

CITY COUNCIL NOTICE/AGENDA

Monday, February 24, 2025 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. Resolution 2025-07: Authorization to Use of Building Reserve Funds for Reader Building Removal (CA Martinenko)

5.2. Resolution 2025-08: Authorization to Use Street Reserve Funds for Manhole Repair on 5th Street (CA Martinenko)

5.3. Review Memorandum of Understanding (MOU) with SBCEA for Library Services Until 6/30/25 (CA Martinenko)

5.4. Review Quitclaim Deed for Monroe Community Library (CA Martinenko)

5.5. Review Franchise for Spectrum/Charter Communications (CA Martinenko)

5.6. Cascades West Area Commission on Transportation (CWACT) Committee Appointments (Mayor Sheets/Councilor Cuthbertson)

5.7. Declare Budget Committee Vacancies (Mayor Sheets)

5.8. Declare Park Advisory Committee Vacancy (Mayor Sheets)

5.9. Declare Economic Development Committee Vacancy (Mayor Sheets)

5.10. Declare City Council Vacancy (Mayor Sheets)

5.11. Interviews for City Council Vacancies (Mayor Sheets & City Councilors)

6. OLD BUSINESS

- 6.1. New Development Update (CA Martinenko)
- 6.2. City Administrator Position Update (Councilor Lindner & CA Martinenko)
- 6.3. Supplemental 2025-2026 Budget Public Hearing (CA Martinenko)
- 6.4. 1135 Dam Removal Project Update (John Greydanus)
- 6.5. Emergency and Disaster Recovery Planning (CA Martinenko)
- 6.6. Monroe Rural Fire PD Fire Safety & Prevention Town Hall (Mayor Sheets)
- 6.7. DEQ Update (CA Martinenko)
- 6.8. Lodging Tax Clarification: *Tax only applies to short term rentals under 30 days*

7. CITY EVENTS & OTHER HAPPENINGS

- 7.1. City Events Calendar: <https://ci.monroe.or.us/administration/city-calendar/>
- 7.2. Upcoming 2025 City Events (Mayor Sheets)
 - Saturday, October 4, 2025: Monroe Festival
 - o Festival Inquiries: info@monroefestival.org
- 7.3. Do You Have an Event to Share? Email: info@MonroeEA.org

8. OTHER BUSINESS

- 8.1. Committee Reports from Each Committee Chair:
 - **Budget:** Supplemental budget meeting to be scheduled in March 2025
 - **Economic Development:** March 20, 2025 at 6 p.m.
 - **Personnel & Finance:** Next Committee Meeting TBD.
 - **Ordinance:** Next Committee Meeting TBD
 - **Parks:** Schedule Next Committee Meeting; Parks Master Plan Update
 - **Public Works:** Schedule Next Committee Meeting; Work Plan for 2025
 - **Library Negotiations:** Next Committee Meeting TBD
 - **City Council Work Session:** March 10, 2025 at 6 p.m.
- 8.2. Councilors' Comments
- 8.3. Mayor's Comments

9. ADJOURN

- 9.1. Don't forget to Shop Local at any of our Monroe Community Businesses!
- 9.2. The following resources are available to locate businesses in our community:
 - Business Association of Monroe's Member Business Directory:
 - o <https://businessassociationofmonroe.org/members>
 - Tri-County Chamber of Commerce's Business Directory:
 - o https://www.tri-countychamber.com/directory-business_dir/
- 9.3. Next City Council Meeting is Monday, March 24, 2025 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

January 19, 2025 - February 15, 2025

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 | | | | | | | | | |
| 1/19/2025 09:44:43 AM | 2025011732 | 1:54:19 | Lochner | | | | | | no activity |
| 1/19/2025 10:01:31 AM | 2025011742 | 1:37:13 | Sinclair | 2 | 2 | | | | two stops (warn), two citizen contacts. |
| 1/19/2025 01:01:26 PM | 2025011837 | 0:56:45 | Bressler | | | | | | no activity |
| 1/20/2025 01:36:00 PM | 2025012420 | 1:51:08 | Macken | | | | | | No stops |
| 1/21/2025 08:53:10 AM | 2025012871 | 4:43:46 | Lyman | 3 | 2 | | | | 3 stops (2 warnings, 1 cite into CBEN); speeds 25-30; 3 citizen contacts. Patrolled city streets, park, Hwy 99W and Territorial. |
| 1/22/2025 08:21:00 AM | 2025013513 | 1:07:15 | Blaser | | | | | | no activity |
| 1/23/2025 09:36:48 AM | 2025014240 | 0:54:30 | Bressler | | | | | | no activity |
| 1/23/2025 11:20:42 PM | 2025014687 | 1:59:02 | Drongesen | | | | | | Patrolled highway, schools, neighborhoods, and park |
| 1/24/2025 01:15:30 PM | 2025015013 | 0:34:36 | Blaser | | | | | | no activity |
| 1/24/2025 01:33:18 PM | 2025015024 | 2:14:30 | Bressler | | | | | | extra patrol. |
| 1/24/2025 07:39:16 PM | 2025015236 | 0:52:35 | Sinclair | | | | | | NOTHING OF NOTE. |
| 1/25/2025 12:01:21 AM | 2025015360 | 1:00:00 | Gevatosky | | | | | | no activity |
| 1/26/2025 09:59:13 AM | 2025016137 | 1:12:44 | Sinclair | | | | | | Two stops |
| 1/27/2025 08:05:30 AM | 2025016624 | 1:10:11 | Vaughn | 1 | | | | | Patrolled city streets, park and school zones. No violations were observed. One citizen contact. |
| 1/28/2025 08:20:52 AM | 2025017259 | 1:43:30 | Lyman | 3 | | | | | patrolled city streets and parks; 0 stops (traffic on 5th 25-30 mph, highest speed seen was 36); 3 citizen contacts |
| 1/31/2025 08:55:50 AM | 2025019381 | 1:05:50 | Blaser | | | | | | No activity. |
| 2/2/2025 09:08:02 AM | 2025020629 | 0:36:14 | Sinclair | | | | | | One hour, no activity. |
| 2/2/2025 09:41:29 AM | 2025020648 | 0:59:50 | Bressler | | | | | | 1 hour of extra patrol. |
| 2/3/2025 06:10:48 PM | 2025021530 | 2:22:20 | Savage | | | | | | NO STOPS OR CONTACTS. |
| 2/4/2025 08:40:15 PM | 2025022201 | 0:29:35 | Glass | | | | | | No activity. |

MONROE PATROL

January 19, 2025 - February 15, 2025

| | | | | | | | | | |
|-----------------------|------------|---------|-----------|--|---|---|--|--|---|
| 2/5/2025 12:21:51 PM | 2025022525 | 2:32:06 | Lochner | | 2 | | | | 2 stops, 2 warnings, no cites. |
| 2/6/2025 09:13:06 AM | 2025023024 | 1:58:38 | Bressler | | | | | | 2 hours extra patrol. |
| 2/6/2025 11:28:40 PM | 2025023528 | 1:00:00 | Gevatosky | | 1 | | | | 1 TRAFFIC STOP (WARNING FOR FAIL TO DIM) |
| 2/7/2025 09:30:53 AM | 2025023715 | 0:44:19 | Macken | | | | | | No stops. Flagged down by Monroe Public Works who said nothing was happening. |
| 2/8/2025 08:53:44 AM | 2025024455 | 1:04:15 | Lyman | | | | | | no activity. |
| 2/8/2025 09:50:36 AM | 2025024480 | 1:02:59 | Bressler | | | | | | 1 hour extra patrol. |
| 2/9/2025 08:48:35 AM | 2025025074 | 1:56:50 | Bressler | | 1 | 1 | | | 2 stops. one cite. one warning. cited into Monroe Court. |
| 2/9/2025 05:36:45 PM | 2025025372 | 1:54:01 | Savage | | | | | | NO STOPS. NO CONTACTS |
| 2/11/2025 12:24:03 AM | 2025026224 | 1:30:39 | Fricke | | | | | | 1.5 hours of patrol. Saw 3 cars. |
| 2/12/2025 10:21:05 AM | 2025026970 | 1:48:19 | Bottorff | | | | | | Patrolled city streets, and Monroe Park. Approved reports, and worked on reports. |
| 2/12/2025 10:48:40 AM | 2025026986 | 2:00:02 | Rath | | | | | | |
| 2/13/2025 11:44:00 PM | 2025028013 | 0:31:40 | Ash | | | | | | .5 hr mxp. 0 stops/0 contacts |
| 2/14/2025 01:03:56 AM | 2025028039 | 1:30:07 | Drongesen | | | | | | Patrolled highway, neighborhoods, and schools. |
| 2/14/2025 08:30:58 AM | 2025028145 | 0:59:20 | Macken | | 1 | 1 | | | 2 stops, 1 warn 1 cite |
| 2/14/2025 01:05:31 PM | 2025028302 | 0:57:39 | Bressler | | | | | | no activity |
| 2/15/2025 05:35:50 PM | 2025029061 | 1:01:01 | Tominey | | 1 | | | | Patrolled city streets, City Park, all schools, medical center, Territorial HWY to MP 2, and HWY 99; 1 Traffic Stop (Warning); Intercepted an ATL Vehicle passing through the city (2025-00411- No crimes, driver submitted for DMV medical retest); Found two illegally parked vehicles on N 8th ST (Spoke with both ROs, who were warned and agreed to move their vehicles) |
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Reports

MONROE PATROL

January 19, 2025 - February 15, 2025

| | | | | | | | | | |
|-----------------|-----------|-----------------|--------|----------|-----------|----------|----------|----------|---|
| 1/22/2025 17:30 | 202500182 | | Davis | | | | | | FORGERY 1 in the 200 block of 5th St. |
| 1/27/2025 15:19 | 202500222 | | Lyman | | | | | | CRIMINAL MISCHIEF 3 in the 300 block of 5th St. |
| 2/5/2025 | 202500319 | | Lovik | | | | | | DHS REFERRAL in the 600 block of Oak St. |
| 2/10/2025 | 202500369 | | Savage | | | | | | JUVENILE COMPLAINT in the 800 block of Commercial |
| 2/11/2025 8:39 | 202500370 | | Rath | | | | | | HARASSMENT in the 900 block of Aldrich Way |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |
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| | | | | | | | | | |
| | | 51:57:48 | | 9 | 10 | 2 | 4 | 1 | |



MONROE CITY COUNCIL MINUTES

January 27, 2025

6:00 PM

Monroe Community Center

1. CALL TO ORDER

Mayor Sheets called the City Council meeting to order at 6:02 P.M.

ROLL CALL

Present: Mayor Sheets; Councilors: Cuthbertson, Lindner, Williams, Winther

Absent: None

Staff present: City Administrator Steve Martinenko

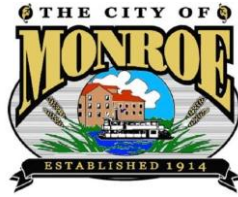
2. PUBLIC COMMENTS

2.1. **None.**

3. STAFF REPORTS

3.1. **Sheriff's Report.** Sheriff Van Arsdall reminded the council of upcoming legislative events, including a Legislative Breakfast and a town hall meeting with Senator Merkley and Representative Hoyle. The sheriff then reviewed the patrol log with Council and noted an increase in burglaries but highlighted a recent arrest of an individual involved in multiple burglaries. Councilor Cuthbertson shared a concerning personal experience involving a trespasser in her vehicle, emphasizing the distress caused by slow response times. Sheriff Van Arsdall acknowledged the limitations in law enforcement staffing and reiterated efforts to address concerns despite resource constraints. He assured the council that his department was making every effort to improve response times.

3.2. **City Administrator's Report.** City Administrator Steve Martinenko addressed the council with a comprehensive update on the city's ongoing projects, staffing developments, and strategic initiatives. He began by introducing the city's newest employee, Gabriela Gonzales, who has quickly adapted to her role at City Hall. Martinenko discussed progress in Public Works, highlighting the advancements made by Chuck Cross, the city's recently hired Utility Worker I. Cross has now received the necessary approvals to independently operate the city's water plant, marking a key milestone in staff development. Moving forward, CA Martinenko will transition away from direct public works responsibilities, assuming a purely administrative and oversight role. This shift is intended to empower public works staff, ensuring they develop the necessary competencies to manage operations autonomously. Additionally, Mark Murray, Public Works Lead, is preparing for his final certification test in waste collections, which would qualify him as the Designated Responsible Charge



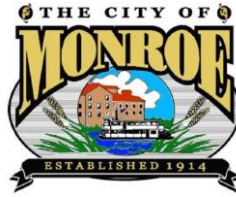
(DRC) for wastewater operations. Martinenko noted that this certification brings increased responsibility, as the DRC assumes full accountability for wastewater management decisions in the eyes of the Oregon Department of Environmental Quality (DEQ).

CA Martinenko discussed economic development & planning updates including a 23-Unit Housing Development between Oak and Mill Streets and ongoing development discussions concerning Kelly Street, Ash Street, and properties owned by North Santiam Paving near Red Hills. Each of these projects presents opportunities for the city's continued residential growth. In addition, the property next to the brewery, previously a gravel lot, is under consideration for a coffee shop and possible short-term rentals. Discussions have resumed regarding the 555 Depot Street property, which has generated interest from a potential investor who envisions a maker space for artists. This concept aligns closely with the city's economic development goals, which prioritize agritourism and small-scale artisan industries.

The city is exploring an expedited UGB expansion of up to 50 acres. Initial discussions are underway to determine whether any amendments to the city's comprehensive plan will be required to facilitate the process. The Brickyard Property: Property owner Kevin O'Meara has reached out to the city, and Martinenko plans to meet with him to discuss future development opportunities.

CA Martinenko reported that the South Benton Community Enhancement Association (SBCEA) has officially voted to proceed with the transfer of the city library. The city had previously agreed to cover utilities and maintenance costs through June 30, 2025, after which the SBCEA will assume full financial responsibility. To ensure smooth operations, the city is finalizing a Memorandum of Understanding (MOU) with the SPCA, allowing the organization to contract city staff for maintenance and janitorial services if needed. However, Martinenko emphasized that these arrangements will be on an as-needed basis and will not impose additional obligations on city staff.

In light of recent emergencies and heightened concerns about natural disasters, CA Martinenko has been focusing on strengthening the city's Emergency and Disaster Recovery Plan. His recommendations emphasized the importance of a crisis communications plan, which would outline clear procedures for disseminating information to the public in emergency situations. The city has already taken proactive steps by securing first responder network phones through Verizon, ensuring that key personnel can maintain communication during disasters. These devices are part of a priority network that remains operational even when standard communication services are disrupted. CA Martinenko noted that Monroe is susceptible to natural disasters, including wildfires and seismic events. In a worst-case scenario, he cautioned that the city could experience complete infrastructure failure, including loss of water, electricity,



and sewer services. Therefore, the city is preparing public information campaigns to educate residents on emergency preparedness measures, such as maintaining a three-day supply of water and other essential resources. He also raised concerns about the city's vulnerability to fast-moving fires, similar to the Lahaina, Maui wildfire disaster. A major fire driven by east winds could pose an existential threat to Monroe, reinforcing the need for advanced planning and rapid response protocols.

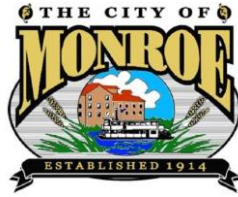
Last, CA Martinenko stated the city has implemented improved financial tracking in response to auditor recommendations, ensuring that state and federal funds remain fully segregated for transparency and compliance. Staff are finalizing preparations for the annual municipal audit, which is expected to proceed smoothly due to these enhanced financial reporting practices.

4. CONSENT AGENDA

4.1. The council reviewed the consent agenda, which encompassed routine items such as meeting minutes, financial reports, and accounts payable. CA Martinenko mentioned the lien that was approved at the last Council session for 980 Commercial Street was settled for \$7,032.60; \$6,032.60 for attorney fees and staff costs plus \$1,000 for the fine. After a general discussion regarding fines, Councilor Myers moved to accept the consent agenda as presented. Councilor Williams seconded. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.

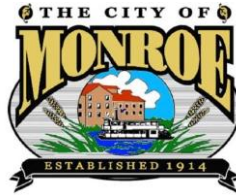
5. NEW BUSINESS

5.1. **Ordinance 2024-06 – Implementing a License for Businesses Within the City.** The council conducted the second reading of Ordinance 2024-06, which establishes a business licensing requirement for all businesses operating within the city. City Administrator Martinenko clarified that the ordinance's primary purpose is data collection, allowing the city to maintain an accurate record of business activity. He emphasized that no fee is associated with the license at this time. The information gathered will be used for various city functions, including economic development planning, grant applications, and regulatory compliance with agencies such as the DEQ (Department of Environmental Quality) and EPA (Environmental Protection Agency). Additionally, the ordinance lays the groundwork for potential future incentives or tax adjustments, should a future council choose to implement them. Councilor Cuthbertson enquired about how the permit forms would be submitted. CA Martinenko replied that multiple submission options, including online and paper forms, would be provided to make the process as simple as possible. Following discussion, Councilor Myers moved to adopt Ordinance 2024-06, which was seconded by Councilor

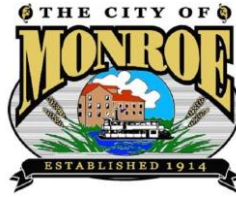


Cuthbertson. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.

- 5.2. **Resolution 2025-01 – Adopting the Updated Personnel Handbook.** The council reviewed Resolution 2025-01, which formally adopts an updated Personnel Handbook for city employees. Councilor Lindner said the Personnel Committee confirmed the changes reflect best practices recommended by the city’s insurance provider (CIS) and align with state labor laws. CA Martinenko reviewed the key updates that include establishment of a Human Resources Representative, updated leave policies that provide for separate vacation and sick leave categories, replacing the previous Paid Time Off (PTO) model. Employees may now accrue up to 80 hours of sick leave, while vacation accrual is capped at 350 hours (approximately two months). Employees may also donate leave time to colleagues in need. In addition, there is a zero-tolerance policy for workplace violence, removing the previous “second chance” provision for employees involved in substantiated workplace violence incidents. Other changes include new guidelines for the Use of Artificial Intelligence (AI). Following brief discussion, Councilor Lindner moved to adopt Resolution 2025-01 and was seconded by Councilor Williams. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.3. **Resolution 2025-02 – Authorizing Engagement of Auditors for 2023-24 Annual Audit.** The council considered Resolution 2025-02, which formally authorizes the city to engage auditors for the 2023-2024 annual municipal audit. Martinenko explained that the previous audit cycle required substantial updates due to changes in the city’s financial reporting requirements. The State of Oregon now mandates that all municipal funds, including state and federal grants, be completely segregated, requiring a more detailed accounting structure. Following brief discussion, Councilor Winther moved to adopt Resolution 2025-02 and was seconded by Councilor Lindner. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.4. **Resolution 2025-03: Establishing a Water Intake Maintenance Reserve Fund.** The council next addressed Resolution 2025-03, which establishes a dedicated reserve fund for the maintenance of the city’s water intake infrastructure. The fund is being created in coordination with the Watershed Council, which has committed to providing \$50,000 in three installments to support the future upkeep of the water intake system. Following discussion, Councilor Williams moved to adopt Resolution 2025-03 and was seconded by Councilor Cuthbertson. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.



- 5.5. **Resolution 2025-04: Accepting Funds from the Long Tom Watershed Council for the Water Intake Maintenance Reserve Fund.** Mayor Sheets introduced Resolution 2025-04, which formalizes the acceptance of funds from the Watershed Council to support the water intake maintenance reserve fund. Councilor Myers asked whether the city would be able to earn interest on the deposited amount. CA Martinenko said yes, the funds from the Watershed Council would be allocated to the State Local Government Investment Pool to maximize interest earnings. With no further questions, Councilor Lindner moved to adopt Resolution 2025-04 and seconded by Councilor Cuthbertson. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.6. **Resolution 2025-05: Transfer of System Development Charge (SDC) Funds for Water Reservoir Improvements.** Mayor Sheets introduced Resolution 2025-05, which allocates SDC funds for water reservoir enhancements. City Administrator Martinenko provided an overview of the project, stating that due to Monroe's population growth, the city must store and distribute greater water volumes to meet demand. The water reservoir was previously maintained at levels as low as four to eight feet, equating to 120,000–240,000 gallons. However, recent usage has increased, requiring levels of 28 feet (~900,000 gallons) to sustain fire response capacity and daily demand. Martinenko highlighted that increased storage necessitates higher chlorine levels, which in turn generates trihalomethanes (THMs) and are regulated disinfection byproducts. The city has explored mitigation strategies and obtained three bids for a water mixing and aeration system: \$38,000 bid requiring in-tank installation, \$128,000 bid from a premium contractor specializing in water treatment solutions, and \$60,000 bid from Clearwater, which offers a cost-effective and efficient aeration and mixing system to regulate chlorine levels while improving water quality. After reviewing the bids, Martinenko recommended proceeding with the \$60,000 Clearwater system, which includes installation and SCADA integration to monitor operations. Councilor Cuthbertson raised concerns regarding wildfire preparedness and whether the city had sufficient resources to manage a large-scale fire event. She questioned how the removal of a local dam could impact the city's ability to access emergency water supplies. Martinenko responded by discussing a new proposal from Sierra Pacific, a major timber and lumber company, to fund and construct a fire water intake system along the river. This system would provide high-volume water extraction for fire response efforts. Discussions are ongoing with Jed Kaull of the Watershed Council to facilitate funding and engineering coordination. Following further discussion, Councilor Williams moved to adopt Resolution 2025-05 and seconded by Councilor Meyers. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.
- 5.7. **Resolution 2025-06: Transfer SDC Funds for Extending City Infrastructure.** Mayor Sheets introduced Resolution 2025-06, which pertains to extending water and sewer

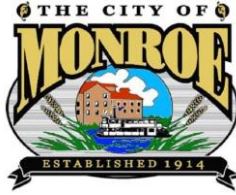


infrastructure in the Pecorilla property area off Orchard Street. Martinenko explained that while developers are responsible for internal infrastructure, the city must extend municipal services to the property line. This allocation of SDC funds will ensure that new residential and commercial projects have immediate access to water and sewer utilities. The funds will also contribute to a future grid extension between Red Hills and the high school. The council reviewed initial bids and authorized continued evaluation of lower-cost options before finalizing the project. Councilor Williams moved to adopt Resolution 2025-06 and seconded by Councilor Lindner. With no further discussion, Mayor Sheets called for a vote: Councilor Cuthbertson: Yes; Lindner: Yes; Myers: Yes; Williams: Yes; Winther: Yes. Motion carried.

- 5.8. **City Council Vacancy Declaration.** Mayor Sheets formally declared a vacancy on the Monroe City Council following the resignation of Councilor Ritch. The council confirmed that the full remaining term of the position would be filled by an appointed candidate. City Administrator Martinenko announced that applications were available online and at City Hall and would also be included in utility bill inserts. The council will review applications in an upcoming session.
- 5.9. **Appointment to Finance and Personnel Committee.** Mayor Sheets appointed Councilor Williams to the Finance & Personnel Committee.
- 5.10. **Appointment to Human Resources Council Representative.** After unanimous approval by Councilors, Mayor Sheets appointed Councilor Lindner as HR Council Representative.
- 5.11. **Budget Committee Recruitment.** The council discussed the need for additional Budget Committee members, noting that at least four vacancies exist. The city will advertise openings through social media, the website, and community newsletters to increase engagement. Councilors acknowledged that community participation has been historically low, prompting discussions on outreach efforts, including town hall meetings, informal gatherings, and engaging residents at community events.
- 5.12. **Supplemental Budget Planning.** CA Martinenko announced that a supplemental budget hearing would take place in March 2025 to ensure that financial allocations remain aligned with staffing, grants, and infrastructure projects. The public hearing will be advertised in compliance with state requirements.

6. **OLD BUSINESS**

- 6.1. **Emergency & Disaster Preparedness.** The council revisited emergency response planning, with Martinenko confirming that the city is developing a Crisis Communications Plan to coordinate information dissemination during disasters. Council members emphasized the importance of a



fire safety town hall, to be coordinated with the Monroe Rural Fire Department, before wildfire season.

- 6.2. City Administrator Position Recruitment. Councilor Lindner provided an update on the City Administrator hiring process, confirming that a finalized position description is ready for posting. Recruitment efforts will proceed through Lane County’s recommended hiring agency, avoiding a \$20,000 external recruiter cost. Further council approval may be required for advertising expenses.

7. CITY EVENTS

- 7.1. Mayor Sheets discussed upcoming events including the LOC Small Cities Meeting (May 9, 2025) where Monroe will host the League of Oregon Cities regional meeting and the Monroe Festival (October 4, 2025) – Themed “Monroe Oktoberfest”, the festival will be privately organized.

8. OTHER BUSINESS

- 8.1. None.

10. **ADJOURNMENT.** With no further comments, Mayor Sheets adjourned the meeting at 8:06 PM.

Approved by Council Action on February 24, 2025

Mayor Dan Sheets _____ Date: _____

Attest: _____
Steve Martinenko, City Recorder

ACCOUNTS PAYABLE

City Of Monroe

Time: 14:56:05 Date: 02/20/2025

As Of: 05/16/2025

Page: 1

| Accts Pay # | Received | Date Due | Vendor | Amount | Memo | | |
|----------------|-------------------------------|-----------------------------|-------------|-----------------|--|--|--|
| 4335 | 02/07/2025 | 02/20/2025 | 297 | | AT&T Mobility | 27.25 | Invoice # 02052025 Jan 2025 Cell Phone for City Admin and PW |
| | 510 00 31 1007 | Telephone and Internet | 100 300 510 | General Adminis | 15.14 | Telephone & Internet | |
| | 510 00 31 1007 | Telephone and Internet | 100 300 510 | General Adminis | 1.40 | Telephone and Internet | |
| | 534 00 42 6011 | Utilities- Telephone & Inte | 601 450 534 | Water Treatment | 3.25 | Utilities - Telephone and Internet | |
| | 542 00 31 2011 | Utilities | 201 400 500 | Public Works Fu | 2.81 | Utilities | |
| | 580 00 04 6009 | Utilities- Telephone & Inte | 610 100 535 | Sewer Fund | 3.25 | Utilities - Telephone and Internet | |
| | 580 00 04 6009 | Utilities- Telephone & Inte | 610 100 535 | Sewer Fund | 1.40 | Utilities - Telephone and Internet | |
| 4306 | 01/08/2025 | 01/14/2025 | 517 | | Amazon Capital Services | 579.48 | JAN INVOICES # 1DCR-97DX-DQ4X, 14F1-X3X9-FKWD, 1MVF-1VM9-DJVG, 14NH-46PL-RXLH, 13MK-PVQ1-4FVG |
| | 510 00 31 1001 | Operating Supplies | 100 300 510 | General Adminis | 172.41 | Phone cases and screen protectors for verizon phones | |
| | 534 00 31 6010 | Operating Supplies | 601 450 534 | Water Treatment | 90.28 | WTP Operating Supplies- Two-pocket folders and Water liquid flow meter | |
| | 534 00 48 6010 | Repairs & Maintenance Sy | 601 450 534 | Water Treatment | 203.97 | WTP System repairs and maint. | |
| | 542 00 31 2010 | Operating Supplies | 201 400 500 | Public Works Fu | 45.99 | Waders for PW | |
| | 542 00 31 2010 | Operating Supplies | 201 400 500 | Public Works Fu | 9.84 | Green pens for PW | |
| | 542 00 46 2016 | Parks- Restroom Maintena | 201 400 576 | Public Works Fu | 56.99 | Bathroom Door repair at City park- Door Kick Plates | |
| 4322 | 02/03/2025 | 02/28/2025 | 517 | | Amazon Capital Services | 324.29 | Amazon Invoices for February 2025- Inv #s 1YP7-76CM-139K, 1KQL-4QT1-1G1N, 1GCK-TQML-1G9R |
| | 510 00 31 1001 | Operating Supplies | 100 300 510 | General Adminis | 22.82 | Admin Asst. Yaktrax shoe chains | |
| | 510 00 31 1001 | Operating Supplies | 100 300 510 | General Adminis | 117.33 | Door hangers and copy paper | |
| | 510 00 31 1001 | Operating Supplies | 100 300 510 | General Adminis | 6.99 | Shipping costs | |
| | 534 00 31 6010 | Operating Supplies | 601 450 534 | Water Treatment | 39.95 | WTP hose | |
| | 534 00 48 6013 | Building Repairs & Mainte | 601 450 534 | Water Treatment | 10.74 | WTP Bldg Light bulbs- Maint. | |
| | 542 00 31 2010 | Operating Supplies | 201 400 500 | Public Works Fu | 39.95 | PW hose for City Hall | |
| | 542 00 31 2010 | Operating Supplies | 201 400 500 | Public Works Fu | 37.95 | PW Measuring wheel in feet | |
| | 542 00 46 2010 | Parks- Operating Supplies | 201 400 576 | Public Works Fu | 37.81 | Park Hosts Yaktrax shoe chains-Frida and Ron | |
| | 580 00 04 6016 | Building Repairs & Mainte | 610 100 535 | Sewer Fund | 10.75 | WWTP Bldg Light bulbs- Maint. | |
| | Total Amazon Capital Services | | | | 903.77 | | |
| 4342 | 02/12/2025 | 02/24/2025 | 11 | | B & I Hardware & Rental | 57.98 | 2/12/2025 PW operating supplies, ice melt |
| | 542 00 31 2010 | Operating Supplies | 201 400 500 | Public Works Fu | 57.98 | Ice Melt | |

ACCOUNTS PAYABLE

City Of Monroe

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As Of: 05/16/2025

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| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|--|-------------------|------------------------------|---|---|
| 4333 | 02/10/2025 | 02/24/2025 | 14 | Benton County Finance Office | 32.00 Feb County and State Assessment Fees- T. Martin & T. Nicholson Final payments |
| | 521 00 50 1000 Court State And County A: | | 100 300 521 General Adminis | 32.00 | T. Martin & T. Nicholson Final payments |
| 4331 | 02/01/2025 | 02/24/2025 | 419 | City of Harrisburg | 500.00 February 2025 WTP Contracted Plant Op Fees |
| | 534 00 41 6013 Contracted Plant Operatio | | 601 450 534 Water Treatment | 500.00 | Contracted Plant Op Fees |
| 4313 | 01/24/2025 | 02/24/2025 | 36 | Eurofins Environment Testing NW, LLC | 658.00 Invoice # 25-00767; Invoice # 25-02167; Invoice # 25-03517; Invoice# 25-03523 |
| | 534 00 49 6010 Outside Testing | | 601 450 534 Water Treatment | 108.00 | CH-B Long Tom River- Raw water Alkalinity and Total organic Carbon |
| | 534 00 49 6010 Outside Testing | | 601 450 534 Water Treatment | 45.00 | DIST-A outside Faucet, Chromogenic Substrate test |
| | 534 00 49 6010 Outside Testing | | 601 450 534 Water Treatment | 114.00 | CH-B-Long Tom river, total organic carbon; CH-B-Long Tom River, Alkalinity |
| | 580 00 04 6018 Outside Testing | | 610 100 535 Sewer Fund | 41.00 | Effluent Site B - ALKALINITY |
| | 580 00 04 6018 Outside Testing | | 610 100 535 Sewer Fund | 51.00 | Effluent Sit B-total coliform and E. coli MPN |
| | 580 00 04 6018 Outside Testing | | 610 100 535 Sewer Fund | 299.00 | Influent-SiteA, bio oxygen demand; Influent-SiteA, total suspended solids; Effluent-SiteB bio oxygen demand; Effluent-SiteB, total suspended solids; Effluent-SiteB total coliform and E coli MPN |
| 4286 | 12/26/2024 | 04/01/2025 | 1044 | Feldman, Michelle | 60.00 Refundable Deposit for MCC Senior Yoga-extended date of usage to April 1st. |
| | 344 00 02 2011 Facility Rental Fees | | 201 100 300 Public Works Fui | -60.00 | Refundable Deposit for MCC Senior Yoga |
| 4339 | 01/30/2025 | 02/24/2025 | 38 | Ferguson Waterworks #3011 | 45,639.81 Invoice # 1303368, Water Meter Upgrade Project |
| | 594 00 60 6014 Water Meter Upgrade Pro | | 601 450 594 Water Treatment | 45,639.81 | Plastic water meter, spud thread meter, water meter, iron water metter, ductile iron water meter, touchcoupler pit set |
| 4340 | 01/30/2025 | 02/24/2025 | 226 | Grainger | 58.08 Dye Tracer Liquid, Yellow/Green, 1 Pint; PO #: WW01295A |
| | 580 00 04 6000 Operating Supplies | | 610 100 535 Sewer Fund | 58.08 | Dye Tracer Liquid, Yellow/Green, 1 Pint |
| 4317 | 02/03/2025 | 02/24/2025 | 56 | Linn-Benton Utilities Coordinating | 125.00 LBUCC Annual Membership Dues for 2025. Invoice 01/2025. |

ACCOUNTS PAYABLE

City Of Monroe

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| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|----------------------------|-------------------|---|-----------------|---|
| 510 00 49 1006 | Dues | | 100 300 510 General Adminis | 125.00 | LBUCC Annual Membership Dues for 2025. Invoice 01/2025. |
| 4334 | 02/10/2025 | 02/25/2025 | Oregon Department of Revenue | 100.00 | February 2025 County and state assessment fees- T. Martin, T. Nicholson |
| 521 00 50 1000 | Court State And County A: | | 100 300 521 General Adminis | 100.00 | County and state assessment fees- T. Martin, T. Nicholson |
| 4318 | 02/03/2025 | 02/24/2025 | Performance Systems Integrations LLC | 315.00 | Invoice 12658539 Annual Wet Sprinkler Inspection |
| 542 00 43 2014 | Library- Repairs & Maintei | | 201 400 572 Public Works Fu | 315.00 | Invoice 12658539 Annual Wet Sprinkler Inspection |
| 4341 | 01/28/2025 | 01/28/2025 | Pitney Bowes | 250.00 | 1/28/2025 Postage for machine |
| 534 00 31 6024 | Postage and Mailing | | 601 450 534 Water Treatment | 117.50 | Postage and Mailing |
| 534 00 36 2016 | Postage and Mailing | | 609 609 531 Storm Fund | 15.00 | Postage and Mailing |
| 580 00 04 6004 | Postage and Mailing | | 610 100 535 Sewer Fund | 117.50 | Postage and Mailing |
| 4332 | 01/31/2025 | 02/24/2025 | REDW LLC | 9,250.00 | Invoice # 211152. Final billing for audit of financial statements as of and for the year ended June 30,2023. |
| 510 00 41 1003 | Audit & Filing Fees | | 100 300 510 General Adminis | 2,775.00 | GA Audit & Filing Fees |
| 534 00 36 2019 | Audit & Filing Fees | | 609 609 531 Storm Fund | 312.50 | Storm Audit & Filing Fees |
| 534 00 41 1011 | Audit & Filing Fees | | 205 300 510 Street Fund | 312.50 | Streets Audit & Filing Fees |
| 534 00 41 6011 | Audit & Filing Fees | | 601 450 534 Water Treatment | 2,500.00 | Water Audit & Filing Fees |
| 542 00 32 2018 | Audit & Filing Fees | | 201 400 500 Public Works Fu | 850.00 | PW Audit & Filing Fees |
| 580 00 04 6024 | Audit & Filing Fees | | 610 100 300 Sewer Fund | 2,500.00 | Sewer Audit & Filing Fees |
| 4343 | 02/20/2025 | 02/24/2025 | Roto-Rooter Plumbing | 1,009.98 | Invoice#156220 Parks Restroom Maintenance |
| 542 00 46 2016 | Parks- Restroom Maintenz | | 201 400 576 Public Works Fu | 1,009.98 | Parks Restroom - pumped septic tank, diagnosed pump float, replaced float |
| 4344 | 02/19/2025 | 02/24/2025 | Saif | 495.59 | Invoice# 1001649132 Saif Worker's Comp |
| 510 00 22 1002 | Workmens Comp Insuran | | 100 200 510 General Adminis | 113.99 | Worker's Comp Insurance |
| 534 00 31 6023 | Workmen's Comp Insuran | | 601 450 534 Water Treatment | 118.94 | Worker's Comp Insurance |
| 534 00 31 6042 | Workmen's Comp Insuran | | 609 609 531 Storm Fund | 16.35 | Worker's Comp Insurance |
| 542 00 22 2011 | Workmens Comp Insuran | | 201 300 500 Public Works Fu | 39.65 | Worker's Comp Insurance |
| 542 00 22 2022 | Workmen's Comp Insuran | | 205 300 500 Street Fund | 14.87 | Worker's Comp Insurance |
| 580 00 03 6008 | Workmen's Comp Insuran | | 610 100 535 Sewer Fund | 191.79 | Worker's Comp Insurance |

ACCOUNTS PAYABLE

City Of Monroe

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| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|----------------|--|-------------------|--|-----------------|--|
| 4330 | 02/07/2025 | 02/24/2025 | 430 Scholz, Chuck | 150.00 | February 2025 WWTP Contracted Plant Op Fees |
| | 580 00 04 6007 Contracted Plant Operatio | | 610 100 535 Sewer Fund | 150.00 | Contracted Plant Op Fees |
| 4336 | 01/23/2025 | 02/24/2025 | 433 Stephens Heating and Air Conditioning | 630.00 | January 2025 Library and City Hall repairs |
| | 542 00 42 2013 City Hall- Building Repairs | | 201 400 577 Public Works Fu | 250.00 | City Hall Repairs - Ignitor |
| | 542 00 43 2014 Library- Repairs & Maintei | | 201 400 572 Public Works Fu | 380.00 | Library Repairs - Capacitors |
| 4315 | 01/29/2025 | 02/24/2025 | 91 Tri-County Chamber of Commerce | 500.00 | Tri-County Chamber of Commerce 2025 Dues |
| | 510 00 49 1006 Dues | | 100 300 510 General Adminis | 500.00 | Tri-County Chamber of Commerce 2025 Dues |
| 4345 | 02/15/2025 | 03/10/2025 | 94 Umpqua Bank Cardmember Services | 2,341.54 | CC Charges from City Admin. and Acctg. Spec. |
| | 510 00 31 1001 Operating Supplies | | 100 300 510 General Adminis | 13.97 | 1096 Tax Forms |
| | 510 00 31 1001 Operating Supplies | | 100 300 510 General Adminis | 78.48 | G. Gonzalez Checkr Background check |
| | 510 00 31 1001 Operating Supplies | | 100 300 510 General Adminis | 44.70 | Water for staff to meet OSHA requirements |
| | 510 00 31 1001 Operating Supplies | | 100 300 510 General Adminis | 38.97 | 3 Badges for Office Staff |
| | 510 00 41 1003 Audit & Filing Fees | | 100 300 510 General Adminis | 200.00 | Audit Oregon SOS Payment for submission of FY 2022-2023 Audit |
| | 510 00 41 1009 Licenses And Fees | | 100 300 510 General Adminis | 225.40 | Zoom Workplace Pro Annual |
| | 534 00 43 6010 Education and Travel | | 601 450 534 Water Treatment | 201.00 | WTP Operation Vol 1 for C. Cross |
| | 534 00 48 6010 Repairs & Maintenance Sy | | 601 450 534 Water Treatment | 46.72 | WTP 3-way manifold, auto plug, hybrid hose and valve |
| | 534 00 48 6012 Equip. Repair & Maintena | | 601 450 534 Water Treatment | 47.13 | Shipping label and Return shipping label to have meter for Guthrie tested and returned |
| | 534 00 49 6013 Misc | | 601 000 534 Water Treatment | 1,165.85 | Misc Expenses to be reimbursed by CA Martinenko with Check #1123 |
| | 542 00 31 2010 Operating Supplies | | 201 400 500 Public Works Fu | 25.98 | 2 Badges for PW Staff |
| | 542 00 43 2014 Library- Repairs & Maintei | | 201 400 572 Public Works Fu | 95.50 | Library Air Filters to be replaced before June 2025 |
| | 542 00 46 2010 Parks- Operating Supplies | | 201 400 576 Public Works Fu | 12.99 | 1 Badge for Park Staff |
| | 580 00 04 6010 Education and Travel | | 610 100 535 Sewer Fund | 69.00 | M. Murray online WW Collections Exam |
| | 594 00 60 6014 Water Meter Upgrade Pro | | 601 450 594 Water Treatment | 75.85 | Water Meter upgrade Project- Rubber gaskets |
| 4314 | 01/24/2025 | 02/24/2025 | 24 Valley Parts & Machine, LLC | 81.35 | Invoice # 799905; Invoice #801272 |
| | 510 00 43 2001 Vehical Operation & Main | | 100 400 510 General Adminis | 1.48 | Ford F-150 Oil Drain Plug |
| | 534 00 36 2022 Vehicle Operation & Main | | 609 609 531 Storm Fund | 6.94 | 2014 Ford F-150 Oil Filter and oil |
| | 534 00 36 2022 Vehicle Operation & Main | | 609 609 531 Storm Fund | 1.47 | Ford F-150 Oil Drain Plug |
| | 534 00 48 6014 Vehicle Operation & Main | | 601 000 534 Water Treatment | 24.25 | 2014 Ford F-150 Oil Filter and oil |
| | 534 00 48 6014 Vehicle Operation & Main | | 601 000 534 Water Treatment | 5.17 | Ford F-150 Oil Drain Plug |

ACCOUNTS PAYABLE

City Of Monroe

Time: 14:56:05 Date: 02/20/2025

As Of: 05/16/2025

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| Accts Pay # | Received | Date Due | Vendor | Amount | Memo |
|--|-----------------------------|----------|--|---------------|--|
| 542 00 31 2018 | Vehicle Operation & Main | | 201 400 500 Public Works Fu | 6.93 | 2014 Ford F-150 Oil Filter and oil |
| 542 00 31 2018 | Vehicle Operation & Main | | 201 400 500 Public Works Fu | 1.48 | Ford F-150 Oil Drain Plug |
| 542 00 31 2028 | Vehicle Operation & Main | | 205 205 542 Street Fund | 3.46 | 2014 Ford F-150 Oil Filter and oil |
| 542 00 31 2028 | Vehicle Operation & Main | | 205 205 542 Street Fund | 0.75 | Ford F-150 Oil Drain Plug |
| 580 00 04 6017 | Vehicle Operation & Main | | 610 100 535 Sewer Fund | 24.25 | 2014 Ford F-150 Oil Filter and oil |
| 580 00 04 6017 | Vehicle Operation & Main | | 610 100 535 Sewer Fund | 5.17 | Ford F-150 Oil Drain Plug |
| 4338 02/14/2025 02/25/2025 1081 | | | Verizon | 232.37 | February 2025 Cell Phone Bills 2x PW and x2 for City Hall |
| 510 00 31 1007 | Telephone and Internet | | 100 300 510 General Adminis | 32.65 | 70%- City Administrator- GA Cell phone |
| 510 00 31 1007 | Telephone and Internet | | 100 300 510 General Adminis | 11.61 | 25%- PW1- GA Cell phone |
| 510 00 31 1007 | Telephone and Internet | | 100 300 510 General Adminis | 11.61 | 25%- PW2- GA Cell phone |
| 510 00 31 1007 | Telephone and Internet | | 100 300 510 General Adminis | 11.60 | 25%- City Hall 1 - GA Cell phone |
| 510 00 31 1007 | Telephone and Internet | | 100 300 510 General Adminis | 11.61 | 25%- City Hall 2 - GA Cell phone |
| 534 00 42 6011 | Utilities- Telephone & Inte | | 601 450 534 Water Treatment | 7.00 | 15%- City Administrator-Water Cell phone |
| 534 00 42 6011 | Utilities- Telephone & Inte | | 601 450 534 Water Treatment | 11.61 | 25%- City Hall 1 - Water Cell phone |
| 534 00 42 6011 | Utilities- Telephone & Inte | | 601 450 534 Water Treatment | 11.61 | 25%- City Hall 2 - Water Cell phone |
| 542 00 31 2011 | Utilities | | 201 400 500 Public Works Fu | 23.21 | 50%- PW1- PW Cell phone |
| 542 00 31 2011 | Utilities | | 201 400 500 Public Works Fu | 23.21 | 50%- PW2- PW Cell phone |
| 542 00 31 2011 | Utilities | | 201 400 500 Public Works Fu | 11.61 | 25%- City Hall 1 - PW Cell phone |
| 542 00 31 2011 | Utilities | | 201 400 500 Public Works Fu | 11.61 | 25%- City Hall 2 - PW Cell phone |
| 580 00 04 6009 | Utilities- Telephone & Inte | | 610 100 535 Sewer Fund | 7.00 | 15%- City Administrator-Sewer Cell phone |
| 580 00 04 6009 | Utilities- Telephone & Inte | | 610 100 535 Sewer Fund | 11.61 | 25%- PW2- Sewer Cell phone |
| 580 00 04 6009 | Utilities- Telephone & Inte | | 610 100 535 Sewer Fund | 11.61 | 25%- PW1- Sewer Cell phone |
| 580 00 04 6009 | Utilities- Telephone & Inte | | 610 100 535 Sewer Fund | 11.61 | 25%- City Hall 1 - Sewer Cell phone |
| 580 00 04 6009 | Utilities- Telephone & Inte | | 610 100 535 Sewer Fund | 11.60 | 25%- City Hall 2 - Sewer Cell phone |
| 4325 02/04/2025 02/24/2025 1082 | | | Water Solutions, LLC, Oregon Meter Repair & | 250.00 | 2/3/2025 Meter Bench Testing |
| 534 00 48 6012 | Equip. Repair & Maintenan | | 601 450 534 Water Treatment | 250.00 | 2/3/2025 Meter Bench Testing |

Report Total: 63,667.72

| Fund | |
|---------------------------------|-----------|
| 100 General Administration Fund | 4,664.16 |
| 201 Public Works Fund | 3,406.47 |
| 205 Street Fund | 331.58 |
| 601 Water Treatment Fund | 51,337.63 |
| 609 Storm Fund | 352.26 |

ACCOUNTS PAYABLE

City Of Monroe

Time: 14:56:05 Date: 02/20/2025

As Of: 05/16/2025

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| Accts | Pay # | Received | Date Due | Vendor | Amount | Memo |
|-------|-------|----------|----------|----------------|----------|------|
| | | | | 610 Sewer Fund | 3,575.62 | |

This report has been reviewed by:

 Signature & Title 2/20/2025 Date

REMARKS:

Reviewed
Signature: ATH Title: CA
Date: 2-20-25

ACCOUNTS PAYABLE PAID

City Of Monroe

Time: 14:57:30 Date: 02/20/2025

01/28/2025 To: 05/16/2025

Page: 1

| Accts Pay # | Paid On | Year | Trans | Vendor ID | Vendor | Amount | Memo |
|-------------|------------|------|-------|-----------|---------------------------------|-----------|---|
| 4311 | 01/29/2025 | 2025 | 1098 | 853 | ADP, ADP Tax Services | 125.55 | Tax processing fees- W2 & W3 for YE2024 |
| 4316 | 01/31/2025 | 2025 | 1149 | 853 | ADP, ADP Tax Services | 29,317.10 | January 2025 Payroll- Jan 1st-31st, 2025 |
| 4326 | 02/10/2025 | 2025 | 1173 | 853 | ADP, ADP Tax Services | 203.23 | January 2025 Payroll Processing - 6 Employees |
| | | | | | Total ADP, ADP Tax Services | 29,645.88 | |
| 4308 | 02/05/2025 | 2025 | 1163 | 28 | City County Insurance Services | 3,761.25 | February 2025 Prepaid Medical and Dental |
| 4329 | 02/14/2025 | 2025 | 1203 | 60 | Monroe Telephone | 269.69 | February 2025 Monroe Telephone |
| 4324 | 02/12/2025 | 2025 | 1193 | 177 | Oregon PERS | 3,780.51 | Oregon PERS for January 2025 Payroll |
| 4323 | 02/12/2025 | 2025 | 1194 | 76 | Pacific Power | 6,272.60 | February 2025 Power Bill |
| 4299 | 01/29/2025 | 2025 | 1151 | 479 | Pitney Bowes | 200.00 | Postage for Machine- filled on 12/26/24 by M.Bisby |
| 4302 | 02/05/2025 | 2025 | 1164 | 467 | Quill LLC | 50.99 | Invoice #42212238- Plum Soap |
| 4310 | 02/10/2025 | 2025 | 1174 | 94 | Umpqua Bank Cardmember Services | 1,177.89 | Jan 2025 for charges 12/14-1/14/2025 |
| 4327 | 02/11/2025 | 2025 | 1186 | 468 | WECO | 259.85 | Invoice # CP-00298127 Vehicle Operation and Maintenance |
| 4328 | 02/10/2025 | 2025 | 1175 | 201 | Xpress Bill Pay | 181.00 | Invoice # INV-XPR020658 January 2025 Online bill Pay Fees |

Total: 45,599.66

This report has been reviewed by:


Signature & Title

2/20/2025
Date

REMARKS:

Reviewed
Signature:  Title: CA
Date: 2-20-25

Preview payroll

 [Need Help](#)

Cash required
\$28,341.15

Monthly
Feb 1, 2025 → Feb 28, 2025

Payroll dates

Check date **Fri, Feb 28, 2025**

People

6
Employees

0
Contractors

Delivery address

Payroll address ⓘ
664 Commercial St
[Edit](#) ✎

| Employee name | Type | Total hours | Gross pay | Taxes | Deductions | Net pay | Employer taxes |
|---------------|------|---------------|--------------------|-------------------|-----------------|--------------------|-------------------|
| Totals | | 969.33 | \$25,248.91 | \$4,813.96 | \$133.64 | \$20,301.31 | \$3,225.88 |

Payrun total: **\$28,474.79** Cash required: **\$28,341.15**

[Pay stub message](#) [Reports](#) ▾ [Previous](#) [Finish later](#) [Approve](#)

Reviewed:

Signature:  Title: CA

Date: 2-20-25

TREASURER'S REPORT

Fund Totals

City Of Monroe

Time: 14:58:08 Date: 02/20/2025

02/01/2025 To: 02/28/2025

Page: 1

| Fund | Previous Balance | Revenue | Expenditures | Ending Balance | Claims Clearing | Payroll Clearing | Outstanding Deposits | Adjusted Ending Balance |
|---|---------------------|------------------|------------------|---------------------|------------------|------------------|----------------------|-------------------------|
| 100 General Administration Fund | 376,724.91 | 11,518.71 | 2,864.01 | 385,379.61 | 13,891.98 | 0.00 | -11,583.71 | 387,687.88 |
| 201 Public Works Fund | 180,185.93 | 817.22 | 2,200.67 | 178,802.48 | 7,557.68 | 0.00 | -766.69 | 185,593.47 |
| 205 Street Fund | 69,659.32 | 5,268.95 | 1,087.61 | 73,840.66 | 1,087.61 | 0.00 | -5,268.95 | 69,659.32 |
| 300 Water Revenue Bond | 4,014.09 | 0.00 | | 4,014.09 | 0.00 | 0.00 | 0.00 | 4,014.09 |
| 302 GOB Phase II | 110,938.65 | 0.00 | | 110,938.65 | 0.00 | 0.00 | 0.00 | 110,938.65 |
| 400 Equipment Reserve Fund | 15,030.61 | 0.00 | | 15,030.61 | 0.00 | 0.00 | 0.00 | 15,030.61 |
| 401 Building Reserve Fund | 37,887.85 | 0.00 | | 37,887.85 | 0.00 | 0.00 | 0.00 | 37,887.85 |
| 402 Park Reserve Fund | 25,878.25 | 0.00 | | 25,878.25 | 0.00 | 0.00 | 0.00 | 25,878.25 |
| 403 Water Reserve Fund | 89,236.81 | 0.00 | | 89,236.81 | 0.00 | 0.00 | 0.00 | 89,236.81 |
| 404 Sewer Reserve Fund | 79,582.50 | 0.00 | | 79,582.50 | 0.00 | 0.00 | 0.00 | 79,582.50 |
| 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 | 46,432.50 | 0.00 | | 46,432.50 | 0.00 | 0.00 | 0.00 | 46,432.50 |
| 407 Water System Capital Improvement Fund | 25,335.93 | 508.95 | | 25,844.88 | 0.00 | 0.00 | -526.45 | 25,318.43 |
| 408 City Events Reserve Fund | 1,936.91 | 0.00 | | 1,936.91 | 0.00 | 0.00 | 0.00 | 1,936.91 |
| 409 Water Intake Maintenance Reserve Fund | 15,000.00 | 0.00 | | 15,000.00 | 0.00 | 0.00 | 0.00 | 15,000.00 |
| 507 Park System Development Fund | 26,390.30 | 0.00 | | 26,390.30 | 0.00 | 0.00 | 0.00 | 26,390.30 |
| 508 Sewer System Development Fund | 404,643.00 | 0.00 | -25,000.00 | 429,643.00 | 0.00 | 0.00 | 0.00 | 429,643.00 |
| 509 Street System Development Fund | 82,592.34 | 0.00 | | 82,592.34 | 0.00 | 0.00 | 0.00 | 82,592.34 |
| 510 Storm System Development Fund | 71,017.36 | 0.00 | -10,000.00 | 81,017.36 | 14,949.26 | 0.00 | 0.00 | 95,966.62 |
| 511 Water System Development Fund | 498,014.58 | 0.00 | -71,000.00 | 569,014.58 | 0.00 | 0.00 | 0.00 | 569,014.58 |
| 601 Water Treatment Fund | 247,830.92 | 13,665.60 | 76,955.39 | 184,541.13 | 9,073.88 | 0.00 | -14,436.03 | 179,178.98 |
| 609 Storm Fund | 30,288.88 | 1,495.19 | 10,384.52 | 21,399.55 | 384.52 | 0.00 | -1,567.51 | 20,216.56 |
| 610 Sewer Fund | 22,196.60 | 8,636.27 | 28,464.81 | 2,368.06 | 6,241.20 | 0.00 | -8,951.39 | -342.13 |
| 900 Customer Deposit Fund | 5,857.74 | 0.00 | | 5,857.74 | 26.72 | 0.00 | -100.00 | 5,784.46 |
| | 2,501,063.67 | 41,910.89 | 15,957.01 | 2,527,017.55 | 53,212.85 | 0.00 | -43,200.73 | 2,537,029.67 |

TREASURER'S REPORT

Account Totals

City Of Monroe

Time: 14:58:08 Date: 02/20/2025

02/01/2025 To: 02/28/2025

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| Cash Accounts | | Beg Balance | Deposits | Withdrawals | Ending | Outstanding Rec | Outstanding Exp | Adj Balance |
|---------------------|-----------------------|---------------------|------------------|------------------|---------------------|-------------------|------------------|---------------------|
| 1 | Umpqua Bank | 63,328.00 | 41,311.74 | 15,957.01 | 88,682.73 | -42,182.13 | 53,212.85 | 99,713.45 |
| 6 | Xpress Online Banking | 6,542.69 | 5,599.15 | 5,000.00 | 7,141.84 | -6,018.60 | 5,000.00 | 6,123.24 |
| | Total Cash: | 69,870.69 | 46,910.89 | 20,957.01 | 95,824.57 | -48,200.73 | 58,212.85 | 105,836.69 |
| Investment Accounts | | Beg Balance | Deposits | Withdrawals | Ending | Outstanding Rec | Outstanding Exp | Adj Balance |
| 2 | LGIP | 2,431,192.98 | 0.00 | 0.00 | 2,431,192.98 | 0.00 | 0.00 | 2,431,192.98 |
| | Total Investments: | 2,431,192.98 | 0.00 | 0.00 | 2,431,192.98 | 0.00 | 0.00 | 2,431,192.98 |
| | | 2,501,063.67 | 46,910.89 | 20,957.01 | 2,527,017.55 | -48,200.73 | 58,212.85 | 2,537,029.67 |

TREASURER'S REPORT
Fund Investments By Account

City Of Monroe

Time: 14:58:08 Date: 02/20/2025

02/01/2025 To: 02/28/2025

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| Fund Totals: | Previous Balance | Purchases | Interest | Total Investments | Liquidated | Ending Balance |
|---|------------------|-----------|----------|-------------------|------------|---------------------|
| 100 000 General Fund | 486,739.81 | | | | | 486,739.81 |
| 201 000 Public Works Fund | 283,509.88 | | | | | 283,509.88 |
| 205 000 Street Fund | 778.53 | | | | | 778.53 |
| 300 000 Water Revenue Bond | 17,014.18 | | | | | 17,014.18 |
| 302 000 GOB Phase II | 214,971.68 | | | | | 214,971.68 |
| 400 000 Equipment Reserve Fund | 57,833.48 | | | | | 57,833.48 |
| 401 000 Building Reserve Fund | 37,990.64 | | | | | 37,990.64 |
| 402 000 Park Reserve Fund | 24,405.76 | | | | | 24,405.76 |
| 403 000 Water Reserve Fund | 36,882.25 | | | | | 36,882.25 |
| 404 000 Sewer Reserve Fund | 95,688.12 | | | | | 95,688.12 |
| 405 000 Capital Improvement Reserve Fund | 31,814.97 | | | | | 31,814.97 |
| 407 000 Water System Capital Improvement Fund | 10,720.57 | | | | | 10,720.57 |
| 408 000 City Events Reserve Fund | 1,936.91 | | | | | 1,936.91 |
| 507 000 Park System Development Fund | 34,984.83 | | | | | 34,984.83 |
| 508 000 Sewer System Development Fund | 353,947.95 | | | | | 353,947.95 |
| 509 000 Street System Development Fund | 73,091.84 | | | | | 73,091.84 |
| 510 000 Storm System Development Fund | 75,083.25 | | | | | 75,083.25 |
| 511 000 Water System Development Fund | 440,449.48 | | | | | 440,449.48 |
| 601 000 Water Treatment Fund | 145,567.40 | | | | | 145,567.40 |
| 609 000 Storm Fund | 778.57 | | | | | 778.57 |
| 610 000 Sewer Fund | 7,144.09 | | | | | 7,144.09 |
| 2 - LGIP | 2,431,334.19 | 0.00 | 0.00 | | | 2,431,334.19 |
| | 2,431,334.19 | 0.00 | 0.00 | | | 2,431,334.19 |

TREASURER'S REPORT
Fund Investment Totals

City Of Monroe

Time: 14:58:08 Date: 02/20/2025

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| Fund Totals: | Previous Balance | Purchases | Interest | Ttl Investments | Liquidated | Investment Bal | Available Cash |
|---|---------------------|-----------|----------|-----------------|------------|---------------------|------------------|
| 100 General Administration Fund | 486,739.81 | | | | | 486,739.81 | -101,360.20 |
| 201 Public Works Fund | 283,509.88 | | | | | 283,509.88 | -104,707.40 |
| 205 Street Fund | 778.53 | | | | | 778.53 | 73,062.13 |
| 300 Water Revenue Bond | 17,014.18 | | | | | 17,014.18 | -13,000.09 |
| 302 GOB Phase II | 214,971.68 | | | | | 214,971.68 | -104,033.03 |
| 400 Equipment Reserve Fund | 57,833.48 | | | | | 57,833.48 | -42,802.87 |
| 401 Building Reserve Fund | 37,990.64 | | | | | 37,990.64 | -102.79 |
| 402 Park Reserve Fund | 24,405.76 | | | | | 24,405.76 | 1,472.49 |
| 403 Water Reserve Fund | 36,882.25 | | | | | 36,882.25 | 52,354.56 |
| 404 Sewer Reserve Fund | 95,688.12 | | | | | 95,688.12 | -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 | 46,432.50 |
| 407 Water System Capital Improvement Fund | 10,720.57 | | | | | 10,720.57 | 15,124.31 |
| 408 City Events Reserve Fund | 1,936.91 | | | | | 1,936.91 | 0.00 |
| 409 Water Intake Maintenance Reserve Fund | | | | | | 0.00 | 15,000.00 |
| 507 Park System Development Fund | 34,984.83 | | | | | 34,984.83 | -8,594.53 |
| 508 Sewer System Development Fund | 353,947.95 | | | | | 353,947.95 | 75,695.05 |
| 509 Street System Development Fund | 73,091.84 | | | | | 73,091.84 | 9,500.50 |
| 510 Storm System Development Fund | 75,083.25 | | | | | 75,083.25 | 5,934.11 |
| 511 Water System Development Fund | 440,449.48 | | | | | 440,449.48 | 128,565.10 |
| 601 Water Treatment Fund | 145,567.40 | | | | | 145,567.40 | 38,973.73 |
| 609 Storm Fund | 778.57 | | | | | 778.57 | 20,620.98 |
| 610 Sewer Fund | 7,144.09 | | | | | 7,144.09 | -4,776.03 |
| 900 Customer Deposit Fund | | | | | | 0.00 | 5,857.74 |
| | <u>2,431,334.19</u> | | | | | <u>2,431,334.19</u> | <u>95,683.36</u> |

