

# MONROE CITY COUNCIL MINUTES

April 22, 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 Billings to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Thayer, Cuthbertson, Greene, Canter and Koroush. Staff present included City Administrator/Recorder Hohnbaum, Community Development Coordinator Taylor Evans and contracted staff member from Southern Oregon Water Technology Steve Martinenko. 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 Nick Ritch, Terry Koroush, Bobby Eastridge, Eliza Mason, Ryann Canter, Loretta Davidson, Catie Mange, Thorin Nielsen, Jed Kaul and Karen Hans.

2. **Public Input and Comments:** Commissioner Eastridge commented that things have been looking “spiffy” around the city and the public works department has been doing great especially the storm water drain works. Catie Mange also commented on things were going well in the town, the need to work on law enforcement a little bit more and felt that the council was doing a great job.

3. **Staff Reports:**

- a. **Police Report Chief Bob Morris:** Police Chief Morris shared the recent law enforcement activities and provided an update of planned events. Chief Morris has applied for a traffic impact grant for Monroe and ODOT has seemed supportive to be in their request. Chief Morris stated he was also seeking a radar reader board for placement in the City of Monroe. Chief Morris shared their plans to be in Monroe for the special event this Saturday. Councilor Canter inquired about the option of getting a code enforcement officer for Monroe and Chief Morris and Councilor Thayer discussed setting a date for them to discuss the options.
- b. **Community Development Coordinator Evans reviewed her written report provided in the council packet.** Ms. Evans shared the report from her attendance of the National Main Street Conference. Ms. Evans announced the opening day of June 4th for a brand-new Farmers Market in Monroe. She also shared the Strategic Doing activities including the Monroe Business Association (BAM) and the new regional maps. Ms. Evans shared the progress on the Comprehensive Plan rewrite and the Riverside District Planning Project.

- c. City Administrator Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet and confirmed with the City Council the plan for the May Council meeting to be on the third Monday, (May 20, 2019) due to Memorial Day Weekend. Councilor Greene inquired as to the dust control plan especially as it relates to North 9<sup>th</sup> Street. Mayor Canter shared the challenges of the developer for this residence honoring their agreement but stated that the dust control is needed for North 9<sup>th</sup> Street to benefit the neighbors.
4. **Presentation:** Rick introduced Sarah Whitney from the Long Tom Watershed who was present to provide an update on an Oregon Health Authority (OHA) grant that the city received for water quality improvement for which the watershed was doing the work. Ms. Whitney shared the work being done within the Eugene urban area which is upriver from the Monroe water source. The City Council and Ms. Whitney discussed the purpose of the grant to improve the water quality of the Long Tom River. Ms. Whitney shared some of her fields of interests including having more storm water treated by the natural process rather than the use of pipes which collects sediments and contaminates. She shared a diagram using PowerPoint reflecting the location of the various projects that she has facilitated with the use of the grant from OHA.

Jed Kaul and Karen Hans from the Long Tom Watershed presented some information related to the improvement of water quality and addressing fish passage issues in the Monroe area of the Long Tom River. They shared a list of the fish found based upon random net catching sampling including Chinook Salmon and Cutthroat Trout. Karen shared future plans of working with the Monroe High School students in sampling and learning about the fish flow pattern for the river in the Monroe area.

5. **Consent Agenda:**

**Bills and Minutes:** CP Billings inquired about legal fees and engineering fees. Councilor Koroush asked about the City Administrator's mileage to attend a League of Oregon Cities Conference in Ashland. Councilor Greene moved to accept the consent agenda. Councilor Canter seconded the motion. Ayes: All.

6. **PUBLIC HEARING-**CA Hohnbaum introduced the draft Ordinance 2019-01 stating that it was a staff work product from the council's work session with the City Attorney relating to the organization of work sessions and committee's and that the public notice including the newspaper advertising was posted. CA Hohnbaum recommended that the council conduct a public hearing prior to any council discussions and considerations. Mayor Canter opened the public hearing at 7:09pm. Mayor Canter asked for people interested in providing testimony in support of the draft Ordinance. No one spoke. Mayor Canter called for people wishing to speak in opposition to the proposed ordinance. Commissioner Eastridge suggested going back to the previous system of having committees as it improves community involvement

and more gets done on the committees. Mayor Canter asked for anyone wishing to speak with no preference for or against the proposed ordinance and no one rose to speak. Mayor Canter closed the hearing at 7:11pm. CP Billings stated that more was getting done with the public safety and public works and felt that there is no input at the work session except for staff. Councilor Thayer moved to table the draft ordinance for a work session and Councilor Canter seconded the motion. Ayes: All.

## **7. New Business:**

7.1 RESOLUTION 2019-06-A RESOLUTION AWARDING THE CONTRACT FOR SCOPE OF SERVICES TO CIVIL WEST FOR THE PURPOSE OF CREATING A WATER SYSTEM MASTER PLAN AND A WATER MANAGEMENT AND CONSERVATION PLAN AND AUTHORIZING MAYOR PAUL CANTER TO SIGN AGREEMENT ON BEHALF OF THE CITY. Councilor Thayer suggested that the council should not approve spending the funds for the water master plan since it is not a required document. Mayor Canter shared the process as to how the council to this point of approving the contract. CA Hohnbaum, using the white board, reviewed the process in creating a capital improvement plan from a master study in order to create and determine the system development charge appropriate for each of the five services which allow system development charges. Councilor Thayer inquired that even with a water master plan completed, the council could not transfer funds from the system development charge accounts to fix the water treatment plant. Councilor Thayer made a motion to adopt the resolution and Councilor Cuthbertson seconded. Ayes, Canter, Greene, Cuthbertson, Canter. Nays: Billings, Koroush, Thayer.

7.2 Renewal Notification from OLCC for 6 local business permits: (Benny's Pizza Joint, Dari-Mart Store, Dollar General Store, Long Timber Brewing Co. -2, and Longbranch). CA Hohnbaum stated that no action is required or requested from the council but that if the council wished to oppose the renewal of any of the licenses, their opportunity to do so was at this time. Councilor Thayer moved and Councilor Koroush second to recommend approval for OLCC to grant the renewal of the six licenses. Ayes: All

7.3 Declaration of Vacancy on Planning Commission: Councilor Thayer stated that Commissioner Thayer work is keeping him from being able to serve and participate on the Planning Commission. Councilor Canter moved and Cuthbertson seconded the motion to declare the seat vacant. Ayes: All

7.4 Letter of interest and appointment to Planning Commission. Brandon Bathke rose and spoke and introduced himself. Councilor Thayer moved and Councilor Canter seconded the motion to appoint Brandon Bathke to the Monroe Planning Commission. Ayes: All

7.5 RESOLUTION 2019-05 A RESOLUTION ADOPTING CITY ORGANIZATIONAL GOALS AND PRIORITIES FOR THE 2019-2021 FISCAL YEARS. The City Council discussed and modified the language for the goal addressing the current use of the old library space so that it would read *“Repurpose of the old library space in City Hall”*. Councilor Canter moved to approve the resolution as amended and Councilor Thayer seconded. Ayes: All. Staff was directed to address Gleaners as to their intentions relating to the movement of their operations.

**8. OLD BUSINESS:**

8.1 Appointment to City Budget Committee Letters of Interest- CP Billings stated that the requirement is that Budget Committee members shall be registered residents for one year prior to appointment. CA Hohnbaum read the state law about being required to be electors of the City but the state law and city charter does not state that a year of residency was required. Mayor Canter asked both candidates to introduce themselves to the council and audience. CP Billings moved to appoint Nicholas Ritch to the Budget Committee. Councilor Greene seconded the motion. Ayes: All. Staff was directed to keep the other candidate on the string.

8.2 Request for utility forgiveness for residence being remodeled. The author of the request was not in attendance so the council took no action.

**9. OTHER BUSINESS:**

8.1 Councilor Comments: Councilor Greene thanked Loretta Davidson and recognized the work she has done for years for the City. Councilor Canter suggested that the council should provide a gift card as Ms. Davidson has expended significant funds on city owned property improvements. Councilor Canter moved to purchase a gift card of \$500. Councilor Koroush seconded the motion. CP Billings stated he would like to see the bills and receipts. Ayes: Greene, Koroush, Canter, Cuthbertson. Nays: Thayer, Billings.  
CP Billings asked Steve Martinenko what employment benefits he receives employed by SOWT. Councilor Thayer inquired about continuing the committees. The council discussed the committees and how the committees were created and established.

8.2 Mayor Comments: Catch basins are being installed with the pipe as designed and intended though he had received a complaint that they were not. Mayor Canter shared that the restroom project has reached a point where some county issues seem to have held up the second set of drawings. The council discussed the restroom project and how to move it forward. Using our county/city planner Mayor Canter requested we get him involved. There was a question about the city signing off on the driveway slope for the Pacific Addition houses on 8<sup>th</sup> near Pine and CA Hohnbaum stated that he and Fire Chief Rick Smith went out within the last week and conducted a review and inspection and signed off on their plan to address the slope issues. Councilor Koroush asked about the RV park which appears to be mostly full of permanent residents and asking if it is really an RV Park if you can't bring an RV into it. It was referred to Planning Commission as to an ordinance or planning issue. Councilor Koroush commented that the RV park only had one meter.

**10. ADJOURNMENT:** Mayor Canter adjourned the meeting at 8:14pm.

Approved by Council Action on May 20, 2019.



5-20-19

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Mayor Paul Canter

DATE:

Attest: 

Rick Hohnbaum, City Recorder