

MONROE CITY COUNCIL MEETING
MARCH 12, 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 Cartwright. A prayer was offered by Councilmember Payne.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Perry Payne

Janet Cartwright

Fran Washburn

Michael Mathie

Joe Anderson

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commissioner Chair Pro-tempore Greg Northrup

Utility Clerk Marisa Mathie

4. Consider a motion to approve the minutes of the meetings held February 12, 2019.

Councilmember Payne moved to approve the February 12, 2019 Regular City Council Meeting minutes as presented. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

5. Citizen input

6. Approval of March 2019 warrant register, February 2019 cash disbursements, and Adjustment journal.

Councilmembers approved and signed the March 2019 warrant register, February 2019 cash disbursements and adjustment journal.

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7. Business

a. Planning Commission Business:

1. Recommendation of the planning commission – Colton Peterson and Janet Kesler, plat for a single lot split located at 295 N 300 W.

Commissioner Northrup reported that Colton Peterson and Janet Kesler submitted a plat map for a single lot split located at 295 N 300 W to the Planning Commission.

Mr. Peterson showed the plat map for the single lot split to the Council and explained what the changes would be.

Mr. Peterson understands he will incur the cost for an additional irrigation riser and will need to work with Monroe Canal Company, owner of ditch along 300 W in front of this property, for access to his property from 300 W.

Commissioner Northrup explained that the submitted plat map meets the City ordinances and the Planning Commission recommends approval.

Mr. Peterson was instructed the next step was to have it recorded with the Sevier County Recorder office.

Councilmember Mathie made a motion to approve a plat for a single lot split located at 295 N 300 W. submitted by Colton Peterson and Janet Kesler. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

2. Conditional Use License located at 295 S Foothill Dr. “Linsey Parsons Salon” submitted by Linsey Parsons.

Commissioner Northrup reported that Ms. Parsons application meets the City requirements for a conditional use permit and the Planning Commission recommends approval by the City Council. This will be a home hair salon with no more than a few customers at a time.

Councilmember Mathie made a motion to approve a conditional use business license for “Linsey Parsons Salon” submitted by Linsey Parsons 295 S Foothill Dr. The motion was seconded by Councilmember Washburn. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

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b. Approve notice to award- Monroe City Streets Improvement Project.

Lyndon Friant, Jones and DeMille engineer, explained to the Council that the bid procedure began with a mandatory pre-bid construction meeting. From those in attendance at the meeting Mr. Friant had anticipated at least four of the companies to submit a bid. Howard & Reese and Staker Parsons, DBA Hales Sand & Gravel were the only two that submitted a bid.

Howard & Reese bid was \$4,734,810.50 and Staker Parsons was \$4,573,017.94, a difference of \$161,792.56. Mr. Friant performed a bid tabulation on them to identify the differences between the bids, and to identify any unbalanced items. The engineer's estimate was \$4,664,904.90.

Councilmember Mathie asked Mr. Friant if he was comfortable with the bids and if there were any abnormalities that he could see. Mr. Friant explained that he was comfortable with the bid tabulation process which showed that each bid contained items where one was lower in one area but higher in another. Nothing seemed out of the ordinary.

Mr. Friant explained to the Council with the bid amount and total funds available there would be about a 2.5 percent contingency amount, he would have liked to have had 5 percent amount, however this seems to be a straight forward project so this should be enough. Mr. Friant would like to set a goal to have enough funds to include applying magnesium chloride to Bohman Road.

Public Works Director Devin Magleby explained to the Council that new signage for the streets is part of the project and that he had contacted Sign Central in Richfield and Utah Barricade in Salt Lake City for a quote. Utah Barricades quote was \$5000.00 less than Sign Central. Council gave Mr. Magleby permission to sign a contract with Utah Barricade for street signs, because of the price difference.

Mayor Parsons thanked Mr. Friant and Jones and DeMille for their efforts in the City's behalf.

Councilmember Mathie made a motion that the Monroe Streets Improvement Project be awarded to Staker Parsons, DBA Hales Sand and Gravel as shown on the Notice of Award for \$4,540,465.26. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

c. Consider General Service Agreement to Jones & DeMille Engineering.

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Jones and DeMille Engineering submitted for consideration of the Council a General Service Agreement.

Lyndon Friant, Engineer explained that this agreement does not obligate the City to use Jones and DeMille Engineering for engineering service. This is a general agreement that will provide standard and uniform terms for certain subsequent agreements to be entered between Jones and DeMille and the City.

Mayor Parsons explained having this on file would save time and money each time we requested professional services from Jones and DeMille because the upfront paper work would already be completed.

