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City Council Minutes
January 27, 2014

Mayor Thayer called the meeting to order at 6:00 PM. Present: Councilors Paul Canter, Harry Myers, Cindy Canter, Donna Dillard and Lonnie Koroush; and Chief Operating Officer Jim Minard. Councilors Ron Thexton was excused.

PUBLIC COMMENT:

There was no public comment.

STAFF REPORTS and UPDATES

Mr. Minard informed the Council that:

- ✓ The USDA Rural Utilities had been requested master facility financing application be modified. They stated that the storm and sanitary sewer facility plans would need to be individually funded. The good news was that the \$30,000 grant could now be doubled via the two applications.
- ✓ The audit had been delayed due to staff's inability to get the materials compiled and would likely be done by the end of February.
- ✓ The abandoned railroad through Monroe had been purchased by Benton County and representatives would be at the Council's February meeting to discuss potential impacts and uses.
- ✓ New advertisements listing the old library for rent or lease had been posted again on Craig's List.
- ✓ The repair of the minor damage to the raw water intake mechanical building would be delayed until warmer weather.
- ✓ The Planning Commission would be meeting next month to discuss how to develop the non-conforming lots (due to area) on the north end of town. Minard noted that many developed lots along Commercial Street were also less than the minimum area required.
- ✓ The portable pitcher's mound had been delivered and we're waiting on the final documentation and list of needed items from the volunteers to close this project out.

CONSENT AGENDA:

Councilor Paul Canter moved to approve the consent agenda, without the Monroe Telephone bills. The motion was seconded by Councilor Myers and approved 4-1 (Koroush – NO).

Councilor Koroush moved to approve the Monroe Telephone bills. The motion was seconded by Councilor Cindy Canter and approved 4-0-1 (Dillard – Abstained).

Minard noted three new bills needing approval from: A.T&T, Dari Mart, and Professional Credit Services. Councilor Koroush moved to approve these bills. The motion was seconded by Councilor Paul Canter and approved 5-0.

NEW BUSINESS

Water Management and Conservation Plan.

Minard noted this was more of an informational item to keep the Council informed on the on-going issues associated with the requirements of our Plan. He had no estimate on the total costs to comply, but it could run into the thousands of dollars.

1 Key Collection on Legion Hall Concerns by Non-profits.

2 Dena Elliot, of the Lions Club; Christy Warden of the 4-H Club; and Craig Yokum and Chuck
3 Foster of the Boy Scouts were present to request a stay on the Council's decision to have
4 their keys to the Legion Hall returned and to check out a key every time they needed to use
5 the building. All the parties noted that such a requirement would be a hardship on them to
6 ensure they could get to City Hall when it is open and get a key. The Council decided to set
7 up a separate time to re-evaluate this policy.
8

9 Covered Picnic Table for City Park.

10 Cindy Canter informed the Council of her activity with other local volunteer groups to
11 construct a covered picnic table in City Park. She stated that the plan was to build an
12 approximate 20-foot by 60-foot shelter for a table of similar size in the general area west of
13 the lagoon access drive. No city funds would be needed. She also noted an interest in
14 developing a fenced area to the east of the sewer lagoon access road for dogs to run off-
15 leash and keep them out of the baseball field. It was the Council's consensus that these
16 were worthy projects and Canter was given the "go ahead" to pursue this project and report
17 back to the Council with more details.
18

19 Emergency Fire District Signal @ S.5th and Commercial -- Billing Questions.

20 The question was raised as to why the City of Monroe paid the electric bill for the emergency
21 lights on Hwy. 99W and why the District was not charged for water and sewer services at the
22 Fire Station. Neither Mayor Thayer or Councilors Dillard or Koroush had any recollection of
23 how this practice came to be. Mayor Thayer noted that with the District's much larger tax
24 base, it was odd that they did not cover these expenses that were no solely the responsibility
25 of the City. Mayor Thayer state he would talk to former Mayor Billings to learn what he
26 recalled.
27

28 Facebook Page.

29 Cindy Canter suggested that the Council should have a Facebook book page. She would be
30 willing to set up and no cost to the City. The consensus was to have Cindy do what was
31 needed.
32

33 Evaluation Criteria for Chief Operations Officer

34 Employee Committee Chair Paul Canter noted the need to adopt a performance evaluation
35 for the Chief Operating Officer. He had provided a model for the Council's consideration.
36 Mayor Thayer opened the discussion to see if the public had any input; there was none. It
37 was determined that each member of the Employee Committee would fill out the form and
38 sign off. Councilor Myers moved to adopt the offered form as presented. The motion was
39 seconded by Koroush and unanimously approved.
40

41 Quarterly Update of Council Goals & Establish Date for Goal Setting Session

42 Minard asked if there were any questions, comments or concerns on the update. There were
43 none. It was suggested that the Council consider having a goal setting session around
44 February 12 or 19 and hold it in the meeting room of the Library.
45

46 Update on the Engineer of Record

47 Mayor Thayer informed the Council that three engineering firms had been interviewed. While
48 all of the firms were uniquely qualified, the interview committee was recommending that
49 Branch Engineering from Springfield, Oregon be retained as our Engineer of Record. Paul

1 Canter moved to accept this recommendation, which was seconded by Cindy Canter and
2 unanimously approved.

3

4 **COUNCIL COMMENTS:**

5 Cindy Canter noted she had attended the Council of Governments Board meeting and found
6 it very interesting. She indicated that she had learned that the Monroe area was not
7 participating in certain programs for senior meals.

8

9 Paul Canter noted he had been appointed to the Executive Board for the Council of
10 Governments Area Commission on Transportation.

11

12 Lonnie Koroush informed the Council on the School Districts efforts to hire a new
13 Superintendent.

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15 **ADJOURN:**

16 There being no further business Mayor Thayer adjourned the meeting at 8:05 PM.

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Signed: _____
Mayor Frank Thayer

Attest: _____
Chief Operating Officer Jim Minard