



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 16, 2012

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

1. **CALL TO ORDER** **7:00 PM** **Mayor Vigil**
2. **FLAG SALUTE**
3. **ROLL CALL/STAFF INTRODUCTIONS**
4. **PRESENTATIONS/COMMENTS FROM THE PUBLIC**
 - a. Swearing in of new Police Officer, presented by Chief Rich Sebens
 - b. Drug Dog Informational Presentation by Officer Eves and Sgt. Button

Request for Recognition: If you wish to address the Council, please fill out a green "Request for Recognition" form. Forms are on the table at the back of the room.

Recommended time for presentation is 10 minutes.

Recommended time for comments from the public is 3 minutes.

5. **ANNOUNCEMENTS – PLEASE READ CAREFULLY**

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

6. **CONSENT AGENDA**

- a. July 2, 2012 City Council Meeting Minutes
- b. Acceptance of Funding from the Stayton Public Library Foundation for 2012—2013 in the amount of \$24,000
- c. OLCC Change of Ownership – Happy Dragon Restaurant

Purpose of the Consent Agenda:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, please contact Alissa Angelo, Deputy City Recorder at (503) 769-3425.

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

Resolution No. 889, Adopting Fees and Charges for Various City Services

- a. Staff Report – Christine Shaffer
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer

Informational

- a. June 2012 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens

Informational

- a. June 2012 Statistical Report

Public Works Director’s Report – Dave Kinney

Informational

- a. June 2012 Operating Report

Pool Manager’s Report – Rebekah Meeks

Informational

- a. June 2012 Monthly Operating Report

Library Director’s Report – Louise Meyers

Informational

- a. June 2012 Activities/Statistics

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. P.E.G. Access Commission
- b. AFSCME COLA Increase

Informational

Informational

BUSINESS FROM THE MAYOR

- a. Reappointment of Susan Brandt to the P.E.G. Access Commission
- b. Letter of Interest from Emily Gooch for Vacant City Councilor position

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Public Hearing – Phillips Property Annexation (August 6)
- b. Facebook Page (August 6)
- c. 10th Avenue Improvements Project – Property Assessments

ADJOURN

CALENDAR OF EVENTS

JULY 2012

Monday	July 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 30	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2012

Monday	August 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 7	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 8	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 10	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	August 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 20	City Council Meeting	7:00 p.m.	Community Center (north end)
Monday	August 21	Police Advisory Committee	6:00 p.m.	City Hall Conference Room
Monday	August 27	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2012

Monday	September 3	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY		
Tuesday	September 4	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 5	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	September 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	September 14	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	September 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 24	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2012

Monday	October 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	October 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 29	Planning Commission	7:00 p.m.	Community Center (north end)

City of Stayton Project Status Report

#	Project Description	Dept	Project Status	Project Dates
Goal 1 - Improve Public Infrastructure				
1	Wastewater Treatment Facility (WWTF) Phase 1 Improvements	Public Works	\$11.3 Million WWTF Plant Upgrade. Slayden Construction Group (SCG). Construction 97% complete. Project is on schedule. Filters & UV system on-line. Dryer startup delayed due to bearing problem. Startup process will not be completed until July 20, 2012. Paving, landscaping, cleanup and punchlists to go. SEE Keller Associates Monthly Progress Report.	Completion Date - August 8, 2012.
2	Facilities Inventory & Maintenance Schedule	Public Works	Prepare a maintenance/management program for city-owned buildings and facilities. 2012 projects include: Bid award for HVAC/Roof Replacements at City Hall/PD Buildings delayed. Mech Engineer & Attorney reviewing equipment for compliance with bid specs.	On - going
4	10th Avenue Street & Drainage Improvements (E. Santiam to Hospital)	Public Works	Construction 60% complete. NSP installed 1st lift of paving from E. Santiam to Hospital on July 11, 2012. North end storm sewer installed. Finalizing costs for east side shoulder and curbs. No wall or sidewalks from Dawn Drive south due to costs and slope issues. Temporary closures will continue through end of July.	September 1, 2012.
5	2012 Street Maintenance Activities	Public Works	Summer 2012 maintenance work: gravel streets, pavement patching, crack-sealing completed. Advertise 6th Ave street overlay end of July 2012. Install AC overlay in September 2012 if all funding in place.	September
Goal 2- Support & Encourage Economic Development				
1	Review and update city regulations affecting economic development.	PW, Planning & Administration	Comp Plan Update Committee - review Comp Plan, city regulations and economic incentives. Committee has completed DRAFT Stayton Comprehensive Plan update. Has submitted report on SDCs to Council. Committee forwarded draft Comp Plan to Planning Commission. August / September 2012 review.	Planning Commission Review in August 2012.
2	Review economic development incentives	Planning & Admin	Look for opportunities to support local businesses & industries. Enterprise Zone applies to Wilco Rd. industrial area and provides tax incentives for Capital Investments. Master Craft started operations in Stayton.	On-going
3	Downtown Revitalization Proposals	Planning	Dan working with Downtown Committee on small projects. Merchant cleanup day - Friday, July 13, 2012. Light poles to be painted week of July 16th. Staff has contacted Fluent Engineering re: street light retrofit funding ideas and development of long term lighting plan. We will develop a work program in August 2012.	On-going
Goal 3- Build Partnerships with Community Organizations and other Government Entities				
1	Partnership Efforts	All Depts	Leaders Roundtable Meetings - 2nd Friday of Month (Covered Bridge Café) Commissioners Breakfasts - 2nd Tuesday of Month (Covered Bridge Café) Library Outreach Storyteller in various public and private schools/pre-schools funded for 4th year. Collins Foundation awarded \$10,000 challenge grant to Library Foundation for Crown Jewel Society fundraising effort. See SPLF and City partnership for Library meeting room enhancementst (below).	June 2012 Collins Foundation Grant Awarded - \$10,000.
2	Pool Upgrades w/ Santiam Endowment and Friends of the Pool	Swimming Pool	Santiam Endowment is funding pipe replacement and surge tank rehabilitation in the Mechanical Room at the Stayton Pool. Work to be scheduled by Pool Staff. SCG - Pool facilities evaluation completed in November 2011. Michael Hardy, Mechanical Engineer, & Santiam Heating completed HVAC Assessment. See Local Option Levy for other pool upgrade items.	Piping & Surge Tank Rehabilitation to be scheduled w/ next pool shut down.

City of Stayton Project Status Report

#	Project Description	Dept	Project Status	Project Dates
Goal 3- Build Partnerships with Community Organizations and other Government Entities (continued)				
3	Volunteer Opportunities	All Depts.	Current list of volunteer opportunities is posted on City web site. 2012 I-SERVE projects completed in Comm Ctr Park/Library area, Museum and Jordan Bridge repainting. A couple of Comm Service Workers and Volunteers will be scheduled for summer park maintenance.	Next I-Serve Date - June 22, 2013
Goal 4- Enhance Stayton's Livability by Supporting Parks, Library, Pool and Public Safety				
3	Pioneer Park Rehab	Public Works	Final Pioneer Park design plan for redevelopment completed. Plan displayed at Library thru January 2012. Council included \$60K for park improvements in Local Option Levy. With levy approval the Parks Board started work on financing strategy. Parks Board will have plans at August 7, 2012 National Night Out events at Santiam Park and Pioneer Park.	Parks Board prep Funding Strategy in 2012 File Grant Apps in 2012 & 2013.
4	Community Center / Kitchen Remodel	Finance / PW	Develop proposal & financing pkg to renovate, modernize or expand the Community Ctr	On hold.
5	Library Lighting & ADA Upgrades	Library	The library is looking for grant funds to add energy efficient lighting in the main reading room. CCIS & Trust Management Grants awarded. Contractors will install new ADA door openers, widened sidewalks & ramp, entry lighting for Library meeting room in late July/early August 2012. CCIS grant will also pay for new door openers for Com Ctr.	Schedule & complete by 10-31-2012
7	Public Safety Code Amendments	Police	Emergency Operations Plan. PD Staff & MC Emergency Mgt staff to review a final "DRAFT" before submittal to City Council.	To Council - 2012
Goal 5- Promote Honest, Efficient & Effective City Government				
1	Encourage Business Friendly Attitude	All Depts.	Alison McKenzie, GROW, assisting city staff on improving on city's community relations and customer service approach.	On-going
4	Community Open House Town Hall Meetings	Mayor/Council	Hold Community Town Hall Meetings - City held April 19, 2012 Town Hall meeting on 10th Ave.	Fall 2012.

Consent Agenda

**STAYTON CITY COUNCIL
MEETING MINUTES
July 2, 2012**

CALL TO ORDER

7:04 p.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil
Councilor Henry Porter
Councilor Brian Quigley

Councilor Jennifer Niegel
Councilor James Loftus

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Charlie Button, Police Sergeant
Dan Fleishman, Director of Planning and Development, excused
Louise Meyers, Library Director, excused
David Kinney, Public Works Director
David A. Rhoten, City Attorney, excused
Alissa Angelo, Deputy City Recorder

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Proclamation from Mayor Vigil:** Mayor Vigil read a proclamation declaring the month of July "Accessibility Awareness Month."
- b. **Fishing Derby – Sergeant Charlie Button:** Sgt. Button spoke about the recent Fishing Derby which included several local agencies. The Fishing Derby is a great event to bring Police Officers and underprivileged youth together in a positive situation. This year's event had 64 children and approximately 20 officers in attendance. This is the highest attended Fishing Derby to date.
- c. **Don Hickerson, 1800 N. 10th Avenue:** Mr. Hickerson spoke about the proposal to extend the sidewalk from Fern Ridge Road up 10th Avenue, to the edge of their property. Currently, the project will not include a connecting sidewalk after his property. He feels the sidewalk should connect with the sidewalk coming up from the other end of the project. This road is heavily traveled by pedestrians and bicycles, and not connecting the sidewalk presents a safety issue.

Mayor Vigil stated he was of the understanding 10th Avenue would have full street improvements including sidewalks and curbs. Mr. Kinney stated at this time, there isn't enough funding to construct a sidewalk in front of the Carey properties. The existing curb will remain and there will be an 8' paved shoulder/bike land between the curb and fog line. In the future, if this property is developed they will be required to build the curbs and sidewalks.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** None.
- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** Councilor Quigley declared a conflict of interest in regard to the 10th Avenue project and stated he would not participate or vote on this matter.

CONSENT AGENDA

- a. **June 18, 2012 City Council Meeting Minutes**

MOTION: From Councilor Loftus, seconded by Councilor Niegel, to adopt the Consent Agenda. **Motion passed 4:0.**

PUBLIC HEARING – None.

UNFINISHED BUSINESS

Wastewater Treatment Plant Update and Project Close-Out

- a. **Staff Report:** Mr. Kinney reviewed the staff report included in the Council packets. He spoke about the status of the project and the upcoming loan close-out.
- b. **Council Deliberation:** None.
- c. **Council Decision:** None.

10th Avenue Improvements Project – Property Assessments

- a. **Staff Report:** Mr. Kinney briefly spoke about the project scope and funding for the 10th Avenue Improvements Project.

He reviewed a memo which proposes to assess three affected properties along 10th Avenue. These properties signed Non-Remonstrance Agreements when they built their homes in the early 1990's and in 2005. No assessments are proposed for the west side of the road because it is fully improved.

The other properties on the east side of road from Fir Street to E. Santiam Street. These properties are primarily owned by the City and Santiam Memorial Hospital, who contributed funding toward this project which also helped the City obtain grant funding. The properties between Dawn Drive and 1800 N. 10th Avenue all have frontage on Dawn Drive, and no access directly onto 10th Avenue.

- b. **Council Deliberation:** Councilor Loftus asked if affected property owners were included in the project proposal and funding process. Mr. Kinney stated they were not because we did not believe we'd have funding to construct this piece of the project.

Councilor Niegel asked if the City was going to assess the other properties on Dawn Drive. Mr. Kinney stated his proposal does not include assessments to these double-frontage lots, which abut both Dawn Drive and 10th Avenue.

Councilor Loftus felt taxpayers were already paying their share with the ODOT grant. He added the City should assess on all the properties or none at all.

Mayor Vigil believes if there is a non-remonstrance agreement, the property owner knows the improvements are coming while properties without an agreement may not. He felt the property on Dawn Drive that was divided in 2005 should not be included in the assessment, even with the existing non-remonstrance. Mr. Kinney stated the homeowner of this particular property on Dawn Drive is aware of the non-remonstrance agreement. Even when a property changes ownership, the non-remonstrance agreement will show up on the title report at the time of purchase.

At this time, staff is proposing the parcels with non-remonstrance agreements only be assessed 50% of the costs of the shoulder widening, curbs and sidewalks. The City is paying for the AC overlay in the center of the street.

Councilor Loftus felt there should be a statute of limitation on the non-remonstrance agreements. Prices on concrete and asphalt have increased sharply since these original agreements were signed. Mr. Kinney explained that this is a policy choice for Council; they have the choice to assess those with non-remonstrance agreements or to forego enforcing them. If they choose to forego the assessments, this portion of the project will be funded out of the Street Fund.

Mr. Hickerson stated there is a process the City must follow in implementing an LID, and they have not done that yet. He also agreed with a statute of limitations, and feels the agreement is a contract but the City is treating it as a promissory note.

MOTION: From Councilor Loftus, seconded by Councilor Niegel to not assess any of the property owners with non-remonstrance agreements on 10th Avenue.

Councilor Porter asked about project funding if no assessments are done. Mr. Kinney stated funding would be taken from the Street Fund; however, there is a possibility the project will not be fully completed.

Councilor Loftus suggested an LID which also includes Carey property.

Mayor Vigil asked what amount of funding would be taken from the Street Fund. Mr. Kinney stated approximately \$20,000 would be used from the Street Fund.

Councilor Porter asked about the four properties not included in the assessment with frontage on Dawn Drive. Mr. Kinney indicated these properties do not access 10th Avenue from their property and this portion of the project would be covered by the City.

Councilor Loftus asked Mr. Kinney about legal fees that could possibly be incurred by the City if the assessment moves forward. Mr. Kinney stated he was unsure what the legal fees would be, but he and Ms. Shaffer believed they would be less than \$5,000.

Mr. Kinney explained how the assessment funding is collected from property owners over a period of five to ten years.

Councilor Loftus stated he was completely unaware at the time of project approval that these non-remonstrance agreements existed. Mr. Kinney stated he had informed Council there was

matching fund obligations from the City which would ultimately come from the Street Fund. At the time of project approval, staff did not believe there would be enough funding to complete the entire project.

Motion failed 1:2 (Councilor Niegel and Councilor Porter)

Councilor Niegel proposed the homeowners pay 1/3 of the cost rather than 1/2.

Mr. Kinney explained at this point, all staff is requesting from Council is whether or not to move forward with the assessments. There is a procedure that must be followed before a final decision on assessments is made. If an LID were put into place, it would be up to the Council as to what properties are included.

Mayor Vigil stated from the discussion he has heard this evening, the fairest thing to do is to assess those with a 1/3 cost.

Councilor Loftus suggested including all properties from E. Pine Street to Fern Ridge Road, splitting cost equally between each. Mayor Vigil stated he doesn't feel an LID including properties with and without non-remonstrance agreements is the right decision.

The Council indicated they need more time to consider this and the topic will return at the next City Council meeting.

- c. **Council Decision:** None.

NEW BUSINESS

Resolution No. 889, Adopting Fees and Charges for Various City Services

- a. **Staff Report:** Mayor Vigil pulled Resolution No. 889 from the agenda.
- b. **Council Deliberation:** None.
- c. **Council Decision:** None.

STAFF/COMMISSION REPORTS

- a. **Public Works Update – Dave Kinney:** Mr. Kinney reviewed updates to the Stayton Public Works Standard Specifications that have occurred over the past year.

Downtown Street Lighting

Staff received quotes to paint the street lights on Third Avenue from Morton Contracting, Inc. and Stom Painting. Unless Council directs otherwise, staff will proceed with painting the light poles on 3rd Avenue prior to SummerFest.

As for replacement of the lights, it appears as though Pacific Power may receive approval in the next 6 months to a year to use LED lights on the decorative poles.

Councilor Loftus asked how many poles are on 3rd Avenue. Mr. Kinney stated he believes there are 12 metal poles and 1 wood pole on each end of the street. In the entire old downtown area, there are approximately 50 to 60 poles. The cost to replace the current poles with decorative lights is \$3,000 to \$4,000 per pole.

Kelly Schreiber, Stayton / Sublimity Chamber of Commerce at 175 E. High Street: Ms. Schreiber stated the Main Street Committee has been meeting for several months and is made up of property owners in the downtown area. The Committee would like to see the area spruced up prior to summer events happening over the next couple of months and supports the light pole painting project.

Glenn Hilton, North Santiam Funeral Service at 224-226 N. Third Avenue: Mr. Hilton spoke in favor of painting the light poles. The light pole near his business has primer beginning to show through and feels painting them would be a good short-term fix.

I-Serve Projects

Mr. Kinney spoke about the recent I-Serve projects completed in late June. These projects included painting the interior of the Jordan Bridge, work at the Museum, and work around the Community Center and Library properties. The group also worked on projects at other locations in Stayton and surrounding communities.

Councilor Quigley asked about painting the light poles and if a third coat of paint would be necessary. Mr. Kinney stated the third coat is to ensure uniformity of the lights. Councilor Quigley is struggling with whether or not he agrees that the poles should be painted. He doesn't feel how the light poles look will be remembered as much as the actual street people are walking on. Mr. Kinney added that recently Public Works staff met and discussed the need to move forward with sidewalk repairs in the downtown area.

Councilor Quigley asked what the target time range is to replace the poles. Mr. Kinney felt depending on funding, the lights could be as soon as two to three years.

Councilor Loftus felt that the money to paint the light poles should be kept to use as matching funds for grant applications. Mr. Kinney stated there are many unknowns when it comes to grant applications and whether the City will be successful in securing one. Immediate success in securing a grant is unlikely, unless the City is able to put together a very competitive application.

Councilor Loftus stated he lives on Third Avenue and would rather see the poles replaced rather than painted.

Councilor Porter would like to see something done rather than nothing. Councilor Niegel stated it would be unfortunate to not paint the light poles now and then three years down the road see that still nothing has been done.

Mayor Vigil spoke about how discussion on replacing the light poles began and his feelings on moving forward with painting the poles. He agreed the poles need to be replaced sooner rather than later, but agreed with moving forward with painting them for the time being. In addition, there are many other issues that need to be settled including electrical and wiring issues.

Councilor Loftus suggested replacing four of the poles with the funding currently in the budget. Mayor Vigil stated Council had previously discussed replacing the poles in groups. However, this proved to not be feasible. Mr. Kinney added he was unsure if this would be approved by Pacific Power.

- b. **City Council Meeting Agendas and Packets – Alissa Angelo:** Ms. Angelo briefly reviewed the staff report included in the City Council packet. Council packets will be available electronically and each Councilor will be provided with a council binder for each meeting.

PRESENTATIONS/COMMENTS FROM THE PUBLIC – None.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. **Schedule Work Session Regarding the Stayton Comprehensive Plan:** A Council work session regarding the Stayton Comprehensive Plan was scheduled for July 23, 2012.
- b. Mr. Eubank stated recently after coordinating with the Brown House group, tree limbs were trimmed on the north side of their property, near the ditch. This trimming allows the reader board at the Library to be viewed by those traveling north on First Avenue.

BUSINESS FROM THE MAYOR – None.

BUSINESS FROM THE COUNCIL

- a. Councilor Loftus recently attended a Keizer Volcanoes game where three young people from Stayton were honored for the Reading for All Literacy Awards. He felt they should be recognized and congratulated them.
- b. Councilor Loftus spoke about the proposed Resolution No. 889, which had earlier been pulled from the agenda by Mayor Vigil. He stated he would like staff to provide a spreadsheet that compares Stayton's fee structure to other cities in our general area such as Lyons and Scio. He feels there is disparity in the City's charges and would like to see fairness.

Ms. Shaffer reviewed how the City of Stayton's fee structure is put together. She continued that she would be happy to do a spreadsheet with like cities that have similar populations and demographics.

Councilor Loftus stated he would like to see the cities of Salem and Keizer included as well. Ms. Shaffer explained that these cities are much larger than Stayton, and receive federal funding.

Resolution No. 889 will be placed on the next Council meeting Agenda.

FUTURE AGENDA ITEMS

- a. **Public Hearing – Phillips Property Annexation**
- b. **City Facebook Page**

ADJOURN

There being no further business, the meeting was adjourned at 8:47 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF JULY 2012, BY A
____ VOTE OF THE STAYTON CITY COUNCIL.

CITY OF STAYTON

Date: _____

By: _____

A. Scott Vigil, Mayor

Date: _____

Attest: _____

Don Eubank, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder

DRAFT



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 16, 2012

SUBJECT: Consent Agenda- Acceptance of funding from the Stayton Public Library Foundation for 2012-13 in the amount of \$24,000

ISSUE:

The Stayton Public Library Foundation has secured grant funding to fund the Storyteller Outreach Program for the 2012-13 fiscal year.

STAFF RECOMMENDATION:

Staff recommends accepting the funding to continue this very successful program for our community.

BACKGROUND INFORMATION:

The Storyteller program has been funded solely by The Stayton Public Library Foundation for three years. The City Council has made a commitment to continue this partnership in the future by including financial support in the Local Option Levy approved by the voters in May, that funding will begin in the 2013-14 fiscal year.

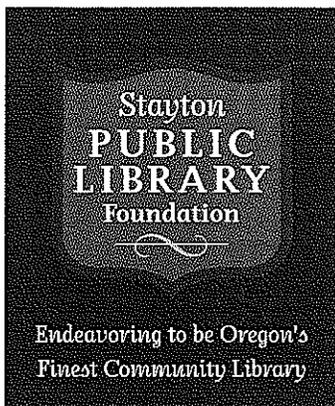
OPTIONS:

1. Accept the third year of funding for the Storyteller Outreach Program.
2. Decline the offer

MOTION(S):

For Option 1: Move to accept the \$24,000 of funding from the Stayton Public Library Foundation.

For Option 2: No motion is made.



P.O. Box 810
515 N. First Avenue
Stayton, Oregon 97383
p: 503-769-9658
e: libfound@wvi.com
w: staytonlibraryfoundation.org

Board of Directors

Officers:

David Kay, President
Tass Morrison, Vice President
Diane Brenner, Secretary
Robin Nichols, Treasurer

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Hazel Glover
Colleen Graff
Kay Kaiser
Kay Pendleton
Carol Tabor
Eric Nichols
Stephanie Jorgensen
Judith Brown

David Kinney, Consultant
Colette Lord, Foundation Administrator

Stayton Public Library
515 N. First Avenue
Stayton, OR 97383
p: 503-769-3313

The Stayton Public Library Foundation
is an IRS recognized 501 (c)(3)
non-profit organization.



June 29, 2012

Christine Shaffer
Finance Director
362 N Third Ave
Stayton, OR 97383

Dear Christine:

I am pleased to inform you that the Stayton Public Library Foundation board of directors has approved the continuation of the Storyteller Program for the fiscal year July 1, 2012 - June 30, 2013.

We have been awarded grant funding for the fiscal year to insure the continuation of this important program. The board has committed \$24,000 to this program for the fiscal year ending June 30, 2013.

The board will continue to seek additional grant funding to enable us to continue the program beyond June 2013.

Do not hesitate to contact me if you have any additional questions.

Sincerely,

Robin Nichols, Treasurer



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police 

SUBJECT: Liquor License-"Change of Ownership" Application-
Full On-Premises Sales

DATE: July 16, 2012

NEW BUSINESS

NAME: Happy Dragon Restaurant and Lounge
951 N 1st Ave
Stayton, Oregon 97383
B: (503) 769-5899

PREVIOUS BUSINESS

NAME: Wu's Plaza Restaurant & Lounge
951 N 1st Ave
Stayton, Oregon 97383
B: (503) 769-5899

PARENT COMPANY

NAME: Happy Dragon Inc.

OWNERS: Zhu Lan Li and Janson Chen
12311 SE Stephens St.
Portland, Oregon 97233
P: 503-758-0375

ISSUE:

This application is for a **“Change of Ownership”** Liquor License Application. Ms. Zhu Lan Li and Mr. Janson Chen have purchased Wu’s Plaza Restaurant & Lounge from Ms. Kelly Yee.

**STAFF
RECOMMENDATION:**

It is the recommendation of the Stayton Police Department to forward this application to the Oregon Liquor Control Commission (OLCC) with a recommendation for approval.

**BACKGROUND
INFORMATION:**

The location is zoned for this type of business for the city of Stayton. The business is and has been a Chinese Restaurant and lounge. They do not have current plans to change the type of establishment. This is only a change in ownership and name.

**FACTS AND
FINDINGS:**

I have conducted a background investigation of the business and applicants. I have found nothing out of the ordinary and any reason or legal authority to recommend denial of the application.

Based on the application and background investigation, I find no legal authority to recommend denial of this application.

MOTION(S):

No Motions are needed as this is a consent agenda item.

FISCAL IMPACT: N/A



New Business



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 02, 2012

SUBJECT: Resolution No. 889 Adopting Fees and Charges for Various City Services

ISSUE:

Updating and consolidating of Fees and Charges schedule.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 889, which adopts fees and charges for various City services.

BACKGROUND INFORMATION:

The Fees and Charges resolution is updated; annually this allows fees for services to be adjusted and kept current each year on one simple document.

Administrative/City Wide

Copies		2011-12 Fee	2012-13 Fee
8.5 X 11 or 8.5 X 14	Per side	\$0.50	\$0.50
11 X 17	Per side	\$1.00	\$1.00
Large Format	Per copy	\$15.00	\$15.00
Audio/Digital Recording	Per CD	\$25.00	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00	\$5.00
Video Tapes			
Actual if outsources + admin fee	Per request	\$5.00	\$5.00
Digital Photos	1 st page	\$10.00	\$10.00
Additional pages	Per page	\$5.00	\$5.00
Lien Search	Per search	\$5.00	\$5.00
Fax Transmittals	1 st page	\$5.00	\$5.00
Additional pages	Per page	\$1.00	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00	\$25.00
Billing Administrative Fee		10%	10%
Invoice Late Fee		9%	9%
Mailing cost, cost of item +10%	Minimum	\$2.50	\$2.50
All other services	Per hour	\$35.00	\$35.00

Police

		2011-12 Fee	2012-13 Fee
View Police Report: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Open Records check: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00	\$10.00
Per page thereafter		\$.50	\$.50
Copies of Digital Photos	1 st page	\$10.00	\$10.00
Per each page thereafter		\$5.00	\$5.00
CD of digital photos	Each CD	\$10.00	\$10.00
Carnival, Amusement Park&Concession	Per Year	\$300.00	\$300.00
Promotional Event	Per Event	\$25.00	\$25.00
Garage Sale	Per Event	\$5.00	\$5.00
Camping Permit	Each	\$10.00	\$10.00
Solicitor	One Year	\$150.00	\$150.00
Each Additional Employee	One Year	\$50.00	\$25.00
Liquor License			
Processing Fee	Per Application	\$100.00	\$100.00
Change of Ownership	Per Application	\$75.00	\$75.00
License Privilege Change	Per Application	\$75.00	\$75.00
Renewal or Temporary	Per Year	\$35.00	\$35.00
Junk Dealers	Per Year	\$50.00	\$50.00

Planning

		2011-12 Fee	2012-13 Fee
Pre-Application Meeting			
First Meeting	Deposit	Free	Free
Subsequent Meeting within one year of first	Deposit	\$300.00	\$300.00
Application that requires only Staff review	Deposit	\$500.00	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00	\$1300.00
Applications requiring two public hearings			
Comprehensive Plan Map and Zone Chg	Deposit	\$1550.00	\$1550.00
Subdivision, Master Plan Development,	Deposit	\$1800.00	1800.00
Site Plan Review that includes Annexation			
Major Annexation	Deposit	\$4500.00	\$4500.00
Other Planning Department Applications			
Sign Permits	Per Application	\$25.00	\$25.00
Change of Use Permits	Per Application	\$25.00	\$25.00
Appeals			
Of decisions made by Staff without a public hearing	Per Application	\$250.00	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00	\$500.00
Review Construction Plans	Per Application	\$650.00	\$650.00
Engineering Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit			Actual Costs
Minor Partition	Deposit	\$300.00	\$500.00

Site Development	Deposit		\$750.00
Subdivision (under 10 lots)	Deposit		\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00	\$4500.00

Library

		2011-12 Fee	2012-13 Fee
Replacement for lost library card	Per card	\$1.00	\$1.00
Key chain library card	Per card	\$1.00	\$1.00
CD or Floppy Disc	Per disc	\$1.00	\$1.00
Printing	Per page	\$0.10	\$0.10
Overdue items			
Books	Per day	\$0.25	\$0.25
DVD	Per day	\$0.50	\$0.50
Bicycle Locks	Per day		\$0.50
Cultural Pass	Per day		\$5.00
Fees			
Reserve books	Per item	\$0.00	\$0.00
Interlibrary loan: mailing & loan cost		Actual cost	Actual cost + \$1.00
Damage or lost materials		Actual cost	Actual cost
Barcode removal	Per item	\$1.00	\$1.00
Lost plastic hanger bags	Per item	\$1.50	\$1.50
Lost or damaged video cases	Per item	\$1.50	\$1.50
Non-resident library Card			
Non-Resident Card	Per family	\$60.00	\$60.00
Out of District Card	Per family	\$70.00	\$70.00
Meeting Room key deposit (after hours)		\$25.00	\$25.00
Cleaning fee (no food or beverage)		\$15.00	\$15.00
Cleaning fee with food & beverage		\$25.00	\$25.00
Fee for civic group, one side	Per hour	\$13.00	\$13.00
Fee for civic group, both sides	Per hour	\$18.00	\$18.00
Fee for Private group, one side	Per hour	\$18.00	\$18.00
Fee for Private group, both sides	Per hour	\$23.00	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00	\$28.00

Public works

	2011-12 Fee	2012-13 Fee
Vehicles, per hour	FEMA rate	FEMA rate
Water service Deposit	\$37.50	\$37.50
Sewer Deposit	\$37.50	\$37.50
Water On/Off Service Fee	\$10.00	\$10.00
After hours call out service (After first annual customer visit)	-0-	\$100.00
Water Meter Installation	Actual Cost	Actual Cost
Water rate	R-858	R-858
Sewer rate	R-859	R-859
Building permits	Marion County	Marion County
Right of Way Permits		
Type 1: Street Tree replacement or installation	No Charge	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.		\$100.00

Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.		Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc)		Per Franchise Agt. Or \$40.00
Type 6: Encroachment Permit to use public ROW (for a long term use: awning, billboard, structure, etc)		\$40.00

Facility Rentals

	2011-12 Hourly Rate	2011-12 Cleaning	2012-13 Hourly Rate	2012-13 Cleaning
Community Center				
Civic Organization				
Entire Building	\$17.25	\$80.00	\$17.25	\$80.00
South End	\$12.30	\$50.00	\$12.30	\$50.00
North End	\$8.60	\$30.00	\$8.60	\$30.00
Private Individuals				
Entire Building	\$22.20	\$100.00	\$22.20	\$100.00
South End	\$17.25	\$65.00	\$17.25	\$65.00
North End	\$12.30	\$35.00	\$12.30	\$35.00
Commercial				
Entire Building	\$25.85	\$100.00	\$25.85	\$100.00
South End	\$20.90	\$65.00	\$20.90	\$65.00
North End	\$17.25	\$35.00	\$17.25	\$35.00
Meeting without food are charged				
the same rate plus a \$15.00 cleaning		\$15.00		\$15.00
Non-resident surcharge rent plus	25%	Above rate	25%	Above rate
Other Fees				
Key not returned		Per key	\$25.00	\$25.00
Alcohol Beverage Service Permit Fee		Each event	\$50.00	\$50.00
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)		Each event	\$300.00	\$300.00
Security (3 hour Min) (Per Officer)		Per Hour	\$28.00	\$28.00
Cancellation Fee		Each Event	\$25.00	\$25.00
Parks Facilities application fee (non-refundable)		Each event	\$25.00	\$25.00
Entire Park, excluding Jordan Bridge & Tennis		Per day	\$500.00	\$500.00
Park Rental Area		Per Hour	\$30.00	\$30.00
Refundable Deposit		Per day	\$500.00	\$500.00
Jordan Bridge		1 st 3 hrs	\$80.00	\$80.00
Each additional hour		Per hour	\$15.00	\$15.00
Electrical Panel Key Deposit (cash only)		Per key	\$25.00	\$25.00
Tennis Courts				
Organized Events or Tournaments		Per day	\$100.00	\$100.00
Security (3 hour minimum)		per hour	\$28.00	\$28.00

Swimming Pool

		2011-12 Resident	2011-12 Non-Resident	2012-13 Resident	2012-13 Non-Resident
Drop-In					
Adult	Per visit	\$3.50	\$4.50	\$3.50	\$4.50

