

Unapproved Meeting Minutes
Fairfield Town Cemetery
Board Meeting
May 7, 2019

DATE: Tuesday, May 7, 2019

LOCATION: Fairfield Town Office 17872 W 1540 N Fairfield, Utah

TIME: 7:00 p.m.

MINUTES BY: Holly Panek

AGENDA ITEM #1

OPEN THE CEMETERY WORK SESSION MEETING

Mayor Gurney opened the Cemetery Board Meeting at 7:09 p.m.

ROLL CALL

CEMETERY BOARD MEMBERS PRESENT

Holly Panek, David Hansen, Vern Carson, Darwin Bundy

TOWN COUNCIL MEMBERS PRESENT

Mayor Brad Gurney

AGENDA ITEM #2

DISCUSSION ON WHO WILL BE CHAIRPERSON AND TAKE MINUTES

Holly Panek was appointed Chairman of the Board. Motion made by Darwin Bundy, seconded by David Hansen. Holly Panek will take the minutes of each meeting.

AGENDA ITEM #3

DISCUSSION ON SONAR RESULTS

Due to the weather, Cannon Heritage Consultants could not perform the Ground Penetrating Radar. This item was tabled until the next meeting.

AGENDA ITEM #4

DISCUSS THE GOALS OF THE CEMETERY BOARD

Goals of the Board are:

Keep the "Old West" feel of the cemetery.

Getting the plots in order, updating cemetery records, updating cemetery ordinances, updating procedures and regulations.

Fixing broken headstones, squaring off rock headstones with concrete cap, taking pictures to document sandstone headstones, move the monument to open more plots, look to expand cemetery.

Install drip irrigation system along entrance, purchase lawn mower and weed eater, restore and repair water hand pump.

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AGENDA ITEM #5

DISCUSS GATHERING ALL CEMETERY RECORDS AND HAVE THEM STORED AT THE TOWN HALL.

All cemetery records will be gathered from various locations to be compiled, organized and stored at the Town Hall. Currently, David Hansen has a binder with cemetery records. Ronnie Wilson also has a binder of cemetery records. David's records have been kept up, but the binder that Ronnie Wilson is not current.

AGENDA ITEM #6

DISCUSSION ON SEXTON

David Hansen is the Fairfield Cemetery Sexton. David will also be the contact for the funeral homes. David will research Polaris to see what documents and/or attachments can be stored in the cemetery module and how that can work. The discussion on scanning the files currently located in Town office cabinets was tabled until we know what we can upload into Polaris.

AGENDA ITEM #7

DISCUSSION ON PROCEDURES, POLICY OF THE CEMETERY

Fairfield Town does not currently have a written document that outlines procedures and regulations for burial in the cemetery. David will document procedures and regulations for burial in the Fairfield Town Cemetery.

AGENDA ITEM #8

REVIEW CURRENT ORDINANCES

It was agreed that the Cemetery Ordinance should be reviewed and updated. Holly Panek will draft an updated ordinance to be reviewed at the next meeting.

AGENDA ITEM #9

ACTION ITEMS

Holly Panek - Draft updated ordinance, contact Ronnie Wilson

David Hansen - Draft policy and regulation document, research Polaris

Vern Carson - Contact owner of property next to the cemetery regarding plans for property

Darwin Bundy - Already working on drip lines, purchase mower and trimmer before cleanup day, research price on riding mower and submit to the Mayor for next year's budget

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AGENDA ITEM #10

ADJOURN THE CEMETERY BOARD MEETING

***Board Member Darwin Bundy made a motion to adjourn the Cemetery Board Meeting.
Board Member David Hansen seconded the motion. The motion passed unanimously.***

The Fairfield Town Cemetery Board Meeting adjourned at 8:07 p.m.

September 10, 2019

Stephanie Shelley

Minutes approval date

Town Recorder Stephanie Shelley