



MONROE CITY COUNCIL MEETING
Tuesday, February 27, 2024, 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 Councilmember Johnson. Councilmember Cartwright offered a prayer.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Janet Cartwright

Michael Mathie- Absent

Ryan Johnson

Perry Payne

Erica Serrine

Power Foreman Josey Parsons

City Recorder Allison Leavitt

Planning Commission Chairperson Gordon Dickinson

Planning Commission Vice Chairperson Bart Lee

Sevier County Sheriff Deputy Travis Avery

Michael Shaver – Monroe Trails Committee

Parker Vercimak – Jones & DeMille Engineering

4. Consider a motion to approve the minutes of the meetings held February 13, 2024.

Councilmember Payne moved to approve the February 13, 2024, Regular City Council Meeting Minutes as submitted. Councilmember Serrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne and Serrine. The vote was unanimous. The motion carried. 4-0

38 **5. Citizen input – Limit of 3 minutes per comment**

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40 **6. Business**

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42 a. Planning Commission - Chairperson Gordon Dickinson

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44 1.Oversize accessory building located at 371 S 460 E, Submitted by Tamara
45 Parsons.

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47 Planning Commission Chairperson Dickinson explained to the Council that Tamara Parsons is
48 requesting permission to construct an accessory building that exceeds our minimum
49 accessory building size of 1400 sq. feet. Chair Dickinson stated that the building would be
50 located on her rear property and meets all the setback requirements. The building would be
51 used as storage only with limited power and no water at this time.

52

53 Chair Dickinson stated that the Planning Commission recommends approval of construction
54 of an oversized accessory building located at 371 S 460 E. Submitted by Tamara Parsons.

55

56 **Councilmember Payne moved to approve oversize accessory building located at 371 S 460**
57 **E, submitted by Tamara Parsons. Councilmember Cartwright seconded the motion. A roll**
58 **call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne and Serrine.**
59 **The vote was unanimous. The motion carried. 4-0**

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61 2. Conditional use business license located at 230 S 300 E. Submitted by Shawn
62 and Toni Smith.

63

64 Chair Dickinson stated that Shawn and Toni Smith are wanting to add an addition to their
65 house that would include a hair salon and studio apartment that may be used as a short-term
66 or long-term rental.

67

68 The Smith's are currently waiting for final approval from the Central Utah Health Department
69 on the proposed septic system design. They understand that this conditional use is pending
70 approval from the Central Utah Health Department.

71

72 **Councilmember Payne moved to approve Conditional Use Business License Application for**
73 **a hair salon and short-term or long-term rental submitted by Shawn and Toni Smith located**
74 **at 230 S 300 E. pending Central Utah Health Department approval. Councilmember Serrine**
75 **seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright,**
76 **Johnson, Payne and Serrine. The vote was unanimous. The motion carried. 4-0**

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78 3. Review preliminary conditional use land application for eighty acres at
79 approximately 100 E Canyon Road. Submitted by State Institutional Trust Lands.
80

81 Chair Dickinson reviewed with the Council the preliminary conditional use land application
82 brought before the Planning Commission at their February 20, 2024, meeting by the State
83 Institutional Trust Lands (SITL). The proposed use is a subdivision development which most of
84 the property falls within our wellhead protection (zones three & four). Being that this
85 development is located within the wellhead protection zone it will require a conditional use
86 permit before work can begin.

87
88 It was suggested during the Planning Commission meeting that Chair Dickinson approach the
89 Council with the item and schedule a special Council meeting to review the preliminary
90 conditional use land application. It was suggested that we invite the Planning Commission,
91 John Chartier, Utah Division of Drinking Water, Jason Bagley Central Utah Health Department
92 to review the plan.

93
94 Kelly Chappell, Ensign Engineering, was here to represent SITL and they understand the City's
95 concern with wastewater from this development. He explained that they have researched
96 and found some filter type septic systems that they believe would meet the City's ordinances.
97

98 Mayor Parsons stated that he is concerned with the fact that this area is in the flood zone and
99 there are drainage channels throughout this property and depending on the year and how
100 the runoff is these channels will move.

