



LOCAL BUILDING AUTHORITY OF  
AMERICAN FORK CITY  
MAY 13, 2025  
NOTICE AND AGENDA

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*\*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 May 13, 2025, in the American Fork City Hall, 31 North Church Street, commencing at 6:45 p.m. The agenda shall be as follows:

1. Roll call
2. Review and action on acceptance of the Local Building Authority's fiscal year ending June 30, 2026 Tentative Budget.
3. Approval of the January 28, 2025, annual meeting minutes.
4. Old business.
5. New business.
6. Adjournment.

Dated this 8th day of May 2025.

/s/ Terilyn Lurker  
Secretary/Treasurer



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**REQUEST FOR BOARD ACTION  
LOCAL BUILDING AUTHORITY  
MAY 13, 2025**

**Department:** Finance

**Director Approval:** *Anna Montoya*

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**AGENDA ITEM**

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

**SUMMARY RECOMMENDATION**

Staff would recommend approval of the tentative FYE June 30, 2026 budget.

**BACKGROUND**

The building authority is required to adopt a budget by June 22, 2025. Attached is the proposed tentative budget.

**BUDGET IMPACT**

See attached budget for details.

**SUGGESTED MOTION**

I move to approve the Local Building Authority of American Fork tentative budget for the final fiscal year ending June 30, 2026, and set the public hearing for Tuesday, June 10, 2025.



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



# UNAPPROVED MINUTES

LOCAL BUILDING AUTHORITY OF  
AMERICAN FORK CITY  
JANUARY 28, 2025  
MINUTES

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Members Present:

|                  |              |
|------------------|--------------|
| Bradley J. Frost | Chairman     |
| Staci Carroll    | Board Member |
| Tim Holley       | Board Member |
| Ryan Hunter      | Board Member |
| Ernie John       | Board Member |

Members Absent:

|              |              |
|--------------|--------------|
| Clark Taylor | Board Member |
|--------------|--------------|

Staff Present:

|                   |                               |
|-------------------|-------------------------------|
| David Bunker      | City Administrator            |
| Heather Schriever | Legal Counsel                 |
| Terilyn Lurker    | City Recorder                 |
| Patrick O'Brien   | Development Services Director |
| Anna Montoya      | Finance Officer               |
| Aaron Brems       | Fire Chief                    |
| George Schade     | IT Director                   |
| Heather Schriever | Legal Counsel                 |
| Cameron Paul      | Police Chief                  |
| Kevin Doyl        | Police Lieutenant             |
| Stuart Fore       | Police Lieutenant             |
| Sam Kelly         | Public Works Director         |
| Bronte Stevens    | Communication Specialist      |

Also Present: 10 additional citizens

The Local Building Authority of American Fork City met in the annual meeting on Tuesday, January 28, 2025, at the American Fork City Hall, 31 North Church Street, commencing at 6:55 p.m.

## ANNUAL MEETING

### 1. Roll Call

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

# UNAPPROVED MINUTES

2. Approval of the June 11, 2024 meeting minutes.

**Board Member Hunter moved approve the June 11, 2024, meeting minutes. Board Member John seconded the motion. Voting was as follows:**

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | Ryan Hunter, Board Member                          |
| <b>SECONDER:</b> | Ernie John, Board Member                           |
| <b>YES:</b>      | Staci Carroll, Tim Holley, Ryan Hunter, Ernie John |
| <b>ABSENT:</b>   | Clark Taylor                                       |

3. Approval of the September 24, 2024, meeting minutes.

**Board Member Holley moved approve the June 11, 2024, meeting minutes. Board Member Hunter seconded the motion. Voting was as follows:**

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                        |
| <b>MOVER:</b>    | Tim Holley, Board Member                           |
| <b>SECONDER:</b> | Ryan Hunter, Board Member                          |
| <b>YES:</b>      | Staci Carroll, Tim Holley, Ryan Hunter, Ernie John |
| <b>ABSENT:</b>   | Clark Taylor                                       |

4. Report of the President

There was no report.

5. New Business

There was no new business.

6. Adjournment

**Board Member John moved to adjourn the meeting. Board Member Hunter seconded the motion. All were in favor.**

The meeting adjourned at 6:57 p.m.