



1

MONROE CITY COUNCIL MEETING
Tuesday, October 21, 2025, at 7:00 pm
MINUTES

6 6:30 pm SPECIAL SESSION

8 Attendance

10 1. Discussion/Consider plans for Monroe City Community Building

12 Trent Brown, Sunrise Engineering reviewed with the Council six (6) building drawings for a new City
13 Community Building. Before the meeting Mayor Parsons and Councilmember Cartwright agreed that
14 option five (5) was the best option with some minor changes to the American Legion area. Mr. Brown
15 explained that option six (6) represents the changes requested by Councilmember Cartwright.

17 Option six (6) is about 8400 sq. feet and includes both walk-in freezer and refrigerator, large pantry, large
18 kitchen, restrooms, dining room, prep kitchen for community use, pool room, American Legion meeting
19 room with storage area, storage areas for Senior Citizens items, and a multipurpose room that can be
20 used for quilting, additional space for pool room, etc.

22 Mary Kay Outzen, Senior Citizen Board President, stated that the board agreed that option six (6) would
23 meet their needs, if there could be additional storage space made available for them to store their 24th
24 of July supplies. It was determined this could be done with minor rearrangement of the layout.

26 Mr. Brown explained that even with the additional roof lines in option six (6) this would be less
27 expensive, because the span the large roof lines are expensive. Council asked what material will be used
28 on the exterior of the building, and Mr. Brown stated that this has not been determined, but likely it will
29 be stucco and some rock.

31 Councilmember Cartwright and Councilmember Mathie discussed the options on shelving and because
32 of the adaptability and less maintenance metal shelving would be the best.

34 Mayor Parsons thanked everyone for the time spent on designing a concept plan for a new community
35 building and believes that option six (6) would meet the needs of the community.

36
37 Councilmember Sirrine asked Mr. Brown if he had a rough cost estimate for option six (6). Mr. Brown
38 stated with the acceptance of option six (6) this is not the final plan there will still be some changes, but

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39 the building would roughly be about \$2.8 million, with additional costs for parking lot, landscaping, and
40 contingency the total cost could be around \$4.4 million.

41
42 Mayor Parsons asked the Council to entertain a motion to accept option six (6) building plans so that
43 Sunrise Engineering can move forward on developing plans for the community building. With this we
44 can begin applying for funding from different agencies.

45
46 **Councilmember Cartwright moved to accept Monroe City Community Center Building Plans**
47 **Option Six (6) as a concept plan. Councilmember Mathie seconded the motion. A roll call vote**
48 **was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, Payne and Sirrine. The**
49 **vote was unanimous. The motion carried. 5-0**

50
51 Mayor Parsons stated that it has been a long process, but it appears we are on the right track
52 now.

53
54 **7:00 pm**

55
56 **2. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 6:30**
57 **p.m.**

58
59 **3. The Pledge of Allegiance was led by Councilmember Sirrine. Councilmember Johnson offered**
60 **a prayer.**

61
62 **4. Roll Call**

63 Mayor Johnny Parsons

64 Councilmembers:

65 Janet Cartwright – left meeting after item 1

66 Ryan Johnson

67 Michael Mathie

68 Perry Payne

69 Erica Sirrine

70 Public Works Director John Draper

71 City Recorder Allison Leavitt

72
73 **5. Consider a motion to approve the minutes of the meetings held August 26, 2025.**

74
75 **Councilmember Johnson moved to approve the August 26, 2025 Regular City Council Meeting**
76 **Minutes as submitted. Councilmember Payne seconded the motion. A roll call vote was called.**
77 **Voting yes: Councilmembers Johnson, Mathie, Payne and Sirrine. The vote was unanimous.**
78 **The motion carried. 4-0**

79
80 **6. Citizen input – Limit of 3 minutes per comment**

81
82 **7. Business**

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83
84 a. Consider property nuisance - travel trailer impound - Code Enforcement Officer Trevor
85 Peterson

86
87 Code Enforcement Officer Trevor Peterson explained to the Council that the City received a complaint
88 about someone living in a travel trailer located at 245 S 100 E, which is against our ordinance. A notice
89 was sent to the property owner explaining that he was in violation with the City ordinance and that the
90 trailer must be vacated. After the property owner received the first letter the trailer was moved to the
91 rear of the property, so it appeared to be remedied, then the City received a call saying the trailer was
92 still being lived in. Upon inspection by Code Enforcement Officer Peterson, it was determined that they
93 were still living in the trailer, and a second letter was sent explaining that they had 30- days to vacate the
94 trailer or the trailer would be impounded at the owner's expense.

95
96 Code Enforcement Officer Peterson is here tonight to receive confirmation that the Council supports him
97 with following through with our ordinance and impounding the trailer if they do not comply within the
98 30-day period, which is November 13, 2025. If approved Code Enforcement Officer Peterson will contact
99 the Sevier County Sheriff Department to have a Deputy assist with the trailer being impounded.

100
101 Councilmember Sirrine stated that she believes the Council needs to follow our ordinances.

102
103 **Councilmember Mathie moved to approve Code Enforcement Officer Trevor Peterson to
104 impound travel trailer located at 245 S 100 E if being used as a long-term living quarters as of
105 November 13, 2025. Councilmember Payne seconded the motion. A roll call vote was called.
106 Voting yes: Councilmembers Johnson, Mathie, Payne and, Sirrine. The vote was unanimous.
107 The motion carried. 4-0**

108
109 b. Consider contract with Jones & DeMille Engineering for Well Drilling Project

110
111 Parker Vercimak, Jones and DeMille Engineering explained that before we apply for the grants needed to
112 help with the drilling of a new well some additional engineering studies and services need to be done.
113 The CIB funds we received can help with these costs.

114
115 Mr. Vercimak presented an hourly contract with Jones and DeMille Engineering not to exceed \$20,000 to
116 pay for necessary engineering services to obtain information needed to complete necessary grant
117 applications for funding to install a new well to ensure Monroe City can deliver clean drinking water to
118 the residents.

119
120 The Council asked Mr. Vercimak where Jones and DeMille engineering were at in the grant applications.
121 Mr. Vercimak explained with the government shut down there was not a lot to be done, but they will be
122 ready to go as soon as the government opens back up.

123
124 The total engineering costs for the project will be approximately \$237,000 however, to conduct the
125 Environmental Review (ER) and the Preliminary Engineering Report (ePER) will be approximately
126 \$20,000. Mr. Vercimak suggested that the Council only approve the ER and ePER portion at this point in

127 the project. As the project moves forward an additional contract will be prepared for Council review and
128 approval.

129
130 **Councilmember Payne moved to accept Environmental Review (ER) and Preliminary**
131 **Engineering Report (ePER) contract based on an hourly rate with a total amount due not to**
132 **exceed \$20,000 with Jones and DeMille Engineering for Well Drilling Project. Councilmember**
133 **Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers**
134 **Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0**

135
136 c. Consider contract with Jones & DeMille Engineering for amendment to Secondary Water
137 Meter Project Phase II

138
139 Parker Vercimak, Jones and DeMille Engineering, explained that phase II of the secondary water project
140 has begun. Mr. Vercimak stated that a very detailed irrigation meter installation checklist has been
141 created for the contractor to follow. It is not meant to be a far-reaching checklist, but they hope it will
142 help take the guess work out what is expected to keep things running smoothly. They hope this will help
143 with communication between the contractor, engineers, and City staff.

144
145 Mr. Vercimak reviewed the current secondary water meter project contract between Monroe City and
146 Jones and DeMille Engineering, which shows we have exceeded the amount agreed to. Mr. Vercimak
147 presented an additional contract to cover phase II. This contract will be based on hourly rate because at
148 this time it is unsure how much oversight the new contractor will require.

149
150 **Councilmember Mathie moved to accept an amendment to the current contract with Jones**
151 **and DeMille Engineering for the Secondary Water Meter Project Phase II. Councilmember**
152 **Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson,**
153 **Mathie, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0**

154
155 d. Consider contract with Jones & DeMille Engineering for drainage design for 420 E

156
157 Parker Vercimak stated that he has not forgotten about the drainage issued located on 420 E, but as he
158 has reviewed the situation it appears that the work can be accomplished with limited engineering
159 assistance. If the City wants to spend the funds to do in-depth study, he is willing to do this. Mr.
160 Vercimak stated that for the size of this project conducting the standard drainage studies is not
161 necessary. He thinks that he and Public Works Director John Draper can remedy the drainage problem
162 without so much in-depth engineering.

163
164 The Council decided to table hiring an engineer for the 420 E flooding project. If in the future it appears
165 that more information is needed to alleviate the flooding in the area, the Council will consider hiring
166 engineers to conduct a study.

167
168 e. Consider 2025 Fraud Assessment

170 **Councilmember Mathie moved to accept 2025 Fraud Assessment as presented.**
171 **Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes:**
172 **Councilmembers Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion**
173 **carried. 4-0**

174
175 f. Consider acceptance of Utility Finance Solutions LLC Impact Fee Study Proposal

176
177 **Councilmember Mathie moved to accept Utility Finance Solutions LLC Impact Fee Study**
178 **Proposal. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes:**
179 **Councilmembers Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion**
180 **carried. 4-0**

181
182 g. Set date for Canvas of Election

183
184 **Councilmember Payne moved to set November 13, 2025, for Canvas of Election.**
185 **Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes:**
186 **Councilmembers Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion**
187 **carried. 4-0**

188
189 h. Set Date for November City Council Meeting

190
191 **Councilmember Payne moved to set November 13, 2025, as date for City Council meeting and**
192 **cancel November 25, 2025, City Council meeting due to the Thanksgiving Holiday.**
193 **Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes:**
194 **Councilmembers Johnson, Mathie, Payne, and Sirrine. The vote was unanimous. The motion**
195 **carried. 4-0**

196
197 i. Appointment of Mayor Pro-tempore

198
199 Mayor Parsons appointed Councilmember Payne to be Mayor Pro-tempore.

200
201 **8. Other Business**

202
203 a. Staff Reports

204
205 City Recorder Allison Leavitt –

206
207 *Monthly and 2025-year end budgets were distributed to the Councilmembers.

208
209 Public Works Director John Draper –

210
211 *Had a presentation for a program that would streamline our Blue Stake (utility marking
212 notifications) process. It will also provide a more efficient tracking system so that we can mark

213 when the utility line marking has been completed. The cost is a one-time payment of \$800.00
214 and \$1800.00 per year. This is a one-year contract, so we are not committing to a long-term
215 contract. Councilmember Mathie stated that it makes good sense to purchase the program if it
216 is going to save City staff time, money, and make us more efficient.

217
218 *Well pump has been ordered and paid for, hopefully it will be here soon. Cold Spring is holding
219 at about 70-80gpm.

220
221 *Water coming down from the canyon remains clear.

222 b. Department Business-Council

223 Councilmember Payne-

227 *Asked if some of the roads can be inspected and graded if needed. Public Works Director John
228 Draper stated that he has been on the grader working some of the worse areas, however, it
229 seems to storm before the dirt work done can settle. He will continue to work on the roads.

231 Councilmember Johnson-

233 *Street Pavement Preservation Project has been completed, and the City office has received a
234 request for partial payment.

236 Councilmember Mathie-

238 *Commented on how nice the cemetery looks and how well the City staff handled the multiple
239 burials held this past weekend. We had four burials in two days.

241 *Mayor Parsons stated that flowers were sent to the R.K. Nielson and Craig Mathie family
242 stating our condolences for their losses this past week

244 Mayor Parsons –

246 *Met with Jeff Raiser, representative from Senator John Curtis's office. Expressed our concern
247 about our emergency water situation with Cold Spring not producing enough water and having
248 to depend on one well to provide water to our citizens. Mr. Raiser stated he would forward this
249 message to Senator Curtis and once the government opens back up, we can complete the
250 application to Emergency Community Water Assistant Grant (ECWAG).

252 *Received a complaint from residents located at 39 W 100 N putting out no parking signs in
253 front of their house during events at the Greystone. It was discussed that a person cannot block

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254 a driveway, but how many driveways can one residence have. Public Works Director John
255 Draper will visit the property owners and City Recorder Allison Leavitt will check on how many
256 driveways a property owner can have.

257

258 **9. Adjournment**

259

260 **There being no further business to come before the Council for consideration,**
261 **Councilmember Sirrine moved the Regular Council Meeting adjourn at 7:52 p.m.**
262 **Councilmember Johnson seconded the motion. The vote was unanimous. The motion**
263 **carried. 4-0**

264

265 The next regular City Council meeting is scheduled to be held on Tuesday, November 13,
266 2025 starting at 7:00 p.m. at Monroe City Office.

267

268 Approved this 9th day of December 2025.

269



270 Allison Leavitt

271 Monroe City Recorder

272



273 Johnny C. Parsons

274 Mayor

275