



MONROE CITY COUNCIL MEETING

Tuesday, June 13, 2023, at 7:00 pm

MINUTES

7:00 p.m.

1. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:00 p.m.

The Pledge of Allegiance was led by Councilmember Payne. A prayer was offered by Councilmember Mathie.

2. Roll Call

Mayor Johnny

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie

Perry Payne

Erica Serrine- absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

3. Consider a motion to approve the minutes of the meetings held May 23, 2023

City Recorder Allison Leavitt missed including the minutes from the May 23, 2023, regular City Council meeting in Council packets. They will be included in the next meeting packet.

4. Citizen input – Limit of 3 minutes per comment

Law Enforcement – Sevier County Deputy Travis Avery-

*City plans to post parking lot at the Mtn. View Park with signs that state no overnight parking and no RV vehicle parking. During recent ball tournaments this was an issue. The Council asked Deputy Avery to forward this information to the Sheriff Department to help

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37 enforce Monroe City's no camping rules.
38 *Had complaints of people walking dogs at the park which causes residents dogs next to the
39 park to bark. We are not sure how to proceed except to place signage stating it was a City
40 park.

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42 *Deputy Avery stated that with the warmer weather there is more activity about the City
43 and they are patrolling the best they can.

44
45 *The Council thanked Deputy Avery for coming to our meeting tonight and for all
46 Sevier County Sherriff Department does for our community.

47
48 **5. Approval of May 2023 warrant register, cash disbursements, and adjustment journal.**

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50 **Councilmembers reviewed and signed the May 2023 warrant register, cash disbursements,**
51 **adjustment journal.**

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53 **6. Business**

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55 a. Consider Fire Department Impact (Rate) fee study - Parker Vercimak - Jones and
56 DeMille Engineering

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58 Parker Vercimak, engineer with Jones and DeMille Engineering, explained he was contacted
59 by City Recorder Allison Leavitt to prepare a cost estimate for a feasibility study for a fire
60 department fee schedule. Mr. Vercimak distributed a scope of work with an estimate of
61 \$3800 to include the study of the fire department in the water master feasibility study Jones
62 and DeMille Engineering are working on right now.

63
64 Councilmember Payne explained that the Fire Department is struggling to keep updated
65 Personal Protection Equipment (PPE). One example is turnout gear that costs a minimum of
66 \$3500 and needs to be replaced every ten years. This fee would only cover PPE not operating
67 expenses.

68
69 Mr. Vercimak explained that the study would provide written documents that would support
70 the specific costs which are associated with providing fire protection and emergency services
71 to our citizens. This document would show what the actual costs are and a fee schedule
72 showing a fee, if warranted, could legally be charged.

73
74 The Council discussed that our citizens expect this service, and we need to be able to pay for
75 it, and they would like Mr. Vercimak to move forward with conducting the study.

76

77 Councilmember Payne moved to approve Jones and DeMille Engineering performing a rate
78 analysis feasibility study of Monroe City Fire Department. The motion was seconded by
79 Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers
80 Buchmiller, Cartwright, Mathie, and Payne. The vote was unanimous. The motion carried.
81 4-0

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83 b. Project discussion - Jones and DeMille Engineering - Parker Vercimak

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85 1. Culinary Water Master Plan - Impact feasibility

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87 Parker Vercimak stated that they are still working on the final draft report for the culinary
88 water master plan. He would like to be on the Council agenda for June 27, 2023, or July 11,
89 2023, to review the draft report with the Council in preparation of adopting the final report.

90

91 2. Lower Hydro Project

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93 Parker Vercimak reviewed with the Council the bid recently received for installing a liner
94 versus a pipeline replacement of the lower hydro penstock.

95

96 The Council discussed the different options and cost of each option. The Council had a lot of
97 questions, and it was determined to set up a work meeting with the engineers, Mayor,
98 Councilmembers, and City staff. If there is a quorum, the meeting will be noticed as a public
99 meeting.

100

101 The Council set a work meeting for June 27, 2023, at 8:30 a.m. at the City offices. As of
102 tonight, it does not appear a quorum will be present.

103

104 Mr. Vercimak stated that he would bring better prepared information for the Council to
105 review and help decide which way to proceed.

106

107 3. Secondary Water Meter Project

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109 Mr. Vercimak reviewed with the Council different options and costs for the secondary water
110 metering project. Mayor Parsons stated that he foresees the City having to install secondary
111 meters down the road and there may not be the funding package as is offered now.

112

113 The Council discussed with Mr. Vercimak the options and timeline to begin the project. Once
114 we decide on which type of meter we want to use this will be reported to the state. Bidding
115 on the project will probably be sometime in the fall and actual work to begin next winter.

116

117 **Approval of Resolution 6 01 2023 adopting the 2023-2024 Building Authority of Monroe**
118 **City annual budget**

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120 **Councilmember Mathie moved to adopt Resolution 6 01 2023 adopting the 2023-2024**
121 **Building Authority of Monroe City annual budget. The motion was seconded by**
122 **Councilmember Payne . A roll call vote was called. Voting yes: Councilmembers Buchmiller,**
123 **Cartwright, Mathie, and Payne. The vote was unanimous. The motion carried. 4-0**

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125 **c. Approval of Resolution 6 02 2023 adopting the 2023-2024 Monroe City annual**
126 **budget including employee cost of living increase of 4%, employee merit pay**
127 **increase, and certified tax rate**

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129 **Councilmember Payne moved to adopt Resolution 6 02 2023 adopting the 2023-2024**
130 **Monroe City annual budget including employee cost of living increase of 4%, and certified**
131 **tax rate. The motion was seconded by Councilmember Cartwright. A roll call vote was**
132 **called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. The vote**
133 **was unanimous. The motion carried. 4-0**

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135 **d. Approval of Resolution 6 03 2023 adopting amended Monroe City 2022-2023 fiscal**
136 **year budget**

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138 **Councilmember Cartwright moved to adopt Resolution 6 03 2023 adopting the amended**
139 **Monroe City 2022-2023 fiscal year budget. The motion was seconded by Councilmember**
140 **Buchmiller. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright,**
141 **Mathie, and Payne. The vote was unanimous. The motion carried. 4-0**

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143 **e. Open Public Meeting Training- City Recorder Allison Leavitt**

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145 City Recorder Allison Leavitt discussed the Open and Public Meetings Act with the Council.
146 She noted that the Council is required to receive training on the act annually. She explained
147 that it is important to review and discuss the act because if someone intentionally violates
148 the Open and Public Meetings Act, they may be subject to a Class B misdemeanor. The Act
149 states that all public business shall be conducted in the public eye. This means that the
150 Council cannot act on things that are not on the agenda. The Council can talk about things
151 not on the agenda, but they cannot act on them.

152

153 City Recorder Allison Leavitt explained that Councilmembers can participate in a group email
154 or text, however these are considered a public record and may be reviewed with a GRAMA
155 request. Councilmembers should never email or text one another during a public meeting.
156 You want the public to know that all City business is conducted in the public view.

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If there are three or more Councilmembers present this constitutes a quorum and no City business should be discussed. They can meet at a social function but again no City business discussion is permitted. She advised the Councilmembers that if there is City business, they want to discuss they need to have it added to the meeting agenda.

7. Other Business

a. Staff Reports

City Recorder Allison Leavitt-

*City elections – Declaration of Candidacy ended on June 7,2023. We have three Councilmember positions up for election and we had three individuals declare candidacy, Incumbents Michael Mathie and Erica Serrine, and Ryan Johnson have declared their candidacy. If we have no write-in candidates by September 5th, we can cancel our election. The Governor has declared a change in the election’s dates, due to Representative Chris Stewarts resignation. The general election will now be held on November 21, 2023, instead of November 7, 2023.

Public Works Director Devin Magleby-

*Met with the Monroe Canal Board concerning a project to put the canal going through town underground. The City uses the canal as a diversion point for our storm water, and the Canal company is okay with the City continuing to use the canal in this matter, however some type of entry structure would have to be constructed and the City would be responsible for the associated costs.

The Monroe Canal Board members are working on obtaining grant funds to help cover their costs and they wonder if the City could work with them in this process. City Recorder Allison Leavitt will talk with Tyler Timmons, Six-County AOG to see if there are any grants, he is aware of that the City could apply for.

*We have collected nearly \$139,000 for the cemetery paving road project. Public Works Director Devin Magleby stated that the road project needs to include drainage and waterways to ensure it is done right and will last a long time.

194 Would like to work with Micklane Farmer, Jones and DeMille Engineering, to prepare bid
195 documents so they are done correctly and completely. We do not need an engineer for the
196 project, but it would be helpful if Mr. Farmer assisted with the bid documents. When we
197 have a completed plan, we will advertise the jobs as outlined in our purchasing policy.
198

199 *Employee Riley Barney has given his two-week notice. He was recently hired by Sunrise
200 Engineering. We wish him the best of luck and he has been a valuable employee to the City.
201

202 *Been receiving complaints that the rodeo ground lights have been left on all night. Will talk
203 with Power Foreman Josey Parsons about possible solutions.
204

205 **b. Department Business-Council**

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207 Councilmember Mathie –

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209 No further business
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211 Councilmember Buchmiller
212

213 *The Power Department hired Chris Dowell as a power apprentice from the applications
214 submitted for the position of groundsman, apprentice, or journeyman. Power Foreman Josey
215 Parsons and Street Foreman/Journeyman John Draper are looking forward to working with
216 Mr. Dowell because of his electrical experience. His start date will be sometime in July, he
217 has a prior obligation to his current employer to finish a large project. Mayor Parsons stated
218 that we had a lot of good applicants to choose from and it was not an easy decision.
219

220 Councilmember Payne-

221
222 *Asked Public Works Director Devin Magleby if he would look at the trees along 850 N 300 E.
223 Property owner Glen Phillips is concerned about them coming down and taking out the
224 power line that runs to his house.
225

226 *Four firefighters will be attending the annual fire convention at Ruby's Inn next week. New
227 firefighters are continuing to be committed to working with the fire department.
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229 Councilmember Cartwright-
230

231 No further business

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233 Mayor Parsons-

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235 *Grass at the cemetery is struggling to green up this spring. Cemetery Foreman Shad Lee has
236 had some difficulties with the sprinklers, and he thinks he is getting on top of the issues and
237 hopefully the grass will green up and the cemetery will look better.

238

239 *Received concerns that Monroe power customers are paying for lights at the ballfields and
240 other communities are benefiting from this. Mayor inquired what it was costing for lighting
241 the fields during ball games and it seems to be an insignificant amount.

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243 *Sam Ware, Sons of Utah Pioneers, would like to set a time for Councilmembers to come to
244 the storage units and see what pioneer artifacts they have for a pioneer museum. The
245 Council decided on June 30, 2023, at 9:00 a.m. Mayor Parsons will contact Mr. Ware to verify
246 the date and time. If there is a quorum this will be advertised but not a public meeting.

247

248 Mr. Ware asked Mayor Parsons if the fire department would like two human pulled fire
249 apparatuses that are in good condition and located in St. George. These items could be
250 displayed at the fire house. Councilmember Payne stated he would talk to fire department
251 members at their weekly meeting tomorrow and see if they are interested in them.

252

253 8. Adjournment

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255 **There being no further business to come before the Council for consideration,**
256 **Councilmember Mathie moved the Regular Council Meeting adjourn at 8:15 p.m. The**
257 **motion was seconded by Councilmember Buchmiller. The vote was unanimous. The**
258 **motion carried. 4-0**

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260 The next regular City Council meeting is scheduled to be held on Tuesday, June 27, 2023
261 starting at 7:00 p.m. at Monroe City Office.

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263 Approved this 27th day of June 2023.

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Allison Leavitt

Monroe City Recorder



Johnny C. Parsons

Mayor

MONROE CITY COUNCIL

MINUTES

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