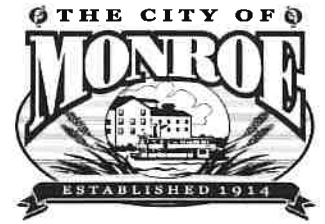


CITY COUNCIL NOTICE/AGENDA

Monday, January 22, 2024 at 6:00 P.M.

MONROE COMMUNITY CENTER, 605 MAIN ST., MONROE, OR 97456



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. Benton County Sheriff's Office Report (Sheriff Van Arsdall)

3.2. City Administrator Report (CA Martinenko)

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. **Ordinance 2023-04:** Second Reading – An Ordinance Amending Title VII of the Monroe Municipal Code for Parking Regulations (Tabled from 11-27-23 Council Meeting) (CA Martinenko)

5.2. **Ordinance 2024-01** First Reading – An Ordinance Establishing a Revenue and Finance Title in the Monroe Municipal Code (CA Martinenko)

5.3. Approval of Adjusted Salary Scales for City of Monroe Utility Worker I & II (Councilor Lindner & CA Martinenko)

5.4. Approval of New Terms for City of Monroe Planning Commissioners (Mayor Sheets & CA Martinenko)

5.5. Establish Short-Term Rentals Ad-Hoc Committee (Mayor Sheets)

6. OLD BUSINESS

6.1. Monroe Community Library (IGA) (CA Martinenko)

6.2. City Hall Library Usage Agreement (CA Martinenko)

- 6.3. Emergency and Disaster Recovery Planning (CA Martinenko)
- 6.4. Benton County Sheriff's Office Town Hall (CA Martinenko & Mayor Sheets)
- 6.5. Budget Committee Recruitment for 2024-2025 Fiscal Year (Mayor Sheets)
- 6.6. Belchamber Property Sale (CA Martinenko)
- 6.7. UGB Land Exchange (CA Martinenko)

7. CITY EVENTS & OTHER HAPPENINGS

- 7.1. City Events Calendar: <https://ci.monroe.or.us/administration/city-calendar/>
- 7.2. Upcoming 2024 City Events (Mayor Sheets)
 - May 18, 2024: Monroe BBQ & Logging Festival (10 a.m.-6 p.m.)
- 7.3. Do You Have an Event to Share? Email: festivalsandevents@ci.monroe.or.us

OTHER BUSINESS

- 7.4. **Committee Reports from Each Committee Chair:**
 - **Budget:** Work Plan & Any Changes to Budget Cycle for 2024 & Beyond
 - **Economic Development:** Economic Development Plan Update
 - **Finance & Personnel:** Work Plan for 2024
 - **Ordinance:** Schedule Next Committee Meeting
 - **Parks:** Parks Master Plan Update
 - **Public Works:** Next Meeting Date; Work Plan for 2024
 - Attend the Monthly City Council Work Session – February 12, 2024 at 6 p.m.
- 7.5. **Councilors' Comments:**
 - Council President Cuthbertson
 - Councilor Lindner
 - Councilor Myers
 - Councilor Ritch
 - Councilor Williams
 - Councilor Winther
- 7.6. **Mayor's Comments:**
 - Watch for City Committee Meetings on the City's Website (ci.monroe.or.us)

ZOOM MEETING INFORMATION
Zoom Link: <https://zoom.us/join>
Meeting ID: 820 7259 5766
Passcode: 083396

8. ADJOURN

- 8.1. Don't forget to Shop Local at any of our Monroe Community Businesses!
- 8.2. The following resources are available to locate businesses in our community:
 - Business Association of Monroe's Member Business Directory:
<https://businessassociationofmonroe.org/members>
- 8.3. Next City Council Meeting is Monday, February 26, 2024 at 6 p.m. at the MCC.

MONROE PATROL

December 17, 2023 - January 17, 2024

Benton County Sheriff's Office - Monroe Patrol Activity Log

Date/Time	Call #	Total Time	Deputy	Con-tacts	Traffic		Arrests		Notes
					Warn	Cite	Cite	Cust	
Patrol									
12/18/2023 09:45:33 AM	2023247497	0:36:57	Macken						no activity
12/19/2023 05:20:52 PM	2023248518	0:29:00	Davison						Patrolled local streets and conducted follow up. No contacts or stops.
12/19/2023 11:49:28 PM	2023248706	1:04:07	Vaughn						conducted foot patrol on 5th Street checking all businesses and parking lots. I walked through alleyways parallel to 5th Street and found nothing suspicious. All businesses were secure and there were no other people on foot.
12/20/2023 11:36:03 PM	2023249414	1:02:22	Hardison						PATROLLED CITY STREETS/BUSINESSES/CITY PARK
12/22/2023 09:14:38 AM	2023250329	1:31:36	Lyman	3	2	1			patrolled city streets and parks. 3 traffic stops (1 cite, 2 warnings), 3 citizen contacts.
12/22/2023 10:48:03 AM	2023250390	1:27:43	Bressler						no activity
12/23/2023 04:52:49 PM	2023251212	1:04:30	Blaser						no activity
12/24/2023 10:38:17 AM	2023251564	1:27:13	Hesseling				1		1 stop; 1 arrest (dws-m). completed follow up on nearby crime involving \$16,000 worth of damage in hit and run.
12/25/2023 09:38:55 AM	2023252044	0:27:57	Hesseling						Monroe patrol. 0 stops
12/26/2023 10:03:06 AM	2023252535	0:47:26	Macken		1	1			1 warn, 1 cite, same driver as above, gave him a ride to the courthouse.
12/27/2023 11:03:31 AM	2023253250	0:41:38	Hesseling						Completed follow up on two Monroe cases. 0 stops
12/28/2023 04:39:20 AM	2023253750	1:07:31	Vaughn						Located an un-reported traffic crash. No property damage, UTL any occupants. Vehicle was parked in a legal parking spot after the crash. No further leads. Watched traffic on 5th Street during patrol and didn`t observe and violations.
12/28/2023 02:17:09 PM	2023254084	0:42:14	Lochner						no activity
12/29/2023 12:41:18 AM	2023254421	0:59:25	Hesseling						no activity

MONROE PATROL

December 17, 2023 - January 17, 2024

12/29/2023 01:35:00 AM	2023254435	1:00:00	Gevatosky						no activity
12/29/2023 05:10:24 PM	2023254849	2:04:09	Ash		3				3 stops-3 warnings, 2 dogs secured, and 1 paper service.
12/29/2023 09:32:49 PM	2023254961	0:59:15	Blaser						no activity
12/29/2023 11:04:24 PM	2023255015	2:31:54	Gevatosky		1	1			Traffic Stop Orchard Street and 6th/ Warning for illegal window tint. Traffic Stop 5th and Dragon; Driver cited into Monroe Muni Court on January 24, 2024 at 3:00 PM, Driving While Suspended Violation and Driving Uninsured.
12/30/2023 09:27:44 AM	2023255221	1:18:17	Bressler						no activity
12/31/2023 01:15:09 AM	2023255757	2:05:06	Gevatosky						no activity
12/31/2023 01:04:12 PM	2023255911	1:34:09	Bressler						no activity
12/31/2023 11:50:59 PM	2023256287	1:00:22	Heese						no activity
1/1/2024 07:56:30 AM	2024000161	2:28:00	Moser	2					2 citizen contacts. no cites
1/1/2024 01:49:25 PM	2024000368	0:31:13	Hesseling		1				1 stop, 1 warning
1/3/2024 11:40:58 PM	2024002019	2:01:06	Vaughn						No traffic violations were observed. A street sweeper broke down in the Dari-Mart Parking lot. No other citizen contacts.
1/5/2024 08:39:57 AM	2024002840	0:37:50	Lyman	2	2				2 stops (2 warnings, 0 cites); 2 citizen contacts.
1/6/2024 12:11:52 AM	2024003444	0:42:36	Bloom						Checked city streets, health center, all schools, HWY 99, city park, no traffic stops, no citizen contacts.
1/6/2024 07:24:44 PM	2024003913	1:14:59	Blaser						no activity
1/6/2024 11:07:12 PM	2024004028	0:43:22	Heese						no activity
1/7/2024 10:28:21 AM	2024004266	1:03:38	Bressler						no activity
1/8/2024 08:50:20 AM	2024004784	0:42:48	Lundy						no activity
1/9/2024 11:04:09 AM	2024005586	1:00:26	Glass						no activity
1/9/2024 01:54:51 PM	2024005724	0:30:10	Macken						No stops
1/10/2024 04:57:06 AM	2024006160	1:23:53	Rath						no activity
1/12/2024 05:32:22 PM	2024008028	0:57:06	Blaser						no activity

