

Fairfield

Utah County, Utah

PUBLIC NOTICE IS HEREBY GIVEN THAT The Town Council of Fairfield, Utah
Shall hold a Regular Session Meeting on July 7, 2026, @ 7:00 P.M.
At the Town Office, 121 West Main Street, Fairfield, Utah

Call to Order

- 1) Roll Call
- 2) Prayer / Pledge Of Allegiance

Reports and discussion

- 1) Sheriff's Department Update.
- 2) Planning Commission Update.

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.*

Business Items

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

- 1) Approval of Minutes: June 26, 2026.
- 2) Presentation by Mike Swallow from Personnel Systems & Services, regarding Compensation Study for Fairfield Town, followed by Council discussion.
- 3) Discuss Process for Increasing Employee Compensation and Elected Officials' Compensation & Budget Amendment (No Action Taken) (Public Hearing may be scheduled for a later date).
- 4) Open and Public Meetings Act Training by Town Attorney
- 5) Discuss moving bank accounts to Mountain America Credit Union
- 6) Approve Resolution R2026-15 A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union.

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

Adjournment

Supporting materials are available for inspection on the Town Website, <https://fairfieldtown-ut.gov/>.
Questions and comments to Staff and/or Council may be submitted to sshelley@fairfieldtown-ut.gov.

Join Zoom Meeting:

<https://us06web.zoom.us/j/86419324000?pwd=ovhBTZKbOQWfHepcTRcBboDM5lls5g.1>

Meeting ID: 864 1932 4000

Passcode: 708215

PLEASE NOTE: The order of items may be subject to change at the discretion of the Mayor. One or more council members may participate by electronic telecommunication means such as phone, internet, etc., so that they may participate in and be counted as present for all meeting purposes, including the determination that a quorum is present.

Certificate Of Posting

The above agenda notice was posted on or before the 6th day of July 2026 at the location of the meeting, Fairfield town office, 121 West Main Street, Fairfield, UT, and at the Fairfield town website <https://fairfieldtown-ut.gov/meetings/> and on the Utah State public notice website at <https://www.utah.gov/pmn/index.html>.

In Compliance With The Americans With Disabilities Act, Individuals Needing Special Accommodations (Including Auxiliary Communicative Aids And Services) During This Meeting Should Notify Town Offices At (801) 766-3509.

Date

Stephanie Shelley Town Recorder/Clerk

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Fairfield Town Council

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June 24, 2026

Minutes

Date: Wednesday, June 24, 2026

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

Time: 7:08 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

Mayor: Hollie McKinney; Councilmen: Michael Weber, Tyler Thomas (via Zoom), and Richard Cameron (via Zoom).

Excused:

RL Panek

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Attorney: Brad Christopherson, Sergeant Dutson.

Others Present: Wayne Taylor, Joel McKinney, Kelton Butterfield, Kyler Fisher, David Riet, and Jami Mascaro (arrived at 7:56 p.m.).

Others Present Via Zoom: Brenda, Jared Westhoff, Jami Mascaro, iPad.

2) Prayer / Pledge Of Allegiance

Wayne Taylor led the Pledge of Allegiance.

David Riet offered the prayer.

3) Sheriff's Department Update.

Sergeant Dutson presented the Utah County Sheriff's Office report for May. He reported that deputies responded to three animal-related calls, two system contacts, one brush fire, one cut, and two traffic offenses within Fairfield.

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.

Mayor McKinney opened the floor for general public comment, reminding those present that comments were limited to two minutes per person and must concern matters not listed on the agenda or related to a pending land use application. The Mayor confirmed that participants attending remotely remained connected before opening the floor for questions.

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Brenda (via Zoom): She didn't have a comment; she just wanted to make sure she was unmuted in case she did.

Wayne Taylor expressed his appreciation for the Mayor, Town Council, and Planning Commission. He stated that the Planning Commission had previously approved a letter of support for the Mayor and wanted to extend that same support to the entire Council and Planning Commission. Mr. Taylor acknowledged the amount of work required of Town officials and the adversity they continue to face while serving the community. He encouraged the Council to continue addressing the Town's challenges and concluded by thanking Mayor McKinney, Councilman Cameron, Councilman Weber, and Councilman Thomas for their dedication and service.

Hearing no additional public comments, Mayor McKinney closed the general public comment period.

Business Items

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

1) **Vote to approve the appointment of David Riet to the Planning Commission.**

Mayor McKinney presented David Riet's appointment to the Planning Commission and thanked him for his willingness to continue serving the Town. She noted that Mr. Riet has served Fairfield for many years and that his experience and institutional knowledge remain valuable as the Town addresses complex planning and land-use issues.

Councilman Weber expressed his appreciation for Mr. Riet's thoughtful participation on the Planning Commission and recognized the knowledge, insight, and consideration he brings to discussions and recommendations.

Councilman Weber motioned to appoint David Riet to the Planning Commission. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

2) **Discussion on a Cooperative Agreement with the Utah Division of Forestry, Fire, and State Lands.**

Mayor McKinney reported that Town representatives recently met with the Utah Division of Forestry, Fire, and State Lands to discuss the proposed cooperative agreement and wildfire preparedness efforts. She stated that the Division reviewed Fairfield's fire mitigation efforts and indicated the Town was well ahead of where it needed to be, expressing no concerns with the Town's current preparations.

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Mayor McKinney reported that the Utah Division of Forestry, Fire, and State Lands contacted the Town requesting access to water for wildfire suppression operations. Mayor McKinney directed the Division to the fire hydrant near the storage units so crews could access water if needed.

Councilman Thomas reported that he had spoken with representatives from the Division and coordinated the Town's assistance. He explained that the Division was currently limited on resources, with only one helicopter available and no equipment to haul water. He stated that the Division would notify the Town if they began using Fairfield's water supply so the Town could work with them as needed.

3) Approve [R2026-11](#) A Resolution Ratifying and Approving the Cooperative Agreement With The Utah Division of Forestry, Fire, and State Lands.

Councilman Weber made a motion to approve Resolution R2026-11, a Resolution Ratifying and Approving the Cooperative Agreement With The Utah Division of Forestry, Fire, and State Lands. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

4) Discussion on an Agreement with Codify, LLC, Jim Spung as Fairfield's Planner

Mayor McKinney introduced the proposed professional services agreement with Codify, LLC, for planning services provided by Jim Spung. She reminded the Council that the agreement had been discussed at the previous meeting and explained that Mr. Spung had since provided the agreement for the Council's consideration.

Mayor McKinney explained that the Town had budgeted approximately \$50,000 for planning services and that, under the agreement, Mr. Spung would bill at an hourly rate of \$165, with \$250 per hour for larger projects.

Council members discussed how planning hours would be tracked. Mayor McKinney explained that Codify would submit detailed invoices documenting the work performed and hours billed.

Council members indicated they had no additional questions regarding the agreement.

5) Approve [R2026-12](#) A Resolution Authorizing The Execution on Agreement With Codify, LLC.

Councilman Weber made a motion to approve Resolution No. R2026-12 authorizing the execution of an agreement with Codify, LLC. Councilman Cameron seconded the motion. The motion passed unanimously.

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Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

6) Discuss and vote on which days to hold Town Council meetings.

Mayor McKinney opened a discussion regarding the Town Council meeting schedule. She explained that Jim, the Town's planner, is unavailable on the first and third Tuesdays and Wednesdays of each month. To accommodate his availability, she recommended continuing to hold regular Town Council meetings on the second Wednesday of each month. Council members confirmed that this reflected the Town's current meeting schedule and agreed to continue using those meeting dates. Mayor McKinney also informed the Planning Commission that it would need to adjust its meeting schedule so that Town Planner Jim Spung could be present.

7) Discuss and approve possible action regarding fireworks restrictions and public safety concerns.

Mayor McKinney opened a discussion regarding fireworks restrictions after receiving concerns from several residents about the current fire danger. She asked the Council for its thoughts and explained that, while the Town could not simply prohibit fireworks under normal circumstances, it could consider restrictions, such as limiting fireworks to paved areas within a specified distance of a fire hydrant, or declare a local emergency if conditions warranted. Councilman Weber noted that Eagle Mountain had already implemented extensive fireworks restrictions. Mayor McKinney responded that Fairfield does not have its own fire department and expressed concern that many firefighters and emergency resources were already committed to active wildfires throughout the state, reducing the availability of assistance should a fire occur in Fairfield.

Councilman Weber stated that he believed the fire danger was higher this year than in previous years. He observed that if a fire were to start anywhere in Town, it could spread quickly through fields, hay, livestock areas, and nearby homes. He expressed concern about the potential impact on residents and stated that declaring a local emergency and prohibiting fireworks would be appropriate given the current fire conditions.

Councilman Thomas stated that he supported prohibiting all fireworks within the Town. He remarked that it would take only one spark to create a wildfire similar to those already burning south of Fairfield and noted that firefighting resources were already heavily committed throughout the state. Given the current conditions, he believed a temporary prohibition on fireworks was the safest course of action.

Councilman Cameron stated that he also supported prohibiting fireworks for the season due to elevated fire danger and limited firefighting resources. He acknowledged that some residents with paved driveways or other hardscaped areas could likely discharge fireworks safely without creating a fire hazard. However, he questioned how the Town could fairly distinguish between properties that presented little risk and those that posed a greater danger. Because establishing and enforcing different standards would be difficult, he concluded that prohibiting fireworks

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throughout the community for the season was the most reasonable approach.

Mayor McKinney also noted that during the previous year, individuals from neighboring communities had contacted the Town asking whether they could come to Fairfield to discharge fireworks after restrictions had been imposed elsewhere. She expressed concern that Fairfield could experience increased fireworks activity if surrounding communities adopted restrictions while Fairfield did not.

Following the discussion, the Council reached a consensus that declaring a local emergency and temporarily restricting fireworks was appropriate given the current fire conditions. Attorney Brad Christopherson indicated that he would assist in preparing the necessary documentation to implement the restrictions in accordance with state law. No formal action was taken under this agenda item.

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:** [May 13, 2026](#).
- 2) **Approval of Financials:** [March 30, 2026](#), [April 30, 2026](#), and [May 31, 2026](#).

Councilman Thomas motioned to approve the consent agenda as presented. Councilman Cameron seconded the motion. The motion passed unanimously.

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

Public Hearing

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

Budget

Mayor McKinney announced the start of the Public Hearing portion of the meeting and explained that public comments would be accepted on the items on the noticed agenda in accordance with the Town's public hearing procedures.

- 1) **Staff review, presentation, and discussion on the Fairfield Budget for Fiscal Year 2026-2027.**

Treasurer Codi Butterfield presented the proposed Fiscal Year 2026–2027 budget and explained that very little had changed since the Council's previous budget discussion. She stated that, after working with Dave, the Town's CPA, he recommended simplifying portions of the budget by consolidating certain line items. As an example, she explained that several buildings and grounds items would be kept under building department application fees rather than being broken out into separate sections.

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Treasurer Codi Butterfield explained that Administrative Account 4103 – Permanent Employee Wages had been consolidated into a single budget line. She stated that the amount reflected the combined wages for Mayor McKinney, Treasurer Codi Butterfield, Recorder Stephanie Shelley, and Vonda Cook, and represented the total of the previously separate payroll line items rather than a change in employee compensation.

Attorney Brad Christopherson clarified that no wage increases were included in the proposed Fiscal Year 2026–2027 budget. He explained that the Town had received a written public comment questioning employee wages and whether compensation increases required a public hearing. Attorney Christopherson stated that the changes reflected in the budget were solely the result of the Town's CPA recommending that payroll be tracked differently by consolidating several existing line items into a single budget account. He emphasized that nothing had been increased and that the budget simply reorganized existing expenditures to make the financial information easier for residents to understand. He further stated that if the Council were to consider compensation increases in the future, the Town understood the legal requirements and would comply with all applicable public hearing procedures and state law before approving any changes. Attorney Christopherson also noted that, aside from the addition of the planning contract and increased funding for the Town Park, the proposed budget remained substantially the same as the previous year's budget. He concluded by stating that assumptions contained in the written public comment regarding wage increases were incorrect and reiterated that the Town would continue to comply with all statutory requirements governing employee compensation.

Discussion then turned to proposed budget allocations for the upcoming fiscal year. Treasurer Codi Butterfield reviewed a proposed \$10,000 allocation for Town Hall repairs and maintenance. Mayor McKinney explained that the funding was intended for anticipated maintenance needs in the coming year, including the possible replacement of the Town Hall air-conditioning system if necessary. Councilman Weber commented that including the funds in the budget did not mean the Town was obligated to spend the entire amount, but rather ensured that funding would be available should repairs become necessary. The Council agreed that maintaining a budget for repairs and maintenance was appropriate.

Treasurer Codi Butterfield next reviewed the proposed capital improvement budget. She explained that, at the recommendation of the Town's CPA, anticipated funding for future capital projects had been grouped under the capital improvements section of the budget. Treasurer Butterfield reviewed the proposed funding for the Town Park, a future Town Hall, and the Cemetery, explaining that the amounts represented planning estimates for projects the Town hoped to undertake in the future. She emphasized that including the projects in the budget did not obligate the Town to proceed with them but would provide flexibility if the projects moved forward. The Council discussed the proposed amounts and agreed they should remain in the budget as planning estimates.

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During the discussion, Council members reviewed the proposed \$800,000 allocation for future park improvements, the proposed funding for a future Town Hall, and the proposed Cemetery capital improvements allocation. Treasurer Butterfield explained that the Town Hall funding was included as a placeholder because the scope and cost of a future project had not yet been determined. Council members agreed that the proposed amounts could remain in the budget and be adjusted in future years as projects developed and funding priorities changed.

Treasurer Codi Butterfield then reviewed several additional budget line items. She explained that Jim Spung's planning services through Codify, LLC, had been added to the Planning and Zoning budget at approximately \$50,000. She also noted that funding had been included for Dave, the Town's CPA.

Treasurer Codi Butterfield then reviewed the proposed legal services budget and explained that she had retained the legal budget at \$300,000. She stated that the Town is currently defending litigation seeking approximately \$11 million in damages and noted that, depending on how the litigation proceeds, legal expenses could exceed the amount budgeted. She explained that, because the outcome remains uncertain, it was prudent to leave the proposed legal budget unchanged.

Treasurer Codi Butterfield reported that the Town had received funding related to the well project. She explained that approximately \$600,000 had been deposited into one investment account, with additional funds deposited into the Public Treasurer's Investment Fund (PTIF) so the funds would be invested in a couple of different ways.

Mayor McKinney reminded the Council that employee and elected official compensation had been discussed during the previous meeting. She stated that she had asked Council members to consider appropriate compensation amounts and requested their thoughts on how the Town should proceed. Mayor McKinney asked whether the Council wished to move forward with compensation adjustments or obtain an independent compensation study before making any decisions. She commented that Fairfield's circumstances are unique and questioned whether a study would identify truly comparable communities, but felt it could still provide useful information.

Attorney Brad Christopherson explained that the Town had looked into obtaining a compensation study; however, there was insufficient time to have the study completed before the current budget hearing. He stated that the Council could authorize a study, review the results at a future meeting, and, if the Council recommended and approved compensation adjustments, hold the required public hearing and amend the budget accordingly. He emphasized that no compensation increases were included in the proposed Fiscal Year 2026–2027 budget.

Councilman Cameron stated that he supported obtaining a compensation study and also recommended contacting Park City regarding its recent compensation review. He noted that Park City had recently gone through a similar process and believed Fairfield could benefit from

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learning how it addressed comparable challenges. Councilman Cameron stated that Fairfield is a unique community and differs from other small towns because of the complexity of its projects and administrative responsibilities. He also acknowledged residents' concerns and stated that the Town should validate them by documenting the work being performed, including day-to-day responsibilities and ongoing projects. Councilman Cameron expressed his support for fairly compensating Town officials and staff while ensuring the public has clear information regarding the work being performed on behalf of the Town.

Councilman Thomas agreed with the previous comments and stated that obtaining an independent compensation study was the appropriate next step. He recommended reviewing the results of the study before determining how to proceed with any future compensation adjustments.

2) **Open public hearing on the Fairfield Budget for [Fiscal Year 2026-2027](#).**

Mayor McKinney stated that one of the written public comments submitted regarding the proposed budget requested that the Council address the questions during the public hearing. She explained that copies of the written comments had been provided to the Council and that the purpose of the discussion was to respond to the questions on the record. Attorney Brad Christopherson advised that it was unnecessary to read the entire letter and suggested addressing the various topics individually.

Mayor McKinney first addressed questions regarding Budget Line Item 4103, explaining that the payroll line items had been consolidated into a single account. She reiterated that the consolidation was simply the result of combining the existing payroll accounts and did not represent an increase in employee wages or compensation.

Mayor McKinney next addressed questions regarding the Town's organizational structure. She explained that Fairfield is not yet in a position to employ a full-time town administrator, full-time building official, or full-time mayor. She stated that the Town is not quite at that point and that creating those full-time positions at this time would significantly increase costs to the Town.

Mayor McKinney then addressed questions regarding the recently adopted fee schedule. She explained that previous land use applications had resulted in significant expenses to the Town, noting that hearing officer costs alone had exceeded \$20,000. She stated that the proposed revisions were intended to ensure the Town could recover the cost of specialized professional review required for certain development applications so those expenses would not be borne by Fairfield taxpayers.

Attorney Brad Christopherson explained that the underlying principle of the fee schedule is that the costs associated with development or redevelopment projects requiring specialized professional review should be borne by the applicant creating the need for those services rather than Fairfield taxpayers. He stated that when a project requires expertise beyond the Town's available resources, such as airports, power generation facilities, or other specialized

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developments, the Town must retain qualified engineers or other professionals to evaluate the proposal. Attorney Christoperson explained that, unlike larger municipalities that employ engineers and other technical staff, Fairfield must retain outside professionals when specialized expertise is required. He stated that the fee schedule allows the Town to recover those project-specific review costs from the applicant creating the need for the review rather than requiring Fairfield taxpayers to bear those expenses.

