

Fairfield Town
Budgeting Worksheet
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
Change In Net Position								
Revenue:								
Taxes								
3110 General property taxes-current	24,098	27,751	23,000	1,758	23,000	23,000	0	
3130 General sales & use tax	39,205	50,460	32,000	14,351	32,000	32,000	0	
Total Taxes	63,304	78,211	55,000	16,109	55,000	55,000	0	
Licenses and permits								
3211 Business licenses	1,032	1,110	600	560	600	600	0	
3219 Other licenses	0	0	0	0	0	0	0	
3229 Non-business other licenses	0	10	0	0	0	0	0	
3250 Penalties & Permits & Fees	3,015	14,739	0	100	0	0	0	
3260 Intermountain Regional Landfill	671,614	763,487	745,000	0	745,000	745,000	0	
3261 North Pointe Landfill	0	31,743	25,000	0	75,000	75,000	0	
Total Licenses and permits	675,661	811,089	770,600	660	820,600	820,600	0	
Intergovernmental revenue								
3320 CARES Act revenue	0	0	0	0	0	0	0	
3339 State grants	2,950	0	1,000	0	1,000	1,000	0	
3340 County Grants	0	0	0	0	0	67,200	67,200	
3341 Parks	0	0	0	0	0	0	0	
3356 Class C road fund allotment	49,118	53,118	45,000	11,739	45,000	45,000	0	
Total Intergovernmental revenue	52,068	53,118	46,000	11,739	46,000	113,200	67,200	
Charges for services								
3480 Opening/closing graves	0	0	0	0	0	0	0	
3481 Sale of cemetery lots	25	0	3,500	0	3,500	3,500	0	
Total Charges for services	25	0	3,500	0	3,500	3,500	0	
Interest								
3610 Interest earnings	11	17	0	4	40,000	40,000	0	
3611 Investments increase (decrease)	0	5,076	0	54,663	0	0	0	
3615 Donations, fees, collections	85	85	0	0	0	0	0	
Total Interest	96	5,178	0	54,667	40,000	40,000	0	
Miscellaneous revenue								
3650 Sale of material & supplies	0	10	0	0	0	0	0	
3651 Sale of land	0	0	0	0	0	0	0	
3690 Miscellaneous revenue	1,243	290	0	393	0	0	0	
3810 Contributions, Local Government	0	0	0	0	0	0	0	
3811 SLFRF Program	8,581	0	0	0	0	0	0	
Total Miscellaneous revenue	9,823	300	0	393	0	0	0	
Contributions and transfers								
3890 Beginning fund balance appropriated	0	0	0	0	0	0	0	
Total Contributions and transfers	0	0	0	0	0	0	0	
Buildings and Grounds								
3221 Non-business buildings, structures, equip	68,086	8,205	5,000	16,192	5,000	5,000	0	
3222 Building Dept Permits	0	0	0	7,927	0	0	0	

Fairfield Town
Budgeting Worksheet
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
3223 Building Franchise Fee Revenue	0	0	0	0	0	0	0	
3670 Road Impact Fees	15,840	0	22,000	0	22,000	22,000	0	
Total Buildings and Grounds	83,926	8,205	27,000	24,119	27,000	27,000	0	
Highways and Public Improvements								
3671 Highway Improvements Engineering Revenue	0	0	0	0	0	2,500	2,500	
Total Highways and Public Improvements	0	0	0	0	0	2,500	2,500	
Total Revenue:	884,903	956,101	902,100	107,686	992,100	1,061,800	69,700	
Expenditures:								
General government								
Administrative								
4103 Admin Permanent employees wages	73,637	101,785	95,000	17,687	70,000	70,000	0	
4103.1 Admin Office Manager Stipend	0	0	0	10,800	43,200	43,200	0	
4103.2 Admin Treasurer Stipend	0	0	0	4,850	10,800	10,800	0	
4104 Admin Employee Payroll Services	3,064	3,145	3,000	0	3,000	3,000	0	
4105 Admin Employee Benefits	4,515	11,116	0	3,805	0	0	0	
4109 Admin City Council Compensation	0	0	0	0	0	0	0	
4110 Admin Planning and Zoning Compensation	0	0	0	0	0	0	0	
4111 Admin Books, subscriptions, memberships	1,172	1,413	2,000	123	2,000	2,000	0	
4112 Admin Public notices	604	478	1,200	343	1,200	1,200	0	
4113 Admin GRAMA requests	0	0	0	0	0	0	0	
4114 Admin Travel	794	2,874	2,500	670	2,500	2,500	0	
4115 Admin Office expenses & supplies	3,927	6,202	4,500	1,465	4,500	4,500	0	
4116 Admin Computer & internet expenses	3,276	18,524	18,500	545	3,000	3,000	0	
4116.5 Admin IT services	0	0	0	215	0	0	0	
4119 Admin Electricity	0	0	600	0	600	600	0	
4120 Admin Telephone	1,867	1,867	2,000	466	2,000	2,000	0	
4121 Admin Interlocal contributions	0	0	1,500	0	1,500	1,500	0	
4122 Admin Education	670	773	1,000	628	3,000	3,000	0	
4123 Admin Rental expense	20,488	6,103	6,000	2,412	6,000	6,000	0	
4124 Admin Insurance	4,440	1,914	5,500	3,500	5,500	5,500	0	
4125 Admin Taxes - property	169	0	0	0	0	0	0	
4126 Admin Repairs and maintenance	0	0	0	0	0	0	0	
4130 Admin Bank service charges	213	40	500	(3)	500	500	0	
4132 Admin Town codification	0	6,654	6,660	0	6,660	6,660	0	
4140 Admin Elections	0	1,000	1,000	0	1,000	2,500	1,500	
4171 Admin Capital Outlay - Museum/Town Office Proje	0	0	0	0	0	0	0	
Total Administrative	118,836	163,886	151,460	47,507	166,960	168,460	1,500	
Buildings and grounds								
4127 Admin Bldg Permit fee state surcharge	347	48	100	0	100	100	0	
4141 Admin Survey and Engineering	15,729	38,455	17,500	15,235	17,500	27,900	10,400	
4154 Admin Inspections & plan reviews	49,440	8,425	21,000	2,122	22,000	22,000	0	
4180 Building Dept - Surveyor Expenses	0	0	0	0	0	0	0	
4181 Building Dept - Engineering Expenses	0	0	0	2,900	0	0	0	
4182 Building Dept - Legal Expenses	0	0	0	1,034	0	0	0	

Fairfield Town
Budgeting Worksheet
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
4183 Building Dept - Inspections Expenses	0	0	0	0	0	0	0	
4184 Building Dept - Franchise Fee Expenses	0	0	0	0	0	0	0	
Total Buildings and grounds	65,515	46,928	38,600	21,291	39,600	50,000	10,400	
Planning and zoning								
4155 Planning and Zoning	96	2,047	8,340	524	5,000	63,000	58,000	
4156 Planning and Zoning - Stipend	0	0	0	4,200	16,800	16,800	0	
4157 Planning and Zoning General Plan	0	0	0	0	0	58,000	58,000	
Total Planning and zoning	96	2,047	8,340	4,724	21,800	137,800	116,000	
Professional Services								
4117 Admin Pelorus Software	4,100	3,800	5,100	1,500	5,100	5,100	0	
4118 Admin Copier Service and Maintenance	771	5,777	5,600	0	5,600	5,600	0	
4133 Admin Website	2,209	2,426	3,000	0	3,000	3,000	0	
4134 Admin Accounting & auditing	3,007	2,450	7,500	0	7,500	7,500	0	
4135 Admin SLFRF Expenditure	0	17,162	17,162	0	0	0	0	
4136 Admin Consulting services	4,640	3,358	8,500	6,811	8,500	8,500	0	
4138 Admin IWorks	0	0	0	0	0	0	0	
4139 Admin Legal	28,452	31,542	44,600	8,355	44,600	70,000	25,400	
4139.5 Admin Legal - North Pointe	21,204	25,329	25,400	0	25,400	0	(25,400)	
Total Professional Services	64,382	91,843	116,862	16,666	99,700	99,700	0	
Total General government	248,829	304,704	315,262	90,188	328,060	455,960	127,900	
Public safety								
4150 Animal services	0	1,070	0	0	0	0	0	
4151 Police Contracted services	20,463	19,782	18,000	7,409	18,000	18,000	0	
4152 Fire Contracted services	20,000	0	1,800	2,135	2,000	2,000	0	
4153 Emergency dispatch	1,801	3,805	3,300	0	3,300	3,300	0	
4153.5 Everbridge	0	29	0	0	0	0	0	
Total Public safety	42,264	24,686	23,100	9,544	23,300	23,300	0	
City Council								
4000 City Council Stipend	0	0	0	4,550	16,800	16,800	0	
4010 Mayor Stipend	0	0	0	1,650	6,600	6,600	0	
Total City Council	0	0	0	6,200	23,400	23,400	0	
Highways and public improvements								
Roads								
4137 Admin Street Signs	174	0	2,500	0	2,500	2,500	0	
4161 Roads Repairs & maintenance	56,852	87,958	221,000	43,476	65,000	65,000	0	
4162 Engineering Expenses	0	0	0	0	0	0	0	
4163 Roads Snowplow - Fuel, maint & repair	836	4,700	2,000	215	2,000	2,000	0	
4164 Contracted Snow Removal	0	0	1,000	0	1,000	1,000	0	
4165 Roads Weed Control	0	0	1,000	0	1,000	1,000	0	
4166 Roads Capital outlay	0	133,075	0	0	0	0	0	
4168 Roads Contracted Stipend	0	0	0	2,700	10,800	10,800	0	
Total Roads	57,862	225,733	227,500	46,391	82,300	82,300	0	
Sanitation								

Fairfield Town
Budgeting Worksheet
10 General Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
4191 Trash collection	6,700	10,200	11,000	650	11,000	11,000	0	
Total Sanitation	6,700	10,200	11,000	650	11,000	11,000	0	
Total Highways and public improvements	64,562	235,933	238,500	47,041	93,300	93,300	0	
Parks, recreation, and public property								
Parks								
4167 Community events	30,510	23,420	35,000	3,756	35,000	35,000	0	
4169 Cemeteries	632	5,420	6,500	600	9,150	9,150	0	
4170 Capital Outlay	0	0	0	0	0	0	0	
4172 Equipment - Capital Outlay	0	0	0	0	0	0	0	
4173 Parks and Improvment	0	32,109	0	33,268	3,000	3,000	0	
4174 Parks and Publice Improv Stipend	0	0	0	2,700	10,800	10,800	0	
Total Parks	31,142	60,949	41,500	40,324	57,950	57,950	0	
Total Parks, recreation, and public property	31,142	60,949	41,500	40,324	57,950	57,950	0	
Miscellaneous								
4193 Other miscellaneous supplies	59	976	0	0	0	0	0	
4194 COVID 19 Expenditures	0	0	0	0	0	0	0	
4195 ARPA Expense	0	0	0	0	0	0	0	
4199 Budgeted increase in fund balance	0	0	0	0	0	0	0	
4200 Rainy Day Fund	0	0	0	0	0	0	0	
4202 Donations, fees, collections for Community Days	800	0	0	161	0	0	0	
Total Miscellaneous	859	976	0	161	0	0	0	
Transfers								
4197 Transfer to Capital Projects	240,000	230,000	248,738	0	431,090	431,090	0	
4198 Transfer to water fund	40,000	35,000	35,000	0	35,000	35,000	0	
Total Transfers	280,000	265,000	283,738	0	466,090	466,090	0	
Total Expenditures:	667,656	892,248	902,100	193,458	992,100	1,120,000	127,900	
Total Change In Net Position	217,246	63,853	0	(85,772)	0	(58,200)	(58,200)	
Income or Expense								
Non-Operating Items:								
Non-operating expense								
4185 Reimburseable Income	0	0	0	0	0	0	0	
Total Non-operating expense	0	0	0	0	0	0	0	
Total Non-Operating Items:	0	0	0	0	0	0	0	
Total Income or Expense	0	0	0	0	0	0	0	

Fairfield Town
Budgeting Worksheet
41 Capital Projects - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
Change In Net Position								
Revenue:								
Intergovernmental revenue								
3340 State grant	0	0	0	0	0	0	0	
3350 County grants	0	0	400,000	0	400,000	0	(400,000)	
Total Intergovernmental revenue	0	0	400,000	0	400,000	0	(400,000)	
Contributions and transfers								
3810 Transfer from General Fund	240,000	230,000	248,738	0	431,090	0	(431,090)	
3910 Appropriation of fund balance	0	0	101,262	0	0	0	0	
Total Contributions and transfers	240,000	230,000	350,000	0	431,090	0	(431,090)	
Total Revenue:	240,000	230,000	750,000	0	831,090	0	(831,090)	
Expenditures:								
Miscellaneous								
4149 Admin Capital outlay	0	0	0	0	0	0	0	
4150 Museum Project	0	0	0	0	0	0	0	
4151 Fairfield Signs Project	0	0	0	0	60,000	0	(60,000)	
4166 Road Capital outlay	0	0	0	0	0	0	0	
4170 Parks Capital outlay	0	0	750,000	0	750,000	0	(750,000)	
Total Miscellaneous	0	0	750,000	0	810,000	0	(810,000)	
Transfers								
4810 Transfer to General Fund	0	0	0	0	0	0	0	
4910 Budgeted increase in fund balance	0	0	0	0	21,090	0	(21,090)	
Total Transfers	0	0	0	0	21,090	0	(21,090)	
Total Expenditures:	0	0	750,000	0	831,090	0	(831,090)	
Total Change In Net Position	240,000	230,000	0	0	0	0	0	

Fairfield Town
Budgeting Worksheet
51 Water Fund - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
Income or Expense								
Income From Operations:								
Operating income								
5140 Culinary income	19,341	22,613	19,000	11,743	19,000	19,000	0	
5145 Sale of Purchased Water	0	0	0	0	0	0	0	
5150 Connection Fees	2,650	53,600	0	0	0	0	0	
5151 Impact Fees	0	0	0	0	0	0	0	
5410 Late penalties and fees	75	100	0	75	0	0	0	
5610 Interest income	0	0	0	0	0	0	0	
Total Operating income	22,066	76,313	19,000	11,818	19,000	19,000	0	
Operating expense								
6110 Culinary operator stipend	80	3,149	8,000	2,700	10,800	10,800	0	
6111 Employee wages	0	0	0	0	0	0	0	
6113 Employee taxes and benefits	0	0	0	207	0	0	0	
6121 Dues	41	350	500	0	500	500	0	
6128 Utilities	1,847	1,979	1,500	1,083	1,500	2,500	1,000	
6131 Professional fees	433	850	3,000	50	3,000	3,000	0	
6141 Repairs and maintenance	10,217	10,427	30,000	1,800	30,000	30,000	0	
6142 Chlorine	0	0	500	0	500	500	0	
6143 Monthly water tests	120	190	150	60	150	150	0	
6144 Water tests - other	3,068	567	300	0	300	300	0	
6150 Purchased Water	0	0	0	0	0	0	0	
6161 Bank service charges	0	30	0	2	0	0	0	
6169 Depreciation expense	53,920	55,630	54,000	0	54,000	54,000	0	
6170 Improvements	0	0	0	0	0	0	0	
Total Operating expense	69,725	73,172	97,950	5,901	100,750	101,750	1,000	
Total Income From Operations:	(47,659)	3,141	(78,950)	5,916	(81,750)	(82,750)	(1,000)	
Non-Operating Items:								
Non-operating income								
5510 Grant income	0	0	0	0	0	0	0	
5630 Gain (loss) on capital retirements	0	0	0	0	0	0	0	
5710 Miscellaneous Non-Operating Income	0	0	0	50	0	0	0	
5810 Transfers from general fund	40,000	35,000	35,000	0	35,000	35,000	0	
Total Non-operating income	40,000	35,000	35,000	50	35,000	35,000	0	
Total Non-Operating Items:	40,000	35,000	35,000	50	35,000	35,000	0	
Total Income or Expense	(7,659)	38,141	(43,950)	5,966	(46,750)	(47,750)	(1,000)	

Fairfield Town
Budgeting Worksheet
91 General Fixed Assets - 07/01/2024 to 06/30/2025
100.00% of the fiscal year has expired

	2023 Actual	2024 Actual	2024 Final Budget	2025 Actual	2025 Original Budget	2025 Amended Budget	2025 Amendments	Worksheet Notes
Change In Net Position								
Expenditures:								
Miscellaneous								
4100 Depreciation Expense	0	0	0	0	0	0	0	
Total Miscellaneous	0	0	0	0	0	0	0	
Total Expenditures:	0	0	0	0	0	0	0	
Total Change In Net Position	0	0	0	0	0	0	0	

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 was some confusion 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
➤ Condie Construction	\$764,555.50

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 11, 2024

- 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 bones.

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.

Unapproved Meeting Minutes

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

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

Unapproved Meeting Minutes

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

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 increased airplane 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. Even though she had no previous experience, she 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.

Councilman Thomas to approve Resolution No. R2024-20 Resolution of Fairfield Town, Utah, Approving Interlocal Cooperation Agreement Between Utah County and Saratoga Springs,

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 11, 2024

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.

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 11, 2024

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 Casey, 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 also discussed an unimproved road easement near some properties and whether they should keep or possibly give up rights to it, depending on future needs. Concerns were raised about parcels that might be landlocked, and the council agreed to work together to find a fair solution for everyone involved.

The Council decided that Casey's lot was the only 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 did mention that updating the plan could be expensive, maybe up to \$50,000, but they're not sure yet because the current plan is in pretty rough shape. They plan to work with a

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 11, 2024

consulting firm, GCBS, to ensure the new plan reflects the town's vision and needs for now and the future.

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 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.

Unapproved Meeting Minutes

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

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's 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 Mayor McKinney to begin negotiations with GCBS for updating the General Plan. 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 #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

Unapproved Meeting Minutes

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

Agenda Item #19 - Discussion on 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.

Minutes Approval Date

Stephanie Shelley Town Recorder

Unapproved Meeting Minutes

Fairfield Town Council
Work Session/Regular Meeting
September 24, 2024

Work Session

Date: Tuesday, September 24, 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 Work session to order at 7:00 p.m.

Town Council Members Present: Mayor Hollie McKinney, RI Panek, Tyler Thomas, Richard Cameron,

Excused: Michael Weber

Others Present: Tal Adair, Caden Hazard, Colby Webb, Alina Pringle, Mark Pringle, and Vern Carson.

Agenda Item #2 - Discussion Items

a) Consider including Cedar Valley Industrial Park in the Utah Inland Port Authority Project Area.

Mayor McKinney began the meeting by discussing the possibility of incorporating Cedar Valley Industrial Park into the Utah Inland Port Authority Project Area. They focused on increasing water capacity and ensuring a sustainable water supply, including drilling a second well to improve water security.

The Council emphasized the need to assess the project's feasibility with the Inland Port Authority, confirming that the area could qualify. The plan would involve using property taxes from the project area to cover water connectivity expenses. Town officials agreed that securing a second water source is essential for the town's water system.

b) Discussion on drilling a new well and connecting to the existing water line.

The council members discussed the need for drilling a new well to augment the existing water system. A Councilman clarified that the current well is limited to 125 hookups, which may be inadequate given future development plans, leading to potential water shortages. Discussions with experts indicated that drilling a new well, potentially using property owned by a local collaborator, could provide a

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 24, 2024

secondary source of water, ensuring redundancy and safeguarding against potential contamination.

The Council discussed that emphasis was placed on the technical specification of wells, comparing the existing infrastructure with standards in other municipalities. It was noted that most municipalities utilize wells bigger and deeper than the town currently has. Discussions also revolved around the process of identifying a viable water source using professionals known as "water wrenches" and exploring nearby aquifers.

c) Review of funding options for extending the waterline along Allen Ranch Road.oom:

The Council discussed ways to fund the proposed waterline expansion. They considered having the town pay for the initial installation, with the idea that future development projects connected to the Utah Inland Port Authority would eventually cover their share through increased revenue.

A council member explained that payments from these development projects could help cover the waterline extension costs. They noted that the town's income level limited access to rural and government assistance programs. In the end, the council agreed it would be easier for the town to pay upfront, with future projects repaying the costs as they moved forward.

Councilman Thomas made a motion that we fund the Allen Ranch Road waterline through the town. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Agenda Item # 3- Any Old or New Business.

In old business, developers requested addresses and power permits for planned greenhouses. The site is meant for commercial use but lacks direct access, requiring passage through private property. This raised concerns about access and zoning compliance, with discussions focusing on ensuring the development follows zoning rules and addresses private road classifications.

Unapproved Meeting Minutes

Fairfield Town Council

Work Session/Regular Meeting

September 24, 2024

In new business, property owner Bryce Thomas proposed rezoning his property for division and future commercial use. The Council discussed the zoning implications and suggested ways to keep the property in line with current zoning regulations, particularly regarding lot size.

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 7:37 p.m.

Minutes Approval Date

Stephanie Shelley Town Recorder

Fairfield - CAD Stats - September 2024

Officer Generated

ANIMAL COMP	1
ASSIST MOTORIST	2
EXTRA PATROL	1
FOLLOWUP	4
TRAFFIC STOP	8
Grand Total	16

Public Generated

ABAND VEHICLE	1
ANIMAL BITE	1
ASSIST AGENCY	1
CITIZEN CONTACT	1
DUMPING	2
FIRE INVEST	1
THREATS	1
TRAFFIC OFFE	1
WEAPON OFFE IP	1
Grand Total	10

September 10, 2024

Mayor Hollie McKinney
 Town of Fairfield
 103 East Main Street
 Fairfield, Utah 84103

Re: General Plan Update Scope of Services

Dear Mayor McKinney:

GSBS is pleased to present the following scope for your review and consideration to provide professional services based on the description below.

It is our understanding that the Town of Fairfield desires to update its General Plan. With a population of around 150, it is known as a quiet, close-knit community surrounded by high-desert landscapes and mountain views. We also understand it to be historically significant because of Camp Floyd and because it was a key stop on the Overland Stagecoach and Pony Express routes. The town's economy is modest and primarily agricultural, with residents enjoying a peaceful, rural lifestyle. Our understanding is that the town seeks to maintain this character in the face of growth in surrounding areas.

To facilitate this process, we are recommending that GSBS lead the client through a General Plan effort. The Project Scope described below outlines our intent.

Project Scope:

GSBS proposes to lead the Client group through a planning exercise to develop a General Plan and Future Land Use Map for the Town. Our efforts will focus on assessing existing conditions, identifying community values and desires, defining an appropriate mix of land uses and land planning principles, and drafting a General Plan document. This process is dependent on the participation of, and decisions by, the client group.

Our Process is as includes the following steps:

- **Project Management - October-February Fee: \$3,413**
 - 5 Client/Consultant Meetings, Prep, Follow UP
- **Existing Conditions Analysis - October-December Fee - \$21,840**
 - Economic Development Analysis
 - Demographic Analysis
 - Existing Conditions Mapping
- **Community Engagement - October-December - Fee \$6,825**
 - 2 Public Workshops
- **Stakeholder Engagement - October - January - Fee \$2,730**
 - 4 Stakeholder Meetings, Prep, Follow-up
- **Vision, Goalsetting, Policy-Making - October - January - Fee \$9,328**
 - SWOC Analysis Report
 - Draft Document
 - Review, Changes at Management Team Meetings, Public Workshops, Stakeholder Team Meetings
 - Final Vision Report
- **Plan Drafting & Adoption - January-February - \$16,380**
 - Draft General Plan & Future Land Use Map
 - 2 Public Hearings before the Planning Commission
 - 2 Public Hearings before the City Council
 - Final Draft

Total Fee: \$57,103

Please note that the above does not include the state-mandated water conservation element, which we understand will be performed under a separate contract with Bowen Collins & Associates.

Deliverables:

GSBS will provide electronic files of all documents produced in this exercise including maps, plans, illustrations, lists etc. One printed version of the Final General Plan document will be provided.

Final Schedule:

The Client and Consultant will finalize the schedule at the first Management Team (Client/Consultant) meeting.

We look forward to helping you make this a successful project. The GSBS Team stands ready to assist you as needed and to respond to any questions you may have regarding this proposal. If this proposal is amenable to the Town of Fairfield, please let me know and we will prepare contract documents. I look forward to speaking with you soon.

