



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, December 7, 2015

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. Stayton Municipal Court Update from Judge Jonathan Clark

CONSENT AGENDA

- a. November 16, 2015 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.

PUBLIC HEARING – None

UNFINISHED BUSINESS

NEW BUSINESS

Community Grant Scoring Criteria

Action

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

Gas Tax to the Voters

Action

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

STAFF/COMMISSION REPORTS

Public Works Staff Report – Lance Ludwick

Informational

- a. Walking Bridge Grant Update (Verbal)

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

- a. Cancellation of the December 21, 2015 City Council Meeting

BUSINESS FROM THE MAYOR

- a. Parks and Recreation Board Reappointments
 - Pam Pugsley
 - Mark Kronquist

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – December 21, 2015

- a. Cancelled

ADJOURN

CALENDAR OF EVENTS

DECEMBER 2015

Tuesday	December 1	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Monday	December 7	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	December 11	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Wednesday	December 16	Library Board	<i>CANCELLED</i>	
Monday	December 21	City Council	<i>CANCELLED</i>	
Friday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS DAY		
Monday	December 28	Planning Commission	7:00 p.m.	Community Center (north end)

JANUARY 2016

Monday	January 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 5	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	January 8	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	January 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	January 18	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING DAY		
Tuesday	January 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 25	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2016

Monday	February 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	February 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	February 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	February 15	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY		
Tuesday	February 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 29	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2016

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

**City of Stayton
City Council Meeting Action Minutes
November 16, 2015**

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

Time Start: 7:02 P.M.

Time End: 7:37 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder (excused)
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Ralph Lewis	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Katinka Bryk, Library Director
Councilor Brian Quigley	Rich Sebens, Police Chief (excused)
Councilor Joe Usselman (excused)	Christine Shaffer, Finance Director
Lieutenant Charles Button	David Rhoten, City Attorney (excused)
	Kelli Stevens, Administrative Assistant

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. North Santiam Arts Commission Presentation by Mike Reding	Mr. Reding gave a presentation on behalf of the North Santiam Arts Commission about painting an intersection within the Stayton area. Councilor Quigley questioned how long the paint would stay on the pavement. Ms. Bryk stated the paint lasts for about two years. Mr. Reding stated the proposed location for the painting project. Councilor Glidewell questioned the safety hazards of the street mural.
Consent Agenda	
a. November 2, 2015 City Council Meeting Minutes	Motion from Councilor Niegel, seconded by Councilor Lewis, to approve the November 2, 2015 City Council Meeting Minutes. Motion passed 4:0.
Public Hearing	
None	
Unfinished Business	
Ordinance No. 990, Vacating of Alleys	
a. Staff Report – Dan Fleishman	Mr. Fleishman stated the purposed for Ordinance No. 990.
b. Council Deliberation	No Deliberation.

<p>c. Council Decision</p>	<p>Motion from Councilor Quigley, seconded by Councilor Lewis, to approve Ordinance No. 990. Motion Passed 3:1 (Glidewell).</p>
<p>New Business Resolution No 936, Veterans War Memorial Grant Application a. Staff Report – Lance Ludwick b. Council Deliberation c. Council Decision</p>	<p>Mr. Ludwick gave his staff report for Resolution 936. Councilor Quigley questioned the funding for this project. Mr. Ludwick stated how the funds would be appropriated. Motion from Councilor Lewis, seconded by Councilor Quigley, to approve Resolution No. 936. Motion Passed 4:0.</p>
<p>Staff / Commission Reports Finance Director’s Report – Christine Shaffer a. October 2015 Monthly Finance Department Report Police Chief’s Report – Rich Sebens a. October 2015 Statistical Report b. City Emergency Operations Plan Public Works Director’s Report a. October 2015 Operating Report Planning & Development Director’s Report – Dan Fleishman a. October 2015 Activities Report Library Director’s Report – Katinka Bryk a. October 2015 Activities Report</p>	<p>Ms. Shaffer gave her staff report. Lieutenant Button gave his staff report. He continued by discussing the current work being done on the City Emergency Operations Manual. Mr. Ludwick gave his staff report. Mr. Fleishman gave his staff report. Ms. Bryk gave her staff report.</p>
<p>Presentations / Comments From the Public</p>	<p>None.</p>
<p>Business from the City Administrator</p>	<p>Lieutenant Button explained the reason for “No Shave November” within the Police Department and how the funds raised will benefit an organization within the Community.</p>
<p>Business from the Mayor a. Appointment of Nicole Servin to the Planning Commission</p>	<p>Motion from Councilor Quigley, seconded by Councilor Niegel, to ratify the Mayor’s appointment of Nicole Servin to the Planning Commission. Motion passed 4:0.</p>
<p>Business from the Council</p>	<p>Councilor Quigley suggested a set of standards be given to the Council members in regards to the allocation of Grant Funds within the budget. Ms. Shaffer stated this will be given to the Council and discussed prior to the next budget meeting.</p>

Future Agenda Items – December 7, 2015

- a. Community Grants
- b. Gas Tax – Informational Report
- c. Walking Bridge Grant
- d. Municipal Court Update

APPROVED BY THE STAYTON CITY COUNCIL THIS 7TH DAY OF DECEMBER 2015, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____
Kelli Stevens, Public Works Administrative Assistant

DRAFT



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: December 7, 2015
SUBJECT: Community Grant Scoring Criteria

ISSUE:

The City Council directed staff to develop a Grant scoring matrix to assist the City Council in awarding Community Grants.

BACKGROUND INFORMATION:

At the October 19th City Council meeting six (6) Community Grant applications were presented to the City Council for award. The City Council felt that it was hard to determine how the funds should be awarded without being able to score each request with outlined Criteria and Priorities. Staff was encouraged to bring back a draft Criteria outline and a scoring matrix for discussion.

Following the October 19th City Council meeting staff was contacted by many of the Grant Applicants, they had all expressed their concerns and are hopeful the City Council will retract the motion that was made and revisit the award of this year's Community Grants. Staff has not notified the Grant Recipients of any decision and no funds have been released.

RECOMMENDATIONS:

Staff researched numerous Grant Criteria and Matrixes used by other communities to develop the suggested examples that have been provided this evening. The example given for the matrix has been populated with numbers to demonstrate how the formulas work; staff believes this is a solid starting point for the City Council.

OPTIONS:

1. Adopt the Community Grant Criteria, Priorities, and Matrix as presented.
2. Adopt the Community Grant Criteria, Priorities, and Matrix as modified.

MOTION(S)

1. Move to offer a motion to adopt the Community Grant Criteria, Priorities, and Matrix as presented.
2. Move to offer a motion to adopt the Community Grant Criteria, Priorities, and Matrix as Modified.

Additional motions will need to be offered to retract motions made previously awarding the 2015-16 Community Grants.

Eligible applicants

Applicants for Community Grants must be an authorized representative of a Stayton-based nonprofit organization. Organizations based outside of Stayton will be considered based upon demonstration that the proposed project will directly benefit Stayton residents. The following types of organizations are not eligible to receive funds:

- a. Neighborhood associations
- b. Political advocacy groups for electoral candidates, issues, or measures
- c. Religious functions

Eligible activities

The City will consider funding projects or activities that

- a. Promote recognition or advancement of Stayton's history and culture
- b. Provide educational, health-related, or social services to Stayton residents
- c. Promote the arts
- d. Encourage community involvement, civic engagement or community leadership

Evaluation Criteria and Priorities

City Staff will review all applications to determine that applicants are eligible. An applicant may appeal a Staff determination of ineligibility to the City Council. The City Council will review all applications determined to be from eligible applicants according to the program criteria and the intent of the Community Grant program. Each application will be scored on how well the applicant has demonstrated each of the following criteria. Each criterion will be scored between 0 and 10. The score for the criterion will then be multiplied by the number of points for that criterion.

- a. **Direct Benefit to Stayton Residents. 50 points.** Applications should demonstrate how the program to be funded by the grant request will provide direct benefit to residents of the City of Stayton. Applications that will use the funds to exclusively serve City residents will score higher than those that serve the broader area.
- b. **Impact of Grant Funds on Project. 20 points.** Applications should discuss the importance of the City's Community Grant Funds to the overall mission of the organization and the particular program or project to be funded. Applications that will use the funds to exclusively serve the youth or elderly population will score higher than those that serve the general population.
- c. **Leverage funds from outside the community. 15 points.** Applications should demonstrate how the program to be funded by the grant request will be used to match funds from outside the community or bring in funding from outside the Stayton area to benefit the community. Applications that will use the funds to leverage outside funding will score higher than those that do not.
- d. **Targeted to youth or elderly. 10 points.** Applications should discuss the target audience or beneficiaries of the proposed project or program. Applications that will use the funds to exclusively serve the youth or elderly population will score higher than those that serve the general population.
- e. **Provide new or unique services. 5 points.** Applications should discuss how the program or project to be funded will provide a new service or program in the community or is unique from other

services provided by applicant or other organizations in the community. Applications that provide a new service will be scored higher than those that funding an existing service or program.

