

December 1, 2020
Approved Meeting Minutes
Fairfield Town
Cemetery Board Meeting

DATE: Tuesday, December 1, 2020

LOCATION: Fairfield Town Office 103 East Main Street Fairfield, Utah

TIME: 7:00 p.m.

MINUTES BY: Holly Panek

AGENDA ITEM #1

OPEN THE CEMETERY WORK SESSION MEETING

Holly Panek opened the Cemetery Board Meeting at 7:02 p.m.

AGENDA ITEM #2

ROLL CALL

CEMETERY BOARD MEMBERS PRESENT

Holly Panek, Vern Carson, Chans Carson, David Hansen

CEMETERY BOARD MEMBERS EXCUSED

Darwin Bundy

TOWN COUNCIL MEMBERS PRESENT

Mayor Brad Gurney

AGENDA ITEM #3

APPROVE THE NOVEMBER 3, 2020 MEETING MINUTES

Tabled.

AGENDA ITEM #4

REVIEW PROCEDURES TO PURCHASE PLOTS

The Board discussed ideas for procedures to purchase plots. Mayor Gurney provided a draft of a Burial Rights Certificate. The board discussed adding disclaimer verbiage to the Certificate.

The Board also discussed designating a corner of the Cemetery for cremation burials only. There was discussion on a possible cremation plot size of 2 ft wide by 3 ft wide, but a clear measurement of the area must be made in order to accurately determine the plot size.

Vern Carson will measure the cremation burial plot area before the next meeting.

It was determined that a cremation burial ordinance be written to establish plot size, urn vault, and headstone requirements.

The Board also discussed the need to establish a flow chart on the steps required to purchase a Burial Rights Certificate. Steps will include an application process, the approval process, how payment is made, and how the records shall be organized for access in the Town software.

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Holly Panek will draft an application to purchase a Burial Rights Certificate, and will be assigned to complete the flowchart which will be added to the ordinance, once the Board has established the procedure.

AGENDA ITEM #5

REVIEW ORDINANCE FOR HAND-DIGGING PLOTS

The Board determined that any form of Hand-Digging of plots will not be permitted.

AGENDA ITEM #6

REVIEW ORDINANCE FOR SPECIFICATIONS ON TEMPORARY HEADSTONES

Tabled.

AGENDA ITEM #7

REVIEW DESCRIPTION OF SEXTON DUTIES

Tabled.

AGENDA ITEM #8

ADJOURN THE CEMETERY BOARD REGULAR 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 8:05 pm.

February 2, 2021

Stephanie Shelley

Date

Recorder Stephanie Shelley