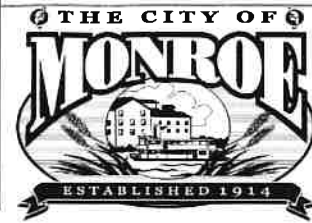


# CITY COUNCIL NOTICE/AGENDA

Monday July 22, 2019  
MONROE CITY HALL

6PM  
658 Commercial Street



1. **OPENING:** Call to Order, Pledge of Allegiance and Roll Call
2. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
3. **STAFF REPORTS and PRESENTATIONS**
  - 3.1. Police Report, Chief Bob Morris, Junction City Police Department
  - 3.2. Taylor Evans, Community Development Coordinator Page 2
  - 3.3. Rick Hohnbaum, City Administrator Report Page 6
4. **CONSENT AGENDA:** The following items are considered to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separately. If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda. A motion to accept the consent agenda is appropriate:
  - 4.1. Approval of Bills, Financials and Minutes Page 10
5. **PRESENTATIONS**
  - 5.1 The Department of the Army Agreement for the Long Tom River Ecosystem Restoration Feasibility Study Page 33
  - 5.2 The Long Tom Watershed Council Memorandum of Understanding Pg.32
  - 5.3 RESOLUTION 2019-13 a Resolution Authorizing Department of Army Grant Cost Sharing Agreement for Long Tom River Ecosystem Restoration Feasibility Study Page 31
  - 5.4 RESOLUTION 2019-14 a Resolution Authorizing Long Tom Watershed Memorandum of Understanding Page 41
6. **PUBLIC HEARINGS**
  - 6.1 Transportation System Plan Page 52
  - 6.2 Comprehensive Plan
7. **NEW BUSINESS:**
  - 7.1 Request for Special Event Permit – Long Timber Brewing Page 101
  - 7.2 Surplusage of City Owned Equipment Page 102
  - 7.3 League of Oregon Cities Annual Conference in Bend Page 108
  - 7.4 Ordinance 2019-03 A Ordinance Adopting Monroe Transportation System Plan Page 51
  - 7.5 Ordinance 2019-04 A Ordinance Adopting the 2020-2040 City of Monroe Comprehensive Plan Page 99
8. **OLD BUSINESS**
  - 8.1 RESOLUTION 2019-15 A Resolution adopting Legacy Library Fund Memorandum of Understanding Page 127
  - 8.2 Water Source Project
9. **OTHER BUSINESS:**
  - 9.1. Councilor Comments
  - 9.2. Committee Reports:
  - 8.2. Mayor's Comments:

## 10. **ADJOURN:**

THE CITY OF MONROE IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

## **COMMUNITY DEVELOPMENT COORDINATOR MONTHLY REPORT**

**Monroe City Council – July 22<sup>nd</sup>, 2019**

**Taylor Evans**

**Community Development Coordinator**

**MAIN STREET PROGRAM:** N/A

**OREGON/BY DESIGN:** The Visitor Information Kiosk has finalized their master plan and now seeks council permission to seek out donations to go towards the building of the kiosk.

**COMPREHENSIVE PLAN:** The Planning Commission had their public hearing on the Comprehensive Plan on July 9<sup>th</sup>. It has been approved to bring to council today for a public hearing and hopefully be approved in August.

**TGM/Riverside District Master Plan:** We have selected the Angelo Planning Group to write the City's Riverside District Master Plan. We finished negotiating the price and will be starting the project around August. Taylor will be reaching out to various community members to be a part of the Project Advisory Committee (PAC).

**TMDL:** Next Annual Report is due on February 1<sup>st</sup>, 2020.

**LONG TOM RIVER:** Cam Bishop from the U.S. Army Corps of Engineers led a boat tour of the Long Tom River on July 3<sup>rd</sup>. He has offered to host the event again if council is interested. I highly recommend it!

**RARE:** My last day, as a RARE participant, in the office is this Friday. My going away party is tomorrow at 5 pm at the Farmers Market and I would love to have you all there. I want to thank you all for having me these past 11 months and for your guidance and support. This opportunity has taught me so much about the planning and development field and I have been able to build quite the professional network here in Oregon. If you ever want to get in touch, my personal email is [tevens2@uoregon.edu](mailto:tevens2@uoregon.edu).

On Thursday June 13, 2019 I attended the LOC/PARC Resources grant writing workshop in Junction City. I had previously attended a grant writing workshop in Independence last year and this was a great refresher. The presenter had lot of experience with grant writing and gave us valuable information. The presenter gave us a good timeline of how to accomplish a good grant proposal and the steps and in what order they should be done in order to write the grant effectively.

She recommends:

Establishing priorities – involving the entire community, catalogue all the needs, determine feasibility and succession of projects and research opportunities for what is “fundable”

Assessing Capabilities - using the SWOT (Strengths, Weaknesses, Opportunities, Threats) to assess this

Asset Inventory – What can be used both in a business sense and an accounting sense to reach the goal

Research Demographics – Most of this information will be needed when the grant proposal is written

Due Diligence – gather all of the documents needed for example, any master plans, capital improvement plans, feasibility studies. The most important thing to get is the sustainability aspect of the project

Create a project outline – such as Mission statement, assessment of needs, goals and objectives, budget, action plan, monitoring and evaluation of plan

Preparing the budget – The presenter recommends completing the budget first. She said if you have this document done first then any number you need in your narrative are already here.

We also went through the necessary forms to complete a federal grant and we talked about applying for the Oregon Community Foundation Grant.

Taylor Evans also attended the event with me and she brought a grant proposal she is currently working on. We were able to look at the budget proposal in the workshop and use the tools and techniques we learned to enhance the great work she had already done.

The presenter also talked about how all funders are relationship oriented and it is good to ask them questions and establish some kind of positive relationship with them.

She also recommends if the grant is not funded to seek out feedback from the reviewers.

This workshop gave me a lot of good ideas to move forward with and help me hopefully write a successful grant in the near future.

Tracy Jensen

## **Summary of Planning Commission Training Classes at Coburg City Hall June 14-15, 2019**

### *Planning Procedures – From Application to Approval (Day 1)*

This was the first all-day class providing attendees, including Planning Commission Vice Chair, Dan Sheets, with an introduction to Oregon Land Use Planning and Procedures in Small Cities. The class covered how to effectively set up and operate the planning functions required to be not only efficient, but truly effective in serving our community. To begin the class, we discussed the first step in effective planning functions in our city which is having a City staff and Planning Commission who are familiar with the Comprehensive Plan, Comprehensive Plan Map, Zone Code (i.e. Development Code and Land Division Ordinances), Zoning Map, the purpose of each planning document and how they relate to each other, as well as keeping copies available of all planning documentation for handout at City Hall.

We also discussed the Development Code Handbook and how any changes to the Development Code can affect what's on any of the City's application forms. It was recommended we take a look at all the City's applications, update if necessary, and allow the development code to be flexible with fees which cover the City's costs including any consultant expenditures. Also, a recommendation by Vice Chair Sheets was to have the Planning Commission fill out the City's applications and provide feedback on how to improve them for use by the public and developers alike.

A few helpful hints from this class were to ensure all planning documents and applications are up to date, including fees, we have electronic copies of all planning documents available online, have copies of particular sections (e.g. parking, sign standards, partitioning requirements, variances, etc.) ready for handout and in PDF format for email purposes, include copies of the appropriate sections with each application, and provide examples so an application can be completed accurately.

In addition, we were given a scenario where a person walks into City Hall and asks a zoning question, what do we do? Ask questions, of course. Is the property within City limits? What do they (the person walking into the office) wish to do – be a sleuth and remind them complete information improves the City's ability to assist a potential applicant (a time and money saver too)? What is the zoning (i.e. Zoning Map and Benton County records)? Is the land use listed/permitted in the zone? If land use permitted outright or does it require some type of review? If a review is required – what type of review and who makes the decision (i.e. Planning Commission or City Council)? Can it be approved? Are there related issues with the application including sewer, water, storm, access, hazardous conditions, or wetlands? If the land use is not listed/permitted, what are the options? Just don't say "No!" Say "no" and explain why and explain the available options.

If a proposed land use is allowed outright, now what? It may require a building permit where clear and objective standards prevail. Also, there are standards to consider including setbacks, height limits, parking, public facility connections, public works construction permits, access permits (i.e. City, County, or ODOT). The City may even attach the standards to the building permit or provide a brief summary.

What if an application is required, now what? The City staff provides the appropriate application and assists where you can in filling out the form. Next, the City staff receives the application. The Planning Department does a cursory review – does it appear that everything is there? If not, provide an opportunity for the public or developer to submit additional material or complete the application. The

We next focused on Comprehensive Plans, which is a topic that is particularly relevant to Monroe, right now, with the adoption of the Comprehensive Plan coming up in the July and August City Council meetings. The basic philosophy of the Comprehensive Plan is urban growth over 20 years, which looks at public facilities and services, as well as meeting community needs during this same timeframe. The Comprehensive Plan must address the statewide goals and guidelines and should reflect community situations and values. With the implementation of a Comprehensive Plan, there needs to be a review of the Development Code (i.e. Zoning and Subdivisions), any Supplemental Plans (i.e. Transportation Plan, Historic Resources, Public Facilities, or Specific Area Plans [Riverside District]), and any Supplemental Studies (i.e. Flood Plain, Riparian and Wetlands, or Geologic Hazards).

After the Comprehensive Plan discussion, we transitioned to the topic of Public Officials Roles. First, we focused on the long-range planning roles of the Planning Commission and City Council. Planning Commission develops initial draft plans and implementing rules, reviews all proposed text and map amendments, and makes recommendations to the City Council. City Council reviews and adopts plans, implementing rules and subsequent amendments. Next we discussed the Legislative Role which is generally informal versus formal, can take in information and opinions broadly from the community, and there are no restrictions on conversations or input. Public Official Roles in current planning include Zoning (i.e. variance, conditional use, site design review, and zone change) and Land Division (i.e. property line adjustment, partitioning, and subdivision) decisions.

With Public Official Roles, under the Legislative Role, there are four types of decisions, Ministerial or Type I, Administrative or Type II, Quasi-Judicial, and Legislative. Ministerial or Type I decisions which are made by the City staff without public notice and without public hearing. The Type I procedure is used when there are clear and objective approval criteria and applying City standards and criteria requires no discretion. Administrative or Type II decisions are made by the Planning Director with public notice asking for comments, and public notice of the decision. Generally, objective standards with some level of discretion. The appeal of a Type II decision is generally heard by the Planning Commission. Quasi-Judicial decisions are reviewed by the Planning Commission with right of appeal to City Council. Quasi-Judicial decisions generally have significant discretionary approval criteria. Lastly, Legislative procedures involve changes to the Plan or Code text and/or Plan or Zone Map where the changes require adoption of an Ordinance. Legislative matters are considered initially by Planning Commission with final decisions made by City Council.

With Public Official Roles, under the Quasi-Judicial Role, these decisions are very formal versus informal. We can take in information and opinions only on the formal record, there is no conversations or input outside the public hearing, no discussion except within the public process, and no decisions except by formal action. These quasi-judicial decisions are made using criteria, public hearing input, findings of fact, conclusions, and written decisions.

The last major topic of the training was ethics. Specifically, we discussed Ex Parte contact, Conflict of Interest, and Bias. Ex Parte contact is what you have learned others have not. Conflict of Interest is what's financially at stake to you and yours. Bias is what you think going into the process. **Note:** There is an Oregon Ethics Commission (OEC) Hotline, we can use if there are any ethics questions. A written response is provided within 24 hours of your call to OEC.

We were reminded to be gracious hosts to the applicants during the public meeting process, public hearing process, make sure any conflicts and anger are addressed professionally, be firm but fair in the public forum, use the Open Meetings Law, and keep a Long-Range View of Planning on our community.

## CITY ADMINISTRATOR MONTHLY STAFF REPORT



JULY 2019

**Legion Hall Refrigerator:** A commercial grade refrigeration believed purchased in 1987 has died. I did bring in a professional to evaluate it and it needs to be replaced. This unit did belong to the South Benton Nutrition Program and is listed on old inventory sheets. However, it has recently been the council's policy that the city replaces major equipment to move towards a clearer ownership and management of the equipment in Legion Hall. The estimated cost would be \$2,300 for the two door standup commercial unit. This is not a budgeted item and is sort of a policy decision as it relates to shifting ownership of major appliances within the facility. If council directs staff to acquire and replace, I would recommend we fund it from the equipment reserve fund. In the 2019-2020 budget we project about \$56,600 in the fund with the only budgeted expenditure being \$4,000 for a locator scanner unit for public works. The current balance is \$36,200. **Staff is requesting direction and authorization from council in regards to this matter.**

**Food Distribution Community Planning Meeting:** Tuesday I hosted a gathering of 19 individuals involved with food pantry, south Benton nutrition and Gleaners. The gathering was initiated at the request of Wyden staff who received a request for assistance from the Gleaners for funding to move their operations to another site. Included was both representatives from Linn-Benton Food Share which is an umbrella organization for both counties and a representative from Philomath who have a local umbrella organization for which serves both the food pantry and gleaners. The joint fund raising they do could be a model worthy of emulation. It was good to get all parties involved in the room. I have attached an agenda for your reference.

**Annual Audit:** The city annual audit will start Tuesday (day after council) and while typically they schedule two days, often their onsite presence is limited to just one. Data and information has been provided throughout the past month and some interviews of staff have already occurred. There are no expected surprises that I am aware of. UNAUDITED figures reflect that the total amount of money which the city started the new year with (July 1, 2019) was within \$325 of what the total amount of the budgeted expectations across all funds (\$966,533). These audited figures are the ones, once received which I as budget officer really wait for as a measurement as to our finance and budgeting process.

**Biggest Project yet for me to complete in July:** Small City Allotment Grant Application for Main Street \$100,000.

**Codification Project:** This past week I initiated the agreement for the updating and codification of the City Code. This is an annual event for most cities which allows a current set of laws to be available for reference which the City hasn't done for about ten years. This special project was planned for and approved within the 2019-2020 budget.

**Vacation:** Planning my vacation August 2-15.

**Pacific National Development, Inc.:** All 8 houses have sold. The city is still having challenges in our review of their storm water drainage as several of their houses have downspouts just flowing out to open fields rather than directed at a storm water channel, ditch or line.

**School District Project:** A new water line for a new fire hydrant and fire flow is being installed just prior to the meter (we don't charge for fire flow). This will include required chlorinator and sanitizing and testing of the line since they are opening up a connection to the city water system.

**City Administrator August:** August 1<sup>st</sup>, my last Tri-County Chamber of Commerce board meeting, vacation August 2-15, No planning commission meeting during my absence is being planned. Projects-Strategic Plan for 2019-2021 fiscal year council goal implementation, long-term public works staffing plan/recruitment, 2008 annexation that may or may not have happened.

## CONFERENCE REPORT

OREGON CITY COUNTY MANAGERS ASSOCIATION (OCCMA)

NEWPORT, OR JULY 13-14

RICK HOHNBAUM, City Administrator

As promised, a more detailed report of my attendance at the annual OCCMA Conference.

**State Legislative Session:** We had two state representatives (one R and one D) present an update from their most recent session. Editorializing from me, the legislature spent way too much time dealing with personnel and human resources rules and policies due to their own lack of efficient administration and supervision during and since the last legislative session. The legislators did share that they do expect the cap and green policy discussions to return in some format. There is uncertainty at the legislature about additional transportation policy and funding because they spent a lot of energy on the 2017 transportation package and while there is a statewide need, there are many issues that have not received that same amount of attention.

**City County Insurance Risk Management Session:** The best employment attorney for CIS presented some legislative session changes that occurred which will require some updating to our personnel policies prior to January 1<sup>st</sup>. We can expect some sample language for our consideration within the next couple of months. Most of the materials has to do with no longer exempting small organizations from having to create some more detailed personnel policies that are required for larger public agencies. There are also some requirements relating to civil rights and equal right issues based upon legislative rules and regulations such as extending the reporting time for harassment incidents from one year to five years.

**Balance between staff goals and Council Goals Session:** This session did not provide the guidance expected based upon the title of the session. It did however provide three entirely different methodologies for goal setting and implementation from the presenters representing four cities. The common theme was to bring in an outside facilitator for whichever process you use. There was one example where it was project based planning which is quite honestly something which I have avoided but should consider based upon our council's interest in projects is at a higher degree than policy or planning.

**Financial Forecasting Session:** The financial forecasting session is based on the concept of most cities doing an annual budget but the advantages of having a five-year financial forecasting to look at could affect decisions for the annual budget. A potential example is the fact that we are having a water master plan being done and we know that here will be engineering recommendations for systematic improvements. We know that there will be costs for these improvements during the next five years though we do not know yet how much they are.

**URGENT ISSUES: ELECTRONIC RANSOM:** During the conference, an alert was received at the conference regarding attempts to hack computer and phone systems owned by cities. Several



## **Monroe Food Services Consolidation Meeting**

**Date:** Tuesday, July 16

**Time:** 2:30pm - 4:00pm

**Location:** Monroe City Hall, 668 Commercial St., Monroe 97456

### **Attendees:**

South Benton Food Pantry – Janeece Cook

South Benton County Gleaners – James Templeton

South Benton Nutrition Program – Dave and Linda

Monroe United Methodist Church – Pastor Teri Watanabe, Pastor Deena Wolfe

Sharing Gardens – Chris Burns, Llyn Peabody

Philomath Community Gleaners – Catherine Biscoe

Linn Benton Food Share – Ryan McCambridge, Susan James

City of Monroe – Rick Hohnbaum (City Administrator)

Juine Chada- Senator Ron Wyden's Office

### **Agenda:**

#### **Introductions:**

- How this conversation got started by request for help from Gleaners (Rick)
- The purpose of gathering-to learn and explore options in increasing level of service for Monroe Community including the potential of some organizational mergers (Rick)
- Describe how your organization plays a part in providing food services to the Monroe community (Everyone on the invite list)

#### **Initial Thoughts:**

- Discuss how a consolidation might affect your organization
- Discuss Pros and Cons of consolidation
- What might be an ideal location for a joint food service organization?

#### **Funding:**

- Possibility of grants (see handout)
- Would a merger be beneficial or harmful to your organization's funding?

## Funding Opportunities

### **Walmart Foundation Community Grant Program**

Grants to support the needs of local communities in the areas of hunger relief and healthy eating, health and human services, quality of life, education, community and economic development, diversity and inclusion, public safety, and environmental sustainability.

### **USDA Community Food Projects (CFP) Competitive Grants Program**

The primary goals of the CFP are to: Meet the food needs of low-income individuals through food distribution, community outreach to assist in participation in Federally assisted nutrition programs, or improving access to food as part of a comprehensive service; Increase the self-reliance of communities in providing for the food needs of the communities; Promote comprehensive responses to local food access, farm, and nutrition issues; and Meet specific state, local or neighborhood food and agricultural needs including needs relating to: Equipment necessary for the efficient operation of a project; Planning for long-term solutions; or The creation of innovative marketing activities that mutually benefit agricultural producers and low-income consumers.

### **USDA Summer Food Service Program**

The Summer Food Service Program, also known as the Summer Meals Program, was established to ensure that children continue to receive nutritious meals when school is not in session. When school is out, SFSP provides free meals to kids and teens in low-income areas. The Summer Food Service Program (SFSP) is a federally-funded, state-administered program. SFSP reimburses program operators who serve free healthy meals and snacks to children and teens in low-income areas.

### **Emergency Food Assistance Program**

The Emergency Food Assistance Program (TEFAP) is a federal program that helps supplement the diets of low-income Americans, including elderly people, by providing them with emergency food assistance at no cost. Through TEFAP, the U.S. Department of Agriculture (USDA) purchases a variety of nutritious, high-quality USDA Foods, and makes those foods available to State Distributing Agencies.

### **Resources:**

- Rural Health Information Hub - <https://www.ruralhealthinfo.org/topics/food-and-hunger/funding>
- USDA Food and Nutrition Service - <https://www.fns.usda.gov/grant-opportunities>

# MONROE CITY COUNCIL MINUTES

June 24, 2019

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 Billings to lead the council and audience in the Pledge.

Roll Call: Present was Mayor Canter, Council President Billings, Councilors Thayer, Cuthbertson, Koroush, Greene and Canter. Staff present included City Administrator/Planner/Recorder/Budget Officer Hohnbaum and Community Development Coordinator Taylor Evans. In the audience was Planning Commission Vice-Chair Dan Sheets, Chair of the Monroe Rural Fire Protection District Board and Planning Commissioner Tim Eastridge and Planning Commissioner Fred Cuthbertson. Also present was Chair of the Personnel and Finance Committee and budget committee member Harry Myers and Budget Committee member Nicholas Ritch. Audience members included Irma Alexander, Richard Alexander, Terry Koroush, Todd Nystrom, Dave Prowess, Linda Prowess, Bobby Eastridge, Amy Nystrom, Stan Salot, Eliza Mason, Thorin Nielson, Caroline Cummings and Corey Wright.

- 2. Public Items and Comments:** None

- 3. Staff Reports and Presentations:**

- a. Police Report:** Chief Bob Morris: Councilor Thayer announced that Chief Morris was at training event in Portland and unable to attend.
- b. Caroline Cummings:** Regional Accelerator and Innovation Network (RAIN) Executive Director: Ms. Cummings, Stan Salot and Corey Wright presented updated information relating to the partnership development and economic and community development work that Monroe has been involved with during the past 18 months. Ms. Cummings presented the investment of city resources expended in the existing partnership and the significant return of those investment, reflecting a positive outcome for the City of Monroe to remain in participation with the RAIN program. Councilor Cuthbertson inquired as to people benefiting from the training sessions that RAIN has been providing. Nicholas Ritch shared his experience being positive while attending and participating in the RAIN sponsored programs. Stan Salot shared his business work and the services that RAIN provides which is not available without RAIN. He complimented the Business Association of Monroe (BAM) startup but stated that the long term investment of funding for RAIN type services will benefit the community of Monroe. Council and Ms. Cummings shared ideas and concerns relating to the efforts made to increase regional entrepreneurs. Councilor Cuthbertson shared her experiences in trying to be involved with the RAIN experience which was less

than positive. Brain Greene inquired as to how to explain the expenditure of public dollars for the investment of what RAIN is providing. Ms. Cummings shared the opportunities and the investments that are needed to help the local economics which could be challenging for the local taxpayer to understand and justify. Councilor Thayer shared that there was a large number of independent single-person businesses in the Monroe area that need assistance and inquired as to how RAIN would assist them. Mr. Salot shared some additional experiences working with RAIN. Councilor Thayer moved to reconsider and maintain the agreement with RAIN and the City of Monroe. CP Billings seconded the motion. Ayes: Canter, Cuthbertson, Thayer, Koroush, Billings. Nay: Greene.

- c. Community Development Coordinator Evans reviewed her written report provided in the council packet. Council discussed the status of applying for grants. Council inquired of Ms. Evans applying for a grant for the annual festival and discussed the grant application.
- d. City Administrator Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet. He sought council confirmation to continue as planned with the Library Maintenance Plan Project, closing City Hall on July 5<sup>th</sup> and the System Development Engineering Plan. CA Hohnbaum affirmed the July 8<sup>th</sup> council work session with the COE and LTWS staff. Hohnbaum shared that he received a call from the firm who did the surveying work for the residential core of the city asking if we want another section of town to be done. CP Billings raised the concerns of cleanliness of the Gleaners operations. Councilor Canter expressed concern about over-abundance of stuff stacked too high and the danger. Councilor Canter inquired as to the amount of city administrator staff time being expended related to the Gleaners and meeting with Wyden staff.

#### 4. **Consent Agenda:**

**Bills and Minutes:** CP Billings moved to accept the consent agenda as modified with two edits of the work session minutes changing the verbiage as to the city administrator being not dead but "to die" and the response to the inquiry. Councilor Greene seconded. Councilor Koroush asked about the picnic table supply costs and the training expense for the vice-chair of the Planning Commission to attend a two-day work shop. Ayes: All.

- 5. **PUBLIC HEARING-Budget Officer Hohnbaum** introduced the council and audience to the required public hearing and how it is one of many steps and opportunities facilitating public input into the decision-making process for the expenditure of public resources. BO Hohnbaum stated that the public hearing is a required step and should occur during the council meeting since the legally required advertisement stated it would be held tonight. Hohnbaum also stated that the council is not required to adopt this budget or any budget during the council meeting but if there is no budget adopted by July 1<sup>st</sup>, technically the city is shut down without any authorization to expend any funds including staff resources. Hohnbaum reviewed the budget development

process and reminded the council of the state revenue sharing funds within the budget which are a part of the required public hearing process. Hohnbaum shared the proposed budget, the approved budget and the proposed changes for the adopted budget some from staff recommendations based upon new information after the original budget was written and the changes made per council direction from the recent council work session on the budget. Hohnbaum recommended to conduct a public hearing regarding the budget and state revenue sharing and that later on the agenda was the draft resolutions at which time they could deliberate, discuss and move forward as they deemed appropriate for the adoption of a budget.

Mayor Canter opened the public hearing at 6:56PM asking any who wished to speak in favor of the approved budget to introduce themselves and share. Commissioner Cuthbertson spoke about the Budget Committee process suggesting that the council should honor the approved budget. Mayor Canter asked for anyone who wished to speak in opposition. No one rose. Mayor Canter asked for anyone to speak in general terms about the approved budget and when no one rose to speak, closed the public hearing at 6:57. Councilor Koroush asked if the \$2.00 water rate increased approved by the budget committee and if the administrative assistant position was in the budget. CA Hohnbaum stated that the position was in the next fiscal approved budget for a half-time position which had been budgeted as a full-time position in the current fiscal year. CP Billings stated that just because it is in the budget doesn't mean it needs to be spent.

## **6. New Business:**

6.1 Comments from Council President Floyd Billings: Council President Billings stated that he came from a meeting about the ball park and people were wondering what was being done about the restroom project and he felt that he couldn't provide an adequate response to their inquiry. CP Billings stated that the city administrator has not pushed this project forward and administering the project grant and that he should be working on it. Mayor Canter shared the update from the contractor and he was expecting plans and estimated costs this week. CP Billings stated that the grant may not be extended and Mayor Canter shared the update that the grant could be extended. CP Billings stated that the city shouldn't apply for any more grants.

CP Billings made a motion not to commit the use of System Development Funds (SDC's) without a council approval. Councilor Koroush seconded the motion. Harry Myers asked if the council takes control of the expenditure it could make the development community nervous. CA Hohnbaum pointed out that there were at least two ongoing projects expending SDC funds and there could be more. Ayes: All.

