

**Unapproved Meeting Minutes
Cemetery Board Meeting
January 2, 2024**

Date: Tuesday, January 2, 2024

Location: Fairfield Town Office 103 East Main Street, Fairfield, Utah

Time: 7:30 P.M.

Minutes By: Holly Panek

Agenda Item #1 - Open The Cemetery Work Session Meeting

Holly Panek Opened The Cemetery Board Meeting at 7:33 pm.

Agenda Item #2 - Roll Call

Cemetery Board Members Present:

Holly Panek, Vern Carson, David Hansen, Chans Carson

Excused: Brad Gurney

Agenda Item #3 - Approve Meeting December 5, 2023 Minutes.

Board Member Chans Carson made a motion to approve the December 5, 2023 minutes.

Board Member David Hansen seconded the motion. They were passed unanimously.

Holly Panek - yes

Vern Carson - yes

Chans Carson - yes

David Hansen - yes

Agenda Item #4 - Discussion On Finalizing Burial Sale Open House

On January 2nd, 2024, Board Member Brad Gurney was locked out of the Cemetery Email, hey.gov, and Peloris accounts with no notice to the Cemetery Board. The Board discussed the situation, and Board Chair Holly Panek would find out exactly why this happened and why no notice was given. At this time, the Board is at a complete stand still and the discussion is tabled.

A brief discussion was held about having a landscaping company work on the cemetery a few times a year at the suggestion of the new Mayor, Hollie McKinney. The Board unanimously

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agreed to go ahead with the purchase of a riding mower, as researched by Board members Vern Carson and Chans Carson instead.

The Board has \$6500 in the Cemetery Budget to purchase the mower and ground sterilant. The Board discussed putting down sterilant along the perimeter fence.

Agenda Item #5 - Review Open Assignments

Assignments are updated as follows:

BRAD:

Contact Koefords about land.

CONTACT POLARIS - about the possibility of pulling reports that are “searchable”.

CONTACT HARMONY WITHERS - about reducing the map size for upload.

UPDATE WEBSITE: Upload map and database spreadsheet to town website.

Fix \$ the amounts on the application to match current fees.

CERTIFICATE: Add signature line for Sexton and “notary not needed” under Fairfield Town Signature.

DAVID:

MULTIPLE PLOTS –David needs to verify certificates for graves that have been paid for, but not buried yet. Manseau is the only one in question.

Contact Michael Best regarding backup Sexton.

VERN: Figure out a budget number for ground sterilant in the 2024 budget.

CHANS:

MAP - Get with Harmony about map revisions,

HAND PUMP - check on the hand pump to see if it can be fixed.

HOLLY:

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Find out how Lehi handles transfers of graves.

Review Hey.gov website to make any corrections that may be needed.

Contact Darwin again regarding using Utah County Jailmates to clean up the new fence line.

Agenda Item #6 - Adjourn Cemetery Board Meeting

Board Member Made A Motion To Adjourn The Cemetery Board Meeting. Board Member Seconded The Motion. The Motion Passed Unanimously.

The Fairfield Town Cemetery Board meeting adjourned at 8:02 pm.

February 6, 2024

Stephanie Shelley

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk