

Cedar Highlands, UT Town Council Work Session

APPROVED

July 25, 2019

Minutes of the Cedar Highlands Town Council work session which was convened at 1:00 p.m. on July 25, 2019 at 252 N 200 W, Cedar City, Utah.

Council Members in Attendance:

Jim Byler, Mayor

Beth Gaines, Councilmember

Susan Allman, Councilmember

Paul Starks, Councilmember

Linda Stetzenbach, Councilmember

Road Maintenance: Susan Allman and Paul Starks present an update on the road maintenance project. Originally, ex-Mayor Swann identified five individuals who were qualified to operate the backhoe leased by the town. For various reasons, four of those individuals are not viable options as operators, leaving Rob Yates as the lone operator. The operator is responsible for the maintenance of the backhoe. Currently, the backhoe has a damaged bucket and needs to be repaired before it can be used further. Rob Yates and Paul are working with Wheeler Cat to repair the bucket. Paul would like to see the bucket replaced with a different type of bucket that is more suitable for working on the interior roads. The contract that was entered into by the ex-mayor only allows 300 maximum usage hours before overtime charges apply, and that number will be reached soon. Mayor Byler states there are not enough volunteers to perform the road repairs safely and that flaggers are needed. Large jobs, such as extensive road repairs and snow removal, are not feasible with volunteer labor, they need to be contracted out. Mayor Byler suggests the town sign the road agreement with the Cedar Highlands HOA and then target 8-12 trouble areas throughout the entire community to do the most efficient repairs with the limited resources available. Mine tailings are an option, but the best material is an ARC rock/ mine tailing mix. There is no road base or material left on most roads in the community. Planning Commissioner Roger Thomas states the backhoe is insufficient, but the Town should not buy different equipment, the work should be contracted out. Roger Thomas states the Planning Commission is working on having an engineer's opinion for long-term road projects. Paul, Susan, and Planning Commission member Larry Miracle met with civil engineer Dallas Buckner, owner of Go Civil Engineering about drainage issues on the roads. Mr. Buckner will email Susan basic guidelines on how best to proceed. He could provide a report for \$300. Roger Thomas states Heath

Oveson used to own Go Civil and Mr. Oveson had worked on the town's roads previously, so Go Civil has a history with the town's roads. Paul states that resident Mark Imlay has a water hauler that may be available for the town's use; resident Regina Tashjian will check with Mark about letting the town use it. Mayor Byler will talk to Rob Yates about completing and laying material on the section of the lower road he is currently working on, and then, after the HOA agreement is signed, moving up to the interior roads to patch some of the more damaged portions. Roger Thomas will check with his excavator and rock hauler to possibly bring additional material for the town. Resident Rob Shelton identifies an unsafe section of ditch that is too deep and needs repair. Susan states residents Jim Hilton and Bruce Bakka both have experience operating a backhoe, they just need to be certified. The Town has already completed a road safety plan, signage is still needed. Rob Shelton can make available his walkie-talkies for the flaggers.

Go Civil Engineering: Will be addressed at the next meeting.

Clerk and Treasurer Training: The new clerk, treasurer, and mayor will take advantage of all on-line training available, but will not travel to training classes. Roger Thomas says the state ombudsman may come down to conduct training.

Swearing in of new Mayor, Treasurer, and Clerk: Mayor Byler will ask Sheriff Carpenter if he will be available to administer the oath of office prior to the next council meeting on August 1.

Financial Status: In reviewing the town's financial accounts, the clerk found unpaid bills and a pattern of delinquent bills resulting in late charges. A notice was received in February, 2019 from the Utah State Auditor stating an intent to withhold state-allocated funds and property tax distributions until required town reports are filed. Mayor Byler discovered this morning that the Town's bank accounts at Mountain America Credit Union (MACU) are still linked to the ex-mayor's personal accounts. He immediately contacted the State Auditor's Office to bring this violation to their attention. The mayor will contact MACU immediately to have this remedied. Per Town Clerk Jeanne Shelton, the current reconciled balance of the checking account is \$4,683.43, with several bills still to be paid or needing approval to be paid. Beth Gaines states the PTIF balance is \$65,000+, with \$56,000 available after accounting for the 10% required reserve. The Town is projected to receive approximately \$16,000 in additional taxes (road, sales, etc.) between now and the end of December. The Town will be sending out an RFP for a snow removal contract in August.

Regular Council Meetings Dates and Times: Susan Allman has reserved a room in the Cedar City Library for upcoming council meetings through the end of the year. Confirmed dates are September 26, November 21, and December 19. Susan will check availability for August 22 and October 24.

MyCityInspector.com: This program was activated in May 2018 and was inaccessible until just recently. The Mayor will contact the owner of the company, Bradi Frei, to see if the issue was with the company or the Town, and if there is the possibility of a refund. Reggie Tashjian from the HOA board inquires what size and type of job requires a building permit from the Town. Roger Thomas suggests this be added to the Planning Commission agenda to be addressed.

Linda Stetzenbach requests the short-term rental issue be placed on the agenda to be readdressed. Beth will continue to post meeting notices and agenda items on utah.gov for the foreseeable future.

Motion to adjourn by Susan Allman, 2nd by Beth Gaines - unanimous. Meeting adjourned at 2:55 p.m.

Minutes submitted by Jeanne Shelton, Town Clerk