101
102 The Council agreed that a work session needs to be scheduled to address the concerns of the
103 Council's and Planning Commissions, and to determine if the developers can meet our
104 wellhead protection zone ordinance. Mr. Chappell asked them if the meeting could be held
105 during the day to accommodate Mr. Chartier and Mr. Bagley's schedule. The Council and
106 Planning Commission would rather have the meeting at 6:00 p.m. prior to one of their
107 regular meetings. Mr. Chappell will contact Mr. Chartier and Mr. Bagley with this option and
108 then notify City Recorder Allison Leavitt of the date and time they can meet.

109
110 b. Consider Monroe Trails Committee request for letter of commitment.

111
112 Michael Shaver, Monroe Trail Committee Chairperson, explained to the Council that the
113 newly formed Monroe Trails Committee (MTC) have been working extremely hard on
114 organizing and formulating a plan for their trail project. He stated that they have committee
115 members and other volunteers that have a lot of experience in the fields needed to keep this
116 project moving along.

118 They are working on the paperwork and proposals for required studies needed before the
119 trails can be constructed on BLM property. These studies, NEPA and archaeological, must be
120 completed and submitted with the grant applications. About 95% of the property is located
121 on BLM property, the remaining property is privately owned and written permission from
122 these property owners to allow the trail on their property must be obtained before applying
123 for any grants. The NEPA study could cost between \$20,000-\$30,000 depending on the size of
124 the project. Jenna Jorgensen is experienced in the study process and will do a lot of the
125 required work on an in-kind basis, which can be included in the grant matching funds.

126

127 Mr. Shaver shared with the Council a map showing phase I of their proposed trail. The map
128 shows about eight miles of trails which is less than a fourth of the total project. These trails
129 are located on the foothills east of Monroe and will be for hiking, walking, and non-motorized
130 vehicles. Their intent for these trails is to welcome beginner to intermediate experienced
131 users. Councilmember Payne asked if horses would be allowed on the trails and Mr. Shaver
132 stated that he does not think so. The estimated cost for Phase I is \$1.5 million. They will work
133 hard to obtain as much grant funds as possible since they understand without substantial
134 grant funds this project will not be viable.

135

136 Mr. Shaver explained that not only did he want to update the Council on the committee's
137 progress, but he also would like to request a letter of commitment from the Council for the
138 trail project. As they approach grant funding agencies it is imperative to show that the City is
139 in support of the trails project and willing to commit limited funds. The trails committee has
140 submitted a sample letter asking the Council to commit \$5000, granting of rights-of-way on
141 City owned land, and use of City equipment in construction and maintenance of the trail.

142

143 Mr. Shaver stated that they have requested the same commitment from Sevier County as
144 they are asking from the City tonight. They have been informed as of today, that all three
145 County Commissioners are in favor of committing \$100,000 of conditional funding. They will
146 provide the funds in increments as the projects progresses.

147

148 Mayor Parsons stated that he would not be comfortable with anyone using City equipment
149 except for City employees. The Council discussed that it would be agreeable for City
150 employees, when possible, to use City equipment to help with the trails.

151

152 Councilmember Sirrine stated to the trails committee that they should contact a member of
153 the Monroe Lion's Club since they had showed interest in helping with activities such as the
154 trails project.

155

156 **Councilmember Sirine moved to approve a letter of support for Monroe City Trails**
157 **Committee stating that upon grant approval the City would contribute \$5000, cooperate**

158 **with granting specified right-of ways across land owned by Monroe City, and when**
159 **possible, allow Monroe City employees to use Monroe City equipment to help with**
160 **construction and maintenance of the trails. Councilmember Johnson seconded the motion.**
161 **A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne and**
162 **Sirrine. The vote was unanimous. The motion carried. 4-0**

163

164 Public Hearing convened at 7:34 p.m.

165

166 c. Public Hearing to receive input from the public with respect to the issuance of the
167 Bonds and any potential economic impact to the private sector from the
168 construction of the Project to be funded by the Bonds for financing the purchase
169 of secondary water system meters, together with all related equipment,
170 accessories, and structures. All members of the public are invited to attend and
171 participate.

