

CITY OF MONROE CITY COUNCIL MINUTES

JUNE 26, 2017

6PM

CITY COUNCIL CHAMBERS

1. **CALL TO ORDER:** Mayor Canter called the city council meeting to order at 6:00PM. Pledge of Allegiance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.
Roll Call: Mayor Canter declared all members of the council were present. Present was Mayor Canter, Council President Myers, Councilors Canter, Cuthbertson, Thayer and Billings. Also present was Benton County Commissioner Schuster, Planning Commission Chair Smith, Planning Commission Vice-Chair Salot, Planning Commissioner Eastridge, Budget Committee Scholz, Todd and Amy Nystrom, Mr. Eastridge and Emma Crane.
2. **PUBLIC INPUT AND COMMENTS:** CP Myers shared a complaint he received of drivers driving from Pine Street to Highway 99W through the ditch. Stan Salot shared that he was in the process of finalizing plans for five businesses that will be centered here in Monroe involving 30-40 new jobs. He wanted the council and community to be aware so that all are aware. Mayor Canter asked Mr. Salot if he could share information relating to the excavator in the brick yard property and Mr. Salot stated that it was being used for due diligence about what is in the ground. Mayor Canter commented that he had heard that some development was happening without curb, gutters and storm drains. Councilor Billings stated that the city should stop granting remonstrance's and requiring new construction to install sidewalks and storm drains. PC Chair Smith stated that she thought the city was not enforcing sidewalks, curbs and gutters due to the level of the existing streets. The council discussed the various storm water issues within the community.
3. **STAFF REPORTS AND UPDATES:**
 - a. Mr. Claborn presented his written staff report updating the council on June statistics relating to water and wastewater operations including the need to replace a water meter within the water treatment plant. This action should lower the amount of unmeasured water use. Mr. Claborn shared the variety of projects that public works had performed during the month of June. Council and Dave discussed the cameras at the park next to the Legion Hall.

- b. CA Hohnbaum presented his written report and shared the update of the selling of the former state rest area on Highway 99W. Councilor Thayer inquired about the stuff still out on the streets from the clean-up day. Councilor Billings inquired about increasing the number of smoke detectors in City Hall.
4. **CONSENT AGENDA:** Councilor Thayer inquired as to the class that Mr. Claborn attended. Councilor Billings moved to approve the consent agenda and Councilor Canter seconded the motion. Ayes-all.

5. **NEW BUSINESS**

5.1 RESOLUTION 2017-13 A RESOLUTION ADOPTING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR PROVIDING LAW AND CODE ENFORCEMENT SERVICES TO THE CITY OF MONROE BY THE CITY OF JUNCTION CITY. CA Hohnbaum provided an updated revision of the proposed contract, which had a minor change in the form per a request from Junction City regarding court time for officers. Hohnbaum stated that this draft contract was on the agenda for tomorrow night in Junction City. CA Hohnbaum stated that this agreement was forged at the direction he had received from council desiring a higher level of local law and code enforcement presence within the community. Councilor Thayer shared a concern about law enforcement in the north section of Junction City and asked if the service would be better in Monroe. Chief Morris stated that typically his staff is responding with the fire department and stated that he has been working there since August and there has been significant improvements. Councilor Thayer inquired about cameras on the traffic lights in Junction City. Councilor Canter moved to adopt Resolution 2017-13 as amended. CP Myers seconded the motion. Ayes: Canter, Myers, Cuthbertson. No: Thayer, Billings

5.2 PUBLIC HEARING: 2017-2018 Approved Budget: A Public Hearing to facilitate public input for the City of Monroe Budget for the July 1, 2017-June 30, 2018 annual budget including the acceptance and expenditure of state revenue sharing funds. Mayor Canter opened the public hearing at 6:35PM. He asked if any members of the audience wanted to speak regarding the budget or the state revenue sharing funds. Councilor Thayer asked how doubling the sewer rates would help the storm water. Mayor Canter closed the public hearing at 6:37pm after twice inquiring of any members of the public wishing to speak..

5.3 RESOLUTION 2017-04 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING: Councilor Thayer moved to adopt resolution 2017-04. Councilor Canter seconded the motion. All: Ayes

5.4 RESOLUTIONS 2017-05, 2017-06, 2017-07, 2017-08 and 2017-09. Councilor Thayer moved to adopt resolution 2017-05, 2017-06, 2017-07, 2017-08 and 2017-09. CP Myers seconded the motion. All: Ayes

5.5 RESOLUTION 2017-10 A RESOLUTION ADOPTING CITY OF MONROE BUDGET, IMPOSING TAXES AND APPROPRIATING EXPENDITURES. Councilor Thayer inquired about the amount of increased tax rate and CA

Hohnbaum stated that there was no increase of taxes. Councilor Canter moved to adopt resolution 2017-10. CP Myers seconded the motion. Mayor Canter explained the increase of the storm water rates and why. All: Ayes

5.6 RESOLUTION 2017-11 A RESOLUTION SETTING UTILITY RATES FOR 2017-2018 FISCAL YEAR. CA Hohnbaum stated that it was a good business practice to approve annually by resolution the established utility rates. He stated that the only change in the rate from the current fiscal year was the \$2 base rate increase for the Storm Water Fee per the adopted budget and recommendation from the Budget Committee. Councilor Thayer moved to adopt resolution 2017-11. Councilor Canter seconded the motion. Ayes: All

5.7 RESOLUTION 2017-12 A RESOLUTION AUTHORIZING AND SUPPORTING TRANSPORTATION GROWTH MANAGEMENT 2017 GRANT APPLICATION FOR CREATING CITY ORDINANCES AND SAFE TRANSPORTATION POLICIES. Councilor Canter moved to adopt resolution 2017-12. CP Myers seconded the motion. Ayes: All.

5.8 Request for utility bill adjustment from water customer. Council reviewed the letter of request. Councilor Canter inquired if the city had previously given a forgiveness break to the account making the request. CA Hohnbaum stated that he did not know and Mr. Claborn stated that he did not think the city had but was not sure. Mayor Canter stated that perhaps the request should be tabled. By council consensus, it was tabled for additional staff research. Council discussed various ways of reviewing the request.

5.9 Recommendation from Planning Commission-Comprehensive Plan update. CA Hohnbaum stated that in the council packets was some recommended language for the rewrite of the first three chapters of the comprehensive plan. Hohnbaum recommended to the council that they not review the draft language tonight but to recognize receipt of the work done and determine what process the council wanted to use to review comp plan language revisions. He suggested that perhaps a council work session in mid-July to address the comp plan and other issues would be an appropriate option. Council discussed review options. Councilor Billings suggested that everyone review and bring back some language to discuss at the next council meeting. Commissioner Salot suggested that the planning commission needed some direction as to what direction or plan or road map and how to move forward with the comp plan review. Councilor Canter moved to accept the recommendations from the planning commission and accept it as a draft document/working document. Councilor Billings seconded the motion. Mayor Canter shared the amount of work that the planning commission has done on behalf of the city. Council and commissioners discussed the process of moving forward. Ayes: All.

5.10 Recommendation(s) from Finance and Personnel Committee. Chair Myers of the FPC shared recommendations from the committee regarding personnel compensation for the 2017-2018 fiscal year. This included a \$1.00 hourly increase for the finance officer, a 3% COLA for public works effective July 1 with a 3% COLA for the finance officer on January 1, 2018. Councilor Canter made a motion to accept committee's recommendation. Councilor Cuthbertson

seconded. Ayes. All. CP Myers also shared the recommendations and discussions of utility deposits.

5.11 Appointment to Planning Commission: None

5.12 Appointment to the City Council: None

5.13 Authorization for Letter of Engagement for Annual City Audit. CA Hohnbaum stated that scheduling and work documents were already in process for the annual audit and that he arranged for their site visit to be a week earlier this year so that they would not be present for the crazy eclipse day event in Monroe. Hohnbaum stated that a letter of engagement is the formal process required to engage their services and the conditions of their work arrangement for the City and that he recommended the City Council approve the letter with a formal motion including authorizing Mayor Canter to sign it on behalf of the City. Councilor Thayer moved to approve the letter of engagement for the annual city audit and authorizing Mayor Canter to sign it on behalf of the City. Councilor Cuthbertson seconded the motion. Ayes: All

5.14 RESOLUTION 2017-14 A RESOLUTION AUTHORIZING AND IMPLEMENTING CONTRACTUAL AGREEMENT WITH RESOURCE ASSISTANCE FOR RURAL ENVIRONMENTS (RARE) PROGRAM PARTICIPATION. CA Hohnbaum highlighted the written staff report regarding the opportunity to have a RARE participant working on some of the long-term planning projects within the community including getting the City caught up on the TMDL DEQ reports that have not been completed since 2012. Hohnbaum stated that while the cost is \$23,000, the City has received notice of \$13,000 in grants towards the costs of having an additional full-time staff member. Councilor Canter moved to adopt Resolution 2017-14. Councilor Billings seconded the motion. Ayes: All.

5.15 RESOLUTION 2017-15 RESOLUTION TRANSFERS THE APPROPRIATING OF FUNDS AND AUTHORIZATION OF THE EXPENDITURE OF FUNDS FOR FISCAL YEAR 2016-2017. The changes in the organizational plan by the City Council has resulted in the City having a full-time City Administrator on staff for \$62,000 for 5 months of the fiscal year. In addition, there was some unplanned expenses for parks. CA Hohnbaum requested that the council approve Resolution 2017-15 that is moving the authorization of expenditure of funds within the three funds listed within the resolution. Councilor Thayer moved to adopt Resolution 2017-15 and Councilor Billings seconded the motion. Ayes: All.

6. OLD BUSINESS:

6.1 Council Policy on posting written minutes. CA Hohnbaum stated that he requested this item be on the agenda and he was seeking clarification and direction from council regarding the posting of written minutes on the website. Council consensus was definitely yes.

6.2 Council Policy on posting audio minutes. CA Hohnbaum stated that the City now had the capability to put the audio recording of minutes on the city website. He requested direction from the Council as to whether or not they wanted this

option to be exercised. Council discussed the benefits of the having them available and discussed whether or not they should be available to be downloadable. CP Myers moved to direct staff to place minutes and audio tape to the website and that the audio would not be downloaded on the website but that they were available to download at city hall or by a request form on website. Councilor Canter seconded the motion. Ayes: All.

6.3 City policy on weed abatement and enforcement. CA Hohnbaum stated that in the council packet was Ordinance 16-01, which within Section 2 makes it the neighboring property owner's responsibility to maintain alleys, sidewalks and other public right-of-ways. Prior to him initiating letters to neighboring property owners regarding alleys that have not been mowed, he requested confirmation if that is the policy intent and direction the City Council wanted administered. Council consensus was to have more discussion and for city administrator to issue letters.

7. OTHER BUSINESS:

Councilor Comments and Committee Reports: Ordinance committee Monday at 6PM. Tim Eastridge shared the burning deadline. CA Hohnbaum shared a request for authorization to pay a bill in early July for the artwork using funds from the insurance claim for the damaged entrance sign to the City. Councilor Thayer moved to approve the \$3500 half down payment and Councilor Canter seconded motion. Ayes: All. Stan Salot shared that he was on the Long Tom Water Shed Council. Mayor Canter stated that there is a lot more to discuss and learn about the options involving the Long Tom River planning and water shed council. The council discussed the fish access issues with the Long Tom River as well as the river channel. Councilor Billings stated that he would get some more lumber for picnic tables. Councilor Billings discussed the trees that need to be removed from the parks. Mr. Claborn discussed the options in removing and dealing with the trees and wood.

8. ADJOURN: Mayor Canter adjourned the meeting at 8:11PM.


Respectfully Submitted; Rick Hohnbaum City Administrator/City Recorder

Approved by Council adoption July 24, 2017



Mayor Paul Canter

Attest:



Rick Hohnbaum, City Recorder