

**Town of Cedar Fort**

**Town Council Meeting Minutes**

**May 09, 2019 at 6:00 pm**

Town Hall, 50 East Center Street, Cedar Fort

**APPROVED**



**Time:** 6:05 p.m.

**Minutes Taken By:** Cara Lyon, Town Clerk

**Town Employees Present:** Cara Lyon, Town Clerk, Calvin Cook, Water Superintendent, and Howard Anderson Cemetery Sexton and Owner's Representative (Ashley Cook -attended after son's soccer game)

**Town Council Present:** Mayor David Gustin, Councilman Wyatt Cook, Councilwoman Laura Ault and Councilwoman Ellen Cibula, Christopher Whiting, Councilmember (excused due to a soccer game where he was coaching)

**Visitors Present:** Lori Adams, Deputy Nathan Harris, Charlynn Anderson, Vonda Cook

**1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE; PRAYER/THOUGHT**

Mr. 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.

Lori Cook thanked the Mayor for his service.

The public comment was closed.

**3. PRIOR MEETING MINUTES**

Mayor Gustin stated that the Town Council will review meeting minutes from the Town Council meeting minutes for April 11, 2019.

Town Council reviewed the minutes and recommended amendments.

Councilwoman Ault motioned to approve the Town Council meeting minutes for April 11, 2019 as amended.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea

Councilwoman Cibula: Yea

Councilman Cook: Yea

Councilwoman Ault: Yea

**The motion passed unanimously.**

Town Council regular meeting minutes for April 11, 2019, were approved with amendments.

#### **4. BUDGET REVIEW; TOWN BILLS**

Mayor Gustin stated Treasurer Cook asked to be excused as she is attending a same soccer game with her sons.

Councilwoman Cibula asked when the tax changes go into effect.

Mayor Gustin replied that he believes they already have gone into effect. The impact on the Town's budget is still unclear. In 2017, the tax collection increased by 21%. If the new tax rates kept 1% that goes to the Town, the following areas would be taxed: funeral services, hair and nails, IT, cleaning and house cleaning, piano lessons. Mayor disagrees with this policy. He requested a balance sheet for budget reviews.

Councilwoman Cibula asked about Recreation Center utilities cost in April.

Mayor Gustin replied that initially CBDG grant covered those costs, but it stopped.

The Council reviewed account payable.

Councilwoman Cibula stated that she didn't see ACE charges.

Mayor Gustin stated that the Town signed two bills for April and May.

Councilwoman Cibula motioned to approve Town Bills for April 2019.

Councilwoman Ault seconded the motion.

Mayor Gustin: Yea

Councilwoman Ault: Yea

Councilman Cook: Yea

Councilwoman Cibula: Yea

The motion passed unanimously.

Town Bills for April 2019 were approved.

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

- **Police**

Deputy Harris stated that he has been notified that there some parking issues in Cedar Fort and he will work to address that issue.

Mayor Gustin asked regarding the speed limit on the County road towards West Canyon.

Deputy Harris replied it's 25 mph.

- **Fire**

No one from the Fire Department was in attendance.

- **Water**

Superintendent Cook had nothing to report on.

- **Treasurer**

Ms. Cook was not in attendance.

- **Clerk**

Ms. Lyon reported later in the meeting.

- **Sexton**

Mr. Anderson stated that a headstone was re-placed at the cemetery.

- **Owners Rep**

Mr. Anderson stated that the thermostat cost at the recreation center will decrease to \$55. The heaters were very inefficient. The carpeting in the kitchen will be completed next week. The door frames are in and the doors will be installed once carpeting is finished. New switches will be installed at the Town Hall.

## **6. REPORTS FROM COUNCIL MEMBERS**

Councilwoman Cibula stated that she has been working on business license renewals. A few new applications have come in. She is also starting to scan the business license binder into the cloud. Two applications for AG buildings have come in.

Mayor Gustin asked regarding home applications.

Councilwoman Cibula replied the Heaton Family have submitted a residential application.

Clerk Lyon stated that she issued a business license for Brad Visser.

Councilwoman Ault stated that she is still working on ACE bills.

Clerk Lyon provided information on two current invoices for March 2019 and April 2019. She is missing the invoice for February 2019.

Mayor Gustin and Councilwoman Ault discussed having individual signups for recycling.

Councilwoman Ault stated that she talked with landfill regarding dump passes. She can't find the master fee schedule.

Mayor Gustin stated that there's a fee schedule, but it's probably not comprehensive.

Councilwoman Ault suggested creating a master fee schedule. She talked to Treasurer Cook about applications for water and garbage services. She also talked to SITLA's attorney regarding the gravel pit question.

Mayor Gustin stated that he has spoken with Andy, who told him that he's not aware of any easement or agreement that is in place.

Councilman Cook stated that he is finalizing the road map, and he just has to review it one more time.

Mayor Gustin indicated that the purpose of the map is to inform residents about what roads are required. He informed Councilman Cook that the Town roads should have an overlay and not chip-and-seal. The overlay should start with Center Street since this is the busiest street in the Town. Mayor Westmorland from Eagle Mountain offered to help as well. Mayor wants to start working on this project this summer.

## **7. BUDGET ADOPTION 2019-20**

Mayor Gustin stated that the budget proposal for 2019-2020 was emailed to Councilmembers. Total annual general budget is \$90,700. General fund expenses are estimated to be just under \$70,000. He talked with many mayors, and all of them use the fund from the general fund to maintain their roads.

Councilwoman Ault stated that she separated wages, so the Assistant Treasurer's wage is under water, as well as Treasurer and Water Superintendent.

Mayor Gustin stated that there's a deadline for people who are delinquent to add to tax assessments. There's at least one every year and it is a substantial amount.

Councilwoman Ault asked if the notice should be put on the town bill.

Mayor Gustin replied that it should. He asked Councilwoman Ault about the ACE contract.

Councilwoman Ault stated that the cost has slightly increased.

Mayor Gustin indicated that revenues for water have been declining and expenses rising.

Councilwoman Cibula indicated that the Town had a lot of water repairs and that it's possible that residents are conserving water.

Councilwoman Ault stated the funds for the Fire Department are tight.

Mayor Gustin indicated that the funds are tight because the Fire Department had big repairs.

Councilman Cook motioned to adopt the 2019-20 budget.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea  
Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

The budget for the fiscal year 2019-20 was adopted.

## **8.VOTING ADMINISTERED BY UTAH COUNTY**

Clerk Lyon suggested that Utah County should host voting in Cedar Fort.

Mayor Gustin asked how the County will report voting results.

Clerk Lyon replied that the information will be provided on the County's website.

Councilwoman Ault motioned to approve a local agreement with Utah County for the administration of 2019 municipal elections.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea  
Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

The Town will negotiate the agreement with Utah County.

## **9. UNDERGROUND UTILITIES REQUIREMENT**

Mayor Gustin stated that the goal is to move utilities underground.

Councilwoman Cibula motioned to approve CFO-505-UPI-2019 utility placement.

Councilwoman Ault seconded the motion.

Mayor Gustin: Yea  
Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

CFO-505-UPI-2019 was approved.

## **10. WATER SYSTEM ORDINANCE AND IMPACT FEE**

Mayor Gustin stated that the cost per equivalent resident connection (ERC) will be \$2,583.

Councilwoman Ault and Mayor Gustin discussed water connections.

Mayor Gustin stated that he would like to see the actual water agreement that would help clarify some questions. In this ordinance, 1.45 acre-feet are assigned per ERC. Some ordinances will be repealed because there's some overlap.

The Council discussed possible gray areas of the water ordinance.

Mayor Gustin stated that the big changes as a result of this ordinance are pushing residents to connect to the town water system, extending water lines, implementing ERC requirement, and removing water requirement.

Councilwoman Cibula asked Mayor Gustin if he is planning on implementing these changes tonight.

Mayor Gustin replied that he's trying to implement the required connection and impact fee.

The Council discussed the water meter placement.

Councilwoman Cibula asked about part 2.4.7 in Chapter 3.

Mayor Gustin replied that the part means that the subdivision must be treated separately.

Councilwoman Cibula motioned to approve CFO-400-WS-2019 water system.

Councilman Cook seconded the motion.

Mayor Gustin: Yea  
Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

CFO-400-WS-2019 was approved.

#### **11. RESCHEDULE JUNE REGULAR MONTHLY COUNCIL MEETING**

Mayor Gustin stated that he will be out of town on the day when the Town Council meeting is scheduled, so he asked for rescheduling.

The meeting was rescheduled for June 8, 2018, at 9 AM.

#### **12. DISCUSS BUILDING ASSISTANT EMPLOYEE**

Mayor Gustin stated that building is the most time demanding responsibility, and it would be beneficial to have a building assistant employee. He asked Councilwoman Cibula to make a wage proposal. The people who want changes should do research and make proposals.

#### **13. CEMETERY COMMITTEE RESOLUTION**

The Council reviewed the resolution.

Mayor Gustin stated that this resolution is the first draft. He viewed this draft as a proposal to organize an exploratory committee. He feels that he gets accused of making decisions about the cemetery, so having a committee will help make potentially better decisions. The free water issue should be addressed.

Councilwoman Cibula suggested that the committee should give a broader role than only addressing the water issue.

Mayor Gustin stated that this is Sexton Anderson's proposal.

Mr. Anderson stated that the focus of this proposal is to determine who will be charged for water.

Mayor Gustin stated that the committee will have the freedom to organize payment structure.

Councilwoman Ault recommended that Sexton should be a chair of the committee.

Councilwoman Cibula motioned to approve CFR-106-CW-2019.

Councilwoman Ault seconded the motion.

Mayor Gustin: Yea

Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

CFR-106-CW-2019 was approved.

Councilwoman Ault motioned to close the meeting to discuss acquisition/sale of land, water, lease terms.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea  
Councilman Cook: Yea  
Councilwoman Ault: Yea  
Councilwoman Cibula: Yea  
The motion passed unanimously.

Mayor Gustin stated that the Council has a supermajority to close the meeting.

14. The regular Town Council meeting was closed 8:35 p.m