

## Unapproved Meeting Minutes

Fairfield Town Council

Session

September 25, 2025

### Minutes

**Date: Thursday, September 25, 2025**

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

**Time: 7:30 P.M.**

**Minutes By: Stephanie Shelley**

#### **Call to Order**

##### **1) Roll Call**

Town Council Members Present:

Mayor Hollie McKinney, RL Panek, Richard Cameron (via phone, arrived at 8:04 pm), Michael Weber, Tyler Thomas (via Zoom, arrived in person at 8:10 pm)

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield (via Zoom)

Others Present:

Wayne Taylor, Mark Pringle, Alina Pringle

Others Present Via Zoom:

iPad, iPhone(3), Meil, Tyler's iPhone, Amy Walker, Cherie Anderson, lhulme.

Mayor McKinney stated that they would allow public comment.

Amy Walker – Attorney for West Desert Airpark Spoke with Alina and Mark about the fact that they would not be filing any land use applications for 60 days. Councilman Weber asked her, "What about the contingencies?" She said they would be waiving their rights on those. They wouldn't be asking for any concessions from the Town.

Loyal Hulme – Senior Partner, Kirton McConkie (representing The Church of Jesus Christ of Latter-day Saints) Mr. Hulme introduced himself as legal counsel for the Church of Jesus Christ of Latter-day Saints and apologized for joining the process late. He expressed appreciation for the Town's work and offered to assist—at no cost to Fairfield—in refining the ordinances for clarity and consistency. He identified several ambiguities and inconsistencies in Ordinance #2025-16 (Airpark Mixed-Use Zone), such as unclear language regarding whether residential uses were permitted within the zone. He recommended explicitly stating which uses are allowed or prohibited to avoid misinterpretation. Regarding Ordinance #2025-17 (Airpark Overlay), Mr. Hulme cautioned that FAA regulations tied to runway extensions could extend restrictions beyond airport boundaries, unintentionally impacting neighboring properties. He requested that the Council defer adoption of the ordinances to allow joint review and revision with all affected stakeholders.

Cherie Anderson did give her two minutes to L Hulme.

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Loyal Hulme expressed concern that Ordinance #2025-17 (Airpark Overlay) could unintentionally affect properties outside the airport if airport facilities—such as runways—are expanded. They explained that FAA regulations extend from runway edges and flight paths, which could broaden restrictions beyond airport boundaries, potentially resulting in a regulatory taking. They asked the Town to clarify the ordinance's scope to ensure non-airport properties are not impacted and urged all parties to work together before adoption to avoid unintended consequences, noting that even an ordinance mirroring state requirements could still create ripple effects on neighboring parcels.

Mark Pringle did give his two minutes to Lloyd Hulme.

Loyal Hulme stated that he had been working with Attorney Amy Walker to encourage her client to make a verbal, on-the-record commitment not to file any new land use applications if the Town Council agreed to postpone its decision on the ordinances. He explained that allowing the current pending ordinance to expire, combined with this agreement, would effectively create a six-month moratorium period for all parties to collaborate and refine the language of the ordinance. He emphasized that this arrangement would protect both the Town and the property owners while ensuring a thorough and cooperative review process. He acknowledged the Council's frustration with ongoing delays but urged them to consider the pause in the best interest of all parties involved.

Wayne Taylor asked what potential drawbacks existed to adopting the ordinance that evening and then addressing any necessary revisions through future text amendments. He inquired what, if anything, would prevent the Council from proceeding in that manner.

Loyal Hulme responded that the downside of adopting the ordinance immediately is the risk of creating a confusing patchwork of amendments that would be difficult to interpret later. He explained that it is more effective to finalize a complete and consistent ordinance at the outset rather than revise it repeatedly over time. Because the property owner had offered an extension, he recommended that the Town take advantage of the opportunity to perfect the language before adoption. He acknowledged the Council's frustration with the lengthy process but maintained that pausing briefly to get the ordinance right would serve everyone's best interest.

Mayor McKinney began by expressing her frustration with the prolonged and contentious process surrounding the Airpark ordinances. She explained that she had consistently tried to cooperate with the property owners and their attorneys over the past six months. Still, her efforts had been met with continual legal challenges and accusations that the Town was not following proper procedures. She noted that the Town routinely receives letters alleging that actions were taken incorrectly, which had made both her and the Town's legal team increasingly cautious.

The Mayor stated that she was reluctant to enter into another agreement with Attorney Amy Walker or her client because previous attempts at cooperation had often resulted in new claims of procedural violations, improper notice, or takings allegations. She said she feared that if the Council postponed

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action again, the Town could be accused of mishandling the process or reverting to an outdated ordinance that could create even greater legal risk.

Mayor McKinney emphasized that her priority was to ensure the ordinance was enacted correctly and fairly, and that she wanted to provide certainty for the Town and its residents. She expressed concern that delaying action could open the Town to further legal exposure and that she was weary of receiving letters threatening legal action each time progress was made.

She further explained that the Town's previous attorney had withdrawn from the matter after she opposed applying an overlay to all surrounding properties, which she believed would have constituted a taking. The Mayor stated that her decision to resist that approach was made in defense of the Town and its residents. She reiterated her desire to resolve the issue and move forward with ordinances that were clear, lawful, and protective of the community's interests.

Loyal Hulme expressed appreciation for the Council's efforts to navigate a difficult and complex situation and reiterated his firm's willingness to support the Town moving forward. He concluded by apologizing again for the delay in his participation and pledged to assist the Town in ensuring the ordinances are done correctly.

Mayor McKinney wanted to know if they could go into a Closed Session with Loyal Hulme. He did ask if we had any legal counsel present. The Mayor said no, since we are dealing with the airpark. Amy Walker wanted to make sure things were fair for her clients.

Loyal Hulme explained that his understanding of the situation was that the Town began working on the Airpark ordinances about six months earlier, and under state law, the six-month period for acting on a pending ordinance would expire on September 29. If the Town failed to act before that date, a property owner—specifically, the West Desert Airpark—could potentially submit an application and gain vested rights under the prior ordinance. He stated that Attorney Amy Walker's client was the only property owner who could do so and had indicated a willingness to waive that right if the Town allowed the current pending ordinance to lapse and re-noticed a new one.

He explained that this approach would effectively begin a new six-month period during which no new applications could be filed, allowing time for all parties to collaborate on revisions without risk to the Town. Mr. Hulme acknowledged that this process might seem cumbersome but said it would ensure the Town's legal protection while providing an opportunity to refine the ordinances properly. He reiterated that adopting the ordinances immediately was an option but advised that starting fresh with revised language would likely produce a better long-term outcome. Mr. Hulme apologized for joining the process late and assured the Council that he and his firm were now fully engaged and committed to assisting the Town in resolving the matter cooperatively.

Amy Walker stated that she had no objection to Mr. Hulme meeting privately with the Town to discuss the ordinance revisions and clarified that she was also communicating with her client during the meeting. She explained that her goal was to secure an additional 60 days to extend the existing

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moratorium period, rather than initiating a full new six-month review under state statute. Ms. Walker noted that while she understood the statutory limits, she believed a short extension would provide the necessary time for continued collaboration and refinement of the ordinances without triggering a new formal notice period.

Mayor McKinney went outside and had a phone conversation with Loyal Hulme.

When they returned, Mayor McKinney noticed a conflict of interest involving Kirton and McConkie, Larry Jenkins, who had worked for the town's previous law firm.

The Council then discussed the best option: either to pass the ordinances or to issue another notice of intent.

Alina Pringle expressed frustration over the lengthy delays in moving forward with development approvals. She explained that when the Airpark became public use in 2018, an overlay was required, but not to the extent now mandated by the State since the 2024 regulatory change. She emphasized that the property owners were not trying to pressure or oppose the Town but had repeatedly requested meetings with individual Council members to collaboratively discuss solutions.

She stated that their goal was not litigation but simply to use and develop their property and continue operating their businesses, as any landowner would. She acknowledged that complying with the State's updated overlay requirements had been challenging and confusing but reaffirmed the property owners' desire to work cooperatively with the Town to find a fair resolution.

She also addressed a previous transfer of 33 acre-feet of water, asserting that the water rights were, in fact, valid for the area. She stated that three different water experts had confirmed the water would work in that location and claimed that the individual the Town had consulted regarding the matter was incompetent.

Mayor McKinney said you are calling Bowen Collins incompetent? Alina said yes.

Alina Pringle expressed concern that the proposed ordinance would render approximately one hundred acres of her property unusable for future development. She stated that adoption of the ordinance would severely limit what could be built within the Airpark Zone.

In response, Mayor McKinney clarified that the Pringle property lies within the Airpark Zone and that the ordinance does not remove any existing development rights in the Light Industrial West Zone. She explained that the area is currently permitted for twenty-nine hangars and that those allowances will remain unchanged under the proposed ordinance. She added that she does not intend to engage in ongoing debate with the Pringles over the next several months.

Mark Pringle asked if the Council had even read the ordinances? Councilman Weber said that was pretty offensive, Mark. Councilman Weber said the Public Comment is done.

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### Business Items

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

#### 1) Planning Commission update.

Wayne Taylor provided an update on the Planning and Zoning Commission's recent activities. He reported that the Commission had forwarded two ordinances to the Town Council with positive recommendations:

- Ordinance #2025-16 – Airpark Mixed-Use Zone
- Ordinance #2025-17 – Airpark Overlay

Wayne noted that the Commission discussed the number of hangar homes allowed within the airpark. There are currently 29 buildings, but the small airport standard would limit the use to 20 planes/hangars. He recommended that the Town grandfather the nine existing hangars exceeding that limit to remain in compliance with Utah Code §72-10-416(c), which defines standards for small airports.

He also emphasized the need to update FAA and Utah aviation notifications to reflect current regulatory requirements and ensure accurate reporting of airpark activity.

#### 2) Ordinance # 2025-16. An Ordinance Repealing and Reinstating Fairfield Town Code § 10.11.260. Airpark Zone (renamed Airpark Mixed Use Zone) and Amending Town Code § 10.16. Special Use Regulations, Adding Additional Special Uses.

The Council discussed what they should do. They talked about the Church coming to the table in the last 48 hours and suggested extending it for 6 months. They also wanted an email from the Pringles attorney granting the six-month extension without contingencies or litigation. The Council is also concerned that West Desert Airpark is operating a business without a license. They want to make sure the Town is protected.

Mark Pringle stated that the issue could be easily resolved, explaining that the water tanks had been temporarily relocated during preparations to add additional hangars before the project was halted. He noted that he simply needed to move the water tanks back to their original approved position to meet the fire marshal's requirements. The Council will refer to the Fire Marshal on this.

The Council is also frustrated with the consistent emails from the Airpark. They feel like they need to respond to everything, which is letting other things in Town be pushed aside to deal with the Airpark. They feel it has left the town exposed. Since the Town is small, we are focusing more on this than on other things, and the Council is exhausted. The Council stated that they have thoroughly read and reviewed the ordinance. The statement that the Mayor is the only one pushing this is incorrect.

Following public comment, the Council engaged in an extensive discussion regarding Ordinances #2025-16 (Airpark Mixed-Use Zone) and #2025-17 (Airpark Overlay).

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Mayor Hollie McKinney acknowledged the considerable time and effort that had gone into developing the ordinances. She stated that while she believed the documents were substantively strong and reflected the Town's intent to regulate development responsibly, she expressed frustration with the prolonged process and the frequent legal challenges raised throughout. The Mayor emphasized the need to move forward to provide clarity and protection for both the Town and affected property owners.

Councilman Panek noted that although the ordinances were well-written, the Town lacked specialized legal counsel in aviation and land-use law, leaving Fairfield potentially vulnerable to legal disputes. He expressed fatigue with the ongoing process but agreed that ensuring the ordinances' accuracy and defensibility was critical before passage.

Councilman Thomas supported delaying immediate adoption to allow time for collaborative revisions, referencing the commitment made by Amy Walker, representing West Desert Airpark, to a 180-day moratorium on land use applications. He stated that accepting this extension would allow the Town to refine the ordinances with input from all parties while maintaining legal protection.

Councilman Weber agreed that while the additional time could help improve clarity, the Town must remain cautious about continued delays and maintain focus on addressing existing compliance and safety concerns, such as fire protection at the airpark and the lack of an active business license for current operations.

Councilman Cameron voiced concern about further postponements, stating his preference to adopt the ordinance immediately to protect the Town from exposure and to comply with state requirements.

*Councilman Cameron made a motion to approve Ordinance #2025-16. An Ordinance Repealing and Reinstating Fairfield Town Code § 10.11.260. Airpark Zone (renamed Airpark Mixed Use Zone) and Amending Town Code § 10.16. Special Use Regulations, Adding Additional Special Uses. Councilman Thomas seconded the motion. The motion did not pass with three 'No's and one 'Yes'.*

*Mayor McKinney - no vote*

*Councilman Thomas - No*

*Councilman Panek - No*

*Councilman Cameron - Yes*

*Councilman Weber - No*

Councilman Panek asked before the Yes or No Vote. Loyal Hulme stated that the only alternative is for Amy to file in court in the next 30 days.

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Cherie – Intermountain Regional Landfill stated that Intermountain Regional Landfill would fully support the Town’s efforts to resolve the ordinance issues. She said the landfill was willing to participate in discussions and assist over the next 60 days—or as long as necessary—to help finalize the process. Cherie emphasized that the ordinances also affected landfill operations and expressed the company’s commitment to work alongside the Town to ensure the outcome was fair and effective for all parties.

The first email that Amy Walker sent stated a duration of 60 days. Loyal Hulmes questioned why Attorney Amy Walker’s client would not agree to a full six-month extension and noted that accepting a shorter timeframe could pose risks. He stated that while her client preferred to follow the standard process and hoped the matter could be resolved sooner—ideally within 30 to 45 days—he cautioned that limiting the period could expose all parties to potential complications. He concluded by warning that proceeding without the full extension would be “playing with fire.”

Amy Walker (email was dated Thursday, September 25th at 8:37 pm)

West Desert Airpark will stipulate not to file any land use applications for 180 days.

Loyal Hulme reiterated his earlier remarks, stressing the need for additional time and dialogue to finalize the ordinances. He reaffirmed that both he and Amy Walker’s client (West Desert Airpark) were willing to pause any new land use applications if the Town would defer passage and restart its review process. Mr. Hulme reiterated that the goal was to “get it right the first time” to avoid confusion or unintended legal exposure later.

Amy Walker confirmed that her client, West Desert Airpark, would not file any land use applications for 180 days, providing the Town ample time to revise the ordinances. She stated that the offer was made in good faith to facilitate collaboration and to prevent immediate litigation.

Ms. Walker also explained that her client continued to support refining the ordinance language related to FAA coordination and overlay boundaries, emphasizing that additional review would strengthen the Town’s position.

Cherie Anderson reiterated the landfill’s willingness to assist the Town in the revision process, acknowledging that the ordinances also affect landfill operations and the broader industrial corridor. She expressed appreciation for the Town’s efforts and stated that the landfill was committed to working collaboratively to ensure the new ordinances would protect both safety and existing land uses.

After considerable discussion, the Council adopted a Notice of Intent Resolution, formally initiating a new review period for the Airpark ordinances.

*Councilman Thomas motioned to approve Resolution #R2025-17, establishing a new Notice of Pending Ordinance related to amendments to Fairfield Town Code §§10.11.260 and 10.11.275.*

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*Dated September 25, 2025. Councilman Weber seconded the motion. The motion passed with three yes votes and one no vote.*

*Mayor McKinney - Yes*

*Councilman Thomas - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - No*

*Councilman Weber - Yes*

### **3) Ordinance #2025-17 An Ordinance Repealing and Reinstating Fairfield Town Code § 10.11.275 Airpark Overlay.**

This item was addressed together with agenda item #2 above, as both were covered in the same resolution.

### **4) Town Office discussion on the Rain Gutters Bids.**

Council Member Michael Weber presented two bids for installing rain gutters on the Town Office:

- Blackridge Roofing: \$2,000
- VM Roofing: \$2,900

Both contractors confirmed they could complete the work before winter, with Blackridge Roofing available to begin as early as the following week.

The Council determined that Blackridge Roofing should be awarded the job as the lowest bidder.

### **Adjournment**

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

The meeting adjourned at 8:56 p.m.

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Minutes Approval Date

Stephanie Shelley Town Recorder



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Fairfield Town Council

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### Minutes

**Date:** Wednesday, October 15, 2025

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

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

**Minutes By:** Stephanie Shelley

#### Call to Order

##### 1) Roll Call

Town Council Members Present:

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

Excused: Tyler Thomas

Staff Present:

Recorder: Stephanie Shelley Attorney: Brad Christopherson

Others Present: Tal Adair

Others Present Via Zoom: Logan Ginos, iPad

##### 2) Prayer / Pledge Of Allegiance

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

**General Public Comment** (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application. *Each person has two minutes, with a total limit of 14 minutes.*

No public comment was given.

#### Consent Items

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

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

2) **Approval of Financials: August 30, 2025.**

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

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

*Mayor McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

### Business Items

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

#### 1) Christmas Event details

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

Mayor McKinney reported that the following arrangements have been confirmed:

- Drone show
- Entertainer "K"
- Two food trucks
- Sleigh ride
- Hot chocolate managed by Candy Waterson
- Wayne Dansey as MC and audio support

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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### 4) Discuss and update on the town park

The Council discussed several components of the Town Park project:

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

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

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

History Path: A council member reported that Shawn (Strong) has offered to donate the base and grading work for the history path. One contractor has submitted a bid of approximately \$105,000, and they are awaiting a second bid from Oakland. If the weather allows, the Council agreed to proceed with installation this fall.

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

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

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

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

*Mayor McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

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*Councilman Weber - Yes*

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

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

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

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

*Mayor McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

### 7) **Appointment of town attorney**

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

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

Mayor McKinney noted that Fairfield is a small town with limited staff and that she would likely need to call him frequently with questions to ensure the town handles issues correctly from the outset. Brad agreed with this approach. Councilman Panek added that council members are volunteers who did not seek public office but simply want to help

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the town run effectively while managing full-time jobs. The Council emphasized they have no agenda beyond serving the community.

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

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

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

*Mayor McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Weber - Yes*

Brad stated that the Airpark request had been submitted to the Property Rights Ombudsman for an evaluation and advisory opinion regarding whether the Town complied with the law. Brad explained that they are currently reviewing the Town's ordinances, the applicant's position, and the circumstances surrounding the undeveloped subdivision. Additional background information will be gathered, including details from Jordan, the Ombudsman, who previously conducted a full-day mediation with the Mayor. Once the review is complete, guidance will be provided on how the Town should respond.

It was confirmed that the applicants have chosen to proceed with the advisory opinion process. In this process, the Town will present its position, and the Ombudsman will ask clarifying questions to ensure all parties agree on the issues to be addressed. The Ombudsman will then take the matter under advisement and typically issues an opinion within one to two months. The attorney noted that they currently have other issues pending with the Ombudsman's office and are familiar with the procedure.

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**Adjournment**

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

The meeting adjourned at 7:39 p.m.

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Minutes Approval Date

Stephanie Shelley Town Recorder

Working Draft 2025

# Fairfield Town

Utah County, Utah \_\_\_\_\_

## Fairfield Town Financials

### As of the Month Ending

09/30/2025

Mayor McKinney \_\_\_\_\_

Councilman Thomas \_\_\_\_\_

Councilman Panek \_\_\_\_\_

Councilman Cameron \_\_\_\_\_

Councilman Weber \_\_\_\_\_

Treasurer: \_\_\_\_\_

Recorder/Clerk: \_\_\_\_\_

Date \_\_\_\_\_

(Seal)





ACCOUNT NUMBER:  
FAIRFIELD TOWN

This statement is for the period from  
September 1, 2025 to September 30, 2025

000003118 02 SP 000638045897153 P

FAIRFIELD TOWN  
PO BOX 271  
FAIRFIELD UTAH 84013

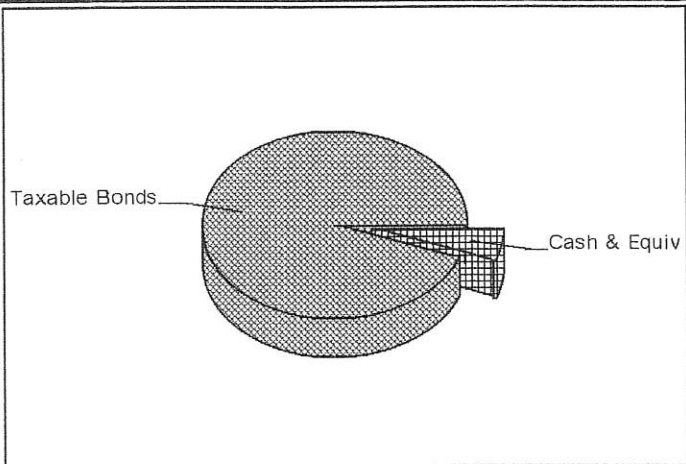
**QUESTIONS?**

If you have any questions regarding  
your account or this statement, please  
contact your Account Manager.

**MARQUES MCNIESE**  
CN-OH-W5IT  
CN-OH-W5IT  
425 WALNUT STREET  
CINCINNATI OH 45202  
**Phone 513-632-4147**  
E-mail [marques.mcniese@usbank.com](mailto:marques.mcniese@usbank.com)

**ASSET SUMMARY AS OF 09/30/25**

Assets	Current Period Market Value	% of Total	Est Annual Income
Cash & Equivalents	90,548.36	6.50	3,656.04
Taxable Bonds	1,313,237.30	93.50	54,312.51
<b>Total Market Value</b>	<b>\$1,403,785.66</b>	<b>100.00</b>	<b>\$57,968.55</b>



**ASSET DETAIL**

Shares or Face Amount	Security Description	Market Value/ Price	Tax Cost/ Unrealized Gain(Loss)	Yield at Market	Est Annual Inc
<b>Cash &amp; Equivalents</b>					
<b>Cash/Money Market</b>					
90,548.360	First American Government Oblig Fd Cl X #5385 31846V336	90,548.36 1.0000	90,548.36 0.00	4.04	3,656.04
<b>Total Cash/Money Market</b>		<b>\$90,548.36</b>	<b>\$90,548.36</b> \$ .00		<b>\$3,656.04</b>
<b>Cash</b>					

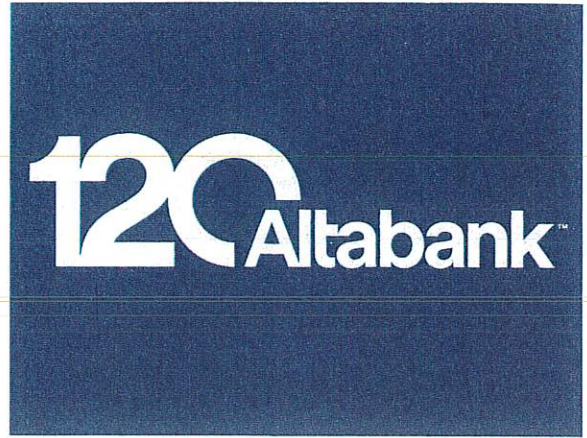


PO Box 307  
American Fork, UT 84041

received  
16/15/25



137955-02A\*\*007050  
TOWN OF FAIRFIELD  
PO BOX 271  
CEDAR VALLEY UT 84013-0271



Customer Service:

801-756-7681



Website:

www.altabank.com

## Summary of Accounts

Account Type	Account Number	Ending Balance
SIMPLY BUSINESS CHECKING		\$203,254.19
SIMPLY BUSINESS CHECKING		\$5,450.15
SIMPLY BUSINESS CHECKING		\$44,234.46
SIMPLY BUSINESS CHECKING		\$728.00
SIMPLY BUSINESS CHECKING		\$29,210.00

Account Title: TOWN OF FAIRFIELD

Statement Dates 9/02/25 to 9/30/25 (29 days)

Terms and Conditions of Your Account updates: Effective December 1, 2025, Savings and Money Market transaction limitations of 6 per calendar month and \$1.00 excess debit fee no longer apply. Minimum balance to avoid imposition of fees (service charge) still apply.

### SIMPLY BUSINESS CHECKING - XXXXXX5193

Previous Balance	\$259,373.82	Average Ledger	\$223,961.38
Deposits/Credits (8)	\$33,982.63	Average Collected	\$223,961.38
Checks/Debits (47)	\$90,102.26		
Service Charge	\$0.00		
Interest Paid	\$0.00		
<b>Ending Balance</b>	<b>\$203,254.19</b>		

### Credit Transactions

Date	Description	Amount
9/08	heygov.com TRANSFER CCD ST-X8T5U7E9G6C4 091000013202761	\$25.00
9/09	Remote Deposit	\$1,762.42
9/10	heygov.com TRANSFER CCD ST-S7O0J9Y5Z6R6 091000017742353	\$135.00
9/12	heygov.com TRANSFER CCD ST-W4B5J5U1V3E2 091000018620759	\$10.00
9/15	Remote Deposit	\$26,708.25
9/22	Remote Deposit	\$800.00





# GAAP Financials

09/01/2025 - 09/30/2025

# Moreton-Fairfield Town

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Dated: 11/10/2025

	Moreton-Fairfield Town	
As of:	08/31/2025	09/30/2025
Book Value	1,379,817.49	1,385,249.94
Accrued Balance	10,635.07	10,247.02
<b>Book Value + Accrued</b>	<b>1,390,452.56</b>	<b>1,395,496.96</b>
Net Unrealized Carrying Value Gain	15,414.05	18,535.72
Carrying Value and Accrued	1,405,866.61	1,414,032.68

	Moreton-Fairfield Town	
Begin Date	09/01/2025	09/30/2025
End Date		
<b>Income Statement</b>		
<b>Net Amortization/Accretion Income</b>		14.88
Interest Income	5,204.79	
Dividend Income	0.00	
Foreign Tax Withheld Expense	0.00	
Misc Income	0.00	
Net Allowance Expense	0.00	
<b>Income Subtotal</b>		<b>5,204.79</b>
Net Realized Gain/Loss	0.00	
Net Holding Gain/Loss	0.00	
Impairment Loss	0.00	
<b>Net Gain/Loss</b>		<b>0.00</b>
Expense	-175.27	
<b>Net Income</b>		<b>5,044.40</b>
Transfers In/Out		0.00
Change in Unrealized Gain/Loss		3,121.67

	Moreton-Fairfield Town	
Begin Date	09/01/2025	09/30/2025
End Date		
<b>Statement of Cash Flows</b>		
<b>Net Income</b>		5,044.40
Amortization/Accretion on MS	-14.88	
Change in Accrued on MS	388.05	
Net Gain/Loss on MS	0.00	
Change in Unrealized G/L on CE	0.00	
<b>Subtotal</b>		<b>373.17</b>
Purchase of MS	0.00	
Purchased Accrued of MS	0.00	
Sales of MS	0.00	
Sold Accrued of MS	0.00	
Maturities of MS	75,000.00	
<b>Net Purchases/Sales</b>		<b>75,000.00</b>
Transfers of Cash & CE		0.00
<b>Total Change in Cash &amp; CE</b>		<b>80,417.57</b>
Beginning Cash & CE		10,130.79
<b>Ending Cash &amp; CE</b>		<b>90,548.36</b>

**Fairfield Town**  
**Standard Financial Report**  
**10 General Fund - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1117 General Checking - Bank of AF	37,047.68	(35,944.37)	242,559.98
1118 Water Checking - Bank of AF	0.00	0.00	33,000.00
1119 B & C Road - Bank of AF	58,865.02	(27,726.52)	44,234.46
1120 Savings - Bank of AF	(0.77)	0.00	0.00
1123 Altabank- Cemetery Fund	60.00	0.00	0.00
1130 Moreton Investment	542,468.16	0.00	481,231.54
<b>Total Cash and cash equivalents</b>	<b>638,440.09</b>	<b>(63,670.89)</b>	<b>801,025.98</b>
<b>Receivables</b>			
1311 Accounts receivable	261,285.85	268,700.92	269,500.92
1440 Due from other governments	64,451.02	0.00	40,003.93
<b>Total Receivables</b>	<b>325,736.87</b>	<b>268,700.92</b>	<b>309,504.85</b>
<b>Total Current Assets</b>	<b>964,176.96</b>	<b>205,030.03</b>	<b>1,110,530.83</b>
<b>Total Assets:</b>	<b>964,176.96</b>	<b>205,030.03</b>	<b>1,110,530.83</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 Accounts payable	(7,949.65)	(80.00)	(6,465.60)
2211 Salaries and wages payable	0.00	3,138.89	0.00
2220 Payroll liability clearing	0.00	856.81	0.00
2221 Accrued SS, MC & FWT payable	0.00	(749.64)	(749.64)
2222 Accrued state withholding payable	0.00	(77.12)	(77.12)
<b>Total Current liabilities</b>	<b>(7,949.65)</b>	<b>3,088.94</b>	<b>(7,292.36)</b>
<b>Deferred revenue</b>			
2600 Deferred revenue	(23,340.00)	0.00	(23,340.00)
<b>Total Deferred revenue</b>	<b>(23,340.00)</b>	<b>0.00</b>	<b>(23,340.00)</b>
<b>Total Liabilities:</b>	<b>(31,289.65)</b>	<b>3,088.94</b>	<b>(30,632.36)</b>
<b>Equity - Paid In / Contributed</b>			
2981 Fund balance	(932,887.31)	(208,118.97)	(1,079,898.47)
<b>Total Equity - Paid In / Contributed</b>	<b>(932,887.31)</b>	<b>(208,118.97)</b>	<b>(1,079,898.47)</b>
<b>Total Liabilities and Fund Equity:</b>	<b>(964,176.96)</b>	<b>(205,030.03)</b>	<b>(1,110,530.83)</b>
<b>Total Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fairfield Town**  
**Standard Financial Report**  
**10 General Fund - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Taxes</b>						
3110 General property taxes-current	27,533.19	1,762.42	4,848.22	29,500.00	24,651.78	16.43%
3130 General sales & use tax	63,786.81	3,541.96	20,282.86	82,000.00	61,717.14	24.74%
<b>Total Taxes</b>	<b>91,320.00</b>	<b>5,304.38</b>	<b>25,131.08</b>	<b>111,500.00</b>	<b>86,368.92</b>	<b>22.54%</b>
<b>Licenses and permits</b>						
3211 Business licenses	715.00	20.00	300.00	2,000.00	1,700.00	15.00%
3250 Penalties & Permits & Fees	350.00	25.00	25.00	400.00	375.00	6.25%
3260 Intermountain Regional Landfill	903,306.06	252,949.59	252,949.59	845,000.00	592,050.41	29.93%
3261 North Pointe Landfill	72,345.24	16,551.33	16,551.33	83,559.00	67,007.67	19.81%
<b>Total Licenses and permits</b>	<b>976,716.30</b>	<b>269,545.92</b>	<b>269,825.92</b>	<b>930,959.00</b>	<b>661,133.08</b>	<b>28.98%</b>
<b>Intergovernmental revenue</b>						
3339 State grants	0.00	0.00	0.00	67,200.00	67,200.00	0.00%
3356 Class C road fund allotment	74,959.31	25,932.28	25,932.28	58,957.00	33,024.72	43.99%
<b>Total Intergovernmental revenue</b>	<b>74,959.31</b>	<b>25,932.28</b>	<b>25,932.28</b>	<b>126,157.00</b>	<b>100,224.72</b>	<b>20.56%</b>
<b>Charges for services</b>						
3480 Opening/closing graves	625.00	0.00	0.00	625.00	625.00	0.00%
<b>Total Charges for services</b>	<b>625.00</b>	<b>0.00</b>	<b>0.00</b>	<b>625.00</b>	<b>625.00</b>	<b>0.00%</b>
<b>Interest</b>						
3610 Interest earnings	16.01	0.00	0.00	0.00	0.00	0.00%
3611 Investments increase (decrease)	103,410.84	0.00	8,763.38	85,000.00	76,236.62	10.31%
<b>Total Interest</b>	<b>103,426.85</b>	<b>0.00</b>	<b>8,763.38</b>	<b>85,000.00</b>	<b>76,236.62</b>	<b>10.31%</b>
<b>Miscellaneous revenue</b>						
3615 Donations, Collections, Christmas	20,967.82	0.00	0.00	21,000.00	21,000.00	0.00%
3690 Miscellaneous revenue	572.20	35.00	204.81	200.00	(4.81)	102.41%
<b>Total Miscellaneous revenue</b>	<b>21,540.02</b>	<b>35.00</b>	<b>204.81</b>	<b>21,200.00</b>	<b>20,995.19</b>	<b>0.97%</b>
<b>Buildings and Grounds</b>						
3220 Building Dept Application Fees	0.00	10.00	60.00	0.00	(60.00)	0.00%
3220.6 Building Dept Fire Inspection Fee	560.00	80.00	580.00	0.00	(580.00)	0.00%
3221 Non-business buildings, structures,	0.00	0.00	0.00	16,192.00	16,192.00	0.00%
3222 Building Dept Permits	25,658.72	0.00	0.00	25,287.00	25,287.00	0.00%
3223 Building Franchise Fee Revenue	0.00	1,000.00	1,000.00	0.00	(1,000.00)	0.00%
3224 Engineering and Surveying Fees	750.00	0.00	2,100.00	0.00	(2,100.00)	0.00%
3225 Grama Request Fees	600.00	0.00	0.00	0.00	0.00	0.00%
3481 Cemetery Revenue	0.00	0.00	0.00	3,500.00	3,500.00	0.00%
3670 Road Impact Fees	15,870.00	0.00	0.00	37,000.00	37,000.00	0.00%
<b>Total Buildings and Grounds</b>	<b>43,438.72</b>	<b>1,090.00</b>	<b>3,740.00</b>	<b>81,979.00</b>	<b>78,239.00</b>	<b>4.56%</b>
<b>Highways and Public Improvements</b>						
3671 Highway Improvements Engineerin	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
<b>Total Highways and Public Improvem</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00%</b>
<b>Contributions and transfers</b>						
3890 Beginning fund balance appropriate	0.00	0.00	0.00	638,104.00	638,104.00	0.00%
<b>Total Contributions and transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>638,104.00</b>	<b>638,104.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>1,312,026.20</b>	<b>301,907.58</b>	<b>333,597.47</b>	<b>1,998,024.00</b>	<b>1,664,426.53</b>	<b>16.70%</b>
<b>Expenditures:</b>						
<b>General government</b>						
<b>Administrative</b>						
4103 Admin Permanent employees wag	61,729.25	4,908.00	17,187.50	70,000.00	52,812.50	24.55%
4103.1 Admin Office Manager Stipend	43,200.00	3,600.00	10,800.00	43,200.00	32,400.00	25.00%
4103.2 Admin Treasurer Stipend	16,044.25	(4,912.50)	0.00	0.00	0.00	0.00%
4103.3 Admin Treasurer Employee Wa	0.00	6,831.00	6,831.00	26,000.00	19,169.00	26.27%
4104 Admin Employee Payroll Services	131.97	0.00	0.00	6,800.00	6,800.00	0.00%
4105 Admin Employee Benefits	14,611.94	1,206.95	3,891.56	15,000.00	11,108.44	25.94%
4110 Admin Planning and Zoning Comp	250.00	0.00	0.00	0.00	0.00	0.00%
4111 Admin Books, subscriptions, mem	2,542.99	60.00	337.50	3,000.00	2,662.50	11.25%
4112 Admin Public notices	1,026.82	0.00	219.00	808.00	589.00	27.10%
4113 Admin GRAMA requests	0.00	0.00	0.00	300.00	300.00	0.00%
4114 Admin Travel	3,661.92	0.00	20.00	4,000.00	3,980.00	0.50%
4115 Admin Office expenses & supplies	3,086.14	213.00	2,874.61	5,500.00	2,625.39	52.27%
4115.5 Admin Stamps	0.00	0.00	234.00	1,000.00	766.00	23.40%

