

Unapproved Meeting Minutes

Fairfield Town Council

Regular Meeting

March 19, 2025

Regular Meeting

Date: Wednesday, March 19, 2025

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

Time: 7:00 P.M.

Minutes By: Stephanie Shelley

Call to Order

1) Roll Call

Town Council Members Present:

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

Staff Present:

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

Others Present:

Tal Adair, Wayne Taylor, Glade Nielson (Sunrise Engineering), Ben Hayes (Direct Communications), Vern Carson.

Others Present Via Zoom: Eric Neil (BC&A),

2) Prayer / Pledge Of Allegiance

Councilman Cameron offered the prayer.

3) General Public Comment (2-minute limit per person, to no more than 14 minutes): *Comments are for any matter not on the agenda and not related to a pending land use application.*

There was no general public comment.

Reports

1) Sheriff's Department Update.

Sergeant Dutson provided the following update for February:

Officer Generated		Public Generated	
CITIZEN CONTACT	1	ASSIST AGENCY	1
EXTRA PATROL	9	INFORMATION	2

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TRAFFIC STOP	4	TRAFFIC OFF IP	1
Grand Total	14	Grand Total	4
Fairfield Fire			
PSYCH PROB	1		
Grand Total	1		

Sergeant Dutson noted it was a busy month. He clarified that the Sheriff's Department decided to keep their extra patrol hours rather than give them up due to concerns about getting them back later if needed.

2) Planning Commission Update.

Commissioner Taylor informed the Town Council that several site plans were reviewed.

- Comcast was denied due to a lack of information.
- Scott Jenson's plan at Eco Point was denied due to proof of water shares, location of well, arsenic report, and drainage.
- Heather and Sean Strong's building plan was approved, as roads had been previously approved.
- They met with Brent Tuttle, who represents the Bradshaw development. His application was denied because of several issues. The Commissioners are not interested in a PUD project at this time.
- Discussed the general plan update
- Working on the sign ordinance
- The Planning Commission passed along the Light and West Industrial Zone Ordinance for council review and possibly to pass.

Mayor McKinney noted that the Comcast plan was sent to Bowen Collins for engineering review before returning to the planning commission. She explained that this provides better checks and balances. This will be the procedure going forward.

There was discussion about applicants not completing checklists or providing complete information, especially when submitting close to deadlines.

Mayor McKinney provided details on the proposed Comcast substation project, including its location and specifications. She also discussed issues with Darwin's agricultural project application, particularly regarding water connections and inspections.

3) Direct Communications

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Ben Hayes and Diane Bradshaw from Direct Communications presented information on the Broadband Equity Access and Development (BEAD) program:

- \$46 billion available nationwide for rural broadband upgrades
- Administered through state governor's office
- Fairfield and Cedar Fort qualify as underserved areas
- Would allow fiber upgrades at no cost to residents beyond standard setup fees
- Requesting a letter of amenability from the town to apply for the grant
- No commitment is required, just openness to the project if funded

The council discussed potential impacts on existing providers and the benefits of competition. Direct Communications clarified that they would not be able to do the project without grant funding due to high costs.

The council agreed to provide a non-exclusive letter of amenability after a legal review of the wording.

4) Glade Nielson with Sunrise Engineering

Glade Nielson introduced himself as the new Regional Client Advocate for Sunrise Engineering. He highlighted:

- Sunrise's focus on rural communities
- Their new office in Nephi
- Ability to provide resources for various municipal projects
- James Short oversees their building inspection group

There was a discussion about a previous miscommunication regarding waterline inspection costs. Nielson said he would look into improving their responsiveness and communication.

The council expressed interest in code enforcement services if Sunrise could provide them. Nielson said he would look into that possibility.

5) GSBS Engineering Fairfield general plan review

Shawn Hill from GSBS Engineering provided an update on the general plan process:

- Public notice was issued November 14th
- The public open house was held on December 2nd.
- Creating a vision document with big-picture ideas
- A complete draft of the general plan is to be sent to the Planning Commission soon

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- Planning Commission will review general plan in April. review in April
- Town Council to potentially adopt General plan in May meeting
- Existing conditions analysis report has been completed

Shawn Hill noted he would provide more detailed information at the next presentation to the council.

6) **Bowen Collins Engineering reviewing Fairfield Town Water Masterplan Draft.**

Eric Neil from Bowen Collins presented the draft Water Master plan:

- Reviewed existing system infrastructure and capacity
- Projected future needs for storage, supply, and distribution
- Identified pressure deficiencies, particularly in the north end of town
- Recommended projects, including new storage tanks, pipe upsizing, and additional water sources
- Estimated costs of about \$14 million for all improvements
- Suggested policy to limit development density based on water use
- Recommended ongoing data gathering and plan updates

The council discussed options for addressing immediate pressure issues, including potentially looping water lines or adding a booster pump. Collins agreed to model some options and provide cost estimates.

There was also a discussion about funding options and incorporating projects into the town budget.

Resolution/Ordinances

1) **Ordinance No. 2025-03, An Ordinance of the Fairfield Town Council of Fairfield Town, Utah, Amending Section 10.11.200 - Light Industrial West Zone.**

The Council felt it was well written.

Councilman Thomas motioned to approve Ordinance No. 2025-03, An Ordinance of the Fairfield Town Council of Fairfield Town, Utah, Amending Section 10.11.200 - Light Industrial West Zone. Councilman Cameron seconded the motion. The motion passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

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2) Resolution No. R2025-01, Approving An Employee Policy Manual.

Councilman Thomas moved to approve Resolution No. R2025-01, Approving An Employee Policy Manual, effective March 19, 2025. Councilman Cameron seconded the motion, which passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

Business Items

The Council will discuss (without public comment) and may approve the following items:

1) Approval of Minutes: February 19, 2025

Councilman Panek moved to approve February 19, 2025, as written. Councilman Cameron seconded the motion, which passed unanimously.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

2) Discuss amending the budget and the upcoming fiscal year budget for 2025-2026

Codi Butterfield discussed the upcoming budget:

- May need to add funds for potential water system improvements
- Will look into required employee benefits
- The cemetery may be requesting funds

The council discussed getting estimates for a water booster pump and connecting water lines. Councilman Thomas will look into the cost of barriers around the new water line.

They also noted the road's budget may change pending paving estimates.

Closed Session

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Possible motion to enter into closed session for the purchase, exchange, or lease of property; pending or reasonably imminent litigation; the character, professional competence, or the physical or mental health of an individual; or the deployment of security personnel, devices, or systems.

Councilman Cameron moved to temporarily recess the council meeting to go into a closed meeting for strategy sessions to discuss pending or reasonably imminent litigation. Councilman Panek seconded the motion.

Mayor McKinney - Yes

Councilman Thomas - Yes

Councilman Panek - Yes

Councilman Cameron - Yes

Councilman Weber - Yes

The motion passed unanimously. The council entered a closed session at 8:22 PM.

Mayor McKinney re-opened the regular meeting at 9:20 pm.

Councilman Thomas asked about Darwins property and what is holding up the approval. Mayor McKinney stated they needed to prove where the water is being allocated from, which well, and what water shares are being used.

Adjournment

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

The meeting adjourned at 9:22 p.m.

April 2, 2025

Stephanie Shelley

Minutes Approval Date

Stephanie Shelley Town Recorder