



# AGENDA STAYTON CITY COUNCIL MEETING

Tuesday, September 4, 2012

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

**CALL TO ORDER**

**7:00 PM**

**Mayor Vigil**

**FLAG SALUTE**

**OATH OF OFFICE**

a. Oath of Office for New Councilor Emily Gooch by Mayor Scott Vigil

**ROLL CALL/STAFF INTRODUCTIONS**

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

a. Pool Maintenance Closure Presentation by Rebekah Meeks, Pool Manager

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.*

**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.

**CONSENT AGENDA**

a. August 20, 2012 City Council Meeting Minutes

b. Resolution No. 892, Issuance and Sale of City of Stayton Wastewater Revenue Bond for \$8,316,000 to the USDA for the Wastewater Treatment Plant Project

c. OLCC Change of Ownership – Rif's Food & Spirits

d. OLCC Change of Ownership Reversal – Stop-N-Save

***Purpose of the Consent Agenda:***

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

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

**PUBLIC HEARING – None.**

**UNFINISHED BUSINESS**

**Social Media Policy and Implementation of City of Stayton Social Media Sites                      Action**

- a. Staff Report – Alissa Angelo
- b. Council Deliberation
- c. Council Decision

**NEW BUSINESS**

**Resolution No. 893, Transportation Enhancement Grant Application                      Action**

- a. Staff Report – David Kinney
- b. Council Deliberation
- c. Council Decision

**STAFF/COMMISSION REPORTS**

**Public Works Director’s Report – David Kinney                      Informational**

- a. Public Works Project Update

**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**

**BUSINESS FROM THE MAYOR**

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS**

- a. Solicitor Licenses

**ADJOURN**

# CALENDAR OF EVENTS

## SEPTEMBER 2012

<b>Monday</b>	<b>September 3</b>	<b>CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY</b>		
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
<b>Monday</b>	<b>November 12</b>	<b>CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY</b>		
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
<b>Thursday</b>	<b>November</b> <b>22—23</b>	<b>CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING</b>		
<b>Friday</b>				
Monday	November 26	Planning Commission	7:00 p.m.	Community Center (north end)

# *Consent Agenda*

**STAYTON CITY COUNCIL  
MEETING MINUTES  
August 20, 2012**

**CALL TO ORDER**

**7:07 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  
David A. Rhoten, City Attorney  
Alissa Angelo, Deputy City Recorder

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

- a. **Recognition of JBO Junior National State Championship Stayton Angels Baseball**  
**Team:** Mayor Vigil read a letter congratulating the Stayton Angels baseball team for their recent JBO Junior National State Championship win. He also presented the team members with medals for their win.
- b. **Community Advocate Award Presentation:** Mayor Vigil presented Stephanie Jorgensen and Jennifer Niegel with Community Advocate Award certificates. They were nominated by fellow citizens for the volunteer work they do within the community.
- c. **Drug Canine Informational Presentation, presented by Chief Rich Sebens:** Chief Sebens presented a slideshow discussing a drug canine program. The program will be put together through fundraising efforts within the community. On September 23, 2012, local business Where to Start Fitness is hosting a 5k and 8k run to benefit the Stayton Police Department's fundraising for a drug canine program.

Councilor Quigley asked if there is a way to obtain a dog that is able to perform both drug detection and apprehension. Chief Sebens indicated in recent years this has been discouraged because the dog tends to be stronger in one area or the other.

An audience member asked about the work life of a drug detection dog. Chief Sebens stated the work life of a drug detection dog tends to be longer than an apprehension dog.

- d. **Jean Kunis, Santiam Senior Center:** Ms. Kunis is a member of the Santiam Senior Center which has applied for a Community Grant. She gave a brief background on the organization.
- e. **Scott West, 950 E. Burnett Street:** Mr. West is the Scout Master for Troop 50, which has applied for a Community Grant. He covered upcoming Eagle Scout projects the troop is working on.

Councilor Loftus thanked Mr. West for his work with the Scouts. He asked what the Community Grant funding would be used for. Mr. West stated it will be used toward rewards, replacing camping gear, and other needs that support the youth program.

- f. **Donna Jewel, 7185 2<sup>nd</sup> Street, Turner:** Ms. Jewel received a letter from the Planning and Development Director regarding tall grass at the property she owns on E. Jefferson Street. She noted a typographical error in the letter and that the letter was sent to her both first class and certified mail. She felt mailing the letter two times was not necessary and a waste of City funds.

Mr. Fleishman stated he received complaints the previous Friday on two different properties. He visited both properties and drafted letters to each. It is standard protocol to send it first class and certified. He briefly reviewed the requirements stated in the Stayton Municipal Code.

Councilor Loftus asked if Ms. Jewel felt singled out or threatened by the letter. She indicated yes.

In addition, Ms. Jewel provided the Council with photos of other properties that she feels are out of compliance due to tall grass and other code violations.

## ANNOUNCEMENTS

- a. **Additions to the Agenda:** Councilor Loftus stated under Business from the Council, he has an application to read on an issue he has previously discussed.
- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** Councilor Niegel stated she serves on the Board for the Peer Court and will abstain herself from the Community Grant discussion.

Councilor Loftus declared he is a former Boy Scout, but this will not create a bias in his decision on the distribution of Community Grants. He also declared ex parte contact with two of the Community Grant applicants.

Mayor Vigil stated during Business from the Mayor he will be making an appointment to the vacant Council position.

## NEW BUSINESS

### Community Grant Applications

- a. **Staff Report:** Ms. Shaffer reviewed the staff report and Community Grant Applications included in the Council packet.

Mayor Vigil asked if contact was made with past recipients about the funding being available again. Ms. Shaffer explained the notification process for past grant recipients done by staff.

Councilor Quigley asked if the Community Grant application was available on the City's website. Ms. Shaffer stated yes.

- b. **Council Deliberation:** Councilor Loftus offered a proposal to split the funding between the Boy Scouts, Peer Court, Santiam Senior Center, and the YMCA. He stated his primary concerns are toward kids and seniors.

Councilor Quigley asked what happens to the remaining funds if they are not all distributed this evening. Ms. Shaffer stated the funding will be held and if not distributed before the next budget year, can be carried forward into next years grant fund.

Mayor Vigil proposed splitting up the grant funds as follows:

- \$500 to Boy Scout Troop 50
- \$1,700 to Santiam Youth Peer Court
- \$1,000 to the Santiam Family YMCA
- \$800 to the Santiam Heritage Foundation
- \$1,000 to the Santiam Senior Center

Councilor Loftus asked if funding should also be considered for Community Grant applicant North Santiam Canyon Economic Development Corp. He suggested reducing the proposed funding for the Santiam Heritage Foundation, and assigning that amount to the North Santiam Canyon Economic Development Corp. Mayor Vigil suggested reducing the Heritage Foundation to \$500, and assigning \$300 to the North Santiam Canyon Economic Development Corp.

Councilor Loftus and Councilor Quigley stated they would like to see some grant funding be left in reserve.

Councilor Porter spoke about delaying the decision until later in the meeting. Mayor Vigil felt they should move forward with the decision at the current time.

Councilor Quigley stated if the full \$5,000 was to be distributed, he would like to see it assigned as follows:

- \$500 to Boy Scout Troop 50
- \$1,500 to Santiam Youth Peer Court
- \$1,000 to the Santiam Family YMCA
- \$500 to the North Santiam Canyon Economic Development Corp.
- \$500 to the Santiam Heritage Foundation
- \$1,000 to the Santiam Senior Center

c. **Council Decision:**

**MOTION:** From Councilor Loftus, seconded by Councilor Quigley, to award the Community Grant funding as follows:

- \$500 to Boy Scout Troop 50
- \$1,600 to Santiam Youth Peer Court
- \$500 to the North Santiam Canyon Economic Development Corp.
- \$600 to the Santiam Family YMCA
- \$400 to the Santiam Heritage Foundation
- \$800 to the Santiam Senior Center

The remaining balance of funding will remain in contingency.

Council Discussion

Councilor Quigley asked if the Santiam Senior Center was the only applicant who submitted a second application for additional funding later in the year. Ms. Shaffer stated the Senior Center and Heritage Foundation had. Councilor Niegel stated the PTC had.

Mayor Vigil suggested increasing the funding to the Santiam Family YMCA, Santiam Heritage Foundation, and Santiam Senior Center by \$100 each.

**Councilor Loftus withdrew his motion; Councilor Quigley withdrew his second to the motion.**

**MOTION:** From Councilor Loftus, seconded by Councilor Quigley, to award Community Grant funding as follows:

- \$500 to Boy Scout Troop 50
- \$1,600 to Santiam Youth Peer Court
- \$500 to the North Santiam Canyon Economic Development Corp.
- \$700 to the Santiam Family YMCA
- \$500 to the Santiam Heritage Foundation
- \$900 to the Santiam Senior Center

The balance of \$300 will remain in contingency. **Motion passed 3:0 (Councilor Niegel abstained).**

**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.**

**MOTION:** From Councilor Niegel, seconded by Councilor Quigley, to adopt the Consent Agenda. **Motion passed 3:0 (Councilor Loftus did not vote).**

## **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.**

- a. **Commencement of Public Hearing at 8:02 p.m.**
- b. **Staff Report – Dan Fleishman:** Mr. Fleishman reviewed the staff report regarding the City-initiated annexation of land, which was included in the Council packet.
- c. **Proponents' Testimony:**  
**William Martinak, 15556 Coon Hollow Rd., Stayton:** Mr. Martinak is from JNCW Family LLC. He gave a brief history on the property, his purchase of the property, and what he has done to develop it over the past several years.
- d. **Opponents' Testimony:**  
**Brent Stephenson, Santiam Water Control District (SWCD), 284 E. Water Street:** Mr. Stephenson spoke about the concerns of the SWCD. He stated he has been unable to get an answer of if and when proper facilities for the development will be built. Mr. Stephenson entered into the record his comments in written form.
- e. **General Testimony:** None.
- f. **Questions from Public:** None.
- g. **Questions from Council:** Councilor Loftus asked Mr. Martinak about the facilities that have been constructed on the property to date. He also asked if the City had laid out conditions that the developer has to meet. Mr. Martinak spoke about the facilities that have been constructed and stated he is currently in negotiations with the City on the conditions he must meet. There was also discussion of costs for improvements required by the City.

Councilor Loftus asked Mr. Stephenson if he knew the original reason for the construction of the ditch. Mr. Stephenson explained the background of why the ditch was built. He also spoke about how the lack of past City planning has created storm water issues in the area.

Councilor Loftus spoke about a recent case in the news about a man in southern Oregon battling with the State of Oregon about a dam he built and rain water.

Councilor Niegel asked if the adoption of the Comprehensive Plan will affect what Mr. Martinak is required to do for his subdivision. Mr. Fleishman stated he couldn't think of anything in particular that will affect the subdivision.

Councilor Loftus asked if there is anything that would prevent Mr. Martinak from moving forward with a Planned Unit Development. Mr. Fleishman stated a Planned Unit Development is an option. The Planning Commission's Conditions of Approval from 2006 have already addressed the issues brought forth this evening regarding storm water. If the JNCW LLC wants to move forward with something different from the 2006 approved plans,

they will be required to go back to the Planning Commission for a revision to the Conditions of Approval.

Mayor Vigil asked if there has been any discussion to dig the ditch wider to hold a higher capacity of water. Mr. Fleishman spoke about the background and original reasoning behind the ditch being constructed and its use in more recent years.

Councilor Loftus spoke about a recent court decision against FEMA. Mr. Fleishman was familiar with this case and explained the ruling. He stated it is specific to the National Flood Insurance Program and the 100 year flood plain. In Stayton, there are no mapped flood plains along ditches.

- h. **Staff Summary:** Mr. Fleishman stated there is no current contract annexation for this property, as it has expired. Also, it is his belief that there is no reason not to annex this property and he recommends sending this to the voters.

Mr. Kinney added that the annexation must occur prior to any construction of the subdivision on this property.

Councilor Loftus asked Mr. Martinak what his plans are to market this annexation as it goes before the voters. Mr. Martinak stated he will be in contact with the local newspapers to get the word out on the annexation. He added once approved, it is planned to move forward with the subdivision as was laid out in 2006.

- i. **Close of Hearing at 8:58 p.m.**

**UNFINISHED BUSINESS – None.**

#### **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.**

- a. **Staff Report:** None.
- b. **Council Deliberation:** None.
- c. **Council Decision:**

**MOTION:** From Councilor Niegel, seconded by Councilor Quigley, to approve the annexation of the JCNW Family LLC property (Land Use File #5-05/12), adoption the finding and conclusions contained in the draft order, and adopt Resolution No. 890 as presented by staff.

#### Council Discussion

Councilor Porter spoke about the changes that happen around us and the things that try to stay as they are. He continued that while not all problems may be solved, working together may minimize future damage.

**Motion passed 4:0.**

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

- a. **Staff Report:** Mr. Fleishman reviewed the staff report included in the City Council packet.
- b. **Council Deliberation:** Councilor Quigley asked if this will affect anything if all Commission members show up for a meeting. Mr. Fleishman stated the meeting will be held as normal if all five members are present. This change to the SMC will reduce the required quorum to three Planning Commission members.

Mayor Vigil has attempted to find people to serve on the Planning Commission, but has had no luck.

c. **Council Decision:**

**MOTION:** From Councilor Niegel, seconded by Councilor Porter, to approve Ordinance No. 948, amending the number of members and quorum requirement for the Stayton Planning Commission.

Council Discussion

Councilor Loftus commented on the downward trend of the members of the Planning Commission. He feels this is a leadership issue and suggested the next City Council may want to add this to their Council goals.

**Motion passes 3:0 (Councilor Loftus stated present).**

**STAFF/COMMISSION REPORTS**

**Finance Director's Report – Christine Shaffer**

- a. **July 2012 Monthly Finance Department Report:** Ms. Shaffer left the meeting ill. Mr. Eubank stated if there were any questions for her, to let him know and he will share them with Ms. Shaffer.

**Police Chief's Report – Rich Sebens**

- a. **July 2012 Statistical Report:** Chief Sebens briefly reviewed the July 2012 report. Councilor Loftus noted a rise in burglaries, he thought the responsible party was in jail and asked if this was still the case. Chief Sebens stated this person is still in jail and what he is seeing is the residual from that case showing up after the fact.
- b. **National Night Out:** Chief Sebens spoke about the National Night Out event held on Tuesday, August 7. It was a successful event, with approximately 350 people attending the different parks.

**Public Works Director's Report – David Kinney**

- a. **July 2012 Monthly Operating Report:** Mr. Kinney briefly reviewed the monthly operating report.

- b. **Public Works Update:** Mr. Kinney covered the topics in his Public Works update memo. He noted that 6<sup>th</sup> Avenue will be paved the final week of August and will be completed prior to the beginning of the school year.
- c. **10<sup>th</sup> Avenue Project Update:** Mr. Kinney updated the Council on the current status of the project. He explained that the staff does not recommend moving forward with assessments for properties on the east side of 10<sup>th</sup> Avenue. After the July 2, 2012 Council meeting, staff made design changes to narrow the pavement width and eliminate sidewalks and the retaining wall on the east side of 10<sup>th</sup> Avenue from Dawn Drive south to the Carey property. This reduced the project costs and benefits to the affected property owners. With these changes, staff concludes it does not warrant moving forward with the property assessments at this time.

Councilor Loftus asked if the bids for the paving of 6<sup>th</sup> Avenue would be brought before the Council. Mr. Kinney stated for contracts under \$150,000, Council approval is not required. Under the contract law, the City Administrator has the authority to award those contracts under this amount. The contract for paving 6<sup>th</sup> Avenue has been awarded to Cemex, and they will be moving forward with paving.

Councilor Loftus inquired about the City Hall roofing project. Mr. Kinney stated the project is currently out for bid and are scheduled to be opened on August 24. Councilor Loftus asked if there was anything that would preclude the City from putting a geographic limitation on the location of the contractors that can bid on this project. Mr. Kinney stated the contractors staff expects to receive bids from are located anywhere from Salem to Albany. Councilor Loftus he would like to see the bid awarded to a firm located as close as possible to Stayton. Mr. Kinney continued that the type of contractor required for this project needs to have experience with commercial grade flat roofing applications.

Councilor Porter asked about the secondary reason why the curb sweeping amount is included in the monthly report. Mr. Kinney stated the street sweeper collects a form of solid waste which is dumped at the Wastewater Treatment Plant in a concrete bin and then transferred to Coffin Butte landfill. This is a requirement of DEQ to prevent debris from going into the storm sewer and rivers. This is also part of a requirement for the Total Maximum Daily Load (TMDL) plan the City was required to adopt several years ago.

#### **Pool Manager's Report – Rebekah Meeks**

- a. **July 2012 Monthly Operating Report:** Councilor Loftus would like to see a column comparing the current month attendance to the attendance during the previous year, similar to what is done for revenues. Ms. Meeks stated she will add this to future reports.

Councilor Quigley spoke about the current target revenue and if the Pool reached it's 2011-2012 target revenue. Ms. Meeks stated she was unsure of the number and would have Ms. Shaffer contact him with the answer.

Ms. Meeks also spoke about the upcoming 24 hour swim-a-thon taking place on August 22.

Also, the annual closure for maintenance at the Pool will begin on August 31 thru September 16.

### **Library Director's Report – Louise Meyers**

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

Councilor Loftus asked about the addition of a column to Ms. Meyers report. After some discussion, it was determined the column was already there but did not include "\$" signs. Ms. Meyers indicated she will update her report to include "\$" signs.

### **PRESENTATIONS/COMMENTS FROM THE PUBLIC**

- a. **Lee Hazelwood, 1831 E. Pine Street:** Mr. Hazelwood stated there is a traffic issue due to the new retaining wall built at intersection of E. Pine Street and 10<sup>th</sup> Avenue. It has created a sight issue. He also indicated there are high bushes at the intersection of 10<sup>th</sup> Avenue and Fern Ridge Road creating a sight issue.

Mr. Kinney stated he has received other complaints regarding sight issues with the new retaining wall. Once the project is completed, staff and the contractor will be looking at the vision issue. He was unaware and will look at the issue mentioned at the intersection of 10<sup>th</sup> Avenue and Fern Ridge Road.

### **BUSINESS FROM THE CITY ADMINISTRATOR**

- a. **Stayton Police Officers Association and Management cost of living increase (COLA), July 1, 2012 and January 1, 2013:** Mr. Eubank briefly reviewed the informational staff report included in the Council packet. He stated in order to keep the budget stable management staff has not taken their annual merit increases for several years. He feels the management is very deserving of this modest COLA increase.

Councilor Quigley asked how often performance evaluations done; Mr. Eubank stated they are done yearly. He asked if a manager were to perform poorly, would they still receive the COLA. Mr. Eubank stated they would receive the COLA, but not the step increase.

Councilor Loftus stated he objects to management receiving a COLA or step increases. He feels they have not taken responsibility for building a bridge onto property the City does not own.

Mayor Vigil reminded Councilor Loftus there is no decision to be made on this matter. Councilor Loftus pointed out a statement in the informational staff report that stated "Unless there are objections..." and stated he objects.

Councilor Niegel stated for the record she does not have an objection.

Councilor Loftus would like to take no action until the City is notified of the percentage increase for PERS from the State.

Councilor Loftus made a motion to defer this until the first week in November or until a

week after the State releases numbers for PERS. Motion died due to lack of a second.

- b. **Thank You Letter from the Stayton/Sublimity Chamber of Commerce:** Mr. Eubank read a letter staff received from the Stayton/Sublimity Chamber of Commerce regarding the painting of the light poles along 3<sup>rd</sup> Avenue.

#### **BUSINESS FROM THE MAYOR**

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

**MOTION:** From Councilor Niegel, seconded by Councilor Quigley, to appoint Wendy Nau to the Police Advisory Commission. **Motion passed 4:0.**

- b. **Appointment of Emily Gooch to the Vacant City Council position**

**MOTION:** From Councilor Niegel, seconded by Councilor Porter, to ratify to the appointment of Emily Gooch to the vacant Council position.

#### Council Discussion

Councilor Quigley asked Ms. Gooch to speak about why she would like to be a member of the City Council prior to a vote being taken. Ms. Gooch stated she sought out this opportunity on her own free will. She feels this is a way for her to get involved in her community and hopes to represent the community and help others get more involved.

**Motion passed 4:0.**

#### **BUSINESS FROM THE COUNCIL**

- a. Councilor Loftus stated a few months ago he had informed the Council that he had taken some action with Marion County in regards to them signing an agreement for the Willamette Valley Community Care Organization (CCO). The CCO is the Oregon Health Authority's designee in Marion and Polk County. He read a consent form for sterilization, which can be signed by someone ages 15 to 20 years old without parental consent. He is concerned that children have the ability to be sterilized without parental consent and wanted to bring this to the attention of our community.
- b. Councilor Porter suggested bringing the Management COLA back to the Council at the second meeting in September.

#### **FUTURE AGENDA ITEMS**

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

#### **ADJOURN**

There being no further business, the meeting was adjourned at 9:43 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF SEPTEMBER 2012,  
BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

**CITY OF STAYTON**

Date: \_\_\_\_\_

By: \_\_\_\_\_

A. Scott Vigil, Mayor

Date: \_\_\_\_\_

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

Don Eubank, City Administrator

Date: \_\_\_\_\_

Transcribed by: \_\_\_\_\_

Alissa Angelo, Deputy City Recorder

DRAFT



## MEMORANDUM

**TO:** Mayor Scott Vigil and Stayton City Councilor

**FROM:** Christine Shaffer, Finance Director

**DATE:** September 4, 2012

**SUBJECT:** Consent Agenda: Resolution No. 892 providing for the issuance and sale of revenue bonds.

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### ISSUE:

Authorizing the issuance of revenue bonds to payoff the interim financing of \$8,316,000 through Bank of America used to make improvements to the Waste Water Treatment Facility (WWTF).

### STAFF RECOMMENDATION:

Staff recommends adoption of the proposed Resolution No. 892.

### BACKGROUND INFORMATION:

At the July 20, 2009 City Council meeting, the City Council approved the Bond Ordinance No. 912 authorizing the issuance of bonds not to exceed \$10,000,000.

The improvement project at the WWTF has reached substantial completion; USDA Rural Development is ready to move forward with the issuance of bonds in the amount of \$8,316,000 at a rate of 2.75%. The bond rate is 0.50% lower than the rate that was quoted to the City in 2010 when USDA Rural Development presented the City the first Letter of Conditions.

Bond closing is set for September 6, 2012 in Portland, Oregon at the offices of Hawkins Delafield & Wood LLP. Resolution No. 892 has been prepared by Bond Counsel Carol McCoog along with all closing documents. All closing documents have been reviewed and approved by City Attorney, David Rhoten, as well as USDA Rural Development.

### OPTIONS:

1. Adopt the proposed Resolution No. 892 as presented.
2. Reject the proposed Resolution No. 892.

### MOTION(S)

1. Move to approve Resolution No. 892, providing for the issuance of Revenue Bonds.
2. No motion necessary.

**RESOLUTION NO. 892**

**A RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF THE CITY OF STAYTON, MARION COUNTY, OREGON, WASTEWATER REVENUE BOND NO. 1 IN THE PRINCIPAL SUM OF NOT TO EXCEED \$8,316,000 TO THE UNITED STATES OF AMERICA, ACTING THROUGH THE UNITED STATES DEPARTMENT OF AGRICULTURE FOR THE PURPOSE OF PROVIDING A PORTION OF THE COSTS OF IMPROVING THE WASTEWATER SYSTEM, PROVIDING FOR THE FORM AND TERMS OF SAID BOND AND AUTHORIZING THE PAYMENT OF SAME.**

WHEREAS, the City Council (the “City Council”) of the City of Stayton, Marion County, Oregon (the “City” or “Borrower”), pursuant to the authority of Oregon Revised Statutes 287A.150, the Constitution and Laws of the State of Oregon and laws amendatory thereof and supplemental thereto, enacted Ordinance No. 912 on July 20, 2009 (the “Ordinance”) duly authorizing the City to issue wastewater revenue bonds in an amount not to exceed \$10,000,000 to finance a portion of the costs of improvements to the wastewater system, and to fund any necessary reserves and costs of issuance. Collectively, the development, construction, improvements and repairs to the City’s wastewater system and related facilities within the boundaries of the City, are referred to herein as the “Project” and the facilities are collectively referred to herein as the “Facility”; and

WHEREAS, the Ordinance was duly passed as a non-emergency ordinance and no petitions were filed by the electors of the City on or before August 19, 2009, the 30<sup>th</sup> day after the adoption of the Ordinance.

WHEREAS, the United States of America, acting through the United States Department of Agriculture (the “Government”) appropriated \$8,316,000, as set forth in a Letter of Conditions dated June 10, 2010, as amended by the Amendment No. 1 dated August 29 2012 to the Letter of Conditions, to loan that amount to the City at an interest rate of 2.75% per annum for the Project; and

WHEREAS, the City has been directed to proceed in accordance with law to issue the bonds, and concurrently therewith and subsequent thereto the City has commenced negotiations with the Government for financial assistance to improve the Facility; and,

WHEREAS, the Government has indicated a desire to consider financial assistance and as a result, it is necessary to cause the execution and delivery of installment bonds or other evidence of indebtedness to secure any loan or loans made, or insured by the Government and to comply with any requirements, terms, and conditions prescribed by the Government or by Government regulations and to execute contracts or enter into agreements and to take any and all other action as may be necessary, incidental or appropriate to improve the Facility for and on behalf of the City;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAYTON:

SECTION 1. It is necessary to defray a portion of the costs of improving the Facility by obtaining a loan made by the Government in accordance with the applicable provisions of the Rural Development Act of 1972, and the Government has acknowledged that the City is unable to obtain sufficient credit elsewhere to finance the Facility taking into consideration prevailing private and cooperative rates and terms concurrently available.

SECTION 2. The City shall borrow \$8,316,000 and issue as evidence thereof an installment Wastewater Revenue Bond No. 1 (the "Bond") for the full principal amount of the loan. The Bond shall be dated with the date of delivery thereof, and shall be in substantially the following form:

**UNITED STATES OF AMERICA  
STATE OF OREGON  
COUNTY OF MARION COUNTY  
CITY OF STAYTON  
WASTEWATER REVENUE BOND NO. 1**

KNOW ALL MEN BY THESE PRESENTS: The City of Stayton, Marion County, Oregon, hereinafter called the "Borrower", hereby acknowledges itself indebted and for value received promises to pay to the order of the United States of America, acting through the United States Department of Agriculture, hereinafter called the "Government", the principal sum of Eight Million Three Hundred Sixteen Thousand Dollars (\$8,316,000) plus interest on the unpaid principal balance at the rate of 2.75% per annum. The said principal and interest shall be payable in the following installments on or before the following dates:

The sum of \$345,447 on the 6<sup>th</sup> day of September, 2013, and the sum of \$345,447 annually thereafter on the 6<sup>th</sup> day of September until the principal and said interest are fully paid, except that the final installment of the entire indebtedness evidenced hereby, if not sooner paid, shall be due and payable forty (40) years from the date of this bond.

