



## MONROE CITY COUNCIL MINUTES

**October 23, 2023**

**6:00 PM**

**Monroe Community Center**

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

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

Absent: Councilor Lindner

Staff present: City Administrator Martinenko

**PUBLIC COMMENTS:** Mr. Jody Conn, who owns the storage units at the corner of Hwy 99W and Oak Street, commented on a video captured by his security cameras of a Junction City police car apparently releasing a person on Fir Street next to his property then leaving. The individual purportedly walked around his Fir Street property before walking toward the High School. Mr. Conn stated the person was injured and eventually transported to Corvallis.

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. **Sheriff's Report.** Sheriff Jef Van Arsdale briefed Council on the monthly patrol log and spoke to the incident with the Junction City police previously commented. The Sheriff said it is not unusual to transport individuals to cities that have the resources to take care of them and cited instances when he worked in Washington County when they took individuals to downtown Portland where the mission was located. However, the Sheriff emphasized that Monroe has no such resources and no one should be transported and left as this person allegedly was. The Sheriff said he would reach out to the Junction City Police Chief and express his concern.
- 3.2. **Presentation: Tri-County Continuum of Care.** Pegge McGuire, Executive Director of the Community Services Consortium (CSC), presented to Council for forming a Tri-County Continuum of Care to help with homelessness and keeping people from being homeless. As McGuire pointed out, the State created several specific continuum areas but left 26 counties in one rural block, including Benton, Lincoln, and Linn counties. The CSC would have to have to ask the 26-county rural continuum block coordinator for funds to support their work and feels that a Tri-County model would serve the communities better. After presenting the details of how their program would work, McGuire asked the Council to consider supporting the effort through a Council resolution. Councilor Cuthbertson then expressed concern that the City does not have existing resources and by agreeing to a consortium might open the door to a bigger problem, in essence putting the cart before the horse. McGuire commented that this is not obligating the community but providing an opportunity for more resources to support what the community actually needs. Councilor Ritch asked about data collection to understand what the problems are and who needs to be helped. McGuire said that each continuum is required to have a Homeless Management Information System that, as an example, tracks who is transported and their drop-off points as well



as those who receive care. Councilor Myers asked if the Tri-County Continuum can share information with other Counties. McGuire said that could happen and would be in the best interests of each continuum to do so. One of the goals of the Tri-County Continuum of Care is to develop more robust reporting. The discussion concluded with a brief discussion of a proposed resolution in support and Mayor Sheets thanked Executive Director McGuire for her presentation.

- 3.3. **City Administrator Report.** CA Martinenko reported on planning activity including a condition use action for the 555 Depot Street location for retail operations in both the front and back locations and with AKS engineering for a multi-family unit on Kelly Street. This will require a variance and condition use for the density, which is currently GRB, however; the apartments surrounding the proposed development are similar. In addition, there is activity pending but not formally submitted for a multi-unit development between N 7th Street and the Depot Street property. This will require access either by extending 6th street to Pine or an easement on the Depot Street access. There was some discussion on Depot Street but the street was part of the old rail property that served the original depot and never brought over as a street by the City, so access to property west of the rail easement will need to be considered by the City. Last, there is no activity with the Pacific Northwest Development group regarding the subdivision between N 8th and N 10th & Ash Streets.

CA Martinenko continued with an update about the ODOT changes to the Emergency Lights at Hwy 99W and Commercial Streets and stated that ODOT was planning the work for late November. In addition, ODOT has assigned an engineer to provide the speed study for Hwy 99W within city limits but there is no estimate for completion of the study.

Last, CA Martinenko commented that lagoon discharge starts on November 1st and will continue through April 30th. He mentioned that the ponds are much lower this year as compared to last but the weather forecasts call for a wet end of Fall and early spring, which may provide some challenges to the waste collection process.

#### 4. CONSENT AGENDA

Council reviewed the financials and minutes of the previous Council meeting. With no further questions or discussion, Councilor Ritch moved to approve the consent agenda. Councilor Myers seconded. Mayor Sheets then called for vote: Councilor Cuthbertson: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion carried.

#### 5. NEW BUSINESS

- 5.1. **Ordinance 2023-03 – Second Reading. Amends Chapter 93 of Monroe Municipal Code to Regulate Camping within the City of Monroe.** CA Martinenko reiterated this ordinance replaces the resolution passed the previous June allowing limited camping in



the City Park and establishes city-wide restrictions. The language was approved by the City Attorney with the recommendation the City use the Civil Twilight rule (legal dawn to dusk) as opposed to listing actual times. Of importance, CA Martinenko explained the ordinance restricts camping within 1000 feet of a public school or licensed day care facility. This would exclude camping or vehicle overnight parking in the library parking lot and in the area immediately adjacent to the dam structure. While camping is technically prohibited in the covered park picnic table area, the City Administrator has made a few exceptions during harsh weather conditions for overnight shelter, which is keeping with the intent of HB 3115. Mayor Sheets asked when this ordinance would go into effect and CA Martinenko said the ordinance states on passage by Council. A person online asked if a person needed a permit from the City to camp. The answer is no as long as they are abiding by City ordinances, including this ordinance. Councilor Ritch added that the ordinance is only for short-term camping and not long term. Councilor Myers asked what that meant and Councilor Ritch replied that camping would only be from dawn to dusk in designated areas only. CA Martinenko added that meant a person would have to pack up their belongings at dawn and move elsewhere until dusk. Councilor Ritch then moved to approve Ordinance 2023-03. Councilor Myers seconded. With no further questions or discussion, Mayor Sheets then called for vote: Councilor Cuthbertson: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion carried.

- 5.2. **Resolution 2023-27. A resolution accepting a grant for construction of a regional pathway.** CA Martinenko said that the State of Oregon approved a \$ 359,468 grant to construct a pathway from 6th and Kelly Streets to Alpine Cutoff Road. CA Martinenko said that once construction starts, the City is obligated to complete the project and accepts any cost overruns. Mayor Sheets asked when the bidding process would start and CA Martinenko said as soon as the executed copy is returned by the State. Councilor Ritch asked about the maintenance of the path outside City limits. CA Martinenko said we have an agreement with Benton County to maintain the County portion of the path. Councilor Myers asked about vehicle traffic and CA Martinenko said the path is pedestrian a bicycle only, no motorized vehicles will be allowed. Councilor Myers then moved to approve Resolution 2023-27. Councilor Winther seconded. With no further questions or discussion, Mayor Sheets then called for vote: Councilor Cuthbertson: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.3. **Monroe Parking Zones and Ordinance updates.** CA Martinenko led a discussion regarding Parking rules and regulations within the City of Monroe. As Martinenko explained, there are few rules or guidelines and Council does have the ultimate authority to decided traffic rules within the City. CA Martinenko went on to talk about Dragon Street where the property owner on the south side of Dragon Street wishes to replace the sidewalk and is concerned about cars parking on the sidewalk. CA



Martinenko said he has observed this on Dragon Street and is because the cars are parked head-in instead of parallel as depicted in the Monroe Transportation System Plan for local streets. CA Martinenko then talked about residential parking and motor homes or other property parked on City property that is unimproved as contrasted with paved streets with gutter and sidewalks. Councilor Myers brought up vehicle parking on 5th Street and Orchard in regard to a no-parking sign that has been removed. After brief discussion, Mayor Sheets suggested that parking signage and restrictions within the City move to the Public Works Committee.

Mayor Sheets then moved on to a question on line about a light display on Main Street, a block from the Community Center. CA Martinenko said there are no ordinances that expressly prohibits a light show but that Council could decide it was a nuisance and abate it through the general nuisance ordinance. After discussion, Councilor Cuthbertson agreed to talk with the individual.

- 5.4. **Supplemental Budget.** CA Martinenko said he is working on a supplemental budget to create two new funds that separate streets and storm water from public works. This is in response to question from the Auditors and also by asking other cities what their best practice is. In general, revenue that is received for a specific purpose, such as water, sewer, stormwater, streets, and events must be in an enterprise-type fund, which is essentially standalone. What will be most affected is building maintenance since that activity is only funded through general shared revenue and property taxes.
- 5.5. **City Service Vehicle.** CA Martinenko described the search for a new service vehicle and because they are sold quickly, the City does not have the time to wait for a Council session to approve the purchase. CA Martinenko asked the Council to delegate authority to purchase a vehicle that is within the approved budget, low miles, and has a limited warranty. After discussion clarifying the type of vehicle being looking at, Councilor Myers moved to allow the City Administrator to finalize the purchase of a new service vehicle to replace the existing 1999 Ford F250, staying within budget, low milage, with a limited warranty or certified vehicle. Councilor Winther Seconded the motion. Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.6. **Proclamations.** Mayor Sheets read two proclamations. The first to honor all veterans and the second to support a food drive for the South Benton Food Pantry. The Council was in full support of both proclamations. Councilor Ritch then moved to support both proclamations. Councilor Myers seconded. Mayor Sheets then called for vote: Councilor Cuthbertson: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.7. **Recap for Oregon Mainstreet Conference.** Mayor Sheets provided a report of his highlights attending the annual Oregon Main Street Conference held in Independence. Ideas included gift cards and other promotional activities such as holiday happenings and lighting. Mayor Sheets described regional collaboration with other cities and urban



renewal projects. Mayor Sheets concluded with charging stations but also mentioned this would be a good opportunity for a business but not necessarily the City.

## **7. OLD BUSINESS:**

7.1. **Recap for Depot Street Open House.** Commissioner Greydanus briefly discussed the open house held by the property owners at 555 Depot Street. He explained the owners would like to convert the barn area into commercial retail space to attract small businesses. There was brief discussion about the barn area being used for fertilizer and potential clean-up activity. CA Martinenko said there were reports made but did not know if that was ground contamination or also included the structure itself.

### **7.2. Updates:**

7.2.1. **House Appropriation Bill for Water system.** CA Martinenko said we are waiting for the final feasibility report and action timeline to begin construction for the project; however, the money has been appropriated and is waiting for our engineering.

7.2.2. **Ordinance Enforcement.** CA Martinenko presented information to Council regarding fireworks, graffiti, and vandalism. CA Martinenko discussed different options for fireworks from an outright ban, such as Portland, to a semi-ban like Eugene, to a more educational approach that Grants Pass takes. Regardless, anything that flies into the air such as a bottle rocket is banned statewide, so it really amounts to enforcement. CA Martinenko then moved to graffiti and discussed the vandalism aspect and freedom of speech. On City property it can be treated a form a vandalism but may be different on private structures. After discussion, Mayor Sheets said this should move to the Ordinance Committee for further review.

7.2.3. **Parks Master Plan.** CA Martinenko said all the parks masterplan material is on the City Website

## **8. CITY EVENTS**

8.1. Mayor Sheets described the upcoming city events including the Halloween Spooktacular and the different community bizarre in Monroe at the Food Pantry and at Alpine. Mayor Sheets talked about the with the holiday light parade and lights contest from December 9th to 16th and concluded with the Monroe BBQ & Logging Festival that was rescheduled to May 18, 2024.

## **9. OTHER BUSINESS:**

10. Councilor Ritch asked about the North Entrance Sign. CA Martinenko said the artist was asking for \$2500 more than agreed to but is in negotiation. The City's position is that the agreement stipulated the amount due and the City should not have to pay more unless the amounts were pre-approved. Councilor Ritch asked if the insurance company paid and CA Martinenko said yes, less \$600.



11. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:33 p.m.

**Approved by Council Action on November 27, 2023**

Mayor Dan Sheets  Date: 11/27/2023

Attest:   
Steve Martinenko, City Recorder