

MONROE CITY COUNCIL MINUTES

August 7, 2019

6PM

CITY HALL COUNCIL CHAMBERS

1. **Call to Order:** Mayor Paul Canter called the City Council meeting to order at 6:00 P.M.

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 Canter, Thayer, Cuthbertson, Koroush (arrived at 6:04pm) and Greene. Staff present included City Administrator Rick Hohnbaum, Finance Officer Tracy Jensen and Public Works Employee Steve Wyman. 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 Commissioners Linda Fredricks and Fred Cuthbertson. Audience members included Terry Koroush, Laurie Eastridge, Bobby Eastridge, Stan Salot, Nicholas Ritch, Amy and Todd Nystrom, Evelyn Lee, John Greydenhaus, James and Elaine Gwynn.

2. **Public Comments:** none

3. **Declaration of Purpose for Special Council Meeting- Personnel Needs:** Mayor Canter gave the floor to CP Billings. Billings stated that another councilor or two also requested this meeting. Noted that all employees are doing a good job but concerned about the water plant and Steve Martinenko not being available during the day. He stated the council was told that on July 1 that Mr. Martinenko would be an employee of the city and that didn't happen, he was to be made an employee so he could assist Steve Wyman and teach Wyman the water plant operations. CP Billings stated currently there is no opportunity for Steve Wyman to learn anything. CP Billings said the council needs to make a change so we have a city employee and he suggested to put a communication out to let us interview. Billings also stated he was contacted by a guy name Doug Carothers, and he would like an opportunity to discuss an offer. He said he is disappointed with SOWT not giving us a report on usage and loss. Billings also stated that Cottage Grove and Creswell had both recently posted for a certified water plant operators. Billings said Cottage Grove had 9 applicants and hired one and Creswell just hired a new operator.

CP Billings said the council passed unanimously when people take time off more than a day the council would need to approve it. Thayer asked how the council would like to proceed. Mayor Canter stated Steve Martinenko never agreed to be a city employee and has agreed to run the plant under the SOWT license under his hours he is available. Council discussed having coverage at the water plant to make water and the hours of the coverage. Cuthbertson clarified about the person that was interested in providing services had only contacted CP Billings and not the entire council.

Mr. Jim Templeton interrupted the meeting to invite the council to Gleaners appreciation picnic.

Mayor Canter clarified the SOWT contract is open ended and we can look at different options anytime. CP Billings stated he would like to have a city employee to oversee the whole operation of the plants. Councilor Canter clarified if Steve Wyman would like to supervise employees and Wyman said he doesn't mind supervising anyone. T. Koroush said we need someone to help Wyman with daily tasks and not only the plants but also the physical labor. Council discussed the hours the water plant is operational and what is the appropriate time of day the plant needs to be running and what the SOWT contract states for operating hours. Council agreed that we need to have reports. Cuthbertson asked if they have been told that is what we want and the council agreed SOWT had been told twice.

Council discussed fire protection and how quickly the tank would empty. Councilor Koroush asked to clarify what we are looking for a new employee. CP Billings said he has been in contact with Harrisburg and they are willing to cover us in an emergency and Dan Demoss said he would help if needed.

Council discussed options of keeping the status as is vs post a position to have a licensed operator.

Billings made a motion to put a search out to see what type of people that are available for interview with the proper certification to run the water and sewer plants. Councilor Canter asked about the test for collection and what is required and expected out of Steve Wyman to get those. Koroush seconded, Mayor Canter asked the questions, what the salary range should be and what the position title should be? CP Billings said salary based on qualifications and experience and title would be Certified Public Works Employee. Mayor Canter said it would be in our best job interest to turn this over to Personnel and Finance Committee. Wyman suggested the wording in the job description say waste water certification would be a bonus. No more question. Council voted: ALL AYES

CA Hohnbaum asked if the council wished to pull the posting we are currently advertising for? Mayor Canter said we should get a full-time person instead of the part time position.

CP Billings would like to start using a Time Off Request Form based upon the council wanting give approval for time off that is more than one day, he would also like the Mayor to sign the Time Off Forms. Mayor Canter said he would want to see this form go through legal. CA Hohnbaum suggested they refer this to the Personnel and Finance committee. Council discussed the time off requests and they understood that council approval was needed for conferences and trainings and not PTO. Mayor Canter agreed to send this to Personnel and Finance Committee (PFC) to review and make a recommendation to the Council. Council has consensus that this is referred to the PFC.

4. **Other Business:** None

5. **Councilor Comments:** None

6. **Public comments on public works:** Tim Eastridge asked where the city managers role in all of this and is seems the council is taking over. Mayor Canter stated there is a difference between City Manager and City Administrator.

Mayor Canter read the invitation that Jim Templeton dropped off.

Linda Fredricks brought up the idea of the City Planting a Gingko Trees from Hiroshima and she thought it would be a great idea. Councilor Canter is interested in looking into this further when she is able to. Fredricks offered to help.

7. **ADJOURNMENT:** Mayor Canter adjourned the meeting at 6:45p.m.

Approved by Council Action on August 26, 2019.



8-26-19

Mayor Paul Canter

DATE:

Attest:



Tracy Jensen, Interim City Recorder/Finance Officer