



## MONROE CITY COUNCIL MEETING

Thursday, November 13, 2025, at 7:00 pm

## MINUTES

7:00 pm

**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 Cartwright. Councilmember Payne offered a prayer.**

### 3. Roll Call

Mayor Johnny Parsons

### Councilmembers:

Janet Cartwright

15 Ryan Johnson

16 Michael Mat

17 Perry Payne

## 18 Erica Sirrine

## 19 Public Works D

#### **4. Citizen input -Limit of 3 minutes per comment**

**5. Approval of October 2025 warrant register, cash disbursements, adjustment journal, and aging report.**

26 Councilmembers reviewed and signed the October 2025 warrant register, cash, disbursements,  
27 adjustment journal.

## 6. Business

a. Consider Library Improvement Proposal - Shelly Monroe

33 Linda Midgley, chair of the Monroe City Library Board, presented a funding request for the library's ADA  
34 ramp project. She explained that the original grant for \$20,000 was no longer sufficient due to rising  
35 costs, particularly for aluminum. Working with Public Works Director John Draper, they determined that  
36 if the City crew installed the ramp, the total cost would be \$27,464.10, requiring an additional \$7,464.10

37 in funding. This approach would save significant money compared to an outside contractor's bid of  
38 \$36,000.

39  
40 The Council discussed that the project costs could be more than \$27,464.10 because of some unforeseen  
41 expenses and that the motion would cover any additional cost to complete the project.

42  
43 **Councilmember Sirrine moved to approve the additional funding for the new ADA ramp at the Library.**  
44 **Councilmember Payne seconded the motion. A roll call vote was called. Voting "yes" Councilmember**  
45 **Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried. 4-0**

46  
47       b. Property Concerns - Carol Dopp

48  
49 Public Works Director John Draper reported that the property concerns raised by Carol Dopp had been  
50 addressed earlier today. The issue involved a pothole in front of her property where there had been  
51 confusion about whether it was County or City responsibility. It was determined that it is the City's  
52 responsibility and repairs have begun.

53  
54       c. Property Development - Tyler Okerlund

55  
56 Tyler Okerlund discussed his plans to develop 8.25 acres of land behind his house. He initially considered  
57 a county subdivision with a mini split for building lots but is now looking at annexing into the City since  
58 he would need the same amount of underground water rights either way. Mr. Okerlund presented a  
59 preliminary drawing showing lots that would be over 2 acres each, with access from a road which would  
60 be either 320 South or 370 South.

61  
62 The Council discussed City requirements regarding road width (66 feet) and whether curb and gutter  
63 would be required based on lot size. There was discussion about potential road placement options,  
64 including whether the road should go down one side of the property or potentially connect all the way  
65 through, eliminating the need for a cul-de-sac. The Council suggested Mr. Okerlund consider  
66 collaborating with neighboring property owners on road placement to maximize lot sizes and create a  
67 more uniform development pattern.

68  
69 The Council informed Mr. Okerlund that water rights would need to be tied to the ground before  
70 annexation, as part of the annexation process. No formal action was taken, but Mr. Okerlund was advised  
71 to explore these options further.

72  
73       d. Consider annexation denial - Chad Outzen 79 E 1570 N

74  
75 The Council discussed Chad Outzen's annexation request for property located at 79 E 1570 N. It was  
76 noted that the property is located outside Monroe City annexation boundaries and is closer to Austin  
77 than to Monroe. The denial was requested so that Sevier County could approve his building permit.

79 **Councilmember Payne moved to deny the annexation request. Councilmember Sirrine seconded the**  
80 **motion. A roll call vote was called. Voting “yes” Councilmember Cartwright, Johnson, Payne and**  
81 **Sirrine. The vote was unanimous. The motion carried. 4-0.**

82  
83       e. Magnify Monroe Update - Angie Card

84  
85 Angie Card provided an update on Magnifying Monroe, reporting that the group has been working for  
86 approximately a year and a half. She thanked the City for supporting their events, including Trick or Treat  
87 event, which had a good turnout and helped build community cohesion.

88  
89 Ms. Card shared that they are working with the State Historic Preservation Office on designating parts of  
90 Main Street as a historic district. The proposed district would extend from 200 North to approximately  
91 150 South along Main Street, encompassing half a block on both east and west sides. Properties within  
92 this zone could qualify for grants once the City achieves a tier 2 status, which they plan to apply for this  
93 winter.

94  
95 The group is exploring options for improving the streetscape along Main Street, including benches,  
96 lampposts, and potentially adding trees throughout the zone. No formal action was required from the  
97 Council at this time.

98  
99       f. Consider Notice of Award to apparent low bidder of Monroe Non-Motorized  
100        Trail - Joe Town Hill

101  
102 Bids for the Joe Town Hill portion of the Monroe Non-Motorized Trail were opened, with A & D Jensen  
103 Contracting being the low bidder at \$62,400 (\$130 per hour). Michael Shaver, Monroe Trails Committee  
104 Chairperson, explained that this bid is for rough cutting the trail, which will be followed by a hand crew  
105 to complete the work.

106  
107 **Councilmember Payne moved to approve A & D Jensen Contracting as the low bidder for the Joe Town**  
108 **Hill Non-motorized Trail project at \$62,400 (\$130 per hour). Councilmember Johnson seconded the**  
109 **motion. A roll call vote was called. Voting “yes” Councilmember Cartwright, Johnson, Payne and**  
110 **Sirrine. The vote was unanimous. The motion carried. 4-0.**

111  
112       g. Consider Notice of Award to apparent low bidder of Monroe Non-Motorized  
113        Trail - Foothill Trail

114  
115 The low bid for the Foothill Trail portion of the Monroe Non-Motorized Trail came from Playground Earth  
116 (Prescott McCarthy) at \$105,051 (\$5.39 per linear foot), approximately \$19,000 less than the next lowest  
117 bid.

118  
119 **Councilmember Payne moved to approve Playground Earth as the low bidder at \$105,051 (\$5.39 per**  
120 **linear foot). Councilmember Johnson seconded the motion. A roll call vote was called. Voting “yes”**  
121 **Councilmember Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried.**  
122 **4-0.**

123 There was follow-up discussion about easements needed for the trail project. Councilmember Sirrine  
124 noted that while they have a letter of agreement from one property owner, formal easements need to be  
125 secured for County parcels and recorded with the County Recorder. The Council discussed working with  
126 the City attorney to draft appropriate easement documents.

127  
128       h. Consider Employee Holiday bonus and volunteer gifts

129  
130 The Council reviewed the list of employees and volunteers who would receive holiday bonuses. After  
131 discussion, the Council agreed to increase the amount by \$50 from the previous year's bonuses. For  
132 crossing guards where one employee had left in September and a new employee started in October, the  
133 Council agreed to pay them \$250 each. The Council also approved a \$50 bonus for the new senior citizen  
134 center custodian who started recently.

135  
136 **Councilmember Payne moved to approve the employee holiday bonuses as discussed. Councilmember**  
137 **Cartwright seconded the motion. A roll call vote was called. Voting "yes" Councilmember Cartwright,**  
138 **Johnson, Payne and Sirrine. The vote was unanimous. The motion carried 4-0**

139  
140       i.       Official Canvass of Monroe City General Election Ballots

141  
142 City Recorder Allison Leavitt explained that the Council needed to accept the official election report from  
143 Sevier County. The Council reviewed the results, which showed that Monroe had a lower voter turnout  
144 percentage than normal this year. Results of the election were Johnny Parsons, Mayor and Perry Payne,  
145 Councilmember were reelected and Jason Bagley was elected to Councilmember. The RAP tax passed  
146 with approximately 74-75% approval.

147  
148 **Councilmember Sirrine moved to accept the official election results for the election of November 4,**  
149 **2025, Councilmember Johnson seconded the motion. A roll call vote was called. Voting "yes"**  
150 **Councilmember Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried**  
151 **4-0**

152       j. Consider Resolution 11 01 2025 amending Monroe City Diversified Generation  
153       Policy

154  
155 The Council discussed amendments to the City's Diversified Generation Policy, particularly related to  
156 solar installations. The proposed change would maintain the 6-kilowatt limit for residential power  
157 customers but modify the commercial power policy to be determined by the City Council on a case-by-  
158 case basis with review and certification by a licensed engineer that there would be no adverse impact on  
159 the City's existing power system.

160  
161 Council members explained that a commercial customer had requested to install a large solar system,  
162 but there were concerns about the impact on the City's power system. The Council noted several issues:  
163 the City would still need to provide full-load power capacity for when solar isn't generating, the customer  
164 would generate power during non-peak times (which doesn't help the City), and the City would lose  
165 revenue while still needing to purchase the same amount of power to ensure availability.

166 The amendment would require commercial customers to provide an engineering study at their expense  
167 to demonstrate no adverse effects on the City's power system.

168  
169 **Councilmember Payne moved to adopt Resolution 11-01-2025 amending the diversified energy and**  
170 **generation policy of Monroe City. Councilmember Sirrine seconded the motion. A roll call vote was**  
171 **called. Voting "yes" Councilmember Cartwright, Johnson, Payne and Sirrine. The vote was unanimous.**  
172 **The motion carried 4-0**

173  
174 Following the vote, the Council briefly discussed the need to appoint a new member to the utility board  
175 to replace a member who had passed away. Several candidates were suggested, with Mike Murdock  
176 being the first choice to approach.

177                   k. Consider concept plan for Monroe City Community Center building

178  
179 The Council reviewed the updated concept plan for the Monroe City Community Center. Members  
180 expressed satisfaction with the revised design, noting significant improvements from the initial plans.  
181 The Senior Citizens board members also agreed that this was the best version. The Council discussed the  
182 layout, including the multipurpose room design and American Legion room with storage, and additional  
183 storage space for the Senior Citizens event supplies.

184  
185  
186 **Councilmember Cartwright moved to accept the concept plan for the Monroe City Community Center**  
187 **building. Councilmember Perry Payne seconded the motion. A roll call vote was called. Voting "yes"**  
188 **Councilmember Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried**  
189 **4-0**

190  
191                   l. Consider support for "We Hold These Truths" mural grant application - Payton Ashby

192  
193 The Council considered a last-minute addition to the agenda regarding a grant application from Payton  
194 Ashby, a middle school teacher, for a "We Hold These Truths" mural project. The application deadline is  
195 November 16, 2025. The grant would potentially fund a mural on a City building, though no specific  
196 location has been selected.

197  
198 Council members discussed the importance of being part of the planning committee for the project to  
199 have input on the mural's location. Potential locations mentioned included the current City building or  
200 the future community center.

201  
202 **Councilmember Erica Sirrine moved to approve the "We Hold These Truths" mural grant application**  
203 **for Payton Ashby. Councilmember Janet Cartwright seconded the motion. Voting "yes"**  
204 **Councilmember Cartwright, Johnson, Payne and Sirrine. The vote was unanimous. The motion carried**  
205 **4-0**

206  
207                   **7. Other Business**

208  
209                   a. Staff Reports

210  
211 City Recorder Allison Leavitt –  
212  
213 \* Discussed plans for the upcoming tree lighting ceremony scheduled for December 1, 2025, at 5:30 p.m.  
214 The Council agreed to serve the donuts and hot chocolate on the patio at The Greystone building to  
215 reduce confusion about Santa's location. They discussed donut pricing options, with Walmart being  
216 significantly cheaper than local options at approximately \$7 per dozen compared to Toni's at \$18 per  
217 dozen and Lin's at \$12.99 per dozen. Council agreed to purchase the donuts from Walmart because of  
218 the savings.  
219  
220 Public Works Director John Draper –  
221  
222 \*Purchased a replacement sander for the snowplow truck for \$3,900, noting that the current sander was  
223 approximately 30 years old with significant rust damage. A new sander would cost approximately  
224 \$42,700.  
225  
226 b. Department Business-Council  
227  
228 Councilmember Johnson –  
229  
230 \*Reported that he and Public Works Director John Draper visited earlier today with Carol Dopp about her  
231 concerns with the road, pothole, and White's Sanitation using her driveway as a turnaround, when  
232 picking up her garbage. Public Works Director John Draper filled in the pothole and will continue to  
233 monitor it and City Recorder Allison Leavitt explained that since Ms. Dopp lives in the County she will  
234 need to work directly with White's Sanitation with her concerns.  
235  
236 Councilmember Payne –  
237  
238 \* Reported that the fire department held their elections this past week and had voted to keep Devin  
239 Robinson as chief and Jacob Dowell as assistant chief.  
240  
241 Councilmember Sirrine –  
242  
243 \*Questioned where we were on finding help with grant applications for pickle ball courts. City Recorder  
244 Allison Leavitt said that there is a person that Richfield City has used that has been very successful in  
245 obtaining grant funds for recreational projects for them, and she will follow-up on this.  
246  
247 \*Council discussed that we need to determine where to place pickle ball courts. We had considered near  
248 the substation, but this area was being considered for the emergency culinary well due to the Monroe  
249 Canyon fire. The engineers have determined that this area is not favorable for the new well. So, if we  
250 wanted, we could construct them there, or near the tennis courts.  
251  
252 Mayor Parsons explained that during a meeting with the engineers it was determined that a site near our  
253 current culinary well is going to be the best location for the new emergency well.

254  
255 Councilmember Cartwright –  
256  
257 No further business.  
258  
259 Council thanked Councilmember Cartwright for everything she has done for the City and the Council over  
260 the past eight years. Councilmember Cartwright stated that is has been fun and very interesting.  
261  
262 Mayor Parsons –  
263  
264 \* Attended the Veterans Memorial Program at the park, noting that it was a nice ceremony with warmer  
265 weather than usual. He expressed concern about the declining number of veterans participating and  
266 hoped the tradition would continue with younger veterans getting involved.  
267  
268 The Council noted that the next regular meeting would likely be canceled, with the next meeting  
269 occurring in January.  
270  
271 **8. Adjournment**  
272  
273 **There being no further business to come before the Council for consideration, Councilmember Sirrine  
274 moved the Regular Council Meeting adjourn at 8:08 p.m. Councilmember Cartwright seconded the  
275 motion. The vote was unanimous. The motion carried. 4-0**  
276  
277 The next regular City Council meeting is scheduled to be held on Tuesday, December 9, 2025 starting at  
278 7:00 p.m. at Monroe City Office.  
279  
280 Approved this 13<sup>th</sup> day of January 2026.  
281  
282   
283 Allison Leavitt  
284 Monroe City Recorder  
285  
286

  
Johnny C. Parsons  
Mayor