

MONROE CITY COUNCIL MINUTES

July 23, 2018

6PM

CITY HALL COUNCIL CHAMBERS

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 Canter, Cuthbertson, Howard and Billings. Staff present included Public Works Superintendent Claborn 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 Nick Hurley, John Dillard, Lonnie Koroush, Terry Koroush, Mr. Robert Eastridge, Rita Christensen, Bob Shepard, Chief Morris, Todd Nystrom, Amy Nystrom and Chief Sassaman.

2. **Public Input and Comments:** None.

3. **Staff Reports:**

- a. **Police Report:** Chief Morris shared his printed report and provided some highlights of changes in the department and future activities. Chief Morris mentioned that they have been working traffic and he was out yesterday and traffic has been manageable. He also provided some software updates that they are looking at. There will be a National Night Out event in August which Monroe residents will be invited to attend in Junction City. Councilor Canter shared that there has been an increase in criminal activity. Councilor Billings stated that he had seen more presence of law enforcement but people are aware of when they are in the community. Chief Morris asked for council support to initiate a diversity empathy program with the school district. Councilor Canter moved to direct city to write a letter of support for the empathy on behalf of the police department. CP Myers seconded the motion. Ayes: All. 6:14PM
- b. **Public Works:** Supt. David Claborn presented his written report and highlighted some of the public work projects and statistics. Supt. Claborn explained why the pump for the backhoe had been sent in to be repaired. Mayor Canter inquired about the current operational status of the backhoe.

Councilor Billings brought up that George Daugherty is doing some cemetery work and asked if he could use the backhoe for a couple of hours. The City Council discussed their support for the Monroe Cemetery and by consensus authorized two hours of the backhoe

and public work employee time to support the Cemetery Project. Councilor Billings asked about using water backflow water for the parks and Council Canter stated that the parks committee would be looking at that at their next meeting.

Councilor Billings brought up the issue of railings for the porches at the library. Mayor Canter suggested tabling it and taking it to Public Works Committee when the costs are known. Councilor Canter asked to see the code requiring railing for the library facility. The council discussed needed improvements for the Reader Building. Councilor Canter suggested tabling the increase of \$500 for funds to repair the building. CP Myers asked if there were any cost estimates for improvements to the Reader Building. The council discussed the safety of the Reader Building. The council discussed staff time needed to address the Reader Building conditions. CA Hohnbaum asked what it was the committee was seeking from the City Council. Councilor Howard responded that they were seeking authority for \$500 more than what was originally asked or approved. CP Myers moved to authorize to expend up to \$1500 on the Reader Building as determined by the Public Works Committee. Councilor Howard seconded Ayes: All.

Councilor Billings asked if there was funding to install five cameras for various public works building. The council and PWS discussed the cameras and options relating to a camera system. Council discussed options and by consensus tabled this project for more research and Chief Morris offered to also provide some options.

Councilor Howard brought up the funding for the Main Street project to increase the funding for this project to \$120,000 from city street funds (including the \$50,000 SCA Grant) between 6th and 7th on Main Street. Councilor Howard stated that with this increase of funds the complete street can get done for that one block including parking and catch basins. The council discussed the potential location of storm drains. The council and Todd Nystrom and staff discussed the costs of street improvements. CA Hohnbaum inquired as to what the committee was seeking from the City Council. Councilor Howard stated that the Public Works Committee is seeking authorization to increase the cost from 103,000 to 120,000 and for the work only to be done between 6th and 7th. The council discussed the amount of the streets funds in the current budget. CP Myers moved to increase the amount allocated for the Main Street Project by \$17,000. Councilor Billings seconded the motion. Ayes: Myers, Cuthbertson, Billings, Howard. Nay: Canter

Councilor Howard repeated that the council authorized \$10,000 for surveying and that the Public Works Committee would like to change the area to be surveyed. The council agreed that since the funding was approved, it was nice to be informed by the committee as to the change of location, but the project was already approved.

- c. Community Development Coordinator: No update. CA Hohnbaum shared that Mr. Theofield was at a year-ending RARE event and would be back on Thursday.
- d. City Administrator: Rick Hohnbaum presented his written report that was in the council packet. CA Hohnbaum stated that since his report was published the city had received a land use planning application for a partition at Ash and 6th Street. Councilor Billings asked about the Planning Commission approval of the pole barn project. CA Hohnbaum shared the decision letter on this project, which was included in his staff report and council packet and reviewed it with the City Council.

4. Presentations: 7PM

4.1 House Bill 2017: Transportation Funding: Lee K. Lazaro, CCTM, Benton County Public Transportation Coordinator: Mr. Lazaro shared a PowerPoint Presentation outlining the funding and operational plans for public transit based upon the recent passage of HB 2017. The Council and Mr. Lazaro discussed the type of potential future projects that could be funded from HB 2017.

4.2 911 Taxing District Plan: Chief Jon Sassaman, Corvallis Police Chief: Chief Sassaman presented the plan to create a taxing district to provide for consistent funding for the 911 services which Corvallis provides for the entire county. Chief Sassaman pointed out that there was a resolution for the City Council to consider which is a part of the required process in order for the Benton County Commissioners to place on the ballot a measure creating the district and setting the tax rate for it. Chief Sassaman shared the challenges of the current funding model for which the City of Monroe does not directly fund. Councilor Canter inquired about Monroe linking up to Junction City for 911 services. John Dillard shared that everyone is paying for 911 tax on their phone bills. Chief Sassaman shared the amount of the 911 Tax Fund that they receive and it is not enough to operate a 911 center. Councilor Canter suggested a meeting with the Monroe Rural Protection Fire Board. Chair Eastridge shared the fire board's perspective and their decision to support the resolution to conduct a vote by the people on the taxing district. Ms. Christensen spoke about the great fire department in Monroe and that it was one of the best departments in the state. She stated that it was not a good idea to switch to Junction City for 911 services. Chief Sassaman shared that he agreed with her perspective and attempted to share what he was asking of the council. Ms. Christensen stated a concern about any new additional taxes. Lonnie Koroush inquired about the amount of calls that are generated from Monroe. Councilor Howard inquired if Monroe is paying their fair share. Corvallis is subsidizing the out-of-Corvallis medical calls currently Chief Sassaman stated. Mayor Canter asked about some of the calls not reaching all the volunteers. Council and Chief Sassaman discussed the proposed resolution. Mayor Canter asked for council direction. Chief Sassaman explained their concerns of knowing that there are issues. CP Myers moved to adopt Resolution 2018-21. Councilor Howard seconded. Ayes: All. 7:55PM

5. Consent Agenda:

4.1 Bills and Minutes: Councilor Billings asked for the packet to be delivered earlier. Lonnie Koroush stated that there was a resolution stating that they needed to be out by Wednesday. Councilor Billings moved to accept the consent agenda. Councilor Canter seconded the motion. Ayes: All.

6. Public Hearings

6.1 Public Hearing to receive input to declare the City owned property at 125 S. 5th Street (Gas Station) as surplus City Property.

CA Hohnbaum outlined the required processes for the City to sell the property if that is the choice of the City Council, stating that there are both local requirements and state required processes. He stated that he had sought legal advice prior to proceeding and that the most difficult standard has been the requirement by state relating to an appraisal which neither the City nor the County had done. If the Council, following the public hearing, decided and agreed to the findings listed in the draft resolution then staff would be able to place the property on the market. CA Hohnbaum stated that there would be an additional public hearing prior to the actual sale based upon the offer made for the property. CA Hohnbaum recommended that the Council conduct a public hearing on the matter and that later on the council agenda was a proposed resolution which the Council may want to adopt, edit, modify or take other action relating to the gas station property.

At 7:59pm Mayor Canter opened the public hearing regarding a declaration to define the gas station property as surplus city property. Commissioner Eastridge stated he would like to see the city sell the property. Bob Shepard stated that he still has a client interested in acquiring the property with the financial backing to make it a successful business for the City. Terry Koroush inquired if the city bought it just to make money and stated that other people were interested in it.

Mayor Canter explained the law allowing the city to purchase the property. Mayor Canter asked for any one opposed to the declaration to speak and no one indicated a desire to speak.

At 8:03pm Mayor Canter closed the public hearing. Councilor Billings asked when it would go out for bid. Councilor Billings moved to approve the resolution 2018-22. CP Myers seconded motion. Council and staff discussed the findings. Ayes: All

6.2 A public hearing for Ordinance 18-400, An Ordinance regulating the planting, maintenance, protections control and removal of trees within the City of Monroe.

CA Hohnbaum stated that this proposed ordinance comes to the City Council as a recommendation from the Ordinance Committee after their review including looking at rules and regulations from other communities addressing a concern of hazardous trees. CA Hohnbaum recommended to the City Council that they conduct a public hearing and that later on the agenda was the proposed first reading of the Ordinance should the City Council want to move forward, amend or decline the recommendation of the Ordinance Committee. Mayor Canter opened the public hearing at 8:09PM. Todd Nystrom shared that they plan to install trees on city property and requirements for

maintaining the sidewalks and trees that the City is requiring them to install. John Dillard shared the history on resident's requirements to maintain the sidewalks and trees. CA Hohnbaum stated that the City Code states that property owners are responsible for adjacent public right of ways. The council discussed trees and placement of trees and ownership of property where the tree is located. Ms. Christensen expressed concerns about planting trees and people slipping on the leaves. At 8:20 Mayor Canter closed the public hearing. Councilor Billings moved to approve first reading of Ordinance 18-400 with amendment to increase tree heights to 15 feet above roadway and 10% administrative overhead in line C. CP Myers seconded the motion. Ayes: All. CP Myers moved to adopt 18-400 with second reading with same amendments. Councilor Canter seconded the motion. Ayes: All

6.3 Public Hearing for Ordinance 18-500, An Ordinance declaring certain cannabis related impacts to be public nuisances and amending Chapter 92 of the Monroe Municipal Code. CA Hohnbaum stated that this draft Ordinance also comes as a recommendation from the Ordinance Committee and then went through legal review. Mayor Canter opened public hearing at 8:29PM. Mayor Canter asked for anyone to speak against. Lonnie and Terry Koroush spoke in favor of the ordinance. Mayor Canter closed at 8:30pm Councilor Billings asked that it be returned for legal review. Mayor Canter explained that it had received legal review. CP Myers made a motion to approve the first reading of Ordinance 18-500 and set it to the August 27th Council Agenda. Councilor. Ayes: Myers, Canter, Cuthbertson, Howard. Nay: Billings.

6.4 Public Hearing for Ordinance 18-200, An Ordinance amending Monroe Land Use Development Code clarifying and defining accessory use units within the City of Monroe. CA Hohnbaum introduced the proposed ordinance stating that this was an originally proposed from the Ordinance Committee. City Planner Hohnbaum stated that since it was an amendment to the Monroe Land Use Development Code, notification was given to the Oregon Department of Land Conservation and Development 35 days prior to the Planning Commission conducting the first public hearing which they conducted July 9th. The Planning Commission made several minor edits and now the Ordinance is being recommended for approval by both the Ordinance Committee and the Planning Commission. CA Hohnbaum recommended to the City Council that they conduct a Legislative Public Hearing and later in the agenda is the first reading of the Ordinance to amend the Land Use Code. Mayor Canter opened the public hearing at 8:41 asking for any participant who wished to address the proposed Ordinance. Lonnie Koroush inquired as to the definitions. CP Myers asked about duplexes. Mayor Canter asked for any more discussion. Mayor Canter closed the public hearing at 8:43.

Councilor Howard asked about the letter from Housing Land Advocates and CA Hohnbaum stated that it was his opinion that the Land Use Advocates staff did not read the proposed legislation prior to them making comments. CP Myers moved to accept Ordinance 18-200 with edits including ADU dwelling units and set it for second reading on the August Council Agenda. Councilor Canter seconded. Ayes: Canter, Myers, Billings, Cuthbertson. Nay: Howard.

7. NEW BUSINESS:

7.1 Resolution 2018-17 A Resolution accepting and authorizing the grant from Oregon Health Authority to support the Long Tom Watershed in addressing water quality issues on behalf of the city.

Mayor Canter called a break at 8:48PM.

Mayor Canter called the meeting to order at 8:53

Councilor Howard asked about the Long Tom asking for more funds for this project and the amount of staff time. CP Myers moved to accept resolution 2018-17. Councilor Canter seconded the motion. Ayes: All.

8.3 Request for OLCC New License for Dollar General Store. Councilor Canter moved to recommend to the OLCC to grant the license. Councilor Billings seconded. Ayes: All

7.2 Resolution 2018-18 A RESOLUTION AUTHORIZING AND SUPPORTING A SMALL CITY ALLOTMENT GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION FOR THE PURPOSE OF THE 6TH Street Project in 2019. CA Hohnbaum shared the new SCA allotment grant. Councilor Howard brought forth the recommendation from the Public Works Committee for 6th Street from Kelly to Orchard for \$100,000. CP Myers and Councilor Howard shared the criteria for the grant funds and how 6th Street fits that criteria. CP Myers shared how significant 6th street is the traffic pattern in our down town area. CP Myers moved to approve Resolution 2018-18 SCA for 6th Street Kelly to Orchard. Seconded by Councilor Canter. Ayes: All

7.3 RESOLUTION 2018-19 A RESOLUTION EXTENDING EXISTING AGREEMENT FOR SERVICES WITH THE OREGON CASCADE WEST COUNCIL OF GOVERNMENTS FOR AS-NEEDED PLANNING SERVICES. CA Hohnbaum shared the history of this resolution and seeking COG staff for GIS services. Councilor Billings moved to adopt. CP Myers seconded. Ayes: All

7.4 RESOLUTION 2018-20 A RESOLUTION AUTHORIZING A LETTER OF AGREEMENT BETWEEN LONG TOM WATERSHED AND THE CITY OF MONROE FOR THE IMPLEMENTATION OF OREGON HEALTH AUTHORITY GRANT #208-13328. CP Myers moved approved Resolution 2018-20 and Councilor Canter seconded the motion. Ayes: all

7.5 Direction to staff regarding city resources and prioritization of 6th Street Project in partnership with the Monroe School District and South Benton Recreation Alliance. CA Hohnbaum shared the ongoing discussions with the School District regarding 6th street plan. Councilor Billings shared the desire for a complete plan prior to committing any funds. CP Myers stated that he would like to see the traffic plans. Councilor Howard stated that it was a ¾ million-dollar project and it would drain all the city funds and the City would still end up with a project that we were not happy with. Council and staff discussed options involving funds and proposed plan approval for the expenditure of funds. Councilor Canter moved to make use of the System Development Charge Funds working with the partners and to approve the plan prior expenditure of funds up to \$50,000. CP Myers seconded the motion. Councilor Howard

expressed a concern about wasting money. Ayes: Myers, Cuthbertson, Canter. Nays: Billings and Howard.

- 7.6 Authorization for a new utility account and expenditure for lighting the south City of Monroe entrance sign. Mayor Canter shared the saga for establishing a new account and meter for the south entrance sign. Councilor Billings moved and CP Myers seconded the motion to approve the new electrical connection. Ayes: All.

Mayor Canter inquired about the north entrance sign and PWS Claborn stated that there was no power at that location.

- 7.7 Annual Survey of Issues for the League of Oregon Cities: Council reviewed and gave staff four priorities to convey to the LOC.

8. OLD BUSINESS

8.1 South Benton Nutrition Program Agreement-Update Council made amendment for # 3 and council agreed to August 16th without Council Howard being able to participate.

8.2 ORDINANCE 18-300, AN ORDINANCE GRANTING AN ELECTRIC UTILITY FRANCHISE AND GENERAL UTILITY EASTMENT TO PACIFICORP. CA Hohnbaum stated that this would be the second reading and adoption if the council agrees. CP Myers moved to adopt Ordinance 18-300. Councilor Canter seconded the motion. Ayes: All.

8.4 Recommendations from Personnel and Finance: Motion to restore water rate increase as approved by Budget Committee (\$2.00 Base Rate Increase). CA Hohnbaum shared a staff report. CP Myers moved to approve the recommendation from the Personnel and Finance Committee to increase the base rate for the water by \$2.00 effective September 1st. Councilor Canter seconded the motion. Councilor Billings stated that the city was spending the System Development Charge Funds before the city receives it and now the City is increasing the water rate. CP Myers stated that sdc's have no involvement with this proposed rate change. Councilor Howard inquired of the staff report the significance of costs in increasing staffing levels. CA Hohnbaum was asked if the \$2 increase would solve the water fund expenses issues and he responded that no it would not. CA Hohnbaum was asked if the \$2.00 increase would address some of the water fund needs and expenses and he responded in the affirmative. CA Hohnbaum stated that additional funding for the Water Fund would be needed based upon increased testing, rules and regulations to meet state and federal standards and that there was still some catching up to meet the needs of this fund. CP Myers stated that the expenses for the water fund are needed and have been avoided in the past. CP Myers asked if staff can help with resources for utility payment assistance for customers. Ayes Myers, Cuthbertson, Howard, Canter. Nay: Billings.

8.5 Recommendations from Personnel and Finance: Staffing per organizational goals and needs with funding approval by Budget Committee and City Council. CP Myers described that the PFC would like to have staff draw up a job description for a full-time public works assistant position. CP Myers stated that the PFC also recommended the administrative assistant position. Councilor Canter suggested 20 hours instead of 24 hours a week for the administrative assistant. Councilor Howard asked if he could attend the next PFC meeting to see what the staff is doing and the projects involved and if the City needed more staffing and whether or not the City should be doing all the projects being worked on. CP Myers stated that the public works position would need to be full-time to be a posted job description which the Superintendent of Public Works would create. Councilor Billings moved to approve the hiring of a full-time public works assistant and 20-hour admin assistant. CP Myers seconded. Ayes: All

9. OTHER BUSINESS:

9.1 Councilor Comments and Committee Reports:

Chair Canter stated that she was attempting to coordinate a Parks Committee meeting in July. CA Hohnbaum shared the understanding with a staff member from the Oregon Department of State Lands to attend one meeting to assist in determining the recommendation regarding Tract A. The council and public discussed drilling and wetlands.

9.2 Mayor's Comments:

Mayor Canter announcement that Michelle Sheets has offered to serve as the City's representative for OCWCOG Area Transportation Commission and would like to appoint her to serve as primary representative. The council by consensus agreed to the appointment. Mayor Canter reminded the council of their work session on Wednesday. Councilor Billings stated he may not be able to be there Wednesday. CA Hohnbaum offered to change the date in order to have the entire council present.

PWS Claborn asked about also getting a permit from PPL for the north sign lighting electrical connection.

10. Adjourn: Mayor Canter adjourned the city council meeting at 10:46pm

Respectfully Submitted: City Recorder Hohnbaum

Approved by Council Action on August 27, 2018.



9-11-18

Mayor Paul Canter

Date:

Attest:



Rick Hohnbaum, City Recorder