

**City Council Agenda
Monroe Council Chambers
Monday, February 27, 2017 -- 6:00 PM**

1. **OPENING:** Call to Order, Pledge of Allegiance and Roll Call
2. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
3. **STAFF REPORTS and UPDATES**
 - 3.1. Dave Claborn, P.W.S.: Public Works Report
 - 3.2. Rick Hohnbaum, City Administrator Report
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. Cell phone for City Hall
 - 5.2. Appointment of Budget Officer
 - 5.3. Adoption of Budget Calendar
 - 5.4. Budget Committee Membership
 - 5.5. Goal Setting Session
 - 5.6. Presentation of Connectivity Plan-Seth Sherry
 - 5.7. Recommendations from Planning Commission
 - 5.7.1. Direct staff to initiate code development change to limit tall pole signage
 - 5.7.2. Direct staff to initiate code development change to create Highway Corridor Overlay Zone establishing color and design themes
6. **OLD BUSINESS:**
 - 6.1 Appointment(s) to Planning Commission
7. **OTHER BUSINESS:**
 - 7.1. Councilor Comments and Committee Reports:

Discussion on the various committees and the members. Committees and other commitments include:
Personnel & Finance; Public Works & Safety; Beautification; CWACTION; Monroe School Board meetings; OCWCOG board member; South Benton Recreation Alliance; Parks and Rec; and South Benton County Connectivity Committee
 - 7.2. Mayor's Comments:
8. **ADJOURN:**

To: City of Monroe Council
From: Public Works Superintendent
Subject: Monthly Public Works Report
Date: February 2017

All regulatory and permit compliance requirements were met for January 2017.

Wastewater

- 11.9 million gallons of sanitary sewage were pumped to the lagoons.
- 13.8 million gallons of treated effluent discharged to Long Tom River
- 4.79 inches of rain fall for the month of January.
- January 7th we were not able to complete samples from wastewater plant due to snow and ice. Reported to DEQ on January 9th the incident and on the monthly reports.
- Found infiltration hole in sewer main, installed some temporary piping to divert storm water from entering wastewater main. Full repair will be when the ground will allow us.
- February 5th pump station overflowed about 7000 gallons and lasted about three and half hours.

Water

- Produced 1.62 million gallons of drinking water and billed for 1.32 million gallons.
- Total unaccounted water is 460,821 gallons 28.36%. (The average unaccounted water is 150,000 to 200,000. Had a couple water pipe breakage on city side of meter and during cold months our older water meters don't pick up the trickling of water, part of our meter change out program about 40 per year.)

Distribution/Collection System

- 1 Line locate (236 N 5th).
- Cleaned storm grates
- One water meter replacement.

Streets

- Repaired pot hole on Main Street and on Oak. Oak still has one pot hole that the water table is too high to fix; we will keep adding gravel for now.
- Repaired pot holes/add gravel on North 8th street, North 10th street and 3rd street.

Maintenance and Repairs

- Changed oil in service truck.
- All scheduled preventative maintenance items were completed, 35 for Pump station, 39 for Waste Water Plant and 54 for the Water plant.

Current projects

Tiger mower hydraulics
Mowing equipment maintenance
Heating system at library (quotes, antifreeze in lines, heat pumps configured correctly, thermostat configured to the heat pumps and adding tank less water heater to each heat pump.)
Sewer main repair (late spring)
Storm drain repair on 9th (spring)
Legion Hall stove, one side not working.

STAFF REPORT

CITY ADMINISTRATOR MONTHLY REPORT FOR 2-27-17 CITY COUNCIL MEETING

Beginning: I started working for the City of Monroe on February 1, 2017 and so far have returned every work day plus one holiday. It has been a challenging pleasure to this point with warm welcomes and lots of planning and development activities occurring.

City Meetings: Beatification Committee, Planning Commission (2), Joint City/Council Planning Commission Work Session, City Council, and Personnel and Finance Committee meeting, Steve our webmaster and email consultant.

Out of town trips: OCWCOG office (Albany) to meet with Seth and Phil in the planning department, OCWCOG Administrators meeting in Philomath to meet with all the city managers/administrators in the region. Thursday the 23rd scheduled to meet with Mary Nevin Corvallis Librarian and her assistant director and then at 2:30 with Mayor Canter and Commissioner Schuster with some county department heads.

Other contacts: DLCD Staff, Main Street Oregon Program State Director, State Brownfield Coordinator, City/County Insurance (CIS) staff, COG, IFA (Infrastructure Finance Authority-state agency that funds economic development and infrastructure projects), Oregon Government Ethics Commission, City Attorney-phone introductions.

Planning: Building permit review, lot line adjustment pre application meeting, correspondence pre-application for Pacific Addition (8th and Pine), MonteVista planning, research on land development fees/application fees, draft resolution updating fees and clarifying application process, inquiries on potential development for property near Monroe Cemetery Road and Highway 99W, General Dollar Store on land use process to combine existing lots into one large one.

Planning IGA: Mayor Canter signed the Intergovernmental Agreement for planning services with the OCWCOG which the city council had previously approved. Either party can cancel with 30 day notice. It is my intent to continue using their services beyond the transition period for major projects which we can bill the applicant for the COG services.

March: I will be off March 31st for a medical appointment.

Joiner: I have joined the Oregon Municipal Records Association. I think it is \$50 a year and has been and will be a significant source for the documentation administration which is needed for Monroe. I have also joined the Oregon Chapter of the American Planning Association mostly so I can get on the plan-net which is a planners list serve where no question is to ridiculous to ask and again significant work products already produced by another city is available to share for Monroe's benefit. I believe the annual membership is \$55.00. For both of these organizations I have joined the state chapter but not the national organization which they are a section of. I am

really not much of a joiner. I have traditionally only been a member of the Oregon City County Managers Association.

HVAC: It is technical, financial and perhaps political in form. David Claborn has been all over the technical issues striving for long term resolution to what may have been caused by a design and implementation flaw. David is also working towards the financial costs involved and I expect to be working on the financial and intergovernmental issues based upon information David obtains. The library project was not overseen by the City when it was built. WE are working on developing an action plan but do not expect to request any council action at your February 27th meeting.

Technical: Prior to my arrival, COG Information Technology Staff came and did an assessment of our computer system. We are awaiting a report and estimate for updating the system which was built about 5 years ago. The website task force is reviewing the new website and I would hope that that project may get a March green light. I have had absolutely nothing to do with either one of these projects other than to remind the COG I am awaiting their report for budget reasons.

March Projects: Budget Prep, Connectivity Plan Public Input Event, Planning and Development Projects, Personnel as Dave is leaving, Office Organizational Projects, Website conversion, Economic Development, Comp Plan, Grants, Finance.

City of Monroe

Accounts Payable February, 2017

Vendor	Invoice No.	Invoice Date	Description	Invoice Amt
Conser Quarry	970958	10-Feb	Gravel for N 10th and 3rd Street	178.81
	970959	10-Feb	Gravel for N 8th	178.81
	971028	13-Feb	Gravel for N 8th	108.53
Subtotal				466.15
Edge Analytical	17-01055	3-Feb	Water plant testing alkalinity and total organic carbon	79.00
	17-02640	14-Feb	Waste water testing bio oxy demand and total suspended solids (x2)	170.00
	17-01068	24-Jan	Waste water testing total coliform, E. Coli and iron	70.00
	17-02058	1-Feb	Waste water testing total coliform and E. Coli	42.00
	17-02060	14-Feb	Waste water testing iron	28.00
	17-02061	14-Feb	Waste water testing iron	28.00
	17-03126	16-Feb	Waste water testing total coliform and E. Coli	42.00
	17-03124	20-Feb	Waste water testing iron	28.00
	17-03125	20-Feb	Waste water testing iron	28.00
Subtotal				515.00
Mike's Heating & Air	142797	15-Feb	Maintenance of Library heatpump #5	90.00
	142798	15-Feb	Maintenance of Library heatpump #4	90.00
	142799	15-Feb	Maintenance of Library heatpump #3	90.00
	142801	15-Feb	Maintenance of Library heatpump #2	90.00
Subtotal				360.00
Monroe Telephone	301Feb	1-Feb	City Hall main phone line	39.95
	302Feb	1-Feb	City Hall fax line	85.03
	4024Feb	1-Feb	Pump Station Alarm	31.04
	4056Feb	1-Feb	Water plant main line	31.32
Subtotal				187.34
Pacific Power	Jan17	30-Jan	City electrical power	5,013.36
	Jan17	30-Jan	Library electrical power	1,100.70
Subtotal				6,114.06
Umpqua Bank VISA	4520	31-Jan	City cell phones	73.71
	6120436	31-Dec	Dig Safely notifications	4.32
	788876	9-Dec	Service call WTP compressor #1 overheating	240.00

