

Fairfield Town

Utah County, Utah

PUBLIC NOTICE IS HEREBY GIVEN THAT THE

Cemetery Board of Fairfield, Utah, November 4, 2025, at 7 pm
At the Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Agenda

Call to Order

- 1) Roll Call

General Public Comment (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application. *Two minutes per person, with a total limit of 14 minutes*

Business Items

The Board Members will discuss (without public comment) and may approve the following items:

- 1) Approve the July 1, 2025, and August 5, 2025, Minutes.
- 2) Discuss Cemetery Resolution and Board Member Service Terms
- 3) Discuss Headstone Apron Size For Ordinance
- 4) Discuss Mowing Schedule
- 5) Review List Of Town Service Members
- 6) Review Fence Bid From Trey Soper

Adjournment

Certificate of Posting

The above agenda notice was posted on or before the 30th day of October 2025 at the location of the meeting, Fairfield Town Office 121 West Main Street, Fairfield, UT, and at the Fairfield Town website <https://fairfieldtown.org/agendas-minutes/>, and on the Utah State Public Notice website at <https://www.utah.gov/pmn/index.html>.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify city offices at 801-766-3509.

Date

Stephanie Shelley Town Recorder/Clerk

July 1, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, July 1, 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 7:07 p.m.

Agenda Item #2

Roll Call

Cemetery Board Members Present:

Holly Panek, Vern Carson, Brad Gurney, David Hansen/Jeri Hansen

Others Present:

Natalie McKinney, Krista Black, Karla Zufelt, Michael Weber, Samantha Manseau, Mace McKinney

Agenda Item #3

Open Comment Period

Residents expressed concern over the cemetery cleanup after Memorial Day. Each voiced their opinion on the cleanup process and the posted cemetery rules. There was an open discussion with the Board regarding the process of restoring the headstones, and what it means to be on the National Register of Historic Cemeteries. The Board asked the residents to have patience while the work was being completed with the Utah State Historical Society. The Board also expressed a need for residents to attend the Cemetery Board Meetings so they can be better informed and also a need for volunteers to help with the upkeep of the cemetery as well as help with the leveling of headstones during the restoration process. Residents Natalie & Mace McKinney volunteered to help.

Agenda Item #4

Approve June 3, 2025

Board Member David Hansen motioned to approve the June 3, 2025, Meeting Minutes, Board Member Vern Carson seconded. Minutes were approved unanimously.

July 1, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Agenda Item #5

Discussion On Finalizing Burial Sale Open House

(Tabled)

Agenda Item #5

Review Open Assignments

(Tabled)

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 7:54 pm.

Minutes Approval Date

Town Recorder Stephanie Shelley

August 5, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, August 5, 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 7:07 p.m.

Agenda Item #2

Roll Call

Cemetery Board Members Present:

Holly Panek, Vern Carson, Brad Gurney, David Hansen/Jeri Hansen

Others Present:

Natalie McKinney, Michael Weber (late)

Agenda Item #3

Open Comment Period

No open comments.

Agenda Item #4

Open Items

The September 9th meeting will be held at the cemetery. Amy Barry with the Utah Historical Society will be working on headstone restoration with the Board.

Board Member Brad Gurney will provide a list of past Town Officials for the first round of grave purchases by the next Board Meeting.

Board Chair Holly Panek discussed rules and procedures information obtained from Lehi City Cemetery, which will be presented and discussed in a future meeting.

The Board discussed beautification at the cemetery entrance. Eco Point has an interest in donating native plants. Natalie McKinney offered to contact them.

August 5, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

The Board discussed the cemetery mowing. Michael Weber volunteered to help mow. Natalie McKinney volunteered to come up with a draft of a mowing schedule.

The Board discussed the cemetery fence. Board members offered their opinions on appearance specifics and going forward on sourcing bids.

Agenda Item #5

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 7:49 pm.

Just after the meeting at the office adjourned, Michael Weber arrived and voiced his opinion on cemetery mowing. His opinion is that since we own a mower, the town should be mowing the cemetery, not a landscape company. Michael volunteered to be on the mowing schedule.

Agenda Item #6

The Board and Volunteers, Mace and Natalie McKinney, met at the cemetery to work on leveling graves.

Minutes Approval Date

Town Recorder Stephanie Shelley

Ordinance #2025-08 An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

Date July 16, 2025

Created July 16, 2025

WHEREAS, the Town of Fairfield owns, maintains, and manages a 2.27-acre cemetery located at approximately 150 North and Highway 73; and

WHEREAS, cemeteries are regulated by Title 8 of the Utah State Code and allows for these changes; and

WHEREAS, the Fairfield Town Council feels that it is in the best interest of the Town to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and

WHEREAS, the Fairfield Town Council also wants to establish a new ordinance, Title 6.7. Fairfield Cemetery.

NOW, THEREFORE, BE IT ORDAINED BY THE FAIRFIELD TOWN COUNCIL AS FOLLOWS:

SECTION 1: AMENDMENT Title 6.7 Fairfield Cemetery shall be established and shall include all necessary and updated information necessary for the operation and use of the cemetery as found in Exhibit A

SECTION 2: EFFECTIVE DATE This ordinance shall become effective immediately upon passage and adoption.

Passed and Adopted this ____ day of _____ 2025.

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes_____ no_____ abstain _____ absent _____
Tyler Thomas	yes_____ no_____ abstain _____ absent _____
Michael Weber	yes_____ no_____ abstain _____ absent _____
Richard Cameron	yes_____ no_____ abstain _____ absent _____

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

EXHIBIT A

Title 6.7 - Fairfield Town Cemetery Ordinance.

Title 6.7 – Fairfield Town Cemetery

Section 6.7.10. Name and Purpose.

The Fairfield Town Cemetery is the only cemetery managed by the Town. It is meant only for burying human remains. No burials are allowed anywhere else within town limits unless it's a state-approved cemetery.

Section 6.7.20. Definitions.

For the purposes of this ordinance, the following terms shall have the meanings that are specific to this ordinance. Terms not defined herein shall have the meanings assigned in Chapter 12 of the Fairfield Town Code, and if not defined there, shall be interpreted in accordance with their commonly accepted meaning.

- **Burial.** Burial means the placement of human remains in a grave or vault, including the interment of cremated remains.
- **Casket.** A container used to hold and bury a deceased person's remains.
- **Cemetery Board.** Cemetery Board means the governing body appointed by the Mayor and approved by the Town Council to oversee the management and operation of the Fairfield Town Cemetery.
- **Cemetery Plot (or Plot).** Cemetery Plot (or Plot) means a designated area within the cemetery intended for the burial of human remains.
- **Cremains.** Cremains means the ashes that remain after the cremation of a human body.
- **Cremation Vault.** Cremation Vault means a container used to hold cremated remains, designed to be buried in the cemetery's designated cremation section.
- **Double Plot.** Double Plot means a plot designated to accommodate two interments under specific conditions set forth in this ordinance.
- **Exhumation (Disinterment).** Exhumation (Disinterment) means the authorized removal of human remains from a burial plot.
- **Headstone (or Marker).** Headstone (or Marker) means a memorial placed at a grave to identify the person buried there, subject to size and placement regulations specified in this ordinance.

- **Interment.** Interment means the lawful act of placing human remains, including cremains, in a grave or vault within the cemetery.
- **Lot.** Lot means a subdivision of land in the cemetery containing multiple burial plots, typically up to eight (8).
- **Memorial.** Memorial means any structure or marker commemorating a deceased individual, including headstones, plaques, and monuments.
- **Nonresident.** Nonresident means a person who does not reside within the boundaries of the Town of Fairfield.
- **Owner.** Owner means a person who has been granted burial rights to a cemetery plot, but who does not hold title to the land.
- **Resident.** Resident means a person whose primary residence is within the boundaries of the Town of Fairfield.
- **Sexton.** Sexton means a member of the Cemetery Board designated to manage day-to-day operations, including overseeing burials, verifying plot ownership, and ensuring compliance with cemetery regulations.
- **Supermajority.** Supermajority means a voting requirement that exceeds a simple majority. For the purposes of this ordinance, a supermajority shall mean a vote in favor by at least two-thirds ($\frac{2}{3}$) of the total voting members of the Cemetery Board or Town Council, unless otherwise specified by law.
- **Semi-permanent Memorial.** A Semi-permanent Memorial means a commemorative structure, installation, or display intended to remain in place for an extended period of time—typically months or years—but not permanently. They remain in place longer than temporary memorials while still allowing for eventual removal, relocation or replacement.
Examples: artificial grass, glass, gravel, concrete, arches, plaques, benches or chairs, interpretive signs, or small monuments placed for memorial purposes with an expectation of future review or removal.
- **Temporary Memorials.** Temporary memorials means 1. a marker placed on the burial plot prior to the setting of the headstone; or 2. Items such as flowers, crosses, toys and notes, etc. that are placed on the burial plot.
- **Vault.** Vault means a grave liner or container designed to encase a casket or cremation urn and prevent the collapse of soil around the burial.

Section 6.7.30. Cemetery Board.

A. The Cemetery Board manages the cemetery and helps ensure it serves public health and safety.

B. Members and Appointments:

1. The Board consists of 3 or 5 members who must reside in Fairfield for at least 6 months prior to appointment.
2. Members shall be recommended by the Cemetery Board and appointed by the Mayor with the advice and consent of the Town Council.
3. Terms are five (5) years and start on July 1st. Terms are staggered.
4. Members can be reappointed. Vacant spots are filled the same way, and
5. A Board member may be removed with a supermajority vote of the Board and approved by the Town Council.
6. Failure of a Cemetery Board member to attend three (3) consecutive regular meetings, or to miss more than thirty percent (30%) of regular meetings within a calendar year, shall constitute grounds for dismissal. In such cases, the Chair shall recommend the member's removal to the Town Council.
7. When a vacancy occurs on the Cemetery Board, the Town Recorder shall post public notice of the vacancy in accordance with the Town's official posting requirements. Applications shall be accepted for a period of no fewer than fourteen (14) calendar days. Upon the close of the application period, the Cemetery Board shall review all submitted applications and may conduct interviews as deemed necessary. The Board shall vote to recommend one applicant for appointment. This recommendation shall be forwarded to the Mayor for formal appointment, subject to the advice and consent of the Town Council.
8. The terms of Cemetery Board members shall be staggered so that the term of one member expires each year. In the event of a vacancy due to death, resignation, or other cause, the Mayor—subject to the advice and consent of the Town Council—shall appoint a replacement to serve the remainder of the unexpired term. All terms shall commence on or before the first regularly scheduled Board meeting in July of each year. The Town Council may remove any member of the Cemetery Board by majority vote. Vacancies shall be promptly filled in the same manner as the original appointment and for the remainder of the unexpired term.
9. Notice of all vacancies on the Cemetery Board shall be posted at the Town Hall, published on the Town's official website, and distributed via email to all residents who have provided the Town with a valid email address. Such notice shall be posted for no fewer than fourteen (14) calendar days.

Section 6.7.40. Board Authority and Responsibilities.

A. The Board can:

1. Have the authority to oversee the day-to-day management and operations of the Fairfield Town Cemetery, subject to the provisions of this ordinance and all applicable state and local laws. The Board's responsibilities shall include, but are not limited to:
 - a. Recommend policies and procedures for the care, maintenance, and use of the cemetery;
 - b. Advise the Town Council on budgetary needs, capital improvements, and maintenance priorities;
 - c. Coordinate with Town staff on administrative tasks and record-keeping related to cemetery operations;
 - d. Review and make recommendations on applications for burial plots, memorials, and other cemetery-related matters; and
 - e. Ensure compliance with state statutes, health regulations, and town code governing cemetery use and operations.

B. All actions and decisions of the Cemetery Board shall be consistent with Section 6.7.30 of the Fairfield Town Code and are subject to review and approval by the Town Council when required by ordinance or statute.

Section 6.7.50. Officers and Meetings.

A. The Board shall appoint a new Chair and Co-Chair annually, the term of which shall run from July 1 through June 30.

B. Regular meetings are scheduled. The Chair or two members can call extra meetings.

C. Meetings shall follow Utah's open meeting laws.

D. Agendas are prepared by the Chair or their appointee and sent to the Town Recorder/Clerk for posting a minimum of Twenty Four (24) hours before the meeting.

E. Minutes are written for each meeting and filed at the Town Office.

F. Minutes must be approved at the following meeting.

G. The Town Recorder is responsible for posting agendas and notices, and filing all cemetery records.

Section 6.7.60. Sexton.

