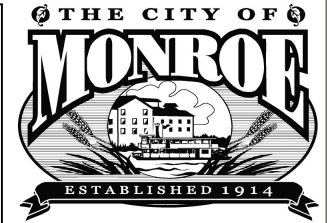


CITY COUNCIL NOTICE/AGENDA



Monday July 27, 2020 6PM
MONROE CITY HALL MEETING ROOM 668 COMMERCIAL ST

1. **OPENING:** Call to Order, Pledge of Allegiance and Roll Call
2. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
3. **STAFF REPORTS**
 - 3.1 Report, Chief Bob Morris, Junction City Police Department
 - 3.2 Tracy Floyd, Finance/Administration Report/Finance Audit Update *page 3*
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. 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 *page 9*
5. **NEW BUSINESS:**
 - 5.1 Community Sponsor Grant Request *page 29*
 - 5.2 OSHA follow up *page 31*
 - 5.3 Resolution 2020-14 A Resolution updating the City of Monroe Personnel Policy Handbook regarding policies related to confined space entry *page 33*
 - 5.4 Expense requests over \$2,000 *page 39*
6. **OLD BUSINESS**
 - 6.1 Scare and Share Productions/Haunted House
7. **OTHER BUSINESS:**
 - 7.1 Committee Reports:
 - 7.2 Councilor Comments:
 - 7.3 Mayor's Comments:
8. **ADJOURN:**

Masks are required to attend the meeting.



Tracy Floyd's July 2020 Staff Report:

Grant Updates:

1135 Grant – The MOU for the City of Monroe and the Long Tom Watershed has been signed for this project. We are still waiting on the agreement between the Army Corps, Siletz Tribe and the City of Monroe to be signed.

Riverside District Masterplan – In addition to the council packet this week is an update to the Riverside District Master Plan and the status of the project.

City Park Restroom Project - The Oregon Parks Department has granted the city an extension on this project due to the COVID 19 pandemic. The new deadline to have the project completed is October 31, 2020. Financially the city has paid out \$143,843.32 and we have received \$67,941.75 from the grant. The ORPD holds a portion of the grant funds until the project is completed. Once the project is completed, I will be submitting the request for the final funds of \$7,058.25.

Planning Projects:

Art Gallery – The permits for this project have been signed and the Site Review Plan is scheduled for a public hearing at the Planning Commission on August 3, 2020.

RV Pad – The Site Review is scheduled for a public hearing at the Planning Commission on August 3, 2020

Red Hills – They have paid for SDCs on two lots so far, this fiscal year.

I get a lot of calls regarding various planning questions; I would say between 2 and 3 every day. What I can't answer or am unsure of I ask Pat for assistance or have him handle the call. So far, its working out well.

Financials:

Annual Audit – The financial audit was scheduled to take place on Monday July 20th. The audit was done remotely this year due to the COVID 19 pandemic. The auditors where able to get a good start on it the week before the 20th and worked with me the week of the 20th. It was a fairly straight forward audit and I learned a few things regarding budgeting and appropriations. Once I have more information from the auditors or a report, I will be sharing copies with the council.

Utility Billing – After the last council meeting, I was under the impression that we were to issue shut off notices again, but I have since been corrected on that. As of today, we have \$13,753.03 due on utility accounts, with about 23% of this (\$3,200) in past due accounts older than 60 days. I will wait for direction from council on how they want me to proceed with shut off notices.

Fiscal Policies – I am working on some much-needed fiscal policies for the City. I have a few good examples for local cities and when they are ready, I will send them to the personnel and finance committee for their input and review.

Capital Improvement Plan – This is also a much-needed plan and will help us in the future with determining utility rates and will play a role in how we spend our SDC money and also in budgeting. A

capital improvement plan is a working document and should be updated annually. I will be working on a draft form of this but it will probably take me some time.

Court:

In June we held court for the first time since January. It was a large docket but we go through it with ease. Court is scheduled again for July 22nd with only 7 defendants on the docket. The governor has signed House Bill 42.10 that takes affect October 1, 2020. From what I am being told from Judge Blake is that we will no longer be able to suspend people licenses for failure to comply or failure to pay. This has been one way our court can get money from traffic citations. I will be discussing what this means specifically for our court and how we proceed from here on Wednesday the 22nd.

FISCAL YEAR 2019-2020 End of Year Summary

Fund		Beginning Fund Balance	Revenues	Personnel Expenses	Operating Expenses	Capital Outlay	Transfer In/(Out)	Ending Fund Balance
100	General	232,165	311,252	(93,359)	(160,793)	(124,774)	(55,000)	109,491
201	Street	108,874	47,044	(11,655)	(15,488)	0	0	128,775
300	Revenue Bond	31,438	350		(30,193)		30,200	31,796
302	G.O. Bond	2,438	121,647		(120,718)			3,367
400	Equipment Reserve	36,200	802			(5,754)	17,500	48,748
401	Building Reserve	10,603	499				25,000	36,102
402	Parks Reserve	15,523	434			(15,012)	10,000	10,945
403	Water Reserve	69,540	41,128			(92,280)	2,500	20,889
404	Sewer Reserve	100,453	1,849			(10,160)	5,000	97,142
405	Capital Improvement Reserve Fund	10,115	356				15,000	25,471
507	Park SDC	11,611	9,099			(4,141)		16,568
508	Sewer SDC	76,164	93,335			(21,770)		147,729
509	Street SDC	45,282	10,253			(4,623)		50,912
510	Storm SDC	28,283	15,107			(4,623)		38,768
511	Water SDC	81,135	118,479			(54,394)		145,220
601	Water	26,385	235,140	(100,139)	(110,402)	(3,696)	(40,200)	7,088
602	Wastewater	54,666	146,589	(84,264)	(71,752)	0	(20,000)	25,239
603	Storm water	25,981	25,402	(15,611)	(1,670)		10,000	44,102
900	Customer Deposit Fund	0	5,884		(3,405)			2,479
		966,858	1,184,648	(305,027)	(514,421)	(341,227)	0	990,831

JULY 2020 PROJECT UPDATE

DATE July 6, 2020
TO City of Monroe
FROM Andrew Parish, Angelo Planning Group

This memorandum and the attached documents provide an update on the Monroe Riverside District Master Plan process to date and next steps for the project.

Project Introduction

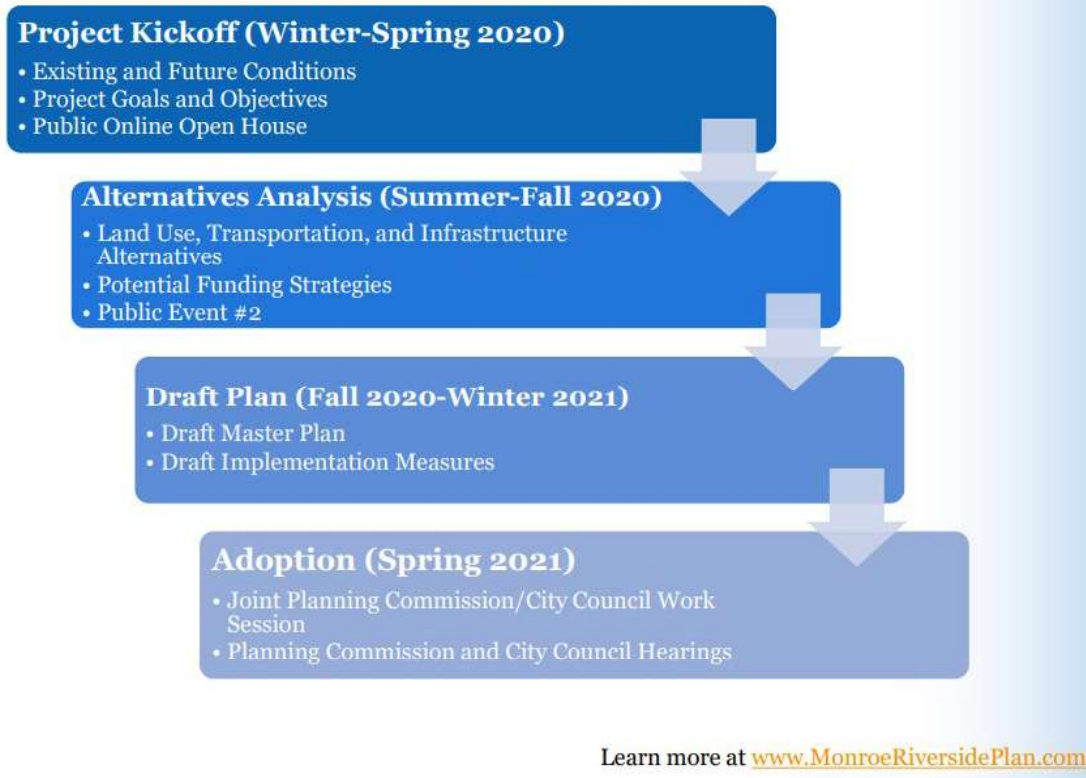
The City of Monroe's recently updated Comprehensive Plan identified the Riverside District, shown in Figure 1, as an area of great potential and documented the community's aspirations for enhancing the district. The Monroe Riverside District Master Plan will refine the community vision for the area, create a strategy to leverage the District's assets, and capitalize on the opportunity for economic development, environmental stewardship, and enhanced amenities for residents and visitors alike. The Master Plan will identify ways to:

- Build on the existing framework of Downtown Monroe while identifying opportunities for new residential, commercial, parks/outdoor recreation, and public uses.
- Improve transportation connections for people on foot, bicycles, and transit within the District and connecting to the rest of the City and to neighboring communities.
- Leverage existing community assets, such as the Long Tom River, to maximize opportunities for job creation, housing, and resiliency to natural disasters.
- Build on previous long-range planning work completed by the City of Monroe and its partners.

This project is funded through a grant from the Transportation and Growth Management (TGM) program, a joint effort of the Oregon Department of Transportation (ODOT) and the Department of Land Conservation and Development (DLCD).

Project Schedule and Work Completed to Date

The overall project schedule is shown in the figure on the following page. The attached **Summary of Public Event #1** describes the work completed as part of the "Project Kickoff" phase, including existing and future conditions and defining the plan's goals and objectives.



Public Event #1 consisted of an online webinar presentation, project summary handout in English and Spanish, and an online survey to gather feedback from community members. The focus of this round of public engagement was to present background information and get feedback on the project’s vision statement, goals, and objectives. Additional detail is provided in the attached report, and available at www.monroeriversideplan.com/project-documents.

Next Steps

With the completion of the Public Online Open House in June 2020, the Riverside District Master Plan is moving into the “Alternatives Analysis” phase of the effort. The next steps in the project are to prepare three linked memos:

- **Land Use Regulatory Alternatives.** This memo will analyze high-level alternatives for urban design concepts and land use regulations aimed at achieving the project goals.
- **Public Improvement Plan.** This memo will describe and evaluate options for public improvements that meet the project goals, including improvements identified in other adopted plans such as the Transportation System Plan.
- **Potential Funding Strategies.** This memo will identify potential funding strategies to pay for the improvements in the Public Improvement Plan.

These memos which will be presented to the Project Advisory Committee in late summer and to the public in another round of outreach in the fall.

MONROE CITY COUNCIL MINUTES

June 24, 2020 6 PM City Hall Meeting Room

1. CALL TO ORDER: Mayor Paul Canter called the City Council meeting to order at 6:00 P.M.

Pledge of Alliance: Mayor Canter asked Councilor Thayer to lead the Pledge of Allegiance.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Canter, Greene, Koroush, and Thayer, Cuthbertson arrived at 6:10pm. Staff present was interim City Recorder Tracy Floyd, and Office Administrative Assistant Laurie Eastridge and Public Works Lead Steve Wyman. In the audience was Planning Commissioners Tim Eastridge and Dan Sheets. Also, in the audience was Todd Nystrom, Lorri O'Hare, Kevin O'Hare, Chuck Scholz, Nick Ritch, Ryann Canter, and Junction City Police Officer Fernando Serrano.

2. PUBLIC COMMENTS: none

3. STAFF REPORTS:

3.1 Police Report: Officer Serrano gave the report on behalf of the Junction City Police Department. He stated with the COVID-19 pandemic they are still seeing a slow down of traffic. He asked if the City was in need of any personal protective equipment or any other supplies to assist with COVID-19. He offered to assist us with obtaining any supplies we needed. Mayor Canter stated that Chief Bob Morris had inquired about the status of updating our noise ordinance. Councilor Thayer said hopefully by next council meeting there will be something put together. Councilor Koroush asked if there will be extra patrols on July 3rd and 4th and noted that the apartment buildings in the past have been bad about lighting off illegal fireworks. Councilor Thayer noted that there is a gray dodge pickup in the alley between 8th and 9th and most nights it is blocking access to the alley. Officer Serrano said he would look into this. Councilor Billings noted there was a dead white pickup by the church on 7th and Pine that needed to be moved. Mayor Canter also stated that the Junction City Law Enforcement Contract is up for renewal and he will sign the renewal unless there are any objections from the council. No one spoke to object.

3.2 City Finance Officer, Tracy Floyd: FO Floyd presented her written report and gave an update on the RV Pad, stating that a variance is not needed but in fact a site plan review which she will get over to Pat Depa by the end of the week. Also updated the council on the two annexations on the north end of town, saying that Pat Depa discovered both annexations had been done at the city but no paperwork was filed with the State or the County. He found out we aren't the only city in this situation and it was recommended from the Department of Revenue to go ahead and file the paperwork. They will review it and get back to him. An update on past due utility accounts was given and council decided to reinstate the past due notices but directed staff to work with the utility accounts that are past due to get their accounts current, possibly with a utility payment agreement.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Canter made a motion to approve the consent agenda, Thayer seconded. All AYES.

5. PUBLIC HEARING:

5.1 A public hearing to facilitate public input for the City of Monroe Budget for July 1, 2020 – June 30, 2021, including the acceptance and expenditures of State Revenue Sharing Funds and setting of taxes and utility rates. Councilor Thayer asked if the entire council needed to be in agreement for the budget to pass. Councilor Koroush requested to change the water utility rate increase from \$5.00 to \$4.00.

Mayor Canter opened the public hearing at 6:13pm. No one rose to speak in favor of the budget, no one rose to speak in opposition of the budget. Mayor Canter asked if there was any discussion, Mr. Eastridge stated that he has spoke with several residents in the city about the water rate increase and most of the people he spoke with didn't have a problem. He would like to see the water system get back to where it needs to be and he would also like to see some of the storm drain issues get resolved. Mr. Wyman stated that most people use just over 4,000 gallons and increasing the gallons would benefit quite a few people. Mr. Ritch would like to see the water fund be sustainable as some point in the near future. Mr. Nystrom inquired as to the rate and tier structure for commercial accounts.

Mayor Canter closed the public hearing at 6:16pm. Council discussed the budget. Councilor Koroush stated he would like to have the rate increase for water dropped to \$4.00, so residents will only see a \$5.00 total rate increase instead of a \$6.00 total rate increase on their bills. Councilor Billings noted the advantage more water to be included with the rate increase and the importance of building up this fund. Councilor Koroush commented about employee wage increases. Council Billings commented on the decrease by 43% in State Share Revenue due to the COVID-19 pandemic. Mayor Canter commented on the water rates. Floyd made a motion to accept the budget for 20-21, Thayer seconded. Greene, Cuthbertson, Canter, Thayer and Billings, Ayes. Koroush, No.

6. NEW BUSINESS:

6.2 Scare and Share Insurance Coverage and Rental Agreement: FO Floyd gave an update on the status of the City's insurance coverage for the old Belchambers Property, where the haunted house is currently located. Lorri O'Hare talked about the improvements her group has done and the status of the house. Councilor Canter asked if the City's insurance company could work with her insurance company to find a solution. Mayor Canter suggested changing the classification of the property or annexing it into the city. FO Floyd was directed to follow up with CIS and Pat Depa on this. O'Hare also mentioned widening the driveway, which will need permission from ODOT. Council discussed supporting Lorri O'Hare in her efforts to seek funds for repairs and to seek a solution to allow the haunted house to continue.

6.3 Utility Bill Adjustment Request: FO Floyd gave an overview of the utility adjustment request from Andrea Hooper the owner of Boss Hawgs. FO Floyd recommends adjusting her sewer rate for these three months and going forward as long as the water usage stays below

5,000 gallons or until her catering business is back up and running, whichever comes first, to the base rate of \$35.47 for each month and remove the late fees on the bills for April and May. This would adjust her total bill currently down by \$175.48, making her total amount owed \$303.41. She also recommends setting up a payment plan with Ms. Hooper to allow her to pay this balance of \$303.41 on her utility bill over time. Councilor Koroush made a motion to accept FO Floyd's recommendation, Thayer seconded. All Ayes.

6.4 Oregon Health Authority Bilateral Agreement: Chuck Scholz gave an overview of the agreement. Stating this is regarding the violations with the water, especially when it comes to the testing. In this agreement the state is telling us what we need to do in order to comply with their requirements. At this point the city has two choices with the Oregon Health Authority, either enter into this Bilateral Agreement or they issue violations and fines accordingly. Scholz has already put into place the operational changes that the Bilateral Agreement was going to tell us to do anyways. If we meet the testing requirements for the next four quarters this agreement goes away and they will ease up the restrictions. Councilor Greene asked if there was any reason why this agreement can't be met by the City and Scholz responded no. He said he thinks they can meet it all. He needs to complete a few compliance reports and he has spoken with many regulatory people and they all agree the steps that are being done now are good and things are progressing in the correct direction. Council discussed agreement and the improvements at the water plant.

6.5 Resolution 2020-11 A Resolution authorizing the transfer of funds within the general fund and water fund for the 2019-2020 budget. Councilor Thayer asked about total amount of money transferred. Councilor Canter made a motion to approve this resolution, Councilor Billings seconded. All Ayes.

6.6 Resolution 2020-08 A Resolution adopting approved City of Monroe Budget, imposing taxes and appropriating expenditures for the fiscal year 2020-2021 budget. FO Floyd, stated this was the actual approval for the budget. If the council didn't pass this tonight her recommendation is to meet again by June 30, 2020. This resolution allows the City to make appropriations, essentially giving the authority to spend money. If someone authorizes expenditures starting July 1 and there are no appropriations approved by the council that person is held liable for those expenses. FO Floyd also clarified that a Resolution only needed a majority of the council's approval in order to pass. Councilor Canter made a motion to approve this Resolution 2020-08, Councilor Billings Seconded. Councilor Thayer asked to clarify what the vote for the budget was earlier in the meeting. Mayor Canter explained he misspoke and this is the resolution to approve the budget for fiscal year 2020-2021. Mayor Canter called for the vote, Ayes: Greene, Cuthbertson, Canter, Thayer, Billings. No: Koroush.

6.7 Resolution 2020-09 A Resolution establishing and authorizing utility rates and fees for the City of Monroe. Councilor Canter made a motion to approve Resolution 2020-09, Greene seconded. Ayes: Greene, Cuthbertson, Canter, Billings. No: Thayer, Koroush.

6.8 Resolution 2020-10 A Resolution declaring the City's election to receive State Revenue Sharing Funds. Councilor Canter made a motion to approve Resolution 2020-10, Billing seconded it. All Ayes.

6.9 Resolution 2020-12 A Resolution authorizing a \$29,000 loan from the Water System Development Fund to the Water Reserve Fund in the approved 2020-2021 fiscal year budget. FO Floyd stated there was an error on the agenda and it should read 2020-2021 Fiscal Year. Councilor Canter made a motion to approve Resolution 2020-12, Billings seconded. Councilor Thayer questioned the repayment of this loan. All Ayes.

6.10 Resolution 2020-13 A Resolution authorizing the development of the Community Support Scholarship/Grant Program. Councilor Canter made motion to approve Resolution 2020-13, Greene seconded it. Council discussed adding some requirements to qualify for the scholarships/grants. Mayor Canter recommended adding that they must be a city resident and the money must support the residents of the City of Monroe directly. Council discussed who should have the authority to approve the grants. Councilor Canter amended her motion to add "The request must be approved by City Council" to the resolution. Thayer seconded. All Ayes.

7. OLD BUSINESS: None

8. OTHER BUSINESS:

8.1 Councilor Comments: Councilor Koroush questioned the hiring of Steve Martinenko and asked why it didn't get brought back to the council. Mayor Canter stated he was instructed at the last council meeting to hire Mr. Martinenko and he added onto the job description.

Councilor Greene thanked all city employees for the work that is being done, stating that it is being noticed.

Councilor Canter gave an update on the kiddy park and discussed with city staff on obtaining an outside sink for a wash station before the park can be opened. Signs also need to be made that people using the park must wash their hands before getting on the equipment.

Councilor Canter stated the Personnel and Finance Committee (PFC) met and discussed recommendations for city staff to attend council and committee meetings. Council discussed this and decided they would like to have the recorder present at the council meetings and either the water treatment plant operator or the wastewater operator at the council meetings to give a report to the council, and no staff at the committee meetings. However, they are public meetings and staff can choose to go to the meetings as a citizen. It was clarified that if staff choose to go to the meetings, they can't volunteer to do their jobs, so if council or committee members address staff they are then on the time clock.

Councilor Canter also stated the PFC discussed the need to a timeclock. A discussion was had between the council and the city staff and it was agreed at this time a time clock is not needed.

