

Fairfield Cemetery Association – Annual Meeting Minutes

October 24, 2018; INB Board Room, Fairfield, WA; 11:30 am

Read, approved, and corrected by a committee of: Corlee Johnson, John Johnson, and Kerry Schanzenbach.

Welcome:

In the absence of President Guy Williams due to shoulder surgery, Cheryl Fischer welcomed everyone in attendance to the Fairfield Cemetery Association's 2018 Annual Meeting at 11:45 am. Those in attendance included: Kerry Schanzenbach, Sexton; Cheryl Fischer; Secretary; and Cemetery Association Members John and Corlee Johnson.

Approval of Minutes:

Cheryl Fischer indicated that the minutes from the Annual Meeting held on October 25, 2017 in the INB Board Room had previously been read, approved, and corrected electronically by a committee of Ed Huber, Cindy Williams, and Guy Williams following the meeting when the proceedings were current in everyone's mind. Copies of the minutes were on the table for review.

Old Business

1. Report on Grounds Contracts for 2018 Ed Huber was not in attendance at the meeting to give the report. Cheryl Fischer circulated copies of the grounds contract that the Town of Fairfield had awarded for 2018 to John Thomas of JET Construction. The Town agreed to pay \$175 for an East side mow, \$100, for west side, and \$250 to mow the entire Cemetery. Mr. Thomas was paid a total of \$2,189.03 for the mowing season. Those in attendance agreed that the Cemetery looked well maintained this year and appreciated Mr. Thomas's efforts to keep our Cemetery well cared for.

2. Review progress on Goals approved for 2015-2020

Completed in 2017 - Goal A: Increase the corpus in the INWCF Endowment Fund by \$1,000 each year over the next 5 years by conducting fund-raising efforts with a long-range goal of ultimately having the interest generated from this account increase to the point it covers anticipated expenses of ongoing maintenance of the Fairfield Cemetery. Goal Coordinators: Cheryl Fischer and Kerry Schanzenbach

Completed in 2016 - Goal B: Prepare a marketing packet to share with those interested in purchasing a burial site at the Fairfield Cemetery for local use. The packet should include a form requiring all the information we need for purchasing a lot along with a copy of the Cemetery rules, Association Membership, and the history of the cemetery. After a sample packet has been approved by the board, it will be used for all plot sales and they will be handled through the town office. After a lot is sold, the Town Clerk will scan the form the new member has completed and exchange it electronically with the Association Sexton and Secretary who need the information to complete their jobs. Goal Coordinators: Cheryl Loeffler and Cheryl Fischer

Completed in 2017 - Goal C: Plot Maps: Review, coordinate, and update all plot maps and put them into a computer program that is easy to maintain and update, so it can be used by Guy Williams, Cheryl Loeffler, the Sexton and other board members as needed. Goal Coordinator: Guy Williams

Although this goal was said to have been completed last year, Corlee Johnson mentioned that she has submitted corrections for the records of her family's gravesite that need to be made on the towns plot maps and she doesn't believe this has been completed. Cheryl Fischer asked that she mail a copy of the corrections to her and she will work with Kerry and Cheryl Loeffler to ensure that those updates have been made.

Goal D: Identify and Locate Family of Abandoned Lot Owners: Toward a goal of getting all Association Members (lot owners) actively and financially involved in the operation and maintenance of the cemetery the board should take one or both of the following actions: 1) Assign a committee with the purpose of identifying and locating immediate family members of those on the "abandoned lots list" by doing research on-line and contacting them to determine their interest in their lots and the active membership in the Fairfield Cemetery Association or donating the lots back to the Association. 2) Continue through the legal procedure (RCW 68.36), which governs the process of reclaiming abandoned lots through the courts. Goal Coordinator: Cheryl Fischer

Cheryl Fischer shared that, according to the minutes, the Cemetery Association efforts to locate owners of abandoned lots began about 1950. Abandoned Lots are those that appear to be “forgotten” by their families because we haven’t heard from any family member or had a burial in over 20 years. The plan was to eventually contact relatives to determine their interest in joining the Association and using the plots. The list of possible “abandoned lots” consisted of about 38 families with 188 plots - where at least 20 or more years had elapsed since the last interment of any immediate family member of the owner of record. In 2013, the Cemetery Board voted to move forward on steps 1 and 2 of the legal process to reclaim unoccupied lots after attorney James Hayner provided the Board with an outline of the required legal steps. However, when the board received more details on placing the required markers on each plot in question for 3 years and were informed they needed to research a valid address for each of the heirs to demonstrate to the court they had exercised the required “due diligence,” the Board put the decision to pursue the five year legal “abandoned lot” process on hold in 2016. Instead, they voted to begin researching valid addresses of the heirs of each of the owners and send them a letter explaining the situation and asking them to indicate their interest in using the lots for their family interments and becoming active members in our Cemetery Association on an enclosed check list so the Cemetery Association could determine the current owner. If they weren’t interested, families could donate their share of lots back to the Cemetery as a possible tax deduction as determined by their Tax advisor. The research was undertaken to identify the heirs of four “abandoned plot” owners who together own a total of 64 plots. A letter, approved by the board was sent to each of the families who were related to one of the owners and they were directed to call the President, Guy Williams, if they had questions or wished to discuss the matter. Guy did not receive any phone calls. Cheryl Fischer received an e-mail indicating there were two additional families related to the original owner that our search did not uncover. During the upcoming year, Cheryl Fischer will call each of the family members who were contacted by letter to determine their interest in the plots and send letters with a check list to the other 2 families along with a return envelope. It became apparent after working on one family that this will be a long and tedious process and may work best if one person is keeping track of all the information as we move through our list of abandoned lots.

Completed in 2018 - Goal E: Update and correct the on-line information for the Fairfield Cemetery on Ancestry.com and “Find a Grave” using the instructions provided on those sites to enable those who are doing genealogy and/or want information to easily obtain it on-line by possible add a link from our Cemetery website. Goal Coordinator: Cheryl Loeffler

During the year, Cheryl Fischer sent suggested additions to the Cemetery Website and worked with Cheryl Loeffler to update and correct the information on the Fairfield Cemetery section of the Town of Fairfield Website. Those changes have been made and Cheryl Loeffler arranged to have a “Find a Grave” link added to the “Overview” section of the Cemetery section of the Town website should someone wish to check to see if a relative was interred there or to get information on the location of their grave site. This work completed this goal and those at the meeting were very appreciative of having the site information updated with the “Find a Grave” added.

3. Treasurers Report: Final Budget 2016 and 2017; Actual Budget for 2018, and Proposed budget for 2019

As the current treasurer was absent, Cheryl Fischer circulated drafts of budgets she had prepared for the meeting. Figures for the final budgets for 2016, 2017, 2018, and proposed budget for 2019 were obtained from Cheryl Loeffler and Tracey Larrison of INB Bank and from the Innovia. Cheryl Fischer will meet with Cheryl Loeffler to clarify withdrawals and carry over amounts and make changes as needed. After discussion of each budget; Corlee Johnson moved we approve the final budget as presented for 2016, the motion was seconded by Kerry Schanzenbach and approved. John Johnson moved we approve the budget for 2017 with any needed adjustments, the motion was seconded by Kerry and was approved. Corlee Johnson moved we approve the actual budget for 2018 with any needed adjustments, and Kerry seconded the motion and it was approved. After discussion John moved to approve the 2019 proposed budget with any needed adjustments and Corlee seconded the motion and it was approved. During the discussion it was suggested that the secretary purchase the stamps to mail the newsletters prior to the postal rate increase in Feb. to save Cemetery Funds. Further it was suggested that the Board consider combining the Secretary/Treasurer position in future Cemetery Board elections.

4. Grounds Maintenance Report and Proposed Projects

At last year’s meeting Ed Huber had offered to arrange to have the Cemetery fertilized by plane in the spring of 2018 and Guy Williams had indicated he would contact one of the Association members that lives in Fairfield to see if they will spray the dandelions in the grass during next spring/summer of 2018. As both were absent, the Board was unaware of the outcome on these two maintenance items. Several weeks prior to the meeting, Sam Regan owner of Out on a Limb

tree Service trimmed all the trees around the perimeter of the Cemetery and removed all trimmings from his work as well as the pile of dead branches in the north/west corner.

Several Board members noted that when they visited the Cemetery over the summer that there were empty beer bottles thrown in the grass and the trash can had not been emptied. It was suggested again this year, that because the Cemetery is Town Property, the mayor be asked if the Town grounds person could add the Cemetery to his rounds and have his report at the Town Council meeting and in the Town Newsletter include the status of the Cemetery and, if needed on his visits, that he empty the trash can if needed, pick up trash on his visits as needed, and report any vandalism at the Cemetery. Kerry will meet with KayDee Gilkey to discuss this request and report back to the board.

Cheryl Fischer reported that she had e-mailed Cheryl Loeffler in May and again in October to notify the Town that the west window of the Cemetery shed had been broken by vandals and to please advise. Although Cheryl Fischer did offer to get a quote to repair the window from her caretaker, Mike Mason there has been no direction given to date to her two e-mails. Mike is registered with the Town and was the one who repaired the shed door. Kerry will discuss this matter during his meeting with the mayor as winter is coming and the building is not secure. It was suggested that it be repaired with plexiglass, so it would be more difficult to break in the future.

Someone should be designated to check the boundaries on the east side of the Cemetery each fall as the farmer to the east is doing his fall work and now that we are mowing to the line there is no reason for him to work the ground over his boundary and take the chance of damaging the roots of the Cemetery trees planted on the boundary. This has been an ongoing issue that we attempted to resolve by mowing to the boundary to reduce the weeds.

5. Sexton Report (# burials and lots sold in 2017)

Kerry Schanzenbach, Sexton distributed copies of his Sexton report. In summary, he indicated we had two burials so far this year and that the Cemetery had not sold any lots in the past three years. He was unaware if the sexton fees had been collected for the two burials this year. Cheryl Fischer mentioned that there are several violations of the Cemetery Rules and Regulations that she hoped the sexton would address. There is a metal stake about 2 feet high in the ground near or in lot 109 that is dangerous and should be removed. She tied a short pink tie on it. There is a 4" x 4" unmounted rock marked "Mom" below Claire Boleck's gravestone that is a hazard with the big power mower. There is still a small concrete garden statue on the grave of James Waugh who was interred in January. Someone has buried a ceramic vase in the ground by Levi Larrison and Tiffani Lewis's gravestone. Kerry indicated he would investigate these issues. After discussion it was suggested that everyone read the Cemetery Rules and Regulations and bring suggestions for changes to the next years meeting. Copies of the current Rules were circulated. Cheryl Fischer had worked with Cheryl Loeffler to transfer Lois Rositti's temporary stone from the Cemetery shed to the Town Hall, so the family could pick it up. The sexton report was as follows:

List of those Interred at Fairfield Cemetery 2010 through 10/ 2017

2010

Tiffani Lewis, (1992) 9- 20-2010, Lot 19 site 23 * (lot sold with funeral home payment)

Levi Garratt Larrison, (1992) Sept 18, 2010, Lot 19 site 23

1 Lot sold to Ed and Jennifer Huber for B. J. Schindler, Lot 4 site 4.

1 Lot sold to MayLynn Curtis for Tiffani Lewis and Levi Larrison, Lot 19 site 23

2011

Derald Denny Bozarth, (1930), Feb. 11, 2011, Lot 83 site 14 – Veteran

Carolyn Catherine Welk, (1939) April 7, 2011, Lot 112 site 10

Brant Ames Thieren, (1974) August 4, 2010, Lot 3 site 6 – Veteran

Marc Richard Roecks, (1953) Nov. 14, 2011, Lot 68 site 7

1 Lot sold to Thieren Family for Brant Thieren, Lot 3 site 6

2012

Claire "Marty" Boleck, (6-21-1942) Jan. 13, 2012, Lot 2 site 3

George Boleck, (1940) March 2000, (Interred 2012) Lot 2 site 4 - Veteran

Frances Lorraine Montange, (1923) 2012, Lot 40 site 1

Jackie Huber Fuller, (1945) 1994 (interred 2012), Lot 2 site 9.

1 Lots sold to Al Fuller for Jackie Huber Fuller, Lot 2 site 9.

2013

Alfred Weyen, (4-8-23) March 20, 2013, Lot 43, site 3 - Veteran

Barbara Browning (1929) 2013 Lot 40 site 22 (Memorial)

Dorothy Ostheller, (1925) 2013, Lot 109 site 15

Lester Gerhauser, (1924) 2012 (interred 2013), Lot 130, site 16 - Veteran

8 gravesites sold to Joseph Ostheller, Lot 110 sites 17-24

2014

Carol Ann Ostheller,(1942) 2014 Lot 108 site 4
Gerald Holt (1930) 2014 Lot 69 site 12 (Memorial) Veteran
0 Lots sold

2015

Roger Moore (1937) April, 2015, Lot 83, site 8
Mario Rosetti, (1940) 2015, Lot 19, site 15 - Veteran
Bonnie Roecks Duncan (9-21-1940) July, 2015, Lot 107 site 9
1 lot sold to Deborah Hipple, Lot 56, site 1, for herself

2016

Barbara White Davis (6-28-1938) August, 8 2016, Lot 40 site 18
0 Lots sold

2017

Gary Ostheller (2-7-1937) December 18, 1916, Lot 108, site 2 – Veteran
Alan Roecks (2-15-47) July 6,2017, Lot 68, site 8

2018

James Stuart Waugh (4-29-1929) January 17, 2018, Lot 85, site 7/15
Charles Brewster (4-1-1991) April 5, 2018, Lot 43, Site 9
0 Lots sold

6. Selection of Dates for: 2019 Annual Meeting and Memorial Cleanup/flowers placement

After discussion, Kerry moved that our Annual meeting be held on Wednesday, October 16, 2019 and that grave cleaning for those who paid for the service and Cemetery cleanup be held on Saturday, May 18, and that flag and flower placement by Veterans graves be scheduled on Friday, May 24. The motion was seconded by John and approved.

7. Selection of Cemetery Goals for 2020-2025

A list of goals that have been proposed and accomplished since 2010 were distributed so board and association members could use to consider new goals to propose at the 2019 Annual Meeting.

8. Election of Officers: Cemetery Board of Directors, 2019

After discussion, it was determined that we will restructure our board positions and Kerry nominated the following Slate and John seconded the motion. The slate was approved. The officers for 2019 are:

Guy Williams, President;
Cindy Williams, Vice President;
Kerry Schanzenbach, Sexton
Ed Huber, Cemetery Maintenance
Cheryl Fischer, Secretary/Treasure

9. Other items

Rural community Leadership Program

Mayor Gilkey wanted the Cemetery Board to know that Fairfield will be participating in the Rural Community Leadership Program, a program designed to cultivate leaders and help communities thrive. The kickoff and 5 session training will be offered in the Northern Palouse and will be held in Fairfield Community Center. Although no one in attendance was able to attend, Kerry indicated he had contacted two people to see if they would be willing to participate as they, like all present at the meeting, care deeply about the future of Fairfield.

City of Trees

The Town of Fairfield may again be getting involved in the City of Trees Program. A discussion was held on where we would like trees to be placed at the Cemetery if we were to be asked where we wanted them planted. After discussion it was determined that we would like the two dead trees, one on the east perimeter and one on the west near the entrance and exit to be replaced. Kerry will bring this up in his meeting with the mayor.

As there were no other items for discussion, the meeting was closed at 1: 25pm

