



**AGENDA**  
**STAYTON CITY COUNCIL**  
**Tuesday, February 18, 2020**  
Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

**CALL TO ORDER**

**7:00 PM**

**Mayor Porter**

**FLAG SALUTE**

**ANNOUNCEMENTS**

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

**APPOINTMENTS – None**

**PUBLIC COMMENTS**

*If you wish to address the Council, please fill out a “Request for Recognition” form on the table near the door. Speakers are limited to 3 minutes and must state their name and residence.*

**CONSENT AGENDA**

- a. February 3, 2020 City Council Minutes

**PUBLIC HEARING – None**

**GENERAL BUSINESS**

**Facilities Master Plan Presentation**

- a. Presentation – Mackenzie
- b. Public Comment
- c. Council Discussion

**Railroad Letter of Support**

- a. Continuation of Council Discussion – Mayor Porter
- b. Council Decision

**Resolution No. 1001, to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for the Development of Mill Creek Park**

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Deliberation
- d. Council Decision

**COMMUNICATIONS FROM MAYOR AND COUNCILORS**

## COMMUNICATION FROM CITY STAFF

### ADJOURN

### FUTURE AGENDA ITEMS

- a. Marion County Presentation – Tobacco and Substance Abuse
- b. Public Hearing – Fern Ridge Annexation and Comprehensive Plan Amendment

*The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Administrative Services Manager Alissa Angelo at (503) 769-3425.*

# CALENDAR OF EVENTS

## **FEBRUARY 2020**

Monday	February 17	<b>CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY</b>		
Tuesday	February 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 24	Planning Commission	7:00 p.m.	Community Center (north end)

## **MARCH 2020**

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

## **APRIL 2020**

Monday	April 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	April 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 20	City Council	7:00 p.m.	Community Center (north end)
Monday	April 27	Planning Commission	7:00 p.m.	Community Center (north end)

## **MAY 2020**

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

## **JUNE 2020**

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

**City of Stayton  
City Council Minutes  
February 3, 2020**

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

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

**Time End:** 9:08 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (joined at 7:04 p.m.)	Keith Campbell, City Manager
Councilor Ben McDonald	Dan Fleishman, Director of Planning & Development
Councilor Christopher Molin	David Frisendahl, Police Chief (excused)
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
	Susannah Sbragia, Finance Director

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b> a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None. Councilors Patty and Molin declared a conflict of interest on the Award of Community Improvement Grants and will recuse themselves from the discussion and decision.
<b>Appointments</b>	None.
<b>Public Comments</b> a. Russ Strohmeyer  b. Bill Martinak	Mr. Strohmeyer shared concern about homeless in Stayton and if the City has a plan.  Mr. Martinak spoke in support of the Food Bank receiving a Community Improvement Grant.
<b>Consent Agenda</b> a. January 21, 2020 City Council Minutes b. Memorandum of Understanding with Santiam Hospital	Motion from Councilor Ohrt, seconded by Councilor Patty, to approve the Consent Agenda as presented. <b>Motion passed 5:0.</b>
<b>Public Hearing</b>	None.
<b>General Business</b> <b>Railroad Letter of Support Presentation</b> a. Memo from Mayor Henry Porter b. Presentation by Nicole Westin	Mayor Porter introduced Nicole Westin from Kevin Mannix's office who provided information on the letter of support being requested for the local railroad.  Questions from the Council regarding local businesses in

support, cost to repair washouts on the rail line, benefits to the community and a timeline, if there is a guarantee the rail line will come to Stayton, clarification of connection with Coos Bay, costs for farmers and businesses, and the commuter train possibilities. Ms. Westin responded and will gather answers to other questions for the Council.

This agenda item will return at a future meeting date for consideration.

Mr. Fleishman reviewed the staff report.

Council discussion and questions regarding the Westown application budget, if a homeowners association exists in the Westown neighborhood, metrics and the possibility of doing a minimum score,

Motion from Councilor McDonald, seconded by Councilor Hook, to award Community Improvement Grants as follows:

Applicant	Amount
Sylvan Springs	\$3,300
Westown	\$7,000
Jefferson Place	\$3,000
Food Bank	\$1,000
Revitalize Downtown Stayton	\$2,000
CERT	\$3,700

Council Discussion: Brief discussion on follow-up from the groups who are being awarded grants.

**Motion passed 3:0 (Patty and Molin abstained).**

Motion from Councilor Hook, seconded by Councilor Ohrt, to allow for the missed Public Comment to occur. **Motion passed 5:0.**

Russ Strohmeyer spoke on the Community Improvement Grant program and how he feels the funds should be spent.

Ms. Sbragia reviewed her staff report.

Council questions and discussion regarding the fund for Mayor and Council and Facilities.

None.

### Award of Community Improvement Grants

a. Staff Report – Dan Fleishman

b. Council Deliberation

c. Council Decision

d. Public Comment

### Budget to Actual 2019-20 Fiscal Year as of December 31, 2019

a. Staff Report – Susannah Sbragia

b. Public Comment

<p><b>Resolution No. 999, Declaring Surplus Property</b></p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Public Comment</p> <p>c. Council Deliberation</p> <p>d. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report.</p> <p>None.</p> <p>None.</p> <p>Motion from Councilor Patty, seconded by Councilor Molin, to declare the two properties as surplus and adopt Resolution No. 999 as presented. <b>Motion passed 5:0.</b></p>
<p><b>Resolution No. 1000, Five-Year Local Option Tax for Partial Support of the Library, Pool, and Parks Programs</b></p> <p>a. Staff Report – Keith Campbell</p> <p>b. Public Comment</p> <p>c. Council Deliberation</p> <p>d. Council Decision</p>	<p>Mr. Campbell reviewed the staff report.</p> <p>Council questions and discussion regarding the issue going before the voters, and what will happen if the levy does not pass. Mr. Campbell responded.</p> <p><u>Bill Martinak</u> spoke in support of the levy.</p> <p>Council members expressed their support of the pool, parks, and library.</p> <p>Motion from Councilor Hook, seconded by Councilor Ohrt, to approve Resolution No. 1000 as presented. <b>Motion passed 5:0.</b></p>
<p><b>Stayton City Council Rules</b></p> <p>a. Staff Report – Keith Campbell</p> <p>b. Public Comment</p> <p>c. Council Deliberation</p> <p>d. Council Decision</p>	<p>Mr. Campbell reviewed the staff report.</p> <p>Council questions and discussion regarding public comment placement on the agenda, the option of one regular Council meeting and one work session meeting per month, videotaping of work sessions,</p> <p><u>Russ Strohmeyer</u> spoke in opposition of limiting public comment.</p> <p><u>Aaron Frichtl</u> spoke in opposition of limiting public comment and shared concern over work sessions.</p> <p><u>Bill Martinak</u> spoke in opposition of limiting public comment and also shared concern over work sessions.</p> <p>Councilor members shared their thoughts on the issue before the Council and held further discussion.</p> <p>Motion from Councilor McDonald, seconded by Councilor Patty, to leave the Council Rules as currently adopted.</p>

	<p><i>Council Discussion:</i> Councilor Hook stated her opposition to the motion. Councilor Patty shared his thoughts.</p> <p><b>Motion passed 3:2 (Hook, Ohrt).</b></p>
<p><b>Communications from Mayor and Councilors</b></p>	<p>Councilor Hook responded to comments from Mr. Strohmeyer regarding the Community Improvement Grant funds. She also briefly spoke about the Levy.</p> <p>Councilor Molin reminded the public the Council can be contacted outside of meetings.</p> <p>Councilor Patty briefly spoke about the return of Chat with a Councilor. A date will be announced soon.</p> <p>Councilor Ohrt thanked those in attendance and spoke briefly on the Community Improvement Grants.</p> <p>The Council requested the Police Chief provide an informational presentation regarding homelessness and how the City deals with the issue in Stayton. Mr. Campbell responded.</p>
<p><b>Communication from City Staff</b></p>	<p>Mr. Campbell spoke briefly on the Community Improvement Grant program.</p> <p>Additionally, work on the Jordan Bridge will begin tomorrow.</p>
<p><b>Future Agenda Items</b></p> <ul style="list-style-type: none"> <li>a. Facilities Master Plan Presentation</li> <li>b. Resolution – Oregon Parks and Recreation Department</li> </ul>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 18<sup>TH</sup> DAY OF FEBRUARY 2020, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

Date: \_\_\_\_\_

Transcribed by: \_\_\_\_\_  
Alissa Angelo, Administrative Services Manager



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Lance Ludwick, Public Works Director**  
**DATE: February 18, 2020**  
**SUBJECT: Resolution No. 1001, a Resolution to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for the development of Mill Creek Park**

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**ISSUE**

The issue before the City Council is whether or not to approve Resolution No. 1001, authorizing the City Manager to apply for and sign an Oregon Parks and Recreation Department (OPRD) Local Government Large Grant application for the development of Mill Creek Park.

**BACKGROUND INFORMATION**

The City acquired 23 acres along Mill Creek to develop a future park. The park will include amenities not available in existing parks like a youth baseball field, skate park, covered stage, bocce ball, picnic areas and walking paths.

In September 2017, the City sent out a Request for Proposals to consultants to help the City develop a master plan for the newly acquired land, known as Mill Creek Park. AKS Engineering and Forestry (AKS) was interviewed and selected as the consultant to help the City develop the park master plan.

On February 22, 2018, AKS and the City held a citywide open house to obtain feedback from the citizens on what type of amenities they would like to see in the new park. Approximately 40 citizens participated in the open house. AKS processed the information received from the community and developed 3 concept plans incorporating the most desired park amenities.

On September 11, 2018, the three concept plans were presented to the Parks and Recreation Board for comments. The Board members were asked which concept plan they preferred and what amenities from the other concept plans they would like to add to the preferred plan. The resulting information was provided to the AKS park design team.

On November 13, 2018, AKS and the City held a second citywide open house to view the three original concept plans and a fourth plan which was a plan derived from the Parks and

Recreation Board's comments and suggestions. Eight citizens showed up and participated in the open house.

In December 2018 through the end of January 2019, the developed master plan for Mill Creek Park was placed on display in the Stayton Public Library for the public to view and provide comment on. The comments received from the Library display were given to the consultants for their use. The concept plan presented to you tonight is the product of all of the comments received over the past year.

City staff made the effort to put together a grant application during the 2018-2019 FY but ran into time constraints and decided to postpone the application submittal for one year.

In November of 2019, the City hired a grant writer to assist with preparing the OPRD large grant application. We are currently working diligently to prepare the application for submittal on or before April 1, 2020.

It should be noted if the City is awarded a \$750,000 large grant there will be a 40% match requirement which amounts to \$500,000. We will use to use the monies used for the purchase of the property as part of the match. Even with the purchase price going towards the match, the City will have to budget up to \$240,000 to meet the match requirement.

#### **STAFF RECOMMENDATION**

Staff recommends the City Council approve Resolution No. 1001, authorizing the City Manager to apply for and sign an OPRD grant application.

#### **OPTIONS**

1. The City Council could choose to approve Resolution No. 1001.
2. The City Council could choose to deny Resolution No. 1001.

#### **MOTION(S)**

1. Move to approve Resolution No. 1001, as presented.

Adoption will authorize the City Manager to apply for and sign the Oregon Parks and Recreation Local Government Large Grant application for the development of Mill Creek Park.

2. Move to modify Resolution No. 1001 as follows...
3. Denial. No motion necessary.

**RESOLUTION NO. 1001**

**A RESOLUTION AUTHORIZING THE CITY OF STAYTON TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF MILL CREEK PARK.**

**WHEREAS**, the Oregon Parks and Recreation Department (OPRD) is accepting applications for the 2020 Local Government Large Grant Program;

**WHEREAS**, the City of Stayton desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements;

**WHEREAS**, the Parks and Recreation Board and City staff have identified the development of Mill Creek Park as a high priority need in Stayton and has solicited comments from area residents and park users, developed a conceptual master plan to develop Mill Creek Park;

**WHEREAS**, the development of 23.05 acres at Mill Creek Park includes a youth baseball field, walking trails, picnic shelters, playground, green open space, skate spot, covered basketball court, native riparian meadows, bird boxes, an observation tower, horseshoe, bocce ball, and covered stage;

**WHEREAS**, the OPRD grant program requires a 40% match and the City of Stayton is using the property's purchase price of \$260,000 to partially fulfill its share of the obligation related to this grant application and the City will allocate an additional \$240,000 to meet the remainder of the matching requirement, should the grant funds be awarded;

**WHEREAS**, the City of Stayton will provide adequate funding for ongoing operations and maintenance of the Mill Creek Park parks and recreation facility should the grant funds be awarded; and

**WHEREAS**, one of the requirements of the OPRD grant application process is that the application must include a resolution from the governing body authorizing the grant application.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAYTON, OREGON, AS FOLLOWS:**

- Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for the development of Mill Creek Park.
- Section 2: The City of Stayton, through its City Manager, shall apply for a Local Government Grant from the Oregon Parks and Recreation Department to pay for the development of Mill Creek Park as identified on the Mill Creek Park Conceptual Master Plan.
- Section 3: The City of Stayton, through its City Manager, may submit additional grant applications and funding requests to private foundations, local corporations and civic groups in order to provide funding for the Mill Creek Park development improvements.
- Section 4: This Resolution shall be effective following its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS \_\_\_\_ DAY OF FEBRUARY, 2020.

CITY OF STAYTON

Date: \_\_\_\_\_, 2020

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

Date: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Keith Campbell, City Manager