



AGENDA STAYTON CITY COUNCIL MEETING

Monday, March 17, 2014

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

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. Where to Start Fitness – 2nd Annual K9 Run
- b. YMCA Quarterly Report

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. February 18, 2014 City Council Action 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

10th Ave ODOT Speed Study and Control Order

- a. Staff Report – Chief Rich Sebens
- b. Council Discussion
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Director’s Report – Christine Shaffer

Informational

- a. February 2014 Monthly Finance Department Report
- b. Santiam Heritage Foundation – Community Grant Expenditure

Police Chief’s Report – Rich Sebens

Informational

- a. February 2014 Statistical Report
- b. 2013 Yearly Stats Report
- c. Drug K9 Fundraiser

Public Works Director’s Report – Dave Kinney

Informational

- a. February 2014 Operating Report
- b. Adaptive Management Group Update

Planning & Development Director’s Report – Dan Fleishman

Informational

- a. February 2014 Activities Report

Library Director’s Report – Mark Greenhalgh-Johnson

Informational

- a. February 2014 Activities

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 – April 7, 2014

- a. Cell Phone Tower Public Hearing
- b. Sewer Lateral Line Replacement
- c. Senior Services Meal Site Agreement Renewal
- d. AFSCME Bargaining Agreement
- e. Well Investigation
- f. Moratorium on Marijuana Dispensaries
- g. Jordan Bridge Update
- h. Proclamation for Crime Victims Awareness Month

ADJOURN

CALENDAR OF EVENTS

MARCH 2014

Thursday	March 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	March 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	March 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	March 31	Planning Commission	7:00 p.m.	Community Center (north end)

APRIL 2014

Tuesday	April 1	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	April 11	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Wednesday	April 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 21	City Council	7:00 p.m.	Community Center (north end)
Monday	April 28	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2014

Monday	May 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 6	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	May 6	Budget Committee	7:00 p.m.	Community Center (north end)
Thursday	May 8	Budget Committee	7:00 p.m.	Community Center (north end)
Friday	May 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	May 12	Budget Committee	7:00 p.m.	Community Center (north end)
Tuesday	May 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	May 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 26	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 27	Planning Commission	7:00 p.m.	Community Center (north end)

Santiam Family YMCA

Pool Update for City Council Meeting 3/17/2014

2013 Revenue Reporting July-December 2013

Daily Receipts	\$10,164.71
Memberships	\$18,444.00
Rentals	\$2,652.50
Swim Lessons	\$15,016.00
Swim Team	\$2,375.25
*Contributions	\$5,950.00
City Contributions	\$32,496.00
TOTAL	\$87,098.46

*This is revenue from FOP Grant and City Contribution to honor previous memberships

Triathlon Update:

Sponsorships: Are going well. We have two paid Gold Sponsors – Santiam Memorial Hospital and SCTC, one paid Silver Sponsor – Columbia Bank as well as several smaller cash sponsors and in-kind (providing services or product for the event). We have one more Gold Sponsor interested, I will publish their name once they've finalized.

Registrations: Are open both online and mail in. We are receiving them from both avenues.

Marketing: Banners being ordered as soon as one other Gold level sponsor is confirmed. Posters to hit the town early April. Have reached out to several online triathlon websites to list the event.

Preparations: Staff have inventoried and organized all of the supplies to see what we have/need. Cleaning list is prepared and started on. Marion Co. and City of Stayton Permits to be filed before Friday March 31st, 2014.

Remodel:

Patron Input: Have encouraged patrons to submit their "wishes" or suggestions via our comment box. We have a whiteboard list going in the pool office of everything we receive as well as employee ideas.

Swim Lessons:

Served: To date we have given 550 swim lessons. This program continues to grow and we are very excited to get more instructors trained so that we can serve even more patrons, especially this summer when numbers should really go up.

Kiwanis 3rd Grade Lessons: We have served every school except Lourdes who will be coming in April. Program went great and very smooth! Schools served: Stayton Elementary, Sublimity, St. Mary's, Centennial Elementary (Scio).

Submitted By:
Lisa Eckis
Santiam Family YMCA
Branch Director
leckis@youry.org
(503) 769-2963

**City of Stayton
City Council Meeting Action Minutes
February 18, 2014**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON

Time Start: 7:00 P.M.

Time End: 7:54 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Scott Vigil	Alissa Angelo, Deputy City Recorder
Councilor Emily Gooch	Keith Campbell, City Administrator
Councilor Catherine Hemshorn (excused)	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	David Kinney, Public Works Director
Councilor Henry Porter	Louise Meyers, Library Director
Councilor Brian Quigley	Rich Sebens, Police Chief
	Christine Shaffer, Finance Director
	David Rhoten, City Attorney (excused)

AGENDA	ACTIONS
REGULAR MEETING	
Presentations / Comments from the Public	
a. Chad Brookman, Aquatics Director	Mr. Brookman is the new Aquatics Director at the Stayton Family Memorial Pool.
b. Carolyn Stewart, 41036 Stayton-Scio Road	Ms. Stewart spoke about the benefits and value of medical marijuana.
c. Susan Herrmann, 593 W. Water Street	At her residence, a tree root has damaged a sewer line. The tree is in the public right of way. She has made at least two requests in the past to have the tree removed but was denied. At this point, she is responsible for the cost of all repairs. Mr. Kinney spoke about the current City policies. He will visit the site Wednesday to view the property and tree in question.
d. Stayton Public Library Foundation Presentation	Deana Freres presented the City with a \$25,000 contribution from the Library Foundation to supplement operations at the Library.
Announcements	
a. Additions to the Agenda	None
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None
Consent Agenda	
a. January 21, 2014 City Council Action Minutes	Motion from Councilor Gooch, seconded by Councilor Niegel and Councilor Quigley, to approve
b. February 3, 2014 City Council Action Minutes	

c. OLCC Change of Ownership – Bottle Factory / Rif’s Food & Spirits d. 2014 OLCC Annual Liquor License Renewals	the consent agenda. <u>Discussion</u> – Chief Sebens spoke briefly in response to a question from Councilor Porter on the yearly OLCC Annual Liquor License renewals. Motion passed 4:0.
Public Hearing	None
Unfinished Business	None
New Business	None
Staff / Commission Reports	
a. Finance Director’s Report – Christine Shaffer	A January financial statement was distributed to Council.
b. Police Chief’s Report – Rich Sebens	Chief Sebens briefly reviewed his staff report.
c. Public Works Director’s Report – Dave Kinney	Mr. Kinney spoke about the response to the recent snow storm.
d. Planning & Development Director’s Report – Dan Fleishman	No discussion.
e. Library Director’s Report – Louise Meyers	Ms. Meyers spoke about her time at the Library.
Presentations / Comments From the Public	None
Business from the City Administrator	Mr. Campbell thanked Ms. Meyers for her service at the Library.
Business from the Mayor	None
Business from the Council	Councilor Quigley requested the ordinance discussing property owner responsibility for sewer laterals be brought to the Council at their next meeting. Councilor Porter read an article published in the Oregonian written by Susan Nielsen titled “Oregon cities getting bullied on marijuana.”
Future Agenda Items	
a. Review of City Charter	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17th DAY OF MARCH 2014, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____ By: _____

A. Scott Vigil, Mayor

Date: _____ Attest: _____

Keith D. Campbell, City Administrator

Date: _____ Transcribed by: _____

Alissa Angelo, Deputy City Recorder



Stayton Police Department Council Staff Report



TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: 10th Ave ODOT Speed Study and Control Order
DATE: March 17, 2014

ISSUE:

Does the City concur with the proposed 30 mph speed limit proposed in the ODOT Speed Control Study for 10th Avenue between Fern Ridge Rd. and E. Santiam Street?

ATTCHMENTS:

1. ODOT – State Speed Control Study for 10th Avenue
2. City's Temporary Speed Control Order for 10th Avenue

BACKGROUND:

The City completed reconstruction of 10th Avenue in September 2012. Under ORS Chapter 810, the City is required to evaluate traffic speeds and post new speed limits for reconstructed arterials, collectors or other streets if the road does not fit one of the statutory speed limit definitions. 10th Avenue is a collector that serves a mixed residential/hospital area and has a limited number of side streets and driveways. The statutory speed limit for 10th Ave is 55 mph. A speed study is required to set a new speed limit.

In September of 2012 The City requested that ODOT's staff perform the speed study and that the Oregon State Speed Control Board establish a permanent speed limit for 10th Avenue (Fern Ridge Road to E. Santiam Street). The City proposed a 25 mph or 30 mph speed limit. While the study was completed, the City enacted a temporary speed order and set the temporary speed limit at 25 mph. This provided the city with an enforceable speed limit.

ODOT conducted a field study in October 2013 and the City received the results in February. The study finds the median traffic speed was just over 30 mph. Vehicle traffic speeds ranged from 21 mph to 46 mph. The mean was 30 mph. 85% of vehicles traveled at 35 mph or below. New speed limits are typically set at or within 5 mph of the 85% level.

ODOT's Speed Control Study recommends the new speed limit be 30 mph.

STAFF RECOMMENDATION

The City may either accept the speed study or request a hearing before the Oregon State Speed Control Board to contest the study findings. The police department and

Public Works staff concurs that this is a reasonable speed limit based on the study results, observations of traffic speeds, safety considerations at locations where there are turn movements and the grade of the street, hospital usage, and pedestrian traffic.

OPTIONS

1. **Approve** and accept the 30 mph speed limit for 10th Avenue set by ODOT
2. **Disapprove** and request a hearing before the Oregon State Speed Control Board to request the 25 mph speed limit be retained.

MOTIONS:

1. **Approve:** Move to concur and accept the Oregon State Speed Control recommendation for a 30 mph speed limit for 10th Avenue (Fern Ridge Road to E. Santiam Street) and request that ODOT issue a final speed control order.
2. **Disapprove:** Move to direct the City to request a hearing before the Oregon State Speed Control Board to request that 25 mph speed limit be retained on 10th Avenue (Fern Ridge Rd. to E. Santiam St.)



Oregon

John A. Kitzhaber, MD, Governor

Department of Transportation

Traffic-Roadway Sect. - MS 5
4040 Fairview Industrial Dr SE
Salem, OR 97302-1142
503-986-3568
Fax: 503-986-3749

February 13, 2014

TRA 7-2

David Kinney, Public Works Director
City of Stayton
362 N Third Avenue
Stayton, OR 97383-1726

Dear David,

As you requested, a speed zone investigation has been conducted on 10th Avenue from E Santiam Street to Fern Ridge Road (Request ID 7150). A copy of the report indicating the recommended speed zoning is enclosed.

Please let me know if the speed zone recommendation is acceptable. If it is, a speed zone order will be issued and a copy sent to you. If it is not acceptable, the matter can be presented at the next hearing held to decide contested speed zones.

Please provide a written response within 60 days after the date of this letter (by 5/9/2014). If you prefer to respond by email, please send it to kathleen.e.mcconnell@odot.state.or.us.

If you have any questions, please call me at (503) 986-3609.

Sincerely,

Kathj McConnell
Traffic Investigations Coordinator

Enclosure(s)

Copy to:

Weldon Ryan, Traffic Investigator, ODOT Region 2

KM/cwc



OREGON DEPARTMENT OF TRANSPORTATION

Report of Speed Zone Investigation

NORTH 10TH AVENUE

Fern Ridge Road to East Santiam Street / Stayton Road

City of Stayton

January 31, 2014

CITY

Recommendation: Establish the following speed zoning:

<u>Investigated:</u>	<u>Existing</u>	<u>Recommended</u>
From: Fern Ridge Road To: East Santiam Street / Stayton Road	55 mph (stat) (25 mph under City's temp SZ Dated 9/11/12)	30 mph

Historical Background:

Investigation requested by: David Kinney, Public Works Director, City of Stayton.

Requested Speed: To establish a 25 mph or 30 mph zone on this newly re-constructed road.

Previous Action: Temporary 25 mph speed zone issued by the city.

<u>Investigation:</u>	<u>Section B</u>
Section Length	0.50 mile
85% Speed	35 mph
2012 Crash Rate*	0
2012 Average Daily Traffic	1625
Culture Type & Density	Moderate Residential
Roadway Classification	Collector
Horizontal Alignment	0 Curves
Vertical Alignment	Steady Grade
Curve Signs & Speed Rider	None
Existing Posted Speed	25 mph (Unestablished, under City's temp SZ)
Recommended Speed	30 mph

* Crashes per Million Vehicle Miles

<u>Roadway Data</u>	<u>Section B</u>
Surface	Bituminous
Width	11' to 15' per lane
Lanes	2/w partial CTL
Parking	Prohibited
Shoulders	5' to 6' bike lane
Intersecting Streets	4
Paved	4
Stopped	4
Signalized	0
Pedestrian	14
Bikes	1

<u>Crash Data:</u>	<u>Section B</u>
Study Period	01/01/10-12/31/12
Total Crashes	2
Injuries	5
Fatalities	0
2012 Crashes	0
2012 Crash Rate (R)	0
2012 State Rate (r) <u>1/</u>	-
Deviation (R-r)	-

<u>Spot Speed Data:</u>	<u>Section B</u>
85% Speed	35 mph
Pace Limits <u>2/</u>	24 - 33 mph
% in Pace	78%
Maximum Speed	46 mph
Posted Speed	25 mph (Unestablished, under City's temp SZ)
% Exceeding Posted Speed	86%
Computed Speed <u>3/</u>	35 mph
Recommended Speed	30 mph

1/ No comparable state rate available

2/ Ten mile-per-hour range containing the largest number of sampled vehicles.

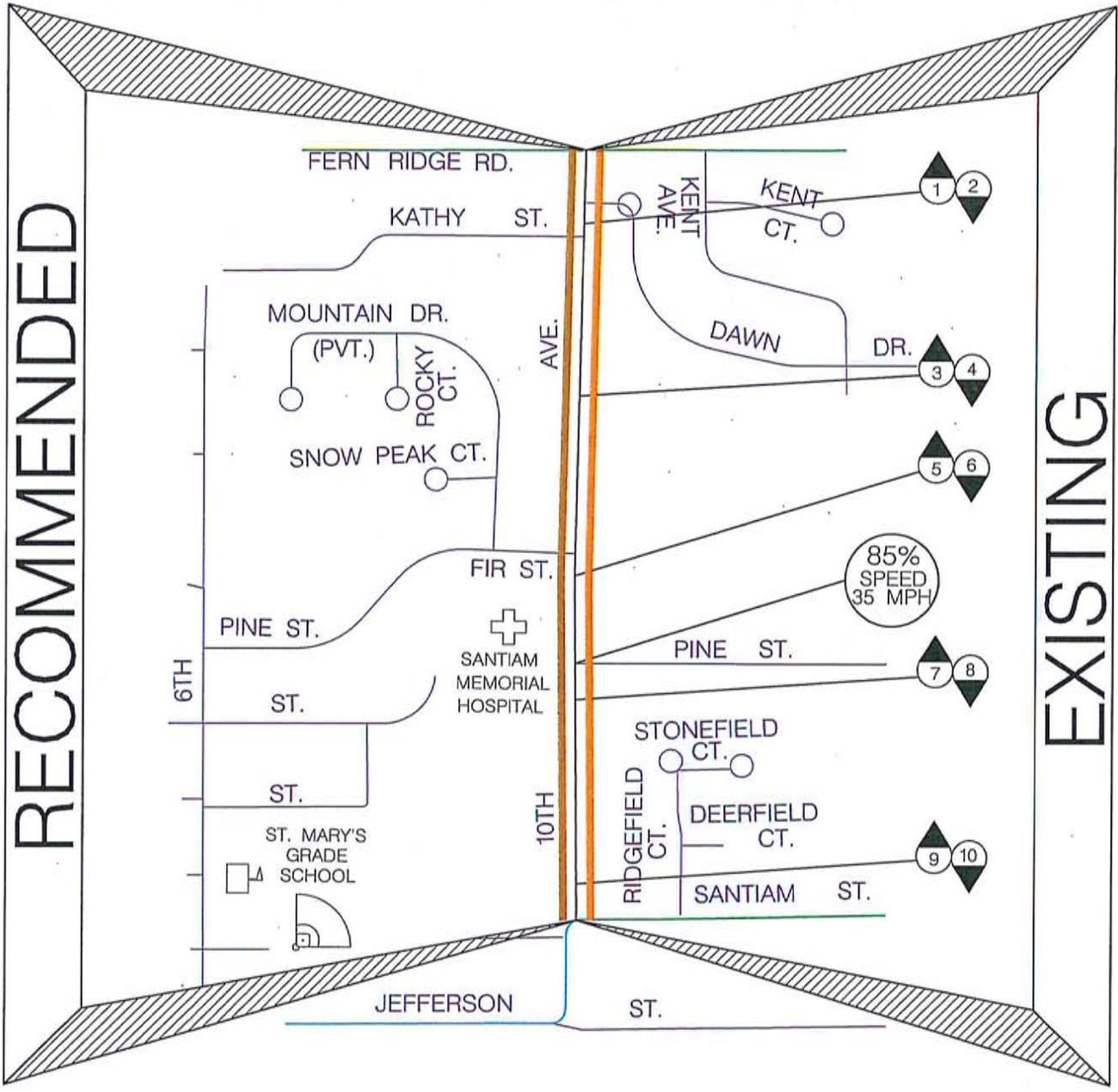
3/ 85% Speed minus deviation

Factors Influencing Recommendation: 85% Speed, pace limits, culture, crash data.

SPEED ZONE INVESTIGATION

10TH AVENUE

CITY OF STAYTON



RECOMMENDED

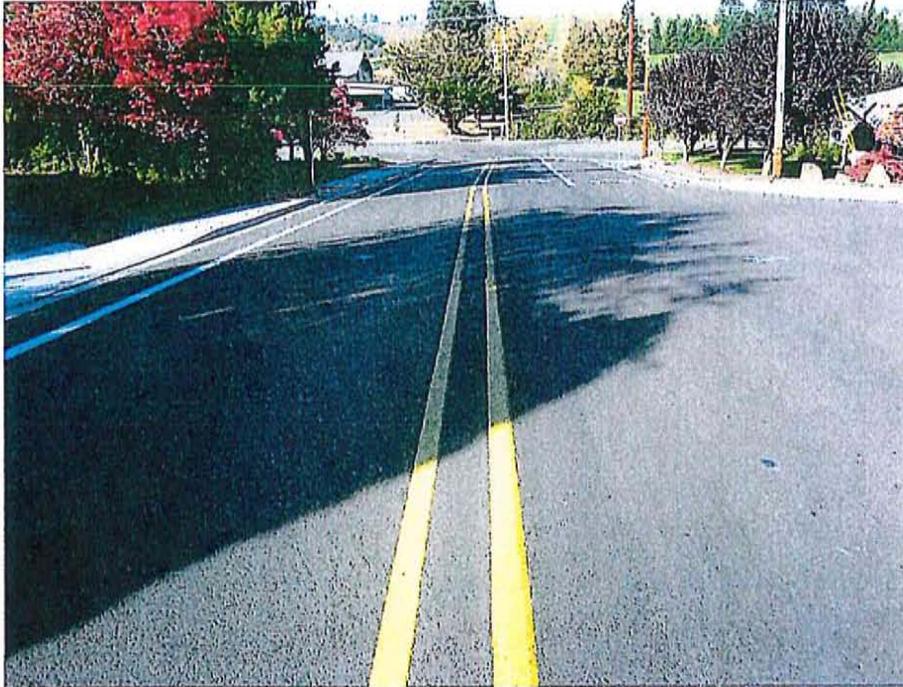
EXISTING



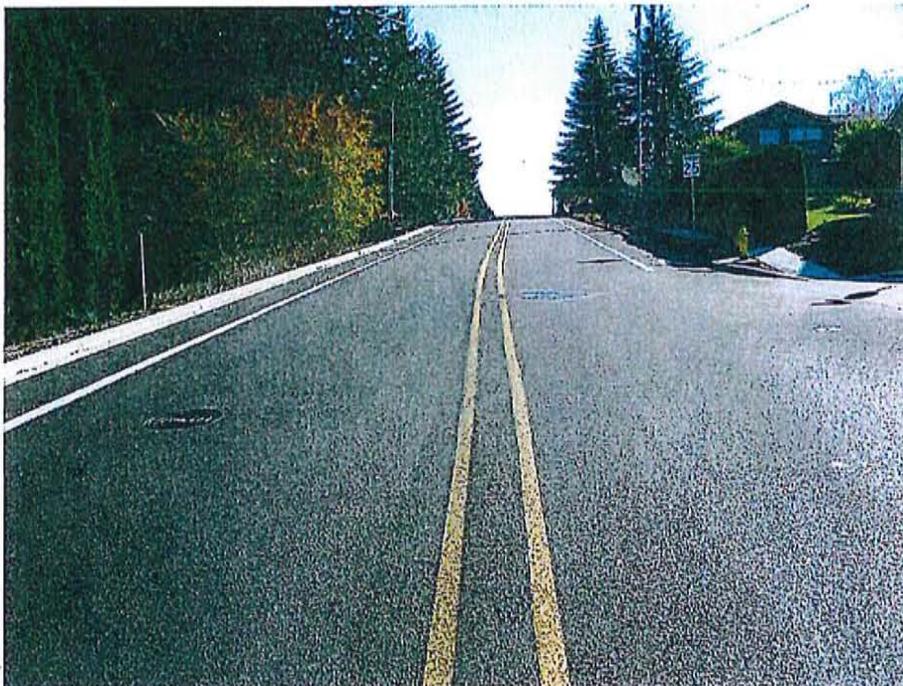
LEGEND	
	20 MPH
	25 MPH
	30 MPH
	35 MPH
	40 MPH
	45 MPH
	50 MPH
	55 MPH (STAT)
	CITY LIMITS



TYPICAL VIEWS
10TH AVENUE
CITY OF STAYTON
OCTOBER 22, 2013

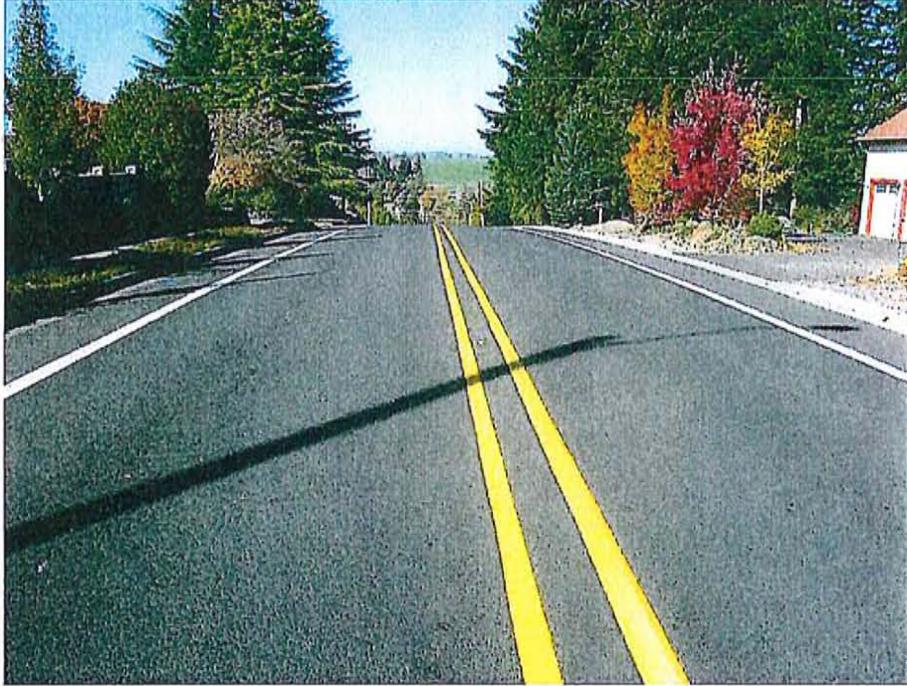


1. Looking north from 50 feet north of Kathy Street.



2. Looking south from 50 feet north of Kathy Street.

TYPICAL VIEWS
10TH AVENUE
CITY OF STAYTON
OCTOBER 22, 2013

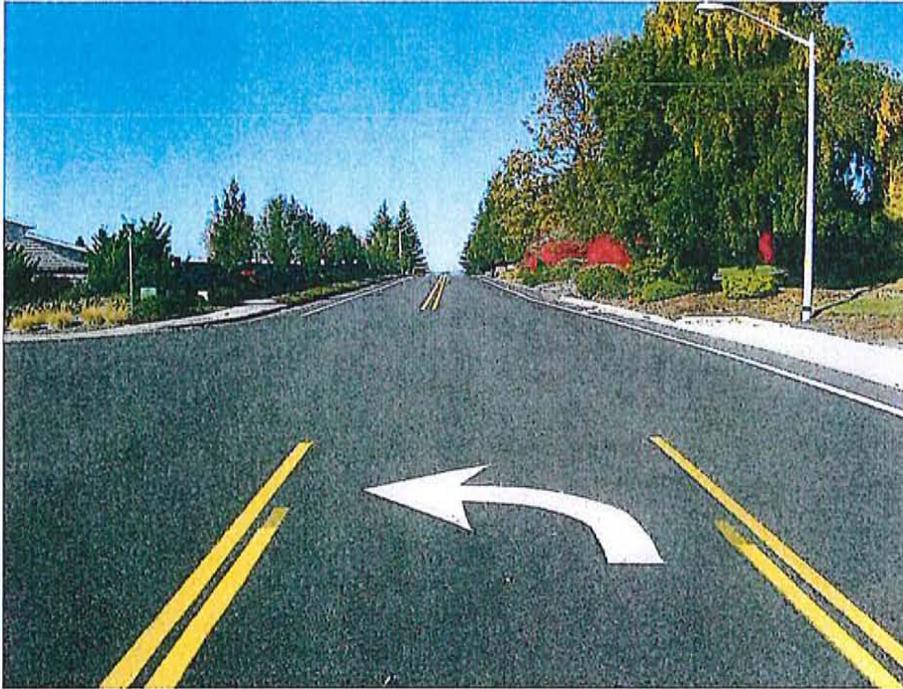


3. Looking north from 550 feet south of Kathy Street.

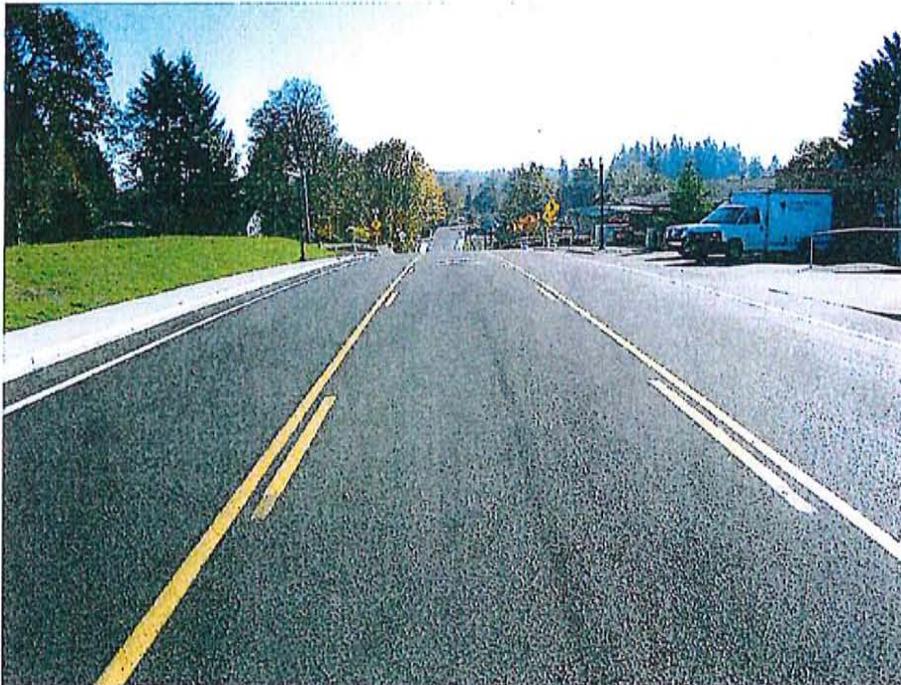


4. Looking south from 550 feet south of Kathy Street.

TYPICAL VIEWS
10TH AVENUE
CITY OF STAYTON
OCTOBER 22, 2013

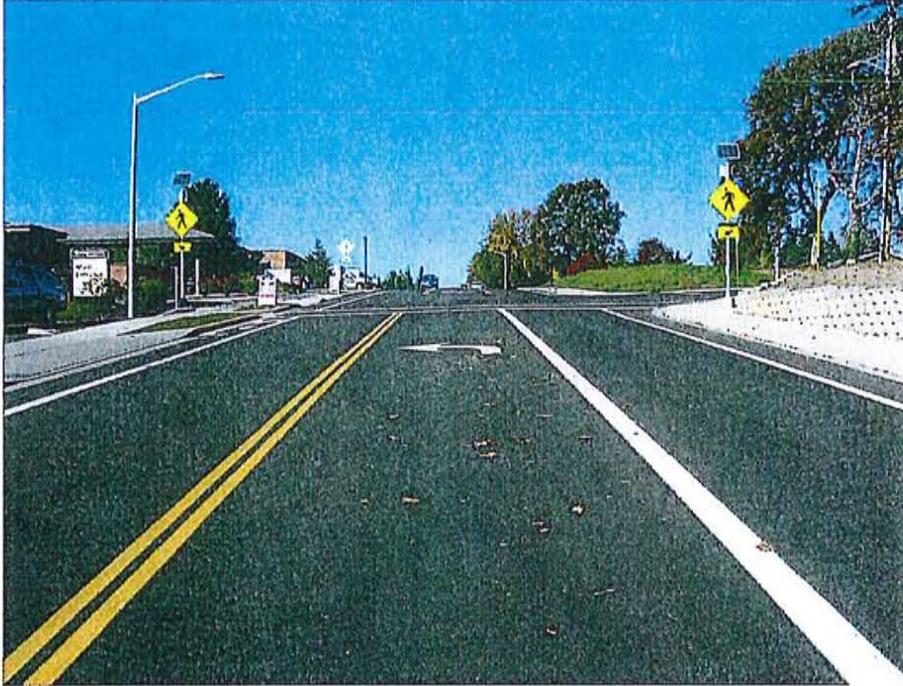


5. Looking north from 75 feet south of Fir Street.

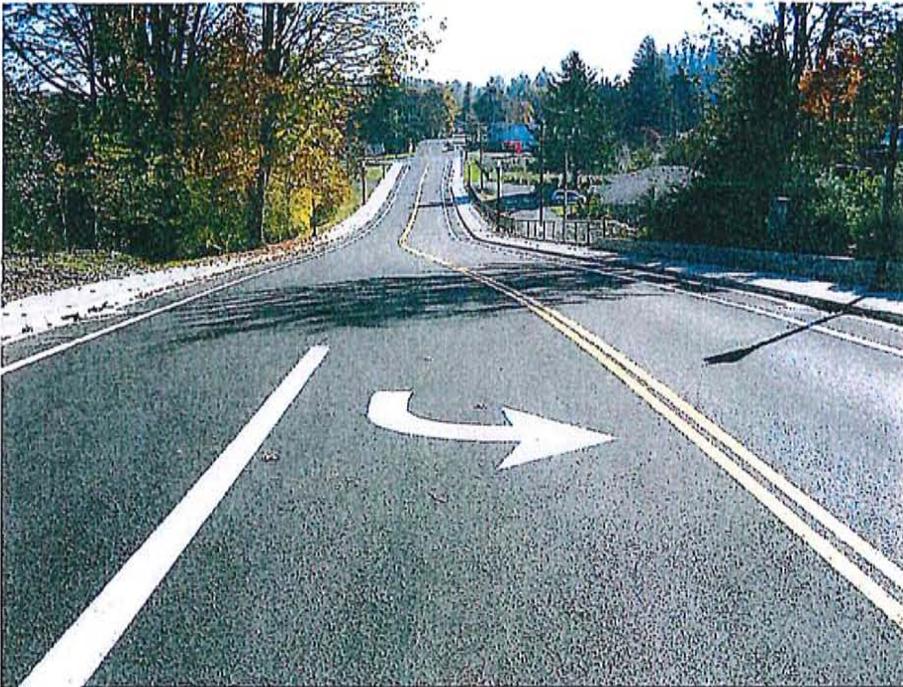


6. Looking south from 75 feet south of Fir Street.

TYPICAL VIEWS
10TH AVENUE
CITY OF STAYTON
OCTOBER 22, 2013

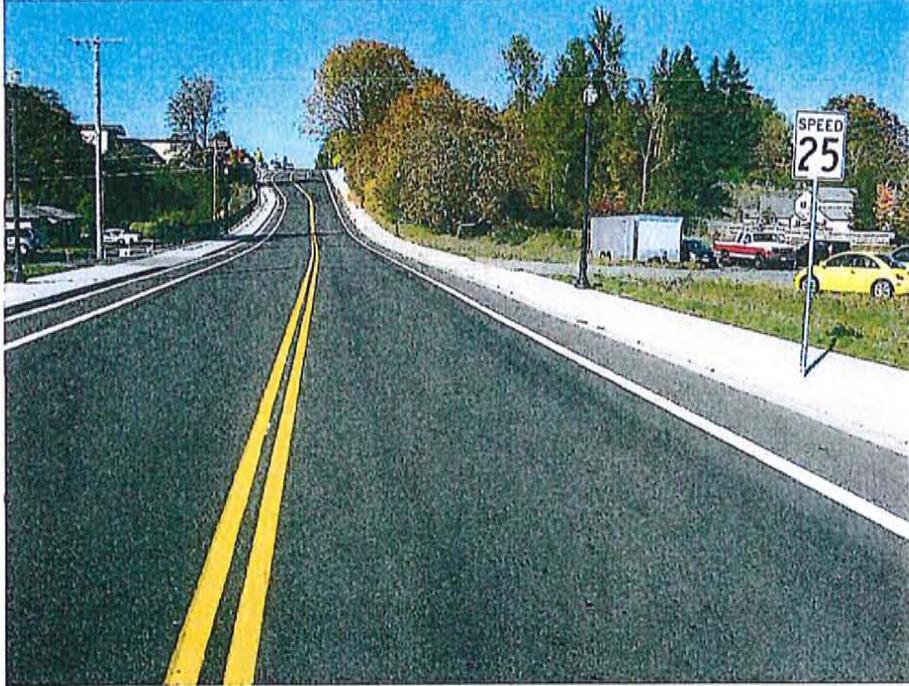


7. Looking north from 125 feet south of Pine Street.

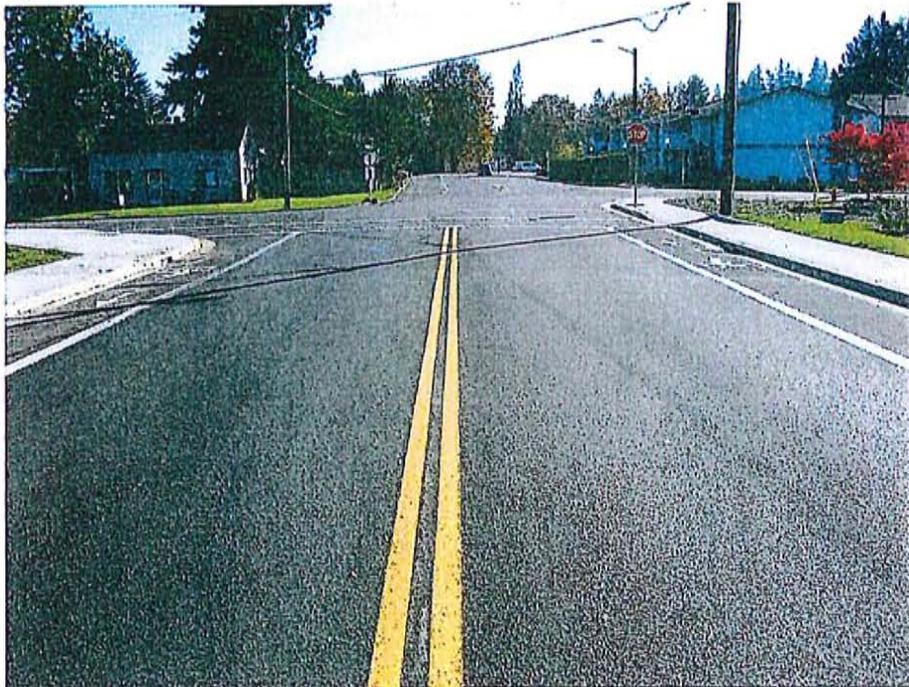


8. Looking south from 125 feet south of Pine Street.

TYPICAL VIEWS
10TH AVENUE
CITY OF STAYTON
OCTOBER 22, 2013



9. Looking north from 125 feet north of Santiam Street.



10. Looking south from 125 feet north of Santiam Street.

10TH AVE and Intersectional Crashes at 10TH AVE, City of Stayton, Marion County, 01/01/2010 to 12/31/2012

COLLISION TYPE	FATAL CRASHES	NON-PROPERTY		TOTAL CRASHES	PEOPLE KILLED	PEOPLE INJURED	TRUCKS	DRY SURF	WET SURF	DAY	DARK	INTER- SECTION RELATED	INTER- SECTION RELATED	OFF- ROAD
		FATAL CRASHES	DAMAGE ONLY											
TURNING MOVEMENTS	0	1	0	1	0	2	0	1	0	0	1	1	0	0
YEAR 2011 TOTAL	0	1	0	1	0	2	0	1	0	0	1	1	0	0
YEAR: 2010														
REAR-END	0	1	0	1	0	3	0	1	0	1	0	0	0	0
YEAR 2010 TOTAL	0	1	0	1	0	3	0	1	0	1	0	0	0	0
FINAL TOTAL	0	2	0	2	0	5	0	2	0	1	1	1	0	0

Disclaimer: The information contained in this report is compiled from individual driver and police crash reports submitted to the Oregon Department of Transportation as required in ORS 811.720. The Crash Analysis and Reporting Unit is committed to providing the highest quality crash data to customers. However, because submittal of crash report forms is the responsibility of the individual driver, the Crash Analysis and Reporting Unit can not guarantee that all qualifying crashes are represented nor can assurances be made that all details pertaining to a single crash are accurate. Note: Legislative changes to DMV's vehicle crash reporting requirements, effective 01/01/2004, may result in fewer property damage only crashes being eligible for inclusion in the Statewide Crash Data File.

Oregon Department of Transportation

Roadway: 10th Ave

Date: 10/22/2013

City: Stayton

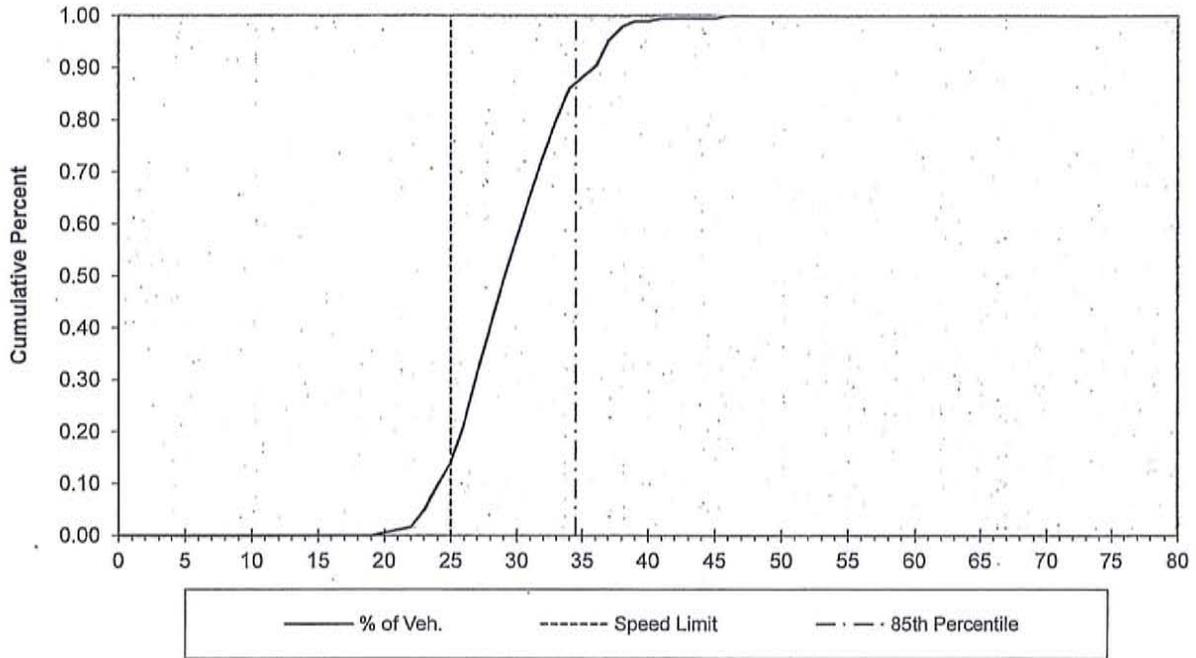
Time: 11:20 AM - 2:30 PM

County: Marion

Location: @ PINE

Weather: Sunny

Direction of Travel: S-N



	MPH S	Averaged	MPH -N
# of Vehicles	95	186	91
85th % Speed	35	35	34
Pace Limits	25 - 34	24 - 33	23 - 32
% In Pace	83%	78%	73%
Mean Speed	30.85	29.95	29.04
Median Speed	30	29	28
Std. Dev.	3.97	4.31	4.48
Max Speed	46	46	41
Posted Speed	25	25	25
% Exceeding Posted	94%	86%	78%

An ORDER DECLARING AN EMERGENCY SPEED ZONE FOR N. TENTH AVE., THE CITY OF STAYTON.

WHEREAS, Stayton Municipal Code [SMC] 10.08.130 authorizes the Chief of Police to implement temporary traffic control devices or procedures deemed by the Chief to be necessary;

WHEREAS, Oregon Revised Statutes [ORS] 810.180 allows for posting emergency speed zones to implement temporary designated speeds by a road authority;

WHEREAS, the City of Stayton recently concluded a major street improvement project on North Tenth Ave between Fern Ridge Rd and East Santiam St;

WHEREAS, Santiam Memorial Hospital is located on this section of Tenth Ave. with substantial emergency vehicle traffic, citizen traffic trying to reach the hospital in an emergency, and a moderate level of pedestrian and bicycle traffic due to recreational and residential use;

WHEREAS, North Tenth Ave. in Stayton has not been evaluated in the past by the Oregon Department of Transportation [ODOT] for a speed zone and therefore reverts to Oregon's "Basic Rule" allowing for a speed of 55mph which is viewed as too high of a speed for the type of activities occurring on Tenth Ave.;

WHEREAS, North Tenth Ave. in Stayton has historically been posted as a 25mph speed zone from Fern Ridge Rd. to East Santiam St.

NOW THEREFORE, it is Ordered that:

Tenth Ave. between Fern Ridge Rd. and East Santiam St. in Stayton be posted by the City of Stayton to reflect a 25 mph speed zone for 120 days or until the Oregon Department of Transportation can establish a speed zone (whichever occurs first).

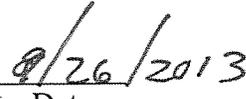
BE IT FURTHER ORDERED that the City of Stayton shall install appropriate signs on the above sections of streets, providing notice of the designated speed therefor;

BE IT FURTHER ORDERED that any previous order made by the City of Stayton with respect to the designated speed for the above section of streets which is in conflict with the provisions of this Order is hereby rescinded; and,

BE IT FURTHER ORDERED that the Chief of Police is hereby designated the authority to sign this Order for and on behalf of the City of Stayton.

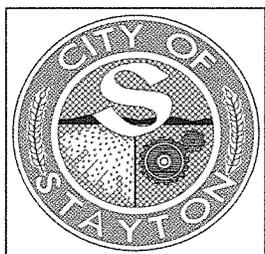
This Order shall become effective on September 3, 2013 ending January 1, 2014.

CITY OF STAYTON

By:  
Richard Sebens, Chief of Police Date

Approved as to form

By: 
David A. Rhoten, Stayton City Attorney



MEMORANDUM

TO: Mayor Scott Vigil and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: March 17, 2014
SUBJECT: Monthly Finance Department Report

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

Departmental activity:

Utility Billing:	February 2014	January 2014
Number of Bills sent out	2,635	2,579
Delinquent Notices sent out	449	537
Courtesy Delinquent Notices sent to Landlords	187	235
Notified of Impending Shut off & Penalty	106	135
Customers with Interrupted Services Non-Payment	21	21
Services still Disconnected	0	0

Accounts Payable:	February 2014	January 2014
Number of Checks Issued	159	122
Total Amount of Checks	\$554,171.07	\$239,453.96

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

GENERAL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	1,612,255.38	1,671,970.00	59,714.62	96.4
CHARGES FOR SERVICES	3,285.25	7,200.00	3,914.75	45.6
GRANTS & CONTRIBUTIONS	382.00	1,500.00	1,118.00	25.5
FRANCHISE FEES	543,057.05	767,000.00	223,942.95	70.8
LICENSES, PERMITS & FEES	10,195.50	16,000.00	5,804.50	63.7
FINES & FORFEITURES	37,957.00	40,500.00	2,543.00	93.7
INTERGOVERNMENTAL	121,339.26	166,400.00	45,060.74	72.9
INTEREST	(1,301.39)	500.00	1,801.39	(260.3)
MISCELLANEOUS/TRANSFERS	205,793.17	392,195.00	186,401.83	52.5
	<u>2,532,963.22</u>	<u>3,063,265.00</u>	<u>530,301.78</u>	<u>82.7</u>
<u>EXPENDITURES</u>				
NON-DEPARTMENTAL	184,987.90	404,000.00	219,012.10	45.8
ADMINISTRATION	180,849.89	429,356.00	248,506.11	42.1
POLICE	1,119,229.62	1,915,047.00	795,817.38	58.4
PLANNING	78,586.84	157,771.00	79,184.16	49.8
COMMUNITY CENTER	33,282.66	58,398.00	25,115.34	57.0
PARKS	84,335.48	152,706.00	68,370.52	55.2
STREET LIGHTING	59,354.03	116,685.00	57,330.97	50.9
	<u>1,740,626.42</u>	<u>3,233,963.00</u>	<u>1,493,336.58</u>	<u>53.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

PUBLIC WORKS ADMINISTRATION

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
INTEREST	76.92	100.00	23.08	76.9
MISCELLANEOUS/TRANSFERS	206,500.00	414,000.00	207,500.00	49.9
	<u>206,576.92</u>	<u>414,100.00</u>	<u>207,523.08</u>	<u>49.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	244,225.28	429,908.00	185,682.72	56.8
	<u>244,225.28</u>	<u>429,908.00</u>	<u>185,682.72</u>	<u>56.8</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

LIBRARY FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	138,100.16	145,000.00	6,899.84	95.2
CHARGES FOR SERVICES	59,770.25	78,883.00	19,112.75	75.8
GRANTS & CONTRIBUTIONS	25,655.00	25,200.00	(455.00)	101.8
LICENSES, PERMITS & FEES	9,519.00	13,500.00	3,981.00	70.5
FINES & FORFEITURES	9,701.90	15,000.00	5,298.10	64.7
INTERGOVERNMENTAL	.00	1,339.00	1,339.00	.0
INTEREST	161.69	400.00	238.31	40.4
MISCELLANEOUS/TRANSFERS	59,750.00	120,500.00	60,750.00	49.6
	<u>302,658.00</u>	<u>399,822.00</u>	<u>97,164.00</u>	<u>75.7</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	<u>258,117.89</u>	<u>468,189.00</u>	<u>210,071.11</u>	<u>55.1</u>
	<u>258,117.89</u>	<u>468,189.00</u>	<u>210,071.11</u>	<u>55.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

WATER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	1,296,683.47	1,745,000.00	448,316.53	74.3
LICENSES, PERMITS & FEES	23,618.25	29,000.00	5,381.75	81.4
INTEREST	2,192.72	3,500.00	1,307.28	62.7
MISCELLANEOUS/TRANSFERS	8,099.83	11,000.00	2,900.17	73.6
	<u>1,330,594.27</u>	<u>1,788,500.00</u>	<u>457,905.73</u>	<u>74.4</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>1,175,746.03</u>	<u>1,952,300.00</u>	<u>776,553.97</u>	<u>60.2</u>
	<u>1,175,746.03</u>	<u>1,952,300.00</u>	<u>776,553.97</u>	<u>60.2</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

SEWER ENTERPRISE FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	1,949,126.46	2,866,680.00	917,553.54	68.0
INTEREST	6,618.28	9,000.00	2,381.72	73.5
MISCELLANEOUS/TRANSFERS	6,377.05	12,500.00	6,122.95	51.0
	<u>1,962,121.79</u>	<u>2,888,180.00</u>	<u>926,058.21</u>	<u>67.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>1,871,813.81</u>	<u>3,459,805.00</u>	<u>1,587,991.19</u>	<u>54.1</u>
	<u>1,871,813.81</u>	<u>3,459,805.00</u>	<u>1,587,991.19</u>	<u>54.1</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

