

City Council Minutes
January 26, 2015

Mayor Thayer called the meeting to order at 6:00 PM. Present: Councilors Paul Canter, Harry Myers, Ron Thexton (via telephone), Lonnie Koroush, Cindy Canter and Donna Dillard; and Chief Operating Officer Jim Minard and Public Works Superintendent Dave Claborn.

OATH OF OFFICE:

Mayor Thayer took the oath of office and was sworn in as Mayor. Councilors Paul Canter, Myers, and Thexton took the oath of office and were sworn in as City Councilors. Councilor Paul Canter was elected as Council President 5-0 (P. Canter abstained).

NEW BUSINESS:

Mayor Thayer adjusted the agenda to accommodate the engineers from Civil West and allowed them to make a presentation on the proposed contract to develop the Stormwater and Wastewater Master Plans. Garrett Pallo, President of Civil West Engineering, gave the Council a background on what the master plans would encompass, along with three alternatives for additional work (system development charge calculations, flow mapping, and smoke testing) for the Stormwater Plan. The flow mapping and smoke testing would help the City identify areas of concern with inflow and infiltration (I&I).

Minard noted that no decision was needed at this time on the alternatives and he would have a report developed for future consideration by the Public Works Committee and recommendation to the full Council. Pallo noted that if the flow mapping was desired, it should be completed within the next few months.

P. Canter moved to accept the base contract for the master planning effort as presented for \$69,422 (without the alternatives). The motion was seconded by Myers. Councilor Thexton asked about references from other cities where Civil West had performed some of these alternatives. Pallo noted some were provided in their original proposal last month, but more could be submitted. Thayer called for the vote, which was approved 6-1 (Koroush – No).

PUBLIC COMMENT:

Liz Hayler had several questions about the City's relationship with the Scare and Share that operated the "Haunted House" on the city land east of the Long Tom River. Her questions focused on any written agreements with the group; what was done with the proceeds; tax status of the group; and who covered expenses for such things as utilities.

Mayor Thayer responded that the Scare and Share was a non-profit group the used the proceeds to fund various local group activities. The City did not pay for any utilities or expense associated with the Haunted House operation. He also commented on concerns from last month's meeting about married couples serving on the Council. He noted how difficult it was to get anyone to even offer to serve and praised the Canters for their service on the Council and to the community of Monroe.

STAFF REPORTS:

Public Works Report: Public Works Superintendent (PWS) Dave Claborn gave the public works report, which was included in the Council packet.

He informed the Council of his efforts to address the problems with the raw water pump. He had very recently received a proposal from the engineer at CH2M HILL, who had been working on solutions to the problem the past few months. Minard requested this item be added to the agenda for Council consideration and direction.

The proposal was from the CH2 engineer that suggested the possible solution of amending the pipe on the entry side to the pump; which Dave noted helped but did not solve the problem. Under the proposal the engineer would look at the water system from one end to the other and develop a technical memorandum that can be used for a new design. Claborn and Minard gave the council a background on the pump issues with concerns that the pump could go out any day and they hoped it would not be in the high demand summer months. Minard noted the proposal did not develop the final design or implementation (fix the problem); it would only suggest what the cause of the problem was and how to fix it. He also noted that Claborn had contacted the City Engineer to see if he was interested in taking on this project. The City Engineer felt it better to stay with the individuals that had been working on this pump problem.

Councilors Myers and P. Canter weighed in on the technical aspects of the pump. Councilor Koroush expressed concerns that this \$3100 offer did nothing to fix the problem other than offer suggestions on what might be the cause and solution; there was no guarantee. Thexton provided some input on the variable frequency drive pumps. Councilor Dillard noted that we needed someone with the proper background to make a recommendation and something needed to be done.

P. Canter moved to accept the contract from CH2M HILL to evaluate the water intake pump system in the amount of not to exceed \$3130. The motion was seconded by Myers and approved 4-2 (Koroush and Thexton – No).

Mayor Thayer asked if the fiberglass wall at the raw water intake had been repaired. It had not; and the Mayor had a person that might be able to make that repair.

Administration/Planning Report: C.O.O Minard gave his report noting:

- ✓ He had three individuals that might be interested in taking over the website administration and hoped to have this finalized for Council consideration within the month;
- ✓ Finance Officer Williams had agreed to look into new opportunities for investing the City funds;
- ✓ The Red Hills subdivision was continuing to work with the State and Federal agencies on wetlands. The project engineer had submitted a revised lot layout that resulted in ten fewer lots; some which exceed the maximum lot size. He would be working with the engineer to resolve these proposed changes to the approved plan;
- ✓ He would be meeting with the representative that oversees the Hull Bequest to the City and Nutrition Program on how to manage the remaining funds;
- ✓ A meeting had been set with the SBNP to discuss the Council's offer on them taking over operations of the Legion Hall;
- ✓ He and the Mayor were setting a meeting with Sheriff Jackson to discuss the contract with the Sheriff's office;
- ✓ He expected to have the final draft of the franchise agreement for telecommunications services at the next Council meeting; and

- ✓ He noted there had been some significant damage to the Legion Hall floor and it might be time to install the security cameras that had been discussed.

Thayer asked if the filters and other maintenance items were being addressed at the Legion Hall; Minard most likely but he would clarify with Claborn. Thayer also asked about a website counter that tracked the number of contacts and including pictures of the elected officials. Thayer noted the key to the City's safe deposit box at Umpqua Bank had been found. Myers moved to have former Councilors Ballard and McGlasson removed from the list of authorized personnel and add Councilors P. Canter and Dillard. The motions was seconded by Koroush and approved 6-0.

C. Canter noted there was an issue with locking the stalls in the women's restroom of the Library.

CONSENT AGENDA:

Minard noted several new bills had come in after the packets were delivered last week and new payable sheets were in front of them. Councilor Myers moved to accept the consent agenda as amended and excluding the Monroe Telephone bills, which was seconded by Councilor Thexton and approved 6-0.

Councilor Koroush moved to approve the Monroe Telephone bills, which was seconded by C. Canter and approved 5-0-1 (Dillard abstained).

NEW BUSINESS:

Appoint Chief Operating Officer Minard as Budget Officer: Minard noted this was standard requirement to name a budget officer. P. Canter moved to name the C.O.O. as Budget Officer. Myers seconded the motion, which passed 6-0.

Goal Setting Scheduling: It was decided that a facilitator was not needed for this activity and the goal setting session was set for Monday, February 2nd at 3:00 PM.

OTHER BUSINESS:

Mayor and Councilor Comments:

Thayer asked about representation on the COG Board. Koroush had offered to attend while Thexton was away, but found the meeting to be less than productive. C. Canter noted she would be interested in serving in this role at a later date. Thayer knew a young man looking for public projects to take on as part of his Eagle Scout project. He thought some work on signage for MonroeFest might be appropriate. C. Canter suggested working with private firms on donations and such and offered to make some calls.

P. Canter noted he would be replaced on the ACT (Area Commission on Transportation) Executive Committee, but still remain on the board. He informed the Council of the United Way activities and the \$6500 available to South Benton County for each of the next 15 years. There was no determination on how these funds would be spent.

ADJOURN:

There being no further business Mayor Thayer adjourned the meeting at 8:06 PM.

Signed:



Mayor Frank Thayer

Attest:



Chief Operating Officer Jim Minard