

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

Minutes

Date: Wednesday, March 11, 2026

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, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present:

Recorder: Stephanie Shelley, Treasurer: Codi Butterfield, Attorney: Brad Christopherson,

Others Present: Vern Carson, Wayne Taylor, Mitch Howell.

Others Present Via Zoom: Tal Adair, Jami Masacaro, Michael, jim.

2) Prayer / Pledge Of Allegiance

Councilman Cameron offered the invocation, followed by the Pledge of Allegiance.

Reports and Discussion

1) Sheriff's Department Update.

Sargent Dutson reported that deputies responded to approximately 23 calls within Fairfield during the month of February. These included several 911 hang-up calls, two accidents involving injuries, two animal-related complaints, motorist assists, and one drug offense. Deputies also conducted welfare checks and inspections, and responded to informational calls, such as Lantis call to inform them of fireworks detonating.

Approximately 17 traffic stops were conducted, primarily on Main Street. Had reports of large gatherings in the area on consecutive evenings. One reported Jeep rollover between Fairfield and Five Mile Pass was not located when deputies arrived, despite a search of the surrounding roads.

Animal control activity was also discussed. A large number of cats were taken to the animal shelter, largely connected to one resident repeatedly capturing cats and requesting animal control assistance. This activity significantly increased the town's animal control costs for the year.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

2) Planning Commission Update.

Chairman Taylor reported on recent commission meetings. At a meeting held near the end of February, the commission approved an amended site plan for Garth Jacklin, who had purchased additional land and needed to expand an existing building. The amendment required updated drainage runoff studies but otherwise maintained the previously approved site plan.

During the commission's March 10th meeting, a proposal from Lovendahl's to construct a large barn was discussed. The commissioners elected to table the item pending further review. The commissioners also continued work on the landscape ordinance and reviewed details of the Airpark ordinance and overlay with guidance from attorney Brad Christopherson. The Airpark ordinance is expected to move forward soon, with a public hearing scheduled for the commissioners' next meeting on March 19th.

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

Tal Adair addressed the council via Zoom and suggested installing a flagpole in the town park. He explained that a flagpole could serve as a central feature to bring the community together while celebrating the town's history, values, and civic pride. He noted that similar displays in other communities have been meaningful gathering points and suggested the project could potentially be funded through community donations, an Eagle Scout project, or support from organizations such as the American Legion. Council members acknowledged the suggestion and discussed the possibility of incorporating a flagpole into future park improvements.

Business Items

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

1) Update on the AIB loan through the Inland Port Authority

Mayor McKinney reported that the AIB loan previously discussed by the council had been approved. The town is currently waiting for the final paperwork to be signed. The loan funds will reimburse expenses related to the waterline project.

2) Budget discussion with the Town Treasurer

Treasurer Codi Butterfield presented proposed amendments to the current fiscal year budget and discussed anticipated adjustments. The Treasurer's hours have increased to 25 hours per week, requiring an increase to account 4103.3 in the amount of \$9,131. A new line item was also proposed for a Public Works Consultant, adding \$1,000 to account 4103.4 for 1 (Carson).

The Council reviewed increased computer and technology expenses related to camera installation and support. To address these costs, the Council discussed adding \$2,900 to account 4116. Additional funds were also discussed for town hall maintenance in anticipation of facility improvements, with a proposed increase of \$10,000 to account for 4126.5.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

Professional service budgets were reviewed, including legal services and engineering costs. Adjustments were discussed to ensure adequate funds are available for these services, including adding \$6,000 to account 4183 and \$2,000 to account 4118.

The council also discussed increasing the legal services budget to ensure adequate coverage for potential matters, proposing an increase of \$200,000 to account for 4139.

Animal control expenses were a significant topic of discussion following a recent incident in which approximately 49 cats were taken to the shelter, resulting in a bill of more than \$11,000 to the town. To address this expense, the council discussed adding \$13,000 to account 4150. The council also discussed the need to explore options for addressing similar situations in the future.

Water Department Employee Wages, we need to add \$850 for LB.

Utility-related account adjustments were also discussed. The council reviewed proposed increases of \$8,415 to account 6132 and \$16,751.25 to account 6134 to address water and sewer-related expenses, with the expectation that grant reimbursements will offset part of those costs.

Codi requested that council members provide proposed budget numbers for the upcoming fiscal year by April 6 to meet public notice requirements and complete preparation of the proposed budget.

3) Discuss and vote to approve the landscaping architectural design

The council reviewed the landscape architectural plans for the town park and discussed several potential revisions before finalizing the design.

Council members discussed adding a flagpole to the park design and considered constructing a historically inspired flagpole, similar in height to the original Camp Floyd flagpole. Members agreed the flagpole should be constructed of modern materials for durability rather than wood. Possible locations for the flagpole were briefly discussed, including areas near the pedestrian bridge and Camp Floyd State Park.

Additional landscaping and irrigation improvements were suggested for areas north of the creek that were not included in the initial plans and should be incorporated. The council also discussed adjusting the pickleball court layout to allow space for future expansion to four courts without requiring major redesign.

The council discussed retaining the existing berm as a recreational feature rather than removing it. Members felt it could serve as a play area for children and provide seating for park activities.

The council discussed the historical monument signs planned along the trail and noted that the number and placement of monuments may still be adjusted. It was noted that Brad is currently

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

reviewing the monument plan and considering revisions to condense and improve the overall layout. The number of monuments remains under consideration.

