

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

Minutes

Date: Wednesday, October 15, 2025

Location: Fairfield Town Office, 121 West Main Street, Fairfield, Utah

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor Hollie McKinney, RL Panek, Richard Cameron, Michael Weber

Excused: Tyler Thomas

Staff Present:

Recorder: Stephanie Shelley Attorney: Brad Christopherson

Others Present: Tal Adair

Others Present Via Zoom: Logan Ginos, iPad

2) Prayer / Pledge Of Allegiance

Councilman Cameron offered the prayer. Those present recited the Pledge of Allegiance.

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. *Each person has two minutes, with a total limit of 14 minutes.*

No public comment was given.

Consent Items

The Council may approve these items without discussion or public comment and may remove an item to the Business Items for discussion and consideration.

1) Approval of Minutes: September 17, 2025; September 24, 2025; September 25, 2025.

2) Approval of Financials: August 30, 2025.

3) R2025-18 A Resolution Of Fairfield Town Council Of Fairfield, Utah, Appointing A Chief Administrative Officer And Records Officer(S) In Compliance With The Government Data Privacy Act (Gdpa)

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

Councilman Panek motioned to approve all consent items listed, excluding the one from the September 25th minutes. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Business Items

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

1) Christmas Event details

Councilman Cameron confirmed he is organizing the Christmas event following the same format as previous years. The Council discussed the potential use of the new town property for parking; however, Councilman Cameron noted the area may not be suitable in wet or snowy conditions due to mud and limited access. Mayor McKinney suggested it could be reserved for handicapped parking or event helpers, and the Council agreed.

Mayor McKinney reported that the following arrangements have been confirmed:

- Drone show
- Entertainment
- Two food trucks
- Santa's float for the Parade
- Hot chocolate managed by Tandy Waterson
- Layne Dansie as MC and audio support

The Council agreed to provide porta-potties this year. Mayor McKinney recommended contacting Brad Norris for the service.

Road clearance for the event was discussed. Councilman Cameron confirmed that Ben has already added road base over a pipe and cleaned up an area; they will also ensure the east entrance is accessible.

Mayor McKinney expressed interest in booking Highland cows for the event, noting they would be popular with residents. Councilmembers discussed the idea humorously and agreed it could help draw attendees. Nothing was decided.

2) Discuss the remaining items to be taken care of at the old town office

Councilman Cameron requested that the wood floors in the old office be refinished.

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

The Council discussed whether to remove the wire molding previously installed for cameras. Councilman Cameron noted the molding was attached with double-stick tape that could damage the drywall if removed and recommended leaving it in place. They also discussed relocating the internet equipment currently in the building; however, Councilman Cameron stated that a wireless access point is already installed there and would prefer to keep it.

3) Discuss Maintenance for the New Town office and what needs to be completed

The Council reviewed several maintenance items for the new town office:

Fall Cleanup: Councilman Weber agreed to prune trees and bushes, cut down sagebrush, and trim trees around the building. Due to an upcoming deer hunt, the work will be completed over the next two weeks.

Construction Debris: The Council discussed gathering leftover 2x4s from construction, removing the screws, and retaining the usable lumber instead of disposing of it.

Exposed Foam: Councilman Cameron suggested several low-cost options to cover exposed foam on the building, including using metal decking or applying stucco.

Siding Repair: A hole in the siding left from a handrail attachment will need a cap or trim piece installed.

Parking Lot Lighting: Councilman Cameron obtained solar-powered lights with remote controls that can be mounted on poles. He proposed using existing well pipe on site, cementing it in place, and installing two lights per pole.

Well Freezing Concerns: The Council discussed protecting the well from freezing during winter. They suggested contacting Kale Black for well service to install heat tape and insulation, noting the importance of preventing frozen water lines.

Handicapped Parking Sign: The temporary A-frame handicapped parking sign will be replaced with a permanent post-mounted sign.

Door Code Security: Mayor McKinney reminded the Council not to share the office door code to maintain building security.

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

4) Discuss and update on the town park

The Council discussed several components of the Town Park project:

Pickleball Courts and Baseball Field: Mayor McKinney recommended preparing designs for the pickleball courts and baseball field so construction can begin in the spring. A council member noted that Shawn (Strong) is already coordinating with contractors to gather information for the pickleball courts.

Soil Testing: Shawn (Strong) is working with AGEK to conduct geotechnical testing on the topsoil stripped from the site, specifically to check for arsenic levels. The intent is to return this soil over the park area rather than pay to haul it away. The Council expects the top three inches of soil to be suitable for reuse.

Inspections: The Council agreed to have Staheli handle project inspections. The county fire chief will conduct the required hydrant inspection.

History Path: Councilman Cameron reported that Shawn (Strong) has offered to donate the base and grading work for the history path. One contractor has submitted a bid of approximately \$105,000, and they are awaiting a second bid from Oakland. Mayor McKinney did confirm that the County Grant will cover the history path. If the weather allows, the Council agreed to proceed.

Future Development Sequence: The Council discussed project phasing, noting that once the baseball backstop is installed, they will establish the footprint for the playground and pickleball court, and then proceed with the installation of sprinklers.

5) Bowen & Collins Task order Fairfield Town North Water Line Extension

The Council reviewed the task order from Bowen & Collins for the north water line extension. Mayor McKinney recommended adding a pre-bid meeting to the scope of work. The Council discussed who should conduct the meeting; Councilman Cameron offered to lead it if provided with the drawings in advance. Mayor McKinney noted that Bowen & Collins may be better suited to conduct the meeting since they are the project designers.

Councilman Weber motioned to approve Task Order 25-03. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

Councilman Cameron - Yes

Councilman Weber - Yes

6) Water and Impact Fee Agreement and notice of restriction for Comcast

The Council reviewed an agreement to waive water impact fees and water rights requirements for Comcast. Mayor McKinney noted she had corrected the document to reference “water rights” rather than “water shares.” The agreement will be recorded against Comcast’s property, clarifying that if any additional structures are built in the future, Comcast will be required to obtain the necessary water rights.

Mayor McKinney also reported meeting earlier that day with Comcast representatives concerning landscaping for their site. Comcast inquired about water availability for landscaping, and Mayor McKinney recommended using rockscape in front of the buildings, noting it would be appropriate for their facility and reduce water needs.

Councilman Cameron motioned to approve the water and impact fee agreement and notice of restrictions for Comcast. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

7) Appointment of town attorney

Brad Christopherson of Hayes Goodfrey and Bell joined the meeting online to introduce himself. He explained that his firm has significant experience in municipal law and that he has worked with numerous cities along the Wasatch Front and Wasatch Back during his 13 years with the firm, including small towns comparable to Fairfield. Brad stated he would serve as Fairfield’s primary contact, with support from five additional attorneys as needed.

Brad also shared his background as a former elected official, having served eight years on the Taylorsville City Council, which he said provides insight into the challenges council members face in working with constituents.

Mayor McKinney noted that Fairfield is a small town with limited staff and that she would likely need to call him frequently with questions to ensure the town handles issues correctly from the outset. Brad agreed with this approach. Councilman Panek added that

Approved Meeting Minutes

Fairfield Town Council

Session

October 15, 2025

council members are volunteers who did not seek public office but simply want to help the town run effectively while managing full-time jobs. The Council emphasized they have no agenda beyond serving the community.

Brad assured the Council they are not locked into a long-term agreement if they ever become dissatisfied with the services provided, though he noted his firm typically maintains long-standing relationships with clients.

Councilman Cameron motioned to appoint Brad Christoperson with Hayes Goodfrey and Bell, Pc to provide legal services to Fairfield Town. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Brad also reported that he had spoken with the Property Rights Ombudsman regarding an undeveloped subdivision at the airpark and had secured an extension until November 7th to respond. He explained that the property owners had requested a formal opinion on whether the Town had complied with applicable law, and he is currently reviewing the Town's ordinances in preparation for that response.

Adjournment

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

The meeting adjourned at 7:39 p.m.

November 19, 2025

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder