



# AGENDA STAYTON CITY COUNCIL MEETING

Monday, February 1, 2016

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

**7:00 p.m.** Regular Meeting (Community Center – North End)  
*Immediately upon adjournment of the regular Council meeting, an Executive Session to consult with legal counsel regarding current litigation or litigation likely to be filed, pursuant to Oregon Revised Statutes 192.660.1(2)(h).*

**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. Proclamation in Honor of Lance Cpl. Ty Hart

## **CONSENT AGENDA**

- a. January 19, 2016 City Council Minutes
- b. Personnel Matters Appeal Policy and Procedure

### ***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**

**Community Grants**

**Action**

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

**NEW BUSINESS – None**

**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. Planning Commission
  - Ellen Nunez
- b. Public Safety Commission
  - Cari Sessums

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS – Tuesday, February 16, 2016**

- Second Hand Ordinance
- Land Use Public Hearing
- Stayton Public Library Foundation – Endowment Contribution
- Open Space Dedication

**ADJOURN**

# CALENDAR OF EVENTS

## FEBRUARY 2016

Monday	February 1	City Council & Executive Session	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	<b>CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY</b>		
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)

## April 2016

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

## May 2016

Monday	May 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 3	Budget Committee	7:00 p.m.	Community Center (north end)
Tuesday	May 3	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Thursday	May 5	Budget Committee	7:00 p.m.	Community Center (north end)
Monday	May 9	Budget Committee	7:00 p.m.	Community Center (north end)
Tuesday	May 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	May 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	May 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 30	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY</b>		
Monday	May 31	Planning Commission	7:00 p.m.	Community Center (north end)



# City of Stayton

Administration • Finance

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

## A PROCLAMATION HONORING MARINE CORPS LANCE CORPORAL TY HART AND ELEVEN OTHER MARINES FOR THEIR SACRIFICE

# PROCLAMATION

**WHEREAS,** Lance Cpl. Ty Hart, a 2012 Stayton High School graduate, was one of 12 Marines memorialized Friday, January 22, 2016 during a service in Hawaii. Hart and the others died when two helicopters crashed during a nighttime training mission off the coast of Hawaii. The search ended Tuesday, January 19, after the around-the-clock, multiagency effort failed to locate any sign of the service members;

**WHEREAS,** Hart served as a CH-53E Super Stallion helicopter crew chief with Marine Heavy Helicopter Squadron 463, Marine Aircraft Group 24, 1st Marine Aircraft Wing stationed on Marine Corps Base in Hawaii;

**WHEREAS,** Hart, 21, from rural west Stayton, joined the Marine Corps on August 8, 2012 and married Hanna Hart six months ago;

**WHEREAS,** his decorations include the National Defense Medal and the Global War on Terrorism Service Medal;

**WHEREAS,** the willingness of our troops to complete dangerous training to prepare for any mission our nation asks of them will not be forgotten;

**WHEREAS,** these individuals are most deserving of our appreciation and thanks; and,

**THEREFORE,** the Stayton City Council in gratitude for the dedicated service and sacrifice rendered by members of our Military, issues the following proclamation to honor Lance Cpl. Ty Hart and the eleven other Marines for their sacrifice

CONSIDERED AND PROCLAIMED ON THIS 1<sup>ST</sup> DAY OF FEBRUARY, 2016.

  
HENRY A. PORTER, MAYOR

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

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

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

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

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

**City of Stayton  
City Council Meeting Action Minutes  
January 19, 2016**

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

**Time Start:** 7:00 P.M.

**Time End:** 8:30 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 Ralph Lewis	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Rich Sebens, Police Chief
Councilor Brian Quigley	Christine Shaffer, Finance Director
Councilor Joe Usselman	David Rhoten, City Attorney
	Akin Blitz, City Labor Attorney

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
<p>a. Additions to the Agenda</p>	<p>The Mayor introduced City Attorney David Rhoten who had two additions to the agenda.</p> <ul style="list-style-type: none"> <li>• Appeal of Termination: Request to Continue up to 30 Days</li> <li>• Request for Inquiry: City Personnel Matters</li> </ul> <p>Motion from Councilor Quigley, seconded by Councilor Niegel, to continue Katinka Bryk's Appeal of Termination for up to 30 days and to schedule a Special Session of the City Council on or before February 16, 2016. <b>Motion passed 5:0.</b></p> <p>Brief explanation from Mr. Blitz about process for inquiry. Questions from Council about process, confidentiality, other options available to a city needing to complete an inquiry such as this, and administrative leave requirements.</p> <p>Motion from Councilor Lewis, seconded by Councilor Usselman, to direct the City's legal counsel to move forward with initiating an inquiry relating to management and personnel issues.</p> <p><u>Council Discussion</u></p> <p>Question from Council on process and options for inquiry.</p> <p><b>Motion passed 5:0.</b></p>

b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<p><b>Presentations / Comments from the Public</b></p> <p>a. Jack Fiske</p> <p>b. Rese Bourdeau</p> <p>c. Katinka Bryk</p> <p>d. Citizen Recognition by Chief Rich Sebens</p>	<p>Mr. Fiske inquired about specific charges on the utility bill. Ms. Shaffer spoke about the fire standby charges, transportation fees, and storm fees collected and how the funds are used.</p> <p>Ms. Bourdeau spoke out about recent personnel issues and requested a completely independent review be done and that it include current and past city employees, community business leaders, boards, and committees.</p> <p>Ms. Bryk appreciated the Council’s action on her appeal. She stated she would be out of town February 10<sup>th</sup> through February 23<sup>rd</sup>.</p> <p>Chief Sebens presented Pastor Shawn Hazel with a plaque for his help in organizing the Stayton CERT team.</p>
<p><b>Consent Agenda</b></p> <p>a. December 7, 2015 City Council Meeting Minutes</p>	<p>Motion from Councilor Niegel, seconded by Councilor Lewis, to approve the Consent Agenda.  <b>Motion passed 5:0.</b></p>
<p><b>Public Hearing</b></p>	<p>None</p>
<p><b>Unfinished Business</b></p>	<p>None</p>
<p><b>New Business</b></p> <p><b>Ordinance No. 992 &amp; Resolution No. 937, Marijuana Tax</b></p> <p>a. Staff Report – Christine Shaffer</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Ms. Shaffer reviewed the report included in the Council packet.</p> <p>None.</p> <p>Motion from Councilor Lewis, seconded by Councilor Quigley, to approve Ordinance No. 992 as presented.</p> <p><u>Council Discussion</u>  Brief discussion of inclusion of medical marijuana and date of the election.</p> <p><b>Motion passed 5:0</b></p> <p>Motion from Councilor Quigley, seconded by Councilor Lewis, to approve Resolution No. 937 as presented. <b>Motion passed 5:0.</b></p>

**Resolution No. 938, Local Option Levy**

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

Ms. Shaffer reviewed the staff report included in the Council packet.

Councilor Quigley inquired about the last time the \$0.60 per thousand was changed. Ms. Shaffer said in 2012 it was converted to a fixed rate.

Motion from Councilor Quigley, seconded by Councilor Lewis, to approve Resolution No. 938 as presented. **Motion passed 5:0.**

**Competition for Establishment of a City of Stayton Flag**

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

Mr. Campbell shared a video about the importance of a City flag. He proposed a local competition to create a City flag for the 125<sup>th</sup> anniversary of Stayton’s incorporation.

Councilor Glidewell supported the idea. And Councilor Quigley suggested having the street mural group pursue the project.

Motion from Councilor Niegel, seconded by Councilor Quigley, to direct staff to establish a local competition for design of a City of Stayton Flag for the quasiquicentennial anniversary of Stayton’s incorporation. **Motion passed 5:0.**

**Staff / Commission Reports**

**Finance Director’s Report – Christine Shaffer**

- a. November 2015 Monthly Finance Department Report
- b. December 2015 Monthly Finance Department Report

Ms. Shaffer briefly reviewed her reports included in the Council packet.

**Police Chief’s Report – Chief Rich Sebens**

- a. November 2015 Statistical Report
- b. December 2015 Statistical Report

Chief Sebens spoke briefly about the reports included in the packet and gave an update on the new electronic ticketing system.

**Public Works Director’s Report – Lance Ludwick**

- a. November 2015 Operating Report
- b. December 2015 Operating Report

Mr. Ludwick reviewed the reports included in the packet. Councilor Glidewell inquired about building permits.

**Planning & Development Director’s Report – Dan Fleishman**

- a. November 2015 Activities Report
- b. December 2015 Activities Report

Mr. Fleishman reviewed the reports and spoke about the new Ordinance Enforcement Officer Alan Pinto.

<b>Library Director's Report</b> a. November 2015 Activities b. December 2015 Activities	No discussion.
<b>Presentations / Comments From the Public</b>	None
<b>Business from the City Administrator</b>	None
<b>Business from the Mayor</b> a. Parks and Recreation Board Reappointments <ul style="list-style-type: none"> <li>• Cherie Douglas</li> <li>• Dennis Vietzke</li> </ul> b. Budget Committee Reappointment <ul style="list-style-type: none"> <li>• Alan Kingsley</li> <li>• Scott West</li> </ul>	Motion from Councilor Niegel, seconded by Councilor Quigley, to ratify the appointment of Cherie Douglas and Dennis Vietzke to the Parks and Recreation Board, and Alan Kingsley and Scott West to the Budget Committee. <b>Motion passed 5:0.</b>
<b>Business from the Council</b>	There was further Council discussion regarding the inquiry.  The Council also felt there should be an appointed Human Resource position.
<b>Future Agenda Items – February 1, 2016</b> a. Open Space Dedication	

APPROVED BY THE STAYTON CITY COUNCIL THIS 1<sup>ST</sup> DAY OF FEBRUARY 2016, 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 City of Stayton Councilors**

**FROM: Alissa Angelo, Deputy City Recorder, and  
David A. Rhoten, Stayton City Attorney**

**DATE: January 27, 2016**

**SUBJECT: Consent Agenda - Personnel Matters Appeal Policy and Procedure**

---

To the best of our ability to determine, never before has an employee sought to appeal a personnel matter to the City Council. While the City's Personnel manual provides for an "appeal" review, nowhere is a procedure set forth.

The Mayor, Council and others participating in the procedure should be provided a guide as to how the appeal will proceed. Therefore, a policy and procedure is proposed and is offered to the Mayor and Council for approval in Resolution No. 939. There are options in the policy itself which the Council may elect.

**MOTION(S):**

No Motions are needed as this is a consent agenda item.

**RESOLUTION NO. 939**

**A RESOLUTION AMENDING SECTION 12, DISCIPLINARY PROCEDURES FOR NON-BARGAINING UNIT EMPLOYEES OF THE STAYTON PERSONNEL MANUAL**

WHEREAS, the City of Stayton does not have an appeal process set forth in the current Personnel Manual;

WHEREAS, the Stayton City Council is committed to protecting the City from unnecessary litigation; and

WHEREAS, the Stayton City Council wishes to provide rules and policies relating to personnel appeals that apply to all City employees in a fair and equitable manner.

NOW THEREFORE BE IT RESOLVED

that the Stayton Personnel Manual, Section 12, Disciplinary Procedures for Non-Bargaining Unit Employees be amended to include new Section 12.5, Appeal Policy (Attachment A).

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1<sup>ST</sup> DAY OF FEBRUARY, 2016.

CITY OF STAYTON

Date: \_\_\_\_\_, 2016

By: \_\_\_\_\_  
Henry A. Porter, Mayor

Date: \_\_\_\_\_, 2016

Attest: \_\_\_\_\_  
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

\_\_\_\_\_  
David A. Rhoten, City Attorney



**City of Stayton**  
Personnel Matters  
Appeal Policy and Procedure

This policy and procedure is intended to implement the “appeal” as referred to in Stayton’s Personnel Manual. It is a guide to “appeals” to 1) City Administrator and 2) Mayor/Council; the overall policy and procedures may be applied to either category of appeal.

**City Employee’s Appeal to the City Administrator**

If the employee wishes to file an appeal of the Department Director's decision/action, it must be filed with the City Administrator not later than ten (10) working days after the effective date of the Department Director's decision/action. The City Administrator will endeavor to hear the appeal as timely and responsively as the circumstances permit, as a matter of priority. Timelines may be extended by mutual agreement between the employee and the City Administrator.

The decision in the matter may be reviewed by the Stayton City Council on request of either party.

**Hearing Procedure (City Employee’s Appeal to City Administration)**

A hearing may take place as to appeals of personnel matters, including economic, discipline and dismissal. The City Administrator shall set a hearing upon a timely request made under this policy, and may meet informally with any of the parties prior to any formal hearing to gather additional information.

The Department Director shall be given written notification of the time and place of the hearing. Either or both the employee and the Department Director may elect to be represented and assisted during the appeal procedure. If the employee requests the presence of legal counsel, the Department Director will request the presence of the City Attorney or designate. The City Attorney or designate will be present to advise the City Administrator concerning issues and questions that arise during the proceedings. A tape recording will be made of the hearing; either party may bear the expense of transcription if desired by the particular party. If transcribed, the parties may elect to share in the expense of transcription and shall provide a copy of the transcription to the other party and to the City Administrator and the City.

The order of procedure at the hearing will be as follows:

(1) The Department Director or a designee will set forth the reasons for the action and the facts on which it is based, and shall do so in writing and submit the written explanation with all pertinent documents at least ten days prior to the date of the hearing to the City Recorder or designee.

(2) The employee and/or her/his representative shall submit to the City Recorder or designee at least ten days prior to the hearing a statement of the legal and factual basis for the appeal, including a clear statement of rules, policies or rights which the employee contends were violated, or applicable, if any.

(3) The employee may present evidence in support of the appeal, with or without the assistance of legal counsel or other representative. The employee may examine witnesses and conduct cross-examination if appropriate. The City Administrator may require that all witness testimony shall be presented in the form of written, sworn witness statements.

(4) The Department Director may cross-examine and/or submit evidence in rebuttal.

(5) Opening statements, if any, will be brief and confined to the issues. Closing arguments, if any, will be first by the Department Director then by the employee.

(6) Evidence of a type commonly relied upon by reasonably prudent persons in the conduct of their serious affairs shall be admissible. Irrelevant, immaterial or unduly repetitious evidence may be excluded. Affidavits and counter-affidavits are acceptable as evidence. If either party intends to rely on an affidavit, that party shall provide the other party with a copy of the affidavit, together with the name, address and telephone number of the person making the affidavit, at least three (3) working days prior to the hearing, or the affidavit shall be inadmissible, unless there is good cause shown.

(7) If, after receiving evidence presented in a hearing on the Department Director's action, the City Administrator finds that sufficient evidence supports the charge and that the complained-of action taken by the supervisor was reasonable and was taken for a proper reason consistent with policy, the City Administrator may affirm the action. If the City Administrator finds that the complained-of action taken by the supervisor was inappropriate, the City Administrator shall fashion an appropriate remedy. The City Administrator, in lieu of affirming the disciplinary action, may modify the discipline as the circumstances warrant, and direct that City records be conformed accordingly.

### **Department Director's Appeal of City Administrator's Action**

If a Department Director wishes to file an appeal to the Stayton Mayor/City Council, of the City Administrator's action, it must be filed with the City Recorder (or Deputy) not later than ten (10) working days after the effective date of the City Administrator's action. The Mayor shall set the time for hearing the appeal following receipt of the Notice of Appeal to include a summary of the basis for the appeal. Subject to mutual agreement of the parties to the contrary, the hearing shall take place before the Mayor/Council within 60 days of the date of Notice.

### **Cases Where an Appeal is from Decision of the City Administrator**

If a Department Director or other subordinate who reports directly to the City Administrator pursues an appeal under this policy, the appeal shall be to the Mayor and Council. The foregoing policy shall apply, and in addition:

1. The Mayor and Council may direct the matter be heard by a Hearing Officer. In such a case, the Mayor and Council will appoint the Hearings Officer and shall receive and consider the Hearing Officer's findings, conclusions and recommendations.
2. The Mayor and Council may require that the record upon which the City Administrator's decision was based be delivered to the employee prior to the Council's consideration and set a time within which this shall occur.
3. The Mayor and Council may require that the City Administrator and the employee submit in writing their arguments and the records on which the arguments are based. The Mayor and Council may require that both submit all witness testimony in the form of a written, sworn witness statements, in order that the Hearings Officer and/or Mayor and Council review occurs based solely on or predominantly on a written record. The Hearings Officer and/or Mayor and Council shall reserve the option to permit the City Administrator and the employee to cross examine witnesses whose sworn testimony is offered by the opposing party.
4. The Deputy City Recorder will schedule the proceedings, and provide this policy and procedure to the employee who initiates an appeal and serve as custodian and Clerk of the Council responsible to insure that documents are provided to the parties, Mayor and the Council at appropriate times as the record of the appeal procedure.

### **Conduct of Hearings**

A hearing before the Mayor/Council or City Administrator is intended solely for the purpose of receiving evidence either to refute or substantiate specific charges. The hearing shall be conducted accordingly. The appeal policy and procedure set forth herein may apply to appeals before the City Administrator and/or the Mayor/Council as deemed appropriate by the presiding party. The Mayor/Council or City Administrator may impose limits on questioning in the interest of fairness and the orderly conduct of the hearing.

### **Counsel or Representative**

In appealing a disciplinary action to the Mayor/Council or City Administrator an employee may, but is not required to, have counsel or other representative present.

### **Hearings Officer**

In the event the Mayor/Council or City Administrator, as Chief Executive Officer of the City, may determine that the responsibilities of that governing body/office or a conflict does not permit immersion in an appeal procedure to the degree necessary to properly develop and

consider a record, the appellate, Mayor/Council or City Administrator shall have the authority and ability, case-by-case to appoint a Hearings Officer and delegate to that person the responsibility of conducting a formal hearing and drafting recommended findings of facts and conclusions. The Hearings Officer will be a person determined by the Mayor/Council or City Administrator to possess the ability to fairly and capably decide the appeal.

If a Hearings Officer is designated, the Mayor/Council or City Administrator shall retain the right to accept, reject and/or modify the findings and conclusions recommended by the Hearings Officer. The Hearings Officer shall set the time and place of hearing based on the availability of the Hearings Officer and those who are expected to participate, and make best efforts to hear and decide the matter within a reasonable time.

**Labor Contract Effect**

An employee with remedies under a labor agreement may use this appeal procedure, and may do so only if the employee and the Union waive in writing the right to proceed to appeal under any other policy, contract, law or rule.

Adopted by  
The Stayton City Council  
January \_\_\_\_, 2016

DRAFT



**CITY OF STAYTON**  
**MEMORANDUM**

**TO:** Mayor Henry A. Porter and the Stayton City Council  
**FROM:** Christine Shaffer, Finance Director  
**DATE:** February 1, 2016  
**SUBJECT:** Community Grant Scoring

---

**ISSUE:**

The City Council is awarding Community Grants for the fiscal year 2015-16 in the amount of \$5,000.

**BACKGROUND INFORMATION:**

The City Council reviewed and scored all six grant request independently and provided the results to the Finance Department. The scores have been tallied; each application had the potential to earn 5000 points. Each category total, times the scoring multiplier is what gives the weighted overall score.

**RECOMMENDATIONS:**

The City Council needs to have a discussion to determine how much to award each applicant based on the scoring results. The finance Department will notify the recipients and issue payment as directed by the City Council.

**OPTIONS:**

1. Award the Community Grants as presented.
2. Award the Community Grants as modified.

**MOTION(S)**

1. Move to offer a motion to award the Community Grants as presented.
2. Move to offer a motion to award the Community Grants as follows \_\_\_\_\_.

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

S#	Criteria	Scoring	Peer Court	Free Movies	Message Board	Veteran's History	Brown House	BBQ
	Grant Request	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$500.00	\$1,000.00	\$2,500.00
2.0	Direct Benefit to Stayton Residents	50.00	36	36	36	30	31	26
2.1	Impact of Grant Funds on Project	20.00	32	32	35	39	21	23
2.2	Leverage Funds from Outside the Community	15.00	43	28	24	24	32	32
2.3	Targeted to Youth or Elderly	10.00	50	46	26	41	32	28
2.4	Provide New or Unique Services	5.00	37	34	34	28	24	38
2.5		0.00						
2.6		0.00						
2.7	Request is what percentage of total operating budget	0.00	7%	25%	8%	67%	3%	5%
2.8		0.00						
2.9		0.00						
	<b>:</b>	<b>100.00</b>	<b>198.00</b>	<b>176.00</b>	<b>155.00</b>	<b>162.00</b>	<b>140.00</b>	<b>147.00</b>
<b>Overall Score:</b>		<b>100.00</b>	<b>3770.00</b>	<b>3490.00</b>	<b>3290.00</b>	<b>3190.00</b>	<b>2890.00</b>	<b>2710.00</b>



# City of Stayton

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

## City of Stayton Community Grant Application

Date of Application: July 1, 2015  
Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Name of organization: Friends of the Family - Peer Court  
Legal name, if different: \_\_\_\_\_  
Address: PO Box 501  
City, State, Zip: Stayton OR 97383  
Phone: 503 769 2309 Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact person regarding this application: Sharon Goodman / Lisa Graber  
Title: Director Phone: 503 508 3117 E-mail: tof@wvi.net

Is your organization an IRS 501(c)(3) not for profit?  Yes  No  
93-0736019

### PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served:

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2014 - 2015 \$ 1500.00

Funds are being requested for (check one)

- General operating support
- Start-up costs
- Capital
- Project/program support
- Technical assistance
- Other (please specify) \_\_\_\_\_

Project dates (if applicable): Continual  
Fiscal year end: December 31

### BUDGET

Dollar amount requested: \$ 2000.00  
Total annual organization budget: \$ 20,800.00  
Total project budget: \$ 20,800.00 / per year  
Operating: \_\_\_\_\_

### AUTHORIZATION

Name and title of top paid staff or board chair:  
Lisa Graber Name  
Director Position  
Signature: [Signature] Date: July 1, 2015

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

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

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

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

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

**City of Stayton – 2015/2016 Community Grant Application**  
**Friends of the Family – Peer Court**  
**Updated w/Evaluation Criteria and Priorities**

**A. Direct Benefit to Stayton Residents**

Stayton Peer Court directly benefits the residents of Stayton in so many ways. It provides a service to the middle and high school aged students for our Stayton Middle School as well as the Stayton High School on a daily basis. Peer Court is so much more than serving up consequences to our community's students, it is a teaching tool for our kids. Each student that is offered the opportunity to be held accountable through our Stayton Peer Court automatically gives back to our community. They are taught the value of volunteering right here in Stayton, our students give back hours have helped many programs in the City of Stayton; Smokin' Down the Highway, the Grow into Reading event at the Stayton Library, Stayton's 4<sup>th</sup> of July event, Back to School Fair, yard work days at our schools, and the list goes on. The whole purpose of Peer Court is restorative justice. Our students that are first time offenders are learning empathy along with the importance to restore the damage that occurred through accountability and competency development, which ultimately leads to a safer community.

**B. Impact of Grant Funds on Project**

The importance of the City's Community Grant Funds to the overall mission of the Friends of the Family organization and Peer Court is enormous. This Community Grant our city is offering as well as all of the Peer Court grants we receive are game changers for this program. They keep Peer Court afloat and able to teach the skills to our students that will help them to become productive members of our city as well as our society and also provides a watchful eye on the offenders in our program and assists their reintegration back into the community. All of the monies we receive from this grant will go directly to our Peer Court program to help our Stayton middle school and high school students become better people, to become a contributing citizen that our city is proud of!

**C. Leverage funds from outside the community**

The Peer Court program Friends of the Family supports is done so completely by community grants such as this along with outside grants. We are blessed to receive mini-grants from our surrounding city governments

(Aumsville and Sublimity) as well as Oregon Together. Oregon Together has been a contributor to our Peer Court specifically for over 6 years and we are very appreciative for that. Peer Court would not be able to do its job here in Stayton and the Santiam Canyon without the whole of these funds. You can be assured that all monies designated for Peer Court is directly given to keep this program up and running for the middle school and high school students in our community.

**D. Targeted to youth or elderly**

Stayton Peer Court's target beneficiary is middle school and high school students. Any and all funds that Friends of the Family receives for Peer Court will be only used for our Peer Court program that services the youth in our community.

**E. Provide new or unique services**

Our Peer Court services are not new but we believe they are unique from the other services provided by other organizations in our community. We are unique not only because our students are directly giving back to the community through volunteering but because our Peer Court Program teaches values to our students and works hard to educate our youth on the impact their actions have on their victims as well as the community. When they exit our program it leaves our students with the skills necessary to carry over and apply what they have learned when confronted with difficult choices and situations in their future. Education is a key component to our Peer Court program and why we feel it makes us unique to the other organizations.

## City of Stayton – 2015/2016 Community Grant Application

### Friends of the Family – Peer Court Summary

Friends of the Family has been a long standing supporter of the Stayton Peer Court. We firmly believe in the Peer Courts ability to help change the lives of the youth in our community.

Peer Court provides an opportunity for middle and high school aged students to learn about the rights and responsibilities of individuals in our legal system. This helps students to make more informed choices in the way they conduct their personal lives. Through volunteering as jurors, jury, and forepersons they are able to help offending youths by deciding on a variety of sanctions that are available as part of the sentence. They hold the youth accountable for their actions, provide classes and other sanctions to help the youth develop some competencies, so that they will be less likely to reoffend in the future. This empowers youth and teaches them valuable skills while they in turn help other youth.

There are over 1300 youth peer courts nationwide. Youth peer courts have shown statistically to reduce the percentage of youth's reoffending by half of that of the more traditional juvenile justice systems. Youth peer courts are the fastest growing juvenile intervention programs in the nation, and divert first time offenders out of the formal juvenile criminal justice systems. The Stayton Peer Court has over 30 student volunteers as well as adult volunteers to help with the program. Court is generally held once a week in the afternoons from 3:00 p.m. to 5:00 p.m. in Stayton.

**The mission of the Stayton Peer Court is to create a program that incorporates a balanced approach to youth justice stressing accountability, competency development, and community protection rather than punishment. We call this approach restorative justice. Rather than concentrating specifically on the crime or offense, restorative justice focuses on the victim(s), the offender, and the need to restore the damage that occurred through accountability and competency development, which ultimately leads to a safer community.**

**Accountability** refers to the need for offenders to make amends to victims for the losses caused by their actions. In addition, our program has an awareness component that educates youth on the impact their actions have on their victims and the community.

**Competency Development** emphasizes the need for offenders leaving our program to have the skills necessary to become productive members of our society and to carry over and apply what they have learned when confronted with difficult choices and situations in their futures. Education is the key component to this.

**Community Protection** refers to the right of the public to be safe and secure. This is accomplished through sharing responsibilities with the juvenile justice system, the community, the youth, and the family to keep a watchful eye on the offenders and assist in their reintegration back into the community.

Thank you for the consideration of Friends of the Family/Peer Court Grant application. Looking forward to hearing from you.

**Friends of the Family  
Peer Court Budget  
2014/2015**

**Salary:**           \$1,650.00/per month x 12 = \$19,800/per year  
                         (\$15.00/hr x 25/per week)

**Supplies:**       \$500.00/per year

**Training:**       \$500.00/per year

**Total Yearly Budget:**     \$20,800.00/per year



# City of Stayton

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

## City of Stayton Community Grant Application

Date of Application: AUGUST 30, 2015  
Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Organization Name: STAYTON FREE MOVIES IN THE PARK  
Legal name (if different): DALE YOUNG  
Address: 1846 E.VIRGINIA ST  
City / State / Zip: STAYTON , OR , 97383  
Phone: 503-769-8048 Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact person regarding this application: DALE YOUNG  
Title: OWNER Phone: 503-932-3870 Email: YME@WVI.COM

Is your organization an IRS 501(c)(3) non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

### PROPOSAL INFORMATION

Please type a 1 page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: THESE EVENTS ARE OPEN TO ALL STAYTON, SUBLIMITY, AND SURROUNDING AREA RESIDENTS

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

2014 = \$1200.00 & 2013 = \$1000.00

Funds are being requested for (check one):

\_\_\_\_\_ General Operating Support  Project / Program Support  
\_\_\_\_\_ Start-Up Costs \_\_\_\_\_ Technical Assistance  
\_\_\_\_\_ Capital \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Project dates (if applicable): JULY 11, 18, & AUGUST 1, 15, 29

Fiscal year end: \_\_\_\_\_

### BUDGET

Dollar amount requested: \$ 1500.00  
Total annual organization budget: \$ 6000.00  
Total project budget: \$ 6000.00

Operating:

### AUTHORIZATION

Name and title of top paid staff or board chair:

Name: DALE YOUNG (NOT PAYED)

Position: OWNER / ORGANIZER / OPERATOR / LABORER

Signature *Dale Young* Date: AUGUST 30, 2015

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

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

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

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

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

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

Thank you for your participation in your elected positions and your community involvement.

After my involvement with Stayton Free Concerts in the Park and the Stayton Community Radio station. I was left with a desire to do more to serve the community that I call home. So I started Stayton Free Movies in the Park four years ago with no budget and barely a plan. But I had a vision to create a series of events that would bring out the citizens of Stayton and their neighbors. To enjoy what I believe to be the focal point of Stayton. The Library-Pool complex. I also wanted to create a welcoming venue for local civic organizations to showcase their unique missions, community involvement, and afford them the opportunity to encourage additional participation. The outcome has been very rewarding and I am proud to provide these family friendly community events to all Stayton area residents, young and old, free of charge.

It appeared that I was on track early in 2015 to fully fund the 2015 movie season however there were a few unforeseen obstacles that prevented me from meeting that goal. Moving forward I do not believe that these are unbeatable obstacles and I am well underway to overcome these in 2016. My budget is \$1200.00 per movie for a season total of \$6000.00. Movie rental for a one night viewing averages \$350.00 and I try to get as close to \$900.00 per show to maintain the \$14,000.00 worth of equipment necessary to maintain the current quality levels of the show. The funding mechanism has been and will continue to be the advertising opportunities intrinsic to the show, primarily the pre-movie slide show. The slide show has provided the opportunity for the various organizations, profit and non-profit, to solicit interest from an average of approximately 240 spectators in the crowd. The organizations involved range from civic organizations, health care institutions, to financial institutions. In 2015 I was able to bring in \$4100.00 falling \$1900.00 short. Any help with this shortfall is very appreciated.

Thank you for your consideration.

Dale Young

Resident of the City of Stayton since 1999

Owner Operator Young Mobile Entertainment (Stayton Free Movies in the Park)

President Stayton lions Club

Chairman of the Stayton 4<sup>th</sup> of July Celebration

Thank you for your interest in my Community Building Project.

First a little background. My name is Dale Young and I choose to work, build a home, and start a family here in Stayton about 17 years ago. Over the course of those years I've seen a good community struggle with job loss and increasing crime. So I started getting involved with activities that I believe have a positive influence on our local community such as Stayton Lions Club, Stayton 4<sup>th</sup> of July Celebration, Stayton Community Radio, Stayton Summer Concert Series, Aumsville Tornado Relief Concert, and have built the Stayton Free Summer Movies in the Park series.

My interest with this community project began while on a vacation with my wife in Waikiki before our children were born. That's where I was first introduced to outdoor movies. On Friday nights, weather permitting, a large movie screen was erected on the beach and family friendly movies were shown for free to the public. I found the experience compelling. The movie and venue was entertaining. However the most memorable portion of that experience was the realization of how economically diverse the audience was. Of course there were plenty of wealthy tourists, but there were also an equal portion of economically depressed local families. It was amazing to see, that under the shimmering gleam of the theatrical presentation, that the usual economic prejudices seemed to disappear and mutual enjoyment emerged. It was at that moment I realized that our community could benefit from an event like this. So after years of saving and planning I founded Young Mobile Entertainment.

This was our fourth year of Stayton Free Movies in the Park! Despite rain and scorching hot weather we still had an average turnout of about 200-225 people. 2015's lineup was.

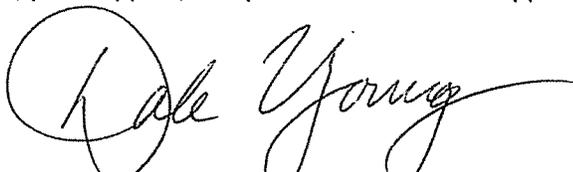
July 11<sup>th</sup> "The Lego Movie"  
July 18<sup>th</sup> "Tangled"  
August 1<sup>st</sup> "Top Gun"  
August 15<sup>th</sup> "The Incredibles"  
August 29<sup>th</sup> "Guardians of the Galaxy"

We are already looking forward to next year. This will be our fifth season and so far this is what 2016's Stayton Free Movies in the Park lineup looks like.

July 9<sup>th</sup> "Minions"  
July 23<sup>rd</sup> the original "Karate Kid"  
August 6<sup>th</sup> "Inside Out"  
August 20<sup>th</sup> "Ant Man"

I have been fortunate to work for SCTC for over 17 years and due to the fact that Young Mobile Entertainment is more of a side project than a full time occupation. I am able to keep my rates very reasonable. This year the movie rental prices were about the same as last year and the overall cost remained at a little over \$1200.00 per show. Any efforts to help reach these monetary goals will not only be appreciated by me, but by the community as well. My goal is to continue to provide families a fun, safe, and memorable experience. Enjoying an evening, with family, friends, neighbors, and perhaps return home with a slightly better sense of community.

Thank you for your consideration, past support, and potential continued support in reaching these goals.

A handwritten signature in cursive script that reads "Dale Young". The signature is written in black ink and is positioned at the bottom of the page.



# City of Stayton

JUL 28 2015

Administration • Finance

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

## City of Stayton Community Grant Application

Date of Application: 22<sup>nd</sup> July 2015

Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Organization Name: Santiam Historical Society, Inc.

Legal name (if different): \_\_\_\_\_

Address: PO Box 326

City / State / Zip: Stayton, OR 97383

Phone: 503-769-1406 Fax: \_\_\_\_\_ Website: SantiamHistoricalMuseum on facebook

Contact person regarding this application: Susan Masse

Title: President Phone: 503-769-9024 Email: members@SantiamHistory.net

Is your organization an IRS 501(c)(3) non-profit? Yes  No  for smasse@wvl.com

### PROPOSAL INFORMATION

Please type a 1 page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: all residents

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:

2014 \$300

Funds are being requested for (check one):

<input checked="" type="checkbox"/> General Operating Support	<input type="checkbox"/> XXX	<input type="checkbox"/> Project / Program Support
<input type="checkbox"/> Start-Up Costs	<input type="checkbox"/>	<input type="checkbox"/> Technical Assistance
<input type="checkbox"/> Capital	<input type="checkbox"/>	<input type="checkbox"/> Other (please specify) _____

Project dates (if applicable): \_\_\_\_\_

Fiscal year end: \_\_\_\_\_

### BUDGET

Dollar amount requested: \$ 500

Total annual organization budget: \$ see attached

Total project budget: \$ 750.

Operating:

### AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Susan Masse

Position: President, Santiam Historical Society

Signature: Susan M Masse Date: 20 July 2015

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

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

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

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

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

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

**Santiam Historical Society**  
**PO Box 326 Stayton, OR 97383**  
**503-769-1406**

**Veterans History Project**

The United States Congress created the Veterans History Project in 2000. It is administered by the Library of Congress American Folklife Center to collect, preserve, and make accessible the personal accounts of American war veterans so that future generations may hear directly from veterans and better understand the realities of war.

The Santiam Historical Society, in conjunction with our Oral History program, is video recording the stories of local veterans and civilians involved in any US conflict. Because the Library of Congress sets the submission rules, it is proving expensive to share these stories with the Veterans History Project.

We are asking for a grant of \$500, which will allow us to submit approximately 25 video recordings to the program. We will be keeping copies of the recordings here for the use of local students and researchers. It is an important part of our local history as well as our shared national history.

The Society is fortunate that a volunteer has the video camera, and has volunteered to prepare the recordings. The Library of Congress can only accept submissions from a common carrier (FedEx, UPS, etc.), not through the post office. Apparently this has to do with the security measures USPS takes with mail to government institutions, which will harm our electronic submissions. They also cannot accept files sent electronically. This means the major cost to the Society is shipping charges.

**Oral History Project Costs:**

Library of Congress	Qty	Price/Ea	Cost	TOTAL
Photocopies:	8	\$0.05	\$0.40	
DVDs:	2	\$0.28	\$0.55	
DVD Sleeves:	2	\$0.05	\$0.10	
Fed' Ex Shipping	1	\$14.50	\$14.50	<b>\$15.55</b>

**Santiam Historical Society**

Photocopies:	4	\$0.05	\$0.20	
DVDs:	1	\$0.28	\$0.28	
DVD Sleeves:	1	\$0.05	\$0.05	
Folder:	1	\$0.40	\$0.40	<b>\$0.92</b>

**Copies for the veteran**

Photocopies:	4	\$0.05	\$0.20	
DVDs:	1	\$0.28	\$0.28	
DVD Sleeves:	1	\$0.05	\$0.05	
Folder:	1	\$0.40	\$0.40	
Envelope:	1	\$0.08	\$0.08	
USPS Mailing:	1	\$2.03	\$2.03	<b>\$3.04</b>

**\$19.52**

In addition to the Veteran's project, we are also collecting oral histories of residents of the Santiam Canyon. We anticipate expenses to be about \$250 for this portion, which we are raising through private donations.

We feel the veterans project is too important to delay. We are losing our WWII veterans at an alarming rate. This grant will allow us interview and preserve these memories for not only Stayton residents, but all America.

**Santiam Historical Society**  
**PO Box 326 Stayton, OR 97383**  
**503-769-1406**

	Balance	Membership	Other Income	Utilities	Fed/State Fees	Other Expense\$	Notes
Balance Fwd	\$643.36						
31 Aug 2014	\$623.40		\$0.04	-\$20.00			storage unit
01 Sep 2014	\$504.92	\$100.00	\$0.02	-\$40.00		-\$178.50	Grant +\$300, PO Box -42, IRS
31 Oct 2014	\$1,168.24	\$220.00	\$905.02	-\$9.70	-\$410.00	-\$42.00	-400, Oregon state -10
30 Nov 2014	\$652.76	\$20.00		-\$32.48		-\$503.00	Liability insurance -500
31 Dec 2014	\$634.33	\$10.00		-\$17.83		-\$10.60	Stamps -10.60
31 Jan 2015	\$559.25	\$30.00	\$0.02	-\$55.10	-\$50.00		Corporation filing -50
28 Feb 2015	\$503.72			-\$55.53			
31 Mar 2015	\$740.18		\$365.65	-\$54.19		-\$75.00	Truman Price old music tea 365.63-75)
30 Apr 2015	\$686.35		\$0.02	-\$53.85			
31 May 2015	\$620.54	\$30.00	\$0.03	-\$53.84		-\$42.00	PO Box 42
30 Jun 2015	\$600.85		\$35.02	-\$54.71			Speakers' fee income \$35
		\$410.00	\$1,305.82	-\$447.23	-\$460.00	-\$851.10	

July 2015 will have expenses of approximately \$55.00 (phone and electric bills). We will have an exhibit at the Brown House during Sufferfest, and anticipate only a modest number of donations.



# City of Stayton

RECEIVED  
SEP 29 2015

Administration • Finance

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

CITY OF STAYTON

## City of Stayton Community Grant Application

Date of Application: Sep 29, 2015  
Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Organization Name: Stayton Friends of the Library  
Legal name (if different): \_\_\_\_\_  
Address: 515 N 1st Ave  
City / State / Zip: Stayton OR 97383  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_  
Contact person regarding this application: Pam Pugsley  
Title: Chair Phone: 503-576-9400 Email: pampugsley552@gmail.com

Is your organization an IRS 501(c)(3) non-profit? Yes  No

### PROPOSAL INFORMATION

Please type a 1 page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: all travelers on N 1st Ave in Stayton  
If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:  
n/a

Funds are being requested for (check one):  
 General Operating Support  Project / Program Support  
 Start-Up Costs  Technical Assistance  
 Capital  Other (please specify) \_\_\_\_\_

Project dates (if applicable): \_\_\_\_\_  
Fiscal year end: DEC 31

### BUDGET

Dollar amount requested: \$ 1500.00  
Total annual organization budget: \$ 18,000  
Total project budget: \$ 17821.00

Operating:

### AUTHORIZATION

Name and title of top paid staff or board chair:  
Name: Pam Pugsley  
Position: Chair  
Signature:  Date: Sep 29, 2015

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

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

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

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

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

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

STAYTON FRIENDS OF THE LIBRARY  
515 N 1<sup>ST</sup> AVE  
STAYTON OR 97383  
[www.staytonfol.org](http://www.staytonfol.org)

December 14, 2015

Dear Councilors and Mayor,

The Stayton Friends of the Library is excited to be able to sponsor this community benefit project. The Library is planning to retrofit the existing manual reader sign with a new double-sided amber letter electronic message board. This is the only free community message board in town. The current sign allows for one message every two weeks; the new sign will allow for a message every five seconds. Many more community nonprofits will now be able to advertise their events that benefit all citizens. The YMCA can promote healthful activities for youth and Family Building Blocks that aids youth and families. The Library can better promote programs and events for children, families and adults. All ages community events such as Santiam Summerfest, the downtown Halloween walk and the free Christmas movie can all be promoted easily via the new sign.

The sign is being built and installed by Integrity Signs of Hubbard, OR. The sign proposal was approved unanimously by the Stayton Planning Commission in July 2015. The total cost of the project is \$17,821.00. The Stayton Friends of the Library are contributing \$2,000 to the project. The Friends of the Stayton Family Memorial Pool have committed \$500. Other community stakeholders including SCTC, the Stayton Public Library Foundation and the Methodist Church, among others, are being asked to contribute.

The Friends of the Library formed in 1968 with a mission to support the Stayton Public Library and foster a love of reading in the community. We currently raise around \$18K annually of which the majority goes directly to the library for materials and programming. Our 501c3 # is 93-0688061.

We appreciate you reviewing our grant request, and look forward to hearing from you soon.  
Best regards,



Pam Pugsley, Chair  
Stayton Friends of the Library  
503-576-9400 [pampugsley552@gmail.com](mailto:pampugsley552@gmail.com)

# STAYTON FRIENDS OF THE LIBRARY

515 N 1<sup>st</sup> AVE  
STAYTON OR 97383  
www.folstore.org

September 29, 2015

Dear Councilors and Mayor,

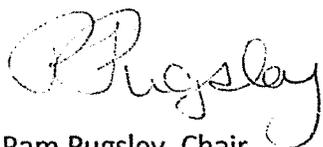
The Stayton Friends of the Library is excited to be able to help with this community benefit project. The Stayton Public Library is retrofitting the existing manual reader sign with a new double-sided amber letter electronic message board. The current sign allows for one message every two weeks, the new sign will allow for a message every five seconds. Many more community nonprofits will now be able to advertise their events. The current sign has limited availability and is difficult to use; standing on a ladder waving plastic letters toward the sign in a wind is hard. The new electronic message board will be controlled via a laptop with Watchfire software. Public service and nonprofit event messages will simply be keyed in and displayed on a rotating basis.

The sign is being built and installed by Integrity Signs of Hubbard, OR. The sign proposal was approved unanimously by the Stayton Planning Commission in July 2015. The total cost of the project is \$17,821.00 The Stayton Friends of the Library are contributing \$2000 to the project. Friends of the Stayton Family Memorial Pool have committed \$1000. Other community stakeholders including SCTC, the Stayton Public Library Foundation and the Methodist church among others are being asked to contribute.

The Friends formed in 1968 with a mission to support the Stayton Public Library and foster a love of reading in the community. We currently raise around \$18 K annually of which the majority goes directly to the library for materials and programming. Our 501c3 # is 93-0688061.

We appreciate you reviewing our request, and look forward to hearing from you soon.

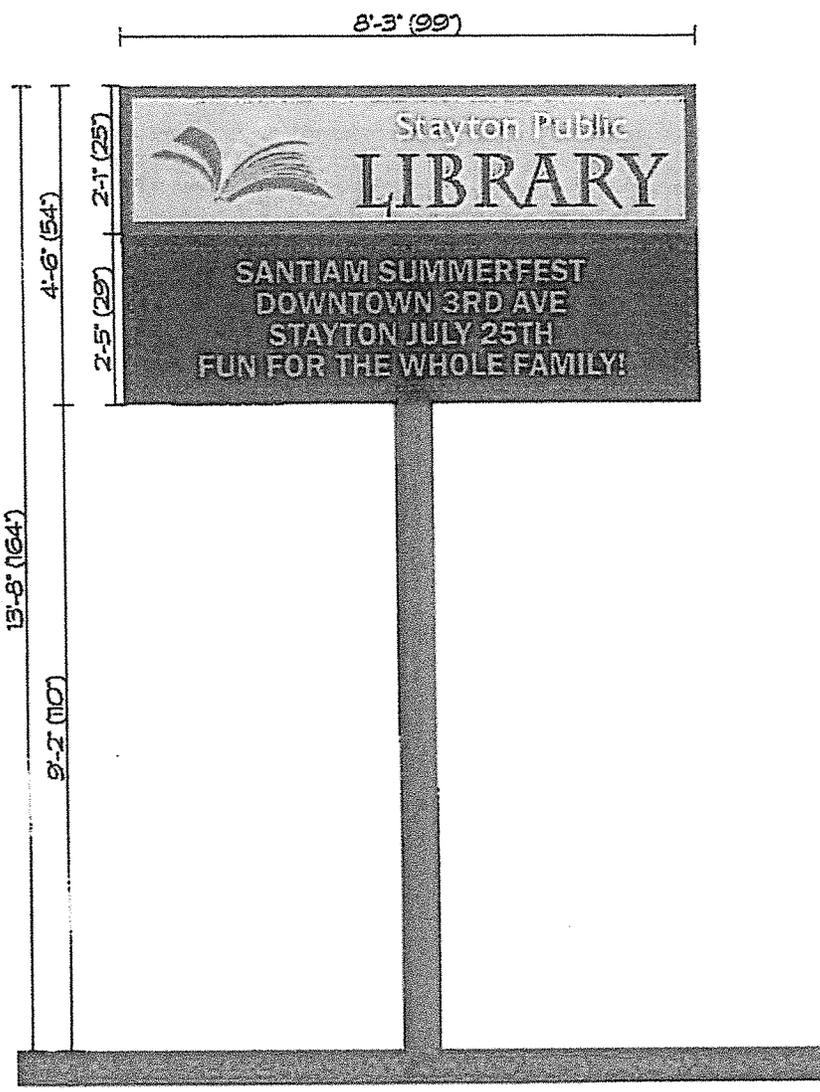
Best regards,



Pam Pugsley, Chair

Stayton Friends of the Library

503-576-9400 pampugsley552@gmail.com



**D/F ILLUMINATED SIGN**

**SPECIFICATIONS**

SCALE - 1/2" = 1'-0"

- UPPER CABINET - .063 Aluminum Fabricated / Painted to Matthews MP 00366 Chase Blue
- UPPER CAB FACES - 3/16" White Lexan
- UPPER CAB COPY - 3M Translucent Digitally Printed Vinyl (various color values)
- UPPER CAB ILLUMINATION - GE White LEDs
- LOWER CABINET - WatchFire 19mm Slim Front Monochrome EMB (Electronic Message Board) - RED or AMBER optional
- EMB VIEWING AREA - 2'H x 8'W
- LOWER CAB COLOR - Semi-Gloss Black
- POLE - Existing

APPROVED FOR PRODUCTION

NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ (DATE): \_\_\_\_\_

HAROLD SIGMUND (DATE): \_\_\_\_\_

Original artwork is protected under federal copyright laws. All rights reserved. No reproduction or distribution of original artwork is permitted without the express written consent of the artist. Colors are printed very slightly from actual artwork and may vary slightly from actual artwork and may vary slightly from actual artwork.

**INTEGRITY SIGNS CORPORATION**

200 INDUSTRIAL AVE.  
P.O. BOX 80  
HARRISBURG, OREGON 97102

Phone: 503-981-3743  
Fax: 503-981-4153

© Certified

SKETCH #: 15-105R

JOB NAME: Stayton Public Library

LOCATION: Stayton, OR

SALESPERSON: House

DRAWN BY: PS

DATE: 5-5-15



Phone 503-981-3743 Fax 503-982-8153  
2830 INDUSTRIAL AVE. / P.O. BOX 88 HUBBARD, OREGON 97032

ELECTRONIC MESSAGE BOARDS / ILLUMINATED SIGNS / LETTERS / BANNERS / LED / NEON / CUSTOM DESIGN / INSTALLATION / SERVICE

September 10, 2015  
Stayton Public Library  
New Sign w/ Electronic Message Board  
Itemized Cost Breakdown for (3) Options

OPTION 1

Sketch 15-100R (Watchfire 19mm Red OR Amber EMB)

Fabrication Materials.....	2255.00
Manufacture Labor.....	1369.00
Installation.....	1293.00
EMB.....	<u>12904.00</u>

TOTAL - 17821.00

**STAYTON FRIENDS OF THE LIBRARY  
TREASURER'S YEAR END REPORT  
January to December 2014**

**SAVINGS ACCOUNT**

Beginning Balance	\$19,161.50
Transfer from Checking Account	2,996.82
Transfer to Checking Account	18,214.61
Transfer from Bookstore Account	17,703.46
Interest	28.86
<b>Total in Savings Account</b>	<b>\$21,676.03</b>

**CHECKING ACCOUNT**

Beginning balance	\$1,000.00
-------------------	------------

**DEPOSITS**

Bookshelf	1,986.26
Computer Printer	2,642.89
Copy Machine	845.01
Memberships	279.95
Diane's Bags	490.00
Tote Bags	70.50
Donation	957.50
From Diana Maui for Shared Order	28.25
Sales at Needle & Thread Show	250.00
Sponsor a Magazine	28.75
Friends Book Order for Ingram	165.80
Pass-thru from Mid-Willamette Council	2,000.00
Pass-thru for Author Visits	170.00
Pass-thru for adult programming	312.00
Transfer from Savings	18,214.61
<b>Deposit Totals</b>	<b>\$28,441.52</b>

**STAYTON FRIENDS OF THE LIBRARY  
TREASURER'S YEAR END REPORT  
January to December 2014**

**EXPENDITURES**

Ingram	1,152.24
Children's Books	1,243.20
Quill Corp.	587.10
Random House Audio	256.50
Ricoh	1,145.17
Xerox	1,574.76
Misc. Supplies	323.93
U.S.P.S.	7.35
PO Box Renewal	58.00
Enumclaw Insurance - yearly	254.00
Movie Licensing USA	263.00
Check Order	21.84
Chamber of Commerce	199.00
Stayton Public Library Foundation	10,100.00
Chemeketa CC New Computers	748.06
Computer Software	738.00
Six Nexus 7 Tablets	1,202.29
Computer Chairs	494.73
Book Page - 1 Year Subscription	300.00
Upstart - Tote Bags to Sell	111.00
Summer Reading Programs	1,480.41
Children's Programming Reimb.	24.98
Teen Programming Reimbursement.	457.30
Adult Programming Reimburs.	25.15
Author Visit honorarium + expenses	1,708.20
Parting Gifts - Heydi, Louise, Mark	300.00
Gifts for Father/Daughter Dance	668.49
Transferred to Savings	2,996.82
<b>Expense Totals</b>	<b>\$28,441.52</b>
<b>Total in Checking Account</b>	<b>\$1,000.00</b>



# City of Stayton

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

## City of Stayton Community Grant Application

Date of Application: September 22nd 2015  
Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Organization Name: Smokin Down The Highway a 501 {C} {3} corporation  
Legal name (if different): \_\_\_\_\_  
Address: 870 ne Pine Street  
City / State / Zip: Sublimity Oregon 97385  
Phone: 5035099806 Fax: \_\_\_\_\_ Website: smokindownthehighway.com

Contact person regarding this application: Dave Edwards

Title: Board President & CEO Phone: 5035099806 Email: dave.sdth@gmail.com

Is your organization an IRS 501(c)(3) non-profit? Yes \_\_\_\_\_ No \_\_\_\_\_

### PROPOSAL INFORMATION

Please type a 1 page summary of your request and attach it to this application along with the program or agency annual budget.

Population served: Santiam canyon area

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:  
none received

Funds are being requested for (check one):

General Operating Support \_\_\_\_\_ Project / Program Support  
 Start-Up Costs \_\_\_\_\_ Technical Assistance  
 Capital \_\_\_\_\_ Other (please specify) \_\_\_\_\_

Project dates (if applicable): August 6th and 7th 2016

Fiscal year end: \_\_\_\_\_

### BUDGET

Dollar amount requested: \$ 2500.00

Total annual organization budget: \$ 51,710.00

Total project budget: \$ 51,710.00

Operating:

### AUTHORIZATION

Name and title of top paid staff or board chair:

Name: David L. Edwards

Position: Board President & CEO

Signature: *David L. Edwards* Date: 9/22/2015

THE CITY OF STAYTON IS AN EQUAL OPPORTUNITY EMPLOYER AND SERVICE PROVIDER

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

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

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

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

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

December 10<sup>th</sup>, 2015

# SMOKIN DOWN THE HIGHWAY

## STAYTON COMMUNITY GRANT APPLICATION

[2<sup>ND</sup> SUBMISSION]

- A. This community based celebration directly serves the residents of Stayton in several ways. It is a family oriented festival that was created to provide family style entertainment at an affordable cost that would allow the maximum numbers of families the financial ability to attend. The cost being less than half the attendance cost of the other two established events held at the Harvest Festival site outside of Sublimity. In order to facilitate our festival, more than sixteen hundred hours of volunteer work is needed. This help is enlisted from youth groups within the Stayton community, who in turn receive a contribution from our non-profit entity [Smokin Down The Highway]. Our 1<sup>st</sup> annual festival raised more than \$3500.00 that was given to local groups Such as Peer Court \$700, Stayton Football \$700, Stayton girls Volley Ball \$560, and several other groups as well as \$2000 to Local Veteran's group and Marion County Food Share, both of whom serve the Stayton area. In addition, more than \$35,000 was returned to the Stayton area in goods and services which directly benefit local business and employees. More than 2000 people attended and benefited from the ability to enjoy a community based function as a family and to strengthen the family bond so as to prevent the breakdown of the family unit. From the multitude of comments we received, we met our goal. With the added events planned, more strategically planned calendar dates and more aggressive marketing we anticipate in excess of 5,000 local residents will enjoy the benefits of our 2016 festival.
- B. The Smokin Down The Highway BBQ festival and Community Celebration is made possible by sponsorship donations by local business. We do not receive any annual government funding, endowments or grants [The Stayton grant is our first request for grant funding]. The costs of putting on the festival have risen from our first annual event by more than 55% overall, with the Harvest site rental alone being increased by more than \$3500, representing a 175% annual increase in that funding requirement

alone. The area that we would like to designate funds raised from a new source [we received no funding from the City of Stayton for 2015] to is the youth amateur bbq contest. This was created to bring young people together with their parents in a bonding and learning situation that would bring them closer together and learn cooking skills that could follow them for many years to come. This contest was and is expected to be attended almost exclusively by Stayton area children. We hope to increase the entrees this year by awarding the 11 to 16 category winner with a trip for he or she and a parent to the World Series Of Junior BBQ held at the American Royal BBQ contest in Kansas City and hosted by Guy Fietti of the Dinners, Drive Inns and Dives TV show. Prior to this event we hope to hold one or two youth BBQ events at the Stayton City Park so that interested kids could get an idea of what the actual contest would be like. Another goal of the event is to again give away brand new books to every child who attends the festival in order to promote reading in the community. This year we are partnering with the Stayton Public Library's community outreach program to see that the books not given away at the festival are distributed among low income and deserving families around the Stayton area. Last year we succeeded in getting over 8,000 new free books into the hands of local children. In addition, we hope to raise enough funding to create a Smokin Down The Highway scholarship fund to award an annual Scholarship to a deserving Stayton high school graduate.

- C. We have created an annual "signature event" [the Stampede has the rodeo and the Harvest Festival has the tractor pull and monster trucks each year] in the form of one of the biggest Outlaw Winged Kart races on the west coast. This two day racing program, along with a new craft beer and wine guild presentation should give us the ability to draw thousands of dollars in sponsorship money from outside the Stayton area and substantially increase overall attendance at the festival. Our Anchor event which is the PNWBA Oregon State Professional BBQ Championship brings in attendance not only from the entire Pacific Northwest, but also produces more than \$5,000.00 in registration fees along with a percentage of the proceeds derived from the sales of samples sold by

contestants. This year we will be hosting the Western States Adult and Junior Amateur BBQ contests which are expected to more than double the number of entrants this year including many from outside the Stayton area, this should produce more than \$1,000 in Entrée fees.

D. Our “target” audience runs the gamut from 5 year olds to the “assisted living” residents of our community. The Outlaw Kart races often see entire families participating, with drivers as young as 5 years old in the “beginners” class and mom and dad driving in the adult and open classes. These races are fun for all ages to watch and they also bring an ongoing youth program to teach local kids about the karts from the mechanics to racing strategy in hopes they will encourage the family to get involved in kart racing as a family, a better alternative to kids growing up with no family oriented participation, along with underlying theme of bringing families together and hopefully preventing families from growing apart and resulting in children following a path that might lead them to the necessity of organizations such as Peer Court or Family Court having to become involved. The volunteer participation opportunities for Stayton youth groups are a great incentive for them not only to learn the value of community volunteerism but it also gives them the opportunity to earn money for their prospective youth groups. The amateur BBQ contests and cooking demonstrations give young and old the opportunity to enhance their BBQ and cooking skills.

E. The Smokin down the Highway BBQ Festival and Community Celebration is a new concept in creating non-profit assistance for local youth groups, scholarship opportunities, promoting family participation in outside the home activities and promoting children’s reading programs by combining popular food related activities with more action packed events like the championship kart racing program that brings a

brand new family attraction to our local area and the Craft Beer and Wine Guild presentations giving demonstrations and advice on the brewing process and wine selection process. Other established local events are more tradition based and less oriented towards supporting youth groups and returning revenue to the community. With your support we will make this 2nd annual event a truly successful one.

The Smokin down the Highway Board of Directors was formed in 2014 as a 501 {c} 3 non-profit corporation to achieve the following goal:

To create an annual event that promotes economic growth in the community while raising awareness for locale youth, community, and other non-profit groups who seek to provide a healthy start for children and families. We also wanted to provide a festival atmosphere that local families could afford to attend and enjoy different family oriented types of entertainment and events.

We elected to put on a professional barbeque contest sanctioned by the Pacific North West Barbeque Association, plus an adult amateur and a junior amateur grill-off contest. Then we set out to build a festival around the contests. We brought in a Russ Strohmeier classic car show, Disc Golf tournament, old fashioned kids zone, Live music, cooking demonstrations, and Beer tent.

Despite the 105 degree grueling heat on opening day and the huge nearby Country Music Jamboree, we were still able to draw 2,000 people, finish in the black monetarily, contribute \$8,000 to locale youth groups, Marion – Polk Food Share, and Chapter 6 of Disabled American Veterans van project. We funneled more than \$33,000 back into our local communities for goods and services. As a first year event, this could not have been possible without the help of the 51 sponsors who donated money and in-kind services to help us become a first year success. We ended up as the largest BBQ event in the State of Oregon; we are now the largest annual BBQ contest in the State of Oregon.

For 2016 we have moved our festival dates to August 6<sup>th</sup> and 7<sup>th</sup> so as to eliminate any large sources of competition. We are expanding the amateur categories, to reach more area families, and the winner of the junior 11 -15 division will have the opportunity to travel with a parent to the National Junior cook off at the American Royal in Kansas City, the largest BBQ contest in the world. Additionally, we are raising the PNWBA prize money amount in order to draw more of the professionals to our festival. A Dutch Oven cook-off will be added along with an upgraded kids zone and arena events.

Next year we are partnering with the Stayton Public Library community outreach program to see that the thousands of new books that we are giving away again next year get to the low income and deserving families who need them most.

We are even doing some preliminary planning for the 2017 festival which due to the extra ordinary Solar event could allow us to take advantage of the additional 100,000 people due to arrive in our local communities prior to the August 21<sup>st</sup> solar event. We have the ability to host the largest BBQ festival on the West coast, but we have to be successful in 2016 in order to plan for 2017.

We need your help to make the Smokin down the Highway BBQ Festival and Community Celebration an even bigger success in 2016. Thank you for the opportunity to apply for funding.

David L. Edwards



Board President & CEO

	A	B	C	D	E	F	G	
<b>2ND ANNUAL SMOKIN DOWN THE HIGHWAY BBQ FESTIVAL 2016</b>								
1								
2	<b>Expenses</b>							
3						<b>Estimated</b>	<b>Actual</b>	
4	<b>TOTAL EXPENSES</b>						<b>\$51,710.00</b>	
5								
6	<b>Site</b>	<b>Estimated</b>	<b>Actual</b>					
7	HARVEST SITE RENTAL	\$2,500.00				\$200.00		
8	PORTABLE TOILETS & SINK	\$2,460.00				\$200.00	** 100 % Solar Eclipse	
9	SOUND & LIGHTS	\$3,000.00						
10	Tables and chairs	DC/NATED						
11	OUTSIDE PARKING LIGHTS	\$250.00						
12	RADIO RENTAL - 10 RADIOS	\$150.00						
13	KIDS AREA	\$2,500.00						
14	INSURANCE	\$1,750.00						
15	<b>TOTAL</b>	<b>\$12,610.00</b>	<b>\$0.00</b>					
16								
17	<b>EVENT GOISTS</b>	<b>Estimated</b>	<b>Actual</b>					
18	PNWBA FEES	\$1,050.00						
19	BANDS	\$3,000.00						
20	SECURITY	\$1,500.00						
21	VOLUNTEERS	\$3,500.00						
22	PNWBA PRIZE MONEY	\$10,000.00						
23	AMATEUR PRIZES	\$2,500.00						
24	MISC. ICE, WATER, ELEC,	\$750.00						
25	ASCAP	\$150.00						
26	GOLF TOURNAMENT	\$1,000.00						
27	DISC GOLF TOURNAMENT	\$250.00						
28	<b>TOTAL</b>	<b>\$23,700.00</b>	<b>\$0.00</b>					
29								
30	<b>Publicity</b>	<b>Estimated</b>	<b>Actual</b>					
31	GRAPHICS WORK	\$2,000.00						
32	PRINTING	\$2,500.00						
33	WEB DOMAIN / DESIGN	\$2,500.00						
34	MARKETING	\$5,000.00						
35	<b>TOTAL</b>	<b>\$12,000</b>						
36	<b>Miscellaneous</b>	<b>Estimated</b>	<b>Actual</b>					
37	SPONSOR DINNER	\$1,500.00						
38	OVERFLOW PARKING	\$1,000.00						
39	LUNCHES	\$500.00						
40								
41	<b>Total</b>	<b>\$3,000.00</b>	<b>\$0.00</b>					

**NOTES**

THIS BUDGET WILL ALLOW US TO MOVE FORWARD WITH ESTABLISHING A "SMOKIN DOWN THE HIGHWAY" GRANT PROGRAM TO HELP OTHER LOCAL NON-PROFITS.

HARVEST SITE DEPOSIT 2016 \$200.00

HARVEST SITE DEPOSIT 2017 \$200.00 \*\* 100 % Solar Eclipse

\*\* WEEKEND OF AUGUST 19TH & 20TH 2017

\*\* 100,000 ADDITIONAL PEOPLE IN OUR LOCAL AREA THAT WEEKEND!! \$400.00

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

DEPARTMENT OF THE TREASURY

Date: JAN 26 2015

SMOKIN DOWN THE HIGHWAY  
527 NE HILLTOP CT  
SUBLIMITY, OR 97385

Employer Identification Number:  
47-1791716  
DIN:  
17053297346004  
Contact Person:  
DALE T SCHABER ID# 31175  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
170(b)(1)(A)(vi)  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
September 14, 2014  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

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

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

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,



Director, Exempt Organizations



# City of Stayton

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

## City of Stayton Community Grant Application

Date of Application: July 1 2015  
Application Submitted to: City Hall

### ORGANIZATION INFORMATION

Name of organization: Santiam Heritage Foundation  
Legal name, if different: \_\_\_\_\_  
Address: P.O. Box 161  
City, State, Zip: Stayton, OR 97383  
Phone: 503-769-5863 Fax: \_\_\_\_\_ Website: branchhouse.org  
Contact person regarding this application: Bob Pendleton  
Title: Vice-pres Phone: 503-769-5863 E-mail: rpendleton@wvi.com

Is your organization an IRS 501(c)(3) not for profit?  Yes  No

### PROPOSAL INFORMATION

Please type a 1 page summary of request and attach it to this application, along with program or agency annual budget.

Population Served: Stayton; Marion & Lincoln Counties

If your Agency has previously received grant funds from the City of Stayton, please list the year and amount of grant funds received.

2011: \$500; 2012: \$500; 2013: \$500; 2014: \$1,000  
Funds are being requested for (check one)

General operating support  Project/program support  
 Start-up costs  Technical assistance  
 Capital  Other (please specify) \_\_\_\_\_

Project dates (if applicable): \_\_\_\_\_  
Fiscal year end: December 2015

### BUDGET

Dollar amount requested: \$1000  
Total annual organization budget: \$35,000  
Total project budget: \$2,500  
Operating: \_\_\_\_\_

### AUTHORIZATION

Name and title of top paid staff or board chair:  
Wendy Stone Name  
President Position  
Signature: Wendy Weddle Stone Date: 7/1/15

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

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

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

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

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

To: Stayton City Council  
From: Santiam Heritage Foundation  
Re: Community Development Grant Application

RECEIVED  
JAN 05 2016

CITY OF STAYTON

Stayton's Charles and Martha Brown House is nearing completion. If Santiam Heritage Foundation's 2016 funding goals are met, the house could open to the public by the end of the year with a user-friendly kitchen and commercial office space rented to help maintain the house.

Santiam Heritage Foundation requests a \$1,000 grant to continue interior work adapting the iconic house for community uses. This will benefit local and regional residents and certainly enhance Stayton's downtown rejuvenation.

Our project meets the following criteria:

- a. **Direct benefits** of this project are both economic and cultural. SHF will continue to support local craftsmen and businesses as the house interior is adapted for further use as an attractive venue for cultural and civic events. Ernst Lau's vast collection of historical material about Stayton, and especially interpretive material about our first hospital, will finally be available for public use.
- b. **Impact of grant** on the Project will promote SHF's mission "to restore and adapt" the house for community uses. Completing the ground floor interior work – especially the kitchen and utility rooms which are approximately 60% finished – will allow for expanded use of the house and move the project toward completion in 2016.
- c. **Funding from outside the community** includes Oregon Cultural Trust; Marion Cultural Development Corporation; The Kinsman Foundation; NORPAC Foods, Inc.; Pacific Power Foundation; SCTC. These grantors have been friendly to the project since 2004, and quite likely will continue to be sources of funds for community projects in the future.
- d. **Targeted to youth and elderly:** Events held so far have included student choral and art exhibits; piano concerts; art and history exhibits; open house tours; Victorian teas and fashion shows. A wider range of events will serve a significant segment of the Stayton community, and waterside grounds will be attractive and possibly serve as an anchor for Stayton's urban trail system.
- e. As can be seen from the above information, SHF will be able to provide **new and unique services to the community**. The Brown House Business Plan includes commercial office space rental to fund critical house maintenance. With this grant, the house will become more useable as a community venue for new services and programs that fulfill a very unique civic need.

# *Santiam Heritage Foundation, Inc.*

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



July 1, 2015

## **2015 Grant Application Summary**

This application is again for money to further progress on the Charles and Martha Brown House so it can continue to grow as a community cultural and social events center.

Last year, the house painting was postponed due to a change in the Board of Trustees' priorities, and work was directed toward the kitchen rooms. However, last year's funds (\$1,000) are earmarked to complete the exterior painting this summer.

This year, volunteer and professional work is focused on completing the user-friendly kitchen. Community grant funds will help pay for professional labor and materials urgently needed to complete the kitchen rooms.

This includes: \*\*\* installing new period cabinet drawers and upper cupboards  
\*\*\* installing reproduced window and door trim,  
\*\*\* replicating the kitchen's original pass through  
\*\*\* replicating the original countertops, milled at the Brown sawmill

The suggested budget for completing the kitchen project is \$ 2,500. Volunteer labor and donated materials may reduce the total cost by approximately 25-30 percent.

For fifteen years, the house restoration and adaptation for community uses has continued carefully and steadily as funds allowed. SHF is debt free, and the house is finally being used - on a very limited basis - as outlined in SHF's Business Plan. However, because the house isn't finished, it does not yet provide income. When the house is finally finished inside, it will serve the Stayton community as a venue for a variety of social and cultural events, as well as a Stayton history interpretive center.

Bob Pendleton  
SHF Vice-president

**2014 Revenue and Expense Summary All Accounts**

**Revenue**

Donations	109	Donations	\$9,115.00	
	153	Donation Jars	\$85.00	\$9,200.00
Grants	136	City of Stayton	\$1,000.00	
	140	NORPAC	\$1,000.00	
	134	Kinsman	\$0.00	
	137	MCDC	\$2,000.00	
	140	SCTC	\$0.00	
	138	Or. Cultural Trust	\$9,000.00	
	141	Pac. Power	\$2,500.00	
	143	IBEW sign grant	\$1,500.00	\$17,000.00
Interest	150	Operating 612502	\$22.81	
	150	Building 612504	\$3.13	\$25.94
Memberships	153	Memberships		\$930.00
Fund raising	126	Garden Tour	\$2,260.00	
	125	Misc Events	\$1,229.50	\$3,489.50
Merchandise	165	Mugs	\$5.00	
	166	Misc. Merchandise	\$195.00	
Miscellaneous	198	Misc Receipts	\$0.00	\$200.00
<b>Total Revenue</b>				<b>\$30,845.44</b>

**Expenses**

Utilities	202	Natural Gas	\$391.75	
	204	Phone	\$93.72	
	205	Electricity	\$864.95	
	221	Water	\$382.72	\$1,733.14
Insurance	206	Fire/Liability	\$3,923.88	
	207	Director's Liability	\$842.00	\$4,765.88
Office Expenses	280	Printing	\$236.83	
	300	Supplies/Postage	\$450.00	\$686.83
Event Expense	233	Acct 612502	\$50.00	
	233	Acct 612504	\$99.88	\$149.88
Miscellaneous	273	Corporation Tax	\$50.00	
	282	OJD Taxes	\$25.00	\$75.00
Brown House Restoration	212	Acct 612502	\$0.00	
	212	Acct 612504	\$9,126.65	\$9,126.65
Brown House Maintenance	213	Maintenance (612502)	\$0.00	
	213	612504	\$162.93	\$162.93
	311	Grounds Maint. 612502	\$2,544.00	
	311	612504	\$154.47	\$2,698.47
<b>Total Expenses</b>				<b>\$19,398.78</b>

*Handwritten notes and signatures at the bottom right of the page, including a date stamp '10/20/14' and various illegible scribbles.*



Brown House 1903  
1<sup>st</sup> Avenue and High  
Stayton, Oregon

**Santiam Heritage Foundation, Inc.**

PO Box 161  
Stayton, OR 97383  
503-769-8860  
www.brownhouse.org  
cmbrownhouse@gmail.com



CITY OF STAYTON

**Board of Trustees**

**President**

Wendy Stone

**Vice President**

Bob Pendleton

**Secretary**

Colleen Graff

**Treasurer**

Carol Zolkoske

**Members**

Anne Hernandez  
Glenn Hilton  
Pat Jones  
Jacquelin Kirby  
Diana Maul  
Jim Nokes

June 21, 2015

Memo to: Christine Shaffer, Finance Director  
From: Bob Pendleton  
Re: 2014 Community Grant

The \$1,000 Community Grant to the Santiam Heritage Foundation from the City in 2014, which was intended to pay for painting the exterior of the Brown House, has not yet been spent.

