

**Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
May 9, 2024**

Work Session

Date: Tuesday, May 9, 2024

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

Time: 6:00 P.M.

Minutes By: Stephanie Shelley

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

Mayor McKnney called the Town Council Work session to order at 5:59 p.m.

Roll Call

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

Staff Present: Stephanie Shelley- Recorder

Others Present: Mark Christensen, Vern Carson, Alina Pringle, Tal Adair

Agenda Item #2 - Discussion on Fairfield Compensation Study with Mark Christensen from Utah Leagues of Cities and Towns.

Mark Christensen, representing the LAA program in conjunction with the League of Cities and Towns, addressed the Mayor and Council regarding compensation analysis for small communities. He emphasized the challenges faced by small towns in staying compliant with state codes while lacking professional management. He provided guidelines, parameters, and background information to help the Council make decisions on compensation. He presented a spreadsheet with data from various cities and towns for benchmarking purposes, along with job descriptions for different positions. Mark stressed the importance of fair compensation for elected officials and suggested considering stipends for their additional roles and responsibilities. Mark also recommended establishing policies for reimbursement of expenses incurred during the conducting of town business. Mark highlights the legal implications of treating officials as hourly employees and suggests using stipends to avoid potential issues. Overall, they encourage the Council to consider what is fair and appropriate for their community.

The Council and Mark discussed structuring compensation for various roles within a town council or municipal government. It proposes a stipend system based on estimated hours worked rather than traditional hourly wages to avoid overtime liabilities. Considerations include fair compensation ranges, potential consultant hires for certain roles like planning, and

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transitioning from outsourcing to hiring in-house staff like attorneys. There's also mention of the need for transparency in disclosing executive wages and the challenge of balancing community expectations with practical considerations. Overall, it's about finding a system that works for both council members and the community they serve. Additionally, there was discussion about the role of planning commissions, the potential transition to consultant-led work, and hiring practices for key positions like attorneys.

The discussion revolved around the complexities of setting wages for town council members and addressing the workload they face. There's a focus on transparency, suggesting that any compensation decisions should be made public through ordinances and public hearings. The conversation touches on the idea of hiring planners or consultants to handle certain responsibilities, like planning and zoning, to alleviate the workload on council members. There's also a discussion about the current compensation structure, with suggestions to align it with averages for similar positions in other communities. The funding for wages was explored, including potential sources like property taxes, sales tax, grants, and state funding as the Town grows. Overall, Mark emphasized the need for fair compensation, balancing the workload, and considering the impact of decisions on the community.

Agenda Item # 3- Adjourn The Town Council Work Session

The meeting adjourned at 6:59 p.m.

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Public Hearing

Agenda Item # 1 - Open Town Council Public Hearing.

Mayor MckIney opened the Public Hearing at 7:46 p.m.

Agenda Item # 2 - Roll Call.

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

Agenda Item #3 - Ordinance #2024-06 Title 1. Section 1. An ordinance of Fairfield Town, Utah, Providing for the Compensation of Elected and Statutory Officers (tabled until June.)

Mayor McKinney tabled this until the June meeting to be passed along with the Town Fiscal Budget.

Agenda Item #4- Close Town Council Public Hearing

Councilman Thomas motioned to close the public hearing on Ordinance 2024-06.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

The meeting ended at 7:47 pm.

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Public Hearing

Agenda Item # 1 - Open Town Council Public Hearing.

Mayor MckIney opened the Public Hearing At 7:47 p.m.

Mayor McKinney asked Planning Commissioner Chairman Alina Pringle to update those present on the actions taken by the Commissioners during the Planning Commission Public Hearing. Chairman Pringle reported that the Commissioners approved solar amendments for environmental consciousness, commercial overlay amendments, and the addition of the Master Plan development to the conditional use list.

Agenda Item # 2 - Ordinance # 2024-04. An Ordinance Amending Title 3. Business and License Regulations.; Adding Chapter 7.00. Temporary Business Licenses/Permits.,

Mayor McKinney briefly introduced a Temporary Business License/Permit to help temporary businesses set up in Town more easily. These permits will be valid for a specific period, accommodating short-term needs such as a gentleman wanting to run a lemonade stand for a brief duration. This measure should effectively address various short-term business activities.

Mayor McKinney stated that this document has been available online for review.

Alina Pringle inquired about the temporary business and license regulations, asking whether each zone must specifically allow temporary business licenses in their zones or if it is a blanket regulation that applies universally. Mayor McKinney said as of right now it will cover everything for now.

Mayor McKinney continued, suggesting that instead of going through a zoning change, they should address the issue with temporary licenses directly. She mentioned that it's unrealistic to require a zoning change to add a temporary license. However, they can still revoke a license if the business doesn't comply with regulations. This approach provides some leverage to enforce compliance.

Alina thought it was a great idea but had concerns that legally, our current business license framework doesn't permit this, which could be problematic.

Mayor McKinney explained that the proposal originated with West Jordan, and Larry (Jenkins's town attorney) reviewed it and concluded that it would be beneficial for the Town. She stated that she thinks it is legal, especially since legal counsel has examined it.

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Alina brought up that Section 3.7 states that the curb and gutter need to be removed. She suggested this either needs to be removed or addressed since the Town doesn't have that. Additionally, she mentioned another section that limits permits to one per year. She questioned why this restriction is in place, particularly for events such as quarterly car shows. She asked if they only allowed one temporary permit per year, as it would prevent multiple events. Mayor McKinney informed Alina that the temporary licenses are valid for only 160 days.

Alina raised the point that there could be scenarios where businesses might seek temporary licenses for multiple short durations throughout the year, such as hosting a three-day event four times annually or organizing monthly holiday celebrations or gaming fairs. She questioned whether the frequency of applying for temporary business licenses within a year should be a concern for the Council.

Agenda Item # 3 - Resolution #2024-08. A Resolution Approving the Consolidated Fairfield Town Fee Schedule.

Alina expressed her concern that the public hadn't been given adequate opportunity to review it. She said that she had reached out to Stephanie, who informed her that it was available online. Despite being told it was available online, Alina couldn't locate it there.

Stephanie Shelley stated that it was emailed out to everyone last week in the packet. Alina stated she did not see it there. Mayor McKinney stated that the fee schedule has been on the agenda three times. Alina further stated that she had never seen the fee schedule and expressed her desire to know where it could be found. Stephanie reiterated that the fee schedule had been distributed via email in a packet and was also available online. Councilman Weber added that Stephanie had indeed sent it out again earlier that day via email. Weber mentioned that the packet sent earlier that day contained seventy pages.

Mayor McKinney clarified that the budgets don't necessarily need to be passed until June, but they're being provided to the public with an extra thirty days in advance for review. She mentioned that the budget amendment was made available the day before. Alina interjected, expressing her apologies and clarifying that she was simply seeking information on where to find it, as she enjoys reviewing the changes and upcoming plans. She thanked everyone for their efforts and expressed her appreciation for the work being done.

Agenda Item # 4 - Resolution #2024-09. A Resolution Amending The Fairfield Town Budget For Fiscal Year 2023-2024.

Councilman Weber provided an overview of the amendments for this fiscal year. He informed those present that adjustments were made to the landfill budget to account for incoming checks before the fiscal year ends. Other adjustments included minor changes for

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administrative books, subscriptions, and travel, as well as computer and internet expenses. Additionally, funds were allocated for administrative education, employee wages, codifications sent to legal, inspections, plan reviews, and elections. Everbridge was added to contracted services, and the roads budget was increased to include two additional roads. Provisions for trash collection were also updated.

Agenda Item # 5 - Resolution #2024-10. A Resolution Adopting The Fairfield Town Budget For Fiscal Year 2024-2025.

Mayor McKinney tabled until next month for further review.

Agenda Item # 6 - Resolution #2024-11. A Resolution Adopting The American Public Works Association Standard Specifications (APWA).

Mayor McKinney stated that the Council had already discussed APWA. Joining will cost the town around \$280.

No one had any comments.

Agenda Item # 7 - Close Town Council Public Hearing

Councilman Cameron motioned to close the public hearing. Council Panek second the motion. The motion passed unanimously.

The meeting ended at 8:00 pm.

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Regular Session

Date: Thursday, May 9, 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.

Mayor McKinney opened the Town Council Regular Session at 8:00 p.m.

Planning Commissioners: Alina Pringle, Jane Lancaster, Wayne Taylor, David Riet.

Staff Present: Stephanie Shelley- Recorder

Others Present: Vern Carson, Tal Adair, and Martin Coon.

Agenda Item #2- 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. (Please limit your comments to 2 minutes or less.)

No Comments

Mayor McKinney inquired if there have been numerous discussions regarding the ordinances or resolutions being presented to the council tonight. She asked if you have something to discuss on any of the ordinances or resolutions, please feel free to speak up. She wants to ensure everyone has a chance to participate. However, the council has already covered these topics about three times in this meeting. But if you do have a comment, please don't hesitate to interrupt so we can address it.

Agenda Item #3- Discussion and motion to approve Ordinance #2024-02. An Ordinance Amending Title 10.17.100(I) Adding Verbiage for Industry Commitments to Environmental and Social Responsibility and also Adding Verbiage to Application to Successors and Assigns in Solar Power Plant-Large.

Councilman Cameron motioned to approve Ordinance #2024-02. An Ordinance Amending Title 10.17.100(I) Adding Verbiage for Industry Commitments to Environmental and Social Responsibility and also Adding Verbiage to Application to Successors and Assigns in Solar Power Plant-Large. Councilman Weber 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 #4- Discussion and motion to approve Ordinance #2024-03. An Ordinance Rescinding Title 10.11.225. (N) and (O); And Adopting New Amendments to Title 10.11.225.(N) and(O). And Adding Them to the Commercial Overlay Zone.

Councilman Cameron motioned to approve Ordinance #2024-03. An Ordinance Rescinding Title 10.11.225. (N) and (O); And Adopting New Amendments to Title 10.11.225.(N) and(O). And Adding Them to the Commercial Overlay Zone. 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 #5 - Discussion and motion to approve Ordinance # 2024-04. An Ordinance Amending Title 3. Business and License Regulations.; Adding Chapter 7.00. Temporary Business Licenses/Permits.,

Councilman Cameron motioned to approve Ordinance # 2024-04. An Ordinance Amending Title 3. Business and License Regulations.; Adding Chapter 7.00. Temporary Business Licenses/Permits., any removing curb and gutters. 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 #6 - Discussion and motion to approve Ordinance #2024-05. An Ordinance Amending Title 10. Adding #11. Master Plan Development., to list of Uses that Require Additional Conditional Uses. in Section 10.17.100.A.

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Councilman Cameron motioned to approve Ordinance #2024-05. An Ordinance Amending Title 10. Adding #11. Master Plan Development., to list of Uses that Require Additional Conditional Uses. in Section 10.17.100.A. 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 #7 - Motion to approve Ordinance #2024-06, an ordinance adopting amendments to section 1.1.110 of the Town Code.

Councilman Cameron motioned to approve Ordinance #2024-06, an ordinance adopting amendments to section 1.1.110 of the Town Code. 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 #8 - Discussion and motion to approve Resolution #2024-08, a resolution approving the Consolidated Fairfield Town Fee Schedule.

Councilman Cameron motioned to approve Resolution #2024-08, a resolution approving the Consolidated Fairfield Town Fee Schedule. 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 #9 - Discussion and motion to approve Resolution #2024-09, a resolution amending the Fairfield Town Budget For Fiscal Year 2023-2024.

Councilman Cameron motioned to approve Resolution #2024-09, a resolution amending the Fairfield Town Budget For Fiscal Year 2023-2024. 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 #10 - Discussion and motion to approve Resolution #2024-11, a resolution adopting the American Public Works Association Standard Specifications (APWA).

Councilman Cameron motioned to approve Resolution #2024-11, a resolution adopting the American Public Works Association Standard Specifications (APWA). 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 #11 - Discussion on Fairfield Compensation Study from ULCT.

Mayor McKinney presented the peripheral compensation study for the ULCT. She was genuinely impressed with the effort put into it. She was grateful for all the work done. Hopefully, it provided some clarity. She asked for the Council's thoughts on the next step they should take. She suggested the Council hold a meeting to delve deeper into this after everyone has had time to ponder. She noted that one thing to remember is that this will likely impact the upcoming budget, so they would want to address it relatively soon.

The discussion covered various viewpoints on compensation, particularly for council members and planning commission participants. Opinions varied, with some suggesting compensating positions based on workload and others emphasizing the volunteer nature of such roles. Concerns were raised about the increasing workload, especially in light of potential future developments. Suggestions were made to hold further meetings to discuss proposals and potential changes in compensation. Plans were tentatively set for meetings on the 16th and possibly the 21st, with agenda items including discussions on resolution 2024-06.

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Agenda Item #12 - Discuss and make changes to the upcoming budget for fiscal year 2024-2025

Mayor McKinney inquired if there were any additions required for the budget in the upcoming fiscal year. She emphasized the need for all necessary information to be included. Councilman Thomas mentioned that he was awaiting specific details before finalizing his submission. Additionally, Councilman Cameron stressed the importance of allocating funds for the Town park.

Agenda Item #13 - Discussion on Resolution #2024-6. A Resolution adopting and establishing an investment policy for Fairfield.

Mayor McKinney stated that last month, a resolution was drafted but not passed due to Larry's concerns about its level of detail. There was a plan to discuss the matter with Councilman Weber and Andy, but it was unclear whether this conversation had occurred. The resolution's current status was uncertain, prompting the inquiry directed at Councilman Weber for an update.

Councilman Weber stated that once they finalize this resolution, everything should be in order. He said they plan to proceed with signing the documents. He noted that, hopefully, by next week, they will have a clearer idea and can proceed with investments.

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

*Councilman Thomas made a motion to approve the financials ending March 31, 2023
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 #15 - Motion to approve the Fairfield Town financials for the month ending April 30, 2024.

*Councilman Thomas made a motion to approve the financials ending April 30, 2023
Councilman Cameron seconded the motion. The motion passed unanimously.*

Mayor McKinney - Yes

Councilman Thomas - Yes

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Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #16 - Sheriff's Department Update.

In April, the Sheriff's Office responded to approximately 37 incidents, including issues at the landfill and vehicle burglaries. Community outreach efforts led to the arrest of suspects and the recovery of stolen items. There was discussion about lowering the speed limit to 45 mph through Town, with ongoing efforts to engage with UDOT on the matter. Changes were made to speed limits in various areas following requests from both communities [Fairfield and Cedar Fort]. Additionally, there was a request for a left turn lane on main streets. Unfortunately, recent accidents have highlighted the need for safety improvements, with speed being a significant factor in one fatality.

Agenda Item #17 - Discuss an updated master site plan with Tal Adair.

Tal Adair addressed the Council reporting that at the last meeting, the plan discussed had received approval, but there were some recommendations and questions raised by the Council. The developer met with the Town's engineering staff to address concerns, particularly regarding roads, and changes were made to accommodate recommendations, including adjustments to the right-of-way width and the relocation of the park within the development. Despite modifications, the overall footprint of the plan remained largely the same. The developer emphasized the importance of maintaining a trail within the development, even though there were suggestions to remove it. The relocation of the park was aimed at improving drainage considerations. Overall, while there were adjustments made, the core aspects of the plan remained consistent with previous discussions.

Mayor McKinney raised a question regarding the water situation, mentioning a proposal to phase the project and possibly combine the final plat with the preliminary one. Councilman Thomas expressed his approval, stating it doesn't matter if it's one phase or multiple as long as all issues are resolved. Mayor McKinney mentioned that the developers worked with McNeil to ensure compliance and redlined the plan accordingly. Tal explained that the goal is to align the plan with regulations, have it redlined by the engineering group, and present it in June to save time and resources. Councilman Weber inquired about the reason for not following this approach and the alternative.

The discussion revolved around the proposal to phase the project due to water issues, with concerns about the excessive water requirement for commercial properties. Various options were discussed, including adjusting the water allocation based on the actual usage, phasing the development based on demand, and exploring models used by other towns. The Council

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expressed openness to further research and collaboration with stakeholders to find a solution that benefits everyone. There was agreement to reconvene for further brainstorming and to seek input from other cities and water engineers.

Agenda Item #18 - Discussion on the open Planning Commissioner position starting on July 1, 2024.

There will be a vacant position starting July 1, 2024. Anyone interested is encouraged to apply.

Agenda Item #19 - Discuss Alpine School District Feasibility study.

The Council discussed the topic of the school district feasibility study for Saratoga Springs and Eagle Mountain. The decision was made with other cities to hire an external firm to conduct a comprehensive study to provide more precise answers for our community. The study comes with a cost of \$40,000. Additionally, they've requested a \$1500 donation from us to demonstrate our support and commitment. Yesterday, the county certified the study, so public comments can be made at our next meeting. We're awaiting further information before proceeding.

Agenda Item #20 - Vote to pay a fee of \$1500 to Saratoga Springs or Eagle Mountain for a portion of the new feasibility study.

Councilman Panek motioned that we pay write a check for \$1500 to Saratoga Springs or Eagle Mountain. For our portion of the new feasibility study for the separation of Alpine School District. 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 - Discussion on rezoning different areas in town.

The Council discussed rezoning a site for a tech overlay and expressed a desire to move forward with the process. Concerns were raised about potential annexation and power limitations. The possibility of a nuclear power plant was mentioned but faced skepticism due to public opinion and water usage concerns. The process of rezoning was considered to be lengthy and involved public hearings. Landowner input was emphasized as crucial, especially for large landowners like the church. There was also discussion about rezoning the commercial zone and hiring a planner to aid in decision-making. Additionally, investing in grants to update the water system to support agricultural needs was suggested. The importance of considering existing community needs in future planning efforts was highlighted.

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Agenda Item #22 - Discussion on annexation and annexation policy plan.

The Council discussed ways to protect Fairfield Town's borders. Rob Richards (IRL) informed Mayor McKinney that he is looking to buy land so no one is encroaching on his property.

Agenda Item #23 - Discuss and motion to pursue hiring a town planner.

Councilman Weber made a motion to pursue hiring a Town Planner. 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 #24 - Park update

The discussion revolved around the park development plan after the grant was not secured. The grading and site plans are progressing, with the fence removal scheduled for June 1st. There was deliberation on the south boundary fence and the possibility of relocating it to align with property lines. Soil donation options were discussed, with considerations for using donated soil and developing the park in phases. Suggestions included simplifying the playground and prioritizing restroom and pavilion construction. Additionally, plans for history markers and sidewalks were mentioned. The consensus was to continue moving forward steadily and consider options as more funding becomes available.

Agenda Item #25 - Discussion On Old Business & New Business.

Nothing was discussed.

Agenda Item #26 - Adjourn The Town Council Regular Meeting

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

The meeting adjourned at 9:26 p.m.

June 12, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder