



AGENDA STAYTON CITY COUNCIL MEETING

Monday, April 3, 2017
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.*

- a. Presentation of the Best Surface Water of the Year for 2017 by the Oregon Association of Water Utilities
- b. Holli Thomas, President/CEO of the Stayton/Sublimity Chamber of Commerce
- c. City of Stayton Audit Presentation by Brad Bingenheimer, CPA from Boldt, Carlisle + Smith

CONSENT AGENDA

- a. March 20, 2017 City Council Minutes
- b. 2017 Annual OLCC Renewals

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.

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Utility Billing Update

- a. Verbal Report – Andy Parks

Informational

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 ADMINISTRATOR

BUSINESS FROM THE MAYOR

- a. Appointment of Lauren Mulligan to the Library Board
- b. Reappointment of Luke Cranston to the Budget Committee

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – April 17, 2017

Council Meeting will be held at the Stayton Public Library at 6:00 p.m.

- a. Council Regular Session to consider Consent Agenda items and Committee Appointments
- b. Continuation of the Council Goal Setting Work Session

ADJOURN

CALENDAR OF EVENTS

APRIL 2017

Monday	April 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 4	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	April 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	April 17	City Council Regular Session and Goal Setting Work Session	6:00 p.m.	E.G. Siegmund Meeting Room
Wednesday	April 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 24	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2017

Monday	May 1	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 1	City Council	Upon Adjournment of Budget Committee	
Tuesday	May 2	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	May 8	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	May 10	Budget Committee	6:00 p.m.	Community Center (north end)
Friday	May 12	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	May 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 29	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 30	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2017

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

JULY 2017

Monday	July 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Wednesday	July 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	July 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 31	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
March 20, 2017**

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

Time Start: 7:00 P.M.

Time End: 7:45 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Lance Ludwick, Public Works Director
Councilor Brian Quigley (excused)	Janna Moser, Library Director
Councilor Joe Usselman (excused)	Rich Sebens, Chief of Police
	David Rhoten, City Attorney

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. Mike Mannix, Pool Patron	Spoke in support of the City resuming management of the Pool.
b. Jim Kingsbury, Pool Patron	Recognized and spoke in support of Billie Maurer for her work at the Pool and with Santiam Youth Sports, as well as the Red Cross Award she and other lifeguards were receiving for their life saving efforts at the pool in summer 2016.
c. Wayne Houghtaling, Pool Patron	Spoke in support of the City resuming management of the Pool.
d. Annette Gap, Pool Patron	Spoke in support of the City resuming management of the Pool.
e. Steve Frank	Spoke in support of continuing the contract with the YMCA.
Consent Agenda	
a. March 6, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Niegel, to accept the consent agenda as presented. Motion passed 3:0.

<p>Business from the City Administrator</p> <p>a. Santiam Family Memorial Pool Update</p>	<p>Mr. Campbell provided an update on the Stayton Family Memorial Pool. The City will be moving forward with the transition of management of the Pool effective July 1st.</p>
<p>Public Hearing</p>	<p>None.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Award of Contract for Marion Street Improvement Project</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Stayton Police Cadet Program</p> <p>a. Staff Report – Chief Rich Sebens</p>	<p>Mr. Ludwick reviewed his staff report.</p> <p>Council discussion on the bidding process.</p> <p>Motion from Councilor Niegel, seconded by Councilor Kronquist, to award the contract for the Marion Street Improvement project to Pacific Excavation in the amount of \$498,442. Motion passed 3:0.</p> <p>Chief Sebens spoke about the Stayton Police Cadet Program reimplementation.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. February 2017 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens</p> <p>a. February 2017 Statistical Report</p> <p>Public Works Director’s Report – Lance Ludwick</p> <p>a. February 2017 Operating Report</p> <p>Planning & Development Director’s Report – Dan Fleishman</p> <p>b. February 2017 Activities Report</p> <p>Library Director’s Report – Janna Moser</p> <p>c. February 2017 Activities</p>	<p>Brief discussion among Council regarding monthly delinquent notices and status of utility billing changes.</p> <p>Discussion of Reserve hours and how the Police Department recruits for new reserve officers.</p> <p>No further discussion.</p> <p>Mr. Fleishman provided a brief update on the Planning Commission. Also discussion of the August eclipse.</p> <p>Ms. Moser invited everyone to the author visit this Thursday night at the Library.</p>
<p>Presentations / Comments From the Public</p>	<p>No further discussion.</p>
<p>Business from the Mayor</p> <p>a. Reappointment</p>	<p>Councilor Niegel, seconded by Councilor Kronquist to ratify the reappointment of Wendy Nau to the Police Advisory Commission. Motion passed 3:0.</p>

Business from the Council	None.
Business from City Administrator	The second City Council Goal Setting Work Session has been scheduled for April 17 th at 6:00 p.m. at the Stayton Public Library.
Future Agenda Items – Monday, April 3, 2017 a. Presentation of OAWU Best Surface Water Award b. 2017 Annual OLCC Renewals c. Utility Billing Municipal Code d. Stayton City Council Goals e. Housing Advisory Committee	

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF APRIL 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: April 3, 2017
SUBJECT: 2017 OLCC Annual Renewals (Consent Agenda)

ISSUE

Annually, the police department reviews the activities occurring at or near the vicinity of all licensed liquor establishments in Stayton. The City Council then gives a recommendation to the Oregon Liquor Control Commission (OLCC) to recommend, deny, or give no recommendation regarding the liquor license renewal process.

BACKGROUND INFORMATION

In October 1999 the Council enacted Resolution No. 653, a Resolution Adopting Policy Guidelines and Procedures for Stayton Council Recommendations for Renewal and Issuance of Liquor Licenses. Through these established guidelines and procedures, the City Council ensures equitable and consistent treatment of all liquor license applications. The adoption of this policy protects the interest of the general public by providing consistent direction to staff in the processing of the liquor license.

FACTS AND FINDINGS

All 2017 reviews were completed in accordance with Council Resolution No. 653, dated October 7, 1999. Oregon law provides criteria to be used by OLCC for license refusal which can be adopted into criteria for police department recommendations.

The standards and criteria are as follows:

- Fights or assaults
- Liquor law violations by licensee or their employees
- Excessive or obtrusive noise
- Illegal drug use or sales on the premises
- Trespass on private property
- Failure of the licensee to take appropriate action to prevent or control problems caused by patrons on the premise or within the local vicinity.

Council Resolution No. 653, Section (F), Evaluation Guidelines and Criteria

1. A recommendation to deny the renewal application will be made when there are persistent problems involving the types of police calls listed above related to the sales of alcohol.
2. The police department will automatically recommend denial of a renewal application when there is a record of ten arrests, in the prior twelve (12) months, of employees or patrons of the licensed business for unlawful activities related to the sale of service of alcohol under the license either on the premises or in the immediate vicinity.
3. Actions by the licensee, which might tend to mitigate the problems, should be considered. Examples of mitigating actions are seeking and following recommendations by the OLCC, or police, and increased security measures.
4. In addition to the criteria previously outlined, a recommendation for denial of a license renewal may be made when there are persistent problems involving police calls related to the sales or service of alcohol not stemming from calls for assistance from the establishment, within the preceding twelve months, concerning unlawful activities by employees and patrons of the licensed business, either on the licensed premises or in the immediate vicinity thereof.
5. The recommendation by the police department is only one component of the liquor license recommendation process. Community input is a significant factor in a complete review of applications. With all licensing activities, it must be remembered that the City recommends and OLCC gives the final grant or denial.

RECOMMENDATION

All liquor license establishments meet the guidelines and policies established by Resolution No. 653 for the year 2016. Kelly’s Café has opted to not renew their license as they are under new ownership.

Off Premise Sales	Full On-Premise Sales	Limited On-Premise Sales
Bi-Mart	Rumours	Fey Asian
Circle K East	Cheers On 1 st	UGO’s Pizza
Circle K West	Ixtapa	Moxiberry
Roth’s IGA	Mick & Moms	
Safeway	Bottle Factory	
Stayton AM-PM	Red Apple	
Stayton Grocery Outlet	Happy Dragon	
Stayton Market and Deli	Moose Lodge #2639	
Stayton Shell		
Stop N Save		
La Esperanza		
Stayton Liquor Store		

MOTION(S)

No motion needed as this is a consent agenda item.



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Library board

PLEASE CHECK ONE:

New Applicant
 Application for reappointment

Years resided in Stayton: 1 month

PLEASE PRINT

Name Lauren Mulligan

Address 1530 Eagle St. SE Home Ph# _____

Email Address mulligan.lauren@hotmail.com Cell Ph# 503-931-9781

Occupation Public relations officer - ODOT

Place of Employment Oregon DMV

Business Address 1905 Lana Ave NE Salem, OR 97314-0001

Phone 503-947-4072 Email lauren.e.mulligan@odot.state.or.us

-
-
1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I bring over seven years of experience working in the public relations field at the state, national and even international level. This background in brand management and public engagement has been a valuable asset on other committees I have served including the Oregon Symphony Association in Salem (former member), Boys and Girls Aid - Cherry city group (current member), and at my church (St. Paul's Episcopal Church in Salem).

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I have a long history of public service dating back to my time as a student at Silverton High School where I was involved with various community service projects like helping senior citizens with yard work and building homes with Habitat for Humanity. I understand the important role community services like a library play in small/medium communities like Stayton. It isn't just books, the library is often a resource for people to access the internet and hold community events. As an avid reader, I have a love and appreciation for the written word. Books open up a world of experiences for children and adults alike without ever stepping foot on a plane. You can learn about new interests, get lost in an engaging story and have a place that makes reading materials accessible to everyone. Purchasing books can be expensive, so making information available to everyone is an important service that a community library provides.

As new community members, my husband and I are excited to jump in and get involved in our town. Reading and books have brought, and continue to bring, so many gifts to my life. I hope to help find ways that the library can engage the community to continue their support and find ways that the library can become an even better resource for the community so that others can experience the same joy.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

As a new member of the community, I don't know of any specific concerns I personally have. I see this board as an opportunity to serve as a resource to my fellow citizens and learn more about what Stayton's residents would like their library to be. Maybe it is already meeting what they want and need, or maybe they have great ideas about what they would like to see. Either way, I am a person who is passionate about helping keep resources like a library open and available for the community. My life experience has shown me that most people have a lot of pride about where they live. When services like parks and rec or the library engage their community, they can tap into a wealth of support from their neighbors.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I have not been previously involved with local government community groups, or library boards in particular.

I am passionate about literacy issues, specifically children's literacy. Helping give children access to books is such an important part of creating enthusiastic readers. The right book can turn any child into a reader! I was a reading tutor to special needs elementary students while I was in college, and finding a book that engaged the child made all the difference in the world.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

I briefly mentioned earlier some groups I have been involved with in the past. Specifically I did volunteer for a few years on the Oregon Symphony Association of Salem's marketing and outreach committee. I have been on the Parish Life Committee (church event planning group) at St. Paul's Episcopal for about three years now. I really enjoy helping keep our parish engaged with one another and finding time to celebrate our church community. For the past five years I have been involved with the Boys and Girls Aid cherry branch. This group puts on the holiday Gala of Trees each December to benefit Boys and Girls Aid - a foster care and adoption support agency based out of Portland that serves the entire state of Oregon. Their mission is a family for every child!

My commitment to these groups would not conflict with availability to serve on the Library Board.

6. How did you learn about this vacancy?

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No, not to my knowledge. I am employed by the Oregon DMV, which has a field office located in Sublimity (it used to be in Stayton).

Signature of Applicant

Karen Muller

Date

3/22/17

PLEASE RETURN TO:

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

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Budget Committee

PLEASE CHECK ONE:

New Applicant

Application for reappointment

Years resided in Stayton: 11

PLEASE PRINT

Name Luke Cranston

Address 810 N Douglas Home Ph# 503 769 5016

Email Address Randystowing@outlook.com Cell Ph# 503 991 0426

Occupation Tow Truck Driver

Place of Employment Randys towing

Business Address 925 Wilco Rd

Phone 503 769 4417 Email _____

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

Managed my Business for 11 yrs

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

Civic Duty

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

No specific concerns

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

Budget comm for past four yrs

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

No

6. How did you learn about this vacancy?

_____ Our Website Word of mouth _____ Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No

Signature of Applicant _____

Date 3-30-17

PLEASE RETURN TO:

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

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PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION