

CITY COUNCIL NOTICE/AGENDA

Monday March 23, 2020 5PM
MONROE COMMUNITY LIBRARY 380 N. 5th Street
(Hwy99W)



1. **OPENING:** Call to Order and Roll Call
2. **PUBLIC ITEMS and COMMENTS:** *(please limit your comments to less than 3 minutes)*
3. **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. 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:
 - 3.1 Approval of Bills, Financials and Minutes
4. **NEW BUSINESS:**
 - 4.1 Request for support from Meals on Wheels Program
5. **OLD BUSINESS**
 - 5.1 Request from employee for insurance coverage
6. **OTHER BUSINESS:**
 - 6.1 Councilor Comments:
 - 6.2 Mayor's Comments:
7. **ADJOURN:**

THE REGULAR MONTHLY CITY COUNCIL MEETING WILL OCCUR ON MONDAY MARCH 23RD IN THE BREEZEWAY ENTRANCE OF THE MONROE COMMUNITY LIBRARY AT 5PM.

PLEASE NOTE THE DIFFERENT SITE AND TIME FOR THIS REGULAR MONTHLY EVENT.

MONROE CITY COUNCIL MINUTES

February 24, 2020 6 PM CITY HALL COUNCIL CHAMBERS

1. **CALL TO ORDER:** Mayor Paul Canter called the City Council meeting to order at 6:00 P.M.

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 Koroush, Thayer and Cuthbertson. Councilors Canter and Greene were excused. Staff present was City Administrator/Recorder Hohnbaum and Laurie Eastridge. In the audience was County Commissioner Xia Augerot, Ari Basil-Wagner, (both from Benton County) Sarah Whitney (Long Tom Watershed), the chair of the Monroe Fire District Board and Planning Commissioner Tim Eastridge, Bob Eastridge, Vice Chair of the Planning Commission Dan Sheets, Erma Alexander, Todd Nystrom, Amy Nystrom, Richard Alexander and Terry Koroush.

2. **PUBLIC COMMENTS:** Mayor Canter called for public input and no one rose to speak.

3. **STAFF REPORTS:**

Chief Bob Morris: Chief Morris presented a monthly report to the city council and shared current law enforcement issues and concerns relating to Monroe including the writing of 44 citations within the last month. Chief Morris stated that the Police Department are still working on the report writing software system and that there had been significant burglary activity in Junction City. The council discussed concerns with the Chief and they thanked him for his time.

City Administrator, Rick Hohnbaum: CA Hohnbaum presented his written report which was in the council packet and the addendum published on Friday. Councilor Thayer moved to approve the overnight Siletz trip for the city administrator and Cuthbertson seconded the motion. Ayes: Cuthbertson, Thayer. Nays: Koroush, Billings. Ayes: Mayor Canter. Approved 3-2.

CA Hohnbaum encouraged a more aggressive Ordinance Committee meeting schedule to complete the codification project. City Council discussed the codification project with Ordinance Committee setting future meetings for Tuesdays at 5:30 until they are through the code book and then there would be a council work session to review the work. Councilor Billings inquired as to why the Water Fund was in the red. CA Hohnbaum provided information related to water treatment plant issues and concerns and recent work accomplished, some of which was budgeted for and some which was not. CP Billings stated that the council should be informed prior to spending the funds. CA Hohnbaum stated the Water Fund was currently \$757.61 in the red but he expected it to be in the black by the end of the month based upon the revenue pattern from January water payments.

4. **CONSENT AGENDA:**

4.1 Bills and Minutes: CP Billings asked if the city is still using SOWT and requested that the mayor sign a letter thank them for doing a great job. Councilor Cuthbertson moved to approve the consent agenda Councilor Koroush seconded the motion. CP Billings requested a report on all the

engineering expenditures through the budget. CP Billings stated that the meter which had a potential leaking issue was tested and came back as being "ok" and CA Hohnbaum was asked if a letter had been sent requesting a refund on the utility bill forgiveness. CA Hohnbaum stated that no letter had been transmitted. CA Hohnbaum stated that council direction was for Councilor Koroush was going to listen to the November Council Meeting audio tape and see if a promise had been made. Councilor Koroush stated that it wasn't on the November council meeting tape. Council agreed that Councilor Koroush would listen to the October tape. Councilor Cuthbertson moved and Councilor Thayer seconded a motion to approve the consent agenda. Ayes: Thayer, Cuthbertson. Nays: Koroush, Billings. Aye: Mayor Canter. Consent Agenda adopted 3-2.

5. PRESENTATIONS:

- 5.1 Sarah Whitney, Long Tom Watershed: CA Hohnbaum introduced Sarah Whitney stating that she was present to provide an update of the existing grant and partnership between the City and the watershed and our joint intentions in renewing the grant by applying again and continuing the work being done. Ms. Whitney shared the success of the project to date and the plans to continue the work with the new grant funding if received from the State of Oregon. Councilor Thayer moved to adopt resolution 2020-06. CP Billings seconded the motion. Ayes: Cuthbertson, Billings, Thayer. Nay: Koroush. Mayor Canter declared approved.
- 5.2 Benton County Criminal Justice System: Commissioner Augerot introduced herself and Ari Basil-Wagner. Ari provided an update of the planning process under way to review and resolve options in addressing the deficiencies within Benton County Criminal Justice System. Ari shared the role in public education that she is providing on behalf of the county and expressed her thanks for the council's time. Commissioner Xia shared the 40-bed limits as well as the limitations of use due to the diversity of people within the jail.

6. NEW BUSINESS:

- 6.1 Budget Calendar: CA Hohnbaum stated that while a budget calendar is not a state requirement, it is a recommendation from the Oregon Department of Revenue that municipalities adopt a budget calendar. CA Hohnbaum stated that having an adopted and posted budget calendar allows publication and opportunities for community engagement of the public budgeting process. CA Hohnbaum recommended that the City Council adopt a budget calendar. Councilor Cuthbertson moved that the City of Monroe adopted the draft budget calendar as proposed. Councilor Thayer seconded the motion. Ayes: All.
- 6.2 Appointment of Budget Committee: CA Hohnbaum reminded the council that they had directed him to seek the desire of the two individuals rotating off the budget committee as to their interest in being re-appointed and both Dan Sheets and Nick Ritch expressed a clear direction requesting council reappointment and that they are three-year appointments. Mayor declared them appointed without objections.
- 6.3 Appointment of Budget Officer: CA Hohnbaum stated that the City is required to appoint a budget officer as a part of the Oregon Public Budgeting Laws stating that traditionally it has been the City

Administrator and that it can't be an elected person or a member of the budget committee. Mayor Canter requested from the council their desire and direction and for a motion. Councilor Cuthbertson moved to appoint Rick Hohnbaum to be the 2020-2021 budget officer. Councilor Thayer seconded the motion. Ayes: All

6.4 Resolution 2020-05 Adoption of 2016 Wastewater Master Plan and the 2020 Wastewater Master Plan Amendment. CA Hohnbaum stated that copies of both master plans were distributed within the last two weeks and available on the website. For the purpose of planning and addressing issues long-term with state regulatory staff, a formal adoption of both plans would be in the city's best interest. Hohnbaum stated that there was not an urgent need for adoption if the council wanted more time for review. Councilor Koroush inquired if any additional funds would be expended for engineering services and CA Hohnbaum stated that yes. The implementation of design and construction to do the projects contained within the master plans would require engineering services. The council asked for more time to review the two plans and to place this item on the March Council agenda. Tabled.

7. OLD BUSINESS:

7.1 Motion to reconsider city vehicle motion made at January council meeting: CP Billings stated he would like the entire council present to discuss this business item. Councilor Cuthbertson stated that she felt that the council should reconsider the discussion and needed more information to make an informed decision than what they had when it was discussed at the January council meeting. She stated that it would be nice to have the entire council involved in the decision but there were potential safety issues involved. CA Hohnbaum asked that council allow the CA to adjudicate the use of the pickup and shared some of his concerns relating to safety and access to staff services to address both urgent and non-urgent water service needs.

Councilor Cuthbertson expressed concern about the unsafe crossing of the bridge. Council discussed the use of the pickup. CP Billings moved for the water treatment plant operator to drive (personal vehicle) to the city hall to use the F150 for his errands and whatever else he needs it for. Councilor Koroush seconded. Ayes: Koroush, Cuthbertson, Billings. Nays: Thayer.

7.2 Request for insurance coverage for part-time employee: Mayor Canter shared that this was something that was discussed at the January council meeting but additional information has been received and that the request is for the insurance coverage to start in July for the next fiscal year so it could be in the new budget if the council approved the request and encouraged the council to look upon this action favorably. Councilor Cuthbertson moved that the request be tabled until the March meeting when the entire council would be able to participate in the decision. Councilor Thayer seconded the motion. Ayes: All.

7.3 Annual Oregon Association of Water Utilities Technical Training Event and Conference: Both Finance Officer Floyd and Public Works and Wastewater Treatment Operator Wyman have requested to attend. CA Hohnbaum shared his experiences attending this event and encouraged the council to approve the amended request stating that there are usually four different tracks of

workshops including one for finance and administration. Councilor Thayer moved to approve the request for the Finance Officer to attend the OAWU Conference. Councilor Cuthbertson seconded the motion. Ayes: Cuthbertson, Thayer. Nays: Billings, Koroush. Mayor Canter Aye. 3-2.

CA Hohnbaum shared his two requests for continuing education professional development in October stating that they are back-to-back events and one of them was in support of the council goal on the emergency operations plan. Councilor Koroush inquired as to how often the CA had attended these conferences and CA Hohnbaum stated he had never been to one of them and the second conference is held only every other year so he had been to one in his three years at Monroe. Councilor Thayer moved to approve and Councilor Cuthbertson seconded. Ayes: Thayer, Cuthbertson. Nays: Koroush, Billings. Mayor Canter: Nay. Fail 2-3. Mayor Canter asked to put on the March council agenda.

8. OTHER BUSINESS:

8.1 Committee Reports: Tuesday 5:30 Ordinance Committee at city hall. CP Billings asked Mayor Canter to ask Councilor Canter for a Parks committee meeting and a Personnel and Finance Committee meeting.

8.2 Councilor Comments: Councilor Koroush stated that he heard there was a utility hookup in town that was not paying base rate. Staff was asked to research and bring it back to council.

8.3 Mayor's Comments: None

9. ADJOURN: Mayor Canter adjourned the City Council meeting at 8:00 PM.

Approved by Council Action on March 23, 2020.

Mayor Paul Canter

DATE:

Attest: _____

Rick A. Hohnbaum, City Recorder

ACCOUNTS PAYABLE

City Of Monroe
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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
1912	03/09/2020	03/23/2020	297	AT&T Mobility	143.68	City Cell Phones
510 00 42 1000 Telephone			100 000 510 General Fund	28.20		
510 00 42 1000 Telephone			100 000 510 General Fund	14.55		
510 00 42 1000 Telephone			100 000 510 General Fund	5.64		
531 00 42 6030 Telephone			603 000 531 Storm Fund	5.64		
534 00 42 6010 Telephone			601 000 534 Water Fund	14.55		
534 00 42 6010 Telephone			601 000 534 Water Fund	43.65		
534 00 42 6010 Telephone			601 000 534 Water Fund	5.64		
535 00 42 6020 Telephone			602 000 535 Sewer Fund	14.55		
535 00 42 6020 Telephone			602 000 535 Sewer Fund	5.64		
542 00 42 2010 Telephone			201 000 542 Street Fund	5.62		
1929	03/10/2020	03/23/2020	11	B & I Hardware & Rental	96.96	Supplies For Pump To Recirculate Lagoon
535 00 48 6022 Equip. Repair & Mainte			602 000 535 Sewer Fund	96.96		
1933	03/11/2020	03/23/2020	15	Benton County Public Works	138.75	Road Signs - Do Not Enter
542 00 48 2010 Repairs & Maintenance !			201 000 542 Street Fund	138.75		
1899	03/09/2020	03/23/2020	16	Better Portable Toilets	130.00	ADA Portable Rental 1/27/2020 - 2/23/2020
576 00 45 1000 Parks - Temporary Restr.			100 000 576 General Fund	130.00		
1889	02/24/2020	03/23/2020	18	Blake, JR., Larry	150.00	OMJA Spring Conference Registration For Judge Blake
521 00 41 1001 Judge			100 000 510 General Fund	150.00		
1890	02/24/2020	03/23/2020	18	Blake, JR., Larry	200.00	March Judicial Services
521 00 41 1001 Judge			100 000 510 General Fund	200.00		
1936	03/13/2020	03/23/2020	19	Branch Engineering, Inc	412.50	Engineering Services - Locate Requests And Driveway Specs
510 00 41 1004 Engineering			100 000 510 General Fund	412.50		
1940	03/16/2020	03/23/2020	23	Canter, Paul	30.00	Monthly Cell Phone Reimbursement
510 00 42 1000 Telephone			100 000 510 General Fund	10.00		
534 00 42 6010 Telephone			601 000 534 Water Fund	10.00		
535 00 42 6020 Telephone			602 000 535 Sewer Fund	10.00		
1909	03/09/2020	03/23/2020	25	Carson Oil Co.	144.91	Fuel For Service Trucks And Equipment
534 00 48 6014 Vehicle Operation & Ma			601 000 534 Water Fund	SERVICE	61.68	
535 00 48 6024 Vehicle Operation & Ma			602 000 535 Sewer Fund	SERVICE	61.68	
535 00 48 6024 Vehicle Operation & Ma			602 000 535 Sewer Fund	TRACTOR	2.61	
542 00 48 2012 Vehicle Operation & Ma			201 000 542 Street Fund	SERVICE	13.71	

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Accts Pay #	Received	Date Due	Vendor	Amount	Memo	
542 00 48 2012	Vehicle Operation & Ma		201 000 542 Street Fund	2.61	TRACTOR	
576 00 32 1000	Parks - Fuel Oil		100 000 576 General Fund	2.62	TRACTOR	
1942	03/18/2020	03/23/2020	26	Cascade Columbia Distribution Co	1,135.75	Chemicals For WTP - Soda Ash And Aluminum Chlorohydrate
534 00 49 6011	Chemicals		601 000 534 Water Fund	1,095.75		
534 00 49 6017	Container Deposit		601 000 534 Water Fund	40.00		
1915	03/09/2020	03/23/2020	217	Chase Paymentech	95.95	Online Merchant Fees (utility Payments - \$7693.09 Taken For The Month)
531 00 31 6030	Online Bill Pay Fees		603 000 531 Storm Fund	9.60		
534 00 31 6012	Online Bill Pay Fees		601 000 534 Water Fund	43.18		
535 00 31 6023	Online Bill Pay Fees		602 000 535 Sewer Fund	43.17		
1916	03/09/2020	03/23/2020	217	Chase Paymentech	37.03	Online Merchant Fees For Non Utility Payments (\$200 For Court- \$30.00 For Library Rental - \$900.00 For Festival)
510 00 31 1003	Online Bill Pay Fees		100 000 510 General Fund	35.42		
521 00 49 1001	Court Online Bill Pay Fe		100 000 510 General Fund	1.61		
1893	03/09/2020	03/23/2020	29	Civil West Engineering Services, In	220.00	SDC Methodology
545 00 49 5101	Capital Improvement An		510 000 531 Storm System I	44.00	Storm SDC	
594 00 49 5070	Parks SDC Methodology		507 000 594 Park System De	44.00	Parks SDC	
594 00 49 5081	Sewer SDC Methodolog		508 000 594 Sewer System I	44.00	Sewer SDC	
594 00 49 5091	Street Capital Improvem		509 000 594 Street System I	44.00	Street SDC	
594 00 49 5110	SDC Methodology		511 000 594 Water System I	44.00	Water SDC	
1894	03/09/2020	03/23/2020	29	Civil West Engineering Services, In	268.00	General Engineering Services - WTP - Water Issues And Pre-treatment
534 00 41 6012	Engineering		601 000 534 Water Fund	268.00		
1895	03/09/2020	03/23/2020	36	Edge Analytical, Inc.	42.00	Wastewater Plant Testing
535 00 49 6020	Outside Testing		602 000 535 Sewer Fund	42.00		
1898	03/09/2020	03/23/2020	36	Edge Analytical, Inc.	81.00	TOC And Alkalinity
534 00 49 6010	Outside Testing		601 000 534 Water Fund	81.00		
1900	03/09/2020	03/23/2020	36	Edge Analytical, Inc.	33.00	Monthly Coliform
534 00 49 6010	Outside Testing		601 000 534 Water Fund	33.00		
1907	03/09/2020	03/23/2020	39	Fern Ridge Review	48.00	2 X 3 Ad For City Of Monroe For SDC Methodology

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510 00 49 1004	Advertising		100 000 510 General Fund	48.00	
1918	03/10/2020	03/23/2020 103	Floyd, Tracy D	96.14	Mileage To And From CIS Conference And Mileage To And From JCPD To Pick Up
510 00 43 1000	Education and Travel		100 000 510 General Fund	75.90	
521 00 43 1000	Court Clerk Education A		100 000 510 General Fund	20.24	
1888	02/24/2020	03/23/2020 302	Graylineof Portland	837.50	Trolley Rental For The Festival (this Is The Balance Due)
510 00 49 1015	Vino Vintage & Victory		100 000 510 General Fund	837.50	
1943	03/18/2020	03/23/2020 328	Jackson, Suzan	400.00	Janitorial Services For The Library And Legion Hall
572 00 49 1003	Library - Contracted Jani		100 000 572 General Fund	300.00	
575 00 49 1004	Legion Hall - Contracted		100 000 575 General Fund	100.00	
1906	03/09/2020	03/23/2020 306	Jerry's Home Improvement Center	329.10	Tools, Supplies For Library, City Hall And Water Plant
510 00 48 1001	Building Repairs & Mair		100 000 510 General Fund	146.78	
531 00 33 6030	Tools and Equipment		603 000 531 Storm Fund	21.29	
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	21.29	
534 00 48 6013	Building Repairs & Mair		601 000 534 Water Fund	35.98	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	21.29	
542 00 31 2010	Operating Supplies		201 000 542 Street Fund	21.29	
572 00 48 1003	Library - Repairs & Maii		100 000 572 General Fund	39.88	
576 00 31 1000	Parks - Operating Suppli		100 000 576 General Fund	21.30	
1917	03/09/2020	03/23/2020 306	Jerry's Home Improvement Center	294.27	Supplies To Connect Pump To Recirculate Effluent Ponds At WWTP
535 00 48 6022	Equip. Repair & Mainte		602 000 535 Sewer Fund	294.27	
1885	02/20/2020	03/23/2020 317	Long Tom Watershed Council	3,706.00	OHA Safe Drinking Water Grant Reimbursement
594 00 60 4037	Safe Drinking Water Pro		403 000 594 Water Reserve OHA DRINK	3,706.00	
1908	03/09/2020	03/23/2020 60	Monroe Telephone	166.78	Monthly Telephone Service
510 00 42 1000	Telephone		100 000 510 General Fund	10.46	
510 00 42 1000	Telephone		100 000 510 General Fund	24.43	
534 00 42 6010	Telephone		601 000 534 Water Fund	10.45	
534 00 42 6010	Telephone		601 000 534 Water Fund	24.42	
534 00 42 6010	Telephone		601 000 534 Water Fund	31.12	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	10.45	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	24.42	
535 00 42 6020	Telephone		602 000 535 Sewer Fund	31.03	

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1935	03/13/2020	03/23/2020	349		
			MonteVista Homes	25.00	Festival Booth Refund
510 00 49 1015	Vino Vintage & Victory		100 000 510 General Fund	25.00	
1891	02/25/2020	03/23/2020	66		
			OR Association of Water Utilities	30.00	Balance Of Registration Fee For Tracy To Attend OAWU Conference In Sunriver
510 00 43 1000	Education and Travel		100 000 510 General Fund	15.00	
535 00 43 6020	Education and Travel		602 000 535 Sewer Fund	15.00	
1883	02/18/2020	03/23/2020	267		
			Office Depot	30.36	Case Of Paper
510 00 31 1001	Operating Supplies		100 000 510 General Fund	10.12	
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	10.12	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	10.12	
1886	02/21/2020	03/23/2020	267		
			Office Depot	100.87	Supplies - Gloves And Paper Towels
510 00 31 1001	Operating Supplies		100 000 510 General Fund	6.09	
510 00 31 1001	Operating Supplies		100 000 510 General Fund	29.56	
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	3.05	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	3.04	
572 00 48 1004	Library - Janitorial Supp		100 000 572 General Fund	29.57	
575 00 49 1003	Legion Hall - Cleaning S		100 000 575 General Fund	29.56	
1887	02/24/2020	03/23/2020	267		
			Office Depot	39.02	USB Thumb Drives
510 00 31 1001	Operating Supplies		100 000 510 General Fund	39.02	
1903	03/09/2020	03/23/2020	267		
			Office Depot	30.36	Case Of Paper
510 00 31 1001	Operating Supplies		100 000 510 General Fund	10.12	
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	10.12	
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	10.12	
1904	03/09/2020	03/23/2020	267		
			Office Depot	6.69	Med. Binder Clips
510 00 31 1001	Operating Supplies		100 000 510 General Fund	6.69	
1905	03/09/2020	03/23/2020	267		
			Office Depot	17.03	Large Envelopes
510 00 31 1001	Operating Supplies		100 000 510 General Fund	17.03	
1931	03/10/2020	03/23/2020	267		
			Office Depot	177.38	2 Cases Of Paper Towels
510 00 31 1001	Operating Supplies		100 000 510 General Fund	59.13	
572 00 48 1004	Library - Janitorial Supp		100 000 572 General Fund	59.12	
575 00 49 1003	Legion Hall - Cleaning S		100 000 575 General Fund	59.13	
1932	03/11/2020	03/23/2020	267		
			Office Depot	35.07	Soap Dispensers For Legion Hall

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575 00 48 1001	Legion Hall - Building I		100 000 575 General Fund	35.07	
1941	03/18/2020	03/23/2020	267 Office Depot	73.95	Laminator And Speakers For City Hall
510 00 31 1001	Operating Supplies		100 000 510 General Fund	64.36	
510 00 31 1001	Operating Supplies		100 000 510 General Fund	9.59	
1910	03/09/2020	03/23/2020	76 Pacific Power	4,557.11	Electricity
510 00 47 1000	Electric (city Hall)		100 000 510 General Fund	127.68	City Hall Electricity
534 00 47 6010	Electric		601 000 534 Water Fund	1,979.97	Water Plant Electricity
535 00 47 6020	Electric		602 000 535 Sewer Fund	586.56	Waste Water Plant Electricity
542 00 31 2011	Street Lights		201 000 542 Street Fund	772.54	Street Lights
572 00 47 1000	Library - Electricity		100 000 572 General Fund	530.02	Library Electricity
575 00 47 1000	Legion Hall - Electricity		100 000 575 General Fund	560.34	Legion Hall Electricity
1911	03/09/2020	03/23/2020	87 Speer Hoyt, LLC	1,292.00	Attorney Fees
510 00 41 1002	Attorney Fees		100 000 510 General Fund	57.00	
510 00 46 1016	Codification		100 000 510 General Fund	1,235.00	
1914	03/09/2020	03/23/2020	326 Tolbert Company Construction LLC	1,453.00	Hold Down Brackets For Restroom Structure
594 00 60 1006	City Park Restroom & A		100 000 594 General Fund PICNIC	1,453.00	
1884	02/20/2020	03/23/2020	93 USA Bluebook	105.30	Calibration Kit For WTP
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	105.30	
1902	03/09/2020	03/23/2020	93 USA Bluebook	779.74	Submersible Pump For Wastewater Treatment Plant
535 00 33 6020	Tools and equipment		602 000 535 Sewer Fund	779.74	
1938	03/16/2020	03/23/2020	94 Umpqua Bank Cardmember Services	2,172.82	CA Credit Card Purchases For City Business
510 00 31 1000	Postage		100 000 510 General Fund	5.20	USPS - Mail Two PC Packets
510 00 31 1000	Postage		100 000 510 General Fund	6.95	USPS - Mail Certified Letter To F. Hilburger
510 00 43 1000	Education and Travel		100 000 510 General Fund	122.29	Sunriver Resort Deposit For Hotel Stay For Conference For CA If Approved By Council
510 00 49 1015	Vino Vintage & Victory		100 000 510 General Fund	2,038.38	Destination Events - Deposit For Festival
1939	03/16/2020	03/23/2020	94 Umpqua Bank Cardmember Services	3,020.49	FO Credit Card Purchases For City Business
510 00 43 1000	Education and Travel		100 000 510 General Fund	168.07	Hampton Inn - One Night Stay For Tracy While Attending CIS Conference
510 00 43 1000	Education and Travel		100 000 510 General Fund	70.80	Food While Tracy And Steve Attended OAWU Conference In Sunriver

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510 00 49 1015	Vino Vintage & Victory		100 000 510 General Fund	837.50	Grayline Of Portland - Deposit For Trolley For Festival
534 00 31 6010	Operating Supplies		601 000 534 Water Fund	333.53	USPS - Pre Stamped Envelopes For Utility Bills
535 00 31 6021	Operating Supplies		602 000 535 Sewer Fund	333.52	USPS - Pre Stamped Envelopes For Utility Bills
535 00 43 6020	Education and Travel		602 000 535 Sewer Fund	70.80	Food While Tracy And Steve Attended OAWU Conference In Sunriver
535 00 43 6020	Education and Travel		602 000 535 Sewer Fund	772.94	Sunriver Resort - Hotel Stay For Steve While Attending OAWU Conference
572 00 48 1003	Library - Repairs & Mai		100 000 572 General Fund	433.33	Total Filtration - Filters For Library
1913	03/09/2020	03/23/2020	98 Wells Fargo Bank	400.00	Admin Fees For Bond
510 00 49 1003	Misc		100 000 510 General Fund	400.00	
1901	03/09/2020	03/23/2020	288 Wickstein, Christina	20.00	Refund For Artistry Now - Festival Fee
510 00 49 1015	Vino Vintage & Victory		100 000 510 General Fund	20.00	
1919	03/10/2020	03/23/2020	283 Wyman, Steve	178.25	Mileage To And From OAWU Conference
535 00 43 6020	Education and Travel		602 000 535 Sewer Fund	178.25	
1896	03/09/2020	03/23/2020	201 Xpress Bill Pay	130.46	Online Bill Pay Fees
510 00 31 1003	Online Bill Pay Fees		100 000 510 General Fund	39.14	
531 00 31 6030	Online Bill Pay Fees		603 000 531 Storm Fund	13.05	
534 00 31 6012	Online Bill Pay Fees		601 000 534 Water Fund	39.14	
535 00 31 6023	Online Bill Pay Fees		602 000 535 Sewer Fund	39.13	

Report Total: 23,912.22

Fund	
100 General Fund	11,223.89
201 Street Fund	954.52
403 Water Reserve Fund	3,706.00
507 Park System Development Fund	44.00
508 Sewer System Development Fund	44.00
509 Street System Development Fund	44.00
510 Storm System Development Fund	44.00
511 Water System Development Fund	44.00
601 Water Fund	4,300.94
602 Sewer Fund	3,457.29
603 Storm Fund	49.58

ACCOUNTS PAYABLE

City Of Monroe
MCAG #:

As Of: 03/23/2020

Time: 14:59:12 Date: 03/18/2020
Page: 7

Accts
Pay # Received Date Due

Vendor

Amount Memo

This report has been reviewed by:

Richard H. Hulane 3-18-20

REMARKS:

Signature & Title

Date

ACCOUNTS PAYABLE PAID

City Of Monroe
MCAG #:

02/25/2020 To: 03/22/2020

Time: 14:17:22 Date: 03/18/2020
Page: 1

Accts Pay #	Paid On	Year	Trans	Vendor ID	Vendor	Amount	Memo
1934	03/16/2020	2020	1624	264	Evans, Taylor	250.00	February 2020 TGM Project Meeting
545 00 49 5080	Riverside District Wastewa	508 000 535	Sewer System Dev		62.50		
545 00 49 5090	Riverside District Transport	509 000 534	Street System Dev		62.50		
545 00 49 5100	Riverside District Storm Wa	510 000 531	Storm System Dev		62.50		
545 00 49 5111	Riverside Distric Water Dev	511 000 534	Water System Dev		62.50		
1937	03/16/2020	2020	1624	264	Evans, Taylor	250.00	March 2020 TGM Riverside District Master Plan
545 00 49 5080	Riverside District Wastewa	508 000 535	Sewer System Dev		62.50		
545 00 49 5090	Riverside District Transport	509 000 534	Street System Dev		62.50		
545 00 49 5100	Riverside District Storm Wa	510 000 531	Storm System Dev		62.50		
545 00 49 5111	Riverside Distric Water Dev	511 000 534	Water System Dev		62.50		
1897	03/10/2020	2020	1598	37	Fairwood Construction, Inc.	10,400.00	Restroom Project Excavation And Foundation
594 00 60 1006	City Park Restroom & Acce	100 000 594	General Fund		10,400.00		PICNIC
1930	03/10/2020	2020	1599	326	Tolbert Company Construction LLC	20,000.00	City Park Restroom Project
594 00 60 1006	City Park Restroom & Acce	100 000 594	General Fund		20,000.00		PICNIC

Total: 30,900.00

Fund	Amount
100 General Fund	30,400.00
508 Sewer System Development Fund	125.00
509 Street System Development Fund	125.00
510 Storm System Development Fund	125.00
511 Water System Development Fund	125.00

This report has been reviewed by:

REMARKS:

[Handwritten Signature] 3-18-20
Signature & Title Date



Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322
 541-924-4539 • FAX 541-924-4544

MEMORANDUM

DATE: March 2, 2020
TO: Monroe City Council
FROM: Jennifer Moore, Community Services Program (CSP) Director
RE: *Meals on Wheels (MOW) Service to Monroe Residents*

MOW serves specifically formulated meals to aging homebound adults, adults with disabilities who often live alone, and those with limited resources or ability to care for themselves in two ways. 1) through a dining room atmosphere at the meal site for those able to travel, and 2) through volunteers delivering hot meals directly to the client's front door.

We want to show you what supporting *MOW* means to the health of Monroe's residents:

MOW specifically targets older adults in poor health, with low income, and with limited or no support structure: 45% of dining room clients and 63% of home-delivered meal clients have six or more medical conditions. Food insecure seniors are 50% more likely to be diabetic, 60% more likely to have congestive heart disease, and 75% more likely to suffer from depression. High nutrition risk, a social determinant of health, often results in increased medical expenses due to frequent hospitalizations and nursing home stays and is a major cause of Medicare related hospital readmissions.

During the previous fiscal year, between July 2018 and June 2019, *MOW* served 275 meals to 2 Monroe residents from the Corvallis meal site, shown below. Lunch is served at noon on open serving days, with frozen meals available for weekdays that the site is closed. All meals are provided free of charge to clients, with an approximate value of \$2,750.

City	Facility	Serving Days	Communities Served	Total Meals Served from Meal Site
Corvallis	Elks	Monday thru Friday	Corvallis, Philomath, Monroe, North Albany	38,617

Will you support *MOW* this year? Local funding from City and County municipalities is critical to leveraging additional funding from other funding sources. We are asking Oregon Cascades West Council of Governments (OCWCOG) members to help us raise a program average of 5% of the cost of meals for their respective communities, to help better plan services and contracts in the future to continue helping your citizens.

Approximately 2.5% of Monroe residents are 65 years or older and live alone. And 100% of our meals are currently delivered to clients like Francis, shown right, who are homebound. In a recent survey, conducted annually, an average of 93% of all clients report the meals help them maintain or improve their general health, and remain in the home of their own choosing.

Please consider continuing to support this vital service for your residents.

Every \$10 donation purchases one nutritious meal designed to provide adequate caloric intake, quality proteins, and vitamins for a vulnerable shut-in senior, and delivers the following along with it:

- Social connections between diners over meals in the meal site
- A home visit which doubles as a well-check; when a volunteer delivers a hot meal to homebound clients, they're also visually checking the physical safety of the client and their home.
- A friendly visit for vulnerable residents in your community: aging adults, and adults with disabilities who often live alone, and have limited resources or ability to care for themselves.

The recommended donation is a meaningful percentage of the total cost of services provided.

Thank you for thoughtfully considering your support of *Meals on Wheels* and the Monroe residents we serve.





Community Services Program

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Cost Sheet for Health Insurance Coverage for Part-Time Administrative Assistant

Insurance Cost (Current cost)	Monthly \$782. Cost for City	Annual \$9,384. Cost for City
Proposed Shared Amount (Half by City/Laurie)	Monthly \$391. Cost for City	Annual \$4,692. Cost for City

Just for some comparison:

IF: the hours were to increase to 32 where the health insurance coverage would be included:

Cost: 32 hours/week	Annual Salary \$18,720.
20 hours/week current salary	Annual Salary \$11,700.
	Salary Increased by \$7,020
	Health Insurance <u>\$9,384.</u>
	Total \$16,404.

As stated in the previous letter: As the part-time Administrative Assistant, I am asking to be allowed to join the health insurance coverage. I am willing to pay half of the monthly cost which amounts to \$391, as a deduction from my paycheck. Currently I am on an insurance plan that will expire on June 30, 2020 without any chance for continuation. Therefore, I am asking for the City health insurance coverage to begin on July 1, 2020.

As of February 27, 2020 I have now been employed with the City of Monroe for a full year. It has been a busy year of learning new things about the City and the people that live here. To improve my job responsibilities, I have taken & passed the Notary Training from the State of Oregon, and have now completed two courses on Microsoft Excel. I continue to adjust my schedule to meet the needs of the City Hall, so we can remain open Monday through Friday, 8:00 to 5:00.

Laurie Eastridge
Administrative Assistant
City of Monroe

- *The change would be effective on 7/1/2020.*

If the request is not received by May 15th, the change could only be made through the RFC process in July for a 1/1/2021 effective date.

If you have questions, you may contact me at 503-763-3855 or lnewsome@cisoregon.org.

*Sincerely,
Lori Newsome
CIS Employee Benefits Representative*

This is extremely important to me and as the City Administrative Assistant, I would like the opportunity to discuss this request with the councilors and come to an agreement of my initial partial payment request or possible compromise.

Sincerely,



Laurie Eastridge
Administrative Assistant
City of Monroe
541-847-5175

cc: Rick Hohnbaum, City Administrator