



AGENDA STAYTON CITY COUNCIL MEETING

Monday, August 20, 2012

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

<p>6:30 p.m. Executive Session (Community Center Meeting Room) Pursuant to ORS 192.660.1(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.</p> <p>7:00 p.m. Regular Meeting (Community Center – North End)</p>

1. **CALL TO ORDER** **7:00 PM** **Mayor Vigil**
2. **FLAG SALUTE**
3. **ROLL CALL/STAFF INTRODUCTIONS**
4. **PRESENTATIONS/COMMENTS FROM THE PUBLIC**
 - a. Recognition of JBO Junior National State Championship Stayton Angels Baseball Team
 - b. Community Advocate Award Presentation
 - c. Drug Canine 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 16, 2012 City Council Meeting Minutes
 - b. SPOA Collective Bargaining Agreement, July 1, 2012 – July 30, 2015
 - c. Resolution No. 891, Granting Consent and Approval of WaveDivision Transfer of Control Transaction
 - d. OLCC Change of Ownership – Stop-N-Save
 - e. OLCC New Outlet – El Mariachi Mexican Restaurant / Kina’s & Pancho’s Sports Bar

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

Land Use File # 5-05/12 – City-Initiated annexation of land located at the northern terminus of Quail Run Avenue into the City limits. Action

- a. Commencement of Public Hearing:
- b. Staff Report – Dan Fleishman
- c. Proponents’ Testimony:
- d. Opponents’ Testimony:
- e. General Testimony:
- f. Questions from Public:
- g. Questions from Council:
- h. Staff Summary:
- i. Close of Hearing:

NEW BUSINESS

Resolution No. 890, Referring to the City Electors the annexation of land located at the northern terminus of Quail Run Avenue into the City limits. Action

- a. Staff Report – Dan Fleishman
- b. Council Deliberation
- c. Council Decision

Ordinance No. 948, Amending Stayton Municipal Code Title 2, Chapter 2.36, Planning Commission and Declaring an Emergency

- a. Staff Report – Dan Fleishman
- b. Council Deliberation
- c. Council Decision

Community Grant Applications

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

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer Informational

- a. July 2012 Monthly Finance Department Report

Police Chief’s Report – Rich Sebens Informational

- a. July 2012 Statistical Report
- b. National Night Out

Public Works Director's Report – Dave Kinney

Informational

- a. July 2012 Operating Report
- b. Public Works Update
- c. 10th Avenue Project Update

Pool Manager's Report – Rebekah Meeks

Informational

- a. July 2012 Monthly Operating Report

Library Director's Report – Louise Meyers

Informational

- a. July 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

Informational

- a. Stayton Police Officers Association and Management cost of living increase (COLA) July 1, 2012 and January 1, 2012.
- b. Thank You Letter from the Stayton/Sublimity Chamber of Commerce

BUSINESS FROM THE MAYOR

- a. Appointment of Wendy Nau to the Police Advisory Commission

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. City Facebook Page
- b. Solicitor Licenses
- c. Transportation Enhancement Grant Application
- d. Bond Resolutions

ADJOURN

CALENDAR OF EVENTS

AUGUST 2012

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)

NOVEMBER 2012

Monday	November 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 6	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	November 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	November 12	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Tuesday	November 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	November 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November 22—23	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING		
Friday				
Monday	November 26	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 operations delayed due to bearing / seals problems. Dryer Startup, cleanup and punchlists to go. SEE Keller Associates Monthly Progress Report.	Final Completion Date - August 22, 2012.
2	Facilities Inventory & Maintenance Schedule	Public Works	Prepare a maintenance/management program for city-owned buildings and facilities. 2012 projects include: HVAC at City Hall PD installed. Bid for Roof Replacements at City Hall/PD in late August. Roof replacement in September 2012.	City Hall/PD HVAC-Complete by August 17, 2012 Roofing - September 2012.
4	10th Avenue Street & Drainage Improvements (E. Santiam to Hospital)	Public Works	Construction 75% complete. Final Paving scheduled for Week of August 20th - 31st. No wall or sidewalks from Dawn Drive south due to costs and slope issues. Detention Basin planting and cleanup of project in September.	10th Ave - Final Paving by September 1, 2012 Pond Planting by September 30, 2012
5	2012 Street Maintenance Activities	Public Works	Summer 2012 maintenance work: gravel streets, pavement patching, crack-sealing completed. CEMEX low bidder for 6th Avenue street overlay -- Complete between August 20th - 31st.	6th Ave Paving Complete by September 4th.
6	Sidewalk Maintenance Program	Public Works	Present Sidewalk Maintenance Policies and Program to City Council at September 4th Council Meeting. Focus 1st area of inventory, enforcement and repairs in the Downtown Area.	Downtown Sidewalk Inventory Complete in August 2012.
7	Shaff Rd Grant Apps - Safe Routes to School and ODOT Bicycle/Pedestrian grant application	Public Works	City application to ODOT passed Step 1 review for a Bike/Ped&TE grant for Shaff Rd near Stayton Middle School. City Engineer John Ashley will prep a Project Report and City staff will meet with ODOT, North Santiam School District staff and Marion County staff in September to finalize a grant proposal.	TE/Bike Ped App Due September 30, 2012
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 in 2012.	On-going
3	Downtown Revitalization Proposals	Planning	Dan working with Downtown Committee on small projects. Merchant cleanup day - Friday, July 13, 2012. Light poles painting complete. Fluent Engineering re: street light retrofit funding ideas and development of long term lighting plan to start in September 2012.	Small projects - Ongoing

City of Stayton Project Status Report

#	Project Description	Dept	Project Status	Project Dates
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).	SPLF Challenge Grants - Summer/Fall 2012 Library Foundation seeking Crown Jewel Donations to Match \$10,000 Collins Grant
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.
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 have performed summer park maintenance. Parks Board is looking at a fall cleanup day in the Comm Ctr Park.	Fall Park Cleanup Day - Sept. 15 or 22 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. \$60K for park improvements in Local Option Levy. With levy approval the Parks Board started work on financing strategy. Parks Board will shared plans w/ public at Summerfest and at August 7, 2012 National Night Out events at 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. Capitol Door installed ADA door openers and Manning Concrete poured a wider sidewalk & HC ramp at library. New entry lighting for Library meeting room and interior improvements in September/October 2012. CCIS grant will also pay for new door openers for Com Ctr.	Complete by October 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	Fall 2012.

Consent Agenda

**STAYTON CITY COUNCIL
MEETING MINUTES
July 16, 2012**

CALL TO ORDER

7:00 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
Rich Sebens, Police Chief
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
David Kinney, Public Works Director, excused
David A. Rhoten, City Attorney
Alissa Angelo, Deputy City Recorder

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Swearing in of new Police Officer, presented by Chief Rich Sebens:** Chief Sebens swore in new Stayton Police Officer Daniel Altabef.
- b. **Drug Dog Informational Presentation, presented by Officer Paul Eves and Sergeant Charlie Button:** This presentation has been rescheduled for an upcoming City Council meeting.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** Mr. Eubank indicated he had a correction to the agenda under Business from the Mayor. This is a request for appointment from Susan Brandt, who would like to join the P.E.G. Commission.
- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** None.

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**

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

PUBLIC HEARING – None.

UNFINISHED BUSINESS – None.

NEW BUSINESS

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

- a. **Staff Report:** Ms. Shaffer reviewed the staff report included in the Council packets. She spoke about the proposed changes to the fee schedule, as well as comparisons of fees made with other cities.

Councilor Loftus asked what would trigger a call-out on a weekend. Ms. Shaffer explained the call-out charge and when the fee is assessed. He was concerned that citizens disconnected due to non-payment are also being charged this additional fee to have their water turned back on over a weekend. Ms. Shaffer explained the process for non-payment disconnects and the fees they are assessed.

Councilor Loftus inquired about the inspection fee for sidewalks. Mr. Fleishman explained what would trigger the cost for an inspection.

- b. **Council Deliberation:** Councilor Loftus indicated he has performed his own research on fees, and has spoken with Ms. Shaffer. He stated there is still the outstanding issue of solicitor licenses. He asked Mr. Fleishman how many solicitors came into town last year. Mr. Fleishman stated he issued three solicitor's licenses during 2011, two of which were people from out of town and one to a business with a physical location in Stayton.

Mayor Vigil briefly reviewed the discussion that had taken place at the June 18 City Council meeting regarding Shiver's Frozen Yogurt and their issue with obtaining a solicitor's license. He expressed his feelings on solicitor's licenses, and who should be required to obtain a solicitor's license. He recommended adding a section to the code that refers to a public right-of-way vendor, which would be separate from a solicitor.

Councilor Loftus feels the \$150 fee charged for a solicitor's license is too high, especially compared to what the City charges for an OLCC application. Ms. Shaffer stated the fees for OLCC applications are set by the State, not the City. She also pointed out that in 2011 the fee for a solicitor's license was reduced from \$300 to \$150. The fee for additional employee background checks came into play due to situations like Shiver's where there may be several employees needing to be approved.

Councilor Niegel disagreed with Mayor Vigil's opinion. She feels a background check should be completed on anyone obtaining a solicitor's license, whether they are going door to door or driving up and down the street, as they are still coming in to our community and having contact with us and our children.

Councilor Porter suggested creating a category such as street sales, for example, for this type of soliciting.

Mayor Vigil asked if Mr. Fleishman was able to gather any further information on this subject. Mr. Fleishman indicated he had not had a chance since speaking with the Mayor

earlier that afternoon. He continued that changing the code is a policy decision for the Council.

Councilor Loftus asked if the Council adopts the Resolution this evening, can it be modified again when the Council chooses how to proceed with the solicitor licenses. Ms. Shaffer confirmed the fees can be modified or any new fees added in during the yearly update next July. Councilor Loftus continued that he still has concerns with requiring background checks for the Solicitor Licenses.

Ms. Shaffer stated in her research, many communities charge a business registration fee which Stayton does not. As part of this business registration fee, it seems many communities do require a background check.

Councilor Quigley asked when the fee was reduced from \$300. Ms. Shaffer stated last year it was reduced to \$150. Prior to last year, Mr. Fleishman explained the options available for obtaining a Solicitor's License.

Councilor Loftus expressed his concerns about the fees for the land use process. Councilor Quigley asked about the hourly rates charged. Mr. Fleishman reviewed the process and fees for land use. These fees are deposits and whatever is not spent during the land use process is refunded to the applicant.

c. **Council Decision:**

MOTION: From Councilor Porter, seconded by Councilor Niegel, to adopt Resolution No. 889, Adopting Fees and Charges for Various City Services.

Council Discussion

Councilor Porter asked if he should amend the motion to indicate this can be brought back at anytime there is an issue. Mayor Vigil stated this is already the case, and the fees can be brought back at anytime.

Mayor Vigil stated he fears by continuing to lower fees related to solicitor licenses and background checks, our costs are not being fully covered. It appears to him the fee is being reduced to solve an issue related to the complaint from Shivers. However, it doesn't appear the issue will be resolved by simply dropping the amount of the fee.

Councilor Quigley inquired about background check requirements for an OLCC permit. Chief Sebens explained the requirements for OLCC permits and how they differ from what is done for solicitor licenses. The background check for solicitor licenses while not as extensive is similar to what is done for an OLCC permit.

Councilor Loftus stated he has a concealed weapons permit and it cost him \$50 for the Sheriff to go through the background check process. He understands there is extensive time put into the OLCC backgrounds, he feels some of these fees are inhibiting to businesses.

Motion passed 3:0 (Niegel, Porter, Quigley voted yes; Councilor Loftus voted present).

STAFF/COMMISSION REPORTS

Finance Director's Report – Christine Shaffer

- a. **June 2012 Monthly Finance Department Report:** Ms. Shaffer reviewed her monthly Finance Department Report.

Police Chief's Report – Rich Sebens

- a. **June 2012 Statistical Report:** Chief Sebens briefly reviewed the June 2012 report. He also mentioned that National Night Out will be held on Tuesday, August 7 at Pioneer Park, Santiam Park, Westown Park, and Quail Run Park.

Public Works Director's Report – David Kinney

- a. **June 2012 Monthly Operating Report:** Mr. Eubank stated Mr. Kinney is on vacation. He briefly reviewed current projects including the 10th Avenue project.

Pool Manager's Report – Rebekah Meeks

- a. **June 2012 Monthly Operating Report:** Mr. Eubank informed the Council that Ms. Meeks is also on vacation.

Library Director's Report – Louise Meyers

- a. **June 2012 Activities / Statistics:** Ms. Meyers reviewed the June Library Director's report and the current happenings at the Library.

PRESENTATIONS/COMMENTS FROM THE PUBLIC – None.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. **P.E.G. Access Commission:** Mr. Eubank reviewed the brief staff report and stated their meetings will be held bi-annually or as needed. He also recently spoke with a representative from Wave Broadband and they are very close to being able to air the City Council meetings live on channel 5. Staff will continue to update the Council on any new progress.
- b. **AFSCME COLA Increase:** Mr. Eubank briefly reviewed the staff report included in the Council packet. This increase is per the AFSCME Union contract ratified by the City Council in 2011.
- c. **July 23, 2012 at 6:00 p.m. Council Work Session at the Community Center:** Mr. Eubank reminded the Council of the upcoming Comprehensive Plan City Council work session.
- d. **SummerFest – Third Avenue Clean-Up:** Recently, approximately 8 volunteers and 4 City representatives assisted in the clean-up of Third Avenue in preparation for SummerFest.

BUSINESS FROM THE MAYOR

- a. **Reappointment of Susan Brandt to the P.E.G. Access Commission:** Mayor Vigil stated he would like to reappoint Susan Brandt to the P.E.G. Access Commission.

MOTION: From Councilor Niegel, seconded by Councilor Quigley, to reappoint Susan Brandt to the P.E.G. Access Commission. **Motion passed 4:0.**

- b. **Letter of Interest from Emily Gooch for Vacant City Councilor position:** Mayor Vigil informed the Council the City Administrator had received a letter of interest for the vacant Council position. Ms. Gooch was in the audience and at Councilor Porter's request, Mayor Vigil introduced her.

BUSINESS FROM THE COUNCIL

- a. Councilor Porter will be out of town the first week of August and the first week of September.
- b. Councilor Quigley requested solicitor licenses be placed under future agenda items in order to resolve this issue. Councilor Loftus suggested a work session be scheduled to further discuss the issue. Mayor Vigil stated prior to scheduling a work session, he would like to see what Mr. Fleishman finds from other cities on this issue. He suggested the second meeting in September when all Council members will be present.

FUTURE AGENDA ITEMS

- a. **Public Hearing – Phillips Property Annexation**
- b. **City Facebook Page**
- c. **10th Avenue Improvements Project – Property Assessments**
- d. **Solicitor Licenses**

ADJOURN

There being no further business, the meeting was adjourned at 7:54 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF AUGUST 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



MEMORANDUM

TO: Scott Vigil and Stayton City Councilors

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

DATE: August 20, 2012

SUBJECT: SPOA, collective bargaining agreement July 1, 2012 – June 30, 2015
Consent Agenda

ISSUE:

Ratification of the SPOA collective bargaining agreement

STAFF RECOMMENDATION:

Staff recommends approval of the negotiated union contract between the City of Stayton and the Stayton Police Officers Association (SPOA) union for July 1, 2012 through June 30, 2015.

BACKGROUND INFORMATION:

The City has bargained in good faith with the local SPOA Legal Counsel and the local bargaining team. The union members have voted and have tentatively agreed to accept the terms of the new contract. The Mayor and City Council reviewed the modified contract in executive session prior to this evenings meeting.



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

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

DATE: August 20, 2012

SUBJECT: Resolution No. 891, Granting Consent and approval for Wave Division Change of Control Transaction.

ISSUE:

Wave Holdings private equity partner Sandler Capitol Management is being replaced by Oak Hill. Although this transfer results in a new ownership it will not effect the management, current operations, or services of Wave Broadband.

Wave Broadband notified the City in early June of the transfer as required by the Cable Act. Franchise Attorney Nancy Werner has reviewed all documents regarding this transfer and has offered an opinion that was distributed to the Mayor and City Council. Legal Counsel recommends approval of the application for transfer. If no action is taken by the City within 120 days, the change in control will be deemed approved.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 891, Granting Consent and Approval for Wave Division change of Control Transaction.

FISCAL IMPACT:

There is no fiscal impact for the City of Stayton;

OPTIONS:

1. Adopt the resolution as presented.
2. Not adopt the resolution.

MOTION(S):

For Option 1: Move to approve Resolution No. 891, Granting Consent and Approval for Wave Division change of Control Transaction.

For Option 2: No motion necessary.

RESOLUTION NO. 891

A RESOLUTION GRANTING CONSENT AND APPROVAL FOR WAVEDIVISION CHANGE OF CONTROL TRANSACTION

Whereas, WaveDivision VII, LLC, a Washington limited liability company d/b/a Wave Broadband (“Franchisee”) currently holds a franchise (the “Franchise”) granted by the City of Stayton, (the “City”) to own and operate a cable system in the City; and

Whereas, Franchisee is a wholly-owned subsidiary of WaveDivision Holdings, LLC, a Delaware limited liability company (“Wave Parent”); and

Whereas, on May 30, 2012, OH WDH Holdco, LLC, a Delaware limited liability company affiliated with Oak Hill Capital Partners III, L.P. (“Oak Hill”), in conjunction with WaveDivision Capital, LLC, a Washington limited liability company controlled by Wave Parent’s Chief Executive Officer Steve Weed, entered into a definitive agreement to acquire Wave Parent from its current majority owners, principally three affiliates of Sandler Capital Management (the “Transaction”); and

Whereas, upon the closing of the Transaction, the Franchisee shall remain responsible for all obligations and liabilities under the Franchise; and

Whereas, Wave Parent and Oak Hill have filed FCC Form 394 with the City and have provided the City with all information regarding the Transaction required by applicable law (collectively, the “Application”); and

Whereas, the City has reviewed the Application and has determined that Oak Hill meets the legal, technical, and financial criteria to become the owner of Wave Parent and the indirect owner of Franchisee.

Now, therefore, the City Council of the City of Stayton does hereby resolve:

1. The City consents to the Transaction to the extent required by the terms of the Franchise and applicable law.
2. This Resolution shall take effect upon its passage in accordance with applicable law.

ADOPTED AND APPROVED THIS 20th day of August, 2012.

CITY OF STAYTON

Date: _____, 2012

By: _____
A Scott Vigil, Mayor

Date: _____, 2012

Attest: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

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

DATE: August 20, 2012

BUSINESS

NAME: Stop-N-Save
235 N 1st Ave
Stayton, Oregon 97383
B: (503) 851-7264

PARENT COMPANY

NAME: Sukhvir Inc.

OWNERS: Harjinderjit (Harry) Singh
2266 Treemont Ct
Salem, Oregon 97302
P: 503-851-7264

ISSUE:

This application is for a **“Change of Ownership”** Liquor License Application. Mr. Harjinderjit (Harry) Singh has purchased Stayton Stop-N-Save from his father, Mr. Jaswant Singh who is the owner of Harjinderjit Inc.

**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 of acknowledgment of the application.

**BACKGROUND
INFORMATION:**

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

**FACTS AND
FINDINGS:**

I have conducted a background investigation of the business and applicants. I have not found any 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



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

SUBJECT: Liquor License-“Change of Name” Application-
Full On-Premises Sales

DATE: August 20, 2012

BUSINESS NAME: El Mariachi’s & Kina’s & Pancho’s
865 N. 1st Ave
Stayton, OR 97383
B: 503-769-9810

PARENT COMPANY NAME: FNT Enterprises Inc.

OWNERS:

Gloria Velasco	Frank Chavez
1401 W. Locust St.	4239 Wishing Lane SE
Stayton, OR 97383	Salem, OR 97317
C: 503-569-6598	H: 503-930-2902

FORMER BUSINESS NAME: Kina’s & Pancho’s
865 N 1st Ave
Stayton, OR 97383

ISSUE:

This application is for a “**Change of Name**” Liquor License Application. Ms. Gloria Velasco and Mr. Frank Chavez are re-opening El Mariachi’s. The business name will be changed to El Mariachi’s & Kina’s & Pancho’s to include the original name and the new name.

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 to approve the license for “Full On-Premise Sales”.

BACKGROUND INFORMATION:

The location is zoned for this type of business for the city of Stayton. The business is and has been a restaurant and lounge. They do not have current plans to change the type of establishment. The business closed temporarily due to a fire earlier this year. They are planning to reopen in a month or two. When they reopen El Mariachi’s restaurant will be on the south side of the building and Kina & Pancho’s bar will be on the north side of the building. This is a change as the restaurant was on the north and the bar was on the south side of the building. This license application is for a change in name and restructuring of the building.

FACTS AND FINDINGS:

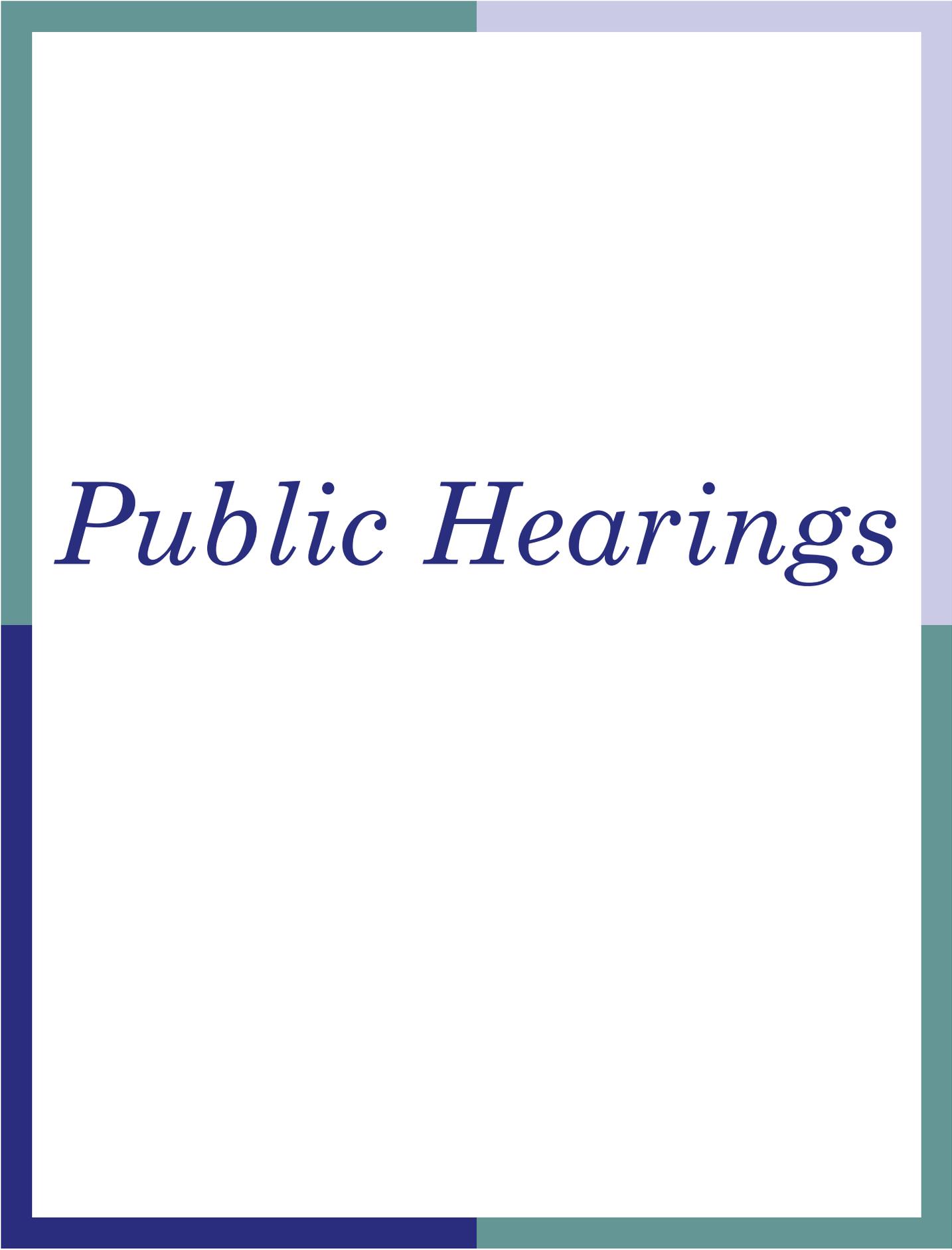
Stayton PD has conducted a background investigation of the business and applicants. We have found no legal authority to recommend denial of the application. Ms. Velasco and Mr. Chavez have previously owned the business.

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



Public Hearings



City of Stayton

Planning and Development Department

Mailing address: 362 N. Third Avenue- Stayton, OR 97383

Office location: 311 N. Third Avenue

Phone: (503) 769-2998 · FAX: (503) 767-2134

Email: dfleishman@ci.stayton.or.us

www.staytonoregon.gov

MEMORANDUM

TO: Mayor Scott Vigil and City Council Members

FROM: Dan Fleishman, Planning and Development Director

DATE: August 20, 2012

SUBJECT: JCNW Family LLC Annexation – north of Quail Run Ave

120 DAYS ENDS: not applicable

This report presents the Planning Staff's summary and analysis concerning this proposal. It was developed with the input of other City departments and agencies. The staff recommendations are reflected in the proposed conclusions and decision in the findings and draft resolution that are attached.

The issue before the City Council is the proposed annexation of the approximately 10 acres of land. The matter is before as the result of the City Council initiating the annexation proceedings, with the consent of the property owner. The property was the subject of an annexation agreement between the City and the previous property owner that was executed in 1999, modified in 2003 and expired in 2008. A brief history of the property may be helpful for the City Council to understand how we have reached the current situation.

In 1979, the City annexed the eastern half of a 19.5 acre parcel. In 1999, the owner applied for annexation for the western half. Because of concerns over the availability of utility service to the property, the City Council denied the application. Later that year, the owner and the City were able to come to an agreement on conceptual plans to provide sewer and storm drainage for the property and executed an agreement that stated once the owner installed the appropriate utilities, the City would annex the remainder of the property.

The agreement contained a provision that if the improvements were not completed within 10 years, then the agreement expired. The agreement was recorded in the County deed records. In 2003 the City and property owner executed an amendment to the agreement that moved the expiration date forward to October 2008. This agreement was not recorded with the County. JCNW Family LLC purchased the property in 2006 and submitted an application for subdividing the entire parcel. The subdivision was approved by the Planning Commission in August 2006, under the assumption that the construction of the subdivision would take place in a timely manner that finalized the annexation of the western half of the property. JCNW began construction of the first phase of the subdivision in 2008 and a plat was recorded for 20 lots on about 6 acres of land in 2009.

In 2009 and 2010 staff met with JCNW and discussed the need to for them to take action to keep the annexation agreement alive. In December 2011, the City provided JCNW a letter indicating the position that the agreement had expired and that development of the remainder of the subdivision could not proceed outside of the current city limits without the completion of a new annexation process. JCNW appealed the City's decision to the Planning Commission, but the appeal was withdrawn with the offer for the City to initiate the annexation proceeding. The City Council adopted a resolution to initiate the annexation at its June 18, 2012 meeting.

Planning Staff is recommending the City Council adopt the attached Resolution, which contains findings of fact and conclusions, and forwards the annexation to the voters at the November election.

Section 17.12.210 of the Land Use and Development Code contains six criteria for approval of annexations. The sixth criterion applies only to contract annexations and is not applicable in this application. The other five criteria are:

- a. Need exists in the community for the land proposed to be annexed.
- b. The site is or is capable of being serviced by adequate City public services including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.
- c. The proposed annexation is property contiguous to existing City jurisdictional limits.
- d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and policies of the City of Stayton.
- e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.

Criteria b, c, and e are fairly objective and leave little for interpretation. In this case, conceptual plans for utility service have been approved by the Public Works Department. The area to be annexed is contiguous to the existing city limits on the south and east and provisions of the state law – process and consent of landowners – have been or will be followed.

Relative to criterion b, however, the Planning Commission had received comments from the Santiam Water Control District, which are attached. Not included in the City Council packet but included with the SWCD comments in the record, is a copy of the amended complaint filed by the SWCD in Marion County Circuit Court in May, 2012. As it has for several years, the SWCD is claiming that the City lacks the authority to discharge storm water into SWCD facilities. The City remains confident over its authority.

The SWCD testimony is erroneous in its description of the now expired agreement between the previous property owner and the City. Attached is Exhibit C from that agreement. That exhibit shows a conceptual plan for collection and discharge of storm water and sanitary sewer. Both facilities were to be taken to the west to Golf Club Road. The conceptual plan for storm water crossed Golf Club and discharged to Salem Ditch.

By the time the 2006 subdivision application was approved by the Planning Commission, the City had completed and adopted a Wastewater Master Plan and mostly completed but not yet adopted a Storm Water Master Plan. Implementing the Wastewater Master Plan, the City had constructed the Mill Creek Sewer Trunk Line which conceptually was similar to the sanitary sewer line shown on Exhibit C but went further north. Based on the master plans, City staff and the applicant's consultants worked out a plan for storm water and sanitary sewage to leave the subdivision and flow to the north. The

sanitary would flow to the Mill Creek Trunk Line and the storm drainage would discharge directly to Mill Creek. One of the conditions of approval of the subdivision is that “the developer shall construct a storm water drainage system that conducts surface water drainage north to Mill Creek.”

When the subdivision developer prepared the construction plans for review by the City, the subdivision was divided into three phases. The construction plans were approved for the construction of Phase 1 and conceptually approved for the design of the subsequent two phases. Attached is sheet 9 of 41 for the construction drawings for the subdivision, showing the storm drainage from the development being discharged into Mill Creek, in accordance with the condition of approval.

If plans change and storm water is not directed to Mill Creek, the property owner would need to return to the Planning Commission to have the condition of approval removed or modified.

Finally, the SWCD comments relative to the previous agreement for annexation are irrelevant, as that agreement has expired and is no longer in force.

This leaves the other two criteria for more careful scrutiny and analysis. The “need” for any annexation may always be debated. The draft resolution staff has provided to the City Council contains our analysis and recommended conclusion. While there are numerous opportunities for small in-fill development or redevelopment and parcels with room to be partitioned, there are only two potentially available and developable residentially zoned vacant parcels of land of any substantial size within the city limits.

The City last officially updated its Buildable Lands Inventory in 2005. There were 91 acres of vacant residential land inside the City limits in 2004 in the three residential zones. There were 728 acres of residentially zoned land within the City of which 600 (82%) were developed in 2004. The City’s comprehensive plan and utility master plans use a growth rate of 2.4% per year. With this rate of growth, the projected population for the City in 2020 is 10,700 people. The 2005 Buildable Lands inventory assumed that maintaining the current proportion of single family and multi-family units would result in the need for an additional 716 single family and 470 multi-family dwellings. To meet that need, the BLI concluded the City needed an additional 91 acres of residential to be annexed in addition to the 91 vacant acres in the City at that time. The analysis below presents the current situation.

Since the adoption of the BLI in 2005, there have been three annexations. One was of 6 acres that has been platted as the Jefferson Place subdivision with 23 lots in the LD zone. The second was of 17.5 acres that has not yet been developed or approved for development. The most recent annexation was of less than ½ acre. In addition, there have been six subdivisions approved and platted. The table below presents information on subdivision activity since the 2005 BLI and the current status of the number of existing homes (including those under construction) and vacant lots. In addition, there have been five partitionings creating a total of 6 new lots. Five of these lots are vacant today.

Recent Subdivisions in Stayton

Subdivision Name	Year Platted	No of Lots	Existing Homes	Vacant Lots
Village at Sylvan Springs	2005	36	36	0
Third Avenue Subdivision	2007	4	3	1
Jefferson Place	2007	23	12	11
Mountain Estates No.3	2007	5	5	0
Roth Estates	2009	12	5	7
Phillips Estates, Phase 1	2009	20	4	16

Staff has calculated approximate information on current buildable lands as follows. There are currently 63 acres of vacant property within the City limits that is residentially zoned and reasonably available for development. The total residentially zoned land within the City is 743 acres of which 680 acres (92%) are developed.

Within the LD zone there are 104 vacant lots large enough to accommodate development and not owned by the City or some other governmental or quasi-governmental agency. In addition, several lots owned by the City's largest employer, Norpac Foods, and lots that are within the 100-year floodplain and mostly wetlands have also been excluded from the analysis. There are 18 lots between the size of 16,000 square feet and 1 acre. Four lots are between 2 and 5 acres in size and 2 lots are larger than 5 acres in area, both of which are larger than 10 acres.

In the MD zone there are 18 vacant lots. Only two of these lots are large enough to be further divided; one could likely accommodate 4 new lots, the other 5.

There is only one vacant lot in the High Density Residential Zone. With 4 acres, it has the potential capacity for 45 to 50 dwelling units.

Between the 2000 Census and the 2010 Census, the City has grown at an average annual rate of about 1.2%. The 2005 Buildable Lands Inventory was written at time of high growth for the City and assumed that growth would continue in the range of 2.5 to 3.0%. Though the BLI has not been updated to reflect these more recent trends, the projection for Stayton's 2030 population in the recently adopted Marion County Coordinated Growth projections is 11,360, reflecting a 1.6% average annual growth rate for the next twenty years. That is the growth rate in the draft comprehensive plan that will be before the City Council in October. The BLI used a population projection of 10,700 in 2020, compared the more recent projection of 9,780 for the same year by Marion County.

At a 1.6% growth rate until 2020, and a steady average household size, there would be the need for 540 new dwelling units over the next 10 years. At an average of 5 units per acre for single family development, there would be the need for approximately 40 acres of land beyond the available vacant land in the City to accommodate this number of homes. While some development may occur at higher densities, it would require applications to rezone land into MD or HD zones. Also, there has been no development of multi-family dwellings in the past 7 years.

The second criterion subject to analysis is that the proposal annexation is compatible with the character of the surrounding area. The property is surrounded by single family lots and the proposal is to complete the construction of the proposed subdivision.

Finally, the City Council must find that the proposal complies with the urban growth program and policies of the City of Stayton. The extent that it exists, the urban growth program is contained in Chapter 8 of the Comprehensive Plan and in the City's adopted Master Plans. Comprehensive Plan Chapter 8 contains the justification for the City's Urban Growth Boundary and the policies for coordination of growth within the UGB but outside of the city limits. The City's policies for the development of land in the UGB are really contained in the master plans. Marion County has commented that the annexation is a logical expansion for the city.

I have also included with the staff report correspondence received from Marion County Planning Division.

OPTIONS AND MOTIONS:

Staff has provided the City Council with several options, each with an appropriate motion. The Planning Department recommends the first option.

1. Approve the annexation and adopt Resolution 890 as drafted.

I move that the Stayton City Council approve the annexation of the JCNW Family LLC property (Land Use File # 5-05/12), adopting the findings and conclusions contained in the draft order, and adopt Resolution 890 as presented by Staff.

2. Approve the annexation with an amended Order

I move that the Stayton City Council approve the annexation of the JCNW Family LLC property (Land Use File # 5-05/12) with the following changes to the findings and conclusions contained in the draft order ... and adopt Resolution 890 as amended.

3. Deny the annexation and adopt findings and conclusions to substantiate the decision.

I move that the Stayton City Council deny the annexation of the JCNW Family LLC property (Land Use File # 5-05/12) and direct staff to prepare an order of denial with findings and conclusions to support that decision.

4. Continue deliberation to the next meeting.

I move the Stayton City Council continue deliberations on the annexation of the JCNW Family LLC property (Land Use File # 5-05/12) until September 4, 2012.

RESOLUTION NO. 890

A RESOLUTION REFERRING TO THE ELECTORS OF THE CITY OF STAYTON THE APPROVAL OF A CITY-INITIATED ANNEXATION INTO THE CITY LIMITS OF 10 ACRES OF LAND (“THE TERRITORY”) LOCATED AT THE NORTHERN TERMINUS OF QUAIL RUN ROAD.

WHEREAS, it is within the City of Stayton’s power under ORS 222.111(2) to initiate the annexation of territory into the City limits; provided, however, that such annexation be submitted to the electors of the City of Stayton, pursuant to the Stayton City Charter;

WHEREAS C/E Phillips Family LTC Partnership was the owner of a 20-acre parcel of land of which 10 acres was within the city limit;

WHEREAS, in 1999, the City of Stayton and C/E Phillips Family LTC Partnership had entered into an Agreement for the future annexation of that certain real property located north of Shaff Road, more particularly described in Exhibit 1 attached hereto and incorporated herein (“the Territory,” “the property”), and further illustrated on a map shown in Exhibit 2 attached hereto and incorporated herein;

WHEREAS, in 2003, the City of Stayton and C/E Phillips Family LTC Partnership agreed to an addendum to the 1999 Agreement that provided for the termination of the agreement in October, 2008;

WHEREAS, in May 2006, JCNW Family LLC purchased the property from C/E Phillips Family LTC Partnership;

WHEREAS, in August 2006, JCNW Family LLC’s application for approval of a subdivision of the property was approved by the Stayton Planning Commission;

WHEREAS, the JCNW Family LLC constructed Phase I of the subdivision on that portion of the parcel within the City limits in the summer of 2008 and recorded the plat for Phase I of Phillips Estates on April 14, 2009;

WHEREAS, the JCNW Family LLC has consented in writing to the annexation of the Territory;

WHEREAS, the Stayton Comprehensive Plan designates the Territory be in the Low Density Residential (LD) Zone upon annexation into the City;

WHEREAS, on June 18, 2012 the Stayton City Council adopted a Resolution 888 initiating annexation of the Territory;

WHEREAS, the Stayton Planning Commission held a public hearing on the proposed annexation on June 25, 2012 and recommended to the City Council that the Territory be annexed;

WHEREAS, the Stayton City Council held a public hearing on the proposed annexation on August 6, 2012;

WHEREAS, the following agencies were notified of the proposed annexation: City of Stayton Public Works, Stayton Cooperative Telephone Company, Pacific Power, NW Natural Gas, Stayton Fire District, Marion County Public Works, Marion County Planning Division, Santiam Water Control District and the North Santiam School District;

WHEREAS, the Planning Department notified all owners of property within 300 feet of the Territory and did not receive any public comment prior to the City Council’s public hearing.

WHEREAS, annexations are required to satisfy approval criteria contained within SMC Title 17, Section 17.12.210.4. Pursuant to SMC 17.12.210.4 the following criteria must be demonstrated as being satisfied. The City Council makes these findings, based on the record before it, regarding each criterion as follows:

a. *Need exists in the community for the land proposed to be annexed.*

Finding: The Stayton Buildable Lands Inventory (BLI) was last adopted in 2005. The 2005 BLI provides the following information on projected growth and need for additional land in the community. At that time there were 91 acres of vacant residential land inside the City limits in the Low, Medium, and High Density Residential Zones. Between 2003 and 2004, 28 acres were developed for single family dwellings and 1 acre was developed for multi-family dwellings. There were 728 acres of residentially zoned land within the City of which 600 (82 percent) were developed in 2004. The projected population for the City in 2020 (at a rate of 2.4%) was 10,700 people, requiring an additional 716 single family and 470 multi-family dwellings. To meet that need, the City needed an additional 91 acres of residential to be annexed in addition to the 91 vacant acres currently in the City.

Staff has calculated approximate information on current buildable lands as follows. There are currently 126 vacant lots totaling 64 acres within the City limits that are residentially zoned and may be considered as reasonably available for development. Since the time of the last BLI, the City has annexed 24 acres (Jefferson Place, the Roger Roberts property and the Koenig property, all in the LD zone).

Six subdivisions have been platted since 2005. The total number of lots in each and the current status is shown in the table below.

Recent Subdivisions in Stayton

Subdivision Name	Year Platted	No of Lots	Existing Homes	Vacant Lots
Village at Sylvan Spring	2005	36	36	0
Third Avenue Subdivision	2007	4	3	1
Jefferson Place	2007	23	12	11
Mountain Estates No.3	2007	5	5	0
Roth Estates	2009	12	5	7
Phillips Estates, Phase 1	2009	20	4	16

There are currently 64 acres of vacant property within the City limits that is residentially zoned and reasonably available for development. Within the LD zone there are 103 lots large enough to accommodate development and not owned by the City or some other governmental or quasi-governmental agency. In the MD zone there are 22 vacant lots. Only two of these lots are large enough to be further divided; one could likely accommodate 4 new lots, the other 5. There is only one vacant lot in the High Density Residential Zone. With 4 acres, it has the potential capacity for 45 to 50 dwelling units.

The City's growth rate between 2000 and 2010 was an average annual rate of about 1.2%, with a population change of 828 people. The Marion County Coordinated Growth projection for 2030 is 11,360, reflecting a 1.6% average annual growth rate for the next twenty years.

At a 1.6% growth rate and a steady average household size, there would be the need for 540 new dwelling units over the next 20 years. At an average of 5 units per acre for single family development, there would be the need for approximately 40 acres of land beyond the available vacant land in the City to accommodate this number of homes.

b. The site is or is capable of being serviced by adequate City public services, including such services as may be provided subject to the terms of a contract annexation agreement between the applicant and the City.

Finding: The Stayton Public Works Department has reviewed the submitted plans for annexation and determined that public facilities can be made available to the site but will require off site improvements by the developer. The Department has stated that the design of the development will be required to conform to the adopted master plans for public transportation, sewer, storm water, and water facilities and Public Works Standard Specifications.

c. The proposed annexation is property contiguous to existing City jurisdictional limits.

Finding: The property is partially in within the City limits, half of it having been annexed in 1979. The Territory to be annexed is contiguous with the existing City limits along its south and east boundaries and a small portion of its west boundary.

d. The proposed annexation is compatible with the character of the surrounding area and complies with the urban growth program and the policies of the City of Stayton.

Finding: The Territory is a portion of the property that has been approved by the Planning Commission for a single-family subdivision. Half of the property is in the City. Within the portion that is within the City, Phase I of the subdivision has been constructed and a plat recorded. The Territory is adjacent to a single family subdivision and a mobile home park. The City's urban growth program and policies call for the urbanization of the Territory.

e. The annexation request complies or can be made to comply with all applicable provisions of state and local law.

Finding: The criteria of ORS 222 apply to the adoption of an annexation ordinance which is a City Council action. The owner of the Territory has consented to the annexation.

f. If a proposed contract annexation, the terms and conditions, including the cost of City facility and service extensions to the annexed area shall be calculated by the Public Works Director.

Finding: The proposed annexation is not a contract annexation;

WHEREAS, the Stayton City Council, following the above referenced public hearing, determines that the Territory should be annexed into the City of Stayton, and established the land use designations to be applied to the Territory upon annexation.

NOW THEREFORE, BE IT RESOLVED that:

Section 1. Measure. A measure election (the "Measure Election") is hereby called for the purpose of submitting to the electors of the City of Stayton a measure for the annexation of the Territory, a copy of which is attached hereto as "Exhibit 3" and incorporated herein by reference.

Section 2. Election Conducted by Mail. The Measure Election shall be held in the City on November 6, 2012. As required by ORS 254.465, the Measure Election shall be conducted by mail by the County Clerk of Marion County, Oregon, according to procedures adopted by the Oregon Secretary of State pursuant to ORS 254.470.

Section 3. Delegation. The City authorizes the City Administrator, or the City Administrator's designee, (the "Authorized Representative") to act on behalf of the City and to take

such further action as is necessary to carry out the intent and purposes set forth herein, in compliance with the applicable provisions of law.

Section 4. Preparation of Ballot Title. The City Attorney is hereby directed to prepare the ballot title for the measure, and deposit the ballot title with the City Recorder (“City Administrator” or “City Election Officer”).

Section 5. Publication of Notice of Election. The City Recorder (“City Administrator” or “City Election Officer”) shall publish in a newspaper of general distribution within the City, a legal advertisement describing the proposed annexation and pending election.

Section 6. Explanatory Statement. The Explanatory Statement for the measure, which is attached hereto as “Exhibit 4” and incorporated herein by reference, is hereby approved.

Section 7. Filing with County Elections Office. Pursuant to ORS 254.095(2), the City Recorder (“City Administrator” or “City Election Officer”) shall deliver the Notice of Measure Election to the Elections Officer of Marion County, Oregon, on or before September 6, 2012, which is a date not later than sixty-one days prior to the November 6, 2012 election.

Section 8. Action upon Approval. If following the election, the City Council finds that a majority of votes cast by the electors residing in the City of Stayton favor the annexation, the City Council shall, pursuant to ORS 222.160, adopt an ordinance proclaiming the Territory annexed to the City and apply City of Stayton Low Density Residential (LD) zoning to the property as shown on the Stayton Comprehensive Plan Map.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 20th day of August, 2012

CITY OF STAYTON

Date: _____, 2012

By: _____
A. Scott Vigil, Mayor

Date: _____, 2012

Attest: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

EXHIBIT 1

Territory to be Annexed

That certain tract of land located in Marion County, Oregon and which is legally described as follows:

The Westerly one half of the following described property:

Beginning at an iron pipe which is 1,349.70 feet South 89° 45' West and 1,254.00 feet North 00° 17' West from the Southeast corner of the Henry Foster Donation Land Claim in Township 9 South, Range 1 West of the Willamette Meridian, Marion County, Oregon, and running thence South 89° 45' West 1,423.49 feet to an iron pipe in the West line of that certain tract of land conveyed to William Rauscher by deed recorded in Volume 506, Page 619, Marion County Deed Records; thence North 00° 09' 30" West, along said West line, 596.90 feet to an iron pipe, which iron pipe is 602.13 feet South 00° 09' 30" East from the Northwest corner of said Rauscher Tract; thence North 89° 45' East 1,422.19 feet to an iron pipe; thence South 00° 17' East 596.90 feet to the point of beginning and containing 19.50 acres of land.

DRAFT

EXHIBIT 2

Map of Territory to be Annexed



EXHIBIT 3

City of Stayton Measure No. ____ _

A Measure Proposing Annexation of 10 Acres of Territory into the City of Stayton

Section 1: Measure Election Called. A measure election is hereby called to take place November 6, 2012, for the purpose of submitting the following question to the electors of the City:

Shall that certain real property (the "Territory"), located generally north of Shaff Road, at the northern terminus of Quail Run Road and more particularly described as follows be annexed into the City of Stayton?

That certain tract of land located in Marion County, Oregon and which is legally described as follows:

The Westerly one half of the following described property:

Beginning at an iron pipe which is 1349.70 feet South 89° 45' West and 1254.00 feet North 00° 17' West from the Southeast corner of the Henry Foster Donation Land Claim in Township 9 South, Range 1 West of the Willamette Meridian, Marion County, Oregon, and running thence South 89° 45' West 1423.49 feet to an iron pipe in the West line of that certain tract of land conveyed to William Rauscher by deed recorded in Volume 506, Page 619, Marion County Deed Records; thence North 00° 09' 30" West, along said West line, 596.90 feet to an iron pipe, which iron pipe is 602.13 feet South 00° 09' 30" East from the Northwest corner of said Rauscher Tract; thence North 89° 45' East 1422.19 feet to an iron pipe; thence South 00° 17' East 596.90 feet to the point of beginning and containing 19.50 acres of land.

EXHIBIT 4

MEASURE EXPLANATORY STATEMENT:

If approved, this measure would result in annexation of 10 acres of territory ("the Territory") to the City of Stayton.

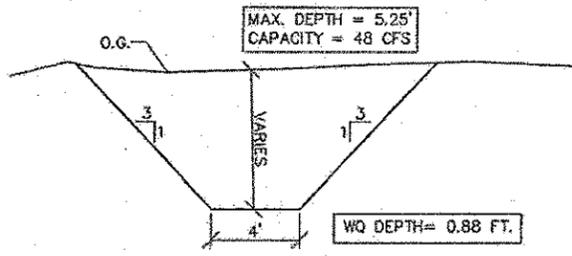
The Territory is located generally north of Shaff Road, at the northern terminus of Quail Run Road and designated in the Stayton Comprehensive Plan as Low Density Residential. Zoning of the Territory, if annexed, would be LD (Low Density Residential). The LD zone district generally allows single family residential uses, bed and breakfast establishments, residential group homes, day care facilities, and family child care centers. This zoning designation allows a maximum density of 6 dwelling units per acre. A complete description of uses in the LD zone district is available in Stayton Municipal Code (SMC) Chapter 17.16.

The Territory was subject to an Agreement for Annexation that has expired. The Territory is a portion of a 72-lot subdivision approved by the Stayton Planning Commission in 2006. Phase I of that subdivision is within the current City limits and has been constructed, approved by the City, and recorded. Annexation of the Territory would allow for the construction of the remainder of the approved subdivision.

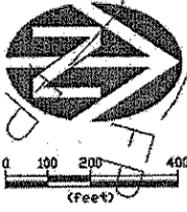
Additional information regarding the proposed annexation and zoning is available for public review at the Stayton Department of Planning and Development, 311 N 3rd Ave, Stayton, Oregon, and on the City's web site, www.staytonoregon.gov.

Word Limit: 500

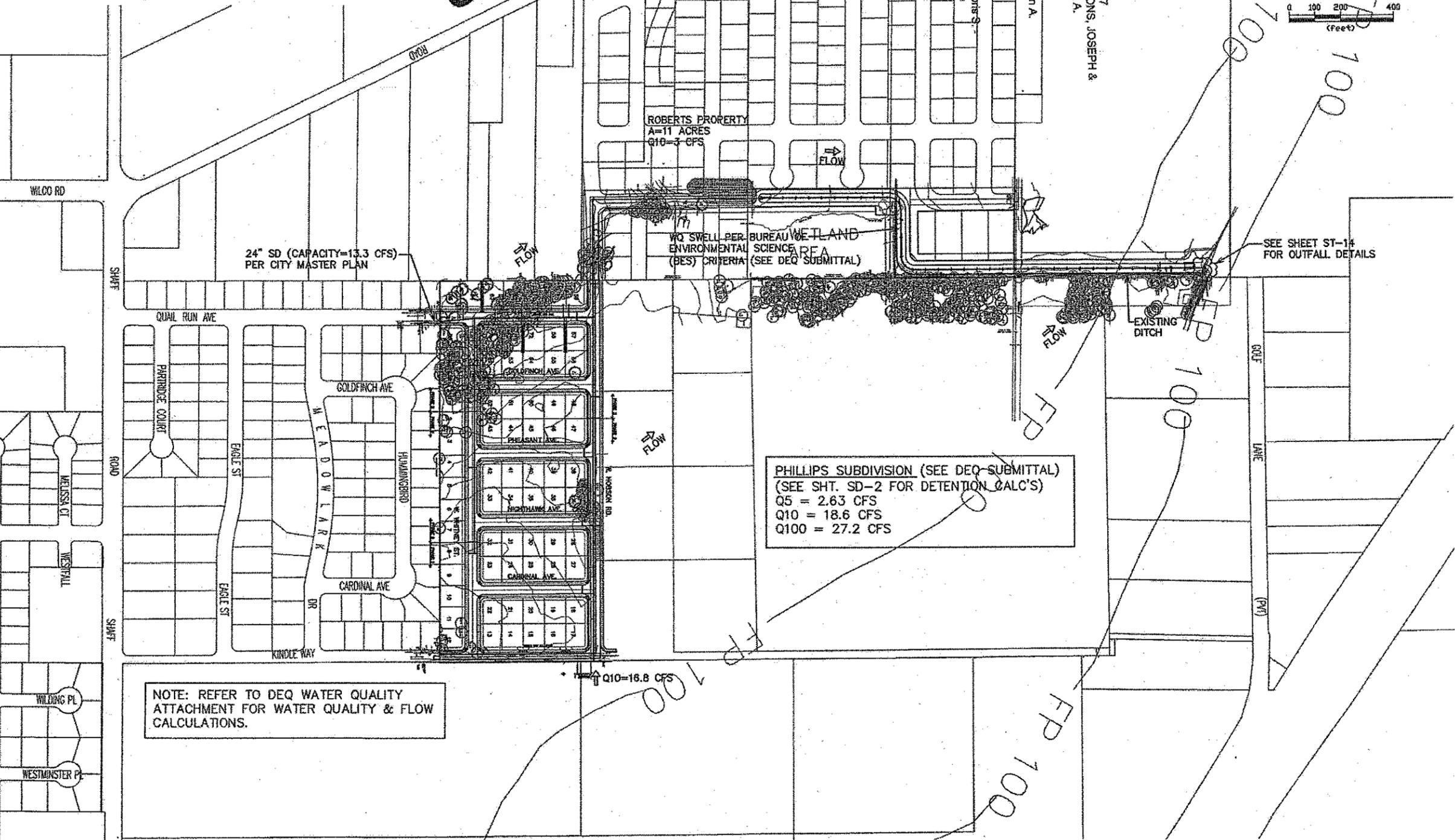
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GOLF CLUB ROAD



TYPICAL DITCH SECTION DETAIL
NTS



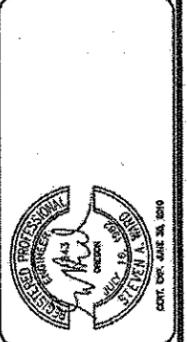
NOTE: REFER TO DEQ WATER QUALITY ATTACHMENT FOR WATER QUALITY & FLOW CALCULATIONS.

PHILLIPS SUBDIVISION (SEE DEQ-SUBMITTAL)
(SEE SHT. SD-2 FOR DETENTION CALC'S)
Q5 = 2.63 CFS
Q10 = 18.6 CFS
Q100 = 27.2 CFS

Q10=16.8 CFS

SEE SHEET ST-14 FOR OUTFALL DETAILS

NO.	DATE	DESCRIPTION	BY
1	02/20/07	ADDED THIS SHEET TO PLAN SET	MDP
2	02/20/07	REVISED PER CITY REVIEW	MDP
3	02/20/07	REVISED PER CITY REVIEW	MDP
4	02/20/07	REVISED PER CITY REVIEW	MDP
5	02/20/07	REVISED PER CITY REVIEW	MDP



WE
WESTECH ENGINEERING, INC.
CONSULTING ENGINEERS AND PLANNERS
3841 Folsom Industrial Dr., SE, Suite 100, Salem, OR 97302
Phone: (503) 688-2074 Fax: (503) 688-7688
E-mail: westech@westech-inc.com

JONW FAMILY LLC
STAYTON, ORE.
PHILLIPS SUBDIVISION PH. I, II & III
OVERALL DRAINAGE PLAN
SHEET
9 OF 41
JOB NUMBER
2532.0000.0

Aug 01, 2008 - 10:43am
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City of Stayton

Planning and Development Department

Mailing address: 362 N. Third Avenue · Stayton, OR 97383

Office location: 311 N. Third Avenue

Phone: (503) 769-2998 · FAX: (503) 767-2134

Email: dfleishman@ci.stayton.or.us

www.staytonoregon.gov

REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

DATE: June 5, 2012

TO: Stayton Police Department
Stayton Public Works
Stayton Fire District
Stayton Cooperative Telephone
Santiam Water Control District

Marion County Public Works
North Santiam School District
Pacific Power
Northwest Natural
Wave Broadband

FROM: City of Stayton Planning and Development Department

RE: **Land Use File 5-05/12** – A City Council-initiated annexation of approximately 10 acres of land located generally north of Shaff Road, at the terminus of Quail Run Road. The territory to be annexed was the subject of a previous agreement for annexation between the City and the property owner. The property is partially within the City. The City has granted approval for a residential subdivision on the property. Phase I of the subdivision has been constructed and a plat recorded on the portion within the City limits. Annexation of this territory will allow subsequent phases of the subdivision to be completed.

APPLICANT: none

TAX MAP/LOT NUMBER: 091W4D01200

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.12.210.4 Decision Criteria for Annexations

APPLICATION DEEMED COMPLETE: n/a

PUBLIC HEARING DATE: **June 25, 2012**

The City of Stayton is soliciting comments which you may wish to contribute to Stayton's review of the above described land use case. Any questions should be directed to Dan Fleishman, City Planner, 362 N. Third Avenue, Stayton, Oregon 97383, (503) 769-2998 or at dfleishman@ci.stayton.or.us.

In order for staff to process this application in a timely manner, comments need to be in our office by **June 18**. If necessary, you may make your comments to city staff by phone. You may use the response form below or send a letter. Failure to reply or participate in the hearing may be interpreted as no objection to the proposal.

PLEASE CHECK THE APPROPRIATE ITEMS:

- We are not affected by the proposal.
- We have reviewed the proposal and have no comments.
- We would like to receive a copy of the staff decision/report in this case.
- Our comments are attached.
- Our comments are: The Santiam Water Control District is opposed to the annexation at this time. The previous order approving Phillips estates item 12. stated "The developer shall construct a storm water drainage system that conducts surface water drainage north to Mill Creek. The final plat shall include engineered plans for the storm water system meeting approval of the Public Work Director." no work to accomplish this has been completed yet, in fact the interim pipe from phase one is discharging water in a

fashion that discharges to Salem ditch. The 2003 addendum Contract for annexation item 1d included agreements that the owner would implement a storm drainage plan and secure right of ways for storm improvements to discharge stormwater into mill creek. The agreement specifically states in item d3 “ Owner agrees to use his best efforts to obtain the right to dedicate right of way to city over and across other lands in sufficient location, size and terms to accommodate the storm drainage improvements specified on Exhibit C, and as are specified by the city engineer. In the event Owner is unable to obtain the necessary dedications to construct the storm drainage system as specified on Exhibit C and as required by the city engineer then and in that event this agreement shall be null and void, and that portion of the “served property” will not be annexed and no further City land use applications may be considered if owner and city cannot agree upon an acceptable alternative plan. The city cannot adequately ensure municipal services are available to serve the proposed annexation. Storm water services are not available and the city cannot reasonably be certain right of ways can be secured to install the needed infrastructure , the previous decisions and conditions support this fact.. I urge you to deny this proposed annexation until you can be assured the city has proper facilities in place to convey storm drainage. The City has already failed to ensure the needed drainage infrastructure has been installed to convey storm drainage to mill creek on phase 1 and should not expand the problem until proper easements and routing have been secured. The district is also concerned that the original sub division plat requirements to discharge storm discharge into mill creek has not been implemented and may be contributing to downstream district and patron flooding. The current Circuit Court Case 11c23760 (included) should demonstrate the issues the district has with the use of our ditches for storm conveyance. The city currently has no storm discharge permit or agreement with the district to accept storm discharges, the land has no reasonable access to a conveyance system other than flowing overland and discharging into district facilities, and therefore I urge you to deny this annexation. Thank you for your consideration Brent

By: Brent Stevenson Date: 6-15-2012

Agency: Santiam water control district



City of Stayton

Planning and Development Department

Mailing address: 362 N. Third Avenue · Stayton, OR 97383
Office location: 311 N. Third Avenue
Phone: (503) 769-2998 · FAX: (503) 767-2134
Email: dfleishman@ci.stayton.or.us
www.staytonoregon.gov

REQUEST FOR COMMENTS ON PROPOSED LAND USE ACTION

DATE: June 5, 2012

TO:	Stayton Police Department	Marion County Public Works
	Stayton Public Works	North Santiam School District
	Stayton Fire District	Pacific Power
	Stayton Cooperative Telephone	Northwest Natural
	Santiam Water Control District	Wave Broadband

FROM: City of Stayton Planning and Development Department

RE: **Land Use File 5-05/12** – A City Council-initiated annexation of approximately 10 acres of land located generally north of Shaff Road, at the terminus of Quail Run Road. The territory to be annexed was the subject of a previous agreement for annexation between the City and the property owner. The property is partially within the City. The City has granted approval for a residential subdivision on the property. Phase I of the subdivision has been constructed and a plat recorded on the portion within the City limits. Annexation of this territory will allow subsequent phases of the subdivision to be completed.

APPLICANT: none

TAX MAP/LOT NUMBER: 091W4D01200

DECISION CRITERIA: Stayton Municipal Code (SMC) 17.12.210.4 Decision Criteria for Annexations

APPLICATION DEEMED COMPLETE: n/a

PUBLIC HEARING DATE: **June 25, 2012**

The City of Stayton is soliciting comments which you may wish to contribute to Stayton’s review of the above described land use case. Any questions should be directed to Dan Fleishman, City Planner, 362 N. Third Avenue, Stayton, Oregon 97383, (503) 769-2998 or at dfleishman@ci.stayton.or.us .

In order for staff to process this application in a timely manner, comments need to be in our office by **June 18**. If necessary, you may make your comments to city staff by phone. You may use the response form below or send a letter. Failure to reply or participate in the hearing may be interpreted as no objection to the proposal.

PLEASE CHECK THE APPROPRIATE ITEMS:

- We are not affected by the proposal.
- We have reviewed the proposal and have no comments.
- We would like to receive a copy of the staff decision/report in this case.
- Our comments are attached.
- Our comments are:

By: Brandon Reich, Associate Planner Date: June 6, 2012

Agency: Marion County Planning



New Business



City of Stayton

Planning and Development Department

Mailing address: 362 N. Third Avenue· Stayton, OR 97383

Office location: 311 N. Third Avenue

Phone: (503) 769-2998 · FAX: (503) 767-2134

Email: dfleishman@ci.stayton.or.us

www.staytonoregon.gov

MEMORANDUM

TO: Mayor Scott Vigil and City Council Members
FROM: Dan Fleishman, Director of Planning and Development
DATE: August 20, 2012
SUBJECT: Ordinance 948 Changing Number of Planning Commission members and quorum requirement

ISSUE

The issue before the City Council is enactment of Ordinance 948, which would reduce the number of members on the Planning Commission from seven to five and reduce the quorum requirement from four to three..

BACKGROUND

In August, 2004, the City Council enacted Ordinance 866 reducing the size of the Planning Commission from nine members to seven and reducing the quorum requirement from 5 members present to four. The minutes from the City Council meeting the evening the ordinance was enacted indicate that the reason for the ordinance was the inability to find individuals willing to serve on the Planning Commission and the difficulty of having a quorum in attendance.

Since January 2012 there have been three vacancies on the Planning Commission and the Mayor has been unable to find individuals willing to serve. With only four members appointed, the Planning Commission has again had a difficult time mustering a quorum. Commission meetings in April and July were canceled due to the lack of a quorum. State law requires that City action on land use applications be finalized within 120 days of an application being determined to be complete. Failure of the Planning Commission to meet can threaten the City's ability to comply with this requirement.

Canceling the July meeting meant postponing a public hearing on the Comprehensive Plan Update. Notice of the July hearing had already been mailed to over 60 property owners, in accordance with state law. Fortunately, Staff was able to cancel the notice in the newspaper in time that it was not published. The hearing was rescheduled for the August 27 meeting and a second notice was sent to property owners.

Preparation of this Ordinance was prompted by a phone message on August 8 from a Planning Commissioner that she will not be able to attend the August 27 meeting. With only four members appointed, and a Code requirement that four members are required to be present in order to conduct business, the absence of any one member means the Commission is unable to meet. Postponing the

hearing on the Comprehensive Plan would mean sending a third notice to property owners, publishing another notice in the paper and further delay adoption of the Comprehensive Plan Update.

Staff, in consultation with the Mayor came up with the idea of reducing the quorum size, to allow the Planning Commission to conduct business.

The Ordinance has been drafted as emergency legislation to allow it to become effective immediately upon being signed by the Mayor and further allowing the August Planning Commission to take place as scheduled. In accordance with the Stayton City Charter, in order to become effective immediately, the ordinance must be enacted unanimously.

RECOMMENDATION

Staff recommends the City Council adopt the draft ordinance.

OPTIONS AND SUGGESTED MOTIONS

1. Approve the first consideration of Ordinance 948.

Move to approve Ordinance No 948, amending the number of members and quorum requirement for the Stayton Planning Commission.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 948 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 948 will be amended to remove the emergency provision and be brought before the Council for a second consideration at the September 4, 2012 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 948 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 948 will be brought before the Council for a second consideration at its September 4, 2012 meeting.

3. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 948

**AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE 2,
“ADMINISTRATION AND PERSONNEL” CHAPTER 2.36, PLANNING
COMMISSION AND DECLARING AN EMERGENCY**

WHEREAS, the Stayton Municipal Code (SMC) Title 2.36 establishes functions and duties of the Planning Commission and provides for seven members on the Planning Commission;

WHEREAS, SMC 2.36.930 requires that four members of the Planning Commission be present to establish a quorum;

WHEREAS, since January 2012 there have been three vacancies on the Planning Commission;

WHEREAS, there have been no citizens of Stayton who have volunteered to serve on the Planning Commission;

WHEREAS, state law requires that the City take action on certain applications for land use approval within 120 days of the application being declared complete;

WHEREAS, a number of Planning Commission hearings have been postponed due to the inability of a quorum to assemble;

WHEREAS, the City Council desires to reduce the number of members of the Planning Commission in order to facilitate the Planning Commission’s conduct of essential business; and

WHEREAS, it is appropriate that an emergency be declared as to the enactment of this Ordinance so that it is in full force and effect immediately from and after its adoption by the Stayton City Council and the Mayor’s signing.

NOW, THEREFORE, the Stayton City Council does ordain as follows:

SECTION 1. Stayton Municipal Code Title 2, Chapter 2.36, Section 2.36.920.1 is hereby amended and restated to read:

1. The commission shall consist of ~~seven (7)~~ five (5) adult members and one non-voting high school student of junior level academic standing, enrolled at either Stayton ~~Union~~ High School or Regis High School. ~~One (1) member of the City Council, if appointed by the Mayor, shall serve as ex-officio, non-voting representative.~~ Members are appointed in accordance with the Rules of the Stayton City Council.

SECTION 2. Stayton Municipal Code Title 2, Chapter 2.36, Section 2.36.930.1 is hereby amended and restated to read:

1. ~~Four~~ Three members of the commission, including the chair, shall constitute a quorum, but a lesser number may adjourn the meeting to a later date.

SECTION 3. An emergency is declared to exist to allow the Planning Commission to meet with one member absent. Upon adoption by the Stayton City Council and the Mayor’s signing, this Ordinance shall become immediately effective.

ADOPTED BY THE STAYTON CITY COUNCIL, this 20th day of August, 2012.

CITY OF STAYTON

Signed: _____, 2012

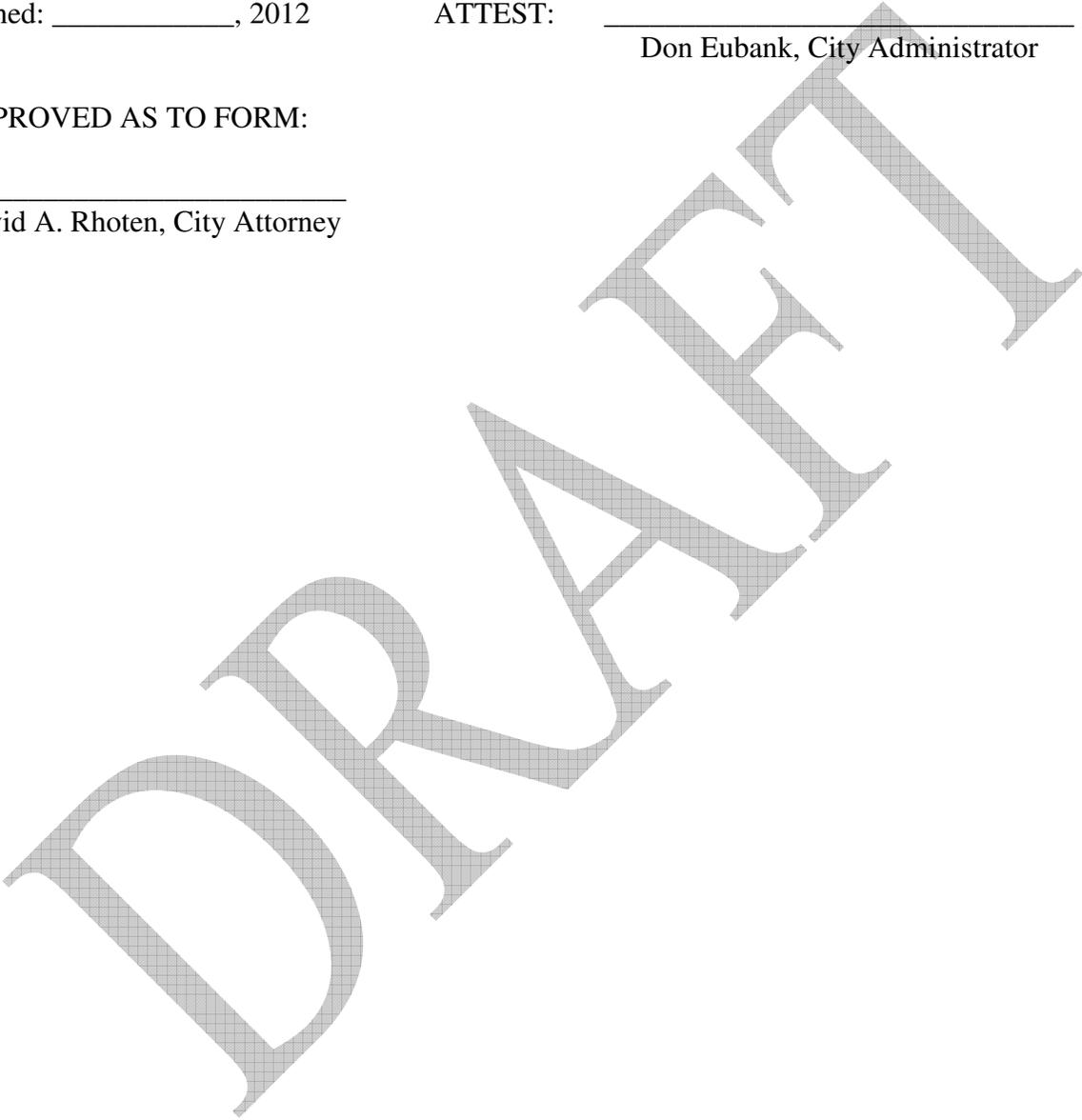
BY: _____
A. Scott Vigil, Mayor

Signed: _____, 2012

ATTEST: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney





MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: August 20, 2012

SUBJECT: Community Grant Applications

ISSUE:

Grant Applications have been received requesting Community Grant Funds to support non-profit activity in our community.

BACKGROUND INFORMATION:

The Finance Department has received a community Grant Applications from Boy Scout troop 50, North Santiam Canyon Economic Development Corp., Santiam Family YMCA, Santiam Heritage Foundation, Santiam Senior Center and Santiam Youth Peer Court.

Enclosed is a break down of how Community Grant dollars have been distributed in the last two fiscal years.

FISCAL IMPACT:

The Budget Committee allocated \$5,000.00 for the Community Grant fund for fiscal year 2012-13.

OPTIONS:

1. Award Community Grants as directed by the City Council.
2. Do not award a Community Grant funds at this time

Grant Fund Distribution

Non-Profit Group	2010-11 Grant	2011-12 Grant	2012-13 Grant
Boy Scout Troop 50	\$250.00	\$300.00	
Friends of the Family (Peer Court)	\$1,250.00	\$1,500.00	
North Santiam Canyon Econ Develop Corp	\$1,000.00	\$700.00	
PEG	\$75.00		
Santiam Canyon Gospel Bluegrass Festival	\$100.00		
Santiam Storm Basketball	\$150.00		
Santiam Family YMCA	\$500.00	\$600.00	
Santiam Heritage Foundation	\$500.00	\$500.00	
Santiam Senior Center	\$1,000.00	\$400.00	
Stayton Community Food Bank		\$400.00	
Stayton Elementary PTC		\$276.00	
Stayton-Sublimity Chamber of Commerce	\$175.00		
Total Distribution	\$5,000.00	\$4,676.00	



City of Stayton Community Grant Application

Date of Application: June 6, 2012
Application Submitted to: Stayton City Council

ORGANIZATION INFORMATION

Name of organization: Boy Scout Troop 50
Legal name, if different: _____
Address: 950 E Burnett St.
City, State, Zip: Stayton, OR 97383
Phone: 503-871-2066 Fax: _____ Website: www.staytontroop50.org
Contact person regarding this application: Scott West
Title: Scoutmaster Phone: 503-871-2066 E-mail: ww2scott@wvi.com

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application.

Population Served: ~9,000

Geographic area served: Stayton & Sublimity and surrounding area.

Funds are being requested for (check one)

- General operating support
- Start-up costs
- Capital
- Project/program support
- Technical assistance
- Other (please specify) New camping

Equipment & awards for scouts

Project dates (if applicable): _____

Fiscal year end: December 2012

BUDGET

Dollar amount requested:	<u>\$500.00</u>
Total annual organization budget:	<u>\$5,200.00</u>
Total project budget	<u>\$2,000.00</u>

Operating:
(More detailed budget information may be requested)

AUTHORIZATION

Name and title of top paid staff or board chair:

Scott West Name

Scoutmaster Position

Signature: *Scott West*

Date: 6/6/12

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)

JUN - 8 2012

June 6, 2012



Boy Scout Troop 50

BOY SCOUTS OF AMERICA

950 E Burnett St.
Stayton, OR 97383
503-871-2066
www.staytontroop50.org

SCOUTING

CHANGES LIVES

Dear Mayor Vigil & City Council,

Troop 50 is applying again this year to the Stayton Community Grant Fund to help the Troop purchase new camping gear, replace damaged equipment, equipment that will be better suited for year round camping and awards for the scouts. The Scouts are also doing some fundraisers at the same time to raise funds as well. They are doing a Car Wash in August, Fundraisers with Papa Murphy's Pizza, Can & Bottle Drives and Christmas Tree Sales. Last year's Christmas Tree sales came in at \$2,000 less than the year before. This has hurt the Troops budget and because of this a higher percentage of funds raised from fundraisers are going into the Troop overall budget and not into the scouts personal scout account so that we can make up the difference. Grants and donations like this help to bridge this gap for the troop and help the scouts earn more for their scout accounts.

The Troop is trying to raise approximately \$2,000 to cover the lost income from the Tree sales so to buy equipment like heavy duty tarps, dutch ovens, above ground stands for dutch oven cooking, repair tents and awards for the scouts.

The Troop this past year has gone camping 11 of the 12 months with a week long summer camp. The scouts have done 74 hours of service work. The Scouts are learning great life skills like outdoor survival, cooking, community service, leadership, conservation and so much more. Currently there are 21 boys registered in the Troop.

I hope the City will be able to help the Troop out again this year Scouts truly appreciate it. If you have any questions feel free to e-mail me or call me at ww2scott@wvi.com or (503)871-2066.

Thank you for your support of Scouting,

Scott West
Scoutmaster Troop 50





City of Stayton Community Grant Application

Date of Application: August 6, 2012
Application Submitted to: Christine Shaffer

ORGANIZATION INFORMATION

Name of organization: North Santiam Canyon Economic Development Corporation (dba GROW EDC)
Legal name, if different: see above
Address: PO Box 673
City, State, Zip: Mill City, OR 97360
Phone: 503.871.5188 Fax: N/A Website: www.growsantiam.org
Contact person regarding this application: Allison McKenzie
Title: Executive Director Phone: 503.871.5188 E-mail: allison@growsantiam.org
Is your organization an IRS 501©(3) not for profit? Yes

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: 18,000, including all of City of Stayton

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received. 2011: \$700 (previous years are inaccessible at this time)

Funds are being requested for (check one)

- | | |
|--|--|
| <input type="checkbox"/> General operating support | <input checked="" type="checkbox"/> Project/program support (GROW) |
| <input type="checkbox"/> Start-up costs | <input type="checkbox"/> Technical assistance |
| <input type="checkbox"/> Capital | <input type="checkbox"/> Other (please specify) _____ |

Project dates (if applicable): Aug 2012 – June 2013

Fiscal year end: December 31, 2012

BUDGET

Dollar amount requested: \$ open
Total annual organization budget: \$ 90,600
Total project budget: \$ 76,500 (GROW only)
Operating: * The vast majority of our budget is devoted to providing one-on-one consulting, classes and other programs and projects that help entrepreneurs in the area buy, sell, open, expand or improve a business. All of our overhead supports this program; much is contributed in-kind.

AUTHORIZATION

Name and title of top paid staff or board chair:
Allison McKenzie
Executive Director & Entrepreneurial Coach
Signature: Allison McKenzie (submitted electronically) Date: August 6, 2012

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)



P.O. Box 673 Mill City, OR 97360

City of Stayton
362 N. Third Ave.
Stayton, OR 97383

August 6, 2012

Dear Mayor Vigil and Council Members:

First, thank you for your ongoing and generous support of GROW/EDC. Your contribution helps us finance this important grass roots economic development work for our communities, and helps us attract additional dollars from outside the area. Being able to include Stayton as a financial supporter of our organization is very important, not only to government grantors but to the private foundations we are approaching to help diversity and strengthen our funding stream.

Since launching GROW in October 2008 we have met with more than 260 entrepreneurs and non-profits, with more than 50 coming from the Stayton area. Our Scio clients meet with us in Stayton, several out-of-area clients choose to meet in Stayton restaurants, and Stayton entrepreneurs are often participants in our classes and roundtables. In just the last month, one of our Stayton clients opened an office on 3rd St, and another is outgrowing their space and preparing to expand by year-end. Stayton is the center of much of our day-to-day activity and an important hub for us.

We understand that many worthy organizations are asking for grant awards this year. Rather than asking for a specific amount, we ask that you consider a grant award in any amount. Your ongoing support is greatly appreciated. We look forward to updating you on the progress of our Stayton entrepreneurs the next time we visit you in person, and to discussing some additional projects we are planning that will support entrepreneurial activity in Stayton.

Many thanks again for your generous support. The City of Stayton is an important partner for our group, and we look forward to many years of working together to build a more vital economic climate in the city.

Sincerely,

Allison Ford McKenzie
Executive Director & Entrepreneurial Coach
(letter/signature submitted electronically)

GROW EDC 2012 Organizational Budget

Income:

City & County Grants	37,500
Federal Grants (net)	40,000
Foundations	10,000
Local Donations	1,500
Loan Income	1,600

Total Income: \$90,600

General Operating Expenses:

Financial Management Services	3,000
Publicist	1,200
Graphic Design & Printing	800
Legal Fees	2,000
Payroll, Employee Taxes & Payroll Expenses	67,000
Insurance (Liability, Financial Bond, D & O)	2,500
Business Registration Fees	165
Memberships	325
Website Hosting, Maintenance & Domain Name	1,000
Corporate & Employee Phones	950
Entrepreneurial Coach Expenses	2,500
Entrepreneurial Coach Mileage Expense	6,000
Conference Travel & Training	2,000
Office Supplies	350
Postage & Box Rental	120
Bank Fees	150
Special Meeting Expenses	200
Miscellaneous Operating Expenses	340

Total Expenses: \$90,600



City of Stayton Community Grant Application

RECEIVED
MAY 16 2012
CITY OF STAYTON

Date of Application: 5-15-2012
Application Submitted to: _____

ORGANIZATION INFORMATION

Name of organization: Santiam Family YMCA
Legal name, if different: _____
Address: 383 N. 3rd Ave
City, State, Zip: Stayton OR 97383
Phone: 503-719-2963 Fax: N/A Website: www.santiamymca.local
Contact person regarding this application: Lisa Eckis
Title: Director Phone: 503-719-2963 E-mail: leckis@youry.org

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: Stayton, Sublimity, Lyons, Mehema

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

Yes ~ 2011 \$500

Funds are being requested for (check one)

- General operating support
- Start-up costs
- Capital
- Project/program support
- Technical assistance
- Other (please specify)

Scholarship/financial Assistance for program participants

Project dates (if applicable): August 2012-July 2013

Fiscal year end: 12-31-2012

BUDGET

Dollar amount requested: \$ 1000.00
Total annual organization budget: \$ 1516,100
Total project budget: \$ 3500.00
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:

Lisa Eckis Name
Branch Director Position

Signature: Lisa Eckis Date: 5-15-2012

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)

Budget Report - 2012 Operating Fund
 Family YMCA of Marion & Polk Counties
 01/01/2012 - 12/31/2012

Account Number	Account Name	Annual
01-44-01-0104	PWY	3,500
01-44-01-1100	Community Membership	1,500
01-44-01-1200	Rental Income	2,500
01-44-02-1300	Program Revenue	10,500
01-44-13-1050	Admin Fees	15,000
01-44-13-1300	Program Revenue	47,820
01-44-17-1300	Program Revenue	25,400
01-44-22-1300	Program Revenue	2,900
01-44-32-0100	Sport Sponsorships	10,500
01-44-32-0317	Misc. Fundraisers	400
01-44-32-1347	Gymnastics	1,220
01-44-32-1370	Tackle Football Fees	3,000
01-44-32-1371	Y-Basketball Fees	12,500
01-44-32-1373	Y-Flag Football Fees	1,500
01-44-32-1375	Y-Soccer Fees	10,500
01-44-32-1377	Volleyball	4,700
01-44-32-1378	Track Fees	2,460
01-44-32-1400	Merchandise Sales	200
Total	Revenue	156,100

Account	Account Name	Annual
01-44-01-2110	Professional Salaries	30,000
01-44-01-2310	FICA	2,280
01-44-01-2540	Program Supplies	550
01-44-01-2600	Telephone and Pagers	1,750
01-44-01-2810	Facility Rental	8,100
01-44-01-2830	Electric Utilities	1,400
01-44-01-2831	Gas Utilities	1,100
01-44-01-2832	Water and Sewer	590
01-44-01-2835	Garbage and Refuse	365
01-44-01-3120	Promotional Materials	1,100
01-44-01-3235	Employee Mileage	550
01-44-01-3900	Miscellaneous Expense	1,100
01-44-01-4820	Intra-Y Allocations	3,420
01-44-02-2120	Program Salaries	1,740
01-44-02-2310	FICA	135
01-44-02-2810	Facility Rental	2,500
01-44-02-4820	Intra-Y Allocations	1,596
01-44-13-2120	Program Salaries	36,600
01-44-13-2210	Health Insurance	9,000
01-44-13-2310	FICA	2,220
01-44-13-2540	Program Supplies	355
01-44-17-2120	Program Salaries	19,800
01-44-17-2310	FICA	1,100
01-44-22-2120	Program Salaries	1,700
01-44-22-2310	FICA	90
01-44-22-2540	Program Supplies	1,100
01-44-22-4820	Overhead Allocation	828
01-44-32-2120	Program Salaries	6,500
01-44-32-2310	FICA	300
01-44-32-2557	Gymnastics Supplies	250
01-44-32-2558	Volleyball Supplies	1,215
01-44-32-2561	Y-Basketball Supplies	2,555
01-44-32-2563	Y-Flag Football Supplies	300
01-44-32-2565	Y-Soccer Supplies	3,030
01-44-32-2567	Tackle Football Supplies	1,920
01-44-32-2568	Track Supplies	800
01-44-32-2810	Facility Rental	2,150
01-44-32-4820	Overhead Allocation	9,360
Total	Expense	159,449
	Change in Net Assets	(3,349)



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

May 15th, 2012

Lisa Eckis, Director – Santiam Family YMCA
Partners With Youth Campaign
383 N. 3rd Ave
Stayton, OR 97383
(503) 769-2963
lisa@santiamymca.org
www.santiamymca.org

RE: City of Stayton Revenue Sharing Funds

The Santiam Family YMCA is pleased to submit this request for your review.

