

MONROE CITY COUNCIL MINUTES

MAY 21, 2018

6PM MONROE CITY HALL

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

Pledge of Alliance: 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 Thayer, Howard, Canter, Cuthbertson and Billings. Staff present included Public Works Superintendent Claborn, Community Development Coordinator Theofield and City Administrator/Recorder Hohnbaum. In the audience was Planning Commission Vice-Chair Sheets and the Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Eastridge. Audience members included James Templeton, Mr. Robert Eastridge, Clarissa Baker, Linda Wade, Evelyn Lee, Gary Nolan, Delaine Baker, Bob Shepard, Christy Warden, Todd Nystrom, Emma Crane, Amy Nystrom and Paul Dykstra.

2. Public Input and Comments: Dan Sheets rose to speak about the advisory group discussions relating the potential uses of the gas station property. Christy Warden asked for the city council goals for the future for the Legion Hall. Mayor Canter stated that there has been no discussion of changes in plans other than the current uses. Ms. Warden asked about the amount of insurance being requested in the draft rental agreement and why it needs to be \$2M coverage. Ms. Warden inquired as to who she needed to work with at the City on a grant for new tables and chairs. Christy Warden stated that if they have to name the city as a third party it would increase the cost of the insurance. Councilor Cuthbertson inquired about the actual cost for naming a non-profit. Bob Shepard provided some professional insurance policy insights. Brian Greene inquired about the annual cleanup event being a drop-off system rather than a pickup system. Commissioner Eastridge shared the fact that a vehicle during the weekend was squirreling around on the upper area of Commercial Street and could potentially damage the water tank.
3. Staff Reports:
 - a. Police Report: None
 - b. Student Councilor: Excused Absence
 - c. Public Works: Supt. David Claborn presented his written report and highlighted some of the public work projects including some new signs, water testing, street sweeper and cleaning of the water storage tank. Mayor Canter inquired about who might have been spraying on city property. Councilor Thayer inquired if Dave was being asked to do too many tasks and thus a safety issue in not performing other duties. Dave stated that he

always does the safety tasks first. Councilor Thayer asked what Dave's understanding as to who he was reported to when he was first hired on and Dave stated that it was his understanding that he reported to the council. Councilor Thayer moved that the Public Works Superintendent report to the mayor and council and no other staff member. Councilor Billings seconded the motion. CP Myers asked why this was not brought up to the Personnel and Finance Committee. Councilor Canter asked if that means that he doesn't report to Rick and Councilor Thayer stated that he doesn't want the City Administrator giving the PWS other assignments that may cause a safety issue. Mayor Canter stated that also means that councilors shouldn't be directing staff and Councilor Thayer stated that was correct. CP Myers stated that Dave may have been a dotted line direct to upper organizational units (council). Councilor Canter asked if the city needed to hire someone just to do mowing and Councilor Thayer stated that was a definite option. Dave stated that the process has changed over the years and has changed from year to year. Councilor Thayer stated that Dave has a responsibility to maintain his certifications. Councilor Billings shared that the personnel handbook clearly stated that if Dave had any problems he could take them to the Mayor to be addressed. Mayor Canter inquired as to why that hasn't happened and Councilor Thayer stated that evidently that is what is happening now. Ayes: All

Councilor Canter asked that the personnel committee visit the job description for all employees.

- d. Community Development Coordinator: RJ Theofield read the recommendation from the advisory group relating to the future use of the gas station project including an RFQ seeking additional options. Mayor Canter shared the discussions from the committee meeting recognizing that there were people present in the audience who had interests to providing proposals. Councilor Cuthbertson inquired as to the role of the advisory committee and the planning commission. Mayor Canter responded based upon the previous discussions and RJ stated that it was really a process decision by the advisory group to move the options forward. Councilor Canter stated that she disagreed with the committee decision and that there was a party present who would meet the existing standards of the city and that we should move forward with their proposed use. Mayor Canter lined out the proposed timeline and that it could be an extended timeline due to construction and legal processes.

Mayor Canter asked Mr. Shepard if he would like to provide some insights as to their direction and interest in the gas station property. Mr. Bob Shepard shared their proposed project including expanding the existing large building and the removal of the smaller out buildings. CP Myers asked how many grades of fuel they would provide. Councilor Billings made a motion to put the gas station property up for sale and Councilor Canter seconded the motion. Councilor Howard stated that this should be a priority level project. Council discussed timeline. Ayes: All. CA Hohnbaum requested clarification and council discussed

placing it for sale and issuing an RFP and/or RFQ by end of next week. RJ shared an update on the comp plan he was working on with the Planning Commission. Councilor Canter moved to hire RJ during Rick's absence. CP Myers seconded the motion. CA Hohnbaum explained the request. Councilor Billings stated that Tracy should be interim city administrator. Mayor Canter stated that he didn't think RJ cared about the title and RJ confirmed it. The council discussed the decision making process during the CA's absence. CP Myers amended the motion that the hierarchy would be decided after talking to other staff. Councilor Howard suggested allowing the Mayor to make the decision after talking to staff. Councilor Canter amended the motion that after the Mayor discusses the issue with staff that the Mayor makes a determination during the absence of Rick. CP Myers confirmed that the leave and hiring already discussed was not a part of the motion and was approved. Ayes: Myers, Cuthbertson, Howard, Canter. Nays: Billings, Thayer.

- e. City Administrator: Rick Hohnbaum presented his written report and reminded the council and audience of the upcoming budget meetings. CA Hohnbaum stated that the PPL Franchisee agreement was originally intended to be on the council agenda, but the response from their attorney on some recommended changes by the city's attorney have yet to be received. CA Hohnbaum shared some ongoing dialogue with South Benton Enhancement Association, Library administrative staff and himself which was initiated by local interests seeking to create a process to facilitate local funding support for the maintenance of the library building owned by the City. Council requested a work session on the library contract around the first of the year.

4. Consent Agenda:

4.1 Bills and Minutes: Councilor Canter moved to approve the consent agenda as presented with the bills and the council minutes of April 23, 2018. CP Myers seconded the motion. Mayor Canter inquired on water rights specialist expense listed in the bills and CA Hohnbaum shared an update on the water source project. Councilor Thayer inquired about the bill for the engineer on the building structure. Councilor Canter responded that it was a structure integrity issue no matter who was using the building. The engineer bill for the bridge was asked and RJ stated that it was a COE project and that perhaps the city got billed by mistake. Councilor Billings expressed concern about the parks expenses being billed to the General Fund. CA Hohnbaum shared that the parks is a sub fund within the General Fund so all of the park expenses are general fund expenses. Councilor Thayer inquired about the credit card bill of the city administrator. Councilor Howard inquired about the 6th street engineering funds that he felt should be paid out of general fund rather than street funds. Councilor Billings moved to approve the consent agenda with the movement of the 6th street engineering cost being taken out of the general fund. Councilor Thayer stated that no one person should make the decision to spend funds. CP Myers seconded. Ayes: Myers, Cuthbertson, Billings, Howard, Canter. Nay: Thayer. Councilor Thayer stated that the auditors stated that two councilors should

go over the bills prior to the council reviewing the bills. Mayor Canter asked Councilor Thayer if he wanted to do that and he said yes. Mayor Canter asked if any other councilor would like to review them. The council discussed the bill approval process and the Mayor stated that the city was following the recommendations based upon the current process of complete council review of the bills. Councilor Canter asked staff to check with the auditor as to the current process meeting the recommendations of the auditor. CA Hohnbaum requested direction from council as to setting a cap as to what he is authorized to expend. Council discussed a Personnel and Finance Committee review and recommendation to the council be done regarding determining a spending authorization.

5. Public Hearing

A public hearing to receive public input for Oregon State Parks and Recreation Grant Application to support the 6th Street Bailey Branch Trail Project. Community Development Coordinator RJ Theofield shared with the council that when the City applies for state funding, the inquiry is made as to whether or not the public has had an opportunity to provide public input as the potential funding of public dollars for the request project. RJ shared that he is requesting that the council conduct a public hearing to facilitate such an opportunity prior to the city submitting the grant for the trail project. RJ shared some details of the proposed project and grant. Mayor Paul Canter opened the public hearing at 7:48. Brian Greene expressed opposition for tax payers of Monroe to expend any funds beyond city limits for trail maintenance. Evelyn Lee rose to speak with a prepared statement in favor of the trail project grant sharing that it has been repeatedly stated by the public a desire for more safe walking trails. Ms. Lee shared the great work done by volunteers in creating a working relationship between the city and county stating that it should result in a finished project that all can be proud of within the community of Monroe. Mr. Templeton spoke about the need in facilitating the movement of bikes from the highway to the trail and encouraged the council to move this project forward with the grant application. Public hearing closed at 7:55 and Mayor Canter called for council discussion. Councilor Billings inquired as to the county's interest in expending the trail. Brian Greene inquired about the grant match and maintenance.

6. New Business:

6.1 Recycling Schedule Desired by the City: CA Hohnbaum shared the national issue relating to recycling costs and recent changes as it relates to plastic including the fact that every other garbage franchisee is currently dealing with a rate increase due to the costs. CA Hohnbaum requested direction from council as to whether or not they wished to increase recycling to twice a month. Councilor Billings stated that he is recycling less due to the increased list of what is no longer being accepted as recycled material. The question came up about switching garbage franchisee and CA Hohnbaum updated the council on the options and process. A complaint was registered against all commercial and multi-family properties who are not following

the new ordinance requiring secured garbage facilities as required for commercial and multi-family unit properties. CP Myers moved to increase the recycling to twice a month and Councilor Billings seconded the motion. Ayes: Myers, Cuthbertson, Thayer, Billings, Howard. Nay: Canter. Cleanup at the old transfer site was discussed as a part of Republic using the property and the council expressed concern of requiring people to haul their stuff to a site rather than having it picked up for the annual cleanup day on June 16th. The council discussed arranging pickups to assist people and Councilor Thayer stated that they would not get enough community members to assist.

6.2 Elementary School: CA Hohnbaum shared the administrative planning decision that he had made based upon the original application. Councilor Billings stated that he has seen the plans and that the entrance and access of the building will be secured.

6.3 Council Rules: CA Hohnbaum shared the current council rules in place, highlighting some of the inaccuracies of what the city is doing administratively and what the council rules state. CA Hohnbaum also shared that there has been some council discussions of strengthening the council rules as it relates to council staff relations and council actions. Mayor Canter shared that the council has discussed protocol and process and that it was appropriate for the council to review. Councilor Billings suggested that the Ordinance Committee should review the existing council rules and bring it back to council if they think appropriate. The council discussed the code of ethics and other elements of council rules that staff had provided from other cities. Referred to Ordinance Committee for review and modification as needed.

7. Old Business

7.1 South Benton Nutrition Program Agreement Negotiations: CA Hohnbaum provided an update on the negotiations and inquired of council if they still wished to conduct a work session with the SBNP Board regarding the proposed agreement. Council discussed meeting dates for the work session with Christy Warden who stated that the board could not meet on the date previously set for the work shop. Staff was directed to work on a meeting date with the SBNP.

7.2 Gleaners use of Reader Building: CA Hohnbaum shared the written report from the Benton County Food Environmental Staff regarding the use of the Reader Building for food related products and requested confirmation the council to proceed with facilitating the use of the building by the gleaners. Councilor Howard moved to not allow the gleaners or allow any additional consideration or resources expended to facilitate the Gleaners use of the Reader Building. CP Myers seconded the motion. Councilor Howard shared his results of his tour of the building he made on May 11th. CP Myers stated that due to the active bird nests that currently exist, work would be

limited as to what could be done to the building. Councilor Canter stated that if it has dry rot and lead paint as Councilor Howard had stated, the city staff shouldn't be using it either. Councilor Cuthbertson inquired if the City should be looking at other options. Mr. Templeton shared the expenses and challenges for the transporting of stuff and distribution of their materials. Mayor Canter reminded the council of the motion. Councilor Billings stated that he agreed with Councilor Howard. Councilor Canter stated that the recommendation was for some work that would be needed and that the gleaners have the ability to get it done. The council discussed options for the use of the building. Ayes: Myers, Cuthbertson, Thayer, Billings, Howard. Nay: Canter. Mr. Templeton and the council discussed potential properties for the Gleaners.

7.3 Appointment to Vacant Planning Commission Position: None

7.4 Appointment to Vacant Budget Committee Position: CA Hohnbaum shared the written request from Dan Sheets to be appointed to the City Budget Committee. Councilor Thayer moved to appoint Dan Sheets to the Budget Committee. Councilor Cuthbertson seconded the motion. Ayes: All.


8 Other Business:

8.1 Councilor Comments and Committee Reports: Councilor Billings stated he attended the school board meeting where they discussed safety. Councilor Canter stated that if there is dry rot in the Reader Building it needs to be looked at by a professional. CA Hohnbaum inquired of council if they wanted to direct the PWS to have a professional look at the condition of the Reader Building which the council had heard during the meeting may have dry rot. The council directed Dave to proceed with that inquiry and determination.

9 Adjourn: Mayor Canter adjourned the city council meeting at 9:09pm

Respectfully Submitted: City Recorder Hohnbaum

Approved by Council Action on June 25, 2018.



6-25-18

Mayor Paul Canter

Date:

Attest: 

Rick Hohnbaum, City Recorder