



MONROE CITY COUNCIL MEETING
Tuesday, April 26, 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 Councilmember Payne prayer was offered by Councilmember Cartwright.

3. Roll Call

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller

Janet Cartwright

Perry Payne

Erica Serrine

Michael Mathie - absent

Public Works Director Devin Magleby

City Recorder Allison Leavitt

John Spendlove – Jones and DeMille Engineering

Parker Vercimak – Jones and DeMille Engineering

4. Consider a motion to approve the minutes of the meeting held April 12, 2022

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

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

City Recorder Allison Leavitt mistakenly placed Mr. Jensen on the meeting agenda for April 12, 2022, instead of Mr. Jensen's requested date of April 26, 2022.

39 *Greg Jensen introduced himself as a candidate running for Sevier County Commissioner
40 Seat B. Mr. Jensen explained that it is the right time in his life to serve the people of Sevier
41 County. It is the duty of an elected official to listen to and strive to meet the needs of the
42 people that elected them. He is enjoying the opportunity to participate in the process of this
43 election including participating in the Republican convention, meeting with city councils, fire
44 departments, and other residents of the county.

45
46 Mayor Parsons and Council thanked Mr. Jensen for introducing himself to the Council and
47 sharing his ideas with them on how to keep Sevier County a good place to live.

48
49 *Nate Young reported to the Council that he has met with Jason Bagley, Central Utah Health
50 Department, on what the requirements would be if someone wanted to build a ten plex
51 housing unit in Monroe.

52
53 Mr. Bagley told Mr. Young that for a septic system to accommodate a ten plex, a minimum
54 of a .35 acre would be needed to for the system and backup system. This is for the septic
55 system only not the building.

56
57 Mr. Young explained that he is not sure that this is a project he is wanting to take on by
58 himself, but wanted the Council to know what he learned about the septic systems
59 requirements in the event someone wanted to build a small apartment complex.

60
61 There is a need for small affordable rentals in our area, and Mr. Young wanted the Council
62 to know what the septic requirements would be if they were approached for this type of
63 development. It was agreed that there is a shortage of affordable housing in our area.

64
65 Mayor Parsons thanked Mr. Young for the information he gathered and asked Mr. Young if
66 he would be willing to attend a Planning Commission meeting, so they are also aware of the
67 requirements.

68
69 Planning Commission Chairperson Bart Lee was at the meeting and stated he thought it
70 would be a good idea for the Planning Commission to review this idea with Mr. Young. This
71 type of use is not allowed in our current land use ordinance, so the Planning Commission
72 would need to create a new zone in which something like this could be constructed.

73
74 Mr. Young stated he would attend to the next Planning Commission meeting.

75
76 Council thanked Mr. Young for his time and effort in this manner.

77

78 **6. Business**

79

80 a. Planning Commission Business: Chairman Bart Lee

81

82 1. Single lot split located at approximately 520 S 500 E. Submitted by Johnny
83 Parsons

84
85 Chair Lee stated that the planning commission has reviewed and recommends approval of
86 the submitted single lot split located at approximately 520 S 500 E submitted by Johnny
87 Parsons.

88 Chair Lee reviewed the submitted plat map with the Council and answered their questions.

89
90 **Councilmember Payne made a motion to approve the single lot split located at**
91 **approximately 520 S 500 E. Submitted by Johnny Parsons. The motion was seconded by**
92 **Councilmember Buchmiller. A roll call vote was called. Voting yes: Councilmembers**
93 **Buchmiller, Cartwright, Payne, and Serrine. All were in favor. Motion passed 4-0**

94
95 2. Conditional Use License "Buffalo Cove Studios" located at 10 N 200 E.
96 Submitted by Bradyn Hattendorf.

97
98 Chair Lee explained that Mr. Hattendorf would be doing wood working projects in the
99 garage at 10 N 200 E.

100
101 Chair Lee stated that the planning commission has reviewed and recommends approval of
102 the submitted conditional use license for "Buffalo Cove Studios" located at 10 N 200 E
103 submitted by Bradyn Hattendorf. Mr. Lee stated that Mr. Hattendorf understood the City's
104 noise ordinance would need to be followed to conduct his business at 10 N 200 E.
105 Conditions set are if the City receives parking or noise complaints the City will review the
106 conditional use and possibly suspend the business operations at this locations.