The council also discussed the remaining project budget and noted that a significant portion of the original funding has already been expended on park construction. It was acknowledged that the monument plan will need to be adjusted to align with the remaining budget. Councilman Cameron noted that the project will need to proceed within the funds currently available.

Mayor McKinney will forward the council's requested changes to the landscape architect for revision and present an updated plan at a future meeting.

4) Discuss and approve maintenance and landscaping for the Town Office

The council discussed installing a basic sprinkler system and making minor landscaping improvements around the town office. A rough estimate of approximately \$7,500 was discussed for installing a sprinkler system and related improvements. The purpose of the sprinkler system would be to simplify maintenance and improve the property's appearance.

Council members discussed balancing the cost of improvements with the fact that the building may not be a permanent town facility. However, several members noted that modest improvements would help maintain a respectful appearance and protect the town's investment in the property.

The council discussed obtaining bids for the sprinkler system and potentially coordinating the work with contractors involved in the park project. Additional minor improvements, such as covering exposed foam insulation on the ramp and adding rock mulch around the building, were also discussed.

The council expressed general support for installing a basic sprinkler system and directed that bids be obtained to move forward with simple, cost-effective improvements. Councilman Weber will get the bids.

5) Discussion on animal control

The council discussed the substantial animal control costs resulting from a recent incident involving approximately 49 cats taken to the shelter. The bill exceeded \$11,000 and far exceeded the town's typical annual animal control expenses.

The council discussed the need to draft an ordinance that would allow the town to recover costs from residents responsible for large numbers of animals or similar situations in the future. It was noted that the town currently does not have the ability to recover these costs without an ordinance in place.

Council members emphasized the importance of developing the ordinance promptly and applying it consistently across the community. The council discussed that similar issues may

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

exist elsewhere in town and that the ordinance should address situations town-wide rather than focusing on a single incident.

The council also discussed concerns about fairness in enforcement, noting that it would not be appropriate to charge one resident for similar circumstances while not applying the same standards to others.

The council discussed sending a notice to the community explaining the situation and informing residents that an ordinance is being developed. It was noted that communication should be handled carefully, given the circumstances surrounding the incident.

6) **Discuss and approve sending out the RFP for the North Waterline Extension**

Mayor McKinney reported that an easement agreement from the property owners west of Strong's property is ready to be signed. The property owner did not request payment for the easement.

The council agreed to move forward with issuing a Request for Proposals (RFP) process for the North Waterline Extension project.

Councilman Thomas made a motion that we approve sending out the RFP for the North Waterline Extension. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

7) **Discuss and approve the Franchise Agreement for Enbridge Gas**

This agenda item was tabled.

8) **Discuss and approve Playground Equipment Bids**

The council reviewed several proposals for playground equipment for the park project. The discussion included three equipment options with varying features and costs, as well as potential surface materials such as rubber mulch or turf.

Council members discussed the cost of the equipment, noting that the preferred option was approximately \$147,000 to \$160,000 depending on configuration and installation. Additional costs for surfacing materials were also considered, including rubber mulch and turf, with turf identified as a higher-cost option but offering longer durability.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

The council discussed the overall park budget and how the playground project would fit within available funding. Concerns were raised regarding the total cost in comparison to other park improvements and priorities.

Council members also discussed the purpose of the playground and the value it would bring to the community. It was noted that a playground would provide a safe and designated area for children, as many currently play in streets or other areas. The playground was also discussed as an important feature for creating a community gathering space and supporting families and visitors.

Additional discussion included equipment features, age range suitability, and long-term maintenance considerations for both the equipment and surfacing materials.

The council expressed general support for moving forward with a preferred option and discussed continuing to evaluate surfacing materials and final costs before completing the project.

Councilman Weber made a motion to approve option 2 with the larger rubber mulch area.

Councilman Cameron seconded the motion. The motion passed with 3 yes to 2 no.

Mayor McKinney - Yes

Councilman Thomas - No

Councilman Panek - No

Councilman Cameron - Yes

Councilman Weber - Yes

9) Discuss amending the budget for fiscal year 2025-2026

The council reviewed amendments to the current fiscal year budget based on earlier discussions. Approximately \$520,000 remains in the park budget after previous expenditures and grant funds.

Two additional grants have been submitted: one for approximately \$200,000 for park development and another for a pavilion with restrooms. The council expressed hope that these grants would help offset future park costs.

The council scheduled a budget meeting for March 24 to continue discussion and finalize proposed numbers for the upcoming fiscal year. Budget numbers must be submitted by April 6 to meet public notice requirements.

The council also discussed the meeting schedule and agreed to cancel the April 8 meeting due to spring break.

Consent Items

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

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 Financials: December 31, 2025, and January 31, 2026.

Councilman Weber made a motion to approve the December 31, 2025, and January 31, 2026.

Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Closed Session

Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Councilman Weber made a motion to temporarily recess the Council meeting to go into a closed meeting for the following purpose(s): Strategy sessions to discuss pending or reasonably imminent litigation, and Strategy sessions to discuss the purchase, exchange, or lease of real property, or to discuss a proposed development agreement, project proposal, or financing proposal related to the development of land owned by the city. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

The meeting was closed at 8:15.

Councilman Weber motion to reopen the regular session at 9:56 pm. Councilman Thomas seconded the motion.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

The Council reconvenes the meeting at 9:56 pm.

Approved Meeting Minutes

Fairfield Town Council

Regular Session

March 11, 2026

The Council held a brief discussion on buying a marquee. Councilman Panek needed to know so he could add it to his budget. The Council decided it was not needed.

Adjournment

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

The meeting adjourned at 9:57 p.m.

March 25, 2026

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder