



MONROE CITY COUNCIL MINUTES

January 24, 2022

6:00 PM

Monroe City Library

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:02 P.M.

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

Roll Call: Present: Mayor Sheets, Councilors: Cuthbertson, Baker, Knott, Lindner, Winther.

Absent: Councilor Ritch

Staff present: CA Martinenko.

2. **PUBLIC COMMENTS:** None

3. **STAFF REPORTS and Presentations:**

- 3.1. **Sheriff's Report.** Sheriff van Arsdall reported on the jail census that has been affected by COVID and staff shortages. There were no questions of the Sheriff from Council.

- 3.2. **Long Tom Watershed Council Presentation.** Dana Dedrick, project manager, and Jed Kaul, fish biologist, both representing the Long Tom Watershed Council (LTWC), presented an update of the 1135 grant project between the Army Corps of Engineers and the City of Monroe along with the Confederated Tribes of Siletz Indians. Dana Dedrick started the discussion by providing background on the 1135 grant and the current discussions that include various options to improve fish passage at the Monroe drop structure. Dedrick emphasized there are no decisions made at this point only that some of the options include removal of the drop structure as the most beneficial to improve fish passage at all river flows. If that happens, it would affect the river level and the City's water intake would be affected.

Jed Kaul then presented and explained some of the options being considered by the sponsors include lowering the drop structure with adding a rock ramp and complete removal of the drop structure. Kaul mentioned that increasing the water flow also improves water quality and creates more of a natural river-look that is consistent with some of the concepts in the Riverside District Master Plan. Kaul explained that lowering the water level would require the water intake to be redesigned, extending the intake further into the river and replacing the pump system; however, the water quality is better with faster flowing water since it reduces algae and other organics that cause issues in the filtration process. Based on engineering estimates from the River Design Group, Kaul said the estimates for redesigning the water intake would range from ½ million to 1.54 million dollars, depending on the design of the intake system. Kaul finished by saying the operations and maintenance cost would be similar between the current intake and proposed changes.

MONROE CITY COUNCIL MINUTES

Dana Dedrick then continued and explained the grants and resources available to fund changes to the City's water intake. Dedrick referenced the letter from the LTWC to the Council, providing assurance that LTWC would facilitate the intake funding to include writing and helping with grants. The intention, as Dedrick explained, is not to leave the City without any water. She also said that the Corp would not proceed with construction until funding was received. The Corps will have a public meeting discussing the alternatives in the August-September timeframe. Dedrick ended the presentation by asking the Council to write the Corps stating the City, with the LTWC, have a plan to address the water intake parallel with the project. This is so the modeling and selection of alternatives would proceed as originally intended with City water as a concern that must be addressed and planned for, but not as a constraint.

During discussion, Councilor Lindner asked what level of grant match would be required for these kinds of projects. Dana Dedrick replied that grants for restoration and the water intake would be funded at 100% with or without other assistance by the federal government. Councilor Cuthbertson then commented that she has been present since the beginning of the 1135 grant process and what is presented is very far from where the process started and felt completely railroaded. She stated she felt the presentation narrowed the options to just taking out the structure and that is only what will happen. Dana Dedrick replied that that was not her intent to limit the options but address the alternatives that involve lowering or removing the drop structure. She explained the Corps says we have to address the water intake because they cannot touch City Water. Dedrick said that she is presenting only the few alternatives that impact changes in the water pool level so the City can address that separately with the Corps and then the Corps can address all the alternatives. Dedrick finished by saying that narrowing the alternatives comes later in the process. Wendy Jones, on-line with the Corps of Engineers, then reiterated there is no chosen alternative and that the process to look at the modeling and costs are still in progress. She stated there will be an official public comment period to hear from anyone who wants to comment at that time. Councilor Baker then asked about the statement that engineering has been done. Dana Dedrick replied that this is the engineering done by the River Design Group for the water intake. Scott Wright, of the River Design Group, then commented that their firm is involved because of their experience with dam removal across the State and working with the issue of water intakes. Wright said the engineering work is conceptual, high-level planning, so the group does not go down a bad path. Councilor Knott then asked what the Corps would do if the City signed off on the water intake, the drop structure removal was the selected option, and then the funding was not available. Dana Dedrick replied that she thought "we'll just get the money" and the city would not be asked to provide the money or required to go on with the project. Scott Wright then commented that a lot of money flows from projects such as dam removal, not so much with smaller projects such as a fish ladder. Clinton Begley of the Long Tom Watershed Council also added that moving forward with a solution that "hits on ESA species, tribal partnerships and sovereignty, drinking water, rural development, fish passage, water quality, I mean, that's potentially tapping into an almost unusable amount of money, potentially." Wendy Jones of the Army Corps of Engineers reiterated that the sponsors must agree for the Corps to move forward. Council Winther asked about

MONROE CITY COUNCIL MINUTES

recreation. Dana Dedrick replied that this was brought up by former Mayor Paul Canter and the cost match for recreation is much higher, a 50/50 split. Councilor Winther then asked about funding. The reply was that this is a good project and there should be no issue finding funding.

- 3.3. **City Administrators Report.** CA Martinenko reported on the water break on Ash Street early Sunday morning, January 23rd. CA Martinenko said that he was alerted by calls from staff and the reservoir water level alarm. City staff worked together to shut down the water mains along Ash Street but still lost 7.25 feet of water in the reservoir, which is approximately 280,000 gallons. Fortunately, there was 15 feet of water in the reservoir at the time of the break. The City of Harrisburg's Public Works lead assisted in fixing the water break that appeared to be a water service tap that rusted and gave way. H&J Construction was contacted and replaced the broken pipe section and tap Monday morning and the City restored service. About 24 homes were affected and had to be tested for coliform. The initial tests were clear of any bacteria. CA Martinenko continued with describing ordinance actions for cleanup of properties around town and some success with staff collecting on seriously delinquent utility accounts. In addition, staff arranged to replace a broken water heater for the restrooms at the Community Center.

4. **CONSENT AGENDA:**

- 4.1. Councilor Knott ask if we have seen any refund for the Junction City Law Enforcement IGA. CA Martinenko replied no, but since the letter went out at the end of August after the Council meeting that month, with thirty days notices as required in the IGA and a billing end date of October 1, he did not expect to see a refund. Mayor Sheets asked if there were further questions and called for a motion to approve the consent agenda. Counselor Winther so moved and Councilor Baker seconded. Mayor Sheets called for a vote: Winther: Yes; Lindner: Yes; Baker: Yes; Cuthbertson: Yes; Knott: Yes. Motion carried.

5. **NEW BUSINESS:**

- 5.1. New Facilities and Grounds Worker Position. Council Lindner describe a new position of Facilities and Grounds Worker that would replace the current temp position for facilities and also replace the Public Works seasonal position. This would be a thirty hours per week, regular position, with no health insurance benefits. CA Martinenko said this position would cost the City \$32,000 per year and would ensure the facilities such as the library, community center, and city hall are clean and managed. It also includes lawn maintenance and event setup. The City will look at outside contractors for spring and fall grounds maintenance. Mayor Sheets asked if there were further questions and called for a motion to approve the new Facilities and Grounds worker position. Counselor Baker so moved and Councilor Knott seconded. Mayor Sheets called for a vote: Winther: Yes; Lindner: Yes; Baker: Yes; Cuthbertson: Yes; Knott: Yes;. Motion carried.
- 5.2. New Temporary Office Assistant Position. Councilor Lindner then described a 20 hour per week temporary position for an administrative assistant to assist with cleaning up the work staff inherited and also making changes that have been approved in the different documents, codes, and master plans. This would be for 13 weeks and assist the workload

MONROE CITY COUNCIL MINUTES

of current staff, especially before the Monroe Festival. CA Martinenko said this position would cost the City \$4,340 and would be included in the supplemental budget be considered. Mayor Sheets asked if there were further questions and called for a motion to approve the part-time, temporary administrative assistant position. Counselor Knott so moved and Councilor Winther seconded. Mayor Sheets called for a vote: Winther: Yes; Lindner: Yes; Baker: Yes; Cuthbertson: Yes; Knott: Yes. Motion carried.

- 5.3. Discuss an Ordinance Officer. Councilor Cuthbertson reported on discussions to have an ordinance enforcement officer to deal with non-criminal ordinance violations rather than task the contracted law enforcement. Councilor Cuthbertson explained this could be an outreach function as well to help people with ordinance issues to find a workable solution. Councilor Cuthbertson wanted the Council to think of how this would look and the process and cost to make it happen. There was general discussion on the issue and the circumstances when a City ordinance enforcement officer would be called on. Situations such as dogs in the park off leash or general safety were brought up. The need for training and understanding of what this position would be asked to do were also discussed in terms of liability and what the lines of authority are between the ordinance officer and a police officer. Councilor Baker discussed his experience with Community Policing and Councilor Cuthbertson agreed this is a good opportunity for community outreach to help with situations that need simply need some help rather than a citation. Mayor Sheets then said he would reach out to the Sheriff and find a time for a work session to continue the discussion.
- 5.4. Approval for Electrical Work Bid. CA Martinenko presented two bids for electrical work needed in City Hall to add new electrical service for the office expansion project. The consensus with the electricians who bid is that the current service is old and requires replacement. JC Electric had the low bid but Councilor Knott pointed out the bid was only good for five days and inflation has caused the prices to escalate. During discussion, there was general agreement to add some cost leeway to the bid prices. Mayor Sheets asked if there were further questions and called for a motion to approve the low bid. Councilor Winther moved to authorize the City Administrator to use his discretion up to \$10,000 to the lowest bidder. Councilor Baker asked if that could be changed to 15% as the limit before it comes back to Council. Councilor Winther accepted the motion as proposed by Councilor Baker. Counselor Knott seconded. With no further discussion Mayor Sheets called for a vote: Winther: Yes; Lindner: Yes; Baker: Yes; Cuthbertson: Yes; Knott: Yes. Motion carried.
- 5.5. Appointments to the Budget Committee. Mayor Sheets commented there are two openings on the budget committee and had contacted two citizens. Rayna Waltz said she was OK being on the Committee and Mayor sheets appointed her to one of the openings.
- 5.6. Safety and Street Lamps. CA Martinenko reported that Public Works is working with Pacific Power to identify older or broken street lamps and have them replaced with new LED versions. This would include corners on Orchard and across from Carson Oil.
- 5.7. Upcoming Events. Mayor Sheets reported on upcoming events including the vaccination clinic, an Oregon RAIN event, a Monroe Clean up event scheduled in March, the Monroe Festival at the end of April, and Movies in the Park this summer.

MONROE CITY COUNCIL MINUTES

6. OLD BUSINESS:

- 6.1. Planning Commission Update. CA Martinenko reported on the development between 8th and Ash Streets by Pacific Development Group NW and that they are in discussions to start the remaining development of 26 lots. Currently, they are in discussion with our engineers for drainage solutions. This will be going to Planning Commission and back to Council for approval. CA Martinenko also reported on the Jeff Stone parcels outside city limits to the west and south of Red Hills. The County is holding a public hearing on partition this parcels later in the week. This is particularly important since there is significant runoff through Red Hills from these parcels and we understand the soil conditions are not good for septic systems. CA Martinenko mentioned that developers have asked about City water and sewer and the possibility of annexing the property to the City. CA Martinenko finished by describing the Bucher eight-acre parcel east of Red Hills. This might have up to twelve homes but the Comp plan has an access road running through it that would take up a significant portion of the land along with the City having to purchase some property along Orchard Street. During discussion, CA Martinenko said the City has current capacity for an additional 52 homes and there may have to be a moratorium on building until City infrastructure capacity can be increased.
- 6.2. Leased Property from Benton County. Mayor Sheets reported he signed the lease the previous Friday
- 6.3. Safe Routes to Schools Ribbon Cutting. Mayor Sheets said he is working with John Greydanus for a date to hold the ceremony.
- 6.4. Garbage Waste Services RFP. CA Martinenko mentioned this is going to the City Attorney for review.
- 6.5. Surplus Equipment/Property Update. CA Martinenko mentioned we are waiting on a technician to look at the heavy equipment and a special session is planned for the property sales due to the passage of HB 2019 and the need to notify potential builders of affordable housing and review any proposals.

7. OTHER BUSINESS:

- 7.1. Committee Reports:
 - 7.1.1. Facilities and Parks. Councilor Cuthbertson mentioned that in addition to that already discussed, the Committee is starting the review for updating the Parks Master Plan.
 - 7.1.2. Economic Development Committee. Mayor Sheets reported that there will be a workshop in March to begin the process of developing an economic plan for the City.
 - 7.1.3. Beatification Sub-Committee. Councilor Knott reported on the Community Garden and polls she is conducting on Facebook.
 - 7.1.4. Community Engagement Sub-Committee. Councilor Knott reported on the Meals-on-Wheels program and the search for volunteers. She is working with staff for door hangers to get the word out.
 - 7.1.5. Monroe Festival. Mayor Sheets commented on the vendors that have been invited along with different groups such as car clubs that might be interested and bands.

MONROE CITY COUNCIL MINUTES

7.1.6. Human Resources. Counselor Lindner reported on the City Administrator's position description that is being revised to what the City needs along with a salary scale.

Counselor Linder said it was important to separate what the City needs in a City Administrator from the other jobs that are typically added due to necessity.

7.1.7. Public Works. Counselor Baker reported on discussions of streets and setting goals for how infrastructure is maintained as part of a long-range plan.

7.2. Councilor Comments:

7.2.1. Counselor Winther mentioned the discussion with the Long Tom Watershed Council and while there is risk there is also tremendous potential benefit, too.

7.2.2. Counselor Cuthbertson commented it would be good to have a work session on the water supply and the potential changes from projects such as drop structure removal that do not necessarily solve the City's water issues. There is a big concern if the water level drops and what the City would do.

7.2.3. Councilor Lindner said she would also like to schedule a work session soon so she can understand what it means in the way of how lowering the drop structures and how that impacts the water levels for the City.

7.3. Mayor's Comments:

7.3.1. Mayor Sheets said to watch the meeting schedule on the City website. There will be a goal setting meeting in April with an emphasis on disaster recovery and emergency planning.

8. **ADJOURN:** Mayor Sheets adjourned the meeting at 9:03 P.M.

Approved by Council Action on February 28, 2022.

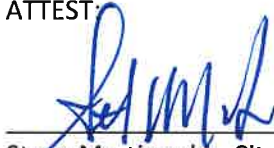


Mayor Dan Sheets



Date

ATTEST:



Steve Martinenko, City Recorder