



MONROE CITY COUNCIL MEETING

Tuesday, August 23, 2022, at 7:00 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.)

- 1. Welcome and Call to Order: Mayor Johnny Parsons**
- 2. Pledge of Allegiance and Prayer: By elected official**
- 3. Roll Call**
- 4. Consider a motion to approve the minutes of the meeting held August 9, 2022**
- 5. Citizen input -Limit of 3 minutes per comment**
- 6. Business**
 - a. Planning Commission Business**
 1. Vacation of lots #5 & #6 in the Monrovia View Estates Subdivision. submitted by Mike Patton.
 - b. Consider to cancel September 27, 2022 City Council Meeting**
- 7. Other Business**
 - a. Staff Reports**
 - b. Department Business-Council**
- 8. Adjournment**

Posted this 22nd day of August 2022

I hereby certify that the foregoing notice and agenda was posted at the Monroe City Hall, website littlegreenvalley.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.



MONROE CITY COUNCIL MEETING
Tuesday, August 9, 2022, at 7:00 pm
MINUTES

7:00 p.m.

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

2. The Pledge of Allegiance was led by Mayor Parsons Councilmember. A prayer was offered by Councilmember Mathie.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie

Perry Payne

Erica Sirrine -absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

Planning Commission Chairperson Bart Lee

4. Consider a motion to approve the minutes of the meetings held July 12, 2022

Councilmember Payne moved to approve the July 12 2022 Regular City Council Meeting Minutes with corrections. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Mathie, Cartwright, and Payne. The vote was unanimous. The motion carried. 4-0

5. Citizen input – Limit of 3 minutes per comment

Teri LaRue, Monroe resident, explained to the Council that a contractor building a duplex at 303 N 300 W is beginning work as early as 4:45 a.m., which is not in line with City noise ordinance. The ordinance states no work can begin before 7:00 a.m. Ms. LaRue stated that she is not against construction but being woke up on numerous occasions over the past two

38 weeks seems to be excessive. Ms. LaRue contacted the City, Sevier County Building
39 Department and Sevier County Sheriff after the first occurrence on July 25, 2022. When
40 contacted, City Recorder Allison Leavitt explained she would contact the contractor, which
41 she did and the contractor explained that it was due to the need to complete concrete work
42 early in the morning before it gets too hot, he also stated that he would talk to his sub-
43 contractors about the complaint. Ms. LaRue stated that she has contacted other neighbors
44 in the area, and they have also been bothered by the noise. Ms. LaRue said she understands
45 they need to start early when it is hot but feels that not starting before 6:00 a.m. is
46 reasonable. Council stated that they understand her concern but also recognize the nature
47 of the construction business during the hot summer months. Mayor Parsons instructed City
48 Recorder Allison Leavitt to contact the contractor and tell him that no work is allowed to
49 start at the site until 6:00 a.m. Council understands this does not follow the City noise
50 ordinance, however if the contractor was to come in and request a special permit it would
51 probably be granted, therefore they decided to allow work to start at 6:00 a.m. and they will
52 review and possibly amend the current noise ordinance.

53
54 Council thanked Ms. LaRue for coming to the meeting and expressing her concerns.
55

56 **6. Approval of August 2022 warrant register, July 2022 cash disbursements, adjustment**
57 **journal, and aging report.**
58

59 **Councilmembers reviewed and signed the August 2022 warrant register, July**
60 **2022 cash disbursements, adjustment journal, and aging report.**
61

62 **7. Business**
63

64 a. Planning Commission Business: Chairman Bart Lee
65

66 1. Conditional Use Business License for "Colby Airbnb" located at 350 S Main
67 and submitted by Kaci and Rhett Colby.
68

69 Chair Lee explained Kaci and Rhett Colby would like to operate a short-term rental in the
70 basement of their house located at 350 S Main. Chair Lee informed the Council that the
71 Colby's installed new windows in the basement that meet today building standards. This
72 increases the safety of those staying in their short-term rental.
73

74 Chair Lee stated that the planning commission has reviewed and recommends approval of
75 the submitted conditional use business license for "Colby Airbnb" located at 350 S Main and
76 submitted by Kaci and Rhett Colby.
77

78 **Councilmember Mathie made a motion to approve a conditional use business license for**
79 **"Colby Airbnb" located at 350 S Main submitted by Kaci and Rhett Colby. The motion was**
80 **seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes:**

Councilmembers Buchmiller, Cartwright, Mathie, and Payne. All were in favor. Motion passed 4-0

2. Conditional Use Business License for “Love thy Lash” located at 380 N 300 W and submitted by Kayla Nay.

Chair Lee explained Kayla Nay has applied for a business license for applying eyelash extensions. Chair Lee stated that if Ms. Nay determines she wants to offer other services, she must come before the Planning Commission and City Council for approval.

Chair Lee stated that the Planning Commission has reviewed and recommends approval of the submitted conditional use business license for “Love thy Lash” located at 380 N 300 W and submitted by Kayla Nay for this business type only.

Councilmember Payne made a motion to approve a conditional use business license for the “Love thy Lash” located at 380 N 300 W and submitted by Kayla Nay with the condition, that this conditional use is for the above listed business only. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. All were in favor. Motion passed 4-0

b. CIB -Culinary Water Capital Facility Grant Award - Jones & DeMille

Parker Vercimak, Jones & DeMille Engineer, explained to the Council that Monroe City was awarded the planning grant that was submitted to the Community Impact Board (CIB). This grant is \$25,000 grant with a \$25,000 cash match from the City for a total project cost of \$50,000. The project will include a culinary impact fee analysis that will be conducted at the end of the study, and they will evaluate little bit of our irrigation system.

Mr. Vercimak stated that Jones and DeMille Engineering has already started to build a hydraulic model with City data posted online with the State water agencies, so City employees do not have to provide data at this time.

Mr. Vercimak stated that there is some homework that needs to be done by the Council. The engineers would like their feedback on what their main concerns are, and what they see as the projected growth rate in the next 20 years for Monroe. Mr. Vercimak will attend the first Council meeting in September to review these items with the Council.

It was discussed how COVID has recently created a substantial increase of growth to Utah and Monroe, so we need to recognize this and create a balanced and realistic growth

projection. Providing a good growth estimation will help prevent us from being forced into projects we are not ready for nor need. The study will include a seven-year range of data to help with determining our projected growth rate.

Mr. Vercimak explained that the following will be completed:

- Identify any baseline deficiency our current system may have.
- Review any maintenance issues with City staff.
- Review water right base levels compared to actual production.
- Review water treatment facility and well distribution system.
- Verify water pressure and fire protection flows.
- Explore current and future needs.
- Identify land within Monroe City limits with buildable lots.

Councilmember Mathie stated that this study will influence the Council's decision making especially in annexation requirements. Council discussed that we need to maintain our level of service as the City continues to grow. Mr. Vercimak stated that as the model is created it will show undeveloped property and pressures will be reviewed and addressed.

Jones and DeMille engineers will hold a kick-off meeting with City Public Works Director Devin Magleby and other City employees to help them obtain a better understanding of Monroe's water system.

Mr. Vercimak explained that Jones and DeMille Engineering is preparing the report but in actuality it is Monroe City's report.

Council thanked Mr. Vercimak for his time this evening and look forward to hearing from next month.

c. Consider approving 2022 Fraud risk Assessment Questionnaire

Councilmember Mathie moved to approve 2022 Fraud Risk Assessment Questionnaire. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. The vote was unanimous. The motion carried 4-0

d. Appointment of Mayor Pro-Tempore

Mayor Parsons explained that it is time to appoint a Mayor Pro-Tempore and that going in succession Councilmember Sirrine should be appointed. A motion was not necessary, but Council chose to.

Councilmember Mathie moved to appoint Councilmember Serrine as Mayor Pro-Tempore for the next six months. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, and Payne. The vote was unanimous. The motion carried 4-0

8. Other Business

a. Staff Reports

City Recorder Allison Leavitt –

*Councilmember assigned to Planning Commission. During a recent training it was brought to her attention that the City Councilmember should not sit at the table during a Planning Commission meeting. Currently the Councilmember is not a voting member. The reason behind this is because the City Council is the appeal board of the Planning Commission, and it may appear to the public that a prejudice may exist.

City Recorder Allison Leavitt contacted City Attorney Eric Johnson on the matter and his opinion is this; This is a long-standing tradition of many smaller communities and there is nothing illegal nor a problem if a City Councilmember sits at the table of a Planning Commission meeting. However, his opinion is that if the Council wants a Councilmember at the Planning Commission meetings that they should sit in the audience and observe only.

Mayor Parsons asked City Councilmember Cartwright, currently assigned to Planning Commission, if she wanted to continue meeting with the Planning Commission. Councilmember Cartwright stated that she was okay with not meeting with the Planning Commission. This will be removed from future Council assignments.

*Diversified Tree Grant -received invoice from Super Trees. The trees will be available for pick up in Draper sometime in September. Super Trees will charge a delivery fee of \$750.00. Council would like to pay for the trees now and then when the trees are ready for delivery a decision will be made whether we have them delivered or we get them ourselves.

Public Works Director Devin Magleby –

*9-11 Community Involvement Service Projects – This is supposed to be community involved service projects done near September 11. Which in our area is spearheaded by different wards of the Church of Jesus Christ of Latter-Day Saints. Council determined the following projects would benefit the City, if we are contacted for projects.

203 * Planting the new trees.
204 * Prepare ground between soccer field and baseball field for grass.
205 * clear rocks near edge of grass at the landing zone.
206
207 Councilmember Buchmiller stated that Monroe Second Ward would like to improve the
208 walkway from 500 W to the Mtn. View Park. They are thinking of weeding, putting down
209 weed barrier and then adding gravel on top.
210
211 City Recorder Allison Leavitt was asked by Lance Roberts, Monroe Third Ward, if the City
212 would be okay with their Ward cleaning and pruning areas in need at the Monrovia Park.
213
214 Council asked City Recorder Allison Leavitt, to contact other Ward Bishops and inform them
215 of our suggested projects.
216
217 *Irrigation system is struggling right now; the rains are helping a little bit the pond does look
218 better today than yesterday. We may have to shut the pond down to give it time to
219 recharged. Normally the irrigation is left on until Oct. 15, but we will soon lose our canal
220 water and after that we will just have to see what happens. Our users have been very
221 conservative with their watering this year and it has really helped. ,
222

223 **b. Department Business-Council**

224
225 Councilmember Buchmiller-

226
227 No further business.

228
229 Councilmember Mathie –

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231 No further business.

232
233 Councilmember Cartwright-

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235 *Sr. Citizens –

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237 Asked about outside motion detection light and fluorescent light bulbs being changed in
238 their meeting room -Public Works Director Devin Magleby will follow up on these items.

239
240 They would like a 4 X 6 cork board; Mayor Parsons said the City will purchase them one.

As a fund raiser they hold a yard sale twice a year and asked if they could use the City's canopies for this. It was discussed that they would need to use sandbags to anchor the canopy instead of the stakes. Public Works Director Devin Magleby stated that he does not think they will work with sandbags and that we have only ever allowed the white canopy to be borrowed. It was decided that this will be discussed again in November to see how we can help with their yard sale in December.

Councilmember Payne –

*Veteran memorial is very nice, and he appreciates the work that went into it.

Mayor Parsons-

*24th was a great success. Everything went really well. Thanked employees, Council, and the 24th committee for their efforts in making it a good celebration.

*Received the new F150 pickup for the water department, just waiting to get it equipped with toolboxes and pipe racks.

*Lynn Parsons disced up the dead weeds at the landing zone.

*Red Hill – had a t-shirt get stuck in the pipe and backed up the water. Public Works Director Devin Magleby explained that they were able to remove the t-shirt and fixed the structure so if this happens again it will be easier to remedy.

*Presented Councilmember Cartwright with a plaque to show our appreciation for her dedication in creating the Veteran's memorial. Mayor stated that he knew she did not want any recognition but that we wanted to do this. Councilmember Cartwright thanked the Council but stated she was only doing her job. Mayor Parsons responded with "This is what you get when you do a good job." Council agreed and thanked her again.

9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Mathie moved the Regular Council Meeting adjourn at 7:55 p.m. The motion was seconded by Councilmember Cartwright The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Tuesday, August 23 2022 starting at 7:00 p.m. at Monroe City Office.

282 Approved this 12th day of August 23, 2022.

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Allison Leavitt

288 Monroe City Recorder

289

290

Johnny C. Parsons

Mayor

DRAFT

Vacation Plat for a Portion of Monrovia Vie

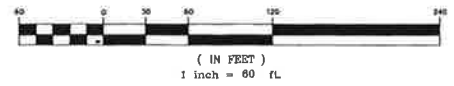
Located in the Southeast Quarter of Section 16, T.25 S.
Monroe City, Sevier County, Utah

2022

LEGEND

	ORIGINAL SUBDIVISION BOUNDARY LINE
	ORIGINAL SUBDIVISION LOT LINES
	ORIGINAL SUBDIVISION PUBLIC UTILITY EASEMENT LINE
	VACATED PORTION OF SUBDIVISION BOUNDARY LINE
	VACATED PORTION LOT LINE
	VACATED PORTION LOT LINE
	SECTION LINE
	QUARTER SECTION LINE
	SECTION CORNER LOCATED FOR THIS SURVEY AS NOTED
	SECTION CORNER NOT LOCATED REESTABLISHED AS NOTED
	QUARTER SECTION CORNER LOCATED FOR THIS SURVEY AS NOTED
	SECTION CORNER NOT LOCATED REESTABLISHED AS NOTED

GRAPHIC SCALE



WARE
1-M4-2

