



MONROE CITY COUNCIL MEETING
Tuesday, May 12, 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 Councilmember Bagley. Councilmember Barney offered a
10 prayer.

11
12 **3. Roll Call**

13 Mayor Johnny Parsons

14 Councilmembers:

15 Jason Bagley

16 Candice Barney

17 Ryan Johnson

18 Michael Mathie-absent

19 Perry Payne

20 Public Works Director John Draper

21 City Recorder Allison Leavitt

22 Lyndon Friant -Jones and DeMille Engineering

23 Mary Kay Outzen -South Sevier Senior Citizen Advisory Board President

24 Thomas Peterson – Utah FFSL

25
26 **4. Consider a motion to approve the minutes of the meetings held April 28, 2026.**

27
28 **Councilmember Johnson moved to approve the April 28, 2026 Regular City Council Meeting**
29 **Minutes as submitted. Councilmember Bagley seconded the motion. A roll call vote was**
30 **called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was**
31 **unanimous. The motion carried. 4-0**

32
33 **5. Citizen input – Limit of 3 minutes per comment**

34
35 Jed Maxwell addressed the Council to introduce himself as a candidate for Sevier County Commissioner,
36 Seat A, in the upcoming June 23rd primary election. Mr. Maxwell highlighted his 18 years of municipal
37 service in Salina, which included terms on the Planning and Zoning Board, City Council, and two terms as
38 Mayor. He outlined his priorities if elected, including economic development to attract industry and
39 retain young residents, support for law enforcement and EMS, protection of citizens' land and water
40 rights, support for farmers and ranchers, and continued public land access. Mr. Maxwell also expressed

41 his belief that major decisions should be brought to voters rather than decided in closed-door sessions.
42 Mayor Parsons thanked Mr. Maxwell and noted he had worked with him in Mayor meetings and wished
43 him well.

44

45 **6. Business**

46

47 a. South Sevier Senior Center Advisory Board Report – Mary Kay Outzen

48

49 Mary Kay Outzen, Board President of the South Sevier Senior Advisory Board, presented the following
50 progress report to the Council:

51

- 52 • Financial: Upon taking office, Ms. Outzen discovered that the Senior Citizens program funds had
53 been commingled with the Nutrition Program funds, and she is working to properly separate the
54 two programs.
- 55 • Financial Audit Concerns: During a review of bank statements, Ms. Outzen and the audit
56 committee found that the books were not balancing. The matter was assigned to a board
57 member for resolution, but as of the meeting date, the discrepancy had not yet been reconciled.
58 Ms. Outzen indicated she expected it to be resolved by the June monthly meeting.
- 59 • Improvements: The board is working to publish meeting minutes, and agendas to be more
60 transparent. The board also adopted a new motto: "Teamwork makes the dream work."
- 61 • Facility Updates: Ms. Outzen thanked the City for the installation of a new toilet in the basement
62 and noted that board member Dale Woolsey had been appointed to oversee its cleanliness. She
63 stated that to help with the odor in the downstairs restroom she would put water down the
64 drain on a weekly basis in hopes that it will alleviate the odor.
- 65 • Fundraising: Fundraising efforts for a new building are ongoing and generating community
66 response, including a \$500 donation recently received from a community member.

67

68 Mayor Parsons expressed appreciation for Ms. Outzen's continued monthly reporting to the Council,
69 calling it one of the most beneficial practices the Council had adopted.

70

71 b. Consider Ordinance 5 01 2026 Cross Connection Ordinance

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73 City Recorder Allison Leavitt explained that the Cross Connection Ordinance requires periodic review
74 and updates and had not been updated since 2019. Department of Water Quality will be here on May
75 20, 2026; to conduct our Sanitary Survey and this is one item they will review.

76

77 **Councilmember Payne moved to adopt Ordinance 5 01 206 Cross Connection Ordinance.**

78 **Councilmember Bagley seconded the motion. A roll call vote was called. Voting yes:**

79 **Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion**
80 **carried. 4-0**

81

82 c. Consider adopting Ordinance 5 02 2026 - Adopting Monroe City Transportation Master Plan

83

84 Lyndon Friant, Jones and DeMille Engineering explained that the Monroe City Transportation Master
85 Plan is ready for formal adoption following a prior public hearing held by the Planning Commission. It
86 was noted that the plan serves two primary purposes: to document potential growth corridors and to

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87 provide an avenue for securing future transportation funding, such as the upcoming Main Street project.
88 Mayor Parsons noted he had received calls from residents south of Monroe who were concerned the
89 plan would result in roads being placed through their fields. He clarified that the plan does not authorize
90 the City to construct roads on private property; rather, any required roads would be the responsibility of
91 a developer at the time of development. City Recorder Allison Leavitt noted that Jones and DeMille
92 Engineering would be completing final touches to the document, after which it would be published on
93 the City's website.

94

95 **Councilmember Payne moved to adopt Ordinance 05 02 026 Monroe City Transportation**
96 **Master Plan. Councilmember Barney seconded the motion. A roll call vote was called. Voting**
97 **yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The**
98 **motion carried. 4-0**

99

100 d. Consider Mural for Monroe Lion's Park Stage - Magnify Monroe- Joelle McCarthy

101

102 Joelle McCarthy, representing Magnify Monroe, presented two design options for a mural to be placed
103 on the back wall (elementary school-facing side) of the Monroe Lion's Park stage building. The two
104 options were a log cabin quilt design and a milk can design. After discussion among Councilmembers
105 and those present, the milk can design was favored for its color and visual interest, though it was noted
106 the design would be detail-intensive to execute. Ms. McCarthy indicated the artist would determine how
107 to approach that challenge.

108

109 **Councilmember Johnson moved to approve mural for the Monroe Lion's Park Stage with milk**
110 **can design. Councilmember Bagley seconded the motion. A roll call vote was called. Voting**
111 **yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The**
112 **motion carried. 4-0**

113

114 e. Monroe Cooperative Wildfire Participation- Thomas Peterson

115

116 Thomas Peterson of the Utah Division of Forestry, Fire, and State Lands presented information on the
117 Cooperative Wildfire Suppression (CWS) program and invited Monroe City to participate. The following
118 key points were discussed:

119

120 Purpose of the Program: The CWS program covers wildfire suppression costs on behalf of participating
121 municipalities. Without participation, the City could be held financially responsible for suppression costs
122 if a fire originates within City limits and spreads to other jurisdictions, with costs apportioned by
123 acreage.

124

125 Participation Commitment: Monroe City's annual participation commitment is valued at \$37, which can
126 be satisfied entirely through in-kind work. City Recorder Allison Leavitt confirmed that the City's existing
127 practices of burning the debris basin dam and providing fire education to preschool and kindergarten
128 students already fulfill this requirement.

129

130 Wildland Urban Interface (WUI) Code: Participating municipalities are required to adopt a WUI map and
131 enforce the Wildland Urban Interface building code. The legislature recently updated the code to the
132 2024 version, and municipalities have two years to adopt it. Mr. Peterson explained that the code
133 applies to new construction and additions only. Existing homes are grandfathered, and that most
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134 modern quality building materials already meet the code requirements. Fire sprinkler requirements
135 apply only to exceptionally large structures, generally over 9,000–10,000 square feet.

136
137 WUI Map Development: Mr. Peterson presented a state-generated map showing Structure Exposure
138 Scores (SES) for Monroe. The state's suggestion is that any area scored 5 or above be designated as
139 within the WUI. However, the municipality retains full authority to set its own boundary at any score of
140 5 or above, and he suggested to pick a road as a boundary for administrative clarity. Tyler Timmons (R6
141 Regional Community Advisor) suggested the Council consider adopting only the state-designated high-
142 risk areas as the enforcement zone, as some other municipalities had done, rather than blanketing a
143 broader area. Any WUI boundary below 5 would require state approval.

144
145 Fire Department Link: Mr. Peterson noted a significant development: as of June 1st, fire departments
146 with SES scores of 5 or above within their jurisdiction must have their municipality enrolled in CWS in
147 order to sign a Memorandum of Understanding (MOU) with the state. This MOU is the mechanism
148 through which fire departments are reimbursed for response to state, federal, and BLM fires. Mr.
149 Peterson stated that he is willing to allow the City to sign the CWS participation agreement in good faith
150 before the WUI map and ordinance are finalized, so as not to hold up the fire department.

151
152 Insurance Legislation: Mr. Peterson also mentioned H.B. 48, a separate but related piece of legislation
153 requiring insurance companies to use the state's high-risk WUI map when making coverage decisions,
154 preventing them from dropping homeowners arbitrarily for residing in a wildland area.

155
156 The Council asked City Recorder Allison Leavitt to have City Treasurer Jacee Barney put the WUI map
157 discussion on the next Planning Commission agenda for review and noted that they would work toward
158 preparing a map to recommend to the Council.

159
160 f. Consider annexation denial - Parcel 5-19-23 Magnolia Acres Subdivision.

161
162 City Recorder Allison Leavitt explained that the parcel is located north of Monroe and does not meet the
163 City's annexation criteria, and a formal denial is required before the property owner can proceed with
164 any development.

165
166 **Councilmember Payne moved to deny annexation request for parcel 5-19-23. Councilmember**
167 **Barney seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley,**
168 **Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0**

169
170 g. Consider adoption of Monroe City 2026-2027 tentative budget

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172 City Recorder Allison Leavitt characterized the budget as "very tentative" at this stage and would like
173 input from the Council and Department Heads before the budget public hearing.

174
175 **Councilmember Payne moved to adopt Monroe City 2026-2027 tentative budget.**
176 **Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes:**
177 **Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion**
178 **carried. 4-0**

179

180 h. Set time and date for public hearing to receive comments on the 2026-2027 annual
181 budget.
182

183 City Recorder Allison Leavitt recommended holding the public hearing on May 26th. This should give the
184 Council time to receive comments and review the budget before formal budget adoption in June.
185

186 **Councilmember Bagley moved to hold public hearing to receive comments on the 2026-2027**
187 **annual budget during regular Council meeting to be held May 26, 2026. Councilmember**
188 **Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley,**
189 **Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0**
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191
192 **7. Other Business**

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194 a. Staff Reports

195 City Recorder Allison Leavitt –

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197
198 No further business.

199
200 Public Works Director John Draper –

201
202 *Mayor Parsons stated that he had inspected the fencing at the cleanup site in preparation for the
203 upcoming spring cleanup event and noted it was a good set up. He also mentioned that the City is
204 planning to install cameras at the site to deter illegal dumping outside the gate.
205

206 b. Department Business-Council

207
208 Councilmember Barney – Parks, Library

209
210 *Handicap ramp at the library is now open, following a ribbon-cutting event held on Monday May 11,
211 2026. There were a good number of people that attended the ribbon cutting, including a young person
212 in a wheelchair who tested the ramp. She thanked City Park Foreman Rhett Colby for the quality of the
213 installation work.
214

215 *Has scheduled meetings with Park Foreman Rhett Colby, Library Director Shelly Monroe, and Custodian
216 Bonnie Butler to introduce herself and better understand their needs.
217

218 *Library Board meetings are held on the First Monday of each quarter at 5:00 p.m. at the library.
219

220 *Concern was raised about a cave at the Red Hill hot pots area that had previously been filled in by the
221 City for safety reasons but appeared to have been dug out again by residents. Mayor Parsons stated that
222 City staff will look into the situation.
223

224 *Mayor Parsons stated that some infield mix for the ballfields will be delivered to the park in the next
225 week or so to help with field maintenance. A donation for a field conditioning machine may be in the
226 works, and he has asked staff to research equipment options and pricing.

227

228 Councilmember Bagley – Streets

229

230 *Street budget is pretty much allocated this upcoming year for Main Street improvements, and the
231 ongoing pavement preservation project fund.

232

233 Councilmember Payne – Power -Fire

234

235 *Concerned with obtaining official easement from property owner for the new non-motorized bike trail
236 along the foothills. City Recorder Allison Leavitt explained that the Trail Committee has received
237 permission through a text message and that she will be working with the City Attorney Eric Johnson to
238 formalize an easement with property owner, Mike Ginsburg. The current discussion centers on a 30-foot
239 working easement, with a formal survey for a six (6') foot easement to follow once construction is
240 complete, similar to the approach taken with Sevier County.

241

242 Councilmember Johnson – Cemetery

243

244 *Cemetery looked well-maintained for Mother's Day and suggested that the City consider applying a
245 Roundup treatment along the road edges to control weeds, as an improvement over mowing alone.

246

247 Mayor Parsons –

248

249 *Confirmed that the City has been awarded funding for pickleball courts on a 70/30 cost-share basis
250 from the Utah Outdoor Recreation Grant Program with the estimate project cost around \$110,000–
251 \$101,000. The courts would be located east of the existing tennis courts. The project has been two years
252 in the making, and it is good to be able to move forward with it.

253

254 *Water conservation is a standing concern, noting that spring runoff is pretty well over. The City's South
255 Bend Water supply, depending on usage, would last approximately 45 to 60 days from when the pump is
256 turned on. He asked staff to calculate a more precise estimate and encouraged continued community
257 awareness around water conservation.

258

259 *Mayor Parsons will be absent from the regularly scheduled June 23rd meeting. City Recorder Allison
260 Leavitt proposed consolidating the June meeting schedule: canceling the June 9th and June 23rd
261 meetings and holding a single meeting on June 18th, at which the final budget could be adopted, which
262 would also allow sufficient time to receive the county's certified tax rate. This arrangement was agreed
263 upon informally, with a formal motion to be made at the next meeting.

264

265 **8. Adjournment**

266

267 **There being no further business to come before the Council for consideration,**

268 **Councilmember Payne moved the Regular Council Meeting adjourn at 7:57 p.m.**

269 **Councilmember Bagley seconded the motion. The vote was unanimous. The motion**

270 **carried. 4-0**

271

272 The next regular City Council meeting is scheduled to be held on Tuesday, May 26, 2026 starting
273 at 7:00 p.m. at Monroe City Office.

274

275 Approved this 26th day of May 2026.

276

277 

278 Allison Leavitt

280 Monroe City Recorder

281

282



Johnny C. Parsons

Mayor