

**Town of Cedar Fort
Town Council Regular Monthly Meeting Minutes
Thursday, December 15, 2022, at 6:00 p.m.
Town Hall, 50 East Center Street, Cedar Fort, Utah 84013**



Regular Meeting Agenda

- 1. Call to Order, Roll Call, Pledge of Allegiance, Prayer/Thought**
- 2. Prior Meeting Minutes**
- 3. Budget Review/Town Bills**
- 4. Reports from Police, Fire, Water, Treasurer, Clerk, Sexton, Planning Commission,**
- 5. Reports from Council Members**
- 6. Orchestra Rec Center Rental**
- 7. DocuSign**
- 8. Website Bid**
- 9. Public Relation Position**
- 10. Grounds Keeper/Cleaners Position**
- 11. Planning Commission Resolutions**
- 12. Planning Commission Position**
- 13. Cemetery Position**
- 14. Sexton**
- 15. 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) at least 24 hours prior to this meeting.

Posted this _____ day of December 2022 at ____ AM/PM By: _____

**Town of Cedar Fort
Town Council Regular Monthly Meeting Minutes
Thursday, December 15, 2022, at 6:00 p.m.
Town Hall, 50 East Center Street, Cedar Fort, Utah 84013**



APPROVED

Time: 6:01 p.m.

Town Council Members Present: Mayor Wyatt Cook, Councilman Jed Berry, Councilman Rett Messersmith, and Councilman Brad Norris

Town Employees Present: Treasurer, Angie Gurney

Town Employees Present Zoom: Town Clerk, Cara Lyon

Visitors Present: Ashley Cook, Alex Carter (Calvin Cook attended later in meeting – did not sign in)

Visitors Present via Zoom: Howard Anderson, Lori Adams, BD Berry, Andra Carter, and Cody

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

Mayor Cook called the meeting to order. Councilman Messersmith led the Pledge of Allegiance and Mayor Cook provided invocation.

2. Prior Meeting Minutes

Councilman Messersmith moved to approve the November 10, 2022, meeting minutes with corrections.

Councilman Berry seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Abstain

The motion passed to approve the November 10, 2022, meeting minutes with corrections.

3. Budget Review/Town Bills

Mayor Cook discussed the aging report and the residents with the largest outstanding balance have reached out and indicated they will begin making payments. Councilman Norris suggested reaching out to other residents with outstanding balances and possibly work with them in order to have their outstanding balances become minimal.

Councilman Norris moved to approve the November 2022 Invoice Register as presented.

Councilman Berry seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed to approve the November 2022 Invoice Register as presented.

4. Reports from Police; Fire; Water; Treasurer; Clerk; Sexton; Planning Commission

Police:

Not in attendance.

Mayor Cook provided report for the month of November. Animal control was called to an incident where a large dog mauled a smaller dog. He mentioned that animal control will follow either the County Ordinance or our Town ordinance, whichever is stricter.

Fire:

Not in attendance.

Mayor Cook provided report for the month of November. We will meet with Fairfield Mayor in January. The chief wrote up a proposal regarding the purchasing of an ambulance. This will consist of a doctor to sign off on medications. He is also looking into an EED and hopefully can find one that another Fire Department could donate. He is also looking into having EMT (Emergency Medical Technician) volunteers. I will ask for the Fire Chief to be here next month for our meeting.

Water:

Not in attendance.

Mayor Cook provided report for the month of November. HCG Engineering sent report regarding our Town water system.

Treasurer:

She has completed the new application for the Worker's Compensation. She is still working with the auditor for the 2021-2022 Fiscal Year, there are only a couple of things left to do. She is also working on the Transparency Report.

Clerk:

She has mailed out the business license renewals for 2023 year to all residents running a home occupation and commercial businesses in Town. She also emailed an updated spreadsheet to the Utah County Assessment office listing all home occupation and commercial businesses here in Town.

She provided Treasurer Gurney the public hearing notice and meeting minutes for fiscal year 2021-2022 for audit. She recently met with a solar panel company and obtained two solar permits with fees collected and provided to Treasurer Gurney. These were then emailed to Ensign Engineering for review. However, Seth Clegg, the Town inspector with Ensign Engineering noticed that Solar Permits were not included in our contract. He will reach out to me within the next week or two and provide an updated fee schedule.

She asked Councilman Messersmith to sign two Certificates of Occupancy for the Barratt Family and Coy/Lyon Family. He indicated he will grab these documents from filing cabinet and sign them.

Lastly, we have an upcoming election year for former Councilwoman Laura Ault's seat and Councilman Jed Berry's seat. It is a two-year position. Candidate filing will be June 1st through the 7th of 2023. Primary elections will be on August 15th and the general election is November 7th next year.

Sexton:

No activity for the month of November.

Planning:

We canceled our regular monthly meeting for this month, December.

5. Reports from Council Members

Councilman Norris:

He asked Clerk Lyon and Treasurer Gurney if we have received a current invoice from Ace Recycling and Disposal for our Garbage cans? Both Clerk Lyon and Treasurer Gurney indicated they have not. The last invoice they had received was for the month of October 2022. He will reach out and obtain the invoices for the months of November and December.

Councilman Berry:

We no longer have Howard Anderson as our Town Cemetery Sexton. We posted for this open position and received one letter of interest from Harry Draper. We also posted open positions for a Cemetery Committee and received three letters of interest from residents.

Councilman Messersmith:

He will be signing two Certificates of Occupancy. One for the Barratt Family and the second for the Coy/Lyon Family.

Mayor Cook:

He let Clerk Lyon know the invoice for Direct Communications is for the fiber at the Recreation Center. Clerk Lyon thanked him and will get a check printed for his and Treasurer Gurney's signature as soon as possible.

6. Orchestra Rec Center Rental

Mayor Cook mentioned this was discussed in last month's meeting briefly, but no action was taken. It is back on the agenda for additional discussion. He explained Eagle Mountain Orchestra is currently renting a building in Eagle Mountain to do their practices twice a week. They are looking for other options into other places. So, they reached out to the Cedar Fort and asked about the Town's Recreation Center, and if we would allow them to practice there. They are currently paying \$35 an hour for the current facility they practice in. So, they are wondering if we would knock off something for them to rent it because technically that would count as a business. He thinks the fee to rent the Town Recreation Center is approximately \$120 an hour for a non-resident. He would like to offer the Town Recreation Center \$30 an hour and provide them storage space. He believes this would be up to us as the Town Council to determine if we want to allow this fee including storage. He asked the council if they would be interested in offering this to Eagle Mountain Orchestra. He mentioned it would be one hour twice a week. This would be a total of approximately \$60.00 a week.

Councilman Norris suggest we should revise the ordinance to help those in instances such as this. Otherwise, we as the Town Council need to follow the way our ordinances are currently written.

Councilman Norris motioned to table Agenda Item 6.

Councilman Berry seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed to table Agenda Item 6.

7. DocuSign

He would like to take input from the council to see if they would be interested in having DocuSign. He feels this would make signing documents much quicker than trying get the appropriate people together to sign it in person and then send it on. He feels DocuSign would make this task much easier. He is looking in obtaining and amount to have this program available to the Town.

The council members agreed this process would be much easier, especially with the rental agreements the Town has for the Town Park, Rodeo Grounds and Recreation Center.

No vote was made only discussion.

8. Website Bid

Mayor Cook is looking to hire someone who can build a new platform for the Town Website. He would like to have this person maintain and manage it as well. We will need to have approximately three bids, this amount will include the cost for the new platform, building of Town website, managing and maintenance.

No vote was made only discussion.

9. Public Relation Position

Mayor Cook expressed he is hoping to find somebody that is willing to volunteer. He believes having a volunteer to help run the Zoom meetings, help provide whoever is going to manage the Town website, post notices to the Town's Facebook page. He also would like to start a Town newsletter; this will provide updates of what is going on in Town.

No vote was made only discussion.

10. Grounds Keeper/Cleaner Position

Mayor Cook expressed we still have not had anybody put in for the groundskeeper position or the cleaner position for the two Town Cemetery's, Town Park, Town Hall, and Recreation Center. His thought is to separate these two positions. The groundskeeper will take care of the two Town Cemetery's, Town Park, and the grounds outside the Recreation Center. He would like to obtain three bids to hire a cleaning company to keep the restrooms at the Town Park maintained and clean the Town Hall and inside the Recreation Center. He feels the cleaning company will clean these buildings once a month.

No vote was made only discussion.

11. Planning Commission Resolution

Mayor Cook suggested having the Planning Commission Members start like our Town elected officials. These positions will start in January and end on December 31. These seats will also hold an alternate year instead of all five members being a full 5-year term.

Councilman Norris moved to approve changing resolution CFO-120-VR-2008. This currently reads on number 3 that in June one member will be replaced. It will now change to be appointed in January and will be appointed in December and will be an active member in January of every year.

Councilman Berry seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed changing resolution CFO-120-VR-2008. This currently reads on number 3 that in June one member will be replaced. It will now change to be appointed in January and will be appointed in December and will be an active member in January of every year.

12. Planning Commission Positions

Councilman Berry moved to approve the following positions for Planning Commission Positions:

Commissioner A – January 2023 through December 2027 (**Lynnette Groff**)

Commissioner B – January 2023 through December 2026 (**Darin Allen**)

Commissioner C – January 2023 through December 2025 (**Chris Murphy**)

Commissioner D – January 2023 through December 2024 (**Nancy McMurtrey**)

Commissioner E – January 2023 through December 2023 (**Kent Withers**)

Commissioner Alternate (**Alex Carter**)

Councilman Messersmith seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed to approve the following positions for Planning Commission Positions:

Commissioner A – January 2023 through December 2027 (**Lynnette Groff**)

Commissioner B – January 2023 through December 2026 (**Darin Allen**)

Commissioner C – January 2023 through December 2025 (**Chris Murphy**)

Commissioner D – January 2023 through December 2024 (**Nancy McMurtrey**)

Commissioner E – January 2023 through December 2023 (**Kent Withers**)

Commissioner Alternate (**Alex Carter**)

13. Cemetery Committee

Councilman Messersmith moved to approve the following positions for the Cemetery Committee:

Cemetery Committee Member A – January 2023 through December 2027 (**Lynda Norris**)

Cemetery Committee Member B – January 2023 through December 2026 (**Gina Hacking**)

Cemetery Committee Member C – January 2023 through December 2025 (**Vickie Draper**)

Cemetery Committee Member D – January 2023 through December 2024 (**Travis Giles**)

Councilman Berry seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Abstain

The motion passed to approve the following positions for the Cemetery Committee:

Cemetery Committee Member A – January 2023 through December 2027 (**Lynda Norris**)

Cemetery Committee Member B – January 2023 through December 2026 (**Gina Hacking**)

Cemetery Committee Member C – January 2023 through December 2025 (**Vickie Draper**)

Cemetery Committee Member D – January 2023 through December 2024 (**Travis Giles**)

14. Cemetery Sexton

Councilman Berry moved to appoint D. Harold Draper as the volunteer Cemetery Sexton.

Councilman Norris seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed to appoint D. Harold Draper as the volunteer Cemetery Sexton.

15. Adjourn

Councilman Norris moved to adjourn.

Councilman Messersmith seconded.

Councilman Messersmith:	Yea
Councilman Berry:	Yea
Mayor Cook:	Yea
Councilman Norris:	Yea

The motion passed to adjourn.

Meeting Adjourned at 7:45 p.m.