

Fairfield

Utah County, Utah



ORIGINAL

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

Call to Order

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

Reports and discussion

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

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

Business Items

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

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

Closed Session

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

Adjournment

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

Join Zoom Meeting:

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

Meeting ID: 864 1932 4000

Passcode: 708215

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

Certificate Of Posting

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

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

July 6, 2026

Date

Stephanie Shelley

Stephanie Shelley Town Recorder/Clerk



Approved Meeting Minutes

Fairfield Town Council

Regular Session

July 7, 2026



ORIGINAL

Minutes

Date: Tuesday, July 7, 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, Michael Weber (via Zoom)

Excused:

Richard Cameron

Staff Present:

Recorder: Stephanie Shelley; Treasurer: Codi Butterfield; Attorney: Brad Christopherson (via Zoom).

Others Present via Zoom:

Mike Swallow, iPad

2) Prayer / Pledge Of Allegiance

Councilman Thomas offered the prayer. The Pledge of Allegiance was then recited by those present.

Reports and Discussion

1) Sheriff's Department Update.

Mayor McKinney reported that Sergeant Dutson was unable to attend the meeting. The Sheriff's Department update was postponed.

2) Planning Commission Update.

Mayor McKinney presented the Planning Commission update on behalf of Chairman Wayne Taylor, who was unavailable, noting that his designee, Commissioner Jami Mascaro, was also unable to attend due to illness.

Mayor McKinney reported that the Planning Commission is currently working with Town Planner Jim Spung and Town Attorney Christopherson on a site-specific ordinance to accommodate the Fire Fly project associated with Jared Westhoff's development, as well as other qualifying properties within Fairfield. She explained that the Planning Commission will hold a work session on July 16, 2026, to review the proposed ordinance, followed by a public hearing on July 29,

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2026. Upon completion of the public hearing, the Planning Commission will consider forwarding a recommendation to the Town Council.

Mayor McKinney also reported that the Planning Commission will hold a public hearing on July 29, 2026, for the Roads Ordinance. She explained that after the ordinance was returned from the codification process, it was determined that it should proceed through the formal land use public hearing process before final adoption. Following the public hearing, the Planning Commission will consider forwarding its recommendation to the Town Council for final consideration.

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 called for public comment. Hearing none, the Council proceeded to the business items.

Business Items

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

1) **Approval of Minutes: June 26, 2026.**

Mayor McKinney had spent a couple of hours reviewing the draft minutes and found them to be inadequate. She explained that she had not had an opportunity to review them again before the meeting and recommended that the minutes be tabled until the next regular meeting.

Councilman Panek made a motion to table the minutes from June 26, 2026. Councilman Thomas seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Weber - Yes

Councilman Cameron - Absent

2) **Presentation by Mike Swallow from Personnel Systems & Services regarding Compensation Study for Fairfield Town, followed by Council discussion.**

Mayor McKinney introduced Mike Swallow of Personnel Systems & Services, who participated via Zoom to present the completed Fairfield Town Compensation Study. Mayor McKinney explained that Mr. Swallow had been recommended by Local Administrative Advisor (LAA) Mark Christiansen and was also known professionally by Town Attorney Christopherson. She stated that she had provided Mr. Swallow with Fairfield's position analyses, including employee job descriptions, assigned duties, current compensation, and hours worked. She also clarified for the record that she had not previously known Mr. Swallow and had provided no direction regarding compensation recommendations beyond supplying the requested information.

Mr. Swallow explained that the purpose of the study was to provide Fairfield with a legally defensible and objective compensation structure based upon recognized compensation

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practices and current market data. He stated that the analysis was developed using federal compensation standards, including the Job Classification Act of 1949 and the Equal Pay provisions of the Fair Labor Standards Act, which recognize differences in compensation based on job knowledge, responsibility, the difficulty of the work, and the work environment.

Mr. Swallow explained that those factors were applied to each Fairfield position, with additional consideration given to public interaction and the multiple responsibilities commonly performed by Fairfield employees. The results were then compared with compensation data from more than 80 Utah municipalities to establish market-based minimum, midpoint, and maximum compensation ranges.

Mr. Swallow reviewed the proposed implementation worksheet, which compared current compensation with the recommended ranges for each Town position. He explained that the model considers annual hours worked, years of service, and compression between supervisory and subordinate positions. The Council discussed using approximately 10 percent below the market average as a reasonable benchmark for future compensation decisions.

Using the TechNet compensation database, Mr. Swallow also demonstrated statewide compensation data for comparable municipal positions, including building official, recorder, treasurer, finance director, public works director, road superintendent, water superintendent, and senior administrative positions. He explained that the database allows municipalities to compare compensation practices across Utah and provides supporting market information for future evaluations.

Mr. Swallow also reviewed compensation information for elected officials throughout Utah. He explained that elected official compensation varies considerably among municipalities and is often based upon local policy decisions rather than a consistent statewide standard. He emphasized that each municipality must determine compensation based upon its own responsibilities, workload, and financial circumstances.

Attorney Christopherson stated that the study was one of the most comprehensive municipal compensation analyses he had reviewed and that it provided an objective framework for future compensation decisions. Council members expressed support for using approximately 10 percent below the market average as a reasonable and fiscally responsible benchmark for staff compensation.

Mayor McKinney requested copies of the compensation study and elected officials' report for the Council's review. Mr. Swallow agreed to provide the requested documents electronically before concluding his presentation.

Mayor McKinney thanked Mr. Swallow for his presentation and the work completed on behalf of Fairfield.

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3) Discuss Process for Increasing Employee Compensation and Elected Officials' Compensation & Budget Amendment (No Action Taken) (Public Hearing may be scheduled for a later date).

Mayor McKinney stated that Council members devote significant time and effort to serving the town and that compensation should better reflect their responsibilities. Councilmen Thomas and Panek agreed that the workload and complexity of serving on the Council have increased and that reasonable compensation may help attract qualified candidates. Mayor McKinney proposed increasing Council member compensation from \$500 to \$1,000 per month.

The discussion shifted to the Town Administrator position and the additional responsibilities performed by Mayor McKinney, including duties associated with the Mayor, Town Administrator, and Building Official positions. She explained that Fairfield has controlled costs by having staff and elected officials perform multiple roles but acknowledged that continued growth will eventually require additional staffing. She also described ongoing efforts to delegate responsibilities to Treasurer Codi Butterfield and Recorder Stephanie Shelley to improve continuity of operations.

Councilmen Thomas and Weber expressed concern about succession planning and the concentration of operational knowledge in one individual. They encouraged the Council to evaluate the Town's long-term administrative structure, including whether the Mayor and Town Administrator positions should eventually be separated. Mayor McKinney stated that the Building Official position would likely be the first function requiring a dedicated employee as development activity increases.

Attorney Christopherson explained that some municipalities preserve administrative continuity by employing a Town Administrator under a separate employment agreement that is independent of elected mayoral terms. He noted that such an arrangement can help maintain institutional knowledge and provide operational stability through changes in elected leadership, while emphasizing that the Council should consider long-term organizational planning as the Town continues to grow.

The Council discussed conducting a formal evaluation of Mayor McKinney in her capacity as Town Administrator before considering any adjustment to administrator compensation. Attorney Christopherson reviewed the legal requirements applicable to elected-official compensation and any necessary budget amendment. The Council agreed to review the compensation study further, conduct a closed-session performance evaluation following the July 29, 2026, Planning Commission meeting, and continue the compensation discussion thereafter.

4) Open and Public Meetings Act Training by Town Attorney

At Mayor McKinney's request, Attorney Christopherson provided a refresher training on the Utah Open and Public Meetings Act (OPMA). He explained that the Act is intended to ensure the public's business is conducted openly and transparently and that policy discussions among a quorum of elected officials must occur only during properly noticed public meetings. He also

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noted recent legislative changes affecting public meeting requirements, including truth-in-taxation procedures for property tax increases.

Attorney Christopherson reviewed several common areas of OPMA compliance that have recently resulted in legal challenges for municipalities. He emphasized the importance of posting meeting agendas at least 24 hours in advance on both the Utah Public Notice Website and the Town's website, posting unedited meeting recordings within three business days, and entering closed sessions only by roll call vote. He commended Fairfield for consistently conducting roll call votes by name, noting that the practice provides a clear and legally defensible record of Council action.

Attorney Christopherson also discussed the importance of providing sufficient detail in meeting agendas so the public can reasonably determine whether a matter may affect them and choose whether to attend. He reviewed the statutory purposes for which a public body may enter into a closed session, including discussion of an individual's professional competency, the purchase, exchange, or lease of real property, pending or reasonably imminent litigation, and the deployment of security personnel, devices, or systems.

Councilman Panek asked whether the Town still needed the public notice bulletin board located near the school, observing that it had deteriorated and was falling apart. Recorder Stephanie Shelley explained that the Town no longer uses the bulletin board. Mayor McKinney agreed that the bulletin board was no longer necessary and should be removed.

5) **Discuss moving bank accounts to Mountain America Credit Union**

Mayor McKinney reported that, following a recommendation from the Town's financial advisor, Dave Sanderson, the Town had evaluated banking options with both America First Credit Union and Mountain America Credit Union. She explained that Mountain America Credit Union offered an interest rate 10 basis points above the Public Treasurer's Investment Fund (PTIF), making it the more favorable option. Mayor McKinney recommended consolidating the Town's general fund into a single account at Mountain America Credit Union while maintaining a separate account for impact fees. She further explained that all budget management would continue through the Town's financial software, Pelorus, and that external investment accounts, including the PTIF, would remain separate.

The Council expressed support for the proposed transfer and proceeded to consider the related resolution.

6) **Approve Resolution R2026-15 A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union.**

Councilman Thomas made a motion to approve R2026-15, A Resolution Approving the Transfer of Fairfield Depository Accounts to a Credit Union. Councilman Panek seconded the motion. The motion passed unanimously.

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

Mayor McKinney asked the Council for recommendations regarding the location of a proposed flagpole on the Town Hall property. She suggested placing the flagpole where it would be clearly visible from the roadway. Council members discussed several potential locations and expressed concern about maintaining adequate clearance from existing Rocky Mountain Power lines. Mayor McKinney stated that staff would verify the required clearances with Rocky Mountain Power before selecting a final location. No formal action was taken.

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.

The Council did not go into a closed session.

Adjournment

Councilman Thomas moved to adjourn the meeting. Councilman Panek seconded the motion. The motion passed unanimously.

The meeting adjourned at 8:50 p.m.

August 12, 2026

Minutes Approval Date

Stephanie Shelley

Stephanie Shelley, Town Recorder