Due to a change in priorities by the Board of Trustees last year, work in the fall was directed to the kitchen rooms instead of the exterior, and then the "painting window" closed, and so the house weathered another winter without adequate exterior paint protection.

So we still have the \$1,000 from last year and intend to apply any renewed funding from the City to complete the painting job this summer/fall.

Best Regards,

Bob Pendleton  
SHF Vice-president

*The Santiam Heritage Foundation, is a 501(c)(3) tax-exempt organization under Internal Revenue Code. Your contribution is deductible to the full extent allowed by law.*

EIN # .93 1318420  
August 2014



# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Planning Commission

PLEASE CHECK ONE:

New Applicant  
 Application for reappointment

Years resided in Stayton: 22 yrs

PLEASE PRINT

Name Ellen Nunez

Address 601 5th Ave Home Ph# 503 769 8580

Email Address enunez@WVI.COM Cell Ph# 503 851 6451

Occupation Instructor

Place of Employment Portland Community College

Business Address \_\_\_\_\_

Phone 503 570 6790 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.) I have a member of the Planning Commission for about 8 years. I have attending training sessions over the years & have gained insight through experience.

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 lived in Stayton for over 20 years & take great pride in my town. I have seen neighboring communities decline do to a lack of vision & leadership. I want to see Stayton continue to thrive & hope that my small contribution will maintain this goal.

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.

I hope that stayton citizens as well as, local businesses feel we are an avenue for them.

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

I have been a member of this commission.

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 1-18-16

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**



# Stayton Police Department

## PUBLIC SAFETY COMMISSION APPLICATION

**PLEASE PRINT LEGIBLY**

LAST NAME <b>Sessums</b>		FIRST NAME <b>Cari</b>	MIDDLE INITIAL <b>LYNN</b>
OTHER NAMES (MAIDEN, ALIAS) <b>SESSUMS, GALUSHA</b>		DRIVER'S LICENSE NUMBER <b>67766821</b>	STATE OF ISSUANCE <b>OR</b>
PHYSICAL HOME ADDRESS <b>E Burnett</b>		CITY <b>Stayton</b>	STATE <b>OR</b>
		ZIP CODE <b>97383</b>	
MAILING ADDRESS (IF DIFFERENT THAN PHYSICAL ADDRESS) <b>SAME</b>			
HOME TELEPHONE		WORK TELEPHONE <b>503 767 3945</b>	CELLULAR TELEPHONE <b>503 767 6895015</b>
E-MAIL ADDRESS <b>Billy and Cari@WB Cable.net</b>		DO YOU LIVE IN STAYTON OR SUBLIMITY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	DO YOU WORK IN STAYTON OR SUBLIMITY? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO
OCCUPATION/EMPLOYER <b>Covered Bridge Cafe Owner</b>		EMPLOYER'S TELEPHONE <b>503 767 3945</b>	
EMPLOYER'S ADDRESS <b>510 N 3rd Ave</b>		CITY <b>Stayton</b>	STATE <b>OR</b>
		ZIP CODE <b>97383</b>	

IN CASE OF EMERGENCY PLEASE CONTACT			
NAME <b>JACK FISKE</b>	RELATIONSHIP <b>FATHER</b>	HOME TELEPHONE <b>503 767 6000</b>	ALTERNATE TELEPHONE <b>503 769 1000</b>
HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENSE? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		IF YES, PLEASE EXPLAIN ON A SEPARATE SHEET. INCLUDE DATE, LOCATION JURISTITION AND DISPOSITION.	
HAVE YOU EVER BEEN ARRESTED? <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES		IF YES, PLEASE EXPLAIN ON A SEPARATE SHEET. INCLUDE DATE, LOCATION JURISTITION AND DISPOSITION.	

PERSONAL REFERENCES PLEASE LIST 3 PERSONAL REFERENCES WHO HAVE KNOWN YOU FOR AT LEAST 3 YEARS.			
NAME <b>Don Eubank</b>	TELEPHONE <b>503 409 4718</b>	HOW LONG HAVE YOU KNOWN THIS PERSON? <b>17 years</b>	
PHYSICAL HOME ADDRESS <b>Stayton</b>		CITY <b>OR</b>	STATE <b>97383</b>
		ZIP CODE	
NAME <b>Tim Schabel</b>	TELEPHONE <b>503 510 5322</b>	HOW LONG HAVE YOU KNOWN THIS PERSON? <b>6 years</b>	
PHYSICAL HOME ADDRESS <b>4th St</b>		CITY <b>Sublinity</b>	STATE <b>OR</b>
		ZIP CODE	
NAME <b>Tracy Jones</b>	TELEPHONE <b>503 769 3489</b>	HOW LONG HAVE YOU KNOWN THIS PERSON? <b>Friend</b>	
PHYSICAL HOME ADDRESS		CITY	STATE <b>OR</b>
		ZIP CODE	

As an applicant to the Stayton Police Department Public Safety Commission, I hereby authorize the Stayton Police Department to access information regarding my background and criminal history, so that I may participate on the Public Safety Commission. I understand a background investigation is being conducted. I understand the results of this investigation are confidential and not available for my examination or for release to any authority.

#### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a participant, any false statements, omissions or other misrepresentations made by me on this application may result in my immediate dismissal from the Public Safety Commission.

Cari Sessums      Cari Sessums      12/16  
SIGNATURE      PRINT NAME      DATE

#### OUR POLICY

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age or disability.

1. We are seeking to organize the Stayton Police Department Public Safety Commission so it represents the diversity within the Stayton Community. The ideal candidate will represent a diverse group within Stayton and will serve as a mouthpiece for the segment of the community they represent. Our expectation is that each member will be in contact with the members of the community they represent and share that information at quarterly meetings. Please explain who you will represent, how you plan to communicate with them and what your past involvement with the Stayton community has been.

I have a real passion for my community, giving back to my community is how I contribute to a better way of life for myself and my family. I communicate with citizens in my community through church & Cape School functions and recovery based functions I am involved in. I currently am on the Marion County Sheriff's advisory committee - I am a leader in my church as in Celebrate Recovery, my husband and I lead NA meetings at and for our church. I also take recovery meetings to the County Jail every Sunday night. I belong to a community group called Methbusters and I speak at various recovery functions around the state as well as speak to women leaving prison. I represent the community of people who have recovered from addiction - And shows us that "we do recover"



# CITY OF STAYTON REQUEST FOR RECOGNITION

The purpose of this form is to ensure that anyone wishing to address the Stayton City Council will have the opportunity to do so. This form is to be completed prior to the opening of the meeting, and should be submitted to staff. Please wait for recognition from the Mayor prior to addressing the Council.

Name (please print): Ram Pugsley  
Address: 552 N 6th Stayton OR 97383  
Street City State Zip

Topic: Community grant

Speaking in...

Support of X Opposition to \_\_\_\_\_ General Testimony \_\_\_\_\_

Comments: library money - for new reader board/sign  
in the library  
cost 17500 or more.

**Please limit presentations to 10 minutes or less, and comments to 3 minutes or less.**

If you wish to obtain a copy of a land use decision, please contact the Planning & Development Department at (503) 769-2998, or their office is located at 311 N. 3<sup>rd</sup> Avenue, Stayton, 97383.



# CITY OF STAYTON REQUEST FOR RECOGNITION

The purpose of this form is to ensure that anyone wishing to address the Stayton City Council will have the opportunity to do so. This form is to be completed prior to the opening of the meeting, and should be submitted to staff. Please wait for recognition from the Mayor prior to addressing the Council.

Name (please print): DAVE Edwards

Address: 870 NE Pine - ST Sublimity \_\_\_\_\_  
Street City State Zip

Topic: Grant's Smokin Down The Highway

Speaking in...

Support of  Opposition to \_\_\_\_\_ General Testimony \_\_\_\_\_

Comments: More than just looking neat,  
racing go-carts family activities  
craft beers festival - book giveaway

**Please limit presentations to 10 minutes or less, and comments to 3 minutes or less.**

If you wish to obtain a copy of a land use decision, please contact the Planning & Development Department at (503) 769-2998, or their office is located at 311 N. 3<sup>rd</sup> Avenue, Stayton, 97383.



# CITY OF STAYTON REQUEST FOR RECOGNITION

The purpose of this form is to ensure that anyone wishing to address the Stayton City Council will have the opportunity to do so. This form is to be completed prior to the opening of the meeting, and should be submitted to staff. Please wait for recognition from the Mayor prior to addressing the Council.

Name (please print): DALE YOUNG

Address: 1846 E. VIRGINIA STAYTON OR 97383  
Street City State Zip

Topic: MOVIES IN THE PARK LICANT APPLICATION

Speaking in...  
Support of  Opposition to  General Testimony

Comments: 1-5 years ago of movies in the park

**Please limit presentations to 10 minutes or less, and comments to 3 minutes or less.**

If you wish to obtain a copy of a land use decision, please contact the Planning & Development Department at (503) 769-2998, or their office is located at 311 N. 3<sup>rd</sup> Avenue, Stayton, 97383.