

**MINUTES
MONROE CITY COUNCIL MEETING
JANUARY 13, 2015**

6:30 P.M. WORK SESSION - KIMBALL AND ROBERTS, CPA, ANNUAL AUDIT REPORT

Present:

Mayor R. Kirt Nilsson

Councilmembers: Joe Anderson, Fran Washburn, Troy Torgersen, Perry Payne

Recorder Emalee Curtis

Treasurer Allison Leavitt

Deputy Treasurer Jacee Barney

Rick Roberts, CPA

Kimball and Roberts CPA firm of Richfield performed the annual independent audit for Monroe City for the fiscal year ending June 30, 2014. Rick Roberts, CPA, began the report by explaining that the purpose of the audit is to express an opinion on the financial statements of the city to obtain reasonable assurance about whether the statements are free from material misstatement. This is done through random testing, verification of financial transactions, interviews, reading the minutes, ordinances and policies, and checking for compliance with state statutes. He referenced different pages of the report and explained the data pertaining to the revenues, expenditures, reserves and investments for the various funds.

The city management discussion and analysis shows what has happened in the city during the year and explains the difference from previous years. This management discussion also shows a comparison of governmental and business type activities of the city.

The report states the following financial highlights:

*The assets of the City exceeded its liabilities as of the close of the most recent year by \$9,148,214 (net position) OF this amount, \$1,646,864 (unrestricted net position) may be used to meet the governments ongoing obligations to citizens and creditors.

* The government's total net position increased by \$438,979. The revenues were more than the adopted budgeted amounts, and expenditures were less than the adopted budgeted amounts.

* At the close of the current year, the City's governmental funds reported ending fund balances of \$666,782, an increase of \$153,772 in comparison with the prior year. Approximately 14 percent of this total amount, \$93,764 is available for spending at the government's discretion (unassigned fund balance).

* At the end of the current year, unassigned fund balance for the General Fund was \$93,764, or 10 percent of total General Fund expenditures.

* The City's total debt decreased by a net amount of \$158,694 during the current year.

He reviewed the city's bond schedules and budget reports.

The council was reminded that they are responsible for the fiscal activities of the city.

A letter to management indicated the following findings of noncompliance:

*The city's budget was submitted to the state late, resulting in state funds being held until the report was filed. The city responded that they will send adopted budgets to the Office of the Utah State Auditor no later than July 31.

* The designated records officer should complete the required annual online training and become certified by the State of Utah. This training will be completed by the records officer.

* The city did not post the required payroll information to the Utah Public Finance Website within the required deadlines. This information will be posted within the required deadlines.

He concluded by saying that Monroe City is in good financial condition. The office staff has a standard of cross/training, second party reviews and a practice of submitting monthly reports for council review. He complimented the mayor, council and administrative staff on their sound management practices and dedication to fiscal responsibility.

7:30 p.m.

1. Mayor R. Kirt Nilsson conducting.

The regular meeting of the Monroe City Council was called to order at 7:30 p.m. The Pledge of Allegiance was led by Councilmember Joe Anderson. Prayer was offered by Councilmember Perry Payne.

Present:

| | | | |
|-------------------|------------------|----------|-----------------|
| Mayor: | R. Kirt Nilsson | Council: | Joseph Anderson |
| Recorder: | Emalee H. Curtis | | Troy Torgersen |
| Treasurer: | Allison Leavitt | | Fran Washburn |
| Public Works: | Devin Magleby | | Johnny Parsons |
| Deputy Treasurer: | Jacee Barney | | Perry Payne |

Others: Jason Kling, Fish Lake National Forest
Max White, Taylor White, Vance Mumford, Richard Nielson, Marcus Smith, C. Kim Chapman

Approval of minutes of previous meeting

MOTION: To approve the minutes of the December 9, 2014 city council meeting as corrected

By: Councilmember Parsons

Second: Councilmember Payne

Vote: All were in favor. Motion carried.

Corrections: Page 2 - change "are" to "is" and change "pro long" to "prolong"

2. Citizen input

No citizen business tonight.

3. Business

A. White's Sanitation - Annual customer service visit

Max and Taylor White informed the council that this is their annual customer service visit. They stated how much they appreciate Monroe City's loyalty to their company. Monroe was the first community to contract for mandatory city-wide trash pick up service with them.

The current contract will be up for renewal September, 2015. They will bring a contract renewal proposal to the council prior to that date.

White's has one concern, the drivers are aware of some walk-up customers who have left furniture at the house. They would like for it to be taken to the curb. He feels they are taking advantage of this service. Allison explained this situation was probably because of a death in the family. It would be a good idea for Allison to work with White's to inform the individual walk-up customers of the rules for keeping this service. The walk-up service is meant for widows, widowers, handicapped or elderly who need assistance to get their trash carts to the curb-side. The drivers are glad to provide this assistance to those customers who really are in need of it.

Councilmembers expressed appreciation to White's Sanitation for the good job and service they provide for our citizens. The drivers often go above and beyond what is expected of them on trash day, especially on windy days.

The council set the city's annual clean up for May 11-18th.

Max again thanked the council for their business.

B. Jason Kling - Monroe Mountain Aspen Ecosystems Restoration Project

Jason Kling, Richfield District Ranger, gave a presentation on the Monroe Mountain Aspen Ecosystems Restoration Project. There was a discussion about the EIS (Environmental Impact Statement) for the proposed work needing to be done there. The discussion included the overall improvement of Monroe Mountain that will impact hunting, fishing, grazing, wildlife, and road development.

To illustrate how important the Aspen tree is, it is now the Utah State Tree.

This project includes a livestock management improvement project and an Aspen Ecosystems Restoration Project.

*Benefits of restoring Aspen ecosystems are:

*Improve native species diversity

- *Improves and increases the amount of habitat and forage for wildlife and domestic cows, sheep, deer and elk
- *Reduces the risk for large scale, intense wild land fires, with a lower risk to the safety of the public and firefighters
- *Improves health, safety and welfare for the local public

He pointed out the desired conditions and current conditions of the forest. There are now only 17,000 acres of Aspen when there were 71,000 acres. The lack of fires and allowing conifers to take over the forest and over browsing /grazing of Aspen has caused this decrease. All animals like to eat Aspen.

Several alternative proposals are being considered:

Alternative 1. Burn Aspen and Conifers - a range of 26,500 - 33,000 acres over 10 years (varies by alternative) acres of prescribed fire treatments (mixed burn severities & mosaic patterns) over the next 10 years. Also the district is proposing a range of 8,200 - 19,800 (varies by alternative) acres of thinning treatments over the next 10 years.

Proposal thinning treatments over 10 years Next to private lands to make a buffer in order to burn safely and effectively

Alternative 2. 8,186 acres of mechanical treatments. 32,991 acres of prescribed fire treatments. 8.8 miles of temporary roads.

Alternative 3. 13,647 acres of mechanical treatments. 31,357 acres of prescribed fire treatments. 8.8 miles of temporary roads.

Alternative 4. 19,838 acres of mechanical treatments. 27,436 acres of prescribed fire treatments. 13.3 miles of temporary roads.

Alternative 5. 15,072 acres of mechanical treatments. 26,453 acres of prescribed fire treatments. 12.8 miles of temporary roads.

As part of the Monroe Mountain Aspen Ecosystems Restoration Project, the District is proposing quantifiable Aspen browse thresholds. Thresholds for active treatment areas (seral Aspen, Spruce-Fir, and mixed conifer areas) and thresholds for passive treatment areas (stable Aspen).

The project intends to work cooperatively with livestock permittees and Utah Division of Wildlife Resources to take a balanced approach at addressing the overbrowsing by livestock and wildlife.

Issues that will be carried forward for analysis:

1. Impacts to wilderness attributes and roadless area characteristics resulting from mechanical

treatments within inventories roadless areas and draft un-roaded-undeveloped areas may result in these areas not being eligible for wilderness designation.

2. Prescribed fire activities may impact adjacent private property.
3. Project activities may result in Northern goshawks being displaced.
4. Project activities may result in Bonneville cutthroat trout and Boreal toad habitat near Manning Meadows Reservoir and Barney Lake being severely degraded.
5. Browsing by domestic and wild ungulates on new Aspen shoots post-treatment and/or the continued high levels of aspen browsing in the stable aspen areas may result in complete loss of Aspen stands.
6. Project activities may result in livestock permittees not having a place to graze their livestock while vegetation is reestablishing on Monroe Mountain. (Two or more growing seasons).
7. Project activities may result in adverse impacts to old growth characteristics.

A Notice of Availability (NOA) for the Draft Environmental Impact Statement (DEIS) is expected to publish in the Federal Register on January 16, 2015. The public will have 45 days to comment. Comments will be due March 2, 2015. Comments will assist in the preparation of the Final IES (FEIS) and Draft Record of Decision (ROD).

The main goal of this project is to get new Aspen sprouts to reforest areas of Monroe Mountain. New Aspen growth is the main goal and to also build as few fences as possible to reach that goal.

Mr. Kling would like to work cooperatively with livestock permittees and the DWR to take a balanced approach to addressing the overbrowsing by livestock and wildlife.

They don't want to affect Monroe Canyon and create additional flooding possibilities. The fire policy has areas designated as do not burn. He realizes this is an important issue for Monroe.

There was additional discussion of cutting versus burning. The proposed burn areas are mostly inaccessible. They are targeting areas with Aspen and Conifer trees. Beetle kill is huge fire issue. Logging is also a big issue. There may be up to 3,000 acres where they would be able to salvage some lumber.

This is a proposed 10 year project. Mr. Kling would appreciate letters of support.

There will be proposals offered to private land owners as well in order to accomplish the goals of the project.

Mayor Nilsson expressed concern with them working with Garkane Power. Mr. Kling replied that they are planning on doing hand cut thinning work in specific areas of concern. They have learned a lot of lessons from the Sawmill Flat fires. They now plan to burn smaller areas. They will apply what was learned in the past to this larger project.

C. Acceptance of Monroe City 2013- 2014 Annual Audited Financial Statements

MOTION: To approve the Monroe City annual audit conducted by Kimball & Roberts for the fiscal year ending June 30, 2014 as presented in tonight's work session.

By: Councilmember Fran Washburn

Second: Councilmember Joe Anderson

Vote: **Aye: Councilmembers: Payne, Anderson, Washburn, Parsons, Torgersen**
Nay: None
The vote was unanimous. Motion carried.

D. Appointment of Mayor Pro Tempore - board appointments

Mayor Nilsson informed the council that Councilmember Fran Washburn has served as Mayor Pro Tempore for the previous six months. He proposes appointing Councilmember Joe Anderson to serve as Mayor Pro Tempore until July 1, 2015.

MOTION: To appoint Councilmember Joe Anderson to serve as Mayor Pro Tempore until July 1, 2015.

By: Councilmember Johnny Parsons

Second: Councilmember Perry Payne

Vote: **Aye: Councilmembers: Torgersen, Parsons, Washburn, Anderson, Payne**
Nay: None
The vote was unanimous. Motion carried.

Mayor Nilsson proposed that the following individuals serve on the Monroe City Planning Commission:

Bart Lee, to continue to serve an additional term 2019
Kamelle Gleave to also serve an additional term 2019
Justin Peterson continue with his current term 2016
Leon Stewart continue with his current term 2016
Fran Washburn currently representing the city council on the commission 2016

Replace Pat Lee, whose term has expired, with a vote of thanks for her service on the commission.

The following names were suggested for the mayor to contact to fill the open position on the planning commission: Dan Child, James Garrett, Kirk Thornock, Liz Abbott, Joyce Barnson, Kelly Meacham, R'dell Lee, Joe Wilkinson, Dean Brewer, Dave Wagner.

Mayor Nilsson will make contact and ask who might accept a position on the city's planning commission. The term is for five years.

E. Update Monroe City's Capital Projects List

Mayor Nilsson explained that the city is required to submit an annual list of possible community capital projects to be included in the Six County Association of Governments master projects list. He will be meeting with them on January 15th to update Monroe City's information.

The current list of projects was reviewed.

Councilmembers agreed that street improvements should be our top priority. Also on the short term list are the following: Debris Basin rehabilitation, city walking-bike trails system, property acquisition, city hall upgrade, flood plain mapping, Cold Spring culinary pipeline, Monroe Merc historic housing project, expansion of the community center, additional Mtn. View Park improvements.

The following projects will be on the medium term projects list: Library improvements, irrigation system expansion, storm water drainage study, Monroe Canyon Road creek stabilization, cemetery expansion, skate board park, Canyon View Park development.

The council will leave a sewer project on the long term projects list.

F. Approval of warrant register, cash disbursements and adjustments journals

Councilmembers reviewed and signed approval of the January, 2015 warrant register and the December, 2014 cash disbursements and adjustments journals.

G. Annual Open and Public Meetings Training

Recorder Curtis distributed copies of information regarding the state's open and public meetings laws. Utah Code 52-4-104 states that the presiding officer of the public body shall ensure that the members of the public body are provided with annual training on the requirements of this law.

She gave a brief outline of the handout and answered questions from the council. The handout will be a useful reference tool as councilmembers have questions or concerns regarding open and public meetings rules.

H. Councilmember Disclosure Statements filed with the Mayor

Members of the city council filed current disclosure statements with Mayor Nilsson, in accordance with state law.

4. Staff Reports

Recorder Curtis distributed December, 2014 department budget reports to the council. Plans are to open and amend the current budget in February to more accurately reflect actual revenues and expenditures.

She reported that Monroe City's application for designation as a Tree City USA has been

approved. The awards luncheon will be held in April.

Public Works Superintendent Magleby reported that the county is hosting a meeting next week regarding new state legislation regarding canals that are within local jurisdictions. This meeting will be at 1:00 p.m. next Friday, January 23rd in the county commission chambers

Ron Cropper, South Sevier High School baseball coach asked if the city's new ball fields will be ready to be played on in March or April. The council agreed that the new lawn will not be mature enough for spring play. There is also a lot of other work that will be done in the spring.

5. Department business - reports and concerns - law enforcement concerns

Councilmember Joseph Anderson - Streets Department - Weeds - Equipment - Sr/ Citizens

* Councilmember Anderson has visited with Monroe Sr. Center Board Member Ed Oldroyd about the city helping with redoing the handicap ramp at the center. He will visit with several contractors then report back to the council.

* The city needs to work with the new owner of the Texaco station about making repairs along the north driveway access into the business. The previous owner declined to work with the city and participate in getting these repairs taken care of. The new owner (John Hansen) will be contacted.

Councilmember Perry Payne - Electric - Mosquito Abatement - Utility Board

* Councilmember Payne reported that things in his department are running smoothly.

Councilmember Fran Washburn - Parks - Cemetery - Planning Commission

* Councilmember Washburn commented on the recent scoping meeting for work at the Sand H Debris Basin. Jared Peterson expressed concern about debris from run off going in his irrigation storage pond. He wondered if the problem might be worse if the catch basin was not there.

Councilmember Johnny Parsons - Water - Irrigation - Wastewater - Fire Department

* Councilmember Parsons reported that Devin has installed a new computer at the water treatment plant. It replaces an old XP computer.

Councilmember Troy Torgersen - Library - CERT - EMS - Landfill - Garbage - Youth Council

* Jack Hammond, local Community Emergency Response Team leader, is currently purchasing supplies for the CERT trailer. \$1,000 has been budgeted for these supplies.

* Several members of the city's youth council will be attending the Utah League of Cities and Towns day at the legislature on January 28th. Councilmember Torgersen and Youth Council Advisor Jacee Barney will accompany this youth group. It would be nice if a tour of the capital could be arranged.

Mayor R. Kirt Nilsson - General Administration

* Councilmember Washburn indicated that he would represent the city council at the next Council of Governments meeting on January 22nd.

6. Adjournment

MOTION: To adjourn at 9:20 p.m.
By: Councilmember Parsons
Second: Councilmember Payne
Vote: All were in favor. Meeting adjourned.

Approved this 27th day of January, 2015
Emalee H. Curtis, City Recorder