



MONROE CITY COUNCIL MEETING
Tuesday, June 10, 2025, 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 Cartwright offered a prayer.

3. Roll Call

Mayor Johnny Parsons
Councilmembers:
Janet Cartwright
Ryan Johnson
Michael Mathie -Absent
Perry Payne
Erica Sirrine -Absent
Public Works Director John Draper
City Recorder Allison Leavitt

4. Consider a motion to approve the minutes of the meeting that was held May 13, 2025, and May 27, 2025.

Councilmember Johnson moved to approve May 13, 2025, and May 27, 2027. Regular City Council Meeting Minutes as corrected. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

5. Citizen input – Limit of 3 minutes per comment

6. Approval of May 2025 warrant register, cash disbursements, adjustment journal.

Councilmembers reviewed and signed the May 2025 warrant register, cash, disbursements, adjustment journal.

7. Business

a. Consider Greystone proposed 24th of July Celebration Activities- Mike Shaver

Mike Shaver explained to the Council that he and his family visited a festival held in Fillmore, UT which had authentic pioneer activities, and they would like to have similar activities at the Greystone during the 24th of July Celebration. The Council explained that it was their property, and they could do whatever they wanted if they follow our ordinances. Mr. Shaver stated they just did not want to step on any toes or duplicate any other planned activities. Mr. Shaver explained that we have a local resident who participates in a Mountain Man group, and they are willing to come and help with some activities such as making old fashion root beer, and black smith demonstrations.

Mr. Shaver asked, that since the Council could not see any unforeseen problems with their plans, could their activities be added to the City's 24th of July poster. The Council approved of this and instructed Mr. Shaver to work with the 24th of July Committee. Committee Member Ashley Heaps, in attendance tonight, stated that this would be okay but that the poster was about to go to print so she would need his information soon.

Ms. Heaps also explained that Angie Blomquist had visited with the committee about doing pioneer games on the park after the program, but that this should not interfere with the activities Mr. Shaver is planning on doing but he may want to contact her to see exactly what she is planning to do.

Mr. Shaver thanked the Council and 24th of July Committee for their support and he will communicate with the 24th of July Committee as his plans are confirmed.

b. July 24th Committee Update- Liz Bagley and Ashley Heaps

Ms. Heaps visited with the Council about the upcoming 24th of July celebration and introduced the two new committee members who will be overseeing the parade. Tyler Ercanbrack and Wendy Heyborne.

It was determined that the committee does not need to do the radio spot and that BBQ ticket prices will remain the same.

The Council thanked the committee for their willingness to serve our community and helping with the 24th of July Celebration festivities.

1. Consider reserving space for the 24th of July Parade for the Utah Behavioral Services-Garret Johnson

80
81 Garret Johnson explained that he is employed by Utah Behavioral Services and would like to
82 have an area near the park/street reserved for the special needs children he oversees so
83 they can watch the parade. There would be a maximum of twelve children with one staff
84 member per child. He has children that want to come to the parade, and he needs to provide
85 a safe place for them. The Council visited with Mr. Johnson and committee member Ashely
86 Heaps about how to accommodate this request. It was decided that the area at the corner of
87 100 N and Main near the Lion's Park sign would work the best. Mr. Johnson stated that he
88 would come early in the morning of the parade and help set up chairs and mark the area
89 with signs stating reserved seating. Mr. Johnson will work out final details with Ms. Heaps.
90 City staff will help as needed.

91
92 c. Consider a change order to finalize the contract with HMM Excavation
93

94 Mayor Parsons explained that due to the problems and comments from the public which
95 have occurred with Phase I of the secondary water meter installations it looks like the
96 Council needs to decide which direction they want to go in for Phase II project of meter
97 installation.

98
99 Parker Vercimak, Jones and DeMille Engineering stated that he has talked with Kody Olsen,
100 owner of HMM Excavation, and Mr. Olsen has said to him that his company does not want to
101 give up on the project but understands the situation the City is in concerning the problems
102 with phase I of the secondary water meter installation project.

103
104 Mr. Vercimak explained that the Council can determine to finalize the contract with HMM
105 Excavating with a change order to the project and then prepare documents to accept bids for
106 Phase II.

107
108 It appears that a simple change order to reduce HMM Excavating contract down to what has
109 currently been completed would benefit all parties. This way it will not be viewed as a
110 cancellation of a contract and will not affect his bonds or reputation. Mr. Vercimak explained
111 that Mr. Olsen understands that upon being asked for a reference for HMM Excavating that
112 the City may state the problems experienced but pass along some of the good things that
113 they did on the project.

114
115 Mayor Parsons asked if HMM Excavating would still be required to warranty any work done
116 for the minimum of a year. Mr. Vercimak stated yes that a one-year warranty would still be in
117 place.

Mr. Vercimak reviewed the remaining project fund balance with the Council and explained that with additional engineering fees, bidding process, and minor changes to the installation standards that the project budget will cover the additional costs to finish the project.

Mayor Parsons stated that he feels bad about how things have turned out, and with a vote by the Council tonight we can move forward and complete the project.

Councilmember Payne stated that he believes Kody Olsen is a good contractor just did not have the correct manpower needed for this type of project and would like to part ways on a positive note for both the City, Mr. Olsen and HMM Excavating.

Councilmember Payne moved to approve a change order to finalize the contract with HMM Excavation. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

Parker Vercimak will meet with Monroe City staff to discuss preparations for bidding documents for Phase II.

d. Consider options to minimize theft at Monroe City Cemetery

The City office and Councilmembers have received multiple complaints from citizens about items being stolen from grave sites at the cemetery, especially during the Memorial Day observation week.

The Council discussed the option of placing cameras in the cemetery, but this would take multiple cameras of high quality to cover the entire cemetery. The Council stated that this is a shame that people cannot place nice things on their loved ones' graves without worry of their items being stolen, but that is how things are at this time. The Council decided that it would be recommended to those decorating graves to not put expensive or sentimental items at the grave sites. If individuals want to place cameras near their family gravesites this can be done by coordinating with cemetery Foreman Shad Lee, or they could place an air tag in the items so they themselves could track their items.

e. Approval of Resolution 6 01 2025 adopting the 2025-2026 Building Authority of Monroe City annual budget

No comments were made.

Councilmember Payne moved to adopt Resolution 6 01 2025 adopting the 2025-2026. Building Authority of Monroe City annual budget. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

- f. Approval of Resolution 6 02 2025 adopting the 2025-2026 Monroe City annual budget including employee cost of living increase of 3%, employee merit pay increase, and certified tax rate

Mayor Parsons stated that most communities are doing a 3% cost of living increase, and he has included this in our budget for the year 2025-2026 for all employees. This would be 3% for tier 1 employees and 3.11% for tier 2 employees.

Councilmember Johnson moved to adopt Resolution 6 02 2025 adopting the 2025-2026 Monroe City annual budget including employee cost of living increase of 3%-3.11%, employee merit pay increases, and certified tax rate. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

- g. Approval of Resolution 6 03 2025 adopting amended Monroe City 2024-2025 fiscal year budget

No comments were made.

Councilmember Cartwright moved to adopt Resolution 6 03 2025 adopting the amended Monroe City 2024-2025 fiscal year budget. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

- h. Consider contacting property owners for additional property for cemetery

Mayor Parsons requested permission from the Council to contact property owners of property adjacent to the cemetery in hopes of purchasing some of their land for future expansions of the cemetery. Councilmember Cartwright stated that she had previously stated during earlier Council meetings that it was a positive thing to have had the land already owned by the City for the latest expansion and should be done now for future cemetery expansions.

Councilmember Payne moved to allow City Officials to contact property owners about purchasing property near the cemetery for future expansions. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and Payne. The vote was unanimous. The motion carried. 3-0

202

203 **8. Other Business**

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205 **a. Staff Reports**

206

207 City Recorder Allison Leavitt

208

209 *Reported that the municipal candidacy period for the upcoming elections ended on June 6,
210 2025, and the following is a list of positions up for election and candidates filed:

211 Mayor – 4- year term

212 Johnny Parsons

213 Councilmember 4- year term

214 Jason Bagley

215 Jenna Jorgensen

216 Perry Payne

217

218 Public Works Director John Draper

219

220 *Would like to advertise and hire a person for a couple of months to help Water Foreman
221 Darrell Payne get water meters installed and assist other departments as needed. Mayor
222 Parsons stated that he agreed that an additional part-time person was needed but wants to
223 make sure we hire someone that is qualified to do the work. The job opening will be posted
224 with an ending date of “until filled.”

225

226 *Sidewalk replacement at approximately 20 W 100 S and 20 E Center street will be
227 completed within the next two weeks.

228

229 *Asked for permission to get quotes for fixing areas of sidewalks that have settled causing
230 unlevel surfaces. These could be considered a tripping hazard. The Council approved of
231 Public Works Director John Draper obtaining quotes for fixing settled concrete in City
232 sidewalks and park areas.

233

234 *The motor for the well pump has been shutting down and is not functioning properly. Tyler
235 Moore with Kemco was called for an evaluation of the problem after replacing fuses did not
236 fix the problem. He thinks the building might be getting too hot and overheating the motor
237 which is causing the motor to shut down.

238

239 While inspecting the motor a vibration was detected believed to be caused by a bearing that
240 is out of adjustment. This may also be the problem that is causing the motor to overheat.
241 Public Works Director John Draper will contact a repair person for the bearing and City staff
242 will continue to monitor the motor.

Monroe City Council

Minutes

6 10 2025

The Council instructed Public Works Director John Draper to take the necessary steps to make repairs to the motor. The Council discussed that for this reason an additional well is in our 10-year plan to construct an additional well.

Parker Vercimak- Jones and DeMille stated that many of their well-house projects that they have been involved in have included a mini-split air conditioning system and they do an excellent job at keeping the well-houses cool.

b. Department Business-Council

Councilmember Cartwright-

*Met with the Senior Citizens board and they have requested that the City grill which they use on the 24th of July be placed on the southwest side of the pavilion, near where the meat for the BBQ is placed. They also need some additional outlets for the electric appliances they use for their 24th of July breakfast. The Public Works Director John Draper will have someone from the City contact them to determine what is needed.

*Received a lot of positive comments concerning how nice the cemetery looks. Mayor Parsons would like to have the weeds sprayed between the asphalt and grass to see if this will help keep the weeds down. Parks Foreman Rhett Colby is a certified weed sprayer so it is possible he could spray this area, so not to put another task on Cemetery Foreman Shad Lee.

*People enjoyed the Memorial program put on by the American Legion Post 37.

Councilmember Payne-

No further business.

Councilmember Johnson-

No further business.

Mayor Parsons –

*Thank all the City employees for the work they do for the City.

9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:47 p.m. The

motion was seconded by Councilmember Johnson . The vote was unanimous. The motion carried. 3-0

The next regular City Council meeting is scheduled to be held on Tuesday, July 8, 2025 starting at 7:00 p.m. at Monroe City Office.

Approved this 23rd day of June 2025.



Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor