

Resolution R2025-19. A Resolution Establishing Cemetery Policies and Procedures for the Fairfield Town Cemetery. Date November 19, 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, the Town needs to update their policies and procedures regarding the Cemetery; and

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

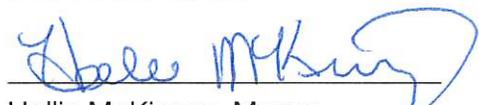
NOW, THEREFORE, be it resolved, by the Town Council of Fairfield Town, State of Utah, that the Town Council adopt the attached EXHIBIT A. Fairfield Town Cemetery Policies and Procedures.

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 **19th day of November 2**

FAIRFIELD TOWN


Hollie McKinney, Mayor

Hollie McKinney	yes <u>HMK</u>	no _____	abstain _____
RL Panek	yes <u>RP</u>	no _____	abstain _____
Tyler Thomas	yes <u>TT</u>	no _____	abstain _____
Michael Weber	yes <u>MW</u>	no _____	abstain _____
Richard Cameron	yes <u>RSC</u>	no _____	abstain _____

ATTEST:


Stephanie Shelley, Recorder



(OFFICIAL SEAL)

Exhibit A

Fairfield Town Policies and Procedures

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

B. Plot Purchase Process.

1. Plot Purchase Application. Applicant submits Plot Purchase Application to the Town Recorder's Office;
2. Fee Payment. The applicant pays the required plot purchase fees at the Town Office;
3. Approval Process. The Recorder's Office shall send the application to the Cemetery Board and Sexton for review and approval;

4. Approval Return. Cemetery Board/Sexton returns signed approval to the Recorder's Office;

5. Certificate and Records:

a. The 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); and

c. The Recorder's Office will update the website to reflect newly purchased plots (if public listing is maintained).

C. 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; and

c. Upload and update:

i. Updated list of deaths on the cemetery website;

ii. Updated plot purchase list on the cemetery website; and

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 on December 31st. and June 30th of each year;

b. These reports will include:

i. All new plot purchases;

ii. All interments and burials;

iii. Any changes to plot assignments or corrections; and

iv. Updated cemetery map showing all updates.

D. General Notes and Maintenance.

1. 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; and

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.

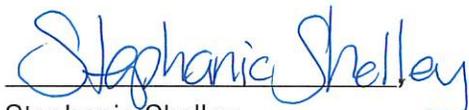
FAIRFIELD TOWN

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 **19th day of November 2025**

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IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **19th day of November 2025**


Stephanie Shelley
Fairfield Town Recorder/Clerk

