



MONROE CITY COUNCIL MEETING  
Monday, June 23, 2025, at 7:00 pm  
MINUTES

5 7:00 p.m.

7       1. The regular meeting of the Monroe City Council was called to order by Mayor Parsons at  
8       7:04 p.m.

10       **2. The Pledge of Allegiance was led by Councilmember Cartwright. Councilmember Mathie**  
11       **offered a prayer.**

### 3. Roll Call

**Mayor Johnny Parsons**

### Councilmembers:

Janet Cartwright

Ryan Johnson

Michael Mathie

Perry Payne

Erica Sirrine - absent

## Public Works Director John D.

City Recorder Allison Leavitt

**4. Consider a motion to approve the minutes of the meetings held June 10, 2025.**

**Councilmember Cartwright moved to approve the June 10, 2025 Regular City Council Meeting Minutes as submitted. Councilmember Payne seconded the motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne. The vote was unanimous. The motion carried. 4-0**

## 5. Citizen input – Limit of 3 minutes per comment

Rhett Parsons stated that he wants to visit with the City Council about some concerns he is having with his property and the wellhead protection zone.

36 In 1996 when the Council was creating the well-head protection zone he came to the Council  
37 because he felt he was being treated unfairly, and they were prohibiting him use of his  
38 property.

39  
40 After a lot of meetings and arguing it was determined by the Council to allow one septic  
41 system per three acres in zone four. This decision should be in the minutes from those  
42 Council meetings.

43  
44 Mr. Parsons stated that he understands the importance of protecting the our water source,  
45 however he does not believe the current changes in zone four are not necessary in  
46 protecting our water source.

47  
48 Mr. Parsons reviewed with the Council the letter he was sent a little over a year ago when the  
49 Council proposed changes to the well-head protection zone ordinance. As he read the  
50 proposed ordinance, he understood it to mean he could now have one septic system per 2-  
51 acres, which would have benefited him, so he saw no need to come to the meeting. As time  
52 has gone on and more discussions with the Planning Commission about the possible division  
53 of his property, it has come to his attention that the ordinance states 2-acre lots but instead  
54 of a traditional septic system being allowed you now have to have an on-site septic system,  
55 which is very costly to purchase, install, and maintain.

56  
57 Mayor Parsons explained to Mr. Parsons that he can work with City Recorder Allison Leavitt to  
58 research the minutes to clarify what the Council granted Mr. Parsons in 1996, then this  
59 Council can uphold their decision.

60  
61 County Commissioner Ralph Brown stated that outside funding and CIB funds cannot be  
62 obtained without a completed building plan and there is still about \$100,000 of Sevier  
63 County funds available to create a shovel ready plan to present to CIB. However, we cannot  
64 continue to redesign the building without it costing additional money. Mayor Parsons stated  
65 he understands this, but the original plan should have come before the Council for approval,  
66 not the Senior Citizen Board.

67  
68 Commissioner Brown stated that he can guarantee he can get 100 % funding for a Senior  
69 Citizen center from CIB, but if we change the scope, he is unsure of the funding.  
70 Councilmember Payne and Mayor Parsons stated that they are in favor of a Senior Citizen  
71 building only. They think that all the space specified for "City Use" in the current drawings be  
72 removed and they need to take a hard look at the size of some of the proposed rooms. They  
73 appear to be extremely larger than what is needed or what we can afford.

74  
75 Mayor Parsons explained to Commissioner Brown that he had talked with Keith Bigelow,  
76 Sunrise Engineering, today and he said unless the City pays the additional \$7000, they would  
77 not be able to draw up new plans. Commissioner Brown stated that he would talk to Mr.  
78 Bigelow to verify what he is needing and possibly go back to Sevier County for additional  
79 funds.

80  
81 Councilmember Cartwright stated that if the Council chambers are removed from the  
82 proposed plans there still needs to be a meeting and storage room for the American Legion  
83 Post 37 and that she has told Trent Brown, Sunrising Engineering, this.

84  
85 Commissioner Brown stated that it is not completely fair that Monroe assumes complete  
86 responsibility for the expenses associated with the Senior Citizens Center when the  
87 surrounding community members benefit from it as well. Salina City has an agreement with  
88 Aurora and Redmond to help cover expenses incurred by the Senior Citizen Center.  
89 Commissioner Brown stated that he was going to have on the next County Commissioners'  
90 meeting agenda a discussion about Monroe and Richfield getting help from other  
91 communities in their area to help with some of the expenses.

92  
93 Mayor Parsons stated that he would rather have help with operating maintenance of the  
94 building rather than the construction of the building. Commissioner Brown stated that he will  
95 guarantee the funding for the building, and that he was meaning help with operating  
96 maintenance expense from the other Cities.

97  
98 It was suggested that the American Legion seek grants to help with the costs of construction  
99 of the building. Because providing them with a space for meetings and storage will add costs  
100 to the project, and it would look good to the funding agencies for the City to have additional  
101 funding.

102  
103 Commissioner Brown stated that he would talk with Sunrise Engineering to get the finances  
104 and the plans worked out. City Recorder Allison Leavitt stated that she had received a bill in  
105 the amount of \$13,000 and contacted Malcolm Nash at Sevier County and he said he would  
106 take care of it so she was with the understanding that Sevier County was just paying the bills,  
107 because she has not received any other invoices, nor an second request for the initial invoice  
108 was received.

109  
110 **6. Business**

112 a. Planning Commission - Chairperson Candice Barney

113 1. Consider amendment to Monroe City Subdivision Ordinance Title 12 Section  
114 15 -Lot size requirement for Curb, Gutter and Sidewalk

115  
116 Planning Commission Chairperson Candice Barney stated that the Planning Commission held  
117 a public hearing on May 13, 2025, to receive comments concerning changes to our  
118 subdivision ordinance which would require curb, gutter, and sidewalks to all lots 2-acres or  
119 less in size. Our current ordinance only requires curb, gutter, and sidewalks to lots less than a  
120 half-acre.

121  
122 The Planning Commission is recommending approval of the amendment to the Monroe City  
123 Subdivision Ordinance.

124 From:

125 Title 12 Section 15.1

126  
127 Curb and gutter shall be required in accordance with City standards in all subdivisions  
128 with developments containing lot sizes of less than .5 acres. All curb and gutter shall be  
129 high back style

130 Title 12 Section 15.3

131  
132 Sidewalks shall be required in accordance with City standards with developments  
133 containing lot sizes of less than .5 acres, or in subdivisions of larger lots, upon a  
134 determination by the Land Use Authority upon recommendation from City Staff that  
135 traffic hazards institute a danger and that sidewalks will promote health and safety.

136 To:

137 Title 12 Section 15.1

138  
139 Curb and gutter shall be required in accordance with City standards in all new  
140 subdivisions with developments containing lot sizes, 2-acres or less. All curb and gutter  
141 shall be high back style.

142 Title 12 Section 15.3

143  
144 Monroe City Council  
145 Minutes  
146 6 23 2025

150 Sidewalks shall be required in accordance with City standards for new subdivision  
151 developments containing lot sizes, 2-acres or less, or in subdivision of larger lots, upon a  
152 determination by the Land Use Authority upon recommendation from the City staff that  
153 traffic hazards institute a danger and that sidewalks will promote health and safety.

154  
155 The Planning Commission is recommending this amendment to the ordinance to primarily  
156 address drainage issues, weed control, maintenance, and being consistent with surrounding  
157 communities.

158  
159 Councilmember Payne stated he has concerns about how the grade will be set in each  
160 subdivision to make them uniform so that they can connect to future curb and gutter.  
161 Specifically, if a subdivision is at a lower level how will this line up with an adjoining  
162 subdivision or future curb or gutter in the area. Mayor Parsons stated that he understands  
163 Councilmember Payne's concerns, but it appears with the construction standards in place,  
164 each subdivision must submit a development and drainage plan, and this should take care of  
165 this type of problem.

166  
167 Doug Monroe, developer, stated that he is in the process of obtaining approval from the  
168 Monroe City Planning Commission on a subdivision located at approximately 400 N and 300  
169 W and they are going to be seeking an exemption from this new ordinance. Mr. Monroe  
170 submitted to the Council some key items he would like the Council to consider before making  
171 this change.

172  
173 Mr. Monroe and Donovan Allen, developers, discussed with the Council the possibility of  
174 creating a curb, gutter, and sidewalk master plan for the entire City with a feasible study  
175 being done to show the benefits of this type of requirement.

176  
177 Chair Barney stated that as the Planning Commission has talked about this and looked at  
178 other communities it appears to be a legitimate need in our community. Mayor Parsons  
179 stated that one reason to require the curb, gutter and sidewalks is that this prevents  
180 property owners filling in set drainage with gravel, and asphalt companies coming in and  
181 laying asphalt for property owners in their driveways and City rights-of-way. Both of these  
182 situations play havoc on our drainage and neighboring property owners, and most of the  
183 time the City doesn't know about it until it's done.

184  
185 Mr. Allen asked if the City has a formal drainage plan. Mayor Parsons stated that the City's  
186 does not have a formal drainage plan, and new developments would have to retain their  
187 drainage onsite.

189 Mayor Parsons stated that the City cannot afford to install curb, gutter, sidewalk throughout  
190 the City, however as sidewalks are replaced curb and gutter are installed. The City will be  
191 continuing the curb and gutter going South on Main Street in an upcoming road project, and  
192 we just replaced a small section of sidewalk on the south side of the City office building that  
193 the curb was extended.

194  
195 Councilmember Johnson asked why the big jump from .5 acres to 2-acres. Chair Barney  
196 explained because we had a preliminary subdivision plan come to the Planning Commission  
197 with a parcel of land that would have had 40 2-acre lots, and the Planning Commission  
198 realized that Monroe City could see more subdivisions coming in wanting larger lot sizes and  
199 they felt this was needed to help with drainage, road maintenance, weed control and  
200 subdivisions with curb, gutter, and sidewalks look much cleaner and nicer.

201  
202 Councilmember Mathie stated that Monroe City will never be able to afford to curb, gutter  
203 and sidewalk the entire City. If we pass this on to the developers now then the City may be  
204 able to come in and do small sections to connect curb, gutters, and sidewalks to existing  
205 curb, gutter, and sidewalks. He understands that this increases the costs of the lots, but with  
206 the current increase in other building costs, building does not seem to be slowing down. The  
207 City is already taking on having to cover costs when it is time to install a sewer system why  
208 should they take on more infrastructure improvements for new development.

209  
210 **Councilmember Mathie moved to accept the recommendation of Monroe City Planning**  
211 **Commission to amend Monroe City Subdivision Ordinance Title 12 Section 15 Curb, Gutter,**  
212 **and Sidewalks required for lots 2-acres or less. Councilmember Cartwright seconded the**  
213 **motion. A roll call vote was called. Voting yes: Councilmembers Cartwright, Johnson, and**  
214 **Mathie. Voting no: Councilmember Payne. The motion carried. 3-1**

215  
216 2. Other

217  
218 • Discussion of Wellhead Protection Zone Land Use Ordinance 13.10.

219  
220 Previously we talked about the wellhead protection zone changes. After tonight's discussion  
221 with Rhett Parsons, we can wait and see what City Recorder Allison Leavitt and Rhett Parsons  
222 find in past minutes on the subject.

223  
224 Councilmember Payne stated that he is concerned about the on-site septic systems because  
225 we would be relying on a property owner to maintain the system, and if this were the case  
226 he would rather not allow any septic systems in zone 3 or 4. Councilmember Mathie stated  
227 that if we had an adequate enforcement mechanism then they may be allowed.

- Discussion on zoning for proposed annexation for dance studio at approximately 100 E 700 N

Ashlyn Thalman explained to the Council that she is looking to purchase and annex a 1-acre parcel of land, which is adjacent to the City limits to construct a dance studio.

Chair Barney explained that if this annexation is designated as a commercial residential use, it will create an island, however we have another area of the City with an island zone. If she annexes it as a residential zone she will need to apply for a conditional use permit for the dance studio.

Ms. Thalman stated that with a full-acre piece of property there will be sufficient parking and drop-off areas for her students. She understands this is a concern to the Council and believes that her plans will alleviate any issues because there will be no off-premises parking or drop-off / pick-up areas. Ms. Thalman also explained that they would be considerate of neighbors by building the studio as soundproof as possible, building a nice fence, and limiting classes later in the evening to a bare minimum.

Councilmember Mathie stated that he was not thrilled about the Miller annexation being just a small section of the property and by approving this annexation the City would take responsibility for the dirt road. What about annexing the property to the east so that it starts to square up the City limits in this area. The Council stated that this could be looked into.

Mayor Parsons asked the Council if they could see any problems with what Ms. Thalman has presented tonight, because Ms. Thalman does not want to purchase the property if the Council is not going to allow her to build and operate a dance studio on this property.

Councilmember Cartwright, Payne and Johnson see no issues with what she has proposed.

**Councilmember Mathie** just noted that this would be subject to public comment and that he was concerned about the commercial zone island.

b. Consider Goold Brothers Subdivision exemption from Curb, Gutter, and Sidewalk requirement

Doug Monroe and Donovan Allen, developers of Goold Brothers Subdivision located at approximately 400 N and 300 W requested an exemption from the ordinance that now requires curb, gutter, and sidewalk for any lots 2-acres or less.

266 They explained that they had a soil test performed on the land in the subdivision and they  
267 were told that because of the soil type the lots in the subdivision must be .50 acres or more.  
268 They believe they would have been able to recoup the cost of the curb, gutter, and sidewalks  
269 if they could have created .33 acre lots, because the cost would have been spread out over  
270 more lots, but with .50 acre lots it is almost cost prohibitive to install the curb, gutter, and  
271 sidewalks.

272  
273 Mr. Monroe stated that he understands that the preliminary subdivision application was  
274 submitted after the Planning Commission had the ordinance amendment on their agenda  
275 and that the City has legal authority to require them to follow the new requirements.

276  
277 Councilmember Payne asked if the undeveloped subdivision (Luxury Estates) to the south of  
278 their proposed subdivision would have to follow the new ordinance and he was told no  
279 because that phase of the subdivision was approved years ago.

280  
281 The Council discussed with the developers whether they had a drainage plan prepared. They  
282 explained that their engineer was working on this, and they understood that an on-site  
283 retention pond would probably be required.

284  
285 Mr. Monroe explained that the developers will be meeting with Monroe City staff members  
286 to finalize all the utility, street, and drainage plans before they can move forward.

287  
288 Councilmember Mathie stated that he is not against this development nor the developers, he  
289 is voting for his perspective of what is best for the City in general.

290  
291 **Councilmember Johnson moved to grant Goold Brothers Subdivision an exemption to the  
292 new requirements requiring curb, gutter, and sidewalk to all lots 2-acres or less.**

293 **Councilmember Payne seconded the motion. A roll call vote was called. Voting yes:**

294 **Councilmembers Cartwright, Johnson, and Payne. Voting no: Councilmember Mathe. The  
295 motion carried. 3-1**

296  
297 c. Consider request for irrigation service at 279 N 420 E - Clint Wirick

298  
299 Clint Wirick is requesting approval from the Council to have secondary water (irrigation)  
300 installed at his property located at 279 N 420 E. Mr. Wirick explained that this property is a  
301 vacant lot for now and he would like to have irrigation water to water his fruit trees and  
302 chickens.

304 Monroe City's Irrigation Policy states that the following items must be met before connection  
305 to the secondary water system will be allowed:

306

- 307 • Property must be located within the irrigation buildout boundary.
- 308 • Property owners must transfer to the City water shares in the amount of 1  
309 share per acre. *Council is now requesting that if water is other than South*  
310 *Bend Canal water the requirement of water share is double. Because at this*  
311 *time when we transfer the water from other canal company's we lose half of*  
312 *it to shrinkage charges.*
- 313 • Property owners must pay all costs associated with the connection including  
314 irrigation impact fee.
- 315 • Obtain Council approval.

316

317 Mr. Wirick stated that he is aware of the requirements and still wants to move forward with  
318 the process of getting a secondary water connection to his property.

319

320 The Council stated that if he meets all the requirements, they see no problems in providing  
321 Mr. Wirick with an irrigation connection to his property at 279 N 420 E. Mr. Wirick was  
322 instructed to work City Recorder Allison Leavitt on the water transfer, fees, and work order  
323 timeline.

324

325 **Councilmember Mathie moved to approve Mr. Wirick's request for secondary water**  
326 **connection to his property located at 279 N 420 E as per our Monroe City Irrigation System**  
327 **requirements. Councilmember Johnson seconded the motion. A roll call vote was called.**  
328 **Voting yes: Councilmembers Cartwright, Johnson, Mathie, and Payne. The motion carried. 4-**  
329 **0**

330

## 331 7. Other Business

332

### 333 a. Staff Reports

334

335 City Recorder Allison Leavitt –

336

337 \*Reviewed with the Council results from Utility Financial Solutions (UFS) rate design for the  
338 2025-2026 power rates. They have recommended an increase of 2.9%-5.4% depending on  
339 rate classification. Our policy allows us to increase the rates by 2.6% across the board.

341 Per policy our irrigation rates may be increased by no more than 5% and we should add this  
342 annual auto rate adjustment to our water policy.

343  
344 It was determined that a public hearing will be held during the regular Council meeting to be  
345 held on July 8, 2025, to receive public comments concerning rate increases and policy  
346 changes. The Council can opt to approve resolutions changing the rates and policy changes.

347  
348 \*Monthly and 2025-year end budgets were distributed to the Councilmembers.

349  
350 Public Works Director John Draper –

351  
352 \*Things are going well. No further business.

353  
354 b. Department Business-Council

355  
356 Councilmember Payne-

357  
358 \*5-7 Firefighters will be out of town next week because they will be attending annual Fire  
359 Convention, held in Spanish Fork, UT.

360  
361 Councilmember Johnson-

362  
363 \*Stated that he appreciates Planning Commission Chair Barney and the great work the  
364 Planning Commission is doing.

365  
366 Councilmember Mathie-

367  
368 \*Mayor Parsons stated that the bid opening for the Secondary Meter Installation Phase II will  
369 be held at the City Offices on July 15, 2025, at 1:00 p.m.

370  
371 Councilmember Cartwright-

372  
373 \*Asked if our water is showing an increase in contamination why are we allowing new  
374 building. Mayor Parsons explained that the numbers are increasing but not to the point that  
375 action needs to be taken.

376  
377 Mayor Parsons –

379 No further business tonight.  
380

381 **8. Adjournment**

382  
383 **There being no further business to come before the Council for consideration,**  
384 **Councilmember Mathie moved the Regular Council Meeting adjourn at 8: 14 p.m.**  
385 **Councilmember Johnson seconded the motion. The vote was unanimous. The**  
386 **motion carried. 4-0**

387  
388 The next regular City Council meeting is scheduled to be held on Tuesday, July 8, 2025  
389 starting at 7:00 p.m. at Monroe City Office.

390  
391 Approved this 12<sup>th</sup> day of August 2025.

392  
393   
394

395 Allison Leavitt  
396 Monroe City Recorder  
397



Johnny C. Parsons  
Mayor

