

MONROE CITY COUNCIL MINUTES

February 26, 2018 6PM LEGION HALL

1. Call to Order: Mayor Paul Canter called the City Council meeting to order at 6PM.

Pledge of Allegiance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Council President Myers, Councilors Billings, Thayer, Howard, Canter and Cuthbertson. Staff present included Public Works Supt. David Claborn, Community Development Coordinator RJ Theofield and City Administrator/Recorder Rick Hohnbaum. In the audience was Planning Commissioner Chair Smith, Vice Chair Sheets and the Chairman of the Monroe Rural Fire Protection District Tim Eastridge. Also present was Todd Nystrom, Amy Nystrom, Mr. Robert Eastridge, Emma Crane, Connie Treloar, Scott Treloar, Zach Mittge, County Commissioner Schuster, Evelyn Lee, Victor Stone, Alexandria Burling, Wendy Burling, Eliza Mason and Bill Lulay.

2. Public Input and Comments: Mayor Canter stated that the public hearing portion of the Red Hills Subdivision was closed so there could be no additional public comments for the record regarding the proposed land use action. Zack Mittge rose to speak in part to inquire as to when he could share additional information. Mayor Canter stated that the hearing was closed and that no new evidence was being accepted. Mr. Mittge stated that it wasn't new evidence but a letter that was sent to the city that afternoon regarding a procedural matter. Mayor Canter inquired of staff regarding this letter that was mentioned. CA Hohnbaum shared that a letter was received by the City and forwarded to the City Attorney and that there was no evidence and that the letter was not being shared based upon the direction of the city attorney and the record being closed for the Red Hills Subdivision.

3. Staff Reports:

- a. Police Report: Chief Morris shared his monthly report with the council. Chief Morris shared the new pink police patrol vehicle and that they will continue to have opportunities to change the color and graphics as they honor various groups including Veterans in November. Chief Morris stated that the Police Department was available to present programs for senior citizens or in the schools on subjects such as internet safety.

- b. Student Councilor Rebekah Ballard: Ms Ballard was excused due to school scheduling conflict and was not present.

- c. Public Works: Mr. Claborn reviewed his written staff report including public works utility figures. PWS Claborn stated that the City had install 66 new meters so far so about 24% of the system have new water meters. Councilor Thayer thanked David for the bush removal which was blocking an intersection vision and for the hand rail project recently completed. CP Myers expressed his thanks and regards to the PWS for the urgent water meter repair job on 5th Street in front of the winery.
- d. Community Development: RJ Theofield updated the council on community planning and economic development opportunities which Monroe has been active in.
- e. City Administrator: Rick Hohnbaum presented his written report which was not in the council packet but distributed at the council meeting. CA Hohnbaum stated that the city has been approached by the industrial technology class at the high school about the potential of closing a couple of blocks for the purpose of racing student created go-kart type vehicles. CA Hohnbaum shared a newspaper article from a previous event held on the coast and that the Monroe students would like to host such an event if we were allowed to close a couple of blocks for the race. The council by consensus allowed the staff to proceed in working with the school district in making the special event happen for the benefit of the community.
- f. Finance Report: CA Hohnbaum shared the six-month finance report. Hohnbaum shared the budget revenue for the Water Fund and showed them the history of our tracking as it relates to income for the water operations and the water bond expenses. He shared that currently the city water bond funding is subsidizing the water operations fund by about \$15,000 annually.

4. Consent Agenda:

4.1 Bills, Financials and Minutes: CA Hohnbaum shared that since the finance officer was out of the office last week, there was an additional page of bills for the council to review on the council tables for their consideration that he would request it be added to the consent agenda. Councilor Billings moved to approve the consent agenda as presented. Councilor Canter seconded the motion. Councilor Billings asked that the bills be single page printed. Ayes: All.

5. New Business:

5.1 Resolution 2018-01: A Resolution adopting a Public Records Policy for the City of Monroe. CA Hohnbaum shared that the City did not have a formal written policy relating to the requesting and providing of public records. Councilor Thayer moved for the adoption of Resolution 2018-01. Councilor Canter seconded the motion. CP Myers asked about retention schedule and CA Hohnbaum state that the City uses the state provided retention schedule but could adopt a City document retention schedule in the

future. Councilor Howard asked about fee waiver portion of the resolution and staff having to make those decisions. The council discussed who they wanted to have authority to waive the fees involved with public information requests and council consensus was for the City Administrator to have that authority recognizing that it can be appealed to the council or the administrator could bring a request to the council for their direction. Ayes: All

5.2 Introduction Resolution 2018-02-Joint Resolution of the City Council and Local Contract Review Board opting out of the Attorney General's Model Public Contracting Rules and Amending Public Contracting Rules for the City of Monroe. CA Hohnbaum stated that this was on the agenda for introduction purposes only as it requires not only a public hearing with 14 days-notice but also considerable reading and awareness as to what this proposed action means to the City of Monroe. CA Hohnbaum shared the highlights as it relates to the legal challenges in the municipal organization to follow appropriate procurement and contracting rules but typically it can be a council decision as to what the rules are and the enforcement of the rules and regulations. CA Hohnbaum encouraged the council to review the entire 80 plus page packet and requested that it be set on the March Council agenda. By council consensus, it was agreed.

5.3 TMDL: Total Maximum Daily Load: DEQ Required Reporting Update; RJ Theofield, Community Development Coordinator, updated the council on the accomplishment as well as the future dates that are involved with the TMDL requirements for DEQ. This includes a potential grant with the water shed on the TMDL. Councilor Thayer inquired about city public works staff being able to do the TMDL work on behalf of the City and the recent achievement of City getting caught up on past due DEQ tasks for the TMDL program. CA Hohnbaum shared that the broadness of the various aspects of the state mandated TMDL program reached beyond just public works. Public education, policy development, water shed activities, community involvement in addition to the report generation and long-term planning requirements really require a broad set of skills or an entire team of people to address the many aspects of the program. Councilor Billings commented that based upon the 5-year plan, additional city staff may be needed in order to maintain the diversity of tasks suggested within the recently completed plan.

5.4 City Park Restroom Facility: Councilor Canter, Chair of the Parks Committee, updated the council on the progress City Parks Restroom Project. Mayor Canter, project manager for this project, shared some drawings provided by the engineer. Mayor Canter shared the work in progress and Councilor Canter shared the improvements that the Parks Committee have in mind for the City Council to consider. Councilor Thayer asked about the maintenance needs for the new proposed facility elements and Mayor Canter shared some of the discussions involving timed locks and motion lights among

other tools. Councilor Billings asked about the maintenance that would be required and how it would be funded or organized through parks or through public works. CP Myers inquired about increasing cameras at the parks and CA Hohnbaum shared the recent new links between the water treatment plant and City Hall that will allow direct observations from City Hall. Mayor Canter stated that there has been considerable conversation of increased security. Councilor Canter inquired if the ball fields be expanded to include softball within the existing baseball field and will follow-up on this inquiry with city staff.

5.5 Rural Opportunities Initiative (ROI) Grant Memorandum of Understanding: CA Hohnbaum presented a draft MOU with the small cities of Linn and Benton County. Hohnbaum explained the highlights of the ROI as well as the partnerships for regional economic development and requested council's permission to continue to pursue this opportunity on behalf of the City. Councilor Thayer moved to authorize the City Administrator to sign the MOU on behalf of the City with the obligation of the \$350 for the City's share of the project. CP Myers seconded the motion. Ayes: all.

5.6 Public Works Vehicle Acquisition Authorization: Council Billings shared that the needs for a small public works vehicle has been discussed and requested that the council give Public Works Committee the authority to acquire a vehicle not to exceed \$35,000. CP Myers made a motion to grant acquisition authority to the Public Works Committee for a small or mid-size used pickup unit for the Monroe Public Works not to exceed \$35,000. Councilor Howard seconded the motion. Councilor Thayer inquired as to the state purchase or state auction program and Councilor Billings provided additional research and inquiries that he had made. Councilor Billings stated that it would also save mileage on city staff vehicles. Mayor Canter reminded the council that this need and discussion originated because of a part-time public works employee was using his own personal vehicle for city business. Ayes: Cuthbertson, Myers, Billings, Howard, Canter. Nay: Thayer

6. Old Business:

6.1 Second reading and adoption of Ordinance 2018-100 Amended: CA Hohnbaum explained why there was an amended Ordinance from the Ordinance Committee allowing for a rooster on a minimum one-acre lot. CP Myers moved to conduct second reading of Ordinance 2018-100 Amended and adopt it. Councilor Canter seconded the motion. Ayes: all

6.2 Red Hills Subdivision- A land use action subdivision for 55 residential lots on Orchard Street review of Planning Commission Decision and Project. CA Hohnbaum stated that the council direction was for staff to create findings for the council to review and consider in order to approve the proposed Red Hills 2018 Project. The public hearing

has been closed and all the evidence has been presented to council for their consideration. City Planner Hohnbaum presented his findings stating that there was a typo on condition of approval #32 and a misspelling on the cover page. CP Hohnbaum reviewed the 26-page staff report and findings based upon the evidence presented at the public hearings, written testimony and the collected record including the application and staff reports. CP Hohnbaum stated that since the public hearing had been closed, in the council conducting of quasi-judicial proceedings, they were free to deliberate among themselves and make inquiries of staff but that the record of evidence was closed. Hohnbaum outlined the major elements of concerns that were raised during the public hearing and from the written testimonies that were offered for the record as well as the municipal land use code and the criteria upon which the Council needed to base their decision upon. Hohnbaum's report included issues relating to wetlands, storm water, wastewater, transportation issues, nuisances, inquiries related to wastewater flows, conditions of approvals to meet city standards and county standards as well as the required conditions to meet state rules and regulations. Councilors Billings inquired as to the oversight of the potential contractor's work during the creation of the subdivision and city staff stated that it would be incumbent upon the City engineer to review and authorize the work. Councilor Canter made the motion; "I move that the City Council approve the subdivision tentative plan submitted by North Santiam Paving Co., for the Red Hills 2018 Subdivision Project, to create and develop 55 buildable lots based upon the findings contained in the Staff Report and subject to the Conditions of Approval contained in the Staff Report." Councilor Thayer seconded the motion. Ayes: Canter, Thayer, Howard, Cuthbertson, Billings, Myers. 6-0

6.3 Appointment of Vacant Planning Commission Position: CA Hohnbaum stated that the city had not received any letter of interest for this position but a councilor stated that he was expecting an applicant in the near future.

6.4 Appointment to Vacant City Budget Committee Position: CA Hohnbaum stated that the City had not received any letter of interest for this position.

6.5 Update and Review of Draft of Monroe Vision Statement: CDC Theofield updated the council on the input and the current work product of the 2018 Vision Statement. RJ requested that the council review the input and document and that they consider adopting it at their next regular council meeting in March.

7. Other Business:

7.1 Councilor Comments and Committee Reports:

Councilor Billings inquired about adding page numbers in council packets and not double siding the section listing the bills in the consent agenda.

Beautification Committee Organization-Main Street Advisory Structure:

Councilor Cater inquired if the council would approve the re-structure of the Beautification Committee. Councilor Canter shared that both the number of projects and members is increasing. Councilor Canter suggested that due to the amount of activity and the diversity of tasks it was time for the City to form a board and create some work groups within the Beautification Committee in order to continue to pursue Main Street projects. CP Myers moved and Councilor Cuthbertson seconded the motion for the reorganization as presented by Councilor Canter and Community Development Coordinator Theofield. Ayes: All

CP Myers shared that the finance and personnel committee had met earlier in the month and that the full council had heard the finance report as well as the water fund revenue concerns. CP Myers stated that he appreciated the online billing that city staff has developed and the more elements of the municipal operation that the City can get online, the more accessible it will be for all.

Councilor Thayer commented that garbage cans are still on the street in front of the Main Street apartments and inquired as to the deadline for this issue to be resolved from the Ordinance passed requiring secured solid waste sites for multi-family units.

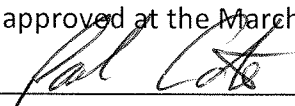
Councilor Canter inquired about having two staff people reading meters and PWS Claborn shared the traditional process of a driver and a recorder for the meter reading process. Councilor Canter inquired if the new meters would result in less clipboard reading and PWS Claborn affirmed that expectation.

7.2 Mayor's Comments: Mayor Canter stated he was excited about the Red Hills approval that the City Council had done at the meeting.

8: Adjourn: Mayor Canter adjourned the meeting 7:58PM.

Respectfully Submitted: Rick Hohnbaum City Recorder

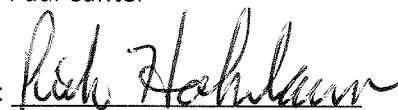
Adopted and approved at the March 26, 2018 City Council meeting.



Mayor Paul Canter

March 26, 2018

Attest:


Rick Hohnbaum, City Recorder