



MONROE CITY COUNCIL MEETING  
Tuesday, November 26, 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 Mathie. Councilmember Serrine offered a prayer.

**3. Roll Call**

Mayor Johnny Parsons

Councilmembers:

Janet Cartwright

Ryan Johnson-absent

Michael Mathie

Perry Payne-absent

Erica Serrine

Public Works Director John Draper-absent

City Recorder Allison Leavitt

**4. Consider a motion to approve the minutes of the meeting held November 12, 2024.**

**Councilmember Mathie moved to approve November 12, 2024, Regular City Council Meeting Minutes as corrected. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Serrine. The vote was unanimous. The motion carried. 3-0**

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

**6. Business**

- a. Consider non-compliant nuisance ordinance violation 230 E 200 S- Code Enforcement Officer Trevor Peterson

38 Code Enforcement Officer Trevor Peterson reported to the Council that he has been clearing  
39 the right of way located at 230 E 200 S of non-licensed vehicles. There were three vehicles,  
40 and the owner has removed two of them. The third vehicle is still there, and the owner will  
41 not respond to Code Enforcement Officer Trevor Peterson communication efforts. Code  
42 Enforcement Officer Peterson would like to obtain permission from the Council to move  
43 forward by removing the vehicle according to the Utah State Code requirements, which  
44 would be to tag the vehicle, give the owner 10 days to move the vehicle, if no action is taken  
45 by the owner the vehicle will be towed away.

46

47 **Councilmember Cartwright moved to move forward with removing the vehicle located in**  
48 **Monroe City right of way at 230 W 200 S. Councilmember Sirrine seconded the motion. A**  
49 **roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The**  
50 **vote was unanimous. The motion carried. 3-0**

51

52 b. Consider Resolution 11 05 2024 -Updating Monroe City Water Conservation Plan

53

54 City Recorder Allison Leavitt explained that we must update our water conservation plan  
55 every five years. This plan is designed to set goals to conserve water within the City. This is  
56 not only for culinary water conservation but secondary water conservation.

57

58 Monroe City Water Conservation Plan must be adopted by resolution by the City Council and  
59 then it can be submitted to the State.

60

61 **Councilmember Sirrine moved to adopt Resolution 11 05 2024 Updating Monroe City Water**  
62 **Conservation Plan for 2025. Councilmember Cartwright seconded the motion. A roll call vote**  
63 **was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The vote was**  
64 **unanimous. The motion carried. 3-0**

65

66 c. Consider creation of the Board of Equalization for Monroe City-  
67 Resolution 11 07 2024

68

69 The Council discussed the need to create a Board of Equalization board to hold hearings on  
70 the assessments being placed on properties located in the Monroe Hot Springs Estates for  
71 infrastructure improvement costs through our Special Assessment Area 2024-1.

72

73 The Council determined that all members of the Council, including Mayor Parsons, be board  
74 members. Hearings must be held on three consecutive days and City Attorney Eric Johnson  
75 has set them for 9:00 am – 10:00 a.m. January 6-8, 2025.

76

77 Councilmember Sirrine clarified that this is the property located within the Monroe Hot  
78 Springs Estates.

79 **Councilmember Mathie moved to adopt Resolution 11 07 2024 to appoint Monroe City**  
80 **Council as the Board of Equalization for Monroe City. Councilmember Cartwright seconded**  
81 **the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and**  
82 **Sirrine. The vote was unanimous. The motion carried. 3-0**

83

84 d. Public Hearing to receive comments on the current 2024-2025 fiscal year budget  
85 which will be opened, amended, and increases and or decreases in the budget will be  
86 considered.

87

88 Mayor Parsons opened the public hearing at 7:06 p.m. to receive comments on the current  
89 2024-2025 fiscal year budget which will be opened, amended, and increases and or  
90 decreases in the budget will be considered.

91

92 Mayor Parsons explained that this action is necessary to provide funds in the general budget  
93 to purchase real property which the City is currently in negotiations.

94

95 There being no further comments Mayor Parsons closed the public hearing at 7:07 p.m.

96

97 e. Consider Resolution 11 06 2024 - Amending 2024-2025 fiscal year budget

98

99 The budget amendment amount is \$35,000 taken from the Capitol Improvement fund to  
100 purchase real property for Monroe City.

101

102 **Councilmember Mathie moved to adopt Resolution 11 06 2024 to amend Monroe City's**  
103 **annual 2024-2025 fiscal year budget. Councilmember Cartwright seconded the motion. A**  
104 **roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and Sirrine. The**  
105 **vote was unanimous. The motion carried. 3-0**

106

107 f. Consider purchasing real property

108

109 The Council discussed and clarified that the property is located immediately east of the  
110 existing City yard and is nearly nine acres in size. When funds are available this property will  
111 be improved to provide additional space for City equipment and operating supplies.

112

113 **Councilmember Mathie moved to purchase real property 1-M3C-29 from Hutchings Family**  
114 **Living Trust in the amount of \$33,078.00 plus closing fees not to exceed \$1500.00.**  
115 **Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes:**  
116 **Councilmembers Cartwright, Mathie, and Sirrine. The vote was unanimous. The motion**  
117 **carried. 3-0**

118

119 g. Consider Employee Holiday bonus and volunteer gift

120

121 The Council reviewed the 2023 holiday bonus and volunteer gifts amount. Mayor Parsons  
122 suggested increasing part-time and volunteers amounts by \$25 and the benefitted  
123 employees by \$50.

124

125 **Councilmember Mathie moved to accept 2024 Monroe City Employee holiday bonuses and**  
126 **volunteer gifts. Councilmember Cartwright seconded the motion. A roll call vote was**  
127 **called. Voting yes: Councilmembers Cartwright, Mathie, and Serrine. The vote was**  
128 **unanimous. The motion carried. 3-0**

129

130 h. Consider Online Parks and Recreation provider

131

132 City Recorder Allison Leavitt discussed with the Council the companies she has researched to  
133 provide online sport registrations. Sportsman and SportSites are the two companies she has  
134 participated in a demo with. Both companies are similar in their services, however  
135 Sportsman requires a one time set up fee of \$1000 and SportSites does not.

136

137 The yearly cost for both companies is about \$4000 and neither company requires a long-  
138 term contract. The plan is to pass most of the cost on to each of the recreation programs  
139 that the City is currently managing their registrations. City Recorder Allison Leavitt has  
140 reviewed the pros and cons of both companies and is leaning towards SportSites because it  
141 is compatible with Xpressbill Pay, our credit card software service, and they do not charge a  
142 set-up fee.

143

144 City Recorder Allison Leavitt is asking permission from the Council to move forward with  
145 contracting with an online sports registration company if she can obtain a commitment from  
146 the recreation programs to pay for most of the subscription costs.

147

148 **Councilmember Serrine moved to approve subscribing to an online sports registration**  
149 **company if most of the costs will be absorbed by the recreation programs currently**  
150 **conducting signups in the Monroe City Office. Councilmember Cartwright seconded the**  
151 **motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, and**  
152 **Serrine. The vote was unanimous. The motion carried. 3-0**

153

154 i. Consider deeding property from 1-M6A-26 to 1-M6A-20 (approximately 890 S  
155 400 E)

156

157 Mayor Parsons explained that with the recent Canyon Estates Subdivision amendment Mr.  
158 Hintze became concerned about the accuracy of the property lines, and he hired Rex Friant,  
159 surveyor, to survey his property. In 1982, to correct the inaccurate layout of the Canyon  
160 Estates Subdivision, Mr. Hintze deeded some of his property to the subdivision and the City

161 deeded Mr. Hintze property to the south to offset what he had deeded to the subdivision.  
162 Once the land trade was complete Mr. Hintze's parcel 1-M6A-23 should have been an acre.  
163

164 Mayor Parsons stated that Mr. Friant has worked hard to produce a solution that will show  
165 that what is on paper matches what is on the ground and Mr. Hintze will have his one-acre  
166 parcel. Mr. Friant has determined that if the City were to deed up to .24 acre of land from  
167 parcel 1-M6A-26 to Mr. Hintze's parcel 1-M6A-20, this will give Mr. Hintze his one-acre parcel  
168 and square up the property lines.

169  
170 **Councilmember Sirrine moved to approve deeding .24 acre of land from parcel 1-M6A-26**  
171 **(City property) to parcel 1-M6A-20 (James Hintze). Councilmember Cartwright seconded**  
172 **the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie,**  
173 **and Sirrine. The vote was unanimous. The motion carried. 3-0**

174  
175 j. Appointment to Planning Commission – Mayor Parsons

176  
177 Mayor Parsons stated to the Council that he has appointed Jason Bagley as a new member of  
178 the Monroe City Planning Commission. This appointment will be to replace Commissioner  
179 Gordon Dickinson.

180  
181 The Council agreed that Jason Bagley would be a good member for the Planning  
182 Commission.

183  
184 **7. Other Business**

185  
186 a. Staff Reports

187  
188 City Recorder Allison Leavitt

189  
190 \*Provided Councilmembers with their monthly budgets

191  
192 b. Department Business-Council

193  
194 Councilmember Mathie-

195  
196 \*Has no reported problems with the installation of secondary water meters, except for the  
197 construction company has not installed very many meters as of today.

198  
199 Councilmember Cartwright-

200 No further business.

201  
202 Councilmember Serrine –  
203

204 No further business.

205  
206 Mayor Parsons –

207  
208 \*The fire department recently accepted two additional firefighters, Rhett Colby and Braxton  
209 Carter, to the fire department, because there is going to be training classes in our area  
210 starting in January. Fire Fighter I and II training is only available in our area when there are  
211 enough firefighters needing the training.

212  
213 \*Met with Ron Torgerson, School and Institutional Trust Lands and Administration (SITLA),  
214 Gordon Dickinson, Planning Commission Chair, Candace Barney, Planning Commission, and  
215 City Attorney Eric Johnson to discuss the proposed development on the state trust land  
216 property located at approximately 100 E Canyon Road. City Attorney Eric Johnson  
217 recommended that the City have an informal meeting with representatives of SITLA.

218  
219 Mayor Parsons explained that he had a frank conversation with Mr. Torgersen about SITLA  
220 wanting to develop a subdivision in our wellhead protection and flood zone, and the effects  
221 this could have on Monroe’s water source and flooding our residents.

222  
223 Planning Commission Chair Gordon Dickinson told Mr. Torgersen that he wanted more  
224 information and data on the alternative wastewater systems that were presented by SITLA to  
225 the Planning Commission. Chair Dickinson is not convinced that these types of system would  
226 provide enough protection for our water source and wants real time data from areas where  
227 these systems are being used.

228  
229 Mr. Torgersen stated that he would get the information Chair Dickinson asked for. Mr.  
230 Torgersen explained that SITLA is not pushing for immediate development at this time, and  
231 just wants the City to continue to collaborate with them on this project.

232  
233 Mr. Torgersen will be retiring at the end of 2024 and assured those in the meeting that he  
234 would advise his replacement of our conversations and concerns.

235  
236 **8. Adjournment**

237  
238 **There being no further business to come before the Council for consideration,**  
239 **Councilmember Mathie moved the Regular Council Meeting adjourn at 7:40 p.m.**  
240 **Councilmember Serrine seconded the motion. The vote was unanimous. The motion**  
241 **carried. 3-0**

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The next regular City Council meeting is scheduled to be held on Tuesday, December 10, 2024, starting at 7:00 p.m. at Monroe City Office.

Approved this 10<sup>th</sup> day of December 2024.



Allison Leavitt  
Monroe City Recorder



Johnny C. Parsons  
Mayor