Atlas Copco	788873	9-Dec Service call WTP compressor #2 overheating	465.00
Betty Mills	1485556732	27-Jan Paper towels for Library, WTP, and WWTP	146.13
Bowman Lock and Safe	9967	3-Feb Keys	93.00
Fusion Express	923237	12-Jan Soda ash mixer	97.79
Harbor Freight Tools	3793	15-Jan Laser thermometer	18.99
Loacate Ball Bearings	2035	31-Jan Bearing for flail mower	28.85
Oregon Health Authority	1549	31-Jan Drinking water cross-connection annual fee	75.00
Oregon state Police	9570	31-Jan Employee background check	10.00
Platt Electric	162616	6-Jan Filter for pump station	68.22
Vista Print	6324	10-Feb Business cards	37.96
Vista Print	6194	11-Feb Nameplates	67.43
Wilco	974	2-Feb Box blade and 6" sewer pipe	718.98
			2,145.38

USA Blue Book	171758	2-Feb Water/Wastewater benchtop testing supplies	403.12
	177182	8-Feb Water plant benchtop testing supplies	245.03
		Subtotal	648.15

Miscellaneous			
American Planning Association	2017	14-Feb Membership dues	55.00
Better Portable Toilets	3224	31-Jan ADA portable toilet at park	110.00
Branch Engineering	7902	24-Jan Annual water line report to OHA	56.25
Carson Oil (formerly Jerry Brown)	Jan17	31-Jan Fuel	77.39
Cascade Columbia Distribution	686381	27-Jan Sodium Carbonate for Water Plant	934.30
CoEnergy	54056	7-Feb Propane for City Hall	701.54
Ferguson Waterworks	565511	16-Feb Geophone for detecting water leaks	250.76
Hurd's Custom Machinery	9532	5-Jan Sheet metal	15.56
Larry Blake	954	30-Jan January Judicial Services	200.00
Oregon Assoc. of Mun. Recorders	00738	3-Feb Rick H. Membership Dues	50.00
OCWCOG	2QTR2016	19-Jan IT service Oct - Dec, 2016	62.00
Oregon Employment Dept.	21617	21-Feb State Unemployment Tax	253.50
Roto-Rooter Plumbing	62135	25-Jan CCTV sewer main	435.00
SmartWatt	11330	2-Feb LED light conversion at City Hall	1,878.04
SmartWatt	11333	2-Feb LED light conversion at Legion Hall	1,278.35
USPS	Mar17	27-Feb Postage for billing cards - March	85.00
		Subtotal	6,442.69

Total 16,878.77

City Council Minutes
January 23, 2017

Mayor Canter called the meeting to order at 6:00 PM. Councilors Present: Harry Myers, Cindy Canter, Frank Thayer and Floyd Billings. Staff present included Finance Officer Dave Williams.

COUNCILOR APPOINTMENTS:

Mayor Canter opened the floor to those individuals interested in filling the Councilor positions vacated by himself and Councilor Donna Dillard. These appointments are for the remainder of the original terms and will expire December 31, 2018. Jeannine Cuthbertson, Jhon Flory, Charles Sholz, and Robert Reynolds introduced themselves and presented their qualifications and desire to fill the positions. Councilor Thayer nominated Jeannine Cuthbertson to fill the first position, seconded by C. Canter, all councilors voted in favor. Mayor Canter swore her in and she assumed her position on the council. Councilor Billings nominated Jhon Flory to fill the second position, seconded by Thayer. Councilors Cuthbertson, Thayer and Billings voted in favor, Councilors Myers and C. Canter were opposed. Mayor Canter swore him in and he also assumed his position on the council. Mayor Canter then appointed Councilor Myers as the Council president.

PUBLIC COMMENTS:

None

STAFF REPORTS:

The Public Works report provided by Public Works Superintendent Claborn was discussed. There was considerable discussion on the volume of water being lost and possible water leaks and efforts to locate them. Councilor Thayer questioned the purpose of the additional connector pipes at the treatment lagoons and raised the question of exercising shut-off valves. The additional connectors were installed because those installed when the lagoon was built were proving to be inadequate. The question on exercising the shut-off valves was sent to Public Works.

CONSENT AGENDA:

There were three new bills presented for payment. Councilor Thayer moved to accept the Consent Agenda as amended, which was seconded by Councilor C. Canter and approved 6-0.

NEW BUSINESS:

Request for Assistance with Water Bill. Verna Terry of 380 N. 6th Street requested assistance with her most recent water bill, which was extremely large due to a broken pipe. Council was asked to approve the relief credit as it is City policy to limit such assistance to one time and Ms. Terry exercised that option in May of 2013. As this instance was much larger the council discussed the merits of the policy and how it should be applied. Council Myers moved that Ms. Terry be granted the assistance provided she pay back the small amount received from the May, 2013 event and Thayer seconded. Passed 5-1 (Billings – No).

Ryan Johnston with Monte Vista Homes: Mr. Johnston requested information from the council on the process for a zoning change and other issues pertaining to the Brick Mill property. The council informed him that he needed to contact the Planning Commission and Seth Sherry (Council of Governments employee providing planning services to the City).

Request for phone reimbursement: Mayor Canter requested the City reimburse him for the use of his personal cell phone in lieu of carrying a second, city owned phone (which is no longer operable). He has had a second line added to his phone to separate city calls from personal calls. Council Myers moved he be allowed the same amount the city owned phone is costing us (\$30.00 per month) with

Billings seconding. All voted yes with the exception of C. Canter, who abstained. Finance Officer Williams was instructed to cancel the service on the city owned phone (done).

Councilor Comments and Committee Reports:

Mr. Stan Salot provided an update on the design and implementation of the City's website. After much discussion on various aspects of what needed to be done Councilor Myers moved and C. Canter seconded that the City have TechXtension pursue obtaining an additional domain name in the city's name.

Councilor Billings presented the recommendations of the Personnel committee after interviewing the top contenders for the position of City Administrator. After discussion he moved the top candidate be offered the position with a starting wage of \$60,000.00 per year plus the usual benefits dependent on a successful background check. Seconded by Councilor Thayer, all in favor.

Kevin Perkins of the County Commissioners office presented information on the Transportation System Plan as it involves the City of Monroe and surrounding area. The County will be arranging a meeting with the City Staff, Planning Commission and City Council to discuss the element of the plan as it applies to Monroe.

Councilor Thayer raised the need to address the City's emergency planning documents as they have not been reviewed or updated recently. It was concluded that the plans should be coordinated with the Fire Department to ensure we are working together. Councilor Thayer agreed to chair the committee to undertake this task.

Councilor Thayer asked about the status of the plans for the proposed development at 8th and Pine. Mayor Canter said it was a discussion item for the Planning Committee meeting on January 24th.

The various committees and boards the Council participates on were discussed and assignments made as follows (some were volunteers, I use the term assigned for convenience).

Committee	Chair	Members
Public Works & Safety	Floyd Billings	Cindy Canter and Jhon Flory
Personnel & Finance	Harry Myers	Frank Thayer and Jeanni Cuthbertson
Beautification	Cindy Canter	Liz Doyle, Joyce Long, Carol Girard, Linda Frederick Pat Straube, Michelle Eldredge, Amy Nystrom, Dorothy Brickerhoff
Parks	Cindy Canter	Laurie Reynolds and Tim Eastridge
Planning Commission	Kathy Smith	Stan Salot, Tim Eastridge, Laurie Reynolds, Dan Sheets

Board	Member	Alternate
OCWGOG	Jeanni Cuthbertson	Cindy Canter
Cascades West Commission	Paul Canter	Jhon Flory
On Transportation		
South Benton Recreation	Jeanni Cuthbertson	Harry Myers
Alliance Rep.		
School Board Rep.	Floyd Billings	Paul Canter
South Benton Co.	Cindy Canter	Paul Canter
Connectivity Committee		

Mayors Comments:

Mayor Canter thanked former Mayor Thayer for his years of hard work and expressed his gratitude that he is serving on as a City Councilor.

ADJOURN: There being no further business Mayor Canter adjourned the meeting at 7:30.

Signed: _____
Mayor Paul Canter

STAFF REPORT

FEBRUARY 27, 2017 CITY COUNCIL AGENDA

RE: CELL PHONE FOR CITY HALL

The city has had two cell phones in the past. Currently we only have one which is assigned to our outstanding public works director. However we actually pay to call our public works director from the land line at city hall at 8 cents per minute. We are also paying for long distance calls or "extended area service charges" to Salem, Albany, Corvallis, Eugene, Bell Fountain and Junction City.

With a new City Administrator who is continuing to increase the level of Monroe's involvement with grants and support from state agencies, I would expect the amount of calls to increase along with the cost. While the new city administrator has several "toys" he may consider requesting in the future (PowerPoint projector, laptop (using my own for minutes), flip charts (borrowed from the wife for the work session), a cell phone assigned to city hall would increase our communication capabilities as well as see a cost savings for the City.

A return to the two cell phone practice would cost about \$30.00 per month. I just pulled two months of phone bills and October we spent \$29.11 and June was \$30.57 in long distance or extended service area calls.

Staff is recommending to the city council that they approve the return to the 2 cell phone practice.

STAFF REPORT

FEBRUARY 27, 2017 CITY COUNCIL AGENDA

APPOINTMENT OF BUDGET OFFICER

ADOPTION OF BUDGET CALENDAR

From the state of Oregon budget manual-

PREPARING THE PROPOSED BUDGET

Who is responsible for preparing the proposed budget?

You, the budget officer, are responsible for preparing the budget or supervising its preparation. You are also responsible for overseeing the budgeting process from beginning to end, including certification of property taxes to the county assessor. Most budget officers are also responsible for monitoring budget expenditures during the budget year and for making any budget changes required after adoption. Each local government must have someone designated as the budget officer. You may be appointed by the governing body or designated by the local government's charter. You do not have to live within the boundaries of the local government, unless required by the local government's charter. You can't serve as an appointive member of the budget committee.

How do I begin the budgeting process?

We, the Department of Revenue, recommend that you first prepare a budget calendar. The calendar maps out all the steps that must occur to legally adopt a budget. It allows you to plan enough time so that the budget is adopted by June 30. The best way to develop a budget calendar is to set the date for the adoption hearing in late May or early June and then work backward. Allow enough time for the required public notices and extra budget committee meetings. Build in some extra time so you can respond to unexpected situations.

Staff is recommending to the city council that they adopt a budget calendar and appoint a budget officer. I would suggest two separate motions.

Draft
BUDGET CALENDAR INFORMATION
2017-2018

TIMELINE

<u>March 27, 2017</u>	Council Appoint Budget Committee Members
<u>April</u>	Goal setting session, Council, Budget, Planning Commission
<u>April</u>	Staff prepare Budget
<u>April 24, 2017</u>	Council adopt 2017-2017 fiscal year goals
<u>May 3, 2017</u>	Prepare notice of budget meeting, give to paper eight days before publication date
<u>May 11, 2017</u>	Publish in Tri-County Notice of Budget Committee meeting and possible uses of Shared Revenues; twice, 7 days apart, not more than 30 days or less than 5 days prior to the meeting day {May 11 th & 18th }
<u>May 15, 2017</u>	<u>Publish on web page</u>
<u>May 19, 2017</u>	Send out agenda, budget and budget message to all committee members (Council and lay citizens). Have available in office.
<u>June 1, 2017</u>	Budget Committee meeting held (may be more than one) with public testimony.
<u>June 6, 2017</u>	Budget Committee meeting
<u>June 8, 2017</u>	Completed changes to budget from Budget Committee action.
<u>June 15, 2017</u>	Publish public hearing notices (shared revenue proposed use) and summary in paper, 5 to 30 days before public hearing- or deliver by mail 10 days prior.
<u>June 26, 2017</u>	Hold public hearings, adopt resolutions authorizing expenditures and taxes

STAFF REPORT

February 27, 2017 CITY COUNCIL AGENDA

BUDGET COMMITTEE MEMBERSHIP

Based upon previous years listing of budget committee members, these appear to be the active names from recent budget committee appointments by the city council. Budget committee membership is a three year term as set by state budget law.

Kathy Smith

Elizabeth Hayler

Bruce Hayler

Chuck Scholt

John Dillard

I am recommending;

- a. Council set up a rotating appointment list such as this;

Class of 2019	Elizabeth Hayler, Chuck Scholt
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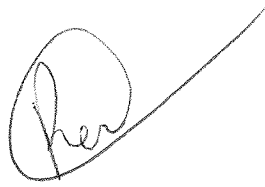
Class of 2018	Bruce Hayler, John Dillard
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Class of 2017	Kathy Smith, Vacant, Vacant
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- b. Council direct staff to confer with the existing members regarding the terms
- c. Council direct staff to advertise for budget committee appointments
- d. Council plan on appointing budget committee members at March Council meeting

STAFF REPORT

PLANNING COMMISSION

A handwritten signature in black ink, appearing to read 'her', is written over a diagonal line that extends from the top right towards the center of the page.

February 27, 2017

RE: Color Scheme Downtown Appearance Standards Process

RE: Sign Code Update and Code Process

Tuesday evening the Planning Commission voted 4-0 to recommend to the City Council to direct staff to initiate the process for two code amendment changes for the City of Monroe Development Code. One of the recommended code changes has to do with the creation of a Highway Corridor Overlay zone. The second recommendation has to do with the sign code and could be a part of the overlay zone if the sign code was only going to be changed within the Highway Corridor or could be outside of the overlay zone if the sign code change was going to be city-wide.

The sign code change that the planning commission would like to see moved forward to allow public input including a required public hearing(s) would be to disallow tall signs on standing poles and encourage monument signs as the primary business signage code.

The Highway Corridor Overlay Zone would be for the purpose of establishing a design and color palate for the highway area, the area that serves as the “front door” for our community. Mentioned was the use of existing buildings as samples for what the design expectations and color schemes are for the highway corridor overlay. Existing buildings like the library, high school, winery as well as the plans for the brewpub could exemplify the standards for color and design for the corridor until a more complete design plan was developed for the highway corridor through the main street program or through the comp plan process involving extensive community input.

In order to amend or change the city’s zoning code, there is a required process involving the State of Oregon. 35 days prior to holding a public hearing to amend the code or change the zone we are required to notify the State of Oregon and provide a copy of the proposed new language/zoning. With that process in mind, the city council could direct staff to draft the proposed language and initiate the notification process to the state. A potential timeline would look like this:

February 27th-City Council Direct City Administrator to draft code amendments and zone changes

March 13-City Administrator send draft language and notice to state

May 1-Planning Commission conduct public hearing (s)

May 22-City Council Conduct Public Hearing and adopt or direct changes for adoption in June

To: Mayor Paul Carter
From: Liila Fredrick
Date: Tuesday, February 7, 2017

I would like to apply for the Monroe
Planning Commission. I understand there
is the position vacant on the committee,
and I would like to fill that open position.

Sincerely,

Liila Fredrick
25204 Cheryl Creek Rd
Monroe, OR 97456

rick.hohnbaum@ci.monroe.or.us

From: Mayor Paul Canter <paul.canter@ci.monroe.or.us>
Sent: Monday, February 20, 2017 9:11 AM
To: Rick.hohnbaum@ci.monroe.or.us
Subject: Fwd: Planning Commission Vacancy

Hi Rick,

Please put this letter of interest with the the other and include in the council packets for review.

----- Original Message -----

Subject: Planning Commission Vacancy
Date: 2017-02-20 08:11
From: Fred Cuthbertson <fredcuthbertson@gmail.com>
To: paul.canter@ci.monroe.or.us

Mayor Canter,

I understand that there is currently a vacancy on the planning commission. I would like to be considered as one to fill that vacancy. As a resident of the City I feel it is important to get involved where I can assist.

I have a background in Construction and Law Enforcement. During my years in law enforcement I worked in a city with rapid growth. Working with the citizens within those communities I became aware of the impact on the community. Some very positive and some negative.

As a remodeling contractor and builder I am also aware of what it takes to build and what infrastructure is needed. I hope to us my experience to help you, the city council and our community move forward.

Thank you for your consideration,

Fred R Cuthbertson
726 S. 5th St.
Monroe, Or 97456
Cell 541.359.6632

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Benton County Sheriff's Office ~ Monroe Activity Report

Month: January 2017

Date	Case #	Badge No.	Patrol Time	Call Time	Shift	Contacts	Traffic		Arrests		Ord. Viol.	Other
							Warn	Cite	Cite	Cust		
1/1/2017	2017B00012	441	1.50	0.00	Swing	5						
1/2/2017	2017B00016	436	1.00	0.00	Day							Call- Trespass (2017B00029)
1/3/2017	2017B00037	436	1.50	1.50	Day							Call- Attempt to Locate Impaired Driver
1/3/2017	2017B00049	440	0.75	0.25	Swing		1					Arrest- Warrant (2017B00050)
1/4/2017	2017B00051	427	2.00	0.00	Swing		1		1			Assist w/ Warrant Arrest
1/4/2017	2017B00052	416	1.50	0.50	Swing							Call- Trespass (2017B00064)
1/4/2017	2017B00066	419	0.50	0.50	Swing		3					
1/5/2017	2017B00080	427	1.00	0.00	Swing	3						
1/6/2017	2017B00084	439	1.50	0.00	Day	3						
1/7/2017	2017B00091	445	3.00	0.00	Grave		1					
1/7/2017	2017B00092	428	1.50	0.00	Grave	1						
1/7/2017	2017B00095	439	1.50	0.00	Day							
1/8/2017	2017B00111	417	1.00	0.00	Grave							
1/9/2017	2017B00112	444	1.50	0.00	Grave							
1/9/2017	2017B00115	424	1.00	0.00	Day							
1/12/2017	2017B00157	443	2.00	0.00	Grave	2						
1/12/2017	2017B00163	437	1.00	0.00	Day							
1/12/2017	2017B00165	419	0.50	0.50	Swing							Follow-Up (2017B00152)
1/13/2017	2017B00166	434	1.50	0.00	Grave	2	1					
1/13/2017	2017B00171	429	1.00	0.00	Day							
1/13/2017	2017B00174	439	0.00	0.50	Day				1			Arrest- Warrant
1/13/2017	2017B00177	441	1.00	0.00	Swing		1	1				
1/14/2017	2017B00186	448	1.00	0.00	Day							Suspicious Person
1/14/2017	2017B00193	435	0.00	0.50	Swing							
1/15/2017	2017B00196	428	1.50	0.00	Grave	1						
1/15/2017	2017B00201	439	0.00	1.00	Day				1			Arrest- DUII
1/15/2017	2017B00208	441	0.00	0.50	Swing							Welfare Check
1/15/2017	2017B00211	417	2.00	0.00	Grave							
1/16/2017	2017B00214	444	1.50	0.00	Grave							Arrest- Warrant (2017B00212)
1/15/2017	2017B00215	448	0.00	1.75	Day				1			Call- Domestic/DUII
1/16/2017	2017B00221	438	1.00	0.00	Day							
1/16/2017	2017B00230	435	0.00	1.00	Swing							Call- Animal Call (2017B00229), Call- Burglary (2017B00225)
1/16/2017	2017B00231	440	1.00	0.50	Swing	2						Call- Burglary (2017B00225)
1/18/2017	2017B00243	429	0.00	0.50	Day							Welfare Check
1/19/2017	2017B00350	0	0.00	0.25	Day							DHS Referral
1/19/2017	2017B00251	443	1.00	0.00	Grave	2						

1/19/2017	2017B00252	416	0.00	3.50	Swing							1	Call- DUII Crash (2017B00250)	
1/19/2017	2017B00253	428	0.00	2.50	Grave							1	Arrest- DUII, Reckless Driving, Reckless Endangering, Fail to Perform Duties - Parking Complaint	
1/19/2017	2017B00256	429	0.00	0.50	Day									
1/20/2017	2017B00266	434	1.00	0.00	Grave					1			Animal Welfare Check	
1/20/2017	2017B00281	428	1.50	0.00	Grave									
1/20/2017	2017B00272	370	0.00	0.50	Day									
1/21/2017	2017B00279	434	1.50	0.00	Grave						1			
1/21/2017	2017B00280	445	1.50	0.00	Grave									
1/21/2017	2017B00285	439	0.00	0.25	Day								Assist Public	
1/21/2017	2017B00286	436	1.00	0.00	Day									
1/21/2017	2017B00287	435	1.00	0.00	Swing						1			
1/21/2017	2017B00289	444	1.00	0.00	Grave						3			
1/23/2017	2017B00301	417	1.00	1.00	Grave							1	Arrest- Improper Use 911, False Report, Resisting Arrest, Disorderly Conduct	
1/23/2017	2017B00304	434	1.00	0.00	Grave								DHS Referral	
1/23/2017	2017B00351	0	0.00	0.25	Day								Dog at Large	
1/24/2017	2017B00319	370	0.00	0.50	Day				3				Follow Up - Ordinance Viol	
1/26/2017	2017B00346	437	1.00	1.00	Day									
1/26/2017	2017B00359	440	2.50	0.00	Swing									
1/27/2017	2017B00372	427	1.50	0.00	Swing						1			
1/27/2017	2017B00373	434	1.00	0.00	Grave									
1/28/2017	2017B00374	421	1.50	0.00	Swing						1			
1/28/2017	2017B00376	429	2.00	0.00	Day						4	2		
1/29/2017	2017B00388	424	2.00	0.00	Day					1				
1/30/2017	2017B00399	438	2.00	0.00	Day									
1/30/2017	2017B00410	370	0.00	0.50	Day								Dog at Large	
1/30/2017	2017B00434	0	0.00	0.25	Day								DHS Referral	
1/31/2017	2017B00415	443	1.50	0.00	Grave									
1/31/2017	2017B00426	438	1.00	0.50	Day						3		Call- Welfare Check	
													Warn- Fail Maint Lane x4	
													Warn- Lighting Viol x5	
													Warn- Fail to Dim	
													Warn- Window Tint	
													Warn- Speed x3	
TOTAL:						84.25	63.25	21.00	29	20	3	0	5	0