

Approved Meeting Minutes

Fairfield Town Council

Regular Session

June 5, 2025

Regular Session

Date: Thursday, June 5, 2025

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

Time: 6:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor Hollie McKinney, Tyler Thomas, Richard Cameron, Michael Weber

Excused: RL Panek

Staff Present:

Stephanie Shelley - Recorder, Todd Sheeran - Attorney (via Zoom)

Others Present:

Samatha Manseau, Vern Carson, Tal Adair

Others Present Via Zoom:

Jim

2) Prayer / Pledge Of Allegiance

Councilman Thomas offered the prayer. The Pledge of Allegiance was recited.

General Public Comment (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application.

No members of the public came forward to speak.

Business Items

The Council will discuss (without public comment) and may approve the following items:

1) Discuss and approve someone to do work at the cemetery.

The council discussed hiring someone to take pictures of headstones at the cemetery to comply with historical society requirements. Vern explained that the cemetery has become part of the historical society and needs documented information on all headstones, as names are starting to fade due to wear and tear.

Mayor McKinney suggested paying Reagan, a daughter of one of the cemetery board members, to do this work. Mayor McKinney proposed using an iPad to take pictures that would mark the location and upload to a program, tying into GPS coordinates for exact grave locations.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

June 5, 2025

Todd Sheeran advised that as long as there was money in the budget, the council could make this decision. He clarified that if it's under 20 hours a week, it would be a 1099 situation.

Councilmember Weber expressed concern about nepotism, but the Mayor clarified that it would be beneficial to have someone familiar with the cemetery doing the work.

The council agreed to have Todd send a contract for the job, specifying it as a one-time task rather than ongoing employment.

2) An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

Mayor McKinney announced that consideration of the Cemetery Ordinance would be postponed, as the accompanying rules and regulations are not yet finalized. She expressed concern about adopting an ordinance that references documents still under development.

The Council discussed the naming of the cemetery as it appears on the Utah County Parcel Map, where it is listed as the "Fairfield Cemetery District." Members reviewed the historical background of the cemetery district, initially established by Roland Hansen and David Hanson to manage burial arrangements and collect associated fees.

Todd agreed to work with the Mayor to investigate the current legal and operational status of the cemetery district and determine appropriate next steps. The Council also noted that a quitclaim deed was recorded in June 2023, with the grantor identified as the Fairfield Cemetery District.

Mayor McKinney emphasized the importance of clarifying the district's status before moving forward with the new ordinance.

3) Ordinance No. 2025-09 Rescinding the Verbiage in Title 3.1. Business License Regulations, and Replacing said Verbiage

The Council carefully reviewed and discussed Ordinance No. 2025-09, which proposed major updates to the town's business license regulations. The goal was to make the licensing process more transparent,, and easier for businesses to navigate. The Council examined both minor wording changes and more substantial structural updates that could impact how businesses operate in Fairfield going forward.

Councilman Thomas made a motion to approve Ordinance No. 2025-09, Ordinance Rescinding the Verbiage in Title 3.1. Business License Regulations, and Replacing said Verbiage with Exhibit A below, dated June 5, 2025. Councilman Cameron seconded the motion.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Approved Meeting Minutes

Fairfield Town Council

Regular Session

June 5, 2025

Councilman Weber - Yes

Councilman Panek - absent

The motion passed with four 'Yes' and one absent.

4) Ordinance No. 2025-10. An Ordinance Rescinding the Verbiage in Title 3.5. Home Based Businesses Regulations, and Replacing said Verbiage With Exhibit A Below

The Council approved updates to the business license regulations under Ordinance No. 2025-09, aiming to make the rules more transparent and easier to follow. They discussed creating a simple process for businesses on the regulations, and emphasized that businesses must remain in compliance with town codes to renew their special use permits. The ordinance also addressed prorated license fees for businesses that apply mid-year, ensuring fairness and clarity. Changes were made to the definitions of commercial vehicles and home-based business rules, including allowing up to four non-resident employees for major home-based businesses and refining what types of commercial equipment can be kept on-site. These updates were designed to support business growth while maintaining Fairfield's community standards.

Motion: Councilmember Thomas made a motion to approve Ordinance No. 2025-10, an ordinance rescinding the verbiage in Title 3.5. Home Based Businesses Regulations, and replacing said verbiage in Exhibit A, dated June 5, 2025. The motion was seconded by Councilmember Cameron.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - absent

The motion passed with four 'Yes' and one absent.

5) RFP for the Town Park.

Councilman Cameron brought up concerns about the arsenic issue at the town park, based on a previous Earth Tech report. He questioned whether it was necessary to spend money on capping the site with four inches of soil at this stage, especially without clear guidance or oversight, and after receiving limited input from the Department of Air Quality.

The Council discussed the first phase of the park project, which includes building a parking lot, adding a storm drain and water line, and grading the area. Cameron suggested postponing the soil capping to a later phase. Mayor McKinney and other members considered the town's responsibility to address environmental concerns but agreed to gather more information and possibly revisit the arsenic plan in future phases.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

June 5, 2025

6) **Water Ordinance**

Mayor McKinney led a discussion on possible updates to the town's water ordinance. One key suggestion was to allow building permits to be issued as soon as the water share transfer process is started, rather than waiting until it's fully completed. This change would help speed up the process for homebuilders.

The Council also discussed how to handle water requirements for industrial and commercial projects. One idea was to allow developers to "bank" water, with an initial requirement to transfer 25% of the project's total water needs upfront. The Mayor noted that Bowen Collins would be reviewing and updating ERU (Equivalent Residential Unit) calculations, which could also affect impact fees. However, the Council expressed concern about raising those fees any further.

Another topic was the current rule requiring water line connections within 1,000 feet, which the Council felt may be outdated. They agreed this distance should be reconsidered based on the current cost differences between drilling wells and extending water lines. Lastly, the Council discussed whether property owners should be required to cap existing wells when transferring water shares to the town. The Mayor said these issues would be included in a draft version of the ordinance for further discussion at a future meeting.

The Council discussed whether to meet with the Pringles to talk about a possible Master Development Agreement (MDA) before the town adopts an airport overlay. Some members were open to meeting, as long as both the town's and the Pringles' attorneys were present. However, concerns were raised that the overlay should guide what can and can't be included in the agreement.

The Council agreed it would be more productive to wait until the airport overlay is finalized and reviewed by an engineering firm. Once that review is complete, the town will have a clearer understanding of what regulations apply. The decision was to hold off on any meetings with the Pringles until the overlay is in place.

Adjournment

Councilman Thomas made a motion to adjourn the meeting. Councilman Cameron seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:31 p.m.

June 18, 2025

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder