

**Approved Meeting Minutes
Cemetery Board Meeting
February 6, 2024**

Date: Tuesday, February 6, 2024

Location: Fairfield Town Office 103 East Main Street, 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 7:07 p.m.

Agenda Item #2 - Roll Call

Cemetery Board Members Present:

Holly Panek, Chans Carson, Vern Carson, Brad Gurney

Cemetery Board Members Excused: David Hansen

Agenda Item #3 - Approve January 2, 2024 meeting minutes.

Board Member Vern Carson motioned to approve the January 2, 2024, minutes. Board Member Chans Carson seconded the motion. The motion passed unanimously.

Holly Panek - Yes

Vern Carson - Yes

Chans Carson - Yes

Brad Gurney - Yes

Agenda Item #4 - Discussion on finalizing burial sale open house.

Board Member Brad Gurney made headway with Peloris on exporting files on “who’s buried” and “open graves.”

The Board reviewed progress on the HeyGov Cemetery Burial Application and discussed changes that will need to be made for the process to flow flawlessly.

The Board also discussed adding a Veteran’s section on the Interment Application on HeyGov.

Board Member Vern Carson purchased sterilant for cemetery fence lines.

The Board also discussed the Handpump. The cost of purchasing a new pump will need to be worked into the next year’s budget.

The Board also discussed getting the Town stuff out of the Cemetery Shed and getting a separate checking account for the Cemetery. Holly will go to the Town Council to present these ideas.

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Agenda Item #5 - Review Assignments

Assignments are updated as follows:

BRAD:

Contact Koefords about land.

CONTACT POLARIS - Regarding certificate printing,

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 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: Research so we can post the Cemetery Rules by Memorial Day.

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.

HOLLY:

Contact Michael Best regarding backup Sexton.

Review the Hey.gov website to make any corrections that may be needed. Ask Stephanie about the list
of purchase procedures that we started.

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

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 7:56 pm.

March 12, 2024

Stephanie Shelley

Date Minutes Approved

Stephanie Shelley Town Recorder/Clerk