



MONROE CITY COUNCIL MEETING
Tuesday, February 10, 2026, at 7:00 pm
MINUTES

7:00 p.m.

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 Serrine. Councilmember Johnson offered a prayer.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Jason Bagley

Ryan Johnson

Michael Mathie

Perry Payne

Erica Serrine

Public Works Director John Draper

City Recorder Allison Leavitt

4. Consider a motion to approve the minutes of the meetings held January 27, 2026.

Councilmember Payne moved to approve the January 27, 2026, Regular City Council Meeting Minutes as submitted. Councilmember Mathie seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Johnson, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 5-0

5. Citizen input -Limit of 3 minutes per comment

Mary K. Outzen, President of the South Sevier Senior Citizen Board, addressed the Council on behalf of the Board following their meeting earlier that day. She presented four items requiring the City's assistance:

38 The toilet in the basement of the Senior Center has not functioned properly since the flood,
39 requiring pool players to use the upstairs bathroom. This necessitates leaving the storage room
40 door open for ventilation, which makes staff uncomfortable due to the valuable contents stored
41 there. The Council acknowledged this appeared to be a routine toilet repair.

42

43 The rear parking lot has deteriorated, with what appeared to be a rototilled surface and a large
44 standing puddle. The Council agreed to have Public Works Director John Draper inspect the lot
45 and determine what base gravel or other remediation was needed.

46

47 The painted parking stall lines in the lot have faded to the point where senior patrons are
48 having difficulty identifying spaces. The Council discussed who had performed the striping
49 previously noting it had been done in conjunction with the chip seal project and in past years by
50 the school district, they agreed to pursue getting the lot re-striped.

51

52 Ms. Outzen noted she had previously spoken with City staff about installing a small electrical
53 box on the outdoor storage shed, and it is needed before their May yard sale, as there are
54 currently no exterior electrical outlets. The Council noted the request would be forwarded to
55 staff members so that the work will be completed before April to ensure it was ready in time for
56 the yard sale.

57

58 **6. Approval of January 2026 warrant register, cash disbursements, adjustment journal, and**
59 **aging report.**

60 **Councilmembers reviewed and signed the January 2026 warrant register, cash,**
61 **disbursements, adjustment journal.**

62

63 **7. Business**

64

65 a. Review of Monroe City Water Facilities Plan - Parker Vercimak, Jones and DeMille
66 Engineering

67

68 Parker Vercimak, Jones and DeMille Engineering, presented a high-level review of the Culinary
69 Water Master Plan completed in 2023, noting that the context of current development
70 pressures made it timely to revisit the findings with the Council.

71

72 **Water Rights:** Vercimak reported that Monroe City holds strong water rights overall, though the
73 current configuration is somewhat complex. These include approximately 7.5 CFS out of
74 Monroe Creek for irrigation, 1 CFS dedicated to the existing well, and 3 CFS attributed to Cold
75 Spring, of which the City can currently access less than a sixth. He noted that the planned new
76 well project, pending USDA funding, would consolidate the existing well rights and Cold Spring
77 rights under a single source, effectively unlocking the full benefit of the Cold Spring water right.

78 **Storage:** Current storage capacity stands at 875,000 gallons. Mr. Vercimak recommended that
79 the City plan for an additional one-million-gallon tank within three to five years. He further
80 recommended that any new tank be situated at a higher elevation to create a new upper
81 pressure zone, which would address low-pressure issues for homes on the upper east side of
82 town, and that pressure reducing valves (PRVs) be installed accordingly.

83

84 **Distribution:** Mr. Vercimak stated that the City has approximately 20,000 linear feet of pipe that
85 the Council should consider replacing within three to five years, though some could be deferred
86 to a ten-year plan. He noted that replacing aging lines on Main Street and Canyon Road should
87 ideally occur before any new road surface is placed.

88

89 **Pressure Zones and the Growth Model:** Mr. Vercimak presented a map from the master plan
90 that modeled Monroe's water system under a projected 2.78% annual growth rate over 20
91 years equating to roughly 600 new homes. The map identified a **yellow zone** where current
92 infrastructure cannot reliably deliver adequate pressure without a new upper tank, and a **red**
93 **zone** where the system cannot provide service under the current configuration regardless. Mr.
94 Vercimak recommended that no new development be approved in the yellow zone until the
95 new tank is in place, and that the red zone be treated as unserviceable under current
96 conditions.

97

98 The Council discussed several specific concerns arising from this map. A property owner has
99 existing approved building lots that fall within or near the red zone and is in the process of
100 selling property to an individual for construction of a dance studio. Councilmember Mathie
101 raised the question of the City's legal obligation to provide service to already-approved building
102 lots. Mr. Vercimak acknowledged this was a question for City Attorney Eric Johnson, noting that
103 if lots are already approved, the City may be obligated to provide service, potentially exposing it
104 to liability if service is inadequate. The Council agreed it is needed to understand its legal
105 standing for both existing approved lots and any new development proposals in these zones
106 before taking further action.

107

108 The Council also discussed the possibility of requiring developers of new subdivisions to fund a
109 specific hydraulic model update estimated at approximately \$1,000–\$1,500 as a condition of
110 approval, which would keep the master plan model current and provide the City with
111 confidence about the impact of each new development on the overall system. Mr. Vercimak
112 cited the Central Valley, UT experience as a successful example of this approach.

113

114 Regarding the pending well project, Mayor Parsons confirmed he had signed all required
115 documents but had not yet received a response from USDA. Mr. Vercimak acknowledged that
116 while the project staff at USDA has been supportive, the director has been slower to advance it.
117 The Council discussed whether intervention from elected officials specifically State

118 Representative Carl Albrecht, Congresswoman Celeste Malloy, might help accelerate the
119 process, and Mayor Parsons indicated he would make those connections.

120

121 City Recorder Allison Leavitt noted that the primary reason for inviting Mr. Vercimak to review
122 the water master plan tonight was to give the Council a foundation to respond to increasing
123 public inquiries and pushback regarding water availability as development pressures grow.

124

125 b. Review of Monroe City Draft Transportation Plan - Jones and DeMille Engineering

126

127 Mathew Lenhart of Jones and DeMille Engineering presented the Monroe City Draft
128 Transportation Master Plan, funded through a UDOT Transportation Planning Assistance (TPA)
129 grant at a 95% grant / 5% local match split.

130

131 Mr. Lenhart explained that the plan's purpose is to analyze all existing roads, establish
132 classifications, and create a framework for future road development so that the City can stay
133 ahead of growth rather than react to it. The plan was presented via an interactive web-based
134 mapping tool that the City will be able to publish on its website for easy access during planning
135 and zoning meetings.

136

137 Mr. Lenhart walked through a map comparing the existing UDOT roadway classification (local
138 roads, collector roads, and arterials) against the proposed future network. The future network
139 expands the road grid approximately half a mile to a mile beyond the current city boundary in
140 each direction. He emphasized that this represents a long-range concept, potentially 50 to 100
141 years, not a near-term construction plan. Dotted purple lines denote future major collector
142 corridors considered critical for preservation; dotted black lines represent future local roads.

143

144 A key example discussed was 800 South, which is designated as a future major collector. Council
145 members raised questions about right-of-way widths for collector roads versus local roads. Mr.
146 Lenhart noted that if the City does not already have adopted typical section standards
147 specifying right-of-way widths, those would be developed as part of this plan. The discussion
148 referenced a possible existing standard of 58 feet, though this was not confirmed with certainty.

149

150 The Council discussed the practical challenge of acquiring right-of-way when only one side of a
151 road corridor is being developed. Lenhart noted that Richfield had addressed this through a
152 "half-street" standard, where the developing side builds a partial pavement width and
153 dedicates the required right-of-way, with the other side completing the road when that
154 property later develops. Councilmembers also raised concern about existing homes already
155 built close to the road in designated corridors, and Mr. Lenhart clarified that while the City
156 cannot force a road to follow the exact mapped alignment, it can legally require connectivity
157 through a corridor.

158 Councilmembers asked how the plan would interact with county jurisdiction for properties
159 outside City limits. Mr. Lenhart confirmed that Jones and DeMille Engineering are also assisting
160 Sevier County with its own transportation master plan update next year, and that the
161 municipalities' plans, including Richfield, Central Valley, and Monroe, would be incorporated
162 into the county plan so all entities are aligned. Mr. Lenhart also presented the Class C Road
163 Fund mileage map (used to determine state transportation funding allocations), traffic count
164 and volume maps from counters placed the previous year (including projected 2045 growth
165 estimates and speed data), a crash data map covering incidents back to 2010 (noting a cluster
166 at the intersection of 300 West and 500 North and some isolated incidents on Jones Road), and
167 a preliminary active transportation (bike path) map largely mirroring the county's existing plan,
168 with a modification routing the path along 300 West rather than Main Street.

169

170 The plan also includes new guidelines for access management (driveway spacing from
171 intersections) and standards for traffic impact studies for larger developments, with study
172 thresholds beginning at approximately 25 homes. These tools could allow the City to require
173 developers to fund mitigation measures such as turn lanes or updated intersection signage.

174

175 The Council agreed that rather than incorporating all standards directly into City ordinances,
176 they would adopt the plan by reference. Mr. Lenhart offered to conduct a more in-depth work
177 session on the guidelines and standards if the Council desired. He indicated the link to the
178 interactive plan website would be shared with Councilmembers by City Recorder Allison Leavitt,
179 along with the draft report.

180

181 c. Set Date for Public Open House for presentation of Transportation Plan

182

183 Mr. Lenhart recommended a minimum of two to three weeks of advertising lead time before
184 any public open house, and suggested the event be held in March following the planning
185 commission presentation scheduled for February 17, 2026. City Recorder Allison Leavitt noted
186 that the plan should be made accessible via the published web link before advertising begins so
187 that residents could review the maps prior to attending. The interactive website will also
188 include a public survey option for those unable to attend in person. The Council settled on the
189 Monroe City Community Center as the venue. Monday, March 16, 2026, was selected as the
190 date for the open house

191

192 d. Consider Annexation agreement between Monroe City and TGAP LLC

193

194 City Recorder Allison Leavitt provided background on the proposed annexation agreement.
195 Councilmembers noted a discrepancy in the entity name, the agreement referenced TGAP LLC,
196 whereas prior communications and dealings had been conducted under the name Pavhant
197 Ventures Group. Councilmember Payne raised the concern that if TGAP LLC were to dissolve or
198 change its name, the agreement's enforceability could be affected. City Recorder Allison Leavitt

199 explained that TGAP appears to be the developer for the Goold Brothers Corner subdivision,
200 and holds ownership of the property, is why City Attorney Eric Johnson inserted the name TGAP
201 LLC based on the parties' representations. The Council was not comfortable proceeding without
202 clarification on the correct entity name and the attorney's recommendation and voted to table
203 the item.

204

205 **Councilmember Payne moved to table the Annexation Agreement between Monroe City and**
206 **TGAP LLC, (Goold Brothers Corner Subdivision) as presented. Councilmember Bagley seconded**
207 **the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Johnson, Mathie,**
208 **Payne and Serrine. The vote was unanimous. The motion carried. 5-0**

209

210 e. Consider cancellation of February 24, 2026 -Regular Council Meeting

211

212 The Council discussed the cancellation of February 24, 2026, regular meeting, noting that the
213 Mayor, some Councilmembers, and key staff would be unavailable due to travel for a basketball-
214 related commitment, and RWAU water conference.

215

216 **Councilmember Payne moved to cancel the February 24, 2026, Regular City Council.**
217 **Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes:**
218 **Councilmembers Bagley, Johnson, Mathie, Payne and Serrine. The vote was unanimous. The**
219 **motion carried. 5-0**

220

221 f. Open Public Meeting Training- City Recorder Allison Leavitt

222

223 City Recorder Allison Leavitt conducted the annual Open and Public Meetings Act training (as
224 outlined in Utah Code 52-4-102). Key points covered included the following: all deliberations
225 and actions of the Council must occur in open, publicly noticed meetings; a quorum of three or
226 more councilmembers (excluding the Mayor) may not discuss City business outside of a
227 properly convened meeting, even in informal or social settings; written minutes are the official
228 record of the meeting, not any audio or video recording; there are limited and specific
229 circumstances under which a closed meeting is permissible; text messages and emails sent
230 between Councilmembers constitute a City record subject to GRAMA requests, even when the
231 body is not in session; and it is strongly recommended that Councilmembers refrain from
232 texting one another during Council meetings, both for appearance and transparency reasons.
233 City Recorder Allison Leavitt also noted that a member of the public may not be removed from
234 a meeting solely for being disruptive or using offensive language, removal is only permissible if
235 the individual makes a personal physical threat or prevents the body from conducting business.
236 She reminded members that informal post-meeting conversations can themselves constitute an
237 inadvertent open meetings violation if City business is discussed among a quorum.

238

239 g. Consider Capital Improvement List 2026

240 The Council reviewed and discussed updates to the Capital Improvement List. The following
241 changes were identified:

242

243 The "Senior Citizen" building name was changed to "Community Building," to better reflect
244 what the use of the building would be, and the estimated cost was updated from \$7,000,000 to
245 \$5,000,000, reflecting current construction cost estimates of approximately \$4.2 million.

246

247 The Council agreed to separate the following into two different projects. The culinary well was
248 designated emergency priority, reflecting the ongoing USDA funding pursuit. The water tank
249 and associated distribution infrastructure were designated as a high priority. The description
250 was expanded to include "distribution" infrastructure to ensure the scope covers not just the
251 tank but also related pipe improvements.

252

253 Transportation Plan was removed from the list, as the project has been funded and is underway.

254

255 City Park Improvements and Pickleball Courts will remain on the list. The Council discussed the
256 ongoing grant application process with a grant writer, Ron Clegg, who has experience obtaining
257 significant recreation funding for Richfield. The grant is due by March 15, 2026 and the Council
258 discussed potential in-kind contributions such as the power department installation of power,
259 and possible donations from community donors. The scope is currently planned for two
260 pickleball courts, with space reserved to add two more in the future, at an estimated cost of
261 \$160,000–\$170,000 for two courts. The grant was described as a 70/30 match, with significant
262 in-kind contributions potentially counting toward the local share.

263

264 Projects the Council determined to remain on the list were:

265

- 266 Energy producing generator remained on the list at its current priority level.
- 267 Storm Water Drainage Study: Retained, as drainage concerns remain unresolved despite
268 some completed inlets.
- 269 Irrigation Infrastructure Improvements
- 270 Library Improvements

271

272 Secondary Water Meters: Noted as substantially complete. Installation was finished
273 approximately two weeks prior, with testing to be conducted once water is turned back on in
274 the spring.

275

276 Main Street Improvement Project: The Council discussed the project year, with some
277 uncertainty as to whether it was scheduled for 2026 or 2027. City Recorder Allison Leavitt
278 agreed to verify the dates with Jones and DeMille Engineering. It was noted that the grant
279 covers up to \$2,000,000 in the first year, with the total project estimated at \$2.1 million,
280 requiring the City to front an additional \$100,000 until the second year of grant disbursement.

281 The Council agreed to defer a formal motion to adopt the updated Capital Improvement List to
282 the March meeting, at which point City Recorder Allison Leavitt will prepare a list with changes
283 discussed during tonight’s meeting.

284

285 City Recorder Allison Leavitt explained to the Council that there is a new process to submitting
286 funding requests with the CIB. Tyler Timmons, R6 Community advisor, will help us navigate the
287 new process.

288

289 **8. Other Business**

290

291 a. Staff Reports

292

293 City Recorder Allison Leavitt –

294

295 *Distributed monthly budgets to the Council.

296

297 *Ron Clegg has started an application with the Utah Outdoor Recreation Grant program for
298 funding of pickleball courts, with the application due by March 15, 2026.

299

300 *The bike trail on Joe Town Hill has been started, a side-by-side has been purchased as part of
301 the trail grant. Job posting for a trail work crew will be posted (ages 14 and up for the trail
302 project). The side-by-side, while a grant item, is technically City property and that a suitable
303 storage location needs to be arranged for, so it is not parked at a private residence.

304

305 Public Works Director John Draper –

306

307 *City has acquired a used bucket truck for the electrical department. The vehicle will be used
308 approximately half a dozen times per year, but it is a good addition to our fleet.

309

310 *Basement at City Hall has experienced another sewage backup from the neighboring property,
311 DK Monroe Accounting. Mr. Monroe had previously been notified and indicated he had a plan
312 to address the issue but has not followed through. The Council discussed the condition of the
313 neighboring septic tank, noting it does not appear to be holding effluent. The Council agreed
314 that Public Works Director John Draper will contact Mr. Monroe on his plan for repairs before
315 sending a formal letter.

316

317 b. Department Business-Council

318

319

320

321

322 Councilmember Payne –

323

324 *Electrical department has requested part-time seasonal help for the summer. The Council
325 agreed to advertise for two positions, one for the electrical department and one for the water
326 department with a start date of March 1. Compensation would be determined based on
327 applicant experience.

328

329 *Fire Chief Devin Robison is working on contacting Sevier County Commissioners to see if they
330 would help with funding for turnout gear for our fire fighters.

331

332 Councilmember Johnson-

333

334 No further business.

335

336 Councilmember Mathie –

337

338 No further business.

339

340 Councilmember Serrine –

341

342 *Four picnic tables have been ordered for the Monroe Canyon View Park Pavilion (Landing
343 zone), with delivery to the City yard. She noted a donated table already at the location may be
344 relocated to the fishing pond. The new tables are planned to be arranged on one side of the
345 pavilion, leaving one side open for flyers to fold their kites.

346

347 *After comments from Councilmember Payne on the condition of the Community Center she
348 conducted an inventory of tables and chairs. The tables were found to be in generally
349 acceptable condition, though several metal chairs need to be removed and replaced. She
350 proposed that the community center receive updated paint, carpet, and window blinds, noting
351 the carpet is at or near the end of its useful life and the space has not been substantially
352 updated in approximately 15–20 years. A painting quote has been obtained, and bids for carpet
353 and blinds are forthcoming. The Council generally supported the improvements, noting that
354 with the prospect of a new community center building in the future, it remains important to
355 maintain the current facility to extend use of the building.

356

357 Councilmember Bagley –

358

359 No further business.

360

361

362

363 Mayor Parsons:

364

365 *UDOT confirmed the streetlight at the intersection of SR 118 and the Central Valley turn off in
366 question belongs to them and they will get the streetlight repaired.

367

368 *John Hicks has served as the City's Appeals Authority, having served through four
369 appointments during the Mayor Parsons tenure, is being replaced. Bart Lee has agreed to take
370 on the role. The Council agreed to provide John Hicks with a thank-you gift card in appreciation
371 of his service. City Recorder Allison Leavitt noted that recent training with the state land
372 ombudsman office recommended the Appeals Authority member have recent involvement with
373 the planning commission, and Bart Lee was seen as a suitable fit.

374

375 **9. Adjournment**

376

377 **There being no further business to come before the Council for consideration,**
378 **Councilmember Johnson moved the Regular Council Meeting adjourn at 8:55 p.m. The**
379 **motion was seconded by Councilmember Serrine. The vote was unanimous. The motion**
380 **carried. 5-0**

381

382 The next regular City Council meeting is scheduled to be held on Tuesday, March 10, 2026
383 starting at 7:00 p.m. at Monroe City Office.

384

385 Approved this 10th day of March 2026.

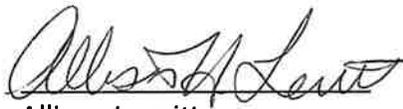
386

387

388

389

390



Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor