TOWN OF FAIRFIELD, UTAH

UTAH COUNTY

RESOLUTION NO. R2026-17

A RESOLUTION APPOINTING AMI SMITH AS THE TOWN RECORDER OF THE TOWN OF FAIRFIELD, UTAH

WHEREAS, the office of Town Recorder is an appointed position of the Town of Fairfield; and

WHEREAS, Utah Code Annotated §10-3-916 provides that in each town, the Mayor, with the advice and consent of the Town Council, shall appoint a qualified person to the office of Town Recorder; and

WHEREAS, the Mayor has nominated Ami Smith, who is qualified and has the necessary skills to perform the duties of the office; and

WHEREAS, the Town Council has considered the nomination and finds that the appointment of Ami Smith is in the best interests of the Town and its residents;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fairfield, Utah as follows:

1. Appointment. Ami Smith is hereby appointed Town Recorder of the Town of Fairfield, effective November 2, 2026.

2. Duties. The Town Recorder shall perform all duties required by state law, the Town's ordinances, and any job description or employment agreement approved by the Town Council, including but not limited to:

- Attending Town Council meetings and keeping accurate minutes;
- Recording, indexing, and preserving ordinances, resolutions, and other official records;
- Serving as custodian of the Town seal and official records;
- Performing election duties as required by law;
- Responding to public records requests under the Government Records Access and Management Act (GRAMA);
- Maintaining financial records as assigned.

3. Oath of Office. Before entering upon the duties of the office, Ami Smith shall take and subscribe the oath of office.

4. Effective Date. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Fairfield, Utah, this 2nd day of November, 2026.

TOWN OF FAIRFIELD, UTAH

Hollie McKinney, Mayor

ATTEST:

_____, **Town Recorder**

Town Council Vote

Name	Aye	Nay	Abstain
Hollie McKinney, Mayor	—	—	—
Michael Weber, Council Member	—	—	—
Tyler Thomas, Council Member	—	—	—
R. L. Panek, Council Member	—	—	—
Richard Cameron, Council Member	—	—	—

CERTIFICATE OF POSTING

The foregoing Resolution was posted at the Town Office, on the Town website (fairfieldtown-ut.gov), and on the Utah Public Notice Website in accordance with applicable law.

Date posted: _____

Town Recorder

FAIRFIELD Recorder SEAL