



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 17, 2017

Stayton Community Center

400 W. Virginia Street

Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

ANNOUNCEMENTS – PLEASE READ CAREFULLY

Items not on the agenda but relevant to City business may be discussed at this meeting. Citizens are encouraged to attend all meetings of the City Council to insure that they stay informed. Agenda items may be moved forward if a Public Hearing is scheduled.

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

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Request for Recognition: If you wish to address the Council, please fill out a green "Request for Recognition" form. Forms are on the table at the back of the room. *Recommended time for presentation is 10 minutes. Recommended time for comments from the public is 3 minutes.*

- a. Recognition of Julia Bochsler for Housing Rehabilitation by Mayor Henry Porter
- b. Employee Recognition by Keith Campbell, City Administrator
- c. Eclipse Update by Chief Rich Sebens and Lt. Charles Button

CONSENT AGENDA

- a. June 19, 2017 City Council Minutes

Purpose of the Consent Agenda:

In order to make more efficient use of meeting time, resolutions, minutes, bills, and other items which are routine in nature and for which no debate is anticipated, shall be placed on the Consent Agenda. Any item placed on the Consent Agenda may be removed at the request of any council member prior to the time a vote is taken. All remaining items of the Consent Agenda are then disposed of in a single motion to adopt the Consent Agenda. This motion is not debatable. The Recorder to the Council will then poll the council members individually by a roll call vote. If there are any dissenting votes, each item on the consent Agenda is then voted on individually by roll call vote. Copies of the Council packets include more detailed staff reports, letters, resolutions, and other supporting materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

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

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution No. 963, Amending Rules Governing the Use of the Community Center, Jordan Bridge, City Parks, and other City Facilities **Action**

- a. Staff Report – Chief Rich Sebens
- b. Council Deliberation
- c. Council Decision

Wilco Road Industrial Area Infrastructure Improvements **Action**

- a. Staff Report – Dan Fleishman
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

Finance Department Report – Cindy Chauran & Elizabeth Baldwin **Informational**

- a. June 2017 Monthly Finance Department Report

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

- a. June 2017 Statistical Report

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

- a. June 2017 Operating Report
- b. I-Serve Update

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

- a. June 2017 Activities Report

Library Director’s Report – Janna Moser **Informational**

- a. June 2017 Activities

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

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – August 7, 2017

- Alley Vacation
- Pool Fees
- Emergency Mitigation

ADJOURN

CALENDAR OF EVENTS

JULY 2017

Monday	July 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 31	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2017

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

SEPTEMBER 2017

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

OCTOBER 2017

Monday	October 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 13	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	October 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 30	Planning Commission	7:00 p.m.	Community Center (north end)

NOVEMBER 2017

Monday	November 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 7	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	November 10	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY		
Tuesday	November 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	November 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 20	City Council	7:00 p.m.	Community Center (north end)
Thursday	November 23	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 24			
Monday	November 27	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
June 19, 2017**

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

Time Start: 7:00 P.M.

Time End: 7:45 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Presentations / Comments from the Public	
a. Melanie Newton & Adrienne Campbell, Stayton Elementary PTC	Ms. Newton and Ms. Campbell thanked the Council on behalf of the Stayton Elementary School PTC.
b. Michael Reynolds and Jeffrey Brubaker, Stayton Veterinary Hospital	Requested the Council amend their approved plans to omit the fence requirement. They were asked to go through the Planning Department and submit a plan amendment application.
Consent Agenda	
a. June 5, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Niegel, to approve the Consent Agenda as presented. Motion passed 5:0.
b. Acceptance of Abstract of Election Results – May 16, 2017	
c. CCRLS Amendment to Intergovernmental Agreement 2017-18	
Public Hearing	
Land Use File #1-02/17 – Application for Subdivision, 1103 Shaff Road, Hayden Homes, Inc.	
a. Commencement of Public Hearing	Mayor Porter opened the hearing at 7:13 p.m. Mr. Fleishman gave a brief introduction. Mark Shipman, attorney for the applicant, provided an introduction of the project. Mr. Fleishman reviewed the staff report included in the Council packet. Discussion of continuity of sidewalk connection along Shaff Road, which will resemble what was done at Wildlife Meadows and approved for Stayton Middle School.
b. Staff Introduction	
c. Applicant Presentation	
d. Staff Report	
e. Questions from the Council	

<p>f. Proponents' Testimony g. Opponents' Testimony</p>	<p>None.</p> <p><u>Inez Ambrosek, 1668 N. Eagle Street</u>, shared her concerns and opposition of the proposed subdivision.</p> <p><u>Durelle Hudson, 1658 N. Eagle Street</u>, shared her concerns and opposition of the proposed subdivision.</p> <p><u>Nick Pothetes, 1633 N. Eagle Street</u>, shared his concerns of the storm sewer and opposition of the proposed subdivision.</p> <p><u>Nicholas Hennemann, 1608 N. Eagle Street</u>, shared his concerns and opposition of the proposed subdivision.</p> <p>Opponents' felt not enough notice was given for the proposed subdivision. Mr. Fleishman reviewed the notice provided.</p> <p><u>Eric Whisman, 1510 Meadowlark Drive</u>, spoke in opposition and feels the annexation should have been referred to the voters of Stayton.</p> <p><u>Jeff Ader, 1638 N. Eagle Street</u>, shared his safety concerns for pedestrians and opposition of the proposed subdivision.</p> <p><u>Joyce Reinke, 2068 Cardinal Avenue</u>, shared her concerns and opposition of the proposed subdivision. She inquired on the definition of Medium Density, Mr. Fleishman explained.</p>
<p>h. Governmental Agencies</p>	<p><u>Julia Uravich, Marion County Public Works Traffic Engineer</u>, stated staff will open a review for additional crosswalks on Shaff Road.</p> <p>John Rasmussen, Marion County Public Works, spoke about the multiuse path on the south side of Shaff Road.</p>
<p>i. General Testimony</p>	<p><u>Nicholas Hennemann, 1608 N. Eagle Street</u>, reminded the Council the de novo hearing.</p>
<p>j. Questions from the Public</p>	<p>None.</p>
<p>k. Questions from the Council</p>	<p>None.</p>
<p>l. Applicant Summary</p>	<p>Mr. Shipman provided a summary.</p>
<p>m. Staff Summary</p>	<p>Mr. Fleishman responded to concerns about storm water, density of the subdivision, and pedestrian connectivity within the proposed subdivision.</p>

<ul style="list-style-type: none"> n. Close of Hearing o. Council Deliberation p. Council Decision 	<p>Mayor Porter closed the hearing at 8:32 p.m. Brief discussion of requirements in the draft order.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Niegel, to approve the application of Hayden Homes for preliminary subdivision plan approval (Land Use File #1-02/17) and adopt the draft order presented by staff. Motion passed 4:1 (Quigley).</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Resolution No. 960, Authorizing Submittal of Grant Application to Bonneville Environmental Foundation</p> <ul style="list-style-type: none"> a. Staff Report – Dan Fleishman b. Council Discussion c. Council Decision <p>Charter Review Committee Proposed Changes</p> <ul style="list-style-type: none"> a. Staff Report – Keith Campbell b. Council Discussion c. Council Decision <p>Resolution No. 962, City Fees & Charges</p> <ul style="list-style-type: none"> a. Staff Report – Keith Campbell b. Council Discussion c. Council Decision 	<p>Mr. Fleishman reviewed his staff report. Brief discussion of requirements to have Council approval to apply for grants. Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve Resolution No. 960 as presented. Motion passed 5:0.</p> <p>Mr. Campbell reviewed the staff report and Charter review process. Brief discussion of changes made to the proposed Charter. Motion from Councilor Kronquist, seconded by Councilor Quigley, to approve Resolution No. 961 as presented. Motion passed 5:0.</p> <p>Mr. Campbell reviewed the staff report. None. Motion from Councilor Niegel, seconded by Councilor Kronquist, to approve Resolution No. 962 as presented. Motion passed 5:0.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <ul style="list-style-type: none"> a. May 2017 Monthly Finance Department Report <p>Police Chief’s Report – Chief Rich Sebens</p> <ul style="list-style-type: none"> a. May 2017 Statistical Report <p>Public Works Director’s Report – Lance Ludwick</p> <ul style="list-style-type: none"> a. May 2017 Operating Report <p>Planning & Development Director’s Report – Dan Fleishman</p> <ul style="list-style-type: none"> a. May 2017 Activities Report 	<p>No discussion.</p> <p>Chief Sebens provided a brief review of his statistical report and gave an update on the recent Fishing Derby.</p> <p>No discussion.</p> <p>Mr. Fleishman gave a brief review of his report.</p>