172

173 Comments:

174

175 Jason Anderson asked what the secondary water metering project was. Parker Vercimak,
176 Jones and DeMille Engineering explained that the state legislature passed a law requiring all
177 municipalities with secondary water to install meters at each connection point. The
178 legislature has provided funding for this project which started at 70/30 (70% grant and 30%
179 loan). The amount of a grant will decrease each year until the project costs will solely be on
180 the municipality. Monroe was able to get funding in the first round so our project will be
181 funded at the 70/30 level. The estimated cost of the project is \$2,940,000 with a \$2,000,000
182 grant, \$780,000 loan, and \$138,000 cash.

183

184 Mayor Parsons explained that at first, he and the Council were not in favor of the project and
185 the state legislature even amended the bill to include certain exemptions. As we looked at
186 the exemptions, we did not feel like our system met them. So, it was decided to move
187 forward with the project when we would qualify for the largest grant amount available.

188

189 Jason Anderson asked if the metering systems would prevent him from planting an orchard in
190 his back yard. The Council stated that the metering would not affect what you water. The
191 meters are going to help customers know what their usage is, and this should help during dry
192 years. It will also help detect leaks in the system, and where water is being wasted.

193

194 Prescott McCarty asked if your water consumption would be limited to the size of your lot.
195 Mayor Parsons stated yes that is correct.

196

197 Bart Lee stated that he has discussed this with the Mayor previously and explained to him
198 that we do not want to turn our little green valley into a desert.

199

200 Jason Anderson stated concerns that with the metering of our secondary water our irrigation
201 rates are going to equal what others pay for culinary water. The Council explained that this is
202 not likely, if the rates are increased it is because the irrigation department must meet its loan
203 and operating expenses.

204

205 Mr. Vercimak explained that the goal of the project is to protect our resources and with the
206 new metering system our customers will be able to view their irrigation water usage on a
207 phone app.

208

209 Mr. Vercimak stated that the project is in the final week of design. The design had to include
210 every parcel of land, the location of existing riser, and potential placement of the new meter.
211 The next step is to advertise for bids, award of the bid, and close on the loan portion of the
212 project. We hope to start construction in October 2024 and be ready for full operation by the
213 watering season in April 2025

214

215 Public hearing recessed at 7:51 p.m.

216

217 d. Update on Secondary Water Meter Project- Parker Vercimak

218

219 The Council felt the update was covered during the previous public hearing.

220

221 **7. Other Business**

222

223 a. Staff Reports

224

225 City Recorder Allison Leavitt-

226

227 *Distributed Council their monthly budgets.

228

229 Power Foreman Josey Parsons-

230

231 *Continuing to gather information on the possibility of Monroe City installing a natural gas
232 generator as an energy source. Public Works Director John Draper has seen some used diesel
233 generators on the internet that might be worth checking into. To give us time to investigate
234 these used generators Mayor Parsons had asked Power Foreman Josey Parsons to contact
235 Shane Minor, Wheeler Machinery, and asked him to hold off on collecting the information the

236 Council asked him to get during our previous work session until we were able to get more
237 information on the used generators.

238

239 Power Foreman Josey Parsons explained that there may be an option of going with a
240 Cummins motor verses a Caterpillar motor. The Council asked him to continue his research on
241 the different types of generator systems but to make sure the comparison is apples to apples.

242

243 *Still waiting for the results from the oil testing of the transformer. Even if the tests come
244 back good, he would like to plan on purchasing a new transformer within the next ten years.
245 We do have a backup transformer now in case we have problems.

