MONROE CITY COUNCIL MINUTES

June 27, 2022 6:00 PM Monroe Community Library

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:05 P.M.

Pledge of Allegiance: Councilor Ritch was asked to lead the Pledge of Allegiance.

Roll Call: Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Knott, Ritch, WInther
Absent: Councilor Baker

Staff present: City Administrator Martinenko.

2. **PUBLIC COMMENTS:**

2.1. Christy Warden commented on their removing assets and inventory from the Monroe Community Center and is not pleased with the response from the City for a new agreement with the Senior Nutrition group. She went on to talk about the refrigerator the group removed from the Community Center and how she felt that was doing the City a favor.

2.2. Jessica Warden commented on not having the ability to sit down in person and discuss the continuing use of the Monroe Community Center by the Senior Nutrition group and felt they need to opportunity to follow through with the City on that discussion.

2.3. Floyd Billings commented on the process that is used to make decisions in the City.

3. **STAFF REPORTS AND PRESENTATIONS:**

3.1. Sheriff Van Arsdall commented on a hit and run and new signs being posted at the water intake area on the river to warn people of the approaching drop structure.

3.2. CA Martinenko included his staff report in the consent calendar. Mayor Sheets commented that interviews were completed for a RARE participant in the last week.

4. **CONSENT AGENDA:**

4.1. Councilor Ritch asked about the discharge permit fee. CA Martinenko said this is due to the new DEQ permit issued, which is good for five years. Councilor Ritch then moved to approve the Consent Agenda and Councilor Lindner seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

5. PUBLIC HEARING

5.1. Mayor Sheets opened a public hearing at 6:20 PM to facilitate public input for the City budget for the fiscal year starting July 1, 2022, through June 30, 2023, to include appropriations, accepting State revenues, and establishing the tax rate. Councilor Winther asked if there were any changes to the budget since the last Budget Committee meeting. CA Martinenko replied there were no changes to the numbers, only to correct spelling errors that were pointed out by the Budget Committee. Councilor Ritch expressed the Budget Committee did a great job and did not have to raise water rates. With no further comments from the Council, the public in attendance, or online, Mayor Sheets called for a motion to adopt the City budget and impose taxes through Resolution 2022-08 and another motion to declare the City's election to receive state revenue through Resolution 2022-09.

5.2. Councilor Knott moved to approve Resolution 2022-08, adopting the City Budget and imposing taxes. Councilor Ritch seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

5.3. CA Martinenko briefly discussed what Resolution 2022-09 was for and what state funds were being accepted. There were no further comments from the Council, the public in attendance, or online, Mayor Sheets called for a motion to adopt resolution 2022-09, declaring the City's election to receive state revenue. Councilor Ritch so moved and Councilor Lindner seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

5.4. Mayor Sheets closed the Public Hearing at 6:30 PM.

6. NEW BUSINESS:

6.1. **Resolution 2022-10** authorizing a temporary agreement between the City of Monroe and the South Benton Nutrition Program. CA Martinenko commented this resolution is the result of direction by Council at the last Council Special Session to find a way to allow the South Benton Nutrition Program to use the Community Center until the Council has approved a new rental policy. He said the contract was written by the City attorney and is essentially a temporary permit, or license, to use the Community Center on Tuesdays and Thursdays as has been past practice. Mayor Sheets asked the term of the agreement and CA Martinenko said from July 5, 2022, through September 26, 2022, when the Council is expected to approve a new condition and use policy. Councilor Cuthbertson asked if insurance is required and CA Martinenko replied yes, the provision is in the rental agreement in the same amount that was required before. Mayor Sheets pointed out the address for the City should be 664 Commercial Street and staff indicated it would be

changed. Councilor Winther asked if there was any feedback from any of the parties. CA Martinenko replied the agreement was not negotiated, rather the attorney drafted the agreement for Council to approve. Councilor Knott commented being concerned the asset tagging and inventory may take longer than the July 1st deadline. CA Martinenko replied that the City would assist with photos and tagging including providing the asset tags, if so asked. Councilor Winther asked if it was appropriate to get input from SBNP. Mayor Sheets replied the Council should look at approving the temporary agreement and then get input for the final agreement for the September timeframe. Councilor Winther then motioned to approve Resolution 2022-10, the temporary agreement with the South Benton Nutrition Program. Council Knott seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

6.2. **Resolution 2022-11** Toddler Park Security. CA Martinenko described new signage for Toddler Park hours that essentially opens and closes the park one hour after sunset and one hour before sunrise. In addition, high resolution cameras would be installed along with a timed, magnetic lock for the gate that coincides with the park hours. Councilor Ritch ask what the costs would be. CA Martinenko indicated along with an electrician, the total cost would be in the neighborhood of $2,500. Councilor Ritch moved to approve Resolution 2022-11 and Councilor Lindner seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

6.3. **Resolution 2022-12** approving the Mayor to sign a contract with the University of Oregon for a RARE student. CA Martinenko explained the RARE student would start in September 2022 and requires a match from the City for $23,500. He explained this has been budgeted but grants were anticipated to defray the match cost. Councilor Winther moved to approve resolution 2022-12 and Councilor Lindner seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

6.4. **Resolution 2022-13** accepting audit findings and response to deficiencies. CA Martinenko explained the State requires the City acknowledge any deficiencies noted in the City's annual audit. Due to a lack of a City Administrator for six months of the fiscal year and only fully staffed for the last three months of the fiscal year, there were inadequate financial controls, mostly in reviews by people other than the staff doing the financial work. This has been corrected in the current fiscal cycle with a full staff and written policies. Councilor Lindner asked if the same auditor will be performing the audit for this fiscal year and CA Martinenko replied yes; however, an RFP for another auditor will be sent out for the next audit as it is common practice to rotate auditors. Councilor Ritch motioned to approve resolution 2022-13 and Councilor Lindner seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

6.5. **Resolution 2022-14** authorizing engagement of services for the annual audit. CA Martinenko explained there are two parts in the resolution; one is the letter of engagement setting the obligations and expectations of the parties. The second is the contract between the City and the Auditing firm. Councilor Ritch ask if there were substantial increases in fees and CA Martinenko replied there were not. Councilor Lindner moved to approve Resolution 2022-14 and Councilor Ritch seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

6.6. **Community Grants.** A grant request was submitted to the Council for the Art in the Park annual program in the amount of $1,000. After a brief discussion of timelines, Councilor Ritch moved to approve the grant. Councilor Winther seconded. With no other further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Knott: Yes; Lindner: Yes; Ritch: Yes; Winther: Yes. Motion carried.

7. OLD BUSINESS:

7.1. **Planning Commission**. CA Martinenko briefed the Council on Planning Commission activities. The Commission reviewed a request by the Stones for the City to provide water and sewer to their parcels to the West and south of Red Hills. The Commission conditionally approved the request but CA Martinenko went on to explain while City ordinances do not preclude providing these services, Oregon statute has limitations that need to complied with before the City can legally extend services outside its UGB. Councilor Ritch asked if the City could extend the UGB to encompass the properties. CA Martinenko replied it would be difficult because Monroe already has an approved inventory of buildable land. CA Martinenko went on to describe pending site applications for the old Wilbur-Ellis property and the Jackson's entertainment venue at the old gas station.

7.2. **Community Garden**. Councilor Knott provided a report on the progress of the Community Garden including Public Works supplying water and a gate, along with deer fencing.

7.3. **Upcoming Events**. Mayor Sheets commented on the Movies at the MCC on July 30th. There will be two movies and food available. Mayor Sheets also mentioned the Park celebration in September and the Halloween Spooktacular on October.

8. OTHER BUSINESS:

8.1. Mayor Sheets commented the next Work Session will be July 11th

8.2. Councilor Comments

8.2.1. Councilor Winther asked if there was any feedback from the music event at the gas station. CA Martinenko replied that he and staff heard nothing except it went well.

8.2.2. Councilor Ritch commented the budget cycle went well this year and staff did a good job with the budget.

8.2.3. Councilor Lindner ask about the administrative assistant in the office helping with scanning and organizing files. CA Martinenko replied she is doing an exemplary job and has helped a great deal organizing jumbles of paper to get them scanned and filed correctly.

8.3. Mayor's Comments

8.3.1. Mayor Sheets indicated there would be only a special session in July to approve the consent calendar and a work session in August for community outreach in Red Hills including some feedback for the Parks Master plan.

9. <u>ADJOURN</u>: Mayor Sheets adjourned the meeting at 7:22 PM

Approved by Council Action on July 25, 2022

Mayor Dan Sheets _____ Date: 7/28/22

Attest: _____

Steve Martinenko, City Recorder