



MONROE CITY COUNCIL MINUTES

August 22, 2022

6:00 PM

Monroe Community Library

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:00 P.M.

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

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

Absent: Councilor Winther

Staff present: City Administrator Martinenko, Deputy City Recorder Davis

2. **PUBLIC COMMENTS:**

2.1. Floyd Billings asked if the VFW and Senior Nutrition program decided to continue their use of the community center since July. CA Martinenko said the VFW has resumed their monthly meetings but the nutrition program did not sign the temporary agreement offered them, so they are not currently using the community center. Billings also asked about the park sign. Mayor Sheets said that Parks and Facilities is responsible and would get back with him.

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. Sheriff Van Arsdale reported on the activities of the Benton County Sheriff's department including activity on parking citations on 8th street. He also mentioned his support and involvement at the September First Responder's event at the City Park on September 17th.
- 3.2. ODOT – ADA Sidewalk Project. Chris O'Brannon of ODOT presented on the ADA ramp project in Monroe. Specifically, he mentioned that contractors are starting in September with cutting the pavement and continuing with select intersections throughout the end of the year. The remainder of the intersections are scheduled in the Spring timeframe and will involve flagging activities and traffic delays.
- 3.3. Ryan Vogt, Executive Director of Oregon Cascades West Council of Governments (OCWCOG) presented on the programs OCWCOG offers including Senior Meals (Wheels-on-Meals) and planning, including GIS. Director Vogt told the Council of their regional broadband initiatives and grants they are working on to benefit the region.
- 3.4. CA Martinenko reported on the recently completed tri-annual water survey by the Oregon Health Authority. CA Martinenko said the survey was OK, but the regulator spent a great deal of time on the membranes that were replaced in 2019 and said should have gone through the engineering review process. CA Martinenko said the City is waiting for the final report. Councilor Ritch asked if SDC funds could be used to replace membranes if needed. CA Martinenko replied, no, SDS funds can only be used to increase the capacity



of the system. The City can borrow from SDC funds but have to pay it back by the end of the next fiscal cycle. CA Martinenko also mentioned the annual Audit was underway and the Auditors made their visit to the office to review records.

4. CONSENT AGENDA:

4.1. Councilor Cuthbertson asked about the credit card expense for Destination Events and a check for the same amount. CA Martinenko explained the credit card expense was the required 50% down payment and the check is for the balance. Councilor Ritch asked about the rental for a push-behind brush cutter. CA Martinenko explained there is a budget item to purchase one but given the City only needs use of one for one month per year, it makes more fiscal sense to rent rather than take on the cost of maintaining one. Councilor Ritch also asked about paper towels. CA Martinenko said the paper is for all facilities including the park restrooms. There was general dialog about installing air blowers instead of paper in the facilities to save on cost. With no further discussion, Mayor Sheets called for a motion to approve the consent calendar. Councilor Ritch so moved and Councilor Knott seconded. Mayor Sheets then called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Lindner: Yes; Knott: Yes; Ritch: Yes. Motion carried.

5. PUBLIC HEARING

5.1. Mayor Sheets opened a public hearing on a first reading of Ordinance 2022-03, blocking passage on City Sidewalks and Streets. CA Martinenko said this would amend chapter 92 of the Monroe Municipal Code and would become effective on passage by Council. CA Martinenko went on to explain there is no specific ordinance that addresses objects on the sidewalks and streets that block passage of either vehicles or pedestrians. A citizen made a recent complaint that their child fell over on their bicycle while trying to negotiate a basketball hoop on the sidewalk. Commissioner Eastridge asked if that pertained to fire vehicles that might be on the sidewalk in front of the fire station being washed. After discussion, it was agreed the intent of the ordinance is to address long-term blockage, not temporary, and no modification of the language was required. Further discussion clarified, as an example, a basketball hoop could be place on the sidewalk while being used but needed to be removed when the use is over; just as the fire engine would be backed into its stall after being washed. After hearing no further comments for or against, Mayor Sheets closed the hearing.

6. NEW BUSINESS:

6.1. **Resolution 2022-15, adopting organizational goals and priorities for the 2022 to 2024 fiscal years.** Mayor Sheets read the resolution that included goals to fund and maintain sustainable infrastructure goal, be proactive in planning and managing for growth, foster economic development and growth, emergency preparedness, disaster recovery and resilience, update Council policies and rules, be good stewards of good financial planning



and spending, and engage the community on community issues and in celebration. With no further discussion, Mayor Sheets called for a motion to approve Resolution 2022-15, adopting organizational goals and priorities for the 2022 to 2024 fiscal years. Councilor Ritch so moved and Councilor Baker seconded. Mayor Sheets then called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Lindner: Yes; Knott: Yes; Ritch: Yes. Motion carried.

6.2. **First Responders Proclamation.** Mayor Sheets reviewed the First Responders proclamation for the month of September 2022 and will be read at the first responders park celebration on September 17th. Mayor Sheets asked for a motion to approve the proclamation since it is coming from the entire Council. Councilor Knott so moved and Councilor Ritch seconded. Mayor Sheets then called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Lindner: Yes; Knott: Yes; Ritch: Yes. Motion carried.

6.3. **Ad Hoc Committee for Gateway Park Project.** Mayor Sheets as for Council consent to create an Ad Hoc Committee for the Gateway Park project, with member to be named at a later date. Mayor Sheets explained the committee would be reviewing the use of the park and contribute to community engagement for what the park should be used for. Councilor Ritch moved to allow Mayor Sheets to create a Gateway Park Ad-Hoc Committee. Mayor Sheets then called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Lindner: Yes; Knott: Yes; Ritch: Yes. Motion carried.

6.4. **RARE Student.** CA Martinenko discussed that the City's RARE student, Chris Rivera, is starting on September 12th and a major part of his work is the Gateway Park project, a Parks Master Plan, and developing an Economic Development Plan that ties in parks and other destination activities to foster economic growth in Monroe. CA Martinenko mentioned the first few weeks of Chris's time will be spent talking to people in Monroe, the Mayor, Councilors, and staff to gain a background of what Monroe is about and the direction folks want it to take.

6.5. **Ordinance Enforcement.** CA Martinenko said he is looking at ordinance enforcement throughout the City. Rather than target specific properties, staff will be starting at the north end of town and working south. Everything will be looked at and if there is an issue, staff will first make contact and discuss the violation, then follow up with a letter if no action is being taken by the property owner, and then to Council if so required. CA Martinenko explained this approach has had good results and while slower, allows people to clean up their property with less cost to the City, which would have to bear the expense of a cleanup or other mitigation costs if the issue is forced. Councilor Baker asked if it would be better to have a standard operation procedure. CA Martinenko replied the ordinance(s) are being followed as written but with some discretion as to the timeline and intermediary steps. Councilor Lindner commented that she felt it was better to have some flexibility to handle special situations appropriately. General discussion followed about handling ordinance violations and general agreement that staff should start the enforcement action and escalate to Council as required.



- 6.6. **1135 Ad Hoc Committee.** Mayor Sheets reminded Council the first meeting of the Ad Hoc Committee for the 1135 Corps of Engineers project would be meeting on Monday, August 29th at the Community Library.
- 6.7. **LOC Conference.** Mayor Sheets advised Council he would be attending the annual League of Oregon Cities Conference in Bend, October 5th through the 7th.
- 6.8. **Park First Responders Celebration.** Mayor Sheets described activities and events at the second-annual park celebration on September 17. Mayor Sheets confirmed with CA Martinenko that no fees were required by City ordinance for food or craft vendors that will be in attendance. Mayor Sheets then called for a motion to allow vendors at the Park Celebration. Council Knott so moved and Councilor Lindner seconded. Mayor Sheets then called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Lindner: Yes; Knott: Yes; Ritch: Yes. Motion carried.

7. OLD BUSINESS:

- 7.1. **Planning Commission Update.** CA Martinenko said there will be two public hearings at the Planning Commission in September for replacing the Current Highway Overlay Zone with the Riverside District Overlay Zone, and creating language in the Comp Plan to allow rezoning residential districts to commercial.
- 7.2. **Waste Services RFP.** CA Martinenko commented the process is on-going but the last discussion with Junction City is that they would not be able to take on Monroe. There was general discussion about rates and that Republic Services can offer different kinds of pick-up service and frequency but it is not a la cart – services have to be offered to all residents.
- 7.3. **Property Sales.** CA Martinenko comment this is also ongoing and the Belchamber property is being readied for sale. This will be a closed bid and handled by a third party rather than City staff.
- 7.4. **Events.** Mayor Sheets described the upcoming events from September through December 2022. These include the First Responders Park Event, Halloween, Community Bizarre over the Thanksgiving weekend, and the Monroe Light Parade in December with a possible tree lighting.

8. OTHER BUSINESS:

8.1. Councilor Comments

- 8.1.1. Council Lindner updated Council on HR activities including revised HR policies and looking at a new Public Works position to start cross training on the water system.

8.2. Mayor's Comments

- 8.2.1. Mayor Sheets commented the next City Meetings will be held at the Monroe Community Center.



9. **ADJOURN:** Mayor Sheets adjourned the meeting at 7:52 PM

Approved by Council Action on September 26, 2022

Mayor Dan Sheets  Date: 9/26/22

Attest: 

Steve Martinenko, City Recorder