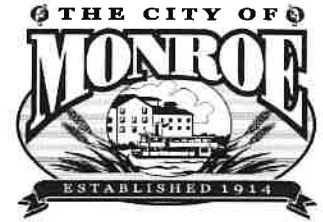


CITY COUNCIL NOTICE/AGENDA

Monday, March 25, 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. 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 2024-01:** A Resolution Adopting a Consolidated, Master City Fee Schedule (CA Martinenko)

5.2. Schedule First FY2024-2025 Budget Committee Meeting (CA Martinenko)

5.3. Hire Temporary Employee for Budget Season – Recommendation of Personnel & Finance Committee (Councilor Lindner)

5.4. Install Stop Signs at the Intersection of Pine & 7th Streets – Recommendation of Public Works Advisory Committee (Councilor Cuthbertson)

5.5. Review Application for Storage on City Property (CA Martinenko)

5.6. City Backflow Plan (CA Martinenko)

5.7. Approve New Committee Members (Mayor Sheets)

6. OLD BUSINESS

6.1. Reminder: Special Council Meeting on Wed., April 10, 2024 at 6 p.m. to Receive Public Comment on Proposed Cost Increase for Additional Waste Services

- 6.2. Budget Committee Recruitment for 2024-2025 Fiscal Year (Mayor Sheets)
- 6.3. Law Enforcement IGA and Town Hall Update (CA Martinenko)
- 6.4. Library IGA Update (CA Martinenko)
- 6.5. Extension of Time for Crowson's RV

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:

- **1135 Project:** Start Meetings Again
- **Budget:** First Committee Meeting in April
- **Economic Development:** Set Meeting with Darren Nichols, Benton County
- **Finance & Personnel:** Work Plan for 2024
- **Ordinance:** Schedule Next Committee Meeting for Short Term Rentals
- **Parks:** Parks Master Plan
- **Public Works:** Reschedule Next Committee Meeting

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:

- Trip to Oregon State Capitol, Tuesday, February 27, 2024, to Visit with Senator Anderson and Rep. Gomberg.
- Senator Merkley's Benton County Town Hall is Sunday, April 7, 2024 at the Corvallis Armory. Meet & Greet with local elected officials and community leaders at 3:00 p.m., followed by Town Hall at 3:30 p.m.
- Corvallis-Benton County Library Director, Ashlee Chavez, will provide an annual Library Report and answer questions at the April 22, 2024 City Council Meeting.
- Donation to the City of Monroe (see attached images and letter)
- Watch for City Committee Meetings on the City's Website (ci.monroe.or.us)
- Attend the Monthly City Council Work Session – April 8, 2024 at 6 p.m.

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, April 22, 2024 at 6 p.m. at the MCC.

MONROE PATROL

February 19, 2024 - March 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									
2/19/2024 01:00:55 AM	2024034288	1:05:16	Savage						no activity
2/19/2024 11:37:39 PM	2024034906	1:22:39	Rath						no activity
2/20/2024 09:23:15 PM	2024035579	2:33:14	Bloom						Checked city streets, schools, parks, down town corridor and post office.
2/22/2024 07:56:05 PM	2024036920	1:08:52	Blaser						attempted 1 traffic stop, elude that was discont.
2/23/2024 04:02:59 AM	2024037120	4:00:00	Gevatosky		1				1 TRAFFIC STOP FOR 40 MPH IN A 30 MPH (WARN)
2/24/2024 10:21:27 AM	2024037984	0:39:39	Bressler	2					2 citizen contacts.
2/25/2024 12:24:28 AM	2024038566	0:47:35	Heese						no activity
2/25/2024 02:06:44 PM	2024038849	0:35:33	Macken						No stops, 1 suspicious vehicle
2/26/2024 12:12:41 AM	2024039136	0:59:58	Vaughn		1				Patrolled city streets. One violation was observed. No citations.
2/26/2024 10:37:18 AM	2024039343	0:36:31	Hesseling	3					3 contacts
2/26/2024 05:31:48 PM	2024039615	0:43:51	Moser						City Council meeting
2/28/2024 01:35:19 PM	2024040818	1:03:45	Drongesen						Patrolled Highway & Neighborhood. Speed on 5th St
2/28/2024 11:14:32 PM	2024041171	0:57:28	Bloom			1			Patrolled streets, checked schools, city hall, post office, library. One stop/cite for DWS and No Insurance
3/2/2024 02:41:46 AM	2024042680	2:30:00	Gevatosky						CHECKED ON A SUSPICIOUS VEHICLE AT MONROE ELEMENTARY SCHOOL
3/2/2024 02:46:04 PM	2024042965	0:37:42	Macken		1	1			2 stops, 1 warn 1 cite
3/2/2024 05:15:05 PM	2024043050	1:01:01	Tominey						Patrolled city streets, schools, City Park, Monroe Health Center, HWY 99, and Territorial HWY. Parking enforcement on N 8th ST - No violations observed. No traffic stops. No citizen contacts.
3/2/2024 06:57:13 PM	2024043087	1:23:02	Blaser		2				2 stops - warnings for speed
3/3/2024 12:45:37 AM	2024043233	1:00:00	Heese						no activity
3/3/2024 01:14:18 AM	2024043253	2:00:00	Gevatosky						no activity

MONROE PATROL

February 19, 2024 - March 18, 2024

3/3/2024 02:29:22 PM	2024043513	0:51:33	Hesseling		1				1 traffic stop
3/4/2024 10:25:41 AM	2024044025	0:50:13	Macken		1				1 stop, 1 warn
3/4/2024 05:57:20 PM	2024044338	0:48:40	Young						no activity
3/5/2024 03:29:11 AM	2024044562	0:00:32	Savage						ZERO STOPS. ZERO CONTACTS
3/6/2024 10:47:06 AM	2024045495	0:56:17	Hesseling						no activity
3/6/2024 01:59:06 PM	2024045630	1:04:19	Hesseling						no activity
3/7/2024 05:54:40 PM	2024046408	1:29:51	Ash						no activity
3/8/2024 06:34:39 PM	2024047167	1:01:06	Young						no activity
3/10/2024 08:50:39 AM	2024048158	3:01:41	Ball		2				two contacts. no cites. ran traffic and conducted surv for longbranch burg suspect.
3/10/2024 11:28:26 AM	2024048224	0:27:49	Bressler						no activity
3/11/2024 09:16:44 AM	2024048735	0:50:43	Macken		1				1 stop 1 warn
3/13/2024 02:35:38 AM	2024049983	2:45:00	Rath						no activity
3/13/2024 10:35:40 AM	2024050195	1:29:10	Bottorff		1				1 citizen contact at Monroe Park. He was parked by low head dam, checking river level for fishing for bass. Patrolled streets, school zone. No stops or cites. Worked on computer work while doing stationary patrol.
3/14/2024 04:30:52 AM	2024050807	1:25:44	Lovik		2				no stops, no crime detected. Spoke to a couple residents out walking dogs.
3/14/2024 06:22:10 PM	2024051334	1:02:55	Drongesen						Patrolled neighborhoods, highway, and school.
3/14/2024 11:36:15 PM	2024051477	2:00:00	Bloom		1				ONE TRAFFIC STOP, REPORTS.
3/15/2024 02:36:12 AM	2024051526	1:00:00	Gevatosky						no activity
3/15/2024 05:05:21 PM	2024051974	0:52:22	Blaser						no activity
3/15/2024 06:14:58 PM	2024052026	2:00:13	Ash		3	1			4 traffic stops-1 cite/3 warnings
3/16/2024 09:12:16 AM	2024052404	2:43:24	Lyman						no activity
3/16/2024 01:26:38 PM	2024052561	1:00:16	Bressler						no activity
3/17/2024 08:15:09 AM	2024053113	1:20:51	Ball		1				no stops/cites. one contact.
3/17/2024 02:19:50 PM	2024053300	0:18:32	Hesseling		3				several contacts
3/17/2024 05:35:09 PM	2024053421	1:01:54	Young						traffic stop, turned warrant arrest.

MONROE PATROL

February 19, 2024 - March 18, 2024

3/18/2024 05:07:24 PM	2024054198	2:13:47	Young							arrest of FRESE for Fail to register sex offender, case 202400665. ATL'd for horses running on highway, UTL.
Reports										
2/20/2024 1:22	202400410		RATH							WELFARE CHECK in the 300 block of 5th St
2/20/2024 14:42	202400415		MOSER							WELFARE CHECK in the 1300 block of Commercial
2/20/2024 19:07	202400416		BLOOM							OTHER DOCUMENTATION in the 600 block of Ash
3/1/2024 14:24	202400498		LOVIK							DHS REFERRAL - NO ACTION in the 700 block of Commercial
3/4/2024	202400537		Savage							DOMESTIC DISTURBANCE in the 800 block of Aldrich Way
3/6/2024	202400555		Bloom							DHS REFERRAL - NO ACTION in the 800 block of Orchard
3/12/2024 12:31	202400597		HESELLING							SUSPICIOUS CIRCUMSTANCE in the 300 block of 5th
3/12/2024	202400598		HESELLING							VERBAL DISTURBANCE in the 300 block of 5th St
3/12/2024	202400600		Macken							WELFARE CHECK in the 900 block of Main.
3/12/2024 15:01	202400601		ASH							MAIL THEFT in the 800 block of Commercial. No suspects.
3/15/2024 11:54	202400631		Davis				4			4 juvenile MIPs at the Monroe High School
3/18/2024	202400665		Young						1	FAILURE TO REGISTER AS A SEX OFFENDER - Scott Daniel Frese, 54, taken into custody at the Monroe Park after living in the 400 block of 7th St, Monroe for approx 1 year without registering.
		57:42:58			14	12	3	0	0	

ACCOUNTS PAYABLE

City Of Monroe

As Of: 05/20/2024

Time: 16:58:03 Date: 03/21/2024
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3997	03/21/2024	03/25/2024	517 Amazon Capital Services	61.46	Amazon WT022324
534 00 31	6010	Operating Supplies	601 450 534 Water Treatment	61.46	Oakton Buffer Pack and Antenna Omni SMA Male Antennawith Magnetic Base
3998	03/21/2024	04/05/2024	28 City County Insurance Services	2,627.09	April Medical and Dental Benefits
510 00 22	1000	Health Insurance	100 200 510 General Adminis	764.92	GA Health Insurance
534 00 31	6022	Health Insurance	601 450 534 Water Treatment	973.27	Water Health Insurance
542 00 22	2010	Health Insurance	201 300 500 Public Works Fu	270.21	PW Health Insurance
580 00 03	6007	Health Insurance	610 100 535 Sewer Fund	618.69	Sewer Health Insurance
3989	03/01/2024	03/25/2024	419 City of Harrisburg	500.00	March 2024 Contracted Plant Operator Fees-water plant
534 00 41	6013	Contracted Plant Operatio	601 450 534 Water Treatment	500.00	Contracted WTP Operator Fees
4001	03/21/2024	03/25/2024	741 Computershare Trust Company, N.A., WF 8113	400.00	Agent fee for GoBond
510 00 41	1009	Licenses And Fees	100 300 510 General Adminis	400.00	Agent Fee for GoBond
3977	02/27/2024	03/25/2024	36 Edge Analytical, Inc.	526.00	Edge Inv #s 24-03366, 24-04749, 24-05894, 24-05899, VEC0012
534 00 49	6010	Outside Testing	601 450 534 Water Treatment	380.00	WTP Outside Testing- Total Organic Carbon and Alkalinity-CH-B Long Tom River, raw water
580 00 04	6018	Outside Testing	610 100 535 Sewer Fund	146.00	WWTP Outside Testint- Alkalinity and E.coli
4000	03/18/2024	03/25/2024	78 Professional Security Alarm	72.00	Library Monitoring 4/1/2024-6/30/2024
542 00 43	2010	Library- Building Alarm Mi	201 400 572 Public Works Fu	72.00	Library Monitoring 4/1/2024-6/30/2024
3986	03/08/2024	04/04/2024	467 Quill LLC	72.96	Payment scheduled for 4/4/24
510 00 31	1001	Operating Supplies	100 300 510 General Adminis	72.96	Office Supplies- Copy paper
3990	03/08/2024	03/25/2024	430 Scholz, Chuck	1,500.00	WWTP Contracted plant operator fees March 2024
580 00 04	6007	Contracted Plant Operatio	610 100 535 Sewer Fund	1,500.00	WWTP Contracted plant operator fees March 2024
3992	03/01/2024	03/25/2024	335 The Corvallis Clinic PC	53.00	Invoice # 200974- Pre-employment drug screen
534 00 31	6016	Public Works Utility Work	601 450 534 Water Treatment	17.66	Water fund- Pre-employment drug screen for Utility Worker II

ACCOUNTS PAYABLE

City Of Monroe

As Of: 05/20/2024

Time: 16:58:03 Date: 03/21/2024
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
542 00 15 2010	Public Works- Utility Work	201 300 500	Public Works Fu	17.67	Public Works fund- Pre-employment drug screen for Utility Worker II
580 00 03 6002	Public Works- Utility Work	610 100 535	Sewer Fund	17.67	Sewer fund- Pre-employment drug screen for Utility Worker II
3994	03/15/2024	03/25/2024	91	500.00	Yearly Contribution/Dues - Tri- County Chamber of Commerce Annual
510 00 49 1006	Dues	100 300 510	General Adminis	500.00	Yearly Contribution/Dues - Tri- County Chamber of Commerce Annual
3980	03/01/2024	03/25/2024	782	6,668.00	Inv 13448- Truck Bed Slide Install, Canopy and Rack with install
542 00 31 2015	Public Works Equipment	201 400 500	Public Works Fu	1,531.25	PW Equipment Canopy, bed and install
594 00 30 2017	Service Vehicle	201 400 594	Public Works Fu	5,136.75	PW Service Vehicle Canopy, bed, install
3999	03/20/2024	03/20/2024	105	91.53	Analysis Activity for 2/24
510 00 31 1005	Bank Service Charges	100 300 510	General Adminis	91.53	Analysis Activity

Report Total: 13,072.04

Fund	Amount
100 General Administration Fund	1,829.41
201 Public Works Fund	7,027.88
601 Water Treatment Fund	1,932.39
610 Sewer Fund	2,282.36

This report has been reviewed by:

 Signature & Title
 Date: 3/21/24

Reviewed
 Signature: J. Adams Title: CA
 Date: 3-21-24

REMARKS:

Cash required
\$23,664.49
Monthly
Mar 1, 2024 → Mar 31, 2024

Payroll dates
Check date: Mon, Apr 1, 2024

People
5 Employees
0 Contractors

Delivery address
Payroll address
664 Commercial St
Edit

Employee name	Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
Totals		671.33	\$21,079.43	\$4,010.32	\$96.44	\$16,972.67	\$2,681.50

Payrun total: \$23,760.93 Cash required: \$23,664.49

Reviewed
Signature: [Signature] Title: CM
Date: 3-21-24

ACCOUNTS PAYABLE PAID


City Of Monroe

02/27/2024 To: 03/25/2024

Time: 09:27:29 Date: 03/21/2024
Page: 1

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
3983	03/01/2024	2024	1441	853	ADP, ADP Tax Services	20,999.15	ADP Payroll and Taxes for Feb 1-29th, 2024
3985	03/08/2024	2024	1404	853	ADP, ADP Tax Services	189.52	Feb Payroll processing fees
3996	03/21/2024	2024	1461	297	AT&T Mobility	65.44	03052024- Auto Pay scheduled for 3/20/24
3987	03/21/2024	2024	1463	517	Amazon Capital Services	194.01	PO- storm02122024, PO- 02062024 OFFICE, PO- Batteries AA 02142024, PO- OFFICE 03062024
3981	03/05/2024	2024	1438	217	Chase Paymentech	189.34	Chase Paymentech Fees online bill pay fees
3975	03/06/2024	2024	1436	28	City County Insurance Services	2,627.09	March 2024 Benefits payments
3971	02/28/2024	2024	1347	986	Emerald City Legal Support Service, Inc.	65.00	Case # Benton MC 2024-01- Was paid via Check # 213204
3978	03/13/2024	2024	1427	60	Monroe Telephone	3.77	Monroe Telephone- Credited the double payment they took previous month. Main Line is only account with Balance.
3993	03/12/2024	2024	1426	177	Oregon PERS	3,416.23	PERS- Feb 2024 Payroll
3988	03/19/2024	2024	1446	76	Pacific Power	4,668.80	March 2024 power
3969	03/18/2024	2024	1443	479	Pitney Bowes	500.00	Auto pay scheduled for Line of CR
3995	03/21/2024	2024	1462	518	Saif	625.03	Saif Workers Comp Installment- will be Auto Withdrawn on March 20th
3979	03/08/2024	2024	1442	94	Umpqua Bank Cardmember Services	1,793.09	CC Charges Jan- Feb 2024
3984	03/07/2024	2024	1389	341	Underground Tech	12,380.00	Re-issued check as Ck# 213213 was made out to Underground Technologies LLC which bank will not accept- Stop payment placed on Check 213213
3991	03/08/2024	2024	1425	468	WECO	85.89	Invoice #: CP-00262231-ACH Pmt-
3982	03/06/2024	2024	1437	201	Xpress Bill Pay	319.38	Xpress bill pay INV-XPR010154
Total:						48,121.74	

This report has been reviewed by:


Signature: J. M. L. Date: 3-21-24

Reviewed
Signature: J. M. L. Title: CA

REMARKS:

Date: 3-21-24

TREASURER'S REPORT

Fund Totals

City Of Monroe

03/01/2024 To: 03/31/2024

Time: 13:25:52 Date: 03/22/2024

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	143,773.82	5,192.19	22,462.12	126,503.89	901.37	6,610.72	-5,192.19	128,823.79
201 Public Works Fund	195,804.63	19,947.91	5,939.08	209,813.46	2,698.90	2,975.31	-6,670.74	208,816.93
300 Water Revenue Bond	19,542.73	7,548.25		27,090.98	0.00	0.00	0.00	27,090.98
302 GOB Phase II	114,499.44	0.00		114,499.44	0.00	0.00	0.00	114,499.44
400 Equipment Reserve Fund	59,774.69	0.00		59,774.69	0.00	0.00	0.00	59,774.69
401 Building Reserve Fund	26,869.59	0.00		26,869.59	0.00	0.00	0.00	26,869.59
402 Park Reserve Fund	17,440.78	0.00		17,440.78	0.00	0.00	0.00	17,440.78
403 Water Reserve Fund	62,051.67	0.00	1,600.00	60,451.67	0.00	0.00	0.00	60,451.67
404 Sewer Reserve Fund	82,277.36	0.00		82,277.36	0.00	0.00	0.00	82,277.36
405 Capital Improvement Reserve Fund	31,404.50	0.00		31,404.50	0.00	0.00	0.00	31,404.50
406 Water Revenue Bond Reserve Fund	15,096.50	7,548.25		22,644.75	0.00	0.00	0.00	22,644.75
407 Water System Capital Improvement Fund	23,030.37	2,633.00		25,663.37	0.00	0.00	-632.50	25,030.87
408 City Events Reserve Fund	5,863.86	0.00		5,863.86	0.00	0.00	0.00	5,863.86
507 Park System Development Fund	25,100.62	0.00		25,100.62	0.00	0.00	0.00	25,100.62
508 Sewer System Development Fund	396,048.98	0.00		396,048.98	0.00	0.00	0.00	396,048.98
509 Street System Development Fund	78,850.96	0.00		78,850.96	0.00	0.00	0.00	78,850.96
510 Storm System Development Fund	81,682.38	0.00		81,682.38	0.00	0.00	0.00	81,682.38
511 Water System Development Fund	483,925.50	0.00		483,925.50	0.00	0.00	0.00	483,925.50
601 Water Treatment Fund	235,236.45	-3,471.75	6,659.82	225,104.88	3,656.19	7,080.63	-19,137.68	216,704.02
610 Sewer Fund	143,511.15	9,995.97	7,818.24	145,688.88	2,015.06	4,332.49	-10,432.31	141,604.12
900 Customer Deposit Fund	11,832.63	200.00		12,032.63	121.60	0.00	-200.00	11,954.23
Totals	2,253,618.61	49,593.82	44,479.26	2,258,733.17	9,393.12	20,999.15	-42,265.42	2,246,860.02

TREASURER'S REPORT

Account Totals

City Of Monroe

03/01/2024 To: 03/31/2024

Time: 13:25:52 Date: 03/22/2024
Page: 2

Cash Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1 Umpqua Bank	23,648.68	96,540.17	58,056.74	62,132.11	-95,692.40	66,892.27	33,331.98
6 Xpress Online Banking	9,222.31	8,631.13	7,000.00	10,853.44	-9,047.00	7,000.00	8,806.44
Total Cash:	32,870.99	105,171.30	65,056.74	72,985.55	-104,739.40	73,892.27	42,138.42
Investment Accounts	Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2 LGIP	2,204,721.60	0.00	35,000.00	2,169,721.60	0.00	35,000.00	2,204,721.60
Total Investments:	2,204,721.60	0.00	35,000.00	2,169,721.60	0.00	35,000.00	2,204,721.60
	2,237,592.59	105,171.30	100,056.74	2,242,707.15	-104,739.40	108,892.27	2,246,860.02

TREASURER'S REPORT

Fund Investments By Account

City Of Monroe

03/01/2024 To: 03/31/2024

Time: 13:25:52 Date: 03/22/2024

Page: 3

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	357,077.50				35,000.00	322,077.50
201 000 Public Works Fund	269,291.01					269,291.01
300 000 Water Revenue Bond	16,204.96					16,204.96
302 000 GOB Phase II	214,053.36					214,053.36
400 000 Equipment Reserve Fund	54,577.56					54,577.56
401 000 Building Reserve Fund	26,972.38					26,972.38
402 000 Park Reserve Fund	15,968.29					15,968.29
403 000 Water Reserve Fund	29,617.11					29,617.11
404 000 Sewer Reserve Fund	88,422.98					88,422.98
405 000 Capital Improvement Reserve Fund	28,831.78					28,831.78
407 000 Water System Capital Improvement Fund	3,455.43					3,455.43
408 000 City Events Reserve Fund	863.86					863.86
507 000 Park System Development Fund	34,230.15					34,230.15
508 000 Sewer System Development Fund	350,104.37					350,104.37
509 000 Street System Development Fund	70,982.46					70,982.46
510 000 Storm System Development Fund	72,975.01					72,975.01
511 000 Water System Development Fund	428,935.14					428,935.14
601 000 Water Treatment Fund	140,556.03					140,556.03
610 000 Sewer Fund	1,743.43					1,743.43
2 - LGIP	2,204,862.81	0.00	0.00		35,000.00	2,169,862.81
	2,204,862.81	0.00	0.00		35,000.00	2,169,862.81

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe 03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 03/22/2024
Time: 13:25:52 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1438	03/05/2024	Claims	1	EFT	Chase Paymentech	189.34	Chase Paymentech Fees online bill pay fees
2024	1463	03/21/2024	Claims	1	EFT	Amazon Capital Services	194.01	PO- storm02122024, PO- 02062024 OFFICE, PO- Batteries AA 02142024, PO- OFFICE 03062024
2024	1461	03/21/2024	Claims	1	EFT	AT&T Mobility	65.44	03052024- Auto Pay scheduled for 3/20/24
2024	1442	03/08/2024	Claims	1	EFT	Umpqua Bank Cardmember Services	1,793.09	CC Charges Jan- Feb 2024
2024	1441	03/01/2024	Payroll	1	EFT	ADP Tax Services ADP	20,999.15	ADP Payroll and Taxes for Feb 1-29th, 2024
2024	1347	02/28/2024	Claims	1	EFT	Emerald City Legal Support Service, Inc.	65.00	Case # Benton MC 2024-01- Was paid via Check # 213204
2024	1443	03/18/2024	Claims	1	EFT	Pitney Bowes	500.00	Auto pay scheduled for Line of CR
2024	1446	03/19/2024	Claims	1	EFT	Pacific Power	4,668.80	March 2024 power
2024	1462	03/21/2024	Claims	1	EFT	Saif	625.03	Saif Workers Comp Installment- will be Auto Withdrawn on March 20th
2023	1790	05/22/2023	Claims	1	EFT	Cascade Columbia Distribution Co	346.90	Inv 864842 Shipped 4/19/2023
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 Toups	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	1333	02/26/2024	Claims	1	213208	Kelsey Reichert	60.00	Refundable deposit for MCC rental on 2/17/24
							30,392.27	
							30,392.27	

Fund	Claims	Payroll	Total
100 General Administration Fund	901.37	6,610.72	7,512.09
201 Public Works Fund	2,698.90	2,975.31	5,674.21
601 Water Treatment Fund	3,656.19	7,080.63	10,736.82
610 Sewer Fund	2,015.06	4,332.49	6,347.55
900 Customer Deposit Fund	121.60	0.00	121.60

TREASURER'S REPORT
Outstanding Vouchers

03/01/2024 To: 03/31/2024

As Of: 03/31/2024 Date: 03/22/2024
 Time: 13:25:52 Page: 5

City Of Monroe

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
							9,393.12	Claims
							20,999.15	Payroll
							30,392.27	Total

TREASURER'S REPORT
Signature Page

City Of Monroe

Time: 13:25:52 Date: 03/22/2024
Page: 6

03/01/2024 To: 03/31/2024

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:  Signed: 
Reviewed By / Date

Finance Officer / Date



MONROE CITY COUNCIL MINUTES

February 26, 2024

6:00 PM

Monroe Community Center

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:02 P.M.

Roll Call: Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Myers, Ritch, Williams.

Councilor Winther joined the meeting at 6:14 PM.

Staff present: City Administrator Martinenko

PUBLIC COMMENTS: None

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. **Sherriff's Report.** The Council reviewed the Patrol Log with the Benton County Sheriff Deputy present. There were no questions for the Deputy and the Council thanked him for his time and work in Monroe.

- 3.2. **Republic Services Presentation.** Mr. Ken Larson of Republic Services presented a proposal to enhance recycling and yard waste services in Monroe. Currently, the city only has once-a-month recycling service, which Larsen describes as the lowest level of service provided by their business unit in Western Oregon. He proposes adding weekly yard debris and recycling service, bringing Monroe's services in line with surrounding counties. The additional cost for these enhancements would be \$6.15 per month for residents. Mr. Larson explains that residents could offset this cost by downsizing their trash carts, as 30 to 40% of landfill waste could be diverted to recycling or yard waste. He emphasizes the convenience and environmental benefits of weekly recycling and yard debris pickup.

Mr. Larson discussed upcoming changes in state recycling laws, which will expand the types of materials accepted for recycling, particularly plastics. He suggests that implementing these changes now would prepare residents for the future regulations.

Councilor Myers queried the automatic inclusion of services for all customers, which was affirmed by Mr. Larson. Councilor Lindner raised concerns about affordability and compared service rates with neighboring counties, to which Mr. Larson explained potential savings through downsizing carts.

CA Martinenko addressed the process for city approval, suggesting a resolution to declare intent, followed by public notification and a subsequent vote. Mayor Sheets sought clarification on communication plans, which CA Martinenko detailed, including flyers, social media, and town hall presentations.

Councilor Lindner raised questions about the cost, notification process, and alignment of pickup schedules with Republic Services' calendar and app. Mr. Larson assured the Council members that the proposed enhancements would benefit residents and that Republic Services has a communication plan ready to inform the community about the changes. The Council discussed the process for moving forward with the proposal, including drafting a resolution and allowing for public comment before



deciding. The Council expressed appreciation for the presentation and will consider the next steps for implementing the proposed changes.

- 3.3. Long Tom Watershed Council Presentation.** City Administrator Martinenko introduced Dana Dedrick and Jed Kaul from the Long Tom Watershed Council. Dedrick and Kaul provided an update on the section 1135 Dam Removal project with the US Army Corps of Engineers. Dedrick explained the project seems to be progressing, as there is funding available for the work. Dedrick mentioned that Elliott Porter, the Corps project manager, requested letters from the city reaffirming their commitment to the project, which would help secure funding.

Next, Jed Kaul discussed the grants secured for the project. One grant covers 25% of the cost share for the 1135 project, with the US Fish and Wildlife Service covering that portion. Another grant covers the cost of the water intake project. There is also a pending grant from the National Oceanic and Atmospheric Administration, which would cover additional costs and include funding for riparian restoration. The discussion also touched on the need for careful consideration of the project's impact on wildlife habitats, such as backwater areas and sluices where fish and other wildlife reside.

Councilor Cuthbertson raised concerns about the potential impact of lowering the dam on fish habitats and other wildlife. She mentions her own property and the potential loss of habitat for fish and wildlife. The discussion emphasized the importance of considering these impacts and potentially seeking additional restoration funding to address any negative consequences.

- 3.4. City Administrator Report.** CA Martinenko addressed the Council, focusing initially on the importance of understanding conflict of interest issues, particularly as it pertains to public officials. He encouraged Council members to review the Oregon Government Ethics Commission (OGEC) website for guidance and mentions upcoming trainings on public records. Martinenko mentioned that OGEC offers personalized training for the council if needed.

CA Martinenko announced the hiring decision for a position within the Public Works team. He introduced Mr. Luke Perdue as the selected candidate, highlighting Perdue's qualifications and experience as a water operator. He explains the decision to offer Perdue a Utility II position instead of Utility I due to his background, education, and experience, which aligns better with the Utility II level.

The discussion transitioned to differential payments for additional certifications, contingent on meeting Continuing Education Unit (CEU) requirements. Martinenko explained the offer letter's details, including salary steps and additional pay for certifications.

Discussion ensued regarding the Oregon Paid Leave program, its eligibility criteria, and implications for Mr. Perdue, who is expecting a child in May. Mr. Martinenko provided insights into the program's application process and highlighted the employer's obligations.



CA Martinenko then addressed the recent increase in late water bill payments, attributing it to various factors like economic hardship and forgetfulness after the holidays.

CA Martinenko updated the Council on FEMA reimbursement for storm-related expenses and discussed potential grants for water system improvements, including a no-cost grant opportunity that could fully fund the project.

The discussion shifted to development projects in the city, including a proposed apartment complex on Kelly Street and increased interest in developing the Cathy Loving property. Martinenko also mentioned ongoing discussions with Benton County regarding urban growth boundary (UGB) expansion and potential land swaps. Martinenko discussed easements for Depot Street and access for the Oaks property along with issues with developing this property

CA Martinenko concluded on challenges faced in serving notices to individuals, prompting discussions on alternative methods of notification to ensure compliance with ordinance enforcement activities

4. CONSENT AGENDA

4.1. Councilor Cuthbertson asked about the legal and attorney related expenses. CA Martinenko said the expense for Judge Blake is the usual payment for his quarterly services. The other legal expenses are for the Terrill Case. Martinenko added that Mueller & Swank is for the audit, not legal. Councilor Ritch asked about the Springbrook expense. CA Martinenko said that this the normal yearly support payment. Councilor Ritch moved to approve the consent agenda and Councilor Winther seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

5. NEW BUSINESS

5.1. **Resolution 2024-01:** Adopting a Consolidated Master City Fee Schedule. The meeting proceeded to discuss Resolution 2024-01 concerning the adoption of a consolidated master city fee schedule. CA Martinenko informed the attendees that currently, there isn't a consolidated fee schedule in place. He mentioned that an ordinance from the previous month, 2024-01, which was scheduled for a second reading this month, is significant for the resolution to work.

Martinenko further elaborated on the complexities involved in consolidating the fee schedules, noting that certain fees are already established by resolution, such as those related to the water system and planning fees. However, the majority of fees are embedded within ordinances, requiring each ordinance to be individually amended to establish the fees by resolution. He discussed the proposed approach of consolidating all documents to make it easier to navigate and understand. One suggestion was to have one ordinance that would amend various sections to establish the fees by resolution, effectively streamlining the process.



Although initially hoping for a simpler solution, Martinenko acknowledged the need for a thorough and meticulous process to transition the fee establishment method from ordinances to resolutions. He mentioned consulting with the attorney, who supported the idea of having one comprehensive ordinance to amend multiple sections at once, ultimately setting all fees by resolution. Martinenko concluded by emphasizing the importance of ensuring that the master fee schedule is established accurately and efficiently. He said he would continue to work with the attorney on drafting a comprehensive ordinance to amend various sections and establish fees by resolution. Further discussions and decisions regarding the consolidation and transition process to be carried out in subsequent meetings.

- 5.2. **Resolution 2024-02: Dam Removal Letter of Intent to the Army Corps of Engineers.** CA Martinenko provided details on the resolution, explaining that it encompasses authorization to sign the draft letter attached to it, along with the self-certification of financial capability, which the City's finance officer is required to sign. Martinenko suggested consolidating these components for approval. He clarified that the content of the letter primarily reflects the City's commitment to the project and emphasized that the City is awaiting confirmation of funding and other requirements before finalizing its decision.

Councilor Lindner then motioned to authorize the letter and the signing of the non-federal sponsor certificate. Councilor Rich seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion Carried.

- 5.3. **Application for Storage Ordinance.** CA Martinenko presented the proposal, highlighting the need for clear criteria for storage applications and potential considerations, such as fire department access, location on one's property, street width, and visibility at corners. Councilor Cuthbertson raised concerns about visibility at corners and suggested aligning the criteria with existing regulations for vision areas around corners. Martinenko emphasized that the decision-making process would primarily be administrative, with the possibility of appealing to the Council for exceptions. Discussion ensued regarding the specifics of how applications would be evaluated, including the potential for a permit fee and the duration of permits. Martinenko suggested a renewal period of six months to a year. Council raised concerns about liability, especially regarding potential fluid leaks from stored vehicles. CA Martinenko acknowledged the need to address liability concerns before proceeding with the ordinance. Overall, there was consensus among attendees in favor of the proposal, with Mayor Sheets expressing support and highlighting the lack of RV storage options in the area. CA Martinenko agreed to further develop the proposal, considering the feedback received, and present it for approval at a future meeting.
- 5.4. **Use of City Park for Organized Events.** Mayor Sheets introduced the next agenda item, which pertains to the use of city parks for organized events. CA Martinenko provided an overview of the current situation, explaining that while the city has allowed certain



organizations to use park facilities without rental fees, the insurance carrier now requires additional bonds and indemnity assurances.

Martinenko presented an application template provided by the insurance carrier, which mirrors the program used by Junction City. Martinenko suggested aligning the city's policy with the recommendations of the insurance carrier to ensure adequate protection.

Discussion ensued regarding whether event organizers could obtain their own insurance coverage and the potential costs involved. It was noted that while it is possible for organizers to obtain their own insurance, it may be more convenient for them to utilize the city's program. Mayor Sheets highlighted the importance of addressing liability concerns, especially in light of recent incidents in other municipalities. He emphasized the need to balance the interests of event organizers with the city's obligation to maintain public access to park facilities, particularly restrooms. Council also raised concerns about the exclusivity of park facilities during organized events, with Martinenko clarifying that park restrooms must remain open to the public at all times, even during reserved events. This was identified as a common issue in many parks, where event organizers may inadvertently inconvenience other park users.

Council agreed that the city should adopt the insurance requirements outlined by the insurance carrier to mitigate liability risks. The importance of maintaining public access to park facilities was emphasized, and Martinenko committed to clarifying the city's policy regarding restroom access during organized events.

5.5. Recreational Immunity Update Impact on Monroe's Paths. Mayor Sheets introduced the topic of recreational immunity, particularly focusing on its implications for Monroe's paths. CA Martinenko provided a detailed update, referencing a recent case involving a pedestrian injury on a path in Newport, which led to a legal dispute over recreational immunity. Martinenko explained that the case highlighted a loophole in Oregon's recreational immunity laws, wherein individuals injured while accessing recreational areas via paths were not always covered under the immunity provisions. The appellate court ruled that the determination of whether the injured party was engaging in recreational activity was subjective and should be decided by a jury. To address this issue, the Oregon Senate proposed a bill to amend the recreational immunity laws to explicitly include activities such as running, biking, and walking. Martinenko informed the council that the bill had been approved by the Senate and was pending review by the House and the judiciary committee.

Martinenko then outlined measures to mitigate liability risks for Monroe, including the installation of warning signs on paths to inform users of the risks associated with recreational activities. He also discussed the concept of constructive immunity, whereby proactive maintenance and prioritization of path improvements could provide legal protection for the city. Martinenko emphasized the importance of having a comprehensive maintenance plan for city assets, such as playground structures and park benches, to demonstrate due diligence in ensuring public safety.



Council members expressed support for these measures and acknowledged the need for ongoing maintenance planning and risk management. They agreed that prioritizing path improvements and implementing warning signage were prudent steps to mitigate liability risks for the city. Martinenko urged council members to stay informed about legislative developments regarding recreational immunity and reiterated the importance of proactive risk management strategies for Monroe's public spaces.

- 5.6. **Feasibility Study and Technical Memorandum for Footbridge.** CA Martinenko presented a feasibility study and technical memorandum regarding the construction of a footbridge in Monroe. The proposed footbridge would serve as a utility vehicle bridge and would also accommodate water and sewer infrastructure. This feasibility study was funded by AFRANA and with the help of Planning Commissioner Greydanus.

Martinenko highlighted the importance of the footbridge for enhancing the city's resilience and cost-effectiveness, particularly in light of recommendations to increase the size of the pipeline for the wastewater collection system. Currently, the pipeline is buried horizontally under the river, but the footbridge would offer an alternative route, providing additional access to the water plant and the other side of the river in case of emergencies. The proposed footbridge is estimated to cost \$3.2 million and would require regulatory approval from agencies such as the Corps of Engineers due to its location in the flood zone.

Council raised concerns about potential environmental impacts, wildlife disturbance, and ongoing maintenance costs associated with the footbridge. Martinenko addressed these concerns by explaining that the project would undergo thorough review and inspection to mitigate any adverse effects. Council members also inquired about potential funding sources for the footbridge, including grants and community development funds. Martinenko mentioned that the project could qualify for grants focusing on infrastructure resiliency and equity, particularly in disadvantaged communities. Additionally, considerations were made regarding public access to the footbridge and the need for security measures to prevent unauthorized entry or vandalism.

7. OLD BUSINESS:

- 7.1. **Short Term Rentals.** CA Martinenko mentioned he is putting together information from other Cities to present at a later work session.
- 7.2. **Library IGA.** CA Martinenko reported he is in talks with Corvallis and would update Council at the March Work Session.
- 7.3. **Emergency and Disaster Recovery Planning.** CA Martinenko updated Council on resiliency planning with a possible grant to create a resiliency hub in Monroe. Martinenko said It appears that the South Benton Food Pantry may be the non-city partner that the grant requires, which seems logical given their resources and capabilities. However, the specifics of how this partnership would function within city buildings or elsewhere are still largely conceptual. Benton County seems to be taking the lead on this, and they're



already collaborating with the Food Pantry on a related grant. We are waiting to see how the details unfold and what conditions or restrictions may apply as they continue to develop the plan. Right now, they are focused on bringing all the stakeholders together to move the project forward.

7.4. **Budget Committee recruitment.** Mayor Sheets updated Council on recruiting for the Budget Committee and said he has not received applications. The recruitment is posted on the City's social media and website. CA Martinenko said he would put the recruitment in the March Utility Billing.

8. CITY EVENTS

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

9. COMMITTEE REPORTS

9.1. **Budget.** Mayor Sheets reiterated the ongoing recruitment and clarified the number of non-elected members should match the elected officials at the meetings. He said that April would be the timeframe for the first budget committee meeting

9.2. **Economic Development.** CA Martinenko mentioned that Benton County Planning and Economic Development have ideas for potential business opportunities in Monroe and would like to discuss with the committee at a future meeting.

9.3. **Finance and Human Resources.** Councilor Lindner said there would be a meeting in March to discuss the Oregon Paid Leave program and updating the Employee Handbook.

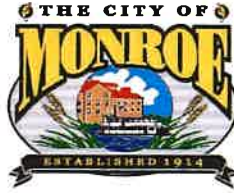
9.4. **Ordinance.** There are no meetings scheduled. CA Martinenko said the next meeting would come after the short-term rental information is gathered and presented at a work session.

9.5. **Parks.** Councilor Cuthbertson said that the Parks Committee has some new members and will work on getting a date scheduled.

9.6. **Public Works.** Councilor Cuthbertson updated Council on the recent Public Works meeting. She said the advisory committee identified several action items, including the development of work plans to prioritize tasks effectively and a tour of the water system. Additionally, the advisory committee is addressing the parking issue at the Dragon Elementary School area, considering alternatives such as parallel parking to ensure safety and accessibility, especially during emergencies. CA Martinenko added that the advisory committee proposed adding stop sign placements to address traffic concerns at 7th and Pine Street. The process involves advisory committee recommendation, Council approval, and implementation by city staff. These recommendations will go to the Council next month for consideration.

10. COUNCILOR COMMENTS

10.1. Councilor Cuthbertson updated Council involving a recent tragedy involving one of our local business owners who lost their property in a fire. They are currently residing in an RV



temporarily. Councilor Cuthbertson suggested the Council offer exceptions to our regulations to assist them during this challenging time. CA Martinenko said that properties can utilize trailers for up to 30 days. Beyond that, the Council may need to act to extend the time. Mayor Sheets said the City should monitor the situation and act accordingly if they require an extension of time.

11. OTHER BUSINESS:

11.1. None.

12. ADJOURN: Mayor Sheets adjourned the meeting at 8:34 p.m.

Approved by Council Action on March 25, 2024

Mayor Dan Sheets _____ Date: _____

Attest: _____
Steve Martinenko, City Recorder



Public Street Storage Policy

Purpose:

The purpose of this policy is to establish guidelines for temporary storage on public streets for a period of up to 6 months, ensuring fairness, safety, and cleanliness within the community.

Scope:

This policy applies to residents within the City of Monroe who require temporary storage on public streets for personally owned Passenger Vehicles and motorized Recreational Vehicles.

Guidelines

Eligibility:

- a. Residents must apply for a permit from the Monroe City Hall to utilize public street storage.
- b. Permits will only be issued for personally owned Passenger Vehicles as defined by OAR 735-030-0015(1) and motorized Recreational Vehicles as defined by OAR 735-022-0140(A) and (B) that cannot be reasonably stored on the resident's property due to space constraints or other valid reasons.
- c. All stored vehicles must have a title in the applicant's name and have current tags issued for the duration of the permit.
- d. All stored vehicles must be operable, insured, and license plates visible on the front and rear.
- e. Businesses or commercial entities are not eligible for public street storage under this policy.

Permit Application Process:

- a. Residents must submit a written application to Monroe City Hall, detailing the need for public street storage and providing evidence of the inability to store items on their property.
- b. Applications will be reviewed on a case-by-case basis, considering factors such as safety, traffic flow, and community impact.
- c. Permits will be issued for a maximum duration of 6 months, with the possibility of renewal upon reapplication and approval.
- d. Permit Fees are based on the length and width of the storage space required. Permit fees may be found in the City of Monroe Master Fee Schedule.

Location and Placement:

- a. Public street storage must not obstruct pedestrian pathways, driveways, fire hydrants, or traffic visibility:
 - a. Within 10 feet of a fire hydrant
 - b. Within 20 feet of an intersection for vehicles 7 feet in height and under
 - c. Within 50 feet of an intersection for vehicles over 7 feet in height.
- b. Public street storage may only be adjacent to and within the vehicle owner's property lines.
- c. Public street storage may be only on public streets that have not been developed to the standards found in the City's Transportation System Plan, with an easement width of 60 feet or more, and gravel shoulders of at least 10 feet in width.



Public Street Storage Policy

- d. No vehicle may be stored on a non-gravel or un-paved surface. The owner may provide a gravel surface with City approval if it meets the street criteria found in this section.
- e. Street Stubs may be conditionally used for public street storage:
 - a. Vehicles must fit entirely within the length of the stub and not extend into the adjacent street or encroach on the land beyond the stub.
 - b. Permits will be revoked if the City develops the street stub into a fully improved street that meets the City's Transportation System Plan standards.
- f. Vehicle owners are responsible for ensuring that stored vehicles do not create a hazard or nuisance to the public and do not block or impede emergency personnel.
- g. Stored vehicles on any grade must have the wheels chocked to prevent movement.

Size and Type of Items:

- a. Maximum space allowed for public street storage is 40 feet in length and 8 ½ feet in width.
- b. Stored vehicles may not be used as storage for other personal property and may not contain hazardous materials.

Maintenance and Cleanliness:

- a. Residents must maintain the cleanliness of the stored vehicles and the surrounding area.
- b. No vehicle may leak fluids of any kind. Any leakage must be abated by the owner to the satisfaction of the City at owner's expense. Serious leaks will be reported to the DEQ and may involve fines.
- c. No vehicle repair is allowed while storage except to check fluids or replace the battery.
- d. Regular inspections may be conducted by City authorities to ensure compliance with cleanliness standards.

Revocation of Permit:

- a. The City of Monroe reserves the right to revoke a permit if the Vehicle Owner fails to comply with the guidelines outlined in this policy.
- b. Vehicle owners will be given a reasonable notice period to remedy any violations before permit revocation.

Enforcement:

- a. All stored vehicles are subject to applicable sections of the City's parking ordinances as amended.
- b. Violations of this policy may result in removal of stored vehicles, or other enforcement actions as deemed necessary by the City of Monroe.
- c. Vehicle owners have the right to appeal any enforcement actions to the City Council.

Amendments:

- a. This policy may be amended as necessary by the Monroe City Council to address changing needs and circumstances within the community.
- b. Any amendments will be communicated to residents through public notices and other appropriate channels.



Volunteer Application and Placement Form

Return completed application to: City of Monroe, Attn: City Recorder, 664 Commercial St, Monroe, OR 97456 or email to: cityhall@monroeor.gov

Name: TIMOTHY EASTRIDGE Phone: 541-847-5849

Address: PO BOX 234

City: MONROE Zip: 97456

Email: timeast2001@gmail.com

Are you under 18 years of age?!!!! Yes No

Current Employer or School: retired Phone: SAME

Education, Work, or Volunteer Experience:

PLANNING COMMISSION, PRESIDENT OF THE MONROE FIRE BOARD, AREA WIDE FOUNDATION, MONROE CEMETARY BOARD PRESIDENT, RETIRED CAPTAIN ON THE MONROE VOLUNTEER FIRE DEPARTMENT -34 YEARS

Skills or Certifications:

LIVED IN THIS AREA SINCE 1979, HAVE A HIGH SCHOOL DEPLOMA FROM MONROE HIGH SCHOOL, WORKED IN THE DAIRY INDUSTRY FOR 30 YEARS

Languages that you speak: ENGLISH

Languages that you write: ENGLISH

List the hours you are available or prefer:

Mon X Tue X Wed X Thu X Fri Sat Sun

Personal Reference (not related)

Name BRIAN GREENE Phone 541-847-5699 Relationship FRIEND

Address 9TH STREET

City MONROE State OR Zip 97456

Volunteer or Employer Reference

Name ERIC EASTRIDGE Phone 541-521-9992 Relationship SON

Address 746 COMMERCIAL ST.

City MONROE State OREGON Zip 97456

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a City of Monroe volunteer position. I understand a background check is required for all volunteers and will be performed by a third-party contracted with the City. All of the information on this application is true to the best of my knowledge.

Signature: [Handwritten Signature]

Date: 02-26-2024

PARKS COMMITTEE



Volunteer Application and Placement Form

Return completed application to: City of Monroe, Attn: City Recorder, 664 Commercial St, Monroe, OR 97456
or email to: cityhall@monrooregon.gov

Name: TIMOTHY EASTRIDGE Phone: 541-847-5849

Address: PO BOX 234

City: MONROE Zip: 97456

Email: timeast2001@gmail.com

Are you under 18 years of age?!!!! Yes No

Current Employer or School: retired Phone: SAME

Education, Work, or Volunteer Experience:

PLANNING COMMISSION, PRESIDENT OF THE MONROE FIRE BOARD, AREA WIDE FOUNDATION, MONROE CEMETARY BOARD
PRESIDENT, RETIRED CAPTAIN ON THE MONROE VOLUNTEER FIRE DEPARTMENT -34 YEARS

Skills or Certifications:

LIVED IN THIS AREA SINCE 1979, HAVE A HIGH SCHOOL DIPLOMA FROM MONROE HIGH SCHOOL, WORKED IN THE DAIRY INDUSTRY FOR 30 YEARS

Languages that you speak: ENGLISH

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List the hours you are available or prefer:

Mon X Tue X Wed X Thu X Fri Sat Sun

Personal Reference (not related)

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Address 9TH STREET

City MONROE State OR Zip 97456

Volunteer or Employer Reference

Name ERIC EASTRIDGE Phone 541-521-9992 Relationship SON

Address 746 COMMERCIAL ST.

City MONROE State OREGON Zip 97456

I give my permission for the named references to be contacted either verbally or in writing. I also understand that information obtained will be used only in conjunction with a City of Monroe volunteer position. I understand a background check is required for all volunteers and will be performed by a third-party contracted with the City. All of the information on this application is true to the best of my knowledge.

Signature: Date: 02-26-2024

DONATION TO THE CITY OF MONROE

- DATE OF DONATION: FEBRUARY 26, 2024
- DONATION ITEM #1: VINTAGE RAILROAD DESK
- DONATION ITEM #2: VINTAGE RAILROAD DESK STOOL
- DONATED BY: THE FAMILY OF JACKIE L. CROWSON



February 26, 2024

City of Monroe
C/O Steve Martinenko, City Administrator
664 Commercial Street
Monroe, OR 97456

Dan Sheets, On Behalf of Jackie L. Crowson's Family
655 N. 4th Street
Monroe, OR 97456

Dear Steve,

On behalf of Jackie L. Crowson's family, we are donating one vintage railroad desk and stool to the City of Monroe, Oregon. As Jackie and her family were former Monroe residents and Monroe has a unique railroad history, it seemed all to appropriate for these items to be donated to the City of Monroe.

As the Monroe Community Library includes the former Southern Pacific Railroad freight depot, if possible, the family would love to see both donated items displayed next to the railroad crossbuck near the library's west entrance. Together all three items can illustrate Monroe's local railroad history.

Along with this donation, at my own expense, I will work with a third party to create a plaque which will be placed on the desk and state the following:

"Donated by her family in memory of Jackie L. Crowson"

Also, I'm happy to work with the City of Monroe to locate a resource to recane the seat of the donated railroad stool.

As part of the new library railroad display, created with this donation, I have local railroad history already documented from last year's 110th Anniversary Last Spike Ceremony. If you like, I can provide both the history text and images to accompany these items in the Monroe Community Library.

Lastly, if the City of Monroe could provide a donation receipt to Jackie L. Crowson's family using the following address, they would greatly appreciate it:

Jackie L. Crowson Trust
2598 S. Sumpter Place
Boise, ID 83709

We hope this donation will be something for everyone in the community to enjoy and cherish for years to come!

Sincerely,



Dan Sheets