

MONROE CITY COUNCIL MINUTES

February 24, 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 and Cuthbertson. Councilors Canter and Greene were excused. Staff present was City Administrator/Recorder Hohnbaum and Laurie Eastridge. In the audience was County Commissioner Xia Augerot, Ari Basil-Waner, (both from Benton County) Sarah Whitney (Long Tom Watershed), the chair of the Monroe Fire District Board and Planning Commissioner Tim Eastridge, Bob Eastridge, Vice Chair of the Planning Commission Dan Sheets, Erma Alexander, Todd Nystrom, Amy Nystrom, Richard Alexander and Terry Koroush.

2. **PUBLIC COMMENTS:** Mayor Canter called for public input and no one rose to speak.

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 including the writing of 44 citations within the last month. Chief Morris stated that the Police Department are still working on the report writing software system and that there had been significant burglary activity in Junction City. The council discussed concerns with the Chief and they thanked him for his time.

3.2 City Administrator, Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet and the addendum published on Friday. Councilor Thayer moved to approve the overnight Siletz trip for the city administrator and Cuthbertson seconded the motion. Ayes: Cuthbertson, Thayer. Nays: Koroush, Billings. Ayes: Mayor Canter. Approved 3-2.

CA Hohnbaum encouraged a more aggressive meeting Ordinance Committee meeting schedule to complete the codification project. City Council discussed the codification project with Ordinance Committee setting future meetings for Tuesdays at 5:30 until they are through the code book and then there would be a council work session to review the work. Councilor Billings inquired as to why the Water Fund was in the red. CA Hohnbaum provided information related to water treatment plant issues and concerns and recent work accomplished some of which was budgeted for and some which was not. CP Billings stated that the council should be informed prior to spending the funds. CA Hohnbaum stated the Water Fund was currently \$757.61 in the red but he expected it to be in the black by the end of the month based upon the revenue pattern from January water payments. CP Billings asked

if the city was still using SOT services and CA Hohnbaum responded that the city was not currently using their services but there may be a need to consult with them in the future.

4. CONSENT AGENDA:

Bills and Minutes: CP Billings asked if the city is still using SOWT and requested that the mayor sign a letter thank them for doing a great job. Councilor Cuthbertson moved to approve the consent agenda Councilor Koroush seconded the motion. CP Billings requested a report on all the engineering expenditures through the budget. CP Billings stated that the meter which had a potential leaking issue was tested and came back as being “ok” and CA Hohnbaum was asked if a letter had been sent requesting a refund on the utility bill forgiveness. CA Hohnbaum stated that no letter had been transmitted as because he understood Councilor Koroush was going to listen to the tape and see if a promise had been made. Councilor Koroush stated that it wasn’t on the November council meeting tape. Council agreed that Councilor Koroush would listen to the October tape. Councilor Cuthbertson moved and Councilor Thayer seconded a motion to approve the consent agenda. Ayes: Thayer, Cuthbertson. Nays: Koroush, Billings. Aye: Mayor Canter. Consent Agenda adopted 3-2.

5. PRESENTATION:

5.1 Sarah Whitney, Long Tom Watershed: CA Hohnbaum introduced Sarah Whitney stating that she was present to provide an update of the existing grant and partnership between the City and the watershed and our joint intentions in renewing the grant by applying again and continuing the work being done. Ms. Whitney shared the success of the project to date and the plans to continue the work with the new grant funding if received from the State of Oregon. Councilor Thayer moved to adopt resolution 2020-06. CP Billings seconded the motion. Ayes: Cuthbertson, Billings, Thayer. Nay: Koroush. Mayor Canter declared approved.

5.2 Ari and Xia: Commissioner introduced herself and Ari to review the Benton County Criminal System Improvements and their purpose of the presentation for the Monroe City Council. Ari provided a complete update of the planning process under way to review and resolve options in addressing the deficiencies within Benton County Criminal Justice System. Ari shared the role in public education that she is providing on behalf of the county and expressed her thanks for the council’s time. Commissioner Xia shared the 40-bed limits as well as the limitations of use due to the diversity of people within the jail.

6. NEW BUSINESS:

6.1 Customer Concern of base rate of water accounts: Mayor Canter invited Mr. Omundson to speak regarding his concern.

6.2 Budget Calendar: CA Hohnbaum stated that while a budget calendar is not a state requirement, it is a recommendation from the Oregon Department of Revenue that municipalities adopt a budget calendar. CA Hohnbaum stated that having an adopted and posted budget calendar allows publication and opportunities for community engagement of the public budgeting process. CA Hohnbaum recommended that the City Council adopt a budget calendar. Councilor Cuthbertson

moved that the City of Monroe adopted the draft budget calendar as proposed. Councilor Thayer seconded the motion. Ayes: All.

6.3 Appointment of Budget Committee: CA Hohnbaum reminded the council that they had directed him to seeking the desire of the two individuals rotating off the budget committee as to their interest in being re-appointed and both Dan Sheets and Nick Ritch expressed a clear direction requesting council reappointment and that they are three-year appointments. Mayor declared them appointed without objections.

6.4 Appointment of Budget Officer: CA Hohnbaum stated that the City is required to appoint a budget officer as a part of the Oregon Public Budgeting Laws stating that traditionally it has been the City Administrator and that it can't be an elected person or a member of the budget committee. Mayor Canter requested from the council their desire and direction and for a motion. Councilor Cuthbertson moved to appoint moved to appoint Rick Hohnbaum to be the 2020-2021 budget officer. Councilor Thayer seconded the motion. Ayes: All

6.5 Resolution 2020-05 Adoption of 2016 Wastewater Master Plan and the 2020 Wastewater Master Plan Amendment. CA Hohnbaum stated that copies of both master plans were distributed within the last two weeks and available on the website. For the purpose of planning and addressing issues long-term with state regulatory staff, a formal adoption of both plans would be in the city's best interest. Hohnbaum stated that there was not an urgent need for adoption if the council wanted more time for review. Councilor Koroush inquired if any additional funds would be expended for engineering services and CA Hohnbaum stated that yes. The implementation of design and construction to do the projects contained within the master plans would require engineering services. The council asked for more time to review the two plans and to place this item on the March Council agenda. Tabled.

7. OLD BUSINESS:

7.1 Motion to reconsider city vehicle motion made at January council meeting: CP Billings stated he would like the entire council present to discuss this business item. Councilor Cuthbertson stated that she felt that the council should reconsider the discussion and needed more information to make an informed decision than what they had when it was discussed at the January council meeting. She stated that it would be nice to have the entire council involved in the decision but there were potential safety issues involved. CA Hohnbaum asked that council allow the CA adjudicate the use of the pickup and shared some of his concerns relating to safety and access to staff services to address both urgent and non-urgent water service needs.

Councilor Cuthbertson expressed concern about the unsafe crossing of the bridge. Council discussed the use of the pickup. CP Billings moved for the water treatment plant operator to drive (personal vehicle) to the city hall to use the F150 for his errands and whatever else he needs it for. Councilor Koroush seconded. Ayes: Koroush, Cuthbertson, Billings. Nays: Thayer.

7.2 Request for insurance coverage for part-time employee: Mayor Canter shared that this was something that was discussed at the January council meeting but additional information has been received and that the request is for the insurance coverage to start in July for the next fiscal year

so it could be in the new budget if the council approved the request and encouraged the council to look upon this action favorably. Councilor Cuthbertson moved that the request be tabled until the March meeting when the entire council would be able to participate in the decision. Councilor Thayer seconded the motion. Ayes: All.

7.3 Annual Oregon Association of Water Utilities Technical Training Event and Conference: Both Finance Officer Floyd and Public Works and Wastewater Treatment Operator Wyman have requested to attend. CA Hohnbaum shared his experiences attending this event and encouraged the council to approve the amended request stating that there are usually four different tracks of workshops including one for finance and administration. Councilor Thayer moved to approve the request for the Finance Officer to attend the OAWU Conference. Councilor Cuthbertson seconded the motion. Ayes: Cuthbertson, Thayer. Nays: Billings, Koroush. Mayor Canter Aye. 3-2.

CA Hohnbaum shared his two requests for continuing education professional development in October stating that they are back-to-back events and one of them was in support of the council goal on the emergency operations plan council goal. Councilor Koroush inquired as to how often the CA had attended these conferences and CA Hohnbaum stated he had never been to one of them and the second conference is held only every other year so he had been to one in his three years at Monroe. Councilor Thayer moved to approve and Councilor Cuthbertson seconded. Ayes: Thayer, Cuthbertson. Nays: Koroush, Billings. Mayor Canter: Nay. Fail 2-3. Mayor Canter asked to put on the March council agenda.

8. OTHER BUSINESS:

8.1 Committee Reports: Tuesday 5:30 Ordinance Committee at city hall. CP Billings asked Mayor Canter to ask Councilor Canter for a Parks committee meeting and a Personnel and Finance Committee meeting.

8.2 Councilor Comments: Councilor Koroush stated that he heard there was a utility hookup in town that was not paying base rate. Staff was asked to research and bring it back to council.

8.3 Mayor's Comments: None

9. ADJOURN: Mayor Canter adjourned the City Council meeting at 8:00 PM.

Approved by Council Action on March 23, 2020.

Mayor Paul Canter 3-23-2020
DATE:
Attest: _____

~~Rick Hohnbaum~~, City Recorder
Tracy Floyd