



MONROE CITY COUNCIL MEETING  
Tuesday, January 9, 2024, at 6:00 pm  
MINUTES

**6:00 p.m.**

Present: Mayor Parsons, Janet Cartwright, Ryan Johnson, Erica Serrine, Michael Mathie and Perry Payne. Public Works Director Devin Magleby, City Recorder Allison Leavitt, City Treasurer Jacee Barney

**1. 2022-2023 Audit Report - Kimball & Roberts**

Mayor Parsons welcomed everyone to tonight's work meeting. He introduced Rick Roberts from Kimball and Roberts accounting firm who performed the audit report of Monroe City's financial statements for the fiscal year 2022-2023.

Rick Roberts began by reviewing the report of the City's financial statements. The audited financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Monroe City, as of the year-end June 30, 2023, are included in this audit report. Also, the related notes to the financial statements which collectively comprise the City's financial statements as listed in the table of contents. He commented that the financial statements are the responsibility of Monroe City's management. His firm's responsibility is to express an opinion on the financial statements based on the audit.

The audit of Monroe City's financial statements include compliance with certain provisions of laws, regulations, contracts, and grant agreements. The audit was performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

Page 6 contains management's discussion and analysis of the City's financial activities for the year ending June 30, 2023. The City's purpose is to provide general services to its residents which includes general government, public safety, highways and public improvements and culture and recreation.

Financial highlights:

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- 42 \* The assets of the City exceeded its liabilities as of the close of the most recent year by  
43 \$15,433,568(net position). Of this amount, \$4,174,391 (unrestricted net position) may  
44 be used to meet the City’s ongoing obligations to citizens and creditors.
- 45 \* The City’s total net position increased by \$576,191. The revenues were more than the  
46 adopted budgeted amounts, and expenditures were more than the adopted budgeted  
47 amounts.
- 48 \* At the close of the current year, the City’s governmental funds reported ending fund  
49 balances of \$1,752,607, an increase of \$493,570 in comparison with the prior year.  
50 Approximately 87 percent of this total amount, \$1,530,522 is available for spending at  
51 the government’s discretion (assigned and unassigned fund balance).
- 52 \* At the end of the current year, unassigned fund balance for the General Fund was  
53 \$585,308 or 60 percent of total General fund expenditures.
- 54 \* The City’s total bonded debt decreased by a net amount of \$345,306 during the current  
55 year.

56  
57 Pages 8 and 9 contain information comparing last year’s (2022) to this year’s (2023) net  
58 position. Increases in expenses closely paralleled inflation and growth in the demand for  
59 services.

60  
61 Pages 15 and 16 contain a Statement of Net Position. Rick Roberts reviewed this statement. He  
62 explained that restricted cash is for bond payments, perpetual care, construction, class “C” road  
63 expenditures, bond reserves, etc.

64  
65 Page 17 shows the revenue generated and expenses for each specific category of the different  
66 funds. This is the balance sheet for the General Fund, Capital Improvement Fund and nonmajor  
67 funds.

68  
69 The next several pages provided financial information on the City’s water, electric, irrigation,  
70 sewer anticipation and non-major funds. These are the City’s proprietary funds. The cash goes  
71 up and down, depending on the year. Each fund shows an income and expense statement.

72  
73 Rick Roberts identified the following findings for the state and budgetary compliance; The  
74 City exceeded the adopted budget in the general fund by \$375. The City had a deficit of \$542  
75 in the Municipal Building Authority Fund. The City unassigned fund balance and General fund  
76 exceeded the amount allowed under State Law by \$82,523.

77  
78 **7:00 p.m.**

79  
80 **2. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:00**  
81 **p.m.**

82  
83 **3. The Pledge of Allegiance was led by Councilmember Mathie and a prayer was offered by**  
84 **Councilmember Sirrine .**

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**4. Roll Call**

Mayor Johnny Parsons  
Councilmembers:  
Janet Cartwright  
Ryan Johnson  
Michael Mathie  
Perry Payne  
Erica Serrine  
Public Works Director Devin Magleby  
City Recorder Allison Leavitt  
Code Enforcement Officer Charles Billingsley  
Max White - White's Sanitation  
Jeff Brown-Central Utah Food Bank  
Amber Carter- Pebbles and Pinecones Day Care Center  
Bethany Street – Pebbles and Pinecones Day Care Center  
Chris Hardy

**5. Oath Of Office Ceremony- Oath of office administered to newly elected Councilmembers**

Oath of office administered to newly elected Councilmembers Ryan Johnson, Michael Mathie, and Erica Serrine by City Recorder Allison H. Leavitt.

**6. Consider a motion to approve the minutes of the meetings held December 12, 2023.**

**Councilmember Mathie moved to approve the December 12, 2023 Regular City Council Meeting Minutes as corrected. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 5-0**

**7. Citizen input – Limit of 3 minutes per comment**

**8.Approval of December 2023 warrant register, cash disbursements, adjustment journal and aging report.**

**Councilmembers reviewed and signed the December 2023 warrant register, cash, disbursements, adjustment journal and aging report.**

**9. Business**

- a. Consider time extension for nuisance property abatement 165 E 100 N- Charles Billingsley

128 Code Enforcement Officer Charles Billingsley explained to the Council that he was instructed  
129 to address people living in an accessory building and a mobile home at 165 E 100 N, which is a  
130 violation of Monroe City's Land Use ordinance. Upon inspection he discovered that there  
131 were other violations that needed to be addressed. He visited with property owner Robert  
132 Hardy and explained that no one was to be living outside of the main dwelling, the current  
133 shed was built without a building permit, and debris in the rear yard needed to be cleaned up.  
134 To avoid the costs to them incurred with the abatement process, Mr. Hardy agreed that he  
135 and his son Chris Hardy would begin cleaning up the yard.

136  
137 Code Enforcement Officer Charles Billingsley explained that he had sent the two required  
138 notices to Mr. Hardy and the City now has the decision to make of whether to give Mr. Hardy  
139 additional time to come into compliance with City ordinances or begin the abatement  
140 process.

141  
142 Code Enforcement Officer Charles Billingsley stated that the mobile home is used only for  
143 storage, and that Chris Hardy has removed the travel trailer which was being occupied. There  
144 are two abandoned vehicles on the property which Chris Hardy has signed the necessary  
145 paperwork for the Sheriff's office to come and remove the vehicles.

146  
147 Mayor Parsons asked Chris Hardy how much additional time was needed to clean up the  
148 property. Chris Hardy said he was unsure being that it is winter and never knowing exactly  
149 what the weather would be.

150  
151 The Council discussed with Chris Hardy the process to obtain a building permit for the shed  
152 and was given a building permit application and instructed to return it to the City office for  
153 signatures from the Mayor and Planning Commission Chairperson before submitting it to  
154 Sevier County Building Department. The Council determined that since the mobile home was  
155 still on tires and used only for storage that it would not require a building permit.

156  
157 The Council decided that it would be better not to give the Hardy's a time limit but asked  
158 them to continue to work on their property and communicate progress with the City. The  
159 Council stated to grant the extension the Hardy's will be required to report back on their  
160 progress to the Council at their February 13, 2024, meeting.

161  
162 **Councilmember Mathie moved to grant an extension of time of nuisance property abatement**  
163 **with the condition that property owners Robert and Chris Hardy report on their progress to**  
164 **the Council at their regular scheduled meeting held on February 13, 2024. The motion was**  
165 **seconded by Councilmember Serrine. A roll call vote was called. Voting yes: Councilmembers**  
166 **Cartwright, Johnson, Mathie, Payne, and Serrine. The vote was unanimous. The motion**  
167 **carried. 5-0**

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b. Consider donation to Central Utah Food Bank-Jeff Brown

Jeff Brown introduced himself to the Council as a retired medical doctor who is now serving as the director of the Central Utah Food Bank located in Richfield, UT He stated that he is here tonight to visit with the Council about a financial donation.

Mr. Brown explained that the food bank is a warehouse that provides food to local people and other pantries in our surrounding areas. He distributed a brochure that gave an overview of those served through the food bank. Mr. Brown stated that the following are statistics from only Monroe:

			% difference
Orders	418 (2022)	502 (2023)	20%
Families – monthly	35	42	25%
Individuals	787	915	35%

The food bank does receive food from the state but recently it seems like they are receiving less versus more. The food bank receives food from local food drives 3-4 times a year, however, they have only received about a third of the food they normally receive from these food drives.

Councilmember Mathie asked if there were paid employees to help facilitate the operations at the food bank. Mr. Brown explained there were four paid employees, which their wages are very minimal. They do depend on about 6-7 volunteers each day to help distribute food to those coming for food.

Mr. Brown asked the Council for a \$5000 donation to the food bank. Mayor Parsons asked what other communities had done. Mr. Brown stated that he has requested \$10,000 from Richfield, but he realizes we do not have a large tax base in Monroe, and this is why he is asking for less from us.

Councilmember Payne stated that he believes this is a worthy cause and thinks Monroe City should participate.

**Councilmember Payne moved to donate \$5000 to the Central Utah Food Bank. The motion was seconded by Councilmember Johnson. A roll call vote was taken. Voting yes: Councilmembers Cartwright, Johnson, Mathie, Payne, and Serrine. The vote was unanimous. Motion carried 5-0.**

c. White's Sanitation Annual Visit

204 Max White, White's Sanitation was here tonight for their annual visit with the Council. The  
205 main concern again this year is how to manage City clean-up week. For some reason Monroe  
206 is still the most used site. Normally we have done the last two weekends of the clean-up  
207 period and last year we changed and did it during the middle of the clean-up period and we  
208 still were the largest user.

209  
210 White's Sanitation has been providing dumpster exchanges over the weekends, but this has  
211 caused them some issues, so Chet White is working on how to handle weekends this year and  
212 will get back with us with their decision.

213  
214 Monroe City will contact Chet White to schedule our times for the clean-up.

215  
216 Mr. White expressed his appreciation to Monroe, being his first customer contract when he  
217 started municipal trash service. He even stated that it was Councilmember Payne's father  
218 Councilmember Dick Payne that heavily supported the contract to provide trash service to  
219 Monroe.

220  
221 Councilmember Payne stated that he appreciates the service White's Sanitation has provided  
222 and does provide for the residents of Monroe.

223  
224 c. Childcare benefit partnership - Amber Carter & Bethany Street

225  
226 During our past meeting Amber Carter and Bethany Street, owners of Pebbles and Pinecones  
227 Day Care Center, asked the Council to support them in a program to help with quality  
228 childcare for local families and City employees. The grant they are applying for asked for  
229 partnerships with businesses and this is what they are asking from the City.

230  
231 Ms. Carter and Ms. Street presented to the Council a sample agreement for the Council to  
232 consider. It was discussed that at this time a backup childcare drop-off space would benefit  
233 our current employees, being that they have family members caring for their children.

234  
235 The Council presented the idea of the City securing a certain number of hours at the rate of  
236 \$5.00 per hour. Ms. Carter and Ms. Street stated that they would be agreeable to this, but  
237 they have a limited number of spaces for children newborn to 24 months. Carrying hours from  
238 month to month were discussed and they expressed concern about being able to provide a  
239 spot if the carryover hours become a substantial number. It was decided that they would just  
240 see how it works and see what happens since this was a new program for them.

241

242 The Council asked if they could change their commitment as time goes on and it was  
243 explained that they could increase their participation, but they could not reduce their  
244 participation.

245  
246 **Councilmember Payne moved to enter into a three-year agreement with Pebbles and**  
247 **Pinecones Day Care at \$100.00 per month in exchange for 20 hours of drop off childcare at**  
248 **their day care center. The motion was seconded by Councilmember Serrine. A roll call vote**  
249 **was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, Payne and Serrine. All**  
250 **were in favor. Motion passed. 5-0**

251  
252 d. Consider City Tree Removal Bid

253  
254 Assistant Public Works Director John Draper identified nine hazardous trees in various  
255 locations throughout the City that needed to be removed. Advertisements for bids were  
256 published on the City Website, littlegreenvally.com and the State Public Notice site. We  
257 received two bids, one from Tip Top Tree Service in the amount of \$6900.00 and Z's Trees in  
258 the amount of \$16,900.00.

259  
260 The bid asked for each tree to be listed individually to meet our budget constraints. Tip Top  
261 Tree bid was lower on all trees than Z's Trees. Tip Top Tree bid is within the City's \$7600  
262 budget limit. These bids both include tree removal and clean-up.

263  
264 **Councilmember Payne moved to accept the bid of \$6900 from Tip Top Tree Service LLC for**  
265 **removal of nine trees located in various locations in the City. The motion was seconded by**  
266 **Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Cartwright,**  
267 **Johnson, Mathie, Payne and Serrine. All were in favor. Motion passed. 5-0**

268  
269 e. Consider Monroe Canal Piping Project Partnership Commitment

270  
271 Trent Brown, Sunrise Engineering, explained to the Council that he was here this evening to  
272 explain to the Council the plans Monroe Canal Company has as far as piping the Monroe canal  
273 through Monroe City limits. This will involve Monroe City because our storm water drains into  
274 the canal.

275  
276 The Monroe Canal Company is in the process of applying for a grant with the Utah  
277 department of Agriculture to help with the project costs. The grant is awarded on a point  
278 system and if Monroe City would commit as a financial partner, this would allow them to earn  
279 more points.

280  
281 Mr. Brown explained that the piping project would be approximately \$3.2 million, if storm  
282 water drainage were included it would increase to \$4.4 million. The increased costs are

283 because the pipe needs to be larger and concrete box openings would need to be constructed  
284 to allow the stormwater into the piping.

285  
286 The Council discussed the pros and cons of participating with the canal company or taking our  
287 stormwater over the canal and moving it to the north end of town.

288  
289 Nate Young, Monroe Canal Company, stated that this project is a water conservation effort of  
290 the canal company, and they are willing to allow the City to continue the practice of  
291 discharging their stormwater into the canal, however the City will need to pay for the  
292 additional costs.

293  
294 Mr. Brown explained the costs are preliminary and there is additional data to be gathered and  
295 reviewed before final figures are ready.

296  
297 The grant which the canal company is applying for is a \$1 million dollar grant, with a required  
298 \$1 million dollar match. The match can be cash or in-kind and the canal company is hoping to  
299 do the major of their match as in-kind. The Council asked if some of the City's match could be  
300 in-kind also. It was discussed that yes; the City could also provide in-kind as part of their  
301 match. At this time there are just a lot of unknowns and until details of the project are  
302 determined we are not sure exactly how things will play out.

303  
304 Mr. Brown explained that the canal company plans to complete this project in phases, so they  
305 can apply for additional grant funds. Mayor Parsons stated that it would be beneficial to the  
306 City if there were two or more phases.

307  
308 As the Council discussed the details of how and where the City's stormwater drains it was  
309 decided that the City will need to contact UDOT about drainage along Main Street, because it  
310 is a state highway.

311  
312 The Council determined that at this time they were only able to commit \$20,000 to the  
313 project. The Council understands that as the project moves forward and more details are  
314 finalized there may be more funds needed. The Council would like to utilize the in-kind  
315 options as much as possible.

316  
317 **Councilmember Mathie moved to enter into a partnership agreement with Monroe Canal**  
318 **Company with an initial financial commitment in the amount of \$20,000. The motion was**  
319 **seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers**  
320 **Cartwright, Johnson, Mathie, Payne and Serrine. All were in favor. Motion passed. 5-0**

321



322 City Recorder Allison Leavitt will prepare and forward a letter to grant facilitator stating  
323 Monroe City's commitment.

324

325 f. Consider Resolution 01 01 2024 amending Personnel Policy

326

327 Mayor Parsons had asked in our last Council meeting for our personnel policy to be amended  
328 to include paid administrative leave for maternity and parental leave. The amendments to the  
329 policy include a five-day administrative leave for mother and father in the situation of the  
330 birth or adoption of a child. Also added was an early retirement benefit section to address  
331 employees retiring before the age of sixty-five.

332

333 **Councilmember Payne moved to adopt Resolution 01 01 2024 amending Monroe City**  
334 **Personnel Policy to amend section 8 and section 14. The motion was seconded by**  
335 **Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers**  
336 **Cartwright, Johnson, Mathie, Payne and Serrine. All were in favor. Motion passed. 5-0**

337

338 g. Acceptance of Monroe 2022-2023 Annual Audit Financial Statement

339

340 **Councilmember Mathie moved to accept the 2022-2023 annual audited financial report as**  
341 **presented to the Council by Auditor Rick Roberts earlier in the meeting. The motion was**  
342 **seconded by Councilmember Cartwright. A roll call vote was called. Voting yes:**  
343 **Councilmembers Cartwright, Johnson, Mathie, Payne, and Serrine. All were in favor. Motion**  
344 **passed. 5-0**

345

346 i. Approve Monroe City's 2024 annual meeting schedule

347

348 This schedule will be posted on the City's website, [littlegreenvalley.com](http://littlegreenvalley.com) and Utah Public  
349 Notice website.

350

351 **Councilmember Mathie moved to accept Monroe City's 2024 Annual meeting schedule. The**  
352 **motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes:**  
353 **Councilmembers Cartwright, Johnson, Mathie, Payne and Serrine. All were in favor. Motion**  
354 **passed. 5-0**

355

356 j. Appointment of Mayor Pro-tempore

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358 Mayor Parsons appointed Councilmember Mathie as Mayor Pro-tempore.

359

## 360 **10. Other Business**

361

362 a. Staff Reports

363  
364 City Recorder Allison Leavitt  
365  
366 \*Distributed to the Council 2024 Conflict of Interest forms for them to sign. These will be kept  
367 on file with City Recorder Allison Leavitt.

368  
369 Public Works Director Devin Magleby  
370  
371 \*Visited with Mayor Parsons about Assistant Public Works Director John Draper to start  
372 attending Council meeting, so he is up to speed when Public Works Director Devin Magleby  
373 retires. The Council agreed this would be a good idea.

374 b. Department Business-Council

375  
376 Councilmember Johnson-

377  
378 No further business.

379  
380 Councilmember Cartwright-

381  
382 No further business.

383  
384 Councilmember Serrine-

385  
386 No further business.

387  
388 Councilmember Payne-

389  
390 No further business.

391  
392 Councilmember Mathie-

393  
394 No further business.

395  
396 Mayor Parsons-

397  
398 \*Reviewed with the Council new assignments for the 2024 year. Main changes are  
399 Councilmember Payne will be over the power department, Councilmember Mathie will be  
400 over the water department, and Councilmember Johnson will be over the streets department.  
401 Councilmember Serrine will remain over library and parks, and Councilmember Cartwright will  
402 continue to be over the cemetery and senior citizen center.


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**11. Adjournment**

**There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:38 p.m. The motion was seconded by Councilmember Mathie. The vote was unanimous. The motion carried. 5-0**

The next regular City Council meeting is scheduled to be held on Tuesday, January 23, 2024 starting at 7:00 p.m. at Monroe City Office.

Approved this 23<sup>rd</sup> day of January 2024.

  
Allison Leavitt  
Monroe City Recorder

  
Johnny C. Parsons  
Mayor