

Approved Meeting Minutes
Fairfield Town Council
Public Hearing / Regular Session
May 13, 2026

Minutes

Date: Wednesday, May 13, 2026

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

Time: 7:01 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

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

Staff Present: Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Attorney: Brad Christopherson (via Zoom), Sergeant Dutson

Others Present: Dave Sanderson, Davie Riet, Kelton Butterfield, Vern Carson

Others Present Via Zoom: Tal Adair (Fairfield Industrial Park), Logan Ginos, Andy Robbins (Meeder Investments), Michael, Alina, Jim Spung.

2) Prayer / Pledge Of Allegiance

Richard prayer

3) Sheriff's Department Update.

Sergeant Dutson reviewed the Sheriff's Department activity report for the month of April. He reported that Fairfield experienced a relatively quiet month, with one abandoned vehicle, several assistance contacts, one medical call, one property damage incident, one threatening suicide call, one traffic offense, one VIN inspection, one welfare check, and approximately twenty traffic stops. Mayor McKinney asked if there were any concerns or issues the Town needed to address at this time. Sergeant Dutson stated there were no major concerns, and no additional action was needed from the Council.

The Council thanked Sergeant Dutson for the update.

4) Planning Commission Update.

David Riet provided an update on behalf of the Planning Commission. He reported that the Planning Commission had completed a review of the landscaping ordinance and forwarded a positive recommendation to the Town Council pending legal review. He stated the legal review had since been completed and that the ordinance was in good shape moving forward.

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Business Items

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

1) Andy Robins Meeder Investments (formerly Mortenson Investment) update.

Andy Robbins with Meeder Investments, formerly Mortenson Asset Management, joined the meeting remotely to provide an economic update and overview of Fairfield's investment portfolio.

Mr. Robbins explained that Mortenson Asset Management had recently merged with Meeder Public Funds, but the management team handling Fairfield's investments remained unchanged. He began with a review of current economic conditions and recent Federal Reserve activity. He informed the Council that Kevin Warsh had recently been confirmed as the new Federal Reserve Chair and discussed current inflation data and interest rate projections.

Mr. Robbins explained that the recently released April inflation report showed inflation at 3.8%, exceeding expectations and remaining significantly above the Federal Reserve's target rate of 2%. He explained that, because unemployment rates remain relatively stable, the Federal Reserve is expected to continue focusing on controlling inflation by raising interest rates. He stated that only a few months earlier, it appeared possible that the Federal Reserve would begin lowering interest rates during the year, but inflation concerns had shifted those expectations.

Mr. Robbins then reviewed Fairfield's investment portfolio. He stated that approximately \$1.2 to \$1.3 million is currently invested through Meeder Public Funds, with approximately 90% invested in certificates of deposit and the remainder invested in high-grade corporate bonds. He explained that the investment strategy is intentionally conservative in order to maximize safety and liquidity while still producing competitive returns. He noted that most of the investments are FDIC-insured and that the portfolio currently has a weighted-average life of approximately 1.5 years.

Mr. Robbins stated the portfolio is currently yielding approximately 4.5%, compared to approximately 3.8% through the Public Treasurer's Investment Fund (PTIF). He further reported that the portfolio currently reflects approximately \$7,000 in unrealized gains and could be liquidated within approximately forty-eight hours if funds were needed for a major Town project or emergency.

Mr. Robbins discussed the possibility of Fairfield investing additional funds and stated that current market conditions would make it a favorable time to expand investments. He explained that if additional funds were invested, he would likely recommend increasing allocations into certificates of deposit, corporate bonds, treasuries, and agency investments.

Mayor McKinney requested that Mr. Robbins email the presentation materials to Treasurer Codi Butterfield for distribution to the Council. The Council thanked Mr. Robbins for the presentation and update.

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2) Dave Sanderson's introduction, contract discussion, and approval.

Mayor McKinney introduced Dave Sanderson of DS Accounting Services and explained that the Town had begun seeking additional accounting support after experiencing ongoing communication and reporting issues with its current accounting support provider. She stated that financial reports had often been delayed and that emails requesting assistance frequently went unanswered.

Mayor McKinney explained that while attending the League of Cities and Towns conference in St. George, Town representatives met Mr. Sanderson after hearing him answer questions during a conference session. She stated that the Town had struggled to determine how to properly account for funds received from the Utah Inland Port Authority project area and that Mr. Sanderson was able to immediately provide guidance and clarification.

Mr. Sanderson introduced himself and reviewed his professional background. He stated he has worked in governmental accounting for approximately thirty-five years and previously served as Finance Director for West Jordan City for nineteen years, later working for a special service district and Lehi City. He explained that during his time in Lehi, he oversaw approximately \$200 million in public funds. Since 2017, he has operated DS Accounting Services, providing accounting and financial services to numerous Utah cities, towns, water districts, and interlocal entities.

Mr. Sanderson explained that his services include monthly reconciliation, audit preparation, bond entries, financial reporting, and internal control oversight. He also stated that he currently works with the Utah League of Cities and Towns, assisting with internal control review and fraud prevention.

The Council discussed the number of entities Mr. Sanderson currently works with and questioned whether Fairfield would require significant time commitments. Mr. Sanderson stated that he has developed efficient systems and templates through years of experience and indicated that Fairfield would not require extensive time to manage. He further explained that he had already begun reviewing Fairfield's current financial structure and had identified areas where reports and budgeting processes could be improved.

Discussion also focused on the Town's investment structure and upcoming PTIF agenda items. Mr. Sanderson explained that while most Utah municipalities primarily invest through PTIF, Fairfield's existing investment relationship with Meeder Investments was also beneficial. He stated that maintaining funds in both PTIF and Meeder Investments created diversification and flexibility, and compared the approach to not putting all eggs in one basket.

Council members expressed confidence in Mr. Sanderson's qualifications and experience. Mayor McKinney noted that Alpine City had highly recommended his services.

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3) Approve resolution [R2026-06](#) A Resolution Authorizing The Execution Of Agreement With DS Accounting Services.

Mayor McKinney presented Resolution R2026-06, authorizing the execution of an agreement with DS Accounting Services. She explained that the Town had been evaluating additional financial management support and believed Mr. Sanderson's governmental accounting experience would strengthen the Town's financial reporting, budgeting, and investment oversight.

Council members discussed Mr. Sanderson's experience working with municipalities throughout Utah and expressed confidence in his qualifications and recommendations regarding Fairfield's financial management structure.

Councilman Thomas made a motion to approve R2026-06, A Resolution Authorizing The Execution Of Agreement With DS Accounting Services. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

4) Discuss and approve [R2026-07](#) A Resolution Authorizing the Transfer and Investment of Fairfield Public Funds in PTIF and Insured Cash Sweep Accounts.

Mayor McKinney explained that Resolution R2026-07 would authorize Fairfield to transfer and invest public funds into the Public Treasurer's Investment Fund (PTIF) and insured cash sweep accounts. She explained that the Town anticipated transferring approximately \$1.6 million associated with the Utah Inland Port Authority repayment funds into PTIF investment accounts.

Councilman Weber asked about the risks associated with PTIF, noting that the funds are not FDIC-insured. Mr. Sanderson explained that PTIF is backed by the State of Utah and is commonly utilized by public entities throughout the state for public fund management. He further explained that Meeder investment accounts also exceed FDIC insurance thresholds once balances surpass \$250,000, making diversification between investment structures important.

Mr. Sanderson explained that PTIF functions primarily as a highly liquid cash management tool because funds can be deposited and withdrawn quickly without penalty. He stated that municipalities commonly use PTIF to manage day-to-day cash flow needs while utilizing longer-term investments, such as certificates of deposit through Meeder Investments, to capture higher yields over time.

Mr. Sanderson discussed how excess operating funds can regularly be transferred between checking accounts and PTIF accounts in order to maximize interest earnings while still

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maintaining sufficient operating balances for day-to-day expenses. He recommended minimizing large balances held in standard checking accounts whenever possible.

Mayor McKinney noted that Andy Robbins with Meeder Investments had similarly recommended reducing the amount of money maintained in standard bank accounts and instead placing excess funds into investment or sweep accounts to maximize returns while maintaining liquidity.

The Council discussed the benefits of maintaining investments in both PTIF and Meeder Investments in order to provide diversification, flexibility, and improved cash management.

Councilman Thomas made a motion to approve Resolution R2026-07, A Resolution Authorizing the Transfer and Investment of Fairfield Public Funds in PTIF and Insured Cash Sweep Accounts. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

5) Discuss and approve the Public Entity Resolution identifying authorized individuals to act on behalf of Fairfield.

Mayor McKinney explained that the Public Entity Resolution identifies the individuals authorized to act on behalf of Fairfield regarding the Town's PTIF accounts. She stated that the resolution designated Treasurer Codi Butterfield and Dave Sanderson as the authorized representatives for the accounts.

The Council briefly discussed the notarization requirements for the PTIF documentation and the State's process for account authorization paperwork.

Councilman Thomas made a motion to approve the Public Entity Resolution identifying authorized individuals to act on behalf of Fairfield. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

6) Discuss and approve Fairfield Resolution [R2026-08](#) approving the Public Entity Resolution.

Councilman Thomas made a motion to approve Resolution R2026-08 approving the Public Entity Resolution. Councilman Cameron seconded the motion. The motion passed unanimously.

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Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes

7) Discussion on hiring a Town planner.

Attorney Brad Christopherson introduced Jim Spung as a potential contract town planner for Fairfield. Mr. Christopherson stated he had previously worked with Mr. Spung while serving in Taylorsville City and described him as one of the most qualified planners he had worked with. He explained that Mr. Spung previously served as a senior planner in Taylorsville before transitioning into private consulting work in Denver, where he assisted numerous municipalities with code revisions, land use planning, and development projects.

Mr. Spung joined the meeting remotely and discussed his professional experience working with municipalities throughout the western United States on land use planning, zoning, development standards, and municipal code revisions. He stated he particularly enjoys helping communities organize and modernize municipal codes and administrative procedures.

Mayor McKinney explained that Fairfield has spent the last two years revising and updating large portions of the Town Code and noted that many recently adopted ordinances currently exist separately from the Town's outdated code book. She stated that American Legal is currently preparing a consolidated updated code book, which is expected to be completed soon.

Mayor McKinney identified Title 10 and the Town's conditional use permit process as areas of particular concern. She explained that Fairfield recently adopted a temporary moratorium involving conditional use permits due to concerns regarding unclear standards and procedures. She stated that the Town needs additional professional assistance in establishing clearer land-use procedures, application requirements, and development standards.

Mr. Spung explained that many municipalities struggle with procedures that have evolved over time without being clearly organized in the code. He discussed the importance of establishing clear application processes, review standards, and decision-making authority so applicants and Town officials can easily understand what is required and how decisions are made.

Mr. Spung explained that much of the work involves reviewing existing regulations, identifying areas that create confusion, and organizing procedures into a format that is easier for staff, applicants, the Planning Commission, and the Town Council to follow. He stated that once a clear framework is established, the review and decision-making process becomes more efficient and consistent.

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Council members discussed accountability, budgeting, and how planning projects would be managed moving forward. Councilman Weber expressed concerns regarding oversight and ensuring that the Town maintained control over planning projects, project priorities, and associated expenditures. Mr. Christopherson explained that a professional services agreement would be prepared, similar to the Town's agreement for legal services, and noted that the Town would retain control over the scope of work and maintain the ability to terminate the agreement if necessary.

Mr. Spung stated that he prefers to provide detailed project scopes and estimated budgets before beginning work so expectations remain clear. He explained that he would identify estimated hours, project tasks, and anticipated costs prior to beginning individual assignments.

Mr. Spung stated his proposed rates would be \$250 per hour for complex code consulting work and \$165 per hour for standard contract planner services, including application and site review.

Council members expressed support for moving forward with professional planning assistance and agreed that revising and organizing the conditional use permit process should likely become the Town's first priority.

8) Discuss a proposed date of June 24th for the Town Council meeting.

Mayor McKinney discussed scheduling the June Town Council meeting and proposed holding the meeting on June 24, 2026, in order to complete the required budget adoption proceedings prior to the June 30 deadline.

Councilman Cameron stated he would be out of town but would be able to attend the meeting remotely.

Attorney Christopherson clarified that the Town's final budget adoption deadline this year is June 30 and confirmed that the proposed meeting date would provide adequate time to complete the required public hearing and adoption process.

The Council expressed agreement with the proposed meeting date.

Mayor McKinney asked for a vote to move the Town Council meeting on June 24, 2026. The vote was unanimously approved.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

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9) **Discuss and vote on [2026-04](#) An Ordinance amending Title 10.19.00. Landscape Requirements, Adding Definitions and Amending Requirements to the Landscape Requirements.**

Attorney Christopherson reviewed the final revisions to Ordinance 2026-04 amending Title 10.19 regarding landscape requirements. He explained that the Planning Commission had conducted extensive line-by-line review of the ordinance over several public hearings and made multiple revisions in response to concerns raised by residents during the review process.

Mr. Christopherson recommended removing the ordinance enforcement sections and instead incorporating enforcement language into a general enforcement section of the Town Code in order to maintain consistency throughout the code book.

Mayor McKinney emphasized that the ordinance applies prospectively and does not impose new landscaping requirements on existing homes, businesses, or landscaping currently in place within the Town.

Council members discussed public concerns that portions of the ordinance could become overly restrictive or resemble HOA-style regulations. Mayor McKinney stated that the Planning Commission had listened carefully to public feedback and made significant revisions intended to reduce unnecessary restrictions while still maintaining standards designed to protect the quality and appearance of future development within Fairfield.

Councilman Panek stated that while the ordinance establishes higher standards, those standards are intended to encourage and maintain higher-quality future development throughout the community.

Councilman Thomas made a motion to approve Ordinance 2026-04, An Ordinance Amending Title 10.19 Landscape Requirements, Adding Definitions and Amending Requirements to the Landscape Requirements. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

10) **Approval of Minutes: [April 15, 2026](#).**

Councilman Weber asked for clarification regarding the Town's process for preparing meeting minutes.

Recorder Stephanie Shelley explained that Zoom recordings and transcripts are used as the primary source when preparing draft minutes, with separate audio recordings maintained as

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backup. She explained that the final written minutes are intended to summarize key discussions, legal actions, and decisions while remaining accurate to the official meeting record.

Mayor McKinney emphasized the importance of distributing draft minutes promptly following meetings so Council members can review discussions while the information remains fresh in their minds. She stated that timely review also helps ensure assignments, action items, and follow-up discussions are properly remembered and addressed.

Council members briefly discussed the challenges associated with speaker identification on recordings, particularly during overlapping discussions or when multiple speakers have similar voices.

Councilman Weber motioned to approve the April 15, 2026, meeting minutes. Councilman Cameorn seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes

11) Discussion on the America 250 celebration on June 29th, 2026.

Mayor McKinney informed the Council that municipalities had received approximately \$3,000 to host events associated with the America 250 celebration.

The Council discussed organizing a community event at the Town park similar to prior community activities. Proposed activities included food trucks, a cornhole tournament, giveaways, and community games.

Councilman Weber volunteered to coordinate the cornhole tournament and offered to contact the same company used for prior tournaments.

Council members discussed concerns regarding long food lines experienced during previous events and suggested bringing in an additional food truck to improve service and reduce wait times. The Council discussed potentially inviting both a taco truck and a burger truck to provide additional options for attendees.

The Council agreed that Monday, June 29, 2026, would likely work best for the event, with activities tentatively beginning at approximately 6:00 p.m.

Council members expressed willingness to assist with event planning, setup, and coordination.

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12) Discussion on code book update.

Mayor McKinney informed the Council that American Legal is expected to return the Town's updated consolidated code book within approximately two weeks.

She explained that the current Town Code structure has become difficult to navigate because numerous updated ordinances currently exist separately from the older code book. She stated the updated version will make it significantly easier for staff, officials, and residents to locate and review applicable code sections.

Mayor McKinney encouraged all Council members to thoroughly review the updated code book once it is distributed.

Public Hearing

The Council will accept public comment, two minutes per person, on the following item(s):

1) Staff review, presentation, and discussion on Fairfield Amended budget .

Treasurer Codi Butterfield reviewed the proposed amendments to the FY2025-2026 budget. She explained that many of the line-item adjustments had previously been discussed during prior budget meetings, but several additional amendments were necessary to accurately reflect current revenues and expenditures.

Ms. Butterfield reviewed additional funding needed for the North Waterline project and explained that the water and sewer master plan also required increased funding. She noted that the master plan expenses were offset by grant revenue and would effectively balance within the budget.

Ms. Butterfield further explained that property tax revenues had exceeded original projections and that landfill revenues were also anticipated to exceed estimates by approximately \$100,000. She stated that these revenue increases required formal amendment approval by the Council.

Discussion also included park funding and grant reimbursements. Ms. Butterfield explained that Fairfield had received approximately \$400,000 in grant funding associated with park improvements and reviewed current expenditures and remaining available project funds related to the park project.

The Council also discussed increased building permit revenues and the related engineering and review expenses. Ms. Butterfield explained that many permit-related costs function largely as pass-through expenses because engineering and inspection fees are collected from applicants and then paid directly to outside consultants performing plan review and inspection services.

Additional discussion focused on expenditures associated with the Town Hall and Museum property. Ms. Butterfield explained that the original capital allocation had been exceeded due to the property purchase and additional improvements, including parking, accessibility ramps, and related upgrades.

Ms. Butterfield reviewed the Town's budgeting procedures and explained that any category

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exceeding 100% of its approved budget requires formal amendment approval by the Town Council. She clarified that smaller adjustments within individual categories can often be managed administratively, while transfers between categories require Council action.

The Council discussed the structure of Fairfield's current budget and whether certain underused line items should eventually be consolidated to improve readability and efficiency. Mr. Sanderson noted that Fairfield's budget currently contains a large number of detailed categories and suggested that simplifying portions of the budget could improve organization while still maintaining accountability. Councilman Panek expressed support for maintaining detailed line items whenever practical in order to preserve transparency regarding the use of Town funds.

Additional discussion focused on how building permit reviews are coordinated through outside engineering firms, including Sunrise Engineering, Bowen Collins, and McNeil Engineering. Mayor McKinney reviewed the Town's current permit review process, including water rights verification, site plan review, engineering review, and infrastructure review requirements.

Council members discussed how the Town's review procedures have evolved over time and expressed satisfaction that clearer systems and processes are now in place.

2) Public comment on The [Amended Fairfield Budget](#) for Fiscal Year 2025-2026.

Mayor McKinney opened the floor for public comment regarding the proposed amended budget for Fiscal Year 2025-2026.

No public comments were received.

3) Approve Resolution [R2026-09](#) Amending The Fairfield Budget For Fiscal Year 2025-2026.

Councilman Thomas made a motion to approve Resolution R2026-09 Amending The Fairfield Budget For Fiscal Year 2025-2026. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

4) Staff review and discussion of the Fairfield tentative budget for fiscal year 2026-2027.

Attorney Christopherson clarified that the Council was reviewing only a tentative budget and emphasized that additional public hearings and opportunities for public comment would occur prior to final budget adoption.

Mayor McKinney then reviewed major priorities and proposed allocations within the tentative FY2026-2027 budget.

Discussion began with capital project funding and the possibility of moving cemetery funding into the capital projects fund rather than maintaining it as a separate dedicated line item.

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Attorney Christopherson explained that capital project funds provide flexibility because money can be reserved and accumulated for future projects without requiring immediate expenditure.

The Council then discussed future Town Hall needs. Mayor McKinney explained that the Town had previously discussed eventually replacing the existing Town Hall facility but stated that expanding the current building might also be an option. Potential improvements discussed included a larger meeting room, ADA-compliant restroom facilities, additional office space, and continued site improvements.

Council members discussed the advantages and disadvantages of expanding the existing Town Hall compared to constructing a new standalone facility elsewhere on the property. Councilman Panek expressed support for eventually constructing a separate Town Hall while continuing to use the existing building for administrative offices.

Attorney Christopherson suggested the Town could begin reserving capital project funds for future design and planning work without immediately committing to construction.

The Council also discussed water infrastructure needs and plans to drill an additional well within the Light Industrial West area. Mayor McKinney explained that approximately \$600,000 of Utah Inland Port Authority repayment funds had effectively been earmarked for future well development and stated the Town needed to continue moving forward with planning and design work to support future growth in the area.

Council members discussed the uncertainty associated with drilling costs and groundwater conditions. Discussion included prior well depths, potential artesian water sources, and comparisons to neighboring communities' well projects and infrastructure costs.

Mayor McKinney reviewed proposed funding for a contract town planner and the increased accounting costs associated with DS Accounting Services, noting that both expenses were included in the tentative budget to support the Town's growing administrative, planning, and financial needs.

Road funding was also discussed, including projected contributions toward Allen's Ranch Road improvements and annual road maintenance obligations.

The Council reviewed current park development plans and discussed future grant opportunities involving restroom facilities, pavilion construction, and additional park improvements.

Additional discussion focused on staffing responsibilities, workload, and employee compensation. Mayor McKinney reviewed the substantial amount of work completed by Town officials and staff over the last several years, including revisions to the Town Code, adoption of numerous ordinances and resolutions, general plan updates, water and sewer master planning, Utah Inland Port Authority coordination, wildfire planning, utility coordination, infrastructure projects, grant administration, and park development efforts.

Mayor McKinney discussed current compensation levels and stated that administrative responsibilities have expanded significantly in recent years. She explained that the role of

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Mayor and Town Administrator now includes duties well beyond traditional mayoral responsibilities and noted that compensation comparisons from other Utah municipalities indicate Fairfield's administrative wages remain substantially below comparable positions.

Council members discussed the importance of maintaining fair and competitive compensation while ensuring accountability and transparency in the budgeting process. Councilman Panek stated that his perspective regarding compensation had changed after seeing the amount of work currently being performed and expressed support for using compensation data from comparable municipalities when evaluating future adjustments.

Attorney Christopherson explained that any increase involving elected official compensation would require separate notice and public hearing procedures under state law, while employee compensation adjustments could be addressed through the standard budget process.

The Council also discussed the possibility of hosting occasional community dinners for senior residents and other opportunities to encourage community involvement.

5) Public comment on Fairfield [Tentative Budget](#) for Fairfield for Fiscal Year 2026-2027.

Mayor McKinney opened the floor for public comment regarding the proposed tentative budget for Fiscal Year 2026-2027.

No public comments were received.

6) Approve Resolution [R2026-10](#) Adopting the Tentative Budget for Fairfield Fiscal Year 2026–2027.

Councilman Thomas made a motion to approve Resolution R2026-10, Adopting the Tentative Budget for Fairfield Fiscal Year 2026–2027. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

7) Discussion and public comment on the proposed [Fairfield Fee Schedule](#).

Recorder Stephanie Shelley and Mayor McKinney reviewed the proposed updates to the Fairfield fee schedule. Mayor McKinney explained that several fees were being added or adjusted to better reflect the Town's current administrative and development review costs, while other fees had not been updated in many years. Recorder Shelley noted that all proposed changes had been highlighted in red for ease of review.

Discussion began with business licensing fees. The Council reviewed proposed fee schedules for various types of businesses operating within the Town, including home-based, commercial, minor, and major businesses. Additional discussion focused on business inspection fees, mobile business applications, and late renewal penalties.

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The Council then reviewed updated building permit and plan review fees. Treasurer Codi Butterfield explained that many permit-related fees function primarily as pass-through expenses because applicants pay for outside engineering and plan review services performed by consultants such as Sunrise Engineering. She explained that the Town retains only a small administrative portion of those fees, while the majority is used to cover engineering review and inspection costs associated with development applications.

Discussion continued regarding land use application fees, including site plan applications, final plat applications, minor subdivisions, conditional use permits, development agreements, appeals, zoning amendments, general plan amendments, and letters of zoning compliance. Attorney Christopherson suggested the Town eventually consider separate fee categories for developer-initiated code amendments, resident-initiated amendments, and staff-sponsored amendments. He explained that Utah land use law generally follows the principle that development-related costs should be borne by development applicants rather than existing residents. Mayor McKinney stated that additional refinement of those categories could be reviewed with the Town planner as the Town continues updating its land use procedures.

The Council also reviewed proposed road use and traffic control fees, including a proposed fee for road closures affecting collector roads. Discussion included situations in which outside contractors use Fairfield roads as detour routes during regional construction projects. Councilman Panek expressed concern that Fairfield should not bear the burden of increased traffic, road wear, and maintenance impacts caused by projects occurring in neighboring communities. The Council discussed who would ultimately be responsible for those fees and how the permit process would function. Attorney Christopherson stated that the fee schedule provided a strong starting point and could continue to evolve as the Town identifies additional needs and operational concerns.

Discussion then shifted to park use fees, pavilion rentals, and sports field usage. Councilman Panek raised concerns regarding the use of organized sports by nonresident groups and explained that neighboring communities are currently experiencing shortages of available practice fields. He expressed concern that Fairfield's fields could quickly become overused by outside organizations once word spread regarding field availability. The Council discussed whether nonresident organized league use should carry significantly higher fees or potentially be restricted altogether. Councilman Thomas offered to research comparable pricing structures used by neighboring municipalities.

The Council also reviewed proposed animal control fees, which were updated to reflect the Town's recent ordinance revisions and comparable municipal fee schedules. Discussion continued regarding proposed solar permit fees and whether mechanical permit fees should be added to or clarified within the fee schedule.

Finally, the Council reviewed proposed certificates of occupancy and tenant improvement fees, which had not previously existed within the Town's fee schedule. Mayor McKinney explained that several of the proposed fees were modeled after fee schedules currently used by Saratoga Springs and other neighboring communities.

Mayor McKinney noted that the review of the fee schedule would continue prior to the June 24

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meeting, at which time the Council would continue discussion and potentially move toward formal adoption.

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. *Two minutes per person, with a total limit of 14 minutes.*

Vern Carson addressed the Council and shared several comments. He first thanked the Council for the recent community hamburger dinner and stated that he felt the event had been very successful and well received by the community. He then addressed the Cemetery Board vacancy and encouraged the Council to consider appointing all interested applicants, noting that the current board members were ready to transition responsibilities to additional volunteers.

Mr. Carson also discussed the upcoming Enbridge pipeline project and asked that the St. George-based contractor be directed to coordinate directly with him regarding blue stake requests and utility questions due to his familiarity with the Town's utility infrastructure. He referenced a prior incident involving a Comcast contractor that had not properly coordinated utility work and emphasized the importance of local knowledge and communication in preventing similar issues. Mayor McKinney confirmed that she had already communicated those expectations to the contractor.

Sergeant Garrett Dutson addressed the Council regarding the QTS Data Center and advised that the facility had recently experienced its second bomb threat within the past several months. He explained that the threat had been investigated by the County bomb squad and determined to be unfounded, although the incident did require evacuation of an area near the facility. He encouraged residents and Council members to continue reporting suspicious activity, noting the ongoing statewide tensions surrounding data center development and stating, "If you see something, say something."

Shawn and Kristen Richards, residents of Eagle Mountain and representatives of The Church of Jesus Christ of Latter-day Saints Communication Council, introduced themselves to the Council. They explained that the communication council works to build relationships among faith leaders, business leaders, and local government leaders within the Saratoga Springs, Eagle Mountain, Fairfield, and Cedar Fort areas. They offered to serve as a resource for Fairfield by helping connect the Town with faith leaders for civic events and facilitating introductions to business leaders within the region. They thanked the Council for allowing them to attend the meeting and acknowledged that it had been a lengthy evening.

No additional public comments were received.

Closed Session

Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the

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physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Councilman Weber motioned to temporarily recess the Council meeting to go into closed meeting for the following purpose(s): Strategy sessions to discuss pending or reasonably imminent litigation. Councilman Cameron seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

The Council went into Closed Session at 9:28 pm.

Councilman Weber made a motion to reopen the regular session at 9:51 pm. Councilman Panek seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes
Councilman Weber - Yes*

Adjournment

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

The meeting adjourned at 9:51 p.m.

June 24, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder