



MONROE CITY COUNCIL MEETING
Tuesday, May 28, 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 Payne. Councilmember Serrine offered a prayer.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Janet Cartwright- absent

Ryan Johnson

Michael Mathie

Perry Payne

Erica Serrine

Public Works Director John Draper

City Recorder Allison Leavitt

Planning Commission Chairperson – Gordon Dickinson

4. Citizen input – Limit of 3 minutes per comment

5. Consider a motion to approve the minutes of the meetings held April 23, 2024, and May 14, 2024

Councilmember Payne moved to approve the April 23, 2024, and May 14, 2024 Regular City Council Meeting Minutes as corrected. Councilmember Serrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 4-0

6. Business

- a. Planning Commission - Chairperson Gordon Dickinson

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1. Canyon Estates Subdivision amendment - submitted by Tyson Hansen.

Planning Commissioner Gordon Dickinson explained to the Council that the Planning Commission had reviewed the Canyon Estates Subdivision amendment, and they recommend approval.

Mayor Parsons explained that this amendment will allow the remaining lot in this subdivision to be developed. After properties started being developed in the subdivision it became apparent that property lines were incorrect. When the property was surveyed footage for 800 S was not included, which caused issues with the lots at the end of the 300 E.

Councilmember Mathie noted that the street address on the new mylar plat show 300 S instead of 300 E. This will need to be corrected before signatures from City officials can be done.

Councilmember Payne moved to approve Canyon Estates Subdivision amendment – submitted by Tyson Hansen with correction to plat address. Councilmember Serrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Mathie, Payne, and Serrine. The vote was unanimous. The motion carried. 4-0

b. Public Hearing to receive comments concerning application to the Permanent Community Impact Board (CIB) for funding of a storm water improvement project

Mayor Parsons opened the public hearing at 7:07 p.m. to receive comments on application to the Permanent Community Impact Board (CIB) for funding of a stormwater drainage improvement project.

Mayor Parsons explained that he would like to receive comments on the City applying to Permanent Community Impact Board (CIB) for funding with the stormwater drainage improvement project.

Mayor Parsons, and City Recorder Allison Leavitt met with our Community Advisor Tyler Timmons and Trent Brown, Sunrise Engineering to discuss a grant application to CIB that could help us with the costs associated with providing a way for our stormwater to still flow into the Monroe Canal once they enclose the canal.

For our stormwater to enter the canal the City must construct concrete inlet boxes and the pipe size will need to be increased to accommodate the increased amount of water flowing during a storm.

78 Mayor Parsons explained that Monroe City's share for phase I would be approximately
79 \$512,000. We are hoping to receive a grant for materials and our labor would be considered
80 in-kind with the Monroe Canal funding package.

81

82 There being no further comments, Mayor Parsons closed the hearing at 7: 10 p.m.

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84 b. Public Hearing to receive comments on the 2024-2025 fiscal year budget of
85 Monroe City for all funds. Comments will also be taken on the current 2023-2024
86 fiscal year budget which will be opened, amended, and increases and or
87 decreases in the budget will be considered.

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89 Mayor Parsons opened the public hearing at 7:10 p.m. to receive comments on the 2024-
90 2025 fiscal year budget of Monroe City for all funds and amending the current 2023-2024
91 fiscal year budget.

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93 The council reviewed the tentative budget, there were no people from the public in
94 attendance and Councilmembers had no questions.

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96 There being no further comments, Mayor Parsons closed the hearing at 7: 11p.m.

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98 c. Recess to convene a Monroe City Building Authority Meeting 7:11 p.m.

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100 1. Public Hearing to receive comments on the 2024-2025 fiscal year budget
101 of the Monroe Municipal Building Authority.

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103 Mayor Parsons opened the public hearing at 7:11 p.m. to receive comments on the 2024-
104 2025 fiscal year budget of the Monroe Municipal Building Authority. It was explained that the
105 budget expenses for the Municipal Building Authority are for payments on the fire house,
106 Mtn. View park, and cemetery expansion.

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108 Councilmember Payne asked how many payments are left on the fire house bond. City
109 Recorder Allison Leavitt stated that the final bond payment will be paid January 1, 2025.

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111 There being no comments, Mayor Parsons closed the hearing at 7: 12p.m.

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113 d. Reconvene regular City Council Meeting at 7:12 p.m.

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115 g. Consider adoption of Ordinance 5 01 2024 amending Monroe City Land Use
116 Ordinance Title 13.10.3 general requirements defining standards of the wellhead
117 protection zone.

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119 No action was taken by the Council.

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121 After review of the current Utah State Code, letters to affected entities should have been
122 sent to those affected by the ordinance changes. Letters will be sent, and an additional public
123 hearing will be held by the Planning Commission on June 18, 2024, so that those affected
124 entities will have an opportunity to comment on the changes.

125

126 h. Consider adoption of Ordinance 5 02 2024 Monroe City Drainage and Floodplains
127 Ordinance.

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129 This ordinance will provide a drainage standard for development within Monroe City limits. A
130 drainage plan must be reviewed by a licensed engineer in the State of Utah before a
131 development can be approved.

132

133 **Councilmember Mathie moved to adopt Ordinance 5 02 2024 Monroe City Drainage and**
134 **Floodplains Ordinance. Councilmember Payne seconded the motion. A roll call vote was**
135 **called. Voting yes: Councilmembers Johnson, Mathie, Payne, and Serrine. The vote was**
136 **unanimous. The motion carried. 4-0**

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138 i. Consider purchase or lease of equipment

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140 Public Works Director John Draper explained to the Council that he has been contacted by a
141 sales representative with Wheeler Machinery about the lease renewals on our mini
142 excavator, equipment trailer, and skid steer.

143

144 If we choose to purchase the equipment it would be approximately \$50,000. We have been
145 paying \$11,500 per year and a new lease would be approximately \$13,500 per year. This is a
146 fair price for the equipment because they have credited our previous lease payments to the
147 cost of the equipment.

148

149 Public Works Director John Draper stated that he thinks purchasing the equipment would be
150 beneficial and less money for the City. However, after visiting with staff they are in favor of
151 purchasing the equipment if money can be set aside in future budgets to cover cost of
152 replacement equipment.

153

154 The skid steer has low hours of use and should last a long time. It does need a battery and
155 tires, but he believes that this cost would also be incurred with lease terms when the
156 equipment is returned at the end of the lease. The mini excavator is still in good condition.
157 The mini excavator is used more than the skid steer, but he thinks it is in good condition and
158 should last for many years.

159

160 The Council discussed both options and liked the idea of buying the equipment and setting
161 money aside yearly for equipment replacement.

162

163 **Councilmember Mathie moved to approve the purchase of caterpillar skid steer, caterpillar**
164 **mini excavator, and equipment trailer. Funds for equipment replacement to be included in**
165 **future department budgets. Councilmember Payne seconded the motion. A roll call vote**
166 **was called. Voting yes: Councilmembers Johnson, Mathie, Payne, and Serrine. The vote was**
167 **unanimous. The motion carried. 4-0**

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169 j. Consider Sevier School District proposal to purchase Monroe City Tennis Courts

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171 Mayor Parsons explained that Rick Orr, member of the Sevier School District Board, was
172 wondering why the City had not taken the school district up on their offer to purchase our
173 tennis courts. Mayor Parsons explained to Mr. Orr that he was unaware of a formal decision
174 from the school district on this. Mayor Parson stated that he had a brief conversation with
175 South Sevier High School Principal Brett Beagley about the school district purchasing the
176 tennis court but that he had not confirmed this possibility with the school district
177 administration.

178

179 The Council discussed some of their concerns such as would the public still be able to use
180 them when not being used for scheduled events and would events like the summer tennis
181 camp be allowed. Property ownership would also need to be addressed.

182

183 Mayor Parsons stated that we need to remember private donations were made years ago to
184 help facilitate the construction of the tennis courts.

185

186 It was decided that Councilmember Serrine would work up a letter stating what conditions
187 the City may want from the school district if we were to sell the tennis courts to them for the
188 Council to review. Then we will approach the school district to see if this is something viable
189 for them to do.

190

191 **Councilmember Johnson moved to prepare a proposal to present to Sevier School District**
192 **for the selling of Monroe's City tennis courts. Councilmember Serrine seconded the motion.**
193 **A roll call vote was called. Voting yes: Councilmembers Johnson, Mathie, Payne, and**
194 **Serrine. The vote was unanimous. The motion carried. 4-0**

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196 7. Other Business

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198 a. Staff Reports

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200 City Recorder Allison Leavitt-

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202 *We recently asked Code Enforcement Officer Trevor Peterson to clear the right-of-way
203 located at 265 W 300 N. Code Enforcement Officer Trevor Peterson issued the required
204 notification and recently had Sevier County Sheriff Department tag vehicles still parked in the
205 right-of-way. This process will allow the Sheriff Department to tow away any vehicles left ten
206 days after they were tagged. The owner of the vehicles and trailers came into the office and
207 spoke with City Recorder Allison Leavitt about the tagged vehicles. He explained that the
208 vehicles were now licensed, and the remaining trailers were not required by law to be
209 licensed. The Council discussed the issue and decided that their main goal was to clean up
210 the City's right-of-way and wants Code Enforcement Officer Trevor Peterson to proceed with
211 the process.

212 *Monthly department budgets were distributed to Councilmember in attendance.

213
214 Public Works Director John Draper-

215
216 No further business.

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218 b. Department Business-Council

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220 Councilmember Mathie –

221
222 No further business.

223
224 Councilmember Serrine –

225
226 *Is the splash pad up and going. Public Works Director John Draper stated it was and is being
227 heavily used already.

228
229 *Would like to continue work on a no overnight camping ordinance, in hopes this will help
230 curve camping at City parks and on other City property.

231
232 *Carlisle Excavating will be ready to move playground equipment this week. They will work
233 with Public Works Director John Draper to work out the details of moving the playground
234 equipment. The playground equipment will be moved and stored in the City yards until we
235 can decide where to place it.

236

237 Carlisle Excavating is asking in lieu of payment for the City to write a letter stating the worth
238 of the playground equipment as a donation from them. The council believes that each set
239 has a worth of \$10,000.

240

241 *Family Dollar park strip is looking bad again this year. Public Works Director John Draper will
242 talk with the store employees about getting this taken care of. This is a problem every year
243 and they need to take care of this without us asking each year.

244

245 *The R6 Regional Council Summit Meeting was good, and she would encourage all
246 Councilmembers to attend next year if they can.

247

248 Councilmember Johnson –

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250 No further business.

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252 Councilmember Payne –

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254 *Cemetery looked particularly good this year.

255 *Planning Commissioner Chair Gordon Dickinson stated that the parks look good, and Mayor
256 Parsons stated that employee Rhett Colby is doing an excellent job, and Public Works
257 Director John Draper also stated that he is really helping with the morale of the City crew.

258

259 Mayor Parsons –

260

261 *The American Legion Memorial Day Program at the cemetery was good. Cemetery Foreman
262 Shad Lee had chairs and the sound system set up for it.

263

264 *Fencing for the City property located at approximately 600 S was delivered. Hopefully, we
265 can put the City clean-up dumpsters in there next year. Public Work Director John Draper
266 stated that our clean-up was heavily used again this year. People continue to dump their
267 trash on the ground instead of in the dumpsters. Hopefully, next year when we can lock the
268 gate at night it may not be as bad.

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270 **8. Adjournment**


271

272 **There being no further business to come before the Council for consideration,**
273 **Councilmember Mathie moved the Regular Council Meeting adjourn at 8:10 p.m.**
274 **Councilmember Payne seconded the motion. The vote was unanimous. The motion**
275 **carried. 4-0**

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277 The next regular City Council meeting is scheduled to be held on Tuesday, June 11, 2024
278 starting at 7:00 p.m. at Monroe City Office.

279
280 Approved this 11th day of June 2024.

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283 
284 Allison Leavitt
285 Monroe City Recorder

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287 Johnny C. Parsons
288 Mayor