Servants for plot reservation.

HOLLY:

CLEANUP: Get with the Mayor about Memorial Day Clean up.

HIRING: Get with the Mayor about hiring Reagan Carson for a temporary position to document the Cemetery.

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CHANS CARSON:

GRAVEL: Order a load of $\frac{3}{4}$ - gravel for the cemetery.

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 8:20 pm.

July 1, 2025

Stephanie Shelley

Minutes Approval Date

Town Recorder Stephanie Shelley