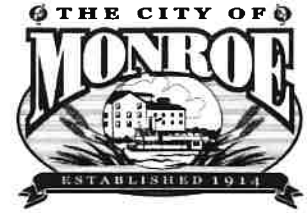


CITY COUNCIL NOTICE/AGENDA

Monday, February 26, 2024 at 6:00 P.M.

MONROE COMMUNITY CENTER, 605 MAIN ST., MONROE, OR 97456



1. OPENING

1.1. Call to Order, Pledge of Allegiance and Roll Call

2. PUBLIC ITEMS and COMMENTS *(please limit your comments to less than 3 minutes):*

2.1. **NOTE:** The public comment period is designed to gain input from the public. Public comment is not intended to be a dialogue between the council, staff and any person making a comment. Any person who raises a question during public comment should rest assured that the City staff is making a note of your question and the council and staff will work together to identify the appropriate city official to follow up with you directly.

3. STAFF REPORTS, UPDATES, and PRESENTATIONS

- 3.1. Benton County Sheriff's Office Report (Sheriff Van Arsdall)
- 3.2. Republic Services Presentation (Ken Larson)
- 3.3. Long Tom Water Shed Council (Dana Dedrick, Jed Kaul)
- 3.4. City Administrator Report (CA Martinenko)

4. **CONSENT AGENDA:** The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda. A motion to accept the consent agenda is appropriate.

4.1. Approval of Bills, Financials and Minutes

5. NEW BUSINESS

- 5.1. **Resolution 2024-02:** A Resolution Adopting a Consolidated, Master City Fee Schedule (CA Martinenko)
- 5.2. **Resolution 2024-03:** A Resolution for Dam Removal Letter of Intent with Army Corp. of Engineers (CA Martinenko)
- 5.3. Authorization to Sign Financial Capability for Army Corp. of Engineers Decision Documents (CA Martinenko)
- 5.4. Application for Storage per Parking Ordinance (CA Martinenko)
- 5.5. Use of City Park for Organized Events (CA Martinenko)
- 5.6. Law Enforcement IGA / Law Enforcement Town Hall (CA Martinenko)
- 5.7. Recreational Immunity Update – Impact on Monroe's Paths (CA Martinenko)
- 5.8. Pedestrian River Bridge (CA Martinenko)

6. OLD BUSINESS

- 6.1. Short Term Rentals (CA Martinenko)
- 6.2. Monroe Community Library IGA (CA Martinenko)
- 6.3. Emergency and Disaster Recovery Planning (CA Martinenko)
- 6.4. Budget Committee Recruitment for 2024-2025 Fiscal Year (Mayor Sheets)

7. CITY EVENTS & OTHER HAPPENINGS

- 7.1. City Events Calendar: <https://ci.monroe.or.us/administration/city-calendar/>
- 7.2. Upcoming 2024 City Events (Mayor Sheets)
 - May 18, 2024: Monroe BBQ & Logging Festival (10 a.m.-6 p.m.)
- 7.3. Do You Have an Event to Share? Email: festivalsandevents@ci.monroe.or.us

OTHER BUSINESS

- 7.4. **Committee Reports from Each Committee Chair:**
 - **Budget:** Work Plan & Any Changes to Budget Cycle for 2024 & Beyond
 - **Economic Development:** Economic Development Plan Update
 - **Finance & Personnel:** Work Plan for 2024
 - **Ordinance:** Schedule Next Committee Meeting
 - **Parks:** Parks Master Plan Update
 - **Public Works:** Work Plan for 2024
 - Attend the Monthly City Council Work Session – March 11, 2024 at 6 p.m.

- 7.5. **Councilors' Comments:**

- Council President Cuthbertson
- Councilor Lindner
- Councilor Myers
- Councilor Ritch
- Councilor Williams
- Councilor Winther

ZOOM MEETING INFORMATION

Zoom Link: https://zoom.us/join
--

Meeting ID: 820 7259 5766

Passcode: 083396

- 7.6. **Mayor's Comments:**

- Watch for City Committee Meetings on the City's Website (ci.monroe.or.us)

8. ADJOURN

- 8.1. Don't forget to Shop Local at any of our Monroe Community Businesses!
- 8.2. The following resources are available to locate businesses in our community:
 - Business Association of Monroe's Member Business Directory:
<https://businessassociationofmonroe.org/members>
- 8.3. Next City Council Meeting is Monday, March 25, 2024 at 6 p.m. at the MCC.



MONROE CITY COUNCIL MINUTES

January 22, 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.

Councilor Winther joined the meeting at 6:27 PM via Zoom.

Staff present: City Administrator Martinenko

PUBLIC COMMENTS: None

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. **Sheriff's Report.** The Deputy present answered questions regarding the December-January Patrol Log. Councilor Lindner inquired about suspicious activity that was reported at the previous Council meeting. The Deputy replied there are stepped up patrols and on-going investigations. Mayor Sheets asked about a broken door frame at the Sheriff's sub-station. The Deputy replied that was probably a deputy trying to get access to the sub-station during the ice storm. With no further questions, the Council thanked the deputy for his work.

- 3.2. **City Administrator Report.** City Administrator Martinenko provided a report on activities, specifically the recent cold weather and ice event:

Martinenko discussed response efforts to the recent severe winter storm, including a tree fall ant the City Park and park bleachers that were crumpled beyond repair due to a fallen limb. Infrastructure issues from freezing conditions included a frozen pipe at the water treatment plant. In addition, high river levels were impacting the city's ability to draw water. He also noted unusual overnight water usage that may indicate a leak. He will analyze meter data further to attempt to identify the source. Councilor Cuthbertson suggested timer issues on private irrigation systems could be the cause.

Power outages in the area also raised safety concerns and the City computer system was damaged. A county warming center designation at the library presented staffing challenges and the Monroe Community Center was opened and warmed in case it was needed by the Fire District. Martinenko will address this at an upcoming debriefing with the county Emergency Manager.

Martinenko commented the City was very fortunate that power stayed on throughout most of the cold weather event otherwise the damage and the impact on human safety would have been more severe.

4. **CONSENT AGENDA**

- 4.1. Councilor Lindner commented that Sheriff Van Arsdall's name is misspelled in the minutes of December 27, 2023, and asked that it be corrected. Councilor Lindner then



asked about an expenditure for Springbrook. Councilor Ritch replied that was the Accounting software. CA Martinenko explained that he is looking at the stopped check and subsequent expense. Mayor Sheets call for a motion to approve the consent calendar. Council Ritch so moved and Councilor Myers seconded with the provision for the stopped check. During discussion, Councilor Lindner asked about Xpress Bill Pay. CA Martinenko explained this is from utility customers who pay via credit card. CA Martinenko went on to talk about current past due amounts and how that is being handled and caught up. Councilor Cuthbertson suggested a fund established through donations to help customers having problems staying current with their payments. Councilor Ritch commented that the Community Services Consortium in Corvallis has a program for that. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Abstain. Motion carried.

5. NEW BUSINESS

5.1. Ordinance 2023-04: Second Reading of an ordinance to amend Title VII of the Monroe Municipal Code for parking regulations. CA Martinenko explained this is basically the same as the first reading language, less the edits. Martinenko went on to say that the City already adopted the State traffic code in chapter 70, so this ordinance is basically the things that are somewhat different in language from the Oregon statutes and are more specific to Monroe. Councilor Winther asked about the storage of vehicles and receiving permission from the City. CA Martinenko replied that the terms of the application for storage are yet to be developed and would have to be approved by Council. Councilor Lindner asked if people would be in violation without an application. CA Martinenko replied no. The City would notify people that storage of personal property is not allowed past 72 hours but would not fine anyone until the application and conditions were approved by Council. Councilor Myers asked about enforcement. CA Martinenko said that enforcement is both complaints driven and by City Staff who regularly drive around town each day. In either case, pictures are taken and that starts the 72-hour clock. Councilor Lindner asked if this is an ordinance the Sheriff's department can enforce. CA Martinenko replied that like tall grass, this is something the City is responsible for unless we have continued difficulty with compliance and then ask the Sheriff's department for assistance with a citation. Councilor Myers asked how would we prove the person did not move their property a few feet or elsewhere. CA Martinenko replied that the ordinance only allows 72 hours anywhere in the City. It does not matter if it is moved from the original location to another City property. Council continued with general discussion on where storage may be allowed and if allowing storage in some areas would be fair to other residents where it was not allowed. CA Martinenko commented that folks are generally accepting if the rules are fair and make sense, such as not allowing storage of property that blocks vision or



impedes traffic. CA Martinenko concluded with pointing out an addition that exempted checking vehicle fluids as a “repair.” Councilor Winther asked about penalties.

Councilor Ritch replied that is the ordinance the Council will be looking at next. CA Martinenko commented that parking violations at the State level are maximum \$165 most cities set \$50 to \$150. The penalties would be set by Council resolution as part of the pending fee schedule and reviewed annually. Councilor Ritch then moved to pass Ordinance 2023-04 as written. Councilor Myers seconded. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Yes. Motion carried.

- 5.2. **Ordinance 2024-01: First reading** of an ordinance establishing a revenue and finance title in the Monroe Municipal Code. CA Martinenko explained this title creates the framework for fee schedules, lodging taxes, additional fees for services such as expanded law enforcement or building operations, and consolidates other ordinance such as special assessments into one title rather than spread throughout the code as it is now. Councilor Myers asked if this can be amended at a later date to include or remove chapters. CA Martinenko said yes, that would be an ordinance to amend the title. After general discussion, Councilor Ritch commented that this ordinance is only to add the title to the code and what is added would be by future Council action. With no further discussion, Mayor Sheets asked for a motion. Councilor Myers moved that the ordinance be passed onto a second reading as written. Councilor Ritch seconded. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Yes. Motion carried.

- 5.3. **Motion to Approve Adjusted Salary Scales for Utility Worker I, II and Accounting Specialist.** CA Martinenko reviewed the compensation study compiled by Councilor Lindner and reviewed by the Human Resources and Finance Committee. CA Martinenko explained that he looked at a 3.2% COLA and the recommended salary range adjustments. The recommendation is to accept the compensation study and adjust the salary ranges since they are slightly higher than a proposed COLA and COLA will not need to be reviewed again until the next fiscal cycle. Councilor Lindner led a general discussion of the compensation study and what she used as comparable. Councilor Myers asked if a person was promoted to the next classification, what step would they start at. CA Martinenko replied it would be at the next step higher than the current wage. There was more discussion of the classifications. CA Martinenko explained that in the past, as an example, there was only one job description for public works even though there were different salaries for each worker. The current classification system was developed in late 2020 when our current PW employee was hired. A classification system allows for advancement with a clear understanding of the responsibilities and expectations for each salary range. Councilor Ritch then moved to approved the proposed salary scales. Councilor Lindner seconded. With no further discussion, Mayor



Sheets asked for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Yes. Motion carried.

5.4. Approving new Four-year Planning Commission Terms. CA Martinenko presented to the Council Planning Commissioners Cuthbertson, Eastridge, Fredericks, and Mills who expressed interest in continuing with the Planning Commission. Mayor Sheets asked if each submitted a request and CA Martinenko replied yes, via email. Councilor Lindner then moved to approve Planning Commissioners Cuthbertson, Eastridge, Fredericks, and Mills for another four-year term. Councilor Ritch seconded. With no further discussion, Mayor Sheets asked for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Yes. Motion carried.

5.5. Establishing a Short-Term Rentals Ordinance Ad-Hoc Committee. Mayor Sheets called for a new ad-hoc committee for short term rentals. Councilor Ritch asked since there is currently an ad-hoc ordinance committee, if the issue of short-term rentals could become a priority of that committee rather than form a new committee. There was general consensus among Council members that taking this issue to the ad-hoc Ordinance Committee as a priority is more expedient. Mayor Sheets called for a motion and Councilor Ritch so moved. Councilor Winther seconded. With no further discussion, Mayor Sheets asked for a vote: Councilor Cuthbertson, Yes; Lindner, Yes; Myers, Yes; Ritch, Yes; Williams, Yes; Winther, Yes. Motion carried.

7. OLD BUSINESS:

7.1. CA Martinenko updated Council on negotiations with the Corvallis Library Director on updating the existing IGA for library operations in Monroe. He said there is general understanding of library operational costs such as janitorial, utility, and maintenance and the City will be forced to add a fee to City utility customers to cover the costs unless Corvallis assumes their portion of operations. Martinenko noted that this is unfair to Monroe taxpayers since they are already paying their share of library costs through property taxes and building operational costs are not being shared by taxpayers outside of the City. Councilor Lindner asked how this is handled by other branch libraries. CA Martinenko replied that the other two branches are Philomath and Alsea and he knows Philomath is in the same situation as Monroe in regard to operational costs. Councilor Ritch added this has been the situation for the last ten years but COVID delayed a response. CA Martinenko added that the IGA with Corvallis calls for a report and the City has not seen any report showing activity at the Library. Councilor Myers commented that moving City Hall to the Library as discussed would increase the visibility of the library and might be a very symbiotic relationship.

7.2. Emergency and Disaster Recovery Planning. The Council discussed emergency planning in context of the recent ice storm event. In particular, the request of the Fire District for the City to open a warming center implied the City had the resources to do so. CA Martinenko said part of this is a Benton County Emergency Management



Discussion and Councilor Myers commented that going forward, there needs to be a better line of communication between the City, County, and Fire District. He also commented on the need for emergency generators at our buildings and water plant. After discussion, CA Martinenko said that would be included in the budget for next fiscal year. Mayor Sheets asked if staff could reach out to the Fire District for resources to staff a warming center. CA Martinenko replied it would be best if that recommendation came as part of the City's emergency planning and coordinated with Benton County Emergency Management.

7.3. Law Enforcement Town Hall. Mayor Sheets briefly discussed asking the Sheriff's Office to lead a Town Hall meeting on law enforcement and community policing in Monroe. CA Martinenko said he would reach out to the Sheriff.

7.4. Budget Committee for Fiscal year 2024-25. Mayor Sheets mentioned that he is advertising on social media for committee members. CA Martinenko said that the first meeting would be in the late March, early April timeframe. CA Martinenko also mentioned that he is going to recommend to the Committee a biennial budget going forward. Councilor Ritch asked if an annual budget was mandated in the Charter and CA Martinenko replied it is not and the Council can elect to do so on recommendation of the Budget Committee.

7.5. Belchambers Property and UGB Land swap. CA Martinenko said both items are being discussed with the County who would need to be involved to bring the Belchambers property within the Monroe UGB and help with the land exchange. CA Martinenko also noted there are developers interested in both the Brick Yard and Stone properties for single-family residences.

7.6. CA Martinenko reported that ODOT has made the recommendation to approve our request to lower the speed limits inside Monroe from 30 MPH to 25 MPH. An ODOT engineer will be meeting with City Staff within the next two months to review signage. There is no additional transition zone changes but CA Martinenko hopes to have a speed zone transition sign placed by the park.

8. CITY EVENTS

8.1. Mayor Sheets updated Council on upcoming events, specifically the Monroe BBQ and Logging Festival on May 18, 2024.

9. OTHER BUSINESS:

9.1. Mayor Sheets set January 31st for ordinance.

9.2. Councilor Lindner mentioned a Personnel and Finance Committee Meeting for Early February.

9.3. Councilor Cuthbertson asked to set the Public Works Advisory Committee meeting for February 20th and noted there are several issues including parking and the Parks Master Plan that are on the table to work through.



9.4. Councilor Lindner reminded Council that a visit from Republic Services was noted for the February Council meeting.

10. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:19 p.m.

Approved by Council Action on February 26, 2024

Mayor Dan Sheets _____ Date: _____

Attest: _____
Steve Martinenko, City Recorder

MONROE PATROL

January 18, 2024 - February 18, 2024

Benton County Sheriff's Office - Monroe Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con-tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
Patrol									
1/19/2024 12:15:00 AM	2024012539	1:01:20	Heese						no activity
1/19/2024 02:30:57 AM	2024012579	1:30:00	Gevatosky						no activity
1/19/2024 11:05:08 AM	2024012766	2:01:33	Glass	1					traffic stop-warning equipment. Citizen contact, Gray BCSO beanie was found near Boyd Ln, washed and turned into me. Thanks Ron!
1/19/2024 10:13:57 PM	2024013183	1:07:14	Blaser						no activity
1/20/2024 04:35:21 AM	2024013364	0:50:05	Savage						No contacts. No stops.
1/20/2024 08:35:42 AM	2024013425	0:43:55	Macken	1	2				2 stops/warns. 1 contact
1/20/2024 06:56:12 PM	2024013726	0:52:58	Bloom						Patrolled city streets, multiple dead ends, schools, sub-station, library, park, post office, fringes of the city
1/20/2024 11:46:48 PM	2024013867	1:01:16	Fricke						no activity
1/21/2024 08:31:44 AM	2024014017	0:35:27	Bressler						no activity
1/22/2024 08:35:19 AM	2024014537	1:01:49	Hesseling						Patrolled city, visited schools. 0 traffic stops
1/22/2024 05:34:58 PM	2024014921	0:37:11	Moser						city council meeting
1/24/2024 04:02:03 AM	2024015912	1:22:03	Rath						no activity
1/25/2024 11:14:55 PM	2024017240	1:04:37	Ash						no stops, no contacts
1/27/2024 09:07:25 AM	2024018256	0:43:24	Macken		2				2 stops 2 warns
1/27/2024 05:20:24 PM	2024018595	1:05:21	Blaser						no activity
1/28/2024 08:03:57 AM	2024018991	2:44:44	Ball	3					No stops. Three contacts.
1/28/2024 03:24:06 PM	2024019206	0:20:42	Bressler						no activity
1/29/2024 10:45:40 AM	2024019776	3:28:31	Lyman	4					Patrolled city streets and parks; no stops; 4 citizen contacts.
1/29/2024 01:22:46 PM	2024019888	1:37:11	Hesseling		1	1			2 stops, 1 citation
2/1/2024 03:07:54 AM	2024021932	4:00:00	Gevatosky		1				1 TRAFFIC STOP. WELFARE CHECK
2/1/2024 10:50:01 AM	2024022115	1:51:49	Bressler	2		1			1 citation. 2 citizen contacts.

MONROE PATROL

January 18, 2024 - February 18, 2024

2/3/2024 08:48:08 AM	2024023449	4:34:22	Lyman	5	2		7 stops, 2 cites, 5 warnings, 1 warrant arrest w/ transport to Lane Co; 5 citizen contacts.
2/4/2024 10:33:23 AM	2024024149	0:44:30	Bressler				no activity
2/4/2024 11:10:07 PM	2024024501	3:03:27	Vaughn				Patrolled city streets, and city park. One call for service, no traffic stops.
2/5/2024 12:20:17 PM	2024024805	1:04:13	Hardison				PATROLLED CITY STREETS/HIGHWAY 99W/HIGH SCHOOL.
2/6/2024 11:41:55 PM	2024025908	1:29:34	Lundy				no activity
2/8/2024 01:18:55 PM	2024027039	2:02:35	Bottorff	1	1		Attempted 1 civil paper service in Monroe. 1 citizen contact. 1 stop and cite. Seen initial violation in city of Monroe, but caught up and saw other violations in county so I cited into Circuit Court. DWS Misdemeanor, Driving Uninsured, Fail to Register Vehicle. Worked stationary traffic/speed patrol in school zone - drivers were behaving when there.
2/9/2024 10:39:03 AM	2024027697	1:15:23	Lyman	8	2	1	3 stops (2 warnings, 1 cite); 8 citizen contacts
2/9/2024 08:54:23 PM	2024028202	1:10:57	Blaser				1 warning
2/10/2024 02:58:13 AM	2024028409	3:00:00	Gevatosky				RESPONDED TO THE LONG BRANCH FOR A SUSPICIOUS VEHICLE. ARRESTED A DUUI DRIVER WITH A BAC OF .15%
2/10/2024 09:03:32 AM	2024028507	1:08:10	Lyman	2	3		3 stops (3 warnings, 0 cites); 2 citizen contacts
2/10/2024 10:58:31 PM	2024029023	1:00:26	Heese				no activity
2/11/2024 03:32:23 AM	2024029140	2:00:00	Gevatosky				no activity
2/11/2024 09:18:49 AM	2024029201	1:43:14	Ball	1			one contact. one cfs for burglary.
2/11/2024 07:38:10 PM	2024029493	1:26:10	Drongesen		2		2-Stops/Warnings. patrolled highway, neighborhoods
2/12/2024 12:33:24 AM	2024029683	1:00:00	Savage	1	1		1 STOP. 1 CONTACT.
2/12/2024 11:50:16 PM	2024030311	1:38:59	Rath				no activity
2/16/2024 02:00:36 AM	2024032417	2:00:00	Gevatosky				no activity

January 18, 2024 - February 18, 2024

Reports

**NON-FEDERAL SPONSOR'S
SELF-CERTIFICATION OF FINANCIAL CAPABILITY
FOR DECISION DOCUMENTS**

I, Steve Martinenko, do hereby certify that I am the City Administrator of the City of Monroe (the "Non-Federal Sponsor"); that I am aware of the financial obligations of the Non-Federal Sponsor for the Long Tom Ecosystem Restoration Project and that the Non-Federal Sponsor will have the financial capability to satisfy the Non-Federal Sponsor's obligations for that project. I understand that the Government's acceptance of this self-certification shall not be construed as obligating either the Government or the Non-Federal Sponsor to implement a project.

IN WITNESS WHEREOF, I have made and executed this certification this 26th day of February, 2024.

BY: _____

TITLE: _____

DATE: _____

ACCOUNTS PAYABLE

City Of Monroe

As Of: 04/30/2024

Time: 14:42:53 Date: 02/23/2024
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3965	02/01/2024	02/26/2024	American Hero Carpet Cleaning	202.00	Invoice 750119 Annual City Hall carpet cleaning- Court room and main office
	542 00 42	2013	City Hall- Building Repairs	202.00	City Hall Bldg. Repairs and Maintenance
3945	01/19/2024	02/26/2024	B & I Hardware & Rental	67.92	Inv# 659415
	534 00 48	6012	Equip. Repair & Maintena	18.76	WTP Equip. Repair and Maint
	542 00 31	2018	Vehicle Operation & Main	49.16	PW Vehicle Operation and Maint
3962	01/31/2024	02/26/2024	Cascade Columbia Distribution Co	1,714.08	Invoice # 886549
	534 00 49	6011	Chemicals	397.50	WTP Chemicals-1/2 of Sodium Hypochlorite 12.5% LS NSF charge
	580 00 04	6019	Production Chemicals	1,316.58	WWTP Chemicals-1/2 of Sodium Hypochlorite 12.5% LS NSF charge and 4 units of Calcium Thiosulfate 30% NSF
3975	02/22/2024	03/05/2024	City County Insurance Services	2,627.09	March 2024 Benefits payments
	510 00 22	1000	Health Insurance	764.92	GA Health Insurance
	534 00 31	6022	Health Insurance	973.27	Water Health Insurance
	542 00 22	2010	Health Insurance	270.21	PW Health Insurance
	580 00 03	6007	Health Insurance	618.69	Sewer Health Insurance
3956	02/01/2024	02/26/2024	City of Harrisburg	500.00	Contracted WTP Operator Fees- Feb 2024
	534 00 41	6013	Contracted Plant Operatio	500.00	Contracted WTP Operator Fees- Feb 2024
3961	02/01/2024	02/26/2024	Civil West Engineering Services, In	247.50	Inv- 2203.007.013- Monroe: 2022 Water System DBP Project
	534 00 41	6012	Engineering	247.50	Monroe: 2022 Water System DBP Project- ARPA Funds to Reimburse cost
3940	01/23/2024	02/26/2024	Edge Analytical, Inc.	610.00	Inv# 24-00354, 24-01480, 24-03367, 23-38421, VEB0021
	534 00 49	6010	Outside Testing	42.00	WTP- Dist-A/ Coliforms
	534 00 49	6010	Outside Testing	102.00	WTP- Dist-A/ CH-B WTP Testing
	580 00 04	6018	Outside Testing	92.00	WWTP- Effluent-Site B Testing
	580 00 04	6018	Outside Testing	90.00	WWTP- Effluent- Site B
	580 00 04	6018	Outside Testing	284.00	WWTP Project

ACCOUNTS PAYABLE

City Of Monroe

As Of: 04/30/2024

Time: 14:42:53 Date: 02/23/2024
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3971	02/16/2024	02/26/2024	Emerald City Legal Support Service, Inc.	65.00	Case # Benton MC 2024-01
	521 00 49	1002 Court Expenses	100 300 521 General Adminis	65.00	Court Expenses- Papers being served
3953	02/05/2024	02/26/2024	Grove, Mueller & Swank, P.C.	1,500.00	Invoice # 103549- Final GMS billing through Nov 2023 on the audit of the financial statements for YE June 30, 2023.
	510 00 41	1003 Audit & Filing Fees	100 300 510 General Adminis	1,500.00	Audit services through Nov 2023
3970	01/31/2024	02/26/2024	Local Government Law Group, PC	1,292.50	Invoice # 68732 Matter No: 08-0191-001
	510 00 31	1006 Attorney Fees	100 300 510 General Adminis	1,292.50	Attorney Fees
3969	01/25/2024	03/16/2024	Pitney Bowes	500.00	Auto pay scheduled for Line of CR
	510 00 31	1000 Postage	100 300 510 General Adminis	50.00	Letters
	534 00 31	6024 Postage and Mailing	601 450 534 Water Treatment	225.00	Water- Postage and Mailing
	580 00 04	6004 Postage and Mailing	610 100 535 Sewer Fund	225.00	Sewer- Postage and Mailing
3974	01/11/2024	02/26/2024	Radwell International, LLC	96.18	Inv# 34167450
	534 00 48	6010 Repairs & Maintenance Sy	601 450 534 Water Treatment	96.18	WTP System Repairs & Maint.
3973	02/20/2024	02/26/2024	Reichert, Kelsey	60.00	Refundable deposit for MCC rental on 2/17/24
	344 00 02	2011 Facility Rental Fees	201 100 300 Public Works Fui	-60.00	Refundable deposit for MCC refunded
3955	02/01/2024	02/26/2024	Scholz, Chuck	1,500.00	Feb 2024 WWTP Contracted Op.
	580 00 04	6007 Contracted Plant Operatio	610 100 535 Sewer Fund	1,500.00	Contracted Plant Op. Fees- WWTP
3946	01/31/2024	02/26/2024	Springbrook Holding Company LLC	10,962.97	Invoice- INV-B001507- Springbrook 2024 Subscription
	510 00 41	1009 Licenses And Fees	100 300 510 General Adminis	10,962.97	Springbrook Subscription for 2024
3943	01/25/2024	02/26/2024	The Law Office of Larry J. Blake, Jr., L	200.00	January 2024 Municipal Judicial Services
	521 00 41	1001 Judge	100 300 521 General Adminis	200.00	Municipal Court Jan 2024
3941	01/29/2024	02/26/2024	Umpqua Bank	50.00	Safe Deposit Box 1-80 Branch 50318.
	510 00 31	1005 Bank Service Charges	100 300 510 General Adminis	50.00	Bank Service Charges- Safe Deposit Box
3968	02/12/2024	02/26/2024	Underground Technologies LLC	12,380.00	Inv # 1353- Manhole sealant - 4 Qty at \$3095 each

ACCOUNTS PAYABLE

City Of Monroe

Time: 14:42:53 Date: 02/23/2024
Page: 3

As Of: 04/30/2024

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
594 00 60 4044	Manhole Sealant		404 000 594 Sewer Reserve F	12,380.00	Manhole Sealant

34,575.24

Report Total:

Fund

100 General Administration Fund	14,885.39
201 Public Works Fund	581.37
404 Sewer Reserve Fund	12,380.00
601 Water Treatment Fund	2,602.21
610 Sewer Fund	4,126.27

This report has been reviewed by:

Signature: [Signature] Title: CS
Date: 2-23-24

Signature & Title: [Signature] Date: 2/23/24

REMARKS:

ACCOUNTS PAYABLE PAID

City Of Monroe

01/23/2024 To: 02/29/2024

Time: 14:43:48 Date: 02/23/2024
Page: 1

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
3966	01/31/2024	2024	1240	853	ADP, ADP Tax Services	129.90	Jan 2024
3964	02/01/2024	2024	1267	853	ADP, ADP Tax Services	22,316.57	ADP Payroll January 1st-31st, 2024
3972	02/09/2024	2024	1317	853	ADP, ADP Tax Services	189.52	Feb 2024- January Payroll processing charges
3967	02/22/2024	2024	1313	297	AT&T Mobility	67.06	02052024
3939	02/01/2024	2024	1294	517	Amazon Capital Services	1,068.41	Inv #s 1XTC-RC14-7JNC, 11LM-7XDD-3TXH, 11QH-CCMK-6P6K, 1NLM6-LGNM-7MXW & 11LM-7XDD-QPMV
3948	02/22/2024	2024	1316	517	Amazon Capital Services	407.99	PO Folders and Notary 01312024, PO 02062024 Office, PO- PW011924A, PO- PW011224A
3924	01/24/2024	2024	1162	217	Chase Paymentech	195.77	01032024 Chase Paymentech Fees-30.47 & 165.30
3959	02/05/2024	2024	1318	217	Chase Paymentech	240.94	Online bill pay fees Feb 2024
3934	01/24/2024	2024	1163	28	City County Insurance Services	2,627.09	January 2024 Insurance for Medical, dental and vision
3942	02/06/2024	2024	1293	28	City County Insurance Services	2,627.09	February 2024 Medical and Dental benefits
3947	02/13/2024	2024	1299	60	Monroe Telephone	531.91	Feb 2024 Telephone and Internet Bill
3952	01/30/2024	2024	1236	72	Oregon Department of Revenue	50.00	Court Assessments fee- 1 Qty new payment for January 2024
3958	02/06/2024	2024	1216	313	Oregon Mayor's Association	100.00	Population of 1,000 or less
3957	02/12/2024	2024	1268	177	Oregon PERS	3,476.93	Oregon PERS for Jan 1-31, 2024 payroll
3950	02/13/2024	2024	1261	76	Pacific Power	5,901.62	Jan 2024 Power Usage
3976	02/21/2024	2024	1315	105	Umpqua Bank	87.13	Analysis Activity for 01/24
3927	01/24/2024	2024	1164	94	Umpqua Bank Cardmember Services	195.84	Jan 2024- charges 11/15/2023-12/13/2023
3949	02/08/2024	2024	1229	94	Umpqua Bank Cardmember Services	2,430.58	Dec 2023-Jan 2024
3954	02/22/2024	2024	1314	468	WECO	181.22	Invoice # CP-00258919
3960	02/06/2024	2024	1269	201	Xpress Bill Pay	307.83	INV-XPR008494

Total: 43,133.40

Total:

This report has been reviewed by:

 Auditor

REMARKS:

Reviewed

 Auditor
Date: 2-23-24

Date

Preview payroll

Cash required
\$20,652.41
Monthly
Feb 1, 2024 → Feb 29, 2024

Payroll dates

Check date
Fri, Mar 1, 2024

People

4
Employees
0
Contractors

Delivery address

Payroll address
664 Commercial St
Edit

Employee name

Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
	550.83	\$18,421.12	\$3,440.96	\$96.44	\$14,883.72	\$2,327.73

Totals

Payrun total: \$20,748.85 Cash required: \$20,652.41

Reviewed

Signature: [Signature] Title: CA

Date: 2-22-24

TREASURER'S REPORT

Fund Totals

City Of Monroe

02/01/2024 To: 02/29/2024

Time: 10:49:10 Date: 02/23/2024
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	154,801.89	9,448.92	9,207.42	155,043.39	11,515.72	7,898.61	-9,459.72	164,998.00
201 Public Works Fund	195,553.19	7,168.66	7,275.31	195,446.54	4,459.51	3,337.91	-7,294.52	195,949.44
300 Water Revenue Bond	19,452.30	0.00		19,452.30	0.00	0.00	0.00	19,452.30
302 GOB Phase II	112,460.77	2,727.83		115,188.60	0.00	0.00	-2,727.83	112,460.77
400 Equipment Reserve Fund	59,051.24	0.00		59,051.24	0.00	0.00	0.00	59,051.24
401 Building Reserve Fund	26,146.14	0.00		26,146.14	0.00	0.00	0.00	26,146.14
402 Park Reserve Fund	16,717.33	0.00		16,717.33	0.00	0.00	0.00	16,717.33
403 Water Reserve Fund	65,944.04	0.00	4,615.82	61,328.22	0.00	0.00	0.00	61,328.22
404 Sewer Reserve Fund	93,933.91	0.00		93,933.91	0.00	0.00	0.00	93,933.91
405 Capital Improvement Reserve Fund	30,681.05	0.00		30,681.05	0.00	0.00	0.00	30,681.05
406 Water Revenue Bond Reserve Fund	15,096.50	0.00		15,096.50	0.00	0.00	0.00	15,096.50
407 Water System Capital Improvement Fund	21,526.53	657.89		22,184.42	0.00	0.00	-702.89	21,481.53
408 City Events Reserve Fund	5,683.00	0.00		5,683.00	0.00	0.00	0.00	5,683.00
507 Park System Development Fund	25,010.19	0.00		25,010.19	0.00	0.00	0.00	25,010.19
508 Sewer System Development Fund	395,777.69	0.00		395,777.69	0.00	0.00	0.00	395,777.69
509 Street System Development Fund	78,670.10	0.00		78,670.10	0.00	0.00	0.00	78,670.10
510 Storm System Development Fund	81,501.52	0.00		81,501.52	0.00	0.00	0.00	81,501.52
511 Water System Development Fund	483,021.19	0.00		483,021.19	0.00	0.00	0.00	483,021.19
601 Water Treatment Fund	224,075.11	23,667.36	14,455.20	233,287.27	6,394.81	9,008.92	-20,155.38	228,535.62
610 Sewer Fund	141,654.22	10,852.42	7,812.21	144,694.43	4,053.32	5,548.06	-11,468.13	142,827.68
900 Customer Deposit Fund	11,732.63	0.00		11,732.63	121.60	0.00	0.00	11,854.23
	2,258,490.54	54,523.08	43,365.96	2,269,647.66	26,544.96	25,793.50	-51,808.47	2,270,177.65

TREASURER'S REPORT
Account Totals

City Of Monroe

02/01/2024 To: 02/29/2024 Time: 10:49:10 Date: 02/23/2024
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Umpqua Bank	70,457.32	45,422.49	66,260.94	49,618.87	-57,073.35	103,838.46	96,383.98
6	Xpress Online Banking	3,828.72	11,995.57	5,000.00	10,824.29	-12,709.10	5,000.00	3,115.19
Total Cash:		74,286.04	57,418.06	71,260.94	60,443.16	-69,782.45	108,838.46	99,499.17
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	LGIP	2,170,678.48	25,000.00	0.00	2,195,678.48	-25,000.00	0.00	2,170,678.48
Total Investments:		2,170,678.48	25,000.00	0.00	2,195,678.48	-25,000.00	0.00	2,170,678.48
		2,244,964.52	82,418.06	71,260.94	2,256,121.64	-94,782.45	108,838.46	2,270,177.65

TREASURER'S REPORT

Fund Investments By Account

City Of Monroe

Time: 10:49:10 Date: 02/23/2024
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02/01/2024 To: 02/29/2024

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	331,625.34	25,000.00		25,000.00		356,625.34
201 000 Public Works Fund	268,296.26					268,296.26
300 000 Water Revenue Bond	16,114.53					16,114.53
302 000 GOB Phase II	213,962.93					213,962.93
400 000 Equipment Reserve Fund	53,854.11					53,854.11
401 000 Building Reserve Fund	26,248.93					26,248.93
402 000 Park Reserve Fund	15,244.84					15,244.84
403 000 Water Reserve Fund	28,893.66					28,893.66
404 000 Sewer Reserve Fund	87,699.53					87,699.53
405 000 Capital Improvement Reserve Fund	28,108.33					28,108.33
407 000 Water System Capital Improvement Fund	2,731.98					2,731.98
408 000 City Events Reserve Fund	683.00					683.00
507 000 Park System Development Fund	34,139.72					34,139.72
508 000 Sewer System Development Fund	349,833.08					349,833.08
509 000 Street System Development Fund	70,801.60					70,801.60
510 000 Storm System Development Fund	72,794.15					72,794.15
511 000 Water System Development Fund	428,030.83					428,030.83
601 000 Water Treatment Fund	140,284.74					140,284.74
610 000 Sewer Fund	1,472.13					1,472.13
2 - LGIP	2,170,819.69	25,000.00	0.00	25,000.00		2,195,819.69
	2,170,819.69	25,000.00	0.00	25,000.00		2,195,819.69

TREASURER'S REPORT

Fund Investment Totals

City Of Monroe

02/01/2024 To: 02/29/2024 Time: 10:49:10 Date: 02/23/2024 Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
100 General Administration Fund	331,625.34	25,000.00		25,000.00		356,625.34	-201,581.95
201 Public Works Fund	268,296.26					268,296.26	-72,849.72
300 Water Revenue Bond	16,114.53					16,114.53	3,337.77
302 GOB Phase II	213,962.93					213,962.93	-98,774.33
400 Equipment Reserve Fund	53,854.11					53,854.11	5,197.13
401 Building Reserve Fund	26,248.93					26,248.93	-102.79
402 Park Reserve Fund	15,244.84					15,244.84	1,472.49
403 Water Reserve Fund	28,893.66					28,893.66	32,434.56
404 Sewer Reserve Fund	87,699.53					87,699.53	6,234.38
405 Capital Improvement Reserve Fund	28,108.33					28,108.33	2,572.72
406 Water Revenue Bond Reserve Fund						0.00	15,096.50
407 Water System Capital Improvement Fund	2,731.98					2,731.98	19,452.44
408 City Events Reserve Fund	683.00					683.00	5,000.00
507 Park System Development Fund	34,139.72					34,139.72	-9,129.53
508 Sewer System Development Fund	349,833.08					349,833.08	45,944.61
509 Street System Development Fund	70,801.60					70,801.60	7,868.50
510 Storm System Development Fund	72,794.15					72,794.15	8,707.37
511 Water System Development Fund	428,030.83					428,030.83	54,990.36
601 Water Treatment Fund	140,284.74					140,284.74	93,002.53
610 Sewer Fund	1,472.13					1,472.13	143,222.30
900 Customer Deposit Fund						0.00	11,732.63
	2,170,819.69	25,000.00		25,000.00		2,195,819.69	73,827.97

Ending fund balance (Page 1) - Investment balance = Available cash.

2,269,647.66

TREASURER'S REPORT

Outstanding Vouchers

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 02/23/2024
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City Of Monroe

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	274	08/18/2023	Stop Pmt	1		Springbrook Holding Company LLC	10,473.98	Stop Payment for Warrant/Check #213083
2024	1178	01/30/2024	Util Pay	1		Utility Customer	204.12	
2024	1183	01/30/2024	Util Pay	1		Xpress Bill Pay	334.78	Xpress Import - CC - 01-30-2024__daily_batch (1).csv
2024	1185	01/31/2024	Util Pay	1		Utility Customer	150.00	
2024	1186	01/31/2024	Util Pay	1		Utility Customer	287.98	
2024	1187	01/31/2024	Util Pay	1		Xpress Bill Pay	200.00	Xpress Import - CC - 01-31-2024__daily_batch.csv
2024	1189	02/01/2024	Util Pay	1		Utility Customer	459.34	
2024	1191	02/01/2024	Util Pay	1		Xpress Bill Pay	562.48	Xpress Import - CC - 02-01-2024__daily_batch.csv
2024	1193	02/02/2024	Util Pay	1		Utility Customer	827.31	
2024	1194	02/02/2024	Util Pay	1		Utility Customer	249.81	
2024	1199	02/02/2024	Util Pay	1		Xpress Bill Pay	695.59	Xpress Import - CC - 02-02-2024__daily_batch.csv
2024	1206	02/02/2024	Util Pay	1		Utility Customer	367.29	
2024	1202	02/03/2024	Util Pay	1		Xpress Bill Pay	201.43	Xpress Import - CC - 02-03-2024__daily_batch.csv
2024	1204	02/04/2024	Util Pay	1		Xpress Bill Pay	127.02	Xpress Import - CC - 02-04-2024__daily_batch.csv
2024	1207	02/05/2024	Util Pay	1		Utility Customer	149.64	
2024	1208	02/05/2024	Tr Rec	1		Minor, Justin James Allen	100.00	Pmt plan for Dec and Jan.
2024	1209	02/05/2024	Util Pay	1		Utility Customer	273.20	
2024	1210	02/05/2024	Util Pay	1		Xpress Bill Pay	802.75	Xpress Import - CC - 02-05-2024__daily_batch.csv
2024	1214	02/06/2024	Tr Rec	1		DeBates, Amanda	-60.00	Refunded Deposit of \$60.00 for sufficient cleaning pe
2024	1215	02/06/2024	Util Pay	1		Utility Customer	135.91	
2024	1217	02/06/2024	Util Pay	1		Utility Customer	186.66	
2024	1222	02/06/2024	Util Pay	1		Xpress Bill Pay	1,019.70	Xpress Import - CC - 02-06-2024__daily_batch.csv
2024	1218	02/07/2024	Tr Rec	1		Jolly, Charles	1,883.75	Paid off balance in full over phone via CC
2024	1219	02/07/2024	Tr Rec	1		Business Association of Monroe	8.25	BAM copies of flyers for Monroe Festival
2024	1225	02/07/2024	Util Pay	1		Xpress Bill Pay	409.47	Xpress Import - CC - 02-07-2024__daily_batch.csv
2024	1228	02/07/2024	Util Pay	1		Utility Customer	92.76	
2024	1220	02/08/2024	Deposit	1		Umpqua Bank	5,000.00	Transfer from Xpress bill pay to Umpqua Bank
2024	1231	02/08/2024	Util Pay	1		Utility Customer	401.84	
2024	1232	02/08/2024	Util Pay	1		Utility Customer	280.40	
2024	1233	02/08/2024	Util Pay	1		Xpress Bill Pay	193.67	Xpress Import - CC - 02-08-2024__daily_batch.csv
2024	1238	02/09/2024	Util Pay	1		Utility Customer	183.00	
2024	1241	02/09/2024	Util Pay	1		Utility Customer	94.54	
2024	1242	02/09/2024	Util Pay	1		Xpress Bill Pay	435.59	Xpress Import - CC - 02-09-2024__daily_batch.csv
2024	1246	02/10/2024	Util Pay	1		Xpress Bill Pay	93.31	Xpress Import - CC - 02-10-2024__daily_batch.csv
2024	1248	02/11/2024	Util Pay	1		Xpress Bill Pay	90.78	Xpress Import - CC - 02-11-2024__daily_batch.csv
2024	1249	02/12/2024	Util Pay	1		Utility Customer	182.98	
2024	1250	02/12/2024	Util Pay	1		Utility Customer	797.40	
2024	1251	02/12/2024	Util Pay	1		Utility Customer	94.27	
2024	1252	02/12/2024	Util Pay	1		Xpress Bill Pay	148.18	Xpress Import - CC - 02-12-2024__daily_batch.csv

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 02/23/2024
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1255	02/13/2024	Util Pay	1		Utility Customer	282.96	
2024	1256	02/13/2024	Tr Rec	1		State of Oregon OLCC	1,765.70	OLCC Tax 12/31/2023
2024	1262	02/13/2024	Util Pay	1		Xpress Bill Pay	410.29	Xpress Import - CC - 02-13-2024_daily_batch.csv
2024	1257	02/14/2024	Util Pay	1		Utility Customer	386.75	
2024	1258	02/14/2024	Util Pay	1		Utility Customer	274.30	
2024	1259	02/14/2024	Tr Rec	1		Republic Services	480.61	Franchise Fees- Republic Services 12312023
2024	1260	02/14/2024	Tr Rec	1		State of Oregon state revenue sharing	2,727.83	Current Tax- Revenue Sharing Tax 12/31/2023
2024	1265	02/14/2024	Util Pay	1		Xpress Bill Pay	392.81	Xpress Import - CC - 02-14-2024_daily_batch.csv
2024	1264	02/15/2024	Util Pay	1		Utility Customer	369.86	
2024	1270	02/15/2024	Util Pay	1		Utility Customer	210.69	
2024	1271	02/15/2024	Tr Rec	1		State of Oregon Cigarette Tax	3.82	01/31/2024 Cigarette Tax
2024	1272	02/15/2024	Util Pay	1		Xpress Bill Pay	285.88	Xpress Import - CC - 02-15-2024_daily_batch.csv
2024	1276	02/16/2024	Util Pay	1		Utility Customer	303.82	
2024	1277	02/16/2024	Tr Rec	1		Business Association of Monroe	10.80	Mayor Sheets BAM BBQ flyers and apps
2024	1278	02/16/2024	Util Pay	1		Xpress Bill Pay	389.63	Xpress Import - CC - 02-16-2024_daily_batch (1).csv
2024	1286	02/16/2024	Util Pay	1		Utility Customer	2,167.34	
2024	1280	02/17/2024	Util Pay	1		Xpress Bill Pay	460.39	Xpress Import - CC - 02-17-2024_daily_batch (1).csv
2024	1282	02/18/2024	Util Pay	1		Xpress Bill Pay	94.69	Xpress Import - CC - 02-18-2024_daily_batch (1).csv
2024	1275	02/19/2024	Deposit	1		Umpqua Bank	2,500.00	Transfer from Xpress to Umpqua
2024	1284	02/19/2024	Util Pay	1		Xpress Bill Pay	184.35	Xpress Import - CC - 02-19-2024_daily_batch (1).csv
2024	1287	02/19/2024	Tr Rec	1		State of Oregon Cigarette Tax	34.40	Oregon Cigarette City Tax- 01/31/2024
2024	1288	02/20/2024	Util Pay	1		Utility Customer	456.24	
2024	1289	02/20/2024	Tr Rec	1		Pacific Power	3,543.12	1145 Franchise Fees 1/24
2024	1290	02/20/2024	Tr Rec	1		Pacific Power	1,554.27	1145 Franchise Fees 1/24
2024	1291	02/20/2024	Tr Rec	1		ODOT	5,187.63	City Apport Type 6- 2/12/2024
2024	1295	02/20/2024	Tr Rec	1		Amerititle	25.00	Payment for lien search- Dean and Von Buss- 631 Me
2024	1298	02/21/2024	Util Pay	1		Xpress Bill Pay	1,237.65	Xpress Import - CC - 02-20-2024_daily_batch.csv
2024	1300	02/21/2024	Util Pay	1		Utility Customer	92.27	
2024	1300	02/21/2024	Tr Rec	1		Bowman, Gage	50.00	Citation payment
2024	1301	02/21/2024	Util Pay	1		Xpress Bill Pay	1,070.14	Xpress Import - CC - 02-21-2024_daily_batch.csv
2024	1304	02/22/2024	Util Pay	1		Utility Customer	322.12	
2024	1305	02/22/2024	Util Pay	1		Xpress Bill Pay	1,658.81	Xpress Import - CC - 02-22-2024_daily_batch.csv
Receipts Outstanding:							57,073.35	
2024	1268	02/12/2024	Payroll	1	EFT	Oregon PERS	3,476.93	Oregon PERS for Jan 1-31,2024 payroll
2024	1229	02/08/2024	Claims	1	EFT	Umpqua Bank Cardmember Services	2,430.58	Dec 2023-Jan 2024
2023	1790	05/22/2023	Claims	1	EFT	Cascade Columbia Distribution Co	346.90	Inv 864842 Shipped 4/19/2023
2024	1261	02/13/2024	Claims	1	EFT	Pacific Power	5,901.62	Jan 2024 Power Usage

TREASURER'S REPORT
Outstanding Vouchers

City Of Monroe 02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 02/23/2024
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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1294	02/01/2024	Claims	1	EFT	Amazon Capital Services	1,068.41	Inv #s 1XTC-RC14-7JNC, 11LM-7XDD-3TXH, 11QH-CCMK-6P6K, 1NM6-LGNM-7MXW & 11LM-7XDD-QPMV
2024	1269	02/06/2024	Claims	1	EFT	Xpress Bill Pay	307.83	INV-XPR008494
2024	1267	02/01/2024	Payroll	1	EFT	ADP Tax Services ADP	22,316.57	ADP Payroll January 1st-31st, 2024
2024	1299	02/13/2024	Claims	1	EFT	Monroe Telephone	531.91	Feb 2024 Telephone and Internet Bill
2024	1293	02/06/2024	Claims	1	EFT	City County Insurance Services	2,627.09	February 2024 Medical and Dental benefits
2023	630	10/25/2022	Claims	1	212921	Allison Hall	100.00	
2023	1465	03/24/2023	Claims	1	212994	Carquest of Junction City	156.72	1055376- Battery for F150
2023	1799	05/22/2023	Claims	1	213030	Janice Roebuck	21.60	Resident has moved out of state. CR Balance after paying last bill
2023	1965	06/22/2023	Claims	1	213033	American Legal Publishing Corporation	450.00	Internet Renewal Period: 06/01/2023-06/01/2024
2024	326	08/28/2023	Claims	1	213095	One Call Concepts, Inc.	63.00	Inv 7080439 & 3070430
2024	652	10/23/2023	Claims	1	213136	Melissa Touns	45.00	Library Rental- Refundable Deposit of \$45 Returned
2024	703	10/27/2023	Claims	1	213146	Daniel Knott	14.47	CR Balance Refund \$14.47
2024	706	10/27/2023	Claims	1	213149	Bailey Mills	34.72	CR Balance Refund \$34.72
2024	1138	01/22/2024	Claims	1	213184	Attn: Nelson Osorio Benton County Republican CC	80.00	Refundable deposit for rental on 12-9-2023
2024	1139	01/22/2024	Claims	1	213185	Benton County Sheriff's Office	9,570.00	Invoice # 122437 -Quarterly Law Enforcement Services as per contract for period of 10/1/2023-12/31/2023
2024	1143	01/22/2024	Claims	1	213189	Edge Analytical, Inc.	1,019.00	Inv 23-36787, 24-00353, 24-00346, 23-38438
2024	1148	01/22/2024	Claims	1	213194	Chuck Scholz	1,500.00	Jan 2024- WWTP Contracted Operator
2024	1149	01/22/2024	Claims	1	213195	Corporation Division State of Oregon	40.00	Application Fee
2024	1150	01/22/2024	Claims	1	213196	Canon Solutions America, Inc.	136.11	Inv# 6006601586 & 6006597613 Cannon charges for Coper Maintenance as well as overage fees.
2024	1216	02/06/2024	Claims	1	213197	Oregon Mayor's Association	100.00	Population of 1,000 or less
							52,338.46	
2023	679	11/04/2022	Util Pay	6		Xpress Bill Pay	86.80	Xpress Import - EFT - 11-04-2022_daily_batch.csv
2024	388	08/09/2023	Adjustmt	6		Xpress Bill Pay	235.48	Xpress returned Payment
2024	1184	01/30/2024	Util Pay	6		Xpress Bill Pay	201.88	Xpress Import - EFT - 01-30-2024_daily_batch (1).csv
2024	1188	01/31/2024	Util Pay	6		Xpress Bill Pay	189.37	Xpress Import - EFT - 01-31-2024_daily_batch.csv
2024	1192	02/01/2024	Util Pay	6		Xpress Bill Pay	631.21	Xpress Import - EFT - 02-01-2024_daily_batch.csv
2024	1200	02/02/2024	Util Pay	6		Xpress Bill Pay	867.24	Xpress Import - EFT - 02-02-2024_daily_batch.csv

TREASURER'S REPORT
Outstanding Vouchers

City Of Monroe

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 02/23/2024
Time: 10:49:10 Page: 8

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1201	02/02/2024	Util Pay	6		Xpress Bill Pay	94.65	Xpress Import - CheckFree - 02-02-2024_daily_batch
2024	1203	02/03/2024	Util Pay	6		Xpress Bill Pay	387.10	Xpress Import - EFT - 02-03-2024_daily_batch.csv
2024	1205	02/04/2024	Util Pay	6		Xpress Bill Pay	185.88	Xpress Import - EFT - 02-04-2024_daily_batch.csv
2024	1211	02/05/2024	Util Pay	6		Xpress Bill Pay	283.04	Xpress Import - EFT - 02-05-2024_daily_batch.csv
2024	1212	02/05/2024	Util Pay	6		Xpress Bill Pay	182.65	Xpress Import - OnlineResources - 02-05-2024_daily
2024	1213	02/05/2024	Util Pay	6		Xpress Bill Pay	86.80	Xpress Import - CheckFree - 02-05-2024_daily_batch
2024	1223	02/06/2024	Util Pay	6		Xpress Bill Pay	92.14	Xpress Import - iPay - 02-06-2024_daily_batch.csv
2024	1224	02/06/2024	Util Pay	6		Xpress Bill Pay	90.75	Xpress Import - CheckFree - 02-06-2024_daily_batch
2024	1226	02/07/2024	Util Pay	6		Xpress Bill Pay	283.77	Xpress Import - EFT - 02-07-2024_daily_batch.csv
2024	1227	02/07/2024	Util Pay	6		Xpress Bill Pay	94.03	Xpress Import - CheckFree - 02-07-2024_daily_batch
2024	1234	02/08/2024	Util Pay	6		Xpress Bill Pay	383.73	Xpress Import - EFT - 02-08-2024_daily_batch.csv
2024	1243	02/09/2024	Util Pay	6		Xpress Bill Pay	188.55	Xpress Import - EFT - 02-09-2024_daily_batch.csv
2024	1244	02/09/2024	Util Pay	6		Xpress Bill Pay	92.67	Xpress Import - iPay - 02-09-2024_daily_batch.csv
2024	1245	02/09/2024	Util Pay	6		Xpress Bill Pay	91.28	Xpress Import - CheckFree - 02-09-2024_daily_batch
2024	1247	02/10/2024	Util Pay	6		Xpress Bill Pay	90.78	Xpress Import - EFT - 02-10-2024_daily_batch.csv
2024	1253	02/12/2024	Util Pay	6		Xpress Bill Pay	160.00	Xpress Import - EFT - 02-12-2024_daily_batch.csv
2024	1254	02/12/2024	Util Pay	6		Xpress Bill Pay	91.70	Xpress Import - CheckFree - 02-12-2024_daily_batch
2024	1263	02/13/2024	Util Pay	6		Xpress Bill Pay	91.56	Xpress Import - iPay - 02-13-2024_daily_batch.csv
2024	1266	02/14/2024	Util Pay	6		Xpress Bill Pay	91.96	Xpress Import - EFT - 02-14-2024_daily_batch.csv
2024	1273	02/15/2024	Util Pay	6		Xpress Bill Pay	220.77	Xpress Import - EFT - 02-15-2024_daily_batch.csv
2024	1279	02/16/2024	Util Pay	6		Xpress Bill Pay	279.93	Xpress Import - EFT - 02-16-2024_daily_batch (1).csv
2024	1281	02/17/2024	Util Pay	6		Xpress Bill Pay	549.42	Xpress Import - EFT - 02-17-2024_daily_batch (1).csv
2024	1283	02/18/2024	Util Pay	6		Xpress Bill Pay	93.35	Xpress Import - EFT - 02-18-2024_daily_batch (1).csv
2024	1285	02/19/2024	Util Pay	6		Xpress Bill Pay	368.04	Xpress Import - EFT - 02-19-2024_daily_batch (1).csv
2024	1296	02/20/2024	Util Pay	6		Xpress Bill Pay	835.76	Xpress Import - EFT - 02-20-2024_daily_batch.csv
2024	1297	02/20/2024	Util Pay	6		Xpress Bill Pay	580.32	Xpress Import - iPay - 02-20-2024_daily_batch.csv
2024	1302	02/21/2024	Util Pay	6		Xpress Bill Pay	761.20	Xpress Import - EFT - 02-21-2024_daily_batch.csv
2024	1303	02/21/2024	Util Pay	6		Xpress Bill Pay	275.30	Xpress Import - OnlineResources - 02-21-2024_daily
2024	1306	02/22/2024	Util Pay	6		Xpress Bill Pay	3,375.96	Xpress Import - EFT - 02-22-2024_daily_batch.csv
2024	1307	02/22/2024	Util Pay	6		Xpress Bill Pay	94.03	Xpress Import - CheckFree - 02-22-2024_daily_batch
Receipts Outstanding:							12,709.10	
							52,338.46	
Fund				Claims	Payroll	Total		
100 General Administration Fund				11,515.72	7,898.61	19,414.33		
201 Public Works Fund				4,459.51	3,337.91	7,797.42		

TREASURER'S REPORT
Outstanding Vouchers

City Of Monroe

02/01/2024 To: 02/29/2024

As Of: 02/29/2024 Date: 02/23/2024

Time: 10:49:10 Page: 9

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
Fund							Claims	Payroll	Total
601 Water Treatment Fund							6,394.81	9,008.92	15,403.73
610 Sewer Fund							4,053.32	5,548.06	9,601.38
900 Customer Deposit Fund							121.60	0.00	121.60
							26,544.96	25,793.50	52,338.46

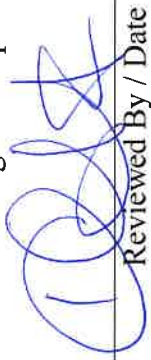
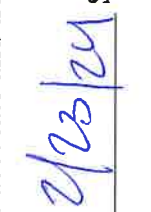

TREASURER'S REPORT
Signature Page

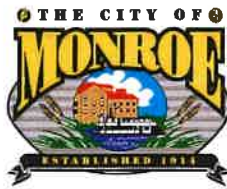
City Of Monroe

Time: 10:49:10 Date: 02/23/2024
Page: 10

02/01/2024 To: 02/29/2024

We the undersigned officers for the City of Monroe have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed:  Reviewed By / Date  2/23/24 Signed:  2.23.24 Finance Officer / Date



RESOLUTION 2024-02

AUTHORIZING A LETTER OF AFFIRMATION TO THE US ARMY CORPS OF ENGINEERS FOR INTENT TO ENTER INTO PHASE II OF THE ECOSYSTEM RESTORATION PROJECT ON THE LONG TOM RIVER AT MONROE

WHEREAS, In August, 2016, the City of Monroe submitted a letter to the US Army Corps of Engineers (USACE) to initiate a study under section 1135 of the Water Resources Department Act of 1986 to determine the feasibility of modifications for improvement of the environment along the Long Tom River; and

WHEREAS, In January, 2019, the USACE notified the City of Monroe it would review ecosystem degradation and possible alternatives for restoration located at the dam location on the Long Tom River at Monroe, Oregon; and

WHEREAS, in July, 2019, the City of Monroe authorized an agreement with the US Army Corps of Engineers (USACE) to begin phase I of the feasibility study; and

WHEREAS, the City and its partners have actively participated in Phase I of the study, including creating a committee that includes members of the Monroe Community to advise the City Council; and

WHEREAS, in October, 2023, the City Council affirmed continuation of the project to include presentation of the alternatives for habitat restoration and public outreach for completion of Phase I;

WHEREAS, in January, 2024, the City Council received a request from the USACE to affirm continuation of the project that includes removing the Monroe drop structure, armor the Highway 99 bridge piers, and modify the culvert immediately downstream of the drop structure;

NOWTHEREFORE, the City of Monroe affirms its agreement with the USACE for continuation of habitat restoration on the Long Tom River and authorizes the City Administrator to draft a letter expressing the City Council's interest and affirmation of terms in completing the next phase of the project and signing the Self-Certification of Financial Capability.

Adopted by the City Council this 26th day of February, 2024.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder

664 Commercial Street
Monroe, Oregon 97456



Phone: (541) 847-5175
FAX: (541) 847-5177

February 26, 2024

U.S. Army Corps of Engineers
333 SW 1st Avenue
Portland, OR 97204

To U.S. Army Corps of Engineers, Portland District:

The City of Monroe City Council passed Resolution 2024-02, affirming the City's desire to proceed with the next phase of the ecosystem restoration project at Monroe. The City supports the recommended plan described in the Feasibility Study concluded in Phase I of the project that includes removal of the Monroe drop structure (leaving the existing fish ladder and raceway in place), armoring the Highway 99 bridge piers, modifying the culvert immediately downstream of the drop structure, and sediment removal with replanting exposed banks within the project area. Further, the City acknowledges this phase has a 25% cost share associated with drop structure removal and associated activities that the City will be responsible for and is willing to execute a project partnership agreement once funding for the project is made available.

In addition, the City recognizes this letter is at the request of the U.S. Army Corps of Engineers and does not commit the City to the continuation of the project until the Monroe City Council has approved the project partnership agreement and has secured the necessary funding for its cost share. Also, while it is acknowledged the Corps is not responsible for the City's water intake on the Long Tom River, the City can only move forward with drop structure removal when the existing water intake is modified for low water operation.

If there are any questions or additional information you need, please let me know.

Sincerely,

Steve Martinenko
City Administrator

**NON-FEDERAL SPONSOR'S
SELF-CERTIFICATION OF FINANCIAL CAPABILITY
FOR DECISION DOCUMENTS**

I, Steve Martinenko, do hereby certify that I am the City Administrator of the City of Monroe (the "Non-Federal Sponsor"); that I am aware of the financial obligations of the Non-Federal Sponsor for the Long Tom Ecosystem Restoration Project and that the Non-Federal Sponsor will have the financial capability to satisfy the Non-Federal Sponsor's obligations for that project. I understand that the Government's acceptance of this self-certification shall not be construed as obligating either the Government or the Non-Federal Sponsor to implement a project.

IN WITNESS WHEREOF, I have made and executed this certification this 26th day of February, 2024.

BY: _____

TITLE: _____

DATE: _____



Planning to use or rent a municipal facility?

Protect Yourself and Your Guests

The **Event Helper** may be a good option for obtaining the liability coverage required by the public entity. It is a web-based organization specializing in special event coverage. They cover a wide variety of events, offer liquor liability, and provide limits up to \$2,000,000, all at a reasonable cost. The website is easy to navigate and will provide a quote within seconds. A certificate of coverage is emailed directly to the public entity as confirmation of coverage, once the coverage is purchased.

Get A Free Quote

To get a free quote visit www.theeventhelper.com and follow the steps below.

- Choose event location (Oregon), length of event, total attendees and type of event and click continue.
- Choose liability limits required by the public entity and host or retail liquor if needed. **Note: a quote is provided at this step.**

If you choose to purchase coverage, you will continue with the following steps.

1. Choose your date(s) for the event
2. Select other coverage options, if desired
3. Complete the eligibility questions
4. Provide your name and address
5. Provide additional insured information.
6. Agree to the terms and conditions agreement
7. Purchase the coverage

Note: You must provide the below information for the additional insured.

Name of Certificate Holder: _____

Certificate Address: _____

Contact Email: _____



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cisoregon.org



While there have been no official changes to the current situation, we've identified additional steps members can take to strengthen the chances of a successful recreational immunity defense.

1. **Community Awareness:** Inform the community that recreational areas are strictly for recreational use. Any use other than recreational should be done with caution and at the user's own risk. Consider incorporating [this message](#) into websites, signs, and recreational program advertisements.
2. **Ordinance Development:** Prepare and pass an ordinance based on ORS 105.668. The City of Newport passed an ordinance based on this ORS. We are optimistic that their ordinance - passed well before the Fields case - will have a favorable influence on the continued efforts challenging the appellate court ruling.

For your convenience, here are some helpful resources:

- [Nov. Real-Time Risk Article: Oregon's Higher Courts End Recreational Immunity for Improved Trails](#)
- [CIS Recreational Immunity FAQs](#)
- [City of Newport Ordinance Recommendation to City Council](#)
- [City of Bend Ordinance Recommendation to City Council](#)
- [ORS 105.668](#)

Sign Suggestions

- Monroe recreation areas are for recreational use only. Other use is prohibited and at your own risk.
- Monroe parks, trails, paths, and equipment are for recreational use only. See Monroe website for additional information.

Website Messaging Suggestions

Unless recreational areas for Monroe are closed or prohibited for use, all of Monroe's improved and unimproved park and recreation areas are authorized for recreational use only. Recreational areas explicitly closed or prohibited for use are not authorized for any use.

Monroe will close recreational areas under the following circumstances:

1. Lack of Maintenance Resources; or
 2. Acts of nature cause conditions that render the area unsafe.
-



Recreational Immunity FAQ

MEMBERS QUESTIONS AND CIS ANSWERS ABOUT THE RECENT CHANGES TO RECREATIONAL IMMUNITY

2023 Changes to Recreational Immunity & Liability

Q: What happened to the recreational immunity defense regarding paths and trails, and what are the legal implications?

On July 6, the Oregon Court of Appeals issued an opinion in the *Fields v. City of Newport* case, effectively ending recreational immunity for improved trails and striking it down as an “immunity” that protects public and private landowners from lawsuits. The City of Newport asked the Oregon Supreme Court to overrule the Court of Appeals and restore the portions of recreational immunity that were lost. On October 5, 2023, the Oregon Supreme Court officially declined to review the Court of Appeals’ decision in *Fields*. This action, called “review denied” functions as a de facto endorsement by the Oregon Supreme Court of the Oregon Court of Appeals’ decision striking down recreational immunity for paths to recreational areas. Read more about this case in our Nov. 2023 issue of Real-Time Risk (<https://www.cisoregon.org/dl/Xuc7ZVcp>).

Q: What does the change with recreational immunity mean to local government?

Unless the Legislature steps in, from now on when a person suing the city claims that their subjective intent was not primarily to recreate, then recreational immunity does not apply at the beginning of a suit. Instead, the municipality (or private landowner) will have to defend the lawsuit all the way through a jury trial so the jury can decide what the plaintiff was thinking about their “primary intent.”

We encourage our members to reach out to their legislators and ask that they step in and restore this protection.

Q: Why is CIS recommending local government close trails? This will be unpopular and seems impossible.

CIS understands this recommendation will not be popular. Weighing many factors and with a focus on the solvency of the trust and our members, this recommendation was determined to be the best course of action.

The tasks required to close access ways to recreation areas might seem daunting. Once the Oregon Supreme Court’s decision was made, it was determined that less aggressive measures would fail to meet the goal of protecting the trust and our members.

We suggest our members use all avenues of communication to alert the community of changes with their paths and trails. Social media messaging will reach a broad community audience. Update entity website information about parks and trails with any changes you are making. Prioritize the installation of signs based on factors such as areas of higher risk, with the heaviest volume of users and where signs will have optimal visibility.

Discretionary Immunity

Q: We expect a lot of pushback if we close paths and trails; this is a last resort. Is there any way discretionary immunity can close the gap?

No, these are two distinctly different forms of protection, and discretionary immunity will not take the place of recreational immunity. Nevertheless, having your entity shore up its discretionary immunity position is always a prudent decision and may provide some shelter from liability claims. For effective use of discretionary immunity, we recommend an asset inventory, audit, a prioritized maintenance plan, activation of that plan, and periodic update and review of these steps. You can get started with the CIS Discretionary Maintenance Plan and Audit (<https://www.cisoregon.org/dl/x0tk2W4V>).

Q: If the council doesn't explicitly approve a planned course of action, does discretionary immunity apply?

Discretionary immunity applies most clearly to a course of action, such as a street or park maintenance plan, when a governing body votes to approve or adopt the plan. However, discretionary immunity can also apply to a policy decision made by a department head — especially when there's documented evidence that the department head is expressly authorized to make those policy decisions. If putting together a park maintenance plan is within the job duties of a public works director, for instance, then discretionary immunity should apply to any claim that the city or county should have adopted a different maintenance plan with different priorities.

Q: Any suggestions for how to get policymakers to understand the importance of approving deferred maintenance in a plan when they're concerned about the political message it may send?

We recommend educating your elected officials on this subject. It's understandable that elected officials are concerned about "the optics" of a maintenance plan that acknowledges there is not enough money to perform all the maintenance a city or county would like to get done. However, this plan could also be used to educate voters about where the maintenance dollars are being spent and demonstrate that additional revenues would be put to good use — keeping the community safe. There are positive "optics" to that message as well.

Maintenance, Inspection, and Documentation

Q: What constitutes an improvement? A bench? Cutting weeds?

CIS recommends leaving natural areas alone. If an entity has made an improvement, such as a bench, it should be inspected and maintained. Weed control and insect control are not protected by recreational immunity; the member should follow their written programs.

Q: What if the improvements were not done by the member but rather by the general public?

If the member did not make the improvements and there is no expectation that the member will maintain the improvements, then there is no duty to inspect or maintain. Except with the recent change to paths and trails, recreational immunity should apply.

Q: We contract the bulk of our maintenance. The parks department oversees the contract. How does this affect our liability?

If you contract your maintenance and that contract has solid hold harmless, indemnity, and insurance provisions, this would be an excellent way to transfer your risk.

Q: When we do inspections of equipment (playgrounds, swings, walkways, etc.), do we need to list everything and show what's good or bad, or can we list the equipment or structures that need maintenance?

The more documentation the better. It would be preferable to list each piece of equipment in the park, facility, or structure and the key maintenance parts. As a best practice, each piece of equipment or part is inspected. Those parts not passing are repaired or closed until repairs are made. We recommend inspection of each risk point on a routine basis.

Q: Our maintenance staff does not want to inspect or document in fear of being named in a lawsuit. Will not documenting inspection or maintenance avoid employees from being named in lawsuits?

The reality is employees will be named in lawsuits regardless of whether issues are documented or not. In a lawsuit, depositions will be taken of supervisors and employees. Any known and undocumented maintenance will make the case less defensible. The best defense is to show a pattern of documented inspection and repair to demonstrate a reasonable maintenance program.

If the city/county is insured with CIS, then even though the city is legally obligated to defend its employee, CIS will cover the cost of that defense.

Q: Must we enforce rules on signs?

You are not required to have enforcement staff to ensure sign compliance. A best practice is to have elected officials make a policy decision not to attempt to enforce sign warnings to provide discretionary immunity defense.

CIS Coverage

Q: What kind of defense will CIS provide if the employee is found to be negligent?

The CIS Liability Coverage Document provides defense coverage and pays any judgments for an employee's negligence. The Oregon Tort Claims Act requires public entities to defend and indemnify employees for the employee's negligence while acting in the course and scope of employment.

Q: Will contributions increase because of the loss of recreational immunity on paths and trails?

CIS is evaluating this exposure, and no decisions on rate increases have been made. The Board will make decisions regarding future increases, and it will likely depend on the frequency and severity of claims.

Additional Information

Recreational Immunity for Parks, Best Practices and Signage

Recreational immunity is still a defense for parks and other recreation areas. It's best practice to have warning signs and an inspection and maintenance plan for parks. Having an inspection and maintenance plan approved provides a defense of discretionary immunity.

Appropriate signage is a best practice. Some phrases to consider:

- Oregon law (ORS 105) provides the landowner is not liable for injury, death, or property damage that arises out of the use of the land for recreational purposes (known as "recreational use immunity").
- Falls at this location could result in severe injury or death
- Rough surface
- Watch for falling rock
- Water is stagnant and not tested for hazardous conditions
- No lifeguard present
- Possible dangerous conditions
- Entering a free recreational area
- Enter at your own risk — be warned of potential injury or death
- List possible dangerous conditions

Additional language for signs:

Until further notice, all paths, walkways, stairs, and any other improved or unimproved access ways to recreation areas are closed. Use of these areas is not permitted, and anyone using these areas does so at their own risk. (Include a note where the recreator can find additional information.)

Additional information to post on your entity's website and/or on social media:

Oregon law (ORS 105 (https://oregon.public.law/statutes/ors_105.682), known as recreational immunity) provides that a landowner is not liable for injury, death, or property damage when their land is used for recreational purposes at no charge. This statute provides some protection to owners of recreational land. Recent Court of Appeals and Oregon Supreme Court decisions have struck down some of the Legislature's recreational immunity statutes. Faced with the loss of this protection, recreational landowners have been forced to make difficult decisions. After seeking advice from professionals and considering different options, the (entity) has deemed it necessary to close paths and all other access ways to recreational areas. (Entity) resources are not available to physically close and block all access to recreational areas and enforce this notice. All users of (entity) must follow all posted rules.

We encourage everyone to contact their state representative (https://www.house.gov/representatives/find-your-representative#:~:text=If%20you%20know%20who%20your,the%20U.S.%20House%20switchboard%20operator.)) and encourage legislative changes to restore recreational immunity.



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Toll Free: 800.922.2684
Fax: 503.763.3900

CLAIMS

PO Box 1469
Lake Oswego OR 97035
Phone: 503.763.3875
Fax: 503.763.3901
Email: claimspl@cisoregon.org (<mailto:claimspl@cisoregon.org>)

PRE-LOSS LEGAL DEPARTMENT

Phone: 503.763.3848
Toll Free: 800.922.2684 ext. 7
Email: PreLoss@cisoregon.org (<mailto:PreLoss@cisoregon.org>)

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TECHNICAL MEMORANDUM

TO: John Greydanus, City of Monroe
FROM: Mike Miotke, DOWL
DATE: 01/18/24
PROJECT: Monroe Pedestrian Bridge Analysis

INTRODUCTION

The City of Monroe (City) proposes to build a pedestrian path to connect downtown Monroe to the park east of the river. To carry the path over the Long Tom River, a pedestrian bridge is needed. In addition to providing pedestrian access across the river, a new bridge can support a new sewer main and water main. This memo addresses the preliminary design of this pedestrian bridge.

The recommendations contained in this memo are based on results of preliminary engineering studies conducted by DOWL and discussions with the City.

Currently, DOWL is only responsible for the concept-level design of the bridge. All other tasks related to this project will be performed at a later date when funding becomes available. This memo focuses solely on the conceptual design of the structure.

STRUCTURE DESIGN CRITERIA

Preliminary bridge design for this project is in accordance with applicable portions of the American Association of State Highway and Transportation Officials (AASHTO) LRFD Bridge Design Specifications, 9th Edition, 2020; and AASHTO LRFD Guide Specifications for Design of Pedestrian Bridges, 2nd Edition, 2009.

The bridge will be designed for a 90 pounds-per-square-foot pedestrian load and an H10 maintenance vehicle at the Strength I and applicable service limit states. The bridge will be designed for no present wearing surface and 1 inch of future wearing surface on the path. Utility loads will also be included.

Seismic design according to the 3rd edition of AASHTO Guide Specifications for LRFD Seismic Bridge Design will not be performed for preliminary design but is recommended for final design.

BRIDGE TYPE AND DESCRIPTION

The proposed single-span bridge consists of a steel truss superstructure that spans 189 feet (see Appendix 1). A 12-foot-wide path will be provided between the bridge rails which will match the approaching path width. The bridge soffit will sit 1 foot above the 100-year flood elevation. Approach fills are required at both ends of the bridge to raise the soffit above the flood elevation.

The bridge will also accommodate a 10-inch diameter water main and an 8-inch diameter sewer main.

TECHNICAL MEMORANDUM

The proposed bridge deck is a 6-inch thick, cast-in-place high-performance concrete deck with one mat of uncoated reinforcement. Stay-in-place steel deck forms will be used to cast the bridge deck and will be provided with the truss by the manufacturer.

The bridge rails will be 3'-6" tall pedestrian bridge rails that will be provided by the truss manufacturer.

The bridge will be founded on concrete abutments that are supported on drilled shafts at each bridge end. Spread footings were considered for this bridge, but the large amount of excavation and shoring needed to install spread footings on bedrock makes that option cost-prohibitive. Wingwalls will be constructed at each corner of the bridge to retain the approach fill. At each end of the bridge, a 10-foot-long approach slab may be needed to mitigate the differential settlement between the bents and the approach fill.

PERMITTING

The permitting required for the construction of the bridge will depend on the need for in-water work. A wetland delineation report will need to be submitted to the Department of State Lands (DSL) to determine where ordinary highwater (OHW) is located for this site. If construction work for this bridge is located below the OHW, which is anticipated, in water work permits will be required, which can take 12 to 15 months to acquire. In contrast, if the construction work is above the OHW, then permitting requirements are significantly reduced and can be acquired in 6 to 8 months. Both timeframes account for the 4 months needed for the DSL to review the wetland delineation report.

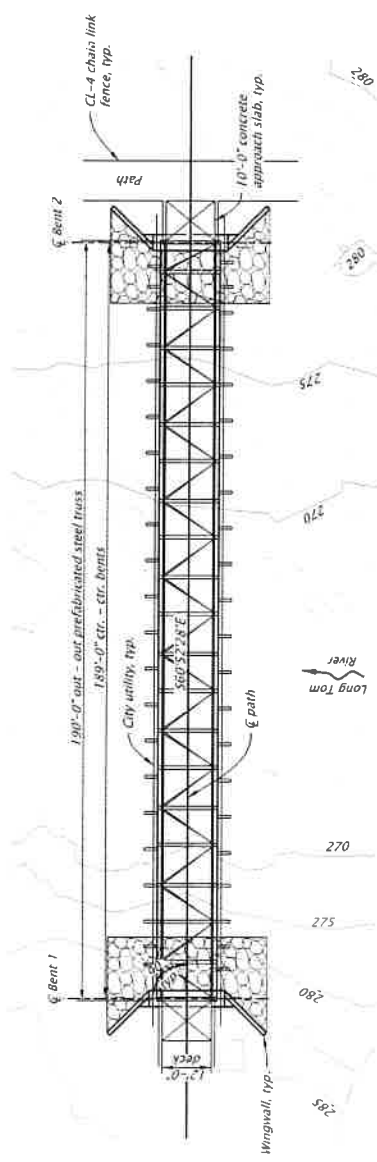
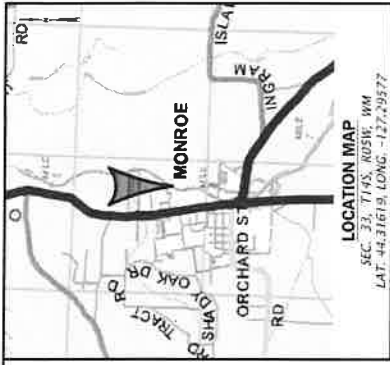
Fill will need to be placed at the abutments to raise the approaches to the bridge. This fill will sit inside the existing floodplain and has the potential to raise flood elevations. The Federal Emergency Management Agency (FEMA) flood hazard area at this site is categorized as Zone A according to the FEMA flood maps. Therefore, a hydraulic analysis is required to verify base flood levels are not expected to increase more than 1 foot.

CONCLUSION

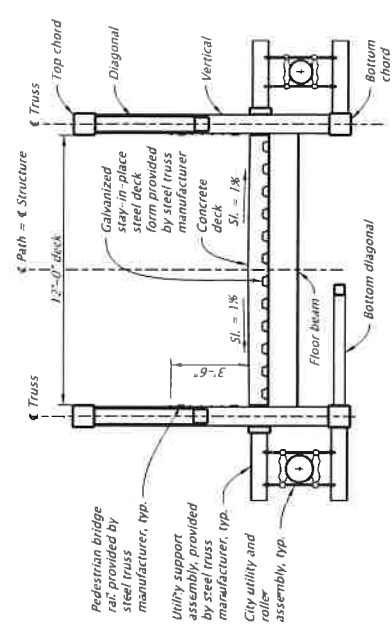
The proposed pedestrian bridge is a prefabricated steel truss structure with a 189-foot span. The bridge will have a cast-in-place concrete deck and will be supported on drilled shafts.

The total estimated cost for the proposed bridge project is \$3,304,000 based on 2023 unit costs (see Appendix 2). This cost estimate includes 10-percent for mobilization, 15-percent for design engineering, 13.5-percent for construction engineering, and 25 percent for contingencies. This cost estimate is an all-inclusive cost estimate that includes costs for temporary features, roadway items, and fencing.

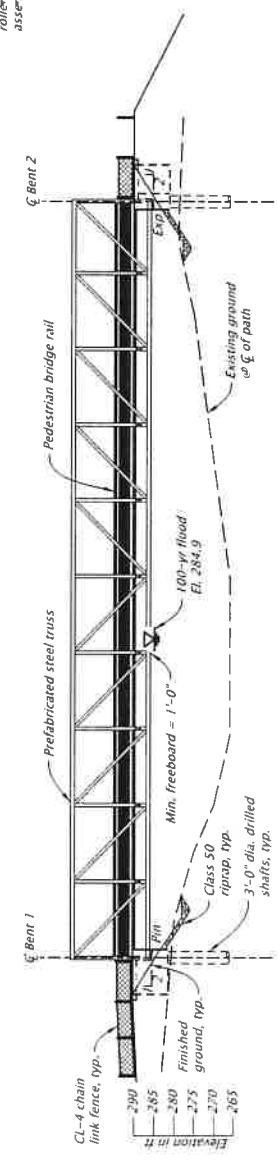
APPENDIX 1: PRELIMINARY P&E



PLAN
Scale: 1"=30'



TYPICAL SECTION
Scale: 3/16"=1'-0"



ELEVATION
Scale: 1"=30'

NOTE:
Elevations shown are based on
North American Vertical Datum 1988 (NAVD88).

SCALE WARNING
IF THIS SCALE LINE DOES NOT
MEASURE ONE INCH, PLEN,
DRAWING IS NOT TO SCALE

PRELIMINARY COPY
INFORMATION ONLY

820 Country Club Rd., Ste. 100B
Eugene, Oregon 97401
541-683-6090
WWW.DOWL.COM

MONROE PEDESTRIAN BRIDGE ANALYSIS
ALLIANCE FOR RECREATION
AND NATURAL AREAS
BENTON COUNTY

Project: All Technology PE
Owner: Benton County
Designer: Jack Williams
Reviewer: Mark Shook PE
Checker: Eric L. Bunn PE

PLAN AND ELEVATION

SHEET NO.
JA01

APPENDIX 2: PRELIMINARY COST ESTIMATE

Engineer's Cost Estimate 100% Submittal
Date 01/18/2024

Spec. No.	Item No.	Item	Bid Unit	Est. Unit	Quantity	Unit Price	Total Price
TEMPORARY FEATURES AND APPURTENANCES							
00210	10	Mobilization	Lump Sum	Lump Sum	1	\$ 160,900.00	\$ 160,900.00
00221	20	Temporary Protection and Direction of Traffic	Lump Sum	Lump Sum	1	\$ 10,000.00	\$ 10,000.00
00280	30	Erosion Control	Lump Sum	Lump Sum	1	\$ 46,400.00	\$ 46,400.00
00290	40	Pollution Control Plan	Lump Sum	Lump Sum	1	\$ 2,000.00	\$ 2,000.00
00290	50	Work Containment Plan	Lump Sum	Lump Sum	1	\$ 5,000.00	\$ 5,000.00
ROADWAY							
00305	60	Construction Survey Work	Lump Sum	Lump Sum	1	\$ 39,900.00	\$ 39,900.00
00320	70	Clearing and Grubbing	Acre	Acre	0.80	\$ 7,500.00	\$ 6,000.00
00330	80	Embankment in Place	Cu Yd	Cu Yd	3,890	\$ 65.00	\$ 252,850.00
00350	80	Subgrade Geotextile	Sq Yd	Sq Yd	2,460	\$ 2.00	\$ 4,920.00
00350	90	Riprap Geotextile, Type 1	Sq Yd	Sq Yd	185	\$ 3.00	\$ 495.00
00390	100	Loose Riprap, Class 50	Cu Yd	Cu Yd	60	\$ 175.00	\$ 10,500.00
BRIDGE - MONROE PEDESTRIAN BRIDGE							
00510	110	Granular Wall Backfill	Lump Sum	Cu Yd	128	\$ 130.00	\$ 16,640.00
00512	120	Furnishing Drilling Equipment	Lump Sum	Lump Sum	1	\$ 80,000.00	\$ 80,000.00
00512	130	Drilled Shaft Concrete	Lump Sum	Cu Yd	42	\$ 690.00	\$ 28,980.00
00512	140	Drilled Shaft Reinforcement, Grade 60	Lump Sum	Lb	11,100	\$ 3.00	\$ 33,300.00
00512	150	CSL Test Access Tubes	Foot	Foot	480	\$ 12.50	\$ 6,000.00
00512	160	CSL Test	Each	Each	4	\$ 1,800.00	\$ 7,200.00
00512	170	Drilled Shaft Excavation, 36 Inch Diameter	Foot	Foot	160	\$ 950.00	\$ 152,000.00
00530	180	Reinforcement, Grade 60	Lump Sum	Lb	32,600	\$ 2.50	\$ 81,500.00
00540	190	Deck Concrete, Class HPC4500	Lump Sum	Cu Yd	43	\$ 1,500.00	\$ 64,500.00
00540	200	General Structural Concrete, Class 4000	Lump Sum	Cu Yd	50	\$ 1,200.00	\$ 60,000.00
00561	210	Prefabricated Steel Truss	Lump Sum	Foot	190	\$ 3,605.00	\$ 684,950.00
00589	220	Utility Attachment on Structures, 10 Inch Water Line	Lump Sum	Foot	190	\$ 40.00	\$ 7,600.00
00589	230	Utility Attachment on Structures, 8 Inch Sanitary Force Main	Lump Sum	Foot	190	\$ 40.00	\$ 7,600.00
RIGHT OF WAY DEVELOPMENT AND CONTROL							
01050	240	CL-4 Chain Link Fence	Foot	Foot	1,300	\$ 70.00	\$ 91,000.00
						SUB-TOTAL OF ITEMS	\$ 1,860,235.00
						Construction Engineering (13.5%)	\$ 251,131.73
						Subtotal of Biddable Items and CE	\$ 2,111,366.73
						Design Engineering (15%)	\$ 316,705.01
						Construction Contingency (25%)	\$ 527,841.68
						TOTAL	\$ 2,955,913.42



ADVISORY COMMITTEE APPLICATION FORM

Name: Jeremy P. Felty
Address: 920 Orchard St.
City: Monroe State: OR Zip: 97456
Contact Phone: 360-621-7596 Email: jeremy.felty@gmail.com

Committee(s) interested in:

Public Works:



Parks & Recreation:



Economic Development:



Tell us why you would like to be included on the Committee(s) of your choice and what you will contribute:

I am new to Monroe (1-year now), and I am interested in being more engaged with the city I live in. For the Parks & Rec committee, I previously worked in Washington State for a Parks & Rec Dept. I am generally familiar with processes and project needs. I am also a forester by education and work in the forest industry. For Public Works, I walk the streets with my dog often and I have thoughts, I also appreciate clean drinking water.

Please list any education, prior experience, volunteering opportunities, or any other information that would indicate how you would contribute to the Committee(s):

Oregon State University, BS in Forest Management, Masters in Sustainable Forest Management
Oregon Society of American Foresters, former state chair
Boy Scouts of America, many years volunteering as a youth, Eagle Scout
Kitsap County Parks & Rec Dept, Seasonal Forestry Technician/Intern (4-years)

By submitting this application, I am asking the City to consider my participation in the City Advisory Committee(s) I selected. If asked to serve, I will do my best to attend committee meetings, participate in discussion, and help advise the Committee on the best course of action.

This application may also be printed and emailed to cityhall@monroeoregon.gov or mailed / dropped off at Monroe City Hall, 664 Commercial Street, Monroe, OR 97456. Questions? Please email or call 541-847-5175.

Send to City Hall