

**Unapproved Meeting Minutes  
Fairfield Town Council  
Work Session/Public Hearing/Regular Meeting  
January 9, 2024**

**Work Meeting**

**Date: Tuesday, January 9, 2024**

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

**Time: 6:00 P.M.**

**Minutes By: Stephanie Shelley**

**Agenda Item #1 - Open The Town Council Work Session.**

Mayor McKinney called the Town Council Work Session to order at 6:00 P.M.

**Agenda Item #2 - Roll Call.**

Town Council Members Present: Mayor Hollie McKinney, RL Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present: Stephanie Shelley- Recorder

Others Present: Shari Phippen

Others Present Via Zoom: iPad

**Agenda Item #3 - Discuss the Town Council's Job Descriptions.**

Mayor McKinney went over the job description for the following positions:

- Water Department Manager/Operator
- Director of Roads
- Treasurer
- Town Maintenance Manager

Mayor McKinney mentioned that she would need to add a check-off line to the building application for the Water and Roads Departments. She also-assigned the garbage cans to the Town Maintenance Manager. Mayor McKinney said that she has not had time to complete the Mayor's job description, but she will get it to the Council once it has been completed.

Sheri talked about a bill that passed in the 2023 State Legislative session that will no longer allow the Council to approve preliminary site plans for single-family homes.

Shari Phipan also informed the Council that there is a bill that might come to the legislature this year that might prohibit a Council member from also being the Treasurer. She said that she would keep the Council apprised of the process of the bill.

Councilman Panek asked if now would be a good time to separate the jobs from the Council for more transparency. The Council held discussions on different avenues. The Council decided to make sure the payment for the Council and the payment for a job title are separate on the checks/W2s.

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Shari told the Council that, as of right now, the Council is fine with how they are operating. She said she will continue to monitor the progress of the bill.

**Agenda Item #4 - Discuss Recorder Job Duties and Position.**

Stephanie Shelley shared her job description with the Council. Richard asked to have it broken down by hours per item so he could understand how much time each duty takes to complete.

**Agenda Item #5 - Discuss the Christmas Celebration.**

The Council reviewed the recent Christmas event. They want to have a better flow from the State Park event to the Town event.

**Return to Agenda Item #4 - Discuss Recorder Job Duties and Position.**

Stephanie provided estimated times/duties to the Council for review. They would like her to add items to the list if they are not on there.

Mayor McKinney informed the Council that she would send them an informational packet one week before each Town Council meeting. The packet will include any minutes to be passed, any information available for various agenda items, proposed ordinances and resolutions, and any other information deemed necessary by the Mayor. The Council liked the idea.

**Agenda Item # 6 - Adjourn The Town Council Work Session Meeting.**

*Mayor McKinney made a motion to adjourn the meeting. Councilman Cameron seconded the motion. The motion passed unanimously.*

The meeting adjourned at 6:58 p.m.

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**Public Hearing**

**Date: Tuesday, January 9, 2024**

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

**Time: 7:00 P.M.**

**Minutes By: Stephanie Shelley**

**Agenda Item 1 - Open Public Hearing at 7:00 PM.**

Mayor McKinney opened the Public Hearing at 7:02 p.m.

**Agenda Item 2 - Roll Call.**

Town Council Members Present: Mayor Hollie McKinney, RL Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present: Stephanie Shelley - Recorder

Others Present: Colleen Wilson, Mark & Alina Pringle, Daymon Stephens, and Wayne Taylor.

Others Present Via Zoom: iPad, Jim Baker, iPhone, Ronnie Wilson.

**Agenda Item 3 - Prayer / Pledge Of Allegiance.**

Councilman Cameron offered the prayer. The Council led the Pledge of Allegiance.

**Agenda Item 4 - Public Comment on Providing for the Compensation of Elect and Statutory Officers.**

Alina Pringle thanked the council for giving them the sign variance. She showed the picture of what it looks like installed and the airpark.

Mayor McKinney opened the Public Hearing on hiring Stephanie Shelley full-time and compensation for the Council.

Daymon Stephens stated that the Council and Mayor positions should not be a second income; they are volunteer positions. He also said that he knows that their time is valuable and there should be some compensation.

Colleen Wilson would like to know where they can find the pay for the individuals. Mayor McKinney said it was not on the website at this time, but it will be. She explained that they are still negotiating the contract for Stephanie and are looking into the Council member's pay.

Daymon Stephens also asked what everyone was being paid at the present time. Councilman Thomas stated that currently, the Council gets paid fifty dollars a meeting. The Mayor's position is paid fifty

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dollars per meeting. He also stated that the Mayor was also paid for being over the building department and administration. *Daymon* said that the mayor does more than the Council, and he asked specifically about the mayor's pay. Mayor McKinney said it is not broken down for each area of pay.