Attorney Christoperson further explained that some costs associated with developing or amending ordinances may appropriately remain the Town's responsibility because they benefit the community as a whole. However, he stated that the costs of specialized professional reviews performed for a particular development application should be paid by the applicant requesting that review. He noted that larger municipalities often employ engineers and other technical staff whose services are supported through their operating budgets, while Fairfield must retain outside professionals when specialized expertise is required. He explained that the fee schedule allows the Town to recover those costs while ensuring Fairfield taxpayers are not subsidizing private development. Attorney Christoperson also noted that the fee schedule contains a savings clause, making its provisions subject to applicable state law.

Mayor McKinney asked Attorney Brad Christoperson whether the Town could require applicants to bear the costs associated with ordinance development as well as specialized project review. Attorney Christoperson responded that ordinance development presents different considerations because those costs may benefit the community as a whole. He reiterated that when an individual development application requires specialized professional expertise beyond the Town's available resources, the applicant creating the need for that review should bear those project-specific costs rather than Fairfield taxpayers.

Councilman Weber stated that he wanted to make sure the proposed fee schedule was not intended to target the airport but would apply generally when the Town needed specialized expertise beyond its available resources.

Mayor McKinney responded that the fee schedule identifies multiple types of projects, including landfills, airports, and power plants. She stated that it was not directed at only one type of project and explained that the Town may need to seek additional expertise and knowledge when reviewing those types of applications. Attorney Brad Christoperson added that the fee schedule includes a savings clause and applies subject to applicable state law.

Mayor McKinney next addressed questions regarding the proposed legal services budget. She explained that the amount budgeted for legal services reflects the Town's current circumstances, including ongoing litigation in which Fairfield is defending claims seeking approximately \$11 million in damages. She stated that, although the legal budget may appear high for a community the size of Fairfield, the Town has a responsibility to defend itself and protect the interests of its residents.

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Attorney Brad Christopherson agreed that the proposed legal budget was appropriate under the circumstances. He explained that, although the amount may appear significant for a town the size of Fairfield, the Town has a responsibility to defend itself when litigation is filed against it. He stated that failing to adequately defend the Town could expose Fairfield to substantially greater financial consequences than the cost of the legal services budget.

Mayor McKinney next addressed comparisons made in the written public comment regarding compensation paid by neighboring communities. She explained that those comparisons did not account for the differences in how each municipality is organized or the responsibilities assigned to its elected officials and staff. She stated that simply comparing salary amounts does not provide an accurate picture because each community has different duties, workloads, and operational needs. Mayor McKinney added that those differences were one of the reasons she believed an independent compensation study would provide a more meaningful basis for evaluating compensation.

Mayor McKinney next addressed the suggestion in the written public comment that the Town obtain an independent legal review of portions of the fee schedule. She noted that the same comments questioned the amount budgeted for legal services and recommended that the Town hire additional legal counsel to review work that had already been completed. Mayor McKinney stated that the Town had relied on Attorney Brad Christopherson's legal advice throughout the process and did not believe an additional legal review was necessary at that time.

After addressing the written public comments, Mayor McKinney concluded the discussion and thanked those who had submitted comments for the Council's consideration.

Mayor McKinney formally opened the public hearing on the proposed Fairfield Town Budget for Fiscal Year 2026–2027 and invited public comment.

3) Receive Public Comment (two minutes per person).

Jared Westhoff thanked the Mayor and Council for the opportunity to comment. He stated that, in his experience working with municipalities, Fairfield is one of the most fiscally responsible communities he has seen. He commented that the Town operates with very few employees while managing responsibilities and projects that many communities of similar size do not face. Mr. Westhoff stated that the Mayor, Council, and staff have taken on significant responsibilities to move the Town forward while remaining mindful of taxpayer resources.

Mr. Westhoff stated that as Fairfield continues to grow, the administrative responsibilities placed on Town officials and staff will also increase. He observed that Mayor Hollie McKinney currently performs many duties that, in other communities, are often handled by a town administrator in addition to serving as Mayor. He stated that he was not advocating for immediate compensation changes, but believed the Town should carefully evaluate compensation to ensure it reflects the responsibilities being performed. He also commented that Fairfield should anticipate the eventual

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need for a town administrator as development continues and projects involving water, sewer, planning, and other municipal services become more complex.

Mayor McKinney advised Mr. Westhoff that he had reached the two-minute time limit for public comment. Mr. Westhoff concluded his remarks, and Mayor McKinney thanked him for his comments.

David Riet agreed with Mr. Westhoff's comments and stated that Fairfield is in a unique position compared to many communities. He explained that, although Fairfield has a relatively small population, it is managing projects and development that typically require the same level of planning and administrative oversight found in much larger municipalities. Mr. Riet stated that as the Town continues to grow, it will need qualified staff and the appropriate resources to effectively manage those responsibilities. He encouraged the Council to continue planning for the future while ensuring the Town is prepared to meet those demands.

4) **Close Public Hearing.**

There being no additional public comments, Mayor McKinney closed the public hearing.

5) **Council Discussion and Consideration of the Proposed Fiscal Year 2026-2027 Budget.**

The Council proceeded to consider adoption of Resolution No. R2026-13.

Attorney Weber expressed his appreciation for the work being performed by Recorder Stephanie Shelley and Treasurer Codi Butterfield. He stated that he hoped they would remain patient while the Council completed an independent compensation study and explained that the Council was attempting to approach the issue in the proper manner by obtaining objective information before considering any compensation adjustments.

6) **Consider and Adopt [R2026-13](#), A Resolution Adopting the Fairfield Town Budget for Fiscal Year 2026-2027.**

Councilman Weber made a motion to adopt Resolution No. R2026-13, adopting the Fairfield Town Budget for Fiscal Year 2026–2027. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Councilman Panek - Absent

During the roll call vote, Councilman Cameron briefly lost his Zoom connection before his vote could be recorded. Because a quorum remained present, the Council proceeded with the vote. After reconnecting, Mayor McKinney asked if he wished to have his vote recorded. Councilman Cameron voted "Yes," and the record was updated to reflect his affirmative vote.

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Fee Schedule

1) Staff Review, Presentation, and Discussion on Proposed Amendments to the Consolidated Fairfield Fee Schedule.

Mayor McKinney introduced the proposed amendments to the Consolidated Fairfield Fee Schedule. She explained that the fee schedule had been reorganized for clarity and consistency and that most of the proposed revisions had previously been reviewed by the Council. She noted that one item had inadvertently been omitted and recommended that it be added before adoption.

Mayor McKinney explained that the omitted item was the business license fire inspection fee. She stated that the fee would be based on the Town's actual cost of the required annual fire inspection and noted that the Saratoga Springs Fire Chief conducted the annual business license fire inspections.

Councilman Thomas discussed the proposed park reservation fees, specifically the distinction between resident and nonresident rates for the future ballfields. He stated that it would be difficult to determine whether the proposed fees were appropriate until the facilities were completed and the Town had an opportunity to see how they were being used. He recommended leaving the proposed fees unchanged for the time being and revisiting them after the ballfields were operational and the Town had gained experience with the reservation process.

2) Open Public Hearing on Proposed Amendments to the [Consolidated Fairfield Fee Schedule](#).

Mayor McKinney opened the public hearing on the proposed amendments to the Consolidated Fairfield Fee Schedule and invited public comment.

3) Receive Public Comment (two minutes per person).

Wayne Taylor stated that Fairfield has not increased property taxes during the more than thirty years he has lived in the community. He commented that while he supports keeping taxes low, he also believes the Town should periodically review and adjust its fees so they remain current rather than allowing them to remain unchanged for many years and requiring larger increases later. Mr. Taylor stated that Fairfield is facing more complex issues than it has in the past and expressed his support for maintaining a fee schedule that allows the Town to recover the costs associated with providing services while continuing to operate responsibly.

4) Close Public Hearing.

There being no additional public comments, Mayor McKinney closed the public hearing.

5) Council Discussion and Consideration of Proposed Amendments to the Consolidated Fairfield Fee Schedule.

Following the close of the public hearing, no additional amendments to the proposed fee schedule were offered, and the Council proceeded to consider Resolution No. R2026-14.

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6) Consider and Adopt [R2026-14](#), A Resolution Amending the Consolidated Fairfield Fee Schedule.

Councilman Weber made a motion to adopt Resolution No. R2026-14, amending the Consolidated Fairfield Fee Schedule. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Code Recodification

1) Staff Review, Presentation, and Discussion on Proposed Revisions to Fairfield Town Code.

Mayor McKinney introduced the proposed recodification of the Fairfield Town Code and expressed her appreciation to everyone who had contributed to the project. She explained that the recodification organized the Town's existing ordinances into a single code book, making the ordinances easier to locate, administer, and update. Mayor McKinney noted that the project had taken a considerable amount of time and that some provisions, including portions of the building regulations, remained to be incorporated through future amendments.

Councilman Weber commented that the recodified Fairfield Town Code totaled approximately 664 pages.

Mayor McKinney explained that one issue had been identified during the final review involving the Town's road ordinance. She stated that the road ordinance had previously existed outside of the Land Use title but had been incorporated into that section during the recodification process. After further review, it was determined that because the ordinance would become part of the Land Use title, it should first be reviewed by the Planning Commission and considered through the required public hearing process before being included in the recodified code. Mayor McKinney recommended removing the road ordinance from the proposed adoption and bringing it back to the Planning Commission for further review.

Attorney Brad Christopherson agreed with the recommendation and explained that there are differing legal interpretations regarding whether road standards should be treated as land use regulations. He stated that referring the road ordinance to the Planning Commission for review and completing the required public hearing process would provide the strongest procedural record regardless of which interpretation ultimately applied. He explained that the recommendation was intended to ensure the Town followed the most conservative procedural approach and was not intended to change the substance of the road ordinance.

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2) **Open Public Hearing on Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.**

Mayor McKinney opened the public hearing on the proposed recodification of the Fairfield Town Code and invited public comment.

3) **Receive Public Comment (two minutes per person).**

Wayne Taylor commented that having the codes in one place.

No additional public comments were offered.

4) **Close Public Hearing.**

There being no additional public comments, Mayor McKinney closed the public hearing.

5) **Council Discussion and Consideration of Proposed Fairfield Town Code Revisions.**

Following the close of the public hearing, the Council discussed the proposed recodification. Council members concurred with the recommendation to remove the road ordinance from the proposed recodification and refer it to the Planning Commission for review and the required public hearing before returning it to the Council for future consideration as part of the Land Use title.

6) **Consider and adopt Ordinance 2026-05. An Ordinance Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.**

Councilman Weber made a motion to adopt Ordinance No. 2026-05, revising, amending, restating, codifying, and compiling the existing general ordinances of Fairfield Town, with the exception of the road that was discussed during the meeting. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

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

Mayor McKinney stated there was no further business to conduct in open session and requested a motion to enter a closed session.

Councilman Thomas advised the Council that although he could vote to enter the closed session, he would not be able to participate because he was attending remotely from a location that did not provide the confidentiality required for a closed meeting.

Unapproved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026

Councilman Weber made a motion to convene in a closed session pursuant to Utah Code § 52-4-205 for the purpose of discussing pending or reasonably imminent litigation. The motion included allowing the Town Council, Town Attorney Brad Christopherson, Town staff, Planning Commissioners, and other individuals whose presence was reasonably necessary to participate in the discussion. Councilman Cameron seconded the motion.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Councilman Thomas disconnected from the Zoom meeting before the closed session began because he was participating remotely and could not ensure the confidentiality required for a closed meeting.

The Council recessed into closed session. (Time 8:10 pm)

The Council returned to open session at 8:43 p.m.

Mayor McKinney moved to reconvene in open session. Councilman Weber seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Councilman Thomas - Absent

Mayor McKinney announced there was no further business before the Council.

Adjournment

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

The meeting adjourned at 8:43 p.m.

Minutes Approval Date

Stephanie Shelley Town Recorder

FAIRFIELD TOWN

Executive Leadership & Organizational Responsibilities

Position Analysis Prepared for an Independent Compensation Study

Prepared for: Independent Compensation Consultant

Prepared by: Fairfield Town – Office of the Mayor

Date: July 2026

Purpose

This report provides an overview of Fairfield Town's organizational structure and the responsibilities currently assigned to elected officials and administrative staff.

The information contained in this report is intended to assist an independent compensation consultant in evaluating each position based on the actual work performed, level of responsibility, decision-making authority, accountability, and organizational impact.

It is also intended to provide transparency to the Fairfield Town Council and residents regarding how Fairfield's municipal operations are organized and administered.

The position analyses that follow reflect Fairfield's current organizational structure during a period of significant growth and increasing operational complexity. They document the responsibilities assigned to each position and the leadership role each individual performs in the daily operation of Fairfield Town.

This report does not recommend specific compensation levels. Rather, it provides factual information to support an independent and objective evaluation of each position.

Fairfield Town Organizational Overview

Fairfield Town operates with a lean organizational structure that assigns operational responsibilities according to professional expertise, experience, and organizational need. Rather than creating numerous full-time department head positions before operationally necessary, the Town has strategically assigned leadership responsibilities to elected officials and administrative staff while maintaining accountability through the Mayor and Town Council.

This organizational model has enabled Fairfield to provide a high level of municipal service while remaining fiscally responsible during a period of significant growth and increasing operational complexity.

Rather than hiring multiple full-time department heads, Fairfield has assigned operational leadership to individuals whose professional backgrounds align with the Town's needs, allowing the organization to maintain a high level of service while remaining fiscally responsible.

As Fairfield continues to grow, many of these responsibilities are expected to transition into dedicated full-time departments and professional staff as operational demands and financial resources justify expansion.

Executive Leadership

Mayor – Chief Executive Officer

Serves as Fairfield's Chief Executive Officer, Town Administrator, and Building Official.

Provides executive leadership for municipal operations, strategic planning, community development, budgeting, personnel administration, procurement, contracts, capital projects, intergovernmental relations, and implementation of Town Council policy.

Town Council Department Assignments

To efficiently manage municipal operations, members of the Town Council have accepted additional leadership responsibilities beyond their statutory duties as elected officials.

These assignments utilize each Council Member's professional expertise and experience to oversee key operational functions while allowing Fairfield to maintain a lean and fiscally responsible organizational structure.

RL Panek- Director of Roads & Public Works

Provides leadership for road maintenance, public infrastructure, contractor coordination, roadway signage, snow removal, roadway inspections, easement coordination, and transportation-related projects.

Richard Cameron-Director of Construction & Capital Projects

Provides leadership for capital improvement projects, construction oversight, engineering coordination, contractor management, project implementation, inspections, and technical review.

Tyler Thomas-Director of Water Systems

Provides leadership for operation of the municipal culinary water system, regulatory compliance, water infrastructure, pump and generator maintenance, hydrant testing, water meter installation, water rights coordination, and long-range water system planning.

Michael Weber-Director of Community Engagement

Provides leadership for community engagement, volunteer coordination, community events, organizational support, and special projects that strengthen communication between Fairfield Town and its residents.

Administrative Staff

Treasurer / Finance Director

Provides financial leadership for Fairfield Town, including budgeting, accounting, procurement support, grant administration, financial reporting, audit coordination, budget monitoring, investments, and financial compliance.

Recorder / Municipal Clerk

Provides legislative administration, public meeting administration, records management, statutory notices, elections administration, municipal records management, meeting minutes, and administrative support.

Deputy Recorder

Provides legislative research, ordinance review, historical records research, document organization, filing, and administrative support while assisting the Recorder and Mayor with special projects and organizational continuity.

Organizational Philosophy

Fairfield's leadership model reflects the Town's commitment to responsible, fiscally sound local government.

Rather than immediately expanding government through additional full-time positions, Fairfield has assigned operational responsibilities according to professional expertise while maintaining accountability through elected leadership and administrative staff.

This approach has allowed the Town to successfully manage significant growth, increasingly complex municipal operations, and major capital projects while responsibly stewarding public resources.

The position analyses that follow reflect Fairfield's current organizational structure and are intended to assist the independent compensation consultant in evaluating each position based on the actual work performed, scope of responsibility, level of decision-making authority, and organizational impact.

Position Analysis & Scope of Responsibilities

Mayor

Compensation: \$500.00 per month

Town Administrator & Building Official

Additional Compensation: \$3,600.00 per month

Employee: Hollie McKinney

Years of Service: Town Council (2016–2024) | Mayor (2024–Present)

Position Purpose

The Mayor serves as Fairfield Town's Chief Executive Officer and chief elected official. In addition to the statutory responsibilities of the elected office, the Mayor also serves as Town Administrator and Building Official.

Fairfield intentionally operates with a lean organizational structure to provide high-quality municipal services while remaining fiscally responsible. Rather than creating numerous full-time department head positions before operationally necessary, the Town has consolidated executive, administrative, regulatory, and operational responsibilities into a limited number of leadership positions. This approach has enabled Fairfield to responsibly manage public resources while accommodating significant growth, increasingly complex development, and expanded municipal operations.

This Position Responsibility Analysis documents the current responsibilities assigned to this position and has been prepared to assist with organizational planning and an independent compensation study. As Fairfield continues to grow, selected responsibilities are expected to transition into dedicated staff positions, including Public Works, Building Department personnel, and expanded administrative support.

Position Overview

In addition to serving as the elected Mayor, this position currently performs responsibilities commonly associated with:

- Town Administrator
- Building Official
- Community Development Director
- Capital Projects Manager
- Procurement Officer
- Legislative & Policy Administrator
- Economic Development Administrator
- Executive Project Manager

Collectively, these responsibilities represent the executive leadership functions that, in many municipalities, are performed by multiple department directors and administrative staff.

I. Mayor

Executive Leadership

Provides executive leadership for Fairfield Town and performs the statutory responsibilities assigned to the elected office.

Responsibilities include:

- Serves as Fairfield Town's Chief Elected Official.
- Presides over Town Council meetings.
- Provides leadership and direction to the Town Council.
- Recommends policies, priorities, and strategic initiatives.
- Signs ordinances, resolutions, contracts, agreements, and official Town documents.
- Represents Fairfield Town at official governmental and community functions.
- Recommends appointments to boards, commissions, and committees as authorized by law.
- Promotes the health, safety, welfare, and long-term interests of Fairfield Town.
- Performs all duties assigned to the Office of Mayor under Utah law and Fairfield Town ordinances.

II. Town Administrator

Executive Administration

Provides executive leadership and oversees the daily administration of Fairfield Town.

Responsibilities include:

- Directs the daily operations of the Town government.
- Supervises Town staff and administrative operations.
- Establishes organizational priorities and operational objectives.
- Develops administrative policies, procedures, and organizational systems.
- Coordinates work between staff, consultants, contractors, volunteers, and appointed officials.
- Provides employee supervision, coaching, mentoring, and performance management.
- Evaluates organizational efficiency and implements operational improvements.
- Implements Town Council policies and directives.
- Develops long-range organizational strategies and staffing recommendations.

Financial Administration

Provides executive oversight of Fairfield's financial planning and long-term fiscal management.

Responsibilities include:

- Oversees preparation and administration of the annual operating and capital budgets.
- Monitors the Town's financial condition and long-term fiscal sustainability.
- Reviews expenditures, funding priorities, and capital investments.
- Recommends financial policies and long-term fiscal strategies.
- Identifies grant opportunities and alternative funding sources.
- Coordinates budget implementation with the Treasurer.
- Evaluates financial impacts associated with development, infrastructure improvements, and capital projects.

Community Development Administration

Provides executive oversight of planning, development, land use administration, and economic development.

Responsibilities include:

- Coordinates with developers, property owners, engineers, architects, attorneys, consultants, utility providers, regulatory agencies, and reviewing entities throughout the development process.
- Reviews land use applications, site plans, subdivision proposals, development agreements, and technical reports.
- Coordinates development review activities between applicants, consultants, reviewing agencies, staff, and elected officials.
- Works closely with the Planning Commission throughout the entitlement process.
- Identifies deficiencies within existing ordinances and recommends revisions that improve clarity, efficiency, consistency, and regulatory effectiveness.
- Supports responsible residential, commercial, and industrial growth consistent with Fairfield's long-term objectives.

Procurement & Contract Administration

Provides executive oversight of municipal procurement activities and professional service contracts.

Responsibilities include:

- Identifies the need for professional services, capital improvements, and municipal projects.
- Develops project scopes, procurement strategies, and determines the appropriate procurement methods.
- Identifies required project deliverables, including engineering plans, easements, legal descriptions, specifications, reports, and supporting documentation.
- Reviews procurement documents prepared by consultants to ensure they accurately reflect Town objectives.
- Negotiates professional service agreements and contracts.
- Oversees implementation of contracts following Town Council approval.

Consultant & Professional Services Management

Provides executive oversight of consultants retained by Fairfield Town.

Responsibilities include:

- Directs and coordinates engineers, planners, attorneys, surveyors, architects, financial consultants, environmental consultants, and other professional service providers.

- Reviews consultant work products for completeness, accuracy, and consistency with Town objectives.
- Coordinates communication between consultants, Town staff, elected officials, contractors, applicants, and regulatory agencies.
- Monitors consultant performance, project schedules, budgets, and deliverables.
- Reviews professional recommendations and develops recommendations for Town Council consideration.

Capital Projects & Infrastructure Administration

Provides executive leadership for Fairfield's capital improvement program, municipal infrastructure planning, utility system expansion, and long-range infrastructure development.

Responsibilities include:

- Identifies municipal infrastructure needs and establishes capital improvement priorities.
- Oversees planning, design, funding, and implementation of capital improvement projects.
- Coordinates engineering studies, consultant services, and infrastructure planning.
- Reviews project schedules, budgets, consultant deliverables, and project progress.
- Oversees infrastructure projects from planning through construction and completion.
- Coordinates long-range planning for municipal utility systems and infrastructure.
- Reviews water rights, utility capacity, and future service demands.
- Coordinates utility easements and infrastructure requirements associated with development.
- Evaluates infrastructure improvements necessary to support residential, commercial, and industrial growth.
- Coordinates with utility providers, engineers, contractors, developers, and public agencies to ensure infrastructure supports Fairfield's long-term growth objectives.

Legislative & Policy Administration

Provides executive leadership in the development and administration of municipal legislation and policy.

Responsibilities include:

- Researches municipal law, best practices, and emerging issues affecting local government.
- Drafts ordinances, policies, resolutions, and administrative procedures.
- Reviews and updates existing ordinances and municipal code.
- Oversees codification revisions.

- Develops and updates municipal fee schedules.
- Recommends legislative and policy changes to the Town Council.

Regional, State & Intergovernmental Representation

Represents Fairfield Town before local, regional, state, and federal organizations on matters affecting municipal government.

Responsibilities include:

- Represents Fairfield in regional transportation, infrastructure, and economic development initiatives.
- Develops relationships with elected officials, governmental agencies, and regional partners to advance Fairfield's interests.
- Monitors legislation affecting municipalities and provides recommendations to the Town Council.
- Participates in regional planning and intergovernmental coordination.
- Advocates for Fairfield's interests before governmental agencies and partner organizations.

Current Appointments & Representation

- Appointed by the Governor of Utah as the elected official representative to the Utah Division of Drinking Water Board.
- Serves on the Central Utah 911 Administrative Control Board.
- Serves on the UDOT Northwest Utah County Planning & Environmental Linkages (PEL) Executive Committee.
- Represents Fairfield at Metropolitan Planning Organization (MPO) meetings.
- Represents Fairfield at Council of Governments (COG) meetings.
- Participates in Utah League of Cities and Towns Legislative Policy Committee meetings.
- Represents Fairfield during the Utah Legislative Session on municipal issues.

Legal & Risk Management

Provides executive oversight of legal matters and municipal risk management.

Responsibilities include:

- Oversees legal matters affecting the Town.
- Coordinates with the Town Attorney regarding litigation, contracts, regulatory matters, and legal issues.

- Provides litigation support through coordination of records, research, consultant information, and communications.
- Identifies operational and legal risks and develops strategies to reduce municipal liability.

Public Information & Community Relations

Serves as Fairfield's primary public representative and executive spokesperson.

Responsibilities include:

- Communicates with residents regarding Town initiatives, policies, and projects.
- Responds to public inquiries and constituent concerns.
- Conducts public meetings and presentations.
- Builds productive relationships with residents, businesses, governmental agencies, developers, and community partners.
- Promotes transparency, collaboration, and public engagement.

Executive Decision-Making Authority

Exercises independent executive judgment in the administration of Fairfield Town.

Responsibilities include:

- Establishes operational priorities and allocates administrative resources.
- Makes recommendations to the Town Council regarding policy, budgeting, staffing, infrastructure, development, and municipal operations.
- Coordinates and directs the work of Town staff, consultants, contractors, and professional service providers.
- Interprets and administers Town ordinances, policies, and applicable regulations.
- Represents Fairfield in negotiations with developers, governmental agencies, consultants, contractors, utility providers, and property owners, subject to Town Council approval where required.

Strategic Planning

Provides long-range organizational planning to support Fairfield's future growth.

Responsibilities include:

- Evaluates future staffing and organizational needs.
- Develops strategies to accommodate residential, commercial, and industrial growth.
- Recommends creation of additional departments and professional staff as operational needs increase.
- Develops systems that improve efficiency, accountability, organizational continuity, and customer service.

III. Building Official

Building Department Administration

Provides executive oversight of Fairfield's Building Department and administration of adopted building codes.

Responsibilities include:

- Serves as Fairfield Town's Building Official.
- Administers and oversees the Building Department.
- Reviews building permit applications for compliance with adopted building codes and Town ordinances.
- Coordinates third-party plan review and building inspections.
- Interprets adopted building codes and development regulations.
- Coordinates with inspectors, engineers, fire officials, health officials, and reviewing agencies.
- Oversees the issuance and administration of building permits, certificates, and occupancy approvals.
- Develops Building Department procedures, applications, and administrative processes.
- Oversees code compliance related to building permits and construction activities.

Organizational Statement

Fairfield intentionally operates with a lean organizational structure by assigning executive, administrative, regulatory, and operational responsibilities according to professional expertise and organizational need.

The responsibilities assigned to this position reflect the Town's commitment to providing efficient, fiscally responsible municipal services while accommodating significant growth and increasing operational complexity. As Fairfield continues to develop, many of these

responsibilities are expected to transition into dedicated departments and additional professional staff as operational demands and financial resources justify expansion.

This Position Responsibility Analysis reflects Fairfield's current organizational structure and documents the scope, complexity, and level of responsibility assigned to this position for organizational planning and compensation analysis.

Position Analysis & Scope of Responsibilities

Treasurer

Finance Director | Office Manager

Employee: Codi Butterfield

Start Date: August 2024

Compensation: \$25.00 per hour | 25 hours per week

Position Purpose

The Treasurer serves as Fairfield Town's chief financial administrator and is responsible for the Town's financial management, accounting, budgeting, procurement support, grant administration, financial reporting, and executive administrative support.

As Fairfield has experienced significant growth, this position has evolved well beyond the traditional responsibilities of a municipal Treasurer. In addition to overseeing the Town's financial operations, the Treasurer has assumed substantial administrative and organizational responsibilities to support the Mayor and ensure continuity of municipal operations.

The position serves as a key member of Fairfield's Executive Leadership Team and is actively involved in nearly every major Town project, providing financial oversight, project coordination, administrative leadership, and operational support.

Financial Administration

Responsible for the daily financial management of Fairfield Town.

Responsibilities include

- Oversees the Town's daily financial operations.
- Processes accounts payable and accounts receivable.
- Performs daily banking activities.
- Prepares and issues checks, electronic payments, and wire transfers.
- Monitors Town bank accounts, cash flow, and investment accounts.
- Reconciles monthly bank statements.
- Maintains complete financial records within Pelorus financial software.
- Reviews expenditures for budget compliance.

- Prepares monthly financial reports for the Mayor and Town Council.
- Coordinates the Town's annual financial audit.
- Maintains financial filing systems and audit documentation.
- Coordinates with financial institutions and outside auditors.
- Prepares quarterly landfill billing.
- Ensures financial records remain accurate, organized, and audit-ready.

Budget Administration

Provides financial oversight for Town operations and capital projects.

Responsibilities include

- Assists in developing the annual operating and capital budgets.
- Monitors departmental budgets and expenditures throughout the fiscal year.
- Evaluates financial impacts of proposed projects and purchases.
- Assists with long-range financial planning.
- Coordinates financial information for budget workshops and public hearings.
- Identifies budget concerns and reports recommendations to the Mayor.

Executive Administrative Support

As Fairfield has grown, this position has assumed increasing executive administrative responsibilities to support the Mayor and maintain efficient municipal operations.

Responsibilities include

- Assists the Mayor with day-to-day executive administration.
- Coordinates projects involving multiple departments.
- Reviews documents for accuracy, consistency, and completeness before presentation to the Mayor or Town Council.
- Assists with ordinance preparation, review, and organization.
- Coordinates communication between departments, consultants, contractors, developers, and outside agencies.
- Assists with implementation of Town Council direction.
- Identifies administrative issues and recommends solutions.
- Coordinates Planning Commission administrative support as needed.
- Provides administrative continuity during periods of increased workload.
- Frequently assumes responsibilities outside the traditional scope of the Treasurer's Office to ensure projects continue moving forward.

Procurement & Project Administration

Provides financial administration and oversight for municipal projects.

Responsibilities include

- Reviews contractor invoices for accuracy.
- Verifies invoices comply with approved contracts and Town Council authorization.
- Reviews engineering and consultant invoices.
- Tracks capital project expenditures and monitors project budgets.
- Coordinates contractor payments.
- Assists with Requests for Proposals (RFPs).
- Coordinates purchasing and procurement activities.
- Maintains financial documentation for capital improvement projects.
- Coordinates task work orders and associated payment documentation.

Grant Administration

Coordinates the financial administration of grant-funded projects.

Responsibilities include

- Applies for grants.
- Administers grant reimbursement programs.
- Tracks grant expenditures.
- Prepares reimbursement requests.
- Uploads reimbursement documentation.
- Maintains grant files and supporting documentation.
- Coordinates financial reporting for grant-funded projects.
- Ensures compliance with grant requirements.

Administrative & Technology Support

Provides administrative support beyond financial operations.

Responsibilities include

- Maintains the Town website.
- Administers the HeyGov platform and online applications.

- Performs notary services.
- Assists residents with financial and administrative questions.
- Maintains insurance records and assists with policy renewals.
- Assists with implementation of technology and administrative systems.
- Assists with Town-sponsored community events.
- Supports office operations and provides administrative assistance as needed.

Organizational Support

Fairfield operates with a lean organizational structure that requires leadership positions to work collaboratively across multiple departments.

As the Town has grown, this position has continued to evolve by assuming responsibilities beyond traditional treasury functions. The Treasurer works closely with the Mayor on virtually every major municipal project and provides financial and administrative coordination for engineers, contractors, consultants, developers, attorneys, grant administrators, and regulatory agencies.

The position has also become an important quality-control resource by reviewing documents, identifying inconsistencies, improving organizational efficiency, and helping ensure projects continue moving forward. This additional support has enabled Fairfield to maintain a high level of service while delaying the need for additional full-time administrative staff.

Decision-Making & Accountability

The Treasurer exercises independent judgment in administering Fairfield's financial operations and safeguarding public funds.

The position is accountable for maintaining accurate financial records, monitoring budgets, administering grants, supporting procurement, coordinating project finances, ensuring compliance with financial regulations, and providing reliable financial information to support executive decision-making.

The Treasurer is also expected to identify operational issues, recommend solutions, and proactively assist with administrative responsibilities necessary to maintain efficient municipal operations.

Why This Position Matters

The Treasurer's position has evolved far beyond traditional bookkeeping responsibilities. Today, the position functions as Fairfield's Finance Director and Office Manager while providing

executive administrative support, procurement administration, grant management, project coordination, financial oversight, and organizational leadership.

The Treasurer has become one of the Mayor's primary administrative partners and an essential member of Fairfield's Executive Leadership Team. The position provides the financial leadership and organizational support necessary to successfully manage the Town's daily operations, capital improvement projects, grant administration, and long-term financial planning.

Without this position, Fairfield would likely require multiple employees to perform the level of financial administration, project coordination, procurement support, grant management, and executive administrative services currently provided by a single individual.

As Fairfield continues to grow, it is anticipated that this position will continue evolving into a full-time Finance Director responsible for leading an expanded municipal finance and administrative department.

Position Analysis & Scope of Responsibilities

Recorder / Municipal Clerk

Employee: Stephanie Shelley

Compensation: \$25.00 per hour | 35 hours per week

Approximate Start Date: 2019

Position Purpose

The Recorder serves as Fairfield Town's official Municipal Clerk and custodian of the Town's records. This position is responsible for administering legislative processes, maintaining official municipal records, coordinating public meetings, preserving historical records, ensuring compliance with statutory notice requirements, and providing administrative support to the Mayor, Town Council, Planning Commission, and the public.

The Recorder plays a vital role in maintaining the integrity of Fairfield's legislative and administrative processes by ensuring official actions are accurately documented, preserved, and accessible in accordance with state law.

Legislative Administration

Responsible for administering Fairfield's legislative processes.

Responsibilities include:

- Prepares Town Council agendas.
- Prepares Planning Commission agendas.
- Posts public meeting notices in accordance with Utah's Open and Public Meetings Act.
- Publishes required public hearing notices.
- Coordinates meeting packets and supporting documentation.
- Attends Town Council meetings.
- Attends Planning Commission meetings as assigned.
- Records official meeting minutes.
- Maintains recordings of public meetings.
- Maintains official ordinance and resolution files.

- Coordinates codification of adopted ordinances and maintains the Town Code.

Records Management

Serves as Fairfield's official records custodian.

Responsibilities include:

- Maintains permanent municipal records.
- Maintains electronic filing systems.
- Maintains physical filing systems.
- Preserves historical documents.
- Coordinates records retention schedules.
- Processes Government Records Access and Management Act (GRAMA) requests.
- Protects confidential records in accordance with state law.
- Preserves official Town records for future reference.

Administrative Support

Provides administrative support for Fairfield Town operations.

Responsibilities include:

- Answers resident inquiries.
- Assists the Mayor and Town Council with administrative needs.
- Processes incoming and outgoing correspondence.
- Coordinates routine correspondence with residents, consultants, contractors, and outside agencies.
- Maintains office filing systems.
- Assists with scheduling meetings.
- Coordinates office records.
- Maintains municipal forms and documents.
- Supports the day-to-day operation of the Town office.

Elections Administration

Coordinates municipal election responsibilities.

Responsibilities include:

- Coordinates candidate filing.
- Maintains election records.
- Coordinates required notices with the County Clerk.
- Assists with election administration.
- Maintains official election documentation.

Public Information

Provides information and assistance to residents.

Responsibilities include:

- Assists residents with public records requests.
- Answers questions regarding Town procedures and municipal processes.
- Provides public information related to Town meetings, ordinances, and administrative processes.
- Assists residents with administrative forms and requests.

Organizational Support

The Recorder provides administrative continuity by maintaining legislative records, preserving institutional knowledge, and supporting the daily administrative functions of Fairfield Town.

The position works closely with the Mayor, Treasurer, Deputy Recorder, Planning Commission, Town Attorney, consultants, and the Town Council to ensure legislative actions, public records, and administrative processes remain organized, accurate, and compliant with state law.

As Fairfield continues to grow, the volume and complexity of legislative administration, public meetings, records management, and administrative coordination continue to increase.

Decision-Making & Accountability

The Recorder exercises independent judgment in maintaining official Town records, administering legislative processes, and ensuring compliance with statutory requirements related to public meetings, records management, and municipal documentation.

The position is accountable for maintaining accurate municipal records, preserving legislative history, coordinating required public notices, and supporting the administrative functions of Fairfield Town.

Why This Position Matters

The Recorder is responsible for preserving Fairfield's official legislative history and ensuring the Town's public records, meetings, and legislative actions comply with applicable state law.

Accurate records are essential to transparent government, legal compliance, and organizational continuity. The Recorder provides the administrative structure that allows elected officials, staff, residents, and future administrations to rely on complete and accurate municipal records.

As Fairfield continues to grow, this position will continue to expand through increased legislative activity, additional public meetings, more complex records management requirements, and increased administrative coordination.

Position Analysis & Scope of Responsibilities

Deputy Recorder

Employee: Vonda Cook

Compensation: \$25.00 per hour | 10 hours per week

Position Purpose

Vonda Cook has served Fairfield Town for more than fourteen years and provides legislative, administrative, and research support to the Mayor, Recorder, and Town administration. As Deputy Recorder, she serves as an important resource for ordinance review, historical research, document organization, and special projects requiring institutional knowledge.

The position provides administrative continuity by assisting with legislative projects, records management, and document research while supporting the Town's day-to-day administrative operations.

Legislative & Administrative Support

Provides assistance with legislative projects and administrative operations.

Responsibilities include:

- Assists with drafting and reviewing ordinances.
- Reviews legislative documents for consistency and organization.
- Assists with ordinance revisions and supporting documentation.
- Supports legislative projects as assigned.
- Assists the Recorder with administrative responsibilities.
- Provides backup administrative support when needed.

Research & Records Management

Provides research and document support for Town administration.

Responsibilities include:

- Conducts historical document research.
- Locates archived records and supporting documentation.
- Researches previous ordinances, resolutions, agreements, and administrative actions.
- Assists with organizing municipal records and files.
- Retrieves documents for special projects and administrative needs.

Litigation & Special Projects

Provides research and administrative support for legal matters and special projects.

Responsibilities include:

- Assists with organizing documents requested by legal counsel.
- Researches historical records related to legal matters.
- Compiles supporting documentation for attorneys and consultants.
- Assists with special administrative projects as assigned by the Mayor.

Organizational Support

The Deputy Recorder provides valuable institutional knowledge developed through more than fourteen years of service to Fairfield. The position supports the Mayor, Recorder, and administrative staff by assisting with legislative projects, historical research, document organization, and special projects that require familiarity with the Town's records and history.

Decision-Making & Accountability

The Deputy Recorder exercises independent judgment while conducting research, reviewing documents, organizing municipal records, and assisting with legislative and administrative projects.

The position is accountable for maintaining accurate research, supporting legislative consistency, preserving historical records, and providing dependable administrative assistance.

Why This Position Matters

The Deputy Recorder provides experienced administrative and legislative support that strengthens Fairfield's ability to manage ordinance development, historical research, records organization, and special projects.

The institutional knowledge and historical perspective provided through this position contribute to organizational continuity and support the Town's administrative operations.

Position Analysis & Scope of Responsibilities

Council Member

Compensation: \$350 per month

Director of Roads & Public Works

Additional Compensation: \$900 per month

Employee: RL Panek

Years of Service: Approximately 25 Years

Position Purpose

RL Panek has served the residents of Fairfield as a Town Council Member for approximately twenty-five years while operating his full-time mechanic business in Fairfield. Throughout his tenure, he has remained dedicated to public service and has consistently been elected without opposition, reflecting the confidence and trust the community has placed in his leadership.

In addition to his statutory responsibilities as a Council Member, RL serves as Fairfield's Director of Roads & Public Works. His mechanical background, practical experience, and extensive institutional knowledge make him the Town's primary resource for road maintenance, public infrastructure, and operational planning. He also serves as a trusted advisor to the Mayor on infrastructure, purchasing, and long-term maintenance decisions.

Roads & Public Works Administration

Responsible for overseeing Fairfield's roadway system and public infrastructure.

Responsibilities include:

- Oversees road maintenance throughout Fairfield.
- Identifies maintenance priorities and recommends improvements.
- Obtains bids for road maintenance and improvement projects.
- Coordinates grading, roadway repairs, and contractor services.

- Monitors contractor performance and quality of completed work.
- Coordinates emergency roadway repairs, road closures, and traffic control when necessary.
- Monitors roadway conditions and recommends long-term maintenance strategies.

Public Infrastructure & Operations

Provides oversight of Town-owned transportation infrastructure and operational support.

Responsibilities include:

- Orders and coordinates installation of road signs and municipal signage.
- Monitors public rights-of-way and easements.
- Coordinates weed spraying within road rights-of-way.
- Assists with acquiring easements when necessary.
- Reviews equipment and maintenance needs.
- Assists with purchasing decisions related to roads and public infrastructure.
- Provides recommendations regarding infrastructure improvements and operational priorities.

Winter Operations

Provides oversight of Fairfield's seasonal road maintenance.

Responsibilities include:

- Coordinates snow removal operations.
- Works with snowplow contractors.
- Monitors roadway conditions during winter weather.
- Assists in determining operational priorities to maintain safe roadways.

Leadership & Organizational Support

Provides operational leadership and serves as the Mayor's primary advisor on roads and public works.

Responsibilities include:

- Shares historical knowledge of Fairfield's roads, infrastructure, and public facilities.
- Assists with evaluating infrastructure priorities and capital improvements.
- Supports implementation of Town infrastructure projects.
- Serves as an authorized signer on Town checks, providing an additional level of financial accountability.
- Volunteers additional time to support Town projects, community events, and operational needs as they arise.

Community Leadership

RL is one of the Town's longest-serving elected officials and has become a trusted resource for residents seeking information and assistance. His accessibility, practical experience, and institutional knowledge provide valuable continuity for both the Town Council and administration.

Decision-Making & Accountability

RL exercises independent judgment in overseeing Fairfield's roads and public infrastructure. He is responsible for identifying maintenance needs, coordinating contractors, recommending infrastructure improvements, monitoring project quality, and helping ensure public works projects are completed efficiently and responsibly.

His decisions directly impact public safety, transportation infrastructure, municipal assets, and the long-term maintenance of Fairfield's roadway system.

Why This Position Matters

The Director of Roads & Public Works provides Fairfield with experienced operational leadership that would otherwise require a dedicated Public Works Director or department manager.

By utilizing RL's professional experience and extensive institutional knowledge, Fairfield has been able to effectively maintain its public infrastructure while operating with a lean organizational structure. As the Town continues to grow, these responsibilities are expected to transition into a dedicated Public Works Department. Until then, RL continues to provide essential leadership, technical knowledge, and operational oversight that support Fairfield's daily operations.

Position Analysis & Scope of Responsibilities

Council Member

Compensation: \$350.00 per month

Director of Water Systems

Additional Compensation: \$900.00 per month

Employee: Tyler Thomas

Years of Service: Council Member and Director of Water Systems since 2016

Position Purpose

Tyler Thomas has served on the Fairfield Town Council since 2016 while maintaining full-time employment outside of his elected position. Throughout his tenure, he has remained committed to protecting and improving Fairfield's municipal water system.

In addition to his statutory responsibilities as a Council Member, Tyler serves as Fairfield's Director of Water Systems. He provides operational oversight of the Town's culinary water system, regulatory compliance, infrastructure planning, and long-range water system improvements. His practical knowledge of Fairfield's water infrastructure and proactive approach to identifying future needs make him an essential resource in protecting one of the Town's most critical public assets.

Water System Administration

Responsible for the oversight, operation, maintenance, and long-range planning of Fairfield's culinary water system.

Responsibilities include:

- Oversees operation of the Town's culinary water system.
- Monitors the condition of water infrastructure and system performance.
- Evaluates operational needs and recommends improvements.

- Coordinates water-related projects with the Mayor, engineers, contractors, and regulatory agencies.
- Assists in establishing priorities for water infrastructure improvements.
- Oversees chlorination testing and regulatory compliance.
- Reviews annual drinking water reports.
- Coordinates with engineers and water professionals on system improvements.
- Coordinates installation of new water meters.
- Reviews new water line installations.
- Oversees hydrant testing.
- Monitors pump operation, generator maintenance, and system readiness.
- Coordinates repairs to water infrastructure.
- Assists in evaluating equipment replacement needs.
- Helps ensure the Town is prepared to respond to water system emergencies.
- Assists with water rights transfers and coordination.
- Reviews proposed water system improvements.
- Evaluates infrastructure needs associated with new development.
- Coordinates long-range capital improvements.
- Recommends improvements to increase system reliability, capacity, and public health protection.

Leadership & Organizational Support

Serves as the Mayor's primary advisor on water system operations, infrastructure planning, and regulatory compliance.

Responsibilities include:

- Provides recommendations regarding water system improvements.
- Assists in evaluating infrastructure priorities.
- Coordinates with engineers, contractors, and regulatory agencies.
- Shares operational knowledge with the Mayor and Town Council.
- Identifies maintenance needs before they become larger issues.
- Supports emergency response related to water infrastructure.

Tyler consistently demonstrates a proactive approach to managing Fairfield's water system by identifying future needs and recommending improvements that increase system reliability, protect public health, and reduce future maintenance costs.

Community Leadership

Tyler brings a practical and thoughtful approach to Town Council service. His technical knowledge of Fairfield's water system and measured approach to decision-making provide valuable guidance to the Mayor, Town Council, and residents.

Decision-Making & Accountability

Tyler exercises independent judgment in overseeing Fairfield's culinary water system and advising the Town on operational, regulatory, and infrastructure matters.

His responsibilities directly impact public health, regulatory compliance, emergency preparedness, infrastructure investment, and the Town's long-term ability to provide safe and reliable culinary water.

