

1 **MONROE CITY COUNCIL MEETING**

2
3 **December 11, 2018**

4 **Minutes**

5
6 **7:30 p.m.**

7 The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:30 p.m. The
8 Pledge of Allegiance was led by Councilmember Cartwright. A Prayer was offered by Councilmember
9 Washburn.

10
11 **Roll Call:**

12 Mayor Johnny Parsons

13 Councilmembers:

14 Perry Payne (excused)

15 Janet Cartwright

16 Fran Washburn

17 Michael Mathie

18 Joe Anderson (excused)

19 Public Works Director Devin Magleby

20 City Recorder Allison Leavitt

21 City Utility Clerk Marisa Mathie

22 Planning Commission Chairman Bart Lee

23 KC Savage -NCRS

24
25 Citizen input: None

26
27 **1. Approval of minutes from the November 13, 2018 regular council meeting**

28
29 Councilmember Mathie and Councilmember Cartwright requested that the time frame for reading water
30 meters be clarified through the tape recording.

31
32 **Councilmember Washburn made a motion to approve the minutes of the November 13, 2018 City**
33 **Council meeting as corrected. Councilmember Cartwright seconded the motion. All were in favor.**
34 **Motion carried. 3-0**

35
36 *There was a discrepancy to time frame on city crew reading water meters. Recording will be reviewed
37 and clarified for next council meeting for final approval.

38
39 **2. Business**

40 **A. Consideration for and adoption of a Parameter Resolution 12-01-2018 authorizing the**
41 **issuance of Sales Tax Revenue Bonds of Monroe City, Sevier County, Utah and the**
42 **calling of a public hearing to receive input with respect to the issuance of such Bonds and**

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43 **any potential impact to the private sector from the construction of the street**
44 **improvement project.**

45 The council determined that they will advertise and hold a public hearing concerning issuing the above-
46 named bonds at their regular meeting to be held on January 8, 2019.

47
48 No discussion
49

50 **A motion was made by Councilmember Mathie to adopt Parameter Resolution 12-01-2018**
51 **authorizing the issuance of Sales Tax Revenue Bonds of Monroe City, Sevier County, Utah and the**
52 **calling of a public hearing to receive input with respect to the issuance of such Bonds and any**
53 **potential impact to the private sector from the construction of the street improvement project at the**
54 **regular City Council meeting to be held on January 8, 2019. Motion was seconded by**
55 **Councilmember Cartwright. Councilmembers voting for the motion were as follows:**

56 **Payne – Absent**
57 **Anderson – Absent**
58 **Cartwright- Yes**
59 **Washburn- Yes**
60 **Mathie- Yes**
61 **Nay – None**
62

63 **All were in favor. Motion carried. 3-0**

64 The council determined that they will advertise and hold a public hearing concerning issuing the above-
65 named bonds at their regular meeting to be held on January 8, 2019.

66 **A motion was made by Councilmember Mathie to adopt Parameter Resolution 12-02-2018**
67 **authorizing the issuance of Street Improvement Revenue Bonds of Monroe City, Sevier County,**
68 **Utah and the calling of a public hearing to receive input with respect to the issuance of such Bonds**
69 **and any potential impact to the private sector from the construction of the street improvement**
70 **project at the regular City Council meeting to be held on January 8, 2019. Motion was seconded by**
71 **Councilmember Cartwright. Councilmembers voting for the motion were as follows:**

72 **Payne – Absent**
73 **Anderson – Absent**
74 **Cartwright- Yes**
75 **Washburn- Yes**
76 **Mathie- Yes**
77
78 **Nay – None**

79 **All were in favor. Motion carried. 3-0**

80 City Recorder Allison Leavitt presented to the Mayor and City Council a Certificate of Compliance with
81 Open Meeting Law with respect to this December 11, 2018, meeting. A public notice of agenda, date,
82 time and place of the December 11, 2018, public meeting held by the City was posted at the City Office,
83 Utah Public Notice website, city’s website (littlegreenvally.com) and emailed to the Richfield Reaper, at
84 least twenty-four (24) hours prior to the convening of the meeting.

85 **B. Recommendations: Monroe City Planning Commission-Chair Bart Lee**

86
87 **a. Conditional use business license submitted by Ashlyn Hesty for “Aesthetic” located at**
88 **358 N 460 E**
89

90 Chairman Lee reported that Ms. Hesty’s application meets the city requirements for a conditional use
91 permit and the planning commission recommends approval by the City Council. This is an eyelash
92 business with one client at a time.

93
94 **Councilmember Mathie made a motion to approve a conditional use business license for**
95 **“Aesthetic” submitted by Ashlyn Hesty located at 358 N 460 E. Motion seconded by**
96 **Councilmember Washburn. Voting for the motion were: Councilmembers Washburn, Cartwright,**
97 **and Mathie. Motion passed. 3-0**

98
99
100 **b. Conditional use business license submitted by Aleisa McClure for “Vacation Rental”**
101 **located at 474 S 200 E**

102 Chairman Lee reported that Ms. McClure’s application meets the city requirements for a conditional use
103 permit and the planning commission recommends approval by the City Council.

104
105 Councilmember Mathie feels we need to review and or develop a policy on vacation rentals. We need to
106 establish some type of guidelines for this type of business to address potential problems. One of
107 Councilmember Mathies concerns was the fact that a large number of people could rent a home at one
108 time, which could cause issues within the neighborhood.

109
110 Council requested Planning Commission Chair Lee to take this issue back to the Planning Commission
111 with an assignment to review the city’s land use policy to see if we have an ordinance on Vacation
112 Rentals. If we do not have an ordinance, please develop one for the City Council to review and then
113 adopt.

114
115 **Councilmember Cartwright made a motion to approve a conditional use business license for**
116 **“Vacation Rental” submitted by Aleisa McClure located at 474 S 200 E. Motion seconded by**
117 **Councilmember Mathie. Voting for the motion were: Councilmembers Washburn, Cartwright, and**
118 **Mathie. Motion passed. 3-0**

119 **c. Conditional use business license submitted by Dave Robinson for “Ferrora Research &**
120 **Development” located at 701 S Jones Road.**
121

122 Chair Lee explained to the council that representatives with Ferrora Research attended the regular
123 Planning Commission meeting held on November 20, 2018 for a conditional use business license. The
124 Planning Commission did pass a motion to recommend approval to the City Council, however Mr. Lee
125 felt that it would be best if they themselves presented to the City Council information on their type of
126 business.

127
128 Guy Ferrora, owner of Ferrora Research & Development, explained to the City Council that his business
129 is a full-service precious metals assaying facility that specializes in providing analytical services to
130 various mining companies and independent prospectors. The clients their company performs services for
131 vary in how they have their refined and unrefined precious metals analyzed. Essentially, Ferrora Research
132 & Development is a third-party umpire when there is a dispute in purity and quality of the different
133 metals. Anytime there is a dispute, Ferrora Research & Development will act as the arbitrator and the
134 final judge between the producer and end user of each metal and set the purity and pricing accordingly.
135 85-90% of their clients are primarily bullion dealers, refineries, and jewelers.

136
137 They are wanting to move their operation from Green River, UT to Monroe, UT because they feel it will
138 be more conducive for their clients. Material will come from all over the state, with the majority coming
139 from within 100 miles of Monroe.

140
141 A representative from Ferrora Research & Development presented a slide show to the City Council to
142 give them a visual perspective of the process of analyzing the raw product.

143
144 City Council expressed some concerns pertaining to noise, dust, smoke and chemical waste.

145
146 Mr. Ferrora explained that there would be some low grinding noise which is within the machine not out in
147 the open, and usually it is no louder than standing next to a running truck. There will be no smoke, just a
148 slight flume of dust at times. Chemicals used in refining the material are used in most household kitchen
149 sinks and there are no EPA regulations governing them.

150
151 The product will be brought in by semi-truck loads, which should not cause any undue nuisance to
152 surrounding neighborhoods.

153
154 In addition to their services they provide existing mining operations with a process that will take their
155 current tailings piles and turn them into high grade, mineral rich fertilizers.

156
157 Mr. Ferrora is aware of the close proximity to the city’s well head protection zone. The process of
158 analyzing the material requires no water nor does it create waste water that would affect the city’s well.

159 Chair Lee thanked Mr. Ferrera for providing a detailed presentation to the City Council and stated that the
160 Planning Commission does recommend approval of the conditional use business license submitted by
161 Ferrera Research & Development located at 701 S Jones Rd.

162

163 **Councilmember Mathie made a motion to approve a conditional use business license for “Ferrera**
164 **Research & Development” submitted by Dave Robinson located at 701 S Jones Road. Motion**
165 **seconded by Councilmember Washburn. Voting for the motion were: Councilmembers Washburn,**
166 **Cartwright, and Mathie. Motion passed. 3-0**

167

168 **C. Sand Hallow Debris Basin Rehabilitation Project Report – NRCS- KC Savage**

169

170 Mr. Savage, Natural Resources Conservation Service (NRCS) reviewed the different alternative plans
171 with the city council regarding updating the Sand Hallow Debris Basin.

172

173 The dam currently has a rating of a 36-year sediment life span. Rehabilitation would update the dam to
174 today’s standard and include a 100-year sediment life span.

175

176 The alternative that is recommended by the engineering firm, which conducted the study, is to raise the
177 dam by 7.1 feet, raise the auxiliary spillway crest 3.8 feet and armor, replace and raise principal spillway
178 riser 4.7 feet, armor plunge pool at principal spillway outlets, pipe 200 feet of the Peterson Ditch at
179 embankment toe, modify along auxiliary spillway channel and principal spillway outlet channel (Peterson
180 Ditch), and install levees downstream from flood protection. The city must mitigate any flooding risk to
181 those property owners who would not have been in danger of flooding before the dam was built and
182 rehabilitated.

183

184 Costs for rehabilitation would be covered mostly by grants and at this time it is undetermined what the
185 city’s share would be. Mr. Savage is asking tonight for a commitment of support from the City Council
186 for the NRCS to continue working on the rehabilitation of the Sand Hallow Debris Basin project. Council
187 feels like this is a good project, however unsure how the city would fund its portion of the project. Mr.
188 Savage explained this is not a commitment of funds from the city, it is just a commitment of support to
189 the Dam Raise Alternative (100-year Sediment Life) upgrade option.

190

191 **A motion was made by Councilmember Mathie to express support in proceeding with the Dam**
192 **Raise Alternative (100-year Sediment Life) upgrade option. Motion seconded by Councilmember**
193 **Cartwright. Voting for the motion were Councilmembers: Cartwright, Washburn and Mathie. All**
194 **were in favor. Motion passed. 3-0**

195

196 **D. Review General Plan - Six County Regional Planner Zach Leavitt**

197

198 Mr. Leavitt, Six County Regional Planner, reported to the City Council that he had recently reviewed the
199 city’s general plan and stated that it looks good and up to date. Mr. Leavitt did recommend that the city
200 conduct a citizen survey since our last one was done in 2006 and review our listed objectives since some

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201 have been completed. Mr. Leavitt stated that he would be willing to work with the city planning
202 commission to update our objective list and prepare a survey to be sent out.

203

204 Mr. Leavitt explained that once the planning commission has had a chance to review the plan, and if they
205 wanted to make changes a few public hearings would need to be held before the new general plan could
206 be adopted. However, Mr. Leavitt commented that this procedure would not be difficult to carry out.

207

208 Council liked what Mr. Leavitt proposed and asked Ms. Leavitt to forward Mr. Leavitt's contact
209 information to City Treasurer Jacee Barney so arrangements can be made for him to be on an upcoming
210 City Planning Commission meeting agenda.

211

212 **E. City surplus property**

213

214 No City surplus property business.

215

216 **F. Approval of Monroe City Annual Notice of Public Meetings**

217

218 City Councilmembers discussed changing the time for all city public meetings being held at 7:30 p.m.
219 during the 2018 year and decided to change them to 7:00 p.m. for the 2019 year.

220

221 **A motion was made by Councilmember Washburn to approve the annual meeting schedule of**
222 **Monroe City public meetings for the 2019 year. Motion seconded by Councilmember Mathie.**
223 **Voting for the motion were Councilmembers: Cartwright, Washburn and Mathie. All were in**
224 **favor. Motion passed. 3-0**

225

226 **G. Restructuring of Public Work Department**

227

228 Mayor Parsons stated that he and Councilmember Mathie met with Public Works Director Devin
229 Magleby to review the current structure of the City's Public Work Departments. As of now each
230 department head is responsible to complete projects within his department. After a meeting between
231 Mayor Parsons, Councilmember Mathie and Devin Magleby they would like to see a more structured
232 work plan.

233

234 The Council would like each department head to provide Mr. Magleby with a list of projects needed in
235 their departments. Mr. Magleby will then prioritize the list and assign city crew members to a project.
236 This seems to be a more efficient way to get projects completed. Councilmember Mathie feels this
237 process will also help Mr. Magleby communicate better with the council about the status on public work
238 projects.

239

240 Mayor Parsons and Mr. Magleby will meet with city employee's during their safety meeting on Monday
241 December 17, 2018 and explain the new process. Beginning December 11, 2018, the Public Works
242 Director will supervise all city staff including office staff.

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When Mr. Magleby is going to be out of town, he will line out work to be done while he is gone. If an emergency arises city crew will take care of the emergency and then return to regular scheduled projects.

Mr. Magleby recently implemented a new policy for time off, which seems to be working well so far. Each employee now will fill out a request form for Mr. Magleby to review and sign. Once the form has been signed Mr. Magleby will give the form to City Treasurer Jacee Barney to enter it into the city's google calendar and write it on the wall calendar in the city office.

Councilmember Cartwright would like to have our personnel files updated and contain more details in the job performance of our employees including their job descriptions. She feels like the council needs good information on employees when determining raises or other benefits. Councilmember Cartwright also suggested that employees have an annual review and set goals to help improve work performance.

Mayor Parsons stated that this policy change is not because employee's have not been doing their jobs, the council just feels like this will be a more efficient means to completing projects. Council also feels like this type of system will help when transitioning from a long-term employee to a newly hired employee. We do have a lot of seasoned employees on our staff right now who may be retiring soon, and we need to have policies in place for a smooth and efficient transition.

A motion was made by Councilmember Mathie to make city public works director the direct supervisor of all departments. Motion seconded by Councilmember Cartwright. Voting for the motion were Councilmembers: Cartwright, Washburn and Mathie. All were in favor. Motion passed. 3-0

H. Approval of December 2018 warrant register, November 2018 cash disbursements, and adjustment journal.

Councilmembers approved and signed the December 2018 warrant register, November 2018 cash disbursements and adjustment journal.

2. Staff Reports

City Recorder Allison Leavitt-

*Distributed monthly budget reports to councilmembers in attendance.

Public Works Director Devin Magleby-

*Received bids for needed crack sealing on city streets. This needs to be done during the winter season when temperatures are low and before the street project starts. Mr. Magleby is unsure if the costs

284 associated with this will be reimbursed with funds from our street project, but it needs to be done prior to
285 the project starting in May.

286
287 Rasmussen Excavation L.L.C - \$2750.00 per ton and Staker Parsons Companies - \$2550.00 per ton.

288
289 Council went with the low bid -Staker Parsons Companies- Mayor Parsons will sign the proposal and Mr.
290 Magleby will contact them to begin work when weather is conducive to the sealing procedure.

291
292 No motion was needed because this is road maintenance which was included in the street department
293 annual budget.

294
295

296 **3. Department Business**

297

298 **Councilmember Cartwright –**

299

300 *Would like to give cemetery employee Shad Lee limited benefits, which include paid time off, holiday
301 pay and retirement. She feels that Mr. Lee has proven himself to be worthy of these benefits and it is in
302 line with what we offer our librarian and utility clerk. Mr. Lee’s position will now be classified as a part-
303 time, seasonal, and as work needed position with limited benefits.

304

305 *Would like to know what the actual costs are associated with opening and closing of a burial grave in
306 our cemetery. The cemetery department cannot afford to not be charging what the actual costs are. Mr.
307 Magleby and Ms. Leavitt will prepare this information for Councilmember Cartwright before our regular
308 city council meeting to be held on January 8, 2019.

309

310 **Councilmember Washburn –**

311

312 No further business tonight.

313

314 **Councilmember Mathie-**

315 *Were there any issues with our first snow storm regarding plowing. Mr. Magleby stated that the narrows
316 were the only place that needed plowing and asked what criteria Councilmember Mathie would like used
317 when determining if the streets should be plowed or not. After council discussion, it was decided that if a
318 councilmember feels like the streets need to be plowed to give Mr. Magleby a call.

319

320 *Street project – receives weekly updates which indicates everything is moving along well. All the
321 surveying is now completed so Jones & DeMille are now just fine tuning everything in preparation for bid
322 documents.

323

324 **Councilmember Perry Payne -absent**

325

326 **Councilmember Joe Anderson -absent**

327

328 **Mayor Parsons –**

329 *The board with a window sticker for an upstairs window was installed to see if we liked the look.

330 Council agreed to have Sign Central prepare coverings for all the windows and the city crew will install
331 them.

332

333 *City crew will record houses with Christmas lights, so they can receive 10% power credit.

334 *City employees Josey Parsons and John Draper are traveling from Mount Pleasant, IA to Monroe with
335 the newly purchased pole truck. They did have a break down with the brakes that needed to be repaired
336 and are hoping to get home before a storm hits.

337 *The tubs at the Red Hill have been pulled. After the tubs were removed it did leave an area for the water
338 to pond naturally. Dave Coe told the Mayor there is a group of people that are willing to keep up the area
339 to maintain some type of a soaking area.

340 *Asked Ms. Leavitt to record the right of way easement from Wyatt Grow to Monroe City for 14' road
341 access through his property located at near 400 N 700 E.

342

343 **4. Adjournment**

344

345 **Councilmember Mathie made a motion to adjournment at 10:41 p.m. Seconded by Councilmember**
346 **Washburn. Voting for the motion were Councilmembers Washburn, Cartwright, and Mathie. All**
347 **were in favor. Motion carried.**

348

349 Approved this 8th day of January 2019

350 *Allison Leavitt*

351 Monroe City Recorder

352