MONROE CITY COUNCIL MEETING
Tuesday, October 13, 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 Johnny Parsons at 7:00 p.m.

2. The Pledge of Allegiance was led by Councilmember Perry Payne. Councilmember Candice Barney offered a prayer.

3. Roll Call
Mayor Johnny Parsons
Councilmembers:
Candice Barney
Jason Bagley
Ryan Johnson
Michael Mathie -absent
Perry Payne
Public Works Director John Draper
City Recorder Allison Leavitt
South Sevier Senior Citizen Advisory Board President – Mary Kay Outzen
Sunrise Engineering – Trent Brown

4. Consider a motion to approve the minutes of the meeting held October 13, 2026

Councilmember Candice Barney moved to approve the October 13, 2026, Regular City Council Meeting Minutes with corrections. Councilmember Perry Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

5. Citizen input -Limit of 3 minutes per comment

6. Approval of September 2026 warrant register, cash disbursements, and adjustment journal.

Councilmembers reviewed and signed the September 2026 warrant register, cash, disbursements, adjustment journal.

7. Business

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

Mary K. Outzen, President of the South Sevier Senior Citizen Board, reported that the center had received a $2,000 donation from Pilot (Flying J Truck Stop) and that a possible additional grant was being explored. Board member Becky Williams had passed away, and Susan Outzen would take her place and review the center's financials monthly.

Ms. Outzen said she had hesitated to sign the Memorandum of Understanding because of its liability clause. City Recorder Allison Leavitt had explained that the city would be liable only if it knew a repair was needed and failed to make it. In response, a board member drafted a form to log each reported problem and its repair, with dates and times.

Ms. Outzen also described building safety concerns found during a walk-through:

- Only two fire extinguishers were visible upstairs, and none downstairs.
- The single smoke detector sat above the basement stairs and was difficult to reach and test.
- The light above the basement stairs had no apparent switch.
- No carbon monoxide detector was in the building.
- A piece of carpet on the basement stairs was loose, and Kelly Roberts was going to repair it.

Council members discussed how many extinguishers and alarms the building required, and Mayor Johnny Parsons directed Public Works Director John Draper to follow up on getting items discussed taken care of. The Board also planned to purchase a silicone fire blanket for the center. Ms. Outzen reported that the center now has good internet service that is working and thanked the Council for its support, including tables provided for the yard sale.

b. Consider Resolution 10 01 2026 Memorandum of Understanding with South Sevier Senior Citizen Advisory Board

City Recorder Allison Leavitt explained that the draft had been provided to the Council a couple of months earlier and that Ms. Outzen had concerns about the insurance and liability. City Recorder Allison Leavitt stated that the City would be responsible for its own negligence, and that its liability coverage would apply in that case. Councilmember Perry Payne said the document looked acceptable, that it could be amended later, and that having a written agreement in place was better than the prior handshake arrangement.

Councilmember Perry Payne moved to adopt Resolution 10 01 2026 Memorandum of Understanding with South Sevier Senior Citizen Advisory Board. Councilmember Jason Bagley seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

c. Consider Community Center Engineering Final Project Plan - Trent Brown-Sunrise Engineering

Trent Brown of Sunrise Engineering reported that the Community Center plan had been distributed to the Mayor, Public Works Director John Draper, and the senior group several weeks earlier. Comments received were incorporated, including:

- changing the west double doors to glass doors;
- adding keyless entry on doors used for food deliveries;

- adding audio-visual connections in the main room for microphones, speakers, and projectors;
- adding Wi-Fi;
- minor quality-control notes from the architect.

Council members expressed approval of the plan. Approval would allow Mr. Brown to send the plan to the architect and finalize the documents.

Councilmember Ryan Johnson moved to approve Community Center Project Plan. Councilmember Candice Barney seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

d. Consider leasing City Property (Parcel 1-M6A-18) - Todd Gardner

Todd Gardner asked to lease part of a roughly six-acre City parcel south of his property. The parcel IS landlocked, and has an existing fence line, which he would replace with an elk fence, and has no water. The City uses it mainly to protect the wellhead zone and had no other use for it. Mr. Gardner proposed a lease of about ten years, with a review afterward, given the investment he would make. He said improvements would become City property at the end of the term, and he suggested possible compensation for them.

The discussion centered on water and policy:

- **Water source:** Mr. Gardner raised using canal shares to water the property. Mayor Johnny Parsons said he was unsure if the City could allow this on the secondary water system.
- **Pumping:** The parcel had no gravity flow, so all water would have to be pumped. Councilmember Candice Barney asked whether the added pumping cost to the City could be calculated as a percentage.
- **Acreage policy:** Mayor Johnny Parsons explained that the current policy caps irrigation at one acre per share turned in, to protect the City's ability to serve all users when water is tight. The Council noted that the City had no leasing policy, and that the policy could be created.
- **Lease terms:** The lease would need to address fence removal or ownership at termination and how water would be provided.

Mayor Johnny Parsons said he saw no problem with leasing the land itself. Councilmembers spoke in favor of leasing, noting that it would keep weeds down and improve the property's appearance. Councilmember Candice Barney asked whether to vote now or wait for legal details. The Council chose to work out the lease terms first. Mr. Gardner said the timing was flexible and that irrigation would likely begin in the fall or spring.

Councilmember Perry Payne moved to table the lease of Parcel 1-M6A-18 until more information and lease terms were developed. Councilmember Jason Bagley seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

e. Consider Resolution 10 02 2026 - Amending Water/Irrigation Policy – Update Irrigation connection fees and Monroe City fee schedule to reflect changes

City Recorder Allison Leavitt explained that with the irrigation project complete, new irrigation connections now required a meter, radio, and related equipment. Based on a quote from Peterson

Plumbing, the connection fee for a new irrigation riser would increase from $1,016 to $2,275. This fee covered a typical connection, while longer or atypical connections would be bid individually. Mayor Johnny Parsons noted that the fee only covered the City's cost for a new connection. Council members clarified the figures before the motion.

Councilmember Perry Payne moved to adopt Resolution 10 02 2026 - Amending Water/Irrigation Policy to Update Irrigation connection fees and Monroe City fee schedule to reflect changes. Councilmember Jason Bagley seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

f. Consider 2026 - 2027 Fraud Assessment

City Recorder Allison Leavitt explained that the assessment was a State Auditor requirement. The City scored 325 of 395 points, which remained in the low range. She said the score could not be improved much without steps such as hiring a CPA.

Councilmember Ryan Johnson moved to adopt 2026-2027 Fraud Risk Assessment. Councilmember Candice Barney seconded the motion. A roll call vote was called. Voting yes: Councilmembers Bagley, Barney, Johnson, and Payne. The vote was unanimous. The motion carried. 4-0

8. Other Business

a. Staff Reports

City Recorder Allison Leavitt –

*Pickleball courts are nearly finished. Lights were expected to arrive on Wednesday, and the gates would remain locked until the lights were installed. The project was over budget, and about $10,000 had been added for concrete approved earlier by the Council. Further items discussed were:

- a drinking fountain of roughly $10,000, to be of durable quality rather than a cheaper unit.
- benches of about $3,000, with covered benches at about $4,000 each considered unaffordable for now.
- security cameras, with a vendor estimate of $1,000 to $2,000 per camera still pending in writing.
- "Under surveillance" signage.
- a possible connection to the high school's Internet.

The courts were reported to be ADA accessible, with 4-foot gates. The Council discussed holding a ribbon cutting and opening the courts when the lights were installed rather than waiting until spring, and Councilmember Candice Barney recommended notifying past Councilmember Erica Sirrine, who had been involved in the multi-year effort to secure funding.

*Power surcharge on our October billing will be at .010 up from September's .007. These amounts have been verified by Utility Financial Solutions.

*Secondary irrigation will be off Monday, October 19, unless freezing temperatures are forecasted.

*Trail committee was reported to be moving along, with a punch list and bridge and restroom placement still to be decided. Location for new restroom will need to be confirmed with engineers so that they do not interfere with future water infrastructure plans.

*The Council received their monthly budgets and signed an acknowledgment.

Public Works Director John Draper –

*New well was running behind schedule. The casing was to be installed the following day with a temporary pump, and permanent pumps were expected in about two weeks.

*Replacing the worst section of waterline on 500 North, between the new subdivision and 750 West, with 4-inch pipe at about $7,000 in parts, as recommended by Water Foreman DarRell Payne, if weather and time allowed. Council expressed agreement on moving forward with this project.

*Existing waterline on Main Street appear to be PVC from 300 S to 500 S and cast iron from 100 S to 300 S, which was expected to save some cost on the waterline replacement project.

b. Department Business-Council

Councilmember Ryan Johnson –

No further business.

Councilmember Candice Barney said she had attended a State Historic Preservation Office (SHPO) training with Magnify Monroe on becoming a Certified Local Government (CLG) to preserve historic Main Street. Points from her report included:

- **Requirements:** CLG status required certification through the National Park Service and a commission of at least five members appointed by the Council, including professionals.
- **Funding:** CLG status would open access to grants, capped at about $20,000, with a 50/50 match that could be met in kind.
- **Prior work:** A historic survey of the town, completed by local resident Stephanie Smith as part of her master's program, was already recorded at the state level. Utah had 67 CLGs, and Beaver County was considering participation.
- **Property rights:** SHPO representatives said owners keep full rights over their property. Councilmember Barney reported they said a CLG commission does not control land use, and she had concerns after reading Beaver City's ordinance.

Councilmember Candice Barney added that SHPO recommended against ordinances giving a commission authority to dictate what owners may do, and that SHPO's website offers a sample ordinance. Council members expressed no objection to hearing more. Councilmember Barney would send materials and invite a SHPO representative to a future meeting.

Councilmember Perry Payne –

No further business.

Councilmember Jason Bagley –

*Reported that the cleanup from members of the Monroe 3rd Ward around the park and pickleball courts went well and those participants complimented City workers on how the area looked.

Mayor Johnny Parsons –

9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Perry Payne moved the Regular Council Meeting adjourn at 8:55 p.m. Councilmember Jason Bagley 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, October 27, 2026 starting at 7:00 p.m. at Monroe City Office.

Approved this 27th day of October 2026.

Allison Leavitt
Monroe City Recorder

Johnny C. Parsons
Mayor