Town of Cedar Fort
Town Council Meeting Minutes

Date: August 18, 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 **7:03 p.m.**

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1. Roll Call

Present:

- Mayor Wyatt Cook
- Councilman Alex Carter
- Councilman Travis Giles

Staff Present:

- Clerk/Recorder - Kandice Johnson
- Treasurer - Andrea Ashley

A quorum was present. See attached sign in sheet.

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2. Prayer/Thought

A prayer was offered by Halie Berry.

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3. Pledge of Allegiance

The Pledge of Allegiance was recited.

PUBLIC HEARING

Motion:
“I make a motion to open the public hearing.”

Motion: Mayor Cook
Second: Councilman Giles

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

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1. Proposed Amendments to Title 10 of the Cedar Fort Town Code

The Council reviewed proposed amendments to the Town Code. Discussion included changes associated with culinary water requirements, building regulations, landscaping requirements, zoning provisions, website references, political campaign signs, and general housekeeping corrections.

It was explained that the culinary water connection requirement discussed previously had been updated to reflect the proposed water requirement. Corresponding changes were also made elsewhere in the Code where necessary.

Building regulation amendments were described as primarily cleanup items, including correcting outdated website references.

The Council reviewed proposed landscaping requirements. Commercial businesses are already required to provide landscaping plans; the proposed language would extend landscaping-plan requirements to new building permits and major landscaping changes. Existing Code language was reorganized within the section but was not substantively removed. It was noted that, if adopted, the landscaping-plan requirement should be added to the Town's building-permit checklist.

The Council also reviewed proposed regulations concerning political campaign signs. The proposed amendment would limit the size of political signs and prohibit political campaign signs on public property. Discussion clarified that public property would include areas such as the Town park, rodeo grounds, recreation center, and Town-owned rights-of-way or roadside property.

A spelling error within the Code was also identified and corrected.

Discussion was held regarding how amended ordinances would be made available to the public. Staff explained that, following approval, the updated Code would be placed on the Town website and printed copies would be available at Town Hall. The website would contain the current, up-to-date Code rather than previous versions in order to avoid confusion. Prior versions would continue to be retained by the Town for reference when necessary, particularly when determining which Code provisions applied to previously submitted applications.

The Council also discussed several zoning descriptions and questioned whether references to half-acre, one-acre, two-acre, four-acre, and five-acre zones were consistent throughout the Code. Staff agreed to double-check the zoning language and make sure the applicable lot-area and zoning provisions were correctly stated.

No additional public comments were received regarding the proposed amendments.

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2. Proposed Amendments to Title 5 and Title 6 of the Cedar Fort Town Code

Proposed amendments to Titles 5 and 6 were reviewed in conjunction with the other Code amendments discussed during the public hearing. The amendments included cleanup and related changes necessary to maintain consistency throughout the Town Code.

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3. Consideration of Proposed Resolutions Relating to Town Business

The Council discussed that an additional resolution would be necessary following adoption of the proposed change to the Town's water-right requirement. Staff stated that the resolution would be prepared separately to incorporate the applicable requirements.

The public hearing portion of the meeting was closed and the Council proceeded with the regular meeting agenda.

Motion:
“I make a motion to close the public hearing.”

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

REPORTS

1. Mayor Report – Mayor Wyatt Cook

Mayor Cook reported that the Town continues to work with the irrigation company and that discussions are ongoing.

The Town is beginning a kickoff meeting with MAG and the engineering company regarding an update to the Town's master planning efforts.

Mayor Cook reported on plans to partner with Eagle Mountain on a half marathon. The proposed event would begin in the Cedar Fort area and is intended to raise funds for volunteer fire services and related volunteer programs. The Town has been coordinating with Eagle Mountain, schools, and the Sheriff's Department, with the event tentatively planned for October 10. A permit is still needed. Mayor Cook stated that participation will be important to the success of the event and, if adequate participation cannot be obtained, the event may need to be moved to the following year.

The Council discussed the opportunity the event provides to raise funds and awareness for volunteer firefighters and the significant amount of service provided by volunteer personnel.

Mayor Cook also reported on West Canyon Road. A traffic study/monitoring effort has been established to gather information regarding traffic on the road and possible solutions. The issue was also discussed with the Planning Commission, and additional discussion by the Council is anticipated as information becomes available.

An update was provided regarding efforts with state representatives concerning sales-tax legislation. Recent legislation provides a mechanism for municipalities to impose an additional sales tax for certain services; however, current restrictions prevent Cedar Fort from utilizing the provision as intended. Mayor Cook stated that he continues to work with state representatives in an effort to have the legislation modified. The goal is to identify alternative revenue sources where possible rather than increasing property taxes.

Mayor Cook also reported that work continues on the Town's aging report.

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2. City Council Reports

Council Member Carter reported on several projects that have been in progress over the past couple of months, with one of the primary projects being a proposed half marathon planned in partnership with Eagle Mountain.

The run is tentatively scheduled for October 10, 2026, and is expected to begin in the Cedar Fort area and continue along the planned route toward Eagle Mountain. The purpose of the event is to raise funds for volunteer fire services and volunteer programs, while also bringing greater awareness to the work performed by volunteer firefighters.

The Town has been working with Eagle Mountain, local schools, the Sheriff's Department, and event organizers in preparation for the run. The Sheriff's Department has indicated that the proposed October 10 date should work, and cooperation from the other involved agencies and organizations has generally been positive.

The Council Member explained that one of the biggest priorities at this point is encouraging people to register and participate in the event. A permit is still required, but it was not anticipated that obtaining the permit would be a significant problem.

Concern was expressed that the event will need sufficient participation in order to be successful. If an adequate number of runners do not register, the event could potentially be postponed until the following year rather than proceeding with insufficient participation.

The Council discussed the event as a good opportunity not only to raise funds for the Fire Department, but also to educate the public about the amount of work performed by volunteer firefighters. It was noted that many people may not realize how much emergency-service coverage in the area is provided by volunteers. Eagle Mountain was also noted as having a strong volunteer program, making the partnership a good opportunity to support volunteer emergency responders in both communities.

The Council Member also reported on West Canyon Road. A traffic study/monitoring effort has already been established to gather information regarding traffic using the road and to help identify possible solutions. The matter was recently discussed with the Planning Commission to obtain additional ideas, and it was anticipated that the Town Council will need to continue addressing the issue as additional information becomes available.

An update was also provided regarding work with the Town's state representatives on sales-tax legislation. The State has created a mechanism allowing municipalities to impose an additional sales tax dedicated to certain services; however, restrictions within the current legislation prevent Cedar Fort from taking advantage of the provision as intended. Work is continuing with state representatives in an effort to have the legislation modified so that it could benefit the Town.

It was stated that the Town's goal is to avoid increasing property taxes if possible and instead identify other revenue sources that can help support Town services.

Work also continues on the Town's aging report.

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3. Department Reports

Police Chief reported:

The Sheriff's Department reported on activity for the month of July. Calls included traffic accidents involving property damage, animal-control matters, keep-the-peace calls, suspicious activity, and other routine incidents. No major incidents were reported.

Fire Chief Kale Black reported:

The Fire Department reported responding to approximately 18 calls during July, including fire calls, medical calls, and two highway accidents. Many of the fire-related calls involved smoke investigations.

The department currently has approximately 26 volunteers, with two members attending the fire academy. A member of the department was also recently promoted to Captain.

Fleet updates were provided. An engine had an issue identified during testing and a quote was being obtained for repairs. It was explained that the issue did not prevent the apparatus from operating but affected efficiency. Additional PTO-related work was also needed on department equipment.

The Fire Department completed its ISO survey during the previous month, and the survey reportedly went well. The department's zone monitor had also arrived, and staff were working on Standard Operating Procedures necessary to place the equipment into service.

The Council thanked the Fire Department for its work and assistance with the July 24th activities.

Water Department

No reports were given.

Treasurer / Budget

No reports were given.

Clerk

No reports were given.

Building Department

No reports were given.

Cemetery / Sexton

No reports were given.

Planning Commission

Discussion was held regarding agricultural zoning. The Council discussed terminology relating to agricultural, mining, grazing, and industrial uses and the need for the Code to clearly state what uses are permitted within the applicable zone. It was noted that previous terminology had not been fully updated when the Code was revised, and additional clarification may be needed.

Public Information Officer

No reports were given.

PUBLIC COMMENT

Mayor Cook opened the public comment period and reminded those present to state their name and limit comments to approximately three minutes.

No members of the public came forward to provide comments.

The public comment period was closed.

CONSENT ITEMS

1. Approval of Minutes – June 16, 2026

The Council reviewed the June 16, 2026 meeting minutes.

Motion: “I make a motion to approve the June 16, 2026 Town Council Meeting Minutes.”

Motion: Councilman Cook
Second: Councilman Giles

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

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2. Approval of Budget / Town Bills

The Council reviewed the Town bills and budget. Brief discussion was held regarding items appearing on the aging report and confirmation that certain items had already been paid.

Motion:
“I will make a motion to approve the budget and town bills for June 2026.”

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

The Council then addressed the July Town Bills and Budget.

Motion:
“I will make a motion to approve the budget and town bills for July 2026.”

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

BUSINESS ITEMS

1. Impact Fee

The Council revisited the impact-fee discussion from the June meeting and reviewed proposals received for an impact-fee analysis.

Two primary proposals were discussed. Sunrise Engineering submitted a proposal, and another proposal was received from a public-finance advisory company previously consulted by the Town. The costs for the basic impact-fee analysis were very close, with approximately a $140 difference between the proposals.

The Council discussed Sunrise Engineering's additional proposal for an Impact Fee Capital Facilities Plan. The basic impact-fee analysis for fire/EMS was approximately $8,800, while completing the broader analysis and capital-facilities planning work would cost approximately $19,000.

The Council discussed how impact fees apply to new construction, including commercial construction. It was explained that impact fees are associated with the impact a new building or development places on Town services rather than with a business license itself. Services that may be considered include roads, fire/EMS, parks, and other Town infrastructure.

The Council noted that the Town's current impact-fee provisions need clarification, particularly the fire/EMS fee. The Town's water impact fee was established through the 2022 water study and remains valid, although future updates will eventually be needed.

The Council discussed the value of periodically updating master plans and impact-fee studies, generally every five to ten years, to ensure fees remain supportable and reflect the Town's actual infrastructure needs.

Council members expressed support for completing the impact-fee analysis, particularly for fire/EMS. A capital facilities plan was considered potentially beneficial because it could identify future expenditures such as station expansion, equipment, vehicles, staffing, and other service needs; however, the Council felt the immediate priority was completing the impact-fee analysis.

Motion:
“I make a motion to approve the impact fee analysis with Sunrise Engineering, not to exceed $8,800.”

Motion: Councilman Carter
Second: Councilman Giles

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

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2. Website Manager

The Council reviewed options for updating and managing the Town website. It was explained that new accessibility requirements necessitate changes because the Town's current website does not meet the required accessibility standards.

The proposals would include redesigning the website to make it simpler to operate and maintain. Options for online applications and payment processing were also discussed.

The Council compared the proposed services with the Town's current HeyGov system. HeyGov charges the Town an annual fee while transaction-processing fees are generally passed on to the customer. One of the website proposals offered similar functionality and could potentially allow the Town to discontinue HeyGov, resulting in annual savings.

Website providers discussed included TownWeb, the provider with whom the Town had previously participated in a demonstration, and CivicPlus. It was noted that CivicPlus would not provide a formal quote without completing a demonstration. Two quotes were available to the Council for consideration.

The Council discussed ongoing website maintenance and support and was advised that the proposed provider would assist with updates and provide continuing support.

Additional discussion involved the possibility of incorporating an AI-based website chatbot capable of using Town policies, ordinances, applications, and other uploaded documents to answer commonly asked questions and direct residents to appropriate permitting or informational links. The Council agreed that this could be explored further with the selected provider.

The Council also discussed potentially updating the Town's logo, symbols, and color scheme as part of the website redesign.

Motion:
"I make a motion to approve Munibit for the website to continue operation."

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

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3. Cedar Berry Subdivision Concept Review

The Council reviewed the Cedar Berry Subdivision concept plan. It was emphasized that the item was a concept review only and did not constitute final subdivision approval.

The Council reviewed the general location and proposed concept and discussed the preliminary nature of the application. No significant concerns were raised during the concept review.

Motion:
"I make a motion to approve the Cedar Berry Subdivision Concept Review."

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

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4. Code Amendments

The Council returned to the Code amendments discussed during the public hearing. The amendments included changes to Titles 1, 6, 9, and 10.

The Council was reminded that a separate resolution will also be necessary once the water-right requirement is changed so that the applicable requirements can be formally incorporated.

Motion:
"I make a motion to approve the proposed amendments to Title 1, Title 6, Title 9, and Title 10 of the Cedar Fort Town Code."

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed.

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5. MAG Grant Match Agreement

The Council discussed the required local match associated with the MAG grant for the Transportation Master Plan.

The Town is participating in the project with Fairfield. The grant amount was discussed as approximately $150,000, with additional contributions bringing the overall available project funding to approximately $165,000. Cedar Fort's required match was stated as **$7,500**, with Fairfield also responsible for its applicable contribution.

The Council was advised that formal approval of the match was required as part of accepting and proceeding with the grant-funded project.

Motion:
"I make a motion to approve the agreement/contracts for the MAG Transportation Master Plan and Cedar Fort's required $7,500 grant match."

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed.

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5. Cemetery Grave Markers

The Council discussed a request from the Cemetery Committee to purchase temporary grave markers for graves where a permanent headstone has not yet been installed or where additional temporary identification is needed.

Although only a small number of markers were immediately needed, the Council discussed purchasing approximately 100 markers in bulk so that additional markers would be available for future use.

Pricing and quantity were reviewed by the Council.

Motion:
"I make a motion to approve the temporary grave markers for the amount of $563.50."

Motion: Councilman Carter
Second: Councilman Giles

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed.

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5. Loan Resolution

The Council reviewed the final loan resolution associated with the Town's water-system project.

It was explained that the Council had previously approved moving forward with the financing and had completed the required public-hearing process. The resolution before the Council represented the final formal document necessary to complete the loan process.

The loan amount was identified as $1,250,000 for the Town's water system project.

Council members acknowledged the significant amount of the financing and confirmed that the Town had already proceeded through the prior required steps.

Motion:
“I make a motion to approve the loan resolution for the water system project.”

Motion: Mayor Cook
Second: Councilman Carter

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed.

CLOSED MEETING

No motion to enter a closed meeting was made during this session.

ADJOURNMENT

Motion:
“I make a motion to adjourn”

Motion: Councilman Carter
Second: Councilman Giles

Vote:

- Councilman Carter – Yes
- Mayor Cook – Yes
- Councilman Giles – Yes

Motion passed unanimously.

The meeting adjourned at **8:17 p.m.**

Minutes approved by the Cedar Fort Town Council on:

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Date Kandice Johnson, Town Recorder