

February 3, 2026
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

Minutes

Date: Tuesday, February 3, 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 7:04 p.m.

Roll Call

Cemetery Board Members Present:

Holly Panek, Brad Gurney, Vern Carson, Chans Carson

Cemetery Board Members Excused: David and Geri Hansen.

Staff Present: Codi Butterfield

Open Comment Period

No Comments

Agenda Item #3

Approve January 6, 2026 Meeting Minutes

Tabled.

Agenda Item #4

Discussion on Rules and Standards

The Board reviewed the current Rules and Standards for possible revision. It was ultimately decided that a new Rules sign containing a QR Code would be posted at the cemetery. The QR code will link directly to the Cemetery Ordinance. Brad will work with Codi for completion.

Agenda Item #3

Discussion on Maintenance

The Board reviewed information obtained from Utah Local Governments Trust on policy regarding volunteers. The Board also reviewed a maintenance bid from Reed's Maintenance LLC. After discussion on the pros and cons of each, the Board

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unanimously voted to approve the bid from Reed's Maintenance LLC due to insurance and liability reasons. Reed's will mow the cemetery 4 times per year from May to September and perform other cleanup tasks as needed.

Agenda Item #4

Review Open Assignments

Town Officials List - Codi Butterfield will amend the list of Town Officials who will receive a discounted grave (see Ordinance #2025-18 Section 6.7.140 C) and send it out to the Board for review.

Site Work Schedule - Amy Barry (State Cemetery Historical Preservation) will be on site to work with the Board on April 7th and May 5th. The focus will be reconstructing the 3 large headstones located in the fenced area and placing them in the bases that were poured last fall.

Cemetery Property Boundaries - 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. Board Member Vern Carson presented a map showing an acreage adjustment of 1/10 acre gained from Koeffords if they agree to square up the fencelines.

Cemetery Open House - An open house is planned for the end of April. An exact date has not yet been determined. More discussion at March Board Meeting.

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 pm.

Minutes Approval Date

Town Recorder Stephanie Shelley