

**CITY COUNCIL  
STUDY SESSION MINUTES  
January 10, 2012**

The Business Meeting of the Monroe City Council was held on January 10, 2012, in the Council Chambers at City Hall. Mayor Robert Zimmerman called the meeting to order at 7:00 p.m.

Councilpersons present: Goering, Cudaback, Williams, Kamp, Davis, Gamble, and Hanford.

Councilperson Gamble entered Council Chambers at 7:02 p.m.

Staff present: Brazel, Feilberg, Warthan, Nelson, Quenzer, Sax, Popelka, and Martinson.

City Attorney Zach Lell was not present.

Mayor Zimmerman introduced Boy Scout and Cub Scout Troop #148, which were attending the meeting as part of their program to earn a badge. The meeting was opened with the Pledge of Allegiance, lead by Scouts Howie, Josh, Guy, Kelson, Graham, and Jacob.

**BUSINESS & ACTION ITEMS**  
**EXECUTIVE SESSION**

**Executive Session: Pricing of Real Estate**

The executive session was cancelled.

**PUBLIC HEARING**

**Moratorium on Cannabis Collective Gardens**

Permit and Planning Manager Popelka gave a brief overview explaining that Council had enacted a moratorium last month, to allow City time to gather more information from the public to formulate the right regulations that would allow the collective gardens to occur.

Mayor Zimmerman explained that Council could choose to hold additional public hearings and suggested that Council request that staff return with additional information for them to discuss.

Permit and Planning Manager Popelka suggested that Council think where the businesses should be allowed and buffers, etc. There is also the question of legality, due to different opinions at the federal and state level. The City attorney will check on that and report back to Council.

Mayor Zimmerman opened the public testimony portion of the public hearing.

No citizens wished to address Council.

The motion was made by Councilperson Goering and seconded by Councilperson Cudaback, to close the public testimony portion of the public hearing.

Councilperson Hanford explained that this is one of the topics on the training he is attending next week and will report on it after that.

The motion was on the floor, to close the public testimony portion of the public hearing.  
On vote,

Motion carried 7/0.

After discussion, the motion was made by Councilperson Goering and seconded by Councilperson Kamp, to close the public hearing. On vote,

Motion carried 7/0.

### **NEW BUSINESS**

#### **Lift Hiring Freeze and Authorize Filling Customer Service Position**

Finance Director Nelson explained that the front counter at City Hall is the first level of customer service, which needs two people at all times. This is sometimes challenging and difficult, due to utility customer issues. They want all citizens to leave feeling that they were taken care of by staff. One staff member is currently on leave and another is moving out of state. They need to find someone with strong customer service skills.

Mayor Zimmerman clarified that we need the person to come in early for training by the departing staff member. This would create a minor impact to budget.

After clarifying that this was not a new position, the motion was made by Councilperson Williams and seconded by Councilperson Goering, to lift the hiring freeze with a participated hire date of February 14, 2012. On vote,

Motion carried 7/0.

### **COMMENTS FROM CITIZENS**

Joel Phillips, 505 Circle Drive, Monroe, stated that, since the City is Twitter and Facebook friendly, the Council should consider streaming the Council meeting via video.

COUNCIL RECESSED AND RECONVENED INTO STUDY SESSION: 7:29 p.m.

### **STUDY SESSION ITEMS**

#### **Discussion: Reserve Policy for City Funds**

Finance Director Nelson informed Council that citizens can now pay utility bills on line. There will be a more options when the new software program is added. She is also looking into changing from using credit cards to using purchase cards, which will require a change in policy. She gave a brief overview explaining that the reserve policy will show good stewardship of public funds. She explained how the purchase cards could be used and that the City would receive a rebate on purchases. The Council Finance Committee created the reserve policy that is before Council now. She gave a brief report

on the various funds and suggested that in the future Council give dates for implementation of the funds.

After discussion, it was determined that the Council Finance Committee would meet to further discuss this topic first, and return to Council with their recommendations.

**Department Reports**

***Wastewater Treatment Plant***

The contractor on the WWTP project had sent a monthly report, which is in the Council packet.

***Finance Department***

There was nothing further to add.

***Public Works***

There was nothing additional to add.

**Draft Agenda/January 17, 2012 Business Meeting**

City Administrator Brazel presented the draft agenda for January 17, 2012.

Mayor Zimmerman explained that there was something exciting that might come to downtown and gave a brief summary. They will review Planning Commission Docket, and will ask for council direction and clarification in broad terms.

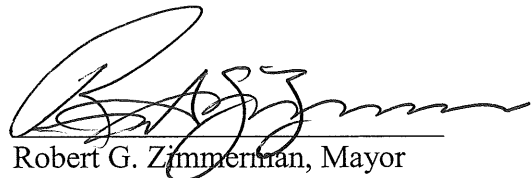
Councilperson Goering asked to move the Ethics Code item. Deputy City Clerk Martinson will check on the Ethics Board's availability.

Councilperson Hanford stated that he will be absent next week.

The motion was made by Councilperson Gamble and seconded by Councilperson Goering, to approve Councilperson Hanford's absence next week. On vote,

Motion carried 7/0.

MEETING ADJOURNED: 8:40 p.m.

  
Robert G. Zimmerman, Mayor

  
Eadye Martinson, Deputy City Clerk