

MONROE CITY COUNCIL MEETING
November 24, 2020
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 Mayor Parsons. A prayer was offered by Councilmember Cartwright.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie

Perry Payne

Erica Sirrine-absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commission Chairman Bart Lee -Phone

James Payne

Ronald Stuhlberg

Nicolle Stuhlberg

Tim Adams

Aleisa McClure

4. Consider a motion to approve the minutes of the meetings held November 5, 2020

Councilmember Payne moved to approve the November 5, 2020 Regular City Council Meeting Minutes as submitted. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. The vote was unanimous. The motion carried. 4-0

5. Citizen input – No Comments

Monroe City Council

Minutes

11 24 2020

41 **6. Approval of October 2020 cash disbursements, adjustment journal, and utility aging**
42 **report.**

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44 Councilmembers reviewed the October 2020 cash disbursements, adjustments journals, and
45 utility aging report. Council signed approval for each report. November 2020 warrant register
46 was signed prior to tonight's meeting.

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48 **7. Business**

49 a. Consider building permit violation for outbuilding/garage located at 454 S 575 W

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51 Mayor Parsons explained to James Payne, owner of outbuilding/garage in question, that
52 Monroe City was contacted by Sevier County Building Department with concerns that livings
53 quarters were being built in his structure and that this was not a permitted use. Mr. Payne
54 stated that when the building was inspected by the Sevier County Building inspector there were
55 items for his son's new house being stored in the building and he believes this is why the
56 inspector thought living quarters were being constructed, but there will not be living quarters in
57 the outbuilding/garage. Mr. Payne did state that there is plumbing for sinks and a toilet.

58
59 Mayor Parsons accepted Mr. Payne explanation of why the inspector might have thought there
60 was living quarters being constructed however, he wanted Mr. Payne to know that living
61 quarters could not be constructed in the building according to Monroe City's ordinances and
62 that per Mike Grimlie, Central Utah Health Department, improvements or new septic system
63 would have to be installed.

64
65 Planning Commission Chairman Bart Lee was on the telephone and stated that he could not
66 hear Mr. Payne so Mayor Parsons reviewed what was discussed with Chairperson Lee.
67 Chairperson Lee asked if there was plumbing for a kitchen. Councilmember Payne stated that
68 there was plumbing for a separate sink outside of the bathroom. Mayor Parsons explained that
69 very little work inside the building is done, so for now we will just wait and see what has it
70 progresses. Chairperson Lee agreed to this.

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72 b. Planning Commission Business:

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74 1. Private outbuilding/garage exceeding the minimum of 1400 sq. feet,
75 submitted by Ronald Stuhlberg located at 409 W 300 N.

76
77 Planning Commission Chairperson Bart Lee stated the planning commission recommends
78 approval of the building permit for a private outbuilding/garage exceeding 1400 sq. feet
79 submitted by Ronald Stuhlberg.

Councilmember Mathie moved to approve building permit for a private outbuilding/garage exceeding the minimum of 1400 sq. feet, submitted by Ronald Stuhlberg located at 409 W 300 N. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Buchmiller, Cartwright, Payne, and Mathie. The vote was unanimous. The motion carried 4-0

2. Private outbuilding/garage exceeding the minimum of 1400 sq. feet,
submitted by Aleisa McClure located at 474 S 200 E

Planning Commission Chairperson Bart Lee stated the planning commission recommends approval of the building permit for a private outbuilding/garage exceeding 1400 sq. feet submitted by Aleisa McClure.

Councilmember Payne moved to approve building permit for a private outbuilding/garage exceeding the minimum of 1400 sq. feet, submitted by Aleisa McClure located at 474 S 200 E. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Mathie. The vote was unanimous. The motion carried 4-0

c. Approval of Resolution 11 03 2020 amending Construction Standards for Monroe City to include changes made to standard drawing titled Recommended Turnaround (RD 19) and Typical Street Section (RD 02).

Public Works Director Devin Magleby explained that our current Construction Standards for Monroe City did not clearly state our street asphalt width requirement. Micklane Farmer, Jones and DeMille, updated the standards drawings showing the width requirement of 24'.

Councilmember Mathie moved to approve Resolution 11 03 2020 amending Construction Standards for Monroe City to include changes made to standard drawing titled Recommended Turnaround (RD19) and Typical Street Section (RD 02). The motion was seconded by Councilmember Payne. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Mathie. The vote was unanimous. The motion carried 4-0

d. FEMA compliance proposal – Ricky Anderson, Jones and DeMille

Ricky Anderson, Jones and DeMille engineer, presented to the Council the FEMA Compliance Plan scope, which FEMA representatives requested during the virtual meeting held November 9, 2020 with City Recorder Allison Leavitt, Public Works Director Devin Magleby, FEMA representatives and himself.

Monroe City's Flood Insurance Rate Map (FIRM) map was done in 1979 and FEMA is working on redoing this area of the state, however they are at least five years out from completing a new FIRM map for Monroe. Mr. Anderson explained there is new mapping technology now so the study would provide a more accurate flood prone zone. With this data, FEMA would possibly remove the structures located outside the proposed new flood prone zone from the non-compliant structure list. FEMA will require that non-compliant structures be remedied by some type of flood proofing, so the fewer structures in the zone is better for everyone.

Councilmembers expressed concerns about the need to complete the more detailed study and the associated cost. The council understands that these continued efforts will help lead to solutions but is concerned about funding. Council also referred to the fact that Monroe City Flood Plain Manager, Emalee Curtis was following the directions from Judy Watanabe (previous NFIP coordinator) regarding construction of a basement in the Zone A floodplain.

After some discussion Councilmembers concluded that Monroe City does not have the funds budgeted to complete the FEMA Compliance Plan, and asked City Recorder Allison Leavitt to work with Mr. Anderson to draft a letter to FEMA representatives that Monroe City would like to request assistance in funding the study.

e. Consider Website design proposal

Councilmember Buchmiller declared a conflict of interest being that he is the owner of Full Draw Design, which has submitted a bid. Councilmember Buchmiller wanted it stated in the minutes that he had not suggested a new website be designed and that he would not participate in the discussion. Mayor Parsons asked if the Council had questions that Public Works Director Devin Magleby could not answer if Councilmember Buchmiller would be willing to answer them, Councilmember Buchmiller agreed to this.

Council reviewed proposals submitted by Municode, Full Draw Design, Curtis Consulting.

Mayor Parsons commented that Municode costs exceed the other two proposals, is not a local business, and he would like to see us work with a local business.

Councilmember Mathie stated our current website is difficult to navigate and would favor a website that provided easy access to City information, such as meeting agenda's and minutes. Mayor Parsons indicated that most websites are access through mobile devices and the new site should be compatible with mobile devices.

City Recorder Allison Leavitt explained that the current website administrator is Craig Curtis

who has always been accommodating and stayed within Monroe City's current budget constraints. Mayor Parsons stated that Full Draw Design has done a good job with the Royal Point Elk Ranch site.

Public Works Director Devin Magleby reviewed the two proposal with the Council explaining that there is an initial cost to build the site, yearly maintenance costs, and possible fees from third parties accepting customer payments for City services.

Council took a minute to look on phones at other websites done by Curtis Consulting and Full Draw Design. Before making a final decision. Councilmember Mathie stated his inclination was that if we were going to go all new to go with Full Draw Design.

Councilmember Mathie moved to accept proposal from Full Draw Design for Monroe City Website. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Payne, and Mathie; Councilmember Buchmiller abstained. The motion carried 3-0

7. Other Business

a. Staff Reports

City Recorder Allison Leavitt

*Due to COVID-19 Nathan Selin, Executive Director of Central Utah Health Department, informed City Recorder Allison Leavitt that Monroe City must enforce social distancing and mask wearing, so there will be no tree lighting ceremony with Santa this year. There will be a drive through Santa Letter drop off at the Lion's Park pavilion where Santa will be there and the youth council members will collect letters and give out Santa treat to those in their cars. Councilmembers may attend if they want to. City Treasurer Jacee Barney will answer each letter with a Santa response if a return address is included with their letter.

Public Works Director Devin Magleby

*Resident requested that speed bumps be installed on 100 N to 300 E to slow traffic going to Mystic Hot Springs. Council has received similar requests in the past and it was determined that speed bumps cause issues with emergency vehicles. Mayor Parsons suggested that the City's portable speed limit sign be placed in this area and the speeding complaint be forwarded to Sevier County Sheriff Deputy Dave Larsen for assistance from the sheriff department in enforcing the 25mph speed limit.

*Hauling tailings for parking lot has started and it appears the tailings are covering up the rocks well, going farther than planned, and are about 1/3 done with the project.

*Spoke with Jared Grundy concerning work at the Red Hill. Mr. Grundy was in the process of waiting for results of COVID-19 testing and have not heard back from him.

*Complaints received about people camping at the Red Hill, will Contact David Larsen, Sevier County Sheriff Deputy about patrolling this area and enforcing the no camping policy

b. Department Business-Council

Councilmember Mathie –

No further business tonight.

Councilmember Payne -

*Fire truck passed recent federal inspection.

*Bathroom doors at the roping arena restroom are being left wide open and needs to be fixed so that they automatically close after someone uses them.

Councilmember Cartwright –

*Will set up a meeting with Public Works Director Devin Magleby and Sexton Shad Lee after the first of the year to discuss the cemetery expansion project.

*Flags at the cemetery were out for Veteran's day and looked nice.

*Working with American Legion members on fund raising for new Veteran memorial at the cemetery.

*Bidding packet for work on the Senior Citizens building are being prepared and should be ready soon. Six County Aging Department contacted Brenda Sorenson, Senior Citizen Director, to inform her that there may be funds from their organization to help with the kitchen remodel or other needs at the center.

Councilmember Buchmiller –

* UAMPS will be holding their December meetings, which the Council is invited to, as a virtual meeting. If councilmembers want to join the meeting UAMPS has provided a link on the meeting agenda that was mailed to each Councilmember. The meeting is December 16, 2019. Public Works Director will have the meeting set up at the City Office, using the new projector and screen for those Councilmembers that want to attend the meeting at the City Office.

*Will schedule a meeting with Trent Brown, Sunrise Engineering, to answer questions for their FERC licensing scoping proposal.

Mayor Parsons

*There is about \$1500.00 of CARES funds that have not been allocated. This will be reported to the State by November 27, 2020.

8. Adjournment

There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:05p.m. The motion was seconded by Mathie. The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Tuesday, December 8, 2020 starting at 7:00 p.m. at Monroe City Office.

Approved this 8th day of December 2020

Allison Leavitt

Monroe City Recorder