



AGENDA STAYTON CITY COUNCIL MEETING

Monday, April 2, 2018
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

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.

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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.*

CONSENT AGENDA

- a. March 19, 2018 City Council 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 other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Deputy City Recorder Alissa Angelo at (503) 769-3425.

BUSINESS FROM THE MAYOR

- a. Child Abuse Prevention Proclamation by Mayor Henry Porter
- b. Presentation from the Marion County Child Abuse Prevention Team

PUBLIC HEARING – NONE

UNFINISHED BUSINESS – NONE

NEW BUSINESS

Proposed Lease for Teen Center Located at Mill Creek Park **Action**

- a. Staff Report – Keith Campbell
- b. Council Deliberation
- c. Council Decision

Ordinance No. 1018, Establishing Licensing Requirements and Standards for Mobile Food Units **Action**

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

Report on Current Housing Inventory **Informational**

- a. Staff Report – Dan Fleishman and Isaac Kort-Meade

STAFF/COMMISSION REPORTS – NONE

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 MANAGER

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – April 16, 2018

- a. Water Management and Conservation Plan
- b. Economic Development Study
- c. Drug Take-Back
- d. Stayton Family Memorial Pool Update
- e. Award of Bid – Paving
- f. Proposed Downtown Code Amendments
- g. Transportation System Plan Citizen Advisory Committee

ADJOURN

CALENDAR OF EVENTS

APRIL 2018

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

MAY 2018

Tuesday	May 1	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	May 7	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 7	City Council	Upon Adjournment of Budget Committee	
Tuesday	May 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	May 11	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	May 14	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 15	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 16	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 21	City Council	7:00 p.m.	Community Center (north end)
Monday	May 31	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY		
Tuesday	May 29	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2018

Monday	June 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	June 8	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	June 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 25	Planning Commission	7:00 p.m.	Community Center (north end)

JULY 2018

Monday	July 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Wednesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Tuesday	July 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 13	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	July 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 30	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
March 19, 2018**

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

Time Start: 7:00 P.M.

Time End: 8:38 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell (joined at 7:20 p.m.)	Keith Campbell, City Manager
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman	Rich Sebens, Chief of Police

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. James Loftus	Mr. Loftus expressed shared his opinion on the situation between the City and PacifiCorp. He provided staff with two documents which he requested be entered into the record.
b. Steve Poisson	Mr. Poisson, Vice President of the Friends of Old Town Stayton (FOTS), discussed proposed new ordinances for the downtown core of Stayton which had been provided to the Council. The FOTS group requested Council direct staff to bring these back to Council in the form of an Ordinance. Council discussion of proposed ordinances. Motion from Councilor Kronquist, seconded by Councilor Usselman, to direct staff to review and bring back to the Council. Motion passed 4:0.
c. Anthony Behrens	Mr. Behrens is running for Marion County Circuit Court Judge and shared information about himself and why he's running for office.
d. Teri and Jon Mesa	The Mesa's own three downtown businesses. They spoke about the smoking issue in the downtown area.

<p>Consent Agenda</p> <ul style="list-style-type: none"> a. February 20, 2018 City Council Minutes b. OLCC Annual License Renewals 	<p>Motion from Councilor Kronquist, seconded by Councilor Molin, to approve the consent agenda. Motion passed 5:0.</p>
<p>Business from the Mayor</p> <ul style="list-style-type: none"> a. Appointment of David Patty to the Budget Committee 	<p>Motion from Councilor Quigley, seconded by Councilor Kronquist, to ratify the appointment of David Patty to the Budget Committee. Motion passed 5:0.</p>
<p>Public Hearing</p> <p>Ordinance No. 1016, Amending Land Use Code Regarding Detached Single Family Dwellings that are Nonconforming Uses</p> <ul style="list-style-type: none"> a. Commencement of Public Hearing b. Staff Report – Dan Fleishman c. Questions from the Council d. Proponents’ Testimony e. Opponents’ Testimony f. Governmental Agencies g. General Testimony h. Questions from the Public i. Questions from the Council j. Staff Summary k. Close of Hearing l. Council Deliberation m. Council Decision on Ordinance No. 1016 <p>Ordinance No. 1017, Amending Land Use Code Regarding Effective Dates, Expiration of Approvals, Preliminary Subdivision and Partition Plans, and Submission of Construction Plans and Final Plats</p> <ul style="list-style-type: none"> a. Commencement of Public Hearing b. Staff Report – Dan Fleishman 	<p>Mayor Porter opened the hearing at 7:25 p.m. Councilor Kronquist declared he has detached dwellings behind his property but this will not create a bias.</p> <p>Mr. Fleishman reviewed his staff report.</p> <p>Councilor Quigley inquired if a zone change is needed. Mr. Fleishman shared the Planning Commission felt the same and this is something staff will be addressing.</p> <p><i>Justin Barrett, 1593 N. Third Avenue</i>, spoke in favor of the code change.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Nothing further.</p> <p>Mayor Porter closed the hearing at 7:35 p.m.</p> <p>None.</p> <p>Motion from Councilor Quigley, seconded by Councilor Kronquist, to approve the first consideration of Ordinance No. 1016. Motion passed 5:0.</p> <p>Mayor Porter opened the hearing at 7:37 p.m.</p> <p>Mr. Fleishman reviewed the staff report.</p>

<p>c. Questions from the Council</p> <p>d. Proponents' Testimony</p> <p>e. Opponents' Testimony</p> <p>f. Governmental Agencies</p> <p>g. General Testimony</p> <p>h. Questions from the Public</p> <p>i. Questions from the Council</p> <p>j. Staff Summary</p> <p>k. Close of Hearing</p> <p>l. Council Deliberation</p> <p>m. Council Decision on Ordinance No. 1017</p>	<p>Discussion of changes and the pending subdivision that hasn't submitted approved plans.</p> <p><i>Bill Martinak, 15556 Coon Hollow Road, Sublimity,</i> asked several questions and requested clarification of the proposed changes. He spoke in favor of cleaning up the code.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Mr. Fleishman provided a brief summary.</p> <p>Mayor Porter closed the hearing at 8:09 p.m.</p> <p>None.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve the first consideration of Ordinance No. 1017. Motion passed 5:0.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Resolution No. 973, Community Garden Relocation</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Resolution No. 974, Resolution Supporting Friends of Old Town Stayton's Application for Participating in Main Street Status</p> <p>a. Staff Report – Dan Fleishman and Isaac Kort-Meade</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Ludwick reviewed his staff report.</p> <p>Council discussion of community garden plot fees.</p> <p>Motion from Councilor Quigley, seconded by Councilor Glidewell, to approve Resolution No. 973. Motion passed 5:0.</p> <p>Mr. Kort-Meade reviewed the staff report.</p> <p>Councilor Kronquist and Councilor Glidewell both declared they live in the area but it will not affect their decision.</p> <p>Motion from Councilor Quigley, seconded by Councilor Usselman, to approve Resolution No. 974. Motion passed 5:0.</p>

<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. February 2018 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens</p> <p>a. February 2018 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick</p> <p>a. February 2018 Operating Report</p> <p>Planning & Development Director’s Report – Dan Fleishman</p> <p>a. February 2018 Activities Report</p> <p>Library Director’s Report – Janna Moser</p> <p>a. February 2018 Activities</p>	<p>No discussion.</p> <p>Chief Sebens briefly reviewed his report. He also discussed the recent rise of fraudulent phone calls, specifically to the elderly.</p> <p>Mr. Ludwick reviewed his report.</p> <p>Mr. Fleishman spoke about the award of the Community Development Block Grant for Housing Rehabilitation.</p> <p>Ms. Moser reviewed her report. The first week of March the Library held Food for Fines which led to 342 pounds of food which were donated to the Stayton Food Bank.</p>
<p>Presentations / Comments from the Public</p> <p>a. Dan Morgan</p>	<p>Mr. Morgan inquired if any Mill Creek Park Design meetings had been scheduled and if the City knew whether the mobile home on the property would remain with the development of the park. Mr. Ludwick stated no meetings have been scheduled at this time and the Consultants are in the conceptual design phase and nothing has been confirmed on whether the home will stay on the property.</p> <p>There was further discussion with Chief Sebens about the Teen Center working with the City regarding information on the nearby drug house.</p>
<p>Business from the City Manager</p>	<p>Mr. Campbell recognized Public Works Supervisor Tom Etzel who was recently awarded as the Oregon Association of Water Utilities (OAWU) Operator of the Year. In addition the City was awarded the best surface water in Oregon by OAWU.</p> <p>The City was also recently recognized for the second year in a row with the Distinguished Budget Award by the Government Finance Officers Association (GFOA).</p>
<p>Business from the Mayor</p>	<p>None.</p>

Business from the Council

Councilor Glidewell inquired about the City Attorney appointed to Stayton. Mr. Campbell responded.

Future Agenda Items – Monday, April 2, 2018

- a. Housing Study
- b. Food Carts
- c. Library Roof

APPROVED BY THE STAYTON CITY COUNCIL THIS 2ND DAY OF APRIL 2018, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Manager

Date: _____

Transcribed by: _____
Alissa Angelo, Deputy City Recorder



City of Stayton

Administration • Finance

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-3425 • Fax (503) 769-1456

City of Stayton, Marion County, Oregon

PROCLAMATION

This matter came before the City of Stayton Mayor and Council at its regularly scheduled meeting of April 2, 2018, to proclaim April as Child Abuse Prevention Month.

WHEREAS, every child deserves to live in a safe, loving and caring family environment;

WHEREAS, in 2017 there were 11,843 reported victims of child abuse and neglect in Oregon, and of those reported cases, 1,255 were victims in Marion County, and 49 of those victims were from Stayton;

WHEREAS, we endeavor to join together as individuals, organizations, and government agencies to prevent child abuse in our county by providing opportunities to educate, train, and support caregivers by raising awareness of relevant topics, including child development, basic-care skills, discipline strategies, and goal-setting for parents; and,

WHEREAS, by strengthening families and providing safe, stable, and nurturing environments that are free from violence, abuse, and neglect, opportunities are created for children's optimal growth and success, ensuring a secure future for our communities, where the needs of children are a priority and the needs of families are met.

NOW THEREFORE, the City of Stayton Mayor and Councilors asks everyone to join together in protecting our children, and do hereby proclaim April 2018, as

"CHILD ABUSE PREVENTION MONTH"

Dated at Stayton, Oregon, this 2nd day of April, 2018.

Henry A. Porter, Mayor

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: April 2, 2018
SUBJECT: Proposed Lease for Teen Center located at Mill Creek Park

ISSUE

Should the City lease the Puntney House located at 2800 Kindle Way to New Growth for a Teen Center?

ENCLOSURE(S)

1. Proposed Lease
2. Materials provided by New Growth

BACKGROUND INFORMATION

In April 2017, the City took possession of a triple-wide mobile home located at 2800 Kindle Way. The home is 2,071 square feet, consisting of three bedrooms and two bathrooms, and located in what will be the new Mill Creek Park. The City solicited ideas for use of the home while it sat vacant during the planning stages for Mill Creek Park. Councilor Glidewell suggested a Teen Center and began coordinating a conglomeration of local faith-based organizations to come together to use the house for a Teen Center.

On February 22, 2018, the City in collaboration with AKS Engineering, held its first community meeting for the planning of Mill Creek Park. Due to the conditions and limitations that will be placed on the park and the area flood plain, there is a strong likelihood the house will not be part of the final park design. This reality has been made clear beginning early on in conversations with New Growth. The priorities of the future park will come first. Even if the house is not part of the final design, it may be several years before the house would need to be moved. The house is a mobile home and the lease provides New Growth for a right of first refusal to acquire the home.

The proposed Teen Center will be located near a home that has been identified as a drug house. The owner of said drug house was recently sentenced to twenty-six months in jail. In recent months community members from the neighborhood have come to the City Council to express their apprehension of a Teen Center being located near a drug house. On March 23rd,

the leaders of New Growth held a neighborhood meeting to discuss their proposal and to hear the concerns of the neighborhood. This meeting was described as productive and positive. The Police Department is aware and understands the concerns of the local neighborhood, and is still working to address any ongoing activity in the drug house. The Police Department feels the Teen Center should have a positive impact in the neighborhood.

FISCAL IMPACT

The fiscal impact is essentially one of opportunity costs. As such the fiscal impact is minimal. The City had no intent or plans for the house. The interest for the City was the land for the park. This lease would prevent the building from being used for other unknown purposes.

STAFF RECOMMENDATION

Staff recommends the Governing Body approve the lease with New Growth.

MOTION(S)

1. Adopt the lease agreement with New Growth as presented.

Motion to approve the lease agreement with New Growth as presented.

2. Adopt the lease agreement with New Growth with modifications as directed.

Motion to approve the lease agreement with New Growth with the following modifications _____.

3. Take no action on the lease agreement with New Growth.

No motion necessary.

LEASE AGREEMENT

This agreement made and entered into this ____ day of _____ 2018, between the **STAYTON**, hereinafter referred to as the "**CITY**" and **NEW GROWTH MINISTRIES**, hereinafter referred to as "**NEW GROWTH.**"

It is hereby agreed between the parties as follows:

1. LEASE: The **CITY** agrees to lease the City owned building located at **2800 Kindle Way SE, aka the PUNTNEY PROPERTY**, to **NEW GROWTH** for a period of 3 years, commencing at the above date.
2. COST: **NEW GROWTH** shall pay the **CITY** \$1.00 per year beginning at the time of the executed agreement.
3. FAITH BASED: **NEW GROWTH** will be operated by a faith based organization, but this agreement does not allow, in any manner, for the building to be used for the promulgation of religious doctrine.
4. MAINTENANCE AND REPAIR: **NEW GROWTH** agrees to be responsible for all routine interior maintenance and repair of the building during the term of this agreement. The **CITY** shall be responsible for the exterior maintenance of the park space (mowing, and grounds maintenance.) **NEW GROWTH** shall be responsible for the care and maintenance of the building and attached decks. **NEW GROWTH** shall keep records of all repairs and shall keep the building interior in good order and safe condition and shall notify City staff in writing at City Hall of any exterior deficiency, vandalism, or defect. **NEW GROWTH** shall pay all utilities for the building.
5. ADA: **NEW GROWTH** shall be solely responsible for bringing the subject property up to compliance with the ADA assessment completed by the Northwest ADA Center for all publicly accessible spaces on said property. All work must follow local, state, and federal law and must be permitted, completed, and inspected prior to occupancy by the public.
6. TAXES: **NEW GROWTH** should be an entity for benefit, not for profit corporation and be granted IRS 501(C)(3) tax exemption status. If **NEW GROWTH** does not have that status then it will be required to pay any property tax that might be assessed against the property due to their occupancy.
7. TERMINATION: In the event the **CITY** requires the use of the building, or if the building needs to be removed from the location or **NEW GROWTH** should decide to vacate the building, written notice to terminate at least thirty (30) days prior to the termination date shall be provided to the other party of the agreement. Termination can occur at any time, and for any reason or purpose.
8. RIGHT OF FIRST REFUSAL: If the **CITY** elects to move the building from the current location, **NEW GROWTH** will have the right of first refusal on purchase of the mobile structure.
9. FIRE INSURANCE: **NEW GROWTH** shall maintain fire insurance with the **CITY** listed as the beneficiary on the building during the term of this agreement and **NEW GROWTH** shall be responsible for the fire insurance costs.
10. UNLAWFUL USE: **NEW GROWTH** agrees to make no unlawful use of the building during the term of this agreement. **NEW GROWTH** must fully comply with all City zoning and building code regulations, including parking and access management. **NEW GROWTH** will follow all local, state and federal laws.

11. **LIABILITY:** **NEW GROWTH** shall defend, indemnify, and hold the **CITY** harmless against all liability, loss, or expenses, including attorney fees, against all claims, actions, or judgment's based upon or attributed to the negligence of **NEW GROWTH**, its agents, employees, or invitees.
12. **INSURANCE:** **NEW GROWTH** shall be insured by an insurance company licensed to conduct a liability insurance business in the State of Oregon for not less than \$1,000,000, and naming the **CITY** as an additional insured. A current certificate evidencing this insurance shall remain on file with the **CITY**.
13. **SUBLEASE:** It is understood that **NEW GROWTH** shall not allow other organizations or persons to sublease the premises during the term of this agreement.
14. **AMENDMENTS:** This agreement may be amended at any time during the term of the agreement upon the mutual consent of both parties.
15. **DISPUTE RESOLUTION:** In the event a dispute arises between the parties as to the terms of this Agreement, the matter shall first be addressed through mandatory mediation. If not settled by mediation, the parties shall resolve the matter by binding arbitration in accordance with Oregon laws. In the event either party brings action to enforce the terms of this Lease or to seek damages for its breach, or arising out of any dispute concerning the terms and conditions hereby created, the prevailing party shall be entitled to an award of its reasonable attorney fees, costs, and expenses, incurred therein, including such costs and fees as may be required by on appeal. Venue shall be in the Circuit Court of Marion County, Oregon.
16. **NOTICES:** Any notices that either party desires to give the other shall be given by certified mail, return receipt requested, addressed as follows (changes of address shall be promptly provided to the other party):

CITY: City of Stayton
 362 N. Third Avenue
 Stayton, OR 97383-1726

NEW GROWTH: New Growth
 198 Fern Ridge Rd. SE
 Stayton, OR 97383-6144

CITY OF STAYTON

By: _____
 Keith D. Campbell, City Manager

NEW GROWTH MINISTRIES AKA "NEW GROWTH"

By: _____
 President



Santiam Teen Center

12/11/2017

New Growth Ministries
975 Fern Ridge Road
Stayton Oregon 97383
503-910-7995

OVERVIEW

Vision: The Teen Center strives to empower young adults who will enrich the community by developing relationships through positive interactions.

Mission: The Teen Center provides a safe, enjoyable environment where any teenager can engage in constructive, educational and social activities with the help of trained volunteers.

GOALS

Santiam Teen Center wants to create a safe, fun, educational place for teens to go after school where they can come to eat, work on homework, play games and socialize. We hope to provide a healthy atmosphere for the teens but also an opportunity for our community members to be engaged and mentor our youth.

INCLUDED IN PACKET

1. Overview
2. Memorandum of Understanding / ADA review
3. Volunteer and Staff Policies and Procedures
4. Non-Adjusted Budget
5. Legal Forms - Bylaws / 501c3 / Articles of Incorporation
6. Volunteer Packet
7. Day-to-Day Forms
 - a. Monthly Activity Sheet
 - b. Non-Cash Contribution Letter
 - c. Church Partnership Agreement
 - d. General Intake Form
 - e. Incident Report
 - f. Code of Conduct and Neutral zone
8. Insurance Packet
9. Letters of Recommendation

MILESTONES TO COME

1. Gain lease for Kindle house. We are waiting to meet with Stayton City Council - tentative date is Dec. 18th- to gain approval and enter into a lease contract for the Kindle house.
2. After approval, churches will be contacted to search for volunteers and initiate training.
3. We will search for volunteer contractors to help with updating the Kindle house with ADA requirements and updates.
4. Teams will be formed to utilize the rooms- arts and crafts room, book and computer room, food preparation, game area, etc.
5. Re-adjust Budget
6. Tentative opening date March 1st



**ADA Physical Accessibility Review of Existing Building:
City of Stayton**

Scope of Work: Conduct a comprehensive site accessibility review of an existing building that is approximately 2,000 square feet. Site survey will include all public access areas and not limited to: parking lot, path of travel, approach/entrances, entry and egress, doors, lobby, counter heights, restrooms fixtures, accessible toilet stall(s), toilets flush-controls, signage, rooms, dining area, and other elements as needed for ADA compliance and related state building code.

A general report will be provided within fifteen business days after the completion of the on-site survey.

Date of Request: 11/20/17

Date/Time: TBD

Report Due Date: TBD

Requested by: City of Stayton Public Works

Name: Lance Ludwick

Address:

362 N Third Ave

Stayton, OR 97383

Contact Information:

Phone: 503-769-2919

Cell: 503-932-1185

E-Mail: lludwick@ci.stayton.or.us

Estimated Sq Ft: 2,000

Provided by: NW ADA Center

6912 220th Street SW, Suite 105

Mountlake Terrace, WA 98043

Contact: Eva L. deLeon

elarr@uw.edu | 425-771-7425

On-Site Agenda

Conduct site survey: Review the requested areas and make sure facility is accessible and comply with 2010 ADA Standards in all public areas including:

- a. Parking (Accessible parking space(s), path of travel)
- b. Sidewalk, path to the main entrance of the building(s), Reception areas, entry doors, path of travel)
- c. Rooms (e.g. conference room(s), break room, food/cafeteria places, etc.)
- d. Restrooms - accessible stall(s) (e.g. counter, sink, mirror, plumbing, toilets, flush control, doors, path of travel, measurements and pressure etc.)
- e. Exits Doors or Egress (signage, landing, area of refuge, etc.)



Other Comments: This is an existing building the City purchased. This existing building is a private single family dwelling. The City is required to determine modifications needed to use the facility for public access. The facility is located/situated within a 20-acre property lot and will be located in the middle of a proposed park.

Report of Findings and Recommendations

A general report to include narratives, photographs, findings, and recommendations (levels of priority included) will be submitted within **15** business days after the completion of every scheduled ADA site survey. Per your request, we will provide a general summary and recommendations with the most concerns (prioritizing the elements of concerns) for improving access to the buildings/areas related to public access.

**Discount is provided with support by the Northwest ADA Center grant.*

+Payment is due within 30 days of invoice. Invoices over 30 days may be charged a 1% late fee per month.

+A 5% surcharge will be added to the total cost for payment made by credit card.

**NEW GROWTH
Santiam Teen Center**

**Volunteer and Staff
Policies and Procedures**

HANDBOOK

**NEW GROWTH MINISTRIES
SANTIAM TEEN CENTER
975 Fern Ridge Rd.
Stayton, OR 97383
503-910-7995
503-551-4524**

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MISSION STATEMENT

Vision: The Teen Center strives to empower young adults who will enrich the community by developing relationships through positive interactions.

Mission: The Teen Center provides a safe, enjoyable environment where any teenager can engage in constructive, educational and social activities with the help of trained volunteers.

HISTORY

New Growth Ministries was established in 2010 out of a requested need from the Stayton Police Department for teens in difficult situations. New Growth Ministry became part of a collaborative partnership with community-based churches and Safe Families for Children, a fast growing organization that equips churches to practice hospitality by serving at-risk and homeless youth, ages 0-17, and their families. New Growth has also offered volunteer mentoring, gas cards and basic needs to those families who needed it.

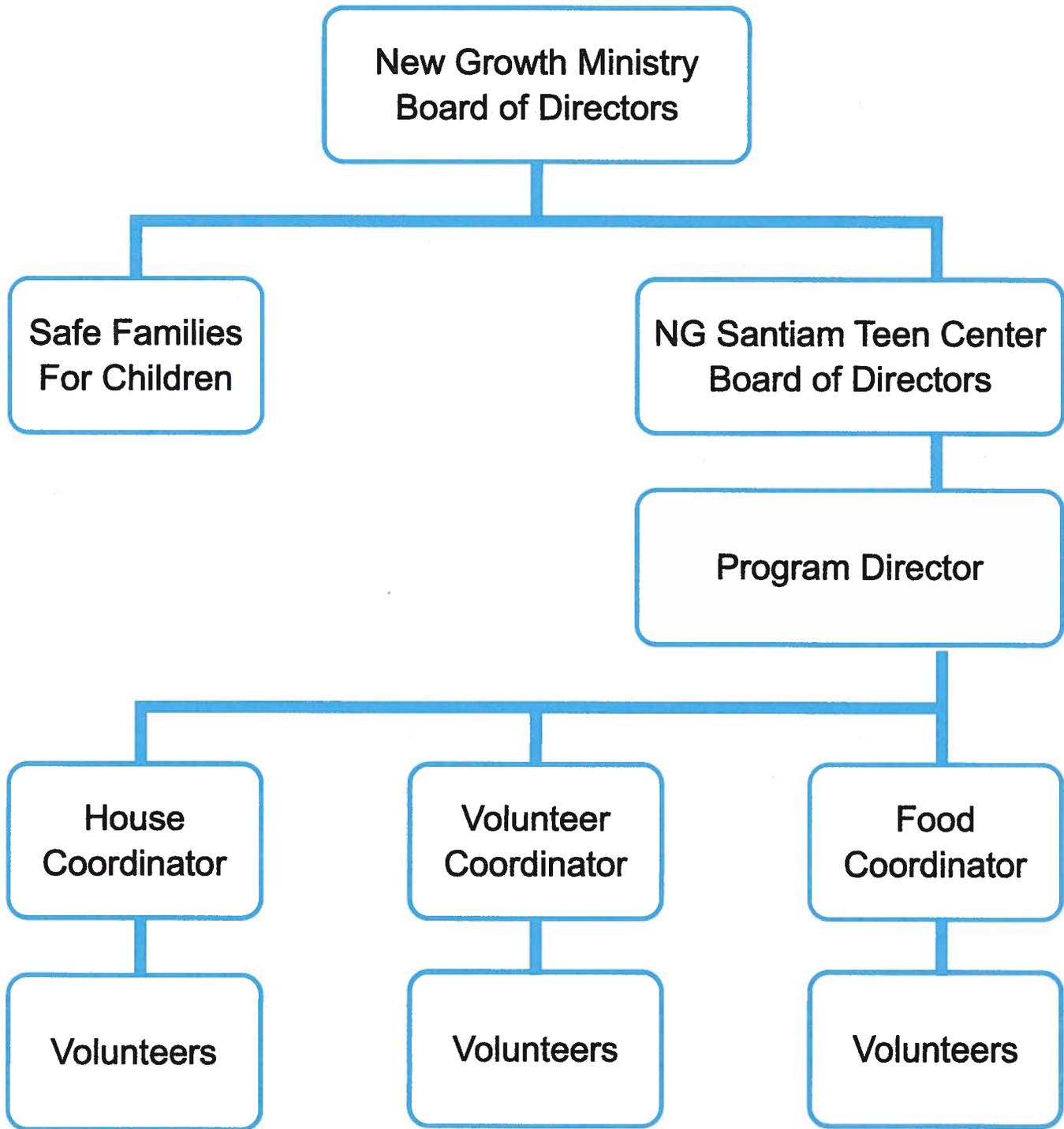
When New Growth opened, we had the dream of serving teens specific to their needs. In July of 2017, we were approached by community members to help create and carry with our 501c3 an after school Teen center. We are now in the process to fulfill that dream and need.

SAFE FAMILIES FOR CHILDREN

New Growth Ministries partnered with Safe Families for Children in 2010. Safe Families for Children is a movement fueled by compassion to keep children safe and families intact. Through Host Families, Family Friends, and Family Coaches, they temporarily host children and provide a network of support to families in crisis while they get back on their feet. Founded in 2003, Safe Families for Children (Safe Families) surrounds families in crisis with caring, compassionate community. SFFC are a nonprofit, volunteer movement that provides hope and support to families in our local communities. Located in 70 cities across the United States, United Kingdom, Canada, and beyond, SFFC are motivated by compassion to keep children safe and out of foster care.

New Growth Ministries has had a wonderful, successful partnership as we ran the SFFC program in Stayton and the Santiam Canyon.

General Organizational Chart



DUTIES

New Growth Board of Directors

Ultimate authority and responsibility for all programs
Establishes mission and direction
Ensures adequate organizational resources

Santiam Teen Center Board of Directors

Authority, direction and responsibility for the Teen Center
and all Program Directors

Teen Center Program Director \$\$

Responsible for day-to-day management of the Teen Center
Delegates responsibility to volunteers .
Fundraising
Serves as a link between volunteers, Board of Director and Community
Handles unresolved conflict within Center
Authority and responsibility for Coordinators

Volunteer Coordinator

Does volunteer interviews/ background checks and collects application
Serves as a contact person to Church liaisons and schedules volunteer calendar
manages volunteer training

House Coordinator

Manages and helps organize each rooms supplies and
Finds and manages the volunteers that donate.

Food Coordinator

Connects with the food Bank
Has snacks and drinks available
Finds volunteers to prepare dinner Monday through Friday
organizes calendar for volunteers

Community Volunteers

Engages youth (individual/groups) in activities
Monitors youth activities
Some case management
Covers front desk
Assists with meal preparation
Assists in any other needs under the coordinators

New Growth Ministries Internship Description

Internship: New Growth Ministries
Internship Location: Stayton, Oregon

New Growth Ministries engages volunteers from church communities to provide friendship and respite to children when families are in crisis, minimizing the risk for abuse or neglect and giving parents the time and tools they need to help their families thrive. New Growth Ministries works in coordination with Safe Families for Children. New Growth Ministries strives to meet three objectives:

- 1. Child Welfare Deflection:** New Growth Ministries provides a safe alternative to child welfare custody, thus significantly reducing the number of children entering the child welfare system.
- 2. Child Abuse Prevention:** Providing an overwhelmed and resource limited parent with a safe, temporary place for their child without threat of losing custody. By offering support, the goal is to avert potential abuse/neglect episodes.
- 3. Family Support and Stabilization:** Many parents struggle because of limited social support and unavailable extended family. Many New Growth Ministries' Volunteers become the extended family that a parent never had.

General Internship Summary

The student will learn what it takes to work with volunteers, about social services, non-profits, community collaboration and community mobilization to provide services to families in crisis.

Internship Requirements

Major: Social Services, Behavioral Science, and other related coursework
Comfortable communicating with volunteers, families seeking services and community partners
Computer proficiency

The Internship Experience

1. Assist in volunteer screenings including (but not limited to) recruitment, screening, training, recognition and retention using best practices.
Screening and intake of families seeking services.
3. Works with and assists program coordinator on a variety of processes including public relations, community collaboration and events, program sustainability including communication and reports, and some clerical support.
4. Completion of a special project as determined by supervisor and student. Possible projects may be newsletter, fundraising, Facebook management, twitter, community awareness event.

Internship Learning Goals & Objectives

1. To increase and support the number of qualified volunteers to serve using best practices of volunteer Management.
2. to increase and support the number of child and family referrals.
3. Matching families seeking service to the appropriately qualified volunteer family and assuring they are well supported.

Other:

No offer of Internship is final until a favorable completion of a criminal history records check and a negative drug test.

Internship Acknowledgment:

I certify that I have received, reviewed, and understand the duties described in this position description.

Intern Printed Name

Intern Signature

Date

DESCRIPTION OF SERVICES

To be eligible for Santiam Teen Center services youth must be ages 13 – 17 years, 18 years old if working towards GED or high school diploma.

Santiam Teen Center services include, but are not limited to:

- ✓ Day Shelter -- Snacks, dinner, showers, clothing, toiletries, laundry, telephone and caring adults
- ✓ Assistance -- Job hunting, tutoring, relationships with family & friends, life skills
- ✓ Referrals -- Medical care, shelters, mental health, any abuse
- ✓ Activities -- Games, crafts, computers, sports,
- ✓ Peer Groups -- Youth-led and adult facilitated peer groups, positive social interaction, community involvement
- ✓ Runaway & Homeless Youth Program -- Outreach, connecting and providing services for runaway and homeless youth
- ✓ Youth Empowerment Program -- Skill building, job preparedness and financial literacy in partnership with local community organizations

HOURS OF OPERATION

Monday – Friday / 3:00 pm – 9:00 pm
Closed Saturday and Sunday

Santiam Teen Center is closed the following holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day & Thanksgiving Friday
President's Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	

INCLEMENT WEATHER

If the City of Salem offices are closed due to inclement weather, (such as snow), the offices of New Growth and the Teen Center will be closed. Staff/volunteers can call 503-551-4524 to get information about Santiam Teen Center closures or delays.

Staff/volunteers should not take undue risks in order to come to work. If staff living outside Stayton chooses to stay home due to weather, they may take the day off or leave without pay if applicable, based on availability of staff and capable volunteers. All staff that are able to come to work should still do so or take the day as a vacation day or leave without pay if applicable. Santiam Teen Center may be closed to youth but staff can use the time for paperwork, cleaning, organizing etc.

In order for STC to be open to youth and provide services, two staff members must be present.

DRESS CODE

From: *Personnel Policies Handbook of Community Action Agency*

- Clothing should cover chest, buttocks, breasts, stomach and lower back.
- Clothing should not advertise anything inappropriate for children or anything that violates our neutral environment (i.e. alcohol, drugs, tobacco, violence, religion or politics, etc.).
- Shoulder straps should be at least one inch wide, no spaghetti straps.
- Shorts must have a minimum six inch inseam.
- Skirts must extend eight inches from the hip bone.

PERSONAL CELLULAR PHONES

From: *Personnel Policies Handbook of Community Action Agency*

- Staff and volunteers are expected to exercise discretion when using personal cellular phones.
- Use of cell phones should not interfere with productivity or be distracting to others.
- Personal calls and text messages should be made during non-work time when possible.
- Staff and volunteers are responsible to inform friends and family of the agency policy.

SMOKING

As of January 2009, Oregon's *Smoke Free Workplace* law went into effect, prohibiting smoking within ten feet of an exit or entrance, windows and vents in places of employment.

Youth are not permitted to smoke in front of or on the side of the STC building. Staff typically do not tell youth where they CAN smoke, as this would imply approval. At intake, staff tell youth there is no smoking within a three block radius, and they will be asked to leave if they are found smoking. If cigarettes are displayed prominently (i.e. behind an ear, or carried in hand), staff will ask that they be put away. If the youth does not comply, he/she will be excluded.

Staff/Volunteers must go off the SCT premises to smoke. Smoking must be out of sight of STC.

STAFF /VOLUNTEER /YOUTH RELATIONSHIPS

From: *Personnel Policies Handbook of Community Action Agency*

- 1) Staff and volunteer are never to socialize with clients even when the client no longer participates in services unless full disclosure is made to the Board of Directors about the nature of the relationship and the ED approves the social interaction prior to its occurrence.
- 2) Any form of harassment is strictly prohibited, including verbal, physical and sexual harassment.
- 3) Any form of sexual contact or activity between staff/volunteer and a client is strictly prohibited.
- 4) Although receiving an occasional hug from a youth is acceptable touching initiated by staff/volunteer is seldom appropriate. Before initiating a hug, staff/volunteers are to ask the youth's permission.
- 5) Staff/volunteer will respect the unique identity of each client and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
- 6) Staff/volunteers are prohibited from "friending" clients on their personal social networking pages. They are also prohibited from posting videos, or pictures, which contain clients or are recorded on agency premises, to YouTube, personal social networking pages or personal blogs.
- 7) Business relations/transactions, including the selling or trading of goods or services, between staff/volunteers and clients are not to occur.
- 8) Personal information about staff, e.g. home/cell phone numbers, addresses, or personal information concerning a staff/volunteer or youth, unless prior approval is given by the individual staff/volunteer.
- 9) Contact with clients is to be limited to assigned work hours only, unless prior approval is given by the Program Director.
- 10) Staff/volunteers are not to use relationships with clients to meet their own personal needs or to further their own interests.
- 11) Helping relationships are to continue only so long as it is reasonably clear that clients are benefitting from the relationship.

Outside Contacts with Clients

- 1) Contacts out of the office or professional setting are to be handled in a professional and appropriate manner.
- 2) Clients are not to be invited to a staff/volunteer's home. Supervisors must be consulted in the event of a special situation and advance approval required.

Supervisor Consultations

- 1) Staff/volunteers are to consult a supervisor whenever a client's behavior appears inappropriate (i.e. seductive, hostile, dependent).
- 2) Staff/volunteers are to notify their supervisor if a client relationship could impede their ability to do their job (i.e. client used to be a boy/girlfriend, current or previous relative, previous relationship ended badly, etc).
- 3) Staff/volunteers are to consult a supervisor regarding visits to a client's home or for any situation that could be ethically ambiguous. This policy refers to situations that are not part of the regular program operation, such as a home visit.

Gifts and Gratuities

Staff/volunteers are to exercise professional judgment as to whether to accept gifts from clients, vendors or contractors with a value of \$25 or less. Acceptance of gifts with a value exceeding \$25 is prohibited.

- Staff/volunteers are to consult a supervisor when conflicts or concerns arise regarding the acceptance of gifts.
- Individual staff members/volunteers are not to give gifts to clients.
- Staff/volunteers are to insure that the acceptance of a gift offered by a client has a therapeutic value for the client.
- "Client" refers to those receiving services from New Growth Ministry or Santiam Teen Center and includes, but is not limited to, providers, families, participants, parents, students, children and youth.

CONFIDENTIALITY

It is very important that staff and volunteers respect the confidentiality of youth who come to Santiam Teen Center. This means that no information of a confidential nature (e.g. family situation, runaway status, substance abuse or medical history, attendance records, etc.) may be disclosed to any person or organization without a "Release of Information" form from the youth. Case managed youth must sign a "Release of Information" form so Santiam Teen Center can work in conjunction with other service providers.

Written consent must be obtained before youth are audio or video taped. Written parental permission must be obtained for minors.

Information about youth may be disclosed to other staff and volunteers within the STC Program on a "need to know" basis only. IN addition, written information, including files and file notes are to be kept out of public sight and stored in a locked cabinet after hours. "Old" files should be stored in a manner that maintains their confidentiality. Access to client records shall be limited to staff on a need to know basis as determined by the Program Director. Files will be stored so long as STC operates and for five years after STC closes.

Confidentiality also applies to discussions with youth about other youth who are not present. Do not allow youth to engage you in discussing confidential information. Gossip between youth should also be discouraged.

Exceptions are made when:

- ✓ STC staff or volunteer receives a subpoena.

- ✓ There is a clear intent on the part of the youth to commit a crime which may result in a physical injury to a person.

- ✓ Law requires you to reveal confidential information about a youth (e.g. a mandatory child abuse report).

Staff and volunteers should consult the Santiam Teen Center a Board Member or Program Director regarding confidentiality.

CONFIDENTIALITY and TELEPHONE CALLS

If a friend, parent or other adult calls for youth we do not reveal if a youth is present or participating in STC services (or has participated in the past). Protecting confidentiality of youth is valid. We should provide messages for youth, if necessary, rather than assume we know the caller's identity or assume we have the youth's permission to breach the youth's confidentiality. Messages can be left at the front desk in the youth's *Daily Log*.

- 1) **If someone calls and asks for a particular youth say, "I'd be glad to take a message if you give me your name and number."**
 - a. If the caller objects or says, "Why?" Respond, "We need this to be a safe place for all youth and we cannot give out information about who is here. I'd be glad to take a message."
 - b. If the caller continues to object or question the policy you can say, "Please hold, and I will get one of our senior staff members to speak with you." Get a senior staff member.
 - c. If there are no senior staff members available, you can say, "If you would like to speak with a senior staff member, I'd be glad to take a message and have them call you back as soon as they are available." Take their name and number.

- 2) **Someone calls and asks if a youth is there or ask if the youth participates in STC programs say, "I can't give out that information. I'd be glad to take a message if you give me your name and number."**
 - a. If the caller objects or says, "Why?" Respond, "We need this to be a safe place for all youth and we cannot give out information about who is here. I'd be glad to take a message."
 - b. If the caller continues to object or question the policy you can say, "Please hold, and I will get one of our senior staff members to speak with you." Get a senior staff member.
 - c. If there are no senior staff members available, you can say, "If you would like to speak with a senior staff member, I'd be glad to take a message and have them call you back as soon as they are available." Take their name and number.

CONFIDENTIALITY and PARENTS RELEASE OF INFORMATION

If a parent chooses to have their child sign a Release of Information:

1. Have the youth fill out the Release of Information here at Santiam Teen Center, witnessed by a STC staff member who will go over the form.
 - a. Be sure that the signing is voluntary.
 - b. Tell the youth that they may revoke the form at any time.
2. Be clear that STC can only give the parent access to "written" information – primarily the youth's files.
3. Sometimes a parent wants to come in and talk about their child, but we cannot give out verbal information.
4. We can give the parent the youth's file and let them look at their page in the log book at the front desk. If the parent is asking about whether the youth has been smoking and we still have a list of those we have talked with or kicked out because of smoking, you can look at the list and tell the parent if the youth is on there.
5. If the parent asks why a youth has been kicked out, provide them with the Neutral Zone description, saying these are the reasons why a youth would be kicked out. Typically, we do not write down on the monthly log why a youth was kicked out so it would be difficult to give the parent an exact reason. In this way we can encourage the parent to discuss the reasons with their child.

Intake Guide

1	Introduce yourself
2	Make them comfortable. Offer something to drink or a snack
3	Hand them the laminated version of the Intake. Explain this is what we will be going over and invite them to follow along if they want
4	Ask: "How did you hear about us?" – Make note of their answer if it unique
5	Go over our basic programs (no deep details)
6	Everything here is confidential. We will not give out information about you without your permission. Example: message phone. Will not confirm or deny if you are here or have been here.
7	We are here to help you anyway we can. Sometimes youth find themselves in a hurtful situation and like your teachers at school we are mandatory reporters. If it ever comes up we will remind you of this and give you options so you can still get the help you need.
8	Ask: "What do you need? How can we help you?" Fill out this section of the Intake
9	Go over in more detail about our programs
10	Go over Neutral Zone and have them sign
11	Transition – "Now that you have learned a little about us, Do you mind sharing a little more about you?" This gives them the option to opt out. However if they want access to our services an intake must be done.
12	Start working through the rest of the Intake Form. Explain that we collect info to better serve them. Everything is confidential Tips: Sit next to them or place the paper in the middle of the table. Let them see what you are writing. Or if they are more comfortable and the situation calls for it you can let them fill out the intake themselves and review it with them at the end.

New Growth Ministries Santiam Teen Center

13	<p>When you are finished Offer a short tour if they want Introduce them to youth, staff and interns Invite them to partake in whatever activity is going on (meal, game etc)</p>
14	<p>Processing Intake: Fill out monthly activity sheet with their name (last, First). Write the date and "Intake" in the notes section Give to the front desk and ask them to mark the "Intake" box on the daily attendance sheet. File Intake and any ROI's and copies of ID (if applicable) and secure.</p>

OVERAGE YOUTH

Santiam Teen Center was established and is funded to work with youth ages 13 – 17 years of age, up to 18 years if they are still in school. However, in some cases where older youth are interested in further assistance, there are exceptions.

Youth 18 years of age, who are attending school may come to STC if they are attending on a regular basis. That means they must have 75% attendance. They may be asked to bring in proof of attendance.

Youth over 18 years of age, who are being case managed by STC staff, may come for scheduled appointments. If those appointments are at a mealtime, they may stay for the meal.

Youth over 18 years of age may come back once per month for a visit. ?

NEUTRAL ZONE POLICY

Stayton Teen Center is a neutral zone for all youth, staff and volunteers. No hate, harassment, intimidation or discrimination is allowed at any time. STC is open for all youth regardless of color, creed, faith, sexual orientation, lifestyle etc.

Every person has the right to:

- ✓ RESPECT
- ✓ SAFETY
- ✓ CONFIDENTIALITY and
- ✓ FREEDOM from:
 - o Threats and Violence
 - o Discrimination
 - o Drugs and Alcohol – including symbols and paraphernalia
 - o Gang Activities – including symbols and paraphernalia
 - o Sexual Conduct
 - o Expression of Hate
 - o Weapons

The purpose of the Neutral Zone is to establish and maintain STC as an environment that is mentally, emotionally and physically safe and comfortable for everyone (staff, youth visitors and volunteers).

HANDLING MANIPULATIVE BEHAVIOR

Sometimes youth can try and obtain something tangible or gain control by "playing" one adult against the other. Sometimes by playing one adult against the other, the youth can divert attention from their own negative behavior.

Below are some examples:

1. "(Volunteer/Staff) is being mean to me." Or "Why is Volunteer/Staff) being mean to me?"
2. "(Volunteer/Staff) said I was _____ and I didn't."
3. "(Volunteer/Staff) said I could have another bagel/ice cream sandwich/backpack."

It is easy to get caught up their claims and we *should* respond if Volunteer/Staff are being abusive. However, it is up the adults to step back from the emotion and deal with the underlying issue.

STRATEGIES:

1. Direct the youth back to whatever they did or said. Ask, "What happened?" Reflect the youth's feelings. Say, "You feel like Volunteer/Staff was mean."
2. Generally, (unless there was actual abusive behavior), Staff/Volunteers need to back up each other. Say, "I wasn't there/didn't see it so I will have to rely on Staff/Volunteer's judgment."
3. If the youth is requesting something you know if questionable (e.g. another ice cream sandwich) – Say, "I don't think so, but I'll check."

MAKING A CONNECTION WITH YOUTH

This information is taken from training on "Outreach" given by HOAP who deal with homeless adults with mental illness. Since drop-in centers such as STC are considered "stationary outreach" many of these principles apply. They can be used when you think about approaching a youth who doesn't know you or seems to be alone/lonely.

- ◆ Present yourself in a genuine, hospitable manner.
- ◆ Be interested. People know when you are making contact only because it is your "job description" or practicum objective to do so.
- ◆ Note both verbal and nonverbal cues. Mirror what they are doing; stand if they are standing, sit if they are sitting.
- ◆ Ask permission to approach and talk.
- ◆ Do not presume or judge.
- ◆ If possible, find something to break the ice; something they're wearing ("Cute shoes!") or something at the snack table ("I love these!").
- ◆ Avoid arguing.
- ◆ Appreciate and respect whoever you are reaching out to. Everyone has a unique story.
- ◆ Approach as one human being to another; minimize the power differential.
- ◆ Listen! Listen! Listen! Listen with all of you senses. People will share with you what is possible in their journey if you give them a safe means to do so.
- ◆ Create a free and friendly space from which to build a relationship. A space where anyone can walk away.
- ◆ Build on each and every success the person achieves or describes. (Remember, the individual defines the meaning of success.)
- ◆ Remain flexible and offer choices.
- ◆ Allow the youth to set the tone and pace of the interaction.
- ◆ Discover and share your common humanity!
- ◆ Exalt in a person's survival skills. Being homeless is usually a response to a dangerous or unacceptable situation. Being homeless requires adaptive survival responses to extreme and persistent stress.
- ◆ Assess your understanding of the youth's situation. Try to lead them towards making constructive choices.
- ◆ Instill and renew hope. Find something, however small, that you can help with or that you can point out as positive.
- ◆ Encourage them to identify his/her problems in their own words. Don't presume to know their problems and then direct according to your bias.
- ◆ The word "care" is from the Gothic "kara," which means "lament." Be prepared to enter their pain.
- ◆ Offer presence in addition to cures. Sometimes all a person needs is a listening ear and a gentle hand.

DISCUSSIONS WITH YOUTH

As youth congregate – in the living room, computer room, around the dinner table – topics of conversations or some behaviors may seem questionable to the staff/volunteers. Our goal at STC is to help youth modify their behaviors over time.

Here some guidelines to follow:

1. Model appropriate behavior.
2. Don't get drawn into negative behavior.
3. Listen and respond to emotions being shown as well as the words being said or actions demonstrated.
4. If you observe a conflict or potential conflict, go to where the conflict or problem is rather than try and assess it across the room.
5. Let the conversation play out for a few minutes to observe possible inappropriate topics or language. Often youth are just sharing information and/or gossip.
6. Try and maintain some distance and objectivity; don't let your own personal agendas get in the way. Do not get drawn into discussions about your own personal habits or history.
7. If the discussion is designed to antagonize or harass—cut it off. Ask the youth to change the subject or divert the antagonism by taking one or two of the youth aside. *For most volunteers this is the time to go get a staff person.*
8. If the discussion begins to center around another youth who is not present, this amounts to gossip, and that needs to be discouraged.
9. If the subject is offensive, cut it off by asking the youth to change the subject. You do not need to get drawn into a discussion about why it was offensive, usually it's self-evident. Remember the Neutral Zone.
10. Often these discussions can be re-directed in such a manner as to become informative and even educational. This takes a certain skill and comfort level with the topic.

Volunteers who are new or do not come in often or are uncomfortable with any of the above suggestions should not feel obligated to deal with any situation themselves, but should go get a staff member.

INTERACTIONS WITH YOUTH -- PHYSICAL CONTACT

Santiam Teen Center staff and volunteers need to model and communicate that youth have absolute authority over who touches them, when, where and how. Therefore, any physical contact with youth – hugs, hands on shoulder – must be on the youth's terms and with the youth's permission. When we initiate even the minimal physical contact without permission we are telling youth they don't have control over the situation, we do.

Asking permission must be done in a way that youth can refuse the permission without

personally refusing you. Rather than, "Can I give you a hug?" which would be difficult to refuse and not reject the person, ask, "Do you need a hug?" This way they can give or deny permission without reflecting on or rejecting the person offering the hug.

As you develop relationships with certain youth, it may not be necessary to ask for permission for each contact. Certain forms of touch, such as a platonic (side) hug, may become accepted norms within the relationship. The key is to stay alert to clues that indicate any discomfort the youth may begin to have with the norm.

Accepted social touching, such as a handshake upon greeting or in agreement, is both acceptable and encouraged. Prolonged handshakes or double-clasped handshakes should be avoided,

ABUSE REPORTING

If we are informed by youth that they are experiencing physical, sexual or emotional abuse or neglect, we have a responsibility to report this to Child Welfare. If a youth tells you of an instance, tell him/her that you need to contact people who can help. If possible, get the general facts but you do not need details. If you are a volunteer, check with a staff member so they can assist you in filing the report.

1. Report suspected child abuse or neglect the same day concerns are observed or reported.
2. Report should be made to 503-378-6704 (Marion County Branch of DHS Dedicated Child Abuse line).
3. Use the STC "Child Abuse or Neglect" form in the Master Forms binder.
4. Important information needed in the form is:
 - a. Name, address, phone # of child and parent/guardian
 - b. Record of facts observed by staff or statement made by youth
 - c. Name, title and agency of person you are reporting to
 - d. Name of STC staff making report
 - e. Date and time of the report
 - f. Very important is to ask the screener:
 - i. Will this report be documented or considered a consultation?
 - ii. If yes to #1, will DHS/Law enforcement be contacting the family?
5. Make a copy of the completed form to go into the youth's file. Make a second copy to go into STC's general "Mandatory Reports" file.

WARRANTS and ADJUDICATED YOUTH

WARRANTS

On occasion we may have a youth on “warrant” status. If staff do not know about the warrant, they will treat youth as they do any youth at STC. If staff do know about a youth with a warrant they must encourage the youth to turn themselves over to the police or their probation officer.

For staff to immediately “notify the authorities” about youth with a warrant could damage their credibility with the youth. STC should be a “safe” place to go. However, STC should not be a refuge for youth running from the law. Therefore, STC staff will work with the youth for 24 hours or less, depending upon the circumstances, to get them to turn him/herself in. After 24 hours, the youth will not be allowed to participate in the STC program until the warrant is cleared.

ADJUDICATED YOUTH

- 1) **Formal Adjudication** --These youth have gone to court for a crime, been found guilty, and have a Probation Officer (PO).
 - A. Youth Currently Receiving Services at STC
Youth who become adjudicated while receiving services at STC are allowed to continue receiving services. Staff will contact the youth’s probation officer for information about the youth’s offense.
 - B. New Youth
Youth who come to the program must wait 48 hours prior to being allowed to receive shelter services. Staff must contact probation officer for information about the youth’s offense.
- 2) **Formal Accountability Agreement (FAA)** – A voluntary agreement between a juvenile and juvenile department whereby the juvenile agrees to fulfill certain conditions in exchange for not having a petition filed against them. There is no court hearing, and they are not adjudicated.

These youth may be served at STC.
- 3) **Marijuana/Alcohol Related Crimes** – This includes youth in possession of alcohol, delivery of small amounts of alcohol, possession of marijuana under 1 oz., delivery of marijuana without a profit. These crimes are considered misdemeanors or “violations.” If appropriate, ask if youth is receiving drug and alcohol services somewhere.

These youth may be served at STC. If there is a question regarding a particular youth,

staff will call the Juvenile Department to determine if the youth is “adjudicated” or has some other status.

If a youth has been adjudicated or has an FAA it is “public record,” and is not confidential. That mean, a future employer could call the Juvenile Department to check on a youth’s status.

RUNAWAY YOUTH

There is no legal duty to call the parent of a runaway or tell the parent whether a youth is at STC when the parent calls. STC is a safe place for youth to come rather than be on the street. However, STC is not a shield from the parent; it should not be refuge for youth from the authority of the parent. We cannot prevent a parent from taking the youth from STC.

Our message to youth should be, “You are welcome to drop in. We are not a hideout from your parents and we will not come between you and your parents. We are here to get you off the street, not out of your home.”

If an angry parent comes to STC and attempts to forcibly remove a youth, a senior staff member should be notified. That staff member will attempt to defuse the situation. We have control of the premises because it is private property. If the parent behaves in a non-abusive manner, staff will encourage the child to leave with the parent. If the parent or youth become abusive or disruptive, staff should advise them they are not welcome and must leave.

If either returns, it is considered “trespassing.” Call the police.

Police Seeking Information

Occasionally, a police officer will call or come to STC looking for a runaway youth. If possible take the officer aside and explain our purpose – we are a safe environment for youth, and we try to work with them to resolve their living situations. STC’s informal agreement with the Police Department, has always been (as with a warrant) it would damage our credibility with the youth if we were to call the police regarding runaways. In addition, a youth’s status as a “runaway” may change frequently.

Note: If STC staff has reason to suspect child abuse, staff has a duty to report to DHS or the police. See Child Abuse reporting section in this Handbook.

GRIEVANCE AND CIVIL RIGHTS COMPLAINT PROCEDURES

The purpose of these procedures is:

- To ensure fair, equitable treatment for youth.
- To allow youth an opportunity to make problems and dissatisfactions known to STC.
- To enable STC to provide the best services available.

GRIEVANCE PROCEDURE

1. Youth's grievances (including opinions, recommendations and complaints) should be taken to the person(s) involved first -- in a respectful, calm manner.
2. If the grievance cannot be resolved between the two parties, the youth may complete and submit a narrative with an overview of the issue(s) involved. A suggested resolution should be included in the narrative.
3. The narrative will be submitted to the Program Director who will work with the two parties to mediate and/or come to a resolution.

CIVIL RIGHTS COMPLAINTS

1. A youth who feels he/she has been discriminated against may express this to any STC staff person. Staff will first determine whether the issue can be handled between the youth and the other person(s) involved.
2. If the youth does not feel that the issue has been satisfactorily resolved, the youth has the right to file a complaint of discrimination or harassment with the State of Oregon. An investigation will follow to see if there has been a misunderstanding or if some corrective action should be taken.
3. Resolution may include education, medication and/or other problem-solving opportunities.
4. A *Civil Rights Complaint* form in the front desk.

UNAUTHORIZED ADULTS at STC – A Safety Plan

In order to protect our youth, staff and volunteers from adults with negative intent, the following measures should be taken when any unknown adult is on the premises or comes in the door:

- ✓ Ask their purpose in being at STC. If the response is non-committal, tell them they cannot stay. Be polite but be firm.

- ✓ If they say they are waiting for someone, confirm with that person.
- ✓ Occasionally there may be transients looking through the trash. Tell them STC is private property and tell them they cannot stay. Be polite but be firm.
- ✓ As a last resort, say that you will call the police if they continue to trespass.
- ✓ Any person who threatens violence, exhibits threatening behavior, or engages in violent acts on STC property will be removed as quickly as safety permits, Call the police.
- ✓ Restraining Orders

Staff/volunteers that apply for or obtain a protective restraining order listing Santiam Teen Center as a protected area are required to keep a copy of the petition and declarations and/or the "Final Order" with them.

CLOSING TIME PROCEDURES

Garage

- Check for youth, staff/volunteers
- Turn off lights
- Close and lock all doors

Kitchen

- Put all food away
- Turn off all lights
- Check/Close refrigerator door
- Wipe down counters with disinfectant

Bathroom

- Check for youth, staff/volunteers
- Turn off lights
- Wipe down toilet and sink with disinfectant

Outside

- Check for youth alongside of building
- Lock gate
- Check back door (closed & locked)
- Close and lock front door
-

Main Floor

- Check for youth in bathroom, hallway and computer room
- Close and lock windows
- Close and lock all doors
- Ensure staff and volunteers are ready to leave
- Set alarm
- Turn off lights
- Exit building and ensure door is closed and locked
- Pick up any mess on floors

FIRE ESCAPE PLAN

1. Proceed to an exit (as found in the Fire Escape Plan diagram).
2. Yell or pound on walls to notify others of the fire.
3. Do not waste time gathering valuables or other belongings.
4. If on the telephone, tell the caller there is a fire/fire drill and you will call them back.
5. When smoke is present, crawl on the floor or stoop low to avoid smoke. If possible, cover mouth and nose with a damp cloth.
6. Do not open doors without testing doors for heat. (Use back of your hand to avoid burning palms.)
7. Assist youth and other volunteers or staff to exit, as needed, quickly and calmly.
8. Make a quick visual check as you exit to ensure everyone is out.
9. The person at the front desk should bring HOME Program notebook to make an estimate of youth present.
10. Go to the designated outside meeting place at the corner of

11. Once at designated meeting place make sure everyone is accounted for.
12. Never re-enter the building for any reason.
13. Call the fire department from the outside, with a cell phone or from a neighboring building.

VOLUNTEERS

Each year hundreds of young people visit drop in teen centers for day shelter, food or other assistance. By choosing to become a volunteer with us, you are helping to create a safe, supportive environment for these young people. Whether you are directly involved with youth at the center or doing jobs more "on the sidelines" you will be demonstrating that you care through your participation.

Positive role models for these youth can truly make a difference in their perceptions of adults and the monitoring of their own behaviors. In addition, through volunteering at Santiam Teen Center, you can become and advocate for youth in our area. As you speak to others about your experiences at STC, you make a statement of support for the disadvantaged youth who live here in our community.

We are grateful that you have decided to share your time and talents with us! Volunteers are valued and vital members of our program. We hope that you will find your experience satisfying, whatever your chosen field of interest may be.

Some of the benefits volunteers may gain include:

- An increased sense of well-being knowing that you have made a difference in the lives of disenfranchised youth
- Socializing with young people
- Increased job skills and experience
- Employment references

Your commitment and dedication is appreciated. We look forward to working with you!

GUIDELINES FOR VOLUNTEERS

As a volunteer for New Growth Santiam Teen Center we consider you to be an integral part of our staff. These guidelines are vital to the function of our program, and were developed for the protection of both volunteers and youth. Failure to follow these guidelines may be a basis for dismissal.

1. Notify a senior staff member as soon as possible if you are unable to make your scheduled shift.
2. Log your hours in the volunteer log daily upon completion of your shift,
3. Ensure that there are always AT LEAST two adults present at all times. Preferably 3-4. Keep this in mind when going to the garage or outbuilding to get supplies, etc. One to one in the office is OK *if* the door is left open.
4. Ensure that youth are a priority. If you are in the middle of an assigned task and are interrupted by a youth with a question or request, the priority is to address those questions, if possible.
5. Keep information about any medical condition or severe allergies requiring medications, with you while volunteering. Notify a STC Manager of anything else we should know about you. This will help in case of emergency.
6. Speak with a STC Manager if you have any questions, or if problems arise.
7. Take responsibility to speak with a volunteer or staff -person to person- if you have a concern with their behavior. If you have a problem with a youth, you may state your concerns with that youth or seek out a manager for assistance or advice.
8. Limit your social contact with the youth outside the STC building and grounds. You may not share Myspace, Facebook, email addresses with youth. IN addition, you may not give youth rides, money or medications – including aspirin.
9. Do not use cell phones while volunteering – especially while youth are present. Talking on a cell phone will make you unapproachable to youth. If you must make a phone call, make sure your station is covered, and step outside or into the office.
10. No congregating! A *group* of adults talking creates a barrier which youth will not try and approach. Our priority is the youth.
11. Do not to discuss names or other identifying information to anyone outside the STC staff. Confidentiality is extremely important to the youth and families at

STC.

12. Do not speak to the press concerning STC without permission from the STC Program Director. It is very important that the information we provide is accurate and consistent.
13. Any violation of the "Neutral Zone," whether physical, verbal or otherwise could be the basis for immediate dismissal as a volunteer.
14. Limit physical contact with youth to handshakes or minimal touching on the arm or shoulder. Youth who have experienced abuse can be very sensitive to any kind of contact.

When you conclude your volunteer experience at STC, we would like to arrange a brief exit interview. This will help the management learn the strengths and weaknesses of our volunteer program so that we can improve the experience of our volunteers who graciously give us their time.

CONFLICT RESOLUTION

First, clarify the nature of the concern.

- 1) If the concern relates to agency policy or structure, the question needs to be directed to the Program Director.
- 2) If the concern is with the actions or comments of another staff or volunteer:
 - Talk to the person directly, as soon as possible.
 - If unresolved, bring the concern to the Program Director.
 - The Program Director will schedule a meeting between the concerned parties to resolve the issue.

In order to maintain the “team” atmosphere at STC, all staff/volunteers are urged to follow the process above, and encourage each other to go directly to the appropriate individual. While “venting” is sometimes necessary, gossip should be discouraged.

ILLNESSES, ACCIDENTS and EMERGENCIES

Minor Injury or Illness – a cut with some bleeding; possible sprain but able to flex or move without significant pain; slight nausea; fever etc.

- If trained in first aid, or you feel comfortable treating a minor injury, you may administer first aid. Use Universal Precautions.
- If not trained and/or are uncomfortable treating a minor injury or illness, ask another staff/volunteer for help.
- Have youth call parent/guardian/emergency contact, if necessary.

Serious Injury or Illness – difficulty breathing; severe nausea; severe bleeding; injury to eye, face, neck, spinal area; heat stroke; any other injury or illness resulting in weak pulse or other signs of shock.

- Make sure staff/volunteer stays with the youth.

- Call 911
- If trained in first aid, provide appropriate aid (i.e. applying pressure to bleeding), while waiting for emergency personnel to arrive. Use Universal Precautions.
- Notify parent/guardian/emergency contact or another individual if requested by the youth.
- Ensure there is a clear path for emergency personnel to access the youth.
- If possible, have a staff member or volunteer follow youth in ambulance to hospital unless parent is already available.
- If youth is going to the hospital by ambulance and a parent or guardian is not available staff should stay with teen until a parent or guardian shows up.

Accident Report – If a youth is injured at STC, an “Accident Report” must be filled out and given to the Program Director. Accident Reports are in the front desk. Illnesses do not need to be reported.

NEW GROWTH

Budget for Outreach and Promotion of *New Growth*

New Growth seeks \$1800 to continue promoting *New Growth* in the Santiam Canyon in order to serve more youth and children. Each year we budget for the consistent opportunities we take to introduce *New Growth* to the community.

Promotion of *New Growth* currently continues through:

- Stayton/Sublimity Chamber of Commerce
 - Membership fee: \$199
- Presenting at churches
 - We reach out to 5-10 churches each year
- Presenting at business meetings to include, but not limited to, Rotary, Networking groups, the Moose Lodge
- Community Activities to include, but not limited to, Summer Fest, Stayton Holiday Bazaar. Each event has a fee attached
 - We participate in, at this time, two events each year at \$25 each for a total of \$50

Fee Budget: \$250

- In addition to the fees, all promotional materials taken to each event include but are not limited to:
 - Business Cards (generic)
 - Business Cards (specific to volunteers)
 - Current Signage
 - Table cloth and table
 - Current Flyers
 - Current Posters
 - Video and TV or laptop
 - Small promotional items like pens, bags, or key chains to help community understand and connect with who we are and how we help the community

Promotional Materials Budget: \$550

Total Promotional Budget: \$800

The funds remaining will be used to create a once a year Fundraising event to raise funds and promote *New Growth* in order to continue support youth.

This event has yet to be decided. We anticipate creating a Fun Run, a Soup and Give Luncheon, or something unique to this community such as bringing in a band or comedian.

The \$1000 from the Community 101 Grant that had not yet been used in our total promotional budget, will be used to start this event in early 2016.

NEW GROWTH

Other Funding Sources:

1. Individual Contributions
2. Board Member Contributions
3. Community 101 Grant 2014
4. Stayton Holiday Fair

Line	Revenue	2016	2017	Program or Project	Grant Request	
1	Grants	1500	0			
2	Contracts		0			
3	United Way		0			
4	Corporate contributions		0			
5	Membership		0			
6	Individuals	500	0			
7	Fees for services		0			
8	Fundraisers, events, sales	350	0			
9	Endowment		0			
10	Interest income		0			
11	Miscellaneous		0			
12	Total		\$0			
13	In-kind		0			
	Total Revenue	2350				
Line Expenses						
1	Staff salaries and wages					0: FEES
2	Fringe benefits	0				0: Oregon Dept of Justice - Charitable Activities Section
3	Occupancy and utilities	0				0: Corporation Division
4	Equipment	600				0: Banking \$5/month
5	Supplies, materials, Copies, Printing	500				0:
6	Telecommunications	240				0: Marketing and Advertising
7	Marketing and advertising	500				0: Stayton Christmas & Craft Bazaar
8	Volunteer travel/training/meetings	600				0: Chamber of Commerce
9	Contract services	300				0: Biz cards/promotional materials
10	Fees for Non-profit	150				0:
	Subtotal	\$2,890				0: Per Hosting Appreciation Gift (Gen Operating)
	General operating (indirect)	500				
	Total	\$3,390				
	In-kind					
	Travel (County Youth Bureau)	0				
	Trainers (160 hours x \$60/hour)	0				
	Classroom supplies (Staples)	0				
	Total In-kind	\$0				
	Total Expenses	\$3,390				
	Revenue over Expenses	\$0				

**BYLAWS
OF
NEW GROWTH MINISTRIES**

The name of the organization is New Growth Ministries. The organization is organized in accordance with the Oregon Nonprofit Corporation Act, as amended. The organization has not been formed for the making of any profit, or personal financial gain. The assets and income of the organization shall not be distributable to, or benefit the trustees, directors, or officers or other individuals. The assets and income shall only be used to promote corporate purposes as described below. Nothing contained herein, however, shall be deemed to prohibit the payment of reasonable compensation to employees and independent contractors for services provided for the benefit of the organization. This organization shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax. The organization shall not endorse, contribute to, work for, or otherwise support (or oppose) a candidate for public office. The organization is organized exclusively for purposes subsequent to section 501(c)(3) of the Internal Revenue Code.

**ARTICLE I
MEETINGS**

Section 1. Annual Meeting. An annual meeting shall be held once each calendar year for the purpose of electing directors and for the transaction of such other business as may properly come before the meeting. The annual meeting shall be held at the time and place designated by the Board of Directors from time to time.

Section 2. Special Meetings. Special meetings maybe be requested by the President or the Board of Directors.

Section 3. Notice. Written notice of all meetings shall be provided under this section or as otherwise required by law. The Notice shall state the place, date, and hour of meeting, and if for a special meeting, the purpose of the meeting. Such notice shall be mailed to all directors of record at the address shown on the corporate books, at least 10 days prior to the meeting. Such notice shall be deemed effective when deposited in ordinary U.S. mail, properly addressed, with postage prepaid.

Section 4. Place of Meeting. Meetings shall be held at the organization's principal place of business unless otherwise stated in the notice.

Section 5. Quorum. A majority of the directors shall constitute at quorum at a meeting. In the absence of a quorum, a majority of the directors may adjourn the meeting to another time without further notice. If a quorum is represented at an adjourned meeting, any business may be transacted

that might have been transacted at the meeting as originally scheduled. The directors present at a meeting represented by a quorum may continue to transact business until adjournment, even if the withdrawal of some directors results in representation of less than a quorum.

Section 6. Informal Action. Any action required to be taken, or which may be taken, at a meeting, may be taken without a meeting and without prior notice if a consent in writing, setting forth the action so taken, is signed by the directors with respect to the subject matter of the vote.

ARTICLE II DIRECTORS

Section 1. Number of Directors. The organization shall be managed by a Board of Directors consisting of 3 director(s).

Section 2. Election and Term of Office. The directors shall be elected at the annual meeting. Each director shall serve a term of 2 year(s), or until a successor has been elected and qualified.

Section 3. Quorum. A majority of directors shall constitute a quorum.

Section 4. Adverse Interest. In the determination of a quorum of the directors, or in voting, the disclosed adverse interest of a director shall not disqualify the director or invalidate his or her vote.

Section 5. Regular Meeting. The Board of Directors shall meet immediately after the election for the purpose of electing its new officers, appointing new committee chairpersons and for transacting such other business as may be deemed appropriate. The Board of Directors may provide, by resolution, for additional regular meetings without notice other than the notice provided by the resolution.

Section 6. Special Meeting. Special meetings may be requested by the President, Vice-President, Secretary, or any two directors by providing five days' written notice by ordinary United States mail, effective when mailed. Minutes of the meeting shall be sent to the Board of Directors within two weeks after the meeting.

Section 7. Procedures. The vote of a majority of the directors present at a properly called meeting at which a quorum is present shall be the act of the Board of Directors, unless the vote of a greater number is required by law or by these by-laws for a particular resolution. A director of the organization who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless their dissent shall be entered in the minutes of the meeting. The Board shall keep written minutes of its proceedings in its permanent records.

Section 8. Informal Action. Any action required to be taken at a meeting of directors, or any action which may be taken at a meeting of directors or of a committee of directors, may be taken without a meeting if a consent in writing setting forth the action so taken, is signed by all of the directors or all of the members of the committee of directors, as the case may be.

Section 9. Removal / Vacancies. A director shall be subject to removal, with or without cause, at a meeting called for that purpose. Any vacancy that occurs on the Board of Directors, whether by death, resignation, removal or any other cause, may be filled by the remaining directors. A director elected to fill a vacancy shall serve the remaining term of his or her predecessor, or until a successor has been elected and qualified.

Section 10. Committees. To the extent permitted by law, the Board of Directors may appoint from its members a committee or committees, temporary or permanent, and designate the duties, powers and authorities of such committees.

ARTICLE III OFFICERS

Section 1. Number of Officers. The officers of the organization shall be a President, one or more Vice-Presidents (as determined by the Board of Directors) and a Secretary. Two or more offices may be held by one person. The President may not serve concurrently as a Vice President.

- a. President/Chairman.** The President shall be the chief executive officer and shall preside at all meetings of the Board of Directors and its Executive Committee, if such a committee is created by the Board.
- b. Vice President.** The Vice President shall perform the duties of the President in the absence of the President and shall assist that office in the discharge of its leadership duties.
- c. Secretary.** The Secretary shall give notice of all meetings of the Board of Directors and Executive Committee, shall keep an accurate list of the directors, and shall have the authority to certify any records, or copies of records, as the official records of the organization. The Secretary shall maintain the minutes of the Board of Directors' meetings and all committee meetings.

Section 2. Election and Term of Office. The officers shall be elected annually by the Board of Directors at the first meeting of the Board of Directors, immediately following the annual meeting. Each officer shall serve a one year term or until a successor has been elected and qualified.

Section 3. Removal or Vacancy. The Board of Directors shall have the power to remove an officer or agent of the organization. Any vacancy that occurs for any reason may be filled by the Board of Directors.

**ARTICLE IV
CORPORATE SEAL, EXECUTION OF INSTRUMENTS**

The organization shall not have a corporate seal. All instruments that are executed on behalf of the organization which are acknowledged and which affect an interest in real estate shall be executed by the President or any Vice-President and the Secretary or Treasurer. All other instruments executed by the organization, including a release of mortgage or lien, may be executed by the President or any Vice-President. Notwithstanding the preceding provisions of this section, any written instrument may be executed by any officer(s) or agent(s) that are specifically designated by resolution of the Board of Directors.

**ARTICLE V
AMENDMENT TO BYLAWS**

The bylaws may be amended, altered, or repealed by the Board of Directors by a majority of a quorum vote at any regular or special meeting. The text of the proposed change shall be distributed to all board members at least ten (10) days before the meeting.

**ARTICLE VI
DISSOLUTION**

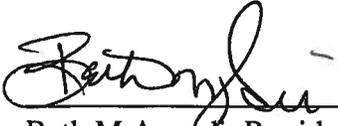
The organization may be dissolved only with authorization of its Board of Directors given at a special meeting called for that purpose, and with the subsequent approval by no less than two-thirds (2/3) vote of the members. In the event of the dissolution of the organization, the assets shall be applied and distributed as follows:

All liabilities and obligations shall be paid, satisfied and discharged, or adequate provision shall be made therefore. Assets not held upon a condition requiring return, transfer, or conveyance to any other organization or individual shall be distributed, transferred, or conveyed, in trust or otherwise, to charitable and educational organization, organized under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, of a similar or like nature to this organization, as determined by the Board of Directors.

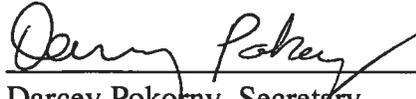
Certification

Beth M Anundi, President of New Growth Ministries, and Darcey Pokorny, Secretary of New Growth Ministries certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on October 14, 2014.

I certify that the foregoing is a true and correct copy of the bylaws of the above-named organization, duly adopted by the initial Board of Directors on October 14, 2014.



Beth M Anundi, President



Darcey Pokorny, Secretary

873755-99

765/16 \$50

ARTICLES OF INCORPORATION
of
NEW GROWTH MINISTRIES
an Oregon Non-Profit Corporation

FILED
AUG 08 2012
OREGON
SECRETARY OF STATE

ARTICLE 1

The name of this corporation is New Growth Ministries and its duration shall be perpetual.

ARTICLE 2

The purpose for which the corporation is organized is to minister to people in need. The corporation is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code or the corresponding section of any future federal tax code.

ARTICLE 3

The corporation shall be a public benefit corporation. The corporation shall not have members.

ARTICLE 4

The corporation will distribute its income for each tax year at such time and in such manner so that it will not become subject to the tax on undistributed income imposed by federal tax laws. The corporation will not engage in any act of self-dealing as defined in federal tax laws. The corporation will not retain any excess business holdings as defined federal tax laws. The corporation will not make any investments in a manner that would subject it to tax under federal tax laws. The corporation will not make any taxable expenditures as defined in federal tax laws.

ARTICLE 5

No part of the net earnings of the corporation shall inure to the benefit of or be distributable to its directors, officers, trustees, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 hereof. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or

NEW GROWTH MINISTRIES



87375599-13692951

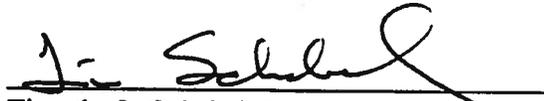
NEWINC

873755-99

ARTICLE 10

The name and address of the Incorporator are: Timothy L. Schabel - 975 Fern Ridge Road, Stayton, Oregon 97383.

DATED this 23rd day of July, 2012.



Timothy L. Schabel, Incorporator

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 27 2014**

NEW GROWTH MINISTRIES
975 FERN RIDGE RD
STAYTON, OR 97383

Employer Identification Number:
46-0913448
DLN:
17053053312033
Contact Person:
CUSTOMER SERVICE ID# 31954
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
August 3, 2012
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947



NG TEEN CENTER VOLUNTEER APPLICATION PACKET

Dear Prospective Volunteer for New Growth Santiam Teen Center,

In Today's society child abuse and child accusations are occurring daily. Therefore it is important that New Growth Teen Center take steps to protect the children we serve and protect our workers from false accusations.

All volunteers and staff are required to undergo screening according to Santiam Teen Center Child Protection Policy. This includes the following:

1) Complete the Volunteer Application Packet.

- Read the Child Protection Policy
- Complete and sign the Application Form
- Complete three References and hand out Reference forms.
- Complete and sign the Background Check Authorization Form
- Complete and sign the Confidentiality Form

NGTC requires a background check for all volunteers containing the following searches:

- National Criminal Database Search
- National Sex Offender Registry Search
- Social Security Number Address History Trace

2) Provide a copy of a government issued ID such as a driver's license.

3) Complete training

ONLY after these screening procedures are complete and approved, will you be authorized to participate in the Teen Center. Please submit the Volunteer Application packet to _____ and complete each additional part of the process in a timely manner. Thank you for joining us to protect and care for our communities children



NG TEEN CENTER VOLUNTEER APPLICATION FORM

**Please submit this form to the _____ (address) _____*

Name: _____

Phone #: _____

Email: _____

Church Affiliation: _____

Address (street or P.O. BOX, city, zip): _____

1) Please describe why you are interested in volunteering at the Teen Center?

2) Please list and explain any volunteer service or work with youth that you have been involved with:

Organization and Description	How Long?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

3) What are your strengths, talents, and interests that you might be willing to share with students?

4) What is your availability for helping with the Teen Center? (Days of the week & times)

Please provide us with the name and phone number of at least 3 personal character references (please do not include relatives.) Each Reference will need to fill out a form (attached) and mail it to _____

Reference #1 _____

Name: _____
Address: _____
Phone Number: _____
Relationship: _____

Reference#2 _____

Name: _____
Address: _____
Phone Number: _____
Relationship: _____

Reference #3 _____

Name: _____
Address: _____
Phone Number: _____
Relationship: _____

By signing below, I acknowledge that the information I have provided is true and correct. I have also read New Growth's policies and procedures and agree to abide by them in my capacity as a volunteer.

Signature _____ Date _____



NG TEEN CENTER BACKGROUND CHECK FORM

This form is to be completed by all applicants for any position involving the supervision of minors. Background checks are used as part of a larger Abuse Prevention policy in order to help the Teen Center provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

Name:(Last, First, Middle)_____

Former Last Name (if name has changed):_____

Date of Birth:_____SSN:_____

Current Address:_____

1) Have you ever been convicted of or pled guilty of a felony crime?

yes _____ no _____

If yes, in which state?_____

Please explain (use the back of this page if you need more room for your answers).

2) Have you ever been accused of child abuse? If yes, please explain.

yes _____ no _____

3) Describe any painful life experiences you had as a child/minor which may affect you while working with youth? Please explain.

I hereby state my understanding of the Background Check policy of New Growth Teen Center and give my consent for a background check through _____ (agency)_____.

Signature:_____ Date:_____



NG TEEN CENTER CONFIDENTIALITY STATEMENT

In the course of my involvement with New Growth Youth Center, including the approval of the application process I am aware of the following:

I may be privy to confidential information regarding individuals receiving services from the Teen Center about staff members, volunteers and other affiliates and I should keep any and all information confidential regardless of it being professional or personal in nature.

In addition, I may have access to or be informed of confidential information including but not limited to:

- Student information
- Incident Reports
- Medical or Mental Health conditions and information
- School records
- Legal Documents

All of which are property of New Growth Teen Shelter and are considered confidential information.

**I FULLY UNDERSTAND THAT CONFIDENTIAL INFORMATION MUST BE TREATED WITH
UTMOST CARE.**

In all circumstances, I will use this information only for the purpose for which it was intended and in order to fulfill my volunteer role with NGTC. I will not access, read or redistribute any confidential information for which I have not been authorized. I hereby acknowledge the sensitivity and confidential nature of such information and I agree to keep all such information strictly confidential from individuals who are not eligible to receive the information.

I am over the age of 18 and acknowledge and show compliance with the above statements.

Name: PRINT _____ Date: _____
SIGNATURE _____

Verification of Completing NG Santiam Teen Center Training

Thank you for your heart to serve our communities youth through the Santiam Teen Center. Caring for Children of any age is a very important position of trust. Part of being prepared for this position of trust is completing required training. While much of the training may be common sense or information you are already familiar with, we are responsible to insure that everyone who serves will at least review information pertinent to this service. So we may register your completion of this training, please sign below and return the form to us as soon as possible. Thank you!

I, _____, verify that I have completed the New Growth Santiam Teen Center.

Signature: _____ Date: _____

Signature: _____ Date: _____

Staff Member name: _____ Date: _____

Staff Member Signature: _____ Date: _____



Date: _____

New Growth Santiam Teen Center
Office - 975 Fern Ridge RD
Stayton, OR 97383

Dear _____,

Thank you for your generous non cash donations of the following items currently being used to further our purposes as Santiam Teen Center sponsored by New Growth Ministries:

Date: _____ - Item (s) _____

Please note, the value of these donations are the responsibility of the donor. According to the documentation you provided these items cost \$_____ total. Please find included with this acknowledgement the documentation you provided. We will retain a copy of the documentation on file.

In compliance with tax law, we confirm that no goods or services were provided by New Growth Ministries (EIN 93-6029256) in exchange for this gift.

You will be required to follow the IRS' reporting rules to ensure the legitimacy of your charitable contribution and submit any necessary paperwork as advised by your tax professional.

Sincerely Yours,



Church Partnership Agreement

Church Name _____ Phone (____) _____

Street _____ City _____ Zip _____

Church Leader*: _____

Email _____ Phone (____) _____ Mobile (____) _____

By joining in partnership the Church Leader agrees to:

- Publicize, recruit and offer a call to action to your church
- Seek financial support for the Santiam Teen Center from the church
- Recruit a Church Liaison* and share their contact information with New Growth Ministries

The Church Liaison agrees to:

- Continues to raise awareness for the Santiam Teen Center within the church.
- Recruits volunteers for the Santiam Teen Center through publicity and calls to action
- Raises awareness for and communicates the training opportunities for volunteers
- Reports progress to the Church Leader and to New Growth Ministries

It is the intent of the Church Leader to fulfill the items indicated above:

By signing below New Growth Ministries joins in partnership with this church:

Name

Name

Signed

Date

Signed

Date

*The Church Leader is a Church Executive who is authorized to define new church ministries and handle sensitive member information.

*The Church Liaison is the Ministry Leader selected by the Church Executive or through whatever means are defined by the church's structure.

Intake Date: _____

General Intake

All information is kept confidential. Only answer questions you feel safe sharing. Check all that apply.
 This institution is an equal opportunity employer and provider

How Can We Help You?

- | | | | | |
|---|--|---|---|--|
| <input type="checkbox"/> Food | <input type="checkbox"/> Health Care / Insurance | <input type="checkbox"/> Clothing | <input type="checkbox"/> Housing | <input type="checkbox"/> School & Supplies |
| <input type="checkbox"/> Jobs & Training | <input type="checkbox"/> Clothes | <input type="checkbox"/> Shoes | <input type="checkbox"/> Shower | <input type="checkbox"/> Laundry |
| <input type="checkbox"/> Toiletries (soap, tooth paste etc) | <input type="checkbox"/> Jobs & Training | <input type="checkbox"/> Relationships | <input type="checkbox"/> Someone to talk to | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Drug/Alcohol use | <input type="checkbox"/> Help talking to my mom or dad | <input type="checkbox"/> Help going back home | <input type="checkbox"/> Homework | <input type="checkbox"/> Getting my ID |
| <input type="checkbox"/> Help getting away from someone who is hurting me | <input type="checkbox"/> Dentist | Other: _____ | | |

School

Are you in school? (Staff: copy ID if 18yr old): _____

If YES – Name: _____ Grade you are in: _____

If NO – School you last attended: _____ What grade would you be in?: _____

Community Connections

Are you on probation? _____ If YES- PO name & county: _____

Reason: _____

May we contact? (sign ROI if yes): _____ (Staff: explain probation & warrant policy)

What other community connections do you have? (Counselor, job, sports, foster care, adopted, other services etc):

Housing

<input type="checkbox"/> House	<input type="checkbox"/> Apartment	<input type="checkbox"/> Couchsurfing	<input type="checkbox"/> Camping	<input type="checkbox"/> Shelter
<input type="checkbox"/> Car	<input type="checkbox"/> Other: _____			
Who do you live with?				
<input type="checkbox"/> No one	<input type="checkbox"/> Mom	<input type="checkbox"/> Dad	<input type="checkbox"/> Grandparents	<input type="checkbox"/> Siblings
<input type="checkbox"/> Friends	<input type="checkbox"/> Uncle/Aunt	<input type="checkbox"/> Cousins	<input type="checkbox"/> Other: _____	

Other Useful Information

Do you smoke or vape? _____

May we contact you in the future to see how things are going or to share resources with you?

Basic Information

Name: _____ Alt. Name: _____

DOB: _____ Age: _____ Phone(s): _____

Social Media Name(s): _____

Address (Street, City, Zip, Apt # if applicable): _____

Parent/Guardian name and contact info: _____ Phone: _____

Emergency Contact: Name: _____ Relation: _____ Phone: _____

Allergies/Medications/Medical Needs: _____

Tell Us More About You

Gender	Race		Ethnicity
<input type="checkbox"/> Male	<input type="checkbox"/> Caucasian (white)	<input type="checkbox"/> Asian	<input type="checkbox"/> Hispanic or Latino
<input type="checkbox"/> Female	<input type="checkbox"/> African American	<input type="checkbox"/> Other Multi Racial	<input type="checkbox"/> Russian
<input type="checkbox"/> Prefer not to answer	<input type="checkbox"/> American Indian or Alaska Native		Other:
	<input type="checkbox"/> Native Hawaiian or Pacific Islander		

Youth Signature : _____	Staff Name: _____
Database date & initials _____	Folder/File date & Initials: _____



INCIDENT REPORT

Client Name: _____ File #: _____ DOB: _____

Date of incident: _____ Time of incident: _____ AM or PM

Staff Reporting Incident: _____

Position: _____

(First) (Last) (Title) Witness #1 : _____

Witness #2: _____

SPECIFIC NATURE OF INCIDENT: (circle one)

Medication - Error - Medical Condition - Injury/Accident - Behavioral - Abuse - Complaint/Grievance
- Other

DETAILS OF INCIDENT:

EXACT LOCATION OF INCIDENT: _____

ENVIRONMENT AT TIME OF
INCIDENT: _____

SPECIFIC FACTS OF INCIDENT: (Setting, what happened before incident, the incident, give details)

Code of Conduct & Neutral Zone

The Teen Center is a neutral Zone for all youth, staff and volunteers. No hate, harassment, intimidation, or discrimination are allowed on premises at any time. The Teen Center is open for all youth regardless of Color, Creed, faith, sexual orientation, lifestyle etc. **You are expected to respect all others while you are here.** Behaviors which violate the Neutral Zone will result in consequences at the staff's discretion. Repeated inappropriate behavior will result in increased Consequences. Repeated significant incidents may result in a 1 year exclusion.

Our Code of Conduct and Neutral Zone policy includes but is not limited to:

Youth initial by each policy as well as sign/date at bottom to recognize that you understand these expectations.

- _____ 1. Offensive language: Cursing, disrespectful or offensive language.
 - _____ 2. No Weapons of any kind are permitted: no guns, knives or other weapons.
 - _____ 3. Bullying & Cyberbullying: unwanted behavior such as picking on, making threats, spreading rumors, antagonizing behaviors, excluding someone from a group for a purpose.
 - _____ 4. Smoking / tobacco: Smoking or using tobacco products in, on or within the surrounding area of the Santiam Teen Center's property.
 - _____ 5. Damage to property: damage to property on or in the Santiam Teen Center facility. This includes the Santiam Teen Center's property, other youth's personal items and computers.
 - _____ 6. Threats of violence: Written, typed, spoken or "getting in someone's face".
 - _____ 7. Loitering & disrespectful behavior in our neighborhood, this includes littering.
 - _____ 8. Theft or possession of stolen property, including any of the Santiam Teen Center's property & food items.
 - _____ 9. Sexual/physical touching: includes public displays of affection.
 - _____ 10. Posturing/physical intimidation: following someone outside, and being physically threatening. Includes offensive & intimidating language.
 - _____ 11. No gang, drug, tobacco or alcohol dress, symbols or other expressions.
 - _____ 12. Physical Violence: physical or sexual violence or assault to a person.
 - _____ 13. Perceived to be under the influence of drug & or alcohol.
 - _____ 14. Dealing / possession of drugs at the Santiam Teen Center or within a 2 block radius: includes actions or statements which give the appearance of doing so.
- _____ Consequences are at staff discretion and may include the following for the 1st offence; additional offences will result in higher consequences.

Up to 30 day exclusion: 1, 2, 3, 4, 5, 7, 9, 11, 13 1 week exclusion: 10 2 week exclusion: 6
2 week - 30 day exclusion: 8 30 day to 1 year: 12 Excluded for at least 90 days: 14

Youth Printed Name & Signature: _____ / _____

Date: _____ Staff/Volunteer Printed Name: _____

**Additional Reviews by Santiam Teen Center
Code of Conduct & Neutral Zone**

Date	Staff	Youth Signature	Notes

OUTLINE OF INSURANCE COVERAGE FOR:

New Growth Dba: Stayton Teen Center



Presented By:

Ben Laro
James Reed & Associates Insurance
Toll-Free: 503-588-8229
ben@jamesreedagency.com

JAMES REED & ASSOCIATES INSURANCE

New Growth; Dba: Stayton Teen Center
Attn: Shawn Hazel & Board
975 Fern Ridge Rd
Stayton, OR 97383

09/21/2017

Shawn & Board -

Thank you for the opportunity to serve Stayton Teen Center. We understand that every non-profit pays its insurance premiums with somebody's sacrificial gift or offering. We feel it's our mandate to provide superior coverage at the best value... the first time and every time.

The enclosed insurance proposal provides you with comprehensive protection for your organization. The following pages provide a summary of the coverages along with our recommendations. Once you have an opportunity to review, we would be happy to make presentations to your board or participate in a Q&A forum where we can explain the unique services our agency provides for non-profits.

At James Reed & Associates Insurance, we don't just provide risk-management booklets or links to websites. Our industry knowledge and experience allows us to take a "hands on" approach to managing your specific risks. Most of all, we have the desire to see that nobody participating in your activities is injured. By partnering with us, we can help develop controls that reduce the likelihood of claims, but still provide you with incredible freedom to reach out and help your community. Because of our genuine care for the success of your organization and our commitment to risk-management, you'll experience reduced premiums that remain consistent and competitive. Best of all, you will better ensure the safety of those participating in your activities.

With more than 900 non-profits insured throughout the Pacific NW, we combine our knowledge and experience to protect you. We have a dedicated service staff that's passionate about the clients we represent and they work exclusively on your needs and requests.

Annual Property & Liability Premium:	\$ 2,555
---	-----------------

Regards,

Ben Laro
Ben Laro
1.888.284.5320 (Toll- Free)
ben@jamesreedagency.com

Jim Reed
Jim Reed
1.888.284.5320 (Toll- Free)
jim@jamesreedagency.com

JAMES REED & ASSOCIATES INSURANCE

BROTHERHOOD MUTUAL PROPERTY COVERAGE

TOTAL PROPERTY LIMIT

\$ 10,000

DEDUCTIBLE

*

\$ 1,000

Building Description	Building Value	Contents Value
2800 Kindle Way -	\$ NA	\$ 10,000

Based on Replacement Cost; 4% Automatic Increase per year. There is no co-insurance penalty with Brotherhood!

ALL THREE OPTIONS INCLUDED

<p>Basic</p> <ul style="list-style-type: none"> • Fire • Lightning • Explosion • Windstorm & Hail • Smoke • Aircraft & Vehicles • Riot & Civil Commotion • Vandalism • Sinkhole Collapse 	<p>Broad includes all causes of loss in Basic Form plus:</p> <ul style="list-style-type: none"> • Damage by Falling Objects • Weight of Snow, ice or sleet • Accidental Water Damage due to leakage or discharge, including overflow of baptistry • Breakage of glass <u>including stained glass</u> to Building Limit 	<p>Special Form includes all causes of loss in both Basic & Broad Form, plus:</p> <ul style="list-style-type: none"> • Any other causes of loss that are not specifically excluded. • Flat Roof Water Damage Coverage- In the event of major rain, our policy includes damage done by seepage. • Theft, or attempted theft of part of the building or Building Contents
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Primary Exclusions: Normal Wear & Tear, Full Flood, Earthquake

EXTRA COVERAGES INCLUDED

(DEDUCTIBLE IS WAIVED FOR ALL UNDERLINED COVERAGES)

- \$10,000 Extra Expense
- Back-up of Sewer & Drain: Full limit
- \$2,500 true "flood" coverage
- \$300,000 Fire Property Legal
- \$20,000 Arson Reward

- \$25,000 Appurtenant Structures- \$15,000 Structure/\$15,000 Contents
- Trees, Shrubs & Plants- \$1,000 for each item up to a total limit of \$15,000 (wind included up to \$2,500).
- \$10,000 Lock Recalibration

- \$50,000 for property off premises, including property in transit- Worldwide Coverage
- \$2,000,000 for newly acquired property for 180 days
- \$50,000 for Valuable papers & Records, including cost of research
- \$50,000 fire extinguisher rec

Crime -

Provides protection from loss resulting from:
 Theft of Money & Securities: **\$ 1,000**
 Fidelity Bond- **\$ 2,500**
 (\$250 deductible for crime coverages)

Equipment Breakdown -

Adds protection against damage to electrical, mechanical, & pressure equipment from power surges, part failure, improper repair, etc.
 - **\$ 10,000**

Improvements = tenant improvement (inexpensive ^{extra} coverage)

No property claim - deductible will drop each year

BROTHERHOOD MUTUAL LIABILITY COVERAGE

GENERAL LIABILITY

Liability Limit:

\$1,000,000 Occurrence / \$3,000,000 Aggregate

no deductible

Coverage includes congregation members, employees, pastors, officials, and volunteers acting on behalf of your ministry. This coverage protects your legal liability:

- On all premises leased / owned
- For all activities conducted
- Worldwide Coverage (suit must be brought in the US)
- Property Damage Legal Liability
- Products and completed operations (including food consumption)

- Advertising/personal injury liability (libel, slander and false arrest)
- New construction and alterations
- Volunteer workers and donated labor
- Defense costs
- Newly acquired premises and organizations
- Operation by independent contractors
- Broadcast Liability Including Webcasts & Podcasts

\$1,000,000 Directors & Officers Liability:

Liability protection and legal defense for covered financial damages claims that result from covered leadership decisions made on behalf of your organization. (\$1M Aggregate, No Deductible)

\$1,000,000 Hired & Non-Owned Auto:

Liability protection and legal defense for covered damages resulting from the use of borrowed or short-term rented autos. Includes \$45,000 for Physical Damage of rented vehicles.

\$300,000 Sexual Acts Liability:

Protects the ministry and individual accused against allegations of inappropriate behavior with children and others in your ministry.

\$1,000,000 Media Liability

Protects your ministry against personal injury claims resulting from the ministry's media activities. Coverage includes protection against claims of defamation; intellectual property theft; or disparaging, harmful, or unlawful advertising that is communicated via your ministry's media productions.

\$50,000 Cyber Liability

Protects your ministry against property damage, financial damage, or emotional injury claims resulting from the ministry's activities related to computers and electronic data. Coverage includes protection against claims of computer use, electronic commerce, and data breach errors, etc.

\$30,000 Defense Reimbursement:

Legal expense reimbursement relating to several types of civil proceedings and criminal investigations not typically covered.

\$5,000 Medical Payment Protection:

Pays all out of pocket medical expenses for public, guests, and volunteer workers regardless of liability. First \$500 is *primary*.

- First aid at time of accident
- Necessary medical, surgical, X-ray and dental service
- Ambulance service as needed
- Emergency hospital treatment
- \$3,000 Athletic Medical Benefit

on site or off site

\$3,500 Wage Loss Reimbursement:

Pays for covered wage loss expenses incurred by members of the congregation or the public resulting from bodily injury that arises out of your ministries premises of activities, up to \$2,000 per injured person.

\$1,000,000 Incidental Counseling Acts Liability:

Protection and legal defense for covered damages, including emotional injury, resulting from counseling acts performed by your leaders and those you've appointed to be counselors, mentors, or lay advisors. *volunteer advice...*

\$1,000,000 Special Events:

Liability protection for sponsored Activities regardless of where the activities are located. Coverage extends to:

- After-school Youth Activities / Mentoring
- Outreach / Community activities, etc.

\$1,000,000 Religious Freedom Protection

Protects your ministry against emotional injury claims resulting from the ministry's religious communications, religious activities, belief-based decisions, and discriminatory acts. Includes legal defense reimbursement, reimbursement for expenses incurred, etc.

Primary Risk-Management Services

BRIEF BIO...

James Reed & Associates Insurance is an independent insurance agency that specializes in comprehensive property and liability insurance for ministries and non-profits. We serve more than 900 individual non-profits including throughout the Pacific NW. Protecting non-profits and providing hands-on risk management support is our specialty.

PRIMARY RISK-MANAGEMENT SERVICES:

- Provide Clients with development of Best Practice Policies. Current areas of emphasis with ministries include:
 - Development of Employee Handbooks & Transportation Policies
 - Code of Conduct & Morals Clauses for Staff & Volunteers
 - Social Media & Youth Communication Policies
 - Development of Security Policies & Teams
 - Facility Use by Outside Groups
 - Policies for Unique & High Risk Activities
 - Contingency / Continuity Planning
- Training: Hosted on-site or training modules provided online
- Legal Assistance
 - Quick Response Service
 - Resource Connection
 - Attorney Referral Service
- Loss Control Inspections
- Insurance Policy Reviews & Risk Assessments

STRATEGIC PARTNERSHIPS:

Business Partnerships between our agency and companies that provide meaningful services for our ministry clients at significant discounts:

- Agency Partnership with *Protect My Ministry*, a nationally respected provider of background checks and other legal services (set-up fees are waived and background checks cost approx. \$15 / check). (Call us for Details) www.protectmyministry.com
- Agency Partnership with *Coaching Systems, LLC*. Endorsed by the National Safety Council (NSC), Coaching Systems provides our clients with high-quality driver's training materials for 15 passenger vans, school buses, and other transportation vehicles. <http://www.coachingsystems.com/>
- Others - Call for Details

- Ben



December 11, 2017

To whom it may concern,

Over my last 10 years in Stayton, I've served the community as a youth pastor, youth baseball coach, youth basketball coach, middle school basketball coach, high school golf coach and CHIP team member focusing on youth health issues in our region. I feel like I have a good handle on what it's like to be a youth in our area and the issues and pitfalls they face.

That's why I'm writing to give my support for the start of a teen center in Stayton. A teen center has the potential to bring health to many of the ills our youth face. It fills a void in a town that has limited activities and spaces designed to engage youth after school. It can become a safe and supervised hangout. And, it has the potential for students to be tutored or to have access to a counselor. Perhaps it will be a place for some students to share a meal with other community members, rather than going without a meal or going alone. It can be a place where teens participate in workshops that will further their education, skills, and job training to propel them into adulthood.

I see so many overwhelming positives when I think of the potential of a teen center in Stayton. It's easy to get excited and dream about the impact it will have on the community at large, the families that will access it, and the youth themselves who will flourish because of it.

Sincerely,

Tyler Butenschoen
Lead Pastor



1450 Fern Ridge Road SE
Stayton, Oregon 97383
(503) 769-5700

December 8, 2017

To whom it may concern:

I am writing you to support the Santiam Teen Center being developed for our community. As a pastor, I know the importance of providing a safe, supervised place for teens to gather and feel welcomed. Time spent caring about our youth now will make a huge difference in their lives. I applaud the city's forethought in providing the space.

The Stayton United Methodist Church is an active participant in making this community a livable place for everyone. We value working with partners around the area to make the teen center a reality, and we look forward to supporting this endeavor.

Sincerely,

A handwritten signature in black ink that reads "Janine DeLaunay". The signature is written in a cursive style with some capital letters.

Pastor Janine DeLaunay

RE: Support Letter

As a member of the Santiam Teen Center board, I support the teen center as described in the New Growth Ministry's Mission and Vision statements. I believe in the vision of building future generations by providing a safe and supportive environment that promotes self-development through positive influences.

As a parent of two teens in the Stayton community, I see the Teen Center as a place my teens can go to get support from other teens who may be going through similar circumstances, as well as seeking advice from an experienced mentor that can help teens through a crisis. I believe the faith-based community can bring a sense of continuity and exposure to faith by providing services such as periodic meals and activities, and possibly a Director to manage the day-to-day operations. That said, I believe the image of the teen center should not be faith-based. Most teens that haven't been exposed to any sort of faith will turn away from it (like a Youth Group or Young Life center), potentially turning away a teen in crisis. For this reason, I am hopeful our non-faith community members have as much involvement as our faith-based ones.

I look forward to continuing our efforts in establishing the Santiam Teen Center.

Respectfully,

Sandra Fixsen
503-508-2946



625 Union St NE Salem, OR 97301 / #503.391.6428 / hyc@mwvcaa.org

Serving at-risk, homeless, runaway and street youth in Marion and Polk Counties, Oregon

December 7, 2017

Dear City of Stayton,

It is with great pleasure that I write this letter of support of the work Pastor Hazel (Calvary Lutheran Church) and the Stayton faith community is doing for the community. We were approached by a mutual friend a few months back to see if we would be willing to meet with the Stayton team and of course we accepted. After spending time with them it was clear that they have the determination and heart it takes to run a youth drop in. Since 1994 HOME has been operating the drop in located in downtown Salem and has served thousands of youth during that time. We are honored to mentor the Stayton team in developing another resource for the County.

The need is great. According to the Oregon Department of Education, the North Santiam school district had 67 homeless minors during the 2016—2017 school year. As with Salem, this does not include the number of youth who are disconnected from school or the youth who are at-risk of becoming homeless. Homeless youth are not the only population that utilizes drop in centers so the reach is widespread. Studies show programs based on Positive Youth Development are effective in preventing homelessness and building protective factors aiding in the long term success of individuals and in turn, the community. The investments will pay off.

Best,

Tricia Ratliff

Community Action HOME Youth & Resource Center

Program Director

Community Action's Mission: Empowering people to change their lives and exit poverty by providing vital services and community leadership.

www.mycommunityaction.org

December 6, 2017

Stayton Council –

My name is Ben Laro and I am writing a letter of recommendation on behalf of the Stayton Teen Center and their recent request to use city-owned property to facilitate an after-school program in our community.

Aside from being a life-long resident of our community, and former Future First Citizen of Stayton, I am a business professional with expertise in representing the insurance and risk-management programs for organizations identical to the Stayton Teen Center.

For more than 35 years, our agency has served non-profits like the Stayton Teen Center and we currently represent dozens of similar programs. Because of this experience, we have first-hand knowledge of the benefit that is provided to the students and its constituents. Almost all of the most successful programs are created in smaller, rural communities just like Stayton, where access to after-school resources for teens is limited or simply not available. The vision of this non-profit is not new – it has been “proofed” in many communities throughout Oregon. Stayton is an ideal place for such a program.

The students who choose to participate have a great opportunity to access a space that is safe and inviting. At the Teen Center, students can study, receive tutoring, acquire new skills, and build relationships with people in our community who genuinely care about our teens and Stayton’s next generation of residents and leaders. It is a perfect way for the community to rally together to invest, give, and learn. I believe that invaluable learning can take place at all levels – for the students, but also the volunteers. The after-school program will provide the community with a better understanding of today’s teens – from their successes to their struggles, the community can be there to lend a hand.

The leadership has already demonstrated a commitment to success. They have been diligently working in the development of risk-management controls and policies that will protect the City, the kids, and the volunteers. We will continue to assist them in this endeavor, ensuring that a strong foundation is built. I encourage you to approve and support this program.

Regards,



Ben Laro
James Reed & Associates Insurance

December 14, 2017

Dear City of Stayton,

It is my pleasure to write a letter in support of the work of New Growth Ministries and the proposed Santiam Teen Center the City of Stayton is considering opening up near the Middle School.

Mother Teresa once said, "The hunger for love is much more difficult to remove than the hunger for bread." Our Santiam Canyon Catholic Vicariate supports the wellbeing of every individual- mind, body, and spirit. The vicariate includes of Immaculate Conception Parish (Stayton & Mill City), Our Lady of Lourdes Parish (Jordan & Lyons), St. Boniface Church (Sublimity), and St. Mary's Church (Shaw) and ministers to nearly 2,000 parishioners across this extensive geographic area. As a fully Catholic institution, it is our mission to serve the needs of others and assist the faithful in their spiritual growth. We serve people across a wide socioeconomic range, from potential victims to volunteers eagerly awaiting opportunities to become engaged in service in the Santiam Canyon.

We believe in living as disciples of Jesus Christ in the world which includes service to our broader community. Our Youth Ministry Coordinator has extensive experience working with homeless youth and with anti-human trafficking agencies and is an advocate for providing resources and services to youth. It is well known that Portland, OR has one of the highest rates of youth sex trafficking. Considering our close proximity to the I-5 corridor and the rural nature of this vicariate, we are concerned about those youth that are at a higher risk of falling victim to trafficking. Having a safe place available for youth to spend time after school is of paramount importance in providing all of the youth in Stayton and the Santiam Canyon the opportunity to develop into the next generation of leaders.

In conclusion, we fully support any program designed to cultivate the love of our neighbors in the Santiam Canyon. Therefore we support the proposal and encourage the City of Stayton to approve the request for the New Growth Teen Center.

Sincerely,
Rev. Luan Nguyen
Pastor of Immaculate Conception Catholic Church
[1077 N 6th Ave](#)

[Stayton, OR 97383](#)

[503- 769-2656](#)

Stayton City Council

Regarding: Teen Center

12/11/2017

The Santiam Hospital, Service Integration program supports the proposal for a teen center in Stayton. Santiam Service Integration formed about four months ago. Our goal is to facilitate collaboration amongst community members and eliminate the duplication of services. In addition, as a team we help identify the services that need to be enhanced or broadened.

On a couple of occasions members of the Stayton Sublimity Team which covers the North Santiam School District Catchment service area have brought up the need for a teen resource center/outlet. Department of human services identified two teens from Stayton High the first week in school and learned from the counselor and by a home visit that the teens did not have adequate clothing, supplies, or a support system established. The Service Integration team assisted with the basic needs however there was not a local teen center to refer them to for the emotional support. On another occasion, Service Integration was contacted by a team member who was seeking information in the Santiam Canyon on support groups for teens who need support from other teens. It was determined there was not a drop in teen center or support group for teens in general.

A teen center in the community would help give our teenagers an outlet to find support from other teens and volunteers of the center. The center will provide a safe haven for teens.

With the information on the plans of the center that Santiam Hospital, Service Integration has heard thus far we are in support of the center and would encourage the city to support it as well.

Thank you,



Melissa Baurer

Santiam Service Integration Coordinator

503-706-6642



MARION COUNTY SHERIFF'S OFFICE
JASON MYERS, SHERIFF

November 28, 2017

Stayton City Council
362 N 3rd Ave
Stayton, OR 97383

Re: New Growth Teen Center / Kindle Street House

Dear Council Members,

Please accept this letter of support for the work of New Growth and their efforts to open a drop-in teen center at a house located on Kindle Street in Stayton.

The work of New Growth Ministry focuses on creating safe spaces for youth who experience homelessness or crisis. With their experience and passion for effectively serving children in difficult situations, New Growth would be an ideal partner to provide a space and services for vulnerable youth. They have carefully examined the location and prepared a well-thought-out business plan for this project.

As a Stayton area resident and a public safety leader, I would greatly encourage the City of Stayton to partner with New Growth to establish a safe, positive and pro-social environment for teens. These are critical years where a safe place to go, with positive influences and support could be the critical moment to impact a teen's future.

Respectfully,

Jason Myers, Sheriff

December 16, 2018

Dear City of Stayton,

It is my pleasure to write a letter in support of the work of New Growth Ministries and the proposed Santiam Teen Center the City of Stayton is considering opening up near the Middle School.

Mother Teresa once said, "The hunger for love is much more difficult to remove than the hunger for bread." Our Santiam Canyon Catholic Vicariate Youth Ministry supports the wellbeing of every individual- mind, body, and spirit. The vicariate includes Immaculate Conception Parish (Stayton & Mill City), Our Lady of Lourdes Parish (Jordan & Lyons), St. Boniface Church (Sublimity), and St. Mary's Church (Shaw) and ministers to nearly 2,000 parishioners across this extensive geographic area. We believe in living as disciples of Jesus Christ in the world. This includes going beyond the walls of these edifices to help the broader community. As a fully Catholic institution, it is our mission to serve the needs of others and assist the faithful in their spiritual growth. We serve people across a wide socioeconomic range, from the vulnerable to volunteers eagerly awaiting opportunities to become engaged in providing assistance to those in need.

As the Coordinator for the Vicariate's Youth Ministry and having past experience working with homeless youth and with anti-human trafficking agencies, I am hugely in support of providing resources and services to all youth. They are truly our greatest resource. It is well known that Portland, OR has one of the highest rates of youth sex trafficking. Considering our close proximity to the I-5 corridor and the rural nature of this vicariate, we are all concerned about the reality of our Santiam Canyon youth living in a place where they are implicitly at a higher risk of becoming victims to trafficking. Having a safe place available for them after school is paramount in providing youth in Stayton and the Santiam Canyon the opportunity to develop into our next generation of leaders.

In conclusion, I fully support any program designed to feed a youth's hunger for love. I support the proposal and encourage the City of Stayton to approve the request for the New Growth Teen Center.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sarah', with a long, sweeping horizontal line extending to the right.

Sarah Lackner, LMSW
Director of Youth Ministry
Santiam Canyon Vicariate



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

TO: Mayor Henry Porter and the Stayton City Council

FROM: Dan Fleishman, Director of Planning and Development
Rich Sebens, Police Chief
Keith D Campbell, City Manager

DATE: April 2, 2018

SUBJECT: Ordinance 1018 Establishing Licensing Requirements and Standards for Mobile Food Units

ISSUE

The issue before the City Council is consideration of enactment of amendments to the Business Licenses, Permits, and Regulations Code regarding mobile food units.

BACKGROUND INFORMATION

The arrival of mobile food units, or food trucks, in Stayton is a relatively recent phenomenon.

While City staff welcomes the addition of food trucks to the business activity within the city, concern has been raised about the possible impacts of these business on traffic flow, public safety and compliance with the City's land use code.

Therefore staff has developed Ordinance 1018 to establish a requirement for mobile food units to obtain a license or permit from the City. A license, under this ordinance, would only be required for a vehicle that is used for the purpose preparing, and selling food for immediate consumption as a drive-in, drive-through, curb or walk-up service. A license would not be required for stationary sales operations such as lemonade stands or where there is no preparation of the item such as the ice cream truck.

Staff has shared the proposed ordinance with several food truck operators and with the owners of properties that have been hosting food trucks. As of writing this staff report no comments have been received.

PROPOSED REGULATIONS

In summary, the proposed rules would require a license for any mobile food unit. Prior to issuing the license, the operator would need to demonstrate they have the necessary health and sanitary license from Marion County. Mobile food units would be permitted only in the zones of the city where eating and drinking establishments are permitted or at manufacturing sites when the customers are primarily employees of the industry. Mobile food units would not

be permitted in a street right of way unless part of an event with a street closure. The location of a mobile food unit must not block a sidewalk, drivers' vision, or required off-street parking spaces for other uses on the property. The proposed rules clarify that any unit that is in place for more than 72 hours must receive the necessary approval under the City's Land Use and Development Code.

The Code already specifies that fees for licenses and permits will be established by the City Council by resolution. Once Ordinance 1018 is enacted, staff will return to the Council with a resolution establishing the fee for the required license.

RECOMMENDATION

Staff recommends enactment of Ordinance 1018 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the first consideration of Ordinance 1018

Move to approve Ordinance No 1018 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1018 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1018 will be brought before the Council for a second consideration at the April 16, 2018 meeting.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1018 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1018 will be brought before the Council for a second consideration at its April 16, 2018 meeting.

3. Retain the Code unchanged

No motion is necessary.

ORDINANCE NO. 1018

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE TITLE 5, ESTABLISHING LICENSING REQUIREMENTS FOR MOBILE FOOD UNITS

WHEREAS, the City of Stayton has adopted Title 5 of the Stayton Municipal Code (SMC) Regarding Business Licenses, Permits and Regulations;

WHEREAS, mobile food units, also known as food trucks are recent and welcome addition to the mix of businesses in the City of Stayton;

WHEREAS, the location of mobile food units has the potential to create pedestrian and vehicular traffic safety concerns;

WHEREAS, the City is interested in promoting the location of mobile food units but to assure that they are in compliance with all provisions of the City's Code and do not present a safety hazard; and

WHEREAS, the Stayton City Council, does find that the amendments in this Ordinance are reasonable regulations to promote the public health, safety and welfare.

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Mobile Food Unit Defined. Stayton Municipal Code Title 5, Chapter 5.04, Section 5.04.020 is hereby amended by adding the following definition:

18. MOBILE FOOD UNIT: Any motor vehicle, trailer, or wagon that is used for the purpose preparing, processing, or converting food for immediate consumption as a drive-in, drive-through, curb or walk-up service. A mobile food unit does not include a street vendor's cart or a motor vehicle, trailer or wagon used exclusively for selling prepackaged food items that are not altered by the vendor (e.g. an ice cream truck) or the delivery of preordered food such as pizza or carryout.

Section 2. License Required. Stayton Municipal Code Title 5, Chapter 5.08, Section 5.08.010.1 is hereby amended by adding the following Mobile Food Unit as a category of business that requires a license or permit:

1. No person shall engage in any of the following businesses or activities within the City limits without first obtaining a license or permit as provided in this Title, except as otherwise exempted herein:
 - a. Carnival, amusement park, amusement concessionaire;
 - b. Junk dealer;
 - c. Secondhand Dealer;
 - d. Pawn Broker;
 - e. Promotional event;
 - f. Solicitor; ~~or~~
 - g. Marijuana Dispensary; or
 - h. Mobile Food Unit.

Section 3. Mobile Food Unit Regulations. Stayton Municipal Code Title 5, Chapter 5.48 is hereby enacted, establishing regulations for the operation of Mobile Food Units:

CHAPTER 5.48
MOBILE FOOD UNITS

5.48.010 REGULATIONS

1. In addition to the information required by Section 5.08.020, an application for a mobile food unit license shall contain documentation that the applicant has obtained all required health and sanitary licenses from the State of Oregon and Marion County.
2. Any mobile food unit that is in place for more than 72 hours without being moved shall be considered a land use and require approval under the appropriate provisions of Chapter 17.12.
3. Location.
 - (a) Mobile food units may only operate in zones where eating and drinking establishments are allowed as a permitted use or use permitted after site plan review in Section 17.16.070 or in the parking area of a manufacturing business for the purpose of primarily serving the employees of that manufacturing business.
 - (b) Mobile food units shall not operate or be located in a public right-of-way. Mobile food units may operate on city-owned property provided the licensee is granted a site specific permit which shall be displayed conspicuously on-site.
 - (c) A mobile food unit may only operate in an approved parking lot, or other hard surface area, where the off-street parking requirements for all uses or activities served by the off-street parking area are met.
 - (d) The location standards of this section do not apply to mobile food units which operate as a vendor within an approved community event or where a street closure permit is granted under Chapter 10.36.
4. Standards.
 - (a) A mobile food unit, including all items associated with the operation, shall not obstruct pedestrian pathways, driveways or drive aisles of any off-street parking area and shall not be located in the sight distance triangle as defined in Section 17.04.100 or so as to create a traffic or safety hazard.
 - (c) All mobile food units which are parked in a stationary location for a period of 24 hours or longer shall provide screening for all conduit, tanks, and storage areas from all public areas and streets by sight-obscuring fencing and/or temporary landscaping and skirting shall be provided along the perimeter of the mobile food unit.
 - (d) Mobile food units may not be permanent structures and must remain capable of being moved, with wheels attached.
 - (e) When a mobile food unit is conducting business, the operators shall pick up any paper, cardboard, wood, or plastic containers, wrappers, or any litter which is deposited by any person within 50 feet of the mobile food unit.

Section 4. Effective Date. This Ordinance shall become effective on the 30th day after adoption by the Stayton City Council and execution by the Mayor, or a representative of the Mayor.

ADOPTED BY THE STAYTON CITY COUNCIL this 2nd day of April, 2018.

CITY OF STAYTON

Signed: _____, 2018

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2018

ATTEST: _____
Keith D. Campbell,
City Administrator

DRAFT



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
Isaac Kort-Meade, RARE Participant
DATE: April 2, 2018
SUBJECT: Report on Current Housing Inventory -- Informational

The City Council's 2017-18 adopted Goals include under the goal of Neighborhood Preservation the completion of a Comprehensive Housing Inventory and to identify and create a Housing Strategy.

In response to the Council's goals staff has completed the attached Housing Study. The Study outlines a number of characteristics of the existing housing within the City. The information in the study comes from a combination of sources including the City's own data bases and the US Census Bureau.

Some pertinent highlights from the Study:

- Stayton's housing stock is relatively new: only 11% of the housing units were constructed prior to 1950.
- Stayton's housing is primarily single family: 82% of the housing units are single family dwellings
- Stayton's housing is in relatively good condition: only 8% of the housing units were rated in average or worse condition based on a fall 2017 windshield survey
- No multifamily housing has been constructed since 2002
- The median sales price of a single family home in 2017-2018 is \$225,000

Staff has no recommended actions for the Council, but presents the study in order stimulate the Council to raise issues to be addressed as the City continues to implement the Council's goals.

Report on the State of Housing in Stayton, OR

March, 2018

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Introduction

Housing in Stayton has long been growing at a rate steady with the population increase in the town. As Stayton grew through the early 20th century, local developers built new homes for mill workers and farmers. The growth of the Willamette Valley helped increase employment opportunities in Stayton, and the post-war housing and population boom increased the number of homes being built. In the past 30 years, there has been a 15% increase in population, following the general trend of the Salem Metropolitan Statistical Area.

Currently, Stayton has a population of around 7,800 people. Its position in close proximity to Salem means that a large percentage of workers commute to Salem for employment. As a result, Stayton's housing stock is developed in a way that eases access to cars and Hwy 22, and does not incorporate the values of walkability and proximity to employment centers as a more urban community might.

This report aims to describe the state of housing in Stayton. It shows that most of the housing stock is built for families, of decent quality, and is generally more than 20 years old. The vast majority of housing in town is single-family and detached.

Who Lives in Stayton?

Stayton's population has grown by about 1,000 people from the 2000 Census until today. The 2016 U.S. Census population estimate 7,875. Portland State University's Population Forecast Program estimates that by 2030, Stayton's population will grow to 9,065. This represents an increase of about 15%.

The population is divided nearly equally by gender, with 50.3% Female, and 49.7% Male. The median age in Stayton is 34.7 years. 31.4% of Stayton residents are between 20 and 44 years of age. Around 12.5% of the population is within the retirement age of 65+. 84.3% of Stayton residents are white. The next largest racial group is Hispanic non-White, which represents 15% of the population. This percentage has stayed relatively steady since the 2010 Census.

The biggest industries in town are generally "blue collar," including manufacturing, agriculture, construction, retail, and transportation, which comprise around 48% of employed peoples. The median household income in 2016 in town is \$53,899. About 19% of Stayton families are below the poverty line.

General Housing Characteristics

The City of Stayton maintains a database of all building and dwelling units within the city, which is updated with each issuance of a building or demolition permit. This data can be used to understand the distribution of housing in the city. One limitation of this data is that it includes building permits that were issued at the time of analysis, but the structure may not yet have been constructed. To supplement this data, numbers from the U.S. Census American Community Survey can be used. However, the most recent data (2016) is only an estimate from surveys and projections from the 2010

census, and typically has a high margin of error. According to City data, Stayton city contains 3,258¹ housing units in 2,539 individual buildings. ACS estimates that about 5.7% of these currently sit vacant. The majority of the housing stock in Stayton is single-family detached homes. ACS estimates that around 52% of homes in Stayton are owner-occupied, while the other 48% are renter-occupied.

Age of Housing

Stayton’s housing stock has been growing at a steadily decreasing rate. Between the founding of the town in 1891 and the 1970s, more new residential structures were built in each year. Figure 1 shows the total number of currently existing homes built in each decade since 1900, taken from the city’s Building Footprint Database.

Since 2010, the city has only added 86 new homes, representing a 3.4% increase in eight years. Large periods of growth happened in Stayton between 1970 and 1979 and 1990 and 1999, with a drop between 1980 and 1989. The most significant period of housing growth in town is the 1990s, but since then, there have not been a significant number of new homes or apartments built, especially not in the last 8 years. This lack of recent growth has meant that the

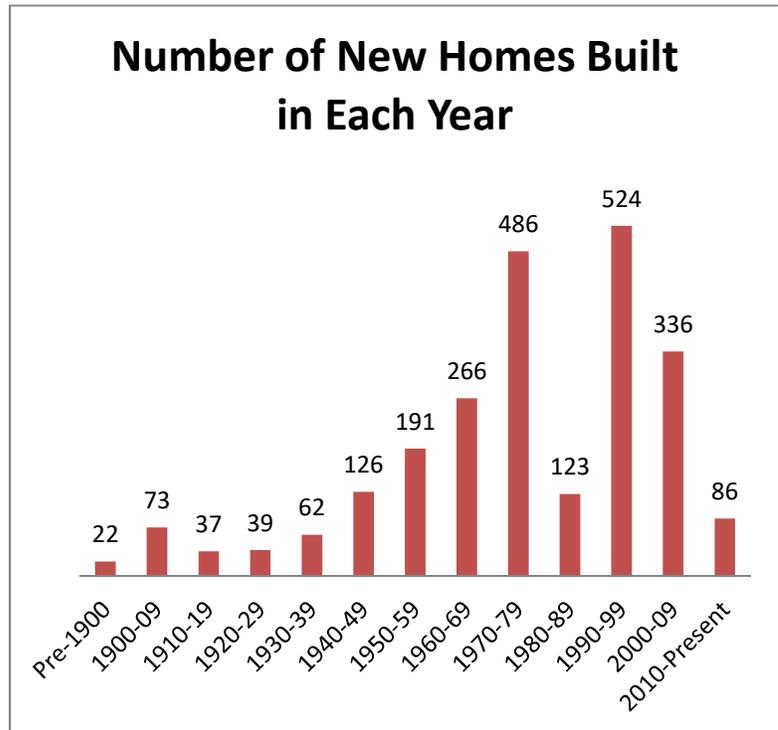


Figure 1: New Homes Each Year (City of Stayton)

majority of the housing stock in Stayton is more than 20 years old. When this data is broken down by type of housing, it shows that there has not been a significant new Multi-Family housing project in Stayton in more than a decade. Two new developments in town promise to increase the supply of new, single family homes.

Figure 2 shows a map of Stayton with homes colored by the year they were built. This map shows that the old buildings are clustered in the historic downtown area, with many newer homes in developments outside of the older district. Stayton’s newer homes tend to be built on open properties closer to the outskirts of town. However, there are multiple vacant buildable lots closer to the center of town which could be filled with new homes (more information can be found in the section Vacant Buildable Lots).

¹ Building Footprint Database

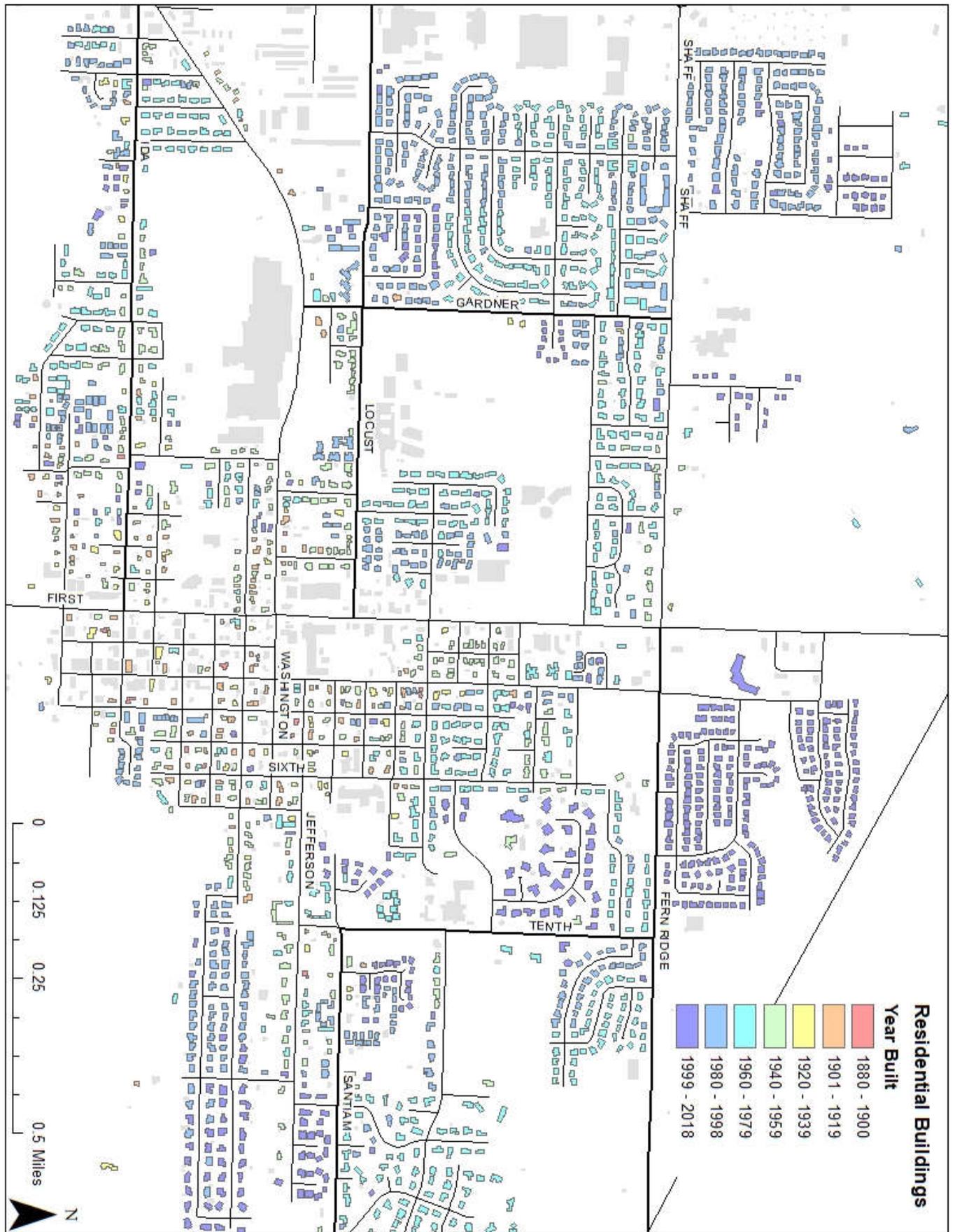


Figure 2: Map of Residential Buildings, colored by year built

Housing Costs

The cost of housing in Stayton has been rising steadily since the 2008 financial crisis.

According to the real estate website Zillow.com, the average home value in Stayton is around \$261,700. This is higher than the nearby communities of Aumsville, Mill City, Scio, and Salem, but comes in below Sublimity and Silverton. Figure 3 shows

the 10-year trend of housing value in Stayton compared to that of Salem. Both communities have followed the same general trend, but Stayton's overall cost is much higher.

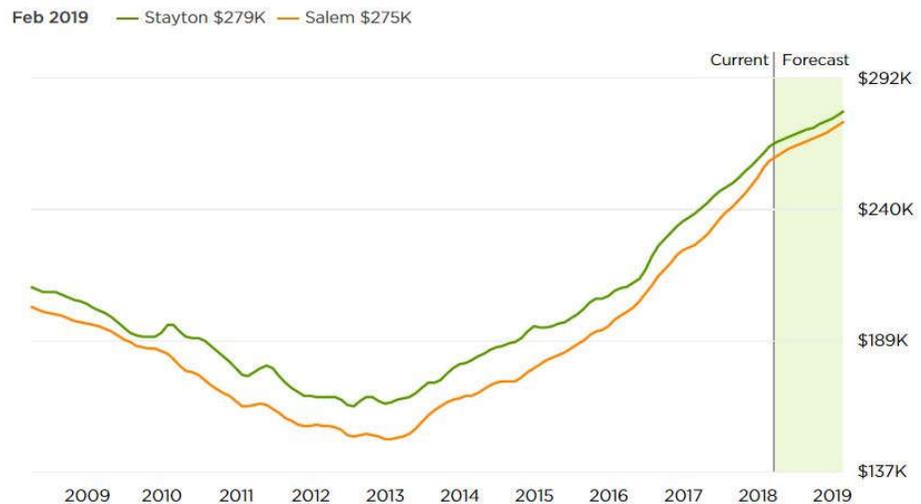


Figure 3: Change in Housing Value over time (Zillow.com)

The Marion County Assessor's Office releases records of every sale in the county. According to this data, the median home price for the 138 homes sold in 2017 and 2018 is \$225,000. The 25th percentile is \$185,000 and the 75th percentile is \$273,725. The median is below the estimated average value of homes in town.

The average rental price in Stayton is \$824/month, which is comparable to the Salem average of \$819/month. However, Stayton has a limited number of housing units available. At the time of writing, only 4 units were currently available according to the rental website Apartments.com. This is a seemingly typical trend within the city, and units that become available get rented very quickly.

In general, the affordability of housing in the area is dependent on a variety of factors. Comparing median household income to average cost of housing is one way to determine the affordability of units. By some rules, housing affordability can be defined by spending no more than 30% of one's income on rent or mortgage payments. According to ACS data, about 53.2% of renters in Stayton spend 35% or more of their income on rent. This coupled with the high number of locals below the poverty rate, shows that many Stayton renters are struggling with housing affordability.

On the other hand, about 26% of homeowners with a mortgage spend more than 35% of their income on housing costs. This represents a stark difference in the income and cost level of renters and homeowners in Stayton. The average monthly housing cost for owner-occupied units in Stayton is \$1251, much higher than the rental cost of \$824. Costs for rentals range from less than \$300/month to as much as \$2,000/month. Most renters fall within the \$500-\$1,500/month range. While monthly costs for owners are much higher, owners tend to have a higher income, and in Stayton the vast majority are able to afford their monthly payments. Figure 4 shows the estimated monthly housing costs according

to the American Community Survey. This shows that owner-occupied units are typically on the higher end of cost.

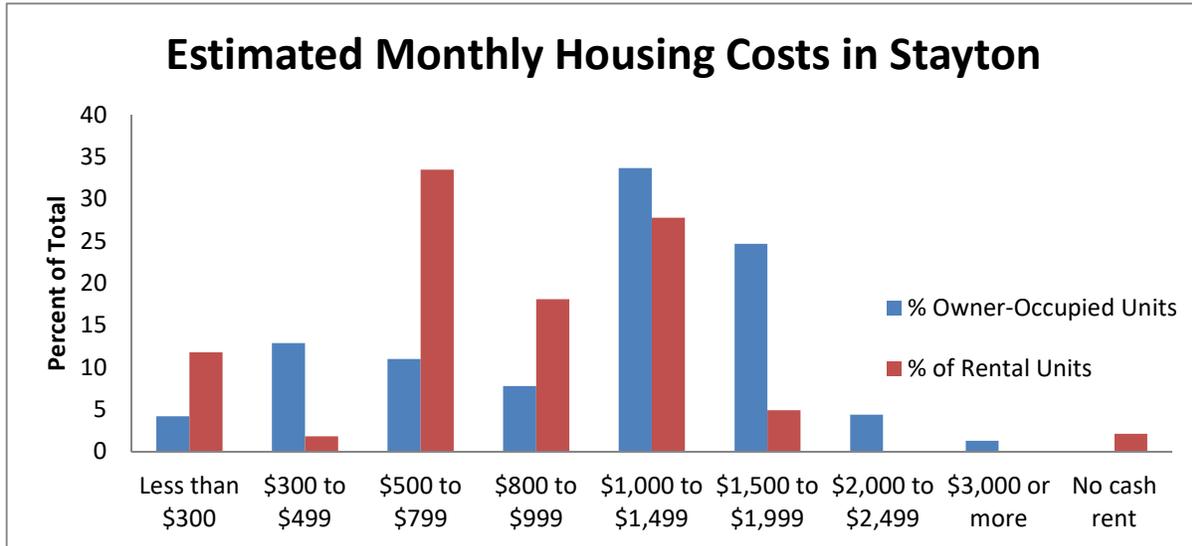


Figure 4: Monthly Housing Costs (ACS)

Subsidized Housing

A large amount of housing in Stayton has been built with government assistance. Stayton’s 2013 Comprehensive Plan update lists in detail the location and characteristics of these types of projects. The following is adapted from that plan.

The most common type of government assistance is a subsidized mortgage through various state and federal programs. However, figures are not available for the number of houses in Stayton financed through these programs. Government assisted housing is also provided through subsidies for apartments for low and moderate income people. There are 100 dwelling units in seven different developments that provide apartments reserved for income-qualifies households. This represents 6.5% of the total housing stock, 20% of the rental units and an estimated 34% of the multifamily units in the City. Table 1 lists these units, their location, and whether they are for families or restricted to occupancy by elderly tenants.

Table 1: Subsidized Housing Developments in Stayton

Name	Location	# of Units	Type
Hollister Apartments	315 W Hollister St	20	Family
Northridge Apartments	1633 N 3 rd Ave	24	Family
Oak Park Village	1011-1087 N 10 th Ave	32	Elderly
Stayton Elder Manor	660 N Ida St	32	Elderly
Stayton Manor	820 N 3 rd Ave	16	Elderly
Westside Apartments	965 Gardner Ave	24	Family
Wolf Ridge Apartments	1301-1371 E Santiam St	51	Family

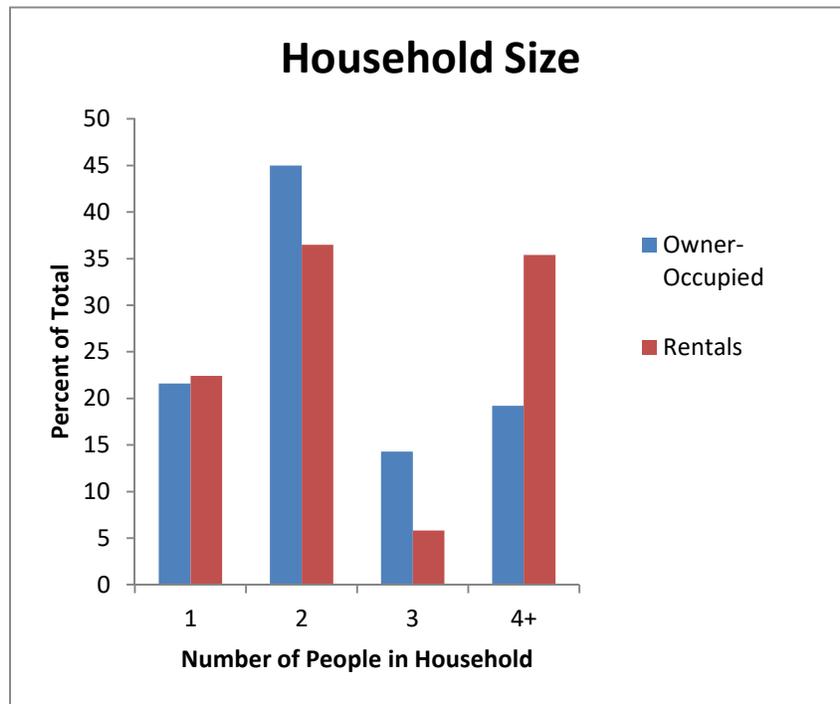
Household Characteristics

Each household in town is designated by the Census Bureau as family or nonfamily. Family households, which consist of two or more related people, represent 73.2% of the total households in Stayton. Nonfamily households, which consist of one or more unrelated people, represent 26.8%.

49% of all households in Stayton are composed of a married-couple family. This demographic tends to own their own home, which nearly two thirds do. However, when the data is broken down by age, younger married couples are more likely to rent than buy, while older couples are the opposite².

Single parents make up the rest of the family households, and the majority are single mothers. These families tend to rent at a much higher rate than married couples. In fact, nearly one quarter of all

renters are single mothers, while only 12% of owners are single mothers.



Non-family households are typically a single person living alone. 22% of households fall into this demographic. This number has fallen from 25% in the 2010 census. The majority of single people living alone are between 35 and 64 years old. They tend to rent and buy at nearly equal numbers.

The smallest household demographic is non-family and not living alone. This type of housing represents two or more unrelated people living

Figure 5: Household Size (ACS)

together. This group would likely be more common in a large urban area or a town with a university. This demographic disproportionately rents, representing around 9% of all renters while they only make up 5% of the total population.

Household size is also a good indicator of the characteristics of household groups. Figure 5 shows the number of people in each household in Stayton, grouped into renters and owners. Owner-occupied households are generally smaller than rental households. This is likely because young families with

² 62.5% of married-couple families own their own homes, while 36.7% rent. 4.4% fall into the 15-34 age bracket and own their own homes, versus 13.6% who rent. 18.9% of married-couple family households are 65+ and own their own homes, while only 3.9% rent.

multiple kids will rent a home or apartment as they get established, while older couples without kids living at home will already own a home. This graph also shows that single-person households rent and own at about the same rate.

Types of Housing

Homes in Stayton are generally Single-Family and detached. This describes the typical house, which houses one unit and is separated from neighboring homes. Stayton housing stock is about 82% single family detached homes, according to the Building Footprints Database. The chart below shows the distribution of housing types across the city. The Stayton Municipal Code, section 17.04.100, defines each of these types of housing as:

- SFD (Single Family Detached): A detached building designed exclusively for occupancy by 1 family.
- DUP (Duplex): A building designed exclusively for occupancy by 2 families living independently of each other with both dwelling units located on a single lot.
- MFH (Manufactured Housing): A single family dwelling, transportable in 2 or fewer sections, designed to be used for permanent occupancy as a dwelling with a Department of Housing and Urban Development (HUD) label certifying that the structure is constructed in accordance with the National Manufacture Housing Construction and Safety Standards Act of 1974. As amended.
- MFD (Multifamily Dwelling): A building, located on a single lot of portion thereof designed for occupancy by 4 or more families living independently of each other.
- TRI (Triplex): A building designed exclusively for occupancy by 3 families living independently of each other with all dwelling units located on a single lot.
- SFA (Single Family Attached): A building containing two or more dwelling units, with each dwelling unit on a separate lot, but sharing common walls.

MXD (Mixed-Use) is not defined in this code, but is generally defined as housing containing both a commercial and residential use.

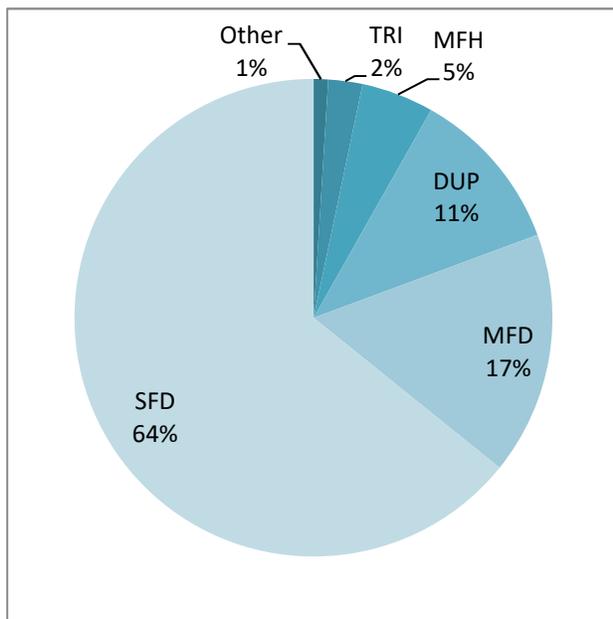


Figure 6: Residential Structures, by Type (City of Stayton)

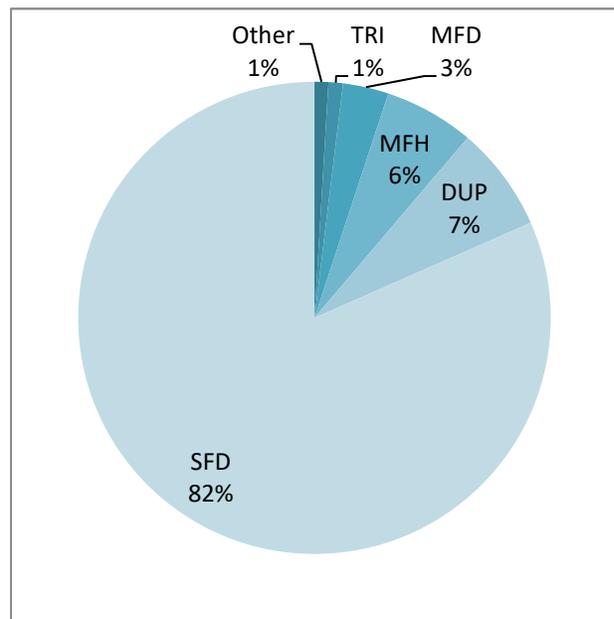


Figure 7: Housing Units, by Type (City of Stayton)

Figure 6 shows the percent of each type of home in Stayton. The SFA and MXD categories contained so few homes that they are all included in the “Other” category. This chart indicates that the vast majority of housing in Stayton is Single Family Detached, this number being far higher than any other type of housing. Only 3% of structures are multifamily housing. Figure 7 shows the percent of units in Stayton which are contained in buildings classified as the different housing types. In this chart, as compared to the previous one, the proportion of MFD units is much higher. However, 64% of all units in town are Single-Family Detached. Figure 8, on the next page, shows a map of Stayton with each residential structure colored according to its use. This map shows that MFD housing is generally clustered in certain areas of town. DUP and TRI housing is also clustered in specific developments in various parts of town. SFD housing is spread out across the entire community, from the historic core to newer developments. Very little MFD housing exists near commercial centers.

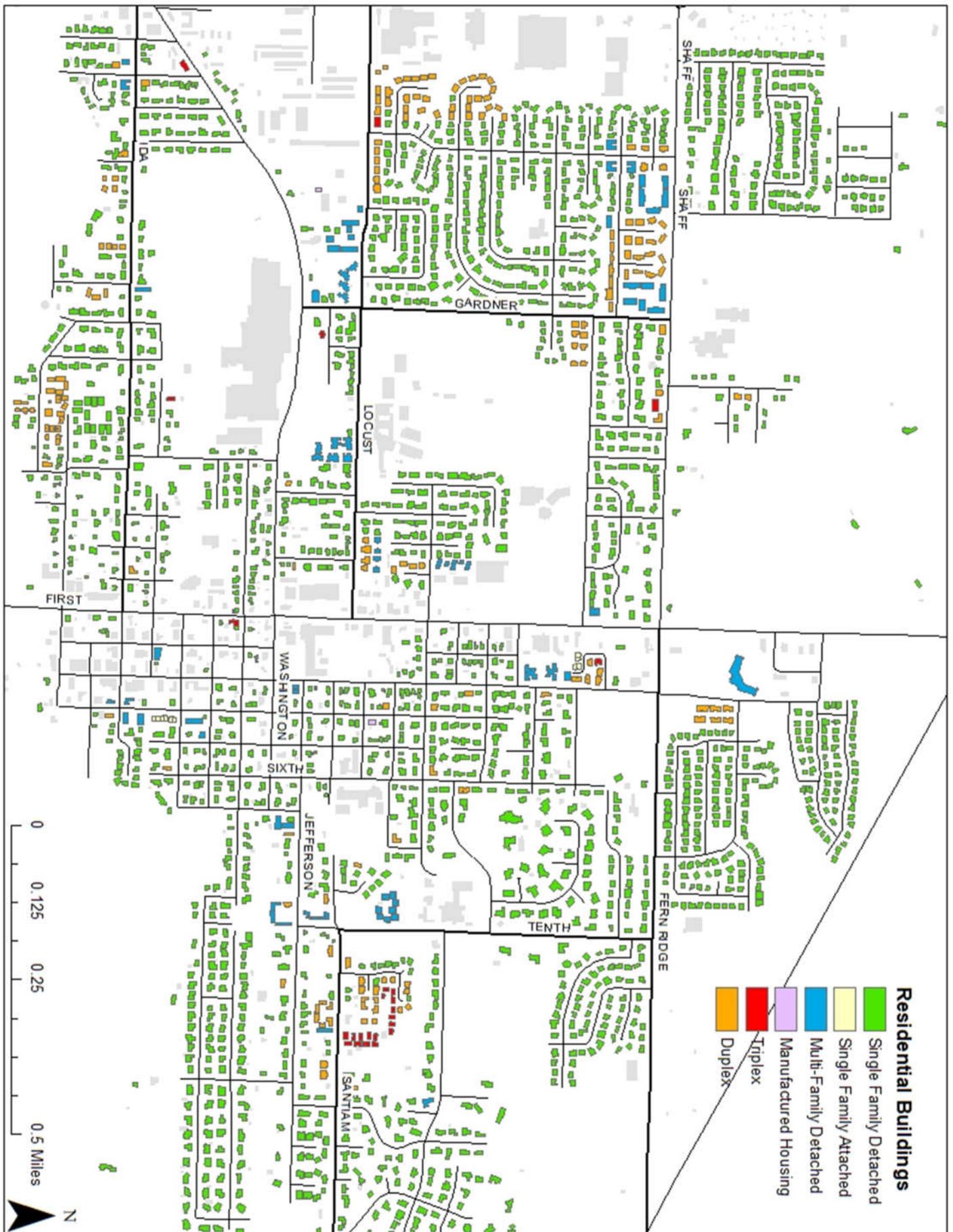


Figure 8: Map of Residential Buildings, colored by type

Vacant Buildable Lots

The City of Stayton keeps a record of all vacant buildable lots within the city limits. This database takes into consideration a variety of factors, including area, zoning, access to city services, protected areas (such as wetlands), among others. Of the current vacant buildable lots, there are 107 which are zoned either low or medium density residential. Of the 93 lots which are zoned low density residential, nine are large enough to be split into multiple lots (based on the minimum lot size for low density of 16,000 square feet). Of the 14 medium density lots, five are large enough to split (based on the minimum lot size for medium density of 14,000 square feet).

Based on this split, there are 200 additional low density lots available, and 15 additional medium density lots. Therefore, there are a total of 308 potential buildable lots within Stayton that are zoned residential. 24 of these are zoned medium density, while 284 are zoned low density. This shows that there are a large number of available lots within the current city limits on which new homes may be built.

Housing Quality

There are multiple methods of assessing the quality of housing on a city-wide scale. The U.S. Department of Housing and Urban Development has, in the past, distributed mailed surveys to residents to assess the overall quality of their own home. These surveys tend to have high feedback rates, and match up pretty closely to assessments done by professional building inspectors. This type of inspection was outside of the scope of the survey.

This data was collected using a “Windshield Survey.” In this method, buildings were observed while driving by. This method had both benefits and detriments. One benefit is expediency, as this method allows a lot of data to be collected in a short period of time with limited manpower. However, this data is by necessity limited. Without being able to fully inspect the structures, issues may have been covered up and were unable to be seen from the street. Additionally, the data was not collected by a certified building inspector.

In this study, each home was assessed on a variety of factors: Foundation, Stairs/Porch, Roof Exterior Surfaces, Access, Exits, and Lot. Each of these criteria was scored on a scale of 1-5, with 5 being the best quality. Descriptions follow:

- Excellent (5): A new or well-maintained structure with no apparent problems and not in need of repair.
- Good (4): A structure in good condition with no major problems, but which has slight aesthetic deficiencies.
- Average (3): A structure which is sound, but in need of minor maintenance to raise it to the “good” category.
- Poor (2): In need of significant maintenance. The structure generally has cracks or breaks in walls, foundation, or porches.
- Deteriorated (1): An uninhabitable and substandard structure with not feasibility for rehabilitation.

After this evaluation, an average score for each structure was developed. The final distribution results are as follows:

Table 2: Quality Scores of Homes in Stayton

Quality Score	Total # of Homes	Percentage	Cumulative
1	2	.08%	-
2	9	.38%	.5%
3	177	7.5%	8%
4	1023	43.4%	51.4%
5	1145 ³	48.6%	100%

This analysis shows that the housing stock that Stayton currently has is in relatively good condition. Only 8% of homes are less than “good” condition, with only 11 total in a “poor” or “deteriorated” state. This shows that, at least on a purely qualitative basis, Stayton has a good quality stock of housing. This does not include any assessment of aesthetic value or quality. Additionally, the assessment was performed by the City of Stayton Economic Development Assistant, not someone who is trained in real estate, engineering, or housing assessment. A more detailed and thorough analysis may warrant a different result, and would provide a more detailed and comprehensive analysis of Stayton’s housing.

Conclusion

Stayton’s housing situation is typical of a rural community. A preponderance of family households leads to a high demand for single-family detached homes. As a result, there have been a limited number of new Multi-Family homes built in the past 20 years. The town is currently growing at a high pace, and future demand may differ from the current housing stock, and may require encouraging the development of different types of housing.

³ The total number differs from the previously mentioned number of homes in town. This analysis was conducted in September 2017, so new building permits have been issued since then. In addition, some homes were not assessed because of lack of access.