

**Approved Meeting Minutes
Fairfield Town Council
Work Session Meeting
March 13, 2024**

Work Session

Date: Tuesday, March 13, 2024

Location: Fairfield Town Office, 103 East Main Street, Fairfield, Utah

Time: 6:00 P.M.

Minutes By: Stephanie Shelley

Agenda Item #1 - Open The Town Council Work Session.

Mayor McKnney called the Town Council Work Session to order at 7:04 p.m.

Agenda Item #2 - Roll Call.

Town Council Members Present: Mayor Hollie McKinney, RI Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present: Stephanie Shelley- Recorder

Others Present: None

Agenda Item # 3 - Discussion on Subdivision Ordinance.

Mayor McKinney informed the Council that all pertinent information was contained in the Town ordinances. She said that her aim is to ensure that the Council is aligned in understanding. If Alina or anyone else reaches out to the Council individually via email, the Council can collectively affirm that the details are clearly outlined in our ordinance, thus ensuring uniformity and minimizing the risk of miscommunication or misinformation.

The code sections below were the ones examined and presented in the order they were addressed.

10.1.130

10.15.160(O)

10.15.220(A)(C)(1)

6.1.10 (H)(1)(2)

10.15.170(11)(12)(F)(G)(1-3)

10.11.260 (D)(1)(5)(a)(i)(ii)(iv)(b)(c)

Water Requirements (1)(2)

6.1.10 (H)(1)(2)

10.17.100 (A) (1-9)(G)(1-3)

10.15.190

10.15.220(A)(C)(1)

6.1.10 (H)(1)(2)

The Council discussed the inclusion of water shares, noting that the subdivision ordinance does not specify the timing for this action, however, Section 6.1.10 provides clarity on when to bring in the water,

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and it explicitly states that the property owner cannot simultaneously function as both a developer and a landowner.

The Council also discussed the fact that these processes are scattered throughout various sections of the codebook rather than consolidated into one place, requiring individuals to navigate through multiple sections to locate the step-by-step procedures.

The Council discussed concerns regarding the adequacy of water shares for the airport's operations. They agreed that given the possible presence of future hangars with crew quarters, it's imperative that the allocation of water shares adequately accommodates the airport's needs, not solely focusing on residential properties. Councilman Thomas stated that the developers' engineer should state how much water they need.

The Council was adamant about ensuring that developers procure the necessary water shares for their projects prior to the approval of the final plat, as stipulated in the codebook, and that the transfer of these water shares to the Town must occur before the plat can be officially recorded.

Mayor McKinney told the Council that she had compiled the subdivision checklist, meticulously reviewed the codebook, and consulted with the Town's surveyor to ensure comprehensive coverage of all necessary items.

Agenda Item # 4 - Discussion on the Proposed Fee Schedule.

Stephanie Shelley briefed the Council on the shortfall in covering our expenses with the current fee structure compared to other municipalities like Eagle Mountain. She said she has reviewed Eagle Mountain's fees and proposed additional ones that we should consider incorporating into our own fee schedule. She delineated the color coding system, highlighting Eagle Mountain's fees in red, her suggestions in purple, and our existing fees in black. It was noted that although our codebook mentions fees or violation fees, these costs are not outlined in our fee schedule.

The Council reviewed the Proposed Fee Schedule and was asked to let Stephanie know what they thought of the fees and what should be included or removed.

Agenda Item # 5 - Discussion On Old and New Business.

Councilman Cameron raised the question of whether the Council should use the \$400,000 county grant. Mayor McKinney noted Brad Gurney's prior involvement in this matter. Councilman Thomas shared his impression that Brad appeared to be leaning towards pursuing solely a museum project and might not be keen on incorporating the history trail or deeming it suitable for his objectives. The Council members who reviewed the grant interpreted it as allowing usage beyond solely focusing on history. They believed that the trail could incorporate historical elements along its route.

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Michael Weber gave a brief update on the process on the Cemetery board. They will be doing a trial run next month on the application process. The cemetery board asked that the Christmas lights be removed from the cemetery shed.

Agenda Item #7 - Adjourn The Town Council Work Session.

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

The meeting adjourned at 8:28 p.m.

April 11, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder