

Cedar Highlands, UT Town Council Work Meeting

APPROVED

July 2, 2019

Minutes of the Cedar Highlands Town Council meeting which was convened at 10:01 a.m. on July 2, 2019 at the Cedar City Library, 303 N. 100 E., Cedar City, Utah.

Council Members in Attendance:

Beth Gaines, Councilmember

Linda Stetzenbach, Councilmember

Susan Allman, Councilmember

Paul Starks, Councilmember

Mayor Steve Swann is not present, having submitted a letter of resignation on June 28, 2019, effective immediately.

Select Meeting Chair: Linda Stetzenbach requests that Beth Gaines take over as chairperson on a temporary basis until a new mayor is appointed by the council; all council members in favor, **Beth Gaines will chair the meetings pending appointment of a new mayor.**

Pledge of Allegiance

Susan Allman states the goal of the council will be to take care of Cedar Highlands lands, homes, and all full-time and part-time residents. Susan reads a writing by Mary Oliver.

Linda Stetzenbach reads the procedure to replace the mayor. Beth Gaines, Susan Allman, and Beth's husband Stan picked up all town equipment and property and it is currently stored in Beth's garage. Beth would like to see the new town office be located in Cedar Highlands and is asking if anyone has any extra space in their homes that may be utilized by the town.

Volunteer Clerk and Treasurer Positions: Jeanne Shelton submitted her resume for volunteer clerk and is appointed unanimously by the council to serve on an interim basis pending appointment of the new mayor. Beth Gaines submitted her resume for volunteer treasurer and is appointed unanimously by the council to serve on an interim basis pending appointment of the new mayor.

Bank Accounts: Beth Gaines states that as of July 2, 2019 there is \$62,467.21 in the treasury account, and approximately \$25,000 in the checking and savings accounts. Beth also reports that ex-mayor Steve Swann is still listed as the principal on the accounts, as Mountain America Credit Union (MACU) requires a person and not just an entity be named on the accounts. Ex-mayor Swann has stated to Susan Allman that he will not remove his name from the accounts

until a new mayor is appointed. The intent of the council is to move the accounts to a bank where an individual's name is not required, but the council has no authority to close the MACU accounts until ex-mayor Swann transfers ownership to a new individual. Paul Starks asks if the debit card can be cancelled; Beth states the council has no authority over that either. Beth has informed MACU that Steve Swann is no longer the mayor of Cedar Highlands and thus has no authority to access the funds, but she will speak directly with the branch manager to see if anything more can be done to expedite transfer of ownership to a current councilmember. The only other current signer on the accounts is the former treasurer, Zelpha Taylor. The council is working with the State of Utah on how the council can regain access to the accounts but is getting conflicting information from the Lieutenant Governor's office. Susan inquired of the ex-mayor if the accounts were opened under his social security number or an Employer Identification Number (EIN) and he told her they were opened under the EIN. Beth also states that she has received notice that the lease payments on the backhoe are two months past due. The company is aware of the town's situation and requests payment be made by the end of July. The town is unable to pay any bill received from any creditor until this bank issue is resolved. The town is currently receiving its mail at the ex-mayor's personal Post Office box. Linda Stetzenbach will inquire at the Cedar City post office about the town of Cedar Highlands getting its own post office box.

Mayor Applications and Interviews: The notice for the mayoral job opening must be posted for two weeks and all interested applicants must submit their resumes within that time. Notice will be posted in the Cedar City News, on the town website, and on the town's Facebook page no later than July 3, 2019. Interested applicants must be registered to vote in and be a resident of Cedar Highlands for at least one year. Resumes should be sent to Beth Gaines at council2@cedarhighlands.org. As per State law, all candidates will be interviewed in an open meeting and the council will determine and appoint the new mayor at that meeting. The meeting is set for **July 17, 2019 at 6:00 p.m. in the East Room of the Cedar City Library, 303 N. 100 E, Cedar City, UT**. Susan states that the council's vision for the role of the new mayor will be nothing like the role of the former mayor. The new mayor and council will work together as a team and include input from the community.

Planning Commissioner Vacancy: Daniel Taylor has resigned from the Planning Commission. This position will be addressed after the mayor position has been filled.

The webmaster contract has expired effective June 30, 2019. Current webmaster Jim Hilton has agreed to continue without compensation for another three months, with the town just covering web expenses.

HOA/Town Road Agreement: Mike Brask and Reggie Tashjian are present representing the Cedar Highlands HOA. The road agreement is nearing completion and will be addressed at the next meeting on July 17, 2019.

Larry Miracle from the Planning Commission addresses the need to clarify the building inspection and permitting process as there are a couple of houses either pending or currently under construction.

Susan Allman and Paul Starks address the on-going roadwork. Susan is looking for volunteers to help out with rock removal and traffic control. Consensus is the roadwork should continue two days per week while the weather is still good, and that new rock material needs to be laid.

Paul Starks has been asking for assistance from Fire Forestry State Lands (FFSL) in clearing brush on the municipal lots and HOA common areas. The council thanks all community members who have volunteered.

Motion to adjourn by Beth Gaines, 2nd by Paul Starks – unanimous. Meeting adjourned at 11:16 a.m.

Minutes submitted by Interim Clerk Jeanne Shelton