



# CITY COUNCIL WORK SESSION

**MONDAY MARCH 18, 2019**

**6pm**

## **MONROE COMMUNITY LIBRARY**

1. Call to Order/Roll Call

2. Public Input

3. Total Maximum Daily Load Draft 5 Year Action Plan

Community Development Coordinator, Taylor Evans will be presenting the DRAFT 5 Year Action Plan outlining actions that the City will take relating to storm water to meet DEQ requirements.

PAGE 2

4. Southern Oregon Water Technology (SOWT)

Mike Bollweg and Debbie Bunker will be presenting an update and status report regarding Monroe's water and wastewater systems. SOWT is the contractual operators for the City of Monroe and the current operator of record on behalf of Monroe for the State of Oregon.

PAGE 19

5. Main Street Project Option and Plan Presentation

City Administrator Hohnbaum will present updated engineering costs for proceeding with the Main Street Project based upon the direction provided by the City Council at their last meeting.

PAGE 32

6. Draft Council Rules

City Administrator Hohnbaum will present a draft ordinance with new council rules based on direction from the City Council.

PAGE 36

**THIS IS A WORK SESSION.** No motions or actions will be taken and where city business will be discussed and direction given to city staff for possible future council agendas.

**This is an open and public event.**

*The City of Monroe is an Equal Opportunity Employer and Service Provider*

## **Staff Report – Total Maximum Daily Load 5-Year Implementation Plan**

**Monroe City Council – March 18<sup>th</sup>, 2019**

**Taylor Evans**

**Community Development Coordinator**

**Summary:** The City of Monroe has been working with the Oregon Department of Environmental Quality (DEQ) towards bringing its storm water program up to compliance by submitting backlogged Total Maximum Daily Load (TMDL) Annual Reports. TMDL is the calculated pollutant amount that a waterbody can receive and still meet Oregon water quality standards. TMDL reports are required to be submitted annually and help communities identify methods and strategies to limit non-point sources of pollution from entering near- by waterbodies. The effort put towards submitting the TMDL reports will contribute towards the success of ensuring a healthy and vibrant ecosystem along and within the Long Tom River and ultimately the Willamette River.

**Total Maximum Daily Load Overview:** A TMDL Implementation Plan (IP) describes the actions that are needed to improve water quality once a TMDL has been established. Generally, a TMDL IP includes a list of pollutants of concern and the sources (if known), proposed treatment strategies, a timeline for implementation activities, and proposed methods for monitoring the effectiveness of implementation activities. TMDL implementation is accomplished through the City's enacting or continuing various land and water management strategies, implementing pollution prevention programs and completing restoration projects. These efforts will lead to nonpoint source pollutant load reductions that, in turn, achieve load allocations. DEQ expects that the City of Monroe will implement their TMDL IPs with a concerted effort, but acknowledges that adjustments or revisions will be necessary from time to time. The City should keep DEQ informed of any substantive changes to the TMDL IP. In most instances, it will be adequate to wait for the next 5-year review of the plan to revise a TMDL IP to reflect any changes.

**TMDL Status:** On February 8<sup>th</sup>, the Department of Environmental Quality approved our final draft of the TMDL IP to be adopted by the City. During the 5-year term, there is an annual report on how the IP is going. RJ submitted last year's on January 8<sup>th</sup>, 2018. Prior to his arrival, the last TMDL Annual Report was submitted in 2012 along with the 2012-2017 Implementation Plan. Our current annual report for the Implementation Plan was submitted on March 7<sup>th</sup>, 2019 and we project to have our new 2019-2024 TMDL Implementation Plan to be adopted on March 25<sup>th</sup>, 2019.

**Recommendations:** As part of the contract hiring the Resource Assistance for Rural Environments (RARE) Participant, the City required the RARE Participant to draft the City of Monroe's Total Maximum Daily Load 5-Year Implementation Plan and oversee the Implementation Reporting processes. The RARE Participant, Taylor Evans and City Administrator, Rick A. Hohnbaum, recommend that the City Council adopt the 2018-2023 TMDL Implementation Plan to improve water quality and enhance the ecosystem. By adopting this plan, the City agrees to over the next five years:

1. Create ordinance to address protection of riparian vegetation
  - a. Conduct outreach and education on new ordinance
  - b. Use imagery (google earth) to assess changes in vegetation
  - c. Work with property owners on riparian vegetation protection
2. Implement 2 annual projects around protection of riparian vegetation
  - a. Work with Long Tom Watershed Council on these projects
3. Adopt new ordinance on decreasing sediment and erosion from new construction
4. Approve proposal for fixing current catch basin infrastructure
  - a. Repair current infrastructure
  - b. Draft stormwater detention & treatment infrastructure proposal
5. Provide annual training for Public Works Staff regarding illicit discharge, elimination and illegal dumping
6. Maintain timely and relevant information on the City's Website and at City Hall regarding stormwater discharge

#### **Staff Time Requirement and Costs Associated:**

The 5-Year Implementation Plan took 27 hours, over five months, to construct with many phone and in person meetings with Priscilla Woolverton from the DEQ. The staff time required to follow out the projects proposed in the plan will be roughly 50 hours annually. This is projected based on the multiple entities that must be involved such as the City, the Long Tom Watershed Council and Benton County, especially in regards to having to write two new codes and two new ordinances. The projects also require that the City review construction compliances for the new and existing codes that affect riparian and stormwater infrastructures.

The costs associated with the projects will include:

1. Cost of paid staff time to oversee projects & conduct outreach and education
2. Cost of the two annual riparian projects in collaboration with LTWC
3. Cost of new catch basin infrastructure
4. Cost of providing training to public work staff regarding illicit discharge, elimination and illegal dumping

#### **Projected Costs:**

**Staff Time Costs:** RARE Participant- \$362.50; City Administrator- \$2,700.00; Administrative Assistant- \$525.00 (total for the 50 hours) in addition to the increase task work on Public Work Staff- \$850.00

#### **Riparian Projects:**

**Storm Catch Basin Replacement:** There is just over 15,000 feet of stormwater pipe in the City. About half of it is 12" or smaller, and about half is 15" or larger. There are 15 manholes, and 34 catch basins. Assuming some pretty ballpark costs, the total cost to replace the system is about \$2.6 million as shown below. There are approximately \$1.5 million in stormwater improvements identified in the Master Plan, which replace some pipes, and install new systems in areas that are currently not served.

Monroe Stormwater System Replacement					
Item No.	Description	Unit	Quantity	Unit Cost	Item Cost
1	Mobilization - Bonds, Insurance (10%)	LS	1	\$146,260.00	\$ 146,260.00
2	Construction Facilities and Temporary Controls (7%)	LS	1	\$102,390.00	\$ 102,390.00
3	Demo and Site Prep (5%)	LS	1	\$ 73,130.00	\$ 73,130.00
4	12" and less pipe	LF	7500	\$ 60.00	\$ 450,000.00
5	15" and greater pipe	LF	7500	\$ 120.00	\$ 900,000.00
6	Manholes	EA	15	\$ 2,500.00	\$ 37,500.00
7	Catch Basins	EA	34	\$ 1,800.00	\$ 61,200.00
8	Landscape Restoration	LS	1	\$ 13,880.00	\$ 13,880.00
<i>Estimated Construction Costs</i>				\$	1,784,360.00
Administrative/Legal (5%)				\$	89,218.00
Contingency (20%)				\$	356,872.00
Engineering (20%)				\$	356,872.00
<b>Estimated Project Total</b>					<b>\$ 2,587,322.00</b>

**To Address the Costs Associated with TMDL:** By adopting the TMDL 5-Year Implementation plan does not mean that we are agreeing to spend \$2.6 million dollars within the next five years to redo our storm drains. By agreeing to this plan means that we are prioritizing looking into fixing the catch basin system. This means that over the next five years, we get cost projects, request for proposals, and decide if we want to tackle the whole system, do half of the system or address the \$1.5 million of putting in a storm drainage system for areas of the City that do not have any.

# Total Maximum Daily Load 5-Year Implementation Plan

2019 - 2024  
City of Monroe

Having a 5-Year action plan is required by the  
Department of Environmental Quality

\*If fail to adopt a plan or follow through will result in fines from the DEQ

## What is a TMDL 5-Year Implementation Plan?

- ▶ Describes the actions that are needed to improve water quality
- ▶ Includes a list of pollutants of concern and the sources, treatment strategies, a timeline for implementation activities, and methods for monitoring the effectiveness of implementation activities.
- ▶ Is accomplished through the City's enacting or continuing various land and water management strategies, implementing pollution prevention programs and completing restoration projects.
- ▶ These efforts will lead to nonpoint source pollutant load reductions that, in turn, achieve load allocations.

## Temperature - Solar Radiation & Wastewater Plan Discharge

- ▶ **Strategy:** Protect and enhance existing vegetation and plant additional vegetation along waterways on City-owned property
- ▶ **Why is this important:**
  - ▶ River banks are riparian areas, and the plants that grow there are called riparian vegetation. It is extremely important because of the many functions it serves, such as: water quality protection, fish/wildlife habitat, thermal cover and flood control

## Temperature

### ► Related Projects:

- Compare aerial photographs using Google Earth at 5 year intervals to assess changes in riparian areas
- Create an ordinance to address protection of riparian vegetation
- Conduct outreach and education to public about ordinance
- Work with local properties for recommendations on riparian improvements
- Work with Long Tom Watershed Council to support 2 annual projects

## Bacteria

### ► Related Projects:

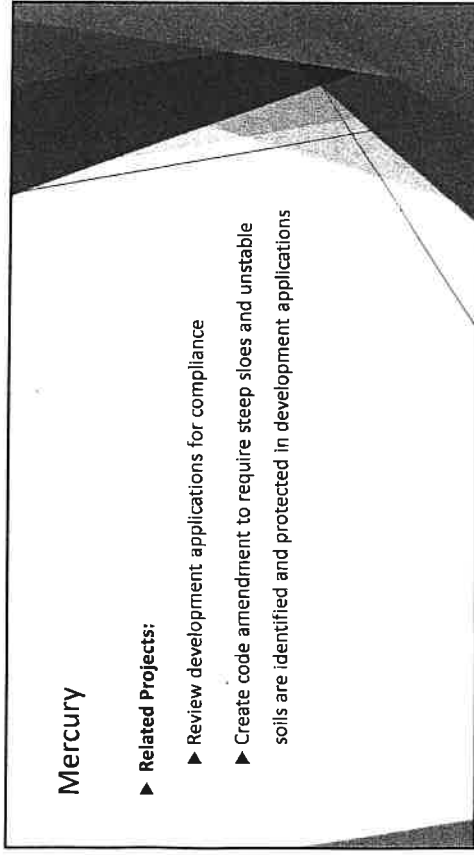
- Adopt & enforce pet waste ordinance
- Provide 1200-c ordinance fact sheets to developers to educate on erosion and sediment impacts
  - \*Ordinance regarding construction that modifies erosion & sediment control measures and stormwater treatment of 5< acres
- Get approval for fixing catch basins & bid for contractor
- Inspect developments for proper use of Best Management Practice (BMP)
- Develop & adopt runoff code for re-developments

## Bacteria – Animal Waste, Erosion & Sedimentation, Stormwater Discharge, and Wastewater Treatment

### ► Strategy: Reduce improperly disposed pet waste, decrease sedimentation & erosion from new construction, conduct regular maintenance on catch basins, raise awareness of individuals' impact on stormwater and reduce runoff from new and re-developments.

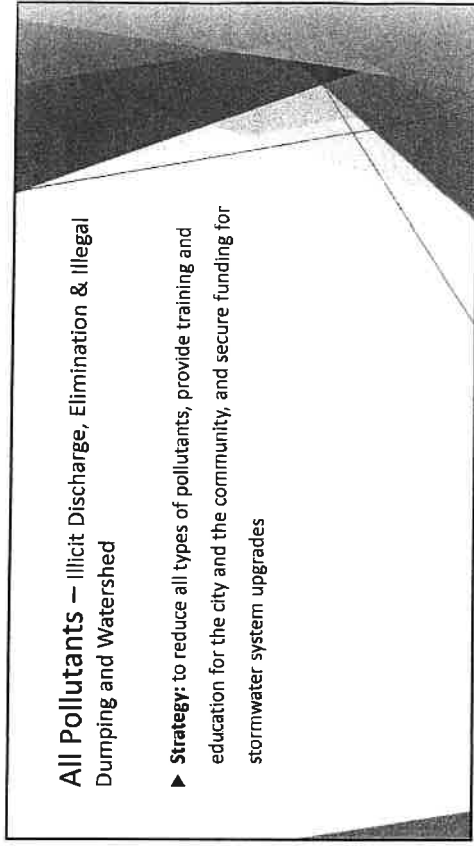
## Mercury – Soil & Rock, Erosion & Sediment, and Air Deposition

- **Strategy:** To decrease soil disturbance in areas sensitive to erosion, decrease sedimentation and erosion from new construction, and prevent erosion and reduce the amount of stormwater discharge



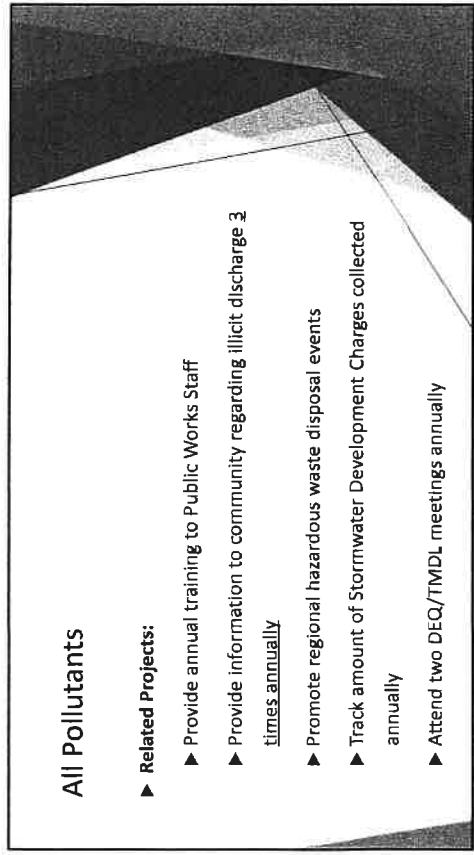
## Mercury

- ▶ **Related Projects:**
  - ▶ Review development applications for compliance
  - ▶ Create code amendment to require steep slopes and unstable soils are identified and protected in development applications



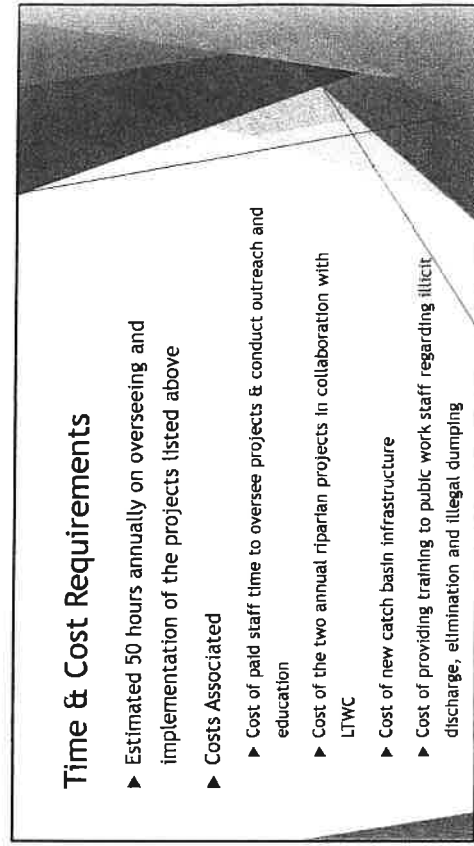
## All Pollutants – Illicit Discharge, Elimination & Illegal Dumping and Watershed

- ▶ **Strategy:** to reduce all types of pollutants, provide training and education for the city and the community, and secure funding for stormwater system upgrades



## All Pollutants

- ▶ **Related Projects:**
  - ▶ Provide annual training to Public Works Staff
  - ▶ Provide information to community regarding illicit discharge 3 times annually
  - ▶ Promote regional hazardous waste disposal events
  - ▶ Track amount of Stormwater Development Charges collected annually
  - ▶ Attend two DEQ/TMDL meetings annually



## Time & Cost Requirements

- ▶ Estimated 50 hours annually on overseeing and implementation of the projects listed above
- ▶ **Costs Associated**
  - ▶ Cost of paid staff time to oversee projects & conduct outreach and education
  - ▶ Cost of the two annual riparian projects in collaboration with LTWC
  - ▶ Cost of new catch basin infrastructure
  - ▶ Cost of providing training to public work staff regarding illicit discharge, elimination and illegal dumping

## Projected Costs

- ▶ **Staff Time Costs:** RARE Participant- \$362.50; City Administrator- \$2,700.00; Administrative Assistant- \$525.00 (total for the 50 hours) in addition to the increase task work on Public Work Staff- \$850.00
- ▶ **Riparian Projects:**

## Methods of Addressing Cost

- ▶ By adopting the TMDL 5-Year Implementation Plan does not mean that we are agreeing to spend \$2.6 million dollars within the next five years to redo our storm drains.
- ▶ By agreeing to this plan means that we are prioritizing looking into fixing the catch basin system. This means that over the next five years, we get cost projects, request for proposals, and decide if we want to tackle the whole system, do half of the system or address the \$1.5 million of putting in a storm drainage system for areas of the City that do not have any.

## Projected Costs

- ▶ **Storm Catch Basin Replacement:** There is just over 15,000 feet of stormwater pipe in the City. About half of it is 12" or smaller, and about half is 15" or larger. There are 15 manholes, and 34 catch basins. Assuming some pretty ballpark costs, the total cost to replace the system is about \$2.6 million as shown below. There are approximately \$1.5 million in stormwater improvements identified in the Master Plan, which replace some pipes, and install new systems in areas that are currently not served.



City of Monroe TMDL Implementation Plan Matrix

Receiving waters: Schaffer Creek, Long Tom River

Pollutant: TEMPERATURE						
Source	Strategy to Reduce Pollutant	Action to Implement Strategy	Benchmark Indicators of Progress	Timeline	Measures of Successful Strategy	Status
1. Solar Radiation	Protect and enhance existing shading vegetation, plant additional vegetation along waterways on City-owned property.	Continue to enforce drainage way and waterway 20 ft. setback requirements per development code 5.117	Compare aerial photographs at five-year intervals to determine the current state and changes to riparian areas	Ongoing; annual review	Adopt new ordinance, Enforce ordinance requirements, track and document violations and follow-up or enforcement actions;	
					Include the city's riparian monitoring approach in the Riverside District Master Plan	
					Document implementation and enforcement of riparian setback requirement	
					Maintain record of riparian changes determined from aerial imagery assessment	

			<p>Years 1-2: Create an ordinance to address protection of riparian vegetation</p> <p>Years 2-4: Conduct outreach and education to public and others about vegetation protection ordinance</p> <p>Years 2-4: present to Council, adopt ordinance</p> <p>Year 5: Use publicly available imagery to assess changes in riparian vegetation/.</p>	<p>Years 1-2: Create an ordinance to address protection of riparian vegetation</p> <p>Years 2-4: Conduct outreach and education to public and others about vegetation protection ordinance</p> <p>Years 2-4: present to Council, adopt ordinance</p> <p>Year 5: Use publicly available imagery to assess changes in riparian vegetation/.</p>	<p>Years 1-2: Create an ordinance to address protection of riparian vegetation</p> <p>Years 2-4: Conduct outreach and education to public and others about vegetation protection ordinance</p> <p>Years 2-4: present to Council, adopt ordinance</p> <p>Year 5: Use publicly available imagery to assess changes in riparian vegetation/.</p>	
	<p>Include riparian protection overlay and protection requirements in a City ordinance</p>	<p>Work with property owners and the local watershed council to plan and implement riparian restoration projects</p> <p>Conduct outreach and education to local property owners of riparian areas.</p> <p>Work with willing local property owners to implement riparian improvement projects on private property.</p>	<p>Establish a good working relationship with all parties involved. At least one riparian tree planting completed every two years.</p>	<p>Years 1-2: Develop list of priority properties for targeted outreach; develop recommendations for riparian improvements for priority properties.</p> <p>Years 1-4: Develop outreach and communication plan; contact property owners per communication plan. and schedule site visit(s) with</p>	<p>Priority properties for riparian plantings are identified.</p> <p>Complete outreach and education to property owners about riparian improvements</p> <p>Implement at least two riparian planting projects.</p>	

				<p>willing landowners.</p> <p>Years 2-5: Implement at least two projects if landowners are willing</p>		
		Partner with local watershed council to provide support for riparian projects.	Be involved with and provide support for at least two projects annually	<p>Year 1: Meet with local watershed council and identify priority projects, resources and staff time needed to support priority projects.</p> <p>Years 2-5: Support and/or participate in at least 2 projects.</p>	<p>Track the number of project proposals submitted</p> <p>Document outreach to local watershed partners and watershed council.</p> <p>Develop list of potential projects and city's resource availability to support at least 2-3 projects.</p> <p>Support and/or participate in at least 2 projects</p>	
2. Wastewater Plant Discharge	Maintain low effluent discharge	Maintain Compliance with NPDES	Provide documentation showing that effluent meets permit conditions	In progress and on-going; annual review	Monitor effluent and river discharge	

Pollutant: BACTERIA						
Source	Strategy to Reduce Pollutant	Action to Implement Strategy	Benchmark Indicators of Progress	Timeline	Measures of Successful Strategy	Status
1. Pet and Animal Waste	Reduce the amount of Pet Waste that is not properly disposed of	Maintain pet waste stations including bags, educational signs, and other information	Determine locations and prepare news release to inform residents about new stations.	Ongoing; annual review	Pet waste stations maintained with bags; document cost of maintaining pet waste stations and cost of providing pet waste bags.	
		Create and adopt an ordinance to address offenses related to animal waste	Adopt and enforce pet waste pick-up ordinance	Year 1: Adopt new ordinance Years 1-5: Enforce ordinance	Track citations issued and follow-up or enforcement actions;	
		Decrease sedimentation and erosion from new construction	Require proof 1200-C permits for developments that disturb one acre or more, and inform single lot developers of erosion and sediment control plan	Provide 1200-C fact sheets to developers, track number of 1200-C permits issued in Monroe	Ongoing; Annual Review	Demonstrate that 100% of new developments over one acre obtain 1200-C permits from DEQ
2. Erosion and Sedimentation	City Initiative to improve stormwater system	Repair existing catch basins Draft proposal for stormwater detention and treatment	Get approval for fixing catch basins Bid for a contractor	Year 1: Approve proposal for fixing current catch basin infrastructure; hire consulting firm	Document repair approval, and completion of repairs. Track bidding process	
3. Stormwater Discharge						

<p>facility next to the water treatment plant</p>	<p>Require stormwater detention and treatment for new and re-development greater than one acre</p>	<p>Inspect developments for proper use of erosion and sediment control BMP's</p>	<p>Years 2-3: Repair infrastructure Years 4-5: Draft stormwater detention &amp; treatment infrastructure proposal</p>	<p>Draft proposal for treatment facility, which includes estimated cost and implementation timeline</p>	
<p>Conduct regular maintenance on catch basins, and use BMP's</p>	<p>Regularly clean out catch basins and</p>		<p>Years 1-3: Review examples of erosion and sediment control development standards; develop draft ordinance and development code language to address erosion and sediment from new and re-development.</p>	<p>Ordinance adopted by City Council and all new and re-development complies with stormwater detention and treatment requirements</p>	
			<p>Years 1-3: Develop internal guidance for implementing new requirements; develop fact sheet or other outreach materials for developers to include in permit application packet.</p>		
			<p>Year 3: Adopt ordinance and code language Ongoing; annual review</p>	<p>Inspect and clean 50% of the sewer and</p>	



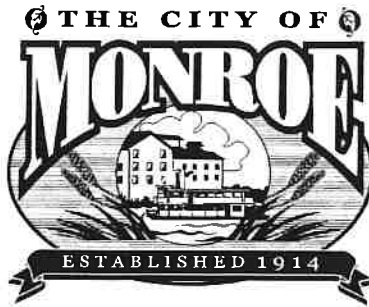
during public works operations	sediment traps before they overflow. Flush storm sewers and provide downstream sediment barriers.	Create inspection schedule for catch basins	catch basin system annually for sediment deposition
Raise awareness of actions that individuals can take to minimize stormwater impacts	Publish a series of educational materials relevant to stormwater and water quality	Materials reviewed and selected. Review and update annually.	Maintain records of cleaning operations; have newly hired Public Works employee create and maintain inspection schedule
	Stencil storm drains	Provide storm drain stencilling.	Information provided at front counter and on website.
Reduce runoff from new and re-developments which require a city zoning permit	Require post construction stormwater runoff rates not to exceed bare land runoff rates, based on City of Corvallis standards per Development Code Section 5.126	Draft runoff code for re-developments article and include in draft ordinance.	Track number of storm drains stencilled.
	Amend code to include re-developments		Document other outreach efforts, e.g. newspaper, newsletter
			Ordinance for new and re-developments to comply with storm water detention requirements

Pollutant: MERCURY						
4. Wastewater Treatment Plant	Maintain effluent low bacteria levels (monitoring indicates compliance)	Maintain compliance with NPDES permit requirements	Provide documentation showing that effluent does not affect bacteria levels in the river	In Progress and on-going; annual review	Monitor effluent as a condition of DEQ discharge permit	
Pollutant: ALL POLLUTANTS						
Source	Strategy	How	Measure	Timeline	Milestone	Status
1. Natural Background in Soil and Rock	Decrease soil disturbance in areas sensitive to erosion	Create code amendment to require that steep slopes and unstable soils are identified and protected in development applications	Review development applications for compliance; Adopt amendment	In progress and on-going	Development applications show steep slopes	
2. Erosion and Sedimentation	Decrease sedimentation and erosion from new construction including development on small developments < one acre	Pursue strategies outlined above	See Bacteria 3 above	See Bacteria 3 above	See Bacteria 3 above	
3. Air Deposition	Prevent erosion and reduce the amount of stormwater discharged	Pursue strategies outlined above that address erosion and stormwater management	Meet specific strategy benchmarks	Follow timelines in specific strategies	Meet specific strategy completion measures	
Pollutant: ALL POLLUTANTS						
Source	Strategy to Reduce Pollutant	Action to Implement Strategy	Benchmark Indicators of Progress	Timeline	Measures of Successful Strategy	Status
Illicit Discharge and Elimination and Illegal Dumping						

Provide training for public works staff about good housekeeping, and other actions to protect water quality	Incorporate existing training materials to augment current public works training programs	Identify appropriate, existing training materials. Training topics selected and scheduled	Year 1: Review training materials that are available. Set meeting with Public works director to make a decision on what trainings to pursue by the end of 2019  Years 2-5; Provide annual training to public works staff  Years 1-5: Provide information to community members at least three times a year	Track and document trainings provided, topics covered and staff attendance
Implement outreach and education targeted at the general public	Distribute educational materials to community members about actions they can take to protect water quality at least three times a year  Promote regional annual hazardous waste events; incorporate disposal education into this event and other activities. Evaluate public works facilities and maintenance for hazardous materials  Collect stormwater system development charges  As Implementation of the	Educational materials are developed or assembled and disseminated		Track and document outreach and education efforts.
Reduce the amount of hazardous waste that is not properly handled or disposed of	Local waste disposal provider contacted. Event Held  Facilities evaluated	Ongoing communication with Hosts of event & promotion of event through the City		Track and document number of participants or mass of material collected, e.g. tons of waste collected.
Secure funding for stormwater system upgrades	Track amount of SDC's collected annually	Ongoing; annual review		Document fees collected
Identify and pursue opportunities to partner with other	Two meetings attended annually.	On-going; annual review		Attend region-wide water resource



local governments and organizations to implement mutual strategies	strategies listed begins, contact other entities about coordinating efforts.		planning meetings. Support proposals that work on region-wide coordination	
City Council support for water quality efforts	Continue to be involved in regional water Ensure City Council is aware of TMDL requirements and plan and city-wide efforts to improve water quality.	Send City Council copies of TMDL materials ahead of annual city council meeting where TMDL is discussed in the agenda	Annual report or five year review presented to City Council annually	Document annual City Council meeting minutes per TMDL agenda items



March 25<sup>th</sup>, 2019

Priscilla Woolverton  
DEQ Western Region  
165 E. 7<sup>th</sup> St. Suite 100  
Eugene, OR 97401

RE: City of Monroe 2019-2024 Implementation Matrix – Final

Dear Priscilla;

I am pleased to submit our final draft of the 2019-2024 TMDL Implementation Matrix for the City of Monroe.

This matrix includes an outline of the efforts the City of Monroe intends to implement to improve riverine water quality over the next five years. The last two years we have been working hard to get caught up on environmental standards. This is the first implementation matrix in over seven years, so we thank the DEQ for the support and guidance as we work to get back on track. This is a representation of our serious commitment as a City Council and a community to change how we do business. We believe that the combination of these efforts should have a great impact upon the health of our rivers and our community.

We would like to thank the Department of Environmental Quality for their assistance in creating this matrix, and for their ongoing commitment to the health of Oregon's rivers. We are all in this.

Respectfully,

Paul Canter

Mayor

# Southern Oregon Water Technology

Update for the City of Monroe

There have been many challenges with limited staff, holidays and annual reports. Trying to find and recover data, updating and just trying to figure out what issues require immediate attention and what issues can be put on hold. There is an extreme amount of effort that needed to be put forward to metabolize the needs of a new system especially one that clearly has not been operated in a manner that brings great confidence in transition. It needs to be expected, unless the system wishes to bankrupt themselves, that some items may be missed and have to be caught up on as time goes by as additional emergent needs and limited man power and monies are always an issue, you may get notices from the state of noncompliance but as things move forward all these issues will be caught up on and long term affordable compliance will take place. The state understands this, and I hope you do also. The most important thing is to protect public health and although I do not believe that the public has been damaged by the historical operations of the water and wastewater treatment systems there is a definite need for improvement.

A comprehensive catch up schedule for compliance, performance and testing was put in place by SOWT staff and Steve was burdened with limited time to exercise that schedule. Steve is hard working smart and very dedicated, an exceptional person and operator. Some items got missed and so there will be notifications from the state in both water and the wastewater system over these issues but none of them are critical and a flat sustainable compliance agenda will be obtained. The time of year and the instant demand for services on so many levels, always create a 'getting adapted to the system and its needs' of which Monroe has so many, must be expected.

## **Water Treatment/ Distribution**

Other than the New Year's Holiday, Steve has been working 7 days a week to maintain public and environmental health with both the water treatment and waste water treatment plants. In January he put in almost 200 hours, with over 70% of his time being spent at the water treatment plant. Although water demand may be lower in the winter months, during this time the turbidity in the river gets very high and requires more time and effort to make clean drinking water. This seasonal challenge is in addition to all the required sampling and laboratory testing that occurred this month, including monthly bacteria testing, alkalinity and pH sampling from the distribution system, and lead and copper testing from 20 homes throughout town. Getting 20 homeowners to collect a water sample for us first thing in the morning is no easy feat, kudos to Steve for keeping up and getting all the samples in.

We also experienced mechanical challenges throughout the month with cell #1 being inoperative for a period of time

We worked together with the Oregon Health Authorities circuit rider at Civil West to set up and get approved a sampling plan to monitor the Long Tom River for E-coli. The City of Monroe was one of four cities in Oregon to exceed the threshold for E-coli in the raw water and therefore are being required by the Oregon Health Authority to continue testing for harmful bacteria in the river that we remove through the treatment and disinfection process at the water treatment plant.

Over 50 administrative hours went into monthly and annual reporting for both the water and waste water treatment plants this month. Attempting to locate, translate, and organize data from the past year that we were not operating the facilities proved to be an exhaustive adventure. Overall with the help of great City staff and SOWT staff, we came together and achieved compliance in all our required annual reports; including but not limited to the water resource use report, acrylamide report, inflow and infiltration report, and bio-solids report. This is in addition to the monthly CT and Turbidity Report, Lead and Copper Rule Corrosion Control Report.

There have also been many hours dedicated to researching necessary repairs and improvements for the water plant, including a roughing filter and new membranes for cell #1. Membrane systems work well and their installation and costs up front can be significantly less than more conventional systems but long-term maintenance costs are much higher. Pretreatment of the system such as a roughing filter can dramatically reduce the long term recurring costs to a system making it far more affordable to operate.

### **Wastewater Treatment and Collection Systems**

The waste water treatment plant had a challenge with the chlorine we use to disinfect the final effluent leaving the site, so to protect public and environmental health we stopped discharging immediately and through troubleshooting determined the  $Cl_2$  solution was not as potent as needed (bad barrel). Steve promptly resolved the issue and began slowly discharging again with continuous monitoring.

The wastewater system has been neglected, I would assume not intentionally, but there had been significant concerns as for its operation and reporting. The historical data in the end just did not make sense and the process itself was of concern for both function and the ability to discharge compliant water. The purchase of an alternative disinfection system most notably updating the chemical feed pumping system took place and it needed to take place. We have hydraulic and mechanical issues at the plant that need to be addressed.

Required monthly, quarterly, and bi-weekly sampling was performed at the waste water treatment plant to ensure adequate treatment and disinfection.

During a storm event mid-month, we received over 500,000 gallons of raw water into the plant, which reflects a high volume of inflow and infiltration.

We will still be recommending a greater dedication to identifying I/I (inflow and infiltration) into your system, it is the most limiting factor of your treatment system.

How it works!

There is daily reporting being generated and countless text and emails to be addressed with both the state and the City and SOWT staff. It can be overwhelming, as we are contractually obligated to such a short period of time, and could not expect to recover time costs for a system with such needs in a three months agreement. Our upfront costs are huge...

There are detailed daily system reports and correspondence to address the issue that are at hand. The compliant reporting data is compiled both daily, weekly and monthly to report to the state and to assure that we are moving forward and meet long term compliance goals, this is a big job and the upfront time allocations is significant, but it drifts down in time.

In the end it must be understood that the system could not have been compliant and defensible for the standard and expectation of the state. We are getting there but it's a process and the priority is for the drinking water system and we have made huge progress here and will continue to press for improvements.

We remain positive in delivering affordable long and short term compliance to your systems.

Michael Bollweg/ Ms Debbie Bunker

Southern Oregon Water Technology

# SOTHERN OREGON WATER TECHNOLOGY

## Re: Response to City of Monroe Council Inquiry

### **1) *How often are you here, except for Steve?***

Southern Oregon Water Technology core staff is located in Southern Oregon. We manage systems in the same manner regardless of location. As part of our current contracts it is recognized that the owner, Michael Bollweg, has a full time job outside the company, but does have very capable well trained full time staff members so we can be extremely flexible with communities in need and adapt to their personnel and financial constraints. This said, we provide what we hope is the best available service to the communities we serve. In the current we are hoping to limit our on-site time to one visit a month with both Debbie Bunker and I. As thing become more fluid just Ms. Bunker will make monthly site visits and I will be on site occasionally. With the exception of projects, which may include a longer period on site such as flow poking or smoke testing.

Just a reminder that this was initially, and still is, a short term 90 day contract. Just getting acclimated and familiar, assessing a system in that period combined with it being winter and holiday time is a significant investment in time and resources that could just be lost.

### **2) *Can we have an itemized list of what we have done so far?***

- a. Initial facility assessment of the water and wastewater treatment plants.
- b. Reviewed historical records and master plans associated with the facilities.
- c. (WTP) (WWTP) We engage in day to day operations and challenges of the system, there is constant communication with the operating staff there. Endless emails and text to assure that the issues in the facility are addressed and appropriate testing and quality control of what is produced is meeting drinking water and effluent disposal requirements. When records are so bleak it is very difficult to accurately assess a system and evaluate it accurately and in turn make recommendations for future improvements. There are so many inaccuracies in the historical data it is difficult to assess. With that said we accumulate our own data and develop our current defensible strategy to deliver the best drinking water possible and comply with all other regulations. Doing the annual reporting and compliance documentation is a huge investment in time and although some minor things got missed, we are on track for a new and different future for your community and all those issues are now resolved.
- d. (WTP)The cleaning of the facility took place and the isolation of toxic stored chemical from the water supply have occurred.
- e. (WTP) We have initiate extensive research and time into the lead and copper issue as relying on the historical data seemed inappropriate and the sites of compliance needed to be addressed as well as the treatment and distribution process itself.

- f. There has been an addition of, and still pending, jar testing of the facilities raw water coming into the plant. This will bring dividends as far as long-term performance and no record of this having been done is evident as the equipment was not in place at the facility. This is the process of determining what chemical dosaging is required prior to secondary treatment of the water and an essential component of treating drinking water. The equipment is on site and we will be doing training with staff on how to do this procedure.
- g. (WWTP) a determination was made after reviewing historical records on site that the facility could not have met the required effluent discharge limits both based on the records and the findings of what was on site at the facility. The City under recommendation purchase new chemical feed pumping equipment to deal with this issue, the state has looked aside with the intent currently that this issue was resolved.
- h. (WWTP) has had no DEQ approved alterations to the treatment process; these items were done without the approval of the state and need to be resolved. A proposal from SOWT will be forth coming in the assessment process and recommendations to address deficiencies in the treatment process.
- i. Also, with a lack of confidence in your system since we arrived, we have increased the chlorine residuals in your system as the historic data was poorly identified. We will continue this until a greater confidence in your system takes place. The chlorine residuals are at safe levels and well below Oregon Health Authority guidelines, but a change needed to take place to protect public health as the performance of the plant and concerns in the distribution system warranted such actions.

There is so much other work that is done daily, weekly and monthly...we could possibly print out all the communications that have taken place by text and email. It would be a significant task.

**3/4) An itemized list of projects... weekly/monthly... you are doing going forward?**

**\* Note this is an interim contract, to invest that amount of time is difficult but we have put together a list of items and projects that in the moment are recommended.**

- a. **WTP**, Jar testing and refining the chemical dosaging process. I have been looking into the recommendation of a roughing filter to knock down the turbidity in the plant prior to treatment. The raw water source is a difficult and complicated chemistry source to treat, you are ok but improvements must be made to extend the longevity and effectiveness of your plant.
- b. **WTP**, We need to replace the membranes on one side of the plant.
- c. **WTP**, We need to replace current chemical feed system for chlorine as it uses the remote and problematic system of storage from the wastewater treatment plant.
- d. **WTP**, Add sanitary seal for the clear well as a spill in the plant of chemicals could enter the finished water supply.
- e. **WTP**, Much of the chemical feed piping needs replaced.
- f. **WTP**, Distribution pump has mechanical issues that need to be diagnosed and corrected.
- g. **WTP**, Many of the safe guards that should shut down the plant were either disarmed or did not exist, this needs to be corrected.
- h. **WTP/ WD**, The lead and Copper issues need to be explored as to it being appropriate for the community, there is a lot of work to do here.
- i. **WD**, Hydrants need to be exercised / as well as all valves in the system.

- j. **WD**, Distribution system needs to have an assessment for back flow risk, and those items need to be corrected. Note: *SOWT brought in protocol for low or no pressure situations to assure that public notice and OHA rules would be followed for back flow risk, this is now in place.*
- k. **WD**, Meters need to be pulled, cleaned, and validated or replaced to assure accurate water metering.
- l. **WD/WT**, Issue is that a higher dosaging for cl2 needs to take place close to regulatory limits and then the system needs to be scoured and blown off. Historically there have been very low chlorine residuals in the system that almost ensure there was some organic growth in the system and this needs to be resolved. This should be done in transition with the summer months as it will need to be closely managed.
- m. **WWTP**, The wastewater treatment plant needs housekeeping as the current condition of the plant is poor.
- n. **WWTP**, The chemical feed system needs to be updated.
- o. **WWTP**, There are hydraulic problems in the plant, plugged or partially plugged piping that needs to be addressed.
- p. **WWTP**, There have been modifications to the facility that were not approved by DEQ and these issues need to be resolve as they are non-conforming.
- q. **WWTP**, Process would be dramatically more manageable for the long term in predicting performance to have an investment in basic laboratory equipment to do process control.
- r. **WWTP**, Lining primary pond and adding an aspirating mixer would greatly improve plant capacity and performance.
- s. **WWTP**, There are many issues involved with safety in the system that need to be resolved.
- t. **WWC**, Well... it's a mess. The inflow and infiltration (I/I) into the system is crazy and needs to be addressed. The most limiting factor of your treatment system is the I/I component, it triples the flows into the plant. We need to do smoke testing, flow poking, and camera inspection and plan line replacement and manhole rehabilitation in order to make the needed change. I would not recommend treatment plant improvements until this is under control. You need to go after the cause of the problem, not how to treat the problem.

## 5) Expected costs of projects

This is preliminary but is based on SOWT doing a lot of the work...

1. **WWC**, Smoke testing of system with camera inspection done by an outside party \$10'000.  
Part of this is already done so costs will vary. Smoke testing the whole town by SOWT with report and recommendations <\$5000.
2. **WWC**, Flow poking, another essential component to managing I/I, \$3500 with current staff plus the cost of purchasing the equipment as each community should have their own. Staff time would be added but it could be scheduled as to not produce added overtime or allocation of time this is a fraction of the cost compared to if you farmed it out.
3. **WTP**, a roughing filter for the system \$50'000 a totally logical investment.
4. **WTP**, improvements to the membrane system and pipping \$25'000.
5. **WTP**, other required improvements such as safety and compliance \$5'000.
6. **WD**, these are man hour dedications for all the blow offs and maintenance.
7. **WWC**, I/I work (repairs) for flow poking and smoke testing starting at \$10'000.



8. **WWC**, impossible to know without other data being collected and done. This needs to be pending as the total ability to treat wastewater is dependent on how much flow and the concentration of the waste water entering the facility. You either build a bigger plant or you fix the problem.

**6) Can we cap the monthly expenditures?**

Yes, that is possible. As we become more familiar with your systems and the needs and expectations, we can do that. In the beginning walking in blind and the expectation of a 90 day coverage we are put in the red from the beginning, I would hope the upfront costs would be recognized as a significant expenditure on SOWT staff and not knowing what would be found or expected as a significant investment in your system.

We are expecting that total services will be less than \$10'000 a month as we move forward. But please understand that we are also working on budget and project items that deal with PW and as we move forward only so much of that can be included in the base. With that said I can now include all Michael Bollweg's time in the base which should be a significant savings to you.

Thank you for allowing us to serve your community. As always, we are dedicated to the protection of public and environmental health through responsible resource management. We look forward to improving your systems performance an efficiency.

Respectfully,

Michael Bollweg / Ms. Debbie Bunker  
Owner / Administrative Assistant

## **CITY COUNCIL WORK SESSION STAFF REPORT**

### **SOWT/UTILITY STAFFING/FINANCES**

**March 18, 2019**

#### **INTRODUCTION**

**NOT** directly, but a contributing factor for the increase of city's expenditures in water and wastewater operations, staff (I) believe, is also based upon the increase of hours being dedicated to our utility operations with the significant increase in the professionalism and standards for the City of Monroe utility operations.

Attached are three data sheets. This report is my shot at giving council, counsel. My professional perspective as it relates to the operational and financial changes that have occurred especially as it relates to personnel services for water and wastewater operations.

#### **HISTORY**

Since my service as city administrator, tracking and documenting has been increasing for both accountability and for planning purposes. As Budget Officer, I use this data in allocating of staff time throughout proposed budgets in the future. The City staffing levels as best determined by the attached data sheets reflects that 79 hours per month was being spent on water and 52.5 hours a month being spent on waste water prior to the departure of the PWS. On the financial side the City has maintained little or no increase to water utility charges over the past ten years while costs have been increasing for the city and maintenance as not kept up with current professional standards.

#### **STATUS**

The primary purpose for the work session is for the City Council and SOWT to discuss the current status of the water and waste water operations including future needs and financial considerations.

#### **FINANCES-Finances as of the last day of February:**

Revenue is total revenue      \*Revenue W/O (without) is revenue since 7/1/18 (start of fiscal year)

Fund	Revenue/w	W/O*	Expenses	Balance
Water Operating	\$216,869	\$163,400	\$174,954	\$41,915
Sewer Operating	\$181,242	\$87,796	\$125,008	\$56,234
Water Reserve	\$78,615	\$3,157	\$5,710	\$72,931
Sewer Reserve	\$93,837	\$5,514	0	\$99,351

Due to my concern of expenses for wastewater, I HAVE DIRECTED not doing the third quarter transfers into the reserve funds from Sewer Operating (\$2,500 quarterly to sewer reserve, \$1562.50 to equipment reserve) but will revisit this when it is near the end of the fiscal year.

### STAFFING

Historically from History paragraph

Water	79 hours a month	Sewer	52.5 hours a month
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City Staff last four months average

Water	40 hours a month	Sewer	13 hours a month
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SOWT last four months average *-(Steve M.)*

Water	126 hours a month	Sewer	50.5 hours a month
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TOTAL CURRENT

WATER	166 hours a month	SEWER	63.5 hours a month
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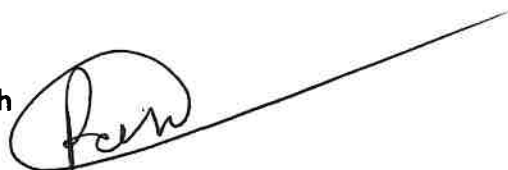
While sewer has seen a significant increase of dedicated personnel hours with SOWT under contract, the number of personnel hours dedicated to water has doubled.

### MONDAY MORNING QUARTERBACKING AND THE FUTURE

The City “successfully” going 9 years without increasing water rates has placed maintenance and upkeep including the costs of system replacements and water system improvements on hold. This has required serious catchup which is what I have been facilitating these past four months. Within this past four months, for the first time in recorded history, the City now has here, in place, all the pipe/line sizes we could potentially need to fix a broken water line instead of waiting for a pipe to be delivered after hours from Salem which occurred during the last significant water line break. The operational and fiduciary consideration that is before the City Council is the choice and perhaps the degree of operating as done historically or the current ways of doing business. How close to the “edge” of regulatory, safety, best management practices does the council deem it appropriate to operate the utility systems?

Does the budget officer expect to propose a rate increase with the budget in May? Most likely at least for wastewater. I have yet to spend the time working on the draft budget to get seriously into that option and will wait until after the council goal setting session in April to do so. With SOWT, the question is how much staffing and what quality of staffing the City Council deem appropriate for the utility operations. There has been increased costs due to both the quality and the quantity of staffing.

CONCLUSION- I AM HERE TO ADVISE AND PROVIDE. Rah



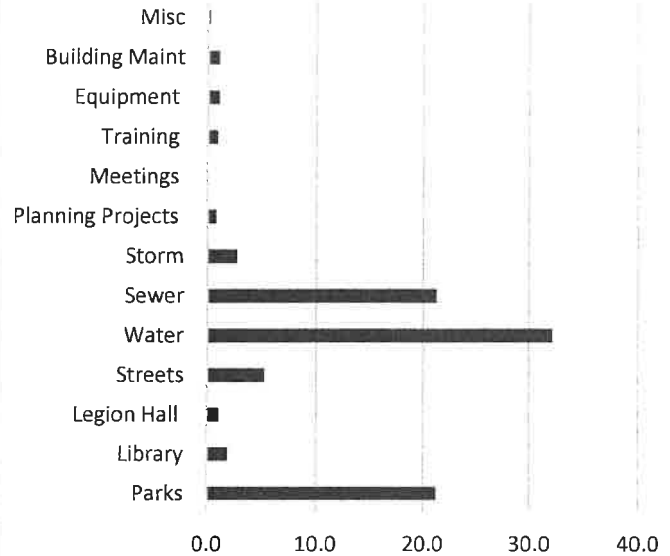
## May 1, 2018 – October 31, 2018 (6 Months)

Dave Claborn left the city on September 24, 2018

### Dave and Terry's Hours

Department	Hours	Percentage
Parks	314.5	21.3
Library	28.5	1.9
Legion Hall	16.5	1.1
Streets	78.5	5.3
Water	475.5	32.1
Sewer	315	21.3
Storm	40.5	2.7
Planning Projects	12	0.8
Meetings	1.5	0.1
Training	14.5	1
Equipment	16	1.1
Building Maint.	16	1.1
Misc	4	0.3

### May 1, 2018 - October 31, 2018



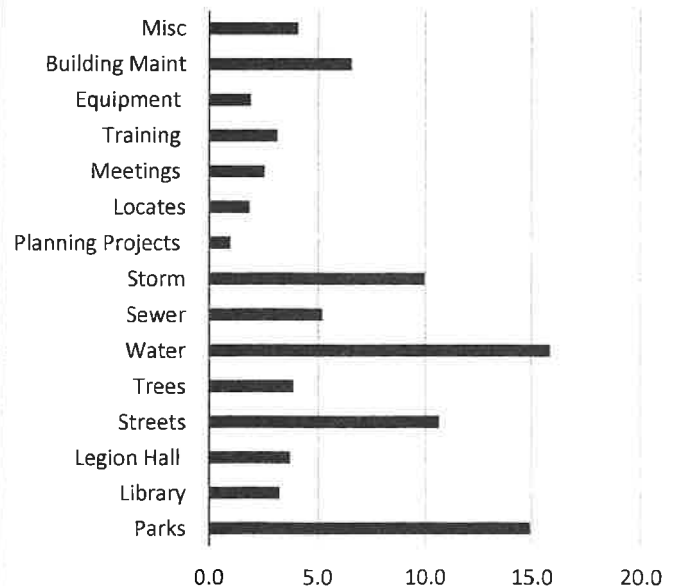
## November 1, 2018 – February 28, 2019 (last 4 months)

Steve Wyman Started with the City on November 19, 2018

### Steve and Terry's hours

Department	Hours	Percentage
Parks	152	14.9
Library	33	3.2
Legion Hall	38	3.7
Streets	108.5	10.7
Trees	39.5	3.9
Water	161.5	15.9
Sewer	53	5.2
Storm	101.5	10
Planning Projects	10	1.0
Locates	19	1.9
Meetings	26	2.6
Training	32	3.1
Equipment	19.5	1.9
Building Maint.	66.5	6.5
Misc	41.5	4.1

