



MONROE CITY COUNCIL MINUTES

May 24, 2021

6:00 PM

City Hall Meeting Room

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:01 P.M.

Pledge of Allegiance: Mayor Sheets asked Councilor Knott to lead the Pledge of Allegiance.

Roll Call: Present: Mayor Dan Sheets; Councilors: Baker, Knott, Lindner, Larkin, Cuthbertson, Ritch.
Staff present: Steve Martinenko.

2. **PUBLIC COMMENTS:**

- 2.1. Tim Eastridge commented that the Park up on the hill is looking very nice and the maintenance workers have been mowing it. He stated it is looking good. Interim City Administrator Martinenko thanked Mr. Eastridge and said he would pass it on to staff.

3. **STAFF REPORTS and Presentations:**

- 3.1. Junction City Police commented on their activity in Monroe including a motorcycle presence and an unmanned car. No questions from Council.
- 3.2. Ashley Chavez introduced herself as the Library Director for Corvallis and the Benton County Public Library. She commented that the Benton County / Corvallis system is a centralized system. This saves Monroe from duplicating systems such as payroll, HR, purchasing books and the creation of library programs. Corvallis has an intergovernmental agreement (IGA) with Benton County for the operation of the service districts. The IGA outlines how the money from the district is to be spent and the expectations of county and the city. One of the stipulations is that when the money is turned over, at least 60% of it should be spent on the branches. Chavez said the shell of the building of the Monroe Community library is the responsibility of the city of Monroe to maintain. But everything inside of it, including the books, are maintained and provided by the City of Corvallis and that includes the library employees. If, for example, if the library needs a new roof, landscaping services, or the restrooms need to be cleaned on a daily basis, that is Monroe's responsibility. In addition, Chavez also talked about the Monroe Library Legacy Fund that assists the City with big dollar projects, such as roof replacements, replacement of HVAC, new carpeting, interior/exterior painting, etc.
- 3.3. Sheriff Van Arsdale introduced one of his Drone Deputies and mentioned how drones enhance officer safety and injury mitigation. Sheriff Van Arsdale said he has ordered a G-Tech computer stand, monitor and keyboard, so they can start occupying the sub-station. Sergeant Moody has been in touch with ODOT to get new sub-station signs out on the highway. The Sheriff commented that there were 168 calls for service in Monroe



for 2019, 102 in 2020, and 544 to date in 2021. Road traffic stops in 2019 were 234, 140 in 2020, and 74 to date in 2021. Sheriff Van Arsdale reiterated that his deputies need to be out in the county working in the community to be more visible. The Sheriff also mentioned he submitted a contract proposal to get back in the business in Monroe. He mentioned he had Junction City's most recent contract and sat down with Don Dale, Benton County's finance person, to develop the costs for the IGA. Councilor Larkin commented the Benton County IGA is a significant increase over the Junction City contract. Sheriff Van Arsdale replied that Junction City was \$32,000 a year contract for 15 hours and that Benton County already has a presence in the area so the 10.5 hours is dedicated to community policing activities.

- 3.4. Benton County Commissioner Nancy Wise introduced herself on Zoom as the liaison to the City of Monroe. Commissioner Wise asked the Council to think about what she can do to help the community and she also thanked the Councilors for being willing to serve the community as elected officials.
- 3.5. City Administrator Report. Interim City Administrator Martinenko reported the most significant activities are developing a consistent finance system for the next fiscal year. In addition, there have been complaints of algae or swampy smell of the water. Martinenko commented the complaints are taken seriously and investigate each one. He also said it is not uncommon this time of year for the quick change in river and reservoir temperatures cause the tank water to flip-flop, where the water from the bottom goes to the top and the top goes to the bottom. This is a semiannual occurrence in the fall and the spring.

4. CONSENT AGENDA:

- 4.1. Interim City Administrator Martinenko commented two items in the packet include payroll as an ACH item and any reimbursement to staff will be presented separately. Mayor Sheets called for a motion to approve the consent calendar and the Council approved unanimously.

5. NEW BUSINESS:

- 5.1. Mayor Sheets presented three applications for the budget Committee. Mayor Sheets mentioned one of the applicants had less than one year as a resident and would not be eligible. The remaining applicants, James Winther and Kalay Baily were appointed to the Budget Committee by the Mayor.
- 5.2. Interim City Administrator Martinenko commented on the wastewater presentation Oregon legislature Water Committee. Representative Wilde cautioned that cities should not come to the legislature every time they came to a point where the systems could not be maintained due to "kicking the can down the road. Martinenko asked if it is reasonable to expect a small town to have the expertise to know that your water and waste systems are going to go out of compliance, not because anything's wrong with the



system but because the state / federal government has decided their regulations are going to be much tighter than what the system was ever designed to be.

- 5.3. Interim City Administrator Martinenko said the City is in the process of getting ready to open the park and restrooms on June 1. The Park Host position has two applications. One of them is a gentleman who actually lives in the Monroe trailer park. The problem identified is that as soon as you leave the trailer park your space is not available to come back to. The second application is from Jennifer Foster, the City's Administration Specialist. The Park Host volunteer will be Dallas Davis, who applied to be the park host and arranged for a trailer along with Jennifer Foster. The Council unanimously approved the Foster/Davis application for Park Host.
- 5.4. Interim City Administrator Martinenko mentioned the festival committee decided to wait until April of next year for the festival with a tentative date of April 30, 2022.
- 5.5. Interim City Administrator Martinenko discussed reservations for events and activities, including baseball at the City Park. Martinenko reported receiving administrative rules and ordinance from Harrisburg and Junction City to review including their reservation processes.
- 5.6. Interim City Administrator Martinenko mentioned the festival committee decided to wait until April of next year for the festival with a tentative date of April 30, 2022.
- 5.7. Interim City Administrator Martinenko talked about the franchise for Republic services and that the original ordinance is very much outdated so that at this point it is basically a month a month. The City has been talking to Junction City for an alternative to Republic. Councilor Baker suggested an RFP for Waste Services and was unanimously approved by Council vote.

6. OLD BUSINESS:

- 6.1. Interim City Administrator commented on the surplus equipment sale. Some items were removed a few items from the list because staff recognized their use. For the surplus property sale; lot information has been provided to Cascade Title, Amanda Bomark, for research. Bomark said, in essence, if the City is going to sell it, Cascade Title can provide an escrow account and the City will not get charged up front for the fees. Council directed staff to obtain appraisals for the Kyle, Belknap, and Belchambers properties to know what the actual value of land and timber are.

7. OTHER BUSINESS:

- 7.1. Committee Reports:
 - 7.1.1. Beautification subcommittee – Councilor Linder reported the committee is to meet in June.
 - 7.1.2. The Budget Committee does not have a chair and the next meeting is next Thursday.
- 7.2. Councilor Comments:



7.2.1. Councilor Cuthbertson reported on a reservation system that is being finalized by staff for the park and also waiting to see how the 1135 plans come through. The committee is also looking at the Parks Master plan and decided to push that out to the fall timeframe since it was still good in general but just needed a little update.

7.2.2. Councilor Baker asked about the location of a boat ramp for the fire department to use river water. Martinenko said he would talk to Chief Smith in order to understand if this is still being used and who is responsible for it. Councilor Baker then asked about reservoir tank inspection. Martinenko said it is planned for every third year, and will be scheduling this inspection in the next fiscal cycle. Martinenko also reported that we have preventative maintenance established on the lift station generator and the two lift station pumps. In addition, there will be repairs to the lift station generator radiator system. Martinenko continued that past practice has been that if it fails, then fix it, not before. It is a philosophy that needs to change in order to be more proactive and cost-effective.

7.3. Mayor's Comments:

7.3.1. Mayor Sheets reminded the Council of the upcoming Budget Committee meetings and presentations next Council session from the Long Tom Water Shed Council and Corp of Engineers.

8. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:01 P.M.

Approved by Council Action on June 28, 2021.

Mayor Dan Sheets  Date: 6/28/21

Attest: 

Steve Martinenko, City Recorder