



MONROE CITY COUNCIL MEETING
Tuesday, May 13, 2025, at 7:00 pm
MINUTES

7:00 p.m.

1. The regular meeting of the Monroe City Council was called to order by Mayor Pro-Tempore Erica Sirrine at 7:00 p.m.

2. The Pledge of Allegiance was led by Councilmember Johnson, and a prayer was offered by Councilmember Payne.

3. Roll Call

Mayor Johnny Parsons -absent

Councilmembers:

Janet Cartwright - absent

Ryan Johnson

Michael Mathie -absent

Perry Payne

Erica Sirrine – Mayor Pro-tempore

Public Works Director John Draper

City Recorder Allison Leavitt

4. Citizen input – Limit of 3 minutes per comment

Angie Card, representing the Magnify Monroe Committee, stated that they do not support the proposed trailhead near the Monroe View Red Hill Park, (hot springs site). They do not want this area to be a trailhead destination by trail users.

Kamelle Gleave agrees with Ms. Card, she believes that a trailhead parking lot would hinder the aesthetic of the environment created by the hot springs. We need to build on these beautiful hot springs and not take away from them. Ms. Card and Ms. Gleave also stated their concerns about the Joshua Tree and rock formations near the area of the proposed trailhead parking.

37 Jim and Carol Marziale property owners at 350 E 800 S have been experiencing several
38 problems with their irrigation system since a new meter was installed. He claims that his water
39 pressure is 120-130 psi, and his pipes have been broken causing several leaks. The contractor
40 installing the meters has been to the Marziales several times but there are still unsolved
41 problems with his system.

42
43 Councilmember Payne stated that he would be surprised if the problems the Marziales are
44 experiencing is due to high pressure, this area is normally considered a low-pressure zone.
45 Mr. Marziales asked if someone from the City, not the contractors, would come to his property
46 and check the pressure and leaks to see what can be done to remedy the problem.
47 Councilmember Payne stated that he will have Water Foreman Darrell Payne and Koy Barton,
48 Jones and DeMille Engineering, come to his house sometime this week and check the pressure
49 and system issues.

51 **5.Approval of April 2025 warrant register, cash disbursements, and adjustment journal.**

52
53 **Councilmembers reviewed and signed the April 2025 warrant register, cash disbursements,**
54 **and adjustment journal.**

56 **6. Business**

- 57
58 a. Consider Monroe City Trails Committee request to use area below Monroe View Red Hill
59 for trailhead parking area.

60
61 Monroe City Trails Committee Chair Mike Shaver stated he appreciates the concern expressed by
62 community members about the location of the proposed trailhead parking area. The Committee has
63 some similar concerns, but they would rather designate a parking area rather than have trail users
64 create their own.

65
66 Trail committee member Prescott McCarthy stated that the parking area at the Monroe View Red Hill
67 Park (hot springs) is always full and the proposed area, just below the hot springs, seems to be a good
68 option. This area is below the hot springs but provides restrooms for trail users. Mr. McCarthy stated
69 that the area already appears to be a graded area from a past user so the Trail Committee would only
70 need to provide signage designating that it is a parking area.

71
72 Councilmember Johnson asked if with education and signage could the proposed southern trailhead
73 parking area at Canyon Road be the main parking area and the trail loop around the hot springs with
74 a small secondary parking area in the hot springs area. The Committee is unsure if this would work,
75 but it is worth looking into.

76
77 Councilmember Payne suggested that a site visit be done by the Council before a decision is made. A
78 Council site visit will be posted for May 19, 2025, at 5:15 p.m. beginning at the City Office.

Councilmember Payne moved to table the decision to approve proposed trailhead parking areas until the Council holds a site visit. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

b. Consider development on 1080 S Jones Road

City Recorder Allison Leavitt stated that the Council had motioned to table property development located at 1080 S decision during their October 26, 2021, meeting. Since then, property owner Ronell Jones has passed away and her children are wanting to sell the family property located on 1080 S.

The problem is that the property was divided in 1993 and a roadway of 34' was established which did not then nor does it now meet the City standard of a 57' roadway. This property division in 1993 was not brought before the City Council for approval; it was only recorded with the Sevier County Recorder's Office. The 34' roadway (lane) is noted on Sevier County Plat map but does not show ownership to anyone. During the October 26, 2021, meeting the Council determined that they would not allow Doug Monroe to use 1080 S to access his 10-acre parcel as he proposed because of the width of the road. At the beginning of 1080 S structures are built so that the road cannot be widened to the required 57'.

Councilmember Payne stated that this should have been taken care of when it happened, and now since this Council does not know exactly what the circumstances were in 1993, we need to make a decision that will protect current and future property owners. We do know that in 1994 when Jeff Nielson requested a building permit to build a house the City required him to purchase the lot to the east of his lot because they determined he must have frontage on Jones Road, and the lane to the south of his property was not a City street.

There are three remaining parcels along the lane and the Council needs to decide whether to let the property be developed or tell the Jones that the lots are unbuildable.

The Council discussed their options and decided that they did not want to tell the Jones that their property was unbuildable, but they needed to be fair to those other property owners that had to meet City standards when applying for building permits.

It was determined that a culinary water line within the lane is not large enough for a legal fire hydrant, and that the power runs along the north side of the properties.

Councilmember Payne suggested that property development be allowed with the following conditions:

- A cul-de-sac be created at the end of the lane as an emergency vehicle turn around area.
- A recorded utility easement for the water line and power lines.
- Each lot may not be subdivided - only one residential structure per lot

- Structures must be set back to accommodate a 57' roadway.
- The lane remains a private drive, and the City takes no responsibility for maintenance.

Councilmember Sirrine and Councilmember Johnson stated that this is a good compromise.

Councilmember Payne moved to allow development on 1080 S with a cul-de-sac meeting City standards, recorded utility easement , each lot may not be subdivided, structures must be set back to accommodate a 57' road and City's required setback, and the lane remains a private drive, in which the City takes no responsibility for maintenance. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

- c. Consider citizen reimbursements with Secondary Water Meter Project - Koy Barton- Jones and DeMille Engineering

Koy Barton, Jones and DeMille Engineering, apologized to the Council for the number of complaints being received in regard to the irrigation meter project. Mr. Barton stated that they have installed about 514 meters and at this time they have had to revisit over 200-meter sites to fix leaks, or installation issues. Per the terms of the agreement with contractor HMM Excavation they must respond to the issue within two-business days after being notified of a problem. The contractor has been good at responding but some items have taken multiple visits, and they still have not remedied the problem.

Because of the number of problems reported and those not reported Mr. Barton is suggesting to the Council that a reimbursement procedure be put in place to help residents who have fixed their meter issues themselves be reimbursed. The process would include the resident submitting receipt for parts, pictures showing the problem and how it was fixed, and a review by Jones and DeMille Engineering to determine if what was damaged and fixed was done because of the meter installation.

Councilmembers stated that they are in favor of this, however they think there should be a window of time in which a resident can submit a reimbursement claim. It was determined that a 30-day window of time be established starting May 14, 2025, and going through June 16, 2025.

As for Phase II, Mr. Barton explained that because of the issues experienced in Phase I the provision in the contract stating that a supervisor will be present at all times will be strongly enforced, and the meter boxes will remain open until signed off by Jones and DeMille Engineering or City employees.

Councilmember Payne moved to accept the reimbursement process for Secondary Water Meter Project Customers. Each request must be accompanied by receipts, pictures, be submitted within the 30-day period ending June 16, 2025, and review and approval from City Employee or Engineer. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

d. Consider adoption of Monroe City 2025-2026 tentative budget

City Recorder Allison Leavitt presented to the Council the 2025-2026 tentative budget. The budget is in the preliminary stage.

Councilmember Payne moved to adopt the 2025-2026 Monroe City Tentative Budget. Councilmember Johnson seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson, Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

d. Set time and date for public hearing to receive comments on the 2025-2026 annual budget.

Public hearing to receive comments on the 2025-2026 annual budget was set for May 27, 2025.

Councilmember Johnson moved to set a public hearing to receive comments on the 2025-2026 annual budget for May 27, 2025, 7:00 p.m. Councilmember Sirrine seconded the motion. A roll call vote was called. Voting yes: Councilmembers Johnson Payne, and Sirrine. The vote was unanimous. The motion carried. 3-0

7. Other Business

a. Staff Reports

City Recorder Allison Leavitt-

*Monroe City received a grant from UDOT to create a master transportation plan. We will be working with Jones and DeMille Engineering on this project.

Public Works Director John Draper –

*City clean-up will start May 17, 2025, it will be in the same location as in the past because the fence has not been installed at the new location.

*Urinal located in the basement of Senior Center malfunctioned and ran water continually until leach lines were saturated and then it backed up into the building causing flooding and damage to the basement. City employees were contacted, and they contacted DCR Cleaning and Restoration who responded quickly to the center. They are still working on drying the carpet and walls.

*Streets will be patched with asphalt where the canal company had to cross the street to install canal pipe.

*Councilmember Sirrine asked to have appliances removed from the gravel pit.

b. Department Business-Council

Councilmember Payne –

Nothing further.

Councilmember Johnson –

Nothing further.

Councilmember Serrine –

*City Recorder informed the Council that the City was unsuccessful in the grant application for pickleball courts. As other grant opportunities become available applications will be submitted.

8. Adjournment

There being no further business to come before the Council for consideration, Councilmember Serrine moved the Regular Council Meeting adjourn at 8:20 p.m. Councilmember Johnson seconded the motion. The vote was unanimous. The motion carried. 3-0

The next regular City Council meeting is scheduled to be held on Tuesday, May 27, 2025, starting at 7:00 p.m. at Monroe City Office.

Approved this 10th day of June 2025.



Allison Leavitt
Monroe City Recorder



Johnny C. Parsons
Mayor