

# Cedar Highlands, UT Town Council Work Meeting August 14, 2019

**APPROVED**

Minutes of the Cedar Highlands Town Council work session, which was convened at 10:05 a.m. on August 14, 2019 at the Cedar City Library, 303 N 100 E, Cedar City, Utah.

Council Members in Attendance:

Jim Byler, Mayor  
Beth Gaines, Council Member  
Linda Stetzenbach, Council Member  
Susan Allman, Council Member  
Paul Starks, Council Member

Also in attendance: Regina Tashjian, Cedar Highlands HOA Board Member; Bradi Frei, [MyCityInspector.com](http://MyCityInspector.com).

**MyCityInspector.com Training:** Bradi Frei from [MyCityInspector.com](http://MyCityInspector.com) is present to give an overview of the start to finish process on how the program works, and to offer basic instruction for the Council in the operation of the program. During instruction, the Council found inconsistencies in the permit fees being charged.

**Road Plan:** Backhoe operator Rob Yates will be unavailable for six months starting in October, 2019. Mayor Byler and Paul Starks met with Wheeler CAT and the backhoe lease has been cancelled as of August 6, 2019. Wheeler CAT will submit a prorated final bill. Road work has been scheduled for the week of August 19 through August 23. Volunteers are needed for traffic control and rock clearing. The Council will rent a backhoe for approximately \$850.00, with 40 hours maximum usage, to continue the road work that has already been started on the lower road, continuing into the interior roads if time permits. ARC Contractors will deliver material, up to 40 loads, costing up to \$10,000.00, starting on August 20. Announcement will be posted on the Town website and Facebook page advising of possible road closures or delays. The Council will address the possibility of hiring Bulloch's to clear culverts at the next meeting on August 22.

**Planning Commissioner Vacancies:** Linda Stetzenbach has been working on a revision to Town Ordinance 2, Establish a Planning Commission for the Town of Cedar Highlands, which designates the Town Council as the land use authority and the Planning Commission as the appeal authority. Linda is amending the wording to state one member **may** be a Town Council member, with the other two members from Cedar Highlands, and to have the three year terms staggered to maintain continuity in

Planning Commission members. There are currently two openings on the Planning Commission. The job openings will be posted on the Town's website for interested community members to apply.

**Cedar City Fire Road Bike Race:** In the past, the Race Coordinator, Planet Ultra, has had only oral agreements with the communities the racers will pass through. Cedar Highlands and Cedar City have requested a written agreement this year, and the Town received a written event plan and a copy of the Certificate of Liability Insurance. The pre-race signage was to have been placed at the top and bottom of Cedar Highlands Drive two weeks prior to the race date of August 17, but the signs are totally inadequate in size and road race information. Susan Allman requested new signs posted, but that may or may not happen. Sheriff volunteers are supposed to be at the top and bottom of Cedar Highlands Drive during the race to limit traffic. The Council is concerned about inconvenience to the residents during the race.

**MyCityInspector Contact Person:** Mayor Byler will be the administration contact person for building permits; and will also review the permits along with a member of the Planning Commission, either current commissioner Larry Miracle or one of the new members, when appointed. Mayor Byler will contact builder Roger Thomas to advise him that he has not been charged for inspections, and he will be billed for past and future inspections. The Mayor will also contact the Town's contracted inspector, Dave Nelson, to inquire about inspections he has performed and billing for those inspections.

**Sheriff Contract:** The Sheriff contract was on the Iron County Commission agenda on Monday August 12 for approval. Mayor Byler has not gotten word yet on whether it was approved.

**BLM:** The Bureau of Land Management has informed Mayor Byler that the roadwork on the lower road has encroached on BLM land by a few feet. The Mayor says no further widening of the road will be done. Also, the BLM may need to grant the Town a right of way for the land the trash dumpster sits on.

Mayor Byler lists the accomplishments the Council has made recently: the CAT contract has been cancelled; closed the old Mountain America Credit Union account and opened a new account at State Bank of Southern Utah; Utah Public Treasurer's Investment Fund (PTIF) access has been changed from the previous mayor and treasurer to Mayor Byler and Treasurer Beth Gaines, and a transfer has been made successfully; PTIF address change has been submitted and the former mayor's name removed from account; MyCityInspector meeting accomplished; and GoCivil drainage ditch report will be submitted soon. In regards to Jim Newberry's building permit, since he was charged the higher fees prior to the new fee schedule enacted, and he does not intend to build now, Beth suggests the Town cancel his building permit and refund all fees paid. This will be added as an agenda item on the August 22 meeting. A Request for Proposal (RFP) for snow removal for the winter season is in the process of being

prepared, in hopes to have a contract by mid September. Approval of the RFP will be placed on the agenda on August 22.

**The next Town Council meeting is August 22, 2019 at 6:00 p.m. at the Cedar City Public Library, Rare Book Room, 303 N 100 E, Cedar City, Utah.**

**Meeting is adjourned at 12:32 p.m.**

Minutes submitted by Town Clerk Jeanne Shelton