Why This Position Matters

The Director of Water Systems provides Fairfield with experienced operational leadership that would otherwise require a dedicated Water Superintendent or Public Utilities Director.

Tyler's technical knowledge, proactive planning, and oversight help ensure Fairfield's water system remains reliable, compliant, and prepared to meet the needs of both current residents and future growth. As Fairfield continues to expand, these responsibilities are expected to transition into a dedicated water or public works department. Until then, Tyler continues to provide essential leadership and oversight for one of the Town's most critical public services.

Position Analysis & Scope of Responsibilities

Council Member

Compensation: \$350.00 per month

Director of Construction & Capital Projects

Additional Compensation: \$900.00 per month

Employee: Richard Cameron

Years of Service: Town Council Member since 2021

Position Purpose

Richard Cameron has served on the Fairfield Town Council since 2021 while continuing his full-time career as a Construction Operations Manager. His professional experience in construction management, contractor oversight, engineering coordination, and project implementation provides Fairfield with technical expertise that would otherwise require a dedicated Capital Projects Manager or Public Works Director.

In addition to his statutory responsibilities as a Council Member, Richard serves as Fairfield's Director of Construction & Capital Projects. He provides technical leadership for municipal construction projects, engineering coordination, contractor management, inspections, procurement support, and capital improvement planning while serving as one of the Mayor's primary advisors on construction-related matters.

Construction & Capital Project Administration

Responsible for overseeing Fairfield's capital improvement projects and construction activities.

Responsibilities include:

- Assists with planning and implementation of municipal capital improvement projects.

- Coordinates with engineers, contractors, consultants, and inspectors.
- Reviews construction methods, project schedules, and implementation.
- Assists in identifying project priorities and evaluating project alternatives.
- Reviews plans, specifications, and engineering recommendations.
- Assists with development of Requests for Proposals (RFPs).
- Reviews contractor qualifications and project proposals.
- Helps identify qualified contractors, inspectors, and technical professionals.
- Reviews project progress and quality of completed work.
- Assists in resolving construction-related issues during project implementation.
- Provides recommendations that improve project efficiency, quality, and long-term value.

Infrastructure & Operational Support

Provides practical construction expertise and operational support for Town facilities and infrastructure.

Responsibilities include:

- Assists with facility improvements and infrastructure projects.
- Recommends maintenance and capital improvements.
- Provides practical solutions for construction-related challenges.
- Supports emergency infrastructure needs when they arise.
- Assists with implementation of Town improvement projects.

Richard has repeatedly provided assistance beyond the traditional responsibilities of a Council Member, including constructing Fairfield's ADA-accessible entrance ramp and providing garage space for Town operations at a nominal cost until Fairfield secured and converted its permanent Town office.

Leadership & Organizational Support

Serves as the Mayor's primary advisor on construction, engineering, and capital improvement projects.

Responsibilities include:

- Provides technical recommendations on construction and infrastructure projects.
- Assists with project planning and prioritization.
- Coordinates with engineers, contractors, consultants, and inspectors.
- Shares professional construction expertise with the Mayor and Town Council.

- Identifies practical solutions that improve project delivery while helping control costs.

Community Leadership

Richard brings practical leadership and a solutions-oriented approach to Town Council service. His construction background allows Fairfield to make informed decisions regarding infrastructure, facilities, and capital improvements while ensuring projects are completed safely, efficiently, and to a high standard.

Decision-Making & Accountability

Richard exercises independent judgment in evaluating construction methods, engineering recommendations, contractor performance, project implementation, and infrastructure improvements.

His responsibilities directly influence construction quality, project costs, contractor coordination, infrastructure investment, and the successful completion of Fairfield's capital improvement program.

Why This Position Matters

The Director of Construction & Capital Projects provides Fairfield with professional construction management expertise that would otherwise require hiring a dedicated Capital Projects Manager, Construction Manager, or Public Works Director.

Richard's experience strengthens Fairfield's ability to manage capital projects, coordinate engineering services, procure qualified contractors and inspectors, and oversee public infrastructure improvements. As Fairfield continues to grow, these responsibilities are expected to transition into a dedicated capital projects or public works management position. Until then, Richard continues to provide essential technical leadership that supports Fairfield's infrastructure investments and long-term growth.

Position Analysis & Scope of Responsibilities

Council Member

Compensation: \$350.00 per month

Director of Community Engagement

Additional Compensation: \$TBD per month

Employee: Michael Weber

Years of Service: Town Council Member

Position Purpose

Michael Weber serves on the Fairfield Town Council and provides leadership in community engagement, volunteer coordination, community events, and organizational support. While he does not oversee a traditional municipal department, he has accepted responsibilities that strengthen communication between the Town and its residents while supporting the Mayor and Town Council in a variety of operational and community initiatives.

Michael previously served as Fairfield's Treasurer before stepping away from that position due to outside professional commitments. He has remained an active and dependable member of the Town Council, contributing thoughtful leadership, practical recommendations, and volunteer service that extend well beyond the traditional responsibilities of an elected official.

Community Engagement

Responsible for supporting community involvement and Town-sponsored events.

Responsibilities include:

- Assists with planning and coordinating Town-sponsored events.
- Coordinates volunteer participation for community activities.
- Encourages community involvement and resident engagement.
- Assists with community improvement projects.

- Helps organize event logistics and operational support.
- Supports community celebrations and special events.

Organizational Support

Provides operational and administrative support to the Mayor and Town Council.

Responsibilities include:

- Reviews Town Council agendas and supporting materials.
- Provides thoughtful feedback on policy and operational issues.
- Assists in identifying concerns and practical solutions before decisions are made.
- Serves as a sounding board for the Mayor on organizational and community matters.
- Assists with special projects as assigned.
- Supports Town operations wherever additional assistance is needed.

Michael organized Fairfield's community cornhole tournament, coordinated volunteers, and helped ensure the event's success. He also volunteered his time to prepare and smoke meat for the Town's Senior Luncheon and regularly contributes personal time to support community activities.

Leadership & Organizational Support

Michael brings a practical, community-focused perspective to Town Council discussions and decision-making.

His willingness to volunteer, support Town projects, and contribute wherever needed has strengthened Fairfield's ability to provide successful community events while maintaining a lean organizational structure.

Community Leadership

Michael is committed to strengthening Fairfield's sense of community through volunteerism, civic involvement, and public service. His ability to organize community events and encourage resident participation contributes to the quality of life enjoyed by Fairfield residents.

Decision-Making & Accountability

Michael exercises independent judgment as a Town Council Member while providing leadership in community engagement, volunteer coordination, and organizational support.

His responsibilities directly influence community participation, volunteer involvement, public outreach, and the successful delivery of Town-sponsored events and community programs.

Why This Position Matters

The Director of Community Engagement provides Fairfield with leadership that encourages community involvement and supports the Town's ability to successfully organize events and public activities.

Michael's willingness to accept responsibilities beyond those traditionally expected of a Council Member has strengthened Fairfield's organizational capacity and enhanced the Town's ability to engage residents through volunteerism and community events. His continued support allows the Mayor and Town Council to successfully deliver community programs while maintaining Fairfield's strong sense of community.

Resolution No. R2026-15 A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union. **Date XX, 2026**

WHEREAS, Fairfield maintains public funds in depository accounts for the conduct of Town business and the safekeeping of public funds; and

WHEREAS, Utah Code § 10-5-128 requires the Town Treasurer to promptly deposit all Town funds in the appropriate accounts of the Town; and

WHEREAS, the Fairfield Town Council has reviewed the Town's current banking relationship and finds it to be in the best interest of the Town to transfer its depository accounts from Alta Bank to [Credit Union Name]; and

WHEREAS, the Fairfield Town Council finds that [Credit Union Name] is qualified and authorized to receive public funds in accordance with applicable Utah law; and

WHEREAS, the Fairfield Town Council finds it necessary and appropriate to authorize designated Town officials to establish, administer, and maintain Town accounts with [Credit Union Name] and to complete all actions necessary to transfer Town funds and banking services;

NOW, THEREFORE, BE IT RESOLVED that Fairfield hereby approves the transfer of Town depository accounts and banking services from Alta Bank to [Credit Union Name], and authorizes the Mayor, Treasurer, Recorder, and any other duly authorized Town officials to execute all documents and take all actions necessary to implement the transfer.

EFFECTIVE DATE: This Resolution shall become effective immediately upon adoption.

Passed and Adopted this XX day of XX 2026.

FAIRFIELD

Hollie McKinney, Mayor

Hollie McKinney	yes	no	abstain
RL Panek	yes	no	abstain
Tyler Thomas	yes	no	abstain
Michael Weber	yes	no	abstain
Richard Cameron	yes	no	abstain

ATTEST:

Stephanie Shelley, Recorder

(OFFICIAL SEAL)

FAIRFIELD

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a Resolution passed by the Town Council of Fairfield, Utah, on the XX day of XX 2026.

R2026-XX A Resolution Approving the Transfer of Fairfield Town Depository Accounts to a Credit Union.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield, Utah, this XX day of XX 2026.

Stephanie Shelley
Fairfield Recorder/Clerk

(SEAL)