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

2,527,017.55

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

02/01/2025 To: 02/28/2025

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| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|------|--------|------------|----------|-------|------|---------------------------------------|----------|--|
| 2025 | 1148 | 01/03/2025 | Tr Rec | 1 | | Peene, Angela | -120.00 | Refundable deposit 120.00 |
| 2025 | 1131 | 01/30/2025 | Tr Rec | 1 | | Nicholson, Timothy A. | 55.00 | |
| 2025 | 1135 | 01/30/2025 | Util Pay | 1 | | Xpress Bill Pay | 166.16 | Xpress Import - CC - 01-30-2025__daily_batch.csv |
| 2025 | 1134 | 01/31/2025 | Tr Rec | 1 | | Koroush, Lonnie | 10.00 | Notary Services for Mobile Home Bill of Sale |
| 2025 | 1137 | 01/31/2025 | Util Pay | 1 | | Utility Customer | 328.63 | |
| 2025 | 1138 | 01/31/2025 | Util Pay | 1 | | Utility Customer | 100.00 | |
| 2025 | 1143 | 01/31/2025 | Util Pay | 1 | | Xpress Bill Pay | 330.60 | Xpress Import - CC - 01-31-2025__daily_batch.csv |
| 2025 | 1144 | 02/01/2025 | Util Pay | 1 | | Xpress Bill Pay | 191.02 | Xpress Import - CC - 02-01-2025__daily_batch.csv |
| 2025 | 1146 | 02/02/2025 | Util Pay | 1 | | Xpress Bill Pay | 329.05 | Xpress Import - CC - 02-02-2025__daily_batch.csv |
| 2025 | 1140 | 02/03/2025 | Deposit | 1 | | Umpqua Bank | 5,000.00 | Transfer from Xpress to Umpqua |
| 2025 | 1141 | 02/03/2025 | Tr Rec | 1 | | Hill, Skye | 108.33 | |
| 2025 | 1142 | 02/03/2025 | Util Pay | 1 | | Utility Customer | 1,049.82 | |
| 2025 | 1150 | 02/03/2025 | Util Pay | 1 | | Utility Customer | 765.11 | |
| 2025 | 1153 | 02/03/2025 | Util Pay | 1 | | Xpress Bill Pay | 440.88 | Xpress Import - CC - 02-03-2025__daily_batch.csv |
| 2025 | 1157 | 02/04/2025 | Util Pay | 1 | | Utility Customer | 896.12 | |
| 2025 | 1158 | 02/04/2025 | Util Pay | 1 | | Utility Customer | 187.56 | |
| 2025 | 1160 | 02/04/2025 | Util Pay | 1 | | Xpress Bill Pay | 1,187.79 | Xpress Import - CC - 02-04-2025__daily_batch.csv |
| 2025 | 1159 | 02/05/2025 | Util Pay | 1 | | Utility Customer | 1,109.04 | |
| 2025 | 1165 | 02/05/2025 | Util Pay | 1 | | Xpress Bill Pay | 60.80 | Xpress Import - CC - 02-05-2025__daily_batch.csv |
| 2025 | 1168 | 02/06/2025 | Util Pay | 1 | | Utility Customer | 571.97 | |
| 2025 | 1170 | 02/06/2025 | Util Pay | 1 | | Xpress Bill Pay | 266.40 | Xpress Import - CC - 02-06-2025__daily_batch.csv |
| 2025 | 1169 | 02/07/2025 | Util Pay | 1 | | Utility Customer | 844.56 | |
| 2025 | 1172 | 02/07/2025 | Tr Rec | 1 | | State of Oregon OLCC | 1,437.91 | 12/31/24 OLCC Tax |
| 2025 | 1176 | 02/07/2025 | Util Pay | 1 | | Xpress Bill Pay | 693.51 | Xpress Import - CC - 02-07-2025__daily_batch.csv |
| 2025 | 1179 | 02/09/2025 | Util Pay | 1 | | Xpress Bill Pay | 331.57 | Xpress Import - CC - 02-09-2025__daily_batch.csv |
| 2025 | 1180 | 02/10/2025 | Util Pay | 1 | | Utility Customer | 2,142.57 | |
| 2025 | 1181 | 02/10/2025 | Util Pay | 1 | | Xpress Bill Pay | 350.51 | Xpress Import - CC - 02-10-2025__daily_batch.csv |
| 2025 | 1185 | 02/11/2025 | Tr Rec | 1 | | Martin, Timothy Michael "Scott" | 59.00 | |
| 2025 | 1187 | 02/11/2025 | Util Pay | 1 | | Utility Customer | 1,021.24 | |
| 2025 | 1188 | 02/11/2025 | Tr Rec | 1 | | Feldman, Michelle | 195.00 | For MCC rental through April 1, at 2 days per week |
| 2025 | 1189 | 02/11/2025 | Tr Rec | 1 | | Nicholson, Timothy A. | 110.00 | Final payment. |
| 2025 | 1192 | 02/12/2025 | Util Pay | 1 | | Utility Customer | 1,921.36 | |
| 2025 | 1195 | 02/12/2025 | Util Pay | 1 | | Xpress Bill Pay | 119.55 | Xpress Import - CC - 02-12-2025__daily_batch.csv |
| 2025 | 1198 | 02/13/2025 | Util Pay | 1 | | Xpress Bill Pay | 96.24 | Xpress Import - CC - 02-13-2025__daily_batch.csv |
| 2025 | 1200 | 02/14/2025 | Util Pay | 1 | | Utility Customer | 297.21 | |
| 2025 | 1201 | 02/14/2025 | Tr Rec | 1 | | State of Oregon state revenue sharing | 2,629.70 | Invoice #021025 Revenue Sharing Tax 12/31/2024 |
| 2025 | 1202 | 02/14/2025 | Util Pay | 1 | | Utility Customer | 237.94 | |
| 2025 | 1204 | 02/14/2025 | Tr Rec | 1 | | Benton County Tax Turnover | 1,740.35 | 20250207 Tax Turnover |
| 2025 | 1205 | 02/14/2025 | Util Pay | 1 | | Xpress Bill Pay | 234.99 | Xpress Import - CC - 02-14-2025__daily_batch.csv |

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

02/01/2025 To: 02/28/2025

As Of: 02/28/2025 Date: 02/20/2025

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| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|-----------------------|--------|------------|----------|-------|--------|----------------------------------|-----------|--|
| 2025 | 1208 | 02/15/2025 | Util Pay | 1 | | Xpress Bill Pay | 157.25 | Xpress Import - CC - 02-15-2025_daily_batch (1).csv |
| 2025 | 1210 | 02/16/2025 | Util Pay | 1 | | Xpress Bill Pay | 100.00 | Xpress Import - CC - 02-16-2025_daily_batch.csv |
| 2025 | 1211 | 02/17/2025 | Util Pay | 1 | | Xpress Bill Pay | 463.38 | Xpress Import - CC - 02-17-2025_daily_batch.csv |
| 2025 | 1213 | 02/18/2025 | Util Pay | 1 | | Utility Customer | 505.30 | |
| 2025 | 1214 | 02/18/2025 | Util Pay | 1 | | Xpress Bill Pay | 559.93 | Xpress Import - CC - 02-18-2025_daily_batch.csv |
| 2025 | 1216 | 02/19/2025 | Util Pay | 1 | | Utility Customer | 1,007.72 | |
| 2025 | 1217 | 02/19/2025 | Tr Rec | 1 | | State of Oregon Cigarette Tax | 29.61 | Invoice #021325 1/31/2025 Cigarette City Tax |
| 2025 | 1218 | 02/19/2025 | Util Pay | 1 | | Xpress Bill Pay | 96.72 | Xpress Import - CC - 02-19-2025_daily_batch.csv |
| 2025 | 1220 | 02/20/2025 | Util Pay | 1 | | Utility Customer | 570.03 | |
| 2025 | 1221 | 02/20/2025 | Tr Rec | 1 | | Pacific Power | 1,691.22 | 1145 License 1/25 |
| 2025 | 1222 | 02/20/2025 | Tr Rec | 1 | | Pacific Power | 3,712.59 | 1145 Franchise 1/25 |
| 2025 | 1223 | 02/20/2025 | Tr Rec | 1 | | ODOT | 5,268.95 | 2/14/2025 City Apport |
| 2025 | 1224 | 02/20/2025 | Util Pay | 1 | | Utility Customer | 315.40 | |
| 2025 | 1225 | 02/20/2025 | Util Pay | 1 | | Utility Customer | 206.54 | |
| Receipts Outstanding: | | | | | | | 42,182.13 | |
| 2025 | 1099 | 01/27/2025 | Claims | 1 | EFT | Verizon | 233.20 | Invoice # 6102852003- cell phone bill for 3 new phones and 2 port-overs starting in January 2025 |
| 2025 | 1193 | 02/12/2025 | Claims | 1 | EFT | Oregon PERS | 3,780.51 | Oregon PERS for January 2025 Payroll |
| 2025 | 1173 | 02/10/2025 | Claims | 1 | EFT | ADP Tax Services ADP | 203.23 | January 2025 Payroll Processing - 6 Employees |
| 2025 | 1186 | 02/11/2025 | Claims | 1 | EFT | WECO | 259.85 | Invoice # CP-00298127 Vehicle Operation and Maintenance |
| 2025 | 1175 | 02/10/2025 | Claims | 1 | EFT | Xpress Bill Pay | 181.00 | Invoice # INV-XPR020658 January 2025 Online bill Pay Fees |
| 2023 | 1790 | 05/22/2023 | Claims | 1 | EFT | Cascade Columbia Distribution Co | 346.90 | Inv 864842 Shipped 4/19/2023 |
| 2025 | 1203 | 02/14/2025 | Claims | 1 | EFT | Monroe Telephone | 269.69 | February 2025 Monroe Telephone |
| 2025 | 1194 | 02/12/2025 | Claims | 1 | EFT | Pacific Power | 6,272.60 | February 2025 Power Bill |
| 2025 | 1174 | 02/10/2025 | Claims | 1 | EFT | Umpqua Bank Cardmember Services | 1,177.89 | Jan 2025 for charges 12/14-1/14/2025 |
| 2025 | 1164 | 02/05/2025 | Claims | 1 | EFT | Quill LLC | 50.99 | Invoice #42212238- Plum Soap |
| 2025 | 1163 | 02/05/2025 | Claims | 1 | EFT | City County Insurance Services | 3,761.25 | February 2025 Prepaid Medical and Dental |
| 2025 | 362 | 08/26/2024 | Claims | 1 | 212301 | Carrie Holman | 195.00 | Refundable deposit returned for sufficient cleaning of park use on 8/25/2024 |
| 2025 | 1100 | 01/27/2025 | Claims | 1 | 212354 | B & I Hardware & Rental | 159.47 | Invoice 7463/1 wire track for camera mount in office; water plant brass tee, nipple, air coupler; Invoice 8332/1 gloves and side walk salt |
| 2025 | 1101 | 01/27/2025 | Claims | 1 | 212355 | Bailey Excavating Inc | 4,385.00 | Invoice for City Park 3/4"- |

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Outstanding Vouchers

City Of Monroe

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| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|------|--------|------------|--------|-------|--------|---------------------------------------|-----------|---|
| 2025 | 1103 | 01/27/2025 | Claims | 1 | 212357 | Benton County Sheriff's Office | 9,570.00 | Invoice # 122532 Benton County Law Enforcement Services for 10/1/24-12/31/24 |
| 2025 | 1104 | 01/27/2025 | Claims | 1 | 212358 | Canon Solutions America, Inc. | 155.95 | Quarterly Copier service and overage copy charges for 9/28-12/27/2024 |
| 2025 | 1105 | 01/27/2025 | Claims | 1 | 212359 | Cascade Columbia Distribution Co | 2,871.08 | Invoice # 912520- Sodium Hypochlorite 4 Qty with Container Deposit Returns; Invoice # 914425- Sodium Hypochlorite 4 Qty, Calcium Thiosulfate 4 Qty and Soda Ash 12 Qty |
| 2025 | 1106 | 01/27/2025 | Claims | 1 | 212360 | City of Harrisburg | 500.00 | Jan 2025 WTP Contracted Plant Op Fees |
| 2025 | 1107 | 01/27/2025 | Claims | 1 | 212361 | Eurofins Environment Testing NW, LLC | 1,365.00 | Invoice # 24-36012 influent/site A; effluent/site B; 24-36027 CH-B Long Tom River; 24-36025 Dist A-DBP THM and Haloacetic Acids; 24-37730 Eff Site B ; Inv# 25-00766 Influent/Effluent Site A&B |
| 2025 | 1108 | 01/27/2025 | Claims | 1 | 212362 | H&J Construction, INC | 14,949.26 | Invoice 5533 Catch Basin Replacement, Storm Lateral Installation, Asphalt Restoration |
| 2025 | 1109 | 01/27/2025 | Claims | 1 | 212363 | Local Government Law Group, PC | 650.00 | Invoice #s 71825 & 71826 Matter #s 08-0191-001 & 08-0191-002 |
| 2025 | 1110 | 01/27/2025 | Claims | 1 | 212364 | Oregon Mayor's Association | 110.00 | OMA Annual Dues-Will need to be paid via Credit Card if approved. Need payment by 1/31 |
| 2025 | 1111 | 01/27/2025 | Claims | 1 | 212365 | Oregon State Lock and Key | 275.00 | Invoice #001301 Re-key for WWTP and WTP (Now the Same Key) |
| 2025 | 1112 | 01/27/2025 | Claims | 1 | 212366 | Professional Security Alarm | 72.00 | Invoice 2903855 - Monroe Public Library monitoring service 1/1/25-3/31/25 |
| 2025 | 1114 | 01/27/2025 | Claims | 1 | 212368 | Stephens Heating and Air Conditioning | 160.00 | Invoice # 22343- Routine Maintenance - changed filter and cycled okay |
| 2025 | 1115 | 01/27/2025 | Claims | 1 | 212369 | Douglas Terrill | 5.12 | Deposit return |
| 2025 | 1116 | 01/27/2025 | Claims | 1 | 212370 | USA Bluebook | 512.35 | Invoice # INV00589179 Sales Order # SO3591274 |
| 2023 | 1465 | 03/24/2023 | Claims | 1 | 212994 | Valley Parts & Machine, LLC | 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 |
| | | | | | | | 53,212.85 | |

TREASURER'S REPORT

Outstanding Vouchers

City Of Monroe

02/01/2025 To: 02/28/2025

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| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo |
|------|--------|------------|----------|-------|------|-----------------|--------|---|
| 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 |
| 2025 | 1136 | 01/30/2025 | Util Pay | 6 | | Xpress Bill Pay | 97.17 | Xpress Import - EFT - 01-30-2025__daily_batch.csv |
| 2025 | 1145 | 02/01/2025 | Util Pay | 6 | | Xpress Bill Pay | 315.07 | Xpress Import - EFT - 02-01-2025__daily_batch.csv |
| 2025 | 1147 | 02/02/2025 | Util Pay | 6 | | Xpress Bill Pay | 113.54 | Xpress Import - EFT - 02-02-2025__daily_batch.csv |
| 2025 | 1154 | 02/03/2025 | Util Pay | 6 | | Xpress Bill Pay | 133.48 | Xpress Import - EFT - 02-03-2025__daily_batch.csv |
| 2025 | 1155 | 02/03/2025 | Util Pay | 6 | | Xpress Bill Pay | 97.21 | Xpress Import - OnlineResources - 02-03-2025__daily |
| 2025 | 1156 | 02/03/2025 | Util Pay | 6 | | Xpress Bill Pay | 111.84 | Xpress Import - CheckFree - 02-03-2025__daily_batch |
| 2025 | 1161 | 02/04/2025 | Util Pay | 6 | | Xpress Bill Pay | 302.29 | Xpress Import - EFT - 02-04-2025__daily_batch.csv |
| 2025 | 1162 | 02/04/2025 | Util Pay | 6 | | Xpress Bill Pay | 95.19 | Xpress Import - CheckFree - 02-04-2025__daily_batch |
| 2025 | 1166 | 02/05/2025 | Util Pay | 6 | | Xpress Bill Pay | 663.00 | Xpress Import - EFT - 02-05-2025__daily_batch.csv |
| 2025 | 1167 | 02/05/2025 | Util Pay | 6 | | Xpress Bill Pay | 86.80 | Xpress Import - CheckFree - 02-05-2025__daily_batch |
| 2025 | 1171 | 02/06/2025 | Util Pay | 6 | | Xpress Bill Pay | 208.78 | Xpress Import - EFT - 02-06-2025__daily_batch.csv |
| 2025 | 1177 | 02/07/2025 | Util Pay | 6 | | Xpress Bill Pay | 296.89 | Xpress Import - EFT - 02-07-2025__daily_batch.csv |
| 2025 | 1178 | 02/08/2025 | Util Pay | 6 | | Xpress Bill Pay | 231.65 | Xpress Import - EFT - 02-08-2025__daily_batch.csv |
| 2025 | 1182 | 02/10/2025 | Util Pay | 6 | | Xpress Bill Pay | 93.78 | Xpress Import - EFT - 02-10-2025__daily_batch.csv |
| 2025 | 1183 | 02/10/2025 | Util Pay | 6 | | Xpress Bill Pay | 97.57 | Xpress Import - iPay - 02-10-2025__daily_batch.csv |
| 2025 | 1184 | 02/10/2025 | Util Pay | 6 | | Xpress Bill Pay | 98.78 | Xpress Import - OnlineResources - 02-10-2025__daily |
| 2025 | 1196 | 02/12/2025 | Util Pay | 6 | | Xpress Bill Pay | 192.43 | Xpress Import - EFT - 02-12-2025__daily_batch.csv |
| 2025 | 1197 | 02/12/2025 | Util Pay | 6 | | Xpress Bill Pay | 95.29 | Xpress Import - CheckFree - 02-12-2025__daily_batch |
| 2025 | 1199 | 02/13/2025 | Util Pay | 6 | | Xpress Bill Pay | 96.74 | Xpress Import - EFT - 02-13-2025__daily_batch.csv |
| 2025 | 1206 | 02/14/2025 | Util Pay | 6 | | Xpress Bill Pay | 217.20 | Xpress Import - EFT - 02-14-2025__daily_batch.csv |
| 2025 | 1207 | 02/14/2025 | Util Pay | 6 | | Xpress Bill Pay | 97.00 | Xpress Import - iPay - 02-14-2025__daily_batch.csv |
| 2025 | 1209 | 02/15/2025 | Util Pay | 6 | | Xpress Bill Pay | 314.40 | Xpress Import - EFT - 02-15-2025__daily_batch (1).csv |
| 2025 | 1212 | 02/17/2025 | Util Pay | 6 | | Xpress Bill Pay | 771.78 | Xpress Import - EFT - 02-17-2025__daily_batch.csv |
| 2025 | 1215 | 02/18/2025 | Util Pay | 6 | | Xpress Bill Pay | 382.46 | Xpress Import - EFT - 02-18-2025__daily_batch.csv |
| 2025 | 1219 | 02/19/2025 | Util Pay | 6 | | Xpress Bill Pay | 485.98 | Xpress Import - EFT - 02-19-2025__daily_batch.csv |

Receipts Outstanding: 6,018.60

53,212.85

| Fund | Claims | Payroll | Total |
|-----------------------------------|-----------|---------|-----------|
| 100 General Administration Fund | 13,891.98 | 0.00 | 13,891.98 |
| 201 Public Works Fund | 7,557.68 | 0.00 | 7,557.68 |
| 205 Street Fund | 1,087.61 | 0.00 | 1,087.61 |
| 510 Storm System Development Fund | 14,949.26 | 0.00 | 14,949.26 |
| 601 Water Treatment Fund | 9,073.88 | 0.00 | 9,073.88 |

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Outstanding Vouchers

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| Year | Trans# | Date | Type | Acct# | War# | Vendor | Amount | Memo | |
|---------------------------|--------|------|------|-------|------|--------|------------------|-------------|------------------|
| Fund | | | | | | | Claims | Payroll | Total |
| 609 Storm Fund | | | | | | | 384.52 | 0.00 | 384.52 |
| 610 Sewer Fund | | | | | | | 6,241.20 | 0.00 | 6,241.20 |
| 900 Customer Deposit Fund | | | | | | | 26.72 | 0.00 | 26.72 |
| | | | | | | | <u>53,212.85</u> | <u>0.00</u> | <u>53,212.85</u> |

TREASURER'S REPORT

Signature Page

City Of Monroe

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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:  2/20/2025 Reviewed By / Date
Signed:  2-20-25 Finance Officer / Date



RESOLUTION NO. 2025-07

A RESOLUTION AUTHORIZING USE OF FUNDS FOR DEMOLITION OF CITY BUILDING

WHEREAS, the City owns property at 665 Commercial Street in Monroe that is identified on the Benton County tax records as tax lot 14533AB06800 and includes a 1,250 SF structure; and

WHEREAS, on June 5, 2018, a registered professional engineer submitted a report to the City stating the structure on this property has structural rot and would require significant repair; and

WHEREAS, on May 9, 2024, a registered profession engineer submitted a report to the City that the building located at 664 Commercial Street and currently used as City Hall, Public Works, and the Benton County Sheriff sub-station is not seismically sound due to interior and exterior walls constructed with unreinforced masonry units; and

WHEREAS, the City Council desires staff and citizens have a safe building to work in, transact City business, and determined a new building is required, to be located at 665 Commercial Street;

NOW, THEREFORE, BE IT RESOLVED, the Monroe City Council hereby declares and determines the authorization to use funds from the Building Reserve Fund to survey and demolish the existing building at 665 Commercial Street, tax lot 14533AB06800, not to exceed \$14,582 as follows:

| | |
|-------------------------------------|----------|
| Building Demolition (Bids attached) | \$11,790 |
| Asbestos Survey (Bids attached) | \$ 442 |
| Property Survey | \$ 1,850 |
| Contingency | \$ 500 |

Adopted by the City Council this 24th day of February, 2025.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder



QUOTE



Steve Martinenko
 City of Monroe
 664 Commercial Street
 Monroe, OR 97456
 Project: Monroe Fire Department Demo
 2/11/2025

| Building Demolition Bid | | | |
|----------------------------|--|--|---|
| Work Description | | | |
| Item #1 | Demolish existing 25' by 50' building. | | |
| | Separate any metal materials and dispose of them at metal recycler. | | |
| | Dispose of all wood and other debris at appropriate dump site. | | Total for building demolition: \$9,420 |
| Item #2 | Removal and disposal of existing concrete slab. | | Total for slab removal: \$2,370 |
| | | | Total Job Cost: \$11,790 |
| | Exclusions <ul style="list-style-type: none"> - Any necessary permits. - Asbestos survey and abatement - Approximate asbestos survey cost, \$1,500 | | |
| Quote is good for 30 days. | | | |

AMM 2-11-25 Contingent on Resolution for Busby Reserves

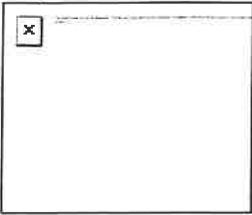
Please Make Checks Payable to:
 Rick Nelson Construction
Thank You For Your Business

Steve Martinenko

From: Mark Murray
Sent: Tuesday, February 4, 2025 4:55 PM
To: Steve Martinenko
Subject: Re: Reader building

Nash would be an additional \$1,200 for the concrete removal.

Mark Murray
Public Works
Cell: 541-954-6640
City Hall: 541-847-5175



On Feb 4, 2025, at 15:53, Steve Martinenko <steve.martinenko@monroeoregon.gov> wrote:

Thank you, Mark – Please confirm:

Both bids are to tear down and haul away both the structure and concrete

Nash \$12,500
Nelson \$11,799
Baily Chose not to bid

Steve Martinenko

City Administrator
541-847-5175 City Hall

Disclaimer: This e-mail message is a public record of the City of Monroe. The contents may be subject to public disclosure under Oregon Public Records Law and subject to the State of Oregon Records Retention Schedules. (OAR:166.200.0200-405)

From: Mark Murray <mark.murray@monroeoregon.gov>
Sent: Tuesday, February 4, 2025 3:48 PM
To: Steve Martinenko <steve.martinenko@monroeoregon.gov>
Cc: Chuck Cross <chuck.cross@monroeoregon.gov>
Subject: Reader building

Steve,

We have spoke to 3 contractors in regards to tearing down the reader building, Scott bailey chose not to give a bid due to his schedule and being a crew of 1.