STREET FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
CHARGES FOR SERVICES	57,186.90	84,000.00	26,813.10	68.1
INTERGOVERNMENTAL	355,608.40	481,269.00	125,660.60	73.9
INTEREST	422.89	200.00	(222.89)	211.5
MISCELLANEOUS/TRANSFERS	24,812.38	70,250.00	45,437.62	35.3
	<u>438,030.57</u>	<u>635,719.00</u>	<u>197,688.43</u>	<u>68.9</u>
<u>EXPENDITURES</u>				
DEPARTMENT 80	358,146.58	659,063.00	300,916.42	54.3
	<u>358,146.58</u>	<u>659,063.00</u>	<u>300,916.42</u>	<u>54.3</u>

CITY OF STAYTON
 FUND SUMMARY
 FOR THE 8 MONTHS ENDING FEBRUARY 28, 2014

SWIMMING POOL FUND

	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>				
PROPERTY TAXES	142,524.76	149,000.00	6,475.24	95.7
CHARGES FOR SERVICES	290.00	.00	(290.00)	.0
INTEREST	257.75	250.00	(7.75)	103.1
MISCELLANEOUS/TRANSFERS	7,500.00	15,000.00	7,500.00	50.0
	<u>150,572.51</u>	<u>164,250.00</u>	<u>13,677.49</u>	<u>91.7</u>
<u>EXPENDITURES</u>				
DEPARTMENT 86	<u>144,511.44</u>	<u>233,057.00</u>	<u>88,545.56</u>	<u>62.0</u>
	<u>144,511.44</u>	<u>233,057.00</u>	<u>88,545.56</u>	<u>62.0</u>

Santiam Heritage Foundation, Inc.

*Supporting Historic Preservation and Architectural
Integrity for Community Enhancement and Cultural Use*



March 4, 2014

To: Christine Shaffer, Finance Director
From: Bob Pendleton, SHF Vice-president *BP*
Re: Community Grant expenditure

Just a quick note to report that the \$500 community grant to SHF in 2013 was spent to purchase materials and labor to help complete the replication of the missing west porches of the Brown House. These porches have been works-in-progress since 2009, and we expect to finish them and, finally, install the historic replica of the kitchen door this summer.

These somewhat mysterious missing porches were torn off when the house became a hospital in the 1930s, and were never photographed. They've now been designed and built, honoring the original architectural style, to serve the new uses of the house as a community events center

SHF Volunteers, Board of Trustees and members volunteered 1,400 hours in 2013 and have carried the project forward for fourteen years now. The project is around \$50,000 away from completion.

Thank you and the City Council for the support you've given to the Brown House Restoration Project these last few years.

Bob Pendleton, Vice President
Santiam Heritage Foundation



Stayton Police Department Council Staff Report



TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: Monthly Crime Rate Comparison Statistical Sheets
DATE: March 17, 2014

Below you will see the stats for the Police Department for the month of February.

	February 2014	Year to Date 2014	February 2013	Year to Date 2013
Police Activity	559	1294	863	1600
Investigated Incidents	231	522	294	642
Citations/Warning	107	223	379	601
Traffic Accidents	6	10	6	15
Arrests	30	101	40	103
Reserve Volunteer Hours	289.5	628	447.75	773
Citizen Volunteer Hours	34	38	75	138.5
Peer Court Referrals:	3	7	0	3

	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED					
	1/1/14 to 2/28/14		1/1/13 to 2/28/13		1/1/14 to 2/28/14		1/1/13 to 2/28/13		2/1/14 to 2/28/14		1/1/14 to 2/28/14		2/1/14 to 2/28/14		1/1/14 to 2/28/14			
	2/1/14 to 2/28/14	1/1/14 to 2/28/14	2/28/13 to 1/1/14	1/1/13 to 2/28/13	% Change Yr to Yr	2/28/14	1/1/14 to 2/28/14	2/28/13 to 1/1/14	1/1/13 to 2/28/13	2/1/14 to 2/28/14	1/1/14 to 2/28/14	2/28/14 to 1/1/13	1/1/13 to 2/28/13	Juv	Adult	Total		
MOTOR VEHICLE THEFT	0	2	1	100.0%		0	1	0	0.0%	50.0%	0.0%	0.0%	0	0	0	1	0	
STOLEN PROPERTY	1	1	0	0.0%		0	0	0	0.0%	0.0%	0.0%	0.0%	0	0	0	1	0	
VANDALISM	2	15	22	-31.8%		2	6	7	100.0%	40.0%	31.8%		0	0	0	2	5	
PROPERTY TOTALS	21	77	127	-39.4%		6	17	32	28.6%	22.1%	25.2%		1	3	4	14	32	
SOCIETY																		
ALL OTHER	6	19	36	-47.2%		3	14	23	50.0%	73.7%	63.9%		0	1	1	6	13	
ANIMAL	0	1	0	0.0%		0	0	0	0.0%	0.0%	0.0%		0	0	0	0	0	
CURFEW	0	0	7	-100.0%		0	0	7	0.0%	0.0%	100.0%		0	0	0	0	6	
CUSTODY-MENTAL	1	2	2	0.0%		1	2	2	100.0%	100.0%	100.0%		0	1	1	2	2	
CUSTODY-PROTECTIVE	0	0	0	0.0%		0	0	0	0.0%	0.0%	0.0%		0	0	0	0	0	
DISORDERLY CONDUCT	3	6	1	500.0%		2	5	1	66.7%	83.3%	100.0%		0	3	3	8	1	
DR WHILE SUSP	0	0	4	-100.0%		0	0	4	0.0%	0.0%	100.0%		0	0	0	0	4	
DRIVING UNDER INFLUENCE	6	8	8	0.0%		5	7	8	83.3%	87.5%	100.0%		0	6	6	8	8	
ELUDING	0	0	2	-100.0%		0	0	2	0.0%	0.0%	100.0%		0	0	0	0	2	
ESCAPE	1	1	0	0.0%		0	0	0	0.0%	0.0%	0.0%		0	1	1	1	0	
FAIL TO DISPLAY DL	0	0	0	0.0%		0	0	0	0.0%	0.0%	0.0%		0	0	0	0	0	
FUGITIVE	0	0	0	0.0%		0	0	0	0.0%	0.0%	0.0%		0	8	8	25	8	
HIT & RUN	6	6	10	-40.0%		0	0	1	0.0%	0.0%	10.0%		0	0	0	0	1	
LIQUOR LAWS	2	2	1	100.0%		2	2	1	100.0%	100.0%	100.0%		2	1	5	5	2	
MIP TOBACCO	0	3	7	-57.1%		0	3	7	0.0%	100.0%	100.0%		0	0	0	3	7	
NARCOTICS/DRUGS	4	10	13	-23.1%		3	9	10	75.0%	90.0%	76.9%		3	2	6	23	10	
PROP RECOV - FOR OTHER AGENCY	1	1	1	0.0%		0	0	0	0.0%	0.0%	0.0%		0	0	0	0	0	
RECKLESS DRIVING	1	2	0	0.0%		1	2	0	100.0%	100.0%	0.0%		0	1	1	2	0	
RUNAWAY	1	1	9	-88.9%		1	1	9	100.0%	100.0%	100.0%		1	0	1	1	8	
SEX OFFENSES	1	1	1	0.0%		0	0	0	0.0%	0.0%	0.0%		0	0	0	0	0	
TRESPASS	2	5	14	-64.3%		1	4	12	50.0%	80.0%	85.7%		0	1	1	3	8	
VEH RECOV - FOR OTHER AGENCY	0	0	1	-100.0%		0	0	1	0.0%	0.0%	100.0%		0	0	0	0	0	
WARRANT	9	19	22	-13.6%		9	19	22	100.0%	100.0%	100.0%		0	0	0	0	21	
WEAPONS	2	3	5	-40.0%		2	3	4	100.0%	100.0%	80.0%		0	0	0	1	3	
SOCIETY TOTALS	46	90	144	-37.5%		30	71	114	65.2%	78.9%	79.2%		6	25	34	88	104	
GRAND TOTALS	269	586	726	-19.3%														



Stayton Police Department Council Staff Report



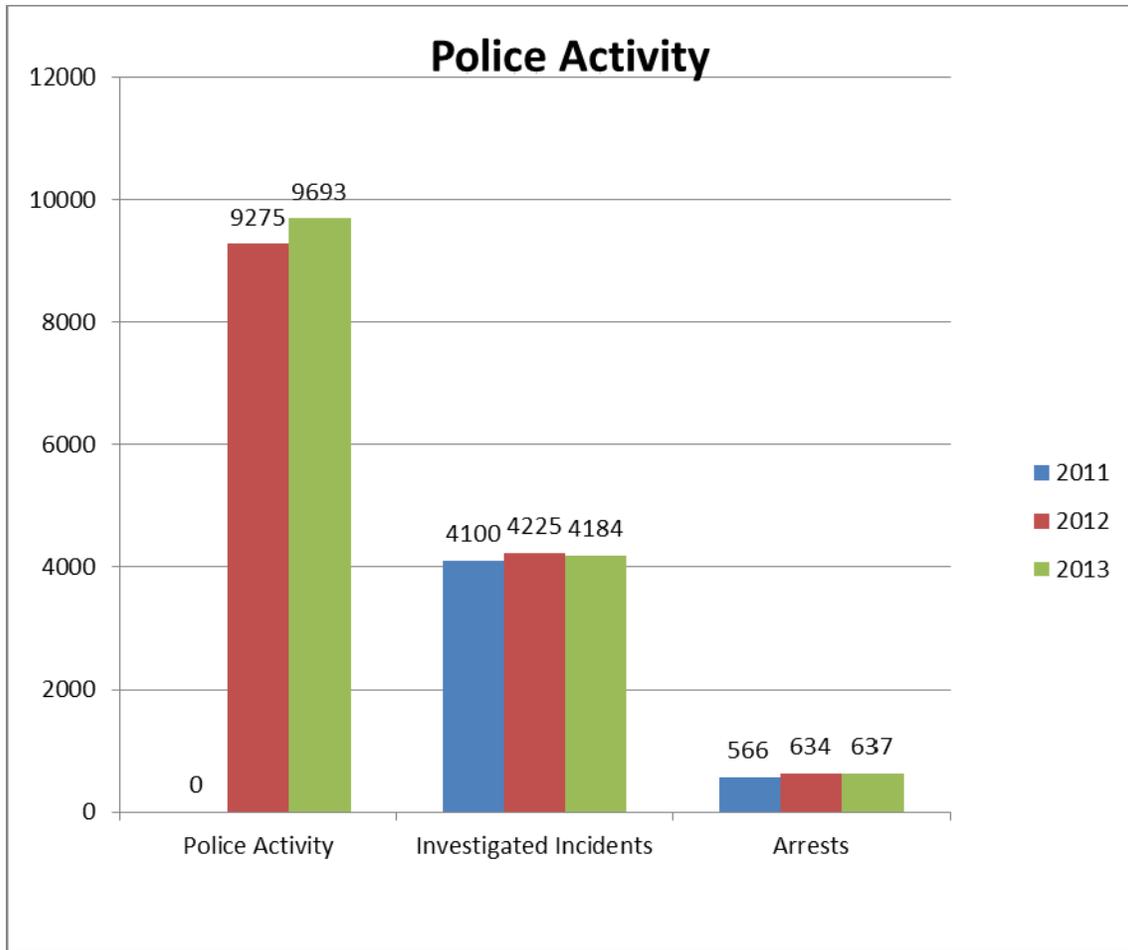
TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: 2013 Yearly Stats Report
DATE: March 17, 2014

In 2013 the Police Department handled 9693 police service activities, 4,184 of those were investigated cases. We issued 2798 citations and warnings in Stayton. This past year we have seen a slight increase in overall police activity but a slight decrease in investigated incidents.

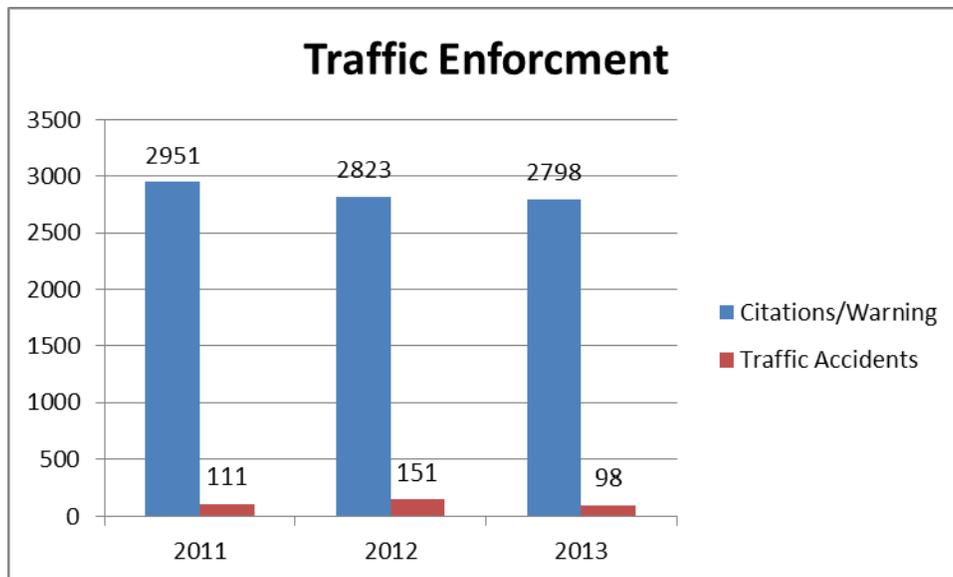
We as a Police Department were able to accomplish a lot of good things for the year. This past year we were able to implement the Drug K9 program through fundraising which has been very successful. Through our traffic safety program we have continued to use the crosswalk enforcement program and the motorcycle to help improve traffic safety and reduce accidents. We obtained a grant so we could install a prescription drug take back box. We continue to host our very successful "National Night Out" BBQ in the parks, annual youth fishing derby, Summerfest presentations, assisted with coordinating many other community events, and have conducted numerous educational presentations.

We look forward to the new year and have several goals set for the year which include updating our policy manual, updating the emergency management plan, increasing drug enforcement, and continuing to lower the traffic accident rate to name a few.

Please let me know if you have any questions.



*In 2011 Police Activity was calculated by our software using a different method therefore this value was left out to prevent skewing of the data.





Stayton Police Department Council Staff Report



TO: Mayor Vigil and the Stayton City Council
FROM: Rich Sebens, Chief of Police
SUBJECT: Drug K9 fundraiser
DATE: March 17, 2014

The Stayton Police has partnered with “Where to Start Fitness” (370 N. 2nd Avenue) and several other local businesses to sponsor a fundraiser for the Drug K9 program. On April 5th, at 11:00 a.m. there will be a run/walk to help raise funds for the K9 program. Participants will be able to choose between a 5K and 9K run/walk, with the option of having their dog come along. There is an entrance fee of \$20 and there will be donated prizes for top finishers. There will also be a health fair for both people and pets in the parking lot of “Where to Start Fitness” starting at 9:00 a.m.

With the exception of the Officer’s salary and vehicle maintenance the K9 program has been funded completely through fund raising. Since Paul Eves, the K9 Officer, started this program in 2012 he has raised \$23,303 for the program. This total does not include the in-kind donations that have been made, such as food and vet care.

Interested participants can sign up on-line at <http://www.wheretostartfitness.com/k9-run-2014/> or they can register the day of the race at “Where to Start Fitness” from 9:00 a.m. -11:00 a.m.



CITY OF STAYTON

MONTHLY OPERATING REPORT

TO: Mayor A. Scott Vigil and the Stayton City Council

FROM: Jennifer Russell, Administrative Assistant

THRU: Dave Kinney, Public Works Director

DATE: March 17, 2014

SUBJECT: February Monthly Operating Report

KEY ACTIVITIES **STATUS**

- **WWTP Facility** Effluent flows: 60.37 million gallons were treated during February. The highest flow was 3.62 million gallons on February 16th, and the lowest flow was .87 million gallons on February 8th. The average flow was 2.16 million gallons. Total rainfall for February was 8.60 inches. 22.25 tons of dewatered biosolids were produced.
- **WTP** Highest production day was 2,236,000 on the February 14th.
- **Water System** Replaced 4 meters and installed 1 new meter with a radio. Installed 7 new water services on existing 12 inch water line on West Washington. Current water services were on 4 inch water line. The 4 inch water line will be abandoned later in the year. Repair to water main on West Ida.
- **Streets** Swept 75 curb miles and removed approximately 60 cubic yards of material. During the snow and ice event the week of February 6-12, City of Stayton put down 25 yards of sand and had major road ways plowed with a grader.
- **Parks** Volunteers: SHS Life Skills – 0 Hours; Court Ordered – 0 hours.
- **Building Permits**

Permit Type	Issued	SDC's Paid
New Single Family Dwelling	2	\$1915.00*
Residential Building Addition/Alteration/Other	0	0
Commercial Building Addition/Alteration/Other	1	0
Electrical	0	0
Mechanical	0	0
Plumbing	0	0
TOTAL	3	\$1915.00

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

*412 E Virginia, replacing existing & 382 E Cedar had SDC Credit.



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

TO: Mayor Scott Vigil and the Stayton City Council

THRU: Keith Campbell, City Administrator

FROM: David W. Kinney, Public Works Director

DATE: March 17, 2014

SUBJECT: Adaptive Management Group
Santiam Water Control District (SWCD) and City of Stayton

INFORMATIONAL REPORT

On February 21, 2014 the Adaptive Management Group, a joint committee of the City and SWCD, met for the first time. A copy of the minutes is attached.

The purpose of the meeting was to tour SWCD's canal system inside the Stayton urban growth boundary and to hold an organizational meeting. The tour and meeting took two hours. The organizational meeting reviewed the terms of the agreement and the duties of the AMG group.

Over the next several months the AMG will begin work on priority items listed in the Memorandum of Understanding between the two parties. Here is an overview of the list for 2014:

- | | |
|--|----------------------------------|
| 1. City: Storm Drainage Utility Creation | Adopted December 2014 |
| 2. City: Monthly Storm Drainage Fee | Adopted February 4, 2014 |
| 3. City: Water Quality Monitoring Protocol & Results | May AMG Meeting |
| 4. City: Storm Drainage SDC Proposal | October 2014 or Feb 2015 AMG |
| 5. Public Works Design Standards Update | May 2014 AMG meeting |
| 6. Automation Design and Construction | All AMG meetings until completed |
| 7. Spill Response Plan | October 2014 or Feb 2015 AMG |
| 8. Salem Ditch Capacity Expansion | Start planning in 2014 or 2015 |

The next meeting of the AMG is May 21, 2014 at 3:30 p.m.

**City of Stayton
AMG Meeting Action Minutes
February 21, 2014**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N FIRST AVE, STAYTON

Time Start: 2:30 P.M.

Time End: 4:38 P.M.

AMG MEETING ATTENDANCE LOG

PRESENT
Gary Butler, Santiam Water Control District
Keith Campbell, City Administrator
David Kinney, Public Works Director
Brenda Kuiken, Wastewater Facility Supervisor
Jennifer Niegel, City Council Member
Tresa Peters, Santiam Water Control District
Jennifer Russell, Administrative Assistant
Brent Stevenson, Santiam Water Control District

AGENDA	ACTION/SUMMARY
REGULAR MEETING	
TOUR OF STORM DRAINAGE FACILITIES (2:30 PM)	Brent Stevenson, SWCD, led a tour of the SWCD's canal system inside the Stayton UGB.
a. CALL TO ORDER (at completion of tour 3:30)	Stayton Public Library
b. Introductions	<p><u>SWCD Representatives:</u> Brent Stevenson has been the manager of the SWCD for 5 years. Gary Butler has been with the SWCD board for 15-18 years. He oversees 2200 acres of farming property west of the industrial park area. Tresa Peters has been with SWCD for 5 years.</p> <p><u>City Representatives:</u> Keith Campbell, Stayton's new City Administrator started work on February 3rd. Brenda Kuiken is the Wastewater Treatment Facility Supervisor and has been with the City for 10 ½ years. Jennifer Niegel has been a member of City Council for 3 years and an attorney for 16 years. Public Works Director Dave Kinney has worked for the City for 5 ½ years.</p>
c. Approval of Minutes	This will be a future regular agenda item.
SWCD – City Agreement:	Mr. Stevenson said that the SWCD district had withheld signing the agreement pending the City's adoption of a storm water fee. Since the City has adopted the fee, the lawsuit with the SWCD will be

<ul style="list-style-type: none"> a. Organization of the Adaptive Management Group b. City of Statyon Representatives c. Purpose of the AMG d. Meetings e. Quarterly Meeting Activities f. Annual Meeting Activities 	<p>dismissed. Mr. Stevenson signed the agreement and will get a copy to Mr. Campbell.</p> <p>Mr. Kinney reviewed the SWCD representatives.</p> <p>Mr. Kinney reviewed the City of Stayton Representatives.</p> <p>Share information, bring up issues monthly or quarterly and talk in detail about planning, funding and implementation of projects over the next 5 years.</p> <ol style="list-style-type: none"> 1. Quarterly Meetings: 3rd Wed. of the month (Feb, May, July/Aug) – Ms. Niegel and Mr. Butler prefer late afternoon. Ms. Kuiken doesn't want meetings on Friday. 2. Annual Meeting: 3rd Wed. of October 3. Joint Board Meeting – Mayor and Council + SWCD Board (November) 4. Location: Stayton Public Library Meeting Room 5. Host/Chair – Alternate between City and SWCD. Ms. Russell and Ms. Peters will alternate taking minutes. 6. Host will prep agenda with all parties input. 7. Compliance with Open Meeting Law (ORS 192). <p>Planning, funding and implementation of Phase 1 and Phase 2 projects.</p> <ol style="list-style-type: none"> 1. Review work completed in prior year and status of MOU projects. 2. City Report on storm drainage maintenance & improvement projects. 3. SWCD report on maintenance activities on District facilities inside the UGB. 4. Proposed City Projects for the next calendar year. 5. Proposed SWCD projects for the next calendar year. 6. Appoint subcommittees as needed 7. Discuss administrative policies and procedures, (i.e. building permits, land use, fish and wildlife.)
<p>Overview of 2014 Projects</p> <ul style="list-style-type: none"> a. City: Storm Drainage Utility Creation 	<p>Adopted December 2014</p>

b. City : Monthly Storm Drainage Fee

Adopted February 4, 2014 – Mr. Stevenson explained that this would provide funding for some of the projects contained in the MOU. Mr. Stevenson, Ms. Kuiken and Mr. Butler reviewed timing and location of water sampling and would like to discuss protocol in the future.

c. City: Water Quality Monitoring Protocol & Results

May AMG Meeting - Ms. Niegel asked if water quality monitoring was required. Ms. Kuiken said it's not required, but the City saw a need to collect the data for various contaminants.

d. City: Storm Drainage SDC Proposal

October 2014 or Feb 2015 AMG – System Development Charges will be added for new development.

e. Public Works Design Standards

May 2014 AMG Start - Mr. Stevenson said that he participated in several Planning Commission and City Council meetings. Mr. Kinney advised further discussion would need to be had regarding small projects vs. larger developments. Mr. Kinney stated that City Engineer John Ashley is almost finished with the first draft of the standards and is modeling them on the City of Portland standards. Mr. Butler commented that the SWCD and the board often thought the City would move forward with projects without input from the SWCD.

f. Automation Design and Construction

All AMG Meetings until completed – Mr. Stevenson discussed the need for automation. In the event of a catastrophe or spill, the automation will allow the SWCD to control flows and protect areas from contamination. The MOU states that the City will pay up to a maximum of \$230,000 for this project. The City received a grant that will partially pay for the design component of the project and the City and SWCD will apply for a construction grant from OWEB in April 2014.

g. Spill Response Plan

October 2014 or Feb 2015 AMG – Mr. Stevenson discussed the concern for spills and not having a plan in place Mr. Stevenson and Mr. Kinney will attend a summit in Salem and will see what type of plan they are using. It will be beneficial to come up with a plan for how we finance a plan and if we model it after another city or come up with our own plan.

h. Salem Ditch Capacity Expansion

Mr. Stevenson stated the SWCD engineers are

	planning expansion and see a need for improvement at the Mill Creek site.
Funding Opportunities a. Marion County Community Projects Fund – Automation Design b. DEQ 319 Program c. OWEB – Automation Construction d. Potential Funding Sources – Other Applications	\$50,000 application submitted by City in December 2013, \$19,500 approved. Mr. Kinney discussed the grant process and our meeting with Sara McDonald. Reimbursement will be issued from the Finance Director to SWCD. Stayton Industrial Park Improvements - \$75,000 letter of interest submitted in January and denied in February. \$350,000 due in April 2014. SWCD will be the applicant. Mr. Kinney advised that this project fits into the funding priorities. Mr. Stevenson stated there is a grant from Marion County Soil and Water and he is thinking about applying for the automation project.
Public Works Design Standards a. Outline of PWDS Changes b. Triggers and Thresholds for small development projects	Mr. Kinney advised City Engineer John Ashley is still compiling these.
Schedules and Assignments for next AMG Meeting a. Monthly Storm Drainage Fee Report b. Automation Design Report c. Grant/Funding Opportunities	Mr. Fleishman will provide a report that will summarize monthly revenues. Mr. Stevenson AMEC will have a design and cost estimate. Collaborative effort with Mr. Kinney, Mr. Stevenson and Mr. Fleishman to find grant opportunities.
Next Meeting Agenda Items a. Public Works Design Standards b. City and SWCD Quality Monitoring Programs c. Requested Items From AMG Members – Final Comments	Draft available for review. Protocol, testing sites and results. Ms. Niegel asked if they were to review the Public Works Designs Standards, she would like them to review 2 weeks in advance of the meeting.



City of Stayton

Planning and Development Department

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MEMORANDUM

TO: Mayor Scott Vigil and City Council Members
FROM: Dan Fleishman, Planning and Development Director
DATE: March 17, 2014
SUBJECT: Report of Activities for February, 2014

Enforcement Activity Highlights

Reviewed one complaint of messy yard

Planning & Development Activity Summary

Planning Commission meeting

Reviewed 1 building permit application

Reviewed Site Plan Review applications for Stayton High School and Stayton Middle School

Attended Oregon Planning Directors Association annual meeting

Attended meeting to discuss restoration of rail service to Stayton and Aumsville

Working with Public Works Department staff, improvements to the Geographic Information System continued



MEMORANDUM

TO: Mayor Scott Vigil and Stayton City Councilors

FROM: Mark Greenhalgh-Johnson

DATE: March 17, 2014

SUBJECT: Interim Library Director's Report, March

Updates:

In February the Oregon author series concluded with two outstanding authors. Brian Doyle, editor of *Portland Magazine*, and author of a collection of spiritual essays titled *The Thorny Grace of It* and the novel *Mink River* spoke on February 20th. Philip Margolin the author of 17 New York Times bestsellers closed out our series on February 22nd. He graciously rescheduled his February 8th appearance after Stayton's February "Snowmageddon." The library would once again like to thank the Marion Cultural Development Corporation for funding this series. We are already making plans to continue this series next year.

Upcoming Events:

Casle Portner, our children's librarian, hosts the "random book readers book club" the last Monday of every month. This event is to encourage 1st and 2nd graders to read chapter books. The kids are having a great time discovering how much fun they can have reading and talking about books.

April is national poetry month. This year the Oregon Library Association is celebrating the centennial of Oregon's most famous poet, William Stafford. In April we will be featuring his books as well as the library's entire poetry collection.

Tuesday, April 22nd the library will conduct "Saving the Planet Super-hero Training." Kids up to 12 years of age will attend an exciting course to become a planet saving super-hero.

2013 - 2014 Monthly Library Statistics

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2012-13	2013-14 YTD	% Change
CHECKOUTS	12,712	12,114	10,667	14,011	12,048	11,230	13,842	9,544					93,521	96,168	3%
INCOME Received															
Non-resident cards	\$917.00	\$1,760.00	\$342.00	\$720.00	\$582.00	\$1,148.00	\$500.00	\$605.00					\$6,066.00	\$6,574.00	8%
Fines: overdue books	\$888.54	\$2,337.97	\$909.43	\$857.00	\$834.00	\$2,301.66	\$1,084.00	\$489.30					\$8,776.47	\$9,701.90	11%
Room fees	\$177.00	\$108.00	\$1,027.00	\$348.00	\$0.00	\$1,285.00	\$0.00	\$0.00					\$2,682.00	\$2,945.00	10%
Total													\$17,524.47	\$19,220.90	10%
REFERENCE QUESTIONS															
Reference questions	645	585	476	619	589	552	600	571					3,949	4,637	17%
Telephone	356	393	374	384	276	305	393	522					2,417	3,003	24%
Total													6,366	7,640	20%
INTERNET USE															
	1,940	1,900	1,502	1,700	1,529	1,659	1,691	1,295					13,209	13,216	0%
PROGRAM ATTENDANCE															
Children/teens	517	379	174	365	335	174	591	360					2,780	2,895	4%
Adults	223	154	130	177	165	122	327	250					1,358	1,548	14%
Outreach	80	0	195	887	829	451	692	626					3,935	3,760	-4%
Total													8,073	8,203	2%
MEETING ROOM ATTENDANCE															
	1,195	1,033	571	907	824	452	895	786					5,890	6,663	13%
PATRON VISITS															
	9,317	8,445	6,881	7,727	6,835	5,671	7,506	6,322					61,400	58,704	-4%