

PUBLIC NOTICE IS HEREBY GIVEN THAT The Town Council of Fairfield, Utah
Shall hold a Regular Session and a Public Hearing on June 24, 2026 @ 7:00 P.M.
at the Town Office, 121 West Main Street, Fairfield, Utah.

Call to Order

- 1) Roll Call
- 2) Prayer / Pledge Of Allegiance
- 3) Sheriff's Department Update.

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

Business Items

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

- 1) Vote to approve the appointment of David Riet to the Planning Commission.
- 2) Discussion on a Cooperative Agreement with the Utah Division of Forestry, Fire and State Lands.
- 3) Approve [R2026-11](#) A Resolution Ratifying and Approving the Cooperative Agreement With The Utah Division of Forestry, Fire and State Lands.
- 4) Discussion on an Agreement with Codify, LLC, Jim Spung as Fairfield's Planner
- 5) Approve [R2026-12](#) A Resolution Authorizing The Execution on Agreement With Codify, LLC.
- 6) Discuss and vote on which days to hold Town Council meetings.
- 7) Discuss and approve possible action regarding fireworks restrictions and public safety concerns.

Consent Items

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

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

Public Hearing

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

Budget

- 1) Staff review, presentation, and discussion on the Fairfield Budget for Fiscal Year 2026-2027.
- 2) Open public hearing on the Fairfield Budget for [Fiscal Year 2026-2027](#).
- 3) Receive Public Comment (two minutes per person).
- 4) Close Public Hearing.
- 5) Council Discussion and Consideration of the Proposed Fiscal Year 2026-2027 Budget.
- 6) Consider and Adopt [R2026-13](#), A Resolution Adopting the Fairfield Town Budget for Fiscal Year 2026-2027.

Fee Schedule

- 1) Staff Review, Presentation, and Discussion on Proposed Amendments to the Consolidated Fairfield Fee Schedule.
- 2) Open Public Hearing on Proposed Amendments to the [Consolidated Fairfield Fee Schedule](#).
- 3) Receive Public Comment (two minutes per person).
- 4) Close Public Hearing.

- 5) Council Discussion and Consideration of Proposed Amendments to the Consolidated Fairfield Fee Schedule.
- 6) Consider and Adopt R2026-14, A Resolution Amending the Consolidated Fairfield Fee Schedule.

Code Recodification

- 1) Staff Review, Presentation, and Discussion on Proposed Revisions to Fairfield Town Code.
- 2) Open Public Hearing on Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.
- 3) Receive Public Comment (two minutes per person).
- 4) Close Public Hearing.
- 5) Council Discussion and Consideration of Proposed Fairfield Town Code Revisions.
- 6) Consider and adopt Ordinance 2026-05. An Ordinance Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.

Closed Session

The Fairfield Town Council may convene into a closed session pursuant to Utah Code § 52-4-205 for the purpose of discussing pending or reasonably imminent litigation. Town legal counsel, staff, Planning Commissioners, and other individuals whose presence is reasonably necessary to the discussion may be invited to attend.

Adjournment

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

Join Zoom Meeting: <https://us06web.zoom.us/j/82787056297?pwd=vjapITdexam8paxJ2xzT77ZXindR653.1>

Meeting ID: 827 8705 6297 **Passcode:** 286718

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

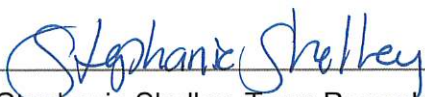
Certificate Of Posting

The above agenda notice was posted on or before the 23rd day of June 2026 at the location of the meeting, Fairfield Town Office, 121 West Main Street, Fairfield, UT, and at the Fairfield Town website <https://fairfieldtown-ut.gov/meetings/>, and on the Utah State public notice website at <https://www.utah.gov/pmn/index.html>.

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

June 23, 2026
Date

The seal is circular with the word "FAIRFIELD" at the top and "Recorder SEAL" at the bottom. In the center is a blue illustration of a town hall building with a steeple and two stars on either side.

A handwritten signature in blue ink that reads "Stephanie Shelley".

Stephanie Shelley Town Recorder/Clerk

Fairfield

Utah County, Utah

PUBLIC NOTICE IS HEREBY GIVEN THAT

The Town Council of Fairfield, Utah, shall hold a Public Hearing on Wednesday, June 24, 2026, @ 7:00 P.M., at the Town Office, 121 West Main Street, Fairfield, Utah.

Notice of Public Hearing

The Fairfield Town Council will conduct a Public Hearing on the following:

- 1) A Resolution amending the Fairfield Fee Schedule.
- 2) A Resolution adopting the Fairfield budget for fiscal year 2026-2027.
- 3) An Ordinance Revising, Amending, Restating, Codifying, and Compiling the Existing General Ordinances of Fairfield.

Meeting Date: June 24, 2026, 7 p.m.
Meeting Location: Fairfield Town Office
121 West Main Street
Fairfield Town, UT 84013

Zoom Meeting

<https://us06web.zoom.us/j/82787056297?pwd=vjapITdexm8paxJ2xzT77ZXindR653.1>

Meeting ID: 827 8705 6297 **Passcode:** 286718

The proposed application, staff reports, and associated informational materials will be available for review on the Town's website, <https://fairfieldtown-ut.gov/>, by **June 15, 2026, at 5 pm**. Printed copies are available if needed during office hours. To provide public comment, email sshelley@fairfieldtown-UT.gov. Comments received will be added to the public record at the public hearing. For additional questions, contact the recorder/clerk at (801) 766-3509 or sshelley@fairfieldtown-UT.gov.

Certificate Of Posting

The above Public Hearing notice was posted on or before the 11th day of June 2026, at the location of the meeting, Fairfield town office, 121 West Main Street, Fairfield, UT, and at the Fairfield town website <https://fairfieldtown-ut.gov/meetings/>, and on the Utah state public notice website at <https://www.utah.gov/pmn/index.html>.

In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Town offices at 801-766-3509.

June 11, 2026

Stephanie Shelley

Date

Stephanie Shelley Town Recorder/Clerk

Fairfield Town

Utah County, Utah

Recorders Office

Sign-In Sheet

Date: **June 24, 2026**

Event: **Town Council**

<u>Name</u>	<u>Town / City</u>
WAYNE TAYLOR	FAIRFIELD
Joel McKnowen	FAIRFIELD
Kelton Butterfield	Fairfield
Kyler Fisher	Fairfield
David Riet	Fairfield
Tami Maycano	Fairfield

Fairfield Town

Utah County, Utah



Please sign in to make a public comment

Date June 24, 2026

General Public Comment (2-minute limit per person):

- Comments are for any matter not on the agenda
- Comments not related to a pending land use application.
- Two minutes per person
- Fourteen minutes total

- 1) Name Wayne Taylor Topic Town Council Staffing
- 2) Name _____ Topic _____
- 3) Name _____ Topic _____
- 4) Name _____ Topic _____
- 5) Name _____ Topic _____
- 6) Name _____ Topic _____
- 7) Name _____ Topic _____

Fairfield Town

Utah County, Utah



Please sign in to make a public comment

Date June 24, 2026

Public Hearing Public Comment (2-minute limit per person):

- Comments must relate to the ordinance currently under public hearing.
- Speakers are asked to state their name for the record.
- Two minutes per person.

1) Name Jared Westhoff Topic Fiscal Budget

2) Name David Riet Topic Fiscal Budget

3) Name Wayne Taylor Topic Fee schedule

4) Name _____ Topic _____

5) Name _____ Topic _____

6) Name _____ Topic _____

7) Name _____ Topic _____

8) Name _____ Topic _____

9) Name _____ Topic _____

10) Name _____ Topic _____

Approved Meeting Minutes

Fairfield Town Council

Regular Session

June 24, 2026



ORIGINAL

Minutes

Date: Wednesday, June 24, 2026

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

Time: 7:08 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

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

Excused:

RL Panek

Staff Present:

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

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

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

2) Prayer / Pledge Of Allegiance

Wayne Taylor led the Pledge of Allegiance.

David Riet offered the prayer.

3) Sheriff's Department Update.

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

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

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

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

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

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

Business Items

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

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

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

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

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

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

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

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

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

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

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

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

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

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

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

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

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

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

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

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

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Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

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

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

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

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

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

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

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

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

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

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

Consent Items

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

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

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

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Public Hearing

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

Budget

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

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

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

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

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

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

Treasurer Butterfield reviewed the proposed capital improvement budget, including \$800,000 for future park improvements, funding for a future Town Hall, and proposed Cemetery improvements. She explained that the amounts were planning estimates and that inclusion in the budget did not obligate the Town to proceed with the projects. The Town Hall amount was included as a placeholder because the scope and cost of a future project had not yet been determined. Council members agreed that the proposed amounts should remain in the budget and could be adjusted in future years as projects developed and priorities changed.

Treasurer Butterfield then reviewed several additional budget line items. She explained that Jim Spung's planning services through Codify, LLC, had been added to the Planning and Zoning

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budget at approximately \$50,000. She also noted that funding had been included for Dave, the Town's CPA.

Treasurer Butterfield then reviewed the proposed legal services budget and explained that she had retained the legal budget at \$300,000. She retained the budget at \$300,000 because the Town is defending litigation seeking approximately \$11 million. She explained that, because the outcome remains uncertain, it was prudent to leave the proposed legal budget unchanged.

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

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

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

Councilman Cameron stated that he supported obtaining a compensation study and also recommended contacting Park City regarding its recent compensation review. He noted that Park City had recently gone through a similar process and believed Fairfield could benefit from learning how it addressed comparable challenges. Councilman Cameron stated that Fairfield is a unique community and differs from other small towns because of the complexity of its projects and administrative responsibilities. He also acknowledged residents' concerns and stated that the Town should validate them by documenting the work being performed, including day-to-day responsibilities and ongoing projects. Councilman Cameron expressed his support for fairly compensating Town officials and staff while ensuring the public has clear information regarding the work being performed on behalf of the Town.

Councilman Thomas agreed with the previous comments and stated that obtaining an independent compensation study was the appropriate next step. He recommended reviewing

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the results of the study before determining how to proceed with any future compensation adjustments.

2) Open public hearing on the Fairfield Budget for Fiscal Year 2026-2027.

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

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

Mayor McKinney next addressed questions regarding the Town's organizational structure. She stated that Fairfield is not currently in a position to employ a full-time town administrator, building official, or mayor because the Town has not reached the point where those full-time positions would be practical given the associated costs.

Turning to the recently adopted fee schedule, Mayor McKinney explained that previous land use applications had resulted in significant expenses to the Town, noting that hearing officer costs alone had exceeded \$20,000. She stated that the proposed revisions were intended to allow the Town to recover specialized professional review costs associated with certain development applications rather than requiring Fairfield taxpayers to bear those expenses.

Attorney Christopherson explained that the underlying principle of the fee schedule is that project-specific costs associated with specialized professional review should be borne by the applicant creating the need for those services rather than Fairfield taxpayers. He stated that, unlike larger municipalities that employ engineers and other technical staff, Fairfield must retain outside professionals when specialized expertise is required. He explained that some costs associated with developing or amending ordinances may appropriately remain the Town's responsibility, but specialized reviews performed for a particular development application should be paid by the applicant requesting the review. Attorney Christopherson also noted that the fee schedule contains a savings clause making its provisions subject to applicable state law.

Mayor McKinney asked whether applicants could also be required to bear costs associated with ordinance development. Attorney Christopherson responded that ordinance development presents different considerations, but reiterated that project-specific review costs should be borne by the applicant creating the need for the review.

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Councilman Weber stated that he wanted to make sure the fee schedule was not intended to target the airport. Mayor McKinney responded that the fee schedule identifies multiple types of projects, including landfills, airports, and power plants, and was not directed at only one type of project. Attorney Christopherson added that the fee schedule remains subject to applicable state law.

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

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

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

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

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

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

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

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

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

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

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

4) Close Public Hearing.

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

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

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

Councilman Weber expressed appreciation for the work performed by Recorder Stephanie Shelley and Treasurer Butterfield and stated that the Council's decision to obtain additional information before considering compensation adjustments should not be interpreted as a lack of appreciation for their work.

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

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

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Yes

Councilman Panek - Absent

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

Fee Schedule

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

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

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

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

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

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

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

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

4) Close Public Hearing.

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

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

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

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

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

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Councilman Panek - Absent

Code Recodification

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

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

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

Mayor McKinney explained that one issue had been identified during the final review involving the Town's road ordinance. She stated that the road ordinance had previously existed outside of

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

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

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

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

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

Wayne Taylor commented that it will be nice to have all codes in one place.

No additional public comments were offered.

4) Close Public Hearing.

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

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

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

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

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

Mayor McKinney - Yes

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Councilman Thomas - Yes
Councilman Cameron - Yes
Councilman Weber - Yes
Councilman Panek - Absent

Closed Session

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

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

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

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

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

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

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

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

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

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

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

Adjournment

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

The meeting adjourned at 8:43 p.m.

August 12, 2026

Minutes Approval Date



Stephanie Shelley, Town Recorder





Alina Pringle

Airport Manager / Managing Member, West Desert Airpark LLC (UT9)
Fairfield Town Resident

June 23, 2026

Fairfield Town Council

Town of Fairfield, Utah

Re: FY 2026–2027 Budget and Proposed Fee Schedule — Public Comment for the Record

Dear Members of the Fairfield Town Council,

I am submitting this letter as a resident, business owner, and longtime stakeholder in Fairfield, with specific questions and concerns regarding the proposed FY 2026–2027 budget and the draft fee schedule currently under consideration. I respectfully request that this letter be entered into the public record.

Fairfield is at a genuine inflection point. The decisions this Council makes now — about staffing, structure, compensation, and the fees imposed on residents and businesses — will shape the character of this government for decades. These questions deserve careful answers before votes are cast.

My relationship with this Council has not always been easy, and I will not pretend otherwise. But my interest here is the same one my family and business associates have held for more than twenty years in this town: sound governance, transparent finances, and a Fairfield that is prepared for what is coming. The concerns below are offered in that spirit.

I. The Right Question Is Bigger Than the Pay Rate

Before the Council votes on compensation adjustments, it is worth asking whether the current governance structure is the right one for Fairfield's next chapter.

The current arrangement asks one elected official — the Mayor — to simultaneously carry the responsibilities of elected representative and full-time Town Administrator. These are distinct roles, each requiring different skills, different time commitments, and different accountability structures. The Mayor's role is outward-facing: representing Fairfield in regional coalitions, with state legislators, and with the community. The Town Administrator's role is inward-facing: managing day-to-day operations, ensuring the office is staffed and accessible, overseeing contractors, and maintaining institutional continuity.

There is also a governance problem that applies regardless of who holds the office: this structure concentrates an unusual degree of authority in a single position. The Mayor holds a vote on the Town Council, controls the meeting agenda, drafts code and ordinances, votes to adopt them, and as Town Administrator retains authority to interpret and enforce them. In a well-designed government, those functions serve as checks on one another. When held by the same person, those checks disappear. Good governance is built on

distribution of authority, not concentration of it — precisely because structures outlast the individuals who fill them.

This structure also creates a succession problem the Council should address directly. When the current mayor's term ends, the position of Town Administrator does not transfer to the next mayor. The more durable investment is a properly separated structure: a modest mayoral stipend reflecting the demands of elected service, paired with a transition toward a professionally qualified, independent Town Administrator accountable to the full Council.

II. The Budget Numbers and What They Signal

The proposed FY 2026–2027 budget raises specific questions the Council should answer publicly at tonight's hearing.

Line 4103 — Admin Permanent Employee Wages — is proposed at \$148,351. In the prior year, that same line reflected actual spending of \$57,939. That is an increase of more than 155 percent, or more than \$90,000, in a single line item. The budget document provides no position title, no job description, and no explanation for the increase.

The prior-year named lines for the Admin Office Manager Stipend (4103.1, \$39,600) and the Treasurer Employee Wage (4103.3, \$27,403) do not appear as separate named entries in the proposed budget. It is not clear whether those amounts have been consolidated into line 4103, whether the roles have changed, or whether new positions are being created. Residents attending tonight's hearing are entitled to a clear, plain-language explanation of who will be paid from line 4103, at what rate, and what positions those dollars represent.

For context, the prior-year compensation structure for the Mayor's combined roles was as follows:

Budget Code	Description	Prior Year Actual
4010	Mayor Stipend	\$6,050 (\$550/mo)
4103.1	Admin Office Manager Stipend	\$39,600 (\$3,300/mo)
Total	Mayor / Town Administrator Combined	\$45,650/year

For comparison, what similarly sized Utah communities pay their elected mayors:

Community	Population	Mayor Compensation
Goshen, Utah	~875	\$15/meeting (part-time stipend)
Grantsville, Utah	~6,000	\$22,000/year
Payson, Utah	~15,000	\$7,500/year
Fairfield (prior year combined)	~120	\$45,650/year

The proposed \$148,351 in line 4103 alone — before the Mayor's separate \$6,600 stipend — cannot be reconciled with any comparable benchmark without a full explanation of what the line covers. The Council should require that explanation before adoption.

The prior-year budget record also shows multiple expenditure lines that ran significantly ahead of their appropriations — Admin Legal Fees at 140% of budget, computer expenses at over 400% — with a complaint on file with the Utah State Auditor. Passing a transparent, well-supported budget this year is the appropriate response to that record.

III. The Proposed Fee Schedule — Specific Concerns

The proposed fee schedule raises several legal and policy concerns that warrant the Council's attention before adoption.

Section 3.13 — Extraordinary Projects — explicitly names airports and airparks as examples subject to open-ended “Actual Cost” reimbursement and a minimum \$5,000 escrow, with no cap and with authority to suspend review until additional escrow is provided. Federal aviation preemption law — specifically 49 U.S.C. §40103 and related FAA policy — places meaningful limits on how local governments may regulate airports and aeronautical activities. Fees structured to burden or delay operations at a public-use airport operating under FAA oversight and state grant agreements may conflict with those preemptions. The Council should obtain independent legal review of this provision before it takes effect.

Sections 3.6, 7.6, and 8.8 each contain provisions permitting the Town to recover attorney's fees from residents or businesses as part of enforcement, nuisance, or utility actions. Utah's fee-shifting statutes are specific about when attorney's fees may be assessed against private parties in administrative proceedings. These provisions should be reviewed by independent legal counsel — not attorneys with active litigation interests involving town properties — before adoption.

Section 7.6 — Nuisance Violations — imposes daily fines of up to \$200 per day, with Actual Cost recovery on top. Combined with the appeal structure in Section 3.9 — a \$500 non-refundable filing fee plus a \$5,000 escrow deposit just to be heard — a resident or small business facing a disputed citation must produce \$5,500 up front simply to appeal. That is a substantial barrier for a community of Fairfield's size and income profile, and it deserves scrutiny before it is codified.

Section 12.9 — Deposits and Security — grants the Town broad, unchecked discretion to require bonds, letters of credit, or escrow agreements from applicants. Clear standards or criteria for when and how these requirements are triggered would protect both residents and the Town from future disputes about reasonableness.

