



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

Ryan Johnson

Michael Mathie - absent

Perry Payne

Erica Sirrine

Public Works Director John Draper

City Recorder Allison Leavitt

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

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

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

**6. Business**

**a. Consider Library Improvement Proposal - Shelly Monroe**

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

Monroe City Council

Minutes

11 13 2025

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

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

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

**b. Property Concerns - Carol Dopp**

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

**c. Property Development - Tyler Okerlund**

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

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

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

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

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

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

**e. Magnify Monroe Update - Angie Card**

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

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

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

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

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

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

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

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

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

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

h. Consider Employee Holiday bonus and volunteer gifts

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

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

i. Official Canvass of Monroe City General Election Ballots

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

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

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

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

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

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

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

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

k. Consider concept plan for Monroe City Community Center building

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

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

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

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

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

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

## **7. Other Business**

a. Staff Reports

City Recorder Allison Leavitt –

\* Discussed plans for the upcoming tree lighting ceremony scheduled for December 1, 2025, at 5:30 p.m. The Council agreed to serve the donuts and hot chocolate on the patio at The Greystone building to reduce confusion about Santa's location. They discussed donut pricing options, with Walmart being significantly cheaper than local options at approximately \$7 per dozen compared to Toni's at \$18 per dozen and Lin's at \$12.99 per dozen. Council agreed to purchase the donuts from Walmart because of the savings.

Public Works Director John Draper –

\*Purchased a replacement sander for the snowplow truck for \$3,900, noting that the current sander was approximately 30 years old with significant rust damage. A new sander would cost approximately \$42,700.

b. Department Business-Council

Councilmember Johnson –

\*Reported that he and Public Works Director John Draper visited earlier today with Carol Dopp about her concerns with the road, pothole, and White's Sanitation using her driveway as a turnaround, when picking up her garbage. Public Works Director John Draper filled in the pothole and will continue to monitor it and City Recorder Allison Leavitt explained that since Ms. Dopp lives in the County she will need to work directly with White's Sanitation with her concerns.

Councilmember Payne –

\* Reported that the fire department held their elections this past week and had voted to keep Devin Robinson as chief and Jacob Dowell as assistant chief.

Councilmember Sirrine –

\*Questioned where we were on finding help with grant applications for pickle ball courts. City Recorder Allison Leavitt said that there is a person that Richfield City has used that has been very successful in obtaining grant funds for recreational projects for them, and she will follow-up on this.

\*Council discussed that we need to determine where to place pickle ball courts. We had considered near the substation, but this area was being considered for the emergency culinary well due to the Monroe Canyon fire. The engineers have determined that this area is not favorable for the new well. So, if we wanted, we could construct them there, or near the tennis courts.

Mayor Parsons explained that during a meeting with the engineers it was determined that a site near our current culinary well is going to be the best location for the new emergency well.

Councilmember Cartwright –

No further business.

Council thanked Councilmember Cartwright for everything she has done for the City and the Council over the past eight years. Councilmember Cartwright stated that it has been fun and very interesting.

Mayor Parsons –

\* Attended the Veterans Memorial Program at the park, noting that it was a nice ceremony with warmer weather than usual. He expressed concern about the declining number of veterans participating and hoped the tradition would continue with younger veterans getting involved.

The Council noted that the next regular meeting would likely be canceled, with the next meeting occurring in January.

## 8. Adjournment

**There being no further business to come before the Council for consideration, Councilmember Serrine moved the Regular Council Meeting adjourn at 8:08 p.m. Councilmember Cartwright seconded the motion. The vote was unanimous. The motion carried. 4-0**

The next regular City Council meeting is scheduled to be held on Tuesday, December 9, 2025 starting at 7:00 p.m. at Monroe City Office.

Approved this 13<sup>th</sup> day of January 2026.



Allison Leavitt  
Monroe City Recorder



Johnny C. Parsons  
Mayor