

Unapproved Meeting Minutes

Fairfield Town Council
Work Session/Regular Meeting
August 14, 2024

Work Session

Date: Tuesday, August 14, 2024

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

Time: 6:00 P.M.

Minutes By: Stephanie Shelley

Agenda Item #1 - Call to Order and Roll Call

Mayor McKenney called the Town Council Work Session to order at 6:04 p.m.

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

Staff Present:

Stephanie Shelley- Recorder, Spencer Foster (MAG)

Others Present: Vern Carson, Tal Adair, Jared Westhoff (Leeds, UT), Ellie Westhoff (Leeds, UT), Jane Lancaster.

Others Present Via Zoom: Wyatt Cook (Cedar Fort Mayor), Ronnie, Jenna Draper (UIPA), Vaness Coleman, Scott Wolford, Eagle Mountain Chamber of Commerce, Jacob Schneider, Kent Withers (McNiel Engineering), Nat C,

Agenda Item #2 - Discussion with Utah Inland Port Authority (UIPA) (40 minutes)

Scott Wolford, Vice President of Business Development for the Inland Port Authority, led an informal educational meeting to discuss collaboration between the township and the Oakland Port Authority. Soon to be promoted to Associate VP of Statewide Delivery Services, Wolford explained the Inland Port's evolution since 2018. Initially focused on logistics infrastructure, the Port Authority, under new leadership, now emphasizes regional economic development and job creation. He outlined the role of project areas, which operate like Redevelopment Agencies (RDAs), freezing property taxes for 25 years and using 75% of the tax increment for local infrastructure and economic growth.

Wolford provided examples of successful projects in Utah and discussed how the Port Authority customizes its approach to meet community needs, whether preserving agricultural traditions or pursuing industrial projects like data centers. He reassured the council that the Port Authority does not have land-use authority and would work within local guidelines, focusing on enhancing infrastructure without burdening the community.

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Key points included the approval process for engaging the Port Authority, potential infrastructure challenges, and the long-term nature of the partnership (25 years, with a 15-year renewal). Wolford addressed concerns about tax use, developer contributions to infrastructure, and water rights. The discussion emphasized the complexities of sustainable growth and the need to balance community priorities with financial responsibility.

Agenda Item # 3- Discussion with Oquirrh Woods Ranch (20 minutes)

Discussion with Jared Wagstaff

The following items were discussed:

Infrastructure Needs Assessment

The discussion focused on infrastructure requirements related to Oquirrh Woods Ranch, addressing concerns about existing water and sewer infrastructure essential for accommodating new development pressures. The emphasis was on gathering sufficient information to make a compelling case for maintaining interest from potential regional companies. Challenges related to the lack of detail about specific requirements were highlighted, reinforcing the need for strategic alignment to develop actionable plans.

Water and Sewerage Infrastructure

Considerations centered on enhancing current infrastructure while avoiding undue financial burden on existing residents. Detailed discussions covered the sequence for updating waterlines and financing necessary extensions, including service road installations. There were also considerations regarding the completion schedule for proposed developmental arrangements on overlapping infrastructure scales. Concerns about existing restrictions on water supply and the costs of additional supply lines were raised to ensure adequate service for existing and new businesses without imposing undue hardships on taxpayers.

Efforts were mentioned to collaborate with Eagle Mountain to assess the capacity of a well just across their city line for addressing current and future demands. The dialogue explored potential partnerships, including water replacements or new supply sources. The hope was that future coordination could support broader economic growth under favorable terms.

Collaboration & Economic Proposals

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Non-disclosure constraints related to a company interested in developments in Fairfield were noted, with concerns about how these demands might challenge existing provisions without limiting community autonomy. Shared goals with Eagle Mountain were reiterated, emphasizing the difficulties posed by vague future plans. Interactions with engineering firms provided confidence in managing necessary adjustments through practical suggestions and enduring infrastructural relationships.

Advanced consultations were discussed, focusing on the value of professional guidance in inspiring more tactical infrastructural planning and gaining collective stakeholder support.

