

# MONROE MONTHLY

JULY 2018 EDITION



*What's happened, happening, and will happen in the wonderful City of Monroe.*

664 Commercial St  
PO Box 486  
Monroe, OR 97456  
Phone (541) 847-5175  
[www.ci.monroe.or.us](http://www.ci.monroe.or.us)

See calendar on page 2 for upcoming meetings/workshops and city events.

**Mayor:** Paul Canter  
**City Council Members:**

- Harry Myers — Council President
- Jeanni Cuthbertson
- Cindy Canter
- Floyd Billings
- Frank Thayer
- Chad Howard
- Vacant (Student Councilor)

**Planning Commission Members:**

- Kathy Smith – Chair
- Tim Eastridge
- Dan Sheets — Vice Chair
- David Mills
- Fred Cuthbertson
- Linda Fredricks
- Cary Thayer

**City Administrator:**  
Rick Hohnbaum

**Public Works Superintendent:**  
David Claborn

**Finance Officer:**  
Tracy Jensen

**Stay Informed:**

Facebook - @MonroeOregonUSA  
Instagram - @cityofmonroeoregon  
Webpage - <http://ci.monroe.or.us>



## Utility Billing Auto Pay

It is hassle-free—set it up once and never think about your bills again and best of all it's FREE!

You can use your credit card, debit card or checking account. You will receive an email when your bills are ready & when they are paid. Your account and payment information is securely encrypted and in compliance with all industry security standards.

To sign up visit:

<https://ci.monroe.or.us/administration/>



## County Transportation System Plan

Benton County Public Works will host a second series of community workshops for the public to review proposed transportation system improvements and projects to be included in the update of the County's Transportation System Plan (TSP). The workshops will be open house style and feature multiple opportunities for community input as well as staff presentations and question and answer sessions

Upcoming Monroe TSP Workshops

### **English Language Session\***

**When:** 5:30–7:30 PM | **July 19**

**Where:** Monroe Community Library

### **Spanish Language Session\***

**Cuando:** 7:30-9:00 PM | **Aug. 29**

**Dónde:** Amigos de Monroe United Methodist Church, 648 Orchard Street, Monroe, OR

\*Dial-a-Bus available for seniors and persons with a disability. Please contact Dial-a-Bus at least 24-hours in advance: 541-752-2615

## Utility Rate Increase

On July 25, 2018 the City Council approved a storm water rate increase of \$2.00 for all utility customers. This rate increase will help fund future storm water projects like upgrading the ditch and culvert on 8th Street. Please see the insert for more information

## Monroe Beautification Committee

### Promotion Advisory Group

#### *Notice of Solicitation*

#### Graphic Design Services

The City of Monroe will begin soliciting for and accepting applications from qualified Graphic Design/Marketing professionals starting on July 1, 2018 and ending July 18, 2018 at 4:00 PM to provide the Beautification Committee **design and material development services** for the City-sponsored Vino, Vintage & Victory Festival being held in the spring of 2019.

#### Race Operation Services

The City of Monroe will begin soliciting for and accepting applications from qualified Race Operator professionals starting on July 1, 2018 and ending July 18, 2018 at 4:00 PM to provide the Beautification Committee **race planning, promotion, and operation services** for the City-sponsored Vino, Vintage & Victory Festival being held in the spring of 2019.

#### How to Apply

To apply, please submit a resume and cover letter to Community Development Coordinator RJ Theofield via email at [rj.theofield@ci.monroe.or.us](mailto:rj.theofield@ci.monroe.or.us), in-person at Monroe City Hall (664 Commercial Street, Monroe, Oregon 97456). or mail to City of Monroe, PO Box 486, Monroe, OR 97456.

Full notices available at: [ci.monroe.or.us](http://ci.monroe.or.us)



# July 2018

## 2018-2019 Budget

Su Mo Tu We Th Fri Sat

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### Scheduled Events

All meetings are **open to the public** and are held in the City Hall Council Chambers unless otherwise noted on the website.

#### July 2018

July 4	City Hall Closed	
July 9	6:00pm	Planning Commission
July 11	5:00pm	Organization Advisory Grp.
July 12	5:00pm	Promotion Advisory Group
July 13	4:00 pm	Public Works and Safety
July 17	6:00 pm	S. Benton Recreation Alliance
July 18	4:00 pm	Beautification Committee Board
July 18	5:15pm	Design Advisory Group
July 19	5:00pm	Economic Advisory Group
July 23	6:00 pm	City Council
July 25	3:00 pm	Municipal Court

For the most up-to-date event information, visit the city's website: [ci.monroe.or.us](http://ci.monroe.or.us)

### Public Hearing for Ordinance 18-200

*An Ordinance amending Monroe Land Use Development Code Clarifying and Defining Accessory Use Units within the City of Monroe*

On July 9th at 6PM, the Monroe City Planning Commission will conduct a public hearing to accept public input and consideration for DRAFT Ordinance 18-200 defining the land use code as it relates to the rules and regulations of accessory buildings and accessory dwelling units within the jurisdiction of the City of Monroe.

Copies of the draft Ordinance are available at City Hall and on the City website [www.ci.monroe.or.us](http://www.ci.monroe.or.us).

During the City Council meeting on June 25, 2018 Resolution 2018-13 was approved adopting the budget for the 2018-2019 fiscal year. A copy of the approved budget is available on the city's website [www.ci.monroe.or.us](http://www.ci.monroe.or.us) or available for public view at city hall during normal business hours. This year the budget included a new fund for capital improvement projects. This fund will allow us to put money aside for expenditures relating to significant infrastructure projects owned and maintained by the city. For any questions regarding this budget please contact Tracy Jensen or Rick Hohnbaum at City Hall.

### Resolutions Approved on June 25, 2018

*Copies of these resolutions can be viewed at City Hall During Normal Business Hours or on our website [www.ci.monroe.or.us](http://www.ci.monroe.or.us).*

Resolution 18-04 Transfer of funds within the General Fund of the 2017-2018 Annual Budget from the contingency line item

Resolution 18-05 Authorizing the engagement of services for the annual municipal audit

Resolution 18-06 Supporting the Transportation Growth Management Grant Application

Resolution 18-07 Authorizing and accepting the 2018 Small City Allotment Grant for the Main Street Improvement Project

Resolution 18-08 Amending City Personnel Policy and providing funding for 50% of costs for employee dependents medical, dental and vision insurance

Resolution 18-09 Authorizing the City to implement a premium conversion plan allowing employees to pay their share of insurance coverage costs pre-tax

Resolution 18-10 Implementing a full pre-tax plan that allows employees to set aside money for medical and dependent care expenses

Resolution 18-11 Authorizing and establishing a Capital Improvement Reserve Fund within the city budget document

Resolution 18-12 Declaring the City's election to receive state revenue sharing funds

Resolution 18-13 Adopting approved city budget, imposing taxes and appropriating expenditures for the 2018-2019 Budget

Resolution 18-14 Setting utility rates and fees for the 2018-2019 Fiscal Year

Resolution 18-15 Authorizing a forgivable loan from the Safe Drinking Water Revolving Loan Fund by entering into a financing contract with the Oregon Infrastructure Finance authority

Resolution 18-16 Stating support of the Federal and State constitutional rights to keep and bear arms



# 2018-2019 UTILITY RATE CHANGES

## EFFECTIVE AUGUST 1, 2018

On June 25, 2018 the City Council met to approve the budget for the 2018-2019 Fiscal Year. During this process utility rates were discussed. The Budget committee recommended that the council approve a \$2.00 rate increase for both water and sewer rates. **However**, the city council voted to approve *only* the increase for Storm Water. The council also approved a new rate structure for water rates. The changes are:

### WATER RATES:

#### RESIDENTIAL SERVICE

##### Residential – Inside city limits

Minimum monthly charge, first 4,000gallons	\$26.48
4,001 to 5,000 gallons additional	\$11.50
5,001 to 6,000 gallons additional	\$21.50
6,001 to 7,000 gallons additional	\$32.50
7,001 to 8,000 gallons additional	\$44.00
8,001 gallons and above	\$15.00 per 1,000 gallons

##### Residential – Outside city limits

Minimum monthly charge, first 4,000gallons	\$42.99
4,001 to 5,000 gallons additional	\$11.50
5,001 to 6,000 gallons additional	\$21.50
6,001 to 7,000 gallons additional	\$32.50
7,001 to 8,000 gallons additional	\$44.00
8,001 gallons and above	\$15.00 per 1,000 gallons

#### COMMERCIAL SERVICE

##### Commercial – Inside city limits

Minimum monthly charge, first 4,000gallons	\$42.99
4,001 to 5,000 gallons additional	\$11.50
5,001 to 6,000 gallons additional	\$21.50
6,001 to 7,000 gallons additional	\$32.50
7,001 to 8,000 gallons additional	\$44.00
8,001 gallons and above	\$15.00 per 1,000 gallons

##### Commercial – Outside city limits

Minimum monthly charge, first 4,000gallons	\$59.18
4,001 to 5,000 gallons additional	\$11.50
5,001 to 6,000 gallons additional	\$21.50
6,001 to 7,000 gallons additional	\$32.50
7,001 to 8,000 gallons additional	\$44.00
8,001 gallons and above	\$15.00 per 1,000 gallons

### STORM WATER RATES:

#### STORM WATER RATES

Single-family residential customers	\$ 6.00
All other customers	\$ 8.00

All other rates for residential customers will remain the same at this time. If you would like to be involved in the process of establishing rates for next year please attend the budget meeting in May of 2019. If you have any questions on these changes or utility rates in general please contact Tracy Jensen at City Hall or via email [tracy.jensen@ci.monroe.or.us](mailto:tracy.jensen@ci.monroe.or.us).



## COUNTY HOSTS COMMUNITY WORKSHOPS ON PROPOSED FUTURE TRANSPORTATION PROJECTS



CORVALLIS, Ore.—Benton County Public Works will host a second series of community workshops for the public to review proposed transportation system improvements and projects to be included in the update of the County’s Transportation System Plan (TSP).

The TSP evaluates the current transportation system and outlines policies and projects that are important to protecting and enhancing the quality of life in Benton County. The County is coordinating transportation plans for the cities of Adair Village and Monroe also.

In an earlier series of workshops, community members provided feedback about the functioning of the current transportation system, goals for the TSP, and existing transportation needs.

The upcoming workshops will be an open house style, with multiple opportunities for community input. Staff presentations and question and answer sessions will occur at 6:00 pm at each event. Spanish interpretation will be provided at the July 24 workshop at the Benton County Sunset Meeting Room. Refreshments will be provided.

**Thursday, July 19, 2018; 5:30-7:30 pm**

Monroe Community Library  
380 North 5th Street  
Monroe, OR 97456  
*(English only session)*

**Wednesday, July 25, 2018: 5:30-7:30 pm**

Adair Village Clubhouse  
6097 NE Ebony Lane  
Corvallis, OR 97321  
*(English only session)*

**Tuesday, July 24, 2018; 5:30-7:30 pm**

Benton County Sunset Meeting Room  
4077 SW Research Way  
Corvallis, OR 97333  
*(Spanish interpretation available)*

**Wednesday, August 29, 2018” 7:30-9:00pm**

United Methodist Church  
648 Orchard Street  
Monroe, OR  
*(Spanish only session)*

*If you are a senior age 60 or older, or a person of any age with a disability, and need a ride to a workshop, please contact Dial-a-Bus at least 24-hours in advance: 541-752-2615.*

The Transportation System Plan (TSP) provides a long-term guide for County transportation investments. The TSP will identify opportunities to improve the current transportation system and provide a fiscally realistic forecast of what it may look like through 2040. The project will identify and prioritize improvements needed to improve connectivity for all travel modes, support planned land uses and economic development, and reduce reliance on the automobile. A TSP is required by the State of Oregon to help integrate the County’s plans into the statewide transportation system.

Additional project information and opportunities to provide input can be found at <https://www.co.benton.or.us/tsp>. For more information, contact Laurel Byer, Benton County Public Works at 541-766-6821 or [Laurel.Byer@co.benton.or.us](mailto:Laurel.Byer@co.benton.or.us).

# Where does my utility payment go each month?



The **base rate** for one residential utility customer per month is:



**\$78.80\***

Effective August 1, 2018

## \$26.48—for Water

*\$6.88—General Operating Expenses*

- Chemicals
- Permit Fees
- Equipment
- Operating Supplies
- Professional Development
- Much More

*\$9.00—Personnel Expenses*

- Administrative Staff
- Public Works Staff

*\$10.59—Capital Outlay Projects*

Projects completed in FY 2017-2018

- Water Meter Upgrades
- SCADA System Upgrades
- Water Reservoir Cleaning

Projects Scheduled for FY 2018-2019

- Permanent Water Source Project
- Updating Water System Master Plan
- New Water Treatment Plant Software
- Emergency preparedness for water treatment plant
- Water Meter Upgrades

## \$35.47—Sewer

*\$8.16—General Operating Expenses*

- Operating Supplies
- Chemicals
- Permit Fees
- Professional Development
- Much More

*\$12.77—Personnel Expenses*

- Administration staff (billing staff)
- Public Works staff

*\$14.54—Capital Outlay Projects*

- Upgrades to the Testing Process
- Future Upgrades for Equipment
- Televising and Analysis of Sewer Lines

## \$6.00 Stormwater

*\$2.58—General Operating Expenses*

- Supplies
- Maintenance and Repairs
- Tools
- Equipment

*\$0.90—Personnel Costs*

- Public Works Staff

*\$2.52—Capital Outlay Projects*

Projects completed in FY 2017-2018

- 7th to 8th Street
- 8th Street ditch and culvert upgrade

Projects scheduled for FY 2017-2018

- Main Street
- 9th Street from Commercial to Orchard
- 6th/7th Street to Pine

## \$10.85 Water Bond

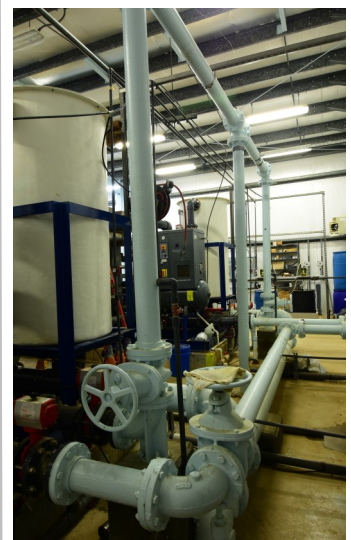
*\$10.85—to pay water revenue bond*

Bonds are loans made to large corporations or government entities.

This bond allowed the city to complete a new water treatment facility and upgrade our water quality.

This bond was approved for \$555,520 at 4.5% interest rate for 40 years.

Our payoff date for this bond is September, 2048.



Inside the water treatment plant

\*Please note this rate does not include water charges over the base amount of 3,750 gallons

Each year the utility rates are reviewed through the budget process. Rates are based on funds needed to complete future projects that ensure the quality of service maintains or increases at the level it is at currently. Before the budget is adopted there is always a public hearing during a City Council meeting. Public input is always encouraged during this process.

**Water Utility Rates**—The base water rate has increased a total of \$1.12 over the past 10 years. The city works hard to ensure safe drinking water for the community and follows the state mandated standards:

- Protect the drinking water source
- Practice effective water treatment
- Conduct regular monitoring for contaminants to assure safety
- Protect the distribution system piping and finished water storage from recontamination
- Practice competent water system operation, maintenance, and construction

On average, our expenses to maintain this standard has increased around 9% each year for the past 5 years.

In 2018-2019, the city staff will be working on updating the City's Water Master Plan, and securing a permanent permit for year round water, updating our emergency preparedness equipment, and installing new water treatment plant software. In addition to these projects city staff will be continuing to replace the old water meters to a radio read water meter. Water meters wear out over time and often don't function at the capacity they should be. More importantly, a water meter registers the amount of water delivered to a customer so an appropriate bill for that water can be charged. That charge determines the amount of revenue the City receives. Water that is not registered through inefficient meters is considered "lost water" or unaccounted for water. A goal of the Water Meter Replacement program is to account for all of the water that is dispersed through the City's distribution system. Lost water has a fiscal impact on the City because lost water does not generate revenue but still costs the City to pump, treat, and distribute the water and thus the ratepayers ultimately have to pay for it.

**Sewer Utility Rates**—Oregon law requires owners of wastewater systems and drinking water systems (public and private) to have their systems under responsible control and direction of certified operators. Trained and certified operators are necessary to ensure that the systems are managed in a manner that fully protects public health and the environment. Dave Claborn our Public Works Superintendent is a certified operator. Dave and the rest of our Public Works team follow all rules and regulations the state mandates for wastewater treatment.

This year City staff will be working on televising part of the wastewater system to determine where the most significant I & I (Inflow and Infiltration) is occurring. I & I is clean stormwater, and/or groundwater that enters the sewer system through cracked pipes, leaky manholes, or improperly connected storm drains, down spouts and sump pumps. Most inflow comes from stormwater and most infiltration comes from groundwater. I & I increases the amount of wastewater that enters the system and needs to be treated. In addition to televising the lines, public works staff will be working on updating in-house testing.

**StormWater Utility Rates**—In 2015 the city contracted with an engineering firm to look at our current Storm Water System and create a Storm Water Master Plan. This Storm Water Master Plan provides an overview of the existing Storm Water facilities within the study area, as well as identifies any piping deficiencies due to sizing, age, or other factors. All of the existing storm drain system components were analyzed for deficiencies that exist presently. Facilities have also been evaluated for deficiencies that are expected to occur within a 20-year planning period. Deficiencies were identified related to the age of infrastructure, anticipated development, and capacity. To repair and update our system the engineering firm recommended 6 projects to be completed that total just under \$1.5 millions dollars. Two of these projects were recommended to be completed within 5 years from the date the Storm Water Plan was completed (2015).

In November of 2013, the city established a funding mechanism to address issues with Storm Water, by implementing a Storm Water Fee to all utility customers. Since this fund started 5 years ago the city has received just under \$40,000 in total revenue. Our public works staff completed two storm water projects this fiscal year and have three more projects planned next fiscal year. With limited funds and staff time, the plan is to complete smaller projects right now while working on creating the revenue to tackle the larger projects.