

CITY COUNCIL NOTICE/AGENDA

Monday, July 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. LAND USE HEARING

5.1. A land use hearing is conducted for the purpose of accepting any and all public comment prior to deliberating and deciding on a recommendation to adopt changes to the Monroe Land Use Code regarding short-term rentals in designated City zones.

6. EXECUTIVE SESSION

6.1. The purpose of the Executive Session is to consider written advice from the City's attorney regarding library agreements and associated records pursuant to ORS 192.660(2)(f). The executive session will be closed to the public consistent with ORS 192.660(4). Any decisions rendered will be in open session.

7. NEW BUSINESS

7.1. Resolution 2024-12 – A resolution transferring funds for beginning fund balances of the FY 2024-2026 Budget (CA Martinenko)

8. OLD BUSINESS

8.1. Speed Limit Signage Update (CA Martinenko)

9. CITY EVENTS & OTHER HAPPENINGS

9.1. City Events Calendar: <https://ci.monroe.or.us/administration/city-calendar/>

9.2. Upcoming 2024 City Events (Mayor Sheets)

- Every Thursday (Now until October 3): Monroe Farmers' Market behind Silos Coffee Co. (4 p.m. to 7 p.m.)
- Sep.14, 2024: 4th Annual First Responders Appreciation Event (12 Noon to 4 p.m.) – Senator Dick Anderson will join us at Monroe City Park!
- Oct. 31, 2024: Halloween Spooktacular at City Hall (4:30 to 7:30 p.m.)
- Nov. & Dec. 2024: Monroe Community Food Drive
- Nov. 9, 2024 (Tentative): Alpine Holiday Festival at Monroe Grade School
- Dec. 2024: Monroe Community Toy Drive
- Dec. 14, 2024 (Tentative): Holiday Happenings and Monroe Light Parade

9.3. Do You Have an Event to Share? Email: festivalsandevents@ci.monroe.or.us

10. OTHER BUSINESS

10.1. Committee Reports from Each Committee Chair:

- **Budget:** FY24-25 budget meetings have concluded; may resume quarterly
- **Economic Development:** August 15, 2024
- **Finance & Personnel:** TBD; Agenda: Employee handbook & begin process to hire Utility Worker I and Facilities & Grounds Worker I
- **Ordinance:** TBD; Agenda: Short-term rentals and ADUs
- **Parks:** August 7, 2024 at 6 p.m.; Agenda: Updating Parks Master Plan
- **Public Works:** August / September TBD; Agenda: City parking field trip
- Attend the Monthly City Council Work Session – August 12, 2024 at 6 p.m.

10.2. Councilors' Comments

10.3. Mayor's Comments

11. ADJOURN

11.1. Next City Council Meeting is Monday, August 26, 2024 at 6 p.m. at the Monroe Community Center (MCC).

ZOOM MEETING INFORMATION

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

Meeting ID: 820 7259 5766

Passcode: 083396

MONROE PATROL
June 19, 2024 - July 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									
6/19/2024 12:54:43 AM	2024119755	1:38:36	Drongesen	1					Patrolled neighborhoods, schools, highway, and park. 1- call for service: suspicious activity; 1- citizen contact: transport to JC
6/20/2024 11:17:43 AM	2024120663	1:01:44	Rath						Patroled streets, parks, and schools.
6/20/2024 11:58:50 PM	2024121227	1:02:40	Heese						no activity
6/21/2024 01:02:25 AM	2024121255	1:05:17	Drongesen						Patrolled neighborhoods, schools, park, and highway
6/21/2024 05:11:19 AM	2024121318	1:00:08	Hardison						NO ACTIVITY.
6/21/2024 05:56:55 AM	2024121325	1:00:00	Gevatosky						1 HOUR
6/22/2024 07:23:32 PM	2024122561	1:00:56	Young						no activity
6/23/2024 10:26:20 PM	2024123261	0:57:49	Macken		2				2 stops, 2 warns
6/26/2024 10:53:07 PM	2024125644	2:32:25	Drongesen						Patrolled neighborhoods, highway, and schools.
6/27/2024 10:07:35 AM	2024125893	0:55:12	Blaser						no activity
6/28/2024 08:13:14 AM	2024126581	1:33:44	Sinclair	1	1				one traffic stop (warning), one citizen contact.
6/30/2024 02:57:12 AM	2024128069	1:12:56	Lyman	3					0 stops; 3 citizen contacts; patrolled city streets, parks, and businesses
7/1/2024 01:15:21 PM	2024129004	2:26:07	Lyman	3	1	1			2 stops (1 cite, 1 warning); 3 citizen contacts (1 warning for repeated parking on sidewalk on 100 block of Commercial St).
7/1/2024 09:29:19 PM	2024129338	1:02:37	Ash	2	1				2 citizen contacts. 1 t-stop-1 warning
7/2/2024 12:20:48 AM	2024129433	0:47:13	Bloom						no activity
7/4/2024 01:07:14 AM	2024131006	0:50:43	Macken	1					No stops, 1 citizen contact/criminal mischief report
7/4/2024 07:45:27 AM	2024131130	0:59:51	Blaser						no activity
7/6/2024 10:16:30 AM	2024132964	1:04:41	Sinclair	1					one citizen contact.
7/7/2024 07:17:20 PM	2024133983	2:00:08	Bressler	2	1				2 citizen contacts and 1 car stop, warning.
7/8/2024 03:18:04 AM	2024134198	0:35:34	Macken						No stops.

MONROE PATROL

June 19, 2024 - July 17, 2024

7/8/2024 10:41:16 AM	2024134388	1:15:21	Lochner	4				4 citizen contacts, no cites.
7/8/2024 01:25:25 PM	2024134523	2:13:05	Lyman	4				patrolled city streets and parks; no stops, 4 citizen
7/8/2024 05:45:02 PM	2024134714	0:12:29	Hesseling					talked with people and boaters
7/8/2024 09:50:11 PM	2024134867	2:03:01	Ash					no activity
7/10/2024 06:10:40 PM	2024136470	0:48:19	Davison		2			2 stops, warnings given. Patrolled local streets and park.
7/11/2024 02:47:40 AM	2024136699	2:00:00	Gevatosky					2 HOURS
7/11/2024 12:57:00 PM	2024136958	0:59:28	Moser		3			3 stops equipment warnings
7/12/2024 05:37:34 AM	2024137486	1:30:00	Gevatosky					ARRESTED A WANTED SUBJECT
7/12/2024 09:39:51 AM	2024137598	2:12:36	Blaser					no activity
7/13/2024 10:34:46 AM	2024138557	2:53:27	Bressler	2	4			4 stops. warnings. 2 citizen contacts.
7/14/2024 09:49:33 PM	2024139758	2:07:10	Ash		3			3 stops, 3 warnings
7/15/2024 09:20:29 AM	2024139979	1:08:17	Lyman	2				0 stops; 2 citizen contacts. Patrolled city streets and parks. Observed no traffic, speeding or otherwise, on Main St west of the Monroe Post Office.
7/16/2024 08:54:51 PM	2024141165	0:40:05	Hesseling					no activity
7/17/2024 12:09:11 AM	2024141268	2:03:55	Drongesen		1	1		PATROLLED NEIGHBORHOODS, SCHOOLS, PARK, AND HIGHWAY. 1 TRAFFIC STOP (WARNING) 1- STOP CITE, DWS
Reports								
6/19/2024 0:08	202401555		Drongesen					SUSPICIOUS SUBJECT(S) in the 300 block of 10th.
6/19/2024 19:24	202401564		Tominey					THEFT 3 - SHOPLIFT in the 200 block of 5th.
6/21/2024 14:19	202401580		Savage					WELFARE CHECK in the 600 block of 8th.
6/26/2024 14:53	202401635		Davis					CRIMINAL MISCHIEF 2 - CRIME DAMAGE in the 600 block of Dragon.
7/1/2024	202401690		Lunsmann				1	DUII at 5th/Oak. Joseph Bowerman, 45, of Lafayette.
7/2/2024 15:00	202401704		Rath					DISTURBANCE VERBAL ONLY in the 300 block of 7th.
7/10/2024 23:30	202401803		Macken					INFO-WELFARE CHECK in the 600 block of 8th.
7/12/2024 1:26	202401822		Gevatosky				1	WARRANT ARREST at 5th/Oak. Patrick Thomas Sundberg, 34, of Albny.

MONROE PATROL

June 19, 2024 - July 17, 2024

7/15/2024	202401855		Savage						FRAUD in the 300 block of 7th. Open investigation.
7/17/2024	202401887		Drongesen						SUSPICIOUS VEHICLE in the 200 block of 9th.
		46:55:34		26	19	2	7	2	

ACCOUNTS PAYABLE

City Of Monroe

As Of: 07/31/2024

Time: 09:13:46 Date: 07/17/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
4126	06/27/2024	06/30/2024	853 ADP, ADP Tax Services	15.64	Invoice # 6315133-00 FED-FUTA Reason 44-underpayment
	510 00 20 1000	Payroll Taxes	100 200 510 General Adminis	15.64	Invoice # 6315133-00 FED-FUTA Reason 44-underpayment 6-30-2024
4119	07/01/2024	07/20/2024	297 AT&T Mobility	63.84	Invoice 07052024- City Administrator and Public Works Cell
	510 00 31 1007	Telephone and Internet	100 300 510 General Adminis	4.94	Public Works Cell Phone- 25% GA
	510 00 31 1007	Telephone and Internet	100 300 510 General Adminis	30.87	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	9.87	Public Works Cell Phone- 50% Public Works
	580 00 04 6009	Utilities- Telephone & Inte	610 100 535 Sewer Fund	4.93	Public Works Cell Phone- 25% Sewer
	580 00 04 6009	Utilities- Telephone & Inte	610 100 535 Sewer Fund	6.61	City Admin Cell Phone-15% Sewer
4120	07/08/2024	07/22/2024	11 B & I Hardware & Rental	121.16	Park Irrigation and Tools for PW
	542 00 31 2016	Tools And Equipment	201 400 500 Public Works Fui	47.98	Toos and Equip- Shovels for PW
	542 00 46 2015	Parks- Ground Maintenan	201 400 576 Public Works Fui	73.18	Irrigation supplies for Park
4118	07/01/2024	07/22/2024	269 Canon Solutions America, Inc.	164.30	Invoice # 6008479671Usage for 3/28-6/27/2024 and Invoice # 6008484628 Base fee for 6/28-9/27/2024
	510 00 49 1013	Copier Maintenance/Servi	100 300 510 General Adminis	116.66	GA- 71% of Copier Maint/Service
	534 00 31 6029	Copier Maintenance Servi	601 450 534 Water Treatment	13.14	Water- 8% of Copier Maint/Service
	580 00 04 6023	Copier Maintenance Servi	610 100 535 Sewer Fund	34.50	Sewer- 21% of Copier Maint/Service
4114	07/03/2024	07/03/2024	217 Chase Paymentech	198.96	Chase Paymentech 2 Invoices- 31.12 + 167.84
	534 00 31 6013	Online Bill Pay Fees	601 450 534 Water Treatment	91.52	Water Fund Portion of Online Bill Pay Fee
	542 00 36 2017	Online Bill Pay Fees	609 609 531 Storm Fund	19.90	Storm Fund Portion of Online Bill Pay Fee
	580 00 04 6002	Online Bill Pay Fees	610 100 535 Sewer Fund	87.54	Sewer Fund Portion of Online Bill Pay Fee
4109	07/01/2024	07/22/2024	419 City of Harrisburg	500.00	July 2024- Contracted Plant Operator Fees- WTP
	534 00 41 6013	Contracted Plant Operatio	601 450 534 Water Treatment	500.00	July 2024- Contracted Plant Operator Fees- WTP
4122	07/10/2024	07/22/2024	36 Edge Analytical, Inc.	157.00	Invoice 24-19780 & VEG0018
	534 00 49 6010	Outside Testing	601 450 534 Water Treatment	42.00	Water Outside Testing- DIST-A-805 N 5th, outside faucet

ACCOUNTS PAYABLE

City Of Monroe

Time: 09:13:46 Date: 07/17/2024

As Of: 07/31/2024

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo
	580 00 04 6018	Outside Testing	610 100 535 Sewer Fund	115.00	WWTP Outside Testing
4105	07/01/2024	07/22/2024	54 League of Oregon Cities	778.26	Invoice# 2024-200318 LOC Membership Dues
	510 00 49 1006	Dues	100 300 510 General Adminis	778.26	LOC Membership Dues
4121	07/08/2024	07/22/2024	813 Les Schwab	20.00	PO# A07404590- Kubota Tire Repair
	542 00 31 2017	Equip. Repair & Maintenan	201 400 500 Public Works Fui	20.00	Equip Repair & Maint.
4104	07/01/2024	07/22/2024	64 OHA Cashier	900.00	PWS 00540 MONROE- 2024- Annual Water System Fee.
	534 00 49 6015	Permit Fees	601 450 534 Water Treatment	900.00	Annual Water System Fee 2024
4115	07/01/2024	07/22/2024	68 Oregon Cascades West COG	1,357.91	Invoice # AR2500003-FY 25 Dues
	510 00 49 1006	Dues	100 300 510 General Adminis	1,357.91	FY 2025 Dues - General, CED, Transportation and Special Project
4125	07/01/2024	07/29/2024	467 Quill LLC	271.73	Invoice #s 39353852 & 39353579
	510 00 31 1001	Operating Supplies	100 300 510 General Adminis	271.73	Operating supplies- copier paper, sticky notes and billing envelopes
4108	07/01/2024	07/22/2024	430 Scholz, Chuck	1,500.00	July 2024 Contracted Plant Operator Fees- WWTP
	580 00 04 6007	Contracted Plant Operatio	610 100 535 Sewer Fund	1,500.00	July 2024 Contracted Plant Operator Fees- WWTP
4113	07/05/2024	07/22/2024	93 USA Bluebook	312.59	INV No. INV00414064 Order # SO3414697
	534 00 31 6010	Operating Supplies	601 450 534 Water Treatment	312.59	WTP-Operating Supplies- Item #s 34447 and 40329

Report Total: 6,361.39

Fund

100 General Administration Fund	2,576.01
201 Public Works Fund	151.03
601 Water Treatment Fund	1,865.87
609 Storm Fund	19.90
610 Sewer Fund	1,748.58

ACCOUNTS PAYABLE

City Of Monroe

Time: 09:13:46 Date: 07/17/2024

As Of: 07/31/2024

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Accts

Pay # Received Date Due

Vendor

Amount Memo

This report has been reviewed by:

 Aedyssee 7/17/24

REMARKS:

Signature & Title

Date

Reviewed

Signature:



Title:

CA

Date:

7-18-24

ACCOUNTS PAYABLE PAID

City Of Monroe

Time: 09:12:04 Date: 07/17/2024

06/26/2024 To: 07/31/2024

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Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
4097	06/28/2024	2024	2025	853	ADP, ADP Tax Services	15,398.36	ADP Payroll June 1st-30th, 2024- taxes taken separately from Umpqua acct
4101	06/28/2024	2024	2043	853	ADP, ADP Tax Services	5,878.46	Taxes portion taken separately for June 2024 Payroll
4100	07/08/2024	2025	131	853	ADP, ADP Tax Services	198.52	June 2024 Payroll Processing Charges- Auto pay set for July 5th.
4116	07/09/2024	2025	37	517	Amazon Capital Services	222.81	PO#s janitorial 05302024 & Janitorial 06112024
4093	07/08/2024	2025	132	28	City County Insurance Services	2,627.09	July 1-31st, 2024 insurance.
4098	06/28/2024	2024	2014	1024	Dbra Gray Line of Portland, Road & Rail 1	2,500.00	Invoice # 4865 Festival Trolley
4099	06/28/2024	2024	2036	36	Edge Analytical, Inc.	728.00	Invoice # 24-16322
4117	06/28/2024	2024	2042	429	Local Government Law Group, PC	916.50	Invoice No: 69883 Matter No: 08-0191-001-Terrill and Library IGIA
4107	07/15/2024	2025	127	60	Monroe Telephone	258.61	July 2024 Monroe Telephone Bill- Auto Pay set up for 12th of Month.
4096	06/28/2024	2024	2033	72	Oregon Department of Revenue	50.00	June Assessment fees for 1 payment-O.Ramsey
4124	07/12/2024	2025	129	177	Oregon PERS	3,492.39	07122024 PERS for June 2024
4111	06/30/2024	2024	2038	76	Pacific Power	2,945.95	Pacific Power for June 2024 usage
4089	06/28/2024	2024	2034	479	Pitney Bowes	138.96	Pitney Bowes Rental Invoice for Quarterly charges
4103	06/30/2024	2024	2035	479	Pitney Bowes	502.25	Credit Line for postage refill on 6/6/24
4106	06/30/2024	2024	2039	94	Umpqua Bank Cardmember Services	1,228.50	July 2024 CC Bill-CC Bill for 5/15-6/13/2024 charges
4110	06/30/2024	2024	2040	468	WECO	231.59	Invoice # CP-00275283
4112	06/28/2024	2024	2041	201	Xpress Bill Pay	302.80	Invoice # INV-XPR013514- for 2024

Total: 37,620.79

This report has been reviewed by:

REMARKS:

Signature & Title

Date

Reviewed
Signature: [Signature] Title: CA
Date: 7-18-24

Preview payroll

 Need Help

Cash required
\$22,375.61

Monthly
Jul 1, 2024 → Jul 31, 2024

Payroll dates

Check date **Thu, Aug 1, 2024**

People

4 **0**
Employees Contractors

Delivery address

Payroll address ⓘ
664 Commercial St
Edit ✎

Employee name	Type	Total hours	Gross pay	Taxes	Deductions	Net pay	Employer taxes
Totals		641.33	\$20,313.78	\$3,897.85	\$96.44	\$16,319.49	\$2,158.27

Payrun total: **\$22,472.05** Cash required: **\$22,375.61**


Pay stub message

Reports ▾

Previous

Finish later

Approve

Reviewed
Signature:  Title: CA
Date: 7-18-24

TREASURER'S REPORT

Fund Totals

City Of Monroe

07/01/2024 To: 07/31/2024

Time: 16:13:23 Date: 07/18/2024

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Fund	Previous Balance	Revenue	Expenditures	Ending Balance	Claims Clearing	Payroll Clearing	Outstanding Deposits	Adjusted Ending Balance
100 General Administration Fund	133,441.48	1,091.66	2,262.24	132,270.90	14,978.80	0.00	-1,091.66	146,158.04
201 Public Works Fund	195,504.23	125.00	703.65	194,925.58	10,454.59	0.00	-567.17	204,813.00
205 Street Fund	0.00	5,471.35	220.84	5,250.51	220.84	0.00	-5,471.35	0.00
300 Water Revenue Bond	33,770.76	0.00		33,770.76	0.00	0.00	0.00	33,770.76
302 GOB Phase II	5,633.70	0.00		5,633.70	0.00	0.00	0.00	5,633.70
400 Equipment Reserve Fund	14,757.88	0.00		14,757.88	0.00	0.00	0.00	14,757.88
401 Building Reserve Fund	29,852.78	0.00		29,852.78	0.00	0.00	0.00	29,852.78
402 Park Reserve Fund	20,423.97	0.00		20,423.97	0.00	0.00	0.00	20,423.97
403 Water Reserve Fund	64,704.86	0.00		64,704.86	0.00	0.00	0.00	64,704.86
404 Sewer Reserve Fund	75,300.55	0.00		75,300.55	0.00	0.00	0.00	75,300.55
405 Capital Improvement Reserve Fund	34,387.69	0.00		34,387.69	0.00	0.00	0.00	34,387.69
406 Water Revenue Bond Reserve Fund	30,193.00	0.00		30,193.00	0.00	0.00	0.00	30,193.00
407 Water System Capital Improvement Fund	15,419.96	545.12		15,965.08	0.00	0.00	-473.28	15,491.80
408 City Events Reserve Fund	6,609.66	0.00		6,609.66	0.00	0.00	0.00	6,609.66
507 Park System Development Fund	25,473.51	0.00		25,473.51	0.00	0.00	0.00	25,473.51
508 Sewer System Development Fund	397,684.96	0.00		397,684.96	0.00	0.00	0.00	397,684.96
509 Street System Development Fund	79,596.76	0.00		79,596.76	0.00	0.00	0.00	79,596.76
510 Storm System Development Fund	82,428.18	0.00		82,428.18	0.00	0.00	0.00	82,428.18
511 Water System Development Fund	487,654.49	0.00		487,654.49	0.00	0.00	0.00	487,654.49
601 Water Treatment Fund	279,708.41	17,299.08	1,893.87	295,113.62	6,054.46	0.00	-15,089.04	286,079.04
609 Storm Fund	0.00	1,994.65	282.64	1,712.01	282.64	0.00	-1,364.68	629.97
610 Sewer Fund	127,355.63	9,988.04	1,635.14	135,708.53	5,653.19	0.00	-8,292.15	133,069.57
900 Customer Deposit Fund	12,156.06	0.00	7,300.00	4,856.06	121.60	0.00	0.00	4,977.66
	2,152,058.52	36,514.90	14,298.38	2,174,275.04	37,766.12	0.00	-32,349.33	2,179,691.83

TREASURER'S REPORT

Account Totals

City Of Monroe

07/01/2024 To: 07/31/2024

Time: 16:13:23 Date: 07/18/2024

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Cash Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
1	Umpqua Bank	39,653.72	35,527.40	6,998.38	68,182.74	-37,208.82	37,766.12	68,740.04
6	Xpress Online Banking	9,854.47	5,187.50	11,500.00	3,541.97	-6,640.51	11,500.00	8,401.46
Total Cash:		49,508.19	40,714.90	18,498.38	71,724.71	-43,849.33	49,266.12	77,141.50
Investment Accounts		Beg Balance	Deposits	Withdrawals	Ending	Outstanding Rec	Outstanding Exp	Adj Balance
2	LGIP	2,102,550.33	0.00	0.00	2,102,550.33	0.00	0.00	2,102,550.33
Total Investments:		2,102,550.33	0.00	0.00	2,102,550.33	0.00	0.00	2,102,550.33
		2,152,058.52	40,714.90	18,498.38	2,174,275.04	-43,849.33	49,266.12	2,179,691.83

TREASURER'S REPORT

Fund Investments By Account

City Of Monroe

07/01/2024 To: 07/31/2024

Time: 16:13:23 Date: 07/18/2024

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Fund Totals:	Previous Balance	Purchases	Interest	Total Investments	Liquidated	Ending Balance
100 000 General Fund	219,480.83					219,480.83
201 000 Public Works Fund	273,392.90					273,392.90
300 000 Water Revenue Bond	16,577.85					16,577.85
302 000 GOB Phase II	214,426.25					214,426.25
400 000 Equipment Reserve Fund	57,560.75					57,560.75
401 000 Building Reserve Fund	29,955.57					29,955.57
402 000 Park Reserve Fund	18,951.48					18,951.48
403 000 Water Reserve Fund	32,600.30					32,600.30
404 000 Sewer Reserve Fund	91,406.17					91,406.17
405 000 Capital Improvement Reserve Fund	31,814.97					31,814.97
407 000 Water System Capital Improvement Fund	6,438.62					6,438.62
408 000 City Events Reserve Fund	1,609.66					1,609.66
507 000 Park System Development Fund	34,603.04					34,603.04
508 000 Sewer System Development Fund	351,223.07					351,223.07
509 000 Street System Development Fund	71,728.26					71,728.26
510 000 Storm System Development Fund	73,720.81					73,720.81
511 000 Water System Development Fund	432,664.13					432,664.13
601 000 Water Treatment Fund	141,674.73					141,674.73
610 000 Sewer Fund	2,862.15					2,862.15
2 - LGIP	2,102,691.54	0.00	0.00			2,102,691.54
	2,102,691.54	0.00	0.00			2,102,691.54

TREASURER'S REPORT

Fund Investment Totals

City Of Monroe

07/01/2024 To: 07/31/2024

Time: 16:13:23 Date: 07/18/2024

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Fund Totals:	Previous Balance	Purchases	Interest	Ttl Investments	Liquidated	Investment Bal	Available Cash
100 General Administration Fund	219,480.83					219,480.83	-87,209.93
201 Public Works Fund	273,392.90					273,392.90	-78,467.32
205 Street Fund					0.00		5,250.51
300 Water Revenue Bond	16,577.85					16,577.85	17,192.91
302 GOB Phase II	214,426.25					214,426.25	-208,792.55
400 Equipment Reserve Fund	57,560.75					57,560.75	-42,802.87
401 Building Reserve Fund	29,955.57					29,955.57	-102.79
402 Park Reserve Fund	18,951.48					18,951.48	1,472.49
403 Water Reserve Fund	32,600.30					32,600.30	32,104.56
404 Sewer Reserve Fund	91,406.17					91,406.17	-16,105.62
405 Capital Improvement Reserve Fund	31,814.97					31,814.97	2,572.72
406 Water Revenue Bond Reserve Fund					0.00		30,193.00
407 Water System Capital Improvement Fund	6,438.62					6,438.62	9,526.46
408 City Events Reserve Fund	1,609.66					1,609.66	5,000.00
507 Park System Development Fund	34,603.04					34,603.04	-9,129.53
508 Sewer System Development Fund	351,223.07					351,223.07	46,461.89
509 Street System Development Fund	71,728.26					71,728.26	7,868.50
510 Storm System Development Fund	73,720.81					73,720.81	8,707.37
511 Water System Development Fund	432,664.13					432,664.13	54,990.36
601 Water Treatment Fund	141,674.73					141,674.73	153,438.89
609 Storm Fund					0.00		1,712.01
610 Sewer Fund	2,862.15					2,862.15	132,846.38
900 Customer Deposit Fund					0.00		4,856.06
	2,102,691.54					2,102,691.54	71,583.50

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

2,174,275.04

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 07/18/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	2005	06/26/2024	Tr Rec	1		Lager, Ronald Scott	165.00	Lager Park Reservation for 6/29 3-7PM \$65 plus \$100
2024	2007	06/27/2024	Util Pay	1		Utility Customer	93.45	
2024	2011	06/27/2024	Util Pay	1		Xpress Bill Pay	697.70	Xpress Import - CC - 06-27-2024__daily_batch.csv
2024	2016	06/28/2024	Util Pay	1		Xpress Bill Pay	128.58	Xpress Import - CC - 06-28-2024__daily_batch.csv
2024	2018	06/29/2024	Util Pay	1		Xpress Bill Pay	150.00	Xpress Import - CC - 06-29-2024__daily_batch.csv
2024	2019	06/30/2024	Util Pay	1		Xpress Bill Pay	144.10	Xpress Import - CC - 06-30-2024__daily_batch.csv
2024	2021	06/30/2024	Util Pay	1		Utility Customer	302.59	
2025	2	07/01/2024	Util Pay	1		Xpress Bill Pay	1,252.13	Xpress Import - CC - 07-01-2024__daily_batch.csv
2025	5	07/02/2024	Util Pay	1		Utility Customer	203.81	
2025	7	07/02/2024	Deposit	1		Umpqua Bank	7,500.00	Transfer from Xpress bill pay to Umpqua Bank
2025	8	07/02/2024	Util Pay	1		Utility Customer	336.68	
2025	9	07/02/2024	Util Pay	1		Xpress Bill Pay	664.06	Xpress Import - CC - 07-02-2024__daily_batch.csv
2025	12	07/03/2024	Tr Rec	1		OLCC	1,091.66	05/31/24 OLCC Tax
2025	13	07/03/2024	Util Pay	1		Utility Customer	112.00	
2025	14	07/03/2024	Util Pay	1		Utility Customer	508.40	
2025	15	07/03/2024	Util Pay	1		Xpress Bill Pay	869.65	Xpress Import - CC - 07-03-2024__daily_batch.csv
2025	18	07/04/2024	Util Pay	1		Xpress Bill Pay	224.43	Xpress Import - CC - 07-04-2024__daily_batch.csv
2025	20	07/05/2024	Util Pay	1		Utility Customer	441.89	
2025	21	07/05/2024	Util Pay	1		Utility Customer	184.05	
2025	24	07/05/2024	Util Pay	1		Xpress Bill Pay	621.55	Xpress Import - CC - 07-05-2024__daily_batch.csv
2025	27	07/05/2024	Util Pay	1		Utility Customer	402.85	
2025	23	07/06/2024	Util Pay	1		Xpress Bill Pay	185.48	Xpress Import - CC - 07-06-2024__daily_batch.csv
2025	28	07/08/2024	Util Pay	1		Utility Customer	1,234.61	
2025	29	07/08/2024	Util Pay	1		Utility Customer	127.23	
2025	30	07/08/2024	Util Pay	1		Xpress Bill Pay	1,328.15	Xpress Import - CC - 07-08-2024__daily_batch.csv
2025	34	07/09/2024	Deposit	1		Umpqua Bank	4,000.00	Transfer from Xpress Bill Pay to Umpqua Bank
2025	35	07/09/2024	Util Pay	1		Utility Customer	190.78	
2025	122	07/09/2024	Util Pay	1		Xpress Bill Pay	203.99	Xpress Import - CC - 07-09-2024__daily_batch.csv
2025	38	07/10/2024	Util Pay	1		Utility Customer	293.04	
2025	39	07/10/2024	Util Pay	1		Utility Customer	393.71	
2025	40	07/10/2024	Util Pay	1		Utility Customer	186.54	
2025	41	07/10/2024	Util Pay	1		Xpress Bill Pay	526.88	Xpress Import - CC - 07-10-2024__daily_batch.csv
2025	44	07/11/2024	Util Pay	1		Utility Customer	185.41	
2025	120	07/12/2024	Util Pay	1		Utility Customer	91.82	
2025	121	07/12/2024	Util Pay	1		Utility Customer	795.84	
2025	124	07/12/2024	Util Pay	1		Xpress Bill Pay	92.02	Xpress Import - CC - 07-12-2024__daily_batch.csv
2025	126	07/14/2024	Util Pay	1		Utility Customer	633.82	
2025	128	07/15/2024	Util Pay	1		Utility Customer	489.33	
2025	130	07/15/2024	Util Pay	1		Utility Customer	547.57	

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 07/18/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	133	07/15/2024	Util Pay	1		Xpress Bill Pay	491.93	Xpress Import - CC - 07-15-2024__daily_batch.csv
2025	136	07/16/2024	Util Pay	1		Utility Customer	312.18	
2025	137	07/16/2024	Tr Rec	1		Bigelow-Logan, Chris & Destiny	125.00	Baby shower in Library large room \$80 fee and \$45 R
2025	139	07/17/2024	Util Pay	1		Utility Customer	239.61	
2025	140	07/17/2024	Util Pay	1		Xpress Bill Pay	686.20	Xpress Import - CC - 07-17-2024__daily_batch.csv
2025	143	07/18/2024	Util Pay	1		Utility Customer	248.36	
2025	146	07/18/2024	Util Pay	1		Utility Customer	2,033.39	
2025	147	07/18/2024	Tr Rec	1		ODOT	5,471.35	City Apport 7/15/24
Receipts Outstanding:							37,208.82	
2025	131	07/08/2024	Claims	1	EFT	ADP Tax Services ADP	198.52	June 2024 Payroll Processing Charges- Auto pay set for July 5th.
2024	2039	06/30/2024	Claims	1	EFT	Umpqua Bank Cardmember Services	1,228.50	July 2024 CC Bill-CC Bill for 5/15-6/13/2024 charges
2023	1790	05/22/2023	Claims	1	EFT	Cascade Columbia Distribution Co	346.90	Inv 864842 Shipped 4/19/2023
2025	144	07/03/2024	Claims	1	EFT	Chase Paymentech	198.96	Chase Paymentech 2 Invoices- 31.12 + 167.84
2024	2041	06/28/2024	Claims	1	EFT	Xpress Bill Pay	302.80	Invoice # INV-XPR013514- for 2024
2024	2038	06/30/2024	Claims	1	EFT	Pacific Power	2,945.95	Pacific Power for June 2024 usage
2025	132	07/08/2024	Claims	1	EFT	City County Insurance Services	2,627.09	July 1-31st, 2024 insurance.
2024	2033	06/28/2024	Claims	1	EFT	Oregon Department of Revenue	50.00	June Assessment fees for 1 payment-O.Ramsey
2025	37	07/09/2024	Claims	1	EFT	Amazon Capital Services	222.81	PO#s janitorial 05302024 & Janitorial 06112024
2024	2043	06/28/2024	Claims	1	EFT	ADP Tax Services ADP	5,878.46	Taxes portion taken separately for June 2024 Payroll
2025	129	07/12/2024	Claims	1	EFT	Oregon PERS	3,492.39	07122024 PERS for June 2024
2024	2035	06/30/2024	Claims	1	EFT	Pitney Bowes	502.25	Credit Line for postage refill on 6/6/24
2024	2040	06/30/2024	Claims	1	EFT	WECO	231.59	Invoice # CP-00275283
2025	127	07/15/2024	Claims	1	EFT	Monroe Telephone	258.61	July 2024 Monroe Telephone Bill- Auto Pay set up for 12th of Month.
2024	1985	06/24/2024	Claims	1	212256	Benton County Sheriff's Office	9,570.00	Invoice 122495- Law Enforcement Services 04/01/2024-06/30/2024
2024	1986	06/24/2024	Claims	1	212257	Carquest of Junction City	130.00	Brush Hog repair
2024	1987	06/24/2024	Claims	1	212258	City of Harrisburg	500.00	City of Harrisburg- WTP Contracted Plant Op Fees
2024	1989	06/24/2024	Claims	1	212260	Edge Analytical, Inc.	150.00	Inv: 24-16320, CR Memo VEE0019, 24-16321
2024	1990	06/24/2024	Claims	1	212261	Ronald Scott Lager	100.00	Deposit Refunded per Ron's review 6/18/2024

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 07/18/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2024	1991	06/24/2024	Claims	1	212262	Local Government Law Group, PC	446.50	Attorney Fees LJC Review E-mails for Terrill-.4 hrs on 5/16/24, TAS Telephone conference for Terrill case- 1.3 hrs on 5/16/2024, LJC Review and response to court clerk regarding re-scheduling of case
2024	1993	06/24/2024	Claims	1	212264	Mid-State Industrial Service, Inc.	1,368.00	Inv# 0212173-Streets Dust Control
2024	1994	06/24/2024	Claims	1	212265	For Corvallis Disposal Co Republic Services #452	76.12	Monroe Festival Rental Equip- Garbage disposal
2024	1995	06/24/2024	Claims	1	212266	Chuck Scholz	1,500.00	Chuck Scholz- WWTP Contracted Plant Op Fees
2024	1996	06/24/2024	Claims	1	212267	Stability Engineering	455.66	Invoice 10893- Site visit and written report by Principal Engineer & mileage
2024	2014	06/28/2024	Claims	1	212268	Road & Rail Travel, LLC DbA Gray Line of Portland	2,500.00	Invoice # 4865 Festival Trolley
2024	2036	06/28/2024	Claims	1	212269	Edge Analytical, Inc.	728.00	Invoice # 24-16322
2024	2042	06/28/2024	Claims	1	212270	Local Government Law Group, PC	916.50	Invoice No: 69883 Matter No: 08-0191-001-Terrill and Library IGIA
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	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
							37,766.12	
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	Adjustmt	6		Xpress Bill Pay	235.48	Xpress returned Payment
2024	2012	06/27/2024	Util Pay	6		Xpress Bill Pay	205.82	Xpress Import - EFT - 06-27-2024__daily_batch.csv
2024	2017	06/28/2024	Util Pay	6		Xpress Bill Pay	830.71	Xpress Import - EFT - 06-28-2024__daily_batch.csv
2024	2020	06/30/2024	Util Pay	6		Xpress Bill Pay	94.20	Xpress Import - EFT - 06-30-2024__daily_batch.csv
2025	3	07/01/2024	Util Pay	6		Xpress Bill Pay	277.60	Xpress Import - EFT - 07-01-2024__daily_batch.csv
2025	10	07/02/2024	Util Pay	6		Xpress Bill Pay	293.44	Xpress Import - EFT - 07-02-2024__daily_batch.csv
2025	11	07/02/2024	Util Pay	6		Xpress Bill Pay	93.15	Xpress Import - OnlineResources - 07-02-2024__daily
2025	16	07/03/2024	Util Pay	6		Xpress Bill Pay	493.17	Xpress Import - EFT - 07-03-2024__daily_batch.csv
2025	17	07/03/2024	Util Pay	6		Xpress Bill Pay	92.14	Xpress Import - iPay - 07-03-2024__daily_batch.csv
2025	19	07/04/2024	Util Pay	6		Xpress Bill Pay	217.09	Xpress Import - EFT - 07-04-2024__daily_batch.csv
2025	25	07/05/2024	Util Pay	6		Xpress Bill Pay	575.13	Xpress Import - EFT - 07-05-2024__daily_batch.csv
2025	26	07/05/2024	Util Pay	6		Xpress Bill Pay	86.80	Xpress Import - CheckFree - 07-05-2024__daily_batch

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

07/01/2024 To: 07/31/2024

As Of: 07/31/2024 Date: 07/18/2024

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Year	Trans#	Date	Type	Acct#	War#	Vendor	Amount	Memo
2025	22	07/07/2024	Util Pay	6		Xpress Bill Pay	292.19	Xpress Import - EFT - 07-07-2024__daily_batch.csv
2025	31	07/08/2024	Util Pay	6		Xpress Bill Pay	279.34	Xpress Import - EFT - 07-08-2024__daily_batch.csv
2025	32	07/08/2024	Util Pay	6		Xpress Bill Pay	95.00	Xpress Import - OnlineResources - 07-08-2024__daily_batch.csv
2025	123	07/09/2024	Util Pay	6		Xpress Bill Pay	132.52	Xpress Import - CheckFree - 07-09-2024__daily_batch.csv
2025	42	07/10/2024	Util Pay	6		Xpress Bill Pay	556.76	Xpress Import - EFT - 07-10-2024__daily_batch.csv
2025	43	07/10/2024	Util Pay	6		Xpress Bill Pay	92.47	Xpress Import - iPay - 07-10-2024__daily_batch.csv
2025	73	07/11/2024	Util Pay	6		Xpress Bill Pay	91.77	Xpress Import - EFT - 07-11-2024__daily_batch.csv
2025	74	07/11/2024	Util Pay	6		Xpress Bill Pay	91.52	Xpress Import - CheckFree - 07-11-2024__daily_batch.csv
2025	125	07/12/2024	Util Pay	6		Xpress Bill Pay	94.61	Xpress Import - EFT - 07-12-2024__daily_batch.csv
2025	134	07/15/2024	Util Pay	6		Xpress Bill Pay	310.81	Xpress Import - EFT - 07-15-2024__daily_batch.csv
2025	135	07/15/2024	Util Pay	6		Xpress Bill Pay	258.42	Xpress Import - iPay - 07-15-2024__daily_batch.csv
2025	138	07/16/2024	Util Pay	6		Xpress Bill Pay	102.38	Xpress Import - EFT - 07-16-2024__daily_batch (1).csv
2025	141	07/17/2024	Util Pay	6		Xpress Bill Pay	570.26	Xpress Import - EFT - 07-17-2024__daily_batch.csv
2025	142	07/17/2024	Util Pay	6		Xpress Bill Pay	90.93	Xpress Import - iPay - 07-17-2024__daily_batch.csv

Receipts Outstanding: 6,640.51

37,766.12

Fund	Claims	Payroll	Total
100 General Administration Fund	14,978.80	0.00	14,978.80
201 Public Works Fund	10,454.59	0.00	10,454.59
205 Street Fund	220.84	0.00	220.84
601 Water Treatment Fund	6,054.46	0.00	6,054.46
609 Storm Fund	282.64	0.00	282.64
610 Sewer Fund	5,653.19	0.00	5,653.19
900 Customer Deposit Fund	121.60	0.00	121.60
	37,766.12	0.00	37,766.12

TREASURER'S REPORT

Signature Page

City Of Monroe

07/01/2024 To: 07/31/2024

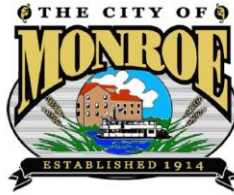
Time: 16:13:23 Date: 07/18/2024

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We the undersigned officers for the City of Monroe have reviewed the foregoing report and acknowledge that to the best of our knowledge this report is accurate and true:

Signed: [Signature] 7/18/24 Reviewed By / Date
Signed: [Signature] 7-18-24 Finance Officer / Date

~~Reviewed~~
~~Signature: _____ Title: _____~~
~~Date: _____~~



MONROE CITY COUNCIL MINUTES

June 24, 2024

6:00 PM

Monroe Community Center

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

Roll Call: Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Myers, Ritch, Williams, Winther.
Staff present: City Administrator Martinenko, Accounting Specialist Flora

PUBLIC COMMENTS: None

STAFF REPORTS AND PRESENTATIONS:

- 3.1. **Sheriff's Report.** Sheriff Van Arsdall asked if there were any questions about the patrol report and there were none. The Sheriff mentioned an upcoming town hall event on July 13th, where his command staff, the Emergency Operations Manager, and the Search and Rescue Manager would be present to address any questions regarding law enforcement and related activities in Monroe.

Councilor Ritch thanked the Sheriff for his efforts. Councilor Cuthbertson also shared that she contacted ODOT regarding speed on Territorial within city limits and the Sheriff reiterated that the open house would be an excellent opportunity to discuss any concerns directly with the patrol captain and the undersheriff. Mayor Sheets thanked the Sheriff for his time and the Council expressed gratitude for the sheriff's work in Monroe.

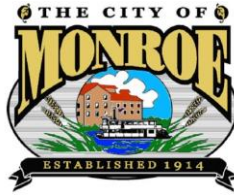
- 3.2. **City Administrator Report.** CA Martinenko briefly discussed the progress on installing the mixer in the tank, noting that electricity was already in place and that he would soon meet with Civil West Engineering to discuss water plant upgrades. Martinenko also mentioned waiting for updates on the 1135 project from the Long Tom Watershed Council, with Councilor Lindner noting that the delay might be due to staff transitions.

CA Martinenko informed the council that the Public Works employee would be absent the following week and possibly for two weeks in July due for reserve duties. He noted that he would be assuming the water and waste water duties during that time. Councilor Myers asked about the control system for the mixer, to which Martinenko responded that it would include a digital control system, though not all programming would be provided. CA Martinenko elaborated on the coordination needed for the tank repairs and inspections, along with planning to lower the water level to facilitate the work. He anticipated this would be completed within the next month or two, aligning with other summer activities.

Councilor Ritch inquired about hiring additional public works staff. Martinenko confirmed that the budget approval would allow for the utility position to be filled, addressing the staffing needs.

4. CONSENT AGENDA

- 4.1. The Council reviewed the minutes from the previous Council meeting and current financials. Councilor Cuthbertson asked if the sheriff's patrol log was part of the consent calendar and CA



Martinenko replied it was not. He explained the consent calendar is just the financials and minutes. Councilor Winther then motioned to pass the consent agenda and Councilor Linder seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

5. PUBLIC HEARING

- 5.1. At 6:16 PM, Mayor Sheets opened the public hearing for the budget covering July 1, 2024, to June 30, 2026, which includes the acceptance of state revenue sharing funds and setting taxes, fees, and utility rates.

CA Martinenko provided a brief synopsis of the budget, noting that the package was similar to the initial version but included two sets of changes. The first change involved an increase in insurance rates by 19% and 26%, which affected the budget. For instance, general administration saw an increase in line 36 from \$2,400 to \$2,950. To balance this, reductions were made in education travel, and licenses and fees. Similar adjustments were made across various funds, with specific reductions in public works, building maintenance, propane for City Hall, and contracted services to maintain reserve levels.

Additionally, Martinenko highlighted that there was a correction in the budget calculations within the general obligation fund spreadsheets, ensuring accuracy in the formulas used. The correction did not change the overall figures but ensured they were consistent. He explained the biennial budget process, emphasizing that unallocated funds and cash on hand remain consistent each year and are not counted in the annual expenses.

Councilor Ritch commented that the only pending item was the insurance number, which CA Martinenko confirmed was the major outstanding issue. He also mentioned that the local government investment pool had provided significant returns, contributing to the overall budget.

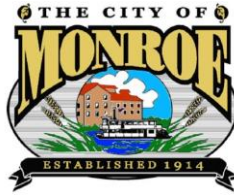
With no public input, Mayor Sheets closed the public hearing at 6:22 PM.

6. NEW BUSINESS

- 6.1. **Ordinance 2024-01:** An ordinance to change stated fees and penalties in the Monroe Municipal Code. CA Martinenko explained that because the ordinance was not provided to the council 10 days prior to the hearing, using an alternative process from the City Charter was necessary. To consider the ordinance, the council must unanimously vote to introduce it as an agenda item. Once introduced, the ordinance would then be read in full. Martinenko emphasized that the council could also opt to defer the ordinance to a future meeting. He noted that this ordinance had been discussed in previous meetings.

Councilor Myers moved to introduce Ordinance 2024-01 as an agenda item and Councilor Ritch seconded. The council voted unanimously in favor, with Councilors Myers, Ritch, Cuthbertson, Williams, Lindner, and Winther all voting yes.

CA Martinenko then read Ordinance 2024-01, which amends instances of stated penalties and fees in the Monroe Municipal Code to reference the Monroe Master Fee Schedule. Martinenko outlined that the current code contains specific costs associated with penalties and fees established by council resolution and this ordinance will change that to adopt all fees and penalties by resolution, aligning with Resolution 2024-01, which was adopted on March 25, 2024. Councilor Ritch clarified that the ordinance establishes the master fee schedule and does not



change any fees. Martinenko confirmed that the ordinance only changes the municipal code to reference the master fee schedule, ensuring all fees are contained in one document.

Councilor Ritch then motioned to approve Ordinance 2024-01 to change stated fees and penalties in the Monroe Municipal Code to reference the master fee schedule. Councilor Winther seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 6.2. **Resolution 2024-05:** A Resolution Amending Resolution 2024-01 to Include Additions to the City Master Fee Schedule, specifically addressing utility rates. CA Martinenko explained that moving forward, the master fee schedule would be amended whenever there are changes or additions to fees. Councilor Ritch clarified that the changes discussed included items from the Budget Committee, such as per usage wastewater fees, an additional building maintenance fee, and planning fees.

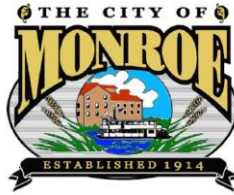
Councilor Myers moved to accept Resolution 2024-05, amending Resolution 2024-01 to include additions to the City Master Fee Schedule, including utility rates. Councilor Winther seconded the motion. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.3. **Resolution 2024-07:** A Resolution Adopting a Biennial (Two-Year) Budget. Councilor Ritch summarized the process, noting that the budget had been reviewed in three meetings. The current budget includes anticipated insurance adjustments and introduces two main changes affecting citizens: a usage rate for wastewater, where residents will pay \$1 per 1,000 gallons used to cover sewer-related expenses, including upcoming projects like pond dredging, and a building maintenance fee to help maintain city infrastructure. CA Martinenko added that the resolution is required by ORS 294.323 before approving a biennial budget. ORS 294.323 also requires that the city must adopt a resolution to accept state revenue annually, the city must certify the annual tax to the county tax assessor annually, and the budget Committee terms will need to be extended from three years to four years once this resolution is passed.

Councilor Ritch explained that moving to a biennial budget is intended to alleviate the workload on the limited city staff, as significant time is spent preparing annual budgets. The Budget Committee agreed that a biennial budget, with annual reviews and necessary annual resolutions for tax and revenue matters, would be more efficient.

Councilor Ritch then motioned to adopt Resolution 2024-07, authorizing a biennial 24-month budget pursuant to ORS 294.323. Councilor Winther seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.4. **Resolution 2024-08:** A Resolution Imposing Taxes and appropriating Expenditures for the FY 2024-2026 Budget. Councilor Ritch moved to adopt resolution 2024-08, a resolution adopting the city of Monroe budget approved by the Budget Committee, taxes, expenditures for fiscal year 2024, to 2026 budget period. Councilor Linder seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.



5.5. **Resolution 2024-09:** A Resolution Declaring the City's Election to Receive State Revenue Sharing Funds. CA Martinenko explained this resolution is required to accept the City's portion of the State's shared revenue. This share is calculated annually by State and distributed to the City quarterly. Councilor Ritch moved to adopt resolution 2024-09, a resolution declaring the City's election to receive state revenue sharing funds. Councilor Winther seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

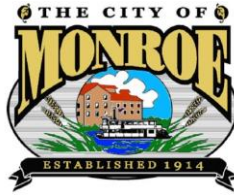
5.6. **Resolution 2024-10:** Mayor Sheets asked if there was Resolution 2024-10, approving an extension to the Library IGA. CA Martinenko confirmed there was not. Martinenko elaborated his earlier conversations with the library director about a proposed Intergovernmental Agreement (IGA) draft that included a cost-sharing plan for janitorial and utility fees, aiming for an equitable distribution between Monroe citizens and the greater Monroe area. He noted issues of equity and, in effect, double taxation of Monroe citizens, and highlighted the need for further negotiations. CA Martinenko noted that Library Director Chavez, on behalf of Corvallis, rejected any cost sharing.

Mayor Sheets pointed out multiple violations in the current IGA, to which Martinenko responded that their attorney recommended revising the outdated 14-year-old IGA that was written when the building was still not completed and limited its use to a library by the provisions of a community block grant that funded construction of the library. The current, proposed IGA, would separate building usage costs by square foot of use. He also suggested that the City manage meeting rooms, which was also proposed by Director Chavez. However, there were concerns about the library's long-term cost-sharing ideas and the ambiguity of their timeline.

Councilor Cuthbertson asked about alternatives and CA Martinenko discussed various options including moving city hall to the library that could be more cost-effective by combining building funds. Martinenko emphasized these were ideas only; different ways to lower City cost. Councilor Lindner sought clarification, leading CA Martinenko to explain that the City Hall's seismic instability made it an unsuitable long-term solution, and eliminating the City Hall space might be more cost-effective by combining building funds with the library. Councilor Williams appreciated the information but also sought clarification, questioning the logistics and financial implications of such a move. Councilor Cuthbertson highlighted unresolved issues, including insurance and rental problems, which Martinenko acknowledged. He proposed that a revised IGA should reflect current needs and provide a fair cost-sharing formula that would reduce the City's cost for what is essentially a County operation.

During the discussion, Councilor Lindner expressed concerns about the tone of the email from the library's director, suggesting it implied that Monroe's demands might lead to the library's closure. CA Martinenko clarified that the Library Director mentioned fund raising but wasn't willing to share janitorial costs in the current year, proposing instead to negotiate these for future years. Councilor Myers expressed frustration with the outdated IGA and mentioned the changes the City of Monroe has gone through since the IGA was signed, necessitating updated provisions.

Mayor Sheets asked for suggestions on handling the issue, referencing the idea of moving City Hall to the library. Councilor Williams expressed her desire to have another conversation with Corvallis. Councilor Myers suggested a council meeting that includes representatives from Corvallis and Benton County in addition to Director Chavez. Councilor Cuthbertson concurred



and emphasized the importance of making the other party comfortable while also not conceding easily, citing concerns about the taxpayers and the city's welfare.

Councilor Cuthbertson continued, articulating the significant issues at hand, including the library's value to the community and the complexities of the ongoing negotiations, including asking city taxpayers to shoulder the costs. Councilor Myers inquired about the timeline, highlighting that the current IGA ends within six days. Councilor Williams requested additional context and input, expressing the library's importance to Monroe. She advocated for engaging with Director Chavez or the library board to reach a compromise.

Mayor Sheets pointed out that Director Chavez, as a staff member, does not have authority to allocated funds outside the library budget, which are handled by the City Manager and Council. CA Martinenko proposed sharing language drafts and identifying the council's positions. Councilor Lindner concurred, feeling it would add clarity.

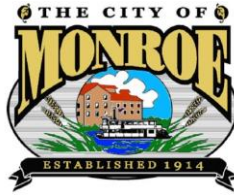
Councilor Cuthbertson identified janitorial costs and meeting room policy adherence as major issues. CA Martinenko confirmed enforcement problems with the meeting rooms. Councilor Linder commented on the city's duty to balance taxpayer interests with maintaining city properties, while acknowledging the internal conflict over the library's future.

The Council discussed various options including extending the current IGA to continue discussions and the most efficient use of library space. Councilor Cuthbertson said that, thinking outside the box, the library's current space could be better utilized for community events to generate revenue that in turn can help take care of the library. Mayor Sheets reminded Council that there were only six days left in the current IGA. The Council continued discussion on options and concluded to involve the City's attorney to review the IGA and related documents, and also for Mayor Sheets to engage with higher-level decision-makers from Benton County and Corvallis.

- 5.7. Ordinance 2024-02:** An Ordinance Establishing Designated Speeds Within City Residential Zones Pursuant to ORS 810.180 and Declaring an Emergency. As with the previous ordinance, CA Martinenko explained that because the ordinance was not provided to Council 10 days prior to the hearing, using an alternative process from the City Charter was necessary. To consider the ordinance, the council must unanimously vote to introduce it as an agenda item. CA Martinenko explained that the ordinance stemmed from a recommendation by the Public Works Committee to address speeding residential streets within the City limits of Monroe and through discussing the issue at a Council Work Session. During the work session, the Council considered lowering speed limits in residential areas. Martinenko found that, according to ORS 810.180, the City can lower speed limits five miles per hour below the statutory speed in residential areas, if proper signage was posted. The ordinance would set residential speed zones at 20 miles per hour, with specific streets to be addressed by resolution. This prompted the introduction of the ordinance, which would take immediate effect due to an emergency declaration for the safety of the community.

CA Martinenko noted Council would need unanimous agreement to proceed. Councilor Myers moved to have Ordinance 2024-02 introduced on the agenda and Councilor Winther seconded. The council voted unanimously in favor, with Councilors Myers, Ritch, Cuthbertson, Williams, Lindner, and Winther all voting yes.

CA Martinenko then read the ordinance, which outlined the authorization to lower speed limits and the requirement for appropriate signage. Councilor Lindner asked about the definition of "arterial" roads, to which Martinenko clarified that only 7th street in the City's transportation



plan was designated as a local arterial but not as an arterial as defined by the statute, which would be more like a Highway 99.

Councilor Myers moved to adopt Ordinance 2024-02, Establishing Designated Speeds Within City Residential Zones Pursuant to ORS 810.180 and Declaring an Emergency. Councilor Lindner seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.8. **Resolution 2024-11:** A Resolution Establishing Designated Speeds on Select City Residential Streets. CA Martinenko explained this resolution authorizes staff to implement ordinance 2024-02 by adding signage to Commercial, Main, and Kelly streets in Monroe that specify 20 MPH with additional warnings. Councilor Winther moved to adopt resolution 2024-11, changing speed limit zones on select residential streets and adding warning signage. Councilor Williams seconded. With no further discussion, Mayor Sheets called for a vote: Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Ritch: Yes; Williams: Yes; Winther: Yes. Motion passed.

- 5.9. **Employment Agreement for City Administrator:** Recommendation of Personnel & Finance Committee. Councilor Lindner explained that over the past few months, she and CA Martinenko had been discussing an employment agreement based on the International City Managers Association template for which Martinenko is a member. This template was adapted to fit the needs of Monroe and was reviewed by the HR personnel committee, including Mayor Sheets and Councilor Rich. The agreement, which will be an annual contract renewed based on performance evaluations in December, aims to establish a standard practice for current and future city administrators.

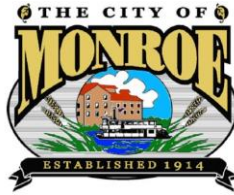
CA Martinenko emphasized the importance of a performance evaluation for the city administrator, noting it was standard practice. Martinenko said he would clean up the draft with three notes and send it to the HR committee and the entire council for review. He also suggested revisiting and updating the job description to accurately reflect current duties and expectations, distinguishing them from unrelated tasks such as operating the water plant.

Martinenko shared his experiences since joining Monroe, highlighting the city's growth and the evolving role of the city administrator. He mentioned his initial commitment to the city and the desire to ensure continuity and stability for Monroe. Councilor Cuthbertson expressed her appreciation for CA Martinenko's dedication to the city, acknowledging his efforts to guide Monroe towards a successful future. The council recognized the importance of establishing a clear, ethical framework for the city administrator's role to maintain progress and stability. Mayor Sheets concluded by expressing gratitude for CA Martinenko's contributions and his continued positive impact on the city.

6. OLD BUSINESS:

- 6.1. **Abandoned Houses.** CA Martinenko advised the council that their attorney strongly recommended acting on this property, classifying it as a nuisance. This action would involve obtaining approval from the State Fire Marshal, as it falls under state jurisdiction. Martinenko emphasized the urgency, noting that individuals on the property were engaging in activities such as cutting down trees, potentially to establish squatting rights. He sought the council's consensus before proceeding with legal measures.

Councilor Winther inquired about the address of the property, which CA Martinenko confirmed as 170 North Eighth Street, identified by its no trespassing sign and a cut-down tree.



Councilor Cuthbertson brought up another abandoned house, and Martinenko identified it as the Michele Stanger house at 130 North 10th Street. He mentioned that Michele Stanger was supposed to demolish the house but had not responded to recent communications. Martinenko also noted a third property on Commercial Street, which is now occupied and maintained by its owner.

The Council concluded by directing CA Martinenko to proceed with the necessary steps to address the issue(s) and bring back to Council for decision.

6.2. **City Hall.** Mayor Sheets noted this has been discussed earlier in the session. CA Martinenko mentioned the next steps would be to assess the different options and report back to Council.

6.3. **Planning Updates.** CA Martinenko mentioned continuing discussion with the Urban Growth Boundary (UGB) land exchange process. He is currently working with Petra Schuetz at Benton County Planning.

7. **CITY EVENTS**

7.1 Mayor Sheets reviewed the list of upcoming city events, beginning with the Farmer's Market.

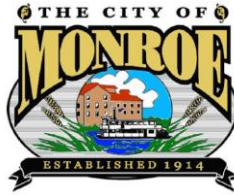
Councilor Cuthbertson emphasized the need for more community support, urging residents to visit, even briefly, to boost vendor morale. She mentioned efforts to improve attendance through increased signage and banners. She expressed optimism, noting more vendors would join after mid-June. She highlighted the flexibility of the market, allowing for pop-up booths and a co-op booth for those who can't attend but still want to sell their products. The market is inclusive of various vendors, including artists, makers, and growers. Councilor Lindner praised the quality of the current vendors, mentioning a local lavender honey producer, a vendor selling various sprouts, and another that offers a variety of pickled and preserved goods. She mentioned that these vendors might alternate locations, bringing diversity to the market offerings.

Mayor Sheets continued with other city events. The Law Enforcement Town Hall is scheduled for Saturday, July 13th. Christmas in July will take place on July 20. The First Responders' event is set for September 13th, and help is needed with music for the event. Mayor Sheets noted that Senator Dickerson has been invited and might participate. The Halloween Spectacular will be held on October 31st. The annual Food Drive is planned for December, with dates to be finalized. Last year's successful Toy Drive will return in December, with local businesses participating again. Lastly, a tentative date of December 14th was set for Holiday Happenings and the Light Parade.

8. **OTHER BUSINESS:**

8.1. **Committee Reports.** Councilor Ritch commented on the conclusion of the Budget Committee that resulted in the budget being passed this evening. Mayor Sheets mentioned the Economic Development Committee was set to meet on July 18th. Councilor Lindner said that a Utility I worker and facilities and grounds worker were in the process of being hired. Councilor

Cuthbertson announced a new Parks Advisory member, Judy Jeremiah, and was excited to have her join the committee. She also discussed the parking signage on Dragon street and assessing



street conditions as part of Public Works Advisory Committee projects this summer. Finally, Mayor Sheets reminded the Council of the Work Session on July 8th.

Councilor Comments. Councilor Lindner thanked the community for their great turnout and support at recent meetings and events.

9. **ADJOURN**: With no further comments, Mayor Sheets adjourned the meeting at 8:04 PM.

Approved by Council Action on July 22, 2024

Mayor Dan Sheets _____ Date: _____

Attest: _____

Steve Martinenko, City Recorder

6.105 Accessory Short-Term Rentals

Sections:

- 010 Purpose
- 020 Description and Definitions
- 030 Where These Regulations Apply
- 040 Type A1 Accessory Short-Term Rentals (Residential Zones)
- 050 Type B1 Accessory Short-Term Rentals (Residential Zones)
- 060 Type B2 Accessory Short-Term Rentals (Mixed-Use Commercial Zones)
- 070 Monitoring
- 080 Revoking a Type A1 or Type B1 Permit

010 Purpose

This section provides standards for the establishment of accessory short-term rentals where the short-term rental is subordinate to the main use of property and located on the same property as the main use. The regulations are intended to allow for a more efficient use of residential structures, without detracting from neighborhood character, and ensuring that the primary use remains residential. In some situations, the operator can take advantage of the scale and architectural or historical significance of a residence. The regulations also provide an alternative form of lodging for visitors who prefer a residential setting.

020 Description and Definitions

- A. Description.** An accessory short-term rental is where an individual or family resides in a dwelling unit and rents bedrooms to overnight guests for fewer than 30 consecutive days. There are two types of accessory short-term rental:
1. Type A1. A Type A1 accessory short-term rental is where no more than 3 bedrooms are rented to overnight guests.
 2. Type B1. A Type B1 accessory short-term rental is where up to 5 bedrooms are rented to overnight guests
 3. Type B2. A Type B2 accessory short-term rental is where up to 5 bedrooms are rented to overnight guests within a mixed-use commercial zone and may include commercial meetings.
- B. Definitions.** For the purposes of this section, the following words have the following meanings:
1. Resident. The individual or family who resides in the dwelling unit. The resident can be the owner or a long-term renter.
 2. Operator. The resident or a person or entity that is designated by the resident to manage the accessory short-term rental.

030 Where These Regulations Apply

The regulations of this section apply to accessory short-term rentals in residential zones and in mixed-use commercial zones when the short-term rental occupies the residential portion of the structure. Short-term rentals are not permitted in multi-dwelling structures.

040 Type A1 Accessory Short-Term Rentals

- A. Use-related regulations.**

6.105 Accessory Short-Term Rentals

1. Accessory use. A Type A1 accessory short-term rental must be accessory to a residential use on a site. This means that a resident must occupy the dwelling unit for at least 180 days during each calendar year, and unless allowed by Paragraph 040.B.2 or 040.B.3, the bedrooms rented to overnight guests must be within the dwelling unit that the resident occupies.
2. Permit required. The accessory short-term rental requires a Type A1 accessory short-term rental permit consistent with Subsection 040.C.
3. Allowed structure type. A Type A1 accessory short-term rental is allowed in all single-family residential structure types when accessory to a residential use.
4. Cap. The total number of dwelling units within the City that can have an accessory short-term rentals at any given time is limited to 10. Council will review this cap annually or by petition.

B. Standards. The following standards apply to Type A1 accessory short-term rentals. Adjustments are prohibited:

1. Maximum size. An accessory short-term rental is limited to renting a maximum of 3 bedrooms to overnight guests.
2. Accessory dwelling units. On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit, but the maximum number of bedrooms on the site that can be rented to overnight guests is 3.
3. Detached accessory structures. A bedroom in a detached accessory structure can be rented to overnight guests, and counts toward the maximum size limit.
4. Bedroom requirements. The applicant must provide the City an inspection report from the City's permitting agency that has verified each bedroom to be rented to overnight guests:
 - a. Meet the building code requirements for a sleeping room at the time it was created or converted;
 - b. Has a smoke detector that is interconnected with a smoke detector in an adjacent hallway that is in the dwelling unit; and
 - c. Is located on the floor of a dwelling unit equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have a carbon monoxide source, then a carbon monoxide alarm is not required.

6.105 Accessory Short-Term Rentals

5. Number of guests. The maximum number of guests occupying a Type A1 accessory short-term rental may not exceed 5.3
6. Employees. Nonresident employees are prohibited. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed.
7. Services to overnight guests and visitors. Serving alcohol and food to overnight guests and visitors is allowed and may be subject to other county or state requirements.
8. Commercial meetings. Commercial meetings are prohibited with a Type A1 accessory short-term rental. This include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation.
9. A home occupation is subject to Article 6. A Home Business, as defined by the Monroe Land Use Code, is prohibited with a Type A1 accessory short-term rental in residential zones.

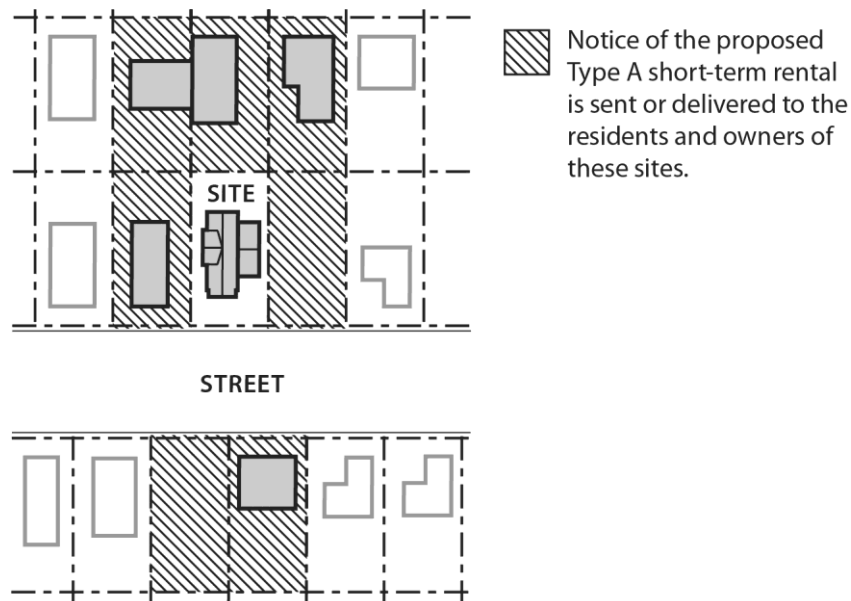
C. Type A1 Accessory short-term rental permit. The resident of a dwelling unit with an accessory short-term rental must obtain a permit from the City. It is the responsibility of the resident to obtain the permit annually. The permit requires the resident, and operator if the operator is not the resident, to agree to abide by the requirements of this section, and document that the required notification requirements have been met:

1. Notification. The resident must:
 - a. Prepare a notification letter that:
 - (1) Describes the operation and the number of bedrooms that will be rented to overnight guests;
 - (2) Includes information on how to contact the resident, and the operator if the operator is not the resident, by phone; and
 - (3) Describes how the standards in Subsection 040.A and B are met.
 - b. Mail or deliver the notification letter as follows:
 - (1) All residential structure types. The notification letter must be mailed or delivered to all recognized organizations whose boundaries include the accessory short-term rental, and all residents and owners of property abutting or across the street from the accessory short-term rental. See Figure 1.
2. Required information for permit. In order to apply for an accessory short-term rental permit, the resident or operator must submit to the City:
 - a. Two copies of the completed application form bearing the address of the property, and the name, notarized signature, address, and telephone number of the following:

6.105 Accessory Short-Term Rentals

- (1) Resident;
 - (2) Operator; and
 - (3) Property owner or their authorized agent.
- b. A copy of the notification letter and a list with the names and addresses of all the property owners, residents, and recognized organizations that received the notification.

Figure 1
Type A Accessory Short-Term Rental Permit Notice Area
for All Dwelling Units Except Those in Multi-Dwelling Structures



- D. Revoking an accessory short-term rental permit.** A Type A1 accessory short-term rental permit can be revoked for failure to comply with the regulations of this Article. When a Type A1 accessory short-term rental permit has been revoked, a new Type A1 accessory short-term rental permit will not be issued to that resident at that site for 2 years. The

050 Type B1 Accessory Short-Term Rentals

A. Use-related regulations.

1. **Accessory use.** A Type B1 accessory short-term rental must be accessory to a residential use on a site. This means that a resident must occupy the dwelling unit for at least 180 days during each calendar year, and unless allowed by Paragraph 050.B.2 or 050.B.3, the bedrooms rented to guests must be within the dwelling unit that the resident occupies.
2. **Conditional use review.** A Type B1 accessory short-term rental requires a Type II conditional use review.

6.105 Accessory Short-Term Rentals

3. **Allowed structure type.** A Type B1 accessory short-term rental is allowed in all residential structure types, except multi-family, when accessory to a residential use.
4. **Cap.** The total number of dwelling units within the City that can have an accessory short-term rental at any given time is limited to 10. Of the total allowed, the number of Type B1 accessory short-term rentals cannot exceed 5. Council will review this cap annually or by petition.

B. Standards.

1. **Maximum size.** Type B1 accessory short-term rental is limited to renting a maximum of 5 bedrooms to overnight guests. In the single-dwelling zones, a Type B accessory short-term rental over this size limit is prohibited.
2. **Accessory dwelling units.** On sites with an accessory dwelling unit, the resident can live in the primary or accessory dwelling unit and rent bedrooms in either dwelling unit.
3. **Detached accessory structures.** A bedroom in a detached accessory structure can be rented to overnight guests, and counts toward the maximum size limit.
4. **Bedroom requirements.** The applicant must provide the City an inspection report from the City's permitting agency that has verified each bedroom to be rented to overnight guests:
 - a. Met the building code requirements for a sleeping room at the time it was created or converted;
 - b. Has a smoke detector that is interconnected with a smoke detector in an adjacent hallway that is in the dwelling unit; and
 - c. Is located on the floor of a dwelling unit equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have a carbon monoxide source, then a carbon monoxide alarm is not required.
5. **Number of residents and overnight guests.** The total number of residents and overnight guests occupying a dwelling unit with a Type B1 accessory short-term rental may be limited as part of a conditional use approval.
6. **Employees.** Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the conditional use review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited or monitored as part of a conditional use approval.
7. **Services to guests and visitors.** Serving alcohol and food to guests and visitors is allowed

6.105 Accessory Short-Term Rentals

and may be subject to other county or state requirements.

8. **Commercial meetings.** Commercial meetings are prohibited with a Type B1 accessory short-term rental. These include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation.
9. **Appearance.** Residential structures may be remodeled for the development of an accessory short-term rental. However, structural alterations may not be made that prevent the structure being used as a residence in the future. Internal or external changes that will make the dwelling appear less residential in nature or function are not allowed. Examples of such alterations include installation of more than three parking spaces, paving of required setbacks, and commercial-type exterior lighting.
10. A home occupation is subject to Article 6. A Home Business, as defined by the Monroe and Use Code, is prohibited with a Type B1 accessory short-term rental in residential zones

060 Type B2 Accessory Short-Term Rentals

A. Use-related regulations.

1. **Accessory use.** A Type B2 accessory short-term rental must be accessory to commercial use within a mix-use Commercial Zone. This means the short-term rental must be in the same structure as the commercial use.
2. **Conditional use review.** A Type B2 accessory short-term rental requires a Type II conditional land use review. A Type B2 accessory short-term rental that proposes commercial meetings is processed through a Type III land use procedure. The approval criteria for a Type III land use procedure are stated in 2.500 of the Monroe Land Use Code.
3. **Allowed structure type.** A Type B2 accessory short-term rental is allowed in all mixed-use commercial structure types when accessory to a commercial use.
4. **Cap.** The total number of dwelling units within the City that can have an accessory short-term rental at any given time is limited to 10. Of the total allowed, the number of Type B2 accessory short-term rentals cannot exceed 5. Council will review this cap annually or by petition.

B. Standards.

1. **Maximum size.** Type B2 accessory short-term rental is limited to renting a maximum of 5 bedrooms to overnight guests.
2. **Bedroom requirements.** The applicant must provide the City an inspection report from the City's permitting agency that has verified each bedroom to be rented to overnight

6.105 Accessory Short-Term Rentals

guests:

- a. Met the building code requirements for a sleeping room at the time it was created or converted;
 - b. Has a smoke detector that is interconnected with a smoke detector in an adjacent hallway that is in the dwelling unit; and
 - c. Is located on the floor of a dwelling unit equipped with a functioning carbon monoxide alarm. If the dwelling unit does not have a carbon monoxide source, then a carbon monoxide alarm is not required.
3. **Number of residents and overnight guests.** The total number of residents and overnight guests occupying a dwelling unit with a Type B2 accessory short-term rental may be limited as part of a conditional use approval.
4. **Employees.** Nonresident employees for activities such as booking rooms and food preparation may be approved as part of the conditional use review. Hired service for normal maintenance, repair and care of the residence or site, such as yard maintenance or house cleaning, is allowed. The number of employees and the frequency of employee auto trips to the facility may be limited or monitored as part of a conditional use approval.
5. **Services to guests and visitors.** Serving alcohol and food to guests and visitors is allowed and may be subject to other county or state requirements.
6. **Commercial meetings.** Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation.
 - a. **Commercial meetings.** Commercial meetings include luncheons, banquets, parties, weddings, meetings, charitable fund raising, commercial or advertising activities, or other gatherings for direct or indirect compensation. Commercial meetings are regulated as follows:
 - (1) Up to 24 commercial meetings per year may be approved as part of a conditional use review. The maximum number of visitors or guests per event will be determined through the conditional use review. Adjustments to the maximum number of meetings per year are prohibited.
 - b. **Meeting log.** The operator must log the dates of all commercial meetings held, and the number of visitors or guests at each event. The log must be available for inspection by City staff upon request.
7. **Appearance.** Commercial structures may be remodeled for the development of an accessory short-term rental with a mix-use commercial zone. However, structural

6.105 Accessory Short-Term Rentals

alterations may not be made that prevent the structure being used as a commercial use in the future. Appearance may be regulated by overlay and other land-use criteria during the conditional use review.

070 Monitoring

All accessory short-term rentals must maintain a guest log book. It must include the names and home addresses of guests, guest's license plate numbers if traveling by car, dates of stay, and the room assigned to each guest. The log must be available for inspection by City staff upon request.

080 Revoking a Type A1 or B1 Accessory Short-term Rental Permit

Revoking a Type A1 or B1 accessory short-term rental permit for failure to comply with the regulations of Monroe Land Use Code Section 6.105 will use the following procedures:

- A. If the City Administrator determines that cause for revocation of a permit exists, the City Administrator must provide written notice thereof to the permittee. The notice must contain a brief description of the facts supporting the revocation, the date the revocation becomes final and a notice of the permittee's right to appeal the revocation.
- B. The notice must be mailed by certified mail, return receipt requested, and regular mail to the permittee.
- C. The revocation will become final and effective thirteen calendar days after the notice is mailed unless an appeal is filed.
- D. Any permittee whose permit has been revoked may appeal the revocation to the City Council. The filing of an appeal will stay the effective date of the revocation until the appeal is determined in a final decision by the Council.



RESOLUTION NO. 2024-12

RESOLUTION TRANSFERRING FUNDS WITHIN THE PUBLIC WORKS FUND TO BOTH STREET AND STORM FUNDS

WHEREAS, beginning balances have been decided for both Street and Storm Funds in the budget, and

WHEREAS, the city received Street Grants and Storm Service funds that were previously entered into the public works fund,

WHEREAS, the City desired the separation of the Street and Storm funds from Public Works fund; now therefore

BE IT RESOLVED that the City Council of the City of Monroe hereby authorizes the transfer of funds for fiscal year 2024-2025 as shown below:

Fund Transfer	In/(Out)
Public Works Fund Beginning Balance	(75,000)
Street Fund Beginning Balance	50,000
Storm Fund Beginning Balance	25,000

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

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder