



MONROE CITY COUNCIL MEETING  
Tuesday, April 28, 2026, at 7:00 pm  
MINUTES

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6 **1. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:00**  
7 **p.m.**

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9 **2. The Pledge of Allegiance was led by Mayor Parsons. Councilmember Bagley offered a prayer.**

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11 **3. Roll Call**

12 Mayor Johnny Parsons

13 Councilmembers:

14 Jason Bagley

15 Candice Barney

16 Ryan Johnson

17 Michael Mathie-absent

18 Perry Payne -absent

19 Public Works Director John Draper

20 City Recorder Allison Leavitt

21 Planning Commission – Talon Gadd

22 Parker Vercimak- Jones and DeMille Engineering

23  
24 **4. Consider a motion to approve the minutes of the meetings held April 14, 2026.**

25  
26 **Councilmember Johnson moved to approve the April 14, 2026 Regular City Council Meeting**  
27 **Minutes as submitted. Councilmember Bagley seconded the motion. A roll call vote was**  
28 **called. Voting yes: Councilmembers Bagley, Barney, and Johnson. The vote was unanimous.**  
29 **The motion carried. 3-0**

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31 **5. Citizen input – Limit of 3 minutes per comment**

32  
33 Kathleen Schoemig commented on the local grant for a new well that Monroe City was awarded  
34 from USDA. Stating it was good news.

35  
36 **Law Enforcement – Deputy Sheldon Busk-**

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38 Deputy Sheldon Busk introduced himself as being recently assigned to Monroe City as a liaison  
39 between the City and the Sevier County Sheriff's Office. The Council thanked him for his service  
40 and welcomed him to the City Council meeting.

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**6. Business**

a. Planning Commission - Chairperson Talon Gadd

1. Recommend approval of amendments to Monroe City Land Use Zoning Ordinance.

Chairperson Talon Gadd stated that the Planning Commission recommended approval of the proposed amendments to the Land Use Zoning Ordinance. It was explained that prior issues with undefined terms had been resolved, and that the wellhead protection zone and flood zone designations had been removed as standalone zones and restructured as overlay zones. This change was made to eliminate confusion, as those zones had previously been interpreted as separate zoning districts rather than supplemental requirements layered over existing zones such as residential. Under the new structure, any development falling within the wellhead protection or flood overlays must comply with both the base zone ordinances and the applicable overlay requirements.

2. Recommend approval of Monroe City Transportation Plan.

Chair Gadd stated that the Planning Commission held a public hearing to receive comments from the public concerning the Transportation Plan, no comments were received, and the Planning Commission recommends approval of the Monroe City Transportation Plan.

There was discussion concerning the bike trail network being included in the plan. It was explained that this is not the non-motorized trail that is currently being constructed in the Monroe foothill or Poverty Flats, but a bike trail to connect to the established bike trails in surrounding communities.

The Council was advised that no action would be taken on the Transportation Plan at this meeting; it was scheduled for consideration at the next regular Council meeting.

b. Consider Ordinance 4 01 2026 Amending Monroe City Land Use Ordinance Title 13 Zoning

**Councilmember Barney moved to adopt ordinance 4 01 2026 Amending Monroe City Land Use Ordinance Title 13 Zoning. Councilmember Bagley seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, and Johnson. The vote was unanimous. The motion carried. 3-0**

c. Consider contract amendment with Jones & DeMille Engineering for Well Drilling Project

83 Parker Vercimak, Jones & DeMille Engineering, presented a contract amendment for the well  
84 drilling project. He clarified that the document had been updated from the version previously  
85 presented in November, but that all costs remained the same as in the original agreement. The  
86 amendment encompasses the full remaining scope of work, including completing the well  
87 design, bidding the well construction, designing the well house, and taking both the well and  
88 spring projects through to finished product. The total engineering budget of \$237,000 remains  
89 consistent with what was included in the CIB loan application.

90

91 Mr. Vercimak outlined the anticipated project timeline: well design and bid package preparation  
92 would be completed in approximately three weeks, followed by state drinking water review (up  
93 to three weeks), USDA Rural Development review (two to three weeks), and a bidding period of  
94 approximately one month. The goal is to bid the well project in June and commence drilling in  
95 July or August, subject to driller availability. Mr. Vercimak acknowledged the urgency of the  
96 project, noting it had been treated as an emergency for several months, and expressed  
97 confidence that things would progress quickly from this point forward.

98

99 Discussion also touched on the backup generator, which Mr. Vercimak indicated would require a  
100 formal procurement package once the well's production capacity is confirmed, in order to  
101 properly specify performance requirements. The Council discussed the desire to standardize  
102 pump and motor sizes between the new and existing wells to allow interchangeable spare  
103 parts.

104

105 Regarding the spring rehabilitation, Mr. Vercimak advised that excavation should be deferred  
106 until after the current and potentially the next monsoon season, to avoid the risk of  
107 compounding debris from mountain runoff. CIB funds allocated for the spring project would be  
108 preserved with flexibility to be redirected if conditions change.

109

110 **Councilmember Bagley moved to accept contract amendments with Jones and DeMille**  
111 **Engineering for Well Drilling Project. Councilmember Barney seconded the motion. A roll call**  
112 **vote was called. Voting yes: Councilmembers Bagley, Barney, and Johnson. The vote was**  
113 **unanimous. The motion carried. 3-0**

114

115 d. Consider Magnify Monroe request to pay membership fee with "Utah Main  
116 Street Program"-Angie Card

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118 In the absence of Angie Card, City Recorder Allison Leavitt presented the request on behalf of  
119 Magnify Monroe. It was explained that Magnify Monroe had previously self-funded its initial  
120 year of membership in the Utah Main Street Program and was now requesting the City pay the  
121 annual membership fee going forward. Jennifer Nackowski stated that having formal City  
122 Council authorization to be associated with the membership strengthens Magnify Monroe's  
123 ability to pursue grant funding for community projects, such as repairs to the library building.

124

125 **Councilmember Bagley moved to approve payment of the Magnify Monroe membership fee**  
126 **with "Utah Main Street Program". Councilmember Barney seconded the motion. A roll call**

127 **vote was called. Voting yes: Councilmembers Bagley, Barney, and Johnson. The vote was**  
128 **unanimous. The motion carried. 3-0**

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130 e. Appointment to Planning Commission – Mayor

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132 Mayor Parsons reported that he had contacted Amy Moore regarding the vacant position on  
133 the Planning Commission. Ms. Moore accepted the appointment and expressed enthusiasm for  
134 serving. Mayor Parsons noted that her prior experience with a similar role in Elsinore made her  
135 a well-qualified candidate. The Council was in favor of this appointment.

136  
137 f. Discuss names for appointment to Monroe City Trails Committee

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139 Mayor Parsons explained that the current vacancy on the Trails Committee arose because a  
140 member had received a bid related to trails work, creating a conflict of interest. The Council  
141 discussed the process for filling the vacancy, noting that the Trails Committee operates as a  
142 committee of the City and all funds are disbursed through the City and its members should be  
143 appointed by the Mayor. It was agreed that the Trails Committee would be asked to suggest  
144 interested candidates, and Mayor Parsons would review those names before making a formal  
145 appointment.

146  
147 g. Consider adopting Ordinance 1 02 2026 An ordinance amending the municipal zoning  
148 map, annexing certain real property, and extending the corporate limits of Monroe City,  
149 Utah. Adopt Amended Articles of Incorporation

150  
151 Mayor Parsons introduced the annexation ordinance, noting it pertains to the detention pond  
152 parcel associated with Gould Brothers Corner Subdivision. He explained that the Council had  
153 previously voted on this matter in January, but the required annexation documents had not  
154 been transmitted to the state within the mandatory 60-day window, necessitating a new vote.  
155 Mayor Parsons reported that all infrastructure requirements for the subdivision had been  
156 confirmed satisfactory, and that he had signed a substantial number of building permits for the  
157 development that evening. It was also noted that at least one home in the subdivision had  
158 already been pre-sold prior to construction.

159  
160 **Councilmember Johnson moved to adopt Ordinance 1 02 2026 an ordinance amending the**  
161 **municipal zoning map, annexing certain real property, and extending the corporate limits of**  
162 **Monroe, UT and adopt Amended Articles of Incorporation. Councilmember Barney seconded**  
163 **the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, and**  
164 **Johnson. The vote was unanimous. The motion carried. 3-0**

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166 **7. Other Business**

167 a. Staff Reports

168  
169 City Recorder Allison Leavitt –

170 \*The Lions Club has organized a community whitewashing event for the SS's on June 13th (a  
171 Saturday) 2026. Lion's President Nancy Ware is working to obtain permission from adjacent  
172 private landowners for access. A request was made to use the City's water truck to supply water  
173 for mixing whitewash on-site. Mayor Parsons indicated approval of the water truck use. The  
174 event will be publicized via the City's Facebook page and website, with the goal of building  
175 community awareness and potentially attracting future restoration funding.

176  
177 \*Budget Worksheets were distributed to Councilmembers, requesting they be returned by  
178 approximately May 6th or 7th. It Was explained that the Council must adopt a tentative budget  
179 at the first meeting in May, following which public hearings will be held. The goal is to adopt the  
180 final budget at the first June meeting (June 9th), contingent on receiving the certified tax rate  
181 from the Sevier County Clerk.

182  
183 \*The annual City cleanup is scheduled from May 15th through May 28th. A newsletter or  
184 postcard will be sent to residents to announce the dates, with a map showing the new location.

185  
186 City Public Works Director John Draper-

187  
188 \*City cleanup site is ready to go, signs will be in place stating dumping rules and hours. Trail  
189 cameras will be installed to deter illegal dumping outside the designated area. Signage will be  
190 posted warning residents that the site is monitored. Hopefully the clean-up will go better this  
191 year with less trash being dumped on the ground instead of in dumpsters.

192  
193 \*Spoke with Ron Mills regarding the City's secondary water supply. Given current allocations,  
194 the City has approximately 40 to 60 days of pumping capacity, depending on the rate of use,  
195 with creek flows expected to cease sometime in July. Transfer of the City's Monroe Canal Water  
196 shares to South Bend Canal will be done immediately, so that when needed the transfer is  
197 complete.

198  
199 \*The Power Department purchased a used but clean pole truck, as our existing truck has  
200 developed mechanical issues. The older unit will be retained as a backup.

201  
202 \*It was reported that Nate Young, who has received a grant for a pipeline project on 300 W, has  
203 proposed sharing the City's existing concrete intake box and filter screen infrastructure rather  
204 than constructing a duplicate. Mr. Young would pay approximately half the value of the box.  
205 Mayor Parsons expressed support for the arrangement and indicated a desire to begin setting  
206 aside funds over the next three years to install a pump on the Monroe canal, using the cost-  
207 sharing proceeds as a starting contribution.

208  
209 \*NRCS Grant- Mr. Vercimak provided an update on the NRCS Emergency Watershed Protection  
210 (EWP) grant awarded for Monroe Canyon and the waste ditch. The total grant value across all  
211 project areas in the region is approximately \$6.56 million, with the Monroe City portion  
212 estimated between \$2.5 and \$3.5 million. The scope of funded work includes protection of all  
213 four hydro intakes, bank stabilization along the canyon road, construction of a widened

214 diversion at the irrigation pond, and channel cleaning of the waste ditch to the old gravel pit. A  
215 25% match requirement applies, but Mr. Vercimak indicated the match is intended to be  
216 satisfied through in-kind contributions such as riprap materials and equipment labor, with the  
217 aim of requiring no cash outlay from the City.

218

219 Mr. Vercimak noted that the project has a 220-day completion window from the notice of  
220 award, with an effective deadline of approximately one year from the date of the fire event. The  
221 NEPA process and BLM coordination were identified as the primary schedule risks. The project  
222 may be broken into separate bid packages—for example, the in-town channel cleaning can be  
223 designed and permitted more quickly than the upper canyon work. Mr. Vercimak confirmed  
224 that a stakeholders meeting had been held and that regular bi-weekly coordination meetings  
225 with the City, County, and NRCS are planned going forward. The City is acting as a co-sponsor on  
226 the grant, with Sevier County as the primary sponsor.

227

228 b. Department Business-Council

229

230 Councilmember Barney-

231

232 \* Inquired about the status of the library handicap accessibility ramp. It was explained that the  
233 missing parts have been shipped and will be installed as soon as they arrive.

234

235 \*It was decided to lay sod around the new ramp.

236

237 Councilmember Johnson:

238

239 \*Raised a concern about the cleanliness of the Community Center, specifically the kitchen area,  
240 noting he had received feedback that it was in poor condition. City Recorder Allison Leavitt  
241 acknowledged the issue, noting that the facility sees near-continuous use, making scheduling  
242 deep cleaning difficult. It was noted that painting is scheduled for May 19th and 20th, and  
243 carpet removal and replacement is planned for May 26th, with the space needed for a rental  
244 shortly thereafter. The Council discussed establishing a more regular deep-cleaning schedule for  
245 the kitchen.

246

247 Councilmember Bagley –

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249 No further business.

250

251 Mayor Parsons –

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253 \*Issue of emerging water scarcity, noting that neighboring communities, including those in  
254 Emery County, have already shut down secondary water systems, and that Salina is under strict  
255 reduction measures. Mayor Parsons stated that with the new meters now in place, the City has  
256 a valuable tool to identify overuse and wished to develop messaging to encourage conservation  
257 before conditions worsen. Mr. Vercimak confirmed that usage data from the meters will allow

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258 the City to identify those using large amounts of water. He referenced a similar analysis  
259 conducted in Annabella where the highest water users were found to be on standard one-acre  
260 lots rather than larger parcels. The Council discussed approaches including public education  
261 campaigns, and voluntary compliance. The consensus was that a positive, education-focused  
262 approach to conservation messaging should be incorporated into the upcoming newsletter, and  
263 that the staff should help draft appropriate wording.

264

265 **8. Adjournment**

266

267 **There being no further business to come before the Council for consideration,**  
268 **Councilmember Johnson moved the Regular Council Meeting adjourn at 8:05 p.m.**  
269 **Councilmember Bagley seconded the motion. The vote was unanimous. The motion**  
270 **carried. 3-0**

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272 The next regular City Council meeting is scheduled to be held on Tuesday, May 12, 2026 starting  
273 at 7:00 p.m. at Monroe City Office.

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275 Approved this 12<sup>th</sup> day of May 2026.

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278

279 Allison Leavitt  
280 Monroe City Recorder

281



Johnny C. Parsons  
Mayor