Councilmember Payne made a motion to accept the General Engineering Services Agreement Between Monroe City and Jones and DeMille for Professional Services. The motion was seconded by Councilmember Anderson. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

d. Consider appointment of Mayor Pro-Tempore

Mayor Pro-Tempore is usually a six-month appointment; however, we have not been following this schedule so the next Mayor Pro-Tempore will serve through December 2019 then in January 2020 we will resume the six-month appointment time frame. Councilmember Mathie is currently serving as Mayor Pro-Tempore. Selection for the appointment is generally selected by rotating to the next councilmember at the table. This time it would be Councilmember Cartwright.

Councilmember Mathie made a motion to appoint Councilmember Cartwright as Mayor Pro-Tempore until December 31, 2019. The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Anderson, Payne, Cartwright, Washburn, and Mathie. The vote was unanimous. The motion carried. 5-0

8. Other Business

a. Staff Reports

City Recorder Allison Leavitt –
*Distributed monthly budget reports – asked Council to review and start thinking about next year’s budget.

163 Public Works Director Devin Magleby-

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165 *Shad Lee and Mr. Magleby recently attended and passed the pool operator class. This is a
166 requirement from the Central Utah Health Department to operate the splash pad.

167 *Requested permission to continue with installing a concrete dry ring around the splash pad,
168 which was highly recommended by the Mayor of Central Valley, to help alleviate debris tracking
169 on to the splash pad itself. Mr. Magleby also inquired about having the acrylic coating applied
170 to the dry ring that will be applied to the splash pad. Council instructed Mr. Magleby to proceed
171 with the installation of the dry ring and to plan for the acrylic coating also.

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173 **b. Department Business-Council**

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175 Councilmember Cartwright-

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177 *Met with Mr. Magleby and Parks Superintendent Bob Lee on expanding the Cemetery. If we
178 Continue to sell spaces as we have in the past, we will need the expansion done in three years.

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180 Councilmember Cartwright visited with Jared Peterson, farmer who is currently farming the
181 City's property adjacent to the cemetery, so that he is aware of the City's plan to develop this
182 property.

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184 *Would like to apply to the Community Impact Board (CIB) during their October 2019 or
185 February 2020 funding cycle to help fund the expansion along with funds from our perpetual
186 care fund.

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188 *Mr. Magleby stated that he would not be able to give a true estimate of cost for this project
189 and that he has discussed the project with Mr. Friant, from Jones and DeMille. Jones and
190 DeMille would be able to assist in the funding process as they did with our streets project.

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192 *There may be a need this year for additional part time help with cemetery maintenance.

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194 Councilmember Payne-

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196 *Council agreed to allow purchase of previously discussed power poles for the power
197 department which amount exceeds Councilmember authorization. The estimate cost will be
198 \$22,000.00.

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200 Councilmember Anderson-

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202 *Inquired if the City had received any applications for the general maintenance part-time/

203 seasonal employee position. As of now only 1 application was turned in. Councilmember
204 Anderson explained this person would need to be able to work 30-40 hours per week,
205 beginning no later than April 1 and bring a scenario of jack of all trades work experience. This
206 position could end in September, just depends on the weather.

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208 Councilmember Washburn-

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210 *No information on the CDBG has been received yet. Ms. Leavitt will contact Travis Khyl and
211 check on the status of the grant.

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213 Councilmember Mathie- No further business tonight

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215 Mayor Parsons-

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217 *Building at the Red Hill should be removed by owner Rick Chevalier by the end of April.

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219 *City crew received the battery-operated chain saw.

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221 *Pavilion – building located at 70 W 100 N- Mayor and Mr. Magleby visited with owner Merrick
222 Maxfield who stated that he would be willing to donate the building to the City, if the city
223 would pay the back property taxes.

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225 The demolition of the building was placed on the CIB priority list for the funding cycle of June
226 2019. Mayor Parsons attended the prioritizing meeting with Six County and would like to
227 approach the CIB with a project amount of \$100,000 on a 75% grant 25% loan.

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229 9. Adjournment

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231 **There being no further business to come before the Council for consideration. Councilmember**
232 **Payne moved the Regular Council Meeting adjourn at 7:40 p.m. The motion was seconded by**
233 **Councilmember Mathie. The vote was unanimous. The motion carried. 5-0**

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235 The next regular City Council meeting is scheduled to be held on Tuesday, March 26, 2019,
236 starting at 7:00 p.m. at Monroe City Office.

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238 Approved this 9th day of April 2019

239 *Allison Leavitt*

240 Monroe City Recorder