

CITY COUNCIL NOTICE/AGENDA

Monday, November 22, 2021
MONROE CITY HALL MEETING ROOM

6PM
668 COMMERCIAL ST.



1. OPENING

1.1. Call to Order, Pledge of Allegiance and Roll Call

2. PUBLIC ITEMS and COMMENTS *(please limit your comments to less than 3 minutes)*

2.1. **NOTE:** The public comment period is designed to gain input from the public. Public comment is not intended to be a dialogue between the council, staff and any person making a comment. Any person who raises a question during public comment should rest assured that the City staff is making a note of your question and the council and staff will work together to identify the appropriate city official to follow up with you directly.

3. STAFF REPORTS, UPDATES, and PRESENTATIONS

- 3.1. Sheriff Jef Van Arsdall, Benton County Sheriff's Office Report
- 3.2. Steve Martinenko, City Administrator Report
- 3.3. Mayor Dan Sheets, Volunteer Presentation & Award

4. **CONSENT AGENDA:** The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda. A motion to accept the consent agenda is appropriate.

4.1. Approval of Bills, Financials and Minutes

5. PUBLIC HEARING

5.1. Ordinance 2021-03. An ordinance adopting amendments pertaining to the transportation elements in both the City's Development Code and Chapter 12 – Transportation in the City's 2020 Comprehensive Plan.

6. NEW BUSINESS

- 6.1. Planning Commission Appointment (Mayor Sheets)
- 6.2. Resolution 2021-11: A resolution accepting Mary Bosch with MARKETEK's proposal for consulting services to create a new economic development plan.
- 6.3. Resolution 2021-12: A resolution approving and submitting City of Monroe's Exploring Downtown Level Application with the Oregon Main Street Program.
- 6.4. Tobacco sales licensing and enforcement – SB 587 (CA Martinenko)
- 6.5. City Council and City Committee Meetings Venue Change (CA Martinenko)
- 6.6. Plans for City Hall Renovation (CA Martinenko)
- 6.7. Process for Delinquent Utility Bills (CA Martinenko)

6. NEW BUSINESS (Continued)

6.8. Upcoming Events

- 11/26-27 – Monroe Community Bazaar at MCC (Mayor Sheets)
- 12/11 – Monroe Light Parade (Mayor Sheets)

7. OLD BUSINESS

7.1. Updates (CA Martinenko)

- 7.1..1. Planning Commission
- 7.1..2. Safe Routes to School
- 7.1..3. Codification Process
- 7.1..4. Garbage/Waste Services Franchise Agreement
- 7.1..5. Surplus Equipment Sale
- 7.1..6. Surplus Property Sale

7.2. City Social Media - FB, Website & City App (Mayor Sheets, CA Martinenko)

8. OTHER BUSINESS

8.1. Committee Reports from Each Committee Chair:

- Budget Committee (Councilor Ritch)
- City Parks & Facilities Committee (Councilor Cuthbertson)
- Economic Development Committee (Mayor Sheets)
 - o Beautification Subcommittee (Chair Davis)
 - o Community Engagement Subcommittee (Councilor Knott)
 - o Festival & Events Subcommittee (Mayor Sheets)
- Finance Committee (Councilor Ritch)
- Human Resources Committee (Councilor Lindner)
- Public Works Committee (Councilor Baker)

8.2. Councilors' Comments:

- Council President Cuthbertson
- Councilor Baker
- Councilor Knott
- Councilor Lindner
- Councilor Ritch
- Councilor Winther

8.3. Mayor's Comments:

- Watch for City Committee Meetings on the City's Website (ci.monroe.or.us)

9. ADJOURN

9.1. Next City Council Meeting is scheduled for Monday, Dec. 20, 2021 at 6 p.m.

ZOOM MEETING INFORMATION

Zoom Link: <https://zoom.us/join>

Meeting ID: 893 9337 9103

Passcode: 000841

2022 BUDGET POSITION TOTALS

City Of Monroe

Time: 11:32:02 Date: 11/18/2021

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Fund	Revenue Budgeted	Received		Expense Budgeted	Spent	
100 General Administration Fund	939,657.75	301,072.46	32.0%	939,657.75	150,877.12	16%
201 Public Works Fund	615,952.00	340,115.18	55.2%	615,952.00	149,400.15	24%
202 Monroe Festival Fund	6,250.00	0.00	0.0%	6,250.00	0.00	0%
300 Water Revenue Bond	46,991.00	46,837.50	99.7%	46,991.00	30,193.00	64%
302 GOB Phase II	133,842.00	86,622.09	64.7%	133,842.00	0.00	0%
400 Equipment Reserve Fund	63,049.00	52,940.32	84.0%	63,049.00	0.00	0%
401 Building Reserve Fund	46,731.00	42,694.07	91.4%	46,731.00	0.00	0%
402 Park Reserve Fund	16,091.00	12,291.41	76.4%	16,091.00	0.00	0%
403 Water Reserve Fund	35,269.00	23,926.70	67.8%	35,269.00	0.00	0%
404 Sewer Reserve Fund	105,637.00	101,762.24	96.3%	105,637.00	0.00	0%
405 Capital Improvement Reserve Fund	25,806.00	25,695.91	99.6%	25,806.00	0.00	0%
507 Park System Development Fund	39,081.00	36,959.40	94.6%	39,081.09	0.00	0%
508 Sewer System Development Fund	417,083.00	386,325.92	92.6%	417,083.00	0.00	0%
509 Street System Development Fund	78,052.00	74,575.58	95.5%	78,052.00	0.00	0%
510 Storm System Development Fund	80,518.00	76,077.35	94.5%	80,518.00	0.00	0%
511 Water System Development Fund	493,688.00	449,516.46	91.1%	493,688.00	0.00	0%
601 Water Treatment Fund	294,617.00	172,007.07	58.4%	294,617.00	70,603.60	24%
602 Library Fund	24,050.00	5,559.53	23.1%	24,050.00	7,286.64	30%
603 Legion Hall Fund	18,550.00	3,843.30	20.7%	18,550.00	3,143.51	17%
900 Customer Deposit Fund	0.00	7,933.61	0.0%	0.00	600.42	0%
	3,480,914.75	2,246,756.10	64.5%	3,480,914.84	412,104.44	11.8%

INTERFUND CASH TRANSACTION

City Of Monroe

MCAG #:

Transaction #: 720
For: Quarterly Budgeted Transfers

Date: 11/01/2021

Transfer #: 2022 - 1

From:	Fund		Remark
597 00 00 1000 Transfer To Legion Hall Fund	100	3,750.00	Legion hall Expenses (Utilities, Repairs and Maint, etc)
597 00 00 1001 Transfer To Library Fund	100	5,500.00	Library Expenses (Utilities, Alarm, Repairs and Maint, etc.)
597 00 00 1002 Transfer To Park Reserve Fund	100	1,250.00	Transfer to Reserve Fund
597 00 00 1004 Transfer To Equipment Reserve Fund	100	1,250.00	Transfer to Reserve Fund
597 00 00 1006 Transfer To Building Reserve Fund	100	1,250.00	Transfer to Reserve Fund
597 00 00 1007 Transfer To Water Reserve Fund	100	3,750.00	Transfer to Reserve Fund
597 00 00 1008 Transfer To Sewer Reserve Fund	100	1,250.00	Transfer to Reserve Fund
597 00 00 2014 Transfer To GA For Billing Services	201	7,600.00	Utility Billing Services (Personnel Time, Resources, Mailing Cost)
597 00 00 6012 Transfer To Water Revenue Bond Fund	601	30,000.00	Water Revenue Bond Payment
597 00 00 6014 Transfer To GA For Billing Services	601	7,600.00	Utility Billing Services (Personnel Time, Resources, Mailing Cost)
597 00 00 6015 Transfer To GA For Personnel Expenses	601	3,000.00	Personnel Services (running Water Plant, Maint, etc.)
597 00 00 6016 Transfer To Public Works For Personnel Expenses	601	4,500.00	Personnel Services (running Water Plant, Maint, etc.)
597 00 00 6023 Transfer To GA For Janitorial Services	602	1,678.75	Janitorial Services
597 00 10 6030 Transfer To GA For Janitorial Services	603	1,678.75	Janitorial Services
		<u>74,057.50</u>	

To:

397 00 00 1009 Transfer In From Public Works-Billing Expenses	100	7,600.00	Utility Billing Services (Personnel Time, Resources, Mailing Cost)
397 00 00 1010 Transfer In From Water Treatment-Billing Expense:	100	7,600.00	Utility Billing Services (Personnel Time, Resources, Mailing Cost)
397 00 00 1011 Transfer In From Water Treatment-Personnel Expe	100	3,000.00	Personnel Services (running Water Plant, Maint, etc.)
397 00 00 1012 Transfer In From Library Fund-Janitorial Services	100	1,678.75	Janitorial Services
397 00 00 1013 Transfer In From Legion Hall Fund-Janitorial Servic	100	1,678.75	Janitorial Services
397 00 00 2010 Transfer In From Water Treatment For Personnel E	201	4,500.00	Personnel Services (running Water Plant, Maint, etc.)
397 00 00 3000 Transfer In From Water Fund	300	30,000.00	Water Revenue Bond Payment
397 00 00 4002 Transfers In from General Fund	400	1,250.00	Transfer to Reserve Fund
397 00 00 4010 Transfer In From General Fund	401	1,250.00	Transfer to Reserve Fund
397 00 00 4020 Transfer In From General Fund	402	1,250.00	Transfer to Reserve Fund
397 00 00 4031 Transfer In From General Fund	403	3,750.00	Transfer to Reserve Fund
397 00 00 4041 Transfer In From General Fund	404	1,250.00	Transfer to Reserve Fund
397 00 00 6020 Transfer In From GA Fund	602	5,500.00	Library Expenses (Utilities, Alarm, Repairs and Maint, etc.)
397 00 10 6030 Transfer In From GA FUND	603	3,750.00	Legion hall Expenses (Utilities, Repairs and Maint, etc)
		<u>74,057.50</u>	

INTERFUND CASH TRANSACTION

City Of Monroe

MCAG #:

Transaction #: 720

For: Quarterly Budgeted Transfers

Date: 11/01/2021

Transfer #: **2022 - 1**

From:

Fund

Remark

POSTED BY:

Joseph Evers Accounting Rep 11/18/21
Name Title Date

REVIEWED BY:

[Signature] City Administrator 11-18-21
Name Title Date

TREASURER'S REPORT

Fund Totals

C ty Of Monroe

10/01/2021 To: 10/31/2021

Time: 12:43:23 Date: 11/16/2021
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	168,918.04	22,332.26	28,174.56	163,075.74	5,764.29	0.00	0.00	168,840.03
201 Public Works Fund	194,081.65	15,199.40	17,802.78	191,478.27	8,972.09	0.00	-382.23	200,068.13
300 Water Revenue Bond	-13,362.24	6.74		-13,355.50	0.00	0.00	0.00	-13,355.50
302 GOB Phase II	5,238.06	457.88		5,695.94	0.00	0.00	0.00	5,695.94
400 Equipment Reserve Fund	51,669.64	20.68		51,690.32	0.00	0.00	0.00	51,690.32
401 Building Reserve Fund	41,427.49	16.58		41,444.07	0.00	0.00	0.00	41,444.07
402 Park Reserve Fund	11,036.99	4.42		11,041.41	0.00	0.00	0.00	11,041.41
403 Water Reserve Fund	20,168.27	8.43		20,176.70	0.00	0.00	0.00	20,176.70
404 Sewer Reserve Fund	100,472.03	40.21		100,512.24	0.00	0.00	0.00	100,512.24
405 Capital Improvement Reserve Fund	25,685.63	10.28		25,695.91	0.00	0.00	0.00	25,695.91
507 Park System Development Fund	36,947.96	11.44		36,959.40	0.00	0.00	0.00	36,959.40
508 Sewer System Development Fund	386,217.47	108.45		386,325.92	0.00	0.00	0.00	386,325.92
509 Street System Development Fund	74,550.19	25.39		74,575.58	0.00	0.00	0.00	74,575.58
510 Storm System Development Fund	76,054.10	23.25		76,077.35	0.00	0.00	0.00	76,077.35
511 Water System Development Fund	449,395.45	121.01		449,516.46	0.00	0.00	0.00	449,516.46
601 Water Treatment Fund	119,028.15	26,950.35	12,037.20	133,941.30	4,206.28	0.00	-776.93	137,370.65
602 Library Fund	-4,825.24	13.26	736.38	-5,548.36	37.25	0.00	-70.94	-5,582.05
603 Legion Hall Fund	-1,287.27	20.78	104.97	-1,371.46	0.00	0.00	-14.00	-1,385.46
900 Customer Deposit Fund	6,897.17	500.00	100.00	7,297.17	0.00	0.00	0.00	7,297.17
	1,748,313.54	65,870.81	58,955.89	1,755,228.46	18,979.91	0.00	-1,244.10	1,772,964.27

TREASURER'S REPORT

Account Totals

City Of Monroe

10/01/2021 To: 10/31/2021

Time: 12:43:23 Date: 11/16/2021
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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Umpqua Bank	187,301.42	53,243.22	59,055.89	181,488.75	0.00	18,979.91	200,468.66
4	Xpress Credit Cards	0.00	13,114.01	12,550.81	563.20	-563.20	0.00	0.00
5	Xpress EFTs	276.24	10,085.23	9,849.37	512.10	-512.10	0.00	0.00
6	Xpress Online Banking	49,152.20	11,347.17	86.80	60,412.57	-168.80	0.00	60,243.77
Total Cash:		236,729.86	87,789.63	81,542.87	242,976.62	-1,244.10	18,979.91	260,712.43
Investment Accounts								
2	LGIP	1,511,361.34	668.16	0.00	1,512,029.50	0.00	0.00	1,512,029.50
Total Investments:		1,511,361.34	668.16	0.00	1,512,029.50	0.00	0.00	1,512,029.50
		1,748,091.20	88,457.79	81,542.87	1,755,006.12	-1,244.10	18,979.91	1,772,741.93

TREASURER'S REPORT

Fund Investments By Account

City Of Monroe

10/01/2021 To: 10/31/2021

Time: 12:43:23 Date: 11/16/2021
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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	223,158.09	40.84	92.66	133.50		223,291.59
201 000 Street Fund	131,482.01		54.60	54.60		131,536.61
300 000 Water Revenue Bond	16,219.36		6.74	6.74		16,226.10
302 000 GOB Phase II	101,091.73		41.98	41.98		101,133.71
400 000 Equipment Reserve Fund	49,792.67		20.68	20.68		49,813.35
401 000 Building Reserve Fund	39,922.58		16.58	16.58		39,939.16
402 000 Park Reserve Fund	10,636.06		4.42	4.42		10,640.48
403 000 Water Reserve Fund	20,299.56		8.43	8.43		20,307.99
404 000 Sewer Reserve Fund	96,822.26		40.21	40.21		96,862.47
405 000 Capital Improvement Reserve Fund	24,752.58		10.28	10.28		24,762.86
507 000 Park System Development Fund	27,541.84		11.44	11.44		27,553.28
508 000 Sewer System Development Fund	261,125.32		108.45	108.45		261,233.77
509 000 Street System Development Fund	61,140.51		25.39	25.39		61,165.90
510 000 Storm System Development Fund	55,973.21		23.25	23.25		55,996.46
511 000 Water System Development Fund	291,387.35		121.01	121.01		291,508.36
601 000 Water Fund	17,264.16		7.16	7.16		17,271.32
602 000 Sewer Fund	31,930.96		13.26	13.26		31,944.22
603 000 Storm Fund	50,032.00		20.78	20.78		50,052.78
2 - LGIP	1,510,572.25	40.84	627.32	668.16		1,511,240.41
	1,510,572.25	40.84	627.32	668.16		1,511,240.41

TREASURER'S REPORT

Fund Investment Totals

City Of Monroe

10/01/2021 To: 10/31/2021

Time: 12:43:23 Date: 11/16/2021
Page: 4

Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
100 General Administration Fund	223,158.09	40.84	92.66	133.50		223,291.59	-60,215.85
201 Public Works Fund	131,482.01		54.60	54.60		131,536.61	59,941.66
300 Water Revenue Bond	16,219.36		6.74	6.74		16,226.10	-29,581.60
302 GOB Phase II	101,091.73		41.98	41.98		101,133.71	-95,437.77
400 Equipment Reserve Fund	49,792.67		20.68	20.68		49,813.35	1,876.97
401 Building Reserve Fund	39,922.58		16.58	16.58		39,939.16	1,504.91
402 Park Reserve Fund	10,636.06		4.42	4.42		10,640.48	400.93
403 Water Reserve Fund	20,299.56		8.43	8.43		20,307.99	-131.29
404 Sewer Reserve Fund	96,822.26		40.21	40.21		96,862.47	3,649.77
405 Capital Improvement Reserve Fund	24,752.58		10.28	10.28		24,762.86	933.05
507 Park System Development Fund	27,541.84		11.44	11.44		27,553.28	9,406.12
508 Sewer System Development Fund	261,125.32		108.45	108.45		261,233.77	125,092.15
509 Street System Development Fund	61,140.51		25.39	25.39		61,165.90	13,409.68
510 Storm System Development Fund	55,973.21		23.25	23.25		55,996.46	20,080.89
511 Water System Development Fund	291,387.35		121.01	121.01		291,508.36	158,008.10
601 Water Treatment Fund	17,264.16		7.16	7.16		17,271.32	116,669.98
602 Library Fund	31,930.96		13.26	13.26		31,944.22	-37,492.58
603 Legion Hall Fund	50,032.00		20.78	20.78		50,052.78	-51,424.24
900 Customer Deposit Fund						0.00	7,297.17
	1,510,572.25	40.84	627.32	668.16		1,511,240.41	243,988.05

Ending fund balance (Page 1) - Investment balance = Available cash.

1,755,228.46

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

As Of: 10/31/2021 Date: 11/16/2021
Time: 12:43:23 Page: 5

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2022	591	10/25/2021	Claims	1	211913	AT&T Mobility	46.47	City Cell phone Bill
2022	592	10/25/2021	Claims	1	211914	American Barricade CO.	1,467.90	Street Sign Replacements
2022	593	10/25/2021	Claims	1	211915	B & I Hardware & Rental	450.94	B&I Invoices
2022	594	10/25/2021	Claims	1	211916	Benton County Sheriff's Office	1,998.00	Law Inforcement Contracts with Benton County Sheriffs
2022	595	10/25/2021	Claims	1	211917	Carquest of Junction City	150.23	Healdights for the F350
2022	596	10/25/2021	Claims	1	211918	Cascade Columbia Distribution Co	555.00	Sodium Hypochlorite for WTP
2022	597	10/25/2021	Claims	1	211919	City of Harrisburg	500.00	
2022	598	10/25/2021	Claims	1	211920	Coenergy - Valley Office	56.29	Ce-energy Pre-Buy
2022	599	10/25/2021	Claims	1	211921	Edge Analytical, Inc.	313.00	WTP and WWTP Testing
2022	600	10/25/2021	Claims	1	211922	Grove, Mueller & Swank, P.C.	9,500.00	20-21 Yearly Audit and Financial Statement Cost
2022	601	10/25/2021	Claims	1	211923	Office Depot	105.88	Dog Bags for Park-Duster for Cleaning Library
2022	602	10/25/2021	Claims	1	211924	One Call Concepts, Inc.	4.80	Utility Locate Tickets-4
2022	603	10/25/2021	Claims	1	211925	Roto-Rooter Plumbing	315.00	Cabled M/L via C/O, Soft Clog 70ft or so. Tested clear
2022	604	10/25/2021	Claims	1	211926	Chuck Scholz	1,500.00	Contracted certified operator services for October
2022	605	10/25/2021	Claims	1	211927	Dan Sheets	74.50	Lunch with the Mayor-Bennys Pizza
2022	606	10/25/2021	Claims	1	211928	The Law Office of Blake & Ramsower, LLC	400.00	July and September Judge Services, Prior Check never recieved.
2022	607	10/25/2021	Claims	1	211929	United Rentals	1,181.10	United Rentals Mini Excavator for school drainage project
2022	608	10/25/2021	Claims	1	211930	WEEO	293.98	Fuell Charges
2022	277	08/23/2021	Claims	1	212238	Shane Felber	66.82	253 - 991 MAIN STREET
							18,979.91	
2022	653	10/29/2021	Util Pay	4		Xpress Bill Pay	86.80	Xpress Import - CC - 10-29-2021__daily_batch.csv
2022	654	10/30/2021	Util Pay	4		Xpress Bill Pay	476.40	Xpress Import - CC - 10-30-2021__daily_batch.csv
							563.20	
2022	655	10/30/2021	Util Pay	5		Xpress Bill Pay	411.68	Xpress Import - EFT - 10-30-2021__daily_batch.csv
2022	656	10/31/2021	Util Pay	5		Xpress Bill Pay	100.42	Xpress Import - EFT - 10-31-2021__daily_batch.csv
							512.10	
2021	1250	02/01/2021	Util Pay	6		Xpress Bill Pay	168.80	Xpress Import - CheckFree - 03-09-2021__daily_batch
							168.80	Receipts Outstanding:

TREASURER'S REPORT Outstanding Vouchers

City Of Monroe

As Of: 10/31/2021 Date: 11/16/2021
Time: 12:43:23 Page: 6

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
							<u>18,979.91</u>		
Fund									
							Claims	Payroll	Total
100 General Administration Fund							5,764.29	0.00	5,764.29
201 Public Works Fund							8,972.09	0.00	8,972.09
601 Water Treatment Fund							4,206.28	0.00	4,206.28
602 Library Fund							37.25	0.00	37.25
							<u>18,979.91</u>	0.00	18,979.91

TREASURER'S REPORT


Signature Page


City Of Monroe

10/01/2021 To: 10/31/2021

Time: 12:43:23 Date: 11/16/2021
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We the undersigned officers for the City of Monroe have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed:  11-15-21
Reviewed By / Date

Signed:  11/15/21
Finance Officer / Date

ACCOUNTS PAYABLE

City Of Monroe

As Of: 02/10/2022

Time: 10:17:56 Date: 11/18/2021

Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
2993	11/17/2021	11/22/2021	297 AT&T Mobility	16.69	City Cell Phone Bill
	510 00 42	1000 Utilities	100 300 510 General Adminis	4.18	City Admin Phone
	534 00 42	6010 Utilities	601 450 534 Water Treatment	4.18	City Admin Phone
	542 00 31	2011 Utilities	201 400 500 Public Works Fui	8.33	Public Works Phone
2979	11/02/2021	11/22/2021	517 Amazon Capital Services	429.75	Amazon Charges
	542 00 31	2018 Vehicle Operation & Main	201 400 500 Public Works Fui	25.29	Radiator Repairs-F250 Ford
	542 00 36	2010 Storm- Repairs And Maint	201 400 542 Public Works Fui	62.49	NDS Square Catch Basin Draine Grate, 12IN
	542 00 40	2011 WWTP- Equipment	201 400 540 Public Works Fui	77.98	Authorized Personnel Signs-WWTP
	542 00 40	2013 WWTP-Chemicals	201 400 540 Public Works Fui	255.00	BIOHARM PH Calibration Solution
	572 00 10	6024 Library Repairs And Maint	602 300 572 Library Fund	8.99	Toil Paper Holder-For Library
2999	11/17/2021	11/22/2021	11 B & I Hardware & Rental	77.47	B&I Charges
	510 00 31	1001 Operating Supplies	100 300 510 General Adminis	25.98	Plastic Light Clips for City hall
	542 00 31	2010 Operating Supplies	201 400 500 Public Works Fui	19.44	Yellow Marking Paint
	542 00 38	2012 Parks- Equipment Repair /	201 400 576 Public Works Fui	14.49	201pc Plastic Anchor Kit
	572 00 10	6025 Library Janitorial Supplies	602 300 572 Library Fund	7.98	Clorox Cleanup Wipes, Febreze Mr Clean
	575 00 10	6034 Legion Hall Janitorial Supp	603 300 575 Legion Hall Func	9.58	Clorox Wipes and Clorox Clean up
2982	11/02/2021	11/22/2021	275 Bailey Excavating Inc	2,095.00	8 loads of 3/4" - for City park-New Parking Area
	542 00 38	2012 Parks- Equipment Repair /	201 400 576 Public Works Fui	2,095.00	8 loads of 3/4" - for City park-New Parking Area
2988	11/16/2021	11/22/2021	26 Cascade Columbia Distribution Co	1,219.28	Calcium Thiosulfate and Sodium Hypochlorite, WTP and WWTP
	534 00 49	6011 Chemicals	601 450 534 Water Treatment	158.75	Sodium Hypochlorite, Barrel deposit nad
	542 00 40	2013 WWTP-Chemicals	201 400 540 Public Works Fui	152.50	Environmental surcharge
	542 00 40	2013 WWTP-Chemicals	201 400 540 Public Works Fui	908.03	Sodium Hypoclorite, barrel deposit
					Calcium Thiosulfate, Barrel charge, and environment surcharge
2996	11/17/2021	11/22/2021	28 City County Insurance Services	5,644.60	Hillburger Settlement Deductible
	510 00 46	1000 General Liability And Auto	100 300 510 General Adminis	5,644.60	Hillburger Settlement Deductible
2978	11/04/2021	11/22/2021	419 City of Harrisburg	500.00	IGA Harrisburg for Water Treatment Plant
	534 00 41	6013 Contracted Plant Operatio	601 450 534 Water Treatment	500.00	Contracted Plant Operator Fees
2990	11/17/2021	11/22/2021	36 Edge Analytical, Inc.	890.00	WTP Water Testing

ACCOUNTS PAYABLE

City Of Monroe

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Accts

Pay #	Received	Date Due	Vendor	Amount	Memo
534 00 49 6010	Outside Testing		601 450 534 Water Treatment	678.00	
542 00 40 2012	WWTP-Outside Testing		201 400 540 Public Works Fun	212.00	
2997 11/17/2021 11/22/2021 438			Foster, Jennifer A	43.28	Supplies from Party City for City Hall Halloween Event
510 00 49 1011	Community Engagement		100 300 510 General Adminis	43.28	Supplies from Party City for City Hall Halloween Event
2994 11/17/2021 11/22/2021 190			Government Ethics Commission	548.82	Yearly Government Ethics Commission Charges
510 00 41 1009	Licenses And Fees		100 300 510 General Adminis	548.82	Yearly Government Ethics Commission Charges
2985 11/04/2021 11/22/2021 226			Granger	81.76	Safety "No Smoking" Sign, Boot scrubbers
542 00 31 2010	Operating Supplies		201 400 500 Public Works Fun	73.96	Boot Scrubbers
542 00 38 2010	Parks- Operating Supplies		201 400 576 Public Works Fun	7.80	"No Smoking" signs
3001 11/17/2021 11/22/2021 609			Honey Bucket	600.00	Honey Bucket Toilets for September 11th Events
510 00 49 1011	Community Engagement		100 300 510 General Adminis	600.00	Honey Bucket Toilets for September 11th Events
2981 11/03/2021 11/22/2021 271			JC Electric and Plumbing	338.91	Library Electric Issues in bathroom, Replace Ballast, Ballast, Lamps and Occupancy Switch
572 00 10 6024	Library Repairs And Maint		602 300 572 Library Fund	338.91	Library Electric Issues in bathroom, Replace Ballast, Lamps and Occupancy Switch
2992 11/17/2021 11/22/2021 70			Oregon Department of Forestry Unit 12	14.75	Oregon Department of Forestry Taxes
510 00 41 1009	Licenses And Fees		100 300 510 General Adminis	14.75	Oregon Department of Forestry Taxes
2998 11/17/2021 11/22/2021 75			Pacific Corrugated Pipe Co.	320.00	Storm Drain 18 inch PVC Pipe
542 00 36 2010	Storm- Rapairs And Maint		201 400 542 Public Works Fun	320.00	Storm Drain 18 inch PVC Pipe
2980 11/03/2021 11/22/2021 76			Pacific Power	2,938.66	Monthly Power Bill
510 00 42 1000	Utilities		100 300 510 General Adminis	142.98	City Hall electric
534 00 42 6010	Utilities		601 450 534 Water Treatment	1,164.97	Water Treatment Electric Cost
542 00 31 2011	Utilities		201 400 500 Public Works Fun	400.67	Sewer Lagoons and Waste Water
542 00 34 2010	Streets- Street Lights		201 400 542 Public Works Fun	704.09	Street Light electric
572 00 10 6022	Library Electric		602 300 572 Library Fund	280.84	Library Electric Cost
575 00 10 6031	Legion Hall Electricity		603 300 575 Legion Hall Fun	245.11	Legion Hall Electric Cost
3000 11/17/2021 11/22/2021 467			Quill LLC	355.03	Office Supplies Purchases

ACCOUNTS PAYABLE

City Of Monroe

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Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
510 00 31 1001	Operating Supplies		100 300 510 General Adminis	303.63	
542 00 40 2011	WWTP- Equipment		201 400 540 Public Works Fuel	29.98	
572 00 10 6025	Library Janitorial Supplies		602 300 572 Library Fund	21.42	
2548	12/17/2020 11/22/2021 430		Scholz, Chuck	1,500.00	Contracted certified operator services for November
542 00 40 2014	WWTP-Contracted Operat		201 400 540 Public Works Fuel	1,500.00	
2984	11/02/2021 11/22/2021 432		Springbrook	9,763.74	Yearly Contract with Springbrook Xpress Accounting Software 01/2022-12/2022
510 00 41 1009	Licenses And Fees		100 300 510 General Adminis	9,763.74	Yearly Contract with Springbrook Xpress Accounting Software 01/2022-12/2022
2986	11/04/2021 11/22/2021 432		Springbrook	180.00	Addition Liscense for Springbrook Xpress Software
510 00 41 1009	Licenses And Fees		100 300 510 General Adminis	180.00	Addition Liscense for Springbrook Xpress Software
2983	11/02/2021 11/22/2021 602		Tyler Technologies, INC	12,155.00	Court document Retention and recording Software
521 00 50 1001	Court Software Upgrades		100 300 521 General Adminis	12,155.00	Court document Retention and recording Software
2989	11/16/2021 11/22/2021 96		Valley Fire Control, Inc.	589.00	Fire Sepression systems inspections
510 00 48 1001	Building Repairs & Mainte		100 300 510 General Adminis	117.80	Fire Sepression systems inspections
534 00 48 6013	Building Repairs & Mainte		601 450 534 Water Treatment	117.80	Fire Sepression systems inspections
542 00 32 2012	Building Repairs And Mair		201 400 500 Public Works Fuel	117.80	Fire Sepression systems inspections
572 00 10 6024	Library Repairs And Maint		602 300 572 Library Fund	117.80	Fire Sepression systems inspections
575 00 10 6032	Legion Hall Repairs And Iv		603 300 575 Legion Hall Func	117.80	Fire Sepression systems inspections
2991	11/17/2021 11/22/2021 468		WECO	182.23	Public Works Fuel Charges
542 00 31 2018	Vehicle Operation & Main		201 400 500 Public Works Fuel	182.23	Public Works Fuel Charges
2995	11/17/2021 11/22/2021 604		Weast, Michael	3,700.00	Timber appraisal for surplus property
510 00 41 1007	Professional Services Othe		100 300 510 General Adminis	3,700.00	Timber appraisal for surplus property

Report Total:

44,183.97

Fund

100 General Administration Fund
201 Public Works Fund

33,244.76
7,167.08

ACCOUNTS PAYABLE

City Of Monroe

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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			601 Water Treatment Fund	2,623.70	
			602 Library Fund	775.94	
			603 Legion Hall Fund	372.49	

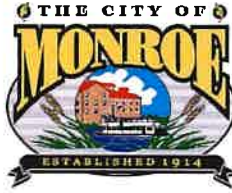
This report has been reviewed by:

REMARKS:


C. A. Pomplun
Signature & Title

11-18-21

Date



MONROE CITY COUNCIL MINUTES

October 25, 2021

6:00 PM

City Hall Meeting Room

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:01 P.M.

Pledge of Allegiance: Mayor Sheets asked Councilor Winther to lead the Pledge of Allegiance.

Roll Call: Present: Mayor Sheets; Councilors: Baker, Cuthbertson, Lindner, Knott, Ritch, Winther
Staff present: City Administrator Martinenko.

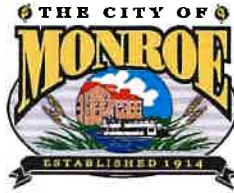
2. **PUBLIC COMMENTS:** Request for Donation of Bricks. Tommy Houston, post commander for the local VFW requested the bricks that are on the surplus equipment list be given to the VFW and Museum for a commemorative walking path in the vacant lot next to the museum. Mayor Sheets tabled the request until the next Council Meeting.

3. **STAFF REPORTS AND PRESENTATIONS:**

- 3.1. Sheriff van Arsdale presented the monthly activity log to Council and discussed court appearances with Judge Blake. The Sheriff's office is actively recruiting for staff and stated they are facing similar hiring issues as other law enforcement agencies. Councilor Baker asked the Sheriff about entries that show no activity. Councilor Ritch talked about deputy presence for Halloween activities and the Sheriff responded that they would have a couple of officer present.
- 3.2. City Administrator Martinenko commented that the Corps of Engineers is releasing water from Fern Ridge and they would be no water production for the first three days to allow the main debris and runoff to flow past the water intake. CA Martinenko discussed plans for smoke testing the sewer lines, cleaning storm drains, and sealing manholes in the November timeframe. In addition, Lagoon discharge starts November 1 and training for Public Works staff on monitoring the discharge process.

4. **CONSENT AGENDA:**

- 4.1. **Consent Agenda.** Councilor Ritch asked about the expenditure for the Atlas Copco air compressor. Staff explained this was a new unit and not a repair. Councilor Baker asked about the United Rentals Expense. Staff replied this was for the School Drainage project that was budgeted for as a separate line item and not charged to another fund. Mayor Sheets asked if Junction City refunded all or part of the last payment for Law enforcement and staff replied no. Councilor Knott asked if the entry "nitrates and nitrates" in the minutes was meant to be a difference. Staff replied it should be "nitrites and nitrates." Mayor Sheets then asked for a motion to approve the minutes of September 27th. Councilor Ritch so moved and Councilor Winther seconded. Mayor Sheets called for a vote: The motion carried unanimously.



5. NEW BUSINESS:

- 5.1. **Resolution 2021-08 Sale of Surplus Property.** The Council deliberated on amending the resolution based on discussion and public comment at the previous Council meeting and workshop.

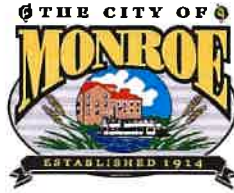
A transcript of the deliberation is attached to these minutes as "City Council Minutes Addendum."

After the first round of discussion and public comment, Mayor Sheets called for a motion to either amend or not amend the resolution. Councilor Winther moved to amend the resolution by striking tax lot 155060000800 from the list of surplus property. Councilor Lindner seconded. During discussion, Mayor Sheets asked if the motion to amend the resolution was only Kyle Springs. Councilor Winther said the intent was both Kyle and Belknap springs but saw only one tax lot number and thought the tax lot number covered both properties. CA Martinenko clarified that both properties each have their own tax lot number, and the tax lot number for Belknap Springs was inadvertently left off the list. Councilor Lindner was then asked if that was also her understanding when she seconded the motion and the reply was that it was only Kyle Springs. Councilor Winther then amended the motion to remove only Kyle Springs from the surplus property list. Mayor Sheets then called for a vote: Councilor Rich: No. Councilor Baker: No. Councilor Cuthbertson: No. Councilor Lindner: Yes. Councilor Knott: Yes. Councilor Winther: Yes. Mayor Sheets voted No to break the tie. The motion did not carry.

Councilor Cuthbertson then moved to amend the resolution by ranking the properties and listing Kyle Springs as the last property to be considered for sale. Councilor Lindner seconded. During discussion Councilor Baker expressed concern that pausing to revote on the Kyle Springs property, in effect, might turn away potential buyers because of the uncertainty as to whether the property would actually be sold by the City and not removed at the last moment by Council action. Councilor Cuthbertson replied that the list and resolution was only an authorization for staff to sell the property but not actually putting them all up for sale at the same time. Councilor Baker still expressed concern about the pause for Kyle Springs and the potential impact on buyers. Councilor Cuthbertson then amended her motion to accept resolution 2021-08 as amended with the changes to selling the properties individually, with Kyle Springs being the last property to be sold, and directing staff to come before Council before it is placed for sale. Councilor Winther seconded. Mayor Sheets called for a vote: Councilor Ritch: No. Councilor Baker: No. Councilor Cuthbertson: Yes. Councilor Lindner: Yes. Councilor Knott: Yes. Councilor Winther: Yes. The motion carried.



- 5.2. **COLA Increases for Staff.** Councilor Ritch presented a recommendation from the Finance Committee to provide staff with a 3% COLA increase effective with the November paycheck. Councilor Rich commented that the current inflation rate is 6.2% and the Committee would be looking at another COLA increase in the February 2022 timeframe. There was general discussion about the higher costs everyone is experiencing. Mayor Sheets then asked for a motion to approve the COLA increase of 3% for staff. Councilor Winther so moved and Councilor Baker seconded. Mayor Sheets called for a vote: The motion carried unanimously.
- 5.3. **1135 Grant.** CA Martinenko updated Council on the Corps of Engineers 1135 grant project that will have a public meeting on the project November 3rd. CA Martinenko described the different ideas and interests to restore the river ecosystem and specifically fish passage at the Monroe drop structure (dam). CA Martinenko mentioned while these are only ideas at this point, the Corps will ultimately decide on a course of action that may involve altering or replacing the City's water intake. This would mostly be in the instance where the drop structure (dam) was removed or lowered. Since the Corps has a constraint of not negatively impacting the City's water supply, the City would need to agree to remediate any issues caused by a lower water level. This might involve Council action to approve additional funding, if the Council chooses for the City to continue with the project. CA Martinenko said he is working with the Long Tom Watershed Council on grants to help with the water intake structure changes, if necessary.
- 5.4. **Lease for Property north of the library.** CA Martinenko commented the draft lease is in the packet for Council review and requires a simple vote of Council for Benton County to proceed with approvals on their end. After discussion, Mayor Sheets called for a vote to approve the draft lease agreement with Benton County for the property north of Ash Street to Cemetery Road, for a cost of \$99 for a term of one-hundred years. Councilor Ritch: Yes. Councilor Baker: Yes. Councilor Cuthbertson: Yes. Councilor Lindner: Yes. Councilor Knott: Yes. Councilor Winther: Yes. The draft lease was approved.
- 5.5. **Food Pantry Tour.** Mayor Sheets described a conversation with Jennice Cook, who runs the Food Pantry, about a council tour at the Methodist Church. The Council agreed and tentatively scheduled for January, after the holidays.
- 5.6. **December Meeting Schedule.** Mayor Sheets discussed with Council the meeting schedule for December to try and leave the last two weeks of the month free for the holidays. After discussion, Council agreed to work with Mayor Sheets on a revised meeting schedule for December.

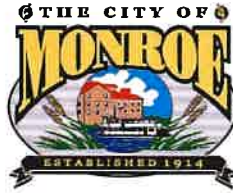


5.7. Upcoming Events.

- 5.7.1. Councilor Knott talked about the Halloween Spooktacular that the Councilors will be hosting at City Hall on Sunday between 5 and 8 PM.
- 5.7.2. Mayor Sheets discussed a food drive in November to help the food pantry. Council discussed several ideas for food pickup and drop off locations, including City Hall.
- 5.7.3. Mayor Sheets discussed the Monroe Community Bizarre that will be held on November 26th and 27th at the Monroe Community Center. Mayor Sheets mentioned there were two tables left and will host local vendors and crafts people.
- 5.7.4. Mayor Sheets reminded Council of the Monroe Light Parade on December 11.

6. OLD BUSINESS:

- 6.1. **Audit update.** Staff updated Council on the audit and that we are down to the last few requests, mostly on activity in the previous calendar year, before new staff took over.
- 6.2. **City Infrastructure Update.** Staff updated Council on discussions to move staff out of the part of City Hall that is showing structural damage due to foundation settling. If the structural engineer can give approval, the plan is to move staff into the current meeting room and City meetings to the library meeting rooms. Discussion is underway with the County and City of Corvallis in regard to the current IGA for library services and then on to Library staff to coordinate the meetings.
- 6.3. **Planning Commission Update.** Staff discussed the work on aligning the Riverside District Master Plan with the Monroe Land Use Codes (MLUC). The Riverside District Master Plan heavily refers to the City's Transportation System Plan (TSP) but the MLUC still references the Corvallis Street Standards. So, they are in conflict. CA Martinenko went on to say the Corvallis standards would not work for all of Monroe, especially for the older streets, so it is important the code reflects what is appropriate for Monroe.
- 6.4. **SRTS.** Staff explained that the City is waiting on Benton County for storm drainage and striping with dryer weather.
- 6.5. **Codification.** Staff commented the City is waiting on American Legal Publishing to complete the work on their end. When it is complete, the Ad-Hoc Ordinance Committee will need to start meeting again to make the changes already reviewed.
- 6.6. **Garbage RFP.** Republic waste services contact the City in regard to raising the rates. An RFP is still in draft form.



6.7. **Surplus Equipment.** Staff said the list will be brought back to Council next month for review since a request by the VFW has been made for the bricks.

6.8. **Website/App.** CA Martinenko said he is working on a more mobile-friendly version of the website. Councilor Lindner asked if this work might be better served by students or interns, given the CA's work load. CA Martinenko replied the work is mostly copy and paste into a new format, or theme. Because of the age of the website, this needs to be done regardless and the Council can decide at a later date how it wants to proceed with the website and other social media applications in context of a City communications strategy.

