

**STAYTON CITY COUNCIL
MEETING MINUTES
February 16, 2013**

CALL TO ORDER

9:00 a.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil	Councilor Jennifer Niegel
Councilor Henry Porter	Councilor Catherine Hemshorn
Councilor Brian Quigley	Councilor Emily Gooch

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Rich Sebens, Police Chief
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
David Kinney, Public Works Director
Rebekah Meeks, Aquatics Manager, excused
David A. Rhoten, City Attorney, excused
Alissa Angelo, Deputy City Recorder

GUEST(S) Doris Johnston, Facilitator

CITY ADMINISTRATOR RETIRING ON JULY 1, 2013

Mayor Vigil briefly reviewed the proposed schedule for recruiting a City Administrator included in the packet.

Ms. Johnston stated the process of filling the City Administrator position can be a very long process and encouraged them to allow plenty of time for recruitment.

Staff stated the information was included for the Council's consideration.

Councilor Niegel felt neither the League of Oregon Cities nor the Council of Governments could do any better in recruiting than the Council could do. She feels it's important to get buy in from the Council and community.

Councilor Porter asked where out-of-state applicants would find out about positions such as this. Mr. Eubank stated there is a national magazine for City Administrator's that publishes these types of positions.

Ms. Johnston explained that the LOC and COG complete the work of finding candidates and performing the screening process, from there the Council or an appointed committee reviews the applicants and makes the determination.

Mr. Eubank explained the process used when he was hired as Chief of Police in Stayton. The interview process included interviews with the City Administrator and Mayor, and then an appointed citizen committee.

MINUTES FROM THE FEBRUARY 19, 2011 CITY COUNCIL GOAL SETTING SESSION

MOTION: From Councilor Gooch, seconded by Councilor Niegel, to approve the minutes from the February 19, 2011 City Council Goal Setting Session.
Motion passed 5:0.

INTRODUCTION AND GUIDELINES

Ms. Johnston introduced herself, as well as reviewed the process and guidelines for the Goal Setting Session. The Council set ground rules for the session which included efficiency and respect.

COUNCIL REVIEW OF 2011/2012 GOALS

The 2011/2012 City Council Goals were as follows:

- Goal 1:** Continuously upgrade public infrastructure.
- Goal 2:** Encourage economic development which proactively creates family wage jobs.
- Goal 3:** Build partnerships through communication to enhance relations with community organizations and government entities.
- Goal 4:** Enhance quality of life by continuing to support parks, library, pool and public safety.
- Goal 5:** Promote honest and efficient city government.

In reviewing the goals, many items had been accomplished.

GOAL 1 – The City is doing well with what we currently have, but still have a long way to go. Over the last two years, several projects have been completed including the Water Treatment Plant and Wastewater Treatment Plant Improvements, street projects including 6th Avenue, 10th Avenue, and sidewalk maintenance, sewer upgrades, and continuing with GIS inventory.

GOAL 2 – City has been more inviting to applicants during pre-application meetings, with a focus on “What can we do for you?” The City continues to work with SEDCOR and Business Oregon. In the past two years, Mastercraft has come into the community and the expansion at Santiam Memorial Hospital is hoped to create 50 to 60 new jobs. Amerimax is expanding, which will double the number of employees they have. Also, there are local existing businesses remodeling and/or expanding such as Roth’s and McDonald’s. In addition, O’Reilly Auto Parts and Economy Grocery moved into the Stayton Plaza building.

GOAL 3 – The City works to maintain and build new relationships with other organizations in our community. These include the Stayton-Sublimity Chamber of Commerce, Santiam Memorial Hospital, the Police Advisory Board, Friends of the Stayton Pool, and the K9 Fundraiser project. The City partnered with the Library Foundation to put on the Toast of Stayton event in 2012. The community also hosts monthly Commissioner’s Breakfasts and Community Leaders meetings.

GOAL 4 – Voters passed a new local option levy in November 2012. Other projects over the past two years include improvements to Santiam Park, a Master Plan for Pioneer Park, multiple I-Serve and Boy Scout projects around the community. Councilor Quigley feels that the City has regressed on public safety issues over the past two years due to reductions in budget and staff in the police department.

GOAL 5 – Over the past two years, the City has created a Facebook page and Twitter account in an effort to reach out to a wider audience within our community. Staff has continued with the City’s newsletter on a bi-monthly basis, and City Council meetings are televised. The City website is kept up to date and town hall meetings had been held on a quarterly basis. It was suggested by Councilor Porter that if future town hall meetings are held, an agenda covering a specific topic be put forth for the meeting.

BREAK – 10:05 a.m. to 10:15 a.m.

MISSION STATEMENT

The Council agreed to continue with the current mission statement which is as follows:

“Advancing livability by providing quality public services that are efficient and accessible to the citizens of Stayton.”

GOAL SETTING SESSION

The Council discussed the City’s needs, which included:

1. Improving the relationship with the City of Sublimity.
2. Upgrade City Facilities: Community Center, Pool, and future City Hall. Develop a financing proposal for each of these facilities.
3. Improve the image and appearance of Stayton: Code enforcement, aesthetics, public and private properties; concern with staffing limitations. Pro-active City effort, working with appropriate departments to focus on a street or neighborhood rather than leaving it to being complaint driven.
4. Street repairs and improvements including 4th Avenue and other related side streets. Also, enhance the street lighting program.
5. Park improvements such as a skate park, and more activities for kids.
6. Encourage greater community participation in activities at the pool, parks, and library. Also, offer additional events and activities with an opportunity for citizen involvement.

GOALS

The Council discussed the goals. Mayor Vigil felt the current goals are good and suggested updating the items under each goal.

Mr. Kinney noted if the Council is looking at projects that will occur in seven to ten years (i.e. a new City Hall), the prep work needs to begin now. Mayor Vigil feels a new City Hall building is not attainable. Councilor Hemshorn stated if a new City Hall building is not listed as a goal, it will never happen. Ms. Shaffer explained that funds are set aside for a new facility in the

Facilities Development fund from rental fees collected by the City for cell phone towers, building rental, etc.

Councilor Quigley suggested removing Goal #3, as this is ongoing and expected of the City. The Council agreed and chose to remove Goal #3 and add it as a strategy under current Goal #5.

Councilor Quigley asked what goals had been on the list for several years. Staff responded in prior years the goals set forth were actually tasks. At the last Goal Setting Session in 2011, the Council moved away from setting tasks and chose to set goals.

The Council moved forward with the following four goals:

- Goal 1:** Continuously upgrade public infrastructure.
- Goal 2:** Encourage economic development which proactively creates family wage jobs.
- Goal 3:** Enhance quality of life by continuing to support parks, library, pool and public safety.
- Goal 4:** Promote honest, efficient, city government.

The next step was identifying what projects fall under each of the goals.

GOAL 1 – Continuously upgrade public infrastructure.

- Pave 4th Avenue;
- HVAC at the Pool;
- Priority list for street improvements: Sidewalk improvements, collectors and local thoroughfares (Virginia Street, Shaff Road, Regis Street, Washington Street, Ida Street, Burnett and Virginia Street, 7th Avenue to the east).

GOAL 2 – Encourage economic development which proactively creates family wage jobs.

- Enterprise Zone;
- Streamline Development / Planning Requirements;
- Encourage partnerships with SEDCOR, OBDD;
- List sites on regional OBDD list;
- Long-term strategic planning to make improvements to Wilco Road;
- Chamber of Commerce / City / SEDCORE – focused business development / improvement team.
- Small business funding program (USDA / SEDCOR / Energy Trust), provide informational seminars to local businesses about financial assistance programs.

GOAL 3 – Enhance the quality of life in our community by continuing to support parks, library, pool and public safety.

- Continuously upgrade parks – Pioneer Park
- Downtown / Residential neighborhood beautification & appearance
- Establish a clean and safe program
- Address needs requested by the community residents / groups (dog park, basketball area, skate park, etc.)
- Code enforcement
- Traffic safety
- Safety of school age children and educating citizens and parents.
- Partner with schools to get a school resource officer back in the schools.

- Safe Routes to School programs / enhancements.
- Library staff training (mandatory reporters for elder / child abuse)
- Library Facilities Maintenance Plan
- Lighting Improvements at the Library
- Increase citizen involvement in local activities (National Night Out; informal gatherings of neighborhood groups, etc.)

GOAL 4 – Promote honest and efficient City government.

- Continue to build partnerships through communications to enhance relations with community organizations and government entities.
- Continue to enhance City government communications with all demographics of citizens within our community.
- Continue Community Advocate Awards
- E-Government – Continuous improvement.
- Emergency preparedness (train staff and prepare City for providing basic services to the community).
- Financial Planning (5-year plan for basic services).
- Codification of City’s municipal code.

Mr. Eubank stated the staff would prepare a list of the 2013-14 Goals and, based on the Council’s discussion, develop a list of priorities and implementation strategies consideration.

ADJOURN

There being no further business, the meeting was adjourned at 12:07 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF APRIL 2013, BY A 5:0 VOTE OF THE STAYTON CITY COUNCIL.

CITY OF STAYTON

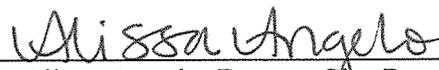
Date: 4-1-13

By: 
A. Scott Vigil, Mayor

Date: 4-2-13

Attest: 
Don Eubank, City Administrator

Date: 4/2/13

Transcribed by: 
Alissa Angelo, Deputy City Recorder