MONROE PATROL

December 17, 2023 - January 17, 2024

1/15/2024 03:48:54 AM	2024009760	0:32:39	Vaughn							Patrolled City streets. Not much traffic due to icy conditions. No suspicious activity.
Reports										
12/17/2023 15:35	202303624		Davison							OTHER DOCUMENTATION. Shoplift at the Dollar general. Manager did not wish to pursue criminal charges. Female suspect ID could not be verified.
12/25/2023 17:15	202303684		Moser							DISTURBANCE VERBAL ONLY in the 600 block of 3rd St.
12/27/2023 10:11	202303701		Hesseling							THEFT 3 - SHOPLIFT at Dollar General. Manager wanted male suspect trespassed instead of cited.
12/28/2023 4:43	202303710		Vaughn							ACCIDENT VEHICLE NO INJ at 5th St/Orchard.
12/31/2023 19:09	202303735		Blaser							SUSPICIOUS SUBJECT(S) in the 200 block of 8th St. No crime.
1/1/2024 21:50	202400011		Nowak						1	VIOL RELEASE AGREEMENT in the 600 block of Kelly St. Austin Workman, 26, arrested and lodged at the Benton County Jail.
1/4/2024 14:44	202400022		Blaser							HARASSMENT (1C) TEL/ELEC/WRIT THRT in the 600 block of Kelly St.
1/6/2024 3:01	202400036		Savage							INFO-OTHER DOCUMENTATION at the Monroe Elementary School. False alarm.
1/12/2024 9:23	202400075		Glass							THEFT 2 at the High School. A basketball referee reported \$500 was stolen from his property in an unsecure room. No suspects.
1/12/2024 22:37	202400080		Hardison							INFO-SEX OFFENSE in the 600 block of 9th St. A person likely living in Europe tried to get a 16-year-old female to send him intimate digital photos.
1/13/2024 14:04	202400084		Ball							ASSIT OTHER AGENCY. Transported a vehicle theft suspect to the Benotn County Jail, located in JC.
		40:32:37		7	10	3	1	1		

ACCOUNTS PAYABLE

City Of Monroe

As Of: 03/17/2024

Time: 14:52:25 Date: 01/18/2024
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3932	01/08/2024	01/20/2024	297 AT&T Mobility	67.67	INV# 01052024- City Admin and Public Works Cell Phones
510 00 31	1007	Telephone and Internet	100 300 510 General Adminis	5.89	Public Works Cell Phone- 25% GA
510 00 31	1007	Telephone and Internet	100 300 510 General Adminis	30.88	City Admin Cell Phone-70% GA
534 00 42	6011	Utilities- Telephone & Inte	601 450 534 Water Treatment	6.62	City Admin Cell Phone- 15% Water
542 00 31	2011	Utilities	201 400 500 Public Works Fui	11.78	Public Works Cell Phone- 50% Public Works
580 00 04	6009	Utilities- Telephone & Inte	610 100 535 Sewer Fund	5.88	Public Works Cell Phone- 25% Sewer
580 00 04	6009	Utilities- Telephone & Inte	610 100 535 Sewer Fund	6.62	City Admin Cell Phone- 15% Sewer
3939	01/12/2024	02/01/2024	517 Amazon Capital Services	1,068.41	Inv #s 1XTC-RC14-7JNC, 11LM-7XDD-3TXH, 11QH-CCMK-6P6K, 1NM6-LGNM-7MXW & 11LM-7XDD-QPMV
542 00 31	2010	Operating Supplies	201 400 500 Public Works Fui	876.55	Ladders- 6', 8' and 24'- PW Operating Supplies
542 00 42	2012	City Hall- Janitorial Suppli	201 400 577 Public Works Fui	68.38	13 gallon garbage bags and new toilet brushes, Gojo Handwash- City Hall Janitorial Supplies
542 00 43	2015	Library- Janitorial Supplies	201 400 572 Public Works Fui	20.32	13 gallon garbage bags- Library- Janitorial Supplies
542 00 45	2013	MCC- Janitorial Supplies	201 400 575 Public Works Fui	15.50	13 gallon garbage bags and new toilet brushes- MCC Janitorial Supplies
542 00 46	2010	Parks- Operating Supplies	201 400 576 Public Works Fui	87.66	XL Gloves for Ron ant Clorox Pro Disinfecting wipes x 2- Parks Operating Supplies
3937	01/12/2024	01/22/2024	11 B & I Hardware & Rental	17.94	Inv 658423 System Maint- WTP
534 00 48	6010	Repairs & Maintenance Sy	601 450 534 Water Treatment	17.94	Pvc Cement, Caps
3910	12/28/2023	01/22/2024	849 Benton County Republican CC, Attn: Nelson Osorio	80.00	- Refundable deposit for rental on 12-9-2023
344 00 02	2011	Facility Rental Fees	201 100 300 Public Works Fui	-80.00	Refund of deposit
3931	01/02/2024	01/22/2024	135 Benton County Sheriff's Office	9,570.00	Invoice # 122437 -Quarterly Law Enforcement Services as per contract for period of 10/1/2023-12/31/2023
510 00 48	1012	Law Enforcment Contract	100 300 510 General Adminis	9,570.00	Quarterly Law Enforcement Services as per contract for period of 10/1/2023-12/31/2023
3933	01/08/2024	01/22/2024	269 Canon Solutions America, Inc.	136.11	Inv# 6006601586 & 6006597613 Cannon charges for Coper Maintenance as well as overage fees.
510 00 49	1013	Copier Maintenance/Servi	100 300 510 General Adminis	136.11	Copier Maintenance/Service

ACCOUNTS PAYABLE

City Of Monroe

As Of: 03/17/2024

Time: 14:52:25 Date: 01/18/2024
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3921	12/29/2023	01/22/2024	26 Cascade Columbia Distribution Co	605.00	Inv 883372
	534 00 49	6011 Chemicals	601 450 534 Water Treatment	302.50	Water Plant Chemicals- 50%
	580 00 04	6019 Production Chemicals	610 100 535 Sewer Fund	302.50	WWTP Chemicals- 50%
3924	01/03/2024	01/03/2024	217 Chase Paymentech	195.77	01032024 Chase Paymentech Fees-30.47 &165.30
	534 00 31	6013 Online Bill Pay Fees	601 450 534 Water Treatment	97.89	Water Online Bill Pay Fees
	580 00 04	6002 Online Bill Pay Fees	610 100 535 Sewer Fund	97.88	Sewer Online Bill Pay Fees
3934	01/01/2024	01/08/2024	28 City County Insurance Services	2,627.09	January 2024 Insurance for Medical, dental and vision
	510 00 22	1000 Health Insurance	100 200 510 General Adminis	764.92	GA Health Insurance Jan 2024
	534 00 31	6022 Health Insurance	601 450 534 Water Treatment	973.27	Water Health Insurance Jan 2024
	542 00 22	2010 Health Insurance	201 300 500 Public Works Fui	270.21	PW Health Insurance Jan 2024
	580 00 03	6007 Health Insurance	610 100 535 Sewer Fund	618.69	Sewer Health Insurance Jan 2024
3914	12/29/2023	01/22/2024	419 City of Harrisburg	500.00	Contracted WTP Operator Fees- Jan 2024
	534 00 41	6013 Contracted Plant Operatio	601 450 534 Water Treatment	500.00	Contracted WTP Operator Fees- Jan 2024
3926	01/04/2024	01/22/2024	29 Civil West Engineering Services, In	4,368.32	Inv# 2203.007.012- ARPA Funds to be used for reimbursement
	534 00 41	6012 Engineering	601 450 534 Water Treatment	4,368.32	Engineering Costs- ARPA funds to be used.
3912	12/29/2023	01/22/2024	36 Edge Analytical, Inc.	1,019.00	Inv 23-36787, 24-00353, 24-00346, 23-38438
	534 00 49	6010 Outside Testing	601 450 534 Water Treatment	750.00	Organic Carbon and Alkalinity CH-B Long Tom River
	580 00 04	6018 Outside Testing	610 100 535 Sewer Fund	269.00	Total Suspended solids, Biological Oxygen demand, E.coli MPN by Quantitra
3920	12/29/2023	01/22/2024	56 Linn-Benton Utilities Coordinating	125.00	Invoice 01/2024- Annual Membership Dues for 2024
	510 00 49	1006 Dues	100 300 510 General Adminis	125.00	Dues for 811 -Annual Membership
3938	01/18/2024	01/22/2024	429 Local Government Law Group, PC	869.50	Inv #s 68263 & 68264 For services through LJC 12/1-12/18/2023.
	510 00 31	1006 Attorney Fees	100 300 510 General Adminis	869.50	Terrill code violation with LJC 12/1-12/18/2023

ACCOUNTS PAYABLE

City Of Monroe

As Of: 03/17/2024

Time: 14:52:25 Date: 01/18/2024
Page: 3

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
3928	01/01/2024	01/22/2024	478 Pacific Power Group	860.00	INV# 510552-00 Repair Order # 490690-000 Lift Station Generator preventative maintenance and inspection on 7/12/2023
	580 00 04 6013	Repairs & Maintenance Sy	610 100 535 Sewer Fund	860.00	Lift Station Generator Inspection and Maint.
3918	12/27/2023	01/22/2024	78 Professional Security Alarm	72.00	Inv# 2898194
	542 00 43 2010	Library- Building Alarm M	201 400 572 Public Works Fu	72.00	Library Building Alarm Monitoring
3913	12/29/2023	01/22/2024	430 Scholz, Chuck	1,500.00	Jan 2024- WWTP Contracted Operator
	580 00 04 6007	Contracted Plant Operatio	610 100 535 Sewer Fund	1,500.00	Jan 2024- WWTP Contracted Operator
3935	01/09/2024	01/22/2024	138 State of Oregon, Corporation Division	40.00	Application Fee
	510 00 41 1009	Licenses And Fees	100 300 510 General Adminis	40.00	Licenses and Fees- Notary Commission
3927	12/27/2023	01/08/2024	94 Umpqua Bank Cardmember Services	195.84	Jan 2024- charges 11/15/2023-12/13/2023
	510 00 41 1009	Licenses And Fees	100 300 510 General Adminis	38.50	Zoom -Licenses and Fees
	580 00 04 6000	Operating Supplies	610 100 535 Sewer Fund	157.34	Biodiesel fuel delivered- WWTP Operating Supplies

Report Total: 23,917.65

Fund	
100 General Administration Fund	11,580.80
201 Public Works Fund	1,502.40
601 Water Treatment Fund	7,016.54
610 Sewer Fund	3,817.91

This report has been reviewed by:

 Acctg. Sec. 1/18/2024

REMARKS:

Signature & Title

Date

Reviewed

Signature:  Title: CA

Date: 1-19-24

ACCOUNTS PAYABLE PAID

City Of Monroe

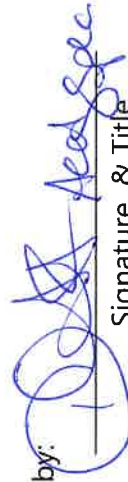
Time: 14:52:39 Date: 01/18/2024
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01/02/2024 To: 03/17/2024

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
3908	01/03/2024	2024	1046	837	Albano, Raymond	45.00	Refund of deposit as library sufficiently cleaned after use on 12/16/2023 per discussion with Ron Hockett.
3916	01/18/2024	2024	1101	517	Amazon Capital Services	448.13	Inv# 1H4F-FMF3-CKQP, 1963-4NTD-XJVR
3894	01/03/2024	2024	1047	429	Local Government Law Group, PC	188.00	Inv#68042-Reviewed documents and researched municipal code regarding Terrill nuisance issue
3915	01/16/2024	2024	1103	60	Monroe Telephone	259.84	Jan 2024
3923	01/16/2024	2024	1104	76	Pacific Power	5,221.61	DEC 2023 Power Usage
3917	01/18/2024	2024	1105	467	Quill LLC	190.05	INV# 36316347
3925	01/10/2024	2024	1082	468	WECO	325.08	Inv- CP-00256674
3922	01/05/2024	2024	1055	201	Xpress Bill Pay	319.02	Inv# INV-XPR007669

Total: 6,996.73

This report has been reviewed by:

 P. D. Adams

1/18/2024

Signature & Title Date

REMARKS:

Reviewed

Signature:  Title: CA

Date: 1-18-24

TREASURER'S REPORT

Fund Totals

City Of Monroe

01/01/2024 To: 01/31/2024

Time: 14:53:07 Date: 01/18/2024
Page: 1

Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	238,439.11	1,113.60	470.44	239,082.27	1,864.99	0.00	-1,113.60	239,833.66
201 Public Works Fund	191,042.68	2,732.44	2,724.13	191,050.99	3,807.42	0.00	-3,089.15	191,769.26
300 Water Revenue Bond	19,360.78	0.00		19,360.78	0.00	0.00	0.00	19,360.78
302 GOB Phase II	109,860.06	2,509.19		112,369.25	0.00	0.00	-2,509.19	109,860.06
400 Equipment Reserve Fund	58,319.04	0.00		58,319.04	0.00	0.00	0.00	58,319.04
401 Building Reserve Fund	25,413.94	0.00		25,413.94	0.00	0.00	0.00	25,413.94
402 Park Reserve Fund	15,985.13	0.00		15,985.13	0.00	0.00	0.00	15,985.13
403 Water Reserve Fund	-4,856.41	-2,522.50		-7,378.91	0.00	0.00	0.00	-7,378.91
404 Sewer Reserve Fund	93,201.71	0.00		93,201.71	0.00	0.00	0.00	93,201.71
405 Capital Improvement Reserve Fund	29,948.85	0.00		29,948.85	0.00	0.00	0.00	29,948.85
406 Water Revenue Bond Reserve Fund	15,096.50	0.00		15,096.50	0.00	0.00	0.00	15,096.50
407 Water System Capital Improvement Fund	19,891.72	455.50		20,347.22	0.00	0.00	-528.00	19,819.22
408 City Events Reserve Fund	5,499.95	0.00		5,499.95	0.00	0.00	0.00	5,499.95
507 Park System Development Fund	24,918.67	0.00		24,918.67	0.00	0.00	0.00	24,918.67
508 Sewer System Development Fund	395,503.12	0.00		395,503.12	0.00	0.00	0.00	395,503.12
509 Street System Development Fund	78,487.05	0.00		78,487.05	0.00	0.00	0.00	78,487.05
510 Storm System Development Fund	81,318.47	0.00		81,318.47	0.00	0.00	0.00	81,318.47
511 Water System Development Fund	482,105.94	0.00		482,105.94	0.00	0.00	0.00	482,105.94
601 Water Treatment Fund	213,326.15	12,459.91	-201.04	225,987.10	15,047.13	0.00	-14,223.62	226,810.61
610 Sewer Fund	136,781.28	6,870.86	1,300.70	142,351.44	3,216.85	0.00	-8,073.27	137,495.02
900 Customer Deposit Fund	11,632.63	100.00		11,732.63	121.60	0.00	-100.00	11,754.23
	2,241,276.37	23,719.00	4,294.23	2,260,701.14	24,057.99	0.00	-29,636.83	2,255,122.30

