



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 1, 2013
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

- | |
|---|
| <p>5:45 p.m. Executive Session (Community Center Meeting Room) pursuant to ORS 192.660.1(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.</p> <p>6:15 p.m. Executive Session (Community Center Meeting Room) pursuant to ORS 192.660.1(2) (e) to conduct deliberations with persons designated by the governing body to discuss Real Estate Transactions.</p> <p>6:30 p.m. City Council Work Session</p> <p>7:00 p.m. Regular Meeting (Community Center – North End)</p> |
|---|

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. Introduction of New K9 Officer Brodie by Officer Paul Eves

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. June 17, 2013 City Council Meeting Minutes

Purpose of the Consent Agenda:

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

materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

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

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution No. 901, Adopting Fees & Charges for City Services Action

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

STAFF/COMMISSION REPORTS

City Recorder’s Report – Alissa Angelo Informational

- a. City Council Action Minutes

Finance Director’s Report – Christine Shaffer Informational

- a. Cost of Living Increases July 2013

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

- a. Discussion of Interim City Administrator

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Storm System Development Charge Resolution
- b. Mill Creek Assessment
- c. Review of City Charter

ADJOURN

CALENDAR OF EVENTS

JULY 2013

Monday	July 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Thursday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Tuesday	July 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	July 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 29	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2013

Monday	August 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 6	National Night Out	6:00 p.m.	Various City Parks
Wednesday	August 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	August 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	August 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	August 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	August 26	Planning Commission	7:00 p.m.	Community Center (north end)

SEPTEMBER 2013

Monday	Sept 2	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY		
Tuesday	Sept 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	Sept 3	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	Sept 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	Sept 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	Sept 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	Sept 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	Sept 30	Planning Commission	7:00 p.m.	Community Center (north end)

**STAYTON CITY COUNCIL
MEETING MINUTES
June 17, 2013**

CALL TO ORDER

7:00 p.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil
Councilor Henry Porter
Councilor Brian Quigley

Councilor Jennifer Niegel
Councilor Catherine Hemshorn
Councilor Emily Gooch

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Rich Sebens, Police Chief
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
David Kinney, Public Works Director
David A. Rhoten, City Attorney
Alissa Angelo, Deputy City Recorder, excused
Jennifer Russell, Public Works Administrative Assistant
Brenda Kuiken, Wastewater Supervisor

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Proclamation for “Summer of Reading” by Mayor Scott Vigil:** Mayor Vigil read the “Summer of Reading” Proclamation. Marion County Commissioner Sam Brentano discussed the importance of reading and thanked the City for proclaiming the summer of 2013 as the “Summer of Reading”.
- b. **Introduction of New K9 Officer Brodie by Officer Paul Eves:** Postponed to the next meeting.
- c. **Tass Morrison, PO Box 384, Sublimity OR 97385:** Ms. Morrison gave an update on behalf of the North Santiam School District regarding the \$22.85 million 20-year Bond and discussed which projects are coming up.

Councilor Porter asked about the high school project. Ms. Morrison said the high school cafeteria will be getting a new roof.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** None.
- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** None.

CONSENT AGENDA

- a. **June 3, 2013 City Council Meeting Minutes**
- b. **Chemeketa Cooperative Regional Library Service Contract Renewal**

MOTION: From Councilor Gooch, seconded by Councilor Hemshorn, to adopt the Consent Agenda. **Motion passed 5:0.**

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Ordinance No. 955, SMC Chapters 13.16 and 13.20

- a. **Staff Report:** Mr. Kinney discussed the ordinance and the amendments that were made.
- b. **Council Deliberation:** Councilor Quigley asked if the backflow issue had previously been before the City Council. Mr. Kinney stated that it has been before the Council about three years ago.

Councilor Quigley asked about item three and wanted to know why no timeframes were given for water leak repairs. Mr. Kinney gave an example of why there is no timeframe. Mr. Kinney stated that City works with property owners on a case-by case basis. Councilor Quigley asked how a significant leak is defined noting there were no parameters. Ms. Shaffer discussed the water usage and monitoring for leaks. Councilor Quigley asked about the Water Master Plan for water rationing. Mr. Kinney discussed water conservation. Councilor Gooch asked who monitors water use. Ms. Shaffer said the utility billing clerk prints a report monthly, but sometimes the property owners call to inquire why their bill is high.

Mayor Vigil asked if we could put the backflow devices on the water meter. Mr. Kinney stated we are not providing backflow devices and is not aware of a meter that has a one-way check valve built in. Councilor Quigley asked about where the backflow devices were located. Mr. Kinney described their location.

Councilor Quigley asked if Mr. Kinney fixed the enforcement and penalty language. Mr. Kinney said yes.

- c. **Council Decision:**

MOTION: From Councilor Niegel, seconded by Councilor Gooch, to adopt Ordinance No. 955, an Ordinance amending the Stayton Municipal Code Chapters 13.16 “Water Serve” and Chapter 13.20 “Control of Cross Connections.” **Motion passed 5:0.**

Sewer Cleaner Truck Purchase Recommendation

- a. **Staff Report:** Mr. Kinney discussed the purchase of the sewer cleaner truck.
- b. **Council Deliberation:** Councilor Quigley asked if we sold the old vactor truck through State Surplus do they keep a portion of the sale. Mr. Kinney said they do charge a fee. Councilor Porter asked if the new vactor truck would be noisy. Ms. Kuiken stated they are loud

machines, but the new one is a little quieter. Councilor Gooch asked Ms. Kuiken if she purchased the three vehicles. Ms. Kuiken stated that the final vehicle to purchase is the biosolids truck. The City may not have to purchase the truck once the dryer is working properly, so they are trying to hold off on purchasing a new truck. Councilor Porter asked if the dryer was working up to standard. Ms. Kuiken stated it is not, but we are working with the manufacturer on a daily basis and have weekly conference calls and emails trying to get it resolved. Councilor Porter asked what the life estimate was for the new truck. Ms. Kuiken stated the life estimate is 15 years. Mr. Kinney stated life expectancy on the truck equipment is 15 years, not the vehicle. Councilor Quigley asked if use of the truck was weather dependant. Ms. Kuiken said no.

c. **Council Decision:**

MOTION: From Councilor Niegel, seconded by Councilor Quigley, to award the replacement of the sewer cleaning truck to Atlantic Machinery Inc for the total price after demonstrator discount of \$342,778. **Motion passed 5:0.**

Resolution No. 900, Authorizing Changes to the 2012—2013 Budget

a. **Staff Report:** Ms. Shaffer reviewed the changes to the City Budget.

b. **Council Deliberation:** Councilor Quigley asked what would happen if we over spend the additional transfer. Ms. Shaffer stated the issue that caused the over expenditure has been resolved. Councilor Gooch asked if this was a normal procedure. Ms. Shaffer said yes budgets are a best estimate and it is common to have unexpected fees in legal expenses.

c. **Council Decision:**

MOTION: From Councilor Quigley, seconded by Councilor Gooch, to adopt Resolution No. 900, authorizing changes to the adopted 2012—2013 Budget. **Motion passed 5:0.**

STAFF / COMMISSION REPORTS

Finance Director's Report – Christine Shaffer

a. **May 2013 Monthly Finance Department Report:** Ms. Shaffer briefly reviewed her staff report included in the Council packet.

Police Chief's Report – Rich Sebens

a. **May 2013 Statistical Report:** Chief Sebens reviewed his staff report. He is happy to report that traffic accidents are down. This Thursday is the annual Fishing Derby in Detroit. Chief Sebens discussed the East Marion Justice Court shut down proposal. Mr. Sebens is working with other court members and looking for a solution or creating a Municipal Court. Mayor Vigil stated if there was anything the Council could do to help to let them know. Mr. Sebens stated a letter from the Council might benefit the Police Department. Mayor Vigil directed Chief Sebens to draft a letter. Councilor Gooch asked if K-9 Brodie could come early to the next Council Meeting for a meet and greet. Chief Sebens stated he would make those arrangements.

- b. **Prescription Drug Turn-In Drop-Off Box:** Mr. Sebens discussed the grant received for \$1,000 for a permanent prescription drug drop off box.

Public Works Director's Report – David Kinney

- a. **May 2013 Monthly Operating Report:** Mr. Kinney made a small correction to miles of road swept. It should read 192.5. ISERVE is this Saturday June 22, 2013.

Councilor Quigley stated his son would like the rocking horse toy at Community Center Park repaired and the graffiti in the tunnel cleaned up.

Pool Report

- a. **May 2013 Monthly Operating Report:** No discussion.

Library Director's Report – Louise Meyers

- a. **May 2013 Activities / Statistics:** Ms. Meyers discuss the community event held on June 1 for the summer reading program.

PRESENTATIONS/COMMENTS FROM THE PUBLIC – None

BUSINESS FROM THE CITY ADMINISTRATOR

- a. **City Council Action Minutes (Informational):** Mr. Eubank stated that Ms. Angelo has done research on different types of minutes and is trying to get away from verbatim minutes. Samples were provided at the meeting for the City Council to review so they could provide feedback. Ms. Angelo will have samples at a future meeting.

Councilor Porter asked if there were reports on how many people watch the City Council. Mr. Eubank stated they are watched on Channel 5 and online, but did not have numbers.

Councilor Porter asked about the blind spot on Third and Whitney in relation to the produce stand. Mr. Fleishman reported about the development and advised they are working to come into compliance.

Mayor Vigil asked what day YMCA takes over the Pool. Mr. Eubank stated July 1st. Ms Shaffer said the August pool schedule would be honored.

BUSINESS FROM THE MAYOR

- a. **Appointment of Interim City Administrator:** Mayor Vigil scheduled a work session for Wednesday, June 19, 2013 at 6:00 p.m.

BUSINESS FROM THE COUNCIL

Councilor Gooch attended a meeting regarding the CARTS bus program and cultural events. Sublimity has talked with Toes studio to look into pricing for murals. Mayor Vigil stated he would be interested.

FUTURE AGENDA ITEMS

Council Quigley asked that there be a future agenda item to review the City Charter.

ADJOURN

There being no further business, the meeting was adjourned at 8:14 p.m.

APPROVED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF JULY 2013, 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: _____

Jennifer Russell, PW Admin. Assistant

DRAFT



M E M O R A N D U M

TO: Mayor A. Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 01, 2013

SUBJECT: Resolution No. 901 Adopting Fees and Charges for Various City Services

ISSUE:

Updating and consolidating of Fees and Charges schedule.