IV. The Legal Framework Governing Compensation

Utah Code §10-3-818 requires that compensation increases for executive municipal officers be established by ordinance, adopted after a publicly noticed hearing with at least seven days' advance notice. A budget line item is not a substitute for a properly enacted ordinance. The Council should confirm that any compensation changes adopted tonight comply with this requirement.

Utah Code governing dual-role municipal service also provides that a person serving in two or more positions shall receive the compensation of the role paying the greater amount. The Council should seek independent legal guidance on whether the current stacking of a mayoral stipend and an office manager stipend is consistent with that provision before extending it further.

V. Town Hall Hours and Contracted Services

The town hall is currently open two days per week. The Town Administrator works primarily from home with limited public presence. The Town already contracts out engineering, surveying, planning, bookkeeping, accounting, and legal services. If the proposed compensation reflects a full-time administrative role, residents are entitled to understand what that role delivers — and whether public office hours will expand to reflect it.

VI. On the Mayor's Workload

During the May 13 meeting, Mayor McKinney described working around the clock, losing sleep, and sending emails to legal counsel after 10:00 PM. No one should carry that load, and the fact that she is reflects the unsustainability of the current structure. The appropriate response is not a pay increase for an arrangement that is not working — it is restructuring the arrangement so that administrative burden is properly distributed and supported. That serves the Mayor, the staff, and the town.

VII. Recommendations

The Council is asked to consider the following before votes are cast tonight:

- Provide a plain-language explanation of what positions and roles are funded by line 4103, and what accounts for the increase from \$57,939 to \$148,351.
- Separate the governance question from the compensation question — what structure does Fairfield need for the next decade, and how should compensation follow from that structure?
- Begin transition planning toward a professionally hired Town Administrator, accountable to the Council and present five days per week.
- Confirm that any compensation changes are enacted by properly noticed ordinance under Utah Code §10-3-818, not by budget line item alone.
- Obtain independent legal review of attorney's fee recovery provisions in fee schedule Sections 3.6, 7.6, and 8.8 before adoption.
- Obtain independent legal review of the Extraordinary Projects provisions in Sections 3.13 and 12.5 as applied to federally regulated aviation facilities.
- Reconsider whether the combined \$5,500 appeal barrier in Sections 3.9 and 7.6 is appropriate for a community of Fairfield's size.
- Establish defined criteria in Section 12.9 governing when security deposits and escrow requirements may be imposed.

The growth coming to Cedar Valley will test every system Fairfield has. The Council has the opportunity now to build a governance structure that will hold up under that pressure. These questions, raised tonight, are part of that work.

Respectfully submitted for the public record,

Alina Pringle

Fairfield Town

Utah County, Utah

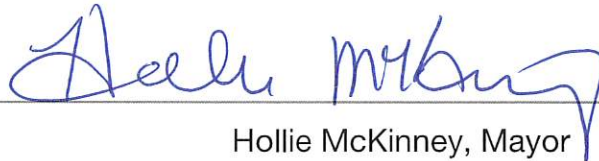
 ORIGINAL

Fairfield Town Council Closed Meeting Sworn Statement (Required by UCA 52-4-206(6)(a))

I, **Hollie McKinney**, swear, as the person presiding at this closed meeting, that the sole purpose for closing the meeting was to discuss the following:

Strategy sessions to discuss pending or reasonably imminent litigation.

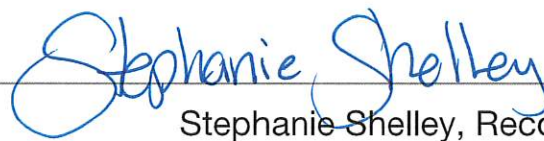
Sworn to and executed this **24th day of June 2026**.


Hollie McKinney, Mayor

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

Subscribed and sworn to this **24th day of June 2026**, by **Hollie McKinney**, Presiding Officer.




Stephanie Shelley, Recorder/Clerk