

City Council Minutes
July 22, 2013

Mayor Thayer called the meeting to order at 6:00 PM. Present: Councilors Paul Canter, Harry Myers, Carol McGlasson, and Lonnie Koroush; and Chief Operating Officer Jim Minard. Councilor Brandy Rainey was excused. Mayor Thayer gave the oath of office to Donna Dillard who was sworn in to complete the unexpired term of Dave Ballard, who was elected for four years in November 2012.

PUBLIC COMMENT:

Stacey Perez was present to submit a bill for cleaning the Legion Hall after some local groups left messes. She had invested 12 hours over the past few months cleaning, sweeping and mopping and would like to be reimbursed at the rate of \$11 per hour. She noted that animals were being brought in and placed on the tables or allowed in the kitchen area by the 4-H club, which was also the major contributor to the mess.

Minard noted that some funds to cover some of this expense had been retained from the Ford Foundation Leadership deposit. There were no funds to cover cleaning for the 4-H group. He reminded the Council of its recently adopted policy that local non-profits were exempted from paying a cleaning deposit unless a problem developed such as this. Minard would contact the 4-H leader to address these issues.

Councilor Myers moved to pay Ms. Perez for her hours worked, which was seconded by Councilor Cantor and approved 4-1 (Koroush – NO). Councilor Myers moved to install a \$30 non-refundable fee as part of the required deposits. The motion was seconded by Councilor McGlasson and approved 5-0.

STAFF REPORTS and UPDATES

Mr. Minard informed the Council that:

- ✓ The City had received its reimbursement check from the Oregon Parks Department for expenses on the ball field in the amount of slightly more than \$29,700.
- ✓ The computer assistance contract with the COG would be on the next agenda.
- ✓ The power consumption was down considerably at most sites from the same period last year, the largest decrease being 68% at City Hall due to the relocation of the library. The water plant was up 20%.
- ✓ The entry door at the Legion Hall was fully operational.
- ✓ Materials were now being sent to our web administrator, starting with agendas, minutes and the Development Code.

✓ Minard noted that he had learned of public concerns with the ball field progress and wanted to impress upon the Council that there were no issues. The City had a fiduciary responsibility to make sure the funds were spent appropriately and with State defined parameters. There were no major issues with the volunteer leaders he was aware of.

CONSENT AGENDA:

Minard noted two changes to the bills: OMI invoice now included the Council approved rate of \$14,090 per month and a bill had come in from our collections company in the amount of \$277.60. Councilor Dillard noted she had an actual conflict with the Monroe Telephone payments, which were removed from the consent agenda. Councilor Cantor moved to approve the consent agenda as amended, which was seconded by Councilor McGlasson and approved 4-1 (Koroush – NO). Councilor Myers moved to pay the bills to Monroe Telephone Company, which was seconded by Councilor Koroush and approved 4-0-1 (Dillard abstained)

NEW BUSINESS:

Intergovernmental Agreement for Hewlett Packard Refund: The question on reimbursing the County for this over collection was to pay now or pay later with a few dollars of extra interest. Minard noted paying now would provide a cleaner set of books as far as our budgeted expenses and tax revenues. Cantor moved to pay the bill now, which was seconded by Koroush and unanimously approved. McGlasson moved to authorize the Mayor to sign the 190 Agreement with Benton County on this matter, which was seconded by Cantor and unanimously approved.

Transfer of Monroe Community Library Ownership: Roger Irvin of the South Benton Enhancement Committee was present to update the Council on the Library and turn over ownership of the land and building, along with certain operational expenses, to the City of Monroe. Roger provided a background on the heating and cooling systems and the solar system and how it worked in relation to net expenses. There were questions from the Council on any role the Friends of the Library may play. Roger explained that would not be an option until the federal library grant was closed.

Myers moved to accept the building and property, as well as the associated expenses as provided in the 190 Agreement approved in 2010 between the City, County and Library District. The motion was seconded by Koroush and approved 5-0.

Street Improvement Projects: Roger Irvin, as the Benton County Public Works Director, noted some options for addressing street issues and invited the Council to consider “fog sealing” the roads in the next years to preserve the surface. This process would not work on streets with surface failures.

Minard noted that the Special City Allotment (SCA) grant was coming due soon. He recommended reapplying for the same project as the past few years for improving 7th Street from Orchard to Main. He explained the increased demands for these State funds and that this project continued to get ranked in the middle of the list of

funded projects and had little chance of moving up; however, if we don't apply we were sure to not get funded. Councilor Myer moved to approve Resolution 2013-04 in support of applying for SCA funds for 7th Street. The motion was seconded by McGlasson and approved 5-0.

Evaluation of the Margaret Hull Local Grants: It was decided to not take any action on the 190 Agreement calling on the City of Monroe to bear the operational cost of the library building and grounds. It was decided no action was needed in regards to administration of donated funds to the library by Mrs. Hull. It was determined that the Council should take a look at the Legion Hall to consider future uses of the Ms. Hull donation to the City of Monroe for use on the Legion Hall. The Council would reconvene at that site after this meeting. It was decided that a letter be sent to Jeff Gorake in appreciation for the cement work for the parking and access at the Legion Hall.

Job Descriptions: With consolidating the three positions in City Hall into two, the Employee Committee had crafted new job descriptions. In essence the C.O.O would assume the role of City Recorder and some of those functions. The Finance Officer would retain all the financial tasks and take over the billing and court duties. Myers moved to accept the job descriptions for the Chief Operating Officer and Finance Officer as presented. The motion was seconded by McGlasson and approved 5-0.

Acceptance of Audit Agreement: Myers moved to accept the audit agreement from Grove, Mueller and Swank for fiscal year 2013, recognizing it was time to seek requests for proposals for fiscal year 2014. The motion was seconded by Koroush and approved 5-0.

Resignation of City Engineer Ron Staehlin: Myers moved to accept the resignation of City Engineer Ron Staehlin, which was seconded by McGlasson and approved 5-0.

OLD BUSINESS:

2013 Council Goal Implementation Plan – July Update. Minard noted that his biggest challenge was establishing a value for the Belknap Springs property that the City had received an offer on from the adjacent landowner. It was the consensus of the Council there was no need to sell the property at this time. There were no other issues with the July update.

OTHER BUSINESS:

Baseball Field Update: Tim Nash the volunteer coordinator for the City Park ball field updated the Council on the field work. He noted the need still for a few items such as the portable pitcher mound, bleachers, red rock for the warning paths, and a pressure valve for the irrigation pump to prevent it from burning out.

Councilor Comments and Committee Reports: Councilor Dillard noted her concerns with the lack of staffing in the front office during normal business hours. Councilor

Cantor noted this was something he wanted to discuss as well, now that the new job descriptions were adopted. Koroush moved to direct both the staff to establish work stations in the front office by the next Council meeting, leaving the Council chambers for meeting or confidential space. The motion was seconded by Myers and approved 5-0. Minard noted we would need to coordinate these efforts with the COG (computer set-up), but clearly understood the direction.

Mayor's Comments:

ADJOURN:

There being no further business Mayor Thayer adjourned the meeting at 8:40 PM.

The Council reconvened the meeting at the Legion Hall at 8:50 PM to review the building. The storage of materials from the 4-H group in the closet and on tables against the wall was noted as unacceptable. Ceiling molding was needed. There were significant concerns with the exterior, where the bricks were pulling apart, paint splashed on the building, weeds, garbage, condition of the play equipment, inoperable paper dispenser over the main room sink, and the graveled parking. The roof appeared to have several more years of useful life. The council dispersed at 9:15.

Signed: _____
Mayor Frank Thayer

Attest: _____
Chief Operating Officer Jim Minard