



MONROE CITY COUNCIL MINUTES

September 26th, 2022 | 6:00 PM | Monroe Community Center

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

Pledge of Allegiance: Mayor Sheets lead the Pledge of Allegiance.

Roll Call: Present: Mayor Sheets; Councilors: Baker, Cuthbertson, Lindner, Knott, Ritch, Winther
Absent: *None*.

Staff present: City Administrator Martinenko; via Zoom: Deputy City Recorder Davis, Community Development Planner Rivera (RARE)

2. **PUBLIC COMMENTS:**

None.

3. **STAFF REPORTS AND PRESENTATIONS:**

3.1. Report submitted by Sheriff Van Arsdall acknowledged and accepted by Council. Sheriff Van Arsdall thanked Mayor Sheets, the City Council, DCR Davis, and Staff for a fun First Responders Park Celebration. He said it that everyone had a wonderful time and they all look forward to next year. The Mayor thanked the Sheriff for coming and agreed it was a great event. The Sheriff said there was nothing unusual to report in town lately. Mayor Sheets asked if there were any questions for the Sheriff on his report; there were none.

3.2. CA Steve Martinenko began his report by introducing the City's new RARE Student, Chris Rivera. Chris talked for about his goals, intentions, and experiences he's had with interviewing community members so far. He plans to compile all the data and information he's gathered to help develop an Economic Development Plan and a Parks Master Plan.

CA Martinenko discussed information on establishing an Urban Renewal District in Monroe. He explained it would not affect property taxes but would freeze taxes the City receives for the defined district and any increases thereafter would go to the Urban Renewal District for identified projects. Councilor Ritch expressed concern about adding another level of bureaucracy to money the City is already receiving. He also pointed out City expenses increase every year. CA Martinenko answered this is a high-level explanation and there is more detailed information to share.

CA Martinenko then moved on to City staffing. The City's accounting specialist, Jonah Foust, requested 32 hours a week in order to alleviate conflicts between City time and time he needs to run a family business. CA Martinenko said he is looking at different staffing options. Councilor Ritch raised a concern about staff load and if it might put too much strain on other Staff in his absence on Fridays. CA Martinenko answered that Naomi



Lander's, the City's part time temporary employee, would be spending her Friday hours in the office and there is potential there to cross-train in basic office functions, if needed. CA Martinenko said he will continue to evaluate office staff hours and work load.

CA Martinenko concluded by requesting an additional agenda item, which is a resolution to engage Civil West Engineering on a feasibility study to meet OHA requirements for remediating disinfectant by-products. Mayor Sheets added the item to the agenda. There was general discussion on wells, water rights, and regulations.

4. CONSENT AGENDA:

- 4.1. At 6:34 PM Council moved onto the Consent Agenda. A question was raised about the payment to Scott Baily. CA Martinenko indicated this was for gravel and grading for most of the gravel streets in Monroe with the exception of 9th and 10th that will be scheduled next summer. Dust control was performed immediately after grading.

Mayor Sheets called for a motion to approve the consent calendar. Councilor Ritch so moved and Councilor Knott seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried

5. New Business:

- 5.1. **ORD 2022-04: An Ordinance creating a reservation system for City properties.** This Ordinance was in relation to general reservation topics: Forms, regulations, rules, and fees etc., for the Monroe Community Center, Library, and Parks. Mayor Sheets asks for any questions or comment on the Ordinance. None were asked. *Councilor Baker called for a motion to approve the Ordinance 2022-04. Councilor Baker so moved and Councilor Ritch seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.*

- 5.2. **RES 2022-16: A Resolution Adopting Monroe Community Center Usage Policy and Rules.** CA Martinenko read the Resolution and there was general discussion on fees for different levels of reservations. He talked about the differences between long-term licensing requirements and general reservations. Discussion continued about people who have reserved the Hall recently or in the last several months. Councilor Cuthbertson raised a concern about going backward into a situation the City just resolved in regard to licensing requirements and long-term reservations. She did not want another situation like we had before, and all were in general agreement.



Citizen Floyd Billings asked if he can obtain a copy of what's being passed for the Community Center. CA Martinenko said we should be able to provide him a copy as early as tomorrow if he came by City Hall.

Mayor Sheets asks for any additional questions or comment on the Resolution. None were asked.

Councilor Baker called for a motion to approve the Ordinance 2022-04. Councilor Baker so moved and Councilor Ritch seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.

- 5.3. **RES 2022-17: A Resolution Accepting the Natural Hazard Mitigation Plan IGA for Disaster Recovery/Emergency Planning with All Cities in Benton County.** CA Martinenko explained the background of this Resolution and said the plan needs to be updated through the County. The City of Monroe will have its own section on the Plan. He explained the cost share for the City is by documented the hours spent attending meetings and working on related material for Monroe. It would be a 2-year agreement.

Councilor Ritch called for a motion to approve Resolution 2022-17. Councilor Ritch so moved and Councilor Lindner seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.

- 5.4. **RES 2022-18: A Resolution Accepting American Rescue Plan Act (ARPA) Funds.** CA Martinenko briefly described these as COVID relief funds and have defined uses including water infrastructure.

Councilor Winther called for a motion to approve Resolution 2022-18. Councilor Winther so moved and Councilor Knott seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.

- 5.5. Mayor Sheets announced that the South Benton Food Pantry would like to extend a tour to the City Council. Their timeline is November or December and more details will follow as they are established. Council and Mayor were pleased to accept the request.

- 5.6. **RES 2022-19:** A resolution to authorize the City to engage Civil West Engineering for a feasibility study to remediate disinfectant by-products in the City water system. CA Martinenko explained this study is mandated by the Oregon Health Authority and funding would be from a combination of SIPP grant, ARPA funds, and SDC funds.

Councilor Ritch called for a motion to approve Resolution 2022-19 at 7:17pm. Councilor Ritch so moved and Councilor Baker seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.



6. OLD BUSINESS:

6.1. Second Reading of ORD 2022-03: Amending City Ordinance Making It Unlawful to Block Passage on City Sidewalks and Streets.

Citizen Floyd Billings asked where complaints would go to regarding blocked sidewalks. CA Martinenko answered with either the City or Benton County Sheriff's Office. During Business hours, the City would reach out to the home owner. After hours, the Sheriff's office will handle the complaint

Councilor Winther called for a motion to approve Resolution 2022-17. Councilor Winther so moved and Councilor Baker seconded. Mayor Sheets called for a vote: Councilor Baker: Yes; Cuthbertson: Yes; Knott: Yes; Ritch: Yes; Lindner: Yes; Winther: Yes. Motion Carried.

Planning Commission Update: CA Martinenko requested a Special Session to conduct a public hearing for approve the Riverside District overlay zone and amendments to the City's Comprehensive Plan to facilitating rezoning. There was not enough time for posting to have the hearings at the present meeting. Councilor Ritch asked if it could be done at the next Work Session and CA Martinenko replied that would work for the posting requirements.

CA Martinenko went on to describe land that has been sold at the end of Depot Street and the property at 6th & Kelly Street, the gravel area adjacent to the Long Timber. The owner of the area at the end of Depot Street would like multi-family housing and the owner of the gravel area would like some kind of commercial activity. CA Martinenko reiterated that anyone with new plans for developing will be required to come before the Planning Commission. He also briefly touched on North Santiam Paving having purchased and wanting to develop the Stone property and will be involved in their planning application with the County.

CA Martinenko mentioned the brickyard wetlands delineation came back favorable to the land owner. They have approached the City regarding SDC fees, etc. CA Martinenko said he wants to first see what they propose before committing to infrastructure resources.

6.2. City Website and City App Update: The Mayor starts by asking if ARPA funds can be used. Steve said we can use ARPA funds and said he has contacted Municode regarding their website services. There is also a city-wide app that can be used for many different types of notifications, not just for emergencies but event/community notifications too. That cost is \$2,100 per year. It will be up to the Council to decide if it is worth investing in.

6.3. Surplus Property and Equipment Sales Update: CA Martinenko discussed efforts to assess the CASE 580-D Backhoe and sweeper attachment. Staff made basic repairs and got it running. After oil and filter changes, staff will evaluate it to see if there are major issues and if it is cost-effective to retain. Since it now runs, the value is considerably more if it



were to be sold. CA Martinenko then discussed the Belchambers property and is being cleaned up for the sales process. Bids would be conducted by a third party.

7. EVENTS:

7.1. Mayor Sheets gave an update on upcoming events:

- 7.1.1. Halloween Movie Night on October 14th that will start at 4:30 and run to 6:00.
- 7.1.2. "Halloween Spooktacular" trick-or-treating event on October 31st. The town-wide coordinated time will be 4:00-8:00pm. The mayor mentioned he will be out in front of City Hall like last year, with cocoa and cider, and expressed hope that some of the Councilors will join him to hand out candy.
- 7.1.3. The month of November will likely be another "food drive month", proceeds going to the Food Pantry like last year.
- 7.1.4. November 10th-December 10th is the "Shop Hop" and Mayor Sheets will discuss details as it is developed.
- 7.1.5. November 12th is the Alpine Holiday Festival at the Grade School.
- 7.1.6. Nov 25th & 26th is the Monroe Community Bazaar at the Library.
- 7.1.7. December 10th there will be "Holiday happenings" and the Monroe Light Parade
- 7.1.8. Mayor Sheets said the Monroe Festival Subcommittee agreed to push the festival out to the end of June rather than have it in April. Councilor Lindner commented that the weather might be more agreeable at that time. Mayor Sheets added they will start meeting in January.

8. OTHER BUSINESS:

8.1. Committee Reports from each Chair:

- 8.1.1. Mayor Sheets mentioned he and the Chairs have been doing their reports, and asked everyone to attend the next Work Session on October 10th, and that it will be a Public Hearing. Councilor Ritch pointed out that it's in relation to two issues and asks if it needs to be two separate hearings, but Steve confirmed that because they are both Land Use issues one Public Hearing will be fine.

8.2. Councilor's Comments:

- 8.3. Mayor sheets asked if there was anything the Councilor's wanted to share. There was no additional comment by the Councilors.

Mayor's Comments:

- 8.3.1. Mayor Sheets encouraged everyone to look at the website for all committee, City Council meetings, and community events that are linked to calendars on the website. Mayor Sheets mentioned BAM is looking for more donations for the Shop Hop and that he, along with Councilors Lindner and Cuthbertson, would discuss details on what the donations could be and what they would be used for.



9. **ADJOURN:** Mayor Sheets announced that the next City Council meeting will be held on October 24th at 6:00pm and adjourned the meeting at 7:43 PM.

Approved by Council Action on October 24th, 2022.

Mayor Dan Sheets  Date: 10/24/2022

Attest: 

Steve Martinenko, City Recorder