



MONROE CITY COUNCIL MEETING  
Tuesday, June 27, 2023, 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. A prayer was offered by Councilmember Serrine.

**3. Roll Call**

Mayor Johnny Parsons

Councilmembers:

Dane Buchmiller -absent

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 meetings May 22, 2023, and June 13, 2023.

Councilmember Mathie moved to approve the May 22, 2023, Regular City Council Meeting Minutes as submitted. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 4-0

Councilmember Payne moved to approve the June 13, 2023, Regular City Council Meeting Minutes as submitted. The motion was seconded by Councilmember Cartwright. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 4-0

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

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There were no comments.

**6. Business**

a. Consider Karl Pieper request for Monroe City Irrigation Water on parcel 1-M25-1

Karl Pieper recently purchased a parcel of property located at approximately 440 N 300 W, divided the parcel into two half-acre parcels, and plans to build a duplex on each parcel.

This property is located within the Monroe City Irrigation System (MCIS) buildout boundary, and he has the right to irrigate a half-acre. Mr. Pieper wants to acquire the right to water the full acre. He understands that this will require that he turn in a water share, pay irrigation impact fee, pay the hook-up fees, and receive Council approval.

Mr. Pieper is requesting from the Council preliminary approval before he spends the time and money acquiring a water share.

The Council discussed with Mr. Pieper that they would prefer South Bend Canal water because Monroe Canal water must be transferred to the South Bend Canal for the MCIS to utilize it in the system. When this happens, we lose at least half of the water right due to shrinkage charged by the canal companies.

Our policy requires one water share per one acre, because this is a half-acre, he would need to turn in half a share. However, due to the loss when transferring Monroe Canal to South Bend Canal the Council is leaning towards requiring a full share of Monroe Canal.

Mr. Pieper explained that he currently has Monroe Canal water but would rather leave that water tied to the property that is currently using the water. Mr. Pieper stated his preference also is to purchase a South Bend share if he can find one to purchase.

Councilmember Payne explained to the Council that if Mr. Pieper meets all of our requirements there would be no reason to deny his request. Councilmembers discussed the policy to understand what the requirements are and to ensure that Mr. Pieper understands what the requirements are.

It was determined that once Mr. Pieper acquires the water share required that he would need to come to the Council for final approval, but for now the Council will consider a preliminary approval so that he can move forward in acquiring the water share needed to complete the process.

**Councilmember Payne moved to give preliminary approval for irrigation water on parcel 1-M25-1 (one half-acre) per Karl Pieper request. The motion was seconded by Councilmember Serrine. A roll call vote was called. Voting yes: Councilmembers Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 4-0**

82           b. Consider Secondary Water Metering Project Contract- Jones and DeMille Engineering (JDE)  
83 Parker Vercimak, engineer with Jones and DeMille Engineering (JDE), explained that JDE has the  
84 understanding that the City plans to install approximately 843 meters on the secondary water system  
85 to keep the secondary system compliant with new water measuring laws and regulations. It is  
86 understood that the Utah Board of Water Resources (UBWR) has authorized a funding package that  
87 includes a grant of \$2,020,000 and loan funds \$780,000 to help finance the project. The preliminary  
88 cost estimates are nearly \$3,000,000 however this is not a firm number and may be less once the  
89 plan and design is finalized. Councilmember Payne stated that we want to be financially smart and  
90 make sound choices, but with some of our past projects we have scaled back to save money and it  
91 was not the best choice. It was discussed that other departments may help with some of the costs for  
92 the project since they may benefit from the computer reading program.

93  
94 Mr. Vercimak explained that we can purchase meters and other supplies now, since there is the  
95 potential for these costs to increase.

96  
97 Councilmember Mathie stated knowing that it may be mandated in the future is a factor, but this is  
98 an opportunity for the City to be proactive about something and get 70% of the project paid for with  
99 grant funds which will not be there in the future. Monroe is a growing community and water will  
100 always be a hot issue and this is an opportunity for us to be proactive in the effort of water  
101 conservation.

102  
103 Mr. Vercimak stated that JDE has the necessary resources and expertise to complete this important  
104 project. The proposed scope of work, timeline and fees were reviewed.

105  
106 Scope of work would include:

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108           GIS data collection, Environmental/NEPA Services

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110           Preconstruction Engineering Services:

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112                   Document with GIS data locations of existing irrigation risers and identify proposed  
113                   meter locations and sizes.

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115                   Secondary meter design to create a plan showing locations of meters, typical  
116                   details, and associated notes.

117  
118                   Review design with Council.

119  
120                   Contractor Procurement process includes preparation of bidding documents and  
121                   overseeing bidding process.

122  
123           Construction Engineering Services:

125 Coordinate and hold pre-construction meetings with Contractor, the City, and other  
126 stakeholders. Attend meetings with Contractor and the City as the project  
127 progresses. Help with funding reimbursements and update GIS data for all new  
128 meters.

130 Schedule:

132 It is anticipated that the design will take approximately 20 weeks, and then approximately 6  
133 weeks to advertise, bid, and award the project. Construction is expected to take 26 weeks,  
134 and an additional 4 weeks for the project to close out.

136	Preconstruction -	June 28, 2023	thru	December 31, 2023
137	Construction Engineering/ 138 Quality Control	September 15, 2024	thru	April 13, 2025

140 Fees: Totaling \$250,000 -progress payments will be made monthly per invoicing.

142	Preconstruction Engineering Services	\$120,000
143	Construction Engineering/Quality Control Services	\$130,000

145 The Council discussed with Mr. Vercimak different scenarios of location and size of irrigation risers.  
146 Most of these questions will be answered after preconstruction data is collected and mapped.

148 **Councilmember Payne moved to approve proposal for Monroe City Secondary Meter**  
149 **Project 2023 submitted by Jones and DeMille Engineering. The motion was seconded by**  
150 **Councilmember Mathie. A roll call vote was called. Voting yes: Councilmembers**  
151 **Cartwright, Mathie, Payne and Serrine. The vote was unanimous. The motion carried. 4-0**

153 c. Consider Lower Hydro Penstock Project - Jones and DeMille Engineering

155 Parker Vercimak reviewed with the Council items discussed in a work meeting held earlier today with  
156 Mayor Parsons, Councilmember Payne, Public Works Director Devin Magleby, and Streets Foreman  
157 John Draper. Power Foreman Josey Parsons was unable to attend.

159 Installing a liner, instead of replacing pipe, was the discussed and appeared to be the direction we  
160 were going to proceed in.

162 Power Foreman Josey Parsons explained that after reviewing the costs of installing the liner with City  
163 staff they were concerned with the costs and discussed other options to help reduce costs. There are  
164 concerns about using the liner because there is no long-term evidence of how long the liner will last  
165 and there is evidence supporting the longevity of PVC or HDPE pipe.

167 The Council discussed the possibility of staff replacing the line in 500' sections, and what challenges  
168 this may cause. Some concerns are:

- 169 • Staff availability
- 170 • Type of pipe to use. If we use HDPE pipe a fusing machine will be needed to fuse the  
171 pipes together. However, this type of pipe is more flexible and may be easier to install.
- 172 • Possibility of an unstable bank, which will have to be handled with all options discussed.

173

174 As the Council discussed these concerns it became apparent that completing the project in-house  
175 seems like the best plan. Mr. Vercimak explained that the City could purchase the material in case  
176 prices increase and store it in the City yard, and if for some reason we are unable to complete the  
177 project we could solicit bids for a contractor to finish the job.

178

179 The Council discussed how to move forward with the screening and sluice device. This has to be a  
180 main focus because preventing sediment from entering the pipe will prolong the life of the pipe. Mr.  
181 Vercimak reviewed the options previously shown to the Council in past meetings. These options are  
182 as follows:

- 183 1. Reshape the intake orifice and raise the elevation of the orifice (no changes to the weir  
184 gate). \$15,000.
- 185 2. Reshape the intake orifice and raise the elevation, install a 4-foot-wide radial gate, reduce  
186 the current weir from 12 feet wide to 7 feet wide, and deepen the stilling basin by 2 feet.  
187 \$92,200.
- 188 3. Utilize the existing screening structure as a settling basin and utilize a Coanda intake  
189 screen added to the side of the existing structure to filter off trash and debris or build a  
190 new screening structure at the same location. \$70,000.
- 191 4. Installing a new Leany sluice and intake structure upstream of the current diversion  
192 structure. \$240,000.
- 193 5. A combination of alternative 3 and 4. \$150,000.

194

195 The Council decided that we need to protect our investment which means the screening device needs  
196 to be updated with the best possible option. After reviewing the options, the Council decided to  
197 combine option 2 and option 3. Mr. Vercimak explained that additional work is needed by  
198 JDE to create a design beyond the concept level and he is unsure of the associated cost, however he  
199 will forward this information to the City as soon as he has it.

200

201 Mr. Vercimak stated that he would begin working on the bid documents needed to follow our  
202 procurement policy and check FERC and Forest Service requirements.

203

204 d. Consider Trust land Property Sale -East Canyon Road

205

206 Received a letter from Utah Trust Lands Administration stating that the property south of the fly-in  
207 zone, which is trust land property, will be going up for sale through a public auction. City Recorder  
208 Allison Leavitt contacted Ronald Torgerson, Assistant Managing Director about the process of the  
209 sale. Mr. Torgersen explained that his understanding was that if the City was interested in purchasing  
210 the property, once the land appraisal was completed the City could enter into a negotiated sale

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211 agreement with the Utah Trust Lands Administration and then there would be no auction and the  
212 City could just purchase the property. Mr. Torgersen was going to verify this process is correct and will  
213 contact Monroe City Offices when the appraisal is complete, which may be 3-4 weeks.

214

215 Mayor Parsons explained that this property is within the Monroe City wellhead protection zone, and  
216 it would be in the City's best interest if we could purchase it.

217

218 Once we get complete information on the property, we will consider our options

219

## 220 **7. Other Business**

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### 222 a. Staff Reports

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224 City Recorder Allison Leavitt-

225

226 No further business.

227

228 Power Foreman Josey Parsons –

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230 No further business.

231

232 Public Works Director Devin Magleby-

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234 \*Working with Water Foreman Darrell Payne and Pall Corporation on replacing one module  
235 of our microfiltration membrane filters at the water treatment plant.

236

### 237 b. Department Business-Council

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239 Councilmember Mathie-

240

241 No further business

242

243 Councilmember Cartwright-

244

245 \*Concerned with the sprinkler system at the Cemetery. It is an old system that seems to be having  
246 problems on a daily basis. It was decided to have Water Foreman Darrell Payne and owner of a local  
247 landscaping business look at the system to see what may be done to improve the system.

248

249 Councilmember Payne-

250

251 \*Had four firefighters attend annual fire convention in Tropic, UT Received training on electric vehicle  
252 fires which was very informative.

253

254 We had two firefighters receive their 50-year pin, Ron Curtis, and Ron Mills. Four firefighters earned  
255 their 20-year pin, Justin Peterson, John Draper, Mike Murdock, and Darrell Payne. Tyler Monroe  
256 earned his 10-year pin.

257

258 \*Ordered radios for each fire truck for a total of four radios. These radios are more efficient and will  
259 be purchased through a grant program Sevier County is participating in and our obligation will be half  
260 the cost.

261

262 Councilmember Serrine-

263

264 \*Met with Lindsay Rippa, President of Central Utah Air Sports Association (CUASA). The fly-in will be  
265 headquartered at the Monroe Canyon RV Park Red Barn.

266

267 Councilmember Serrine stated that owner RV park, Jordan Mills, was unsure about having us do the  
268 cobbler night. After discussion it was decided that the City would not have a cobbler night this year.

269

270 Councilmember Serrine turned over the food truck coordination to Ms. Rippa.

271

272 \*Need to check with Yvonne Shaver on her committee plans for the fly-in. Last year she came to  
273 Council and expressed a desire to add activities for the community during the fly-in.

274

275 \*Discussed upcoming solar eclipse in October 2023 and the possibility of a lot of people coming to  
276 Monroe to view the eclipse. Sevier County is listed as one of the best places to watch the eclipse.  
277 Councilmember Serrine will contact local authorities in areas that have recently experienced a large  
278 influx of people coming to view an eclipse for their advice on how to handle the situation.

279

280 \*Contacted a company to resurface the tennis courts and surface the existing basketball court south  
281 of the community center to include pickleball court lines. Will report back to the Council once a  
282 quote is received.

283

284 Mayor Parsons-

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286 \*Council to meet at Turner Storage, 100 W 500 S, Richfield UT, at 9:00 a.m. to view pioneer items.

287

288 \*Garrett and Alicia Ekker will be donating \$10,000 again this year for improvements at Ekker Field.  
289 Ideas for this year's money is netting to protect spectators from foul balls, new scoreboard on east  
290 fields, and to help cover maintenance employee wages.

291

## 292 **8. Adjournment**

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294 **There being no further business to come before the Council for consideration, Councilmember**  
295 **Payne moved the Regular Council Meeting adjourn at 8: 27 p.m. The motion was seconded by**  
296 **Councilmember Serrine. The vote was unanimous. The motion carried. 4-0**

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298 The next regular City Council meeting is scheduled to be held on Tuesday, July 11, 2023 starting at  
299 7:00 p.m. at Monroe City Office.

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301 Approved this 11<sup>th</sup> day of July 2023.

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Allison Leavitt  
Monroe City Recorder



Johnny C. Parsons  
Mayor