

# MONROE CITY COUNCIL MINUTES

August 27, 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 Thayer, Canter, Cuthbertson, Howard and Billings. Staff present included Public Works Superintendent Claborn and City Administrator/Recorder Hohnbaum. In the audience was Planning Commission Chair Smith, Planning Commissioner Cuthbertson, and the Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Eastridge. Audience members included Evelyn Lee, Todd Nystrom, Steve Martinenko, Emma Crane, Amy Nystrom, Lonnie Koroush, Terry Koroush, Sandra Trask, Serge Serdsev, Gary Stockhoff-Benton County Public Works Director, Police Chief Bob Morris, Theresa Pueschel, Officer Brandon Seifield and Officer Serrano.

2. Public Input and Comments: Evelyn Lee from Alpine Road rose to speak regarding recent council successes as well as the RARE Program and awarded grants. Ms. Lee emphasized about the number of volunteers involved with the City of Monroe committees and supports the Safe Route to School upcoming grant being done in partnership with the South Benton Recreation Alliance and the hiring of a fulltime City Administrator. Ms. Lee shared thanks and regards to the City Council and City Administrator and encouraged them to continue the good work done within the recent years.

3. Staff Reports:

- a. Police Report: Chief Morris shared bios on recently hired new police officers introducing Officer Serrano who is trilingual and Brandon Seifield who was hired in October and just finished the policy academy. Chief Morris introduced Theresa Pueschel his executive assistant and public liaison officer. The City Council shared some challenging areas where traffic watch was recommended especially near the intersection of Orchard and 5<sup>th</sup> Street. Mayor Canter inquired about a vendor with cameras for city facilities and the chief stated that he was meeting with a company on Thursday and would have additional information.

Mayor Canter ask Steve Martinenko, the city's contractual information service provider, to step forward and share his report regarding options for cameras for public works facilities. Mr. Martinenko shared the interlinks currently in place between city facilities, the facilities where there are cameras and options for expanding the system to facilities yet to have cameras including the city park where the new restroom is projected to be built. Chief Morris and Mr. Martinenko discussed the types of camera equipment which the city is proposing to acquire and what is desired for enforcement. Mayor Canter inquired of Councilor Billings if he wanted action taken regarding the proposal from Mr. Martinenko. CP Myers moved to accept TechXtension (Mr. Martinenko's firm) pending outcome discussion with Steve and Chief Morris relating to equipment that would interlink with law enforcement needs. Councilor Billings seconded the motion. Ayes: All

- b. **Public Works:** Supt. David Claborn presented his written report and highlighted some of the public work projects and statistics. Mr. Claborn shared the new testing required due to the Salem incident with algae issues and that all three tests came back negative or non-presence. PWS Claborn shared some pictures relating to public works project including a garden hose that was used for the underground water lines at the library. Mr. Claborn shared the new quote for the computer software for water plant operations. CP Myers moved and Councilor Thayer seconded a motion to accept the quote presented and move forward with the project. Ayes: All. Council discussed the irrigation and building issues at the library. Councilor Howard inquired about the gravel by Legion Hall and asked if the street sweeper could handle it and Dave stated he would give it a shot. Councilor Thayer inquired about the library agreement and CA Hohnbaum reminded them that the agreement was an operational agreement and not related to the building or maintenance. Councilor Thayer moved to accept the proposal and move forward with the railing required for the exterior decks at the library. Councilor Howard seconded the motion. Council discussed the fact that the hand railing should have been installed when the building was built. Councilor Canter stated that the contractor should be inquired as to why they didn't do it but that the City needed to proceed. Ayes: All. CA Hohnbaum was asked to inquire of the general contractor 2G. Councilor Myers thanked the public works for the water line repair to his residence.
- c. **City Administrator:** Rick Hohnbaum presented his written report that was in the council packet. Mayor Canter suggested that the City should involve the South Benton Recreation Alliance in any of the planning processes involving the COE 1135 Grant. CA Hohnbaum informed the council of the upcoming Council of Governments annual award dinner that would be held in Newport. CA Hohnbaum presented his amended report regarding the request for rental at Legion Hall with alcohol involved. Mayor Canter affirmed the staff report stating that since there was no ordinances or resolutions in place limiting the use of alcohol, city staff should proceed in review and approving based upon current city ordinance. CA Hohnbaum stated that he was not seeking council action but did want to share the intent of staff regarding the request and allow the council to direct staff in this regard if they so desired. Mayor Canter affirmed for staff to proceed. From the City Administrator report, the council confirmed the staff decision to proceed with the crosswalk work to include the thicker matted product so that the work will last longer and the crosswalks won't need to be repainted every year. Councilor Thayer moved to go with the Thermoplastic option. Councilor Canter seconded the motion. Ayes: All

4. **Consent Agenda:**

- 4.1 **Bills and Minutes:** Councilor Thayer moved to accept the consent agenda. Councilor Canter seconded the motion. Councilor Howard asked about expenditures for the backhoe being charged to the Street Fund. Councilor Billings requested that account payables be printed on one side. Ayes: All.

5. Presentations:

5.1 House Bill 2017: Gary Stockhoff, Benton County Public Works Director. Mr. Stockhoff shared the highlights of the transportation bill, the benefits for the cities and some information relating to the Managing Oregon Resources Efficiently (MORE IGA) which Benton County is a part of. Councilor Howard inquired as to how the county was prioritizing their funding of projects.

6. Public Hearings

6.1 A PUBLIC HEARING to receive public input regarding the request to accept Tract A (2.81 acres) as a proposed city owned park in the Red Hills Subdivision. CA Hohnbaum shared the process to date including the recommendations from the Planning Commission and Parks Committee. Mayor Canter invited Planning Commission Chair Smith to speak in regards to their recommendation. Councilor Thayer asked if the homeowners had it, what could the city require from them. Mayor Canter invited the Parks Chair Canter to share their recommendation and she stated that the committee was in favor of accepting it. Councilor Howard inquired as the vision for the park and CP Myers stated that there was room for a walking path and interpretive signs. Councilor Howard inquired about the access to it and concerns about the lack of long-term vision for the tract. Chair Smith and Councilor Howard shared discussions over the map of the proposed tract. Mayor Canter opened the public hearing at 7:45pm. Commissioner Eastridge spoke in favor of the project stating that it would be good for the public. Chair Smith stated that she already has spoken in favor. Commissioner Eastridge spoke about the incoming families needing some recreation areas stating that picnic tables and recreation play structures would be permitted. Mayor Canter invited anyone who wished to speak in opposition. No one rose to speak. Mayor Canter asked for any additional comments and PWS Claborn asked about the mowing if it was wet or dry. Planning Commissioner Cuthbertson stated that the Department of State Lands Wetlands representative who met earlier in the month with the Planning Commissioner and the Parks Committee had stated that mowing was allowed. Mayor Canter closed public hearing at 7:50pm.

7. **NEW BUSINESS:**

- 7.1 Red Hills Request for City to accept property ownership: CP Myers moved to accept the 2.81 acres with no immediate plans for improvements and for the Ordinance Committee to look at mowing regulations. Councilor Canter seconded the motion. Councilor Howard expressed concern for what he felt was a lack of a clear vision for this parcel. Mayor Canter shared that the update of the Parks Master Plan would address this piece of property if accepted. Council discussed the use and options of wetlands. Ayes: All.
- 7.2 Pacific National Development: Mayor Canter called on Serge Serdsev, President of Pacific National Development Corp. to speak regarding the project. Mr. Serdsev stated that they were bogged down with no water, sewer or power to their partially constructed houses. He stated that today he got an email from the city engineer that the submittals were fine. If the civil engineering plans have been approved than he would have a crew out next week but that to has been a difficult process to get approved and that he felt that it had taken longer than it should have. Councilor Thayer asked what the City could do to get the project done and Mr. Serdsev stated that if the civils were not approved then a meeting with the engineers would be needed to "hammer out" any remaining issues. Councilor Billings asked why the engineering was not done prior to any construction. Terry Koroush stated that the building wasn't happening as it

would if he was operating in Salem. Councilor Billings asked about why he put For Sale signs up on the unfinished houses. Councilor Billings thanked Serge Serdsev for attending the meeting and providing an update. Mayor Canter asked staff to provide an update to council in the next couple days.

- 7.3 Councilor Billings asked about the purchase of a water gun and Parks Committee Canter stated that the Parks Committee is recommending the purchase. CP Myers moved to accept the recommendation to purchase an irrigation gun for \$750. Councilor Billings seconded the motion. Ayes: All
- 7.4 Authorization of funds to remove tree Kelly an 7<sup>th</sup> Street from Public Works and Safety Committee. Councilor Canter moved to accept the Public Works and Safety Committee recommendation to authorize the removal of the tree and the funds to do so. Councilor Thayer seconded the motion. Ayes: All
- Councilor Thayer stated that the 800 block of orchard on the north side has a tree which is blocking traffic vision and PWS Claborn stated he would take a look at the situation.
- 7.5 Designation of Voting Delegate for League of Oregon Cities Conference: Councilor Canter moved for City Administrator Hohnbaum to be the designated voting delegate for the City. Council Thayer seconded the motion. Ayes: All. CP Myers moved to make Commissioner Sheets the Alternate Delegate and authorized the funds for him to attend. Councilor Thayer seconded. Ayes: All
- 7.6 OLCC Annual License recommendation for Benny's, Dari-Mart, Long Branch: CA Hohnbaum stated that council action was not required and that OLCC will accept and process the annual renewal. Councilor Thayer moved to have the City allow the renewal of the OLCC Licenses without City's comment. Councilor Billings seconded the motion. Ayes: All.
- 7.7 Letter of Appreciation from Monroe Cemetery Association for City's Support: Staff stated no action was being requested. Mayor Canter read the letter in full and the council expressed their thanks and regards to City Employee Terry Koroush for his work at the cemetery on behalf of the City.
- 7.8 Letter of Notification from Republic Services for Rate Increase: Council discussed ongoing issues with Republic but Mayor stated that there was no vote needed and this was only a notification.
- 7.9 Letter of Notification for Transportation Growth Management Program grant: CA Hohnbaum stated that staff was not requesting council action and that there would be a lot more information and opportunity for council review at the next council meeting. Hohnbaum stated that he and the Community Development Coordinator would be meeting with ODOT staff later in the week regarding the \$120,000 grant. CA Hohnbaum stated that the required match for the grant was in the budget adopted by the council but that the actual grant was not.
- 7.10 Draft Annual Audit Staff Report: CA Hohnbaum shared an update including that there were no surprises or deficiencies and a two-year comparison finance report of the carryover amounts for all the funds.

7.11 Gas Station Property Next Step: Mayor Canter asked the City Council what's next for the Gas Station. Council discussed perhaps an auction or the cost of letting it sit and seeing if that increases in value. Terry Koroush asked about doing a Phase Two study that would define the usability of existing gas tanks. Staff was directed to inquire about the cost for the Phase II Environmental Assessment Report. Councilor Howard inquired about the potential bare land value of the property to sell. The council and audience discussed issues of the gas station conditions and level of interests in potential acquisition of the property. CP Myers moved to go forward with a Phase II Study if less than \$3000. Councilor Thayer seconded the motion. Nays: All. Councilor Canter moved to explore Phase Two Study not to exceed \$7,000. CP Myers seconded. Ayes: Myers, Canter, Cuthbertson and Howard. Nays: Thayer, Billings. Passed 4-2.

## 8. OLD BUSINESS

8.1 South Benton Nutrition Program Agreement-Mayor Canter stated that another draft was needed as the SBNP had issues after the joint meeting and disagreed as to the draft. Councilor Canter shared that item #3 was an issue. Mayor Canter stated that if the SBNP wanted to use the facility when it wasn't used it should be ok. Council discussed the previous draft agreement that the SBNP Board approved when they met with the council. City staff was directed to redraft #3 and #6 and share with council for their review.

8.2 Second Reading and Adoption of Ordinance 18-500 AN ORDINANCE Declaring certain related impacts to be Public Nuisances and amending Chapter 92 of the Monroe Municipal Code. CP Myers moved to accept Ordinance 18-500. Councilor Thayer seconded the motion. Ayes: Myers, Cuthbertson, Thayer, Billings, Howard. Nay: Canter. Passed 5-1.

8.3 Second Reading and Adoption of Ordinance 18-200  
Councilor Thayer moved to adopt Ordinance 18-200. Councilor Canter seconded the motion. Councilor Howard suggested that the wording still needs to be corrected regarding accessory buildings and accessory dwelling units and provided some modified language which were non-substantive in nature for the amendments. Councilor Howard inquired about the lot size requirements. The maker of the motion and seconded withdrew the motion and it was referred back to the Ordinance Committee by council consensus.

## 9. OTHER BUSINESS:

### 9.1 Councilor Comments and Committee Reports:

Councilor Canter reported that the Beautification Committee changed their name to Monroe Vision and Revitalization Committee. Councilor Canter shared that the City did get an extension of the deadline for the picnic structure project with the \$75,000 Grant from Oregon Parks and Recreation Department.

Council President Myers reported that Personnel and Finance Committee meet recently with the city's insurance agent and is investigating other insurance options. He shared that the committee set the process for the hiring and selection process for the administrative assistant position. The recommendation of the PFC was for the budgeted COLA's to be determined later in the year after a review based on finances. He also announced that the PFC was reviewing a new draft Social Media Policy for future council consideration.

Chair Billings shared that Public Works and Safety Committee was mostly covered in PWS Claborn's report and the next meeting will be on the 7<sup>th</sup> of September.

Councilor Thayer, Chair of the Ordinance Committee shared that the committee will review items discussed tonight and business relating to neighbors affecting other neighbor properties. Councilor Billings asked the Ordinance Committee to find a way to enforce the ordinances. Councilor Cuthbertson shared that she felt that the Ordinance Committee is moving forward and making some headway on the enforcement side.

Councilor Canter shared that the Organization Committee of the Main Street Board would like the city to look at a potential transit lodging tax program.

Commissioner Eastridge asked if \$2M insurance binder would be required for the use of Legion Hall for alcohol and Mayor Canter stated that Legion Hall Rental Application will be getting some updating and that the insurance requirements will be a part of that.

9.2 Mayor's Comment: None

10. **EXECUTIVE SESSION:** Mayor Canter announced that the City Council was going to conduct an executive session per ORS 192.660 (2) (f) To consider information and records that are exempt by law from public inspection and that the City Council will be discussing information and a memo from the city attorney regarding advice for personnel structure of supervision within the municipal organization.

The Council met in executive session with the City Administrator starting at 9:09 with the City Attorney on the phone until 9:40.

11. **OPEN SESSION:** At 10:21 the council went back into open session. Councilor Canter moved to appoint CP Myers as liaison between the City Council and City Administrator. Councilor Cuthbertson seconded the motion. Nays: Thayer, Billings, Howard, Canter. Ayes: Cuthbertson, Canter, Myers, CP Myers moved to appoint Councilor Billings as liaison between City Administrator and the City Council. Councilor Cuthbertson seconded the motion. Motion was retracted. Councilor Thayer moved and CP Myers seconded the motion to appoint Councilor Cuthbertson as liaison between City Council and City Administrator. Ayes: All

12. **ADJOURNMENT:** Mayor Canter adjourned the meeting at 10:30pm.

Respectfully Submitted: City Recorder Hohnbaum

Approved by Council Action on September 24, 2018.

Mayor Paul Canter

Date:

Attest:

Rick Hohnbaum, City Recorder