Steven Nash

\$12,500 teardown/ haul away

\$10,000 if we are willing tot trade the Tiger mower as partial payment.

He did also say that he was up for negotiation.

Rick Nelson

\$9,420 teardown/ haul away

2,370 concrete slab removal

Thanks,

Mark Murray

Public Works

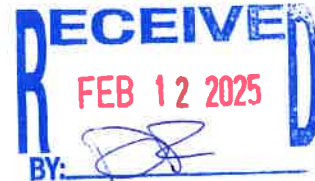
Cell: 541-954-6640

City Hall: 541-847-5175

<image001.png>



Mike Pose
36 W Q Street
Springfield, OR 97477
PH:541-98-9823



City of Monroe
City Hall
664 Commercial St
Monroe, OR 97456

02.12.25

To Dawyn Flora,

Quote for Asbestos Survey of building located at:
665 Commercial St
Monroe, OR 97456

| | | |
|------------------------|---------------|----------|
| Estimated 10 samples- | @ \$25.00 ea | \$250.00 |
| Drive Time: 45 minutes | @85.00 hr | \$63.75 |
| Onsite Time: .5 hr | @85.00 hr | \$42.50 |
| Report Fee: | | \$85.00 |
| Total: | not to exceed | \$441.25 |

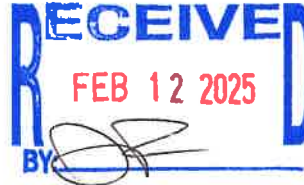
Sincerely,
Mike Pose
Vice President
NorthWest Hazmat Inc



February 12th, 2025

To:

Dawyn Flora
City of Monroe
541-847-5175
dawyn.flora@monrooregon.gov



Re:

Pre-demolition asbestos survey at 665 Commercial St. Monroe, OR 97456

The following is the bid proposal for the asbestos survey inspection at the property listed above.

The bid proposal breakdown is as follows:

Standard Rates:

- Onsite Survey: This includes the first hour inspectors are onsite, collecting and cataloguing samples, and time to write survey report- **\$350.00.**
- Additional Hours Onsite: **\$75.00** per inspector, per hour (if applicable).
- Sample Analyzation: **\$45.00** per sample.
- Travel Charge (if applicable): **\$75.00** per hour

Bid Estimate

Sample counts are based on the photo and description of the building.

- Asbestos Survey: 1 inspector, **\$350.00.**
- Asbestos Samples: Estimating 5-10 samples, **\$225.00-450.00.**

Bid estimate total: **\$575.00-800.00.**

The asbestos survey report will be available 2-3 business days after the samples are taken.

Please contact me with any questions.

Sincerely,

Stephanie Marshall
503.851.9966
stephanie@ettnw.com



RESOLUTION NO. 2025-08

A RESOLUTION AUTHORIZING USE OF FUNDS FOR STREET REPAIR

WHEREAS, the City is obligated to maintain its infrastructure on state owned roads within the city limits of Monroe; and

WHEREAS, the Oregon Department of Transportation requested repair of the manhole located on 5th Street (Highway 99W) to the north of Ash Street and across from the Monroe High School; and

WHEREAS, the City does not have the equipment or staff to safely effect repairs in the middle of a busy highway;

NOW, THEREFORE, BE IT RESOLVED, the Monroe City Council hereby declares and determines to authorize the use funds from the Street Reserve Fund to repair the manhole on 5th street per the attached bid, not to exceed \$4,500.

Adopted by the City Council this 24th day of February, 2025.

APPROVED:

Dan Sheets, Mayor

Date

ATTEST:

Steve Martinenko, City Recorder



H & J Construction, Inc.
PO Box 2432,
Eugene, OR 97402
CCB# 88084



02/05/2025

To: City of Monroe Oregon

Manhole Surround Repair

Thank you for the opportunity to quote this project, this quote is based on ODOT standard detail RD360 and is for the removal and replacement of the concrete surround using a circular saw cutting, rapid set 5,000 psi concrete, and traffic control. This operation should be completed in less than one working day and will follow ODOT specifications for work in ODOT right-of-way. Manhole is located on Highway 99 just North of Ash Street

Regards,

Bill Webb

Vice President | **H & J Construction, Inc.**

Celebrating over 50 years of business.

Office: (541) 689-5863

Cell: (541) 521-8048

Fax: (541) 689-5887

THE ATTACHED QUOTE IS VALID FOR THIRTY (30) DAYS FROM 02/05/2025

| | | | |
|---------------|------------|-------------|-----------------------|
| Quote Number: | 25016 | Quoted For: | City of Monroe Oregon |
| Quote Date: | 02/05/2025 | Quoted By: | William Webb |

| Item Description | QTY | UOM | Unit Price | Total |
|--|------|-----|------------|-----------------|
| 01 MOBILIZATION | 1.00 | LS | 575.50 | 575.50 |
| 02 CONCRETE MANHOLE SURROUND REPLACEMENT | 1.00 | EA | 3,924.50 | 3,924.50 |
| Quote Total | | | | 4,500.00 |

OUR WORK EXCLUDES THE FOLLOWING. PERMITS, HAMMERING OF ROCK, FENCE REPLACEMENT, ROTO-MILLING, LANDSCAPING, BYPASS WORK, ASBESTOS REMOVAL/ABATEMENT, AS-BUILT DRAWINGS, ENGINEERING, CONCRETE TESTING.

| | |
|--------------------|-------------|
| Approved By: _____ | Date: _____ |
|--------------------|-------------|

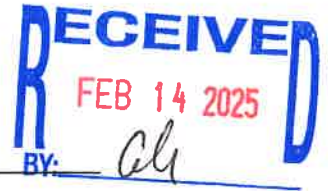
QUOTE VALID FOR THIRTY (30) DAYS FROM 02/05/2025

664 Commercial Street
PO Box 486
Monroe, Oregon 97456



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

APPLICATION FOR APPOINTMENT TO CITY COUNCIL



Name: Brian Ray

Address: 712 N 8th st

City: Monroe State: OR Zip: 97456

Home Phone: _____ Cell Phone: 541-222-0424

Email Address: bbray2004@att.net

Occupation: Safety Adv./millwright Place of Employment: International paper

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

Are you a Monroe resident? Yes No If yes, how many years? 4-5 yrs.

Why are you interested in serving as a Monroe City Councilor?

I believe I can contribute idea's that may impact the residence in my community in a positive manner.

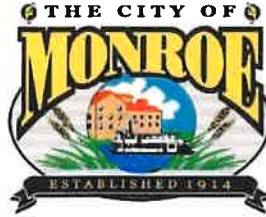
What prior experience or educational background do you have that would be significant to Serving on the Monroe City Council? Note: You may also attach your resume and a letter of interest.

I currently sit on the advisory committee for public works in Monroe. I sit on the planning committee for Western Pulp, Paper, & Forest Products Safety & Health Conference

List organizations, committees, commissions, or boards on which you serve or have served?

I am the recording secretary, one of the shop stewards and previously the Guard for are local union. I am the Safety Adv. for are mill of 3000 people. I am involved in multiple safety committees (lockout, confined space, safety steering, educational committee) Just to name a few I have been on are emergency response team for the last 16yr, bearing a critical part of making decisions.

664 Commercial Street
PO Box 486
Monroe, Oregon 97456



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

APPLICATION FOR APPOINTMENT TO CITY COUNCIL (CONTINUED)

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

Name: Marge Huseman

Address: 801 42nd st.

City: Springfield State: OR Zip: 97478

^{work}
~~Home~~ Phone: 541-741-5423 Cell Phone: _____

Email Address: Margaret.Husman@ipaper.com

Relation to you: Direct Supervisor

By providing your signature below, you acknowledge that you are the applicant for Appointment to City Council and authorize the City to contact your references.

Signature: [Signature] Date: 12 Feb 2025

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

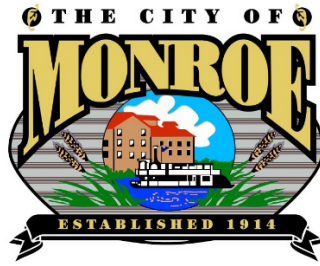
***Note:** Please be aware that appointees for Monroe City Council are subject to State Ethic Law Requirements. For further information on ethics laws and what the requirements are, please contact Monroe City Hall or the City Administrator at 541-847-5175 or email: hr@ci.monroe.or.us

City Council Expectations to Serve:

- Length of the term depends on time remaining on vacant Monroe City Council seat
- Expected time commitment for a Monroe City Councilor is as follows:
 - 1 regular monthly City Council meeting on the fourth Monday of the month;
 - 1 monthly Special City Council meeting, as needed, depending on current projects;
 - Chair or co-chair at least one City Committee;
 - Serve on the Budget Committee, as required by state law;
 - Serve on at least 2 City Committees or Subcommittees, see list here:
 - <https://ci.monroe.or.us/city-committees/>
 - Serve on county/regional boards or commissions, as needed, and to represent the City Council and the City of Monroe at various community functions.

City Council Requirements to Apply:

- A U.S. citizen and at least 18 years old;
- A registered voter in the City of Monroe, Oregon;
- A resident of Monroe residing within city limits.



Interview Questions for Monroe City Council Vacancy

City Council Meeting: Monday, February 24, 2025 at 6 p.m.

Monroe Community Center, 605 Main Street, Monroe, OR 97456

CANDIDATE _____ ASSESSOR _____

Introduction by Mayor Sheets: *Welcome, [insert candidate's name]! The Monroe City Council would like to thank you for taking the time to answer our questions regarding the current council vacancy. Your answers will help us get to know you better and determine if you are a good fit for the City Council. For this interview each one of the City Councilors, including myself, will take a turn asking you a question until we've asked all 12 questions. If, at any time, you need to take a break, please let us know.*

1. **[Councilor Williams' Question]:** Please share a brief description of your background including education and work experience.
2. **[Councilor Myers' Question]:** Please tell us about your involvement in community or civic activities. Have you served on any other boards or committees in the community?
3. **[Councilor Cuthbertson's Question]:** Why are you interested in serving on the Monroe City Council?
4. **[Councilor Lindner's Question]:** What unique skills, experience, or qualifications could you bring to the City Council position? How will your skills and knowledge contribute to the council's work?
5. **[Councilor Williams' Question]:** Please name three qualities a Monroe City Councilor should possess.
6. **[Councilor Myers' Question]:** If you could make one change or improvement, in the City of Monroe, what would that change, or improvement be?

7. **[Councilor Cuthbertson's Question]:** What do you believe are the current challenges and opportunities facing the City of Monroe? Pick one challenge and tell us how you would address it.

8. **[Councilor Lindner's Question]:** What is your approach to making informed decisions on complex issues?

9. **[Councilor Williams' Question]** Do you have any interest in or participate in any professional or personal activity that could lead to, or be perceived as, a conflict of interest if you become appointed as City Councilor? If yes, please explain.

10. **[Councilor Myers' Question]:** Can you share an example of a time you had to navigate a controversial topic and how you handled it?

11. **[Mayor Sheets' Question]** City Council regularly meets at 6:00 p.m. on the second and fourth Mondays of each month and each meeting lasts approximately two (2) hours. If you are selected, as City Councilor, you are also expected to Chair/Co-Chair one (1) Committee and participate in at least two (2) City Committees. This is approximately 6-8 hours per month. Will your schedule permit your regular attendance at scheduled City Council Meetings, Council Work Sessions, and Committee Meetings?

12. **[Mayor Sheets' Question]** There may be occasions when individuals residing inside and outside of the City of Monroe will take to social media and post negative comments, concerns, "rants" or worse over discussions and decisions made by the City Council. Many times, the posters are spreading misinformation and do not contact Monroe City Hall, the Mayor, or a City Councilor to get the facts.

- As a City Councilor, how do you handle this situation on social media?
- How would you handle the same situation, as City Councilor, if someone instead of taking to social media and posting a negative comment, concern, "rant" or worse about a City Council discussion or decision, they came up and said it to you, in person, while you were walking home from dinner?

Conclusion by Mayor Sheets: *Do you have any comments you would like to mention, or do you have any questions for us?*