

# MONROE CITY COUNCIL MINUTES

June 24, 2020 6 PM City Hall Meeting Room

**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 Thayer to lead the Pledge of Allegiance.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Canter, Greene, Koroush, and Thayer, Cuthbertson arrived at 6:10pm. Staff present was interim City Recorder Tracy Floyd, and Office Administrative Assistant Laurie Eastridge and Public Works Lead Steve Wyman. In the audience was Planning Commissioners Tim Eastridge and Dan Sheets. Also, in the audience was Todd Nystrom, Lorri O'Hare, Kevin O'Hare, Chuck Scholz, Nick Ritch, Ryann Canter, and Junction City Police Officer Fernando Serrano.

**2. PUBLIC COMMENTS:** none

**3. STAFF REPORTS:**

**3.1 Police Report:** Officer Serrano gave the report on behalf of the Junction City Police Department. He stated with the COVID-19 pandemic they are still seeing a slow down of traffic. He asked if the City was in need of any personal protective equipment or any other supplies to assist with COVID-19. He offered to assist us with obtaining any supplies we needed. Mayor Canter stated that Chief Bob Morris had inquired about the status of updating our noise ordinance. Councilor Thayer said hopefully by next council meeting there will be something put together. Councilor Koroush asked if there will be extra patrols on July 3<sup>rd</sup> and 4<sup>th</sup> and noted that the apartment buildings in the past have been bad about lighting off illegal fireworks. Councilor Thayer noted that there is a gray dodge pickup in the alley between 8<sup>th</sup> and 9<sup>th</sup> and most nights it is blocking access to the alley. Officer Serrano said he would look into this. Councilor Billings noted there was a dead white pickup by the church on 7<sup>th</sup> and Pine that needed to be moved. Mayor Canter also stated that the Junction City Law Enforcement Contract is up for renewal and he will sign the renewal unless there are any objections from the council. No one spoke to object.

**3.2 City Finance Officer, Tracy Floyd:** FO Floyd presented her written report and gave an update on the RV Pad, stating that a variance is not needed but in fact a site plan review which she will get over to Pat Depa by the end of the week. Also updated the council on the two annexations on the north end of town, saying that Pat Depa discovered both annexations had been done at the city but no paperwork was filed with the State or the County. He found out we aren't the only city in this situation and it was recommended from the Department of Revenue to go ahead and file the paperwork. They will review it and get back to him. An update on past due utility accounts was given and council decided to reinstate the past due notices but directed staff to work with the utility accounts that are past due to get their accounts current, possibly with a utility payment agreement.

#### **4. CONSENT AGENDA:**

**Bills and Minutes:** Councilor Canter made a motion to approve the consent agenda, Thayer seconded. All AYES.

#### **5. PUBLIC HEARING:**

5.1 A public hearing to facilitate public input for the City of Monroe Budget for July 1, 2020 – June 30, 2021, including the acceptance and expenditures of State Revenue Sharing Funds and setting of taxes and utility rates. Councilor Thayer asked if the entire council needed to be in agreement for the budget to pass. Councilor Koroush requested to change the water utility rate increase from \$5.00 to \$4.00.

Mayor Canter opened the public hearing at 6:13pm. No one rose to speak in favor of the budget, no one rose to speak in opposition of the budget. Mayor Canter asked if there was any discussion, Mr. Eastridge stated that he has spoke with several residents in the city about the water rate increase and most of the people he spoke with didn't have a problem. He would like to see the water system get back to where it needs to be and he would also like to see some of the storm drain issues get resolved. Mr. Wyman stated that most people use just over 4,000 gallons and increasing the gallons would benefit quite a few people. Mr. Ritch would like to see the water fund be sustainable as some point in the near future. Mr. Nystrom inquired as to the rate and tier structure for commercial accounts.

Mayor Canter closed the public hearing at 6:16pm. Council discussed the budget. Councilor Koroush stated he would like to have the rate increase for water dropped to \$4.00, so residents will only see a \$5.00 total rate increase instead of a \$6.00 total rate increase on their bills. Councilor Billings noted the advantage more water to be included with the rate increase and the importance of building up this fund. Councilor Koroush commented about employee wage increases. Council Billings commented on the decrease by 43% in State Share Revenue due to the COVID-19 pandemic. Mayor Canter commented on the water rates. Floyd made a motion to accept the budget for 20-21, Thayer seconded. Greene, Cuthbertson, Canter, Thayer and Billings, Ayes. Koroush, No.

#### **6. NEW BUSINESS:**

6.2 Scare and Share Insurance Coverage and Rental Agreement: FO Floyd gave an update on the status of the City's insurance coverage for the old Belchambers Property, where the haunted house is currently located. Lorri O'Hare talked about the improvements her group has done and the status of the house. Councilor Canter asked if the City's insurance company could work with her insurance company to find a solution. Mayor Canter suggested changing the classification of the property or annexing it into the city. FO Floyd was directed to follow up with CIS and Pat Depa on this. O'Hare also mentioned widening the driveway, which will need permission from ODOT. Council discussed supporting Lorri O'Hare in her efforts to seek funds for repairs and to seek a solution to allow the haunted house to continue.

6.3 Utility Bill Adjustment Request: FO Floyd gave an overview of the utility adjustment request from Andrea Hooper the owner of Boss Hawgs. FO Floyd recommends adjusting her sewer rate for these three months and going forward as long as the water usage stays below

5,000 gallons or until her catering business is back up and running, whichever comes first, to the base rate of \$35.47 for each month and remove the late fees on the bills for April and May. This would adjust her total bill currently down by \$175.48, making her total amount owed \$303.41. She also recommends setting up a payment plan with Ms. Hooper to allow her to pay this balance of \$303.41 on her utility bill over time. Councilor Koroush made a motion to accept FO Floyd's recommendation, Thayer seconded. All Ayes.

6.4 Oregon Health Authority Bilateral Agreement: Chuck Scholz gave an overview of the agreement. Stating this is regarding the violations with the water, especially when it comes to the testing. In this agreement the state is telling us what we need to do in order to comply with their requirements. At this point the city has two choices with the Oregon Health Authority, either enter into this Bilateral Agreement or they issue violations and fines accordingly. Scholz has already put into place the operational changes that the Bilateral Agreement was going to tell us to do anyways. If we meet the testing requirements for the next four quarters this agreement goes away and they will ease up the restrictions. Councilor Greene asked if there was any reason why this agreement can't be met by the City and Scholz responded no. He said he thinks they can meet it all. He needs to complete a few compliance reports and he has spoken with many regulatory people and they all agree the steps that are being done now are good and things are progressing in the correct direction. Council discussed agreement and the improvements at the water plant.

6.5 Resolution 2020-11 A Resolution authorizing the transfer of funds within the general fund and water fund for the 2019-2020 budget. Councilor Thayer asked about total amount of money transferred. Councilor Canter made a motion to approve this resolution, Councilor Billings seconded. All Ayes.

6.6 Resolution 2020-08 A Resolution adopting approved City of Monroe Budget, imposing taxes and appropriating expenditures for the fiscal year 2020-2021 budget. FO Floyd, stated this was the actual approval for the budget. If the council didn't pass this tonight her recommendation is to meet again by June 30, 2020. This resolution allows the City to make appropriations, essentially giving the authority to spend money. If someone authorizes expenditures starting July 1 and there are no appropriations approved by the council that person is held liable for those expenses. FO Floyd also clarified that a Resolution only needed a majority of the council's approval in order to pass. Councilor Canter made a motion to approve this Resolution 2020-08, Councilor Billings Seconded. Councilor Thayer asked to clarify what the vote for the budget was earlier in the meeting. Mayor Canter explained he misspoke and this is the resolution to approve the budget for fiscal year 2020-2021. Mayor Canter called for the vote, Ayes: Greene, Cuthbertson, Canter, Thayer, Billings. No: Koroush.

6.7 Resolution 2020-09 A Resolution establishing and authorizing utility rates and fees for the City of Monroe. Councilor Canter made a motion to approve Resolution 2020-09, Greene seconded. Ayes: Greene, Cuthbertson, Canter, Billings. No: Thayer, Koroush.

6.8 Resolution 2020-10 A Resolution declaring the City's election to receive State Revenue Sharing Funds. Councilor Canter made a motion to approve Resolution 2020-10, Billing seconded it. All Ayes.

6.9 Resolution 2020-12 A Resolution authorizing a \$29,000 loan from the Water System Development Fund to the Water Reserve Fund in the approved 2020-2021 fiscal year budget. FO Floyd stated there was an error on the agenda and it should read 2020-2021 Fiscal Year. Councilor Canter made a motion to approve Resolution 2020-12, Billings seconded. Councilor Thayer questioned the repayment of this loan. All Ayes.

6.10 Resolution 2020-13 A Resolution authorizing the development of the Community Support Scholarship/Grant Program. Councilor Canter made motion to approve Resolution 2020-13, Greene seconded it. Council discussed adding some requirements to qualify for the scholarships/grants. Mayor Canter recommended adding that they must be a city resident and the money must support the residents of the City of Monroe directly. Council discussed who should have the authority to approve the grants. Councilor Canter amended her motion to add "The request must be approved by City Council" to the resolution. Thayer seconded. All Ayes.

## **7. OLD BUSINESS: None**

## **8. OTHER BUSINESS:**

**8.1 Councilor Comments:** Councilor Koroush questioned the hiring of Steve Martinenko and asked why it didn't get brought back to the council. Mayor Canter stated he was instructed at the last council meeting to hire Mr. Martinenko and he added onto the job description.

Councilor Greene thanked all city employees for the work that is being done, stating that it is being noticed.

Councilor Canter gave an update on the kiddy park and discussed with city staff on obtaining an outside sink for a wash station before the park can be opened. Signs also need to be made that people using the park must wash their hands before getting on the equipment.

Councilor Canter stated the Personnel and Finance Committee (PFC) met and discussed recommendations for city staff to attend council and committee meetings. Council discussed this and decided they would like to have the recorder present at the council meetings and either the water treatment plant operator or the wastewater operator at the council meetings to give a report to the council, and no staff at the committee meetings. However, they are public meetings and staff can choose to go to the meetings as a citizen. It was clarified that if staff choose to go to the meetings, they can't volunteer to do their jobs, so if council or committee members address staff they are then on the time clock.

Councilor Canter also stated the PFC discussed the need to a timeclock. A discussion was had between the council and the city staff and it was agreed at this time a time clock is not needed.

Councilor Canter stated there is a request for a salary review and the PFC discussed this request and has two proposals on the table. One would be to offer this employee a stipend for the work being done and the other would be a raise of all employees to \$55,000 per year. Councilor Billings made a recommendation to increase Tracy Floyd by \$3.52 an hour effective April 1, 2020, increase Steve Wyman by \$1.50 and hour effective June 1, 2020 and increase Laurie Eastridge by \$2.00 an hour effective July 1, 2020. Councilor Billings made to approve his recommended wage increase. Councilor Thayer seconded. Councilor Canter stated she doesn't want to go down this road and feels this is too much money. Councilor Greene asked if these amounts are already allocated in the budget for fiscal year 2020-2021. FO Floyd stated they are already written into the budget. Mayor Canter called for a vote, Ayes: Greene, Cuthbertson, Thayer, Billings. No: Canter, Koroush.

Councilor Billings made a motion that any expenditure over \$2,000 must be approved by the councilor before the money is spent, unless it is an emergency, and then Mayor has the authority to approve the expense. Councilor Koroush seconded. FO Floyd asked about routine bills that are paid ahead of council meetings, for instance Pacific Power, which generally runs over the \$2,000. Council all agreed that it was decided a while ago that routine bills, for electricity etc. that need to be paid on time to avoid late fees are exempt from this motion. All Ayes.

Councilor Greene gave an update on the RV pad. Council discussed what to do with the beams that where donated for the restroom project that weren't used. Councilor Koroush asked Mr. Wyman for an update on duckweed at the sewer lagoons.

Councilor Cuthbertson asked to correct the consent agenda and note a possible conflict on the festival vendor refunds. Conflict was noted.

Council discussed festival refunds, money that the City paid to companies for rental equipment and if we are able to get any of that money back.

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

Approved by Council Action on July 27, 2020.

 \_\_\_\_\_ 7-29-20

Mayor Paul Canter

DATE:

Attest:  \_\_\_\_\_

Tracy Floyd, Interim City Recorder