107
108 **Councilmember Payne made a motion to approve a conditional use business license for**
109 **"Buffalo Cove Studio" located at 10 N 200 E submitted by Bradyn Hattendorf with set**
110 **conditions. The motion was seconded by Councilmember Cartwright. A roll call vote was**
111 **called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Serrine. All were in**
112 **favor. Motion passed 4-0**

113
114 3. Consider approval of "Monroe Highland Ranches Phase I" final plat located
115 at approximately 698 W 800 S - submitted by Doug Monroe.

116
117 Chair Lee stated that the Planning Commission has reviewed the final plat map for "Monroe
118 Highland Ranches Subdivision Phase I" and it meets all of Monroe City's
119 requirements, so the Planning Commission recommends approval of the submitted
120 final plat map.

121
122 Councilmember Payne asked If the there would be a central mailbox located on one of the
123 lots. Dustin Nielson, Contractor, stated that the US Post Office is requiring a community mail
124 box and it will be located on the northwest lot of the subdivision.

125

126 Mayor Parsons explained to the Council that our ordinance requires a performance bond
127 from the developer to guarantee subdivision infrastructure is completed but insurance
128 companies no longer issue performance bonds. City Recorder Allison Leavitt explained that
129 our City Attorney Eric Johnson recommends a cash escrow account be set up with the
130 estimated development costs plus 20%. As work is completed the funds would be drawn
131 from this account. The 20% would be held for 1-2 years to confirm infrastructure meets City
132 standards.

133
134 Mr. Monroe and Mr. Nielson asked if the Council would consider, in lieu of the cash escrow
135 account, keeping the final mylar plat from being recorded with the Sevier County
136 Recorder's Office and no City utilities being connected until all infrastructure is completed
137 to City's standards. Council decided that since a bond can no longer be secured, as our
138 current ordinance requires, that they would accept the terms presented by Mr. Monroe
139 and Mr. Nielson.

140
141 City Recorder Allison Leavitt stated that our subdivision ordinance is in the process of being
142 updated and the Council needs to decide on an option to replace the bond requirement.

143
144 **Councilmember Payne made a motion to approve final plat map for "Highland Ranch**
145 **Subdivision Phase I" located at approximately 698 W 800 S submitted by Doug Monroe. In**
146 **place of the performance bond Monroe City will not allow the final mylar map be**
147 **recorded and prohibit connections to City utilities until all infrastructure is completed to**
148 **Monroe City standards. The motion was seconded by Councilmember Buchmiller. A roll**
149 **call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and**
150 **Sirrine. All were in favor. Motion passed 4-0**

151
152 4. Review updated and amended Monroe City Land Use and Development
153 Ordinance.

154
155 Chair Lee stated that a public hearing was held on April 19, 2022, to hear comments from
156 the public on the Monroe City Land Use and Development Ordinance. There were no
157 comments. City Recorder Allison Leavitt can provide the Councilmembers a link to the
158 ordinance for their review.

159
160 Chair Lee stated three sections are being updated, our Land Use Ordinance, Subdivision
161 Ordinance and Annexation Policy. It was decided that the Planning Commission
162 will hold separate public hearings on each section and then bring all three sections to the
163 Council for adoption.

164
165 Councilmember Sirrine asked if there had been changes made to restrict the size of
166 accessory buildings. Chair Lee stated that he has researched this, and most City's are less
167 restrictive than Monroe. More people are buying more toys and larger trailers and they
168 need larger garages to house them. Our ordinance states any property owner building larger
169 than a 1400 sq feet accessory building must have approval from the Planning Commission.

170 This is to verify the intended use and record that the property owner knows what our
171 ordinances will not allow.

172
173 b. Consider rescheduling May 10, 2022, City Council Meeting

174
175 Six County Association is holding a Six County Regional Growth Summit on May 10, 2022,
176 our regularly scheduled meeting date, which all Councilmembers are invited to attend.
177 State law requires that we adopt our 2022-2023 tentative budget during our first regular
178 City Council meeting in May, meaning we need to reschedule our meeting, instead of
179 cancelling the meeting.

180
181 **Councilmember Cartwright made a motion to reschedule the May 10, 2022, City Council**
182 **Meeting to May 12, 2022, at 7:00 p.m. The motion was seconded by Councilmember**
183 **Buchmiller. A roll call vote was called. Voting yes: Councilmembers Buchmiller, Cartwright,**
184 **Payne, and Sirrine. All were in favor. Motion passed 4-0**

185
186 c. Consider proposal for Lower Hydro FERC Permitting and Penstock Replacement - Jones
187 and DeMille Engineering

188
189 John Spendlove, Engineer with Jones and DeMille reviewed the updated proposal for the
190 lower hydro Federal Energy Regulatory Commission (FERC) permitting and penstock
191 replacement. The proposal is based on FERC permitting, pipe replacement, feasibility of
192 screening structure and bidding process. The proposal increased from the August 2021
193 proposal of \$54,900 to \$59,000. Mr. Spendlove said the total project is estimated to be near
194 \$400,000 to complete. Council asked if the pipe should be purchased now to avoid future
195 increases and Mr. Spendlove said we should wait on purchasing the pipe until we have
196 confirmation on what size of pipe will be used.

197
198 **Councilmember Buchmiller made a motion to accept the proposal for Lower Hydro**
199 **Penstock Repair from Jones and DeMille Engineering with a total cost of \$59,500 for**
200 **engineering services. The motion was seconded by Councilmember Payne. A roll call vote**
201 **was called. Voting yes: Councilmembers Buchmiller, Cartwright, Payne, and Sirrine. All**
202 **were in favor. Motion passed 4-0**

203
204 **7. Other Business**

205
206 a. Staff Reports

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208 City Recorder Allison Leavitt –

209
210 *Monthly budget reports were distributed to Councilmembers including budget 2022-
211 2023 budget worksheets. Councilmember were asked to submit their budget worksheets
212 to City Recorder Allison Leavitt or Mayor Parsons.

213

214 *With an increase in costs the 24th of July BBQ tickets will increase to \$10 for adult and
215 \$7 for children.

216
217 Public Works Director Devin Magleby–

218
219 *Water Foreman DarRell Payne seems to be catching up on irrigation leaks and will start
220 installing new water services for new construction. He is doing a good job staying on top
221 of the water department needs.

222
223 b. Department Business-Council

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225 Councilmember Serrine -

226
227 *Received a donation a 150-gun locks. This will be advertised in the next newsletter and
228 any remaining lock can be given away during our public power picnic in August.

229
230 *A narcotic drop-off box will be installed at GG's Market.

231
232 *Request was made to allow participants in the upcoming softball tournament stay in
233 their travel trailers in the City parking lot by Mtn. View Park. Council decided not to allow
234 this since there are serval RV parks in the area to accommodate them.

235
236 *Concrete pad for the pavilion at the landing zone has been poured, weeds have been
237 sprayed and Water Foreman DarRell Payne is working on the sprinklers.

238
239 *Follow-up on weeds in the Family Dollar parking strip. Public Works Director Devin
240 Magleby has spoken with the manager, he was told a crew had been scheduled and they
241 would take care of the weeds.

242
243 *Fencing at the ballfields can be replaced with what the City already has.

244
245 Councilmember Cartwright –

246
247 *Continue work on Veteran's Monument. Making a big final push to collect names of
248 Veteran's for the Memorial, and on fund raising.

249
250 *Design for new entrance sign at the cemetery was discussed. Aurora Welding will do
251 the metal signage with an estimate of \$7000. Need to find someone to do the block on
252 the bottom. Would like to use red block the City already has so that it matches the new
253 restrooms.

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255 Councilmember Buchmiller –

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257 *Hired Cooper Lowry as a seasonal grounds man, seems to be doing good.

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*If pipe from the penstock where to be removed could it be used in the Peterson Ditch. It was discussed that usually in these types of jobs, the new pipe is laid next to the old pipe to reduce costs, however this will be looked at as the penstock project proceeds.

Councilmember Payne-

*Irrigation water is on. Residents were strongly encouraged to conserve water in our recent newsletter.

Mayor Parsons –

*Confirmed Councilmembers were receiving the monthly data reports sent out by Sheriff Curtis. Councilmembers stated they are receiving the report and had no questions.

9. Adjournment

There being no further business to come before the Council for consideration, Councilmember Payne moved the Regular Council Meeting adjourn at 8:15 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 Tuesday, May 12, 2022 starting at 7:00 p.m. at Monroe City Office.

Approved this 12th day of May, 2022.

Allison Leavitt
Monroe City Recorder

Johnny C. Parsons
Mayor