Inland Port Authority Feedback

The involvement of the Port Authority was highlighted, noting alignment for resource optimization and technological concerns. The consensus was to maintain effective timelines and economic control. Progress from UIPA interpretations offered insights relevant to transforming local utilities and shaping concepts aligned with predefined visions.

Ongoing Collaboration

The conversation underscored a collective willingness to embrace consultancy efforts aligned with project adjustments, showing positive endorsements for diverse advisory approaches. Attendees affirmed a commitment to intentional infrastructural augmentation and city management, emphasizing the importance of coordination and timely execution.

The discussion focused on infrastructure needs with Oquirrh Woods Ranch, addressing existing water infrastructure concerns and potential strategies to accommodate development pressures.

Agenda Item # 4- Adjournment

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

The meeting adjourned at 7:02 p.m.

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Regular Session

Date: Thursday, August 14, 2024

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

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Agenda Item #1- Call to Order and Roll Call

Mayor McKinney opened the Town Council Regular Session at 7:03 p.m.

Town Council Members Present:

Mayor Hollie McKinney, RI Panek, Tyler Thomas, Richard Cameron, Michael Weber

Staff Present:

Stephanie Shelley- Recorder, Spencer Foster (MAG)

Others Present: Jared Westhoff (Leeds, UT), Ellie Westhoff (Leeds, UT), Tal Adair (Kamas), Brent Ault, Martin & L (unable to read) Cook, Vern Carson, Christine Mikell (SLC), Jane Lancaster, Mitch Howell.

Others Present Via Zoom: Ronnie, Eagle Mountain Chamber of Commerce, Jacob Schneider, Kent Withers, Nate C, Alina, Mark Pringle, Mike

Agenda Item #2 - Prayer / Pledge Of Allegiance

Councilman Cameron offered the prayer, followed by the Pledge of Allegiance.

Agenda Item #3- Public Comments (2-minute limit per person): Comments are for any matter not on the agenda and not related to a pending land use application.

Vern Carson addressed Sgt. Duston's concerns about spillage from trucks hauling human waste. Vern acknowledged that while he cannot control the odor, the primary issue is that the trucks are not being cleaned properly after their loads are dropped off. This results in waste being spilled along the highway as the trucks leave. Mayor McKinney will address it tomorrow and will call the landfill to address it with them.

Agenda Item #4- Vote to approve Resolution No. R2024-18 A Resolution Of Fairfield Town, Utah, Approving The Proposal For The Creation Of A New School District Pursuant To Utah Code § 53g-3-301.4, Scheduling Final Action On The Creation Of A New School District, And Related Matters

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The council discussed the resolution to create a new school district. The proposal would be beneficial, as it would allow for better management and enhance the future potential of local schools by separating from Alipine's larger district. The council observed that most feedback on the proposal had been positive, with only limited opposition, mainly from non-residents. The consensus was that establishing a separate district would enable more tailored and efficient educational services better suited to the needs of Fairfield's youth.

Councilman Thomas motion to approve R2024-18 A Resolution Of Fairfield Town, Utah, Approving The Proposal For The Creation Of A New School District Pursuant To Utah Code § 53g-3-301.4, Scheduling Final Action On The Creation Of A New School District, And Related Matters. 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 -Sheriff's Department Update.

Sgt. Dutson provided updates on Fairfield's activities for the month. There were four calls from residents or passersby, including reports of an abandoned vehicle, a fire alarm, a hazard alert, and a medical situation. Officers also addressed internally generated calls, such as traffic stops and community assistance, while maintaining regular community patrols.

Agenda Item #6 - Vote to approve the Regular Session Minutes from July 8, 2024

Councilman Weber made a motion to approve the minutes for July 8, 2024. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #7 - Vote to approve Fairfield Town Financials for the Months of May, June, and July 2024.

Councilman Weber motioned to approve the financials ending May, June, and July 2024. The councilman seconded the motion, which passed unanimously.

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Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #8 - Discussion on Hiring a Town Treasurer

During the discussion on hiring a new town treasurer, it was noted that an application had been received for the position. Councilman Weber stated that he hasn't been able to dedicate enough time to the treasurer's duties, so he won't be able to continue in the role. However, he's willing to stay on for the rest of the month to help with the transition to the new treasurer. The council confirmed that a notice had already been posted for the position, inviting any additional applicants to apply in the few days left. So far, only one application has been received, and everyone agreed that the candidate seems suitable for the job. The position will remain open for a few more days to allow others to apply. This hiring process reflects the council's commitment to ensuring the town's finances are managed well while appreciating Councilman Weber's contributions.

Agenda Item #9 - Planning Commission Updates and Recommendations

The Planning Commission provided a comprehensive update during the council meeting, with a focus on several key areas:

General Plan Importance: Commissioner Lancaster expressed an urgency regarding the importance of having an updated general plan. The need for a current plan was highlighted, especially given its legal significance in guiding land use decisions. Mayor McKinney noted that a previous general plan draft was submitted in October but lacked further action. Concerns about passing significant projects like the tech overlay zone and annexation policy without proper integration into a current general plan were shared.

Existing General Plan Feedback: Mayor McKinney expressed her observation that the existing draft of the general plan was perceived to be disproportionately focused on the industrial west area and lacked adequate consideration for supporting residents in the east part of town. This imbalance was one reason cited for the delay in its adoption. A decision was made to revisit this draft for further discussion and possible revision at a future meeting, ensuring it aligns with Fairfield's overall development strategy.

West Desert Airpark Master Site Plan: The planning commission forwarded a positive recommendation for the West Desert Airpark (WDAP) Master Site Plan. The commissioner acknowledged a written addendum attached to the plan, which aided its evaluation.

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Tech Overlay Zone and Annexation Policy: The commission also presented the tech overlay zone ordinance and annexation policy, which sparked significant public interest. There was robust attendance at the public hearing addressing annexation, where concerns were aired, particularly among landowners residing in the outlying regions. These stakeholders expressed apprehensions about the potential devaluation of their land if integrated into Fairfield.

Compensation for Planning Commission Members: Commissioner Lancaster raised a logistical inquiry regarding compensation for planning commission meetings before July 1. It was confirmed that members would be compensated for their attendance at past meetings, and future allowances would reflect updated standards as of July 1. The compensation structure involved an annual payment calculated based on \$50 per attended meeting, disbursed at year-end.

Agenda Item #10 - Update and Discussion on Bowen & Collins Engineering

The council discussed the crucial need to develop master plans for the town's sewer and water systems. They stressed the importance of partnering with Bowen & Collins Engineering to address the town's current gaps in infrastructure planning, especially given the growing interest in development projects across Fairfield. It was agreed that implementing these plans is essential for the town's overall infrastructure and future growth.

Several council members strongly recommended Bowen & Collins Engineering, citing their solid reputation and deep understanding of the town's needs. The proposed partnership would include developing a master sewer plan for \$33,290 and a master water plan for \$33,660. The council unanimously agreed that this collaboration would support future town development and is a necessary investment to ensure Fairfield is prepared to meet its expanding needs.

The decision to proceed with Bowen & Collins Engineering's contracts for both the sewer and water master plans underscores the town's commitment to addressing critical infrastructure needs efficiently and proactively.

Councilman Thomas motioned that we move forward with the contracts with Bowen & Collins for the master sewer plan (\$33,290) and the master water plan (\$33,660). Councilman Panek Seconded the motion. The motion passes unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

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Councilman Weber - Yes

Agenda Item #11 - Update on Allens Ranch Road Waterline

The council discussed an updated proposal for the Allens Ranch Road waterline project, which is now ready to be sent out for bid. McNeil Engineering has addressed previous concerns, including critical questions about gate valves, bends, and the completion timeline for the engineering work. As a result, they have provided a comprehensive and detailed bid proposal.

Before the proposal is sent out, McNeil Engineering will ensure all outstanding questions and details have been fully addressed. A general bid package has also been prepared, including all necessary legal protections for the town. This ensures that all participants in the bidding process receive consistent information, promoting transparency and fairness.

The bid process will have a 21-day submission window, followed by a separate meeting to open the received bids. To maintain confidentiality, the council has requested that bidders submit sealed bids in physical format rather than electronically. A pre-bid meeting is planned for a week after the proposal request is issued, allowing interested parties to review the project, walk the site, and ask any questions.

The timeline includes an additional week or two for bidders to prepare their submissions before the final deadline. This approach ensures that all necessary elements are understood and incorporated into the proposals, setting the stage for a successful and well-managed bid opening meeting.

Agenda Item #12 - Discussion and vote to approve the WDAP Master Site Plan

Via Zoom - Mark Pringle 7:45 PM

Thank you all for your work on this. Sorry, we cannot be there tonight. We are out of town. We appreciate you all.

The council reviewed the West Desert Airpark (WDAP) Master Site Plan, which had received a positive recommendation from the Planning Commission.

During the discussion, Mayor McKinney emphasized the need to refine specific ordinances related to the airpark, particularly regarding standards for various activities permitted in the airpark zone. This clarification was necessary to ensure future developments align with the community's planning goals, such as defining permissible educational institutions and refining cluster housing standards.

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The council recognized the Master Site Plan's thorough preparation and compliance with planning requirements. Before the vote, Mayor McKinney ensured everyone was clear on the plan's details, including any relevant text amendments. These amendments outlined key specifications for hangar development and other infrastructure.

Councilman Thomas motioned that we approve the WDAP Master Site Plan and the supporting text. 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 #13 - Discuss and vote to approve Ordinance No. 2024-09, An Ordinance Of Fairfield Town, Utah, Enacting Fairfield Town Code § 10.11.280 Relating To The Adoption Of A Technology Overlay Zone (TOZ).

The council discussed the technology overlay zone ordinance, which received unanimous public support and no objections during the hearing. The ordinance is a positive step, expected to significantly impact Fairfield by fostering technological growth and aligning with the town's vision for improved infrastructure and tech enterprise development.

Councilman Tyler to approve Ordinance No. 2024-09, An Ordinance Of Fairfield Town, Utah, Enacting Fairfield Town Code § 10.11.280 Relating To The Adoption Of A Technology Overlay Zone (TOZ). Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #14- Discuss and vote to approve Resolution No. R2024-17 A Resolution Of Fairfield Town, Utah, Adopting The Fairfield Annexation Policy Plan.

The council discussed the annexation policy plan and listened to concerns from landowners who wanted their properties excluded. Vanessa Coleman of LVN Estates and Sherry Warner were among those who preferred not to be included in the plan.

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The council acknowledged these concerns and adjusted the plan to exclude the properties of those who objected. The plan is meant to be a flexible guide for future growth, not a final decision on changing municipal boundaries.

The council's decision reflects its commitment to considering property owners' input while planning for expansion. They also clarified that this planning is not the same as taking formal steps toward annexation.

Councilman Thomas motioned to pass Resolution No. R2024-17 A Resolution of Fairfield Town, Utah, Adopting the Fairfield Annexation Policy Plan. But excluding two parcels, one owned by Vanessa Coleman under the title of LVN Estates, parcel number 56:078:0012, the other being property owned by Sheri Warner, parcel number 59:051:0021. Councilman Panek seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #15- Discuss proceeding with annexation.

The council discussed annexation and decided a flexible approach was needed due to different landowners' opinions and the benefits for Fairfield. They agreed to focus initially on annexing the west side of town, where growth is already happening. They also recognized the need to communicate with landowners, especially on the east side, to understand their views and align with the town's plans.

It was suggested that landowners be contacted through formal letters or phone calls to gauge their preferences. Due to a busy agenda, the council debated whether to act immediately or wait six months.

The council aims to ensure fair expansion by coordinating with the community and external advisors. The initial focus will be on the west side, with plans to discuss further steps and maintain flexibility as the process unfolds.

Agenda Item #16- Discuss possible zone changes in Fairfield.

The council discussed potential zone changes for a 50-acre property on the east side of Fairfield owned by Bryce Thomas. The land is being considered for commercial or light industrial use, with interest from buyers, including those wanting to set up paintball activities.

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The council acknowledged that zoning changes are needed to meet the town's evolving needs and emphasized the importance of a thorough review process. This includes submitting applications and notifying affected residents.

The council decided to invite applications for the proposed zone changes and stressed the importance of clear communication and community feedback. The discussion remains open, and interested parties should file the necessary planning applications.

Agenda Item #17- Update on Enyo's Conditional Use Permit (CUP)

Enyo's Conditional Use Permit (CUP) application was discussed. It is currently under review by the town attorney and Sunrise Engineering. Todd Sheeran (town attorney) recognized the application as one of the most thorough seen. Sunrise Engineering will consult experts to ensure compliance with all requirements. The council is confident that a detailed review will streamline the approval process and is committed to transparency and efficient review management.

Agenda Item #18- Discussion on the Les Olson IT Contract

The council discussed IT services due to state compliance needs and considered contracting with Les Olson on an hourly basis. Since Les Olson is already contracted with the state, they are a practical choice for Fairfield's IT needs. However, some members questioned the necessity of the \$177 monthly fee for ongoing services, given the minimal regular IT activity, and stressed careful expenditure management.

Les Olson's proposal includes scanning emails for digital threats, a crucial service for meeting state requirements. The council emphasized the importance of effective onboarding and flexibility to reassess future needs. Discussions also covered technical configurations, security protocols, and local alternatives to reduce dependence on Les Olson. Despite these considerations, Les Olson remained a preferred option due to their existing compliance with state systems.

Councilman Thomas motioned to approve Les Olson's contract 654072. 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 #19- Discussion and update on Comcast

The council discussed Comcast's actions toward establishing fiber connections in Fairfield Town. Originally, Comcast had begun actions to connect fiber lines from Tooele to Eagle Mountain without obtaining the necessary permits from Fairfield. This disregard led to the town promptly shutting down the operations until proper processes were followed.

Comcast plans to expand fiber connections to almost every home in town, though there are challenges on the east side. The council discussed getting community benefits from Comcast, like park improvements or support for events.

They stressed the need for connectivity to reach every home, including those hard to connect. The council also looked into how Comcast's expansion could help the community and discussed negotiating for extra benefits in return for permits.

The goal is to ensure the expansion benefits the town and solves past issues with digital access.

Agenda Item #20- Discussion on the October Transportation Meeting

The council discussed the October transportation meeting, which will be held at Cedar Fort. Fairfield will provide dinner and dessert for attendees.

The meeting is set for October 29th and avoids conflicts with Halloween events. It will focus on transportation issues and improvements with neighboring areas like Lehi, American Fork, and Eagle Mountain.

Fairfield's participation is crucial for addressing local transportation concerns and collaborating on regional solutions. The meeting is an opportunity to contribute to better transportation and strengthen community connections.

Agenda Item #21- Discussion on Christmas Event and Fairfield's 20th Anniversary of Incorporation

The Fairfield council is planning a Christmas event to celebrate the town's 20th anniversary on December 7th. Roles have been assigned to ensure the event runs smoothly.

The Council decided to keep past responsibilities, with Councilman Cameron managing parking performers and sound. The goal is to make this year's celebration more engaging, possibly including attractions like live reindeer or alpacas for children.

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Safety and logistics for these additions are important, and the council is brainstorming ways to manage activities and crowds effectively. Despite challenges from last year, the council is confident in improving planning and leveraging its network for better event execution. Volunteers will be encouraged to help with setup and decorations to make the celebration impactful.

Agenda Item #22- Discussion and Update on Town Park and the Construction of a Town Office

The council discussed the park's development, including updates on the grading plan, which is ready for bidding. The plan involves major grading, road infrastructure, and utilities, including storm drains, a fire hydrant renovation, and a retention pond.

They also discussed the historical pathway project, focusing on contractor timelines and budget considerations.

Additionally, preliminary talks were held about expanding the town office to accommodate more civic activities. While plans are still in the early stages, the council is considering design options and future construction.

The focus is on progressing with the park and exploring the new town office plans in the future.

Agenda Item #23- Discussion of Old Business and New Business

The Internet issue was addressed with instructions to ensure the service provider completes the project.

Agenda Item #24 - Adjournment

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

The meeting adjourned at 8:40 p.m.

September 12, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder