

MONROE CITY COUNCIL MEETING
JANUARY 8, 2019
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 Councilmember Mathie. A prayer was offered by Mayor Parsons.

3. Roll Call:

Mayor Johnny Parsons

Councilmembers:

Perry Payne

Fran Washburn

Michael Mathie

Joe Anderson

Janet Cartwright (excused)

Public Works Director Devin Magleby (excused)

City Recorder Allison Leavitt

Utility Clerk Marisa Mathie

Micklane Farmer – Jones and DeMille Engineering

Ricky Anderson – Jones and DeMille Engineering

Jamison Christensen -Jones and DeMille Engineering

Scout Troop from Monroe 1st Ward

4. Consider a motion to approve the minutes of the meetings held December 11, 2018 and *November 13, 2018 - review of discrepancy.

City Recorder explained that after listening to the recording of the meeting held on November 13, 2018, minutes were corrected to state: "Concern over water meters not being read because computer module has stopped working. Water department does not have the funds to replace all the non-working meters. Council discussed that reading meters twice a year, such as in the fall and in the spring, may be beneficial to the water department and user."

Councilmember Mathie made a motion to approve the minutes of the November 13, 2018 City Council meeting as corrected. Councilmember Payne seconded the motion. Voting for

39 **the motion were Councilmembers Washburn, Payne, Anderson and Mathie. All were in**
40 **favor. Motion carried. 4-0**

41
42 **Councilmember Payne made a motion to approve the minutes of the December 11, 2018**
43 **City Council meeting as corrected. Councilmember Anderson seconded the motion. Voting**
44 **for the motion were Councilmembers Washburn, Payne, Anderson and Mathie. All were in**
45 **favor. Motion carried. 4-0**

46
47 5. Citizen input
48 No comments tonight

49
50 6. Approval of January 2019 warrant register, December 2018 cash disbursements, and
51 adjustment journal.

52 **Councilmembers approved and signed the January 2018 warrant register, December 2018**
53 **cash disbursements and adjustment journal.**

54
55 7. **Councilmember Payne moved to close the regular council meeting and convene a**
56 **public hearing to receive input with respect to the issuance of such Sales Tax Revenue**
57 **Bonds and any potential impact to the private sector from the construction of the**
58 **street improvement project.**

59 Mayor Parsons explained that the City will issue a Sales Tax Revenue Bond in the principal
60 amount of not to exceed \$1,750,000 and to bear interest at a rate not to exceed 3.0% per
61 annum to fund our street improvement project. The annual payment will be paid with sales tax
62 revenue.

63
64 Mayor Parsons asked if there were any questions or comments from those in attendance.

65
66 Comments: There were not comments.

67
68 **A motion was made by Councilmember Mathie to close the public hearing and**
69 **reconvene in the regular council meeting. Motion seconded by Councilmember Payne. Voting**
70 **for the motion were Councilmember: Payne, Anderson, Washburn, and Mathie. All were in**
71 **favor. Motion Carried 4-0**

72
73 8. **Councilmember Mathie moved to close the regular council meeting and convene a**
74 **public hearing to receive input with respect to the issuance of such Street**

75 **Improvement Revenue Bonds and any potential impact to the private sector from the**
76 **construction of the street improvement project.**

77
78 Mayor Parsons explained that the City will issue a Street Improvement Revenue Bond in the
79 principal amount of not to exceed \$500,000, to bear interest at a rate not to exceed 3.0% per
80 annum to fund our street improvement project. The annual payment will be paid with B & C
81 road funds.

82 Mayor Parsons asked if there were any questions or comments from those in attendance.
83 Comments:

84
85 Councilmember Washburn asked for clarification on the loan amounts. Mayor explained the
86 there are two loan amounts one is \$500,000 which will be paid with our B & C road funds, and
87 \$1,750,000 will be paid with sales tax revenue.

88
89 Maria Dopp, a citizen, asked if 200 W North of 400 N intersection, which is the street she lives
90 on and is currently a dirt road, would be paved. Micklane Farmer, engineer with Jones and
91 DeMille referred to the project map and showed her that this road is included in the project
92 with plans to apply a double chip seal application.

93
94 It was explained that as the bids come in for the projects some adjustments may have to be
95 made. Priority will be given to the dirt roads that provide access to the most houses.

96
97 Councilmember Mathie explained to the scouts in attendance that the markings on the roads
98 have been a tool the surveyors have used along with drones to collect needed information to
99 prepare a scope of work for the street projects. Mr. Farmer answered questions from the
100 scouts in relation to how the design process works.

101
102 **A motion was made by Councilmember Payne to close the public hearing and reconvene in**
103 **the regular council meeting. Motion seconded by Councilmember Mathie. Voting for the**
104 **motion were Councilmember: Payne, Anderson, Washburn, and Mathie. All were in favor.**
105 **Motion Carried 4-0**

106
107 9. Business

108
109 a. Jones and DeMille Street Improvement Project update.
110

111 Micklane Farmer, engineer with Jones and DeMille Engineering explained to the council that Public
112 Works Director Devin Magleby had asked him to come and discuss with the council updated information
113 concerning drainage issues involved in our street improvement project. It was explained that our street
114 project is not a drainage project, however, to extend the life of our streets the drainage must be
115 adequate to not damage the new streets.

116

117 Mr. Farmer introduced Ricky Anderson, water resource engineer with Jones and DeMille Engineering.
118 Mr. Anderson has been working with Mr. Farmer on a drainage design for our project. Based on
119 probable flooding, 90% of our culverts can only handle what they refer to as a 1-2-year event, meaning
120 that at least once a year one of our culverts will overflow during a rain storm.

121

122 It was explained that some of the design restrictions to the project are; cover on existing culverts, depth
123 of existing ditches, slope of existing ground, driveways and accesses.

124

125 Mr. Farmer displayed a map showing where the major problem areas are along with a suggested
126 solution. It was noted that the east side of town has a lot more issues than the west side. 300 East is
127 one of our major drainage concerns because it is basically flat, and a lot of the current culverts must
128 handle multiple blocks of water run-off. The drainage design will include installation of 24-inch squash
129 culverts, cross gutters at all stop-controlled intersections, grade to drain and surface ditches.

130

131 Councilmember Mathie asked how they plan on handling resident's driveways. It was explained that the
132 city needs to be able to allow the water to flow, but we need to be mindful of the resident's needs. Mr.
133 Magleby assignment will be to review each case individually and decide how strict the city needs to be.
134 The Council feels that Mr. Magleby is aware of the some of our major conflicts and will ask him to take
135 care of them in the design phase of the project. The council felt like it would be in the best interest of all
136 if these were taken care of during the design phase if possible.

137

138 Mr. Farmer explained that the results they are hoping for will be that the average year event for the
139 culverts will be between 5 and 10 years, reduce ponding areas throughout town, and create less
140 maintenance for the city.

141

142 Mr. Farmer gave an overall update on the street project with the following information:

143

- 144 • 60% Design Complete
- 145 • 80% Modeling Complete
- 146 • Final Tasks
 - 147 ➤ Plan Sheets
 - 148 ➤ Final Cost Estimates
 - 149 ➤ Quantities
 - 150 ➤ Specs

- 151 • Advertise February 14th
152 • Bid Opening March 8th
153 • Bid Award on March 12th
154

155 Council thanked Mr. Farmer and Mr. Anderson for the information they provided tonight and are glad to
156 see the street project moving along.
157

158 b. Consider accepting bids for demolition of building located at 63 W 100 N.
159

160 Mayor Parsons reviewed the first bid the city received which included burning the wood that is
161 in the building. After some checking the Mayor learned that the state would not allow us to
162 burn this building unless we could show it was for training. The Mayor and Councilmember
163 Payne, who are members of our fire department, stated that this type of project would not be
164 conducive to a training.
165

166 After some discussion it was determined that the city's next step should be to have the building
167 inspected for asbestos. Once we get these results the council will have a better picture of what
168 the city is looking at, and then can accept bids for demolition of the building.
169

170 Mayor Parsons asked City Recorder Allison Leavitt to follow through on contacting someone to
171 perform the inspection.
172

173 10. Other Business:
174

175 **Staff Reports:**
176

177 **City Recorder Allison Leavitt-**
178

179 *Distributed monthly budget reports to councilmembers in attendance.
180

181 *CDBG, grant to remodel the kitchen at the Senior Citizen Center. Jamison Christensen,
182 engineer with Jones and DeMille and resident of Monroe City, has been working on a plan for
183 the remodel and estimate for the project. With the estimates he has received, it looks like the
184 project will be around \$100,000.
185

186 Mr. Christensen will work with Ms. Leavitt in completing the application for the grant.
187

188 **Department Business**

189

190 Councilmember Payne – no business

191

192 Councilmember Anderson –

193

194 *New carpet for the library is scheduled to be installed in two weeks. Kevin Mortenson, with
195 Western Restoration will do a final inspection before carpet is installed.

196

197 Councilmember Washburn –

198

199 *Devin Magleby and Rodney Wanlass are attending a cross connection certification training this
200 week.

201

202 *The Shade Tree committee has selected a new chairperson. The board will attend a City
203 Council meeting in the future to present their ideas for the upcoming year.

204

205 *Utility Clerk Marisa Mathie has been working on a grant application which would provide
206 funds for the city to purchase new water meters. If the city were to receive this grant it would
207 allow us to replace our non-reading meters. The goal of this grant is for our consumers to
208 conserve water, and with accurate reading meters the consumer will know their actual use,
209 which in turn should help them conserve.

210

211 Councilmember Mathie – no business

212

213 Mayor Parsons -

214 *Reported that the Red Hill ponds, where the tubs were removed, seem to be holding up, and it
215 appears people are using them.

216

217 *Would like to ask the Bureau of Land Management (BLM) for permission to have Monroe City
218 employees use the city grader to perform some maintenance work on their road that leads to
219 the Red Hill. Mr. Rick Chevalier currently has an easement for this road with the BLM.

220

221 *Informed the Council that Clark Williams recently donated propane heaters for our crossing
222 guards. Asked Ms. Leavitt to send him a thank you card from the Council.

223

224 *Shad Lee injured his back while taking a ladder upstairs at the city shop. It appears to be a bad
225 pulled muscle, and we do not know how long he will be off work.

226

227 *This being the end of his first year as Mayor, he thanked everyone for their efforts and
228 support. A few projects we have been able to complete include, remodeled the city office,
229 implemented a street clean-up process, installed sidewalks, constructed the splash pad, and
230 received CIB funding to do a street improvement project.

231

232 11. Adjournment

233

234 **Councilmember Payne made a motion to adjourn at 8:15 p.m. Seconded by**
235 **Councilmember Mathie. Voting for the motion were Councilmembers Washburn, Payne,**
236 **Anderson and Mathie. All were in favor. Motion carried. 4-0**

237

238 Approved this 22nd day of January 2019

239 *Allison Leavitt*

240 Monroe City Recorder

241

1/8/19 Roll
marisa mathie
Micklane Farmer
Ricky Anderson
Maria Dopp
Dante Madsen
Eli Dopp
Shelley Frisby
Alex Winward
Marshall DeCourse
Jamison Christensen

242