

**January 6, 2026**  
Approved Meeting Minutes  
**Fairfield Town**  
**Cemetery Board Meeting**

**Minutes**

**Date:** Tuesday, January 6, 2026  
**Location:** Fairfield Town Office, Fairfield, Utah  
**Time** 7:00 P.M.  
**Minutes By:** Holly Panek

**Open The Cemetery Work Session Meeting**

Holly Panek opened the Cemetery Board Meeting at 7:05 p.m.

**Roll Call**

Cemetery Board Members Present:

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

Staff Present: Stephanie Shelley

**Open Comment Period**

No Comments

**Agenda Item #1**

**Approve November 4, 2025 Meeting Minutes**

Board Member Vern Carson motioned to approve the meeting minutes, Board Member Brad Gurney seconded. The Board voted unanimously to approve the minutes.

**Agenda Item #2**

**Review Open Items**

The Board reviewed and discussed information shared by the Town Lawyer concerning the Town Service Member List. Board Member Brad Gurney replied to the Lawyer's email and shared more information on the history of the Town Service Member List. The grave discount for those who served on a Town Board or Council was approved in a previous Town Council Meeting several years ago. Town Recorder Stephanie Shelley will try to locate the meeting minutes where it was approved and forward that information to the appropriate parties.

The Board discussed changes to the cemetery property map with Town Recorder Stephanie Shelley. Stephanie will relay the changes to Kent Withers and send the revised map out to the Board for approval.

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**Agenda Item #3**

**Schedule of Future Board Meeting Agenda Items**

The Board reviewed agenda items to be discussed at future Board Meetings. Items that will be on the agenda for spring 2026 will include revised Rules and Standards and a discussion on cemetery maintenance by volunteers versus a landscape company and the pros and cons for each. All Board Members voiced liability concerns. Board Chair Holly Panek will collect information to aid that discussion. Board Members were asked to familiarize themselves with the newly adopted Cemetery Ordinance so there is no duplication when constructing the newly revised Rules and Standards.

**Agenda Item #4**

**Schedule of Future Site Work Meetings**

The Board unanimously decided that focus on site meetings in 2026 will be to continue to repair headstones. Board Chair Holly Panek will contact Amy Barry to set up dates for Amy to assist in repair of the broken headstones. Holly will also get with the Roads Department for more gravel along the south side entrance lane.

Board Member Brad Gurney shared an idea to beautify the historic water pump at the cemetery and the Board decided that it was something to work toward in 2026.

The Board also unanimously agreed to postpone the iron perimeter fence in 2026 and will revisit that idea next year (2027). Board Member Brad Gurney will contact the Koefford Family to see if there is a possibility to square up the cemetery fence lines before we move forward on a permanent fence.

**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 7:40 pm.

**March 12, 2026**

*Stephanie Shelley*

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**Minutes Approval Date**

**Town Recorder Stephanie Shelley**