

**MONROE CITY COUNCIL MINUTES**  
**November 27, 2017      6PM      CITY HALL**

1. **CALL TO ORDER:** Mayor Canter called the Monroe 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, Council President Myers, Councilors Billings, Howard, Cuthbertson and Canter. Staff present included Rick Hohnbaum, Dave Claborn and RJ Theofield. Also present was Planning Commission Chair Smith, and Planning Commissioners Sheets, Eastridge and Cuthbertson. Citizens present included Amy and Todd Nystrom, Brian Greene, Emma Crane, Ryann Canter and Mr. Eastridge.
2. **PUBLIC INPUT AND COMMENTS:** Shay Peeler rose to speak to the council regarding purchasing some property and being charged for utilities. Mayor Canter shared that her business item was on the agenda as the first item under new business. Commissioner Eastridge shared a request for council consideration to acquire new chairs for the audience in the council chambers. Commissioner Sheets inquired about new chairs for the ones behind the dais as well.
3. **STAFF REPORTS AND UPDATES:**
  - a. Mr. Claborn reviewed his written staff report including public works service figures and the variety of projects that public works had performed during the month of November. He also shared the professional development course he attended and the work done on the storm water system throughout town. Council inquired as to the roof project on Legion Hall and a tree issue in the city park.
  - b. RJ Theofield presented his written report, highlighting recent planning events.

- c. CA Hohnbaum presented his staff report. CFO Hohnbaum provided a brief overview of the grant tracking report included for the council's review. CA Hohnbaum requested council consensus for the December council meeting to be on December 18<sup>th</sup> due to the holiday and the council agreed to the request.
  - d. Police Report, Junction City: Chief Morris provided a verbal report to the city council. Chief Morris shared some recent arrests and law enforcement activities within Monroe which included a Monroe stolen vehicle as well as thief occurrences within Monroe. Chief Morris shared the current "uptick" of activities within the Junction City, Harrisburg and Monroe area. Chief Morris shared community events that they are sponsoring within the area regarding human empathy related to people who have physical challenges and the homeless.
  - e. **Student Council Involvement:** Mayor Canter shared that one of the city council goals included involving at least one student government representative with city government. Mayor Canter stated that at a recent community award event, Ms. Ballard was recognized for your community involvement and volunteering and Councilor Canter approached her about serving in the capacity as a student councilor for the City and she agreed. Mayor Canter introduced Rebekah Ballard and offered her the opportunity to provide information relating to current school activities which she provided.
4. **PRESENTATION: Long Tom Watershed:** Jed Kaul (Long Tom Watershed) and Cam Bishop (COE) provided a PowerPoint presentation regarding the community engagement of the Long Tom River drop structure issues. They encouraged community input and attendance at the Thursday night public meeting at the library.
5. **CONSENT AGENDA:** Councilor Billings stated that he didn't like the city having to pay for the cleaning of the toilet after it was tipped over. Mayor Canter commented on the new format for the presentation of the bills and CA Hohnbaum shared this was a part of the finance software upgrade which the city is transitioning. CP Myers moved to approve the consent agenda as presented. Councilor Billings seconded the motion. Ayes: All.
6. **NEW BUSINESS:**
- 6.1 Utility Forgiveness Request:** Councilor Canter pointed out the that the current city policy limited forgiveness requests to a single month. CP Myers moved to approve the forgiveness of \$135.56 which represents one-half of the amount of charges above the average rate for one month. Councilor Canter seconded the motion. Ayes: All. CA Hohnbaum presented a request from a water customer which was hand delivered to city hall and requested council action. Shay Peeler spoke about her attempt to change the current policy which requires locations with

water meters to pay a base rate for utility services. Mayor Canter suggested that perhaps if the city could lock out the water line and the residents would not have to pay the monthly base rate until it used. Mayor Canter stated that there was another situation on Orchard that had a water meter but no uses for water on site. Council and staff discussed options relating to properties without habitable use being locked off. CA Hohnbaum stated a concern of allowing properties to not pay the monthly base rate just because the property wasn't being used. Councilor Billings moved to accept CA recommendation that inhabitable properties with meters if requested will be locked off and not charged a based rate. Councilor Canter seconded the motion. Ayes: All.

**6.2 Utility Mitigation Policy: Recommendation from Personnel and Finance Committee:** CP Myers stated that current policy limited forgiveness to one per customer (lifetime) and shared the recommendation to reflect one per a ten-year period. Commissioner Eastridge stated that it should perhaps be five years instead of ten. Councilor Canter moved to accept the recommendation of the Personnel and Finance Committee and Councilor Howard seconded the motion. Ayes: All.

**6.3 Window Replacements for City Hall:** Councilor Billings shared the estimated costs for replacing the single pane windows at city hall. Councilor Canter moved to accept Councilor Billings recommendation and to pay in full the estimated cost including authorization for a check for the city hall window project. CP Myers seconded the motion. Ayes: All.

**6.4 Resignation of Planning Commissioner Salot:** Mayor Canter announced that Mr. Salot had submitted a letter of resignation to Planning Commissioner Chair Kathy Smith. Mayor Canter asked Chair Smith if she accepted the resignation and she stated that reluctantly, she had. CA Hohnbaum suggested that the council declare the seat vacant and direct staff to post and advertise for the volunteer position. Councilor Canter moved to declare the planning commission seat vacant and to have staff advertise for letters of interest to fill the vacancy. CP Myers seconded the motion. Ayes: All

**6.5 Cost of Living Adjustment for City Administrator:** Mayor Canter shared the fact that the council had approved COLA's for all city staff per the request of the City Administrator but had not taken any action in regard of the city administrator's compensation. Councilor Canter moved to grant the same COLA of 3% effective July 1, 2017 for the City Administrator. Motion was seconded by CP Myers. Ayes: All.

**6.6 Recommendation from Public Works and Safety Committee for Street Light on pole next to 641 Commercial Street:** CA Hohnbaum pointed out the estimated cost provided in the council packet stating that this recommendation was from the committee for council consideration. CP Myers moved to accept and approve the committee's recommendation and to authorize the funds for the installation of the street light. Councilor Howard seconded the motion. PWS

Claborn stated that the ball park figure is based upon the existing pole being usable. Mayor Canter suggested that not to exceed cost be established by no more than 20% of the estimated cost CP Myers and Councilor Howards agreed. Ayes: All

**6.7 Request for street light placement on S. 8<sup>th</sup> Street:** Mayor Canter shared a request to install a light at S. 8<sup>th</sup> Street between Commercial and Orchard. This was referred to Public Works and Safety Committee.

**6.8 Staff authorization for new phones at City Hall:** CA Hohnbaum shared that there has been a deficiency of phone hardware at City Hall and he was requesting a real phone as well as adding one for the council chamber work area. CA Hohnbaum stated that staff had consulted with the city "I T" contracted service provider and his recommendation was included in the council packet. CA Hohnbaum requested council's permission to acquire. Councilor Canter moved to approve the funds for the requested telephones. Councilor Howard seconded the motion. Ayes: All

**6.9 Parks Committee plan for playground equipment:** Councilor Canter (Chair of Parks Committee) shared the \$15,000 grant application she submitted last week and that it was the committee's desire to replace rather than repair the existing playground structure next to the Legion Hall. Councilor Canter also provided information relating to the funds in the Parks System Development Charge (SDC) Fund of about \$10,000. CP Myers moved to accept the recommendation of the Parks Committee and requested staff to create an updated Parks Capital Improvement Plan to allow the use of the existing Parks SDC Funds. Councilor Canter seconded the motion. Ayes: All.

**6.10 Notification of Rate Increase from Republic Services:** CA Hohnbaum stated that there was no requested council action on this business item. Republic Service is providing notice to the City regarding a rate change. Councilor Cuthbertson inquired about the previous discussion regarding the Republic Service agreements and the lack of customer service that Monroe was receiving. CA Hohnbaum shared the service issues and the documentation relating to the agreements between the City and Republic Services.

## **7. OLD BUSINESS:**

**7.1 Ordinance 17-600 An Amendment to Title IX Chapter 92 Nuisances Monroe Municipal Code: An ordinance amending the City of Monroe Nuisances Code and establishing requirements for minimum level of service (Garbage) for all developed commercial properties and Multi-housing with three or more dwelling units.** CA Hohnbaum stated that the public hearing for this proposed ordinance was held at the October council meeting after public notice was duly made including the mailing of 34 notices to all utility customers in the Commercial Zone in the City and the three apartment complexes on Main Street. CA Hohnbaum stated that there was no public input at that time. He also highlighted the proposed

effective date to allow property owners to address the requirements. Mayor Canter read the Ordinance. CP Myers moved to approve the second reading and adopt Ordinance 17-600. Councilor Billings seconded the motion. Ayes: All.

#### **7.2 Ordinance 17-700 An Amendment to Title IX Chapter 91, 92 and 93 Nuisances**

**Monroe Municipal Code:** CA Hohnbaum stated that the public hearing for this proposed ordinance was held at the October council meeting after public notice was duly made. CA Hohnbaum stated that there was no public input at that time and that the council had referred it back to the Ordinance Committee due to a council concern regarding the definitions of loose dogs. The Ordinance Committee reviewed the referral from council and came to the consensus that if the council considered the proposed ordinance with a copy of the existing code that defined "Dog Running at Large", that it would clarify the issues raised during the council discussion. CA Hohnbaum stated that the ordinance is back on the council agenda for the second reading and adoption per the committee's recommendation without any changes. Mayor Canter read the ordinance. CP Myers moved to approve the second reading of Ordinance 17-700 and adoption of it. Councilor Billings seconded the motion. Ayes: Canter, Billings, Cuthbertson, Myers. Nays: Howard. Mayor Canter stated approved by 4-1 vote.

#### **7.3 Update and Report on City's support of South Benton Food Bank's School**

**Backpack Program:** CA Hohnbaum stated that this was a business item for which staff is not requesting any action on but is follow-up information from previous council actions taken. Councilor Canter read the letter of thanks from the program and their regards for the cities support for this critical community need.

#### **7.4 Gas Station Property:**

CA Hohnbaum stated that there had been two inquiries from general citizens regarding the future plans and operations for the gas station property should the city acquire it. CA Hohnbaum requested authorization to expend approximately \$3,000 for the purpose of have an independent Level One Environmental Assessment done on the property. Councilor Howard suggested level one and documents from the county environmental study would be in the best interest of the City. Councilor Howard moved to direct staff to have a level one environmental study completed with additional request to get environmental documentation from the county prior to the sale. CP Myers seconded the motion. Ayes: All.

### **8. OTHER BUSINESS**

#### **8.1 Councilor Comments and Committee Reports:**

Councilor Canter shared the upcoming event for a holiday light contest with a prize of a gift basket with judging on December 22. Forms are being prepared to sign up.

Councilor Canter shared that the restroom and picnic project is moving forward with a more exact location site for the new restroom site at the city

park. Mayor Canter shared some of the highlights for the design and plan for the project.

Councilor Billings shared the upcoming Public Works and Safety Committee meeting on Friday at 4pm.

CA Hohnbaum shared the Ordinance Committee meeting set for Tuesday at 4:30pm.


9. **ADJOURN:** Mayor Canter adjourned the meeting at 8:36 PM.

Respectfully Submitted; Rick Hohnbaum City Administrator/City Recorder

Approved by Council adoption December 18, 2017

Attest:

  
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Rick Hohnbaum, City Recorder

  
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Mayor Paul Canter