



DRAFT

LOCAL BUILDING AUTHORITY OF
AMERICAN FORK CITY
JUNE 17, 2025
NOTICE AND AGENDA

Notice of Electronic Meeting

One or more Board members may be physically absent from this meeting but may participate electronically.

SPECIAL SESSION

Notice is hereby given that the Local Building Authority of American Fork City will meet in a special session to be held on June 17, 2025, in the American Fork City Hall, 31 North Church Street, commencing at 6:00 p.m. The agenda shall be as follows:

1. Roll call
2. Review and action on a resolution approving the Local Building Authority's fiscal year ending June 30, 2026 Budget.
3. Approval of the May 13, 2025, meeting minutes.
4. Approval of the June 10, 2025, public hearing minutes
5. Old business.
6. New business.
7. Adjournment.

Dated this ___ day of June 2025.

/s/ Terilyn Lurker
Secretary/Treasurer



**REQUEST FOR BOARD ACTION
LOCAL BUILDING AUTHORITY
JUNE 17, 2025**

Department: Finance

Director Approval: *Anna Montoya*

AGENDA ITEM

Review and action on a resolution adopting the Local Building Authority of American Fork budget for fiscal year ending June 30, 2026.

SUMMARY RECOMMENDATION

Staff would recommend approval.

BACKGROUND

State law requires that budgets be approved by June 30, 2025. The Building Authority's proposed budget is attached to the resolution.

BUDGET IMPACT

See budget.

SUGGESTED MOTION

I move to approve the resolution adopting the Local Building Authority of American Fork budget for fiscal year ending June 30, 2026.

RESOLUTION NO. 2025-BA-__ R

A RESOLUTION ADOPTING THE AMERICAN FORK BUILDING AUTHORITY 2025/2026 BUDGET.

WHEREAS, the American Fork Building Authority is required by Utah State Law to adopt a balanced budget prior to June 30, 2025; and,

WHEREAS, the American Fork Building Authority held a public hearing on June 10, 2025; and

WHEREAS, the American Fork Building Authority has complied with all legal requirements.

NOW THEREFORE, be it resolved that the attached budget is adopted for fiscal year 2025/2026.

PASSED AND SIGNED THIS 17 DAY OF JUNE 2025.

APPROVED:

Bradley J. Frost, President

ATTEST:

Terilyn Lurker, Secretary



Municipal Building Authority Fund

FUND SUMMARY

The Municipal Building Authority fund was created to account for the activities of the City’s Municipal Building Authority. The Authority was created to provide continuity between City Council changes. This method allows for small institutions to participate in financing. The City does not currently have any bonds outstanding issued by the Building Authority.

FUND BUDGET

Description	Actual 2023-24	Estimated 2024-25	Approved 2024-25	Proposed 2025-26
REVENUES				
TRANSFERS IN				
Transfer From General Fund	-	646,918	650,000	-
Total Transfers In	-	646,918	650,000	-
TOTAL REVENUES	\$ -	\$ 646,918	\$ 650,000	\$ -
EXPENDITURES				
Operating				
Ordinances and Publications	\$ 25	\$ 140	\$ 100	\$ 100
Total Operating Expenditures	25	140	100	100
Capital				
Property Purchase	-	646,918	650,000	-
Total Capital Expenditures	-	646,918	650,000	-
TOTAL EXPENDITURES	\$ 25	\$ 647,058	\$ 650,100	\$ 100
Municipal Building Fund Net Revenue	(25)	(140)	(100)	(100)
Beginning Fund Balance	786	761	761	621
Ending Fund Balance	\$ 761	\$ 621	\$ 661	\$ 521



UNAPPROVED MINUTES

LOCAL BUILDING AUTHORITY OF
AMERICAN FORK CITY
MAY 13, 2025
MINUTES

Members Present:

Bradley J. Frost	Chairman
Staci Carroll	Board Member
Tim Holley	Board Member
Ernie John	Board Member
Clark Taylor	Board Member

Members Absent:

Ryan Hunter	Board Member
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Staff Present:

David Bunker	City Administrator
Heather Schriever	Legal Counsel
Terilyn Lurker	City Recorder
Patrick O'Brien	Development Services Director
Anna Montoya	Finance Officer
George Schade	IT Director
Heather Schriever	Legal Counsel
Sam Kelly	Public Works Director

Also Present: 8 additional citizens

The Local Building Authority of American Fork City met in a special session on Tuesday, May 13, 2025, at the American Fork City Hall, 31 North Church Street, commencing at 6:46 p.m.

ANNUAL MEETING

1. Roll Call

Roll call was taken by Chairman Frost. Board Member Hunter was excused

2. Review and action on acceptance of the Local Building Authority's fiscal year ending June 30, 2026 tentative budget.

Board Member John moved to accept the Local Building Authority's fiscal year ending June 30, 2026, tentative budget. Board Member Holley seconded the motion.

Voting was as follows:

UNAPPROVED MINUTES

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ernie John, Board Member
SECONDER:	Tim Holley, Board Member
YES:	Staci Carroll, Tim Holley, Ernie John, Clark Taylor
ABSENT:	Ryan Hunter

3. Approval of the January 28, 2025, meeting minutes.

Board Member Holley moved to approve the January 28, 2025, meeting minutes.

Board Member John seconded the motion. Voting was as follows:

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Tim Holley, Board Member
SECONDER:	Ernie John, Board Member
YES:	Staci Carroll, Tim Holley, Ernie John, Clark Taylor
ABSENT:	Ryan Hunter

4. Old Business

There was no old business to discuss.

5. New Business

There was no new business.

6. Adjournment

Board Member Taylor moved to adjourn the meeting. Board Member Holley seconded the motion. All were in favor.

The meeting adjourned at 6:48 p.m.



UNAPPROVED MINUTES

LOCAL BUILDING AUTHORITY OF
AMERICAN FORK CITY
JUNE 10, 2025
PUBLIC HEARING MINUTES

Members Present:

Bradley J. Frost	Chairman
Staci Carroll	Board Member
Tim Holley	Board Member (electronically)
Ryan Hunter	Board Member
Ernie John	Board Member
Clark Taylor	Board Member

Staff Present:

David Bunker	City Administrator
Heather Schriever	Legal Counsel
Terilyn Lurker	City Recorder
Derric Rykert	Community Services Director
Christina Tuiaki	Executive Assistant
Anna Montoya	Finance Officer
George Schade	IT Director
Heather Schriever	Legal Counsel
Cameron Paul	Police Chief
Sam Kelly	Public Works Director

Also Present: 16 additional citizens

The Local Building Authority of American Fork City held a public hearing on Tuesday, June 10, 2025, at the American Fork City Hall, 31 North Church Street, commencing at 6:52 p.m.

PUBLIC HEARING

- Receive public comments on the American Fork Local Building Authority fiscal year ending June 30, 2026, budget.

There were no public comments.

The public hearing concluded at 6:53 p.m.