DRAFT

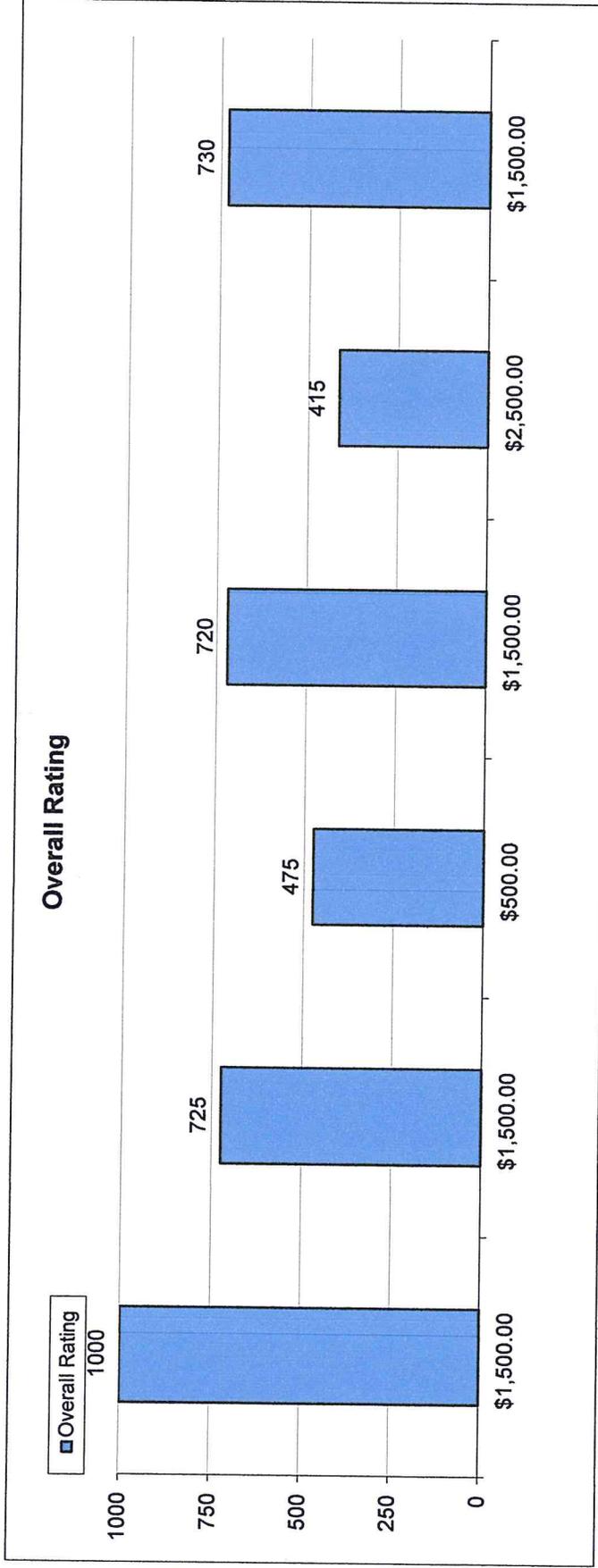
Example for Council Discussion

Grant Selection Matrix **Score each category 1 to 10, 10 being the highest**

S#	Criteria	Grant1	Grant2	Grant3	Grant4	Grant5	Grant6
	Grant Request	\$1,500.00	\$1,500.00	\$500.00	\$1,000.00	\$2,500.00	\$1,500.00
2.0	Direct Benefit to Stayton Residents	10	10	3	10	3	10
2.1	Impact of Grant Funds on Project	10	5	10	5	3	5
2.2	Leverage Funds from Outside the Community	10	0	0	5	10	5
2.3	Targeted to Youth or Elderly	10	10	10	3	3	3
2.4	Provide New or Unique Services	10	5	5	3	5	5
2.5							
2.6							
2.7	Request is what percentage of total budget	7%	25%	67%	3%	5%	8%
2.8							
2.9							
	:	50.00	30.00	28.00	26.00	24.00	28.00

Overall Score:	100.00	1000.00	725.00	475.00	720.00	415.00	730.00
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	Grant1	Grant2	Grant3	Grant4	Grant5	Grant6	Total Request
	\$1,500.00	\$1,500.00	\$500.00	\$1,500.00	\$2,500.00	\$1,500.00	\$9,000.00
Overall	1000	725	475	720	415	730	





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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Christine Shaffer, Finance Director
DATE: December 7, 2015
SUBJECT: Gas Tax to the Voters

ISSUE

The 2015/2016 City Council Goals listed as the first goal to, "Continuously Upgrade Public Infrastructure." An objective under this goal was to, "Continue street priority improvement program." This objective action item included, "Pursue opportunities to address partially improved/unimproved/gravel roads." City Staff has been researching options to help us meet the goals and objectives. One option identified was to consider a gas tax.

BACKGROUND INFORMATION

A gas tax would not only immediately increase the amount of street maintenance funding. Long term the City could use the revenue to issue millions of dollars in bonds to address the many deficiencies identified in the Pavement Master Plan.

By law funds raised through a local gas tax can only be used to pay for street maintenance. If passed by the voters anyone buying gas in Stayton will be helping to maintain our streets. 15 Oregon Cities currently have a local gas tax; the first was enacted in 1980. In the November 2015 election voters approved a local gas tax for the City of Troutdale.

Current Cities with Gas Tax and amount taxed per gallon

Woodburn	\$.01	Eugene	\$.05
Springfield	\$.03	Cottage Grove	\$.03
Veneta	\$.03	Tigard	\$.03
Milwaukie	\$.02	Coquille	\$.03
Coburg	\$.03	Astoria	\$.03
Warrenton	\$.03	Canby	\$.03
Newport (Nov-May)	\$.01	Newport (Jun-Oct)	\$.03
Hood River	\$.03	Troutdale	\$.03

Who pays the tax? The first distributor to bring gasoline into the state, the tax would be paid to Stayton by the State of Oregon fuel tax division for the gallons sold at Stayton gas stations.

Gasoline is a commodity that can change hands many times before it is sold to a local station. Staff would recommend only taxing gasoline and not diesel or propane, by doing so there would be no new taxes to local station owners. Attached are revenue projections based on the station reported gallons pumped at our local gas stations in 2014.

Oregon's gasoline taxes are significantly lower than neighboring states: California 39.5/gal.; Washington 44.5/gal.; Oregon 30/gal. Most highway funding in the U.S. comes from federal and state gas taxes. However, the federal gas tax rate hasn't increase in 22 years. Here in Oregon the Legislature has increased the gas tax only once in the past 22 years. That means money from federal and state sources for maintaining Stayton's streets isn't keeping up with the increasing cost to keep our streets from deteriorating.

RECOMMENDATION

Staff recommends that the City Council asks the voters to approve a gas tax to fund street maintenance. Council should direct staff to explore the best time to place this matter on a ballot, and to prepare an Ordinance to add a local gas tax chapter to the Stayton Municipal code.

OPTIONS AND MOTIONS

The city Council is presented with the following options.

- 1. Approve a local gas tax in the amount of \$_____ to be sent to the voters at a future date.**
Move to direct staff to prepare and ordinance adding a chapter to the Stayton Municipal Code adding a \$_____ gas tax.

- 2. Do nothing at this time.**
No motion necessary.

City of Stayton

Gas Tax Revenue Projections

Based on 2014 gallons						
Gas Station	2014 Usage	.01 cent	.02 cents	.03 cents	.04 cents	.05 cents
Arco	1,980,000	19,800	39,600	59,400	79,200	99,000
Pacific Pride	500,000	5,000	10,000	15,000	20,000	25,000
Shell	899,139	8,991	17,983	26,974	35,966	44,957
Texaco	1,716,075	17,161	34,322	51,482	68,643	85,804
Subtotal	5,095,214	50,952	101,904	152,856	203,809	254,761
Less 10% Exempt Sales	764,282	5,095	10,190	15,286	20,381	25,476
Totals	4,330,932	45,857	91,714	137,571	183,428	229,285
Less 5% ODOT fee		2,293	4,586	6,879	9,171	11,464
Annual Gas Tax Revenues		43,564	87,128	130,692	174,256	217,820

Pam Pugsley



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 13

PLEASE PRINT

Name Palma (Pam) E. Pugsley

Address 552 N 6th Home Ph# _____

Email Address pampugsley552@gmail.com Cell Ph# 503 576

Occupation retired

Place of Employment _____

Business Address _____

Phone _____ 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.)

Very involved in the community since I came here in 2002 as library Director

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 hope to make a difference in the parks of our community

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION

Mark Kronquist



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

PARKS

PLEASE CHECK ONE:

New Applicant

Application for reappointment

Years resided in Stayton: 2

PLEASE PRINT

Name MARK ANTONI KRONQUIST

Address 308 E WATSON ST STAYTON Home Ph# _____

Email Address MARK@teleport.com Cell Ph# 503 750 8235

Occupation MANAGER

Place of Employment HELLER

Business Address 56402 HAN RD WASHOU 02

Phone 503 397 9721 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.)

*Extensive experience with
a variety of Council Boards*

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

*A FRESH OUTLOOK MY ECONOMIC
LEADERSHIP TO THE COMMUNITY*

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.

AFFORDABILITY
DECREASED VIBRANCY
FOR MAKING
STAYTON A BETTER PLACE

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

EXTENSIVE

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?

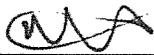
_____ Our Website _____ Word of mouth _____ Other

THRU

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

12/1/2015

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