



MONROE CITY COUNCIL MINUTES

February 27, 2023

6:00 PM

Monroe Community Center

1. **OPENING**

1.1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:06 P.M. and led the Council in stating the Pledge of Allegiance together. **Roll Call:** Present: Mayor Sheets; Councilors: Winther, Cuthbertson, Ritch, Lindner, Knott (arrived late). (Absent: *None*. Staff present: City Administrator (CA) S. Martinenko, Deputy City Recorder (DCR) J. Davis [via Zoom], Sheriff J. Van Ardsall for Benton County Sheriff's Office (BCSO) [via Zoom], and Fire Chief C. Barnes for Monroe Rural Fire Protection District (MRFPD).

2. **PUBLIC COMMENTS:**

- 2.1. Mayor Sheets asked Councilor Cuthbertson read the rules for Public Comment.
- Evelyn Lee from Alpine Road stood to make comments thanking the Council and announced a Health & Safety Fair that will take place on May 17th.
 - Jeanni Cuthbertson stepped to the podium as a citizen inquiring about a Farmers Market location, and announced they are moving forward with starting this year.
 - Jeff Besotes added an announcement about a Veterans event that will take place at Christ Center March 4th and elaborated on the services that will be available.

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. **Benton County Sheriff's Office (BCSO) Report:** Submitted by Sheriff Van Ardsall, acknowledged and accepted by Monroe City Council. Sheriff asked if there were any questions on the monthly report and there was one from an audience member not related to the Sheriff's report.
- 3.2. **HOPE Presentation:** Benton County Commissioner Nancy Wyse introduced the HOPE committee members. The committee members took turns reading and describing the information on each of the PowerPoint slides. There were questions from the audience during the presentation and questions with discussion after the presentation was complete. Mayor Sheets ended the topic at 6:55PM for the sake of time, stating the Council would schedule a follow up session if necessary. The presenters agreed, and confirmed they would come back if more information was needed. Peggy with CSC added her own closing comment in the end, as well as Councilor Lindner.
- 3.3. **Long Tom Watershed Council presentation:** Sarah Whitney of the Long Tom Watershed Council (LTWC) presented information as part of a request for the City to apply for a Drinking Water Source Protection grant with the Oregon Health Authority (OHA). She explained the City has participated in the past with this grant for protection of upstream water sources that are feed the Long Tom river. She elaborated on some projects they're working on, sharing corresponding photos and data. Audience member questioned some calculations she shared and Councilor Winther stepped in to help explain. She continued her presentation and stated all she needs is for the City of Monroe to agree to apply for an Oregon Health Authority (OHA) Grant, with her doing all of the work and writing. She described details of the grant and



answered questions from the Council. Sarah said if the City received the grant, a new Memorandum of Understanding (MOU) between the City and LTWC would be required. Commissioner Greydanus added comments in support of the program, and CA Martinenko mentioned water tests and education regarding storm drains. Councilor Ritch asked about a Resolution. CA Martinenko suggested Council make a motion to accept going forward with Sarah Whitney to write a grant as described and work with staff to come up with cost details, and that a Resolution would go before Council to proceed once a grant has been awarded.

Councilor Ritch called for a motion to proceed with Sarah Whitney applying for the grant and Councilor Winther so seconded; Audience member asked if there was a quorum to be able to take a vote and Councilor Ritch and Mayor Sheets confirmed yes. No other questions or comments. Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Knott: Yes; Winther: Yes. Motion Carried.

- 3.4. City Administrator Report: CA Martinenko gave a brief update on the City's new Park Hosts, reporting that they are doing very well and Mark and Dallas check in with them frequently. He then gave an update on a couple RARE projects C. Rivera is working on including the Parks Master Plan and Economic Development. CA Martinenko also gave an update from the last Planning Commission (PC) meeting and discussed the code project he's been working on while PC works on their parts. The other update was from the Human Resources (HR) Committee regarding the HR Handbook. CA Martinenko is working on merging that into the CIS template. There were a few water shutoffs due to the cold weather but no other updates. There were no other questions or comments.

4. CONSENT AGENDA:

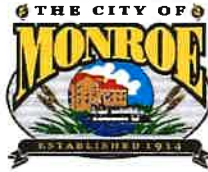
- 4.1. Approval of Bills, Financials and Minutes: Mayor Sheets and Council moved onto the Consent Agenda for approval. Councilor Ritch asked questions regarding USA Bluebook and the membranes and CA Martinenko so explained. CA Martinenko also added comments about new ADP Page and pointed out his review signatures. 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; Winther: Yes. Motion Carried.

5. New Business:

- 5.1. Resolution 2023-02; A Resolution Creating the "Baker District" in the City of Monroe to Honor Councilor Tony Baker. Mayor Sheets read the Resolution title and had Council Review the Resolution copy. Councilor Ritch asks clarifying question regarding location and Mayor Sheets responded. No other questions or comments.

Mayor Sheets called for a Motion; Councilor Winther so moved to approve Resolution 2023-02 and Councilor Ritch so seconded. No other questions or comments. Mayor Sheets called for a vote; Councilors: Winther: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion Carried.



- 5.2. Resolution 2023-03 – A Resolution Updating the City of Monroe Standing Committees: Mayor Sheets presented the Resolution and CA Martinenko elaborated on the included “Attachment A” and details regarding the standing committees.

Mayor Sheets called for a Motion; Councilor Ritch so moved to approve Resolution 2023-03 and Councilor Lindner so 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. Resolution 2023-04 – A Resolution to Authorize the Transfer of Funds Received to Offset SRTS Expenditures: At 7:56PM Mayor Sheets read the next Resolution title and CA Martinenko described the Resolution and the City’s need for it.

Mayor Sheets called for a Motion; Councilor Ritch so moved to approve Resolution 2023-03 and Councilor Winther so seconded. No other questions or comments. Mayor Sheets called for a vote; Councilors: Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Winther: Yes. Motion Carried.

- 5.4. Budget Officer appointment: CA Martinenko announced that the Budget Officer is Dawyn Flora, and he described what her duties and responsibilities will be.

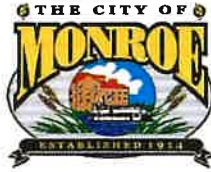
Mayor Sheets called for a Motion to appoint Dawyn Flora as the City’s Budget Officer; Councilor Ritch so moved to appoint and Councilor Cuthbertson so seconded. No other questions or comments. Mayor Sheets called for a vote; Councilors: Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Winther: Yes. Motion Carried.

- 5.5. Council Vacancy: Mayor Sheets declared a Council Vacancy and announced there will be interviews on March 1st for anyone who has applied and is eligible. Councilors Lindner and Ritch each asked a question and CA Martinenko responded.

- 5.6. 1135 Grant Ad-Hoc Committee Recommendations: Mayor Sheets added this topic to the agenda at the meeting. He described and read the action items from the Committee that include accepting the Army Corps of Engineers recommendation to remove the Monroe drop structure. Councilor Winther asked about the raw water intake pump and the Long Tom Watershed Council offer to write a grant with the Oregon Water Resource Department. Councilor Cuthbertson asked if the grant would obligate the City to move ahead with a new water intake before the decision to start the construction phase of the 1135 project. After discussion, the Council reached consensus that there was no harm in applying for the grant since it would not have to be accepted if circumstances changed.

Mayor Sheets called for a Motion to pass the 1135 Grant Committee’s Recommendations; Councilor Lindner so moved and Councilor Winther so seconded. There was discussion and clarification between Councilor Cuthbertson and Councilor Lindner. Mayor Sheets called for a vote; Councilors: Winther: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion Carried.

Mayor Sheets then asked the Council if the 1135 Grant Ad-Hoc Committee should continue or wrap up at a specified time. CA Martinenko added that the MOU with the LTWC ends when the Feasibility Study ends. The Council reached consensus to wait until the study ends.



6. OLD BUSINESS:

- 6.1. Memorial Update: Mayor Sheets gave an update saying this is still in progress and he will circle back to it on a later Agenda.
- 6.2. Park Host Update: *Passed/Previously covered in City Administrator's Report.*
- 6.3. RARE Projects Update: *Passed/Previously covered in City Administrator's Report.*

7. CITY EVENTS & OTHER HAPPENINGS:

- 7.1. City Events Calendar: Mayor Sheets pointed out there is a link to the City calendar on the Agenda.
- 7.2. Upcoming 2023 City Events: Mayor Sheets ran briefly through the list of events and notable dates on the agenda, including the Monroe Festival on June 24th and Christmas in July on July 15th.

8. OTHER BUSINESS:

- 8.1. Committee Reports from each Chair: Next Work Session is on March 13th. No other committee reports or requests.
- 8.2. Councilor Comments: Councilor Lindner wanted to add a thank you. No additional Councilor comments.
- 8.3. Mayor's Comments: No additional Mayor comments.

9. ADJOURN: Mayor Sheets adjourned the meeting at 8:30 PM.

Approved by Council Action on March 30th, 2023:

Mayor Dan Sheets:  Date: 3/30/23

Attest: 

Steve Martinenko, City Recorder