

CITY COUNCIL NOTICE/AGENDA

Monday January 28, 2019
MONROE CITY HALL

6PM
658 COMMERCIAL STREET



1. **OPENING:** Call to Order, Pledge of Allegiance and Roll Call
2. **SWEARING IN OF ELECTED OFFICIALS**
3. **DECLARATION OF VACANCY, APPOINTMENT AND SWEARING IN** page 8
4. **ELECTION OF COUNCIL PRESIDENT**
5. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
6. **STAFF REPORTS and UPDATES and PRESENTATIONS**
 - 3.1 Police Report Chief Bob Morris
 - 3.2 Community Development Coordinator Taylor Evans page 10
 - 3.3 City Administrator Rick Hohnbaum
 - 3.4 Mid Fiscal Year Finance Report Rick Hohnbaum page 21
7. **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:
 - 7.1. Approval of Bills, Financials and Minutes page 93
8. **PRESENTATION: Rachael Maddock-Hughes**-Deputy Executive Director Oregon Cascade West Council of Governments
9. **APPOINTMENTS**
 - 9.1 Oregon Cascade West Council of Governments Board of Directors pg. 119
 - 9.2 Cascade West Area Commission on Transportation
 - 9.3 City Council Committees
 - 9.4 Other Mayoral or Council Appointments
 - 9.5 Authorization of Check Signers on Behalf of the City of Monroe
 - 9.6 Appointment(s) to City Budget Committee

**FOREWORD:
MUNICIPAL HOME RULE AMENDMENTS
TO THE CONSTITUTION OF OREGON**

The Legislative Assembly shall not enact, amend or repeal any charter or act of incorporation for any municipality, city or town. The legal voters of every city and town are hereby granted power to enact and amend their municipal charter, subject to the Constitution and criminal laws of the State of Oregon.

[Article XI, section 2]

The initiative and referendum powers reserved to the people by subsections (2) and (3) of this section are further reserved to the qualified voters of each municipality and district as to all local, special and municipal legislation of every character in or for their municipality or district. The manner of exercising those powers shall be provided by general laws, but cities may provide the manner of exercising those powers as to their municipal legislation. In a city, not more than 15 percent of the qualified voters may be required to propose legislation by the initiative, and not more than 10 percent of the qualified voters may be required to order a referendum of legislation.

[Article IV, section 1(5)]

PREAMBLE

We, the people of Monroe, Oregon, in order to avail ourselves of self-determination in municipal affairs to the fullest extent now or hereafter possible under the constitutions and laws of the United States and the state of Oregon, through this charter confer upon the city the following powers, subject it to the following restrictions, prescribe for it the following procedures and governmental structure, and repeal all previous charter provisions of the city.

CHAPTER I: NAMES AND BOUNDARIES

SECTION 1. TITLE OF CHARTER.

This charter may be referred to as the 2000 Monroe Charter.

SECTION 2. NAME OF CITY.

The city of Monroe, Oregon, continues under this charter to be a municipal corporation with the name city of Monroe.

SECTION 3. BOUNDARIES.

The city includes all territory within its boundaries as they now exist or hereafter are modified pursuant to state law. The custodian of the city's records shall keep an accurate, current description of the boundaries and make a copy of it available for public inspection in the city during regular city office hours.

CHAPTER II: POWERS

SECTION 4. POWERS OF CITY.

The city has all powers that the constitutions, statutes, and common law of the United States and of this state now or hereafter expressly or impliedly grant or allow the city, as fully as though this charter specifically enumerated each of those powers.

SECTION 5. CONSTRUCTION OF POWERS.

In this charter, no specification of a power is exclusive or restricts authority that the city would have if the power were not specified. The charter shall be liberally construed, so that the city may exercise fully

SECTION 15. RECORD OF PROCEEDINGS.

A record of council proceeding shall be kept and authenticated in a manner prescribed by the council.

SECTION 16. MAYOR'S FUNCTIONS AT COUNCIL MEETINGS.

(1) When present at council meetings, the mayor shall:

- a. Preside over deliberations of the council,
- b. Preserve order,
- c. Enforce council rules, and
- d. Determine the order of business under the rules.

(2) Notwithstanding subsection (1) of this section, the mayor may temporarily cease to chair a council meeting and delegate the functions described in subsection (1) to another council member.

(3) The mayor shall vote only in the event of a tie.

SECTION 17. COUNCIL PRESIDENT.

(1) At its first meeting after this charter takes effect and at its first meeting of each odd-numbered year, the council shall appoint a president from its councilors.

(2) Except in voting on questions before the council, the president shall function as mayor when the mayor is

- a. Absent from a council meeting, or
- b. Unable to function as mayor.

SECTION 18. VOTE REQUIRED.

Except as this charter may specifically prescribe otherwise, the express concurrence of a majority of the council members present and constituting a quorum is necessary to decide affirmatively a question before the council.

SECTION 19. VACANCIES: OCCURRENCE.

The office of a member of the council becomes vacant:

(1) Upon the incumbent's:

- a. Death,
- b. Adjudicated incompetence, or
- c. Recall from the office; or

(2) Upon declaration by the council of the vacancy in case of the incumbent's:

a. Failure, following election of appointment to the office, to qualify for the office within ten days after the time for his or her term of office to begin,

b. Absence from the city for 30 days without the council's consent or from all meetings of the council within a 60-day period,

c. Ceasing to reside in the city,

d. Ceasing to be a qualified elector under state law,

e. Conviction of a public offense punishable by loss of liberty, or

f. Resignation from the office.

CHAPTER VI: PERSONNEL**SECTION 23. QUALIFICATIONS.**

(1) An elective city officer shall be qualified elector under the state constitution and shall have resided in the city during the twelve months immediately before being elected or appointed to the office. In this subsection "city" means area inside the city limits at the time of the election or appointment.

(2) No person may be a candidate at a single election for more than one elective city office.

(3) An elective officer may be employed in a city position that is substantially volunteer in nature. Whether the position is so may be decided by the municipal court at the request of the council or in some other manner, whichever the council prescribes.

(4) Except as subsection (3) of this section provides to the contrary, the council is the final judge of the election and qualifications of its members.

(5) The qualifications of appointive officers of the city are whatever the council prescribes or authorizes.

SECTION 24. COMPENSATION.

The council shall prescribe the compensation of city officers. The council may prescribe a plan for reimbursing city personnel for expenses that they incur in serving the city.

SECTION 25. EMPLOYMENT STATUS.

All employees of the city serve at the discretion and pleasure of the city council. The city council shall prescribe rules for all personnel of the city. The city council may assign, as they see fit, supervisory

functions to various city positions. All city employees are "at will", subject to the rights of any collective bargaining agreement or specific contracts entered into by the council.

SECTION 26. OATH.

Before assuming city office, an officer shall take an oath or shall affirm that he or she will faithfully perform the duties of the office and support the constitution and laws of the United States and of the state of Oregon.

CHAPTER VII: ELECTIONS**SECTION 27. STATE LAW.**

Except as this charter or a city ordinance prescribes to the contrary, a city election shall conform to state law applicable to the election.

SECTION 28. NOMINATIONS.

A person may be nominated in a manner prescribed by general ordinance to run for an elective office of the city.

CHAPTER VIII: ORDINANCES**SECTION 29. ORDAINING CLAUSE.**

The ordaining clause of an ordinance shall be "The city of Monroe ordains as follows:".

Harry M. Myers

625 Depot, Monroe, OR 97456 | 541-847-5847 | harry_myers@hotmail.com

12/18/2018

City Council and Mayor

City of Monroe

664 Commercial Street, Monroe, OR 97456

Dear City Council and Mayor:

I would like to extend my thanks for the honor of serving on the city council these past few years. I have enjoyed the strides we have made to move forward with our community development, infrastructure, and improving levels of service.

I understand there may be a vacancy due to a life event for one of our newly re-elected council members that will require that councilor to leave our community. I would like to use this letter as an indication of my interest in fulfilling that vacancy should you so choose.

My resume' most of you know, as I have served on the council for a few years, and before that I served on the Monroe Budget Committee.

I also have experience working with city public works, treatment plants, and IT. The following summary outlines my work experiences.

- Mill Supply Corporation 1985-1992 Engineering Sales
- The Mallory Company 1992-1996 Territory Manager, Fire, Safety and Forestry Sales
- Pope & Talbot, inc. 1996 - 2008 MRO Buyer, Lead ERP project
- Cascade Pacific 2008 - 2009 System Application Administrator, MRO Buyer
- PeaceHealth 2009 - present Application Developer Sr. (IT)

I feel I have a lot more to contribute to the City of Monroe and would appreciate the honor to serve with you again.

Sincerely,



Myers, Harry

are coming for the festival! I apologize I couldn't be at the meeting tonight. I am currently at a workshop on addressing Goal 10 of the comprehensive plan.

From: Linn-Benton Venture Catalyst Corey Wright <Corey@oregonrain.org>
Sent: Tuesday, January 15, 2019 2:50 PM
To: rick.hohnbaum@ci.monroe.or.us
Subject: What's Happening in Linn-Benton



REGIONAL NEWSLETTER:
LINN BENTON

Hello Linn-Benton entrepreneurs and stakeholders,

If your last week was anything like mine then you'll agree that the New Year is off to a great start. There's a lot happening within our entrepreneurial ecosystem! Before we look forward, let's take a look at what we've accomplished together since I started this position last June. So much has transpired!

We've hosted 34 events, identified 38 entrepreneurs, and are closely mentoring more than 10 startups. Several of those startups have started developing their MVPs and are preparing to raise capital from investors this year.

Some of our highlights included our well-attended Entrepreneurship Kick-Off event in Halsey last July, taking entrepreneurs to network and learn at the Bend Venture Conference, and arranging for three startups to pitch to Elevate Capital in December... what a learning experience for all involved! In October, I was elected to the board of directors for Willamette Innovators Network, a local non-profit that hosts entrepreneurial related pub talks in the Willamette Valley. In just six months, I completed all of the 1-year goals set forth in my contract for the Business Oregon ROI program, thanks in part to my Oregon RAIN teammates.

Looking forward, I'm excited about the opportunities 2019 holds for our region. Oregon RAIN's premiere event, PitchFest on Feb 21st will showcase our local startups, and will serve as a bookend to our "Scale Your Startup" Workshop series. Starting in March, we will introduce an event-based tour of Linn-Benton conducting entrepreneurial outreach and searching for wannapreneurs with big ideas! I'm also investigating the logistics of holding a GoogleTechStars 'Startup Weekend' here in Linn Benton, and we'll have an Innovation Showcase to wrap up the school year sometime in June.

LET'S COOK - Oregon RAIN is working in collaboration with Linn-Benton economic development agencies to develop a regional commercial kitchen inventory database. If you'd like to submit an asset to this valuable database, please complete [this questionnaire](#).

A CALL FOR GRANT PROPOSALS -

The Oregon Innovation Council (Oregon InC), managed by Business Oregon, seeks to support the creation and growth of companies with high-growth potential emerging from science and research by announcing their Enhanced Phase 0 Grant Program. Learn more about applicant eligibility requirements [here](#). All applications are due Feb 1st, 2019.

VOLUNTEER OPPORTUNITY - Are you interested in bringing a startup weekend to life? [Contact me!](#)



BE THERE - We've launched registration for Winter PitchFest on Thursday, February 21st in Philomath, Oregon. Join Oregon RAIN for a professional pitch competition highlighting top startups from the Linn-Benton rural region during an evening of innovation & big ideas! The event is free, so go ahead and save yourself a seat now - [RSVP](#). Thanks to our main sponsor, Nectar Creek - we'll be spending the evening in their beautiful tasting room and event space. Connect with Oregon RAIN on Facebook to invite your colleagues and catch all the event announcements!

Pitch Deck Development	January 17th, 6 - 8 PM
Mentor Mixer Speed Dating	January 31st, 5:30 - 8:30 PM
Presenting Your Pitch	February 7th, 6 - 8 PM

Oregon RAIN would like to thank the Linn Benton Small Business Development Center (SBDC) and the Linn Benton Community College for partnering with us to provide the workshop location. This workshop series is made possible by funding from the recipients of a Rural Opportunities Initiative grant by Business Oregon, the cities of Lebanon, Monroe, Sweet Home, Harrisburg, Halsey, Philomath, Brownsville, and Adair Village, Linn and Benton Counties, and The Ford Family Foundation.

[View Events on Meetup.com](#)

[View Events on Facebook.com](#)



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If you're receiving this quarterly newsletter it means that you have a role in supporting RAIN and we thought you'd be interested in hearing about the successes RAIN programs are having on the entrepreneurial ecosystem in Oregon. If you'd prefer not to receive these quarterly updates you can easily unsubscribe at the bottom on this email.

Our mailing address is:

RAIN (Regional Accelerator & Innovation Network)
942 Olive
Eugene, OR 97401

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mailchimp

Monroe

Rural Fire Protection District
P.O. Box 411 Monroe, Oregon 97456
Phone (541) 847-5170
Fax (541) 847-6091



1/16/19

Monroe RFPD's Response to the Draft Monroe Transportation System Plan

Page 30 Figure 9

The neighborhood local street cross-section. In the event of emergency traffic on this type of street, meeting a vehicle coming in the opposite direction, with the addition of on street parking, will slow response times of the emergency traffic by having limited room for larger emergency vehicle to pass. Please take this into concertation.

Page 32 Figure 11

The addition of these "stub" streets will greatly reduce response times in these areas. They will also allow for more versatility and application of fire department resources in the event of a wildland fire such as we have seen in northern California. In general the more our streets are connected to other street, it gives emergency traffic more than one way in and one way out. This will be safer for our community and our firefighters.

On street parking, please review the application of on street parking. Blanket on street parking on all city streets can cause delays in emergency response times and an increase in damage to vehicles and equipment. A piece of fire apparatus needs to have a minimum of 16 feet in unobstructed roadway or street, to access all equipment and open storage equipment storage locations. Please also conceder as soon as fire equipment arrives on scene any vehicles parked in the immediate area cannot and will not be moved.

The transportation plan does not mention half streets, please do not conceder using half streets. These have proved to not work in our area and cause congestion for emergency responders.

Isolated bike or walking paths, please remember emergency access to these areas. In the case of an EMS emergency in these areas staff has to carry a large amount of equipment and the patient over a long distance. This will increase response times greatly. In the event of a wildland fire our equipment is large and cannot access restricted areas easily. Having emergency access points along such paths will enhance emergency response to these areas.

I would like to thank you for your work on this transportation plan and I or the department can be of any help please let me know. We are at your service.

Respectively;

A handwritten signature in black ink that reads 'Rick Smith'.

Rick Smith
Fire Chief
Monroe RFPD

**RESOURCES
GENERAL FUND 100**

GENERAL FUND 100					CITY OF		
RESOURCE DESCRIPTION					BUDGET 2018-2019	ACTUAL MONTH SIX	
Historical Data			ACTUAL 2017- 2018				
Second Preceding Year 2015-2016	Actual First Preceding Year 2016-2017						
1	138,791	198,112	251,059	1	Available Cash on Hand	225,000	225,384
2	1,711	1,861	2,107	2	Previously levied taxes estimated to be received	2,000	11,839
3	3,552	7,593	7,571	3	Interest	13,000	8,038
4				4			
5				5	OTHER RESOURCES		
6	8,967	9,339	9,960	6	Liquor Tax	9,500	4,863
7	598	999	778	7	Cigarette Tax	600	393
8			3,076	8	State Marijuana Tax Revenue	2,200	424
9	4,312	7,027	5,833	9	State Revenue Sharing	5,800	3,071
10	21,130	22,603	20,946	10	PP&L Franchise	31,500	11,214
11	3,629	3,753	2,837	11	Monroe Telephone	1,500	
12	2,152	2,779	2,604	12	Republic Services	2,300	2,138
13	3,270	4,410	4,025	13	Legion Hall Rental	3,500	3,755
14	838	1,300	1,460	14	Library Rental	1,200	930
15	600	1,200	1,200	15	Old Library Lease		300
16	1,102	1,807	598	16	Miscellaneous	500	68
17	14,425	15,231	14,889	17	Court Revenue (Fines & Fees)	13,000	15,320
18	24	74	8,486	18	SDC Admin Fee	3,200	
19		2,000	23,067	19	Engineering Fees	15,000	34,697
20	105	50	75	20	Licenses & Fees		
21	1,000		1,000	21	DLCD - TA Grant (every other year)		
22	1,615	5,305	5,160	22	Planning Fees	3,000	2,225
23	170	365	470	23	Lien Fee Searches	800	440
24	17,681		804	24	Reservoir Heights Park Project		
					christmas lights decorations		778
			6,210		Non-employee Health Insurance		
25	0	0	45,902	25	Hull Grant for Legion Hall		
26	200		5,000	26	Monroe Fest		
27			5,000	27	Willamette Valley Vistor's Association Grant	5,000	5,000
28			13,000	28	RARE Funding Grants	10,000	17,000
29				29	Oregon By Design - RARE		
30			4,800	30	Comp Plan Grants		
31				31	South Benton Recreation Alliance Grant	3,000	3,000
32			2,000	32	SBCE grant		
33				33	State Parks Grant	75,000	4,917
34	225,873	285,808	449,917	34	Total resources, except taxes to be levied	426,600	355,794
35			107,375	35	Taxes necessary to balance	121,447	95,513
36	104,850	112,213		36	Taxes collected in year levied		
37	330,723	398,021	557,292	37	TOTAL RESOURCES	548,047	451,307

GENERAL FUND 100

CITY OF I

	Historical Data					REQUIREMENTS FOR: ADMINISTRATION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1					1	PERSONNEL SERVICES		
2	12,281	14,149	11,248		2	Finance Officer	15,500	7,559
3	13,283	15,816	22,144		3	COO/City Administrator	24,500	11,798
4					4	Community Development Coord	2,600	2,600
5					5	Administrative Assistant	7,600	872
						City Hall Janitorial		195
6	944	1,101	1,940		6	PERS		1,237
7	1,878	3,109	2,691		7	Payroll Taxes	3,025	1,652
8					8	Workers Compensation	500	464
9	3,015	3,199	12,737		9	Health Insurance	12,000	3,828
10	31,401	37,374	50,760		10	Total Personnel Services	69,425	30,205
11	0.5	0.5	0.6		11	Total Full-Time Equivalent (FTE)	1.12	1.12
12					12	MATERIALS & SERVICES		
13	27,472	28,296	39,126		13	Sheriff Contract (9-3/4 hrs./week)	33,000	16,000
14					14	Planner Contract	17,000	
15			518		15	Postage	500	207
16	1,350	1,200	1,200		16	Judge	1,200	600
17			23,500		17	Resource Assistance for Rural Environments-RARE	23,500	5,875
19	1,711	1,904	2,355		19	Dues	2,000	2,404
20	212	727	6,305		20	Education & Travel	5,000	2,012
21			509		21	Education and Training City Council	1,500	
22			1,347		22	Education and Training Planning Commission	1,500	1,025
23			642		23	Committees and Commission	2,000	
24	0				24	Election	500	
25	204	408	543		25	Advertisement	750	264
26	1,047	1,021	1,252		26	Telephone	1,300	502
27	1,899	2,435	2,221		27	Electric (city hall)	2,500	1,204
28	7,320	8,964	8,529		28	Legion Hall Expense		
29	5,268	4,543	5,095		29	General Liability and Auto	2,400	2,906
30	0				30	Bond		
31	258	2,898	14,208		31	Attorney Fees	12,000	12,934
32	4,851	4,026	4,106		32	Audit & File Fees	4,500	4,235
33	38	299	31,713		33	Engineering Fees	15,000	37,919
34	803				34	Collection Services	500	
35		425	9,140		35	Professional Services	5,000	194
36	58	2,500	88		36	Beautification/Main Street	10,000	2,869
37	0				37	Archive Records Destruction	1,000	
38	(2)				38	Office Equipment Repair & Maintenance	1,000	
39	239	1,480	2,726		39	Operating Supplies	2,500	1,504
40	380	3,309	6,644		40	Computer	5,500	4,568

41			1,087	41	On Line Bill Pay		1,500	437
42	2,420	2,996	3,472	42	City Hall Heating Propane		3,500	1,233
43	994	2,397	5,761	43	Building Repairs and Maintenance		6,000	1,178
44	976	671	442	44	Court Expenses		1,000	808
45	0		20	45	Mat/Carpet Cleaning		250	
46	0	30		46	Bail Refund		250	
47	392			47	Monroe Fest		10,000	1,139
48		2,663	1,305	48	Planning Expenses		1,500	
49	627	816	3,262	49	Expenses not covered elsewhere		2,500	590
50	58,517	74,008	177,116	50	TOTAL MATERIALS & SERVICES		178,150	102,607

**REQUIREMENTS SUMMARY
GENERAL FUND 100**

CITY OF N

	Historical Data			REQUIREMENTS FOR: ADMINISTRATION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1				1	CAPITAL OUTLAY	
2			1,423	2	Computers/office equipment	0
3			15,393	3	Legion Hall (Hull Grant)	
4			31,629	4	Gas Station Purchase	
5				5	Old Library remodel	
6			48,445	6	Total Capital Outlay	0
7	89,918	111,382	276,321	7	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	132,812

	Historical Data			REQUIREMENTS FOR: PARKS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017 - 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
13				PERSONNEL SERVICES		
14	2,156	2,846	2,941	Public Works Superintendent	3,050	1,303
15	652	688	750	Public Works Assistant	1,900	717
16				Public Works Technician		71
17	89	225	216	PERS	200	78
18	231	150	302	Payroll Taxes	400	162
19				Workers Compensation Insurance	350	230
20	422	422	433	Insurance	750	142
21	3,550	4,331	4,642	Total Personnel Services	6,650	2,703
22	0.1	0.1	0.2	Total Full-Time Equivalent (FTE)	0.08	0.08
23				MATERIALS & SERVICES		
24	4,948	5,789	2,414	Park Operating Supplies	2,500	1,413
25			1,638	Temporary restroom rental	1,000	1,228
26		317	390	Fuel and Oil	400	312
				Telephone		9
27				Trail Maintenance and Operations	500	
28			500	Monroe Cemetery Support		
29			1,000	Youth Summer Program Support	1,000	1,000
30			1,179	Light Parade Event Support	500	
31				Insurance	15	83
32	0	0	227	Park Equipment Repair and Maintenance	1,000	849
33	4,948	6,106	7,348	Total Material & Services	6,915	4,894

34					34	CAPITAL OUTLAY				
35	0	0		759	35	Parks equipment			1,500	204
36	404				36	Park ball field improvement			500	
37				4,277	37	City Park Restroom and Accessibility Project			80,000	13,201
38	13,571				38	Reservoir Height Park improvement			1,000	
39	13,974	0		5,036	39	Total Capital Outlay			83,000	13,405
40	22,472	10,437		17,026	40	ORGANIZATIONAL UNIT / ACTIVITY TOTAL			96,565	21,002
	Historical Data					REQUIREMENTS FOR: LIBRARY		BUDGET 2018-2019	ACTUAL MONTH SIX	
	Actual		ACTUAL 2017- 2018							
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
45					45	PERSONNEL SERVICES				
46	2,928	2,695		3,518	46	Library Janitor		- 3,000	1,427	
47	229			283	47	Payroll Taxes		300	112	
48	3,157	2,695		3,801	48	Total Personnel Services		3,300	1,539	
49	0.01	0.01		0.1	49	Total Full-Time Equivalent (FTE)		0.10	0.10	
50					50	MATERIALS & SERVICES				
51	6,972	7,395		5,555	51	Library Electric		6,000	1,620	
52	0			0	52	Library Janitorial			428	
53	246	442		431	53	Library Propane		600	228	
54	216	288		488	54	Library Alarm Monitoring		500	72	
55					55	Library Insurance		2,480	2,666	
56	1,262	3,707		3,285	56	Library Repairs & Maintenance		3,000	2,206	
57	8,696	11,832		9,759	57	Total Material & Services		12,580	7,220	
58	11,854	14,527		13,560	57	ORGANIZATIONAL UNIT / ACTIVITY TOTAL		15,880	8,759	

**REQUIREMENTS SUMMARY
GENERAL FUND**

CITY OF

	Historical Data				REQUIREMENTS FOR LEGION HALL	BUDGET 2018-2019	ACTUAL MONTH SIX
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017	Actual 2017- 2018				
1				1	PERSONNEL SERVICES		
2				2	Legion Hall Janitorial	1,000	524
3				3	Legion Hall Payroll Taxes	20	41
4				4			
5				5	Total Personnel Services	1,020	565
6				6	Total Full-Time Equivalent (FTE)	0.03	0.03
7				7	MATERIALS AND SERVICES		
8				8	Insurance	650	685
9				9	Electricity	7,100	2,976
10				10	Cleaning Supplies and Paper Products	750	465
11				11	Maintenance	1,500	1,592
					OPERATING EXPENSE		77
12				12	Building Improvements	5,000	75
13				13	Total Materials and Services	15,000	5,870
14				14	CAPITAL OUTLAY		
15				15	Legion Hall (Hull Grant)	35,000	38,380
16				16	Total Capital Outlay	35,000	38,380
17				17			
18				18	ORGANIZATIONAL UNIT/ACTIVITY TOTAL	51,020	44,815

	Historical Data				REQUIREMENTS DESCRIPTION NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM	BUDGET 2018-2019	ACTUAL MONTH SIX
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017	Actual 2017- 2018				
					PERSONNEL SERVICES NOT ALLOCATED		
					INTERFUND TRANSFERS		
19	7,000	7,000	10,000	19	Transfer to Building Reserve Fund	2,500	1,250
20	5,000	5,000	10,000	20	Transfer to Equipment Reserve Fund	2,500	1,250
21			5,000	21	Transfer to Parks Reserve Fund	10,000	5,000
22				22	Transfer to Capital Improvement Reserve Fund	10,000	5,000
23				23			
24	12,000	12,000	25,000	24	TOTAL INTERFUND TRANSFERS	25,000	12,500

2018-2019 STREET FUND BUDGET

RESOURCES

		Historical Data			CITY OF I	
		Actual			STREET FUND 201	
		Second Preceding Year 2015-2016	First Preceding Year 2016-2017	ACTUAL 2017- 2018	RESOURCE DESCRIPTION	ACTUAL MONTH SIX
1	80,172	60,550	82,874	1	Beginning Cash Balance	97,000
2				2		
3	35,261	37,151	39,352	3	State Highway Taxes	37,500
4				4	Transit Tax	14,000
5	68,500			5	ODOT Pedestrian Crossing Grant	
6				6	Small City Allotment Grant (SCA)	50,000
7		8,230	502	7	Miscellaneous	102
8			1,315	8	Interest	346
9		785		9	Engineering Fees	
10				10		
11	183,933	106,716	124,043	11	Total resources, except taxes to be levied	198,500
12				12	Taxes estimated to be received	
13				13	Taxes collected in year levied	
14	183,933	106,716	124,043	14	TOTAL RESOURCES	198,500
						120,496

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

STREET FUND #201

CITY OF I

	Historical Data			REQUIREMENTS DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
				PERSONNEL SERVICES		
1	2,800	2,846	2,941	1 Public Works Superintendent Extraordinaire	3,050	1,303
2	384	688	750	2 Public Works Assistant	1,900	717
3				3 Public Works Technician		71
4	220	318	303	4 Payroll Taxes	400	162
5	208	184	216	5 PERS Retirement	225	127
6				6 Workers Compensation	100	524
7	430	448	433	7 Health Insurance	650	142
8	4,042	4,484	4,643	TOTAL PERSONNEL SERVICES	6,325	3,046
9			0.10	Total Full-Time Equivalent (FTE)	0.08	0.08
10				MATERIALS & SERVICES		
11	4,134	5,299	1,654	11 Repairs and Maintenance System	5,000	8,387
12	39	141	797	12 Operating Supplies	2,000	598
13	9,109	12,109	8,983	13 Street Lights	9,500	4,059
14	127	142	22	14 Equipment Repair and Maintenance	500	303
15	90	276		15 Misc.	100	
16	537	153	321	16 Liability and Auto Insurance	950	943
17	195	149	401	17 Vehicle Operation and Maintenance	750	653
18		420	2,585	18 Engineering	4,000	
19				19 Dust Control Program	4,000	1,820
20			8,200	20 Sign Replacement Insurance		
21	19,515	23,173	22,963	TOTAL MATERIALS & SERVICES	26,800	16,763
22				CAPITAL OUTLAY		
23		669		23 Equipment		
24				24 System Construction	115,375	4,227
25	104,858			25 Pedestrian Crossing		
26				26 Small City Allotment Grant Project	50,000	
27	104,858	669	0	TOTAL CAPITAL OUTLAY	165,375	4,227
28	128,415	28,326	27,606	ORGANIZATIONAL UNIT / ACTIVITY TOTAL	198,500	24,036

**BONDED DEBT
RESOURCES AND REQUIREMENTS**
Fund #300

Bond Debt Payments:
☒ Revenue Bonds
☐ General Obligations

Phase II Water Revenue Bonds

CITY OF

	Historical Data			DESCRIPTION OF RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1				RESOURCES		
2	30,219	30,226	30,233	Beginning Cash on Hand	30,233	30,897
3	30,200	30,200	30,200	Transfer from Water Fund	30,200	15,100
4			657	LGIP Interest		173
8	60,419	60,426	61,090	Total Resources, Except Taxes to be Levied	60,433	46,170
9						
11	60,419	60,426	61,090	TOTAL RESOURCES	60,433	46,170
12				REQUIREMENTS		
				Bond Principal Payments		
				Bond Issue		
				Budgeted Payment Date		
13	6,765	7,069	7,387	Water Bond	7,387	7,720
14						
15						
16	6,765	7,069	7,387	Total Principal	7,387	7,720
17				Bond Interest Payments		
				Bond Issue		
				Budgeted Payment Date		
18	23,428	23,124	22,806	Water Bond	22,806	22,473
19						
21	23,428	23,124	22,806	Total Interest	22,806	22,473
22				Unappropriated Balance for Following Year By		
				Bond Issue		
				Projected Payment Date		
23						
26				Ending balance (prior years)		
27				Total Unappropriated Ending Fund Balance	30,240	
28	30,226			Loan Repayment to _____ Fund		
29				Tax Credit Bond Reserve		
30	60,419	30,193	30,193	TOTAL REQUIREMENTS	60,433	30,193

**BONDED DEBT
RESOURCES AND REQUIREMENTS**

Bond Debt Payments are for:

- ☐ Revenue Bonds or
☒ General Obligation Bonds

CITY OF MONROE

2010 GENERAL OBLIGATION AND REFUNDING BOND

Fund #302

	Historical Data		ACTUAL 2017- 2018	DESCRIPTION OF RESOURCES AND REQUIREMENTS		BUDGET 2018-2019	ACTUAL MONTH SIX	PROJECTED YEAR END
	Second Preceding Year 2015-2016	Actual First Preceding Year 2016-2017						
1				RESOURCES				
2	3,010	1,618	518	Beginning Cash on Hand	400		953	953
3				Previously Levied Taxes to be Received				0
4			35	LGIP Interest			9	55
5								0
6								0
7								0
8	3,010	1,618	553	Total Resources, Except Taxes to be Levied	400		962	953
9			116,580	Taxes Estimated to be Received *	116,580		116,580	116,580
10	109,701	112,455		Taxes Collected in Year Levied				
11	112,711	114,073	117,133	TOTAL RESOURCES	116,980		117,542	117,533
12				REQUIREMENTS				
13	45,000	50,000	55,000	Bond Principal Payments				
14	400	400		Bond Issue				
15				2010 GO Bond		55,000	29,284	55,000
16	45,400	50,400	55,000	admin and agent fees				0
17				Total Principal	55,000	29,284		55,000
18	32,846	31,778	30,590	Bond Interest Payments				
19	32,847	31,777	30,590	Bond Issue				
20				2010 GO Bond		30,590		30,590
21	65,693	63,555	61,180	6/01/2019		30,590		30,590
22				Total Interest	61,180	0		61,180
23				Unappropriated Balance for Following Year By				
24				Bond Issue				
25				Projected Payment Date				
26	1,618	1,618						0
27				Ending balance (prior years)				
28				Total Unappropriated Ending Fund Balance	800			800
29				Loan Repayment to _____ Fund				0
30	112,711	115,573	116,180	Tax Credit Bond Reserve				
31				TOTAL REQUIREMENTS	116,980	29,284		116,980

**FORM
LB-11**

This fund is authorized and established by Resolution 17-05 on
June 26, 2017 for the specific purpose of reserving funds for major
equipment purchases including vehicles and heavy machinery.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed
Date can not be more than 10 years aft
Review Year: 2027

Equipment Reserve Fund
Fund #400 (Formerly Fund #202)

City of I

	Historical Data			ACTUAL 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS		BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual							
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1					1	RESOURCES		
2	2,295	23,795		45,295	2	Cash on hand	41,851	38,790
3	16,500	16,500		15,000	3	Transfer in from Sewer Fund	5,000	3,125
4				15,000	4	Transfer in from Water Fund	5,000	3,125
5	5,000	5,000		10,000	5	Transfer in from General Fund	2,500	1,250
6				517	6	Interest		136
7					7			
11	23,795	45,295		85,812	11	Total Resources, except taxes to be levied	54,351	46,426
12					12	Taxes estimated to be received		
13					13	Taxes collected in year levied		
14	23,795	45,295		85,812	14	TOTAL RESOURCES	54,351	46,426
16					16	REQUIREMENTS		
17					17	Org. Unit or Prog. & Activity	Object Classification	Detail
18	0	3,578		47,022	18	Public Works	Capital Outlay	Equipment
19					19	Administration	Capital Outlay	Copier Equipm
20					20			
21					21			
25					25			
26					26			
27	2,295	23,795			27	Ending balance (prior years)		
28					28	UNAPPROPRIATED ENDING FUND BALANCE		
29	2,295	3,578		47,022	29	TOTAL REQUIREMENTS		
							56,851	10,297

LB-11

This fund is authorized and established by Resolution 2017-06 adopted on June 26, 2017 for the specific purpose of creating a reserve fund for future building construction, repair and remodeling of city owned structures.

**RESERVE FUND
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be con
Date can not be more than 10 years after establi
Review Year: 2027

Building Reserve Fund

CITY OF N

Fund #401

	Historical Data			ACTUAL 2017- 2018	DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual						
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1				1	RESOURCES		
2	457	7,457	14,457	2	Cash on hand	23,461	23,684
3	7,000	7,000	10,000	3	Transfer in from General Fund	2,500	1,250
4				4	Transfer in from Water Fund	1,250	625
5				5	Transfer in from Sewer Fund	1,250	625
6			223	6	Interest		43
7	7,457	14,457	24,680	7	Total Resources, except taxes to be levied	28,461	26,227
8				8	Taxes estimated to be received		
9				9	Taxes collected in year levied		
10	7,457	14,457	24,680	10	TOTAL RESOURCES	28,461	26,227

					REQUIREMENTS				
					Org. Unit or Prog. & Activity	Object Classification	Detail		
11	0		0	996	11 Public Works	Capital Outlay	uilding Improvement	21,461	7,308
12					12 Public Works	Capital Outlay	Legion Hall Door Replace	7,000	8,232
13	7,457		7,457		13 Ending balance (prior years)				
14				0	14 UNAPPROPRIATED ENDING FUND BALANCE				
15	7,457		0	996	15 TOTAL REQUIREMENTS			28,461	15,540

LB-11

This fund is authorized and established by Resolution 2017-07 adopted by council action on June 26, 2017 for the specific purpose for future capital projects in the City owned park properties.

**RESERVE FUND
Fund #402
RESOURCES AND REQUIREMENTS**

Year this reserve fund will be reviewed to be con
Date can not be more than 10 years after establi
Review Year: 2027

projects in the City owned park properties.

PARKS RESERVE FUND							CITY OF
	Historical Data			ACTUAL 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual						
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
					RESOURCES		
1	4,188	4,188		203	1 Cash on hand	5,203	5,294
2				5,000	2 Transfer in General Fund Parks	10,000	5,000
3				90	3 LGIP Interest		24
4	4,188	4,188		5,293	4 Total Resources, except taxes to be levied	15,203	10,318
5					5 Taxes estimated to be received		
6					6 Taxes collected in year levied		
7	4,188	4,188		5,293	7 TOTAL RESOURCES	15,203	10,318
					REQUIREMENTS		
					Org. Unit or Prog. & Activity	Object Classification	Detail
8	0	3,985			8 Parks	Capital Outlay	System Improven
9					9		
10	4,188	4,188			10 Ending balance (prior years)		
11					11 UNAPPROPRIATED ENDING FUND BALANCE		
12	4,188	3,985		0	12 TOTAL REQUIREMENTS	15,203	0

**FORM
LB-11**

This fund is authorized and established by Resolution 2017-08
on June 26, 2017 for the specific purpose of funding capital improvement
water system projects in the current and future years.

2018-2019 CITY OF MONROE BUDGET

**RESERVE FUND
RESOURCES AND REQUIREMENTS
WATER RESERVE FUND**

Year this reserve fund will be reviewed to be con
Date can not be more than 10 years after establi
Review Year: 2027

CITY OF N

Fund #403

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
				RESOURCES		
1	36,531	49,481	62,481	1 Cash on hand	73,481	75,832
2	12,950	13,000	13,000	2 Transfer in from Water Fund	5,000	2,500
3			1,075	3 LGIP Interest		283
4				4 IFA Technical Assistance Grant for Water Master Plan	20,000	
5				5		
9	49,481	62,481	76,556	9 Total Resources, except taxes to be levied	98,481	78,615
10				10 Taxes estimated to be received		
11				11 Taxes collected in year levied		
12	49,481	62,481	76,556	12 TOTAL RESOURCES	98,481	78,615

REQUIREMENTS				Detail		
Org. Unit or Prog. & Activity	Object Classification	Object Classification	Detail			
13	0	0	13 Capital Outlay	System Construct	37,481	
14			14 Capital Outlay	Water Source Pro	25,000	
15			15 Capital Outlay	Water System Ma	25,000	
16			16 Capital Outlay	WTP Generator	5,000	
17			17 Capital Outlay	Wonder Wear So	6,000	5,684
18			18			
21	49,481	49,481	21 Ending balance (prior years)			
22			22			
23	49,481	0	724	TOTAL REQUIREMENTS	98,481	5,684

FORM

LB-11

This fund is authorized and established by Resolution 2017-09 on June 26, 2017 for the specific purpose of funding capital improvement sewer/wastewater projects in the current year and future fiscal years.

RESERVE FUND

Year this reserve fund will be reviewed to be con
Date can not be more than 10 years after establi
Review Year: 2017

SEWER RESERVE FUND

CITY OF M

Fund # 404

	Historical Data			ACTUAL 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual						
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1				1	RESOURCES		
2	50,554	5,554	78,684	2	Cash on hand	88,684	88,805
3	10,400	10,400		3	Transfer in from Water Fund		
4	4,600	4,600	10,000	4	Transfer in from Sewer Fund	10,000	5,000
5		58,130		5	Transfer in from Master Utility Plan		
6			121	6	LGIP Interes		32
7				7			
10	65,554	78,684	88,805	10	Total Resources, except taxes to be levied	98,684	93,837
11				11	Taxes estimated to be received		
12				12	Taxes collected in year levied		
13	65,554	78,684	88,805	13	TOTAL RESOURCES	98,684	93,837
14				14	REQUIREMENTS		
15				15	Org. Unit or Prog. & Activity	Object Classification	Detail
16	60,000			16	MUP	Transfer out	Loan
17				17	Sewer	Capital Outlay	onstruction/Desig
18				18	Sewer	Capital Project	elevising analysis of systen
19				19			
25				25			
26				26			
27				27			
28				28			
29	5,554	5,554		29	Ending balance (prior years)		
30				30	UNAPPROPRIATED ENDING FUND BALANCE		
31	65,554	5,554	0	31	TOTAL REQUIREMENTS		
					0		

RESERVE FUND
Fund #405
RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be con
Date can not be more than 10 years after establi
Review Year: 2027

CAPITAL IMPROVEMENT RESERVE FUND							CITY OF
	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX	
	Actual		ACTUAL 2017- 2018				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
				RESOURCES			
1				1 Cash on hand	0		
2				2 Transfer in General Fund	10,000	5,000	
3				3			
4				4 Total Resources, except taxes to be levied	10,000	5,000	
5				5 Taxes estimated to be received			
6				6 Taxes collected in year levied			
7				TOTAL RESOURCES	10,000	5,000	
				REQUIREMENTS			
				Org. Unit or Prog. & Activity	Object Classification	Detail	
8				8 CIP	Capital Outlay	System Improven	
9				9			
10				Ending balance (prior years)			
11				UNAPPROPRIATED ENDING FUND BALANCE			
12				TOTAL REQUIREMENTS			
					10,000	0	

RESOURCES

PARK SYSTEM DEVELOPMENT CHARGE FUND

CITY OF N

Fund # 507 (formerly fund #407)

	Historical Data			RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH FIVE
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1	5,127	5,197	5,267	1 Available cash on hand	10,632	10,745
2				2		
3				3		
4	70	70	5,365	4 SDC Charges	2,951	
5			113	5 LGIP Interest		30
6	5,197	5,267	10,745	6 Total resources, except taxes to be levied	13,583	10,775
7				7 Taxes estimated to be received		
8				8 Taxes collected in year levied		
9	5,197	5,267	10,745	9 TOTAL RESOURCES	13,583	10,775
	Historical Data			Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH TWO
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
16				16 PERSONNEL SERVICES		
17				17		
18				18 TOTAL PERSONNEL SERVICES		
19				19		
20				20 MATERIALS & SERVICES		
21				21		
22				22 TOTAL MATERIAL & SERVICES		
23				23		
24				24 CAPITAL OUTLAY		
25	0	0		25 Park Enhancement and Park Access	13,583	
26				26		
27	0	0	0	27 TOTAL CAPITAL OUTLAY	13,583	0
28				28		
29				29		
30	5,197	5,197		30 Ending balance (prior years)		
31				31 UNAPPROPRIATED ENDING FUND BALANCE		
32	5,197	0	0	32 TOTAL REQUIREMENTS	13,583	0

RESOURCES

Sewer System Development Charge Fund

Fund #508 (formerly fund #408)

CITY OF MONROE

	Historical Data			RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
	Actual					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017	ACTUAL 2017- 2018	EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	BUDGET 2018-2019	ACTUAL MONTH SIX
1	6,625	1,189	1,335	1 Available cash on hand	65,337	65,363
2				2		
3				3 OTHER RESOURCES		
4	146	146	64,002	4 SDC Charges	30,412	
5			26	5 LGIP Interest		7
6	6,771	1,335	65,363	6 Total resources, except taxes to be levied	95,749	65,370
7				7 Taxes estimated to be received		
8				8 Taxes collected in year levied		
9	6,771	1,335	65,363	9 TOTAL RESOURCES	95,749	65,370
	Historical Data			EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
16				16 PERSONNEL SERVICES		
17				17		
18				18 TOTAL PERSONNEL SERVICES		
19				19		
20				20 MATERIALS & SERVICES		
21				21 Riverside District Wastewater Development Plan	5,000	
22				22 TOTAL MATERIAL & SERVICES	5,000	
23				23		
24				24 CAPITAL OUTLAY		
25	0	0		25 Sewer Enhancement	90,749	
27	0	0	0	27 TOTAL CAPITAL OUTLAY	90,749	
28				28		
29				29 INTERFUND TRANSFERS		
30	5,582			30 Transfer to Master Utility Plan		
32	5,582	0		32 TOTAL INTERFUND TRANSFERS		
34		0		34 Ending balance (prior years)		
35			0	35 UNAPPROPRIATED ENDING FUND BALANCE		
36	5,582	0	0	36 TOTAL REQUIREMENTS	95,749	0

Street System Development Charge Fund

Fund #509 (Formerly Fund # 409)

CITY OF N

	Historical Data			RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1	6,062	6,138	6,214	1 Available cash on hand	49,129	49,263
2	76	76	48,781	2 SDC Charges	3,102	
3				3 LGIP Interest		35
5	6,138	6,214	54,995	5 Total resources, except taxes to be levied	52,231	49,298
6				6 Taxes estimated to be received		
7				7 Taxes collected in year levied		
8	6,138	6,214	54,995	8 TOTAL RESOURCES	52,231	49,298
	Historical Data			EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
17				PERSONNEL SERVICES		
18						
19				TOTAL PERSONNEL SERVICES		
20						
21				MATERIALS & SERVICES		
22				Riverside District Transportation Access Plan	5,000	
				City Core Survey Project for Street Master Plan		6,000
23				TOTAL MATERIAL & SERVICES	5,000	6,000
24						
25				CAPITAL OUTLAY		
26			5,732	Street Enhancement	47,231	870
27						
28			5,732	TOTAL CAPITAL OUTLAY	47,231	870
30				INTERFUND TRANSFERS		
31				Transfer to Master Utility Plan		
33				TOTAL INTERFUND TRANSFERS		
34						
35	0	0		Ending balance (prior years)		
36				UNAPPROPRIATED ENDING FUND BALANCE		
37	0	0	5,732	TOTAL REQUIREMENTS	52,231	6,870

RESOURCES

Storm System Development Charge Fund

CITY OF N

Fund #510 (formerly fund #410)

Historical Data				RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
Actual		ACTUAL 2017- 2018				
Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1	8,301	2,835	2,951	1 Available cash on hand	20,940	20,940
2				2		
3				3 OTHER RESOURCES		
4	116	116	17,989	4 SDC Charges	4,813	
5				5 LGIP Interest		16
6	8,417	2,951	20,940	6 Total resources, except taxes to be levied	25,753	20,956
7				7 Taxes estimated to be received		
8				8 Taxes collected in year levied		
9	8,417	2,951	20,940	9 TOTAL RESOURCES	25,753	20,956
Historical Data				EXPENDITURE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
Actual		ACTUAL 2017- 2018				
Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
15				15 PERSONNEL SERVICES		
16				16 TOTAL PERSONNEL SERVICES		
18				18 MATERIALS & SERVICES		
19				19 Riverside District Storm Water Plan	5,000	
20				20 TOTAL MATERIAL & SERVICES	5,000	
21				21 CAPITAL OUTLAY		
22				22 Storm Drain Enhancement	20,753	
23				23		
24	0	0	0	24 TOTAL CAPITAL OUTLAY	20,753	0
25				25		
26				26 INTERFUND TRANSFERS		
27	5,582			27 Transfer to Master Utility Plan		
29	5,582	0		29 TOTAL INTERFUND TRANSFERS		
31				31 Ending balance (prior years)		
32			0	32 UNAPPROPRIATED ENDING FUND BALANCE		
33	5,582	0	0	33 TOTAL REQUIREMENTS	25,753	0

RESOURCES

Water System Development Charge Fund

CITY OF N

Fund #511 (formerly fund #411)

	Historical Data			RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1	9,324	9,528	9,732	1 Available cash on hand	79,816	80,023
3				3 OTHER RESOURCES		
4	204	205	70,083	4 SDC Charges	38,845	
5			207	5 LGIP Interest		54
6	9,528	9,733	80,022	6 Total resources, except taxes to be levied	118,661	80,077
7				7 Taxes estimated to be received		
8				8 Taxes collected in year levied		
9	9,528	9,733	80,022	9 TOTAL RESOURCES	118,661	80,077
	Historical Data		ACTUAL 2017- 2018	EXPENDITURE DESCRIPTION ALLOCATED TO AN ORGANIZATION UNIT OR PROGRAM & ACTIVITY	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
15				PERSONNEL SERVICES		
16				TOTAL PERSONNEL SERVICES		
18				MATERIALS & SERVICES		
19				Water Master Plan	25,000	
				Riverside District Water Development Plan	5,000	
20				TOTAL MATERIALS AND SERVICES	30,000	0
21				CAPITAL OUTLAY		
22				Water System Enhancement	88,661	
24	0	0	0	TOTAL CAPITAL OUTLAY	88,661	0
26				INTERFUND TRANSFERS		
27				TOTAL INTERFUND TRANSFERS		
29	0	0		Ending balance (prior years)		
30				UNAPPROPRIATED ENDING FUND BALANCE		
31	0	0	0	TOTAL REQUIREMENTS	118,661	0

RESOURCES

WATER FUND

Fund # 601

	Historical Data				RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1	75,459	79,029	82,312	1	Available Cash on Hand	48,000	53,469
2				2	Interest		
5				5			
6				6			
7				7	OTHER RESOURCES		
8	188,982	191,938	122,467	8	Water Service Charges	146,000	54,325
9			3,750	9	Water Hook Up "Tap" fees	2,000	
10	992	702	1,168	10	Late Fees	1,000	630
11		1,000	450	11	Miscellaneous	100	1,296
12				12	Engineering Fees		
13				13	Public Works Service Fees		
14			1,717	14	LGIP Interest		745
15				15			
16			18,359	16	Water Consumption	14,000	49,484
17			42,966	17	Water Bond Sales	44,000	20,435
18			3,612	18	Water Bond Consumption	3,000	8,689
19			3,747	19	Shut off and Turn on Fees	2,500	2,045
20				20			
21				21			
22				22			
23	265,432	272,669	280,548	23	Total resources, except taxes to be levied	260,600	191,118
24				24	Taxes necessary to balance		
25				25	Taxes collected in year levied		
26	265,432	272,669	280,548	26	Total resources	260,600	191,118

REQUIREMENTS SUMMARY

ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

WATER FUND

CITY OF I

BUDGET 2018-2019

Historical Data				Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH SIX
Actual		ACTUAL 2017- 2018				
Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
				PERSONNEL SERVICES		
1	12,277	13,895	11,245	1 Finance Officer	15,500	7,556
2	13,279	15,562	22,137	2 COO/City Administrator	24,500	11,794
3	25,200	25,363	26,216	3 Public Works Superintendent	27,300	11,731
4	3,457	5,943	6,752	4 Public Works Assistant	16,900	6,449
				Public Works Technician		635
5				5 Administrative Assistant	7,600	872
6	2,804	2,551	3,885	6 PERS	4,800	1,938
7	4,098	5,313	5,427	7 Taxes	7,100	3,097
8				8 Workers Compensation	400	2,123
9	7,021	7,707	9,660	9 Insurance	17,800	5,106
10	68,137	76,334	85,322	TOTAL PERSONNEL SERVICES	121,900	51,301
11	1	1	1	Total Full-Time Equivalent (FTE)	1.72	1.72
				MATERIALS & SERVICES		
13	129	1,197	1,084	13 Education and Travel	1,500	106
14	75	680	595	14 Permit Fees	1,000	
15			91	15 Refunds	250	
16				16 Advertisement	100	
17	15,015	14,782	16,184	17 Utilities - Electric	17,000	6,473
18	1,106	1,204	1,265	18 Telephone	1,300	585
19	5,088	3,999	4,688	19 General Liability and Auto	3,500	4,113
20	889	499	1,098	20 Vehicle Operation and Maintenance	1,500	1,000
21	692	219	56	21 Engineering	2,500	
				Contracted Plant Operations Fee		23,591
22			37	22 Attorney Fees	1,500	
23	374	596	5,678	23 Computer	1,000	4,258
24	9,667	14,321	3,617	24 Repairs and Maintenance System	7,500	416

25	4,310	3,213	4,824	25	Operating Supplies	6,000	3,202
26	3,864	6,734	2,475	26	Chemicals	3,000	1,262
27	5,012	2,989	6,196	27	Outside Testing	6,000	1,774
28	(2)			28	Office Equipment Repairs and Maintenance	1,000	27
29	81	82	147	29	Dues	250	165
30	5,145	4,270	4,190	30	Auditor	4,500	4,233
31	613	14		31	Building Repairs and Maintenance	2,000	42
32	2,416	3,644	2,380	32	Equipment Repairs and Maintenance	4,000	1,556
33				33	Equipment Rental	3,000	
34	444	1,461	2,386	34	Tools and Equipment	4,000	520
35			1,250	35	Online Bill Pay Fees	1,500	468
36	239	519	109	36	Miscellaneous	500	72
37				37	Office Supplies	1,000	
38	55,154	60,423	58,350	38	Total Materials and Services	75,400	53,863

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

WATER FUND
Fund #601

CITY OF I
BUDGET 2018-201

	Historical Data			Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1			1	CAPITAL OUTLAY		
2			2	System Construction	5,000	
3			3	Water Meter Reading Upgrade Project	14,000	1,266
4			4	Scada System Installation		
5			5	Water Reservoir Cleaning		
6	10,245		6	Equipment		
7	10,245	0	7	Total Capital Outlay	19,000	1,266

REQUIREMENTS SUMMARY
NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

Water Fund

CITY OF MONROE

Fund # 601

	Historical Data				REQUIREMENTS DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1					1 PERSONNEL SERVICES NOT ALLOCATED		
4	0	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0
5					5 Total Full-Time Equivalent (FTE)		
6					6 MATERIALS AND SERVICES NOT ALLOCATED		
9	0	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0
10					10 CAPITAL OUTLAY NOT ALLOCATED		
13	0	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0
14					14 DEBT SERVICE		
15					15		
16					16		
17	0	0	0	0	17 TOTAL DEBT SERVICE	0	0
18					18 SPECIAL PAYMENTS		
19					19		
20					20		
21	0	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0
22					22 INTERFUND TRANSFERS		
23	30,200	30,200	30,200	30,200	23 To Water Revenue Bond Fund	30,200	15,100
24	10,400	10,400			24 To Sewer Reserve Loan repayment (5 of 5)		
25			15,000		25 To Equipment Reserve	6,250	3,125
26					26 Transfer to Building Reserve Fund	1,250	625
27	12,950	13,000	13,000		27 Transfer to Water Reserve Fund	5,000	2,500
28	53,550	53,600	58,200		28 Total Interfund Transfers	42,700	21,350
29					29 OPERATING CONTINGENCY	1,600	
30	53,550	53,600	58,200		30 Total Requirements NOT ALLOCATED	44,300	21,350
31	55	133,536	136,757		31 Total Requirements Allocated	216,300	106,430
32					32 Reserved for future expenditure		
33	78,346	79,029	82,312		33 Ending balance (prior years)		
34					34 UNAPPROPRIATED ENDING FUND BALANCE		
35	53,605	187,136	194,957		35 TOTAL REQUIREMENTS	260,600	127,780

RESOURCES

WASTEWATER FUND

CITY OF P

Fund #602

	Historical Data					RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017						
1	94,491	101,273	97,635	1	Available Cash on Hand	90,000	93,445	
2				2	Interest			
3				3				
4				4				
5				5				
6				6				
7				7	OTHER RESOURCES			
8	129,813	130,559	137,030	8	Sewer Service Charges	133,500	65,878	
9				9	Engineering Fees			
10	1,000	1,000	218	10	Miscellaneous	100		
11			2,250	11	Hookup Fees	1,250		
12				12	LGIP Interest		579	
13				13				
14				14				
15				15				
16				16				
17				17				
29	225,305	232,832	237,133	29	Total resources, except taxes to be levied	224,850	159,902	
30				30	Taxes necessary to balance			
31				31	Taxes collected in year levied			
32	225,305	232,832	237,133	32	TOTAL RESOURCES	224,850	159,902	

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

WASTEWATER FUND

CITY OF I

Fund #602

	Historical Data				Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH SIX
	Actual		ACTUAL 2017- 2018				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1				1	PERSONNEL SERVICES		
2	12,277	13,895	11,245	2	Finance Officer	15,500	6,690
3	13,279	15,562	22,137	3	COO/City Administrator	24,450	12,661
4	25,200	25,363	23,528	4	Public Works Superintendent	24,250	10,992
5	3,457	5,943	6,002	5	Public Works Assistant	15,000	5,733
					Public Works Worker		
6				6	Administrative Assistant	7,600	872
7	2,804	2,551	3,669	7	PERS	4,600	1,860
8	4,098	5,313	5,144	8	Taxes	6,800	2,935
9				9	Workers Compensation	300	1,650
10	7,021	7,707	9,228	10	Insurance	17,250	4,964
	68,137	76,334	80,953		TOTAL PERSONNEL SERVICES	115,750	48,357
12	1	1	1.1	12	Total Full-Time Equivalent (FTE)	1.64	1.64
13				13	MATERIALS & SERVICES		
14	4,437	4,583	1,541	14	System Repairs and Maintenance	10,000	2,030
15	0	0		15	Equipment Rental	1,000	
16	3,459	2,370	2,173	16	Outside Testing	4,000	552
17	3,481	3,088	2,492	17	Chemicals	4,000	39
18	1,663	2,245	3,283	18	Operating Supplies	4,000	1,388
19	7,216	9,036	6,490	19	Utilities-Electric	8,000	1,773
20	1,099	1,143	1,264	20	Telephone	1,400	580
21	374	196	6,147	21	Computer	5,000	3,166
22	45	349	1,117	22	Education and Travel	1,500	106
23	(2)	161		23	Office Equipment Repairs and Maintenance	1,000	27
24	418	2,131	165	24	Equipment Repair and Maintenance	5,000	924
25	90	27		25	Building Repair and Maintenance	2,500	13

26	246	516	104	26	Miscellaneous		1,000	46
27	1,823	1,863	1,710	27	Permit Fees		2,000	
28	81	82	147	28	Dues		400	90
29	4,771	3,999	4,537	29	General Liability and Auto Insurance		2,300	2,866
30	889	546	1,195	30	Vehicle Operation and Maintenance		1,500	951
31	0	0		31	Attorney Fees		1,000	
32	4,704	3,904	3,904	32	Audit		4,500	4,232
33	0	0		33	Deposit Refunds		150	
34	0	797		34	Engineering		5,000	
35	0	0	0	35	Contract Services System (50%)			20,657
36		727	164	36	Tools and Equipment		1,500	
37				37	Office Supplies and Materials		500	
38			1,250	38	Online Bill Pay Fees		1,400	468
39	34,794	37,763	37,683	39	TOTAL MATERIALS & SERVICES		68,650	39,908

REQUIREMENTS SUMMARY
ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM & ACTIVITY

2018-2019 BUDGET
CITY OF P

WASTEWATER FUND

Fund #602

	Historical Data			Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH FIVE
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1				1	CAPITAL OUTLAY	
2	0	0		2	System Construction	1,900
3				3	Lab Testing System	
4	0	0		4	Equipment	
5	0	0	0	5	TOTAL CAPITAL OUTLAY	1,900

REQUIREMENTS SUMMARY

NOT ALLOCATED TO AN ORGANIZATIONAL UNIT OR PROGRAM

FORM
LB-30

Waste Water Fund #602

City of

	Historical Data			REQUIREMENTS DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH TWO
	Actual		ACTUAL 2017- 2018			
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017				
1				1 PERSONNEL SERVICES NOT ALLOCATED		
4	0	0	0	4 TOTAL PERSONNEL SERVICES	0	0
5				5 Total Full-Time Equivalent (FTE)		
6				6 MATERIALS AND SERVICES NOT ALLOCATED		
9	0	0	0	9 TOTAL MATERIALS AND SERVICES	0	0
10				10 CAPITAL OUTLAY NOT ALLOCATED		
13	0	0	0	13 TOTAL CAPITAL OUTLAY	0	0
14				14 DEBT SERVICE		
15				15		
16				16		
17	0	0	0	17 TOTAL DEBT SERVICE	0	0
18				18 SPECIAL PAYMENTS		
19				19		
20				20		
21	0	0	0	21 TOTAL SPECIAL PAYMENTS	0	0
22				22 INTERFUND TRANSFERS		
23				23		
24	4,600	4,600	10,000	24 To Sewer Reserve	10,000	5,000
25	16,500	16,500	15,000	25 To Equipment Reserve	6,250	3,125
26				26 To Building Reserve Fund	1,250	625
27	21,100	21,100	25,000	27 Total Interfund Transfers	17,500	8,750
28				28		
29	21,100	21,100	25,000	29 TOTAL INTERFUND TRANSFERS	17,500	8,750
30				30 OPERATING CONTINGENCY	242	
31	21,100	21,100	25,000	31 Total Requirements NOT ALLOCATED	17,742	8,750
32	102,932	114,097	118,636	32 Total Requirements ALLOCATED	207,108	90,165
33				33 Reserved for future expenditure		
34	94,491	101,273		34 Ending balance (prior years)		
35				35 UNAPPROPRIATED ENDING FUND BALANCE		
36	124,032	135,197	143,636	36 TOTAL REQUIREMENTS	224,850	98,915

Storm Water Fund #603

CITY OF I

	Historical Data			RESOURCE DESCRIPTION	BUDGET 2018-2019	ACTUAL MONTH FIVE
	Actual					
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017	ACTUAL 2017 - 2018			
1	10,389	10,648	17,862	1 Available Cash on Hand	22,000	22,733
2	6,792	6,784	12,520	2 Storm Water Service Charge	18,000	8,970
			231	LGIP Interest		61
3		1,000		3 Engineering Fees		
4			2,267	4 Tap and Connection Fees	1000	
5	17,181	18,432	32,880	5 Total resources, except taxes to be levied	41,000	31,764
6				6 Taxes necessary to balance		
7				7 Taxes collected in year levied		
8	17,181	18,432	32,880	8 TOTAL RESOURCES	41,000	31,764