Kevin Miller, CEO
GSBS Architects/GSBS Consulting



908 W. GORDON AVE., STE #3
LAYTON, UTAH 84041
OFFICE: (801) 547-8133
FAX: (801) 820-9089

October 11, 2024

WC³ Project #: 224-564E-001

Town of Fairfield
103 East Main Street
Town of Fairfield, Utah 84013
Phone: (801) 766-9392

Attention: Hollie McKinney, Town of Fairfield Mayor

Subject: Review of Quicksilver IV Conditional Use Permit (CUP)

Dear Mayor McKinney:

Per the request of the Town of Fairfield, West Coast Code Consultants (WC³) is pleased to have completed the initial review of the proposed Quicksilver IV Conditional Use Permit (CUP). The Quicksilver IV project is a large-scale solar photovoltaics (PV) facility to be located in the Town of Fairfield, Utah. The PV facility will have the potential to produce just under 100MW of dc power and will also include 345kV transmission lines, connection to a substation, and access roads. This review was based upon the following files submitted for review:

1. QKSIV_CUP_20240730

This letter includes observations of WC³ after reviewing the CUP, and also included herein are potential considerations/recommendations regarding the CUP document and are enclosed with this cover letter. If you have any questions regarding this review, or any of our recommendations, please do not hesitate to contact me.

Sincerely,

Doug Smith, Master Code Professional/CBO

Attachment: Observations & Comments



Plan Review Comments

Project Name: Quicksilver IV Conditional Use Permit (CUP)

Location(s): Town of Fairfield, UT

Date of Review: 10/11/2024

Introduction:

The Quicksilver IV solar photovoltaic (PV) project will have the potential to produce up to 97MW of dc power (75MW ac power) and is to be built on a 325.9 acre privately owned property located on the far east side of the Town of Fairfield. The project will include 345 KV of transmission lines.

It was requested of West Coast Code Consultants (WC³) to review the Quicksilver IV Conditional Use Permit (CUP) document, produced by Enyo Renewable Energy, LLC, to provide a third-party perspective regarding the completeness of the CUP and to check for appropriate requirements.

Observations:

The CUP, produced by Enyo, includes detailed explanations of the following:

- Project description, overview, and site plans
- Information regarding land parcel and land use for the project
- Information on how the project meets the Fairfield Town General Plan
- Tax revenue benefits for Fairfield Town
- Specific roads and use of roads for the project (Lake Mountain Road or North Pony Express Parkway)
- Transportation and traffic plan
- Specifies the need for CUP approval through Utah County for use of roads
- Location and installation of transmission lines, and substation point of interconnection
- Security, fencing, gates, and fire department lock boxes
- Historic, archeological, and cultural impacts
- Wildlife impacts
- Soils, wetlands, dust and erosion control, and hazardous waste mitigation
- Information regarding lease agreement and right to access the property
- Noise limitations
- Solar glare potential and limitations



- Projected life span/usability of the project
- Decommissioning plan
- Decommissioning cost analysis
- Options for Fairfield Town to consider for financial assurance of decommissioning
- Site lighting
- Fire protection methods for the facility
- Explanation of property owners adjacent to this project parcel
- Analysis of impact to adjacent property values
- Environmental analysis

Considerations:

- A1. The document does not appear to include any information regarding insurance and liability details related to the project. If deemed necessary by Fairfield Town, proof of insurance and details regarding liability for the project may need to be provided.
- A2. It's recommended that the Decommissioning Plan, or the Decommissioning Cost Estimate, be updated to specify the anticipated timeframe that it would take to completely decommission the facility. The Decommissioning Plan, nor at the Decommissioning Cost Estimate, appears to specify the timeframe for total decommissioning.
- A3. It is recommended that the fire department review the last paragraph of Section 2.3 and all of Section 23.9 to ensure they are comfortable with the fire department access, hose pull distance, and other fire protection measures being proposed.
- A4. Section 3.0 of the Decommissioning Plan specifies that any wiring buried deeper than 4 feet will not be removed at decommissioning. However, most jurisdictions require complete removal of all underground wiring and components when a project is decommissioned. Leaving wiring underground can potentially lead to long-term environmental issues. However, this is per the discretion of the jurisdiction.
- A5. At the Dust and Erosion Control and Revegetation Plan, Sections 2.3 and 4.2 indicate that to keep dust down, access roads and construction sites will be frequently wetted with water trucks. However, the specific sections of roads of reference are not specified, and how often wetting will occur is not clear. Per the discretion of Fairfield Town, additional clarification or assurances may be needed.
- A6. In the CUP document there is a letter from the Department of Natural Resources, but the letter is noted to be for Phase III of the Quicksilver Solar Project where this CUP is supposed to be for Phase IV. If deemed necessary by Fairfield Town, an updated letter may be needed.



- A7. At Exhibit C as part of the Transmission and Access Easement Agreement, it's noted that an "Easement Area Legal Description and Depiction" is to be attached, but such appears to be missing from the sheet (see page 222 of the document).
- A8. Recommend including in the final approval letter from Fairfield Town all permits that will be required to be submitted for review and approval for the project. In addition, types of submittals required for the project will often include: civil design, building and structural design, electrical design, fire design, fire protection plan, transmission lines & interconnection design, maintenance plan, and any other types of submittals required for review by the jurisdiction. In addition, each of these noted basic design types can be further broken down for types of submittals required for the project.

Limitations:

At the time of review of the CUP, WC³ did not have access to the Town of Fairfield's ordinances. Accuracy and inclusiveness of all appropriate ordinances noted in the CUP document could not be verified at this time.

If you have any questions regarding comments or recommendations noted in this letter, please contact either Doug Smith or Chris Kimball. Doug Smith can be reached via email at dougs@wc-3.com or by phone at 801-550-7630. Alternately, Chris Kimball can be contacted via email at chrisk@wc-3.com or by phone at 801-547-8133.

[END]

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.

Date October , 2024

WHEREAS, Utah Code regulates procurement for State agencies and local governments; however, Utah Code § 63-6a-103(47) allows for municipalities to adopt “a procurement code by ordinance;” and

WHEREAS, The Town seeks to update its procurement code by removing the procurement process and procedures from the Town’s codified ordinances and adopt a procurement policy; and

WHEREAS, the Town Council finds that the subject text amendment will enhance public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF FAIRFIELD, UTAH:

SECTION 1. Text Amendment. Chapter 9 of Title 1 shall be amended as shown in **Exhibit A**.

