

# MONROE CITY COUNCIL MINUTES

June 25, 2018

6PM LEGION HALL

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

Pledge of Alliance: Mayor Canter asked Councilor Billings to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Councilors Thayer, Canter and Billings. Councilors Howard and Myers were excused. Staff present included Public Works Superintendent Claborn, Community Development Coordinator Theofield and City Administrator/Recorder/Budget Officer Hohnbaum. In the audience was Planning Commission Chair Smith and Vice-Chair Sheets and the Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Eastridge. Audience members included Mr. Robert Eastridge, Terry Koroush, Jennifer Winsted, Eliza Mason, Cary Thayer, Todd Nystrom, Emma Crane, Amy Nystrom, Sandra Trask and Laurence Allen Olmert II.

2. **Public Input and Comments:** Tim Eastridge expressed thanks to PWS Claborn for the pothole work done recently by the public works department.

3. **Staff Reports:**

- a. Police Report: Not present. Councilor Billings expressed concern about his absence.
- b. Student Councilor: Not a filled position.
- c. Public Works: Supt. David Claborn presented his written report and highlighted some of the public work projects. Mayor Canter inquired about the Reader Building and Dave shared a verbal update based upon a written report he had received. He stated that if the same use of the building is maintained, no required updating is needed. Mr. Claborn shared an update on the backhoe repair issues and stated it is currently out of commission. Councilor Thayer shared some issues that Carson Oil was having keeping fuel clean. Councilor Billings inquired as to the status of the janitorial staff. Councilor Billing expressed concern about the additional hours to keep the restroom facility being constructed, cleaned.
- d. Community Development Coordinator: RJ Theofield shared the status of the grant process for the 6<sup>th</sup> Street trail project stating that while they did not file for the grant, the amount of research done has provided a significant basis for them to look at future funding for the project. RJ shared the Safe Routes to School Funding workshop he is going

to be attending in the near future. RJ shared the updates on applying for a RARE participant and outside funding to support the RARE position for the next year.

- e. City Administrator: Rick Hohnbaum presented his written report that was in the council packet and also distributed a one-page update of current and future issues and projects. He asked for permission to sign on behalf of the city for OLCC request for Benny's Pizza special event. Council asked for more information and tabled the request until the next council meeting.

Councilor Cuthbertson arrived at 6:18PM.

Councilor Billings asked about the enforcement of the cars and garbage issue at the apartment complexes. Councilor Thayer stated that the traffic on the highway was going to fast while the police car was in town this morning. Councilor Cuthbertson inquired about a written police report being available.

Councilor Billings inquired about the pole barn project stating that he has been approached by the applicant and that the applicant has received no help from the city administrator. Councilor Billings stated that anyone that asks for help from city staff should get it. CA Hohnbaum shared the status of his assisting the applicant. Councilor Billings expressed concern about the staff not helping the folks coming into the office. CA Hohnbaum stated that he was happy to meet with the applicant.

Councilor Billings asked about the Dollar General Sign Permit getting approved by the Planning Commission and if it needed to come to council. Councilor Thayer stated that ODOT should have removed the gas tank when they paved the highway as they knew where the gas tank was located.

Councilor Billings asked about Pacific Addition project and process and stated that sometimes people where staying in one of the new uncompleted houses.

#### 4. **Consent Agenda:**

4.1 Bills and Minutes: Councilor Thayer asked about the cost for the new water meters and Dave provided the information. Mayor Canter asked about the library parking lot light that was broken. Councilor Billings stated that he would like to see staff use the city pickup more than have reimbursed mileage for using their personal vehicles. Councilor Billings moved to accept the consent agenda. Councilor Cuthbertson seconded the motion. Councilor Canter inquired if the pickup is usually available and Dave responded in the affirmative. Ayes: All.

## **5. Public Hearings:**

### **5.1 Budget for 2018-2019 A PUBLIC HEARING TO FACILITATE PUBLIC INPUT FOR THE CITY OF MONROE BUDGET FOR JULY 1, 2018-JUNE 30, 2019 INCLUDING THE ACCEPTANCE AND EXPENDITURE OF STATE REVENUE SHARING FUNDS**

Mayor Canter opened the public hearing at 6:44PM. Mayor Canter asked if anyone wanted to speak in opposition. He then called for anyone who wanted to speak in favor. Mayor Canter inquired if anyone wanted to speak about the budget. Mayor Canter closed the public hearing at 6:46PM. Councilor Billings stated that there should not be a water rate increase due to the projected increase of use of water by new connections. The council discussed the budget committee's discussion about raising the water rates. Councilor Thayer asked what happened to the \$170,000 they used to balance the budget from the water fund 4 or 5 years ago. CA Hohnbaum stated he had no knowledge of that prior council decision. Councilor Thayer stated that the city should not raise the water rate. CA Hohnbaum shared the proposed rate structures for both the water and wastewater. A citizen asked amount how much of the water rate is used for water purification uses. A citizen asked staff about the raising the PH level of the water in the pipes and PWS Claborn provided some additional information about individual customer plumbing that does not reduce the amount of the lead in the houses. CA Hohnbaum requested council direction as to what they wanted to see in the budget so that staff can make any changes for the approval document later in the council meeting. Staff provided some additional rate increase information. Jennifer Winsted, a recently new resident moved in from Harrisburg, shared her experience in dealing with water rates and being a positive member of the community. Councilor Cuthbertson shared her concerns about the city raising rates and that she didn't want to have to pay more and would like to move her business to Monroe. She shared that the city has some big-ticket items. Council discussed the water rate issue.

5.2 Ordinance 18-300 A Franchisee Non-Exclusive Agreement with Pacific Power and Light for a 5% revenue payment fee for use of City Right-of-Ways. Councilor Thayer asked if the increase in the franchise fee would increase the rates. Mayor Canter opened the public hearing at 7:30pm asking for anyone who would like to speak in favor of the proposed agreement. Terry Koroush asked about the amount of dollars involved. Mayor Canter asked for any additional public input. None was given. Mayor Canter closed the public hearing at 7:32pm. Councilor Canter moved to approve the first reading and to set the ordinance to the July Council meeting. Councilor Billings seconded the motion. Ayes: All.

## **6. New Business:**

6.1 RESOLUTION 18-04 A RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS WITHIN THE GENERAL FUND OF THE 2017-2018 ANNUAL CITY OF MONROE BUDGET FROM THE GENERAL FUND CONTINGENCY LINE ITEM (\$55,000) Councilor Thayer moved to approve Resolution 18-04 and Councilor Billings seconded the motion. Ayes: All.

6.2 RESOLUTION 18-05 A RESOLUTION AUTHORIZING THE ENGAGEMENT OF SERVICES FOR THE ANNUAL MUNICIPAL AUDIT: Councilor Thayer moved to approve Resolution 18-05 and Councilor Canter seconded the motion. Ayes: All.

- 6.3 RESOLUTION 18-06 A RESOLUTION IN SUPPORT OF TRANSPORTATION GROWTH MANAGEMENT GRANT APPLICATION (\$140,000): Councilor Billings moved to accept Resolution 18-06 and Councilor Cuthbertson seconded the motion. Councilor Thayer asked how this would help Monroe. RJ responded about how the grant would fund a consultant to make the vision for the River District into a documented plan for council review and adoption. Ayes: Billings, Canter, Cuthbertson. Nays: Thayer.
- 6.4 RESOLUTION 18-07 A RESOLUTION AUTHORIZING AND ACCEPTING THE 2018 SMALL CITY ALLOTMENT GRANT (\$50,000) FOR THE MAIN STREET IMPROVEMENT PROJECT: Councilor Billings moved to approve Resolution 18-07 and Councilor Canter seconded the motion. Ayes: All.
- 6.5 RESOLUTION 18-08 A RESOLUTION AMENDING CITY PERSONNEL POLICY AND PROVIDING FUNDING FOR 50% OF COSTS FOR EMPLOYEE DEPENDENTS MEDICAL, DENTAL, VISION INSURANCE COVERAGE: Councilor Canter moved to approve Resolution 18-08 and Councilor Thayer seconded the motion. Ayes: All.
- 6.6 RESOLUTION 18-09 A RESOLUTION AUTHORIZING THE CITY OF MONROE TO IMPLEMENT A PREMIUM CONVERSION PLAN ALLOWING INSURANCE ELIGIBLE EMPLOYEES TO PAY THEIR SHARE OF INSURANCE COVERAGE COSTS PRE-TAX: Councilor Billings moved to approve Resolution 18-09 and Councilor Canter seconded. Ayes: All.
- 6.7 RESOLUTION 18-10 A RESOLUTION IMPLEMENTING A FULL PRE-TAX PLAN THAT ALLOW EMPLOYEES TO SET ASIDE MONEY FOR MEDICAL EXPENSES OR DEPENDENT CARE EXPENSES: Councilor Billings moved to approve Resolution 18-10 and Councilor Thayer seconded the motion. Ayes: All.
- 6.8 RESOLUTION 18-11 A RESOLUTION AUTHORIZING AND ESTABLISHING A CAPITAL IMPROVEMENT RESERVE FUND WITHIN THE CITY OF MONROE BUDGET DOCUMENT: Councilor Thayer moved to approve Resolution 18-11 and Councilor Billings seconded the motion. Ayes: All.
- 6.9 RESOLUTION 18-12 A RESOLUTION DECLARING THE CITY'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS: Councilor Thayer moved to accept Resolution 18-12 and Councilor Canter seconded the motion. Ayes: All.
- 6.10 RESOLUTION 18-13 A RESOLUTION ADOPTING APPROVED CITY OF MONROE BUDGET, IMPOSING TAXES AND APROPRIATING EXPENDITURES FOR THE 2018-2019 BUDGET: Councilor Billings moved to approve Resolution 18-13 and Councilor Thayer seconded the motion. Councilor Canter inquired about adopting a budget which was known not to have enough

revenue without the water rate increase. Budget Officer Hohnbaum stated that the City Council can approve the budget if they desire and that a later resolution would set the water rates and it would be a known factor that the amount of revenue and thus expenses will need to be less than what was adopted. Ayes: Billings, Thayer, Cuthbertson. Nays: Canter.

6.11 RESOLUTION 18-14 A RESOLUTION SETTING UTILITY RATES AND FEES FOR 2018-2019 FISCAL YEAR: Staff recommended to approve the Resolution with an amendment adjusting the bottom line on the first page of the resolution relating to the base rate for the water charge. Councilor Billings moved to approve Resolution 18-14 with the amendment maintaining the same base rate for water which was currently established. Councilor Thayer seconded the motion with agreement to that amendment. Ayes: Cuthbertson, Thayer, Billings. Nays: Canter.

6.12 RESOLUTION 18-15 A RESOLUTION OF THE CITY OF MONROE AUTHORIZING A FORGIVABLE LOAN FROM THE SAFE DRINKING WATER REVOLVING LOAN FUND BY ENTERING INTO A FINANCING CONTRACT WITH THE OREGON INFRASTRUCTURE FINANCE AUTHORITY: CA Hohnbaum shared the grant/loan explanation that it was the process to receive a \$20,000 grant towards the approximately \$60,000 expense for a Water Master Plan and a Water Management and Conservation Plan. Councilor Thayer moved to accept. Councilor Canter seconded. Ayes: All.

6.13 Landscaping Plans for Entrance Signs for the City of Monroe  
Mayor Canter shared the plan for landscaping from the Beautification Committee and Main Street Board. Councilor Billings moved to get it done. Councilor Canter seconded. Commissioner Sheets shared some drawings. Ayes: All

6.14 RESOLUTION 18-16 A RESOLUTION STATING SUPPORT OF FEDERAL AND STATE CONSTITUTIONAL RIGHTS TO KEEP AND BEAR ARMS  
Councilor Thayer moved to accept Resolution 18-16. Councilor Canter seconded. Council and audience discussed the resolution. Ayes: All

## **7. Old Business:**

### 7.1 Appointment to Vacant Planning Commission Position

Mayor Canter read a letter of interest for the Planning Commission from Cary Thayer. Mayor Canter asked Mr. Thayer to stand and introduce himself. Mr. Thayer stated that he wanted to get more involved in the community that he normally works a day shift. By council consensus he was appointed by the council to serve on the Monroe Planning Commission.

## **8. Other Business:**

### 8.1 Councilor Comments and Committee Reports:

Billings stated that Public Works and Safety Committee had nothing to recommend to the council. He stated that he attempted to locate some of the storm drains and it appears all the

water is going towards Orchard Street and were mostly running south. Councilor Billings would like public works staff to do some potholing and figure out where some of them are flowing.

Councilor Thayer stated that City ordinance committee would meet on July 10<sup>th</sup> and the next night after the council meeting.

8.2 Calendar Planning –

Work Session with South Benton Nutrition Program Board June 27

8.3 Mayor's Comments: None.

9. Adjourn: Mayor Canter adjourned the city council meeting at 8:05.

Respectfully Submitted: City Recorder Hohnbaum

Approved by Council Action on July 23, 2018.



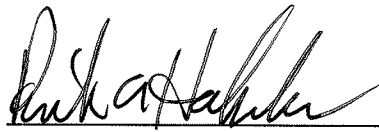
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Mayor Paul Canter

Date:

Attest:



Rick Hohnbaum, City Recorder