



MONROE CITY COUNCIL MEETING  
Tuesday, March 25, 2025, at 7:00 pm  
MINUTES

**7:07 p.m.**

**1.** The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:07 p.m.

**2.** The Pledge of Allegiance was led by Councilmember Payne. Councilmember Mathie offered a prayer.

**3. Roll Call**

Mayor Johnny Parsons

Councilmembers:

Janet Cartwright-absent

Ryan Johnson-absent

Michael Mathie

Perry Payne

Erica Sirrine

Public Works Director John Draper

City Recorder Allison Leavitt

Planning Commission Chairperson Candice Barney

**4. Consider a motion to approve the minutes of the meeting held March 11, 2025.**

**Councilmember Mathie moved to approve March 11, 2025, Regular City Council Meeting Minutes as submitted. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0**

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

**6. Business**

a. Planning Commission - Chairperson Candace Barney

1. Approval of lot line adjustment - Dave and Angie Card 96 N 100 E Parcel #'s 1-M21-17 / 1-M22-11

Chairperson Candice Barney explained to the Council that Dave and Angie Card presented to the Planning Commission a lot line adjustment application. Both property lots were owned by Angie Card's mother Judy Hamblin, and a garage

was built that crossed both property lines. Upon Ms. Hamblin's death the property was deeded to the Card's, and now the Card's would like to make the lot line adjustment so that the current structure is completely on its own parcel. Both lots are already non-conforming in size so making this adjustment would not create a new non-conforming lot but would help the Card's utilize both lots. The Card's understand that when they want to develop the new lot they will need to meet all current setback and septic requirements.

The Planning Commission required that the Card's locate and identify where the current septic system is for the house and that it is on the main lot. Ms. Card explained that the septic is to the north of the existing house and would not be affected with the lot line adjustment.

Chair Barney stated to the Council that the Planning Commission recommends approval of the Card's application for a lot line adjustment of lots 1-M21-11 & 1-M21-17.

**Councilmember Sirrine moved to approve lot line adjustment application submitted by David and Angie Card for parcel #'s 1-M21-11 and 1-M21-17. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0**

b. Open Public Meeting Training- City Recorder Allison Leavitt

City Recorder presented open public meeting training to the Council and those in attendance. This training is required annually to ensure that the Council conducts and follows the Open Public Meeting law.

b. Consider BLM Memorandum of Understanding - Monroe Trails Committee – Jenna Jorgensen

Jenna Jorgensen updated the Council by explaining that over the past year the Monroe Trails Committee has secured \$455,000 in grant funds to construct bike trails in and around Monroe City. As part of the project the committee has been working to obtain a permit to construct the trails on Bureau of Land Management (BLM) property.

A condition for the permit requires the City to sign a Memorandum of Understanding (MOU) which states that the City and the BLM have a mutual interest in providing recreation opportunities specific to the increasing demand for mountain bike trail networks. Both the City and BLM are interested in developing the trail network and utilizing the full range of funding opportunities for implementation and maintenance of the network. Both parties are concerned with the sustainability of the trail network and limiting natural resource impacts.

The MOU states that the City shall adhere to the NEPA requirements, construct the trails, provide a maintenance plan to keep the trail free of weeds, trash, unauthorized trail use, make restrooms available, if necessary, install signage for trail use, and coordinate with BLM personnel to address concerns of noxious weeds and grazing management.

Ms. Jorgensen stated that this agreement was based on what Richfield currently has with the US Forest Service, and basically, we agree to take responsibility for maintaining the trail and that the BLM is not responsible for maintaining the trail.

The Council asked Ms. Jorgensen about restrooms, because it appears that this would also be the City's responsibility. Ms. Jorgensen stated that as of now the trail is being constructed near current restrooms and if a large event was to be

held porta-potties would be brought in. There was a discussion about installing a donation box (maybe a QR code system) to help defray maintenance costs.

The Council asked Ms. Jorgensen if the Trails Committee would be responsible for keeping the trail maintained or if this would fall on City employees. Ms. Jorgensen explained that the Trails Committee and users would be responsible for maintaining the trail, normally bikers are good at keeping things clean because they want the trail to remain open and they understand if it is not taken care of it will be shut down.

**Councilmember Mathie moved to approve signing the Memorandum of Understanding (MOU) agreement with the Bureau of Land Management (BLM). Councilmember Sirrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, and Sirrine. Voting no: Councilmember Payne. The motion carried. 2-1**

d. Consider Resolution 3 01 2025 filing notice of claim regarding certain lots within the Monroe City Cemetery, and related matters.

This is a resolution to reclaim spaces that the owners during a 60-year period have not given the municipality or cemetery maintenance district written notice of any claim or interest in the lots or parcels, therefore the City may reclaim these lots and resale them.

Mayor Parsons explained that when the cemetery was established a lot of families would purchase spaces in blocks of eight (8) when one space was needed and then they moved from Monroe and never came back to use these spaces.

**Councilmember Payne moved to adopt Resolution 3 01 2025 filing notice of claim regarding certain lots within the Monroe City Cemetery and related matters. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0**

e. Nuisance Property Complaint - 236 N 300 W

The Council discussed the letter submitted from a Monroe resident to the Council in relation to someone living in a travel trailer as a full-time residence. This is against our City Code and the Council would like this complaint to be forwarded to our Code Enforcement Officer Trevor Peterson to remedy the violation

**Councilmember Mathie moved to forward nuisance property complaint located at 236 N 300 W to Code Enforcement Officer Trevor Peterson. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0**

f. Consider Capital Improvement List 2025-updated

The Council reviewed the final updated Capital Improvement List for 2025 stating the three (3) projects to be forwarded to the CIB list are a Senior Citizen Center/City Building, New Fire Truck, De-silting device for penstock.

Councilmember Payne moved to accept the final Capital Improvement List for 2025. Councilmember Sirrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

## 7. Other Business

### a. Staff Reports

City Recorder Allison Leavitt

\*Distributed monthly budget reports to Councilmembers in attendance.

Public Works Director John Draper-

\*Installation of pipe for the Canal has been completed, except for the block East of Main Street. This will be completed next year in conjunction with UDOT and the bridge modification. There are still some clean-up items to be completed including asphaltting where they crossed the road, signage, installation of two (2) collection boxes and grading of the area by the high school softball field.

\*Phase I of secondary meter project is complete, and they have done about 15% of Phase II. Phase II will be completed next spring.

\*City staff installed about 600' of penstock pipe. HMM Excavating has done the digging, but we are to a point in the canyon that is going to require some engineering before we proceed. Jones and DeMille Engineering have been overseeing this project per FERC requirements.

### b. Department Business-Council

Councilmember Payne –

\*Firefighters will be taking the wildland training and refresher course this week at fire meeting,

Councilmember Mathie –

No further business.

Councilmember Sirrine –

No further business.

Mayor Parsons –

No further business.

75 **8. Adjournment**

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77 **There being no further business to come before the Council for consideration, Councilmember**  
78 **Mathie moved the Regular Council Meeting adjourn at 7:46 p.m. Councilmember Sirrine seconded**  
79 **the motion. The vote was unanimous. The motion carried. 3-0**

80  
81 The next regular City Council meeting is scheduled to be held on Tuesday, April 22, 2025, starting at 7:00  
82 p.m. at Monroe City Office.

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84 Approved this 22<sup>nd</sup> day of April 2025.

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88 Allison Leavitt  
89 Monroe City Recorder  
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Jonny C. Parsons  
Mayor