



MONROE CITY COUNCIL MEETING  
Tuesday, February 22, 2022, at 6:00 pm  
MINUTES

**6:00 p.m.**

1. The Pledge of Allegiance was led by Councilmember Cartwright prayer was offered by Councilmember Serrine.

Present: Mayor Parsons. Councilmembers Janet Cartwright, Dane Buchmiller, Erica Serrine, Michael Mathie and Perry Payne. Public Works Director Devin Magleby, City Recorder Allison Leavitt, Treasurer Jacee Barney, and Rick Roberts.

2. 2020-2021 Audit Report - Kimball & Roberts

Mayor Parsons welcomed everyone to tonight's work meeting. He introduced Rick Roberts from Kimball and Roberts accounting firm who performed the audit report of Monroe City's financial statements for the fiscal year 2020-2021.

Rick Roberts began by reviewing the report of the city's financial statements. The audited financial statements of governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of Monroe City, as of the year-end June 30, 2021, are included in this audit report. Also, the related notes to the financial statements which collectively comprise the city's financial statements as listed in the table of contents. He commented that the financial statements are the responsibility of Monroe City's management. His firm's responsibility is to express an opinion on the financial statements based on the audit.

The audit of Monroe City's financial statements include compliance with certain provisions of laws, regulations, contracts, and grant agreements. The audit was performed in accordance with *Government Auditing Standards* in considering the city's internal control over financial reporting and compliance.

Page 5 contains management's discussion and analysis of the city's financial activities for the year ending June 30, 2021. The city's purpose is to provide general services to its residents which includes general government, public safety, highways and public improvements and culture and recreation.

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Financial highlights:

- \* The assets of the City exceeded its liabilities as of the close of the year by \$14,032,939 (net position). Of this amount, \$2,569,348 (unrestricted net position) may be used to meet the city's ongoing obligations to citizens and creditors.
- \* The city's total net position increased by \$720,541. The revenues were less 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 \$963,280 an increase of \$215,090 in comparison with the prior year. Approximately 61% of this total amount, \$584,397 is available for spending at the government's discretion (committed and unassigned fund balance).
- \* At the end of the current year, the unassigned fund balance for the General Fund was \$154,654 or 12% of total General Fund Expenditures. This amount is within the limits of unassigned general fund balances as required by state law.
- \* The city's total debt decreased by a net amount of \$106,074 during the current year.

Pages 8 and 9 contain information comparing last year's (2020) to this year's (2021) net position. Increases in expenses closely paralleled inflation and growth in the demand for services.

Pages 14 and 15 contain a Statement of Net Position. Rick Roberts reviewed this statement. He explained that restricted cash is for bond payments, perpetual care, construction, class "C" road expenditures, bond reserves, etc.

Page 16 shows the revenue generated and expenses for each specific category of the different funds. This is the balance sheet for the General Fund, Capital Improvement Fund and nonmajor funds.

The total shown on page 18 are the beginning and ending fund balances.

The next several pages provided financial information on the City's water, electric, irrigation, sewer anticipation and non-major funds. These are the City's proprietary funds. The cash goes up and down, depending on the year. Each fund shows an income and expense statement. All the City's funds are in a positive position and spending was within budgeted limitations.

The city's debt and amortization schedules were summarized on page 45. The final budget of each fund followed all requirements.

Auditors identified various year-end adjustments and reclassifying entries which had not been performed in a timely manner resulting in the need for several adjustments be made by

81 management as proposed by the auditors during the audit process. The city response was that  
82 the City Recorder will implement an action plan to ensure that significant material  
83 adjustments are posted to the general ledger before the annual audit.

84  
85 Auditors identified that the City's annual depreciation schedule was not complete for the year  
86 ending June 30, 2021. The City response was that the City Recorder will maintain an updated  
87 record of capital assets which will include current purchases and sales of capital assets.

88  
89 Rick Roberts then said that Monroe City's compliance and internal controls were used to  
90 assess potential risk of fraud. They found no instances of material deficiencies and that  
91 employees are mindful of the controls that are in place.

92  
93 **7:00 p.m.**

94  
95 3. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at  
96 7:00 p.m.

97  
98 **4. Roll Call**

99  
100 Mayor Johnny Parsons  
101 Councilmembers:  
102 Dane Buchmiller  
103 Janet Cartwright  
104 Perry Payne  
105 Erica Serrine  
106 Michael Mathie  
107 Public Works Director Devin Magleby  
108 City Recorder Allison Leavitt  
109 City Treasurer Jacee Barney  
110 Bob Lee

111  
112 **5. Consider a motion to approve the minutes of the meeting held February 8, 2022**

113  
114 **Councilmember Mathie moved to approve the February 8, 2022, Regular City Council**  
115 **Meeting Minutes as submitted. The motion was seconded by Councilmember Buchmiller.**  
116 **A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie,**  
117 **Payne and Serrine. The vote was unanimous. The motion carried. 5-0**

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119 **6. Citizen input -Limit of 3 minutes per comment**

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121 **7. Business**

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123 a. Planning Commission Business- Chairperson Bart Lee

124 Chairperson Bart Lee is out of town tonight. City Recorder Allison Leavitt presented items.

125  
126 1. Subdivision sketch plan for “Monroe Highland Ranch Subdivision” located  
127 at approximately 698 West 800 South. Submitted by Douglas Monroe.  
128

129 Doug Monroe discussed with the Council his concept plan for “Monroe Highland  
130 Ranch Subdivision” located at approximately 698 W 800 S.  
131

132 Mayor Parsons is concerned about creating a dead-end waterline. There was  
133 discussion about the size of the water line needed to provide water to the  
134 subdivision and maintain fire flow for the required fire hydrant. There is a water line  
135 that runs down 1080 S, however Public Works Director Devin Magleby believes this  
136 line was put in by property owner Larry Jones and is only a four-inch line and  
137 Councilmember Payne stated he thinks the line from Jones Road down 800 S is also a  
138 four-inch line. After other options were discussed, developer Doug Monroe stated he  
139 will review each scenario discussed and get costs estimates before a final decision  
140 will be made.  
141

142 Mr. Monroe explained to the Council that the asphalt on 800 S ends on the east side  
143 of the bridge instead of the City limits, and the entrance of his subdivision is on the  
144 west side of the bridge, within City limits. Mr. Monroe asked if the Council would  
145 compensate him for this additional cost by crediting his billing from the Power  
146 Department for the primary power infrastructure.  
147

148 Council made no definite decision tonight but agreed that Mr. Monroe should  
149 proceed with the subdivision process and once costs are established for the water  
150 line and asphalt the Council will review options with Mr. Monroe.  
151

152 Mr. Monroe stated that he also has the 10-acre piece of property located to the  
153 south of his subdivision and development of the subdivision will provide him  
154 access to his property instead of relying on his easement from Ronnie Jones. Mr.  
155 Monroe stated that he will established a 57’ road into this 10-acre piece for future  
156 development.  
157

158 Mr. Monroe asked about the City standard of each asphalt road must be chipped  
159 sealed within one year of construction. Mr. Monroe would like to leave the road  
160 smooth and asked if this requirement could be waved. Public Works Director Devin  
161 Magleby stated he would contact Lyndon Friant, Engineer, about the use of a  
162 slurry coat instead of chip sealant. If this is comparable this may be allowed.

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2. Lot combination located at 115 North 200 West submitted by Mike Moore.

Mike Moore reviewed with Council a plat map combining his three lots into two lots. Lots 1-M19-60, 1-M19-61 and 1-M19-68 will be combined to make two lots. One lot will have the existing house and sheds, and the other lot will be a building lot. This change will not create an illegal lot and the Planning Commission recommends approval of the lot combination.

**Councilmember Buchmiller moved to approve lot combination located at 115 N 200 W, submitted by Mike Moore. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 5-0**

3. Oversized shop/garage located at 550 East 580 South. Submitted by Vince Donahue.

Vince Donahue has submitted a building permit for a house and an accessory building (garage). The accessory building exceeds 1400 sq. feet so additional approval is needed. The accessory building will be used as an additional garage and shop with no living quarters. The building will be 2438 sq. feet.

The Planning Commission recommends approval of the oversized shop/garage.

Council discussed the need for detailed requirements for oversized buildings in our residential zones in our land use ordinances and would like the Planning Commission to address this while amending the land use ordinances. City Recorder Allison Leavitt will relay this information to Chairperson Bart Lee.

**Councilmember Buchmiller moved to approve the oversized shop/garage located at 550 W 580 S, submitted by Vince Donahue. The motion was seconded by Councilmember Serrine. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 5-0**

- b. Citizen Concern DUP Cabin- Bob Lee

Bob Lee asked the Council if he could have permission from the Council for him and his wife, Pat Lee, to take care of the grounds at the DUP cabin located at 151 N Main St.

203 Council discussed with Mr. Lee the issues with the sprinkler system at the Cabin. It was  
204 decided that Mr. Lee and Public Works Director Devin Magleby will meet at the site to  
205 discuss possible options for the sprinkler system.

206  
207 Mayor Parsons asked Mr. Lee to get more information on the sprinkler system and bring this  
208 information to the Council so a decision can be made on how to proceed with his request to  
209 maintain the grounds at the DUP Cabin.

210  
211 c. Consider bid for tree trimming at Monroe City's Lion's Park

212  
213 Public Works Director Devin Magleby explained that a scope of work was prepared for tree  
214 trimming at our Lion's Park which the Council requested at our last meeting. The scope of  
215 work was sent to companies that had previously bid on the job to give them the opportunity  
216 to rebid on the project. Both companies responded that after reviewing the scope of work  
217 the bid submitted met the requirements.

218  
219 Tip Top Tree Service included tree topping in their bid and owner Troy Fillmore responded to  
220 Public Works Director Devin Magleby that he would not be comfortable doing the job  
221 without topping the trees.

222  
223 Council decided that they did not want to expend the additional funds to top the trees at  
224 this time and were comfortable with the bid from Hyde-Away Tree Service for safety  
225 trimming of the trees.

226  
227 **Councilmember Mathie moved to accept bid from Hyde-Away Tree Service for tree**  
228 **trimming at Monroe City's Lion's Park in the amount of \$6400.00. The motion was**  
229 **seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes:**  
230 **Councilmembers Buchmiller, Cartwright, Mathie, Payne and Serrine. The vote was**  
231 **unanimous. The motion carried. 5-0**

232  
233 d. Consider bid on Monroe City Surplus item

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235 Mayor Parsons opened a seal bid for Monroe City Surplus item from Darrell Payne. Bid was  
236 for two wooden window frames at \$10 each for a total of \$20.

237  
238 **Councilmember Mathie moved to accept bid on Monroe City Surplus item from Darrell**  
239 **Payne. The motion was seconded by Councilmember Serrine. A roll call vote was called.**  
240 **Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne and Serrine. The vote**  
241 **was unanimous. The motion carried. 5-0**

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243 8. Other Business

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a. Staff Reports

City Recorder Allison Leavitt –

\*Reminded Council that City Attorney Eric Johnson will attend our March 8, 2022, Council meeting to administer our annual Open Meeting training, and discuss questions Council may have about concerns before the Council at this time.

Public Works Director Devin Magleby –

\*Deputy Campbell asked if the City could change the stop signs at 300 E and 100 S and 300 E and Center to yield signs. Councilmember Mathie is afraid that if the stop sign at 300 E and Center is removed, drivers will cut the corner and damage the asphalt at the intersection. Public Works Director Devin Magleby will visit with Deputy Campbell about Council’s concerns and then decide what may be best.

\*4-way stop signs for intersection of 400 S and 300 E is on the list of things to do for the City crew.

b. Department Business-Council

Councilmember Cartwright –

\*Veteran’s Memorial project is moving forward. The flag bid increased by \$5000 from the quote we received a year ago.

Plans are underway for an additional raffle for the gun donated by Jorgensen’s, knife donated by Kirk Payne, and other items from local businesses.

\*Would like to meet with Councilmember Serrine about summer part-time help, and if this employee could work some of the time at the cemetery. Inmates from Sevier County Jail will help again this year at the cemetery.

Councilmember Serrine–

\*Will put concession’s out to bid for the baseball/softball season. Monroe City charged 10% of net profit the last time we allowed a private company to provide concessions.

\*There is a lot of activity along the road leading to the gravel pit and in the gravel pit. People are driving fast and atv’s are very noisy. Mayor Parsons recognizes these concerns because

284 he can hear the vehicles at his house, however he stated that we keep pushing our children  
285 from doing outdoor activities to indoor activities and then complain that they are never  
286 outside.

287

288 Councilmember Serrine understands this, but it is getting worse. It was decided that City  
289 Recorder Allison Leavitt will contact our local Sheriff Deputy Dave Larsen and request the  
290 area be patrolled on regular basis to help maintain some order, but not to prohibit them  
291 riding in this area.

292

293 Councilmember Mathie –

294

295 \*Reviewed areas that may be having a drainage issue and mud is collecting in intersections.

296

297 \*Concerns from property owner stating they have drainage issues along their property line.

298 Public Works Director Devin Magleby will follow-up with Street Foreman John Draper on  
299 these concerns.

300

301 Some property owners are wanting the right-of-way to be level with gravel and this causes  
302 drainage issue so we have implemented a unwritten policy that before they order gravel  
303 they must meet with Street Foreman John Draper (or someone from the City)to determine if  
304 the gravel is needed, if road work needs to be done prior to spreading gravel, and where on  
305 site the gravel needs to delivered.

306

307 Councilmember Buchmiller –

308

309 \*Utility Board will meet at 1:00 p.m. on February 23, 2022, to review and update the City's  
310 solar power policy. Two power customers have installed solar panels before obtaining  
311 building permits and Sevier County Building Department has notified them that a building  
312 permit is required.

313

314 Councilmember Payne –

315

316 \*Was excused to respond to fire call.

317

318 Mayor Parsons-

319

320 No further business.

321

322 9. Adjournment

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324 **There being no further business to come before the Council for consideration,**  
325 **Councilmember Mathie moved the Regular Council Meeting adjourn at 8:04 p.m. The**  
326 **motion was seconded by Councilmember Buchmiller. The vote was unanimous. The**  
327 **motion carried. 4-0**

328

329 The next regular City Council meeting is scheduled to be held on Tuesday, March 8, 2022  
330 starting at 7:00 p.m. at Monroe City Office.

331

332 Approved this 8<sup>th</sup> day of March 2022.

333

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335

336

337   
Allison Leavitt

338 Monroe City Recorder

339

  
Johnny C. Parsons  
Mayor