A. The board-appointed sexton shall:

1. Manage daily cemetery work;
2. Check ownership and verify payment for burial plots;
3. Schedule and be present for the placement of headstones, markers, or monuments to ensure they are installed in the correct location;
4. Keep everything in order and ensure rules are followed;
5. Be a Cemetery Board member;
6. Supervise burials and ensure proper interment procedures are followed;
7. Ensure compliance with all cemetery regulations outlined in the Fairfield Town Code;
8. Ensure cemetery rules regarding decorations, landscaping, and general maintenance are being followed; and

B. Compensation. The Sexton shall be compensated as determined by the Cemetery Board and approved through the Town's budget process. Compensation shall only be provided when the sexton is actively performing the duties assigned under this section. If another board member is officially designated to perform the sexton's duties for a particular service or period of time, compensation for that work shall be directed to the individual performing the duties in place of the sexton.

Section 6.7.70. Secretary.

- A. The Chair may appoint a Secretary with the Board's approval.
- B. The Secretary is responsible for taking the meeting minutes and recording the audio of each meeting. The approved minutes are then filed with the recorder at the town office
- C. Compensation. Compensation for the secretary shall be subject to approval by the Town Council and shall be paid from the cemetery budget according to the Town Fee Schedule.

Section 6.7.80. Volunteers or Employees.

The Mayor can assign Town staff or volunteers to help the Board.

Section 6.7.90. Maintenance.

The Board manages cemetery upkeep and follows State of Utah Code.

Section 6.7.100. Meeting Space and Equipment.

The Town will provide space for meetings and equipment storage.

Section 6.7.110. Budget.

- A. A draft budget shall be submitted to the Town Treasurer by March 1st each year.

1. The Cemetery Board shall prepare and submit an annual budget for inclusion in the Town's overall budget. The budget shall reflect the anticipated operational, maintenance, improvement, and personnel costs associated with the Fairfield Town Cemetery.

B.. All cemetery revenues, including plot sales, interment fees, and other cemetery-related income, shall be used exclusively for the maintenance, operation, improvement, and administration of the cemetery. This includes compensation for the cemetery sexton and any other personnel directly involved in cemetery operations.

C.. Fund Rollover: Unexpended cemetery funds shall roll over from year to year to allow for the planning and execution of more significant or long-term improvement projects.

Section 6.7.120. Record-Keeping and Reporting.

A. The Town Recorder/Clerk will maintain and update the Fairfield Town Cemetery Records, including:

1. Plot ownership records;
2. Burial certificates;
3. Interment reports;
4. Transfer requests and approvals
5. Submit biannual reports (January 1st and July 1st) to the Utah County Recorder's Office, and
6. Update the Cemetery Map in the office and on the Town Website.

Section 6.7.130. General Information.

A. The cemetery is in Section twenty nine (29) of the Utah County survey.

B. Each lot has eight (8) burial plots.

C. Plots can be bought on the Town's website.

Section 6.7.140. Buying Plots.

A. Residents may buy one (1) burial plot at the resident price.

B. Nonresidents pay the nonresident price.

C. Officials who have served four (4) years or more may buy two (2) plots at a reduced rate.

D. Buying a plot gives burial rights only, not ownership of land.

E. You must get approval before changing anything on or around a plot or anywhere in the cemetery.

Section 6.7.150. Transfers, Lost or Damaged Certificates, and Abandonment.

A. Plots not used for ninety-nine (99) years go back to the Town.

B. Lost or damaged cemetery plot certificates may be replaced by following the same process required for a plot transfer, including submission of an application, proof of identity and ownership, and payment of applicable fees.

Section 6.7.160. Permits and Fees.

A. For Interment, you need:

1. A burial report;
2. Interment application;
3. Proof of ownership; and
4. Payment of fees.

B. Plot Transfer Requirements:

To request a transfer of a cemetery plot, the applicant shall:

1. Submit a completed plot transfer application form to the Town Recorder;
2. Provide valid government-issued photo identification;
3. Provide satisfactory proof of ownership of the plot;
4. If the plot is owned in the name of a trust, provide appropriate documentation verifying trust ownership and authority to transfer;
5. Have the application notarized;
6. Pay all applicable transfer fees as set by the resolution of the Town Council; and
7. All plot transfers are subject to approval by the Fairfield Town Cemetery Board;

C. Exhumations.

1. Submit required Town and County permits;
2. Payment of the fees for exhumations is required before the permit is issued; and
3. Disinterment shall be of the casket only. Vaults shall not be removed.

Section 6.7.170. Scheduling Burials.

A. No burials on Sundays or holidays.

B. Burials are allowed 10:00 AM – 4:00 PM on other days.

C. Schedule burials at least forty-eight (48) hours in advance or seventy-two (72) hours if there's a holiday.

Section 6.7.180. Burial.

A. Each burial plot may be used for only one (1) interment at the time of burial. The following combinations are permitted:

1. One (1) adult casket or two (2) infant caskets; or
2. Two (2) cremated remains (cremains), provided both interments occur at the same time.

B. Double-depth burials are not allowed.

Section 6.7.190. Cremation Plots.

A. There is a separate section for cremations. Each plot is two (2) feet by two (2) feet.

B. Plots are used in order, starting from the southeast.

C. Two (2) cremation urns are allowed in one cremation vault.

Section 6.7.200. Vault Requirements.

A. Burial vaults must meet strength standards.

B. Cremation vaults must be under twelve (12) inches per side and buried at least twelve (12) inches deep from the top of the vault.

C. No cremation burials when the ground is frozen deeper than four (4) inches.

Section 6.7.210. Headstones and Memorials.

A. All graves shall have a marker facing east.

B. Maximum Size Limits:

1. Single: thirty (30) in. wide by four (4) ft. long;
2. Double: thirty (30) in. wide by five (5) ft. long; and
3. Height: six ft.(6) ft.

C. Cremation plot markers: One (1) ft. x one(1) ft., placed in the center.

D. Headstone placement must be scheduled with the Sexton.

E. Permanent Gravesite Decorations.

1. All permanent gravesite decorations must be approved by the Sexton or his/her designee.
2. Shepherd hooks, works of art, and solar lights, if installed, must be placed in the cement or stone base of the headstone, marker, or monument. Such bases must include holes for these items to be properly installed.
3. Any damage to the base, headstone, marker, or monument caused by adding holes, or resulting from the presence of such holes, shall be the sole responsibility of the plot owner.
4. Shepherd hooks, works of art, and solar lights placed in bases, headstones, markers, or monuments may not project horizontally beyond the base in any direction.
5. Such items shall not exceed seven feet (7') in height from the ground.
6. Decorations may be placed up to **7 days before** a holiday.
7. Decorations must be removed within **14 days after** the holiday.
8. For holidays with strong tradition (like Christmas): allow decorations to remain a bit longer (for example, until *first Monday in April* or a similar date)
9. For non-major holidays: maybe shorter timeframes — e.g. **7 days after** holiday.

F. Liability for Damage.

The Town of Fairfield shall not be liable for damage to headstones, markers, monuments, or

decorations, except when such damage is directly caused by the Town's negligent, reckless, or intentional conduct.

G. Removal of Damaged or Unsightly Items.

The Park Manager or his/her designee shall have discretion to remove any decoration, headstone, marker, or memorial that has become damaged, unsightly, unsafe, or otherwise inconsistent with cemetery standards. When possible, reasonable efforts shall be made to notify the plot owner or their heirs prior to removal.

H. Location and Dimensions of Decorations.

1. All decorations must be placed **on the headstone, marker, monument, or in the cement/stone base immediately adjoining the marker.**
2. Decorations may not extend more than **twelve inches (12")** in any direction beyond the headstone or base.
3. Decorations must not interfere with mowing, maintenance, or adjacent gravesites.
4. Shepherd hooks, solar lights, and other upright items shall be installed only in pre-drilled holes in the base, and may not exceed **seven feet (5')** in height from ground level.

Section 6.7.220 Cemetery Operations.

- A. Open during daylight only.
- B. No one is allowed after dark unless authorized.

Section 6.7.230. Exhumation.

- A. No exhumation shall take place without the required permits from both Utah County and the Town of Fairfield.
- B. Only the casket may be removed during an exhumation; burial vaults must remain in place.

Section 6.7.240. Damaging Property.

- A. It is against the law to damage anything in the cemetery.

Section 6.7.260. Severability.

- A. If any part of this law is invalid, the rest still applies. The invalid part may be reinstated if the law changes.

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the **16th Day of July 2025.**

Ordinance #2025-08 An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **16th Day of July 2025.**

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH)
)
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Town Council on the **16th Day of July 2025**, and herein referred to as:

Ordinance #2025-08 An Ordinance Rescinding Fairfield Code Title 2.1. and 6.7. and establishing a new Ordinance, Title 6.7. Fairfield Cemetery.

SUMMARY.

Rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

Stephanie Shelley
Fairfield Town Recorder/Clerk

Date of Posting _____ day of _____, 20__

Resolution #2025-08. A Resolution Establishing Standards and Rules for the Fairfield Town Cemetery. Date July 16, 2025

WHEREAS, The Utah State Code Section 8.6.2. Authorizes the Town of Fairfield to establish standards and rules for the Fairfield Town Cemetery; and

WHEREAS, New Standards and Rules have been written and included in Exhibit A.

NOW, THEREFORE, be it resolved, by the Town Council of Fairfield Town, State of Utah, that the Town Council adopt the attached EXHIBIT A. Fairfield Town Cemetery Standards and Rules.

SEVERABILITY. If any section, part, or provision of the Resolution is held invalid, or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

Passed and Adopted this **16th day of July 2025.**

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

EXHIBIT A

FAIRFIELD TOWN CEMETERY STANDARDS

1. Purchasers of any gravesite or plot shall acquire only the right to be buried or bury the remains of other persons and to have said gravesite or plot cared for in accordance with Town policies and rules with respect to the care and maintenance of the cemetery.
2. No improvements, changes, or modifications shall be made to any plot by any person.
3. A Certificate of Burial Rights may be transferred to a new owner. Contact the Town Recorder for instructions and fees.
4. The Certificate of Burial Rights vests the purchaser the right to use the plot for burial purposes only, for themselves, their heirs, or any such person(s) as they choose, provided that such transfer is free of charge and without compensation. The transfer must take place in accordance with section 6.7.60. (B)
5. A replacement certificate will be issued upon proof of ownership based on Fairfield Cemetery records.
6. No body shall be interred or remains received unless a burial report is received from a licensed mortician and the mortuary's obligation to pay for the burial, or unless the burial charges have been paid in advance to the Town Recorder and receipt thereof is presented to the Sexton, who then issues the Certificate.
7. All fees shall be paid, in advance, to the Town Recorder. See FF Town Fee Schedule.

FAIRFIELD TOWN CEMETERY RULES

1. Temporary memorials placed on graves prior to the placement of the headstone shall be removed within ten (10) days after the setting of the monument.
2. All temporary memorials shall be removed without notice by the sexton or cemetery employees when they become withered, discolored, worn, broken, or vandalized. Three Item
3. Temporary memorials must stay within a designated area.
4. Funeral flowers will be allowed to remain for ten (10) consecutive business days, after which the sexton or cemetery employees may remove them.

5. The planting of trees, shrubs, flowers, or grass, or the placement of semi-permanent memorials (see Definitions in Title 6.7), etc., is prohibited without the consent of the cemetery board.
6. No horses, dogs, or other types of pets or livestock allowed on cemetery grounds unless part of a procession, exempt by state or federal law. or deemed necessary by the Cemetery Board.
7. All vehicles must stay on the travel lane and travel at a speed no greater than five (5) mph.
8. Children under the age of twelve (12) shall not be allowed in the cemetery unless accompanied by an adult.
9. Loitering is expressly prohibited.
10. No unauthorized persons are allowed in the cemetery after dark.

25-07-14 Work

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield Town, Utah, on the **16th day of July 2025.**

Resolution #2025-08. A Resolution Establishing Standards and Rules for the Fairfield Town Cemetery.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **16th day of July 2025.**

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

Resolution R2025-09. A Resolution Establishing Cemetery Policies and Procedures for the Fairfield Town Cemetery. Date July 16, 2025

WHEREAS, The Utah State Code Section 8.6.2. Authorizes the Town of Fairfield to establish Cemetery Policies and Procedures for the Fairfield Town Cemetery; and

WHEREAS, New Fairfield Town Cemetery Policies and Procedures have been written and included in Exhibit A;

NOW, THEREFORE, be it resolved, by the Town Council of Fairfield Town, State of Utah, that the Town Council adopt the attached EXHIBIT A. Fairfield Town Cemetery Policies and Procedures.

SEVERABILITY. If any section, part, or provision of the Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts, and provisions of this Resolution shall be severable.

EFFECTIVE DATE: This Resolution shall become effective immediately upon passage and adoption.

Passed and Adopted this **16th day of July 2025**..

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

Exhibit A

Fairfield Town Policies and Procedures

Interment Process

1. **Notification of Death**

The family, funeral home, or other authorized party must notify the Town Recorder of the death.

2. **Submission of Interment Application**

An Application for Interment shall be submitted to the Town Recorder's Office. Upon receipt, the Recorder will notify the Cemetery Sexton.

3. **Payment of Fees**

All applicable interment fees must be paid at the Town Office and recorded in the Town's financial system prior to burial.

4. **Burial Plot Assignment**

If a burial plot has not been previously purchased or assigned, the Sexton will designate an available plot. The Sexton shall confirm the assigned plot in writing (via letter or email) to the Town Recorder.

5. **Cemetery Records Entry**

The Town Recorder will enter all required information—including the decedent's name, burial plot details, and interment date—into the Pelorus cemetery records management system.

6. **Burial Report Submission**

After interment, the Sexton shall submit a Burial Report to the Town Recorder for inclusion in the official record.

7. **Record Maintenance and Public Updates**

The Town Recorder will update the Pelorus system and other relevant databases with the death and plot status. If a public listing is maintained, the Town website shall be updated accordingly.

Cemetery maps will be updated biannually—on July 1st and January 1st—and submitted to the County Recorder's Office.

Plot Purchase Process.

1. Plot Purchase Application.

Applicant submits Plot Purchase Application to the Town Recorder's Office.

2. Fee Payment.

- a. The applicant pays the required plot purchase fees at the Town Office.

3. Approval Process.

- a. Recorder's Office shall send the application to the Cemetery Board and Sexton for review and approval.

4. Approval Return.

- a. Cemetery Board/Sexton returns signed approval to the Recorder's Office.

5. Certificate and Records.

- a. Recorder's Office shall enter purchase information into Pelorus.
- b. An Official Certificate of Internment Rights is prepared and issued to the purchaser by the Recorder and signed by the Mayor.

6. Record Updates and Notifications.

- a. Purchaser information and applicable records are added to the Pelorus system.
 - b. The Recorder's Office will update the cemetery map to reflect reserved plot(s).
 - c. The Recorder's Office will update the website to reflect newly purchased plots (if public listing is maintained).
-

Reporting and Maintenance- Ongoing Reporting.

1. Appropriate Engineering Firm and Public Records:

- a. Death and burial records for plots that were previously purchased.
- b. New plot purchases, including names of purchasers and plot locations.
- c. Upload and update:
 - i. Updated list of deaths on the cemetery website.
 - ii. Updated plot purchase list on the cemetery website.
 - iii. The updated cemetery map shows assigned, sold, and available plots.

2. Board and Sexton Reports.

Scheduled Reports to Recorder's Office:

- a. The Cemetery Board and Sexton will submit reports twice a year:
 - i. December 31st.
 - ii. June 30th.
- b. These reports will include:
 - i. All new plot purchases.
 - ii. All interments and burials.
 - iii. Any changes to plot assignments or corrections.
 - iv. Updated cemetery map showing all updates.

General Notes and Maintenance.

The Town Recorder Shall:

- a. Ensure all documents (applications, certificates, reports) are scanned and saved in the Town's official record system.
- b. Maintain regular communication between the Town Office, Sexton, and Cemetery Board to ensure accuracy and timely updates.
- c. Review and update procedures annually to ensure compliance with Utah State Law and Town policy.
- d. Upon receipt of the updated cemetery map, the Recorder's Office will take the map to be officially recorded with the Utah County Recorder's Office for public record on July 1st and January 1st.

25-07-14 Working Draft

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield Town, Utah, on the **16th day of July 2025.**

Resolution R2025-09. A Resolution Establishing Cemetery Policies and Procedures for the Fairfield Town Cemetery

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **16th day of July 2025.**

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)