

MONROE CITY COUNCIL MINUTES

September 23, 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, Koroush, and Greene. Staff present included City Administrator/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. Additional audience members included Todd Nystrom, Amy Nystrom, Robert Eastridge and John Greydanus.

2. **Public Items and Comments:** Dan Sheets announced that he had provided copies to the City Council for the nominations for the annual chamber of commerce awards.

3. **Staff Reports and Presentations:**

- 3.1 **Police Report:** Chief Bob Morris shared an update on the recent traffic enforcement work in progress with the start-up of the school season and the grants they are seeking for holiday overtime for speed control. Chief Morris reported to the council law enforcement issues including a recent arrest involving a felony warrant of a Monroe area resident and a recent school shooting threat involving a school in Bend. He shared information relating to the high percent of child abuse and child porn issues with the start-up of the school year as well. CP Billings stated that the speed control work by the JCPD at the elementary school has been great. The council and chief discussed the speed zone area around the elementary school. Councilor Koroush shared his concerns about the lack of enforcement of trucks using Jake brakes. Chief Morris shared some future training opportunities working with students involved with inappropriate online activity.

- 3.2 **Old Mill Center for Children and Families:** Kate Caldwell and Kendra Meshnik. Kate Caldwell, the Development Manager for the Mill Center for Children and Families shared one of their programs called Relief Nursery. This is a targeted program for at-risk students providing services in the home and they are currently serving 14 homes in the Monroe community. Their other local project is a classroom setting service in collaboration with the school district. Ms. Caldwell shared some of the statistics involving child abuse and the need for the services within south Benton County. Their goal is to make an impact on the child which could be a lifelong change for that student and their family. They hope to open a satellite classroom in Monroe in November. Kendra, a

teacher in the program, shared a recent example of intervention that she experienced in her role as a home visitor and teacher and the services that they provide. Both speakers shared that their intent was to inform and make aware their activities currently within the community as well as their future plans, seeking local support for their local services.

3.1 City Administrator Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet. He reminded the City Council that he would be leaving Wednesday with Commissioner Sheets to attend the League of Oregon Cities Conference in Bend on their behalf and would be returning Saturday evening.

4 Consent Agenda:

Bills and Minutes: Councilor Koroush inquired about the amount of paper that the staff was purchasing. Councilor Koroush inquired if it was mandatory for the city to provide coffee for the employees. Councilor Koroush inquired as to the expenses of the City Administrator's city credit card not being listed in the finance report. Councilor Billings moved to approve the bills. Councilor Greene seconded the motion. Ayes: All.

5 New Business:

5.1 December Meeting Date: CA Hohnbaum inquired of the council that since their scheduled December meeting date is on Christmas Eve, Eve, whether they wanted to meet on December 23rd or a week earlier on December 16th. Councilor Greene moved to meet in December on the 16th. CP Billings seconded the motion. Ayes: All

5.2 Republic Service Rate Adjustment Notice: CA Hohnbaum pointed out that in the council packet was a copy of the notice which the City had received stating that there would be no rate change in January from Republic Services.

5.3 Annual Audit: CA Hohnbaum announced the recent arrival of the annual audit report for 2018-2019 fiscal year stating that there was actually nothing exciting about the report. However, Hohnbaum stated that the finances of the city is a significant element of the fiduciary function of the City Council so a three-hour work session with the auditors would definitely be staff recommendation. Mayor Canter shared the recommendations from the Personnel and Finance Committee for councilors to review the audit report and if they had questions, the council could determine what additional review they want to conduct of the document and by council consensus that was agreed to by all.

5.4 Wastewater System Development Formula Option for Population Projections: CA Hohnbaum shared the engineer's report and explained the two options and policy decision before the city council in moving forward. If they keep the current population figures from the historical growth of the city, in about 20 years the city will outgrow the

lagoon system and there would be no funds in place to assist with the development of a wastewater treatment facility. If they choose to update the wastewater master plan with the more accurate current population growth figures, then the formula will include funding for at least some of the expense for the next level of wastewater treatment in the future for the City. Since the funding for this plan update is System Development Funds and the council policy is for no additional expenditures from SDC's without council authority, the option to expend the funds for the updated plan is the question for council consideration. Councilor Cuthbertson shared the potential benefits of updated and additional information that could be contained with the new Wastewater Master Plan for the entire system. CP Billings moved to accept the report and recommendation to proceed with the updated study. Councilor Cuthbertson seconded the motion. CP Billings stated that if the city is going to grow it will need to pay for it. Councilor Greene shared the four lots being developed by the new developers. Ayes: Cuthbertson, Greene, Thayer, Billings. Nay: Koroush.

5.5 Authorization for membrane replacement at water treatment plant: \$49,832.93:

CA Hohnbaum shared the staff report that this was a budgeted project and one of the reasons for the staff recommendation for a water rate increase. The plan is to replace the second membrane unit next year as well. The city had budgeted \$45,000 for this project and this would be a contracted service installing them. CA Hohnbaum stated that this purely a council decision to authorize the project or not. Councilor Greene moved authorize the funds and project. Councilor Koroush seconded. Ayes: All

5.6 Library Steeple Light Replacement Project:

CA Hohnbaum introduced this business item stating that this was an unbudgeted project. CA Hohnbaum reminded the council of the ongoing project to create a capital improvement and replacement plan for the entire library as a part of our partnership with the Library Legacy Team. Using a consultant with expertise in building maintenance and planning as a part of this project, this is his recommendation to address the burnt-out steeple lighting. The logical choice or perhaps recommended choice would be to fund it from the Building Reserve Fund which currently has \$18,000. CA Hohnbaum shared that the council options are to proceed or wait. Councilor Greene suggested another bid might be in order. Councilor Greene moved to get a second quote. Councilor Cuthbertson seconded. Ayes: All

5.7 Safe Route to School Grant:

Mayor Canter stated that this is a project being kicked around for about four years and asked John Greydanus to speak on behalf of the project. John discussed the history of the project including the health and safety of the community and the connectivity to other elements of the community in the Monroe Connectivity Plan and the Benton and Monroe Transportation System Plan. Mr. Greydanus explained the Rapid Response Grant which included just the area from Orchard to the elementary

school. John Greydanus from South Benton Recreation Alliance shared the connection with the new Red Hills Path and the work being done by the school district this past year for school safety. He shared that it does not exclude the potential of that section of 6th street becoming a real street at a later date. Mr. Greydanus shared a three-page handout including the funding for the project and match requirements for the grant. Mayor Canter asked if any objections and stated that increase safety for the crossing and area around 6th and Orchard was a project he considered significant and important for a long period of time.

5.8 Resolution 2019-18 A Resolution Declaring New Employee Selection and Hiring

Process: CA Hohnbaum stated that this resolution comes to the council at the request of the Personnel and Finance Committee to formalize the successful recent hiring practices of the current administration. Councilor Thayer inquired about the process also requiring that the council has final say in the hiring and that it needed to be added within the resolution steps for hiring. The council discussed that two councilors on the interview panel would represent the council. The council discussed that the rest of the council isn't involved. Councilor Koroush moved that the approval of council be required before any hiring. Councilor Thayer seconded the motion. Mayor Canter expressed the "slippery slope" of not hiring the candidate who has successfully completed the interviews, background checks and drug testing based upon a tentative offer of employment. Councilor Koroush stated that a full council should be the one conducting the hiring. Mayor Canter suggested adding "per federal requirements" to the drug testing line of the resolution. Motion to add a line within the resolution for the decision to hire to come back for final council approval. Ayes: Thayer, Koroush. Nays Billings, Cuthbertson, Greene. Councilor Greene moved to send the resolution back to the committee for additional consideration and work. Councilor Thayer seconded. Ayes: All.

5.9 Resolution 2019-19 A Resolution Declaring Engagement of Contracted Services

Policy: CA Hohnbaum stated that this resolution also come to the council at the request of the Personnel and Finance Committee to establish the process for the City to engage contractual services. CA Administrator spoke in opposition of the proposed resolution stating that it was his opinion would "tie the hands" of any city administrator to deal with operational needs such as contacting Roto-Rooter to clean a sewer line. Councilor Thayer moved to "pass on" the resolution and when inquired stated his intent and motion was to "throw out" the proposed resolution. Councilor Cuthbertson seconded the motion to throw out resolution. Ayes: Greene, Cuthbertson, Billings, Thayer. Nay: Koroush.

5.10 Proposed amendment to Personnel Policy for the Request for Time Off Form:

The Personnel and Finance Committee is recommending that the council authorize amending the City Personnel Policy with the addition of this form and process. A motion directing staff to initiate the amendment would be in order if that is the council's direction. Mayor suggested taking out the question on the form as to the reason for the

requested day off and the City Council concurred. Koroush moved to accept the form and initiate the process to add it to the personnel policy without the “reason” box excluded. Councilor Thayer seconded. Ayes: All.

6 Old Business:

6.1 Ordinance 2019-05 Second Reading and Adoption: Alley Vacation at Long Timber: CA Hohnbaum stated that the formal public hearing was held at the regular council meeting last month and tonight would be the second reading and adoption if that is the council’s direction. Councilor Thayer moved to adopt Ordinance 2019-05. Councilor Greene seconded. Ayes: All

6.2 Grant opportunity from Department of Land Conservation and Development: CA Hohnbaum spoke about the semi-annual grant of \$1000 that the city receives from the Oregon Department of Land Conservation and Development stating that it is \$1000 which the City did expect and had budgeted for and strongly recommended that the council reconsider and accept the funds: Councilor Thayer moved to accept the grant opportunity. Councilor Koroush seconded it. Ayes: All.

6.3 Water Source Project: CA Hohnbaum shared the written staff report with an option for potential new water source from the reallocation of the Willamette River Basin Study. Mayor Canter expressed regards for the new information giving perspective options for Monroe’s long-term water permitting issues potential resolution.

6.4 Water and Wastewater Operations Staffing: City administrator shared the three options of hiring internal candidate, not having any operators and seeking aid from other cities or maintaining the agreement in some form with SOWT. Councilor Thayer shared that it appears that they think we didn’t want them here. Councilor Cuthbertson shared that it is clear that they have that feeling because of how the council dealt with them and that the council could be more appropriate in handling some matters and that it wasn’t just with SOWT in which the city council has not maintained an appropriate mindfulness with issues and concerns. CP Billings stated that SOWT stated that they were a long way (geographically) and that the City should be searching for staff. CP Billings stated that he visited with SOWT staff and was told why Steve did not become a city employee as planned on July 1st. Mayor Canter asked the council for their direction. Councilor Cuthbertson move to accept the SOWT offer with the stipulations they set forth and seek an in-house employee for water operations. CP Billing seconded the motion with the intent to carry the City to the end of the year and we hire our own staff. It is the Council’s interpretation that the contract will end on December 31st. Councilor Koroush asked the CA to speak in the matter since he is the one communicating with SOWT. CA Hohnbaum stated that the most prudent move for consistency of service was to maintain a relationship with SOWT until other plans are known and decided upon. Ayes: All.

7 Other Business:

7.1 Councilor Comments: Councilor Koroush stated that he was resigning from serving as the City's representative on the Oregon Cascade West Council of Government's Board. Mayor Canter requested that this open position be placed on the October council agenda. Councilor Thayer thanked the council for the time they gave him to get his property within the confines of the ordinances related to stuff and vehicles. Councilor Thayer shared that some of the vehicles were operable but stated that he needed more time and that the police officer didn't know anything about the grace period that the council had granted him. Councilor Thayer stated that the City Administrator is vindictive and he is being harassed and he needs more time to resolve the situation and that the letter he received on the 16th only gave him two days since the letter was dated for the 11th. Councilor Thayer shared a list of vehicles that he is still working on or were collector items and that he was tired of being harassed. Councilor Cuthbertson stated that she heard from a business that stated that the letter they received regarding a garage issue seemed to be unclear and it was a complaint regarding garbage which Republic didn't pick-up. Councilor Thayer stated that the ordinance needs to be reworked and that he hasn't been able to work to get it done. Councilor Cuthbertson stated that the garbage compliance issue was being resolved. Councilor Thayer stated that having people walk on to his property was not appropriate. Council inquired of the City Administrator as to the number of inoperable vehicles and how many letters he had dispatched and he listed the 5 or so addresses that he was aware of. Mayor Canter suggested some vagueness in the ordinance that needs to be addressed by the Ordinance Committee. Councilor Thayer suggested the dog ordinance example where no code enforcement is taken without a second complaint. The council discussed whether or not complaints be required be signed and written and CA Hohnbaum stated that it would make code enforcement a lot easier if the council did change the policy and required signed written complaints prior to code enforcement. CA Hohnbaum stated that the system current is complaint driven and that a majority of the code enforcement issues are from written complaints but sometimes people just share a complaint while paying their utility bill so the issue gets added to the list to check on. The council discussed the current codes and the enforcement process and suggested that the Ordinance Committee needed to review the entire process and code prior to any future code enforcement actions being taken.

7.2 Committee Reports: CP Billings shared the marijuana issue that was discussed at the recent Personnel and Finance Committee meeting. Councilor Thayer stated that there would be no Ordinance Committee this month as they were waiting for codification update and will meet second week of October. Councilor Thayer recommended to the Council that the Ordinance Committee needed to rewrite the code enforcement section.

Council consensus was to direct staff not to do any code enforcement activities until the Ordinance Committee review the process and codes.

8 **Mayor Comments: None**

9 **ADJOURNMENT:** Mayor Canter adjourned the meeting at 8:34 p.m.


Approved by Council Action on October 28, 2019.



Mayor Paul Canter

10-28-19

DATE:

Attest: 
Rick Hohnbaum, City Recorder

