



MONROE CITY COUNCIL MEETING
Tuesday, August 9, 2022, at 7:00 pm
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 Mathie.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie

Perry Payne

Erica Serrine -absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commission Chairperson Bart Lee

4. Consider a motion to approve the minutes of the meetings held July 12, 2022

Councilmember Payne moved to approve the July 12 2022 Regular City Council Meeting Minutes with corrections. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Mathie, Cartwright, and Payne. The vote was unanimous. The motion carried. 4-0

5. Citizen input – Limit of 3 minutes per comment

Teri LaRue, Monroe resident, explained to the Council that a contractor building a duplex at 303 N 300 W is beginning work as early as 4:45 a.m., which is not in line with City noise ordinance. The ordinance states no work can begin before 7:00 a.m. Ms. LaRue stated that she is not against construction but being woke up on numerous occasions over the past two

38 weeks seems to be excessive. Ms. LaRue contacted the City, Sevier County Building
39 Department and Sevier County Sherriff after the first occurrence on July 25, 2022. When
40 contacted, City Recorder Allison Leavitt explained she would contact the contractor, which
41 she did and the contractor explained that it was due to the need to complete concrete work
42 early in the morning before it gets too hot, he also stated that he would talk to his sub-
43 contractors about the complaint. Ms. LaRue stated that she has contacted other neighbors
44 in the area, and they have also been bothered by the noise. Ms. LaRue said she understands
45 they need to start early when it is hot but feels that not starting before 6:00 a.m. is
46 reasonable. Council stated that they understand her concern but also recognize the nature
47 of the construction business during the hot summer months. Mayor Parsons instructed City
48 Recorder Allison Leavitt to contact the contractor and tell him that no work is allowed to
49 start at the site until 6:00 a.m. Council understands this does not follow the City noise
50 ordinance, however if the contractor was to come in and request a special permit it would
51 probably be granted, therefore they decided to allow work to start at 6:00 a.m. and they will
52 review and possibly amend the current noise ordinance.

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Council thanked Ms. LaRue for coming to the meeting and expressing her concerns.

56 **6. Approval of August 2022 warrant register, July 2022 cash disbursements, adjustment**
57 **journal, and aging report.**

58

59 **Councilmembers reviewed and signed the August 2022 warrant register, July**
60 **2022 cash disbursements, adjustment journal, and aging report.**

61

62 **7. Business**

63

64 a. Planning Commission Business: Chairman Bart Lee

65

66 1. Conditional Use Business License for “Colby Airbnb” located at 350 S Main
67 and submitted by Kaci and Rhett Colby.

68

69 Chair Lee explained Kaci and Rhett Colby would like to operate a short-term rental in the
70 basement of their house located at 350 S Main. Chair Lee informed the Council that the
71 Colby’s installed new windows in the basement that meet today’s building standards. This
72 increases the safety of those staying in their short-term rental.

73

74 Chair Lee stated that the planning commission has reviewed and recommends approval of
75 the submitted conditional use business license for “Colby Airbnb” located at 350 S Main and
76 submitted by Kaci and Rhett Colby.

77

78 **Councilmember Mathie made a motion to approve a conditional use business license for**
79 **“Colby Airbnb” located at 350 S Main submitted by Kaci and Rhett Colby. The motion was**
80 **seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes:**

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81 **Councilmembers Buchmiller, Cartwright, Mathie, and Payne. All were in favor. Motion**
82 **passed 4-0**

83

84 2. Conditional Use Business License for “Love thy Lash” located at 380 N 300
85 W and submitted by Kayla Nay.

86

87 Chair Lee explained Kayla Nay has applied for a business license for applying eyelash
88 extensions. Chair Lee stated that if Ms. Nay determines she wants to offer other services,
89 she must come before the Planning Commission and City Council for approval.

90

91 Chair Lee stated that the Planning Commission has reviewed and recommends approval of
92 the submitted conditional use business license for “Love thy Lash” located at 380 N 300 W
93 and submitted by Kayla Nay for this business type only.

94

95 **Councilmember Payne made a motion to approve a conditional use business license for**
96 **the “Love thy Lash” located at 380 N 300 W and submitted by Kayla Nay with the**
97 **condition, that this conditional use is for the above listed business only. The motion was**
98 **seconded by Councilmember Cartwright. A roll call vote was called. Voting yes:**
99 **Councilmembers Buchmiller, Cartwright, Mathie, and Payne. All were in favor. Motion**
100 **passed 4-0**

101

102

103 b. CIB -Culinary Water Capital Facility Grant Award - Jones & DeMille

104

105 Parker Vercimak, Jones & DeMille Engineer, explained to the Council that Monroe City was
106 awarded the planning grant that was submitted to the Community Impact Board (CIB). This
107 grant is \$25,000 grant with a \$25,000 cash match from the City for a total project cost of
108 \$50,000. The project will include a culinary impact fee analysis that will be conducted at the
109 end of the study, and they will evaluate little bit of our irrigation system.

110

111 Mr. Vercimak stated that Jones and DeMille Engineering has already started to build a
112 hydraulic model with City data posted online with the State water agencies, so City
113 employees do not have to provide data at this time.

114

115 Mr. Vercimak stated that there is some homework that needs to be done by the Council.
116 The engineers would like their feedback on what their main concerns are, and what they see
117 as the projected growth rate in the next 20 years for Monroe. Mr. Vercimak will attend the
118 first Council meeting in September to review these items with the Council.

119

120 It was discussed how COVID has recently created a substantial increase of growth to Utah
121 and Monroe, so we need to recognize this and create a balanced and realistic growth

122 projection. Providing a good growth estimation will help prevent us from being forced into
123 projects we are not ready for nor need. The study will include a seven-year range of data to
124 help with determining our projected growth rate.

125

126 Mr. Vercimak explained that the following will be completed:

127

- 128 • Identify any baseline deficiency our current system may have.
- 129 • Review any maintenance issues with City staff.
- 130 • Review water right base levels compared to actual production.
- 131 • Review water treatment facility and well distribution system.
- 132 • Verify water pressure and fire protection flows.
- 133 • Explore current and future needs.
- 134 • Identify land within Monroe City limits with buildable lots.

135

136 Councilmember Mathie stated that this study will influence the Council's decision making
137 especially in annexation requirements. Council discussed that we need to maintain our level
138 of service as the City continues to grow. Mr. Vercimak stated that as the model is created it
139 will show undeveloped property and pressures will be reviewed and addressed.

140

141 Jones and DeMille engineers will hold a kick-off meeting with City Public Works Director
142 Devin Magleby and other City employees to help them obtain a better understanding of
143 Monroe's water system.

144

145 Mr. Vercimak explained that Jones and DeMille Engineering is preparing the report but in
146 actuality it is Monroe City's report.

147

148 Council thanked Mr. Vercimak for his time this evening and look forward to hearing from
149 next month.

150

- 151 c. Consider approving 2022 Fraud risk Assessment Questionnaire

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153 **Councilmember Mathie moved to approve 2022 Fraud Risk Assessment Questionnaire.**
154 **The motion was seconded by Councilmember Cartwright. A roll call vote was called.**
155 **Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. The vote was**
156 **unanimous. The motion carried 4-0**

157

- 158 d. Appointment of Mayor Pro-Tempore

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160 Mayor Parsons explained that it is time to appoint a Mayor Pro-Tempore and that going in
161 succession Councilmember Serrine should be appointed. A motion was not necessary, but
162 Council chose to.

163

164 **Councilmember Mathie moved to appoint Councilmember Serrine as Mayor Pro-Tempore**
165 **for the next six months. The motion was seconded by Councilmember Cartwright. A roll**
166 **call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and**
167 **Payne. The vote was unanimous. The motion carried 4-0**

168

169 **8. Other Business**

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171 **a. Staff Reports**

172

173 City Recorder Allison Leavitt –

174

175 *Councilmember assigned to Planning Commission. During a recent training it was brought
176 to her attention that the City Councilmember should not sit at the table during a Planning
177 Commission meeting. Currently the Councilmember is not a voting member. The reason
178 behind this is because the City Council is the appeal board of the Planning Commission, and
179 it may appear to the public that a prejudice may exist.

180

181 City Recorder Allison Leavitt contacted City Attorney Eric Johnson on the matter and his
182 opinion is this; This is a long-standing tradition of many smaller communities and there is
183 nothing illegal nor a problem if a City Councilmember sits at the table of a Planning
184 Commission meeting. However, his opinion is that if the Council wants a Councilmember at
185 the Planning Commission meetings that they should sit in the audience and observe only.

186

187 Mayor Parsons asked City Councilmember Cartwright, currently assigned to Planning
188 Commission, if she wanted to continue meeting with the Planning Commission.

189 Councilmember Cartwright stated that she was okay with not meeting with the Planning
190 Commission. This will be removed from future Council assignments.

191

192 *Diversified Tree Grant -received invoice from Super Trees. The trees will be available for
193 pick up in Draper sometime in September. Super Trees will charge a delivery fee of \$750.00.
194 Council would like to pay for the trees now and then when the trees are ready for delivery a
195 decision will be made whether we have them delivered or we get them ourselves.

196

197 Public Works Director Devin Magleby –

198

199 *9-11 Community Involvement Service Projects – This is supposed to be community
200 involved service projects done near September 11. Which in our area is spearheaded by
201 different wards of the Church of Jesus Christ of Latter-Day Saints. Council determined the
202 following projects would benefit the City, if we are contacted for projects.

203 * Planting the new trees.
204 * Prepare ground between soccer field and baseball field for grass.
205 * clear rocks near edge of grass at the landing zone.
206
207 Councilmember Buchmiller stated that Monroe Second Ward would like to improve the
208 walkway from 500 W to the Mtn. View Park. They are thinking of weeding, putting down
209 weed barrier and then adding gravel on top.
210
211 City Recorder Allison Leavitt was asked by Lance Roberts, Monroe Third Ward, if the City
212 would be okay with their Ward cleaning and pruning areas in need at the Monrovia Park.
213
214 Council asked City Recorder Allison Leavitt, to contact other Ward Bishops and inform them
215 of our suggested projects.
216
217 *Irrigation system is struggling right now; the rains are helping a little bit the pond does look
218 better today than yesterday. We may have to shut the pond down to give it time to
219 recharge. Normally the irrigation is left on until Oct. 15, but we will soon lose our canal
220 water and after that we will just have to see what happens. Our users have been very
221 conservative with their watering this year and it has really helped.
222

223 **b. Department Business-Council**

224
225 Councilmember Buchmiller-

226
227 No further business.

228
229 Councilmember Mathie –

230
231 No further business.

232
233 Councilmember Cartwright-

234
235 *Sr. Citizens –

236
237 Asked about outside motion detection light and fluorescent light bulbs being changed in
238 their meeting room -Public Works Director Devin Magleby will follow up on these items.

239
240 They would like a 4 X 6 cork board; Mayor Parsons said the City will purchase them one.

241 As a fund raiser they hold a yard sale twice a year and asked if they could use the City's
242 canopies for this. It was discussed that they would need to use sandbags to anchor the
243 canopy instead of the stakes. Public Works Director Devin Magleby stated that he does
244 not think they will work with sandbags and that we have only ever allowed the white
245 canopy to be borrowed. It was decided that this will be discussed again in November to
246 see how we can help with their yard sale in December.

247
248 Councilmember Payne –

249
250 *Veteran memorial is very nice, and he appreciates the work that went into it.

251
252 Mayor Parsons-

253
254 *24th was a great success. Everything went really well. Thanked employees, Council, and the
255 24th committee for their efforts in making it a good celebration.

256
257 *Received the new F150 pickup for the water department, just waiting to get it equipped
258 with toolboxes and pipe racks.

259
260 *Lynn Parsons disced up the dead weeds at the landing zone.

261
262 *Red Hill – had a t-shirt get stuck in the pipe and backed up the water. Public Works Director
263 Devin Magleby explained that they were able to remove the t-shirt and fixed the structure
264 so if this happens again it will be easier to remedy.

265
266 *Presented Councilmember Cartwright with a plaque to show our appreciation for her
267 dedication in creating the Veteran's memorial. Mayor stated that he knew she did not want
268 any recognition but that we wanted to do this. Councilmember Cartwright thanked the
269 Council but stated she was only doing her job. Mayor Parsons responded with "This is what
270 you get when you do a good job." Council agreed and thanked her again.

271
272 **9. Adjournment**

273
274 **There being no further business to come before the Council for consideration,**
275 **Councilmember Mathie moved the Regular Council Meeting adjourn at 7:55 p.m. The**
276 **motion was seconded by Councilmember Cartwright The vote was unanimous. The**
277 **motion carried. 4-0**

278
279 The next regular City Council meeting is scheduled to be held on Tuesday, August 23, 2022
280 starting at 7:00 p.m. at Monroe City Office.

281
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282 Approved this 23rd day of August 2022.

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286

287 Allison Leavitt

288 Monroe City Recorder

289

290



Johnny C. Parsons

Mayor