

Town of Cedar Fort

Town Council Regular Meeting Minutes

March 14, 2019 at 6:00pm

Town Hall, 50 East Center Street, Cedar Fort

APPROVED



Time: 6:06 p.m.

Minutes Taken By: Cara Lyon, Town Clerk

Town Employees Present: Howard Anderson, Cemetery, Sexton/Owner Representative, Ashley Cook, Town Treasurer, and Cara Lyon, Town Clerk

Town Council Present: Mayor David Gustin, Councilman Wyatt Cook, Councilman Christopher Whiting, Councilwoman Laura Ault and (Councilwoman Ellen Cibula attended via Skype)

Visitors Present: Glen Wilson, Deputy Nathan Harris, Charlie Heaton, Paula Heaton, Bart Berry, Raelynn Robinson, Jared Robinson, Howard Anderson, Charlynn Anderson, Tyler Hills. Calvin Cook (not signed in)

1. Call to Order; Roll Call; Pledge of Allegiance; Prayer/Thought*

Howard Anderson provided an invocation and all in attendance recited the Pledge of Allegiance.

2. PUBLIC COMMENT – CITIZEN OPPORTUNITY TO ADDRESS COUNCIL

Mayor Gustin opened the public comment. He reminded the public to limit their comments to two minutes.

There was no public comment.

3. PRIOR MEETING MINUTES

Town Council reviewed the minutes.

There were no revisions to the minutes.

Mayor Gustin stated that since Councilman Cook is running late to the meeting, the Council doesn't have enough members to approve the minutes.

Councilwoman Ault motioned to table the agenda item until later in the meeting.

Councilman Whiting seconded the motion.

Mayor Gustin:	Yea
Councilman Cook:	Yea
Councilman Whiting:	Yea
Councilwoman Ault	Yea
Councilwoman Cibula	Yea

Motion Passed

The approval of the minutes from the previous meeting was tabled until later in the meeting.

4. BUDGET REVIEW; TOWN BILLS

Treasurer Cook explained the budget reports.

Mayor Gustin asked regarding payroll being under legal fees.

Treasurer Cook replied that the payroll can be switched to a different account. She explained the credit card expenses.

Mayor Gustin asked regarding on total streets expenses.

Treasurer Cook recalled that she will check that.

Mayor Gustin asked about \$110,000 general fund transfer.

Treasurer Cook stated that something was probably miscoded.

Mayor Gustin stated that Councilman Cook has joined the meeting. He stated that Councilwoman Ault will be over the finances, and he asked her to start working on a budget draft for the next year. He asked about the fire department expenses, categories 360 and 391.

Treasurer Cook replied that she will fix those accounts.

Mayor Gustin asked regarding return check fees.

Treasurer Cook replied that those fees were not charged correctly, and she will work to correct them.

Mayor Gustin asked regarding the bill for Jed Berry.

Treasurer Cook replied that she will work on that.

Mayor Gustin stated that the total amount in checks for this month is \$45,000, with the biggest amount of \$18,198 coming from the fire department. The insurance covered \$17,900 for the pumper truck.

Councilwoman Cibula asked regarding the check for Intermountain Regional Landfill.

Treasurer Cook stated that those costs were covered last month.

Councilman Whiting stated that former Councilman Stark gave the wrong email address to ACE, and that's why the bills were not delivered.

Councilwoman Ault motioned to approve town bills for February 2018.

Councilman Whiting seconded the motion.

Mayor Gustin:	Yea
Councilman Cook:	Yea
Councilman Whiting:	Yea
Councilwoman Ault	Yea
Councilwoman Cibula	Yea

Motion Passed

Town bills for February 2019 were approved.

Mayor Gustin stated that the Council can now vote to approve the previous meeting minutes.

Councilman Whiting moved to approve the previous meeting minutes.

Councilman Cook seconded the motion.

Mayor Gustin:	Yea
Councilman Cook:	Yea
Councilman Whiting:	Yea
Councilwoman Ault	Abstain
Councilwoman Cibula	Abstain

Motion Passed

The minutes for Town Council Meeting held on February 14, 2019, were approved.

5. REPORT: POLICE; FIRE; WATER; TREASURER; CLERK; SEXTON; OWNER REP

- **Police**

Deputy Harris stated that there have been a few mischiefs, but generally it was quiet. However, there was a theft of a dump trailer that was reported stolen on behalf of Mr. Watterson. This theft has been reported to the Utah County Sheriff's office and is currently being investigated.

- **Fire**

No one from the Fire Department was in attendance.

- **Water**

Not in Attendance

- **Treasurer**

Treasurer Cook thanked everyone for their patience with the changes in accounting software.

- **Clerk**

Clerk Lyon stated that she put together a GRAMA request on behalf of Kyle Heaton.

- **Sexton**

Mr. Anderson stated that he is comfortable with two options regarding cemetery software. The first option is cloud-based, and the second option computer-based.

Councilwoman Ault stated that she is uncomfortable about computer-based cemetery software because there is a higher chance that data might be lost. She asked if the cemetery certificates will be scanned.

Mr. Anderson agreed with Councilwoman Ault.

Mayor Gustin stated that he would prefer to scan the certificate binders and upload them to the cloud.

- **Owner Rep**

Mr. Anderson stated that he found a contractor to paint the recreation center.

Mayor Gustin asked regarding the budget for that project.

Mr. Anderson replied that they are still under budget. The town should have \$20,000 left.

Councilman Cook asked about the parking lot.

Mr. Anderson replied that the parking lot will be built.

Mayor Gustin stated that CBDG requests 10% for contingency funds.

Mr. Anderson that contingency fund is a part of the budget.

6. REPORTS FROM COUNCIL MEMBERS

Councilman Cook stated that he received an update from MAG. There's an option of having an interactive map on the town website.

Mayor Gustin stated that the map doesn't have to be interactive, but he wants to have a road map so the potential buyers can know how much of their land has to be dedicated for the road.

Councilwoman Cibula stated that the map needs to be updated and more transparent. She also indicated that some areas are missing.

Councilman Cook stated he will address those issues with MAG.

Councilman Cook reported that the Fire Station septic is backed up again. He reached out to other cities regarding their road fees.

Mayor Gustin asked regarding the layout specifications for storm drains. The town needs ditches on some roads to prevent flooding.

Councilman Cook stated that he reached out to paving companies to address the breakage.

Councilwoman Ault asked about already existing irrigation ditches.

Councilman Cook replied that irrigation stormwater ditch can't be installed in irrigation ditches.

Councilman Whiting reported that a garbage can was stolen from the cemetery.

Councilwoman Cibula reported that she issued six home business licenses.

Clerk Lyon stated that she has sent the renewal requests to Ms. Cibula.

Mayor Gustin stated that he is looking to receive guidance from Councilwoman Cibula regarding the enforcement and penalties for residents who are doing business without a business license. He reported that Councilwoman Ault was sworn in last night and filled the vacancy on Town Council created by former Councilman Draper's resignation. The land patent application for the recreation center was sent to the State. The cemetery and sexton emails are set up. He encouraged the Town Council and citizens to pay attention to the legislative process regarding the sales tax. The towns are not going to get their full tax revenue, because more people are buying online.

7. ALLOCATE ASST. TREASURER PAY FOR JANUARY TO TREASURER

Mayor Gustin stated that Treasurer Cook has requested allocation of funds for Assistant Treasurer to her because she didn't have an assistant in January.

Councilwoman Ault motioned to allocate the Assistant Treasurer pay for January 2019 to Treasurer Cook

Councilman Whiting seconded the motion.

Mayor Gustin: Yea
Councilman Cook: Abstain
Councilman Whiting: Yea
Councilwoman Ault: Yea
Councilwoman Cibula: Yea

Motion Passed

The Assistant Treasurer pay for January 2019 was allocated to Treasurer.

8. CEMETERY ORDINANCE REVISIONS

Mayor Gustin stated that the Town was working with Sexton Anderson to review two cemetery ordinances:

1. Administrative fees in the amount of \$25 per every change in a burial certificate.
2. Annual watering plot fee in the amount of \$7.50.

These fees will be allocated towards upgrading the water pressure at the cemetery.

Councilwoman Ault asked about the possible water usage abuse.

Mayor Gustin replied that under Sexton Anderson's supervision the abuses will hopefully be prevented. Mayor Gustin is also planning on installing a water meter at the cemetery.

Councilman Whiting motioned to approve proposed changes to cemetery ordinance CFO-150-CR-2019a.

Mayor Gustin: Yea
Councilman Cook: Nay
Councilman Whiting: Yea
Councilwoman Ault: Yea
Councilwoman Cibula: Yea

Motion Passed

The proposed changes to cemetery ordinance CFO-150-CR-2019a were approved.

9. HEATON SUBDIVISION APPLICATION

Councilwoman Cibula stated that on the minor subdivision application David Busk is listed as an applicant, but he didn't own the land since 1983. Two parcel numbers given indicate that Mr. Busk was trying to subdivide 2 parcels, one owned by the Dansie family and the other owned by the Heaton family. The additional issue is a 56ft width requirement.

Councilwoman Ault asked who the landowner was at the time of application.

Councilwoman Cibula replied it was Steven Jeffrey or someone from the Jeffrey family.

Councilwoman Ault asked how David Busk became an owner.

Mayor Gustin replied that he is not sure, but the Town can only act on the received application.

Councilman Cook asked who owned the land.

Councilwoman Cibula replied that the owners were Steven and Keith Jeffery.

Councilwoman Ault asked when the parcel was subdivided into two parcels.

Councilwoman Cibula replied it was on November 9, 2016.

Councilwoman Ault reiterated that there's still a way to move forward with the application.

Councilwoman Cibula motioned to deny minor subdivision no. 009 for the reasons stated above.

Councilwoman Ault seconded the motion.

Mayor Gustin:	Yea
Councilman Cook:	Yea
Councilman Whiting:	Yea
Councilwoman Ault:	Yea
Councilwoman Cibula:	Yea

Motion Passed

The minor subdivision no. 009 was denied.

10. ADJOURN

Councilwoman Ault motioned to adjourn the meeting

Councilwoman Cibula seconded the motion.

Mayor Gustin:	Yea
Councilman Cook:	Yea
Councilman Whiting:	Yea
Councilwoman Ault:	Yea
Councilwoman Cibula:	Yea

Motion Passed

The meeting was adjourned at 7:23 PM.