

MONROE CITY COUNCIL MINUTES

April 27, 2020 6 PM LIBRARY BREEZEWAY

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 Councilor Koroush to lead the Pledge of Allegiance.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Canter, Cuthbertson, Greene, Koroush, and Thayer. Staff present was interim City Recorder Tracy Floyd, Public Works Lead Steve Wyman and Office Administrative Assistant Laurie Eastridge. In the audience was the chair of the Planning Commission Kathy Smith, Planning Commissioners Tim Eastridge, Dan Sheets and John Greydanus. Also in the audience was Janeece Cook, Bob Eastridge, Evelyn Lee, Nicholas Ritch and Terry Koroush and Officer Serrano with the Junction City Police Department.

2. PUBLIC COMMENTS: Janeece Cook, South Benton Food Pantry, rose to speak about the need and support in our community for food especially in these hard times. She is currently serving 46 families in the area and many food items are hard to come by. She would love to see additional donations and will take anything she can get.

Evelyn Lee rose to speak about the work she is doing with the Oregon Department of Forestry to prepare our community for the wild fire season. There are many resources available and shared these with the council.

3. STAFF REPORTS:

3.1 Chief Bob Morris: Officer Serrano was present to give the Chief's report, as Chief Morris couldn't attend. Officer Serrano stated that traffic through town has slowed down considerably during this pandemic. The Junction City Police Department is recommending the noise ordinance on the website be updated.

3.2 City Finance Officer, Tracy Floyd: FO Floyd presented her written report which was in the council packet. The council had no questions for her. John Greydanus gave an update on the Safe Routes to School grant and the 30% benchmark.

Councilor Billings gave an update on the picnic table for the park restroom project.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Billings questioned the bills for Civil West and Speer Hoyt. Councilor Koroush moved to accept the consent agenda and Councilor Billings seconded. All Ayes.

5. NEW BUSINESS:

5.1 LGIP Account Signers: Mayor Canter recommended Finance Officer Tracy Floyd as a signer on the account. Councilor Koroush made a motion to make FO Floyd as a signer on this account Councilor Canter seconded. All Ayes.

5.2 Umpqua Bank Signers: Mayor Canter recommended Councilor Greene be the third signer on this account. Councilor Billings made the motion to remove Rick Hohnbaum, leave Paul Canter and Floyd Billings and add Brian Greene as signers on the account. Councilor Canter seconded. All Ayes.

5.3 Wage increase for Part Time Public Works Employee Fred Hilburger, Mayor Canter explained the job offer and the test that Hilburger took and passed. Councilor Koroush made a motion to increase Hilburger's wages to \$15.50 per hour and pay \$135.00 in retroactive pay. Councilor Canter asked about Hilburger's test fee. Wyman stated that Hilburger's school paid for the test. Councilor Canter seconded. All Ayes.

5.4 Councilor Thayer made a motion to appoint FO Floyd as the Budget Officer for fiscal year 2020-2021. Councilor Koroush seconded. All Ayes.

5.5 Councilor Billings moved to appoint FO Floyd as the Elections Officer for the City of Monroe. Councilor Koroush seconded. All Ayes.

5.6 OLCC renewals, Councilor Greene moved to renew all businesses liquor licenses within the City per state regulations. Councilor Canter seconded. All Ayes.

5.6 Mayor's Recommendation on Staffing and Restructuring the Office: Mayor Canter recommended hiring a new city manager. Councilor Greene agreed that option C of the Mayor's recommendations in the council packet is a good idea. Councilor Billings suggested keeping staff as it is and get through the budget. Councilor Greene agreed to leave staff levels/job duties as they are for now.

Mayor Canter would like to post the position for Water Treatment Plant Operator immediately. Office Administrative Assistant Eastridge will work with the Mayor to get the position posted in the appropriate media/locations. Council agreed to discuss Water Treatment Plant Operator applicants at the next council meeting on May 18th.

Councilor Billings asked when the next Planning Commission meeting is. Planning Commissioner Smith stated that there isn't one currently scheduled, but there can be if something comes up that needs to be discussed.

Councilor Thayer suggested an insert get put in the utility bills that informs our utility customers of what can and can't be flushed down the toilet.

6. OLD BUSINESS:

6.1 Request from employee for Insurance Coverage: Councilor Canter stated that it has been the City's policy to not offer insurance coverage to part time employees and that if

we offer it to Mrs. Eastridge now that sets a precedence to future employees. Mayor Canter inquired as to the number of hours Mrs. Eastridge is currently working and instructed FO Floyd to schedule Mrs. Eastridge according to the city's needs. FO Floyd stated the need is to have Mrs. Eastridge at full time status, which is a minimum of 32 hours a week and that makes her eligible for insurance benefits. Councilor Koroush inquired as how her status will change if and when the city decided to hire a city manager. Stating that she will go back to part time when that occurs.

7. OTHER BUSINESS:

7.1 Committee Reports: Councilor Thayer asked that the Ordinance Committee Members work through the codification book and pass on their suggestions to him so he can work with the city attorney to get the code book updated. He would like these suggestions by the next council meeting on May 18th.

7.2 Councilor Comments: Councilor Greene said the public works has done a great job at the toddler park. Councilor Canter inquired with Wyman on pictures of the progress at the park.

7.3 Mayor's Comments: None

8. ADJOURN: Mayor Canter adjourned the City Council meeting at 6:48 PM.

Approved by Council Action on May 18, 2020.

Mayor Paul Canter

5-18-2020

DATE:

Attest: _____

Tracy Floyd, Interim City Recorder