

# CITY OF MONROE CITY COUNCIL MINUTES

**FEBRUARY 27, 2017**

**6PM**

**CITY COUNCIL CHAMBERS**

1. Call to Order: Mayor Canter called the council meeting to order at 6:00PM.
2. Pledge of Allegiance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.
3. Roll Call: Mayor Canter declared all members of the council were present. Present was Mayor Canter, Council President Myers, Councilors Cuthbertson, Thayer, Billings, Flory and Canter. Also present was County Commissioner Schuster, OCWCOG Planner Seth Sherry, Steve Martinenko webmaster and City Administrator Rick Hohnbaum.
4. Public Input: None
5. Staff Reports and Updates
  - a. Dave Claborn presented his written staff report updating the council on the days that testing was challenged due to the weather conditions. He discussed the repairs of the leaking pipe that was mention at the previous council meeting. Mr. Claborn shared the road repair work on several city streets. Mayor Canter asked Mr. Claborn regarding a 911 call involving a fuel spill and he provided additional details. Mayor Canter asked about the potential of acquiring a compactor that could be used on the gravel streets.
  - b. CA Hohnbaum presented his written report and also provided an addendum in writing to the council which he reviewed with the City Council.
    - i. CA Hohnbaum asked if the council had any direction to him regarding updating the security and doors. Council discussed past key practices. They also discussed the city credit cards. CP Myers moved to rekey city hall and treatment plant and destroy previous administrator's city credit card and have new one issued for CA Hohnbaum. Both Councilors Canter and Billings seconded the motion simultaneously. Councilor Thayer amended the motion not to include the treatment plant and Councilor Canter seconded the motion. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter.
    - ii. Planning Commission recommendation relating to comp plan. CA Hohnbaum stated that after the recent work session with Tom Hogue from the Oregon Department of Land Development and Conservation, that this is a much bigger project than perhaps the city had previously considered. He suggested that perhaps the some efforts need to be made including perhaps a time line with numerous public input sessions throughout the process.
    - iii. CA Hohnbaum highlighted the other subjects of his written report including the TGM Grant process. Councilor Thayer moved and CP Myers seconded the motion for the city to seek a TGM Grant. Seth Sherry shared that's some of the Connectivity

Planning that he would be sharing later in the council meeting would provide a grant application ready option for the City. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter.

- iv. Councilor Thayer suggested having the CA research the additional energy costs for the use of the old library by the gleaners. He stated that he has seen the doors left open and an increase of refrigerators. Dave Claborn PWS stated that the thermostats in the old library area are turned off. Councilor Thayer withdrew his request.
- v. CP Myers moved to update the signers on the bank account and safety deposit box to be Mayor Paul Canter, CP Myers and CA Hohnbaum (except for payroll). Councilor Billing seconded the motion. All voted yes.

6. Consent Agenda: Approval of bills and minutes: Mayor Canter added one additional bill consisting of the February mileage expense report from the CA. Council inquired about a couple of public works bills involving the compression and library HVAC and David Claborn provided additional information. Councilor Thayer inquired about the box blade for street repair. Mayor Canter requested a motion. Councilor Thayer moved to approve the consent agenda. Councilor Cuthbertson seconded. Ayes: Myers: Cuthbertson, Thayer, Billings, Flory, Canter.

7. New Business:

- a. Cell Phone: CA Hohnbaum shared the written report and request. Councilor Canter asked about the second phone which the city once had and Councilor Thayer stated that he could not locate it but that it was outdated. Councilor Billings moved to approve the second cell phone. Councilor Canter seconded. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter. CP Myers suggested that the city should check to see if the city is being charged for the old previous phone.
- b. Budget Officer: CA Hohnbaum stated that per state budget law, the city needed to appoint a budget officer. Councilor Thayer moved and Councilor Canter seconded the motion to appoint CA Hohnbaum as the budget officer for 2017-2018 City of Monroe budget. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter.
- c. Budget Calendar: CA Hohnbaum stated that it is not a requirement but a recommendation that the council adopt a budget calendar. Councilor Thayer moved and CP Myers seconded the motion to adopt the draft 2017-2018 City of Monroe budget calendar as presented. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter.
- d. Budget Committee Membership: CA Hohnbaum shared his research regarding the previous budget committee appointments and recommended that the City change the format to include the 3 year cycle of appointments as outlined by state budget law. CA Hohnbaum requested direction and authorization from the council to contact the existing budget committee members and advertise for openings on the budget committee. Councilor Canter moved and CP Myers seconded the motion to authorize CA Hohnbaum to proceed with the

proposed listing of members and to advertise for openings on the budget committee. Ayes: Myers, Cuthbertson, Thayer, Billings, Flory, Canter.

- e. Goal Setting Session: CA Hohnbaum shared that often as a part of the New Year with a new council and as a part of the budget process a city council will have a goal setting session to determine the priorities for the organization and community. Prior to staff writing the 2017-2018 budget, it would be most appropriate for this council to spend a few hours setting some organizational and or community goals for the 2017-2018 fiscal year. CA Hohnbaum suggested that the council agree to all participate in this exercise and consider inviting others such as appointed representatives such as the planning commission and/or the budget committee members. CA Hohnbaum suggested that the first week in April would fold in nicely with the budget process. He asked for council direction in how they would like to proceed. CP Myers moved to have the budget committee; planning commission and city council have a joint work session for the purpose of goal setting. Motion died for lack of second. Councilor Canter moved to have a council goal setting session. Councilor Thayer seconded. Ayes: Canter, Cuthbertson, Thayer. Nays: Myers, Flory, Billings, Mayor Canter. CP Myers made his original motion again. Councilor Cuthbertson suggested having a representative from budget and planning. CP Myers withdrew his motion. Councilor Cuthbertson moved for the council to have a goal setting work session with one representative selected by from the budget and planning commissioner and the representatives needed to be a citizen of the city. Councilor Canter seconded the motion. All yes.
- f. Presentation of Connectivity Plan: Mayor Canter invited Seth Sherry from OCWCOG to present the draft Connectivity Plan. Seth outlined the process to achieve the draft plan, potential funding and the next steps for the plan. Seth suggested contacting adjacent land owners to proposed project and invite them to come and consider and comment the plans. Councilor Canter moved to proceed with outreach to the property owners. Seth commented that perhaps another type of outreach to those specifically within the city affected by 6<sup>th</sup> street area plans. CP Myers seconded the motion. Council discussed the areas and properties included in the plan. Ayes: Myers, Cuthbertson, Thayer, Billing, Flory, Canter.
- g. Recommendations from the Planning Commission: CA Hohnbaum shared the two recommendations relating to land use policy from the planning commission and outlined the process to amend the city zoning and development code including the requirement to provide 35 days' notice to the state prior to conducting the first public hearing with the proposed draft language. CA Hohnbaum stated that at this point it is a council decision to address the planning commission recommendation(s) and provide direction to staff based upon their decision regarding the recommendations. Councilor Canter moved to direct staff draft language per planning commission recommendation. Councilor Thayer seconded. Mayor called for discussion. Councilor Billings inquired as to the need for this type of policy in order to make this type of this process. Councilor Billings asked about the existing signs and was told it was only for new development. All yes.

- h. Mayor Canter inquired about the council desire relating to the community outreach for the comp plan. Mayor Canter stated that the project would require a significant amount of planning and coordination on the front end of the process to pull it off in a successful manner. He recommended that it should occur after the public event for the Connectivity Plan public event. It was suggested that a comp plan information table might also be at the open event for the Connectivity Plan. Councilor Thayer moved to create a community town hall event regarding the comp plan process and Councilor Billings seconded the motion.  
Ayes: All

8. Old Business:

- a. Appointments to Planning Commission: Cuthbertson requested to be excused from this business item and the Mayor granted her request. Councilor Thayer stated it was his opinion that members of the planning commission should be citizens of the community. Mr. Cuthbertson was afforded an opportunity by the Mayor to speak as a candidate for the planning commission. Councilor Thayer moved to appoint Mr. Fred Cuthbertson. Councilor Billings seconded. Ayes: Myers, Thayer, Billings, Canter, Flory. Abstained Councilor Cuthbertson. By council consensus they tabled the second appointment. Councilor Canter moved to appoint Lila Fredricks to the planning commission. CP Myers seconded. Ayes: Myers, Cuthbertson, Canter and Mayor Canter. Nays: Flory, Billings, Thayer. 4-3 vote.

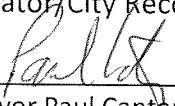
9. Other Business

- a. Councilor Comments and Committee Reports: CP Myers introduced Steve Martinenko, the city's webmaster along with committee member Stan Salot. Steve stated that he had been given some parameters from the committee in establishing the new website including that he use WordPress software. Mayor Canter inquired about the calendar access to the website. Steve highlighted the various aspects of the new website including significant work done on making the city code accessible from the old print format for which the city doesn't have electronic formatted copies. Council consensus was to move forward with the new website and Steve stated it would be up and running by the end of the week.
- b. Mayor Comments: Mayor highlighted the amount of development and planning activities are going on within the city. He also mentioned the attempts to get a student representative on the city council. Councilor Billings suggested that if the City is growing there will be need for additional police protection for the community.

10. Adjournment: Mayor Canter adjourned the meeting at 8:41pm.

Respectfully Submitted; Rick Hohnbaum City Administrator/City Recorder

Approved by Council adoption March 27, 2017

  
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Mayor Paul Canter