

MONROE CITY COUNCIL MINUTES
October 23, 2017 6PM CITY HALL

1. **CALL TO ORDER:** Mayor Canter called the Monroe City Council meeting to order at 6:00PM. Pledge of Allegiance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.
Roll Call: Mayor Canter, Council President Myers, Councilors Billings, Howard, Cuthbertson, Thayer and Canter. Staff present included Rick Hohnbaum, Dave Claborn and RJ Theofield. Also present was Planning Commission Chair Smith, Vice Chair Salot and Commissioners Sheets, Eastridge and Cuthbertson. Budget Committee members Kathy Smith and Chuck Scholz were in attendance. Citizens present included Amy and Todd Nystrom, Emma Crane, Mr. Eastridge and Winn Wendell from Junction City. Julie Jackson from Republic Services attended the council meeting. Officer Tim Garrity was present representing the Junction City Police Department.

2. **PUBLIC INPUT AND COMMENTS:** Todd Nystrom invited everyone to the ground breaking event at the new brew pub site Wednesday afternoon. Benton County Commissioner Schuster shared the planning efforts to address emergency recovery projects and programs. Planning Commissioner Eastridge shared a safety concern on Commercial Street requesting an additional street light near Commercial and Seventh. Planning Commissioner Sheets spoke relating to the planning commission decision regarding the partitions that the planning commission addressed the previous week. Commissioner Sheets stated that some form of unified process with the Planning Commission and the City Council would be in the City's best interest and Mayor Canter affirmed Commissioners Sheets recommendation.

3. STAFF REPORTS AND UPDATES:

- a. Police Report, Junction City: Officer Garrity distributed a law enforcement activity report and offered to answer questions. Officer Garrity stated that he has been assigned to be the liaison between the City and the department but that Chief Morris is always available. Officer Garrity shared the police "blotter" activities and actions including two major incidents in Monroe. Councilor Thayer suggested that the traffic enforcement on Orchard needs to include some weekend dates and times. Councilor Billings expressed appreciation of the radar unit and that traffic does slow down.
- b. Mr. Claborn reviewed his written staff report including public works service figures and the variety of projects that public works had performed during the month of October. Councilor Thayer asked if the port-a-potty was being fixed so it can't be tipped and Dave shared how it was now secured to the pole.
- c. CA Hohnbaum presented his staff report. CA Hohnbaum shared the highlights of the meeting with Oregon Water Resources which he and Dave had earlier in the day. CA Hohnbaum request from the council a motion to declare the former entrance sign to the City of Monroe as surplus property and allow him to gift it to Irene Daugherty. Councilor Billings made a motion to declare the entrance sign as surplus and give it Ms. Daugherty. Councilor Thayer seconded the motion. Ayes: All.
- d. RJ Theofield presented his written report.
- e. CFO Hohnbaum shared a finance update with the city council and audience with data from the first four months of the fiscal year.

4. **CONSENT AGENDA:** City Recorder Hohnbaum requested that the draft minutes in the council packet be pulled from the consent agenda as the incorrect version had been distributed. Councilor Thayer moved to approve the consent agenda as corrected. Councilor Canter seconded the motion. Ayes: All.

5. PUBLIC HEARINGS:

- a. **Ordinance 17-600 An Amendment to Title IX Chapter 92 Nuisances Monroe Municipal Code: An ordinance amending the City of Monroe Nuisances Code and establishing requirements for minimum level of service (Garbage) for all developed commercial properties and Multi-housing with three or more dwelling units.** CA Hohnbaum stated that this draft ordinance is before the council for a public hearing at the recommendation of the City's Ordinance Committee. A public hearing has been duly noticed for this draft ordinance including the mailing of 34 notices to all utility customers in the Commercial Zone in the City and the three

apartment complexes on Main Street. Mayor Canter opened the public hearing 6:42pm. Council discussed the terminology. Mayor Canter asked for opponents. Mayor requested any proponents to speak. No one rose to speak and Mayor Canter closed the public hearing at 6:45pm. Councilor Canter moved to approve the first reading of Ordinance 2017-600 and CP Myers seconded the motion. Ayes-All. Mayor Canter announced seconded reading would be at the November council meeting.

- b. Ordinance 17-700 An Amendment to Title IX Chapter 91, 92 and 93 Nuisances Monroe Municipal Code:** Mayor Canter opened the public hearing at 6:47. Councilor Billings asked what the term “limiting activities within the park” meant. Mayor Canter asked for anyone speaking in opposition. CP Myers spoke in opposition as he felt it limited the activities of animals within their own yards. Councilor Thayer asked if it should be referred back to the Ordinance Committee. Mayor closed the public hearing at 6:52. Councilor Thayer moved to refer Ordinance 17-700 back to the committee for tweaking. Councilor Billings seconded the motion. Mayor declared the Ordinance referred to the Ordinance Committee by council consensus.

6. NEW BUSINESS

6.1 Utility Forgiveness Request: CA Hohnbaum stated that the Council had a letter on Page 38 of their council packet with a request for forgiveness relating to a utility bill. Councilor Thayer moved to cover his request for the amount of one month. CP Myers stated that the draft policy being proposed limits it to one month of forgiveness which in this particular request would be \$120. Councilor Canter seconded the motion. CP Myers disclose that the requester was a former employee he supervised. Ayes: All.

6.2 Resolution 2017-19 A Resolution authorizing and supporting a technical assistance grant to the Oregon Department of Land Conservation and Development for the purpose of providing professional contracted services for the City of Monroe Comprehensive Plan Project: CA Hohnbaum stated that he has applied for a technical assistance grant with the Oregon DLCD and as a part of that application requirement is a letter or resolution of support from the governing body. CA Hohnbaum explained the grant and the purpose of it stating it would supplement in-house staff work on the comprehensive plan update and provided a higher set of technical skills for particular elements of the new comp plan. Councilor Canter moved to adopt resolution. Councilor Billings seconded. Councilor Cuthbertson asked about grant deadlines. Ayes: All.

6.3 Personnel and Finance Committee Recommendation: Wage adjustment for public works staff member: CP Myers, chair of the committee presented the recommendation from the committee and other highlights from the last meeting. Councilor Canter moved to accept the recommendation to adjust the wage, an

interpretation of holiday pay and credit card billing program for the first of the year. Councilor Thayer seconded the motion. Ayes: All

6.4 Resolution 2017-20 A Resolution supporting and affirming membership of the Corvallis Coalition established to apply for EPA Community Brownfield Assessment Grants, work with regional partners to address environmentally related challenges for economic development and to authorize Mayor Paul Canter to sign a letter of commitment on behalf of the City of Monroe: CA Hohnbaum presented the resolution and draft letter explaining the benefits for the City of Monroe to be a regional partner in this proposal. Councilor Billings stated that he has experience with this program but that the Monroe corner of the county doesn't usually see money from these regional activities due to the lower populations of this region. Councilor Thayer moved to approve Resolution 2017-20. Councilor Canter seconded the motion. Ayes: Canter, Howard, Thayer, Myers, Cuthbertson. Nay: Billings.

6.5 Resolution 2017-21 A Resolution authorizing and accepting a 2017-2019 Grant Young Memorial Planning Assistance Grant from the Oregon Department of Land Conservation and Development. CP Myers moved to adopt resolution 2017-21. Councilor Billings seconded the motion. Ayes: All.

6.6 Review and confirmation of Planning Commission Partition Decision 2017-17. Mayor Canter declared that he got a call the next morning after the Planning Commission meeting from the applicant. Mayor Canter requested City Planner Hohnbaum to share the events of the Planning Commission meeting which he did. Councilor Billings stated that he attended the Planning Commission meeting and shared his frustration with the gravel street on 9th street and suggested that the balance should be for the city to facilitate development to happen. Councilor Howard stated that he reviewed the minutes from the meeting which included the developer stating that he would complete the streets. CP Myers asked if there were other options to protect the city and get the streets. Councilor Cuthbertson stated that while all agreed that we want completed streets, the City needed to be a little bit more realistic about what is appropriate. Councilor Howard said while the city needs to work on its code the right thing here is to be consistent with how we deal with the development community. Councilor Billings suggested that the Mayor meet with developer. Councilor Canter moved to approve land use applications 2017-17 and 2017-18 with the conditions of approval as stated in the staff report. Councilor Thayer seconded the motion. Councilor Cuthbertson asked if there is way that the city can communicate that the expectations from the city is only going to increase. Councilor Thayer expressed his regards and appreciation of the Planning Commission work and consideration for the hard place that they are in. Commissioner Sheets requested that a "sit-down" with the City Council and the Planning Commissioner would be healthy and the council affirmed that desire to do so. Ayes: Canter, Howard, Thayer, Myers, Cuthbertson. Nay: Billings.

6.7 Opportunity to support League of Oregon Cities Foundation: CA Hohnbaum stated that the city received the letter from the League of Oregon Cities (LOC) requesting support for the LOC Foundation. The council discussed the good works that LOC has done for the city. Councilor Thayer moved to support the LOC Foundation with a donation of \$300. Councilor Billings seconded the motion. Ayes: All.

6.8 Bennett House Project-Mayor asked Todd Nystrom to speak to the project and he shared the generous offer he and Amy has made. Councilor Billings made the motion to get the house and return it to the Monroe Community. Councilor Cuthbertson seconded the motion. Ayes: All.

7. OTHER BUSINESS:

7.1 Ordinance 17-500 An Ordinance amending Code of Monroe Chapter 92.17 Nuisances affecting public safety to address dumping on public property and setting a penalty: Mayor Canter stated that this was the second reading. Councilor Billings moved to adopt Ordinance 2017-500 as amended. CP Myers seconded the motion. Amended with cost removal language from original draft. Ayes: All

7.2 Street Master Plan Update: The determination of the City Council was for a work session inviting the planning commission facilitated by the city engineer.

7.3 Resolution 2017-22 A Resolution adopting a Utility Invoice Mitigation Policy for the City of Monroe: CP Myers introduced the draft policy outlining its purpose and goal as crafted by the Finance and Personnel Committee. Councilor Billings moved to adopt Resolution 2017-22 as written. Councilor Canter seconded the motion. Councilor Howard asked for clarification on the buyback element of the policy. Council discussed various potential scenarios involving the utility customers use of the policy. Ayes: All.

7.4 Republic Services and Garbage Franchisee Update: Informational agenda item from CA Hohnbaum. Councilor Billings asked Julie Jackson from Republic Services about the issue relating to the Chinese restrictions on accepting recycling of plastic. Ms. Jackson shared the updated restrictions and recently created limitations for accepting recycled plastic. Ms. Jackson stated that DEQ is updating the allowance of dumping recycled plastic if it can't be shipped out.

7.5 Resolution 2017-23 A Resolution accepting a \$75,000 Oregon Parks and Recreation Department Grant, Authorizing Mayor Paul Canter to sign the grant agreement on behalf of the City of Monroe and authorizing City resources for the implementation of the Monroe Recreation Accessibility and Use Project: Councilor Canter moved to adopt resolution. Councilor Thayer seconded the motion. Councilor Billings asked who was going to maintain and clean the restrooms. Councilor Howard shared that some state agencies are tearing down restrooms rather than maintain them. Councilor

Billings stated that the city had to plan for the potential cost and maintenance for the restrooms and that they needed to be monitored. Ayes: All

8. OTHER BUSINESS

8.1 Councilor Comments and Committee Reports:

Councilor Thayer stated that the city needs a police department 24 hours 7 days a week. He stated that there were no accidents when Monroe had their own police department and that the city is experiencing more vandalism. Councilor Billings stated that he agreed with the concept of having a police department but that a budget needs to be created and funding for the department needed to be placed on the ballot. The council discussed a need for police services. Councilor Billings stated that he is still trying to get a student councilor involved. Councilor Billings suggested that the city should replace the windows at city hall with double pane windows and received the council permission to get an estimate. Councilor Howard inquired about council's interest on street and infrastructure needs that can be addressed. He expressed concern about the lack of rock base that exists under the current streets.

8.2 Mayor's Comments: Thanked everyone for coming to the meeting and at 8:49pm recessed the meeting to Executive Session.

9. EXECUTIVE SESSION: Per ORS 192.660 (2) (e.) To conduct deliberations with persons designated by the governing body to negotiate real property transaction. The council and city administrator meet in executive session until 9:02pm.

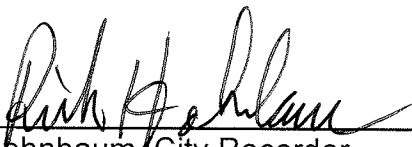
10. COUNCIL DIRECTION PER EXECUTIVE SESSION:

Councilor Canter moved to authorize the city administrator to proceed with the purchase of said property and to investigate any protection as it relates to the purchase. Councilor Thayer seconded the motion. Ayes: all.

11. ADJOURN: Mayor Canter adjourned the meeting at 9:03 PM.

Respectfully Submitted; Rick Hohnbaum City Administrator/City Recorder

Approved by Council adoption November 27, 2017

Attest: 
Rick Hohnbaum, City Recorder



Mayor Paul Canter