7. OTHER BUSINESS:

7.1. Committee Reports:

- 7.1.1. **Budget.** Council Ritch mentioned the Budget will be starting its meetings next year, earlier in the new year if a supplemental budget is required.
- 7.1.2. **City Parks and Facilities.** Councilor Cuthbertson discussed parking and an immediate need for a fence around the park host site. CA Martinenko mentioned the City has several requests for bids out but the fencing companies have been swamped with business so it has been difficult to get anyone to commit.
- 7.1.3. **Economic Development.** Mayor Sheets mentioned the first meeting would be Thursday of this week and 12 members have been appointed.
- 7.1.4. **Beautification.** Mayor Sheets mentioned the committee is planning for a Community Garden and he is working on street banners for the upcoming holidays.
- 7.1.5. **Community Engagement.** Councilor Knott mentioned the upcoming Halloween event and the food drive.
- 7.1.6. **Monroe Festival.** Mayor Sheets said the committee met a few weeks ago and is looking for volunteers to fill vacancies. April 2022 is the month tentatively set for the festival.
- 7.1.7. **Finance.** Councilor Ritch mentioned the financials and COLA increases already discussed.
- 7.1.8. **Human Resources.** Councilor Lindner said the committee will be looking at the City Administrator's position description to ensure it up to date and reflects what is currently being done and what else might be needed by the City.
- 7.1.9. **Public Works.** Comments by Councilor Baker, Councilor Cuthbertson, and CA Martinenko about Public Works activities including storm drain cleaning, street sweeping and manhole sealing.

7.2. Councilor Comments:

- 7.2.1. Councilor Lindner mentioned the Kyle Springs property discussion and appreciated the recommendation to prioritize and rank the properties.



7.2.2. Councilor Ritch commented that he appreciated the robust conversation as well and it was good to have those conversations.

7.3. Mayor's Comments:

7.3.1. Mayor Sheets mentioned to check the City Website for upcoming meetings since the Facebook page is still blocked.

8. ADJOURN: Mayor Sheets adjourned the meeting at 8:01 PM

Approved by Council Action on November 22, 2021

Mayor Dan Sheets _____ Date: _____

Attest: _____

Steve Martinenko, City Recorder

City Council Minutes Addendum

Mon, 10/25 6:01PM • 2:00:50

Transcript of discussion for Resolution 2021-08

Mayor Sheets 24:18

Should I read the resolution now? Is that prudent? All right, Resolution 2021-08, amended. A resolution declaring certain city property to be surplus and authorizing the sale of city of Monroe real property. Whereas the city of Monroe has acquired various properties located within and outside the Monroe city boundaries with no known intentions or plans other than to have managing control and decision and future use of such property. And whereas the properties are no longer needed for public use, therefore, it is in the public interest for the city to sell the property. Now, therefore, the City Council of the City of Monroe do hereby establish these findings, to declare certain properties described in Exhibit A attached owned by the city of Monroe to be surplus and do hereby direct staff to, one, establish and create conditions of sale and to initiate the publication and declare the interest of the city to sell the properties with a stated reserve based upon the greater of the market value established by the Benton County assessor or private appraiser. And three, this resolution shall take effect upon adoption and replaces resolution 2021-08 eight dated August 23, 2021, in its entirety. It will be adopted on this day, the 25th of October 2021, by Monroe City Council. Are there any changes?

Lisa Lindner 26:28

I have a question, I thought that we had discussed removing some other properties from the list pending what we heard back about the grant, the federal funding or federal infrastructure grant. I think Aryeh Frankfurter had suggested that, and it made sense to me? I wasn't sure if that was coming off the list those two properties?

Mayor Sheets 26:48

I think we're still looking into all that grant information, and what our financing options are going to be.

Lisa Lindner 26:56

So, this, these are remaining on the list still, or they're being removed until we hear back about the grant?

Mayor Sheets 27:00

They are going to remain on the list until we hear back on the finances.

James Winther 27:05

So, I'd like to, this is time for discussion. I'd like to see them actually removed until we hear back.

Steve Martinenko 27:12

So, to be clear, what do you want to hear back about? That we're going to get funding?

James Winther 27:19

The funding and also, I've met with some people who wanted to come up with an alternate proposal for what to do with the land. They said that they couldn't make it until next month's meeting.

Steve Martinenko 27:30

So, I just want to, and that's fine, my job here is simply to give, make sure you have all the information. Last time we met, or maybe it was the time before, there was a comment that basically, that this land sale is a drop in the bucket compared to what we need. And absolutely correct if you have an eight and a half million dollar need, and all you have \$300,000. So agreed, that's meaningless in the larger scheme of things. I do not want to make it sound like \$300,000 is not a lot of money but we have several things going on. And I want to make sure that the council understands all of the issues. The first one is we have some very, very immediate needs approximately \$300,000 of immediate needs. It's actually \$307,000. The immediate needs are to make critical repairs to our water plant, some of our other infrastructure that as you know, has been in disrepair, and I need to fix it. So, when the Mayor and I initially discussed and we came up with this, that was the money that we're looking for. Okay, for some of immediate items, this is repair. Repairs are not things that I can use SDCs for, this is operational maintenance repair, but we simply do not have in our budget to take care of. Number two, we have items that have been identified in our master plans. And that's where the rest of this big money is coming from. Now most of that will not be funded through the sale of this land, but what we're really looking at is in those cases, we're looking at federal loans and grants together. So, the eight and a half million dollars that I discussed with you. Business Oregon, Oregon DEQ, and USDA have said that just based upon our discussions of that amount, approximately 75% of it can be matched with grants. The other 25% would be loans of some sort, those loans would be financed, obviously, and the city will have to pay for either through revenue bond and be paid for from a water system, or through levies, which would have to go to the voters. The remaining amount of \$2,125,000, would be remaining outside of any grants or other monies that the federal government can give to us. That amount, if we're looking at this eight and a half million is actually spread over several years will be phased. And part of that would be in system improvements necessary to ensure that additions we believe will happen are taken care of, this is not something you do today. But it is something we need to take care of. In those instances, SDC fees can cover part of that cost as well. So, when you get down to the end of it, of that very large amount of money we're talking about, the city would be on the hook for some of it, but not the whole eight and a half million dollars. What we're looking at right now with the sale of the land is to take care of things that have been basically not taken care of, or put aside, for many years. And again, we do have choices, we can go for short term revenue bonds, a 13-month revenue bond that has to be paid back. These loans are designed, for instance, so that we can go out and say, gee, we think we're going to get more revenue, we believe there's more revenue coming from tax monies, but we don't have a need today, but we'll borrow it for tomorrow. Or we believe we're going to be getting loans, like from the federal government, that will repay the short-term revenue bond. So, there's different options that we have. But the thing is, the land sale was meant as a mechanism for you to not have to pass on that cost to the citizens of Monroe. That was the original intent when the discussion was had. So, I just want to make sure that you have, you know, the picture that this is not about funding eight and a half million dollars' worth of stuff. It's about very, very immediate needs that that the city needs today. And yes,

there are options, different options. And this is one of them. So that's really what you're discussing, going forward with this.

Mayor Sheets 32:47

So immediate, are we talking the next six months or less?

Steve Martinenko 32:52

I could spend that \$307,000 tomorrow.

Mayor Sheets 32:56

It's that bad.

Steve Martinenko 32:57

I have the spreadsheet, I'm ready to spend.

Tony Baker 33:04

Well, the other discussion we had months ago, was, you know, with inflation, and inflation has hit really hard. Yeah, it's terrible right now. But it'll show up in, in the rates. And there's kind of a misnomer here, it says the properties are no longer needed for public use. I understand that. It's a phrase you have to put in there, but the use that we're going to use that property for was to help pay for that other 25%, if a little bit at a time to keep rates from going up, and really hurting the people that don't have enough extra income to buy groceries and medicine and stuff. So, it's nice to say we can do this with the property and that nice thing with the property and everything else with a property. But what about grandma and grandpa that are on a fixed income, that, well, can't go cross country to see the grandkids, that can't afford it, because they have to buy groceries. I think we just have to look at the practical side of this and do the best we can. It's not our fault that the systems weren't maintained. It's our responsibility now to fix them. We don't have a choice, otherwise, somebody will come in and fix it for us for a lot more money instead of sequestering pieces of property here and there and everywhere else for some project down the road. That was not the intention of the property, initially. If the council wants to change all that, that's, you know, I'll throw my vote in there to stay with the original plan. But the point is, I think we need to look ahead at what we can do as a body, locally, to help our citizens. Rates are going to go up, unfortunately, probably at some point. I don't know how much but if we can sell some of these properties that really aren't being used for anything, and use that asset to maintain things and or physically fix something, then that's less we have to borrow down the road. That's another way to look at it. That's an asset plus.

Mayor Sheets 35:19

Councilor Lindner, did you have a question?

Lisa Lindner 35:21

Yes, can we just wait to see if a local group would be interested in purchasing this property because we have had experience, we've, we've had interest expressed in Kyle Springs in the past?

Jeannie Cuthbertson 35:31

Well, I think we have to be really careful about the fact that as a city, this is our property, and we can make a decision to sell or not to sell. And that's where we're done as a city. It's not our responsibility, nor should we be involved in where that purchase happens, and who purchases it. We need to decide if we're going to keep it, or not keep it, as a city. And then I believe we need to draw a line, I could be wrong, but I believe that we need to draw a line on that. And then it's up to people that want, are interested or whatever, to do their thing on the other end of that. I think we have to be very careful, as a city and as councilors, to make sure that we stay on our side of the line with that.

Steve Martinenko 36:21

And councilor, to your point, as just our ordinance, so I'm just going to speak to our ordinance. The ordinance for surplus property sales is that it goes up for bid. We have a choice with that, too. We can do it as a silent auction, we can do it as a public auction, we can set a reserve price. And so, with the resolution, you're setting a reserve price. If it does not sell at the higher of a private appraiser or market value, again, at that point you have more choices. You can find alternative means to sell the property, or to do other things such as land swaps, but only after you go through the process and no one has met your criteria. So that's what our ordinance says for selling property. It's a very, it's a very structured process. In this case, if any properties that are approved go this direction, they would be given to a third-party broker who is licensed to do auctions and bidding and who would receive the bids, not the city. That was an issue in the past, we will not repeat that. So, it would be very much a third party that would be receiving and accepting bids just as we did with the construction for the SRTS project that was done by the engineering firm.

James Winther 37:50

Now, the other group of citizens I had met with had said that they had even non sale ideas of what the city could do with it. I'd like to at the very least hear them, at least the next month, give them a chance to make that presentation,

Steve Martinenko 38:02

You certainly have the ability with this, this resolution does not set a timeline for sales at all; you can certainly make that part of a motion to accept the resolution with the provision that property sales are delayed for a month. So that's always something you have control to do.

Mayor Sheets 38:25

So, one of the audience that has a comment. I need you to come up to the podium though and say your name.

Kerry Hastings 38:33

My name is Kerry Hastings. And I'm speaking on behalf of the Friends of Kyle springs, which Mahogany and Sole Aulenbach are part of that group. And so, I'm speaking to them for them today because they can't be here and on behalf of the others in defense of Kyle Springs. So, I have four points that I'd like to raise and I can provide a copy of this for the record.

Steve Martinenko 39:00

Thank you very much.

Kerry Hastings 39:01

We can even provide an electronic copy, let me know and I can send that. And the first point is that since the last city council meeting on September the 27th, there have been a couple of follow up activities. The first is that a group of interested community members and two city councilors visited Kyle Springs property to gain an understanding of the site. And the second is that this issue the conservation issue of concerning a site of old growth forest was brought to the attention of the Benton Soil and Water Conservation District at their meeting on October the 12th by Eliza Mason, the director at large and myself, Carrie Hastings, a director of zone five and it was it was stated at the meeting that it may be possible for Benton County Soil and Water Conservation District field biologists to visit the site to assess its biological and ecological importance. The second point is that the friends of Kyle Springs urge the City Council to maintain the Kyle springs property to be conserved in its natural state. And one of the clauses would be that the property could never be sold. But the city of Monroe property remains in its natural state never to be harvested for timber, and the water rights of the Kyle Springs remain of the sole ownership of the city of Monroe never to be sold or traded. The third point is that the Friends of Kyle Springs volunteers could help develop and maintain a walking path, interpretive nature trail to the spring with an information board at the entrance to the woods, the board would present information on the history of the site and on aspects of biological and ecological interest. Additionally, friends of Kyle Springs are interested in financially contributing towards the repair or rebuild of a water pipeline for public use than the Monroe Community. For example, for a backup system for fire hazard or public access point for small quantities of water, spring water, etc. And the fourth point, establishing appropriate easement to allow vehicular access from the road that leads to the earth thriving rising farm rather than from the existing easement, which is via Todd and Amy Nystom's driveway. And there are other points that aren't listed here. In the past, the friends of Kyle springs have raised funds, and I'm sure that that could happen again. So just wanted to bring those points to your attention. Thank you very much for your consideration.

Jeannie Cuthbertson 41:40

I don't like playing devil's advocate, but I just have to throw out there. Because the city has been in this position before, and most of you have seen it play out for a while, especially like with the property with the haunted house. But there are, there can be problems with the City holding a property that somebody else conducts business on or has access to. And that goes with having volunteers and having insurance and making sure things are taken care of properly. And that interests are taken care of on both sides. And that has been an issue that has been has come up for over a year over another property here in town. And we have not been able to come up with a way to make that work. So, I'm just going to suggest now because I've talked with other people about this. Also, as things have gone on that if there is a group really interested in that property, you know, start looking just in case at what you can do as a group, if you want to maintain that. Because I know that there can be a lot of problematic elements with a city trying to keep a property, but other people wanting to be on it and doing what they want to do with that property, even if it's developing or making trails or whatever. And then having people walking on those public lands, insurance, how that kind of thing goes. Because then you're inviting more people there and whatnot. I'm not saying it's not doable, I don't know, we haven't

looked into it. I don't think on that piece of property or whatever. But sometimes those things can be problematic. And especially in a small town where there's not somebody from the city who can be running up to be checking on things all the time when we have a lot of other resources too. So, I'm not saying it's not possible. I'm just saying that, you know, if there's people that are really interested in that, the other option to look at is that as a group, maybe you come together and that becomes your group thing. I don't know, what it looks like to look like that. But I know that it can be problematic sometimes for cities to take on something and then another group to say, I'm going to we're going to do this, we're going to do this.

Kerry Hastings 44:16

So, I just want to just emphasize that there's a could here, I'm not saying that this is has to happen is we're just offering this as a as a way to, to illustrate the value of the land, the value of the land is in the old growth forest has been, you know, there are trees that are, you know, decades old, and if they're lost, they're lost. And this is some of the small amounts of old growth forests that's left in the area close to Monroe. So, we're not saying that there has to be a nature trail, that is one way of showing the land has value to the community. If it's a problem, then it's maybe better to be left alone. I guess they think the most important thing really is, is to conserve the land in perpetuity for the nature and flora and fauna that is that's really the overarching ambition of the defense of Kyle Springs. I hope I've made that clear. That's not our ultimate goal is not to have a nature trail; if it's what everybody wants, and you can make it work, great, but it's not, that's not the overarching goal here. Really, it's the conservation that's the driving force here.

Steve Martinenko 45:49

Mr. Mayor, in your packet, and on the table here, in case you do not have it, this is the timber value summary. This was the Belknap and Kyle Springs that were cruised by an independent timber cruiser, and the species, number of board feet, condition of the property, etc. are listed. There was one note in the email back to me today is, this was just received this afternoon, that in addition, you'll note that the number of old-growth is listed on here. And the number of trees in particular, Jared, the appraiser mentioned, that the trees were not in great shape. And he feels because he wasn't able to get, you know, he didn't go into each tree and do a biopsy, so to speak. But he feels that there's probably 10% more than listed that is basically rotten, which is what old-growth does over time. It's not unusual, it is simply how forests age, so the majority of forest here is relatively new compared to the small amounts of old growth, and the small amounts are congregated around the Kyle springs cistern.

James Winther 47:11

It sounds to me, there's just a lot of things that our citizens want looked into. So, I really would like to see this struck from the sale for now. We could still make that \$307,000 from the sale of the rest of the property. I mean, I realize it's a lot tighter. And we can definitely revisit this later and the land is not going to get less valuable with time. So, I mean, if it takes a couple of months to reach everyone's satisfaction, I'd rather see that and just sell it immediately.

Mayor Sheets 47:38

Okay, well, I'm entertaining a motion to either amend or not amend the resolution.

James Winther 47:43

In that case, I move to amend to strike from exhibit A, map tax lot number of 155060000800, aka the Kyle springs, Belknap Springs.

Lisa Lindner 47:57

I second.

Mayor Sheets 47:59

Any other further discussion, comments?

Jeannie Cuthbertson 48:02

Just because it's on the list doesn't mean it has to sell? Or that we're selling it?

Nick Ritch 48:09

These are also out of the city limits, too. I mean, so it's not really part of I mean, no, but I mean, I think part of the thing is, you know, is it the city's responsibility to maintain old growth forest? That's not even in our purview. I mean, I don't know that that's

Nicole Knott 48:31

I'd sure like to comment down here.

Mayor Sheets 48:36

Oh, sorry.

Nicole Knott 48:36

I would also like to point out that the Kyle Springs property was the one that we were actually looking into trading versus selling, which would not have given us any money towards our infrastructure problems. Just that was the original, the proposal that we had talked about. So, this property feels like it's not necessarily in the same boat as the others, because we weren't really considering it as a way to get that money for the repairs more as a way to gain access to the river, which was something we also wanted and needed to have for the city. So, it's, well, slightly different than some of the other properties.

Jeannie Cuthbertson 49:12

I don't agree. I mean, originally, we just talked about selling them all. I think other options have come up. But like I said before, we have to make a decision, because

Nick Ritch 49:22

It would have to go up for sale before we could do anything.

Jeannie Cuthbertson 49:25

Exactly. I mean, we have to do we have we have steps and they have to go up for sale. And just because they're on the surplus, we've discussed this before, just because they're on the surplus list doesn't mean that we have to sell those just because they're on the list. It doesn't mean we have to sell

them right away or I mean, there's not a timeframe, really, on any of it but it gives us that option. So, if we do get into trouble that we've got somewhere we can move, if all of a sudden, it's immediate and we need that money and we have to have somewhere to go to do that we at least have that option as a city, you know, you can mean we have to do it, like within the next month, we can still wait to hear more we can prioritize the lots and decide, you know, definitely we were feeling confident about this one and maybe don't need it. So that will be number one. And this one, number two, and these, you know, maybe we're not so sure on we want to hear some more information. So we put those down on the list. Yeah, rank them. And so that's an option also.

Steve Martinenko 50:35

Thank you. Councilor. I was going to mention that just as you can certainly prioritize them, you can also prioritize them and put-up things saying that before, if you get down to the bottom of the list, please come back to council. Before you make the final, before you put it up for bid to give folks an opportunity to strike it or amend it. The intent of this, I think if I'm listening to the council correctly, because I've been spent a lot of time on the minutes this month, you folks all debated it. You all listen to you all had comments. And I know, very honest and earnest comments about it. So, by all means, it's yours to make that in the motion. We tried making a resolution that wasn't strict in the sense that you've had to do something now, just that this is the reason why you're doing it.

Mayor Sheets 51:27

Any other comments, questions, before we vote?

Lisa Lindner 51:30

I have a question. How difficult or simple is it to remove something from this surplus real property list? And then just add it again later? Can we just remove it for the time being and re-add it? Or are you guys pretty set on prioritizing?

Tony Baker 51:45

~~So we made a decision to sell and voted on that.~~

Nick Ritch 51:50

Was there a motion to amend, so we can vote on it and go from there?

Steve Martinenko 51:56

Yes. Procedurally, a motion has been made and seconded, you're in the middle of discussion. So, there will need to be a vote before you can entertain another motion.

Tony Baker 52:09

Well, I don't know how many of you planted trees, but I planted several trees, because I believe in ecosystem, but there's several acres up there and a lot of trees according to the report are dying, which is part of the ecosystem, I get it. But there's been for decades, decades and decades, a move to protect all kinds of forests. And I again, I'll go back to wanting to save a couple acres. And have people go without food or medicine. Out of balance is what's going on here. I mean, I think, I've been up there and looked at properties and just couldn't pay for a machine to go up there and log it probably couldn't get

enough profit off of it. As far as putting the water system up there, again, that's why we're selling it because it'd be too costly to get 15-18 gallons a minute. Just not feasible. It's not logical to put system up there to supply you know, these grandiose ideas that we've talked about for years and years.

James Winther 53:30

You know, it's our job to serve the people this town a lot of people have asked me to, to try to preserve this. I mean, we could always add it back if we need to. We have enough money from the sale of the rest of the property to meet our immediate needs. And I haven't heard anyone complain about not being able to fly cross country to visit their parents or buy medicine, but I certainly I said I've heard an outcry to at least step back from this for a while, revisit it later.

Tony Baker 54:01

Yeah, I've talked to people, they are limited in their ability, especially with inflation. Well, inflation keeps going the property value, the economy has already started to slow and real estate starting to slow so not trying to cause a panic but some things will, you know, disinflation housings going to start slowing down, all that kind of stuff. So, prices property is going to go down too.

Mayor Sheets 54:30

I'll take one more comment. Thorin, why don't you come up, make your comment, and then we're going to vote.

Thorin Neilson 54:35

Okay, great. Just a quick comment. My name is Thorin Nielsen, I live here in Monroe. And, you know, I appreciate there are a lot of facets and nuances to this particular decision. I think that one thing that we should try to remember, too, is that this all came up 20 years ago or a little short of that and some of that information wasn't really part of your original considerations whenever you did this original vote. It's worthwhile to have some historical perspective and some context whenever you're making these weighty decisions. And one of those things to think about is that the outgrowth of that whole process. There was a statement by the mayor at that time that said very clearly, we've had a lot of meetings and the people of Monroe said that we do not want to sell this water source. So those people were more concerned about the water source in the future purpose of that, at that time, I'm not saying that's not that that's still the case now. But at the very least, there hasn't been sort of an airing and a consideration of that aspect. So, it's worthwhile to think about the past. And I'm not sure that was part of your original decision.

Tony Baker 55:49

I'll go even further back than you. And that was when Floyd billings was mayor and I was councilor. He wanted to sell those properties. And I said no. And I was one of the deciding votes that prevented selling it. The reason being is we had things we needed to do back then. But I thought we're only going to get like four or five thousand for the property. I thought, why sell it? And water regulations bumped up the requirements for how do we process that water and it just almost quadrupled the price of processing the water for 15-18 gallons a minute so it became unfeasible. So that's why I'm a proponent for selling the property.

Mayor Sheets 56:35

Now I know so we were going to vote. Todd, did you have?

Todd Nystrom 56:38

I was just going to say that Floyd wrote something back then, he told me personally that he really wanted to sell it and that the council wouldn't back it, so I want to say that he said, wrote one thing and he said another thing.

Nick Ritch 56:52

Well, he was expressing his views of the people, not himself. That was in the letter he wrote.

Tony Baker 57:04

Okay, well, he's let me know about this many times.

Mayor Sheets 57:10

Okay, so we need to vote. So, we have a motion with this amended resolution to remove? Is it just Kyle springs?

James Winther 57:20

The tax lot. That covers Kyle and Belknap.

Mayor Sheets 57:24

Okay, so both of those. Okay, so we're going to vote on that. So, the vote is we're amending to remove Kyle and Belknap

Steve Martinenko 57:30

Mr. Mayor, just as I'm listening, when you read the tax lots, councilor, that was for both Belknap and Kyle springs or just simply Kyle springs?

James Winther 57:39

I said both.

Steve Martinenko 57:42

Originally, you read the tax lot for Kyle springs.

James Winther 57:44

Oh, there's no tax lot listed.

Mayor Sheets 57:46

I don't see a tax lot number.

James Winther 57:52

Yes, so I just assumed that was for both, to be sold as one or not.

Steve Martinenko 57:56

No, it can be sold. It's actually two and I'm sorry, there is actually a tax lot number associated with Belknap.

Tony Baker 58:03

So, the other property get cruised?

Steve Martinenko 58:06

Yes. Both were cruised and both are in this report.

Mayor Sheets 58:11

Okay, just to clarify..

Steve Martinenko 58:12

It is for both Kyle and Belknap springs to be removed from the list. Is that accurate Councilor?

James Winther 58:17

That is the current motion. Yeah, we'll revisit this if both are unpalatable, but maybe just one is I mean, I haven't heard anyone talk about Belknap Springs at this time.

Steve Martinenko 58:27

And councilor, just to be clear, you seconded with that understanding.

Lisa Lindner 58:32

I seconded with the understanding of just Kyle Springs.

James Winther 58:36

If I may amend my motion, then. Well, I will strike Belknap and just make it for Kyle Springs.

Steve Martinenko 58:44

Kyle Springs, okay. Thank you. I just want to make sure for the record when I translate this later, another long day.

Mayor Sheets 58:54

All right. Let's vote. Councilor Ritch.

Nick Ritch 58:58

Meant to remove it? No.

Mayor Sheets 59:00

Councilor Baker? No. Councilor Cuthbertson? No. Councilor Lindner? Yes. Councilor Knott? Yes. Councilor Winther? Yes. So, we have a tie. So, this is the rare occasion I get to vote. Okay. I'm going to be voting no.

Steve Martinenko 59:22

Okay. You have four votes to three in favor of keeping the original resolution to sell the properties listed in Attachment A.

Jeannie Cuthbertson 59:38

Is it appropriate, could I make another motion?

Steve Martinenko 59:40

Yes, you may.

Nick Ritch 59:41

Yeah, because I think we have to do a separate motion.

Steve Martinenko 59:43

Yes, you have to make a separate motion. At this point you are back to square one; we're back to the original resolution.

Jeannie Cuthbertson 59:48

I'm going to throw a monkey wrench, sorry guys. I would like to make a motion that we accept the amendment for Resolution 2021-08. And in doing so that we rank the properties. And at this time, the only ranking that I'm going to suggest is that Kyle springs be the very last property considered for sale.

Lisa Lindner 1:00:22

I'll second that.

Mayor Sheets 1:00:24

Any discussion? Questions?

James Winther 1:00:28

Would you consider amending that to have a revote at the time of possible sale for Kyle springs? Just to confirm or deny sale?

Jeannie Cuthbertson 1:00:38

Do we need to do? I'm not sure if we need to do that.

James Winther 1:00:41

Do you accept it as a friendly amendment then?

Jeannie Cuthbertson 1:00:43

Yeah, no, I mean, I understand what you're saying. But I don't, if we get there and it's the last one, and we don't sell it. We just don't sell it, or do we need to make that specific?

Steve Martinenko 1:00:52

I would think at this point, you would need to make that specific so the intent of council is specific. Otherwise, we get down to the very last one, it sounds like we're making a new resolution, rather than amending the current one, because right now you're not changing it other than moving the ranking down, because in your original intent, you gave staff, you didn't give them a timeline. You said, here - we approve. Now go forth and do your thing. Whenever you get around to it, basically. I mean, I'm paraphrasing that. But what you're saying is, okay, new direction to staff, sell the property. But Kyle springs, we want to be the very last one. And you can, I would say, at this point, you could probably say, come back, and I'm making the suggestion, just simply say I can come back to this. City staff will come back to council before Kyle Springs is put up for sale. We're just simply saying it comes back to council before being put up for bid.

Jeannie Cuthbertson 1:02:02

Sounds great. So, this to be ranked as the last one and it needs to come before council before staff puts it up for sale.

Mayor Sheets 1:02:12

So, we're, you're still good with your second Councilor Lindner? Okay. Any other comments or questions?

Tony Baker 1:02:17

I think I think it's a problem because we're truncating resolutions. We're truncating.

Steve Martinenko 1:02:26

Well, what you're doing is we're making, we're doing an amendment,

Nick Ritch 1:02:29

We have to pass the Amendment either way, because we have to remove those spots that he showed us on the map, right, basically, we don't even know if there.

Tony Baker 1:02:38

Yeah, I'm sorry, I didn't clarify, I mean the very end, we are going to take a pause to revote to whether selling it or not. So that really is the intention.

Steve Martinenko 1:02:47

That is the intention is, yes

Tony Baker 1:02:49

All I'm saying is that causes a truncating problem.

Steve Martinenko 1:02:51

It does that, actually should be placed in this amended resolution. So, in other words, I need to rewrite the resolution to make the amended resolution saying that you're going to prioritize these with this

being the final, with Kyle Springs being the final item on the list, and would come back to Council for approval before selling.

Jeannie Cuthbertson 1:02:57

So, are we need to wait to stop at this point, or do we have a first second? Or what.

Steve Martinenko 1:03:24

I would say at this point is you need to vote on that. And then you know, basically to Councilor Baker's point.

Tony Baker 1:03:35

It's a sale issue though, it's almost like saying, come and buy our property but maybe not. Right? That's what we're doing? Come in, you know, sequester all your money and finance your money and then you know, go through all that trouble with the banks or self-loan or whatever, it all costs money. You move, you move money from here and there, the IRS looks at it at this level. And then you do it and then we go, sorry, it's not for sale.

Steve Martinenko 1:04:10

Well, I guess one of the things is, is that I do not need to sell this property all at once.

Tony Baker 1:04:17

Just the Kyle springs. I'm not talking about all the other property, talking about just this last one. Both of these timber properties. Does that make sense?

Steve Martinenko 1:04:29

Yes.

Tony Baker 1:04:31

Who's going to go to the effort of they're going to ask for some kind of an agreement, we'll have to vote on that.

Jeannie Cuthbertson 1:04:38

But I think that happens at the time that if we decide to put it up for sale, these are just being I'm saying that we can sell them but we're not actually putting them up for sale yet.

Tony Baker 1:04:50

I get it, Jeannie.

Jeannie Cuthbertson 1:04:51

Okay, I'm sorry. Then I misunderstood.

Tony Baker 1:04:54

If you are a buyer, why would you go through all the effort of lining up all your financing to buy it. Oh, for the city to go, thank you for your interest. But now you've gone through all that work of financing, sorry,

we're not going to sell. So, what I'm saying is if we can get \$50,000 for the property, maybe they will only offer 10, because of the problem, financially, financial problems unless you have somebody that's, you know, got money for falling out of the pockets.

James Winther 1:05:26

I mean, I think we have enough people worrying about things that do exist to worry about people who we don't know who may or may not exist.

Tony Baker 1:05:36

Well, the existent is going to be the ones buying it.

Nicole Knott 1:05:40

But would we even have that issue, if we don't list it for sale? Would anybody be working on getting financing if it's not listed?

Steve Martinenko 1:05:48

The way the original resolution read, you're giving staff direction to sell the property, you're not telling the staff how to sell the property other than by all the ordinances. I mean, other than asking me to follow the ordinances, on selling property, you have not directed me to sell it all at once. You're not directed me to sell it individually, you basically left it up to staff to pick some property and start working on it and get it out there for sale. And so, what you're asking me to do in this motion, is to say, go forth, but leave Kyle springs for last. So, in other words, we're not going to advertise it, I'm basically going to go through each property sale one at a time. And there's a good reason for that. There's limited bandwidth in City Hall, you know, as you all know, and so I want to make sure that full attention, if we're going to say, sell the Belchambers property first, by going over there and selling that first, I want to give my full attention to that because I don't have time to sell four or five properties at once. So I would go one by one, I guess go down the list, rather than try to sell it all by trying to get it all up there on the block at one time.

Jeannie Cuthbertson 1:07:13

Should I amend my motion to say, each property individually, with Kyle springs being the last would that be

Steve Martinenko 1:07:20

That would be even better.

Jeannie Cuthbertson 1:07:24

But that still doesn't take care of what you were saying, does it?

Tony Baker 1:07:27

No, it's just the, I don't care how you rank them. That's fine with me when you sell them. But it's the pause for the Kyle springs. For us to refigure. Do we have a new buyer for this? To wait all this time for a new buyer to come in.

Nick Ritch 1:07:48

I think the way he stated it is it gets listed for sale and they have a certain amount of time to get their bid in or whatever.

Steve Martinenko 1:07:55

That's correct. It will get them up certain period of time, and they would have to submit their bids, it would be open. And we would either accept or reject based upon our criteria which we've already established as a higher market or private appraiser.

Nick Ritch 1:08:10

Which hopefully they're not.

Steve Martinenko 1:08:12

And if they're neither, then again, it's up to we go to alternatives to figure it out. So, we're not going to list the Kyle springs property until such time as it comes back to council one more time and you give a yay or nay to move forward with it

Mayor Sheets 1:08:31

Would that suffice? Should we have the counselor amend her motion?

Jeannie Cuthbertson 1:08:51

I'd like to make a motion that we accept resolution 2021-08 amended with the changes of selling the properties individually, with Kyle springs being the last property to be sold and council to be notified before it is placed on the market for sale.

James Winther 1:09:22

Notified? Or notified and another vote or confirmation?

Steve Martinenko 1:09:26

I would simply say come before Council.

Jeannie Cuthbertson 1:09:28

Come before Council - will come before Council before it is placed for sale.

Steve Martinenko 1:09:40

For Sale. Okay.

Mayor Sheets 1:09:41

Can I get a second on that?

James Winther 1:09:43

I'll second that.

Mayor Sheets 1:09:44

Okay. All right. Comments, questions? Okay, we're going to vote. Councilor Winther? Yes. Councilor Knott? Yes. Councilor Lindner? Yes. Councilor Cuthbertson? Yes. Councilor Baker? No. Councilor Ritch? No. There you go.

Steve Martinenko 1:10:03

What I will do then Mr. Mayor is I have this pulled up on my screen in the other room at the appropriate time, I will go ahead and make that change and then present it back to you to make sure that it is accurate before it's signed.

Mayor Sheets 1:10:17

Okay, that sounds good.



**NOTICE OF PUBLIC HEARING
CITY OF MONROE PLANNING COMMISSION
MONDAY November 22, 2021 6PM**

MONROE CITY COUNCIL CHAMBERS

658 COMMERCIAL STREET

The Monroe City Council will be conducting a public hearing on Monday, November 22, 2021 for the purpose of accepting any and all public comment prior to deliberating and deciding to adopt the amendments pertaining to the transportation elements in both the City's Development Code and Chapter 12 - Transportation of the City's 2020 Comprehensive Plan.

DEVELOPMENT CODE AND COMPREHENSIVE PLAN AMENDMENTS BASED ON RECOMMENDATIONS IN THE TSP

FILE PC 2021-08 & 09

The City is proposing amendments to their Development Code and Comprehensive Plan pertaining to transportation issues identified in the City's 2019 Transportation System Plan (TSP). The State's Transportation Planning Rule ("TPR," OAR 660, Division 12) implements Oregon Statewide Planning Goal 12. The TPR requires that the state prepare a TSP, referred to as the Oregon Transportation Plan (OTP); and that counties and cities prepare local TSPs that are consistent with the OTP. The City, in conjunction with Benton County, adopted their TSP and based on the State of Oregon's Transportation Rules in August 2019 (Ordinance No. 2019-03). These amendments are a direct result of the recommendations outlined in the City's TSP.

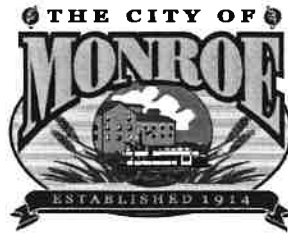
All code, map or comprehensive plan amendments are considered a legislative amendment. Legislative Amendments to this Code are provided for in Section 2.700. Text amendments or map amendments that affect a group or class of properties within the City requires a "Legislative Decision" by the City Council with recommendation by the Planning Commission in conformance with the Legislative Public Hearing procedures of Section 3.520.

BASED UPON THE PRELIMINARY FINDINGS OF FACTS ON THE TSP AMENDMENTS, STAFF IS RECOMMENDING THAT CITY COUNCIL ADOPT THE AMENDMENTS.

Copies of the amendments and staff report will be available for review seven (7) days prior to the public hearing date at Monroe City Hall during normal business hours. Additional information may be available on the City website www.ci.monroe.or.us. Inquires may be directed to the City Administrator, steve.martinenko@ci.monroe.or.us or the City Planner patrick.depa@co.benton.or.us.

This will be an open and recorded public hearing prior to the City Council deliberation. The City Council is the decision making body for this type of land use action though it can be appealed to LUBA at the state level.

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



STAFF REPORT

DATE:	October 22, 2021
NATURE OF APPLICATION:	Adoption of Development Code Amendments pertaining to the City's newly adopted Transportation System Plan (TSP)
APPLICANT:	City of Monroe
PROPERTY LOCATION:	City Wide
APPLICABLE CRITERIA:	Section (s) 2.700, 3.200(2), 3.520
STAFF CONTACT:	Patrick Depa, Associate Planner
FILE NUMBER:	PC2021-08

NATURE OF THE PROCEEDING

To consider the adoption of recommended transportation elements in the development code as the result of the recently adopted Transportation Systems Plan (TSP). It is recognized that the city's zoning districts, its development code and the comprehensive plan may require amendments to the changing circumstances.

Text amendments or map amendments that affect a group or class of properties within the City requires a "Legislative Decision" by the City Council with recommendation by the Planning Commission in conformance with the Legislative Public Hearing procedures of Section 3.520. The City Council upon recommendation of the Planning Commission may approve, deny or approve with standards or conditions to attain compliance with this Code.

The modifications include text that is being added or ~~deleted~~ within the current Development Code. Because of the mixture of text being added, some of the text colors remained different. However, all new text will be underlined and all text being deleted will have a strike-through. The language will need to be incorporated into the Development Code via an amending ordinance. Amendments will be made to the Comprehensive Plan that support and implement the proposed Development Code recommendations. The amendments are displayed in an attachment labeled Exhibit A.

COMMENTS

No public comments have been received at the time the staff report was written. Public Works, Police and Fire did not submit any comments.

BACKGROUND

The City of Monroe adopted its Transportation Systems Plan (TSP) in 2019. OAR 660-012-0045 requires each local government to amend its land use regulations to implement the TSP and to adopt land use regulations consistent with state and federal requirements "to protect transportation facilities, corridors and sites for their identified functions." These

requirements are achieved through a variety of measures, including access control standards, robust pedestrian and bicycle circulation and connectivity provisions, standards to protect future road operations of roads, and expanded notice requirements and coordinated review procedures for land use applications. The proposed amendments to the City of Monroe's Development Code document directly acknowledges the outcomes and recommendations of the 2019 draft Transportation System Plan ("TSP") adoption.¹

Measures in OAR 660-012-0060 address plan and land use regulation amendments to ensure that proposed land uses are consistent with the identified function and capacity of existing and planned transportation facilities. It includes criteria for identifying significant effects of plan or land use regulation amendments on transportation facilities, actions to be taken when a significant effect would occur, identification of planned facilities, and coordination with transportation facility providers.

The City has seen more commercial and residential development within its boundaries recently than it had for nearly 20 years. The development consists of both new construction and the redevelopment of existing structures for re-occupancy.

New development consists of a Dollar General convenience store, the Long Timber Brewery and two phases of the Red Hills Estates subdivision. The old brick yard property up in the northeast part of the city has received on going interest in developing its twenty-seven (27) acre property as new single family homes.

Redevelopment consists of a new library from an old train depot, an artist studio from an old distillery and the recent purchase of the former Wilber-Ellis property for the purpose of a mixed-use project. All of this new development intersects with multiple jurisdictions such as the city, county and state road systems. The former Wilber Ellis property is in the heart of our recently adopted Riverside District Master Plan which is a prime area for redevelopment.

The City's recently adopted 2020 Comprehensive Plan the Riverside District Master Plan has specific policies to change the current zoning along the frontage of 5th Street (99W) from industrial to commercial/mixed use. The remainder of the former Wilber Ellis property and a $\frac{3}{4}$ acre piece of low density zoned residential property is planned for higher density projects such as apartments or condominiums. All of the above mentioned development will end up connecting onto 99W directly or via Ash or Kelly Streets.

This current development pattern is expected to continue and having an updated TSP and development code to address how a new project will interact with existing transportation conditions is necessary for cohesive land use design.

¹ For background on the development of the Monroe TSP as part of the Benton County TSP update, see Monroe TSP Chapter 1: Plan Context.

DECISION CRITERIA/FINDING OF FACT

SECTION 2.700 AMENDMENTS

Decision Criteria. All requests for an amendment to the text, zoning map or comprehensive plan map of this Code may be permitted upon authorization by the City Council in accordance with following findings:

- (a) **The proposed amendment is consistent with the intent of the Comprehensive Plan.**

These amendments are appropriate to various sections of the comprehensive plan to address new goals and policies outlined in the TSP.

CITIZEN INVOLVEMENT – GOALS & POLICIES

ENGAGEMENT – Goal 2

The City of Monroe implements and maintains a comprehensive citizen involvement program to promote outreach and engagement in land use and transportation-related projects, decisions, and initiatives.

POLICY CI 2.1 Citizen Awareness. Post notices of meetings of the City Council, Planning Commission, and Committees at City Hall, community centers (i.e. Monroe Community Library and Legion Hall), local businesses, and on the City website.

LAND USE – GOALS & POLICIES

BALANCE OF LAND USES – Goal 1

Strive for an attractive, functional, economically vital community with a balance of different types of land uses in Monroe.

POLICY LU 1.4 Regional Coordination. Land use needs and classifications will be considered with a regional view and changes to codes and policies will be prepared in a way that ensures continuity with adjoining cities and the region as a whole.

EFFICIENT USE OF LAND – Goal 2

Ensure that property planned for residential, commercial, mixed, and industrial uses is used efficiently and that land is developed following principles of sustainable development.

POLICY LU 2.2 Mixed Use. Encourage the vertical and horizontal mixing of different land-use types in selected areas of the city where compatible uses can be designed to reduce the overall need for parking, create vibrant urban areas, create more business opportunities, and achieve better places to live.

DOWNTOWN MONROE – Goal 3

Ensure that property planned for residential, commercial, mixed, and industrial uses is used efficiently and that land is developed following principles of sustainable development.

POLICY LU 3.1 Develop Historic Downtown. Encourage development in the Downtown area, which includes the Historic Downtown Area, along Highway 99 West, former site of the Wilhelm Flour Mill (1890s) and location of Steamboat “Gypsy” loading flour on the Long Tom River (1900), Monroe State Bank (1911), Wilhelm House (1905), and the Applegate Trail area (1846), as a quality place for shopping, living, working, cultural and recreational activities, and social interaction. Provide walkways for pedestrian and bicycle traffic, preserve views of the Long Tom River, in the Riverside District, and preserve the natural amenities of the area.

POLICY LU 3.4 Develop Commercial Space. Encourage the development of a strong and healthy Historic Downtown retail, office, cultural, and residential center in Monroe.

POLICY LU 3.5 Community Plans. Implement Monroe’s Vision Plan – Monroe Tomorrow and **Monroe Riverside District Master Plan** (currently in development – 2019) with regulations and programs that support compatible and complementary mixed uses, including housing, hospitality services, restaurants, civic and institutional, offices, some types of industrial and retail uses, all at a relatively concentrated density.

POLICY LU 3.6 Connectivity. Improve connectivity for vehicles, bicycles, and pedestrians within Monroe and the South Benton community through master plans such as the Connectivity Plan and **Riverside District master plan** to improve links between residential areas and the community beyond.

POLICY LU 3.7 **Riverside District**. Develop the Riverside District area through the implementation of the Riverside District Master Plan (currently in development – 2019) to achieve a balance between the natural and built environments, including wildlife habitat, multi-family residential development, office and retail, and family recreation.

POLICY LU 3.8 Mixed Use Redevelopment. Monitor the redevelopment within the Downtown area and investigate the need to require retail and service uses on the first floor and limit residential and office uses to the second floor and above.

PARKS AND RECREATION FACILITIES - GOALS AND POLICIES

CONNECTIVITY – Goal 2

Create a citywide network of safe, interconnected recreation opportunities.

POLICY PRF 2.1 Active Transportation Network. Create a network of interconnected trails and on street bicycle and pedestrian facilities to extend the active transportation network, expand recreation opportunities, and to increase connectivity between recreation opportunities.

POLICY PRF 2.2 Greenways, Trails, and Waterway Recreation. Pursue the expansion of greenways, trails, and waterway recreation through and around the City to serve both as recreation resources and viable transportation alternatives. As new development, redevelopment, or other opportunities occur, pursue the creation of public access easements.

ECONOMIC DEVELOPMENT – GOALS & POLICIES

BUSINESS GROWTH – Goal 2

Connect to the existing businesses and future potential to enhance the Riverside District.

POLICY ED 2.2 Downtown Core Investment. Encourage investment in the Downtown Commercial Core, such as walkable amenities: gas station, coffee shops, restaurants, and grocery stores.

POLICY ED 2.3 Support Riverside District Activities. Support project activities in the Riverside District such as Monroe's Vino, Vintage, & Victory Wine Festival, the Holiday Light Parade, the 1135 Continuing Authorities Project with the U.S. Army Corps of Engineers and more to come.

HOUSING – GOALS & POLICIES

ECONOMICALLY SUSTAINABLE – Goal 1

Provide and maintain a balanced supply of affordable housing at prices and rents that meet the needs of current and future households. Also, ensure that the City has an adequate housing supply with enough land to support the community's growth.

POLICY HG 4.4 High Density Residential Development. High-density residential development, not to exceed 18 units per net acre (not including right-of-ways), will be dispersed throughout the city **including around the central commercial area** or in areas with good access to collector or arterial streets.

LIVABILITY – Goal 5

Provide for the planning, development, and preservation of a variety of housing types and lot sizes.

POLICY HG 5.3 Walk and Bike to Daily Needs. Support development of new retail and personal services in conjunction with housing in locations that are compatible with the surrounding area, including commercial areas that allow for ease of pedestrian and bicycling access, and enhance the ability of people to easily meet their daily needs.

TRANSPORTATION – GOALS & POLICIES

SAFETY – Goal 1

Develop and maintain a transportation system that seeks to eliminate fatalities and serious injuries.

POLICY TR 1.1 Safety for All Modes. Develop and maintain the transportation system to enable users of all modes, including pedestrians, cyclists, drivers, and those taking transit, to be equally safe and comfortable.

SYSTEM DESIGN – Goal 4

Plan and implement a City transportation system that accommodates current and future needs.

POLICY TR 4.5 Right-of-Way Protection. Identify and protect right-of-way for potential public use necessary to accommodate future needs and demands.

POLICY TR 4.6 Parking Supply. Establish and maintain context sensitive standards to ensure appropriate parking capacity for all modes, while also considering parking management for the efficient use of resources.

URBANIZATION – GOALS & POLICIES

GROWTH – Goal 1

Accommodate long-range population and employment growth within the City of Monroe's Urban Growth Boundary (UGB).

POLICY UR 1.2 Facilitate Infill. Facilitate the infill development of vacant or underutilized land consistent with City Comprehensive Plan land use designations.

POLICY UR 1.3 Compact, Mixed-Use Development in Centers and Along Highway 99W Corridor. Focus higher density, pedestrian-oriented, and transit-supportive mixed-use development near Transit Stations, the Riverside District, schools and neighborhood centers, and along the Highway 99W corridor.

POLICY UR 1.5 Targeted Revitalization. Prioritize investment in and revitalization of areas where private investment patterns are not accomplishing this objective.

- (b) There is a public need for the proposed amendment to comply with changing conditions or new laws.**

These amendments directly follow and are updated based on the Transportation Planning Rule ("TPR," OAR 660, Division 12).

- (c) The amendment will not unduly adversely impact adjacent areas or the land use plan of the City.**

These amendments will have a positive impact on addressing transportation and land use decisions more accurately.

- (d) The amendment will not have an undue adverse environmental impact.**

The proposed amendments adhere to all environmental policies or goals and development will be done in a matter to assure no adverse impacts will be occur. None of the proposed amendments change any environmental policies or goals.

- (e) The amendment will not have an undue adverse impact on public facilities.**

The proposed amendments will have no undue adverse impact on public facilities. All of the proposed amendments will provide a better and more positive guide and analysis of the city's transportation grid and not adversely impact future needs. All of the proposed amendments outlining future improvements will be in sync with the city's water, sewer and storm master plans.

- (f) The amendment will not have an undue adverse impact on transportation.**

All the recommendations that led to these amendments address data and areas of development that are specific to transportation goals outlined to accommodate future growth. The amendments were developed to reflect the goals and policies adopted in the City's Transportation System Plan (TSP).

- (g) The amendment will not have an undue adverse impact on the economy of the area.**

All of the proposed amendments will have a positive impact on the City's economy by addressing current transportation needs and improvements

allowing the City to make better informed land use decisions on its residential and commercially zoned lands.

The proposed amendments will not have an undue adverse effect on the City as it encourages commercial and residential growth, tourism, recreation and sustainability. The Comprehensive Plan's overall goal for the City is to encourage economic development within the City that is compatible with maintaining the area's livability. All of the suggested amendments will impact the city's economy in a positive manner by addressing current transportation deficiencies and design on how to correct them when development opportunities arrive. This will allow the city to make better informed land use decisions on its commercial and residential zoned lands.

(h) The amendment is consistent with the intent of the applicable Statewide Planning Goals.

The amendments are addressing new data obtained through a joint transportation study between the City of Monroe and Benton County. These amendments follow statewide planning **Goal 12: Transportation** when addressing the future needs of the community's transportation system. These amendments address inventory and alternative courses on how to implement design standards. The proposed plan will support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community.

The TSP addresses the current and future needs of the community's roads. The TSP concurs with the state that there will be the increase need for housing options that provides choices and alternatives to accommodate the new growth including increased densities. The proposed amendments to the development code support **Goal 10 – Housing** of the Statewide Planning Goals and address these needs. The recently adopted Comprehensive plan and the Riverside District Master Plan have policies that support the long term goal of infill and potentially multifamily or mixed use developments in the residentially designated areas. All development, especially along 5th Street (99W), will now be reviewed through the prism of the TSP principles and policies.

Comprehensive plans and policies shall contribute to a stable and healthy economy in all regions of a City. Such plans shall be based on inventories of areas suitable for increased economic growth and activity after taking into consideration the conditions of the current economic base. The TSP evaluated the existing conditions and provides a blueprint of design and

efficiency to increase the City of Monroe's economic base which supports
Goal 9 – Economic Development.

CONCLUSION

The Development Code is intended to be a responsive document that regulates land use proposals and guides the growth of the City of Monroe while also responding to necessary change through amendment and refinement. The amendments brought before you will set a good foundation for all future growth in the City while addressing the needs of the City's existing infrastructure.

The transportation principles begin with a primary goal to ensure that all implementing ordinances established through the Development Code are in full compliance with all State policies and rules. We believe that all of the proposed amendments are in full compliance with all state policies and rules.

RECOMMENDED MOTION

"I move that the City Council adopt the findings as presented in the staff report for the proposed code amendments as presented in File No. PC2021-08 and that the amendments be approved and the City Manager is directed to present to the City Council with an adopting ordinance."



STAFF REPORT

DATE:	October 22, 2021
NATURE OF APPLICATION:	Comprehensive Plan Amendment Chapter 12 Transportation
APPLICANT:	City of Monroe
PROPERTY LOCATION:	City Wide
APPLICABLE CRITERIA:	Section 2.700 Amendments Section 3.200 Type of Decision Section 3.520 Legislative PH Procedures
STAFF CONTACT	Patrick Depa, Associate Planner
FILE NUMBER:	PC2021-09

NATURE OF THE PROCEEDING

To consider the adoption of recommended transportation elements in the city's comprehensive plan as the result of the recently adopted Transportation Systems Plan (TSP). It is recognized that the city's zoning districts, its development code and the comprehensive plan may require amendments to the changing circumstances.

Text amendments or comprehensive plan/map amendments that affect a group or class of properties within the City requires a "Legislative Decision" by the City Council with recommendation by the Planning Commission in conformance with the Legislative Public Hearing procedures of Section 3.520. The City Council upon recommendation of the Planning Commission may approve, deny or approve with standards or conditions to attain compliance with this Code.

The modifications include text that is being added or deleted within the current Development Code. Because of the mixture of text being added, some of the text colors remained different. However, all new text will be underlined and all text being deleted will have a strike-through. The language will need to be incorporated into the comprehensive plan via an amending ordinance. Amendments will be made to the development code that support and implement the proposed comprehensive plan recommendations. The amendments are displayed in an attachment labeled Exhibit A.

COMMENTS

No public comments have been received at the time the staff report was written. Public Works, Police and Fire did not submit any comments.

BACKGROUND

The City of Monroe adopted its Transportation Systems Plan (TSP) in 2019. The proposed amendments to the City of Monroe's Comprehensive Plan document directly

acknowledges the outcomes and recommendations of the 2019 Transportation System Plan (“TSP”) adoption.¹ Proposed amendments are intended for comprehensive plan Chapter 12 Transportation and include a background section describing the new TSP and identifying it as the City’s transportation element of the comprehensive plan. New goals and policies are proposed for the Transportation section that reflect goals and objectives in TSP Chapter 3.

The Transportation Planning Rule (“TPR,” OAR 660, Division 12) implements Oregon Statewide Planning Goal 12, which supports the development of safe, convenient, and economic transportation systems that are designed to reduce reliance on the automobile. Key objectives of the TPR include encouraging a variety of transportation choices, ensuring coordination among local governments and transportation service providers, and promoting land use patterns that support multimodal transportation and street connectivity. The TPR requires that the state prepare a TSP, referred to as the Oregon Transportation Plan (OTP); and that counties and cities prepare local TSPs that are consistent with the OTP.

DECISION CRITERIA

Decision Criteria. All requests for an amendment to the text or to the Zoning/Comprehensive Plan Map of this Code may be permitted upon authorization by the City Council in accordance with the following findings:

- (a) The proposed amendment is consistent with the intent of the Comprehensive Plan.**

These amendments are appropriate to various sections of the comprehensive plan to address new goals and policies outlined in the TSP.

CITIZEN INVOLVEMENT – GOALS & POLICIES

ENGAGEMENT – Goal 2

The City of Monroe implements and maintains a comprehensive citizen involvement program to promote outreach and engagement in land use and transportation-related projects, decisions, and initiatives.

POLICY CI 2.1 Citizen Awareness. Post notices of meetings of the City Council, Planning Commission, and Committees at City Hall, community centers (i.e. Monroe Community Library and Legion Hall), local businesses, and on the City website.

¹ For background on the development of the Monroe TSP as part of the Benton County TSP update, see Monroe TSP Chapter 1: Plan Context.

LAND USE – GOALS & POLICIES

BALANCE OF LAND USES – Goal 1

Strive for an attractive, functional, economically vital community with a balance of different types of land uses in Monroe.

POLICY LU 1.4 Regional Coordination. Land use needs and classifications will be considered with a regional view and changes to codes and policies will be prepared in a way that ensures continuity with adjoining cities and the region as a whole.

EFFICIENT USE OF LAND – Goal 2

Ensure that property planned for residential, commercial, mixed, and industrial uses is used efficiently and that land is developed following principles of sustainable development.

POLICY LU 2.2 Mixed Use. Encourage the vertical and horizontal mixing of different land-use types in selected areas of the city where compatible uses can be designed to reduce the overall need for parking, create vibrant urban areas, create more business opportunities, and achieve better places to live.

DOWNTOWN MONROE – Goal 3

Ensure that property planned for residential, commercial, mixed, and industrial uses is used efficiently and that land is developed following principles of sustainable development.

POLICY LU 3.1 Develop Historic Downtown. Encourage development in the Downtown area, which includes the Historic Downtown Area, along Highway 99 West, former site of the Wilhelm Flour Mill (1890s) and location of Steamboat “Gypsy” loading flour on the Long Tom River (1900), Monroe State Bank (1911), Wilhelm House (1905), and the Applegate Trail area (1846), as a quality place for shopping, living, working, cultural and recreational activities, and social interaction. Provide walkways for pedestrian and bicycle traffic, preserve views of the Long Tom River, in the Riverside District, and preserve the natural amenities of the area.

POLICY LU 3.4 Develop Commercial Space. Encourage the development of a strong and healthy Historic Downtown retail, office, cultural, and residential center in Monroe.

POLICY LU 3.5 Community Plans. Implement Monroe’s Vision Plan – Monroe Tomorrow and **Monroe Riverside District Master Plan** (currently in development – 2019) with regulations and programs that support compatible and complementary mixed uses, including housing, hospitality services, restaurants, civic and institutional, offices, some types of industrial and retail uses, all at a relatively concentrated density.

POLICY LU 3.6 Connectivity. Improve connectivity for vehicles, bicycles, and pedestrians within Monroe and the South Benton community through master plans such as the

Connectivity Plan **and Riverside District master plan** to improve links between residential areas and the community beyond.

POLICY LU 3.7 Riverside District. Develop the Riverside District area through the implementation of the Riverside District Master Plan (currently in development – 2019) to achieve a balance between the natural and built environments, including wildlife habitat, multi-family residential development, office and retail, and family recreation.

POLICY LU 3.8 Mixed Use Redevelopment. Monitor the redevelopment within the Downtown area and investigate the need to require retail and service uses on the first floor and limit residential and office uses to the second floor and above.

PARKS AND RECREATION FACILITIES - GOALS AND POLICIES

CONNECTIVITY – Goal 2

Create a citywide network of safe, interconnected recreation opportunities.

POLICY PRF 2.1 Active Transportation Network. Create a network of interconnected trails and on street bicycle and pedestrian facilities to extend the active transportation network, expand recreation opportunities, and to increase connectivity between recreation opportunities.

POLICY PRF 2.2 Greenways, Trails, and Waterway Recreation. Pursue the expansion of greenways, trails, and waterway recreation through and around the City to serve both as recreation resources and viable transportation alternatives. As new development, redevelopment, or other opportunities occur, pursue the creation of public access easements.

ECONOMIC DEVELOPMENT – GOALS & POLICIES

BUSINESS GROWTH – Goal 2

Connect to the existing businesses and future potential to enhance the Riverside District.

POLICY ED 2.2 Downtown Core Investment. Encourage investment in the Downtown Commercial Core, such as walkable amenities: gas station, coffee shops, restaurants, and grocery stores.

POLICY ED 2.3 Support Riverside District Activities. Support project activities in the Riverside District such as Monroe's Vino, Vintage, & Victory Wine Festival, the Holiday Light Parade, the 1135 Continuing Authorities Project with the U.S. Army Corps of Engineers and more to come.

HOUSING – GOALS & POLICIES

ECONOMICALLY SUSTAINABLE – Goal 1

Provide and maintain a balanced supply of affordable housing at prices and rents that meet the needs of current and future households. Also, ensure that the City has an adequate housing supply with enough land to support the community's growth.

POLICY HG 4.4 High Density Residential Development. High-density residential development, not to exceed 18 units per net acre (not including right-of-ways), will be dispersed throughout the city **including around the central commercial area** or in areas with good access to collector or arterial streets.

LIVABILITY – Goal 5

Provide for the planning, development, and preservation of a variety of housing types and lot sizes.

POLICY HG 5.3 Walk and Bike to Daily Needs. Support development of new retail and personal services in conjunction with housing in locations that are compatible with the surrounding area, including commercial areas that allow for ease of pedestrian and bicycling access, and enhance the ability of people to easily meet their daily needs.

TRANSPORTATION – GOALS & POLICIES

SAFETY – Goal 1

Develop and maintain a transportation system that seeks to eliminate fatalities and serious injuries.

POLICY TR 1.1 Safety for All Modes. Develop and maintain the transportation system to enable users of all modes, including pedestrians, cyclists, drivers, and those taking transit, to be equally safe and comfortable.

SYSTEM DESIGN – Goal 4

Plan and implement a City transportation system that accommodates current and future needs.

POLICY TR 4.5 Right-of-Way Protection. Identify and protect right-of-way for potential public use necessary to accommodate future needs and demands.

POLICY TR 4.6 Parking Supply. Establish and maintain context sensitive standards to ensure appropriate parking capacity for all modes, while also considering parking management for the efficient use of resources.

URBANIZATION – GOALS & POLICIES

GROWTH – Goal 1

Accommodate long-range population and employment growth within the City of Monroe's Urban Growth Boundary (UGB).

POLICY UR 1.2 Facilitate Infill. Facilitate the infill development of vacant or underutilized land consistent with City Comprehensive Plan land use designations.

POLICY UR 1.3 Compact, Mixed-Use Development in Centers and Along Highway 99W Corridor. Focus higher density, pedestrian-oriented, and transit-supportive mixed-use development near Transit Stations, the Riverside District, schools and neighborhood centers, and along the Highway 99W corridor.

POLICY UR 1.5 Targeted Revitalization. Prioritize investment in and revitalization of areas where private investment patterns are not accomplishing this objective.

- (a) There is a public need for the proposed amendment to comply with changing conditions or new laws.**

These amendments directly follow and are updated based on the Transportation Planning Rule ("TPR," OAR 660, Division 12).

- (b) The amendment will not unduly adversely impact adjacent areas or the land use plan of the City.**

These amendments will have a positive impact on addressing transportation and land use decisions more accurately.

- (c) The amendment will not have an undue adverse environmental impact.**

The proposed amendments adhere to all environmental policies or goals and development will be done in a matter to assure no adverse impacts will be occur. None of the proposed amendments change any environmental policies or goals.

- (d) The amendment will not have an undue adverse impact on public facilities.**

The proposed amendments will have no undue adverse impact on public facilities. All of the proposed amendments will provide a better and more positive guide and analysis of the city's transportation grid and not adversely

impact future needs. All of the proposed amendments outlining future improvements will be in sync with the city's water, sewer and storm master plans.

(e) The amendment will not have an undue adverse impact on transportation.

All the recommendations that led to these amendments address data and areas of development that are specific to transportation goals outlined to accommodate future growth. The amendments were developed to reflect the goals and policies adopted in the City's Transportation System Plan (TSP).

(f) The amendment will not have an undue adverse impact on the economy of the area.

All of the proposed amendments will have a positive impact on the City's economy by addressing current transportation needs and improvements allowing the City to make better informed land use decisions on its residential and commercially zoned lands.

The proposed amendments will not have an undue adverse effect on the City as it encourages commercial and residential growth, tourism, recreation and sustainability. The Comprehensive Plan's overall goal for the City is to encourage economic development within the City that is compatible with maintaining the area's livability. All of the suggested amendments will impact the city's economy in a positive manner by addressing current transportation deficiencies and design on how to correct them when development opportunities arrive. This will allow the city to make better informed land use decisions on its commercial and residential zoned lands.

(g) The amendment is consistent with the intent of the applicable Statewide Planning Goals.

The amendments are addressing new data obtained through a joint transportation study between the City of Monroe and Benton County. These amendments follow statewide planning **Goal 12: Transportation** when addressing the future needs of the community's transportation system. These amendments address inventory and alternative courses on how to implement design standards. The proposed plan will support a variety of transportation modes so residents are not limited in the ways they can access the jobs, goods, or services available in different parts of their community.

The TSP addresses the current and future needs of the community's roads. The TSP concurs with the state that there will be the increase need for housing options that provides choices and alternatives to accommodate the new growth including increased densities. The proposed amendments to the development code support **Goal 10 – Housing** of the Statewide Planning Goals and address these needs. The recently adopted Comprehensive plan and the Riverside District Master Plan have policies that support the long-term goal of infill and potentially multifamily or mixed-use developments in the residentially designated areas. All development, especially along 5th Street (99W), will now be reviewed through the prism of the TSP principles and policies.

Comprehensive plans and policies shall contribute to a stable and healthy economy in all regions of a City. Such plans shall be based on inventories of areas suitable for increased economic growth and activity after taking into consideration the conditions of the current economic base. The TSP evaluated the existing conditions and provides a blueprint of design and efficiency to increase the City of Monroe's economic base which supports **Goal 9 – Economic Development**.

CONCLUSIONS

The Comprehensive Plan is intended to be a responsive document that will guide the growth of the City of Monroe while also responding to necessary change through amendment and refinement. The amendments brought before you will set a good foundation for all future growth in the City while addressing the needs of the City's existing infrastructure.

The transportation principles begin with a primary goal to ensure that all implementing ordinances established through the Comprehensive Plan are in full compliance with all State policies and rules. We believe that all of the proposed amendments are in full compliance with all state policies and rules.

RECOMMENDED MOTION

"I move that the City Council adopt the findings as presented in the staff report for the proposed code amendments as presented in File No. PC2021-09 and that the amendments be approved and the City Manager is directed to present to the City Council with an adopting ordinance."

EXHIBIT A

PROPOSED TSP ADMENDMENTS TO MONROE LAND USE CODE

SECTION 1.200 DEFINITIONS

Activity Center: Uses or buildings that are open to the public, have a civic or community function, and/or attract visitors. Uses include public parks, public buildings (e.g., post office, library, city offices, schools), elder care facilities, and shopping centers.

Public And Semi-Public Building or Use: A building or use owned or operated by a religious, charitable, or other nonprofit organization; a public utility; or any social agency such as a church, school, auditorium, meeting hall, library, art gallery, museum, fire station, utility substation, cemetery, park, playground, community center or similar use. *Transportation improvements that are consistent with the adopted Transportation System Plan are considered a public use.*

Shared-use Path: A transportation improvement that supports multiple recreation and transportation opportunities, such as walking, bicycling, and rolling (e.g., skateboarding, inline skating, etc.). Shared-use paths conform to adopted City standards, are separated from vehicular traffic, and are located either within the public right-of-way or a public easement.

Street or Road: A public or private way that is created to provide vehicular ingress or egress for persons to one or more lots, parcels, areas or tracts of land and including the term "road," "highway," "lane," "drive" "avenue," "alley" or similar designations.

~~**Arterial:** — A street of considerable continuity which is primarily a traffic artery for interconnection between large areas.~~

~~**Collector:** — A street supplementary to the arterial street system and a means of interconnection between arterials; used for through traffic and access to small areas.~~

Principal Arterial: A roadway that carries regional traffic with origins and destinations outside the area. Territorial Highway and OR 99W are the only two principal arterials in Monroe.

Minor Arterial: A street that carries major local traffic between communities or nearby areas, or between community districts.

Collector: A street that carries major local traffic between communities or nearby areas, or between community districts. The Transportation System Plan designates two types of collector streets: Major Collectors and Minor

Collectors.

Cul-de-sac: A short dead-end street terminated by a vehicular turnaround.

Half Street: A portion of the width of a street, usually along the edge of a land division, where the remaining portion of the street could be provided in another tract.

Frontage Access Street: A minor street, protected from through traffic, providing access to abutting properties that is parallel and adjacent to a major arterial street.

~~**Local Street:** A street intended primarily for access to abutting properties.~~

Local Street: A street intended primarily to carry local traffic seeking access to adjacent property.

SECTION 2.500 CONDITIONAL USES

- (1) **Decision Criteria.** Conditional uses listed in this Code may be permitted, altered, or enlarged upon authorization of the Planning Commission in accordance with the following findings:
 - (a) That the characteristics of the proposed development are compatible with the land use zone, the surrounding area and potential impacts have been mitigated to the maximum extent practical.
 - (b) That the applicable provisions of city codes and ordinances are complied with.
 - (c) ~~That traffic congestion is avoided, pedestrian and vehicular safety is protected, and future street rights-of-way are protected.~~ Controlling the location and number of vehicle access points to better comply with the standards in the adopted Transportation System Plan, consistent with Section 5.122 and the adopted Transportation System Plan.
 - (d) That proposed signs or lighting will not, by size, location or color, interfere with traffic, limit visibility or impact on adjacent properties.
 - (e) That adequate water, sewage disposal system and utilities for the proposed use are available.
 - (f) That drainage-ways are protected and drainage facilities provided.

- (g) That the extent of emissions and potential nuisance characteristics are compatible with the land use zone, adjacent land uses, and the standards of all applicable regulatory agencies having jurisdiction.

SECTION 2.700 AMENDMENTS

- (1) **Decision Criteria.** All requests for an amendment to the text, zoning map or comprehensive plan map of this Code may be permitted upon authorization by the City Council in accordance with following findings:
 - (a) The proposed amendment is consistent with the intent of the Comprehensive Plan.
 - (b) There is a public need for the proposed amendment to comply with changing conditions or new laws.
 - (c) The amendment will not unduly adversely impact adjacent areas or the land use plan of the City.
 - (d) The amendment will not have an undue adverse environmental impact.
 - (e) The amendment will not have an undue adverse impact on public facilities.
 - (f) ~~The amendment will not have an undue adverse impact on transportation.~~ The amendment will be consistent with the adopted Transportation System Plan and will conform with Subsection (i).
 - (g) The amendment will not have an undue adverse impact on economy of the area.
 - (h) The amendment is consistent with the intent of applicable Statewide Planning Goals.
 - (i) Proposals to amend the Comprehensive Plan or Zoning Map shall be reviewed to determine whether they significantly affect a transportation facility pursuant to Oregon Administrative Rule (OAR) 660-012-0060 (Transportation Planning Rule - TPR). Where the City, in consultation with the applicable roadway authority, finds that a proposed amendment would have a significant effect on a transportation facility, the City shall work with

the roadway authority and applicant to modify the request or mitigate the impacts in accordance with the TPR and applicable law.

SECTION 5.120 PARKING

- (11) Bicycle parking. Bicycle parking spaces shall be provided with new development, a change of use, and building expansions.
- (a) Multi-family dwellings of four units or more shall provide a minimum of one (1) covered bicycle parking space per unit.
 - (b) Commercial developments that are required to provide two or more vehicle parking spaces shall provide a minimum of one (1) covered bicycle parking space and an additional one (1) bicycle parking space for every five (5) vehicle parking spaces thereafter in a designated area for bicycle parking.
 - (c) Industrial developments that are required to provide two or more vehicle parking spaces shall provide a minimum of one (1) covered bicycle parking space and an additional one (1) bicycle parking space for every ten (10) vehicle parking spaces thereafter in a designated area for bicycle parking.
 - (d) Transit transfer stations shall provide a minimum of one (1) covered bicycle parking space per bus route that is scheduled to arrive/depart from the station and park-and-ride lots shall provide a minimum of one (1) covered bicycle parking space per ten (10) vehicle parking spaces.
 - (e) Designated areas for parking that are not covered shall be located within 50 feet of a public entrance.
 - (f) Covered bicycle parking areas may be located in a garage or storage unit, or under an eave, independent structure, bicycle locker, or similar cover on site.
 - (g) Bicycle parking that is not required to be covered shall be accommodated by rounded or square style hoop racks that provide each bicycle parking space with at least two points of contact for a standard bicycle frame.

SECTION 5.122 ACCESS AND CLEAR VISION AREAS

(1) Access:

- a) Every property shall abut a street other than an alley, for a minimum

width of 12 feet, except where the City has approved an easement for access or where the easement existed prior to the adoption of this Code.

- (a) Except as provided by Section 5.122.1.d, the following minimum distances shall be maintained between all access points (public or private) to a roadway, measured from center to center of adjacent access points on the same side of the roadway. Local street access spacing is measured from edge of driveway to edge of driveway.

Minor Arterial: 150 feet

Major and Minor Collector: 125 feet

Local Street: 10 feet

- (c) Access spacing standards for OR 99W and Territorial Highway are determined by ODOT and are defined in the Oregon Highway Plan, OAR 734-051, and ODOT's Highway Design Manual.
- (d) Exceptions and Adjustments. The Planning Commission may approve adjustments to the spacing standards of subsections (b), above, where an existing connection to a City street does not meet the standards of the roadway authority and the proposed development moves in the direction of code compliance. The Planning Commission through a Limited Land Use procedure may also approve a deviation to the spacing standards on City streets where it finds that mitigation measures, such as consolidated access (removal of one access), joint use driveways (more than one property uses same access), directional limitations (e.g., one-way), turning restrictions (e.g., right-in/right-out only), or other mitigation alleviate all traffic operations and safety concerns.

SECTION 5.123 STREETS

- (2) ~~Street design shall conform to the design standards of the City of Corvallis adopted by the City of Monroe.~~ The size, design, and location of streets shall be consistent with Section 8.100 Adopted Design and Construction Standards as well as the adopted Transportation System Plan (TSP). **Streets design shall include curb, gutters, sidewalks and utility easements unless specifically excepted by the Planning Commission.**

- (3) ~~Right-of-way and roadway widths. The width of streets and roadways shall be adequate to fulfill city specifications as provided for in Article 8 of this Code. Unless otherwise indicated on an adopted City Street Plan, streets should not be less than the recommended minimums: Standard right-of-way and street widths shall be based on street classification and shall conform to the design standards of the City's adopted Transportation System Plan. Where conditions, particularly topography or the size and shape of the tract, make it impractical to otherwise provide buildable sites, narrower right-of-ways may be accepted, if necessary, and replaced with slope, sidewalk or utility easements dedicated on both sides of the right-of-way. Where topographical conditions necessitate cuts or fills for proper grading of streets, additional right-of-ways may be required.~~
- (10) ~~Cul-de-sac: A cul-de-sac should have a maximum length of 500 feet but may be longer where unusual circumstances exist. A cul-de-sac shall terminate with a circular turn around with a minimum right-of-way radius of 50 feet.~~
- (10) Cul-de-sac: A cul-de-sac street shall only be used where environmental or topographical constraints, existing development patterns, or compliance with other standards in this Code preclude street extension and through-circulation. Where the City determines that a cul-de-sac is allowed, all of the following standards shall be met:
- (a) A cul-de-sac shall not exceed a maximum length of 500 feet, except where the City Planning Commission determines that topographic or other physical constraints of the site require a longer cul-de-sac. The length of the cul-de-sac shall be measured along the centerline of the roadway from the near side of the intersecting street to the farthest point of the cul-de-sac. Approved cul-de-sac lengths will not exceed 900 feet.
 - (b) A cul-de-sac shall terminate with a circular turnaround with a minimum right-of-way radius of 50 feet.
 - (c) The cul-de-sac shall provide, or not preclude the opportunity to later install, a pedestrian and bicycle access way between it and adjacent developable lands.

SECTION 5.124 SIDEWALKS

- (4) Local streets are required to have minimum 5-foot sidewalks.
- (5) Sidewalks adjacent to Collector or Arterial Streets shall be a minimum of 5 feet in width.
- ~~Sidewalks in residential areas should be a minimum of 5 feet in width and shall be installed adjacent to the curb unless a planter strip of at least 4 feet in width is approved adjacent to the curb where sufficient right-of-way is available.~~

~~Sidewalks adjacent to Collector or Arterial Streets shall be a minimum of 5 feet in width separated by a planter strip of 4 feet in width adjacent to the curb where possible. Sidewalks may be approved adjacent to the curb where direct access is required. Sidewalks adjacent to the curb should be a minimum of 7 feet in width or a minimum of 10 feet in width adjacent to Commercial properties. Planter openings adjacent to the curb are encouraged within the 10 foot walks.~~

SECTION 5.125 BIKEWAYS

- (1) ~~Developments adjoining existing or proposed bikeways shall include provisions for connection and extension of such bikeways through dedication of easements or rights-of-way. The City may include bikeway improvements as conditions of approval for developments that will benefit from bikeways. Where possible, bikeways should be separated from other modes of travel, including pedestrian ways. Developments adjoining existing or proposed shared-use path shall include provisions for connection and extension of such pathways through dedication of easements or rights-of-way.~~
- (2) ~~Minimum width for bikeways shall be 5 feet per travel lane. Collector and arterial streets shall include bike lanes. Required street improvements and right-of-way dedication shall be consistent with the adopted Transportation System Plan.~~

SECTION 7.300 REQUIRED IMPROVEMENTS

- (10) Pedestrian and Bicycle Access. New partitions and subdivisions shall provide safe bicycle and pedestrian connections to adjacent existing and planned residential areas, transit stops, and activity centers. Non-motorized connectivity can be provided through sidewalks, shared-use paths, and striped and/or signed bicycle facilities on local roadways.

~~Sidewalks: Sidewalks are required on both sides of a public street and in any pedestrian way extending through a development or land division, except that in the case of primary or secondary arterials, or special type industrial districts, the Planning Commission may approve a development or land division without sidewalks if alternative pedestrian routes are available.~~

- ~~(11) Bicycle Routes: If appropriate to the extension of a system of bicycle routes, existing or planned, the Planning Commission may require the installation of separate bicycle lanes within streets or separate bicycle paths.~~

- (12) (11) Utilities: The developer shall make necessary arrangements with serving

utility companies for the installation of underground lines and facilities.

Section 7.500 TRAFFIC IMPACT ANALYSIS

- (1) A traffic impact analysis shall be submitted to the City with a land use application when any of the following conditions apply:
 - (a) Expected increase in trip generation of 100 or more daily trips as determined by using the most recent edition of the Institute of Transportation Engineer's Trip Generation Manual.
 - (b) Potential impacts to roadways where congestion or safety problems have been previously identified in the adopted Transportation System Plan.
 - (c) Changes in zoning designation.
 - (d) An increase in use of adjacent roadways by vehicles exceeding 26,000 pounds gross vehicle weight.
 - (e) The location of an existing or proposed access driveway does not meet minimum spacing or sight distance requirements or is located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, thereby creating a safety hazard.
 - (f) Potential impacts to roadways identified as bicycle routes and safe routes to school.
 - (g) A TIA is required by ODOT pursuant with OAR 734-051.
 - (h) As deemed appropriate by the City Planning Official in consultation with the City Engineer or, if expected impacts are to County roadways, the County Engineer.
- (2) Preparation. A traffic impact analysis (TIA) shall be prepared by a professional engineer registered in the State of Oregon. The study scope and content shall be determined in coordination with the County Engineer. Preparation of the report is the responsibility of the land owner or applicant.
- (3) Approval Criteria. When a TIA is required, a proposal is subject to the following criteria, in addition to all criteria otherwise applicable to the underlying land use proposal:
 - (a) The analysis demonstrates that transportation facilities exist or are planned pursuant to the adopted Transportation System Plan to serve the proposed development or identifies mitigation measures in a manner that is satisfactory to the City Engineer and, when State highway facilities are affected, to ODOT;
 - (b) For affected non-highway facilities, the TIA demonstrates that applicable performance standards established in the adopted Transportation System Plan have been met; and

- (c) Proposed public improvements are designed and constructed to the street standards specified in Transportation System Plan and the applicable adopted design and construction standards, pursuant to Section 8.100.
- (4) Conditions of Approval. The City may deny, approve, or approve with conditions a development proposal; approval may include conditions needed to ensure transportation safety and operations standards and to provide the necessary right-of-way and improvements to ensure consistency with the Transportation System Plan and future planned transportation system. Improvements required as a condition of development approval shall be roughly proportional to the impact of the development on transportation facilities. Findings in the development approval shall indicate how the required improvements are directly related to and are roughly proportional to the impact of development.

SECTION 8.100 ADOPTED DESIGN AND CONSTRUCTION STANDARDS

The City of Monroe hereby adopts the latest edition of the Oregon Standard Specifications for Construction and the Oregon Standard Drawings for all public improvements including, but not limited to, improvements and extension of the water system, sanitary sewer system, storm sewer system, and streets, sidewalks, and driveways. Construction of city roadways within the UGB must be consistent with the cross-sections standards in the City's adopted Transportation System Plan.

SECTION 8.300 APPLICABILITY OF BENTON COUNTY STANDARDS:

For public improvements that are constructed within the public rights-of-way owned and controlled by Benton County, coordination is required with Benton County Public Works Department and required permits must be obtained. In the event of a conflict between the City of Monroe's adopted TSP, Design and Construction Standards and those of Benton County, ~~Benton County~~ City standards will take precedence unless jointly ~~agreed upon by~~ otherwise specified through a joint agreement between Benton County Public Works Department and the City of Monroe.

EXHIBIT A

MONROE TRANSPORTATION SYSTEM PLAN (2040)

The 2039 Monroe Transportation System Plan (2040 TSP) was initiated in conjunction with Benton County's Transportation Plan and completed in 2019. The completion of the 2039 TSP satisfies the requirements for Goal 12 and is timely. In 2018, the community developed a vision for the future, called Monroe Tomorrow, and a key component of this vision is developing an efficient and balanced multi-modal transportation system. The 2039 TSP supports that vision, addresses community needs, communicates the City's aspirations, and conforms to state and regional policies.

The Oregon Revised Statutes require that the transportation plan be based on the current Comprehensive Plan land uses and that it provides for a transportation system that accommodates the expected growth in population and employment that will result from implementation of the land use plan. Development of the 2039 TSP was guided by Oregon Revised Statute 197.712 and the Department of Land Conservation and Development (DLCD) Transportation Planning Rule contained in Oregon Administrative Rule 660-012.

The TPR requires that alternative travel modes be given consideration along with the automobile, and that reasonable effort be applied to the development and enhancement of alternative modes in providing the future transportation system. In addition, the TPR requires that local jurisdictions adopt land use and subdivision ordinance amendments to protect transportation facilities and to provide bicycle and pedestrian facilities between residential, commercial, and employment/institutional areas. It is further required that local communities coordinate their respective plans with the applicable county, regional, and state transportation plans.

Additionally, transportation planning in Monroe is shaped by opportunities and constraints as much as by transportation needs. Growth within the City and the surrounding South Benton Community increases travel demand and associated congestion, while the built environment also makes major roadway expansions costly to construct. At the same time that these costs rise, competition is high for scarce transportation funding resources. There is also a greater awareness of the negative impacts that come from creating an environment geared toward reliance on personal automobile travel. There is growing concern about greenhouse gas emissions as well as dependency on foreign oil and rising fuel costs. Reliance on automobile travel instead of active transportation, such as walking and cycling, is also one culprit in the rise of obesity, including among children. While there are myriad strategies to combat these issues, a critical role for transportation is the provision of a balanced, multi-modal transportation system.

These challenges—the built environment, high costs, limited funding, environmental impacts, and personal health issues—were significant in shaping the 2039 TSP. At the same time, they helped direct the plan toward opportunities to integrate Monroe's transportation system with regional and state investment plans; to promote land use patterns that support those investments; to minimize impacts to the local community; and, to provide Monroe residents with options for personal, recreational, and commute travel.

GOING FORWARD

Our Comprehensive Plan and TSP work together to set the POLICY framework guiding the growth and operation of the City's transportation system, as well as a refined set of specific projects identified for implementation to improve particular elements of the overall system. Combined with a strong emphasis on data collection, technology integration, and innovation, these policies and investments ensure that

the City can be proactive in identifying and addressing transportation needs. Monroe is taking a holistic approach to building a multi-modal system, from re-examining street designs to account for different neighborhood contexts when promoting safety, to continuing to emphasize access to walking, biking, and transit options to reduce overall dependence on the automobile for daily needs.

TRANSPORTATION – GOALS & POLICIES

SAFETY – Goal 1

Develop and maintain a transportation system that seeks to eliminate fatalities and serious injuries.

- POLICY TR 1.1 Safety for All Modes.** Develop and maintain the transportation system to enable users of all modes, including pedestrians, cyclists, drivers, and those taking transit, to be equally safe and comfortable.
- POLICY TR 1.2 Pedestrian Network Safety.** Improve pedestrian safety throughout the City, particularly near schools, transit stops and stations, public facilities, and street crossings.
- POLICY TR 1.3 Safety Monitoring and Mitigation.** Monitor the City transportation system to identify, prioritize, and mitigate safety issues, and improve high-crash locations for all modes.
- POLICY TR 1.4 Education, Awareness, and Enforcement.** Partner across agencies and departments to improve transportation system safety education, build awareness, and ensure enforcement across the community.
- POLICY TR 1.5 Emergency Services.** Require that major new developments provide both primary and secondary access for emergency services and residents/employees.

MULTI-MODAL – Goal 2

Provide a complete, connected, and efficient multi-modal transportation system.

- POLICY TR 2.1 Multi-Modal Corridors and Facilities.** Design transportation corridors and facilities that support and promote the use of multiple modes of travel to move people, goods, and services. Establish and enhance citywide networks for pedestrian, bicycle, automobile, transit, and freight traffic that are integrated and interconnected into a comprehensive, easily-navigable multi-modal system.
- POLICY TR 2.2 Connecting Destinations.** Provide multimodal transportation options within, between, and in close proximity to City Center, Regional Center, Transit Stations, Neighborhoods, the Highway 99W Corridor, and current and future major destinations.
- POLICY TR 2.3 Low-Stress Alternatives.** Develop pedestrian and bicycle-friendly alternatives to arterials and collectors for multi-modal travel to improve connectivity and serve local needs.
- POLICY TR 2.4 Transit Expansion.** Collaborate with local and regional transit providers to improve and expand transit service as needed, particularly the availability of frequent transit service including evening and weekend service, in all areas of the City.
- POLICY TR 2.5 High-Capacity Transit.** Coordinate with local and regional partners to expand high-capacity transit service where consistent with the City's needs and interests, to enhance

mobility options, increase overall transit use, and better connect local and regional employment, commercial, and residential areas.

POLICY TR 2.6 Bicycle and Pedestrian Facilities and Access. Improve and expand bicycle and pedestrian facilities that accommodate users of various abilities. Ensure safe and convenient access to existing and planned bike and pedestrian facilities, including bicycle parking, from nearby schools, transit, parks, public facilities, employment, and retail areas.

POLICY TR 2.7 Trails Connectivity. Connect local off-street trails with regional trail systems and local pedestrian and bicycle networks as part of an integrated transportation system.

POLICY TR 2.8: Reduce Conflicts. Ensure an adequate truck route network to reduce commercial/neighborhood conflicts.

TRIP REDUCTION – Goal 3

Reduce the number of motor vehicle trips and per capita vehicle miles traveled by providing viable travel options.

POLICY TR 3.1 Reduce Vehicular Miles Traveled. Foster the reduction of single-occupancy vehicular miles traveled to improve efficiency of the existing system.

POLICY TR 3.2 Mode Options. Plan an efficient transportation system that encourages users to choose modes and transportation alternatives that reduce single-occupancy car use.

POLICY TR 3.3 Transportation Demand Management. Support the use of Transportation Demand Management measures and incentives including carpools, vanpools, shuttle services, telecommuting, current and emerging technologies, parking strategies, and staggered work hours as a means of reducing transportation demand.

SYSTEM DESIGN – Goal 4

Plan and implement a City transportation system that accommodates current and future needs.

POLICY TR 4.1 Coordinate Land Use and Transportation. Align land use and transportation planning efforts to create an efficient and effective multi-modal transportation system that supports densities, land uses, and development types envisioned in the Comprehensive Plan, community plans, and/or other adopted land use plans.

POLICY TR 4.2 Functional Classifications. Organize the street network around a street classification hierarchy that describes how different types of streets address mobility and access to, through, and between different land uses.

POLICY TR 4.3 Standardized Cross-Section Designs. Develop and maintain standardized cross-section design standards for public streets that reflect intended land uses and design characteristics and envision future needs.

POLICY TR 4.4 Special Street Classification Design Standards. Establish specialized design standards when necessary to address unique context of individual streets and/or surrounding land uses. Allow deviation from standardized and special street classification design

standards where proposed designs support adjacent uses, address unique constraints, and provide for acceptable performance.

POLICY TR 4.5 Right-of-Way Protection. Identify and protect right-of-way for potential public use necessary to accommodate future needs and demands.

POLICY TR 4.6 Parking Supply. Establish and maintain context sensitive standards to ensure appropriate parking capacity for all modes, while also considering parking management for the efficient use of resources. Create area specific parking management plans where appropriate, and ensure parking standards address neighborhood livability and needed capacity to support development.

POLICY TR 4.7 Emergency Services Access. Require appropriate access to properties for emergency services vehicles throughout the City. Coordinate with law enforcement and emergency response agencies in the planning and design of transportation facilities and emergency response operations.

POLICY TR 4.8 Regional Consistency. Apply regional street design guidelines on streets identified in the Benton County Transportation System Plan within the context of local needs.

PERFORMANCE – Goal 5

Manage the City transportation system to maximize capacity while ensuring efficiency and safety.

POLICY TR 5.1 System Performance Standards. Meet system performance standards consistent with local and regional goals.

POLICY TR 5.2 Emerging Performance Measurements. Explore the feasibility and applicability of emerging methods of measuring and evaluating transportation system performance and safety.

POLICY TR 5.3 Address Congestion. Invest in the transportation system to manage congestion consistent with local performance and safety goals.

POLICY TR 5.4 Additional Capacity. Support additional capacity on arterials and highways, where appropriate, to relieve congestion and improve mobility.

POLICY TR 5.5 Development Impacts. Identify strategies and measures to proactively address projected impacts of new development, infill development, and redevelopment on local and regional transportation systems, including placing appropriate conditions of approval on land use decisions. And also, partner with ODOT every 5 years to conduct a traffic study to determine the impact on transportation.

POLICY TR 5.6 Systemwide Technologies. Collaborate with regional and state partners to develop, operate and maintain Intelligent Transportation Systems including coordination of traffic signals, transit prioritization, and the integration of other emerging technologies to improve the efficiency and safety of the transportation system.

POLICY TR 5.7 Preserve Investments in Transportation Facilities. Inspect, maintain, and manage transportation system assets to provide a system that is safe, reliable, and efficient over the long term.

ECONOMY – Goal 6

Utilize the transportation system to support and sustain local and regional economic development.

POLICY TR 6.1 Regional Role. Collaborate with regional partners to ensure that the City and regional transportation networks can support regional growth while maintaining livability and economic viability.

POLICY TR 6.2 Goods and Services Movement. Design the transportation system to facilitate the efficient movement of goods, services, workers, and equipment.

POLICY TR 6.3 Freight Industry Collaboration. Work with local and regional freight users and agency partners to understand their unique needs, and develop mutually-beneficial strategies and initiatives to improve freight mobility.

POLICY TR 6.4 Standards Compliance. Ensure compliance with federal, state, and local safety and design standards in the operation, construction, and maintenance of the transportation system to move freight and goods.

POLICY TR 6.5: Thriving Economy. Preserve and protect transportation corridors essential to the economic vitality of the city and region.

POLICY TR 6.6: Well Organized. Promote efficient and affordable ground transportation to existing regional airports (Portland, Eugene and Salem) and the Albany Amtrak Station

LIVABILITY – Goal 7

Integrate the transportation system with neighborhoods and places to increase livability and improve quality of life.

POLICY TR 7.1 Impact Mitigation. Design and manage the transportation system to mitigate significant potential livability and environmental impacts.

POLICY TR 7.2 Attractive Pedestrian Environment. Develop attractive pedestrian environments by coordinating sidewalks, landscape design, street trees, utility placement, safety features, lighting, transit stop amenities, and other streetscape amenities that support pedestrian use in compliance with applicable City standards.

POLICY TR 7.3 Minimize Unsafe Behaviors. Incorporate design features to decrease speeding and other unsafe behaviors on local and neighborhood routes.

POLICY TR 7.4 Health and Wellness Impacts. Promote positive health outcomes for individuals, families, and neighborhoods through investments in measures such as active transportation and physical activity, while reducing pollution and environmental impacts.

POLICY TR 7.5 Natural and Green Infrastructure. Increase integration of natural and green infrastructure into the transportation system, including street trees, pervious pavement, the use of vegetated storm water management, and alternative design techniques, where appropriate.

POLICY TR 7.6 Live Harmoniously. Encourage transportation services that preserve and protect scenic and natural resources.

POLICY TR 7.7 Resiliency. Plan for a transportation system that allows a community to absorb the impact of and quickly recover from natural disasters.

POLICY TR 7.8 Protect the Eco System. Protect Minimize conflicting uses on the transportation system that degrade neighborhoods.

POLICY TR 7.9 Disaster Preparedness. Develop a comprehensive Hazard Event Plan to implement the recommendations of the Transportation System Plan and to further refine community evacuation needs, designated routes, system standards, needed improvements, and potential funding.

FUNDING – Goal 8

Provide adequate funding for transportation system maintenance and enhancement.

POLICY TR 8.1 Transportation Financing Plan. Develop and maintain an overall Transportation Financing Plan that addresses planned long-term investments, prioritizes investments to meet community goals, and identifies stable funding sources and mechanisms.

POLICY TR 8.2 Capital Improvement Program. Develop and maintain a prioritized capital improvement program for transportation projects.

POLICY TR 8.3 Leverage Public and Private Investments. Identify opportunities to make public transportation investments that complement and leverage other public and private capital investments.

POLICY TR 8.4 Diverse Revenue Sources. Provide a cost-effective transportation system with a variety of revenue sources. Support exploration of creative, non-traditional transportation funding sources that align with City needs and priorities.

POLICY TR 8.5 Maintenance Funding. Include applicable transportation maintenance expenditures in short and long-term financing and capital improvement planning, and consider long-term maintenance costs as part of any proposed capital improvement project.

POLICY TR 8.6 Collaboration. Identify opportunities for partnerships and collaboration between departments and agencies to share resources and ease mutual financial and/or resource burdens where appropriate.

EQUITY - Goal 9

Transportation investments should serve everyone in the community and recognize disparities in people's access to transportation modes.

POLICY TR 9.1: Develop a transportation system that ensures mobility to the transportation disadvantaged.

POLICY TR 9.2: Prioritize transportation projects that address the needs of citizens that are unable to afford housing in close proximity to employment and daily needs.

HEALTH - Goal 10

The transportation system should encourage healthy lifestyles.

POLICY TR 10.1: Recreation. Support access to public spaces and encourage active transportation and social interaction.

POLICY TR 10.2: Safe Routes to School. Facilitate healthy transportation options for students traveling to school.

POLICY TR 10.3: Regulate Emissions. Seek to limit or mitigate negative impacts of transportation projects, such as increased particulate emissions from vehicles.

POLICY TR 10.4: Teamwork. Work with the County to identify and promote opportunities to commute to and around the city by means other than single occupant vehicles.

664 Commercial Street
PO Box 486
Monroe, Oregon 97456



Phone: 541-847-5175
Fax: 541-847-5177
hr@ci.monroe.or.us

RECEIVED

NOV 16 2021

COMMISSIONS & COMMITTEES APPLICATION FORM

Planning Commission, Budget Committee, and City Committees (plus Ad-Hoc and Subcommittees)

Name: Kristin Strand
Address: 480 S. 10th
City: Monroe State: OR Zip: 97456

Home Phone: 541 525 7410 Cell Phone: _____

Email Address: strandclan.3@msn.com

Occupation: Instructional Coach, Educator Place of Employment: 4J Schools

Are you a register voter? Yes ☒ No ☐ If no, register online here: www.oregonvotes.gov

Are you a Monroe resident? Yes ☒ No ☐ If yes, how many years? 1.5 years

Which Commission or Committee are you interested in? Planning Commission

Tell us why you would like to be included on the Commission or Committee of your choice and what you will contribute:

I am an active and involved resident of Monroe and would love to be part of the team that helps support viable small town growth for all.

Please list any education, prior experience, volunteering opportunities, or any other information that would indicate how you would contribute to the Commission or Committee.

I hold a degree in Planning, Public Policy, and Management in addition to my teaching degree (Master of Arts). I worked several summers for Lane County Public Works while in college.

664 Commercial Street
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Monroe, Oregon 97456



Phone: 541-847-5175
Fax: 541-847-5177
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COMMISSIONS & COMMITTEES APPLICATION (CONTINUED)

Please list a personal/professional reference that we may contact:

Name:

Tonja Ross

Address:

470 S. 10th

City:

Monroe

State:

OR

Zip:

97456

Home Phone:

541 729-0303

Cell Phone:

Email Address:

tonjaross@yahoo.com

Relation to you:

Neighbor and friend

By providing your signature below, you acknowledge that you are the applicant for the Commission or Committee position and authorize the City to contact your references.

Signature:

[Handwritten Signature]

Date:

11-15-21

Please attach any additional information to this application, which you believe will assist the City Council in considering your application. Applications must be mailed or dropped off to Monroe City Hall, 664 Commercial St., Monroe, OR 97456 or send via email to hr@ci.monroe.or.us

***Note:** Please be aware that candidates for Planning Commission are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please contact Monroe City Hall or the City Administrator.

Budget Committee Expectations and Requirements:

- 3-year term; expected time commitment of 5 meetings between March 1 and June 30.
- Registered Oregon voter is required.
- Monroe resident within city limits is required.

Planning Commission Expectations and Requirements:

- One regular meeting, on the first Monday of each month, plus one work session per month
- Registered Oregon voter is required.
- Monroe resident preferred or greater Monroe community member (i.e. Alpine, Bellfountain, Glenbrook, Ingram Island, Irish Bend or vicinity) required.

City Committee Expectations and Requirements:

- One regular meeting a month, possibly a second meeting depending on committee work.
- Registered Oregon voter is required.
- Monroe resident preferred, greater Monroe community member, or outside community member are considered depending on experience relevant to a specific committee.



Mayor Sheets
PO Box 486
Monroe, OR 97456

Dear Mayor Sheets,

I am writing to express interest in the vacancy on the Monroe Planning Commission. My family and I joined the Monroe community in the fall of 2020 and currently reside in the Red Hills Estates subdivision. I grew up in the Elmira area and was so grateful to be able to move my family to Monroe a few years ago. After living in the Eugene area for 20+ years, we wanted our boys to have the small town experience that I had growing up. We were lucky to find our niche in Monroe and have made many connections with grade school and high school families, our neighbors, and other community members. My husband and I are very involved parents in the Monroe Grade School and High School and sports communities. My husband is a volunteer youth baseball and basketball coach in addition to his full time job in the wood products industry. Our boys are all heavily involved in athletics and extracurricular activities, and my oldest son is a recent 2021 graduate of Monroe High School.

I am a teacher by trade, and hold a Master of Arts in teaching from Pacific University, but also have a Bachelor's Degree in Planning, Public Policy, and Management from the University of Oregon. I have always taken an active interest in community happenings and events. The small town feel and sense of community in Monroe has definitely drawn us in! We have loved being a part of Monroe and are excited to experience more of the annual events and activities now that things are opening back up. Both my husband and I were on the 2021 Project Graduation committee, and were heavily involved in the fundraising and planning aspects of that special event for our Monroe graduates.

As Monroe residents, we are also keenly focused on what is happening around our community. We are excited about the Riverside Development project and would like to learn more about the timeline and breadth of this project. We are also aware that Monroe is growing, and I would love to be a part of the team that helps support viable and stable small town growth for our residents. As with all new community growth, it is important that the mission and vision of the planning commission and City Council support investments and development that align with the vision of the residents and more importantly, that there is adequate city infrastructure to support this growth.

As a full time educator and invested parent, I want to be transparent that my family comes first. I believe that that I should be able to attend the majority of the Planning Commission's monthly meetings starting in January. I look forward to the possibility of being a part of the Planning Commission and collaborating to learn more about their mission and vision for our town.

Sincerely,

Kristin Strand



Economic Development ■ Market Analysis ■ Urban Planning
503-504-6770 (c) www.marketekinc.com

October 27, 2021

Mayor Dan Sheets
Mr. Steve Martinenko, City Administrator
City Hall
PO Box 486
Monroe, OR 97456

RE: City of Monroe Economic Development Action Plan

Dear Mayor Sheets and Steve:

Thank you for the opportunity to share a draft scope of work below that reflects and incorporates interests from our conversations over the last month about Monroe's economic future.

Project Overview

Today, Monroe is experiencing high growth and has many opportunities to expand its local economy. Among the many initiatives you shared in our conversation are:

- Redhills Development: 55 single family units – attracting young families and professionals
- Union Pacific Railroad ROW – City is buying. 6 acres – 2 parcels. Cannot develop but could be a public plaza of sorts – gravel and have farmer's market, pop-up events, food trucks.
- Old Depot – meeting space. Potential relocation.
- Rezone Commercial Street for appropriate commercial development
- Relocate City Hall and lease out with 4 business bays. 2200 SF. 3 entrances.
- Riverside Master Plan implementation
- Brickyard Property: 28 acres, about 20 are developable. Privately owned (Kevin O'Leary) Currently zoned multi-family and light industrial. Brownfields evaluation grant nearing completion.

The purpose of this project is to provide City of Monroe and civic/business leaders with a common understanding and direction for meaningful economic development activities over the next three years with the goal to support and encourage a thriving local business community. This will occur through a one-day workshop in early 2022 that will both utilize and grow existing economic vitality efforts in Monroe and encourage an implementation approach that engages community leaders at the appropriate level. Key stakeholders are the members of the newly formed Monroe Economic Development Committee.

Project Goals

In working together, Marketek will:

1. Leverage all prior community and economic development work.
2. Establish a shared understanding of economic development, economic vitality values and priorities among key Monroe civic and community leaders.
3. Gain insight to Monroe's realistic opportunities for economic success.
4. Create a high-level action plan in a simple format easily read and understood by everyone.
5. With stakeholders in a workshop setting, develop next steps for three to five key initiatives or opportunities: *what are the steps to ensure successful implementation?*
6. Based on the steps above, spur Economic Development project implementation and develop an approach to sustain energy and momentum over time.

SCOPE OF WORK

The work outline is organized by three phases and shares the main tasks within each phase.

Step 1. Where are we now?

In preparation for an economic development workshop/work session:

- 1.1 Synthesize, build upon and put to use prior relevant work in Monroe such as key plans, initiatives, and studies to help inform the economic assessment. Sample information includes the Comprehensive Plan, waterfront plan and County strategy.
- 1.2 Provide a high-level snapshot of key economic goals, strategy recommendations, and accomplishments from the most relevant documents and initiatives or projects.
- 1.3 Prepare a PowerPoint (PPT) including information above, an overview of local government's role in economic development, a fact-based summary of Monroe's features and assets for community economic development and the status of current significant projects and plans. Marketek will utilize and augment readily available information from the City to inform a high level SWOC (strengths, weaknesses, opportunities and challenges) overview.
- 1.4 Collaborate with City on final version of PPT and any supporting materials to be delivered at the workshop.

Step 2: Where are we going? - Workshop on Action Planning for Success

- 2.1 Organize agenda and facilitate an in-person workshop session with the Economic Development Committee and other key stakeholders to share PPT assessment, reflect on accomplishments/projects underway and identify key Monroe's key projects and next steps for economic vitality.
- 2.2 Ensure that key economic development strategies are considered: Support Existing Business. Encourage Entrepreneurship. Attract New Small Business.

- 2.3 Encourage a participatory work session with a strong foundation of facts and project information-sharing as well as opportunities for everyone to share ideas for future initiatives.

Step 3: How will we reach our goals? - Making the Action Plan

- 3.1 Develop a timeline of all key economic development projects underway or in the early stages and others that emerge to reach your goals.
- 3.2 Identify *top three to five initiatives* or focus areas for economic vitality action in the next 12-18 months. Include clear milestones for achievement. The priorities will flow from existing and recent Monroe community and business development projects and efforts.
- 3.3 If desired, provide brief case study example(s) for top initiatives to illustrate other community successes and inspire a meaningful game plan.
- 3.4 Identify important local and regional stakeholders, partners, and interested parties instrumental to the success of each initiative. Based on existing organizational capacity, identify who will take the lead to implement each initiative, who are key partners, and how to stay accountable to achieve results. Clarify the role of the Economic Development Committee. In small groups, map out specific actions for the next year and build in quarterly reviews and an annual 'refresh.'
- 3.5 Following the workshop, Marketek will prepare a brief, written, easy to read document of topline goals and action initiatives to share with local/regional community and economic development leaders, and other interested persons to inform and engage key local stakeholders in Monroe's economic development success. Meet virtually with City and others as desired to reinforce best practices for successful implementation.

Project Schedule, Management and Budget

Marketek can accomplish the steps above within six weeks from the start. Mary Bosch will serve as Marketek team leader for all phases. Marketek's professional hourly rate is \$130. Travel is billed at ½ that rate. Out of pocket expenses are billed at cost. The City is asked to make copies of any handouts. The budget by hours and expense is outlined below:

- Step 1: Workshop/PPT organizing and preparation – 16 hours
Step 2: Economic Action Planning Workshop – 10 hours (including travel)
Step 3: Written Document of Action Plan/Roadmap – 10.5 hours

Total hours are 36.5 at \$130 or \$4,745. Expenses include mileage at \$0.55/mile (\$110), meeting supplies (\$25) and meeting refreshments (\$120) and total \$255. The total project budget is \$5,000.



Oregon Main Street Network 2021 Exploring Downtown Level Application



OREGON MAIN STREET

Oregon Main Street works with communities to develop comprehensive, incremental revitalization strategies based on a community's unique assets, character, and heritage. Services are based on the successful Main Street Approach developed by the National Main Street Center and include training and technical assistance. The goal is to build high quality, livable, and sustainable communities that will grow Oregon's economy while maintaining a sense of place.

An important objective of Oregon Main Street is to provide assistance to all communities in Oregon whether they are just beginning to explore options for their downtown or seeking national recognition as an accredited Main Street® town. To accomplish this, services are offered through a tiered system. **Exploring Downtown** is for communities starting a downtown revitalization effort and want to get organized based on the Main Street® model. Interested communities may join at any time by completing a brief application form.

Communities participating at this level must have:

- Demonstrated support of local government.
- Adopted statement of commitment to being an inclusive organization that is welcoming to all.
- A cohesive core of historic or older commercial and mixed-use buildings that represent the community's architectural heritage and may include compatible in-fill, including:
 - A sufficient mass of businesses, buildings, and density to be effective.
 - A compact and pedestrian-oriented district.

Communities participating at the Exploring Downtown level agree to:

- Provide a local contact.
- Work towards forming a downtown revitalization organization within one year if one isn't already in place.
- Send a representative to at least one Oregon Main Street training per year. We find that communities that attend all of our training opportunities tend to move forward more quickly in their revitalization efforts.
- Take time to learn about the Main Street Approach®.

In exchange, the Oregon Main Street Program will provide:

- Invitation and notification of all statewide Oregon Main Street workshops and conferences.
- "Introduction to the Main Street Approach®" Community Presentation.
- Board Work Plan Retreat (as requested).
- Reconnaissance level historic building surveys (if one hasn't already been completed).
- Telephone consultations.
- Oregon Main Street listserve access.
- Eligibility for the "Excellence in Downtown Revitalization" Awards and the OMS Revitalization Grant.
- Other types of assistance may be available depending on community readiness and staff availability.

Within three years, we expect communities participating at the Exploring Downtown level to have:

- The organizational structure in place to support the main street effort.
- Broad-based community support and involvement.

Submission Instructions:

- Application for the Oregon Main Street Exploring Downtown level may be submitted at any time.
- The answers to the questions are to help us serve your community effectively.
- All five questions must be answered and attachments provided.

Email form to: sheri.stuart@oregon.gov

Exploring Downtown Level Commitment Statement & Application:

1: Applicant Information

Name of Designated Contact Person & Title or Affiliation: Steve Martinenko, City Administrator, City of Monroe, Oregon

Downtown Organization or Host Entity (if applicable): City of Monroe, Oregon

Name of Community: Monroe, Oregon

Population: 650

County: Benton

Email Address of Contact Person: steve.martinenko@ci.monroe.or.us

Mailing Address: City of Monroe, P.O. Box 486. Monroe, OR 97456

Phone Number of Contact Person: **541-847-5175**

Website Address (if applicable): <https://ci.monroe.or.us/>

2: Briefly describe the economic and physical characteristics of your downtown district.

- **Attach a map of the primary focus area of your downtown revitalization effort.**

Monroe's downtown district includes seven city blocks that stretches, south to north, from the intersection of Highway 99W and Territorial Highway to Ash Street and Hwy 99 (5th Street). See attached map for the City of Monroe's primary area of focus for the downtown/riverside district revitalization effort.

The current economic characteristics or assets of Monroe's downtown district are listed below:

- Restaurants: Long Timber Brewing Company, Benny's Pizza, and Longbranch Bar & Grill.
- Retail/Commercial: H Paulson Livestock & Feed, Dollar General, Monroe Barber Shop, Umpqua Bank, Cardlock Gas Station, Silos Coffee Company, Monroe Resale Shop, Monroe Telephone Company, Monroe Post Office, Sip & Taste Market (not opened yet), Christmas Junction, Broadley Vineyards, and Dari-Mart.
- Community: Monroe Community Library, Monroe High School, Monroe Community Center (formerly Legion Hall), South Benton Community Museum, Monroe Arts Association, Monroe City Hall, Business Association of Monroe, and Monroe Rural Fire Protection District.

3: Briefly describe the structure of your organization or host entity (if you have a board of directors and officers, attach a list). How will the main street effort be implemented through this structure?

The Main Street effort will be implemented through the City of Monroe's Economic Development Committee and new projects will be assigned to the existing Beautification, Community Engagement, and Festival Subcommittees.

4: Briefly describe any efforts to improve the downtown or historic commercial district over the past 5 years.

- City of Monroe Transportation Plan approved by City Council in 2018;
- Monroe Comprehensive Plan (2020-2040) which includes Buildable Lands Inventory, Housing Needs Analysis, Economic Assessment, and Wetlands Inventory approved by City Council on August 26, 2019;
- System Development Charges approved by City Council on March 22, 2021;

- Monroe Riverside District Master Plan (2021) approved by City Council in June 2021;
- Received Grant from Oregon Cascades West Council of Governments (OCWCOG) to create Monroe's first Economic Development Plan on July 1, 2021;
- Currently standardizing Monroe's Zoning beginning in 2021;
- In progress updating Monroe's City Codes and Ordinances beginning in 2021;

5: How supportive is the community of the downtown (i.e., residents, downtown business and property owners, local government, etc.)? Attach a letter of support or resolution by the City.

Please see attached resolution by the City of Monroe.

6: Briefly describe what you hope to achieve by participating as an Exploring Downtown level community.

The City of Monroe hopes by participating as an Exploring Downtown level community to leverage additional resources of the Oregon Main Street Program and neighboring cities such as Corvallis and Albany to help us build our downtown district the right way. And, hopefully through education and planning create a thriving downtown district that will attract tourism and entice daily vehicular traffic (approximately 5,000 vehicles daily) to stop in Monroe for more than a meal at one of our local restaurants. We are hoping to use the local restaurants as anchors to drive more visitors to stay in Monroe and take advantage of what all local retail business and local artisans have to offer.

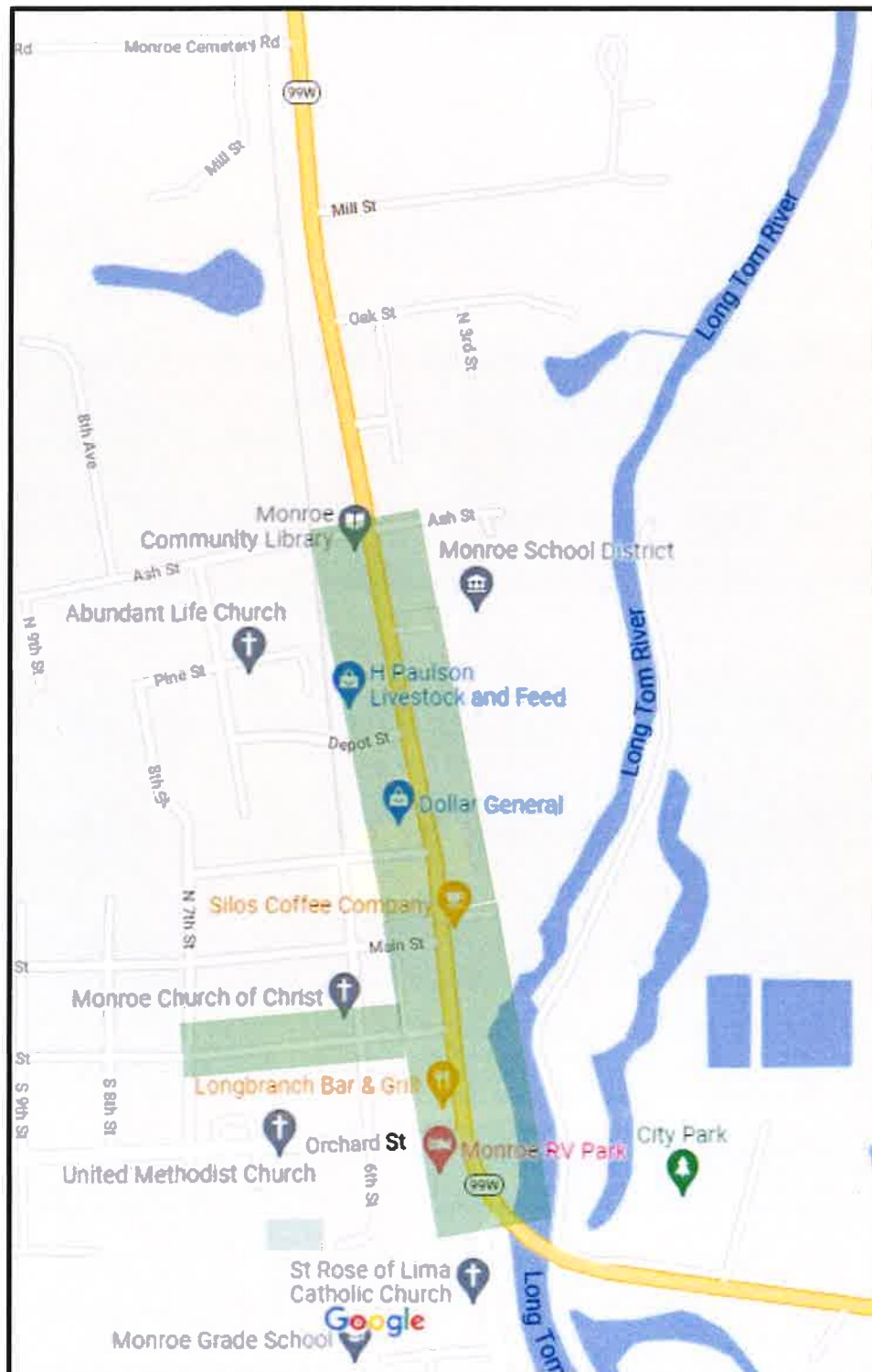
7. Certification: We agree to meet the requirements of Oregon Main Street as outlined above and will be eligible to receive Exploring Downtown level services from Oregon Main Street if the requirements are met. We understand that our Exploring Downtown level membership within the Oregon Main Street network does not authorize us to use the Main Street® trademark name and further understand that the Main Street® name is a trademarked brand, owned by the National Main Street Center.

Signature of Designated Contact Person

11-18-21

Date

CITY OF MONROE OREGON MAP 2021



On the map, pictured above, the green highlighted area is the focus of the City of Monroe's Oregon Main Street Program.



MEMO

To: City Council

From: Steve Martinenko, City Administrator

Date: November 18, 2021

Re: SB 587 Tobacco Licensing Law



1. SB 587 requires licensing of retail establishments to sell tobacco products. This will be effective as of January 1, 2022.
2. The City of Monroe does not have an ordinance for regulating the sale of tobacco products within City limits. As such, local retail establishments would be licensed directly through the State of Oregon
3. Benton County has reached out to the City and suggested they can effectively, at less cost to the retail establishments, provide Tobacco Retail Licenses.
4. For Council consideration, should the City develop an ordinance to regulate (enforce) and provide retail licenses that comply with SB 587, allow Benton County to do so, or not be involved and send retailers directly to the State.

SUMMARY SB-587

Requires Department of Revenue to issue license to qualified retailers of tobacco products and inhalant delivery systems. Defines "tobacco products" and "inhalant delivery system." Allows department to impose civil penalty for specified violations. Continuously appropriates moneys in suspense account to department for specified purposes.

Directs department, Oregon Health Authority and local public health authorities to share information for effective administration of Act and to enter into agreements for purposes of collecting fees imposed by Oregon Health Authority and local public health authorities.

Allows Oregon Health Authority to impose civil penalty for violation of certain state public health and safety laws related to tobacco products and inhalant delivery systems. Continuously appropriates moneys in Oregon Health Authority Fund to authority for purposes of administration and enforcement.

Allows local public health authority to enforce local standards for regulation of sale of tobacco products and inhalant delivery systems or enforce state standards for regulation of sale of tobacco products and inhalant delivery systems. Prohibits city or local public health authority from adopting ordinance, after effective date of Act, to prohibit colocation of retailer of tobacco products or inhalant delivery systems with pharmacy.

Attachments:

- Email from Vance Croney, Benton County Counsel
- Text of SB 587

From: CRONEY Vance M <Vance.M.CRONEY@Co.Benton.OR.US>

Sent: Thursday, October 28, 2021 1:59 PM

To: 'steve.martinenko@ci.monroe.or.us' <steve.martinenko@ci.monroe.or.us>; Pat Hare <pat.hare@adairvillage.org>

Subject: New tobacco licensing law

Good afternoon, Steve and Pat.

I have been enlisted by the Benton County Health Department and, to a lesser extent, the Oregon Health Authority, to reach out to both of you to discuss the looming implementation of Senate Bill 587.

In a nutshell, as of January 1, 2022, SB 587 will require retail establishments that sell tobacco products to obtain a Tobacco Retail License (TRL). I believe Monroe and Adair Village each have one or two such businesses which will be affected by the new law. Under the new law, a business can obtain a TRL from the state, or from the County. While the annual fees have not yet been established, we anticipate the cost for a TRL from the state will be significant, while a TRL issued by Benton County would be much less.

SB 587 will also impose sales restrictions and authorize enforcement actions and penalties for businesses that do not comply with the tobacco sales regulations established by the new law. Cities and counties that are not regulated by a local ordinance will be subject to state licensing and enforcement.

The new law also offers an alternative to state regulation and enforcement of tobacco licensing and sales. If a city is subject to an existing local tobacco licensing regulation it may opt to remain subject to the local regulation and its licensing fees. That means local licensing and enforcement. And here's where we come to the crux of this email.

Benton County has a tobacco sales ordinance in place that contains most of the provisions that SB 587 will implement. We will have to amend our ordinance slightly to bring it fully into compliance with the statute, but those changes are minor. In an effort to offer lower licensing fees to the businesses located in the two cities and to maintain uniformity and consistency for the Benton County Health Department, we'd like to ask if you'd be willing to permit Benton County's tobacco licensing ordinance to apply within your city limits. As written, our ordinance does apply within city limits but, as you probably know, Benton County has not applied it to tobacco retailers in Monroe or Adair Village.

Benton County is in the process of seeking similar agreements from Philomath and Corvallis. Those two cities present a slightly different set of circumstances in that both have city ordinances regulating tobacco sales. An ideal outcome would be for one entity to regulate licensing and enforcement of all tobacco retailers in the entire county. This would create consistency, fairness among all retailers and lower overall costs for businesses. If we cannot obtain agreements from all the cities, businesses selling tobacco will be subject to different licensing fees and enforcement efforts, depending on where they are located. We believe it is in the best interests of all tobacco retailers in Benton County to be operating under the same regulatory system.

If you are amenable the idea of Benton County's ordinance regulating your tobacco retailers, please let me know. If you'd like to talk about this over the phone or via Zoom, that would work as well. In any event, please let me know what think about the idea of a single entity involved with tobacco retail licensing. And, not to press you, but the new law takes effect Jan. 1, so decisions need to be made in the not-too-distant future.

Thank you both.

Vance Croney
Benton County Counsel

CHAPTER 17 SALE OF TOBACCO ADMINISTRATION

17.005 Definitions. As used in BCC Chapter 17:

- (1) **"Electronic smoking device"** means any electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use of inhalation of which may resemble smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, e-hookah, or under any other product name or descriptor and any cartridge or other component of the device.
- (2) **"License"** means a license issued by the County for the retail sale of tobacco products.
- (3) **"Licensee"** means the holder of a valid license for the retail sale of tobacco products.
- (4) **"Minor"** means any person under eighteen (18) years of age.
- (5) **"School"** means any public or private elementary, middle, junior high or high school.
- (6) **"Self Service Displays"** means open displays of tobacco products and point-of-sale tobacco promotional products that the public has access to without the intervention of a store employee.
- (7) **"Tobacco Product"** means any product that contains tobacco or is derived from tobacco and is intended to be introduced into the human body. "Tobacco Product" includes any electronic smoking device. "Tobacco Product" does not mean any product that the United States Food and Drug Administration has approved as a tobacco use cessation product.
- (8) **"Vendor-assisted"** means only a store employee has access to the tobacco product and assists the customer by supplying the tobacco product. The customer does not take physical possession of the tobacco product until after it is purchased. [Ord. 97-0129; Ord. 2016-0277]

IDENTIFICATION

17.010 Identification Required. It shall be a violation of BCC Chapter 17 for a retailer to sell or permit to be sold any tobacco products to an individual under the age of 27 without requesting and examining photographic identification establishing the purchaser's age as eighteen years or greater. [Ord. 97-0129]

LICENSES

17.015 License Required.

(1) It shall be a violation of BCC Chapter 17 for a retailer to sell any tobacco products unless that retailer holds and maintains a valid license from the County for each location in which tobacco products are sold. All such licenses shall be renewed annually on or before June 30.

(2) No license may be issued to authorize tobacco retailing at a non-fixed location. For the purposes of this section, a non-fixed location means any retail business whose physical location is not permanent, including, but not limited to, any retail business that is operated from a kiosk, other transportable structure, or a motorized or non-motorized vehicle.

(3) No license may be issued to authorize tobacco retailing at a temporary event. For example, a tobacco retail license will not be issued for use at a farmer's market or fair.

(4) No license may be issued to authorize tobacco retailing at any location within 1,000 feet of a school, as measured by the shortest distance traveled from any entrance of the proposed location for tobacco retailing to the parcel boundary of the school, provided, however, that the prohibition contained in this subsection (4) shall not apply to any tobacco retailer operating lawfully on the date immediately prior to this ordinance becoming effective.

(5) No license may be issued to authorize tobacco retailing at a location which is within 1,000 feet of a location occupied by another tobacco retailer, as measured by the shortest distance traveled from any entrance of the proposed location to any entrance of the existing location, provided, however, that the prohibition contained in this subsection (5) shall not apply to existing tobacco retailers operating lawfully on the date immediately prior to this ordinance becoming effective.

(6) Any exemption granted to a tobacco retailer pursuant to this section shall cease to apply if the tobacco retailer fails to timely renew the tobacco retailer license pursuant to subsection (1). [Ord. 97-0129; Ord. 2016-0277]

17.017 License Renewal. Licensees shall renew licenses annually. [Ord. 97-0129]

17.020 License Fee. The fee for the license shall be established by the Benton County Board of Commissioners by order and shall be sufficient to fund the administration, implementation, and enforcement of BCC Chapter 17. The fee for renewing tobacco licenses shall be determined by the Board by order and shall be sufficient to fund the administration, implementation, and enforcement of BCC Chapter 17. No fees shall be collected in excess of what is necessary for administration, implementation, and enforcement of BCC Chapter 17. No license is valid unless and until the fee is paid in full. [Ord. 97-0129]

17.025 Non-transferability. A tobacco retail license is non-transferable, except a replacement license will be issued, without charge, to a licensee who changes location during the valid term of the licensee's license. [Ord. 97-0129]

17.026 Display of License. Each license shall be prominently displayed in a publicly visible location at the licensed location. [Ord. 2016-0277]

SALES

17.030 Sales to Minors. It shall be a violation of BCC Chapter 17 for any tobacco retailer to sell, permit to be sold, or offer for sale any tobacco products to minors. [Ord. 97-0129]

17.035 Vendor-Assisted Sales. It shall be a violation of BCC Chapter 17 for any tobacco retailer to sell, permit to be sold, or offer for sale any tobacco product by means of self-service displays or any means other than vendor-assisted sales. [Ord. 97-0129]

17.036 Lawful Business Operation. It shall be a violation of BCC Chapter 17 for a licensee to violate any local, state, or federal law applicable to tobacco products or tobacco retailing in the course of tobacco retailing or in the operation of the business or maintenance of the location for which a license is issued. [Ord. 2016-0277]

17.037 Minimum Age for Persons Selling Tobacco. It shall be a violation of BCC Chapter 17 for minors to engage in tobacco retail sales. [Ord. 2016-0277]

PENALTIES

17.040 Licensee Penalties.

(1) Any licensee who violates any provision of BCC Chapter 17 shall be assessed penalties and/or have their license suspended as follows:

(a) In the case of a first violation within two years of any previous violation, the licensee shall be fined five hundred dollars (\$500) and shall be notified in writing of penalties levied for further violations.

(b) In the case of a second violation within two years of a violation under subsection (a), the licensee shall be fined one thousand dollars (\$1,000) and the license shall be suspended for 45 days. Tobacco retailers may not sell tobacco products and must remove all tobacco products from all retail areas while the license is suspended.

(c) In the case of three or more violations within two years of a violation under subsection (b), the licensee shall be fined one thousand five hundred dollars (\$1,500) and the license shall be revoked. The former licensee shall not be eligible to reapply for a license for a period of six months from the date of revocation. Tobacco retailers may not sell tobacco products and must remove all tobacco products from all retail areas while the license is suspended.

(d) Failure to pay a fine levied under Section 17.040 within thirty (30) days of the date the fine is levied shall result in the suspension of the licensee's license until the fine is paid.

(e) Any new application for a license or renewal, during the period a license is suspended pursuant to Section 17.040, shall be held in abeyance pending payment of the fine and

termination of the suspension period. Any new application for a license, during the period a license is revoked pursuant to Section 17.040, shall be denied.

(2) Any retailer violating Section 17.015 shall be subject to a fine of \$500 per day for each violation.

(3) The County Department of Health and County Sheriff's Office shall have the authority to impose penalties pursuant to Section 17.040.

(4) The Health Administrator may enforce any provision of this Chapter pursuant to Chapter 26 of the Benton County Code. [Ord. 97-129; Ord. 99-0147; Ord. 2016-0277]

APPEALS

17.045 Notice and Hearing.

(1) Prior to the suspension or revocation of a license pursuant to Section 17.040, the County shall provide notice to the licensee. This notice shall be sufficient to apprise the licensee of

(a) the date of issuance of the notice,

(b) the proposed penalty,

(c) the reason for the proposed imposition of the penalty, and

(d) licensee's right to request a hearing regarding the proposed penalty and the request procedure in Section 17.045(2).

(2) To appeal, a licensee shall request a hearing as follows:

(a) The request shall be in writing, directed to the Benton County Health Administrator, and must be accompanied by a non-refundable hearing fee, the amount of which fee shall be established by an order of the Board of Commissioners, and

(b) The request must be received by the Benton County Health Administrator within ten (10) days of issuance of the notice.

(3) If a hearing is properly requested pursuant to Section 17.045, a hearing shall be conducted before a hearings officer designated by the Board. The hearings officer shall have full authority to set hearing dates and hearing procedures. All actions of the hearings officer are final and any penalties imposed by the hearings officer shall take effect immediately. For purposes of Section 17.040(l)(d), a contested fine is levied as of the date the hearings officer imposes penalties.

(4) Should the licensee fail to request a hearing within the time and in the manner set out in this Section, licensee has waived the right to a hearing and the penalty shall be imposed at the expiration of the ten (10) day period established in Section 17.045(l)(f). For purposes of Section 17.040(l)(d), a fine is levied as of the date of the expiration of this ten (10) day period. [Ord. 97-0129]