Mayor McKinney said that Councilman Cameron only got paid fifty dollars a meeting. *Daymon Stephens* stated that would be six hundred and fifty dollars per year.

Councilman Thomas stated that the Town will have more details at a later date.

Councilman Cameron asked those present what they would like to see. Mayor McKinney said that she was not sure what the pay would be. That is why the job description was done and why they need to keep track of those hours.

*Daymon* asked if this would be brought back to another public hearing. Mayor McKinney stated that it does need to have another public hearing. Councilman Thomas commented that he would like this to be extremely transparent.

Mayor McKinney stated that she has worked between forty and fifty hours this week.

Shari Phipan is from MAG. She informed those present that the legislature recognizes the fact that small towns don't have people to help with day-to-day projects. She is fully in favor of the Council, Mayor, and employees keeping track of their work hours. The legislature may pass legislation where they can take away additional responsibilities from the Council. She noted that keeping track of hours is very important, and the town can look at what other towns pay, and then the town can justify the cost of paying for those positions.

*Daymon* asked if there was any option for other people in town to take on those jobs that the Council was currently doing. Councilman Cameron stated that they will see what happens with this bill. He said there might be a possibility.

**Agenda Item 5 - Close Public Hearing.**

Mayor McKinney closed the Public Hearing at **7:19 p.m.**

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**Regular Meeting**

**Agenda Item #1 - Open the Town Council Regular Session Meeting.**

**Agenda Item #2 - Sheriff's Department Update.**

Sgt Dutson was not present. The Council reviewed the Sheriff's report.

**Agenda Item #3- Public comments (2-minute limit per person)** Time has been set aside for the public to express their ideas, concerns, and comments on items not scheduled as public hearings on the Agenda. Those wishing to speak are encouraged to show respect for those who serve the town. Comments should focus on issues concerning the Town. Those wishing to speak should have signed in before the beginning of the meeting. (Please limit your comments to 2 minutes or less.)

No one present had any comments.

**Agenda Item #4 - Vote to Approve the Minutes Work/Regular Session November 14, 2023.**

*Councilman Panek motioned to approve the minutes for the November 14, 2023 Work/Regular Session. Councilman Cameron seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #5 - Vote to Approve the Canvas Minutes on December 5, 2023.**

*Councilman Thomas made a motion to approve the minutes for the December 5, 2023 Work/Regular Session. Councilman Weber seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #6 - Vote to Approve the Minutes Work/Regular Session December 12, 2023.**

*Councilman Weber made a motion to approve the minutes for the December 12, 2023 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

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*Councilman Weber - Yes*

**Agenda Item #7 - Vote To Approve the Fairfield Town Financials as of the Month Ending 11/30/2023.**

*Councilman Cameron made a motion to approve the Financials Ending November 30, 2023. Councilman Thomas seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - abstained*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #8 - Vote to Approve the Fairfield Town Financials as of the Month Ending 12/31/2023.**

*Councilman Thomas motioned to approve the financials ending December 31, 2023. Councilman Cameron seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - abstain*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #9 - Update from Mayor McKinney Regarding Meetings Attended Since Dec 1, 2023.**

Mayor McKinney reported that she had met with our congresswoman for the area and she would like to know the needs of Fairfield. The Mayor then introduced Shari Phippen, who had been hired by the State and works through MAG to help small towns with the management of their respective town.

Mayor McKinney reported that she had participated in several meetings with other organizations and still has additional meetings scheduled for later this month. She believes that networking is crucial to addressing Fairfield's growing needs. Mayor McKinney also reported that she had attended the newly elected official training from ULCT (Utah League of Cities and Towns).

Shari briefed the Council on the roles of these entities: ULCT assists cities and towns with legislative bills that could impact the Town, taking official stands on issues affecting municipalities. MAG serves as a central resource and clearinghouse.

Councilman Thomas plans to attend a meeting tomorrow in Spanish Fork on conservation easements. A conservation easement is a voluntary, legally binding agreement between a landowner and a land trust, state agency, or other qualified entity through which certain rights to the property are permanently transferred. Most often, these are development rights, but easements can also be designed to protect other values of land: ecological, recreational, scenic, or historic. The landowner retains

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ownership of the land and all rights not transferred through the easement and continues use of the property as productive forestland, farmland, or home.

**Agenda Item #10 - Discuss Joint Work Meeting with Eagle Mountain City to Discuss Common Interests Jan 30th, 2024, 4-6 pm or 6-8 pm**

The Council received an invitation to participate in a meeting with Eagle Mountain and other cities to discuss issues affecting the valley and surrounding areas. The Council has confirmed their attendance during the six to eight p.m. time slot.

**Agenda Item #11 - Shari Phippen Will Conduct Open Public Meeting Training.**

Shari Phippen presented the PowerPoint presentation to the Town Council for the training on the Open Public Meeting Act. She will also send out the presentation to the Town Council.

Shari stated that there are some items that need to be addressed in the codebook. She will work with Mayor McKinney to get those addressed and brought to the Council. She stated that she wanted the Council to be aware that one of the items is in regard to taking or eminent domain, which should be done with an attorney and not the Council.

**Agenda Item #12 - Discuss and Vote to Approve Resolution #2024-01 Appointing Michael Weber as Treasurer.**

Mayor McKinney discussed the possibility of Councilman Weber taking on the role of town treasurer. She informed the Council that new bank cards would be issued to all members, with Councilman Weber and Councilman Panek designated as the signers for the checks.

The Council discussed the need for increased transparency regarding the budget and decision-making processes.

*Councilman Thomas motioned to approve Resolution #2024-01, A Resolution Appointing Michael Weber as Treasurer of Fairfield Town, Fairfield, Utah. Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #13 - Discuss Using a Financial Advisor to Invest into a Money Market Account, CD, or PTIF.**

Mayor McKinney updated the Council on her conversation with a financial advisor, discovering that many cities do invest their funds. She shared that, with a two million dollar investment and monthly interest, the Town could potentially receive eight thousand dollars monthly. The Council engaged in a discussion on this matter, and Councilman Weber will conduct further research. He will reach out to the

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recommended companies approved by the State for city investments and provide a comprehensive report at the next meeting.

**Agenda Item #14 - Motion to have the Treasurer Move Money into a Money Market Account, CD, or PTIF.**

*Councilman Panek motioned to have Michael present options to invest our money. Councilman Cameron seconded the motion.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #15 - Motion to Approve Wayne Taylor to the Open Seat on the Planning Commission.**

*Councilman Weber's motion to appoint Wayne Taylor to open a seat on the Planning Commission, Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #16 - Discuss Outsourcing Building Department Applications, Procedures and Other Requirements.**

Mayor McKinney initiated a discussion with the Council regarding the potential outsourcing of the building department. After consulting with Kent Withers, who expressed his ability to handle the task, Councilman Panek and Councilman Thomas voiced their dissatisfaction with this proposal. They advocated for retaining Brad Gurney in the building department. A deliberation ensued, leading to a phone call to Sheri for clarification on why Brad couldn't continue. There was uncertainty about whether the building department was part of his mayoral duties or considered a separate job. Both Sheri and Mayor McKinney agreed to gather more information and provide the Council with a comprehensive update on their findings.

**Agenda Item #17 - Discuss and Vote to Approve Resolution #2024-02, the Central 911 Dispatch Board Position.**

*Councilman Panek motioned to approve Resolution No. 2024-02. A Resolution of Fairfield Town Approving a Board Member and an Alternate Board Member to the Central Utah 911 Dispatch Board to Represent Fairfield Town. Councilman Weber seconded the motion.*

*Mayor McKinney - Yes*

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

**Agenda Item #18 - Vote to Approve Resolution #2024-03 the Comprehensive Emergency Management Plan.**

*Councilman Panek motion to approve Resolution # 2024-03 A Resolution of Fairfield Town Adopting the 2024 Comprehensive Emergency Management Plan. Councilman Camron seconded the motion.*

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

**Agenda Item #19 - Discuss and Vote to Approve Resolution # 2024-04 Updating Fee Schedule, Increasing Garbage Can Fees and Adding Rental Fees.**

*Councilman Thomas motioned to approve Resolution #2024-04 Updating the Fairfield Town Fee Schedule by Increasing the Garbage Can Fees and Adding Rental Fees. Councilman Panek seconded the motion.*

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

**Agenda Item #20 - Discuss Providing for the Compensation of Elected and Statutory Officers.**

The Council will monitor the time spent on their various responsibilities and provide a report next month.

**Agenda Item #21 - Discuss and Vote to Approve Resolution #2024-05 Providing for the Compensation of Elected and Statutory Officers.**

*Councilman Thomas motioned to table 2024-05 until after the discussion in the closed meeting. Councilman Panek seconded the motion.*

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

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**Agenda Item #22 - Discuss Buying Equipment for the Town Office and Council Members.**

Mayor McKinney discussed the necessity of upgrading the Zoom equipment with the Council, specifically considering Logitech products. The recommended equipment by Brett (Silver Lake) amounted to slightly over two thousand dollars. The goal is to enhance the current setup, ensuring better sound quality and a more organized arrangement. The Mayor said she is in favor of upgrading to Zoom Professional, which includes the transcription feature and other advantageous benefits for the office. Additionally, she proposed the purchase of iPads for the Council members, facilitating easy document management by allowing documents to be dropped into folders for convenient access. This approach aims to reduce the volume of emails sent out and eliminate the need for having physical papers in front of Council members during meetings.

Councilman Cameron said that he is an Apple product user and expresses a desire for the inclusion of a camera and pencil for enhanced ease of use. Councilman Thomas stated that he, personally, does not need one at this time, but down the road, it might be different.

**Agenda Item #23 - Discuss and Vote on Updating the Internet Throughout Town.**

Mayor McKinney addressed the email sent by Brett from Silverlake during the meeting. It was suggested that the Town could utilize sixteen thousand dollars of COVID funds, leaving a remaining thirty thousand for loans. Councilman Cameron supported the idea, highlighting the potential to enhance equipment town-wide. Councilman Panek inquired about the possibility of a fee increase, to which it was clarified that there should be no increase, and the town should experience faster service. Concerns were raised about dead spots in various areas due to trees blocking signals and receivers being spaced too far apart.

*Councilman Thomas motioned to move forward with the internet contract with Brett Mansfield. Councilman Cameron seconded the motion.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #24 - Discussion and Vote to Approve the Amended 2024 Town Council Meeting Schedule.**

*Councilman Thomas motioned to move to the second Thursday of the month, and Stephanie go in to update the 2024 meeting schedule Councilman Weber seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

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*Councilman Cameron - Yes  
Councilman Weber - Yes*

**Agenda Item #25 - Airpark Discussion.**

Mayor McKinney informed the Council that she had gone over the codebook and the subdivision requirements. She said that the process was not followed correctly, and the ball was dropped all around. She said that the Town needs to follow the codebook.

The Council discussed the one-acre lot size. Councilman Thomas wants to stick with the one-acre lot size. He also wants to follow what the codebook says.

Councilman Thomas wants to stick with the original decision of twenty-six lots. Alina Pringle wants the ordinance that Mayor McKinney is referring to. Mayor McKinney will also council with Larry Jenkins.

The Council decided to send the preliminary subdivision plat back to the Planning Commission, requesting they make corrections and follow the proper process.

*Councilman Thomas made a motion that we send Blue Sky's Preliminary Subdivision application to Planning and Zoning to come through the proper process with the changes we have made with the August 22, 2023 meeting of twenty-six lots stands at twenty-two percent, not to exceed twenty-six lots. Councilman Cameron seconded the motion.*

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

**Agenda Item #26 - Discuss and Motion for ACE to Provide Recycling Service to the Town.**

During a short discussion on recycling, Wayne Taylor pointed out that if the company cannot find a buyer for the recycled materials, it typically ends up in the landfill. The emails Mayor McKinney received from residents appeared to be divided on the matter. As a result, the Council opted not to proceed with the program.

**Agenda Item #27 - Discuss the Current Budget and Amendments that Need to be Made.**

Mayor McKinney requested the Council to examine the budget provided in the packet, emphasizing the necessity for certain modifications and updates.

**Agenda Item #28 - Town Council Will Hold a Closed Meeting for the**

- (1) A closed meeting described under Section 52-4-204 may only be held for:
  - (a) except as provided in Subsection (3), discussion of the character, professional competence, or physical or mental health of an individual (f) discussion regarding deployment of security personnel, devices, or systems;

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*Councilman Thomas motioned to close the regular meeting. Councilman Weber seconded the motion.  
Time 10:15 pm.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

*Mayor McKinney motioned to open the regular meeting. Councilman Cameron seconded the motion.  
Time 10:58 pm.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

*Councilman Panek motioned that we reach out to Erinie, the locksmith, to come down and change the locks on the Town trailer and Town Office and trailer. Councilman Cameron seconded the motion. The motion passed unanimously.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

**Agenda Item #29 - Discussion On Upcoming Agenda Items.**

The Town Park and the Resolution Providing for the Compensation of Elected and Statutory Officers.

**Agenda Item #30 - Discussion On Old Business.**

Councilman Panek plans to acquire an item, potentially featuring a plaque or a similar token, as an expression of gratitude for Brad Gurney's dedicated service to the Town. Councilman Cameron proposed allocating a \$500 budget for the gift and suggested showcasing it as the inaugural piece on the history tour path. Councilman Thomas recommended considering a depiction of a pony express rider. Councilman Panek is inviting suggestions or ideas via email, aiming to complete the project within the next two to three months, with the intention of including the years of service on the plaque. Mayor McKinney posed the question of whether they should inform Brad about the gesture, and the unanimous decision was to maintain it as a surprise.

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**Agenda Item #31 - Discussion On New Business**

Nothing was discussed.

**Agenda Item #32 - Adjourn The Town Council Regular Meeting**

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

The meeting adjourned At 11:01 p.m.

**February 8, 2024**

**Stephanie Shelley**

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Minutes Approval Date

Stephanie Shelley Town Recorder