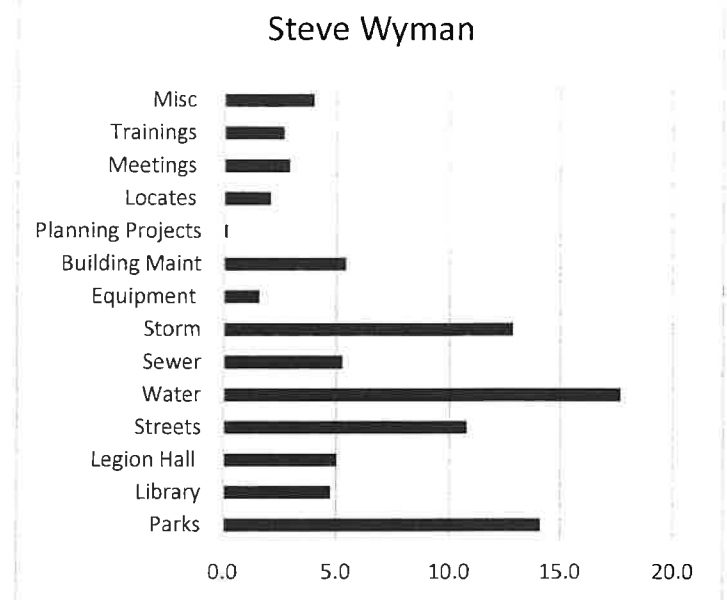
### November 1, 2018 - February 28, 2019



## Last 4 months City Staff and SOWT Staff Allocation

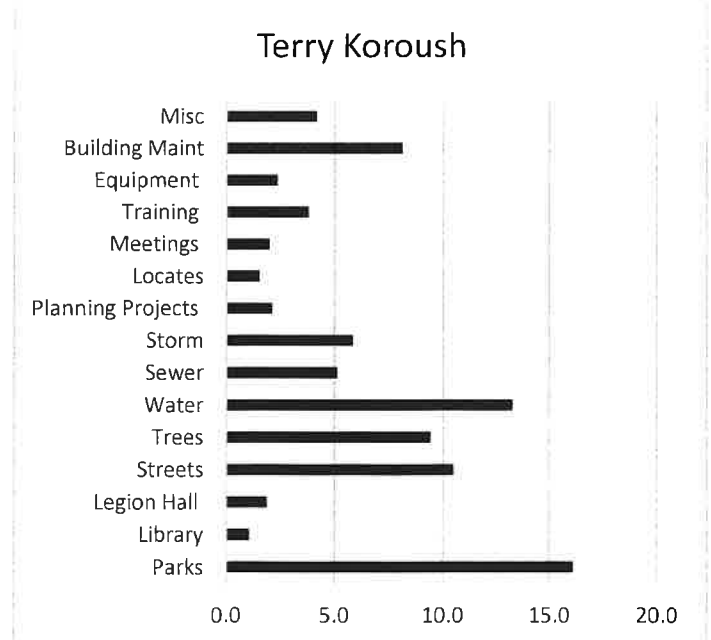
### Steve Wyman

Department	Hours
Planning Projects	1
Equipment	9.5
Locates	12.5
Trainings	16
Meetings	17.5
Misc	24
Library	28.5
Legion Hall	30
Sewer	31.5
Building Maint.	32.5
Streets	64.5
Storm	77
Parks	84.5
Water	106



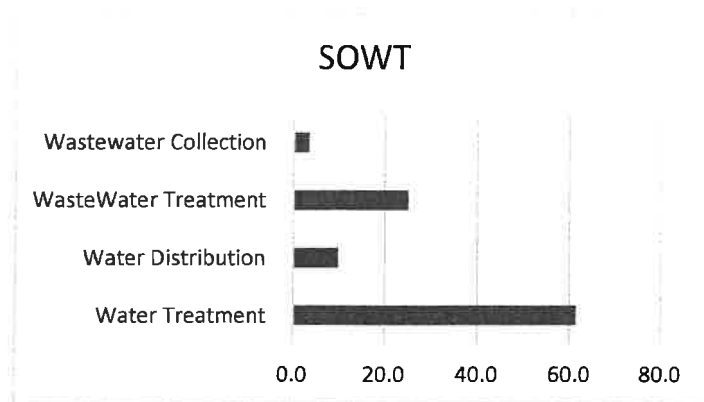
### Terry Koroush

Department	Hours
Library	4.5
Locates	6.5
Legion Hall	8
Meetings	8.5
Planning Projects	9
Equipment	10
Trainings	16
Misc	17.5
Sewer	21.5
Storm	24.5
Building Maint	34
Trees	39.5
Streets	44
Water	55.5
Parks	67.5



## SOWT

Department	Hours
Water Treatment	433.75
Water Distribution	70.25
Water Collection	24.5
Wastewater Treatment	177.5




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May through October Terry Spent 366 hours at the Parks  
(mowing, irrigation, etc)

### City of Monroe Expenses Paid to SOWT

	October 16-31		November 1-30		December 1-31		January 1-31		February 1-28		Average - Last 3 Months	
	Hours/Amount	Amount	Hours/Amount	Amount	Hours/Amount	Amount	Hours/Amount	Amount	Hours/Amount	Amount	Hours/Amount	Amount
Steve	110.5	3978.00	178.5	6426.00	170.5	6138.00	205.5	7695.00	163.50	5886.00	184.83	6753.00
Steve's Mileage	113	58.76	129.4	67.29	533	287.82	443.6	239.54	94.00	50.76	368.67	198.22
Mike's hours	50	0.00	40	3900.00	36	2700.00	16	1200.00	10.00	750.00	30.67	2600.00
Mike's base salary				1860.00		1860.00		1860.00		1860.00		1860.00
Debbie's	30	0.00	75	3750.00	33	1650.00	40	2200.00	20.00	1000.00	49.33	2533.33
Mileage for Site Visit	340	0.00	340	183.60	340	183.60	340	183.60			340	183.60
Debbie's Overnigh						112.18						
Admin hours			5	250.00								
		4036.76		16436.89		12931.6		13378.14		9546.76		14128.15

## **COUNCIL WORK SESSION AGENDA STAFF REPORT**

### **MAIN STREET IMPROVEMENT PROJECT**

**March 18, 2019**

This project has been discussed for some time in both committee and council meetings. At the most recent discussion, February 2019 City Council meeting, the recommendation from the Public Works and Safety Committee was to not have the project start in the middle, away from existing improvements but connected to the highway and work its way out. The committee was leaning towards starting at the alley, mid-block between the card lock and the alley by the post office and work up Main Street towards the hill and Legion hall as far as possible.

The council reached a consensus based upon the committee's recommendation NOT TO DO any more overlays but "take it down".

Afterwards, staff meeting with the City Engineer (yes, I made the trip to have a serious conversation with them at their office) provided their professional opinion and supported the concept of NOT TO DO overlays and "take it down".

HOWEVER; Taking it down while crossing 6<sup>th</sup> Street not only could very expensive due to the rail bed but also very challenging in addressing storm water flow at the intersection.

The attached estimate is for doing the originally discussed area of Main Street BETWEEN 6<sup>TH</sup> AND 7<sup>TH</sup>, TAKING IT DOWN, curb gutters and no sidewalks.

### **COUNCIL CONSIDERATIONS**

Staff is suggesting that the council consider several things:

1. It's a lot of money
2. Its save's sidewalks costs for later
3. The actual cost will be dependent on the bid
4. The cost for the engineering and bidding process is about \$30,000
5. After the bid there would be a "go-no go" decision to be made

**FUNDING-PAGE TWO**



PAGE TWO

FUNDING	Sources	PROJECT
Street Fund Capital Projects	\$105,675	
Street Fund ODOT Grant	\$50,000	
Street System Development Fund	\$42, 428	
Storm Water Capital Projects	\$17,200	\$2,750
Storm Water System Development	\$20,056	
Wastewater		\$ 3,750
<b>ON Hand plus grant</b>	<b>\$235,359</b>	
<b>PROJECT ENGINEERING ESTIMATE</b>		<b>\$278,288.45</b>

### **Potential Options**

Anticipated Storm Water SDC School District Project \$30,000 estimated

Red Hills Residential SDC funds \$1,582 per house total for street and storm SDC

Part of the project includes manholes which could be funded by wastewater system improvements

Borrowing from other funds

**rick.hohnbaum@ci.monroe.or.us**

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**From:** Damien G <damieng@branchengineering.com>  
**Sent:** Tuesday, March 5, 2019 1:47 PM  
**To:** rick.hohnbaum@ci.monroe.or.us  
**Subject:** Main Street  
**Attachments:** 18-005D Main Street Cost Estimate 6th to 7th.pdf

Rick,

I have revised the cost estimate to remove sidewalks, narrow the street to 28-feet, and have assumed full depth asphalt and base rock replacement. I lowered the engineering fee to remove the surveying too. Let me know if there are any questions. Thanks!

---

**DAMIEN GILBERT, P.E.**  
Principal

**BRANCH ENGINEERING, INC.**  
310 5th Street, Springfield, OR 97477  
541.746.0637  
[www.branchengineering.com](http://www.branchengineering.com)

**PRELIMINARY ENGINEER'S ESTIMATE, MARCH 4, 2019**  
**PROJECT 18-005D: MAIN STREET (6TH TO 7TH) CONCEPTUAL IMPROVEMENTS 28-foot Wide Street, No Sidewalks**

ITEM NO.	ITEM DESCRIPTION	UNIT	QUANTITY	ENGINEER'S UNIT PRICE ESTIMATE	ENGINEER'S EXTENDED UNIT PRICE ESTIMATE
1	Mobilization, Bonds, and Insurance	LS	1	\$ 17,827.00	\$ 17,827.00
2	Temporary Work Zone Traffic Control, Complete	LS	1	\$ 1,000.00	\$ 1,000.00
3	Erosion Control	LS	1	\$ 750.00	\$ 750.00
4	Saw cutting	LF	251	\$ 2.00	\$ 502.00
5	Removal of Surfacing	SOYD	1824	\$ 7.00	\$ 12,768.00
6	General Excavation	CUVD	2260	\$ 22.00	\$ 49,720.00
7	Subgrade Geotextile	SOYD	1830	\$ 1.20	\$ 2,196.00
8	Concrete Inlets, Type G-2	EACH	1	\$ 1,500.00	\$ 1,500.00
9	10 Inch PVC Storm Sewer Pipe	LF	10	\$ 75.00	\$ 750.00
10	Minor Adjustment of Existing Manholes	EACH	4	\$ 750.00	\$ 3,000.00
11	Adjusting Boxes to Finish Grade	EACH	1	\$ 350.00	\$ 350.00
12	Adjusting Catch Basins to Finish Grade	EACH	4	\$ 600.00	\$ 2,400.00
13	Aggregate Base 10 Inch Thick	TON	824	\$ 30.00	\$ 24,720.00
14	Level 2, 1/2 Inch HMAC, 4 Inch Depth	TON	400	\$ 80.00	\$ 32,000.00
15	Concrete Curb And Gutter	LF	1140	\$ 23.00	\$ 26,220.00
16	Concrete Driveways, 4" Aggregate Base Incidental	SQFT	1550	\$ 20.00	\$ 31,000.00
17	ADA Ramps	EACH	8	\$ 1,000.00	\$ 8,000.00
19	Remove and Reinstall Existing Signs	EACH	3	\$ 400.00	\$ 1,200.00
Project Subtotal				\$	\$ 215,903.00
Engineering @ 12%				\$	\$ 30,000.00
Construction Management, Testing, and Inspections @ 5%				\$	\$ 10,795.15
Project Contingency @ 10%				\$	\$ 21,590.30
Project Total - Between 6th and 7th Street				\$	\$ 278,288.45



**Ordinance No 2019-01**  
**AN ORDINANCE ESTABLISHING RULES FOR COUNCIL MEETINGS**

Whereas, Chapter IV, Section 12 of the Monroe City Charter provides the City Council shall, by ordinance, adopt rules to govern its meetings and proceedings,

NOW, THEREFORE THE CITY OF MONROE ORDAINS AS FOLLOWS:

**SECTION 1 - AUTHORITY**

1.1 The rules adopted in this ordinance shall be in effect upon their adoption by the Council and until such time as they are amended, added to, deleted or replaced in the manner provided by the City Charter.

1.2 These rules apply equally to the Mayor and Councilors.

1.3 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

**Section 2 Council Meetings**

2.1 All Meetings of the City Council shall comply with the most current Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.

2.2 The Council shall hold regular meetings at least once each month at a time and date convenient to the Council.

2.3 The place, time and date of the regular Council Meeting may be changed for holidays, for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements shall be followed.

2.4 Special meetings of the Council may be called upon the request of three Council members, by the Mayor, or the Council President in the Mayor's absence, by giving notice of the meeting to the Council members, City Recorder and public at least 24 hours in advance of the set meeting time. An attempt to contact the media or other interested persons to inform them of special meetings is also required.

2.5 Emergency meetings may be called on less than 24 hours' notice. An actual "emergency" must exist, as described by the minutes for that meeting, justifying less than 24 hours' notice (ORS 192.640(3)). The Mayor, or Council President in the Mayor's absence, may call an emergency meeting by telephone or personal notice to each Councilor and City Recorder. An attempt to contact the media and other interested

persons to inform them of emergency meetings is also required.

2.6 Councilors should inform the Mayor or City Hall if they are unable to attend any Council session. The Mayor will inform the Council President if he will be unable to attend.

2.7 Regular, special and emergency meetings of the City Council will be recorded in accordance with the Public Meetings Law.

### SECTION 3. AGENDA AND ORDER OF BUSINESS.

3.1 An agenda for each meeting will be developed by the Presiding Officer and City Staff. The Mayor may direct specific items to be placed on the agenda. The public may request items be placed on the agenda. Preference will be given to public agenda requests received in writing prior to the meeting. Verbal requests received at a meeting may be set to the next meeting's agenda at the Council's discretion.

3.2 The agenda, financial and supplemental information should be delivered to the individual Councilors at least 4 days before the regular meeting.

3.3 Order of Business. The normal order of business for a regular Council meeting shall be as follows:

- a. Call to Order
- b. Determine Quorum
- c. Flag Salute
- d. Public Input for items not on the agenda
- e. Staff Reports
- f. Consent Agenda: Minutes of Prior Session, Financial Report and State of the Budget, Bills
- g. Prearranged Presentations
- h. Action Items
- i. Ordinance Action (if needed)
- j. Councilor Reports
- k. Mayor's Report
- l. Executive Session (if needed)
- m. Action as result of Executive Session (if required)

3.4 The Mayor may move agenda items out of order for the efficient management of the meeting.

4.4 A quorum required to meet is a half the members of the council plus one member for which the Mayor MAY be one of the four but required to be one of the four.

4.5 A quorum required to take action (vote) requires four members of the City Council excluding the Mayor whether present or not.

### SECTION 4. PROCEDURE FOR COUNCIL MEETINGS

4.1 The Presiding Officer of the meeting, may utilize Robert's Rules to govern Council meeting procedures, as deemed necessary in the presiding officer's discretion.

4.1 Every Councilor desiring to speak should first address the chair and await

recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of Council without the permission of the Presiding Officer.

4.3 No motion before the Council shall be debated until it has a second.

4.4 Any Councilor or the Mayor may call for a vote thereby ending debate and discussion on the motion or amendment to a motion before the Council.

4.5 The Presiding Officer shall cause the motion to be restated for clarity of the issue.

4.6 Each Councilor's vote or abstention shall be recorded individually.

4.7 Councilors should abstain from voting only when they have an actual conflict of interest or do not consider themselves well enough informed on the issue to vote.

4.8 A Councilor who votes on the prevailing side of a motion may move for reconsideration of the issue. This motion must occur during the meeting or at the next scheduled Council meeting.

#### SECTION 5. COUNCIL RELATIONS WITH CITY STAFF

5.1 Both staff and Councilors shall be mutually respectful of the respective roles and responsibilities at all times. This requirement applies particularly when Staff or Council is expressing criticism of the other during any public meeting or otherwise.

5.2 Councilors may seek information from staff members regarding the operation of their department but will not attempt to directly change or interfere with the operation or practice of any city department or personnel. All concerns or attempts to change City operations shall be directed to the Council as a whole, at a regularly scheduled meeting.

#### SECTION 6. COMMITTEES AND COMMISSIONS

6.1 The Mayor appoints all members of Committees and Commissions.

6.2 The standing committees and commissions of the city are:

Budget Committee

Planning Commission

Monroe Vision and Revitalization Committee

#### SECTION 7. MISCELLANEOUS PROVISIONS

7.1 If the Mayor or a Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the official position of the City Council.

7.2 Repeal of Ordinance 10-261 dated February 22<sup>nd</sup>, 2010.

SIGNED AND APPROVED this 20th day of May, 2019

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Mayor Paul Canter

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Attested: CA: Rick Hohnbaum



**Ordinance No 10-261**  
**AN ORDINANCE ESTABLISHING RULES FOR COUNCIL MEETINGS**

Whereas, Chapter IV, Section 12 of the Monroe City Charter provides the City Council shall, by ordinance, adopt rules to govern its meetings and proceedings,

NOW, THEREFORE THE CITY OF MONROE ORDAINS AS FOLLOWS:

**SECTION 1 - AUTHORITY**

1.1 The rules adopted in this ordinance shall be in effect upon their adoption by the Council and until such time as they are amended, added to, deleted or replaced in the manner provided by the City Charter.

1.2 These rules apply equally to the Mayor and Councilors.

1.3 These rules are to be observed in addition to and may not be contradictory to the current City Charter.

**Section 2 Council Meetings**

2.1 All Meetings of the City Council shall comply with the most current Oregon State Public Meetings Law, which is hereby incorporated by reference into these rules.

2.2 The Council shall hold regular meetings at least once each month at a time and date convenient to the Council in the Council Chambers at the Monroe City Hall unless otherwise specified by the Council.

2.3 The place, time and date of the regular Council Meeting may be changed for holidays, for special circumstances, to facilitate work sessions or in order to have a quorum of Councilors at the meeting. Regular meeting notice requirements shall be followed.

2.4 Special meetings of the Council may be called upon the request of three Council members, by the Mayor, or the Council President in the Mayor's absence, by giving notice of the meeting to the Council members and public at least 24 hours in advance of the set meeting time. An attempt to contact the media or other interested persons to inform them of special meetings is also required.

2.5 Emergency meetings may be called on less than 24 hours notice. An actual "emergency" must exist, as described by the minutes for that meeting, justifying less than 24 hours notice (ORS 192.640(3)). The Mayor, or Council President in the Mayor's absence, may call an emergency meeting by telephone or personal notice to each Councilor. An attempt to contact the media and other interested persons to inform them of emergency meetings is also required.

2.6 Councilors should inform the Mayor or City Hall if they are unable to attend any Council session. The Mayor will inform the Council President if he will be unable to attend.

2.7 Regular, special and emergency meetings of the City Council will be recorded in accordance with the Public Meetings Law.

### SECTION 3. AGENDA AND ORDER OF BUSINESS.

3.1 An agenda for each meeting will be developed by the Presiding Officer and City Staff. The Mayor and Council Committees may direct specific items to be placed on the agenda. The public may request items be placed on the agenda. Preference will be given to public agenda requests received in writing prior to the meeting. Verbal requests received at a meeting may be set to the next meeting's agenda at the Council's discretion.

3.2 The agenda, financial and supplemental information should be delivered to the individual Councilors at least 4 days before the regular meeting.

3.3 Order of Business. The normal order of business for a regular Council meeting shall be as follows:

- a. Call to Order
- b. Determine Quorum
- c. Flag Salute
- d. Public Input for items not on the agenda
- e. Staff Reports
- f. Consent Agenda: Minutes of Prior Session, Financial Report and State of the Budget, Bills
- g. Prearranged Presentations.
- h. Action Items
- i. Ordinance Action (if needed)
- j. Councilor and Council Committee Reports
- k. Mayor's Report
- l. Executive Session (if needed)
- m. Action as result of Executive Session (if required)

3.4 The Mayor may move agenda items out of order for the efficient management of the meeting.

### SECTION 4. PROCEDURE FOR COUNCIL MEETINGS

4.1 The Presiding Officer of the meeting, may utilize Robert's Rules to govern Council meeting procedures, as deemed necessary in the presiding officer's discretion.

4.1 Every Councilor desiring to speak should first address the chair and await recognition to obtain the floor. No persons other than members of the Council and the person having the floor shall enter into any discussion either directly or through a member of Council without the permission of the Presiding Officer.

4.3 No motion before the Council shall be debated until it has a second.

4.4 Debate of a motion shall be limited to one statement per Councilor plus Councilor questions for City Staff or the public or other Councilors intended to clarify understanding of the issue at hand.



4.5 Any Councilor or the Mayor may call for a vote thereby ending debate and discussion on the motion or amendment to a motion before the Council.

4.6 The Presiding Officer shall cause the motion to be restated for clarity of the issue.

4.7 Each Councilor's vote or abstention shall be recorded individually.

4.8 Councilors should abstain from voting only when they have an actual conflict of interest or do not consider themselves well enough informed on the issue to vote.

4.9 A Councilor who votes on the prevailing side of a motion may move for reconsideration of the issue. This motion must occur during the meeting or at the next scheduled Council meeting.

#### SECTION 5. COUNCIL RELATIONS WITH CITY STAFF

5.1 Both staff and Councilors shall be mutually respectful of the respective roles and responsibilities at all times. This requirement applies particularly when Staff or Council is expressing criticism of the other during any public meeting or otherwise.

5.1 The Council sets city goals and policies. The Mayor directs Staff in implementing and administering those goals and policies.

5.2 The Council sets City goals and policies. The Mayor directs the staff in implementing and administering those goals and policies.

5.3 Councilors may seek information from staff members regarding the operation of their department, but will not attempt to directly change or interfere with the operation or practice of any city department or personnel. All concerns or attempts to change City operations shall be directed to the Council as a whole, at a regularly scheduled meeting.

#### SECTION 6. COMMITTEES AND COMMISSIONS

6.1 The Mayor appoints all members of Committees and Commissions.

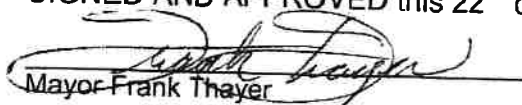
6.2 The standing committees and commissions of the city are:

- Budget Committee
- Planning Commission
- Human Resources Committee
- Financial Committee
- Public Works Committee
- City Facilities and Parks Committee

#### SECTION 7. MISCELLANEOUS PROVISIONS

7.1 If the Mayor or a Councilor represents the City before another public body, governmental agency, community organization or with the media, the Mayor or Councilor should always present the majority position of the Council. Personal opinions and comments may be expressed only if it includes clarification that these statements do not represent the official position of the City Council.

SIGNED AND APPROVED this 22<sup>nd</sup> day of February, 2010

  
Mayor Frank Thayer

  
Attested: City Recorder: Barb Johnston

## FOLLOW-UP FROM TRAINING EVENT WITH LEGAL COUNSEL

**Based upon the recent council work session, some follow-up discussions and direction by council for staff may be the next steps.**

**Does the council wish to schedule a work session to discuss the following options?**

1. Does the council wish to initiate a practice of a monthly work session?
2. Does the council wish to revisit the committee's that have been formed or just create the parameters, roles and responsibilities of the existing committees?

Discuss Preferred Committee Structure and Purpose of Committees.

- a. When should an issue be assigned to a committee and for what purpose?
- b. How many committees does the Council need?
- c. What is the ideal make up of a committee? (Avoid a quorum of the Council.)
- d. Does the committee report to the Council or the City Manager? Why or why not? (Note public meetings law.)
- e. Will the committee be dealing with quasi-judicial decisions? If so, does it have the necessary training?

3. Council Policy in determination and defining what constitutes the quorum for the council. Clarify how the City interprets the Charter regarding "counting" a non-voting mayor when determining quorum and when determining majority voting requirements? (You may need legal assistance on this one.) Generally speaking, a non-voting Mayor is still a member of the Council and thus is counted for quorum purposes. Here's a simple formula" (Total Number of Council Seats + Mayor) – Vacant Seats = X Quorum = More than ½ of X

4. Review and revise Council Working Rules of Order.

- a. Expectations Regarding the Process for Placing Items on the Agenda
- b. Expectations regarding Communications when Councilors Disagree
- c. Expectations regarding public comment and the role of the Chair.
- d. Expectations when a vote is split; public and press comments from Councilors?
- e. Will the Council allow abstentions when there is no conflict?

- How can you best implement the "No Surprises" doctrine?

5. Discuss Role of City Manager and How Council can best Supervise and Support City Manager.

- a. Personnel issues: how to maintain City Manager's authority over personnel issues?
- b. What kind of process can the City Manager expect if the Council has an issue with his/her performance?
- c. Discuss which Council member should serve as the City Manager's direct contact for day to day questions.

This staff report is a joint work product of legal counsel and city administrator.

# KNOW YOUR ROLES

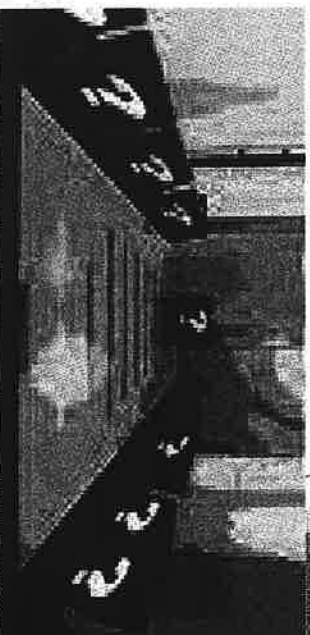
## Councilor Job Description



*How many hats can you wear at one time? (Answer: One)*

# Council Duties

- Goal Setting  
and Policy Making
- Public Participation (and Limits)
- CEO Relationship
- Risk Management
- Intergovernmental Relations





Monday, March 18, 2019				
	Work Session	Presenter	Time	Action
Total Daily Maximum Load 5 Year Plan	Library	Evans	30 min	Informational
Southern Oregon Water Technology	Library	Bollweg/Bunker	1 hour	Informational
Main Street Project	Library	Hohnbaum	15 min	Informational
Draft Council Rules	Library	Hohnbaum	15 min	Informational
Monday, March 25				
	Council Meeting	Presenter	Time	Action
Main Street Project	City Hall	Hohnbaum	15 min	Motion
Transportation System Plan	City Hall	Hohnbaum	20 min	Resolution
Council Rules	City Hall	Hohnbaum	10 min	Ordinance
Amendment to extend agreement with Benton County Planning	City Hall	Hohnbaum	10 min	Resolution
Easement Release request on property of Pole Barn	City Hall	Hohnbaum	15 min	Resolution
Citizen Request for Development Code Change to permit seasonal rv	City Hall	Hohnbaum	15 min	Motion
Direction to Staff regarding SOWT Public Works Staffing	City Hall	Hohnbaum	30 min	Motion
Risk Management Report	City Hall	Hohnbaum	15 min	Information
Monday April 8, 2019				
	Work Session	Presenter	Time	Action
City Council Goal Setting Session	Library	Hohnbaum	2 Hours	
Monday April 15, 2019				
	Work Session	Presenter	Time	Action
Contract for Water Master Plan and Water Management and Conservation Plan	Library	Hohnbaum	45 min	Informational
New Organizational Table Discussion	Library	Hohnbaum	15 min	Informational
Review of Council Goals from Previous Work session	Library	Hohnbaum	20 min	Informational
Utility Finance and Fees	Library	Jensen	20 min	Informational
Draft development code for processing housing permits	Library	Hohnbaum	15 min	Informational
Model City Code Update Project	Library	Hohnbaum	15 min	Informational

<b>MONDAY APRIL 22 OR 29TH</b>		<b>Council Meeting</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>
Presentation-Long Tom River Watershed Grant Project for OHA		City Hall		Sarah Whitney	15 min	Informational
Library Legacy MOU		City Hall		Hohnbaum	20 min	Resolution
Council Goals Adoption		City Hall		Hohnbaum	15 min	Resolution
Award Contract for Water Master Plan and Water Mang./Conservation Plan		City Hall		Hohnbaum	15 min	Resolution
Ordinance 2019-01 Public Hearing Council Rules		City Hall		Hohnbaum	20 min	Motion
<b>Monday May 13, 2019</b>		<b>Work Session</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>
Eight Cities Regional Economic Development					30 min	Informational
<b>Monday May 20, 2019</b>		<b>Council Meeting</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>
Ordinance 2019-01 Council Rules		City Hall			10 min	Ordinance
		City Hall				
<b>Wednesday May 29, 2019</b>		<b>Budget Committee</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>
Budget Committee Chair Election		Library		Mayor		
Budget Committee Secretary Election		Library		Chair		
Budget Presentation		Library		Hohnbaum		
Budget Public Hearing		Library		Chair		
Budget Committee Deliberation and Potential Action(s)		Library		Committee		Motion(s)
<b>Wednesday June 5, 2019</b>		<b>Budget Committee</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>
Approve Budget		Library		Hohnbaum		Motion(s)
<b>Monday June 10, 2019</b>		<b>Work Session</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>

Joint Planning Commission/City Council-Comprehensive Plan				Evans		2 hours	Informational
<b>Monday June 17, 2019</b>		<b>Work Session</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>	
<b>Monday June 24, 2019</b>		<b>Council Meeting</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>	
Budget Public Hearing							
Budget Adoption				Hohnbaum			Resolutions
Fees and Charges for 2019-2020				Hohnbaum			Resolutions
<b>Monday July 15, 2019</b>		<b>Work Session</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>	
COE 1135 Grant Federal Cost Share Agreement				Sarah Knowles	1 Hour		Informational
Long Tom River Watershed and COM Memorandum of Agreement				Evans	30 min		Informational
<b>Monday July 22, 2019</b>		<b>Work Session</b>		<b>Presenter</b>	<b>Time</b>	<b>Action</b>	
COE 1135 Grant Federal Cost Share Agreement				Sarah Knowles			Resolution
Lon Tom Watershed and COM Memorandum of Understanding				Evans			Resolution