REQUIREMENTS SUMMARY

STORMWATER FUND

CITY OF P

Historical Data				Storm Water Expenditure Description	BUDGET 2018-2019	ACTUAL MONTH FIVE
Actual		ACTUAL 2017- 2018				
Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
18			18	PERSONNEL SERVICES		
19			19	Public Works Superintendent	3,100	1,303
20			20	Public Works Assistant	1,900	717
				Public Works Worker		71
21			21	PERS	250	78
22			22	Payroll Taxes	400	162
23			23	Workers Compensation		
24			24	Insurance	750	142
25			25	TOTAL PERSONNEL SERVICES	6,400	2,473
26			26	Total Full-Time Equivalent (FTE)	0.08	0.08
27			27	MATERIALS AND SERVICES		
28	6,533	96	28	Repairs and Service System	13,400	844
29			29	Tools and Equipment	1,000	662
30		7	30	Online Bill Pay Fees	500	126
31			31	General Liability and Auto Insurance		
				Telephone		9
32		467	32	Engineering Fees	2,500	
33	6,533	570	33	TOTAL MATERIAL AND SERVICES	17,400	1,641
34			34			
35			35	CAPITAL OUTLAY		
36			36	7TH TO 8TH Street Project		
37	0	0	37	8th Street Ditch and Culvert Project		
38			38	Main Street Project	6,200	
39			39	9th Street Commercial to Orchard	5,000	
40			40	6th/7th Street to Pine	6,000	

41	0	0	4,540	41	TOTAL CAPITAL OUTLAY	17,200	-
42				42	INTERFUND TRANSFERS		
43				43	TOTAL INTERFUND TRANSFERS		
44				44			
45	6,533	570	10,146	45	ORGANIZATIONAL UNIT/ACTIVITY TOT	41,000	4,114
46	10,648	10,648		46	Ending balance (prior years)		
47			0	47	UNAPPROPRIATED ENDING FUND BAL	0	0
48	17,181	11,218	10,146	48	TOTAL REQUIREMENTS	41,000	4,114

**SPECIAL FUND
RESOURCES AND REQUIREMENTS
MASTER UTILITY PLAN**

Fund # 604

	Historical Data				ACTUAL 2017-2018	DESCRIPTION RESOURCES AND REQUIREMENTS			BUDGET 2018-2019	ACTUAL MONTH TWO
	Actual			RESOURCES						
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017								
1				1						
2	(45,128)			2	Cash on hand			0		
3	60,000			3	Transferred IN from Sewer Reserve			0		
4	5,582			4	Transferred IN from Sewer SDC			0		
5	5,582			5	Transferred IN from Stormwater SDC			0		
6		29,366		6	RUS Wastewater Grant			0		
7		28,764		7	RUS Stormwater Grant			0		
8				8	DEQ Grant/Loan			0		
9				9				0		
10				10				0		
11	26,036	58,130		11	Total Resources, except taxes to be levied			0		0
12				12	Taxes estimated to be received					
13				13	Taxes collected in year levied					
14	26,036	58,130		14	TOTAL RESOURCES			0		0
15				15	REQUIREMENTS **					
16				16	Org Unit or Prog & Activity	Object Classification	Detail			
17	17,271			17	MUP	Materials/Serv.	Wastewater Master	0		
18	8,765			18	MUP	Materials/Serv.	Stormwater Master	0		
19		58,130		19	MUP	Transfers	Transfer to Sewer Re	0		
20				20						
29				29						
30				30	Ending balance (prior years)					
31				31	UNAPPROPRIATED ENDING FUND BALANCE			0		
32	26,036	58,130		32	TOTAL REQUIREMENTS			0		0

MONROE CITY COUNCIL MINUTES

December 17, 2018 6PM CITY HALL COUNCIL CHAMBERS

1. **Call to Order:** Mayor Paul Canter called the City Council meeting to order at 6PM.

Pledge of Alliance: Mayor Canter asked Council President Myers to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Council President Myers, Councilors Thayer, Canter and Billings. Councilor Cuthbertson (6:20pm). Councilor Howard was excused. Staff present included City Administrator/Recorder Hohnbaum. In the audience was Planning Commission Vice-Chair Sheets and the Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Eastridge. Audience members included Evelyn Lee, Roger Irvin, Ashley Chavez from the Benton County Library System, Lorita Davidson, Ryann Canter, Lonnie Koroush, Robert Eastridge, Dave Prowse, Linda Prowse, Linda Wade, Christy Warden, Kara Brause, Amy Garrett, Gary Leach, Sally Smith, Craig Pelkey, Lori Pelkey, Dena Elliott and Sandra Trask.

2. **Public Input and Comments:** Christy Warden spoke about the South Benton Nutrition Board voting on the draft agreement the day after the council meeting and inquired of the Mayor as to when to provide the results of the board review of the draft agreement.

3. **Staff Reports:**

- a. **City Administrator:** Rick Hohnbaum distributed his monthly staff report. CA Hohnbaum reminded the council of the scheduled work session on January 7th with the county engineer.

4. **Presentation: Library Legacy Facility Project:**

Roger Irvin rose and introduced himself as the representative of the South Benton Community Enhancement Association. He shared the history and work of the SBEA and the efforts to move forward in addressing the long-term capital needs of the library building. Sandy Halonen rose and spoke about her history in the community and her background in the library field professionally. Ms. Halonen shared her experience in administering a new library facility while employed by Willamette University. Ashley Chavez, Director of the Corvallis Benton County Library District spoke sharing the elements of the library operations which they administer and fund and the City's role and responsibility of the library legacy. Ms. Chavez shared the challenges and hopes of moving forward in supporting the long-term legacy of the library. CA Hohnbaum spoke about the partnership development involving the three previous speakers and the City to facilitate an option of financial support for the long-term maintenance capital needs of the City owned Library and recommended that the Council approve and adopt the draft Letter of Agreement with the South Benton Community Enhancement Association. Councilor Canter

- 7.2 Main Street Street Project: Mayor Canter called on the Chair of the Public Works and Safety Committee Floyd Billings to present the recommendations from the committee to the city council. Councilor Billings stated that the rock is deep enough to put pavement on top of the existing street. Councilor Billings stated that there needed to be two separate quotes required. One would be for the curbs and gutters concrete work and the second for asphalt work for Main Street from 6th to 7th. Chair Billings stated that it would be a 29-foot wide asphalt road bed with curbs at 40-foot separation for curbs and gutters. Councilor Billings stated that the committee was recommending no storm water work and to leave gravel beyond the curbs. Commissioner Eastridge asked about the grade survey that was completed. The Council by consensus directed staff to get three quotes for both projects.
- 7.3 System Development Report: CA Hohnbaum shared the SDC report prepared and presented in the council packet. While the comparison of SDC's reflect that Monroe's are not out of line from the norm, the real purpose and intent of the SDC's is not intended to be designed to be equal in the amount of capital impact that development has in cities. There are so many variables in the calculations of SDC's that CA Hohnbaum encouraged the City Council not to base the SDC's fee upon other communities. Councilor Billings suggested a review in January 2020 and every two years after that and after the City has completed water and street master plans.
- 7.4 Gas Station Property: CA Hohnbaum provided an update including the recent correspondence from the firm who could test the tanks and operations if that is the direction that the city desires to go. CA Hohnbaum referred the council to the staff report and the update and summarized that the council has a couple options in either expending additional investment to determine the liability and process to have an active gas station or to put the property out on the market and see what kind of response there may be. Councilor Billings suggested the city stop spending money on the gas station property. Councilor Canter inquired about the scope of removal of the tank. CA Hohnbaum suggested three options; clean it up for a non-gas station operation, clean it up for a gas station operation or sell the property as is. The Council directed staff to provide a report at the January City Council meeting outlining the three options and costs.
- 7.5 Ordinance 18-200 Referred back to the council from the Ordinance Committee. CA Hohnbaum reminded the council that they had already conducted the public hearing and referred this ordinance back to the committee. The committee had modified some of the semantics but made no substantive changes to the policies so the council could adopt it if that was their decision. Councilor Thayer moved to adopt ordinance. CP Myers seconded. Ayes: Canter, Myers, Billings, Thayer, Cuthbertson. Absent: Howard.
- 7.6 South Benton Nutrition Program Agreement: CA Hohnbaum shared the draft document that he had given the SBNP after receiving the public input at the last city council meeting. Hohnbaum stated that the board had not voted on it yet but was planning on doing so

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 01/28/2019

Time: 10:58:21 Date: 01/23/2019
Page: 1

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
954	12/26/2018	01/28/2019 11	B & I Hardware & Rental	251.52	Shop Tools (tool Set, Sawzal Blades, Seal Tape) And Sheet For Storm Drain
531 00 33 6030 Tools and Equipment			603 000 531 Storm Fund	41.31	
531 00 48 6030 Repairs & Maintenance			603 000 531 Storm Fund	44.99	Storm Drain Repair
534 00 31 6010 Operating Supplies			601 000 534 Water Fund	41.31	
535 00 31 6021 Operating Supplies			602 000 535 Sewer Fund	41.31	
542 00 31 2010 Operating Supplies			201 000 542 Street Fund	41.31	
576 00 31 1000 Parks - Operating Suppli			100 000 576 General Fund	41.29	
970	01/02/2019	01/28/2019 11	B & I Hardware & Rental	-42.60	Credit For Returned Items
531 00 48 6030 Repairs & Maintenance			603 000 531 Storm Fund	-44.99	
534 00 48 6013 Building Repairs & Mair			601 000 534 Water Fund	-1.99	
575 00 48 1001 Legion Hall - Building Ir			100 000 575 General Fund	-2.99	
575 00 48 1001 Legion Hall - Building Ir			100 000 575 General Fund	7.37	
971	01/02/2019	01/28/2019 11	B & I Hardware & Rental	140.68	Legion Hall Gutter Repair And Water Drainage Improvements At City Hall
510 00 48 1001 Building Repairs & Mair			100 000 510 General Fund	54.83	
575 00 48 1001 Legion Hall - Building Ir			100 000 575 General Fund	85.85	
972	01/02/2019	01/28/2019 11	B & I Hardware & Rental	24.40	Supplies To Improve Water Drainage On West Side Of City Hall Building
510 00 48 1001 Building Repairs & Mair			100 000 510 General Fund	24.40	
973	01/02/2019	01/28/2019 11	B & I Hardware & Rental	23.02	Supplies To Improve Water Drainage On West Side Of City Hall Building
510 00 48 1001 Building Repairs & Mair			100 000 510 General Fund	23.02	
998	01/11/2019	01/28/2019 17	BIAS Software	395.00	Registration For Tracy To Attend BIAS Conference Feb 19th - 21st
510 00 43 1000 Education and Travel			100 000 510 General Fund	131.66	
534 00 43 6010 Education and Travel			601 000 534 Water Fund	131.67	
535 00 43 6020 Education and Travel			602 000 535 Sewer Fund	131.67	
1006	01/15/2019	01/28/2019 15	Benton County Public Works	53.28	4 2" Post Anchor Lower Section - Roads
542 00 31 2010 Operating Supplies			201 000 542 Street Fund	53.28	
1005	01/15/2019	01/28/2019 16	Better Portable Toilets	122.00	Small Portable Ada Toilet For City Park 12/3/2018 - 12/30/2018
576 00 45 1000 Parks - Temporary Restr			100 000 576 General Fund	122.00	
997	01/11/2019	01/28/2019 19	Branch Engineering, Inc	3,967.68	Engineering Fees

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510 00 41 1004 Engineering			100 000 510 General Fund RED	80.00	Red Hills
510 00 41 1004 Engineering			100 000 510 General Fund SCHOOL	290.80	School
510 00 41 1004 Engineering			100 000 510 General Fund PND	3,448.78	Pacific National Development
542 00 41 2010 Engineering			201 000 542 Street Fund MAIN ST	148.10	Main Street
983	01/07/2019	01/28/2019 269	Canon Solutions of America inc	260.55	Copier Maintenance For 9/28/2018 - 12/27/2018 And Base Fee For 12/28/2018-3/27/2019
510 00 49 1013 Copier Maintenance/Ser			100 000 510 General Fund	59.84	
510 00 49 1013 Copier Maintenance/Ser			100 000 510 General Fund	27.00	
535 00 49 6026 Copier Maintenance/Ser			602 000 535 Sewer Fund	59.84	
535 00 49 6026 Copier Maintenance/Ser			602 000 535 Sewer Fund	27.00	
			000 000 000	59.87	
			000 000 000	27.00	
1021	01/23/2019	01/28/2019 23	Canter, Paul	30.00	Paul's Monthly Cell Phone Reimbursement
510 00 42 1000 Telephone			100 000 510 General Fund	10.00	
534 00 42 6010 Telephone			601 000 534 Water Fund	10.00	
535 00 42 6020 Telephone			602 000 535 Sewer Fund	10.00	
951	12/26/2018	01/28/2019 24	Carquest of Junction City	19.62	Shop Tools - Carb/Choke Cylinder And Liquid Wrench Spray
531 00 33 6030 Tools and Equipment			603 000 531 Storm Fund	3.92	
534 00 31 6010 Operating Supplies			601 000 534 Water Fund	3.92	
535 00 31 6021 Operating Supplies			602 000 535 Sewer Fund	3.92	
542 00 31 2010 Operating Supplies			201 000 542 Street Fund	3.92	
576 00 31 1000 Parks - Operating Suppli			100 000 576 General Fund	3.94	
952	12/26/2018	01/28/2019 24	Carquest of Junction City	13.34	Shop Supplies - Blue Terry Cloth
531 00 33 6030 Tools and Equipment			603 000 531 Storm Fund	2.67	
534 00 31 6010 Operating Supplies			601 000 534 Water Fund	2.67	
535 00 31 6021 Operating Supplies			602 000 535 Sewer Fund	2.67	
542 00 31 2010 Operating Supplies			201 000 542 Street Fund	2.67	
576 00 31 1000 Parks - Operating Suppli			100 000 576 General Fund	2.66	
1015	01/17/2019	01/28/2019 24	Carquest of Junction City	86.36	Oil For Kubota Tractor
534 00 48 6014 Vehicle Operation & Ma			601 000 534 Water Fund TRACTOR	14.40	
534 00 48 6014 Vehicle Operation & Ma			601 000 534 Water Fund TRACTOR	14.40	
535 00 48 6024 Vehicle Operation & Ma			602 000 535 Sewer Fund TRACTOR	14.39	
535 00 48 6024 Vehicle Operation & Ma			602 000 535 Sewer Fund TRACTOR	14.39	
542 00 48 2012 Vehicle Operation & Ma			201 000 542 Street Fund TRACTOR	14.39	
542 00 48 2012 Vehicle Operation & Ma			201 000 542 Street Fund TRACTOR	14.39	
981	01/04/2019	01/28/2019 25	Carson Oil Co.	207.31	Fuel For Vehicles

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534 00 48 6014	Vehicle Operation & Ma		601 000 534 Water Fund	2014SERVIC	31.40
534 00 48 6014	Vehicle Operation & Ma		601 000 534 Water Fund	SERVICE	61.89
535 00 48 6024	Vehicle Operation & Ma		602 000 535 Sewer Fund	2014SERVIC	31.40
535 00 48 6024	Vehicle Operation & Ma		602 000 535 Sewer Fund	SERVICE	61.89
542 00 48 2012	Vehicle Operation & Ma		201 000 542 Street Fund	2014SERVIC	6.98
542 00 48 2012	Vehicle Operation & Ma		201 000 542 Street Fund	SERVICE	13.75
994	01/10/2019	01/28/2019 25	Carson Oil Co.	-133.78	Credit On Account
534 00 48 6014	Vehicle Operation & Ma		601 000 534 Water Fund	SERVICE	-60.20
535 00 48 6024	Vehicle Operation & Ma		602 000 535 Sewer Fund	SERVICE	-60.20
542 00 48 2012	Vehicle Operation & Ma		201 000 542 Street Fund	SERVICE	-13.38
1024	01/23/2019	01/28/2019 220	Carter's Fire & Sprinkler Maint.	185.00	Annual Wet Pipe Fire Sprinkler System Inspection
572 00 48 1003	Library - Repairs & Mai		100 000 572 General Fund		185.00
968	01/02/2019	01/28/2019 26	Cascade Columbia Distribution Co	-230.00	Credit For Container Return
534 00 49 6011	Chemicals		601 000 534 Water Fund		-123.80
535 00 49 6021	Chemicals		602 000 535 Sewer Fund		-106.20
990	01/09/2019	01/28/2019 26	Cascade Columbia Distribution Co	841.25	Sodium Hypochlorite 53gallon Drum 4 Units
534 00 49 6011	Chemicals		601 000 534 Water Fund		252.38
535 00 49 6021	Chemicals		602 000 535 Sewer Fund		588.87
947	12/18/2018	01/28/2019 27	Cash	1.42	Postage - To Mail Contract To ODOT
510 00 31 1000	Postage		100 000 510 General Fund		1.42
976	01/02/2019	01/28/2019 217	Chase Paymentech	30.32	3252 - Online Merchant Processing Fees - \$280.00 For Court And Library Rentals For The Month
510 00 31 1003	Online Bill Pay Fees		100 000 510 General Fund		30.32
977	01/02/2019	01/28/2019 217	Chase Paymentech	82.85	3251 - Online Merchant Processing Fees - Took In \$6860.40 In Utility Payments For The Month
531 00 31 6030	Online Bill Pay Fees		603 000 531 Storm Fund		8.29
534 00 31 6012	Online Bill Pay Fees		601 000 534 Water Fund		37.28
535 00 31 6023	Online Bill Pay Fees		602 000 535 Sewer Fund		37.28
950	12/26/2018	01/28/2019 224	City of Junction City	8,000.00	Law Enforcement For January- March
510 00 41 1000	Sheriff's Contract		100 000 510 General Fund		8,000.00
969	01/02/2019	01/28/2019 31	Coenergy - Valley Office	563.26	Propane For City Hall
510 00 32 1000	City Hall Heating Propan		100 000 510 General Fund		563.26

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1019	01/23/2019	01/28/2019 31	Coenergy - Valley Office	157.48	Propane For Library Heat
	572 00 47 1001 Library - Heating/Propan		100 000 572 General Fund	157.48	
1020	01/23/2019	01/28/2019 31	Coenergy - Valley Office	572.11	City Hall Propane
	510 00 32 1000 City Hall Heating Propan		100 000 510 General Fund	572.11	
953	12/26/2018	01/28/2019 33	Consolidated Supply Co.	74.62	Water Shut Off Repair On 10th And Ash St
	534 00 48 6010 Repairs & Maintenance		601 000 534 Water Fund	74.62	
1018	01/18/2019	01/28/2019 33	Consolidated Supply Co.	13.36	Water Meter Box Lid
	534 00 31 6010 Operating Supplies		601 000 534 Water Fund	13.36	
956	12/26/2018	01/28/2019 35	Department of Environmental Quality, Business offi	278.61	Gas Station Project Fees
	510 00 41 1007 Professional Services Otl		100 000 510 General Fund	278.61	
989	01/09/2019	01/28/2019 245	Driver and Motor Vehicle Services	6.00	Annual Employee Driving Records
	510 00 49 1003 Misc		100 000 510 General Fund	2.00	
	534 00 49 6013 Misc		601 000 534 Water Fund	2.00	
	535 00 49 6022 Misc		602 000 535 Sewer Fund	2.00	
958	12/26/2018	01/28/2019 36	Edge Analytical, Inc.	33.00	Coliform Bacteria Testing
	534 00 49 6010 Outside Testing		601 000 534 Water Fund	33.00	
984	01/09/2019	01/28/2019 36	Edge Analytical, Inc.	33.00	Water Plant - Coliforms Testing
	534 00 49 6010 Outside Testing		601 000 534 Water Fund	33.00	
986	01/09/2019	01/28/2019 36	Edge Analytical, Inc.	212.00	Waste Water Plant Testing - Biological Oxygen Demand And Total Suspended Solids - Influent And Effluent
	535 00 49 6020 Outside Testing		602 000 535 Sewer Fund	212.00	
1000	01/11/2019	01/28/2019 36	Edge Analytical, Inc.	212.00	Biological Demand And Total Coliform And E. Coli - Wwtp
	535 00 49 6020 Outside Testing		602 000 535 Sewer Fund	212.00	
1017	01/18/2019	01/28/2019 36	Edge Analytical, Inc.	101.00	Quarterly DBP's - WTP - THM And Haloacetic Acids
	534 00 49 6010 Outside Testing		601 000 534 Water Fund	101.00	
992	01/09/2019	01/28/2019 38	Ferguson Waterworks #3011	21.24	Parts For Chemical Pipe Replacement At WTP

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	534 00 48 6010 Repairs & Maintenance		601 000 534 Water Fund	21.24	
1023	01/23/2019	01/28/2019 38	Ferguson Waterworks #3011	57.74	Water Valve For 8th And Commercial
	534 00 48 6010 Repairs & Maintenance		601 000 534 Water Fund	57.74	
995	01/10/2019	01/28/2019 226	Grainger	191.13	WTP - Repairs To The Chemical Pipe
	534 00 48 6010 Repairs & Maintenance		601 000 534 Water Fund	191.13	
982	01/04/2019	01/28/2019 46	Hurd's Custom Machinery	24.19	This Was Custome Metal Piece For Terry's Personal Trailer. Hurd's Billed The City In Error For It. Terry Reimbursed The City On 1/4/2019
	510 00 49 1003 Misc		100 000 510 General Fund	24.19	
1004	01/15/2019	01/28/2019 289	Jacobs	1,969.34	Work Performed On 10/8/2018 At Water Treatment Plant
	534 00 48 6012 Equip. Repair & Mainte		601 000 534 Water Fund	1,969.34	
1003	01/15/2019	01/28/2019 104	Koroush, Terrace L	150.44	Rental Of Shop Tools And Equipment Lunch For Volunteers Working On Christmas Lights, Parts For Water Plant And Welding For Rack To Store Christmas Lights
	510 00 31 1001 Operating Supplies		100 000 510 General Fund	86.00	
	534 00 31 6010 Operating Supplies		601 000 534 Water Fund	14.44	
	576 00 31 1000 Parks - Operating Suppli		100 000 576 General Fund	50.00	
1002	01/14/2019	01/28/2019 55	Linn-Benton Tractor Co.	118.35	Service Parts For The Kubota Tractor
	531 00 48 6030 Repairs & Maintenance		603 000 531 Storm Fund	39.44	
	542 00 48 2012 Vehicle Operation & Ma		201 000 542 Street Fund	39.45	
	576 00 31 1000 Parks - Operating Suppli		100 000 576 General Fund	39.46	
980	01/04/2019	01/28/2019 60	Monroe Telephone	186.13	Telephone
	510 00 42 1000 Telephone		100 000 510 General Fund	16.39	
	510 00 42 1000 Telephone		100 000 510 General Fund	25.01	
	534 00 42 6010 Telephone		601 000 534 Water Fund	16.38	
	534 00 42 6010 Telephone		601 000 534 Water Fund	25.00	
	534 00 42 6010 Telephone		601 000 534 Water Fund	30.47	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	16.38	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	25.01	
	535 00 42 6020 Telephone		602 000 535 Sewer Fund	31.49	
996	01/11/2019	01/28/2019 61	Montgomery Heating&Air Conditioning	670.00	Repair And Replace The Condenser Fan Blade And Motor On The North Outdoor Lennox Heat Pump At The Legion Hall

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575 00 48 1001			Legion Hall - Building It	100 000 575 General Fund	LEGION 670.00
957	12/26/2018	01/28/2019 65	OR Assoc. of Municipal Recorders	60.00	Annual Membership
510 00 49 1006			Dues	100 000 510 General Fund	60.00
948	12/18/2018	01/28/2019 267	Office Depot	32.35	Case Of Paper, Rubberbands And Dry Eraser
510 00 31 1001			Operating Supplies	100 000 510 General Fund	9.32
510 00 31 1001			Operating Supplies	100 000 510 General Fund	4.38
534 00 31 6010			Operating Supplies	601 000 534 Water Fund	9.32
535 00 31 6021			Operating Supplies	602 000 535 Sewer Fund	9.33
974	01/02/2019	01/28/2019 267	Office Depot	13.99	1099-R Form For Calendar Year End Reporting
510 00 31 1001			Operating Supplies	100 000 510 General Fund	13.99
975	01/02/2019	01/28/2019 267	Office Depot	58.92	W2 Forms For Year End Reporting, Medium Sized Gloves And Tissue Paper For Library
510 00 31 1001			Operating Supplies	100 000 510 General Fund	19.99 W2 Forms
510 00 31 1001			Operating Supplies	100 000 510 General Fund	6.09 Med Sized Gloves
572 00 48 1004			Library - Janitorial Supp	100 000 572 General Fund	26.75 Jumbo Tissue Paper
575 00 49 1003			Legion Hall - Cleaning S	100 000 575 General Fund	6.09 Med Sized Gloves
978	01/03/2019	01/28/2019 267	Office Depot	20.99	9v Batteries For Smoke Alarms In All Of The Buildings
510 00 31 1001			Operating Supplies	100 000 510 General Fund	4.20 City Hall -
534 00 31 6010			Operating Supplies	601 000 534 Water Fund	4.20 WATER Water Plant -
535 00 31 6021			Operating Supplies	602 000 535 Sewer Fund	4.20 WASTEWAT Wastewater Treatment Plant -
572 00 48 1004			Library - Janitorial Supp	100 000 572 General Fund	4.20 LIBRARY Library -
575 00 49 1003			Legion Hall - Cleaning S	100 000 575 General Fund	4.19 LEGION Legion Hall -
985	01/09/2019	01/28/2019 267	Office Depot	20.99	1099-MISC Forms
510 00 31 1001			Operating Supplies	100 000 510 General Fund	20.99
987	01/09/2019	01/28/2019 267	Office Depot	34.71	Office Supplies - Colored Paper And Business Card Holders
510 00 31 1001			Operating Supplies	100 000 510 General Fund	32.43
534 00 31 6010			Operating Supplies	601 000 534 Water Fund	2.28
988	01/09/2019	01/28/2019 267	Office Depot	-13.99	Return Of The 1099-R Form Missed Ordered
510 00 31 1001			Operating Supplies	100 000 510 General Fund	-13.99
999	01/11/2019	01/28/2019 267	Office Depot	19.44	Trays For Employee Mail Boxes

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	510 00 31 1001	Operating Supplies	100 000 510 General Fund	19.44	
1001	01/11/2019	01/28/2019 267	Office Depot	11.23	Clear Sheet Protectors For Record Retention
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	11.23	
1010	01/15/2019	01/28/2019 267	Office Depot	27.97	Case Of Paper
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	9.32	
	534 00 31 6010	Operating Supplies	601 000 534 Water Fund	9.32	
	535 00 31 6021	Operating Supplies	602 000 535 Sewer Fund	9.33	
1016	01/17/2019	01/28/2019 267	Office Depot	26.04	Phone Message Pads
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	26.04	
1008	01/15/2019	01/28/2019 76	Pacific Power	5,479.39	Electricity
	510 00 47 1000	Electric (city Hall)	100 000 510 General Fund	194.52	City Hall Electricity
	534 00 47 6010	Electric	601 000 534 Water Fund	1,872.51	Water Plant Electricity
	535 00 47 6020	Electric	602 000 535 Sewer Fund	959.45	Waste Water Plant Electricity
	542 00 31 2011	Street Lights	201 000 542 Street Fund	723.87	Street Lights
	572 00 47 1000	Library - Electricity	100 000 572 General Fund	681.45	Library Electricity
	575 00 47 1000	Legion Hall - Electricity	100 000 575 General Fund	1,047.59	Legion Hall Electricity
955	12/26/2018	01/28/2019 78	Professional Security Alarm	72.00	Library Alarm
	572 00 46 1000	Library - Building Alarm	100 000 572 General Fund	72.00	
1007	01/15/2019	01/28/2019 290	SME Solutions, LLC	731.50	Inspection Of Closed Fueling Facility For Requirements To Restart Fueling
	594 00 60 4010	Building Improvements	401 000 594 Building Reserv	731.50	
1012	01/15/2019	01/28/2019 247	Sheets, Dan	144.00	Reimbursement To Dan Sheets
	510 00 49 1004	Advertising	100 000 510 General Fund	144.00	Web Hosting And Google Domain For BAM
1014	01/15/2019	01/28/2019 270	Southern Oregon Water Technology	7,691.80	Second Half Of The Month For January's Operating Costs
	534 00 41 6013	Contracted Plant Operati	601 000 534 Water Fund	3,845.90	
	535 00 41 6023	Contracted Plant Operati	602 000 535 Sewer Fund	3,845.90	
991	01/09/2019	01/28/2019 87	Speer Hoyt, LLC	418.00	Attorney Fees
	510 00 41 1002	Attorney Fees	100 000 510 General Fund	247.00	
	510 00 41 1002	Attorney Fees	100 000 510 General Fund	133.00	
	510 00 41 1002	Attorney Fees	100 000 510 General Fund	38.00	
979	01/04/2019	01/28/2019 93	USA Bluebook	195.49	Chlorine Testing Reagents For WTP And WWTP

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534 00 49 6011 Chemicals			601 000 534 Water Fund	97.75	
535 00 49 6021 Chemicals			602 000 535 Sewer Fund	97.74	
1009	01/15/2019	01/28/2019	94 Umpqua Bank Cardmember Services	1,211.25	Finance Officers - Credit Card Purchases For City Business
531 00 31 6031 Operating Supplies			603 000 531 Storm Fund	121.13	Prestamped Envelopes For Utility Billing - 2000 Envelopes
534 00 31 6010 Operating Supplies			601 000 534 Water Fund	545.06	Prestamped Envelopes For Utility Billing - 2000 Envelopes
535 00 31 6021 Operating Supplies			602 000 535 Sewer Fund	545.06	Prestamped Envelopes For Utility Billing - 2000 Envelopes
1011	01/15/2019	01/28/2019	94 Umpqua Bank Cardmember Services	3,122.22	City Administrator's Credit Card Purchases For City Business
510 00 31 1000 Postage			100 000 510 General Fund	250.00	USPS - Postage 5 Rolls Of 100 - Purchased Before Stamps Increase
510 00 31 1001 Operating Supplies			100 000 510 General Fund	143.08	Fred Meyer's - Employee Appreciation Gift Cards
510 00 31 1001 Operating Supplies			100 000 510 General Fund	39.99	Amazon - Document Frames
510 00 41 1005 Planning Cost			100 000 510 General Fund	41.50	Benny's Pizza- Lunch With Planning Staff And DLCD
510 00 42 1000 Telephone			100 000 510 General Fund	25.66	AT&T City Hall And Public Works Cell Phone
510 00 43 1000 Education and Travel			100 000 510 General Fund	7.50	Parking - Rick And Cindy To Attend ODOT Meeting In Salem On 12/14/2018
510 00 43 1000 Education and Travel			100 000 510 General Fund	37.65	Shari's - Breakfast Meeting With Mayor And City Administrator
510 00 43 1000 Education and Travel			100 000 510 General Fund	93.87	Alaska Air - Tickets For Tracy To Attend BIAS Conference In Spokane
510 00 43 1000 Education and Travel			100 000 510 General Fund	99.00	CNS - Admission For Taylor To Attend CNS Annual Conference In Corvallis
510 00 48 1001 Building Repairs & Maint			100 000 510 General Fund SHOP	400.69	Jerry's - Shelving Unit For Old WTP - To Properly Store City Owned Equipment And Tools
531 00 31 6031 Operating Supplies			603 000 531 Storm Fund	143.09	Fred Meyer's - Employee Appreciation Gift Cards
531 00 31 6031 Operating Supplies			603 000 531 Storm Fund SHOP	17.33	Amazon - Replacement Batteries For Cordless Drills/tools
531 00 31 6031 Operating Supplies			603 000 531 Storm Fund SHOP	17.33	Amazon - Replacement Batteries For Cordless Drills/tools
531 00 42 6030 Telephone			603 000 531 Storm Fund	9.13	AT&T Public Works Cell Phone
534 00 31 6010 Operating Supplies			601 000 534 Water Fund	143.08	Fred Meyer's - Employee Appreciation Gift Cards
534 00 31 6010 Operating Supplies			601 000 534 Water Fund WATER	274.75	Zoro - Chlorine Reagent Analyzer Refills
534 00 42 6010 Telephone			601 000 534 Water Fund	9.13	AT&T Public Works Cell Phone
534 00 43 6010 Education and Travel			601 000 534 Water Fund	93.86	Alaska Air - Tickets For Tracy To Attend BIAS Conference In Spokane

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534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	175.02	ProAir Supply - Filters For Compressor At WTP For Yearly Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	64.83	Rainbow Precision - Belts For Compressors At WTP For Yearly Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	199.27	Petroleum Service Com. - Food Grade Compressor Fluid - For Compressors At Wtp - Annual Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	127.10	Major Electronix Corp - Parts To Repair Compressor At WTP
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	180.83	Compressedair - Filter And Air/oil Separator For Compressor At WTP - Annual Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	38.49	MANN Filter - Spin On Oil Filters For Compressors At Wtp - Annual Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	52.48	ZORO - Litium Coin Batteries And Strut Chancel For Chemical Pipe Repair And Maintenance
534 00 48 6012 Equip. Repair & Maint			601 000 534 Water Fund WATER	54.81	Industrial Air Power - Compressor Parts For WTP
535 00 31 6021 Operating Supplies			602 000 535 Sewer Fund WASTEWAT	79.20	Amazon - Maintenance Supplies For WWTP
535 00 42 6020 Telephone			602 000 535 Sewer Fund	9.13	AT&T Public Works Cell Phone
535 00 43 6020 Education and Travel			602 000 535 Sewer Fund	93.86	Alaska Air - Tickets For Tracy To Attend BIAS Conference In Spokane
542 00 42 2010 Telephone			201 000 542 Street Fund	9.13	AT&T Public Works Cell Phone
542 00 48 2011 Equip. Repair & Maint			201 000 542 Street Fund BACKHOE	38.95	Amazon - Pads To Absorb Oil On Backhoe When Using Sweeper
572 00 48 1003 Library - Repairs & Maint			100 000 572 General Fund LIBRARY	100.52	Amazon- Library - Filters For HVAC System
576 00 31 1000 Parks - Operating Suppli			100 000 576 General Fund SHOP	17.33	Amazon - Replacement Batteries For Cordless Drills/tools
576 00 42 1003 Parks - Telephone			100 000 576 General Fund	9.13	AT&T Public Works Cell Phone
594 00 60 4031 Water Source Project			403 000 594 Water Reserve	25.50	Bee Gees Diner -Lunch With Bruce Sund Water Source Consultant
949	12/18/2018	01/28/2019	144 University of Oregon, Cashier	5,875.00	Second Quarter RARE Payment
	510 00 49 1008 RARE Participant Progr		100 000 510 General Fund	5,875.00	
967	01/02/2019	01/28/2019	201 Xpress Bill Pay	110.20	Monthly Online Bill Pay Hosting Fees - 23 EFT Transactions; 72 Credit Card Transactions; 22 Bank Bill Pay Transactions For The Month Of December 2018
	510 00 31 1003 Online Bill Pay Fees		100 000 510 General Fund	33.06	
	531 00 31 6030 Online Bill Pay Fees		603 000 531 Storm Fund	11.02	
	534 00 31 6012 Online Bill Pay Fees		601 000 534 Water Fund	33.06	
	535 00 31 6023 Online Bill Pay Fees		602 000 535 Sewer Fund	33.06	
Report Total:				45,337.71	

City Of Monroe
MCAG #:

As Of: 01/28/2019

Time: 10:58:21 Date: 01/23/2019
Page: 10

Accts					
Pay #	Received	Date Due	Vendor	Amount	Memo

Fund	
000	86.87
100 General Fund	25,107.90
201 Street Fund	1,096.81
401 Building Reserve Fund	731.50
403 Water Reserve Fund	25.50
601 Water Fund	10,831.10
602 Sewer Fund	7,043.37
603 Storm Fund	414.66

This report has been reviewed by:

REMARKS:

Signature & Title

Date _____

To: City Administrator Rick Hohnbaum
Date: 10/9/18
Re: Emergency Water Plant Filer Troubleshooting

Dear Mr. Hohnbaum;

On 10/9/18 Jacobs associates Troy Sanders, Larry Patton, and myself arrived at the Monroe Water Plant to meet with Steve Martinenko. After Larry and I refamiliarized ourselves with the filters and operations we had Steve place filter #1 in to several backwashes, so we could start troubleshooting.

We determined that the valve that allows water to flow from the backwash tank to the filters was not operating.

- The air actuated actuator was checked and was working properly
- The butterfly valve was stuck in the rubber seat and not opening
- The solenoid for the air actuated actuator was not operating, and it was replaced with a new unit
- The butterfly valve was checked again after the solenoid was replaced, the valve still would not operate
- The butterfly valve was replaced with a new unit
- The air actuated actuator was adjusted, on the butterfly valve, so it would open and shut properly and not bind the valve

Steve ran another backwash on the filter, and the valves were operating properly.

Steve mentioned that there has not been a clean in place (CIP) performed for over 100 days. The manufacture recommends the CIP at 45 days. The CIP issue was beyond our scope of work, and I recommended to Steve that he call the manufacture for assistance. There could be a programing issue.

I mentioned to Steve that he should reorder the parts we used from the critical spares in the cabinet.

From: Phil Warnock <pwarnock@ocwcog.org>
Sent: Monday, January 7, 2019 9:14 AM
To: rick.hohnbaum@ci.monroe.or.us
Subject: REMINDER: CWACT Full Commission Member Nominations Due January 31, 2019

[View this email in your browser](#)



CWACT

REMINDER TO SUBMIT NOMINATIONS Full Commission Membership

This is a friendly reminder to submit membership nominations for the **Cascades West Area Commission on Transportation (CWACT) Full Commission** by **Thursday, January 31st**.

The CWACT provides a forum for local governments in the Linn, Benton, and Lincoln County Region to collaborate on transportation issues of Regional and Statewide significance. The terms of 28 Members of the CWACT Full Commission expired on December 31, 2018. The Membership list, including expiration dates can be found by clicking [HERE](#). Please review this list to see when the term of the Member from your jurisdiction expires. **Click [HERE](#) to nominate a new Member or Alternate to the CWACT Full Commission by January 31, 2019.** Nominations only need to be submitted for those with expiring terms, or to nominate a new Member or Alternate for any reason.

The primary Member for each jurisdiction must be an elected official. Alternates do not need to be elected officials. Nominations must be made during a legally convened public meeting of the City Council, Commission, or Tribal Council, as appropriate.

innovative services to the local governments and residents of Benton, Lincoln, and Linn Counties. For more information, visit www.OCWCOG.org.

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You are receiving this email because you have worked closely with the Cascades West Area Commission on Transportation, and as such will periodically receive email notifications from us, which we believe may be of interest to you.

Our mailing address is:

Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 205
Albany, OR 97322-6796

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)

STAFF REPORT

JANUARY 28, 2019 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 2019-2020

DEADLINE

<u>January 28, 2019</u>	Council Appoint Budget Officer
<u>January 28, 2019</u>	Council Adopt Budget Calendar
<u>March 18, 2019</u>	Council Goal Setting Session
<u>March 25, 2019</u>	Council Adopt Goals
<u>April</u>	Staff prepare Budget
<u>May 1, 2019</u>	Prepare notice of budget meeting, give to paper seven days before publication date
<u>May 8, 2019</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 9 & 16}
<u>May 8, 2019</u>	Publish on web page
<u>May 21, 2019</u>	Send out agenda, budget and budget message to all committee members (Council and lay citizens). Have available in office.
<u>May 29, 2019</u>	Budget Committee meeting held (may be more than one) with public hearing and budget message.
<u>June 5, 2019</u>	2 nd Budget Committee meeting if needed
<u>June 7, 2019</u>	Complete changes to budget from Budget Committee action.
<u>June 12, 2019</u>	Publish public hearing notices (shared revenue proposed use) and summary in paper, 5 to 30 days before public hearing.
<u>June 24, 2019</u>	Hold public hearings, adopt resolutions authorizing expenditures and taxes



Corvallis-Benton County Public Library
Library Administration
645 NW Monroe Avenue
Corvallis, OR 97330
Office (541) 766-6928
Fax (541) 766-6915

August 23, 2010

City of Monroe
PO Box 486
Monroe OR 97456

Dear Jim Minard:

Enclosed is an original fully executed copy of the Monroe Library Services IGA for the City of Monroe's official record.

Thank you for your assistance.

Sincerely,

Erin Kahle
Senior Administrative Specialist

Enclosure

Council (the governing body of the Corvallis-Benton County Public Library system) and the Benton County Board of Commissioners.

5. Janitorial. Monroe agrees to furnish janitorial services.

6. Annual Report. Corvallis agrees to furnish to Monroe an annual report, or more often if requested, that outlines the operation of the Monroe library and service highlights.

7. Operational Control. Corvallis shall have full and complete authority over the operation of the library facility, including, but not limited to, purchasing materials, supplies, equipment and services necessary for the operation of the library, employing and terminating a director and other employees as deemed necessary, establishing operational supervision and compensation for said employees, establish policies for patron conduct and taking any other action necessary and proper for the managing of the library and the performance of its functions. Monroe assumes responsibility for establishing a meeting rooms policy whereby the Library and its affiliates such as Friends of the Library enjoy first priority for use of the room. Library staff shall manage meeting rooms reservations. If Monroe desires to charge for meeting rooms, the Library and its affiliates shall receive free use of the rooms and revenues from meeting room rentals shall be used by Monroe for maintenance of the Monroe library..

8. Non-employees/Professional Services Recognition. Any and all employees of Corvallis, while engaged or performing any work or services required by them under this agreement, shall be considered the employees of Corvallis only and not employees of Monroe. Any claims that may arise under the Workers' Compensation Act on behalf of said employees shall be the sole responsibility of Corvallis.

9. Any notice under this agreement: shall be effective on the earlier date of actual receipt or two (2) days after deposit as registered or certified mail, return receipt requested to each party at the address stated below or such other address as each party may specify:

City of Monroe
PO Box 486
Monroe, OR 97456

City of Corvallis
645 NW Monroe Ave
Corvallis OR 97330

Benton County
408 SW Monroe Ave Suite 111
Corvallis OR 97333

10. Attorney's Fees. If any action is instituted by either party in connection with any claim or controversy arising out of this Agreement, attorney's fees may not be awarded by a court of competent jurisdiction and each party shall bear its own expenses of such action.

11. Severability. If any part, paragraph, section or provisions of the Agreement is adjudged to be invalid by any court of competent jurisdiction, such adjudication shall not affect the validity of any remaining section, part or provision of this Agreement.

purposes. In the event that the donor cannot, or does not wish to, designate how the funds are to be used, the gift, grant and contribution or fee shall be divided equally between Monroe and the City of Corvallis to be used for the Monroe Library.

If either the City of Corvallis, or Monroe becomes aware of an unspecified donation that party shall notify the other that such a donation has been received.

20. Real Property. No real property is being transferred from Monroe to Corvallis pursuant to this Agreement and at the termination of this Agreement, all real property shall remain the property of Monroe.

21. Insurance. Monroe will insure the Land, Building and Contents. (Contents meaning fixed assets, such as lighting fixtures, built in cabinets, etc.). Corvallis will insure operational contents (books, computers, furnishings, etc.), as it deems appropriate.

22. Indemnification. Subject to the terms and limits of the Oregon Tort Claims Act, Corvallis shall defend, indemnify, and hold Monroe harmless for any claims related to this agreement that are the result of actions or failures to act by Corvallis, its officers, employees, agents, contractors or assigns. Subject to the terms and limits of the Oregon Tort Claims Act, Monroe shall defend, indemnify, and hold Corvallis harmless for any claims related to this agreement that are the result of actions or failures to act by Monroe, its officers, employees, agent, contractors or assigns.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first above written.

CITY OF CORVALLIS,
an Oregon Municipal
Corporation

CITY OF MONROE
an Oregon Municipal
Corporation

BENTON COUNTY
an Oregon Municipal
Corporation

By: 

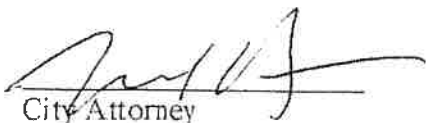
By: 

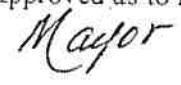
By: 

Approved as to form:

Approved as to form:

Approved as to form:


City Attorney


Office of Monroe Counsel

By:  8-1-12
Benton County Counsel

COUNCIL AGENDA STAFF REPORT

HEAT PUMP SYSTEM REPLACEMENT

January 28, 2019

REQUEST FOR COUNCIL ACTION

After receiving complaints about the lack of heating in the restrooms at Legion Hall, I authorized the inspection by Montgomery Heating to provide an analysis of the situation.

1. Neither heat pump was working.
2. Based upon my analysis of electric bills it appears neither have been working since April.
3. One unit was repairable and the bills is a month the bills seeking council approval this evening.
4. The second unit is more serious. It would appear based upon their analysis that the unit has been "left open" to the environment. Having an air unit open to the environment for about two years means that an accumulation of moisture is in the unit and the lines that feed from the unit to the building and there is no "fix" per se but only a replacement option. Attached is the recommendation and the quote from Montgomery. Staff is recommending funding this replacement from the Building Reserve Fund.

Rick

A handwritten signature in black ink, appearing to be 'Rick', with a long, sweeping horizontal line extending to the right.

LB-11

This fund is authorized and established by Resolution 2017-06 adopted on June 26, 2017 for the specific purpose of creating a reserve fund for future building construction, repair and remodeling of city owned structures

RESERVE FUND RESOURCES AND REQUIREMENTS

Year this reserve fund will be reviewed to be continued or abolished
Date can not be more than 10 years after establishment
Review Year: 2027

Building Reserve Fund

CITY OF MONROE

Fund #401

	Historical Data			DESCRIPTION RESOURCES AND REQUIREMENTS	BUDGET 2018-2019	ACTUAL MONTH SIX	
	Actual		ACTUAL 2017- 2018				
	Second Preceding Year 2015-2016	First Preceding Year 2016-2017					
1				RESOURCES			1
2	457	7,457	14,457	Cash on hand	23,461	23,684	2
3	7,000	7,000	10,000	Transfer in from General Fund	2,500	1,250	3
4				Transfer in from Water Fund	1,250	625	4
5				Transfer in from Sewer Fund	1,250	625	5
6			223	Interest		43	6
7	7,457	14,457	24,680	Total Resources, except taxes to be levied	28,461	26,227	7
8				Taxes estimated to be received			8
9				Taxes collected in year levied			9
10	7,457	14,457	24,680	TOTAL RESOURCES	28,461	26,227	10

					REQUIREMENTS								
					Org. Unit or Prog. & Activity	Object Classification		Detail					
11	0	0	996	11	Public Works	Capital Outlay	Building Improvements	21,461	7,308	11			
12				12	Public Works	Capital Outlay	Legion Hall Door Replacement	7,000	8,232	12			
					PUBLIC WORKS		CAPITAL OUTLAY	LEGION HEAT PUMP		proposed			
13	7,457	7,457		13	Ending balance (prior years)						13		
14			0	14	UNAPPROPRIATED ENDING FUND BALANCE						14		
15	7,457	0	996	15	TOTAL REQUIREMENTS					28,461	26,540	0	15

Retail Purchase Order

City Of Monroe

Date 12/29/2018



Purchaser's Name

Street Address

Monroe

Or

City

State

Zip

Benton

County

Phone



812 McClaine St.
Silverton, OR 97381
503-873-5355

33599 Hwy. 99E
Tangent, OR 97389
541-926-1811

QTY.	MODEL	DESCRIPTION	SERIAL NUMBER	CASH PRICE
1	BH77	Kubota quick detach Backhoe for L3901		7,895.00
1	BH4988	mounting kit for L3901		
1	BT1951A	12" bkt		
		includes frt & install On customers tractor		

TRADE-INS	SERIAL NO.	AMOUNT		
		\$	TOTAL	\$7,895.00
		\$	LESS: CASH	- \$0.00
		\$	LESS: TRADE	- \$0.00
		\$	TRADE AMOUNT OWED	+ \$0.00
		\$	BALANCE DUE	\$7,895.00

PURCHASER'S REQUEST TO PROVIDE FINANCING

(To be completed only if the dealer is to provide financing)

The purchaser understands that the above retail purchase order is on a cash price basis. The dealer will, however, attempt to provide financing for such purchaser if purchaser so requests, pursuant to a separate finance contract on mutually acceptable terms, subject to normal credit qualifications. THE PURCHASER'S SIGNATURE AT THE BOTTOM OF THIS PARAGRAPH ACKNOWLEDGES THAT THE PURCHASER HAS REQUESTED THE DEALER TO PROVIDE SUCH FINANCING.

(Purchaser)

NOTE: Complete this section when tractors are sold without ROPS (Roll-Over Protective Structure) and seat belt.

Statistics show that severity of injuries is greatly reduced and fatalities practically eliminated through use of both ROPS and a seat belt if a tractor over turns. I have been advised and understand that the use of ROPS and a seat belt is recommended in almost all applications. I have knowingly and voluntarily requested that my dealer remove the ROPS and seat belt from the tractor.

(Signature of Purchaser)

Purchaser has read all of the provisions on both the face and reverse side of this RETAIL PURCHASE ORDER, including an reference to warranty. Purchaser agrees that all such provisions are part of this order and that this order supersedes any prior agreement and is the complete and exclusive agreement on the subject matters covered by this Order. Purchaser's signature hereto acknowledges that he has received and read a copy of the applicable warranty. THIS ORDER SHALL NOT BECOME BINDING UNTIL ACCEPTED BY THE DEALER'S AUTHORIZED REPRESENTATIVE. IN THE CASE OF A TIME SALE, THE DEALER SHALL NOT BE OBLIGATED TO SELL UNTIL A FINANCE SOURCE AGREES TO PURCHASE A RETAIL INSTALLMENT CONTRACT BETWEEN THE PURCHASER AND THE DEALER BASED ON THIS ORDER. Purchaser certifies he is of majority age and has received a true copy of this Order.

Purchaser's Signature

Date

Accepted by: Don Kropf

Dealer Authorization Representative

L3301/L3901/L4701

IMPLEMENTS

Maximize Standard L-Series' versatility with Kubota's Performance-Matched quick attach/detach implements.

LA525 and LA765 Front Loaders

The LA525 and LA765 Front Loaders have a specially designed curved boom that can handle the big tasks that the Standard L-Series is made for, providing improved lifting power and height as well as exceptional durability.



Loaders Specifications

MODEL		LA525	LA765
2 Lever Quick Coupler		OPT	STD
Matching Tractor		L3301/L3901	L4701
Maximum Lift Height (Pivot pin)	in.(mm)	94.3 (2394)	105.2 (2673)
Clearance w/Attachment Dump	in.(mm)	76.2 (1936)	81.2 (2063)
Reach @ Maximum Height	in.(mm)	25.4 (645)	21.1 (537)
Maximum Dump Angle	deg.	40	41
Reach w/Attachment on Ground	in.(mm)	63.7 (1618)	70.2 (1783)
Maximum Rollback Angle	deg.	31	27
Digging Depth	in.(mm)	6.9 (176)	6.1 (156)
Overall Height in Carry Position	in.(mm)	51.3 (1302)	54.6 (1387)
Lift Capacity (Pivot pin)	lbs.(kg)	1131 (513)	1684 (764)
Lift Capacity (500 mm forward)	lbs.(kg)	855 (388)	1263 (573)

* Measures taken with Quick Coupler.

**ASSEMBLED
IN
GEORGIA**

BH77 and BH92 Backhoes

The BH77 and BH92 Backhoes are "Performance-Matched" with the L3301, L3901 and L4701 to deliver more power and greater capacity. And, thanks to the full-flat deck, the backhoes deliver optimal legroom for maximum operator comfort.



Backhoes Specifications

MODEL		BH77	BH92
Matching Tractor		L3301/L3901	L4701
Transport height	in. (mm)	80.3 (2040)	100.1 (2544)
Stabilizer spread transport	in. (mm)	51.8 (1315)	69.2 (1758)
Ground clearance	in. (mm)	11.5 (292)	14.2 (360)
Digging depth, 2ft. flat bottom	in. (mm)	89.8 (2280)	106.1 (2695)
Loading height	in. (mm)	65.7 (1669)	90.6 (2300)
Reach from swing pivot	in. (mm)	124.3 (3156)	149.6 (3801)
Swing pivot to rear axle center line	in. (mm)	37.6 (954)	40.9 (1040)
Bucket rotation	deg.	180	180
Stabilizer spread operating	in. (mm)	69.0 (1753)	93.3 (2369)

	How Much It would Cost the City
2.2% Cola Increase	
General Fund 100	
Total Personnel Services	543
Parks	
Total Personnel Services	70
Library Janitor	
Total Personnel Services	34
Legion Hall	
Total Personnel Services	14
Street Fund	
TOTAL PERSONNEL SERVICES	46
Water Fund	
TOTAL PERSONNEL SERVICES	700
Sewer Fund	
TOTAL PERSONNEL SERVICES	676
Storm Water	
TOTAL PERSONNEL SERVICES	46

11. The City will provide a public works service form to the SBNP for them to complete for any requested repairs or maintenance items that need to be addressed and submit them on a clipboard provided by the City and located within Legion Hall.
12. SBNP will notify COM and when possible obtain pictures of any conditions requiring repairing, cleaning or situations that occur relating to SBNP use or any other use which is discovered or found by SBNP staff or volunteers in a timely matter.
13. The City will endeavor to maintain, repair or replace all other fixtures of the building owned by the City of Monroe including the installation of a new stove and commercial grade range cover.
14. SBNP will provide to COM a copy of all governmental inspections performed at the Legion Hall within 1 week of receipt of all documentations of said inspections.
15. SBNP will clearly label refrigerator space available for other groups to use within the kitchen area and not leave material belonging to SBNP in that same space.
16. All conditions within the standard use and rental agreement with the exception of the piano use and garbage service, will be the standard which SBNP will agree to in order to honor this agreement.
17. Additional conditions of use include:
 - a. No animal food in the facility other than within the assigned storage unit/closet next to the Men's restroom.
 - b. No materials will be placed in front of the circuit boxes located in the office room
 - c. No tampering with video equipment located in the building or outside of the building. Any damage done by SBNP use, will be replaced by the SBNP.
18. SBNP will meet and maintain the following insurance standards.
 - a. Liability Insurance. SBNP shall continuously maintain at its expense throughout the term of this Agreement, and any renewal period, public liability and property damage insurance with the combined single limit of not less than Two Million Dollars (\$2,000,000), naming COM as an additional insured and containing a contractual liability endorsement referring to this Lease. Such insurance shall provide coverage for bodily injury, death or property damage in connection with SBNP's use or occupancy of the Premises or the exercise or enjoyment of rights or privileges granted by this Lease
 - b. Personal Property Insurance. SBNP shall at its expense insure its personal property, equipment and trade fixtures located on the Premises.
 - c. Proof of Insurance. SBNP shall provide proof of insurance to COM in the form of certificates evidencing the required coverage and stating that COM will be given thirty (30) days' notice prior to any cancellation or material change of coverage. COM reserves the right to review the actual policy and to reasonably approve the form of coverage and the insuring companies.

Draft #'s ?

Draft 8

1. approximately ^{7:30} 8-3 some meals take more prep
+ some more cleanup esp. if the hot water
runs out.
2. O.K.
3. O.K. now
4. O.K.
5. O.K.
6. O.K.
7. O.K.
8. O.K.
9. (~~How are we to label these?~~) O.K.
10. large kitchen supplies. This excludes small
kitchen appliances that continually need repair/
replacement.
11. We have the forms & clipboard
12. O.K.
13. maintain, repair or place on a regular basis
14. COM to come & make a copy if / pick up a copy.
15. O.K.
16. O.K.
17. a. animal food needs rewording (strike it)
b. ^{storage room in NE corner of kitchen} ~~office~~
c. office will be locked (by men's restroom)
c. O.K.
d. O.K.

CITY COUNCIL AGENDA STAFF REPORT

GAS STATION

January 28, 2018

CA Hohnbaum suggested three options; clean it up for a non-gas station operation, clean it up for a gas station operation or sell the property as is. The Council directed staff to provide a report at the January City Council meeting outlining the three options and costs.

DRAFT COUNCIL MINUTES – DECEMBER 2018

OPTION THREE: The City has received a written offer to purchase the gas station property. The City has also received a written request not to make any decisions at the January council meeting as another party is interested but can not attend. A third party is interested but is still waiting word from their consultant after their review of the environmental reports.

PROCESS FOR OPTION THREE: Attached is the process which is really different than most of us would have expected and is provided to the City from our legal staff. IF the council wants to sell, a public hearing including the intended figure for the sale price must be conducted by the City Council. IF the council wants to move in this direction, doing the required public notices and placing the public hearing on the council's February agenda would be staff recommendation.

OPTION 1: The estimated cost to decommission the facility including removing the tanks is about \$20,000. The City could potentially decommission the facility without tank removal but with the recent \$600,000 grant to Benton County which Monroe is a partner in the environmental EPA Grant, DEQ would not look favorably on us abandoning the tanks in place since we have grant money available to the City. DEQ staff has determined that the tanks can be decommissioned in place.

OPTION 2: To make the station operational would be extensive \$50,000 to \$75,000 without the cleanup process but for costs of updating of pumps and systems. To clean it up for it to be operational...

DEQ requires that the owner of the facility use a firm that is on their "approved" list to do the analysis. BBA, who the attached email is from (Dan Talley), is on their approved list. DEQ staff states that the property owner most likely can not or in the near future will not be able to meet the financial responsibility requirements due to the age of the existing steel tanks. Insurance issues alone will either be very expensive or unavailable as a part of this issue. DEQ relies on the private firms to determine what the operational needs for the facility would be.

A handwritten signature in black ink, appearing to be "R. Talley", with a long horizontal line extending to the right.

**PUBLIC HEARING NOTICE
REGARDING THE
SALE OF REAL PROPERTY**

NOTICE IS HEREBY GIVEN that the City of Monroe will hold a public hearing regarding the proposed sale of surplus real property located at _____, Monroe, Oregon. The hearing will be held at the _____, located at _____, Monroe, Oregon, at ___ p.m. on the _____ day of _____, 2019.

The City proposes to sell this real property to _____ for \$ _____. The buyer intends to use the property for _____. The City Council considers it necessary and convenient to sell the real property because _____ and previously declared it surplus and no longer needed by the City. At the hearing the Council will receive comments on the public's interest in selling the Property on the negotiated terms.

F:\1Clients\Muni\Monroe, City\GENERAL\General 2017 - 2018 (10)\NOT of Sale of Real Property.docx

January 16, 2019

To: Mayor Paul Canter

Monroe City Council

Monroe City Manager, Rick Hohnbaum

Gentlemen:

I would like to declare my intention to purchase the property at 125 S. 5th Street in Monroe. I would like to remodel the property to be a bakery-cafe, which, I feel, would be an asset for Monroe.

Unfortunately, I am committed to an appointment out of town, and will be gone from January 20th to the 30th. This prevents my attendance to the city council meeting to declare my intentions personally and to answer any questions.

I would like to respectfully request a postponement of any decisions until the February City Council meeting.

Sincerely,

A handwritten signature in cursive script, appearing to read "Shirley Kuhnley", written in dark ink.

Shirley Kuhnley

POB 409

Monroe, Or 97456

541-740-1005

CITY COUNCIL AGENDA PRELIMINARY STAFF REPORT

MAIN STREET PROJECT

January 28, 20

Draft city council minutes December 2018-

Main Street Street Project: Mayor Canter called on the Chair of the Public Works and Safety Committee Floyd Billings to present the recommendations from the committee to the city council. Councilor Billings stated that the rock is deep enough to put pavement on top of the existing street. Councilor Billings stated that there needed to be two separate quotes required. One would be for the curbs and gutters concrete work and the second for asphalt work for Main Street from 6th to 7th. Chair Billings stated that it would be a 29-foot wide asphalt road bed with curbs at 40-foot separation for curbs and gutters. Councilor Billings stated that the committee was recommending no storm water work and to leave gravel beyond the curbs. Commissioner Eastridge asked about the grade survey that was completed. The Council by consensus directed staff to get three quotes for both projects.

I will have an additional report at the City Council meeting as I am still receiving quotes and figures throughout the week.

One of the firms shared that thy would actually recommend some grinding and putting two inches on the gravel section and then 2 more inches on both the existing hard surface and on the new two inch base which is currently gravel.

Attached please find a memo in response to my inquiry to the City Engineer.

Attached are a couple of diagrams from the draft TSP. During our recent work sessions on the Transportation System Plan, the community leadership team has expressed an interest in a different road width for Main Street other than the 29 feet of width.

Rick

A handwritten signature in black ink, appearing to be "Rick", with a long horizontal line extending to the right.

**Table 9: Minor Collector
Cross-section Standards**

	Standard	Minimum
ROW (ft)	69'	41'
Surface Width	46'	30'
Lane Widths	10'	10'
Center Turn Lane	No	No
Parking	7'	No
Bike Lanes	6'	5'
Curb	0.5'	0.5'
Planter Strip	5'	No
Sidewalk	6'	5'

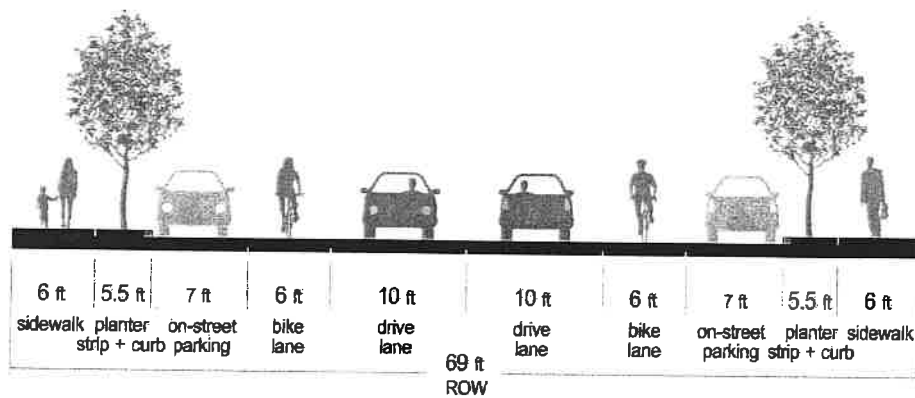


Figure 7: Minor Collector Standard Cross-Section