

CITY OF MONROE CITY COUNCIL MINUTES JULY 24, 2017 6PM LEGION HALL

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. Staff present included Rick Hohnbaum and Dave Claborn. Also present was Benton County Commissioner Schuster, Planning Commissioners Eastridge, Salot, Fredricks and Sheets, Budget Committee members Scholz, Hayler and Hayler, Chad Howard, David Mills, Amy and Todd Nystrom, Mr. Eastridge, Katie Mange and Emma Crane. There were 22 citizens in the audience.
2. **PUBLIC INPUT AND COMMENTS:** Katie Mange inquired on the Republic services handout, the costs for the services and CA Hohnbaum stated that they were on the back side of the page she was looking at.
3. **STAFF REPORTS AND UPDATES:**
 - a. Mr. Claborn reviewed his written staff report including public work service figures from June. Mr. Claborn shared the variety of projects that public works had performed during the month of July and that they hope to install the replacement of the slide in the tot lot park in August. Mr. Claborn shared the water flushing program and the lead and copper water testing going on in August. Mayor Canter inquired as to the percentage of radio read meters.
 - b. CA Hohnbaum presented his written report. He shared the dates of future meetings for the Beautification Committee and the Planning Workshop. Councilor Billings inquired about the training event that Tracy Jensen was attending and CA Hohnbaum provided update of the training she had requested. CP Myers inquired about the separation of roles mentioned in the staff report for the economic development and Beautification Committee.

- c. Police Report, Junction City: Chief Morris spoke and stated that they were very pleased as to the new partnership with the City of Monroe for law enforcement services. He stated that they have had good fortune on traffic enforcement. Chief Morris stated that they are updating their reporting software system and working with Benton County in providing one report for all law enforcement activities by both service providers.
- d. Presentation Art in the Parks: Lory Bechtold-Councilor Billings congratulated her on her recent retirement. Ms. Bechtold described the Art in the Park Program discussing the partnerships that they had developed with the school district and other agencies including providing food packs for the weekend. She stated that their average attendance is about 60 and they hire and employ five high school students as a part of their program. Every day the participants get to go home with some piece of art. She stated that this year they are walking with the students to the high school for breakfast and lunch due to the construction going on at the elementary school. Councilor Canter expressed her thanks for the work and program that she has provided. Mayor Canter affirmed that it was a great service she was providing to the community.
- e. Quarterly City Finance Report: CA and CFO Hohnbaum shared a quarterly report of the major city funds as of June 30, 2017. Katie Mange inquired about storm water rate increase and if all citizens will see a benefit for the increase rate. Mayor Canter responded that the storm water master plan provides a document outlining an engineer's perspective to address the city's long-term storm water needs.
- f. **CONSENT AGENDA:** Councilor Thayer moved and Councilor Cuthbertson seconded the motion to approve the consent agenda which included the payment of bills, last council meeting minutes and the printed financial report as presented. Ayes: All

4. **NEW BUSINESS**

- a. Appointment to the City Council: Mayor Canter stated that the council was interested in filling the open seat on the council and would like to hear from the two candidates who had submitted letters of interest. Chuck Scholz spoke sharing his past involvement with local government. He reminded the council that he serves on the city budget committee and is offering his help and support. Councilor Billings inquired about his availability due to his work schedule to serve and attend committee meetings and he responded that he was a salary employee and was available. Chad Howard spoke and introduced himself stating that he was fairly new to the community having moved from Prineville. He stated that he enjoys the small communities and works hard for the Oregon Department of Forestry and that he was pursuing certification as a licensed engineer and felt that he could serve. Councilor Billings inquired about his

availability and Mr. Howard stated that during fire season there could be 14 days periods when he may not be available during August and September. Councilor Thayer moved to appoint Mr. Howard and Councilor Canter seconded the motion. Ayes: Canter, Thayer, Billings, Cuthbertson. Nays: Myers. Mayor Canter swore in office Mr. Chad Howard as a Monroe City Councilor and CA Hohnbaum had him sign his certification of oath of office.

- b. PUBLIC HEARING: A PUBLIC HEARING FOR CREATING A PLANNED UNIT DEVELOPMENT OVERLAY WITHIN THE MONROE LAND USE AND DEVELOPMENT CODE- CA Hohnbaum shared the process and read the Legislative Monroe Land Use Public Hearing Script. Stating that all the legal notifications have been done, the Planning Commission had provided a recommendation that the Council conduct a public hearing in this matter and render a decision. There was no conflict of interests declared by any member of the council. Mayor Canter called for the staff report which was presented by CA Hohnbaum. Mayor Canter opened the public hearing at 6:43PM. Katie Mange stated that she has attended the last three planning commission meetings and that this is a tool to allow a new review process. Stan Salot stood and spoke in favor of the proposed language as an amendment to the existing city code. CP Myers moved and Councilor Thayer seconded the motion to close the public hearing. Ayes: ALL. Public hearing was closed at 6:49PM. Councilor Billings moved to accept and adopt the code amendment and approve the first reading for Ordinance 2017-400. Councilor Thayer seconded the motion. AYES: All.
- c. PUBLIC HEARING: A PUBLIC HEARING FOR THE PURPOSE OF ESTABLISHING FINDINGS AND DETERMINATION OF APPROVAL FOR LAND USE APPLICATIONS FOR THE PROPOSED DOLLAR GENERAL STORE DEVELOPMENT PROJECT- Mayor Canter read the Quasi-judicial public hearing script. There was no conflict of interests declared by any member of the council. Mayor Canter opened the public hearing at 7:03PM. CA Hohnbaum presented a complete review of the staff report including the recommendations from the Planning Commission. Mayor Canter called on Scott Franklin, the civil engineer on behalf of the applicant. Applicant Charlie Pelletier attended the hearing by telephone. Mr. Franklin highlighted the application process stating that the staff report covered the issues and concerns that were raised and addressed and that the Planning Commission had conducted a thorough review of all three applications. Councilor Thayer asked when they would start and Mr. Pelletier stated as soon as possible. Councilor Billings stated the City Council, Planning Commission and Dollar General had been working on this project for some time. Commissioner Schuster spoke about the new employment possibilities. Mayor Canter shared that the developer does not run the business and that is a separate entity. Katie Mange stated that initially she was not being in favor of the project but after attending meetings and seeing the concerns addressed including the appearance of the building that she was now in favor of the proposed project. Tim Eastridge spoke in favor of the proposed project wanting another general store in that location. Mayor Canter called for proponents.

Mayor Canter called for opponents. None spoke. Mayor Canter asked the council if they had any questions for anyone. Mayor Canter asked Mr. Pelletier if he had any comments and he provided his perspective stating that they were ready to get started with a 120 day- construction timeline. CP Myers moved to close the public hearing and Councilor Canter seconded the motion. Ayes: All. Mayor Canter closed the public hearing at 7:35pm. The Council discussed and deliberated regarding the three applications. Councilor Canter moved to approve the proposed plan and applications of Embree Assets for the Dollar General Store Project including the Tentative Plan, Variance and Site Design Review with the conditions as proposed by staff and recommended by the Planning Commission. Seconded by CP Myers. Ayes: All

- d. Request for utility bill adjustment from water customer-CA Hohnbaum reminded the council that this was tabled at the last meeting for additional research by staff. City staff have researched this account including checking archives and that there is no written record of this account having ever received forgiveness on a utility bill. Councilor Thayer asked if the landlord has addressed this issue with his former tenant. CP Myers suggested that if the forgiveness is granted he should not be collecting funds from the former tenants. The council discussed various options and reasons for granting forgiveness to utility bills. There was discussion regarding the negligence as being the cause and that previously the council had not considered negligent to be a reasonable excuse. Councilor Billings moved to refuse the request. Councilor Canter seconded the motion. Ayes: All.
- e. Exempting a sewer line replacement project from connection fee and system development charges-CA Hohnbaum highlighted the written staff report and requested a confirmation of the staff's recommendation. Jan Barbee stood and provided some history of the sewer line. Councilor Thayer moved to make the exception for the sdc and connection fee. Councilor Canter seconded the motion. Council, applicant and staff discussed the location of where the existing line will be capped. Ayes: All
- f. Resolution 2017-16 A RESOLUTION AUTHORIZING A \$50,000 SPECIAL CITY ALLOTMENT GRANT FROM ODOT FOR STREET IMPROVEMENT-CA Hohnbaum shared the history of the SCA Grant program and the opportunity for the City to achieve financial support for the conditions of the streets. Staff recommended that the council approve the resolution. Councilor Thayer shared the history of the last time that the city applied for a SCA grant and a need for sidewalks and curbs and gutters. Councilor Billings expressed concerns about the condition of the street but stated it would be good for the City to apply for it. CP Myers moved to adopt Resolution 2017-16. Councilor Billings seconded the motion. Ayes: All
- g. Appointment to Planning Commission-Mayor Canter asked Mr. David Mills if he would speak about his candidacy as an appointee to the planning commission.

Mr. Mills stated that he could be an asset for the city. Councilor Billings moved to appoint Mr. David Mills to the Monroe Planning Commission. CP Myers seconded the motion. Ayes: All

- h. Report from Personnel and Finance Committee: City Administrator 6 Month Evaluation-CP Myers shared the recommendations from the committee regarding the quarterly review of the city administrator. He stated that there was an average increase of 25% in scoring from his previous evaluation. He stated that the committee had several unrelated policy issues to address.
- i. United Way Day of Sharing Event September 15- Councilor Canter shared the successes of the event previously. Councilor Canter asked council's permission to move this opportunity forward. CP Myers moved to support and apply for support from the United Way Day of Sharing and Councilor Canter's efforts in this regard on behalf of the City. Councilor Thayer seconded the motion. Ayes: All
- j. LDS Summer Camp Day of Service Event (July 12th)-Councilor Canter spoke about the success of this special event with 82 volunteers plus adult supervisors and that it may become an annual event.
- k. Resolution 2017-17 A RESOLUTION ACCEPTING A \$10,000 GRANT FROM THE FORD FAMILY FOUNDATION IN THEIR SUPPORT FOR THE CITY OF MONROE TO HAVE A RESOURCE ASSISTANCE FOR RURAL ENVIRONMENT (RARE) PARTICIPANT AND AUTHORIZING MAYOR PAUL CANTER TO SIGN THE GRANT AGREEMENT-CP Myers moved to adopt Resolution 2017-17 and Councilor Canter seconded the motion. Ayes: All
- l. Republic Service Levels –Options from City Garbage Franchisee-Julie Jackson introduced herself from Republic Services and stated that while they didn't have a formal presentation she was prepared to answer questions. Councilor Thayer stated that when the Republic Service came for the last rate increase he understood that there would be added services. However added services were given outside of the city but not in the city. CP Myers inquired about the proposed options relating to yard debris. CP Myers inquired about subscription service options. Councilor Cuthbertson shared a perspective that there was a communication and clarity needs for the service level of city. Councilor Cuthbertson asked for clarity and more transparency in what Republic is offering with the rates. Council discussed the potential need for a work session or a committee to meet with Republic to gain clarity. Councilor Thayer inquired about the different information relayed to him about the amount of recycle containers allowed for each for customer. The council discussed the recycling programs and costs. Mayor Canter suggested a work session and a meeting with Republic Services. Katie Mange inquired about the number of recycling units and if Republic was going to stop collecting multiple units. A citizen requested recycling pickup more than once a month.

m. County Economic Development Update-Commissioner Schuster announced that Todd Nystrom was on the economic development advisory board. She stated that as soon as CA Hohnbaum got the application in, there was funding support for this project in waiting. Commissioner Schuster also discussed regional economic development opportunities.

5. **OLD BUSINESS:**

a. Communications from Corp of Engineers on City requested study-CA Hohnbaum stated that the City did receive a response from their earlier communications and that he wasn't recommending any additional action at this time.

6. **OTHER BUSINESS:**

a. Councilor Comments and Committee Reports:

Councilor Canter shared updates from Beautification Committee regarding the entrance sign and upcoming work session. Councilor Thayer updated the council and public on the ordinance council work on the animal code and marijuana issues and that they would be meeting the next night. Councilor Billings shared that there is plenty of law enforcement experience within the community and that an ordinance officer might be consider. Councilor Billings shared that the trees that need to come down will probably come down after fire season.

b. Mayor's Comments: Mayor stated that it is a great time to be involved in Monroe and that things are moving forward. Commissioner Schuster reminded everyone of the upcoming county fair.

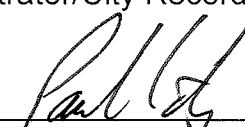
7. **EXECUTIVE SESSION PER ORS 192.610 (2) (e)** To conduct deliberations with persons designated by the governing body to negotiate real property transactions. The council recessed and then reconvened in executive session. Mayor Canter read the ORS statue and announced the executive session.

At 9:06PM the Council closed the executive session and moved to open session. Mayor Canter announced that he would like the Councilor Howard to serve on the Public Works Committee.

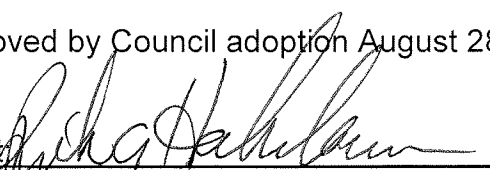
8. **ADJOURN:** Mayor Canter adjourned the meeting at 9:09PM

Respectfully Submitted; Rick Hohnbaum City Administrator/City Recorder

Approved by Council adoption August 28, 2017



Mayor Paul Canter

Attest: 

Rick Hohnbaum, City Recorder