TREASURER'S REPORT

Account Totals

City Of Monroe

01/01/2024 To: 01/31/2024 Time: 14:53:07 Date: 01/18/2024 Page: 2

Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Umpqua Bank	55,791.09	29,836.77	6,996.73	78,631.13	-41,652.66	48,057.99	85,036.46
6	Xpress Online Banking	10,695.36	6,584.73	10,000.00	7,280.09	-8,458.15	10,000.00	8,821.94
	Total Cash:	66,486.45	36,421.50	16,996.73	85,911.22	-50,110.81	58,057.99	93,858.40
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	LGIP	2,161,263.90	0.00	0.00	2,161,263.90	0.00	0.00	2,161,263.90
	Total Investments:	2,161,263.90	0.00	0.00	2,161,263.90	0.00	0.00	2,161,263.90
		2,227,750.35	36,421.50	16,996.73	2,247,175.12	-50,110.81	58,057.99	2,255,122.30

TREASURER'S REPORT

Fund Investments By Account

City Of Monroe

Time: 14:53:07 Date: 01/18/2024
Page: 3

01/01/2024 To: 01/31/2024

Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	330,905.61					330,905.61
201 000 Public Works Fund	267,289.48					267,289.48
300 000 Water Revenue Bond	16,023.01					16,023.01
302 000 GOB Phase II	213,871.41					213,871.41
400 000 Equipment Reserve Fund	53,121.91					53,121.91
401 000 Building Reserve Fund	25,516.73					25,516.73
402 000 Park Reserve Fund	14,512.64					14,512.64
403 000 Water Reserve Fund	28,161.46					28,161.46
404 000 Sewer Reserve Fund	86,967.33					86,967.33
405 000 Capital Improvement Reserve Fund	27,376.13					27,376.13
407 000 Water System Capital Improvement Fund	1,999.78					1,999.78
408 000 City Events Reserve Fund	499.95					499.95
507 000 Park System Development Fund	34,048.20					34,048.20
508 000 Sewer System Development Fund	349,558.51					349,558.51
509 000 Street System Development Fund	70,618.55					70,618.55
510 000 Storm System Development Fund	72,611.10					72,611.10
511 000 Water System Development Fund	427,115.58					427,115.58
601 000 Water Treatment Fund	140,010.17					140,010.17
610 000 Sewer Fund	1,197.56					1,197.56
2 - LGIP	2,161,405.11	0.00	0.00			2,161,405.11
	2,161,405.11	0.00	0.00			2,161,405.11

TREASURER'S REPORT

Fund Investment Totals

City Of Monroe

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
100 General Administration Fund	330,905.61					330,905.61	-91,823.34
201 Public Works Fund	267,289.48					267,289.48	-76,238.49
300 Water Revenue Bond	16,023.01					16,023.01	3,337.77
302 GOB Phase II	213,871.41					213,871.41	-101,502.16
400 Equipment Reserve Fund	53,121.91					53,121.91	5,197.13
401 Building Reserve Fund	25,516.73					25,516.73	-102.79
402 Park Reserve Fund	14,512.64					14,512.64	1,472.49
403 Water Reserve Fund	28,161.46					28,161.46	-35,540.37
404 Sewer Reserve Fund	86,967.33					86,967.33	6,234.38
405 Capital Improvement Reserve Fund	27,376.13					27,376.13	2,572.72
406 Water Revenue Bond Reserve Fund						0.00	15,096.50
407 Water System Capital Improvement Fund	1,999.78					1,999.78	18,347.44
408 City Events Reserve Fund	499.95					499.95	5,000.00
507 Park System Development Fund	34,048.20					34,048.20	-9,129.53
508 Sewer System Development Fund	349,558.51					349,558.51	45,944.61
509 Street System Development Fund	70,618.55					70,618.55	7,868.50
510 Storm System Development Fund	72,611.10					72,611.10	8,707.37
511 Water System Development Fund	427,115.58					427,115.58	54,990.36
601 Water Treatment Fund	140,010.17					140,010.17	85,976.93
610 Sewer Fund	1,197.56					1,197.56	141,153.88
900 Customer Deposit Fund						0.00	11,732.63
	2,161,405.11					2,161,405.11	99,296.03

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

2,260,701.14

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	274	08/18/2023	Stop Pmt	1		Springbrook	10,473.98	Stop Payment for Warrant/Check #213083
2024	1021	12/28/2023	Tr Rec	1		Misc customers	-80.00	Refunded \$80 deposit for sufficient cleaning at MCC
2024	1023	12/28/2023	Util Pay	1		Xpress Bill Pay	356.06	Xpress Import - CC - 12-28-2023_daily_batch.csv
2024	1030	12/29/2023	Util Pay	1		Xpress Bill Pay	678.56	Xpress Import - CC - 12-29-2023_daily_batch (1).csv
2024	1028	12/30/2023	Util Pay	1		Xpress Bill Pay	94.64	Xpress Import - CC - 12-30-2023_daily_batch.csv
2024	1032	12/31/2023	Util Pay	1		Xpress Bill Pay	292.65	Xpress Import - CC - 12-31-2023_daily_batch.csv
2024	1034	01/01/2024	Util Pay	1		Xpress Bill Pay	282.90	Xpress Import - CC - 01-01-2024_daily_batch.csv
2024	1036	01/02/2024	Util Pay	1		Utility Customer	930.34	
2024	1038	01/02/2024	Util Pay	1		Xpress Bill Pay	759.05	Xpress Import - CC - 01-02-2024_daily_batch.csv
2024	1037	01/03/2024	Util Pay	1		Utility Customer	1,023.88	
2024	1045	01/03/2024	Tr Rec	1		Newberg Ford	135.00	Refund of Excess Licensing
2024	1048	01/03/2024	Util Pay	1		Xpress Bill Pay	501.61	Xpress Import - CC - 01-03-2024_daily_batch.csv
2024	1051	01/04/2024	Util Pay	1		Utility Customer	456.01	
2024	1052	01/04/2024	Util Pay	1		Xpress Bill Pay	417.14	Xpress Import - CC - 01-04-2024_daily_batch.csv
2024	1056	01/05/2024	Deposit	1		Umpqua Bank	10,000.00	Transfer from Xpress bill pay to Umpqua Bank
2024	1058	01/05/2024	Util Pay	1		Utility Customer	1,300.33	
2024	1059	01/05/2024	Util Pay	1		Utility Customer	184.15	
2024	1062	01/05/2024	Util Pay	1		Xpress Bill Pay	936.50	Xpress Import - CC - 01-05-2024_daily_batch.csv
2024	1065	01/06/2024	Util Pay	1		Xpress Bill Pay	197.03	Xpress Import - CC - 01-06-2024_daily_batch.csv
2024	1060	01/07/2024	Util Pay	1		Utility Customer	207.93	
2024	1061	01/07/2024	Util Pay	1		Utility Customer	765.46	
2024	1068	01/08/2024	Util Pay	1		Utility Customer	183.01	
2024	1069	01/08/2024	Util Pay	1		Utility Customer	279.86	
2024	1070	01/08/2024	Util Pay	1		Utility Customer	125.00	
2024	1071	01/08/2024	Util Pay	1		Xpress Bill Pay	373.33	Xpress Import - CC - 01-08-2024_daily_batch.csv
2024	1075	01/09/2024	Tr Rec	1		DeBates, Amanda	180.00	Rental of MCC on 2/3/2024 for Bday party
2024	1076	01/09/2024	Tr Rec	1		Misc customers	50.00	Lori Pelkey Library Reservation for Party- 1/6/2024 2
2024	1077	01/09/2024	Util Pay	1		Utility Customer	90.78	
2024	1079	01/09/2024	Util Pay	1		Xpress Bill Pay	555.34	Xpress Import - CC - 01-09-2024_daily_batch.csv
2024	1080	01/10/2024	Tr Rec	1		Benton County Tax Turnover	2,509.19	Benton County Tax Turnover 01/05/2024
2024	1081	01/10/2024	Util Pay	1		Utility Customer	183.32	
2024	1083	01/10/2024	Tr Rec	1		Northwest Financial Group	1,170.00	Jan-March 2024 Library Small room use prepay
2024	1084	01/10/2024	Util Pay	1		Utility Customer	247.41	
2024	1085	01/10/2024	Util Pay	1		Xpress Bill Pay	577.63	Xpress Import - CC - 01-10-2024_daily_batch.csv
2024	1088	01/11/2024	Util Pay	1		Utility Customer	272.85	
2024	1089	01/11/2024	Util Pay	1		Utility Customer	785.92	
2024	1090	01/11/2024	Tr Rec	1		State of Oregon OLCC	1,113.60	11/30/2023 OLCC Tax
2024	1092	01/11/2024	Util Pay	1		Xpress Bill Pay	187.82	Xpress Import - CC - 01-11-2024_daily_batch.csv
2024	1096	01/12/2024	Util Pay	1		Utility Customer	175.89	

