

**Approved Meeting Minutes  
Fairfield Town Council  
Work Session/Regular Meeting  
June 13, 2023**

**Work Meeting**

**DATE: Tuesday, June 13, 2023**

**LOCATION: Fairfield Town Office, 103 East Main Street, Fairfield, Utah**

**TIME: 6:00 p.m.**

**MINUTES BY: Stephanie Shelley**

**Agenda Item #1 - Open the Town Council Work Session.**

Mayor Gurney called The Town Council Work Session Meeting to order at 6:00 p.m.

**Agenda Item #2 - Roll Call**

Town Council Members Present: Mayor Brad Gurney, RL Panek, Hollie McKinnley, Richard Cameron

Excused:

Tyler Thomas

Staff Present:

Stephanie Shelley- Recorder

Others Present via Zoom: Larry Jenkins

**Agenda Item # 3- Town Council will Close the Work Session for a Closed Meeting per State Code 52-4-205.**

**(1) A closed meeting described under Section (c)strategy sessions to discuss pending or reasonably imminent litigation;**

*Councilman Panek motioned to Close the Work Session to discuss pending or reasonably imminent litigation; Councilman Cameron Seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

*Councilman Panek re-opened the work session at 6:51 p.m.*

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**Agenda Item # 4- Discussion on the Solar Project nine miles south of Fairfield.**

The Council discussed what the impact of a solar project located nine miles south of Fairfield on the local roads would be. It was acknowledged that the project would require a review of the road budget due to potential increases in traffic. The Council also deliberated on approaching the Utah Department of Transportation (UDOT) to request a turn lane to accommodate the anticipated traffic surge.

Another topic of discussion was the solar company's request for water from the Town. However, the Council noted that the requested amount exceeded the Town's capacity to provide. Consequently, the Council discussed this matter and the possibility of selling water to other companies involved in construction projects.

**Agenda Item # 5 - Discussion On Old Business**

Nothing discussed

**Agenda Item # 6 - Discussion On New Business**

Nothing discussed

**Agenda Item # 7 - Adjourn The Town Council Work Session Meeting**

*Councilman Panek made a motion to adjourn the meeting. Councilwoman McKinney seconded the motion. The motion passed unanimously.*

**The meeting adjourned at 6:56 p.m.**

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**Regular Meeting**

**DATE: Tuesday, June 13, 2023**

**LOCATION: Fairfield Town Office 103 East Main Street Fairfield, Utah**

**TIME: 7:00 p.m.**

**MINUTES BY: Stephanie Shelley**

**Agenda Item #1-**

**Open the Town Council Regular Session Meeting.**

Mayor Gurney opened the Town Council Regular Meeting at 7:04 p.m.

**Agenda Item #2-**

**Roll Call**

**Town Council Members Present**

Mayor Brad Gurney, RL Panek, Hollie Mckinney, Richard Cameron

Excused:

Tyler Thomas

Staff Present:

Stephanie Shelley- Recorder

Others Present:

Ryan Durrant, Alina Pringle, Shawn Strong

Others Present via Zoom:

iPad,

**Agenda Item #3- Prayer / Pledge of Allegiance**

Councilman Cameron gave the Prayer. Mayor Gurney led the Pledge of Allegiance.

**Agenda Item #4- Sheriff's Department update.**

Deputy Dutson was not present; he will be coming from Goshen. Will return to this agenda item when he arrives.

**Agenda Item #5 - Discussion on moving forward with the Town Park and a CM/GC Contract.**

Shawn Strong provided information and explanations to the Council and attendees about what a CM/GC (Construction Manager/General Contractor) is. He delivered a presentation to educate

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the Council, and others present on the role and responsibilities of a CM/GC in construction projects. This included details about how a CM/GC differs from traditional project delivery methods and the advantages it offers in terms of project management and coordination.

During the meeting, Councilman Cameron expressed his view that using a CM/GC (Construction Manager/General Contractor) approach would be a beneficial approach for the park project. However, he noted that the park project was not yet at that stage and suggested hiring an architect first. Once the architectural design is completed, they can then consider engaging a CM/GC for the project.

Councilwoman McKinney mentioned that she was not present at the last meeting where a new rendering of the park was introduced. Councilman Cameron had already commissioned a rendering for the park, which incurred costs. Mayor Gurney clarified that his intention was not to infringe upon anyone's efforts but wanted to ensure that all the necessary details were included in the rendering. Councilman Cameron emphasized the need for effective communication with the company responsible for the rendering to ensure that it aligns with the requirements of the park project.

The Council continued to discuss the park.

Councilman Panek voiced the importance of effective communication with the company involved in the park project to ensure that the desired outcomes and requirements are met. He emphasized the need for clear and concise communication between the Council and the company to ensure that the project's needs are properly understood and implemented. This suggests a focus on establishing effective channels of communication to facilitate successful collaboration with the company working on the park project.

During the discussion, the Council acknowledged the requirement of obtaining at least three bids when the park project is ready to commence. Councilman Cameron informed the Council that the individual responsible for the rendering is a descendant of the Carson family and expressed her willingness to assist with the project to the best of her ability. This suggests that there is a potential opportunity for collaboration and support from a community member with a connection to the Carson family.

**Agenda Item #6 - Public Hearing on the Revised 2022-2023 Budget.**

Mayor Gurney informed the Council that they did not need to do any more revisions.

**Agenda Item #7 -Public Hearing on the 2023 - 2024 Fiscal Budget.**

No comments or responses were provided by anyone present.

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**Agenda Item #8 - Public Hearing on the AR-1 Zone. Adding public parks, town hall, and other public amenities to allowed uses.**

No comments or responses were provided by anyone present.

**Agenda Item #9 -Planning Commission Update**

Chairperson Pringle provided an update to the Council, informing them that the Commissioners would be sending the General Plan for review. She requested the Council members to provide any comments they may have on the document and asked them to send any relevant photographs to her. Additionally, she mentioned that a Public Hearing would be held to gather further input and feedback on the General Plan.

Chairperson Pringle informed the Council that they would be focusing on two important matters: the solar ordinance and the accessory dwelling unit (ADU) regulations. They expressed their intention to work on these ordinances and have them ready for the Town Council's review by August.

Chairperson Pringle addressed the Council and shared that her term as Chairperson would be coming to an end. She mentioned that there were no volunteers within the Commission to take up the position. She expressed the need to possibly amend the code to allow the Chair to serve an additional year in such circumstances. The Council discussed the possibility of making this amendment to address the current situation and ensure a smooth transition in leadership. In light of this, Commissioner Strong proposed the idea of seeking a replacement for her position.

**Agenda Item #10 -Discussion and Vote to Approve Durant's Subdivision Plat.**

*Councilwoman McKinney motioned to approve the Durrant Subdivision Plat. Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

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**Agenda Item #11 -Discussion and Vote on changes to Title 10.5.30 (B) (3) Fairfield Town Planning Commission. Organization of the Commission. The Chair and Vice-Chair shall serve terms of one (1) year. No member shall serve as Chair for more than three (3) consecutive terms;**

The Council held a discussion on the Planning Commission Chairperson position. With members of the Commission not being able to serve as the Chair for this next year, they would like to add a condition to allow the current chair to serve an additional term.

*Councilwoman McKinney motioned to approve updating the ordinance number 06132023-1 Title 10.5.30 (B) (3) By adding the verbiage unless, in the event, the four remaining members are unable to serve as chair. The incumbent chair may serve as the fourth term by the unanimous vote of four members of the planning commission. Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #12 - Discussion and Vote to Approve the Revised Fiscal Budget 2022-2023.**  
Mayor Gurney informed the Council that they did not need to vote on this.

**Agenda Item #13 - Discussion and Vote to Approve the Fiscal Budget 2023-2024.**

The Council engaged in a discussion regarding the Fiscal Budget during the meeting. They reviewed various line items and made amendments to them. This indicates that adjustments or modifications were made to specific entries in the budget, potentially involving changes to allocated funds or expenditure priorities. The Council members actively participated in this discussion to ensure the budget aligned with their goals and priorities for the fiscal period.

*Councilman Panek motioned to approve the Resolution 2023-3 Fiscal Budget 2023-2024. Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #14 -Vote to Approve the Mass Notification Interlocal Cooperation Agreement (Everbridge).**

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*Councilwoman McKinney motioned to approve the Mass Notification Interlocal Cooperation Agreement (Everbridge). Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #15 -Vote to Approve Amended And Restated Interlocal Cooperation Agreement With The Town Of Fairfield For Law Enforcement Services.**

*Councilwoman motioned to approve the Amended Restated Interlocal Cooperation Agreement With The Town of Fairfield For Law Enforcement Services. Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #16 -Discussion on the Utah County Emergency Management Plan.**

Mayor Gurney and Councilman Cameron provided an update to the Council regarding their collaborative efforts with the County on the Emergency plan. They informed the Council that they had been actively working on the plan, likely referring to an emergency preparedness plan or response strategy. The purpose of their involvement was to coordinate and ensure effective emergency management in the town.

**Agenda Item #17 - Discussion and Vote to Approve the AR-1 Zone. Adding public parks, town hall, and other public amenities to allowed uses. Title 10.00. An Ordinance Adopting Amendments to Title 10, Sections 10.11.100, AR-1 Zone and Section 10.11.200, Light Industrial West Zone, of the Fairfield Town Code pertaining to Permitted Uses.**

*The Council members wanted clarification if they needed to have this split into two or one before making a final decision or taking any action.*

**Agenda Item #18 - Discussion and Vote to Approve Changes to Title 12 Definitions of Light Industrial Manufacturing Heavy Industrial Manufacturing and Licensing Official.**

*The Council members felt that additional discussion and examination of the matter were necessary before making a final decision or taking any action.*

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**Agenda Item #19 -Discussion and Vote to Approve Changes to Title Section 3.1.30 adding (H) Licensing Official**

*Mayor Gurney motioned that we adopt Ordinance number 06132023-06, making changes to 3.1.110, and changing the licensing official to the Town Recorder. Councilwoman McKinney seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #20 -Discussion and Vote to Approve Changes Section 3.1.110. Records Maintained**

*Mayor Gurney motioned to adopt Ordinance 3.1.100, changing Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #21 -Vote to approve the Open Planning Commissioner Seat for the five-year term. That will begin in July.**

*Councilwoman McKinney motioned a vote to approve the open Planning Commissioner seat for a five-year term to Michael Weber that will begin in July. Councilman Cameron seconded the motion.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #22 - Vote to Approve the Minutes Work/Regular Session May 9, 2023.**

*Councilwoman McKinney made a motion to approve the minutes for the 2022 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*



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**Agenda Item #23 -Vote to Approve the Fairfield Town Financials as of the Month ending April 30, 2023.**

*Councilwoman McKinney made a motion to approve the Financials ending April 30, 2023*

*Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #24 - Vote to Approve the Fairfield Town Financials as of the Month ending May 31, 2023.**

*Councilwoman McKinney made a motion to approve the Financials ending May 31, 2023*

*Councilman Panek seconded the motion. The motion passed unanimously.*

*Mayor Gurney - Yes*

*Councilwoman McKinney - Yes*

*Councilman Panek - Yes*

*Councilman Cameron - Yes*

**Agenda Item #25 -Discussion on the Road Improvement Standard.**

The Council tabled this agenda item.

**Agenda Item #26 - Discussion on Upcoming agenda items.**

The Council tabled this agenda item.

**Agenda Item #4- Sheriff's Department update.**

During the meeting, Deputy Dutson reported that pictures of flooding had been taken, and the Council discussed contacting UDOT to request assistance in pushing tumbleweeds and other debris to the side to mitigate the issue.

Regarding property owners affected by the flooding, it was mentioned that Councilman Panek asked Larry Jenkins to see what legal means the Town has to get them to clean up.

Deputy Dutson informed the Council about his efforts to locate the UDOT traffic study conducted in Fairfield. The Council members expressed their concerns regarding the current speed limit, indicating a need for further examination and potential adjustment based on the findings of the study.

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**Agenda Item #27 - Discussion on Old Business**

Nothing was discussed.

**Agenda Item #28 - Discussion on New Business**

Mayor Gurney informed the Council that he intends to send letters to property owners who are in violation of the Town Code. This action was taken to address and rectify non-compliance issues within the community.

**Agenda Item #29 - Adjourn the Town Council Regular Meeting**

*Councilwoman McKinney made a motion to adjourn the meeting. Councilman Panek seconded the motion. The motion passed unanimously.*

**The meeting adjourned at 9:18 p.m.**

**September 19, 2023**

***Stephanie Shelley***

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**Minutes approval date**

**Stephanie Shelley Town Recorder**