

**Approved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
February 8, 2024**

Regular Meeting

Date: Thursday, February 8, 2024

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

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Agenda Item #1 - Open the Town Council Regular Session Meeting.

Mayor McKinney called the Town Council regular meeting to order at 7:00 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: Tal Adair, Holly Panek, Mark Pringle, Alina Pringle, Brad Gurney,

Others Present Via Zoom: B Tanner, Ronnie, Bear Club, WT, iPhone,

Agenda Item #3 - Prayer/Pledge of Allegiance.

Councilman Cameron offered the prayer. Mayor McKinney led the Pledge of Allegiance.

Agenda Item #4 - Public comments (2-minute limit per person) Time has been set aside for the public to express their ideas, concerns, and comments on items not scheduled as public hearings on the Agenda. Those wishing to speak are encouraged to show respect for those who serve the town. Comments should focus on issues concerning the Town. Those wishing to speak should have signed in before the beginning of the meeting.

Brad Gurney addressed the Council, advocating for the airpark subdivision as the optimal plan for density planning. He expressed apprehension regarding a draft of a past ordinance that should not have been sent out to anyone. He said that Vonda (Cook) should exclusively draft them, given her exceptional track record. Mr. Gurney urged caution regarding ADUs. He also feels he has the most knowledge of Fairfield History. The Town can use him as a source as they create the history trail at the town park. Additionally, he extended well wishes to Mayor McKinney, commending her effective communication with Fairfield residents.

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Agenda Item #5- Sheriff's Department Update.

Sgt Dutson presented the 2023 statistics for Fairfield.

LOCATION	RECEIVED BY 911 LINE	OFFICER INITIATED	PHONE/CALL TAKER/ALARM	TOTAL CFS
FAIRFIELD	43	161	57	261
	CITATIONS		TOTAL LAW INCIDENTS	
FAIRFIELD	56		74	
2023 UCSO LAW CALLS -BY OFFENSE- CONTRACT CITIES				
OBSERVED OFFENSE		FAIRFIELD		
Animal Problems		17		
Assaults		1		
Citizen Assist		6		
Civil /KTP/Paper Service		3		
Criminal Misc/Disorderly		1		
Controlled Substances		4		
DUI		1		
Family Problems		0		
Traffic Accidents		5		

Agenda Item # 6 - Discuss a date to present the Town Park and the Everbridge notification to residents.

Mayor McKinney and Stephanie attended training at the Utah County Emergency Management Department to familiarize themselves with Everbridge. She informed the Council that the town had already paid for this program. Everbridge enables quick emergency information throughout the Town and has the capability to send out additional messages, such as event notices or meeting reminders.

Mayor McKinney addressed the Council, proposing the arrangement of a food truck visit on February 15th. This occasion would provide an opportunity to encourage the residents to sign up for Everbridge. Additionally, plans for the town park could be showcased during the event.

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The Council decided to organize a food truck on February 15th at 5 pm and provide information on Everbridge. The County emergency command truck will be present at the event. Additionally, information will be available regarding the Town park plans.

Agenda Item #7 - Motion to approve the Work/Regular Session minutes on April 11, 2023.

Councilman Thomas motioned to approve the minutes for the April 11, 2024, work/regular session. Councilman Panek seconded the motion. The motion passed unanimously.

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

Agenda Item # 8 - Motion to approve the Work/Regular Session minutes on August 15, 2023.

Councilman Thomas motioned to approve the minutes for the August 15, 2024, work/regular session. Councilman Panek seconded the motion. The motion passed unanimously.

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

Agenda Item # 9 - Motion to approve the Work/Regular Session minutes on October 17, 2023.

Councilman Thomas motioned to approve the minutes for the October 17, 2024, work/regular session. Councilman Panek seconded the motion. The motion passed unanimously.

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

Agenda Item # 10 - Motion to approve the Work/Regular Session minutes on October 24, 2023.

Councilman Thomas motioned to approve the minutes for the October 24, 2024, work/regular session. Councilman Panek seconded the motion. The motion passed unanimously.

*Mayor McKinney - Yes
Councilman Thomas - Yes
Councilman Panek - Yes
Councilman Cameron - Yes*

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Councilman Weber - Yes

Agenda Item # 11 -Motion to approve the minutes of the swearing-in of officers on January 2, 2024.

Councilman Thomas motioned to approve the minutes for the January 2, 2024, swearing-in of officers. Councilman Weber seconded the motion. The motion passed with four yes and one abstained.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Abstained

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item # 12 - Motion to approve the Work/Regular Session minutes on January 9, 2024.

Councilman Thomas motioned to approve the minutes for the January 9, 2024, work/regular session. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item # 13 - Motion to approve the minutes of the Work Session on January 16, 2024.

Councilman Thomas motioned to approve the minutes for the January 16, 2024, work session. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item # 14 - Motion to approve the Fairfield Town Financials for the month ending January 31, 2024.

Councilman Thomas motioned to approve the financials ending January 31, 2024. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

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Agenda Item #15 - Cemetery Board Update.

Holly Panek, chair of the Cemetery Board, reported that they are nearing the launch of selling cemetery plots to residents. She said they are aiming for Memorial Day. Additionally, she said they were requesting that the Town relocate their belongings from the cemetery shed to facilitate the purchase of a lawnmower. The Council will investigate the shed situation accordingly. Furthermore, she said the Cemetery Committee had expressed interest in having their own bank account. Councilman Weber informed her that they had a meeting with Pelorus. One of the discussions was on line items and how they allocate funds. This setup provides visibility into their finances, showing how much they have.

Agenda Item #16 - Planning Commission Update.

Planning Commissioner Alina Pringle informed the Council that a Public Hearing was conducted regarding ADUs and adding Battery Storage to the Light Industrial East Zone. The Commissioners will further refine these ordinances before forwarding them to the Town Council for consideration.

Commissioner Pringle also expressed concern about two Commissioners considering resignation. Additionally, she addressed the discrepancy between their compensation and the time commitment required for meetings, highlighting that the current pay needs to adequately reflect their dedication.

Agenda Item #17 - Discuss and motion to approve the concept drawing from Cedar Valley Industrial Park.

Tal Adair presented his concept Plan for the Fairfield development to the Council, showcasing a concept map with the proposed layout. The plan includes 47 one-acre lots, one one-acre park lot, and a thirteen-acre lot designated for the truss plant. Additionally, a walking trail is planned for the east side of the parcel, with intentions to enhance the park with additional amenities as more parcels are phased in. He said that these details are open to negotiation.

Mr. Adair said that the plan aims to safeguard Fairfield's character and that they will strive for top-tier development. He also emphasized the importance of commercial ventures in generating tax revenue for the Town. He said that he preferred the Town retain control over lot sizes and regulate the types of businesses allowed, ensuring alignment with the Town's preferences.

Considering the value of water conservation, Mr. Adair proposed using drought-tolerant grass or xeriscape landscaping to maintain attractiveness while minimizing water usage and preventing weed growth. He also noted that a trial proposal could be used to initiate the trail system and establish standardized procedures for future developments within the town.

The Council's discussions revolved around the road width and capacity to accommodate large trucks. Mr. Adair proposed paving the road curb to curb. Councilman Thomas conducted measurements at Pioneer Crossing and Redwood Road, revealing a width of 56 feet for the road. He believes that the size of the road and with it being paved could work. Mr. Adair stated that they would donate half of the road on the south side of the property to the town; the other property owner would be responsible for the remaining half. He advocated for the Town to use their company as an example for other developments

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and businesses in Fairfield. Mr. Adair would like to be involved in discussions with the Council and Commissioners regarding water and future development.

Mayor McKinney reminded the company of their obligation to provide water shares for the development. The Council emphasized the importance of attractive front facades for the buildings in the development.

Councilman Thomas moved to approve the Cedar Valley Development concept plan, and Councilman Cameron seconded it. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #18 - Motion to approve, approve with changes, make recommendations, or deny WDAP preliminary plat if presented.

The Council engaged in a discussion with Alina and Mark Pringle regarding the preliminary subdivision plat. With legal advice, the Council determined they have the authority to deny the plat unless all lots are one acre in size. They proposed to the Pringles that they would approve the plat if they were to rezone the airpark and expand the acreage within the zone, resulting in 27 one-acre lots (excluding roads). However, the Pringles expressed reluctance to undergo a lengthy rezoning process. The Council assured them that once all requirements are met and the rezoning application is submitted, the Council will be willing to have extra meetings to expedite the timeline. They emphasized that approval would only be granted for 27 one-acre lots, no more and no less.

Commissioner Thomas motioned that we approve the West Desert Airpark preliminary plat with changes that increase the acreage of the airpark zone by enough acreage to allow for twenty-eight lots '27' lots of being residential one-acre lots, one being parcel 'B' all being a minimum of one acre. Councilman Weber seconded the motion. The motion was passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Mark Pringle asked if the town attorney could draw up a legal document that outlines in detail the agreement made.

Councilman Thomas motioned that we have Town Attorney Larry create a legal document that outlines in detail the agreement we just did with the Airpark so there are no questions. Councilman Panek seconded the motion. The motion passed unanimously.

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

Agenda Item #19 - Discussion on town budget.

Mayor McKinney and the Council discussed the necessity of reviewing and amending the budget. She emphasized the importance of submitting all line items by April, proposing to present the Town Budget to the public in May and pass the budget in June.

Agenda Item #20 - Discuss and motion to approve the Preferred paving bid to pave 1670 N and 200 N.

Mayor McKinney expressed the desire to have all roads with residents paved, noting that Capital Projects have remained unused. She specifically mentioned the intention to pave Pete's and Strong's roads, which would complete the paving of all resident's roads. Additionally, regarding the road on 2000 East, the data center developer is expected to reach out to the Town to pave the road. This action is necessary as they have torn it up after Councilman Panek had it graded, and according to the Mayor of Eagle Mountain, they are obligated to have it paved and are already supposed to have contacted the Town.

Councilman Panek was not opposed to having all the roads done since it would increase our B&C Road fund from the state.

Councilman Panek motioned to accept this bid from Preferred Paving to improve the two roads listed on the bid. Councilman Thomas seconded the motion. The motion passed unanimously.

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

Agenda Item #21 - Update from Councilman Weber regarding payroll services, bank accounts, and investments.

Councilman Weber updated the Council on his research regarding investment options for the Town. He mentioned discussions with Kyle from Pelorus, who recommended participation similar to that of other municipalities.

Additionally, Councilman Weber shared information from an email he received from Jason at Moreton Asset Management. The email states, "A portfolio of \$2.2 million will have approximately 15 individual investments in US Treasuries, US Agencies, and FDIC insured deposit/investments that will be laddered

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to mature every 3 months or so. I estimate your portfolio if invested in the next 15-30 days, would return approximately 4.50% in fiscal year 2024. That would produce about \$95,000 to \$105,000 in net interest income annually.

Our fee is taken out of the interest income of the portfolio and is set at 0.15% for invested balances below \$10 million. Any of the returns I am quoting to you are net of our fee. Our fee is flat with no additional costs and includes custody of your investment portfolio, advisory, reporting, and compliance. If the town goes above \$10 million in investment balances, we have a breakpoint, and our fee goes lower to 0.125%. We are a low-cost leader in fees, being local to Utah. The bigger (out of state) firms charge more, and some have minimums of \$50 million or higher to invest.”

It's noted that this company represents the top twenty municipalities in Utah, including Salt Lake Center, West Jordan, and Utah County. Most of the represented companies are listed on the State of Utah Auditor's website, whereas the majority of others are out of state.

The Council expressed interest in arranging a meeting with the company in person or via Zoom.

Agenda Item #22 - Motion to approve investing in a PTIF or money market account.

The Council decided to schedule a meeting as soon as possible so they could talk to the company.

Agenda Item #23 - Discuss the waterline extension on Allens Ranch Road and possible financing of the waterline.

The Council held a brief discussion on what has been completed and needs to be completed. Councilman Thomas stated that the concept has been engineered for the Allen Ranch road, which will need a booster station and a 12-inch water line. The Council will be working on getting construction engineering done. Tal Adair would like to be in communication on this discussion.

Agenda Item #24 - Discuss amending the Subdivision Ordinance and possibly adding “water conveyance escrow” or another option.

Nothing was discussed.

Agenda Item #25 - Update from Councilman Cameron on the town park and action items moving forward.

Councilman Cameron informed the Council that Cheri Anderson is still working on the grant that is due March 1st with a budget of 2.3 million dollars. They are trying to get it down to 2 million. They will find out about it in June.

Councilman Cameron addressed the Council regarding the history trail, informing them that the allocated funds can only be used for historical aspects related to the trail. He also highlighted the substantial historical work conducted by Brad Gurney. Cameron believed artifacts such as the stagecoach, wagon, and Native American relics should be housed in a dedicated building.

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However, the Council expressed reservations about constructing a 2500-square-foot building for \$250,000 solely for historical items, especially considering past challenges with a museum project. They are concerned that focusing on Brad's proposed building could negatively impact the park. Additionally, the Council expressed uncertainty about the specific requirements outlined in the \$400,000 grant.

Agenda Item #26 - Discuss the town park fence bids and motion to approve a contractor to build the fence around Fairfield Town Park.

Councilman Cameron motioned to proceed with Double 'K' Custom fencing to be installed from the estimate on January 24, 2024, with them starting work on June 2nd, 2024. Councilman Thomas

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #27 - Discuss and motion to approve hiring McNeil Engineering for civil engineering of the site plan for the park.

Mayor McKinney and the Council discussed the professional service agreement for civil engineering for ADA (American Disabilities Act). Councilman Cameron brought up the grading plan to ensure compliance with ADA requirements for each future element, including the parking lot, town hall pavilion, playgrounds, and courts. He noted that the plan must align with our master plan, ensuring that grades are suitable for our envisioned developments.

Councilman Thomas motioned to approve/ re-approve McNeil Engineering for Civil Engineering for the site plan of the park. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #28 - Discuss and motion to approve updating/replacing the town printer.

Councilman Cameron motioned to update and upgrade the printer for the office. Councilman Weber seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

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Agenda Item #29 - Discussion on options for the Fire Department.

Mayor McKinney briefed the Council on her recent meeting with Unified Fire. Unified Fire is the primary responder who consistently responds when Cedar Valley Fire does not. However, Unified Fire cannot guarantee six minutes or less response times due to the sheer volume of calls they receive. Mayor McKinney mentioned that Unified Fire shows a record of receiving over 47 calls over a three-year period, though some Council members found this figure hard to believe. It was suggested that calls from the five-mile pass were being included in the Town's count.

Furthermore, the Council deliberated on the ongoing issues with Cedar Valley Fire, noting their lack of response to emergencies. For instance, there was a recent house fire in town, and Cedar Valley Fire failed to respond.

Councilman Thomas motioned that we go with Unified Fire with the offer of twenty thousand a year. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #30 - Discuss and motion to approve updating Silverlake Internet Service.

Councilman Thomas motioned to Mayor McKinney permission to sign the new contract with Silver Lake after the town attorney created it. Councilman Weber seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #31 - Discuss and motion to approve American Legal Publishing to proceed with recodifying.

Mayor McKinney has raised the issue of codifying our already passed ordinances. Recently, on at least two occasions, the Council voted to review and codify the ordinances. However, the contract signed solely focused on publishing and maintaining the website. In discussing the errors within the Codebook, the Council also identified certain codes requiring clarification. American Legal is equipped with lawyers who can review the code and inform the Town of any necessary corrections or conflicts with State Codes.

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*Councilman Cameron motioned to approve American Legal Publishing to proceed with recodify.
Councilman Thomas seconded the motion. The motion passed unanimously.*

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

Agenda Item #32 - Discuss the hours kept by the Town Council and town employees for the past month.

Mayor McKinney inquired about the hours worked by the Council members last month. Councilman Weber reported forty-six hours, while the other members had not tracked their time.

Mayor McKinney shared details of the numerous meetings she attended and the busyness she experienced over the past month.

Stephanie Shelley informed the Council that she maintained a daily log of her activities, tracking each item by the hour and minute as requested.

Mayor McKinney emphasized the importance of ensuring that the time and effort expended by the Council and Commissioners are valued and compensated appropriately. Councilman Thomas expressed concern about these positions becoming individuals' primary source of income and potentially attracting individuals who are not fully committed to serving the Town.

Agenda Item #33 - Discuss and vote to approve Resolution #2024-05 Providing for the Compensation of Elected and Statutory Officers.

They wanted some wording changed in the Resolution. So it was tabled for the next meeting.

Agenda Item #34 - Discuss upcoming agenda items- Battery storage, ADU, and Caretaker Dwellings.

No discussion was held.

Agenda Item #35 - Discussion On Old and New Business.

The Council decided they would continue with the town park if they did not get the grant.

Agenda Item #36 - Adjourn The Town Council Regular Meeting.

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

The meeting adjourned at 10:10 p.m.

March 14, 2024

Stephanie Shelley