



MONROE CITY COUNCIL MEETING  
Tuesday, December 14, 2021, 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 Councilmember Mathie. A prayer was offered by Councilmember Cartwright.

**3. Roll Call**

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Michael Mathie

Perry Payne

Erica Serrine

Public Works Director Devin Magleby

City Recorder Allison Leavitt

**4. Consider a motion to approve the minutes of the meeting held November 9, 2021**

**Councilmember Payne moved to approve the November 9, 2021, Regular City Council Meeting Minutes as corrected. The motion was seconded by Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 5-0**

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

Sharee Jones distributed to the Council a packet that included input from other citizens concerning what they would like the City's zoning ordinances to include. Ms. Jones explained that she is acting as an individual, not an organized group. Ms. Jones collected this information and wanted to share it with the Council.

40 **6. Approval of November 2021 warrant register, October 2021 cash disbursements,**  
41 **adjustment journal, and aging report.**

42  
43 **Councilmembers reviewed and signed the November 2021 warrant register, October**  
44 **2021 cash disbursements, adjustment journal, and aging report.**

45  
46 **7. Business**

47  
48 a. **Planning Commission Business – Chairperson Bart Lee**

- 49  
50 1. **Conditional use business license for "Maxine's Sweet Retreat Macaroons" located**  
51 **at 322 W 100 N submitted by Jeanette Roberts.**

52  
53 Chairperson Bart Lee explained that Jeanette Roberts has submitted a conditional use  
54 business license application for “Maxine’s Sweet Retreat Macaroons.” This will be a  
55 bakery within her residence with no in person sales at this location. Cookies will be  
56 mailed or delivered to customers. Chair Lee stated that the Planning Commission  
57 recommends approval of this conditional use business license with the condition that  
58 there will be no retail sales at this location.

59  
60 **Councilmember Payne made a motion to approve a conditional use business license**  
61 **for “Maxine’s Sweet Retreat Macaroons” located at 322 W 100 N submitted by**  
62 **Jeanette Roberts with the condition that no retail sales will take place at 322 W 100**  
63 **N. The motion was seconded by Councilmember Cartwright. A roll call vote was**  
64 **called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie, Payne, and**  
65 **Sirrine. All were in favor. Motion passed 5-0**

- 66  
67 2. **Conditional use business license for "Emily J Aesthetics" located at 255 S 100 W**  
68 **submitted by Emily Erickson.**

69  
70 Chairperson Bart Lee explained that Emily Erickson will be performing aesthetics  
71 procedures on one client at a time within her house. She is fully licensed with the  
72 State of Utah. Chair Lee stated that the Planning Commission recommends approval of  
73 this conditional use business license with the conditions that parking will be limited to  
74 two client vehicles at a time and maintain a current state license.

75  
76 **Councilmember Payne made a motion to approve a conditional use business license**  
77 **for “Emily J Aesthetics” located at 255 S 100 W submitted by Emily Erickson with the**  
78 **condition that parking will be limited to two client vehicles at a time and maintain a**  
79 **current state license. The motion was seconded by Councilmember Cartwright. A roll**  
80 **call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Mathie,**  
81 **Payne, and Sirrine. All were in favor. Motion passed 5-0**

85 3. Subdivision amendment for Parson's Corner Subdivision Phase III - Sharla Marshall

86  
87 Chairperson Bart Lee explained that Bobbie Parsons and Sharla Marshall are here  
88 tonight to request an amendment to the Parson's Corner Subdivision Phase III. This  
89 amendment will add lot twenty-two to phase III. Ms. Marshall is unsure why this was  
90 not included in the original phase III and Mayor Parsons explained that at the time  
91 phase III was approved there were issues with the road and property ownership  
92 between Dean Parsons and Monroe City. This has since been resolved and the current  
93 plat maps are correct.

94  
95 Chair Lee stated that the Planning Commission recommends approval of the  
96 subdivision amendment.

97  
98 **Councilmember Payne made a motion to accept the amendment to Parson's Corner**  
99 **Subdivision Phase III submitted by Bobbie Parsons and Sharla Marshall. The motion**  
100 **was seconded by Councilmember Mathie. A roll call vote was called. Voting yes:**  
101 **Councilmembers Buchmiller, Cartwright, Mathie, Payne, and Serrine. All were in**  
102 **favor. Motion carried 5-0.**

103  
104 Plat map was signed by Mayor, City Council, Planning Commission Chairperson and  
105 Recorder. Property owners were instructed to have it recorded with the Sevier County  
106 Recorder.

107  
108 4. Subdivision vacation and amendment for Monroe Hot Springs Estates -Trevor  
109 Gadd, Jones & DeMille

110  
111 Trevor Gadd, Jones & DeMille, presented to the Council two plat maps for the Monroe  
112 Hot Springs Estates Subdivision. The first map is to vacate a portion of the subdivision  
113 and the second one is to amend the subdivision with correct property lines. Mr. Gadd  
114 explained that a boundary line agreement has been signed by property owners Mike  
115 Ginsberg and Wyatt Grow. The amendment will allow larger lots to accommodate  
116 septic systems. Council stated that each amendment to the subdivision has been an  
117 improvement.

118  
119 Chairperson Bart Lee stated that the Planning Commission recommends approval of  
120 the vacation and amendment to the Monroe Hot Springs Estates.

121  
122 **Councilmember Mathie made a motion to accept the vacation and amendment to**  
123 **Monroe Hot Springs Estates Subdivision as submitted. The motion was seconded by**  
124 **Councilmember Serrine. A roll call vote was called. Voting yes: Councilmembers**  
125 **Buchmiller, Cartwright, Mathie, Payne, and Serrine. All were in favor. Motion carried**  
126 **5-0.**

127 Plat map was signed by Mayor, City Council, Planning Commission Chairperson and  
128 Recorder. Trevor Gadd will take care of recording plat with the Sevier County  
129 Recorder.

130  
131 5. Monroe City proposed zone change from RR-1 to CR-1 affecting property located  
132 from 550 N Main to 800 S Main and 100 S (SR118) to 600 W.

133  
134 Chairperson Bart Lee explained to the Council that after two public hearings, planning  
135 commission meetings, and work meeting with the Council on the proposed zone  
136 change, the Planning Commission is recommending two different options for the  
137 Council to consider.

138  
139 Both proposed zones will include “property line closest to the half block point.”

140  
141 First proposed zone is from 550 N Main to 800 S Main and 100 S (SR118) to 600 W.

142  
143 Second proposed zone is from 550 N Main to 200 S Main and 500 S Main to 800 S  
144 Main and 100 S (SR118) to 600 W. (Referred to as the island proposal)

145  
146 Councilmember Mathie, asked Chair Lee which of the proposed zones the Planning  
147 Commission preferred. Chair Lee stated that their preference was the proposed zone  
148 without an island.

149  
150 b. Discuss Okerlund Annexation Development Agreement

151  
152 Mayor started the discussion explaining that after the last meeting with Ralph Okerlund  
153 he was to contact Kirk Forbush, Utah Division of Water Rights Regional Engineer, on the  
154 City’s requirement of one acre foot of underground water for each residential structure.  
155 Mayor Parsons explained that Mr. Forbush is adamant that the City stay with this  
156 requirement, since this is the amount of water needed to support a household and  
157 outside watering.

158  
159 Ralph Okerlund stated that this is too much water to require, the state code only requires  
160 .49-acre foot and if the City’s is going to require this amount of water, no one will be able  
161 to develop property not currently inside City limits. Mr. Okerlund also stated that the City  
162 should accept canal shares not only underground water rights.

163  
164 Mayor Parsons stated that the ordinance requires the underground water right at this  
165 time and this is also recommended by Kirk Forbush, and he does not see the current  
166 Council changing the ordinance.

167  
168 There was a discussion about what has been done in the past and what other  
169 community’s requirements are. Mr. Okerlund stated that when he and his partners  
170 developed the subdivision, he now lives in they had to turn in canal shares in turn for  
171 culinary water. City Recorder Allison Leavitt has not been able to find record of this in past

172 meeting minutes nor irrigation transfer certificates. She is not saying it did not happen but  
173 that she sees no record of this and will continue to work with Mr. Okerlund, South Bend  
174 Canal, and review past meeting minutes to clarify the matter.

175  
176 Mr. Okerlund stated that if the City was going to require the one-acre foot underground  
177 water right per residential structure that he was officially withdrawing their annexation  
178 petition. Council discussed the importance of providing water for property owners that  
179 currently own property within the City limits. There is a lot of property that has not been  
180 developed within the City limits and that the City must provide water for future  
181 development. Mr. Okerlund stated that he was not here tonight to argue with the Council  
182 but does not want to be treated different than any other developer. Mayor Parsons stated  
183 that he was unsure of why Mr. Okerlund feels he may be treated different, but he does  
184 not see a reason for the ordinance to change, especially while he is Mayor.

185  
186 The Okerlund annexation will be tabled at this time.

187  
188 c. Consider adopting Ordinance 12 1 2021 changing RR-1 to CR-1 from 550 N Main to 800  
189 S Main and 100 S (SR 118) to 600 W.

190  
191 **Councilmember Mathie made a motion to adopt Ordinance 12 1 2021 changing RR1- to**  
192 **CR-1 from 550 N Main to 800 S Main and 100 S (SR118) to 600 W. Motion failed due to**  
193 **the lack of a second.**

194  
195 d. Consider adopting Ordinance 12 2 2021 changing RR-1 to CR-1 from 550  
196 N Main to 200 S Main and 500 S Main to 800 S Main and 100 S (SR118) to  
197 600 W.

198  
199 **Councilmember Serrine made a motion to adopt Ordinance 12 2 2021 changing RR-1 to**  
200 **CR-1 from 550 N Main to 200 S Main and 500 S Main to 800 S Main and 100 S (SR118) to**  
201 **600 W. The motion was seconded by Councilmember Cartwright. A roll call vote was**  
202 **called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Serrine. Voting**  
203 **no: Councilmember Mathie. Motion carried 4-1.**

204  
205 Councilmember Cartwright explained that in the beginning she was in favor of the  
206 proposed zoning change to include the full block for the entire length of Main Street and  
207 100 S, but after returning to town and speaking in person to citizens of Monroe she felt  
208 that the proposed zone change including the island is what the majority of the citizens  
209 wanted, and she must in good conscience vote for the island proposal.

210  
211 Mayor Parsons and the Council thanked Chairperson Bart Lee and the Planning  
212 Commission for their work on the zoning change. Chair Lee stated that the Commission  
213 accomplished the main goal, that no parcel of property will be in dual zones now.  
214 Conditional use licenses will still be issued and permitted uses will be regulated by set  
215 ordinances.

216

217 Sharee Jones asked when the Planning Commission planned to work on revising uses in  
218 each zone. Chair Lee explained we are currently collaborating with a firm to help revise  
219 our ordinances and create a platform that will be easier to understand and implement.  
220 Then they will be reviewed during upcoming Planning Commission meetings. Chair Lee  
221 and Mayor Parsons told Ms. Jones and those in attendance that they may submit  
222 suggestions by email or drop them off at the City office.  
223

## 224 **8. Other Business**

### 225 a. Staff Reports

226 City Recorder Allison Leavitt –  
227

228 \*No further business  
229

230 Public Works Director Devin Magleby –  
231

232 \*Scheduled for hip surgery for January 5, 2022  
233

### 234 b. Department Business-Council

235 Councilmember Buchmiller –  
236

237 \*Decided not to bid on a bucket truck that was listed in an equipment auction in Arizona  
238 because it was stated in the description to have a starting problem. A bucket truck is on  
239 the list of items needed for the power department. They will keep looking for one.  
240

241 Councilmember Cartwright-  
242

243 \*Happy with progress at the Veteran’s Memorial, including the concrete and planted  
244 trees. Plans to start fund raising again after the first of the year and is hoping to have the  
245 memorial ready by Memorial Day.  
246

247 Councilmember Serrine-  
248

249 \*Accepted bid from CO Building for pavilion at the landing zone for \$24,000, and from  
250 Grundy Construction for the concrete pad and assembly of the pavilion for \$14,000.  
251

252 Councilmember Mathie –  
253

254 No further business  
255

256 Councilmember Payne –  
257

258 No further business  
259

262  
263  
264  
265  
266  
267  
268  
269  
270  
271  
272  
273  
274  
275  
276  
277  
278  
279  
280  
281  
282  
283

Mayor Parsons –

\*Utility Clerk Marisa Mathie has given her two-week notice; she has accepted a full-time position with Snow College. Appreciate the job she has done for the City while employed with the City, asked Councilmembers that if they see her to please express their appreciation for her work with the City. Not sure when the utility clerk position will be filled.

## **9. Adjournment**

**There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:04 p.m. The motion was seconded by Councilmember Serrine . The vote was unanimous. The motion carried. 5-0**

The next regular City Council meeting is scheduled to be held on Tuesday, December 28, 2021 starting at 7:00 p.m. at Monroe City Office.

Approved this 11<sup>th</sup> day of January 2022.

Allison Leavitt

Monroe City Recorder