



1

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

11 Present: Mayor Johnny Parsons

12 Councilmembers:

13 Janet Cartwright

14 Michael Mathie

15 Perry Payne

16 Erica Sirrine

17 Public Works Director Devin Magleby

18 City Recorder Allison Leavitt

19 Six County Community Advisor – Tyler Timmons

20 Six County Community Advisor –

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

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

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

Monroe City Council Minutes 9.12.2023

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 put on the next Planning Commission meeting
69 agenda, so that he can introduce himself and the new program. City Recorder Allison Leavitt
70 will ask City Treasurer Jacee Barney to add him to the Planning Commission agenda for their
71 September 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**

114
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.

123
124 They are trying to encourage people to go to the RV park to view the flyers landing at the
125 landing zone in hopes this will reduce the congestion at the landing zone.
126
127 Ms. Rippa stated that there are 300 pilots already registered for the event and she has a cap
128 of 350 pilots. The main launch site will be Cove Mountain and she is trying to contact the
129 Sevier County EMS department for assistance at the launch sites and landing zone.
130
131 Public Works Director Devin Magleby explained that a paraglider attempted to land at the
132 landing zone yesterday, and instead landed in the power lines. He would like formal
133 instructions to be given to all the pilots before the fly-in starts. Ms. Rippa stated that this was
134 already part of their information meeting at the beginning of their event.
135
136 Ms. Rippa asked if her group could install a windsock at the Monroe View Red Hill Park to help
137 pilots adjust for wind direction. The Council agreed to this.
138
139 The City will provide speakers and a microphone for CUASA to use at Monroe Canyon RV Park.
140
141 Ms. Rippa explained that CUASA has prepared a booklet for each pilot that includes a request
142 that the pilots and their company be respectful to Monroe's property and community. The
143 booklet also includes advertisements and coupons to local businesses.
144
145 Councilmember Sirrine asked Ms. Rippa if she would verify that there will be adequate trash
146 pick-up services at the landing zone. It was also noted that there is to be no overnight
147 camping at the fishing pond nor the roping arena, in which we believe these areas are posted.
148
149 b. Discuss water policy for annexation - Logan Tsingine
150
151 Logan Tsingine explained that he recently purchased 40 acres north of Monroe, property next
152 to GG's Marketplace, and is here tonight to discuss Monroe's water policy in regard to
153 annexation.
154
155 The Council explained that the policy states as a general guideline that one (1) acre foot of
156 water per residential building permit will be a minimum standard. The water right must be of
157 the type and quantity where Monroe City can utilize the water as an underground water right.
158
159 Mr. Tsingine stated that he wants to annex approximately 4 acres of the 40 acres to build a
160 home with a basketball court/gym. However, as Mr. Tsingine has visited with some of the
161 coaches in our area it appears that there may be a need for a gym that could be used by the
162 public for different types of sports practice.
163
164 The Council reviewed the policy and determined that if Mr. Tsingine's gym was attached to the
165 residential unit he would be required to convey to Monroe City one (1) acre foot of water.

166
167 Dirk Dopp, the realtor, asked what requirements the City has in how the water is transferred
168 to the City. The Council asked Public Works Director Devin Magleby to research this and get
169 back to Mr. Dopp on what is the best way to handle the transfer.

170
171 Mayor Parsons stated that if Mr. Tsingine annexation petition meets all of the City's
172 requirements, then the City must approve the annexation. City Recorder Allison Leavitt will
173 follow up with Mr. Tsingine on the annexation process.

174
175 Mr. Tsingine understands that he will still be responsible for paying the current culinary water
176 hook-up fee and culinary water impact fee.

177
178 c. Consider Sand H Debris Basin Project - KC Savage NRCS

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

186
187 Mr. Savage suggested the following to Mayor Parsons during their meeting:

189 1. Cancel, and put plan on shelf. Obtain legal rights to the property (drainage line) as
190 can. Whether we can purchase the strip of property or get an easement. Many
191 different options could be used to obtain property rights.

193 2. Move into design with current alternative. Take water around the cemetery going
194 east under SR118 and end in fields.

196 3. Re-open planning with channel long highway going north to waste ditch.
197 (2 & 3 – *Need firm commitment from Council to obtain land rights which may include*
198 *eminent domain.*)

200 4. Cancel, and move forward with debris basin (dam)only rehab alternative.

201 If we choose to go forward with the debris basin rehabilitation with the flood channel our
202 share of the total project would be approximately 3.5% (31.5% State Dam Safety – 65% NRCS
203 3.5% City) if we opt for debris basin rehabilitation only, the city would be responsible for
204 approximately 10% (Dam Safety 90% - City 10%).

205
206 Mayor Parsons stated that he is not confident that we could get property owners to agree to a
207 Flood channel going through their property, and he thinks focusing on the debris basin
208 rehabilitation may be the best option for the City.

Monroe City Council
Minutes
9 12 2023

209
210 Councilmember Payne agreed that it may be better and less expensive for the City if we work
211 with the state dam safety agency to bring the debris basin up to current requirements.
212
213 **Councilmember Payne moved to approve the Sand H Debris Basin Rehabilitation with no**
214 **flood channel improvement. The motion was seconded by Councilmember Sirrine. A roll call**
215 **vote was called. Voting yes: Councilmembers Cartwright, Payne, Mathie and Sirrine. The vote**
216 **was unanimous. The motion carried. 4-0**
217
218 d. Consider Electric Purchased Power Adjustment (surcharge)
219
220 The Council reviewed status of the purchased power adjustment (surcharge) and it appears
221 we have not collected enough to remove the additional charge to our customers. We needed
222 to collect approximately \$388,520, we have billed \$285,284 leaving a balance of \$103,235.
223
224 Councilmember Mathie asked if the Council should consider lowering the rate and take a little
225 longer to recoup our losses or keep at the current rate (.04 cents per kWh) and hopefully have
226 our losses recouped in the next couple of months.
227
228 The Council discussed both options and decided they would rather keep the rate as it is and
229 Hopefully get things back in line a little quicker.
230
231 **Councilmember Payne moved to continue the purchased power adjustment (surcharge) rate**
232 **of .04 cents per kWh. The motion was seconded by Councilmember Cartwright. A roll call vote**
233 **was called. Voting yes: Councilmembers Cartwright, Payne, Mathie and Sirrine. The vote was**
234 **unanimous. The motion carried. 4-0**
235
236 **9. Other Business**
237
238 a. Staff Reports
239
240 City Recorder Allison Leavitt-
241
242 No further business
243
244 Public Works Director Devin Magleby-
245
246 *Completed Sanitary Survey with Brian Pattee, Division of Drinking Water. Have not received
247 the final report but there were no significant deficiencies noted. This survey needs to be done
248 every three years.
249
250 *Kim Cody has been contacted to push the limb pile and rock pile. The council discussed and
251 decided to have the same type of lock put on the rock pile gate as on the limb pile gate. A

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

254
255 b. Department Business – Council

256
257 Councilmember Cartwright –

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

261
262 Councilmember Sirrine-

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

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

271
272 Councilmember Mathie-

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

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

279
280 Councilmember Payne –

281
282 No further business

283
284 Mayor Parsons –

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

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

294

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

303
304 *Sharee Jones also explained to the Council that the Church of Jesus Christ of Latter-day Saints
305 is working on a humanitarian project called "Garden to Table". This project is to help connect
306 people and share their garden and fruit crops this year. Most people's gardens and fruit trees
307 produced a lot of products this year and they think this would be helpful to share with others
308 and bring the community a little closer together.

309
310 She asked if this information could be in the next newsletter if we had one go out before the
311 end of the season. The Council stated this seems to be a good idea and if she would get the
312 information for a newsletter article to the City office if a newsletter was done in the near
313 future, it would be added.

314
315 **10. Adjournment**
316

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

321
322 The next regular City Council meeting is scheduled to be held on Tuesday, September 26, 2023
323 starting at 7:00 p.m. at Monroe City Office.

324
325 Approved this 26th day of September 2023.

326
327
328
329 

330 Allison Leavitt
331 Monroe City Recorder
332

333
334
335
336 

Johnny C. Parsons
Mayor