

Fairfield Town Council

2024 Meeting Schedule

Second or 2nd Tuesday of each month
Work Session 6 pm as needed - Regular Meeting 7 pm.

January 9, 2024

January 2, 2024

February 13, 2024

February 6, 2024

March 12, 2024

March 5, 2024

April 9, 2024

April 1, 2024

May 14, 2024

May 7, 2024

June 11, 2024

June 4, 2024

July 9, 2024

July 2, 2024

August 13, 2024

August 6, 2024

September 10, 2024

September 3, 2024

October 8, 2024

October 1, 2024

November 12, 2024

November 5, 2024

December 10, 2024

December 3, 2024

Work/Regular Session

Meeting Packets Due

Work/Regular Session

Meeting Packets Due

Work/Regular Session

Meeting Packets Due

Work/Regular Session

Meeting Packets Due

Work/Regular Session

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Work/Regular Session

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Work/Regular Session

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Work/Regular Session

Meeting Packets Due

Work/Regular Session

Meeting Packets Due

Please note: Additional Work Sessions will be scheduled as needed by the Town Council. The above meeting dates may be canceled or rescheduled at the Town Council's discretion due to holidays, municipal elections, etc.

The public is invited to attend all Town Council Meetings. In compliance with the Americans with Disabilities Act, it provides accommodations for all those in need of assistance for City-sponsored public meetings. Persons requesting these accommodations should call the Town Recorder at (801) 766-3509 at least 24 hours in advance.

This notice has been properly posted at the Town Office, Town Website, and the Public Website.

Resolution #012024-5. A Resolution Providing for the Compensation of Elected and Statutory Officials.

WHEREAS the Town Council, from time to time reviews, amends and adopts certain personnel policies for Fairfield Town, to assist in the efficient utilization of Town employees; and

WHEREAS the position of recorder is currently a part time position; and

WHEREAS the Policies and Procedures of Fairfield Town provide for the hiring of certain full time employees; and

WHEREAS the Town Council, due to an increase in the recorder's workload, finds it necessary to create a full time position for the position of town recorder, allowing for certain benefits and a pay increase commensurate to the position as outlined in the Fairfield Town Policies and Procedures.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Fairfield that the position of recorder shall become a full time position along with certain benefits and a pay increase outlined pursuant to a contract between Fairfield Town and the recorder.

Effective Date: This Ordinance shall become effective immediately upon passage and adoption.

Passed and Adopted this ____ day of January 2024.

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes_____no_____
Tyler Thomas	yes_____no_____
Michael Weber	yes_____no_____
Richard Cameron	yes_____no_____

ATTEST:

Stephanie Shelley, Town Recorder/Clerk

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the ____day of January, 2024.

Resolution #012024-5. A Resolution Providing for the Compensation of Elected and Statutory Officials.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town Utah this ____day of January, 2024.

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

JOB DESCRIPTION/POLICIES & PROCEDURES
Director of Roads

General Summary

Oversee the maintenance and repairs of existing roads for the Town of Fairfield. Oversee the building and placement of new roads. Oversee the placement, repair, and maintenance of road signs within the Town boundaries. Oversee Snow removal. *See Snow Removal job description.

Supervision Required

Works independently under the direction of the Mayor and the Town Council.

Necessary knowledge, skills and abilities

Know and understand the Town Roads Ordinances

Ability to work with other agencies such as UDOT, road crews, surveyors, etc.

Ability to oversee work projects

Basic computer skills required

Ability to relate well with other people

Ability to follow written and verbal instructions

Responsible for road closures for construction and town events

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position and any corrective action necessary will be noted.

Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

The Director of Roads for the Town of Fairfield shall:

1. Schedule and oversee all repairs and maintenance work for roads upon approval from the Town Council and Mayor.
2. Oversee development of new roads deemed necessary and approved by the Town Council and Mayor.
3. Gather the required bids as per specifications in the ordinance for any required road work.
4. Negotiate contracts for road work.
5. Town contact for local law enforcement for road or traffic issues.
6. Town contact for Utah Department of Transportation.
7. Responsible for upkeep and placement of all road signs within Town limits.
8. Includes all Snow Removal Managers' duties.
9. Removal of road obstructions as needed.
10. Oversee road easement use requirements.

11. Oversee all road maintenance including necessary grading when needed, gravel maintenance and shoulder repair.
13. Oversee traffic studies and responsible for collecting Data.
14. Traffic control maintaining speed and traffic signs.
15. Purchase items needed for roads with town debit card
16. Sign all checks for accounts payable for the Town of Fairfield
12. Any other duties pertaining to the road as assigned by the Mayor or designee.

SNOW REMOVAL POLICIES & PROCEDURES

General Summary

Oversee maintenance of Town-owned snow plow and snow removal and the removal of snow from Town Streets to ensure safe winter driving conditions in the Town of Fairfield.

Supervision Received

Work independently under the direction of the Mayor.

Supervision Exercised

Oversee snowplow driver(s). Also, oversee snow plow maintenance.

Necessary Knowledge, Skills, and Abilities

Responsible for certification/licensing of snow plow.

Responsible for driving the snowplow or training someone if not available.

Ability to drive snowplows.

Ability to apply salt.

Responsible for purchasing salt and ensuring enough on hand for winter.

Must have required certification/licensing for a snowplow.

Must be at least 18 years old and have a valid driver's license

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position and any corrective action necessary will be noted.

Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

The Snow Removal Manager of the Town of Fairfield Shall:

1. Responsible for any necessary certification/licensing of snowplow driver(s).
2. Responsible for training of snowplow driver(s).
3. Must be able to drive snowplows.

4. Must oversee the maintenance of snowplows.
5. Must authorize who shall drive the snowplow.
6. Follow guidelines outlined in the snow removal letter to residents that the main roads and the landfill road will be plowed first, then side roads.
7. Oversee the use of salt for salting roads.
8. Responsible for maintaining salt supply for roads.
9. Create an operation manual, log book, and policies and procedures for snow removal.
10. Any other duties as assigned by the Director of Roads.

TREASURER
JOB DESCRIPTION/POLICIES & PROCEDURES

General Summary

Performs financial duties and support functions for the Town of Fairfield as directed by the Mayor.

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position, and any corrective action necessary will be noted. Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

Supervision Received

Works independently under the direction of the Mayor while working closely with the recorder.

Necessary Knowledge and Skills

Computer Skills - General Computer Experience
Ability to learn current Town accounting software
Working Knowledge of accounts payable/accounts receivable
General accounting experience helpful
Organizational skills
Ability to follow written and verbal instructions

Treasurer duties

1. Maintain work hours as set by the Town Council.
2. Mandatory attendance at Town Council Meetings.
3. Oversee Town bank accounts, including General Fund, Water Account, Impact Fee Account, Savings Accounts and any other monetary accounts the Town may have.
4. Order checks and deposit slips.
5. Balance monthly bank account statements.
6. Checks monetary deposits to verify the correct amount in the correct bank account.
7. Make monetary transfers of Town funds when needed.
8. Verify funding is available before bills are paid.
9. Determine the cash requirements of the town and provide for the investment of all monies (see title 51 of Utah code)

- 10.** Receive all public funds and monies payable to the town (taxes, licenses, fees, fines)
- 11.** Keep an accurate, detailed account of all monies received as directed.
- 12.** Verify invoices.
- 13.** Sign checks prepared by the recorder/clerk, get a second signature, and mail payments to vendors.
- 14.** Monitor Town accounts for correct signatures and account balances.
- 15.** Prepare Bank Deposits and receipts for all payments received.
- 16.** Submits copies of all receipts to the Recorder/Clerk.
- 17.** Have a working knowledge of Pelorus (or current financial software used by the Town), to check and file reports when and if needed, monitor the budget periodically, and verify the accounts payable budget for each expenditure before checks are signed.
- 18.** Reconcile all check stubs with invoices and file away in specific folders in filing cabinets.
- 19.** Assist and attend yearly audits.
- 20.** Verify that financial are correct before they are presented to the town council
- 21.** Ensure that the towns expenditures and deposits align with the yearly budget and make suggestions accordingly.
- 22.** Any other duties as assigned by the Mayor or designee.

Resolution #2024-04 Updating the Fairfield Town Fee Schedule by Increasing the Garbage Can Fees and Adding Rental Fees.

WHEREAS Fairfield Town has found it necessary to increase the cost of garbage cans and related parts and Fairfield Town would also like to accommodate citizens who would like to rent certain town equipment; and

WHEREAS the Fairfield Town Council has reviewed the proposed resolution;

NOW THEREFORE be it ordained by the Town Council of Fairfield Town, in the State of Utah, that the Fairfield Town Fee Schedule be amended by increasing the cost of garbage cans and related parts and also set rental fees to accommodate citizens who would like to rent certain town equipment.

The following shall be updated in the Fairfield Town Fee Schedule:

Garbage Cans	\$125.00
Set one Wheels and Axle	10.00
Set of Hinges & Axle	20.00
and	

The following shall be added to the Fairfield Town Fee Schedule:

Rental Fees

Heater Rental Deposit (Refunded when returned with the receipt for propane filled.)	\$100.00
Solo Stove Deposit	200.00

Effective Date: This Ordinance shall become effective immediately upon passage and adoption.

Passed and Adopted this ____ day of January 2024.

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes_____no_____
Tyler Thomas	yes_____no_____
Michael Weber	yes_____no_____
Richard Cameron	yes_____no_____

ATTEST:

Stephanie Shelley, Town Recorder/Clerk

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full and correct copy of an ordinance passed by the Town Council of Fairfield Town, Utah, on the ____day of January, 2024.

Resolution #2024-04 Updating the Fairfield Town Fee Schedule by Increasing the Garbage Can Fees and Adding Rental Fees.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town Utah this ____day of January, 2024.

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
November 14, 2023**

Work Meeting

Date: Tuesday, November 14, 2022

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 Gurney called The Town Council Work Session Meeting to order At 6:03 p.m.

Agenda Item #2 - Roll Call.

Town Council Members Present: Mayor Brad Gurney, Rl Panek, Tyler Thomas, Hollie Mckinnley, Richard Cameron

Staff Present: Stephanie Shelley- Recorder

Others Present Via Zoom: Larry Jenkins

Agenda Item # 3 - Town Council will Close the Work Session for a Closed Meeting per State Code 52-4-205. (1) A closed meeting described under Section (c)strategy sessions to discuss pending or reasonably imminent litigation.

Councilwoman McKinney motioned to close the Work Session. Councilman Panek seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Thomas motioned to close the Closed the Work Session. Councilman Panek Seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

The Work Session was reopened at 6:36 pm.

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Agenda Item # 4- Discussion on the Fairfield General Plan.

Nothing was discussed.

Agenda Item # 5 - Discussion On Old Business.

The Council discussed the arsenic on the west side corner off Highway 73 on Allen Ranch Road. They discussed the issue of water eroding the road. The Council discussed possible solutions to the problem. They can not put culverts in because of the arsenic. It would be redirecting the flow of water that is contaminated with arsenic.

Councilman Panek stated that Brian (IRL) had invited him to a meeting regarding Allen Ranch Road. Brian said that soon about 300 cars a day will be traveling on it, going towards the solar farm being constructed south of Fairfield.

Councilman Thomas stated that the water line under that corner of the road was put in before it was covered.

The Council talked about the possibility of different options on the water flow. One option would be installing a pond on the west side of the road to catch the water and let it evaporate over time.

Councilman Panek stated that the shoulder of the road needs to be built up. Councilman Panek also stated that the Sheriff reached out to UDOT for the car counters for Allen Ranch Road. This could help determine how many vehicles were going to each landfill and how many continue south. They can then know the percentage of the vehicles to see how much IRL, North Pointe, and the Town should pay.

The Council decided that Councilman Panek would take care of the traffic counter.

Agenda Item # 6 - Discussion On New Business.

Nothing discussed.

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

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

The meeting adjourned at 7 p.m.

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Regular Meeting

Date: Tuesday, November 14, 2023

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 Gurney opened the Town Council Regular Meeting At 7:04 p.m.

Agenda Item #2 - Roll Call.

Town Council Members Present: Mayor Brad Gurney, RL Panek, Hollie McKinney, Tyler Thomas, Richard Cameron

Staff Present: Stephanie Shelley- Recorder

Others Present: Cherie Anderon (IRL), Jerry Bradshaw, Michael Weber, Benj Becker (Bountiful), Mark Pringle, Ted Morton, Ron Hall (Tooele), Tal Adair (Kamas).

Others Present Via Zoom: Larry Jenkins, Jim Baker, Christine Mikel, tanner

Agenda Item #3 - Prayer / Pledge Of Allegiance.

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

Agenda Item #4 - Discussion Regarding North Pointe Contract.

Mayor Gurney stated that Councilwoman McKinney and him have been working on the North Pointe contract for a considerable period of time, and is nearing completion. Today, in the work session discussion on road details, there was a proposal to install a counter on Allens Ranch Road to gather data on the traffic. The cost was mentioned, and upon receiving no objections, Councilman Panek was given permission to proceed with ordering the counter. This decision is expected to aid in making informed choices about the road, tracking various vehicle types passing through, and enhancing data collection efforts.

The Council agreed on a thirty cents per ton tipping fee with North Pointe.

Agenda Item #5 - Discussion Regarding Extending North Pointe's Business License.

Councilman Panek motioned to extend the North Pointes Business License to December 12th until their next Council meeting. Councilwoman McKinney seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

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Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #6 - Discuss a letter of intent for the creation of a Public Infrastructure District, Mr. Benjamin Becker, Senior Vice President of Public Finance Investment Banking.

Benjamin Becker presented the following information to the council. He is associated with Piper Sandler. He began with public infrastructure districts are a tool that the legislature approved in 2018 specifically intended to finance public infrastructure. What they are looking for tonight from the Town Council is essentially a blessing to move forward with creating governing documents. Approval by the Town Council would allow for additional exploration of what this public infrastructure district could mean, specifically for the airpark area, in getting water and some utility enhancements in that area. This is a tool that is intended for public infrastructure, just financing infrastructure. It allows for the creation of a separate jurisdictional entity that requires 100% property owner approval, and then once that area is created, which can only be created by the town council, that district can then issue bonds based on revenues that are associated with that area, so you can add an additional tax to the property tax there.

