

MONROE CITY COUNCIL MINUTES

January 28, 2019 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 and Billings, Cuthbertson. Councilor Howard was excused. Staff present included City Administrator/Recorder Hohnbaum and Finance Officer, Tracy Jensen. 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 Ryann Canter, Lonnie Koroush, Terry Koroush Brian Greene, Robert Eastridge, Todd Nystrom, Amy Nystrom, Rachel Maddock-Hughes, Fred Cuthbertson, Eliza Mason, Junction City Police Chief Bob Morris, Ashlee Chavez and Andrew Cherbas from Benton County Corvallis Library.
2. **Swearing in of Elected Officials:** Mayor Paul Canter was sworn in by CA Hohnbaum and Councilors, Jeanni Cuthbertson and Lonnie Koroush were sworn in by CA Hohnbaum.
3. **Declaration of Vacancy, Appointments and Swearing in:** CA Hohnbaum recommended that the first action would be to declare a vacancy on the City Council by motion. Councilor Howard has chosen decline the reelection to City Council due to a job relocation. Councilor Thayer made a motion to declare a vacancy on the City Council. Councilor Cuthbertson seconded the motion. Ayes: All. Three letters of interest were submitted for this seat. One candidate does not reside within the City of Monroe so is not eligible to serve on the council. CA Hohnbaum called the county elections office to verify eligibility of the other two candidates. Harry Myers and Brian Greene have expressed interest to join the City Council. Councilor Billings made a motion to appoint Brian Greene on the City Council, Councilor Thayer seconded it. Ayes: All. CA Hohnbaum swore in Brian Greene to the City Council.
4. **Election of Council President:** Councilor Koroush made a motion to elect Councilor Billings as Council President. Councilor Thayer seconded the motion. Councilor Canter asked if Councilor Billings can handle all of the paperwork given with the responsibility of this appointment and Billings said he would give it his best shot. Ayes: All.
5. **Public Input and Comments:** No comments
6. **Staff Reports:**
 - a. Police Report Chief Bob Morris: Gave his report to the council. Councilor Canter was concerned of the lack of End School Zone Sign on Territorial going south. The Council

directed city staff to work on getting this taken care of. Councilor Thayer asked about ordinance enforcement. Chief Morris said that two of his officers have recently worked on code enforcement for the city and he didn't have specifics but will look into this further and follow up with the council. CP Billings asked if there could be a code enforcement officer within the city and if they could be deputized. Chief Morris will check to see if this is a possibility and will follow up with council.

- b. Community Development Coordinator, Taylor Evans – written report given. CA Hohnbaum stated Taylor was not in attendance as she was attending a workshop in Corvallis. Councilor Thayer requested to have names in reports instead of using “I”.
- c. City Administrator, Rick Hohnbaum gave his report. Discussion on the CA's decision to waive the Library rental fees for 8th grade. CP Billings moved to waive fees, Councilor Koroush seconded. Ayes: All. CA Hohnbaum discussed the status of the RAIN Network and the 8 cities collaboration. He also updated the council on the two recent staff resignations that were received. One by the part time janitorial staff Brandy Logan and her last day will be Friday, February 1, 2019 and the other by our part time office administrative assistant Jackie Coronado and her last day will be Monday February 4, 2019. CA Hohnbaum requested a Personnel and Finance Committee Meeting to discuss replacements for these two employees. Hohnbaum updated the council on the status of the TMDL reports and the Monroe Chapter of the Benton County Transportation System Plan. CA Hohnbaum discussed the 1135 grant and what the next steps are for the council. He also updated the council on the RFQ for the Water Master Plan.
- d. Mid Fiscal Year Finance Report, Rick Hohnbaum: CA Hohnbaum discussed the finance report in the packets and informed the Council that since the fiscal year started, we have an increase of \$53,375.39 in net income. We have currently received 77.77% of the budget revenue so far and have expensed 28% of the budgeted requirements for the year.

7. Consent Agenda:

Bills and Minutes: CA Hohnbaum recommended that Councilor Greene declare a potential conflict of interest for the record but that he vote and discuss the bills. Councilor Greene declared a conflict of interest stating he is an employee of Monroe Telephone Company. Councilor Greene inquired about the Co Energy expense for propane for City Hall and also suggested contacting Co Energy in August and doing a pre-buy to lower propane costs. Council directed City Staff to look into this. CP Billings inquired about the expense to SOWT. CA Hohnbaum recommended they speak with SOWT when they are here next month and address their concerns then. CP Billings inquired about gift cards and who received them. CP Billings moved to accept the consent agenda. Councilor Canter seconded the motion. Ayes: All.

8. Presentation by Rachael Maddock-Hughes – Oregon Cascade West Council of Governments: Gave her presentation on the function resources available from Oregon Cascade West Council of Governments as well as their boards and committees.

9. Appointments:

9.1 Oregon Cascade West Council of Governments Board of Directors: Mayor Canter asked for volunteers. Councilor Koroush volunteered for the board. Council Canter made a motion to approve. CP Billings seconded it. Ayes: All. Councilor Koroush made a motion to appoint CA Hohnbaum as the alternate. Council Canter seconded it. Ayes: All.

9.2 Cascade West Area Commission on Transportation (ACT): Councilor Koroush volunteered to serve on this committee.

9.3 Cascade West Council of Governments on Wetlands (CWRC): Terry Koroush volunteered to serve on this committee.

10.3 Library IGA – CA Hohnbaum introduced Ashlee Chavez and Andrew Cherbas from the Benton County Corvallis Library who were present to respond to any questions or issues regarding the IGA with the Library. The council talked about electrical use and if solar panels are working correctly. Council inquired about the meeting room policy. Councilor Canter inquired about who wrote the policy on meeting use and if it could be modified. The Council asked for clarification on who the Friends of the Library are. Councilor Canter also asked for clarification on using the room with the fireplace. Councilor Greene expressed concern of the double cost for the citizens within the city stating that they are paying county taxes for the library operation and also having to pay for utilities and maintenance for the building. Ms. Mason asked if there could be more hours for the Library. Chavez stated if the City wants more hours, they would need to provide additional funding. The council discussed the possibility of using volunteers to keep the Library open more. CP Billings would like to recognize Ms. Davis's hard work doing the landscaping at the Library with a plaque. Mayor Canter discussed the holiday policy within the library. No direction for staff to take other than providing the meeting use policy to councilors for review. Public works will address the issues on the lights and temperature at the Library.

9.3 Appointments to City Council Committees

a. Personnel and Finance: Mayor Canter asked that CP Billings, Thayer and Canter and community member Harry Myers serve on this committee. CP Billings requested that only councilors serve on this committee. Councilor Koroush made a motion that you must live inside city limits to be on the Personnel and Finance committee. CP Billings seconded. Ayes: Greene, Koroush, Billings, Thayer. No: Cuthbertson and Canter. Mr. Robert Eastridge expressed his concerns with this decision to not allow people who live outside the city limits but own property and pay taxes in the city to serve on these committees. He also expressed his concerns on the decisions of CP Billings and the attitude CP Billings expressed when he was Mayor, that if you don't live within City limits you shouldn't have

a say in what happens and Mr. Eastridge stated that CP Billings is trying to silence him even though he owns property inside the city and pays city taxes. Mr. Myers does live within the City limits and accepted this appointment to serve on this committee. Councilors accepted their appointments to PFC.

b. Public Works and Safety, Mayor Canter asked that Councilors Greene, Cuthbertson and Koroush and Planning Commissioner Tim Eastridge serve on this committee. Commissioner Eastridge accepted to serve on this committee and the Councilors accepted their appointments to the PWS committee.

Committees discussed when their next meetings will happen. Harry would like to use the city email if it is available to committee members.

9.5 Authorization of Check Signers on Behalf of the City of Monroe: Councilor Frank Thayer made a motion to remove Harry Myers as a check signer and add Council President Floyd Billings and keep Mayor Paul Canter as check signers at Umpqua Bank for the City Koroush seconded. Thayer amended the motion to keep CA Rick Hohnbaum as a signer. All Ayes.

9.6 Appointment to City Budget Committee, Harry Myers has express interested in serving on the budget committee. Council unanimously appointed Harry to serve on the budget committee.

10. NEW BUSINESS:

10.1 Appoint Budget Officer for 2019-2020 City Budget: CP Billings made a motion to appoint CA Hohnbaum as budget officer Councilor Koroush seconded. Ayes: All.

10.2 Adopt Budget Calendar for 2019-2020 City Budget: Councilor Thayer made a motion to adopt the budget calendar Councilor Cuthbertson seconded. Ayes: All

10.4 Holiday Lights – recommendation from the city staff to delegate the replacement of these lights to a committee. Councilor Greene stated there is a group of people in the community wanting to go out and get donations to replace the holiday lights. Councilor Greene stated that David Mills make take the responsibility of the lights and he would ask that the City keeps the agreement with PP&L to use the poles. Some lights need to move for safety reason. Councilor Canter suggested the Public Works and Safety Committee be the bridge between the City and the group of people that would like to take this over, and come back and report to the council. Council agreed the Public Works and Safety Committee will take this project on.

10.5 Heat Pump Replacement for Legion Hall – CA Hohnbaum gave his report on the status of the heat pumps for the Legion Hall. Councilor Canter asked if we replace this broken unit would be put on a regular maintenance schedule. Mayor Canter stated if we spend this amount of money, the city should set up a maintenance contract with Montgomery to come out once per year to

perform maintenance. Councilor Greene also suggested a fence be placed around the units that are outside to keep kids and people away from the units. Councilor Canter inquired if two HVAC units are needed for the building. Councilor Canter made a motion to replace the heat pump as per the quote. Koroush seconded it. Ayes: All. Councilor Greene made a motion to build a protective fence around the HVAC units to protect them. Koroush seconded it. Council discussed PWS to make recommendations on the type of fence and price. Ayes: Greene, Koroush, Billings, Cuthbertson. No: Thayer and Canter, not without knowing a cost.

10.6 Kubota Tractor Arm Extension Request; CP Billings presented a recommendation from the Public Works and Safety committee to replace the tractor arm extension on the Kubota. He said the money that was approved for the roof for the Old Water Treatment Plant could be used towards the purchase of this. The roof at the Old Water Treatment Plant will not need to be replaced for a few more years. They also recommended a bucket attachment for cleaning out ditches. Councilor Koroush asked if this new bucket will be more efficient than what we have currently. Councilor Koroush asked about the cost for the extra bucket. Councilor Koroush made a motion to purchase the arm extension as per the quote and the extra bucket for an additional \$450. Councilor Thayer seconded it. Discussion CP Billings stated we have a good staff member that is efficient in operating this piece of equipment. Councilor Cuthbertson said knowing the rental is so expensive and being able to do this in-house so we can get it done faster is a good reason to consider this purchase. Ayes: All. Councilor Billings stated the county did come out and start cleaning the storm drains on Ash.

10.7 COLA Recommendation from Personnel and Finance Committee; CA Hohnbaum presented a recommendation from the Personnel and Finance Committee for a 2.2% Cola increase for all staff effective Jan 1. 2019. The COLA didn't happen on July 1 2018 but a recommendation to reevaluate the COLA after the first 6 months of the fiscal year was made. Councilor Canter made a motion to accept the 2.2% COLA for all employees effective Jan. 1, 2019, Councilor Thayer seconded. Discussion, Councilor Greene asked if the total additional cost of payroll would change as of tonight due to the changes in personnel. Ayes: Canter, Thayer, Cuthbertson, Billings, Greene ayes. No: Koroush.

11. OLD BUSINESS:

11.1 South Benton Nutrition Program Agreement: CA Hohnbaum stated the city hasn't signed it. The SBNP has signed it. Councilor Canter made a motion to have the Mayor sign the agreement as written. Councilor Cuthbertson seconded. Thayer asked about the changes SBNP requested and if they were approved. Ayes: All

11.2 Gas Station Property: CA Hohnbaum gave an update from the DEQ and the facts and figures on this property. Council previously directed staff to look at three different options for the gas

station. The City has received a cash offer to purchase the gas station for \$60,000 as is. Councilor Greene asked if it was a requirement to keep it as a gas station and would it be required to open it back up for bid as a gas station. The city staff is requesting direction from the council to proceed to sell or provide direction on the next path for the building. Mayor Canter said, he would recommend we sell with a condition that a business be open in a year. Councilor Greene asked if it had been appraised. Councilor Canter asked if this person interested in the property is willing to wait for the public hearing. Councilor Koroush asked about the recourse the buyer has for the city to be responsible in the future for this property. Councilor Cuthbertson made a motion to direct staff to initiate the public hearing process for the sale of this property at the next council meeting for the offered amount of \$60,000. Council Canter seconded. Ayes: All.

11.3 Main Street Project Update and Quotes: Hohnbaum gave a report from the City Engineer and quotes on the gutters and asphalt from multiple companies. Two estimates came in at \$25-35,000 for 2" overlay at 29" wide. A third estimate came in at almost three times that at \$95,000. Councilor Cuthbertson inquired about the grant money and what is covered under the grant. Councilor Koroush asked about the ending date on the grant. Council discussed the direction of the council took at previous meetings. Councilor Cuthbertson asked about the best option and for next steps. Council discussed the option of giving the money back and options available within the grant and our budget. Mayor Canter recommend to kick this back to public works to see if there is a way to spend the \$50,000 grant that makes sense and if money will be needed to add to the grant and how much. Council agreed to send it back to public works and have them come back with recommendations to the council.

12 CA Hohnbaum asked for clarification on check signers for the next two months. We have two signers CA Hohnbaum and Mayor Canter currently. CA Hohnbaum and Mayor Canter will sign checks for the next two months with the exception of CA Hohnbaum's payroll check. Mayor Canter will be the only signer for CA Hohnbaum's payroll check.

13 OTHER BUSINESS:

a. Committee Next Meeting


1. Ordinance – Next meeting on the 12th of February 4:30pm
2. Parks – Mayor Canter said he is trying to coordinate with all of the contractors for the restroom project and to set up a meeting with everyone and he will keep everyone updated.
3. Personnel and Finance – next meeting will be 5:45pm on February 5th
4. Public Works and Safety – next meeting will be February 8th
5. Vision and Revitalization Committee – Dan Sheets updated the council on the festival and the need for volunteers. Councilor Cuthbertson asked for list of what the volunteer needs are for the festival. It is recommended all the council be there and also help out.

b. Calendar Dates: Council February 11th, work session with Legal Counsel

- c. Councilor Comments: Councilor Greene would like to take a tour of all City owned facilities and ask the staff to take them around. CA Hohnbaum will coordinate this with Steve and Councilor Greene. Councilor Canter asked about Jackie's position and the PFC will discuss replacement options next week. Councilor Koroush asked about payroll and if a payroll report is available to council. Koroush also asked about the Gleaners moving.
- d. Mayor's Comments: Mayor stated it's a new year and hopes and expects the council to participate be available.

14. ADJOURNMENT: Mayor Canter adjourned the meeting at 9:04pm.

Approved by Council Action on February 25, 2019.

Position	Name	Signature	Date
Mayor	Paul Canter		2-25-2019
Council President	Floyd Billings		2-25-19
Councilor	Cindy Canter		2-25-19
Councilor	Frank Thayer		2/25/19
Councilor	Jeanni Cuthbertson		2/25/19
Councilor	Lonnie Koroush		2/25/19
Councilor	Brian Greene		2/25/19

Attest: 

Rick Hohnbaum, City Recorder