246

247 b. Department Business-Council

248

249 Councilmember Cartwright –

250

251 *Discussion about not asphaltting the narrow road in the cemetery. Mayor Parsons stated he
252 is uncomfortable with closing the road when we are unsure if those who donated to the
253 asphalt road project use that road. Councilmembers Serrine and Mathie agreed that if it were
254 them who had donated money and then the road was closed, they would be upset. It would
255 make it a large section with only walking access and when there is an event that brings a lot
256 of traffic you are going to be pushing that many more vehicles onto the other roads. The
257 Council discussed the possibility of marking this as a one-way road and looking at moving
258 some of the sprinkler lines.

259

260 Councilmember Cartwright explained that water coverage is already a problem in this area
261 and is worried if moving the sprinklers might make it worse. Councilmember Johnson stated
262 that he had driven through Richfield’s cemetery to compare their setup to our setup and
263 suggested we contact them to see how they manage their watering situation.

264

265 Councilmember Cartwright agreed that we should include the road in the asphalt project,
266 and we will try the one-way direction road and look at the sprinkler situation.

267

268 Councilmember Payne –

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270 No further business.

271

272 Councilmember Serrine–

273

274 *Parks Foreman Kaycee Barker has given her notice that she will be leaving towards the end
275 of March. The position has been opened and advertised and will close on March 12,2024.
276 Kaycee has done an excellent job of always making our parks look good and we will miss her.

277
278 Councilmember Johnson –

279
280 *Monroe City was awarded the UDOT Joint Highway Committee grant. This is for upgrading
281 Main Street from 100 S to 400 S and we are hoping to have enough funds to include 500 S.
282 The project will include a road surface update, curb, and gutter to match the rest of Main
283 Street. Funds for this project will not be available until 2025.

284
285 Mayor Parsons –

286
287 *Met with our City Attorney Eric Johnson, Bond Attorney Richard Chamberlain,
288 Councilmember Michael Mathie, Parker Vercimak and Koy Barton, Jones and DeMille
289 Engineering concerning the need for utility easements from property owners as we install
290 meters on our secondary water connections.

291
292 It was explained to us that the funding agency is requiring the City to have an attorney that
293 would sign off that all utility easements are in order. The irrigation lines have been in the
294 ground for more than 40 years which already demonstrates that the utility is there, and we
295 have prescriptive easement rights.

296
297 We have very few utility easements from when the irrigation system was originally installed,
298 and City Attorney Eric Johnson would like us to obtain new updated legal recorded easements
299 from property owners. After the meeting Mr. Vercimak determined that this would be nearly
300 six hundred property owners, have a cost of approximately \$100,000, and it could take close
301 to a year to gather all these.

302
303 We had another attorney reach out to us who is willing to submit his opinion to the funding
304 agency that we are within our legal right to use the prescriptive easement rule. This attorney
305 is also willing to represent us if we have a conflict with a property owner in the future.

306
307 With this additional information Mayor Parsons contacted City Attorney Eric Johnson about
308 our concerns with the cost and extended period and City Attorney Eric Johnson thinks that
309 we misunderstood his request. So, at this time Parker Vercimak will work with City Attorney
310 Eric Johnson to determine what he needs for him to submit his opinion to the funding
311 agency, and if we can not come to an agreement, we will defer to the attorney who is
312 comfortable with submitting their opinion that we currently meet the easement
313 requirements of the funding agency.

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The Council discussed that we have been advised that if we have a property owner who refuses to allow the City to install the meter on their property the property owner will forfeit their right to the secondary water and if later they want to reconnect they would have to pay the total cost of the meter installation and any other connection costs.

8. Adjournment

There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:16 p.m. Councilmember Serrine seconded the motion. The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Tuesday, March 12, 2024 starting at 7:00 p.m. at Monroe City Office.

Approved this 12th day of March 2024.

Allison Leavitt
Monroe City Recorder

Johnny C. Parsons
Mayor