

**Approved 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:

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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.

April 1, 2025

Stephanie Shelley

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk