



AGENDA STAYTON CITY COUNCIL

Monday, April 6, 2020

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

TELECONFERENCE MEETING

City officials request all citizens that are able, to view the live stream on the City of Stayton's YouTube account to view the meeting from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure.

Please use the following option to view the meeting:

- Live Stream on the [City of Stayton YouTube](https://www.youtube.com/channel/UCVALQZk-x5ZMWOCgh_fkPtg) (https://www.youtube.com/channel/UCVALQZk-x5ZMWOCgh_fkPtg)

To maintain compliance with public meeting laws, a limited number of chairs will be provided in the building for citizens to listen to the meeting; however, social distancing is essential in reducing the spread of COVID-19 and no more than 10 people total will be allowed in the building at one time. City officials strongly encourage all citizens to utilize YouTube or Zoom to view the Council meeting rather than attending in person.

If you wish to testify as part of the 2019-20 FY Supplemental Budget Public Hearing, please read the following:

- **Written Testimony:** It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written testimony submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided in the manner dictated for each individual public body.
- **Conference Call:** Should it be necessary to provide verbal testimony, it is recommended that interested parties participate via an established City conference call line. Parties interested in participating in this manner shall contact City staff at least two hours prior to the meeting start time with their name, address, and phone number they will be calling from.
- **Participate in Person:** Although it is **strongly encouraged that people not attend the meeting in person**, the opportunity will still exist to participate in the meeting at a designated meeting location. The method of this participation may include in person public testimony, access to a phone to call into meeting via a conference call line, or other available public testimony method as allowed by the Oregon State Public Meetings law. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.

All other public comment will be accepted as follows:

- **Public Comment on Items not on the Agenda:** There will be no verbal public comment. All parties interested in providing general public comments may email the comments to cityofstayton@ci.stayton.or.us and they will be distributed to the City Council.
- **Public Comments on Action Items:** There will be no verbal public comment on action items. All parties interested in providing public comments on action items may do so in written form. Written comments should be submitted to cityofstayton@ci.stayton.or.us. Comments received at least two hours prior to the meeting start time will be provided to the City Council in advance of the meeting.

CALL TO ORDER

7:00 PM

GENERAL BUSINESS

Formal Declaration of State of Emergency and Temporary COVID-19 Public Meeting Procedures

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

CONSENT AGENDA

- a. March 2, 2020 City Council Minutes

PUBLIC HEARING

Resolution No. 1002, Adopting a Supplemental Budget for Fiscal Year 2019-20

- a. Staff Report – Susannah Sbragia
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1002

GENERAL BUSINESS

2020 Sidewalk Maintenance Program Update and Proposed Changes

- a. Staff Report – Lance Ludwick
- b. Council Discussion
- c. Council Decision

ADJOURN

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 Administrative Services Manager Alissa Angelo at (503) 769-3425.

CALENDAR OF EVENTS

APRIL 2020

Monday	April 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 7	Parks & Recreation Board	<i>CANCELLED</i>	
Tuesday	April 14	Commissioner's Breakfast	<i>CANCELLED</i>	
Wednesday	April 15	Library Board	<i>CANCELLED</i>	
Monday	April 20	City Council	7:00 p.m.	Community Center (north end)
Monday	April 27	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2020

Monday	May 4	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 5	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 11	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	May 12	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 13	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 25	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY		
Tuesday	May 26	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2020

Monday	June 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 2	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	June 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 29	Planning Commission	7:00 p.m.	Community Center (north end)

JULY 2020

Friday	July 3	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Monday	July 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	July 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 20	City Council	7:00 p.m.	Community Center (north end)
Monday	July 27	Planning Commission	7:00 p.m.	Community Center (north end)



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 6th, 2020
SUBJECT: Formal Declaration of State of Emergency and Temporary COVID-19 Public Meeting Procedures

ISSUE

Shall the Governing Body adopt a Formal Declaration of State of Emergency and adopt Temporary COVID-19 Public Meeting Procedures?

ENCLOSURE(S)

- Resolution No. 1003 Declaring a Temporary State of Emergency
- Temporary COVID-19 Public Meeting Procedures

BACKGROUND INFORMATION

On March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a statewide State of Emergency under ORS 401.025(1) due to the serious public health and safety threat posed by the spread of the COVID-19 virus within our state. On March 13th, and again on March 30th, the Mayor signed a Declaration of a State of Emergency as per Stayton Municipal Code (SMC) 2.44.1070(2). Since the Declaration was made by the Mayor, SMC 2.44.1070(3) requires that when practicable the City Council should ratify the Declaration.

The State of Emergency is for primarily for the following reasons:

- The ability to access federal/state funds.
- The ability to change public safety schedules.
- The ability to waive procurement procedures for purchases and contracts for responses to the emergency.

Per the President's Coronavirus Guidelines for America, initially adopted on March 16th and updated on March 30th and as per the Governor's Executive Order, the City has looked to temporarily adjust Public Meeting Procedures. These guidelines were drafted, and strongly encouraged to be adopted, by the City's Legal Counsel and were modeled off of neighboring communities.

STAFF RECOMMENDATION

These are unique times, with unique challenges. It is critical for us to adapt to these challenges and assure that the City can operationally function, while being mindful and aggressive in looking after the safety and well-being of our community members. Staff recommends approval on these items.

MOTION(S)

- 1) Motion to approve Resolution No. 1003 and the Temporary COVID-19 Public Meeting Procedures as presented.
- 2) Motion to approve Resolution No. 1003 and the Temporary COVID-19 Public Meeting Procedures as amended.

RESOLUTION NO. 1003

DECLARING A TEMPORARY STATE OF EMERGENCY WITHIN THE BOUNDARIES OF THE CITY AND DELEGATING AUTHORITY TO THE CITY MANAGER

WHEREAS, on March 8, 2020, the Governor of the State of Oregon issued Executive Order 20-03 declaring a statewide State of Emergency under ORS 401.025(1) due to the serious public health and safety threat posed by the spread of the COVID-19 virus within our state;

WHEREAS, the City of Stayton (“the City”) has enacted SMC 2.44.1070 , which pertains to the declaration and administration of a City-wide State of Emergency within City boundaries;

WHEREAS, the City Council finds that the detection of multiple cases of Coronavirus (COVID-19) within the state and the Governor’s Declaration present circumstances constituting a present threat of imminent widespread or severe damage, significant injury to persons or property, increased human suffering, loss of life, and financial loss within the City’s boundaries;

WHEREAS, the City Council finds that during this State of Emergency, it is prudent and responsible to delegate certain powers and responsibilities to the City Manager in order to more efficiently expedite City responses and services;

WHEREAS, these emergency circumstances require focused and coordinated municipal and community responses beyond that which occur routinely and such coordinated responses cannot be achieved without temporarily amending some of the City’s regular business, emergency, employment, and intergovernmental practices; and

WHEREAS, these emergency circumstances are anticipated to remain in effect until at least April 30th, 2020.

NOW, THEREFORE, IT IS DECLARED THAT:

Section 1. City-wide State of Emergency. A City-wide State of Emergency hereby exists within the City of Stayton, which includes all of the area within the city boundaries. This State of Emergency in Stayton was declared on March 13th, 2020, was extended on March 30th, 2020, and shall continue until April 30th, 2020 unless further extended or rescinded by the City pursuant to this formal Declaration.

Section 2. City Authority. During this State of Emergency, the City may take any legal and necessary steps to respond and recover from the emergency, including but not limited to: requesting assistance, funds, and reimbursement from the State of Oregon and federal agencies; adopting temporary rules and policies regarding City facilities, funds, resources, and staff; entering into contracts for services or aid agreements with other governmental or private entities; and cancelling non-essential City meetings and events.

- a. Emergency procurement of goods, services, and public improvements is hereby authorized pursuant to ORS 279B.080, ORS 279C.320, ORS 279C.380(4), and all other applicable statutes, ordinances, and rules.

Section 3. Staff Designation. The City Manager was directed to identify two additional City staff members who are designated and authorized to serve as the “acting in

capacity” City Manager (City Manager AIC) in the City Manager’s absence during this State of Emergency. The City Manager or designee(s) shall regularly document and report to the Council regarding any actions or orders taken pursuant to this Declaration. The City Manager has identified the designated staff members as the Chief of Police and then the Administrative Services Manager.

Section 4. City Manager Delegation. During this State of Emergency, the Council hereby delegates to the City Manager (and to City Manager designees in the case of the City Manager’s absence), the authority to take actions and issue orders necessary and reasonable to protect health, safety and welfare of the City and the public and to conduct activities that minimize or mitigate the effect of the emergency, as long as such actions, orders, and activities are in compliance with City, state and federal law.

- a. Notwithstanding the immediately preceding, if the City Manager desires to issue a municipal order limiting or banning public gatherings, establishing curfews, closing or limiting businesses, or implementing other social distancing measures *beyond that ordered by the State of Oregon*, the City Manager shall first consult with the City Council. This provision does not prevent the City Manager from publishing recommendations regarding such social distancing measures within the City.

Section 5. Effective Date and Duration. This Declaration shall be effective on the date adopted by the City Council and shall remain in effect until rescinded by the City Council.

Section 6. Establishing an Emergency. It is hereby adjudged and declared that existing conditions are such that this Declaration is necessary for the immediate preservation of the public peace, health and safety of the City of Stayton, and an emergency is hereby declared to exist and this Resolution, and all provisions modifying the Resolution referred to herein, shall take effect in full force and effect when signed by the Mayor.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF APRIL, 2020.

CITY OF STAYTON

Signed: _____, 2020

By: _____
Henry A. Porter, Mayor

Signed: _____, 2020

ATTEST: _____
Keith D. Campbell, City Manager



Temporary COVID-19 Public Meeting Procedures

Given executive orders from Governor Brown concerning COVID-19 and social spacing requirements, the City of Stayton has established temporary updated procedures for public meetings in order to protect our volunteers, public, and staff.

The new updated public meeting procedures, as outlined below, shall become effective when approved by the governing body, and shall remain in effect until action to discontinue use is completed by each public body. Where applicable, these procedures shall supersede any prior meeting procedures including the Stayton City Council Rules.

COVID-19 Public Meeting Procedures

When possible, only City meetings that are deemed mandatory based on timelines established in state law, the City of Stayton Charter, or City of Stayton ordinance shall be held. All other meetings or agenda items shall be postponed.

In order to comply with social spacing recommendations, the public will be encouraged not to attend public meetings in person, and in particular to stay home if they are sick or showing symptoms. In order to continue to provide an opportunity for public viewing / participation, all public meetings required to be held shall conform to the following updated requirements.

1. **Live Streaming:** All mandatory City meetings shall be streamed live on the City of Stayton's YouTube channel through a link available on the City's website. For access to this link, visit the City of Stayton's [Calendar of City Meetings and Events](#) page on our website.
2. **Public Observation:** Although it is **strongly encouraged that people not attend the meeting in person** the opportunity will exist to observe the meeting at a designated location. However, to protect the safety and ensure social spacing, limits to audience members will be implemented. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.
3. **Meeting Materials:** All meeting materials shall be provided to the public in advance of the meeting via the following schedule:
 - a. The agenda and majority of meeting materials, including presentation materials, will be posted on the City's website, as well as distributed to members of the public body and the public at least 3 days in advance of the meeting date through the City's email distribution list. To subscribe to the email distribution list, visit the City's website at http://www.staytonoregon.gov/page/resources_email_list. Printed copies of materials may also be requested in advance of the meeting.

- b. Any additional materials received after the initial meeting materials are distributed, including any written public comments received, shall be distributed to members of the public body one hour prior to the meeting's start time, and shall be posted on the Agendas and Minutes webpage for the corresponding public body it was sent to (i.e. City Council, Planning Commission, etc.).
 - c. Any additional materials to be distributed after this time shall be verbally identified, placed into the record, and distributed to the public body at the meeting, as technology and circumstances allow.
- 4. **Public Body Participation**: All members of the public body shall participate in the meeting through live streaming and conference call or other teleconference tools, unless they can show reason why they cannot meaningfully participate in this manner. Members of the public body that do not wish to participate in the meeting through virtual means shall request the ability to participate in the meeting in person in consultation with the public body's presiding officer and the Administrative Services Manager. To ensure the meeting is understandable, during the meeting, all speakers shall identify themselves prior to speaking, and shall do so prior to making or seconding motions. In addition, all votes shall occur via roll call vote.
- 5. **Meeting Management**: Meeting management tasks, including identifying speakers, clarifying decisions, and managing conference call / video conferencing lines shall be delegated to the City Manager or other applicable staff.
- 6. **Agenda Updates & Public Participation**:
 - a. **General Agenda Notes**: All agendas shall be updated to delineate the new public meeting procedures in this policy and shall note that members of the public shall not attend meetings if they are sick or presenting symptoms.
 - b. **Presentations, Proclamations, & Ceremonial Items**: The public meeting shall not include any presentations, proclamations, or ceremonial items. Such items shall be cancelled, postponed, or presented in a manner separate from the public meeting.
 - c. **Public Comment on Items not on the Agenda**: Meetings shall not allow for general public comments. All parties interested in providing general public comments will have the opportunity to do so in written form, outside of a meeting, in the manner dictated for each individual public body.
 - d. **Public Hearing Items**: Public hearings shall only be held if required by state law, the City of Stayton Charter, or City of Stayton Municipal Code. Should a public hearing be required, the following methods for public comment shall be adhered to:
 - i. **Written Testimony**: It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written testimony submitted at least two

hours prior to the meeting start time will be provided to the public body in advance of the meeting. Testimony can be provided in the manner dictated for each individual public body.

- ii. **Conference Call**: Should it be necessary to provide verbal testimony, it is recommended that interested parties participate via an established City conference call line. Parties interested in participating in this manner shall contact the Administrative Services Manager at least two hours prior to the meeting start time with their name, address, and phone number they will be calling from.
- iii. **Participate in Person**: Although it is **strongly encouraged that people not attend the meeting in person**, the opportunity will still exist to participate in the meeting at a designated meeting location. The method of this participation may include in person public testimony, access to a phone to call into meeting via a conference call line, or other available public testimony method as allowed by the Oregon State Public Meetings law. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change.

e. **Action Items**:

- i. **Consent Agenda**: In order to expedite business, mandatory public meetings shall establish a consent agenda for action items that can be approved by a single motion and vote. Wherever possible and appropriate, as determined by the presiding officer, action items shall be moved to the consent agenda. Any item on the consent agenda may be removed for separate consideration by any member of the public body.
 - ii. **Public Comments on Action Items**: Public bodies shall not provide for verbal public comments for action items. All parties interested in providing public comments on action items may do so in written form. Written comments submitted at least two hours prior to the meeting start time will be provided to the public body in advance of the meeting. Comments can be provided in the manner dictated for each individual public body.
- f. **Report Items**: Report items may be included in the meeting materials for informational purposes but shall not incur a presentation. However, the public body may ask questions on report items included in materials as appropriate.

For questions on this policy, specific requirements for each public body, how to observe or participate in a public meeting, how to submit public comments, or other questions, please contact the City Manager, Keith Campbell at (503) 769-3425 or via email at cityofstayton@ci.stayton.or.us.

**City of Stayton
City Council Minutes
March 2, 2020**

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

Time Start: 7:00 P.M.

Time End: 9:55 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook	Keith Campbell, City Manager
Councilor Ben McDonald	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin	David Frisendahl, Police Chief
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
	Susannah Sbragia, Finance Director

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Mayor Porter declared ex parte contact due to his attendance at Planning Commission meetings. Councilors Hook, Patty, Ohrt, and Molin declared ex parte contact with community members regarding the public hearing this evening.
Appointments	None.
Public Comments	
a. Bill Martinak	Mr. Martinak spoke in regard to Philip Estates subdivision. Mr. Campbell responded.
b. Steve Poisson	Mr. Poisson provided an update on Revitalize Downtown Stayton.
a. Aaron Fricthl	Mr. Fricthl expressed concern on homelessness in Stayton.
Consent Agenda	
a. February 18, 2020 City Council Minutes	Motion from Councilor Molin, seconded by Councilor Patty, to approve the Consent Agenda as presented. Motion passed 4:0 (Ohrt abstained).

<p>General Business Marion County Tobacco and Substance Abuse Presentation</p> <p>a. Presentation – Marion County</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Susan McLoughlin provided a presentation on Tobacco and Substance Abuse Prevention.</p> <p><u>Aaron Frichtl</u> expressed interest in statistics.</p> <p><u>Steve Poisson</u> spoke about Ordinance No. 1019 and the potential smoking ban in downtown.</p> <p>Questions from the Council regarding data and statistics, meetings being held, and future presentations from Marion County regarding substance abuse.</p>
<p>Public Hearing</p> <p>a. Commencement of Public Hearing</p> <p>b. Staff Introduction</p> <p>c. Applicant Presentation</p> <p>d. Staff Report</p> <p>e. Questions from the Council</p> <p>f. Proponents’ Testimony</p> <p>g. Opponents’ Testimony</p>	<p>Mayor Porter read the opening statement and opened the hearing at 7:38 p.m.</p> <p>Mayor Porter declared ex parte contact due to his attendance at Planning Commission meetings.</p> <p>Councilors Hook, Patty, Ohrt, and Molin declared ex parte contact with community members regarding the public hearing this evening.</p> <p>Mr. Fleishman provided an introduction.</p> <p>Mark Grenz of Multi-Tech Engineering, who represents the applicant, provided a presentation.</p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Council questions regarding maximum density in a Medium Density zone; buildable land on the property; affordable housing; requirements for the change of zoning request; median income in the community; availability of High Density zoning in Stayton; and City services available to the property.</p> <p>None.</p> <p><u>Casey Falconer, 810 Sunrise Drive</u> spoke in opposition to the application for annexation and zone change to High Density. Councilor Ohrt asked a clarifying question regarding opposition of the application.</p> <p><u>Josh Smith, 2105 Summerview Drive</u> spoke in opposition to the application for annexation and zone change to High Density.</p>

	<p><u>Erika Ingraham, 623 Summerview Drive</u> spoke in opposition to the application for annexation.</p> <p>Councilor Hook declared a conflict of interest due to the previous community being her sister. However, this will not cause her bias in her decision.</p> <p><u>Gerry King, 975 Fern Ridge Road</u> spoke in opposition of the application for annexation and zone change to High Density.</p> <p><u>Kori Sing, 1254 Kent Court</u> spoke in opposition of the application for annexation and zone change to High Density.</p>
h. Governmental Agencies	None.
i. General Testimony	<p><u>Margaret Ables, 2140 Wildflower Drive</u> spoke about the changes in the conceptual development from the first public hearing to this evening.</p> <p>Councilor Patty declared a conflict of interest as he is a friend of Ms. Ables.</p> <p><u>Randy Cranston, 372 SE Church Street, Sublimity</u> spoke about the history of the property at Foothills Church.</p>
j. Questions from the Public	<p><u>Bill Martinak, 15556 Coon Hollow Road</u> inquired about if the hearing is continued would there be a chance for further public comment. Mr. Fleishman responded.</p> <p><u>Aaron Frichtl, 12326 Golf Lane, Sublimity</u> inquired about the development of the property and access. Mr. Fleishman responded.</p> <p><u>Casey Falconer, 810 Sunrise Drive</u> inquired about requirement of a conceptual drawing. Mr. Fleishman responded.</p> <p><u>Steve Poisson, 1750 E. Pine Street</u> inquired about percentage of City zoned Low, Medium, and High Density. Mr. Fleishman responded.</p>
k. Questions from the Council	Council questions regarding the requirement for a conceptual plan; affordable housing; and whether the applicant still wishes to move forward with High Density.
l. Applicant Summary	Mr. Grenz responded and requested the hearing be continued to allow for them to provide a new conceptual plan for High Density zoning.
m. Staff Summary	Mr. Fleishman provided a staff summary.

<p>n. Close of Hearing</p> <p>o. Council Deliberation</p> <p>p. Council Decision on Ordinance No. 1043</p>	<p>Motion from Councilor Ohrt, seconded by Councilor Patty, to continue the public hearing on the application of Gene Jones (Land Use #11-07/19) until April 6, 2020 and ask the applicant to bring back a conceptual drawing for the High Density zoning by March 16, 2020.</p> <p><u>Council Discussion</u> regarding future public notice of the continued public hearing for the April 6, 2020 meeting; encouragement to applicant to submit a conceptual plan as soon as possible for the public to review; potential foot traffic; and significance of the proposed change.</p> <p>Motion passed 5:0.</p> <p>None.</p> <p>None.</p> <p>The Council took a brief recess at 9:24 p.m.</p> <p>The meeting reconvened at 9:29 p.m.</p>
<p>General Business Intergovernmental Agreements with Marion County for 2020 Slurry Seal and Asphalt Pavement Overlay Programs</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Mr. Ludwick reviewed the staff report.</p> <p>Council questions regarding how and why areas were chosen for a slurry seal; and potential work session to discuss how to address streets requiring a total reconstruction.</p> <p><u>Aaron Frichtl</u> spoke about partnerships and potential grant funding to rebuild streets. Mr. Ludwick responded.</p> <p>Nothing further.</p>
<p>Communications from Mayor and Councilors</p>	<p>Motion from Councilor Hook, seconded by Councilor McDonald, to direct staff to look at other communities similar to Stayton’s size that have an Affordable Housing definition and the State definition, and draft a policy for Stayton to define Affordable Housing.</p> <p><u>Council Discussion</u>: Brief discussion with staff if any additional clarification was needed to move forward.</p> <p>Motion passed 5:0.</p>

	<p>Motion from Councilor Hook, seconded by Councilor Ohrt, to direct staff to look at policies around state for mobile home zones and present these to the Council.</p> <p><u>Council Discussion</u>: Councilor Patty asked for clarification on the motion. Councilor Hook responded.</p> <p>Motion passed 5:0.</p> <p>Councilor Patty provided a summary of the recent Chat with a Councilor event.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Hook, to schedule a work session for a deeper discussion on streets.</p> <p><u>Council Discussion</u>: Brief discussion on street ratings and reason behind the motion.</p> <p>Motion passed 5:0.</p> <p>Motion from Councilor Molin, seconded by Councilor Hook, to do a feasibility study with costs for a crosswalk or flashing yellow light at the corner of Third Avenue and Fern Ridge Road. Motion passed 5:0.</p> <p>Motion from Councilor Ohrt to schedule a work session to discuss homelessness. Upon learning this subject will be placed on the next Council agenda, Councilor Ohrt withdrew her motion.</p>
<p>Communication from City Staff</p>	<p>Mr. Campbell spoke on the City’s partnership with Marion County.</p>
<p>Future Agenda Items</p> <ul style="list-style-type: none"> a. Public Hearing – Supplemental Budget b. Public Hearing – Surplus Properties c. Emergency Management Equipment Update 	

APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF MARCH 2020, 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, Administrative Services Manager



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: April 6, 2020
SUBJECT: Resolution No. 1002, Adopting a Supplemental Budget for Fiscal Year 2019-20

ISSUE

Council consideration of Resolution No. 1002, adopting a Supplemental Budget with appropriations and adjustments for the 2019-20 fiscal year adopted budget.

REVENUE CHANGES

The General Fund beginning fund balance was increased by \$103,032. There are two reasons for this. First, to cover the increased expenditures in the Police and Administration departments. Second, to cover the additional transfer to the Pool Fund.

The General Fund's Intergovernmental resources were increased by \$15,000 because the City was awarded a grant from Marion County.

The Pool Fund transfers from the General Fund were increased by \$66,532 to cover expenditures needed.

The Parks Fund beginning fund balance was increased by \$100,000 to cover expenditures.

A Facilities Fund transfer from the Park Fund was reduced by <\$100,000> because the repair to the Jordan Bridge expenses will be tracked in the Park Fund.

EXPENDITURE CHANGES

The General Fund had some unanticipated expenses in the Police Department for computer software needs and building maintenance. Additionally, Administration had unanticipated expenses for computer software issues, consulting needs, and supplies. The Planning Department increase in expenditures is to spend the grant money awarded by Marion County. Transfers were increased to cover restricted funds donated to the pool to be used on repairs.

Parks Fund expenses for the Jordan Bridge were increased due to unanticipated issues discovered while the approved work was being done. The original budget had the expenditures to the bridge being covered by the Facilities Fund, which has now been changed to the Parks Fund.

Facilities reduced transfers due to the work to the Jordan Bridge being covered by the Parks Fund.

A reduction of materials and services and contingency in the Library Fund was done to allow for an increase in capital outlay due to HVAC system replacement.

The Stormwater Fund had an additional cost for in relation to the MOU with the Santiam Water Control District in the amount of \$25,000.

Appropriations for the Street, Water, and Wastewater funds have corrections based on errors in the original budget and Resolution No. 991 approving the 2019-20 fiscal year budget.

The System Development Charges Funds needed to move appropriations from contingency to capital outlay for each fund.

SUMMARY

These changes are needed to adjust the 2019-20 fiscal year budget to account for unanticipated expenditures and budget corrections.

MOTION(S)

Motion to approve Resolution No. 1002 as presented.

RESOLUTION NO. 1002

ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2019-20

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning;

WHEREAS, if amended estimated expenditures differ by more than 10 percent from the expenditures in the budget as most recently amended prior to the supplemental budget, ORS 294.473(1)(c) states that, after a public hearing, additional expenditures contained in the supplemental budget may not be made unless the governing body of the municipal corporation enacts appropriation ordinances or resolutions authorizing the expenditures; and

WHEREAS, the City of Stayton, Oregon wishes to adjust the budget to recognize corrections to expenditures in system development charge funds and corrections to original appropriation amounts in resolution 991, as well as unexpected costs that have arisen during the fiscal year 2019-2020.

NOW, THEREFORE, BE IT RESOLVED, AFTER COMPLETION OF A PUBLIC HEARING, BY AND THROUGH THE CITY COUNCIL MEETING IN REGULAR SESSION, AS FOLLOWS:

Section 1: The Stayton City Council hereby adopts the following supplemental budget, makes appropriations, and adjusts the fiscal year 2019-20 adopted budget as follows:

Fund	Org. Unit/Object Classification	Approved Budget	Increase / (Decrease)	Amended Budget
General Fund				
	Beginning Fund Balance	\$1,315,160	\$103,032	\$1,418,192
	Intergovernmental Funds	\$434,500	\$15,000	\$449,500
	Total Resources	\$1,749,660	\$118,032	\$1,867,692
	Police*	\$2,206,700	\$39,000	\$2,245,700
	Planning*	\$214,800	\$15,000	\$229,800
	Administration & City Council* <i>Not Allocated to Org Unit.</i>	\$1,179,700	\$17,500	\$1,197,200
	Transfers*	\$681,300	\$66,532	\$747,832
	Contingency*	\$475,300	(\$20,000)	\$455,300
	Total Expenditures	\$4,757,800	\$118,032	\$4,875,832
	Net Budget Adjustment		\$0	
Pool Fund				
	Transfers from General Fund	\$50,000	\$66,532	\$116,532
	Total Resources	\$50,000	\$66,532	\$116,532
	<i>Pool Administration</i>			
	Materials and Services*	\$128,100	\$26,532	\$154,632
	Capital Outlay*	\$40,000	\$40,000	\$80,000
	Total Expenditures	\$168,100	\$66,532	\$234,632
	Net Budget Adjustment		\$0	

Parks Fund

Beginning Fund Balance	\$96,839	\$100,000	\$196,839
Total Resources	\$96,839	\$100,000	\$196,839

Public Works Administration

Materials and Services* <i>Not Allocated to Org Unit.</i>	\$75,650	\$140,000	\$215,650
Transfers*	\$130,700	(\$79,900)	\$50,800
Contingency*	\$40,043	\$39,900	\$79,943
Total Expenditures	\$246,393	\$100,000	\$346,393
Net Budget Adjustment		\$0	

Facilities Fund

Transfers from Park Fund	\$100,000	(\$100,000)	\$0
Total Resources	\$100,000	(\$100,000)	\$0
<i>Administration</i> <i>Not Allocated to Org Unit.</i>			
Contingency*	\$763,057	(\$100,000)	\$663,057
Total	\$763,057	(\$100,000)	\$663,057
Net Budget Adjustment		\$0	

Library Fund

<i>Library Administration</i>			
Materials and Services*	\$146,800	(\$9,900)	\$136,900
Capital Outlay*	\$100	\$10,200	\$10,300
<i>Not Allocated to Org Unit.</i>			
Contingency*	\$173,749	(\$300)	\$173,449
Total	\$320,649	\$0	\$320,649

Street Fund

Transfers from Street SDC*	\$7,800	\$12,200	\$20,000
Total Resources	\$7,800	\$12,200	\$20,000
<i>Not Allocated to Org Unit.</i>			
Contingency*	\$959,584	\$12,200	\$971,784
Total	\$1,223,784	\$9,900	\$1,233,684
Net Budget Adjustment		\$0	

Correction to Resolutions 991

Transfers*	\$264,200	(\$2,300)	\$261,900
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Water Fund

Correction to Resolutions 991 <i>Not Allocated to Org Unit.</i>			
Transfers*	\$471,800	(\$3,400)	\$468,400
Total	\$471,800	(\$3,400)	\$468,400

Wastewater Fund**Correction to Resolutions 991***Not Allocated to Org Unit.*

Transfers*	\$598,400	(\$5,500)	\$592,900
Total	\$598,400	(\$5,500)	\$592,900

Stormwater Fund*Public Works Administration*

Materials and Services	\$112,350	\$25,000	\$137,350
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Not Allocated to Org Unit.

Contingency*	\$179,829	(\$25,000)	\$154,829
Total	\$292,179	\$0	\$292,179

Water System Development Charge Fund (SDC)*Public Works Administration*

Capital Outlay*	\$0	\$522,347	\$522,347
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Not Allocated to Org Unit.

Contingency *	\$522,347	(\$522,347)	\$0
Total	\$522,347	\$0	\$522,347

Wastewater System Development Charge Fund (SDC)*Public Works Administration*

Capital Outlay*	\$0	\$509,836	\$509,836
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Not Allocated to Org Unit.

Contingency*	\$509,836	(\$509,836)	\$0
Total	\$509,836	\$0	\$509,836

Stormwater System Development Charge Fund (SDC)*Public Works Administration*

Capital Outlay*	\$0	\$155,792	\$155,792
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Not Allocated to Org Unit.

Contingency *	\$155,792	(\$155,792)	\$0
Total	\$155,792	\$0	\$155,792

Parks System Development Charge Fund (SDC)*Public Works Administration*

Capital Outlay *	\$0	\$143,436	\$143,436
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Not Allocated to Org Unit.

Contingency*	\$143,436	(\$143,436)	\$0
Total	\$143,436	\$0	\$143,436

Street System Development Charge Fund (SDC)*Public Works Administration*

Capital Outlay*	\$0	\$754,345	\$754,345
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Not Allocated to Org Unit.

Transfers*	\$7,800	\$12,200	\$20,000
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Contingency *	\$766,545	(\$766,545)	\$0
Total	\$774,345	\$0	\$774,345

* Appropriation level

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF APRIL 2020.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Manager



2019-20 FY Supplemental Budget



SUPPLEMENTAL BUDGET

Reason for Supplemental Budget

1. Correct Audit Findings To Budget Line Items
2. Errors In Original Appropriation Resolution No# 991
3. Budget Changes Needed





SUPPLEMENTAL BUDGET

Budget Terms Definitions

1. **Contingency:** *Unidentified Operating Expense, Cannot Be Foreseen And Planned*
2. **Appropriations:** *Authorization For Spending A Specific Amount Of Money For A Specific Purpose During A Fiscal Year*
3. **Capital Outlay:** *This Cost Over \$10,000 And Has A Life Value Over One Year*



CORRECT AUDIT FINDINGS

Use Of Operating Contingency In Nonoperating Funds:

OAR 150-294-0430(1) states: "An estimate for General Operating Contingency may be included in any Operating Fund

" OAR 150-2 94-0430(1)(a) Defines An Operating Fund As:

An operating fund is one which contains estimates for

- Personnel Services
- Materials And Services
- Capital Outlay

Appropriations for contingency but did not include personnel services, materials and services, or capital outlay

2018-19 BUDGETS

- Parks System Development Charge (SDC)
- Stormwater System Development Charge (SDC)
- Vehicle Replacement Funds (SDC)

2019-20 BUDGETS

- Parks System Development Charge (SDC)
- Street System Development Charge, (SDC)
- Stormwater System Development Charge (SDC)



CORRECT AUDIT FINDINGS

SDC Funds Corrections

- ☐ Stormwater System Development Charge Fund (SDC) \$155,792
- ☐ Parks System Development Charge Fund (SDC) \$143,436
- ☐ Street System Development Charge Fund (SDC) \$754,345

Moved From Contingency To Capital Outlay

- ☐ Water System Development Charge Fund (SDC) \$522,347

Moved To Have All SDC Funds Consistent

**See handouts*



ERRORS IN ORIGINAL RESOLUTION

Errors In Original Appropriation Resolution No# 991 Corrections To Match Approved Budget

Water Fund

Correction to Resolutions 991

Not Allocated to Org Unit.

Transfers*	\$471,800	(\$3,400)	\$468,400
Total	\$471,800	(\$3,400)	\$468,400

Wastewater Fund

Correction to Resolutions 991

Not Allocated to Org Unit.

Transfers*	\$598,400	(\$5,500)	\$592,900
Total	\$598,400	(\$5,500)	\$592,900

**See handouts*



ERRORS IN ORIGINAL RESOLUTION

1. Errors In Original Appropriation Resolution No# 991
2. Budget Change

Street Fund

Transfers from Street SDC*	\$7,800	\$12,200	\$20,000
Total Resources	\$7,800	\$12,200	\$20,000
Not Allocated to Org Unit. Contingency*	\$959,584	\$12,200	\$971,784
Total	\$1,223,784	\$9,900	\$1,233,684
Net Budget Adjustment		\$0	
Correction to Resolutions 991			
Transfers*	\$264,200	(\$2,300)	\$261,900

**See handouts*



BUDGET CHANGES NEEDED

General Fund

Revenue

General Fund

- Increased Intergovernmental Funds \$15,000
 - New Grant From Marion County \$15,000
- Increased Beginning Fund Balance \$103,032
 - \$66,532 From Restricted Funds For Pool
 - \$36,500 Bringing Budget Closer To Actuals

**See handouts*



BUDGET CHANGES NEEDED

General Fund

Expenditures

Police Department

- Software And Building Maintenance \$39,000

Planning

- Material And Services \$15,000
- New Grant Marion County Cost

Administration

- Consulting, Software, Office Supplies \$17,500

Transfer

- Increase Transfer To Pool \$66,532

**See handouts*



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General Fund				
	Beginning Fund Balance	\$1,315,160	\$103,032	\$1,418,192
	Intergovernmental Funds	\$434,500	\$15,000	\$449,500
	Total Resources	\$1,749,660	\$118,032	\$1,867,692
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	Planning*	\$214,800	\$15,000	\$229,800
	Administration & City Council*	\$1,179,700	\$17,500	\$1,197,200
	<i>Not Allocated to Org Unit.</i>			
	Transfers*	\$681,300	\$66,532	\$747,832
	Contingency*	\$475,300	(\$20,000)	\$455,300
	Total Expenditures	\$4,757,800	\$118,032	\$4,875,832
	Net Budget Adjustment		\$0	

*See handouts



BUDGET CHANGES NEEDED

Library Fund

Expenditures

<input type="checkbox"/> Materials And Services	(\$9,900)
<input type="checkbox"/> Capital Outlay	\$10,200
<input type="checkbox"/> Contingency	(\$300)

Transfer Cost Of HVAC To Capital Outlay

**See handouts*



BUDGET CHANGES NEEDED

Pool Fund

Revenue

- Increase Transfer From General Fund \$66,532

Expenditures

- Materials And Services \$26,532
- Capital Outlay \$40,000

Additional Maintenance Needed

- Lights In Pool
- Boiler Repair
- New Fire Alarm System

**See handouts*



BUDGET CHANGES NEEDED

Pool Fund

Transfers from General Fund	\$50,000	\$66,532	\$116,532
Total Resources	\$50,000	\$66,532	\$116,532
<i>Pool Administration</i>			
Materials and Services*	\$128,100	\$26,532	\$154,632
Capital Outlay*	\$40,000	\$40,000	\$80,000
Total Expenditures	\$168,100	\$66,532	\$234,632
Net Budget Adjustment		\$0	

**See handouts*



BUDGET CHANGES NEEDED

Parks Fund

Revenue

- Increase Beginning Fund Balance \$100,000 (Total \$196,893)

Expenditures

- | | |
|---|-------------|
| <input type="checkbox"/> Capital outlay | \$40,000 |
| <input type="checkbox"/> Transfer | (\$100,000) |
| <input type="checkbox"/> Contingency | \$60,000 |

This is moving the cost to repair Jordan Bridge to Parks from Facilities additional cost of \$40,00 to complete the repairs



BUDGET CHANGES NEEDED

Parks Fund

Parks Fund

Beginning Fund Balance	\$96,839	\$100,000	\$196,839
Total Resources	\$96,839	\$100,000	\$196,839
<i>Public Works Administration</i>			
Materials and Services* <i>Not Allocated to Org Unit.</i>	\$75,650	\$140,000	\$215,650
Transfers*	\$130,700	(\$79,900)	\$50,800
Contingency*	\$40,043	\$39,900	\$79,943
Total Expenditures	\$246,393	\$100,000	\$346,393
Net Budget Adjustment		\$0	

**See handouts*



BUDGET CHANGES NEEDED

Facilities Fund

Expenditures

☐ Contingency (\$100,000)

This Is Moving The Cost To Repair Jordan Bridge To Parks From Facilities

Facilities Fund

Transfers from Park Fund	\$100,000	(\$100,000)	\$0
Total Resources	\$100,000	(\$100,000)	\$0
<i>Administration</i>			
<i>Not Allocated to Org Unit.</i>			
Contingency*	\$763,057	(\$100,000)	\$663,057
Total	\$763,057	(\$100,000)	\$663,057
Net Budget Adjustment		\$0	

**See handouts*



BUDGET CHANGES NEEDED

Stormwater Fund

Expenditures

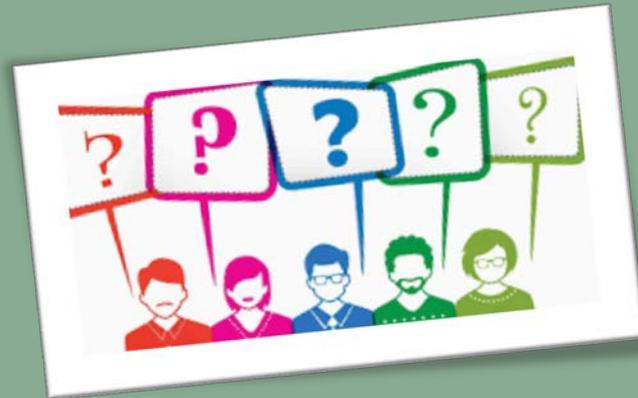
<input type="checkbox"/> Material And Services	\$25,000
<input type="checkbox"/> Contingency	(\$25,000)

Added Additional Fees For The Santiam Water Control District MOU

**See handouts*



QUESTIONS



The City of Stayton is an Equal Opportunity Employer and Service Provider



CITY OF STAYTON
MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance S. Ludwick P.E., Director of Public Works
DATE: April 6, 2020
SUBJECT: 2020 Sidewalk Maintenance Program Update and Proposed Changes

ISSUE

The COVID-19 global pandemic has created a rapidly fluid environment for City officials, staff, and Stayton residents. The issue before the Council is if the City should postpone the Sidewalk Maintenance Program to a future date in order to reduce COVID-19 exposures and minimize the financial burden it may have on our citizens?

BACKGROUND INFORMATION

The Sidewalk Maintenance Program was implemented in an effort to bring city sidewalks up to code and make Stayton sidewalks safer and more user friendly. The Public Works Department has been working on the 2020 Sidewalk Maintenance Project by meeting with property owners to discuss their plans for sidewalk repairs. City sponsored sidewalk repair agreements were mailed out on March 2nd, which had a deadline of March 27th 2020 for responses.

So far the numbers of responses are as follows:

- Three property owners completed sidewalk repairs before the agreements were mailed out.
- 23 of 65 agreements have been returned to the Public Works office. Several property owners have contacted the Public Works office indicating they have recently mailed or plan to return the agreements soon.
- Four of the 23 plan on going through the City contractor to complete repairs for an estimated total of \$6,700 worth of sidewalk repairs.

- 19 of the 23 either plan on having the repairs completed themselves or hire a contractor to complete the repairs. Four of these homeowners have already completed repairs to their sidewalks. Several have started repairs but are not fully complete.
- Seven property owners have requested the City complete trip hazard grinding and bill the costs. The total amount for trip hazard grinding contract is approximately \$1,215 based on a contractor quote.

Asking homeowners to meet with the City inspector to discuss their sidewalk issues has the potential to promote community spread of the COVID-19 virus. Public Works is also concerned about placing an economic hardship on citizens who may have been laid-off or furloughed from their jobs during this pandemic.

RECOMMENDED ACTION

The Public Works Department recommends postponing the 2020 Sidewalk Maintenance Project.

OPTIONS AND MOTIONS

- 1) Agree with the staff recommendation and postpone the 2020 Sidewalk Maintenance Project.

Motion to direct staff to postpone the 2020 Sidewalk Maintenance Project.

- 2) Instruct the Public Works Staff to continue with the 2020 Sidewalk Maintenance Project as planned and have it completed no later than June 30, 2020.

Motion to direct staff to move forward with the 2020 Sidewalk Maintenance Project as planned with a completion date no later than June 30, 2020.