



1 2 3 4 5 6 7 8

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

6:00 p.m.

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

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

14 3. Roll Call

15 Mayor Johnny Parsons

16 Councilmembers:

17 Jason Bagley

18 Ryan Johnson - absent

19 Michael Mat

20 Perry Payne

21 Erica Sirrine

22 Public Works Dire

23 City Recorder Allison Leavitt

24 City Treasurer Jacee Barney

25

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

30 5. Planning Commission – Chairperson Candice Barney

32 1. Update on Planning Commission actions

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 She clarified that Shawn Lindsay had withdrawn his annexation request for property

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

43

44 **6. 2024-2025 Audit Report - Kimball and Roberts**

45

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

49

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

53

54 They noted three findings in the state compliance section:

55

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

59

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

63

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

65

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

68

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

73

74 **8. Citizen input -Limit of 3 minutes per comment**

75

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

79

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

83
84 **9. Approval of December 2025 warrant register, cash disbursements, adjustment journal, and**
85 **aging report.**

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

88
89 **10. 7:00 p.m. Business**

90
91 a. White's Sanitation Annual Visit -Max White –

92
93 Max White of White's Sanitation shared that his company has been servicing Monroe City for
94 over 35 years. He noted some residents are placing their trash cans directly on the asphalt or
95 too far from the road, which creates challenges for his drivers. He requested the City send
96 reminders to residents to place cans 2-3 feet off the asphalt, which helps protect City roads
97 from damage caused by heavy garbage trucks driving off the pavement.

98
99 Mr. White also confirmed they would maintain the same schedule for the annual cleanup as
100 last year May 15 – May 26, 2026. He reviewed holiday schedules and noted that when holidays
101 fall on regular collection days, service is shifted to the following day that week.

102
103 b. Monroe City Trails Committee Business

104
105 1. Trail work update

106
107 Jason Williams, trail committee member, reported that the NEPA (National Environmental
108 Policy Act) sign-off has been received, which allows construction to begin on the trail system
109 after a two-year approval process. The funding is in place, but due to delays in the approval
110 process, they may need to request extensions on the grants. The contractors have been
111 approved and we need to issue a notice to proceed to get work started.

112
113 Mr. Williams explained that on the Joe Town hillside, they anticipate beginning machine work
114 within the next two weeks, followed by hand crew work during the summer, like what Richfield
115 has done with their trail system. They may coordinate a trail crew swap with Richfield.

116
117 2. Consider Restroom - Mouth of Monroe Canyon

118
119 Mike Shaver, Trail Committee Chair, stated that Sevier County Commissioners are supportive
120 of the trails project but strongly recommends installing a permanent toilet at the mouth of

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

123
124 The County has committed funds but won't release all of them until the City shows approval for
125 a restroom. The suggested location is on the north side of Canyon Road, near the existing
126 parking area. Council members discussed the possibility of having water available for
127 handwashing, though it would likely be a vault toilet.

128
129 Mayor Parsons asked Councilmembers to inspect the area and then come to the Council with a
130 recommendation for a location of the restroom.

131
132 **Councilmember Mathie moved to approve installation of a restroom at the mouth of Monroe
133 Canyon, with the specific location to be determined. Councilmember Sirrine seconded the
134 motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and
135 Sirrine. The vote was unanimous. The motion carried. 4-0**

136
137 Councilmember Sirrine asked Mr. Shaver about the easement issues for the trail system. Mr.
138 Shaver explained that they are working to create generic, flexible easements that don't require
139 foot-by-foot surveys to reduce costs. There are three Sevier County parcels requiring
140 easements, with one being more problematic. They are negotiating with the Sevier County
141 Recorder's office on acceptable documentation for recording the easements.

142
143 c. Consider annexation denial - Preston Gilbert 6-107-2 located at approximately 350 W
144 500 N

145
146 City Recorder Allison Leavitt explained this property doesn't border city limits, and annexation
147 would create an island. The property owner needs a letter of denial from the City Council to
148 proceed with dividing their property. The Council discussed that this property is very close to
149 the City limits however, it would still create an island. The Council discussed that the Gilbert's
150 have two water tap rights for their property and are currently paying a user fee to the City for
151 both. It was understood by City Recorder Allison Leavitt that the Gilbert's plan is to include a
152 water tap right to the property when split and sold.

153
154 **Councilmember Payne moved to deny the annexation of Preston Gilbert's 6-107-2 property
155 located at approximately 350 W 500 N. Councilmember Mathie seconded the motion. A roll
156 call vote was called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote
157 was unanimous. The motion carried. 4-0**

158
159 d. Approve Monroe City's 2026 annual meeting schedule

160
161 The Council considered the proposed 2026 meeting schedule, which maintains the same
162 schedule as 2025 meetings. City Council Meeting will be the second and fourth Tuesday of each

163 month at 7:00 PM, and Planning Commission will be the third Tuesday of each month at 7:00
164 p.m. Other boards will meet as necessary. All meeting will be posted per Utah State Code.
165

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

170
171 e. Acceptance of Monroe 2024-2025 Annual Audit Financial Statement

172
173 The annual audit financial statement was presented to the Council during the audit report
174 earlier in the meeting.

175
176 **Councilmember Payne moved to approve Monroe City's 2024-2025 Annual Audit Financial**
177 **Statement as presented. Councilmember Mathie seconded the motion. A roll call vote was**
178 **called. Voting yes: Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was**
179 **unanimous. The motion carried. 4-0**

180
181 f. Consider adopting IRS 2026 travel reimbursement rates

182
183 The council considered adopting the IRS travel reimbursement rates for 2026.

184
185 **Councilmember Mathie moved to adopt IRS travel reimbursement rates for 2026.**
186 **Councilmember Bagley seconded the motion. A roll call vote was called. Voting yes:**
187 **Councilmembers Bagley, Mathie, Payne and Sirrine. The vote was unanimous. The motion**
188 **carried. 4-0**

189
190 **11. 7:00 p.m. Other Business**

191
192 a. Staff Reports

193
194 City Recorder Allison Leavitt –

195
196 *Reported that Public Works Director John Draper had started installing pipe on the drainage
197 project on 420 East.

198
199 *February 4th, 2026, the office will be closed so that all City employees can attend a sexual
200 harassment training at the R6 Regional office in Richfield.

201
202 b. Department Business-Council

203
204 Councilmember Mathie-

205 Monroe City Council

Minutes

1 13 2026

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

210
211 Councilmember Payne-

212
213 * Inquired about repairs to the concrete at the art museum, which was damaged during
214 secondary water irrigation meter installation. He explained that contractors had drove on the
215 concrete that was already problematic, causing further damage, and had removed a gate to
216 access the area. City Recorder Allison Leavitt agreed to follow up with Koy Barton, Jones and
217 DeMille Engineering, about the issue.

218
219 * Community Center needs interior painting, table cleaning, and new blinds. The Council
220 discussed doing these improvements before replacing the carpeting, and potentially
221 coordinating table cleaning as a service project with local Churches.

222
223 Councilmember Sirrine –

224
225 *Reported receiving a \$2,500 check from the CUASA fly-in event. She noted that with previous
226 funds, they have approximately \$5,000 to spend, and suggested using it for heavy-duty picnic
227 tables for the pavilion at the Monroe Canyon View Park. Councilmember Sirrine will measure
228 the space to determine how many tables would fit.

229
230 Councilmember Bagley –

231
232 No further business.

233
234 Mayor Parsons –

235
236 *Believes that the employee party went well, and outgoing Councilmember Janet Cartwright
237 was recognized for her service.

238
239 *Monroe City Community Center project, Mayor Parsons explained that Trent Brown, Sunrise
240 Engineering, sent over the building estimate. It is approximately \$4.2 million, significantly less
241 than the initial \$8 million estimate, though still a substantial amount of money this seems more
242 feasible now. We can now start working with R6 Regional Council to find funding.

243
244 *A few problems have arisen with finishing the canal piping project through the City at Main
245 Street and 350 N. Nate Young, Monroe Irrigation Canal Company, is working with UDOT to
246 resolve the issues and finish the project. UDOT has agreed to participate with the project in this
247 area because Main Street is a State Road maintained by them.

249 *Mayor Parsons appointed new Councilmember Jason Bagley to oversee the Street
250 Department and other assignments that Councilmember Johnson oversaw, and
251 Councilmember Johnson will be responsible for the Cemetery and other assignments that
252 Councilmember Cartwright oversaw.
253
254 *Mayor Parsons explained that Councilmember Johnson would not be able to attend the Senior
255 Citizen board meetings because of conflicts with his employment. City Recorder Allison Leavitt
256 spoke with Senior Citizen Board President Mary Kay Outzen about this and encouraged Ms.
257 Outzen to attend Council meetings when she had information to share with the Council. We
258 hope this will help with communication between the City and the Senior Citizen Board.

259

260

261 **12. Adjournment**

262

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

266

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

269

270 Approved this 27th day of January 2026.

271



272

273 Allison Leavitt

274

Monroe City Recorder

275



Johnny C. Parsons

Mayor

276

277

278

279

280

281

282