



MONROE CITY COUNCIL MINUTES

February 28, 2022

6:00 PM

Monroe City Library

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:03 P.M.

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

Roll Call: Present: Mayor Sheets, Councilors: Cuthbertson, Baker, Knott, Lindner, Ritch, Winther.
Staff present: CA Martinenko.

2. **PUBLIC COMMENTS:**

- 2.1. Floyd Billings, Monroe resident, asked why the slab of wood that was donated for the park sign is not installed. He said that the wood was donated over a year ago and the donors are asking questions why it is not being used. Mayor Sheets commented the sign is with the Parks and Community Engagement Committees and would get back with him.
- 2.2. Paul Dykstra, 450 N 7th Street, Monroe, commented on water under his home and believes the water is a result of the new homes built near his residence two years ago. He mentioned he dug a ditch, has fans under his house, and needs to hire someone to re-level his home. He wants to know what the City is going to do about it. Mr. Dykstra also talked about the letters he is receiving about water quality and paying for water he cannot use. He finished by asking when the City is going to fix the roads. Mayor Sheets commented that he would have City staff address those problems with him.

3. **STAFF REPORTS and Presentations:**

- 3.1. **Sheriff's Report.** Sheriff Van Arsdall answered questions about the monthly law enforcement report. Counselor Ritch asked about egging incidents and the Sheriff replied he heard about it but did not know if his office was ever contacted. Councilor Cuthbertson asked about a mail theft incident and the Sheriff said his office is aware and has the report. The Sheriff then gave a summary of county activities and said he would provide that in written format to the Council going forward. There was a comment from a citizen about parking illegally on 8th street. The Sheriff said he would pass it on to patrol.
- 3.2. **City Administrators Report** CA Martinenko said he is working with engineers on the disinfectant by product issues. In addition, he and the Mayor had a meeting with Senator Merkley's staff for funding to resolve infrastructure issues. This funding, if awarded, is a year or more away but would help with several projects the City needs to undertake in order to remediate capacity issues. Martinenko continued with details about conversations with developers for several areas inside city limits and an area outside the Urban Growth Boundary. These include the 8 acre parcel east of the Red Hills Development, 26 lots between 8th and Ash, and the Brickyard area. In addition, there are single project activities for Habitat for Humanity on Main Street and the old gas station that is being considered as a music venue. CA Martinenko then described an incident with a citizen tripping on an uneven sidewalk in Red Hills. Sidewalks are the responsibility of the adjacent homeowner but PW lead Murray made contact with contractor's already working

MONROE CITY COUNCIL MINUTES

in the subdivision to fix all the sidewalk issues. Last, CA Martinenko reported discussions with Benton County to include the Stone properties to the west and south of Red Hills with the Monroe Urban growth Boundary. By doing so, any future development on these parcels might avoid water and runoff issues that might affect homes in Monroe.

4. CONSENT AGENDA:

4.1. Counselor Ritch clarified the expenses for the Safe Routes to Schools and the payment to Ram jack for City Hall repairs. Mayor Sheets then called for a motion to accept the consent agenda. During discussion, Councilor Knott asked about the bill for H&J Excavating for the Ash Street pipe repair. CA Martinenko said the bill came to \$2,500, less than expected. Mayor Sheets then called for a motion to approve the consent agenda. Councilor Ritch so moved and Councilor Knott seconded. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried.

5. PUBLIC HEARING:

5.1. Mayor Sheets opened public hearings on four resolutions before the Council.

5.1.1. Resolution 2022-01: Transferring funds within the general fund to the Monroe festival fund. Mayor Sheets read the resolution that transfers two deposits from the 2020 festival that was cancelled to the 2022 festival fund. Councilor Lindner asked if a grammatical issue needed to be corrected. CA Martinenko answered only if the meaning is changed and Councilor Lindner replied it did not. Mayor Sheets called for a motion to approve the resolution. Councilor Ritch so moved and Councilor Lindner seconded. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried.

5.1.2. Resolution 2022-02: Adopting a supplemental budget for the 2021 2022 fiscal year. Mayor Sheets read the resolution that recognizes new sources of revenue from grants and expenses not anticipated when the budget was adopted. Councilor Winther asked for clarification of how the budget numbers are presented on the resolution. CA Martinenko explained the numbers are the difference, or change, from what was originally appropriated. Mayor Sheets called for a motion to approve the resolution. Councilor Baker so moved and Councilor Ritch seconded. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried.

5.1.3. Resolution 2022-03: Transferring funds within the General Fund. Mayor Sheets read the resolution that transfers funds for increased expenses in vehicle insurance, copier expense, dues, professional services, and additional staff. Councilor Knott ask if the additional staff is the temporary admin position and CA Martinenko replied yes; it is the three month position discussed in the HR Committee. Mayor Sheets called for a motion to approve the resolution. Councilor Winther so moved and Councilor Lindner seconded. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried.

5.1.4. Resolution 2022-04: Sale of public property. Mayor Sheets read the resolution that recognizes Oregon House Bill 2019 and authorize the sale of the 1 and 10 acre Belchambers properties along with the Belknap Springs properties. Councilor Rich asked if HB 2019 was about making developers aware of low income/affordable

MONROE CITY COUNCIL MINUTES

housing opportunities and CA Martinenko replied yes. Mayor Sheets called for a motion to approve the resolution. Councilor Ritch so moved and Councilor Knott seconded. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried.

5.2. Mayor Sheets closed the public hearing.

6. NEW BUSINESS:

6.1. Budget Committee appointments and date of first meeting. Ca Martinenko recommended that Accounting Specialist Jonah Foust be appointed as the budget officer and described the duties of the Budget Officer to Council. Mayor Sheets called for a vote: Baker- yes; Cuthbertson – yes; Knott – yes; Lindner – yes; Ritch – yes; Winther- yes. Motion carried. After discussion, Council and Budget Chair Ritch agreed to designate March 30, 2022, 6PM, as the first meeting of the Budget Committee. Councilor Ritch then asked if Staff would reach out to the Budget Committee members to confirm their availability for March 30th.

6.2. Upcoming events. Mayor Sheets described significant events for the City including his State of the City address, ribbon cutting for the Safe Routes to Schools path, Monroe Festival, and movies in the park starting in July.

7. OLD BUSINESS:

7.1. Monroe festival. Mayor Sheets gave a detailed report to Council on planning and activities for the Monroe Festival occurring on April 30, 2022. The Mayor reported there are four sponsors that raised \$1,250 so far. There are two food trucks committed with one more to get back with the Committee. In addition there are eight, mostly local wineries and one brewery signed up along with 18 vendors using 21 of the 50 spaces available.

The American Legion Tri-County Post 61 will be doing a pancake feed at the MCC. Also, the Monroe Rural Fire Department will have a first aid tent in front of the MCC along with the Sheriff and Oregon State Police. The Mayor continued with describing a new BBQ Competition event for the festival and is working with Scott Miller who has experience with BBQ competitions. The competition will be held on 6th street between Commercial and Orchard and there is room for 50 contestants. This event will be amateur only this year.

The Mayor then talked about the Trolley that will operate between 10am and 6pm. The Mayor is arranging for volunteers to provide a historical tour and asked the Counselors to consider volunteering for a shift. The Mayor also mentioned a hot rod and classic car event that would be held at the Church parking lot across from MonroeTel.

The Mayor concluded by describing some of the children activities that include arts and crafts, a model train layout at the Library, and a face painter.

8. OTHER BUSINESS:

8.1. Committee Reports:

8.1.1. Budget: First Budget Committee date set for March 30, 2022.

MONROE CITY COUNCIL MINUTES

- 8.1.2. Parks and Facilities: Working on a trespass ordinance to help with law enforcement issues that are becoming more numerous. Councilor Cuthbertson mentioned the work being done to finalize the design of the park sign and the need for fundraisers to make the new sign a reality.
- 8.1.3. Economic Development: Mayor Sheets described the upcoming workshop with a consultant to develop a roadmap for economic development in Monroe. The first workshop is scheduled for Saturday, March 12 and a second workshop in April or early May.
- 8.1.4. Community Engagement: Councilor Knott updated the Council on volunteers for the Meals on Wheels deliveries and donations of wood to the community garden for garden beds.
- 8.1.5. Human Resources: Councilor Lindner reported on progress towards finalizing the City Administrator job description along with a salary range so the City can be competitive as it grows and moves forward.
- 8.1.6. Ordinance Ad-Hoc: Councilor Winther described progress to review the codified ordinances and resolve references to City Recorder and Chief of Police so they accurately reflect current organizational structure.
- 8.1.7. Public Works: Councilor Baker discussed the committee discussion with infrastructure projects.

8.2. Councilor Comments: None

8.3. Mayor's Comments:

- 8.3.1. Mayor Sheets mentioned to follow Facebook and the City website and mentioned he is going to schedule a goal planning session with the Council and Planning Commission that includes emergency preparedness.

8. **ADJOURN:** Mayor Sheets adjourned the meeting at 7:51 P.M.

Approved by Council Action on March 28, 2022.

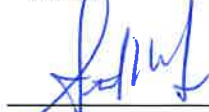


Mayor Dan Sheets

3/28/2022

Date

ATTEST:



Steve Martinenko, City Recorder