



MONROE MONTHLY

MAY 2019 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

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

Mayor: Paul Canter

City Council Members:

- Floyd Billings — Council President
- Cindy Canter
- Jeanni Cuthbertson
- Frank Thayer
- Lonnie Koroush
- Brian Greene
- Alan Cuevas (Student Councilor)

Planning Commission Members:

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

City Administrator:
Rick Hohnbaum

City Planning Associate:
Patrick Depa

Public Works Team:
Steve Wyman
Terry Koroush

Finance Officer:
Tracy Jensen

Office Administrative Assistant:
Laurie Eastridge

Community Development Coordinator:
Taylor Evans

Stay Informed:

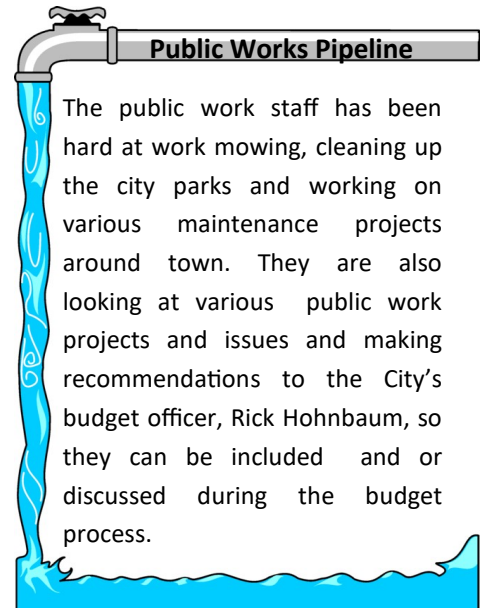
Facebook - @MonroeOregonUSA
Instagram - @cityofmonroeoregon
Webpage - <http://ci.monroe.or.us>

City Ordinances

An ordinance constitutes the city's local laws. An ordinance is utilized to add, amend, or repeal sections of the city's code (the city code is a compilation of local laws) and may also involve any other subject matter where the intent is to establish a permanent or long-term rule, policy or procedure. The city code was last updated in 2002 and can be found on our website <https://ci.monroe.or.us/city-code-ordinances/>. Since 2002 we have adopted around 40 ordinances that need to be updated or added in the code. One of the many projects city staff will work on over the next 6 months is updating this code as well as updating the website.

City ordinances are public record and can be viewed at city hall. If you know of an ordinance or code within City Limits that is being violated you can report it directly to the City Administrator, Rick Hohnbaum, via email at rick.hohnbaum@ci.monroe.or.us or by phone at 541-847-5175. Rick looks into all matters reported to him and will determine if a code or ordinance has been violated and will reach out to the offender and allow them to correct the issue within a certain time frame. If no action has been taken to correct the violation, then the offender can be cited and fined accordingly.

Each month we will highlight a city ordinance in this newsletter to provide the citizens of Monroe with information on our code.



Public Works Pipeline

The public work staff has been hard at work mowing, cleaning up the city parks and working on various maintenance projects around town. They are also looking at various public work projects and issues and making recommendations to the City's budget officer, Rick Hohnbaum, so they can be included and or discussed during the budget process.

2019-2021 City of Monroe Goals



On Monday April 8, 2019 a team of volunteers from the City Council, and the Planning Commission met with city staff for the purpose of creating a reasonable set of priorities and goals in which to dedicate the limited resources of the organization beyond the standard operating projects, programs and planning efforts. The team identified these four priorities to focus on for the next two years: Water Source, Code/Law Enforcement, Emergency Planning and Infrastructure. They also established goals for 2019-2021 and those included; playground improvement at the toddler park, building maintenance program, emergency operations plan, public works shop development, park host security at city park, more parking at the city park, wastewater system infiltration and inflow, looking for a permanent water source for the city and relocating the Gleaners and utilizing the space for city business.

May 2019

Su Mo Tu We Th Fri Sat



April 22 , 2019 City Council Meeting Recap

Copies of the meeting agenda and council packet can be viewed at City Hall during normal business hours or on our website ci.monroe.or.us.

A presentation was given by Sarah Whitney with the Long Tom Watershed Council about the grant project for the Oregon Health Authority on behalf of the City of Monroe.

A public hearing was held for the adoption of Ordinance 2019-01: An Ordinance adopting council rules. The council agreed to table this ordinance and discuss it further at a later date.

Two resolutions were approved. They are:

- Resolution 2019-06: A resolution awarding the contract for scope of services to Civil West Engineering for the purpose of creating a Water System Master Plan and a Water Management Conservation Plan and authorizing Mayor Paul Canter to sign the agreement on behalf of the city.
- Resolution 2019-05: A resolution adopting city organizational goals and priorities for the 2019-2021 fiscal years.

Renewal for 6 local business's OLCC permits were discussed and there were no issues with renewal for any of the businesses. The council agreed to grant the renewal OLCC permits.

A vacancy on the Planning Commission was declared and the council appointed Brandon Bathke to the Planning Commission to fill the vacancy.

The city council appointed Nicholas Ritch to the budget committee, to fill the one year vacancy there.

An update on the City Park Restroom Project was given and ideas were discussed on how to move this project forward.



The Long Tom River Provides Learning Opportunities for University of Oregon Students and the Community

On Friday, April 19th, 2019, students from the Explore Oregon class at the University of Oregon came out to look at the water ecosystem of the Long Tom River. Along with the UO students, we had our wonderful partners, Dana Dedrick, from the Long Tom Watershed Council, and Cam Bishop, from the U.S. Army Corps of Engineers, who led the event. They examined the drop structure and how that impacts fish passage and the type of engineering and community outreach goes into addressing that issue.

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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.

May 2019

May 2	6:00 pm	Last Founder Standing RAIN Event (at the library)
May 7	6:00 pm	Planning Commission
May 8	3:00 pm	Farmers Market Committee
May 14	6:00pm	Planning Commission Hearing and Work Session
		Public Hearing on RV for housing seasonal farm workers with conditions
May 15	3:00pm	Municipal Court
May 15	4:30 pm	MVRC Meeting
May 20	6:00 pm	City Council
May 25	9:00 am	BAM! Of Monroe (at the library)
May 27	City Hall Closed	
May 28	6:00pm	Comp. Plan Work Session
May 29	5:30 pm	Visitor Information Kiosk
May 29	6:00 pm	Budget Committee

For the most up-to-date event information, visit the city's website: ci.monroe.or.us





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Monroe's Cross Connection Program

What is a cross connection?

A cross connection is an actual or potential connection between the public water supply and a source of contamination or pollution.

A cross connection can occur at many points throughout the distribution system allowing the potential for many pollutants or contaminants to enter the safe drinking water system.

To avoid contamination, backflow preventers are required by state plumbing codes wherever there is an actual or potential hazard for a cross connection. All backflow devices must be inspected and tested by the owner annually per City ordinance.



How can you avoid a cross connection?

DO:

- Keep the ends of hoses clear of all possible contaminants
- Make sure dishwashers are installed with a proper backflow device
- Verify and install a simple hose bib vacuum breaker on all threaded faucets around your home
- Make sure water treatment devices such as a water softener has the proper backflow

DON'T:

- Submerge hoses in buckets, pools, tubs, sinks or ponds
- Use spray attachments without a backflow prevention device
- Connect waste pipes from water softeners or other treatment systems directly to the sewer or submerged drain pipe.

The purpose of Monroe's cross connection program, as required by state law, is to ensure that everyone in the community has safe, clean drinking water.

PUBLIC NOTICE-PUBLIC HEARINGS

Requested land use code amendment allowing for recreational vehicles for housing of seasonal farm workers with conditions

On May 14, 2019 the Monroe Planning Commission and on May 20, 2019 the Monroe City Council will conduct public hearings to receive input for a proposed amendment to the Monroe Land Use Development Code. (MLUDC)

PROPOSED AMENDMENT FOR PROPERTIES ZONED GENERAL RESIDENTIAL “A”

(f.) Recreational Vehicles (RV) housing seasonal farm workers may be authorized beyond 30 days when the following conditions are met:

1. The property’s primary use is as a farm, which conforms to the requirements outlined by the State of Oregon tax assessment of Farmland not in Exclusive Farm Use Zone.
2. The farm shall be a minimum of three (3) acres in size.
3. Seasonal is defined as March through October.
4. A farm can host up to two RV maximum at one time.

BOTH PUBLIC HEARINGS WILL BE AT 6PM AT MONROE CITY COUNCIL CHAMBERS LOCATED AT 658 COMMERCIAL STREET, MONROE OREGON.

File Number 19-10

Staff report available 7 days prior to hearing

Staff: Rick Hohnbaum, City Planner

rick.hohnbaum@ci.monroe.or.us

Additional information www.ci.monroe.or.us

Monroe City Hall (541) 847-5175

Failure of an issue to be raised in the hearings in person or by letter or failure to provide sufficient detail to afford the decision makers an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals (LUBA) based upon that issue. The Planning Commission will conduct a public hearing and render a recommendation the City Council. The City Council will also conduct a public hearing and review a draft ordinance amending the code. The council may at its discretion based upon findings, adopt the ordinance, table the ordinance, set the ordinance to the next meeting, continue the hearing or decline to move the ordinance with the proposed code amendments forward in consideration and adoption. Written testimony may be provided at the hearings or prior to the hearings.

The City of Monroe is an equal opportunity employer and service provider

NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the City of Monroe, Benton County, State of Oregon, to discuss the budget for the fiscal year July 1, 2019 to June 30, 2020 will be held at Monroe Community Library, 380 N. 5th Street (Highway 99W), Monroe, Oregon. The meeting will take place May, 29, 2019 at 6pm.

THE PURPOSE OF THE MEETING IS TO RECEIVE THE BUDGET MESSAGE AND TO RECEIVE COMMENT FROM THE PUBLIC ON THE BUDGET.

This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee. A copy of the budget document may be inspected or obtained on or after May, 22, 2019 at Monroe City Hall, 664 Commercial Street between the hours of 8am and 5pm on normal business days. **Additional information and notices will be posted on the city's website:** www.ci.monroe.or.us

Nothing screams public involvement more than budget season

It is budget season. Oregon Budget Law requires a budget committee composed of the elected body (6 Councilors and 1 Mayor) and an equal number of citizens so the City of Monroe has a 14-member budget committee. I, as the designated budget officer for the City, am drafting a proposed budget which I will publish and present to the budget committee. On May 29 I will formally present, provide a budget message reflecting changes and information and the budget committee will conduct a public hearing. This public hearing is a call for additional public involvement in the financial and operational planning for the municipality. The budget committee will review, edit, change and at some point, a majority of them will hopefully approve a budget which will be recommended to the City Council. At the June City Council meeting, the City Council will conduct another public hearing and may elect to change, edit and modify the budget prior to adopting the budget. IF the City Council make significant changes to the budget committee's approved budget document, an additional public hearing is required.

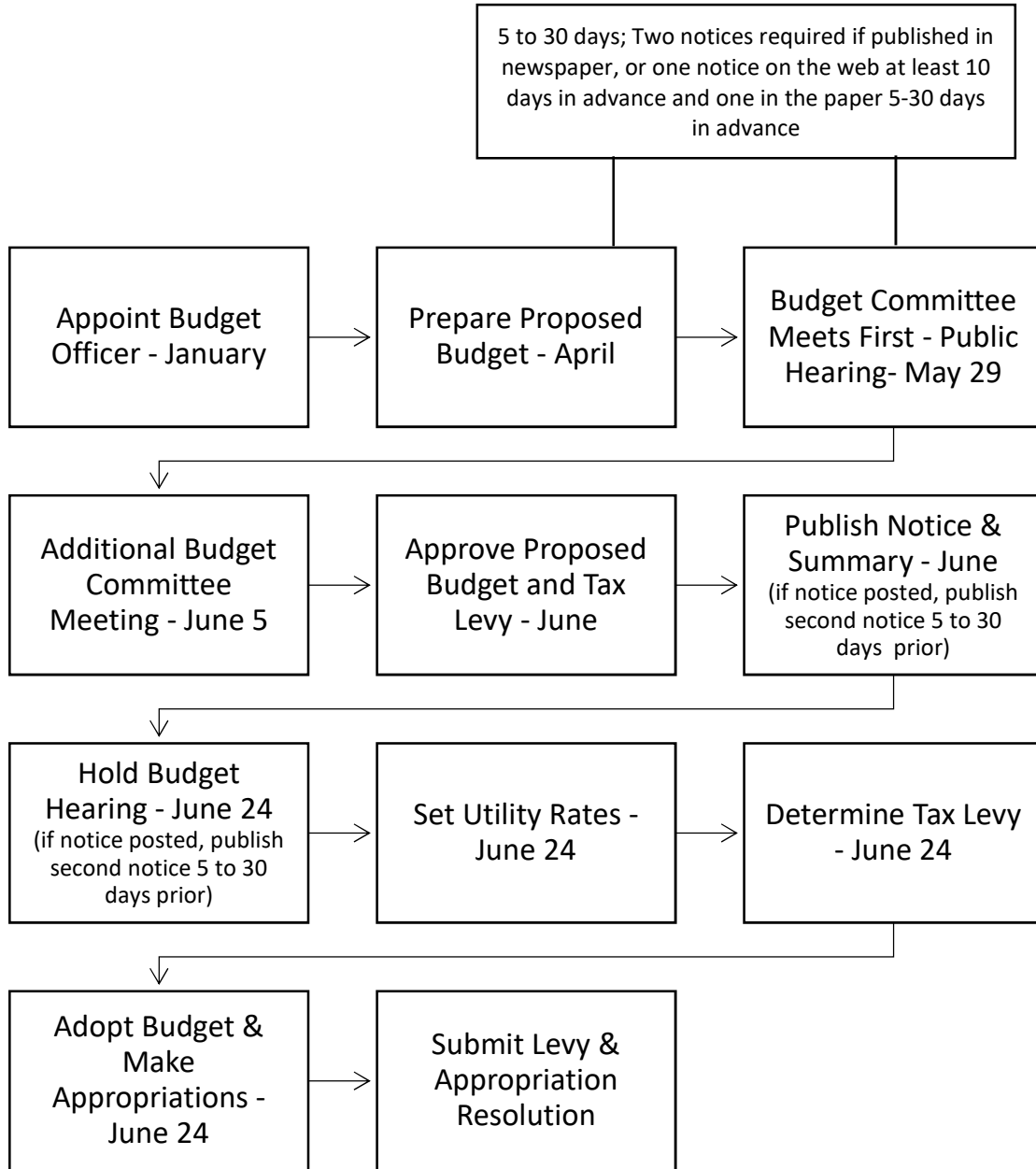
We are updating the website for budget season. There will be information flow on a pretty consistent basis for the next two months. A budget needs to be adopted by June 30th as that is when the fiscal year ends as well as the current budget. There are many steps through the budget process, but it is about process and standardization and public input. https://www.oregon.gov/DOR/forms/FormsPubs/local-budgeting-manual_504-420.pdf

The City of Monroe currently has 18 separate funds in the city budget. A majority of them dedicated so that funding can only be spent on materials related to the creation of that fund. A primary example is the Street Fund which is mostly funded by the state gas tax and can only be expended on transportation related expenses. The General Fund as subsections for the Parks, Library, Legion Hall as well as Administration.

I anticipate having the proposed budget available one week prior to the meeting on the 29th. Copies will be available to view at City Hall and hopefully on the website. IF you have inquiries, please feel free to contact me. Rick A. Hohnbaum, City Administrator, Planner and Budget Officer

Rick.hohnbaum@ci.monroe.or.us

THE BUDGET PROCESS SCHEMATIC



Oregon's Local Budget Law is governed by Chapter 294 of the Oregon Revised Statutes (ORS 294). This law does two important things: (1) establishes the standard procedures for preparing, presenting and administering the budget, and (2) requires citizen involvement in the same. The above flowchart depicts this process.