

MONROE CITY COUNCIL MEETING
April 9, 2019
MINUTES

7:00 p.m.

1. The regular meeting of the Monroe City Council was called to order by Mayor Johnny Parsons at 7:00 p.m.

2. The Pledge of Allegiance was led by Councilmember Payne . A prayer was offered by Councilmember Anderson.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Perry Payne

Joe Anderson

Janet Cartwright

Fran Washburn

Michael Mathie

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commission Chairman Bart Lee

City Treasurer Jacee Barney

Utility Clerk Marisa Mathie

Charles Billingsley

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

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

5. Citizen input -None

42 **6. Approval of April 2019 warrant register, March 2019 cash disbursements, and adjustment**
43 **journal.**

44

45 **Councilmembers approved and signed the April 2019 warrant register, March 2019 cash**
46 **disbursements and adjustment journal.**

47

48 **7. Business**

49 **a. Nuisance Ordinance: Property Maintenance- Councilmember Cartwright**

50 Councilmember Cartwright would like to see the City's nuisance ordinance be enforced in
51 reference to property maintenance, and has asked Charles Billingsley, Code Enforcement
52 Officer, who specializes in municipality nuisance code enforcement to explained to the Council
53 how he enforces a property maintenance nuisance ordinance. Cartwright stated that she
54 visited with other cities and Sevier County who have hired him to enforce their ordinance, and
55 they told her it was money well spent.

56

57 Mr. Billingsley explained that he started working for Richfield City in 2007 and still works for
58 them today. A year after starting with Richfield City he attended training and became a certified
59 code enforcement officer. He now currently works for many other municipalities and Sevier
60 County. Some are on a proactive basis while others are on a complaint basis.

61

62 Mr. Billingsley explained that he worked with Richfield City Attorney Richard Chamberlain and
63 Sevier County Attorney Dale Eyre to develop a standard ordinance which provides simplicity,
64 uniformity and is in accordance with state law. A copy of this ordinance along with the City's
65 current ordinance was included in the Councilmember's packets.

66

67 As Mr. Billingsley has reviewed our current ordinance, he stated that it is very complex and not
68 within State Code laws. County Attorney Eyre would like each municipality to adopt the
69 standard ordinance, so that in the event it goes to court he will be able to defend our actions.

70

71 Mr. Billingsley stated that he has been very successful in assisting communities with cleaning up
72 nuisance properties in their cities by following this procedure:

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- A letter with pictures is sent to owner or occupant of the property stating the code violations with a copy of the ordinance.
- If they do not comply within the stated time frame a second letter is sent stating that the city shall remove or cause to be removed the nuisance within a set time.
- The second notice will notify the owner or occupant that they have the right to request a hearing before the Mayor and City Council.
- If the City removes the nuisance. An itemized bill will be sent to the owner or occupant for payment.

- 81 • If the payment is not made the amount due will be added to their property tax
82 bill, and when collected the County will forward this money to the City.
83

84 If the City wants to hire Mr. Billingsley to enforce a nuisance program the City needs to adopt
85 the sample nuisance ordinance including his job description and appointment as Code
86 Enforcement Officer. Mr. Billingsley said the Council can tweak the ordinance to fit our needs,
87 but the noticing, remedies and penalties must stay the same for enforcement reasons.
88

89 Mayor Parsons asked Mr. Billingsley what he charges for his services. Mr. Billingsley stated that
90 he charges \$25.00 per hour. If a property is cleaned up without going into abatement, then the
91 City will absorb the costs. If it does go to abatement, then the cleanup and administrative cost
92 would be attached to the property and in theory the City will see these funds when the taxes
93 are paid.
94

95 Mayor Parsons asked Mr. Billingsley if he would be willing to inspect Monroe City and create a
96 list of non-compliant property's that his services would benefit the city. Mayor stated that this
97 would give the Council a good idea of how many property's in Monroe need to be cleaned up
98 and what type of issues Mr. Billingsley considers a nuisance.
99

100 Mr. Billingsley stated he would do this and bring the information to the Council at their next
101 regular Council Meeting on April 24,2019.
102

103 Mayor Parsons asked the Councilmembers and Planning Commission Chair Bart Lee to review
104 the standard nuisance ordinance, provided by Mr. Billingsley, and the City's current ordinance
105 for any changes they think are necessary, and to get them to City Recorder Allison before our
106 next Council Meeting. Council will then review the suggestion during the April 23, 2019 meeting
107 and a new ordinance could be adopted at the May 14, 2019 City Council Meeting.
108

109 Council thanked Mr. Billingsley for his time tonight and accepting the request to evaluate
110 Monroe City for pending problems.
111

112 **Councilmember Mathie made a motion to contract with Charles Billingsley, Code**
113 **Enforcement Officer, to inspect and create a list of Monroe City non-compliant property**
114 **owners of our current nuisance ordinance at a rate of \$25.00 per hour. Motion seconded**
115 **Councilmember Payne. A roll call vote was called. Voting yes were Councilmembers Payne,**
116 **Cartwright, Anderson, Washburn, and Mathie. Vote was unanimous. The motion carried. 5-0**
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121 b. Consider Resolution 04 01 2019 Adopting the updated electric policy schedule of
122 average estimates for grid connection fees of Monroe City Power Department.

123
124 Public Works Director Devin Magleby explained to the Council that due to increase in materials
125 the electric service connection fees need to be adjusted. Mr. Magleby explained that in the past
126 we have had a set price on the 3 types of power connections the city offers, 200 amp Overhead
127 to Overhead, 200 amp Overhead to Underground and 200 amp Underground to Underground.
128 These set prices were an average of costs, meaning in some cases a customer may pay a little
129 more than their actual cost and a customer may pay a little less than their actual cost, however
130 for most customers their costs were near the actual costs. Mr. Magleby explained that recently
131 Power Superintendent Daniel Peterson is charging on a case by case basis, and we need input
132 from the Council on how they feel these fees should be determined.

133
134 After some discussion the consensus of the Council was that we need to be fair to the
135 customer, and that the cost of the service connection is covered by the fees. The power
136 department can not afford to subsidize the connection fees, and we need to determine what is
137 the customer's responsibility to Monroe City Power Department infrastructure costs as far as
138 when primary line needs to be installed to accommodate a power service within the City's
139 limits.

140
141 Resolution 04 012019 was tabled until Mr. Magleby could collect information from Mr.
142 Peterson on why he is choosing to charge on a case by case basis, if labor is included in the
143 connection fees, see how other municipal owned power company's handle their connection
144 fees and to review what changes should be done to fee schedule and remove the word
145 estimate from the fee schedule title.

146
147 c. Consider Resolution 04 02 2019 Adopting the updated water policy schedule of
148 average estimates for connection fees of Monroe City Water Department

149
150 Public Works Director Devin Magleby explained that the water connection fees also need to be
151 updated to reflect current costs of materials, however labor was not added to the connection
152 fee schedule.

153
154 Mr. Magleby explained the water connection fee is set as an average fee with a different rate
155 being charged in subdivision where the developer installed the infrastructure and the size of
156 meter requested. He stated that the water service installations are much simpler and feels
157 charging a set average is fair to all, however he had not included any labor cost to connection
158 fees submitted tonight.

159

160 Resolution 04 02 2019 was tabled so that labor costs can be added and remove the word
161 estimate from the fee schedule title.

162

163 Councilmember Cartwright asked if the Water Department has secured funding to purchase
164 water meters. Utility Clerk Marisa Mathie explained that the city recently received information
165 on the terms for the bond from the State of Utah Division of Water Resources, which will be a
166 3.07% interest loan, require the City to hire a bonding attorney to process the bond and provide
167 \$33,000.00 due at the time of signing the bond.

168

169 Council discussed the possibility of other funding agencies that might include a grant/loan
170 option. Micklane Farmer, Graduate Engineer with Jones and DeMille Engineering, stated he
171 would research other funding options for the City.

172

173 If a better funding option is not available, the City will proceed with the process of accepting
174 the loan from the State of Utah Division of Water Resources.

175

176 **8. Other Business**

177 a. Staff Reports

178

179 City Recorder Allison Leavitt

180 *No Business tonight.

181

182 Public Works Director Devin Magleby

183 *Working with Micklane Farmer, Graduate Engineer with Jones and DeMille Engineering, on
184 costs for the cemetery expansion. Mr. Farmer distributed to the Council a preliminary design of
185 the cemetery expansion. The estimate is from \$569,000.00 - \$686,000.00. This includes
186 asphaltting new roads with varied widths and installing sod in the new area. If the roads were
187 graveled and the grass planted by seed the cost would possibly be about \$250,000. Council
188 feels comfortable with these changes. Mr. Farmer explained that recently another municipality
189 applied to the Community Impact Board (CIB) and was awarded a 50/50 grant loan. The Council
190 would like to apply for 40/60 grant loan. It was explained that the cemetery project was not
191 listed on the CIB one-year list for this year, however we could meet with the County
192 Commissioner to request it being placed on the one-year list to see if they would amend their
193 list and add this project. The cemetery was placed on the 2-3-year list in February and will be on
194 the 1-year list next year meaning we could apply on June 1, 2020 for funding.

195

196 *The road improvement project should begin May 6, 2019.

197

198 *The BBQ pit needs to be re-blocked. Council discussed whether to move it from its current
199 location, the west side of the City yard to the east rear side of the City yard. It was decided to
200 leave it where it is and just re-block if for this year's BBQ.

201

202 b. Department Business-Council

203 Councilmember Cartwright –

204 *Attended emergency preparedness meeting- Flooding concerns were discussed. Mr. Magleby
205 stated the City has sand bags and will get some sand in case of flooding. Mr. Magleby explained
206 to the Council that pre-filling the bags is not a good idea because they do not store well. Mr.
207 Magleby also stated that in the past when there has been flooding our residents have been
208 good to help when and where needed.

209

210 Councilmember Payne – No further business.

211

212 Councilmember Anderson –

213 *Inquired about the concrete ring installed at the splash pad and where we are on the fund
214 raising for the remaining amount of funds needed. City Recorder explained that she has been in
215 touch with Nan Roberts with Little Green Valley Fun Civic League, who spear headed the splash
216 pad. Ms. Roberts plans on doing some type of fund raiser in the next month and would like to
217 not open the splash pad until the remaining \$12,000.00 is collected. Mayor Parsons
218 understands that it may be easier to collect money if it is not opened; however, he feels one
219 way or another it needs to be opened by July.

220

221 Mr. Magleby stated that the acrylic coating still needs to be applied and a representative from
222 Splash Pad USA plans on coming down to help get everything up and going to make sure
223 everything is working.

224

225 *Presented an idea of renting the concession stand at Mtn. View Park to an individual, group,
226 or family where funds collected could be split between the City and Baseball program. He has
227 seen this done at other facilities and it seems to be beneficial to all involved.

228

229 Councilmember Anderson will work with Councilmember Mathie as soon as possible to prepare
230 information for setting up parameters for those wanting to submit bids to lease the concession
231 stand.

232

233 Councilmember Washburn -

234 *Attended the Sr. Citizens Board meeting. He informed the board that their application to
235 CDBG was not awarded. The only place our application could have earned additional points was
236 if there were more funds from the board available to put towards the project. Upon learning
237 this the board explained they did have additional funds that could have been put towards the

238 project. Ms. Leavitt contacted Travis Kyhl, Six County, with this new information and he
239 explained that this could not be included with this year funding cycle. Now that this
240 misunderstanding has been resolved we will possibility use their funds with next year's
241 application.

242

243 Councilmember Mathie-

244 *Discussion on private property owners wanting to install asphalt driveways and sidewalks
245 during the road improvement project. Mr. Magleby explained that the contractor will not have
246 time to do this type of work during the project because of other commitments, however they
247 will work with the individual property owners and schedule a time to come back and perform
248 the work. The contractor will make sure there are no drainage issues with these private
249 driveways.

250

251 *While in the office the other day a cemetery patron complained about decorations being
252 removed from off their headstone. It was stated that the decoration was in the vases that were
253 installed on the headstone and did not inhibit mowing of grass. Council agreed that if the
254 decoration does not inhibit mowing of the grass that cemetery staff should not remove the
255 decorations. Councilmember Cartwright will visit with cemetery staff to explain the Councils
256 position on this matter.

257

258 Mayor Parsons –

259 *Update on building located at 70 W 100 N. April 10, 2019 was the last deadline given to
260 property owner Merrick Maxfield to either donate the property to the City or have the property
261 secured with a six-foot fence. If neither is completed the City will begin legal action to abate the
262 dangerous nuisance per our policy.

263

264 *Inquired if spraying for weeds along the City right of way has started. Mr. Magleby stated that
265 Green Valley Lawn Care was delayed spraying by the weather but has started spraying this
266 week.

267

268 *Grading on the road leading up to the Red Hill was started with more work planned to be done
269 when there is more moisture in the ground.

270

271 *The Red Hill soaking ponds are looking pretty good where someone from the public have been
272 working on them.

273

274 *Mr. Chevalier has been given till the end of April to remove his small building that is on the
275 Red Hill property.

276

277 *Recently had a miscommunication on what could be dumped at the rock pile. Mr. Magleby
278 contacted Scott Coleman Excavation to use their machinery to cover and clean up the rock pile.
279 The person who dumped the inappropriate material paid \$200.00 to help cover some of the
280 cost of the clean-up. Mr. Magleby has ordered new signs to be installed stating that only rock,
281 concrete and dirt is allowed. The signs also include that violators will be prosecuted.

282
283 *Multiple residents have requested that a horse/foot trail be developed by the rock pile for
284 access to the foothills in this area. Mr. Magleby will inspect the area to see if a safe and
285 adequate path can be developed on City property.

286
287 **9. Adjournment**

288 **There being no further business to come before the Council for consideration, Councilmember**
289 **Mathie moved the Regular Council Meeting adjourn at 9:04p.m. The motion was seconded by**
290 **Councilmember Payne . The vote was unanimous. The motion carried. 5-0**

291
292 The next regular City Council meeting is scheduled to be held on Tuesday, April 23 2019, starting
293 at 7:00 p.m. at Monroe City Office.


294
295 Approved this 23rd day of April, 2019

296 *Allison Leavitt*

297 Monroe City Recorder

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Roll 4-9-19
City Council
Charles Billingsley
DAN ISON
Kelly Farmer
Micklane Farmer
KRISTI HURD
Marlys Hurd
Drew Lee
Janel Barney



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