

MONROE CITY COUNCIL MEETING
September 8, 2020
MINUTES

7:00 p.m.

Due to the absence of Mayor Johnny Parsons and Mayor Pro Tempore Perry Payne, Council selected Councilmember Mathie to act as Mayor Pro-tempore.

1. The regular meeting of the Monroe City Council was called to order by Mayor Pro Tempore Mathie 7:00 p.m.

2. The Pledge of Allegiance was led by Councilmember Cartwright . A prayer was offered by Councilmember Buchmiller.

3. Roll Call

Mayor Johnny Parsons-Absent

Mayor Pro-tempore: Councilmember Mathie

Councilmembers:

Dane Buchmiller

Janet Cartwright

Perry Payne -absent

Erica Sirrine -absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Utility Clerk Marisa Mathie

4. Consider a motion to approve the minutes of the meetings held August 25, 2020

Councilmember Buchmiller moved to approve the August 25, 2020 Regular City Council Meeting Minutes as corrected. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, and Mathie. The vote was unanimous. The motion carried. 3-0

5. Citizen input –

David Peterson, Monroe citizen, thanked the Council on doing a nice job with the street improvement project.

Mr. Peterson asked the Council if lights and a volleyball net could be installed at the volleyball courts at the Mtn. View Park. Mr. Peterson explained that since the COVID-19 quarantine started a group of citizens have been using the volleyball courts as a way to get out of the house and do

something. He understands that these improvements will take funds and he donated \$50.00 tonight to show he is willing to help with the improvements.

Council thanked Mr. Peterson for his input and explained that the parks department is Councilmember Sirrine's responsibility and his requests will be forwarded to her

6. Approval of September 2020 warrant register, August 2020 cash disbursements, adjustment journal and utility aging report.

Councilmembers approved and signed the September 2020 warrant register, August 2020 cash disbursements, adjustment journal and utility aging report.

7. Business

- a. Consider liability insurance renewal with Sorensen-Leavitt Insurance

Cory Sorensen, Sorensen-Leavitt Insurance, reviewed the liability insurance policy with the Council. The main change to the policy was the addition of the splash pad and splash pad equipment storage building.

Mr. Sorensen explained to the Council that because of an accident on the "Red Hill" property, a records request from Siegfried and Jensen Attorney Firm for Monroe City documents concerning "Red Hill" has been received by City Recorder Allison Leavitt. As of now there is no further information concerning the accident, but a claim file has been opened by our insurance company in anticipation of a claim being filed.

Councilmember Buchmiller moved to approve Sorenson-Leavitt Insurance liability policy renewal with a term of one-year. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Buchmiller. The vote was unanimous. The motion carried. 3-0

- b. Consider applying to Federal Emergency Management Agency (FEMA) for grant to evaluate ways to reduce our floodplain zone. – Ricky Anderson- Jones and DeMille Engineering.

Ricky Anderson, Jones and DeMille Engineer, stated that Monroe City has FEMA's attention with challenges in our floodplain, especially homes with basements.

In our initial discussion with FEMA they asked us to collect data on structures built in the floodplain, including what was built, when it was built, type of permitting, and elevation certificates. Mr. Anderson explained that City Recorder Allison Leavitt collected this information and forwarded it to him. Mr. Anderson created a map with a corresponding data base with this information. This information has been sent to FEMA. Mr. Anderson explained that the next step will be that FEMA will request we create a compliance plan, meaning an outline of how Monroe City plans to address these issues. This plan will need to show how we follow our floodplain ordinance, how we will permit new construction in the

89 floodplain and how we will address existing structures in the floodplain. Mr. Anderson stated that
90 usually FEMA will submit a letter with a deadline to comply. Monroe City has submitted all the data they
91 have requested at this time and are waiting to hear back from FEMA on what we have submitted.

92 Mr. Anderson explained that there is a funding opportunity for Monroe City at this time through FEMA.
93 Building Resilient Infrastructure and Communities (BRIC) funding amount has increased significantly over
94 five years and this year there is \$500 million dollars available. Mr. Anderson explained that this is a two-
95 source funding program. First is a planning study which is a 100% grant, and basically a feasibility study.
96 The feasibility study will be looking at projects to reduce flooding areas. Second is for final design, with
97 funding plans that are a 75% - 90% grant, with the remaining portion being a match, which in-kind
98 service could qualify as a match.

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100 Where FEMA is going to be looking to Monroe to reply with a compliance plan Mr. Anderson stated he
101 thinks this is good opportunity for Monroe to receive some financial assistance. Monroe's current
102 floodplain is a large area and, in his opinion, not very accurate. The feasibility study would include a base
103 level engineering model which would be compared to the current floodplain zone. This would show if
104 structures are in a high or low risk area. This study would also help determine what type of project could
105 be done to reduce the flood risks. Mr. Anderson explained the projects could include a debris basin,
106 improving a channel, or updating bridges or culverts. These types of projects FEMA looks at as being
107 proactive. The quick study would help evaluate our true floodplain. There is a chance the floodplain may
108 include more homes instead of less homes, but he does not anticipate this with the mapping he has
109 seen. The study would show how a project would help the City by being able to work with multiple
110 homeowners instead of the spotlight being on individual homeowners.

111
112 Councilmember Cartwright asked how many homes are currently in the floodplain and if a project can
113 be done to remove all the homes out of the floodplain. Mr. Anderson stated there is approximately 50
114 homes in the floodplain and he thinks depending on the project and affordability to the City, many of
115 these structures could be removed from the floodplain. However, until a feasibility study is done, he
116 cannot give us accurate information.

117
118 Councilmember Cartwright asked how structures in the floodplain that have basements at this time will
119 be handled. Mr. Anderson explained that we are unsure at this time because many of these structures
120 were not built before the floodplain was established, so they cannot be grandfathered in. Monroe's
121 floodplain is an Approximate Zone A without a base flood elevation and FEMA rules were interpreted
122 that basements were allowed in this type of zone.

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124 Councilmember Buchmiller asked if this study would change the floodplain map or if it was a study to
125 see what a new map may possibly look like. Mr. Anderson explained that this would only be a study to
126 see what the maps may look like.

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128 Mr. Anderson stated that with this study a module would be created with current data, and if this data
129 showed that many of the structures would no longer be in the floodplain this would be beneficial in
130 showing that homeowners are in compliance with FEMA requirements. However, if the module did

show a smaller floodplain zone, Monroe City officials would still have to follow the current floodplain zones, until FEMA officially re-maps our area.

Mr. Anderson explained that the letter of interest is due by September 30, 2020 and the final application being due by December 2020. The grant funds would pay for the study and then the City would have to apply for other funding to help with flood mitigation projects.

Mr. Anderson stated that the cost for Jones and DeMille Engineering to prepare the application for the grant would be approximately \$3000.00 out of pocket for the City.

Council decided to have Mr. Anderson file the letter of interest and come to the Council with more detailed information before they decide on spending the funds to submit the BRIC application.

Councilmember Buchmiller moved to approve Jones and DeMille Engineering to submit a letter of interest to the Federal Emergency Management Agency (FEMA) Building Resilient Infrastructure and Communities (BRIC) grant program. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Buchmiller. The vote was unanimous. The motion carried. 3-0

c. Consider Ordinance 9 01 2020 Transient Room Tax

This ordinance will allow the City to collect room tax on all short-term rentals such as Airbnb.

Councilmember Mathie moved to adopt Ordinance 9 01 2020 Transient Room Tax. The motion was seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Buchmiller. The vote was unanimous. The motion carried. 3-0

d. Consider expenditures of Utah Coronavirus Relief Funds (CARES)

Jack Hammond, board member of the South Sevier Senior Citizen Board, explained to the Council that their board decided in June 2020 to not do their 24th of July fund raising due to COVID-19, which consists of the breakfast, lunch and quilt drawing during the park activities on July 24th. Their concern was that they are in the highest risk group of contracting the coronavirus.

Mr. Hammond distributed a spreadsheet showing how these funds are used to support the senior center and asked if the City could cover their loss of about \$1800.00 - \$2200.00 from the CARES monies received from the state.

Council agreed that these fundraising events are vital to the senior center, and that it would not have been in the best health interest of the community nor themselves if they were to have done them.

Fran Oldroyd, Board President of the South Sevier Senior Citizen Board, also explained that due to COVID-19 the dining room at the center has had to be closed and they are requesting assistance to purchase a prefab building that would serve as a drive-up window with the CARES monies the City has

received. Citizens wanting dinner now are having to come to the center's front door to pick-up the meals and take them home. This is can be a danger to their health and wellbeing, because now they are having to navigate the stairs while carrying their food and coming in close contact with other citizens picking up meals at the same time.

Councilmember Cartwright showed a sketch drawing of building that is 6' x 10', which board members think will take care of their needs. Councilmember Cartwright explained that City employees, will need to attach the building to the ground, install power, finish walls, install shelving and heat/air conditioning.

Council agreed this is a need for our senior citizens. Ms. Oldroyd also stated that since COVID-19 those coming and needing meals has increased.

Ms. Oldroyd stated that when the building is installed the increased traffic will affect their parking lot and wonder if some of the tailings from our recent street improvement project could be brought in to improve the driveway. Public Works Director Devin Magleby stated we do have a pile of tailings in the City yard and that he will check on how much we have and how much will be needed to do this.

Ms. Oldroyd also asked Public Works Director Devin Magleby if the pole that is in the middle of the parking lot could be removed. Public Works Director Devin Magleby stated he would check the pole and if it is not needed for some unseen reason that he would have it removed.

Council discussed the need for a structure to house the side by side, being purchased to keep park facilities sanitized. It was determined the best place for the structure would be between the soccer field and tennis courts because this will not affect future development of the park and would be centrally located on the park grounds.

City Recorder Allison Leavitt located handheld area sanitizers from a company in Ogden with an approximate cost of \$1100.00 each. We will need four to be placed in each of our public buildings. (City Hall, library, community center and senior center.)

Public Works Director Devin Magleby suggested that the City purchase power hand tools for each of the City pick-up's. Employees now are sharing these tools throughout the day.

Other items discussed were bleachers, update website and tables.

Council decided to approve the following expenditures:

- Senior Citizen drive-thru structure and reimburse funds for 24th of July losses.

- Structure at the park for side by side and sanitizing equipment.

- Handheld area sanitizers.

- Tools for City pick-ups.

Other items discussed will be tabled until next meeting.

Councilmember Mathie moved to approve expenses incurred due to the public health emergency with

Utah Coronavirus Relief Funds (CARES). The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Buchmiller. The vote was unanimous. The motion carried. 3-0

e. Consider adding items to Monroe City Surplus list

Public Works Director Devin Magleby explained that the City has a surplus of pulverized asphalt from our recent street improvement project.

Mayor Parsons, stated to City Recorder Allison Leavitt, he would like the pulverized asphalt pile to be sold as a unit of one, not to multiple buyers.

Councilmember Mathie moved to add pulverized asphalt, left over from recent street improvement project, to Monroe City's surplus list. The motion was seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie and Buchmiller. The was unanimous. The motion carried. 3-0

8. Other Business

a. Staff Reports

City Recorder Allison Leavitt

*Reported on paraglider fly-in scheduled for September 28-October 3, 2020 for Councilmember Serrine.

*Two food trucks for each evening have been scheduled and would like to arrange some type of entertainment for Friday October 2, 2020. Gil Smith is unavailable to make cobbler.

Councilmember Mathie reported that he has visited with Chad McWilliams, Sevier County Travel Council, about the possibility of the Sevier County helping with costs associated with Monroe City trying to promote this activity. Mr. McWilliams told Councilmember Mathie that Sevier County wants a more hands on approach if helping with funds for activities. Councilmember Mathie stated that event organizer Stacey Whitmore, President of Red Rock Flyers, is not interested in giving this type of control to Sevier County.

City Recorder Allison Leavitt will contact Mr. Whitmore to coordinate plans for the fly-in event.

*Stacey Whitmore – Red Rock Flyer President, requested the use of the City canopies during the fly-in to help with providing a shaded area for the flyers. It was determined that he wanted to use the canopies at the landing area which is very rocky. Public Works Director Devin Magleby does not feel comfortable folding up the canopies in this dirt area. Council agreed with Public Works Director Devin Magleby and asked City Recorder Allison Leavitt to contact Mr. Whitmore and explain why the City will not allow them to use the canopies.

*Mayor Parsons asked City Recorder Allison Leavitt to inform the Council that he was contacted this week by KC Savage, Natural Resources Conservation Service (NRCS) about the study on the Sand H Debris Basin alternative route for spillway overflows. Mr. Savage will work with City Recorder Allison Leavitt to create a qualifications application for engineering companies to submit for our selection process in determining which company to use for the study on an alternative route to the one presented

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Minutes

9 8 2020

from Jacobs and McMellin Associates earlier this year.

*Utah League of Cities and Towns virtual conference will be held September 21-25, 2020 if Councilmembers want to attend please let City Recorder Allison Leavitt know so their registration can be completed.

Utility Clerk Marisa Mathie –

*Reviewed draft newsletter, asked Council for input on other information they want to be in the newsletter.

Public Works Director Devin Magleby

No further business.

b. Department Business-Council

Councilmember Buchmiller –

* Contacted Trent Brown with Sunrise Engineering to provide a bid for the re-licensing requirement by the Federal Energy Regulatory Commission (FERC) of the upper hydro-plant. To better understand the scope of work required for the re-licensing Mr. Brown would like to meet with a member of the Power Department at 9:00 a.m. on September 22, 2020 for an inspection of the collection system. Public Works Director Devin Magleby will contact Mr. Brown to confirm the meeting.

Councilmember Cartwright-

No further business.

Councilmember Mathie–

No further business.

9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Buchmiller moved the Regular Council Meeting adjourn at 8:40 p.m. The motion was seconded by Councilmember Cartwright. The vote was unanimous. The motion carried. 3-0

The next regular City Council meeting is scheduled to be held on Tuesday, September 22, 2020, starting at 7:00 p.m. at Monroe City Office.

Approved this 22nd day of Month, Year

Allison Leavitt

Monroe City Recorder