



MONROE CITY COUNCIL MEETING
Tuesday, April 23, 2024 at 6:00 pm
MINUTES

6:08 P.M. SPECIAL COUNCIL MEETING

Attendance:

Mayor Parsons

Councilmembers:

Perry Payne

Erica Serrine

Ryan Johnson

Michael Mathie

Planning Commission:

Chair Gordon Dickinson

Bart Lee

Lyndon Friant

Public Works Director John Draper

City Recorder Allison Leavitt

John Chartier – Utah Division of Drinking Water

Jason Bagley – Central Utah Health Department

Kelly Chappel – Ensign Engineering

Trevor Gadd- Ensign Engineering

1. Discussion with State Institutional Trust Lands Administration (SITLA) on proposed subdivision preliminary approval

Kelly Chappell – Ensign Engineering

Mr. Chappell explained that he was here tonight to discuss SITLA's proposed subdivision on 80-acres located within Monroe City limits. This subdivision will consist of 32 2-acre lots. They understand that one of the main concerns is septic system since most of this property is located within our wellhead protection zone.

Mr. Chappel stated that our City ordinance for the wellhead protection zone is fairly vague, and they are here tonight to present a type of wastewater system to the Council for approval before moving forward. Mr. Chappell asked John Chartier, Utah Division of Drinking Water, Jason Bagley, Central

37 Utah Health Department, and Eric Larsen Central Utah Health Department to explain what their
38 agencies stand is for wellhead zones three (3) and four (4).

39 Mr. Chartier stated that currently the state does allow traditional septic systems in zone three (3) and
40 Monroe City is aware of this, however Monroe City may be stricter than the state requirement and
41 the state supports Monroe City in their current ordinance.

42 Mr. Chappell distributed to the Council a copy of the proposed subdivision showing that there would
43 be 17 lots in zone three (3) and 6 or 7 lots in zone four (4) and the remainder lots are located outside
44 of the wellhead protection zone.

45 Mayor Parsons asked where the waste ditch runs through this property. Mr. Chappell showed an ariel
46 photo showing the waste ditch, which runs through the south lots of the proposed subdivision. Mr.
47 Chappell stated that there is a berm that is built up in these lots and that the storm water runs to the
48 south of that. Mayor Parsons explained that the reason the berm is built up like it was due to the
49 flooding that occurred in 1983. They discussed that from the ariel photo you can see additional
50 smaller drainage area where water runs. Planning Commission Vice Chairperson Bart Lee explained
51 that during the floods of 1983 the equipment working to build the berm up and keep the water from
52 coming into town was working in water. Mayor Parsons asked if there was a plan to incorporate the
53 waste ditch or other flood control in their proposal. Mr. Chappell showed the Council a rough drawing
54 of what they were working on as far as the drainage issue is concerned.

55 Mayor Parsons asked if the subdivision would be done in phases. Ron Torgersen, SITLA, stated that
56 yes it would be done in phases and the first phase would be the lots north of Canyon Road. Mr.
57 Torgersen explained that SITLA would possibly make two of the lots available to the City as a parking
58 lot.

59 Mr. Chappell stated that it was obvious that there are some storm water drainage issues, and they
60 want to make sure the City is comfortable with their methodology for handling the drainage needs.

61 Mr. Chappell stated that he thinks they can mitigate the drainage issue but would like to discuss the
62 onsite wastewater issues. Mayor Parsons asked if the septic systems they are presenting would be
63 fully contained. It was stated by John Chartier, Jason Bagley, and Eric Larsen that these systems would
64 not be contained and the septic system they are presenting is a filtering type system that claims the
65 water would be filtered and cleaned before entering the ground. Mr. Larsen explained that it is still
66 wastewater, it has just been filtered and treated so there is less bacteria in the water as it enters the
67 ground.

68 A brochure for AdvanTex alternative septic systems SITLA is proposing was reviewed and explained by
69 Mr. Larsen. He explained that there is a filter in the unit that periodically needs to be cleaned and
70 that the health department requires that these systems be inspected by a certified person semi-
71 annually. Mr. Larsen stated that a traditional septic system is issued a permit, and it is good for life,
72 this type of system is issued a permit, but it expires annually. The system is inspected and tested to
73 make sure it is functioning properly, and the water sample meets requirements. Councilmember
74 Mathie asked what the process is if the system is not meeting the requirements and contaminates
75 are going into the ground. Mr. Larsen explained that the initial step would be to educate the
76 homeowner. If this doesn't work, then a citation would be issued, and the County Attorney would

77 then be involved. Mr. Chartier explained that that these are good systems and typically it is the
78 homeowner who is doing something wrong.

79 Councilmember Serrine asked what the cost comparison is between a traditional system and these
80 alternative systems. Mr. Chappell explained that the alternative systems are 2 to 3 times more than
81 the traditional depending on the size. A certified professional would determine the size of system
82 needed for the intended use. Councilmember Serrine asked if there were any of these types of
83 systems in Sevier County. Mr. Larsen stated that there were none in Sevier County and he believed
84 there is one in Wayne County, but there are multiple ones in Weber County where they are
85 experiencing ground water issues. There are several throughout the state but for our area when this
86 type of system has been required due to the cost people have just found another piece of property to
87 build on.

88 Councilmember Mathie asked if the health department was comfortable with these types of systems,
89 and Mayor Parsons added that we have protected our wellhead zone for a long time and we do not
90 want to let our guard down now. Mr. Larsen explained that they are comfortable with these systems
91 and the fact that they would be on two-acre lots does help with their decision.

92 Planning Commissioner Lyndon Friant asked if the size of the system was based on the number of
93 bedrooms. It was explained that yes, they figure two people per bedroom and there were questions
94 about the possibility of a homeowner having more people in than house than was permitted. Mr.
95 Larsen explained that the systems are designed for maximum use and most systems are underused,
96 so it's unlikely that this would ever be a problem.

97 Councilmember Mathie asked if there was a significant cost difference between the different sized
98 units, that would determine the size of a house being built. He is concerned that tiny houses will be
99 built on two-acre lots and then the lots will not be taken care of. Mr. Chappell did not think that the
100 difference would be significant enough for a homeowner to downsize the house.

101 Councilmember Payne asked how the maintenance and permitting are handled and who pays the
102 costs. Mr. Larsen explained that this is between the homeowner and contractor. The Health
103 Department, through the permitting process, will verify that there is a maintenance contract in place,
104 before issuing a permit. During the annual inspection it will be required for the homeowner to show
105 proof that the maintenance has been done by a certified person. Mayor Parsons asked if the City
106 could have something turned into the City so that there was record that the inspections were being
107 conducted.

108 There was a discussion concerning how to handle non-compliance of the requirements. Mr. Larsen
109 was unsure about the penalties for this, and it was discussed that the City would want to enforce a
110 fine on those not meeting the requirements.

111 It was discussed that these alternative septic systems would be needed in the 17 lots located in zone
112 three (3) and that they are not totally contained and do use leach fields. Mayor Parsons asked if they
113 developed this subdivision would the property owner be told they have to use this brand of
114 alternative septic system. Mr. Chappell explained that they would provide the details of the system in
115 our plan set and they must use a system that meets the requirements. What will be called out on the
116 plat and recorded with the County Recorder is that these lots require an alternative wastewater

117 system. This requirement will be a recorded document with the County Recorder's office on each
118 property parcel.

119 Councilmember Mathie asked what the process will be if this moves forward. What will the
120 developer be responsible for and what is the City responsible for. Mr. Larsen explained that as part of
121 the subdivision approval process if this moves forward, soil types would be determined by digging
122 holes on each lot to make sure there are no surprises.

123 Mr. Chapple explained that beyond the wastewater system they do plan on installing a culinary water
124 line creating a loop before entering the City's main water line. Pressure zones breaks were discussed
125 but nothing was determined at this time.

126 Mayor Parsons asked if they were going to propose the subdivision in phases, they would probably
127 choose to propose phase I first. Mr. Torgersen stated that there were two ways that SITLA would
128 move forward. One would be to get the subdivision approved and then sell it to a developer or SITLA
129 install all the infrastructure and then sell lots in phases. These are the two options. Councilmember
130 Payne asked Mr. Torgersen when the State had got involved in developing subdivisions. Mr. Torgersen
131 explained that the trust lands make money for the school kids and SITLA has a development group,
132 which is the main thing that they do. Most of the development is St. George, Saratoga Springs, and
133 Eagle Mountain is on state trust lands. These developments made SITLA nearly \$60,000,000 last year.
134 Development is just one of the arms they do, oil, gas and mining are bigger than the development
135 group.

136 Mayor Parsons asked if there were any concerns about the additional traffic accessing Canyon Road,
137 none were discussed at this time. Councilmember Serrine asked about requiring certain sizes of
138 houses to be built. Mayor Parsons explained that a developer can include this in their rules but as for
139 the City we do not have an ordinance that requires set sizes on houses.

140 Vice Chair Lee stated that he recognizes Councilmember Mathies' concerns about the size of lots in
141 comparison to the size of the house. He thinks that since there is no irrigation in this area people are
142 going to build on a quarter of an acre and the remaining area is just going to be weeds and brush.
143 Councilmember Mathie stated he is not so concerned with the brush it is that as you start moving
144 dirt it will bring more weeds.

145 Mayor Parsons wanted them to understand that there is no secondary water available for this
146 property and that all lots would be watered with culinary water.

147 Commissioner Friant asked what their plans for the existing drainage are, since two-thirds of back lots
148 are in the existing waste ditch area. Mr. Chappell stated that off the roadside of the development
149 they plan to use barrow ditch drainage, but looking at the back lots they believe there is still quite a
150 bit of buildable area with the existing waste ditch located on these lots. Commissioner Friant
151 explained that he is concerned that as houses are built homeowners will fill in the current drainage
152 area and then when flooding occurs, they are going to be flooded and be upset with the City. Mayor
153 Parsons wants it stated somewhere that the City would not be responsible for flooding issues in this
154 area.

155 Vice Chair Lee stated that during the floods of 1983 we watch a construction crew walk three CAT's
156 across this area to save us. We also need to remember that Fort Alma monument was first built on
157 Monroe Creek, it is now located in the middle of town, this shows that the water wants to come
158 north. The Council discussed that this entire area is within flood zone and some lots would be more
159 flood prone than others.

160 Mr. Chappell stated that a hydraulic report would be submitted to the City for approval with the
161 subdivision application.

162 Mayor Parsons expressed his concerns about approving the whole subdivision at one time, he would
163 be more comfortable with approving the subdivision in phases. He thinks that they may want to start
164 with lots on the north side of Canyon Road to see how it goes. As the Council discussed the phase
165 option the property on the south side of Canyon Road would be required to install all infrastructure
166 at one time. Mr. Chappell explained that he understood that each phase would need to stand on its
167 own.

168 Commissioner Friant asked about the possibility of contamination of water in the waste ditch from
169 shallow leach lines in the back lots. These back lots are not located within the wellhead protection
170 zone so the 100' setback requirement from open water would be enforced.

171 Councilmember Payne stated that he thinks the systems they have presented would probably take
172 care of the problem, but we do need to make sure that Monroe City is protected because the flood
173 water can cause damage. We are continually having to plan and make changes for potential flooding.
174 It used to be a 100-year flood now they are making us plan as far out as a 1000-year flood with the
175 dam that was put in years ago. The City cannot be liable for flood water damage.

176 Councilmember Mathie asked about the Monroe Trails Committee proposed trails in this area. It was
177 discussed and Mr. Chappell stated that these lots are large enough so there is still the possibility that
178 property owners would allow the trails through their property.

179 Commissioner Friant asked what flood level the developer would need to design. It is apparent that
180 the debris basin needs to be at the 1000-year flood but what would their standard be. It was
181 determined that we would need to review our drainage and flood ordinance to verify this.

182 Mr. Torgersen asked if the Council would be okay with phase I and then do more studies on phase II.
183 It appears that phase II needs additional time spent working out the details so that the plan is
184 complete and not done in a half-baked way. Mr. Torgersen explained that they are not here to put
185 Monroe City out in any way.

186 The Council discussed open space and with the fly-in zone being in the area Councilmember Payne
187 does not think we need additional open space. Open space usually requires the City to maintain the
188 area. He understands there may need to be open space for drainage purposes, and this is different
189 than a park type area.

190 Mayor Parsons asked what direction the Council wants to proceed. Councilmember Payne stated that
191 it appears that phase I may be okay, but he would want to make sure that the City has their ducks in a
192 row before we allow it so he thinks we should table it so that we have time to look at everything and
193 make sure it is what we want. Mr. Chappell stated that what they are asking for is preliminary

194 approval and then they will come back to the City for final approval. He stated that if they could have
195 preliminary approval of the seven lots located north of Canyon Road this would give SITLA the
196 confidence to move forward and that we can work out the details as we go.

197 Councilmember Mathie asked how much of our preliminary approval must have specific criteria.
198 Mayor Parsons stated that he thinks there are definite items we want in the approval and if the
199 Council wants to table this, they can come back in two weeks to our next Council meeting. City
200 Recorder Allison Leavitt stated that they would need to go before the Planning Commission for
201 preliminary approval.

202 Commissioner Friant asked if the property was staked out because he would like to walk out there
203 and look at where the property exactly was. The Council decided that they would like to make a site
204 visit before making any final decision. Mayor Parsons agreed with Councilmember Payne that there is
205 certain criteria the City has for development and wants them to be made known to the developer
206 before any type of approval is given.

207 Mayor Parsons and the Council determined, being that they have not visited the site they would like
208 to table the item until they can go and visit the site to determine what items they believe are needed
209 before approval.

210 Councilmember Mathie stated that this was very helpful and good information presented tonight and
211 a site visit would help us to make a good preliminary approval to determine exactly what the City is
212 wanting with the development.

213 Mr. Chappell stated that he was okay with this, even though it would be the fourth time coming back
214 to meet with the City. Mayor Parsons stated that he could come back in two weeks to see if any
215 decisions had been made.

216 **7:00 p.m.**

217
218 **2. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at**
219 **7:00 p.m.**

220
221 **3. The Pledge of Allegiance was led by Councilmember Johnson. Councilmember Mathie**
222 **offered a prayer.**

223

224 **4. Roll Call**

225 Mayor Johnny Parsons

226 Councilmembers:

227 Janet Cartwright- absent

228 Ryan Johnson

229 Michael Mathie

230 Perry Payne

231 Erica Serrine

232 Public Works Director John Draper

233 City Recorder Allison Leavitt

Monroe City Council

Minutes

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234 Planning Commission Chairperson – Gordon Dickinson

235

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

237

238 **6. Business**

239

240 a. Planning Commission - Chairperson Gordon Dickinson

241 1.Conditional use business license for "Take 10 With Ken" located at 372 N 430 E
242 Submitted by Makena Hutchings.

243

244 Chairperson Gordon Dickinson presented to the Council a conditional use business submitted by
245 Makena Hutchings. Ms. Hutchings wants to have a nail salon in her home. The Planning Commission
246 has reviewed her application, and everything appears to be in order., and recommends approval of
247 the conditional use license.

248

249 **Councilmember Mathie moved to approve conditional use business license "Take 10 With**
250 **Ken" located at 372 N 430 E, submitted by Makena Hutchings. Councilmember Serrine**
251 **seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson,**
252 **Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 4-0**

253

254 b. Consider Harvest Fest Proposal - Joe Anderson unable to be here tonight.

255

256 Mr. Anderson contacted the City office and requested to be on our next meeting agenda.

257

258 c. Consider Storm Water Drainage (Monroe Canal) Project participation commitment-Monroe
259 Canal

260

261 Public Works Director John Draper explained that he met with members of the Monroe Canal
262 Company and Sunrise Engineering regarding the project to enclose the canal through Monroe. They
263 have received a grant, and they plan to start work on the project in the fall when the water goes out
264 of the canal. The engineer estimate for the City's share is \$512,000, which at this time it appears the
265 City's portion can be either in kind or cash or a combination of the two.

266

267 The City's share is for the concrete inlet boxes for our storm water and the upsizing of the pipe to
268 handle our storm water. Mayor Parsons asked if the City could do the concrete inlet boxes and Public
269 Works Director John Draper stated that we can, but wanted the Council to understand this was going
270 to be a large project that would involve a lot of work from the City crew.

271

272 The Monroe Canal Company will be doing the project in phases with phase I starting on Main Street
273 at the creamery and going as far west as their money last. The City's participation in phase I would be
274 from Main Street to 300 W.

275

276 It was discussed that this project might be eligible for Community Impact Board (CIB) funding. This
277 project was listed on our community improvement list with the R6 Council making it possible for us
278 to apply for the CIB funding. The Council would like to pursue this.

279

280 Public Works Director John Draper stated that he would be meeting with a representative from UDOT
281 about the possibility of them participating in the project also because Main Street is maintained by
282 them.

283

284 Monroe Canal Company has requested that the Council make a commitment to the City's
285 participation in the project at this time. The Council discussed their options of how to handle our
286 stormwater once the canal is enclosed and it was decided that working with the Canal company and
287 still having our storm water enter the canal was our best option.

288

289 **Councilmember Mathie moved to approve Monroe City's participation in the Storm water**
290 **Drainage (Monroe Canal) project. Councilmember Payne seconded the motion. A roll call**
291 **vote was called. Voting yes: Councilmembers Johnson, Mathie, Payne, and Sirrine. The**
292 **vote was unanimous. The motion carried. 4-0**

293

294 d. Nuisance Property Abatement 265 W 300 N - Trevor Peterson

295

296 Code enforcement Officer Trevor Peterson reported to the Council that the property owner
297 located at 230 E 200 S has complied with notice of non-compliance with our nuisance
298 ordinance and is no longer in violation.

299

300 Code Enforcement Officer Trevor Peterson stated that he was finally able to contact property
301 owner at 265 W 300 N tonight before our meeting. They claimed that they had never
302 received their written notice of non-compliance and requested that they be given additional
303 time to clean up the right of way in front of their property.

304

305 The Council discussed with Code Enforcement Officer Trevor Peterson the different options
306 and it was determined that they would like him to notify them that he would inspect the
307 property in four weeks and if significant progress was not made the Council would then
308 consider moving forward with the abatement process.

309

310 **Councilmember Sirrine moved to approve additional four weeks for property owner**
311 **located at 265 W 300 N to comply with nuisance ordinance violation. . Councilmember**
312 **Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers**
313 **Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0**

314

315 Mayor Parsons asked Code Enforcement Officer Trevor Peterson to respond to a complaint of
316 someone living in a travel trailer located at 430 E 230 S. A letter will be sent to them
317 explaining that this is a violation of our land use ordinance.

318

319 **7. Other Business**

320

321 a. Staff Reports

322

323 1. Distribute Department Budgets - City Recorder Allison Leavitt
324 Budgets

325 City Recorder Allison Leavitt-

326

327 * Distributed to the Council current year budget reports and FY 2025 budget worksheets and asked
328 Councilmembers to turn in budget worksheets for preparation of our tentative budget for next
329 meeting.

330

331 Public Works Director John Draper –

332

333 *Cemetery road project should be completed this week.

334

335 *Green Valley Lawn Care is no longer providing weed control for the City, due to the lack of
336 employees. City employee Rhett Colby is licensed to spray and will take care of our weed control. This
337 may require him to acquire some overtime. Will see how this works this year.

338

339 b. Department Business-Council

340

341 Councilmember Serrine-

342

343 *Contacted contractor on school district playground equipment. They have decided to not follow a
344 bidding process, and just donate the playground equipment to the Cities that want them. They were
345 notified that Monroe City was interested in both playground sets located at Monroe Elementary
346 School. They plan on moving them the end of May and will keep them in as large of pieces as
347 possible.

348

349 *Would like to get a cost estimate for extending the sidewalk between the west ballfields at Ekker
350 Park. Public Works Director John Draper will get a cost estimate for this.

351

352 Councilmember Mathie –

353

354 *It appears that the easement issues for the Secondary Water Meter Project has been resolved and
355 we are moving forward with obtaining bids for the project.

356

357 Bids for the irrigation meters will be opened on April 25, 2024, at 10:00 a.m. at the City Offices. A
358 mandatory pre-construction meeting for the construction phase of irrigation meter project will be
359 held on April 30, 2024, and bid opening will be held on May 14, 2024.

360

361 Councilmember Johnson-

362

363 *Has been in contact with Angie Card – the committee working on historical items project.

364

365 Councilmember Payne –

366

367 No further business

368

369 Mayor Parsons-

370 *Requested that Devin Magleby obtain bids on fencing for the triangle piece of property to the west
371 of the City yards that the City owns.

372

373 **There being no further business to come before the Council for consideration,**
374 **Councilmember Mathie moved the Regular Council Meeting adjourn at 7:41 p.m.**
375 **Councilmember Johnson seconded the motion. The vote was unanimous. The**
376 **motion carried. 4-0**

377

378 The next regular City Council meeting is scheduled to be held on Tuesday, May 28, 2024
379 starting at 7:00 p.m. at Monroe City Office.

380

381 Approved this 28th day of May 2024.

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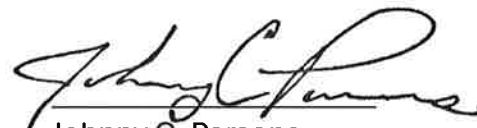
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Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor