



MONROE CITY COUNCIL MEETING

Monday, May 22, 2023 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 me 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 May 9, 2023.**
- 5. Citizen input -Limit of 3 minutes per comment**
- 6. Business**
 - a. Planning Commission - Chairperson Bart Lee**
 1. Conditional use business license application for "Childs Care" located at 447 E 580 S. Submitted by Regan Allred Childs.
 2. Minor subdivision located at approximately 195 East 200 North. Submitted by Tim Adams.
 - b. Consider nomination for Regional Advisory Council- Bryant Johnson**
 - c. Monroe Pioneer history items -Sevier Valley Sons of Utah Pioneers & South Sevier Daughters of Utah Pioneers - Sam Ware, Keith Blomquist, and Mary Kay Outzen**
 - d. Public Hearing to receive comments on the 2023-2024 fiscal year budget of Monroe City for all funds. Comments will also be taken on the current 2022-2023 fiscal year budget which will be opened, amended, and increases and or decreases in the budget will be considered.**
 - e. Recess to convene a Monroe City Building Authority Meeting**
 1. Public Hearing to receive comments on the 2023-2024 fiscal year budget of the Monroe Municipal Building Authority.
 - f. Reconvene**
- 7. Other Business**
 - a. Staff Reports**
 - b. Department Business-Council**
- 8. Adjournment**

Posted this 21st day of May, 2023.

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

Contact: Allison Leavitt, Monroe City Recorder (monroecity@msn.com 435-527-4621) | Agenda published on 05/21/2023 at 2:26 PM



MONROE CITY COUNCIL MEETING
Tuesday, May 9, 2023, at 7:00 pm
MINUTES

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. A prayer was offered by Councilmember Cartwright.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie - absent

Perry Payne

Erica Sirrine

Public Works Director Devin Magleby

Power Foreman Josey Parsons

City Recorder Allison Leavitt

4. Consider a motion to approve the minutes of the meetings April 11, 2023, and April 25, 2023.

Councilmember Payne moved to approve the April 11, 2023, and April 25, 2023, Regular City Council Meeting Minutes as submitted. The motion was seconded by Councilmember Sirrine. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

5. Citizen input – Limit of 3 minutes per comment

There were no comments.

38 **6. Approval of April 2023 warrant register, cash disbursements, adjustment journal, and**
39 **aging report.**

40
41 **Councilmembers reviewed and signed the April 2023 warrant register, cash**
42 **disbursements, adjustment journal, and aging report.**

43
44 **7. Business**

- 45
46 a. Discuss utility requirements for Monroe Mountain Resort located at 385 E 300 N -
47 Kamelle Gleave

48
49 Kamelle Gleave explained to the Council that in 2004 and 2014 she received approval to
50 develop an RV/cottage site park on her property located at 385 E 300 N. She is now
51 preparing to move forward with her development.

52
53 During her previous approvals there was no discussion concerning utilities and she would
54 like to address this tonight with the Council.

55
56 Ms. Gleave currently has a water meter on her property, which Water Foreman Darrell
57 Payne stated this may supply water to the two accessory buildings currently being utilized as
58 living quarters and a current apartment (450 sq. feet) under construction, in one of the
59 existing buildings.

60
61 Ms. Gleave petitioned the Planning Commission and City Council to amend her conditional
62 use permit from RV spaces to small cottages in 2014. She was asked by the Planning
63 Commission to contact Central Utah Public Health Department (CUPHD) for septic system
64 approval. CUPHD informed Ms. Gleave that she would have to exchange three (3) RV spaces
65 for each cottage to meet septic requirements.

66
67 Public Works Director Devin Magley contacted John Chartier, DEQ District Engineer, when
68 Jordan Mills was requesting a building permit to construct a RV park on the south end of
69 town. Mr. Chartier explained that the current standards are that each RV space would need
70 .112-acre foot of water and that a house would require one (1) acre foot of water. Using the
71 same standard as the health department of three (3) RV spaces in exchange for a cottage
72 Ms. Gleave would need one meter right per three cottages. $(.112 \times 3 \text{ (RV sites)}) = .336 \times 3$
73 $\text{(Cottages)} = 1.008$. Public Works Director Devin Magleby stated that septic needs are based
74 on water use, so the water connection requirement will be the same as the septic. For every
75 three (3) cottages a water right will be required, meaning a current culinary impact fee and
76 associated hook-up fees will need to be paid for. This is what the Council required of Jordan
77 Mills, Monroe Canyon RV Park and Mike Ginsburg, Mystic Hot Springs.

79 Ms. Gleave stated she was not in a position to pay for all sixteen cottage sites at this time
80 but would like to run a waterline on her property for the future cottage sites. Ms. Gleave
81 asked if a two-inch line would be sufficient and if she could purchase one two-inch meter
82 and pay an additional impact fee as each meter right is needed.

83
84 Councilmember Payne discussed with Ms. Gleave his experience with what size of water line
85 to run, he is not confident with the City determining what size to use. Ms. Gleave was
86 advised to have this project engineered or closely looked at by someone who could confirm
87 what was needed to provide the required water pressure to the cottages.

88
89 Public Works Director stated that he would have Water Foreman Darrell Payne obtain a
90 quote for a 1 ½ inch water meter service and a 2-inch water meter service. Councilmember
91 Payne stated that Ms. Gleave would need to pay the cost of the meter and installation costs,
92 but an impact fee would only be due once she builds a cottage or adds an additional water
93 connection that would then cause an impact on the water system.

94
95 Ms. Gleave stated that in 2019 she upgraded her power service in hopes that it would be
96 sufficient in size to provide power to her total development. Power Foreman Josey Foreman
97 stated that this upgrade was done under previous Power Superintendent Daniel Peterson
98 and that he was not willing to guarantee that the service is large enough. Ms. Gleave stated
99 that she was with the understanding that the upgraded service would be sufficient for her
100 development. Power Foreman Josey Parsons is not stating that the service is not large
101 enough, but current recommendations show that the rating of the current transformer and
102 electrical panel are not large enough to handle the load of the total development, and
103 because of this he will not state that the service is sufficient. Power Foreman Josey Parsons
104 recommended that the power service be reviewed by an engineer who could verify what
105 size of service is required.

106
107 Ms. Gleave is unsure if an engineer is needed and would like permission to run a water line
108 and install conduit within her property for future development. Ms. Gleave does not want
109 individual utility service meters on each cottage. Senior citizens will mainly use these
110 cottages, and she does not want them to worry about multiple utility bills each month. She
111 wants to install primary meters for water, power, and gas and then run lines to each cottage.

112
113 Ms. Gleave wants to know if she can run conduit from the existing transformer to a point on
114 her property where another panel may be installed to provide power to the cottages. Power
115 Foreman Josey Parsons stated that if she wanted a new service with a panel and meter then
116 she should run the conduit from the transformer, if she wanted to use her existing panel and
117 meter, she should run it from the meter. Mayor Parsons stated that if she installed a new
118 panel and meter, she would have to pay for the meter and installation costs. Ms. Gleave
119 asked if she could run the power from her existing panel to the cottages. Public Works

Director Devin Magleby and Power Foreman Josey Parsons stated that would depend on how many amps each cottage would require. Public Works Director Devin Magleby stated that whoever is building the cottages should know how many amps each cottage will require. Ms. Gleave asked if she could run some conduit out from the transformer to a point on her property in case someday, she wants to install a new meter panel. The Council did not see an issue with this, it is her property and understand that she would like to put as much infrastructure in the ground while it is dug up so that she does not have to dig up her property again. Ms. Gleave asked Power Foreman Josey Parsons what size of conduit he would recommend she install. He stated that a 3-inch conduit would be the best, then it would be sized large enough for whatever size of service she decides to use in the future. Power Foreman Josey Parsons stated that when she was ready, they would run the conduit into the transformer box.

Ms. Gleave can install infrastructure within her property. Associated City fees will need to be paid when services are requested. The Council stated that neither of these services are guaranteed to be sufficient for her complete development and that Ms. Gleave will assume this responsibility.

- b. Consider adoption of Monroe City 2023-2024 tentative budget and budget message

City Recorder Allison Leavitt reviewed the tentative budget and budget message with the Council and those in attendance.

Councilmember Payne moved to adopt the Monroe City 2023-2024 tentative budget and budget message. The motion was seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

- c. Set time and date for public hearing to receive comments on the 2023-2024 annual budget.

The regular schedule meeting for May 23, 2023, will need to be changed due to the Six-County AOG Summit meeting for all municipality councils.

Councilmember Payne moved to hold the public hearing to receive comments on the 2023-2024 annual budget for May 22, 2023, at 7:00 p.m. The motion was seconded by Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Sirrine. The vote was unanimous. The motion carried. 4-0

8. Other Business

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163 **a. Staff Reports**
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165 City Recorder Allison Leavitt –
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167 No further business.
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169 Power Foreman Josey Parsons –
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171 No further business.
172

173 Public Works Devin Magleby -
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175 *Debris Basin Dam inspection will be done at noon tomorrow May 10, 2023, with Utah
176 Division of Water Resources. They usually have a punch list of items they would like to have
177 fixed each year, which is mainly holes made by rodents, and remove vegetation near the
178 dam.
179

180 They have in the past asked for chimney drains to be located, but it is unclear if there ever
181 were chimney drains. This will be noted in their report.
182

183 *Spring clean-up is going as usual. Due to the volume of trash brought to Monroe, White's
184 came twice on Saturday and swapped out the dumpsters. White's have been good to us, as
185 usual, by swapping out the dumpsters frequently.
186

187 *Kamelle Gleave stated that she appreciates the effort the Council has given towards
188 keeping the limb pile open for Monroe citizens.
189

190 **b. Department**
191

192 Councilmember Cartwright-
193

194 *Has begun fund raising efforts for paving cemetery roads. Reviewed with Council bids
195 submitted from Micklane Farmer, Jones and DeMille Engineering.
196

197 Public Works Director Devin Magleby discussed with the Council the different pros and cons
198 of the width of the roads. If we do narrow roads to reduce costs it would be good to have
199 them be one-way roads, but roads wide enough for two cars would protect the shoulders
200 but cost much more. Public Works Director Devin Magleby will get some measurements of
201 the current cemetery roads to provide a better idea of what would work the best.

Councilmember Cartwright has purchased a gun from Jorgenson's for the fundraiser raffle. She is unsure how long it will take to raise the money for the project but is optimistic the funds can be raised.

Councilmember Payne –

*Water Foreman Darrell Payne is continuing to work on irrigation leaks.

*The seven new firefighters we hired recently are working out really well. They seem to be dedicated and having additional firefighters is making a difference for the best.

Councilmember Buchmiller –

*Posted job for power department. The job is going to be for a groundsman, apprentice, or journey lineman. We understand that this is a wide range, but we are hoping several people will submit applications that we can pull from.

*Other municipal power departments have hired a firm to conduct a study to review their rates to determine if they are in line with the current operating costs. The Council discussed whether there were any benefits of doing a study. A full study of our power system could be nearly \$30,000 and just a rate study would be close to \$7000. It was discussed that are rates and surcharge is comparable to the cities that have had the study, so the Council decided at this time to not do a study.

*Consider a discount rate for our agricultural customers (pumpers). After some discussion it was determined that we could not offer a discount to the pumpers because it would be unfair to our other customers.

Mayor Parsons –

*Visited with City Attorney Eric Johnson about filing an exemption to opt out of the secondary water meter requirement. Mr. Johnson explained that he was concerned about filing for an exemption. At this point the legislature is offering a favorable funding package (70/30), and in the future the law could be changed to remove the exemption clause and then we may have to do it without funding assistance. Mayor Parsons is going to ask Parker Vercimak, Jones & DeMille Engineering, to review the estimated costs of the project to see if we could possibly do it for less. If we can reduce the cost of the project, it would lower the cost to our customers. The Council agreed that there is always the chance that down the road we could be forced to do it and there will not be funding for the project.

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9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 7:53 p.m. The motion was seconded by Councilmember Buchmiller The vote was unanimous. The motion carried. 4-0

The next regular City Council meeting is scheduled to be held on Monday, May 22, 2023 starting at 7:00 p.m. at Monroe City Office.

Approved this 22nd day of May 2023.

Allison Leavitt
Monroe City Recorder

Johnny C. Parsons
Mayor

**MONROE CITY
CONDITIONAL USE
REQUIRED SUBMITTALS**

1. Fully dimensioned site plan to include (when applicable):
 - a. Location of buildings (with setbacks shown).
 - b. Parking, landscaping, storage and garbage areas.
 - c. Location and profiles of any proposed signs.
2. Legal description of property (when applicable).
3. Building plans (when applicable).
4. Any other information which will aid the Planning Commission in making a proper determination.
5. Copy of property plat of the area.
6. A letter describing the proposed conditional use and reasons or justification for the granting of such use. Such letter should address why the conditional use will not be in contrast to the public interest and whether or not the proposed use will be in keeping with the character of the existing zoning area.

NOTE: The Planning Commissioners and all other officers and employees of the City act in advisory capacity to the City Council, and have no authority to make binding decisions or to make authoritative representations, approvals or determinations other than in a purely advisory and recommending capacity.

MONROE CITY
CONDITIONAL USE APPLICATION

Date: 4/12/23
Applicant: Regan Allred Childs
Address: 447 East 580 South Monroe UT 84754
Phone: 435-287-7631

Property Owner: Regan & Landon Childs
(If not the same as applicant)
Address: same
Phone: same

Address of property covered by this request: 447 East 580 South Monroe
Zoning: _____
Existing use of premises: Home
Proposed use of premises: an inhome daycare
Owner's Signature Regan Childs Date: 4/12/23

Date of Planning Commission Meeting: _____

Planning Commission Recommendation: _____

Chairperson's Signature: _____ Date: _____

Date of City Council Meeting: _____

Decision of City Council: _____

Mayor's Signature: _____ Date: _____

BUSINESS FIRE SAFETY SELF-INSPECTION

This form is to be completed by the applicant.

All of the information contained in this report is considered applicable unless otherwise specified.

Business Name: Chiids Daycare

Business Address: 4471 E 580 South

Business Phone Number: 435-287-7031 Date of Inspection 4/12/23

AREA OF INSPECTION	DETAILS	CONFORMS YES / NA
Smoke Detectors	At least one on every level. Tested monthly. Batteries changed two times each years.	yes
Exit Doors/Hallways	All exit doors are to remain clear and free of obstructions; boxes, storage, deliveries, etc.	yes
Extinguishers	At least on :23A10BC" extinguisher. Service every 5 years. Permanently mounted in common area of home.	yes
Storage	Storage of combustibles inside of furnace room, around furnace or gas water heater is not permitted (paints, gas, etc.)	yes
Electrical Concerns	Extension cords shall not be used as permanent wiring for a period exceeding 3 days. Breakered plug strips are allowed.	yes
Breaker Panel	Must maintain 36" clearance. Never tape across breakers.	yes
Electrical Outlets	Must have approved covers in place.	yes
Address	Must be visible from street (free from bushes, shrubs, etc.)	yes
Space Heaters	Keep all combustibles clear.	yes

I hereby certify that the information above is true and correct to the best of my knowledge.

Homeowner: Regan Childs / Regan Childs

Signature: Regan Childs

To whom it may concern;

I am applying for a business license for the location of 447 East 580 South Monroe, Utah.

The nature of the business is an in-home daycare. Due to being in a low commute area and the size of my personal driveway there is no evidence or reason to believe that there would be any neighborhood or community disruptions even at the peak of hours of drop off and pick up times. Rather, this is an in-home business to better support the demand of daycare needs in Monroe, Utah and will be adding to the community and public interest. Because this is an in-home daycare there is no purpose or requirement to rezone the area/home. No Additional builds are needed to the home or yard.

Regan Chiids
Regan Childs

Requested Measurement From
 Tim Adams Garage to planned
 Property line is 40' From proposed property
 Line

