



MONROE CITY COUNCIL MEETING
Tuesday, January 13, 2026, at 6:00 pm
MINUTES

6:00 p.m.

1. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 6:00 p.m.

2. The Pledge of Allegiance was led by Mayor Parsons. Councilmember Mathie offered a prayer.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Jason Bagley

Ryan Johnson - absent

Michael Mathie

Perry Payne

Erica Sirrine - late

Public Works Director John Draper - absent

City Recorder Allison Leavitt

City Treasurer Jacee Barney

4. Oath of Office Ceremony – Oath of Office administered to newly elected Mayor Johnny Parsons, Councilmember Perry Payne, and Councilmember Jason Bagley By City Recorder Allison Leavitt.

5. Planning Commission – Chairperson Candice Barney

1. Update on Planning Commission actions

City Treasurer Jacee Barney provided an update on the Planning Commission's recent actions since Planning Commission Chairperson Candice Barney was unable to attend tonight's meeting. She clarified that Shawn Lindsay had withdrawn his annexation request for property

he was going to annex and sell to Ashlyn Thalman so she could build a dance studio. City Treasurer Jacee Barney explained that contrary to rumors circulating in the community, the annexation was not denied by the Planning Commission nor the City Council. Rather, the Planning Commission had recommended zoning the property as rural residential instead of commercial residential, after which the applicant withdrew the request entirely. No Council action was required.

6. 2024-2025 Audit Report - Kimball and Roberts

Representatives Rick Roberts and Gabe Miller from Kimball and Roberts, CPA presented the annual audit report. They explained they were able to express in their opinion, the financial statements were fairly stated without material errors.

The auditors highlighted that this year required a single audit due to the City expending more than \$750,000 in federal funds, specifically for the ARPA program where \$1,422,000 was expended.

They noted three findings in the state compliance section:

1. The fraud risk assessment was completed but after the June 30 deadline.
2. The general fund balance exceeded the 35% limit by approximately \$139,000.
3. The irrigation fund exceeded its budget by \$28,721.

The auditors recommended completing the fraud risk assessment during the fiscal year, monitoring the fund balance throughout the year, and watching for outstanding invoices that might cause budget overruns.

They also noted that findings from the previous year's audit had been resolved.

7. Consider a motion to approve the minutes of the meetings held November 13, 2025 and December 9, 2025.

Councilmember Payne moved to approve the November 13, 2025, and December 9, 2025, Regular City Council Meeting Minutes as corrected. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

8. Citizen input -Limit of 3 minutes per comment

Zeph Reese stated he was there to fulfill his civic duty and participate, and Jennifer Nackowski mentioned she was the new library board vice president and was to the meeting to fill her civic duty.

Both citizens were unaware that Council meeting started at 6:00 p.m. and City Recorder Allison Leavitt explained that they could obtain all City meeting information from the Utah Public Notice website.

9. Approval of December 2025 warrant register, cash disbursements, adjustment journal, and aging report.

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

10. 7:00 p.m. Business

a. White's Sanitation Annual Visit -Max White –

Max White of White's Sanitation shared that his company has been servicing Monroe City for over 35 years. He noted some residents are placing their trash cans directly on the asphalt or too far from the road, which creates challenges for his drivers. He requested the City send reminders to residents to place cans 2-3 feet off the asphalt, which helps protect City roads from damage caused by heavy garbage trucks driving off the pavement.

Mr. White also confirmed they would maintain the same schedule for the annual cleanup as last year May 15 – May 26, 2026. He reviewed holiday schedules and noted that when holidays fall on regular collection days, service is shifted to the following day that week.

b. Monroe City Trails Committee Business

1. Trail work update

Jason Williams, trail committee member, reported that the NEPA (National Environmental Policy Act) sign-off has been received, which allows construction to begin on the trail system after a two-year approval process. The funding is in place, but due to delays in the approval process, they may need to request extensions on the grants. The contractors have been approved and we need to issue a notice to proceed to get work started.

Mr. Williams explained that on the Joe Town hillside, they anticipate beginning machine work within the next two weeks, followed by hand crew work during the summer, like what Richfield has done with their trail system. They may coordinate a trail crew swap with Richfield.

2. Consider Restroom - Mouth of Monroe Canyon

Mike Shaver, Trail Committee Chair, stated that Sevier County Commissioners are supportive of the trails project but strongly recommends installing a permanent toilet at the mouth of

Monroe Canyon. Though there is a porta-pottie within a mile that is present nine months of the year (when not frozen), the County feels a permanent facility is necessary.

The County has committed funds but won't release all of them until the City shows approval for a restroom. The suggested location is on the north side of Canyon Road, near the existing parking area. Council members discussed the possibility of having water available for handwashing, though it would likely be a vault toilet.

Mayor Parsons asked Councilmembers to inspect the area and then come to the Council with a recommendation for a location of the restroom.

Councilmember Mathie moved to approve installation of a restroom at the mouth of Monroe Canyon, with the specific location to be determined. Councilmember Sirrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

Councilmember Sirrine asked Mr. Shaver about the easement issues for the trail system. Mr. Shaver explained that they are working to create generic, flexible easements that don't require foot-by-foot surveys to reduce costs. There are three Sevier County parcels requiring easements, with one being more problematic. They are negotiating with the Sevier County Recorder's office on acceptable documentation for recording the easements.

c. Consider annexation denial - Preston Gilbert 6-107-2 located at approximately 350 W 500 N

City Recorder Allison Leavitt explained this property doesn't border city limits, and annexation would create an island. The property owner needs a letter of denial from the City Council to proceed with dividing their property. The Council discussed that this property is very close to the City limits however, it would still create an island. The Council discussed that the Gilbert's have two water tap rights for their property and are currently paying a user fee to the City for both. It was understood by City Recorder Allison Leavitt that the Gilbert's plan is to include a water tap right to the property when split and sold.

Councilmember Payne moved to deny the annexation of Preston Gilbert's 6-107-2 property located at approximately 350 W 500 N. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

d. Approve Monroe City's 2026 annual meeting schedule

The Council considered the proposed 2026 meeting schedule, which maintains the same schedule as 2025 meetings. City Council Meeting will be the second and fourth Tuesday of each

month at 7:00 PM, and Planning Commission will be the third Tuesday of each month at 7:00 p.m. Other boards will meet as necessary. All meeting will be posted per Utah State Code.

Councilmember Sirrine moved to approve Monroe City's 2026 annual meeting schedule. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

e. Acceptance of Monroe 2024-2025 Annual Audit Financial Statement

The annual audit financial statement was presented to the Council during the audit report earlier in the meeting.

Councilmember Payne moved to approve Monroe City's 2024-2025 Annual Audit Financial Statement as presented. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

f. Consider adopting IRS 2026 travel reimbursement rates

The council considered adopting the IRS travel reimbursement rates for 2026.

Councilmember Mathie moved to adopt IRS travel reimbursement rates for 2026. Councilmember Bagley seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0

11. 7:00 p.m. Other Business

a. Staff Reports

City Recorder Allison Leavitt –

*Reported that Public Works Director John Draper had started installing pipe on the drainage project on 420 East.

*February 4th, 2026, the office will be closed so that all City employees can attend a sexual harassment training at the R6 Regional office in Richfield.

b. Department Business-Council

Councilmember Mathie-

*City Recorder Allison Leavitt stated that the secondary water meter installation is near completion and the contractor plans to have a full crew here in the spring when irrigation water is turned into the system to help with any issues with the phase II meter installation project.

Councilmember Payne-

* Inquired about repairs to the concrete at the art museum, which was damaged during secondary water irrigation meter installation. He explained that contractors had drove on the concrete that was already problematic, causing further damage, and had removed a gate to access the area. City Recorder Allison Leavitt agreed to follow up with Koy Barton, Jones and DeMille Engineering, about the issue.

* Community Center needs interior painting, table cleaning, and new blinds. The Council discussed doing these improvements before replacing the carpeting, and potentially coordinating table cleaning as a service project with local Churches.

Councilmember Serrine –

*Reported receiving a \$2,500 check from the CUASA fly-in event. She noted that with previous funds, they have approximately \$5,000 to spend, and suggested using it for heavy-duty picnic tables for the pavilion at the Monroe Canyon View Park. Councilmember Serrine will measure the space to determine how many tables would fit.

Councilmember Bagley –

No further business.

Mayor Parsons –

*Believes that the employee party went well, and outgoing Councilmember Janet Cartwright was recognized for her service.

*Monroe City Community Center project, Mayor Parsons explained that Trent Brown, Sunrise Engineering, sent over the building estimate. It is approximately \$4.2 million, significantly less than the initial \$8 million estimate, though still a substantial amount of money this seems more feasible now. We can now start working with R6 Regional Council to find funding.

*A few problems have arisen with finishing the canal piping project through the City at Main Street and 350 N. Nate Young, Monroe Irrigation Canal Company, is working with UDOT to resolve the issues and finish the project. UDOT has agreed to participate with the project in this area because Main Street is a State Road maintained by them.

*Mayor Parsons appointed new Councilmember Jason Bagley to oversee the Street Department and other assignments that Councilmember Johnson oversaw, and Councilmember Johnson will be responsible for the Cemetery and other assignments that Councilmember Cartwright oversaw.

*Mayor Parsons explained that Councilmember Johnson would not be able to attend the Senior Citizen board meetings because of conflicts with his employment. City Recorder Allison Leavitt spoke with Senior Citizen Board President Mary Kay Outzen about this and encouraged Ms. Outzen to attend Council meetings when she had information to share with the Council. We hope this will help with communication between the City and the Senior Citizen Board.

12. Adjournment

There being no further business to come before the Council for consideration, Councilmember Sirrine moved the Regular Council Meeting adjourn at 7:09 p.m. The motion was seconded by Councilmember Bagley. The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Tuesday, January 27, 2026 starting at 7:00 p.m. at Monroe City Office.

Approved this 27th day of January 2026.



Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor