

MONROE CITY COUNCIL MINUTES

October 28, 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, Koroush, Canter and Greene. Councilor Cuthbertson was excused. Staff present was City Administrator/Recorder Hohnbaum. In the audience was Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Tim Eastridge. Additional audience members included Ryanne Canter, Todd Nystrom, Amy Nystrom, Bobby Eastridge, Thorin Nielsen, Eliza Mason and Budget Committee Member Nick Ritch.

2. PUBLIC COMMENTS: Commissioner Eastridge commented about how well the community is looking with the public works crew doing a great job including storm drains and potholes and that they should be commended.

3. STAFF REPORTS:

3.1 City Administrator Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Canter moved to approve the consent agenda. Councilor Greene seconded the motion. Ayes: All.

5. PUBLIC HEARING: ORDINANCE 2019-06 AN ORDINANCE AMENDING MONROE LAND USE DEVELOPMENT CODE CLARIFYING, DEFINING AND UPDATING REVIEWING AND APPLICATION PROCESS REQUIREMENTS FOR ALL NEW DEVELOPMENT WITHIN THE CITY OF MONROE: City Planner Hohnbaum stated that the City did advertise and provide notice to the Oregon Department of Land Conservation and Development regarding the conducting of a public hearing to consider legislative changes to the Monroe Land Use Development Code. Hohnbaum stated that the Planning Commission conducted a public hearing on this matter on October 4th. City Administrator Hohnbaum reminded the council of the Monroe Land Use Legislative Hearing Script and recommended to the Council that they follow the procedure as outlined. Mayor Canter welcomed the audience to the public hearing and requested the staff to provide a brief summary and introduction of the matter.

City Planner Hohnbaum stated that the purpose of the proposed legislation within the Monroe Land Use Development Code was to assure that the city had a process in place for the review of all proposed development and not just the development that involved public improvements. The

proposed legislation defines the need for City review of all proposed new development and includes a new form and fee for the costs for this process and that the City is the actual applicant for this legislative proposal.

Mayor Canter reminded the audience of the process for the testimony and council deliberations and decision making including the options of requesting a continuance or having the record remain open. Mayor Canter asked for any declarations of conflicts or rebuttals of disclosure and none were offered. Mayor Canter read from the script the requirements for testimony to be related to the subject matter and then requested the staff report. City Planner Hohnbaum presented the staff report and Mayor Canter asked if there were any questions. None were offered.

Councilor Greene expressed concerns about some of the landscaping and locates involved in the draft code. Councilor Greene suggested that a repeal process is needed in Section 3.350 and that a requirement for a landscape plan should be reconsidered.

Mayor Canter requested for anyone wishing to speak in favor of the proposed legislation. Commissioner Eastridge spoke stating that it provided some clarity and direction for the development code and encouraged the council to approve it. He stated that he agreed with Councilor Greene's comments but that the proposed language was a "good start" for the city to be involved with local development. Thorin Nielsen inquired as to what the problem was that required any change in the code and Mayor Canter shared the reasoning provided within the staff report. Mayor Canter asked for testimony in opposition of the legislation. Mayor Canter invited any other members of the public that wished to testify to do so and no one rose. CP Billings requested a work session to review the proposed changes. Councilor Thayer suggested that more time should be spent on the language and inquired about a time line. Mayor Canter closed the public hearing at 6:19 pm. There was no request for continuance or to keep the record open. Councilor Thayer moved to table the draft ordinance and conduct a work session. CP Billing seconded. Ayes: All. Council consensus was for a joint work session with Planning Commission.

3.2 Police Staff Report: Officer Serrano presented a monthly report. CP Billings complemented the police department on the radar speed board. Councilor Thayer asked if they could record license plates of people coming down off the water reservoir hill and driving too fast and Officer Serrano asked that he just be informed about the time of day that these occurrences happen and they could patrol.

6. NEW BUSINESS:

6.1 Appointment of City's Representative to Oregon Cascade West COG Board: Mayor suggested appointing Councilor Canter and with council consensus, did so.

6.2 Appointment of City's Representative to the Area Commission on Transportation: Councilor Canter suggested Councilor Greene who respectfully passed. CA Hohnbaum shared the online

training that the representative also has to do and Mayor Canter stated he would finish the year as the city's representative.

6.3 Request from OCWCOG for Representation-Census Complete Count Committee: CA Hohnbaum shared the printed notice contained with the City Council packet requesting a representative from the City. No person was appointed at this time.

6.4 Recommendation from Parks Committee Legion Hall Playground Equipment: Councilor Canter, Chair of the Monroe Parks Committee shared a committee recommendation for the City to acquire new replacement playground equipment for the park next to Legion Hall. Councilor Canter shared the equipment recommendation and the quote for the cost which would need to be installed by city staff. Councilor Thayer asked about protecting the equipment and wanted to know if the cameras worked at night. The council discussed closing the park at dusk. Councilor Greene moved to purchase the recommended equipment and Councilor Canter seconded. Ayes: All. Mayor appointed additional members to the Park Committee including CP Billings, Councilor Greene and Councilor Koroush.

6.5 Requests from the Monroe Festival Committee for City's approval including street closures: CA Hohnbaum stated that Commissioner Sheets had contacted him and would be unable to attend the council meeting. CA Hohnbaum stated the request included authorization to close the street sections listed in the written request and to use the good name of the City of Monroe for fundraising opportunities for the festival. CP Billings mentioned that they had changed the name of the festival. Councilor Koroush moved to accept all the requests listed on the report from the Monroe Festival Committee. Councilor Green seconded. Ayes: All.

7. OLD BUSINESS

7.1 Library Steeple Light Replacement Project: CA Hohnbaum stated that this item was before the City Council again after attempting to seek other quotes at the direction of the City Council and that the one quote they received was really a favor the building maintenance guy that the City had employed for the creation of the Capital Improvement Plan (CIP). This project will take a lot of effort and resources for a simple project requiring specialized equipment. CA Hohnbaum requested council authorization to proceed with the one quote received. CP Billings suggested that the entire light system needs to be changed instead of having to use the specialize equipment to get the lights repaired. Councilor Canter asked if the city had looked at doing different lighting and Councilor Koroush asked about the purpose of the lights. It was suggested to have the next council work session at library so that they could observe the situation on site. This business item was tabled by council consensus.

7.2 Water Source Project

CA Hohnbaum stated that this was on the Council's agenda at the council's request that additional research and information continued to be collected as the water master plan project proceeds. CA Hohnbaum stated that there may need to be a council work session relating to this subject in December or January due to the depth and complexity of all the issues involved in obtaining long-term permanency with the water permits. CA Hohnbaum stated that he was not requesting any

council action in regards to this business item and that this has been an ongoing high priority project for city staff.

7.3 Water and Wastewater Operations Staffing

CA Hohnbaum stated that per council direction, the recruitment process for a full-time city water treatment plant operator is proceeding. Interviews are set for next week and currently there are three candidates invited.

7.4 Code Enforcement Policy

Mayor Canter stated that this was on the agenda at the request of a councilor. CP Billings stated that things are on hold until the Ordinance Committee meeting. CP Billings moved to reinstate all the ordinances until a report is received from the Ordinance Committee. Councilor Canter seconded the motion. Councilor Thayer stated the ordinances didn't go away. Mayor Canter clarified that the ordinances didn't go away but that all enforcement of them had ceased based upon council direction. Ayes: Canter, Greene, Koroush, Billings. Nay: Thayer.

7.5 Resolution 2019-20 A Resolution declaring city owned property between Orchard Street and Dragon Drive as city right-of-way.

CA Hohnbaum stated that this item was an expected council agenda item based upon previous council direction and it is a required formalized declaration needed for the Safe Routes to School Grant. CP Billings stated that there should be evidence that the City owns the property. Councilor Canter moved to approve the resolution with the amendment for the right-of-way declaration be the entire piece of property from Orchard to Territorial Highway. Councilor Thayer seconded the motion. Ayes: All.

8 OTHER BUSINESS:

8.1 Committee Reports: PFC: Chair Canter spoke and made the motion for the City to reimburse mileage for Laurie's travel to attend class at LBCC. Councilor Greene seconded the motion. Ayes: Canter, Billings, Greene. Nays: Koroush, Thayer. Chair Canter stated that Resolution 2019-18 which was referred to the committee by the council will be coming back to the council in the same form with their recommendation. Chair Canter also stated that The Time Off Request Form would be on the next council agenda from the PFC. Chair Canter shared that it is the PFC's recommendation that the City update the Personnel Handbook to include both pre-employment and suspicion drug testing. CP Billings moved to amend the personnel handbook per the PFC recommendation. Councilor Thayer seconded the motion. Council discussed if the existing employees would need to be tested now or does the new policy go into effect for future employees. Council consensus was for legal counsel to provide the language for the proposed personnel handbook amendment involving drug testing. Ayes: All

Library Legacy Committee report: Councilor Canter shared the events of the four Library Legacy meetings which she has attended including the fund-raising efforts getting under way.

Mayor Canter announced that the City did receive an extension for the parks grant from the Oregon Department of Parks and Recreation for the restroom project.

8.2 Councilor Comments: CP Billings stated that the Parks Committee need to discuss the RV pad for the park. Councilor Greene and Councilor Canter discussed the park resident option and a need for a committee meeting to move this project forward. Councilor Canter stated that the next Parks Committee meeting will have the RV pad issue on their agenda.

Councilor Koroush asked about the remote working of the City Administrator because it is “screw-off time”. Councilor Koroush suggested that it is not a good time and that he should only be working in the office. Mayor Canter stated that there are times when he sees communications from the City Administrator during weekends and from remote locations. Councilor Koroush suggested that there not be any remote work days.

Councilor Greene expressed his thanks to the public works staff and their great work.

CP Billing thanked the public works crew for their obvious hard work.

9. **ADJOURNMENT:** Mayor Canter adjourned the meeting at 7:14 p.m.

Approved by Council Action on November 25, 2019, 2019.

 _____ 11-25-19

Mayor Paul Canter

DATE:

Attest:  _____ 11-25-19

Rick Hohnbaum, City Recorder