

# MONROE CITY COUNCIL MINUTES

June 24, 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, Koroush, Greene and Canter. Staff present included City Administrator/Planner/Recorder/Budget Officer Hohnbaum and Community Development Coordinator Taylor Evans. In the audience was Planning Commission Vice-Chair Dan Sheets, Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Tim Eastridge and Planning Commissioner Fred Cuthbertson. Also present was Chair of the Personnel and Finance Committee and budget committee member Harry Myers and Budget Committee member Nicholas Ritch. Audience members included Irma Alexander, Richard Alexander, Terry Koroush, Todd Nystrom, Dave Prowess, Linda Prowess, Bobby Eastridge, Amy Nystrom, Stan Salot, Eliza Mason, Thorin Nielson, Caroline Cummings and Corey Wright.

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

3. **Staff Reports and Presentations:**

- a. **Police Report:** Chief Bob Morris: Councilor Thayer announced that Chief Morris was at training event in Portland and unable to attend.
- b. **Caroline Cummings:** Regional Accelerator and Innovation Network (RAIN) Executive Director: Ms. Cummings, Stan Salot and Corey Wright presented updated information relating to the partnership development and economic and community development work that Monroe has been involved with during the past 18 months. Ms. Cummings presented the investment of city resources expended in the existing partnership and the significant return of those investment, reflecting a positive outcome for the City of Monroe to remain in participation with the RAIN program. Councilor Cuthbertson inquired as to people benefiting from the training sessions that RAIN has been providing. Nicholas Ritch shared his experience being positive while attending and participating in the RAIN sponsored programs. Stan Salot shared his business work and the services that RAIN provides which is not available without RAIN. He complimented the Business Association of Monroe (BAM) startup but stated that the long term investment of funding for RAIN type services will benefit the community of Monroe. Council and Ms. Cummings shared ideas and concerns relating to the efforts made to increase regional entrepreneurs. Councilor Cuthbertson shared her experiences in trying to be involved with the RAIN experience which was less

than positive. Brain Greene inquired as to how to explain the expenditure of public dollars for the investment of what RAIN is providing. Ms. Cummings shared the opportunities and the investments that are needed to help the local economics which could be challenging for the local taxpayer to understand and justify. Councilor Thayer shared that there was a large number of independent single-person businesses in the Monroe area that need assistance and inquired as to how RAIN would assist them. Mr. Salot shared some additional experiences working with RAIN. Councilor Thayer moved to reconsider and maintain the agreement with RAIN and the City of Monroe. CP Billings seconded the motion. Ayes: Canter, Cuthbertson, Thayer, Koroush, Billings. Nay: Greene.

- c. Community Development Coordinator Evans reviewed her written report provided in the council packet. Council discussed the status of applying for grants. Council inquired of Ms. Evans applying for a grant for the annual festival and discussed the grant application.
- d. City Administrator Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet. He sought council confirmation to continue as planned with the Library Maintenance Plan Project, closing City Hall on July 5<sup>th</sup> and the System Development Engineering Plan. CA Hohnbaum affirmed the July 8<sup>th</sup> council work session with the COE and LTWS staff. Hohnbaum shared that he received a call from the firm who did the surveying work for the residential core of the city asking if we want another section of town to be done. CP Billings raised the concerns of cleanliness of the Gleaners operations. Councilor Canter expressed concern about over- abundance of stuff stacked too high and the danger. Councilor Canter inquired as to the amount of city administrator staff time being expended related to the Gleaners and meeting with Wyden staff.

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

**Bills and Minutes:** CP Billings moved to accept the consent agenda as modified with two edits of the work session minutes changing the verbiage as to the city administrator being not dead but "to die" and the response to the inquiry. Councilor Greene seconded. Councilor Koroush asked about the picnic table supply costs and the training expense for the vice-chair of the Planning Commission to attend a two-day work shop. Ayes: All.

- 5. PUBLIC HEARING-Budget Officer Hohnbaum** introduced the council and audience to the required public hearing and how it is one of many steps and opportunities facilitating public input into the decision-making process for the expenditure of public resources. BO Hohnbaum stated that the public hearing is a required step and should occur during the council meeting since the legally required advertisement stated it would be held tonight. Hohnbaum also stated that the council is not required to adopt this budget or any budget during the council meeting but if there is no budget adopted by July 1<sup>st</sup>, technically the city is shut down without any authorization to expend any funds including staff resources. Hohnbaum reviewed the budget development

process and reminded the council of the state revenue sharing funds within the budget which are a part of the required public hearing process. Hohnbaum shared the proposed budget, the approved budget and the proposed changes for the adopted budget some from staff recommendations based upon new information after the original budget was written and the changes made per council direction from the recent council work session on the budget. Hohnbaum recommended to conduct a public hearing regarding the budget and state revenue sharing and that later on the agenda was the draft resolutions at which time they could deliberate, discuss and move forward as they deemed appropriate for the adoption of a budget.

Mayor Canter opened the public hearing at 6:56PM asking any who wished to speak in favor of the approved budget to introduce themselves and share. Commissioner Cuthbertson spoke about the Budget Committee process suggesting that the council should honor the approved budget. Mayor Canter asked for anyone who wished to speak in opposition. No one rose. Mayor Canter asked for anyone to speak in general terms about the approved budget and when no one rose to speak, closed the public hearing at 6:57. Councilor Koroush asked if the \$2.00 water rate increased approved by the budget committee and if the administrative assistant position was in the budget. CA Hohnbaum stated that the position was in the next fiscal approved budget for a half-time position which had been budgeted as a full-time position in the current fiscal year. CP Billings stated that just because it is in the budget doesn't mean it needs to be spent.

## **6. New Business:**

6.1 Comments from Council President Floyd Billings: Council President Billings stated that he came from a meeting about the ball park and people were wondering what was being done about the restroom project and he felt that he couldn't provide an adequate response to their inquiry. CP Billings stated that the city administrator has not pushed this project forward and administering the project grant and that he should be working on it. Mayor Canter shared the update from the contractor and he was expecting plans and estimated costs this week. CP Billings stated that the grant may not be extended and Mayor Canter shared the update that the grant could be extended. CP Billings stated that the city shouldn't apply for any more grants.

CP Billings made a motion not to commit the use of System Development Funds (SDC's) without a council approval. Councilor Koroush seconded the motion. Harry Myers asked if the council takes control of the expenditure it could make the development community nervous. CA Hohnbaum pointed out that there were at least two ongoing projects expending SDC funds and there could be more. Ayes: All.

CP Billings moved that any time off for staff members for training that expended more than one day will require council approval. Councilor Canter seconded the motion. CP Billings and council modified the motion to be for any funds for training or conferences be approved by council in advance if gone for more than one day. CA Hohnbaum shared that in his capacity as city administrator he approves the training and expenses for all city staff. Councilor Koroush stated

that staff always knows about these training events in advance and should get council approval. CA Hohnbaum stated that he typically waits to see if he can be gone from the city based upon city activities before he decides to attend a conference and in fact he intended to register the next day for a conference on July 9-11 based upon the knowledge that a public work employee out on medical leave will have returned to work prior to his attending the conference. Ayes: Canter, Greene, Thayer, Koroush, Billings. Nay: Cuthbertson.

CA Hohnbaum shared the conference agenda and the estimated cost for the conference in July and the fact it was half as much than the same conference last year which he did not attend due to the expense. Councilor Greene moved to approve the City Administrator's attendance to the Oregon City County Managers Association Conference in Newport July 10-12. Councilor Thayer seconded the motion. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay: Koroush.

6.2 Resolution 19-07 A Resolution authorizing the engagement of services for the annual municipal audit: CA Hohnbaum stated that this is an annual process and that the fee increased by \$250 from last year. CA Hohnbaum stated that the annual audit has been scheduled for July 23-24 and recommended council approve the resolution. CP Billings moved to approve Resolution 19-07 and Councilor Greene seconded the motion. Ayes: All

6.3 Resolution 19-08 A Resolution authorizing the transfers of funds within the General Fund and Water Fund in 2018-2019 Budget. CA Hohnbaum stated that another annual event is typically the movement of funds prior to the closing out of the fiscal year to assure all the funds remain within the authorized limitations established by the current year budget. This year staff is recommending the movement of authorization of funds in both the General Fund and the Water Fund. There is money in both funds but the amount of funds authorized by the current budget needs to be increased to cover unexpected expenses. For the General Fund the biggest difference was the amount of engineering fees expended and for the Water Fund it was the expenditures for contracted services and the computer upgrades Hohnbaum stated. Councilor Canter moved to approve Resolution 19-08 and CP Billings seconded the motion. Councilor Koroush asked if there would be the same computer upgrade expenses next year. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay: Koroush.

6.4 Resolution 19-09 A Resolution authorizing \$20,000 Loan from the Water System Development Fund to the Water Reserve Fund in the 2019-2020 budget. Budget Officer Hohnbaum shared that this resolution calls out the loan that is contained within the approved budget for an added level of transparency as it relates to the authorization of expending funds. Hohnbaum reminded the council of list of proposed water capital projects contained within the Water Reserve Fund. Councilor Canter moved to approve Resolution 19-09 and Councilor Thayer seconded the motion. Ayes: All

6.5 Resolution 19-10 A Resolution declaring the City's Election to receive State Revenue Sharing Funds. Budget Officer Hohnbaum stated that in order to receive state revenue sharing funds, a resolution is required to be submitted to the state. This is a primary source of revenue

for the General Fund which would be missed if the City did not adopt the resolution and recommended action from the City Council. Councilor Thayer moved to adopt Resolution 19-10 and Councilor Cuthbertson seconded the motion. Ayes: All

6.6 Resolution 19-11 A Resolution adopting approved City of Monroe Budget, imposing taxes and appropriating expenditures for the 2019-2020 budget. CA Hohnbaum stated that this is the resolution in which the actual adoption of the budget is done. It is on the council agenda for council adoption but there is no requirement of it being adopted tonight Hohnbaum stated adding that a budget adopted by July 1<sup>st</sup> is required to keep city hall doors open. Hohnbaum shared that the draft resolution was per the direction of the City Council from the work session held June 17<sup>th</sup> but that the Budget Committee had recommended a \$2.00 base water rate increase due to the amount of capital projects being required to catch up on deferred maintenance in the water system. Councilor Thayer moved to approve the budget resolution. Councilor Canter seconded it. Councilor Greene thanked the budget committee for working on it. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay Koroush.

6.7 Resolution 19-12 A Resolution setting utility rates and fees for 2019-2020 fiscal year. CA Hohnbaum reviewed for council and audience the draft resolution sharing that all the primary base rate utility fees were remaining unchanged (no increases) but some of the special activity expenses were having rate increases. Councilor Canter moved to adopt Resolution 19-12 and Councilor Greene seconded the motion. Ayes: Canter, Greene, Cuthbertson, Koroush, Billings. Nay: Thayer. Harry Myers reminded staff that the rate increase needs to be sent electronically to the customers who are automatic bill payers.

6.8 Mayor Canter called for the Personnel and Finance Committee Report and Chairman Myers rose and shared the issues and recommendations from the recent meeting including a recommendation to hold on applying for any more grants and personnel levels for staff.

6.9 Small City Allotment Grants (SCA). Mayor Canter shared that it was discussed that the city should hold off on additional projects. CP Billings stated that the city is paying the administrator to administer the park restroom grant and that it should be done by city hall staff. Councilor Thayer asked of the amount of the SCA Grant and CA Hohnbaum stated that they have increased to \$100,000. CP Billings stated that the city should take a shot at the grant for the street. Discussion about the amount of funding required for Main Street project was held by council. Councilor Canter pointed out that there were two different conversations going on relating applying for grants and personnel. Councilor Canter moved to accept the recommendations from the Personnel and Finance Committee and CP Billings seconded the motion. CA Hohnbaum requested clarification if the motion was for all of the recommendations from the minutes of the PFC and Councilor Canter clarified stating it was for the grant recommendation and the personnel recommendations. Council discussed the personnel and finance recommendations. Councilor Canter amended the motion to be only about the grants recommendation to put a hold on the grants process until council could review the grants. Chairman Myers said the recommendation

was in reference of holding these grants until the work on existing projects are achieved. Ayes: All.

CP Billings suggested that the street work needs to be done above 7<sup>th</sup> street and that the city needs to do more work on getting street funding. Council discussed whether or not to apply for the SCA grant. Councilor Thayer made a motion for the City of Monroe to apply for the \$100,000 SCA Grant for the Main Street Project. Councilor Canter seconded the motion. Ayes: All

#### 6.10 Vacation Request from City Administrator.

CA Hohnbaum shared his written request for vacation time and his request to employ the Community Development Coordinator as a temporary employee for the month of August. Councilor Thayer moved to allow vacation request. Councilor Koroush seconded the motion. Ayes: Greene, Cuthbertson, Thayer, Koroush, Billings. Nay: Canter.

CP Billings moved to approve the hiring of the Community Development Coordinator as a temporary employee not to exceed the month of August. Councilor Cuthbertson seconded the motion. Council discussed the expense and the need to have the staff during the city administrator's absence. CA Hohnbaum shared the unexpected decision and events that occurred the previous year during his two weeks off in August which was managed by the Community Development Director. Ayes: Cuthbertson, Thayer, Billings. Nays, Canter, Greene, Koroush. Mayor Canter broke the tie with a Nay vote.

6.11 Code Enforcement Letter: Mayor Canter read a prepared letter relating to code enforcement activities and that the council grant a 30-day grace period for any additional inspections at 830 Commercial Street and 630 Ash Street. Chairman Myers suggested that perhaps some volunteers could be recruited to assist people needing help tending to their property. Councilor Canter moved to give a 30-day grace period to the two properties listed in the letter. Councilor Cuthbertson seconded the motion. Ayes: Canter, Greene, Cuthbertson, Koroush, Billings. Abstained Councilor Thayer due to conflict did not vote.

## 7. **Old Business:**

7.1 Ordinance amending Monroe land use development section 4.111 permitting the use of recreational vehicles with conditions for seasonal farm use. CA Hohnbaum reminded the council that they had conducted the public hearing for this ordinance at their previous regular council meeting and that it was now before them for consideration of adoption. Councilor Greene asked about the review of the approval and CA Hohnbaum stated it is on the November council agenda schedule.

CP Billings asked about the backflow device and Eliza Mason shared where they are getting the permit for the backflow device and that Steve Martinenko had come up and they had a plan in place. Councilor Thayer asked about the gray water increase to the city sewer system with more residents. Chairman Myers stated that the PFC looked at it and determined there was no reasonable way to measure the sewer or water use. Councilor Thayer moved to adopt Ordinance 19-02 conditionally on the backflow device being installed and the review of the ordinance and

activities in November. Councilor Greene seconded the motion. Councilor Koroush asked if anyone could do the same activity within the city and Councilor Greene stated that there were limitations. Mayor Canter read some of the limitations from the draft ordinance. Ayes: Canter, Greene, Billings, Thayer, Cuthbertson. Nay: Koroush.

7.2 Water Source Project. CA Hohnbaum stated that this was on the council agenda per council direction that it be placed on every City Council agenda. Hohnbaum stated that staff was not seeking any action but had provided two reports regarding the water source project. Council discussed wells and locations and treating of water.

**8. OTHER BUSINESS:**

8.1 Councilor Comments: CP Billings stated that it would take money to develop water sources and that the city had property and a spring. Councilor Greene announced the Public Works and Safety Committee meeting would held on June 26<sup>th</sup> at 4:30pm. Councilor Koroush suggested changing the date for high grass in the city ordinance from July 1<sup>st</sup> to June 1<sup>st</sup>.

8.2 Committee Reports: CA Hohnbaum stated that he had not seen minutes from the Ordinance Committee and Chairman Thayer stated he would get them to staff.

8.3 Mayor Comments: Mayor Canter read the thank you card from Loritta Davidson.

9. **ADJOURNMENT**: Mayor Canter adjourned the meeting at 8:33pm.

Approved by Council Action on July 22, 2019.



7-30-19

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Mayor Paul Canter

DATE:

Attest:



Rick Hohnbaum, City Recorder