Mayor Gurney inquired about the responsibility for repaying the funds, whether it falls under impact fees or if there's a shortfall in revenue. Benjamin stated that the town bears no financial liability, and property owners are not financially responsible either. The risk lies with the bondholders, typically major mutual fund companies like Goldman Sachs and BlackRock, who manage investment portfolios, including bonds, within 401(k)s. High-yield bond funds may include bonds servicing developments in various states, such as Colorado, Texas, and Utah. These bondholders assume a higher interest rate compared to what the state or city would offer due to the absence of credit backing or a financial guarantee. If the bonds fail to generate returns, there is no recourse to the city, and the city itself has no financial obligations or liabilities. Property owners' assets remain unaffected, and the risk is solely on the bondholders, justifying the higher interest rates they receive.

Mayor Gurney asked Alina Pringle how many landowners were on board. Alina stated that during tonight's meeting, they discussed the potential involvement of approximately six landowners in the PID, although their full commitment remains uncertain. Despite the uncertainty, the Airpark is keen on establishing a PID for the residential lots, hangers, and airport, totaling around 29 or 30 lots. This approach seems more practical, allowing for greater clarity and involvement of landowners as the project progresses, particularly concerning water considerations.

Mayor Gurney, if a bond is initiated to extend water down Allen's Ranch Road for the airpark, and someone unaffiliated halfway down expresses interest in connecting to it, how would the pay impact fee be involved, and would the town assist in covering the bond, or associated costs? Benjamin stated that the negotiation process would typically involve discussions between the town, the infrastructure district, and the developers responsible for installing the water line. These negotiations may determine whether the developers receive a portion of the impact fee back, with another portion allocated to the

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town for its role in supporting the waterline. The specifics of these negotiations would depend on agreements reached between the town and the developers or the infrastructure district.

Mayor Gurney asked if the Town or the district owned the water line in question. Benjamin stated that the Town owns the water line.

Councilwoman McKinney asked what the benefit is for the Town. Benjamin said for property owners, gaining access to water and related services enhances their quality of life and enables more efficient land use. On the town's side, it involves obtaining essential infrastructure without incurring direct costs or liabilities. Developers and programs are also motivated to participate because seeking funds on the market independently would be expensive, with private equity requiring a high return rate, typically around 18-20%. In contrast, utilizing tax-exempt bonds for public purposes, such as public infrastructure, provides a more cost-effective capital solution, with interest rates around 7-8%. This cost advantage encourages developers to invest in their projects and develop the necessary infrastructure.

Mayor Gurney asked if, assuming negotiations between the special district and the town, would determine the respective responsibilities for the water line—clarifying the extent for which the town would be accountable. Benjamin said establishing a district doesn't grant any land use authority; its role is solely for financing purposes. All permits, approvals, and other processes still remain under the jurisdiction of the town.

Mayor Gurney asked if they require only a 10-inch water line for their property, but the town intends to install a 14-inch line (using hypothetical numbers); how would this arrangement be managed? Benjamin said you could mandate the installation of a 14-inch line, and those who connect to it may have a higher portion of impact fees directed back to the developer. If the original requirement was for a 10-inch line and the developer incurred a cost of \$2 million for a 14-inch line, they may seek reimbursement for the additional expense beyond the necessary \$1 million. This reimbursement could be negotiated over subsequent connections to the waterline, with the town receiving a certain percentage of impact fees from each of the next 100 connections, for example.

Mayor Gurney asked if all of these details were subject to negotiation within the contract before establishing the special district. Benjamin stated that the Town would have the option to create the special district and subsequently negotiate with developers and the district at any point. He said that if needed, they can bring in bond counsel or legal counsel to illustrate how similar processes have been successfully implemented in other towns. Benjamin said he could assist in coordinating that if desired.

Mayor Gurney asked Benjamin what they were asking for tonight. Benjamin said there are two steps involved in the bond transaction process. He explained that the first step is the creation of a public infrastructure district, a task that can only be undertaken through the town. He said they are seeking the town's approval to proceed with the necessary documentation for this creation. Benjamin explained that before investing the time and resources into developing these documents, the authors wish to approach the council for a general blessing. This is not a request for immediate approval but rather an indication

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that the council is open to further exploration and discussion. Since forming these documents will involve expenses for the property owners, they want assurance that this aligns with the council's general approval and is within the acceptable scope of consideration. This way, they can confidently proceed with the understanding that the council is supportive of the initiative to bring water to the area.

Councilwoman McKinney stated that In our existing ordinances, developers typically bear the cost of extending infrastructure to their developments, regardless of location. She asked how this scenario differs from other developments, what is the envisioned trajectory going forward, and how will this unfold in the larger context of town development? Benjamin stated that it appears that this initiative involves extending infrastructure over a considerable distance, benefiting multiple properties. Unlike the usual scenario where a single developer funds improvements for their specific project, this effort entails broader enhancements that will benefit various properties. He explained that while it incurs a higher initial cost, it offers the advantage of securing more cost-effective and continuous financing. This, in turn, facilitates a more efficient and timely development process, leading to improved overall infrastructure and enhancements. Councilwoman McKinney stated that it's just better for the developer. Benjamin stated the individual who will ultimately own these properties, including the residential units that will benefit from this initiative, may find it more favorable to repay a loan at a lower interest rate, such as 10%, compared to the higher interest rates associated with credit cards, often around 18%. This approach allows for greater flexibility and enables more extensive projects. The overarching goal is to establish a substantial pool of infrastructure funding. The legislative intent behind this mechanism is to address the challenge of insufficient infrastructure development in the state due to developers lacking the necessary upfront funds. This initiative serves as a means to secure the needed financial resources upfront.

Councilwoman McKinney asked do you have to have all the property owners on board with it? Benjamin replied that approval from property owners is required to impose property taxes on any property; hence, their consent is essential for implementing such measures.

Mayor Gurney noted that not all property owners benefiting from the initiative need to provide consent. Benjamin replied that only those who are part of the special service district in question are required to grant approval.

Mayor Gurney stated that the Council was voting to decide whether or not it's a good idea to allow them to explore and create a special service district to put a waterline down on Allens Ranch Road.

Mayor Gurney - Yes

Councilwoman McKinney - No

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

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Agenda Item #7- Discussion on a sign variance for West Desert Airpark.

Mayor Gurney said the Airpark is interested in installing a sign along their road, and a visual example provides an idea of their concept; however, our existing sign ordinance poses restrictions on such installations. We are in the process of revising the ordinance to allow more flexibility. Given that Airpark has secured a grant for this project, they need to complete it by the end of December. Therefore, they are seeking a variance to proceed with the installation, and I wanted to bring this matter before the council for consideration.

Alina Pringle said that the Utah Department of Transportation allocates \$100,000 annually for airport revitalization projects, including signage. They've granted approval for a \$35,000 fund for a signage project near the entrance to the airpark, but completion is required by December to secure the grant. We're seeking your input and approval for a variance that allows us to proceed with this beneficial signage initiative.

Agenda Item #8- Vote to Approve the Sign Variance for West Desert Airpark.

Councilman Thomas made a motion that we accept the sign variance for West Desert Airpark entrance sign. Councilman Cameron seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #9- Discussion on the Preliminary Subdivision Plat Blue Skies at West Desert Airpark.

The Council reviewed the preliminary subdivision plat. They looked at where the roads would be placed.

Mark Pringle's plan involves constructing a half road on one side of the property, transitioning to the other side, and eventually expanding to a full road. Discussions with the church, Shawn, and other stakeholders are ongoing to determine the layout, especially considering limitations on Lantis property size, allowing only 500 square feet up to a certain corner.

Mayor Gurney stated that the road plan requires a sufficient turnaround, either at the end of the road or with the option to create a turn-around later. McNeil and NC, citing mechanical engineering principles, state that a T intersection is adequate for fire trucks. The specific configuration may depend on future development plans, and the public street maintenance responsibility applies to a specific portion, while the rest falls under the jurisdiction of the relevant authorities.

Councilman Thomas said that he wanted whatever was in our ordinances to be followed.

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Councilwoman McKinney said that her initial impression was that this proposal for three-quarter acre lots wasn't adequately presented to the entire town. She said she believed the details and considerations surrounding such lot sizes were not thoroughly communicated or discussed with the community. Mark Pringle stated that they had initially discussed lot sizes ranging from one acre to three-quarters of an acre. The apparent reduction in lot size is due to the decision to include the roads within the lot measurements. This adjustment was made to eliminate taxing homeowners for land they can't effectively use, resulting in the perceived change in lot dimensions.

Councilwoman McKinney said she sensed a disparity between the initial public presentation and the current plan, with the latter resembling a conventional subdivision rather than the envisioned open hangar concept akin to Sky Ranch. The shift to three-quarter acre lots does not align with the general plan; it deviates from the existing norm in the town, where nothing is below one acre. Councilwoman McKinney added that she supports the air park concept but would prefer a more expansive and distinctive design rather than a clustering of three-quarter acre lots. She asked if there was any flexibility in exploring alternative options. Mark Pringle said they would have to get more land, and then it increases their development costs.

Councilman Thomas stated that he recalled a discussion where they debated the optimal number of lots, and the Councilmembers' viewpoints were centered around a percentage of the total land space. He said that while he advocated for a slightly higher count, there was a compromise, and they settled on a number that fell between their initial proposals. Mayor Gurney stated that they need to look at what was passed.

Councilwoman McKinney and Councilman Thomas both said that concerns were raised regarding the number of lots, specifically that they were in their twenties. During the presentation, there was mention of determining the count based on a percentage, and a consensus was reached regarding the agreed-upon number of lots in the twenties. In the presentation, they talked about a percentage and agreed about how many lots.

The Council continued to review the plat.

Mayor Gurney stated that before approving the preliminary plat, he would prefer to address road-related matters and establish agreements between landowners, particularly connecting Allen Ranch Road to the property. They will look at the percentages for land and lots. They will also review audio from a previous meeting.

Agenda Item #10 - Vote to approve the Preliminary Subdivision Plat Blue Skies at West Desert Airpark.

Tabled

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Agenda Item #11- Sheriff's Department update.

Tabled

Agenda Item #12- Discussion on Adding Caretaker Dwelling to the Commercial Overlay Zone as a Conditional Use Permit.

There was a discussion about introducing caretaker dwellings into the commercial overlay zone as a conditional use permit. Jerry Bradshaw mentioned to the Planning Commission that he wanted to place a caretaker dwelling on his property for constant supervision and care.

Councilman Thomas asked Jerry if he had an apartment in the first building where he lived. He responded yes. Councilman Thomas stated that living quarters were not approved on the property. The current concern is that there is already an unauthorized apartment on the premises, and now, the request is for another caretaker dwelling, which is essentially similar to the existing illegal apartment. Jerry Bradshaw said he did not understand. Councilman Thomas stated that he was uncertain how to clarify further. He responded to Jerry by stating that there is an apartment in the initial building where he resides, but it has never been officially approved as a residential space. Jerry stated that he is living there. Mayor Gurney informed Jerry that he was living there illegally.

Councilman Thomas stated that when the Town rezoned that area, it was initially designated for commercial use. After thorough discussions, the Council decided that property owners could either construct a residence, as Lancasters did or establish a commercial property. However, having both a residence and commercial property on the same land was not permitted.

The Council clarified with Jerry he wants to build another caretaker building.

Mayor Gurney informed Jerry that he does need to move out since he is living in that building illegally.

Alina Pringle stated that the Planning Commission is in favor of allowing caretaker dwellings in the light industrial and commercial zones. She said that many municipalities are adopting this approach for safety and housing reasons, as it can contribute to better safety, reduce traffic, and address housing shortages. Permitting caretaker residences as a conditional use permit (CDP) in the commercial overlay zone provides the Town Council with oversight while acknowledging the practical needs of residents. Specific requirements, such as minimum building size, separate entrances, and designated square footage for caretaker dwellings, would still be under the control of the Town Council.

The Council would like time to review the conditional use permit. Councilman Thomas would like to see the original engineered drawings.

Mayor Gurney will inspect the building.

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Agenda Item #13- Discussion Adding Battery Storage to the Light Industrial East Zone as an allowed use.

The Council held a discussion on the battery storage ordinance. They want to take the time to review the ordinance.

Agenda Item #14- Vote to approve an Ordinance adding Battery Storage Light industrial East Zone.

The Council wants more time to review this Ordinance until the meeting on December 12.

Agenda Item #15- Vote to approve an Ordinance adding a Caretaker Dwelling to the Commercial Overlay Zone.

The Council wants more time to review this Ordinance until the meeting on December 12.

Agenda Item #16- Planning Commission Update.

The Planning Commission is set to develop a priority list, with a focus on initiatives such as ADUs (Accessory Dwelling Units) and the incorporation of trailers into the ordinance. Additionally, efforts will be made to enhance the sign ordinance. The new owners of the Thom Belchak property have requested the violation letter be addressed to them. Furthermore, the Planning Commission informed the Council that Nextera has approached them.

Agenda Item #17- Discussion on the Town Park.

Nothing was discussed.

Agenda Item #18- Discussion on Christmas Event.

Councilwoman McKinney let the Council know that most of the things are done for the event. The sheriff talked to the fire department, and the fire department will be there.

Councilman Cameron will be providing cones/ water barriers/ light plants/marquee/parking attendants.

Councilman Panek is in charge of fires around the Inn.

Mayor Gurney will get the signs for the A-frames.

Agenda Item #19- Vote to Approve the Minutes Work/Regular Session August 15, 2023.

Tabled

Agenda Item #20- Vote to approve the minutes of Work/Regular Session on October 17, 2023.

Tabled

Agenda Item #21- Vote to Approve the Minutes Work Session October 24, 2023.

Tabled

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
November 14, 2023**

Agenda Item #22- Vote to Approve the Fairfield Town Financials as of the Month ending September 30, 2023.

Councilwoman McKinney's motion to approve the financials ending September 30, 2023, Councilman Cameron seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #23- Vote to Approve the Fairfield Town Financials as of the Month ending October 31, 2023.

Tabled

Agenda Item #24 - Discussion On Upcoming Agenda Items.

Stephanie Shelley let the Council know that the Canvass will need to take place on December 5, 2023.

Agenda Item #25 - Discussion On Old Business.

Nothing discussed.

