



MONROE CITY COUNCIL MEETING
Tuesday, August 12, 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 Johnson. Mayor Parsons offered a prayer.

3. Roll Call

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

4. Consider a motion to approve the minutes of the meeting that was held June 23, 2025, and July 8, 2025.

Councilmember Johnson moved to approve June 23, 2025, and July 8, 2025. Regular City Council Meeting Minutes as corrected. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

5. Citizen input – Limit of 3 minutes per comment

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

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

7. Business

- a. Consider action on Nuisance Property Complaint - 137 N Main

The City has received a complaint that there are two travel trailers being occupied on a full-time basis at 137 N Main. The Council agreed that this should be turned over to our Code Enforcement Officer Trevor Peterson.

Councilmember Payne moved to approve forwarding nuisance property complaint located at 137 N Main to Code Enforcement Officer Trevor Peterson. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

- b. Consider Co-Sponsorship for applications for potential funding from NRCS, EWP, FEMA the State of Utah, or others to mitigate damage from Monroe Canyon Fire

Mayor Parsons explained that with the Monroe Canyon Fire there are resources to help Monroe City mitigate potential damages to our power and water infrastructure. Sevier County has agreed to be the sponsor for applications to NRCS, EWP, FEMA, the State of Utah, or others for funding to help mitigation efforts from the Monroe Canyon Fire. Monroe City needs to agree to be a co-sponsor for projects that would affect Monroe City.

Councilmember Payne moved to approve Monroe City as a co-sponsor in applications for funding to help mitigate damages from the Monroe Canyon Fire. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

- c. Consider Notice of Award - Monroe Secondary Water Meter Installation - Phase II - Summit Golf and Landscape LLC \$431,668

Parker Vercimak, Jones and DeMille Engineering, explained that the City received multiple bids for Phase II of the Monroe Secondary Water Meter Installation. The bids were very competitive and were less than the engineer's estimates.

Summit Golf and Landscape LLC was the apparent low bidder at \$431,668. Mayor Parsons stated that this company did a good job with sprinkler design and installation in the Cemetery expansion a few years ago, the owner lives in Monroe, and his trade is landscaping. Councilmember Payne stated that the company has a good track record, doing this kind of work.

Councilmember Payne moved to award Summit Golf and Landscape LLC, the Monroe Secondary Water Meter Installation – Phase II project, with a bid of \$431,668. Councilmember Cartwright seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

- d. Consider adoption of Resolution 8 01 2025 placing recreation, arts, and parks (RAP) tax on the 2025 municipal ballot

Mayor Parsons explained that this is a sales and use tax and would be .01¢. These funds would be dedicated to park improvements.

Councilmember Cartwright moved to adopt Resolution 8 01 2025 placing recreation, art, and parks (RAP) tax on the 2025 municipal ballot. Councilmember Sirrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

- e. Consider annexation and development agreements

City Recorder Allison Leavitt reported that City Attorney Eric Johnson recommended that the Council require all water right transfers be completed before issuing a building permit to Ashlyn Thalman. Reason being it would be better to hold strong to requirements in the beginning versus after the building is built. The City Attorney Eric Johnson also recommended that the Council require water rights be turned in at the time of annexation, even if no development is planned at the time of annexation. His reasoning on this is that there is no benefit to the property owner to annex unless they are ready to develop.

City Attorney Eric Johnsons also stated that the City would not have to accept responsibility for a subdivision development retention pond, such as utilities and streets. The responsibility of the retention pond would remain with the property owner on which the retention pond is located.

8. Other Business

- a. Staff Reports

City Recorder Allison Leavitt –

The City has been approached by a person that has been working for the Senior Citizen Center doing cleaning and kitchen help. Her wages have been paid by Easter Seals, but her eligibility for this program has ended. She has asked if the City would pay her for doing this work. She works about 25 hours a week at \$7.50 per hour.

Mayor Parsons stated that this would have to be a part-time position, and she would be paid through our normal payroll. The Council discussed that this is not directly related to the City but if she were

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not there who would clean the building. Councilmember Cartwright stated that during meetings with the Senior Citizens board it has been discussed what good work she does, and that it was not getting done until she started working there.

The Council decided to continue paying her at the rate Easter Seals was paying on a temporary basis for six months. At the end of six months the Council will revisit the situation and decide whether to continue paying for this position. This will be reviewed during the February 9, 2026, City Council meeting.

Public Works Director John Draper –

*Inspected areas in the City where the sidewalk has settled and is a potential tripping hazard. Received a bid of approximately \$4000- \$5000 to raise the sidewalks back to the original height. The Council told him to move forward and have the sidewalks fixed. Due to cost, no formal bidding is required. The cost will be divided between affected departments.

*Has been able to get the emergency generator at the fire house running but has not been able to get the one at the water treatment plant running. Both generators are very old but the one at the water treatment plant is a 1970's generator. A replacement generator would cost about \$20,000- \$30,000. The Council discussed the importance of having a working generator at the water treatment plant in case of a power outage. The Council asked Public Works Director John Draper to come back to the Council with a firm number on the cost of a new generator.

*Our Serviceberry collection structure was burned in the Monroe Canyon Fire and needs some work done to prevent further damage from flooding. Sevier County Road Department brought over a dozer and made the road more accessible for crews to make necessary repairs and mitigate potential flooding. Mayor Parsons stated we appreciate the quick response from the County, and we need to plan for the worst-case scenario with potential flooding from the fire.

B. Department Business-Council

Councilmember Cartwright –

*Was notified that the American Flag at Ekker Field needs to be replaced.

Councilmember Payne –

No further business.

Councilmember Johnson-

No further business.

Councilmember Sirrine-

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168
169 No further business.

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171 Mayor Parsons –

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173 *Thanked everyone for their work in making Public Power successful, especially because there was
174 not much time between the 24th of July celebration and the power picnic.

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176 *Been attending a lot of meetings regarding the Monroe Canyon Fire and mitigation to reduce
177 flooding from the burn scar. On Monday August 11, 2025, we met with several state and federal
178 agencies in the Sevier County Commissioner Chambers. There is money available to help the City in
179 protecting our infrastructure. Matching funds from the City will be required, which in-kind can be
180 used, so we need to be sure to record all our hours, equipment, and supplies used.

181
182 Met with multiple federal and state agency about funding for projects to protect our hydro's, spring,
183 irrigation pond, and waste ditch. These mitigation projects will probably cost millions to construct
184 and install. It will take a few weeks until these projects will take shape but, in the meantime, we need
185 to do what we can to get prepared.

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187 The high priority right now is culverts, diverting debris from the irrigation pond, and possibly shutting
188 down the power hydro's to prevent debris from getting in them. Public Works Director John Draper is
189 working with city staff, Sevier County Road Department, and UDOT to get sandbags, and barriers set
190 where we think is the most likely to flood.

191
192 Mayor Parson's explained that we will know more about the risk to our infrastructure from the fire
193 once the Burned Area Emergency Response (BAER) team has completed their assessment.

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195 Mr. Vercimak explained that he has eight hours he can offer for scoping services, when we get to the
196 point where design is required then Jones and DeMille Engineering will submit a contract to the City
197 for a signature. Critical sites that need immediate mitigation that cannot wait for funding to come
198 through will be handled promptly.

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200 Both Mayor Parsons and Mr. Vercimak stated that they are very please with how quickly all the state,
201 federal, and local agencies are working to help the City protect our power, and water infrastructure.

202 203 **9. Adjournment**

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205 **There being no further business to come before the Council for consideration,**
206 **Councilmember Payne moved the Regular Council Meeting adjourn at 7:52 p.m. The**
207 **motion was seconded by Councilmember Cartwright . The vote was unanimous.**
208 **The motion carried. 4-0**

The next regular City Council meeting is scheduled to be held on Tuesday, August 26, 2025 starting at 7:00 p.m. at Monroe City Office.

Approved this 26th day of August 2025.



Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor

