

Town of Cedar Fort

Town Council Meeting Minutes

July 11, 2019 at 6:00 pm

Town Hall, 50 East Center Street, Cedar Fort

UNAPPROVED



Time: 6:08 p.m.

Minutes Taken By: Cara Lyon, Town Clerk

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

Town Council Present: Mayor David Gustin, Councilman Wyatt Cook, Councilwoman Ellen Cibula, and Councilman Christopher Whiting

Town Council Absent: Councilwoman Laura Ault

Visitors Present: Lori Adams, Charlynn Anderson and Kale Black

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

Councilman Cook provided an invocation and all in attendance recited the Pledge of Allegiance.

2. PUBLIC COMMENT – CITIZEN OPPORTUNITY TO ADDRESS COUNCIL

There was no public comment.

3. PRIOR MEETING MINUTES

Mayor Gustin stated that if members are not present at the beginning of the meeting they should be noted as absent.

Councilman Cook motioned to approve Town Council Regular Minutes for May 9, 2019.

Councilwoman Cibula seconded the motion.

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

Councilman Whiting: Abstain
The motion Passed.

Town Council Regular Minutes for May 9, 2019, were approved.

4. BUDGET REVIEW – TOWN BILLS

Mayor Gustin discussed ACE invoice in the amount of \$800. He indicated the discrepancy that occurs each month. He signed and dropped off the check at Councilwoman Ault's house. The amount of \$800 shouldn't be paid because it's not the correct amount.

Mayor also discussed the Town is double-paying Ferguson check. He requested Clerk Lyon to look into it and speak with Treasurer Cook and make sure only one payment is made to Ferguson.

Councilwoman Cibula asked about impact fees.

Mayor Gustin replied that impact fees have a separate account. He would like the Treasurer to notify him so the funds can be used to improve the community.

Councilwoman Cibula motioned to approve town bills for June 2019, excluding ACE bill in the amount \$800.

Councilman Cook seconded the motion.

Mayor Gustin: Yea
Councilman Cook: Yea
Councilman Whiting: Yea
Councilwoman Cibula: Yea
The motion Passed.

Town bills for June 2019 were approved, excluding ACE bill.

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

- **Police**

No one from the County Sheriff was in attendance.

- **Fire**

No one from the Fire Department was in attendance.

- **Water**

No one from the Water Department was in attendance.

- **Treasurer**

Mayor Gustin stated that he has accepted the resignation of Town Treasurer Ashley Cook and thanked her for her service.

- **Clerk**

Ms. Lyon posted openings for Town Treasurer, Cemetery Committee, and the Planning Commission. The opening for the Planning Commission is a 5-year term position.

- **Sexton**

Will report on Agenda Item 14.

- **Owners Rep**

Sound panels, smoke alarms, and sound systems will be installed at the recreation center.

Mayor Gustin thanked Mr. Anderson for his work on these projects.

6. REPORTS FROM COUNCIL MEMBERS

Councilman Whiting had nothing to report.

Councilman Cook will report later on Agenda Item 10.

Councilwoman Cibula stated that the home building for the Heaton family is moving forward.

Clerk Lyon stated that Brynt Lyndsay was issued a home residential business license. Fire inspections for both Country Store and Open Loop Energy were conducted.

Mayor Gustin stated the patent for the recreation center is moving forward. He has been working with a water law attorney to identify people who need to deed the water to the Town. The water rights need to have the applicant's name.

7. PLANNING COMMISSION APPOINTMENT

Mayor Gustin stated that only one applicant applied for the vacancy for the Planning Commission Member Position.

Councilmembers reviewed the application.

Councilman Cook motioned to appoint Howard Anderson as the Planning Commission Member for a five-year term that will end on June 30, 2024.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea

Councilman Cook: Yea
Councilman Whiting: Yea
Councilwoman Ault: Yea
The motion passed.

Howard Anderson was appointed as a member of the Planning Commission for a five-year term.

8. JULY 24TH FINAL PLANS

Mayor Gustin stated that Kale Black has volunteered to manage the rodeo.

Mr. Black stated that the rodeo will start on July 24 at 5:00 p.m.

Councilwoman Cibula asked what kind of rodeo will it be.

Mr. Black stated that this rodeo will be open for all age groups.

Mayor Gustin stated that there will be a \$10 entry fee with prizes for each category. He wants to keep the rodeo non-profit. There's no admission fee for spectators.

Councilwoman Cibula asked how the rodeo will be announced.

Mr. Black stated he will advertise it on Facebook and he will also print out flyers.

Mayor Gustin stated that he wants this event to be successful.

Councilwoman Cibula asked how are we going to keep the dust down on the road to the rodeo grounds.

Clerk Lyon stated that volunteers watered the road in the past.

Mayor Gustin stated that at least two portal bathrooms will be needed.

Councilwoman Cibula stated that garbage cans will need to be supplied and that she will take care of that.

Mayor Gustin stated that the new sound system will be available for the rodeo.

Clerk Lyon and Councilmembers thanked Kale Black for organizing the rodeo for the Town.

9. ROAD MAP WITH RESOLUTION

Mayor Gustin read the new Cedar Fort Ordinance CFO-201-RD-2019. The ordinance was one page long. He clarified that every time someone wants to subdivide, the roads marked in red must be dedicated. The roads marked in green are owned by the Town.

Councilmembers discussed road measurements and agreed that the road map can be approved.

Councilman Whiting motioned to approve CFO-201-RD-2019.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea

Councilman Cook: Yea

Councilman Whiting: Yea

Councilwoman Cibula: Yea

The motion passed.

CFO-201-RD-2019 was approved.

10. ROAD IMPROVEMENTS PROJECTS

Councilman Cook stated that the road improvements will include extending all roads to 24 ft. This width is standard for rural communities. The problem with the north side is that some culverts go into some resident's property. He also looked into additional irrigation options that would keep the pavement safe from cracking.

Mayor Gustin stated that other irrigation options would significantly increase the cost.

Councilmembers further discussed widening, feathering, milling for the town roads and intersections.

Mayor Gustin stated that the existing roads base was poured over 70 years ago.

Councilman Cook stated that Eccles Paving can do the overlay quickly.

Councilwoman Cibula asked who did work on Station Road.

Councilman Cook replied it was Eccles Paving.

Mayor Gustin stated that he wants to make sure that the Town gets the best deal. He indicated that the engineered road base might be different since the road was built 70 years ago. These roads will also need a crown. He is not opposed to milling.

Councilman Cook said that milling would cost around \$9,000. Feathering will cost significantly less.

Mayor Gustin stated that they should start working on Center Street and then move from 100 North to 200 South.

Councilmembers discussed the parking ownership next to the school.

Mayor Gustin suggested having something that the council can act on soon. He suggested adding several more drains.

11. RECREATION CENTER DRAINAGE PROJECT

Mayor Gustin stated that the water drainage flows into the parking lot. Longridge Excavating recommended pouring 50 feet of concrete gutter and installing a culver underneath the parking lot entrance. This project will cost \$4,500, and this is a fair price. He proposed installing concrete barriers so the micro-surfacing can be done at the parking lot and four-wheelers can be prevented from entering it.

Councilman Cook motioned to approve Longridge Excavating estimate 359 to add concrete gutter and grading to prevent water flowing into the parking lot, with the estimated cost of \$4,500.

Councilwoman Cibula seconded the motion.

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

The motion passed.

Longridge Excavating was approved to add concrete gutter and grading to prevent water flowing into the parking lot, with the estimated cost of \$4,500.

12. BUILDING ASSISTANT NEW HIRE

Councilwoman Cibula stated that she met with Councilwoman Ault and discussed the Building Assistant's Duties. She suggested that if the building assistant would be available during office hours, they should have a base salary.

Mayor Gustin clarified that the building assistant will not have the authority to sign off building permits. They will do the lay work. He recommended having due payable once the permit is issued.

Councilman Cook recommended having the same rate for each permit category.

Mayor Gustin proposed the following rates for building assistant:

- Residential - \$150
- Agricultural - \$30
- Outbuilding - \$50
- Solar - \$50
- Utilities - \$50
- Miscellaneous - \$20

Mayor Gustin asked if all the application fees are in the Town ordinance.

Councilwoman Cibula replied they are.

Councilman Cook asked if all the emails would go to the building assistant.

Mayor Gustin recommended giving both the Councilmember and building assistant access to the email account.

Councilman Cook stated that this option can always be evaluated.

Clerk Lyon asked if the building assistant will be a town resident or someone outside of the town.

Mayor Gustin stated that having someone outside of town would be beneficial because they would be immune to pressure from residents.

13. SEXTON COMPENSATION

Mayor Gustin stated that Councilman Whiting needs to leave the meeting.

Mayor Gustin asked Mr. Anderson to explain the process of what his job duties are.

Mr. Anderson stated that the burial certificate takes about 30 minutes to complete. The transfer fee takes the same amount of work as the burial certificate. Burial ceremony takes 2-3 hours.

Mayor Gustin stated that this compensation proposal was his idea, and not Howard Anderson's.

Mr. Anderson stated that he is on call all the time. Death can happen any time and burial normally follows within five days.

Mr. Anderson stated that he is considering having an assistant.

Mayor Gustin stated that he would like to see the Councilmember over the cemetery to be much more active.

Councilman Cook moved to approve the Cemetery Sexton Compensation to a Public Hearing on August 08, 2019.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea

Councilman Cook: Yea

Councilwoman Cibula: Yea

The motion passed.

Cemetery Sexton compensation was moved to a Public Hearing on August 08, 2019.

14. CEMETERY ADVISORY BOARD APPOINTMENTS

Mr. Anderson stated that five individuals applied for the Cemetery Advisory Board: Linda Norris, Gina Hacking, Cody Cook, Vonda Cook, and Chris Murphy.

Mayor Gustin stated that Mr. Anderson would be a liaison for the Cemetery Advisory Board, and all applicants will be admitted to the board. He asked about the possibility of running a water line from the well down to the cemetery.

15. OPEN MEETING TRAINING

Mayor Gustin read Utah Statute 54-102 from a booklet borrowed from Fairfield. The statute defined open meetings, how they should be conducted and how meetings minutes should be kept. Additionally, the difference between open and closed meetings was explained. Meeting notices must be put in a public place. Agenda must be posted with at least 24 hours in advance, excluding emergency meetings. Individuals votes on each matter must be recorded.

16. ADJOURN REGULAR TOWN COUNCIL MEETING

Councilwoman Cibula motioned to adjourn Regular Town Council Meeting.

Councilman Cook seconded the motion.

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

The motion passed.

The meeting was adjourned at 8:37 p.m.

17. CLOSED MEETING ITEMS – DISCUSS ACQUISITION/SALE OF LAND, WATER, OR LEASE ITEMS

Councilwoman Cibula motioned to strike Agenda Item 17.

Councilman Cook seconded the motion.

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

The motion passed.

Agenda Item 17 was stricken.

18. ADJOURN CLOSED MEETING