

# **Fairfield Cemetery Association – Annual Meeting Minutes**

Wednesday, October 27, 2021; Zoom Meeting; 7pm

Read, corrected, and approved in 11/21, by a committee of: Cindy Williams, Guy Williams, & Traci Larrison.

## **1. Welcome:**

President Guy Williams welcomed those in attendance to the Fairfield Cemetery Association's 2021 Annual Meeting at 7:05 pm via zoom. In addition to the President, those in attendance included: Cindy Williams, Vice President; Traci Larrison, Treasurer; Kerry Schanzenbach, Sexton, Cheryl Fischer; Secretary and Cheryl Loeffler, Clerk/Treasurer.

## **2. Approval of Minutes:**

The minutes from the Annual Meeting held on Zoom on October 10, 2020, had previously been read, approved, and corrected electronically by a committee of: Guy Williams, Cindy Williams, and Kerry Schanzenbach in the weeks following the meeting when the proceedings were current in everyone's mind. Copies of the minutes were distributed electronically after the meeting and prior to these year's meeting for review and are posted on the Town of Fairfield website under "Cemetery".

## **Old Business**

### **3. Memorial Day weekend Observance, 2020:**

Guy Williams and Kerry Schanzenbach reported that there was a good turnout of Association Members that gathered on Friday morning, May 29<sup>th</sup>, to decorate the Cemetery for Memorial Day and conduct grave cleaning. The date and time had been announced in the spring Cemetery newsletter as we have done in the past. The volunteers put out the flags and flowers on the graves of the Veterans and Cheryl Fischer put out a laminated list of Veterans by the flagpole and raised the flag each day over the weekend. We received many comments on how nice the Cemetery looked over Memorial Day. The Secretary offered to send thank you notes to those who we could recall participated on behalf of the Cemetery Board to express our appreciation for their participation. Cindy Williams suggested we have volunteers sign in next year so we get their name and address to make sure they are on the mailing list and can receive a thank you note.

**4. Report on Grounds Contracts for 2020:** Traci Larrison indicated that the Town Council had awarded a grounds contract for up to \$2,000. plus, the 8.1% service tax for a total of \$2,162. to John Thomas of JET Construction. She explained that due to the unusually dry year, the Cemetery did not need mowing as often as in past years. Those in attendance at the Cemetery Board meeting agreed that the Cemetery has looked very well maintained in the past years and expressed satisfaction with John Thomas's work. Several members shared that they had received positive comments on how nice the Cemetery looked. Unfortunately, Traci shared that John's roofing business has been growing and he may need to discontinue mowing. Guy offered to call John to see if he was planning to mow the Cemetery next year and he suggested Cheryl Loeffler check to see if the Town of Fairfield can contract with the Cemetery to do the mowing. Cheryl Loeffler and Guy will work together over the winter and spring to ensure the Cemetery has someone to mow next summer.

## **NEW BUSINESS**

### **5. Treasurers Report: Final Budget 2021 and Proposed budget for 2022**

Traci Larrison, Treasurer, had distributed copies of the final Cemetery budget for 2021 and the proposed Cemetery budget for 2022 to Board members and Town officials prior to the meeting. They were prepared with input from Cheryl Loeffler and Innovia. It was reported that the balance of the Fairfield Cemetery CD at FIB at the end of this year will total \$45,515.13 and the Fairfield Cemetery's Endowed Fund at the Innovia Foundation totaled \$101,018.42 on Sept. 1, 2021. This year, the Innovia Fund earned an interest payment of \$4,978.26. A lower rate of interest from this fund can be paid out annually (a set rate of 4%, calculated on a rolling 13 quarter average) but for the past four years, the Cemetery Board chose to reinvest this money in the corpus at Innovia while it

spends down the account at FIB for Cemetery maintenance because the FIB account earns such low interest. After the funds in the CD at the bank in Fairfield are expended for Cemetery maintenance, this annual interest payment from Innovia will be the only funds available annually for Cemetery maintenance into perpetuity. The budget for 2021 was reviewed. Cheryl Loeffler explained that she doesn't make the withdrawal from the CD for the year based on the proposed budget but waits until the year ends and takes out only what was spent, not what was proposed. Therefore, we no longer need to track "Carryover" and funds can continue to earn interest until they are actually spent. Since the only major expense this year was mowing, the total expenditure for 2021 will be about \$1,729.60 as the sexton's fees expended were paid by those who used his services for burials. In 2021, the major expense in the proposed budget reflects the desire to move forward with resurveying the circle and grading and graveling the roads in the upper section of the Cemetery as needed (\$2,000) and trimming all the trees, the lilacs at the exit and the bush behind the Fulton monument that is covering the Carlson stone and hauling away the pile of dead branches (\$4,000), and annual mowing (\$2,162.00). Cheryl Fischer and Cheryl Loeffler will contact Sam Ragan from Out on a Limb tree service about doing the work sometime this winter. After discussion, Cindy moved to approve the final 2021 and proposed 2022 budgets as amended. Cheryl Fischer seconded the motion, and it was carried. Traci was thanked for all the work she did preparing the budgets. She will distribute the revised budgets in the next few weeks electronically.

## **6. Grounds Maintenance Report and Proposed Projects**

Cheryl and Herb Fischer reported that when they were at the Cemetery to pick up the remaining silk flowers before winter and empty the trash can, it appeared the County had done some work on repairing the upper entrance culvert by the gates and that the gravel on the Cemetery Roads looked good and the entire road did not appear to need to be graded and graveled. Kerry and Guy agreed to get together next spring to resurvey the circle as it is "off" and covering some gravesites. They will work with Cheryl Loeffler to find someone to work with them and possible Ed with grading and graveling project. Guy reported that he believed Ed had arranged to have the Cemetery fertilized by plane again last spring. Cheryl mentioned we did have some limbs down this spring, and they had been put in the "pile." All the trees were trimmed in 2018 by Out on a Limb Tree service, Cheryl Fischer and Cheryl Loeffler will check with Sam to see if he is available to trim them all again this spring along with taking back the lilacs and hauling off the dead branches.

## **7. Sexton Report (# burials and lots sold in 2020)**

Copies of the Sexton report had been distributed electronically prior to the meeting. Kerry shared that there had been a record number of 8 burials, three of whom were veterans and that 4 lots were sold during the year Cindy made a motion the Sexton report be approved as corrected, seconded by Cheryl. The motion was passed. The last 5 years of the Sexton Internment report is as follows:

### **List of those Interred at Fairfield Cemetery 2015 through 10/2021**

#### **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, 2016, Lot 108, site 2 – Veteran  
Alan Roecks (2-15-47) July 6, 2017, Lot 68, site 8  
0 Lots Sold

#### **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

## 2019

Emmy Gerhauser (6-30-1931) June 5, 2019, Lot 130, site 16  
David Lasz (6-24-1949) January 27, 1917, Site 2 (Memorial)  
0 Lots sold

## 2020

Lanny Weyen (9-12-1952), Nov. 24, 2019, Lot 43, site 4A - Veteran  
Ruth Sills (4-14-1940), Feb. 25, 2020, Lot 4, Site 6  
John Edward Timpany (12-29-69), Sept. 5, 2020 Lot 62 Site 8  
10 Lots purchased: Roecks 9: Lot 69 Sites 6-8; 14-16 and 22-24: and Sills, 1 Lot for Ruth Sills.  
and eight gravesites sold to Joseph Ostheller, Lot 110 sites 17-24

## 2021

Steve Fulton (10-26-48), Jan. 2, 2021, Lot 20 site 12  
Gerald Holt (6-13-1930), Jan 2014, Lot 69 site 12 (Memorial) - Veteran  
Sally Ann Holt (1-19-1935), Dec 1, 2020, Lot 69 site 12  
Lloyd Leonard Lasz (4-24-31) February 12, 2021, Lot 39 site 16 – Veteran  
Betty Ostheller (11-24-27) Jan. 29, 2021, Lot 109 site 17  
Nancy Gay Pompa (5-24-1942) Jan. 14, 2021, Lot 4 site 12  
Dennis Thieren (10-9-1946) Sept. 16, 2021, Lot 3 site 7- Veteran  
Dannie Ray Yearta (9-6-59) May 29, 2021, Lot 125 site 13  
4 Lots purchased: Pompa 1: Lot 4 site 12; Smith 1: Lot 134 – site 1; Yearta 1: Lot 125 site 13.  
Thieren 1: Lot 3 site 7.

## **8. Review of Progress on Cemetery Goals for 2020-2025**

Guy Williams led a discussion of the goals that were adopted to be accomplished in five years:

### **Goal A: Increase Involvement with the Town of Fairfield**

*With the Mayor, a date will be selected once a year for one of the Cemetery Board members to make a presentation to the Town Council on the status of the Cemetery. In addition, the Cemetery Board will try to support Town events, projects, and businesses so we are viewed as part of the town. Goal Coordinator: Guy Williams*

Guy will work with Cheryl Loeffler to establish a date in 2022 to present the status of the Cemetery to the Town Council.

### **Goal B: Increase lot owners participation**

*Toward a goal of getting more lot owners actively and financially involved in the operation and maintenance of the cemetery, a committee will conduct on-line research to identify and locate immediate family members and heirs of at least five of those on the "abandoned lots" list and contact them to determine their interest in their lots and becoming an active member of the Fairfield Cemetery Association or, if not, donating the lots back to the Association. Goal Coordinator: Cheryl Fischer*

Cheryl Fischer reported that Scott Keno and Betsy Keno Pletscher, who attended our Memorial Day Clean up last spring, are the product of our work on abandoned lots. We will continue to do research on abandoned lots and to encourage all Association members to get involved.

### **\*Goal C: Observe 125<sup>th</sup> Anniversary of the Opening of the Fairfield Cemetery - COMPLETED**

*The Board will make diverse effort to make the Mayor, Town council, residence, and Association members aware of and involved in the observance of the 125<sup>th</sup> Anniversary of the opening of the Fairfield Cemetery to be held from April – Memorial Day Weekend 2021. Traci will meet with the Mayor and Clerk/Treasurer to brainstorm ideas of ways we might notify the town (articles in the town newsletter, notices on the town electronic billboard, banners/posters placed around town, etc.), Cheryl offered to bring banners to place at the Cemetery (and make them for the town if they want them and let her know how many and what size), Kerry will research the names of*

*the first pioneers interred at the Cemetery and Cheryl will include that and other information in the newsletter next spring and perhaps even on a poster at the Cemetery on Memorial Day. Co- Coordinator: Cheryl Fischer and Traci Larrison*

Traci worked with Cheryl Loeffler to get an article in the town newsletter and post notices on the electronic billboard and put small posters around town. Kerry assisted Cheryl in researching an article on first pioneers at the Cemetery that was published in this year's newsletter that was dedicated to the 125<sup>th</sup> Anniversary.

#### **Goal D: Update Cemetery Rules**

*The Cemetery Rules, last updated in 2016 will be reviewed, edited, and updated. Co-Coordinators: Cindy Williams, Kerry Schanzenbach, and Cheryl Fischer*

Cindy, Kerry and Cheryl Fischer will gather some copies of Cemetery Rules to use as comparison and meet by zoom, phone and/or electronically to update the rules during the year. They will meet in person after the may Cemetery clean-up next spring if necessary.

#### **Goal E: Cemetery Maintenance**

*The Cemetery Roads will be surveyed, and the circle re-aligned with the Cemetery map before the road is repaired. The road will be graded and graveled as needed. All trees will be trimmed and dead trees, if any, will be removed.*

*Co-Coordinators: Kerry Schanzenbach, Ed Huber, and Guy Williams*

Kerry, Ed, and Guy will complete this project next spring.

#### **\*Goal F: Update Cemetery Information on Town Website- COMPLETED**

*Working with Town Clerk/Treasurer, Cheryl Loeffler, update the Cemetery information on the Town of Fairfield website under their existing categories: Historical Overview, Activities and Events, Veterans Interred, Rules and Regulations (after they have been updated), making a donation, and Cemetery Board Meetings. Updating will be expedited by using updated information provided by the Cemetery Secretary. Coordinator: Traci Larrison*

Traci reported that she received the updated copy of all the items on the town website from Cheryl Fischer and worked with Cheryl Loeffler to update the website. This goal is completed.

**10. Other Items: Memorial Benches:** Cemetery Rules are silent on the topic of using Memorial Benches in lieu of gravestones at the Fairfield Cemetery. The background information that was distributed before the meeting indicates that a wide variety of sizes, styles, and materials are available for Cemetery use. Some expressed that a bench would add to the ambiance of the Cemetery and guests would enjoy sitting on the benches at the Cemetery and reflecting. Others were concerned about mowing around them; being responsible for maintenance into perpetuity when we have had several incidents of vandalism over the years, and some benches are not made of durable materials. Kerry shared that he believed granite benches mounted in cement would be more durable and easier to mow around. It was agreed to table a decision until the committee working on rules (Cindy, Kerry, and Cheryl Fischer) will check what other cemeteries are doing about "memorial benches" and poll the board for their opinions and add it to the rules, so Cheryl Loeffler has something to tell people who express interest in that option.  
**Natural Burials:** Board members had reviewed the background information on "green burials" and as this is a reasonable new state law that permits "green burials" – after discussion, they agreed to wait and find out what other Cemeteries have put into their rules and regulations before making a decision at a future meeting.

#### **11. Selection of Dates: 2021 Annual Meeting and Memorial Cleanup and flowers/flag placement**

After polling the board, Wednesday, October 26, 2022, was selected as the date for the next Annual Cemetery Meeting. It will begin at 7pm on zoom. Cheryl Fischer, Secretary, agreed to send out the zoom link to all those who wish to attend and distribute handouts electronically prior to the meeting.

Kerry moved that the dates for Cemetery cleanup, grave cleaning, and flag and flower placement by Veterans graves will be scheduled the Friday of Memorial Day weekend, May 27, 2022, starting at 9:30am – 12 noon. It was seconded by Traci and approved. It was suggested we plan on inviting all who participate to have lunch in Fairfield following clean-up.

**12. Election of Officers: Cemetery Board of Directors, 2021**

Cindy Williams nominated the same slate of officers that served in 2021 to serve in 2022. Cheryl Fischer seconded the motion. A discussion was held on the importance of having Ed Huber continue on as the Maintenance Committee – even though he is so busy with his job in the fall that it makes it hard to attend meetings and actively participate. The motion was approved. The officers for 2022 will be:

Guy Williams, President  
Cindy Williams, Vice President  
Kerry Schanzenbach, Sexton  
Traci Larrison, Treasurer  
Cheryl Fischer, Secretary

Cemetery Maintenance Committee: Ed Huber

The meeting was adjourned at 8:50 pm.