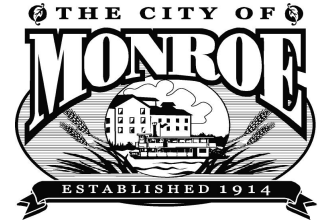


CITY COUNCIL NOTICE/AGENDA

Monday, September 28, 2020
MONROE CITY HALL MEETING ROOM

6:30PM
668 Commercial



1. OPENING: Call to Order, Pledge of Allegiance and Roll Call

Reminder to all present that public comments will be received only at the designated time on the agenda or if asked by the Mayor to present to Council. At all other times the public is not to talk during the proceedings or you may be asked to leave the meeting.

2. PUBLIC ITEMS and COMMENTS: (please limit your comments to less than 3 minutes)
3. EXECUTIVE SESSION: Pursuant to ORS 192.660(2)(b), Council will hold a closed hearing to consider dismissal or discipline of an employee.
4. STAFF REPORTS and PRESENTATIONS:
 - a. Police Report, Junction City
 - b. Steve Martinenko, Water Treatment Plant Operator/HR Coordinator/Planning
5. 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:
 - a. Approval of Bills, Financials and Minutes - page 2
6. NEW BUSINESS:
 - a. Council Vacancies – Letters of Interest, Fill Vacancies -page 13
 - b. Community Grant Applications: Art in the Park, Scare and Share productions and Monroe Cemetery -page 15
 - c. Invoice from Cascades West Regional Consortium – annual membership dues -page 21
 - d. Coffee Shack – 125 S 5th St -page 23
 - e. Updating Bank Signer for Umpqua Bank -page 25
 - f. Updating Bank Signer for LGIP account
 - g. Expenses for finishing Park Restroom Project – page 26
7. OLD BUSINESS:
 - a. Continuation of Employee Discussion from August 24th Council Meeting
 - b. Scare & Share – Bellchambers property insurance update -page 27
 - c. Resolution 2020-14 A resolution updating the City of Monroe personnel policy handbook regarding policies related to confined space entry. -page 31
8. OTHER BUSINESS:
 - a. Councilor Comments:
 - b. Committee Reports:
 - i. Park Committee: RV Host Information -page 35
 - c. Mayor's Comments:
9. ADJOURN:



THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

MONROE CITY COUNCIL MINUTES

July 27, 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 Council President Billings to lead the Pledge of Allegiance.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors, Greene, and Cuthbertson. Councilors Canter, Thayer and Koroush were excused. Staff present was City Recorder Tracy Floyd and Water Treatment Plant Operator, Steve Martinenko. In the audience was Planning Commissioners Tim Eastridge, Dan Sheets, John Greydanus, and Fred Cuthbertson. Also, in the audience was Todd Nystrom, Amy Nystrom, Lorri O'Hare, and Bobby Eastridge.

Mayor Canter stated that a quorum is needed to vote and make decisions and there is no quorum present, the meeting will continue but no decisions will be made tonight.

2. PUBLIC COMMENTS: none

3. STAFF REPORTS:

3.1 Police Report: No officer present to give a report

3.2 City Finance Officer, Tracy Floyd: FO Floyd presented her written report, which was included in the council packets and gave an update on the finance audit, stating that the audit is just finishing up and the feedback she received from the auditors is that things went smooth and there was nothing significant that jumped out at them. She also gave an update on the utility accounts that have a past due balance of 90 days or more, there are 9 accounts and will seek direction from the council next month on how they wish to proceed with the past due accounts.

4. CONSENT AGENDA:

Bills and Minutes: Councilor Billings inquired to the Branch Engineering invoice for the Safe Routes to School Project. FO Floyd stated this was part of the grant and this will be a reimbursable expense. Mayor Canter asked if the three councilors present were in favor of the consent agenda and all agreed. He stated that he would email the absent councilors and get their vote electronically so the bills can be paid this month. No one objected to this. – Email was sent out at 7:52 pm from Mayor Canter to the council and Councilors Canter and Koroush voted yes to approve the consent agenda.

5. New Business:

5.1 Community Sponsor Grant Request: Since no quorum present this will be added to next month's agenda for approval.

5.2 OSHA Follow-Up: Report of the OSHA citation was presented in the council packet

5.3 Resolution 2020-14: A resolution updating the City of Monroe Personnel Policy Handbook regarding policies related to confined space entry: Since no quorum present this will be added to next month's agenda for approval.

5.4 Two Expense Requests over \$2,000: One expense request for the pre-purchase of propane for City Hall and the second is to purchase roughly 20 water meters. Councilors Greene, Cuthbertson and Billings agreed to the expenses. Mayor Canter included these two requests in his email out to the council asking them to vote on the approval of these expenses. – Councilors, Canter and Koroush voted yes to approve these expenses.

6. Old Business

6.1 Scare and Share Productions: Lorri O'hare was present to give an update on a contractor that is willing to give the group a discount on new shingles for the roof, however they are left over shingles so it would be a mosaic shingled roof. She also asked for direction on a possible grant for funding the haunted house repairs and clarification on insurance requirements. FO Floyd will see if CIS can do an onsite visit with Ms. O'hare to clarify what exactly is needed for the building to be insured again. Ms. O'hare was directed by the council to put together details on a plan for the structure and present it to the council for their consideration.

7. Other Business:

7.1 Committee Report:

Councilor Billings gave an update on the grant extension for the Parks Restroom project and that the final forms for the RV Pad and ADA ramp were in and the sewer hookup was in progress. He stated the last thing that will be done will be to install the benches. Mayor Canter added to this that the concrete will be poured Wednesday morning and that 8 missionaries will be here on Friday at noon to paint the building. Councilor Greene will come up with some ideas on what the requirements will be for the park host and present it at the next council meeting.

John Greydanus gave an update on the Safe Routes to School Grant and the school board meets on August 10th and will likely vote to approve the right of way easement for the path. He also gave a timeline for the project stating a bid package will be ready to be published by late fall and a final decision on a contractor will be in February with the construction on the project to begin in the spring and complete in June. Tim Eastridge questioned if the grant is only for a bike path and if an egress to the school could be included. Mr. Greydanus explained there wasn't money in the budget to make that happen at this time. The path can't withstand school busses or heavy equipment. But this could be a possibility in the future. If the school district provides the requested easement the path will be between the culvert and the school and it will bypass the trees in the area.

John Greydanus also gave an update on the 1135 grant and everyone is hopeful that when the tribal council meets next month, they will agree to join the group. Mr. Greydanus stated that he met the new Army Corps. Commander and he was very excited about the project. Mr. Greydanus shared the importance of the tribe joining the project and one huge benefit would be that the cost share goes down. Once the tribe signs onto the project than phase one can start immediately.

7.2 Councilor Comments:

Councilor Cuthbertson said she was in a situation that she needed to call our associate planner and was told by him that it wasn't his job, she stated she also heard from other people they had the same response. Her concern is that we are giving the planner things that we shouldn't be and she would like clarification on what type of work he should be sent and to make sure we are using his services efficiently. Mayor Canter asked staff to reach out to Pat Depa and ask him to come to a council meeting or a planning commission meeting to clarify this and also give an update on the projects he is currently working on for the city.

Councilor Greene mentioned there are homemade 25mph signs going up on Orchard Street and he has witnessed people speeding on this road. Mr. Eastridge stated he has heard from people in town when they call Junction City Police Department, they are being told they only enforce traffic in the city. Mayor Canter will speak with Chief Morris regarding these concerns.

Planning Commissioner Eastridge asked about the status of the water treatment plant and how the water quality tests were. Steve Martinenko gave an update on the recent pinning done for membrane number one and the success in that and the team work between City of Monroe staff and City of Harrisburg in getting this done. He also gave an update on the TTHM testing and the sampling stations that are being installed in a few locations around town. He also mentioned working on the automation of the plant so it will run as it was designed to do.

Mayor Canter mentioned the demand letter that the City received from a former employee for wrongful termination, stating the attorneys are working on this.

8. ADJOURN: Mayor Canter adjourned the City Council meeting at 6:55 PM.

Approved by Council Action on August 24, 2020

Mayor Paul Canter DATE:

Attest: _____

Tracy Floyd, City Recorder

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 09/28/2020

Time: 13:33:39 Date: 09/23/2020
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2366	09/08/2020	09/28/2020	297		
			AT&T Mobility	149.22	City Cell Phone Charges
510 00 42 1000 Telephone			100 300 510 General Fund	29.81	City Hall Cell Phone
510 00 42 1000 Telephone			100 300 510 General Fund	14.92	City Administrator Cell Phone
510 00 42 1000 Telephone			100 300 510 General Fund	5.98	PW cell phone
531 00 42 6030 Telephone			603 400 531 Storm Fund	5.98	PW Cell phone
534 00 42 6010 Telephone			601 400 534 Water Fund	14.92	City Administrator Cell Phone
534 00 42 6010 Telephone			601 400 534 Water Fund	44.76	Water Plant Operator Cell Phone
534 00 42 6010 Telephone			601 400 534 Water Fund	5.98	PW Cell Phone
535 00 42 6020 Telephone			602 400 535 Sewer Fund	14.92	City Administrator Cell Phone
535 00 42 6020 Telephone			602 400 535 Sewer Fund	5.98	PW Cell Phone
542 00 42 2010 Telephone			201 400 542 Street Fund	5.97	PW Cell Phone
2340	08/20/2020	09/28/2020	275		
			Bailey Excavating Inc	1,075.00	truck and trailer time and excavation work for 4" sewer pipe work at lagoons
535 00 48 6020 Repairs & Maintenance			602 400 535 Sewer Fund	1,075.00	
2370	09/14/2020	09/28/2020	12		
			Benton County	3,950.00	April-June 2020 Planning Services
510 00 41 1008 Planner Contract			100 300 510 General Fund	3,950.00	
2376	09/21/2020	09/28/2020	18		
			Blake, JR., Larry	200.00	Judicial Services for August and September
521 00 41 1001 Judge			100 300 510 General Fund	200.00	
2343	08/24/2020	09/28/2020	19		
			Branch Engineering, Inc	3,957.69	Engineering fees for Red Hills Subdivision
510 00 41 1004 Engineering			100 300 510 General Fund	3,957.69	
2365	09/08/2020	09/28/2020	25		
			Carson Oil Co.	165.99	Fuel for Service Truck & Equipment
534 00 48 6014 Vehicle Operation & Ma			601 400 534 Water Fund	23.22	
534 00 48 6014 Vehicle Operation & Ma			601 400 534 Water Fund	32.91	
535 00 48 6024 Vehicle Operation & Ma			602 400 535 Sewer Fund	23.22	
535 00 48 6024 Vehicle Operation & Ma			602 400 535 Sewer Fund	32.91	
542 00 48 2012 Vehicle Operation & Ma			201 400 542 Street Fund	23.22	
542 00 48 2012 Vehicle Operation & Ma			201 400 542 Street Fund	7.31	
576 00 32 1000 Parks - Fuel Oil			100 400 576 General Fund	23.20	
2381	09/23/2020	09/28/2020	26		
			Cascade Columbia Distribution Co	542.50	Sodium Hypochlorite 12.5%
534 00 49 6011 Chemicals			601 400 534 Water Fund	542.50	
2382	09/23/2020	09/28/2020	26		
			Cascade Columbia Distribution Co	-207.50	Sodium Hypochlorite purchase and container deposit credits
534 00 49 6011 Chemicals			601 400 534 Water Fund	-207.50	

ACCOUNTS PAYABLE

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2209	06/25/2020	09/28/2020	419	City of Harrisburg	500.00 Services Provided Under IGA - DRC/Water Treatment Plant Operations Support - For October 2020
	534 00 41 6013	Contracted Plant Operati	601 400 534	Water Fund	500.00
2347	08/31/2020	09/28/2020	331	EVOQUA	230.00 water plant - membrane number 2 fix
	534 00 48 6010	Repairs & Maintenance S	601 400 534	Water Fund	230.00
2363	09/04/2020	09/28/2020	36	Edge Analytical, Inc.	33.00 Water plant testing - monthly coliforms
	534 00 49 6010	Outside Testing	601 400 534	Water Fund	33.00
2374	09/21/2020	09/28/2020	36	Edge Analytical, Inc.	85.00 BOD and TSS monthly sampling for WWTP
	535 00 49 6020	Outside Testing	602 400 535	Sewer Fund	85.00
2375	09/21/2020	09/28/2020	36	Edge Analytical, Inc.	81.00 TOC and Alkalinity testing - WTP
	534 00 49 6010	Outside Testing	601 400 534	Water Fund	81.00
2379	09/21/2020	09/28/2020	36	Edge Analytical, Inc.	500.00 Lead and copper testing
	534 00 49 6010	Outside Testing	601 400 534	Water Fund	500.00
2377	09/21/2020	09/28/2020	264	Evans, Taylor	250.00 TGM grant project management
	545 00 49 5080	Riverside District Waste	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 E RIVERSIDE	62.50
	545 00 49 5111	Riverside Distric Water I	511 400 534	Water System I RIVERSIDE	62.50
2380	09/22/2020	09/28/2020	190	Government Ethics Commission	439.09 Annual billing
	510 00 49 1006	Dues	100 300 510	General Fund	439.09
2368	09/09/2020	09/28/2020	328	Jackson, Suzan	-98.75 Overpayment in August 2020
	572 00 49 1003	Library - Contracted Jani	100 400 572	General Fund	-98.75
2371	09/15/2020	09/28/2020	328	Jackson, Suzan	362.50 Contracted Janitorial Service for Library and City Hall for September
	572 00 49 1003	Library - Contracted Jani	100 400 572	General Fund	362.50
2344	08/25/2020	09/28/2020	1406	Kipco	10,287.50 Finish ground work for the City Park Restroom project
	594 00 60 1006	City Park Restroom & A	100 400 594	General Fund	10,287.50

ACCOUNTS PAYABLE

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Time: 13:33:39 Date: 09/23/2020
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2346	08/26/2020	09/28/2020	317		
			Long Tom Watershed Council	1,926.00	Reimbursement amount for Drinking water source protection grant
	594 00 60 4037	Safe Drinking Water Pro	403 400 594 Water Reserve OHA DRINK	1,926.00	
2338	08/19/2020	09/28/2020	416		
			Martinenko, Stephen	87.40	Expense reimbursement - parts for WTP and postage to mail raw water meter to Radwell
	534 00 31 6010	Operating Supplies	601 400 534 Water Fund	38.75	
	534 00 48 6012	Equip. Repair & Mainten	601 400 534 Water Fund	48.65	
2349	09/01/2020	09/28/2020	60		
			Monroe Telephone	186.91	telephone
	510 00 42 1000	Telephone	100 300 510 General Fund	24.81	City Hall Fax Line
	510 00 42 1000	Telephone	100 300 510 General Fund	16.53	City Hall Main Line
	534 00 42 6010	Telephone	601 400 534 Water Fund	31.18	Water Plant Alarm Line
	534 00 42 6010	Telephone	601 400 534 Water Fund	24.80	City Hall Fax Line
	534 00 42 6010	Telephone	601 400 534 Water Fund	16.52	City Hall Main Line
	535 00 42 6020	Telephone	602 400 535 Sewer Fund	31.74	WW Lift Alarm Line
	535 00 42 6020	Telephone	602 400 535 Sewer Fund	24.81	City Hall Fax Line
	535 00 42 6020	Telephone	602 400 535 Sewer Fund	16.52	City Hall Main Line
2345	08/25/2020	09/28/2020	267		
			Office Depot	24.95	Alcohol wipes for city hall
	510 00 31 1001	Operating Supplies	100 300 510 General Fund	24.95	
2360	09/03/2020	09/28/2020	267		
			Office Depot	34.98	Case of paper, and eating utensils for city hall
	510 00 31 1001	Operating Supplies	100 300 510 General Fund	34.98	
2361	09/04/2020	09/28/2020	267		
			Office Depot	38.86	Folders for planning files
	510 00 31 1001	Operating Supplies	100 300 510 General Fund	38.86	
2378	09/21/2020	09/28/2020	267		
			Office Depot	28.28	Envelopes for city hall
	510 00 31 1001	Operating Supplies	100 300 510 General Fund	28.28	
2383	09/23/2020	09/28/2020	267		
			Office Depot	31.24	Duster and gloves for library janitorial supplies
	572 00 48 1004	Library - Janitorial Suppl	100 400 572 General Fund	31.24	
2372	09/17/2020	09/28/2020	67		
			One Call Concepts, Inc.	3.60	August locates-3
	531 00 49 6031	Locates	603 400 531 Storm Fund	1.20	
	534 00 49 6018	Locates	601 400 534 Water Fund	1.20	
	535 00 49 6028	Locates	602 400 535 Sewer Fund	1.20	
2367	09/08/2020	09/28/2020	76		
			Pacific Power	2,786.67	Electricity
	510 00 47 1000	Electric (city Hall)	100 300 510 General Fund	160.38	City Hall Electricity

ACCOUNTS PAYABLE

City of Monroe
MCAG #:

