



MONROE CITY COUNCIL MEETING
Tuesday, October 24, 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.

2. The Pledge of Allegiance was led by Mayor Parsons. A prayer was offered by Councilmember Sirrine.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller -Absent

Janet Cartwright - Electronic

Michael Mathie

Perry Payne – Absent

Erica Sirrine

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commission Chairperson Bart Lee

Parker Vercimak – Jones and DeMille

Cody Deeter – EFG Consulting

Steve Shaver

Michael Shaver

Deon Beatty

Patricia Bodenschatz

4. Consider a motion to approve the minutes of the meetings held October 10, 2023.

Councilmember Mathie moved to approve the October 10, 2023, Regular City Council Meeting Minutes with corrections. The motion was seconded by Councilmember Sirrine. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie and Sirrine. The vote was unanimous. The motion carried. 3-0

Monroe City Council
Minutes
10 24 2023

39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79

5. Citizen input – Limit of 3 minutes per comment

6. Business

a. Planning Commission - Chairperson Bart Lee

1. Conditional use business license application for "Diversity Martial Arts & Fitness" located at 263 S 400 E. Submitted by Deon Beatty.

Planning Commission Chairperson Bart Lee reviewed with the Council Deon Beatty's conditional use business license application and stated that Ms. Beatty was here if they had questions for her.

Councilmember Sirrine asked if there would be sufficient parking, Ms. Beatty explained that parking should not be a problem. Councilmember Mathie asked how many students she expected to be in each class and Ms. Beatty stated that she anticipates around fifteen students per class.

Chair Lee stated that the Planning Commission recommends approval of conditional use business license submitted by Deon Beatty.

Councilmember Sirrine moved to approve the conditional use business license application for "Diversity Martial Arts & Fitness" located at 263 S 400 E. Submitted by Deon Beatty. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The vote was unanimous. The motion carried. 3-0

2. Oversized shop/garage located at 524 W 880 S. Submitted by Patricia Bodenschatz.

Chair Lee explained to the Council that Patricia Bodenschatz has submitted a building permit for an accessory building that exceeds our minimum size of 1400 sq. feet. The building permit states that it will be 1800 sq. feet so additional approval is required to meet Monroe's Land use requirements.

Chair Lee stated that everything is in line with our ordinance and that there will be no need for a septic system.

Chair Lee stated that the Planning Commission recommends approval of building permit for oversized accessory building.

80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119

Councilmember Sirrine moved to approve the oversized shop/garage located 524 W 880 S, submitted by Patricia Bodenschatz. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The vote was unanimous. The motion carried. 3-0

3. Oversized shop/garage located at 151 S 100 W. Submitted by Don Grant.

Chair Lee explained that Don Grant has submitted a building permit for an accessory building which exceeds our minimum size of 1400 sq feet. The building permit states that it will be 1760 sq. feet so additional approval is required to meet Monroe’s land use requirements.

Chair Lee stated that the permit is straight forward there will no restrooms and there is plenty of room on his lot to accommodate the oversized building. Therefore, the Planning Commission recommends approval of the oversized accessory building.

Councilmember Mathie moved to approve the oversized shop/garage located 151 S 100 W, submitted by Don Grant. The motion was seconded by Councilmember Sirrine. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The vote was unanimous. The motion carried. 3-0

b. Consider Right of Way Encroachment- Michael Shaver

Michael Shaver distributed to the Council pictures of their building (Greystone) located at 20 W 100 N before improvements and current pictures showing what they have done so far. He stated that they are not done with the renovations, but they believe it looks better than when they started.

The concern which they are here to discuss is the placement of a concrete walking path that would be located within the City’s right-of-way. The proposed placement for the path has caused concern because it is pushing walking traffic too close to the asphalt street and the width is not ADA approved.

Mr. Shaver explained that they were with the understanding that they could have the pathway and they now understand the City’s concerns, their main objective is they want to keep moving forward so that their project can be finished by December.

Public Works Director Devin Magleby and City Recorder Allison Leavitt did not realize to what extent the Shaver’s had intended when asked if they could do some landscaping in the City’s right-of-way.

120 The Council discussed with the Shaver's their concerns and workable solutions that both parties
121 would be happy with. Monroe City currently has a policy for cost share sidewalk projects and if
122 Shaver's are agreeable to share the cost of a 5' wide sidewalk this may be the best solution. The
123 Shaver's agreed to this. This would be beneficial to the City because we could construct a
124 sidewalk from the east corner down to our park parking lot and possibly to 100 W.

125
126 The policy states that for a 50/50 participation project it must be a complete block, however
127 seeing that this would allow better access to our parking lot the Council agreed to have this be a
128 50/50 participation project. The Shaver's will only be paying for 50% of the costs associated
129 with the sidewalk for the length of their property. There are also two other residences on 100 N
130 so there is the possibility of them participating in the project.