We are The community leader in providing youth sports and summer enrichment camps for youth in our community, giving kids the opportunity to participate in programs devoted to building strong kids, strong families and a strong community.

Our proposal requests funds to put towards our Partners With Youth Campaign. The mission of the YMCA is to put Christian principles into practice through programs that promote youth development, healthy living and social responsibility in our community. The Partners With Youth Campaign provides the financial support to say "yes" to youth in need and never turn away a child due to the inability of their family to pay.

We offer youth sports (soccer, football, volleyball, basketball, track & field, tumbling) all year long as well as day camps locally and at Camp Silver Creek. We have 1,000+ participants go through our programs each year. We have recognized a large increase in requests for financial assistance in all of our programs over the last couple of years. Typically we had 1 in 5 families requesting assistance. We are now seeing 1 in every 3 families requesting the assistance. We continue to offer programs at affordable costs that keep them attainable for all to participate.

The YMCA is a 501 c 3 non-profit organization. We continue to seek ways to grow and add to what we can offer to the community. Any funding towards our goal of never having to turn anyone away due to inability to pay, would be greatly appreciated and is greatly needed.

Thank you for your time ~ I look forward to hearing from you soon and appreciate any consideration you give the Santiam Family YMCA.

Sincerely,

Lisa Eckis
Branch Director
SANTIAM FAMILY YMCA
383 N. 3rd. Ave
Stayton, OR 97383
(P) 503 769 2963
(E) leckis@youry.org



City of Stayton Community Grant Application

Date of Application: 9 July 2012
Application Submitted to: _____

ORGANIZATION INFORMATION

Name of organization: Santiam Heritage Foundation, Inc.
Legal name, if different: _____
Address: P.O. Box 161
City, State, Zip: Stayton, OR 97383
Phone: 503-749-8861 Fax: _____ Website: brownhouse.org
Contact person regarding this application: Bob Pundleton
Title: Vice-pres. Phone: 503-749-5843 E-mail: rpundleton@whi.com

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served:

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2009 - \$800 ; 2010 - \$500 ; 2011 - \$500

Funds are being requested for (check one)

- General operating support
- Project/program support
- Start-up costs
- Technical assistance
- Capital
- Other (please specify) _____

Project dates (if applicable): October
Fiscal year end: December 2012

BUDGET

Dollar amount requested: \$ 1000
Total annual organization budget: \$ ~40,000
Total project budget: \$ ~350,000
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:
Wendy Stone Name
President Position
Signature: Wendy Stone Date: 7/9/2012

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____

City Administrator (staff report to be forwarded to City Council for approval)



Santiam Heritage Foundation, Inc.
Supporting Historic Preservation and
Architectural Integrity

8 July 2012

To: Stayton City Administrator and Finance Director
From: Bob Pendleton
Re: Community Grant Application Summary

This request is for \$1,000 Community Development grant to continue and complete significant work on the two west porches of the Charles and Martha Brown House.

The chipboard and tarpaper roofs on these porches, built three years ago to protect them temporarily, need to be replaced with permanent roofs this summer, and this funding, if granted, will be spent toward that end.

Also, as a matter of safety, railings, stair newels and balustrades are primed and ready to install. Depending on the amount of this grant award, this work will also be furthered.

These two porches will serve the new intended uses of the Brown House as a venue for community events as well as a small business and/or office yet to be determined. Santiam Heritage Foundation's office will also occupy the building.

The exterior restoration of this National Historic Register house is very nearly complete, and basically all that's left to do outside is the completion of these small porches and painting.

Santiam Heritage Foundation's annual budgets for restoration and adaptation of the house have always been based on a continuum of fundraising, mainly grants and donations. Since 2005, an average of \$35,000 has been spent annually. Attached is SHF's 2011 Revenue and Expense Summary and last month's Financial Report.

P.O. Box 161 Stayton, Oregon 97383 ♦ 503-769-8861
www.brownhouse.org

2011 Revenue and Expense Summary All Accounts

Revenue				
Donations				
	109	Donations	\$13,562.00	
	152	Donation Jars	\$106.00	\$13,668.00
Grants				
		DAR	\$1,500.00	
	137	Pacific Power	\$1,000.00	
		City of Stayton	\$500.00	
	138	NORPAC	\$1,500.00	
		SCTC	\$800.00	
	134	Kinsman	\$10,000.00	\$15,300.00
Interest				
	150	Interest 612502	\$54.83	
		612503	\$6.23	
		612504	\$8.78	\$69.84
Memberships				
	153	Memberships		\$1,230.00
Fundraising				
	126	Garden Tour	\$1,980.00	
	125	Misc Events	\$212.00	\$2,192.00
Merchandise				
	165	Mugs	\$40.00	
	166	Misc Merchandise	\$337.00	
	198	Misc. Receipts	\$400.00	\$777.00
Total Revenue				<u>\$33,236.84</u>
Expenses				
Utilities				
	202	Natural Gas	21.86	
	204	Phone	\$90.69	
	205	Utilities (power)	\$807.84	\$920.39
Insurance				
	206	Fire/Liab	\$3,836.48	
	207	Director's Ins	\$980.00	\$4,816.48
Note Repayment				
	245	Principle	\$2,957.35	
	246	Interest	\$42.65	\$3,000.00
Office Expense				
	280	Printing 612502	\$69.78	
	280	Printing 612504	\$18.90	
	300	Supplies & Postage	\$370.98	\$459.66
Miscellaneous				
	276	Prof Services	\$400.00	
	273	Corporation Tax	\$50.00	
	282	ODJ taxes	\$25.00	
	311	Grounds 612502	\$477.00	
	311	Grounds 612504	\$355.00	\$1,307.00
Brown House Restoration				
	212	Restoration Acct 612502	\$115.00	
	212	Restoration Acct 612504	\$14,545.20	\$14,660.20
Total Expenditures				<u>\$25,163.73</u>

Account 612502 Operating Account May 31, 2012

May 1, 2012 Beginning Balance				\$19,690.12
Interest	5/1/2012		\$2.48	
Deposit				
5/11/2012	Donations	109	\$125.00	
	Picture Sales	166	\$40.00	
	Books	130	\$27.00	\$192.00
5/25/2012	MCDC Grant	137	\$2,000.00	
	Misc Sale (mower)	168	\$20.00	
	Garden Tour	126	\$420.00	
	Note Cards	166	\$10.00	\$2,450.00
Total Deposits				\$2,642.00
Total Receipts				\$2,644.48
May 2012 Disbursements				
Ch # 785	Tr to Bldg Acct	5/6/2012	\$5,000.00	
Ch # 786	Pac Power	5/6/2012	\$69.71	
Ch # 787	SCTC	5/6/2012	\$7.67	
Ch # 788	Tr to Note Payable	5/10/2012	\$1,000.50	
Ch # 789	NW Natural	5/11/2012	8.41	
Total Checks				\$6,086.29
Bank Balance May 31, 2012				<u>\$16,248.31</u>
SCTC Restricted-Door				\$800.00
Unrestricted Available to Spend				\$15,448.31

Account 612504 Building Account May 31, 2012

Beginning Balance May 1, 2012				\$1,387.20
Add interest	5/1/2012		\$0.22	
Tr In Fr Main Acct	5/6/2012		\$5,000.00	
Total Receipts				\$5,000.22
May 2012 Disbursements				
Ck # 1159	Jason Gooch	212	\$1,620.00	
Ck # 1160	Jim Nokes	212	\$200.00	
Ck # 1161	Freres Bldg Supply	212	\$18.89	
Ck # 1162	ACE Hardware	212	\$159.82	
Ck # 1163	Rocky Mt. Elect	212	\$1,107.38	
Ck # 1164	Aurora Mills	212	\$28.20	
Ck # 1165	Marion Co. Public Works	311	\$35.00	
Total Disbursements				\$3,169.29
Add back ck 1165 not yet cleared				\$35.00
Deduct ck 1154 April clrg May				\$10.00
Bank Balance May 31, 2012				\$3,243.13

Account 612503 Note Repayment Account May 31, 2012

Beginning Balance at May 1, 2012				\$2,642.89
Add interest	5/1/2012		\$0.22	
Tr in from Main Acct	5/11/2012		\$1,000.50	
Bank Balance at May 31, 2012				<u>\$3,643.61</u>



City of Stayton Community Grant Application

MAY - 9 2012

Date of Application: 5-8-2012
Application Submitted to: _____

ORGANIZATION INFORMATION

Name of organization: SANTIAM SENIOR CENTER
Legal name, if different: _____
Address: P.O. Box 107
City, State, Zip: SUBLIMITY, OR 97385-0107
Phone: 503-729-2001 Fax: 503-729-1550 Website: SANTIAMSENIORCENTER.COM
Contact person regarding this application: JUDY KOTULA
Title: PRESIDENT Phone: 503-729-9103 E-mail: JKOTULA@CWRD.COM

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: SANTIAM CANYON AREA
STAYTON, SUBLIMITY, ARMSVILLE

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2010 - 2 FOR \$50,000 EACH; 2011 - 1 FOR 400,000

Funds are being requested for (check one)

- General operating support
- Project/program support
- Start-up costs
- Technical assistance
- Capital
- Other (please specify) _____

Project dates (if applicable): NA
Fiscal year end: 12/31/2012

BUDGET

Dollar amount requested: \$ 1000.00
Total annual organization budget: \$ 7200.00
Total project budget: \$ _____
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:
JUDY KOTULA Name
PRESIDENT Position
Signature: Judy Kotula Date: 5-8-2012

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No
City of Stayton Signature: _____	

City Administrator (staff report to be forwarded to City Council for approval)

Santiam Senior Center, Inc.

“A Club for Kids Over 50”

Established 2006

Mailing: P.O. Box 107, Sublimity, Oregon 97385
41818 Kingston-Jordan Road Stayton, Oregon 97383
Phone: (503) 767-2009 Fax: (503) 769-1550
Email: sscenter@wvi.com Web Site: www.santiamseniorcenter.com

May 9, 2012

Mayor, City Administrator, Finance Director, and City Council
City of Stayton
362 N 3rd Ave
Stayton, OR 97383

2012 Board

Judy Kotula
President

Dick Scott
Vice President

Fran Parker
Secretary

Jean Cunes
Treasurer

Greg McWayne
Community Relations

Jean Holder
Activities Director

Robert Parker
At Large

Dear Mayor, City Administrator, Finance Director, and City Council:

The Santiam Senior Center, “A Club for Kids Over 50”, is applying for a \$1,000 grant from the City of Stayton’s Community Grant Program. We are grateful for the grants we have received in the past, and we thank you. Those grants enabled us to open one additional day each week, and provided services and entertainment for “kids over 50” as well as items for our facility, members, and other seniors in our valley.

The funds we are requesting this year will again be used to offer seniors in our area trips, speakers, classes, special activities, and help with the costs of future projects and equipment for the center. We are currently exploring the idea of opening another day or evening(s).

Santiam Senior Center, Inc. is a 501(c)(3) non-profit organization. Currently our sources of funding are the membership dues of \$15 per year, donations from individuals and fund raising projects such as the rummage sale, our gift shop and raffles.

With the generous help from the City of Stayton, we hope to increase our funds to provide more programs for the seniors in our area.

Statistics show that seniors who are active are healthier and happier than those who sit home all day with nothing to do.

Thank you very much for your consideration of our grant request.

Sincerely,



Judy Kotula, President

**501(c)(3)
Non-profit
Organization**

**Tax ID #
41-2203849**

“The Santiam Senior Center exists to provide educational, recreational, and social services that support and enhance the needs and interests of the senior citizens of our community and surrounding areas”

Santiam Senior Center Budget for 2012

INCOME

Dues	2,300.00
Donations	400.00
Rummage Sales	3,000.00
Misc Fund Raising	1,500.00

TOTAL	7,200.00
--------------	-----------------

Income	7,200.00
Expenses	5,800.00

Net	1,400.00
------------	-----------------

EXPENSES

Rummage Sale	500.00
Operating	1,800.00
Community Donations	250.00
Membership	1,500.00
Maintenance	1,750.00

TOTAL	5,800.00
--------------	-----------------



City of Stayton Community Grant Application

Date of Application: 7-9-12
Application Submitted to: city hall

ORGANIZATION INFORMATION

Name of organization: Gantiam Youth Peer Court
Legal name, if different: _____
Address: 386 N 3rd Ave
City, State, Zip: Stayton OR 97383
Phone: 503 769 5749 Fax: 503 769 4797 Website: _____
Contact person regarding this application: Sharon Goodman
Title: Coordinator Phone: 503 507 2171 E-mail: sgoodman@ci.stayton.or.us

Is your organization an IRS 501(c)(3) not for profit? Yes No

PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served:

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

1500 - 2010

Funds are being requested for (check one)

- General operating support
- Start-up costs
- Capital
- Project/program support
- Technical assistance
- Other (please specify) _____

Project dates (if applicable): _____
Fiscal year end: _____

BUDGET

Dollar amount requested: \$ 5000-
Total annual organization budget: \$ 20000-
Total project budget: \$ 26000-
Operating: _____

AUTHORIZATION

Name and title of top paid staff or board chair:
Jennifer Niegle Name
board chair Position
Signature: [Signature] Date: 7-9-12

For office use only:	
Date Received:	Completed:
Proposal:	Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No

City of Stayton Signature: _____
City Administrator (staff report to be forwarded to City Council for approval)

May 16, 2012

RECEIVED
MAY 16 2012
CITY OF STAYTON

Mayor Scott Vigil
362 N 3rd Ave.
Stayton, OR 97383

Re: Donation

Dear Mayor Vigil, Council Members, and Budget Committee:

I am scheduled to be at the May 21st meeting but thought you might like some additional information before. I currently have 58 volunteers in Peer Court. With that number, 25 are from Stayton. Of the 65 cases we had in 2011, 44 are from Stayton.

Peer Court gets support from other cities also. Lyons and Aumsville have donated \$500 the last couple of years. Stayton donated \$1500 Last year and before that the last donation was in 2009 for \$4000. Funding for programs like Peer Court is becoming more difficult to get. We charge the offenders \$50 when they come into our program, but never turn anyone away. Those fees alone are not enough to carry this program.

I will be available for any further questions on the 21st. Thank you for considering donated to Peer Court.

Sincerely,

Sharon Goodman
Peer Court Coordinator



*Staff / Commission
Reports*



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Christine Shaffer, Finance Director

DATE: August 20, 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	July 2012
Number of Bills sent out	2,610	2,631
Delinquent Notices sent out	491	483
Courtesy Delinquent Notices sent to Landlords	227	220
Notified of Impending Shut off & Penalty	128	136
Customers with Interrupted Services Non-Payment	24	24
Services still Disconnected	0	0

Accounts Payable:	June 2012	July 2012
Number of Checks Issued	205	128
Total Amount of Checks	\$1,208,447.43	\$775,344.88

Accounts Receivable:	June 2012	July 2012
Number of Invoices Sent Out	0	2
Total Amount of Invoices	\$0.00	\$680.00

CITY OF STAYTON
FUND SUMMARY
FOR THE 1 MONTHS ENDING JULY 31, 2012

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	13,767.42	1,708,922.00	1,695,154.58	.8
CHARGES FOR SERVICES	80.00	7,200.00	7,120.00	1.1
GRANTS & CONTRIBUTIONS	375.00	1,500.00	1,125.00	25.0
FRANCHISE FEES	45,599.47	626,000.00	580,400.53	7.3
LICENSES, PERMITS & FEES	1,186.71	16,000.00	14,813.29	7.4
FINES & FORFEITURES	175.00	20,500.00	20,325.00	.9
INTERGOVERNMENTAL	10,961.39	163,200.00	152,238.61	6.7
INTEREST	(1,191.59)	1,000.00	2,191.59	(119.2)
MISCELLANEOUS/TRANSFERS	3,140.06	385,425.00	382,284.94	.8
	<u>74,093.46</u>	<u>2,929,747.00</u>	<u>2,855,653.54</u>	<u>2.5</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	9,829.73	411,000.00	401,170.27	2.4
ADMINISTRATION	34,599.67	461,973.00	427,373.33	7.5
POLICE	146,993.48	1,866,232.00	1,719,238.52	7.9
PLANNING	9,731.38	138,224.00	128,492.62	7.0
COMMUNITY CENTER	1,911.31	56,798.00	54,886.69	3.4
PARKS	14,843.65	141,576.00	126,732.35	10.5
STREET LIGHTING	.00	103,915.00	103,915.00	.0
	<u>217,909.22</u>	<u>3,179,718.00</u>	<u>2,961,808.78</u>	<u>6.9</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	.00	100.00	100.00	.0
MISCELLANEOUS/TRANSFERS	.00	415,000.00	415,000.00	.0
	.00	415,100.00	415,100.00	.0
<u>EXPENDITURES</u>				
DEPARTMENT 80	32,717.83	438,423.00	405,705.17	7.5
	32,717.83	438,423.00	405,705.17	7.5

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,091.31	134,700.00	133,608.69	.8
CHARGES FOR SERVICES	16,265.25	80,450.00	64,184.75	20.2
GRANTS & CONTRIBUTIONS	.00	30,000.00	30,000.00	.0
LICENSES, PERMITS & FEES	1,155.00	12,300.00	11,145.00	9.4
FINES & FORFEITURES	1,642.30	15,000.00	13,357.70	11.0
INTERGOVERNMENTAL	.00	1,100.00	1,100.00	.0
INTEREST	.00	200.00	200.00	.0
MISCELLANEOUS/TRANSFERS	.00	131,100.00	131,100.00	.0
	<u>20,153.86</u>	<u>404,850.00</u>	<u>384,696.14</u>	<u>5.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>41,570.48</u>	<u>444,912.00</u>	<u>403,341.52</u>	<u>9.3</u>
	<u>41,570.48</u>	<u>444,912.00</u>	<u>403,341.52</u>	<u>9.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	146,590.21	1,745,000.00	1,598,409.79	8.4
LICENSES, PERMITS & FEES	3,237.50	29,000.00	25,762.50	11.2
INTEREST	.00	3,500.00	3,500.00	.0
MISCELLANEOUS/TRANSFERS	.00	11,000.00	11,000.00	.0
	<u>149,827.71</u>	<u>1,788,500.00</u>	<u>1,638,672.29</u>	<u>8.4</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	69,183.77	2,324,761.00	2,255,577.23	3.0
	<u>69,183.77</u>	<u>2,324,761.00</u>	<u>2,255,577.23</u>	<u>3.0</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	211,194.89	2,626,680.00	2,415,485.11	8.0
INTEREST	.00	9,000.00	9,000.00	.0
MISCELLANEOUS/TRANSFERS	100.00	2,500.00	2,400.00	4.0
	<u>211,294.89</u>	<u>2,638,180.00</u>	<u>2,426,885.11</u>	<u>8.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	249,096.19	3,405,469.00	3,156,372.81	7.3
	<u>249,096.19</u>	<u>3,405,469.00</u>	<u>3,156,372.81</u>	<u>7.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	7,131.31	84,000.00	76,868.69	8.5
INTERGOVERNMENTAL	265,730.11	861,119.00	595,388.89	30.9
INTEREST	.00	250.00	250.00	.0
MISCELLANEOUS/TRANSFERS	.00	250.00	250.00	.0
	<u>272,861.42</u>	<u>945,619.00</u>	<u>672,757.58</u>	<u>28.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>172,012.97</u>	<u>977,462.00</u>	<u>805,449.03</u>	<u>17.6</u>
	<u>172,012.97</u>	<u>977,462.00</u>	<u>805,449.03</u>	<u>17.6</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 1 MONTHS ENDING JULY 31, 2012

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,351.22	153,400.00	152,048.78	.9
CHARGES FOR SERVICES	12,554.66	105,000.00	92,445.34	12.0
GRANTS & CONTRIBUTIONS	.00	20,000.00	20,000.00	.0
INTEREST	.00	300.00	300.00	.0
MISCELLANEOUS/TRANSFERS	338.53	79,000.00	78,661.47	.4
	<u>14,244.41</u>	<u>357,700.00</u>	<u>343,455.59</u>	<u>4.0</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>28,048.81</u>	<u>408,958.00</u>	<u>380,909.19</u>	<u>6.9</u>
	<u>28,048.81</u>	<u>408,958.00</u>	<u>380,909.19</u>	<u>6.9</u>



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: Monthly Crime Rate Comparison Statistical Sheets
DATE: August 20, 2012

In July, the Police Department responded to 419 calls for service in Stayton. We issued 225 citations and warnings in Stayton. In July our Reserve Officers logged 160.5 volunteer hours. We worked with the Boy Scouts Troup 50 by having them assist with the July 4th festivities. We also used two people who needed to complete community service hours by having them clean patrol cars and clean the parking lot.

	JULY 2012	JAN. THRU JULY 2012	JULY 2011	JAN. THRU JULY 2011
INCIDENTS	419	2443	426	2421
CITATIONS/WARNINGS	225	1838	275	1861
TRAFFIC ACCIDENTS	9	80	9	70
ARRESTS	64	362	30	339

Please let me know if you have any questions.

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS

7/1/2012 - 7/31/2012

PERSON	CRIMES				Percent Change	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	7/1/12	1/1/12	1/1/11	7/31/12		7/1/12	1/1/12	1/1/11	7/31/12	7/1/12	1/1/12	1/1/11	7/31/12	7/1/12	1/1/12	1/1/11	7/31/12	7/31/11
	to	to	to	to		to	to	to	to	to	to	to	to	Juv	Adult	Total	to	to
NON-CRIMINAL																		
ACCIDENT-INJURY	1	9	6	50.0%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
ACCIDENT-PROPERTY	4	46	34	35.3%	0	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
ALL OTHER NON-CRIMINAL	273	1,663	1,844	-9.8%	8	17	25	100.0%	100.0%	100.0%	100.0%	7	7	7	7	19	27	0
NON CRIMINAL DOMESTIC DISTURBANCE	12	78	76	2.6%	1	5	5	100.0%	100.0%	100.0%	100.0%	1	0	1	1	5	5	0
	290	1,796	1,960	-8.4%	6	40	27	100.0%	95.2%	79.4%	100.0%	2	4	6	39	39	18	0
PERSON																		
AGGRAVATED ASSAULT	1	10	18	-44.4%	1	9	17	100.0%	90.0%	94.4%	100.0%	0	2	2	0	13	14	0
KIDNAPPING	1	2	4	-50.0%	1	2	4	100.0%	100.0%	100.0%	100.0%	0	1	1	0	1	2	0
OFFENSE AGAINST FAMILY	0	2	10	-80.0%	0	2	9	0.0%	100.0%	90.0%	90.0%	0	0	0	0	4	9	0
OTHER ASSAULTS	8	46	43	7.0%	6	37	40	75.0%	80.4%	93.0%	93.0%	2	4	6	6	30	38	0
RAPE	0	1	1	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
RESTRAINING ORDER VIOLATION	2	4	1	300.0%	2	3	1	100.0%	75.0%	100.0%	100.0%	0	1	1	1	2	2	0
SEX OFFENSES	1	13	11	18.2%	0	9	6	0.0%	69.2%	54.5%	54.5%	0	0	0	0	8	8	2
	13	78	88	-11.4%	10	62	77	76.9%	79.5%	87.5%	87.5%	2	8	10	10	58	66	0
PROPERTY																		
ARSON	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
BURGLARY - BUSINESS	2	12	0	0.0%	0	1	0	0.0%	8.3%	0.0%	0.0%	0	0	0	0	1	1	0
BURGLARY - OTHER STRUCTURE	3	7	3	133.3%	0	1	0	0.0%	14.3%	0.0%	0.0%	0	0	0	0	0	0	0
BURGLARY - RESIDENCE	6	37	18	105.6%	2	4	3	33.3%	10.8%	16.7%	16.7%	1	2	3	3	6	6	2
COUNTERFEITING/FORGERY	1	6	8	-25.0%	0	3	3	0.0%	50.0%	37.5%	37.5%	0	0	0	0	7	7	3
EMBEZZLEMENT	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
FRAUD	3	23	33	-30.3%	1	8	9	33.3%	34.8%	27.3%	27.3%	0	0	0	0	12	12	7
LARCENY	31	171	130	31.5%	6	41	44	19.4%	24.0%	33.8%	33.8%	2	5	7	7	39	36	0
MOTOR VEHICLE THEFT	3	17	5	240.0%	2	4	1	66.7%	23.5%	20.0%	20.0%	0	3	3	3	5	1	0
ROBBERY	1	3	0	0.0%	1	2	0	100.0%	66.7%	0.0%	0.0%	0	1	1	1	2	2	0
STOLEN PROPERTY	0	2	0	0.0%	0	1	0	0.0%	50.0%	0.0%	0.0%	0	0	0	0	2	2	0
VANDALISM	34	99	102	-2.9%	13	28	27	38.2%	28.3%	26.5%	26.5%	22	3	25	25	38	24	0
	84	377	300	25.7%	25	93	87	29.8%	24.7%	29.0%	29.0%	25	14	39	39	112	73	0
SOCIETY																		
ALL OTHER	14	122	181	-32.6%	4	67	100	28.6%	54.9%	55.2%	55.2%	2	1	3	3	27	48	0
ANIMAL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	0	0	0	0
CURFEW	8	17	25	-32.0%	8	17	25	100.0%	100.0%	100.0%	100.0%	7	0	7	7	19	27	0
CUSTODY-MENTAL	1	5	5	0.0%	1	5	5	100.0%	100.0%	100.0%	100.0%	1	0	1	1	5	5	0
DISORDERLY CONDUCT	6	42	34	23.5%	6	40	27	100.0%	95.2%	79.4%	79.4%	2	4	6	6	39	18	0

	CRIMES				Percent Change	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED				
	7/1/12 to 7/31/12	1/1/12 to 7/31/12	1/1/11 to 7/31/11			7/1/12 to 7/31/12	1/1/12 to 7/31/12	1/1/11 to 7/31/11		7/1/12 to 7/31/12	1/1/12 to 7/31/12	1/1/11 to 7/31/11		Juv	Adult	Total	7/1/12 to 7/31/12	1/1/11 to 7/31/11
DR WHILE SUSP	1	4	16		-75.0%	1	4	16		100.0%	100.0%	100.0%		0	1	1	4	16
DRIVING UNDER INFLUENCE	1	39	31		25.8%	1	39	31		100.0%	100.0%	100.0%		0	1	1	39	33
ELUDING	0	2	3		-33.3%	0	2	2		0.0%	100.0%	66.7%		0	0	0	1	3
ESCAPE	2	2	0		0.0%	2	2	0		100.0%	100.0%	0.0%		1	1	2	2	0
FAIL TO DISPLAY DL	1	1	1		0.0%	1	1	1		100.0%	100.0%	100.0%		0	1	1	1	1
FUGITIVE	7	52	54		-3.7%	10	58	53		100.0%	111.5%	98.1%		0	5	5	30	64
HIT & RUN	4	25	30		-16.7%	2	6	6		50.0%	24.0%	20.0%		0	1	1	4	4
LIQUOR LAWS	2	13	18		-27.8%	2	14	20		100.0%	107.7%	111.1%		2	2	4	18	34
MIP TOBACCO	0	8	4		100.0%	0	8	4		0.0%	100.0%	100.0%		0	0	0	9	0
NARCOTICS/DRUGS	11	49	37		32.4%	9	50	41		81.8%	102.0%	110.8%		1	7	8	47	46
PROP RECOVERED - FOR OTHER AGENCY	0	7	0		0.0%	0	1	0		0.0%	14.3%	0.0%		0	0	0	0	0
RECKLESS DRIVING	1	4	2		100.0%	1	4	1		100.0%	100.0%	50.0%		0	1	1	3	1
RUNAWAY	3	22	15		46.7%	3	21	15		100.0%	95.5%	100.0%		2	0	2	19	12
SEX OFFENSES	0	0	0		0.0%	0	0	0		0.0%	0.0%	0.0%		0	0	0	0	0
TRESPASS	13	36	30		20.0%	8	26	22		61.5%	72.2%	73.3%		4	4	8	14	10
VEH RECOVERED - FOR OTHER AGENCY	0	1	1		0.0%	0	1	0		0.0%	100.0%	0.0%		0	0	0	0	0
WARRANT	4	29	11		163.6%	6	31	11		150.0%	106.9%	100.0%		0	11	11	67	17
WEAPONS	1	5	2		150.0%	2	6	3		200.0%	120.0%	150.0%		0	2	2	6	3
GRAND TOTALS	467	2,736	2,848		-3.9%	67	403	383		83.8%	83.1%	76.6%		22	42	64	354	339



MEMORANDUM

TO: Mayor Vigil and the Stayton City Council

FROM: Rich Sebens, Chief of Police

SUBJECT: National Night Out

DATE: August 20, 2012

On August 7th the Stayton Police Department hosted four National Night Out parties in the city parks. Approximately 350 people attended the different parties at Pioneer Park, Santiam Station Park, Quailrun Park, and Westown Park. We had Officers, Reserve Officers, Police Citizen Volunteers, and McGruff the crime dog helping us out. This is always a fun event where the Officers interacted with the citizens in a positive atmosphere and with lots of great food. To help make this happen, many different businesses in the community donated either food or funds to make this a great event.



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 Russell, Administrative Assistant
THRU: Dave Kinney, Public Works Director
DATE: August 20, 2012
SUBJECT: July Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 32.22 million gallons were treated during July. The highest flow was 2.22 million gallons on July 23rd, and the lowest flow was .15 million gallons on July 13th. The average flow was 1.04 million gallons.

Total rainfall for June was .55 inches.

10.77 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 6,075,000 on the July 28th.
- **Water System** City crews replaced a water valve, cleaned #2 filter bed at the Water Plant and replaced 2 poly services on Kent Ave. Repaired a fire hydrant that was hit on E. Washington. Replaced four meters and replaced three radio reads.
- **Streets** Swept 121 curb miles and removed approximately 48 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
M E M O R A N D U M

TO: Mayor A. Scott Vigil and City Councilors
THRU: City Administrator Don Eubank
FROM: David W. Kinney, Public Works Director
DATE: August 20, 2012
SUBJECT: Public Works Update – Informational Items

Here is a brief update on projects or issues the Public Works Department is currently working on.

1. Street Projects

- a. **6th Avenue Paving**: CEMEX will be installing a 2” to 3.5” AC pavement overlay on 6th Avenue from E. Hollister St. south to E. Santiam Street. Work will be completed before school starts in September. The City received bids from:

CEMEX	\$ 94,200
Canyon Contracting	\$ 96,500
North Santiam Paving	\$ 108,000

This project will be paid for using an ODOT Surface Transportation Project (STP) and a small amount of funds from the City’s Street Fund.

City staff will complete installation of the storm sewer catch basins by August 17, 2012 in preparation for the paving.

b. **1st Avenue – Marion County Overlay**

PW Supervisor Tom Etzel reports Marion County Public Works will grind and resurface First Avenue from IDA to WHITNEY streets on **September 17th and 18th**. The work will take place on the travel lanes only and **at night**. The contractor will adjust the sewer manholes in the travel lanes, but the City will look at repairing manholes next to the turn lanes before the paving is completed. The City’s staff will replace any damaged water valves and prepare other valves for the paving.

c. **Shaff Road Manhole Repair:**

Tom Etzel reports Marion County Public Works will also repair manholes on Shaff Rd. during the first week of September.

d. **Traffic Signal @ 1st & Washington Street:**

In late July, the traffic signal at 1st and Washington was not functioning properly. Marion County is responsible for the traffic signals along 1st Avenue, but ODOT traffic signal staff actually performs the maintenance and programs the timing. If you notice the signal is not cycling thru correctly, please contact the Public Works Department so we can notify Marion County.

2. **WWTF Facility**

- a. **Substantial Completion:** The \$11.3 million wastewater facility upgrade is substantially complete. Slayden has been given the project punchlist and should have work completed by August 22, 2012, which is the final completion date.
- b. **Sludge Dryer:** The sludge dryer is not fully functional and has been problematic during start-up. Therma-Flight, the supplier, has had continuous problems with seals, augers and other components since the dryer was installed in late May. They have had a technician on-site at the wastewater facility for the past 4-6 weeks to prepare the dryer for regular operations and to perform trouble-shooting during the start-up procedures.

Before the City finds the dryer is substantially complete, we want it to be functional and reliable for a 2-week time period. It will then go through a shake-down phase with City staff operating the equipment and will be under a 1-year warranty from Slayden plus the manufacturer's warranty periods.

If the work cannot be completed in a timely manner, we have notified Slayden that the City may have to implement the Liquidated Damages clause in the contract. We will be meeting with Slayden staff this week to keep on top of this issue.

- c. **USDA Inspection and Final Closing:** Drew Davis, USDA Project Manager, and Charlotte Rollier, PE, USDA State Engineer, will tour the plant and conduct their final walk-through inspection of the WWTF on Thursday, August 16, 2012.
- d. **Repayment of Bank of America \$8.3 million Interim Financing and Final USDA Bond Issuance:** Christine Shaffer and bond counsel Carol McCoog are working with Drew Davis, USDA Project Manager, to complete repayment of the Bank of America interim financing and prepare for the sale of the long-term USDA loan to the City.

3. City Hall HVAC and Roof Repairs

- a. **HVAC System Replacement:** Best Heating was awarded a bid in the amount of \$20,200 to replace the Heating, Ventilation and Air Conditioning system at the City Hall / Police Department Building. Work should be completed by August 17, 2012.
- b. **Roofing Replacement:** Mike Brash has prepared specifications for the installation of a new roof at the City Hall / Police Department building. The cost is estimated at \$35,000 to \$40,000+/- . The work will involve the:

- removal of all of the abandoned wires, conduits, equipment and antennas
- removal of the existing built-up roofing,
- installation of a new TPO membrane roofing system
- installation of new metal curb cap

Bids are being solicited from area roofing contractors that perform this type of commercial roofing work. Work should be completed by October 15, 2012.

4. Test Well Proposal

The Water Fund budget includes some funds to explore development of a new shallow well on city-owned property adjacent to the water plant. The Public Works staff has met with Keller Associates and Groundwater Solutions Inc. (GSI) to identify the best locations for test wells and develop a strategy for moving forward for this project during Fall 2012.

5. TE/Bike Ped Grant Application (Shaff Rd.)

In June, the City submitted a “Notice of Intent” to ODOT that the City plans to apply for a transportation enhancement (TE) or bicycle/pedestrian (Bike/Ped) grant to construct sidewalks, bike lanes, curbs and north-side street widening on Shaff Rd. near Stayton Middle School and to upgrade pedestrian crossings and sidewalks along Gardner Avenue just south of the Middle School. This is a follow-up to discussions with the North Santiam School District and Marion County about ways to provide sidewalks, bikeways and provide safe routes to the Middle School for their students.

The City proposal to ODOT passed Step 1 review for the Bike/Ped&TE grant. City Engineer John Ashley will prepare a Project Report (similar to what we did for the 10th Avenue Immediate Opportunity Fund grant) and the City staff will meet with ODOT, North Santiam School District staff and Marion County staff in September to finalize a grant proposal and scope of work. This is a highly competitive statewide program. If ODOT approves a grant, it will be for the 2014-2015 fiscal year and will require a 10% to 15% cash match.

At the September 4th meeting the Council will be asked to approve a Resolution to authorize the grant application.

6. Sidewalk Maintenance Program

Michael Bradley and Mike Brash have been working on a proposal to implement an annual sidewalk inspection and maintenance program in the City. We will propose a program to inspect sidewalks, identify problems and then work with property owners to make repairs. The first focus area will be in the Downtown Area (1st – 3rd, Washington to Water).

At the September 4th meeting, Michael Bradley and I will present a *DRAFT Sidewalk Maintenance Policies and Program.*



CITY OF STAYTON
MEMORANDUM

TO: Mayor A. Scott Vigil and City Councilors
THRU: City Administrator Don Eubank
FROM: David W. Kinney, Public Works Director
DATE: August 20, 2012
SUBJECT: 10th Avenue Project Update & North End Construction

The 10th Avenue project is on schedule to complete work by the end of September.

1. Project Summary

1.1. Construction

North Santiam Paving, Inc. has completed the south end of the project with a few exceptions as described below. Final paving is scheduled to be completed by August 31st. Work is proceeding on the north end.

- 1.1.1 South End (E. Santiam to E. Pine St.):** The E. Santiam Street sidewalk and final AC pavement lift should be completed by August 31, 2012. The detention/retention pond has been excavated, but placement of topsoil and plants will not occur until mid to late September, 2012 (cooler weather will dictate schedule).
- 1.1.2. North End (E. Pine St. to Fern Ridge Rd.):** The City has worked with Marion County, NWNG, SCTC, city crews and Pacific Power to locate and relocate existing underground utilities. NWNG found a leaking gas main and SCTC conduit was cut by a subcontractor.
- a) Fern Ridge Rd – Dawn Drive (44’ curb-to-curb):** This section will be widened from 40’ to 44’. It includes new curbs & sidewalks, 6’ bike lanes, south bound lane and 2 north-bound turn lanes at Fern Ridge Rd. Curbs are installed and sidewalks are ready to be poured. North Santiam Paving will excavate, install new road base and repave this block long section. New storm sewers have been installed.

- b) **Dawn Drive south to Carol Carey property (36' curb-to-curb):** This section is a 36' wide section. It include 2 bike lanes, 2 travel lanes, and a new east-side curb and sidewalk. *The street design was modified to eliminate the east-side retaining wall and sidewalk.* Curbs are installed, sidewalk repair areas are ready to be poured. North Santiam Paving has completed east side excavation. New storm sewers have been installed and catch basins will be poured this week.

- c) **Carol Carey Properties to E. Fir St. (38' curb-to-curb).** This section includes an AC overlay. The pavement will be 2 feet wider so the city can use the existing curbs. A new curb transitions to the 36' section to the north.

2. **Assessments**

Staff does not recommend instituting any assessments for the three properties with non-remonstrance agreements.

As discussed above, the City & HHPR modified the design on the north end to eliminate the east-side retaining wall, eliminate sidewalks on the north end and narrow the pavement section to 36' wide which reduced the amount of the shoulder widening. This reduced the overall total of the assessments to under \$12,000 for all of the properties. When time delays, costs for the assessments and procedural issues were factored in, we concluded the project needed to push forward during July & August.

For the properties who do not have sidewalks, the non-remonstrance agreements will remain in effect. The property owners will be obligated to pay for sidewalk improvements on 10th Avenue if the City requires installation of sidewalks on the east side of 10th Avenue.

RECOMMENDATION

Do not assess properties for any portion of the 10th Avenue project. Therefore no action is required by the City Council.



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor Scott Vigil and the Stayton City Council

FROM: Rebekah Meeks, Pool Manager

DATE: August 20, 2012

SUBJECT: July Pool Monthly Operating Report

SALES

	JULY 2012 SALES	2012-2013 YTD	JULY 2011 SALES	2011-2012 YTD
Swim Lessons	\$ 3,642.25	\$ 3,642.25	\$ 3,707.00	\$ 3,707.00
Daily Receipts	\$ 4,105.16	\$ 4,105.16	\$ 4,162.55	\$ 4,162.55
Pool Rentals	\$ 840.00	\$ 840.00	\$ 707.00	\$ 707.00
Pool Vending	\$ 324.48	\$ 324.48	\$ 305.00	\$ 305.00
Memberships	\$ 3,967.25	\$ 3,967.25	\$ 425.20	\$ 425.20
Sale of Merchandise	\$ 0.00	\$ 0.00	\$ 2,526.13	\$ 2,526.13
Other	\$ 0.00	\$ 0.00	\$.00	\$.00
TOTAL	\$12,879.14	\$12,879.14	\$11,832.88	\$11,832.88

Target revenue above general fund and levy subsidies is **\$108,500**. YTD sales represent approximately **12%** of that target.

ATTENDANCE

Exercise / Therapy	1,523
Lap Swim	561
Open Swim	1,762
Swim Lessons	113
Kiwanis Attendance	0
TOTAL PATRONS GUARDED	3,959



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Louise Meyers

DATE: August 20, 2012

SUBJECT: Library Director's Report, July Activities

Updates:

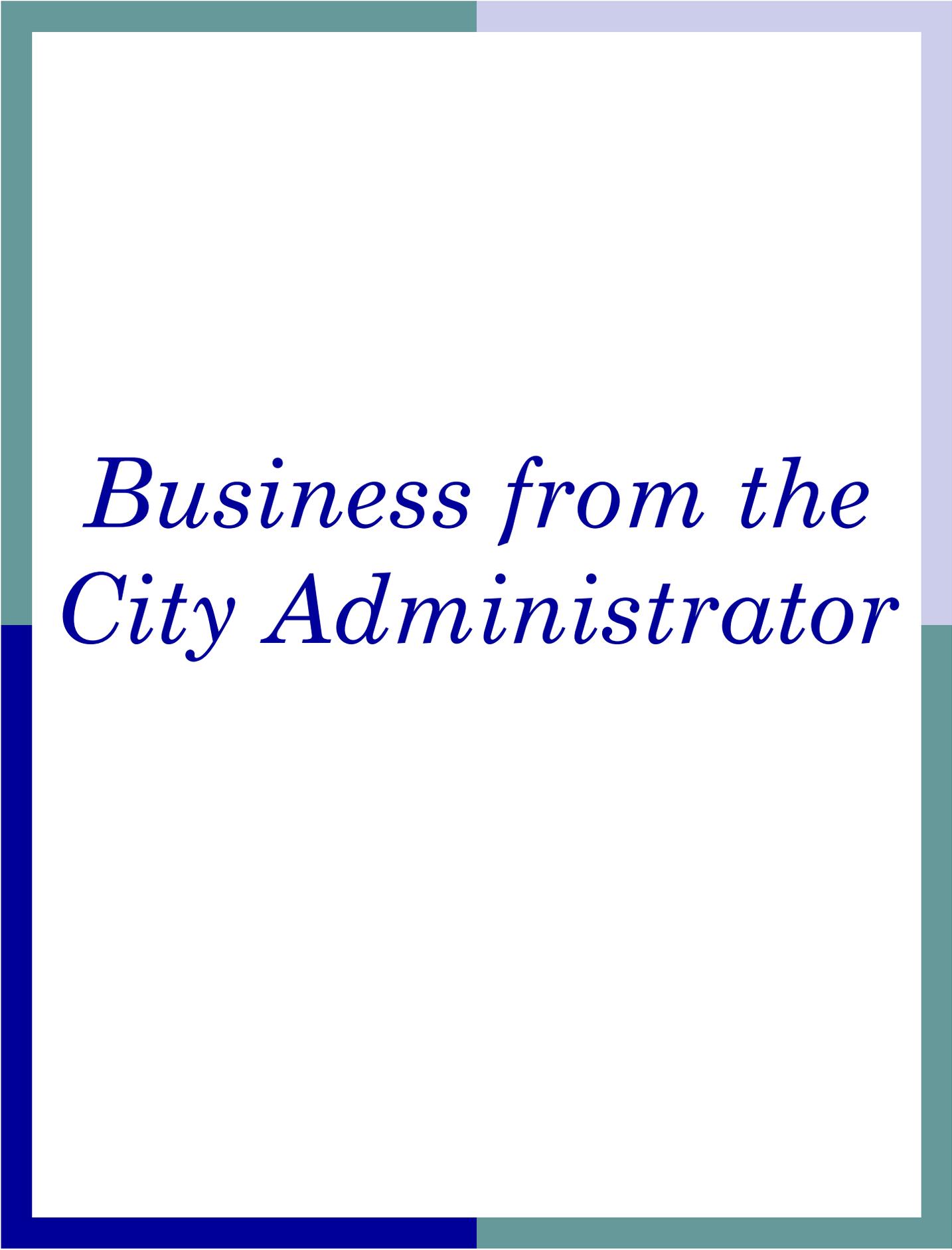
The annual Summer Reading program has come to an end with a final party on August 2nd for the children who had met the reading goal. They received free books, a bag and other prizes, and played games outdoors. More than 630 children registered this year, an increase from last year's total of 535. Over 1660 children and adults attended programs at the library. The noon-fiction program called Travel the Universe with Dewey, had 1,113 entries, each representing a book read by a child in the Summer Reading Program.

The Teen summer Reading program was also a success, with 142 teens registered. 99 adults also signed up to keep track of reading for a chance to enter raffle drawings. Prizes donated by local business were given to the winners in both programs.

Work on the library's meeting room enhancements have begun. This work is funded by a grant from Trust Management in partnership with the Library Foundation, the City of Stayton, and City County Insurance to bring the space and the parking area into ADA compliance.

2012 - 2013 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2011-12	2012-13 YTD	% Change	
CHECKOUTS	13,918												13,977	13,918	0%	
INCOME Received																
Non-resident cards	1,046												1,008	1,046	4%	
Fines: overdue books	866												1,258	866	-31%	
Room fees	109												210	109	-48%	
Fees--cards and lost books	776												675	776	15%	
													Total	3,151	2,797	-11%
REFERENCE QUESTIONS																
Reference questions	559												420	559	33%	
Telephone	302												252	302	20%	
													Total	672	861	28%
INTERNET USE																
	1,946												1,775	1,946	10%	
PROGRAM ATTENDANCE																
Children/teens	827												930	827	-11%	
Adults	350												423	350	9%	
Outreach	57												75	57	-24%	
													Total	1,428	1,234	-14%
MEETING ROOM ATTENDANCE																
	1,278												1,278	1,217	-5%	
PATRON VISITS																
	9,383												8,681	9,383	8%	



*Business from the
City Administrator*



MEMORANDUM

TO: Scott Vigil and Stayton City Councilors

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

DATE: August 20, 2012

SUBJECT: Informational: Stayton Police Officers Association and Management cost of living increase (COLA) July 1, 2012 and January 1, 2013

BACKGROUND INFORMATION:

The Stayton Police Officers Association (SPOA) has negotiated a new union contract that was discussed earlier this evening in Executive Session. The SPOA has agreed to a Cola increase for July 1, 2012 of 1.8% and an increase January 1, 2013 of 1.8%.

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 this years COLA was awarded at 3.6%.

Unless there are objections, staff will process the necessary documents to award the Management COLA and the SPOA COLA as 1.8% July 1, 2012 and 1.8% January 1, 2013.

Stayton/Sublimity Chamber of Commerce

175 E. High St Stayton Oregon 97383

(503) 769-3464 FAX (503) 769-3463

e-mail: sscoc@wvi.com website: staytonsublimitychamber.org

City Council and Mayor Vigil,

The Stayton/Sublimity Chamber of Commerce would like to thank the City of Stayton for their work in getting the light poles along historic 3rd Ave. painted. The new black really looks sharp! We are glad that the look can be updated until such time comes that they can be replaced. There is a spirit of expectation for community & celebration as the improvements move 3rd Ave. to being refreshed. We would also like to thank the following business entities that made partial donations of goods and services which made it possible to keep within the city budget:

Morton Contracting, Jefferson, Oregon (prime contractor)

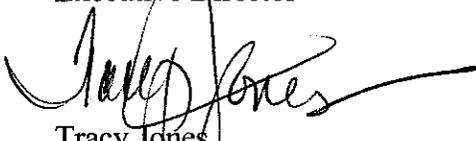
Sherwin Williams Paints, Salem, Oregon (paint donation, Lancaster location)

Sunbelt Equipment Rentals (boom lift donation)

Sincerely,



Kelly Schreiber
Executive Director



Tracy Jones
Main Street Committee Chair