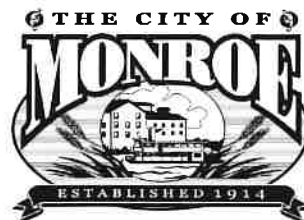


# CITY COUNCIL NOTICE/AGENDA

**Monday, December 20, 2021**  
**MONROE COMMUNITY LIBRARY**

**6PM**  
**380 N. 5<sup>th</sup> Street**



## 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 (In Packet)

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. NEW BUSINESS

5.1. Recommendation to Accept Bid for City Hall Repair (CA Martinenko)

5.2. Recommendation to Cancel & Renegotiate New Agreement with South Benton Nutrition Program (CA Martinenko)

5.3. Review Surplus Property Sale Intentions (CA Martinenko)

5.3.1. Review Oregon HB 2918 – Affordable Housing & Surplus Property

5.3.2. Review Surplus Property Preliminary Report & Appraisals (CA Martinenko)

5.4. Holiday Gathering at Library & Monroe Light Parade Review (Mayor Sheets)

5.5. Upcoming 2022 Events (Mayor Sheets)

- January 2022 – Mayor's State of the City Message
- February-March 2022 Event for Kids – Ideas or suggestions?
- April 30, 2022 – Monroe Festival
- July 2022 – Movies in the Park
- September 2022 – City Park Celebration
- October 30, 2022 – Halloween Spooktacular
- December 2022 – Light Parade
- What additional events should the City consider? Concerts in the Park?
- Share your ideas via social media or better yet join a City Committee

## **6. OLD BUSINESS**

- 6.1. Safe Routes to School Ribbon Cutting (Mayor Sheets)
- 6.2. Garbage/Waste Services Franchise Agreement Update (CA Martinenko)
- 6.3. Codification (CA Martinenko)

## **7. OTHER BUSINESS**

### **7.1. 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)
- Ordinance & City Policy Ad-Hoc Committee (Returns in January 2022; need a new Chair)
- Public Works Committee (Councilor Baker)

### **7.2. Councilors' Comments:**

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

### **7.3. Mayor's Comments:**

- Watch for City Committee Meetings on the City's Website ([ci.monroe.or.us](http://ci.monroe.or.us))
- Goal Setting Session with City Council & Planning Commission

## **8. ADJOURN**

- 8.1. Next City Council Meeting is scheduled at the Monroe Community Library for Monday, Jan. 24, 2022 at 6 p.m.

### **ZOOM MEETING INFORMATION**

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

**Meeting ID:** 893 9337 9103

**Passcode:** 000841

ACCOUNTS PAYABLE

As Of: 02/03/2022

Time: 12:07:56 Date: 12/16/2021  
Page: 1

City Of Monroe

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3028	12/13/2021	12/20/2021	AT&T Mobility	49.15	December Monthly Cell Phone Bills
	510 00 42	1000 Utilities	100 300 510 General Adminis	8.67	City Admin Phone
	534 00 42	6010 Utilities	601 450 534 Water Treatmen	8.67	City Admin Phone
	534 00 42	6010 Utilities	601 450 534 Water Treatmen	11.57	Public Works Cell Phone
	542 00 31	2011 Utilities	201 400 500 Public Works Fu	8.67	City Admin Phone
	542 00 31	2011 Utilities	201 400 500 Public Works Fu	11.57	Public Works Cell Phone
3034	12/16/2021	12/20/2021	Amazon Capital Services	778.41	Amazon Charges
	534 00 33	6010 Tools and equipment	601 450 534 Water Treatmen	778.41	
3031	12/15/2021	12/20/2021	American Legal Publishing Corporation	1,161.40	Codification of ordinances
	510 00 46	1016 Codification	100 300 510 General Adminis	1,161.40	Codification of ordinances
3014	12/02/2021	12/20/2021	B & I Hardware & Rental	74.31	B and I purchases
	510 00 48	1001 Building Repairs & Mainte	100 300 510 General Adminis	11.98	Flood Light Replacements City Hall
	572 00 10	6024 Library Repairs And Maint	602 300 572 Library Fund	31.96	Light Buld Replacements for Library
	572 00 10	6025 Library Janitorial Supplies	602 300 572 Library Fund	14.97	Mouse Traps for Library
	594 00 30	2012 Building Improvements	201 400 594 Public Works Fu	15.40	2x4x8 Stud for City Hall Renovations
3019	12/03/2021	12/20/2021	Cascade Columbia Distribution Co	994.28	Calcium Thiosulfate
	542 00 40	2013 WWTP-Chemicals	201 400 540 Public Works Fu	994.28	Calcium Thiosulfate
3032	12/15/2021	12/20/2021	Cascade Columbia Distribution Co	395.00	Sodium Hypochlorite
	534 00 49	6011 Chemicals	601 450 534 Water Treatmen	395.00	Sodium Hypochlorite
3021	12/07/2021	12/20/2021	City of Harrisburg	500.00	Contracted Plant Operator Fees
	534 00 41	6013 Contracted Plant Operatic	601 450 534 Water Treatmen	500.00	Contracted Plant Operator Fee
3024	12/08/2021	12/20/2021	Davis, Dallas A	17.58	Employee Reimbursement, Swifer wet clothes for City Hall
	510 00 31	1001 Operating Supplies	100 300 510 General Adminis	17.58	Employee Reimbursement, Swifer wet clothes for City Hall
3016	12/03/2021	12/20/2021	Edge Analytical, Inc.	81.00	Monthly testing
	534 00 49	6010 Outside Testing	601 450 534 Water Treatmen	81.00	Long Tom Raw Water
3025	12/08/2021	12/20/2021	Mid-State Industrial Service, Inc.	2,500.00	Catch Basin Cleaning
	542 00 36	2010 Storm- Rapairs And Maint	201 400 542 Public Works Fu	2,500.00	Catch Basin Cleaning