Youth, under 18	Per visit	\$2.50	\$3.25	\$2.50	\$3.25
Disabled & Senior, over 59	Per visit	\$2.50	\$3.25	\$2.50	\$3.25
Disabled & Senior Couple	Per visit	\$3.50	\$4.50	\$3.50	\$4.50
Family	Per visit	\$12.00	\$15.00	\$12.00	\$15.00
Annual Membership					
Adult		\$300.00	\$380.00	\$300.00	\$380.00
Youth, under 18		\$175.00	\$220.00	\$175.00	\$220.00
Disabled & Senior, over 59		\$230.00	\$290.00	\$230.00	\$290.00
Disabled & Senior Couple		\$310.00	\$380.00	\$310.00	\$380.00
Family		\$385.00	\$480.00	\$385.00	\$480.00
Quarterly Memberships					
Adult		\$80.00	\$105.00	\$80.00	\$105.00
Youth under 18		\$50.00	\$60.00	\$50.00	\$60.00
Disabled & Senior over 59		\$65.00	\$80.00	\$65.00	\$80.00
Disabled & Senior Couple		\$80.00	\$105.00	\$80.00	\$105.00
Family		\$105.00	\$130.00	\$105.00	\$130.00
Monthly Memberships					
		2011-12 Resident	2011-12 Non-Resident	2012-13 Resident	2012-13 Non-Resident
Adult		\$40.00	\$45.00	\$40.00	\$45.00
Youth under 18		\$25.00	\$30.00	\$25.00	\$30.00
Disabled & Senior over 59		\$30.00	\$35.00	\$30.00	\$35.00
Disabled & Senior Couple		\$40.00	\$45.00	\$40.00	\$45.00
Family		\$50.00	\$60.00	\$50.00	\$60.00
Punch Cards for 20 visits					
Adult		\$60.00	\$75.00	\$60.00	\$75.00
Youth		\$50.00	\$60.00	\$50.00	\$60.00
Disabled & Senior		\$50.00	\$60.00	\$50.00	\$60.00
Facility Rental	Per hour	\$85.00	\$105.00	\$85.00	\$105.00
Swimming lessons		\$40.00	\$50.00	\$40.00	\$50.00

FISCAL IMPACT:

This schedule continues to allow the City to recover our costs when providing these services, as allowed by State Statute.

OPTIONS:

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.
3. Not adopt the resolution.

MOTION(S):

For Option 1: Move to approve Resolution No. 889, Adopting Fees and Charges for Various City Services.

For Option 2: Move to approve Resolution No. 889, As Amended, Adopting Fees and Charges for Various City Services.

For Option 3: No motion needed.

RESOLUTION NO. 889

A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES

WHEREAS, the City of Stayton receives requests from citizens for administrative, police, library, public works, planning, parks and facilities and swimming pool services requiring the expenditure of personnel time and materials; and

WHEREAS, prudent use of the City's financial resources requires that the City charge fees sufficient to recover the cost in personnel time and materials to render the service requested;

NOW, THEREFORE,

BE IT RESOLVED that the City Council directs that the following fees will be charged for services:

Administrative/City Wide

		2012-13 Fee
Copies		
8.5 X 11 or 8.5 X 14	Per side	\$0.50
11 X 17	Per side	\$1.00
Large Format	Per copy	\$15.00
Audio/Digital Recording	Per CD	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00
Video Tapes		
Actual if outsources + admin fee	Per request	\$5.00
Digital Photos	1 st page	\$10.00
Additional pages	Per page	\$5.00
Lien Search	Per search	\$5.00
Fax Transmittals	1 st page	\$5.00
Additional pages	Per page	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00
Billing Administrative Fee		10%
Invoice Late Fee		9%
Mailing cost, cost of item +10%	Minimum	\$2.50
All other services	Per hour	\$35.00

Police

		2012-13 Fee
View Police Report: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Open Records check: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00
Per page thereafter		\$.50
Copies of Digital Photos	1 st page	\$10.00
Per each page thereafter		\$5.00
CD of digital photos	Each CD	\$10.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional Event	Per Event	\$25.00
Garage Sale	Per Event	\$5.00
Camping Permit	Each	\$10.00
Solicitor	One Year	\$150.00

Each Additional Employee	One Year	\$25.00
Liquor License		
Processing Fee	Per Application	\$100.00
Change of Ownership	Per Application	\$75.00
License Privilege Change	Per Application	\$75.00
Renewal or Temporary	Per Year	\$35.00
Junk Dealers	Per Year	\$50.00

Planning

Pre-Application Meeting		2012-13 Fee
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00
Applications requiring two public hearings		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00
Major Annexation	Deposit	\$4500.00
Other Planning Department Applications		
Sign Permits	Per Application	\$25.00
Change of Use Permits	Per Application	\$25.00
Appeals		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00
Review of Construction Plans	Per Application	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs
Minor Partition	Deposit	\$500.00
Site Development	Deposit	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00

Library

		2012-13 Fee
Replacement for lost library card	Per card	\$1.00
Key chain library card	Per card	\$1.00
CD or Floppy Disc	Per disc	\$1.00
Printing	Per page	\$0.10
Overdue items		
Books	Per day	\$0.25
DVD	Per day	\$0.50
Bicycle Locks	Per day	\$0.50
Cultural Pass	Per day	\$5.00
Fees		
Reserve books	Per item	\$0.00

Interlibrary loan: mailing & loan cost	Actual cost	Actual cost+ \$1.00
Damage or lost materials	Actual cost	Actual cost
Barcode removal	Per item	\$1.00
Lost plastic hanger bags	Per item	\$1.50
Lost or damaged video cases	Per item	\$1.50
Non-resident library Card		
Non-Resident Card	Per family	\$60.00
Out of District Card	Per family	\$70.00
Meeting Room key deposit (after hours)		\$25.00
Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$13.00
Fee for civic group, both sides	Per hour	\$18.00
Fee for Private group, one side	Per hour	\$18.00
Fee for Private group, both sides	Per hour	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00

Public Works

	2012-13 Fee
Vehicles, per hour	FEMA rate
Water Service Deposit	\$37.50
Sewer Deposit	\$37.50
Water On/Off Service Fee	\$10.00
After Hours Call Out Service (after first annual customer visit)	\$100.00
Water Meter Installation	Actual Cost
Water	Resolution-858
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
Right of way Permits (ROW)	
Type 1: Street tree replacement or installation	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc.)	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$40.00

Facility Rentals

	2012-13 Hourly Rate	2012-13 Cleaning
Community Center		
Civic Organization		
Entire Building	\$17.25	\$80.00
South End	\$12.30	\$50.00
North End	\$8.60	\$30.00

Private Individuals		
Entire Building	\$22.20	\$100.00
South End	\$17.25	\$65.00
North End	\$12.30	\$35.00
Commercial		
Entire Building	\$25.85	\$100.00
South End	\$20.90	\$65.00
North End	\$17.25	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		2012-13 Fee
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00
Security(3 hour Min.) (Per officer)	Per hour	\$28.00
Cancellation Fee	Each Event	\$25.00
Parks Facilities application fee (non-refundable)	Each event	\$25.00
Entire Park, excluding Jordan Bridge & Tennis	Per day	\$500.00
Park Rental Area	Per Hour	\$30.00
Refundable Deposit	Per day	\$500.00
Jordan Bridge	1 st 3 hrs	\$80.00
Each additional hour	Per hour	\$15.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00
Tennis Courts		
Organized Events or Tournaments	Per day	\$100.00
Security (3 hour minimum)	Per hour	\$28.00

Swimming Pool

		2012-13 Resident	2012-13 Non-Resident
Drop-In			
Adult	Per visit	\$3.50	\$4.50
Youth, under 18	Per visit	\$2.50	\$3.25
Disabled & Senior, over 59	Per visit	\$2.50	\$3.25
Disabled & Senior Couple	Per visit	\$3.50	\$4.50
Family	Per visit	\$12.00	\$15.00
Annual Membership			
Adult		\$300.00	\$380.00
Youth, under 18		\$175.00	\$220.00
Disabled & Senior, over 59		\$230.00	\$290.00
Disabled & Senior Couple		\$310.00	\$380.00
Family		\$385.00	\$480.00
Quarterly Memberships			
Adult		\$80.00	\$105.00
Youth, under 18		\$50.00	\$60.00
Disabled & Senior, over 59		\$65.00	\$80.00

Disabled & Senior Couple		\$80.00	\$105.00
Family		\$105.00	\$130.00
Monthly Memberships		Resident	Non-Resident
Adult		\$40.00	\$45.00
Youth, under 18		\$25.00	\$30.00
Disabled & Senior, over 59		\$30.00	\$35.00
Disabled & Senior Couple		\$40.00	\$45.00
Family		\$50.00	\$60.00
Punch Cards for 20 visits			
Adult		\$60.00	\$75.00
Youth		\$50.00	\$60.00
Disabled & Senior		\$50.00	\$60.00
Facility Rental	Per hour	\$85.00	\$105.00
Swimming lessons		\$40.00	\$50.00

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 16th day of July, 2012.

CITY OF STAYTON

Signed: _____, 2012

By: _____
A. Scott Vigil, Mayor

Signed: _____, 2012

ATTEST: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



*Staff / Commission
Reports*



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Christine Shaffer, Finance Director

DATE: July 16, 2012

SUBJECT: Monthly Finance Department Report

Attached are the month-end reports for the major operating funds of the City. I have identified the following funds as the major operating funds: General Fund, Public Works Administration Fund, Library Fund, Water Fund, Sewer Fund, Street Fund and Swimming Pool Fund. If you have any questions, please let me know.

Departmental activity:

Utility Billing:	June 2012	May 2012
Number of Bills sent out	2,610	2,561
Delinquent Notices sent out	491	480
Courtesy Delinquent Notices sent to Landlords	227	228
Notified of Impending Shut off & Penalty	128	137
Customers with Interrupted Services Non-Payment	24	20
Services still Disconnected	0	0

Accounts Payable:	June 2012	May 2012
Number of Checks Issued	205	167
Total Amount of Checks	\$1,208,447.43	\$541,639.16

Accounts Receivable:	June 2012	May 2012
Number of Invoices Sent Out	0	4
Total Amount of Invoices	\$0.00	\$1,585.00

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,677,555.11	1,663,000.00	(14,555.11)	100.9
CHARGES FOR SERVICES	3,380.39	10,200.00	6,819.61	33.1
GRANTS & CONTRIBUTIONS	.00	1,500.00	1,500.00	.0
FRANCHISE FEES	659,918.61	628,000.00	(31,918.61)	105.1
LICENSES, PERMITS & FEES	10,867.66	16,500.00	5,632.34	65.9
FINES & FORFEITURES	38,357.40	29,000.00	(9,357.40)	132.3
INTERGOVERNMENTAL	166,790.90	163,400.00	(3,390.90)	102.1
INTEREST	(5,015.66)	5,000.00	10,015.66	(100.3)
MISCELLANEOUS/TRANSFERS	362,257.04	378,720.00	16,462.96	95.7
	<u>2,914,111.45</u>	<u>2,895,320.00</u>	<u>(18,791.45)</u>	<u>100.7</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	413,456.54	469,092.00	55,635.46	88.1
ADMINISTRATION	431,745.52	467,179.00	35,433.48	92.4
POLICE	1,751,049.66	1,871,830.00	120,780.34	93.6
PLANNING	127,120.83	139,253.00	12,132.17	91.3
COMMUNITY CENTER	50,486.21	63,798.00	13,311.79	79.1
PARKS	126,711.08	140,581.00	13,869.92	90.1
STREET LIGHTING	103,211.56	104,415.00	1,203.44	98.9
	<u>3,003,781.40</u>	<u>3,256,148.00</u>	<u>252,366.60</u>	<u>92.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

PUBLIC WORKS ADMINISTRATION

	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>				
INTEREST	104.77	100.00	(4.77)	104.8
MISCELLANEOUS/TRANSFERS	413,650.00	415,000.00	1,350.00	99.7
	<u>413,754.77</u>	<u>415,100.00</u>	<u>1,345.23</u>	<u>99.7</u>
 <u>EXPENDITURES</u>				
DEPARTMENT 80	381,602.27	434,558.00	52,955.73	87.8
	<u>381,602.27</u>	<u>434,558.00</u>	<u>52,955.73</u>	<u>87.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	136,325.80	134,700.00	(1,625.80)	101.2
CHARGES FOR SERVICES	49,778.32	67,061.00	17,282.68	74.2
GRANTS & CONTRIBUTIONS	25,040.00	30,000.00	4,960.00	83.5
LICENSES, PERMITS & FEES	13,171.58	12,300.00	(871.58)	107.1
FINES & FORFEITURES	15,975.14	15,000.00	(975.14)	106.5
INTERGOVERNMENTAL	1,100.00	1,346.00	246.00	81.7
INTEREST	430.88	200.00	(230.88)	215.4
MISCELLANEOUS/TRANSFERS	135,500.00	135,500.00	.00	100.0
	<u>377,321.72</u>	<u>396,107.00</u>	<u>18,785.28</u>	<u>95.3</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>387,509.79</u>	<u>419,857.00</u>	<u>32,347.21</u>	<u>92.3</u>
	<u>387,509.79</u>	<u>419,857.00</u>	<u>32,347.21</u>	<u>92.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	1,717,212.51	1,700,000.00	(17,212.51)	101.0
LICENSES, PERMITS & FEES	28,685.24	29,000.00	314.76	98.9
INTEREST	3,685.24	3,500.00	(185.24)	105.3
MISCELLANEOUS/TRANSFERS	27,264.72	91,000.00	63,735.28	30.0
	<u>1,776,847.71</u>	<u>1,823,500.00</u>	<u>46,652.29</u>	<u>97.4</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>1,325,767.70</u>	<u>2,035,788.00</u>	<u>710,020.30</u>	<u>65.1</u>
	<u>1,325,767.70</u>	<u>2,035,788.00</u>	<u>710,020.30</u>	<u>65.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	2,486,468.92	2,471,445.00	(15,023.92)	100.6
LICENSES, PERMITS & FEES	20.00	.00	(20.00)	.0
INTEREST	10,021.24	9,750.00	(271.24)	102.8
MISCELLANEOUS/TRANSFERS	2,286.70	2,500.00	213.30	91.5
	<u>2,498,796.86</u>	<u>2,483,695.00</u>	<u>(15,101.86)</u>	<u>100.6</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>2,234,091.40</u>	<u>3,070,001.00</u>	<u>835,909.60</u>	<u>72.8</u>
	<u>2,234,091.40</u>	<u>3,070,001.00</u>	<u>835,909.60</u>	<u>72.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	85,090.60	84,000.00	(1,090.60)	101.3
INTERGOVERNMENTAL	524,565.60	728,000.00	203,434.40	72.1
INTEREST	702.73	250.00	(452.73)	281.1
MISCELLANEOUS/TRANSFERS	447.77	350.00	(97.77)	127.9
	610,806.70	812,600.00	201,793.30	75.2
 <u>EXPENDITURES</u>				
DEPARTMENT 80	682,339.53	833,631.00	151,291.47	81.9
	682,339.53	833,631.00	151,291.47	81.9

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 12 MONTHS ENDING JUNE 30, 2012

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	156,299.11	153,400.00	(2,899.11)	101.9
CHARGES FOR SERVICES	94,452.61	91,000.00	(3,452.61)	103.8
GRANTS & CONTRIBUTIONS	30,000.00	40,000.00	10,000.00	75.0
INTEREST	353.97	500.00	146.03	70.8
MISCELLANEOUS/TRANSFERS	86,255.66	94,500.00	8,244.34	91.3
	<u>367,361.35</u>	<u>379,400.00</u>	<u>12,038.65</u>	<u>96.8</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>336,244.41</u>	<u>393,484.00</u>	<u>57,239.59</u>	<u>85.5</u>
	<u>336,244.41</u>	<u>393,484.00</u>	<u>57,239.59</u>	<u>85.5</u>



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police *RS*
SUBJECT: Monthly Crime Rate Comparison Statistical Sheets
DATE: July 16, 2012

In June, the Police Department responded to 334 calls for service in Stayton. We issued 301 citations and warnings in Stayton.

	JUNE 2012	JAN. THRU JUNE 2012	JUNE 2011	JAN. THRU JUNE 2011
INCIDENTS	334	2024	406	1995
CITATIONS/WARNINGS	301	1723	358	1414
TRAFFIC ACCIDENTS	13	71	17	61
ARRESTS	62	298	53	309

Please let me know if you have any questions.



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Jennifer Lunsford, Public Works Permit Clerk
THRU: Dave Kinney, Public Works Director
DATE: July 16, 2012
SUBJECT: June Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 43.73 million gallons were treated during June. The highest flow was 2.09 million gallons on June 25th, and the lowest flow was 1.01 million gallons on June 26th. The average flow was 1.46 million gallons.

Total rainfall for June was 3.22 inches.

22.73 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 3,111,000 on the June 27th.
- **Water System** City crews took soil samples for Lau Property, did potholes of services for the Tenth Ave Project and sidewalk repairs from service replacements. Replaced two meters and installed three new radio read meter and three new meters.
- **Streets** Swept 86 curb miles and removed approximately 15 cubic yards of material.

- **Building Permits**

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	3	\$34,020
Residential Building Addition/Alteration/Other	2	
Commercial Building Addition/Alteration/Other	5	
Electrical	1	
Mechanical	2	
Plumbing	2	
TOTAL	15	

* One (1) Residential SDC = \$11,065



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor Scott Vigil and the Stayton City Council
FROM: Rebekah Meeks, Pool Manager
DATE: July 16, 2012
SUBJECT: June Monthly Operating Report

KEY ACTIVITIES

STATUS

- Pool

	JUNE 2012 SALES	2011 – 2012 YTD	JUNE 2011 SALES	2010-2011 YTD
Swim Lessons	\$ 5,895.55	\$ 18,677.10	\$ 8,363.75	\$ 28,837.50
Pool Coupon Books	\$ 0.00	\$ 7,121.80	\$ 820.00	\$ 13,558.90
Daily Receipts	\$ 2,875.95	\$ 26,566.15	\$ 3,139.90	\$ 25,525.99
Pool Rentals	\$ 1,237.50	\$ 12,723.60	\$ 1,400.25	\$ 16,796.30
Pool Vending	\$ 201.55	\$ 2,418.33	\$ 311.46	\$ 1,949.05
Memberships	\$ 4,706.00	\$ 36,485.76	\$ 3,570.50	\$ 27,508.40
Sale of Merchandise	\$ 0.00	\$ 0.00	\$ 0.00	\$ 82.00
Other	\$ 0.00	\$ 456.50	\$ 0.00	\$ 5.50
TOTAL	\$ 14,916.55	\$104,449.24	\$ 17,605.86	\$114,263.64

Target revenue above general fund and levy subsidies is \$149,400. YTD sales represent approximately 70% of that target.

JUNE POOL ATTENDANCE

Exercise / Therapy Classes	1,775	Kiwanis Attendance	0
Lap Swim	737	Swim Teams	75
Open Swim	2,189	Swim Lessons	377
		Number of Patrons Guarded	5,153
		Total	



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Louise Meyers

DATE: July 16, 2012

SUBJECT: Library Director's Report, June Activities

Updates:

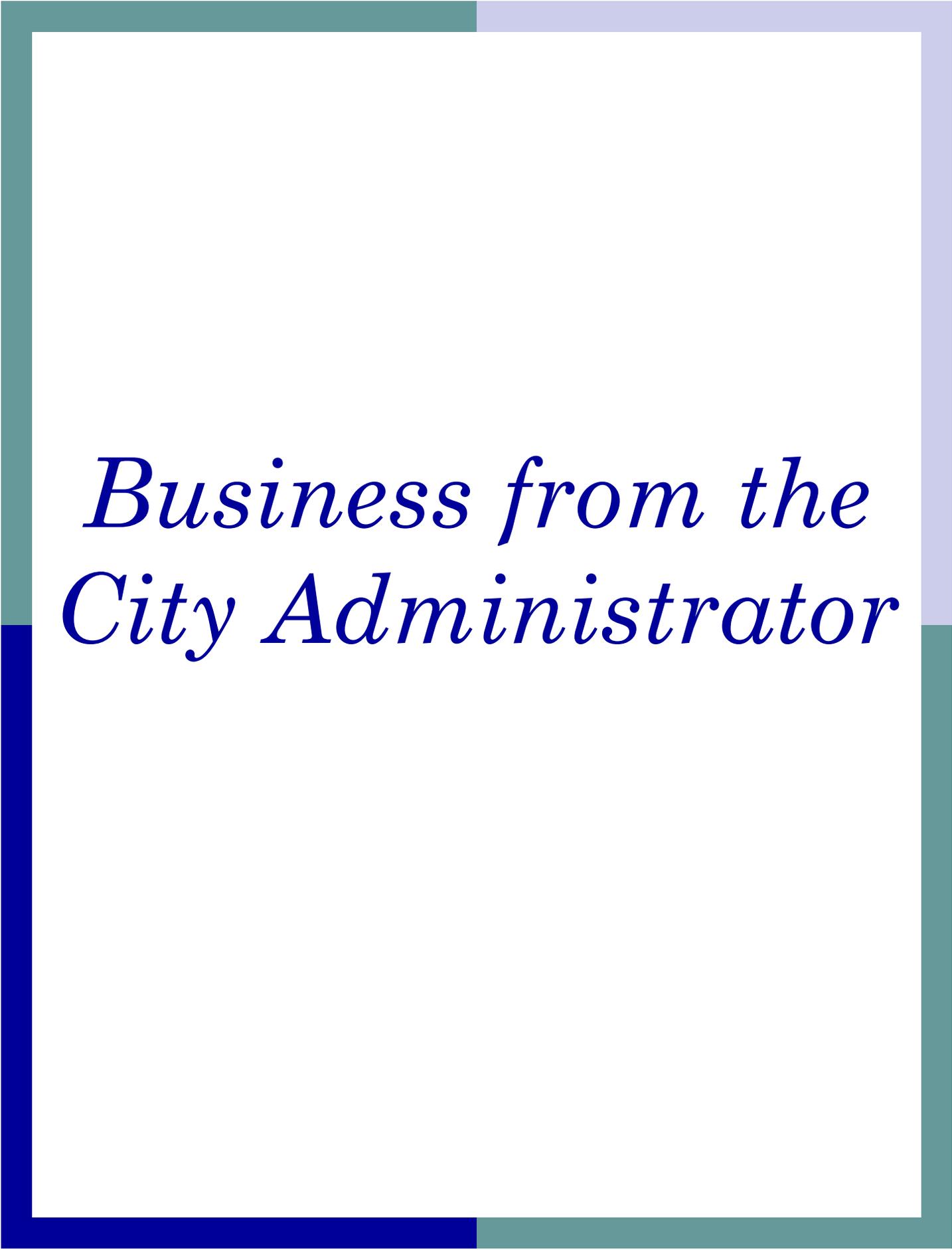
The annual Summer Reading program which began June 18 is off to a very good start. In the first two weeks, 588 children registered to keep track of reading, which is more than those who signed up for the entire summer last year. Teen signup is also high, 136 in June, and 96 adults. The first few programs had high attendance also; 525 total so far. The increase in participation and attendance is largely due to the personal promotion of Summer Reading by Casle Portner, Heydi Smith and Crystal Neal to local families. They attended school assemblies and classrooms, and talked to parents at programs about the importance of reading for fun in the summer to maintain reading skills.

Work is progressing on the meeting room enhancements funded by Trust Management. The grant to Stayton Library Foundation, in collaboration with the City and the Library is for \$10,000 to bring us into ADA compliance, add a handicap accessible ramp, door openers, and other enhancements to make the E. G. Siegmund room more accessible. Work is expected to begin this summer. Funds from CIS also will help with completion of the work and on the Community Center.

The Foundation is launching a fundraising drive to expand the Crown Jewel Society, their sustainer club, and have received a matching grant from the Collins Foundation and others to assist with that effort. The drive will continue until Dec. 1st and they hope to raise a total of \$32,000, for their general fund and their contribution to library operations, as well as the Outreach storyteller program.

