

**WORK MEETING**

**DATE:** Tuesday, September 8, 2020

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

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

**MINUTES BY:** Stephanie Shelley

**AGENDA ITEM #1 - OPEN THE TOWN COUNCIL WORK SESSION MEETING.**

Mayor Gurney called the Town Council work session meeting to order at 6:07 p.m.

**AGENDA ITEM #2 - ROLL CALL.**

Town Council Members Present: Mayor Brad Gurney, RL Panek, Tyler Thomas, Hollie McKinney, Jayson Densley

Staff Present:

Stephanie Shelley- Recorder

Others Present: None

Council Members held brief discussion on the internet issues and residents not being able to contact Silverlake when they have service issues.

**AGENDA ITEM #3 - DISCUSS PROCEDURE FOR BUSINESS LICENSES.**

The Council held a discussion on procedures for business licenses. Mayor Gurney talked about the process to approve business licenses.

Councilman Densley asked Mayor Gurney if he could send videos out to the Council before the meetings. Mayor Gurney stated that he can send out the video links to them.

Councilwoman McKinney asked what businesses will be coming to Fairfield or are in the process of being approved. Mayor Gurney suggested that someone from Planning & Zoning should come to the Town Council meetings and give them updates.

Mayor Gurney suggested that each department should report to the Town Council quarterly. Councilwoman McKinney would like the Town Council to be kept in the loop of what is going on in the departments and Town boards.

**AGENDA ITEM #4 - DISCUSS BUILDING DEPARTMENT.**

The Town Council discussed and reviewed Section 10.5.40., Building Department, that is found in the proposed Land Use Code.

**AGENDA ITEM #5 - DISCUSS PLANNING & ZONING PROPOSED PROCESS FOR ADDING AND REPLACING COMMISSIONERS.**

Nothing Discussed.

**AGENDA ITEM #6 - MUSEUM UPDATE.**

Nothing Discussed.

**AGENDA ITEM #7 - DISCUSSION ON OLD BUSINESS.**

Nothing Discussed.

**AGENDA ITEM #8 - DISCUSSION ON NEW BUSINESS.**

Nothing Discussed.

**AGENDA ITEM #9 - ADJOURN THE TOWN COUNCIL WORK SESSION MEETING.**

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

The meeting adjourned at 6:58 p.m.

**REGULAR MEETING**

**DATE:** Tuesday, September 8, 2020

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

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

**MINUTES BY:** Stephanie Shelley

**AGENDA ITEM #1 - OPEN THE TOWN COUNCIL REGULAR MEETING.**

Mayor Gurney opened the Town Council Regular Meeting at 7:03 p.m.

**AGENDA ITEM #2 - ROLL CALL.**

**TOWN COUNCIL MEMBERS PRESENT**

Mayor Brad Gurney, RL Panek, Hollie McKinney, Tyler Thomas, Jayson Densley

Staff Present:

Stephanie Shelley- Recorder

Others Present:

Alina Pringle, Theodore Kranendonk

**AGENDA ITEM #3 - PRAYER / PLEDGE OF ALLEGIANCE.**

Mayor Gurney offered the prayer. Those present recited the Pledge of Allegiance.

**AGENDA ITEM #4 - SHERIFF'S DEPARTMENT UPDATE.**

No update was given.

**AGENDA ITEM #5 - DISCUSS KRANENDONK'S OCCUPANCY PERMIT.**

Theodore Kranendonk stated that he would like to receive a temporary Occupancy Permit.

He said he would like to be able to move his belongings into the house while he completes final inspection requirements that are still outstanding. [Final inspection report is attached to the minutes.]

Councilwoman McKinney asked Mr. Kranendonk what guarantee the Town would have that the work would be finished if they granted him approval to move in before the house was completed. Mr. Kranendonk stated that the Town could give them a time frame for him to have it completed by. He said a majority of the items on the list can be done quickly. Mayor Gurney would like Mr. Kranendonk to do a bond to guarantee it will be completed.

Unapproved Meeting Minutes  
Fairfield Town Council  
Work Session/Regular Meeting  
September 8, 2020

*Councilman Thomas* stated that many of the items on the list can be completed quickly, but he said his main concern was that the majority of the items listed are safety issues.

*Councilwoman McKinney* asked Mr. Kranendonk what time frame he would need to complete the list. Mr. Kranendonk stated that he should be done by November 1, 2020.

*Councilman Densley* stated that the final inspection needs to be completed before he can receive the occupancy permit.

*Councilman Panek* stated that he is concerned about the safety issues on the list.

*Councilman Densley* asked if the Town would be liable if the Town Council approved a temporary permit for occupancy and something happens to someone. *Mayor Gurney* stated that he did not believe so.

*Councilman Panek* stated that if they do grant permission for a temporary occupancy permit, the amount of the bond should be substantial.

*Councilman Thomas* pointed out that item #2, 6, 7, 14 and 18 on the inspection report are of great safety concern.

*Mayor Gurney* asked the Council what their opinions were on granting the temporary occupancy permit.

*Councilman Thomas* stated that the safety concerns need to be addressed first before consideration. *Councilman Densley* stated that the final inspection needs to be completed. *Councilman Panek* stated that most of it looks done. He should be able to complete it. *Councilwoman McKinney* asked Mr. Kranendonk why he needed 60 days to complete the work. Mr. Kranendonk stated that they needed time to move the mobile home off of the property. *Councilwoman McKinney* asked what amount of money he was willing to bond for in order to be granted the permit. Mr. Kranendonk stated that he was willing to do \$1000 to \$2000. *Councilman Panek* stated that he is thinking it should be between \$10,000 to \$20,000. *Councilman Panek* stated that with the safety issues and also the illegal structure he said no to the permit. *Councilwoman McKinney* stated that most of the items on the list can be completed in a week. Mr. Kranendonk would like to get his items out of storage.

*Mayor Gurney* stated that he can move items into the house but they can not live there until the occupancy permit is granted. The Mayor said that items can be stored in the garage or a room as long as it does not interfere with the final inspection.

Unapproved Meeting Minutes  
Fairfield Town Council  
Work Session/Regular Meeting  
September 8, 2020

Councilwoman McKinney informed Mr. Kranendonk that they will not be granting a temporary occupancy permit until he has completed his final inspection. He can move items into the home but they can not live there.

Councilwoman McKinney asked Mayor Gurney how the Council will know that he is not living there. Mayor Gurney stated that the inspector will inform us.

**AGENDA #6 - APPROVE THE MINUTES WORK/REGULAR SESSION JUNE 9, 2020.**

*Councilwoman McKinney made a motion to approve the minutes for the June 9, 2020 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

**AGENDA ITEM #7- APPROVE THE MINUTES WORK SESSION JUNE 23, 2020.**

*Councilwoman McKinney made a motion to approve the minutes for the June 23, 2020 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

**AGENDA ITEM #8 - APPROVE THE MINUTES WORK/REGULAR SESSION JULY 14, 2020.**

*Councilwoman McKinney made a motion to approve the minutes for the July 14, 2020 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

**AGENDA ITEM #9 - APPROVE THE MINUTES WORK SESSION JULY 28, 2020.**

*Councilwoman McKinney made a motion to approve the minutes for the July 28, 2020 Work/Regular Session. Councilman Panek seconded the motion. The motion passed unanimously.*

**AGENDA ITEM #10 - APPROVE THE WORK/REGULAR SESSION AUGUST 11, 2020.**

*Councilwoman McKinney made a motion to approve the minutes for the August 11, 2020 Work/Regular Session. Councilman Densley seconded the motion. The motion passed unanimously.*

**AGENDA ITEM #11 - APPROVE THE JOINT MEETING MINUTES AUGUST 18, 2020.**

Continued until a future meeting.

**AGENDA ITEM #12 - APPROVE THE TOWN OF FAIRFIELD FINANCIALS AS OF MONTH ENDING JULY 31, 2020.**

Continued until a future meeting.

**AGENDA ITEM #13 - DISCUSS TOWN FEE SCHEDULE.**

Mayor Gurney talked to the Council about updating the fee schedule with a renter's deposit for water. The Council decided to charge a \$210.00 deposit.

**AGENDA ITEM #14 - UPDATE ON PLANNING & ZONING.**

Chairwoman Pringle reported that the Planning Commission have now given term limits to those on Planning & Zoning. She reported that each Commissioner drew a number ,[1-5], out of a hat to determine the length of their tenure on the Commission. [1- one year, 2-two years, etc.]

Chairwoman Pringle also reported that she would like to send someone to Town Council every month or every few months with updates on what they are doing. When items come up for Town Council she will have someone from Planning & Zoning present it to the Town Council.

Chairwoman Pringle stated that they would like the Town Council to work with Planning and Zoning on the General plan. *Councilman Thomas* said he would like to have a joint work session on the General Plan.

Chairwoman Pringle also stated that she would like the Town Council input on questions they send out to the Town regarding the General Plan. She stated that Stephanie can send the google document to the Council so they can add their opinion.

Mayor Gurney presented a site plan that he had received just hours before the meeting regarding the Jim Simmons property. The Council held a discussion on the site plan. They noted that this is preliminary and still needs a lot of work before the Planning Commission will send it to the Council for approval.

**AGENDA #15 - ASSIGNMENTS FROM THE MAYOR FOR THE COUNCIL MEMBERS.**

**A. ROADS -**

**a. UPDATE ON ROAD REPAIRS**

*Councilman Panek* reported that all scheduled road repairs for this fiscal year have been completed. He mentioned that Rob Richardson donated manpower and equipment to help fix the road from 1540 North to the turf farm. He called Rob and personally thanked him for his help.

**B. WELCOME SIGN -**

*Councilman Densley* stated that one of the property owners wants to sell the property for the [Town] sign. *Councilman Densley* stated that we also need to consider the UDOT easement for the sign.

Mayor Gurney asked Councilman Densley to continue working on the sign.

**C. WATER -**

**a. EASEMENTS**

No updates.

**b. GENERATOR**

No updates.

**c. WATER SOURCE PROTECTION PLAN**

No updates.

**d. GPS**

No updates.

Councilman Thomas would like the Council to consider letting KC Morris and Ronnie Wilson transfer water shares into the Fairfield water system although neither of them want to build at this time. He said the Town does not want to bank water, but both men could benefit from this. He suggested that the Town could require them to put in the water service, pay the impact and hook up fees and install a hydrant so they are paying the monthly water fee and then the Town is not banking water. Councilman Thomas would like to add provisions to the Water Ordinance to govern individual situations such as this.

Councilman Densley provided information on putting a water line down by his property along Allen Ranch Road.

**D. FOOD TRUCK-**

Councilwoman McKinney would like to do it again before winter.

**E. ADDRESSES -**

Councilwoman McKinney stated she has been working with Kent Withers regarding the addresses in Town. She reported that they seem to be close to completion.

Councilwoman McKinney and Councilman Panek discussed the billing for the address system and both agreed that it still seems to be within reason.

**AGENDA ITEM #16 - DISCUSS HALLOWEEN AND CHRISTMAS.**

Councilwoman McKinney stated she put a notice on Facebook asking if anyone would like to help and plan the Halloween gathering. She stated that no one responded. Discussion followed and all agreed not to hold it this year and just do a modified version for those in Town on a different date. They decided to have a food truck / ghost stories and ghost pictures.

Unapproved Meeting Minutes  
Fairfield Town Council  
Work Session/Regular Meeting  
September 8, 2020

Councilwoman McKinney stated that they will begin putting up Christmas lights the first week of November and should be completed by Thanksgiving.

The Council decided to hold off until next month to decide what to do for the Christmas Celebration.

**AGENDA ITEM #17- DISCUSS OLD BUSINESS.**

Mayor Gurney reported that the budget for the two story Town Museum is \$958,000. He said it has gotten really close to the million dollar mark. The next step will be going before the County Commissioners to try and get the rest of the money for the museum.

Councilman Densley discussed illegal dumping by a JPW dump truck (Johnny Moore). The dumping is taking place on Brent Aults' property and the dump truck driver said it was okay with Mr. Ault.

The Council decided to investigate and get more information on the proper way to proceed. Councilwoman McKinney will call and talk to Brent [Ault] about the situation.

**AGENDA ITEM #18 - DISCUSS NEW BUSINESS.**

*Councilwoman McKinney asked for a motion to close the meeting. Councilman Thomas made a motion to close the meeting. Councilman Panek seconded the motion. Unanimously approved. Meeting closed at 8:52pm.*

Mayor Gurney asked those present to please leave so they could conduct a closed meeting. ***Councilwoman McKinney motioned to reopen the Regular Council meeting at 9:12 pm.***

**AGENDA ITEM #19 - ADJOURN THE TOWN COUNCIL REGULAR SESSION MEETING.**

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

The meeting adjourned at 9:12 p.m.

**December 8, 2020**

***Stephanie Shelley***

---

**Minutes approval date**

**Stephanie Shelley Town Recorder**