

Unapproved Meeting Minutes

Fairfield Town Council
Work Session/Regular Meeting
September 11, 2024

Work Session

Date: Tuesday, September 11, 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 Open The Town Council Work Session.

Mayor McKnney called the Town Council Work Session to order at 6:00 p.m.

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

Staff Present:

Stephanie Shelley- Recorder

Others Present: Tal Adair, Vern Carson, Mike McAllister (Mountainland), Sam Potter (Eagle Mountain), Heather Strong, Coon(MC), LuAnn Coon, Wayne Taylor, Alina Pringle, Mark Pringle, Manuel Guizar, Mathew/Rebecca/Ariann Kalm.

Others Present Via Zoom: shyann, ED Kluber, Rosanne Ekker, Smoore, Josh.

Agenda Item #2 - Open sealed bids for Allen's Ranch Road Waterline Project.

The Council reviewed ten bids for a water line project, confirming all bids were submitted on time. A team will carefully evaluate the plans and bids, ensuring all requirements, such as insurance and bid bonds, are met. There needed to be more clarity among companies about the bid instructions, and the Council discussed whether to immediately reveal bid amounts during the meeting. Mayor McKinney clarified that the bids would undergo a thorough review before any decisions are made, with legal input from Todd Sheeran to confirm the accuracy of the process.

Ultimately, the Council agreed to release the bid amounts, which were as follows:

➤ Strong Solutions	\$846,455.00
➤ HP Excavating	\$799,293.00
➤ TeraFlex Group	\$1,168,875.00
➤ BD Bush Excavation	\$876,543.00
➤ Pronghorn Construction	\$649,876.00
➤ Mountain West Industrial	\$704,970.00

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➤ Condie Construction	\$764,555.50
➤ Noland and Son Construction	\$767,431.00
➤ Cody Ekker Construction	\$862,670.00
➤ Landmark Excavating	\$918,860.00

There was an emphasis on ensuring that verbal agreements or informal statements do not override what is written in the bid documents. Specification number 13 in the bid packet mandates awarding the contract to the lowest responsive bidder, with the packet outlining how responsibility is determined.

It was recommended that while the bid amounts could be shared, the contractors should not be named until a thorough review ("leveling") of the bids was completed. The importance of a careful evaluation was underscored, as past projects have seen costly change orders when bid reviews were not detailed enough. Concerns were raised about potential project delays due to excavation issues, such as the discovery of artifacts or human remains.

Agenda Item # 3- Discussion and Review of Submitted Bids.

The Council discussed the financing options, including a state loan or developer coverage and the potential need for a third-party expert to assist in the bid evaluation. They highlighted the importance of pre-qualifying contractors for future projects to avoid confusion and delays. The process will move forward with assistance from engineers and legal counsel to ensure all aspects are thoroughly addressed.

Agenda Item # 4- Adjournment

Mayor McKinney motioned to adjourn the work session for a fifteen-minute break before the Regular Session began.

The meeting adjourned at 6:47 p.m.

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Regular Session

Date: Thursday, September 11, 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 7:00 p.m.

Town Council Members Present:

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

Staff Present:

Stephanie Shelley- Recorder, Todd Sheeran - attorney

Others Present:

Others Present Via Zoom: Spencer Foster, Jim, Ronnie,

Agenda Item #2- Prayer / Pledge Of Allegiance

Councilman Thomas offered the prayer.

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.

James Duncan, an employee at West Desert Air, updated the council on developments, including constructing a new runway that is approximately a mile long, which is anticipated to boost business. Additionally, he spoke about his experience at West Desert through an internship program. He shared information about an upcoming air show scheduled for October 26th, with free entry and performances from Cedar Valley Band.

Manuel Gazar, a fellow employee at West Desert, echoed James' sentiments, expressing gratitude for the aviation learning opportunities at West Desert and encouraging community participation in its initiatives.

Matthew Calder, President of West Desert Aviators, thanked the council and town for supporting the organization's work, which includes training high school students and preparing

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them for aviation careers. He invited council members, including the mayor, to the upcoming runway opening and noted efforts to avoid the town's overflight by low-flying aircraft.

Wayne Taylor expressed concerns regarding the increased number of airplanes flying over the town.

Agenda Item #4- Vote to approve the regular session minutes on August 14, 2024.

Councilman Thomas motioned to approve the August 14, 2024, regular session minutes.

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 #5 - Vote to approve Resolution No. R2024-19 A Resolution Appointing Codi Butterfield as Treasurer of Fairfield Town, Fairfield, Utah.

The Council discussed appointing Codi Butterfield as the new Treasurer for Fairfield Town. They mentioned that the position needed to be filled, and Codi was the only one who applied. Since the beginning, Codi has picked things up quickly. She received about an hour of training on Pelorus software. Over the past two weeks, Codi has worked about 8 hours a week to get settled in.

Councilman Thomas to approve Resolution No. R2024-19 A Resolution Appointing Codi Butterfield as Treasurer of Fairfield Town, Fairfield, Utah. 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 - Vote to approve Resolution No. R2024-20 Resolution of Fairfield Town, Utah, Approving Interlocal Cooperation Agreement Between Utah County and Saratoga Springs, Eagle Mountain, and Fairfield Cities For the Administration of the 2024 New School District Election.

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Councilman Thomas to approve Resolution No. R2024-20 Resolution of Fairfield Town, Utah, Approving Interlocal Cooperation Agreement Between Utah County and Saratoga Springs, Eagle Mountain, and Fairfield Cities For the Administration of the 2024 New School District Election. 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 - Sheriff's Department Update.

Sergeant Dutson updated August incidents, including an animal complaint, a brush fire, a suspicious activity report, and traffic-related concerns involving trucks leaving the landfill. Sergeant Dutson plans to address vehicle cleanliness to prevent future roadway littering.

Agenda Item #8 - Presentation / Discussion with Barrick Mercur Mine (20 minutes).

No one from Barrick Mercur Mine was present for the presentation.

Agenda Item #9 - Update and Discussion on Inland Port Authority.

The Council listened to a presentation from UIPA on the potential for creating a collaborative project area involving Fairfield, Cedar Fort, and Eagle Mountain. The process is designed to cater to local economies by introducing infrastructure without imposing logistical burdens. The council discussed the project's benefits in terms of employment and infrastructure, emphasizing a tailored approach to meet community goals and constraints, such as preserving space and managing growth sustainably. The flexible tool offered by UIP as a state tool was noted with economic development and regeneration.

Agenda Item #10 - Planning Commission Update.

Chairman Taylor informed the Council that the Commissioners have been working on the ADU and Subdivision Ordinances. They have reviewed them to ensure they align with the town's goals and legal requirements. They have also sought advice from Todd Sheeran on the more complicated parts of the law. Once they are ready, they plan to hold a public hearing to seek input from the community.

The Commissioners also discussed how tricky it is to create soil ordinances because of the different types of soil in town. They've consulted experts to help create a plan that works for all the different land areas.

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Agenda Item #11 - Discussion on Lots on Record Pre-incorporation of Fairfield.

The council had a long discussion about the status of lots that existed before Fairfield became a town. They talked about how these lots should keep their buildable status based on the rules in place at the time they were first classified, especially focusing on frontage requirements. The council agreed that for a lot to be considered buildable today, its frontage must meet the standards from before Fairfield was incorporated.

There were questions about some properties, including one owned by KC Morris, where additional land was bought later. The council discussed whether this extra land was needed to meet county rules before incorporation, suggesting that some lots might need to be properly documented. They considered doing a chain-of-title check to track ownership and ensure the history of each lot was clear.

The Council decided that KC Morris's lot was a buildable lot.

Agenda Item #12 - Update on Bowen Collin's Progress.

Mayor McKinney informed the Council of the progress in securing funding for master plans for sewage and water.

Agenda Item #13 - Approval and Discussion on Updating Fairfield's General Plan.

The council discussed updating Fairfield's General Plan to help the town become more self-reliant and manage growth sustainably. They stressed the importance of having a strong plan, especially with possible pressure from the state to allow more high-density housing, which is said to save water. However, Councilman Thomas said that high-density housing uses more water. Self-reliance might reduce water use more.

Fairfield wants to build a community that encourages things like homesteading, where people can run small businesses, have gardens, and raise animals—things the residents really want. This helps keep the town's rural feel and prepares for future growth. They also agreed that the general plan should support local farming and make Fairfield more self-sufficient.

They mentioned that updating the plan could cost up to \$50,000. They plan to work with a consulting firm, GCBS, to ensure the new plan reflects the town's vision and needs for now and the future.

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Agenda Item #14 - Vote to approve Resolution No. #2024-021 A Resolution Supporting the Creation of a Utah Inland Port Authority Project Area in Fairfield Town.

Councilman Thomas to approve Resolution No. #2024-021 A Resolution Supporting the Creation of a Utah Inland Port Authority Project Area in Fairfield Town. 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 - Select a date and process for procurement of water line bids.

The council discussed the process for handling the waterline project bids, focusing on concerns about unclear bid documents and how bids were being awarded. There was confusion because some parts of the documents mentioned a low bid process, while other parts suggested it would be based on value. This left the council unsure about how to evaluate and choose a contractor. Heather Strong, a contractor, and member of the planning commission, pointed out that the engineer didn't make it clear if they were going with the lowest bid or using a points-based system, raising concerns about the legalities of the process.

The council agreed that more legal and procedural clarification is needed to ensure a fair and transparent bidding process. They also stressed the importance of bringing in the engineers quickly to clear up these issues, as the construction timeline is tight with weather considerations, and the project needs to be done before fall. They aimed to finalize the bids within the next week or two to stay on track for the November 30th deadline. Todd Sheeran, the town attorney, was also asked to review the procurement policy and suggest changes to make the process clearer and prevent this kind of confusion in the future.

Agenda Item #16 - Discuss and vote on paying for the Allen Ranch Road Waterline Project

The council continued discussing financing options for the waterline projects, focusing on how to split the costs between the town and developers. One idea was to have the developer install the waterline and then be reimbursed by the town as more property owners connect to it in the future. This option was popular because it would allow the project to move forward without putting too much financial strain on either side.

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The town would still need to cover the cost of extending the waterline beyond the developer's project and upgrading it to a 12-inch diameter, which is larger than standard. They also considered applying for a zero-percent interest loan through the state to help finance the town's share of the costs. The discussion showed that the council is working on a fair and practical plan to meet Fairfield's water needs while staying within budget.

Agenda Item # 17- Vote to approve Mayor McKinney to begin negotiations with GCBS for the General Plan.

The council decided to start negotiations with GCBS to update the town's general plan, following positive discussions about how this could help the community move toward greater self-reliance.

Councilman Panek motioned for Mayor McKinney to begin negotiations with GCBS for updating the General Plan. Councilman Thomas seconded the motion, which passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Agenda Item #18 - Discussion on Town Attorney Attendance and Changing Town Council Meeting Dates.

Given recent legal issues, the council discussed whether to have legal counsel at future meetings. Opinions differed on whether it was necessary due to the impact on resources, and it was suggested that availability be adjusted for easier coordination when needed.

Vote to change the Town Council meetings to the 3rd Wednesday of the month to allow Todd Sheeran to be at the Town Council meetings.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

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Agenda Item #19 - Discussion on the Christmas Event.

The council continued planning Fairfield's Christmas event, focusing on logistics, community involvement, and possible programming for existing activities. They discussed lighting setups and assigned leadership responsibilities for the event.

Agenda Item #20 - Discussion On Old and New Business.

The council discussed Jerry Bradshaw's proposal for commercial condominiums at the existing site, which would need a zoning change. They noted that there isn't a zoning category for this type of development and expressed concerns about the site's limited infrastructure and how close the buildings would be. The Council questioned whether the property could be subdivided, as the spacing seemed too tight for separate ownership. They also mentioned that the current infrastructure needs to be set up for commercial condominiums and that focusing on this project might take attention away from more important town issues.

The council agreed to keep the current zoning rules to protect the community's planning framework. However, they raised concerns about how commercial condominiums at this site would fit into Fairfield's overall goals and infrastructure and emphasized that any proposals should provide a solid reason to consider changes to zoning.

The Council recognized that developers can propose changes to the zoning code. If they do, these proposals will be thoroughly reviewed to ensure they align with Fairfield's land use plans. The council is prepared to consider public feedback and any necessary engineering reviews, promising to address any legitimate applications related to commercial condominium development when they arise.

Agenda Item #21 - Adjournment

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

The meeting adjourned at 9:18 p.m.

October 16, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder