

Fairfield Cemetery Association – Annual Meeting Minutes

Wednesday, October 26, 2022; Zoom Meeting; 7pm

Read, corrected, and approved by committee: Guy Williams, Cindy Williams, Traci Larrison, and Kerry Schanzenbach.

1. Welcome:

President Guy Williams welcomed those in attendance to the Fairfield Cemetery Association's 2022 Annual Board Meeting at 7:05 pm via zoom. In addition to the President, those in attendance included: Cindy Williams, Vice President; Traci Larrison, Treasure; Kerry Schanzenbach, Sexton, and Cheryl Fischer; Secretary.

2. Approval of Minutes:

The minutes from the Annual Meeting, held on Zoom on October 17, 2021, had previously been read, approved, and corrected electronically by a committee of: Guy Williams, Cindy Williams, and Traci Larrison in the weeks following the meeting when the proceedings were current in everyone's mind. Cindy Williams moved to amend the minutes and make two corrections to dates in the headings of items #3, and 4, changing the dates from 2020 to 2021. The motion was approved. Copies of the amended minutes will be distributed electronically to the board and will be posted on the Town of Fairfield website under "Cemetery" along with the minutes of this year's meeting once they are approved.

Old Business

3. Memorial Day weekend Observance, 2022:

Guy Williams and Kerry Schanzenbach reported that there was a good number of Association Members that gathered on Friday morning, May 27th to help decorate the Cemetery for Memorial Day. As usual the date and time had been announced in Cemetery Newsletter. The grave cleaning for those who had paid for this service had been completed earlier in the week by Herb and Cheryl Fischer. The volunteers placed flags and flowers on the graves of the Veterans and Cheryl Fischer posted an updated laminated list of 43 Veterans by the flagpole. Betsy Pletcher agreed to raise and lower the flag each day over the weekend and will keep the flag at her house until next year. The Secretary offered to send thank you note to Betsy on behalf of the Cemetery Board to express our appreciation for her help. Cheryl Fischer will send Traci Larrison a key to the Cemetery storage shed.

4. Report on Grounds Contracts for 2022: Traci Larrison indicated that the Town Council had awarded a grounds contract for mowing for up to \$2,000. plus, the 8.1% service tax for a total not to exceed \$2,162. to the Town of Fairfield last spring so the maintenance crew could perform the mowing for 2022. During discussion Board members expressed satisfaction with the mowing and condition of the Cemetery. Traci reported that this fall Cheryl Loeffler contracted with "Out on a Limb" tree service for \$1,297. to handle the tree damage and broken branches that resulted from the late summer windstorm. They removed, sawed up, and hauled away the large limb that was broken on one of the big trees on the west perimeter of the Cemetery and chipped and hauled away the large pile of broken branches in the trash area. In addition, they will return when the weather is colder to trim all the trees at a quote of \$2,000 a day with an estimate that it will take two days to trim all the trees and remove and chip the stump of the large tree that died on the east boarder. Traci indicated that the \$1,297 was included in the 2022 budget and the \$4,000 in tree trimming was included in the proposed 2023 Cemetery Budget.

NEW BUSINESS

5. Treasurers Report: Final Actual Budget 2022 and Proposed budget for 2023

Traci Larrison, Treasurer, had distributed copies of the draft of the final Cemetery budget for 2022 and the proposed Cemetery budget for 2023 to Board members and to the Clerk/Treasurer of the Town prior to the meeting. They were prepared with input from Cheryl Fischer, 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 \$39,955.94 (indicating a withdrawal of \$6,659.49 from the previous year end balance of \$45,515,13 in 2021). The final budget for 2022

showed that we spent \$3,897.20 in 2022 with the largest expenditures for mowing and tree maintenance. Traci reported that the Fairfield Cemetery's Endowed Fund at the Innovia Foundation totaled \$101,018.42 on Dec. 31, 2021. But this year the stock market experienced a strong negative correction during the summer leaving our fund at Innovia with a balance of \$82,328.57 (a loss in the corpus of \$18,689.86). Fortunately, this fund has a set 4% annual interest rate payout that is calculated on a rolling 13 quarter average which spreads out the results of this market loss over 13 quarters in terms of the annual interest payment. In addition, for the past five years the Cemetery Board has chosen to reinvest the annual interest payment back into the corpus at Innovia while it spends down the account at FIB for Cemetery maintenance, so the reinvested interest covered the loss. Because the FIB account has been earning an extremely low interest (less than 1%) Traci Larrison moved that we forfeit our annual interest payment this year on our CD at FIB so we can use those funds to invest in a new CD's that is available at 3% interest and reinvest it for 13 or 16 months. Cheryl Fischer seconded, and the motion and it was approved. The budget will be modified to reflect that no interest was earned from the CD this year. A discussion followed on sexton fees. In the past, Kerry Schanzenbach had been donating his sexton fees for marking the graves back to the Cemetery fund but while he was out of the country on vacation, the sexton believes that the Town staff was called by the Gerhauser family to mark one of the graves, which would be a cost of \$100. This fee is collected from each family of the person being interred. However, the Town had determined at their Council meeting that they planned to charge \$400 for marking of graves which would be the amount we collected to mark 4 graves, 3 of which Kerry believes he marked. If the fee was charged for digging the grave for urns, the Cemetery Sexton nor association has never dug graves or charged a fee for doing so so this would need to be a private discussion of terms with the family. Guy will meet with Cheryl Loeffler to clarify and resolve this matter and poll the board to get approval for the revised 2022 budget. The board will work with the sexton to help him identify others from the association who can be identified to volunteer and be trained to provide back up for the sexton for marking graves since several of those who had been available in the past to provide backup for the sexton have moved out of the area. The Sexton and President may need to work with the town office to generate a list of people that are willing to be hired to dig shallow graves for urns for a fee that would be charged to the family. Once these issues are resolved the Board will vote on approval of the budget. The revised 2022 budget will be distributed in the next few weeks electronically once the question about the sexton fee has been resolved.

