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MONROE CITY COUNCIL MEETING

Tuesday, June 11, 2024, 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. Councilmember Cartwright offered a prayer.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Janet Cartwright

Ryan Johnson- absent

Michael Mathie

Perry Payne

Erica Serrine

City Recorder Allison Leavitt

Parker Vercimak- Jones & DeMille Engineering

4. Consider a motion to approve the minutes of the meetings held May 28, 2024.

Councilmember Mathie moved to approve the May 28, 2024 Regular City Council Meeting Minutes as submitted. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 4-0

5. Citizen input – Limit of 3 minutes per comment

Lisa Cleaveland, ERA Realty, explained to the Council that she is helping the South Sevier Senior Citizen board with obtaining property from neighboring property owners of the senior center.

37 Ms. Cleaveland and County Commissioner Ralph Brown have spoken to David Muir about the City
38 purchasing a portion of his rear property and are working on the details of this transaction. With
39 preliminary conversations she thinks the cost would be between \$15,000 and \$20,000 for
40 approximately 2100 sq. feet. This additional property would help provide additional space for
41 either renovation of the current building or the construction of a new building.

42
43 Ms. Cleaveland stated that she is willing to provide her real estate services at no commission
44 costs, however there would be title insurance and inspection fees. The Council stated that there
45 has been no commitment from the Council concerning available funds for this endeavor. Ms.
46 Cleaveland explained that she and the South Sevier Senior Citizen board understand this, but this
47 option needs to be worked through before decisions can be made concerning the Senior Citizen
48 building.

49
50 Sharee Jones asked the Council if members of Precinct 8 could hold a cottage meeting for
51 presentations from County Commissioner candidates Ralph Brown and Brad Duffin. Mayor
52 Parsons expressed his concerns that the Council chambers would not accommodate the amount
53 of people that may attend this meeting. The Council discussed other options including the
54 community center and senior citizen building. Ms. Jones explained that the community center
55 has been reserved by another person for the night they want to hold the meetings.
56 Councilmember Cartwright will contact Brenda Sorenson, Senior Center, to see if their building
57 would be available.

58
59 Ms. Jones also stated that a humanitarian project, involving members of the Church of Jesus
60 Christ of Latter-day Saints would like to create a "garden to table" area within Monroe. The
61 Council explained that she should contact Councilmember Serrine about this.

62
63 **6.Approval of May 2024 warrant register, cash disbursements, and adjustment journal.**

64
65 **Councilmembers reviewed and signed the May 2024 warrant register, cash, disbursements,**
66 **adjustment journal and aging report.**

67
68 **7. Business**

69
70 **a. Monroe City Trails business report - Jenna Jorgensen**

71
72 Jenna Jorgensen, Monroe City trails committee member, is here tonight to let the Council know
73 where they are with obtaining grants to construct trails through Monroe.

74
75 They have received the following grants:

76	Recreational Trails Program (RTP) (federal grant)	\$150,000
77	Utah Outdoor Recreation Grant (UORG)(state)	\$200,000
78	Sevier County Commissioners	\$100,000 (over the next four years)

79 Monroe City \$ 5,000

80

81 It was noted that the Monroe Trails grant was rated as one of the top ten projects funded.

82

83 These grant funds should fund nearly 18 miles of trail construction.

84

85 Ms. Jorgensen explained that the cash from other grants helped qualify for other grants. There
86 is a substantial amount of in-kind labor included, which limits any cash participation from the
87 City.

88

89 The NEPA study is underway, and one item required with the study is to provide information to
90 the public and allow a comment period before construction of the trails can start.

91

92 The committee and the Council discussed various ways to provide the public with information
93 on the trails project and it was decided that the committee would get City Recorder Allison
94 Leavitt information and she will have web designer Dane Buchmiller include a trails page on our
95 website.

96

97 Ms. Jorgensen explained that this project is meant to be a collaborative effort with the
98 community and trails committee.

99

100 **b. Consider Monroe Trails Committee purchasing policy - Mike Shaver**

101

102 Michael Shaver, Monroe Trails Committee Chairperson, stated that with grant funds in place he
103 would like some direction from the Council on how to follow the City procurement policy.

104

105 The procurement policy was reviewed, and it was determined that the committee can make
106 purchases less than \$2,500 with two committee member signatures, anything over \$2,500 will
107 require two committee members signatures and Councilmember Serrine signature as the
108 department head. As the project progresses and larger purchases become necessary the
109 Council will review and determine the best practice for approving their expenditures.

110

111 The Council does not want to slow their progress by waiting until a council meeting to approve
112 low level expenditures.

113

114 **Councilmember Serrine moved to allow Monroe Trails Committee members purchasing**
115 **authority for items less than \$2,500 with two signatures of committee members. Items over**
116 **\$2,500 must obtain additional signature of department head. Councilmember Mathie**

117 **seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright,**
118 **Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 4-0**
119

120 **c. Consider bids on Monroe City Surplus items**

121

122 Mayor Parsons opened sealed bids on current Monroe City surplus list items:

123

124 Bid from Adam Foreman

125 1969 Green Dump truck \$400.00

126 1997 Red S-10 pick-up truck \$200.00

127

128 No other bids were submitted

129

130 **Councilmember Payne moved to accept bid from Adan Foreman for Monroe City Surplus items.**
131 **Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes:**
132 **Councilmembers Cartwright, Mathie, Payne, and Serrine. The vote was unanimous. The motion**
133 **carried. 4-0**

134

135 **d. Review first draft Monroe City camping ordinance**

136

137 The Council reviewed a draft camping ordinance provided by City Recorder Allison Leavitt.
138 Mayor Parsons explained that recently we are experiencing an increase of people camping at
139 our parks, public roads, and other public areas. An ordinance stating our rules for camping
140 within Monroe City must be in place before Sevier County Sheriff Deputies can impose any
141 penalties.

142

143 The Council had a short discussion concerning the need for such an ordinance and will review
144 and give City Recorder Allison Leavitt their feedback.

145

146 **e. Public Hearing to receive comments regarding a compensation increase to executive**
147 **salaries for the fiscal year 2024-2025**

148

149 Mayor Parsons opened the public hearing at 7:35 p.m. to receive comments regarding a
150 compensation increase to executive salaries for fiscal year 2024-2025.

151

152 As per updated state code 10-3-818 each municipality must hold a public hearing to receive
153 comments from the public concerning any salary increases to executive salaries. The code states
154 that an executive municipal officer is the City or Town manager, or chief administrative officer;
155 the assistant City or Town manager or assistant City or Town chief administrative officer; city

156 attorney; an individual who is the head or chief of a City or Town department or division; or an
157 individual who is the chief assistant or deputy of an individual who is the chief assistant or
158 deputy of a head of a department or division.

159

160 There being no further comments, Mayor Parsons closed the hearing at 7:37 p.m.

161

162 **f. Consider adopting a resolution accepting the certified tax rate for year 2024-2025**

163

164 Sevier County Clerk's office was unable to provide Monroe City with their certified tax rate for
165 the year 2024-2025. This resolution will need to be accepted before June 22, 2024, so the
166 Council will need to set a date and time for this meeting.

167

168 It was determined that the Council will hold a special Council meeting at the Monroe City Office
169 on June 18, 2024, at 6:00 p.m. to accept a resolution to adopt our 2024-2025 budget,
170 amendment of the 2023-2024 budget, 2024-2025 salary schedule, and certified tax rate.

171

172 **Councilmember Mathie moved to hold a Council meeting at the Monroe City Office on June 18,**
173 **2024, at 6:00 p.m. Councilmember Payne seconded the motion. A roll call vote was called.**
174 **Voting yes: Councilmembers Cartwright, Mathie, Payne, and Serrine. The vote was unanimous.**
175 **The motion carried. 4-0**

176

177 **g. Discuss and consider irrigation rate increase**

178

179 Councilmember Mathie stated that with the irrigation meter project, even with the favorable
180 funding conditions from the State Water Board, an increase in the irrigation rates is going to be
181 necessary. The irrigation department expenditures have exceeded the revenues far too long and
182 in order to maintain the irrigation system and make our bond payment rates need to increase.
183 The Water Board requires that we show the irrigation department is financially stable and can
184 maintain the system and pay our loan payments.

185

186 Councilmember Serrine asked what our current base rate is, and Parker Vercimak, Jones and
187 DeMille, explained the average customer base rate is \$6.08 per month. The Council recognizes
188 that this is extremely low and sees why the irrigation department has continued to operate in
189 the red for some years.

190

191 Mr. Vercimak provided the Council with a breakdown of the project costs including the bond
192 payment, meter costs, system maintenance and replacement costs of the system. The break-
193 even base rate needs to increase by \$10.00. This increase will barely cover our expenses, \$12.00
194 would increase our balance by \$20,000. Councilmember Payne stated that over the years with

195 our electric rate increases the Council has opted to raise the rates to a bare minimum to try to
196 keep our customers happy, but they were not happy because we would continually be raising
197 the rates. Councilmember Payne stated that he understands that a \$14.00 per month rate
198 increase is a significant increase but still a reasonable cost for the service our customers receive.
199 Councilmember Cartwright stated that she agrees we need to be charging enough to cover our
200 daily expenses and future expenses for this aging system.

201
202 Councilmember Mathie asked about having a small annual increase every year to keep up with
203 the increased cost of materials. City Recorder Allison Leavitt stated that as we have been
204 working on the rate study of our electrical rates, the company conducting the study has
205 complimented the City on this auto-adjustment rate increase. Councilmember Serrine asked
206 how much this auto-adjustment rate would be. Mr. Vercimak stated that we would want it to be
207 between 3%-5%, basically equal to what the cost-of-living increase would be. Councilmember
208 Serrine agreed with the auto-adjustment increase each year.

209
210 The Council would like to hold a public hearing at our July 9, 2024, regular Council meeting to
211 receive comments from the public about the rate increase. Mayor Parsons asked the
212 Councilmembers to individually speak with Councilmember Mathie if they had any other input
213 on the matter.

214
215 **8. Other Business**

216
217 **a. Staff Reports**

218
219 No further business.

220 **b. Department Business-Council**

221
222 Councilmember Payne –

223
224 *Three firefighters recently attended the Utah State Fire Association convention in Brigham City.

225
226 *In reference to the agreement Councilmember Serrine is working on to present to Sevier
227 County School District regarding them purchasing the tennis courts. He would like to include a
228 clause that if the school district ever wants to sell them then the City can purchase them back at
229 the same price the City sold the courts to them. It was decided that if the district does purchase
230 the tennis courts the City bleachers that are located at the courts could remain there if the
231 district took care of maintaining them.

232

233 *Family Dollar landscaping looks better since Public Works Director John Draper spoke with
234 them about the weed problem in their parking strip.

235

236 Councilmember Cartwright –

237

238 *Cemetery roads look fantastic, and she has received a lot of good comments on how well the
239 cemetery looks. A ribbon cutting ceremony for the roads will be planned for later this summer.
240 We want to recognize the Creamer Family for their part in getting the roads paved.

241

242 *Work is being done to remove the current kiosk and install the cemetery map and information
243 books at the breezeway of the new restrooms.

244

245 *Cemetery Foreman Shad Lee explained that he is here tonight to talk the Council about the
246 issues he is having with the sprinklers in the cemetery. He explained that he is trying to be
247 conservative in spending funds on sprinklers, but the sprinklers do not last very long and are
248 between \$42-\$45.

249

250 The Council discussed with Cemetery Foreman Shad Lee different options he has tried and
251 maybe some new options. Mayor Parsons stated that it would be an astronomical amount of
252 money to replace the system.

253

254 It was determined that he should contact a professional landscaper for suggestions, keep track
255 of how long each sprinkler head is lasting and the costs. This information would help the Council
256 make a better decision when working on a solution.

257

258 *Would like to become certified to spray for weeds next year with Park Foreman Rhett Colby.

259

260 Councilmember Serrine-

261

262 *Has not been able to contact Rick Orr about the school district purchasing the tennis courts.

263

264 *Thanked the City crew for working with Carlisle Excavation on removing playground equipment
265 at Monroe Elementary.

266

267 *State Library is now requiring all new employees working at our library pass a background
268 check and our personnel policy must state this. City Recorder Allison Leavitt is in the process of
269 updating our personnel policy and will include this in the update.

270

271 Councilmember Mathie –

272

273 No further business.

274

275 Mayor Parsons –

276

277 *Sam Ware is still pursuing the idea of a pioneer museum and is holding a fund-raising auction
278 at Turner Storage on June 29, 2024.

279

280 **9. Adjournment**

281

282 **There being no further business to come before the Council for consideration,**
283 **Councilmember Mathie moved the Regular Council Meeting adjourn at 8:09 p.m.**
284 **Councilmember Cartwright seconded the motion. The vote was unanimous. The**
285 **motion carried. 4-0**

286

287 The next regular City Council meeting is scheduled to be held on July 9, 2024 starting at
288 7:00 p.m. at Monroe City Office.

289

290 Approved this 9th day of July 2024.

291

292

293

294



295 Allison Leavitt

296 Monroe City Recorder

297

298



Johnny C. Parsons

Mayor