

Approved Meeting Minutes
Fairfield Town Council
Public Hearing / Regular Meeting
October 16, 2024

Public Hearing

Date: Wednesday, October 16, 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 called the Town Council Public Hearing to order at 7:00 p.m.

Town Council Members Present: Mayor Hollie Mckinney, Tyler Thomas, Richard Cameron,

Excused: RI Panek, Michael Weber

Staff Present:

Stephanie Shelley- Recorder, Todd Sheeran - Attorney, Codi Butterfield (via Zoom)

Others Present: Tal Adair, Jesse Wright, Wayne Taylor, Vern Carson, Coons

Others Present Via Zoom: Jenna Draper (UIPA),

Agenda Item #2 - Prayer / Pledge Of Allegiance

Councilman Cameron offered the prayer.

Agenda Item # 3- Mayor's and Treasurer's Statement

Mayor McKinney clarified that this meeting was a public hearing rather than a regular meeting. The purpose of the hearing was to discuss and make amendments to the town's budget, specifically with a focus on reallocating and creating line items due to increased expenditures related to engineering tasks.

Codi Butterfield (Town Treasurer) presented the following changes to the budget.

- Line Item #3222: Moved to building department
- Line Item #3339: Added to State grant
 - Water grant: \$33,700
 - Sewer grant: \$33,500
- Line Item #3341: Added Parks

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- In Mis. Revenue moved #3670 to the Building Department
- Line Item #3223 (added) Building franchise fee to the building & grounds
- Added Highways & Public improvements Line Item #3671
 - #3671 Highway and Public Improvements Engineering
- Moved Line Item #4127 to the building department
- Line Item #4140 for Elections Added \$1500
- Line Item #4186 Buildings & Grounds to Building Department
- Line Item #4141 Added \$10,400 to Engineering
- Added Line Item # 4184 - Franchise Fees and Expenses
- Added Line Item #4155 'General Plan '\$58,000 to Planning & Zoning
- Line Item #4139.5 We moved the \$25,400 to Line Item #4139
- On Highway & Public improvements, we added Engineering expense Line Item #4162
- In non-operating expenses, we added Line Item #4185
- Reimbursable Expense
 - Added Line Item #4186 'Staff'
- Line Item #6128 added \$1,000 to utilities due to the cost increase Rocky Mountain Power

Mayor McKinney let the Council know that the Town will have its annual audit next Tuesday.

Agenda Item # 4- Public Comment on 'A Resolution Amending The Fairfield Town Budget For Fiscal Year 2024-2025.'

No one present had any comments.

Agenda Item # 5 - Close public hearing

Mayor McKinney closed the meeting

The meeting adjourned at 7:09 p.m.

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Regular Session

Date: Thursday, October 16, 2024

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

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Agenda Item #1- Open regular meeting

Mayor McKinney opened the Town Council Regular Session at 7:09 p.m.

Agenda Item #2- 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 expressed concerns regarding drilling wells, particularly in the Bolindar Subdivision area, and emphasized its relation to current litigation. It was highlighted that a court decree specifies the restricted area regarding new wells. The council appreciated the input and assured members of the public that further discussion would occur after they acquired more information.

Agenda Item #3- Vote to approve the regular session minutes on September 11, 2024.

Councilman Thomas motioned to approve the September 11, 2024 minutes. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item #4- Vote to approve the regular session minutes on September 24, 2024.

Councilman Thomas motioned to approve the September 24, 2024 minutes. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item #5 - Vote to approve the Fairfield Town financials for the month ending August 31, 2024.

The August financials were tabled.

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Agenda Item #6 - Discuss moving items to a 'Consent Agenda' format.

A discussion was held regarding adopting a 'Consent Agenda' format, which would help streamline the approval of routine matters. This format would allow council members to pull out items for discussion if needed. Adopting such a format could reduce redundancy and make meetings more efficient.

Agenda Item #7 - Sheriff department update

No update was provided for this item during the meeting.

Agenda Item #8 - Planning Commission Update and Recommendations

The Planning Commission meeting focused on streamlining documentation for site plans and industrial park planning. Key discussions revolved around zoning preferences, debating whether to prioritize light industrial or commercial developments. Property owner Bryce Thomas sought guidance on zoning directions, prompting the commission to stress the importance of aligning zoning decisions with community desires before making amendments.

Updates included progress in the Cedar Valley Industrial Park, where the developer received preliminary approval, contingent on finalizing agreements with the town and obtaining necessary clearances. Additionally, the commission granted initial approval for an ADU ordinance, with a public hearing planned to gather community input.

Agenda Item #9 - Procurement Policy PowerPoint presentation from Todd Sheeran.

Todd Sheeran presented a PowerPoint presentation on why and what changes to the Procurement Policy for Fairfield Town.

Agenda Item #10 - Vote to approve Ordinance #2024-11, An Ordinance of the Fairfield Town Council of Fairfield Town, Utah, Amending Chapter 9 of Title 1 (Purchasing) And Adopting A Procurement Policy.

Councilman Thomas motioned Ordinance #2024-11, An Ordinance of the Fairfield Town Council of Fairfield Town, Utah, Amending Chapter 9 of Title 1 (Purchasing) And Adopting A Procurement Policy. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

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Agenda Item #11 - Discuss waterline and water shares for the Jesse Wright building

Discussion focused on the feasibility and costs of extending the town waterline approximately 950 feet to Jesse Wright's property. Options debated included utilizing a private well due to specific water quality requirements for business operations. It was suggested that the match of water shares be examined and the costs for both water retrieval methods be assessed. Council plans to seek more information from a professional perspective before making a final decision.

Agenda Item #12 - Discuss and vote to approve the waterline extension to 423 W 645 South.

The discussion followed the same points as those for the Jesse Wright building, emphasizing the need for detailed assessments and final costs before approving the waterline extension.

Agenda Item #13 - Discussion Drilling of a Well in the Fairfield Industrial Park.

The council agreed that the intersection of underground rivers in the industrial park makes the location ideal for drilling a well. They welcomed the idea of partnering with the Utah Inland Port Authority and supported proceeding with feasibility studies, ensuring alignment with water rights and protecting the town's interests.

Agenda Item #14 - Discuss and update the Utah Inland Port Authority.

Jenna Draper's(UIPA) update highlighted ongoing collaboration with the Utah Inland Port Authority on a specific project area tailored to Fairfield's needs. The focus is on capturing tax differentials to fund critical infrastructure like water lines, supporting future growth. The Utah Inland Port Authority expressed full support for including additional parcels if Fairfield chooses to do so.

It was noted that passing resolutions for specific parcels adds some complexity to the process but remains manageable. The approval process is set for early 2025, with flexibility to accommodate Fairfield's timeline if more consideration is needed for additional parcels or projects.

Agenda Item #15 - Vote to approve Resolution No. R2024-23 A Resolution Adding Additional Parcels to the Utah Inland Port Authority Project Area.

Councilman Thomas motioned to approve Resolution No. R2024-23 A Resolution Adding Additional Parcels to the Utah Inland Port Authority Project Area. Councilman Cameron seconded the motion, and the motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

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Councilman Cameron - Yes

Agenda Item #16 - Vote to approve the Final Fairfield Industrial Subdivision (Cedar Valley Industrial Park) at 600 South and 250 West.

The final vote on the subdivision was postponed due to unresolved issues regarding water development in the area. In the meantime, key stakeholders are establishing collaborative frameworks to ensure steady and well-aligned progress.

Agenda Item #17 - Discuss and vote to approve the GSBS Consulting Services scope of work contract.

A proposed contract with GSBS Consulting Services was presented for the council's approval. The firm will support the town's general plan updates through collaborative efforts and interactive stakeholder sessions. The process ensures active engagement and ongoing progress reviews with all stakeholders.

Councilman Thomas motioned to approve the GSBS Consulting Services scope of work contract. Councilman Cameron seconded the motion, and the motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item #18 - Discuss and vote to approve the RFP to Facilitate a West Utah County Interagency Action Plan for Sustainable Growth agreement.

The Council agreed to provide financial and operational support for the proposed RFP, developed in collaboration with neighboring cities, to address shared goals for community health and connectivity.

Councilman Thomas motioned to approve the RFP to Facilitate a West Utah County Interagency Action Plan for Sustainable Growth agreement. Councilman Cameron seconded the motion, and the motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item #19 - Update on Quicksilver IV CUP review with WC3.

The review process for Quicksilver IV's Conditional Use Permit (CUP) is ongoing, with input from WC3 and the town's legal consultant to evaluate necessary adaptations. The council

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welcomed and approved recommendations for permit modifications to enhance administrative clarity.

Agenda Item #20 - Discuss landscaping and side street cleanup.

The council stressed the importance of maintaining the town's aesthetics and fulfilling the responsibility of caring for the natural environment. Several solutions were discussed, with a focus on encouraging collective action from residents, alongside evaluating contracting options as contingency measures. A motion was made to gauge interest in a coordinated community cleanup project.

Agenda Item #21 - Discuss adding Starlink Services to the Town Office.

The discussion focused on enhancing the town's Wi-Fi independence and disaster preparedness through StarLink installations. The goal is to improve community operations, ensure service continuity during disruptions, and support long-term sustainability.

Agenda Item #22 - Discuss and vote to approve Resolution #2024-22. A Resolution Amending The Fairfield Town Budget For Fiscal Year 2024-2025.

Councilman Thomas motioned to approve Resolution #2024-22. A Resolution Amending The Fairfield Town Budget For Fiscal Year 2024-2025. Councilman Cameron seconded the motion, and the motion passed unanimously

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Cameron - Yes

Agenda Item #23- Discuss the Installation of Christmas Lights - Proposals and Bids

The council discussed the challenges and frustrations associated with managing contractors for the community's Christmas light setup. Past issues with mishandled contracts prompted a decision to prioritize working with trusted local contractors who demonstrate reliability and a commitment to delivering successful results.

Councilman Thomas supported continuing to hire Tristan McKinney for the Christmas light setup. Todd Sheeran informed the council that a five-year contract option could be arranged to ensure consistency and long-term planning.

Agenda Item #24 - Christmas Event Update

The holiday event preparations, including the signage and early plans, were discussed. Different forms of entertainment were shared.

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

The Joint Mulit-City meeting on October 29th was discussed. The Council was encouraged to attend.

Councilman Thomas would like to look into creating a conservation easement over the sinks and the springs. Councilman Thomas will contact the Church to set up an appointment regarding the easement.

Mayor McKinney talked about Donaldson doing business without a Business license and a TI permit.

Agenda Item #26 - Adjournment

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

The meeting adjourned at 9:16 p.m.

November 20, 2024

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder