

MONROE CITY COUNCIL MINUTES

August 26, 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 Thayer, Cuthbertson, Canter, Koroush, and Greene. Staff present included City Administrator/Planner/Recorder Hohnbaum. 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. Audience members included Terry Koroush, Todd Nystrom, Eliza Mason, Bobby Eastridge, Stan Salot, Sharon Cheney, John Greydanus, James Irwin and Amy Nystrom.

- 2. Public Items and Comments:** None

- 3. Staff Reports and Presentations:**

- 3.1. Police Report: None:** After the City Administrator Report the council discussed law enforcement issues including the absence of police representation at the council meeting, the lack of a monthly report, concern about the amount of police coverage hours expended on a recent community event, and a suggestion that they increase coverage during the start of the school season during school hours. Councilor Thayer suggested that the City should work towards obtaining their own police department. There were inquiries as to the amount of traffic citations.

- 3.2. City Administrator Rick Hohnbaum:** CA Hohnbaum presented his written report which was in the council packet and commented that there was an addendum for the bills to be paid on the council dais. CA Hohnbaum shared a training opportunity which he would like to have Steve Wyman attend and then spend a couple of days working with SOWT staff at another plant to gain some additional Oregon experience and knowledge in preparation of his state examine to get certified in Oregon. CA Hohnbaum announced that later in the week Monroe was going have a Sanitary Survey conducted by the Oregon Health Authority Safe Drinking Water Program and that this review is done every three years by the state. CA Hohnbaum announced that the City of Monroe was going to be honored by the Long Tom Watershed for the partnership work accomplished between the City and the Watershed organization and that the City should have an official presence and representation to accept the award at the annual Watershed Celebration Event

scheduled for September 26th. Councilor Thayer moved authorize the attendance of public works to attend a week long training event in Southern Oregon and Councilor Koroush seconded the motion. Ayes: All.

4. Consent Agenda:

Bills and Minutes: Councilor Greene inquired about the engineering fees for the restroom project. Council and staff discussed the restroom project and the length of time it has taken to date. Councilor Canter asked about the bill for cleaning services and how it could have incurred without council authorization. CA Hohnbaum suggested that perhaps creating such a policy would be the first step if the council was instituting council review prior to initiating contracted services and it was referred to the Personnel and Finance Committee. Councilor Canter moved to accept the consent agenda as modified with the addendum (bills). Councilor Greene seconded the motion. Nays: Canter, Billings, Greene, Thayer, Koroush. Abstain: Cuthbertson.

Mayor Canter asked council for direction. Council discussed restroom expenses and paying the bills. Councilor Canter moved to approve the bills. Councilor Greene seconded the motion. Ayes: Billings, Thayer, Canter, Greene. Nay: Koroush. Abstain: Cuthbertson

5. Public Hearings

Ordinance 2019-05 An Ordinance vacating a portion of the alley between 5th and 6th and Kelly and Main on Long Timber Brewing Property. CA Hohnbaum introduced the ordinance stating that the hearing is for the purpose of adopting an ordinance as the land use hearing had previously been conducted. Opened at 6:44pm. CA Hohnbaum spoke in favor. Commissioner Eastridge also spoke in favor. Mayor Canter called for any other speakers and hearing none closed the public hearing at 6:46pm.

6. New Business:

6.1 Ordinance First Reading and Approval Ordinance 2019-05: Councilor Canter moved to approve the first reading of Ordinance 2019-05. Councilor Cuthbertson seconded the motion. Ayes: All

6.2 Resolution 2019-16 A Resolution Requiring Council Approval for all new expenditures of System Development Funds: Councilor Canter moved to adopt Resolution 2019-16 and Councilor Greene seconded. Ayes: All.

6.3 Grant Opportunity form the Oregon Department of Land Conservation and Development Department: CA Hohnbaum reminded the council that they had directed staff to hold off on grants unless authorized by the City Council so he was presenting this opportunity for their consideration. Councilor Greene moved not to go for the grant and

Councilor Thayer seconded. All: Ayes. Councilor Canter brought up an existing grant which is being administered by contracted services. Council discussed having a hold on grants.

6.4 Authorization for Finance Officer Jensen to attend Oregon Government Finance Officer Association Conference: CA Hohnbaum reminded the City Council that the council wanted to review and approve any overnight training events prior to staff registering to attend and that this request actually included two events. Councilor Thayer moved to authorize both. Councilor Canter seconded. Councilor Koroush inquired as which training events were mandatory and CA Hohnbaum clarified differences for the two events and what they offer in training and that neither one of them were mandatory. Nays: All. Councilor Thayer moved to approve the first request for the Finance Officers Association and wait until later to consider the second event which is in February. Councilor Canter seconded the motion. Ayes: All.

6.5 Annual Renewal of Oregon Liquor Control Commission Licenses within Monroe: CA Hohnbaum stated that this was an annual process which allowed the council the opportunity to have input as to the renewal of local OLCC licensing. He reminded the council that if the council took no action, the OLCC would proceed with a positive request for the renewals. Council consensus was to take to action.

6.6 Resolution 2019-17 A Resolution declaring workers' compensation coverage for appointed and elected officials serving in volunteer capacity on designated boards and committees. CA Hohnbaum stated that this resolution was on the agenda at the request of City County Insurance as the most recent one submitted was in 2014 and the list of active committees as changed since that time. Councilor Koroush moved to approve Resolution 2019-17. Councilor Canter seconded. Mayor Canter explained the worker's compensation for the volunteers. Ayes: Canter, Cuthbertson, Greene, Thayer, Koroush. Nay: Billings.

7. Old Business:

7.1 Ordinance 2019-03 An Ordinance adopting the Monroe Transportation System Plan: CA Hohnbaum stated that the council conducted the public hearing at their regular July meeting so this would be the second reading and adoption if that is what the council decides. Councilor Greene moved to adopt Ordinance 2019-03 and Councilor Thayer seconded the motion. Ayes: All

7.2 Ordinance 2019-04 An Ordinance adopting the 2020-2040 Comprehensive Plan: CA Hohnbaum reminded the council that they had also conducted the public hearing for this ordinance at the last council meeting. Hohnbaum stated that this project has been a long

and extensive one for the city generally and for the Planning Commission in particular and recommended council adoption of the ordinance. Councilor Canter moved to adopt Ordinance 2019-04. Councilor Greene seconded the motion. Ayes: All

7.3 Water Source: CA Hohnbaum stated that this was on the council agenda per their request.

7.4 Work Plan and Time Line for Gleaners Rental Agreement: CA Hohnbaum stated that this item was on the agenda at the request of Councilor Greene and that he had included an update from the Gleaners as well as a copy of the rental agreement in the council packets. Councilor Greene inquired as to what sites are the gleaners are looking at to move to and CA Hohnbaum stated most of the conversation has been about the United Methodist property. Council was concerned about the goal being obtained in a timely matter. Council discussed options in assisting and motivating the achievement of the stated goal by Gleaners. Councilor Greene suggested giving the gleaners a defined timeline to move. Councilor Greene moved to give a January 31, 2020 deadline for gleaners to leave the city property they are currently renting. Councilor Koroush seconded the motion. Ayes: All

8. Other Business:

8.1 Councilor Comments: Councilor Thayer stated that there is an ordinance for backflow device and that it is not being actively enforced by the city regarding houses with irrigation and wells. Mayor Canter suggested that it was challenging for the City to find out about them unless people volunteer the information. Mayor Canter suggested giving it to a committee and have the ordinance checked out if it is in order. Councilor Greene shared the response he got from Benton County regarding cutting the grass on county property within the city stating that he wanted staff to send violation letter to the county regarding high grass and weed. CP Billings asked about the backhoe surpluses item hasn't been advertised yet and CA Hohnbaum stated that we are seeking an estimated value for it. Council discussed the rental of a heavier tractor for tree removal and ditch clean out and by consensus approved the moving forward of the project. Councilor Thayer suggested that the property with the old water tanks was deeded with restrictions and City should research in this regards.

8.2 Committee Reports: Councilor Canter shared the results and recommendations from the recent Personnel and Finance Committee meeting held on the 21st.

- a. Proceed with advertising for a full-time certified water operator with a salary range of \$55,000-\$70,000: CP Billings moved to accept the recommendation and job description and advertise for the position and Councilor Canter seconded. Ayes: All

- b. Proceed with hiring second Public Works Position for 30 hours a week at this point of time but could change based upon water operator position: Councilor Koroush moved for 32 hours a week. Motion died for lack of second. Councilor Thayer moved to approve the recommendation. Councilor Canter seconded the motion. Ayes: Thayer, Cuthbertson, Canter. Nays: Billings, Green, Koroush. Mayor yes.
 - c. Recommend Employ Time off Request form to the city council: Councilor Canter shared the requested new form for council approved. CP Billings moved to approve and Councilor Thayer seconded the motion. Councilor Cuthbertson asked if the form has been reviewed for legal review. Ayes: All.
 - d. Recommend no Cost of Living Increase for City Employees at this time (and to revisit it at the January meeting): No action taken
 - e. Recommend staff explore Adair Village option: CA Hohnbaum briefly explained a potential option of contracting for water plant operator from Adair Village. Council discussed the option. Councilor Cuthbertson reminded the council of their other contracted services which lessen the level of control and management. Council consensus was to direct staff to proceed.
- b. Public works and safety committee report was shared by Councilor Greene including safety issues involving trees and the sidewalk in front of the card lock gas station.

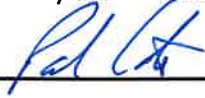
8.3 Mayor Comments: 911 Ballot measure was brought up by the Mayor regarding the process in supporting the ballot measure. Mayor Canter read a communication received asking for his signature on behalf of the city for the advertisement in the voters' pamphlet which he wouldn't do without council approval. The council discussed why they said yes to allowing the citizens to vote on the measure but did not want to take a position in favor of the ballot measure. Commissioner Eastridge shared some insights on the fire tax currently paid by the fire department. Councilor Koroush moved to not have the City sign in the Voters Pamphlet in favor of the 911 Ballot Measure and Council Canter seconded. Ayes: All

Mayor Canter thanked Stan Salot for sharing knowledge with the public via social media regarding the former transfer station.

Councilor Koroush thanked Planning Commission for all the work they did on comp plan.

9. **ADJOURNMENT:** Mayor Canter adjourned the meeting at 8:03 p.m.

Approved by Council Action on September 23, 2019.



Mayor Paul Canter

9-23-19

DATE:

Attest: 

Rick Hohnbaum, City Recorder