STAFF RECOMMENDATION:

Staff recommends adoption of Resolution No. 901, which adopts fees and charges for various City services.

BACKGROUND INFORMATION:

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

Administrative/City Wide

Copies		2012-13 Fee	2013-14 Fee
8.5 X 11 or 8.5 X 14	Per side	\$0.50	\$0.50
11 X 17	Per side	\$1.00	\$1.00
Large Format	Per copy	\$15.00	\$15.00
Audio/Digital Recording	Per CD	\$25.00	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00	\$5.00
Video Tapes			
Actual if outsources + admin fee	Per request	\$5.00	\$5.00
Digital Photos	1 st page	\$10.00	\$10.00
Additional pages	Per page	\$5.00	\$5.00
Lien Search	Per search	\$5.00	\$5.00
Fax Transmittals	1 st page	\$5.00	\$5.00
Additional pages	Per page	\$1.00	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00	\$25.00
Billing Administrative Fee		10%	10%
Invoice Late Fee		9%	9%
Mailing cost, cost of item +10%	Minimum	\$2.50	\$2.50
All other services	Per hour	\$35.00	\$35.00

Police

		2012-13 Fee	2013-14 Fee
View Police Report: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Open Records check: 1 st 30 minutes		\$12.00	\$12.00
Each 30 minutes thereafter		\$6.00	\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00	\$10.00
Per page thereafter		\$.50	\$.50
Copies of Digital Photos	1 st page	\$10.00	\$10.00
Per each page thereafter		\$5.00	\$5.00
CD of digital photos	Each CD	\$10.00	\$10.00
Carnival, Amusement Park&Concession	Per Year	\$300.00	\$300.00
Promotional Event	Per Event	\$25.00	\$25.00
Garage Sale	Per Event	\$5.00	\$5.00
Camping Permit	Each	\$10.00	\$10.00
Solicitor	One Year	\$150.00	\$150.00
Each Additional Employee	One Year	\$25.00	\$25.00
Liquor License			
Processing Fee	Per Application	\$100.00	\$100.00
Change of Ownership	Per Application	\$75.00	\$75.00
License Privilege Change	Per Application	\$75.00	\$75.00
Renewal or Temporary	Per Year	\$35.00	\$35.00
Junk Dealers	Per Year	\$50.00	\$50.00

Police Ordinance Bail

		2012-13 Fee	2013-14 Fee
Overtime Parking	SMC 10.12.240	\$10	\$10
Parking Wrong Direction	ORS811.570(1)	\$10	\$10
Parking within 20' of Crosswalk	ORS811.550(17)	\$10	\$10
Parking within 10' of Fire Hydrant	ORS 811.550(16)	\$10	\$10
Parking within 50' of Traffic Control Device	ORS 811.550(18)	\$10	\$10
Displaying for Sale	SMC 10.12.260310	\$10	\$10
Displaying Advertising	SMC 10.12.260310	\$10	\$10
Loading Zone	SMC 10.12.290340	\$20	\$20
Parking on Sidewalk	ORS 811.550(4)	\$20	\$20
Blocking Driveway	ORS 811.550(15)	\$20	\$20
Parking on Bicycle Lane/Path	ORS 811.550(23), 811.550(24)	\$20	\$20
Parking in Alley	SMC 10.12.240	\$20	\$20
No Parking Zone	SMC 10.12.240	\$50	\$50
Disabled Person Zone	ORS 811.615(1)	\$50	\$50
Parking Within Intersection	ORS 811.550(5)	\$50	\$50
Double Parking	ORS 811.550(3)	\$50	\$50
Unlawful Vehicle Storage	SMC 10.40.950	\$50	\$50
Unlawful Repairing, Servicing	SMC 10.12.260	\$50	\$50
Other		\$20	\$20

Planning

		2012-13 Fee	2013-14 Fee
Pre-Application Meeting			
First Meeting	Deposit	Free	Free
Subsequent Meeting within one year of first	Deposit	\$300.00	\$300.00
Application that requires only Staff review	Deposit	\$500.00	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00	\$1300.00
Applications requiring two public hearings			
Comprehensive Plan Map and Zone Chg	Deposit	\$1550.00	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00	1800.00
Major Annexation	Deposit	\$4500.00	\$4500.00
Other Planning Department Applications			
Sign Permits	Per Application	\$25.00	\$25.00
Change of Use Permits	Per Application	\$25.00	\$25.00
Appeals			
Of decisions made by Staff without a public hearing	Per Application	\$250.00	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00	\$500.00
Review Construction Plans	Per Application	\$650.00	\$650.00
Engineering Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs	Actual Costs
Minor Partition	Deposit	\$500.00	\$500.00
Site Development	Deposit	\$750.00	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00	\$4500.00

Library

		2012-13 Fee	2013-14 Fee
Replacement for lost library card	Per card	\$1.00	\$1.00
Key chain library card	Per card	\$1.00	\$1.00
CD or Floppy Disc	Per disc	\$1.00	\$1.00
Printing	Per page	\$0.10	\$0.10
Overdue items			
Books	Per day	\$0.25	\$0.25
DVD	Per day	\$0.50	\$0.50
Bicycle Locks	Per day	\$0.50	\$0.50
Cultural Pass	Per day	\$5.00	\$5.00
Fees			
Reserve books	Per item	\$0.00	\$0.00
Interlibrary loan: mailing & loan cost		Actual cost + \$1.00	Actual cost + \$1.00
Damage or lost materials		Actual cost	Actual cost
Barcode removal	Per item	\$1.00	\$1.00
Lost plastic hanger bags	Per item	\$1.50	\$1.50
Lost or damaged video cases	Per item	\$1.50	\$1.50

Non-resident library Card			
Non-Resident Card	Per family	\$60.00	\$60.00
Out of District Card	Per family	\$70.00	\$70.00
Meeting Room key deposit (after hours)		\$25.00	\$25.00
Cleaning fee (no food or beverage)		\$15.00	\$15.00
Cleaning fee with food & beverage		\$25.00	\$25.00
Fee for civic group, one side	Per hour	\$13.00	\$13.00
Fee for civic group, both sides	Per hour	\$18.00	\$18.00
Fee for Private group, one side	Per hour	\$18.00	\$18.00
Fee for Private group, both sides	Per hour	\$23.00	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00	\$28.00

Public Works

	2012-13 Fee	2013-14 Fee
Water/Sewer Utility Fees		
Water & Sewer Utility Deposit	\$ 75.00	\$150.00
Water Deposit Only	\$ 37.50	\$ 75.00
Sewer Deposit Only	\$ 37.50	\$ 75.00
Water Meter Installation/Connection Charge		
3/4" meter	Actual Costs (\$300 minimum)	Actual Costs (\$350 minimum)
1" meter or larger	Actual Costs	Actual Costs
Late Fee	\$ 15.00	\$ 15.00
Delinquent Shut-off Fee for Non Payment of Bill	\$ 20.00	\$ 20.00
Water On/Off Service Fee	\$ 10.00	\$ 10.00
After hours call out service (After first annual courtesy customer visit)	\$100.00	\$100.00
Water rate	R-858	R-858
Sewer rate	R-859	R-859
Building permits	Marion County	Marion County
Right of Way Permits		
Type 1: Street Tree replacement or installation	No Charge	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit	Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc)	Per Franchise Agt. Or \$40.00	Per Franchise Agt. Or \$40.00
Type 6: Encroachment Permit to use public ROW (for a long term use: awning, billboard, structure, etc)	\$40.00	\$40.00

Facility Rentals

	2012-13 Hourly Rate	2012-13 Cleaning	2013-14 Hourly Rate	2013-14 Cleaning
Community Center				
Civic Organization				
Entire Building	\$17.25	\$80.00	\$18.00	\$80.00
South End	\$12.30	\$50.00	\$14.00	\$50.00
North End	\$8.60	\$30.00	\$10.00	\$30.00
Private Individuals				
Entire Building	\$22.20	\$100.00	\$23.00	\$100.00
South End	\$17.25	\$65.00	\$18.00	\$65.00
North End	\$12.30	\$35.00	\$13.00	\$35.00
Commercial				
Entire Building	\$25.85	\$100.00	\$28.00	\$100.00
South End	\$20.90	\$65.00	\$23.00	\$65.00
North End	\$17.25	\$35.00	\$18.00	\$35.00
Meeting without food are charged the hourly rate plus a \$15.00 cleaning fee	Same as above	\$15.00	Same as above	\$15.00
Non-resident surcharge rent plus	25%	Above rate	25%	Above rate
<i>Other Fees</i>			2012-13 Fee	2013-14 Fee
Key not returned		Per key	\$25.00	\$25.00
Alcohol Beverage Service Permit Fee		Each event	\$50.00	\$50.00
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)		Each event	\$300.00	\$300.00
Security (3 hour Min) (Per Officer)		Per Hour	\$28.00	\$28.00
Cancellation Fee		Each Event	\$25.00	\$25.00
Parks Facilities Rental				
Entire Park, excluding Jordan Bridge & Tennis		Per day	\$500.00	\$500.00
Park Rental Area		Per Hour	\$30.00	\$30.00
Refundable Deposit		Per day	\$500.00	\$500.00
Jordan Bridge		1 st 3 hrs	\$80.00	\$100.00
Each additional hour		Per hour	\$15.00	\$20.00
Electrical Panel Key Deposit (cash/check only)		Per key	\$25.00	\$25.00
Tennis Courts				
Organized Events or Tournaments		Per day	\$100.00	\$100.00
Security (3 hour minimum)		per hour	\$28.00	\$28.00

FISCAL IMPACT:

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

OPTIONS:

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

MOTION(S):

For Option 1: Move to adopt Resolution No. 901, Adopting Fees and Charges for Various City Services.

For Option 2: Move to adopt Resolution No. 901, As Amended, Adopting Fees and Charges for Various City Services.

For Option 3: No motion needed.

Christine Shaffer

From: Randy Cranston [crc@wvi.com]
Sent: Thursday, November 10, 2011 1:54 PM
To: dwkinney@wvi.com; Christine Shaffer
Subject: Note from Randy Cranston

Hi Dave, Christine and Scott,

I just rec'd a final billing notice for a tenant that just moved and their outstanding bill is \$234.08. When their deposit is deducted, that leaves me with a potential liability of \$159.08. It would seem that the deposit level is insufficient to protect the product purchased. The average monthly bill is in excess of \$70 and shut off's occur after that and well beyond. If you don't have the water shut off when the deposit is used up (one month), then it seems like you are unduly penalizing the landlord with the a bill for a product that should have been withheld until past due was brought current. How do we go about either raising the deposit to cover the amount of water used prior to shut off or expediting the shut off time so it falls within the same dollar amount as the deposit? If I can assist in this in any way, please let me know. Thanks,

Randy Cranston

P.S. I don't have an email for Dave at the office or for Scott, so Christine, if you could forward this to their city emails, I would appreciate it. Thanks, R

*Randy Cranston 503-991-0424 Sublimity, Oregon
"Collector of Old Rusty Stuff" and
"Rescuer of Damsels in Distress"*

September 24, 2012

City of Stayton
Attn: Dave Kinney
362 N. 3rd Avenue
Stayton, Oregon 97383-1726

Dear Mr. Kinney:

Every month I receive notices indicating that renters' water and sewer bills are past due, and for which they often already owe more than their deposits will cover. Ultimately, I, as the landlord, am held legally responsible for these bills, which continue to rise until the city shuts the water off at each overdue property. I am required to pay for the ongoing usage by delinquent renters who continue to use their water and sewer, but are unable or unwilling to pay their final bills.

I do not experience this same inequity in Aumsville, simply because this city's required utility deposit of \$180 has, thus far, been sufficient to cover delinquent utility bills until the water/sewer are shut off by the city. Enclosed, please find five recent utility bills, illustrating that I am frequently required to pay for delinquent tenants' water and sewer usage, which is often above Stayton's current \$75 deposit fee.

As discussed this morning, by phone, I am asking that the city of Stayton raise its utility deposits to an amount high enough to cover these delinquencies. I would recommend a ballpark figure of approximately \$200. This will prevent landlords from being unfairly charged for renters' personal living expenses. Thank you very much for your consideration.

Sincerely,

Thomas R. Youmans
(503) 580-9294
995 Olney Street
Aumsville, Oregon 97325

1-18-13

RECEIVED
JAN 24 2013
CITY OF STAYTON

City of Stayton

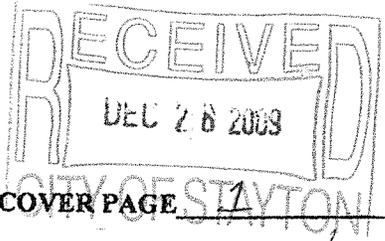
Re: Renters Water Deposits

To Dave Kinney and City Council members:

Each month I receive notice that renters water fees are over due. I know if this person moves, I am responsible to pay any out standing fees due.

I have talked to the city staff about increasing deposits, and turning water off before the bill exceeds the deposit. In January I have gotten two water bills. one for \$239⁸³ + the other \$209²⁶. I would like to see the deposit raised from \$75⁰⁰ to \$225⁰⁰.

Thank You
Jim Crowther
503-910-4848



FAX

DATE: 12-23-09

NO. OF PAGES INCLUDING COVER PAGE: 1

TO: City of Stanton

FROM: G. Michael Gilham/Landlord

ATTN: SANDY

Re: Mick & Mom's Pub
COMPANY: Mick & Mom's Pub

PHONE: 503-769-3425

PHONE: 503-589-4035

FAX: 503-769-1456

FAX: (503) 589-1449 4035

COMMENT: Dear SANDY,

Thank you for your help in answering my questions Re: Landlord's Responsibilities on tenants final water bill. I have deep concerns about the current 75.⁰⁰ deposit not being enough to cover the average \$ 250.⁰⁰ To \$ 300.⁰⁰ monthly usage at Mick & Mom's Pub. I beg of you to put yourself in my position for a moment.

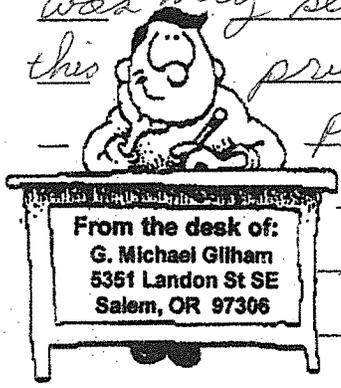
With the economic times as they are, loss of Rent is bad enough without suffering additional financial loss.

Please increase the Water deposit up to \$ 275.⁰⁰ / 300.⁰⁰, perhaps over a Two month period of time. It is also my understanding the final water bill at the Plaza was very slow in getting paid by David Wo. Perhaps this prudent action will address a future problem before it arises.

Thank you again for your intelligent & kind consideration.

Respectfully yours,
G. Michael Gilham Landlord

Signature



RESOLUTION NO. 901

A RESOLUTION ADOPTING FEES AND CHARGES FOR VARIOUS CITY SERVICES

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

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

NOW, THEREFORE,

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

Administrative/City Wide

		2013-14 Fee
Copies		
8.5 X 11 or 8.5 X 14	Per side	\$0.50
11 X 17	Per side	\$1.00
Large Format	Per copy	\$15.00
Audio/Digital Recording	Per CD	\$25.00
Actual if outsourced + admin fee	Per request	\$5.00
Video Tapes		
Actual if outsources + admin fee	Per request	\$5.00
Digital Photos	1 st page	\$10.00
Additional pages	Per page	\$5.00
Lien Search	Per search	\$5.00
Fax Transmittals	1 st page	\$5.00
Additional pages	Per page	\$1.00
Returned Checks/items or Autopay	Per item	\$25.00
Billing Administrative Fee		10%
Invoice Late Fee		9%
Mailing cost, cost of item +10%	Minimum	\$2.50
All other services	Per hour	\$35.00

Police

		2013-14 Fee
View Police Report: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Open Records check: 1 st 30 minutes		\$12.00
Each 30 minutes thereafter		\$6.00
Copies of Police Reports; 1 st 10 pages		\$10.00
Per page thereafter		\$.50
Copies of Digital Photos	1 st page	\$10.00
Per each page thereafter		\$5.00
CD of digital photos	Each CD	\$10.00
Carnival, Amusement Park & Concession	Per Year	\$300.00
Promotional Event	Per Event	\$25.00
Garage Sale	Per Event	\$5.00
Camping Permit	Each	\$10.00
Solicitor	One Year	\$150.00
Each Additional Employee	One Year	\$25.00

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

Police Ordinance Bail

		2013-14 Fee
Overtime Parking	SMC 10.12.240	\$10
Parking Wrong Direction	ORS811.570(1)	\$10
Parking within 20' of Crosswalk	ORS811.550(17)	\$10
Parking within 10' of Fire Hydrant	ORS 811.550(16)	\$10
Parking within 50' of Traffic Control Device	ORS 811.550(18)	\$10
Displaying for Sale	SMC 10.12.260310	\$10
Displaying Advertising	SMC 10.12.260310	\$10
Loading Zone	SMC 10.12.290340	\$20
Parking on Sidewalk	ORS 811.550(4)	\$20
Blocking Driveway	ORS 811.550(15)	\$20
Parking on Bicycle Lane/Path	ORS 811.550(23), 811.550(24)	\$20
Parking in Alley	SMC 10.12.240	\$20
No Parking Zone	SMC 10.12.240	\$50
Disabled Person Zone	ORS 811.615(1)	\$50
Parking Within Intersection	ORS 811.550(5)	\$50
Double Parking	ORS 811.550(3)	\$50
Unlawful Vehicle Storage	SMC 10.40.950	\$50
Unlawful Repairing, Servicing	SMC 10.12.260	\$50
Other		\$20

Planning

		2013-14 Fee
Pre-Application Meeting		
First Meeting	Deposit	Free
Subsequent Meeting within one year of first	Deposit	\$300.00
Application that requires only Staff review	Deposit	\$500.00
Application requiring Planning Commission Hearing	Deposit	\$1300.00
Applications requiring two public hearings		
Comprehensive Plan Map and Zone Map Amendment	Deposit	\$1550.00
Subdivision, Master Plan Development, Site Plan Review that includes Annexation	Deposit	1800.00
Major Annexation	Deposit	\$4500.00
Other Planning Department Applications		
Sign Permits	Per Application	\$25.00
Change of Use Permits	Per Application	\$25.00

Appeals		
Of decisions made by Staff without a public hearing	Per Application	\$250.00
Of decisions made by the Planning Commission	Per Application	\$650.00
Vacation of Streets and Alleys	Per Application	\$500.00
Review of Construction Plans	Per Application	\$650.00
Engineering, Plan Reviews & Inspections (for on-site & off-site public improvements) includes ROW Permit		Actual Costs
Minor Partition	Deposit	\$500.00
Site Development	Deposit	\$750.00
Subdivision (under 10 lots)	Deposit	\$2500.00
Subdivision (11+ lots) or Master Planned Development	Deposit	\$4500.00

Library

		2013-14 Fee
Replacement for lost library card	Per card	\$1.00
Key chain library card	Per card	\$1.00
CD or Floppy Disc	Per disc	\$1.00
Printing	Per page	\$0.10
Overdue items		
Books	Per day	\$0.25
DVD	Per day	\$0.50
Bicycle Locks	Per day	\$0.50
Cultural Pass	Per day	\$5.00
Fees		
Reserve books	Per item	\$0.00
Interlibrary loan: mailing & loan cost	Actual cost	Actual cost+ \$1.00
Damage or lost materials	Actual cost	Actual cost
Barcode removal	Per item	\$1.00
Lost plastic hanger bags	Per item	\$1.50
Lost or damaged video cases	Per item	\$1.50
Non-resident library Card		
Non-Resident Card	Per family	\$60.00
Out of District Card	Per family	\$70.00
Meeting Room key deposit (after hours)		\$25.00
Cleaning fee (no food or beverage)		\$15.00
Cleaning fee with food & beverage		\$25.00
Fee for civic group, one side	Per hour	\$13.00
Fee for civic group, both sides	Per hour	\$18.00
Fee for Private group, one side	Per hour	\$18.00
Fee for Private group, both sides	Per hour	\$23.00
Fee for Commercial group, one side	Per hour	\$23.00
Fee for Commercial group, both sides	Per hour	\$28.00

Public Works

	2013-14 Fee
Water/Sewer Utility Fees	
Water & Sewer Utility Deposit	\$150.00
Water Service Deposit	\$75.00

Sewer Deposit	\$75.00
Water Meter Installation / Connection Charge	
¾" meter	Actual Costs (\$350.00 Minimum)
1" meter or larger	Actual Costs
Late Fee	\$15.00
Delinquent Shut-off Fee for Non Payment of bill	\$20.00
Water On/Off Service Fee	\$10.00
After hours call out service (after first annual courtesy visit)	\$100.00
Water	Resolution-858
Sewer	Resolution-859
Building permits	Per Marion County fee schedule
Right of way Permits (ROW)	
Type 1: Street tree replacement or installation	No Charge
Type 2: Repair/replace sidewalk and/or driveway approach	\$40.00
Type 3: Sidewalk, driveway approach and/or utilities where no street cut is needed.	\$100.00
Type 4: Water, sewer, storm drainage and/or street improvements where excavation or utility cut of pavement is required.	Actual Costs \$250.00 Deposit
Type 5: Franchise Utility (NW Natural, SCTC, Pacificorp, etc.)	Per Franchise Agt. or \$40.00
Type 6: Encroachment Permit to use Public ROW (for a long term use: awning, billboard, structure, etc.)	\$40.00

Facility Rentals

	2013-14 Hourly Rate	2013-14 Cleaning
Community Center		
Civic Organization		
Entire Building	\$18.00	\$80.00
South End	\$14.00	\$50.00
North End	\$10.00	\$30.00
Private Individuals		
Entire Building	\$23.00	\$100.00
South End	\$18.00	\$65.00
North End	\$13.00	\$35.00
Commercial		
Entire Building	\$28.00	\$100.00
South End	\$23.00	\$65.00
North End	\$18.00	\$35.00
Meeting without food are charged the same hourly rate plus \$15.00 cleaning		
Non-resident surcharge rent plus	25%	Above rate
Other Fees		
Key not returned	Per key	\$25.00
Alcohol Beverage Service Permit	Each event	\$50.00
		2013-14 Fee
Alcohol Beverage Cleaning Fee (\$150 refundable if properly cleaned)	Each event	\$300.00
Security(3 hour Min.) (Per officer)	Per hour	\$28.00

Cancellation Fee	Each Event	\$25.00
Parks Facilities application fee (non-refundable)	Each event	\$25.00
Entire Park, excluding Jordan Bridge & Tennis	Per day	\$500.00
Park Rental Area	Per Hour	\$30.00
Refundable Deposit	Per day	\$500.00
Jordan Bridge	1 st 3 hrs	\$100.00
Each additional hour	Per hour	\$20.00
Electrical Panel Key Deposit (cash only)	Per key	\$25.00
Tennis Courts		
Organized Events or Tournaments	Per day	\$100.00
Security (3 hour minimum)	Per hour	\$28.00

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

ADOPTED BY THE STAYTON CITY COUNCIL this 1st day of July, 2013.

CITY OF STAYTON

Signed: _____, 2013

By: _____
A. Scott Vigil, Mayor

Signed: _____, 2013

ATTEST: _____
Don Eubank, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney



CITY OF STAYTON
MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: July 1, 2013
SUBJECT: Informational – City Council Action Minutes

At the June 17, 2013 City Council meeting, former City Administrator Don Eubank presented my staff report and samples of action minutes from other jurisdictions. Following the meeting, staff received input and general support to move forward with this format.

Unless there are objections, beginning at this meeting (July 1, 2013) staff will begin producing action minutes in a similar format to the City of Wilsonville's (see attached).

**March 18, 2013
City Council Meeting Action Minutes**

DATE: MARCH 18, 2013	
LOCATION: 29799 SW TOWN CENTER LOOP EAST, WILSONVILLE, OR	
Time Start: 5:00 P.M.	Time End: 9:15 P.M.

ATTENDANCE LOG

COUNCILORS	STAFF	STAFF	STAFF
Mayor Knapp	Bryan Cosgrove	Stephan Lashbrook	Nancy Kraushaar
Councilor Goddard	Mike Kohlhoff	Mark Ottenad	Delora Kerber
Councilor Starr	Jeanna Troha	Dan Knoll	Joanne Ossanna
Councilor Fitzgerald	Sandy King	Kristin Retherford	Barbara Jacobson
Councilor Stevens	Delora Kerber	Steve Adams	Mike Ward
	Katie Mangle	Jen Massa	Steve Munsterman

AGENDA	ACTIONS
WORK SESSION	
Concerns – there were none	
1. TSP Draft Review	Council heard an overview chapter by chapter of the draft TSP document. Councilors asked questions and made comments which will be incorporated into the draft document.
2. Visitor Information Center/Tourism Strategic Plan Task Force	Staff presented rationale and recommendations for the negotiation of a mutual termination of the City’s Visitor Information Operating Agreement with the Chamber of Commerce effective 12/31/13, and for the establishment of a Task Force for the development of a Strategic Tourism Development Plan. Council can forward recommendations to the City Manager.
3. Housing Needs Analysis	Council was informed a consultant had been selected to perform f the City’s housing needs analysis. Councilor Goddard asked to see the Scope of Work and wanted to insure that different types of housing and number of units available in the City were listed.
4. Short Term Financing	A brief explanation of the reasons for the short term URA debt was provided.

REGULAR MEETING	
<p><u>City Manager's Business</u> – this item was moved to the beginning of the meeting to allow Councilor Fitzgerald to participate.</p> <p>Visitor Information Center/Tourism Strategic Plan Task Force</p>	<p>Councilors voted 5-0 to proceed with negotiating a mutual termination of the City's visitor information operating agreement with the Chamber of Commerce effective 12/31/13; and to Appoint a task force to develop a strategic tourism development plan for the city.</p>
<p><u>Mayor's Business</u></p> <ol style="list-style-type: none"> 1. Proclamation declaring Wilsonville HEAL City 2. Oregon Association of Water Utilities (OAWU) Water Operator of the Year Award 	<p>The purposes and benefits of becoming a HEAL city were explained by staff.</p> <p>Representatives of the OAWU presented the Operator of the Year award to Jerry Anderson for his leadership and mentoring.</p>
<p><u>Consent Agenda</u></p> <ol style="list-style-type: none"> 1. Resolution 2404 – authorizing acquisition of property re: reconstruction of Boeckman Road 2. February 21 and March 4, 2013 Minutes 	<p>Adopted 4-0.</p>
<p><u>Continuing Business</u></p> <p>Family Fun Center (item was place holder)</p>	<p>Issue resolved prior to meeting. No action needed or taken.</p>
<p><u>Public Hearing</u></p> <ol style="list-style-type: none"> 1. Resolution No. 2400 – establishing reimbursement district to refund West Linn-Wilsonville School District 2. Ordinance No. 714 – first reading amending chapter 6 Noise Regulations 	<p>No comments in opposition to either item, Resolution adopted 4-0.</p> <p>Ordinance adopted 4-0 on first reading; second reading will be April 1.</p>
URBAN RENEWAL AGENCY MEETING	
<p><u>New Business</u></p> <ol style="list-style-type: none"> 1. URA Resolution 227 – authorize issuance of \$7 million of West Side URA long term debt and retirement of \$7 million interest-only debt 2. URA Resolution 228 – authorize issuance of \$2 million short term UR bond for West Side UR District 3. URA Resolution 229 – authorizing issuance of \$3.5 million short term UR bond for Year 2000 Plan 	<p>All three resolutions Adopted 4-0</p>
<p><u>Consent Agenda</u></p> <ol style="list-style-type: none"> 1. URA Resolution 226 – renewing Town Center School Lease 2. March 4, 2013 URA meeting minutes 	<p>Adopted 4-0</p>

RECORDED BY: SCK



MEMORANDUM

TO: Scott Vigil and Stayton City Councilors

FROM: Christine Shaffer, Finance Director

DATE: July 1, 2013

SUBJECT: Informational: Cost of living increases (COLA) July 1, 2013

BACKGROUND INFORMATION:

American Federation of State, County & Municipal Employees (AFSCME) local #3222 union collective bargaining agreement for July 1, 2011 through June 30, 2014 includes an annual COLA increase due on July 1, 2013 based on the CPI-W percentage of change from May 1, 2012 through April 30, 2013. The CPI calculation sheet has been included this years COLA to be awarded is 1.6%.

The Stayton Police Officers Association (SPOA) collective bargaining agreement for July 1, 2012 through June 30, 2015 includes an annual COLA increase effective July 1, 2013 of 2%. The SPOA COLA is not based on the CPI.

Unless there are objections, staff will process the necessary documents to award the Management COLA and the AFSCME COLA at 1.6% and the SPOA COLA at 2% July 1, 2013. The City of Stayton Adopted Budget is budgeted to allow for the contractual increases.

	CPI								
	2013	2012	2011	2010	2009	2008	2007	2006	2005
May	226.600	222.954	214.124	208.774	212.788	203.661	198.200	190.000	184.700
June	226.036	222.522	213.839	210.972	215.223	203.906	198.600	190.100	185.300
July	225.568	222.686	213.898	210.526	216.304	203.700	199.200	191.000	184.900
August	227.056	223.326	214.205	211.156	215.247	203.199	199.600	192.100	185.000
September	228.184	223.688	214.306	211.322	214.935	203.889	198.400	195.000	185.400
October	227.974	223.043	214.623	211.549	212.182	204.338	197.000	195.200	186.500
November	226.595	222.813	214.750	212.003	207.296	205.891	196.800	193.400	186.800
December	225.595	222.166	215.262	211.703	204.813	205.777	197.200	192.500	186.000
January	226.520	223.216	216.400	212.568	205.700	206.744	197.559	194.000	186.300
February	228.677	224.317	217.535	215.544	206.708	207.254	198.544	194.200	187.300
March	229.323	226.304	220.024	213.525	207.218	209.147	200.612	195.300	188.600
April	228.949	227.012	221.743	213.958	207.925	210.698	202.130	197.200	190.200
	2727.077	2684.047	2590.709	2543.600	2526.339	2468.204	2383.845	2320.000	2237.000
	227.2564167	223.6705833	215.8924167	211.9666667	210.52825	205.6836667	198.6538	193.33333	186.41667
% of change	0.016031761 1.60%	0.036027975 3.60%	0.018520598 1.90%	0.006832415 0.68%	0.02355356 2.30%	0.035387778 3.50%	0.027519 2.70%	0.0371033 3.70%	