The proposed budget for 2023 was reviewed. The major expenses proposed include mowing, \$2,162: a desire to complete the road repair including resurveying of the circle and grading and graveling the roads in the upper section of the Cemetery for \$2,000: and trimming all the trees and removing the dead tree (about 2 days of work for the crew and equipment) at \$4,000; a total proposed expenditure of \$8662. After discussion, Cindy Williams moved to approve the proposed 2023 budget and Cheryl Fischer seconded the motion and it was carried. Guy thanked Traci for all the work she did preparing the budgets.

7. Sexton Report (# burials and lots sold in 2022)

Copies of the Sexton report had been distributed electronically prior to the meeting. Kerry shared that there had been 6 burials, two of whom were veterans and that 2 lots were sold during the year. Cindy moved that the Sexton report be approved. The motion was seconded by Traci and passed.

The last 5 years of the Sexton Internment report is as follows:

List of those Interred at Fairfield Cemetery October 2018 to 2022

2022

Richard Lee Gregg (7-10-1944) February 6, 2022 Lot 25 site 8 – Veteran
Patricia E Wines (10-8-1966) Aug. 4-2022 Lot #112 site 16
William W. Zeiger (5-20-1929) 5-23-2021 Lot 59 site 21
Gary C Gortsema (6-12-1956) 8-12-2022 Lot 21 site 1
Todd Edward Ostheller (10-11-1957) 1-31-2022 Lot 109 site 20 (Memorial) - Veteran
Denise M Gerhauser (1-1-1955) 12-16-2021 Lot 132 site 24
2 Lots purchased: Smith, Christy Lot #134 site 2; Gortsema Lot #21 site 1

2021

Stephen J Fulton (10-26-48), Jan. 2, 2021, Lot 20 site 12 - Veteran
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
Edward Oliver Smith (2-5-1959) June 28, 2021, Lot 134 site 1
Dennis Thieren (10-9-1946) Sept. 16, 2021, Lot 3 site 7- Veteran
Dannie Yearta (9-6-59) May 29, 2021, Lot 125 site 13
5 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,
Quiggle 1: Lot 23-site 24

2020

Lowell Ray Ostheller (10-16-1843) Nov. 14, 2020, Lot 108 site 3
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
Lanny Weyen (9-12-1952), Nov. 24, 2019, Lot 43, site 4A - Veteran
10 Lots purchased: Roecks 9: Lot 69 Sites 6-8; 14-16 and 22-24: and Sills, 1 Lot 4, site 6.

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

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

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

Guy Williams lead a discussion of the goals that were adopted in 2020 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 and the new Mayor, Valerie Rogers to establish a date in 2022 - 23 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 suggested we consider having a picnic or lunch get together after our Memorial Day Clean up next spring in an effort to get to know one another better and encourage more Association members to get involved. After discussion it was determined we would have a luncheon and short "mid-year" Cemetery Association meeting from 12 noon to 1. Traci offered to reserve the conference room at the bank. Cheryl Fischer will bring sandwiches, chips, and drinks and she will work with the board to prepare a short agenda. We will continue to meet as a Board in the fall on zoom so we can prepare and approve the final budget for the current year and the proposed budget for the next year and handle any other end of the year matters.

COMPLETED in 2021.*Goal C: Observe 125th Anniversary of the Opening of the Fairfield Cemetery -

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 125th 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

Goal D: Update Cemetery Rules

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

Kerry Offered to send Cindy and Cheryl Fischer a copy of Washington States Cemetery Rules this month. The three of them will gather some copies of Washington State Cemetery Rules from local Cemeteries to use as comparison. They agreed to meet using Cheryl Fischer's zoom link starting in Nov. and to update one of the four sections each month so it will be completed prior to the spring meeting.

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-Coordination: Kerry Schanzenbach, Ed Huber, and Guy Williams

Kerry and Guy will complete the road project next spring 2023.

COMPLETED 2021*Goal F: Update Cemetery Information on Town Website-

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

10. Other Items: Removing the piles of dirt at the Cemetery. After discussion it was agreed that when Guy Williams meets with Cheryl Loeffler he will ask if the Town would be interested in free "fill dirt" as we begin looking for someone to haul away the piles of dirt the grave diggers have left at the Cemetery. If not, does she have any suggestions. Other possibilities offered by the board included checking with local farmers,

11. Selection of Dates: 2023 Annual Fall Meeting and Memorial Cleanup, flowers/flag placement and Luncheon Meeting

Guy suggested we hold our Annual Cemetery Board meeting on zoom on Wednesday, October 26, 2023 at 7pm on zoom. Cheryl Fischer, Secretary, agreed to put the notice of the meeting in the newsletter, send out the zoom link to all those who wish to attend and distribute handouts electronically prior to the meeting.

Kerry moved that we approve the Oct. 26th date and that the dates for Cemetery cleanup, grave cleaning, and flag and flower placement by Veterans graves be scheduled the Friday of Memorial Day weekend, May 26, 2023, starting at 9:30am – 12 noon followed by the luncheon and meeting in town. It was seconded by Traci and approved. It was agreed we will invite all who participate to join us for lunch in Fairfield following clean-up.

12. Election of Officers: Cemetery Board of Directors, 2023

Cheryl Fischer nominated the same slate of officers to serve in 2023 and Kerry Schanzenbach seconded the motion. The motion was approved. The officers for 2023 will be: Guy Williams, President

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

The meeting was adjourned at 9:30 pm.