All or part of the outstanding bond installments may be paid in inverse order on any date without premiums.

This bond shall be registered as to principal and interest in the name of the United States of America in an appropriate book in the Office of the Borrower, each registration to be noted on the Bond Registration Certificate attached hereto by the City Administrator of the Borrower and no transfer hereof shall be valid unless made on said book and similarly noted on the Bond Registration Certificate.

Both the principal and interest shall be paid to the United States of America (as such registered holder) at the Government's Office of the United State Department of Agriculture, Rural Development, serving Marion County, Oregon.

Default hereunder shall constitute default under any other instrument evidencing a debt of the Borrower owing to or insured by the Government or securing or otherwise relating to such a debt, and default under any other such instrument shall constitute default hereunder. Upon default the Government, at its option, may declare all or any part of the indebtedness immediately due and payable.

This bond is given as evidence of a loan to the Borrower made by the Government pursuant to the Rural Development Act of 1972, as amended, and shall be subject to the present regulations of the Government or its successor agency not inconsistent with the express provisions hereof.

This bond is authorized and issued by virtue of Ordinance No. 912 enacted by the City Council of the Borrower on July 20, 2009 and by Resolution No. 892 adopted by the City Council of the Borrower on September 4, 2012 (collectively, the "Resolution"), and pursuant to the Constitution and Laws of the State of Oregon, and laws amendatory thereof and supplemental thereto.

This bond and the interest thereon are payable solely from the net revenues of the wastewater system of the Borrower and neither the bond nor the payment of interest impose any general liability upon the Borrower for the payment thereof out of any monies other than net revenues of the wastewater system. It is hereby covenanted by the Borrower that so long as this bond shall be outstanding and unpaid, or until there shall have been set apart solely for that purpose sums sufficient to pay when due the entire principal sum hereof together with interest accrued, or to accrue thereon, the Borrower shall fix and collect charges for wastewater system services, such as to provide revenue sufficient to pay, as the same shall become due, the principal and interest of this bond, and in addition, to pay, as the same become due, the necessary expenses of operating, maintaining, renewing and replacing the wastewater system of the Borrower, from appropriate reserve funds for such purposes and all other obligations and indebtedness payable out of the revenues of the wastewater system.

This bond is exchangeable at the sole expense of the Borrower at any time, upon ninety (90) days written notice, at the request of the registered owner hereof, and upon surrender of this bond to the Borrower at the office of the Borrower for registered bonds of the denomination of \$5,000.00 each, or integral multiples thereof, in the aggregate principal amount equal to the unpaid principal amount of the bond, and bearing interest on the unpaid principal balances at the rate of 2.75% per annum.

It is hereby certified, recited, and declared that all acts, conditions and things required to exist, happen, and be performed precedent to and in the issuance of this bond have existed, have happened, and have been performed in due time, form and manner as required by law, that the amount of this bond, together with all obligations of the Borrower, does not exceed any limits prescribed by the Constitution and Statutes of the State of Oregon and the Resolution of the Borrower.

IN WITNESS WHEREOF, the City of Stayton, Marion County, Oregon has caused this bond to be signed by its City Administrator and attested by its Finance Director, all on the 6<sup>th</sup> day of September, 2012.

**CITY OF STAYTON**  
**MARION COUNTY, OREGON**

By \_\_\_\_\_  
Don Eubank, City Administrator

ATTEST:

By \_\_\_\_\_  
Christine Shaffer, Finance Director

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**BOND REGISTRATION CERTIFICATE**

**CITY OF STAYTON  
MARION COUNTY, OREGON**

**WASTEWATER REVENUE BOND NO. 1**

**DATE: September 6, 2012**

**Registered in name of:  
United States of America**

**By:** \_\_\_\_\_  
Don Eubank, City Administrator

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[End of bond form.]

SECTION 3. The unobligated net revenues of the wastewater system, after payment of the ordinary operation and maintenance expenses thereof, are pledged to the payment of the principal of and interest upon the Bond.

SECTION 4. The City Administrator shall be the custodian of all funds of the Facility and all funds shall be deposited in a bank which is a member of the Federal Deposit Insurance Corporation or in the Local Government Investment Pool. The City Administrator shall execute a Fidelity Bond in an amount not less than \$345,447 with a surety company approved by the Government and the amount thereof shall not be reduced without the prior written consent of the Government. The City Administrator is hereby directed to establish the following accounts into which the current funds of the Bond proceeds, the revenues from the Facility and other income shall be deposited, which accounts shall be continually maintained, except as otherwise provided, so long as the Bond hereby authorized remains unpaid.

(a) Construction Account. The proceeds of the Bond hereby authorized and any interim financing acquired shall be deposited in the Construction Account. Amounts in the Construction Account exceeding \$100,000.00 shall either be secured by the depository bank in advance in accordance with State and Federal law or deposited in the Oregon Local Government Investment Pool. Withdrawal from the Construction Account shall be made only on checks signed by any of the following City officials: the City Administrator or the Finance Director or their designee, as authorized by the City Council, and only for the purposes for which said bond was issued as specified in the estimate of costs. The City's share of any liquidated damages and other monies paid by defaulting contractors or their sureties will be deposited in the Construction

Account to assure completion of the Project. When the construction of the Facility has been completed or all construction costs have been paid in full, any balance remaining in the Construction Account shall be used to pay outstanding installments on the Bond in inverse order without premiums; provided, however, that the proceeds of the Bond deposited in the Construction Account shall be used to retire any interim financing. The Construction Account shall then be closed.

(b) Revenue Account. The wastewater revenues shall be set aside into a separate account to be designated the Revenue Account, and moneys so deposited therein shall be expended and used only in the manner and order as follows:

i. Operations and Maintenance Account (bookkeeping account). There shall be set aside and deposited each month, before any other expenditures therefrom, a sufficient portion of the moneys in the Revenue Account to pay the reasonable and necessary current expenses of operating, maintaining and administering the Facility for the current month.

ii. Debt Service Account (bookkeeping account). After the transfer required in item 1 above, there shall be transferred each month from the Revenue Account or other available funds pledged to the Bond, before any other expenditures or transfer therefrom, and deposited in the Debt Service Account for payment of the annual installment of the bond, a sum equal to at least one-twelfth of the annual installment becoming due on the next succeeding 6<sup>th</sup> day of September. If the City for any reason shall fail to make such monthly deposit, then an amount equal to the deficiency shall be set apart and deposited in the Debt Service Account out of the gross revenues in the ensuing month or months, which amount shall be in addition to the regular monthly deposit required during each succeeding month or months.

Whenever there shall accumulate in the Debt Service Account amounts in excess of the requirements during the next twelve months for paying principal and interest on outstanding bond installments, and in the Operation and Maintenance Account and the Reserve Account hereinafter established, amounts in excess of the requirements thereof, such excess may be used by the City to make prepayments on the bond.

(c) Reserve Account (bookkeeping account). The Borrower shall establish and maintain a Reserve Account. There shall be set aside and deposited in the Reserve Account the sum of \$34,545 annually until there is accumulated in that fund the sum of \$345,447 after which no further deposits need be made into said account except to replace withdrawals.

The Reserve Account shall be used and disbursed only for the purpose of paying the cost of repairing or replacing any damage to the Facility which may be caused by any unforeseen catastrophe and when necessary for the purpose of making payments of principal and interest on the Bond hereby authorized in the event the amount of the Debt Service Account is insufficient to meet such payments. Approval by the Government is required prior to the use of the Reserve Account funds. Whenever disbursements are made from the Reserve Account, the deposits shall be resumed until there is again accumulated the amount of \$345,447 at which time deposits may be again discontinued.

SECTION 5. The Borrower covenants and agrees that so long as the Bond hereby authorized remains unpaid:

(a) The Borrower will indemnify the Government for any payments made or losses suffered by the Government as a result of or in connection with the Facility.

(b) The Borrower will comply with applicable State laws and regulations and continually operate and maintain the Facility in good condition.

(c) The Borrower will impose and collect sufficient rates and charges for use of the Facility to provide for the operation and maintenance thereof and the payments on the Bond hereby authorized and the maintenance of the various funds herein created; that all use of the Facility shall be subject to the full rates prescribed in the rules and regulations of the Borrower; and that no free use of the Facility will be permitted.

(d) The Borrower will maintain complete books and records relating to the operation of the Facility and its financial affairs and will cause such books and records to be audited annually at the end of each fiscal year and an audit report prepared, and will furnish the Government, without request, a copy of each annual audit report. At all reasonable times the Government shall have the right to inspect the Facility and the records, accounts and data of the Borrower relating thereto.

(e) The Borrower will maintain such insurance coverage as may be required by the Government.

(f) The Borrower will not borrow money from any source or enter into any contract or agreement or incur any other liabilities in connection with making extensions or improvements to the Facility, exclusive of normal maintenance, without obtaining the prior written consent of the Government.

(g) The Borrower will not dispose of or transfer its title to the Facility or any part thereof, including lands and interest in lands, by sale, mortgage, lease, or other encumbrance, without the prior written consent of the Government.

(h) The Borrower will cause to be collected such revenues as may be necessary to operate and maintain the Facility in good condition and meet payments on the Bond when the same become due if, for any reason, gross revenues are insufficient.

(i) The Borrower will comply with all federal laws and regulations to maintain the tax-exempt status of Bond interest from Federal income taxation and Oregon personal income taxation.

SECTION 6. If at any time it shall appear to the Government that the Borrower is able to refinance the amount of the Bond then outstanding, in whole or in part, by obtaining a loan for such purposes from responsible cooperative or private credit sources, at reasonable rates and terms for loans for similar purposes and periods of time, the Borrower will, upon request of the Government, apply for and accept such loan in an amount sufficient to repay the Government and will take all such actions as may be required in connection with such loan.

SECTION 7. The City Administrator and the Finance Director or their designee (the "Authorized Representative") are hereby authorized and directed to execute for and on behalf of the Borrower Form RD 400-1, "Equal Opportunity Agreement", Form RD 400-4, "Assurance Agreement", as required by the provisions of Title VI of the Civil Rights Act of 1964, Form RD 1942-47, "Loan Resolution", Form RD 442-21, "Right-of-Way Certificate", Form RD 1942-46, "Letter of Intent to Meet Conditions", Form RD 1910-11, "Applicant Certification Federal Collection Policies for Consumer or Commercial Debts", Form RD 1924-18, "Partial Payment Estimate", Form AD-1047, "Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions", Form AD-1048, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions", and if an RUS development grant is involved, RUS Bulletin 1780-12, "Water or Waste System Grant Agreement", and Form AD-1049, "Certification Regarding Drug-Free Workplace Requirements (Grants)," and to act on behalf of the City and determine the terms of the Bond and to execute any certificates, documents or agreements that the Authorized Representative determines are desirable to issue, sell and deliver the Bond in accordance with this Resolution.

SECTION 9. The Borrower desires and deems it necessary and advisable for the immediate preservation of the health, peace, and safety of the City that this Resolution shall become effective at once, therefore, an emergency is hereby declared to exist and this resolution shall be in full force and effect from and after its passage and approval.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 4<sup>th</sup> day of September, 2012.

**CITY OF STAYTON, OREGON**

Signed: \_\_\_\_\_, 2012      By \_\_\_\_\_  
A. Scott Vigil, Mayor

Signed: \_\_\_\_\_, 2012      ATTEST: \_\_\_\_\_  
Don Eubank, City Administrator

APPROVED AS TO FORM:

By \_\_\_\_\_  
David A. Rhoten, City Attorney



# MEMORANDUM

**TO:** Mayor Vigil and the Stayton City Council

**FROM:** Rich Sebens, Chief of Police *RS*

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

**DATE:** September 4, 2012

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## NEW BUSINESS

**NAME:** Rif's Food & Spirits  
1883 W Ida St  
Stayton, Oregon 97383  
B: (503) 769-2652

## PREVIOUS BUSINESS

**NAME:** Bottle Factory  
1883 W Ida St  
Stayton, Oregon 97383  
B: (503) 769-2652

## PARENT COMPANY

**NAME:** 2 Mingo's LLC

**OWNERS:** Michael & Denise Mozingo  
186 SE Pine St  
Sublimity, Oregon 97383  
P: 503-767-4644

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**ISSUE:**

This application is for a **“Change of Ownership” and “Change of Trade Name Liquor License Application.** Mr. Michael and Denise Mozingo have purchased the Bottle Factory Lounge.

**STAFF  
RECOMMENDATION:**

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

**BACKGROUND  
INFORMATION:**

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

**FACTS AND  
FINDINGS:**

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

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

**MOTION(S):**

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

**FISCAL IMPACT:           N/A**



# MEMORANDUM

**TO:** Mayor Vigil and the Stayton City Council

**FROM:** Rich Sebens, Chief of Police *RS*

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

**DATE:** September 4, 2012

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**BUSINESS**

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

**PARENT COMPANY**

**NAME:** Harjinderjit Inc.

**OWNERS:**

Mr. Jaswant Singh  
2266 Treemont Ct  
Salem, Oregon 97302  
P: 503-569-6657

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**ISSUE:**

On August 6, 2012 the Stayton City Council approved an OLCC license change for the Stayton Stop N Save due to change of ownership.