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Outstanding Vouchers

City Of Monroe

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1097	01/12/2024	Util Pay	1		Utility Customer	186.92	
2024	1106	01/12/2024	Util Pay	1		Xpress Bill Pay	285.07	Xpress Import - CC - 01-12-2024_daily_batch (1).csv
2024	1107	01/13/2024	Util Pay	1		Xpress Bill Pay	443.83	Xpress Import - CC - 01-13-2024_daily_batch (1).csv
2024	1109	01/15/2024	Util Pay	1		Xpress Bill Pay	55.31	Xpress Import - CC - 01-15-2024_daily_batch (1).csv
2024	1111	01/16/2024	Util Pay	1		Xpress Bill Pay	91.76	Xpress Import - CC - 01-16-2024_daily_batch (1).csv
2024	1100	01/17/2024	Util Pay	1		Utility Customer	276.13	
2024	1115	01/17/2024	Util Pay	1		Xpress Bill Pay	653.14	Xpress Import - CC - 01-17-2024_daily_batch (1).csv
2024	1118	01/17/2024	Util Pay	1		Utility Customer	585.55	
2024	1102	01/18/2024	Util Pay	1		Utility Customer	90.78	
Receipts Outstanding:							41,652.66	
2024	1082	01/10/2024	Claims	1	EFT	WECO	325.08	Inv- CP-00256674
2024	1104	01/16/2024	Claims	1	EFT	Pacific Power	5,221.61	DEC 2023 Power Usage
2024	1101	01/18/2024	Claims	1	EFT	Amazon Capital Services	448.13	Inv# 1H4F-FMF3-CKQP, 1963-4NTD-XJVR
2024	1105	01/18/2024	Claims	1	EFT	Quill LLC	190.05	INV# 36316347
2024	1103	01/16/2024	Claims	1	EFT	Monroe Telephone	259.84	Jan 2024
2024	1055	01/05/2024	Claims	1	EFT	Xpress Bill Pay	319.02	Inv# INV-XPR007669
2023	1790	05/22/2023	Claims	1	EFT	Cascade Columbia Distribution Co	346.90	Inv 864842 Shipped 4/19/2023
2023	630	10/25/2022	Claims	1	212921	Allison Hall	100.00	-
2023	1465	03/24/2023	Claims	1	212994	Carquest of Junction City	156.72	1055376- Battery for F150
2023	1799	05/22/2023	Claims	1	213030	Janice Roebuck	21.60	Resident has moved out of state. CR Balance after paying last bill
2023	1965	06/22/2023	Claims	1	213033	American Legal Publishing Corporation	450.00	Internet Renewal Period: 06/01/2023-06/01/2024
2024	326	08/28/2023	Claims	1	213095	One Call Concepts, Inc.	63.00	Inv 7080439 & 3070430
2024	652	10/23/2023	Claims	1	213136	Melissa Touns	45.00	Library Rental- Refundable Deposit of \$45 Returned
2024	701	10/27/2023	Claims	1	213144	Amber Hansen	27.06	CR Balance Refund \$27.06
2024	703	10/27/2023	Claims	1	213146	Daniel Knott	14.47	CR Balance Refund \$14.47
2024	706	10/27/2023	Claims	1	213149	Bailey Mills	34.72	CR Balance Refund \$34.72
2024	1007	12/27/2023	Claims	1	213169	B & I Hardware & Rental	53.97	Inv# 650716
2024	1008	12/27/2023	Claims	1	213170	Bailey Excavating Inc	315.00	112523 Gravel delivery of 3/4"- stockpile
2024	1009	12/27/2023	Claims	1	213171	Carquest of Junction City	63.02	Inv 5726-759771
2024	1010	12/27/2023	Claims	1	213172	City of Harrisburg	500.00	Contracted WTP Operator Fees- Dec 2023
2024	1011	12/27/2023	Claims	1	213173	Civil West Engineering Services, In	4,122.50	Inv# 2203.007.011
2024	1012	12/27/2023	Claims	1	213174	Edge Analytical, Inc.	497.00	Inv# 23-34231, 23-36790, 23-35523, 23-36783
2024	1013	12/27/2023	Claims	1	213175	Government Ethics Commission, OGEC	756.55	OGEC Annual Charges- Invoice# AIE18665

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Outstanding Vouchers

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1014	12/27/2023	Claims	1	213176	OHA Cashier	188.00	PWS#4100540 Connections: 273
2024	1015	12/27/2023	Claims	1	213177	OR Association of Water Utilities	235.75	Inv#36452- OAWU-Annual Membership Dues
2024	1016	12/27/2023	Claims	1	213178	One Call Concepts, Inc.	70.00	Invoice# 3110431
2024	1017	12/27/2023	Claims	1	213179	Oregon Department of Human Services	7,500.00	Inv# A1059278 --Civil Penalty
2024	1018	12/27/2023	Claims	1	213180	Chuck Scholz	1,500.00	WWTP Contracted Operator- Dec 2023
2024	1046	01/03/2024	Claims	1	213181	Raymond Albano	45.00	Refund of deposit as library sufficiently cleaned after use on 12/16/2023 per discussion with Ron Hockett.
2024	1047	01/03/2024	Claims	1	213182	Local Government Law Group, PC	188.00	Inv#68042-Reviewed documents and researched municipal code regarding Terrill nuisance issue
							24,057.99	
2023	679	11/04/2022	Util Pay	6		Xpress Bill Pay	86.80	Xpress Import - EFT - 11-04-2022_daily_batch.csv
2024	388	08/09/2023	Adjustmnt	6		Xpress Bill Pay	235.48	Xpress returned Payment
2024	1024	12/28/2023	Util Pay	6		Xpress Bill Pay	414.34	Xpress Import - EFT - 12-28-2023_daily_batch.csv
2024	1025	12/28/2023	Util Pay	6		Xpress Bill Pay	550.00	Xpress Import - iPay - 12-28-2023_daily_batch.csv
2024	1031	12/29/2023	Util Pay	6		Xpress Bill Pay	293.37	Xpress Import - EFT - 12-29-2023_daily_batch (1).csv
2024	1029	12/30/2023	Util Pay	6		Xpress Bill Pay	191.67	Xpress Import - EFT - 12-30-2023_daily_batch.csv
2024	1033	12/31/2023	Util Pay	6		Xpress Bill Pay	101.76	Xpress Import - EFT - 12-31-2023_daily_batch.csv
2024	1035	01/01/2024	Util Pay	6		Xpress Bill Pay	370.94	Xpress Import - EFT - 01-01-2024_daily_batch.csv
2024	1039	01/02/2024	Util Pay	6		Xpress Bill Pay	240.82	Xpress Import - EFT - 01-02-2024_daily_batch.csv
2024	1040	01/02/2024	Util Pay	6		Xpress Bill Pay	184.42	Xpress Import - OnlineResources - 01-02-2024_daily
2024	1049	01/03/2024	Util Pay	6		Xpress Bill Pay	744.64	Xpress Import - EFT - 01-03-2024_daily_batch.csv
2024	1053	01/04/2024	Util Pay	6		Xpress Bill Pay	183.24	Xpress Import - EFT - 01-04-2024_daily_batch.csv
2024	1054	01/04/2024	Util Pay	6		Xpress Bill Pay	91.72	Xpress Import - iPay - 01-04-2024_daily_batch.csv
2024	1063	01/05/2024	Util Pay	6		Xpress Bill Pay	1,030.86	Xpress Import - EFT - 01-05-2024_daily_batch.csv
2024	1064	01/05/2024	Util Pay	6		Xpress Bill Pay	86.80	Xpress Import - CheckFree - 01-05-2024_daily_batch
2024	1066	01/06/2024	Util Pay	6		Xpress Bill Pay	185.57	Xpress Import - EFT - 01-06-2024_daily_batch.csv
2024	1067	01/07/2024	Util Pay	6		Xpress Bill Pay	281.93	Xpress Import - EFT - 01-07-2024_daily_batch.csv
2024	1072	01/08/2024	Util Pay	6		Xpress Bill Pay	185.11	Xpress Import - EFT - 01-08-2024_daily_batch.csv
2024	1073	01/08/2024	Util Pay	6		Xpress Bill Pay	100.00	Xpress Import - OnlineResources - 01-08-2024_daily
2024	1074	01/08/2024	Util Pay	6		Xpress Bill Pay	90.89	Xpress Import - CheckFree - 01-08-2024_daily_batch
2024	1086	01/10/2024	Util Pay	6		Xpress Bill Pay	183.60	Xpress Import - EFT - 01-10-2024_daily_batch.csv
2024	1087	01/10/2024	Util Pay	6		Xpress Bill Pay	92.00	Xpress Import - iPay - 01-10-2024_daily_batch.csv
2024	1093	01/11/2024	Util Pay	6		Xpress Bill Pay	584.85	Xpress Import - EFT - 01-11-2024_daily_batch.csv
2024	1094	01/11/2024	Util Pay	6		Xpress Bill Pay	91.77	Xpress Import - iPay - 01-11-2024_daily_batch.csv
2024	1095	01/11/2024	Util Pay	6		Xpress Bill Pay	276.76	Xpress Import - CheckFree - 01-11-2024_daily_batch
2024	1108	01/14/2024	Util Pay	6		Xpress Bill Pay	93.20	Xpress Import - EFT - 01-14-2024_daily_batch (1).csv
2024	1110	01/15/2024	Util Pay	6		Xpress Bill Pay	114.14	Xpress Import - EFT - 01-15-2024_daily_batch (1).csv

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1112	01/16/2024	Util Pay	6		Xpress Bill Pay	92.09	Xpress Import - EFT - 01-16-2024_daily_batch (1).csv
2024	1113	01/16/2024	Util Pay	6		Xpress Bill Pay	263.44	Xpress Import - iPay - 01-16-2024_daily_batch (1).cs
2024	1114	01/16/2024	Util Pay	6		Xpress Bill Pay	94.00	Xpress Import - CheckFree - 01-16-2024_daily_batch
2024	1116	01/17/2024	Util Pay	6		Xpress Bill Pay	643.69	Xpress Import - EFT - 01-17-2024_daily_batch (1).csv
2024	1117	01/17/2024	Util Pay	6		Xpress Bill Pay	278.25	Xpress Import - iPay - 01-17-2024_daily_batch (1).cs
Receipts Outstanding:							8,458.15	
							24,057.99	

Fund	Claims	Payroll	Total
100 General Administration Fund	1,864.99	0.00	1,864.99
201 Public Works Fund	3,807.42	0.00	3,807.42
601 Water Treatment Fund	15,047.13	0.00	15,047.13
610 Sewer Fund	3,216.85	0.00	3,216.85
900 Customer Deposit Fund	121.60	0.00	121.60
	24,057.99	0.00	24,057.99

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Signature Page

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01/01/2024 To: 01/31/2024

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:  1/18/2024 Signed:  1-19-24
Reviewed By / Date Finance Officer / Date



ORDINANCE 2023-04

Amending Title VII Chapter 72 Parking Regulations in the Monroe Municipal Code

WHEREAS, the City of Monroe Municipal Code, Title VII, Chapter 70, designates the City of Monroe City Council as the local traffic authority for the City; and

WHEREAS, the City of Monroe City Council discussed during an open, public committee meeting on December 5, 2023, at a Council Work Session on December 11, 2023, and a first reading of the Ordinance at regular Council on December 27, 2023, amending the existing Parking Ordinance in Chapter 72 of the Traffic Code to clarify and expand the rules and regulations pertaining to parking within City Limits; and

WHEREAS, the City Council has determined that for the safety and welfare of the community that parking regulations should better prescribe the place and manner for parking within city limits except as otherwise permitted by ordinance;

NOW THEREFORE, THE CITY OF MONROE ORDAINS AS FOLLOWS:

- Section 1. Monroe Municipal Code Chapter 71, sections 71.02(A), 71.03 are removed.
- Section 2. Monroe Municipal Code Chapter 72 is replaced by the code in ATTACHMENT "A."
- Section 2. This Ordinance becomes effective upon passage by the Council.

Adopted by the City Council this 22nd day of January, 2024.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder



ORDINANCE 2023-04 ATTACHMENT A

CHAPTER 72: PARKING REGULATIONS

- .01 Purpose.
- .02 Generally.
- .05 Prohibited Parking or Stopping of a Vehicle.
- .10 Prohibited in Specified Places.
- .15 Prohibited Practices.
- .20 Storing Property on Street Prohibited.
- .25 Use of Loading Zones.
- .30 Parking Citations and Owner Responsibility.
- .35 Exemptions.
- .99 Penalties

72.01 Purpose.

This Chapter describes the regulation of parking on City of Monroe owned or operated property, including but not limited to surface parking lots, parking structures and designated parking areas; and public way, including but not limited to streets, designated parking areas, planting strips, and sidewalks.

72.02 Generally.

Persons parking a vehicle in the City of Monroe must comply with the following rules in addition to any rules mandated by a parking zone, permit, or district, unless specifically directed otherwise by this Title, a traffic control device or an authorized officer.

1. Emergency vehicles may stop or park in any manner necessary at any time while serving an emergency.
2. No person may park or stop a vehicle other than in the direction of traffic.
3. Head-in or angle parking is not lawful on a street unless designated by signage or parking space markings.
4. When parking spaces are designated on a street with parking space markings, the vehicle must be parked in such a manner that the entire vehicle is located within official parking space markings.
5. When parking spaces are not designated on a street with parking space markings and when angle parking is not lawful, the vehicle must be parked in such a manner that both the front and rear tires closest to the curb or curb line are located not more than 18 inches from the curb or curb line.
 - a. A two or three wheeled vehicle may park at an angle or perpendicular to traffic flow if its tire closest to the curb or curb line is located not more than one foot from the curb or curb line and the vehicle does not extend more than eight feet from the curb or curb line.
6. The operator who first begins maneuvering a vehicle into a vacant parking space on a street or public lot has priority to park in that space, and no other vehicle operator or person may attempt to interfere.
7. When the operator of a vehicle discovers the vehicle is parked adjacent to a building to which the fire department has been summoned, the operator must immediately remove the vehicle from the area unless directed otherwise by law enforcement or fire officers.



ORDINANCE 2023-04 ATTACHMENT A

72.05 Prohibited Parking or Stopping of a Vehicle.

Except when specifically directed by authority of this Title or when necessary to avoid conflict with other traffic, it is unlawful to park or stop a vehicle:

1. In violation of the state's Vehicle Code or in violation of a parking limit sign;
2. So as to prevent the free passage of other vehicles, including bicycles, on any street, alley or City of Monroe owned or operated property.
3. In a manner that creates a traffic hazard impeding the safe movement of vehicular or pedestrian traffic.
4. In the public way, public park, or city-owned or operated property if the vehicle is abandoned.
5. Adjacent to a curb painted or taped yellow if the paint or tape is authorized by the City Council.
6. When the vehicle is: a motor truck, a trailer, a commercial bus, a recreational vehicle, a drop box or storage container, or has two or more rear axles in the public way adjacent to or directly across from residential, public park, church, or school property, except:
 - a. When loading/unloading property belonging to the occupants of or performing a service on the adjacent residence, for a period not to exceed 8 hours; or
 - b. Recreation vehicle when servicing or loading/unloading the vehicle for a period not to exceed 8 hours.

72.10 Prohibited in Specified Places.

Except when specifically directed by authority of this Title or when necessary to avoid conflict with other traffic, it is unlawful to park or stop a motor vehicle in any of the following places:

1. Within 50 feet of an intersection when:
 - a. Vehicle design, modification, or load obscures the visibility or view of approaching traffic, any traffic control sign, any traffic control signal, or any pedestrian in a crosswalk.
2. In front of any portion of a handicap access ramp.
3. In front of and 10 feet on either side of a rural (vehicle) delivery mail box between 8 a.m. and 6 p.m., except official postal holidays.
4. Within any city park except in officially designated parking areas during the time the park is open to the public. This provision does not apply to City or City-authorized vehicles used in park service, or to vehicles authorized by a written permit from the City Council or designee.
5. On any planting strip or pedestrian way.
6. On City-owned or City-operated property designated for vehicle parking by authorized City personnel only, without consent of the City, if there is in plain view on such property a sign prohibiting or restricting public parking.
7. Over, upon, or in such manner as to prevent access to any water meter, gate valve, or other appliance in use on any water meter connection of the City of Monroe, located on public property, a public or private way, or private property.
8. On or within an intersection.
9. On or within a crosswalk.
10. In the area between roadways of a divided street or highway.
11. On or within a bicycle lane, path, or trail.
12. In front of any portion of a driveway ingress/egress to the public way.



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13. In an alley, except for a stop of not more than 15 consecutive minutes for loading or unloading persons or materials.
14. A motor truck on a street in a residential zone between the hours of 10:00 p.m. and 7:00 a.m.

72.15 Prohibited Practices.

No person may park or permit to be parked a vehicle on a street or other public property for the principal purpose of:

1. Displaying the vehicle for sale;
2. To repair or service the vehicle, except while making repairs necessitated by an emergency for a period not to exceed 8 hours, or as allowed for recreational vehicles in 72.05(4);
3. Displaying advertising from the vehicle; or
4. Selling merchandise from the vehicle, except when authorized by permit or City Code.

72.20 Storing Property on a Public Way Prohibited.

1. No person may store, or permit to be stored, a vehicle, recreational vehicle, or other personal property on a public way or other public property in excess of 72 hours without making an application with the City and approved by the City Council or designee.
2. Notwithstanding section 1 above, vehicles described in 72.05(4) are subject to the limitations established in those sections.

72.25 Use of Loading Zone.

1. No person shall park a vehicle in a place designated as a loading zone when the hours applicable to that loading zone are in effect for any purpose other than loading or unloading persons or material. Such a stop shall not exceed the time limits posted. If no time limits are posted, use of the zone shall not exceed 30 minutes.

72.30 Parking Citations and Owner Responsibility.

1. Citation on illegally parked vehicle. When a vehicle without an operator is found parked in violation of a restriction imposed by this title or state law, the officer finding the vehicle shall note the license number and any other information displayed on the vehicle that may identify the owner and shall attach a parking citation to the vehicle. The citation shall instruct the operator to answer to the charge at the next regularly scheduled municipal court session or pay the penalty imposed prior to that time at the City Hall during posted business hours.
2. Failure to comply with parking citation. If the operator does not respond to a parking citation attached to the vehicle by the end of the court session listed on the citation, the City Administrator shall send a letter to the owner of the vehicle informing the owner of the violation and giving notice that if the citation is disregarded for a period of 30 days:
 - a. The fine will be doubled; and
 - b. If the vehicle has three or more outstanding citations or \$500 or more in unpaid fines, it may be impounded, and an impounded vehicle shall not be released until all outstanding fines and charges are paid.
3. Owner responsibility. The owner of a vehicle that is in violation of a parking restriction shall be responsible for the offense unless the operator used the vehicle without the owner's consent.



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4. Registered owner presumption. In a proceeding charging violation of a parking restriction against a vehicle owner, proof that the vehicle was registered to the defendant at the time of the violation constitutes a presumption that the defendant was the owner.

72.35 Exemptions.

1. The driver of an authorized emergency vehicle, when responding to an emergency call or when in pursuit of an actual or suspected violator of the law or when responding to, but not returning from, a fire alarm, may park irrespective of the provisions of this chapter.
2. The driver of a postal vehicle when engaged in the transport or delivery of mail may park irrespective of the provisions of this chapter.
3. The provisions of this title that regulate the parking of vehicles do not apply to any vehicle being used for public works or utility maintenance, construction, repair work, or waste collection.
4. This section shall not relieve drivers exempt by this section from the duty to park with regard for the safety of all persons or damage to property.

72.90 Definitions

.01 Curb

Any raised margin defining the space in the street devoted to vehicular traffic.

.03 Curb Line

The curb line separates a street or highway into the area dedicated to vehicle traffic (roadway) and the area dedicated to pedestrian and nonmotor vehicle traffic (planting strip, sidewalk, etc.).

.05 Handicap Access Ramp

An inclination, ramp-like structure, or any other such device designed to serve and provide ease of access from the sidewalk to the roadway or from the street to adjacent property for individuals using a mobility aid. If winged, it includes the winged area of the structure.

.07 Load/Unload

To load or unload a vehicle means to be actively engaged in putting property or merchandise into or from a vehicle.

.09 Motor Truck

Any vehicle designed, used or maintained primarily for the transportation of property, goods or providing a service, excluding passenger vehicles.

.11 Operator

Any person who is in actual physical control of a vehicle.

.13 Passenger Vehicle

A car, pick-up, van, SUV or other vehicle, designed and used to transport people, with a combined weight of 8,000 pounds or less as classified by the Oregon Department of Motor Vehicles.

.15 Postal Vehicle

A government or privately owned vehicle used in postal service as defined by U.S.C. Title 39, intended for the transportation or delivery of mail.



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.17 Planting Strip

The area between the curb or edge of the roadway and an improved sidewalk.

.19 Recreational Vehicle

A vehicle which is designed for sport or recreational use, or which is designed for human occupancy on an intermittent basis. Recreational vehicle is divided into two categories as follows:

1. Motor Home. A vehicle designed for human occupancy on an intermittent basis. A camper is considered a motor home when it is mounted on a vehicle.
2. Accessory Recreational Vehicle. A nonmotor vehicle designed for human occupancy on an intermittent basis such as travel trailers and fifth-wheel trailers. A camper is considered an accessory recreational vehicle when it is not mounted on a vehicle. Accessory recreational vehicle also includes vehicles designed for off-road use such as off-road vehicles, dune buggies, and recreational boats.

.21 Repair (a vehicle)

To perform work on the motor, mechanical, or body parts of a vehicle, other than checking or replacing fluids.

.23 Sidewalk

The portion of the street between the curb or lateral lines of the roadway and the adjacent property lines, intended for use by pedestrians. An improved sidewalk is a pedestrian walkway with permanent surfacing in the sidewalk area of a street or highway.

.25 Storage Container

A Storage Container in which any material is temporarily stored or collected. For the purposes of Title 70, a storage container will be considered a vehicle in terms of parking provisions and restrictions.

.27 Traffic Hazard

Any object, including vehicles, that impede the safe movement of vehicles in the public way or, on City of Monroe owned or operated property.

.29 Way

1. The area between property lines of a street, easement, tract or other area dedicated to the movement of vehicles, pedestrians and/or goods.
2. A public way is dedicated or deeded to the public for public use and under the control of a public agency.
3. A private way is in private ownership, for use by the owner(s) and those having express or implied permission from the owner, but not by others.

72.99 Penalties

1. Any violation of this chapter is subject to citation or fine for each violation.
2. Fines may be imposed for each day of violation.
3. Parking fines are to be established by Council Resolution and reviewed annually.



ORDINANCE 2024-01

FIRST READING

Establishing a New Title for Finance and Revenue in the Monroe Municipal Code

WHEREAS, the City of Monroe City Council wishes to consolidate matters of revenue and finance found throughout the current Monroe Municipal Code into a new title;

NOW THEREFORE, THE CITY OF MONROE ORDAINS AS FOLLOWS:

- Section 1. Add Title IV, "Revenue and Finance" to the Monroe Municipal Code.
- Section 2. Create reserved chapter placeholders within the new title for Service Fees and Assessments, Transient Room Tax, Public Safety Fee, Parks and Facilities Fee, Utility Account Deposits, Utility Service Billing Code, Disposition of Personal Property, Public Improvements and Special Assessments, and Transportation Utility Fees
- Section 2. This Ordinance becomes effective upon passage by the Council.

Adopted by the City Council this 26th day of February, 2024.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder

memo

City of Monroe

To: City Council 
From: Steve Martinenko, City Administrator
Date: January 22, 2024
Re: New Terms for Planning Commissioners

-
1. I have received written requests from the following Planning Commissions to extend their terms of appointment for an additional 4 years:
 - Planning Chair Fred Cuthbertson
 - Commission Vice-Chair Tim Eastridge
 - Commissioner Linda Fredericks
 - Commissioner David Mills

 2. The Monroe City Council appoints Commissioners to the Planning Commission. A motion and vote are required to reappoint these individuals to the Commission.

memo

City of Monroe

To: City Council

From: Steve Martinenko, City Administrator

Date: January 22, 2024

Re: Recommendation for Staff Salary Ranges and New Hire

1. Based on a salary study completed by Councilor Lindner and after my review, the following salary ranges are recommended effective January 1, 2024:

Utility I	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current						
Proposed	\$20.50	\$21.22	\$22.17	\$23.39	\$24.91	\$26.78
Utility II	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$21.72	\$22.84	\$23.95	\$25.07	\$26.19	\$27.30
Proposed	\$22.77	\$23.57	\$24.63	\$25.98	\$27.67	\$29.75
3.2% COLA	\$22.42	\$23.57	\$24.72	\$25.87	\$27.03	\$28.17
Utility III	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current						
Proposed	\$26.75	\$27.69	\$28.93	\$30.52	\$32.51	\$34.95
Acct Spec	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Current	\$22.28	\$23.68	\$25.07	\$26.45	\$27.85	\$29.24
Proposed	\$23.75	\$24.58	\$25.69	\$27.10	\$28.86	\$31.03
3.2% COLA	\$22.99	\$24.44	\$25.87	\$27.30	\$28.74	\$30.18

2. Based on the needs of the City and prior conversations in both the Personnel Committee and in Council sessions, I recommend hiring a full time Utility I Public Works employee to help with public works including training on the water and waste functions. The job description is attached.



UTILITY WORKER I

GENERAL STATEMENT OF DUTIES

Performs manual and semi-skilled tasks in the maintenance of city parks, storm drains, streets, buildings and grounds, and the operation of public works structures and facilities. Provides support for water and waste water operations; does related work as required. Provides excellent customer service in all aspects of job performance.

DISTINGUISHING FEATURES OF THE CLASSIFICATION

This is a full-time position with the major duties primarily to serve as the public works employee for streets, parks, building maintenance, storm water system maintenance. This classification serves as entry level for water treatment certification and supports water and waste water operations. This employee is responsible for varied minor construction and maintenance tasks for City buildings including park facilities. At times this work will be as a member of a public works crew and at other times working independently. The probationary period is for 6 months for new hires.

SUPERVISION RECEIVED

Work is performed under the supervision of the City Administrator.

SUPERVISION EXERCISED

Supervision is not a responsibility of this position.

KEY PERFORMANCE AREAS

- Effectively communicates orally and in written format with familiarity of basic computer applications such as email.
- Provide excellent customer service and courtesy to the general public.
- Maintains cooperative working relationships with City staff, the public, and other organizations.
- Understands and follows all safety rules, policies, and procedures for work areas.
- Understands and follows City policy for timekeeping and expenses.
- Performs basic troubleshooting, repairs, and maintenance of equipment, facilities, and infrastructure of City. Performs preventative maintenance as directed.
- Perform brush cutting, sidearm mowing, and provide general grounds keeping including leaf blowing and pickup as required.
- Performs minor plumbing and carpentry tasks including painting if schedule or weather permits.
- Cleans and makes minor repairs in park and playground equipment, benches, gates, fencing.
- Cleans and provides general maintenance all equipment and vehicles.
- Performs street repair and maintenance including asphalt patching, grading, graveling, and digging and cleaning ditches.

- Provides backup for trash pickup of all facilities, buildings and parks; cleans and sanitizes rest rooms; repairs vandalism damage.
- Assists with maintenance of irrigation systems including cleaning, repairing or replacing items and parts.
- Assists the water/sewer operator including cleaning/maintaining equipment, plants, lagoons, and other related assets.
- Performs other related work as required.

EMPLOYMENT STANDARDS

EDUCATIONAL REQUIREMENTS:

High school graduation or equivalency.

EXPERIENCE AND TRAINING:

Experience with building and grounds maintenance, or any satisfactory combination of experience and training that demonstrates the knowledge, skills and ability to perform the above-described duties.

KNOWLEDGE OF:

- Building and grounds maintenance which includes landscaping practices and techniques; carpentry, plumbing, and mechanical including basic HVAC preventative maintenance practices.
- Work-related safety practices, OSHA and environmental rules and regulations, particularly in regard to work in hazardous conditions such as pesticide application.
- Effective communication, customer service, and interpersonal skills. Ability to use ordinary conversational skills and courtesy to exchange routine information and provide routine assistance.

ABILITY TO:

- Understand and follow simple oral and written instruction. Exchange routine information. Basic understanding of simple work processes, methods or equipment. Ability to learn job-related information and techniques.
- Learn required physical skills that must be performed in the course of regular work routines and can be learned on the job over a relatively short period of time.
- Ability to work in a team-oriented environment, but also work alone at a work-site, under supervisory direction while performing duties thoroughly and accurately, in accordance with Department policy.
- Ability to get along well with coworkers and maintain effective work relationships.
- Ability to use appropriate personal protective equipment.
- Work overtime and on weekends as needed.

SKILL IN:

Use of vehicles, machinery, tools and equipment applicable to the position.

OTHER REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb, pull, push, throw, balance, stoop, kneel, crouch or crawl and detect odors. The employee occasionally works in high, precarious places. Employee frequently lifts and/or moves up to 50 pounds and occasionally lifts and/or moves up to 100 pounds unassisted. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee will typically work a 40-hour work week. Occasional on call and overtime work may be required, particularly during construction season or adverse weather conditions.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee frequently works near moving mechanical parts, and in motorized traffic situations, and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally exposed to fumes or airborne particles, raw sewage, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is usually loud. Employee will occasionally be required to wear protective equipment to perform duties. Employee physically manipulates large and heavy pieces of equipment, materials and/or tools. Employee may also be exposed to verbal abuse by the public.

NECESSARY SPECIAL REQUIREMENTS:

Possession of or ability to obtain necessary Oregon driver's licenses, or any certification or license required by state or federal agencies to work in the position assigned.

PRE-EMPLOYMENT REQUIREMENTS:

Background check including drug screen. Demonstrated ability to perform essential functions.

COMPENSATION TYPE:

FLSA EXEMPTION STATUS:

POSITION FUNCTIONAL REQUIREMENTS DIVISION/DEPT:

JOB TITLE:

REPORTS TO:

Hourly

Non-Exempt

Public Works

Utility Worker I

City Administrator