



MONROE CITY COUNCIL MINUTES

November 28th, 2022

6:00 PM

Monroe Community Center

1. OPENING

1.1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:04 P.M.

Pledge of Allegiance: Mayor Sheets led the Council in stating the Pledge of Allegiance together.

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

Absent: *Knott*.

Staff present: City Administrator (CA) S. Martinenko, Deputy City Recorder (DCR) J. Davis [via Zoom], Sheriff J. Van Arsdall for BCSO [via Zoom], Benton County Commissioner (BCC) N. Wyse.

2. **PUBLIC COMMENTS:**

Councilor Linder led in reading rules for Public Comment. Citizen Floyd Billings then stood to speak up about some sidewalk issues on Commercial Street, areas needing gravel, clogged storm drains and elaborated on his concerns. CA Martinenko responded regarding storm drains and stated Mid-State would be in the next week and that we are on schedule with cleaning the storm drains on the first week of December.

Mayor Sheets asks for other Public Comment. Citizen Ed Adair came forward and mirrored what Citizen Billings was saying about sidewalks for Kelly Street but also brought up the park, open park host position, and some issues he noticed there regarding people allegedly sleeping there and making a mess in the restroom. Discusses further. Mayor Sheets added and confirmed that matter was on the agenda to talk about tonight.

There were no other Public Comments.

3. **STAFF REPORTS AND PRESENTATIONS:**

3.1. **Benton County Sheriff's Office (BCSO) Report:** Submitted by Sheriff Van Arsdall, acknowledged and accepted by Monroe City Council. Sheriff Van Arsdall was connected via Zoom but having sound issues. Council asked if there were any questions for him while he worked on the technical issue; Councilor Ritch mentioned the Parade and it was confirmed BCSO had been in contact and set up with Chief Barnes. Councilor Cuthbertson pointed out a school zone sign was down on South 5th St/Territorial, and stated traffic there is quick. Sheriff Van Arsdall gave visual confirmation that he would look into that via video. No other questions for the Sheriff, report concluded.

3.2. **Benton County Update by Benton County Commissioner (BCC) Wyse:** Commissioner Wyse addressed Council with a variety of updates including flu and Respiratory Syncytial Virus (RSV) vaccines/risk in the County, shared updates regarding funding for aid services, including a homelessness resource allocation center project for the county and community. Councilor Lindner asked clarifying questions and expressed curiosity about the homelessness services



location. BCC Wyse stated that there is a lot they're still researching and Council accepted. BCC Wyse went on to discuss a volunteer support group project they had formed in response to Republic Services applying to expand their landfill and discussed some setbacks and elaborated on research happening for that. Councilor Ritch asked if this would affect Republic Services operation in Benton County and BCC Wyse responded. No other question for that topic. BCC Wyse moved onto discuss other health and housing service projects on the horizon and a program called Rocket. BCC Wyse also talked about the Land Conservation Development Commission (LCDC), formerly Department of Land Conservation (DLC), having Council seats they need to fill and expressed encouragement for anyone interested in a seat. Councilors engaged and asked questions. Council and Mayor Sheets also expressed gratitude to BCC Wyse for making such a presence in our community.

- 3.3. City Administrator Report: CA Martinenko began at 6:24PM with the City Administrator Report and mentioned this has been an extraordinarily busy month for he and City Staff alike. Discusses changes in the office: Onboarding and training of new Accounting Specialist Dawyn Flora and Jonah's transition out. Discussed Public Works starting waste water discharge with the logistics involved. Had major Water Treatment Plant (WTP) updates for that week, including having submitted all requested regulatory compliance reports and pictures to the regulator on time, and also mentioned having an extension for the feasibility study that needed to be done with Civil West, but confirmed to Council it should all be completed by December 16th. CA Martinenko then elaborated on the importance of doing this study, why it's done, and the things that need to happen before and after. Discussed having spoken with the State Water Master and the State Department of Water and about inviting them out to speak about Water Rights. CA Martinenko then discussed the changing of the seasons, weather concerns, drain cleaning (furthered discussion of Citizen Billings' question and Mid-State coming out for sweeper services), staff coverage in the office, preparing for the Light Parade and Holiday activities.

Mayor Sheets asked for any questions for CA Martinenko and there were none.

4. CONSENT AGENDA:

- 4.1. Approval of Bills, Financials and Minutes: At 6:31pm Mayor Sheets and Council moved onto the Consent Agenda. CA Martinenko stated as things settle around the office, we will have everything more together. Stated that the Minutes this and last month were done by DCR Davis and that he's only needed to make minor editing adjustments, and that transition is happening nicely. Council and Mayor Sheets expressed gratitude. Councilor Ritch asked about County Planning Services. CA Martinenko responded with explanation regarding invoicing issues and our contract ending January of 2023, but confirmed this issue would probably be a topic on our next meeting's Agenda.

Councilor Ritch called for a motion to approve the Consent Agenda and Councilor Baker so seconded; No comments or questions. Mayor Sheets called for a vote: Councilor Winther: Yes; Cuthbertson: Yes; Lindner: Yes; Ritch: Yes; Baker: Yes. (Knott Absent.) Motion Carried.



5. New Business:

- 5.1. Resolution 2022-23: A Resolution Supporting the Multimodal Connectivity and Transportation Path. Mayor Sheets read the Resolution title and asked CA Martinenko to discuss. CA Martinenko elaborated on this being a minor rewrite of a Resolution passed by Council in 2017 referred to as the "Connectivity Plan"; It was an extensive piece of work done in conjunction with Benton County and the Oregon Cascades West Council of Governments (OCWCG), and was planned and facilitated with the South Benton Recreation Alliance (SBRA), another group, and City Staff. CA Martinenko said he would update Council on the application for a Grant to make this work he applied for a couple months ago and he announced that we got it. He briefly discussed the next steps including meetings coming up in relation to the Grant acceptance, letter of support we're to receive from the Benton County Board of Commissioners, and updating numbers with Branch Engineering to assure construction costs are up to date. Councilor Ritch asked question about match criteria and CA Martinenko answered.

Mayor Sheets called for a Motion; Councilor Winther so moved to approve Resolution 2022-23 and Councilor Lindner seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Ritch: Yes; Lindner: Yes; Cuthbertson: Yes; Winther: Yes. (Knott absent). Motion Carried.

- 5.2. Search for New Park Host: Mayor Sheets stated that we need one and CA Martinenko agreed. Discussion held on subject and interest; DCR Davis confirmed an application was given to a man that Public Works spoke with but that it had not been turned back in. Position to be posted and advertised for to generate more interest an opportunity. CA Martinenko discussed other details regarding Tax Implications and agreement/lease that should be looked at by the attorneys. Councilor Ritch brought up maybe looking at contracting services for weekends if we can't find someone to fill the position and CA Martinenko agreed that would be a good idea and will look into it.

Mayor Sheets asked for any other questions regarding Park Host and there were none.

- 5.3. Reschedule December 2022 City Council Meeting: Mayor Sheets stated he'd like to move the December City Council Meeting to Monday the 19th instead of Monday the 26th since City Hall will be closed; No one had objections. The group briefly discussed logistics of holding it a week earlier specifically checks, bills and AP's and no other concerns arose.
- 5.4. Holiday Happenings & Monroe Light Parade/Float Participation: Mayor Sheets addressed DCR Davis and the possible float we are going to put together and join the parade. DCR Davis elaborated via Zoom about the basic plan, use of a trailer from Diamond Woods, and lights & inverters that CA Martinenko is going to let the City use so we can get the team involved with the Fire Department. Someone asked for clarification on the time and Mayor Sheets confirmed it starts at 7:00PM and runs for about a half an hour to 45 minutes. City to submit parade float application.



6. OLD BUSINESS:

6.1. Street Lights Update: Mayor Sheets briefly described the issue being raised and CA Martinenko updated the Council on what he found. Most that are out are Pacific Power, they were reported and they have parts that are on back order. He then discussed the light out near the lift station on the corner of Corvallis and Pike Streets. Citizen Todd Nystrom mentioned from the audience that they have contacted Pacific Power too because their staff requested better lighting out there to feel safer in the dark when they leave work. He said they may put something temporary in while the existing light is figured out. Councilor Ritch also mentioned the older lights at the church that were brought up last month by Paul Dykstra, and CA Martinenko stated Junction City Electric is getting what's needed to replace the parts in those two lights and will be out to repair them. CA Martinenko stated he did a street light inventory and spotted one on highway 99 that is out and he reported that. They are also adding a light near Mayor Sheets' side of town by the crosswalk and working on with Pacific Power.

Mayor Sheets asked for questions or comments and there were none.

6.2. Planning Commission Update: Planning Commission will not be meeting in December, however there is a Land Use item for development on Kelly Street being scheduled for pre-application. CA Martinenko described the plan in short and stated the applicant is wanting to subdivide into smaller lots. He also mentioned another application for Depot Street that is pending but not scheduled for pre application. There is another issue with planning services that he does not have much information on yet but it is related to the Planning Services Contract ending in January. He is in discussion with Benton County and our Attorney.

Mayor Sheets asked for questions or comments; Councilor Lindner asked a question regarding a term and CA Martinenko elaborated. Brief group discussion held.

6.3. City Website and City App Update: CA Martinenko expressed wanting to have a City App and thinks it should be looked at for future budgeting. He elaborated on some projects Chris Rivera, our RARE Student is working on and explained he will be giving us some good ideas on engagement and what City communications could look like from a different perspective. CA Martinenko then talked about the Website and what cities can and should use their sites for, and after taking a fresh look at things ultimately the decision will go through Council. No other questions or comments.

6.4. Surplus Property and Equipment Sales Update: CA Martinenko discussed the latest updates on the CASE tractor and said the equipment actually runs well. This raises the value of the equipment. Councilor Ritch asked if it should be removed from the Surplus Property list; CA Martinenko said he has a few more checks to do and alluded to leaning that direction. The sweeper also works and the part we need to replace is inexpensive and the device is very useful and functional. Brief discussion held on flail and the ditch maintenance needs around town. He then discussed the properties, Kyle Springs, Belknap, and Belchambers, and what he learned regarding Water Rights. Basically, all surface and ground water in Oregon immediately belongs to the State and we need to gain permission to use it. We don't currently have a superior permit and we don't get one automatically for being a Municipality. CA Martinenko is going to make sure we are covered and further investigation is necessary. Group discussion held on sale



property wells and water sources until 7:21pm.

6.5. South Benton Food Pantry Update & Invitation for CC Tour: Mayor Sheets discussed and open house he and Councilor Cuthbertson attended at the Food Pantry. He said it went well and a lot of people attended. Discussed some projects on their horizon including adding a commercial kitchen. Mayor Sheets stated donations are being accepted toward their commercial kitchen. Question from Citizen Todd Nystrom regarding who is the main contact for donation needs, Mayor Sheets confirmed it is Janeece Cook.

6.6. **CITY EVENTS & OTHER HAPPENINGS:**

City Events Calendar: Mayor Sheets pointed out that he added the link to the Agenda for the City Calendar, explained what could be found there and explained that he added dates for 2023 to be discussed that are coming up.

6.7. Upcoming 2022-2023 City Events:

- November 30th, 2022: Mayor Sheets announced that the Economic Development Committee will be working with Chris Rivera, our RARE participant, kicking off some activities that will be presented that following Wednesday, November 30th.
- December 10th, 2022: Mayor Sheets reiterated the Light Parade will be held December 10th and there will also be activities at the library.
- January 2023: Mayor Sheets announced he will start having monthly City Hall office hours starting in January. More info to follow.
- January 2023: Mayor Sheets touched on Kickoff Park Master Plan Update & Community Engagement activities for January.
- February 2023: Mayor Sheets said he wants to hold a Town Hall Meeting in February to discuss Water Rates. More info to follow.
- February 16th, 2023: Mayor Sheets announced he and CA Martinenko will be attending a luncheon forum at the Tri-County Chamber of Commerce.
- March 2023: Mayor Sheets pointed out that Annual Budget Season officially begins in March.
- June 24th, 2023: Mayor Sheets announced that the Monroe Festival date was pushed out to June 24th, 2023.

7. **OTHER BUSINESS:**

7.1. Committee Reports from each Chair:

- Councilor Lindner gave a brief HR Personnel Committee Report and updated Council on that HR is working on, including the Personnel Handbook and the next needed position in Public Works related to water experience. She touched on the newly hired Accounting Specialist and Jenny using her new job title, Deputy City Recorder.
- Councilor Ritch asked if there was an update on the Republic Services contract and if there needed to be a Finance Committee meeting set to hammer out details. CA Martinenko said he would talk to Julie tomorrow about that and find out next steps. Councilor Ritch also asked a question regarding the Planning Services and if we needed to look into third party contractors, "IGAs" or "RFPs". Brief group discussion held with CA Martinenko, who will be looking further into that after update from Benton County.



7.2. Councilor Comments: None.

7.3. Mayor's Comments: None.

9. **ADJOURN**: Mayor Sheets wished everyone a Happy Thanksgiving and adjourned the meeting at 7:31 PM.

Approved by Council Action on December 19th, 2022,

Mayor Dan Sheets:

Date:

12/19/2022

Attest:

Steve Martinenko, City Recorder