Councilor Canter stated there is a request for a salary review and the PFC discussed this request and has two proposals on the table. One would be to offer this employee a stipend for the work being done and the other would be a raise of all employees to \$55,000 per year. Councilor Billings made a recommendation to increase Tracy Floyd by \$3.52 an hour effective April 1, 2020, increase Steve Wyman by \$1.50 and hour effective June 1, 2020 and increase Laurie Eastridge by \$2.00 an hour effective July 1, 2020. Councilor Billings made to approve his recommended wage increase. Councilor Thayer seconded. Councilor Canter stated she doesn't want to go down this road and feels this is too much money. Councilor Greene asked if these amounts are already allocated in the budget for fiscal year 2020-2021. FO Floyd stated they are already written into the budget. Mayor Canter called for a vote, Ayes: Greene, Cuthbertson, Thayer, Billings. No: Canter, Koroush.

Councilor Billings made a motion that any expenditure over \$2,000 must be approved by the councilor before the money is spent, unless it is an emergency, and then Mayor has the authority to approve the expense. Councilor Koroush seconded. FO Floyd asked about routine bills that are paid ahead of council meetings, for instance Pacific Power, which generally runs over the \$2,000. Council all agreed that it was decided a while ago that routine bills, for electricity etc. that need to be paid on time to avoid late fees are exempt from this motion. All Ayes.

Councilor Greene gave an update on the RV pad. Council discussed what to do with the beams that were donated for the restroom project that weren't used. Councilor Koroush asked Mr. Wyman for an update on duckweed at the sewer lagoons.

Councilor Cuthbertson asked to correct the consent agenda and note a possible conflict on the festival vendor refunds. Conflict was noted.

Council discussed festival refunds, money that the City paid to companies for rental equipment and if we are able to get any of that money back.

8. ADJOURN: Mayor Canter adjourned the City Council meeting at 8:00 PM.

Approved by Council Action on July 27, 2020.

Mayor Paul Canter

DATE:

Attest: _____

Tracy Floyd, Interim City Recorder

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 07/27/2020

Time: 10:34:26 Date: 07/22/2020
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2246	07/07/2020	07/27/2020	297	AT&T Mobility	29.84 City Cell Phones
	510 00 42 1000 Telephone		100 300 510 General Fund	9.95	
	534 00 42 6010 Telephone		601 400 534 Water Fund	9.95	
	535 00 42 6020 Telephone		602 400 535 Sewer Fund	9.94	
2228	07/02/2020	07/27/2020	11	B & I Hardware & Rental	18.90 Outdoor Sink Installation At Toddler Park
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	18.90	
2263	07/16/2020	07/27/2020	11	B & I Hardware & Rental	44.24 Parts For Park Irrigation
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	44.24	
2264	07/16/2020	07/27/2020	11	B & I Hardware & Rental	129.47 Sander, Sanding Discs, And Parts For Irrigation At Park
	576 00 31 1000 Parks - Operating Suppli		100 400 576 General Fund	129.47	
2268	07/20/2020	07/27/2020	11	B & I Hardware & Rental	176.46 Supplies For WWTP
	535 00 31 6021 Operating Supplies		602 400 535 Sewer Fund	176.46	
2269	07/20/2020	07/27/2020	11	B & I Hardware & Rental	57.98 GFI For WWTP
	535 00 31 6021 Operating Supplies		602 400 535 Sewer Fund	57.98	
2273	07/22/2020	07/27/2020	14	Benton County Finance Office	96.00 June Court Assessments
	521 00 50 1000 Court State And County		100 300 510 General Fund	96.00	
2265	07/17/2020	07/27/2020	16	Better Portable Toilets	130.00 ADA Portable Toilet Rental - 6/15/2020 - 7/12/2020
	576 00 45 1000 Parks - Temporary Restr		100 400 576 General Fund	130.00	
2259	07/16/2020	07/27/2020	18	Blake, JR., Larry	200.00 Judicial Services For July 2020
	521 00 41 1001 Judge		100 300 510 General Fund	200.00	
2203	06/22/2020	07/27/2020	19	Branch Engineering, Inc	11,098.60 Safe Routes To School Project 30% Done Invoice
	594 00 60 2013 SRTS - Multi Use Path		201 400 594 Street Fund	11,098.60	
2234	07/06/2020	07/27/2020	269	Canon Solutions of America inc	375.88 Copier Maintanance Fee, Qtrtly Fees
	510 00 49 1013 Copier Maintenance/Serv		100 300 510 General Fund	98.28	
	510 00 49 1013 Copier Maintenance/Serv		100 300 510 General Fund	27.00	
	534 00 31 6014 Copier Maintenance Serv		601 400 534 Water Fund	98.31	
	534 00 31 6014 Copier Maintenance Serv		601 400 534 Water Fund	27.01	
	535 00 49 6026 Copier Maintenance/Serv		602 400 535 Sewer Fund	98.29	
	535 00 49 6026 Copier Maintenance/Serv		602 400 535 Sewer Fund	26.99	

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 07/27/2020

Time: 10:34:26 Date: 07/22/2020
Page: 2

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2218	07/01/2020	07/27/2020	23	Canter, Paul	30.00 Monthly Cell Phone Reimbursement, For July 2020
510 00 42 1000	Telephone	100 300 510	General Fund	10.00	
534 00 42 6010	Telephone	601 400 534	Water Fund	10.00	
535 00 42 6020	Telephone	602 400 535	Sewer Fund	10.00	
2226	07/02/2020	07/27/2020	24	Carquest of Junction City	5.17 Ford Service Truck-Cap Oil Filler
535 00 48 6024	Vehicle Operation & Ma	602 400 535	Sewer Fund	1.72	FLATBED
542 00 48 2012	Vehicle Operation & Ma	201 400 542	Street Fund	1.72	FLATBED
576 00 60 1000	Parks - Equip. Repair & M	100 400 576	General Fund	1.73	FLATBED
2233	07/06/2020	07/27/2020	25	Carson Oil Co.	226.36 Fuel For Service Truck And Equipment
534 00 48 6014	Vehicle Operation & Ma	601 400 534	Water Fund	27.84	
534 00 48 6014	Vehicle Operation & Ma	601 400 534	Water Fund	41.13	
535 00 48 6024	Vehicle Operation & Ma	602 400 535	Sewer Fund	27.84	
535 00 48 6024	Vehicle Operation & Ma	602 400 535	Sewer Fund	41.13	
542 00 48 2012	Vehicle Operation & Ma	201 400 542	Street Fund	6.18	
542 00 48 2012	Vehicle Operation & Ma	201 400 542	Street Fund	41.13	
576 00 32 1000	Parks - Fuel Oil	100 400 576	General Fund	41.11	
2253	07/14/2020	07/27/2020	217	Chase Paymentech	78.69 Merchant Fees For June 2020 For Utility Payments Received - \$6097.60 Received In Utility Payments
531 00 31 6030	Online Bill Pay Fees	603 400 531	Storm Fund	7.87	
534 00 31 6012	Online Bill Pay Fees	601 400 534	Water Fund	35.41	
535 00 31 6023	Online Bill Pay Fees	602 400 535	Sewer Fund	35.41	
2254	07/14/2020	07/27/2020	217	Chase Paymentech	1,132.75 Merchant Fees For Non Utility Payments - \$35,570.92 In Payments Received For June 2020 (\$34,980.92 In Sdc Fees And \$690.00 In Court Fees)
510 00 31 1003	Online Bill Pay Fees	100 300 510	General Fund	1,121.43	
521 00 49 1001	Court Online Bill Pay Fe	100 300 510	General Fund	11.32	
2258	07/15/2020	07/27/2020	28	City County Insurance Services	6,454.19 Annual Worker's Comp Insurance July 2020 - June 2021
510 00 22 1002	Workmens Comp Insurac	100 300 510	General Fund	487.23	
534 00 22 6011	Workers Compensation I	601 400 534	Water Fund	2,090.00	
535 00 22 6021	Workers Compensation I	602 400 535	Sewer Fund	800.53	
542 00 22 2011	Workmens Comp Insurac	201 400 542	Street Fund	848.12	
576 00 22 1001	Parks - Workers Compen	100 400 576	General Fund	2,228.31	

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 07/27/2020

Time: 10:34:26 Date: 07/22/2020
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
2260	07/16/2020	07/27/2020	28	City County Insurance Services	16,660.27	General Liability, Auto Liability, Auto Physical Damage And Property Insurance For 2020-2021
510 00 46 1000	General Liability And At	100 300 510	General Fund	278.02	Auto Coverage	
510 00 46 1000	General Liability And At	100 300 510	General Fund	6,376.57		
531 00 46 6030	General Liability/Auto Ir	603 400 531	Storm Fund	278.02	Auto Coverage	
534 00 46 6010	General Liability And At	601 400 534	Water Fund	278.01	Auto Coverage	
534 00 46 6010	General Liability And At	601 400 534	Water Fund	2,879.22		
535 00 46 6020	General Liability And At	602 400 535	Sewer Fund	278.02	Auto Coverage	
535 00 46 6020	General Liability And At	602 400 535	Sewer Fund	1,949.48		
542 00 46 2010	General Liability And At	201 400 542	Street Fund	278.02	Auto Coverage	
572 00 46 1001	Library - Building Insura	100 400 572	General Fund	3,226.21		
575 00 46 1001	Legion Hall - Building Ir	100 400 575	General Fund	838.70		
2207	06/25/2020	07/27/2020	419	City of Harrisburg	2,000.00	Services Provided Under IGA - DRC/Water Treatment Plant Operations Support - For The Months Of May 2020, June 2020, July 2020 And August 2020 (\$500.00 For Each Month)
534 00 41 6013	Contracted Plant Operati	601 400 534	Water Fund	2,000.00		
2206	06/24/2020	07/27/2020	224	City of Junction City	8,000.00	Law Enforcement Services July-September
521 00 41 1000	Law Enforcement Contra	100 300 510	General Fund	8,000.00		
2270	07/21/2020	07/27/2020	33	Consolidated Supply Co.	367.01	Parts For Sewer Line Updates At City Park
535 00 31 6021	Operating Supplies	602 400 535	Sewer Fund	367.01		
2202	06/22/2020	07/27/2020	36	Edge Analytical, Inc.	81.00	Water Plant - TOC And Alkalinity
534 00 49 6010	Outside Testing	601 400 534	Water Fund	81.00		
2236	07/07/2020	07/27/2020	36	Edge Analytical, Inc.	548.00	Haloacetic Acids And THM Testing - Quartely For WTP
534 00 49 6010	Outside Testing	601 400 534	Water Fund	548.00		
2249	07/09/2020	07/27/2020	36	Edge Analytical, Inc.	33.00	Monthly Coliform Testing
534 00 49 6010	Outside Testing	601 400 534	Water Fund	33.00		
2261	07/16/2020	07/27/2020	36	Edge Analytical, Inc.	81.00	TOC And Alkalinity Tests For WTP
534 00 49 6010	Outside Testing	601 400 534	Water Fund	81.00		
2262	07/16/2020	07/27/2020	36	Edge Analytical, Inc.	85.00	BOD And TSS For Wastewater Plant
535 00 49 6020	Outside Testing	602 400 535	Sewer Fund	85.00		

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2266	07/17/2020	07/27/2020	36	Edge Analytical, Inc.	215.00	Water Plant Testing - Nitrate, Volatile Organics
	534 00 49 6010	Outside Testing	601 400 534	Water Fund	215.00	
2271	07/21/2020	07/27/2020	264	Evans, Taylor	250.00	TGM Riverside District Master Plan Project Management
	545 00 49 5080	Riverside District Waster	508 400 535	Sewer System I RIVERSIDE	62.50	
	545 00 49 5090	Riverside District Transp	509 400 534	Street System E RIVERSIDE	62.50	
	545 00 49 5100	Riverside District Storm	510 400 531	Storm System I RIVERSIDE	62.50	
	545 00 49 5111	Riverside Distric Water I	511 400 534	Water System I RIVERSIDE	62.50	
2217	06/26/2020	07/27/2020	39	Fern Ridge Review	216.00	Notice Of Budget Hearing And LB-1 Publication In Local Newspaper
	510 00 49 1004	Advertising	100 300 510	General Fund	216.00	
2230	07/02/2020	07/27/2020	226	Grainger	92.80	Outdoor Sink For Toddler Park
	576 00 60 1000	Parks - Equip. Repair & M	100 400 576	General Fund	92.80	
2267	07/20/2020	07/27/2020	328	Jackson, Suzan	75.00	Contracted Janitorial Services - Credit From June Of \$137.50 Was Applied - This Is The Balance Due
	572 00 49 1003	Library - Contracted Jani	100 400 572	General Fund	75.00	
2225	07/02/2020	07/27/2020	306	Jerry's Home Improvement Center	112.36	WWTP- Lime To Help Knock Down Duckweed In Lagoons, Parks Restroom Project- Stain For Table
	510 00 49 1003	Misc	100 300 510	General Fund	9.38	
	535 00 49 6021	Chemicals	602 400 535	Sewer Fund	23.16	
	594 00 60 1006	City Park Restroom & A	100 400 594	General Fund	79.82	
2248	07/08/2020	07/27/2020	306	Jerry's Home Improvement Center	399.47	Parks Restroom Project: Paint & Hardware
	594 00 60 1006	City Park Restroom & A	100 400 594	General Fund	399.47	
2205	06/24/2020	07/27/2020	54	League of Oregon Cities	563.84	City's Annual Membersip Dues
	510 00 49 1006	Dues	100 300 510	General Fund	563.84	
2252	07/14/2020	07/27/2020	416	Martinenko, Stephen	44.56	Mileage For May And June To And From Lab
	534 00 43 6010	Education and Travel	601 400 534	Water Fund	44.56	
2232	07/02/2020	07/27/2020	60	Monroe Telephone	171.61	Monthly Telephone Lines
	510 00 42 1000	Telephone	100 300 510	General Fund	11.29	City Hall Main Line
	510 00 42 1000	Telephone	100 300 510	General Fund	24.55	City Hall Fax Line

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
534 00 42 6010 Telephone			601 400 534 Water Fund	11.29	City Hall Main Line	
534 00 42 6010 Telephone			601 400 534 Water Fund	24.55	City Hall Fax Line	
534 00 42 6010 Telephone			601 400 534 Water Fund	33.02	Water Plant Alarm Line	
535 00 42 6020 Telephone			602 400 535 Sewer Fund	11.29	City Hall Main Line	
535 00 42 6020 Telephone			602 400 535 Sewer Fund	24.55	City Hall Fax Line	
535 00 42 6020 Telephone			602 400 535 Sewer Fund	31.07	WW Lift Alarm Line	
2256	07/15/2020	07/27/2020	421	OSHA, Dept. of Consumer & Busi	525.00	Citation Penalty Fee
534 00 49 6013 Misc			601 400 534 Water Fund	525.00		
2231	07/02/2020	07/27/2020	267	Office Depot	88.50	Covid-19 Face Mask
510 00 31 1001 Operating Supplies			100 300 510 General Fund	88.50		
2247	07/08/2020	07/27/2020	267	Office Depot	105.30	Toliet Paper For C.Hall, Library, L.Hall
510 00 31 1001 Operating Supplies			100 300 510 General Fund	47.39		
572 00 48 1004 Library - Janitorial Suppl			100 400 572 General Fund	10.52		
575 00 49 1003 Legion Hall - Cleaning S			100 400 575 General Fund	47.39		
2251	07/14/2020	07/27/2020	267	Office Depot	29.04	Case Of Paper
510 00 31 1001 Operating Supplies			100 300 510 General Fund	9.68		
534 00 31 6010 Operating Supplies			601 400 534 Water Fund	9.68		
535 00 31 6021 Operating Supplies			602 400 535 Sewer Fund	9.68		
2272	07/21/2020	07/27/2020	267	Office Depot	45.98	Deposit Slips For City Hall
510 00 31 1001 Operating Supplies			100 300 510 General Fund	15.33		
534 00 31 6010 Operating Supplies			601 400 534 Water Fund	15.33		
535 00 31 6021 Operating Supplies			602 400 535 Sewer Fund	15.32		
2227	07/02/2020	07/27/2020	67	One Call Concepts, Inc.	63.60	Locates- 22 Tickets For June
534 00 49 6013 Misc			601 400 534 Water Fund	31.80		
535 00 49 6022 Misc			602 400 535 Sewer Fund	31.80		
1831	01/29/2020	07/27/2020	68	Oregon Cascades West COG	1,018.58	Annual Dues For OCOG
510 00 49 1006 Dues			100 300 510 General Fund	1,018.58		
2274	07/22/2020	07/27/2020	72	Oregon Department of Revenue	300.00	June 2020 Court Assessments
521 00 50 1000 Court State And County			100 300 510 General Fund	300.00		
2235	07/06/2020	07/27/2020	76	Pacific Power	2,595.07	Electricity For City
510 00 47 1000 Electric (city Hall)			100 300 510 General Fund	116.09	City Hall Electricity	
534 00 47 6010 Electric			601 400 534 Water Fund	931.43	Water Plant Electricity	

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535 00 47 6020	Electric		602 400 535 Sewer Fund	404.50	Waste Water Plant Electricity	
542 00 31 2011	Street Lights		201 400 542 Street Fund	773.74	Street Lights	
572 00 47 1000	Library - Electricity		100 400 572 General Fund	120.17	Library Electricity	
575 00 47 1000	Legion Hall - Electricity		100 400 575 General Fund	249.14	Legion Hall Electricity	
2201	06/22/2020	07/27/2020	78	Professional Security Alarm	72.00	Library-Building Alarm Monitor
572 00 46 1000	Library - Building Alarm		100 400 572 General Fund	72.00		
2224	07/02/2020	07/27/2020	93	USA Bluebook	406.30	Parks Operating Supplies-Ear Plugs, WWTP Operating Supplies-Gloves, WTP Operating Supplies-Chemicals, Breaker Kit
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	21.79		
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	212.77		
535 00 31 6021	Operating Supplies		602 400 535 Sewer Fund	97.32		
576 00 31 1000	Parks - Operating Suppli		100 400 576 General Fund	74.42		
2250	07/14/2020	07/27/2020	93	USA Bluebook	1,366.72	Sample Stations For Water Testing
534 00 48 6012	Equip. Repair & Mainten		601 400 534 Water Fund	1,366.72		
2257	07/15/2020	07/27/2020	94	Umpqua Bank Cardmember Services	6,739.23	City's Credit Card Transactions - Finance Officer's Credit Card
510 00 31 1000	Postage		100 300 510 General Fund	1.60	USPS - Postage To Mail MOU On The 1135 Grant To LTWC	
510 00 31 1002	Computer		100 300 510 General Fund	59.96	Adobe - Software Program For Office	
510 00 31 1002	Computer		100 300 510 General Fund	71.33	Amazon - Receipt Printer For Office For Utility Payments	
531 00 31 6031	Operating Supplies		603 400 531 Storm Fund	222.35	USPS - Prestamped Envelopes For Utility Bills	
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	222.35	USPS - Prestamped Envelopes For Utility Bills	
534 00 31 6010	Operating Supplies		601 400 534 Water Fund	183.03	Amazon - Lockout Locks And Tags For WTP - Steve M Requested	
534 00 31 6011	Computer		601 400 534 Water Fund	59.96	Adobe - Software Program For Office	
534 00 31 6011	Computer		601 400 534 Water Fund	71.33	Amazon - Receipt Printer For Office For Utility Payments	
534 00 33 6010	Tools and equipment		601 400 534 Water Fund	129.00	Home Depot - Ladder For WTP - Steve M Requested - This Item Was Returned This Will Get Credited	
534 00 33 6010	Tools and equipment		601 400 534 Water Fund	486.33	Uline - Spill Containment Workstation For WTP - Steve M Requested	
534 00 33 6010	Tools and equipment		601 400 534 Water Fund	104.99	Amazon - Hammer Set For WTP And Pool For WTP For Pinning Process - Steve M Requested	
535 00 31 6021	Operating Supplies		602 400 535 Sewer Fund	222.35	USPS - Prestamped Envelopes For Utility Bills	
535 00 31 6022	Computer		602 400 535 Sewer Fund	59.96	Adobe - Software Program For Office	
535 00 31 6022	Computer		602 400 535 Sewer Fund	71.34	Amazon - Receipt Printer For Office For Utility Payments	

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535 00 48 6020	Repairs & Maintenance		602 400 535 Sewer Fund	1,284.00	Amazon - Sonar RTU For Duckweed Abatement - Steve W Requested
535 00 49 6022	Misc		602 400 535 Sewer Fund	16.05	Dollar General - Bottled Water For Public Works Out In The Field
542 00 48 2013	Dust Control		201 400 542 Street Fund	3,304.70	Nutrien Ag - Dust Control - This Was Paid For Before The New Policy Went Into Effect
576 00 31 1000	Parks - Operating Suppli		100 400 576 General Fund	119.60	Amazon - Safety Glasses (boxes) - Steve W Requested
576 00 31 1000	Parks - Operating Suppli		100 400 576 General Fund	49.00	Benny's - Pizza For The Guys Donating And Dumping The Fill Dirt At The Park
2229	07/02/2020	07/27/2020	201 Xpress Bill Pay	128.24	Online Hosting Fee For Online Payments For June
510 00 31 1003	Online Bill Pay Fees		100 300 510 General Fund	38.47	
531 00 31 6030	Online Bill Pay Fees		603 400 531 Storm Fund	12.82	
534 00 31 6012	Online Bill Pay Fees		601 400 534 Water Fund	38.47	
535 00 31 6023	Online Bill Pay Fees		602 400 535 Sewer Fund	38.48	

Report Total: 63,764.01

Fund	
100 General Fund	27,355.79
201 Street Fund	16,352.21
508 Sewer System Development Fund	62.50
509 Street System Development Fund	62.50
510 Storm System Development Fund	62.50
511 Water System Development Fund	62.50
601 Water Fund	12,978.28
602 Sewer Fund	6,306.67
603 Storm Fund	521.06

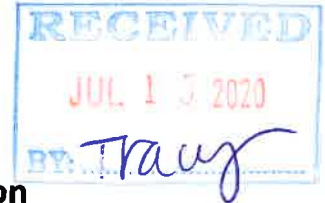
This report has been reviewed by: electronically signed by Tracy Floyd, FO 7/22/2020

REMARKS: Signature & Title Date

664 Commercial Street
PO Box 486
Monroe, OR 97456



Phone: 541-847-5175
Fax: 541-847-5177



Community Support Scholarships/Grants Application

The City of Monroe is pleased to offer a number of scholarships to groups/organizations that benefit our community. Please fill out the application below and include it with a copy of your W9. As long as there are funds available, a small group of City Councilors will meet once per month to make a determination on any applications received. The maximum award amount given to any group/organization is \$1,000. Per fiscal year (July 1 to June 30).

NAME OF GROUP/ORGANIZATION: Art in the Park / SBCE

MAILING ADDRESS: 2518 1/2 Webster Avenue, Monroe, OR

CONTACT NAME: Lory Bechtold PHONE: 541-979-8552

CONTACT EMAIL ADDRESS: lory1bechtold@outlook.com

HOW MUCH MONEY ARE YOU REQUESTING (MAX OF \$1000): \$1000

HOW WOULD THIS MONEY BENEFIT THE COMMUNITY (CAN USE ADDITIONAL SHEET IF NECESSARY):

See Additional Sheet

Please turn in this application along with your W9 to City Hall PO Box 486 Monroe, OR 97456 or you can email it to hr@ci.monroe.or.us

For City of Monroe only:

Approved Award Amount \$ _____

Denied at this time. Why? _____

Date: _____ Signed by City Councilor, _____

ART IN THE PARK REQUEST

HOW WOULD THIS MONEY BENEFIT THE COMMUNITY

Art in the Park turned 20 this summer. The program in the past has had an average of fifty participants daily. Participants are between the ages of six and fourteen, which would make social distancing impossible during art lessons and recreation play times. So, the Art in the Park program had to adapt to these new circumstances. The solution was that if the children could not come to the park for the art, the art needed to go to the children. This change would put most of the budget money into art supplies. Art activities were compiled in a lunch size sack for each participant from last summer's registration forms. One Guest Artist and several volunteers made this possible. These smaller sacks were put into larger sacks along with a few basic art supplies. Another four art projects for children of all ages were added, and the Family Art Packs for Art in the Park were created. The director called all the families from 2019 registration forms, and the parent responses were enthusiastic. Family Art Packs, one per family, will be available for pickup at the Monroe Grade School on Monday during the same time that the school districts free summer meals are picked up. Art in the Park now has a Facebook page, Monroe Art in the Park. The Guest Artist and Director made several instruction videos. Also, pictures have been posted of last summer's art along with samples of this summer's art.

OSHA Findings and Follow-up to Incident at Water Plant on March 12, 2020

On July 15, 2020 Steve Martinenko, Chuck Scholz and Tracy Floyd were on a conference call with Jeff Green from OSHA. This conference call was to close out the file on the incident at the Water Plant on March 12, 2020. The incident that occurred was an unknown gas was discovered in the waste-well. At this time there is no confirmation from either OSHA, Civil West or the staff on what exactly was in the waste-well. There are different ideas of what could have happened. There are new safety procedures and certain valves and settings are locked out at the Water Plant so the potential of something like this occurring again is extremely low.

To give you a summary:

OSHA will be sending us a citation and we will have 14 days to correct the action. The 14 days start the day we receive the citation which will come certified mail. The citation is due to the lack of safety protection on the vaults at the water plant. Chuck and Steve have already been in the works on fixing this and had their plan approved by Oregon Health Authority and Chuck verified that it would also comply with OSHA standards. Chuck said this should be installed next week and will also meet this 14-day deadline. There is a monetary penalty fee for this citation, he said because the risk of falling into these vaults could potentially result in death that this a serious violation, but the probability of this happening is low. So, the matrix for this type of violation is \$3500 but we received a 75% reduction because of the size of our city and a 10% reduction due to having a good history and no previous violations. **With these deductions it drops the fee down to \$525.**

There will also be a hazard letter issued. This is not a violation but an official notice that the city doesn't have a confined space entry policy. Jeff recommended the city come up with a policy. It was discussed that the best solution for the city is to write a simple policy that states the city has confined spaces (we need to list them) and that the city prohibits city staff from entering them and that we call contractors and/or nearby cities (and we would list those contacts) to enter the confined space. It would need to be approved by council. I will get working on this so at the council meeting this can be done.

One thing to note we need to post this citation in the office for 3 days or until the items listed on the citation have been corrected. We can appeal this if the city wishes to do that, but at this point it is the opinion of the three of us to make the corrections, pay the fee and move on.



RESOLUTION NO. 2020-14

A RESOLUTION UPDATING THE CITY OF MONROE PERSONNEL POLICY HANDBOOK REGARDING POLICIES RELATED TO CONFINED SPACE ENTRY

WHEREAS, the City Council has adopted a Personnel Handbook identifying various policies and procedures relating to city employees; and

WHEREAS, these personnel policies provide for benefits relating to holidays, vacations and sick leave on a pro-rated basis for part-time employees compared to full-time regular employees; and

WHEREAS, the personnel policies also include safety procedures for employees

WHEREAS, the City Council has directed staff to add a confined space policy for all employees and potential employees; and

WHEREAS, the City Council deems it appropriate to add these the policy to the personnel handbook for the City of Monroe; now therefore

IT IS HEREBY RESOLVED that the City's personnel policies INCLUDE "EXHIBIT A" are hereby adopted and effective on August 1, 2020.

Approved by the Monroe City Council this 27th day of July, 2020.

By: _____
Paul Canter, Mayor

ATTEST:

By:

Tracy Floyd, City Recorder

EXHIBIT A

Confined Space Policy

Certain environmental conditions within a confined space pose special dangers for workers, because space configuration hampers efforts to protect them from serious hazards. In addition, entry into confined space requires multiple workers each with special confined space training. Because the City does not have the required staffing for confined space operations, City of Monroe employees are not authorized for confined space entry. All confined space entry will be performed by approved contractors with the required training and expertise.

Responsibilities

It is the responsibility of the City to identify all confined spaces within control of the City. The City will maintain a list of approved contractors qualified to work in designated confined spaces.

Identification

All confined spaces must be labeled with a sign if required.

The configuration of some confined spaces do not readily allow for the installation of a sign. For example all sewer and storm drains that are entered through a manhole are to be considered confined spaces, whether labeled as such or not. Employees must not rely solely on the existence of a warning sign. Employees must be trained by sufficiently to recognize areas that may be confined spaces and not enter these areas until a determination is made.

Definitions

CONFINED SPACE

A space defined by the existence of ALL of the following conditions:

- Large enough and so configured that an employee can bodily enter and perform assigned work; and
- Limited OR restricted means for entry or exit; and
- Not designed for continuous employee occupancy.

PERMIT-REQUIRED CONFINED SPACE

A confined space, which has in addition to the three conditions which define a confined space, ONE OR MORE of the following characteristics:

- Contains or has a known potential to contain a hazardous atmosphere;
- Contains a material with potential for engulfment of an entrant;
- Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or a floor which slopes downward and tapers to a small cross-section; OR
- Contains recognized serious safety or health hazards.

Written Procedures

For the purpose of this policy all City identified confined spaces are designated as Permit-Required.

The City will institute a “permit system” for entering confined spaces to include written permits. Copies of completed permits will be kept as part of the Public Works operating records.

Contractors

When a contractor is expected to perform work in a confined space, the City will issue a permit and advise the contractor of the elements that create the confined space and the associated hazards. The contractor will be required to contact a City representative at the completion of the entry to discuss any hazards confronted or created during the entry.

DRAFT

Contractors/Agencies to call for Confined Space Entry

City of Harrisburg Public Works—Phone: 541-995-6655 after hours Phone: 541-513-7628

E.D. Hughes— 541-929-3417

Identified Confined Spaces Located Withing City of Monroe

Tanks/Vaults/Clear Wells	
1500 Commercial St	Vault and Water Reservoir
Unassigned Commercial—Old Water tanks	Water Tanks
24811 HWY 99W Water Plant	Clear Wells, Vaults
24811 HWY 99W Wastewater	Vault
Lift Station - located behind gas station	Vault and Wet Well

Storm Drain Man Holes

No.	Location
FID 18	Shelby Way
FID 19	465-475 S. 10th St.
FID 15	425-430 S. 10TH St.
FID 16	975 Aldrich Way
FID 17	870-875 Aldrich Way
FID 14	360 S. 10th St.
FID 0	240-260 S. 7th St.
FID 1	S.7th St.-Commercial St.
FID 3	S.7th St.-Main St.
FID 4	S.7th St.-Main St.
FID 5	181 N. 7th St.
FID 6	N. 7th St.-Kelly St.
FID7	N. 8th St.
FID 2	Commercial St. -S. 6th St.
FID 8	540-575 Commercial St.
FID 9	540 Main St.
FID 12	410 N. 5th St.
FID 13	410 N. 5th St.
FID 11	410 N. 5th St.

Sewer Man Holes

No.	Location	Cross Location
67	N. 8th St.	
66	N. 8th St.	
64	N. 8th St.	Ash St.
62	N. 7th St.	Ash St.
61	Ash St.	
x	Ash St.	
68	N. 9th St.	Ash St.
69	N. 9th St.	
70	N. 10th St.	
71	N. 9th St.	Pine St.
72	N. 9th St.	Pine St.
73	N. 9th St--N. 10th St	
74	N. 9th St--N. 10th St	
x	N. 8th St.	Pine St.
60	N. 7th St.	Pine St.
59A	Pine St.	
200	Alley-Depot St	
54A	Alley-Depot St	
57	Alley-Depot St	
56	WE Property	
58	N. 7th St.	
X	315 N. 8th St	
45	220 N. 7th St.	
44	200 N. 7th St	
46	N. 7th St-N. 8th St.	
49	N. 8th St.	
25	S. 10th St.	
52	S. 10th St.	Main St.
23	S. 9th St.	
51	S. 9th St.	Main St.
21	S. 8th St.	
47	S. 8th St.	Main St.
19	S. 7th St.	
43	S. 7th St.	Main St.
55	145 N. 7th St.	
42 A	Main St.	
41	S. 6th St	Main St.
42	S. 6th St	
53	N. 6th St.	
54	170 N 6th St	
13	Main St.	
14	Main St.	
x	Main St.	
15	Commercial St.	
16	540 Commercial St	
29A	230 S. 5th St.	
17	Commercial St.	
x	629 Commercial	
18	S. 7th St.	Commercial St.

No.	Location	Cross Location
31	S. 7th St.	
20	S. 8th St.	Commercial St.
32	774 S. 7th St.	
35	S. 8th St.	
34	S. 8th St.	
22	S. 9th St.	Commercial St.
37	S. 9th St.-S. 10th St	
36	S. 9th St.	
24	S. 10th St.	Commercial St.
40	S. 10th St.	
202	S. 11th St.	
201	S. 11th St.	Orchard St.
203	Orchard St.	
39	S. 10th St.	Orchard St.
38	S. 9th St.	Orchard St.
33	S.8th St.	Orchard St.
30	S. 7th St.	Orchard St.
29	631 Orchard	
28	Orchard St.	
27	Orchard St.	S. 5th St.
RH-0	S. 10th St.	
RH-0	S. 10th St.	Shelby Way
RH-0	480 S. 10th St.	
RH-0	S. 10th St.	Aldrich Way
RH-0	Shelby Way	
RH-33	Shelby Way	
RH-33	Shelby Way-Aldrich Way	Shelby Way
RH-33	Aldrich Way	S. 9th St.
RH-33	S. 9th St.	
86	Dragon Drive	
82	Dragon Drive	Territorial Road
81	Territorial Road	
26	S. 5th St.	Orchard St.
12	N. 5th St.	Main St.
11	N. 5th St.	
10	N. 5th St. 410 S.5th St.	
x	N. 5th St. 410 S.5th St.	
x	N. 5th St. 410 S.5th St.	
x	N. 5th St. 225 S.5th St.	
x	N. 5th St. 365 S.5th St.	
75	N. 5th St. 365 S.5th St.	
76	N. 5th St. 310 S.5th St.	
77	N. 5th St. 365 S.5th St.	
80	N. 4th St.	
X	375 Fir St	
x	630 N. 3rd St.	
78	N. 3rd St.	
x	310 N. 3rd St	
79	Oak St.	



Expenses Over \$2,000 Request Form

Date: 7/20/2020

Amount Requested: \$2,500

Item/Service Requested: Pre-Buy of Propane for City Hall

Description: Last year we pre-purchased propane for the year saving the City money. We didn't use as much propane in 2019-2020 as we did the previous year. It was a mild winter and the propane is used to heat City Hall

2019-2020 used 887.40 gallons used at \$1.69 per gallon

2018-2019 used 1,345.4 gallons used at \$2.949 per gallon

I would like to pre-buy 1,500 gallons. Any propane we don't use will be applied as a credit on our account towards next year's purchase.

In the Budget for FY 20-21 it is budgeted to spend \$2,600 for propane for City Hall.

Request by: Tracy Floyd

Council Decision: _____ **Council Meeting Date:** July 27, 2020

From June 24, 2020 City Council Meeting: A motion was made that any expenditure over \$2,000 must be approved by the councilors before the money is spent, unless it is an emergency, and then Mayor has the authority to approve the expense. Routine bills that are paid ahead of council meetings, (for instance Pacific Power, which generally runs over the \$2,000.) will be exempt from this motion.



Expenses Over \$2,000 Request Form

Date: 7/20/2020

Amount Requested: \$5000

Item/Service Requested: Bulk Purchase of Water Meters

Description: Public Works would like to purchase around 20 water meters, they run about \$250.00 each. These water meters will be used in Red Hills as well as replacing some of the old water meters around town.

In the Budget for FY 20-21 it is budgeted to spend \$5,000 on water meters for the year.

Request by: Steve Wyman

Council Decision: _____

Council Meeting Date: July 27, 2020

From June 24, 2020 City Council Meeting: A motion was made that any expenditure over \$2,000 must be approved by the councilors before the money is spent, unless it is an emergency, and then Mayor has the authority to approve the expense. Routine bills that are paid ahead of council meetings, (for instance Pacific Power, which generally runs over the \$2,000.) will be exempt from this motion.