2011 - 2012 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2010-11	2011-12 YTD	% Change	
CHECKOUTS	13,977	12,685	10,849	11,709	13,200	11,527	13,096	12,447	13,586	11,676	11,941	13,530	154,625	150,223	-3%	
INCOME Received																
Non-resident cards	1,008	832	635	1,217	557	1,482	834	1,349	1,054	510	432	2,126	10,344	12,037	16%	
Fines: overdue books	1,258	2,128	957	832	379	1,453	947	1,478	1,187	925	557	2,021	16,108	14,122	-12%	
Room fees	210	222	52	150	0	150	0	0	0	201	0	150	2,404	1,134	-53%	
Fees--cards and lost books	675	150	150	140	98	143	191	143	950	103	179	86	1,911	2,951	54%	
													Total	30,787	30,288	-2%
REFERENCE QUESTIONS																
Reference questions	420	537	421	391	420	395	485	525	620	504	552	371	5,348	5,641	5%	
Telephone	252	317	262	265	280	325	300	375	390	361	356	599	3,104	4,082	32%	
													Total	8,452	9,723	15%
INTERNET USE	1,775	2,025	1,784	1,837	1,950	1,499	1,729	1,690	2,012	1,749	1,692	1,801	22,814	23,453	3%	
PROGRAM ATTENDANCE																
Children/teens	930	414	233	320	260	269	336	348	470	402	331	495	4,205	4,147	-1%	
Adults	423	149	142	324	225	607	180	431	408	234	529	380	1,859	3,503	9%	
Outreach	75	87	100	749	405	459	700	766	477	692	692	213	5,800	5,415	-7%	
													Total	10,164	13,065	29%
MEETING ROOM ATTENDANCE	1,278	709	536	889	925	950	895	735	951	1,350	685	1,337	7,866	11,240	43%	
PATRON VISITS	8,681	7,771	7,080	7,169	8,044	8,781	7,276	7,126	9,093	7,786	7,662	9,387	96,401	96,950	1%	



*Business from the
City Administrator*



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
THRU: Don Eubank, City Administrator
DATE: July 16, 2012
SUBJECT: P.E.G. Access Commission Update

At their July 9, 2012 meeting, P.E.G. Access Commission Chair informed staff that member Sandy Edwards no longer resides in the City, thus leaving a vacant position.

Also, due to a lack of business the Commission will now be meeting on the second Monday of February and July. The next scheduled meeting will be February 11.



MEMORANDUM

TO: Scott Vigil and Stayton City Councilors

FROM: Don Eubank, City Administrator
Christine Shaffer, Finance Director

DATE: July 16, 2012

SUBJECT: Informational: AFSCME cost of living increase (COLA) July 1, 2012

BACKGROUND INFORMATION:

American Federation of State, County & Municipal Employees (AFSCME) local #3222 union collective bargaining agreement for July 1, 2011 through June 30, 2014 includes an annual COLA increase due on July 1, 2012 based on the CPI-W percentage of change from May 1, 2011 through April 30, 2012. The CPI calculation sheet has been included this years COLA to be awarded is 3.6%.

The City Council ratified this current agreement on July 18, 2011. The City of Stayton Adopted Budget is budgeted to allow the contractual increase.

	CPI							
	2012	2011	2010	2009	2008	2007	2006	2005
May	222.954	214.124	208.774	212.788	203.661	198.200	190.000	184.700
June	222.522	213.839	210.972	215.223	203.906	198.600	190.100	185.300
July	222.686	213.898	210.526	216.304	203.700	199.200	191.000	184.900
August	223.326	214.205	211.156	215.247	203.199	199.600	192.100	185.000
September	223.688	214.306	211.322	214.935	203.889	198.400	195.000	185.400
October	223.043	214.623	211.549	212.182	204.338	197.000	195.200	186.500
November	222.813	214.750	212.003	207.296	205.891	196.800	193.400	186.800
December	222.166	215.262	211.703	204.813	205.777	197.200	192.500	186.000
January	223.216	216.400	212.568	205.700	206.744	197.559	194.000	186.300
February	224.317	217.535	215.544	206.708	207.254	198.544	194.200	187.300
March	226.304	220.024	213.525	207.218	209.147	200.612	195.300	188.600
April	227.012	221.743	213.958	207.925	210.698	202.130	197.200	190.200
	2684.047	2590.709	2543.600	2526.339	2468.204	2383.845	2320.000	2237.000
	223.6705833	215.8924167	211.9666667	210.52825	205.6836667	198.6538	193.33333	186.41667
% of change	0.036027975 3.60%	0.018520598 1.90%	0.006832415 0.68%	0.02355356 2.30%	0.035387778 3.50%	0.027519 2.70%	0.0371033 3.70%	



*Business from
the Mayor*

Emily Gooch
1840 E Pine
Stayton, OR 97383
503-507-9880
soccererics99@aol.com

July 10, 2012

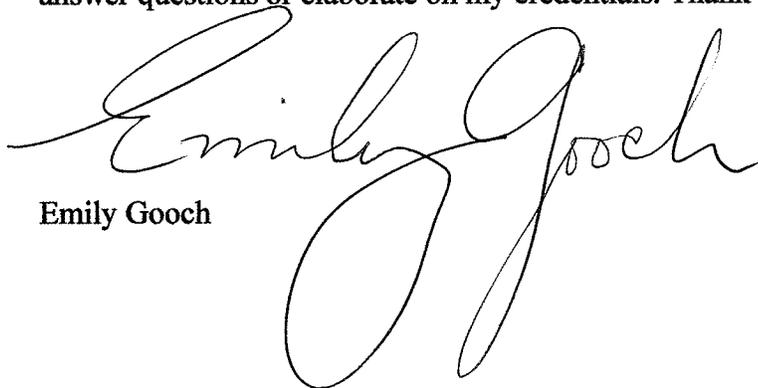
City of Stayton
Vacant City Council position
362 N Third Avenue
Stayton, OR 97383

Dear City of Stayton,

In the spring of 2011 I graduated with a bachelors degree in political science from Brigham Young University. I have always had an interest in government and community service. While at school I was very active in the local community and in the local government. I was born and raised in Stayton and except for college, have lived here my entire life. I attended the local schools for my primary and secondary education. While growing up, I reaped the benefits of living in a wonderful place. I remain interested in government and have decided that it was time for me to give back to the hometown that I know and love.

I decided to run for City Council but found there was a vacancy on the city council. I am turning in my letter of interest with my attached resume to serve on the City Council. I have a lot to contribute and a lot to learn. I have an education and interest in local government and want to help improve my community.

I would appreciate the opportunity to serve the City of Stayton in this vacant position. If you have any questions please contact me at 503-507-9880 or by e-mail and I will be happy to answer questions or elaborate on my credentials. Thank you for your consideration.

A handwritten signature in cursive script that reads "Emily Gooch". The signature is written in black ink and is positioned above the printed name.

Emily Gooch

EMILY GOOCH

973 E Jefferson Unit 2., Stayton, OR 97383 • Tel 503-507-9880 • soccererics99@aol.com

EDUCATION

Political Science Major

Minors in History and Art Education

Brigham Young University

April 2011

Provo, UT

WORK HISTORY

Caregiver

In-home living assistance

- Provide for the physical needs of my client
- Plan daily activities and outings

Stayton, OR

April 2011- present

Student Athlete Tutor

BYU Student Academic Advisement Center

- Evaluate individual needs of the students
- Produce specific teaching styles to fit the most accelerated way to learn for each person
- Create a positive learning environment for the student to produce success in their academics

Provo, UT

October 2010- April 2011

Oregon State Legislative Intern

Oregon State Capitol - Representative Sherrie Sprenger

- Worked in the state office writing articles for the representative's monthly publication
- Interacted with constituents, to help them with concerns within the district
- Gathered research for legislation that will be an introduced bill in the 2011 session
- Assisted with campaign work and fundraising on a wide spectrum of activities

Salem, OR

May to August 2010

Office Assistant

Salem Contractors Exchange

- In charge of recording construction bids from engineers for contractors
- Developed efficient office skills and updated company website
- Interacted with contractors to help with their copy needs and concerns

Salem, OR

May 2009 to August 2010

VOLUNTEER WORK

Adaptive Aquatics

Twice a week I have the opportunity to interact through a swimming and play environment with special needs children. This is an organization that allows special needs classrooms to come and interact with mentoring BYU students. I am honored to be a part of such an organization and have learned a great deal from adapting to each child's personal needs.

BYU College Republicans

I have been a member of this club for three years. This connection has given me opportunities to become involved in political events around and outside of Utah. Becoming active in multiple political campaigns has bettered my community, and allows me to take an active role in my civic responsibility.

National Art Education Association

This student chapter has allowed me to use my leadership and management abilities to become involved at the Museum of Art at Brigham Young University. I have conducted multiple educational classes for over thirty participants at each session. While leading I have managed a team of fellow NAEA members to help prepare and carry out my planned programs displaying efficient time management and organization.