

MONROE CITY COUNCIL MINUTES

November 25, 2019 6 PM 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 Koroush, Thayer (6:09) Canter, Cuthbertson and Greene. 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 and Vice Chair of the Planning Commission Dan Sheets. Additional audience members included Terry Koroush, S. Scott McDowell (Brownsville City Administrator), Eric Eastridge, Tony Mercier, Gary Mercier, Ruby Mercier, Crystal Mercier, Seth Bailey, Todd Nystrom, Amy Nystrom, Bobby Eastridge, Christina Wickstein, Thorin Nielsen, Janet Deckard (JCPD), Eric Markell (JCPD), John Greydanus, Eliza Mason and Budget Committee Member Nick Ritch.

2. PUBLIC COMMENTS: Commissioner Eastridge complimented the city public works staff on doing a great job on the maintenance and look within the community.

Tony Mercier of 145 S 8th Street said he brought some paperwork to discuss his water bill issues. Mayor Canter asked him if he had something to share with the council to go ahead and speak. Mr. Mercier gave a history of their water usage including the filling of the pool and after a meter was changed out on the 22nd they used the same amount of water but the bill for August was for 27,000 gallons and in September it showed 33,000 gallons. Mayor Canter stated that he did meet with the Tony and Crystal the other day and he can't explain the water bill. Tony stated that there was nothing leaking and that they don't water their grass. Tony stated that his father was present when a notice was handed to him and that the city employee made an inappropriate statement. Council President Billings commented that the meter was looked at several times and it only moved when water went through it and so water went through it somehow. "In order for these meters to work, water got to go through it," Councilor Billings stated. Crystal stated that it was easy to hear water flow through the house and there was no such sound. Crystal talked about the concrete on the top was broken and that there were no leaks. Eric Eastridge stated that he has done some research and that it is possible to go in and change the parts of the meter. Councilor Greene asked if a meter replacement was an option and CA Hohnbaum stated that would be an easy task to do. Councilor Cuthbertson asked what was it that the customer like to see for a resolution. Tony stated that they want the meter switched and tested and they want their bill zeroed out. Councilor Canter asked about the 30,000 gallons in September. Councilor Greene suggested a different meter and see what the account usage looks like in the future.

CP Billings asked about the other half of the issue regarding personnel issue of a statement made by staff to relative of the residence. Councilor Cuthbertson suggested that a discussion with staff about professional behavior reminder would be good. Terry Koroush stated that he was the one accused of making a statement and that city staff had taken a water meter apart earlier in the day and there was no way that anyone can monkey with the inwards.

3. STAFF REPORTS:

3.1 Police Report: Officer Erik Markell presented a weekly Junction City Police Department Report. Officer Markell stated that they are looking into city ordinance violations. Currently there has been a run of dangerous physical fights and that there is a batch of bad drugs in Junction City and there has been injury to a JCPD officer dealing with these situations and encouraged Monroe to be on the lookout for unusual behavior. Councilor Thayer stated that he does not see officers at the elementary school as much as at the high school. Council discussed the elementary school zone and the upcoming light parade. Janet Deckard spoke about a new program being rolled out dealing with people with autism and training officers to recognize when they encounter them and how to approach and communicate. The JCPD is going to provide a community training event so other people can join them in their efforts.

3.2 City Administrator, Rick Hohnbaum: CA Hohnbaum reviewed the written report that was distributed and shared the recent correspondence of thanks from the Art in Park participants. CA Hohnbaum requested authority to sign off on OLCC request for a new liquor license at the Long Branch which council granted. Hohnbaum stated that staff would all like to take the days off prior to the Wednesday of Christmas and asked for the council's blessing to close City Hall all three days prior to Christmas. Hohnbaum inquired from council as to their direction relating to replacing the interior steeple lights at the library. Councilor Koroush made a motion not to replace the non-functioning lights at the library. Councilor Thayer seconded the motion. CA Hohnbaum inquired as to council's direction to staff in addressing the lighting issues sharing concerns regarding the expense of involving lighting consultants. Ayes: Billings, Koroush, Thayer, Greene. Nays: Cuthbertson, Canter. Hohnbaum also presented the draft letters relating to sidewalk issues which the Public Works and Safety Committee requested for council approval prior to dispatching them. Councilor Greene moved to send sidewalk letters and CP Billings seconded the motion. Seth Bailey shared their plans to remove the tree and then gravel and repair the sidewalk at 6th and Main. Councilor Cuthbertson asked about the inability of some people to be able to fix the sidewalks. Ayes: All. CA Hohnbaum shared the status of the water treatment plant operator job offer and asked direction from council. CP Billings suggested that if he had a better offer he should go for it.

Councilor Greene moved to have City Hall open on December 23rd and CP Billings seconded. Councilor Thayer asked about paying the water operator more than the CA. Ayes: All. The council discussed the range of pay and longevity. Councilor Canter moved to offer \$65,000 and after a year at \$70,000. Ayes: Canter, Greene, Thayer, Koroush, Cuthbertson. Nay: Billings

Councilor Koroush made a motion to not allow employees to move any personal property without a written release of liability. Councilor Canter seconded the motion. Ayes: All

Councilor Thayer thanked everyone that participated in the Halloween function.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Greene moved to approve the consent agenda. Councilor Canter seconded the motion. Councilor Thayer inquired about the amount of the SOWT monthly bills which CA Hohnbaum explained. Ayes: All.

5. PRESENTATION: Intergovernmental Agreement for 8 rural communities of Linn and Benton

County: S. Scott McDowell, Brownsville City Administrator on behalf of the 8 communities' partnership presented a draft IGA to the city council to continue the development of the regional rural partnership to promote economic development. Administrator McDowell presented a brief PowerPoint presentation as to the regional partnership history and offered to respond to any questions from the council regarding the proposed IGA and draft Council Resolution for the adopting of the IGA. Mr. McDowell shared some of the previous work that the partnership has successfully created as well options for additional joint efforts to promote rural economic development within the region and the catalyst created by the involvement of the Family Ford Foundation and nearby research institutions. Mr. McDowell shared what was happening in some regions of the state but not here since no coalition or partnership have been created within the Monroe region and while the amount of future funding is unknown, no funding commitment is being made by the proposed agreement in creating the partnership for the region.

6. PUBLIC HEARING: ORDINANCE 2019-07 AN ORDINANCE DECLARING AND DEFINING CITY ROAD RIGHT-OF-WAY FOR CITY OWNED PROPERTY ALONG FORMER RAILROAD BED BETWEEN ORCHARD AND TERRITORIAL HIGHWAY

City Administrator Hohnbaum shared the fact that while the council had already approved this action by council resolution in order to appease the Oregon Department of Transportation, an ordinance was required in order to file the property as a public road right-of-way with the county clerk. Staff is requesting a public hearing and a first reading and if the council wants to avoid a repeat of the process in December, they could modify it and do both the first and second reading tonight and adopt the ordinance. Mayor Canter opened the public hearing at 7:35 pm asking for any members of the public who wished to speak on this matter. Commissioner Eastridge rose and spoke in regards of the proposed ordinance and the bottle neck created by Dragon Drive being the only right of way access to the elementary school. Mayor Canter asked for anyone who wished to speak in opposition and there was none. Mayor Canter asked for anyone wishing to speak in regards to the proposed Ordinance. Mayor Canter closed the public hearing at 7:36 pm. Councilor Thayer moved to adopt Ordinance 2019-07 first reading. Councilor Canter seconded the motion. Ayes: All. Councilor Canter moved to approve the second reading and adoption of Ordinance 2019-07 and Councilor Koroush seconded the motion. Ayes: All

7. NEW BUSINESS:

- 7.1 Citizen Ordinance Complaint (8th and Ash Street): Mayor Canter spoke that this was on the agenda at the request of a neighboring citizen. CA Hohnbaum stated that a staff report was included in the council packet. Mayor Canter asked Officer Markell if he had any insights to provide and Officer Markell shared a written report. Mayor Canter inquired of contact with squatters and from the bank. Council discussed talking to the bank and getting the property cleaned up.
- 7.2 Resolution 2019-21 A RESOLUTION approving the Intergovernmental Agreement (IGA) with the rural communities of Linn and Benton County to promote and develop rural economic development: CA Hohnbaum pointed out that this was the resolution regarding the IGA which had been presented earlier on the agenda by Administrator McDowell. McDowell shared the wording which allowed each City Council from each of the communities to determine the amount of funding to be expended for this partnership. Councilor Thayer moved to adopt Resolution 2019-21. Councilor Canter seconded the motion. Ayes: All
- 7.3 Resolution 2019-22 A Resolution Amending City Personnel Handbook to include a new process and form for City Staff to request scheduled time off: CA Hohnbaum stated that this was on the council agenda at the request of the council. Councilor Koroush moved to approve Resolution 2019-22. Councilor Greene seconded the motion. Ayes: All
- 7.4 Resolution 2019-23 Adopting 2019 Library Capital Improvement Plan: CA Hohnbaum stated that the resolution was prepared so that the council could officially approve the plan. Their approval of the plan would facilitate the fund raising and perhaps grants in order to implement the proposed plan and requested council's approval of the resolution. Councilor Thayer moved to approve Resolution 2019-23. Councilor Canter seconded the motion. Ayes: All.
- 7.5 Resolution 2019-24: A Resolution accepting Small City Allotment Grant of \$100,000 for the Main Street Project and authorizing Mayor Canter to sign Grant Agreement on behalf of the City of Monroe: CA Hohnbaum reminded the council that the city had received notice of the \$100,000 grant for the Main Street Project. Hohnbaum shared a one-page finance report as to options for funding the required city match and reminded the council that this plan is without sidewalks. In order to accept the grant, the City needs to enter into a grant agreement with the Oregon Department of Transportation and the proposed Resolution 2019-24 is entering into the agreement and allowing Mayor Canter to sign it on behalf of the City. Councilor Koroush moved to approve Resolution 2019-24. CP Billings seconded the motion. The council discussed the additional funding required to make this project happen and the financial challenge it will present to the City. CP Billings stated that it was time to start. Councilor Canter expressed concerns about spending the entire street fund on one project. Ayes: All

- 7.6 Request from Monroe Art Association for City Support: Christina Wickstein rose and spoke to the City Council regarding the Monroe Art Association recent activities and plans and requested Council support in their activities. Councilor Thayer moved to support the Monroe Art Association and Councilor Canter seconded the motion. Ayes: All
- 7.7 Underground Tech Manhole Rehab Quote Authorization: CA Hohnbaum presented the quote, stating that the city budgeted \$12,000 for this project in the Sewer Reserve Fund. Hohnbaum stated that staff would like to proceed in making this project happen after receiving council blessing to proceed and recommended that council approve the requested action. Council gave consensus to move the project forward as planned.

8. OLD BUSINESS

8.1 Resolution 2019-18 A Resolution Establishing the Recruitment and Selection Process for new city employees: CA Hohnbaum stated that this resolution has not be changed from the last time it was on the council agenda. The council had referred the resolution to the Personnel and Finance Committee and they had recommended no changes and amendments to it and are sending it back to council for consideration and adoption. CP Billings stated that the current process is working and it is working well and when the committee had problems it came back to council. Council asked that all new employees should come to one council meeting. CP Billings moved to adopt Resolution 2019-18. Councilor Canter seconded the motion. Ayes: Billings, Thayer, Canter, Cuthbertson, Green. Nays: Koroush.

8.2 Park Host Site Project: CA Hohnbaum stated this was on the agenda at the request of Public Works and Safety Committee. Chair Greene stated that having a presence would be in the best interest for the protection and safety of the park area. A staff drawn diagram and listing of materials has been completed. Councilor Canter moved to have Councilor Greene and the Public Works and Safety Committee explore all aspects of the proposed project. Council Consensus was created as proposed by Councilor Canter.

9. OTHER BUSINESS:

9.1 Committee Reports: Parks-Canter announced the new equipment having been purchased and will be arriving in about a month. Councilor Canter asked about locking up the small park by Legion Hall at night. Councilor Cuthbertson shared that anyone who has access to the hall also has access to the park.

Councilor Canter shared three announcements related to local Holiday Happenings.

9.2 Councilor Comments: CP Billings asked who supervises the city staff when the city administrator is not in the office and council consensus was that it was the Mayor.


Councilor Koroush commented about the ongoing yard sales suggesting that there should be limited duration and Mayor Canter suggested that the Ordinance Committee should address this concern.

Councilor Canter announced the Personnel and Finance Committee meeting on January 13th.

The City Council discussed the park restroom project.

10. ADJOURN: Mayor Canter adjourned the City Council meeting at 8:28 PM

Approved by Council Action on December 16, 2019.



Mayor Paul Canter

12-16-19

DATE:

Attest: 

Rick Hohnbaum, City Recorder