



MONROE CITY COUNCIL MINUTES

June 24, 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, Accounting Specialist Flora

PUBLIC COMMENTS: None

STAFF REPORTS AND PRESENTATIONS:

- 3.1. **Sherriff's Report.** Sheriff Van Arsdall asked if there were any questions about the patrol report and there were none. The Sheriff mentioned an upcoming town hall event on July 13th, where his command staff, the Emergency Operations Manager, and the Search and Rescue Manager would be present to address any questions regarding law enforcement and related activities in Monroe.

Councilor Ritch thanked the Sheriff for his efforts. Councilor Cuthbertson also shared that she contacted ODOT regarding speed on Territorial within city limits and the Sheriff reiterated that the open house would be an excellent opportunity to discuss any concerns directly with the patrol captain and the undersheriff. Mayor Sheets thanked the Sheriff for his time and the Council expressed gratitude for the sheriff's work in Monroe.

- 3.2. **City Administrator Report.** CA Martinenko briefly discussed the progress on installing the mixer in the tank, noting that electricity was already in place and that he would soon meet with Civil West Engineering to discuss water plant upgrades. Martinenko also mentioned waiting for updates on the 1135 project from the Long Tom Watershed Council, with Councilor Lindner noting that the delay might be due to staff transitions.

CA Martinenko informed the council that the Public Works employee would be absent the following week and possibly for two weeks in July due for reserve duties. He noted that he would be assuming the water and waste water duties during that time. Councilor Myers asked about the control system for the mixer, to which Martinenko responded that it would include a digital control system, though not all programming would be provided. CA Martinenko elaborated on the coordination needed for the tank repairs and inspections, along with planning to lower the water level to facilitate the work. He anticipated this would be completed within the next month or two, aligning with other summer activities.

Councilor Ritch inquired about hiring additional public works staff. Martinenko confirmed that the budget approval would allow for the utility position to be filled, addressing the staffing needs.

4. **CONSENT AGENDA**

- 4.1. The Council reviewed the minutes from the previous Council meeting and current financials. Councilor Cuthbertson asked if the sheriff's patrol log was part of the consent calendar and CA



Martinenko replied it was not. He explained the consent calendar is just the financials and minutes. Councilor Winther then motioned to pass the consent agenda and Councilor Linder seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

5. PUBLIC HEARING

5.1. At 6:16 PM, Mayor Sheets opened the public hearing for the budget covering July 1, 2024, to June 30, 2026, which includes the acceptance of state revenue sharing funds and setting taxes, fees, and utility rates.

CA Martinenko provided a brief synopsis of the budget, noting that the package was similar to the initial version but included two sets of changes. The first change involved an increase in insurance rates by 19% and 26%, which affected the budget. For instance, general administration saw an increase in line 36 from \$2,400 to \$2,950. To balance this, reductions were made in education travel, and licenses and fees. Similar adjustments were made across various funds, with specific reductions in public works, building maintenance, propane for City Hall, and contracted services to maintain reserve levels.

Additionally, Martinenko highlighted that there was a correction in the budget calculations within the general obligation fund spreadsheets, ensuring accuracy in the formulas used. The correction did not change the overall figures but ensured they were consistent. He explained the biennial budget process, emphasizing that unallocated funds and cash on hand remain consistent each year and are not counted in the annual expenses.

Councilor Ritch commented that the only pending item was the insurance number, which CA Martinenko confirmed was the major outstanding issue. He also mentioned that the local government investment pool had provided significant returns, contributing to the overall budget.

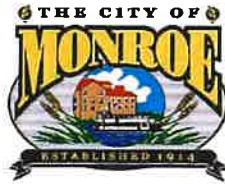
With no public input, Mayor Sheets closed the public hearing at 6:22 PM.

6. NEW BUSINESS

6.1. **Ordinance 2024-01:** An ordinance to change stated fees and penalties in the Monroe Municipal Code. CA Martinenko explained that because the ordinance was not provided to the council 10 days prior to the hearing, using an alternative process from the City Charter was necessary. To consider the ordinance, the council must unanimously vote to introduce it as an agenda item. Once introduced, the ordinance would then be read in full. Martinenko emphasized that the council could also opt to defer the ordinance to a future meeting. He noted that this ordinance had been discussed in previous meetings.

Councilor Myers moved to introduce Ordinance 2024-01 as an agenda item and Councilor Ritch seconded. The council voted unanimously in favor, with Councilors Myers, Ritch, Cuthbertson, Williams, Lindner, and Winther all voting yes.

CA Martinenko then read Ordinance 2024-01, which amends instances of stated penalties and fees in the Monroe Municipal Code to reference the Monroe Master Fee Schedule. Martinenko outlined that the current code contains specific costs associated with penalties and fees established by council resolution and this ordinance will change that to adopt all fees and penalties by resolution, aligning with Resolution 2024-01, which was adopted on March 25, 2024. Councilor Ritch clarified that the ordinance establishes the master fee schedule and does not



change any fees. Martinenko confirmed that the ordinance only changes the municipal code to reference the master fee schedule, ensuring all fees are contained in one document.

Councilor Ritch then motioned to approve Ordinance 2024-01 to change stated fees and penalties in the Monroe Municipal Code to reference the master fee schedule. 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 passed.

- 6.2. **Resolution 2024-05:** A Resolution Amending Resolution 2024-01 to Include Additions to the City Master Fee Schedule, specifically addressing utility rates. CA Martinenko explained that moving forward, the master fee schedule would be amended whenever there are changes or additions to fees. Councilor Ritch clarified that the changes discussed included items from the Budget Committee, such as per usage wastewater fees, an additional building maintenance fee, and planning fees.

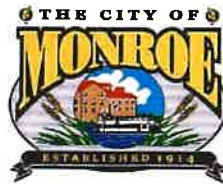
Councilor Myers moved to accept Resolution 2024-05, amending Resolution 2024-01 to include additions to the City Master Fee Schedule, including utility rates. Councilor Winther seconded the motion. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.3. **Resolution 2024-07:** A Resolution Adopting a Biennial (Two-Year) Budget. Councilor Ritch summarized the process, noting that the budget had been reviewed in three meetings. The current budget includes anticipated insurance adjustments and introduces two main changes affecting citizens: a usage rate for wastewater, where residents will pay \$1 per 1,000 gallons used to cover sewer-related expenses, including upcoming projects like pond dredging, and a building maintenance fee to help maintain city infrastructure. CA Martinenko added that the resolution is required by ORS 294.323 before approving a biennial budget. ORS 294.323 also requires that the city must adopt a resolution to accept state revenue annually, the city must certify the annual tax to the county tax assessor annually, and the budget Committee terms will need to be extended from three years to four years once this resolution is passed.

Councilor Ritch explained that moving to a biennial budget is intended to alleviate the workload on the limited city staff, as significant time is spent preparing annual budgets. The Budget Committee agreed that a biennial budget, with annual reviews and necessary annual resolutions for tax and revenue matters, would be more efficient.

Councilor Ritch then motioned to adopt Resolution 2024-07, authorizing a biennial 24-month budget pursuant to ORS 294.323. 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 passed.

- 5.4. **Resolution 2024-08:** A Resolution Imposing Taxes and appropriating Expenditures for the FY 2024-2026 Budget. Councilor Ritch moved to adopt resolution 2024-08, a resolution adopting the city of Monroe budget approved by the Budget Committee, taxes, expenditures for fiscal year 2024, to 2026 budget period. Councilor Linder seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.



5.5. **Resolution 2024-09:** A Resolution Declaring the City's Election to Receive State Revenue Sharing Funds. CA Martinenko explained this resolution is required to accept the City's portion of the State's shared revenue. This share is calculated annually by State and distributed to the City quarterly. Councilor Ritch moved to adopt resolution 2024-09, a resolution declaring the City's election to receive state revenue sharing funds. 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 passed.

5.6. **Resolution 2024-10:** Mayor Sheets asked if there was Resolution 2024-10, approving an extension to the Library IGA. CA Martinenko confirmed there was not. Martinenko elaborated his earlier conversations with the library director about a proposed Intergovernmental Agreement (IGA) draft that included a cost-sharing plan for janitorial and utility fees, aiming for an equitable distribution between Monroe citizens and the greater Monroe area. He noted issues of equity and, in effect, double taxation of Monroe citizens, and highlighted the need for further negotiations. CA Martinenko noted that Library Director Chavez, on behalf of Corvallis, rejected any cost sharing.

Mayor Sheets pointed out multiple violations in the current IGA, to which Martinenko responded that their attorney recommended revising the outdated 14-year-old IGA that was written when the building was still not completed and limited its use to a library by the provisions of a community block grant that funded construction of the library. The current, proposed IGA, would separate building usage costs by square foot of use. He also suggested that the City manage meeting rooms, which was also proposed by Director Chavez. However, there were concerns about the library's long-term cost-sharing ideas and the ambiguity of their timeline.

Councilor Cuthbertson asked about alternatives and CA Martinenko discussed various options including moving city hall to the library that could be more cost-effective by combining building funds. Martinenko emphasized these were ideas only; different ways to lower City cost. Councilor Lindner sought clarification, leading CA Martinenko to explain that the City Hall's seismic instability made it an unsuitable long-term solution, and eliminating the City Hall space might be more cost-effective by combining building funds with the library. Councilor Williams appreciated the information but also sought clarification, questioning the logistics and financial implications of such a move. Councilor Cuthbertson highlighted unresolved issues, including insurance and rental problems, which Martinenko acknowledged. He proposed that a revised IGA should reflect current needs and provide a fair cost-sharing formula that would reduce the City's cost for what is essentially a County operation.

During the discussion, Councilor Lindner expressed concerns about the tone of the email from the library's director, suggesting it implied that Monroe's demands might lead to the library's closure. CA Martinenko clarified that the Library Director mentioned fund raising but wasn't willing to share janitorial costs in the current year, proposing instead to negotiate these for future years. Councilor Myers expressed frustration with the outdated IGA and mentioned the changes the City of Monroe has gone through since the IGA was signed, necessitating updated provisions.

Mayor Sheets asked for suggestions on handling the issue, referencing the idea of moving City Hall to the library. Councilor Williams expressed her desire to have another conversation with Corvallis. Councilor Myers suggested a council meeting that includes representatives from Corvallis and Benton County in addition to Director Chavez. Councilor Cuthbertson concurred



and emphasized the importance of making the other party comfortable while also not conceding easily, citing concerns about the taxpayers and the city's welfare.

Councilor Cuthbertson continued, articulating the significant issues at hand, including the library's value to the community and the complexities of the ongoing negotiations, including asking city taxpayers to shoulder the costs. Councilor Myers inquired about the timeline, highlighting that the current IGA ends within six days. Councilor Williams requested additional context and input, expressing the library's importance to Monroe. She advocated for engaging with Director Chavez or the library board to reach a compromise.

Mayor Sheets pointed out that Director Chavez, as a staff member, does not have authority to allocated funds outside the library budget, which are handled by the City Manager and Council. CA Martinenko proposed sharing language drafts and identifying the council's positions. Councilor Lindner concurred, feeling it would add clarity.

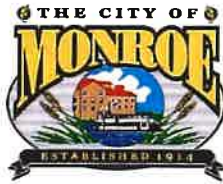
Councilor Cuthbertson identified janitorial costs and meeting room policy adherence as major issues. CA Martinenko confirmed enforcement problems with the meeting rooms. Councilor Linder commented on the city's duty to balance taxpayer interests with maintaining city properties, while acknowledging the internal conflict over the library's future.

The Council discussed various options including extending the current IGA to continue discussions and the most efficient use of library space. Councilor Cuthbertson said that, thinking outside the box, the library's current space could be better utilized for community events to generate revenue that in turn can help take care of the library. Mayor Sheets reminded Council that there were only six days left in the current IGA. The Council continued discussion on options and concluded to involve the City's attorney to review the IGA and related documents, and also for Mayor Sheets to engage with higher-level decision-makers from Benton County and Corvallis.

- 5.7. **Ordinance 2024-02:** An Ordinance Establishing Designated Speeds Within City Residential Zones Pursuant to ORS 810.180 and Declaring an Emergency. As with the previous ordinance, CA Martinenko explained that because the ordinance was not provided to Council 10 days prior to the hearing, using an alternative process from the City Charter was necessary. To consider the ordinance, the council must unanimously vote to introduce it as an agenda item. CA Martinenko explained that the ordinance stemmed from a recommendation by the Public Works Committee to address speeding residential streets within the City limits of Monroe and through discussing the issue at a Council Work Session. During the work session, the Council considered lowering speed limits in residential areas. Martinenko found that, according to ORS 810.180, the City can lower speed limits five miles per hour below the statutory speed in residential areas, if proper signage was posted. The ordinance would set residential speed zones at 20 miles per hour, with specific streets to be addressed by resolution. This prompted the introduction of the ordinance, which would take immediate effect due to an emergency declaration for the safety of the community.

CA Martinenko noted Council would need unanimous agreement to proceed. Councilor Myers moved to have Ordinance 2024-02 introduced on the agenda and Councilor Winther seconded. The council voted unanimously in favor, with Councilors Myers, Ritch, Cuthbertson, Williams, Lindner, and Winther all voting yes.

CA Martinenko then read the ordinance, which outlined the authorization to lower speed limits and the requirement for appropriate signage. Councilor Lindner asked about the definition of "arterial" roads, to which Martinenko clarified that only 7th street in the City's transportation



plan was designated as a local arterial but not as an arterial as defined by the statute, which would be more like a Highway 99.

Councilor Myers moved to adopt Ordinance 2024-02, Establishing Designated Speeds Within City Residential Zones Pursuant to ORS 810.180 and Declaring an Emergency. 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 passed.

- 5.8. **Resolution 2024-11:** A Resolution Establishing Designated Speeds on Select City Residential Streets. CA Martinenko explained this resolution authorizes staff to implement ordinance 2024-02 by adding signage to Commercial, Main, and Kelly streets in Monroe that specify 20 MPH with additional warnings. Councilor Winther moved to adopt resolution 2024-11, changing speed limit zones on select residential streets and adding warning signage. Councilor Williams seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.9. **Employment Agreement for City Administrator:** Recommendation of Personnel & Finance Committee. Councilor Lindner explained that over the past few months, she and CA Martinenko had been discussing an employment agreement based on the International City Managers Association template for which Martinenko is a member. This template was adapted to fit the needs of Monroe and was reviewed by the HR personnel committee, including Mayor Sheets and Councilor Rich. The agreement, which will be an annual contract renewed based on performance evaluations in December, aims to establish a standard practice for current and future city administrators.

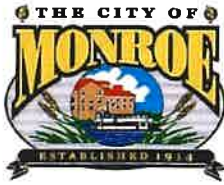
CA Martinenko emphasized the importance of a performance evaluation for the city administrator, noting it was standard practice. Martinenko said he would clean up the draft with three notes and send it to the HR committee and the entire council for review. He also suggested revisiting and updating the job description to accurately reflect current duties and expectations, distinguishing them from unrelated tasks such as operating the water plant.

Martinenko shared his experiences since joining Monroe, highlighting the city's growth and the evolving role of the city administrator. He mentioned his initial commitment to the city and the desire to ensure continuity and stability for Monroe. Councilor Cuthbertson expressed her appreciation for CA Martinenko's dedication to the city, acknowledging his efforts to guide Monroe towards a successful future. The council recognized the importance of establishing a clear, ethical framework for the city administrator's role to maintain progress and stability. Mayor Sheets concluded by expressing gratitude for CA Martinenko's contributions and his continued positive impact on the city.

6. OLD BUSINESS:

- 6.1. **Abandoned Houses.** CA Martinenko advised the council that their attorney strongly recommended acting on this property, classifying it as a nuisance. This action would involve obtaining approval from the State Fire Marshal, as it falls under state jurisdiction. Martinenko emphasized the urgency, noting that individuals on the property were engaging in activities such as cutting down trees, potentially to establish squatting rights. He sought the council's consensus before proceeding with legal measures.

Councilor Winther inquired about the address of the property, which CA Martinenko confirmed as 170 North Eighth Street, identified by its no trespassing sign and a cut-down tree.



Councilor Cuthbertson brought up another abandoned house, and Martinenko identified it as the Michele Stanger house at 130 North 10th Street. He mentioned that Michele Stanger was supposed to demolish the house but had not responded to recent communications. Martinenko also noted a third property on Commercial Street, which is now occupied and maintained by its owner.

The Council concluded by directing CA Martinenko to proceed with the necessary steps to address the issue(s) and bring back to Council for decision.

- 6.2. **City Hall.** Mayor Sheets noted this has been discussed earlier in the session. CA Martinenko mentioned the next steps would be to assess the different options and report back to Council.
- 6.3. **Planning Updates.** CA Martinenko mentioned continuing discussion with the Urban Growth Boundary (UGB) land exchange process. He is currently working with Petra Schuetz at Benton County Planning.

7. CITY EVENTS

- 7.1 Mayor Sheets reviewed the list of upcoming city events, beginning with the Farmer's Market. Councilor Cuthbertson emphasized the need for more community support, urging residents to visit, even briefly, to boost vendor morale. She mentioned efforts to improve attendance through increased signage and banners. She expressed optimism, noting more vendors would join after mid-June. She highlighted the flexibility of the market, allowing for pop-up booths and a co-op booth for those who can't attend but still want to sell their products. The market is inclusive of various vendors, including artists, makers, and growers. Councilor Lindner praised the quality of the current vendors, mentioning a local lavender honey producer, a vendor selling various sprouts, and another that offers a variety of pickled and preserved goods. She mentioned that these vendors might alternate locations, bringing diversity to the market offerings.

Mayor Sheets continued with other city events. The Law Enforcement Town Hall is scheduled for Saturday, July 13th. Christmas in July will take place on July 20. The First Responders' event is set for September 13th, and help is needed with music for the event. Mayor Sheets noted that Senator Dickerson has been invited and might participate. The Halloween Spectacular will be held on October 31st. The annual Food Drive is planned for December, with dates to be finalized. Last year's successful Toy Drive will return in December, with local businesses participating again. Lastly, a tentative date of December 14th was set for Holiday Happenings and the Light Parade.

8. OTHER BUSINESS:

- 8.1. **Committee Reports.** Councilor Ritch commented on the conclusion of the Budget Committee that resulted in the budget being passed this evening. Mayor Sheets mentioned the Economic Development Committee was set to meet on July 18th. Councilor Lindner said that a Utility I worker and facilities and grounds worker were in the process of being hired. Councilor

Cuthbertson announced a new Parks Advisory member, Judy Jeremiah, and was excited to have her join the committee. She also discussed the parking signage on Dragon street and assessing



street conditions as part of Public Works Advisory Committee projects this summer. Finally, Mayor Sheets reminded the Council of the Work Session on July 8th.

Councilor Comments. Councilor Lindner thanked the community for their great turnout and support at recent meetings and events.

9. **ADJOURN:** With no further comments, Mayor Sheets adjourned the meeting at 8:04 PM.

Approved by Council Action on July 22, 2024

Mayor Dan Sheets  Date: 7/22/24

Attest: 
Steve Martinenko, City Recorder