TOWN OF FAIRFIELD

UTAH

CEMETERY BOARD

MEETING AGENDA

PUBLIC NOTICE is hereby given that the Town of Fairfield Cemetery Board will hold a public meeting at the date, time and place below. The agenda is as follows.

MEETING	**Regular Meeting**
DATE & TIME	**Wednesday, October 21, 2026 5:30 p.m.**
LOCATION	Fairfield Town Hall, 121 West Main Street, Fairfield, Utah 84013

1. CALL TO ORDER & ROLL CALL

Holly Panek, presiding. Roll call of Board Members; note any member attending electronically.

2. OPEN COMMENT

Comments are limited to [2] minutes per person. Please state your name for the record. The Board may listen but may not take final action on a topic that is not on this agenda (Utah Code 52-4-202(6)).

3. APPROVAL OF MINUTES

Minutes of the Regular Cemetery Board meeting of

Approve February 3, 2026 Meeting Minutes

Approve March 12, 2026 Meeting Minutes

Approve September 2026 Meeting Minutes

Approve October 6, 2026 Meeting Minutes

4. BUSINESS ITEMS

1) Finalize the Open House

5. NEXT MEETING

Tuesday, November 3, 2026 at 7:00 PM, Fairfield Town Hall.

6. ADJOURNMENT

CERTIFICATE OF POSTING

I, the undersigned Town Recorder of the Town of Fairfield, Utah, certify that this notice and agenda was posted at least 24 hours before the meeting: (1) at Fairfield Town Hall, 121 West Main Street; (2) on the Utah Public Notice Website, utah.gov/pmn; and (3) on the Town website, fairfieldtown-ut.gov. A copy was provided to each Cemetery Board member.

Ami Smith, Town Recorder **Date signed**

recorder@fairfieldtown-ut.gov · 801-766-3509

February 3, 2026
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, February 3, 2026
Location: Fairfield Town Office, Fairfield, Utah
Time 7:00 P.M.
Minutes By: Holly Panek

Open The Cemetery Work Session Meeting
Holly Panek opened the Cemetery Board Meeting at 7:04 p.m.

Roll Call
Cemetery Board Members Present:
Holly Panek, Brad Gurney, Vern Carson, Chans Carson

Cemetery Board Members Excused: David and Geri Hansen.

Staff Present: Codi Butterfield

Open Comment Period
No Comments

Agenda Item #3
Approve January 6, 2026 Meeting Minutes
Tabled.

Agenda Item #4
Discussion on Rules and Standards
The Board reviewed the current Rules and Standards for possible revision. It was ultimately decided that a new Rules sign containing a QR Code would be posted at the cemetery. The QR code will link directly to the Cemetery Ordinance. Brad will work with Codi for completion.

Agenda Item #3
Discussion on Maintenance
The Board reviewed information obtained from Utah Local Governments Trust on policy regarding volunteers. The Board also reviewed a maintenance bid from Reed's Maiantenance LLC. After discussion on the pros and cons of each, the Board

unanimously voted to approve the bid from Reed's Maintenance LLC due to insurance and liability reasons. Reed's will mow the cemetery 4 times per year from May to September and perform other cleanup tasks as needed.

Agenda Item #4
Review Open Assignments

Town Officials List - Codi Butterfield will amend the list of Town Officials who will receive a discounted grave (see Ordinance #2025-18 Section 6.7.140 C) and send it out to the Board for review.

Site Work Schedule - Amy Barry (State Cemetery Historical Preservation) will be on site to work with the Board on April 7th and May 5th. The focus will be reconstructing the 3 large headstones located in the fenced area and placing them in the bases that were poured last fall.

Cemetery Property Boundaries - Board Member Brad Gurney will contact the Koefford Family to see if there is a possibility to square up the cemetery fence lines before we move forward on a permanent fence. Board Member Vern Carson presented a map showing an acreage adjustment of 1/10 acre gained from Koeffords if they agree to square up the fencelines.

Cemetery Open House - An open house is planned for the end of April. An exact date has not yet been determined. More discussion at March Board Meeting.

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 8 pm.

Minutes Approval Date **Town Recorder Stephanie Shelley**

March 12, 2026
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, March 12, 2026
Location: Fairfield Town Office, Fairfield, Utah
Time 7:00 P.M.
Minutes By: Holly Panek

Open The Cemetery Work Session Meeting

Holly Panek opened the Cemetery Board Meeting at 7:05 p.m.

Roll Call

Cemetery Board Members Present:
Holly Panek, Vern Carson, Brad Gurney, David Hansen/Jeri Hansen
Excused: Chans Carson
Staff Present: Stephanie Shelley

Open Comment Period

No Comments

Agenda Item #4

Approve January 6, 2026 Meeting Minutes

Board Member Vern Carson motioned to approve the meeting minutes, Board Member Brad Gurney seconded. The Board voted unanimously to approve the minutes.

Agenda Item #5

Approve February 5, 2026 Meeting Minutes
Tabled.

Agenda Item #6

Discuss Open House

Tentative Date for Open House is April 14, 6:30 pm. Stephanie will have a monitor ready with the map. Board Member Brad Gurney will deliver the presentation. Only Town Residents will be able to purchase at this time. Town Staff will handle grave applications and payments. Board Members David Hansen and Chans Carson will approve graves.

Review Open Items

Board Member Brad Gurney reported on his conversation with the Koefford family regarding willingness to sell their property to the town to enlarge the cemetery. They do not want to sell and are not overly open to look at a trade to straighten the cemetery border, but it may be possible.

Adjourn Cemetery Board Meeting

Board Member Vern Carson made a 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 7:50 pm.

Minutes Approval Date **Town Recorder Stephanie Shelley**

Oct 6, 2026
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, October 6, 2026
Location: Fairfield Town Office, Fairfield, Utah
Time 7:00 P.M.
Minutes By: Holly Panek

Open The Cemetery Work Session Meeting

Holly Panek opened the Cemetery Board Meeting at 7:18 p.m.

Roll Call

Cemetery Board Members Present:
Holly Panek, Vern Carson, Chans Carson, David Hansen/Jeri Hansen
Staff Present: Codi Butterfield, Vonda Cook
Others Present: Mayor Hollie McKinney

Open Comment Period

No Comments

Agenda Item #4

Approve February 3, 2026 Meeting Minutes
Tabled.

Agenda Item #5

Approve March 12, 2026 Meeting Minutes
Tabled.

Agenda Item #6

Approve September 2026 Meeting Minutes
Tabled.

Agenda Item #7

Finalize Open House
Mayor Hollie McKinney expressed her concerns regarding discounted graves. After some discussion, it was decided that the Board and Mayor McKinney would have a separate meeting on October 21, 2026 at 5:30pm with Attorney Brad Christofferson regarding the issue.

Review Open Items

Board Member Brad Gurney presented a proposed draft of the cemetery history and natural landscape sign.

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 7:58 pm.

Minutes Approval Date **Town Recorder**