Agenda Item #26 - Discussion On New Business

Councilman Thomas said he had two business-related items to discuss. First, he noted that the landscaping crew did a good job cleaning up the well site where the tanks are located. They are willing to take on the task, and if the Council is interested, the Town can consider hiring them as they are actively seeking work. Mayor Gurney will present it to the cemetery board. Councilman Thomas also said he is in the process of setting up communications to receive water text alerts in case of system issues. He said that in order to proceed, he has to establish an account with a cell phone company. He asked the Council if he should go with Verizon, AT&T, or another provider. Councilman Panek reported that all the road improvements were completed for the year. Councilman Panek is preparing for the snowplow season.

Councilwoman McKinney reported to the Council that some transfers that should have been for the water departments' impact fees had not been made since 2020. She stated that no transfers have been made since 2020.

2023-2024 Budget \$6,000

2022-2023 Budget \$40,000

2021-2022 Budget \$35,000

2021-2021 Budget \$55,000

**Unapproved Meeting Minutes
Fairfield Town Council
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November 14, 2023**

Agenda Item #27 - Adjourn The Town Council Regular Meeting

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

The Meeting Adjourned At 8:39 P.M.

Minutes Approval Date

Stephanie Shelley Town Recorder

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
December 5, 2023**

Canvass

Date: Tuesday, December 5, 2022

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 Canvas Meeting.

Mayor Gurney Called The Town Council Canvas Meeting To Order At 6:48 P.M.

Councilman Cameron was delayed, so the meeting took place when he arrived.

Agenda Item #2 - Roll Call

Town Council Members Present: Mayor Brad Gurney, RI Panek, Tyler Thomas, Hollie Mckinney, Richard Cameron

Staff Present:

Stephanie Shelley- Recorder

Agenda Item # 3- Vote to Certify the General Election of 2023

Stephanie Shelley read the Canvass Report. (see attached to minutes)

I, Tyler Thomas, move to certify the results of the November 21, 2023, Municipal Election and to certify the election of Michael Weber and Tyler Thomas as Councilmembers for a four-year term and Richard Cameron as Councilmember for a two-year term and Hollie McKinney as Mayor for a four-year term. Councilmember Panek seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Panek - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item # 4- Adjourn The Town Council Work Session Meeting

Councilman Thomas Made A Motion To Adjourn The Meeting. Councilman Panek Seconded The Motion. The Motion Passed Unanimously.

The Meeting Adjourned At 6:50 P.M.

Minutes Approval Date

Stephanie Shelley Town Recorder

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
December 12, 2023**

Work Meeting

Date: Tuesday, December 12, 2023

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 Gurney called the Town Council Work Session Meeting to order At 6:01 P.M.

Agenda Item #2 - Roll Call.

Town Council Members Present: Mayor Brad Gurney, Rl Panek, Tyler Thomas, Hollie Mckinnley, Richard Cameron

Staff Present: Stephanie Shelley- Recorder

Others Present: Shari Phippen (MAG),

Agenda Item #3- Discussion on the General Plan.

The Council reviewed the Fairfield General Plan.

Agenda Item #4 - Discussion On Old Business.

Nothing was discussed.

Agenda Item #5 - Discussion On New Business.

Nothing was discussed.

Agenda Item #6 - Adjourn The Town Council Work Session Meeting.

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

The Meeting Adjourned At 6:58 p.m.

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
December 12, 2023**

Regular Meeting

Date: Tuesday, December 12, 2023.

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 Gurney opened the Town Council Regular Meeting at 7:03 p.m.

Agenda Item #2 - Roll Call.

Town Council Members Present: Mayor Brad Gurney, RL Panek, Hollie Mckinney, Tyler Thomas, Richard Cameron

Staff Present: Stephanie Shelley- Recorder

Others Present: Shari Phippen (MAG), Neil Schwendiman (North Pointe SW), Alina Pringle, Jon Cox, Michael Weber, Unreadable name.

Others Present Via Zoom: Jim Baker, Ronnie, iPad, Adrienne Bell

Agenda Item #3 - Prayer / Pledge Of Allegiance.

Mayor Gurney offered the prayer and led the Pledge of Allegiance.

Agenda Item #4 - Sheriff's Department Update.

Sgt. Dutson informed the Council of activity that had occurred in Fairfield during the month of November.

Agenda Item #5 - Discussion on Adding Caretaker Dwelling to the Commercial Overlay Zone as a Conditional Use Permit.

Jerry Bradshaw withdrew his application, prompting the Council to defer the ordinance and see if someone else would like to take on the responsibility.

The Council held a discussion on the conditional use permit or whether this should be an allowed use in that zone. Nothing was decided at this time.

Agenda Item #6 - Vote to approve Ordinance # 12122023-1 adding a Caretaker Dwelling to the Commercial Overlay Zone.

This item was tabled. Refer to the previous agenda item.

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
December 12, 2023**

Agenda Item #7 - Discussion on the Preliminary Subdivision Plat Blue Skies at West Desert Airpark.

The Council was not happy that they received the latest version of the Plat for Blue Skies West Desert Airpark (5:50 pm). No one had time to review.

Alina Pringle stated that Sam, the neighboring property owner, informed them in an email that they had not yet obtained the owner's affidavit for the road. However, they assured them that they are actively working on it with legal assistance. They expressed their desire to be involved and promised to provide updates. In a previous communication, Alina corrected a mistake regarding the end of May, clarifying that there are 27 residential lots, with one reserved for the clubhouse, making a total of 28 lots. The west side areas have been labeled as requested, indicating proposed new hangars, existing hangars, and a potential cafe. As for commercial development, specific details cannot be determined until applicants express interest. Overall, this outlines the General Plan, with subsequent maps to showcase proposed roads, including details about the East-West road.

The Council convened to deliberate on the Preliminary Subdivision Plat for Blue Skies at West Desert Airpark. Expressing dissatisfaction with the number of lots, they believed the agreed-upon limit was 22%, totaling 26 lots. Following extensive discussion, the Council concluded that adherence to the Codebook was necessary. Disagreement arose as the Council recalled a prior meeting where it was decided that the limit should be 26 lots, a detail not incorporated into the Codebook during its passage.

The Pringles found the Council's insistence on 26 lots and specific lot sizes to be a source of frustration.

The Council deliberated on the potential implementation of a road bond until the area undergoes further development to facilitate road paving. Additionally, they emphasized the importance of ensuring a proper turnaround for the fire department.

Sharie Phippen from MAG raised a concern about the sheets and inquired about the actual preliminary plat among them. According to the Town code, a preliminary plat should be a single sheet containing specific information such as lot sizes, easements, and existing features. It appears that there is no actual preliminary plat in the documents provided. From a planning and administrative standpoint, Sharie suggested that the submission requirements haven't been met, and therefore, the matter may not be eligible for consideration tonight.

Mayor Gurney pointed out that certain essential elements are missing from the document and emphasized the need for those items to be addressed on both the plat and the agreement before further consideration.

Mayor Gurney also stated however, the Town is not inclined to participate in the sale of lots or endorse the purchase of lots that may not be suitable for construction. If the town was to approve a subdivision, it must consist of buildable lots eligible for sale. In such cases, all necessary details should be included to facilitate bonding and ensure rational development. Additionally, there are concerns about water availability for all the lots.

**Unapproved Meeting Minutes
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December 12, 2023**

Mayor Gurney talked about how the development agreement should outline the terms of the Town agreement, including how the lots will be developed, the water requirements for each lot, the type and extent of water lines, and their placement throughout the entire area. For instance, the agreement could allow us to install water lines for the initial six lots and then extend them to subsequent lots as needed. He stated that he believed that finalizing the development agreement is crucial for understanding the planned development and once the Town has that, the Town can assess the proposed water lines in terms of their source, route, size, and other specifications. He continued by stating that as for determining the sizes, it might be more appropriate for the engineering company to decide, but the town may have a say in deciding the line sizes based on broader considerations, such as serving other areas in the long run. Mark Pringle asked if ultimately, the decision on line sizes would be a matter for the town to decide. Mayor Gurney said yes.

Mayor Gurney stated that the installation of a 12-inch line down this area falls under engineering considerations. This aspect will be addressed as part of the development process, ensuring that the size of the lines aligns with the project's needs to guarantee an adequate water supply. Additionally, the Town should assess the water pressure to confirm it meets the requirements, especially considering the source of those tanks.

Mayor Gurney has requested that the Council review the master plan agreement before granting approval. The Council is required to thoroughly examine the agreement and forward it to Larry for legal review. Mayor Gurney specifically urged the Council to carefully assess the development agreement within the next thirty (30) days, emphasizing the need for details on the proposed development plan to be included.

Agenda Item #8 - Vote to approve the Preliminary Subdivision Plat Blue Skies at West Desert Airpark.

The Council tabled this for further review.

Agenda Item #9 - Discussion on North Pointes Contract.

The Council held a discussion on the North Pointe contract. They reviewed the Council's concerns from previous meetings.

Agenda Item #10 - Vote to Approve the North Pointe Contract.

Councilman Thomas Resolution Number. 2023-5. A resolution of Fairfield Town adopting a contractual agreement between Fairfield Town, Utah, and North Pointe Solid Waste Landfill. Seconded Councilwoman McKinney. The motion passed unanimously.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

**Unapproved Meeting Minutes
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December 12, 2023**

Councilman Cameron - Yes

Agenda Item #11 - Vote to Approve the North Pointes Business License.

Councilwoman McKinney motioned to approve the North Pointe 2023-2024 business license.

Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #12 - Discussion and Vote to Approve Ordinance # 12122023-2 Corrections in the Light Industrial East Zone.

Councilman Thomas motioned to approve Ordinance # 12122023-2 Corrections in the Light Industrial East Zone. Councilman Cameron seconded the motion. The motion passed by a vote of four yes and one no vote.

Mayor Gurney - Yes

Councilwoman McKinney - No

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #13 - Discussion on the Fire Department.

Councilman Cameron said that the Town has had a few discussions with Unified Fire, and they've been willing to engage in negotiations with the town to this point. Unified seems to be approaching it as if they're assuming some level of risk by associating with us. Despite this, Unified has presented a price, and it amounts to approximately \$120,000.

Councilman Cameron stated that it's a significant proposal to consider. However, the crucial question is whether it's worthwhile to pursue further discussions with Unified and attempt to negotiate the cost down to a level that aligns with our comfort. We need to assess what the town is willing to spend annually for this service and whether partnering with Unified is a more effective use of resources compared to the current expenditure without any tangible benefits. Unified's expansion plans, including the construction of new fire stations, may result in improved services, reducing the current 12-minute distance to the nearest station. Yet, the absence of an ambulance in Cedar Fort poses a challenge. The Town will need to decide how aggressively to push for negotiations, which requires careful consideration of these factors.

Unified Fire has indicated to the Town that once a 911 call is made, the ambulance promptly departs to the address of the emergency. Unified will ensure continuous coverage by backfilling stations with resources from Lehi, Saratoga Springs, and others, ensuring uninterrupted service availability. This practice mirrors their approach with fire trucks. Councilman Cameron stated that this discussion aims to

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update you on the ongoing conversations and the direction the town is considering. Now, the decision lies in whether the town wishes to pursue this further.

Councilman Cameron stated that it's been some time since he received an email, and Unified has been silent about it, as the proposal is a tough decision to accept. However, he is open to the idea of a partnership, even if it involves a significant financial commitment, be it \$20,000 or \$30,000. The key is to convey the town's willingness to participate.

Agenda Item #14 - Discussion on the Comprehensive Emergency Management Plan.

The Council reviewed the Comprehensive Emergency Management Plan.

Agenda Item #15 - Vote to Approve the Comprehensive Emergency Management Plan Resolution # 12122023.

Councilwoman McKinney motioned to approve Resolution 2023-04 Comprehensive Emergency Management Plan. Councilman Panek seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #16 - Discussion on the Town Park.

Councilman Cameron expressed the need to engage an architect for the park's design, focusing on aspects such as a grading plan and addressing ADA concerns. It was decided to proceed with covering the park with seven inches of dirt, and the town will initiate a bidding process for this project. They need to be tasked with consulting civil engineers to develop the required grading plan.

Councilman Cameron stated that the idea was to designate company boundaries and encourage enthusiastic individuals to take the lead in developing a park. However, Councilman Cameron expressed the need to hire professionals, such as a civil engineer and an architect, to create a realistic plan with quantifiable details. He emphasizes the limitations of the town's current approach, emphasizing the importance of investing in expertise for a comprehensive project plan. Councilman Cameron discussed the town's ability to handle certain tasks like installing a fence or adding topsoil but stressed the necessity of professional input for architectural drawings, engineering specifics, and overall project execution. Councilman Cameron highlighted the urgency of moving from conceptual discussions to tangible actions, acknowledging the need to compensate professionals for their expertise and signaling a shift from relying on favors to serious project implementation.

Councilman Cameron suggested that a grading plan is necessary primarily to address the spring water concerns and ensure compliance with ADA standards. He noted that it is crucial to verify that there are no significant changes in elevation that might pose issues. He informed the Council that he has already

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surveyed the grades throughout the area, and while there isn't a substantial change in elevation, it becomes more noticeable closer to the spring.

The Council is interested in hiring a project manager, and Councilman Cameron will meet with Shawn Strong to determine the requirements for drafting a bid for a contractor. The town intends to issue the project for bidding, with Shawn having the option to submit a bid.

Agenda Item #17 - Discussion on the Town Website and Hey.gov.

Mayor Gurney showed the Council HEY.Gov website and what he has done. Let them know how they will approve.

Mayor Gurney has initiated the process of centralizing all town applications on Hey.gov but hasn't completed it yet. There are still several applications that require further attention and revisions. He used the example of the cemetery application. Mayor Gurney explained that if someone wishes to purchase a cemetery plot, they would begin by filling out an application and following the outlined steps. Upon completion of the application, payment can be made, and the submitted application will be directed back to its original source, and then an email will be sent to those who have the approval process for those applications.

Mayor Gurney offered to complete the remaining applications but explained that he would need access to do so. He said he felt comfortable with building and has some programming experience, making it relatively easy for him to put these applications together and manage them. He further explained that the cemetery application will require updating 60 days after the initial opening to allow residents to purchase graves. The schedule is as follows: residents can buy graves 60 days after opening, non-residents after six months, and one-time residents 60 days after that. Non-residents can purchase graves 60 days after the six-month mark. Periodic updates will be needed for this application.

Mayor Gurney stated that when you refer to the town website and our codebook, Vonda has identified approximately 22 pages, primarily related to title areas, that require attention due to issues during the transfer. She is currently working on fixing these, and although there might be a need for additional resolutions in a few significant areas, most of the adjustments are minor. Mayor Gurney stated that if the Council would like him to address the Hey.gov website, he can create another account to facilitate that, pending the Council's decision.

Councilwoman McKinney suggested Mayor Gurney continue to work on it until the end of December. She stated that if he could complete it before the end of the month, that would be ideal. Mayor Gurney mentioned that he doesn't anticipate finishing all of them before the month's end. Councilman Panek did not see a problem with that. Mayor Gurney asked if he should continue adding items to Heygov, and if the town might consider the possibility of him creating an account for this purpose. There was no motion or vote made for Mayor Gurney to create an account, allowing him to continue.

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Agenda Item #18 - Discussion on the Planning Commission Member.

Mayor Gurney stated that the Town currently has a vacancy on the Planning Commission, and he would be willing to serve in that position. He noted, however, that if the Council feels it's not suitable for him to be there, he is equally content not being part of the commission. He continued by stating that if the decision is for him to fill the vacancy, he would appreciate finalizing the appointment before the January meeting.

Councilman Thomas acknowledged receiving the Town's email about the vacancy of the planning commission. Councilwoman McKinney and Stephanie Shelley emphasized the need to adhere to the codebook, indicating that the Council must wait until December 20th at 5:00 pm to address openings on the commission. Mayor Gurney noted that, aside from Michael Weber, no one else has expressed interest in the position. He mentioned that Jane Lancaster and Heather Strong had requested someone to fill their positions, and although he initially expressed reluctance, Mayor Gurney hinted at the possibility of changing his mind. The Council agreed to wait to see who would apply for the position.

Agenda Item #19 - Vote to Approve the Minutes Work/Regular Session August 15, 2023.

This agenda item had already been passed.

Agenda Item #20 - Vote to approve the minutes of Work/Regular Session on October 17, 2023.

Councilwoman McKinney made a motion to approve the minutes for the October 17, 2023, Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #21 - Vote to Approve the Minutes Work Session October 24, 2023.

Councilwoman McKinney made a motion to approve the minutes for the October 24, 2023 Work Session. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #22 - Vote to Approve the Fairfield Town Work/Regular Session November 14, 2023.

This agenda item was tabled for the next meeting.

**Unapproved Meeting Minutes
Fairfield Town Council
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Agenda Item #23 - Vote to Approve the Fairfield Town Financials as of the Month ending October 31, 2023.

Councilwoman McKinney made a motion to approve the financials ending October 31, 2023.

Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #24 - Vote to Approve the Town Council Schedule 2024.

Councilman Panek motioned to approve the 2024 meeting schedule as written. Councilwoman McKinney seconded the motion.

Mayor Gurney - Yes

Councilwoman McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item #25 - Discussion On Upcoming Agenda Items.

There was nothing that needed to be discussed.

Agenda Item #26 - Discussion On Old Business.

There was nothing that needed to be discussed.

Agenda Item #27 - Discussion On New Business.

Councilwoman McKinney expressed gratitude to Mayor Gurney for his service and inquired about town property and items collected for the Pony Express museum on the town's behalf. Mayor Gurney mentioned having items in the garage belonging to Friends of Camp Floyd that he needs to retrieve. When Councilwoman McKinney asked about placing bronze statues in the garage, Mayor Gurney clarified that they are not town property and are owned by Friends of Camp Floyd. Councilwoman McKinney mentioned that the Town funded Mayor Gurney's trip to California to acquire those items, but he insisted that the Town did not cover those expenses. Mayor Gurney confirmed his intention to hand over the items related to the blacksmith shop, emphasizing that all statues and other items are owned by Friends of Camp Floyd.

Councilman Cameron inquired about the status of the parking lot. Mayor Gurney responded, suggesting that the Town should approach the legislature to facilitate the retrieval of funds, either redirecting the money back to the Town or allocating it to State Parks for construction purposes.

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Stephanie Shelley asked if the newly elected officials need to be sworn in on either January 1st at noon or January 2nd at 7 pm. They agreed to have it done on January 2nd at 7 pm.

Agenda Item #28 - Adjourn The Town Council Regular Meeting.

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

The Meeting Adjourned at 8:40 p.m.

Minutes Approval Date

Stephanie Shelley, Recorder/Clerk

Hi Hollie,

I hope you're doing well.

Are you looking for a formal RFP? Or can I just say in an email what I'm proposing?

Real cost (rounded to the nearest \$100 including taxes) of upgrading just the wireless network.

Radios bringing in internet: \$15,000

Radios on the towers: \$7000

Radios for homes: \$15,000

Hardware to redo all of it: \$5000

Total cost: \$42,000 not counting labor.

I propose the town give me a \$30k forgivable loan. I can have it done within a month or two of getting the funds. I will foot the rest of the cost.

When spring comes along I'll work on putting fiber along the main road.

If I get the reconnect grant, I'll pay that \$30k back to the town.

If I don't get the reconnect grant, and I delivered on the promises, then the loan will be forgiven at the end of the contract.

If I don't get the grant and I don't deliver on the promises, then it goes into a repayment plan of 10 years at 10%, or a rate we negotiate.

This will basically renew the 5 year contract I have with the town to provide internet to each residential home that chooses to use this service for \$35/month within the Fairfield Town limits.

Thank you,
Brett Mansfield

Resolution # 2024-03 A Resolution of Fairfield Town Adopting the 2024 Comprehensive Emergency Management Plan.

WHEREAS Fairfield Town recognizes the threat that natural, technological, and human caused hazards pose to the residents and property within Fairfield Town; and

WHEREAS Fairfield Town has participated in the creation of an emergency plan known as the 2023 Comprehensive Emergency Management Plan as per State of Utah requirements; and

WHEREAS the 2024 Comprehensive Emergency Management Plan identifies goal and actions to reduce or eliminate risk to people and property in Fairfield from the impacts of future hazards and disasters; and

WHEREAS adoption by Fairfield Town demonstrates their commitment to emergency mitigation and achieving the goals outlined in the 2024 Comprehensive Emergency Management Plan.

THEREFORE The Town Council of Fairfield Town, Utah, resolves to adopt the 2024 Comprehensive Emergency Management Plan.

Approval and Implementation

The Fairfield Town Comprehensive Emergency Management Plan is approved and implemented by the Fairfield Town Council.

Minor modifications to this plan can be made without the Town Council's signatures under the direction of the Emergency Manager. All modifications must be recorded in the Record of Revisions.

This Resolution shall become effective immediately upon passage.

Passed and Adopted this _____ day of January, 2024.

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes_____no_____
Tyler Thomas	yes_____no_____
Michael Weber	yes_____no_____
Richard Cameron	yes_____no_____

ATTEST:

Stephanie Shelley, Town Recorder/Clerk

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield Town, Utah, on the ____ day of January 2024.

Resolution # 2024-04. A Resolution of Fairfield Town adopting the 2024 Comprehensive Emergency Management Plan.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town Utah this ____ day of January, 2024.

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

Resolution #2024-01 A Resolution Appointing Michael Weber as Treasurer of Fairfield Town, Fairfield Utah.

WHEREAS Fairfield Town Code section 1.1.130.C.1. requires that the town treasurer shall be appointed by the Mayor and approved by the Town Council; and

WHEREAS Hollie McKinney resigned her position as Fairfield Town Treasurer effective January ____, 2024, leaving the position vacant; and

WHEREAS such resignation created a vacancy in the position of Fairfield Town Treasurer; and

WHEREAS Michael Weber meets the qualifications required as Fairfield Town Treasurer pursuant to Fairfield Town Code section 1.1.130.C.1.; and

WHEREAS in the interest of public service Michael Weber was appointed by the Mayor as Fairfield Town Treasurer and approved by the Fairfield Town Council effective January ____, 2024.

NOW THEREFORE BE IT RESOLVED by the Mayor and the Town Council of Fairfield Town that Michael Weber is hereby appointed as Fairfield Town Treasurer effective January ____, 2024.

Adopted and Approved this ____ day of January, 2024.

This Resolution shall become effective immediately upon passage.

Passed and Adopted this ____ day of January, 2024.

FAIRFIELD TOWN

Hollie McKinney, Mayor

RL Panek	yes_____no_____
Tyler Thomas	yes_____no_____
Michael Weber	yes_____no_____
Richard Cameron	yes_____no_____

ATTEST:

Stephanie Shelley, Town Recorder/Clerk

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield Town, Utah, on the _____ day of January 2024.

Resolution #012024-1. A Resolution Appointing Michael Weber as Treasurer of Fairfield Town, Fairfield Utah.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah this _____ day of January, 2024.

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

Resolution No. 2024-02. A Resolution of Fairfield Town Approving a Board Member and an Alternate Board Member to the Central Utah 911 Dispatch Board to Represent Fairfield Town.

WHEREAS, Fairfield Town is a town in the State of Utah with the responsibility of providing dispatch services for its public safety personnel; and

WHEREAS, Fairfield Town joined the Central Utah 911 Dispatch as a means of providing dispatch services to its public safety personnel: and

WHEREAS, the Central Utah 911 Dispatch is a public safety communications center answering 9-1-1 emergency calls for police, fire and emergency medical needs throughout Utah and Juab Counties. The communications center provides dispatch services to participating counties, cities, towns, and unincorporated areas of Utah and Juab Counties; and

WHEREAS, to provide governance to the Central Utah 911 Dispatch Board, each community appoints a representative to participate on the board; and

WHEREAS, the Central Utah 911 Dispatch Board desires to have the appointment of a representative from Fairfield Town and an alternate representative passed by a resolution of the Fairfield Town Council;

NOW Therefore, be it resolved by the Town Council of Fairfield Town to accept Mayor Hollie McKinney as voting board member and Richard Cameron as the alternate voting board member (voting in the absence of Mayor McKinney) of the Central Utah 911 Dispatch Board.

ADOPTED and PASSED by Fairfield Town Council this ____ day of _____, 2024.

Hollie McKinney, Mayor

Councilman Weber	___ Yes ___ No ___ Absent
Councilman Thomas	___ Yes ___ No ___ Absent
Councilman Panek	___ Yes ___ No ___ Absent
Councilman Cameron	___ Yes ___ No ___ Absent

Attest

Stephanie Shelley, Recorder/Clerk

Seal

FAIRFIELD TOWN

STATE OF UTAH)
) ss.
COUNTY OF UTAH)

I, Stephanie Shelley, Town Recorder of Fairfield Town, Utah, do hereby certify and declare that the above and foregoing is a true, full, and correct copy of a resolution passed by the Town Council of Fairfield Town, Utah, on the ____day of January 2024.

Resolution # 2024-02. Resolution No. 2024-02. A Resolution of Fairfield Town Approving A Board Member And An Alternate Board Member To The Central Utah 911 Dispatch Board To Represent Fairfield Town.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of Fairfield Town, Utah, this ____day of January 2024.

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

TOWN MAINTENANCE MANAGER JOB DESCRIPTION/POLICIES & PROCEDURES

Supervision Required

Works independently to complete specific duties. The Town Maintenance Manager works under the direction of the Town Council and Mayor.

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position and any corrective action necessary will be noted.

Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

Necessary Knowledge Skills and Abilities

Be familiar with the community and their needs

Be familiar with Town Ordinances

Strong attention to detail

Basic computer skills required

Ability to complete tasks on schedule

Ability to relate well with people

Ability to follow written and verbal instructions

Ability to stay on task

The Town Maintenance Manager duties include:

1. Abide by the stipulations agreed to in their contract.
2. Shall complete small maintenance jobs needed by the town
3. Keep the parking area of the office up to code.
4. Assign residents with Garbage cans, collect bin numbers, assist with picking up cans and parts.
5. Work the details of town events to ensure things go smoothly
6. Prepare the plans for a town hall and recreational park projects
7. Oversee the development of recreational park, town hall, and walking trails.
8. Oversee maintenance on future projects as needed.

9. Oversee the internet service in town and any expansion that may happen.

10. Any other duties as directed by the Mayor.

WATER DEPARTMENT MANAGER/OPERATOR JOB DESCRIPTION/POLICIES & PROCEDURES

Supervision Required

Works independently to complete specific duties. The manager/operator works under the direction of the Town Council and Mayor.

Description of Duties

This description of duties will form the basis of a yearly review of performance for this contracted and/or appointed position and any corrective action necessary will be noted.

Failure of the individual to correct deficiencies in performance may result in suspension or termination as determined by the Town Council.

Necessary Knowledge Skills and Abilities

Be familiar with Fairfield Town Water System
Be familiar with Town Water Ordinances
Possess required water certifications
Basic computer skills required
Ability to complete tasks on schedule
Ability to relate well with people
Ability to follow written and verbal instructions

The Town Water Operator/Maintenance Laborer duties include:

1. Abide by the stipulations agreed to in their contract.
2. Shall read the Town water meters on a regular schedule set up by the Town
3. Shall install, replace and repair meters as needed.
4. Disconnect water service for non-payment or a change of ownership. The manager shall also serve Shut Off notices in compliance with the Town of Fairfield guidelines. Notify the Town Water Director of any shut-offs.
5. Maintain and configure pumping automation equipment.
6. Keep the water tank area and spring area cleaned from weeds, overgrown vegetation and trash.
7. Weekly inspection and documentation of the water system with respect to water storage issues, pump house operation, motor maintenance, chlorination facility, and water line integrity. Submit documentation to the Town of Fairfield on google docs on the day of inspections.
8. Work closely with the State Division of Drinking Water regarding certification requirements, water testing results, and expectations, as well as system security issues and expectations.

- 9.** Conduct routine water testing as per the current water testing schedule described by the Division of Water rights.
- 10.** Submit date, time, and location of testing to Town of Fairfield in google docs the day of the testing.
- 11.** Monthly water quality testing shall be completed and submitted by the 20th of every month. Documentation to be submitted in google docs.
- 12.** Respond to and address any health concerns as it relates to any system contaminations found during required testing as per the Division of Drinking Water regulations.
- 13.** Maintain safe chlorine drinking water levels in the water system.
- 14.** Conduct routine exercising of hydrants and water main valves annually and document in google docs for the Town of Fairfield.
- 15.** Provide the Town of Fairfield with any required testing results or consumer confidence report information that may need to be conveyed to the public.
- 16.** Attend the Fairfield Town Council meetings and communicate any necessary updates on the water system.
- 18.** Approve anything related to water on the building applications.
- 19.** Perform any maintenance/labor assigned by the Mayor and Town Water Director.