

Town of Cedar Fort

Town Council Meeting Minutes

Date: February 17, 2026

Time: 6:30 PM

Location: Town Hall, 50 East Center Street, Cedar Fort

CALL TO ORDER

Mayor Wyatt Cook called the meeting to order at **6:38 p.m.**

1. Roll Call

Present:

- Mayor Wyatt Cook
- Councilman Eric Boud
- Councilman Alex Carter

Absent:

- Councilman Jed Berry
- Councilman Travis Giles

Staff Present:

- Clerk Kandice Johnson

A quorum was present. See attached sign in sheet.

2. Prayer/Thought

A prayer was offered by Eric Boud.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Cook.

TRAINING

OMPA Training – Led by Spencer with MAG

Spencer (MAG) conducted annual Open and Public Meetings Act (OPMA) training via electronic communication.

Training topics included:

- Purpose of OPMA (public transparency and trust)
- Definition of a public body
- Quorum requirements
- Serial meetings and restrictions
- Social gatherings and perception concerns
- Emergency meetings
- Electronic meetings and anchor locations
- Closed meeting requirements
- Proper noticing procedures
- Meeting minutes requirements
- Recording requirements and retention timelines
- GRAMA implications (texts, emails, reply-all concerns)
- Best practices for compliance

Spencer emphasized:

- Transparency protects elected officials.
- Closed meetings are the exception, not the rule.
- No votes may be taken in closed session.
- All final actions must be made in open meeting.

Training concluded and Spencer exited the meeting.

REPORTS

1. Mayor Report – Mayor Wyatt Cook

Mayor Cook reported on the following:

- Ongoing discussions with gravel pit operations regarding water purchase (approx. 150 units proposed).
- Annexation updates and upcoming letter distribution.
- America's 250th Anniversary celebration planning discussions.
- West Regional Workshop (February 23).
- Joint cities meeting scheduled for March 31.
- Planning Commission Public Hearing scheduled for February 18.
- General Plan draft updates from Planning Commission.
- RFQs prepared for engineering and contractor services.
- Irrigation company negotiations ongoing.

- Upcoming AI development meeting on March 9.
 - Trash can replenishment.
 - Airplane issue update (50% compliance achieved).
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2. City Council Reports

No additional formal reports.

3. Department Reports

Police Chief reported:

- 17 calls in January
 - Welfare check
 - Traffic stops and traffic enforcement
- Concerns discussed regarding truck traffic at West Canyon Road and SR-73 intersection
- Upcoming UDOT meetings regarding road improvements

Council discussion included traffic safety concerns and potential right-turn/left-turn lane improvements.

Fire Chief Kale Black reported:

- 4 EMS calls since last meeting
- Recruitment of new volunteers
- Grant applications in progress (Assistance to Firefighters Grant & Rural Fire Readiness Grant)
- Upcoming Rural Conference
- Draft wildland fire plan in development

Discussion included:

- Grant eligibility
 - Hydrant operation procedures
 - Radio charger installation
 - Security camera installation
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Treasurer reported:

- Draft audit report received
- Two audit findings:

- Missing 4 months of 2024 meeting minutes (staffing explanation required)
 - Capital Projects Fund tracking improvements needed
 - Budget categories with remaining funds (roads, parks, fire)
 - Recommendation to obtain project bids for next fiscal year budgeting
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Building Department

Discussion included:

- Ongoing water right and building requirement inquiries
 - Moratorium on new water connections pending formal resolution
 - Discussion of potential emergency services impact fee
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Cemetery / Sexton Report

- Volunteer cemetery cleanup scheduled for April 29
 - Youth participation expected
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Planning Commission

- Public Hearing scheduled February 18 at 6:00 PM
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Public Information Officer

- “Fire Friday” social media updates initiated
 - Job postings shared
 - Business license notifications discussed
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PUBLIC COMMENT

Public comment was opened.

Zachary Dez Desandre -

Mr. Desandre requested clarification regarding fire department leadership status. Clarification was provided that no official changes had been made.

Todd Stanley -

Mr. Stanley expressed concern regarding fire department leadership decisions and stated that several volunteers may resign if decisions are not reviewed or opened to broader discussion.

Public comment was closed.

CONSENT ITEMS

1. Approval of Minutes – January 20, 2026

Councilman Carter made the following motion:

"I make the motion that we approve the January 20 meeting minutes."

Councilman Boud seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

2. Approval of Minutes – February 3, 2026

Councilman Boud made the following motion:

"I'll make a motion to approve the February 3rd Town Council meeting minutes."

Councilman Carter seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

3. Approval of Budget/Town Bills

Mayor Cook made the following motion:

"I'll move to approve the town bills and budget for January."

Councilman Carter seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

BUSINESS ITEMS

1. Oath of Office – Eric Boud

Eric Boud took the Oath of Office:

"I do solemnly swear that I will support, obey, and defend the Constitution of the United States and the Constitution of the State of Utah and that I will discharge the duties of my office with fidelity."

2. Planning Commission Seat Opening

Mayor Cook made the following motion:

"I'll move to approve Bart D Berry for the planning commission seat for the term of five years."

Councilman Carter seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

3. Cemetery Committee Seat Opening

Councilman Boud made the following motion:

"I'll make a motion to approve Vickie Draper to continue in the cemetery committee seat for the term of five years."

Councilman Carter seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

4. Engineering Firm Contract

Mayor Cook explained that a Request for Qualifications (RFQ) had been drafted for engineering services and distributed to the Council for review prior to the meeting. The proposed contract term is for three (3) years, consistent with past engineering agreements.

Discussion included:

- The RFQ structure and scope of services.
- Inclusion of engineering services for general town projects, infrastructure review, and consultation.
- The addition of language allowing engineering firms to also provide building permit review services if needed.
- Clarification that this was a request for qualifications, not approval of a specific firm.
- Confirmation that the contract does not guarantee work but establishes a working relationship when services are needed.

Councilmembers indicated they had reviewed the document. There were no objections raised to the three-year term. It was noted that prior contracts (Ensign Engineering) were structured similarly.

Mayor Cook stated the intent to post the RFQ publicly and move forward with receiving proposals.

No formal action was taken.

5. Building Permit Review and Inspection Contract

Mayor Cook explained that a separate RFQ had been prepared for building permit plan review and inspection services.

Discussion included:

- The need for third-party building inspection services.
- Ensuring the Town has proper professional review of permits and inspections.
- Structuring the contract so that services are paid per use (no guaranteed salary or retained payment).
- Clarification that payment would occur only when services are rendered and invoiced.

- Discussion of including this function under the engineering RFQ as an option, while also seeking a separate building inspection contract to ensure flexibility.

Council discussed the importance of coverage in case of staffing changes or workload increases.

The proposed contract term is three (3) years.

No formal action was taken.

6. Secondary Town Contractor

Mayor Cook explained that an additional RFQ was prepared for a secondary contractor to serve as a backup when the primary contractor is unavailable.

Discussion included:

- The need for redundancy in town services.
- Ensuring continuity if the primary contractor retires, resigns, or cannot perform duties.
- Clarification that the secondary contractor agreement does not guarantee work.
- The contractor would only be paid when called upon and services are performed.
- The contract is intended as a contingency measure to protect the Town.

Councilmembers expressed understanding that this creates operational stability without financial obligation unless services are used.

No formal action was taken.

7. Vote on Waiving Fees for Late Water/Garbage Bills

Discussion was held regarding the authority to waive late fees associated with water and garbage accounts.

It was clarified that previous discussions had taken place allowing negotiation of payment arrangements; however, no formal vote had been taken to authorize the waiving of late fees.

Council discussed:

- Granting authority to negotiate and waive late fees on a case-by-case basis.
- That waiving fees would apply only to late penalties, not the principal amount owed.
- That payment agreements would still remain enforceable.
- That previously negotiated agreements would not eliminate outstanding balances, only the additional late fees.
- A prior calculation error involving a resident account, which was acknowledged and addressed administratively.

It was confirmed that granting this authority would allow flexibility in working with residents while maintaining accountability for base utility charges.

Mayor Cook made the following motion:

"I vote to move to give Alex Carter the ability to waive late fees for water as he sees appropriate."

Councilman Boud seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

Motion passed unanimously.

CLOSED MEETING

Mayor Cook made the following motion:

"I move to move to a closed meeting."

Councilman Carter seconded.

Vote:

- Councilman Boud – Yes
- Councilman Carter – Yes
- Mayor Cook – Yes

The Council entered closed session at approximately 7:56 p.m.

During closed session, the Council discussed:

- Personnel matters relating to fire department leadership and organizational structure
- Matters involving potential litigation and regulatory enforcement related to roadway permitting and compliance.

The discussion was limited to subjects permitted under Utah Code §52-4-205.

No final action was taken in the closed session.

ADJOURNMENT

Councilman Carter made the following motion:

“I make a motion to adjourn.”

Councilman Boud seconded the motion.

Vote:

- Mayor Cook – Yes
- Councilmember Carter – Yes
- Councilmember Boud – Yes

The meeting adjourned at **9:20 p.m.**

Minutes approved by the Cedar Fort Town Council on:

Date

Kandice Johnson, Town Recorder

DRAFT