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2  
3 MONROE CITY COUNCIL MEETING  
4 Tuesday, March 26, 2024, at 7:00 pm  
5 MINUTES

6 **7:00 p.m.**

7  
8 **1.** The regular meeting of the Monroe City Council was called to order by Mayor Parsons at  
9 7:00 p.m.

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11 **2.** The Pledge of Allegiance was led by Mayor Parsons. Councilmember Johnson offered a  
12 prayer.

13  
14 **3. Roll Call**

15  
16 Mayor Johnny Parsons

17 Councilmembers:

18 Janet Cartwright

19 Michael Mathie

20 Ryan Johnson

21 Perry Payne

22 Erica Serrine - absent

23 Public Works Director John Draper

24 City Recorder Allison Leavitt

25 Planning Commissioner Lyndon Friant

26 Professor Heidi Johnson – Snow College

27  
28 **4. Consider a motion to approve the minutes of the meeting held March 12, 2024.**

29  
30 **Councilmember Payne moved to approve the March 12, 2024, Regular City Council**  
31 **Meeting Minutes with corrections. Councilmember Cartwright seconded the motion. A roll**  
32 **call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne.**  
33 **The vote was unanimous. The motion carried. 4-0**

34  
35 **5. Citizen input – Limit of 3 minutes per comment**

36  
37 **6. Business**

38  
Monroe City Council  
3 26 3024  
Minutes

39 a. Consider placement of Kestrel Box near Monroe City Irrigation Pond - Snow College  
40 Professor Heidi Johnson

41  
42 Professor Heidi Johnson with Snow College explained to the Council that she is currently  
43 teaching a biology class that includes a section on bird watching. She requested from the  
44 Council permission to place Kestrel Boxes in the area around the pond. The boxes would be  
45 attached to trees in the area and placed high enough to keep people from bothering them.

46  
47 This is her first-time teaching this and over the next few years more boxes will be placed. The  
48 birds will not be formally monitored, the students will just observe the birds in their natural  
49 environment.

50  
51 The Council discussed the request and decided this would not interfere with the activities  
52 around the pond.

53  
54 **Councilmember Payne moved to allow Snow College Biology Class to place Kestrel Boxes**  
55 **near the Monroe City Irrigation Pond. Councilmember Mathie seconded the motion. A roll**  
56 **call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne.**  
57 **The vote was unanimous. The motion carried. 4-0**

58  
59 b. Consider approving the Capital Improvement List for 2024

60  
61 The Council made a final review of the 2024 Capital Improvement List and selected storm  
62 water drainage (canal), penstock upgrades, and energy source generator as the top three  
63 projects. This list will be submitted to the Six County Association of Governments so that  
64 these items will be placed on their Community Impact Board (CIB) listing. Placing them on  
65 the list does not necessarily mean that the City will be doing the projects this coming year.

66  
67 Community Planner Tyler Timmons was here tonight to help the Council understand the  
68 importance of having a capital improvement list. The purpose of this list is not only to meet  
69 the CIB requirement but for the Council to use it as a planning tool for the City.

70  
71 Councilmember Cartwright asked about adding a new or updated Senior Citizen Center to  
72 the list. Mr. Timmons explained that the City should add it to the list but know that CIB  
73 usually will not fund these types of projects.

74  
75 The list should include projects the Council thinks would benefit the City not just projects  
76 that would qualify for CIB participation.

77  
78 **Councilmember Mathie moved to adopt Monroe City 2024 Capital Improvement List with**  
79 **modifications. Councilmember Johnson seconded the motion. A roll call vote was called.**

80 **Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne. The vote was**  
81 **unanimous. The motion carried. 4-0**

82  
83 Mr. Timmons explained to the Council that the Six County Association Planning Summit will  
84 be held at the Sevier Valley Center on May 21, 2024. Registration information will be emailed  
85 to City Recorder Allison Leavitt, and she will forward it to the Council and Planning  
86 Commission members.

87  
88 Mr. Timmons informed the Council that Sevier County will now be over the senior citizen  
89 meal services. Six County Association of Government will transfer the funds they normally  
90 receive for this program to the County.

91  
92 c. Consider adopting Ordinance 3 1 2024 amending Monroe City Land Use Ordinance

93  
94 The amendment to the current land use ordinance is to increase consistency and compliance  
95 with current State requirements, address clarity and correctness issues, and  
96 relocate/integrate existing regulations for improved administration enforcement, and  
97 transparency.

98  
99 City Recorder Allison Leavitt and Lyndon Friant reviewed with the Council the main changes  
100 in the ordinance. Changes were made to help with clarification, changes to zone district uses,  
101 accessory dwellings, and accessory buildings.

102  
103 One accessory dwelling may be allowed on a property, when meeting health department  
104 requirements and short-term rental requirements.

105  
106 There is no longer a restriction on the size of accessory buildings. The building permit  
107 approval will only be given when the permit is submitted with a plot plan showing that  
108 setbacks meet our ordinance.

109  
110 Included in the amended ordinance is a chart showing permitted, not permitted, and  
111 conditional uses in our different zoning districts. The amended ordinance addresses and  
112 clarifies requirements pertaining to certain uses, therefore the need for conditional use  
113 permits will be limited.

114  
115 The Planning Commission has been working on this for some time now and after holding  
116 their public hearing on March 19, 2024, they voted to recommend approval of the amended  
117 ordinance to the City Council.

118

119 City Recorder Allison Leavitt explained that the ordinance will now be available online in a  
120 format that is easier to access for the public, our City staff, Council, and Planning  
121 Commission.

122  
123 The Council discussed the amended ordinance and had questions on the zone districts use  
124 table. With these questions the Council would like more time to review the entire ordinance.  
125 City Recorder Allison Leavitt received the final updated land use ordinance from Jones and  
126 DeMille Engineering this afternoon and emailed the ordinance to the Council, so the Council  
127 has not had sufficient time to review the ordinance.

128  
129 **Councilmember Payne moved to table the adoption of Ordinance 3 1 2024 amending**  
130 **Monroe City Land Use Ordinance. Councilmember Mathie seconded the motion. A roll call**  
131 **vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne. The**  
132 **vote was unanimous. The motion carried. 4-0**

133  
134 The Planning Commission also held a public hearing on March 19, 2024 on the subdivision  
135 ordinance and voted to recommend approval, however the state legislature has made some  
136 changes that will affect the ordinance, so we have opted to postpone having the Council  
137 adopt the ordinance until we have had time to insert the recent legislature changes. Monroe  
138 City has until December 2024 to adopt the ordinance.

139  
140 d. Consider adopting Ordinance 3 2 2024 amending Monroe City Development and  
141 Construction Standards

142  
143 Jones and DeMille Engineering have been working with our department heads on updating  
144 our construction standards. When the standards were created, they had the Jones and  
145 DeMille logo in the corner and now they have our Monroe City logo.

146  
147 As we were updating the standards we were instructed by our City Attorney Eric Johnson  
148 that the standards should be adopted by ordinance as a land use ordinance. So, a public  
149 hearing was held by the Planning Commission on March 16, 2024, where no public comment  
150 were made.

151  
152 **Councilmember Mathie moved to adopt Ordinance 3 2 2024 amending Monroe City**  
153 **Development and Construction Standards. Councilmember Johnson seconded the motion.**  
154 **A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, and**  
155 **Payne. The vote was unanimous. The motion carried. 4-0**

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157 **7. Other Business**

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159 a. Staff Reports

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City Recorder Allison Leavitt-

\*Distributed Council their monthly budgets.

Public Works Director John Draper –

\*Hired Rhett Colby as park foreman. His start date is April 1, 2024.

\*Working on trimming trees in the cemetery for the asphaltting road project. The trees needed to be trimmed back to facilitate equipment used in paving the road.

b. Other business

Councilmember Ryan Johnson-

No further business.

Councilmember Mathie –

\*The newsletter that was sent out last week included information and a survey on the type of water lines property owners have going into their homes. This is a requirement for the lead and copper study that the state is requiring us to do. The information and survey were provided to us by Sunrise Engineering. We have received a grant from the state to conduct this study.

Councilmember Payne –

\*Power Foreman Josey Parsons received the oil test results on our substation transformer. The tests came back good, and we do have a back-up transformer. Power Foreman Josey Parsons would like a new transformer to be added to our capital investment plan for the power department. Councilmember Payne agreed that we need to plan for the future and the power department should plan to replace the transformer in the next ten to fifteen years.

\*Power Foreman Josey Parsons is talking again with Shane Minor, Wheeler Machinery, about the cost and plan for the City purchasing an energy source generator. Mayor Parsons stated that a larger generator than the one presented to the Council may be considered and Mr. Minor will bring this new information to the Council.

Councilmember Cartwright –

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202 \*While on vacation she will be available by electronic means if needed.  
203  
204 Mayor Parsons –  
205  
206 No further business  
207

208 **8. Adjournment**

209  
210 **There being no further business to come before the Council for consideration,**  
211 **Councilmember Mathie moved the Regular Council Meeting adjourn at 7:48 p.m.**  
212 **Councilmember Payne seconded the motion. The vote was unanimous. The motion**  
213 **carried. 4-0**

214  
215 The next regular City Council meeting is scheduled to be held on Tuesday, April 9, 2024  
216 starting at 7:00 p.m. at Monroe City Office.

217  
218 Approved this 9<sup>th</sup> day of April, 2024.

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223 Allison Leavitt  
224 Monroe City Recorder

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223 Johnny C. Parsons  
224 Mayor

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