

MONROE CITY COUNCIL MINUTES

January 27, 2020 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, Canter, Cuthbertson and Greene. Staff present was City Administrator/Recorder Hohnbaum and Laurie Eastridge. In the audience was the chair of the Monroe Fire District Board and Planning Commissioner Tim Eastridge, Bob Eastridge, Vice Chair of the Planning Commission Dan Sheets, Terry Koroush, James Templeton, Grant Reese, Thorin Nielsen, Ryann Canter, John Greydanus and Eliza Mason.

2. PUBLIC COMMENTS: Mayor Canter called for public input. James Templeton and Grant Reese, chair of the Gleaners Board, requested 60 additional days before the city would require them to move from the old library site stating that they have a high chance of success of moving to the Methodist Church site. CP Billings asked what happens if that church opportunity falls through and they don't have a plan "B" in place. Council Canter and Councilor Greene shared the mess that was being left overnight in front of city hall by people leaving things as well as the smell and the bugs within the city hall facility. Mr. Reese stated that until very recently the board was unaware of the smell and bug issues and that they needed to "clean up their curb appeal" and that the board now recognizes that. He apologized to the council for this recent activity of things being left outside. Councilor Koroush stated that he is on the board for the food bank and was not aware that the process of the gleaners moving into the food bank operated facility at the church and that the process for that to occur would take at least six months if it was to happen. CP Billings stated that the Gleaners had been given almost six months' notice and that they had been given ample time. Mayor Canter shared that he recognized that Mr. Templeton has been overwhelmed in the honorable work that he is doing for the community. Councilor Canter suggested a compromise of 30 days. Councilor Canter moved to grant the gleaners 30 days after the current deadline of January 31st with no food left outside of the office. Councilor Cuthbertson seconded the motion. Ayes: Canter, Greene, Cuthbertson, Billings. Nays: Thayer, Koroush. CA Hohnbaum stated for the record that he was a member of the board of the trustees of the ownership of the United Methodist Church and that he has excused himself from any consideration at the board level regarding the United Methodist Church property for the Monroe site.

3. STAFF REPORTS:

3.1 Chief Bob Morris: Chief Morris presented a monthly report to the city council and shared current law enforcement issues and concerns relating to Monroe. Chief Morris stated that the

Police Department are in the process in selecting a new report writing system which will increase their ability to provide more informative reports to the city council regarding law enforcement actions. Chief Morris shared the community plans regarding community training and awareness of autism and communicating with people with autism. Chief Morris shared the staff training that is also being done related to developmentally challenged individuals within the community. CP Billings asked about progress with the house issue at Ash and 8th Street and Chief Morris stated he had not had a chance talk to the officer assigned to the case. Chief Morris stated that a reader board with speed postings will be out by mid-March.

3.2 City Administrator, Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet and inquired of council as to their choice of meeting dates in March. By council consensus they decided to maintain the March meeting for the 4th Monday which will be during spring break. CP Billings asked about permits and flood plain for the RV pad in the park. CP Billings asked about recouping money from the forgiveness granted since the water meter came back tested and was ok. CP Billing stated that he felt that Mr. Koroush was treated unfairly. Councilor Canter reflected that the audio recording would provide information as to whether or not the forgiveness was to be done before the results of the testing was known and that the council could listen to the tape. CP Billings stated the city refunded money in good faith and that money should be returned in good faith. Councilor Koroush will listen to the recording of the November council meeting where the meter forgiveness issue was discussed.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Canter moved to approve the consent agenda. Councilor Koroush seconded the motion. CP Billings stated that money was being spent for engineers and nothing was being put in the ground. Mayor Canter stated that anyone who wanted to be involved and meet regarding the City Park Restroom Project should be at the park at 10AM Wednesday. Ayes: Canter, Greene, Cuthbertson, Thayer and Koroush. Nays: Billings.

5. PRESENTATION: Adam Sussman Water Conservation Plan/Water Source Information

Adam Sussman introduced himself and the history that he has with the city having been involved with water source issues with the city for many years. Mr. Sussman shared a PowerPoint presentation outlining the WMCP requirements and history as well as the particulars relating to the Monroe WMCP including water rights and water source issues. Mr. Sussman shared some potential options for future water rights or permitted access for contractual water that may be available to the City.

6. NEW BUSINESS:

6.1 Resolution 2020-01 A Resolution adopting the 2020 Water Conservation and Management Plan: CA Hohnbaum stated that the resolution was prepared in preparation of the adoption of the plan as presented. Councilor Canter moved to adopt resolution. CP Billings seconded the motion. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay: Koroush.

6.2 Appointment to Vacant Seat on Monroe Planning Commission: CA Hohnbaum introduced this business item by stating that the city had only received one letter of interest and the proposed volunteer was in the room for the council consideration. Mayor Canter asked John Greydanus if he had any additional comments to share. Councilor Canter moved to appoint John Greydanus to the Monroe Planning Commission. Councilor Greene seconded the motion. Ayes: Canter, Cuthbertson, Greene, Billings, Thayer. Nay: Koroush

6.3 2019-2020 Cost of Living Increases for City Personnel: CA Hohnbaum pointed out the draft minutes from the Personnel and Finance Committee (PFC) which provided the basis of the agenda item which PFC had forwarded to the City Council. CP Billings stated that the city has been generous to staff and at this time he doesn't think a COLA should be granted. Councilor Greene moved to address it in the next budget cycle and Councilor Koroush seconded it. Ayes: Greene, Cuthbertson, Thayer, Koroush, Billings. Nay: Canter. Councilor Canter asked about last year COLA and CA Hohnbaum shared that one was granted in January for half the fiscal year.

6.4 Appointment to Oregon Cascade West Council of Government Board: CA Hohnbaum stated that the COG expects to have both a primary and an alternate representative appointed by the City and that the primary representative was required by their bylaws to be an elected official. CA Hohnbaum stated that they normally meet on the 3rd Thursday of odd number numbered months in Albany. The council discussed options to fill the position. By council consensus Councilor Cuthbertson was appointed primary and CA Hohnbaum as the alternate.

6.5 Appointment of City representative to the Transportation Advisory Board: CA Hohnbaum stated that a calendar for their meetings are in the packet and that again the primary representative is required to be an elected official. By council consensus CP Billings was appointed primary and CA Hohnbaum as alternate.

6.6 Appointment of City representative to the Oregon Cascade West Council of Governments Consortium: CA Hohnbaum read from the bylaws of the Consortium about their organizational purpose and role. He stated that they usually meet monthly on the third Friday at 10:00 am and that a majority of the representatives are city managers or administrators. By council consensus CA Hohnbaum was appointed as the city's representative.

6.7 Request for staff continuing education and conference authorization: CA Hohnbaum stated that there were several requests for education and conference attendance from staff members reminding the council that they directed him to bring all over-night related training events that staff wanted to attend, to the council for authorization. Starting with the City County Insurance Services Annual Conference, CA Hohnbaum stated that he has attended it for years and that CIS provides free registration and one-night hotel for one participant from each entity. Hohnbaum stated that he is proposing that the finance officer attend so the cost would be a second night of hotel expenses, a meal and mileage. CA Hohnbaum recommended that the council approve the expense. Councilor Thayer moved to authorized as requested. Councilor Canter seconded the motion. CP Billings brought up the issue of the pickup not being able to use by staff from city hall because it is at the water plant. Councilor Canter suggested sending the pickup to the conference for three days would make it not available for staff use. Ayes: Canter, Billings, Thayer, Cuthbertson, Greene. Nay: Koroush.

The next request is for the annual Oregon Association of Water Utilities Technical Training Event and Conference which both Finance Officer Floyd and Public Works and Wastewater Treatment Operator Wyman have requested to attend. Hohnbaum shared his experiences attending this event and encouraged the council to approve both requests stating that there are usually four different tracks of workshops including one for finance and administration. Councilor Greene moved to send Steve Wyman. Councilor Canter seconded the motion. Ayes: Canter, Billings, Thayer, Cuthbertson, Greene. Nay Koroush.

6.8 Authorization to refund deposit received in 2002 for water connection. CA Hohnbaum shared the letter sent to the party seeking to connect to the water system which outlined their options and known expenses including the fact that the payment paid in 2002 was a deposit based upon the minimum cost for connecting at that time. CA Hohnbaum explained that they are seeking cheaper options including installing a well and that they may ask for a refund of the deposit. Mr. Eastridge stated that all the property owners in that area were offered the opportunity to connect to the city water system, but only one took the offer. Councilor Koroush moved to authorize city to refund the \$1600 if asked. Councilor Thayer seconded the motion. Ayes: All

6.9 Request for insurance coverage for part-time employee: CA Hohnbaum stated that the city personnel policy clearly state that there is an option available for part-time personnel to request insurance coverage even if they do not work the minimum hours per the personnel policy for full-time city funded benefits. Such a request has been made by a part-time employee and this request was taken to the Personnel and Finance Committee who is now bringing it to the full council. Hohnbaum stated that the part-time employee making the request is present this evening. Councilor Canter stated that the reason why the city hired part-time employees is so that they did not have to provide benefits. Mayor Canter stated says that it isn't authorized unless council agrees. CP Billings suggested that the city wanted to save on expenses. Councilor Thayer moved to accept the request for insurance coverage. No second was made and Mayor Canter declared the motion has "dead" for lack of a second.

6.10 Request for employee compensation consideration: Councilor Canter stated that this was another business item discussed at the recent Personnel and Finance Committee meeting and is being brought forward to the full council for their consideration. CP Billings stated that this was discussed at PFC and that he was a good worker. Mayor Canter stated that he did not talk to the employee directly and shared the employee's perspective which the City Administrator had provided in preparation of the council meeting. Councilor Greene asked if there was a compensation increase based upon additional certifications. Councilor Cuthbertson asked if there were other certifications and testing out there that could result in increased cost. Councilor Greene asked about the conditions of the funds that support this employee's wages and CA Hohnbaum stated that with the exception of the Water Fund, they are on at the appropriate levels based upon budget and finances. Councilor Canter suggested that amount being requested is extremely high. Councilor Thayer moved to increase the hourly wage by \$6. Councilor Canter stated that the knowledge of what other staff are making is some of the reasoning that the employee is making this request. CP Billings seconded the motion stating that both employees are looking to get cross trained. Councilor Cuthbertson expressed concern about the amount of the raise and the city's financial budget of the city. Councilor Green suggested that it should be a \$3 hourly raise. Ayes:

Thayer, Koroush, Billings. Nays Canter, Greene, Cuthbertson, Mayor Canter. Councilor Koroush moved to give him \$3 an hour a bump until budget time and then discuss it again. Councilor Thayer seconded. Ayes: Greene, Canter, Thayer, Cuthbertson, Koroush. Nay: Billings.

6.11 Resolution 2020-03 A Resolution authorizing Intergovernmental Agreement with Oregon Cascade West Council for Governments for Planning Services: CA Hohnbaum stated that the city staff has been working with OCWCOG GIS staff on creating and inventory maps of all city utilities. However, the City does not currently have an IGA with the OCWCOG for planning services in place since the City went into partnership with Benton County on the city/county associate planner position. City Administrator/Planner Hohnbaum stated that staff would like to continue working on getting both the paper and electronic mapping of all city utilities in order and continue working with COG staff to move this project forward. Councilor Canter moved to adopt the Resolution 2020-03. Councilor Thayer seconded the motion. Ayes: Canter, Cuthbertson, Billings, Greene, Thayer. Nay Koroush.

7. OLD BUSINESS:

7.1 Resolution 2020-02 A Resolution amending Personnel Handbook relating to employee drug testing: CA Hohnbaum shared the work done on the document both at staff level and by the Personnel and Finance Committee (PFC). CA Hohnbaum shared responses received from legal counsel on several questions raised by the PFC and shared the edits within the document in response to those additional insights and direction. CP Billings moved to adopt Resolution 2020-02. Councilor Canter seconded the motion. Ayes: All

Councilor Canter moved to put on all city job descriptions the indication that they are defined as safety sensitive positions. Councilor Koroush seconded the motion. Ayes: All.

8. OTHER BUSINESS:

8.1 Committee Reports: Councilor Canter reported on the Monroe Arts Association activities and the support they are receiving from Nystroms including access to use the Hard Times Building for art related activities.

Councilor Thayer asked Ordinance committee members as to when they can meet. Tuesday Feb 4th at 5:30pm. CA Hohnbaum will send out notes from last meeting and agenda.

8.2 Councilor Comments: CP Billings stated that the pickup belongs at city hall and not just sitting at the water treatment plant. CP Billings stated that it was not the purpose for buying the city pickup. CP Billings stated that it should be used for the Salem and Bend trips. CP Billings moved

that the city pickup stay in the city garage in the lot at city hall for usage by everyone who needs it and that not be used for errands. Councilor Koroush seconded the motion. Councilor Cuthbertson asked for clarification as to why the council is addressing this issue and if it really is an issue. CP Billings responded that the employee can take their personal vehicle to water treatment plant and then they can walk to city hall to get the pickup. Nay: Canter, Greene. Ayes: Thayer, Billings, Cuthbertson, Koroush.

The word "personal" was amended with the wording prior to the word "errands" by motion by Councilor Greene. Councilor Greene seconded the motion. Ayes: All.

CP Billings stated that the Water Fund was in the red and he wanted to know what was going to be done to put it back in the black. CP Billings asked why money could not be transferred to keep the fund in the black. CA Hohnbaum stated that the fund was in the black and explained the non-transfer of funds out the water fund.

Councilor Greene reported on the tree funds for holiday decoration lights. Up to \$9,815 has been raised and the goal is \$12,000.


Councilor Greene stated that the Long Branch is opening February 1st. Councilor Greene suggested some signage limiting it to one-way on half the block of the alley due to a blind traffic corner.

Councilor Koroush stated that the council packets need to be smaller with less paper used.

8.2 Mayor's Comments: Mayor Canter stated that there would be a gathering of involved parties for the park restroom project Wednesday morning at 10 AM and invited any and all interested in attending to do so.

9. ADJOURN: Mayor Canter adjourned the City Council meeting at 9:05 PM.

Approved by Council Action on February 24, 2020.

 _____ *2-24-2020*

Mayor Paul Canter _____ DATE: _____

Attest:  _____ *2-25-2020*

Rick Hohnbaum, City Recorder