



## MONROE CITY COUNCIL MINUTES

**March 25, 2024**

**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, Winther.

Staff present: City Administrator Martinenko

2. **PUBLIC COMMENTS:** None

3. **STAFF REPORTS AND PRESENTATIONS**

3.1. **Sherriff's Report.** Sheriff Van Arsdall provided an overview of the monthly patrol log and asked if there were any questions. Councilor Ritch brought up the approval by ODOT for new signs indicating a speed limit of 25 miles per hour on Highway 99. Concerns were raised about speeding in the town, prompting Sheriff Van Arsdall to announce plans for increased enforcement and awareness among patrol officers. The Sheriff highlighted instances beyond the town's boundaries where speeding poses risks to public safety. Councilor Lindner shared her initiative to install surveillance cameras on her property, inspired by previous discussions. Sheriff Van Arsdall supported the use of community cameras as valuable tools for law enforcement investigations. The Sheriff then informed Council that the contract with the sheriff's office would remain unchanged for the upcoming year, ensuring transparency and continued services. Sheriff Van Arsdall expressed enthusiasm for the proposed town hall meeting and offered full support in organizing the event. Councilor Ritch raised the topic of addressing more deputy presence in town, suggesting it as a potential discussion point for the town hall meeting. Sheriff Van Arsdall agreed to explore the issue further and assess its impact on the services provided by his office.

- 3.2. **City Administrator Report.** CA Martinenko started his report by mentioning the development of a mowing schedule to inform individuals about upcoming maintenance activities around town. He also addressed the need for training new staff on the City's larger equipment. Martinenko emphasized the importance of park maintenance and safety, including trimming limbs, addressing downed limbs, and ensuring the safety of park infrastructure. He highlighted the need for proper trimming and pruning to prevent hazards, particularly in areas frequented by children.

CA Martinenko informed Council about an upcoming meeting of the Homelessness Advisory Committee and invited interested individuals to participate. He then provided an update on the ongoing land swap process with Benton County, involving coordination



with various stakeholders and public notice requirements. He also discussed the implications of Oregon land use laws and potential challenges faced by developers. The conversation shifted to fiber optic cables along the of rail beds. CA Martinenko discussed the complexities involved in these projects, including regulatory requirements and infrastructure considerations given the railbed still requires compliance with rail operations as part of the Benton County agreement with Union Pacific.

CA Martinenko then provided updates on various infrastructure projects, including discussions with professional janitorial services and the initiation of practices for the Junior Dragon Baseball team. He also mentioned an upcoming municipal court date and discussed the recent audit for our law enforcement data systems.

CA Martinenko addressed water disconnect notices citing better compliance and a reduction in the long-term accounts receivable aging report. The City is down to four accounts over 90 days, with one of those accounts slated for disconnect. There are two accounts the water has been shut off but continue to accrue charges for non-payment.

Councilor Ritch inquired about progress on engineering bids and mixer installation. CA Martinenko provided updates on the bidding process and plans to install a mixing unit to reduce costs and improve Disinfectant By-product removal.

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

4.1. Mayor Sheets opened the consent agenda. Councilor Ritch inquired about vehicle upgrades for the new truck, which CA Martinenko elaborated on. He discussed the allocation of funds for upgrades and the features added to the truck, including a canopy, rack, and slide-out bed. Mayor Sheets mentioned the reissuance of an underground tech check, which CA Martinenko confirmed and elaborated on the process of addressing such issues. Councilor Ritch motioned to pass the consent agenda. Councilor Williams seconded the motion. With no further Discussion, Mayor Sheets called for a vote to approve the consent agenda: Cuthbertson: Abstain; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

#### **5. NEW BUSINESS**

5.1. **Resolution 2024-01: Establishing a City Master Fee Schedule.** CA Martinenko provided an overview of the resolution, highlighting its significance in streamlining the process of managing city fees. He emphasized the need for this resolution to authorize the creation of a master fee schedule. Councilor Lindner expressed agreement with the complexity of the task, acknowledging that it doesn't appear simple. Martinenko elaborated on the process, explaining how the master fee schedule would consolidate



all fees and rates into one document for easier reference and management. Councilor Ritch raised a question about the inclusion of a standard scale for tickets, to which CA Martinenko responded that he would consult with Judge Blake regarding that matter. Martinenko further discussed the need to update various fees, including tap fees, rentals, and community center fees, highlighting the importance of keeping the fee schedule current. Councilor Ritch motioned to pass Resolution 2024-01. Councilor Winther seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

- 5.2. **Budget Committee Meeting.** Mayor Sheets initiated discussions on scheduling the first budget committee meeting. CA Martinenko proposed scheduling the meeting towards the latter part of April, considering the need for time to publish. After deliberation, it was decided on April 23<sup>rd</sup> at 6:00 PM would be suitable for the meeting.
- 5.3. **Temporary Administrative Help.** Mayor Sheets introduced the next item on the agenda, concerning a recommendation from the Personnel and Finance Committee, and invited Councilor Lindner to provide insights. Councilor Lindner explained that during the last Personnel and Finance Committee meeting, CA Martinenko shared the need for additional administrative assistance between April 1 and June 30, requiring approximately 20 to 30 hours per week. She recommended hiring temporary help to free up Dawyn Flora for other pending tasks and allow CA Martinenko to focus on essential duties, especially during the busy budget season. Councilor Ritch supported the idea, emphasizing the increased need for administrative support during budget season and recalling previous instances of having three people in the office. CA Martinenko elaborated, emphasizing the temporary nature of the position. Councilor Ritch inquired about the hiring process, whether the position would be filled by a city employee or through an agency. Martinenko replied that they would explore available options, starting with internal resources and then considering external agencies if necessary, ensuring compliance with relevant regulations and certifications. Councilor Lindner then moved to hire a temporary worker to assist in the office between April 1 and June 30. Councilor Ritch seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.
- 5.4. **Installing a Stop Sign at the corner of 7<sup>th</sup> and Pine Streets.** Mayor Sheets introduced the next agenda item, which pertained to installing stop signs at the intersection of Pine and Seventh Streets, as recommended by the Public Works Advisory Committee. Mayor Sheets invited Councilor Cuthbertson to provide insights. Councilor Cuthbertson highlighted the need for stop signs at the intersection due to numerous instances of near accidents and fender benders. She emphasized the intersection's uncontrolled nature and the potential for increased traffic with additional housing developments. CA



Martinenko provided details on the proposed installation, explaining that the Public Works had already installed the necessary. He outlined the alignment of Seventh Street as a Thruway and the intended widening of Pine Street, aligning with the city's comprehensive plan. Councilor Ritch then moved to install a stop sign at the intersection of Pine and Seventh Streets on the southwest side. Councilor Lindner seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

- 5.5. **Storage on Public Street Policy.** Mayor Sheets opened the discussion on the agenda item concerning storage on city property. CA Martinenko presented the proposed public street storage policies, emphasizing the need for clarity and regulation regarding temporary storage on public streets. CA Martinenko outlined the key points of the proposed policy, which included provisions for temporary use permits for storing vehicles on public streets, subject to certain conditions and fees. He drew parallels with similar policies in other cities like Portland and highlighted the need for gravel surfaces for storage due to easier cleanup and spill detection.

Councilor Ritch raised a question regarding the ownership requirement for stored vehicles, seeking clarification on whether the vehicle must be titled in the landowner's name. CA Martinenko clarified that the storage must be in the property owner's name and adjacent to the property owner's property lines to avoid enforcement issues.

Discussion ensued regarding the policy's stance on vehicle leaks and maintenance responsibilities. Councilor Lindner suggested stricter language regarding vehicle leaks, while CA Martinenko explained the need for flexibility in handling unintentional leaks and proposed maintenance standards. Concerns were raised regarding enforcement and inspection schedules for stored vehicles. CA Martinenko assured that inspections would be conducted periodically to ensure compliance with safety standards and prevent hazards. The Council concluded discussion with plans to discuss potential modifications during the upcoming work session before finalizing the resolution.

Councilor Myers motioned to accept the public street storage policy with the provision for further discussion and modifications during the work session before finalizing the resolution at the regular Council meeting. Councilor Lindner seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

- 5.6. **Backflow Device Plan.** Mayor Sheets transitioned to the next agenda item, which involved discussing the backflow plan for the city. CA Martinenko emphasized the need for a backflow plan to be in place, particularly for homes equipped with backflow devices commonly used for irrigation. He explained that these devices require annual



inspection by homeowners, with reports filed with the city for record-keeping purposes. Plans to send notices to homeowners regarding this requirement were also discussed, along with the need for specialized training for public works personnel to implement the plan effectively. Councilor Myers inquired about legacy homes with wells connected to their properties and whether they would be subject to the backflow plan. CA Martinenko confirmed that homes with wells connected would indeed need inspection, and efforts would be made to negotiate favorable rates with qualified specialists to conduct the inspections. Martinenko mentioned exploring options to negotiate rates with inspection specialists to ensure homeowners aren't burdened with excessive costs. He cited average inspection costs and suggested seeking competitive rates from certified backflow device inspectors. Reflecting on past discussions about backflow issues, Councilor Myers recalled conversations dating back to 1996. CA Martinenko acknowledged the longstanding discussion and emphasized the importance of implementing the backflow plan now, given its regulatory significance.

5.7. **New Committee Members.** Mayor Sheets proceeded to the next agenda item, which involved discussing the approval of new committee members. Mayor Sheets commented that Commissioner Eastridge, who had previously served on committees, had submitted an application for both the Public Works and Parks Committees. Mayor Sheets expressed appreciation for Eastridge's past contributions and stated that there seemed to be no issue with his appointment. Councilor Myers expressed support for Commissioner Eastridge's appointment, describing him as a great addition to the committee. Mayor Sheets acknowledged the positive feedback and assured that Commissioner Eastridge would receive a confirmation letter.

## 6. OLD BUSINESS

- 6.1. **Budget Committee Recruitment.** Mayor Sheets commented about the requirements for the Budget Committee including residency within the City.
- 6.2. **Law Enforcement IGA.** Mayor Sheets noted that updates on the Law Enforcement Inter-Governmental Agreement (IGA) and town Hall had been provided previously.
- 6.3. **Library IGA Update.** CA Martinenko provided an update on the Library IGA, discussing the need to address maintenance costs and potential revisions to the agreement to ensure equitable distribution of expenses.
- 6.4. **Extension of Time for RV at Gas Station.** CA Martinenko proposed granting an extension of time for an RV at the old gas station due to extenuating circumstances. Councilor Myers motioned to extend the time by 90 days and seconded by Councilor Lindner, which was unanimously approved by the council.



## 7. CITY EVENTS

- 7.1. Mayor Sheets provided an update on an upcoming festival, including plans for scheduled events and the possibility of a trolley tour. Council members expressed interest in volunteering for the trolley tour.

## 8. COMMITTEE REPORTS

- 8.1. **1135 Ad Hoc Committee.** Commissioner Greydanus provided a report on the 1135 project to remove the Monroe Drop Structure. He stated the Army Corps of Engineers received their funding and highlighted the need to reconvene the committee to address next steps in the process and community concerns related to the project. CA Martinenko and Commissioner Greydanus discussed the various phases of the project, including design and construction including a new water intake.
- 8.2. **Budget Committee.** Mayor Sheets scheduled the first budget committee meeting for April 23, 2024, noting the first meeting is mostly electing the Budget Committee Chair and reviewing the budget process.
- 8.3. **Economic Development.** CA Martinenko mentioned arranging a meeting with Darren Nichols with Benton County on April 13, 2024 to discuss economic development opportunities.
- 8.4. **Personnel and Finance.** Councilor Lindner clarified that the work plan for this committee was to finalize the HR handbook, pending review and approval by the HR committee and council. Councilor Lindner shared updates on the Oregon Paid Leave Program, highlighting its relevance to recent hires and the need for proper application procedures.
- 8.5. **Ordinance.** No scheduled discussions regarding ordinances were reported but the next session would focus on short-term rentals.
- 8.6. **Parks.** Councilor Cuthbertson provided an update on the parks master plan, indicating the need to incorporate feedback from stakeholders and schedule upcoming meetings for both parks and public works committees.



**9. MAYOR'S COMMENTS**

9.1. Mayor Sheets mentioned recent interactions with state legislators and invited council members to attend an upcoming town hall event with Senator Merkley. He also reminded council members to complete their SEI filings before April 15th.

Mayor Sheets then discussed a donation of a railroad desk to the City for display in the Library. There was brief discussion about its storage and ownership, suggesting temporary housing at City Hall until clarification on donation procedures could be obtained.

**10. OTHER BUSINESS: None**

**11. ADJOURN:** With no further comments, Mayor Sheets adjourned the meeting at 8:10 p.m.

**Approved by Council Action on April 22, 2024**

Mayor Dan Sheets  Date: 4/22/24

Attest:   
Steve Martinenko, City Recorder