



## MONROE CITY COUNCIL MINUTES

November 25, 2024

6:00 PM

Monroe Community Center

### 1. CALL TO ORDER

Mayor Sheets called the City Council meeting to order at 6:01 P.M.

### ROLL CALL

Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Ritch, Williams, Winther (arrived late)

Absent: Councilor Myers

Staff present: City Administrator Steve Martinenko

### 2. PUBLIC COMMENTS

None.

### 3. STAFF REPORTS

3.1. **Sheriff's Report.** Sheriff Van Arsdall began by referencing Patrol Log report and invited questions, though none were raised. He noted the upcoming Monroe Light Show on December 14 and confirmed his office's full participation in the event. Additionally, he sought clarification on the next council meeting date, tentatively set for December 16, to plan his in-person attendance.

The Sheriff discussed efforts to strengthen collaboration with Junction City by engaging with Chief Waddell. He explained that Chief Waddell would attend the Sheriff's management team meeting to explore available training and resources, emphasizing the goal of building a strong working relationship. Sheriff Van Arsdall expressed optimism about these efforts.

Councilor Lindner asked whether the training initiative implied any plans to incorporate Junction City services into Monroe. The Sheriff clarified that this was not the case, explaining that the collaboration focused solely on providing training and ensuring mutual readiness for potential joint operations.

3.2. **City Administrator's Report.** CA Martinenko provided an update on administrative activities and staff progress. He shared that Misty Bisby had assumed several clerical responsibilities, including preparing minutes and managing website updates. This transition has freed Dawyn to focus on analytical tasks, such as creating a financial dashboard in Excel. The dashboard analysis revealed that the Republic service franchise fee checks had been sent to an outdated mailing address, leading to the recovery of a significant amount for the city.

CA Martinenko reported that Chuck Cross is progressing well in water plant operations and would soon begin operating the plant such as Mark as being doing. He also noted that a volunteer assisted staff with leaf cleanup around the library and other maintenance work. Additionally, staff worked on completing a drywall project in City Hall for secure archive storage.



CA Martinenko highlighted the efficiency gains resulting from role restructuring, emphasizing how these improvements benefited city operations

#### **CONSENT AGENDA**

4.1 The council reviewed and unanimously approved the consent agenda, which encompassed routine items such as meeting minutes, financial reports, and accounts payable. CA Martinenko provided additional details about specific accounts payable items that required council attention: Pitney Bowes: \$498.95 for postage metering services; Carson Oil (WECO): \$87.64 for servicing the emergency generator at the lift station. The work involved refreshing the fuel to ensure reliability during the winter months. Councilor Ritch asked about the Ferguson expense. CA Martinenko said the \$582.72 is for two water meters and a water plant item. These meters were necessary to accommodate recent water meter requests for N 8<sup>th</sup> Street and on Orchard Street. Additionally, the council acknowledged two SDC prepayments: Brian Chemxananou for a property on Orchard Street and Brian Ray for another Orchard Street project.

CA Martinenko noted that a larger order of water meters was already budgeted and on the way as part of the city's meter replacement program. However, these two meters were purchased immediately to fulfill specific project needs.

After reviewing these details, Councilor Ritch moved to approve the consent agenda, including all outlined expenditures and updates. Councilor Williams seconded. With no further discussion, Mayor Sheets called for a vote: Councilor Lindner: Yes; Ritch: Yes; Cuthbertson: Yes; Williams: Yes. Motion carried.

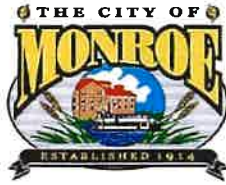
#### **4. NEW BUSINESS**

4.1. **Resolution 2024-19:** Resolution 2024-19 was introduced to create a reserve fund for water intake maintenance. CA Martinenko explained that the fund was tied to a \$50,000 commitment from the Long-Term Watershed Council, with the first \$15,000 installment already received. The funds are dedicated to covering maintenance costs for the water intake system, which is expected to face significant sediment accumulation.

CA Martinenko clarified that this resolution only addressed maintenance funding, separate from the relocation project costs funded by the Corps of Engineers. He also mentioned that the city might need to implement a fee in the future to sustain the reserve fund, depending on maintenance costs.

Councilor Lindner moved to approve the resolution, which was seconded by Councilor Ritch. With no further discussion, Mayor Sheets called for a vote: Councilor Williams: Yes; Cuthbertson: Yes; Ritch: Yes; Councilor Lindner: Yes. Motion carried.

4.2. **Resolution 2024-20:** CA Martinenko presented Resolution 2024-20, which sought to accept and allocate a \$1,051.32 credit from previously allocated park restroom construction funds. He explained that the situation originated in 2020, during the construction of park restrooms. At that time, materials were purchased for sewer system components; however, as the project



progressed, some of these materials were returned. This resulted in a credit from Consolidated Supply. At present, the accounting structure has evolved, and the original sewer fund from which these materials were purchased no longer exists.

To ensure proper handling and alignment with the original intent, the credit will be categorized as "miscellaneous income" in the current sewer fund and then transferred to a line item titled "park restroom maintenance." This allocation ensures that the funds are used for their intended purpose. CA Martinenko emphasized that this approach also maintains transparency and provides clear documentation for auditors and any future inquiries.

A motion to approve Resolution 2024-20 was made by Councilor Lindner and seconded by Councilor Ritch. With no further discussion, Mayor Sheets called for a vote. Councilor Williams: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion carried.

- 4.3. **Resolution 2024-21:** CA Martinenko introduced Resolution 2024-21, which proposed entering into an intergovernmental agreement (IGA) with the Oregon Department of Revenue (DOR) for managing the city's transient lodging tax collection and reporting. Martinenko outlined the terms of the agreement, including a \$10 fee charged by the DOR for each property managed. The DOR would handle all filings, tax collection, and remittances to the city. However, he noted that the \$10 fee applies even in cases where a property generates no revenue, and the city would be responsible for covering the cost.

Councilors discussed the implications of the fee structure, particularly in scenarios where properties produce minimal or no taxable income. CA Martinenko clarified that the \$10 fee is consistent with the DOR's efforts to streamline the city's tax processes and relieve the administrative burden on local staff. He commented that the agreement represents a cost-effective and efficient solution.

Councilor Williams moved to approve Resolution 2024-21, which was seconded by Councilor Ritch. With no further discussion, Mayor Sheets called for a vote: Councilor Williams: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion Carried.

- 4.4. **Resolution 2024-22:** The council reviewed Resolution 2024-22, which proposed amending the master fee schedule to establish an annual \$100 fee for short-term rental permits. CA Martinenko explained that this fee aligns with practices in other cities, where permit fees typically range from \$90 to \$170 annually. The \$100 fee was deemed reasonable, considering the administrative work and inspection requirements associated with short-term rental properties.

CA Martinenko outlined the responsibilities placed on rental owners, who must ensure their properties are inspected and certified safe for occupancy. Inspections can be conducted by certified home inspectors or by Benton County officials. These inspections focus exclusively on occupancy safety in compliance with the 2022 International Building Code adopted by the state



of Oregon. Martinenko noted that this fee structure is significantly lower than the previous costs associated with planning commission reviews, which could exceed \$400.

Councilor Lindner expressed agreement with the proposed fee, noting it was reasonable and straightforward. Councilor Cuthbertson also voiced support, highlighting the reduced burden on property owners compared to previous processes.

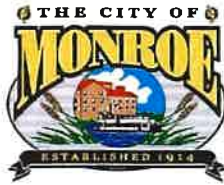
Councilor Lindner moved to approve Resolution 2024-22 and was seconded by Councilor Ritch. With no further discussion, Mayor Sheets called for a vote. Councilor Williams: Yes; Cuthbertson: Yes; Ritch: Yes; Lindner: Yes. Motion carried.

**Council Direction Related to Business Licenses.** Mayor Sheets introduced the agenda item regarding council direction on business licenses. He noted this topic had been discussed in previous work sessions and economic development committee meetings. CA Martinenko then presented detailed research comparing the business license requirements across several Mid-Valley towns, including Monroe, Harrisburg, Lebanon, and Newport, as well as smaller cities like Brownsville, Halsey, and Sweet Home. He outlined that Monroe does not currently require a general business license but does have specific requirements for concessionaires, peddlers, solicitors, and amusement devices. CA Martinenko described some existing ordinances as outdated and noted their limited enforcement, referencing examples such as jukebox and vending machine regulations.

CA Martinenko highlighted how other cities in the region handle business licenses. Harrisburg requires comprehensive licenses for commercial, industrial, rental, and temporary businesses. Lebanon has specific licenses for marijuana-related businesses to comply with state tax regulations but does not require them for all businesses. Brownsville charges a nominal \$15 for business registration, while Halsey requires business registration without any fees. Cities like Adair Village, Albany, and Sweet Home do not mandate business licenses but have targeted permits for activities like peddling or secondhand sales. Newport stood out as a city with a detailed explanation of its business license requirements and additional endorsements for certain operations such as short-term rentals and marijuana facilities.

CA Martinenko emphasized the pros and cons of implementing a business registration process in Monroe. The benefits include improved tracking of businesses in town, ensuring compliance with zoning regulations, and meeting state-mandated requirements like those from the Department of Environmental Quality (DEQ). As an example, he explained the DEQ requires the city to annually survey all businesses, including home-based ones, to monitor potential discharges into the wastewater system. He noted that while most businesses in Monroe do not create such issues, a few—including breweries and restaurants—require monitoring due to potential environmental impacts.

One significant point was the potential to streamline the business onboarding process. CA Martinenko suggested that a simple business registration system could reduce the burden on both city staff and the Planning Commission by allowing administrative review (Type 1 decision-



making) for most businesses. This would prevent new businesses from unintentionally violating zoning or regulatory requirements while expediting their ability to start operations. He proposed that the registration fee, if implemented, should be minimal to avoid creating financial barriers for small businesses.

Councilors Cuthbertson and Lindner supported the proposal, emphasizing that the fee should not discourage potential entrepreneurs, particularly given Monroe's demographics and the goal of encouraging local business growth. Councilor Lindner underscored the importance of balancing regulation with accessibility to ensure an environment conducive to small businesses.

Mayor Sheets agreed with the approach, stating that while a registration process would be beneficial, he was not in favor of imposing any fees at this time. CA Martinenko summarized the council's direction, noting that he would draft a proposal incorporating DEQ requirements, input from the Planning Commission, and examples from other cities. This draft would be presented during a work session before proceeding to a formal ordinance process with first and second readings.

In response to a question about enforcement, CA Martinenko explained that while complete enforcement is not feasible, small-town dynamics often ensure issues are noticed and addressed informally. He added that home-based businesses could potentially be exempt, except in cases where they visibly impact the community, such as excessive signage or traffic. He reiterated that the primary goal is to assist businesses in understanding and complying with local regulations without unnecessary delays or complications.

CA Martinenko committed to presenting a more detailed draft for council review at an upcoming work session. He projected that if the council approves the ordinance, it could take effect by February 1. The council expressed no additional concerns, and the meeting moved on to the next agenda item.

- 4.5. **Attorney Update: DEQ Regulatory Issues.** Mayor Sheets introduced the next agenda item, which concerned an update from the city attorney regarding regulatory issues with the Department of Environmental Quality (DEQ).

CA Martinenko provided an update, explaining that Lori Cooper, the city attorney, was still in the process of reviewing all the documentation he had provided to her. He noted that Lori's initial recommendation was to take certain materials identified during their review and bring them back to Courtney Brown, the DEQ's plant officer, to negotiate a resolution. CA Martinenko emphasized that Lori was still thoroughly examining the extensive materials, which included numerous timelines, deadlines, and instances of misinformation present in the DEQ's records.

CA Martinenko described the current situation as complex, involving a significant amount of documentation and procedural details that needed to be addressed. Despite the challenges, he expressed optimism about resolving the issues.



Mayor Sheets humorously remarked, “To negotiate with the DEQ. This should be fun,” expressing both the seriousness and potential difficulty of the task.

In response, CA Martinenko acknowledged the challenges of negotiating with DEQ officials, particularly with Courtney Brown, who is also an attorney. However, he assured the council that Lori would ensure the city was well-represented and protected during these discussions. He clarified that while he would be actively involved, the city was strategizing to eliminate the regulatory issues altogether, aiming for a favorable outcome without undue burden on Monroe.

Mayor Sheets expressed his appreciation for the update and encouraged CA Martinenko to keep the council informed on progress. There were no further comments.

**4.6. City Hall Protocol for Managing Difficult Situations.** Mayor Sheets transitioned the discussion to the next agenda item: managing difficult situations at City Hall.

CA Martinenko began by addressing a challenging incident that occurred the previous week, which gained attention on social media. He explained that City staff had been working on storm drain repairs near Dari Mart and across the street by Christmas Junction. The repairs were necessary because both storm drains had deteriorated, requiring professional intervention.

To avoid potential complications, such as pipes backing up and causing damage, Public Works staff conducted inspections to identify connected storm drains. This included briefly entering the area behind the Christmas Junction building to examine storm drain infrastructure. A video of this brief inspection was shared online, with claims alleging a violation of Fourth Amendment rights. CA Martinenko clarified that the inspection was purely infrastructure-related and not a search, comparing it to routine city tasks like meter readings or fire inspections.

The situation escalated when the property owner confronted City Hall staff the following day. CA Martinenko explained that the individual entered City Hall angrily, spoke over him when he tried to explain, and refused to leave when asked by staff. In response, he reiterated his expectations for civil behavior within City Hall. He emphasized that while citizens have the right to ask questions and seek information, they must do so respectfully. If anyone becomes abusive or refuses to leave when asked, staff are instructed to call 911, and CA Martinenko will exercise his authority to trespass the individual if necessary.

Council Lindner expressed sympathy for the staff and CA Martinenko, stating that the treatment they experienced was unfair. Councilor Cuthbertson asked clarifying questions about the situation, such as whether staff entered private property or made efforts to notify the property owner. CA Martinenko responded that staff acted out of urgency and that notifying the owner beforehand wasn’t feasible. When Councilor Cuthbertson suggested finding neighborly ways to avoid conflicts, CA Martinenko firmly stated he would not stop staff from performing their duties.



CA Martinenko explained that city staff often access properties for essential tasks, and this instance was no different. He reiterated that they have regulatory responsibilities that cannot be delayed, especially with oversight from the Department of Environmental Quality (DEQ).

Councilor Williams suggested the city develop a more robust crisis management plan, including public relations (PR) strategies to handle situations arising from social media. She noted the importance of having a designated spokesperson to deliver timely, factual responses to defuse misinformation.

CA Martinenko agreed, emphasizing that prompt and decisive communication is crucial in such situations. Delayed responses can allow misinformation to spread unchecked.

Mayor Sheets inquired if Public Works staff wore visible identifiers. CA Martinenko confirmed they wear high-visibility gear, some of which are marked, and city-logo hats. Identification cards are also being ordered to comply with regulatory requirements for water personnel.

The Council discussed including a notice in the next city newsletter to inform residents that City staff may occasionally need to access private property for urgent or regulatory tasks. CA Martinenko noted that such communication could preempt misunderstandings and encourage residents to voice concerns directly to the Council if needed.

Councilor Lindner suggested that while no apology is owed, the city might consider explaining its actions to the property owner to de-escalate tensions. However, CA Martinenko declined, citing the individual's prior behavior and emphasizing his and the staff's right to respect. He concluded by affirming his support for City staff and ensuring that future incidents will be managed with clear boundaries and protocols. Mayor Sheets thanked everyone for their input and moved the discussion forward.

- 4.7. **Reschedule December City Hall Meeting.** Mayor Sheets began by discussing a scheduling conflict for the December city council meeting, which would typically fall on the 23rd. He mentioned that he would not be available on that date and proposed moving the meeting to the 16th of December instead. Councilor Lindner sought clarification, confirming that the meeting would be moved to the 16th, not the 30th. Mayor Sheets confirmed that the 16th worked better, as he would also be unavailable on the 30th.

Council members checked their schedules, and everyone agreed that the 16th was a suitable date. Mayor Sheets also confirmed that the work session would still take place on the 9th of December, with the Planning Commission meeting scheduled for the 2nd. CA Martinenko informed the council about a busy schedule for the month, including two land-use hearings, staff reports, and business reviews.

Mayor Sheets then asked if a formal vote was needed to reschedule the meeting. CA Martinenko responded that, given the mayor's authority, a vote was not necessary. The mayor



then officially announced that the December city council meeting would be rescheduled to December 16, 2024, instead of the originally planned date of the 23rd.

## **6. OLD BUSINESS**

**6.1. Library Negotiations Advisory Committee Update.** Mayor Sheets asked Councilor Lindner for an update on the library negotiations. Councilor Lindner reported that the ad hoc library committee had met on November 18 and was making progress. The SBCEA was working on an Intergovernmental Agreement (IGA) and financing, and they had produced a draft for the transfer of Monroe property. This draft was similar to the agreement between the city of Corvallis and the SBCEA. Roger Irvin from the SBCEA intended to bring the draft to the SBCEA board and meet with the city of Corvallis to discuss any issues with the contract.

Councilor Lindner also noted that the committee was considering extending the IGA to ensure a smooth transition and continued service. She mentioned that all involved parties, including herself, Mayor Sheets, and Councilor Cuthbertson, supported this extension if necessary. The SBCEA's next meeting was scheduled for December 11, which would allow them to discuss matters further with Corvallis. They also discussed continuing mowing services for the library property and potential issues around water, sewer, and irrigation systems. Lindner emphasized that the process was progressing, but many steps were still dependent on the completion of certain negotiations.

Councilor Williams raised concerns about the potential extension of the IGA, stating that she was not in favor of extending it. Councilor Lindner explained that the extension would likely be for one to two months to prevent any service gaps with library service, until the agreement with Corvallis was finalized. Councilor Williams remained concerned but acknowledged the explanation.

CA Martinenko then provided details on the water usage at the library, stating that they typically used around 1,200 gallons per month, except during the irrigation season, where usage could increase significantly. He suggested a potential credit for the first 1,200 gallons to offset costs. Mayor Sheets expressed concern about providing electricity to the library under the city's service, which would need further discussion.

CA Martinenko also shared that the library's average electricity bill was around \$461 per month, though it fluctuated with the seasons. For water and sewer, the average cost would be around \$98 per month, but this would increase during the irrigation season. Lindner explained that the SBCEA was set to meet on December 11, while the council would meet on December 9, so they might have more information to review by the time of the council meeting on December 16.

Councilor Lindner also discussed the City's responsibility to mow the library's lawn until the end of the fiscal year, which would not require a significant time commitment. Another issue raised was insurance, with Corvallis potentially transferring their policy to the SBCEA. CA Martinenko mentioned that the city's insurance, being pooled with other local governments, offered better rates than the SBCEA could likely obtain on their own.

Finally, Councilor Lindner noted that the committee was also considering offering janitorial services until the end of the fiscal year. CA Martinenko added that the city was preparing for the modular unit for City Hall, which would require careful financial planning to avoid dipping into contingency funds. Councilor





Lindner concluded by asking if there were any further questions, with Councilor Williams thanking her for her efforts on the committee.

**6.2. City Hall Funding Decision on Modular Building.** Mayor Sheets began the discussion on the City Hall modular situation, indicating that more updates will follow. CA Martinenko clarified that he is actively working on designing the project and emphasized the importance of providing a designated space for deputies at City Hall. Martinenko stated that the design would include two main offices and a break room for staff, as they currently do not have a proper break area.

**6.3. Property Development & Planning Updates.** CA Martinenko reported that he has a preliminary plan for the "Cathy Loving" property, which includes a 26-unit subdivision with 5,500 square-foot lots. Councilor Williams asked for clarification on the location, and CA Martinenko explained that it is located between Oak Street and Mill Street. The plan includes keeping the front area commercial, with 26 homes behind it. Mayor Sheets asked about the timeline for this development, and Martinenko responded that construction could begin next year.

CA Martinenko also mentioned that he is working with Pacific Nation Development on their property between 8<sup>th</sup> and Ash Streets, and highlighted that they are reviewing utilities, roads, easements, sidewalks, and other infrastructure improvements. He emphasized that the city is holding the developer to their original promises regarding infrastructure. There are 26 homes planned for this development with a planned start date of May 2025.

Regarding utilities, Councilor Ritch raised concerns about the impact of the new developments, asking if the city's water and sewer systems would be able to accommodate them. CA Martinenko commented that the current system operations can handle the planned 52 units, with potential for 20 more. However, he pointed out that the water plant would need an additional module to keep up with demand and additional staff for operation, since it would likely run longer than an 8-hour shift. Councilor Williams asked when this upgrade would be needed, and CA Martinenko confirmed that it would be required as soon as commitments are made for these properties. He added that the plant can currently handle three modules, but they are close to reaching capacity and would need to upgrade soon.

Councilor Ritch further asked about sewer capacity. CA Martinenko explained that the sewer system could handle up to 900 people, which is the theoretical limit based on recent studies. With 52 units, the city is still under this threshold, but additional units would require more infrastructure upgrades. Regarding water capacity, Martinenko outlined that during the summer months, staff would need to extend operating hours at the water plant to meet increased demand, especially for irrigation.

Councilor Ritch confirmed that the pond capacity for wastewater was sufficient for the time being, though CA Martinenko noted that dredging would likely be needed in the next year or two. He also discussed plans to install a "head screen" to remove solids from the wastewater treatment process, which would help improve efficiency.



CA Martinenko closed by mentioning the Pacific National Development, located between 8th and Ash Streets, would likely be the first project to break ground next spring along with other smaller projects such as the four-unit apartment complex on Kelly Street and a 5-lot development off Depot Street.

The discussion turned to the Stone property, west of Red Hills, where CA Martinenko stated that the city was working with the DLCD on a fast-track process to rezone the land. The property, currently zoned for light industrial use, may be swapped with the GRB zone to accommodate more residential development. This could allow for the construction of up to 100 homes over the next few years. However, Martinenko emphasized that this would require additional upgrades to the water and sewer systems, as well as the hiring of additional staff to handle the increased capacity.

Councilor Lindner and Winther expressed concerns about the rapid pace of growth and urged caution, highlighting the need for strategic planning to avoid overburdening the city's infrastructure. CA Martinenko responded by assuring the council that the city had two master plans in place that took growth and infrastructure capacity into account. Councilor Ritch asked about the possibility of putting a pause on development if capacity issues arose. CA Martinenko confirmed that this has happened in the past with other cities, with moratoriums placed on new construction when those cities reached capacity limits.

As the discussion wrapped up, Martinenko noted that while the development was significant, it was manageable as long as the city followed the planning and infrastructure improvement steps outlined in the master plans. He emphasized that the city's geographic constraints—such as limited land for expansion and environmental restrictions—would help prevent uncontrolled growth.

Mayor Sheets asked if there were any more questions or comments. Councilor Williams thanked CA Martinenko for the updates.

## **7. CITY EVENTS**

7.1. Mayor Sheets began by providing updates on upcoming events. He noted that the Monroe Community Food Drive is currently ongoing and will run until the end of December. A food collection container is available at Broadley Vineyards and City Hall. He mentioned that there may be other donation locations, and he would provide updates via social media. The food drive is focused on canned goods.

Next, Mayor Sheets announced the Toy Drive, which will take place from December 2 to December 16. Dollar General is already accepting donations, with a cart in the store for customers to drop off toys. The donated toys will benefit the food pantry and Heritage Hall.

He then highlighted the Light Parade, which will occur on December 14. A flyer containing the parade route and a list of businesses that will be open on that day was made available to all council members, and additional copies were placed near the door. The flyer also included a map of businesses listed in the BAM shopping directory, which is now available. Mayor Sheets announced plans to post these details online and on social media for public awareness.



Councilor Lindner raised a question regarding the communication of the Light Parade to nearby communities. She shared that her friend, who travels frequently between Corvallis and Eugene, had missed the parade in previous years because she was unaware of it. Councilor Lindner asked if the parade was communicated to these nearby areas.

In response, Mayor Sheets confirmed that the Tri-County Chamber of Commerce, including representatives from Junction City and Harrisburg, is involved in the event. He added that he plans to share the parade details, including the map and route, on social media platforms in **Corvallis** and Eugene for increased visibility and to encourage visitors from those areas.

Councilor Lindner expressed her excitement about the parade and her anticipation of sharing the experience with her family, encouraging others to attend and enjoy the event.

**8. OTHER BUSINESS**

8.1. **Committee Reports.** Mayor Sheets provided a brief update on the committee reports. He stated that the Economic Development committee would not meet until January. The Finance and Personnel committee is scheduled to meet on December 10, and the Parks and Public Works committee is currently in a "to be determined" state, with no specific meeting date set at this time. Mayor Sheets also mentioned that there would not be another Library Negotiations committee meeting until after the work session on December 9 and depending on developments with the CBCA.

Additionally, Mayor Sheets noted that the work session on December 9 would be a key date. He confirmed that the next City Council meeting is set for December 16, and he asked if any council members had additional items to discuss.

8.2. **Councilors' Comments.** None.

8.3. **Mayor's Comments.** None.

**10. ADJOURNMENT.** With no further comments, Mayor Sheets adjourned the meeting at 7:46 PM.

**Approved by Council Action on December 16, 2024**

Mayor Dan Sheets  Date: 12/16/2024

Attest:   
Steve Martinenko, City Recorder