

**Fairfield Cemetery Association – Annual Meeting**  
Friday, May 23, 2014; Zythum Brewing Company, Fairfield, WA; 12:00 pm

Read and approved by a committee of Guy Williams, Cheryl Loeffler, and Cindy Williams

**1. Welcome:**

Guy Williams, President, welcomed everyone in attendance to the Fairfield Cemetery Association 2014 Annual Meeting at 12:10 pm and asked each person to introduce themselves and indicate their office if they were on the board. Those in attendance included: Guy Williams, President; Cindy Williams; Cheryl Loeffler, Treasurer; KayDee Gilkey, Mayor; Barbara Davis; Herb Fischer; Corlee Johnson; John Johnson; Barb Ostheller, Vice President; Gary Ostheller, Sexton; Nancy Moore; Roger Moore; and Cheryl Fischer, Secretary.

**2.\*Approval of Minutes:**

Cheryl Fulton Fischer indicated that the minutes from the last Annual Meeting, held on May 24, 2013, had been previously read, corrected, and approved by a committee of Guy Williams, Cheryl Loeffler and Barb Ostheller following the meeting when the proceedings were current in everyone's mind. Copies of the minutes were on the table for review. Cheryl Fischer also made available copies of the Annual Cemetery Newsletter that was mailed to 200 Association Members and Friends of the Fairfield Cemetery in April 2014. Those present indicated they had received copies in the mail.

**Old Business**

**3. Progress report: updating plot maps, replacing cemetery markers, and defining boundaries:**

Guy Williams, President shared that he is continuing to update and rectify the Cemetery records on an excel spreadsheet and that he is near completion. Over the past several years he has rectified the records, maps, and boundaries with the sexton, Gary Ostheller, and the office staff at the Town of Fairfield. He spent time at the courthouse with his wife, Cindy in an effort to locate records of owners that were deeded lots long ago but they were not successful in locating any of the legal records. Guy plans to do a physical check at the cemetery to validate all the occupied lots on the most recent version of the spreadsheet and to replace markers on the corners of plots where they are missing. The Cemetery boundary between the trees and the field on the east end of the cemetery has been reclaimed. Using a private donation, the area was graded and seeded to grass this spring and will be mowed during this summer and become part of our lawn area. It is hoped this action will protect the trees on the east boundary from further damage by farm equipment coming to close to the roots or limbs of the trees.

**4.\*Survey Results, Price of plots in surrounding cemeteries:** As a result of a discussion at the 2013 Annual Meeting about the expectation that the income received from the sale of plots would help cover the cost of maintenance of those plots into perpetuity, Cheryl Fischer and Cindy Williams were asked to conduct a telephone survey of the cost of purchasing a plot at cemeteries in the local area as well as larger Cemeteries in cities. Cheryl conducted a telephone survey of 9 cemeteries in our local area and found that none of them sell plots in a "block" or give a discount for purchasing more than one plot at the same time as the Fairfield Cemetery has been doing for many years. Two of the 9 cemeteries collect taxes from residents of their town for Cemetery Maintenance which provides additional ongoing income for maintenance beyond the interest income from the sale of plots. Where taxes are collected, the price of plots is lowered because the residence have also paid cemetery taxes. Some towns restrict burials to local residents only. The range of prices for plots at the local cemeteries ranges from \$100 a plot to

\$600 including those that are taxed, with the average price at \$316. Fairfield Cemetery is currently charging \$200 and does not tax local residence for maintenance of the cemetery. Cindy Williams surveyed three organizations operating larger cemeteries in cities that are watered and more formally landscaped in Pullman, Moscow and the Spokane area. The price for plots in those cemeteries ranged from \$500 to \$1,900 with the average cost \$1,380. Cheryl Fischer moved that the Fairfield Cemetery raise their price to \$300 per plot. Cindy Williams seconded the motion. There was no discussion and the motion was carried. Cindy made a motion that we no longer sell plots in a “block” or give a discount for purchasing multiple plots. Corlee Johnson seconded the motion. There was no discussion and the motion was passed. Guy Williams will take this recommendation to the Town Council for their consideration.

**5.\* Report on Grounds Contracts for 2013 and 2014:** Cheryl Loffler, Treasurer reported that John Jesseph had the grounds maintenance contract for 2013 and was paid \$2,450 for the summer. Harry Hughes was hired on May 5 to maintain the grounds in 2014. She distributed copies of his contract, he will be paid \$200 per full cemetery mow. Devin Knecht had mowed the cemetery twice in May prior to Harry’s contract being issued and was paid for two mows @ \$250 out of this year’s budget. Cheryl Fischer mentioned that the Cemetery Board has requested in past years that all persons hired by the town to do maintenance at the Cemetery sign a written contract that clearly states the terms of service prior to beginning service so there is no confusion on what they are expected to do, how much and what they are being paid for, and any caps, restrictions, or expectations that are in place. In addition to being good business practice, this is especially important when the Cemetery funds are so restricted due to low interest rates.

**6.\* Status report on reclaiming unclaimed Lot:** Guy Williams shared that at our 2013 Annual Meeting the board voted to move forward on steps 1 and 2 of the legal process to reclaim unoccupied lots at the cemetery and that the Cemetery Board had contacted an attorney and received an outline of legal steps we were required to follow to reclaim lots. A copy of the legal steps was distributed. As part of his work on the cemetery records, Guy completed a report on vacant lots that have been purchased in the Cemetery. Using this information, Cheryl Fischer reported that we have 182 vacant lots where no family members were interred during the last 30 years. The legal process to reclaim these lots requires the board identify plots where 20 or more years have elapsed since the last internment of any immediate family member of the owner of record. 154 of these plots were purchased prior to 1930 and there have been no internments of family members since that time (84 years) nor any donations by these plot owners to the Cemetery Association for care of the Cemetery since 1980, which is the last year of our record of donations. These appear to be plots where the families have moved from the area and are not participating in helping the Association maintain the cemetery grounds or interested in interring other family members in these plots. Because the board voted to move forward with steps 1 and 2 of the legal process at the meeting in 2013 if the number supported this action, the second step would be to place a “notice” on the unoccupied space at the Cemetery and mail a letter to the last known address and wait three years. Cheryl indicated she would like to review the list with Gary Ostheller and Guy Williams prior to moving forward with the board placing markers on the plots and mailing letters to the last known address. Guy Williams asked that we verify if a lot could be marked or if each plot needed to be marked. Cheryl Loeffler suggested articles be written for the Spokane newspaper and town and cemetery newsletters listing the family names to see if readers could help us locate the families and have someone follow up on these leads.

**7. Update, Fundraising Projects:** Barb Ostheller, Vice President of Fundraising, indicated she continues to look for fundraising ideas. Several options were suggested including writing a history booklet, showing the documentary films on small towns in America, hosting a variety show, etc. After discussion it was concluded that having an event during Flag Day when we have a critical mass would be best. Barb indicated hosting a quilt show might be a good draw as it had been done this in years past and were successful and the upstairs of the Community Center was available. It was agreed. She will begin working on the plans to host a Quilt show to raise funds for the Cemetery during the 2015 Flag Day Celebration.

**8. \*Update: Memorial Day Event, Saturday, May 24, 2014:**

Cheryl Fischer, Secretary distributed copies of the 2014 Memorial Day Observance Program and briefly reviewed it with those in attendance. She indicated she very pleased that we had the Mayor, the Boy Scouts, Veterans of Foreign Wars, Daughters of the American Revolution, as well as a number of local residents volunteer to participate. This year Pastor Paul will play his guitar during the group sing. The event was advertised in the Fairfield Newsletter, the Cemetery Annual Newsletter, and by distributing news bulletins to Fairfield Care, the Lutheran and Presbyterian Church, and posters around town. It was also advertised in the surrounding communities, along with the other Memorial Day events at area Cemeteries, through the town halls in Latah, Tekoa, Waverly, Rockford, and Spangle.

**9. \*Report of Progress on Goals – 2015:**

Guy Williams, President, reviewed the goals the Cemetery Board completed from 2010 – 2014 include:  
2010: A top to bottom renovation of the cemetery storage building including a new roof & siding  
2010-2011-2012 The removal of three huge piles of dead branches  
2010-2011: Restoration, re-dedication, and re-setting of the antique gate originally built in 1895  
2011: Grading and re-graveling the cemetery roads  
2011-2012: Removal of 7 dead trees and re-planting new trees  
2012: Created a “Procedures Book” with an updated description of duties for each office in the Cemetery Association as well as an updating the cemetery procedures and rules.  
2013: Completed a Fairfield Cemetery web site that is part of the Town of Fairfield web site. It includes the history of the Cemetery, minutes of the Annual Meeting, a list of Veterans interred, etc.  
2011-2014: Raised the additional funds required to trim the majority of the Norway maple trees that surround the cemetery and the trees in the interior of the Cemetery  
2014: Graded and seeded the east end of the cemetery to grass between the row of trees and Cemetery boundary to protect the roots and branches of the trees from damage by farm equipment.

The following goals are in progress:

1. Review, update and coordinate, cemetery plot maps and computer records and replace missing cemetery survey markers and clarify boundaries.
2. Obtain a signed contracts outlining specific duties and total costs for all vendors that are scheduled to be paid by cemetery funds prior to any service being performed and request that they submit “warrants” to the town when they wish to be paid. (Still in progress, although the majority of the grounds and tree maintenance personnel have been hired in the last two years with a written contract with the Town of Fairfield that outline the services expected and the fees agreed upon prior to service).

3. Identify possible abandoned lots and complete the 5 years of legal steps to officially identify them as such.

Guy went on to summarize Long Term Goals the board had previously approved but put on hold until the major maintenance project and other higher priority goals are completed. These include:

1. Conducting a fund-raising efforts to increase the corpus in the INWCF Endowment Fund by \$1,000 each year over a 10 year period so the interest generated will cover all of the anticipated including differed maintenance since the interest income from the account in the Bank of Fairfield is very low.
2. Prepare a marketing brochure for plot sales for local use.
3. Obtain e-mail addresses to facilitate prompt and free communication with Association members or others interested in the Fairfield Cemetery.

Cheryl Loeffler suggested that a space requesting e-mail addresses be added to all donation forms.

## **New Business**

**10\* Treasurers Report 2013 and Draft of Proposed Budget for 2014, 2015:** Cheryl Loeffler distributed copies of the final budget for 2013. She indicated we had \$5,343.97 in income and \$5,378.54 in expenses. She presented the proposed budget for 2014 and after discussion modifications were agreed upon and Cindy Williams recommended approval of the 2014 budget and Cheryl Fischer seconded. It is proposed we will have \$4,726.59 in both income and expenses. It was approved. Cheryl Loeffler indicated the 2015 budget included the actual amounts of the interest income from the Inland Northwest Community Foundation, and an estimated amount the Bank of Fairfield with an expected income and expenses to be about \$3,650. After recommended changes were discussed, Cindy Williams moved and Barb Ostheller seconded approval. The proposed budget for 2015 was approved as modified and Cheryl Loeffler will send the revised copies of the 2014 and 2015 budgets to Board Members electronically following the meeting and Cheryl Fischer will append them to the minutes.

**11. Grounds Maintenance Report and Proposed Projects:** John Jesseph, Inland Tree Service, was unable to attend the meeting. Board members indicated that it was their understanding that all but 5 trees had been trimmed of the more than 100 trees at the cemetery that have been trimmed in the past 4 years. The trees appear greener and healthier than they did prior to the pruning although there were still a good number dead branches this spring but not nearly the huge piles we had been experiencing prior to having them pruned. Cheryl Fischer asked if we knew when the lilacs would be planted that were a part of the trees and lilacs from the Les Gerhauser Memorial Fund.

**12.\*Sexton Report (# burials and lots sold in 2014):** Gary Ostheller, Sexton presented the following list of those Interred at Fairfield Cemetery from 2010 to present. He has not included the names of Jerry Holt and Barbara Browning because only a marker has been placed or stone lettered, but Gary has not been notified of an actual interment for these two individuals. Cindy Williams mentioned that she has noticed that in the past records, Sextons have listed those as “memorial” burials until the status has changed, and some remain a memorial, but in this way we have a record.

### **2010**

Tiffani Lewis, (Sept. 20, 2010) Sept. 25, 2010, Block 19 #23 \* (lot sold incld in funeral home payment)

Levi Garratt Larrison, (Sept 18, 2010) Nov. 13, 2010, Block 19 # 23

1 Lot sold

## **2011**

Derald Denny Bozarth, (Feb. 11, 2011) Feb. 19, 2011, Block 83, #14 - Veteran  
Brant Ames Thieren, (August 4, 2010) April 16, 2011, Block 3, #6 – Veteran \* (Lot sold)  
Marc Richard Roecks, (Nov. 14, 2011) November 19, 2011, Block 68, #7  
1 Lot sold

## **2012**

Claire “Marty” Boleck, (Jan. 13, 2012) January 21, 2012, Lot 2 Gravesite #3  
George Boleck, (Jan. 13, 2000) March 4, 2000, Lot 2 Gravesite #4  
Frances Lorraine Montange,(xxxx) August 1, 2012, Lot 40 Gravesite #1  
Jackie Huber Fuller, (1994) 2013, Lot 2 Gravesite #9.  
Lester L. Gerhauser, (1924); July 28, 2012, Lot 130, site #18 (M)  
1 Lots sold

## **2013**

Barbara F. Browning (Born Sept. 1, 1929) May 29, 2013 Lot 40 Gravesite 21 & 22.  
Alfred Weyen, (4-8-23) March 20, 2013, Lot 43 Gravesite # 3  
Dorothy Ostheller, (1925) 2013, Lot 109 Gravesite #15  
8 gravesites sold to Joseph Ostheller Lot 110 Gravesites #117-124

## **2014**

Carol Ann Ostheller(1942) 2014 Lot 108 Gravesite #4  
Gerald Dan Holt (June 1930) January 2014 Lot 69 Gravesite 12 (M)  
0 Lots sold as of 6-1-14 to date

**12. Arrange place and time of Annual Meeting and Cemetery Clean-up 2015:** Guy Williams indicated that Memorial Day falls on Monday, May 25 in 2015. Cheryl Fischer moved that we have clean- up day on Friday, May 22, 2015 from 9-12 noon, that our Annual Meeting be held following that event at Zythum Brewing Company or if that is not available to us, at the Community Center, at 1pm, and our Memorial Day event by scheduled for Saturday, May 23, 2015 at 1pm. The motion was seconded by Corlee Johnson and was passed.

**13. Election of Officers for 2014-15:** Guy Williams called for nominations. Barb Ostheller moved that, if the same officers that served last year were willing, they be nominated to serve in 2014-2015. Corlee Johnson seconded the motion. The officers all agreed to serve and the motion was passed. The officers for 2014-15 are:

Guy Williams, President;  
Barb Ostheller, Vice President;  
Cheryl Loeffler, Treasure;  
Gary Ostheller, Sexton;  
Cheryl Fischer, Secretary.

**The meeting was closed by President Guy Williams at 2:00pm**

\* There are handouts distributed at the meeting that were related to this item and are appended to the minutes.