**Fairfield Town**  
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	2025 Year-End Actual	September Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
4116 Admin Computer & internet expen	5,208.89	6,362.28	7,735.25	4,100.00	(3,635.25)	188.66%
4116.5 Admin IT services	5,813.74	375.10	925.10	2,000.00	1,074.90	46.26%
4120 Admin Telephone	2,014.05	355.94	683.91	2,000.00	1,316.09	34.20%
4121 Admin Interlocal contributions	1,500.00	0.00	0.00	1,500.00	1,500.00	0.00%
4122 Admin Education	1,525.00	1,038.00	1,038.00	3,000.00	1,962.00	34.60%
4123 Admin Rental expense	5,568.67	0.00	271.09	6,500.00	6,228.91	4.17%
4124 Admin Insurance	3,902.70	115.02	5,572.30	6,000.00	427.70	92.87%
4126 Admin Repairs and maintenance	40.00	0.00	356.71	500.00	143.29	71.34%
4126.5 Town Hall - Repairs and mainten	0.00	186.94	4,818.50	0.00	(4,818.50)	0.00%
4130 Admin Bank service charges	(50.49)	0.00	28.00	500.00	472.00	5.60%
4132 Admin Town codification	495.00	782.55	782.55	6,600.00	5,817.45	11.86%
4140 Admin Elections	321.21	0.00	0.00	2,500.00	2,500.00	0.00%
4142 Admin Food Expenditures	1,942.37	0.00	123.01	3,000.00	2,876.99	4.10%
4190 State Grant Expenses	0.00	(6,819.00)	0.00	38,101.00	38,101.00	0.00%
<b>Total Administrative</b>	<b>174,566.42</b>	<b>14,303.28</b>	<b>64,729.59</b>	<b>251,909.00</b>	<b>187,179.41</b>	<b>25.70%</b>
<b>Buildings and grounds</b>						
4127 Admin Bldg Permit fee state surch	117.01	0.00	0.00	200.00	200.00	0.00%
4141 Admin Survey and Engineering	11,470.50	618.75	6,789.35	6,440.00	(349.35)	105.42%
4154 Admin Inspections & plan reviews	266.75	0.00	0.00	0.00	0.00	0.00%
4169 Cemetery Expense	3,664.04	200.00	2,120.40	100,000.00	97,879.60	2.12%
4169.2 Cemetery Wages	0.00	0.00	0.00	2,400.00	2,400.00	0.00%
4180 Building Dept - Surveyor Expense	0.00	0.00	2,100.00	0.00	(2,100.00)	0.00%
4181 Building Dept - Engineering Expen	9,401.00	0.00	7,920.30	30,000.00	22,079.70	26.40%
4182 Building Dept - Legal Expenses	1,033.87	0.00	0.00	2,000.00	2,000.00	0.00%
4183 Building Dept - Inspections Expen	5,880.00	0.00	0.00	6,000.00	6,000.00	0.00%
4187 Building Dept - Master Site Plan	0.00	0.00	0.00	500.00	500.00	0.00%
4188 Building Dept - Preliminary Site PI	0.00	0.00	0.00	500.00	500.00	0.00%
<b>Total Buildings and grounds</b>	<b>31,833.17</b>	<b>818.75</b>	<b>18,930.05</b>	<b>148,040.00</b>	<b>129,109.95</b>	<b>12.79%</b>
<b>Planning and zoning</b>						
4155 Planning and Zoning	642.38	0.00	0.00	5,000.00	5,000.00	0.00%
4156 Planning and Zoning - Stipend	17,850.00	1,400.00	4,200.00	16,800.00	12,600.00	25.00%
4157 Planning and Zoning General Plan	56,113.35	0.00	989.65	1,000.00	10.35	98.97%
4158 Town Council- Misc	166.15	0.00	0.00	200.00	200.00	0.00%
<b>Total Planning and zoning</b>	<b>74,771.88</b>	<b>1,400.00</b>	<b>5,189.65</b>	<b>23,000.00</b>	<b>17,810.35</b>	<b>22.56%</b>
<b>Professional Services</b>						
4117 Admin Pelorus Software	7,828.10	1,700.00	1,700.00	5,100.00	3,400.00	33.33%
4118 Admin Copier Service and Mainten	1,063.42	1,729.02	2,512.62	2,000.00	(512.62)	125.63%
4133 Admin Website	3,215.00	0.00	0.00	4,000.00	4,000.00	0.00%
4134 Admin Accounting & auditing	4,000.00	0.00	0.00	7,500.00	7,500.00	0.00%
4136 Admin Consulting services	0.00	0.00	0.00	8,500.00	8,500.00	0.00%
4139 Admin Legal	44,843.50	5,547.50	13,702.50	70,000.00	56,297.50	19.58%
<b>Total Professional Services</b>	<b>60,950.02</b>	<b>8,976.52</b>	<b>17,915.12</b>	<b>97,100.00</b>	<b>79,184.88</b>	<b>18.45%</b>
<b>Total General government</b>	<b>342,121.49</b>	<b>25,498.55</b>	<b>106,764.41</b>	<b>520,049.00</b>	<b>413,284.59</b>	<b>20.53%</b>
<b>Public safety</b>						
4149 Code Enforcement	0.00	0.00	0.00	8,100.00	8,100.00	0.00%
4150 Animal services	0.00	0.00	1,170.00	0.00	(1,170.00)	0.00%
4151 Police Contracted services	22,443.23	1,945.00	5,835.00	20,000.00	14,165.00	29.18%
4152 Fire Contracted services	2,135.00	0.00	0.00	2,500.00	2,500.00	0.00%
4153 Emergency dispatch	4,906.46	0.00	0.00	4,100.00	4,100.00	0.00%
4153.5 Everbridge	28.94	0.00	0.00	35.00	35.00	0.00%
<b>Total Public safety</b>	<b>29,513.63</b>	<b>1,945.00</b>	<b>7,005.00</b>	<b>34,735.00</b>	<b>27,730.00</b>	<b>20.17%</b>
<b>City Council</b>						
4000 City Council Stipend	19,550.00	1,400.00	4,200.00	16,800.00	12,600.00	25.00%
4010 Mayor Stipend	6,600.00	550.00	1,650.00	6,600.00	4,950.00	25.00%
4169.1 Cemetery Board	0.00	0.00	0.00	9,150.00	9,150.00	0.00%
<b>Total City Council</b>	<b>26,150.00</b>	<b>1,950.00</b>	<b>5,850.00</b>	<b>32,550.00</b>	<b>26,700.00</b>	<b>17.97%</b>
<b>Highways and public improvements</b>						
<b>Roads</b>						
4137 Admin Street Signs	0.00	0.00	0.00	3,000.00	3,000.00	0.00%
4161 Roads Repairs & maintenance	56,937.46	55,345.06	55,416.90	100,000.00	44,583.10	55.42%
4162 Engineering Expenses	4,102.50	0.00	0.00	6,000.00	6,000.00	0.00%
4163 Roads Snowplow - Fuel, maint & r	367.20	0.00	0.00	2,000.00	2,000.00	0.00%

**Fairfield Town**  
**Standard Financial Report**  
**10 General Fund - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
4165 Roads Weed Control	193.40	0.00	0.00	500.00	500.00	0.00%
4166.5 Roads Contracted Stipend	10,800.00	900.00	2,700.00	10,800.00	8,100.00	25.00%
<b>Total Roads</b>	<b>72,400.56</b>	<b>56,245.06</b>	<b>58,116.90</b>	<b>122,300.00</b>	<b>64,183.10</b>	<b>47.52%</b>
<b>Sanitation</b>						
4191 Trash collection	11,301.42	1,000.00	2,200.00	10,000.00	7,800.00	22.00%
<b>Total Sanitation</b>	<b>11,301.42</b>	<b>1,000.00</b>	<b>2,200.00</b>	<b>10,000.00</b>	<b>7,800.00</b>	<b>22.00%</b>
<b>Total Highways and public improvemen</b>	<b>83,701.98</b>	<b>57,245.06</b>	<b>60,316.90</b>	<b>132,300.00</b>	<b>71,983.10</b>	<b>45.59%</b>
<b>Parks, recreation, and public property</b>						
<b>Parks</b>						
4167 Community events	6,599.77	0.00	0.00	6,000.00	6,000.00	0.00%
4167.3 Christmas Events	42,257.52	6,250.00	6,250.00	42,000.00	35,750.00	14.88%
4167.5 Christmas Town Donations	2,750.00	0.00	(2,300.00)	1,000.00	3,300.00	-230.00%
4173 Parks and Improvment	0.00	0.00	0.00	750,000.00	750,000.00	0.00%
4174 Parks and Publice Improv Stipend	11,550.00	900.00	2,700.00	10,800.00	8,100.00	25.00%
<b>Total Parks</b>	<b>63,157.29</b>	<b>7,150.00</b>	<b>6,650.00</b>	<b>809,800.00</b>	<b>803,150.00</b>	<b>0.82%</b>
<b>Total Parks, recreation, and public prop</b>	<b>63,157.29</b>	<b>7,150.00</b>	<b>6,650.00</b>	<b>809,800.00</b>	<b>803,150.00</b>	<b>0.82%</b>
<b>Miscellaneous</b>						
4193 Other miscellaneous supplies	0.00	0.00	0.00	1,000.00	1,000.00	0.00%
4193.5 Cards and Flowers	0.00	0.00	0.00	500.00	500.00	0.00%
4202 Donations, fees, collections for Co	160.87	0.00	0.00	500.00	500.00	0.00%
4203 Sub for Santa	4,172.82	0.00	0.00	500.00	500.00	0.00%
<b>Total Miscellaneous</b>	<b>4,333.69</b>	<b>0.00</b>	<b>0.00</b>	<b>2,500.00</b>	<b>2,500.00</b>	<b>0.00%</b>
<b>Transfers</b>						
4197 Transfer to Capital Projects	0.00	0.00	0.00	431,090.00	431,090.00	0.00%
4198 Transfer to water fund	565,000.00	0.00	0.00	35,000.00	35,000.00	0.00%
<b>Total Transfers</b>	<b>565,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>466,090.00</b>	<b>466,090.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>1,113,978.08</b>	<b>93,788.61</b>	<b>186,586.31</b>	<b>1,998,024.00</b>	<b>1,811,437.69</b>	<b>9.34%</b>
<b>Total Change In Net Position</b>	<b>198,048.12</b>	<b>208,118.97</b>	<b>147,011.16</b>	<b>0.00</b>	<b>(147,011.16)</b>	<b>0.00%</b>

**Fairfield Town**  
**Standard Financial Report**  
**41 Capital Projects - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1111 Checking	463.93	(15,680.82)	(65,675.94)
1122 Altabank- Road Impact Fee	29,210.00	0.00	29,210.00
1130 Moreton Investment	1,544,000.00	0.00	914,000.00
<b>Total Cash and cash equivalents</b>	<u>1,573,673.93</u>	<u>(15,680.82)</u>	<u>877,534.06</u>
<b>Total Current Assets</b>	<u>1,573,673.93</u>	<u>(15,680.82)</u>	<u>877,534.06</u>
<b>Total Assets:</b>	<u>1,573,673.93</u>	<u>(15,680.82)</u>	<u>877,534.06</u>
<b>Liabilites and Fund Equity:</b>			
<b>Equity - Paid In / Contributed</b>			
2981 Fund Balance	(1,573,673.93)	15,680.82	(877,534.06)
<b>Total Equity - Paid In / Contributed</b>	<u>(1,573,673.93)</u>	<u>15,680.82</u>	<u>(877,534.06)</u>
<b>Total Liabilites and Fund Equity:</b>	<u>(1,573,673.93)</u>	<u>15,680.82</u>	<u>(877,534.06)</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>



**Fairfield Town**  
**Standard Financial Report**  
**41 Capital Projects - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue:</b>						
<b>Contributions and transfers</b>						
3810 Transfer from General Fund	0.00	0.00	0.00	431,090.00	431,090.00	0.00%
3910 Appropriation of fund balance	0.00	0.00	0.00	238,910.00	238,910.00	0.00%
<b>Total Contributions and transfers</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>670,000.00</b>	<b>670,000.00</b>	<b>0.00%</b>
<b>Total Revenue:</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>670,000.00</b>	<b>670,000.00</b>	<b>0.00%</b>
<b>Expenditures:</b>						
<b>Miscellaneous</b>						
4149 Admin Capital outlay	0.00	15,680.82	696,139.87	670,000.00	(26,139.87)	103.90%
<b>Total Miscellaneous</b>	<b>0.00</b>	<b>15,680.82</b>	<b>696,139.87</b>	<b>670,000.00</b>	<b>(26,139.87)</b>	<b>103.90%</b>
<b>Transfers</b>						
4851 Transfer to Water Fund	294,777.17	0.00	0.00	0.00	0.00	0.00%
4910 Budgeted increase in fund balance	0.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Transfers</b>	<b>294,777.17</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures:</b>	<b>294,777.17</b>	<b>15,680.82</b>	<b>696,139.87</b>	<b>670,000.00</b>	<b>(26,139.87)</b>	<b>103.90%</b>
<b>Total Change In Net Position</b>	<b>(294,777.17)</b>	<b>(15,680.82)</b>	<b>(696,139.87)</b>	<b>0.00</b>	<b>696,139.87</b>	<b>0.00%</b>

**Fairfield Town**  
**Standard Financial Report**  
**51 Water Fund - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1117 General Checking - Bank of AF	0.00	6,824.90	(14,112.80)
1118 Water Checking - Bank of AF	14,031.60	11,912.97	(28,037.88)
1125 Altabank- Water Impact Fee	728.00	0.00	728.00
<b>Total Cash and cash equivalents</b>	<u>14,759.60</u>	<u>18,737.87</u>	<u>(41,422.68)</u>
<b>Receivables</b>			
1311 Accounts receivable	705.64	(2,575.00)	726.81
1341 Grant receivable	26,708.25	0.00	0.00
<b>Total Receivables</b>	<u>27,413.89</u>	<u>(2,575.00)</u>	<u>726.81</u>
<b>Total Current Assets</b>	<u>42,173.49</u>	<u>16,162.87</u>	<u>(40,695.87)</u>
<b>Non-Current Assets</b>			
<b>Capital assets</b>			
<b>Property</b>			
1611 Land and easements	4,700.00	0.00	4,700.00
1612 Water rights	112,608.00	0.00	112,608.00
1621 Buildings	6,304.17	0.00	6,304.17
1641 Water system 10yr	92,600.00	0.00	92,600.00
1643 Water system 30yr	2,376,446.78	0.00	2,376,446.78
1644 Water system 40yr	77,004.00	0.00	77,004.00
<b>Total Property</b>	<u>2,669,662.95</u>	<u>0.00</u>	<u>2,669,662.95</u>
<b>Accumulated depreciation</b>			
1721 AccDepn Buildings	(2,206.68)	0.00	(2,206.68)
1741 AccDepn Water system	(458,469.30)	0.00	(458,469.30)
<b>Total Accumulated depreciation</b>	<u>(460,675.98)</u>	<u>0.00</u>	<u>(460,675.98)</u>
<b>Total Capital assets</b>	<u>2,208,986.97</u>	<u>0.00</u>	<u>2,208,986.97</u>
<b>Total Non-Current Assets</b>	<u>2,208,986.97</u>	<u>0.00</u>	<u>2,208,986.97</u>
<b>Total Assets:</b>	<u>2,251,160.46</u>	<u>16,162.87</u>	<u>2,168,291.10</u>
<b>Liabilites and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 Accounts payable	(45,473.02)	0.00	(200.00)
2330 Customer deposits	(100.00)	0.00	(100.00)
<b>Total Current liabilities</b>	<u>(45,573.02)</u>	<u>0.00</u>	<u>(300.00)</u>
<b>Long-term liabilities</b>			
2510 2016 Loans	(438,000.00)	0.00	(419,000.00)
<b>Total Long-term liabilities</b>	<u>(438,000.00)</u>	<u>0.00</u>	<u>(419,000.00)</u>
<b>Total Liabilities:</b>	<u>(483,573.02)</u>	<u>0.00</u>	<u>(419,300.00)</u>
<b>Equity - Paid In / Contributed</b>			
2981 Retained earnings	(1,767,587.44)	(16,162.87)	(1,748,991.10)
<b>Total Equity - Paid In / Contributed</b>	<u>(1,767,587.44)</u>	<u>(16,162.87)</u>	<u>(1,748,991.10)</u>
<b>Total Liabilites and Fund Equity:</b>	<u>(2,251,160.46)</u>	<u>(16,162.87)</u>	<u>(2,168,291.10)</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Fairfield Town**  
**Standard Financial Report**  
**51 Water Fund - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual	Annual Budget	Unearned/ Unexpended	% Earned/ Used
<b>Income or Expense</b>						
<b>Income From Operations:</b>						
<b>Operating income</b>						
5140 Culinary income	28,820.25	2,159.00	9,329.00	32,000.00	22,671.00	29.15%
5150 Connection Fees	50.00	0.00	0.00	0.00	0.00	0.00%
5410 Late penalties and fees	100.00	25.00	75.00	100.00	25.00	75.00%
5610 Interest income	110.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Operating income</b>	<b>29,080.25</b>	<b>2,184.00</b>	<b>9,404.00</b>	<b>32,100.00</b>	<b>22,696.00</b>	<b>29.30%</b>
<b>Operating expense</b>						
6110 Culinary operator stipend	10,800.00	900.00	2,700.00	10,800.00	8,100.00	25.00%
6113 Employee taxes and benefits	826.20	68.85	206.55	800.00	593.45	25.82%
6121 Dues	401.60	0.00	0.00	500.00	500.00	0.00%
6128 Utilities	3,009.43	329.53	1,004.88	2,600.00	1,595.12	38.65%
6131 Professional fees	1,237.50	237.50	875.00	3,000.00	2,125.00	29.17%
6132 Water Engineering	4,167.00	267.00	10,374.25	13,000.00	2,625.75	79.80%
6133 Water Inspections	0.00	0.00	0.00	7,832.00	7,832.00	0.00%
6134 Water & Sewer Master Plan expens	47,115.42	10,914.50	10,914.50	0.00	(10,914.50)	0.00%
6141 Repairs and maintenance	5,792.54	0.00	1,871.16	280,000.00	278,128.84	0.67%
6142 Chlorine	0.00	0.00	0.00	500.00	500.00	0.00%
6143 Monthly water tests	168.00	12.00	24.00	150.00	126.00	16.00%
6144 Water tests - other	275.00	0.00	0.00	300.00	300.00	0.00%
6161 Bank service charges	36.78	0.00	30.00	0.00	(30.00)	0.00%
6169 Depreciation expense	72,120.83	0.00	0.00	54,000.00	54,000.00	0.00%
<b>Total Operating expense</b>	<b>145,950.30</b>	<b>12,729.38</b>	<b>28,000.34</b>	<b>373,482.00</b>	<b>345,481.66</b>	<b>7.50%</b>
<b>Total Income From Operations:</b>	<b>(116,870.05)</b>	<b>(10,545.38)</b>	<b>(18,596.34)</b>	<b>(341,382.00)</b>	<b>(322,785.66)</b>	<b>5.45%</b>
<b>Non-Operating Items:</b>						
<b>Non-operating income</b>						
5510 Grant income	26,708.25	26,708.25	0.00	0.00	0.00	0.00%
5710 Miscellaneous Non-Operating Inco	50.00	0.00	0.00	0.00	0.00	0.00%
5810 Transfers from general fund	565,000.00	0.00	0.00	35,000.00	35,000.00	0.00%
5841 Transfers from capital projects fund	294,777.17	0.00	0.00	0.00	0.00	0.00%
<b>Total Non-operating income</b>	<b>886,535.42</b>	<b>26,708.25</b>	<b>0.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00%</b>
<b>Total Non-Operating Items:</b>	<b>886,535.42</b>	<b>26,708.25</b>	<b>0.00</b>	<b>35,000.00</b>	<b>35,000.00</b>	<b>0.00%</b>
<b>Total Income or Expense</b>	<b>769,665.37</b>	<b>16,162.87</b>	<b>(18,596.34)</b>	<b>(306,382.00)</b>	<b>(287,785.66)</b>	<b>6.07%</b>

**Fairfield Town**  
**Standard Financial Report**  
**91 General Fixed Assets - 07/01/2025 to 09/30/2025**  
**25.00% of the fiscal year has expired**

	2025 Year-End Actual	September Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Non-Current Assets</b>			
<b>Capital assets</b>			
<b>Work in Process</b>			
1601 Construcion in progress	128,819.61	15,680.82	160,107.15
<b>Total Work in Process</b>	<u>128,819.61</u>	<u>15,680.82</u>	<u>160,107.15</u>
<b>Property</b>			
1611 Land	130,226.15	0.00	795,078.48
1631.10 Improvements other than bldg	156,287.96	0.00	156,287.96
1631.30 Improvements other than bldg	256,928.40	0.00	256,928.40
1661 Machinery and equipment	11,465.00	0.00	11,465.00
<b>Total Property</b>	<u>554,907.51</u>	<u>0.00</u>	<u>1,219,759.84</u>
<b>Accumulated depreciation</b>			
1731 AccDpn Improvements other than	(142,323.23)	0.00	(142,323.23)
1761 AccDpn Machinery and equipme	(9,743.88)	0.00	(9,743.88)
<b>Total Accumulated depreciation</b>	<u>(152,067.11)</u>	<u>0.00</u>	<u>(152,067.11)</u>
<b>Total Capital assets</b>	<u>531,660.01</u>	<u>15,680.82</u>	<u>1,227,799.88</u>
<b>Total Non-Current Assets</b>	<u>531,660.01</u>	<u>15,680.82</u>	<u>1,227,799.88</u>
<b>Total Assets:</b>	<u>531,660.01</u>	<u>15,680.82</u>	<u>1,227,799.88</u>
<b>Liabilites and Fund Equity:</b>			
<b>Equity - Paid In / Contributed</b>			
2971.1 Invested in capital assets	(683,727.12)	(15,680.82)	(1,379,866.99)
2972 Total depreciation charged	152,067.11	0.00	152,067.11
<b>Total Equity - Paid In / Contributed</b>	<u>(531,660.01)</u>	<u>(15,680.82)</u>	<u>(1,227,799.88)</u>
<b>Total Liabilites and Fund Equity:</b>	<u>(531,660.01)</u>	<u>(15,680.82)</u>	<u>(1,227,799.88)</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Fairfield Town  
Payroll Register  
Payroll Payment - 09/01/2025 to 09/30/2025**

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
<b>Butterfield, Codi A</b>	Regular	39.18	979.50	Social Security Tax	979.50	60.73	Social Security Tax	979.50	60.73
General Government				Medicare Tax	979.50	14.20	Medicare Tax	979.50	14.20
Net Amount				State Unemployment	979.50	0.00	Federal Income Tax	979.50	0.00
Pd 08/18/2025 - 08/31/2025							State Income Tax	979.50	12.70
Payment 09/04/2025									
Check No. ACH									
	Total Earnings:	39.18	\$979.50	Total Benefits:		\$74.93	Total Deductions:		\$87.63
	Total Reimbursements:		\$0.00	Total Taxes:		\$74.93	Total Taxes:		\$87.63
<b>Butterfield, Codi A</b>	Regular	34.71	867.75	Social Security Tax	867.75	53.80	Social Security Tax	867.75	53.80
General Government				Medicare Tax	867.75	12.58	Medicare Tax	867.75	12.58
Net Amount				State Unemployment	867.75	0.00	Federal Income Tax	867.75	0.00
Pd 09/01/2025 - 09/14/2025							State Income Tax	867.75	6.22
Payment 09/15/2025									
Check No. ACH									
	Total Earnings:	34.71	\$867.75	Total Benefits:		\$66.38	Total Deductions:		\$72.60
	Total Reimbursements:		\$0.00	Total Taxes:		\$66.38	Total Taxes:		\$72.60
<b>Butterfield, Codi A</b>	Regular	42.03	1,050.75	Social Security Tax	1,050.75	65.15	Social Security Tax	1,050.75	65.15
General Government				Medicare Tax	1,050.75	15.24	Medicare Tax	1,050.75	15.24
Net Amount				State Unemployment	1,050.75	0.00	Federal Income Tax	1,050.75	0.00
Pd 09/15/2025 - 09/28/2025							State Income Tax	1,050.75	16.83
Payment 09/29/2025									
Check No. ACH									
	Total Earnings:	42.03	\$1,050.75	Total Benefits:		\$80.39	Total Deductions:		\$97.22
	Total Reimbursements:		\$0.00	Total Taxes:		\$80.39	Total Taxes:		\$97.22
<b>Butterfield, Kelton Reed</b>	Regular	1.00	250.00	Social Security Tax	250.00	15.50	Social Security Tax	250.00	15.50
Planning Commission				Medicare Tax	250.00	3.63	Medicare Tax	250.00	3.63
Net Amount				State Unemployment	250.00	0.00	Federal Income Tax	250.00	0.00
Pd 09/01/2025 - 09/30/2025							State Income Tax	250.00	0.00
Payment 09/25/2025									
Check No. ACH									
	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
<b>Cameron, Richard</b>	Regular	2.00	1,250.00	Social Security Tax	1,250.00	77.50	Social Security Tax	1,250.00	77.50
Mayor/Council				Medicare Tax	1,250.00	18.13	Medicare Tax	1,250.00	18.13
Net Amount				State Unemployment	1,250.00	0.00	Federal Income Tax	1,250.00	0.00
Pd 09/01/2025 - 09/30/2025							State Income Tax	1,250.00	0.00
Payment 09/25/2025									
Check No. ACH									
	Total Earnings:	2.00	\$1,250.00	Total Benefits:		\$95.63	Total Deductions:		\$95.63
	Total Reimbursements:		\$0.00	Total Taxes:		\$95.63	Total Taxes:		\$95.63
<b>Cook, Vonda</b>	Regular	40.75	1,018.75	Social Security Tax	1,018.75	63.16	Social Security Tax	1,018.75	63.16
General Government				Medicare Tax	1,018.75	14.77	Medicare Tax	1,018.75	14.77
Net Amount				State Unemployment	1,018.75	0.00	Federal Income Tax	1,018.75	0.00
Pd 08/18/2025 - 08/31/2025							State Income Tax	1,018.75	14.97
Payment 09/04/2025									
Check No. ACH									
	Total Earnings:	40.75	\$1,018.75	Total Benefits:		\$77.93	Total Deductions:		\$92.90
	Total Reimbursements:		\$0.00	Total Taxes:		\$77.93	Total Taxes:		\$92.90

**Fairfield Town  
Payroll Register  
Payroll Payment - 09/01/2025 to 09/30/2025**

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
<b>Cook, Vonda</b> General Government Net Amount <b>\$668.85</b> Pd 09/01/2025 - 09/14/2025 Payment 09/15/2025 Check No. ACH	Regular	28.97	724.25	Social Security Tax Medicare Tax State Unemployment	724.25 724.25 724.25	44.90 10.50 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	724.25 724.25 724.25 724.25	44.90 10.50 0.00 0.00
	Total Earnings:	28.97	\$724.25	Total Benefits:		\$55.40	Total Deductions:		\$55.40
	Total Reimbursements:		\$0.00	Total Taxes:		\$55.40	Total Taxes:		\$55.40
<b>Cook, Vonda</b> General Government Net Amount <b>\$596.58</b> Pd 09/15/2025 - 09/28/2025 Payment 09/29/2025 Check No. ACH	Regular	25.84	646.00	Social Security Tax Medicare Tax State Unemployment	646.00 646.00 646.00	40.05 9.37 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	646.00 646.00 646.00 646.00	40.05 9.37 0.00 0.00
	Total Earnings:	25.84	\$646.00	Total Benefits:		\$49.42	Total Deductions:		\$49.42
	Total Reimbursements:		\$0.00	Total Taxes:		\$49.42	Total Taxes:		\$49.42
<b>Fisher, Kyle G</b> Planning Commission Net Amount <b>\$230.87</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	1.00	250.00	Social Security Tax Medicare Tax State Unemployment	250.00 250.00 250.00	15.50 3.63 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	250.00 250.00 250.00 250.00	15.50 3.63 0.00 0.00
	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
<b>Hansen, David</b> Cemetery Net Amount <b>\$184.70</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	1.00	200.00	Social Security Tax Medicare Tax State Unemployment	200.00 200.00 200.00	12.40 2.90 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	200.00 200.00 200.00 200.00	12.40 2.90 0.00 0.00
	Total Earnings:	1.00	\$200.00	Total Benefits:		\$15.30	Total Deductions:		\$15.30
	Total Reimbursements:		\$0.00	Total Taxes:		\$15.30	Total Taxes:		\$15.30
<b>Mascaro, Jami</b> Planning Commission Net Amount <b>\$230.87</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	1.00	250.00	Social Security Tax Medicare Tax State Unemployment	250.00 250.00 250.00	15.50 3.63 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	250.00 250.00 250.00 250.00	15.50 3.63 0.00 0.00
	Total Earnings:	1.00	\$250.00	Total Benefits:		\$19.13	Total Deductions:		\$19.13
	Total Reimbursements:		\$0.00	Total Taxes:		\$19.13	Total Taxes:		\$19.13
<b>McKinney, Hollie</b> Mayor/Council Net Amount <b>\$3,317.64</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	2.00	4,150.00	Social Security Tax Medicare Tax State Unemployment	4,150.00 4,150.00 4,150.00	257.30 60.18 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	4,150.00 4,150.00 4,150.00 4,150.00	257.30 60.18 328.13 186.75
	Total Earnings:	2.00	\$4,150.00	Total Benefits:		\$317.48	Total Deductions:		\$832.36
	Total Reimbursements:		\$0.00	Total Taxes:		\$317.48	Total Taxes:		\$832.36

**Fairfield Town  
Payroll Register  
Payroll Payment - 09/01/2025 to 09/30/2025**

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
<b>Panek, R Leland</b> Mayor/Council	Regular	2.00	1,250.00	Social Security Tax Medicare Tax State Unemployment	1,250.00 1,250.00 1,250.00	77.50 18.13 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,250.00 1,250.00 1,250.00 1,250.00	77.50 18.13 0.00 0.00
Net Amount Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH			\$1,154.37	Total Benefits: Total Taxes:		\$95.63 \$95.63	Total Deductions: Total Taxes:		\$95.63 \$95.63
<b>Riet, David</b> Planning Commission	Regular	1.00	250.00	Social Security Tax Medicare Tax State Unemployment	250.00 250.00 250.00	15.50 3.63 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	250.00 250.00 250.00 250.00	15.50 3.63 0.00 0.00
Net Amount Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH			\$230.87	Total Benefits: Total Taxes:		\$19.13 \$19.13	Total Deductions: Total Taxes:		\$19.13 \$19.13
<b>Shelley, Stephanie</b> General Government	Regular Vacation	36.54 32.00	913.50 800.00	Social Security Tax Medicare Tax State Unemployment	1,713.50 1,713.50 1,713.50	106.24 24.85 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,713.50 1,713.50 1,713.50 1,713.50	106.24 24.85 205.97 55.27
Net Amount Pd 08/18/2025 - 08/31/2025 Payment 09/04/2025 Check No. ACH			\$1,321.17	Total Benefits: Total Taxes:		\$131.09 \$131.09	Total Deductions: Total Taxes:		\$392.33 \$392.33
<b>Shelley, Stephanie</b> General Government	Regular Holiday	59.51 8.00	1,487.75 200.00	Social Security Tax Medicare Tax State Unemployment	1,687.75 1,687.75 1,687.75	104.64 24.47 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,687.75 1,687.75 1,687.75 1,687.75	104.64 24.47 203.39 53.78
Net Amount Pd 09/01/2025 - 09/14/2025 Payment 09/15/2025 Check No. ACH			\$1,301.47	Total Benefits: Total Taxes:		\$129.11 \$129.11	Total Deductions: Total Taxes:		\$386.28 \$386.28
<b>Shelley, Stephanie</b> General Government	Regular	72.00	1,800.00	Social Security Tax Medicare Tax State Unemployment	1,800.00 1,800.00 1,800.00	111.60 26.10 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,800.00 1,800.00 1,800.00 1,800.00	111.60 26.10 214.62 60.29
Net Amount Pd 09/15/2025 - 09/28/2025 Payment 09/29/2025 Check No. ACH			\$1,387.39	Total Benefits: Total Taxes:		\$137.70 \$137.70	Total Deductions: Total Taxes:		\$412.61 \$412.61
<b>Soper, Erin D</b> General Government	Regular	2.00	50.00	Social Security Tax Medicare Tax State Unemployment	50.00 50.00 50.00	3.10 0.73 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	50.00 50.00 50.00 50.00	3.10 0.73 0.00 0.00
Net Amount Pd 09/01/2025 - 09/14/2025 Payment 09/15/2025 Check No. ACH			\$46.17	Total Benefits: Total Taxes:		\$3.83 \$3.83	Total Deductions: Total Taxes:		\$3.83 \$3.83

**Fairfield Town  
Payroll Register  
Payroll Payment - 09/01/2025 to 09/30/2025**

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
<b>Taylor, Wayne J</b> Planning Commission Net Amount <b>\$369.40</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	2.00	400.00	Social Security Tax Medicare Tax State Unemployment	400.00 400.00 400.00	24.80 5.80 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	400.00 400.00 400.00 400.00	24.80 5.80 0.00 0.00
Total Earnings:		2.00	\$400.00	Total Benefits:		\$30.60	Total Deductions:		\$30.60
Total Reimbursements:			\$0.00	Total Taxes:		\$30.60	Total Taxes:		\$30.60
<b>Thomas, Tyler Bryce</b> Mayor/Council Net Amount <b>\$1,126.41</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	2.00	1,250.00	Social Security Tax Medicare Tax State Unemployment	1,250.00 1,250.00 1,250.00	77.50 18.13 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	1,250.00 1,250.00 1,250.00 1,250.00	77.50 18.13 3.33 24.63
Total Earnings:		2.00	\$1,250.00	Total Benefits:		\$95.63	Total Deductions:		\$123.59
Total Reimbursements:			\$0.00	Total Taxes:		\$95.63	Total Taxes:		\$123.59
<b>Weber, Michael Scott</b> Mayor/Council Net Amount <b>\$323.22</b> Pd 09/01/2025 - 09/30/2025 Payment 09/25/2025 Check No. ACH	Regular	1.00	350.00	Social Security Tax Medicare Tax State Unemployment	350.00 350.00 350.00	21.70 5.08 0.00	Social Security Tax Medicare Tax Federal Income Tax State Income Tax	350.00 350.00 350.00 350.00	21.70 5.08 0.00 0.00
Total Earnings:		1.00	\$350.00	Total Benefits:		\$26.78	Total Deductions:		\$26.78
Total Reimbursements:			\$0.00	Total Taxes:		\$26.78	Total Taxes:		\$26.78



Fairfield Town  
Payroll Register  
Payroll Payment - 09/01/2025 to 09/30/2025

Employee	Earning	Hours	Amount	Benefit	Basis	Amount	Deduction	Basis	Amount
<b>REPORT TOTALS</b>									
Net Amount	\$17,441.62								
	Regular	397.53	19,388.25	Social Security Tax	20,388.25	1,264.07	Social Security Tax	20,388.25	1,264.07
	Holiday	8.00	200.00	Medicare Tax	20,388.25	295.68	Medicare Tax	20,388.25	295.68
	Vacation	32.00	800.00	State Unemployment	20,388.25	0.00	Federal Income Tax	20,388.25	955.44
							State Income Tax	20,388.25	431.44
	<b>Total Earnings:</b>	<b>437.53</b>	<b>\$20,388.25</b>	<b>Total Benefits:</b>		<b>\$1,559.75</b>	<b>Total Deductions:</b>		<b>\$2,946.63</b>
	<b>Total Reimbursements:</b>		<b>\$0.00</b>	<b>Total Taxes:</b>		<b>\$1,559.75</b>	<b>Total Taxes:</b>		<b>\$2,946.63</b>

**Fairfield Town**  
**1 General Alta Bank - Checking 5193**  
**Bank Reconciliation - 08/01/2025 to 08/31/2025**

Bank Statement Start Balance:      \$339,000.14

**Reconciled Deposits & Transfers**

Type	Reference	Date	Amount
Deposit		08/01/2025	110.00
Deposit		08/13/2025	20.00
Deposit		08/13/2025	149.81
Deposit		08/13/2025	1,067.58
Transfer		08/14/2025	60.00
Deposit		08/25/2025	50.00
Deposit		08/27/2025	7,269.49
Transfer		08/29/2025	-33,000.00

**Reconciled Deposits & Transfers Total:      (\$24,273.12)**

**Reconciled Checks & Withdrawals**

Payee Name	Reference	Date	Amount
Utah Taxpayers Association	1296	07/31/2025	97.50
Shelley, Stephanie	1290	07/31/2025	100.00
Utah League of Cities & Towns	1293	07/31/2025	120.00
The Yard Dumpster	1291	07/31/2025	200.00
Les Olson Company	1287	07/31/2025	250.57
Utah County Auditor	1292	07/31/2025	1,945.00
Bowen Collins	1284	07/31/2025	3,131.50
Utah Municipal Lawyers, PLLC (old - Sheeran La	1295	07/31/2025	3,202.50
McNeil Engineering	1289	07/31/2025	4,650.00
Utah Local Government Trust	1294	07/31/2025	4,965.28
GSBS Architects	1285	07/31/2025	6,449.65
JUB Engineers, INC	1286	07/31/2025	7,910.30
Google.com/ Google Inc	DC7626	08/04/2025	274.12
Clark, Marti	1298	08/05/2025	125.00
Lowe's	DC7626	08/05/2025	672.63
Utah State Tax Commission	EFT	08/07/2025	46.59
Internal Revenue Service	EFT	08/07/2025	656.88
Payroll DD	0807251200	08/07/2025	2,649.55
Lowe's	DC7626	08/08/2025	120.28
Home Depot	DC5290	08/11/2025	13.94
Dominos	DC7626	08/11/2025	47.46
Costco	DC5290	08/11/2025	114.18
Sam's Club	DC7626	08/14/2025	65.58
Colonial Specialty Co Inc	DC7626	08/14/2025	171.68
Costco	DC5290	08/15/2025	859.59
Dominos	DC5290	08/18/2025	43.08
Payroll DD	0818251200	08/18/2025	3,398.23
Broadway Centre Garage	DC5290	08/22/2025	20.00
Utah State Tax Commission	EFT	08/22/2025	101.17
Internal Revenue Service	EFT	08/22/2025	834.57
Home Depot	DC5290	08/23/2025	371.27
Subway	DC2518	08/25/2025	32.47
Home Depot	DC2518	08/25/2025	117.21
Amazon.com	DC7626	08/25/2025	193.94
Adobe	DC7626	08/25/2025	257.51
Payroll DD	0825251200	08/25/2025	8,553.59
Wal-Mart	DC7626	08/28/2025	32.04
Utah State Tax Commission	EFT	08/28/2025	211.38
Internal Revenue Service	EFT	08/28/2025	1,838.60
Amazon.com	DC7626	08/29/2025	-54.04
Lowe's	DC7626	08/29/2025	147.57
Amazon.com	DC7626	08/29/2025	180.83
USPS	DC7626	08/29/2025	234.00

**Reconciled Checks & Withdrawals Total:      \$55,353.20**

**Bank Statement End Balance:      \$259,373.82**

**Fairfield Town**  
**3 B & C Road Fund Alta Bank 5219**  
**Bank Reconciliation - 08/01/2025 to 08/31/2025**

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Bank Statement Start Balance:       \$72,154.38

**Reconciled Checks & Withdrawals**

<u>Payee Name</u>	<u>Reference</u>	<u>Date</u>	<u>Amount</u>
RL Panek	142	05/29/2025	193.40

**Reconciled Checks & Withdrawals Total:       \$193.40**

Bank Statement End Balance:       \$71,960.98

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**Fairfield Town**  
**2 Water Alta Bank- Checking 5201**  
**Bank Reconciliation - 08/01/2025 to 08/31/2025**

Bank Statement Start Balance: **\$15,532.43**

**Reconciled Deposits & Transfers**

Type	Reference	Date	Amount
Deposit		07/31/2025	55.00
Deposit		07/31/2025	83.00
Deposit		08/11/2025	123.00
Deposit		08/12/2025	131.00
Deposit		08/13/2025	55.00
Deposit		08/13/2025	59.00
Deposit		08/13/2025	168.00
Deposit		08/25/2025	55.00
Deposit		08/25/2025	62.00
Deposit		08/25/2025	68.00
Deposit		08/25/2025	70.00
Deposit		08/25/2025	91.00
Deposit		08/25/2025	110.00
Deposit		08/25/2025	176.00
Deposit		08/25/2025	200.00
Deposit		08/25/2025	342.00
Deposit		08/25/2025	1,000.00
Deposit		08/28/2025	55.00
Deposit		08/28/2025	55.00
Transfer		08/29/2025	33,000.00

**Reconciled Deposits & Transfers Total: \$35,958.00**

**Reconciled Checks & Withdrawals**

Payee Name	Reference	Date	Amount
Badger Meter Services	510	07/31/2025	74.70
Miller, Llyod Bryant	513	07/31/2025	187.50
Rocky Mountain Power	514	07/31/2025	285.55
Bowen Collins	511	07/31/2025	5,361.00
Pronghorn Construction	515	08/27/2025	45,473.02

**Reconciled Checks & Withdrawals Total: \$51,381.77**

**Charges & Interest**

Description	Date	Amount
Overdraft fee	08/28/2025	-30.00

**Charges & Interest Total: (\$30.00)**

**Bank Statement End Balance: \$78.66**

**Fairfield Town  
Bank Reconciliation Summary  
All Bank Accounts - 08/31/2025**

<b>Bank Account</b>	<b>Start Date</b>	<b>End Date</b>	<b>Bank Statement Balance</b>	<b>Calculated Book Balance</b>	<b>General Ledger Balance</b>
1 General Alta Bank - Checking 5193	08/01/2025	08/31/2025	\$259,373.82	\$207,571.53	\$207,571.53
2 Water Alta Bank- Checking 5201	08/01/2025	08/31/2025	\$78.66	(\$6,950.85)	(\$6,950.85)
3 B & C Road Fund Alta Bank 5219	08/01/2025	08/31/2025	\$71,960.98	\$71,960.98	\$71,960.98
4 Savings Alta Bank 7099	08/01/2025	08/31/2025	\$0.00	\$0.00	\$0.00
Altabank- Road Impact Fee 0483	08/01/2025	08/31/2025	\$29,210.00	\$29,210.00	\$29,210.00
Altabank- Water Impact Fee 0475	08/01/2025	08/31/2025	\$728.00	\$728.00	\$728.00
Altabank- Cemetery Fund 0491	08/01/2025	08/31/2025	\$0.00	\$0.00	\$0.00
Moreton Investment	08/01/2025	08/31/2025	\$1,395,231.54	\$1,395,231.54	\$1,395,231.54
Altabank- Capital Fund	05/01/2021	07/31/2021	\$0.00	\$0.00	\$0.00
			<b>\$1,756,583.00</b>	<b>\$1,697,751.20</b>	<b>\$1,697,751.20</b>

**Fairfield Town**  
**Check Register**  
**All Bank Accounts - 08/01/2025 to 08/31/2025**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Adobe	DC7626	250825	08/25/2025	08/25/2025	257.51 <b>\$257.51</b>	Acrobat Pro	104115 - Admin Office expenses & sup	
Amazon.com	DC7626	250825	08/25/2025	08/25/2025	193.94	Solar Street Lights	104126.5 - Town Hall - Repairs and mai	
Amazon.com	DC7626	250829	08/29/2025	08/29/2025	180.83	Office supplies	104115 - Admin Office expenses & sup	
Amazon.com	DC7626	250829-Return	08/29/2025	08/29/2025	-54.04	Return	104115 - Admin Office expenses & sup	
					<b>\$320.73</b>			
Bowen Collins	516	38631B	08/14/2025	08/28/2025	54.00	Shorted invoice 38631	516132 - Water Engineering	
Bowen Collins	1299	38810	08/14/2025	08/28/2025	3,567.50	Sewer Master Plan	104190 - State Grant Expenses	
Bowen Collins	1299	38811	08/14/2025	08/28/2025	120.00	Water Model and master plan	104190 - State Grant Expenses	
Bowen Collins	516	38812	08/14/2025	08/28/2025	4,368.25	Engineering	516132 - Water Engineering	
Bowen Collins	516	38813	08/14/2025	08/28/2025	324.00	Water Rights/Water shares	516132 - Water Engineering	
					<b>\$8,433.75</b>			
Broadway Centre Garage	DC5290	250822	08/22/2025	08/22/2025	20.00	Parking	104114 - Admin Travel	
					<b>\$20.00</b>			
Cedar Valley Automotive	1300	17800	08/11/2025	08/28/2025	195.40	Lawn Mower	104169 - Cemetery Expense	
					<b>\$195.40</b>			
Clark, Marti	1298	08042025	08/04/2025	08/05/2025	125.00	Cleaning the house 7/29 and 7/30 2.50 each day	104126.5 - Town Hall - Repairs and mai	
					<b>\$125.00</b>			
Colonial Specialty Co Inc	DC7626	250814	08/14/2025	08/14/2025	171.68	Indoor Flags	104126.5 - Town Hall - Repairs and mai	
					<b>\$171.68</b>			
Costco	DC5290	250811	08/11/2025	08/11/2025	114.18	Unknown	104115 - Admin Office expenses & sup	
Costco	DC5290	250815	08/15/2025	08/15/2025	859.59	Unknown	104116 - Admin Computer & internet ex	
					<b>\$973.77</b>			
Dominos	DC7626	250811	08/11/2025	08/11/2025	47.46	Pizza	104142 - Admin Food Expenditures	
Dominos	DC5290	250818	08/18/2025	08/18/2025	43.08	Pizza	104142 - Admin Food Expenditures	
					<b>\$90.54</b>			
Freeway Propane	1301	145146	08/06/2025	08/28/2025	207.90	Refill Propane	104123 - Admin Rental expense	
					<b>\$207.90</b>			
Google.com/ Google Inc	DC7626	250804	08/04/2025	08/04/2025	274.12	Suite Workspace	104116 - Admin Computer & internet ex	
					<b>\$274.12</b>			
GSBS Architects	1302	44651	08/11/2025	08/28/2025	989.65	General Plan	104157 - Planning and Zoning General	
					<b>\$989.65</b>			
Home Depot	DC5290	250811	08/11/2025	08/11/2025	13.94	Bath knob	104115 - Admin Office expenses & sup	
Home Depot	DC5290	250823	08/23/2025	08/23/2025	371.27	Wood	104126.5 - Town Hall - Repairs and mai	
Home Depot	DC2518	250825	08/25/2025	08/25/2025	117.21	Ramp forms and temp handrail	104126.5 - Town Hall - Repairs and mai	
					<b>\$502.42</b>			

**Fairfield Town  
Check Register  
All Bank Accounts - 08/01/2025 to 08/31/2025**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Internal Revenue Service	EFT	PR080325-760	08/07/2025	08/07/2025	90.32	Medicare Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR080325-760	08/07/2025	08/07/2025	180.34	Federal Income Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR080325-760	08/07/2025	08/07/2025	386.22	Social Security Tax	102221 - Accrued SS, MC & FWT paya	
					\$656.88			
Internal Revenue Service	EFT	PR081725-760	08/18/2025	08/22/2025	116.74	Medicare Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR081725-760	08/18/2025	08/22/2025	218.63	Federal Income Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR081725-760	08/18/2025	08/22/2025	499.20	Social Security Tax	102221 - Accrued SS, MC & FWT paya	
					\$834.57			
Internal Revenue Service	EFT	PR083125-760	08/25/2025	08/28/2025	285.74	Medicare Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR083125-760	08/25/2025	08/28/2025	331.46	Federal Income Tax	102221 - Accrued SS, MC & FWT paya	
Internal Revenue Service	EFT	PR083125-760	08/25/2025	08/28/2025	1,221.40	Social Security Tax	102221 - Accrued SS, MC & FWT paya	
					\$1,838.60			
					\$3,330.05			
KB AIR INC.	1316	1002	08/28/2025	08/28/2025	77.00	HVAC Tune Up	104126.5 - Town Hall - Repairs and mai	
KB AIR INC.	1303	1003	08/28/2025	08/28/2025	750.00	A/C	104126.5 - Town Hall - Repairs and mai	
					\$827.00			
Kippers Dirt Services	1304	302	08/13/2025	08/28/2025	225.00	7 Tons of Gravel	104169 - Cemetery Expense	
					\$225.00			
Les Olson Company	1305	CAB663933	08/13/2025	08/28/2025	601.00	Cabling Project	104118 - Admin Copier Service and Mai	
Les Olson Company	1305	MV033218	08/25/2025	08/28/2025	550.00	Move into new town hall	104116.5 - Admin IT services	
					\$1,151.00			
Lowe's	DC7626	250805	08/05/2025	08/05/2025	672.63	Fridge	104115 - Admin Office expenses & sup	
Lowe's	DC7626	250808	08/08/2025	08/08/2025	120.28	Febreze plug=ins, tape gun, heavy plastic, brom, w	104115 - Admin Office expenses & sup	
Lowe's	DC7626	250829	08/29/2025	08/29/2025	147.57	office supplies	104115 - Admin Office expenses & sup	
					\$940.48			
Maverik	DC	250830	08/30/2025	08/30/2025	71.84	Skid Steer & Mini Ex Fuel	104161 - Roads Repairs & maintenanc	
					\$71.84			
McNeil Engineering	1306	87047B	08/06/2025	08/28/2025	10.00	Cedar Valley Industrial Park	104181 - Building Dept - Engineering E	
					\$10.00			
Miller, Llyod Bryant	517	294307	08/25/2025	08/28/2025	250.00	Monthly Testing	516131 - Professional fees	
					\$250.00			
North Utah Valley Animal Services	1307	001	08/13/2025	08/28/2025	1,170.00	Animal Services	104150 - Animal services	
					\$1,170.00			
Peterson, Ernie	1308	1	08/12/2025	08/28/2025	163.00	Lock smith for new office	104126.5 - Town Hall - Repairs and mai	
					\$163.00			
Pronghorn Construction	515	Retainage	06/30/2025	08/27/2025	45,473.02	Retainage	511601 - Construction in progress	
					\$45,473.02			
Reed's Landscaping/Maintenacnce,	518	49	08/11/2025	08/28/2025	1,700.00	Spring Clean up/ Tank clean up	516141 - Repairs and maintenance	
Reed's Landscaping/Maintenacnce,	1309	49B	08/11/2025	08/28/2025	400.00	Cemetery Clean up	104169 - Cemetery Expense	

**Fairfield Town  
Check Register  
All Bank Accounts - 08/01/2025 to 08/31/2025**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Reed's Landscaping/Maintenance,	1309	49C	08/11/2025	08/28/2025	1,070.00	New Office Clean up	104126.5 - Town Hall - Repairs and mai	
Richards Laboratories of Utah	519	115604	08/21/2025	08/28/2025	12.00	DW Testing 7/21/2025	516143 - Monthly water tests	
					<b>\$12.00</b>			
Rocky Mountain Power	520	Aug 2025 Pump	08/25/2025	08/28/2025	28.72	July Pump	516128 - Utilities	
Rocky Mountain Power	520	July 2025 Tank	08/25/2025	08/28/2025	286.38	July water 2025	516128 - Utilities	
Rocky Mountain Power	1310	July Town Hall	08/25/2025	08/28/2025	67.21	Town Hall	104126.5 - Town Hall - Repairs and mai	
					<b>\$382.31</b>			
Sam's Club	DC7626	250814	08/14/2025	08/14/2025	65.58	Snacks	104115 - Admin Office expenses & sup	
					<b>\$65.58</b>			
Staker Parson	1311	6670495	08/28/2025	08/28/2025	6,020.22	Road Base for New House	414149 - Admin Capital outlay	
					<b>\$6,020.22</b>			
Subway	DC2518	250825	08/25/2025	08/25/2025	32.47	Foam Crew Lunch	104142 - Admin Food Expenditures	
					<b>\$32.47</b>			
The Yard Dumpster	1312	6359	08/06/2025	08/28/2025	200.00	Dumpster	104191 - Trash collection	
The Yard Dumpster	1312	6378	08/06/2025	08/28/2025	200.00	Dumpster	104191 - Trash collection	
The Yard Dumpster	1312	6449	08/21/2025	08/28/2025	200.00	Dumpster	104191 - Trash collection	
The Yard Dumpster	1312	6450	08/21/2025	08/28/2025	200.00	Dumpster	104191 - Trash collection	
The Yard Dumpster	1312	6469	08/21/2025	08/28/2025	200.00	Dumpster	104191 - Trash collection	
					<b>\$1,000.00</b>			
USPS	DC7626	250829	08/29/2025	08/29/2025	234.00	3 Rolls of Stamps	104115.5 - Admin Stamps	
					<b>\$234.00</b>			
Utah Local Government Trust	1313	1621324	08/06/2025	08/28/2025	492.00	workers comp annual fee	104124 - Admin Insurance	
					<b>\$492.00</b>			
Utah Municipal Lawyers, PLLC (old -	1314	25017	08/06/2025	08/28/2025	3,062.50	Legal Fees	104139 - Admin Legal	
Utah Municipal Lawyers, PLLC (old -	1314	25018	08/06/2025	08/28/2025	1,890.00	Fairfield Industrial Park	104139 - Admin Legal	
					<b>\$4,952.50</b>			
Utah State Division Of Finance	1317	9 - Water Tank - S	08/28/2025	08/28/2025	19,000.00	Principal - Water Tank - Series 2016 Bond	512510 - 2016 Loans	
					<b>\$19,000.00</b>			
Utah State Tax Commission	EFT	PR080325-17	08/07/2025	08/07/2025	46.59	State Income Tax	102222 - Accrued state withholding pay	
Utah State Tax Commission	EFT	PR081725-17	08/18/2025	08/22/2025	101.17	State Income Tax	102222 - Accrued state withholding pay	
Utah State Tax Commission	EFT	PR083125-17	08/25/2025	08/28/2025	211.38	State Income Tax	102222 - Accrued state withholding pay	
					<b>\$359.14</b>			
Wal-Mart	DC7626	250828	08/28/2025	08/28/2025	32.04	Office Supplies	104115 - Admin Office expenses & sup	
					<b>\$32.04</b>			
Watterson Bros Construction, LLC	1315	11478	08/19/2025	08/28/2025	9,586.50	Footings for Town Hall	414149 - Admin Capital outlay	
					<b>\$9,586.50</b>			
					<b>\$111,512.62</b>			



**Ordinance No. 2025-Xx** An Ordinance Of Fairfield Town, Utah, Adopting A 1% Local Option Sales And Use Tax And Establishing An Effective Date. **Date XX XX, 2025**

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Created XX, 2025

**WHEREAS**, Utah Code Section [59-12-13](#) authorizes a municipality to impose a tax of not more than 1% on transactions paid or charged; and

**WHEREAS**, the governing body of the municipality is allowed to regulate the Local Option Sale and Use Tax under Utah Code [59-12-2](#); and

**WHEREAS**, pursuant to Utah Code [59-12-2103](#), a municipality is authorized to use revenues generated by the Local Option Sale and Use Tax for general fund purposes; and

**WHEREAS**, the Town Council, after careful consideration in a public meeting, has determined that it is in the public interest to impose said Local Option Sale and Use Tax, to regulate the same, and to use the revenues generated for general fund purposes.

**NOW THEREFORE**, the Town Council of Fairfield Town, Utah hereby ordains as follows:

**SECTION I – ENACTMENT**

A tax of 1% on all transactions paid or charged within the Town is hereby imposed. The details of such tax as more fully specified by Section [X.YY](#) of the Town Code, attached as Exhibit A and incorporated herein by this reference, which is hereby enacted and adopted. Town staff is directed to provide public notice as required below and to send the notice required by Utah Code Section [59-12-355](#) to the Utah State Tax Commission.

**SECTION II – AMENDMENT OF CONFLICTING ORDINANCES**

If any ordinances, resolutions, policies, or zoning maps of Fairfield Town heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

**SECTION III – EFFECTIVE DATE**

This ordinance shall take effect upon its passage by a majority vote of the Town Council and following notice and publication as required by the Utah Code and after notice to the Utah State Tax Commission is sent in accordance with Utah Code [59-12-355](#).

**SECTION IV – SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V – PUBLIC NOTICE**

The Fairfield Town Recorder is hereby ordered, in accordance with the requirements of Utah Code § [10-3-710-711](#), to do as follows:

- a. deposit a copy of this ordinance in the office of the Town Recorder;  
and
- b. publish notice as follows:
  - i. publish a short summary of this ordinance on the Utah Public Notice Website created in Utah Code § [10-3-711](#), § [63G-30-102](#), and on the Town’s official website; and
  - ii. publish a short summary of this ordinance in a public location within the Town that is reasonably likely to be seen by residents of the Town.

**ADOPTED AND PASSED** by the Town Council of Fairfield, Utah, this \_\_\_ of \_\_\_\_\_, 20\_\_.

Mayor: \_\_\_\_\_  
Hollie McKinney

RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

ATTEST: \_\_\_\_\_  
Stephanie Shelley, Town Recorder/Clerk

(Seal)

## EXHIBIT A

### Section 1.17.200 Enactment

#### Sections:

**1.17.200. Local Option Sale and Use Tax Imposed.**

**1.17.210. Local Option Sale and Use Tax Administration and Collection.**

**1.17.220. Local Option Sale and Use Tax Revenue Use.**

**1.17.200. Local Option Sale and Use Tax Imposed.** As provided for in Utah Code Section [59-12-13](#), there is hereby levied a one percent (1%) tax on all transactions paid or charged within Fairfield Town as provided in state law. The location or point of sale of a transaction shall be determined in accordance with Utah Code Section [59-12-210](#). This tax shall not be imposed on any transaction that is exempt or otherwise prohibited under state law. This tax shall be called a “Local Option Sales and Use Tax.”

**1.17.210. Local Option Sale and Use Tax Administration and Collection.** The sale and use tax shall be administered and collected by the state tax commission as provided in Utah Code Section [59-12-2](#). The mayor may enter any additional or amended agreement with the Utah State Tax Commission for collection under this Chapter. Penalties and interest equal to those authorized by state law shall be imposed on any person who is required to pay the tax under this chapter and does not remit the same to the Utah State Tax Commission.

**1.17.220. Local Option Sale and Use Tax Revenue Use.** The revenue generated from the Local Option Sale and Use Tax may be used for general fund purposes.

Created XX, 2025

**WHEREAS**, Utah Code Section [10-1-3](#) authorizes a municipality to impose a tax on Municipal Energy Sales and Use; and

**WHEREAS**, pursuant to Utah Code [10-1-302](#), a municipality is authorized to use revenues generated by the Municipal Energy Sale and Use Tax for general fund purposes; and

**WHEREAS**, the Town Council, after careful consideration in a public meeting, has determined that it is in the public interest to impose said Municipal Energy Sale and Use Tax, to regulate the same, and to use the revenues generated for general fund purposes.

**NOW THEREFORE**, the Town Council of Fairfield Town, Utah hereby ordains as follows:

#### **SECTION I – ENACTMENT**

A tax of 6% on all municipal energy sales and use within the Town is hereby imposed. The details of such tax as more fully specified by Section [X.YY](#) of the Town Code, attached as Exhibit A and incorporated herein by this reference, which is hereby enacted and adopted. Town staff are directed to provide public notice as required below and to send the notice required by Utah Code Section 10-1-304 to the Utah State Tax Commission.

#### **SECTION II – AMENDMENT OF CONFLICTING ORDINANCES**

If any ordinances, resolutions, policies, or zoning maps of Fairfield Town heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

#### **SECTION III – EFFECTIVE DATE**

This ordinance shall take effect upon its passage by a majority vote of the Town Council and following notice and publication as required by the Utah Code and after notice to the Utah State Tax Commission is sent in accordance with Utah Code [10-1-304](#).

#### **SECTION IV – SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V – PUBLIC NOTICE**

The Fairfield Town Recorder is hereby ordered, in accordance with the requirements of Utah Code § [10-3-710-711](#), to do as follows:

- a. deposit a copy of this ordinance in the office of the Town Recorder; and
- b. publish notice as follows:
  - i. publish a short summary of this ordinance on the Utah Public Notice Website, as referenced in Utah Code § [10-3-711](#), § [63G-30-102](#), and on the Town’s official website; and
  - ii. publish a short summary of this ordinance in a public location within the Town that is reasonably likely to be seen by residents of the Town.

**ADOPTED AND PASSED** by the Town Council of Fairfield, Utah, this \_\_\_ of \_\_\_\_\_, 20\_\_.

Mayor: \_\_\_\_\_  
Hollie McKinney

RL Panek	yes _____	no _____	abstain _____	absent _____
Tyler Thomas	yes _____	no _____	abstain _____	absent _____
Michael Weber	yes _____	no _____	abstain _____	absent _____
Richard Cameron	yes _____	no _____	abstain _____	absent _____

ATTEST: \_\_\_\_\_  
Stephanie Shelley, Town Recorder/Clerk

(Seal)

**EXHIBIT A**

## Section 1.17.10 Enactment

### Chapter 1.17.10 Town Municipal Energy Sale and Use Tax.

#### Sections:

#### 1.17.10. Title and Purpose.

#### 1.17.20. Municipal Energy Sales and Use Tax Adopted.

#### 1.17.30. Exemptions.

#### 1.17.40. Effect on Existing Franchises.

#### 1.17.50. Collection.

**1.17.10. Title and Purpose.** The title of this Chapter is the “Town Municipal Energy Sales and Use Tax” and the purpose is to adopt the “Municipal Energy Sales and Use Tax” in accordance with Utah Code [10-1-3](#).

**1.17.20. Municipal Energy Sales and Use Tax Adopted.** In accordance with Utah Code [10-3-304](#), there is hereby imposed a tax on every sale or use of taxable energy made within the Town at a rate not to exceed **X (X)** percent of the delivered value of the taxable energy to the consumer. The adoption of the Municipal Energy Sales and Use Tax in this Chapter is substantially the same as those required by Utah Code [59-12-1](#), Tax Collection, as they relate to sales and use tax, except as provided in state law. The Municipal Energy Sales and Use Tax in this Chapter shall be in addition to any sales or use tax on taxable energy imposed by the Town authorized by Utah Code [59-12-2](#), Local Sales and Use Tax Act.

**1.17.30. Exemptions.** No exemptions are granted from the Municipal Energy Sales and Use Tax, except as expressly provided in Utah Code [10-1-305\(2\)](#); notwithstanding any exemption granted in accordance with Utah Code 59-1-104.

**1.17.40. Effect on Existing Franchises.** This Chapter shall not alter any existing franchise agreements between the Town and any other energy suppliers. Where applicable, there is a credit against the tax due from any consumer in the amount of a contractual franchise fee paid if:

1. The energy supplier pays a franchise fee to the Town pursuant to an existing franchise agreement.
2. The contractual franchise fee is passed through by the energy supplier to the consumer as a separately itemized charge; and
3. The energy supplier has accepted the franchise.

**1.17.50. Collection.** The Town has or will contract with the Utah State Tax Commission to perform all functions necessary for the administration and collection of the Municipal Energy Sales and Use Tax, in accordance with this Chapter and the applicable state law relating to the administration and collection of the Municipal Energy Sales and Use Tax by the Utah State Tax Commission. The Mayor is hereby authorized to enter any supplementary contract with the Utah State Tax Commission necessary to effectuate the administration and collection of the Municipal Energy Sales and Use Tax set forth in this Chapter.

Working Draft 2025

**Ordinance No. 2025-Xx** An Ordinance Of Fairfield Town, Utah, Adopting A Municipal Transient Room Tax And Establishing An Effective Date **Date XX, 2025**

Created XX, 2025

**WHEREAS**, Utah Code Section [59-12-352](#) authorizes a municipality to impose a municipal transient room tax (“TRT Tax”) of not more than 1% on charges for tourist home, hotel, motel, bed and breakfast, and trailer court accommodations and services that are regularly rented for less than 30 consecutive days; and

**WHEREAS**, the governing body of the municipality is required to regulate the TRT Tax under Utah Code [59-12-352](#); and

**WHEREAS**, pursuant to Utah Code [59-12-352](#), a municipality is authorized to use revenues generated by the TRT Tax for general fund purposes; and

**WHEREAS**, the Town Council, after careful consideration in a public meeting, has determined that it is in the public interest to impose said TRT Tax, to regulate the same, and to use the revenues generated for general fund purposes.

**NOW THEREFORE**, the Town Council of Fairfield Town, Utah hereby ordains as follows:

**SECTION I – ENACTMENT**

A tax of 1% on charges for tourist home, hotel, motel, bed and breakfast and trailer court accommodations and services is hereby imposed. The details of such tax as more fully specified by Section [X.YY](#), of the Town Code, attached as Exhibit A and incorporated herein by this reference, which is hereby enacted and adopted. Town staff is directed to provide public notice as required below and to send the notice required by Utah Code Section [59-12-355](#) to the Utah State Tax Commission.

**SECTION II – AMENDMENT OF CONFLICTING ORDINANCES**

If any ordinances, resolutions, policies, or zoning maps of Fairfield Town heretofore adopted are inconsistent herewith they are hereby amended to comply with the provisions hereof. If they cannot be amended to comply with the provisions hereof, they are hereby repealed.

**SECTION III – EFFECTIVE DATE**

This ordinance shall take effect upon its passage by a majority vote of the Town Council and following notice and publication as required by the Utah Code and after notice to the Utah State Tax Commission is sent in accordance with Utah Code [59-12-355](#).



**SECTION IV – SEVERABILITY**

If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such provision shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

**SECTION V – PUBLIC NOTICE**

The Fairfield Town Recorder is hereby ordered, in accordance with the requirements of Utah Code § [10-3-710-711](#), to do as follows:

- a. deposit a copy of this ordinance in the office of the Town Recorder; and
- b. publish notice as follows:
  - i. a short summary of this ordinance on the Utah Public Notice Website, as referenced in Utah Code § [10-3-711](#), § [63G-30-102](#), and on the Town’s official website; and
  - ii. a short summary of this ordinance in a public location within the Town that is reasonably likely to be seen by residents of the Town.

**ADOPTED AND PASSED** by the Town Council of Fairfield, Utah, this \_\_\_ of \_\_\_\_\_, 20\_\_.

Mayor: \_\_\_\_\_  
Hollie McKinney

RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

ATTEST: \_\_\_\_\_  
Stephanie Shelley, Town Recorder/Clerk

(Seal)

## EXHIBIT A

### Section 1.17.100 Municipal Transient Room Tax

#### Sections:

**1.17.100. Transient Room Tax Imposed.**

**1.17.110. Transient Room Tax Administration and Collection.**

**1.17.120 Transient Room Tax Revenue Use.**

**1.17.100. Transient Room Tax Imposed.** As provided in Utah Code Section [59-12-352](#), there is levied a one percent (1%) tax on amounts paid or charged within Fairfield Town for tourist home, hotel, motel, bed and breakfast, or trailer court accommodations and services that are regularly rented for less than 30 consecutive days. This tax shall be called a “municipal transient room tax.”

**1.17.110. Transient Room Tax Administration and Collection.** The municipal transient room tax shall be administered and collected by the state tax commission as provided in Utah Code Section [59-12-354](#).

**1.17.120. Transient Room Tax Revenue Use.** Revenue from the municipal transient room tax may be used by the Town for general fund purposes.

Working Draft 2025

**Ordinance #2025-18** An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

**Date November 19, 2025**

Created November 19, 2025

**WHEREAS**, Fairfield Town owns, maintains, and manages a 2.27-acre cemetery located at approximately 150 North and Highway 73; and

**WHEREAS**, cemeteries are regulated by Title 8 of the Utah State Code and allows for these changes; and

**WHEREAS**, the Fairfield Town Council feels that it is in the best interest of the Town to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and

**WHEREAS**, the Fairfield Town Council also wants to establish a new ordinance, Title 6.7. Fairfield Cemetery.

**NOW, THEREFORE, BE IT ORDAINED BY THE FAIRFIELD TOWN COUNCIL AS FOLLOWS:**

**SECTION 1: AMENDMENT** Title 6.7 Fairfield Cemetery shall be established and shall include all necessary and updated information necessary for the operation and use of the cemetery as found in Exhibit A

**SECTION 2: EFFECTIVE DATE** This ordinance shall become effective immediately upon passage and adoption.

Passed and Adopted this \_\_\_\_ day of \_\_\_\_\_ 2025.

**FAIRFIELD TOWN**

\_\_\_\_\_  
Hollie McKinney, Mayor

RL Panek	yes_____ no_____ abstain _____ absent _____
Tyler Thomas	yes_____ no_____ abstain _____ absent _____
Michael Weber	yes_____ no_____ abstain _____ absent _____
Richard Cameron	yes_____ no_____ abstain _____ absent _____
Hollie McKinney	yes_____ no_____ abstain _____ absent _____

ATTEST:

\_\_\_\_\_  
Stephanie Shelley, Recorder

(OFFICIAL SEAL)

## EXHIBIT A

### Title 6.7 - Fairfield Town Cemetery Ordinance.

#### Title 6.7 – Fairfield Town Cemetery

##### Section 6.7.10. Name and Purpose.

The Fairfield Town Cemetery is the only cemetery managed by the Town. It is meant only for burying human remains. No burials are allowed anywhere else within town limits unless it's a state-approved cemetery.

##### Section 6.7.20. Definitions.

For the purposes of this ordinance, the following terms shall have the meanings that are specific to this ordinance. Terms not defined herein shall have the meanings assigned in Chapter 12 of the Fairfield Town Code, and if not defined there, shall be interpreted in accordance with their commonly accepted meaning.

- **Apron or Base (Cemetery).** Apron or Base means the permanent foundation surface installed at the head end of a burial space, constructed of an approved durable material such as concrete, stone, or reinforced masonry, upon which a monument, marker, or headstone is placed. The apron/base shall provide support, alignment, protection against settlement or shifting of the marker, and shall define the frontal boundary of the burial plot.
- **Burial.** Burial means the placement of human remains in a grave or vault, including the interment of cremated remains.
- **Casket.** A container used to hold and bury a deceased person's remains.
- **Cemetery Board.** Cemetery Board means the board appointed by the Mayor and approved by the Town Council to oversee the management and operation of the Fairfield Town Cemetery.
- **Cemetery Plot (or Plot).** Cemetery Plot (or Plot) means a designated area within the cemetery intended for the burial of human remains.
- **Cremains.** Cremains means the ashes that remain after the cremation of a human body.
- **Cremation Vault.** Cremation Vault means a container used to hold cremated remains, designed to be buried in the cemetery's designated cremation section.
- **Decoration (Cemetery).** *Decoration* means any temporary item placed on or around a burial plot, grave, monument, marker, headstone, base, or apron for purposes of honoring, memorializing, or remembering the deceased. Decorations may include flowers (fresh or artificial), wreaths, flags, ornaments, small figurines, temporary lighting, or similar memorial display items.

- **Deteriorated/Unightly.** Means any condition in which a structure, surface, sign, or material is visibly faded, peeling, rusting, corroding, decaying, damaged, broken, weathered, or otherwise not maintained, resulting in an unattractive or offensive appearance.
- **Double Plot.** Double Plot means a plot designated to accommodate two interments under specific conditions set forth in this ordinance.
- **Exhumation (Disinterment).** Exhumation (Disinterment) means the authorized removal of human remains from a burial plot.
- **Headstone (or Marker).** Headstone (or Marker) means a memorial placed at a grave to identify the person buried there, subject to size and placement regulations specified in this ordinance.
- **Interment.** Interment means the lawful act of placing human remains, including cremains, in a grave or vault within the cemetery.
- **Lot.** Lot means a subdivision of land in the cemetery containing multiple burial plots, typically up to eight (8).
- **Memorial.** Memorial means any structure or marker commemorating a deceased individual, including headstones, plaques, and monuments.
- **Nonresident.** Nonresident means a person who does not reside within the boundaries of Fairfield Town.
- **Owner.** Owner means a person who has been granted burial rights to a cemetery plot, but who does not hold title to the land.
- **Resident.** Resident means a person whose primary residence is within the boundaries of Fairfield Town.
- **Sexton.** Sexton means a member of the Cemetery Board designated to manage day-to-day operations, including overseeing burials, verifying plot ownership, and ensuring compliance with cemetery regulations.
- **Supermajority.** Supermajority means a voting requirement that exceeds a simple majority. For the purposes of this ordinance, a supermajority shall mean a vote in favor by at least two-thirds ( $\frac{2}{3}$ ) of the total voting members of the Cemetery Board or Town Council, unless otherwise specified by law.
- **Temporary Memorials.** Temporary memorials means 1. a marker placed on the burial plot prior to the setting of the headstone; or 2. Items such as flowers, crosses, toys and notes, etc. that are placed on the burial plot.

- **Vault.** Vault means a grave liner or container designed to encase a casket or cremation urn and prevent the collapse of soil around the burial.

### **Section 6.7.30. Cemetery Board.**

A. The Cemetery Board manages the cemetery and helps ensure it serves public health and safety.

B. Members and Appointments:

1. The Board consists of 5 members who must reside in Fairfield for at least 6 months prior to appointment.
2. Members shall be recommended by the Cemetery Board and appointed by the Mayor with the advice and consent of the Town Council.
3. Terms are five (5) years and start on July 1st. Terms are staggered.
4. Members can be reappointed. Vacant spots are filled the same way, and
5. A Board member may be removed with a supermajority vote of the Board and approved by the Town Council.
6. Failure of a Cemetery Board member to attend three (3) consecutive regular meetings, or to miss more than thirty percent (30%) of regular meetings within a calendar year, shall constitute grounds for dismissal. In such cases, the Chair shall recommend the member's removal to the Town Council.
7. When a vacancy occurs on the Cemetery Board, the Town Recorder shall post public notice of the vacancy in accordance with the Town's official posting requirements. Applications shall be accepted for a period of no fewer than fourteen (14) calendar days. Upon the close of the application period, the Cemetery Board shall review all submitted applications and may conduct interviews as deemed necessary. The Board shall vote to recommend one applicant for appointment. This recommendation shall be forwarded to the Mayor for formal appointment, subject to the advice and consent of the Town Council.
8. The terms of Cemetery Board members shall be staggered so that the term of one member expires each year. In the event of a vacancy due to death, resignation, or other cause, the Mayor—subject to the advice from the Cemetery Board and consent of the Town Council—shall appoint a replacement to serve the remainder of the unexpired term. All terms shall commence on or before the first regularly scheduled Board meeting in July of each year. The Town Council may remove any member of the Cemetery Board

by majority vote. Vacancies shall be promptly filled in the same manner as the original appointment and for the remainder of the unexpired term.

9. Notice of all vacancies on the Cemetery Board shall be posted at the Town Hall, published on the Town's official website, and distributed via email to all residents who have provided the Town with a valid email address. Such notice shall be posted for no fewer than fourteen (14) calendar days.

**Section 6.7.40. Board Authority and Responsibilities.**

A. The Board can:

1. Have the authority to oversee the day-to-day management and operations of the Fairfield Town Cemetery, subject to the provisions of this ordinance and all applicable state and local laws. The Board's responsibilities shall include, but are not limited to:
  - a. Recommend policies and procedures for the care, maintenance, and use of the cemetery;
  - b. Advise the Town Council on budgetary needs, capital improvements, and maintenance priorities;
  - c. Coordinate with Town staff on administrative tasks and record-keeping related to cemetery operations;
  - d. Review and make recommendations on applications for burial plots, memorials, and other cemetery-related matters; and
  - e. Ensure compliance with state statutes, health regulations, and town code governing cemetery use and operations.

B. All actions and decisions of the Cemetery Board shall be consistent with Section 6.7.30 of the Fairfield Town Code and are subject to review and approval by the Town Council when required by ordinance or statute.

**Section 6.7.50. Officers and Meetings.**

A. The Board shall appoint a new Chair and Co-Chair annually, the term of which shall run from July 1 through June 30.

B. Regular meetings are scheduled. The Chair or two members can call extra meetings.

C. Meetings shall follow Utah's open meeting laws.

D. Agendas are prepared by the Chair or their appointee and sent to the Town Recorder/Clerk for posting a minimum of Twenty Four (24) hours before the meeting.

E. Minutes are written for each meeting and filed at the Town Office.

F. Minutes must be approved at the following meeting.

G. The Town Recorder is responsible for posting agendas and notices, and filing all cemetery records.

**Section 6.7.60. Sexton.**

A. The board-appointed sexton shall:

1. Manage daily cemetery work;
2. Check ownership and verify payment for burial plots;
3. Schedule and be present for the placement of headstones, markers, or monuments to ensure they are installed in the correct location;
4. Keep everything in order and ensure rules are followed;
5. Be a Cemetery Board member;
6. Supervise burials and ensure proper interment procedures are followed;
7. Ensure compliance with all cemetery regulations outlined in the Fairfield Town Code;
8. Ensure cemetery rules regarding decorations, landscaping, and general maintenance are being followed; and

B. Compensation. The Sexton shall be compensated as determined by the Cemetery Board and approved through the Town's budget process. Compensation shall only be provided when the sexton is actively performing the duties assigned under this section. If another board member is officially designated to perform the sexton's duties for a particular service or period of time, compensation for that work shall be directed to the individual performing the duties in place of the sexton.

**Section 6.7.70. Secretary.**

A. The Chair may appoint a Secretary with the Board's approval.

B. The Secretary is responsible for taking the meeting minutes and recording the audio of each meeting. The approved minutes are then filed with the recorder at the town office

C. Compensation. Compensation for the secretary shall be subject to approval by the Town Council and shall be paid from the cemetery budget as determined by the Town Council.

**Section 6.7.80. Volunteers or Employees.**

The Mayor can assign Town staff or volunteers to help the Board.

**Section 6.7.90. Maintenance.**



The Board manages cemetery upkeep and follows State of Utah Code.

**Section 6.7.100. Meeting Space and Equipment.**

The Town will provide space for meetings and equipment storage.

**Section 6.7.110. Budget.**

A. A draft budget shall be submitted to the Town Treasurer by March 1st each year.

1. The Cemetery Board shall prepare and submit an annual budget for inclusion in the Town's overall budget. The budget shall reflect the anticipated operational, maintenance, improvement, and personnel costs associated with the Fairfield Town Cemetery.

B.. All cemetery revenues, including plot sales, interment fees, and other cemetery-related income, shall be used exclusively for the maintenance, operation, improvement, and administration of the cemetery. This includes compensation for the cemetery sexton and any other personnel directly involved in cemetery operations.

C.. Fund Rollover: Unexpended cemetery funds shall roll over from year to year to allow for the planning and execution of more significant or long-term improvement projects.

**Section 6.7.120. Record-Keeping and Reporting.**

A. The Town Recorder/Clerk will maintain and update the Fairfield Town Cemetery Records, including:

1. Plot ownership records;
2. Burial certificates;
3. Interment reports;
4. Transfer requests and approvals
5. Submit biannual reports (January 1st and July 1st) to the Utah County Recorder's Office, and
6. Update the Cemetery Map in the office and on the Town Website.

**Section 6.7.130. General Information.**

A. The cemetery is in Section twenty nine (29) of the Utah County survey.

B. Each lot has eight (8) burial plots.

C. Plots can be bought on the Town's website.

**Section 6.7.140. Buying Plots.**

- A. Residents may buy one (1) burial plot at the resident price.
- B. Nonresidents pay the nonresident price.
- C. Officials who have served four (4) years or more may buy two (2) plots at a reduced rate.
- D. Buying a plot gives burial rights only, not ownership of land.
- E. You must get approval before changing anything on or around a plot or anywhere in the cemetery.

**Section 6.7.150. Transfers, Lost or Damaged Certificates, and Abandonment.**

- A. Plots not used for ninety-nine (99) years go back to the Town.
- B. Lost or damaged cemetery plot certificates may be replaced by following the same process required for a plot transfer, including submission of an application, proof of identity and ownership, and payment of applicable fees.

**Section 6.7.160. Permits and Fees.**

A. For Interment, you need:

- 1. A burial report;
- 2. Interment application;
- 3. Proof of ownership; and
- 4. Payment of fees.

B. Plot Transfer Requirements:

To request a transfer of a cemetery plot, the applicant shall:

- 1. Submit a completed plot transfer application form to the Town Recorder;
- 2. Provide valid government-issued photo identification;
- 3. Provide satisfactory proof of ownership of the plot;

4. If the plot is owned in the name of a trust, provide appropriate documentation verifying trust ownership and authority to transfer;
5. Have the application notarized;
6. Pay all applicable transfer fees as set by the resolution of the Town Council; and
7. All plot transfers are subject to approval by the Fairfield Town Cemetery Board;

C. Exhumations.

1. Submit required Town and County permits;
2. Payment of the fees for exhumations is required before the permit is issued; and
3. Disinterment shall be of the casket only. Vaults shall not be removed.

**Section 6.7.170. Scheduling Burials.**

A. No burials on Sundays or holidays.

B. Burials are allowed 10:00 AM – 4:00 PM on other days.

C. Schedule burials at least forty-eight (48) hours in advance or seventy-two (72) hours if there's a holiday.

**Section 6.7.180. Burial.**

A. Each burial plot may be used for only one (1) interment at the time of burial. The following combinations are permitted:

1. One (1) adult casket or two (2) infant caskets; or
2. Two (2) cremated remains (cremains), provided both interments occur at the same time.

B. Double-depth burials are not allowed.

**Section 6.7.190. Cremation Plots.**

A. There is a separate section for cremations. Each plot is two (2 ) feet by two (2) feet.

B. Plots are used in order, starting from the southeast.

C. One (1) cremation urn is allowed in one cremation vault.

**Section 6.7.200. Vault Requirements.**

A. Burial vaults must meet strength standards.

B. Cremation vaults must be under twelve (12) inches per side and buried at least twelve (12) inches deep from the top of the vault.

C. No cremation burials when the ground is frozen deeper than four (4) inches.

**Section 6.7.210. Headstones and Memorials.**

A. All graves shall have a marker facing east.

B. Apron or Base Maximum Size Limits:

1. Single plot: (30) inches deep by (4) ft. wide;
2. Double plot: (30) inches deep by (5) ft. wide; and
3. Height: six ft.(6) ft.