SECTION 2. Adoption of Procurement Policy. The Town Council hereby adopts the procurement policy attached as **Exhibit B**.

SECTION 2. Severability. If any section, part, or provision of this Ordinance is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Ordinance, and all sections, parts, provisions, and words of this Ordinance shall be severable.

SECTION 3. Effective Date. This Ordinance shall become effective immediately upon publication or posting as required by law.

Passed and Adopted this _____day of_____,20____.

FAIRFIELD TOWN

Hollie McKinney

RL Panek yes_____no_____

Tyler Thomas yes_____no_____

Michael Weber yes_____no_____

Richard Cameron yes_____no_____

ATTEST: _____

Stephanie Shelley, Town Recorder/Clerk

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 _____, 20____.

Resolution No. R2024-23 A Resolution Adding Additional Parcels to the Utah Inland Port Authority Project Area.

Date: **October 16, 2024**

WHEREAS, Fairfield Town (the “Town”) desired to create a Project Area with the Utah Inland Port Authority (the “Port Authority”) to help with the Town’s economic development, recruitment of new companies, create employment opportunities, and improve the Town’s tax base; and

WHEREAS, to effectuate the Town’s desires, the Town passed Resolution No. R2024-21; and

WHEREAS, the Town desires to expand the Project Area to include the parcels included in **Exhibit A**; and

NOW THEREFORE BE IT RESOLVED, the Town Council consents to the parcels listed in Exhibit A to be included in the Project Area on the same terms listed in Resolution No. R2024-21.

This Resolution shall become effective immediately upon passage.

Passed and Adopted this **16th day of October 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

Exhibit A

Parcel Numbers

59-065-0070

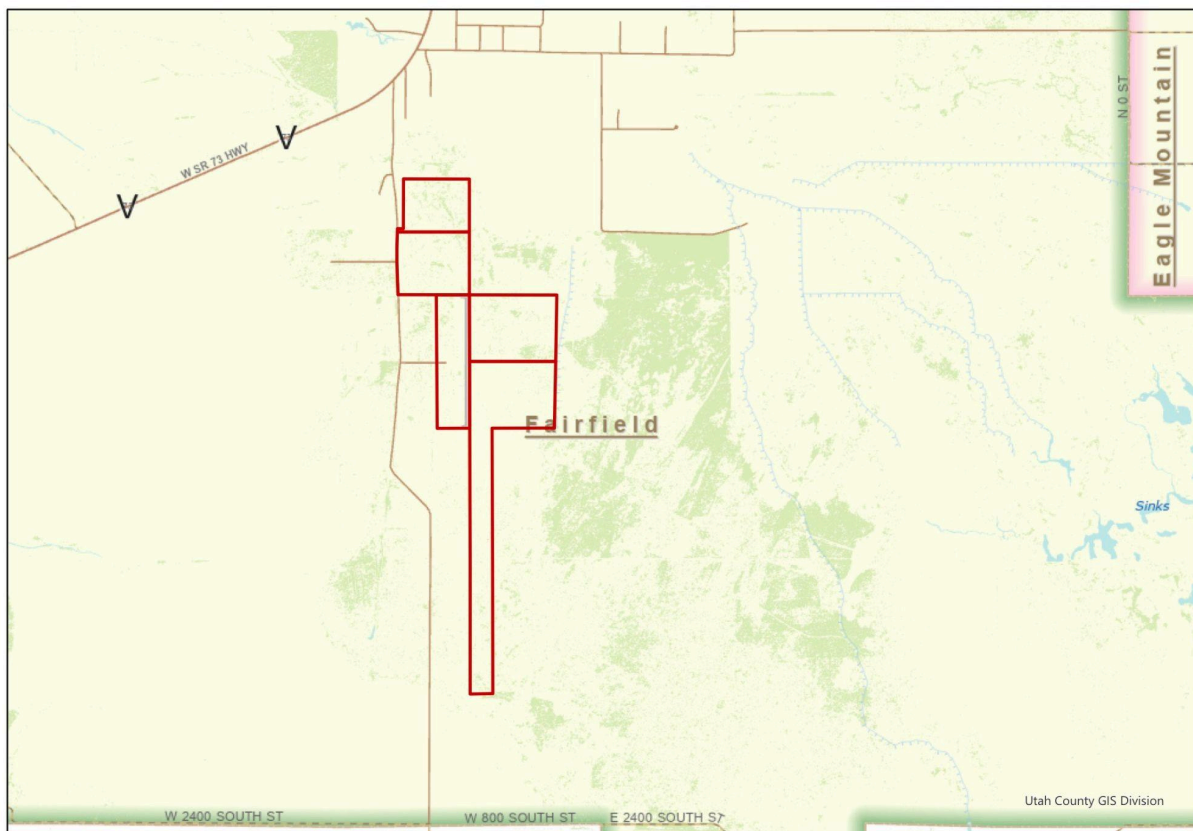
59-065-0067

59-113-0021

59-113-0033

59-113-0034

SS



Utah County Parcel Map

Parcel Map

1 inch equals 3,009.3 feet

Date: 10/10/2024

This cadastral map is generated from Utah County Recorder data. It is for reference only and no liability is assumed for any inaccuracies, incorrect data or variations with an actual survey.



STATE OF UTAH)
) ss.
COUNTY OF UTAH)

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the Corporate Seal of
Fairfield Town, Utah, this **16th day of October 2024**.

(SEAL)

Resolution #2024-22. A Resolution Amending The Fairfield Town Budget For Fiscal Year 2024-2025.

October 16, 2024

WHEREAS, the Town Council has previously established the budget for the Fairfield Town for the fiscal year beginning July 1, 2024, and ending June 30, 2025; and

WHEREAS, at the time of its adoption, the budget properly reflected expected revenues and appropriations; and

WHEREAS, the Town will exceed its present budget and the Fairfield Town Council desires to amend the 2024-2025 fiscal year budget in accordance with Utah law; and

WHEREAS, a public hearing was held on October 16, 2024, to receive public comment on the amended budget.

NOW THEREFORE be it ordained by the Town Council of Fairfield Town, in the State of Utah, that the Fairfield Town Budget for the Fiscal Year 2024-2025 be amended as follows:

An amended budget of the Fairfield Town for Fiscal Year 2024 - 2025 is hereby approved and adopted as set forth in the attached Budget Adjustment Itemization (Attachment "A").

Effective Date: This Resolution shall become effective immediately upon adoption.

Passed and Adopted this _____ day of _____, 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 _____, 2024.

Resolution #2024-22. A Resolution Amending The Fairfield Town Budget For Fiscal Year 2024-2025.

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

_____,
Stephanie Shelley
Fairfield Town Recorder/Clerk

(SEAL)

Request for Proposals to Facilitate a West Utah County Interagency Action Plan for Sustainable Growth

The Mountainland Association of Governments (MAG) requests proposals from select consultants to facilitate an interagency action plan for sustainable growth in western Utah County. All inquiries regarding this request should be directed to:

Daniel Wayne, Community Planning Manager

530-953-6828 (cell)

dwayne@mountainland.org

Date of request	July 31, 2024
Pre-Proposal Conference	A pre-proposal conference will be held virtually on Monday, August 12, 1pm to 2:00pm, MDT . Participation is not required to submit a proposal. Join via Zoom Link .
Submittal Deadline	Wednesday, August 21, 2024, 5:00pm
Scope Summary	Technical consultant services are requested to: 1. Develop a West Utah County 'Current Trend Scenario' by projecting recent land development and local/regional/state transportation investment patterns into the future (20 year horizon). 2. Identify misalignments between <i>intended</i> development and investment patterns (i.e., as found in local-, regional-, and state-adopted plans) and <i>actual</i> patterns that are being approved or carried out by local, regional, and state partners (i.e., the current trend scenario). 3. Identify inconsistencies between local, regional, and state policies, plans, programs, and projects (i.e., any assumptions, priorities, and actions by respective agencies that are at odds with or in conflict with one another). 4. Lead an interagency process for prioritizing and remedying these misalignments and inconsistencies. The end deliverable will be an Interagency Action Plan for Sustainable Growth. A more detailed description of the project, including objectives, tasks, and deliverables, is provided in Attachments A and B.

Estimated Timeline	It is anticipated that the project will begin in September 2024 and take approximately 6-10 months to complete.
Budget	Based on competitive bids, not to exceed \$175,000.
Consultant Firms Invited to Submit a Proposal	• PSOMAS • MHTN • Design Workshop • Landmark • Avenue Consultants • Arcadis • Township and Range • WCG • Parametrix • People & Place
Submittal Instructions	Consultant firms invited to respond to this request should submit a proposal in PDF format to dwayne@mountainland.org . See Attachment C for required content and formatting.
Selection Process and Scoring Criteria	See Attachment D for scoring criteria.

MAG reserves the sole right, without incurring any liability, to change any aspect of the proposed procurement described above, including the right to not proceed with the procurement and/or the right to proceed in a different manner or on a different timeline than as described herein.

Attachment A:
PROJECT BACKGROUND AND OBJECTIVES,
RECENT PLANS AND RESOURCES, AND PROJECT AREA:

Project Background and Objectives:

Utah County is one of the fastest growing areas in Utah and the nation in terms of both percentage growth rate and numerical population growth. Within Utah County, much of this growth is concentrated in the cities of Eagle Mountain and Saratoga Springs. Between 2020 and 2050, Eagle Mountain's population is forecast to increase by 101,221 residents (+232%), while Saratoga Springs's population is forecast to increase by 95,735 residents (+252%).

Extensive efforts have been carried out to effectively manage this growth and the impacts thereof; however, discrepancies between local, regional, and state plans and investment strategies can and do occur as a consequence of the extraordinary rate and scale of change. MAG, the cities of Eagle Mountain, Saratoga Springs, Cedar Fort, and Fairfield, UDOT, and UTA would like to take a step back to evaluate any such discrepancies and misalignments, prioritize areas where all partners might work together to resolve these differences, and develop a shared playbook for moving forward in unity and efficiency.

Consultant services are requested to develop the technical backdrop and to facilitate this process. Specifically, proposals from qualified consultants are requested to:

1. Develop a West Utah County 'Current Trend Scenario' by projecting recent land development and local/regional/state transportation investment patterns into the future (20 year horizon).
2. Identify misalignments between *intended* development and investment patterns (i.e., as found in local-, regional-, and state-adopted plans) and *actual* patterns that are being approved or carried out by local, regional, and state partners (i.e., the current trend scenario).
3. Identify inconsistencies between local, regional, and state policies, plans, programs, and projects (i.e., any assumptions, priorities, and actions by respective agencies that are at odds with or in conflict with one another).
4. Lead an interagency process for prioritizing and remedying these misalignments and inconsistencies.

The final deliverable will be a detailed documentation of the technical process and findings, and a coordinated interagency action plan. The selected consultant team will be highly qualified and experienced in performing research, analysis, and communications and consensus building.

Project Area:

The primary project study area includes the municipal boundaries and future annex areas of Eagle Mountain, Saratoga Springs, Cedar Fort, and Fairfield, as well as consideration of the surrounding regionally-significant multimodal transportation network.

Recent Related Plans and Resources:

- [Utah County Community Profile](#)
- [Eagle Mountain Community Profile](#)
- [Eagle Mountain General and Master Plans](#)
- [Eagle Mountain Strategic Plan Goals](#)
- [Saratoga Springs Community Profile](#)
- [Saratoga Springs General and Master Plans](#)
- [Saratoga Springs Community-Based Strategic Plan](#)
- [Transplan50 Regional Transportation Plan](#) and [RTP Projects Map](#)
- [Wasatch Choice Vision](#)
- [Cedar Fort Community Profile](#)
- [Fairfield Community Profile](#)

Attachment B:
SCOPE OF WORK AND DELIVERABLES

Task		Description	Deliverables
Task 1: Project Kick-Off, Project Management, and Technical Advisory Committees			
1.1	Project Kick-off Meeting	The consultant will organize and lead a project kick-off meeting between Eagle Mountain, Saratoga Springs, Cedar Fort, Fairfield, and MAG to discuss technical approach and political considerations and communication protocols and administrative processes (e.g., scheduling project management meetings, invoicing procedures, etc.).	Agendas, presentation materials, rosters, and minutes
1.2	City Council Work Session(s)	The consultant will support city staff in presenting the project at key project phases to report on progress and receive feedback and direction. If possible, this will include 1-2 joint work sessions with representation from city councils, MAG, UTA, UDOT, and other key partners.	
1.3	Bi-weekly Project Management Meetings	The consultant will arrange and lead a regular schedule of bi-weekly project management meetings.	
1.4	Organize and Conduct Technical Advisory Committees	With assistance from the two cities, the consultant will create and host technical advisory committees as needed to inform the technical process and interagency strategic actions.	

Task 2: Assess Alignment Between Community Vision and Current Trend Future Scenario			
2.1	Assess Existing Community Plans, Policies, and Programs	The consultant will review and assess existing relevant community planning documents, including but not limited to land use, transportation, economic development, strategic action plans, and so forth.	Technical memo summarizing findings.
2.2	Update Existing Conditions and Trends	The consultant will gather community data and perform data analyses as needed. Data may include, but not be limited to, existing zoning and land use; existing and planned development; existing, planned, and proposed multimodal transportation infrastructure and services; current and projected demographics; population growth history and projections; housing inventory by type and affordability; current and projected economic activity and employment by type; existing and planned public utilities; environmentally sensitive lands; and travel data (modeled, household travel survey, etc.).	
2.3	Build Current Trends Future Scenario	The consultant will develop a 'Current Trend Scenario' based on the findings of Tasks 2.1 - 2.2. This scenario will include maps, charts, renderings, and other visualizations necessary for the public to envision the future course of West Utah County.	Current trend scenario, including maps, charts, renderings, and other visualizations, in digital format and large-scale print materials.
2.4	Compare and Contrast Intended vs. Actual Development and Investments	Utilizing a range of consultant developed performance metrics and analyses, the consultant will show where gaps and misalignments exist between communities' stated visions and priorities, as documented in existing adopted plans and policy documents, versus what is actually being approved and invested in (i.e., the 'Current Trend Scenario').	Technical memo describing findings of Tasks 2.4 -2.5.

2.5	Identify Discrepancies Between Local, Regional, and State Policies, Plans, Programs, and Projects	Identify inconsistencies between local, regional, and state policies, plans, programs, and projects (i.e., any assumptions, priorities, and actions by respective agencies that are at odds with or in conflict with one another).	
Task 3: Final Report with Interagency Action Plan			
3.1	Develop Interagency Strategy for Reconciling Local, Regional, and State Policies, Plans, Programs, and Projects	Based on Task 2.4 and consultation with interagency partners, the consultant will identify and prioritize areas of misalignment that interagency partners would like to address collectively via a joint approach. The consultant will facilitate and develop a corresponding interagency action plan, including changes in policy, programs, and investment strategies, as well as identifying areas that first require additional study or interim steps.	Draft interagency action plan for the coordinated growth and development of West Utah County
3.2	Prepare Draft and Final Report	The consultant will combine prior technical memos and add an introduction, transition, findings, action plan, and technical appendices.	Final Report in electronic and print format (#30), including large-scale mapping.
3.3	Present Final Report	The consultant will provide all necessary support to present the final report and action plan to the governing bodies of all project partners.	

Attachment C:
REQUIRED CONTENT AND FORMAT

Proposals should be formatted consistent with the following headings and content, in the order shown. Please limit your total proposal to no more than 30 pages, excluding non-content pages (e.g., cover page, section breaks, etc.).

I. Cover Page

Please limit the cover page to project title, firm name, image(s), and logos.

II. Cover Letter

A brief introduction to your firm and your interest in the project.

III. Statement of Project Understanding

- Demonstrated understanding of the project setting/context.
- Demonstrated understanding of the intent, near-term objectives, and long-term desired outcomes of the project, as described in Attachment A and the pre-proposal conference.

IV. Technical Approach

- The proposed approach to project management, as needed to keep the project on time and within budget.
- The proposed engagement strategy and techniques employed to ensure a positive experience for project partners, avoid common pitfalls, and achieve broad consensus.
- The technical approach to addressing local and regional needs as described in Attachment A and the pre-proposal conference.
- The strategies employed to ensure that the final plan is actionable.

V. Project Team and Relevant Experience

Present the project team and experience with similar projects that are relevant and transferable to the project. Specifically the proposed team should be highly qualified and experienced in performing research, analysis, and communications and consensus building.

VI. Schedule

Provide an estimated timeline for each task and the total project, based on an estimated project start date of September, 2024. It is anticipated that the project will take 6-10 months to complete.

VII. Budget

For each task, indicate the staff position; hourly rate; number of hours; direct expenses; and total cost. Subconsultants should be shown as a separate line item and ascribed to applicable tasks.

Attachment D: SELECTION AND DISQUALIFICATION PROCESS

Evaluation Process:

Members of an interagency panel will individually review and score consultant responses, followed by a panel discussion and a single consensus ranking. If necessary, the panel may choose to interview some or all of the proposing firms. Additional evaluation criteria, including effective communication and presentation skills, may be considered as part of the interview process.

Scoring Criteria:

Project Understanding (30 points):

- Demonstrated understanding of the project setting/context.
- Demonstrated understanding of the intent, near-term objectives, and long-term desired outcomes of the project, as described in this RFP and the pre-proposal conference.

Technical approach (30 points):

- The effectiveness of the proposed project management strategy for keeping the project on track and within budget.
- Steps proposed to ensure a positive experience for all project partners, avoiding common pitfalls, and achieving broad consensus on a shared path forward.
- Strategies proposed to ensure the final plan is actionable.

Project Team and Relevant Experience (30 points):

- Qualifications and experience of personnel on the proposed project team, including experience working on similar projects. Specifically, the proposed team should be highly qualified and experienced in performing research, analysis, and communications and consensus building. Examples of relevant project experience should include a discussion of real-world lessons learned, key takeaways, and best practices from these projects.

Value (10 points):

- Value of services provided for the proposed fee.
- Cost bids for the requested services must be equal or less than the advertised maximum project budget. If the proposed budget is less than the maximum allowable budget, the consultant may propose additional related work tasks within the maximum budget amount.

Disqualifications:

- Incomplete/Non-Responsiveness – Responses may be disqualified if any content is missing or is substantially inconsistent with the requested formatting (see Attachment B).
- Late Submission – Responses not received by the MAG Project Manager prior to the deadline stated on the cover sheet of this request for proposals.

Post Selection Debrief (optional, upon request):

Firms not selected for the project may request a 30 minute debrief.