# ACCOUNTS PAYABLE

As Of: 02/03/2022

Time: 12:07:56 Date: 12/16/2021  
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
<b>3018</b>	<b>12/03/2021</b>	<b>12/20/2021</b>	<b>OHA Cashier</b>	<b>75.00</b>	<b>2022 Cross Connection Annual Fee</b>
	534 00 41 6011	Audit & Filing Fees	601 450 534 Water Treatment	75.00	2022 Cross Connection Annual Fee
<b>3030</b>	<b>12/15/2021</b>	<b>12/20/2021</b>	<b>OR Association of Water Utilities</b>	<b>203.40</b>	<b>Annual Membership Dues</b>
	534 00 49 6016	Dues	601 450 534 Water Treatment	203.40	Annual Membership Dues
<b>3023</b>	<b>12/08/2021</b>	<b>12/20/2021</b>	<b>One Call Concepts, Inc.</b>	<b>7.20</b>	<b>Locate Services</b>
	542 00 32 2015	Locates	201 400 500 Public Works Fu	7.20	Locate Requests November --6 Ticketss
<b>3015</b>	<b>12/02/2021</b>	<b>12/20/2021</b>	<b>Pacific Power</b>	<b>3,477.85</b>	<b>Monthly Power Bill for City</b>
	510 00 42 1000	Utilities	100 300 510 General Adminis	147.35	Monthly Electric-November
	534 00 42 6010	Utilities	601 450 534 Water Treatment	1,312.40	Monthly Electric-November
	542 00 31 2011	Utilities	201 400 500 Public Works Fu	648.53	Monthly Electric-November
	542 00 34 2010	Streets- Street Lights	201 400 542 Public Works Fu	704.76	Monthly Street Lights Power
	572 00 10 6022	Library Electric	602 300 572 Library Fund	387.35	Monthly Electric-November
	575 00 10 6031	Legion Hall Electricity	603 300 575 Legion Hall Fund	277.46	Monthly Electric-November
<b>3033</b>	<b>12/15/2021</b>	<b>12/20/2021</b>	<b>Professional Security Alarm</b>	<b>72.00</b>	<b>Monroe Library Alarm Monitoring</b>
	572 00 10 6020	Library Alarm Monitoring	602 300 572 Library Fund	72.00	Monroe Library Alarm Monitoring
<b>3022</b>	<b>12/07/2021</b>	<b>12/20/2021</b>	<b>Quill LLC</b>	<b>541.22</b>	<b>Supplies Ordering</b>
	510 00 31 1001	Operating Supplies	100 300 510 General Adminis	57.96	Copy Paper
	510 00 31 1001	Operating Supplies	100 300 510 General Adminis	116.49	No smoking Sign, Papertowel Refill, Lysol Dis.
					Hardround Roll Towel, Glad DS Frcefix, Clorox Wipe,
					Snowman Soap and Lotion Bottles.
					Notary Journal
	510 00 31 1001	Operating Supplies	100 300 510 General Adminis	17.30	No smoking Sign, Papertowel Refill, Lysol Dis.
	534 00 31 6010	Operating Supplies	601 450 534 Water Treatment	116.49	Hardround Roll Towel, Glad DS Frcefix, Clorox Wipe,
					Snowman Soap and Lotion Bottles.
	572 00 10 6025	Library Janitorial Supplies	602 300 572 Library Fund	116.49	No smoking Sign, Papertowel Refill, Lysol Dis.
					Hardround Roll Towel, Glad DS Frcefix, Clorox Wipe,
					Snowman Soap and Lotion Bottles.
	575 00 10 6034	Legion Hall Janitorial Supt	603 300 575 Legion Hall Fund	116.49	No smoking Sign, Papertowel Refill, Lysol Dis.
					Hardround Roll Towel, Glad DS Frcefix, Clorox Wipe,
					Snowman Soap and Lotion Bottles.
<b>3027</b>	<b>12/08/2021</b>	<b>12/20/2021</b>	<b>R3 Engraving &amp; Signs</b>	<b>191.50</b>	<b>Plaque and mug for Steve appreciation</b>
	510 00 31 1001	Operating Supplies	100 300 510 General Adminis	191.50	Plaque and mug for Steve appreciation

# ACCOUNTS PAYABLE

City Of Monroe

As Of: 02/03/2022

Time: 12:07:56 Date: 12/16/2021

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
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<b>2549</b>	<b>12/17/2020</b>	<b>12/20/2021</b>	<b>Scholz, Chuck</b>	<b>1,500.00</b>	<b>Contracted certified operator services for December</b>
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542 00 40 2014 WWTP-Contracted Opera	201 400 540 Public Works Fu	1,500.00
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<b>3017</b>	<b>12/03/2021</b>	<b>12/20/2021</b>	<b>The Law Office of Blake &amp; Ramsower, LLC</b>	<b>200.00</b>	<b>Municipal Services- November 2021</b>
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521 00 41 1001 Judge	100 300 521 General Adminis	200.00	Municipal Services- November 2021
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<b>3026</b>	<b>12/08/2021</b>	<b>12/20/2021</b>	<b>WECCO</b>	<b>243.86</b>	<b>Monthly Fuel Invoices</b>
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510 00 20 1000 Payroll Taxes	100 200 510 General Adminis	240.82	Monthly Fuel Charges
510 00 20 1000 Payroll Taxes	100 200 510 General Adminis	3.04	Finace Charge Fuel

<b>3020</b>	<b>12/01/2021</b>	<b>12/20/2021</b>	<b>Xpress Bill Pay</b>	<b>169.80</b>	<b>Monthly Xpress Fee</b>
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510 00 31 1003 Online Bill Pay Fees	100 300 510 General Adminis	56.03	Monthly Xpress Fee
534 00 31 6013 Online Bill Pay Fees	601 450 534 Water Treatment	57.73	Monthly Xpress Fee
542 00 32 2016 Online Bill Pay Fees	201 400 500 Public Works Fu	56.04	Monthly Xpress Fee

Report Total:	13,232.96
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Fund	
100 General Administration Fund	2,230.12
201 Public Works Fund	6,446.45
601 Water Treatment Fund	3,539.67
602 Library Fund	622.77
603 Legion Hall Fund	393.95

This report has been reviewed by:

REMARKS:	Signature & Title	Date
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# TREASURER'S REPORT

## Fund Totals

City Of Monroe

11/01/2021 To: 11/30/2021

Time: 09:01:03 Date: 12/16/2021

Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	163,075.74	172,357.56	71,493.42	263,939.88	32,037.07	0.00	-48.70	295,928.25
201 Public Works Fund	191,478.27	20,199.54	23,055.89	188,621.92	2,620.95	0.00	-1,454.25	189,788.62
300 Water Revenue Bond	-13,355.50	30,006.17		16,650.67	0.00	0.00	0.00	16,650.67
302 GOB Phase II	5,695.94	127,471.95		133,167.89	0.00	0.00	0.00	133,167.89
400 Equipment Reserve Fund	51,690.32	1,268.95		52,959.27	0.00	0.00	0.00	52,959.27
401 Building Reserve Fund	41,444.07	1,265.19		42,709.26	0.00	0.00	0.00	42,709.26
402 Park Reserve Fund	11,041.41	1,254.05		12,295.46	0.00	0.00	0.00	12,295.46
403 Water Reserve Fund	20,176.70	3,757.72		23,934.42	0.00	0.00	0.00	23,934.42
404 Sewer Reserve Fund	100,512.24	1,286.84		101,799.08	0.00	0.00	0.00	101,799.08
405 Capital Improvement Reserve	25,695.91	9.42		25,705.33	0.00	0.00	0.00	25,705.33
507 Park System Development Fund	36,959.40	10.48		36,969.88	0.00	0.00	0.00	36,969.88
508 Sewer System Development Fund	386,325.92	99.36		386,425.28	0.00	0.00	0.00	386,425.28
509 Street System Development Fund	74,575.58	23.26		74,598.84	0.00	0.00	0.00	74,598.84
510 Storm System Development Fund	76,077.35	21.30		76,098.65	0.00	0.00	0.00	76,098.65
511 Water Treatment Development Fund	449,516.46	110.88		449,627.34	0.00	0.00	0.00	449,627.34
601 Water Treatment Fund	133,941.30	21,696.84	51,057.29	104,580.85	1,216.30	0.00	-2,313.26	103,483.89
602 Library Fund	-5,548.36	5,512.15	2,454.69	-2,490.90	346.89	0.00	-70.94	-2,214.95
603 Legion Hall Fund	-1,371.46	3,769.05	2,051.24	346.35	9.58	0.00	-14.00	341.93
900 Customer Deposit Fund	7,297.17	436.02	100.00	7,633.19	0.00	0.00	0.00	7,633.19
	1,755,228.46	390,556.73	150,212.53	1,995,572.66	36,230.79	0.00	-3,901.15	2,027,902.30

# TREASURER'S REPORT

## Account Totals

City Of Monroe

11/01/2021 To: 11/30/2021

Time: 09:01:03 Date: 12/16/2021  
Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Umpqua Bank	181,488.75	348,578.45	256,055.03	274,012.17	-2,537.95	36,230.79	307,705.01
4	Xpress Credit Cards	563.20	9,633.66	9,349.66	847.20	-847.20	0.00	0.00
5	Xpress EFTs	512.10	10,392.78	10,557.68	347.20	-347.20	0.00	0.00
6	Xpress Online Banking	60,412.57	12,126.90	45,000.00	27,539.47	-168.80	0.00	27,370.67
Total Cash:		242,976.62	380,731.79	320,962.37	302,746.04	-3,901.15	36,230.79	335,075.68
Investment Accounts								
2	LGIP	1,512,029.50	180,574.78	0.00	1,692,604.28	0.00	0.00	1,692,604.28
Total Investments:		1,512,029.50	180,574.78	0.00	1,692,604.28	0.00	0.00	1,692,604.28
		1,755,006.12	561,306.57	320,962.37	1,995,350.32	-3,901.15	36,230.79	2,027,679.96

City Of Monroe

# **TREASURER'S REPORT** **Fund Investments By Account**

11/01/2021 To: 11/30/2021

Time: 09:01:03 Date: 12/16/2021

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	223,291.59	26,586.00	84.90	26,670.90		249,962.49
201 000 Street Fund	131,536.61	15,667.98	50.03	15,718.01		147,254.62
300 000 Water Revenue Bond	16,226.10	1,932.77	6.17	1,938.94		18,165.04
302 000 GOB Phase II	101,133.71	12,046.54	38.46	12,085.00		113,218.71
400 000 Equipment Reserve Fund	49,813.35	5,933.52	18.95	5,952.47		55,765.82
401 000 Building Reserve Fund	39,939.16	4,757.35	15.19	4,772.54		44,711.70
402 000 Park Reserve Fund	10,640.48	1,267.44	4.05	1,271.49		11,911.97
403 000 Water Reserve Fund	20,307.99	2,418.99	7.72	2,426.71		22,734.70
404 000 Sewer Reserve Fund	96,862.47	11,537.77	36.84	11,574.61		108,437.08
405 000 Capital Improvement Reserve Fund	24,762.86	2,949.63	9.42	2,959.05		27,721.91
507 000 Park System Development Fund	27,553.28	3,282.01	10.48	3,292.49		30,845.77
508 000 Sewer System Development Fund	261,233.77	31,116.86	99.36	31,216.22		292,449.99
509 000 Street System Development Fund	61,165.90	7,285.77	23.26	7,309.03		68,474.93
510 000 Storm System Development Fund	55,996.46	6,670.02	21.30	6,691.32		62,687.78
511 000 Water System Development Fund	291,508.36	34,723.01	110.88	34,833.89		326,342.25
601 000 Water Fund	17,271.32	2,057.27	6.57	2,063.84		19,335.16
602 000 Sewer Fund	31,944.22	3,805.03	12.15	3,817.18		35,761.40
603 000 Storm Fund	50,052.78	5,962.04	19.05	5,981.09		56,033.87
2 - LGIP	1,511,240.41	180,000.00	574.78	180,574.78		1,691,815.19
	1,511,240.41	180,000.00	574.78	180,574.78		1,691,815.19

# TREASURER'S REPORT Outstanding Vouchers

City Of Monroe

As Of: 11/30/2021 Date: 12/16/2021  
Time: 09:01:03 Page: 4

Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo	
2022	747	11/22/2021	Claims	1	EFT	Grainger	81.76	Safety "No Smoking" Sign, Boot scrubbers	
2022	745	11/22/2021	Claims	1	EFT	AT&T Mobility	16.69	City Cell Phone Bill	
2022	751	11/22/2021	Claims	1	211931	B & I Hardware & Rental	77.47	B&I Charges	
2022	752	11/22/2021	Claims	1	211932	BOLI	250.00	Oregon Prevailing Wage Contract information with State of Oregon for SRTS Project	
2022	755	11/22/2021	Claims	1	211935	City County Insurance Services	5,644.60	Hillburger Settlement Deductible	
2022	756	11/22/2021	Claims	1	211936	City of Harrisburg	500.00	IGA Harrisburg for Water Treatment Plant	
2022	757	11/22/2021	Claims	1	211937	Edge Analytical, Inc.	890.00	WTP Water Testing	
2022	759	11/22/2021	Claims	1	211939	Government Ethics Commission	548.82	Yearly Government Ethics Commission Charges	
2022	760	11/22/2021	Claims	1	211940	JC Electric and Plumbing	338.91	Library Electric Issues in bathroom, Replace Ballast, Lamps and Occupancy Switch	
2022	761	11/22/2021	Claims	1	211941	Oregon Department of Forestry Unit 12	14.75	Oregon Department of Forestry Taxes	
2022	762	11/22/2021	Claims	1	211942	Pacific Corrugated Pipe Co.	320.00	Storm Drain 18 inch PVC Pipe	
2022	763	11/22/2021	Claims	1	211943	Chuck Scholz	1,500.00	Contracted certified operator services for November	
2022	764	11/22/2021	Claims	1	211944	Springbrook	9,943.74	Yearly Contract with Springbrook Xpress Accounting Software 01/2022-12/2022; Addition License for Springbrook Xpress Software	
2022	765	11/22/2021	Claims	1	211945	Tyler Technologies, INC	12,155.00	Court document Retention and recording Software	
2022	767	11/22/2021	Claims	1	211947	WECO	182.23	Public Works Fuel Charges	
2022	768	11/22/2021	Claims	1	211948	Michael Weast	3,700.00	Timber appraisal for surplus property	
2022	277	08/23/2021	Claims	1	212238	Shane Felber	66.82	253 - 991 MAIN STREET	
							36,230.79		
							36,230.79		
Fund							Claims	Payroll	Total
100 General Administration Fund							32,037.07	0.00	32,037.07
201 Public Works Fund							2,620.95	0.00	2,620.95
601 Water Treatment Fund							1,216.30	0.00	1,216.30
602 Library Fund							346.89	0.00	346.89
603 Legion Hall Fund							9.58	0.00	9.58
							36,230.79	0.00	36,230.79

**TREASURER'S REPORT**

**Signature Page**

City Of Monroe

11/01/2021 To: 11/30/2021

Time: 09:01:03 Date: 12/16/2021

Page: 5

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: \_\_\_\_\_ Signed: \_\_\_\_\_

Reviewed By / Date \_\_\_\_\_ Finance Officer / Date \_\_\_\_\_



## MONROE CITY COUNCIL MINUTES

**November 22, 2021**

**6:00 PM**

**City Hall Meeting Room**

1. **CALL TO ORDER:** Mayor Sheets called the City Council meeting to order at 6:02 P.M.

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

**Roll Call:** Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Knott, Ritch, Winther

Absent: Councilor Baker

Staff present: CA Martinenko

2. **PUBLIC COMMENTS:** Tommy Houston, VFW Post Commander, asked about the donation of bricks that he requested at the previous Council meeting for a Veteran Memorial in the lot next to the South Benton Museum on 5<sup>th</sup> Street. Mayor Sheets replied the bricks will be held and not sold pending a decision from the Planning Commission.

3. **STAFF REPORTS:**

- 3.1. **Benton County Sheriff**

The Sheriff's department presented their monthly report. Councilor Ritch commented on the positive things he heard about the Halloween patrol. Councilor Knott commented about parking issues on 7<sup>th</sup> street and some vandalism. It was noted these incidents were not on the report and there was discussion about how the Sheriff's department is notified. Councilor Lindner commented that the reports may have only been on the Facebook community group and CA Martinenko mentioned to encourage citizens to report property damage, no matter how small, to the Sheriff's department so it can be logged and investigated.

- 3.2. **City Administrator**

CA Martinenko reported on the progress with the Corps of Engineer's 1135 grant and the impact to the City water intake if the water level is lowered due to proposed alternatives for fish passage. In addition, effort is being made to rezone the City to be in more alignment with State model code and also to provide more flexibility with planning. A section of gravel area at the north end of the former Wilbur-Ellis actually belongs to the City and plans are being made to survey and delineate the area for City use only. Public works staff, with the assistance of City of Harrisburg Public Works, performed smoke testing for the sewer and storm water system. A major issue was found in the wetlands area to the east of the Red Hills development and will need to be repaired. CA Martinenko provided Council with an overview of the report for the Brickyard EPA Phase II Brownfields assessment that concluded there were no issues that had to be remediated. Last, the City through the Community Engagement Committee is working with the Meals on Wheels program and Oregon Cascades West Council of



Governments to establish a home delivered meal program in Monroe. The Meals on Wheels program is ready to deliver meals and help organize volunteers when the City is ready.

4. **PRESENTATIONS:** Mayor Sheets presented the Mayor's Lifetime Achievement Award to Kathy Smith for over 30 years of service to the community and over 20 years as Chair of the Planning Commission.

5. **CONSENT AGENDA:**

5.1. Councilor Ritch commented on the routine, budgeted transfers of funds between accounts. Mayor Sheets then called for a motion to approve the consent calendar. Councilor Ritch so moved and Councilor Knott seconded. There was no discussion. Mayor Sheets called for a vote: Councilor Winther: Abstain; Councilor Knott: Yes; Councilor Lindner: Yes; Councilor Ritch: Yes; Councilor Cuthbertson: Yes. Motion Carried.

6. **NEW BUSINESS**

6.1. **Ordinance 2021-03.** Mayor Sheets opened public hearing for Ordinance 2021-03, 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. No conflicts of interest were declared by any of the Council present. CA Martinenko then summarized the staff report prepared by Associate Planner Pat Deppa. Mayor Sheets asked a clarifying question about the highway corridor overlay and the reply by staff is that the current overlay will stay in place until the Planning Commission recommends replacing it with the Riverside District Master plan corridor overlay. Councilor Cuthbertson noted that sidewalks and planter strips were struck from required improvements. Staff replied that the Planning Commission made that recommendation so the system would be simpler and more affordable with current infrastructure. Mayor Sheets then called for public testimony. There were no comments presented in favor, not in favor, or neutral. Mayor Sheets then closed the public hearing and called for a motion to approve Ordinance 2021-03. Councilor Ritch so motioned and Councilor Lindner seconded. Mayor Sheets asked for questions or comments. There were none and Mayor Sheets called for a vote: Councilor Winther: Yes; Councilor Knott: Yes; Councilor Lindner: Yes; Councilor Ritch: Yes; Councilor Cuthbertson: Yes. Motion Carried.

6.2. **Planning Commission Vacancy.** Mayor Sheets noted there is an application for the current vacancy on the Planning Commission and called on Kristen Strand for an introduction and to talk about her experience as a potential candidate. She indicated that she has a degree in public policy and planning, and described her interest in Monroe especially with growth and challenges such as water and wetlands. Councilor Ritch commented that it would be great to have representation from Red Hills. Mayor Sheets then appointed Kristen Strand to the Commission and she accepted.



- 6.3. **Resolution 2021-11 – Development of an Economic Development Plan.** Mayor Sheets read Resolution 2021-11, an agreement between the City of Monroe and Mary Bosch of Marketek, for the development of an Economic Development Plan using part of a \$10,000 grant from Oregon Cascades West Council of Governments. There was no discussion and Mayor Sheets call for a motion. Councilor Ritch so moved and Councilor Cuthbertson seconded. There were no further questions and Mayor Sheets called for a vote: Councilor Winther: Yes; Councilor Knott: Yes; Councilor Lindner: Yes; Councilor Ritch: Yes; Councilor Cuthbertson: Yes. Motion Carried.
- 6.4. **Resolution 2021-12 - Monroe Main Street Program.** Mayor Sheets read Resolution 2021-12, a resolution authorizing the City to engage with the Oregon Main Street program. Mayor Sheets noted there is no direct cost to the program but participants are expected to participate in meeting and forums with other Main Street Program entities. Mayor Sheets said he already participated in this year's virtual event. There was no further discussion and Mayor Sheets call for a motion. Councilor Winther so moved and Councilor Knott seconded. There were no further questions and Mayor Sheets called for a vote: Councilor Winther: Yes; Councilor Knott: Yes; Councilor Lindner: Yes; Councilor Ritch: Yes; Councilor Cuthbertson: Yes. Motion Carried.
- 6.5. **Tobacco Sales, licensing enforcement - SB 587.** CA Martinenko discussed Oregon Senate Bill 587 that requires the licensing of anyone who sells tobacco or tobacco related products. This affects two retailers in Monroe. The estimated cost of licensing is in the \$950 per year range through the State. Benton County has approached the City and said they can provide the service for about \$250 per year. They are requesting Council permission to move ahead with an Inter-Governmental Agreement (IGA) between Benton County and the City of Monroe to provide licensing and enforcement. The IGA would have to come back to Council for approval before it went to effect. Councilor Ritch asked what the benefit is to the County. Staff replied that it helps them with economies of scale since they are also providing this service to other Cities in Benton County. Mayor Sheets then called for a vote to allow Benton County to proceed with the IGA. The vote was unanimous for proceeding with a draft IGA agreement with Benton County.
- 6.6. **Venue Change for City Meetings.** CA Martinenko mentioned that all future City meetings will be held at the library instead of the current location on Commercial Street. For structural and space issues due to COVID, the current meeting room will be turned into City Hall and staff space.
- 6.7. **Process for Delinquent Utility Bills.** CA Martinenko described the growing list of delinquent utility bills that now amount to one-half of one month's utility revenue. The first step will be a mailing, separate from the utility bills, describing resources available to help with paying utility bills. In January, the ordinance committee is requested to convene for consolidating and updating our water utility billing ordinance. This will



result in a uniform ordinance so both staff and citizens' have a clear understanding of what is expected. At the end of January, the City will start to add late charges. There will be a notice in the December billing that late charges are coming with the next bill. In February, staff will start to contact delinquent accounts directly with utility assistance program information and offering a payment plan. By March, staff will need to make a decision with the remaining delinquent accounts in terms of collections, liens, or water shutoff. However, staff emphasized the goal is to have people current on their payments and not go through the process of collections or turning off water unless it is the last resort.

- 6.8. Mayor Sheets reminded Council of the Monroe Community Bizarre the Friday and Saturday after Thanksgiving. In addition, Mayor Sheets said he will be doing ribbon cutting for two new businesses, Christmas Junction and the Alpine Resale Shop and encouraged Councilors to attend.

**7. OLD BUSINESS:**

- 7.1. CA Martinenko gave updates on codification, Garbage RFP, Property and Equipment Sales. Codification is nearing completion and the City should have the finished product by the next Council meeting. The Ordinance Committee will need to reconvene to start the amendments based on the reviews that were previously done. The Garbage RFP and property sales are still in process. For Equipment Sales, the larger equipment does not currently run. It may be possible to have a technician out to get the equipment started or tell us what it needs to run. This may return a larger premium at sale. Council agreed this is a good path to take. CA Martinenko indicated the Belchamber property would be the first to place for sale. A letter will be sent to Laurie O'Hare to ensure all the haunted house items are removed.

**8. OTHER BUSINESS:**

**8.1. Committee Reports:**

- Budget. Councilor Rich said the Committee does not meet until next year and may start off with a supplemental budget.
- Parks and Facilities. Councilor Cuthbertson reported on a new fence for the Park host and updating the Parks Master Plan.
- Economic Development Committee. Mayor Sheets reported on the first committee meeting and the great ideas that were shared.
- Beautification. Mayor Sheets reported that Holiday pole banners were in process. There will be 15 banners with four different designs.
- Community Engagement. Councilor Knott said the committee is working on the food drive and commented on the many donations that have been contributed to date. She also mentioned that the light parade that will be held November 11<sup>th</sup>.



- Monroe Festival. Mayor Sheets said the committee set April 30, 2022 as the date for the festival. A pole to help name the festival has received 39 responses so far with “Monroe Arts and Wine Festival” being the top pick.
- Finance. Councilor Ritch commented on discussions about water bills and general fund transfers that were addressed earlier.
- Human Resources. Councilor Lindner reported the Committee is reviewing and updating the City Administrator’s position description and salary. In addition, the committee is reviewing the absence and time off policy, along with the administrative policies for the employee handbook.
- Public Works. CA Martinenko gave an update on pond discharge status.

8.2 **Councilor Comments:** Councilor Lindner thanked CA Martinenko for all his efforts and personal outlook on updating position descriptions based on needs rather than the person in the position.

8.3 **Mayor’s Comments.** Mayor Sheets mentioned he will be moving December meetings so the last two weeks are clear for the holidays.

8. **ADJOURN:** Mayor Sheets adjourned the meeting at 8:01 P.M.

**Approved by Council Action on December 20, 2021.**

Mayor Dan Sheets \_\_\_\_\_ Date: \_\_\_\_\_

Attest: \_\_\_\_\_

Steve Martinenko, City Recorder

# City Administrator Report

December 16, 2021

## **Water and Waste.**

The City is engaged with DEQ regulators to renew the National Pollutant Discharge Elimination System (NPDES) permit. Our current permit expired back in 2016 but the State had a huge backlog due to changing regulations. We expect to have tighter limits on how our system performs and may result in additional testing requirements and more chemical use.

Staff are actively engaged in refinancing the existing water bond. In addition, there are new grant opportunities for water infrastructure we will apply for.

Water and waste operations are normal for this time of year. We are keeping up with the pond levels despite the rain and we are meeting water demands.

## **1135 Grant.**

The Long Tom Watershed Council (LTWC) will be at the January Council meeting to report on where they see the process heading and expectations of the City going forward. Essentially, while the feasibility study phase we are in now is at no cost to the City, the next phase for construction (implementing the course of action) has a cost share component. At the January meeting, the LTWC will be asking the City to remove the constraint on the "impact to the City's water supply" so the desired course of action, dam removal, will be considered by the Corps of Engineers. Otherwise, the Corps will implement another solution under consideration or drop the project altogether. Dam removal and restoration of the river and ecosystem is consistent with the goals of the Comprehensive Plan and Riverside District Master Plan and the Oregon Department of Fish and Wildlife has written the Corps in support of the dam removal. Since the State has weighed in, we should consider asking the State of Oregon to mitigate the cost of altering the water intake to accommodate a lower water level. In 2008, the water intake was designed with the understanding the dam and back-pond would not change, so the City will have to decide how to move forward with supporting this project.

## **Parks and Facilities.**

- The Park Host discovered one of the restrooms locked earlier in the week and found an injured homeless person inside. The Benton County Sheriff was called and the person was taken to a warming shelter in Corvallis. This brings up HB 3115 that takes effect in July 2023, where the City will need to address public homelessness on City property.
- I met with the South Benton Nutrition Program Board this week to discuss the existing agreement and Committee direction to end the contract and negotiate a new agreement. I emphasized we wanted the group to continue using the MCC but in a way that allows the public to use it in equal measure. In general, the group is receptive but as I have found talking with citizens, change is hard for folks who have lived their entire lives here in the community.
- I am evaluating the work load for Parks & facilities maintenance and setup. As expected, there is a great deal of work involved when we have facilities open and available to the public. I am writing the job description for the Facilities position and will bring it to the HR committee in January.

- The Park Host fencing is complete.

## **Public Works**

- The City is in the process of patching holes on graveled City streets.
- 67 storm drains throughout the City were cleaned with a vac truck a few weeks ago. We found many that have not been cleaned in many years.
- The sewer smoke tests we performed earlier in the month revealed serious water infiltration occurring with three manholes in the easement to the east of Red Hills. We are working to raise the manholes and patch the concrete to prevent leaks.
- Staff are in the process of preparing the old meeting room for the new City Hall and staff areas. We move ahead in earnest when the structural issues are remediated and insurance is restored.
- The State has notified the City through their contractor that we are responsible for "adjusting" several water valve covers that are in the way of the ADA crosswalk areas that will be constructed next year. I am requesting more time to evaluate their edict. In essence, after talking with our engineers, this means we need to raise them and is not something the City can do independently of the contractors performing the work. I consider this an unfunded mandate on the part of the State.
- I will be surveying the library gravel area for parking exclusion and also the reservoir heights deed to see exactly where the boundaries are. This will tell us whether we can sell part of that property.
- The Garbage RFP is almost ready to send out. I am sending it to Counsel for review first.
- Equipment sales is pending a technician to evaluate our large equipment for operation.
- The Safe Routes to Schools project is complete. The final walkthrough with the contractor, County, and staff is December 22.

## **Planning Commission**

The Planning Commission did not meet in December. January, I intend on bringing up the proposed zoning changes and Riverside District downtown corridor overlay.

## **Other Activities**

Of significance, I will have a draft version of the new City website for review at the January Council meeting along with recommendations for moving forward with a media communications strategy.

Thursday, July 22, 2021

# PROPOSAL

\*Proposal Good for 60 Days



# RAMJACK®

## Project Contact

City of Monroe

664 Commerical St

Monroe, OR

541-954-6640

## Billing Contact

## Foundation Specialist

Colt Woodard

503-484-0434

PO BOX 11701 Eugene, OR 97440

T: (866) 472-6522 F: (541) 688-4991

CCB# 146906 WA# RAMJAW\*852PW

## PILING SOLUTION

		Quantity	Total
Install Helical Pile	Stabilize Only. No Lift.	11	\$17,450.00

## CONSTRUCTION

Angle Iron	Angle Iron 6x6x3/8 (OR)	FEET	33	\$2,090.00
Concrete	R&R Concrete for Pile Placement	HOLES	2	\$410.00

## ADDITIONAL SOLUTIONS

## PERMITS & ENGINEERING

Standard Foundation Engineering Report	\$1,750.00
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SUBTOTAL \$21,700.00

**TOTAL \$21,700.00**

CUSTOMER SIGNATURE

DATE

FOUNDATION SPECIALIST SIGNATURE

DATE

*Ram Jack provides a transferable lifetime warranty backed by a Warranty Trust on Ram Jack steel pile work*



# CONTRACT

## 1. RAM JACK WEST TERMS & CONDITIONS

### 1.1 Agreement.

These terms and conditions (Terms) govern the furnishing of construction services (Services) by KEM LLC (Ram Jack West) to the client identified in the Proposal which these Terms accompany (Client). These Terms, together with the Proposal furnished by Ram Jack West to the Client, comprise the entire agreement between the parties and supersede any prior oral or written agreements relating to the Services (Contract). This Contract may be modified only by the written agreement of the parties.

### 1.2 Scope of Work.

Ram Jack West will provide all services, materials, equipment, and labor necessary to complete the work described in the Proposal furnished by Ram Jack West to the Client relating to the Services.

### 1.3 Fees and Payment.

The Client will pay the fees specified in the Proposal according to the following payment schedule: (a) fifty percent (50%) of the total fees shall be payable upon Client's execution of this Contract; and (b) all remaining fees shall be payable upon Ram Jack West's completion of this Services. If payment is not timely made, Ram Jack West may charge interest on any unpaid amounts at a rate of 1.5% per month and suspend performance of the Services. The Client shall reimburse Ram Jack West for all costs incurred in collecting any late payments, including attorneys' fees. Ram Jack West certifies, upon the Client's complete payment of all fees due hereunder, that all material suppliers, labor, and subcontractors utilized in performing the Services will have been paid in full.

### 1.4 Client's Rights and Responsibilities.

The Client has the right to: (a) receive the products and services agreed to in this Contract; (b) resolve disputes through means outlined in this Contract; and (c) file a complaint with the Oregon Construction Ram Jack Wests Board. The Client will provide to Ram Jack West: (a) access to the work site as and when needed by Ram Jack West; and (b) all surveys and reports necessary for Ram Jack West to complete the project (e.g., engineering reports, maps of utility locations, and real property surveys).

### 1.5 Delays.

Ram Jack West will use reasonable efforts to meet any quoted performance dates, but shall not be responsible for any delay in performance resulting from causes beyond its reasonable control, including severe weather, acts of God, fire, flood, governmental actions, acts of the Client, transportation delays, permitting or engineering delays, and the inability to obtain necessary labor or materials from usual sources. In such event, Ram Jack West's performance shall be excused for a commercially reasonable time that is at least the length of time lost due to such delay.

### 1.6 Unanticipated Site Conditions.

If Ram Jack West encounters any of the following conditions at the work site, then it will immediately stop work and notify the Client of: (a) physical conditions that are materially different from those conditions observed during Ram Jack West's initial inspection of the site; or (b) unusual or unknown physical conditions that are materially different from those ordinarily encountered and generally recognized as inherent to work of the character provided for in this Contract. In such event, Ram Jack West will be entitled to an equitable adjustment in the fees and/or performance schedule.

### 1.7 Changes.

The Client may, at any time, request changes to the scope of the Services, including additions or deletions, amendments to the drawings or specifications, or changes to the performance schedule. If any requested change will cause an increase in the cost or timing required to complete the Services, then Ram Jack West will be entitled to an equitable adjustment in fees and/or performance schedule. Ram Jack West will promptly inform the Client of any such adjustments and this Contract will be deemed to have been modified accordingly.

### 1.8 Cancellation/Termination.

Except as otherwise provided by law, the Client may only cancel this Contract if Ram Jack West consents in writing. In such event, the Client will pay Ram Jack West: (a) its actual costs for the portion of the Services performed prior to the date of termination; (b) its incurred costs of termination, including termination charges imposed by Ram Jack West's vendors; and (c) twenty percent (20%) of all Ram Jack West's actual and incurred costs for overhead and profit. If the Client become insolvent or commits a material breach of these Terms, then Ram Jack West may terminate this Contract without liability.

**Subject:** FW: Monroe City Hall

**From:** Colt Woodard <[Colt@ramjackor.com](mailto:Colt@ramjackor.com)>

**Date:** December 13, 2021 at 15:26:18 PST

**To:** [mark.murray@ci.monroe.or.us](mailto:mark.murray@ci.monroe.or.us)

**Subject:** Re: Monroe City Hall

Hi Mark,

1. We will replace concrete removed to allow for pile install. Usually about a 2' x2' square. New concrete will not match existing.
2. We generally apply for permits after the engineering is complete. I have included engineering price on proposal. Permit will be bill at cost. I didnt know how you all wanted to address permitting since this is the City of Monroe's building.
3. Yes I can have our mason patch cracks. Additional \$500

Best Regards,

Colt Woodard  
Foundation Specialist

Ram Jack West

---

**From:** [mark.murray@ci.monroe.or.us](mailto:mark.murray@ci.monroe.or.us) <[mark.murray@ci.monroe.or.us](mailto:mark.murray@ci.monroe.or.us)>

**Sent:** Thursday, December 9, 2021 2:16:15 PM

**To:** Colt Woodard <[Colt@ramjackor.com](mailto:Colt@ramjackor.com)>

**Subject:** Monroe City Hall

Colt,

Sorry about the delay, but we wanted to ask a couple questions about adding those posts to city hall here in Monroe.

- #1. Does the bid include any concrete replace/repair work? If you remember there is a section of sidewalk that is right where a couple would need to go.
- #2. Would any permits needing to be obtained be obtained by you guys or would that be something that you guys would ask us to handle?
- #3. Are you guys able to patch the ladder crack in the brick wall outside? If so what would that add to the bid?

Thank you,

Mark Murray  
Public Works  
Cell: 541-954-6640

CCB# 173547 WA: TERRAFR931LH

**SUBMITTED TO:**

City of Monroe  
664 Commercial St.  
Monroe, OR 97456

Mark Murray  
Phone: 541-954-6640  
Email: Mark.murray@ci.monroe.or.us

**BID SUMMARY**

**Project Name:** Monroe City Hall  
**Project Location:** 651 Commercial St. Monroe, OR 97456  
**Bid Date:** December 08, 2021

**BID AMOUNT**  
**\$31,400.00**

**SCOPE OF WORK**

This bid submittal includes all design, labor, materials, equipment and site supervision required to install Helical Piers/Concrete Sidewalk as specified for the above referenced project. Proposal is based on site visit with Mark Murray on 12/6/2021.

**PRODUCTS**

**(12) HP288 Helical Piers (Galvanized)**

- (12) Low-Profile Underpinning Bracket
- (12) HP288 5' Lead - 10"-12"
- (60) HP288 5' Extension

**Concrete Sidewalk**

- (1) Concrete, 3000 psi
- (1) Nexus, Gray

**INSTALLATION**

**HP288 Helical Piers (Galvanized)**

- Demo concrete sidewalk (where sidewalk is present) and excavate to bottom of foundation, clean and prepare footing and install retrofit foundation bracket.
- Helical piers will be installed with a hydraulic-powered, rotary-torque drive unit. Shaft extensions will be added to reach design torque/depth and coupled with manufacturers supplied hardware.
- Install helical piers to required torque and depth as determined by Structural Engineer.
- Lock system in place, backfill and compact previously excavated soils.
- Monitor and document installation torque for each pier and provide data, including correlation of torque to capacity, to the client.

**Concrete Sidewalk**

- Replace sidewalk in work area (approx. 4' x 14' area). Broom finish to match existing.
- Patch open mortar joints along east side of building that are greater than 1/8".

**QUALIFICATIONS**

**Other Qualifications**

- The owner is responsible for providing proper access for TerraFirma Foundation Systems's installation equipment.
- If TerraFirma Foundation Systems should encounter impassible unforeseen obstructions during pier installation, we will contact the owner to discuss the best alternative installation procedure. Core drilling or pier relocation are typical options.
- Engineering and Permit fees are included in this proposal.
- Owner understands that a 50% deposit is due upon acceptance of this proposal. Work will not be scheduled until deposit is collected.
- Progress payments will be invoiced monthly. Balance is due upon completion of work.

# Surplus Property Assessor / Appraiser Report

Property	County Assessor	Private Appraiser
BELCHAMBER – 1 ACRE	\$124,380	\$135,000
BELCHAMBER – 10 ACRE	\$319,325	\$50,000
REEDER BUILDING	\$173,671	\$80,000
BELKNAP SPINGS	\$177,160	\$28,000
KYLE SPRINGS	\$160,380	\$20,000
<b>Total Assessed</b>	<b>\$954,916</b>	<b>\$313,000</b>

## Appraiser Comments:

The Belchamber Properties: The dwelling and some of its improvements appear to be partly on both properties. This dwelling was built around 1892 and appears to be straddling the lines of both tax lots. It should be noted this home should serve as a placeholder for a replacement dwelling, but it is not guaranteed. Both tax lots should be sold together, due to this fact. The dwelling and its improvements are on two tax lots TL2400 & TL2500. Further, TL 2400 is excess land and does not appear to be buildable due to wetlands and waterways so the only value it may have would be to the abutting parcel owners as a buffer. There are no adverse easements, however there are adverse encroachments as aforementioned. There are adverse conditions also due to the structures being past the end of their useful economic life. The buildings do not appear sound and have no contributory value other than being a potential placeholder for a future dwelling. Again, for ease of sale, I would only sell them together.

The Storage Building (Reeder Building): The subject is a residential lot with a storage building on it located across from City Hall. The building is utilized as storage for the City. It appears, from aerial computer programs, the storage building may be over the southern property line. This would need to be verified by a survey. Regardless, the building is showing signs of nearing the end of its useful economic life and was not given value. The primary value is in the land and the future use of the land. The cost to fix the building and remedy the potential encroachment is more than what the value of the building contributes to the site, so no value was given to the building. The cost to remove the building or remedy its location would be absorbed by the potential buyer as part of their building process. The subject has a value range from \$65,000 to \$85,000. That market range can depend on many factors including current market influences and costs like development fees etc.

Forest Parcels: The two Forested Parcels (FP) are very difficult to place a value on for many reasons. After researching the FP properties, I've come to the conclusion they primarily have value to the abutting parcel owners. There are access problems with both parcels and being under the Forest Conservation Zoning there is no redeeming Residential Use value. The trees/timber have no significant value. In my professional opinion, I would offer the FP to the abutting parcel owners in hopes they would like to purchase them for a nominal amount. Unfortunately, I do not see any other buyer being interested in the FP properties for any reason, other than maybe a tax-write off. If the abutting parcel owners are not interested at any price, I would place them up for auction and hope for an offer, which is what I believe you do anyway. These small acreage rural timber properties are very difficult to sell unless they have some other redeeming value like significant Timber value or potential Residential use value or Access value. The values placed on these are similar to the value of additional acreage.

## Enrolled House Bill 2918

Sponsored by Representative WILLIAMS; Representatives MARSH, PHAM, REARDON (Presession filed.)

CHAPTER .....

AN ACT

Relating to publicly-owned real property; creating new provisions; amending ORS 221.725 and 271.530; and declaring an emergency.

Be It Enacted by the People of the State of Oregon:

**SECTION 1.** (1) As used in this section:

(a) "Local government" means a city or county.

(b) "Surplus real property" means real property in which a government entity holds title through a deed or other legal instrument that is no longer suitable or needed for the duties and responsibilities of the government entity.

(2) The Department of Land Conservation and Development shall develop and implement an electronic system for receiving and displaying inventory information described in subsection (3) of this section. The electronic system must be a web-based or online system that allows:

(a) Government entities to upload inventories described in subsection (3) of this section using a template developed by the department; and

(b) The general public to search and view information stored by the system.

(3)(a) No later than January 1 of each even-numbered year, each local government shall prepare and submit to the department, using the system developed under subsection (2) of this section, an inventory of surplus real property owned by the local government that is:

(A) Located inside an urban growth boundary; or

(B) Located in an area zoned for rural residential use as defined in ORS 215.501.

(b) A mass transit district established under ORS 267.010 to 267.394 or a transportation district organized under ORS 267.510 to 267.650 may submit to the department an inventory of surplus real property owned by the district as described in paragraph (a) of this subsection.

(4) Nothing in this section requires the department to verify the accuracy of information received by the department using the system developed under subsection (2) of this section before making the information available to the public.

(5) No later than February 1 of each even-numbered year, the department shall present the information received by the department under subsection (3) of this section in a report to the interim committees of the Legislative Assembly related to housing in the manner provided under ORS 192.245.

**SECTION 2.** (1) As used in this section, "low income household" and "moderate income household" have the meanings given those terms in ORS 456.270.

(2) Notwithstanding ORS 221.725, and in lieu of a program established under ORS 221.727, as provided in this section, a city council may sell city-owned real property for the purpose of developing affordable rental and owner-occupied housing for low income households or moderate income households.

(3) Before selling property under this section, the city council must invite persons interested in developing the property for use as affordable housing for low income households or moderate income households to submit proposals for development to the city council.

(4) The city council, or an appropriate administrative subdivision of the city, shall review proposals submitted under subsection (3) of this section and recommend whether a proposal should be accepted. A proposal may only be accepted by a vote of the city council.

(5) Property sold under this section must be subject to an affordable housing covenant as described in ORS 456.270 to 456.295.

**SECTION 3.** ORS 221.725 is amended to read:

221.725. (1) Except as provided in ORS 221.727 and section 2 of this 2021 Act, when a city council considers it necessary or convenient to sell real property or any interest therein, the city council shall publish a notice of the proposed sale in a newspaper of general circulation in the city, and shall hold a public hearing concerning the sale prior to the sale.

(2) The notice required by subsection (1) of this section shall be published at least once during the week prior to the public hearing required under this section. The notice shall state the time and place of the public hearing, a description of the property or interest to be sold, the proposed uses for the property and the reasons why the city council considers it necessary or convenient to sell the property. Proof of publication of the notice may be made as provided by ORS 193.070.

(3) Not earlier than five days after publication of the notice, the public hearing concerning the sale shall be held at the time and place stated in the notice. Nothing in this section prevents a city council from holding the hearing at any regular or special meeting of the city council as part of its regular agenda.

(4) The nature of the proposed sale and the general terms thereof, including an appraisal or other evidence of the market value of the property, shall be fully disclosed by the city council at the public hearing. Any resident of the city shall be given an opportunity to present written or oral testimony at the hearing.

(5) As used in this section and ORS 221.727, "sale" includes a lease-option agreement under which the lessee has the right to buy the leased real property in accordance with the terms specified in the agreement.

**SECTION 4.** ORS 271.530 is amended to read:

271.530. In addition to any other powers which they may now have, and notwithstanding any law to the contrary, each county and city shall have the following powers:

(1) To acquire by gift, grant or donation one or more industrial facilities, which shall be located within the state, and which may be located within, without, or partially within or partially without, such county or city.

(2) To lease to any person, firm, partnership or corporation, either public or private, any or all of such industrial facilities acquired pursuant to subsection (1) of this section from a nonprofit corporation formed for the purpose of stimulating industrial development, including any part thereof, for such rentals and upon such terms and conditions and for such period or periods as the governing body of the appropriate county or city may deem advisable.

(3)(a) To sell or convey all or any of such industrial facilities acquired by a county, including any part thereof, at public or private sale, with or without advertisement, and to do all acts necessary to the accomplishment of such sale and conveyance.

(b) To sell or convey all or any of such industrial facilities acquired by a city, including any part thereof, at public or private sale as authorized under ORS 221.725 or 221.727 or section 2 of this 2021 Act, and to do all acts necessary to the accomplishment of such sale and conveyance.

**SECTION 5.** Notwithstanding any other provision of law, the General Fund appropriation made to the Department of Land Conservation and Development by section 1 (1), chapter

\_\_\_\_\_, Oregon Laws 2021 (Enrolled Senate Bill 5530), for the biennium beginning July 1, 2021, is increased by \$68,000 for the implementation of section 1 of this 2021 Act.

**SECTION 6.** This 2021 Act being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this 2021 Act takes effect on its passage.

Passed by House June 24, 2021

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Timothy G. Sekerak, Chief Clerk of House

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Tina Kotek, Speaker of House

Passed by Senate June 26, 2021

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Peter Courtney, President of Senate

Received by Governor:

\_\_\_\_\_.M.,\_\_\_\_\_, 2021

Approved:

\_\_\_\_\_.M.,\_\_\_\_\_, 2021

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Kate Brown, Governor

Filed in Office of Secretary of State:

\_\_\_\_\_.M.,\_\_\_\_\_, 2021

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Shemia Fagan, Secretary of State