On August 29, 2012 Mr. Jaswant Singh informed me the business sale did not go through as planned and he will be continuing business under the previous license. There will be no change in ownership or status.

**STAFF**

**RECOMMENDATION:**

It is the recommendation of the Stayton Police Department to accept this cancellation in the request for the "Change of Ownership" and forward the information to the Oregon Liquor Control Commission (OLCC).

**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 reversal of the August 6, 2012 change of ownership decision.

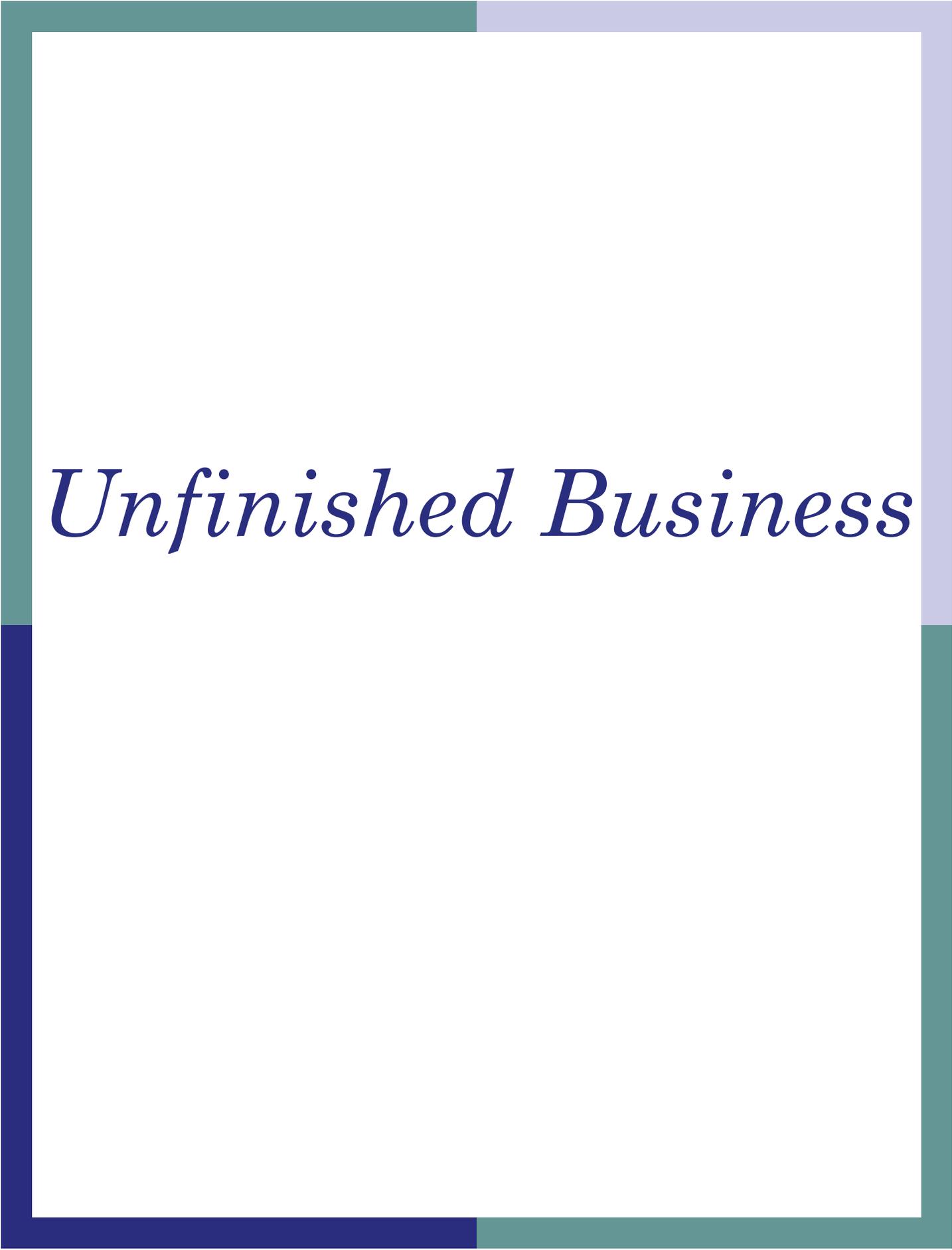
**FACTS AND  
FINDINGS:**

**I have found no legal reason to not revert the license back to its original owner prior to August 6, 2012**

**MOTION(S):**

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

**FISCAL IMPACT:           N/A**



# *Unfinished Business*



**CITY OF STAYTON**  
**M E M O R A N D U M**

**TO:** Mayor Scott Vigil and the Stayton City Council  
**THRU:** Don Eubank, City Administrator  
**FROM:** Alissa Angelo, Deputy City Recorder  
**DATE:** September 4, 2012  
**SUBJECT:** Social Media Policy and Implementation of City Social Media Sites

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**ISSUE**

- A. *Shall the City adopt a Social Media Policy?*
- B. *Shall the City move forward with implementing official City of Stayton Facebook and Twitter accounts?*

**ENCLOSURES**

- 1. Draft City of Stayton Social Media Policy

**BACKGROUND INFORMATION**

At the May 7, 2012 City Council meeting, staff brought an informational staff report to the Council discussing the possibility of implementing an official City of Stayton Facebook page and Twitter Account.

Staff has looked at the possibility of implementing an official City of Stayton Facebook page and Twitter account in order to better reach our citizens. Having these accounts will allow the City to better inform the community of meetings, activities, and communicate effectively during emergency situations.

Finance Director Christine Shaffer has developed a Social Media Policy, which has been reviewed by CCIS and staff. The policy sets standards for how the City's social media sites should be used and maintained. The policy sets the ground work for the use of new

technology and will be updated as new technology is available or case laws impacts the uses and conditions.

Originally, City staff had hoped to implement a Facebook page which did not allow for comments from the public and was to be used strictly for pushing information out to the public. However, in researching and implementing a page we have found this is not possible. While posts directly onto the to the City's Facebook wall can be prohibited, commenting on posts by the City cannot.

Any information posted on the City's Facebook will be via news postings on the City's website. Each post will link back to the official story posted at [www.staytonoregon.gov](http://www.staytonoregon.gov). Also, any posts made to the Facebook page will automatically publish to the City's Twitter account. This will save time and the need to post information separately to each page.

## **OPTIONS**

1. Adopt the Social Media Policy as presented and direct staff to implement official City of Stayton Facebook and Twitter accounts.
2. Adopt the Social Media Policy with changes as directed by Council and direct staff to implement official City of Stayton Facebook and Twitter accounts.
3. Reject approval of a City of Stayton Social Media Policy.

## **RECOMMENDATIONS**

***Adopt the Social Media Policy and direct staff to implement official City of Stayton Facebook and Twitter accounts.***

## **MOTIONS:**

1. Motion to adopt the Social Media Policy and authorize City staff to implement official City of Stayton Facebook and Twitter accounts.
2. Motion to adopt the Social Media Policy as amended and authorize City staff to implement official City of Stayton Facebook and Twitter accounts.
3. Do nothing



## CITY OF STAYTON SOCIAL MEDIA POLICIES & PROCEDURES

These are the official social media guidelines for City of Stayton employees and volunteers. We expect all who participate in social media on behalf of Stayton to understand and follow these guidelines. These guidelines will continually evolve as new technologies and social networking tools emerge. “Social media” signifies the constantly changing trends in the utility and capacity of internet use and design; Stayton employees should routinely check to make sure they are up to date with these trends. Employees who fail to comply with these policies are subject to disciplinary action, including dismissal.

**PURPOSE:** The City of Stayton encourages open and transparent communications with the community. One way to promote this is through social media outlets. This document outlines the rules and guidelines employees should follow when working in social media. Social media examples include blogs, Facebook, Twitter, podcasts, videos, photos, online posts to newspaper articles, etc. Blogs are online journals where users can make comments on these blog posts. Facebook and Twitter are associated with user profiles where people post updates, pictures, discussions, and comments. Podcasts, or webcasts, are digital audio or video files that are released on a regular basis over the internet.

**SCOPE:** This policy applies to all City of Stayton employees or contractors creating or contributing to blogs, social networks, or any other kind of social media on behalf of the City.

### **WHY USE SOCIAL MEDIA?**

- Help achieve City Council goals of “encouraging public involvement in city government” and “providing effective, transparent government”
- Monitor and respond to hot topics and emerging issues timely
- Proactively share information to address current issues and projects
- Expand communication tools with a vast distribution system for content, while broadening and engaging new audiences
- Open up government to encourage citizen participation, strengthen our democracy, and support a civic culture
- Increase transparency of government
- Listen to residents and customers, to enable us to improve City services, programs and practices
- Reach out - go to the conversation, don't wait for it to come to us
- Answer what people want to know

### **GENERAL RULES OF ENGAGEMENT WHEN USING SOCIAL MEDIA**

- **Use official accounts for official business.** When you're conducting official City business, use one of our official accounts. Be sure to use your City email address (not personal email) when responding to citizens. The official City accounts are:
  - The City's web site: [www.staytonoregon.gov](http://www.staytonoregon.gov)
  - The City's Facebook page: [www.facebook.com/cityofstayton](http://www.facebook.com/cityofstayton)
  - The City's Twitter page: [www.twitter.com/cityofstayton](http://www.twitter.com/cityofstayton)
  - Other City accounts may be added over time (YouTube, blogs, etc)

- **Write what you know.** Make sure that you write and post about your area of expertise, as it relates to your position in the City, and that the information you provide is both factual and accurate. Write in the first person.
- **Be transparent.** Your honesty, or dishonesty, will be quickly noticed in social media environments. When blogging or commenting about your work at the City of Stayton, use your real name, identify your City position and be clear about your role in whatever issue you are writing about.
- **Perception is reality.** In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a City of Stayton employee, you are creating perceptions about the City. Be sure all content associated with you is consistent with our work and with the City's values and professional standards. In addition, be aware that when you post something on any site it is a reflection of you as an individual and the City as well. If posting on a personal page or non-City site, you should indicate you are doing so as an individual, not as an employee of the City.
- **Be judicious.** All statements must be true and not misleading and all claims must be substantiated. They must be approved in accordance with this policy before they may be published. What you publish will be around for a long time, and there is no knowing who will read it, so consider the content carefully. **Don't publish anything you wouldn't want your mom, co-worker, clergy, or supervisor to read!**
- **Your responsibility.** What you write is ultimately your responsibility. Participation in social media on behalf of the City is not a right and it therefore needs to be taken seriously and treated with respect. When responding to a request or question, or stating information on behalf of the City, be sure you are the right person in your department to be doing so. When in doubt, consult with the department head.
- **It's a conversation.** Respond to your reader like you'd talk to real people in professional situations. Avoid bureaucratic or formal language. Don't be afraid to bring in your own professional expertise. It is not a debate – don't be combative. You don't need to convince your reader of any particular point of view.
- **Use common sense:** The social media venue may not always be the appropriate one for all situations, particularly where it may not be appropriate for a response to an individual to be widely available on the internet. If a request or response requires a formal reply, letter, or phone call then do so.
- **Be open.** One of the great benefits of social media is the interaction between us (you) and our customers and citizens. Take in ideas. Share relevant feedback and input with colleagues. When in doubt, talk to your supervisor.
- **Are you adding value?** There are millions of words out there. The best way to get yours read is to write stuff people will value. Communication should help our residents, employees, and others in the region. It should be thought-provoking and build a sense of community.
- **Did you mess up?** If you make a mistake, admit it. Be upfront and quick with your correction. If you're posting to a blog, you may choose to modify an earlier post – just make it clear that you have done so.
- **If it gives you pause, pause.** If you're about to publish something that makes you even the slightest bit uncomfortable, don't shrug it off and hit 'send.' Take a minute to review these guidelines and try to figure out what's bothering you, then fix it. If you're still unsure, check

with your department head. Ultimately, the decision about what you publish is yours – as is the responsibility. So, be sure what you respond to you can deliver.

### SOCIAL MEDIA TOPIC TABOOS

Do not write any content or postings that involve or are related to the following:

- Matters in litigation or otherwise in dispute, or that could be in the future
- Non-public information of any kind
- References to illegal or banned substances and narcotics
- Pornographic, sexually-oriented, otherwise offensive or illegal materials
- Unlawful discrimination or harassment based on a characteristic protected by law.
- Defamatory, libelous, offensive, or demeaning material. (Don't engage in a combative exchange.)
- Solicitation of business
- Comments supporting/opposing political campaigns/ballot questions
- Information that might compromise the safety or security of public buildings or activities
- Disparaging/threatening comments about or related to anyone
- **Personal, sensitive or confidential information** of any kind about yourself or others. All city employees administering and maintaining the city's social media sites (like Facebook) must set the privacy settings on their personal profiles so that their personal pictures, news feeds, blogs, status updates, and other similar items are not able to be viewed by the general public. If employees choose not to do so, they will be relieved of access privileges to the city's social media sites.

### OTHER SOCIAL MEDIA POLICIES & PROCEDURES

- All City of Stayton social media sites and content shall be approved by (in order):
  - The City Administrator
  - Department heads and
  - the Information Technology department
- All content shall be published using approved City social networking platform and tools; and administered by the department's designee(s). A designee(s) is the department employee designated by the requesting department head that has a complete understanding of this policy and has appropriate content and technical experience.
- **The responsibility for assuring complete compliance with the provisions of this policy rests with the department head, supervisors, and designees involved.** It is the responsibility of social media users and those engaged in social networking to stay informed regarding City policies related to this activity and to abide by the policies.
- The City reserves the right to restrict or remove any content that is deemed to be in violation of this policy, any other City policy, or any applicable law or that is "off-topic" to the discussion or activity. The department head and/or designee are responsible for refreshing content on an acceptable basis, including removing old posts.
- All City of Stayton social media sites shall adhere to applicable state, federal and local laws, regulations and policies including all Information Technology and Records Management policies

and other applicable City policies. Freedom of Information Act, e-discovery laws, and records retention schedules apply to social media content and must be able to be managed, stored, and retrieved to comply with these laws.

- Typically, city employees shall spend no more than **1.5-2 hours per week** maintaining social media.
- The following items will be included all City social media pages:
  - All social media sites and/or entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Each City of Stayton social media site shall include an introductory statement that clearly specifies the purpose and topical scope of the site.
  - Where possible, social networking sites should link back to the official City of Stayton Internet site for forms, documents and other information.
- Depending on the space limitations of the social media site, this disclaimer message will be included for all City of Stayton created social media formats on the social media site or a link will be provided from the site to the city's webpage:

*“Opinions expressed herein are the personal opinions of the original authors, not of the City of Stayton. The content is provided as a public service and for informational purposes only and is not meant to be an endorsement or representation by the City of Stayton or any other individual or entity. This site is available to the public. No information that you consider confidential should be posted to this site. By posting you agree to be solely responsible for the content of all information you contribute, link to, or otherwise upload to the website and release the City of Stayton from any liability related to your use of the Website. The City of Stayton disclaims liability for advertisements, videos, promoted content or comments accessible from any external web pages.”*

- Again, when in doubt, check in with the City Administrator, Department Head, and/or the Information Technology department.

Thank you for becoming a fan of the City of Stayton. We encourage open and transparent communication with the public.

Comments and input on Facebook are not considered formal public comment but some comments and ideas are shared with City Council and staff for general consideration.

### Comments

1. Comments should relate to the topic being discussed in the original post and not contain spam, advertising, or solicitations; advocate illegal activity or violence; products or political organizations; infringe on copyrights, trademarks or intellectual property rights of others.
2. Comments should not contain abusive or vulgar language, sexually explicit subject matter, hate speech, derogatory terms or offensive content.
3. Comments should not contain personal or defamatory remarks about a person's age, education, ethnicity, race, family status, gender, national origin, class, physical ability or qualities, religion, sexual orientation, thought processes, or personality.
4. A posted comment is the opinion of the poster only and does not imply endorsement or agreement by the City of Stayton, its elected officials or employees.
5. Comments should not endorse candidates or a particular stance on current ballot measures.
6. By commenting, you agree not to misrepresent your identity or affiliation or post libelous/defamatory content.
7. The city reserves the right to determine which comments are unacceptable for this page, and Fans who repeatedly violate this policy may be prohibited.
8. Submission of a comment constitutes acceptance of this policy, which may be revised at any time.
9. Please be advised that due to State of Oregon records retention policies, we are unable to answer questions from this page. Please email [StaytonFacebook@ci.stayton.or.us](mailto:StaytonFacebook@ci.stayton.or.us).

### Page Monitoring

This Fan page is monitored by the City's Administration. The page is monitored Monday through Friday. We strive to reply to comments, questions, and posts within 24 hours.

Posts that are inappropriate and/or objectionable are deleted. Complaints and alerts from users about posts or comments will be reviewed for content violations. If reported posts are found to be objectionable or inappropriate, they will be deleted by the Administrators of this page. For more information on this policy, please contact [StaytonFacebook@ci.stayton.or.us](mailto:StaytonFacebook@ci.stayton.or.us).

You are posting, commenting, and liking as City of Stayton — Change to Alissa Angelo



### City of Stayton

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13



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# City of Stayton

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Official Twitter for the City of Stayton  
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0 FOLLOWING

0 FOLLOWERS

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- Followers >
- Favorites >
- Requests >
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## Tweets



**City of Stayton** @CityofStayton 26 Mar  
 The City of Stayton is accepting bids for the N. 10th Avenue Area Street / Storm Improvements Project. Click below... <fb.me/twVfv2A5>  
 Expand



**City of Stayton** @CityofStayton 26 Mar  
 I posted 6 photos on Facebook in the album "Stayton's Parks" <fb.me/1P9FzjSV>  
 Expand





# *New Business*



**CITY OF STAYTON**  
**MEMORANDUM**

**TO:** Mayor A. Scott Vigil & City Councilors  
**THRU** City Administrator Don Eubank  
**FROM:** David W. Kinney, Public Works Director  
**DATE:** September 4, 2012  
**SUBJECT:** Resolution No. 893 to Apply for an ODOT Transportation Enhancement / Bicycle & Pedestrian Program (TE / OBPAC) grant for Stayton Middle School Area Safe Routes to School improvements.

---

**ENCLOSURES:**

1. Resolution No. 893 - Authorization to Apply for an ODOT TE/OBPAC Grant
2. August 2012 Letter from ODOT inviting Stayton to Submit a Final Application
3. List of Phase 2 Agencies Invited to Submit a Final Application
4. Phase 1 Grant Proposal submitted by City in June 2012
5. Stayton Middle School Safe Routes to School - Project Area Maps

**ISSUE**

The issue before the City Council is whether or not to approve Resolution No. 893 authorizing the City Administrator to apply for an Oregon Department of Transportation (ODOT) Transportation Enhancement / Bicycle & Pedestrian Program (TE / OBPAC) grant application for Stayton Middle School Area Safe Routes to School improvements.

**BACKGROUND INFORMATION**

ODOT will award \$20 million grants for Bicycle/Pedestrian and Transportation Enhancement grants in 2013. The City of Stayton has passed the Phase 1 screening and has been invited to submit a full grant application by December 2012. ODOT will award 25-30 grants will be awarded from the group of 64 who have been invited to submit full grant proposals.

The *Stayton Transportation System Plan*, adopted in 2006, identifies Shaff Rd. as an arterial street and recommends it be upgraded to City standards including a 3-lane section from 1<sup>st</sup> Avenue to Golf Club Road including bike lanes, curbs, gutters, and 6'-8' wide sidewalks. Although Shaff Rd. is a Marion County arterial street, the City and County public works staff agree the City of Stayton should apply for this grant.

The 2012 Stayton Middle School Safe Routes to School Plan provides a more detailed recommendation of pedestrian, bicycle, cross-walk, lighting, and roadway improvements which are needed to provide accessible and safe routes to Stayton Middle School and nearby Regis High School, Stayton High School and surrounding residential neighborhoods.

The Safe Routes to School Plan was developed in partnership with Marion County Public Works, the North Santiam School District (Stayton Middle School Principal Jamie McCarty & Vice-Principal Michael Proctor). In Fall 2011 and Spring 2012, student and parent surveys were conducted regarding the mode of travel students use to get to & from school (walk, bike, bus, car). In addition, school officials, Stayton Police Department staff, Marion County Public Works staff and City of Stayton public works to discuss and review challenges confronting students and drivers getting to and from school. City Engineer John Ashley was retained to prepare concept plans showing prospective improvements near Stayton Middle School. The Stayton Middle School Safe Routes to School Plan was submitted to ODOT in June 2012.

## **PROJECT REPORT & COST ESTIMATE**

The City has asked John Ashley to prepare a more detailed project and budget estimate before a late September meeting with ODOT staff. It will be similar to the project scope, report and budget prepared for the 10<sup>th</sup> Avenue project.

The overall project cost estimate is \$1.7 million to \$2.2 million depending on the project elements which may be included in the final application. The City expects to apply for a grant of \$1.2 to \$1.5 million. If a grant is awarded the City will be required to provide a 10.27% cash match (\$124,000 to \$155,000). Matching funds will be needed in the 2014-15 or 2015-16 fiscal year.

## **STAFF RECOMMENDATION**

In order for the City to submit the application, the TE/OBPAC application process requires the governing body to approve a Resolution authorizing the grant application. Dan Fleishman and I recommend the City Council approve the resolution and authorize staff to prepare and submit a final grant application.

## **OPTION(S)**

1. Authorize submittal of a TE/OBPAC grant application to ODOT for Stayton Middle School Area Safe Routes to School Improvements.
2. Elect not to apply for ODOT TE/OBPAC grant funds.

## **MOTION(S)**

1. Move to approve Resolution No. 893.
2. No motion necessary if Council does not wish to authorize submittal of a grant application.

**RESOLUTION NO. 893**

**A RESOLUTION AUTHORIZING THE CITY OF STAYTON TO APPLY FOR A TRANSPORTATION ENHANCEMENT / BICYCLE AND PEDESTRIAN GRANT FROM THE OREGON DEPARTMENT OF TRANSPORTATION FOR STAYTON MIDDLE SCHOOL AREA SAFE ROUTE TO SCHOOL IMPROVEMENTS.**

WHEREAS, the Oregon Department Transportation (ODOT) is accepting applications for the Transportation Enhancement / Bicycle and Pedestrian Program grants (TE / OBPAC) Grant Program;

WHEREAS, the Stayton Transportation System Plan and the Stayton Middle School Safe Routes to School Plan identify desired public improvements to Shaff Road and surrounding bicycle and pedestrian facilities;

WHEREAS, the City of Stayton desires to upgrade roadway and pedestrian facilities on Shaff Rd. and Gardner Avenue to provide safe routes to school, improved bicycle facilities, upgraded sidewalks, ADA accessible pedestrian routes, streetscape and roadway improvements near Stayton Middle School and along the Gardner Avenue pedestrian corridor to nearby Regis High School, Stayton High School and adjacent residential neighborhoods in the north central portion of the City;

WHEREAS, the TE / OBPAC grants requires a 10.27% match from the City of Stayton;

WHEREAS, a requirement of the ODOT grant application process is that the application include an approved resolution from the governing body authorizing the grant application.

NOW THEREFORE, BE IT RESOLVED that the City of Stayton, through its City Administrator, shall apply for a Transportation Enhancement Grant from the Oregon Department of Transportation for a grant of up to \$1.75 million to make Stayton Middle School Area Safe Route to School Improvements.

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

ADOPTED BY THE STAYTON CITY COUNCIL this 4<sup>th</sup> day of September, 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



# Oregon

John A. Kitzhaber, MD, Governor

**Department of Transportation**

Active Transportation Section

555 13th St NE

Salem, OR 97301-6867

Dave Kinney  
City of Stayton  
362 N 3rd Ave  
Stayton, OR 97383

**RE: TE-OBPAC Combined Solicitation 2012 – Notice of Intent Selection Results  
Stayton Middle School Safe Routes Improvements**

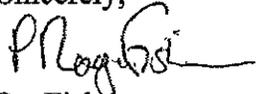
We are pleased to inform you that your proposed project (above) has advanced to Stage Two, the application and scoping phase of the combined solicitation process. Congratulations! Now the hard work begins.

You will soon be contacted by ODOT Active Transportation staff to schedule site visits and to provide information about the stage two application and related project scoping. During site visits and project review meetings in August and early September, ODOT will assist (where needed) in refining the scope, schedule and budget of your project and determining what endorsements, commitments, and other coordination you need to complete or obtain for your application. The application form will be provided in September, after the initial site visits and scoping are complete. Your completed application will be due December 13, 2012.

ODOT received 155 Notices of Intent. The TE-OBPAC advisory committees selected 64 to advance to Stage Two. We expect to award funding to between 25 and 30 projects. Please note that the Transportation Enhancement (TE) program is affected by the recent passage of federal transportation legislation, MAP-21. It's too early to know how the changes will affect this project solicitation, but we do expect changes. We are awaiting program guidance from the Federal Highway Administration and decisions by the Oregon Transportation Commission. We will keep you informed of these developments.

Again, congratulations on advancing to Stage 2. Please contact us if you have any questions.

