

Town of Cedar Fort  
Town Council Special Meeting  
Saturday, December 18, 2021, at 8:00 a.m.  
Town Hall, 50 East Center Street, Cedar Fort, Utah 84013

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## **Agenda**

- 1. Call to Order; Roll Call; Pledge of Allegiance; Prayer/Thought\***
- 2. Prior Meeting Minutes**
- 3. Budget Review**
- 4. Town Bills**
- 5. Reports: Police; Fire; Water; Treasurer; Clerk; Sexton; Planning Commission**
- 6. Reports from Council Members**
- 7. Voter Participation Areas Resolution**
- 8. Hansen's Building Permit**
- 9. Perm Clarification for La Petite Boarding and Grooming Shoppe**
- 10. Close Meeting for Litigation Update**
- 11. Adjourn**

THE PUBLIC IS WELCOME TO ATTEND ALL TOWN PLANNING AND ZONING MEETINGS.

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 December 2021 at \_\_\_\_AM/PM By: \_\_\_\_\_

Town of Cedar Fort  
Town Council Special Meeting  
Saturday, December 18, 2021, at 8:00 a.m.  
Town Hall, 50 East Center Street, Cedar Fort, Utah 84013



**APPROVED**

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**Time:** 8:05 a.m.

**Town Council Members Present:** Mayor Wyatt Cook

**Town Council Present Zoom:** Councilwoman Laura Ault, Councilwoman Ellen Cibula and Councilman Rett Messersmith

**Town Council Member Absent:** None.

**Town Employees Present Zoom:** Town Clerk, Cara Lyon

**Visitors Present:** None.

**Visitors Present via Zoom:** None.

**1. Call to Order, Roll Call**

Mayor Cook called meeting to Order and welcomed all council members.

**2. Prior Meeting Minutes**

Councilwoman Ault moved to approve the November 18, 2021, minutes with Councilwoman Cibula's corrections and deletions.

Councilman Messersmith seconded.

Councilman Cook seconded.

|                         |     |
|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to approve the November 18, 2021, minutes with Councilwoman Cibula's corrections and deletions.

**3. Budget Review**

Councilwoman Cibula had gone through the Budget with Treasurer Gurney. We had to make some corrections. Some of the checks were written against the wrong accounts but she got those corrections taken care of yesterday. I did have one note to Treasurer Gurney, and I don't think she got to it. She just has what we paid for the Zions credit card at the bottom as an ACH, but I think for better transparency we need to have the actual itemized credit card statement. When I talked to her yesterday, I forgot to bring that up. I brought it up in an email, but we didn't discuss it. Because I don't think she gets those immediately, so there might be some delay in that. But I do think we need to look at the itemized credit card statements at the firehouse, especially if we get another one for the town. We need to see those items itemized.

Councilwoman Ault agreed and talked about creating a reconciliation statement.

#### **4. Town Bills**

Councilwoman Cibula moved to approve the November 2021 invoice register with the checks as written.

Councilwoman Ault seconded.

|                         |     |
|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to approve the November 2021 invoice register with the checks as written.

#### **5. Reports: Police; Fire; Water; Treasurer; Clerk; Sexton; Planning Commission Chair**

##### **Police:**

Not in attendance

##### **Fire:**

Not in attendance

##### **Water:**

Not in attendance

##### **Treasurer:**

Not in attendance.

##### **Clerk:**

Clerk Lyon let Councilwoman Ault know that if she did not get the reimbursement check printed for the computers Councilwoman Ault had purchased; she will make sure to get a check printed as soon as possible.

Councilwoman Ault mentioned that there is a check, however, it needs to be signed by Mayor Cook.

Mayor Cook mentioned he will get that check signed this morning.

##### **Sexton:**

Not in attendance.

##### **Planning Commission Chair:**

Not in attendance.

#### **6. Reports from Council Members**

##### **Councilwoman Ault:**

She has had a couple requests for residential building permits. One we can't do because of the moratorium. Another one would be, well, I'll just tell you guys. It's on the couple who purchased the former Mayor's property, so the idea on that house was they built the accessory dwelling unit first, and so the people would like to build the main house. I just got them working through water rights because I'm not sure how that works. They're on a well. So, trying to figure out how much water you need if you're having two dwelling units and if they have that amount of water. So that would be an interesting question that comes up, I think for some of these, as we move forward for people that want accessory dwelling units.

The toilets are all installed at the Recreation Center, and I think you can sit on them now. They've had plenty of time to set-up. The plumbers were great. They said the biggest issue was the floor; it is not flat, so nobody had shimmed the toilets, nor had they ever caulked around them to make them solid. They didn't end up having to replace any valves, which saved us like \$2500.

Oh, we need to send UCI a check, and I don't know, Cara, if that's one of the checks that got written.

Councilwoman Cibula commented that there was not a check written yet.

Also, we have this ISO rating that we need to do for the fire station, but they only ever call me at like the same time during my same staff meeting every week. And she sent me an email and said, "well, we're just going to put you on the, did not respond list," and I have spoken with her trying to get her not to do that. I have provided her times of when I will be available. So, I'm trying to work through the ISO rating, but we might need someone from the fire department to meet them there. It's like a contractor doing it for the state. It's kind of a mess. I'll try and get that figured out this week.

Mayor Cook offered to reach out to the fire chief or assistant chief. He's usually there quite a bit, so one of them.

Councilwoman Ault indicated she believes this ISO has to do with our insurance rating, so it's something we need to get done, but they just don't seem to want to work around our schedule.

One last thing, I will get the RFQ on SyQuest for the contractors since the former Mayor approved that. They said we can just send it out to contractors we know, but I'd feel better putting it on SyQuest. We can do a courtesy posting with the state if you guys are okay with that.

**Councilwoman Cibula:**

We have the new computers. Thank you, Councilwoman Ault, for ordering them. I have all set-up and distribute them out. I was able to get the printers at Town Hall to work wirelessly. You should be able to print without having to connect. However, you have the dongle if you need to, you just connect to the ethernet and then you're wired.

She started the signature process at Zion's and left that for Wyatt and Angie to finish up. I gave Cara the stack of business license renewal forms. She told me she had mailed them out. I've had a few phone calls over them, I don't know if I'll be able to finish those before my term ends, so those might be left for the next council member to finish.

Councilwoman Ault mentioned changing the phone tree because it says that building and business licenses are the same still. I don't know how we change that. This will need to be done with the new Council Members being sworn in and Mayor Cook delegating new positions.

Councilwoman Cibula mentioned we will need to log into LogMeIn, this is where you can set-up you're recording and then there is a way to have a phone plan. There is a phone plan, and you just go in and edit it. She was able to take her name off the mayor and place Wyatt's on. You will have to do that, because the business license one, it's number 8, but it's not in the recording so people don't know to push that one. You will also need to do a re-recording.

Councilwoman Ault indicated Doug Noland with Noland Construction had started and believed finish the Fiber Optic from Center Street to the Recreation Center. She believes we just need Direct Communications to come in and complete the hook-up at the Recreation Center.

**Councilman Messersmith:**

Nothing to Report.

**Mayor Cook:**

There is a resident that wants to pay off their special assessment. I found that email thread. I texted the

approximate payoff to Clerk Lyon. He tried to reach out to the County yesterday to just verify the amount. They're supposed to be getting back to him. They never did yesterday, so he will wait until the beginning of next week and follow up with them on that.

He and Treasurer Gurney both went over and signed documents at Zions Bank so he can sign checks. On the credit card, he received an email on it this week too. Zions Bank has it completed and as far as he is aware they have mailed the Town Credit Card to us, so we should be receiving it in the mail in the next little bit.

This is further on the agenda; item 10, close meeting for the litigation update. We are not going to do that agenda item. The Town's attorney was supposed to call me back. He hasn't returned my call yet. He wanted to make sure he had all the information on Jed Barry's litigation, we will do this next month.

Councilwoman Ault asked if Mayor Cook was able to get in touch with the resident on the Special Assessment signed their deed on the new road.

Mayor Cook indicated he had stopped there at least twice a week, and nobody has come to the door. He has tried calling as well with no return calls. He mentioned he will try a different route and see if I can have somebody else call them and see when they're home.

#### **7. Voter Participation Areas Resolution**

Councilwoman Ault moved to approve the 2020 Utah County Voter Participation Areas as provided in the map.

Councilwoman Cibula seconded.

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|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to approve the 2020 Utah County Voter Participation Areas as provided in the map.

#### **8. Hansen's Building Permit**

Councilwoman Ault move to table Agenda Item 8, the Hansen's building Permit until January 2022.

Councilwoman Cibula second.

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|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to approve tabling Agenda Item 8, the Hansen's Building Permit until January 2022.

#### **9. Permit Clarification for La Petite Boarding and Grooming Shoppe**

Mayor Cook spoke with the council members about the previous Permitted Use Application Nathan Washburn had provided to the Town Council. The discussion between all members clarified exactly what needed to be done prior to La Petite Boarding and Grooming Shoppe apply for a Residential Business Application.

Mayor Cook indicated he will reach out to Nathan Washburn and have him come in and pick-up a new permitted use application.

#### **10. Close Meeting for Litigation Update**

Councilwoman Cibula moved to table Agenda Item 10, Close Meeting for Litigation Update.

Councilwoman Ault seconded.

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|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to approve tabling Agenda Item 10, Close Meeting for Litigation Update.

## **11. Adjourn**

Councilwoman Ault moved to Adjourn.

Councilwoman Cibula seconded.

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|-------------------------|-----|
| Councilwoman Ault:      | Yea |
| Councilman Messersmith: | Yea |
| Councilwoman Cibula:    | Yea |
| Mayor Cook:             | Yea |

The motion passed to Adjourn.

Meeting Adjourned at 8:48 a.m.