

# Town of Cedar Fort

## Town Council Regular Monthly Meeting

Thursday, August 8, 2019 at 6:00pm

Town Hall, 50 East Center Street, Cedar Fort



## Agenda

1. Public Hearing on Sexton Compensation
2. Call to Order; Roll Call; Pledge of Allegiance; Prayer/Thought\*
3. Public Comment- Citizen Opportunity to Address Council (5min.)\*
4. Prior Meeting Minutes
5. Budget Review; Town Bills
6. Report: Police; Fire; Water; Treasurer; Clerk; Sexton; Owner Rep\*
7. Reports from Council Members\*
8. Expenditures for Road Improvement Projects
9. Building Assistant Contractor
10. Treasurer Hire Ratification
11. Sexton Compensation
12. Cemetery Advisory Board Resolution
13. Cemetery Advisory Board Appointments
14. May Culinary Water Connection Application
15. Closed Meeting Items - discuss acquisition/sale of land, water, or lease items

\*\*All items in the agenda shall be considered action items unless otherwise noted with an\*.

Agenda item requests may be made (at least 7 days in advance of the meeting) by writing to the Mayor ([mavor@cedarfort.town](mailto:mavor@cedarfort.town)).

PARTICIPATION IN TOWN COUNCIL MEETINGS IS LIMITED TO COUNCIL MEMBERS AND THOSE WITH AGENDA ITEMS. ALL ARE WELCOME TO ATTEND.

Pursuant to the Americans with Disabilities Act, individuals needing special accommodations for this meeting should notify the Town Clerk (Cara Lyon 801-768-2147 or [clerk@cedarfort.town](mailto:clerk@cedarfort.town)) at least 24 hours prior to this meeting.

Posted this \_\_\_\_ day of August 2019 at \_\_\_\_ .AM/PM by: \_\_\_\_\_

**Town of Cedar Fort**

**Town Council Meeting Minutes**

**August 08, 2019 at 6:00 pm**

Town Hall, 50 East Center Street, Cedar Fort

**APPROVED**



**Time:** 6:07p.m.

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

**Town Employees Present:** Cara Lyon, Town Clerk, Calvin Cook, Water Superintendent, Howard Anderson Cemetery Sexton and Owner's Representative, and (Ashley Cook, Town Treasurer arrived late),

**Town Council Present:** Mayor David Gustin, Councilwoman Ellen Cibula, and Councilman Christopher Whiting, and (Councilman Cook, arrived late)

**Town Council Absent:** Councilwoman Laura Ault

**Visitors Present:** Lori C. Adams, Clydene May, Doug May, JD Devereaux, Cody Cook, (Vonda Cook not signed in)

**1. PUBLIC HEARING ON SEXTON COMPENSATION**

Mayor Gutsin opened the Public Hearing at 6:05 p.m. in regards to Sexton Compensation. This Hearing Notice was published in the Daily Herald on July 27, 2019, and was posted in Town as well on that same date.

Mayor Gustin read the following on behalf of the Cemetery Sexton Compensation:

|                                    |      |
|------------------------------------|------|
| Issuance of new burial certificate | \$15 |
|------------------------------------|------|

1. Research Location
2. Prepare Certificate
3. Obtain Signatures
4. File in Appropriate Town Records

5. Update Cemetery

Issuance of transfer certificate \$10

1. Prepare Document
2. Obtain Signatures
3. File in Appropriate Town Records
4. Update Cemetery Records

Burial – Regular or Cremation (Weekday) \$50

1. Respond in timely manner to request for burial (semi-on call)
2. Contact family/funeral home to confirm date/tome
3. Arrange with town contractor for opening and closing of grave
4. Confirm location of plot and mark out site
5. Collect burial fees or confirm that Funeral Home has collected
6. Confirm all arrangements
7. Confirm completion of arrangement on day of funeral
8. Open south cemetery gate
9. Update cemetery records
10. Arrange for placement of headstone (several months after funeral)

Burial – Weekend or inclement weather \$60

1. Same tasks as above for regular burial
2. Weekend – on call
3. Arrange for road cleaning in winter

Mayor Gustin asked if anyone who has any questions or concerns to please step up to the podium. No one had any questions or concerns.

Mayor Closed the Public Hearing.

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

Mayor Gustin opened the Regular Town Council Meeting at 6:07 p.m.

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

**3. PUBLIC COMMENT - CITIZEN OPPORTUNITY TO ADDRESS COUNCIL**

There was no public comment.

#### **4. PRIOR MEETING MINUTES**

Councilwoman Cibula motioned to approve Town Council Regular Minutes for July 11, 2019.

Councilman Whiting seconded the motion.

|                      |     |
|----------------------|-----|
| Mayor Gustin:        | Yea |
| Councilwoman Cibula: | Yea |
| Councilman Whiting:  | Yea |

The motion Passed.

Town Council Regular Minutes for July 11, 2019 were approved.

#### **5. BUDGET REVIEW - TOWN BILLS**

Councilwoman Cibula moved to approve Town bills.

Councilman Whiting seconded the motion.

|                      |     |
|----------------------|-----|
| Mayor Gustin:        | Yea |
| Councilwoman Cibula: | Yea |
| Councilman Whiting:  | Yea |

The motion Passed.

Town Bills for July 2019 were approved.

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

- **Police**

Not in attendance.

- **Fire**

Not in attendance.

- **Water**

Mayor Gustin asked Water Superintendent Cook if he had anything to report? Water Superintendent Cook stated has nothing to report.

Mayor Gustin stated that there are two chlorine tanks and they are responsible for keeping a spare and replacing tanks when they are empty. There must always be a back-up tank there to

be in compliance. Mayor Gustin stated that the power usage went up last year and is now back down but still higher than it used to be. He asked Water Superintendent Cook if he could investigate this. Mayor Gustin also asked Water Superintendent Cook about the engineer's recommendations for PRV valves and the amount of pressure. He asked if there are any other problems and there were none.

- **Treasurer**

Not in attendance.

- **Clerk**

Clerk Lyon stated she had nothing to report.

- **Sexton**

Mr. Anderson stated that the first citizen water committee was held a week ago. The next meeting is on August 28<sup>th</sup> and they should have recommendations to present to Council in September. They hope to have Cemetery software for next month.

- **Owners Rep**

There will be a final walk through on the Community Center this month. Mayor Gustin asked about checks from CBDG. He wanted to know if they had received them. They were still waiting on more information. Mr. Anderson stated Treasurer Cook called, checks are less than what needs to be reimbursed.

## **7. REPORTS FROM COUNCIL MEMBERS**

Councilman Whiting noted he is working on maps for the cemetery for those who have loved ones buried there.

Councilwoman Cibula stated the Country Store and Open Loop had their business licenses approved. Also, Jed Berry has applied for a Residential Business License. We are waiting for a Fire Inspection to be approved on behalf of Mr. Berry's application before issuing a Business License.

Councilwoman Cibula stated she received the plans from the May Family. She is currently reviewing these plans. Also, the Giles family asked about building and has had some questions regarding water.

Mayor Gustin stated that he has been working with the Putnum Family and their attorney. The Putnum Family are paying for legal fees to have the property vested in the Town's name. They

are planning on filing and once it is filed the landowner to the East will have 21 days to object the process.

Mayor Gustin stated he has been working with our water attorney regarding 2 water deeds that have not been signed over to the Town. He noted that both parties of these 2 water deeds have been very cooperative in signing these deeds of water to the Town. He will also try to get this reported to Utah County based on the approval of Councilwoman Cibula. Councilwoman Cibula approved to have Mayor record water deeds with Utah County.

Mayor Gustin stated that the expenditures for analyzing the water tank regarding why it had not been filling up were approved. He has spoken with Cody Cook with Longridge Excavation and there were three things that needed attention. He reported that Longridge set up the modeling. Pricing should be available in next month's meeting. He had hoped to have the water superintendent manage data when the lines go in so they can decide if a PRV is necessary. He felt spot testing was appropriate to act on. He noted all homes should have their own PRV's, many do not, and many have paid the price for not having a PRV.

He stated that the concrete grading had been approved at the recreation center. Longridge will begin but have been very busy. He noted that nothing has been provided from the Federal Government on our Land Patent yet. He stated it is taking longer than anticipated.

## **8. EXPENDITURES FOR ROAD IMPROVEMENT PROJECTS**

Mayor Gustin made motion to move Agenda item 8 to follow Agenda item 14.

Councilman Whiting seconded the motion.

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

Item 8 will follow item 14.

## **9. BUILDING ASSISTANT CONTRACTOR**

Councilwoman Cibula met with Kara Cottle. She feels Mrs. Cottle is a very motivated and intelligent person. She stated that she had no reservation in her taking the Building Assistant position.

Councilwoman Cibula read the following proposed rates for the building assistant:

- Residential - \$150
- Agricultural - \$30
- Outbuilding - \$50

- Solar- \$50
- Utilities - \$50
- Miscellaneous - \$20

Councilwoman Cibula moved to approve Mrs. Kara Cottle be appointed the Building Assistant.

Councilman Whiting seconded the motion.

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

Mrs. Kara Cottle is now appointed the Building Assistant Contractor.

#### **10. TREASURER HIRE RATIFICATION**

Councilman Whiting moved to ratify Lori C. Adams to be new Town Treasurer.

Councilwoman Cibula seconded the motion.

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

Motion to ratify Lori C. Adams as the new Town Treasurer has been carried.

#### **11. SEXTON COMPENSATION**

Mayor Gustin stated that they had not heard much from the public during the Public Hearing earlier tonight. He thought all felt their plan was fair. Mayor Gustin read the public hearing notice regarding Sexton Anderson's compensation.

Issuance of new burial certificate \$15

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2. Prepare Certificate
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Councilman Whiting moved to approve the compensated position for the appointed Cemetery Sexton.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea

Councilwoman Cibula: Yea

Councilman Whiting: Yea

Motion Passed.

The Cemetery Sexton compensation was approved.

## **12. CEMETEREY ADVISORY BOARD RESOLUTION**

Councilwoman Cibula moved to approve resolution CFR-106-RI-CW-2019. The motion was to change and appoint the five-citizen committee to the Cemetery Advisory Board and Mr. Anderson, the Sexton would oversee.

Councilman Whiting seconded the motion.

Mayor Gustin: Yea  
Councilwoman Cibula: Yea  
Councilman Whiting: Yea  
Motion passed

### **13. CEMETERY ADVISORY BOARD APPOINTMENTS**

Councilman Whiting moved to approve the Cemetery Advisory Board CFR-106-RI-CW-2019. That the five citizens to serve would be Linda Norris, Cody Cook, Vonda Cook, Gina Hacking and Chris Murphy.

Councilwoman Cibula seconded the motion.

Mayor Gustin: Yea  
Councilwoman Cibula: Yea  
Councilman Whiting: Yea  
Motion passed.

The motion carried to appoint Linda Norris, Cody Cook, Vonda Cook, Gina Hacking and Chris Murphy on resolution CFR-106-RI-CW-2019.

### **14. MAY CULINARY WATER CONNECTION APPLICATION**

Councilwoman Cibula stated that Clydene and Doug May are building a home in Cedar Fort and have submitted a Culinary Water application 005. They are providing alternative water to the Town; two shares of irrigation water from the North Spring. She stated according to the Town Ordinance this would be acceptable.

Councilwoman Cibula moved to approve the substitution of two shares of the Cedar Fort Irrigation Company's North Spring in lieu of the 1.45 acre feet of well water under the condition the May Family meet all of the Town's requirements on their Culinary Water Application and Building Applications are approved and the approval will expire in six months if they have not met these requirements.

Councilman Whiting seconded the motion.

Mayor Gustin: Yea  
Councilwoman Cibula: Yea  
Councilman Whiting: Yea  
The motion passed.

The motion was approved for the substitution of two shares of the Cedar Fort Irrigation Company's North Spring in lieu of the 1.45 acre feet of well water under the condition the May Family meet all of the Town's requirements on their Culinary Water Application and Building

Applications are approved and the approval will expire in six months if they have not met these requirements had been carried.

### **Agenda item 8**

Councilman Cook stated he received an update on an estimate from Preferred Paving and Eckles. He noted Eckles will not crown the road. Preferred Paving will do a three-inch overlay and a 2-inch crown. Councilman Cook stated he had spoken with both Noland Construction and Longridge Excavating on drainage. Both companies feel that with the new roads the water should automatically run off the sides as long as we have a crown. He also noted Eckles is very busy and are booked out longer, whereas with Preferred Paving it seems they are ready to begin.

Mayor Gustin asked Councilman Cook to get with Preferred to look at 100 North within a week. He would like to have both Center Street and 100 North done at the same time if our budget allows the expenditure. Mayor Gustin discussed expenditure up to a maximum amount of \$135,000. He and Cook will discuss once the final bid comes in to approve the amount as long as it does not exceed the maximum of \$135,000.

Mayor Gustin moved to approve the contract with Preferred Paving this paving season of 2019, and not to exceed the \$135,000 maximum amount.

Councilman Cook seconded the motion.

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

Motion Passed.

Motion is carried, to contract with Preferred Paving this paving season of 2019, and not to exceed the \$135,000 maximum amount.

### **15. ADJOURN**

Councilwoman Cibula moved to adjourn.

Councilman Whiting seconded.

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

Motion Passed.

Meeting adjourned at 7:43 p.m.