Sincerely,

  
Pat Fisher  
TE Program Manager  
(503) 986-3528

  
Sheila Lyons  
Pedestrian and Bicycle Program Manager  
(503) 986-3555



## NOTICE OF INTENT Section 1: Project Summary

<b>APPLICANT</b> City of Stayton			
Agency	Public Works Department	Contact	Dave Kinney
Address	362 N 3 <sup>rd</sup> Ave Stayton OR 97383	Title	Public Works Director
		Telephone	503 769-2919
		Email	dkinney@ci.stayton.or.us
<b>CO-APPLICANT</b> (if any)			
Name		Contact	
Address		Title	
		Telephone	
		Email	
<b>PROJECT NAME</b> Stayton Middle School Safe Routes Improvements			
<b>LOCATION</b> (Name of road, street, trail or property; City or County; Begin/endpoints) Shaff Road and Gardner Ave			
<b>PROBLEM STATEMENT</b> — summary (3 lines max.) Stayton Middle School is located at the interesection of Shaff Road and Gardner Ave in Stayton. Lack of bike lanes/sidewalks on Shaff Road and inadequate sidewalks on Gardner results in unsafe conditions for students walking to school.			
<b>PROPOSED SOLUTION</b> — summary (3 lines max.) Through a Safe Routes to School Planning Grant, the City has prioritized improvements to improve safety. Priority 1 projects are bike lane/sidewalks along Shaff Rd. and sidewalks/ped xings on Gardner Ave close to the school.			
<b>TYPE of FUNDS REQUESTED</b> (mark one or more)			
<input type="checkbox"/> State Funds—must be for bicycle/pedestrian facilities within public road right-of-way			
<input type="checkbox"/> Federal Funds—project size must be \$225,000 or more			
<input checked="" type="checkbox"/> Will accept State or Federal funds, or a combination			
<b>ESTIMATED PROJECT SIZE</b>			
<input type="checkbox"/> Less than \$500,000		<input type="checkbox"/> \$800,001 to \$1.2 million	
<input type="checkbox"/> \$500,000 to \$800,000		<input checked="" type="checkbox"/> More than \$1.2 million	
<b>CERTIFICATION</b>			
I certify that <u>the City of Stayton</u> [applicant agency] supports the proposed project, has the legal authority to pledge matching funds, and has the legal authority to apply for State or Federal funds. I further certify that matching funds are available or will be available for the proposed project.			
<b>Signature</b>		<b>Date</b>	
Printed Name Don Eubank		Title City Administrator	

**Project Elements** (mark all boxes that apply to the major elements of the proposed solution)

Bicycle and/or Pedestrian	TE Activity other than Bicycle/Pedestrian
<input checked="" type="checkbox"/> Sidewalks <input checked="" type="checkbox"/> Bike Lanes <input checked="" type="checkbox"/> Street Crossing <input type="checkbox"/> Shared-Use Path  <input type="checkbox"/> Bicycle/Pedestrian Bridge <input checked="" type="checkbox"/> Spot Safety Improvement <input type="checkbox"/> Safety/Education Activity (non-construction) <input type="checkbox"/> Signing, Lighting, Wayfinding  <input type="checkbox"/> New Section or Extension <input type="checkbox"/> In-fill <input type="checkbox"/> Connection to transit or other modes <input type="checkbox"/> Other <u>  /describe/  </u>	<input type="checkbox"/> Property Acquisition <input type="checkbox"/> Scenic easement <input type="checkbox"/> Abandoned RR Corridor <input type="checkbox"/> Scenic or Historic Site  <input type="checkbox"/> Scenic or historic highway programs <input type="checkbox"/> Viewpoint <input type="checkbox"/> Tourist/Welcome Center  <input type="checkbox"/> Inventory, control and removal of outdoor advertising <input type="checkbox"/> Landscaping and other scenic beautification  <input type="checkbox"/> Historic Preservation, or Rehabilitation and Operation of historic transportation buildings, structures or facilities  <input type="checkbox"/> Transportation Museum  <input type="checkbox"/> Environmental Mitigation <input type="checkbox"/> Water Pollution <input type="checkbox"/> Wildlife Mortality Reduction

**Relation to Adopted Plans**

Type of Plan	Relation to Plan		
	Project-Specific	Route/Site Specific	General Goal or Policy
<input checked="" type="checkbox"/> Comprehensive Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Resource Mgmt. Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Trans. System (TSP)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Bicycle/Pedestrian or Trails Master Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Corridor or Byway Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> <u>Safe Routes to School Action Plan</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Coordination Issues**

<input type="checkbox"/> Project located in MPO jurisdiction <input type="checkbox"/> Project on a state highway	<input type="checkbox"/> Property, materials or services contributed by other than the applicant or co-applicant
<input type="checkbox"/> Project on a designated freight route <input type="checkbox"/> Project on land owned by another agency	<input type="checkbox"/> Project on railroad property <input type="checkbox"/> Project within 500 ft. of a railroad crossing

### Applicant and Co-Applicant Information

	Lead Applicant	Co-Applicant																																				
Type of Applicant	<input type="checkbox"/> Certified Local Agency <input checked="" type="checkbox"/> State, Local or Tribal—non-certified <input type="checkbox"/> Federal Agency	<input type="checkbox"/> Certified Local Agency <input type="checkbox"/> State, Local or Tribal—non-certified <input type="checkbox"/> Federal Agency <input type="checkbox"/> Private Organization																																				
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<input type="checkbox"/> TE Program <input type="checkbox"/> Bike-Ped Grant <input checked="" type="checkbox"/> <u>IOF- 10<sup>th</sup> Ave</u> <input type="checkbox"/> <u>[program name]</u> <input type="checkbox"/> <u>[program name]</u> <input type="checkbox"/> N/A -- none																																						

### Ownership Status of project site or right-of-way

<input type="checkbox"/> Fully owned by applicant <input type="checkbox"/> Don't know	<input checked="" type="checkbox"/> Need agreement with ODOT or other public agency <input checked="" type="checkbox"/> Need to acquire property or easements
--	--

### Partners and Contributors

Agency or Organization	Type of Participation
Marion County	<input type="checkbox"/> Financial Contribution <input checked="" type="checkbox"/> Use of Property <input checked="" type="checkbox"/> Staff Time Contribution
	<input type="checkbox"/> Financial Contribution <input type="checkbox"/> Use of Property <input type="checkbox"/> Staff Time Contribution

### Matching Funds

Anticipated Source	Type of Match
City of Stayton	<input checked="" type="checkbox"/> Cash Available Now <input checked="" type="checkbox"/> Future Cash <input checked="" type="checkbox"/> Certified Agency Staff Time <input type="checkbox"/> Donated Property <input type="checkbox"/> Donated Construction Materials
	<input type="checkbox"/> Cash Available Now <input type="checkbox"/> Future Cash <input type="checkbox"/> Certified Agency Staff Time <input type="checkbox"/> Donated Property <input type="checkbox"/> Donated Construction Materials

### Environmental Issues

	Potential Impact or Mitigation Needs evaluation. May need a report, finding, permit or concurrence	Minor Impact or No-Adverse Effect May need concurrence letter or programmatic approval.	N/A or No Effect Not relevant due to type of work or lack of ground disturbance.	Don't Know
Wetlands or Floodplain	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stream Encroachment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Endangered Species	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Other Fish and Wildlife Issues (Habitat, Migration, Nesting)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cultural & Historic Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Public Park or Wildlife Refuge	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hazardous Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Noise and Air Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

### Project Readiness

Project will expand, extend or augment a transportation project already in development.

Similar scope of work successfully completed in a previous phase or previous project nearby.

*[Other Readiness Factor]*

Activity	Status		
	Started	Completed	Not Needed
Planning and public involvement process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Surveying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Permit or Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project design by ODOT staff, a Certified Local Agency or a pre-qualified consultant?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordination with ODOT Region staff	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Coordination with Railroad	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Section 2: Narrative

Do not exceed the allowed space for each section.

**PROBLEM STATEMENT**

*Describe the problem, need or opportunity that compels this request for funding. Is it access or connectivity, safety? Economic or tourism development? Health promotion? Focus on WHY the project is needed, not a description of WHAT work is proposed.*

**Stayton Middle School serves approximately 600 students in grades 4 through 8. A majority of the students are not provided bus service to the school and must walk, bike or rely on their parents for private transportation. The school is located on the north side of the intersection of Shaff Road (minor arterial) and Gardner Ave (collector). There are no sidewalks on the north side of Shaff Rd east of the middle school to Cascade Highway. Sidewalks on the south side of Shaff Rd are narrow and incomplete. Sidewalks on Gardner Ave are narrow. These existing conditions result in students walking in the street, crossing streets multiple times in order to use sidewalks, and creating safety hazards for both pedestrians and drivers. Improperly placed cross walks do not channel pedestrians to cross at safe locations.**

**Lack of safe walking routes results in a large number of students being driven to school by parents, causing heavy traffic congestion near the school during morning and afternoon arrival and dismissal, as well as increased use of fossil fuels and air emissions.**

**PROPOSED SOLUTION**

*Describe the proposed or potential solution. Describe any alternative solutions that will be considered or that have already been considered and rejected. .*

In 2012 the City completed a Safe Routes to Schools planning program and identified a number of possible solutions. Projects were prioritized and this application requests funds for the highest priority projects. This project will provide improved pedestrian access to the middle school by construction of a 6-foot wide sidewalk on the south side of Shaff Road across from the school from Gardner Ave to the west, construction a half-street improvement in include widewalk and bicycle lane on the north side of Shaff Rd along the school frontage to the end of the existing center turn lane to the west, construction of a 6-foot wide sidewalk and curb returns on the south side of Shaff Rd between Gardner Ave and Fern Ave, and construction of an 8-foot wide sidewalk with handicapped ramps on the east side of Gardner Ave from Shaff Rd to Western Ave. These improvements in the street rights of way will be accompanied by on-site improvements at the middle school to the parking and circulation in order to further improve student safety, internal circulation and separate bus traffic from private vehicles.

**(A) SYSTEM BENEFIT**

*How does the project support existing bikeway or walkway systems?  
Does it serve more than one mode of travel, or provide connection between different modes?  
How will this project extend or complete a transportation system, or improve connectivity? Will it improve transportation safety—indirectly or by correcting conditions at a key location?*

This project both supports the city's existing walkway system and will improve transportation safety. Sidewalks are currently missing from the north side of Shaff Rd east of the middle school and directly across from the middle school west of Gardner Ave. Safety will be improved by providing sidewalks for students walking to school. Currently students from east of the middle school must walk in the street or make multiple crossings of Shaff Rd. There are over 200 homes to the east of the middle school and north of Shaff Rd/Fern Ridge Rd that have been built in the past ten years. The City installed an 8' wide AC ped path west of the middle school on the south side of Shaff Rd in 2006. The path dead-ends at an unsafe crossing location. This project will connect that walk with the remainder of the sidewalk system in the City, providing connectivity between a shopping center at the west end of Shaff Rd and the remainder of the City, and improving connectivity between the middle school and the other schools in the community.

**(B) COMMUNITY BENEFIT**

*How does the project support or promote the following assets in the community or area:  
Livability. Economic stability/development. Long-term employment. Healthy, active lifestyles.*

*How does it promote environmental quality, conservation/use of sustainable energy?  
How does it improve safety for pedestrians, bicyclists, or other system users?  
What types of land use will be served (commercial, residential, industrial, schools, parks, major employers)?*

The project will support community livability and promote a healthy active lifestyle. Primary beneficiaries will be middle school students, parents and citizens who attend school programs, sporting events and special events. A Safe Routes to School survey conducted in 2012 indicated safety and traffic concerns were significant reasons for not allowing students to walk to school. This project will promote a healthy active lifestyle by providing safe walking conditions for middle school students and promote community livability by eliminating gaps in sidewalks & unsafe ped crossings.

There are currently no sidewalks on the north side of Shaff Rd, between Cascade Highway and Stayton middle school. Walkways on Gardner Rd. are too narrow; students walk in the street at dismissal. A key section of sidewalk is missing on the south side, across from the middle school.

**(C) USER BENEFIT**

*What is the potential daily use of the project? How was that usage determined?  
 What segments of the population will benefit? Does this include transportation-disadvantaged groups such as minorities, disabled, elderly, and youth?  
 How does the project expand transportation choices?  
 What are the important improvements over current conditions?*

The primary beneficiaries will be middle school students. Stayton Middle School has 600 students in grades 4 through 8. 2012 SRS survey data indicate that 31% walk, 4% use bikes, 22% are bussed, and 42% of students currently are regularly driven to school by parents. Of the students who have asked permission to walk or bike to school, but not been allowed by the parent, more than 60% of parent respondents indicated the perception of safety issues as the primary reason for driving their child. Installation of sidewalks will improve the perception of safety and encourage more parents to allow their children to walk to school. Stayton Middle School also hosts major events (regional high X-country, 4<sup>th</sup> of July, Chamber events, X-mas bazaars, and multiple school sports.) Parking overflows into the neighborhood south of the middle school. Sidewalk, pedestrian crossing and lighting improvements will benefit these community users.

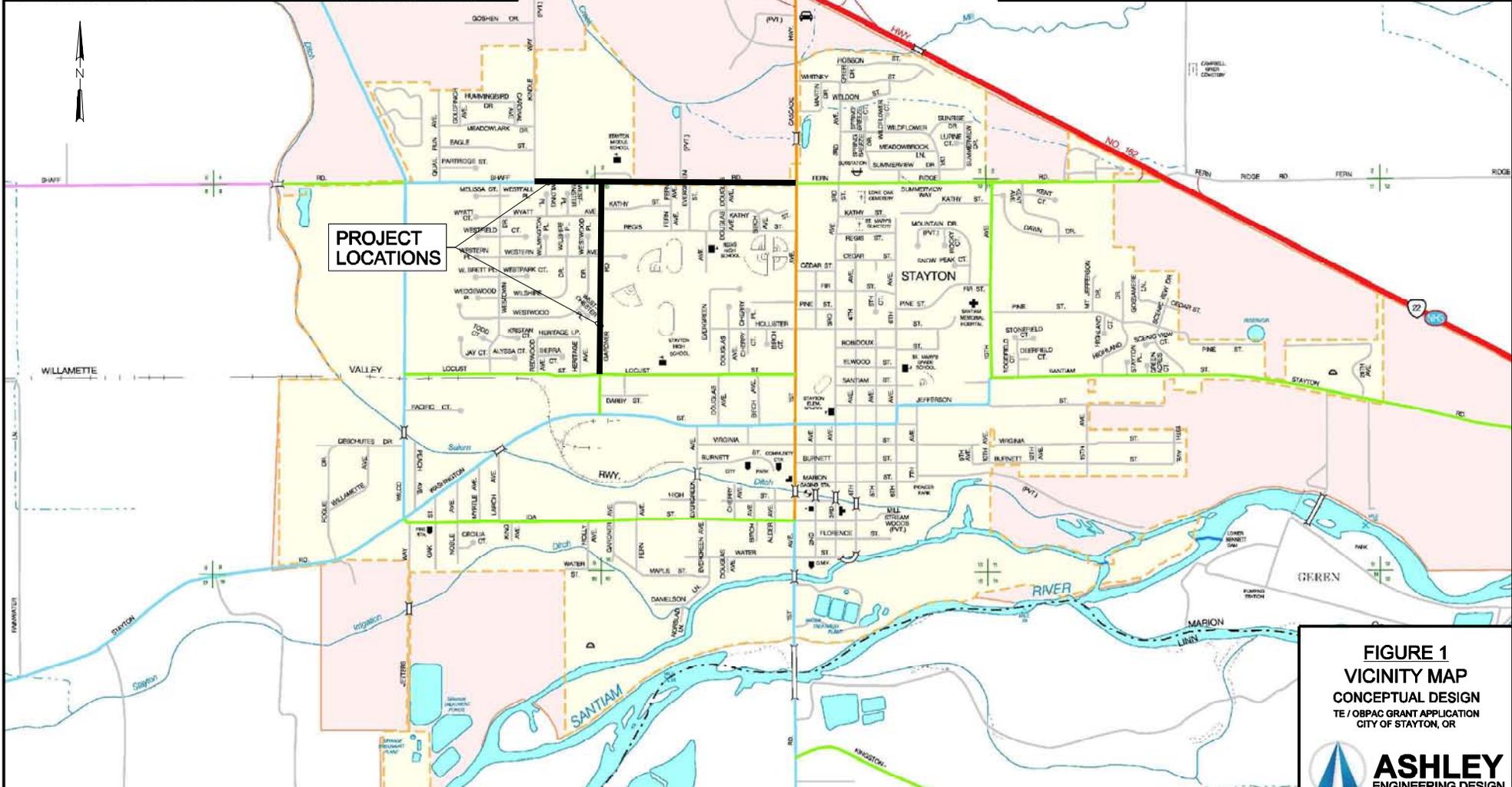
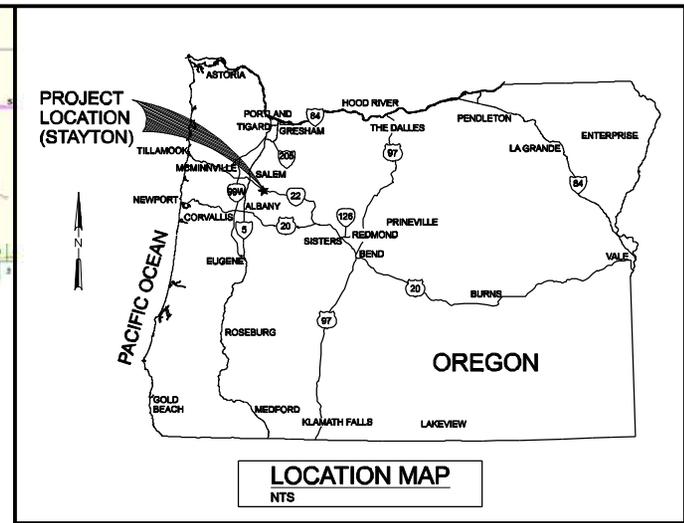
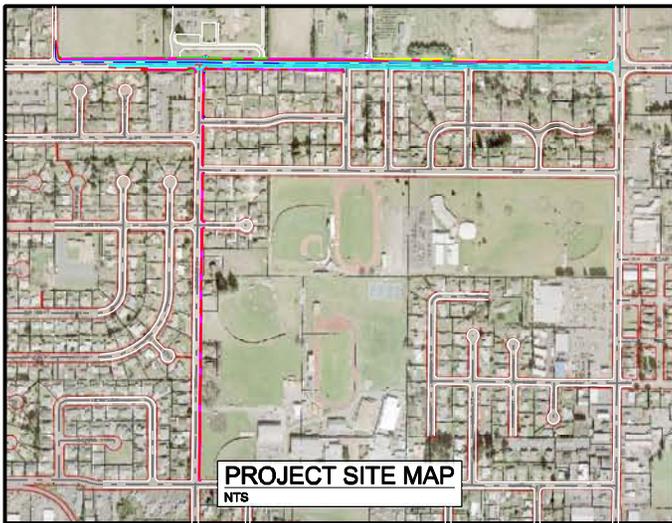
**(D) IMPORTANCE and NEED**

*What is the project's priority within the agency or community, and how is that documented?  
 How is it addressed in adopted plans or policies—consistent, supporting or implementing?  
 Discuss the project's urgency and need in terms of problems or lost opportunities that arise if it is not funded, and how it will be funded if this request is not successful.*

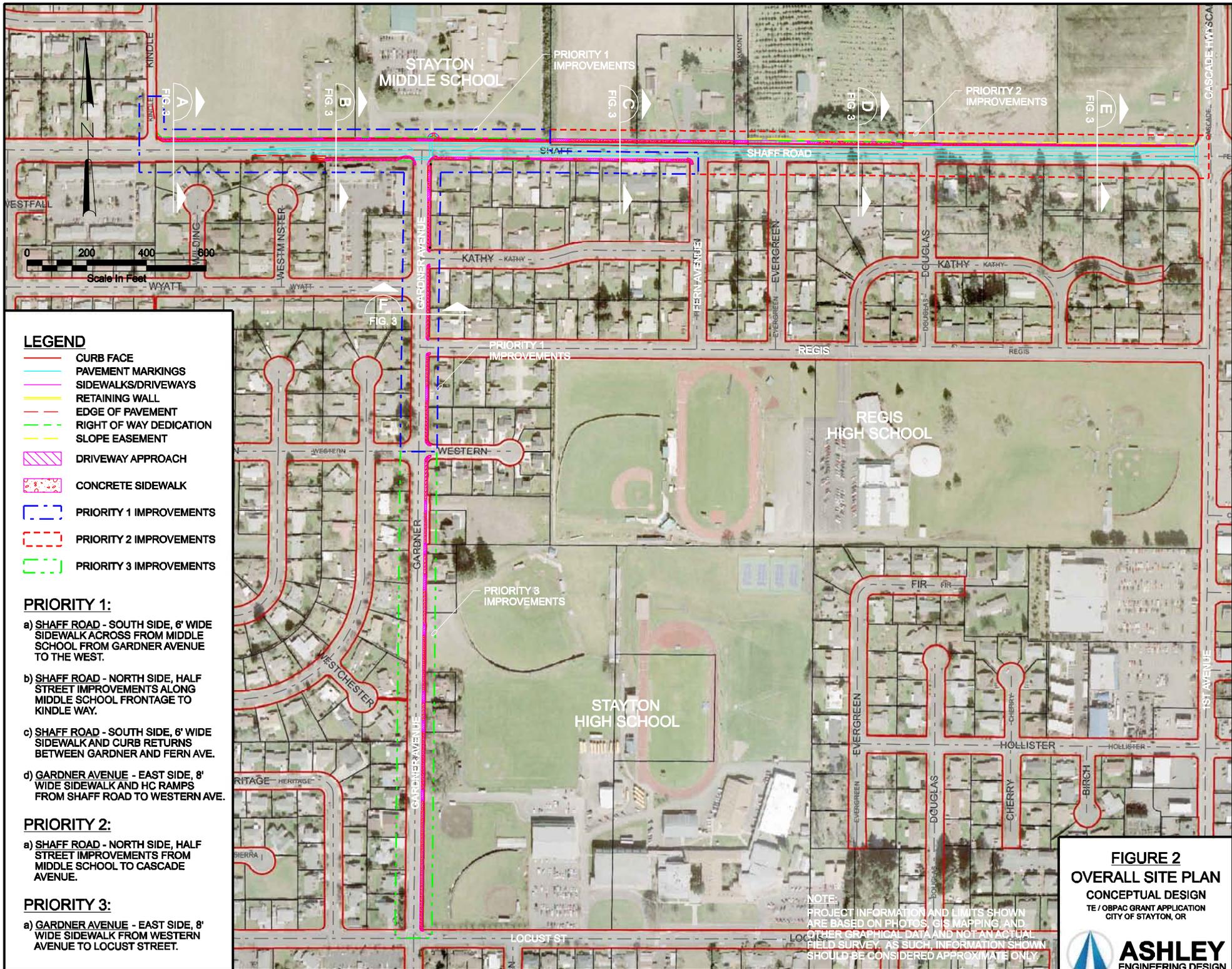
City of Stayton: Shaff Rd. / Gardner Avenue bike & pedestrian improvements are the City's highest priority pedestrian safety project. They are identified in the Stayton TSP and Safe Routes to Schools Action plans.

Marion County: Marion County has identified the Shaff Rd. school crossings as a significant safety concern and strongly supports this proposed improvement. Flashing safety lights were installed 3 years ago.

North Santiam School District: Several near student pedestrian/vehicle accidents have been averted by quick acting crossing guards. As a result safety, parking and on-site pedestrian/bus access improvements at Stayton Middle School have been identified by the North Santiam School District has a high priority are included as one project in a bond proposal to be considered by voters in November 2012.



**FIGURE 1**  
**VICINITY MAP**  
**CONCEPTUAL DESIGN**  
TE / OB/PAC GRANT APPLICATION  
CITY OF STAYTON, OR



**LEGEND**

- CURB FACE
- PAVEMENT MARKINGS
- SIDEWALKS/DRIVEWAYS
- RETAINING WALL
- EDGE OF PAVEMENT
- RIGHT OF WAY DEDICATION
- SLOPE EASEMENT
- ▨ DRIVEWAY APPROACH
- ▨ CONCRETE SIDEWALK
- - - PRIORITY 1 IMPROVEMENTS
- - - PRIORITY 2 IMPROVEMENTS
- - - PRIORITY 3 IMPROVEMENTS

**PRIORITY 1:**

- a) SHAFF ROAD - SOUTH SIDE, 6' WIDE SIDEWALK ACROSS FROM MIDDLE SCHOOL FROM GARDNER AVENUE TO THE WEST.
- b) SHAFF ROAD - NORTH SIDE, HALF STREET IMPROVEMENTS ALONG MIDDLE SCHOOL FRONTAGE TO KINDLE WAY.
- c) SHAFF ROAD - SOUTH SIDE, 8' WIDE SIDEWALK AND CURB RETURNS BETWEEN GARDNER AND FERN AVE.
- d) GARDNER AVENUE - EAST SIDE, 8' WIDE SIDEWALK AND HC RAMPS FROM SHAFF ROAD TO WESTERN AVE.

**PRIORITY 2:**

- a) SHAFF ROAD - NORTH SIDE, HALF STREET IMPROVEMENTS FROM MIDDLE SCHOOL TO CASCADE AVENUE.

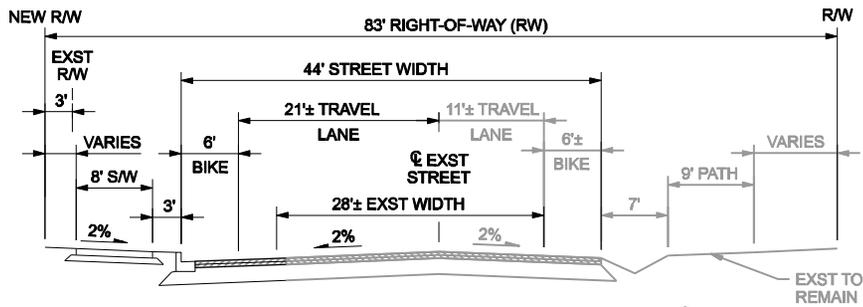
**PRIORITY 3:**

- a) GARDNER AVENUE - EAST SIDE, 8' WIDE SIDEWALK FROM WESTERN AVENUE TO LOCUST STREET.

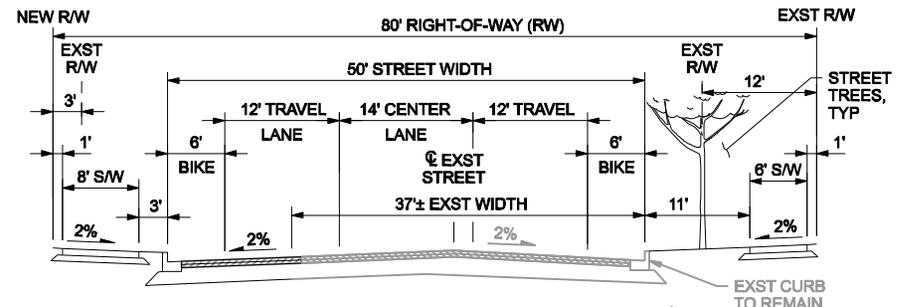
**FIGURE 2**  
**OVERALL SITE PLAN**  
 CONCEPTUAL DESIGN  
 TE / OBPAAC GRANT APPLICATION  
 CITY OF STAYTON, OR



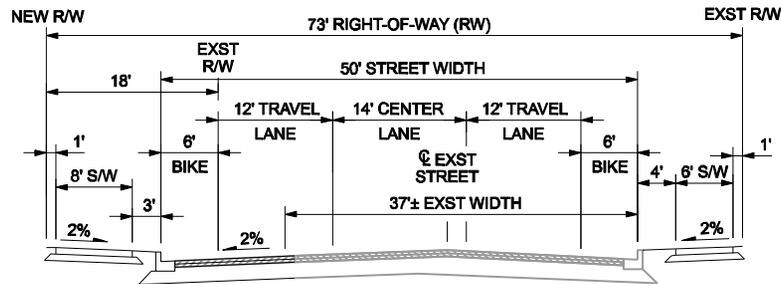
NOTE:  
 PROJECT INFORMATION AND LIMITS SHOWN ARE BASED ON PHOTOS, GIS MAPPING, AND OTHER GRAPHICAL DATA AND NOT AN ACTUAL FIELD SURVEY. AS SUCH, INFORMATION SHOWN SHOULD BE CONSIDERED APPROXIMATE ONLY.



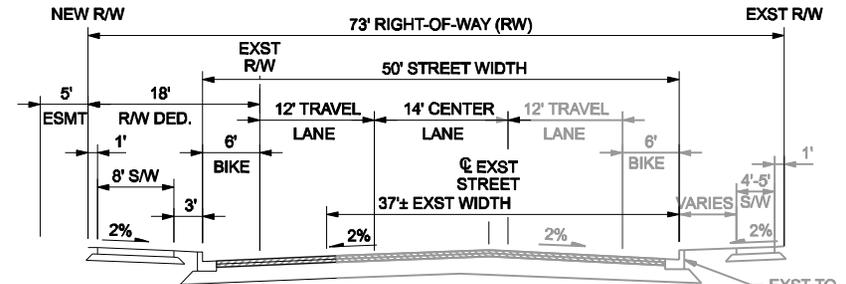
**SHAFF RD. TYPICAL SECTION A**  
NTS FIG. 2



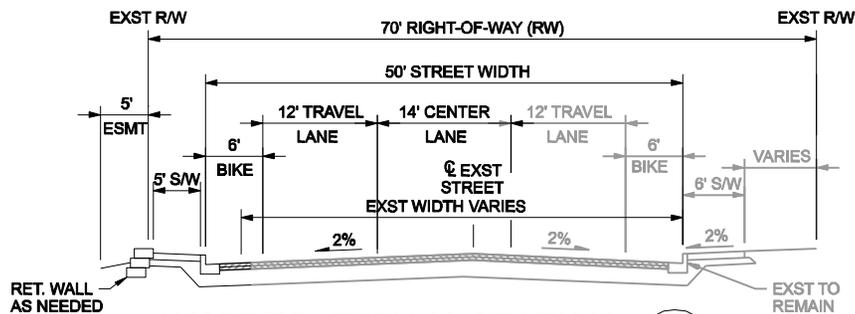
**SHAFF RD. TYPICAL SECTION B**  
NTS FIG. 2



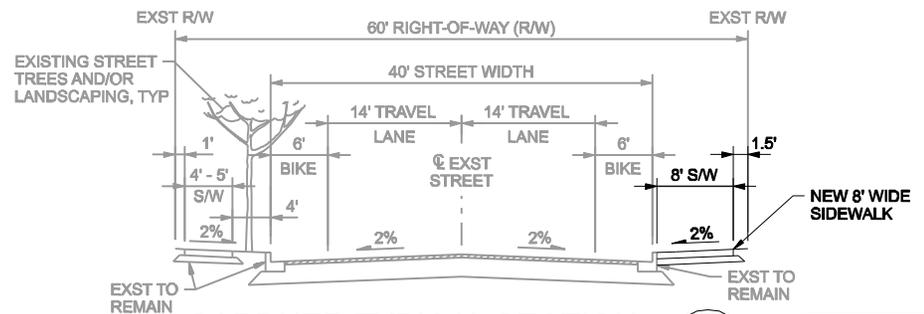
**SHAFF RD. TYPICAL SECTION C**  
NTS FIG. 2



**SHAFF RD. TYPICAL SECTION D**  
NTS FIG. 2



**SHAFF RD. TYPICAL SECTION E**  
NTS FIG. 2



**GARDNER TYPICAL SECTION F**  
NTS FIG. 2

**FIGURE 3**  
**TYPICAL SECTIONS**  
CONCEPTUAL DESIGN  
TE / OBPAK GRANT APPLICATION  
CITY OF STAYTON, OR



APPLICANT		PROJECT NAME				
APP#	APPLICANT	Region	District	State HWY	ACT	MPO
9	Beaverton	1	2B	No	JPACT	Metro
49	Fairview & Multnomah County	1	2B	No	JPACT	Metro
51	Forest Grove	1	2B	Yes	JPACT	Metro
55	Gresham	1	2C	No	JPACT	Metro
60	Hillsboro	1	2B	No	JPACT	Metro
61	Hillsboro & Washington County	1	2B	No	JPACT	Metro
62	Hood River (Port)	1	2C	No	X	no
87	Metro & Portland Parks & Recreation Dept	1	2B	Yes	JPACT	Metro
91	Multnomah County	1	2B	No	JPACT	Metro
100	ODOT Region 1	1	2C	Yes	X	no
103	OPRD (Cazadero)	1	2C	Yes	X	no
107	Oregon City	1	2B	No	JPACT	Metro
109	Portland	1	2B	No	JPACT	Metro
111	Portland & ODOT Region 1	1	2B	Yes	JPACT	Metro
123	Sherwood	1	2B	Yes	JPACT	Metro
136	Tigard	1	2B	No	JPACT	Metro

APPLICANT		PROJECT NAME					Region	District	State HWY	ACT	MPO
APP#											
2	Albany	Albany Multimodal Transit Station Pathway	2	4	No	CW	no				
3	Albany & Benton County	North Albany Path Project	2	4	Yes	CW	no				
5	Astoria & ODOT Region 2	Hwy 202 Bicycle and Pedestrian Improvements	2	1	Yes	NW	no				
12	Benton County	Corvallis to Albany Trail: Scenic Dr - West Thomton Lake Dr	2	4	No	CW	Corvallis				
22	Chehalem PRD & Newberg	Haworth-Springbrook Pedestrian and Bicycle Improvements	2	3	No	MWV	no				
25	Clatskanie	US Highway 30 @ Bel Air Dr: Pedestrian Activated Traffic Signal	2	1	Yes	NW	no				
26	Columbia County	Crown Zellerbach Trail Extension	2	1	Yes	NW	no				
32	Corvallis	Corvallis Pedestrian Crossings	2	4	No	CW	Corvallis				
33	Corvallis School District & City of Corvallis	Corvallis Safe Routes and School Zone Improvements	2	4	Yes	CW	Corvallis				
38	Depoe Bay	Hwy 101: South of Bridge Streetscape	2	4	Yes	CW	no				
48	Eugene	NE Neighborhoods Livable Streets	2	5	No	Lane	Lane				
50	Florence	Rhododendren Drive Multi-use Path	2	5	No	Lane	no				
52	Gervais	Ivy Street Pedestrian and Bicycle Route	2	3	No	MWV	no				
58	Harrisburg	99E/Peoria Rd: Ped/Bike Connection	2	4	Yes	CW	no				
76	Lane County	Row River Trail at Row River Rd	2	5	No	Lane	no				
84	Marion County (Brooklake)	Community of Brooks Bicycle and Pedestrian improvements	2	3	No	MWV	no				
85	Marion County (Hayesville)	Hayesville Dr NE Bicycle and Pedestrian Enhancements	2	3	No	MWV	SKATS				
92	Newberg & Chehalem PRD	Villa Rd Bike/Ped Improvement Project	2	3	No	MWV	no				

Region 2

APPLICANT		PROJECT NAME					Region	District	State HWY	ACT	MPO
App#											
97	ODOT District 5	City of Florence Three Pedestrian Crossings					2	5	Yes	SW	no
117	Salem	Brown Rd NE Sidewalks and Bike Lane					2	3	No	MWV	SKATS
121	Scotts Mills	First Street Educational Trail					2	3	No	MWV	no
124	Silverton	South Water Street Bicycle and Pedestrian Improvements					2	3	Yes	MWV	no
128	Springfield	Virginia/Daisy Bicycle Boulevard					2	5	No	Lane	Lane
129	St Helens & Columbia County	Gable Rd Bike/Ped Improvements					2	1	No	NW	no
130	Stayton	Stayton Middle School Safe Routes Improvements					2	3	No	MWV	no
141	Veneta	Veneta Bike Path Connector					2	5	No	Lane	Lane
142	Waldport	Bridgeview Trail & Hwy 101 Seawall Improvements					2	4	Yes	CW	no
151	Yachats	Hwy 101 Downtown Streetscape Improvements					2	4	Yes	CW	no
153	Yamhill County	Hagg Lake to McMinnville Rail with Trail					2	3	No	MWV	no
155	Lane County	Bob Straub Parkway: Pedestrian Crossings					2	5		Lane	Lane

APP#	APPLICANT	PROJECT NAME	Region					MPO
			Region	District	State HWY	ACT		
27	Coos Bay	Empire Boulevard Bicycle and Pedestrian Project	3	7	No	SW	no	
28	Coos County	Charleston Safe Bikeway	3	7	No	SW	no	
35	Cow Creek Band of Umpqua Tribe & ODOT Jackson County &	Main street: Wilson St-Stanton Park Sidewalks (Canyonville)	3	7	No	SW	no	
65	Rogue River Greenway	Rogue River Greenway Trail: North River Road Readiness	3	8	No	RV	no	
98	ODOT District 7	Roseburg High School: Green Multi-Use Path & Sidewalk Improvements	3	7	Yes	SW	no	
99	ODOT District 8	Bear Creek Greenway Highway 62 Connection	3	8	Yes	RV	RV	
108	Phoenix	Hwy 99: South Couplet Safe Crossing	3	8	Yes	RV	RV	
115	Roseburg & ODOT District 7	Downtown Roseburg to I-5 Multi-Modal and Streetscape Project	3	7	Yes	SW	no	
131	Sutherlin	Duke Connection Pedestrian Path	3	7	No	SW	no	
23	Chiloquin	Chiloquin 2012 Bicycle/Pedestrian Infrastructure Improvements	4	11	Yes	SCO	no	
40	Deschutes County	Tweed Road Improvements	4	10	No	CO	no	
81	Madras & ODOT Dist 10	US 97/26 - South Y Couplet Enhancement	4	10	Yes	CO	no	
95	ODOT District 10	US97: Gilchrist- Crescent Multi-Use Path	4	10	Yes	SCO	no	
105	OPRD (OC&E)	OC&E Woods Line State Trail- Safety Improvements	4	11	Yes	SCO	no	
126	Sister Ranger District (Deschutes NF)	Sisters-Tollgate Path & Crossroads-Sisters School Path	4	10	c	CO	no	
45	Elgin	OR82: Inkwood St- Cedar Street Use Path (Elgin)	5	13	Yes	NE	no	
101	ODOT Region 5	Wallowa County/ODOT District 13 Bicycle System Improvements	5	13	Yes	NE	no	



*Staff / Commission  
Reports*



**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:** September 4, 2012  
**SUBJECT:** Public Works Update – Informational Items

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

**1. Street Projects**

- a. **6<sup>th</sup> Avenue Paving:** CEMEX completed paving on Tuesday, August 28<sup>th</sup>. Striping should be completed before Tuesday, September 4, 2012 when school starts.
- b. **10<sup>th</sup> Avenue:** North Santiam Paving has completed paving on 10<sup>th</sup> Avenue. Final work on manhole/valve adjustments, sidewalks, striping, and the detention pond will be completed before September 30<sup>th</sup>. Planting may occur in September or may be delayed until October 2012.
- c. **1<sup>st</sup> Avenue – Water Utility Adjustments & Water Main Crossing @ Washington St.**

On Tuesday, August 28<sup>th</sup> the City adjusted water valves in the 1<sup>st</sup> & Washington Street intersection. During the week of September 10<sup>th</sup>, the City & Canyon Contracting will install a new valve and 8” water main across the intersection. We want to get this work done before Marion County paves both travel lanes.

**d. 1<sup>st</sup> 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 17<sup>th</sup> and 18<sup>th</sup>**. The work will take place on the travel lanes only and **at night**. We have asked the County to grind and repave a short section west of the intersection.

## 2. WWTF Facility

- a. **Substantial Completion:** The \$11.3 million wastewater facility upgrade is substantially complete. Slayden completed punchlist items on August 28, 2012. We are now into the 1-year warranty period for the project. Final planting and landscaping will wait for cooler weather in late September.
- b. **Sludge Dryer:** Therma-Flight, the supplier, 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 6-8 weeks to prepare the dryer for regular operations and to perform trouble-shooting during the start-up procedures.

**As of August 29, 2012, the City finds the dryer is substantially complete.** It has successfully completed its 5-day startup (August 22-August 29) and the quality of the dried material meets all performance specifications. Public Works staff has been trained on the sludge dryer operation. During the next month City staff will go through a shake-down phase with City staff operating the equipment. Therma-Flight has agreed to come back for a one-week period in early October 2012 (at their expense) to fine tune the equipment and work with City staff on any operational issues they have. The entire sludge dryer is under a 1-year warranty from Slayden plus the manufacturer's warranty periods. We have negotiated an extended 2-year warranty on the rotary joints which have been problematic during the startup.

- c. **USDA Inspection and Final Closing:** Drew Davis, USDA Project Manager, and Charlotte Rollier, PE, USDA State Engineer toured the plant and conducted their final walk-through inspection of the WWTF on Thursday, August 16, 2012. With the exception of the sludge dryer, which was not fully operable then, they found all work completed per their agreements with the City.

## 3. City Hall HVAC and Roof Repairs

- a. **HVAC System Replacement:** Best Heating has installed the new Heating, Ventilation and Air Conditioning system at the City Hall / Police Department Building.
- b. **Roofing Replacement:** Pfeifer Roofing was awarded the contract to replace the roof at City Hall and the Police Department. A preconstruction meeting will be held on September 6. 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

Work will start during the week of September 10<sup>th</sup>. Some additional electrical and phone conduit work will be completed by either their subcontractor Santiam Electrical or by Stayton Cooperative Telephone Company. Work will be completed by October 15, 2012.