131
132 Steve Shaver asked about installing some coping along the south side of the sidewalk to prevent
133 people from parking on the sidewalk. It was determined that Public Works Director Devin
134 Magleby would meet with the Shaver's on site to mark out the location of the sidewalk and
135 decide about the coping.

136
137 The Council understands that the Shaver's have invested a lot of time and money in this project
138 but there is safety criteria that must be met.

139
140 Steve Shaver is concerned about the timeline now that the City is going to be involved. The
141 Mayor told him that this should not slow things down, they just need to get an estimate of cost
142 to the City and work with Public Works Director Devin Magleby on placement.

143
144 Councilmember Mathie wanted it clarified that an exception to the policy is being made
145 because of the location and benefit to the City.

146
147 **Councilmember Sirrine moved to enter into a 50/50 joint agreement with owners of property**
148 **located at 20 W 100 N for installation of ADA approved sidewalk along the northside of 100 N.**
149 **The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes:**
150 **Councilmembers Cartwright, Mathie, and Sirrine. The vote was unanimous. The motion**
151 **carried. 3-0**

152
153 c. Review cemetery road paving documents and set bidding dates -Jones &DeMille
154 Engineering

155
156 Mathew Lenhart, Jones and DeMille Engineering has been working with Micklane Farmer and is
157 here tonight to review with the Council the cost estimates for paving the roads at the Cemetery.

158
159 The following engineer cost estimates with 3" asphalt:

160
Monroe City Council
Minutes
10 24 2023

161 12' wide is \$182,000

162

163 18' wide is \$259,000

164

165 The Council discussed that some of the roads would not be able to be 18' wide and there is also
166 the possibility of tree interference. Public Works Director Devin Magleby explained that these
167 types of situations will be addressed. Some roads may have to be 12' and some 18'. Public
168 Works Director Devin Magleby explained that if we bid the job with both 12' and 18' we will
169 have a price per ton and then we can adjust as needed.

170

171 Councilmember Cartwright favors the 18' wide roads but is worried about the cost difference.
172 Mayor Parsons stated the cost is a concern, but we want to do it right. Councilmember
173 Cartwright stated that she wants the community to be happy with this and that it will be able to
174 be maintained.

175

176 Councilmember Mathie asked about the concrete waterways. Public Works Director Devin
177 Magleby stated that these are not included in the bid price and that Monroe City would do
178 those individually so that a schedule can be prepared to allow access to the cemetery for
179 funerals.

180

181 Public Works Director Devin Magleby stated that he and Micklane Farmer think that we should
182 put the project out to bid now and award the bid in late November. Then the project would be
183 ready to go as soon as possible in the spring.

184

185 Councilmember Cartwright asked if it could be completed by Memorial Day. Parker Vercimak,
186 Jones and DeMille Engineering stated that the contractor would probably add a significant cost
187 to the bid if this was a requirement.

188

189 The Council agreed to advertise for bids now and open bids at the end of November or first of
190 December.

191

192 d. Public Hearing to receive comments on a proposed impact fee analysis plan and
193 proposed impact fee ordinance and impact fee enactment.

194

195 7:22 p.m. Mayor Parsons opened the public hearing to receive comments from the public on a
196 proposed impact fee facility plan (IFFP) and impact fee analysis (IFA) and impact fee enactment.

197

198 Cody Deeter with EFG Consulting (EFG) and Parker Vercimak with Jones and DeMille
199 Engineering (JDE) presented to the public and the Council the findings of their study. Mr. Deeter
200 explained that this study was conducted in line with Utah State Code 11-36a-102(8)(a), which

201 allows municipalities to impose a fee upon new development to mitigate the impact new
202 development has on public infrastructure.

203

204 The study included service area, demand analysis, level of service, excess capacity, capital
205 facilities analysis, funding of future facilities, and proposed impact fee.

206

207 The service area included the entire City, the demand analysis estimated ERC's (water
208 connections) to increase by 359 in the next 10 years. The level of service and excess capacity is
209 adequate at this time. As for Capital facilities the City is currently deficient in storage and needs
210 an additional storage tank, distribution system improvements for upper and lower pressure
211 zones. These facilities have an estimated cost of \$9,646,420 with interest. The City will seek
212 funding loans from USDA Rural Development.

213

214 Based upon the data collected, the maximum allowable culinary water impact fee is \$5327 for
215 residential use and the commercial impact fee will be determined by size of meter and ERCs
216 needed.

217

218 Councilmember Payne is not here tonight but asked Mayor Parsons to relay his concern that he
219 does not think a residential connection with a 1" meter should pay the same as a commercial
220 connection of the same size. He stated that most property owners who request a 1" meter is for
221 more volume due to low pressure. The Council agreed with this, and Mr. Deeter explained that
222 the fee schedule could state that a residential fee be the same across the board if it was for
223 residential use only. Customer wanting a larger meter than the standard ¾" meter will pay the
224 additional hook-up costs, but the impact fee will be the same.

225

226 With no comments from those in attendance and no additional comments from the Council,
227 Mayor Parsons closed the public hearing at 7:33 p.m.

228

229 e. Consider adopting ordinance 10 1 2023 adopting an Impact Fee Facilities Plan and
230 Impact Fee Analysis and imposing certain impact fees as discussed by Cody Deeter
231 and Parker Vercimak.

232

233 Councilmember Mathie asked Mr. Deeter to clarify when the impact fees may have to be
234 refunded to those who paid them. Mr. Deeter explained that the City has six years to expend
235 the funds collected from impact fees, however the projects planned will be bonded so
236 repayment of these bonds satisfies the requirement of the six years.

237

238 This ordinance will go into effect January 22, 2024, per state code requiring a 90-day waiting
239 period.

240 Councilmember Mathie moved adopt Ordinance 10 1 2023 adopting an Impact Fee Facilities
241 Plan and Impact Fee Analysis and imposing culinary water impact fee. Residential use will
242 have one rate while commercial rates will vary depending on meter size and use
243 requirements. The motion was seconded by Councilmember Serrine. A roll call vote was
244 called. Voting yes: Councilmembers Cartwright, Mathie, and Serrine. The vote was unanimous.
245 The motion carried. 3-0

246
247 Mr. Deeter then reviewed with the Council a water rate structure report to show what we will
248 need to do to ensure we can cover our expenses, cash reserve, and meet debt payments.

249
250 As part of their research, they wanted to ensure that we meet our operating expenses, pay back
251 debt, and put money aside for emergencies while providing the lowest rates possible to our
252 customers.

253
254 He presented two scenarios, one with a 2.78% increase in growth and one with 1% increase in
255 growth. With the growth rate of 2.78% he suggested an increase of 3% each year and with a
256 growth rate of 1% he recommended an increase of 12.97% for two years then reduce the
257 increase to 3% each year. He stated that it is hard to determine exactly what the growth rate will
258 be, and it is something the Council will need to monitor to ensure that we have sufficient
259 revenues to meet expenses.

260
261 Mr. Deeter explained to the Council that the first thing USDA Rural Development will review is
262 your current rate structure before they loan you money. If your rates are not sufficient, they will
263 mandate you increase them. So, it is a good idea to look at this data and decide what would be
264 best for the City now and in the future.

265
266 Councilmember Mathie asked if it might be best to increase water rates in between the 2.78%
267 and 12.97%, maybe 6%-8%. Mr. Deeter stated that this percentage might be determined by
268 USDA Rural Development requirements for funding.

269
270 Mr. Vercimak stated that the water master plan was created to show what improvements are
271 needed for our water system, the rate analysis provides the financial breakdown on how to pay
272 for the improvements.

273
274 The Council thanked Mr. Deeter and Mr. Vercimak for the information given tonight and will use
275 the results of their study to determine water rates.

276
277 **7. Other Business**

278
279 **a. Staff Reports**

280
281 City Recorder Allison Leavitt –
282

283 *Installation of permanent holiday lights for the City Office Building and Library. These types of
284 lights are meant to stay up year around so time would be saved each year by the City crew not
285 having to install lights on these two buildings. The Council asked how long the lights should last.
286 City Recorder Allison Leavitt was not sure but would follow up on this. The Council thinks it
287 would be a good idea if they lasted for several years.

288
289 *Distributed monthly budgets to Councilmembers in attendance.

290
291 Public Works Director Devin Magleby –

292
293 *He and Streets Foreman John Draper will be attending road school in St. George starting
294 November 1, 2023.

295
296 b. Department Business-Council

297
298 Councilmember Cartwright –

299
300 No further business tonight.

301
302 Councilmember Mathie-

303
304 *Green Valley Lawncare is out spraying new weed spray. Hopefully, this spray will help in the
305 spring when it seems like the weeds always get ahead of us.

306
307 Councilmember Serrine-

308
309 *Lindsay Rippa-Burns, CUASA, has asked for a report on what the City spends the donations
310 they recently gave to the City and South Sevier Senior Citizens Center.

311
312 Mayor Parsons stated that he is not sure how much it cost to spray the landing zone, but he had
313 Green Valley Lawn Care spray the whole area with the new weed spray.

314
315 Councilmember Serrine would like to see what the cost is for some heavy picnic tables to be
316 placed under the pavilion at the landing zone.

317
318 Mayor Parsons –

319
320 No further business tonight.

321
322 **9. Adjournment**

323
324 **There being no further business to come before the Council for consideration, Councilmember**
325 **Serrine moved the Regular Council Meeting adjourn at 8:32 p.m. The motion was seconded by**
326 **Councilmember Mathie. The vote was unanimous. The motion carried. 3-0**

327
328
329
330
331
332
333
334
335
336
337
338
339
340
341

The next regular City Council meeting is scheduled to be held on Tuesday, November 14, 2023 starting at 7:00 p.m. at Monroe City Office.

Approved this 14th day of November 2023.


Allison Leavitt
Monroe City Recorder


Johnny C. Parsons
Mayor