CP Billings moved that any time off for staff members for training that expended more than one day will require council approval. Councilor Canter seconded the motion. CP Billings and council modified the motion to be for any funds for training or conferences be approved by council in advance if gone for more than one day. CA Hohnbaum shared that in his capacity as city administrator he approves the training and expenses for all city staff. Councilor Koroush stated

that staff always knows about these training events in advance and should get council approval. CA Hohnbaum stated that he typically waits to see if he can be gone from the city based upon city activities before he decides to attend a conference and in fact he intended to register the next day for a conference on July 9-11 based upon the knowledge that a public work employee out on medical leave will have returned to work prior to his attending the conference. Ayes: Canter, Greene, Thayer, Koroush, Billings. Nay: Cuthbertson.

CA Hohnbaum shared the conference agenda and the estimated cost for the conference in July and the fact it was half as much than the same conference last year which he did not attend due to the expense. Councilor Greene moved to approve the City Administrator's attendance to the Oregon City County Managers Association Conference in Newport July 10-12. Councilor Thayer seconded the motion. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay: Koroush.

6.2 Resolution 19-07 A Resolution authorizing the engagement of services for the annual municipal audit: CA Hohnbaum stated that this is an annual process and that the fee increased by \$250 from last year. CA Hohnbaum stated that the annual audit has been scheduled for July 23-24 and recommended council approve the resolution. CP Billings moved to approve Resolution 19-07 and Councilor Greene seconded the motion. Ayes: All

6.3 Resolution 19-08 A Resolution authorizing the transfers of funds within the General Fund and Water Fund in 2018-2019 Budget. CA Hohnbaum stated that another annual event is typically the movement of funds prior to the closing out of the fiscal year to assure all the funds remain within the authorized limitations established by the current year budget. This year staff is recommending the movement of authorization of funds in both the General Fund and the Water Fund. There is money in both funds but the amount of funds authorized by the current budget needs to be increased to cover unexpected expenses. For the General Fund the biggest difference was the amount of engineering fees expended and for the Water Fund it was the expenditures for contracted services and the computer upgrades Hohnbaum stated. Councilor Canter moved to approve Resolution 19-08 and CP Billings seconded the motion. Councilor Koroush asked if there would be the same computer upgrade expenses next year. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay: Koroush.

6.4 Resolution 19-09 A Resolution authorizing \$20,000 Loan from the Water System Development Fund to the Water Reserve Fund in the 2019-2020 budget. Budget Officer Hohnbaum shared that this resolution calls out the loan that is contained within the approved budget for an added level of transparency as it relates to the authorization of expending funds. Hohnbaum reminded the council of list of proposed water capital projects contained within the Water Reserve Fund. Councilor Canter moved to approve Resolution 19-09 and Councilor Thayer seconded the motion. Ayes: All

6.5 Resolution 19-10 A Resolution declaring the City's Election to receive State Revenue Sharing Funds. Budget Officer Hohnbaum stated that in order to receive state revenue sharing funds, a resolution is required to be submitted to the state. This is a primary source of revenue

for the General Fund which would be missed if the City did not adopt the resolution and recommended action from the City Council. Councilor Thayer moved to adopt Resolution 19-10 and Councilor Cuthbertson seconded the motion. Ayes: All

6.6 Resolution 19-11 A Resolution adopting approved City of Monroe Budget, imposing taxes and appropriating expenditures for the 2019-2020 budget. CA Hohnbaum stated that this is the resolution in which the actual adoption of the budget is done. It is on the council agenda for council adoption but there is no requirement of it being adopted tonight Hohnbaum stated adding that a budget adopted by July 1<sup>st</sup> is required to keep city hall doors open. Hohnbaum shared that the draft resolution was per the direction of the City Council from the work session held June 17<sup>th</sup> but that the Budget Committee had recommended a \$2.00 base water rate increase due to the amount of capital projects being required to catch up on deferred maintenance in the water system. Councilor Thayer moved to approve the budget resolution. Councilor Canter seconded it. Councilor Greene thanked the budget committee for working on it. Ayes: Canter, Greene, Cuthbertson, Thayer, Billings. Nay Koroush.

6.7 Resolution 19-12 A Resolution setting utility rates and fees for 2019-2020 fiscal year. CA Hohnbaum reviewed for council and audience the draft resolution sharing that all the primary base rate utility fees were remaining unchanged (no increases) but some of the special activity expenses were having rate increases. Councilor Canter moved to adopt Resolution 19-12 and Councilor Greene seconded the motion. Ayes: Canter, Greene, Cuthbertson, Koroush, Billings. Nay: Thayer. Harry Myers reminded staff that the rate increase needs to be sent electronically to the customers who are automatic bill payers.

6.8 Mayor Canter called for the Personnel and Finance Committee Report and Chairman Myers rose and shared the issues and recommendations from the recent meeting including a recommendation to hold on applying for any more grants and personnel levels for staff.

6.9 Small City Allotment Grants (SCA). Mayor Canter shared that it was discussed that the city should hold off on additional projects. CP Billings stated that the city is paying the administrator to administer the park restroom grant and that it should be done by city hall staff. Councilor Thayer asked of the amount of the SCA Grant and CA Hohnbaum stated that they have increased to \$100,000. CP Billings stated that the city should take a shot at the grant for the street. Discussion about the amount of funding required for Main Street project was held by council. Councilor Canter pointed out that there were two different conversations going on relating applying for grants and personnel. Councilor Canter moved to accept the recommendations from the Personnel and Finance Committee and CP Billings seconded the motion. CA Hohnbaum requested clarification if the motion was for all of the recommendations from the minutes of the PFC and Councilor Canter clarified stating it was for the grant recommendation and the personnel recommendations. Council discussed the personnel and finance recommendations. Councilor Canter amended the motion to be only about the grants recommendation to put a hold on the grants process until council could review the grants. Chairman Myers said the recommendation

was in reference of holding these grants until the work on existing projects are achieved. Ayes: All.

CP Billings suggested that the street work needs to be done above 7<sup>th</sup> street and that the city needs to do more work on getting street funding. Council discussed whether or not to apply for the SCA grant. Councilor Thayer made a motion for the City of Monroe to apply for the \$100,000 SCA Grant for the Main Street Project. Councilor Canter seconded the motion. Ayes: All

#### 6.10 Vacation Request from City Administrator.

CA Hohnbaum shared his written request for vacation time and his request to employ the Community Development Coordinator as a temporary employee for the month of August. Councilor Thayer moved to allow vacation request. Councilor Koroush seconded the motion. Ayes: Greene, Cuthbertson, Thayer, Koroush, Billings. Nay: Canter.

CP Billings moved to approve the hiring of the Community Development Coordinator as a temporary employee not to exceed the month of August. Councilor Cuthbertson seconded the motion. Council discussed the expense and the need to have the staff during the city administrator's absence. CA Hohnbaum shared the unexpected decision and events that occurred the previous year during his two weeks off in August which was managed by the Community Development Director. Ayes: Cuthbertson, Thayer, Billings. Nays, Canter, Greene, Koroush. Mayor Canter broke the tie with a Nay vote.

6.11 Code Enforcement Letter: Mayor Canter read a prepared letter relating to code enforcement activities and that the council grant a 30-day grace period for any additional inspections at 830 Commercial Street and 630 Ash Street. Chairman Myers suggested that perhaps some volunteers could be recruited to assist people needing help tending to their property. Councilor Canter moved to give a 30-day grace period to the two properties listed in the letter. Councilor Cuthbertson seconded the motion. Ayes: Canter, Greene, Cuthbertson, Koroush, Billings. Abstained Councilor Thayer due to conflict did not vote.

## 7. **Old Business:**

7.1 Ordinance amending Monroe land use development section 4.111 permitting the use of recreational vehicles with conditions for seasonal farm use. CA Hohnbaum reminded the council that they had conducted the public hearing for this ordinance at their previous regular council meeting and that it was now before them for consideration of adoption. Councilor Greene asked about the review of the approval and CA Hohnbaum stated it is on the November council agenda schedule.

CP Billings asked about the backflow device and Eliza Mason shared where they are getting the permit for the backflow device and that Steve Martinenko had come up and they had a plan in place. Councilor Thayer asked about the gray water increase to the city sewer system with more residents. Chairman Myers stated that the PFC looked at it and determined there was no reasonable way to measure the sewer or water use. Councilor Thayer moved to adopt Ordinance 19-02 conditionally on the backflow device being installed and the review of the ordinance and



activities in November. Councilor Greene seconded the motion. Councilor Koroush asked if anyone could do the same activity within the city and Councilor Greene stated that there were limitations. Mayor Canter read some of the limitations from the draft ordinance. Ayes: Canter, Greene, Billings, Thayer, Cuthbertson. Nay: Koroush.

7.2 Water Source Project. CA Hohnbaum stated that this was on the council agenda per council direction that it be placed on every City Council agenda. Hohnbaum stated that staff was not seeking any action but had provided two reports regarding the water source project. Council discussed wells and locations and treating of water.

**8. OTHER BUSINESS:**

8.1 Councilor Comments: CP Billings stated that it would take money to develop water sources and that the city had property and a spring. Councilor Greene announced the Public Works and Safety Committee meeting would held on June 26<sup>th</sup> at 4:30pm. Councilor Koroush suggested changing the date for high grass in the city ordinance from July 1<sup>st</sup> to June 1<sup>st</sup>.

8.2 Committee Reports: CA Hohnbaum stated that he had not seen minutes from the Ordinance Committee and Chairman Thayer stated he would get them to staff.

8.3 Mayor Comments: Mayor Canter read the thank you card from Loritta Davidson.

9. **ADJOURNMENT:** Mayor Canter adjourned the meeting at 8:33pm.

Approved by Council Action on July 22, 2019.

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Mayor Paul Canter

DATE:

Attest: \_\_\_\_\_

Rick Hohnbaum, City Recorder

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<b>1357</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>11</b>	<b>B &amp; I Hardware &amp; Rental</b>	<b>7.98 Toilet Bowl Brushes For City Hall</b>
	510 00 31	1001	Operating Supplies	100 000 510 General Fund	7.98
<b>1401</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>11</b>	<b>B &amp; I Hardware &amp; Rental</b>	<b>16.27 Parts To Fix Legion Hall Cabinet Door</b>
	575 00 48	1000	Legion Hall - Maintenanc	100 000 575 General Fund	16.27
<b>1411</b>	<b>07/17/2019</b>	<b>07/22/2019</b>	<b>14</b>	<b>Benton County Finance Office</b>	<b>16.00 June Court Assessment S</b>
	521 00 50	1000	Court State And County	100 000 510 General Fund	16.00
<b>1363</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>16</b>	<b>Better Portable Toilets</b>	<b>143.21 ADA Portable Toilet Rental 5/20/2019-6/16/2019 And Standard Portable Toilet Rental 6/11/2019 - 6/16/2019</b>
	576 00 45	1000	Parks - Temporary Restr	100 000 576 General Fund	143.21
<b>1410</b>	<b>07/17/2019</b>	<b>07/22/2019</b>	<b>18</b>	<b>Blake, JR., Larry</b>	<b>200.00 Judicial Services</b>
	521 00 41	1001	Judge	100 000 510 General Fund	200.00
<b>1391</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>269</b>	<b>Canon Solutions of America inc</b>	<b>81.00 Qrtly Maintenance Fee</b>
	510 00 49	1013	Copier Maintenance/Ser	100 000 510 General Fund	27.00
	534 00 31	6014	Copier Maintenance Ser	601 000 534 Water Fund	27.01
	535 00 49	6026	Copier Maintenance/Ser	602 000 535 Sewer Fund	26.99
<b>1392</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>269</b>	<b>Canon Solutions of America inc</b>	<b>728.55 Quarterly Copier Maintenance Fee</b>
	510 00 49	1013	Copier Maintenance/Ser	100 000 510 General Fund	242.83
	534 00 31	6014	Copier Maintenance Ser	601 000 534 Water Fund	242.90
	535 00 49	6026	Copier Maintenance/Ser	602 000 535 Sewer Fund	242.82
<b>1366</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>23</b>	<b>Canter, Paul</b>	<b>30.00 July Monthly Cell Phone Reimbursement</b>
	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
<b>1377</b>	<b>07/03/2019</b>	<b>07/22/2019</b>	<b>25</b>	<b>Carson Oil Co.</b>	<b>229.02 Fuel For Vehicles And Equipment</b>
	534 00 48	6014	Vehicle Operation & Ma	601 000 534 Water Fund SERVICE	34.74
	535 00 48	6024	Vehicle Operation & Ma	602 000 535 Sewer Fund SERVICE	34.74
	535 00 48	6024	Vehicle Operation & Ma	602 000 535 Sewer Fund TIGER	50.60
	542 00 48	2012	Vehicle Operation & Ma	201 000 542 Street Fund SERVICE	7.71
	542 00 48	2012	Vehicle Operation & Ma	201 000 542 Street Fund TIGER	50.62
	576 00 32	1000	Parks - Fuel Oil	100 000 576 General Fund TIGER	50.61
<b>1372</b>	<b>07/03/2019</b>	<b>07/22/2019</b>	<b>217</b>	<b>Chase Paymentech</b>	<b>98.05 Online Utility Payment Merchant Fees For June - \$7105.31 Taken In For Utility Payments</b>

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531 00 31	6030	Online Bill Pay Fees	603 000 531 Storm Fund	9.81	
534 00 31	6012	Online Bill Pay Fees	601 000 534 Water Fund	44.12	
535 00 31	6023	Online Bill Pay Fees	602 000 535 Sewer Fund	44.12	
<b>1373</b>	<b>07/03/2019</b>	<b>07/22/2019</b>	<b>217</b>		
			<b>Chase Paymentech</b>	<b>31.01</b>	<b>Online Court Merchant Fees - \$815.00 Taken In For Court For June</b>
521 00 49	1001	Online Bill Pay Fees	100 000 510 General Fund	31.01	
<b>1394</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>28</b>		
			<b>City County Insurance Services</b>	<b>6,052.77</b>	<b>Workers Comp 2019-2020 Renewal Invoice</b>
510 00 22	1002	Workmens Comp Insura	100 000 510 General Fund	420.08	
531 00 22	6031	Workers Comp Insuranc	603 000 531 Storm Fund	345.20	
534 00 22	6011	Workers Compensation I	601 000 534 Water Fund	2,710.07	
535 00 22	6021	Workers Compensation I	602 000 535 Sewer Fund	1,491.67	
542 00 22	2011	Workmens Comp Insura	201 000 542 Street Fund	560.25	
576 00 22	1001	Parks - Workers Comper	100 000 576 General Fund	525.50	
<b>1395</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>28</b>		
			<b>City County Insurance Services</b>	<b>15,036.34</b>	<b>Property/Liability 2019-2020 Renewal Invoice</b>
510 00 46	1000	General Liability And A	100 000 510 General Fund	179.54	Building At 24800 Hwy99 (Scare N Share)
510 00 46	1000	General Liability And A	100 000 510 General Fund	982.48	City Hall Building
510 00 46	1000	General Liability And A	100 000 510 General Fund	410.43	City Hall Shops/PW Buildings
510 00 46	1000	General Liability And A	100 000 510 General Fund	225.92	Insurance For Vehicles
510 00 46	1000	General Liability And A	100 000 510 General Fund	549.83	Insurance For Mobile Equipment
510 00 46	1000	General Liability And A	100 000 510 General Fund	1,352.24	General Liability Coverage (standard)
531 00 46	6030	General Liability/Auto Ir	603 000 531 Storm Fund	225.92	Insurance For Vehicles
534 00 46	6010	General Liability And A	601 000 534 Water Fund	2,449.29	Water TP
534 00 46	6010	General Liability And A	601 000 534 Water Fund	225.92	Insurance For Vehicles
534 00 46	6010	General Liability And A	601 000 534 Water Fund	1,352.24	General Liability Coverage (standard)
535 00 46	6020	General Liability And A	602 000 535 Sewer Fund	1,518.60	Sewer TP, Lagoons
535 00 46	6020	General Liability And A	602 000 535 Sewer Fund	225.92	Insurance For Vehicles
535 00 46	6020	General Liability And A	602 000 535 Sewer Fund	1,352.27	General Liability Coverage (standard)
542 00 46	2010	General Liability And A	201 000 542 Street Fund	225.92	Insurance For Vehicles
572 00 46	1001	Library - Building Insur	100 000 572 General Fund	2,798.63	Library
575 00 46	1001	Legion Hall - Building Ir	100 000 575 General Fund	718.85	Legion Hall
576 00 46	1001	Parks - Insurance	100 000 576 General Fund	225.92	Insurance For Vehicles
576 00 46	1001	Parks - Insurance	100 000 576 General Fund	16.42	Baseball Dugout
<b>1358</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>224</b>		
			<b>City of Junction City</b>	<b>8,000.00</b>	<b>1st Qtr Law Enforcement Services</b>
521 00 41	1000	Law Enforcement Contr	100 000 510 General Fund	8,000.00	
<b>1388</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>29</b>		
			<b>Civil West Engineering Services, In</b>	<b>1,150.00</b>	<b>SDC Methodology</b>
545 00 49	5101	Capital Improvement An	510 000 531 Storm System I	230.00	Storm SDC
594 00 49	5070	Parks SDC Methodology	507 000 594 Park System De	230.00	Parks SDC

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594 00 49 5081			Sewer SDC Methodolog	230.00	Sewer SDC
594 00 49 5091			Street Capital Improvem	230.00	Street SDC
594 00 49 5110			SDC Methodology	230.00	Water SDC
<b>1389</b>	<b>07/08/2019</b>	<b>07/22/2019 29</b>	<b>Civil West Engineering Services, In</b>	<b>11,451.75</b>	<b>Water Master Plan And Water Management Conservation Plan</b>
594 00 60 4032			Water System Master Pl	11,451.75	594 Water Reserve WATER MP
<b>1376</b>	<b>07/03/2019</b>	<b>07/22/2019 31</b>	<b>Coenergy - Valley Office</b>	<b>425.25</b>	<b>Propane For City Hall</b>
510 00 32 1000			City Hall Heating Prepar	425.25	100 000 510 General Fund
<b>1355</b>	<b>07/01/2019</b>	<b>07/22/2019 36</b>	<b>Edge Analytical, Inc.</b>	<b>274.00</b>	<b>Quarterly DBP's - Water Plant Testing</b>
534 00 49 6010			Outside Testing	274.00	601 000 534 Water Fund
<b>1361</b>	<b>07/01/2019</b>	<b>07/22/2019 36</b>	<b>Edge Analytical, Inc.</b>	<b>81.00</b>	<b>WTP Testing - Total Organic Carbon And Alkalinity</b>
534 00 49 6010			Outside Testing	81.00	601 000 534 Water Fund
<b>1362</b>	<b>07/01/2019</b>	<b>07/22/2019 36</b>	<b>Edge Analytical, Inc.</b>	<b>26.00</b>	<b>Waste Water Plant Testing - Biological Oxygen Demand; Total Suspended Solids</b>
535 00 49 6020			Outside Testing	26.00	602 000 535 Sewer Fund
<b>1396</b>	<b>07/09/2019</b>	<b>07/22/2019 36</b>	<b>Edge Analytical, Inc.</b>	<b>85.00</b>	<b>Wastewater Testing - Biological Oxygen Demand And Total Suspended Solids</b>
535 00 49 6020			Outside Testing	85.00	602 000 535 Sewer Fund
<b>1399</b>	<b>07/15/2019</b>	<b>07/22/2019 36</b>	<b>Edge Analytical, Inc.</b>	<b>33.00</b>	<b>Monthly Coliform - Water Treatment Plant</b>
534 00 49 6010			Outside Testing	33.00	601 000 534 Water Fund
<b>1370</b>	<b>07/01/2019</b>	<b>07/22/2019 39</b>	<b>Fern Ridge Review</b>	<b>228.00</b>	<b>Budget Notice - LB-1 Ran June 6th</b>
510 00 49 1004			Advertising	228.00	100 000 510 General Fund
<b>1365</b>	<b>07/01/2019</b>	<b>07/22/2019 226</b>	<b>Grainger</b>	<b>48.16</b>	<b>Fuse To Fix Air Compressor At WTP</b>
534 00 48 6012			Equip. Repair & Mainter	48.16	601 000 534 Water Fund WATER
<b>1409</b>	<b>07/16/2019</b>	<b>07/22/2019 102</b>	<b>Hohnbaum, Rick A</b>	<b>77.72</b>	<b>Mileage To And From Newport For OCCMA Conference</b>
510 00 43 1000			Education and Travel	77.72	100 000 510 General Fund
<b>1096</b>	<b>03/04/2019</b>	<b>07/22/2019 54</b>	<b>League of Oregon Cities</b>	<b>540.11</b>	<b>City's Annual Membership Dues</b>
510 00 49 1006			Dues	540.11	100 000 510 General Fund

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<b>1404</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>317</b>	<b>18,154.33</b>	<b>Reimbursement</b>
594 00 60 4037	Safe Drinking Water Pro		403 000 594 Water Reserve	18,154.33	\$18154.00 For This Quarter And \$0.33 From Last Quarter
<b>1374</b>	<b>07/03/2019</b>	<b>07/22/2019</b>	<b>60</b>	<b>199.16</b>	<b>Telephone Services</b>
510 00 42 1000	Telephone		100 000 510 General Fund	17.38	
510 00 42 1000	Telephone		100 000 510 General Fund	24.78	
534 00 42 6010	Telephone		601 000 534 Water Fund	17.37	
534 00 42 6010	Telephone		601 000 534 Water Fund	24.78	
534 00 42 6010	Telephone		601 000 534 Water Fund	41.83	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	17.37	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	24.78	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	30.87	
<b>1354</b>	<b>06/26/2019</b>	<b>07/22/2019</b>	<b>1401</b>	<b>142.56</b>	<b>099.1 - 664 FIRE HYDRANT - Over Payment</b>
343 00 00 6010	Water Service Charges		601 000 300 Water Fund	-114.86	
343 00 00 6016	Water Bond Sales		601 000 300 Water Fund	-27.70	
<b>1387</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>321</b>	<b>2,731.82</b>	<b>Dust Control For City</b>
542 00 48 2013	Dust Control		201 000 542 Street Fund	2,731.82	
<b>1397</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>199</b>	<b>440.00</b>	<b>Attendance At The OCCMA Conference 7/9/2019-7/12/2019</b>
521 00 43 1000	Education And Travel		100 000 510 General Fund	440.00	
<b>1356</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>267</b>	<b>104.34</b>	<b>Case Of Paper And D Batteries For Paper Towel Dispensers At Legion Hall, City Hall, WTP And Library</b>
510 00 31 1001	Operating Supplies		100 000 510 General Fund	10.12	
510 00 31 1001	Operating Supplies		100 000 510 General Fund	16.44	Batteries For 2 Paper Towel Dispensers
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	10.12	
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	8.22	Batteries For 1 Paper Towel Dispensers
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	10.12	
572 00 48 1004	Library - Janitorial Supp		100 000 572 General Fund	32.88	Batteries For 4 Paper Towel Dispensers
575 00 48 1000	Legion Hall - Maintenanc		100 000 575 General Fund	16.44	Batteries For 2 Paper Towel Dispensers
<b>1359</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>267</b>	<b>135.00</b>	<b>60 Gallon Garbage Bags For Legion Hall, City Hall, Library And Garbage Cans Around Town</b>
510 00 31 1001	Operating Supplies		100 000 510 General Fund	13.50	CITY HALL - City Hall -
575 00 49 1003	Legion Hall - Cleaning S		100 000 575 General Fund	13.50	LEGION - Legion Hall -
576 00 31 1000	Parks - Operating Suppli		100 000 576 General Fund	108.00	PARKS - Parks -

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<b>1364</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>267</b>		
			<b>Office Depot</b>	<b>67.20</b>	<b>Black Ink For HP Printer Used Only As A Backup Printer And Also For Meetings</b>
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	67.20	
<b>1402</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>267</b>		
			<b>Office Depot</b>	<b>68.42</b>	<b>File Folders For City Hall</b>
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	22.81	
	534 00 31 6010	Operating Supplies	601 000 534 Water Fund	22.81	
	535 00 31 6021	Operating Supplies	602 000 535 Sewer Fund	22.80	
<b>1403</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>267</b>		
			<b>Office Depot</b>	<b>34.37</b>	<b>File Storage Boxes - For Record Retention</b>
	510 00 31 1001	Operating Supplies	100 000 510 General Fund	11.46	
	534 00 31 6010	Operating Supplies	601 000 534 Water Fund	11.46	
	535 00 31 6021	Operating Supplies	602 000 535 Sewer Fund	11.45	
<b>1371</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>67</b>		
			<b>One Call Concepts, Inc.</b>	<b>6.30</b>	<b>Locates - 6 Tickets For June</b>
	534 00 49 6013	Misc	601 000 534 Water Fund	3.15	
	535 00 49 6022	Misc	602 000 535 Sewer Fund	3.15	
<b>1412</b>	<b>07/17/2019</b>	<b>07/22/2019</b>	<b>72</b>		
			<b>Oregon Department of Revenue</b>	<b>50.00</b>	<b>June 2019 Court Assessments</b>
	521 00 50 1000	Court State And County	100 000 510 General Fund	50.00	
<b>1393</b>	<b>07/08/2019</b>	<b>07/22/2019</b>	<b>76</b>		
			<b>Pacific Power</b>	<b>2,695.09</b>	<b>Electricity</b>
	510 00 47 1000	Electric (city Hall)	100 000 510 General Fund	173.15	City Hall Electricity
	534 00 47 6010	Electric	601 000 534 Water Fund	937.72	Water Plant Electricity
	535 00 47 6020	Electric	602 000 535 Sewer Fund	334.28	Waste Water Plant Electricity
	542 00 31 2011	Street Lights	201 000 542 Street Fund	674.83	Street Lights
	572 00 47 1000	Library - Electricity	100 000 572 General Fund	151.40	Library Electricity
	575 00 47 1000	Legion Hall - Electricity	100 000 575 General Fund	423.71	Legion Hall Electricity
<b>1360</b>	<b>07/01/2019</b>	<b>07/22/2019</b>	<b>78</b>		
			<b>Professional Security Alarm</b>	<b>72.00</b>	<b>Alarm Monitoring For Library</b>
	572 00 46 1000	Library - Building Alarm	100 000 572 General Fund	72.00	
<b>1398</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>81</b>		
			<b>South Benton Community Enhancement Assoc</b>	<b>1,000.00</b>	<b>Art In The Park Support</b>
	576 00 49 1001	Parks - Youth Summer Pr	100 000 576 General Fund	1,000.00	
<b>1405</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>270</b>		
			<b>Southern Oregon Water Technology</b>	<b>1,318.88</b>	<b>Amount Due For June</b>
	534 00 41 6013	Contracted Plant Operati	601 000 534 Water Fund	1,000.00	
	535 00 41 6023	Contracted Plant Operati	602 000 535 Sewer Fund	318.88	
<b>1406</b>	<b>07/15/2019</b>	<b>07/22/2019</b>	<b>270</b>		
			<b>Southern Oregon Water Technology</b>	<b>7,000.00</b>	<b>July Estimated Payment</b>

**ACCOUNTS PAYABLE**

City Of Monroe  
MCAG #:

As Of: 07/22/2019

Time: 11:26:08 Date: 07/17/2019  
Page: 6

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
534 00 41 6013	Contracted Plant Operati		601 000 534 Water Fund	4,900.00	
535 00 41 6023	Contracted Plant Operati		602 000 535 Sewer Fund	2,100.00	
<b>1390</b>	<b>07/08/2019</b>	<b>07/22/2019 87</b>	<b>Speer Hoyt, LLC</b>	<b>57.00</b>	<b>Attorney Fees</b>
510 00 41 1002	Attorney Fees		100 000 510 General Fund	57.00	
<b>1369</b>	<b>07/01/2019</b>	<b>07/22/2019 93</b>	<b>USA Bluebook</b>	<b>1,079.78</b>	<b>6 Months Supplies Of Lab Testing Equipment</b>
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	1,049.60	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	30.18	
<b>1407</b>	<b>07/16/2019</b>	<b>07/22/2019 94</b>	<b>Umpqua Bank Cardmember Services</b>	<b>346.23</b>	<b>Hotel Stay And Food While Rick Attended OCCMA Conference In Newport</b>
510 00 43 1000	Education and Travel		100 000 510 General Fund	346.23	
<b>1408</b>	<b>07/16/2019</b>	<b>07/22/2019 94</b>	<b>Umpqua Bank Cardmember Services</b>	<b>1,278.62</b>	<b>Credit Card Charges For City Business By Finance Officer - 5366</b>
510 00 31 1000	Postage		100 000 510 General Fund	63.55	USPS - Postage For Code Enforcement
510 00 31 1001	Operating Supplies		100 000 510 General Fund	65.96	FilterBuy- Filters For City Hall - Steve W. Requested
510 00 31 1001	Operating Supplies		100 000 510 General Fund	32.99	Amazon - 12 Pack Of 3 Ring Binders For City Hall Document Storage
510 00 42 1000	Telephone		100 000 510 General Fund	35.49	At&t - City Cell Phone
510 00 49 1003	Misc		100 000 510 General Fund	150.00	DuckStore - Going Away Gift For Taylor
531 00 42 6030	Telephone		603 000 531 Storm Fund	7.09	At&t - Public Works Cell Phone
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	316.63	WATER Staples - 12 Month Supplies For WTP Plant (kim Cleaning Wipes) - Steve M Requested
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	146.54	WATER Amazon - 6 Month Supplies For WTP (Epoxy PH Electrode And Lens Cleaning Wipes) - Steve M. Requested
534 00 42 6010	Telephone		601 000 534 Water Fund	7.10	At&t - Public Works Cell Phone
534 00 48 6010	Repairs & Maintenance		601 000 534 Water Fund	38.99	WATER Ebay - Part To Fix Air Compressor At WTP - Steve M. Requested
535 00 42 6020	Telephone		602 000 535 Sewer Fund	7.10	At&t - Public Works Cell Phone
542 00 31 2010	Operating Supplies		201 000 542 Street Fund	22.99	Amazon - 2 Pack Road Closed Signs - Steve W. Requested
542 00 31 2010	Operating Supplies		201 000 542 Street Fund	189.99	Amazon - 12 Pack Traffic Safety Cones - Steve W. Requested
542 00 42 2010	Telephone		201 000 542 Street Fund	7.10	At&t - Public Works Cell Phone
575 00 48 1000	Legion Hall - Maintenance		100 000 575 General Fund	180.00	American Refrigeration - Technician Looked At Hobart Fridge That Wasn't Operating And Determined The Cost To Repair Would Exceed The Cost Of A New Fridge
576 00 42 1003	Parks - Telephone		100 000 576 General Fund	7.10	At&t - Public Works Cell Phone

**ACCOUNTS PAYABLE**

City Of Monroe  
MCAG #:

As Of: 07/22/2019

Time: 11:26:08 Date: 07/17/2019  
Page: 7

Accts Pay #	Received	Date Due	Vendor	Amount	Memo
1400	07/15/2019	07/22/2019	283	<b>190.00</b>	<b>Fee For Level 2 WWTP Certification</b>
	535 00 43	6020 Education and Travel	602 000 535 Sewer Fund	190.00	
1375	07/01/2019	07/22/2019	201	<b>113.94</b>	<b>Online Bill Pay Hosting And Maintenance</b>
	510 00 31	1003 Online Bill Pay Fees	100 000 510 General Fund	34.18	
	531 00 31	6030 Online Bill Pay Fees	603 000 531 Storm Fund	11.39	
	534 00 31	6012 Online Bill Pay Fees	601 000 534 Water Fund	34.18	
	535 00 31	6023 Online Bill Pay Fees	602 000 535 Sewer Fund	34.19	
1367	07/01/2019	07/22/2019	294	<b>422.98</b>	<b>Parts To Fix Air Compressor At WTP</b>
	534 00 48	6012 Equip. Repair & Maintner	601 000 534 Water Fund	422.98	
1368	07/01/2019	07/22/2019	294	<b>329.70</b>	<b>6 Month Supply Total Chlorine Indicator For CL17 Analyzer</b>
	534 00 31	6010 Operating Supplies	601 000 534 Water Fund	329.70	

Report Total: 83,127.91

Fund	
100 General Fund	22,059.10
201 Street Fund	4,471.23
403 Water Reserve Fund	29,606.08
507 Park System Development Fund	230.00
508 Sewer System Development Fund	230.00
509 Street System Development Fund	230.00
510 Storm System Development Fund	230.00
511 Water System Development Fund	230.00
601 Water Fund	16,998.19
602 Sewer Fund	8,243.90
603 Storm Fund	599.41

This report has been reviewed by:

  
Signature & Title

7-17-19  
Date

REMARKS:





## RESOLUTION 2019-13

### A RESOLUTION AUTHORIZING AGREEMENT BETWEEN THE DEPARTMENT OF THE ARMY AND THE CITY OF MONROE FOR THE LONG TOM RIVER ECOSYSTEM RESTORATION FEASIBILITY STUDY AND AUTHORIZING THE MAYOR TO SIGN AGREEMENT ON BEHALF OF THE CITY OF MONROE

WHEREAS, the City of Monroe submitted a letter requesting the Department of the Army (USACE) to initiate a study under Section 1135 of the Water Resources Department Act of 1986 to determine the feasibility of modifications for improvement of the environment along the Long Tom River in August of 2016; and

WHEREAS, in January of 2019 the USACE notified the City of Monroe that they will review ecosystem degradation and possible alternatives for restoration located at the drop structure in the City of Monroe; and

WHEREAS, the cost sharing agreement must be in place prior to the start of the feasibility study; and

WHEREAS, city staff and the Monroe City Council have met and discussed the proposed agreement including options relating to not participating in the study, potential costs and options of not being involved in the future plans for the drop structure;

NOWHEREFORE; The City of Monroe does hereby authorize and adopt the Agreement between the Department of the Army and the City of Monroe for the Long Tom River Ecosystem Restoration Feasibility Study "Attachment A"; and

Authorize Mayor Paul Canter to sign the Agreement of the City of Monroe as an expression of the City's commitment to move forward with the partnership of USACE in the restoration of the Long Tom River.

Approved by the Monroe City Council on July, 22, 2019.

---

Signed: Mayor Paul Canter

Date:

Attest:

---

Rick A. Hohnbaum, City Recorder

## **CITY COUNCIL AGENDA STAFF REPORT**

**JULY 22, 2019**

### **PRESENTATIONS: Department of Army Agreement**

#### **Long Tom Watershed Memorandum of Understanding**

ON July 8<sup>th</sup> the Monroe City Council held a work session with staff members from both organizations and the city staff relating to these two draft agreements. While there are two entirely separate agreements, they jointly memorialize the partnership that exists between the three organizations in moving forward with the Long Tom Watershed Restoration Project. The City of Monroe was the original requester for this project in the form of a letter sent in August of 2016 from Monroe to the Army for an 1135 Grant.

The presentation and recommended action for the City Council to consider is the agreements discussed at the work session and updated to reflect council direction and partnership negotiations. The Army Agreement obligates the City in the partial funding and decision making of the options created by the feasibility study. The MOU with the LTWC obligates the LTWC to provide the required funding (outside of city resources expended) for the feasibility study. These agreements relate only to the feasibility study and while there is an expectation that there will be construction and design work done at a later date, that additional work will require new agreements between all parties involved in this project.

The Army 1135 Grant: Long Tom River Ecosystem Restoration Feasibility Study Cost Sharing Agreement is standard contract agreement established by the Department of the Army. The Memorandum of Understanding (MOU) between the City and the Long Tom Watershed Council (LTWC) has been drafted to customize the relation and roles and responsibilities between the City and the LTWC. Based upon the work session the MOU does have some changes from the earlier draft.

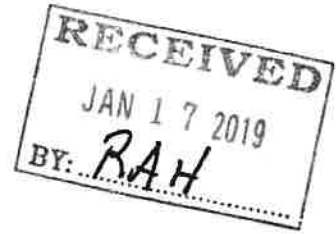
- a. Adding a duty for the City to collaborate on and receive grants (Section 6)
- b. Adding a stronger statement for LTWC contributing the majority of the match (Section 6)
- c. Added an additional liability sentence the attorney recommended reciprocal to protect both parties
- d. Adding some additional recitals in introduction

Since these are formal agreements being presented, staff has draft resolutions for the City Council to consider authorizing the signatures of said agreements on behalf of the City.



DEPARTMENT OF THE ARMY  
CORPS OF ENGINEERS, PORTLAND DISTRICT  
PO BOX 2946  
PORTLAND, OR 97208-2946

SUBJECT: CAP 1135 New Start Long Tom/City of Monroe



Paul Canter, Mayor  
City of Monroe, Oregon  
664 Commercial Street  
P.O. Box 486  
Monroe, OR 97456

Dear Mr. Canter:

I am pleased to inform you on behalf of the US Army Corps of Engineers Portland District, that your submittal for a Continuing Authorities Program (CAP) 1135 project has been approved as a new start feasibility study for fiscal year 2019.

The project, as described in your letter of interest dated 8-Aug-2016, will review ecosystem degradation and possible alternatives for restoration located at the drop structure in the City of Monroe, Oregon in Benton County.

At this time, Portland District is organizing an initial Product Delivery Team (PDT) to begin the feasibility study. In the coming weeks, you will be receiving additional information from the Planning, Programs, and Project Management Division staff at Portland District regarding points of contact, schedule, and other project requirements. In the meantime, feel free to contact Spencer Narron, the CAP program manager, at (503) 808-4737 or [james.s.narron@usace.army.mil](mailto:james.s.narron@usace.army.mil) with any questions. Congratulations on the successful submittal and we look forward to working with you in the near future. Essays!

Sincerely,

A handwritten signature in cursive script that reads "Valerie Ringold".

Valerie A. Ringold  
Chief of Planning and Economics  
Portland District

AGREEMENT  
BETWEEN  
THE DEPARTMENT OF THE ARMY  
AND  
**CITY OF MONROE**  
FOR THE  
**LONG TOM RIVER ECOSYSTEM RESTORATION FEASIBILITY STUDY**

THIS AGREEMENT is entered into this Monday of July 22<sup>nd</sup>, 2019, by and between the Department of the Army (hereinafter the “Government”), represented by the District Commander for **Portland District** (hereinafter the “District Commander”) and the **City of Monroe, Oregon** (hereinafter the “Non-Federal Sponsor”), represented by **Mayor Paul Canter**.

WITNESSETH, THAT:

WHEREAS, **Section 1135, Water Resources Development Act of 1986, as amended (33 U.S.C. 2330); “Aquatic Ecosystem Restoration”** authorizes an aquatic ecosystem restoration project to restore fish and wildlife habitat in the Long Tom River;

WHEREAS, Section 105(a) of the Water Resources Development Act of 1986, Public Law 99-662, as amended (33 U.S.C. 2215(a)), specifies the cost-sharing requirements; and

WHEREAS, the Government and the Non-Federal Sponsor have the full authority and capability to perform in accordance with the terms of this Agreement.

NOW, THEREFORE, the parties agree as follows:

ARTICLE I - DEFINITIONS

A. The term “Study” means the activities and tasks required to identify and evaluate alternatives and the preparation of a decision document that, as appropriate, recommends a coordinated and implementable solution for **restoring fish passage and at the Government-constructed drop structure on the Long Tom River in the City of Monroe**.

B. The term “shared study costs” means all costs incurred by the Government and Non-Federal Sponsor after the effective date of this Agreement that are directly related to performance of the Study and cost shared in accordance with the terms of this Agreement. The term includes, but is not necessarily limited to, the Government’s costs for preparing the PMP; for plan formulation and evaluation, including costs for economic, engineering, real estate, and environmental analyses; for preparation of a floodplain management plan if

## Attachment

undertaken as part of the Study; for preparing and processing the decision document; for supervision and administration; for Agency Technical Review and other review processes required by the Government; and for response to any required Independent External Peer Review; and the Non-Federal Sponsor's creditable costs for in-kind contributions, if any. The term does not include any costs for dispute resolution; participation in the Study Coordination Team; audits; an Independent External Peer Review panel, if required; or negotiating this Agreement. The term also does not include the first \$100,000 of costs for the Study incurred by the Government, whether before or after execution of this Agreement.

C. The term "PMP" means the project management plan, and any modifications thereto, developed in consultation with the Non-Federal Sponsor, that specifies the scope, cost, and schedule for Study activities and tasks, including the Non-Federal Sponsor's in-kind contributions, and that guides the performance of the Study.

D. The term "in-kind contributions" means those planning activities (including data collection and other services) that are integral to the Study and would otherwise have been undertaken by the Government for the Study and that are identified in the PMP and performed or provided by the Non-Federal Sponsor after the effective date of this Agreement and in accordance with the PMP.

E. The term "maximum Federal study cost" means the \$1,500,000 Federal cost limit for the Study, unless the Government has approved a higher amount, and includes the first \$100,000 of costs for the Study incurred by the Government.

F. The term "fiscal year" means one year beginning on October 1<sup>st</sup> and ending on September 30th of the following year.

## ARTICLE II - OBLIGATIONS OF THE PARTIES

A. In accordance with Federal laws, regulations, and policies, the Government shall conduct the Study using funds appropriated by the Congress and funds provided by the Non-Federal Sponsor. The Non-Federal Sponsor shall perform or provide any in-kind contributions in accordance with applicable Federal laws, regulations, and policies.

B. The Non-Federal Sponsor shall contribute 50 percent of shared study costs in accordance with the provisions of this paragraph and provide required funds in accordance with Article III.

1. After considering the estimated amount of credit for in-kind contributions, if any, that will be afforded in accordance with paragraph C. of this Article and the first \$100,000 of the costs incurred by the Government that are excluded from shared costs, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor to meet its share of shared study costs for the remainder of the initial fiscal year of the Study. No later

## Attachment

than 15 calendar days after such notification, the Non-Federal Sponsor shall provide the full amount of such funds to the Government.

2. No later than August 1<sup>st</sup> prior to each subsequent fiscal year of the Study, the Government shall provide the Non-Federal Sponsor with a written estimate of the amount of funds required from the Non-Federal Sponsor during that fiscal year to meet its cost share. No later than September 1<sup>st</sup> prior to that fiscal year, the Non-Federal Sponsor shall provide the full amount of such required funds to the Government.

C. The Government shall include in shared study costs and credit towards the Non-Federal Sponsor's share of such costs, the costs, documented to the satisfaction of the Government, that the Non-Federal Sponsor incurs in providing or performing in-kind contributions, including associated supervision and administration, after the effective date of this Agreement. Such costs shall be subject to audit in accordance with Article VI to determine reasonableness, allocability, and allowability, and crediting shall be in accordance with the following procedures, requirements, and limitations:

1. As in-kind contributions are completed and no later than 60 calendar day after such completion, the Non-Federal Sponsor shall provide the Government appropriate documentation, including invoices and certification of specific payments to contractors, suppliers, and the Non-Federal Sponsor's employees. Failure to provide such documentation in a timely manner may result in denial of credit. The amount of credit afforded for in-kind contributions shall not exceed the Non-Federal Sponsor's share of shared study costs.

2. No credit shall be afforded for interest charges, or any adjustment to reflect changes in price levels between the time the in-kind contributions are completed and credit is afforded; for the value of in-kind contributions obtained at no cost to the Non-Federal Sponsor; for any items provided or performed prior to completion of the PMP; or for costs that exceed the Government's estimate of the cost for such item if it had been performed by the Government.

D. To the extent practicable and in accordance with Federal laws, regulations, and policies, the Government shall afford the Non-Federal Sponsor the opportunity to review and comment on solicitations for contracts prior to the Government's issuance of such solicitations; proposed contract modifications, including change orders; and contract claims prior to resolution thereof. Ultimately, the contents of solicitations, award of contracts, execution of contract modifications, and resolution of contract claims shall be exclusively within the control of the Government.

E. The Non-Federal Sponsor shall not use Federal Program funds to meet any of its obligations under this Agreement unless the Federal agency providing the funds verifies in writing that the funds are authorized to be used for the Study. Federal program funds are those funds provided by a Federal agency, plus any non-Federal contribution required as a matching share therefor.

## Attachment

F. Except as provided in paragraph C. of this Article, the Non-Federal Sponsor shall not be entitled to any credit or reimbursement for costs it incurs in performing its responsibilities under this Agreement.

G. In carrying out its obligations under this Agreement, the Non-Federal Sponsor shall comply with all the requirements of applicable Federal laws and implementing regulations, including, but not limited to: Title VI of the Civil Rights Act of 1964 (P.L. 88-352), as amended (42 U.S.C. 2000d), and Department of Defense Directive 5500.11 issued pursuant thereto; the Age Discrimination Act of 1975 (42 U.S.C. 6102); and the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and Army Regulation 600-7 issued pursuant thereto.

H. If Independent External Peer Review (IEPR) is required for the Study, the Government shall conduct such review in accordance with Federal laws, regulations, and policies. The Government's costs for an IEPR panel shall not be included in shared study costs or the maximum Federal study cost.

I. In addition to the ongoing, regular discussions of the parties in the delivery of the Study, the Government and the Non-Federal Sponsor may establish a Study Coordination Team to discuss significant issues or actions. The Government's costs for participation on the Study Coordination Team shall not be included in the shared study costs, but shall be included in calculating the maximum Federal study cost. The Non-Federal Sponsor's costs for participation on the Study Coordination Team shall not be included in shared study costs and shall be paid solely by the Non-Federal Sponsor without reimbursement or credit by the Government.

### ARTICLE III - PAYMENT OF FUNDS

A. As of the effective date of this Agreement, shared study costs are projected to be **\$600,000**, with the Government's share of such costs projected to be **\$325,000** and the Non-Federal Sponsor's share of such costs projected to be **\$275,000**. These amounts are estimates only that are subject to adjustment by the Government and are not to be construed as the total financial responsibilities of the Government and the Non-Federal Sponsor.

B. The Government shall provide the Non-Federal Sponsor with quarterly reports setting forth the estimated shared study costs and the Government's and Non-Federal Sponsor's estimated shares of such costs; costs incurred by the Government, using both Federal and Non-Federal Sponsor funds, to date; the amount of funds provided by the Non-Federal Sponsor to date; the estimated amount of any creditable in-kind contributions; and the estimated remaining cost of the Study.

C. The Non-Federal Sponsor shall provide to the Government required funds by delivering a check payable to "FAO, USAED, **Portland (G2)**" to the District Commander, or verifying to the satisfaction of the Government that the Non-Federal

## Attachment

Sponsor has deposited such required funds in an escrow or other account acceptable to the Government, with interest accruing to the Non-Federal Sponsor, or by providing an Electronic Funds Transfer of such required funds in accordance with procedures established by the Government.

D. The Government shall draw from the funds provided by the Non-Federal Sponsor to cover the non-Federal share of shared study costs as those costs are incurred. If the Government determines at any time that additional funds are needed from the Non-Federal Sponsor to cover the Non-Federal Sponsor's required share of shared study costs, the Government shall provide the Non-Federal Sponsor with written notice of the amount of additional funds required. Within 60 calendar days of such notice, the Non-Federal Sponsor shall provide the Government with the full amount of such additional funds.

E. Upon completion of the Study and resolution of all relevant claims and appeals, the Government shall conduct a final accounting and furnish the Non-Federal Sponsor with the written results of such final accounting. Should the final accounting determine that additional funds are required from the Non-Federal Sponsor, the Non-Federal Sponsor, within 60 calendar days of written notice from the Government, shall provide the Government with the full amount of such additional funds. Should the final accounting determine that the Non-Federal Sponsor has provided funds in excess of its required amount, the Government shall refund the excess amount, subject to the availability of funds. Such final accounting does not limit the Non-Federal Sponsor's responsibility to pay its share of shared study costs, including contract claims or any other liability that may become known after the final accounting.

## ARTICLE IV - TERMINATION OR SUSPENSION

A. Upon 30 calendar days written notice to the other party, either party may elect at any time, without penalty, to suspend or terminate future performance of the Study. Furthermore, unless an extension is approved by the Assistant Secretary of the Army (Civil Works), the Study may be terminated if a **Detailed Project Report** is not completed for the Study within 3 years after the effective date of this Agreement.

B. In the event of termination, the parties shall conclude their activities relating to the Study. To provide for this eventuality, the Government may reserve a percentage of available funds as a contingency to pay the costs of termination, including any costs of resolution of contract claims, and resolution of contract modifications.

C. Any suspension or termination shall not relieve the parties of liability for any obligation incurred. Any delinquent payment owed by the Non-Federal Sponsor pursuant to this Agreement shall be charged interest at a rate, to be determined by the Secretary of the Treasury, equal to 150 per centum of the average bond equivalent rate of the 13 week Treasury bills auctioned immediately prior to the date on which such payment became delinquent, or auctioned immediately prior to the beginning of each additional 3 month period if the period of delinquency exceeds 3 months.



## Attachment

### ARTICLE V - DISPUTE RESOLUTION

As a condition precedent to a party bringing any suit for breach of this Agreement, that party must first notify the other party in writing of the nature of the purported breach and seek in good faith to resolve the dispute through negotiation. If the parties cannot resolve the dispute through negotiation, they may agree to a mutually acceptable method of non-binding alternative dispute resolution with a qualified third party acceptable to the parties. Each party shall pay an equal share of any costs for the services provided by such a third party as such costs are incurred. The existence of a dispute shall not excuse the parties from performance pursuant to this Agreement.

### ARTICLE VI - MAINTENANCE OF RECORDS AND AUDIT

A. The parties shall develop procedures for the maintenance by the Non-Federal Sponsor of books, records, documents, or other evidence pertaining to costs and expenses for a minimum of three years after the final accounting. The Non-Federal Sponsor shall assure that such materials are reasonably available for examination, audit, or reproduction by the Government.

B. The Government may conduct, or arrange for the conduct of, audits of the Study. Government audits shall be conducted in accordance with applicable Government cost principles and regulations. The Government's costs of audits for the Study shall not be included in shared study costs, but shall be included in calculating the maximum Federal study cost.

C. To the extent permitted under applicable Federal laws and regulations, the Government shall allow the Non-Federal Sponsor to inspect books, records, documents, or other evidence pertaining to costs and expenses maintained by the Government, or at the request of the Non-Federal Sponsor, provide to the Non-Federal Sponsor or independent auditors any such information necessary to enable an audit of the Non-Federal Sponsor's activities under this Agreement. The costs of non-Federal audits shall be paid solely by the Non-Federal Sponsor without reimbursement or credit by the Government.

### ARTICLE VII - RELATIONSHIP OF PARTIES

In the exercise of their respective rights and obligations under this Agreement, the Government and the Non-Federal Sponsor each act in an independent capacity, and neither is to be considered the officer, agent, or employee of the other. Neither party shall provide, without the consent of the other party, any contractor with a release that waives or purports to waive any rights a party may have to seek relief or redress against that contractor.

Attachment

ARTICLE VIII - NOTICES

A. Any notice, request, demand, or other communication required or permitted to be given under this Agreement shall be deemed to have been duly given if in writing and delivered personally or mailed by certified mail, with return receipt, as follows:

If to the Non-Federal Sponsor:

**Mayor Canter, 658 Commercial St, Monroe, OR 97456**

If to the Government:

**District Engineer, 333 SW First Ave. P.O. Box 2946, Portland, OR 97208**

B. A party may change the recipient or address for such communications by giving written notice to the other party in the manner provided in this Article.

ARTICLE IX - CONFIDENTIALITY

To the extent permitted by the laws governing each party, the parties agree to maintain the confidentiality of exchanged information when requested to do so by the providing party.

ARTICLE X - THIRD PARTY RIGHTS, BENEFITS, OR LIABILITIES

Nothing in this Agreement is intended, nor may be construed, to create any rights, confer any benefits, or relieve any liability, of any kind whatsoever in any third person not a party to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, which shall become effective upon the date it is signed by the District Commander.

DEPARTMENT OF THE ARMY

CITY OF MONROE, OREGON

BY: \_\_\_\_\_

BY: \_\_\_\_\_

**Aaron L. Dorf**  
**Colonel, U.S. Army**  
District Commander

**Paul Canter**  
**Mayor, City of Monroe**

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_



## RESOLUTION 2019-14

### A RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MONROE AND THE LONG TOM WATERSHED COUNCIL AND AUTHORIZING THE MAYOR TO SIGN ON BEHALF OF THE CITY OF MONROE

WHEREAS, The City of Monroe and the Long Tom Watershed Council (LTWC) have had a long history of partnership relating to planning and environmental concerns and issues relating to the Long Tom River including representation on advisory boards and grant funding of projects; and

WHEREAS, the City of Monroe submitted a letter requesting the Department of the Army (USACE) to initiate a study under Section 1135 of the Water Resources Department Act of 1986 to determine the feasibility of modifications for improvement of the environment along the Long Tom River in August of 2016; and

WHEREAS, the cost sharing agreement between the City and the USACE requires financial cost sharing which are beyond the level of operational available funding currently administered by the City; and

WHEREAS, the LTWC has proposed to be the primary funding partner for the required cost sharing agreement between the City and USACE;

NOWTHEREFORE; The City of Monroe does hereby authorize and adopt the Memorandum of Understanding between the City of Monroe and the Long Tim Watershed Council for the Long Tom River Ecosystem Restoration Feasibility Study "Attachment A"; and

Authorize Mayor Paul Canter to sign the Memorandum of Understanding on behalf of the City of Monroe formalizing the partnership of LTWC support for the 1135 Grant in the restoration of the Long Tom River.

Approved by the Monroe City Council on July, 22, 2019.

---

Signed: Mayor Paul Canter

Date:

Attest:

---

Rick A. Hohnbaum, City Recorder

**Memorandum of Understanding Between**  
The City of Monroe and the Long Tom Watershed Council

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1. Overview
  - a. Who The Agreement Is For
  - b. Significance
  - c. Intent & Purpose
  - d. Supplementary Provisions
2. Statement of Joint Purpose
3. Relation to Army Corps of Engineers Project
  - a. Phases of the Project
  - b. Authorization of Work
4. Decision Making
5. Funding
  - a. Cash Match, Work in Kind (WIK), Criteria
6. Summary Agreements
7. Termination Withdrawal of Funding, Other Provisions
  - a. Consequences of Withdrawing
  - b. Dispute Resolution
8. Signature of Agreement

WHEREAS, the City of Monroe and Long Tom Watershed Council have come together to collaborate for the U.S. Army Corps of Engineers Monroe Ecosystem Restoration Project; and

WHEREAS, the partners listed below have agreed to enter into a collaborative agreement in which the City of Monroe will be the Non-Federal Sponsor and the Long Tom Watershed Council will be the coordinating non-governmental organization; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided in coordination with the Army Corps of Engineers;

## **Section 1: Overview**

### **1.1 Who This Agreement Is For**

This agreement between the City of Monroe (**City**) and the Long Tom Watershed Council (**LTWC and watershed council**) is to provide reciprocal benefit and facilitate mutual achievement toward the purpose of enhancing the Long Tom River at Monroe during the project known as the Monroe Ecosystem Restoration Project (**Project**) authorized under the U.S. Army Corps of Engineers (**ACE**) Continuing Authorities Program (**CAP**) under Section 1135 of the Water Resource Development Act of 1986 as amended.

### **1.2 Significance of the Partnership**

In 2014, ACE and LTWC increased conversations focused on lower Long Tom River management including localized flooding, channel maintenance issues, and habitat – shared concerns of local farmers, ACE and LTWC. Improving fish passage has been a focus for the multi-stakeholder watershed council LTWC represents since 1998. The assessment of watershed conditions (LTWC to Oregon Watershed Enhancement Board – OWEB- 2000) identified fish passage and habitat improvements as priority actions for the watershed council to pursue. The watershed council has been actively engaged with private landowners in improving habitat and fish passage conditions in the watershed since 1998, expanding to the Willamette River in 2013. As of 2017 these cooperative partnerships have achieved habitat improvement on over 2,000 acres and 110 streamside miles, with over 735,000 plantings and improved 48 fish passage sites and instream habitat sites. The initial barrier for fish migrating from the Willamette River is an ACE-constructed drop structure located in the Long Tom River in the City of Monroe. The City has recently updated various documents and plans to reflect a growing consideration of the river, its habitats, water quality and aesthetics and would like to be involved in the learning, discussions and decisions about this section of the river.

### **1.3 Intent & Purpose**

This agreement sets out both entities' expectations and commitments around LTWC providing substantial match on behalf of the City of Monroe for the Project, the City including LTWC significantly in decision-making, and both the City and LTWC including public outreach during the process in a cooperative manner as well as representing local and watershed priorities in the Corps decision-making process. This MOU has been developed in partnership between the LTWC and the City and is intended to enhance collaboration between the parties to achieve the Project. This is a long term project and partnership, with alternative selection (end of feasibility phase) scheduled for fall 2021, and construction phase complete by fall 2025.

By establishing this third-party partnership agreement in regard to the Project, the City of Monroe will maximize the potential benefit from the Project to the City in relation to its Comprehensive Plan, parks, recreation and transportation systems, with additional potential benefits related to water supply. Anticipated benefits include: increased likelihood of improvements to the Riverside District; recreational opportunities for local residents, area citizens and tourists; and furthering the City as a collaborative entity with credible and consistent partnership skills.

By establishing this third-party partnership agreement in regard to the Project, LTWC will continue to meet its purpose under the Oregon Plan for Salmon and Watersheds, and its 501c3 public-service mission of: “Improving water quality and watershed condition in the Long Tom River basin and surrounding drainages through education and collaboration among all interests, using the collective wisdom and voluntary action of our community members.”

The intent of the City and LTWC is a continued long-term relationship beyond this agreement. We anticipate a future where a decision on how to fund aspects of Operations and Maintenance (O&M) are considered and there will be a key decision point on this during the development of the Cost Share Agreement for the Implementation phase (design-construction).

#### 1.4 Supplementary Provisions

This agreement sets out the City and LTWC’s expectations on what should be included in the process for the final Project product, however noted in Section 4 – Decision Making - ACE has final say in the deliverable. It is not otherwise intended to replace, supersede or negate the requirements or expectations set out in legislation, other published statutory guidance or government advice, and using this agreement does not prevent local authorities from exercising their statutory powers to include other requirements.

## **Section 2: Statement of Joint Purpose**

The joint purpose of the City of Monroe and Long Tom Watershed Council in signing this MOU is to collaborate in providing material and non-material support for the ACE 1135 Monroe Ecosystem Restoration **Project** intended to enhance fish passage and habitat for spring Chinook and other native fish species of the Long Tom River.

## **Section 3: Relation to Army Corps of Engineers Project**

### 3.1 Overview of 1135 Projects

The Corps’ Continuing Authorities Program (CAP) is a group of nine legislative authorities under which the Corps of Engineers can plan, design, and implement certain types of water resources projects without additional project specific congressional authorization. The purpose of the CAP is to plan and implement projects of limited size, cost, scope and complexity. The 1135 Project approved at Monroe is for Ecosystem Restoration.

### 3.2 Phases of the Project

All projects in this program include a *feasibility phase* and an *implementation phase*. Planning activities, such as development of alternative plans to achieve the project goals, initial design and cost estimating, environmental analyses, and real estate evaluations, are performed during the feasibility

phase, to develop enough information to decide whether to implement the project. The Corps and the non-federal sponsor sign a Federal Cost Share Agreement (FCSA) near the beginning of the feasibility phase. Nongovernmental organization partners (NGO) have been included successfully in other 1135 projects.

The final design, preparation of contract plans and specifications, permitting, real estate acquisition, project contracting and construction, and any other activities required to construct or implement the approved project are completed during the implementation phase. The Corps and the non-federal sponsor sign a project partnership agreement (PPA) near the beginning of the implementation phase. At that time, it is likely this agreement would be revisited and updated as necessary.

### 3.3 Authorization of Work

At the request of the City of Monroe, ACE initiated a feasibility study regarding potential ecosystem restoration under Section 1135. The study concerns an ACE-constructed drop structure located in the Long Tom River in the City of Monroe which contributes to degraded ecosystem and inhibits fish passage on the Long Tom River. The Section 1135 authority allows ACE to partner with an appropriate non-Federal sponsor (NFS) in conducting a feasibility study to identify alternatives, compare alternatives, and ultimately select an appropriate plan for ecosystem restoration at the proposed site. The planning process for a recommended plan is iterative, transparent, and relies on input and concurrence from the NFS. A recommended plan which is acceptable to both ACE and a Non-Federal Sponsor would trigger further discussion regarding the design and implementation of the plan. LTWC is recognized by ACE and City of Monroe as the NGO for this project and will collaborate in all phases, decisions, and funding.

### 3.4 Army Corps provisions

USACE has a number of public laws and agency decisions and guidelines that describe and limit how sponsors and partners work with the agency. A few in particular will be relevant to this project, such as the Work In Kind provisions described in ER 1165-2-208, WRDA 1986, 2014, etc.

## **Section 4: Decision Making**

There is joint recognition that ACE has final authority in the final product of the 1135 project. The City and LTWC will work to meet the intent of the Project. Both Parties will work to represent the relevant local priorities known and resulting from outreach with the community in and around Monroe, and in the watershed, as well as the objectives of the funders available to support the chosen project alternative. This cooperative involvement in the decision now, during the feasibility phase, builds a practice of cooperative decision-making for future involvement in decisions during the construction phase. The parties to this agreement recognize that approaching a project of this significance will ultimately be successful largely to the extent that the partnership and ability to cooperate are strong.

## **Section 5: Funding**

The feasibility phase is initially Federally funded up to \$100,000. Any remaining feasibility phase costs are shared 50/50 with the non-Federal sponsor after executing a feasibility cost sharing agreement (FCSA) which includes a scope, budget and timeline in a Project Management Plan (PMP). The non-Federal sponsor and NGO are consulted during the development of the PMP and FCSA. Costs beyond the



feasibility phase are arranged in an additional agreement with ACE and shared as specified in the authorizing legislation for that section, usually at 75/25 ACE/NFS.

This MOU is neither a fiscal nor funds obligation document, unless deliberately specified. The MOU does not commit or authorize expenditure of any funds. Any endeavor involving reimbursement or contribution of funds between the parties to the MOU will be handled in accordance with applicable laws, regulations and procedures.

## **Section 6: Additional Agreements**

Both parties agree to:

- Provide match documentation as required by ACE, and facilitate each other's compliance and responsiveness. Match includes cash or work-in-kind.
- Apprise the other Party immediately of any communications from ACE or others regarding the Project or items relevant to the success of the project.
- Contribute information to the other Party without delay, such as from outreach efforts to the shared knowledge of the Parties toward the goals of the Ecosystem Restoration Project.
- Communicate regularly, no less than monthly.
- Meet with staff, board or volunteers as necessary and expediently to successfully meet the commitments of this MOU; meeting requests will be honored from any of the three organizations (COE, City, LTWC).

LTWC further agrees to:

- Contribute significant match funding and work-in-kind to meet the City of Monroe's match obligation as NFS to the 1135 Project. The funding will come from various sources: mostly public and private grants with additional financial and labor contributions from donors and volunteers. The fulfillment of this commitment is based solely on LTWC's ability to successfully grant-write and fundraise for the Project and LTWC expects to contribute the majority of match.
- Participate in project meetings, communications and decisions.

The City of Monroe further agrees to:

- Accept, acknowledge and interface with LTWC as a joint major partner – the NGO Partner - in the 1135 project.
- Include LTWC in all project meetings, communications and decisions. This is consistent with the stated intent of ACE.
- Contribute match funding and work-in-kind to the maximum possible extent including but not limited to documenting staff time, volunteer time, any other eligible time by staff, volunteers, contractors or partners.
- Collaborate on grant applications and/or receive grants as requested by LTWC to provide match for the Project, when LTWC is not able to be applicant or grantee due to grantor provisions and/or preferences.
- Return to LTWC exclusively any ACE funds paid to the City as reimbursement or otherwise with any relation to the Project within 30 days. Once LTWC and City have effectively contributed equal cash, the reimbursement will then proceed equally to both organizations.
- Request, sign and otherwise arrange the separate reimbursement agreement with the ACE.

## **Section 7: Termination, Withdrawal of Funding, Other Provisions**

### 7.1 Natural Termination - Project Completion

This Agreement can serve for both phases of the ACE Project; however, it is focused on the Feasibility Phase which ends in a Project decision (selection of alternative) and can be revisited and updated for the Implementation Phase (design & construction).

### 7.2 Consequences of Withdrawing

If the Long Tom Watershed Council, as co-signer of the MOU and NGO partner to the project, decides to withdraw from the Project and/or MOU, they acknowledge the Project may not move forward and relationships with ACE and the City will be affected.

If the City, as official sponsor of the 1135 project, and signer of the agreements with ACE, decides to withdraw from the Project and/or MOU with LTWC, the City acknowledges this will affect existing and future partnerships with the LTWC regarding the River and other projects. If the City terminates this agreement before including LTWC throughout the final decision-making process, or in opposition to the Corps recommended alternative, the City will pay back to LTWC the funding LTWC provided to the Project match required by ACE since the signing of this agreement. In the event of this occurrence, the City would have a maximum of 12 months from date of termination to pay the full amount of cash match provided by LTWC to the Project, with the first substantial payment due to LTWC in 30 days, and monthly progress payments of 10% of original balance. LTWC may waive this provision if a replacement sponsor is found, and accepted by ACE, within 3 months.

Note that “withdrawal” includes suspension for more than 30 days, termination or other comparable action that suspends or terminates or affects progress on project significantly.

### 7.3 Dispute Resolution

**Continued Performance.** Unless the Contract is terminated, neither party shall suspend performance of its obligation hereunder pending the resolution of a dispute.

**Negotiation/Mediation.** The parties shall attempt to resolve all disputes by negotiation and voluntary mediation. The parties shall share equally in all common costs of mediation.

**Litigation/Arbitration.** Litigation of a claim that cannot be resolved by negotiation or voluntary mediation shall be initiated by filing a complaint in the Benton County Circuit Court that contains a stipulation to arbitration under ORS 36.410. The claim and all cross and counter-claims filed in response to the complaint shall be submitted to the Court Arbitration Program set forth in ORS 36.400 to 36.425, Chapter 13 of the Oregon Uniform Trial Court Rules and the Benton County Circuit Court supplemental local rules concerning arbitration. Either party may seek, and shall be entitled to, an order directing the other party to submit to arbitration as provided herein and to judgment for its costs, expenses and attorney fees in obtaining and enforcing the order.

### 7.4 Amendments

This MOU may be amended to add or remove parties or provisions if all parties agree.

### 7.5 Termination

Either party may terminate participation in the MOU after providing 60 days written notice to the other parties by certified mail, and scheduling an in-person discussion within the first 10 days of that

notice. An email, *if* acknowledged, suffices as written notice. Termination by one or both parties does not terminate their involvement with the Project. In the event of termination, the parties shall conclude their activities relating to the project. At the time of notice, the parties may reserve a percentage of available funds that originated within their organization from the date of effective termination as a contingency to pay the costs of termination, including any costs of resolution of contract claims, and resolution of contract modifications. Any suspension or termination shall not relieve the parties of liability for any obligation incurred before the notice of termination was received by the other Party.

#### 7.6 Non-material clauses

Nothing in this agreement shall act in any way to alter, impede, or interfere with the parties carrying out their individual missions and responsibilities.

#### 7.7 Liability

The signatories agree to indemnify and save the other harmless from any claim, liability or damage resulting from any act of negligence on the part of the indemnifying party, its officers or employees in the performance of its responsibilities under this Agreement. The parties' indemnify and hold harmless obligations are subject to the limitations of the Oregon Tort Claims Acts and the Oregon Constitution. LTWC will not be held legally responsible for the actions of employees or contractors of the City of Monroe and the City of Monroe will not be held legally responsible for the actions of employees or contractors of LTWC.

#### 7.8 Severability

If any provisions of this contract is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular provision held to be invalid.

## Section 8: Signature of Agreement

The City of Monroe and the Long Tom Watershed Council hereby agree to the terms listed above, and it is expressly understood and agreed that this MOU embodies the entire understanding between the Parties regarding the MOU's subject matter.

### Approved:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

City of Monroe  
664 Commercial St.  
Monroe, Oregon 97456  
541-847-5174

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Long Tom Watershed Council  
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541-654-8965

### Additional Project Members:

#### *Long Tom Watershed Council*

Dana Dedrick - Special Projects Lead  
Jed Kaul – Fish Biologist

#### *City of Monroe*

Taylor Evans – Community  
Development Coordinator

## ORDINANCE NO. 2019-03

### An Ordinance Adopting the Monroe Transportation System Plan

WHEREAS, Benton County invited the Cities of Benton County to participate in the creation of a County-wide Transportation System Plan with elements specified for the individual cities;

WHEREAS, county staff and consultants conducted and held community input events within Monroe to address both county and Monroe specific transportation issues; and

WHEREAS, city planning staff in partnership with county staff and other transportation related interest groups and public agencies worked over two years in creating a draft county transportation plan; and

WHEREAS, the Monroe Planning Commission conducted a public hearing on June 4, 2019 with public notice of said meeting publicly posted and the public was offered an opportunity to testify and after deliberation unanimously recommended to the Monroe City Council the adoption of the Monroe Transportation Plan;

WHEREAS, the City Council held a public hearing on July 22, 2019, on the proposed Transportation Plan and public notice of said meeting was posted and the public was offered the opportunity to testify along with various officials and staff; and

WHEREAS, on July 22, 2019 the city council approved the first reading of the ordinance; and

WHEREAS, on August 26, 2019 the city council approved the second reading of the ordinance and the adoption of the ordinance to adopt the Monroe Transportation Plan;

NOW THEREFORE, THE CITY OF MONROE ORDAINS AS FOLLOWS:

Section 1. The Monroe Transportation Plan attached as exhibit "A" is adopted.

Section 2. The City Council adopts the Findings of Fact as presented at the public hearing and incorporated by reference

Section 3. This Ordinance becomes effective 30 days upon passage by the Council.

**PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR ON THIS 26<sup>th</sup> DAY OF AUGUST, 2019.**

\_\_\_\_\_  
Paul Canter, Mayor

ATTEST

\_\_\_\_\_  
Rick A. Hohnbaum, City Recorder

# Monroe Transportation System Plan



# Acknowledgements

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This project is partially funded by a grant from the Transportation and Growth Management ("TGM") Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Fixing America's Surface Transportation Act (FAST-Act), local government, and the State of Oregon funds.

The contents of this document do not necessarily reflect views or policies of the State of Oregon.

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## CHAPTER 1: PLAN CONTEXT

### WHY CREATE A TRANSPORTATION SYSTEM PLAN?

A Transportation System Plan (TSP) is a long-range plan that sets the vision for the City's transportation system for the next 20 years and beyond. This Plan was developed as a part of the process for updating Benton County's TSP, which included local and countywide community and stakeholder input and is based on the system's needs, opportunities for future improvements to support the growing community, and anticipated funding.

### Importance of a Transportation System Plan

The TSP strives to align future transportation investments to support and advance the City of Monroe's goals and values. The TSP is the City's primary tool for implementing transportation investments that address existing City needs and lays out the improvements required to reasonably serve expected local and regional growth.

A TSP is required by the State of Oregon. This TSP update will supersede the transportation element of the City of Monroe Comprehensive Plan, which is the only existing transportation planning document for the City. It establishes a new 2017 baseline condition and identifies transportation strategies and improvements that will be necessary to address existing system deficiencies and accommodate growth through 2040.

### How Will the TSP Be Used?

The Monroe TSP is the guiding document for identifying the type, location and priority of transportation investments. The focus of the TSP is the City's transportation system that includes streets, shared-use paths, and transit services; however, it also identifies possible needs and suggested solutions on ODOT and County transportation facilities that serve the City.

The TSP will be used in a variety of ways, including the following examples:

- Identify priority transportation investments
- Provide background information to assist in pursuing grant applications to supplement City funds
- Establish requirements for application during the review of proposed land development applications.
- Serve as the basis for the facility standards applied for new or upgraded system improvements
- Demonstrate that the City understands the resources required to provide a transportation system that can support the growth that it expects

## REGULATORY FRAMEWORK

### Requirements of a TSP

The Monroe TSP must be consistent with the Benton County TSP update and relevant ODOT plans and policies including the Oregon Transportation Plan and its modal and topic plans. TSPs are required by the State's Transportation Planning Rule (TPR) documented in the Oregon Administrative Rule

660-012-0015, which explains the primary elements of the TSP. The TPR expects that a city TSP will include the following components:

- A comprehensive understanding of the existing multimodal transportation system that serves the City and how well that system performs its expected function today
- A reasonable basis for estimating how the City might grow in its population and employment over the next 20 or more years
- An evaluation of how the expected growth could change system performance
- A set of goals, policies and transportation system improvements that address travel needs
- An understanding of the on-going funding required to build and support the transportation system as the City grows

### **How the TSP Fits with Local Plans**

The Monroe TSP is the primary long-range planning document for the City's transportation investments. The growth forecasts made for the 2040 plan horizon year are based on the regional projections discussions with City staff. Local growth would normally be informed by the Comprehensive Plan; however, the Monroe Comprehensive Plan (1986) forecasted population growth to 2000 and did not provide an appropriate reference. The pace of local growth typically varies year to year, and if the overall population and employment growth falls below the 2040 forecast then the associated improvement needs may be deferred.

The core of the TSP process is to imagine a transportation system that can serve local travel needs in a way that is consistent with the City's policies and values. The primary work products are updated multimodal project lists and design standards that inform the priority and type of improvements that the City desires. There are two basic types of roadway improvements: upgrades to existing facilities and new facilities on vacant or undeveloped land. The City will use this information to periodically update its pursuit of state and federal grant funding and to prioritize their capital improvement list for City facilities.

Any recommended changes from past practices in the transportation design standards will require coordination and updates, as appropriate, to the City's Land Use Development Code and Design and Construction Standards to ensure future improvements are consistent with the updated TSP. This could include street cross-section dimensions and the required street right of way, provisions for pedestrians, bicycles, transit vehicles and motor vehicles, as well as spacing standards for driveways and cross-streets onto City facilities.

### **How the TSP Fits Within the Region and State**

The Monroe TSP transportation system designations and policies must be consistent with regional and state planning documents for this area. The state highways and regional routes are typically owned by either ODOT or Benton County. However, it is important that the City's plan recognize regional routes and the role they serve because the City's TSP project recommendations provide the basis for ODOT and County improvements within the City.

State facilities are not subject to the design standards or policies of the City, but County facilities will typically follow the design standards set by the City within the Urban Growth Boundary (UGB). ODOT will consider recommended projects on State highways within the City of Monroe when updating the State Transportation

Improvement Program (STIP). However, ODOT is not committed to constructing any project recommendations in this TSP.

During the development of the Monroe TSP, several other agencies in this region also updated their transportation plans, which provided the opportunity for active coordination between the planning efforts. Transportation Plan updates were initiated in Benton County, Philomath, Corvallis, the Corvallis Area Metropolitan Planning Organization (CAMPO), and the Albany Area Metropolitan Planning Organization (AAMPO).

## **HOW WAS THE PLAN PREPARED?**

Monroe's TSP was developed as part of the Benton County TSP update process. As such, much of the public engagement and technical analysis was conducted from a regional perspective. However, Monroe-focused community input was provided through City representation on the County TSP Technical Advisory Committee (TAC), an open house held in Monroe, and a work session with the City Council. The Monroe TSP also includes supplemental technical analysis to address local needs not identified through the County TSP update process and a specific review of relevant City standards policies, and development code.

### **Project Roles & Decision-Making**

The decision-making structure for the over-arching Benton County TSP update involved the use of community input, a Technical Advisory Committee (TAC), a Stakeholder Advisory Committee (SAC), and a Project Team (comprised of County, ODOT, and Consultant members) to form plan recommendations. The County Board of Commissioners provided periodic direction and was the ultimate decision-making body responsible for adoption of the TSP. The roles of each of these groups are described in more detail in Chapter 1 of the Benton County TSP.

The City of Monroe was represented on the County TSP SAC and provided input regarding the City's needs and plans for growth. Following development of the Draft Benton County TSP update, the Project Team worked with City staff to create the Monroe TSP, starting from the County TSP recommendations but taking a more focused look at City-specific issues. The Draft Monroe TSP was discussed with City Council at a work session to ensure alignment with local interests. The Final TSP, which will include City Council input, is anticipated to be adopted later by City Council.

### **Public Outreach Purpose & Strategy**

Public outreach was performed through a public involvement program developed to support the needs of the Benton County TSP update, as well as the creation of the local TSP's for Adair Village and Monroe. The public involvement program was designed to share information and gather input on the needs and issues of the stakeholders of Benton County as well as community members in Monroe.

### **Notification & Outreach Tools**

Many outreach tools were used to publicize the project and encourage public participation.

- The project website <https://www.co.benton.or.us/tsp> included announcements, news entries, a calendar of meetings and events, a comment form, and a document library.

- Two series of community workshops were held at major project milestones. Meeting locations intended to facilitate attendance by community members included Monroe.
- Following community workshops, online surveys were provided to engage individuals that were not able to attend the in-person meetings.
- Each SAC meeting was open to the public with time reserved to provide for public comment. In addition, public comment was solicited at the Monroe Planning Commission and City Council adoption hearings.

One goal of the public involvement program was to reach underrepresented community members. These efforts included the following outreach strategies:

- **Engaging Low-Income and Non-English-Speaking Communities:** The Project Team collaborated with the County's public health department to offer materials to reach typically underserved populations, such as low-income and Spanish-speaking community members.
- **Accessible locations:** All SAC meetings and open houses were ADA-accessible, with additional accommodations for persons with disabilities available upon request. All project information was also available in alternative formats upon request. Meeting were held in transit-accessible locations where feasible.
- **Older Adults:** The County posted project advertisements in locations where seniors would be likely to see them. Such locations included drugstores, grocery stores, and retirement and assisted living communities

### **Technical Development**

Technical analysis for the TSP was performed by the Project Team as part of the over-arching Benton County TSP update. The analysis followed a process as illustrated in Figure 1.

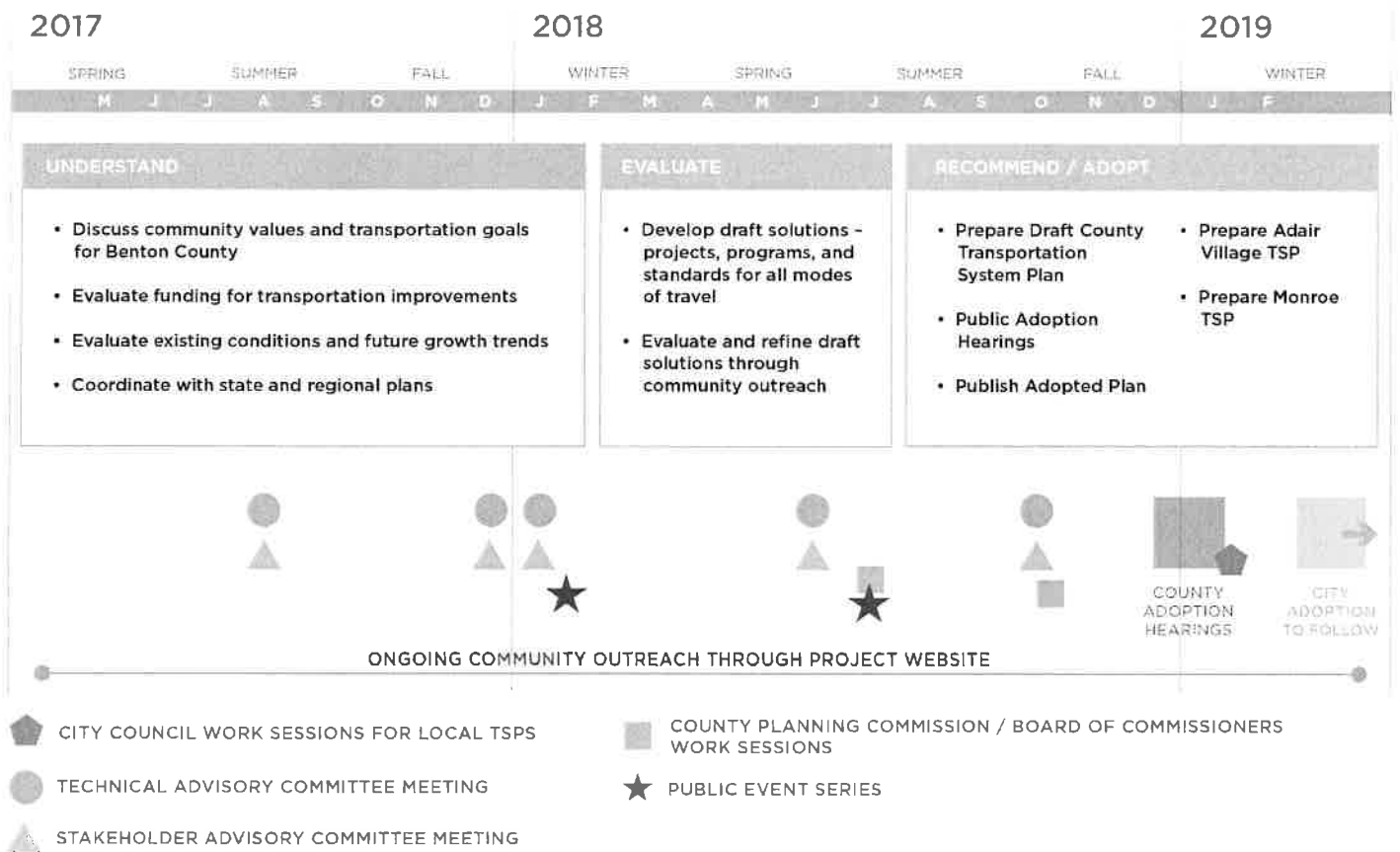


Figure 1: Process for Developing the Benton County and Monroe TSPs

The Benton County TSP update process was documented through a series of memoranda. These project documents, which included content relevant to the Monroe TSP, were reviewed by the TAC, SAC, and other project stakeholders. They were also available for public review and comment.