C. Cremation plot markers and aprons: One (1) ft. x one(1) ft., placed in the center.

D. Headstone placement must be scheduled with the Sexton.

**E. Gravesite Decorations.**

1. Decorations are not permanent improvements and may be removed by the Town when they become deteriorated, faded, unsightly, weathered, broken, pose a maintenance obstruction, create a safety hazard, or after an established seasonal removal period set by the Town.
2. All permanent gravesite decorations must be approved by the Sexton or his/her designee.
3. Solar Lighting Brightness Limitation. Solar accent, decorative, or landscape lighting shall not exceed 100 lumens per fixture, shall be full-cutoff or shielded, and shall be directed downward so that the light source is not directly visible beyond the property line. No more than 1 solar light per grave
4. Any damage to the base, headstone, marker, or monument caused by adding holes or resulting from the presence of such holes shall be the sole responsibility of the plot owner.
5. Decorations shall not exceed five feet (5') in height, measuring from the ground.
6. Planting Restriction. No plants, shrubs, trees, bushes, groundcover, vegetation, or root-bearing material may be planted within the apron, base area, or foundation area of

any burial plot.

**F. Liability for Damage.**

Fairfield Town shall not be liable for damage to headstones, markers, monuments, or decorations, except when such damage is directly caused by the Town's negligent, reckless, or intentional conduct.

**G. Removal of Damaged or Unsightly Items.**

The Sexton or his/her designee shall have discretion to remove any decoration, headstone, marker, or memorial that has become damaged, unsightly, unsafe, or otherwise inconsistent with cemetery standards. When possible, reasonable efforts shall be made to notify the family.

**Section 6.7.220 Cemetery Operations.**

A. Open during daylight only.

B. No one is allowed after dark unless authorized.

**Section 6.7.230. Exhumation.**

A. No exhumation shall take place without the required permits from both Utah County and Fairfield Town.

B. Only the casket may be removed during an exhumation; burial vaults must remain in place.

**Section 6.7.240. Damaging Property.**

A. It is against the law to damage anything in the cemetery; and

B. Damage or vandalism to cemetery property or gravestone/grave markers shall be a Class C Misdemeanor.

**Section 6.7.260. Severability.**

A. If any part of this law is invalid, the rest still applies. The invalid part may be reinstated if the law changes.

FAIRFIELD TOWN

STATE OF UTAH     )  
  ) ss.  
COUNTY OF UTAH )

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the **19th Day of November 2025.**

**Ordinance #2025-18** An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **19th Day of November 2025.**

\_\_\_\_\_,  
Stephanie Shelley  
Fairfield Town Recorder/Clerk

(SEAL)

AFFIDAVIT OF POSTING

STATE OF UTAH )  
 )  
COUNTY OF UTAH )

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that I posted in three (3) public places the following summary of the ordinance which was passed by the Fairfield Town Council on the **19th Day of November 2025**, and herein referred to as:

**Ordinance #2025-18** An Ordinance to rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

SUMMARY.

Rescind Title 6.7. Cemetery District, and Title 2.1.Cemetery Board; and to establish a new ordinance, Title 6.7. Fairfield Cemetery.

The three places are as follows:

1. Fairfield Town Hall
2. Fairfield Town Website
3. Utah State Public Notice Website

\_\_\_\_\_  
Stephanie Shelley  
Fairfield Town Recorder/Clerk

Date of Posting \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_



# Fraud Risk Assessment

Continued

\*Total Points Earned: 283/395 \*Risk Level: Very Low Low Moderate High Very High  
 > 355      316-355      276-315      200-275      < 200

	Yes	Pts
1. Does the entity have adequate basic separation of duties or mitigating controls as outlined in the attached Basic Separation of Duties Questionnaire?	200	200
2. Does the entity have governing body adopted written policies in the following areas:		
a. Conflict of interest?	5	5
b. Procurement?	5	5
c. Ethical behavior?	5	5
d. Reporting fraud and abuse?	5	5
e. Travel?	5	5
f. Credit/Purchasing cards (where applicable)?	5	5
g. Personal use of entity assets?	5	5
h. IT and computer security?	5	5
i. Cash receipting and deposits?	3	5
3. Does the entity have a licensed or certified (CPA, CGFM, CMA, CIA, CFE, CGAP, CPFO) expert as part of its management team?	0	20
a. Do any members of the management team have at least a bachelor's degree in accounting?	0	10
4. Are employees and elected officials required to annually commit in writing to abide by a statement of ethical behavior?	20	20
5. Have all governing body members completed entity specific (District Board Member Training for local/special service districts & interlocal entities, Introductory Training for Municipal Officials for cities & towns, etc.) online training ( <a href="http://training.auditor.utah.gov">training.auditor.utah.gov</a> ) within four years of term appointment/election date?	10	20
6. Regardless of license or formal education, does at least one member of the management team receive at least 40 hours of formal training related to accounting, budgeting, or other financial areas each year?	10	20
7. Does the entity have or promote a fraud hotline?	0	20
8. Does the entity have a formal internal audit function?	0	20
9. Does the entity have a formal audit committee?	0	20

\*Entity Name: Fairfield Town

\*Completed for Fiscal Year Ending: 2025 \*Completion Date: October 23, 2025

\*CAO Name: Hollie McKinney \*CFO Name: Codi Butterfield

\*CAO Signature: *Hollie McKinney* \*CFO Signature: *Codi Butterfield*

\*Required



# Basic Separation of Duties

See the following page for instructions and definitions.

	Yes	No	MC*	N/A
1. Does the entity have a board chair, clerk, and treasurer who are three separate people?	✓			
2. Are all the people who are able to receive cash or check payments different from all of the people who are able to make general ledger entries?	✓			
3. Are all the people who are able to collect cash or check payments different from all the people who are able to adjust customer accounts? If no customer accounts, check "N/A".	✓			
4. Are all the people who have access to blank checks different from those who are authorized signers?	✓			
5. Does someone other than the clerk and treasurer reconcile all bank accounts OR are original bank statements reviewed by a person other than the clerk to detect unauthorized disbursements?	✓			
6. Does someone other than the clerk review periodic reports of all general ledger accounts to identify unauthorized payments recorded in those accounts?	✓			
7. Are original credit/purchase card statements received directly from the card company by someone other than the card holder? If no credit/purchase cards, check "N/A".	✓			
8. Does someone other than the credit/purchase card holder ensure that all card purchases are supported with receipts or other supporting documentation? If no credit/purchase cards, check "N/A".	✓			
9. Does someone who is not a subordinate of the credit/purchase card holder review all card purchases for appropriateness (including the chief administrative officer and board members if they have a card)? If no credit/purchase cards, check "N/A".	✓			
10. Does the person who authorizes payment for goods or services, who is not the clerk, verify the receipt of goods or services?			✓	
11. Does someone authorize payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			
12. Does someone review all payroll payments who is separate from the person who prepares payroll payments? If no W-2 employees, check "N/A".	✓			

\* MC = Mitigating Control

**Resolution R2025-19.** A Resolution Establishing Standards and Rules for the Fairfield Town Cemetery. Date November 19, 2025

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**WHEREAS,** The Utah State Code Section 8.6.2. Authorizes the Town of Fairfield to establish standards and rules for the Fairfield Town Cemetery; and

**WHEREAS,** New Standards and Rules have been written and included in Exhibit A.

**NOW, THEREFORE,** be it resolved, by the Town Council of Fairfield Town, State of Utah, that the Town Council adopt the attached EXHIBIT A. Fairfield Town Cemetery Standards and Rules.

**SEVERABILITY.** If any section, part, or provision of the Resolution is held invalid, or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

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

Passed and Adopted this **19th day of November 2025.**

**FAIRFIELD TOWN**

\_\_\_\_\_  
Hollie McKinney, Mayor

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

ATTEST:

\_\_\_\_\_  
Stephanie Shelley, Recorder

(SEAL)

**EXHIBIT A.**

## FAIRFIELD TOWN CEMETERY STANDARDS

### A. Burial Standards.

1. One burial per plot at the time of burial;
2. Permitted burial combinations:
  - a. One (1) adult casket; or
  - b. Two (2) infant caskets; or
  - c. Two (2) cremated remains only if interred at the same time; and
3. Double-depth burials are prohibited.

### B. Cremation Plot Standards.

1. Cremation plots measure two ft. x two ft. (2 ft x 2 ft.);
2. Cremation plots shall be used in order, starting from the southeast; and
3. One (1) cremation urn is allowed in one cremation vault.

### C. Vault Standards.

1. All burial vaults must meet accepted industry strength standards;
2. Cremation vaults must measure no more than twelve (12) in. per side;
3. Cremation vaults must be buried a minimum of twelve (12) in. deep from the top of the vault; and
4. Cremation burials are not allowed when the ground is frozen deeper than four (4) inches.

### D. Headstone, Marker & Apron Standards.

1. All markers must face east;
2. Maximum apron/base dimensions:
  - a. Single plot: thirty (30) in. deep by four (4) ft. wide;

- b. Double plot: thirty (30) in. deep by five (5) ft. wide; and
  - c. Height: six (6) ft.;
3. Cremation plot markers/aprons shall be one ft. x one ft. (1x1 ft.), placed in the plot center; and
  4. Headstone placement must be scheduled with the Sexton.

#### E. Decoration Standards.

1. Decorations are not permanent improvements and may be removed by the Town when they become deteriorated, faded, unsightly, weathered, broken, pose a maintenance obstruction, create a safety hazard, or after an established seasonal removal period set by the Town;

2. All permanent gravesite decorations must be approved by the Sexton or his/her designee;

3. Solar accent, decorative, or landscape lighting shall not exceed one hundred (100) lumens per fixture, shall be full-cutoff or shielded, and shall be directed downward so that the light source is not directly visible beyond the property line. No more than 1 solar light per grave;

4. Any damage to the base, headstone, marker, or monument caused by adding holes or resulting from the presence of such holes shall be the sole responsibility of the plot owner;

5. Decorations shall not exceed five (5) ft. in height, measuring from the ground; and

6. Planting Restriction. No plants, shrubs, trees, bushes, groundcover, vegetation, or root-bearing material may be planted within the apron, base area, or foundation area of any burial plot.

#### F. Scheduling Standards.

1. No burials on Sundays or holidays;

2. Burial hours: 10:00 AM – 4:00 PM.; and

3. Scheduling requirements:

a. At least forty eight (48) hours notice; and

b. Seventy two (72) hours if adjacent to a holiday.

#### G. Exhumation Standards

1. Exhumations require permits from:

- a. Utah County; and
  - b. Fairfield Town; and
2. Only the casket may be removed. Vaults must remain in place.

#### H. Property Damage.

1. It is against the law to damage anything in the cemetery; and
2. Damage or vandalism to cemetery property or gravestone/grave markers shall be a Class C Misdemeanor.

#### I. Fairfield Town Cemetery Rules.

1. Up to three (3) temporary memorial items are allowed per grave or headstone. Items placed before the permanent headstone is installed must be removed within ten (10) days after the monument is set;
2. Decorations are not permanent improvements and may be removed by the Town when they become deteriorated, faded, unsightly, weathered, broken, pose a maintenance obstruction, create a safety hazard, or after an established seasonal removal period set by the Town;
3. Temporary memorials must remain within the designated area, defined as the apron/base directly in front of the headstone;
4. Funeral flowers will be allowed to remain for ten (10) consecutive business days, after which the sexton or cemetery designee may remove them;
5. The planting of trees, shrubs, flowers, or grass, or the placement of semi-permanent memorials (see Definitions in Title 6.7), etc., is prohibited without the consent of the cemetery board;
6. No horses, dogs, or other types of pets or livestock allowed on cemetery grounds unless part of a procession, exempt by state or federal law;
7. All vehicles must stay on the travel lane and travel at a speed no greater than five (5) mph.;
8. Children under the age of twelve (12) shall not be allowed in the cemetery unless accompanied by an adult;
9. Loitering is expressly prohibited; and
10. No unauthorized persons are allowed in the cemetery after dark.

FAIRFIELD TOWN

STATE OF UTAH     )  
                                  ) ss.  
COUNTY OF UTAH    )

I, Stephanie Shelley, Town Recorder of Fairfield Town, 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 Town, Utah, on the **19th day of November 2025.**

Resolution R2025-19. A Resolution Establishing Standards and Rules for the Fairfield Town Cemetery.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **19th day of November 2025.**

\_\_\_\_\_,  
Stephanie Shelley  
Fairfield Town Recorder/Clerk  
(SEAL)

25-07-14 Working Draft

**Resolution R2025-20.** A Resolution Establishing Cemetery Policies and Procedures for the Fairfield Town Cemetery. Date November 19, 2025

---

**WHEREAS,** The Utah State Code Section 8.6.2. Authorizes the Town of Fairfield to establish Cemetery Policies and Procedures for the Fairfield Town Cemetery; and

**WHEREAS,** New Fairfield Town Cemetery Policies and Procedures have been written and included in Exhibit A;

**NOW, THEREFORE,** be it resolved, by the Town Council of Fairfield Town, State of Utah, that the Town Council adopt the attached EXHIBIT A. Fairfield Town Cemetery Policies and Procedures.

**SEVERABILITY.** If any section, part, or provision of the Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts, and provisions of this Resolution shall be severable.

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

Passed and Adopted this **19th day of November 2025.**

**FAIRFIELD TOWN**

\_\_\_\_\_  
Hollie McKinney, Mayor

RL Panek	yes	no	abstain	absent
Tyler Thomas	yes	no	abstain	absent
Michael Weber	yes	no	abstain	absent
Richard Cameron	yes	no	abstain	absent

ATTEST:

\_\_\_\_\_  
Stephanie Shelley, Recorder

(OFFICIAL SEAL)

## Exhibit A

### Fairfield Town Policies and Procedures

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#### Interment Process

1. **Notification of Death**

The family, funeral home, or other authorized party must notify the Town Recorder of the death.

2. **Submission of Interment Application**

An Application for Interment shall be submitted to the Town Recorder's Office. Upon receipt, the Recorder will notify the Cemetery Sexton.

3. **Payment of Fees**

All applicable interment fees must be paid at the Town Office and recorded in the Town's financial system prior to burial.

4. **Burial Plot Assignment**

If a burial plot has not been previously purchased or assigned, the Sexton will designate an available plot. The Sexton shall confirm the assigned plot in writing (via letter or email) to the Town Recorder.

5. **Cemetery Records Entry**

The Town Recorder will enter all required information—including the decedent's name, burial plot details, and interment date—into the Pelorus cemetery records management system.

6. **Burial Report Submission**

After interment, the Sexton shall submit a Burial Report to the Town Recorder for inclusion in the official record.

7. **Record Maintenance and Public Updates**

The Town Recorder will update the Pelorus system and other relevant databases with the death and plot status. If a public listing is maintained, the Town website shall be updated accordingly.

Cemetery maps will be updated biannually—on July 1st and January 1st—and submitted to the County Recorder's Office.



## **Plot Purchase Process.**

### 1. Plot Purchase Application.

Applicant submits Plot Purchase Application to the Town Recorder's Office.

### 2. Fee Payment.

- a. The applicant pays the required plot purchase fees at the Town Office.

### 3. Approval Process.

- a. Recorder's Office shall send the application to the Cemetery Board and Sexton for review and approval.

### 4. Approval Return.

- a. Cemetery Board/Sexton returns signed approval to the Recorder's Office.

### 5. Certificate and Records.

- a. Recorder's Office shall enter purchase information into Pelorus.
- b. An Official Certificate of Internment Rights is prepared and issued to the purchaser by the Recorder and signed by the Mayor.

### 6. Record Updates and Notifications.

- a. Purchaser information and applicable records are added to the Pelorus system.
- b. The Recorder's Office will update the cemetery map to reflect reserved plot(s).
- c. The Recorder's Office will update the website to reflect newly purchased plots (if public listing is maintained).

---

## **Reporting and Maintenance- Ongoing Reporting.**

### 1. Appropriate Engineering Firm and Public Records:

- a. Death and burial records for plots that were previously purchased.
- b. New plot purchases, including names of purchasers and plot locations.
- c. Upload and update:
  - i. Updated list of deaths on the cemetery website.
  - ii. Updated plot purchase list on the cemetery website.
  - iii. The updated cemetery map shows assigned, sold, and available plots.

### 2. Board and Sexton Reports.

Scheduled Reports to Recorder's Office:

- a. The Cemetery Board and Sexton will submit reports twice a year:

- i. December 31st.
  - ii. June 30th.
- b. These reports will include:
- i. All new plot purchases.
  - ii. All interments and burials.
  - iii. Any changes to plot assignments or corrections.
  - iv. Updated cemetery map showing all updates.
- 

### **General Notes and Maintenance.**

The Town Recorder Shall:

- a. Ensure all documents (applications, certificates, reports) are scanned and saved in the Town's official record system.
- b. Maintain regular communication between the Town Office, Sexton, and Cemetery Board to ensure accuracy and timely updates.
- c. Review and update procedures annually to ensure compliance with Utah State Law and Town policy.
- d. Upon receipt of the updated cemetery map, the Recorder's Office will take the map to be officially recorded with the Utah County Recorder's Office for public record on July 1st and January 1st.

FAIRFIELD TOWN

STATE OF UTAH        )  
                                  ) ss.  
COUNTY OF UTAH    )

I, Stephanie Shelley, Town Recorder of Fairfield Town, 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 Town, Utah, on the **19th day of November 2025**

Resolution R2025-20. A Resolution Establishing Cemetery Policies and Procedures for the Fairfield Town Cemetery

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this **19th day of November 2025**

\_\_\_\_\_,  
Stephanie Shelley  
Fairfield Town Recorder/Clerk

(SEAL)