

November 4, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, November 4, 2025

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

Others Present:

Mayor Hollie McKinney, Joel McKinney, Natalie McKinney, Michael Weber, Samantha Manseau, Town Attorney via Zoom

Open Comment Period

Mayor Hollie McKinney began the comment period with news that the Town Attorney was attending via Zoom to go over the Cemetery Ordinance 2025-08 in detail with the Cemetery Board in an effort to complete the Ordinance during the meeting.

Mayor McKinney also asked the Board to approve a current plot plan for the Cemetery that was recently completed by McNeil Engineering. The Board asked that the map have the individual graves removed from the plan and have ample time to further review before Board approval.

Agenda Item #1

Approve July 1, 2025 and August 5, 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

Discuss Cemetery Resolution and Board Member Service Terms

The Board Members drew seat numbers. Seats are assigned as follows:

Seat 1: Brad Gurney

November 4, 2025
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Seat 2: Holly Panek
Seat 3: Chans Carson
Seat 4: Vern Carson
Seat 5: David / Jeri Hansen

Agenda Item #3

Discuss Headstone Apron Size & Ordinance 2025-08 Review

The Board, Mayor McKinney, and the Town Attorney discussed the headstone apron size as well as made adjustments to the Cemetery Ordinance. Board Member Brad Gurney made a motion to pass Ordinance 2028-08 to the Town Council for a vote. Board Member Vern Carson seconded. The motion passed unanimously.

Agenda Item #4

Discuss Mowing Schedule

Natalie McKinney provided a mowing schedule draft to Board. Discussion on the schedule was tabled until a later date.

Agenda Item #5

Review List of Town Service Members

A list of Town Service Members was provided to the Mayor for review for discounted graves.

Agenda Item #6

Review of Fence Bid from Trey Soper

The Board briefly discussed the bid and decided to obtain other bids as well.

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 8:50 pm.

January 6, 2026 ★  ★ Stephanie Shelley
Minutes Approval Date Recorder SEAL Town Recorder Stephanie Shelley