

Town of Cedar Fort

Town Council Meeting Minutes

Date: April 21, 2026

Time: 7:00 PM

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

CALL TO ORDER

Mayor Wyatt Cook called the meeting to order at **7:10 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/Recorder - Kandice Johnson
- Treasurer - Andrea Ashley

A quorum was present. See attached sign in sheet.

2. Prayer/Thought

A prayer was offered by Andrea Ashley.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Mayor Cook.

REPORTS

1. Mayor Report – Mayor Wyatt Cook

Mayor Cook reported on the following:

- Continued efforts regarding annexation, including outreach and meetings with property stakeholders.
 - Progress on public procurement registration, allowing the Town to post projects for contractors.
 - Discussion of transportation planning efforts and potential project initiatives.
 - Updates on the water tank project, including engineering work nearing completion and upcoming funding phases.
 - Efforts to identify funding solutions, including exploration of sales tax options; noted that state requirements (95,000 population or national park proximity) limit eligibility.
 - Plans to pursue grants and sustainable funding options.
 - Discussion of impact fees for fire services, including the need for an updated study and urgency due to ongoing development.
 - Research into economic development opportunities, including potential benefits of attracting dealerships.
 - Update on Action Auto project, including engineering review and pending approvals from UDOT and utilities.
 - Discussion of grant opportunities for roadway safety improvements (deadline May 26).
 - Initial planning for community park/playground improvements, including gathering public input.
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2. City Council Reports

Council discussions included:

- Funding concerns for emergency services.
 - Interest in revisiting impact fee structures and ensuring fairness across residents.
 - Ongoing coordination with regional entities (MAG, county, neighboring cities).
 - Safety concerns regarding West Canyon Road, including a recent near-accident involving a semi-truck.
 - Plans to invite a representative from CMC to a future meeting.
 - A formal letter will be proposed and voted on in a future meeting.
 - Council noted delays in addressing water allocation issues and committed to follow up.
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3. Department Reports

Police Chief reported:

- No reports given.

Fire Chief Kale Black reported:

- 5 calls were responded to in March.
- Promotions:
 - Captains Norris, Coleman, Perry, and Roberts.
- Station organization and implementation of SOPs.
- Equipment updates:
 - Rescue truck experiencing electrical issues.
 - Tender door repairs pending.
 - Engine (Crimson) requires repair.
 - Brush trucks need pump replacement or upgrade.
- Discussion of apparatus condition and need for repairs before expansion.

Additional discussion:

- Difficulty obtaining donated fire vehicles.
- Estimated costs:
 - ~\$60,000 for chassis.
 - \$70,000–\$400,000 for brush trucks.
- Emphasis placed on maintaining existing equipment before expanding capabilities.

Water Department

- No representative present.

Treasurer / Budget

- Ongoing work updating budget figures.
- Council reviewed financial reports and discussed discrepancies and grant allocations.

Clerk

- Significant effort underway to organize and digitize records (dating back to 1997).
- Discussion of document retention policies and file management challenges.

Building Department

- Request made to direct all permit-related inquiries to the Building Clerk.
- Issue identified with Cedar Meadows subdivision:
 - No permits allowed until required road infrastructure is completed.

- The developer has been selling lots without meeting requirements, causing confusion.
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Cemetery / Sexton

- Cleanup scheduled for the following week.
 - Ongoing issue with illegal dumping; enforcement options discussed.
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Planning Commission

- Discussion of:
 - Illegal subdivision creating landlocked parcel.
 - Ongoing development and access concerns.
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Public Information Officer

- Not present.
 - Noted public messaging regarding measles outbreak and vaccine availability.
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PUBLIC COMMENT

- Representatives from the Church of Jesus Christ of Latter-day Saints Communication Council introduced themselves and discussed community outreach efforts.
 - General discussion about local religious groups and facilities.
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CONSENT ITEMS

1. Approval of Minutes: March 16, 2026

Motion:

“I make the motion that we approve the minutes from March 16, 2026.”

Motion: Councilman Carter

Second: Councilman Boud

Vote:

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

Motion passed unanimously.

2. Approval of Minutes: March 24, 2026

Motion:

“I’ll make a motion to approve the meeting minutes from March 24.”

Motion: Councilman Boud

Second: Councilman Carter

Vote:

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

Motion passed unanimously.

3. Approval of Budget / Town Bills

The Council removed this item from a simple consent approval for discussion due to questions regarding the fire department budget and financial reports.

Discussion included:

- Council reviewed the standard financial report for the fire fund, noting discrepancies between expected and actual balances.
- A Councilmember questioned whether the reported balance of approximately \$96,000 remaining was accurate.
- Staff clarified that:
 - The figure included grant funds and budgeted amounts, not actual cash on hand.
 - Only approximately \$41,000 had actually been received, as not all budgeted transfers had occurred.
- It was discussed that:
 - Approximately \$47,000 remained unspent in budgeted funds.
 - Additional funds reflected in the report were tied to grant revenue and allocations, not unrestricted funds.

- Council noted that several budget categories had significant unspent allocations, including:
 - Marketing and recruitment
 - Wages
 - Major expenditures
- Overages in certain categories (such as maintenance) were also discussed.
- Council discussed the need to:
 - Revisit and potentially amend the budget before year-end
 - Clarify available funds for the fire department
 - Possibly reallocate unused funds to higher priority needs (such as equipment)
- Staff explained that:
 - Budget categories can be adjusted during the year-end budget amendment process
 - Unspent funds may carry over depending on fund type
- Additional discussion included:
 - Challenges with current budget categorization
 - Desire to simplify budget tracking and reporting
 - Clarification that reports reflect budget vs. actual comparisons, not exact account balances

After discussion concluded, the Council proceeded with approval.

Motion:

"I make a motion to approve the budget and town bills."

Motion: Councilman Boud

Second: Councilman Carter

Vote:

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

Motion passed unanimously.

DISCUSSION ITEMS

1. Swearing In – Fire Department Leadership

Oaths of office were administered to fire department leadership.

(Oath administered verbally; included commitment to uphold U.S. and Utah Constitutions.)

2. Assistant Chief Wage

- Discussion held regarding compensation for Assistant Chief.
 - Consensus reached to table item until a broader compensation structure for all volunteers is presented.
 - No motion made.
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3. Fire Department – Garage Doors

The Council reviewed three quotes for replacement of the fire station garage doors.

Discussion included:

- The Fire Department indicated that all quotes were comparable in scope and service, with similar products being offered.
- It was noted that the primary difference between bids was cost, and the lowest bid would provide the best value.
- A Councilmember confirmed that the selected vendor had previously provided good service and reliability.
- There was general agreement that replacing the doors is necessary for:
 - Proper function of the station
 - Protection of equipment
 - Operational readiness of emergency vehicles
- No concerns were raised regarding funding availability for this purchase.

Motion:

“I make a motion to approve the bid from A plus garage door with the amount of four thousand four hundred and forty seven dollars”

Motion: Councilman Carter

Second: Councilman Boud

Vote:

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

Motion passed unanimously.

4. Fire Department – Fire Shelters

The Council reviewed quotes for the purchase of wildland fire shelters.

Discussion included:

- Fire Department personnel explained that fire shelters are critical life-saving equipment used during wildland fire emergencies.
- It was emphasized that:
 - Shelters are mandatory for personnel with red card certification
 - They are intended as last-resort protection against radiant heat
 - Once deployed, they cannot be reused
- The department currently has four shelters in aging condition, likely exceeding their recommended lifespan.
- The intent is to:
 - Replace older shelters
 - Retain existing shelters for backup (not primary use)
- Council discussed:
 - Expected lifespan (approximately 10 years depending on conditions)
 - Importance of ensuring firefighter safety regardless of deployment status
- Clarification was provided that:
 - These shelters will be purchased upfront by the Town
 - Costs will be reimbursed through a state grant
 - Some minor overages (approximately \$100) may need to be covered by the Town
- A quote that included additional equipment (packs) was identified as an error and excluded from consideration.
- Council confirmed that even if the department is not actively deploying out-of-area, wildland conditions locally justify the purchase.

Motion:

“I make a motion to approve the purchase of four fire shelters from fire penny for a grand total of two thousand three hundred five dollars and twenty five cents.”

Motion: Councilman Boud

Second: Councilman Carter

Vote:

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

Motion passed unanimously.

5. Fire Department – Radios

The Council discussed the need for additional or upgraded radios for the Fire Department.

Discussion included:

- Radios were identified as essential communication equipment for both:
 - Local emergency response
 - Potential mutual aid or deployment situations
- It was noted that:
 - Radio purchases are partially covered under grant funding
 - Some costs may exceed grant limits and require Town contribution
- Discussion emphasized:
 - The importance of reliable communication for firefighter safety
 - Ensuring compatibility with existing systems and regional agencies
- The Fire Department indicated that:
 - Equipment needs are being prioritized alongside other safety gear
 - Coordination with grant requirements is ongoing
- Council generally supported the need but acknowledged the importance of:
 - Staying within budget constraints
 - Ensuring proper reimbursement documentation

Motion:

"I make a motion to approve the purchase of a BKR 5000 wildland radio not to exceed a cost of \$3,000."

Motion: Councilman Boud

Second: Councilman Carter

Vote:

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

Motion passed unanimously.

6. Valley Crossroads Chamber

The Council discussed involvement with the Valley Crossroads Chamber.

Discussion included:

- General conversation regarding the potential benefits of participation, including:
 - Economic development opportunities
 - Increased visibility for the Town
 - Business engagement and regional collaboration
- Council considered whether participation would:
 - Provide measurable value to the Town
 - Align with current priorities and budget considerations
- No specific commitments or financial approvals were finalized during this discussion.

Motion:

"I make a motion to authorize councilman Carer to work with the Valley Crossroads Chamber to obtain a civic partnership for the Town of Cedar Fort in exchange for use of our communities."

Motion: Councilman Boud

Second: Mayor Cook

Vote:

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

Motion passed unanimously.

CLOSED MEETING

- No motion to enter a closed meeting was recorded during this session.
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ADJOURNMENT

Motion:

"I make a motion to adjourn"

Motion: Mayor Cook

Second: Councilman Boud

Vote:

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

Motion passed unanimously.

The meeting adjourned at **9:30 p.m.**

Minutes approved by the Cedar Fort Town Council on:

Date

Kandice Johnson, Town Recorder