



MONROE CITY COUNCIL MEETING

Tuesday, September 26, 2023 at 6:00 pm

NOTICE AND AGENDA

Pursuant to 52-4-6(2), UCA, notice is hereby given that the City Council of Monroe City, Sevier County, Utah, will hold a regular council meeting on the above date at the City Office, 10 N Main, commencing at 7:00 p.m. The agenda shall be as follows: (The order of business may be changed as time permits.)

6:00 P.M.

- 1. Work Session - Power Cost of Service Study Presentation - Utility Financial Solutions, LLC**

7:00 p.m.

- 2. Welcome and Call to Order: Mayor Pro-Tempore Perry Payne**
- 3. Pledge of Allegiance and Prayer: By elected official**
- 4. Roll Call**
- 5. Consider a motion to approve the minutes of the meeting held September 12, 2023.**
- 6. Citizen input -Limit of 3 minutes per comment**
- 7. Business**
 - a. Planning Commission - Chairperson Bart Lee**
 - Conditional use business license application for Airbnb "Sunrise Haven Suite". Located at 277 W 800 S and submitted by Shalyn and Chris Dowell.
 - Conditional use business license application for Airbnb "C & J Enterprises LLC". Located at 245 Mtn. View Lane and submitted by John and Cathy Ramage.
 - Conditional use business license application for "Hair and Nails by Kathy". Located at 452 E 580 S and submitted by Kathy Mooney.
 - b. Monroe Trial Committee - Prescott McCarthy**
 - c. Consider Power Cost of Service Study**
 - d. Consider Resolution 9 1 2023 canceling 2023 Municipal Elections**
 - e. Appointment of Mayor Pro-tempore**
- 8. Other Business**
 - a. Staff Reports**
 - b. Department Business-Council**
- 9. Adjournment**

Posted this 25th day of September 2023.

I hereby certify that the foregoing notice and agenda was posted at the Monroe City Hall, website littlegreenvally.com, posted on the Utah Public Notice website and personally delivered to each member of the Monroe City Council.

Allison Leavitt, Monroe City Recorder

In compliance with the Americans with Disabilities Act, individuals needing special accommodations, or assistance during this meeting shall notify Allison Leavitt, City Recorder, at 435-527-4621 at least 24 hours prior to this meeting. Meetings of the Monroe City Council may be conducted by electronic means pursuant to Utah Code Annotated, Section 52-4-207.

Contact: Allison Leavitt, Monroe City Recorder (monroecity@msn.com 435-527-4621) | Agenda published on
09/25/2023 at 4:10 PM



MONROE CITY COUNCIL MEETING
Tuesday, September 12, 2023, at 6:00 pm
MINUTES

6:00 p.m.

1. Work Session - Six County Association of Governments - Needs assessment- Tyler Timmons

Present: Mayor Johnny Parsons

Councilmembers:

Janet Cartwright

Michael Mathie

Perry Payne

Erica Sirrine

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Six County Community Advisor – Tyler Timmons

Six County Community Advisor –

Tyler Timmons, Six County Association of Governments (Six County AOG) Community Advisor, explained that during our Council meeting held on August 22, 2023, there was a discussion about the new program the legislature recently funded to provide a community advisor for small cities. The Council was asked to prepare a list of projects they thought Mr. Timmons could help the City with and hold this work session to discuss some of their ideas.

Councilmember Sirrine and Mathie suggested outdoor recreation and the need for developed trails in Monroe. It was agreed that there is a lot of interest in trails in our area, including one from the Monroe View Red Hill Park along the foothills to the fishing pond and up the canyon.

Mr. Timmons explained that Sevier County does have a trail committee that meets regularly, and he would be willing to discuss this idea with them. There is a grant program with the state that does provide funding for this type of project, and the matching fund amount is determined by the size of the community.

37 The Council asked if there were grants for tennis court resurfacing and construction of
38 pickleball courts. This is becoming a need in our community. Mr. Timmons stated that the City
39 could apply for a Community Development Building Grant (CDBG) to help with this. The CDBG
40 grant is a federal grant, and we must meet certain income standards to qualify. We recently
41 used a CDBG grant to remodel the Senior Citizen Center. Mr. Timmons recognized that this
42 was a project we are serious about, and he will follow up on researching funding for this type
43 of project.

44
45 Councilmember Cartwright asked about upgrading the Senior Citizen facility. At this point the
46 best option, due to the condition of the old building and the number of stairs, is to build a
47 new building behind the existing building then demolish the old building and have that area
48 be a parking lot for the new building. Mr. Timmons explained that this could be a CDBG
49 project, however the funds available are probably not enough to build a building. Mr.
50 Timmons will also do research on available grant opportunities to complete this project.

51
52 Councilmember Cartwright also noted that she would like Mr. Timmons to look into funding
53 opportunities to help purchase more land for the cemetery. It was good that when we needed
54 to expand the cemetery that the City already owned the property.

55
56 Mr. Timmons asked if we needed assistance with our land use ordinances or any other
57 ordinances. It was explained that we are near the end of updating our land use and
58 subdivision ordinance in conjunction with a grant we received from UDOT. City Recorder
59 Allison Leavitt stated that we could use his assistance in updating our personnel policy. It was
60 agreed that she will send him a copy of our current policy for his review.

61
62 Other projects discussed were the penstock repair, new well, and water tanks.

63
64 Mr. Timmons thanked the Council for their time this evening and explained that it is good for
65 him to know what type of projects Monroe City is working on so that if a grant opportunity
66 comes up, he can help us take advantage of the grant funding.

67
68 Mr. Timmons also requested that he be on the Planning Commission next meeting agenda, so
69 that he can introduce himself and the new program. City Recorder Allison Leavitt will ask City
70 Treasurer Jacee Barney to add him to the Planning Commission agenda for their September
71 19, 2023 meeting.

72
73 The Council thanked Mr. Timmons for his time this evening and are looking forward to
74 working with him.

75
76 **7:00 p.m.**

77
78 **2.** The regular meeting of the Monroe City Council was called to order by Mayor Parsons at 7:00
79 p.m.

80
81 **3.** The Pledge of Allegiance was led by Councilmember Mathie. A prayer was offered by
82 Councilmember Sirrine.

83
84 **4. Roll Call**

85
86 Mayor Johnny Parsons
87 Councilmembers:
88 Dane Buchmiller -Absent
89 Janet Cartwright
90 Michael Mathie
91 Perry Payne
92 Erica Sirrine
93 Public Works Director Devin Magleby
94 City Recorder Allison Leavitt
95 Lindsey Rippa-Burns
96 Logan Tsingine

97
98 **5. Consider a motion to approve the minutes of the meetings held August 22, 2023.**

99
100 **Councilmember Mathie moved to approve the August 22, 2023, Regular City Council**
101 **Meeting Minutes with corrections. The motion was seconded by Councilmember Cartwright.**
102 **A roll call vote was called. Voting yes: Councilmembers Cartwright, Payne, Mathie and Sirrine.**
103 **The vote was unanimous. The motion carried. 4-0**

104
105 **6. Citizen input – Limit of 3 minutes per comment**

106
107 **7. Approval of August 2023 warrant register, cash disbursements, adjustment journal and**
108 **aging report.**

109
110 **Councilmembers reviewed and signed the August 2023 warrant register, cash disbursements,**
111 **adjustment journal, and aging report.**

112
113 **8. Business**

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115 a. Red Rock Fly-in Review - Lindsey Rippa-Burns

116
117 Lindsey Rippa-Burns, President Central Utah Air Sports Association (CUASA), informed the
118 Council that the annual Red Rock Fly-in would be September 24- September 30, 2023. Their
119 association has planned a community night, to replace the City sponsored Monday Night
120 Cobbler, at the Monroe Canyon RV Park on September 29, 2023. There will be a lot of
121 activities going on that night including free root beer floats. They have prepared a nice flyer to
122 be distributed to help advertise the event.

They are trying to encourage people to go to the RV park to view the flyers landing at the landing zone in hopes this will reduce the congestion at the landing zone.

Ms. Rippa stated that there are 300 pilots already registered for the event and she has a cap of 350 pilots. The main launch site will be Cove Mountain and she is trying to contact the Sevier County EMS department for assistance at the launch sites and landing zone.

Public Works Director Devin Magleby explained that a paraglider attempted to land at the landing zone yesterday, and instead landed in the power lines. He would like formal instructions to be given to all the pilots before the fly-in starts. Ms. Rippa stated that this was already part of their information meeting at the beginning of their event.

Ms. Rippa asked if her group could install a windsock at the Monroe View Red Hill Park to help pilots adjust for wind direction. The Council agreed to this.

The City will provide speakers and a microphone for CUASA to use at Monroe Canyon RV Park.

Ms. Rippa explained that CUASA has prepared a booklet for each pilot that includes a request that the pilots and their company be respectful to Monroe's property and community. The booklet also includes advertisements and coupons to local businesses.

Councilmember Sirrine asked Ms. Rippa if she would verify that there will be adequate trash pick-up services at the landing zone. It was also noted that there is to be no overnight camping at the fishing pond nor the roping arena, in which we believe these areas are posted.

b. Discuss water policy for annexation - Logan Tsingine

Logan Tsingine explained that he recently purchased 40 acres north of Monroe, property next to GG's Marketplace, and is here tonight to discuss Monroe's water policy in regard to annexation.

The Council explained that the policy states as a general guideline that one (1) acre foot of water per residential building permit will be a minimum standard. The water right must be of the type and quantity where Monroe City can utilize the water as an underground water right.

Mr. Tsingine stated that he wants to annex approximately 4 acres of the 40 acres to build a home with a basketball court/gym. However, as Mr. Tsingine has visited with some of the coaches in our area it appears that there may be a need for a gym that could be used by the public for different types of sports practice.

The Council reviewed the policy and determined that if Mr. Tsingine's gym was attached to the residential unit he would be required to convey to Monroe City one (1) acre foot of water.

Dirk Dopp, the realtor, asked what requirements the City has in how the water is transferred to the City. The Council asked Public Works Director Devin Magleby to research this and get back to Mr. Dopp on what is the best way to handle the transfer.

Mayor Parsons stated that if Mr. Tsingine annexation petition meets all of the City's requirements, then the City must approve the annexation. City Recorder Allison Leavitt will follow up with Mr. Tsingine on the annexation process.

Mr. Tsingine understands that he will still be responsible for paying the current culinary water hook-up fee and culinary water impact fee.

c. Consider Sand H Debris Basin Project - KC Savage NRCS

Mayor Parsons explained that he had recently met with KC Savage, NRCS, about how to move forward with the Sand H Debris Basin Rehabilitation Project. At our last meeting with NRCS it was decided to look at an alternative route for the flood channel from the debris basin. The alternative route was to take the water past the cemetery down the Monroe Canal easement to the river. After Mr. Savage reviewed the current easement, amount of property, and number of property owners this alternative route would not be feasible.

Mr. Savage suggested the following to Mayor Parsons during their meeting:

1. Cancel put plan on shelf. Obtain legal rights to the property (drainage line) as can. Whether we can purchase the strip of property or get an easement. Many different options could be used to obtain property rights.
2. Move into design with current alternative. Take water around the cemetery going east under SR118 and end in fields.
3. Re-open planning with channel long highway going north to waste ditch.
(2 & 3 – Need firm commitment from Council to obtain land rights which may include eminent domain.)
4. Cancel move forward with debris basin (dam)only rehab alternative.

If we choose to go forward with the debris basin rehabilitation with the flood channel our share of the total project would be approximately 3.5% (31.5% State Dam Safety – 65% NRCS 3.5% City) if we opt for debris basin rehabilitation only, the city would be responsible for approximately 10% (Dam Safety 90% - City 10%).

Mayor Parsons stated that he is not confident that we could get property owners to agree to a Flood channel going through their property, and he thinks focusing on the debris basin rehabilitation may be the best option for the City.

Councilmember Payne agreed that it may be better and less expensive for the City if we work with the state dam safety agency to bring the debris basin up to current requirements.

Councilmember Payne moved to approve the Sand H Debris Basin Rehabilitation with no flood channel improvement. The motion was seconded by Councilmember Serrine. A roll call vote was called. Voting yes: Councilmembers Cartwright, Payne, Mathie and Serrine. The vote was unanimous. The motion carried. 4-0

d. Consider Electric Purchased Power Adjustment (surcharge)

The Council reviewed status of the purchased power adjustment (surcharge) and it appears we have not collected enough to remove the additional charge to our customers. We needed to collect approximately \$388,520, we have billed \$285,284 leaving a balance of \$103,235.

Councilmember Mathie asked if the Council should consider lowering the rate and take a little longer to recoup our losses or keep at the current rate (.04 cents per kWh) and hopefully have our losses recouped in the next couple of months.

The Council discussed both options and decided they would rather keep the rate as it is and Hopefully get things back in line a little quicker.

Councilmember Payne moved to continue the purchased power adjustment (surcharge) rate of .04 cents per kWh. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Payne, Mathie and Serrine. The vote was unanimous. The motion carried. 4-0

9. Other Business

a. Staff Reports

City Recorder Allison Leavitt-

No further business

Public Works Director Devin Magleby-

*Completed Sanitary Survey with ?? with the state. Have not received the final report but there were no significant deficiencies noted. This survey needs to be done every three years.

*Kim Cody has been contacted to push the limb pile and rock pile. The council discussed and decided to have the same type of lock put on the rock pile gate as on the limb pile gate. A

251 deposit of \$20 will be required for those wanting to check out a key. Access to the rock pile
252 will be limited to residents.

253
254 b. Department Business – Council

255
256 Councilmember Cartwright –

257
258 *Received \$10,000 commitment from a Creamer family member for the paving of the
259 cemetery roads.

260
261 Councilmember Serrine-

262
263 *Monroe Third Ward did a service project, in conjunction with the 9-11 week of service
264 program, at the fishing pond and it looks a lot better.

265
266 *Received the Utah Healthy Community recognition during the recent Utah League of Cities
267 and Towns conference. We earned this because of the medication drop off site, gun lock
268 program, and youth programs in our area. A director of the program noted that he was
269 surprised that our youth programs are still run by volunteers and are so successful.

270
271 Councilmember Mathie-

272
273 *Follow up on citizens' complaints with people speeding in their neighborhood. City Recorder
274 Allison Leavitt forwarded the citizens' contact information to Deputy Avery and have not
275 heard anything back from him nor the citizens.

276
277 *Green Valley Lawn Care will begin spraying new weed killer along the roads in October.

278
279 Councilmember Payne –

280
281 No further business

282
283 Mayor Parsons –

284
285 *Eclipse happening on October 14, 2023. Sevier County Sheriff Department is holding
286 meetings with community leaders to try and plan for the influx of people we may have in the
287 valley to watch the eclipse. Mayor Parsons asked if Public Works Director Devin Magleby
288 would attend the meeting being held this week.

289
290 The Sheriff has asked that we notify our residents to be prepared, by having their vehicles full
291 of gas and food in their homes. If we do have a large number of people come to our area
292 these items may be hard to find.

Sharee Jones, citizen, asked if the City had any plans of organized activities for the people who may come to Monroe to watch the eclipse. City Recorder Allison Leavitt explained that the Mtn. View Park has been designated as a watching site and Councilmember Serrine stated that the Canyon View (fly-in zone) Park would also be a good site, but no activities have been planned. Ms. Jones was wondering if the Council had any objection if a group was to organize some type of activity which may include food trucks, food booths, and vendor booths. The Council said they were not opposed to something like this they just needed to notify the City office of their plans.

*Sharee Jones also explained to the Council that the Church of Jesus Christ of Latter-day Saints is working on a humanitarian project called "Garden to Table". This project is to help connect people and share their garden and fruit crops this year. Most people's gardens and fruit trees produced a lot of products this year and they think this would be helpful to share with others and bring the community a little closer together.

She asked if this information could be in the next newsletter if we had one go out before the end of the season. The Council stated this seems to be a good idea and if she would get the information for a newsletter article to the City office if a newsletter was done in the near future, it would be added.

10. Adjournment

There being no further business to come before the Council for consideration, Councilmember Mathie moved the Regular Council Meeting adjourn at 7:57 p.m. The motion was seconded by Councilmember Payne . The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Tuesday, September 26, 2023 starting at 7:00 p.m. at Monroe City Office.

Approved this 26th day of September 2023.

Allison Leavitt
Monroe City Recorder

Johnny C. Parsons
Mayor

MONROE CITY
CONDITIONAL USE APPLICATION

Date: 9-7-23
Applicant: Chris & Shalyn Dowell
Address: 277 W 800 S
Phone: 435-201-2812

Property Owner: _____
(If not the same as applicant)
Address: _____
Phone: _____

Address of property covered by this request: 277 W 800 S
Zoning: RR
Existing use of premises: Residential Home
Proposed use of premises: Air Bnb
Owner's Signature Chris Dowell Shalyn Dowell Date: 9/18/23

Date of Planning Commission Meeting: _____
Planning Commission Recommendation: _____

Chairperson's Signature: _____ Date: _____

Date of City Council Meeting: _____
Decision of City Council: _____

Mayor's Signature: _____ Date: _____

Chris & Shalyn Dowell
277 W 800 S
Monroe, UT 84754
18th September 2023

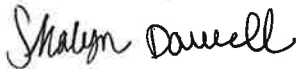
To whom it may concern:

We are writing this letter to request conditional use of our property located at 277 West 800 South in Monroe. We finished construction on our personal home in May of 2023. The home we built has an attached one bedroom, one bathroom suite with a separate entrance behind the garage. Our intentions are to use this suite as a nightly rental.

To eliminate extra noise levels and effecting our neighbors, our property will only allow for up to two guests per night and does not allow pets. Parking via a separate driveway is located near the entrance to the suite on the side of the home, so traffic concerns will not be an issue.

We appreciate your consideration of our application.

Sincerely,



Chris & Shalyn Dowell

MONROE CITY
CONDITIONAL USE APPLICATION

Date: Sept. 15, 23
Applicant: John & Cathy Ramage
Address: 245 S. Mountain View Lane
Phone: 801-318-5539

Property Owner: Same
(If not the same as applicant)
Address: _____
Phone: _____

Address of property covered by this request: 245 S. Mountain View Lane
Zoning: ?

Existing use of premises: Residential
Proposed use of premises: Airbnb (partial rental of our home.)

Owner's Signature Cathy Ramage Date: Sept. 15, 23

John Ramage

Date of Planning Commission Meeting: _____

Planning Commission Recommendation: _____

Chairperson's Signature: _____ Date: _____

Date of City Council Meeting: _____

Decision of City Council: _____

Mayor's Signature: _____ Date: _____

Airbnb A Small Part of John & Cathy Ramage Home
245 South Mountain View Lane

We would like to turn the front of our home into an Airbnb while residing on our property.

Why:

We need some extra income to pay off student loans and medical bills. We would like to rent out the front of our home for people who are wanting to explore this area and the national parks which are fairly close by. Our children have grown and moved away so it is just the two of us residing in our home. We have over 5000 square feet and most of our home is just sitting unused so we would like to use it to our advantage. Our home sits on 1 acre and is situated with lots of bushes and trees to make it quite private for renters to enjoy the great outdoors without bothering neighbors.

Rental Area:

We have 2 bedrooms, a bathroom, and a front living room we can rent. It is private from the rest of our home and is located at the front of our home. We have doors that lock to separate the main part of our home from the front area to ensure our privacy and the privacy of our renters.

***Parking:**

We anticipate 1 or 2 cars that can easily be parked in the front of our home. Easy access to the rental area from parking in front with little to no impact on our neighbors. It also will not impact the traffic that we have already on our street.

***Noise:**

Because we will be living in our home when it is rented, we will make sure there are no problems with noise or situations that would bother our neighbors.

We will be very selective about who rents from us.

***Safety:**

We will be monitoring comings and goings of individuals by installing a security system on the front of our home. Smoke alarms and fire extinguisher will be up to code.

We love our "Little Green Valley" and the neighborhood we live in. We will do everything in our power to promote this city to those who rent our Airbnb and to make it a positive experience for our neighborhood and our city.

Thank you for your time and your consideration.

The block contains two handwritten signatures in black ink. The signature on the left is 'John Ramage' and the signature on the right is 'Cathy Ramage'. Both are written in a cursive, flowing style.

MONROE CITY
CONDITIONAL USE APPLICATION

Date: Aug. 9, 2023
Applicant: Kathy Mooney
Address: _____
Phone: 435-979-2016

Property Owner: Lance / Kathy Mooney
(If not the same as applicant)
Address: _____
Phone: 435-979-1927

Address of property covered by this request: 452 E. 580 S.
Zoning: _____
Existing use of premises: _____
Proposed use of premises: _____
Owner's Signature _____ Date: _____

Date of Planning Commission Meeting: _____
Planning Commission Recommendation: _____

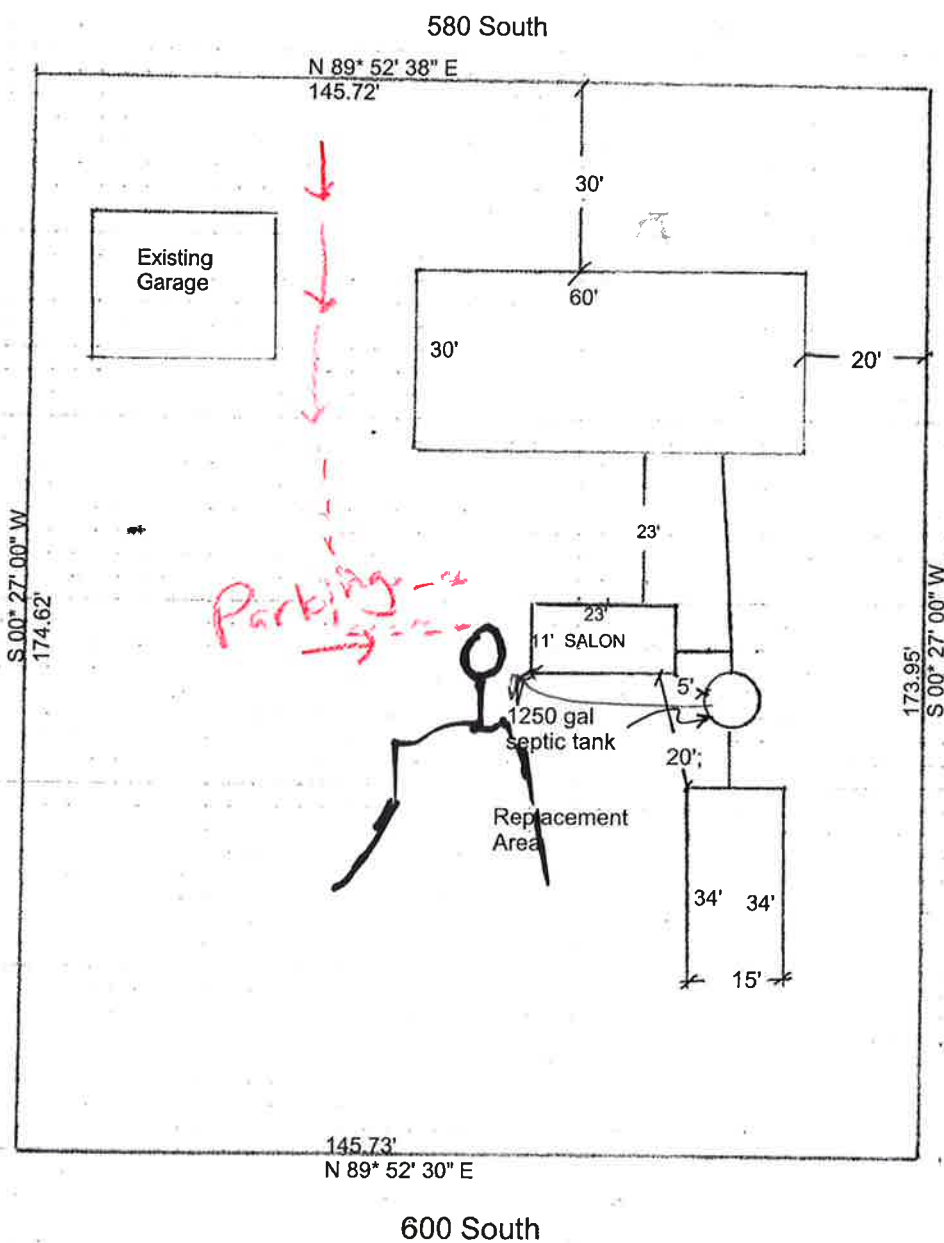
Chairperson's Signature: _____ Date: _____

Date of City Council Meeting: _____
Decision of City Council: _____

Mayor's Signature: _____ Date: _____

Lance & Kathy Mooney
452 E 580 S
Monroe, UT 84754

Parcel 1-M38-20 Lot #20 Parson's Corner Subdivision Phase III
.583 Acres



RESOLUTION No. 9 01 2023

A RESOLUTION THAT CANCELS THE MONROE CITY NOVEMBER 21, 2023, MUNICIPAL ELECTION AND CERTIFIES THAT THE NUMBER OF CANDIDATES DOES NOT EXCEED THE NUMBER OF OPEN AT-LARGE MUNICIPAL OFFICES

WHEREAS, the Monroe City Council desires to cancel the November 21, 2023 Municipal Election and certifies that the number of candidates does not exceed the number of municipal offices;

- Pursuant to Utah Code 20A-1-206: A municipal legislative body may cancel an election if: all the municipal officers are elected in an at-large election under Subsection 10-3-205.5(1); and the number of municipal officer candidates, including any eligible write-in candidates under Section 20A-9-601, for the at-large municipal office does not exceed the number of open at-large municipal offices for which the candidates have filed.
- Monroe City has three at-large council seats open for election;
- The City Deputy Recorder received three declarations of candidacy; Ryan Johnson, Michael C. Mathie, and Erica Serrine.
- Monroe City has no municipal ballot propositions.
- Monroe City did not receive any write-in candidates.
- Monroe City now has three candidates for three at-large council seats.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF MONROE, STATE OF UTAH:

- The Monroe City Council November 21, 2023, Municipal Election is hereby cancelled.
- The Monroe City Council certifies there are three candidates for three at-large city council seats, and there are no municipal ballot propositions.
- The following candidates are considered to be elected to office of council member for the term of 4 years: Ryan Johnson, Michael C. Mathie and Erica Serrine.

Effective Date. This resolution shall become effective immediately upon passage.

**PASSED AND ADOPTED BY THE MONROE CITY COUNCIL, STATE OF UTAH, ON
THE 26th DAY OF SEPTEMBER .**

Mayor Johnny C. Parsons

ATTEST:

City Recorder Allison Leavitt