



MONROE CITY COUNCIL MINUTES

September 25, 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.

Roll Call: Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Myers, Ritch, Williams

Absent: Councilor Wlnther

Staff present: City Administrator Martinenko

2. **PUBLIC COMMENTS:** None

3. **STAFF REPORTS AND PRESENTATIONS:**

3.1. **Sheriff's Report.** The Sheriff Department reported minor complaints and recommended that the speed is lowered to 25 MPH in the downtown core area and Territorial Road due to congestion and safety for pedestrians. Mentioned a complaint by the library staff for a person camping in their car at the library parking lot. Councilor Myers commented on the speed through town and also on Orchard Street.

3.2. **City Administrator Report.** CA Martinenko mentioned that Commissioner Greydanus is working with the Alliance for Recreation and Natural Areas (AFRANA) to fund a feasibility study for a pedestrian bridge over the Long Tom River. DOWL construction will be performing the study and is the same firm that built a pedestrian bridge in Dayton that also carried water and sewer lines. CA Martinenko said that the City's master plans call for a larger sewer line and this opportunity might be eligible for grant money to help with the bridge cost. CA Martinenko then discussed the North Sign repair. The artist, Mr. Wade Skinner, is asking for an additional \$1,400 to cover material costs that is above and beyond the \$10,000 agreed to. City staff are working with Mr. Skinner but in lieu of an actual cost statement, is not inclined to pay additional and may action may be required of the City Attorney. CA Martinenko went on to discuss a conversation with Mr. Chris Jacobs, the new Economic Development Officer for Benton County, who attended the last City Economic Development Committee meeting. Mr. Jacobs offered to assist Monroe in writing a grant through Rural Initiative Opportunities that might help with starting the Gateway Park area. The grant is to develop and foster entrepreneurship and business opportunities and the plans for the park area would need to include those aspects such as a visitor's center, space for a farmer's market and business pop-ups, and easier parking options. CA Martinenko next briefed Council on plans by the City of Philomath to hire a planner to replace the former county planner that was contracted to Philomath, Adair Village, and Monroe. Monroe could take advantage of planning services via an IGA on a per-hour basis.

3.3. CA Martinenko discussed the abandoned house at 170 N 8th street and said it is becoming more of a nuisance, describing activity dismantling the roof. The City



Attorney said the City could abate the nuisance through Council action declaring the structure as a public health and safety issue. The City would then be responsible for removing the structure and placing a lien on the property. Councilor Myers asked who the property owner(s) were and CA Martinenko replied the owner passed away in 1982 and did not leave a will. A son lived on the property until he passed away and last November when the wife passed away. There are several people claiming to have a right to the property but none are related to the original owner nor have legal ownership. The City Attorney recommends the structures on the property be removed as they represent a liability to the City. CA Martinenko said he would continue to collect information for Council to act on.

Last, CA Martinenko updated Council on a potential Urban Growth Boundary (UGB) land swap involving property to the west of Red Hills and a similar size portion of the Brick Yard properties in the NE section of Monroe. The Land swap is the only way to change the UGB without performing another buildable land inventory. The City of Dayton recently completed a UGB land swap and provided their reports to us for assistance. CA Martinenko continued by describing the land by Red Hills as more readily developable than the property at the Brick Yard that mostly sits in a 14-foot-deep depression. CA Martinenko said the next steps are to work with the Department of Land Conservation and Development (DLCD) to ensure the proposed action would meet requirements. Council would then have to approve staff moving forward with a staff report and notification of land owners.

4. CONSENT AGENDA

Council reviewed the City Financials and minutes for the previous month. With no additional questions, Mayor Sheets asked for a motion to pass the consent calendar. Councilor Ritch so moved and Councilor Myers seconded. Mayor Sheets then called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.

5. NEW BUSINESS

5.1. Ordinance 2023-03. First Reading amends Chapter 93 of the Monroe Municipal Code regulating camping within the City. CA Martinenko read key parts of the Ordinance that includes restricting camping to certain areas of the City Park and prohibits camping within 1,000 feet of a school or registered day care center, in the Riverside District Overlay zone, City utility property, such as the lift station or public parking areas, or blocking sidewalks and streets. Camping in designated areas or unrestricted areas are from dusk to dawn, using the Civil Twilight standard as recommended by the City Attorney. Councilor Lindner asked about using areas of the park or other areas between dusk and dawn. CA Martinenko replied as long as the area is not restricted, a person may sit, lie, or sleep; however, they must clear the area including packing up



their belongings after dawn. Councilor Myers asked if the person must move away from the area they were camping in. CA Martinenko said they may keep themselves and their belongings in public areas as long as they are not blocking travel or interfering with scheduled events, such as a baseball game or other park event. Councilor Ritch asked if the ordinance was reviewed by the City Attorney. CA Martinenko replied that it has been and inclusion of the Civil Twilight standard was the only suggestion. After brief discussion, Councilor Myers moved to accept the first reading of Ordinance 2023-03 and recommended moving the ordinance to the second reading. Councilor Lindner seconded. With no other questions, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.

- 5.2. **Resolution 2023-24. Accepting a \$50,000 grant for Source Water Protection.** CA Martinenko presented a grant from the Oregon Health Authority (OHA) for Source Water Protection. As explained, this is a grant given to the City and the City executes an MOU with the Long Tom Watershed Council to act as the contractor. This is the third grant with OHA and the Long Tom Watershed Council for work upstream to mitigate harmful sources of pollutants that enter the Long Tom River's watershed and end up at the City's water intake. CA Martinenko said this is not only important for the quality of water the City processes for drinking water but also goes towards commitments the City has to reduce pollutants through programs with the DEQ. The grant also contains a provision for a percentage to assist with grant administration by the City. After brief discussion, Councilor Ritch moved to accept the grant and approve resolution 2023-24. Councilor Lindner seconded. With no other questions, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.

After the vote, Councilor Myers asked if microplastics were also being tested as part of this grant. CA Martinenko explained this is called PFAS, or per-and polyfluoroalkyl substances, also known as "forever chemicals." Large cities are required to test for PFAS. Small cities like Monroe are grouped under regional testing, where selected sites are tested. Most of the tests in Oregon that returned a higher level came from wells and not surface water sources. CA Martinenko said he would reach out to the contractors and ask about what they test for.

Daniel Basaraba, in the audience, then asked Mayor Sheets if he could have a moment to introduce himself. Mayor Sheets invited Mr. Basaraba to the podium where he spoke to his plans for the 555 Depot Street property, especially for small business, and talked about his recent open house.

- 5.3. **Resolution 2023-25. Accepting an Auditor for the Annual Budget.** CA Martinenko said this is for the same auditor we used last year, Grove, Mueller, and Swank, and the audit is required by state law. After brief discussion, Councilor Ritch moved to pass Resolution 2023-25, accepting Grove, Mueller, and Swank to provide the annual audit. Councilor Myers seconded. With no other questions, Mayor Sheets called for a vote:



Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.

- 5.4. **Resolution 2023-26.** Accepting and IGA with the Oregon Department of Transportation for ADA ramp work on public highways and roads with the City of Monroe. CA Martinenko explained this IGA is a little late since the ramp work is completed but is important as a legal tool so the City has recourse in the event of faulty construction or other related issues. There was general discussion in Council about the issues and quality of work including material still left on Dragon Street. Councilor Ritch moved to pass Resolution 2023-26, accepting Grove, Mueller, and Swank to provide the annual audit. Councilor Myers seconded. With no other questions, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.
- 5.5. **Accepting Bid for Fire Hydrant.** CA Martinenko presented two bids to place a fire hydrant a blowoff valve on the water line on N 9th Street and the Fir St. Easement. This is for both fire protection and to help with Disinfectant By-Product testing so the lines can be flushed on a regular basis since the current fire hydrant is over 900 feet away. Two companies, H&J Construction and Pacific Excavation were asked to provide bids. H&J bid \$15,000 and Pacific Excavation \$31,000 for similar work product. After discussion of the work involved, Councilor Ritch moved to accept the bid from H&J construction for \$15,000. Councilor Williams seconded. With no other questions, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Rich, Yes; Williams, Yes. Motion carried.

7. **OLD BUSINESS:**

- 7.1. **Pending Grants.** CA Martinenko updated Council on the USACE 1135 grant and that it is being sent to Congress for appropriation for the construction phase of the study. The City does not know the priority USACE will apply to the project but it is subject to Congress approval once they pass the budget. CA Martinenko also reported that the \$1.3M grant for the water system upgrades is being processed by the State and will require their review before being disbursed.
- 7.2. **Ordinance Enforcement.** CA Martinenko reported he is working with 6 individuals who have property stored on City streets and all but a few have removed their vehicles or RVs. CA Martinenko recommended that the Parking ordinance is updated to declare parking zones and regulations so enforcement is clear.
- 7.3. **Disaster Planning.** CA Martinenko updated Council on the Natural Hazards Mitigation Plan with Benton County and share the hazard matrix for the City. CA Martinenko pointed out that identifying funding sources is still pending but the majority of the priority items can be managed in house or grants identified.
- 7.4. **Graffiti, Vandalism, and Fireworks ordinances.** CA Martinenko reported he will have material for Council to review at the next Council session.



8. CITY EVENTS

8.1. Mayor Sheets described upcoming City events not already discussed such as the Halloween Spooktacular.

9. OTHER BUSINESS:

9.1. None

10. ADJOURN: Mayor Sheets adjourned the meeting at 7:51 p.m.

Approved by Council Action on October 23, 2023

Mayor Dan Sheets  Date: 10/23/23

Attest: 
Steve Martinenko, City Recorder