

Unapproved Meeting Minutes
Fairfield Town Council
Work Session/Regular Meeting
December 13, 2018

DATE: Thursday, December 13, 2018

LOCATION: Fairfield Town Office 17872 W 1540 N Fairfield, Utah

TIME: 6:00 p.m.

MINUTES BY: Natalie Mckinney

AGENDA ITEM #1

OPEN THE TOWN COUNCIL WORK SESSION MEETING

Mayor Gurney opened the Town Council Work Session Meeting at 6:08 p.m.

AGENDA ITEM #2

ROLL CALL

TOWN COUNCIL MEMBERS PRESENT

Brad Gurney, RL Panek, Hollie Mckinney, Jayson Densley

TOWN COUNCIL MEMBERS EXCUSED

Tyler Thomas

STAFF PRESENT

Natalie Mckinney- Recorder, David Hansen- Director of Finance

OTHERS PRESENT

Fire Chief Steven Bowen

AGENDA ITEM #3

DISCUSSION ON ROADS ORDINANCE

Mayor Gurney presented a new road ordinance document for the Council to discuss and review. He explained that he, Vonda Cook and Council Member Panek had researched and compiled a bunch of road information. Vonda had added the county code to the document.

The Council discussed Section 1.3.2.7 fences. Council Member Panek asked who will be responsible for the boundary survey for the fence? Mayor Gurney answered that it would be up to the property owner to verify where the fence is located this puts liability on the property owner.

The Council discussed Section 1.4..3 vehicle weight limits. The Council agreed to keep the first sentence in the section referring to all roads within the town limits have a weight limit restriction. The Council removed the second sentence stating the maximum weight limit.

The Council discussed section 1.9.2 types of roads (table chart.) The Council changed the asphalt width on local roads to 30 feet. The Council agreed to have Allens Ranch Road to follow Highway 73 classifications.

The Council discussed section 1.11.5 construction by town. Mayor Gurney stated that he will further research this section to know if it is legal to enforce.

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Mayor Gurney asked the Council to decide if the road standards/specs should be in the roads ordinance or should they be a separate document.

The Council discussed and reviewed table 2 road classifications.

AGENDA ITEM #4

DISCUSSION ON WATER ORDINANCE

Tabled.

AGENDA ITEM #5

DISCUSS OLD BUSINESS

None.

AGENDA ITEM #6

DISCUSS NEW BUSINESS

None.

AGENDA ITEM #7

ADJOURN THE TOWN COUNCIL WORK SESSION MEETING

Council Member Panek made a motion to adjourn the Town Council Regular Meeting. Council Member Mckinney seconded the motion. The motion passed unanimously.

The Town Council Work Session Meeting adjourned at 7:10 p.m.

REGULAR MEETING

DATE: Thursday, December 13, 2018

LOCATION: Fairfield Town Office 17872 W 1540 N Fairfield, Utah

TIME: 7:00 p.m.

MINUTES BY: Natalie Mckinney

AGENDA ITEM #1

OPEN THE TOWN COUNCIL REGULAR MEETING

Mayor Gurney opened the Town Council Regular Meeting at 7:10 p.m.

AGENDA ITEM #2

ROLL CALL

TOWN COUNCIL MEMBERS PRESENT

Brad Gurney, RL Panek, Hollie Mckinney, Jayson Densley

TOWN COUNCIL MEMBERS EXCUSED

Tyler Thomas

STAFF PRESENT

Natalie Mckinney- Recorder, David Hansen- Director of Finance

OTHERS PRESENT

Fire Chief Steven Bowen

AGENDA ITEM #3

APPROVE THE TOWN OF FAIRFIELD FINANCIALS AS OF MONTH ENDING 10/31/18

The Town Council tabled the Town of Fairfield Financial approval. The Council will approve the financials at next months Council meeting.

Council Member Mckinney made a motion to table the Town of Fairfield Financials as of month ending 10/31/18. Council Member Densley seconded the motion. The motion passed unanimously.

AGENDA ITEM #4

APPROVE THE NOVEMBER 8, 2018 TOWN COUNCIL WORK SESSION/REGULAR MEETING MINUTES

The Council reviewed the meeting minutes prior to the meeting.

Council Member Mckinney made a motion to approve the November 8, 2018 Town Council Work Session/Regular Meeting Minutes with no said changes. Council Member Panek seconded the motion. The motion passed unanimously.

Council Member Densley abstained.

AGENDA ITEM #5

DISCUSS PAST AND FUTURE TOWN EVENTS

Mayor Gurney stated that the Halloween trunk or treat event went very well. He explained that for next years Halloween event the town would like to add the addition of a food drive to trunk or treat.

Mayor Gurney stated that the Christmas event was great and had many who attended. He said that it seemed that there was a large amount of people attending but not very many donations given. He explained that for nexts years Christmas event the town will have the public drop gifts and or pay a donation dollar amount in front of the old school.

Mayor Gurney would like to have a large flatbed trailer for the stage for the entertainment for the event. He explained that this would help for the public to hear better and to have more interaction with the entertainment. The Council discussed adding more speakers to the sound system.

The Council discussed having the parade route to only be around the park.

Mayor Gurney stated that the hot cocoa stand needs to be stationed at the park and at the beginning of the event.

Council Member Mckinney asked to have more electrical outlets installed at the park to help with Christmas light placement and to reduce fire hazards.

The Council discussed the town dinner. The Council agreed to keep the dinner on a Sunday in May.

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Mayor Gurney stated that there has been a number of town residents who have expressed concern of the amount of money that is spent on the town dinner. He suggested having a potluck dinner every other year to save on costs. Mayor Gurney would like the town dinner to become more of a get to know each other event. He would like to get T-shirts with town logos ordered and have awards given out. Council Member Panek said that he would research the cost of having a whole pig roasted for the town dinner.

AGENDA ITEM #6

MAYOR'S UPDATE ON THE FIRE DEPARTMENT

Fire Chief Bowen presented the Council with a new Cedar Valley Fire Department logo to view. He stated that the new radios have been purchased for the department.

Mayor Gurney informed the Council that they are in the process of forming a committee board of directors for the fire department. He explained that the the board will require a representative from the Council and a resident from the town

Mayor Gurney stated that Fairfield Town has paid the \$30,000 yearly payment that was owed to the fire department. He said that he will be attending a meeting on Tuesday to further discuss the contract with the fire department. Mayor Gurney will edit the fire department contract and will then share it with the Council to review and make comments.

Fire Chief Bowen stated that the department had five cadets graduate.

Fire Chief Bowen asked if the fire department will still be involved with fire pre plans and developments now that the town is using Sunrise Engineering? Mayor Gurney explained that the fire department will still be involved with plans and developments and will still need to sign off on plans.

AGENDA ITEM #7

DISCUSSION ON MAKING WATER BILL PAYMENTS ONLINE

Mayor Gurney stated that there as been an interest from the town residents for having options to pay their water bills online. The Council discussed different options of online payments.

Mayor Gurney discussed his research he had conducted for online payments. He explained the pros and cons of a merchant account, double accounting system and express bill pay.

After further discussion the Council agreed that express bill pay would be the best option for the town.

Mayor Gurney stated that the estimate cost for express bill pay was around \$2,500. He was not sure if that cost was a one time setup fee or a yearly fee. He said he would research the details of the costs, get more information and set up a demonstration for express bill pay.

AGENDA ITEM #8

ASSIGNMENTS FROM THE MAYOR FOR THE COUNCIL MEMBERS

Mayor Gurney informed and assigned the Council Members of their assignments.

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Council Member Thomas assignment- water line easement signed and completed. Consumer Confidence Report completed.

Council Member Densely assignment- research and set up an implemented plan for the Everbridge Mass Notification System.

Council Member Panek assignment- Contact Mary Jane-Mapologist with the county and correct the street address signs. Install the flashing speed/safety sign.

Council Member Mckinney assignment-send greenbelt document to Joe and Petra and have them fill out the greenbelt document for 17550 road and then have the document sent to the county to be recorded. Research investments/investors that the town can invest extra money into.

AGENDA ITEM #9

DISCUSS OLD BUSINESS

Council Member Mckinney had questions and concerns on Daymon Stephens proposed subdivision. Mayor Gurney explained that his subdivision proposal was only a preliminary plat. He said that he will have to have the plat engineered, signed and brought back to the Planning & Zoning Commission for further discussion and approval.

Mayor Gurney stated that the only law Fairfield has as of now in concern of subdivisions is state law referencing that the subdivision has to be platted.

The Council had a lengthy discussion on the allowance and standards of ½ roads for Fairfield.
After much discussion Mayor Gurney agreed to further research the details for this matter.

Mayor Gurney informed the Council that Utah County wants to enact the 4th quarter cent sales tax to help meet critical, unfunded transportation needs in communities.

Mayor Gurney stated that he will contact the county to get more information on the matter and inform the Council of what he finds out.

Mayor Gurney discussed the town audit with the Council. He stated the auditors findings.

Condition- The town exceeded the expenses budgeted for the water fund by \$26,876.

Cause- The town budgeted \$8,000 for depreciation, which had been a reasonable amount based on previous years. However, the town completed a major water project in 2017 which was depreciated for the first time in 2018. The actual depreciation expense for the water fund was \$39,329.

Town response- The town will take a closer look at the depreciation schedules and adjust the budget accordingly.

Condition- The town exceeded the amount they are allowed to have in the unrestricted general fund balance by about \$129,000

Cause- In spite of a transfer of \$130,250 from the general fund to the capital projects fund, town management did not transfer enough to maintain a balance within the state imposed limits.

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Town response- The town will take a closer look at the unrestricted general fund balance and do a better job of estimating town income and expenses for the budget.

AGENDA ITEM #10

DISCUSS NEW BUSINESS

Mayor Gurney discussed with the Council for purchasing a smart thermostat for the town office. The Council agreed to purchase a smart thermostat for the town office.

Council Member Panek stated that he was able to get the county to come out and conduct road grading on the roads below the town free of charge. He said he believed that the county will come back and grade in the spring.

AGENDA ITEM #11

ADJOURN THE TOWN COUNCIL REGULAR MEETING

Council Member Mckinney made a motion to adjourn the Town Council Regular Meeting. Council Member Densley seconded the motion. The motion passed unanimously.

The Town Council Regular Meeting adjourned at 10:05 p.m.

Minutes approval date

Town Recorder