The project documents reflect the development of the technical elements of the TSP and provide additional details and analysis not included in the core elements documented in the final TSP Report. The documents are included for reference, along with meeting summaries reflecting the public input received, in the Benton County TSP Background Documents. While these memoranda are primarily focused on Benton County there are many elements specific to the City of Monroe. The memoranda developed to support the TSP update process are listed here:

- Memorandum #1: Public Involvement Strategy
- Memorandum #2: Plan Assessment, Goals and Objectives
- Memorandum #3: Funding for Transportation System Improvements
- Memorandum #4: Existing Transportation System Conditions and Deficiencies

- Memorandum #5: Future Transportation Operation Conditions
- Memorandum #6: Proposed Transportation Standards
- Memorandum #7: Proposed Transportation System Improvements (Project list)
- Memorandum #8: County Comprehensive Plan and Development Code Amendments

## CHAPTER 2: TRANSPORTATION SYSTEM CONDITIONS AND NEEDS

This chapter provides a summary of characteristics that describe the nature and condition of travel in Monroe under existing (2017) and future (2040) conditions. This understanding helped identify transportation system improvement needs, which were the basis for many of the projects included in the TSP.

### DEMOGRAPHICS AND EXPECTED GROWTH TO 2040

Monroe grew by almost 5% between 2000 and 2017, translating to a linear annual growth rate of less than 0.3%. In comparison, Benton County has seen an 18% increase in population since the year 2000, translating to approximately 1.06% linear annual growth.<sup>1</sup> The population of Monroe is expected to remain relatively constant, with approximately 675 residents by 2040.

Tables 1 and 2 show past and forecast population growth for Monroe and Benton County as a whole. The City expects a higher growth rate than shown in the PSU forecast due to opportunities for new development or redevelopment to occur within the existing city limits, which do not appear to be accounted for in the growth forecast. Based on 2018 development assumptions, additional traffic volume was analyzed for this TSP. Any future development that significantly changes the expected population of the City, not included here, will be accounted for through the development review process.

**Table 1: The City of Monroe Population Growth History and Forecast**

Year	2000	2010	2017	2020	2030	2040
<b>Monroe</b>	607	617	637	643	660	675
<b>Benton County Total</b>	78,153	85,579	92,287	95,818	106,498	113,169

Data from PSU Population Research Center. 2000-2010 Census Counts (incorporated areas) and population forecasts (Urban Growth Boundaries).

**Table 2: Monroe Historic and Forecasted Population Growth Rates (Annual Averages)**

Year	2000-2010	2010-2017	2017-2020	2020-2030	2030-2040
<b>Monroe</b>	0.16%	0.46%	0.31%	0.26%	0.23%
<b>Benton County Total</b>	0.95%	1.12%	1.28%	1.11%	0.63%

### Demographic Overview

Monroe has a lower median household income, older population, and fewer individuals below the poverty level compared to the county, the state, and rest of the country.<sup>2</sup> Due to the City's small size, future development may impact and change the City's demographic composition. According to Census data, most residents within

<sup>1</sup> Population estimate of 928 for July 1, 2017 by the Portland State University Population Research Center. The American Community Survey 2015 5-year estimate (2011-2015) is 86,495.

<sup>2</sup> Data from American FactFinder located at [factfinder.census.gov](http://factfinder.census.gov), accessed 11/15/2018



the City of Monroe limits commute to work outside of Monroe, with Corvallis and Eugene attracting most of the workforce.<sup>3</sup> Monroe also serves as an activity center for the south Benton County region, with residents of Alpine, Bellfountain and other adjacent communities using City facilities. Future growth will result in the need for improved connections to regional employment areas, as well as improvements to the City's own infrastructure to service the additional trips.

## **COMMITTED INFRASTRUCTURE IMPROVEMENTS EXPECTED BY 2040**

Some of the County and State routes already have committed funding for improvements that were identified in previous plans and studies. For the purposes of this assessment, these improvements were assumed to be built by 2040, since the funding is programmed in the next five years. There are no committed infrastructure improvements in the City of Monroe, however there are improvements along County facilities outside of the UGB. These projects can be found in the Benton County TSP.

## **EXISTING AND FUTURE CONDITIONS AND NEEDS**

### **Auto Mobility**

As travel demand grows, there will be increased congestion on the street network within and surrounding Monroe unless there is an increased shift away from traveling by single occupant vehicle or improvements to add street capacity are made. The assessment of travel conditions by motor vehicle assumes that people's choice of travel mode in 2040 remains as it is today and, considering there are no committed projects within the City, the roadway network stays the same as well. Travel activity by motor vehicle, as reflected by evening peak hour motor vehicle trips beginning or ending in the City of Monroe, is expected to increase slightly through 2040. Daily future traffic volumes were estimated along the following segments:

- Orchard Street is expected to serve an additional 1,000 daily vehicle trips or an increase of 191%
- Territorial Road is expected to serve an additional 400 daily vehicle trips or an increase of 124%
- 5<sup>th</sup> Street (OR 99W) is expected to serve an additional 1,700 daily trips or an increase of 127%

Three intersections were studied for this TSP. They are:

- 5th Street (OR 99W) & Orchard Street
- 5th Street (OR 99W) & Territorial Highway
- S 6th St & Orchard Street

All the intersections along OR 99W meet the Oregon Highway Plan mobility targets under existing conditions. The City's intersections are not held to any existing mobility target, but traffic volumes do not exceed 25% of available capacity at any studied intersections. Specific mobility targets are recommended in the standards section below. Under 2040 conditions, all study intersections are expected to comply with Oregon Highway Plan mobility targets or the local targets created by this TSP. Detailed analysis results can be found in the Benton County TSP Background Documents.

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<sup>3</sup> Data from OnTheMap, [onthemap.ces.census.gov](http://onthemap.ces.census.gov), accessed 11/19/2018

**Table 3: Existing and Future Year Weekday PM Peak Hour<sup>4</sup> Intersection Operations**

Intersection	Control Type	Mobility Target (v/c)	2017 Existing Year (v/c)	2040 Future Year (v/c)
5th Street (OR 99W) & Orchard Street	STOP on side street	0.90 [0.95]	0.04 [0.08]	0.07 [0.24]
5th Street (OR 99W) & Territorial Highway	STOP on side street	0.90 [0.95]	0.01 [0.20]	0.01 [0.30]
6 <sup>th</sup> Street & Orchard Street	STOP on side street	NA	0 [0.01]	0.01 [0.02]

v/c = volume to capacity ratio

Intersection targets and operations are shown as Major [Minor] approach

## Freight Mobility

Efficient truck movement plays a vital role in the economical transport of raw materials and finished products. The designation of through truck routes provides for this efficient movement while maintaining neighborhood livability and public safety and minimizing maintenance costs of the roadway system. (Due to their heavy loads freight vehicles cause more wear on the road structure). Conflicts between freight traffic and other modes can cause mobility issues and increased freight volume will create additional areas where this conflict occurs.

OR 99W is designated by ODOT as a State Freight Route and Reduction Review Route. Reduction Review Routes require additional review during planning, project development, development review, and maintenance to examine reductions in freight-related carrying capacity. Procedures for review are established in ORS 366.215.

The former rail corridor west of OR 99W is owned by both Benton County and the City. The County owns the portion north of Orchard Street. This section of the corridor is rail banked meaning the corridor may be used as a trail until needed again for rail service. While freight rail service does not currently exist on this corridor the preservation of the right of way enables the County to ensure the possibility of future service when it is viable. The City owns the section south of Orchard Street to the southern City Limits. This section of the corridor is not rail banked.

## Transit

Transit provides mobility to Monroe residents without access to a car or who do not drive. For other residents, transit provides an option to avoid some of nuisances of driving such as congestion and parking. It can play a significant role in reducing the volume of traffic on the road and reducing greenhouse gas emissions.

Fixed-route transit service is not provided to the City of Monroe. Demand response transit (Dial-A-Bus) is provided for senior citizens and disabled persons by Benton County Transit.

Identified existing and/or future transit needs include:

<sup>4</sup> 30th Highest Annual Hour (approximation of the weekday p.m. peak hour in the summer)

- **Service along OR 99W south and north of Corvallis:** Existing transit service along OR 99W only provides a connection between Corvallis and Adair Village. Extended service south to Monroe, Eugene, and Lane County and north to Monmouth and Polk County would provide additional connections to recreation and employment for residents of Monroe. It would also provide a connection to the Corvallis Transit System and other regional services such as the Amtrak Connector, Coast to Valley Express, and the Linn Benton Loop. Further study is needed for this potential route.
- **Demand-responsive transit capacity improvements:** Benton County Dial-A-Bus service is operating at capacity while the population continues to age, and the participation percentage of eligible users is small. There is significant potential for increased demand for this service in the future. Investments to expand the capacity of the Dial-A-Bus system will be considered.

## Active Transportation

Within the City, facilities for people walking and bicycling generally include sidewalks, bike lanes, shared-use paths and shared roadways. In the surrounding rural areas on Benton County roads and State highways, walking and biking are commonly accommodated on the shoulder, or on shared-use paths in limited situations.

The performance of the pedestrian and bicycle systems in Monroe was evaluated using the Pedestrian and Bicycle Level of Traffic Stress (LTS) methodologies.<sup>5</sup> The result of this analysis is a number describing the LTS that can be expected while using that facility. These numbers range from 1 to 4, with a 1 indicating low traffic stress and a 4 indicating high traffic stress. Performance and needs for facilities outside of the City of Monroe are included in the Benton County TSP (2018).

### Pedestrian System

Table 4 and Figure 2 show pedestrian LTS for roadway segments and intersections in Monroe. While these calculations are based on existing conditions (2017), the results are not expected to be significantly different by 2040 without system improvements.

Almost 85% of analyzed roadway segments have an LTS of 4, indicating a high level of pedestrian exposure. Many streets in Monroe do not have separate facilities for people walking (e.g., sidewalks or shared-use paths). Therefore, sidewalk infill, especially on busier arterials and collectors, is important.

At an intersection level, all intersections operate at a LTS of 2 or lower, indicating a moderate to low level of pedestrian stress. All streets in Monroe are only two lanes, a characteristic that makes them easier to cross on foot with minimal exposure to traffic.

Pedestrian facility improvements will increase the attractiveness of walking and create opportunities for people to lead healthier lifestyles.

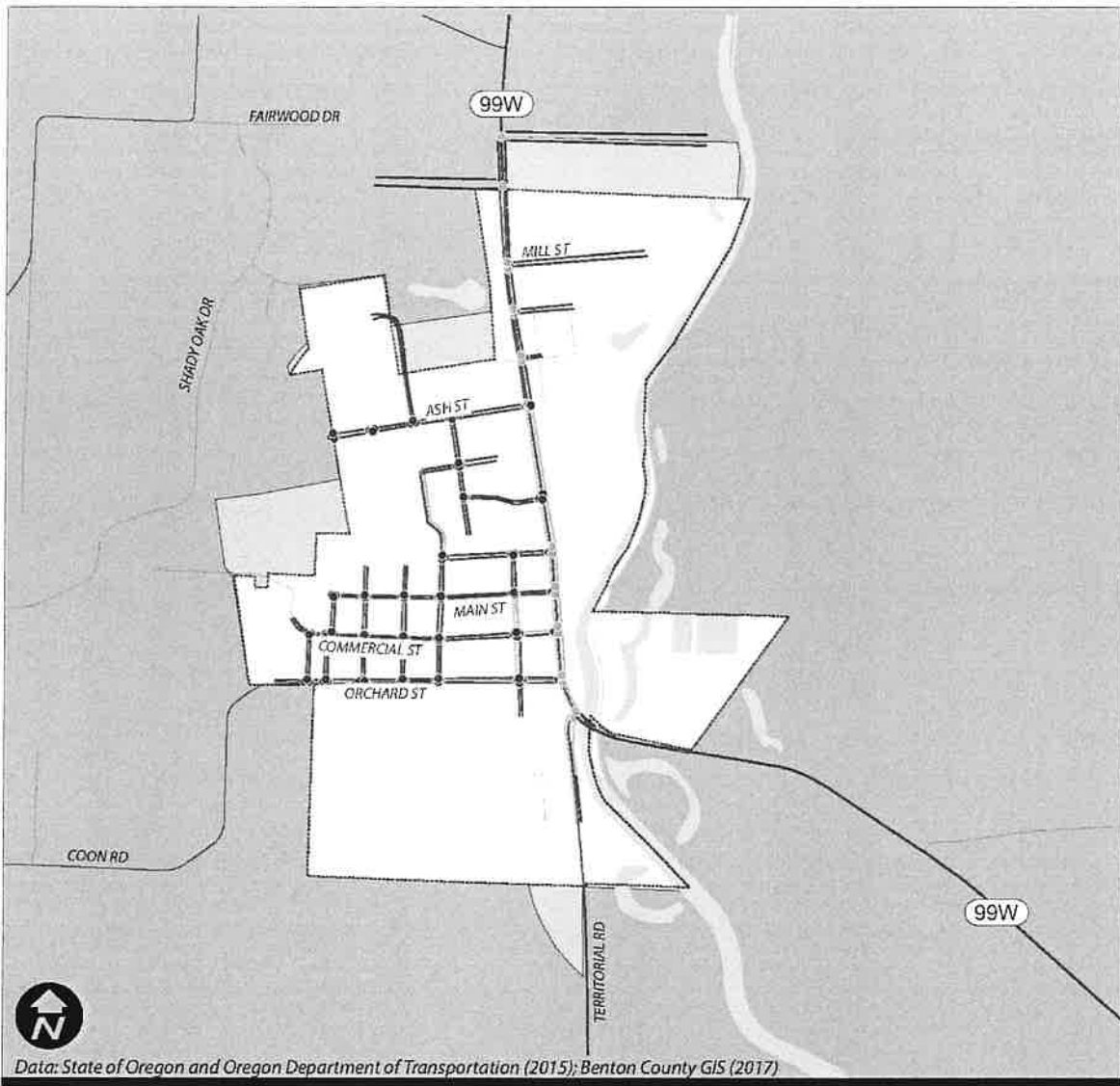
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<sup>5</sup> Multimodal Analysis section (Chapter 14) of ODOT's Analysis Procedures Manual.

**Table 4: Monroe Pedestrian LTS Summary (2017 Conditions)**

Level of Traffic Stress	Block Faces		Intersection Approaches	
	Count	Percent	Count	Percent
<b>LTS 4 (High Stress)</b>	110	85%	0	0%
<b>LTS 3 (Moderate Stress)</b>	1	0%	0	0%
<b>LTS 2 (Mild Stress)</b>	19	15%	19	15%
<b>LTS 1 (Low Stress)</b>	0	0%	101	85%

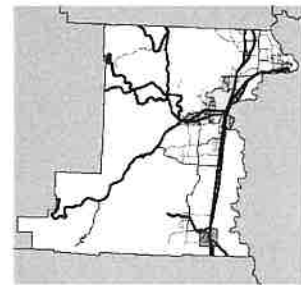
Figure 2: Monroe Pedestrian Level of Traffic Stress (LTS), 2017



**Legend**

- |     |                         |   |                      |   |                         |
|-----|-------------------------|---|----------------------|---|-------------------------|
| —●— | - LTS 1 - Lowest Stress | — | - Principal Arterial | — | - River                 |
| —○— | - LTS 2 - Low Stress    | — | - Collector          | — | - Park                  |
| —◇— | - LTS 3 - Mild Stress   | — | - Local Roadway      | — | - Airport               |
| —●— | - LTS 4 - High Stress   | — |                      | — | - Urban Growth Boundary |
|     |                         | — |                      | — | - City Limits           |

**MONROE**  
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## Bicycle System

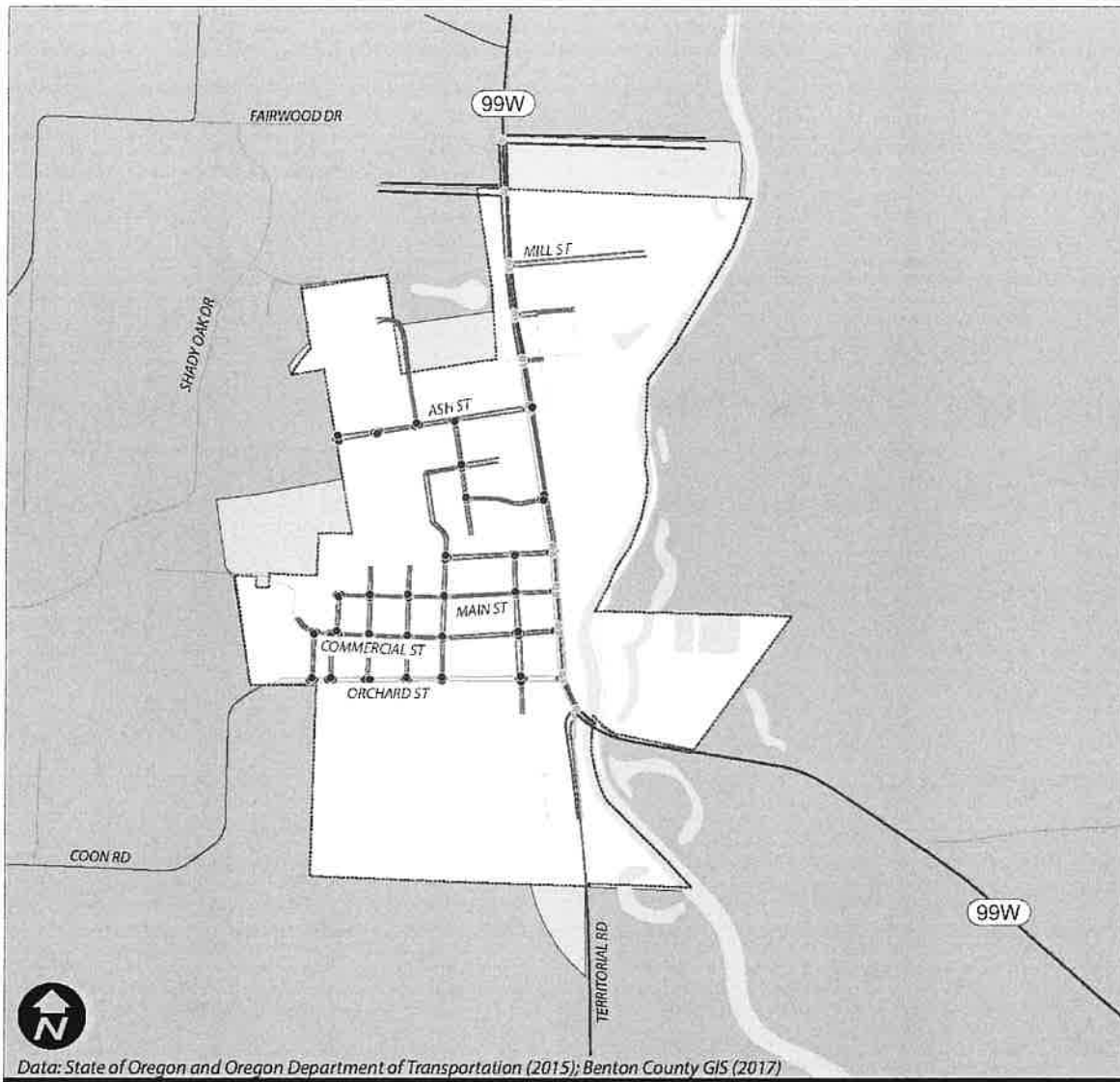
The compact size and gridded street network of Monroe make it easily navigable by bicycle. However, there is no recorded data on commuters traveling by bicycle in Monroe. Most streets are shared streets with no exclusive right of way for bicycles. These streets typically have a low speed limit resulting in lower stress interactions between bicycles and vehicles.

The bicycle LTS analysis for Monroe is summarized in Table 5 and illustrated in Figure 3. The average LTS is 1.4, indicating a low exposure to traffic stress. Over 87% of studied roadway segments are LTS 2 or lower. Of the eight segments at LTS 4, six are on OR 99W north of Fir Street and two are along Territorial Road. The existing adjacent parcels for both segments are unlikely to generate significant bicycle demand. If future development occurs along northern OR 99W and Territorial Road, improving the bike facilities could be tied into other system improvements. The results of the bicycle LTS analysis are illustrated in Figure 3.

**Table 5: Monroe Bicycle LTS Summary (2017 Conditions)**

Level of Traffic Stress	Segments	
	Count	Percent
<b>LTS 4 (High Stress)</b>	8	6%
<b>LTS 3 (Moderate Stress)</b>	8	6%
<b>LTS 2 (Mild Stress)</b>	18	14%
<b>LTS 1 (Low Stress)</b>	96	74%

Figure 3: Monroe Bicycle Level of Traffic Stress (LTS), 2017



**Legend**

- |     |                         |   |                      |   |                         |
|-----|-------------------------|---|----------------------|---|-------------------------|
| —●— | - LTS 1 - Lowest Stress | — | - Principal Arterial | — | - River                 |
| —●— | - LTS 2 - Low Stress    | — | - Collector          | — | - Park                  |
| —●— | - LTS 3 - Mild Stress   | — | - Local Roadway      | — | - Airport               |
| —●— | - LTS 4 - High Stress   | — |                      | — | - Urban Growth Boundary |
|     |                         | — |                      | — | - City Limits           |



## Safety

Safety is one of the most important considerations when assessing transportation system performance. The safety of Monroe roadways was evaluated by reviewing crash data and identifying patterns of motor vehicle, pedestrian, and bicyclist crashes. Study intersection evaluation and network screening techniques help to identify locations with potential safety problems. High crash rates, fatal or severe injuries, and crashes involving pedestrians and bicyclists are all indicators of potential safety concerns.

There were 41 crashes in or near Monroe between 2011 and 2015 with the majority (29) occurring along OR 99W between Alpine Road and W Ingram Island Road. Three state highway segments were flagged as having a high crash rate: two segments of OR 99W near the city (both north and south of the city limits) and Territorial Highway (from OR 99W to the County line). Alpine Cut-off Road, just outside the city limits, was flagged as a county road with a high crash rate. Of the 17 crashes occurring on OR 99W between the north city limits and Alpine Road, 59% were roadway departure crashes where the vehicle ended in a ditch. Half of all crashes on OR 99W south of the city limits to W Ingram Island Road were attributed to speeding or traveling too fast for conditions. The Benton County TSP update includes two projects that identify the need to widen OR 99W to cross-section standards to the north and south of Monroe. Also included in the Benton County TSP is a project to widen Alpine Road and Alpine Cut-off Road. The wider shoulders provide more space for drivers to recover prior to departing the roadway.

Many of the remaining crashes (nine) occurred on Alpine Cut-off Road, Orchard Tract Road and Coon Road. These are all State and County facilities. There were three crashes on City facilities: two near the intersection of Commercial Street/5<sup>th</sup> Street and one near the intersection of Main Street/9<sup>th</sup> Street. All three of the collisions were property damage only. There are no Safety Priority Index System sites (SPIS)<sup>6</sup> or intersections with a high crash rate within or nearby the City of Monroe.

## Funding Constraints

The City of Monroe receives most of its street fund revenue from the State Highway Trust Fund. If significant growth occurs through 2040, then System Development Charges could be another significant revenue source. Major transportation system improvements will require supplemental funding sources. Additional revenue can be expected from HB 2017. In the table below, all the additional funding from HB 2017 is assumed to be available for capital improvements, such as the projects in this TSP. This results in approximately \$600,000 available for projects between 2017 and 2040.

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<sup>6</sup> The Safety Priority Index System is produced by ODOT. It identifies locations with unusually high occurrences of crashes.



**Table 6: Monroe Transportation Revenues and Expenses with 2040 Projections**

<b>Revenues</b>	<b>Annual Average</b>	<b>Projected Total (2017 to 2040)</b>
State Highway Trust Fund	\$30,700	\$706,100
System Development Charge <sup>7</sup>	\$393	\$9,040
General Revenue from HB 2017 (Assumed for capital improvements)	\$7,000	\$154,000
<b>Total Revenues</b>	<b>\$38,093</b>	<b>\$869,140</b>
<b>Expenses</b>	<b>Annual Average</b>	<b>Projected Total (2017 to 2040)</b>
Materials and Services	\$17,800	\$409,400
<b>Total Expenses</b>	<b>\$17,800</b>	<b>\$409,400</b>
<b>Available Transportation Revenue (Revenue - Expenditures)</b>	<b>\$20,293</b>	<b>\$459,740</b>

<sup>7</sup> Based on 2.5 people per Equivalent Dwelling Unit (EDU) and population growth of 38 through 2040 from the PSU Population Research Center. Monroe currently charges \$620.36 per EDU.

## **CHAPTER 3: TRANSPORTATION GOALS AND OBJECTIVES**

### **GOALS AND OBJECTIVES**

The TSP identifies goals and objectives to guide development of the transportation system to reflect the City of Monroe's vision and values. Goals and objectives create stepping-stones by which the community vision can be achieved. Goals are brief clear statements of the outcomes to be achieved to realize the vision. Each goal is supported by objectives, which outline the specific actions to be taken to achieve the outcomes described by the goals.

#### **Goal 1 – Safety: A safe transportation system minimizes risks and conflict.**

- Objective 1: Provide safe facilities for all modes.
- Objective 2: Reduce the frequency of crashes and strive to eliminate crashes resulting in serious injuries or fatalities.
- Objective 3: Proactively improve areas where crash risk factors are present.
- Objective 4: Provide both primary and secondary access for emergency services.

#### **Goal 2 – Equity: Transportation investments should serve everyone in the community and recognize disparities in people's access to transportation modes.**

- Objective 1: Ensure mobility to the transportation disadvantaged.
- Objective 2: Consider the needs of the population that are unable to afford housing in close proximity to employment and daily needs in the project selection process.

#### **Goal 3 – Health: The transportation system should encourage healthy lifestyles.**

- Objective 1: Support access to public spaces and encourage active transportation and social interaction.
- Objective 2: Provide healthy transportation options for students traveling to school.
- Objective 3: Consider the impact of particulate emissions in transportation projects.
- Objective 4: Work with neighboring jurisdictions to identify and promote opportunities to commute to and around the City by means other than single occupant vehicles.

#### **Goal 4 – Mobility and Circulation: The transportation system should efficiently connect people with where they want to go.**

- Objective 1: Develop a transportation system to facilitate appropriate travel modes.
- Objective 2: Ensure sufficient capacity is provided concurrent with future travel demand to, within, and through the City.
- Objective 3: Coordinate with local agencies and providers to expand transit services countywide.
- Objective 4: Ensure an adequate truck route network to reduce commercial/ neighborhood conflicts.

**Goal 5 – Economic Development: Transportation should support a thriving economy.**

- Objective 1: Preserve and protect transportation corridors essential to the economic vitality of the City and region.
- Objective 2: Promote efficient and affordable ground transportation to existing regional airports (Portland, Eugene, and Salem) and the Albany Amtrak Station.

**Goal 6 – Financial Stewardship: Investments in transportation should manage assets efficiently and responsibly.**

- Objective 1: Maximize the useful life of existing facilities.
- Objective 2: Maximize the cost effectiveness of transportation improvements.
- Objective 3: Ensure adequate and equitable long-term funding mechanisms.

**Goal 7 – Environment: The transportation system should allow a community to live harmoniously with the environment.**

- Objective 1: Provide transportation services that preserve and protect scenic and natural resources.
- Objective 2: Provide a transportation system that allows a community to absorb the impact of and quickly recover from natural disasters.
- Objective 3: Minimize conflicting uses on the transportation system that degrade neighborhoods.
- Objective 4: Establish a Hazard Event Plan.

The transportation goals and objectives were used to develop evaluation criteria to inform the selection and prioritization of alternative investments and strategies for the TSP by indicating how likely the solutions are to support the goal areas and achieve the stated objectives. Once this TSP is adopted, the City of Monroe can use the key evaluation criteria to periodically monitor plan outcomes over time or reprioritize projects.

## CHAPTER 4: TRANSPORTATION STANDARDS

Monroe applies transportation standards and regulations to the construction of new transportation facilities and to the operation of all facilities to ensure the system functions as intended and investments are used efficiently. These standards enable consistent future actions that reflect the goals of the City for a safe and efficient transportation system.

### STREET FUNCTIONAL CLASSIFICATION

Traditionally, roadways are classified based on the type of vehicular travel they are intended to serve. In the City of Monroe, the functional classification provides an organizational mechanism for developing roadway design standards, establishing traffic speeds, controlling access, designing intersections, and allocating funds for maintenance and improvements.

Monroe's functional classification system categorizes all public roadways to provide for a context-sensitive network that balances local access and regional connectivity. Higher classified roadways prioritize safe and efficient through travel, while lower classified roads are designed to provide access to the adjacent land uses. The naming convention used in Monroe's functional classification system has been amended as shown below to better align with the federal functional classification system. Being able to clearly align with the federal functional classification system is important for the City to qualify for federal funding that is reserved for arterial and collector street projects. Functional Classification will be periodically reviewed and updated as changes occur in the transportation network.

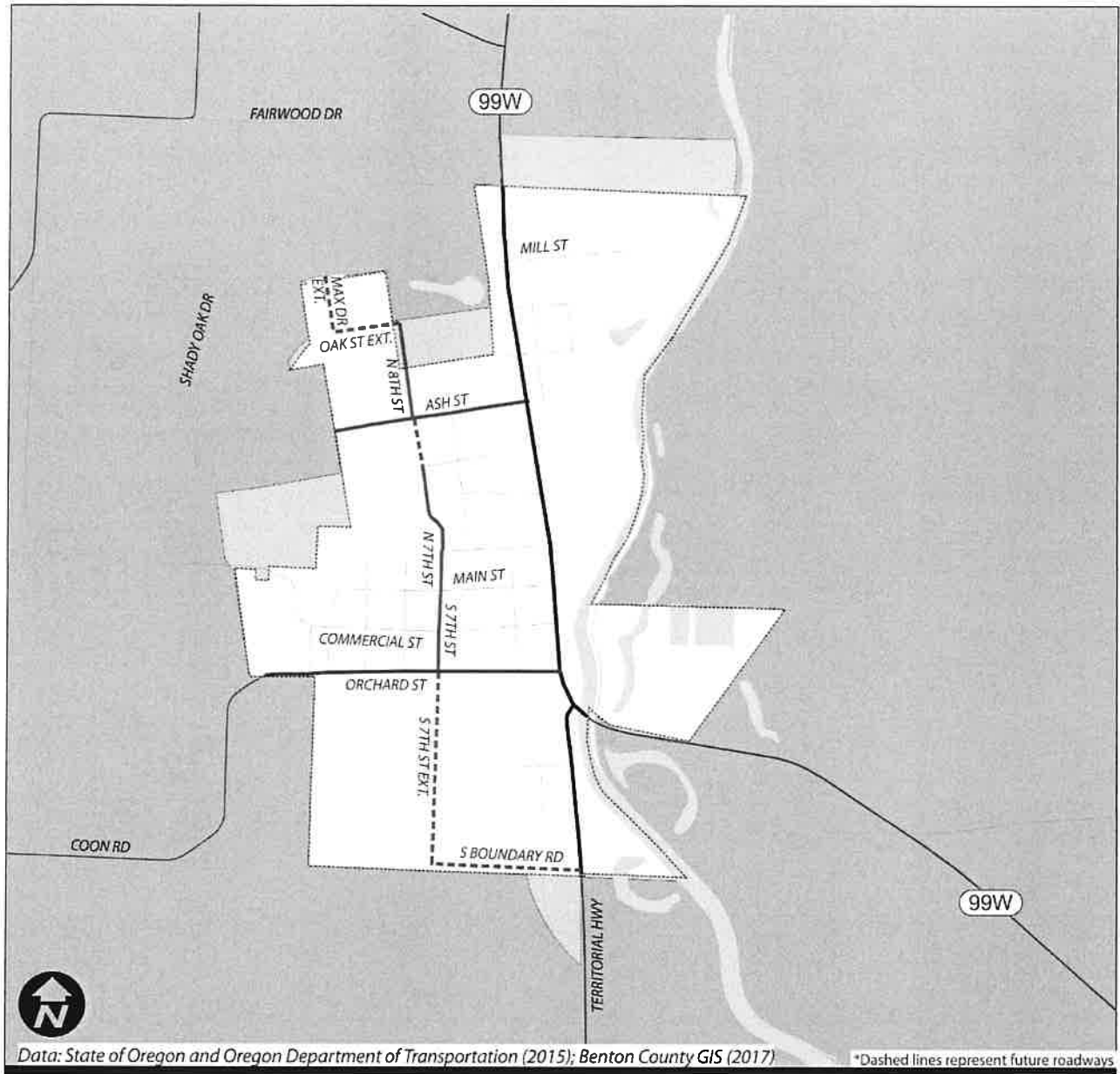
- **Principal Arterials (formerly Highways)** carry regional traffic with origins and destinations outside the area.
- **Minor Arterials (formerly Arterials – Local)** carry major local traffic between communities or nearby areas, or between community districts.
- **Major Collectors and Minor Collectors (formerly Collectors)** carry major local traffic between communities or nearby areas, or between community districts.
- **Local Streets (formerly Minor Streets)** carry primarily local traffic seeking access to adjacent property.

**Table 6: Functional Classification (not including Local)**

Street Name	Functional Classification	From	To
5 <sup>th</sup> Street (OR 99W)	Principal Arterial	Long Tom River Crossing	Monroe Cemetery Road
S 7 <sup>th</sup> Street	Minor Collector	Orchard Street	Main Street
N 7 <sup>th</sup> Street	Minor Collector	Main Street	Kelly Street

<b>Street Name</b>	<b>Functional Classification</b>	<b>From</b>	<b>To</b>
S 7 <sup>th</sup> Street Extension (Future)	Minor Collector	Southern Boundary Road (Future)	Orchard Street
N 8 <sup>th</sup> Street	Minor Collector	Kelly Street	Pine Street
N 8 <sup>th</sup> Street	Minor Collector	Ash Street	Oak Street Extension (Future)
N 8 <sup>th</sup> Street Extension (Future)	Minor Collector	Pine Street	Ash Street
Max Drive Extension (Future)	Minor Collector	Max Drive	8 <sup>th</sup> Street Extension (Future)
Oak Street Extension (Future)	Minor Collector	Max Drive Extension (Future)	8 <sup>th</sup> Street
Orchard Street	Minor Arterial	Coon Road	5 <sup>th</sup> Street (OR 99W)
Territorial Highway	Principal Arterial	Southern Boundary Road (Future)	5 <sup>th</sup> Street (OR 99W)
Southern Boundary Road	Minor Collector	7 <sup>th</sup> Street Extension (Future)	Territorial Highway

Figure 4: Functional Classification



Data: State of Oregon and Oregon Department of Transportation (2015); Benton County GIS (2017)

\*Dashed lines represent future roadways

**Legend**

- - Principal Arterial
- - Minor Arterial
- - Major Collector
- - Minor Collector
- - Local
- - River
- - Park
- - Urban Growth Boundary
- - City Limits

**MONROE**  
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## TYPICAL ROADWAY CROSS-SECTION STANDARDS

This TSP implements new cross-section standards for the City of Monroe. The following tables present the standard and minimum cross-sections for City roadways within the UGB. Minimum standards are meant to be applied when outside constraints prevent the feasibility of the standard widths and include optional removal of center turn lane, parking, and planter strip elements. The standard width will be applied unless approved by the Planning Commission. Outside of the UGB, roads are subject to either the county or state design standards, as appropriate. These updated roadway cross-sections will need to be coordinated with the City's Design and Construction Standards.

Within UGBs, Benton County applies City design standards to improvements on county roads. The TSP does not include a design type for OR 99W or Territorial Highway, the only Principal Arterials in the area. These roads are state highways and subject to the design criteria in the State's Highway Design Manual.<sup>8</sup>

Following each table, Figures 5 through 9 include typical cross-section standards for roadways within the City's UGB. Figure 10 depicts the standard cross-section for a shared-use path. Every cross-section standard corresponds with a unique functional classification except for Local streets, which have two cross-section standards. The two Local street cross-section options, Local and Neighborhood Local, provide flexibility in the facility type provided in low traffic residential areas. The standard Local cross-section provides two travel lanes with parking and should be constructed in areas with higher traffic volumes. The Neighborhood Local does not provide for two adjacent travel lanes resulting in mandatory yielding for one driver to allow vehicles to pass, when parked cars are present. For this reason, the Neighborhood Local should be used in low volume residential areas where trip distances along a single facility are short so that conflicts between conflicting vehicles are minimized. To aid in emergency vehicle access on Neighborhood Local streets, parking may be restricted to ensure that parked vehicles are staggered to maintain 20 feet of open street.

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<sup>8</sup> Highway Design Manual, ODOT, 2012. [https://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/hwy\\_manuals.aspx](https://www.oregon.gov/ODOT/HWY/ENGSERVICES/Pages/hwy_manuals.aspx).

**Table 7: Minor Arterial Cross-section Standards**

	Standard (feet)	Minimum (feet)
ROW	69'	41'
Surface Width	46'	30'
Lane Widths	11'	10'
Center Turn Lane	12'	No
Parking	No	No
Bike Lanes	6'	5'
Curb	0.5'	0.5'
Planter Strip	5'	No
Sidewalk	6'	5'

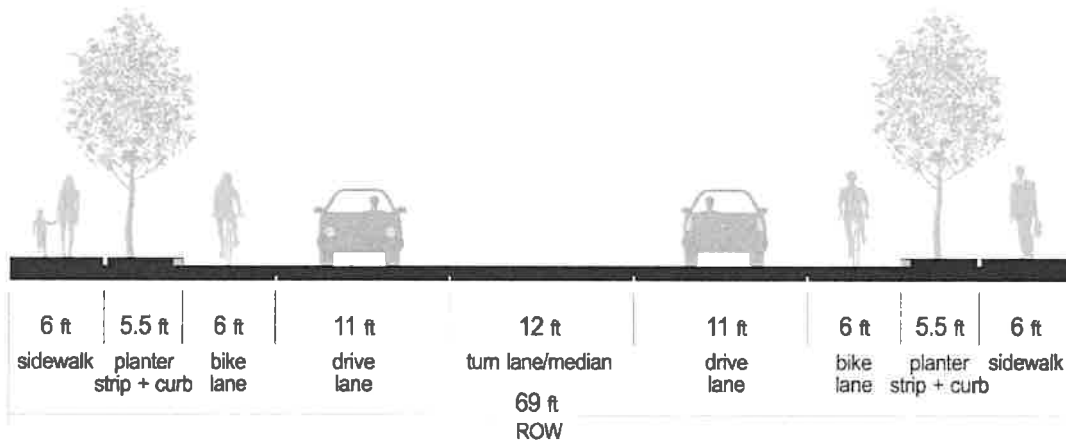


Figure 5: Minor Arterial Standard Cross-Section



**Table 8: Major Collector Cross-section Standards**

	Standard (feet)	Minimum (feet)
<b>ROW</b>	73'	41'
<b>Surface Width</b>	50'	30'
<b>Lane Widths</b>	11'	10'
<b>Center Turn Lane</b>	No	No
<b>Parking</b>	8'	No
<b>Bike Lanes</b>	6'	5'
<b>Curb</b>	0.5'	0.5'
<b>Planter Strip</b>	5'	No
<b>Sidewalk</b>	6'	5'

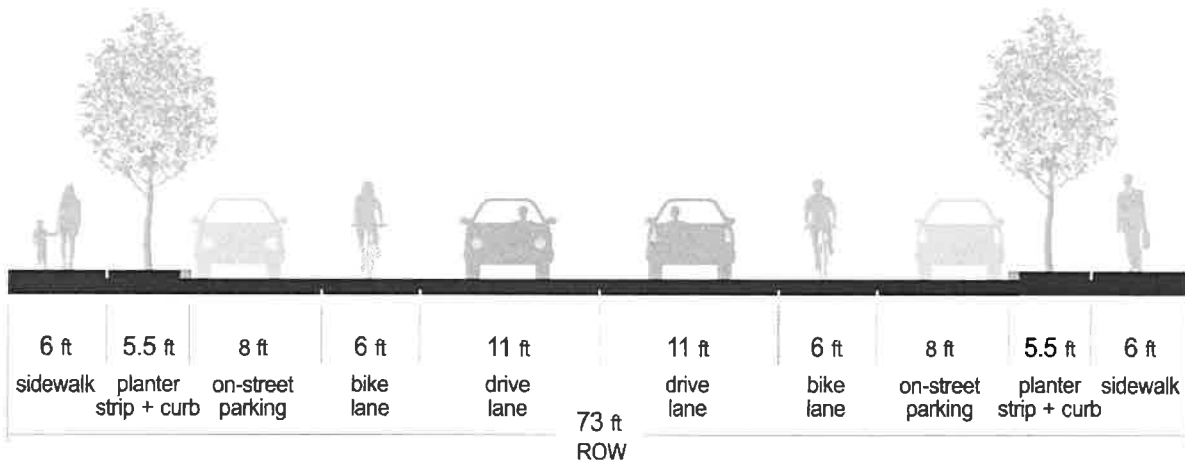


Figure 6: Major Collector Standard Cross-Section

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

	Standard (feet)	Minimum (feet)
ROW	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'

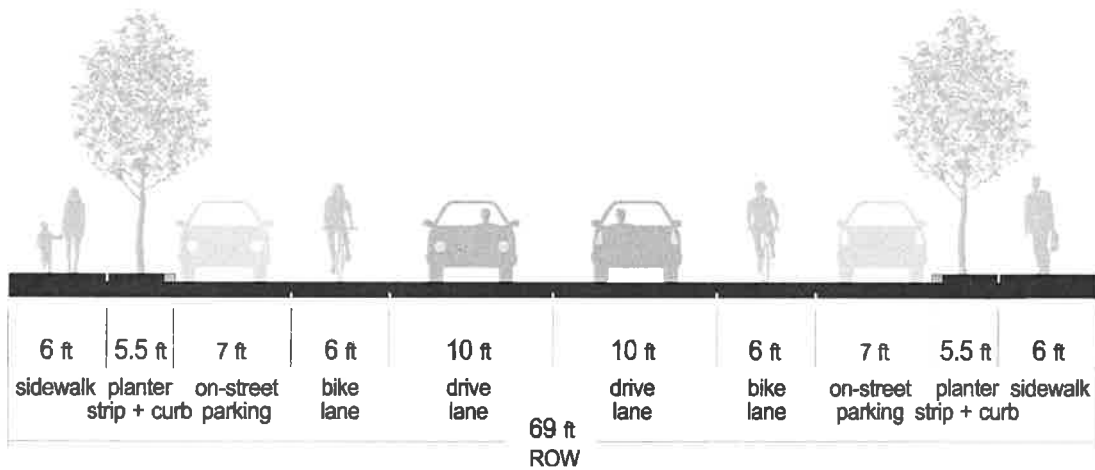
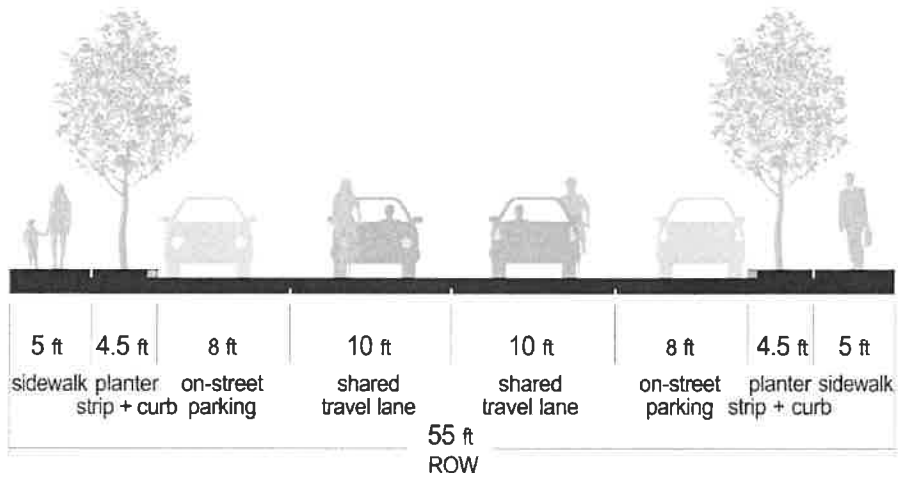


Figure 7: Minor Collector Standard Cross-Section

**Table 10: Local Street Cross-section Standards**

	Standard (feet)	Minimum (feet)
<b>ROW</b>	55'	31'
<b>Surface Width</b>	36'	20'
<b>Lane Widths</b>	10'	10'
<b>Center Turn Lane</b>	No	No
<b>Parking</b>	8'	No
<b>Bike Lanes</b>	No	No
<b>Curb</b>	0.5'	0.5'
<b>Planter Strip</b>	4'	No
<b>Sidewalk</b>	5'	5'



**Figure 8: Local Street Standard Cross-Section**

**Table 11: Neighborhood Local Street Cross-section Standards**

	Standard (feet)	Minimum (feet)
<b>ROW</b>	47'	39'
<b>Surface Width</b>	28'	28'
<b>Lane Widths<sup>9</sup></b>	12'	12'
<b>Center Turn Lane</b>	No	No
<b>Parking</b>	8'	8'
<b>Bike Lanes</b>	No	No
<b>Curb</b>	0.5'	0.5'
<b>Planter Strip</b>	4'	No
<b>Sidewalk</b>	5'	5'

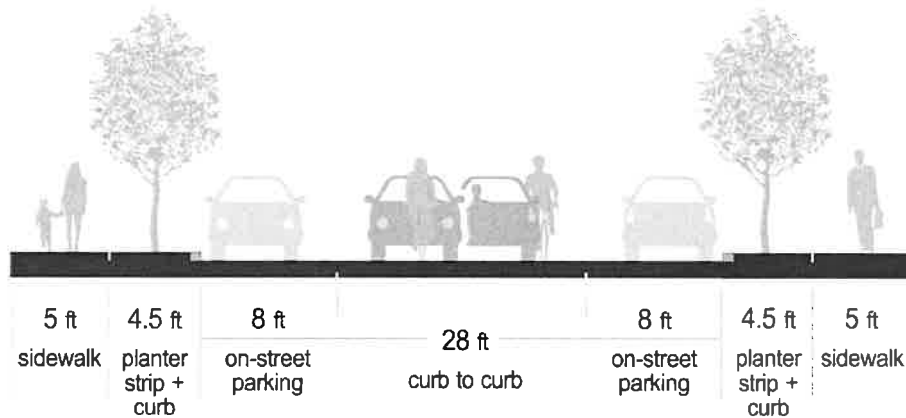


Figure 9: Neighborhood Local Street Cross-Section

<sup>9</sup> For this cross-section there is only one effective lane.

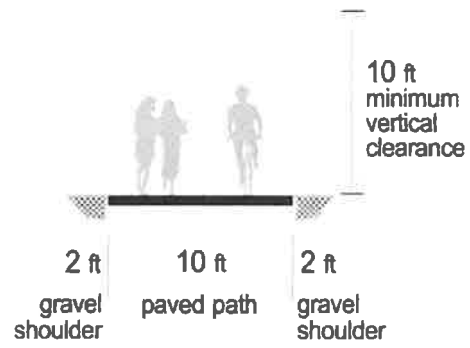


Figure 10: Shared-use Path Standard Cross-Section

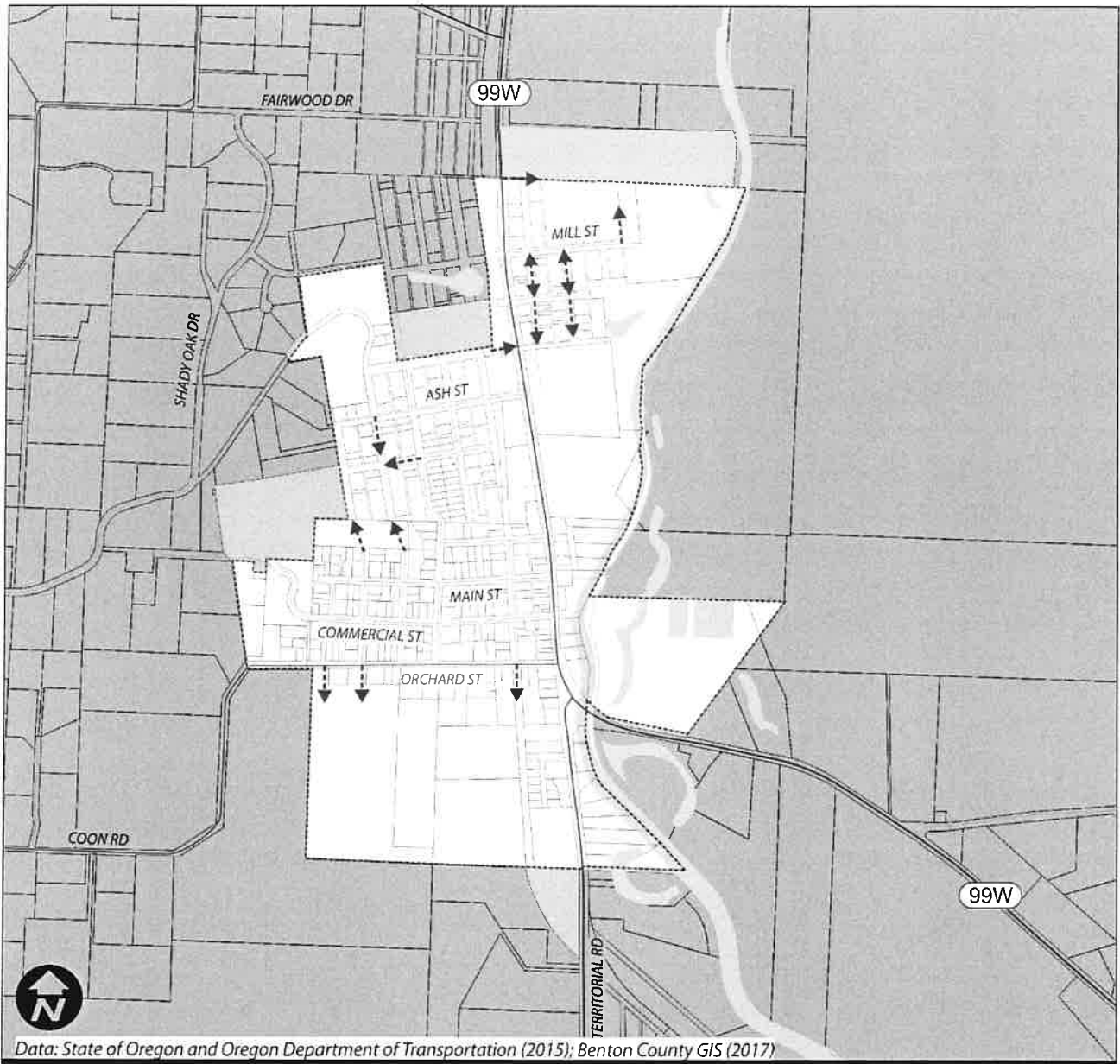
## **Street Connectivity**

Local street connectivity is required by the state Transportation Planning Rule (OAR 660-012). Providing adequate connectivity can reduce the need for wider roads, traffic signals, and turn lanes. Increased connectivity can reduce overall vehicle miles traveled (VMT), balance the traffic load on major facilities, encourage citizens to walk or bike, and reduce emergency vehicle response times. While improvement to local street connectivity is easier to implement in newly developed areas, retrofitting existing areas to provide greater connectivity will also be attempted.

The design and construction of connector roadways must evaluate whether neighborhood traffic management strategies are necessary to protect existing neighborhoods from potential traffic impacts caused by extending stub end streets. In addition, to establish appropriate expectations, the City will require the installation of signs indicating the potential for future connectivity when development constructs temporary stub streets.

Figure 11 below shows the approximate locations where new local street connections will be provided as development occurs to avoid the creation of stub streets.

Figure 11: Local Street Connectivity Plan



**Legend**

- - Street
- ▶ - New Connection Direction
- ▬ - River
- ▬ - Park
- ▨ - Urban Growth Boundary
- ⋯ - City Limits
- ▭ - Taxlot Boundary

**MONROE**  
TRANSPORTATION SYSTEM PLAN



## ACCESS SPACING STANDARDS

Access management is a broad set of techniques that balance the need to provide for efficient, safe, and timely travel with the ability to allow access to individual destinations. Appropriate access management standards and techniques can reduce congestion, accident rates, and may lessen the need for construction of additional roadway capacity. The spacing of street and driveway (i.e., accesses) intersections on a roadway is a key element of access management.

Access spacing standards are the minimum separation required between all access points (public or private) to a roadway, measured from center to center of adjacent access points on the same side of the roadway. Local street access spacing is measured from edge of driveway to edge of driveway.

This TSP includes new access spacing standards included in Table 12 below. New roadways or redeveloping properties must comply with these standards to the extent practical, as determined by City staff. As the opportunity arises through redevelopment, roadways not complying with these standards could improve with strategies such as shared access points, access restrictions (median or channelization islands), or closure of unnecessary access points, as feasible.

**Table 12: Minimum Roadway and Access Spacing Standards**

Minor Arterial	Major and Minor Collector	Local Street
150 feet	125 feet	10 feet

Access spacing standards for OR 99W and Territorial Highway are determined by ODOT and are defined in the Oregon Highway Plan, OAR 734-051, and ODOT's Highway Design Manual.

## MOBILITY STANDARDS

Prior to adopting this TSP, Monroe had no mobility standards to provide a metric for assessing the impacts of new development on the existing transportation system and for identifying where capacity improvements may be needed. Mobility Standards are the basis for requiring improvements needed to avoid undesired levels of congestion as growth and development occur.

The new Monroe mobility standards use volume-to-capacity (v/c) ratios to measure congestion, which is consistent with the methodologies used by Benton County and ODOT. A v/c ratio is a decimal representation (between 0.00 and 1.00) of the proportion of capacity that is being used at a turn movement, approach leg, or intersection. The ratio is the peak hour traffic volume divided by the hourly capacity of a given intersection or movement. A lower ratio indicates smooth operations and minimal delays. A ratio approaching 1.00 indicates increased congestion and reduced performance.

The new Monroe mobility standards are described below for each type of intersection control that may apply.



**Signalized, All-way Stop, or Roundabout Controlled Intersections:** The intersection must operate with a volume to capacity (v/c) ratio not higher than 0.85 during the highest one-hour period on an average weekday (typically, but not always, the evening peak period between 4 p.m. and 6 p.m. during the spring or fall).

**Two-way Stop and Yield Controlled Intersections:** All intersection approaches serving more than 20 vehicles during the highest one-hour period on an average weekday (typically, but not always, the evening peak period between 4 p.m. and 6 p.m. during the spring or fall) shall operate with a v/c ratio not higher than 0.90. Mobility targets do not apply to approaches at intersections serving 20 vehicles or fewer during the peak hour.

All roadways and intersections under the jurisdiction of ODOT must operate at the required mobility targets presented in the 1999 Oregon Highway Plan.<sup>10</sup> All roadways and intersections owned by Benton County must operate at the required mobility targets presented in the 2018 Benton County TSP. Benton County does allow the application of City mobility standards within the UGB as long as they do not allow for a lesser degree of mobility.

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<sup>10</sup> Oregon Highway Plan, ODOT, 1999, Last amended March 2018.

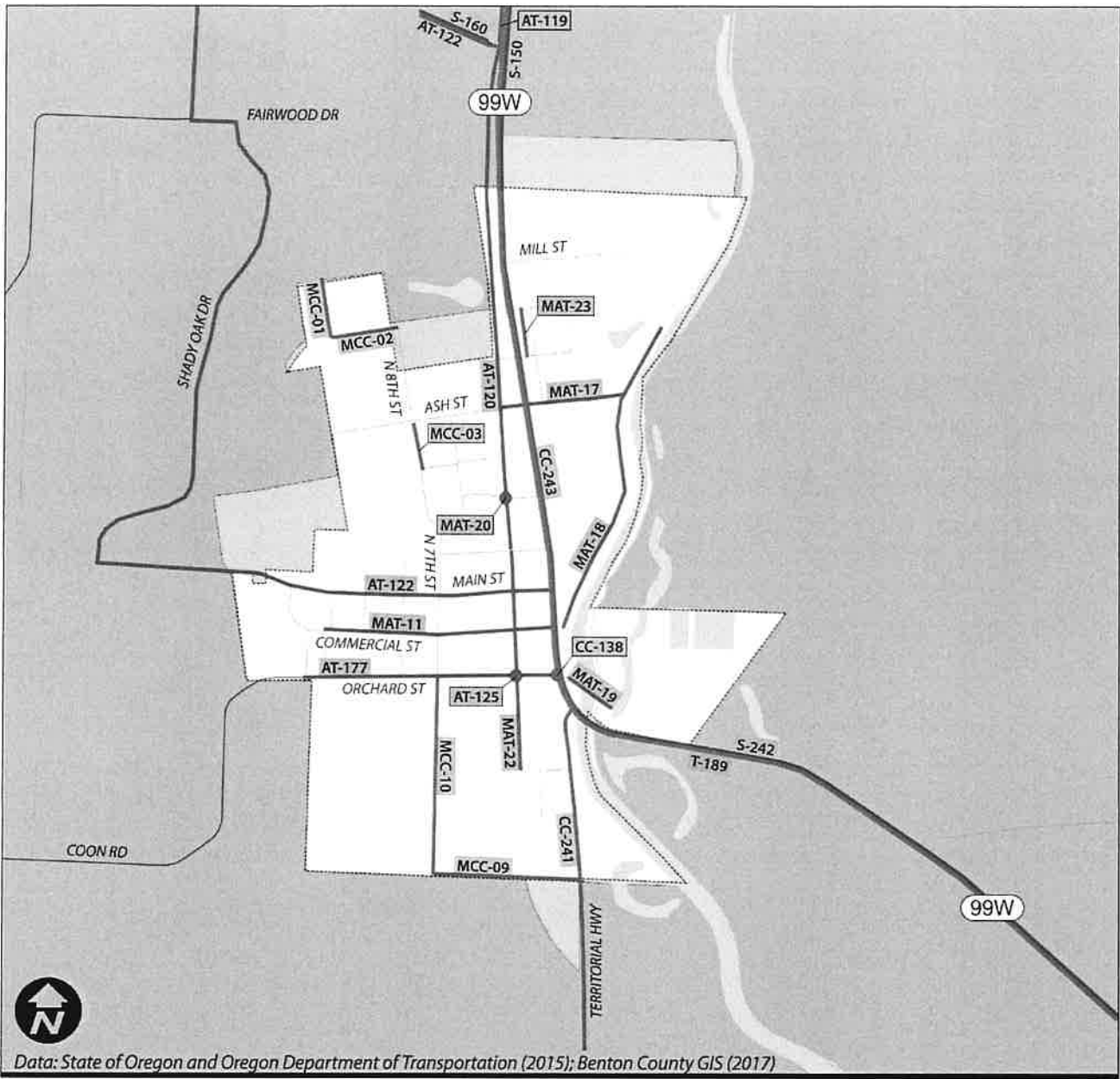
## CHAPTER 5: PROJECTS

This chapter presents the transportation plan solutions in tabular and map formats. Each project includes a description, the travel mode affected, the responsible lead agency, the likely funding source, and preliminary cost estimate. This is a master list of all projects regardless of cost, priority, or the likelihood of being constructed within the planning horizon. Projects developed specifically for this TSP include a “M” preceding the project ID. Other projects from the Benton County TSP (2018) along County or State facilities are also shown in the map and table below. Local street connections, outside of the UGB, will be coordinated with Benton County. These connections may be possible if determined feasible and appropriate by the County Engineer.

The project categories include the following types (order does not imply priority):

- **Safety (S)**
- **Active Transportation (AT or MAT)**
- **Connectivity and Congestion (CC or MCC)**
- **Transit (T)**

Figure 12: City of Monroe Projects



**Legend**

- |  |                        |                           |
|--|------------------------|---------------------------|
| ● <b>S-00</b> - Safety Project                           | — - Principal Arterial | ▭ - River                 |
| ● <b>AT-00</b> - Active Transportation Project           | — - Collector          | ▭ - Park                  |
| ● <b>CC-00</b> - Connectivity/Congestion Project         | — - Local Roadway      | ▭ - Airport               |
| ● <b>T-00</b> - Transit Project                          |                        | ▭ - Urban Growth Boundary |
| ● <b>MAT-00</b> - Monroe Active Transportation Project   |                        | ⋯ - City Limits           |
| ● <b>MCC-00</b> - Monroe Connectivity/Congestion Project |                        |                           |

**MONROE**  
TRANSPORTATION SYSTEM PLAN



**Table 13: Monroe Project List**

Project ID	Project Name	Cost (2018 dollars)	From	To	Primary Funding Source
<b>AT-119</b>	OR 99W Alpine Road to Alpine Cut-Off Shared-Use Path	\$300,000	Alpine Road	Alpine Cut-off Road	ODOT
Description: Improve path surface to accommodate various users and improve drainage; add bollards, where feasible. Project is subject to ODOT approval.					
<b>AT-120</b>	OR 99W Alpine Cut-off to Kelly Street Shared-Use Path	\$450,000	Alpine Cut-off	Kelly Street	ODOT
Description: Add improved path surface and drainage; add bollards, where feasible; marked crosswalks recommended at major cross street intersections. Project is subject to ODOT approval.					
<b>AT-122</b>	Monroe Cross Country Shared-Use Path	\$1,250,000	Monroe Library	Alpine Cut-off Road	Monroe/County
Description: Project may begin at Monroe Library and follow the Alpine Cut-off to Kelly Street Shared-use Path (AT-120) pathway south to Main Street (or Commercial St), turning west up through the Reservoir Heights Park to Shady Oak Drive/Orchard Street to the Alpine Cutoff Road/Bailey Branch access point. An alternative route could connect Shady Oak/Fairwood Drive with the Cemetery Road and Alpine Cut-off to Kelly Street Shared-use Path. Way finding signage is also recommended.					
<b>AT-125</b>	Orchard Street/6th Street Intersection Improvements	\$50,000	-	-	County
Description: Project may include new striping, pedestrian and bicycle yield signage, and Rectangular Rapid Flashing Beacons (RRFBs).					
<b>AT-177</b>	Orchard Street Modernization	\$650,000	S 11th Street	OR 99W	County
Description: Project may upgrade to cross-section standards including sidewalk on north and south side and bike lanes.					
<b>MAT-17</b>	City of Monroe Library Connection	\$100,000	Monroe Community Library	Corvallis to Monroe Active Transportation Corridor	Monroe
Description: Project may improve pathway connection between the Monroe Community Library sidewalks and the Alpine Cut-off to Kelly Shared-use Path.					

Project ID	Project Name	Cost (2018 dollars)	From	To	Primary Funding Source
<b>MAT-18</b>	Long Tom River Trail	\$290,000.	Oak Street	Commercial Street	Monroe
Description: Project may connect future housing developments near the currently undeveloped Brickyard residential area southward along the west side of the Long Tom River, linking to the proposed footbridge to the Monroe City Park on the east side of the River, and the downtown commercial district. An additional connection could be made to OR 99W and the Alpine Cut-off to Kelly Shared-use Path. Project development may consider emergency vehicle access due to the lack of an adjacent local street.					
<b>MAT-19</b>	Long Tom Foot Bridge	\$1,500,000	Monroe City Park	US Army Corps of Engineers easement	Monroe
Description: Project may provide a direct access point to the Monroe City Park from Monroe via a foot bridge across the Long Tom River.					
<b>MAT-20</b>	OR 99W Kelly to Alpine Cutoff Shared-use Path/Depot Street Improvements	\$ 50,000	-	-	Monroe
Description: Project may add bollards to the Alpine Cut-off to Kelly Shared-use Path and add stop signs for Depot Street travel.					
<b>MAT-21</b>	Commercial Street Modernization	\$350,000	S 10th Street	OR 99W	Monroe
Description: Project may upgrade to cross-section standards including sidewalk on north side.					
<b>MAT-22</b>	6th St Modernization	\$200,000	Kelly Street	Monroe Grade School	Monroe
Description: Project may upgrade to cross-section standards including sidewalk and enhanced pedestrian crossings are recommended at major intersections.					
<b>MAT-23</b>	OR 99W Modernization	\$100,000	Fir Street	Oak Street	ODOT
Description: Project may construct sidewalk along the east side of OR 99W between to Fir Street and Oak Street that connects with existing sidewalk to provide a continuous pedestrian facility from Oak Street to Orchard Street. Project is subject to ODOT approval.					

<b>Project ID</b>	<b>Project Name</b>	<b>Cost (2018 dollars)</b>	<b>From</b>	<b>To</b>	<b>Primary Funding Source</b>
<b>CC-138</b>	OR 99W/Orchard Street Intersection Improvements	\$850,000	-	-	ODOT
Description: Project may construct a traffic signal or roundabout, if feasible, when warranted. Project is subject to ODOT approval. May be addressed through CC-243.					
<b>CC-241</b>	Territorial Highway Widening	\$ 5,250,000.00	Lane Co Line	OR 99W	County/ODOT
Description: Project may include widening to standard cross-section, project likely contingent on jurisdictional transfer to the County. Project is subject to ODOT approval.					
<b>CC-243</b>	Riverside District Master Plan	\$140,000.00	Monroe Cemetery Road	Territorial Highway	ODOT
Description: The plan will integrate land uses (commercial, industrial, public, parks, residential), transition the area's connectivity towards human-scale transportation options, enhance and protect riparian and aquatic ecosystems, and develop place-making strategies. Consider including gateway treatments along OR 99W entering the City to slow traffic.					
<b>MCC-01</b>	Max Drive Extension	\$400,000.00	Terminus	OR 99W	Monroe
Description: Extend Max Drive south from existing terminus to Oak Street Extension as a new Minor Collector.					
<b>MCC-02</b>	Oak Street Extension	\$350,000.00	Terminus	Max Drive Extension	Monroe
Description: Extend Oak Street from existing terminus of N 8 <sup>th</sup> Street to Max Drive Extension as a Minor Collector.					
<b>MCC-03</b>	N 8th Street Extension 2	\$400,000.00	Pine Street	Ash Street	Monroe
Description: Extend 8th Street between Pine Street and Ash Street as a Minor Collector to provide alternate north-to-south connectivity.					
<b>MCC-09</b>	Southern Boundary Road	\$1,100,000.00	S 7th Street Extension	Territorial Highway	Monroe
Description: Construct new Minor Collector Street between S 10th Street Extension and S 6th Street Extension.					

Project ID	Project Name	Cost (2018 dollars)	From	To	Primary Funding Source
<b>MCC-10</b>	S 7th Street Extension	\$1,100,000.00	Orchard Street	Southern Boundary Road	Monroe
Description: Extend S 7th Street between Orchard Street and new Southern Boundary Road as a Minor Collector.					
<b>S-150</b>	OR 99W Widening (Dawson to Monroe Cemetery Rd)	\$7,500,000.00	Dawson Road	Monroe Cemetery Road	ODOT
Description: Project may widen shoulders to provide safety for drivers and active transportation users. Project is subject to ODOT approval.					
<b>S-160</b>	Alpine Rd/Alpine Cut-off Road Widening	\$4,400,000.00	Bellfountain Road	OR 99W	County
Description: Project may improve to cross-section standard.					
<b>S-242</b>	OR 99W Widening (Territorial Hwy to Lane Co)	\$10,100,000.00	Territorial Highway	Lane County Line	ODOT
Description: Project may widen shoulders to provide safety for drivers and active transportation users; this project may include widening the bridge over the Long Tom River. Project is subject to ODOT approval.					
<b>T-189</b>	OR 99W South - Phase 1	\$100,000.00	Corvallis	Eugene	County/LTD
Description: In conjunction with ODOT public Transit and LTD, conduct a corridor evaluation and service development plan for regional public transit bus service on OR 99W between Corvallis and Eugene, with stops in Monroe, Junction City, and Eugene Airport.					
<b>T-204*</b>	Demand Response Phase IV	\$105,000	-	-	County
Description: Expand demand response transit services to the Alsea River Valley corridor, Bellfountain, and the South Benton County communities, for improved access to services for the senior and disabled population of these communities.					

Project ID	Project Name	Cost (2018 dollars)	From	To	Primary Funding Source
T-245*	South County Shopper Shuttle	\$90,000	-	-	County
<p><b>Description:</b> Establish a 2-3 Day-per-Week shopper shuttle service for seniors and individuals with disabilities, serving the communities of Monroe, Alpine, and potentially Harrisburg, with alternating shopping service to Junction City and to Corvallis and/or Albany. Coordinate with Linn County as feasible.</p>					

\* This project does not have a defined extent and is not shown on the map



## FINANCIALLY CONSTRAINED PROJECTS

The Oregon Transportation Planning Rule (TPR) (OAR 660-012) requires that local agencies identify a Financially Constrained list of projects within their TSP document. Aside from complying with this regulation, this project list and expected funding value provides a basis of comparison for subsequent proposed amendments to the TSP. For example, if a major land use amendment is proposed that would significantly intensify travel activity beyond what is identified in the TSP, then Monroe would need to demonstrate that the transportation system could still adequately serve the increased needs in the 2040 horizon year. In answering that question, the Financially Constrained system improvements would be assumed to be in place since it is reasonably likely, based on historical trends, that enough funding would be available to construct them.

As noted in Chapter 2, Monroe is expected to have roughly \$460,000 available for transportation system improvements through the planning horizon. Most of that funding comes from federal and State discretionary programs.<sup>11</sup> The projections over the planning horizon of current funding levels compared to estimated expenditures indicates there will not be any available discretionary money to allocate to moving projects identified in the TSP forward. The Financially Constrained table is shown below.

**Table 14: Financially Constrained Project**

Project ID	Project Name	Cost
AT-120	OR 99W Alpine Cut-off to Kelly Street Shared-Use Path	\$450,000

<sup>11</sup> Funding does not include new revenues provided by House Bill 2017

## CHAPTER 6: STRATEGIES

Finding solutions to identified needs requires additional strategic approaches to supplement the investments in infrastructure. This chapter presents the strategies around safety education, travel demand management, and preparing for how innovations in technology will change transportation. Chapters 4 and 5 provide the transportation standards and list of projects that will be implemented along with the strategies and actions described in this section. This section includes a discussion of strategies to reduce the number of single occupancy vehicle trips by investing in active transportation and transit network improvements, and finally a discussion of the future of transportation and some of the innovative technologies that exist today.

### TRANSPORTATION DEMAND MANAGEMENT

Transportation Demand Management (TDM) or “transportation options” are terms for strategies that support transportation system efficiency by encouraging a shift from drive-alone trips to other means of travel such as carpooling, transit, bicycling, walking, and ridesharing. Successful implementation of these strategies can result in reduction in vehicle miles traveled (VMT)

### ACTIVE TRANSPORTATION

With the recommended active transportation improvement projects in place, the safety of walking and biking along major travel corridors in Monroe will be significantly improved and walking and biking connections will be established between major local destinations. As a result, more inviting recreational opportunities will be provided, access to future transit services will be enhanced, and non-motorized travel options for trips to work, schools, and daily activities will be better supported. The South Benton County Connectivity Plan provided the basis for the active transportation projects in this TSP and many, if not all, of the recommendations for active transportation investment are copied from that plan. Further description of the needs that drove the development of these projects can be found in that document.

### PUBLIC TRANSPORTATION

Public Transportation in Monroe will help create a safe, equitable, and efficient component of the transportation system that supports healthy lifestyles, environmental health, and economic development by connecting people with where they want to go. The public transportation recommendations address the needs for:

- **Improved on-demand transit:** Benton County’s demand response transit system supports a wide range of travel needs for some of the City’s most transportation-disadvantaged residents. The system is experiencing increased delays and trip denials at peak periods. The ADA-accessible vehicles are aging out and need replacement. The system will need continuous improvements and capacity expansion as the older adult population continues to grow and demand for transportation increases.
- **Enhanced Service on OR 99W:** The Eugene Connector is envisioned as a deviated fixed-route bus offering four round trips per day, or a bus every two hours, between the Corvallis and Eugene Downtown Transit Centers. The communities of Monroe, Halsey, Harrisburg, and Junction City share a transportation nexus, with convenience shopping in Junction City provided for the other two communities; an exploration of the needs of these three communities should be undertaken if a Connector service is developed.

- **South County Shopper Shuttle:** This service recognizes the need to connect Monroe to the larger communities of Corvallis and Junction City for shopping trips. It provides an alternative to driving to these other cities and is valuable for those Monroe residents without access to a car.

## PREPARING FOR THE FUTURE AND SMARTER MOBILITY

Emerging transportation technologies will shape our roads, communities, and daily lives for generations. Vehicles are becoming more connected, automated, shared, and electric. This future is highly uncertain, but it may have significant impacts for how Monroe plans, designs, builds, and uses the transportation system. These technologies are resulting in new vehicle types that are described below.

**Connected vehicles (CVs)** will enable communications between vehicles, infrastructure, and other road users, see Figure 13. This means that our vehicles will be able to assist human drivers and prevent crashes while making our system operate more smoothly.

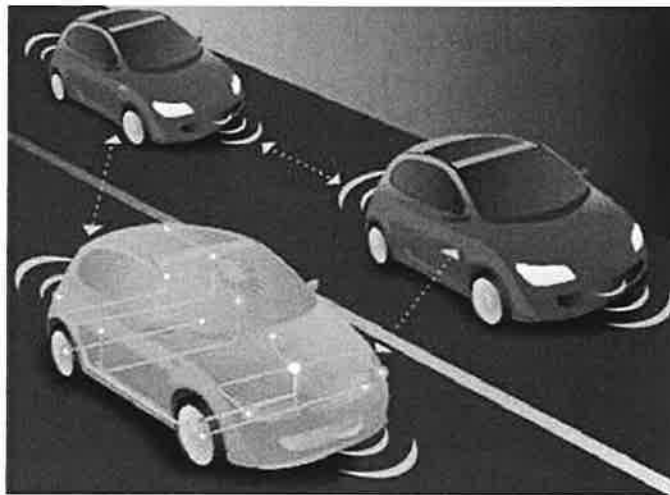


Figure 13: Vehicle-to-Vehicle Communication

**Automated vehicles (AVs)** will, to varying degrees, take over driving functions and allow travelers to focus their attention on other matters. Already today we have vehicles with combined automated functions like lane keeping and adaptive cruise control. However, these still require constant driver oversight. In the future, more sophisticated sensing and programming technology will allow vehicles to operate with little to no operator oversight.

**Shared vehicles (SVs)** that allow ride-hailing companies to offer customers access to vehicles through cell phone applications are already on the road today. Ride-hailing applications allow for on-demand transportation with comparable convenience to car ownership without the hassle of maintenance and parking. Ride-hailing applications can enable customers to choose whether to share a trip with another person along their route or travel alone.

**Electric Vehicles (EVs)** have been on the road for decades and are becoming more economically feasible as the production costs of batteries decline.

Many of these vehicles will not be exclusive of the others and it is important to think of the host of implications that arise from the combination of these technologies. When discussing these vehicles, they can be referred to as connected, automated, shared, and electric (**CASE**) vehicles. As emerging transportation technologies, such as CASE vehicles, begin to influence transportation within Monroe, the City will work with ODOT, Benton County, and other regional partners to better understand the impact to the community.

## ORDINANCE NO. 2019-04

### An Ordinance Adopting the 2020-2040 Comprehensive Plan

WHEREAS, the Monroe Planning Commission in 2017 initiated the process to update and create a new Comprehensive Plan for the City of Monroe;

WHEREAS, throughout the last two years with volunteers and the staffing provide by participants from the Resource Assistance for Rural Environments (RARE) Americorp program administered by the University of Oregon have diligently worked on a new Comprehensive Plan including active community participation and input; and

WHEREAS, held a public hearing on July 9, 2019 on the proposed 2020-2040 Comprehensive Plan with public notice of said meeting publicly posted and the public was offered an opportunity to testify and after deliberation unanimously recommended to the Monroe City Council the adoption of the 2020-2040 Comprehensive Plan;

WHEREAS, the City Council held a public hearing on July 22, 2019, on the proposed 2020-2040 Comprehensive Plan and public notice of said meeting was posted and the public was offered the opportunity to testify along with various officials and staff; and

WHEREAS, on July 22, 2019 the city council approved the first reading of the ordinance; and

WHEREAS, on August 26, 2019 the city council approved the second reading of the ordinance and the adoption of the ordinance to adopt the 2020-2040 Comprehensive Plan;

NOW THEREFORE, THE CITY OF MONROE ORDAINS AS FOLLOWS:

Section 1. The Monroe 2020-2040 Comprehensive Plan attached as exhibit "A" is adopted.

Section 2. The City Council adopts the Findings of Fact as presented at the public hearing and incorporated by reference

Section 3. This Ordinance becomes effective 30 days upon passage by the Council.

**PASSED BY THE CITY COUNCIL AND SIGNED BY THE MAYOR ON THIS 26<sup>th</sup> DAY OF AUGUST, 2019.**

---

Paul Canter, Mayor

ATTEST

---

Rick A. Hohnbaum, City Recorder

## Monroe Tomorrow

A discussion of Monroe's future and the framework for an updated Comprehensive Plan.

### Our Vision –

Our vibrant, rural town is a welcoming and inclusive community celebrating its agrarian heritage, natural environment, neighborly culture, and local economy.

### Our Aspirations –

- **Locational Advantage** - We aspire to be a community maximizing the benefits of our location; nestled in the heart of the Willamette Valley, surrounded by a growing artisanal agriculture industry, just east of prime recreational parklands, a short distance from two major universities and employment centers, fronting an accessible and beautiful river, and well connected by highways, trails, and bike paths to other great places.
- **Governance** - We aspire to have our local governments, community organizations, and businesses collaborating to ensure our institutions best support all community members; our emergency services protect us all from harm; and our systems of governance cooperate on planning, strategy, and action.
- **Housing** - We aspire to provide a wide range of economically, socially, and environmentally sustainable housing for all who value our community's wonderful quality of life and make Monroe home.
- **Business Community** - We aspire to have a thriving business community with retail, agricultural, and service businesses catering to the needs and desires of our residents and attracting visitors. Monroe supports small businesses, home-based businesses, and creative entrepreneurs.
- **Riverside District** - We aspire to have a vibrancy and vitality within the Riverside District enhancing it as an asset and source of pride for the whole community, as well as a significant attraction for visitors. This district will take advantage of visual and physical access to the Long Tom River, traffic on the highway, proximity to larger cities, and the needs and desires of the Monroe community.
- **Ecosystems** – We aspire to foster a healthy environment that sustains our neighborhoods and wildlife. Our city recognizes the intrinsic value of nature and sustaining the ecosystem services of Monroe's air, water, and land.
- **Infrastructure** – We aspire to build, maintain, and upgrade our transportation, parks, water, sewer, stormwater, and public safety systems to ensure residents receive high quality, reliable essential services.
- **Quality of Life** - We aspire to have our quality of life nourished by our city's strong economic, organizational, cultural, and transportation connections throughout the southern Willamette Valley. Our combination of physical and cultural advantages exemplify why Monroe is a wonderful place to settle down, raise a family, or start a business.

March 26<sup>th</sup>, 2018

## **COUNCIL AGENDA STAFF REPORT**

### **LONG TIMBER SPECIAL EVENT PERMIT**

**JULY 22, 2019 city council agenda**

**The Long Timber Brewing Company intends to have a grand opening celebration event. While the plans for this event are expected to remain on their property (and alley), it will be a special event involving music and traffic since the parking lot will be hosting the celebration. A tentative date has been set for August 17<sup>th</sup>. The music is not expected to extend beyond 10 PM.**

*City Code:*

*“130.02 Unnecessary Noise (10) The use or operation of any automatic or electric piano, phonograph, radio, television, loudspeaker, or any instrument for sound producing, or any sound-amplifying device, so loudly as to disturb persons in the vicinity thereof, or in such a manner as to render the use thereof a nuisance; provided, however, that upon application to the City Council, permits may be granted to responsible persons or organizations to broadcast programs of music, news, speeches, or general entertainment.”*

The Long Timber Brewing Company is seeking a permit/permission to have the City Council's permission for the purpose of a one-day permit for a special event that will include the amplification of sound which will not continue beyond the 10 PM time. I do anticipate that I will be also reviewing and signing off on an OLCC special permit for this proposed event.

#### **STAFF RECOMMENDATION:**

A Council motion authorizing the City Administrator to act on behalf of the City Council in approving a special event permit for the Long Timber Celebration Event.

07/03/2019

To the city of Monroe

This is a request to turn the backhoe attachment off the Kubota into surplus. The model number is a 80a Amer equip . I have done some research on the 3 point backhoe and with the oil leaks .I feel we should ask 2500.00 and take the first 2000.00 offered to us

Sincerely

Steve wyman





AMEREQUIP 80A

WARNING  
SAFETY  
INSTRUCTIONS















## **COUNCIL AGENDA STAFF REPORT**

### **LEAGUE OF OREGON CITIES CONFERENCE**

#### **JULY 22, 2019 city council agenda**

The Annual League of Oregon Cities Conference registration opened on July 1<sup>st</sup>. The conference is in Bend September 26-28. While OCCMA (Oregon City County Managers Association) have a preconference one-day training seminar/meeting on the 26<sup>th</sup> which I would like to attend, the conference itself is much more oriented towards volunteers in the service of self-governance such as councilors, mayors and planning commissioners. Last year two planning commissioners and I attended in Eugene. I would prefer not to attend the conference (unless I am asked to serve on a panel again. I served on a Ford Family Foundation Panel in Eugene.) The Monroe delegation and authorization needs to be made so that registration and scholarship applications can be achieved.

**Costs: \$375 Registration      Hotels: The Conference hotel is filled already. A quick review of hotels in Bend in the appropriate range of \$100-\$150 per night**

**Mileage: 135 x 2 x .58 = \$156**

#### **STAFF RECOMMENDATION:**

Authorize and select Monroe representation to attend the League of Oregon Cities Conference in Bend including at least one person selected as the voting delegate for the business meeting.





League of Oregon Cities

# 94<sup>TH</sup> ANNUAL CONFERENCE

**BEND • SEPTEMBER 26-28**

Registration Opens  
**July 1 at 8 a.m.**

[www.orcities.org](http://www.orcities.org)





League of Oregon Cities  
1201 Court St. NE, Suite 200  
Salem, Oregon 97301

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JULY 1 AT 8 A.M.**

**PLAN NOW TO ATTEND**

The LOC Annual Conference is the largest municipal gathering of the year in Oregon, and the one event city officials cannot afford to miss!

It's an opportunity to share experiences, learn from one another, and come away with new ideas and renewed energy to better serve your communities.

**SESSION TOPICS**

- Diversity
- Livable and Age-Friendly Communities
- Dealing with the Media
- Engaging Community Members
- Affordable Housing Playbook
- Grassroots Advocacy
- Census 2020
- Quickfire Sessions
- Emergency Preparedness
- Infrastructure Funding & Resources
- and more



**UE**

**House on the Deschutes**  
N. Business 97, Bend, OR 97703  
(503) 919-9148

*Note: Reservations can be made only with the LOC-provided code distributed with your registration confirmation.*

**94<sup>TH</sup> ANNUAL  
CONFERENCE  
BEND • SEPTEMBER 26-28**



**PRELIMINARY AGENDA**

**Thursday, Sept. 26**

- Trade Show
- OMA, OCCMA and Councilors Workshop
- Full-day Code Enforcement Seminar
- Full day HR Seminar
- Breakout Sessions
- City Tours
- Bills and Brews with LOC's IGR team
- Welcome and Keynote Address
- Welcome Reception

**Friday, Sept. 27**

- Trade Show
- Small, Medium & Large City Networking
- Full-day Telecom Seminar
- City Tours
- Visit with State Agency Directors
- Breakout Sessions

**Saturday, Sept. 28**

- Annual Membership Meeting & Awards
- Breakout Sessions
- Lunch with Closing Keynote



## Rick Hohnbaum

---

**From:** League of Oregon Cities <leagueoforegoncities@orcities.org>  
**Sent:** Tuesday, July 09, 2019 8:48 AM  
**To:** rick.hohnbaum@ci.monroe.or.us  
**Subject:** Scholarships Available for LOC Annual Conference

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## Scholarships Announced for the LOC's Annual Conference in Bend



The LOC Foundation is offering scholarships to help city officials attend the 94<sup>th</sup> Annual LOC Conference, September 26-28 in Bend. This three-day conference is the largest municipal gathering each year in Oregon with approximately 700 attendees – it's the one event city officials in Oregon cannot afford to miss! Scholarships are open to mayors, councilors, city managers, city administrators, city recorders and department directors. Financial assistance can be provided for conference registration, travel expenses and hotel. Applications are due August 2.

[More information and application](#)

**Questions?** Call the LOC office at (503) 588-6550 or email [loc@orcities.org](mailto:loc@orcities.org).



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# Conference Program

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*Program subject to change*

## Thursday, September 26

greatest leader, employee, spouse, parent and human you can be. You will learn exactly how you can stay inspired, motivated, and most importantly, alive all your life!

During the last hour of the workshop, attendees will gather for a round table discussion of issues pertinent to elected city officials. Some discussion topics will be predetermined, but there will be time for attendees to ask questions and get input from the collective wisdom of the group.

### **8:30 am – 3:00 pm      Seminar – Human Resources**

As employers, local governments are required to do two things: keep up-to-date with employment laws and best practices; and, ensure a vibrant, respectful, and innovative work place exists. Local government officials in the human resources field, or anyone who supervises government employees, should attend this one-day seminar. Attendees will receive the most current information on key employment laws, while simultaneously learning strategies and techniques for effectively and respectfully maintaining diverse workforces.

### **12:00 pm – 1:00 pm      Lunch (for tour attendees)**

### **12:45 pm – 2:45 pm      Local City Tours**

- **Affordable Housing in Bend**

Bend was the first city in Oregon to implement an affordable housing fee. To date, this fund has generated approximately \$7 million, with proceeds helping to develop a wide variety of housing throughout the community.

In turn, Bend has loaned over \$14 million, leveraging more than \$77.6 million in state and federal funding and \$28.4 million in private equity.

Funding has been secured for 770 units. This tour will include visits to affordable housing projects and a recently-expanded family shelter.

Members of the city's Affordable Housing Team can speak to the recent efforts to address the affordable housing crisis.

- **Outdoor Industry in Bend**

Bend has topped The Milken Institute's "U.S. Best-Performing Small Cities" index three years in a row and boasts one of the highest job growth rates in the country. The outdoor products industry has played an important role in this growth, as designers and manufacturers have tapped into

- Water Town Hall Forum

**3:00 pm – 4:30 pm      Welcome and Keynote**



**Darby Allen**

During the catastrophic Alberta wildfires, Fire Chief Darby Allen guided the 88,000 residents of Fort McMurray to safety with no loss of life. Now, he offers guidance on how to be a stoic, quick-thinking leader in tough situations.

**4:30 pm – 7:30 pm      LOC Nominating Committee Meeting**

**4:30 pm – 6:30 pm      Welcome Reception with Trade Show**

## **Friday, September 27**

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**8:00 am – 9:00 am      Small Cities Network**

**8:00 am – 9:00 am      Medium Cities Network**

**8:00 am – 9:00 am      Large Cities Network**

**8:30 am – 5:00 pm      Attorneys Legal Issues Workshop - Sunriver**  
(separate registration will open in August)

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**9:00 am – 12:00 pm      City Tours**

- **Deschutes Collaborative Forest Project**

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• **Forest Service Redmond Air Center and Fire Dispatch**

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- OEDA
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- Telling Your Story

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**3:00 pm – 4:15 pm      BREAKOUT SESSIONS – Emergency Preparedness  
quick fires**

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- Algae

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# Conference Program

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*Program subject to change*

**Thursday, September 26**



**7:00 am – 9:00 am      Trade Show open**

**8:30 am – 12:30 pm      OMA Annual Membership Meeting, Workshop and Lunch**

Join mayors from across the state to discuss timely issues relevant to cities in Oregon and those serving as mayor. This workshop will feature a few set topics and then transition into an opportunity for the group to engage with each other through the Mayors Open Forum. This moderated session is designed to be interactive. Bring your ideas and concerns and be prepared to ask questions and join the discussion.

**8:30 am – 12:30 pm      OCCMA Workshop, Annual Membership Meeting and Lunch**



**The Human Side of Budgeting  
Scott Lazenby and Jordan Wheeler**

Financial challenges are facing many local units of government across Oregon. Traditional approaches to budgeting have not necessarily helped to bridge the gap between limited resources and identifying the true needs of an organization to best serve the community. The Human Side of Budgeting approaches the budget from a local government management point of view and makes the case that traditional budget systems work against almost everything we know about good management. For a system that is often the source of frustration, this workshop offers an alternative that fits perfectly between tomes on the politics of public budgeting and the mechanics of public budgeting.

**8:30 am – 12:30 pm      Councilors Workshop and Lunch**



**Stay Alive All Your Life!  
Michael Ivanov**

This workshop will take you through a story of resilience, will-power, and hope while revealing 11 timeless principles to extraordinary personal power and quality of life. Expect to break through limitations and be inspired to become the



greatest leader, employee, spouse, parent and human you can be. You will learn exactly how you can stay inspired, motivated, and most importantly, alive all your life!

During the last hour of the workshop, attendees will gather for a round table discussion of issues pertinent to elected city officials. Some discussion topics will be predetermined, but there will be time for attendees to ask questions and get input from the collective wisdom of the group.

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Bend's easy access to world-class skiing, mountain biking, and even surfing. Bend is home to: a startup incubator focused on outdoor products; the only funding competition in the world focused on the outdoor recreation industry; a dedicated co-working space; and the Oregon Outdoor Alliance, a statewide association providing a voice to the outdoor industry. Some of the most successful and innovative outdoor recreation companies on the planet are proudly based in Bend, including Hydro Flask and Ruffwear. Registrants will have a chance to hear from participants in Bend's outdoor products ecosystem while touring the campuses of some notable success stories.

- **Bend - Water Filtration Facility**

The city of Bend is required to meet the federal Safe Drinking Water Act (SDWA) and filter its Bridge Creek surface water source to meet various water quality conditions, including the removal of cryptosporidium. Bend's membrane filtration plant went online in April of 2016, and it meets this public health requirement, while also removing silt and other particles from the surface supply, ensuring a reliable, year-round water source – even after a recent fire in the forested watershed. Bend staff will present this tour and discuss the process leading up to the selection of membrane treatment and the challenging public opposition.

**12:45 pm – 2:45 pm      IGR Session – Beers & Bills**

**12:45 pm – 1:45 pm      BREAKOUT SESSIONS**

- Transient Lodging Tax
- How to Develop a World Class City Councilor Orientation
- Diversity, Equity and Inclusion – What it is and why it matters
- Homelessness and the Effects on Staff

**1:45 pm – 2:45 pm      BREAKOUT SESSIONS**

- Wildfires
- Census 2020
- How Not to Get Sued

- Water Town Hall Forum

**3:00 pm – 4:30 pm      Welcome and Keynote**



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**9:00 am – 12:00 pm      City Tours**

- **Deschutes Collaborative Forest Project**

The West Bend Project is one of 10 primary forest restoration project areas on national forestland within the larger Deschutes Collaborative Forest Project landscape. The goals of this project are to: restore forest ecosystems; reduce the potential of high-severity wildfire; and provide economic and social benefits to local communities. Project staff will lead this tour and review the restoration efforts. \*NOTE – remember to wear comfortable shoes for walking in the woods.

- **Sisters Country Vision**

As convener of a 31-member Vision Action Team and extensive public outreach/community input the city of Sisters (population 2,725) completed the “Sisters Country Vision” Action Plan in early 2019. The implementation is underway with key lead partners on the Vision Action Team (and coordinating with supporting partners). This tour will take place primarily on foot and will visit downtown amenities and projects that have been accomplished in the past 5-10 years. It will also present a look ahead to the next 5-10 years, as outlined in the “Sisters Country Vision.” Topics range from parks, streetscapes, transportation, urban renewal, economic development, and community visioning.

**9:00 am – 10:30 am      BREAKOUT SESSIONS**

- Climate Change
- Property Tax 101
- System Development Charges
- Eminent Domain

**10:00 am – 1:30 pm      Visit with State Agency Directors**

**10:30 am – 11:00 am      Networking Break**

**11:00 am – 12:00 pm      BREAKOUT SESSIONS**

- PERS
- Affordable Housing Playbook
- Ethics
- Tourism Industry

**12:00 pm – 1:30 pm      Lunch with Trade Show**

**1:00 pm – 4:00 pm      City Tours**

- **Forest Service Redmond Air Center and Fire Dispatch**

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- Grassroots
- OEDA
- Recent Housing Legislation
- Telling Your Story

**2:30 pm – 3:00 pm      Networking Break**

**3:00 pm – 4:15 pm      BREAKOUT SESSIONS – Emergency Preparedness quick fires**

- Seismic Events
- Train Derailment
- Fire
- Algae

- Amtrak

**3:25 pm – 3:40 pm      BREAKOUT SESSIONS – Emergency Preparedness  
quick fires (repeat)**

**3:50 pm – 4:05 pm      BREAKOUT SESSIONS – Emergency Preparedness  
quick fires (repeat)**

**4:30 pm – 5:30 pm      CIS Safety Awards Reception**

**6:45 pm – 9:00 pm      Awards Dinner**

## **Saturday, September 28**

**8:00 am – 10:00 am      Breakfast, Annual Membership Meeting**

**9:35 am – 9:50 am      BREAKOUT SESSIONS – Infrastructure quick fires**

- Housing Bonds
- State & Federal Funding
- USDA Rural Development
- One Stop
- Rate Setting

**10:00 am – 10:15 am      BREAKOUT SESSIONS – Infrastructure quick fires  
(repeat)**

**10:25 am – 10:40 am      BREAKOUT SESSIONS – Infrastructure quick fires  
(repeat)**

**10:55 am – 12:00 pm      BREAKOUT SESSIONS**

- Accessibility – How to Engage ALL Community Members
- Sustainability
- Council Relationships
- How to Deal with Media
- How to Engage Your Community

**12:00 pm – 1:30 pm      Lunch with Closing Keynote**

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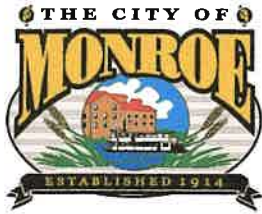
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## RESOLUTION 2019-15

### **A RESOLUTION AUTHORIZING MEMORANDUM OF UNDERSTANDING (MOU) WITH SOUTH BENTON COMMUNITY ENHANCEMENT ASSOCIATION FACILITATING THE PROCESS AND ADMINISTRATION OF THE MONROE COMMUNITY LIBRARY LEGACY FUND**

WHEREAS, the City of Monroe has for over 13 years publicly and officially stated support for a library building facility including by Resolution 2006-20; and

WHEREAS, success was achieved for the funding and building of new library completed in late 2013; and

WHEREAS, the success of said project was made possible by the partnerships created with Benton County, Corvallis Public Library and the South Benton Community Enhancement Association; and

WHEREAS, the City of Monroe (COM) approved a Letter of Agreement between the City of Monroe and the South Benton Community Enhancement Association (SBCEA) on December 19, 2018; and

WHEREAS, the Letter of Agreement included that SBCEA and COM would work together in the creation and administration of a legacy fund to support the long-term capital maintenance and repair of the Monroe Community Library including cooperatively efforts to increase the amount of regional funding for the Monroe Community Library Legacy Fund;

NOWHEREFORE; The City of Monroe does hereby authorize and adopt the Memorandum of Understanding with SBCEA to facility the process and administration of the Monroe Community Library Legacy Fund as stated with "Attachment A"; and

Authorize Mayor Paul Canter to sign the Memorandum of Understanding (MOU) on behalf of the City of Monroe as an expression of the City's commitment to move forward with the partnership of SBCEA with the Monroe Community Library Legacy Fund.

Approved by the Monroe City Council on July, 22, 2019.

---

Signed: Mayor Paul Canter

Date:

Attest:

---

Rick A. Hohnbaum, City Recorder

# LETTER OF AGREEMENT

Between

**South Benton Community Enhancement Association and**

**The City of Monroe, Oregon**

**WHEREAS:** The South Benton Community Enhancement Association is a 501(c)(3) with a nonprofit tax code designation supporting organizations and activities including educational and literary purposes;

**WHEREAS:** The City of Monroe has consistently supported the efforts to provide educational and literary opportunities and services to the Monroe Community; and

**WHEREAS:** the Monroe Community Library has recently celebrated its fifth year of operations and services to the community; and

**WHEREAS:** the library is operated by the Benton County and funded operationally by all residents of the county; and

**WHEREAS:** the 5-year-old beautiful existing library facility is owned and maintained by the City of Monroe; and

**WHEREAS:** library customers both near and far have indicated a desire to support the capital expense of building maintenance, repair and upkeep to this significant educational and literary facility owned by the City of Monroe;

**NOW THEREFORE;** The City of Monroe (COM) and the South Benton Community Enhancement Association (SBEA) do hereby agree to the following:

1. That SBEA will create a new single designated fund which they will administer for the purpose of providing financial support of capital maintenance and repair of the Monroe Community Library.
2. That COM will submit, as needed, requests for funding for capital repair maintenance projects to the SBEA for funding support.
3. That COM and SBEA will cooperatively support efforts to increase the amount of Monroe regional funding support for the Monroe Community Library Legacy Fund.
4. That COM and SBEA will move forward in creating a Memorandum of Understanding to outline specifics relating to honoring the technical aspects of this letter of agreement.

 1/9/19

Roger Irvin, President

Date

 12-19-18

Paul Canter, Mayor

Date

## **STAFF CITY COUNCIL AGENDA REPORT**

**DECEMBER 17, 2018**

### **LIBRARY LEGACY FUND LETTER OF AGREEMENT**

#### **Presentation:**

This evening, Roger Irvin, President of the South Benton Community Enhancement Association, Sandy Halonen a retired librarian and community activist, Ashlee Chavez Corvallis-Benton County Public Library Director and myself would like to present and request council authorization to proceed in an opportunity to gather and garner long-term financial support for the capital needs of the library.

#### **Considerations:**

If people donate funds to the Friends of the Library, those funds support events and supplement basic operating needs of the entire system. What is being proposed is an avenue to generate support for the capital needs of the beautiful Monroe Community Library facility in order to provide for the long-term care and use of the building. The building is five years old and doesn't need new paint --- YET! HVAC system fixes for a thermos heating process which no other county or city building has or the future replacement or covering of the roof and other capital need replacements and updating are something which the City should considering planning for now.

#### **Proposal:**

Every city should have a 501(c)(3) partnership relationship to support and affirm the needs which are mutually beneficial and supportive of their mission and purposes. Monroe is fortunate to have SBEA in the region with similar mission purposes as the City has. Both the governance section and the quality of life section of the council adopted Monroe Tomorrow Vision supports the concept being present in working in partnership to provide services.

#### **Expectations:**

**A capital improvement plan being done to establish financial goals and needs.**

**COM**

**A request review committee established by SBEA to review city requests for capital needs funding for the Monroe Community Library. SBEA**

**A criteria defining the level of maintenance on capital repairs needs to be defined, budgeted and approved for expenditure of funds. COM and SBEA**

**This is for capital improvement projects not normal maintenance activities. The library wood floors need to be stripped and re-waxed. This would not be considered a capital improvement need. Painting the building, replacing HVAC units, solar panel replacement (20-year lifespan), roofs, flooring and other significant costs would be considered.**

**Partnership Development and Recommendation:**

**This is an opportunity to continue to work with regional partners and gain potential funding support for capital needs that the City will see in the future. Staff is recommending council approval of the letter of agreement.**

# 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 7<sup>th</sup> 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 6<sup>th</sup> to 7<sup>th</sup>. 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

# **Memorandum of Understanding Monroe Library Legacy Fund**

## **CITY OF MONROE AND SOUTH BENTON COMMUNITY ENHANCEMENT ASSOCIATION**

### **PURPOSE**

The City of Monroe (COM) and the South Benton Community Enhancement Association (SBCEA) are formalizing a working relationship to benefit the Monroe Community in the creation and administration of a Legacy Fund for preservation of the Monroe Community Library building and grounds. The purpose of the MOU is to establish a clear understanding of process and expectations with both parties.

### **SBCEA**

SBCEA will facilitate the stewardship and accountability of funds raised by various parties including the City, Corvallis-Benton County Library Foundation, SBCEA and other sources. This will include investing and disbursing of funds per established guidelines as stated within the MOU. SBCEA will provide oversight of the advisory committee created to advise the SBCEA Board in the approval of fund distribution. It is the intention of SBCEA to partner with the Corvallis-Benton County Library Foundation for investment of funds. Should SBCEA be unable to perform the duties outlined herein, funds will be managed by the Corvallis-Benton County Library Foundation for the sole purpose of preserving the Monroe Community Library as outlined in this document.

### **COM**

The City of Monroe will establish a capital improvement plan (CIP) by September 1, 2019. COM will develop the CIP for projects under this MOU to be requested for funding of projects. The COM will manage the projects funded under this MOU. The COM may request a special meeting of the Monroe Library Legacy Fund Committee for consideration of unexpected and unplanned significant projects relating to the condition of the facility and/or property.

### **MONROE LIBRARY LEGACY FUND COMMITTEE**

A three-member advisory committee will be established as a subcommittee of SBCEA.

#### **Membership:**

- 1 person selected by Chair of SBCEA
- 1 person selected by Mayor of COM
- 1 person appointed by Library Director

The committee will meet at least twice a year. In May the committee will review requests from the COM for funding assistance for capital projects proposed for the following fiscal year budget. In September, the committee will meet and review and advise the updating of the CIP as proposed by the City of Monroe. The committee will facilitate fundraising activities and

management of funds. The committee will review requests from the City and recommend to the SBCEA Board the transfer of funds to the City of Monroe for approved Legacy Capital Improvement needs.

**CRITERIA FOR APPROVAL OF EXPENDITURE OR TRANSFER OF FUNDS**

While no criteria list can completely determine in advance the legacy improvement needs of the facility, it is the purpose of this section of the MOU to establish guidelines for appropriate use of funds for projects requiring significant expenditures.

Intent and approval of legacy funds **include:**

- Major repair and/or replacement of building elements such as roofing, HVAC, pumps, lighting, solar equipment, etc.
- Exterior and interior painting
- Structural damage
- Asphalt and Concrete repairs
- Property Improvements such as replacement of storm drains
- Carpet and Flooring replacement

Funds will **not** be used for routine or minor maintenance:

- Cleaning
- Minor repair
- Maintenance

**COMMUNICATIONS**

The COM will communicate a written review of the CIP and status of any funded projects annually to the Legacy Fund Committee. The minutes of the Legacy Fund meetings will be provided to the COM. The primary points of contacts are:

City of Monroe: City Administrator or Finance Officer

SBCEA: Chair

Monroe Community Library Legacy Fund Committee: Chair

MOU Affirmed by Council Resolution No. # 2019-XX

\_\_\_\_\_  
City of Monroe

  
\_\_\_\_\_  
South Benton Community Enhancement Assoc.





**We need your support!**

**When the new** Monroe Community Library was opened it was the celebration and culmination of over 8 years of community fundraising, planning, and collaboration.

It was also an expression of how much the community LOVES their library, and wished to honor the city's history by blending the new building with Monroe's historic train depot.

For a community that loves its beautiful library, the launch of the new Monroe Library Legacy Fund is wonderful news.

This fund is dedicated to capital maintenance, enhancement, and preservation of the Monroe Community Library, Monroe's most visible community asset.

## It's Easy to Donate!

- This project gives the entire South Benton community the opportunity to directly give to their library!
- You can donate by giving to the South Benton Community Enhancement Association. Checks can be made payable to SBCEA and can be returned with the enclosed envelope.
- You can match your donation through the Oregon Cultural Trust or ask your employer about matching donations.

- SBCEA has also partnered with the Library Foundation and can accept online donations. To give, visit [thebestlibraryfoundation.org/donating/paypal/](http://thebestlibraryfoundation.org/donating/paypal/)
- The Legacy Fund may be designated as a beneficiary in wills and trusts, retirement plans, IRAs and insurance policies.
- By providing a charitable bequest to this fund, you are making a monumental impact on the future of our Library and our community.
- For more information, please call Stephanie Conn, Senior Administrative Specialist at 541.766.6485.

**I LOVE OUR LIBRARY**



# Support the Monroe Community Library Legacy Fund

*Your investment will help us  
preserve the beautiful and historic  
Monroe Community Library!*



## The Monroe Community Library

Legacy Fund is a reality in thanks to a wonderful new partnership that unites the goals of the City of Monroe, the Corvallis-Benton County Public Library, the Library Foundation and the South Benton Community Enhancement Association. This strong partnership will ensure a successful future for our community library.

- Last year, the Monroe Community Library held 235 programs with 4,240 attendees!
- There were over 36,000 items circulated last year - downloadables not included.
- Almost 10,000 items were placed on hold.
- Since July 2018, there have been over 1,300 internet sessions on the public computers.
- On average, there are 180 hours donated by volunteers to the library each year.



Monroe Community Library  
PO Box 21 • Monroe, OR 97456