As Of: 09/28/2020

Time: 13:33:39 Date: 09/23/2020
Page: 4

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 00 47 6010	Electric		601 400 534 Water Fund	1,077.21	Water Plant Electricity
535 00 47 6020	Electric		602 400 535 Sewer Fund	378.28	Waste Water Plant Electricity
542 00 31 2011	Street Lights		201 400 542 Street Fund	773.76	Street Lights
572 00 47 1000	Library - Electricity		100 400 572 General Fund	128.54	Library Electricity
575 00 47 1000	Legion Hall - Electricity		100 400 575 General Fund	268.50	Legion Hall Electricity
2364	09/08/2020	09/28/2020	87	2,140.00	Attorney Fees
			Speer Hoyt, LLC		
510 00 41 1002	Attorney Fees		100 300 510 General Fund	220.00	
510 00 41 1002	Attorney Fees		100 300 510 General Fund	1,920.00	
2348	09/01/2020	09/28/2020	92	92.00	Annual PO Box rental
			US POSTAL SERVICE		
510 00 31 1000	Postage		100 300 510 General Fund	92.00	
2373	09/21/2020	09/28/2020	94	720.38	Finance Officer's credit card charges - for city business
			Umpqua Bank Cardmember Services		
510 00 31 1000	Postage		100 300 510 General Fund	5.80	USPS - Postage to mail. S. Wyman letter
510 00 31 1002	Computer		100 300 510 General Fund	74.99	Bitdefender - annual subscription for antivirus
534 00 48 6012	Equip. Repair & Maintainer		601 400 534 Water Fund	603.60	Radwell - repair of Siemens flow pump
576 00 31 1000	Parks - Operating Suppli		100 400 576 General Fund	35.99	Amazon - weed eater string

Report Total: 30,603.51

Fund	
100 General Fund	22,277.79
201 Street Fund	810.26
403 Water Reserve Fund	1,926.00
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	3,642.70
602 Sewer Fund	1,689.58
603 Storm Fund	7.18

This report has been reviewed by:

electronically signed by Tracy Floyd, FO 09/28/2020

REMARKS:

Signature & Title

Date

RECEIVED

SEP 10 2020

BY: *me*

Date: September 10th ,2020

To: City of Monroe City Council

From: Anthony G. Baker

SUBJECT: FILLING BRIAN GREEN COUNCIL SEAT VACANCY

Recently I discovered a council vacancy was created which placed the City of Monroe in a diminished capacity to operate. No person on the current council solicited my interest. I request to be sworn in to fill the remaining time, about 2.5 years, of the position Brian Green once held.

I have been a City of Monroe residence for 26+ years and live at 220 South 6th Street. In the late 1990s I held a council seat for one term. I was part of the team that laid the organizational steps for the three-phase water and two-phase wastewater plan. We finished phase one in the Water Master Plan.

I believe the City of Monroe holds great potential for measured development. Safety, transparency, and budgetary oversight will be the elements to guide our future decisions.

Respectfully Submitted...

Anthony Baker (Tony)

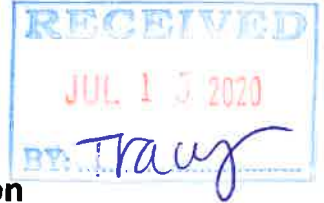
City of Monroe citizen

A handwritten signature in black ink, appearing to read 'Anthony Baker', written in a cursive style.

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? _____

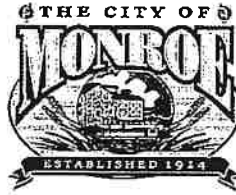
Date: _____ Signed by City Councilor, _____

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.

664 Commercial Street
PO Box 486
Monroe, OR 97456



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

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NAME OF GROUP/ORGANIZATION: Scared & Share Productions

MAILING ADDRESS: 580 Dragon Dr. Monroe, OR 97456

CONTACT NAME: Lorrie O'Hare PHONE: 541-602-5865

CONTACT EMAIL ADDRESS: tlc52togo@hotmail.com

HOW MUCH MONEY ARE YOU REQUESTING (MAX OF \$1000): \$1000.00

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

See attachment

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, _____

August 2, 2020

Hello,

I would like to introduce myself. My name is Lorrie O'Hare. I am the Events Coordinator for Scare & Share Productions. We are a small fundraising organization based in Monroe, Oregon that hosts The Chamber of Darkness Haunted House.

In 2005 I gained consent from the City of Monroe to transform an abandoned house on City property for our haunting adventure. The original house was built in 1882, and an addition was added several years later. Much of the construction materials are original.

Initially our program was intended to raise funds to help support Project Graduation, a drug and alcohol-free celebration for the graduating senior class of Monroe High School. With students and parents volunteering, our first season was a huge success.

Over the years our program has grown substantially. Our volunteer base as well as our contributions to local community charities has also flourished. As of 2019, we were able to expand our donatable funds to 8 organizations and programs. Recipients have included both schools in the Monroe district, our new library as it was being built, our museum, Jr. Dragon sports program, local food bank, Snack-Pak program, Senior Citizen dinner site and we fill and provide treat bags for our grade school's Christmas program. Our proceeds also are used to host a Community Egg hunt in the Spring, free of charge, just to say thank you to for continued support.

Not only does our program provide funds back into our community, it has also become an iconic event that the kids in our community look forward to each year. Not only do they get to have Halloween for 5 nights, they also know that they are helping support their community and schools.

Unfortunately, due to our current pandemic situation, we have opted not to open this haunting season for safety concerns. I'm really going to miss the energy that the kids bring to the house on opening night.

As we have taken on the responsibility over the years for the maintenance of the house, we recognize that it is in need of some long over-due repairs and up-grades. These are to include roof, gutters, electrical. Now would be our best opportunity to get them completed and be ready or the 2021 haunting season.

We are seeking donations of material goods and services from local businesses to help support our repair goals. Any cash donations can be made to Scare & Share's account at Umpqua Bank in Monroe, OR.

Although your donation won't be tax deductible, please understand that we so deeply appreciate any help that your company can provide to help our program continue to be successful.

Thank you,

Lorrie O'Hare

541-602-5805

RECEIVED

AUG 31 2020

BY: lie

664 Commercial Street
PO Box 486
Monroe, OR 97456



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

Community Support Scholarships/Grants Application

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NAME OF GROUP/ORGANIZATION: Monroe Cemetery Association

MAILING ADDRESS: PO Box 534

CONTACT NAME: Sheila Myers PHONE: 541-740-3223

CONTACT EMAIL ADDRESS: harrysheilamyers@msn.com

HOW MUCH MONEY ARE YOU REQUESTING (MAX OF \$1000): 1,000.00

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

It would benefit our community in a positive way, for we would use the money to be enhancing our new urn garden with plants and trees. The urn garden is providing a less expensive alternative for interment we believe this will be a positive image to our community.

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, _____

Staff Report

August 19, 2020

To: City Council and Mayor

From: Tracy Floyd, Finance Officer

Council Decision Needed on an Invoice for Cascades West Regional Consortium

I received an invoice from Cascades West Regional Consortium (CWRC) for \$500 for annual membership dues. This consortium is a standalone group, meaning it is not part of the Oregon Cascades West Council (OCWCOG) of Governments but does compose of two representatives from each member jurisdiction of OCWCOG.

ARTICLE II: OBJECTIVES

From the 5-page bylaws for the CWRC (a copy of the entire bylaws document is available upon request at City Hall):

Section 2.1. CWRC is organized and operated exclusively for charitable, scientific, and educational tax exempt purposes as defined by the U.S. Internal Revenue Service (IRS).

Section 2.2. The mission of CWRC is to address community and economic development opportunities and barriers while concurrently working for environmental and social good.

Section 2.3. The CWRC is not organized or operated for the benefit of any private interest. None of the CWRC's earnings may inure to any member or individual. It is the intent of the CWRC to return any earnings to the pursuit of its charitable mission.

Section 2.4. The CWRC is prohibited from influencing legislation as a substantial part of its activities, it may not participate in the campaigning for or against any political candidate, and it may not in any other way operate as an action organization as defined by the IRS.

Staff Recommendation:

Tracy Floyd and Steve Martinenko feel that at this time it is not in the City's best interest to continue membership in this consortium.

Action Needed:

The council will need to decide if this is an organization they wish to continue being involved in at this time.



INVOICE

Cascades West Regional Consortium
PO Box 251, Tangent, OR 97389
Albany, OR 97322
Phone: (541) 924-8405
Fax: (541) 967-4651

Date: 8/5/2020
 Invoice No. CWRC2019-2020
 Attention: City Administrator
 Agency: City of Monroe

DESCRIPTION:

According to the Cascades West Regional Consortium Bylaws, Section 8.3. Each member organization shall pay to the Treasurer an annual membership fee as determined by the voting membership at the annual meeting.

2019-2020 Annual Membership Dues/Assessments

At the July 17, 2020 Board meeting of the Cascades West Regional Consortium (CWRC), members reaffirmed the CWRC Dues for 2019-2020 to be \$500 per member jurisdiction.

Item(s)	Total
2019-2020 Annual Membership Dues	500.00
	-
	-
	-

TOTAL: \$ 500.00

Other Comments
Total payment due 30 days after receipt of Invoice
 Make check payable to:
To: Cascades West Regional Consortium
Attn: Georgia Edwards
PO Box 251
Tangent OR 97389

Thank You For Your Business!

Letter of Intent
Reoccupying 125 S. 5th Street

To Whom This May Concern,

This letter serves the purpose to inform you that with your permission Silos Coffee Company plans on reoccupying 125 S. 5th Street in Monroe Oregon. The purpose of the business is to reopen the existing walk-up/ drive-thru coffee shop. The plan is to update the appliances to create a safer environment that is better suited to serve our community and customers. There are no plans for construction to the building. However, we plan on adding signage on the sides of the building. These will include our menu and or logo. We also wish to add a sign to the existing sign pole. This sign will replace the sign to the old business that is no longer in service.

Our hours will consist of:

Sunday-Monday 5:30am-7:30pm

Again, this letter is to inform you of Silos Coffee Company's intent to reoccupy and open the existing coffee shop at 125 S 5th Street in Monroe Oregon.

Thank you for your time and if there are any questions please do not hesitate to ask.

Silos Coffee Company

125 S. 5th Street Monroe, Or

Braidy Crowson

Phone:

Email:

Mason Crowson

Phone:

Email:

Updating Bank Signers

➤ Umpqua Bank – primary business account

Signers are: Floyd Billings, Frank Thayer

Action that needs to be taken: If the council wishes to add a third signer at this time (preferably not Tracy, it is best to keep separation of duties)

Note: Tracy does have online access to this account, but uses the online access to only monitor activity. The bank allows two people online access to our account with no additional fees, if the council wishes to have another person with online access Tracy can get this set up.

➤ LGIP – Local Government Investment Pool

Currently : Paul Canter and Tracy Floyd are set up as the account administrators, which allows them to grant permissions, initiate transactions, add/remove ACH/wire/transfer instructions

Floyd Billings and Tom Glogau (our auditor) can view/access the account with no other permissions

Action that needs to be taken: Remove Paul Canter's access to account and add another account administrator, if the council wishes they can also add any additional persons to have limited access only that would allow them to view this account.

Note: This account is pre-set up so any transfers of funds from this account are only allowed to go into the City's Umpqua Bank Account.

tracy.floyd@ci.monroe.or.us

From: Katie Durfee <kdurfee@cisoregon.org>
Sent: Monday, August 10, 2020 9:08 AM
To: Tiffany Arns
Cc: tracy.floyd@ci.monroe.or.us
Subject: RE: Haunted House/City of Monroe

Hi Tiffany,

In speaking with our underwriting department today, as to whether there were any further details needing to be addressed on the Haunted House structure. Our Property Trust Director Scott Moss and Senior Property Claims Consultant Carol Druett have concluded, CIS will not want to insure this building. I was of the impression that once some of the larger structural repairs suggested were addressed, there would be a second consideration to reinstate property coverage. However, our Director has stated even with these repairs we will not insure this property as it simply poses too much risk.

It was suggested, you could work to identify some insurance through a government program that just provides fire coverage, if the city wishes to continue insuring the structure.

I apologize for any inconvenience this decision may cause.

If you have any further questions, please let me know.

Thanks,

Katie

From: Tiffany Arns <tiffany@pacifichometownins.com>
Sent: Friday, August 7, 2020 10:43 AM
To: Katie Durfee <kdurfee@cisoregon.org>
Subject: FW: Haunted House/City of Monroe

Hi Katie,

I had a great meeting with the City of Monroe and the Haunted House company this morning. They sent me updated pictures which I have included here. I did go through each picture and discussed what needed to be fixed. So here is a run-down of what's happening.

1. The City and Company have agreed to drawing up the memorandum and agreement
2. The company will have the roof and the damaged siding replaced
3. The windows will be boarded up for safety
4. There is no garage, there is a temporary building that is used as a prop that is not for use by the public it's basically eye candy for the atmosphere and only employees in costume are around it.
5. No electrical services are in use within the house itself. The original wiring has been removed and the fuse box was disconnected years ago. The city and fire chief inspected and installed a temporary power pole that is used to supply for power for the haunted house season only. The lines are then run from that pole (as to not overload any circuits) by industrial power cords throughout the house for LED minimal lighting.

So they have come to an agreement to make the repairs and provide appropriate documentation and inspection reports by contractor(s) and the Fire Department once work has been completed. Is there anything else you can think of that the insurance carrier may require that we haven't thought of?

Respectfully,

Tiffany Arns

For fun tips, give-a-ways and local updates Follow us on [Facebook](#)
<https://www.travelersagentvideo.com/VLP7F1914.aspx>



Tiffany Arns

Agent/General Manager

P: 541-995-6397 Ext. 204

D: 541-995-5803

E: Tiffany@PacificHometownIns.com

155 N. 3rd St. | PO Box 408
Harrisburg, OR 97446

www.PacificHometownInsurance.com



From: tracy.floyd@ci.monroe.or.us <tracy.floyd@ci.monroe.or.us>

Sent: Friday, August 7, 2020 9:48 AM

To: Tiffany Arns <tiffany@pacifichometownins.com>

Subject: FW: Haunted House pics

Hi Tiffany,

Here are some pictures of the house.

Tracy

From: Lorrie charles <tlc52togo@hotmail.com>

Sent: Friday, August 7, 2020 9:40 AM

To: tracy.floyd@ci.monroe.or.us

Subject: Haunted House pics

Sent from [Mail](#) for Windows 10

From: Katie Durfee
Sent: Tuesday, September 22, 2020 2:27 PM
To: Tracy Floyd
Subject: RE: Property Inspection - Monroe Residential Home 24800 Hwy 99 W

Hi Tracy,

I'm doing well and hope the same for you. Thanks for reaching out to gain further clarification to coverage.

You are correct, there is no property coverage to the residential and vacant home located at 24800 Hwy 99W. So no coverage for building nor its' contents.

Under Liability, this would under certain circumstances cover a member of the public who goes onto the property and gets hurt. To reduce this risk, consider No Trespassing signs posted. However, the employee is covered under Worker's Comp coverage, if they are injured on the property while during the scope of their work assignment.

I hope this helps to offer the clarification sought.

Katie

From: Tracy Floyd <tracy.floyd@ci.monroe.or.us>
Sent: Tuesday, September 22, 2020 10:55 AM
To: Katie Durfee <kdurfee@cisoregon.org>
Subject: RE: Property Inspection - Monroe Residential Home 24800 Hwy 99 W

Hi Katie,

Hope you are doing well. I just got some information on this property and it conflicts with the information I thought I knew, so I just wanted to clarify. The city has liability coverage on this property correct? If one of our employees where to go onto the property and mow the grass and got hurt the city is covered?

It is my understanding that the building itself isn't covered and the contents inside are not covered. Correct?

Tiffany from Pacific Hometown insurance was quoted saying there is absolutely no coverage on the property. I didn't hear this directly from her, but from the gal that runs the haunted house. I don't want to create any more confusion and so I thought I would just seek a direct answer from you.

I appreciate all of your help with all of this and answering my questions.

Tracy Floyd
Finance Officer/Court Clerk
City of Monroe
[541-847-5175](tel:541-847-5175)



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.

Monroe City Park Volunteer Host Description

A background check and drug test is required to host in Monroe City Park.

City of Monroe needs a host presence to help protect the area and to help maintain the grounds. Park hosts would be responsible for performing light grounds maintenance such as restroom cleaning, locking and unlocking restrooms, picking up litter, and light clean up after storm activity such as branch gathering. Power tool operation is generally not required with this assignment.

No pay would be associated with this position.

Volunteer hosts must provide their own R.V. which must be in acceptable condition and approved by the City of Monroe.

Approved hosts would be accommodated the use of a campsite and all utilities at no charge for the duration of the term of service.

Hosts may have Up to two (2) Pets may be permitted at host sites. Pets must be friendly and approachable by park users and must be tethered and controlled at all times. Pets are required to be rabies vaccinated and licensed with County Animal Services prior to accepting hosting duties. A successful background check and drug test is required to host in Monroe City Park.

Host must set an example by practicing good housekeeping at all times in and around their RV site and by observing all rules and regulations.

Host shall not attempt to discipline or apprehend any park violators. Host will report all disturbances to the City or the Police. LAW ENFORCEMENT WILL BE DONE BY CERTIFIED LAW ENFORCEMENT. You are to inform Park Guests of rules and regulations, but are not to participate in any high risk activity.

Be observant for activities within the Park requiring immediate attention notify the City as these problems arise.