



## MONROE CITY COUNCIL MINUTES

January 23, 2023

6:00 PM

Monroe Community Center

### 1. OPENING

- 1.1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:01 P.M. and led the Council in stating the Pledge of Allegiance together. **Roll Call:** Present: Mayor Sheets; Councilors: Winther, Knott, Cuthbertson, Ritch, Lindner. (Absent: *None*. Staff present: City Administrator (CA) S. Martinenko, Deputy City Recorder (DCR) J. Davis [via Zoom], Sheriff J. Van Arsdall for Benton County Sheriff's Office (BCSO), and Fire Chief C. Barnes for Monroe Rural Fire Protection District (MRFPD).)
- 1.2. Mayor Sheets lead the room in a Moment of Silence for prominent community members who we recently lost: Tony Baker, Floyd Billings, and Luane Waytenik. The Moment of Silence honored our former councilors, mayors, family, and friends.

### 2. PUBLIC COMMENTS:

- 2.1. Mayor Sheets asked Councilor Ritch read the rules for Public Comment.
  - Christy Warden came to the podium and asked if we have a public letter or newsletter that informs the community outside of the city of events and activities, and how to get your activity onto that newsletter. City Council and CA Martinenko directed her to contact DCR Davis at City Hall.
  - Bill Kughn stood and asked if this was the time to speak about his matter on the Agenda and CA Martinenko confirmed that he'd be called up when they reach item 5.4.
  - Tasha Webb stood and said she wanted to reiterate her message from the Planning Commission meeting and expressed her feelings regarding the matter.Mayor Sheets asked if there were any other comments and there were none.

### 3. STAFF REPORTS AND PRESENTATIONS:

- 3.1. Benton County Sheriff's Office (BCSO) Report: Submitted by Sheriff Van Arsdall, acknowledged and accepted by Monroe City Council. Sheriff asked if there were any questions on the monthly report and there were none. He continued and talked about the lower hours and that he has some deputies out with injuries and there have been illnesses circulating in the office, plus the holidays and PTO. He does have 5 new recruits that are in training and doing well. Audience member Bill Kughn asked what their response time is, and Sheriff Van Arsdall answered that it only takes around 7 minutes to get here from Corvallis for an emergency and around 20 for non-emergency. The Sheriff added there will be a Dodgeball Tournament charity event with the Linn County Sheriff's Office on February 28<sup>th</sup> from 4-7pm at the Albany YMCA. No other questions for the Sheriff.

-Audience member Jeff Besotes didn't have a question for the Sheriff and apologized for not standing during Public Comment, but wanted to advertise an American Legion Post 61 Veterans



Services event at the Life Christian Center in Junction City on March 4<sup>th</sup> from 9-1pm.

- 3.2. H. Paulson Livestock & Feed Update: Leslie Paulson took the stand and gave an update on their situation, stating their partnership just called for the survey of the property that day so they can begin the process to do a sitemap plan and satisfy the requirements. Paulson described the struggle they had with the County Planner. She mentioned CA Martinenko tried to help her get it through so they could get started but they kept hitting walls with the County. She stated she isn't sure what agreement was talked about with her partnership but that they've lost \$2 million dollars in revenue in the last 28 months, and that H. Paulson can't afford to comply with the terms of the City to look like the Long Timber or the Library. She thanked the Council for allowing them to continue sales of propane. She then described the "CSA and the prep kitchen" as "basically a food truck on wheels" and stated she jumped through loopholes to get around the ADA requirements because to her, being a drive thru only with no indoor seating should be considered the same thing as a food truck. She mentioned that no one came down to see what they're doing down there before sending a violation letter. Councilor Ritch pointed out that legal counsel is still drawing that agreement up so there isn't anything to review yet. CA Martinenko stated he expects that in the next week.
- 3.3. City Administrator Report: CA Martinenko followed up on citizen Brian Greene's traffic light and speed zones. He contacted ODOT and confirmed that cities can change their speeds provided that they have a City engineer on staff who is trained by ODOT to make such decisions. The County does not have an engineer that can work on behalf of the City and he is continuing the search. CA Martinenko then provided an update in regard to the flashing yellow emergency vehicle lights after a discussion with Fire Chief Barnes. He stated that Scott Kramer of ODOT is researching into records to find out why they were installed that way since they are not in compliance with standards. Fire Chief Barnes stated that his people will always come to a complete stop and make eye contact with drivers allowing plenty of public view to navigate that intersection appropriately. He felt the lights do not serve much purpose other than to confuse people that are just passing through town. CA Martinenko also discussed working with ODOT to place rapid flashing lights across 5<sup>th</sup> street by Dari Mart. In another follow-up, keeping the 20 MPH zone by the elementary School is possible but we need a sidewall on the eastside of territorial and show there is actually foot traffic. Councilor Winther asked how we would prove foot traffic and CA Martinenko clarified that we just need to show that it will accommodate foot traffic.

CA Martinenko next reported on an conversation with Chief Barnes about installing a foreman's trailer behind the Fire Department next to the City's fence line to accommodate volunteers on duty overnight. CA Martinenko said he sees no problem given this is not in a residential area for guests but a standalone space for volunteer first responders. CA Martinenko next said signs are ready for 7<sup>th</sup> and 8<sup>th</sup> Streets and mentioned a \$400 donation from Tony and Delaine Baker for additional artwork featuring the Wilhelm House. He said we are ready to move forward on implementation. He moved onto the Budget and said in February the first step is appoint the Budget Officer, who will be Dawyn Flora, and then a Committee shall be gathered. Councilor Ritch asked if Staff should reach out to the current/former year's Budget Committee members



to verify their interest and CA Martinenko agreed that if we have space to fill, we can advertise and post. Councilor Ritch asked about the staff engineer and the possibility that maybe we could have someone with ODOT training to cover both needs.

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

- 4.1. Approval of Bills, Financials and Minutes: Mayor Sheets and Council moved onto the Consent Agenda for approval. Councilor Ritch asked a question about the filter module replacement, thinking we already paid that. CA Martinenko confirmed we received the filter modules but the Invoice was set aside. Councilor Cuthbertson asked what Quill was and CA Martinenko said it is where we buy our general office and cleaning supplies for all facilities and parks. No other questions or comments.

*Councilor Ritch called for a motion to approve the Consent Agenda and Councilor Winther so seconded; No comments or questions. Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Knott: Yes; Winther: Yes. Motion Carried.*

#### **5. New Business:**

- 5.1. Ordinance 2023-01: An Ordinance Adopting Updated Council Rules. Mayor Sheets read the Ordinance title and asked CA Martinenko to present the rules. CA Martinenko stated the City Charter establishes that the Council make its own rules and adopt them by Ordinance. The Council continued discussion.

*Mayor Sheets called for a Motion; Councilor Ritch so moved to approve Ordinance 2023-01 and Councilor Lindner seconded. No other questions or comments. Mayor Sheets called for a vote; Councilors: Winther: Yes; Knott: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion Carried.*

- 5.2. Resolution 2023-01 – A Resolution to Transfer Funds for Water System Engineering and Water Plant Repairs: CA Martinenko described Resolution to transfer funds from SIPP and ARPA grants to the water fund for plant repairs and the OHA mandated feasibility study.

*Mayor Sheets called for a Motion; Councilor Ritch so moved to approve Ordinance 2023-01 and Councilor Knott seconded. No other questions or comments. Mayor Sheets called for a vote; Councilors: Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Knott: Yes; Winther: Yes. Motion Carried.*

- 5.3. Memorials for Tony Baker, Floyd Billings and Luane Waytenik: CA Martinenko updated the Council on different ways to commemorate former Councilors and Mayors the City has lost in the last month. There was general consensus to form an Ad Hoc Committee, and CA Martinenko suggested it is a very personal and that family members should get involved. Councilor Ritch so moved to set up an Ad-Hoc Committee called the "Memorial Committee" but retracted it after discussion was held on the Mayor reaching out to the family members first and then call for a motion at the next meeting.

- 5.4. Council Vacancy Discussion & Review of City Charter: CA Martinenko talked about our vacancy and describes the process of declaring and filling that vacancy. There are two basic requirements: To be a registered voter, and to have lived within City limits for at least 12



months. He mentioned interest from a resident outside of the incorporated City of Monroe and introduced Bill Kughn, who requested to be on the agenda and have his argument heard. Bill explained to the Council why he believes he should be appointed to the vacant Council seat though he doesn't meet the basic requirements. He talked about changing the Charter and offered examples and sites some points and recommendations from people around the community. Mayor Sheets said at this point we need to talk to the City attorney, and CA Martinenko mentioned he would send information off to her in the morning. Group discussion continued. Councilor Cuthbertson pointed out that even though people live outside the City limits there are other opportunities such as Planning Commission and various Committees and that no one is ever turned away from participation or coming to meetings.

5.5. Emergency Notification App: Mayor Sheets asked CA Martinenko to give an update. CA Martinenko elaborated and said we are ready to start looking at prices and programs. He described a fire situation we had over the weekend where a home was on fire next to the Community Center and Staff happened to notice it pop up on a Pulsepoint app. He discussed how could we notify our citizens in town about emergencies. Group discussion continued including Chief Barnes and Sheriff Van Arsdall. The Sheriff discussed their office looking into an app for all these reasons as well. Chief Barnes agreed that anything we can do to get in touch with each other as agencies and notify residents of danger the better. Councilor Cuthbertson expressed support but asked if it needs to be put on hold until its worked into the budget, Councilor Ritch and CA Martinenko confirmed ARPA funds could be used. Group discussion held on the scope of options, land-line notifications, and suggestions from the Sheriff, Chief Barnes, and some input from audience members. Mayor Sheets and CA Martinenko stated in agreement that they will set up some meetings with Chief Barnes to go over notification systems and useful FEMA related information.

## 6. OLD BUSINESS:

6.1. Park Host Update: DCR Davis confirmed we had received 5 official applications, and CA Martinenko announced that she will be coordinating scheduling of the interviews and it would start via email. Councilors confirmed receipt of the email earlier in the day.

6.2. City Park Fees Update: Councilor Cuthbertson gave update on Farmers Market location, interest moved from the City Park to a spot by the High School for now but in the future, they'd like to use the park that will eventually be by the library.

6.3. RARE Projects Update: CA Martinenko gave an update on the collaboration of assignments C. Rivera is working on, his next Council interaction being a Work Session where he will be giving an essay and presentation on what he's learned in his first few months here. He is putting his data into context and framework to both livability for quality of life and economic development, and issues with engaging the community. He is now involved with the Economic Development Committee and is working on putting together a Town Hall that will be open to the regional community, as well as a survey to gather data related to our Parks and what the community and citizens would like to see there.

6.4. Planning Commission Update: CA Martinenko said currently there isn't anything in the official Planning stages yet but he described some projects being worked on in the area, including a



multifamily unit on Kelly Street, a multifamily project at 640 Depot Street, and 8<sup>th</sup> & Main Street for two homes. The last project in the works is the Bucher property that was purchased by North Santiam Paving. Councilor Ritch asked if there was any update on the Planner situation and CA Martinenko said we are still currently waiting. He confirmed the contract is up in a few days and he is still researching what other cities are doing.

**7. CITY EVENTS & OTHER HAPPENINGS:**

- 7.1. City Events Calendar: Mayor Sheets pointed out that he added the link to the Agenda for the City Calendar and that he added dates for 2023 events that are coming up.
- 7.2. Upcoming 2023 City Events: Mayor Sheets ran through the list of events and notable dates on the Agenda, including Monthly Mayor Office hours, and a Tri-County Chamber of Commerce luncheon that will highlight Monroe that he and CA Martinenko will be attending.

**OTHER BUSINESS:**

- 7.3. Committee Reports from each Chair: Mayor Sheets noted for the record our Monthly Work Sessions are held the second Monday of each month at 6:00 P.M. at the Community Center, and encouraged attendance. There were no other Committee Reports or comments.
- 7.4. Councilor Comments: Councilor Lindner mentioned needing to reschedule an HR Committee meeting and she will send an email getting one set. Councilor Winther mentioned he was contacted by Dana Dedrick regarding pump specifications, and the other Councilors also confirmed receiving that. No other Councilor comments.
- 7.5. Mayor's Comments: No additional Mayor comments.

*Other Comments:* Sheriff Van Arsdall said he checked with his patrol sergeant and confirmed response time is on average 10 minutes or less.

9. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:10 PM.

**Approved by Council Action on February 27<sup>th</sup>, 2023:**

Mayor Dan Sheets:  Date: 2/27/2023

Attest: 

Steve Martinenko, City Recorder