



MONROE CITY COUNCIL MINUTES

April 24, 2023

6:00 PM

Monroe Community Center

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:00 P.M.

Pledge of Allegiance: Councilor Ritch led the Pledge of Allegiance.

Roll Call: Present: Mayor Sheets; Councilors: Cuthbertson, Meyers, Lindner, Ritch, Winther

Absent: (1 Vacancy)

Staff present: CA Martinenko.

2. **PUBLIC COMMENTS:**

- 2.1. Stan Thomas presented their program on grief counseling after the passing of their daughter.

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. **Sheriff's Report.** Sheriff Van Arsdall presented the department's monthly report and asked for questions. Councilor Rich thanked Sheriff and the Deputies for doing a great job. The Sheriff commented on the crash the day before and mentioned a deputy was just 15 seconds behind so was able to be on scene immediately. There were no further questions or discussion.

- 3.2. **City Administrator Report.** CA Martinenko reported on the crash on Sunday the 23rd that damage the north entrance sign and electrical pedestal. He said that public works would be in touch with Mr. Wade Skinner, the artist that made the sign, for repair.

CA Martinenko continued with discussion of an MOU with Benton County, that creates a non-binding agreement to be part of the coordinated homeless coalition created by HB 4123 that Benton County received a grant for. Discussion continued with SB 3115 that mandates Cities revise their camping restrictions. CA Martinenko mentioned that camping has a connotation of extended time and perhaps "sheltering" was more appropriate. Councilor Meyers added "temporary" to sheltering, so temporary sheltering in place is what the City wants to work with when crafting an ordinance. There was discussion about what would be reasonable in terms of time, manner and place. Examples were no camping or sheltering in FEMA designated flood planes during high water season and no camping or sheltering in wetland areas. There are other considerations such as taking up sidewalk space and garbage pickup that will need to be addressed.

CA Martinenko then discussed an issue with the Oregon Water Resource Department and the Water Master Conservation Plan that was submitted in April of 2020. The City



learned the plan was never approved because there was a request to hold the plan until a well extension was granted. That never occurred, so the plan is in limbo. CA Martinenko said he is working with the consultants to see if the approval process can be fast-tracked.

CA Martinenko mentioned an upcoming meeting with the USDA and Biz Oregon loan specialists for the water plant upgrades. This is in addition to the state and federal legislative “asks” the city has made. Regardless, the City will have to match 20% to whatever is received.

The Veteran Services Officer from the COG will be starting regular monthly visits to Monroe for veterans. Councilor Meyers asked if this has been communicated to the VFW and CA Martinenko said that Mark Murray is part of the post and has the information.

CA Martinenko reported on the flashing yellow emergency light at Commercial and Hwy 99. ODOT will be removing the lights and replacing with a “dark” single yellow flashing light, activated by the fire department. There have been several reports about cars stopping and not sure if the flashing lights meaning there is an emergency vehicle approaching.

4. **CONSENT AGENDA:** Councilor Meyers motioned to approve the consent agenda and Councilor Winter seconded. Mayor Sheets asked for questions. Council Meyers asked if the DEQ discharge permit fee has increased. CA Martinenko said that it did. Councilor Ritch asked about the separate AP for audit fees and if this was an addition. CA Martinenko confirmed that it was. With no further discussion, Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Meyers: Yes; Winther: Yes. Motion Carried.

5. **NEW BUSINESS**

- 5.1. Cathy Campbell of the Tri-County Chamber presented a request to hold their Taste of Tri-County Business Expo in Monroe on July, 19, 2023. After reading the cover letter explaining the event and requirements of the City, Mayor Sheets asked CA Martinenko if the City has everything needed of the Chamber for the event. CA Martinenko confirmed that is the case and would need a vote of the Council to approve. Mayor Sheets called for a motion and Councilor Winther so moved. Councilor Lindner seconded. Mayor Sheets asked for questions and Councilor Ritch asked about the scale, or expected attendance. The answer is between 100 and 250 people. Councilor Cuthbertson encouraged communication with the Post Office so access would be blocked. Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Meyers: Yes; Winther: Yes. Motion Carried

- 5.2. **Resolution 2023-10.** A resolution transferring funds from water reserves for water treatment system repair. CA Martinenko said this was for DuPont to program the



required OHA changes into the water filter computers as a result of membrane changes. Councilor Ritch moved to approve the resolution and Councilor Meyers seconded. With no further discussion, Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Meyers: Yes; Winther: Yes. Motion Carried

5.3. **Budget Committee Meeting.** Discussion was held to set the first budget committee meeting. CA Martinenko said the notice will be mailed to residents with the end-of-month utility bills and requires 10-day notice. After checking calendars, it was decided to hold the first budget committee meeting the second part of the May 8th work session. The second budget committee meeting was decided for May 23rd.

5.4. **City Landscaping and Janitorial RFP.** CA Martinenko discussed the need for landscaping services, mainly for the library and assistance with leaf pickup at the park in the fall. After discussion, Council agreed that this function would be better contracted along with janitorial services rather than hire a City employee.

5.5. **Takeaways for Economic Development Townhall.** Chris Rivera presented the townhall hosted on April 1st on economic development in Monroe. Chris said there were more nuances but communication such as newsletters and townhalls were important. People wanted the “small town feel” to continue along with safety and security. Chris reported other discussion on community inclusion such as parks events and other ways for the community to get together.

6. **OLD BUSINESS:**

- 6.1. Mayor Sheets reminded Council to take the surveys for parks and economic development found on the City website.
- 6.2. Mayor Sheets asked Council to continue recruitment for the budget committee
- 6.3. Mayor Sheets said there is an application for the vacant City Councilor position and would like to set up a special council session for an interview.

7. **CITY EVENTS**

- 7.1. Mayor Sheets described upcoming events that are on Facebook, Mayor’s office hours on the 25th, and with the 1135 open house on Saturday.

8. **OTHER BUSINESS:**

- 8.1. **Councilor Comments:** Counselor Cuthbertson mentioned the next Parks Committee meeting.
- 8.2. **Mayor’s Comments:** Mayor Sheets commented the next regular City Council meeting is May 22, 2023 at the Monroe Community Center.

9. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:03 p.m.



Approved by Council Action on May 22, 2023

Mayor Dan Sheets *Dan Sheets* Date: 5/22/23

Attest: *Steve Martinenko*
Steve Martinenko, City Recorder