Library Director's Report – Janna Moser a. May 2017 Activities	Ms. Moser invited everyone to sign up for Summer Reading at the Library.
Presentations / Comments From the Public	None.
Business from City Administrator	Mr. Campbell spoke about the annual Community Grant process opening on July 1 st . Also, a reminder that the July 3 rd City Council meeting has been cancelled.
Business from the Council	Councilor Glidewell spoke about an upcoming meeting to discuss planning for a potential Teen Drop-In Center. Councilor Quigley inquired about the status of the Community Garden relocation. He shared his concern with the removal of the Garden from its current location without consideration. He would like to see standards put into place which would prevent the change of use of a park without an approval.
Business from the Mayor	None.
Future Agenda Items – Monday, July 3, 2017 a. Meeting Cancelled	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF JULY 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Keith D. Campbell, City Administrator

Date: _____

Transcribed by: _____

Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: July 17, 2017
SUBJECT: Resolution No. 963, Amending Rules Governing the Use of the Community Center, Jordan Bridge, City Parks, and other City Facilities

ISSUE

Amending Rules Governing the Use of the Community Center, Jordan Bridge, City Parks, and other City Facilities.

BACKGROUND INFORMATION

City staff has found the need to update the rules governing the facility use. Some of these issues included alcohol permits, security issues and a change in which facilities can be leased by the public for private exclusive use. Staff felt these issues could be addressed easier by making the proposed changes.

FISCAL IMPACT

The City may see an increase in facility rental due to the proposed changes.

OPTIONS:

1. Adopt the resolution as presented.
2. Adopt the resolution with amendments.
3. Decline to adopt the resolution.

MOTION(S)

1. Approve Resolution No. 963 Adopting Rules Governing the Use of the Community Center, Jordan Bridge, City Parks, and other City Facilities and appealing previous rules.
2. Approve Resolution No. 963, as amended, Adopting Rules Governing the Use of the Community Center, Jordan Bridge, City Parks, and other City Facilities and appealing previous rules.

RESOLUTION NO. 963

A RESOLUTION AMENDING RULES GOVERNING USE OF THE COMMUNITY CENTER, JORDAN BRIDGE, CITY PARKS, AND OTHER CITY FACILITIES.

WHEREAS, the Stayton City has in place rules governing the use of the Stayton Community Center, Jordan Bridge, City parks, and other community facilities;

WHEREAS, the Stayton City Council finds that it is in the best interests of the City to amend the rules governing the use of public facilities, fee schedules, and related policies; and

NOW, THEREFORE, BE IT RESOLVED that:

SECTION 1. The RULES GOVERNING THE USE OF CITY OF STAYTON PUBLIC FACILITIES appended hereto, designated Exhibit A are hereby adopted.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 17TH DAY OF JULY, 2017.

CITY OF STAYTON

Signed: _____, 2017

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2017

ATTEST: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

David A. Rhoten, City Attorney

EXHIBIT A.

RULES GOVERNING THE USE OF CITY OF STAYTON PUBLIC FACILITIES

1. PERMITS:

- a. A Facility Use Permit is required for exclusive private or public use of ~~any City facility including~~ the Community Center, the Jordan Bridge, or the Pioneer Park Concession Stand, Tennis Courts (scheduled events only), parks (scheduled events only), or other City facilities, except the Stayton Family Memorial Pool and the Stayton Public Library Meeting Rooms which require a separate rental agreement (described below). Facility Use Permits may be obtained from the Facility Coordinator designated by the City Administrator.
- b. A separate Stayton Family Memorial Pool Rental Agreement is required for any exclusive private or public use of the Pool facility. Pool Rental Agreements may be obtained directly from the Pool facility. The YMCA operates the Stayton Family Memorial Pool. The YMCA requires a separate Pool Rental Agreement for any exclusive private or public use of the Stayton Family Memorial Pool.
- c. A separate Library Rental Agreement is required for any exclusive private or public use of the Stayton Public Library meeting rooms. Library Rental Agreements may be obtained directly from Library staff.
- d. A Facility Use Permit and/or Rental Agreement is not transferrable.
- e. The City reserves the right to make further stipulations for use prior to issuing a Facility Use Permit.
- f. The City reserves the right to terminate or immediately revoke a Facility Use Permit or Rental Agreement and exclude the users from the building or facility if the user fails to comply with these rules, city ordinance or state law. If the permit is revoked for violating these rules, city ordinance or state law, any fees paid are non-refundable.
- g. The City reserves the right to terminate or revoke a Facility Use Permit or Rental Agreement and exclude the users from the building in the event of an emergency if the City needs to use the facility for its own use or needs to prohibit use of the facility to protect public safety. If the permit is revoked due to an emergency, refunds will be limited to the facility rental fee and deposit. The City is not responsible for refunding any loss incurred to the ~~lessee~~ Lessee.

2. ALCOHOL USE:

- a. Alcoholic beverages may not be served or consumed on any public property or premises, unless an exception has been granted by the City.
- b. The City ~~Council~~ may allow the consumption of alcoholic beverages under terms of a facility lease agreement and/or Event permit between the City and Lessee.
- c. Upon written request from a public agency or non-profit organization, the City Administrator may approve a revocable ~~facility~~ Facility use Use permit Permit and/or Event permit, which permits the consumption of alcoholic beverages for a special event or fundraising activity.
- d. Upon written request from a private party, the City Administrator, or his designee, may approve a facilities use permit, which also permits the consumption alcoholic beverages, at a private event, such as a wedding, reception or similar activity.

- e. The decision of the City Administrator is final. This is an administrative decision enforcing the Council's policy. The City's decision to allow or not allow an applicant to have alcoholic beverages will be based on an administrative review of the applicant history, ~~and~~ experience using other City facilities, the ability for the applicant to handle issues that arise handle the safety and welfare issues that may arise, the proposed event type-of event that is proposed, the risk of damage to City property and the potential for liability exposure for the City.
- f. The City Administrator may refer any such request to the City Council for consideration.
- g. A non-refundable, alcoholic beverage service permit fee will be charged, in addition to the regular application fee charged for a City of Stayton Facility Use Permit. (The applicant must be at least 21 years of age.) and an OLCC temporary permit.
- h. ~~Alcoholic beverages, with the exception of distilled spirits, may be served or consumed under a facility use permit.~~ Food and non-alcoholic beverages must ~~also~~ be concurrently served at an event where alcoholic beverages are served.
- i. Alcoholic beverages may only be served by a caterer or retailer who holds a license to sell alcoholic beverages through OLCC or if the Permit holder has City approved security for the event (See Section 5 - Security-section 5). The permit holder must show proof of a service contract with a caterer, retailer, or security prior to the event.
- j. Serving, possession or consumption of alcoholic beverages is strictly limited to within the interior of the Community Center building, the interior of the Stayton Public Library, and on the Jordan Bridge (and must be within 50 feet of the Bridge) or within a designated area of a public park or property. All designated areas where Alcohol may be consumed must be properly marked, ~~with signage stating that "No Alcoholic Beverages Beyond This Point",~~ and have clearly delineated boundaries, and clear and concise signage.
- k. OREGON LIQUOR LICENSE CONTROL COMMISSION (OLCC): If an event is open to the general public, an OLCC permit may be required. OLCC's rules must be strictly followed and enforced. ~~(If an event requires a special license from the OLCC, the OLCC license must be submitted to the City no later than 10 business days prior to the scheduled event. For questions regarding whether or not an OLCC license is necessary, call the OLCC at (503)-378-4871.)~~
- l. An applicant is required to furnish a general liability insurance policy with a liquor rider for a minimum of \$1,000,000 coverage. The insurance certificate must have an original signature; must cover the date(s) of the scheduled event; must name the City of Stayton, its elected/appointed officials, officers, agents, employees and volunteers as additional named insured; and, must be submitted to the City no later than ten (10) business days prior to the scheduled event.
- m. In addition to the requirements listed below in Section ~~4~~5. Security, if private security is used rather than personnel from the Stayton Police Department, the Chief of Police, or designee, must be notified prior to the scheduled event date that a function is occurring and whether any special considerations are required.
- n. An additional cleaning deposit shall be collected at the time application is made to the City. A portion of this additional deposit may be refundable upon inspection by City personnel after the event.
- o. The applicant/permittee of the scheduled event will be responsible for providing alternate transportation to individuals who are visibly intoxicated or impaired.

3. RULES:

- a. As mandated by applicable Oregon Revised Statutes, smoking in or near any City building or on the Jordan Bridge is strictly prohibited.
- b. Facility hours are indicated on the Facility Use Permit or Rental Agreement. If the facility is not vacated at the agreed upon time, additional rent, custodial and security time will be charged. Security fees may then be subject to double time pay if using City security services.
- c. Rent commences to accrue as soon as the facility is made available to the user. User must be aware that buildings such as the Community Center, Library, etc. have multiple daily uses and at times only one hour is provided between uses. Therefore, hours must be scheduled in consecutive blocks of time which include time for set-up, the activity, and clean-up. For example, if the user has reserved the Community Center for a function on Saturday evening, but has requested access to the building Friday evening to set-up, the user will be charged for Friday evening's set-up time, all day Saturday when the building is unavailable to other users, and Saturday evening until the building has been vacated.
- d. At NO TIME shall a facility or building be left unlocked and unattended. When in use, the Community Center doors must remain closed at all times.
- e. The facility will either be opened for the user, or a key will be issued to the authorized user. If the key is not returned to City Hall within five (5) business days after the event, the user will be charged a fee for each key not returned. If any key remains unreturned after thirty (30) calendar days following the event, the user will be held responsible for all costs associated with re-keying the facility.
- f. City inventory is provided for the user's convenience only. The user is responsible for its reasonable use and safekeeping. Any City inventory items (tables, chairs, etc.) must be cleaned and returned to their proper storage place. All decorations and garbage must be removed. If the facility itself (or City inventory items) is not returned to its original condition, the user will be charged for any additional cleaning required of City personnel or for the repair or replacement of any inventory items damaged or misappropriated. The user may be charged for excess use of paper products and cleaning supplies such as toilet paper and paper towels.
- g. Decorations must NOT be attached to the walls or the ceiling of the facility.
- h. Climbing on any City furniture is prohibited. A ladder or step stool is located in the custodial closet at the Community Center for user convenience.
- i. Music must be kept at levels which do not disturb the reasonable peace and quiet of any citizen. If live music/band is used the live music must be concluded by 10:00pm. Exceptions may be allowed under certain circumstances. If noise exceeds reasonable sound limits, the City and the Stayton Police Department reserves the right to immediately terminate the music and/or revoke the Facility Use Permit or Rental Agreement.
- j. Candles are permitted inside City facilities ONLY with express written approval stated on the Facility Use Permit or Rental Agreement.
- k. Use of rice, confetti, glitter, small paper articles, or any similar objects used for decoration or any other purpose, is prohibited in any facility premises and in the parking areas.
- l. Use of birdseed is prohibited in any building, but may be used in the parking areas.

- m. Facility rental(s) may require a “walkthrough” with City staff; both prior to the use and after the use is concluded, during regular City business hours (Monday - Friday, 8 a.m. - 5 p.m.).
- n. The City may require the user to provide combined single limit insurance coverage of \$1,000,000. If required by the City, the user must provide the City with a Certificate of Insurance naming the City of Stayton as an additional named insured.
- o. All City, State and Federal laws must be followed. Violations of these laws and ordinances are subject to appropriate enforcement action.
- p. The City ~~and the Stayton Police Department~~ reserves the right to immediately revoke the Facility Use Permit without reimbursement to the user for violations of these rules, the Facility Use Permit and/or the Rental Agreement(s).

4. **RESERVATIONS AND FEES:**

- a. See City Fee ~~Rental~~ Schedule for current fees for each facility/premises. ~~(Attached to these Rules (Attachment A) and by this reference incorporated herein.~~
- b. A deposit of 25 percent of the total rental fee, or the entire cleaning fee, whichever is greater, will be required to reserve a City facility.
- c. An additional fee of 25 percent of the total rental fee will be charged to non-resident applicant/permittees.
- d. All fees must be paid in full ten (10) business days in advance of the date of use.
- e. Fees and deposits made for use of the Community Center, Jordan Bridge, ~~City parks,~~ and other City facilities are non-refundable unless notice of cancellation is given 10 business days prior to the reserved date.
- f. Fees are charged for the hours for which the facility is scheduled. If the user vacates the facility before the scheduled time is up, no refund will be remitted for security or rental. If a facility is used in excess of the scheduled time, additional rent and security fees will be charged to the user.
- g. All fees are based on the City Fee ~~Rental~~ Schedule. If no fee for a particular use is listed on the schedule, the City may establish a reasonable fee for use.
- h. Security may be required at any of the City facilities/parks. (See “Security” Section ~~45~~).
- ~~h.i.~~ The Permit holder may be responsible for any costs associated with police response due to the events at the facility or the park including but ~~for such things, but not limited to~~ disturbances, incidents related to intoxicants, person crimes, criminal mischief, et al. The City may invoice the permit holder for officer response, administrative costs and any other costs incurred as a result of the police response. -Victims of crimes will not be invoiced or penalized for reporting.
- ~~i.j.~~ Key Deposit - ~~The A~~ key deposit for any of the City facilities is made at the time of the key pickup and refunded (~~in cash~~) when the key is returned. Key(s) must be returned to City Hall no later than five (5) business days after the event.
- ~~j.k.~~ Community Center:
 - i. Rental of the Community Center may be done for a portion of the Community Center or for the whole Center. Rental of the north side does not include

kitchen privileges.

ii. Cleaning fees are non-refundable.

~~k.l.~~ l. Park's Facilities:

i. There are no fees for everyday individual or family use. Parks are available for use on a first-come first-served basis.

ii. ~~Groups may rent an entire park or a designated area within a park, excluding the Jordan Bridge or Tennis Courts. A deposit is required that will be returned provided no damage occurs and upon inspection the park is clean. The user is responsible for any damage beyond the deposit. Refundable deposits will be mailed to the applicant/permittee within 30 days by the City.~~ The concession stand at Pioneer Park is available to rent.

~~l.m.~~ m. ~~Jordan Bridge:~~ The Jordan Bridge may be rented by itself, but does not include the park.

~~m.~~ n. ~~Tennis Courts:~~

~~Tennis Courts may be rented for organized events or tournaments. This is for the whole Tennis Court facility. There are no partial rentals of the courts.~~

n. Swimming Pool, Group Rental Fees: ~~(Contact the Stayton Family Memorial Pool for Pool Rental Agreement and applicable fees).~~

o. Library Meeting Rooms: ~~(Contact the Stayton Public Library Staff for the Library Rental Agreement and applicable fees).~~

p. Fee Reductions and Waivers

i. All events sponsored or co-sponsored by the City of Stayton may use facilities ~~(excluding the swimming pool)~~ at no cost. - Except for officially sanctioned meetings of established City groups, boards or committees, no request for reservation of City facilities for City-sponsored activities shall receive preferential consideration over other parties for scheduling. Reservations shall be made on a first-come, first-served basis for all facilities.

ii. Public agencies and non-profit organizations may submit requests to the City Administrator or designee to obtain fee reductions or waivers. The City Administrator or designee will review all such requests and the decision to approve or to deny the request will be based on the public agency or non-profit organization's ability to pay, the number of Stayton residents served, whether the facility is available, and the value of the service to the community. The City Administrator or designee may either approve or deny the request.

5. SECURITY:

For the purposes of these Rules of use for City of Stayton public facilities:

a. A minimum of ~~two~~ ~~one~~ ~~(2)~~ 1 security officers shall be required at dances, weddings, wedding receptions, birthday parties, company parties and other similar events, park rented events with expected attendance of 200 persons or more at one time, or any other event where the City Administrator or designee deems that security is in the best interest of all parties concerned. The exact number of officers required will be determined by the Chief of Police. City and City co-sponsored events will not require

security provided that City staff is present at the event.

- b. A minimum of ~~four~~ **one (1)** security officers shall be required at all events where alcohol is served. If the alcoholic beverages will be served only for ceremonial purposes, (e.g. a single toast at a wedding or sacramental purpose at a funeral), or for a city-sanctioned or sponsored event (e.g. a Library Foundation dinner, Mayor's reception or Chamber of Commerce fundraiser) the Chief of Police may reduce the number of security officers required for the event or waive the requirement for security officers. The decision of the Chief of Police is final.
- c. Security may be contracted from a private licensed/bonded firm as approved by the Stayton Police Department, or, security may be obtained by hiring Stayton Police Department personnel, to be determined and assigned by the Chief of Police.
- d. If the City of Stayton Police Department personnel are used for the security, the security fee is non-refundable if cancellation occurs within ten (10) business days of the event.
- e. Remuneration shall be as follows:
 - i. Private licensed/bonded security firms shall be paid directly as established between the user and the security firm. A copy of the security contract shall be submitted to the City no less than ten (10) business days prior to the event.
 - ii. Police personnel shall be paid for at a minimum of three (3) hours as designated in the schedule attached.
 - iii. Payment shall be made to the City a minimum of ten (10) business days prior to the event.
 - iv. If the applicant/user chooses to use City security, the City Administrator or designee will coordinate with the Stayton Police Department to schedule necessary personnel.
- f. Requested event times shall be submitted in writing to the City with the appropriate remittance for security costs. Event times shall not exceed those hours listed in Section ~~56~~, Hours.

6. **HOURS:**

- a. The Parks are generally available ~~for rental~~ on a "first come first serve" basis between the hours of ~~8:00-6:00~~ a.m. and 10:00 p.m. every day of the week.
- b. The Jordan Bridge is generally available for rental on a "first come first serve" basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- c. The Library Meeting Rooms are generally available for rental on a "first come first serve" basis between 8:00 a.m. and 10:00 p.m. every day of the week.
- d. The Community Center is generally available for rental on a "first come first serve" basis:

Sunday - Thursday: 8 am-10 pm
Friday and Saturday 8 am-12 Midnight

- e. The City Administrator, or designee, may approve, for good cause, overnight use of a park facility. Such authorization is subject to the applicant properly obtaining a City Camping Permit pursuant to SMC 8.12.630.

| 7. **DEFINITIONS:** For the purposes of these Rules of use for City of Stayton public facilities.

| f.a. “Civic” groups include non-profit service organizations which do not restrict membership and do not charge fees other than membership dues. County, state and federal government agencies (for uses other than public meetings) are included in this group;

| g.b. “Private” groups are groups, organizations, or meetings not open to the general public, such as receptions, private parties, etc.;

| h.c. “Commercial” groups are persons, businesses, and organizations whose activities are profit-making in nature. Political, industrial, and professional organizations are included in this group.

| 7.8. **INSURANCE:** The City may require the user to maintain General Liability Insurance Coverage (\$1,000,000). If required by the City, the user must provide the City with a Certificate of Insurance naming the City of Stayton as an additional “Named Insured.”



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

TO: Mayor Henry A Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: July 17, 2017
SUBJECT: Wilco Road Industrial Area Infrastructure Improvements

ISSUE

The issue before the City Council is discussion of proposed infrastructure improvements in the Wilco Road industrial area in order to stimulate industrial and commercial development and possible options for financing those improvements.

BACKGROUND INFORMATION

The City has approximately 75 acres of vacant commercially and industrially zoned land in the Wilco Road corridor. Development of that land to provide employment opportunities will require significant improvements to various city infrastructure. The City's master plans call for improvements to the Shaff Road/Wilco Road intersection and the W Washington St/Wilco Road intersection, to water lines in Wilco Road and Shaff Road, and the extension of sewer to the west of Wilco Road. The City and Marion County have come to an agreement on conceptual plans for improvements to Wilco Road. If the costs of these improvements were placed upon the party developing the land, then, staff is concerned, it will preclude development.

Last summer the City received a grant from the Infrastructure Finance Authority within the Oregon Business Development Department. The grant was used to have the City Engineer refine the plans and prepare cost estimates for the street and utility improvements and to have the Mid-Willamette Council of Governments prepare a review of the programs and options available to the City financing those improvements.

ANALYSIS

The City's Transportation System Plan predicted that the Shaff/Golf Club/Wilco intersection will need signalization in by the year 2025. Recent transportation impact analyses for nearby developments have indicated that at least one of the warrants for signalization is currently met. However, because intersection operates at an acceptable level of service, signalization has not yet been called for.

In preparation for the eventuality of signalization, and the need for realignment of the intersection when it is signalized, the City and Marion County came to an agreement on a conceptual plan for improvements to the intersection and to all of Wilco Road in 2014. The

2014 conceptual plans provide for both near-term and long-term improvements at the intersection. The City Engineer was tasked with looking at the 2014 Conceptual Design Summary and determining, in more detail, the street improvements, sewer expansion and water line extensions that would be necessary to implement the near-term improvements. The attached memo from the City Engineer provides detail on the proposed improvements.

Looking at proposed street, pedestrian and utility and stormwater improvements, the City Engineer has developed an estimate of probable cost in the neighborhood of \$7.5 million. The memo from the WVCOG provides a list of funding opportunities for municipal infrastructure projects.

With significant expanses of vacant land, the Wilco Road industrial area lends itself use of tax increment financing – in which the tax revenues on new development are used to finance the improvements. In Oregon the tax increment financing is known as “urban renewal.” If the urban renewal area were to include the entirety of the Wilco Road Corridor, property along Shaff Road, between the Stayton Middle School and the Salem Ditch and several thousand feet along Golf Club Road –incorporating all of the properties that would benefit from the infrastructure improvements proposed – the tax increment in the next ten years could be as much as \$40 million, which would generate over \$4 million to fund the improvements.

STAFF RECOMMENDATION

The staff recommendation is for the City Council to authorize staff to continue to explore the establishment of an urban renewal area to assist in financing infrastructure improvements in the Wilco Road industrial area.

OPTIONS AND MOTIONS

Staff has provided the City Council with a number of options, each with an appropriate motion. Staff recommends the first option.

1. Authorize staff to continue to explore the establishment of an urban renewal area to assist in financing infrastructure improvements in the Wilco Road industrial area

Move to authorize staff to continue to explore the establishment of an urban renewal area to assist in financing infrastructure improvements in the Wilco Road industrial area, including meeting with affected units of government, and report back to the City Council with additional analysis

2. Direct staff to continue to cease exploration of an urban renewal area to assist in financing infrastructure improvements in the Wilco Road industrial area

Move to direct staff to that continued investigation of financing infrastructure improvements in the Wilco Road industrial area not include urban renewal

Wilco Road Area – Conceptual Utility Plan Summary

City of Stayton, OR

TO: Lance Ludwick, P.E./*Public Works Director*
Dan Fleishman/*City Planner*

FROM: John Ashley, P.E./*City Engineer*

COPIES: Project Files

PROJECT: **Wilco Road Area – Conceptual Utility Plan Summary**

DATE: Final – March 29, 2017
Draft – March 21, 2017

Background

Wilco Road is classified in the City’s Public Works Standards as a Minor Arterial under Marion County’s jurisdiction. The primary role of Wilco Road within the City’s overall transportation system is to provide both localized transportation within the north westerly portion of the City, as well as to serve the City’s primary industrial area. In 2014, the City completed a Wilco Road Area Conceptual Design Summary (*Ashley Engineering Design, 2014*) in order to provide general guidance on the proposed street design criteria, including the anticipated right of way requirements, typical street design sections, stormwater management strategies, and other pertinent information for potential development located within and around the Wilco Road area.

More recently, the City initiated this conceptual utility plan to provide general guidance for the conceptual layout for the public utilities to serve potential commercial development along the Wilco Road area near the intersection of Golf Club/Shaff/Wilco Road. For the purposes of this conceptual utility plan, the Wilco Road area includes the southerly end of Golf Club Road, northerly end of Wilco Road between the intersection of Golf Club Road/Shaff Road/Wilco Road and Industrial Drive, and the adjoining portions of Shaff Road as further indicated in the attached conceptual design figures.

This memorandum provides a brief summary of the planning-level information used to establish the conceptual public utility layout and includes conceptual design figures to help illustrate their proposed locations. It should be noted that this memorandum and attached conceptual design figures are not to be considered as a preliminary or final engineering design or as an update or supplement to the City’s master plans, as the intent is to present the general public utility layout concepts and to serve as an initial starting point for planning and preliminary engineering design efforts.

Opinions of probable cost have been prepared for general guidance in project evaluation and implementation of the larger City initiated projects; however as further indicated in the cost estimates, project feasibility and funding needs must be carefully reviewed by the City prior to the City making specific financial decisions to help ensure project evaluation and adequate funding.

The various City master plans were completed in the mid- to late-2000s and provide detailed information and future system planning considerations as it relates to the various public utilities. Updates to the City's master plans will need to evaluate how this proposed Wilco Road Area Conceptual Utility Plan fits into the overall master plan of each public utility system, or if modifications to this conceptual utility plan is needed.

Conceptual Utility Plan Information

The following provides a brief summary of the information obtained from the various City master plans as it relates to the Wilco Road area public utilities. The proposed public utility improvements are shown in the attached conceptual design figures. The conceptual design figures are based on photos, tax assessor maps, GIS mapping, and other graphical data, and are to be considered schematic only. Preliminary and final engineering designs for the Wilco Road area including, but not limited to, street and pedestrian improvements, intersection and travel lane configuration options, crosswalks, and traffic controls, water, sanitary sewer, and stormwater system improvements, and other public infrastructure improvements shall be as recommended by the various developments' engineering studies and current City master plans, and shall be as reviewed and approved by the City and Marion County Public Works at the time development occurs.

Street and Pedestrian Improvements

Existing Street and Pedestrian Information and Deficiencies

Wilco Road is currently unimproved without curb and gutters, storm drainage, sidewalks or bike lanes, except at the North Santiam Shopping Center located along the east side of Wilco Road near the Golf Club Road/Shaff Road/Wilco Road intersection. The major intersections of Wilco Road are currently controlled by all-way stops. The only striped left-turn lanes in the Wilco Road area are at the Golf Club Road/Shaff Road/Wilco Road intersection at the north, south, and east legs. Shaff Road east of the intersection contains a center-turn lane from Wilco Road to approximately 100' east of the last driveway to the North Santiam Shopping Center. Shaff Road west of the intersection is a 24' wide two-lane turnpike style street. Industrial Drive is currently a dedicated half-street right-of-way with no improvements that is being used as agriculture farmland.

Master Plan Recommended Street and Pedestrian Improvements

The City's Transportation System Plan (*H. Lee and Associates, 2004*) reviewed the various transportation system needs throughout the City and presented recommendations on how to address the system deficiencies. For the Wilco Road area, the Transportation System Plan (TSP) recommended a traffic signal at the Golf Club Road/Shaff Road/Wilco Road intersection. Additional right-of-way will need to be dedicated and/or acquired in order for the proposed street and pedestrian improvements and signalization of this intersection.

The City's TSP also recommended a future east-west neighborhood collector or local street west of Wilco Road about mid-span between Locust Street and Shaff Road to serve the commercial development area. A small portion of right-of-way has already been dedicated to serve this future street (Industrial Drive); however, additional right-of-way will need to be dedicated as development occurs, to carry out the vision of the TSP.

Proposed Street and Pedestrian Improvements

As previously indicated, the 2014 Wilco Road Area Conceptual Design Summary provides general guidance on the proposed Wilco Road area street design criteria, including the anticipated right of way requirements, typical street design sections, stormwater management strategies, and other pertinent information for potential development located within and around the Wilco Road area. Both near- and long-term public street improvement recommendations were presented in the conceptual design summary and approved by the City and Marion County Public Works. However, the final alignment and design of the recommended improvements shall be as reviewed and approved by the City and Marion County Public Works at the time development occurs.

The proposed near-term street and pedestrian improvements for the Wilco Road area are as follows:

- ❖ **(Near-Term Improvements) Golf Club/Shaff/Wilco Road Intersection Improvements:** Signalization of the Golf Club/Shaff/Wilco Road intersection is recommended as part of the near-term street improvements and is anticipated to be necessary within the next 7 to 10 years. The intersection will need to be shifted approximately 15' to the west along the Shaff Road horizontal alignment in order to allow for the much larger horizontal radius required by the 45mph posted speed limit through the proposed traffic signal. As such, signalization of the intersection will need to be further analyzed by the various developments' traffic engineering studies to determine at what point the traffic signal and proposed intersection improvements become warranted. Since the intersection is under Marion County jurisdiction, careful coordination with both Marion County Public Works and the City will be required for development of this area.

- ❖ **(Near-Term Improvements) Golf Club Road north of Shaff Road:** The proposed street improvement consists of widening the existing roadway to the west at the intersection to provide for a 50' wide typical section that will match both the Wilco Road and Shaff Road typical sections.
- ❖ **(Near-Term Improvements) Shaff Road west of the Wilco Road:** The proposed street improvement consists of widening the existing 24' wide 2-lane roadway to provide for a 50' wide typical section. The roadway pavement will be widened in both the north and south directions.
- ❖ **(Near-Term Improvements) Shaff Road east of the Wilco Road:** The existing 3-lane street is proposed to remain unchanged, except for pedestrian improvements and the right turn lane improvement from Shaff Road onto Golf Club Road at the intersection.
- ❖ **(Near-Term Improvements) Wilco Road south of Shaff Road:** On the north end of Wilco Road, the proposed street improvement consists of widening the existing 28' to 40' wide roadway to the west to provide for a 50' wide typical section.
- ❖ **(Near-Term Improvements) Industrial Drive (Future East-West Collector Street):** The proposed street improvement consists of constructing a 50' wide typical section. The street location will greatly depend on the type of development proposals for this area and their corresponding proposed street network. As such, the final street improvements will need to be as recommended by the various development's planning and engineering studies and shall be as reviewed and approved by the City and Marion County Public Works at the time development occurs.

Water System Improvements

Existing Utility Information and Deficiencies

Both Wilco Road and Shaff Road east of the Golf Club/Shaff/Wilco Road intersection are currently served by an existing 10" public water main and a small section on the south end of Golf Club Road is currently served by an existing 8" public water main. These public water mains are either nearing their useful design life and/or will not be able to meet future long term demands of the surrounding area. Both Shaff Road west of Wilco Road and Industrial Drive do not currently have a public water main.

Master Plan Recommended Utility Improvements

The City's Water Master Plan (*Keller Associates, 2005*) reviewed the various water system needs throughout the City and presented recommendations on how to address the system deficiencies. For the Wilco Road area, the City's master plan recommended as part of future development a new 16" water main within Shaff Road from the Stayton Middle School to Wilco Road; a new 16" water main within Wilco Road from Shaff Road to Ida Street; a 12" water main within Golf Club Road; a 10" water main within Shaff Road west of Wilco Road; a 10" water main within Industrial Drive; and a 12" water main adjacent to the Salem Ditch along the limits of the urban growth boundary west of Locust Street and north around Shaff Road back to Golf

Club Road. These are needed in order to serve the needs of the middle school, the residential and commercial areas, and the Wilco Road industrial areas.

Proposed Conceptual Utility Plan Improvements

The proposed near- and long-term water system improvements are shown in the attached conceptual design figures and are summarized as follows:

- ❖ **(Near-Term Improvement) New 10-inch Water Main within Shaff Road (West of Wilco Road):** A new 10" water main is proposed along Shaff Road west of Wilco Road, as recommended by the City's Water Master Plan. Installation of the new 10" water main will need to be performed when development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.
- ❖ **(Near-Term Improvement) New 12-inch Water Main within Industrial Drive:** A new 12" water main along Industrial Drive is proposed. A 10" water main was recommended by the City's Water Master Plan along Industrial Drive; however, given the recent interest in development and dedication of public right-of-way that already occurred for the proposed future street network for this area, having the 12" water main at this location may be appropriate. However, the location of this 12" water main will greatly depend on the type of development proposals for this area and their corresponding proposed street network. As such, the final location of the water main will need to be as recommended by the various development's planning and engineering studies and shall be as reviewed and approved by the City at the time development occurs.
- ❖ **(Long-Term Improvement) New 16-inch Water Main within Shaff Road (East of Wilco Road):** A new 16" water main is proposed to replace the existing 10" water main along Shaff Road east of Wilco Road, as recommended by the City's Water Master Plan. The timing of this proposed long-term improvement will greatly depend on the anticipated design life of the existing 10" water main. When the existing 10" water main can no longer be economically operated and maintained by the City or when it is no longer able to meet the demands of the surrounding area, then replacement with the 16" water main will be necessary. Replacement of a small section of the existing 10" water main with a new 16" water main will need to be performed with the development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.
- ❖ **(Long-Term Improvement) New 12-inch Water Main within Golf Club Road (North of Shaff Road):** A new 12" water main is proposed to replace the existing 8" water main along Golf Club Road, as recommended by the City's Water Master Plan. The timing of this proposed long-term improvement will greatly depend on the anticipated design life of the existing 8" water main. When the existing 8" water main can no longer be economically operated and maintained by the City or when it is no longer able to meet the demands of the surrounding area, then replacement with the 12" water main will be necessary. Replacement of a small section of the existing 8" water main with a new

12" water main will need to be performed with the development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.

- ❖ **(Long-Term Improvement) New 16-inch Water Main within Wilco Road (South of Shaff Road):** The existing 10" water main is proposed to be replaced along Wilco Road with a new 16" water main as recommended by the City's Water Master Plan. The timing of this proposed long-term improvement will greatly depend on the useful design life of the existing 10" water main. When the existing 10" water main can no longer be economically operated and maintained by the City or when it is no longer able to meet the demands of the surrounding area, then replacement with the 10" water main will be necessary. Replacement of a small section of the existing 10" water main with a new 16" water main will need to be performed when signalization of the Golf Club/Shaff/Wilco Road intersection occurs. The new 16" water main will greatly improve capacity throughout much of the western part of the City. The final location of the proposed water main will need to be carefully coordinated with existing utilities, especially given the various sanitary sewer gravity systems and forcemains that exist along Wilco Road.
- ❖ **(Long-Term Improvement) New 12-inch Water Main adjacent to the Salem Ditch (along the UGB or within the future street network):** A new 12" water main adjacent to the Salem Ditch along the limits of the urban growth boundary west of Locust Street and north around Shaff Road back to Golf Club Road is proposed, as recommended by the City's Water Master Plan. However, the location of this 12" water main will greatly depend on the type of development proposals for this area and their corresponding proposed street network. As such, the final location of the water main will need to be as recommended by the various development's planning and engineering studies and shall be as reviewed and approved by the City at the time development occurs.

Sanitary Sewer System Improvements

Existing Utility Information and Deficiencies

Shaff Road east of the Golf Club/Shaff/Wilco Road intersection is currently served by an existing 12" gravity sanitary sewer main and a small section on the south end of Golf Club Road is currently served by an existing 8" gravity sanitary sewer main. Wilco Road is currently served by an existing 16" gravity sanitary sewer main from the Golf Club/Shaff/Wilco Road intersection down to the Wilco Road Lift Station. Both Shaff Road west of Wilco Road and Industrial Drive do not currently have a public gravity sanitary sewer main.

The Wilco Road Lift Station currently serves the northwest part of the City. Prior to 2006, the lift station also received sanitary sewer flows from the City of Sublimity. At the time, the existing pumping capacity of the Wilco Road Lift Station was such that it was not able to accommodate the winter peak flows from both these areas without significant surcharging of the upstream collection system. Therefore, in 2006 the City completed the Mill Creek Sanitary Sewer Project which constructed a new large gravity sanitary sewer interceptor, a new regional

lift station, and a new 18" force main from the new regional lift station to the WWTP. The new gravity interceptor diverted all of the City of Sublimity's sanitary sewer flows to the new regional lift station, which helped free up capacity in the existing Wilco Road collection system and lift station. The Mill Creek Sanitary Sewer Project also constructed a splitter box near Ida Street and an intertie between the new 18" force main and the existing 10" force main from the Wilco Road Lift Station. This intertie allowed for the abandonment of the old dilapidated Wilco Road Lift Station 10" asbestos cement force main.

Master Plan Recommended Utility Improvements

The City's Wastewater Master Plan (*Keller Associates, 2006*) reviewed the various sanitary sewer system needs throughout the City and presented recommendations on how to address the system deficiencies. The City's master plan recommendations were for the new regional Mill Creek Lift Station to ultimately displace all of the City's existing lift stations. For the Wilco Road area, the displacement of the Wilco Road Lift Station will require construction of a new 18" gravity sanitary sewer interceptor from the Wilco Road Lift Station west towards the Salem Ditch, then north along the Salem Ditch along the limits of the urban growth boundary, and then back to Golf Club Road to the regional Mill Creek Lift Station. In addition, depending on when the other existing lift stations are displaced by the City, additional regional pump station improvements will be necessary along with a new parallel 18" force main from the regional lift station to the splitter box near Ida Street. These recommendations are shown in the City's Wastewater Master Plan as Phase 3 Improvements (by build-out).

The Wilco Road Lift Station replacement project was recommended to be completed as development occurs along the new 18" gravity interceptor corridor. Until then, upgrades to the existing Wilco Road Lift Station will be necessary. For master planning purposes, it was assumed that by 2010 the existing dry well would need to be abandoned and the pump station converted to use submersible pumps mounted within the wet well. In the interim, the City was encouraged to continue pump maintenance, valve exercising, etc, to prolong the life of the existing facility.

Proposed Conceptual Utility Plan Improvements

The City's Technical Review Committee will need to decide in the next update to the City's Wastewater Master Plan whether or not to keep the existing Wilco Road Lift Station in operation or if it is to be eliminated. There are many deciding factors that need to be thoroughly reviewed and analyzed by the City's Technical Review Committee during the update such as the initial capital costs and life cycle cost comparisons, the anticipated type of development in the area and the anticipated timing of those developments, the availability of land needed for the acquisition of easements for the proposed improvements, the availability of project funding, and other important deciding factors.

With regards to what sanitary sewer improvements are proposed to be designed and constructed in the interim in order to accommodate the more recent development proposals for the Wilco Road area, it is proposed that the existing Wilco Road gravity collection system be extended along Shaff Road west of Wilco Road, along Industrial Drive, and along the development's future street network system. It is also proposed that the existing Wilco Road Lift Station currently remain in operation and be upgraded by the City when deemed necessary. The proposed near-term improvements are based on the following:

- ❖ In 2006, the City diverted the City of Sublimity's sanitary sewer flows to the new regional Mill Creek Lift Station which allowed the City to free up capacity within the existing Wilco Road Lift Station and collection system; and,
- ❖ In 2007, the City upgraded the Wilco Road Lift Station's electrical equipment; and,
- ❖ The existing Wilco Road Lift Station and collection system is at a depth such that it is able to collect and convey sanitary sewer by gravity from the majority of the commercial development area along Wilco Road; and,
- ❖ The anticipated cost to design and construct the City's Wastewater Master Plan Phase 3 Improvements will be very expensive, and given that the more recent interest in development of the available commercial land along Wilco Road is a significant distance from the Mill Creek Lift Station, the majority of the project will need to be City initiated and funded in order to be completed; and,
- ❖ Various improvements can be made to the existing Wilco Road Lift Station at a much less cost compared to the City's Wastewater Master Plan Phase 3 Improvements in order to keep the existing lift station in operation. The City will need to continue to monitor the performance of the Wilco Road Lift Station and once the existing lift station can no longer be economically operated and maintained by the City, then upgrades will be necessary.

The proposed near- and long-term sanitary sewer system improvements are shown in the attached conceptual design figures and are summarized as follows:

- ❖ **(Near-Term Improvement) Existing 12-inch Sanitary Sewer System within Shaff Road (East of Wilco Road), Existing 8-inch Sanitary Sewer within Golf Club Road (North of Shaff Road), and Existing 16-inch Sanitary Sewer within Wilco Road (South of Shaff Road):** The existing sanitary sewer mains are proposed to remain within these roadways; however, continual operation and maintenance of the existing collection systems are needed in order to keep the systems functioning as designed. It should be noted that historically, the existing collection system in these areas were previously subjected to significant surcharging during winter peak flows for a number of years, so point repairs and/or areas of replacement may be necessary earlier than expected, and will depend on the overall design life expectancy of the existing system and structural integrity. The City will need to continue to monitor the performance of the existing collection systems and make repairs or replace when necessary.

- ❖ **(Near-Term Improvement) Wilco Road Lift Station Improvements:** Improvements to the Wilco Road Pump Station are needed to keep the lift station in operation, including new submersible pumps mounted within the wet well and other pump station improvements, as further recommended in the City’s master plan. The City will need to continue to monitor the performance of the existing lift station and make repairs or replace when necessary.
- ❖ **(Near-Term Improvement) New 8-inch Sanitary Sewer System within Shaff Road (West of Wilco Road):** A new 8” sanitary sewer system extension is proposed along Shaff Road west of Wilco Road to serve the near-term needs of this area. The new system will be connected to the existing 16” sanitary sewer system within the intersection of Golf Club/Shaff/Wilco Road. However, the location and size of this sanitary sewer system will greatly depend on the type of development proposals and the anticipated sewer system demands for the development. As such, the final location and size of this sanitary sewer system will need to be as recommended by the various development’s planning and engineering studies and shall be as reviewed and approved by the City and DEQ at the time development occurs. The installation of a small section of the new sanitary sewer main will need to be performed when development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.
- ❖ **(Near-Term Improvement) New 8-inch Sanitary Sewer within Industrial Drive:** A new near-term 8” sanitary sewer system extension along Industrial Drive is proposed to be connected to the existing 16” sanitary sewer system in Wilco Road. However, the location and size of this sanitary sewer system will greatly depend on the type of development proposals, their anticipated sanitary sewer system demands, and corresponding proposed street network for the development. As such, the final location and size of the sanitary sewer system will need to be as recommended by the various development’s planning and engineering studies and shall be as reviewed and approved by the City and DEQ at the time development occurs.
- ❖ **(Long-Term Improvement) New 18-inch Gravity Sanitary Sewer Interceptor from the Wilco Road Lift Station to the Regional Mill Creek Lift Station, New Parallel 18” Force Main from the Regional Mill Creek Lift Station to the Ida Street discharge point, and Additional Regional Lift Station Improvements:** A new 18” sanitary sewer interceptor (approx. 8,000’) from the Wilco Road Lift Station to the Mill Creek Lift Station along the Salem Ditch is proposed, as further recommended by the City’s Wastewater Master Plan. However, the timing and final location of the sanitary sewer interceptor will greatly depend on the type of development proposals for this area and their corresponding proposed street network, the City’s ability to obtain necessary easements or land acquisitions needed for the project, and other important factors. As such, the final location of this sanitary sewer interceptor will need to be as recommended by the various development’s planning and engineering studies, the current City Wastewater Master Plan, and shall be as reviewed and approved by the City and DEQ at the time development occurs. Depending on the anticipated demands at the Mill Creek Lift Station, additional pump station improvements and a new parallel

18" force main from the regional Mill Creek Lift Station to the Ida Street discharge point (approximately 8,600') may also be needed. The installation of a small section of the new 18" sanitary sewer force main will need to be performed when development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.

Stormwater Improvements

Existing Utility Information and Deficiencies

With the increase in impervious surfaces, the area's seasonal high groundwater issues, and lack of public infrastructure, the existing stormwater systems within Shaff Road and Wilco Road will not be able to support the needs of development without necessary stormwater improvements. Any existing storm drain systems are currently undersized and lack the ability to meet current stormwater standards.

Master Plan Recommended Utility Improvements

The City's Storm Drainage Master Plan (*Keller Associates, 2009*) reviewed the various stormwater needs throughout the City and presented recommendations on how to address the system deficiencies. For the Wilco Road area, the master plan recommends the City invest in the development of various stormwater retention/detention improvements to limit peak stormwater runoff into the irrigation canals that run through the City. The overall water quality of the stormwater runoff is also important since the canals provide irrigation water to local farmers in a large area west of the City. Shaff Road and Wilco Road are towards the lower end of two major drainage basins within the City. As a result, the master plan recommends the construction of new regional stormwater retention/detention facilities at the west end of Shaff Road and west of Wilco Road adjacent to the commercial development area to serve development and these upstream drainage basins.

Proposed Conceptual Utility Plan Improvements

To meet City Public Works Standards and increasingly demanding stormwater regulations, the stormwater system must address both stormwater quantity and quality requirements. As such, the proposed stormwater design concept for the Wilco Road area is to utilize Low-Impact Development (LID) techniques to mitigate the stormwater impacts of the roadway and other impervious surfaces. A review of the City of Portland's Stormwater Management Manual (SWMM) and ODOT's Best Management Practice (BMP) Selection Tool and User's Guide (for stormwater quality facilities) was performed to determine an appropriate LID technique given Wilco Road's site constraints and overall stormwater quality goals. Based on these tools, a stormwater quality swale system was selected to be an effective technique. In areas where there is little room for a stormwater quality swale system, a smaller infiltration swale system can be utilized.

The primary purpose of the stormwater swale system is to serve both stormwater quality and quantity for the adjacent Wilco Road public right-of-way. Depending on the overall stormwater design, and when specifically approved by the City, the stormwater swale system may be partially utilized by adjacent private development if proper drainage analysis shows that it will not hinder its primary purpose. A new regional stormwater detention facility and/or separate private onsite stormwater detention facilities will be required to meet the Public Works Standards. The stormwater quality and quantity system design shall be as approved by the City and Marion County Public Works at the time development occurs and stormwater facility operation and maintenance responsibilities shall be as determined during development review.

The proposed stormwater system improvements are shown in the attached conceptual design figures and are summarized as follows:

- ❖ **Wilco Road Stormwater System Improvements:** New curb and gutters, water quality catch basins, and piped laterals are proposed along Wilco Road to collect and convey stormwater to the proposed stormwater quality swale located on the west side of Wilco Road. The installation of an adequate stormwater system will need to be performed when development and signalization of the Golf Club/Shaff/Wilco Road intersection occurs.
- ❖ **Wilco Road Stormwater Quality Swale System:** A new stormwater quality swale system is proposed along the west side of Wilco Road to capture and treat runoff generated from contributing impervious surfaces along Wilco Road. Treated stormwater will then be conveyed from the swale system to a new storm drainage system along the south side of Shaff Road. A 30' wide stormwater and sidewalk easement and/or right-of-way (to be determined during development review) is proposed along the west side of Wilco Road within the commercial areas to allow for the stormwater quality swale system. The area's seasonal high groundwater impacts will need to be analyzed by the various development's planning and engineering studies and final designs shall be as reviewed and approved by the City and Marion County Public Works at the time development occurs.
- ❖ **Wilco Road Stormwater Regional Detention Facility:** An area west of Wilco Road and south of the commercial development area (at the west end of Industrial Drive) is proposed as a possible location for a potential regional stormwater detention facility. However, further review and analysis of this potential area will need to be performed by the City to determine if it is a suitable location to serve as a regional stormwater detention facility. The area's seasonal high groundwater impacts will need to be considered in the analysis. Approximately 1.4± acres of land will need to be acquired by the City for the proposed regional stormwater facility.

The two main stormwater outfall discharge points for the treated stormwater from the Wilco Road area are summarized below. Stormwater easements for the existing outfalls are recommended to be obtained by the City, as appropriate.

- ❖ **Existing Stormwater Outfall along Shaff Road:** There is an existing stormwater outfall for the existing large storm drainage system located along the south side of Shaff Road to the Salem Ditch. Improvements to this existing outfall will be necessary as development occurs.
- ❖ **Existing Stormwater Outfall adjacent to Industrial Drive:** There is an existing stormwater outfall for the existing stormwater quality swale and proposed detention/retention basin located just north of Locust Street to the Salem Ditch. Improvements to this existing outfall will be necessary as development occurs.

Existing Public and Franchise Utility Companies

The following utility companies have been identified as having either underground or overhead facilities located within Wilco Road area. It is recommended that all franchise utility companies be notified early in the planning and preliminary engineering design process, as careful coordination with these utility providers will be required.

- City of Stayton – water, sanitary sewer, and stormwater
- Santiam Water Control District – stormwater
- City of Salem – water
- Pacific Power and Light Company – power/electrical
- Stayton Cooperative Telephone Company – telephone and fiber optic
- Wave Broadband – cable and internet
- NW Natural Gas – gas

Opinions of Probable Cost

General Information

Many of the proposed public improvement projects previously identified will be based on the various development proposals for the Wilco Road area and funded as part of the developments. However, the City will need to cover the costs for any additional oversizing of a qualified public improvement such as for the oversized waterlines. The more significant public works improvement projects that will more likely need to be City initiated and funded, either in whole or in part, are as follows:

Proposed Near-Term Improvement Projects (City Initiated Project)

- ❖ **Golf Club/Shaff/Wilco Road Intersection Improvements:** Due to the extent of the improvements associated with the realignment and signalization of the Golf Club/Shaff/Wilco Road intersection, this near-term improvement project will most likely need to be City initiated in order to be completed. It is highly unlikely that development will fund a project such as this. Since the City will not be able to undertake such a project without a significant funding source, some form of funding mechanism will need to be in place before this project will be able to be completed.

Some possible funding mechanisms that the City may want to consider is a Local Improvement District, or possibly a State and/or Federal Transportation grant/loan program. Depending on the extent of the improvements, it is estimated that approximately \$6,620,000 will be needed in order to complete the Golf Club/Shaff/Wilco Road intersection improvements. A detailed opinion of probable cost is included as an attachment at the end of this memorandum.

- ❖ **Wilco Road Lift Station Improvements:** As development occurs, improvements to the existing Wilco Road Lift Station will be necessary. As further recommended in the City's master plan, it is anticipated that the existing dry well in the Wilco Road Lift Station will need to be abandoned and the pump station converted to use submersible pumps mounted within the wet well. The extent of the needed improvements and their associated costs has not yet been defined. Therefore, it is recommended that the City plan for a pre-design effort to be completed in order to more accurately define the required lift station improvements and their costs.
- ❖ **Industrial Drive Stormwater Quality Swale System and Regional Stormwater Detention Facility:** The proposed stormwater quality swale along Industrial Drive and the proposed regional stormwater detention facility at the west end of Industrial Drive will most likely need to be City initiated in order to be completed. Therefore, some form of funding mechanism will also need to be in place before this project will be able to be completed. In addition, approximately 1.4± acres of land will need to be acquired by the City for the proposed regional stormwater facility along with the proposed stormwater easement along Industrial Drive. As such, further review and analysis of this potential area will need to be performed by the City to determine if it is a suitable location to serve as a stormwater detention facility area. It is estimated that approximately \$990,000 will be needed in order to complete the stormwater quality swale and regional stormwater detention facility. A detailed opinion of probable cost is included as an attachment at the end of this memorandum.

Proposed Long-Term Improvement Projects (City Initiated Project)

- ❖ **New 18-inch Gravity Sanitary Sewer Interceptor from the Wilco Road Lift Station to the Regional Mill Creek Lift Station, New Parallel 18" Force Main from the Regional Mill Creek Lift Station to the Ida Street discharge point, and Additional Regional Lift Station Improvements:** The Phase 3 sanitary sewer improvements were recommended in the City's master plan to be completed as development occurs along the new 18" gravity interceptor corridor. However, since the downstream portion of the gravity interceptor will need to be constructed prior to, or concurrently with, development of the Wilco Road commercial area, it is highly unlikely that development will fund a project such as this. Since the City will not be able to undertake such a project without a significant funding source, some form of funding mechanism will need to be in place before this project will be able to be completed. Some possible funding mechanisms that the City may want to consider is a Local Improvement District, or possibly a State and/or Federal Wastewater grant/loan program. Table 8.1 of the City's 2006

Wastewater Master Plan (in 2005 dollars) shows that approximately \$1,322,000 will be needed to complete the new 18-inch gravity sanitary sewer interceptor from the Wilco Road Lift Station to the regional Mill Creek Lift Station (approximately 8,000'), approximately \$1,387,000 will be needed to complete the new parallel 18" force main from the regional Mill Creek Lift Station to the Ida Street discharge point (approximately 8,600'), and approximately \$780,000 will be needed to complete the additional regional Mill Creek Lift Station improvements.

Budgetary project cost estimates based on general project assumptions and the proposed conceptual design figures for the Golf Club/Shaff/Wilco Road intersection improvement and for the regional stormwater detention facility and swale system have been prepared for the general guidance in project evaluation and implementation of the project. However, final project costs will depend on actual engineering designs, actual construction quantities, labor, material, and equipment costs, actual property/easement acquisition costs, site conditions, competitive market conditions, regulatory factors, final project scope, implementation schedule, and other variable factors, and will vary from the estimate shown.

The budgetary project cost estimates include costs for the initial project design and construction of the project and also includes costs for the acquisition of the proposed right-of-ways and easements. The majority of unit cost information was obtained from the Oregon Department of Transportation (ODOT) Average Weighted Unit Prices based on the 2016 statistical cost analysis and from more recent City bid tabulations. Lump sum allowances were included on items not specifically covered by the average unit prices and were based on estimated construction costs from similar projects. There are a few items within the budgetary cost estimates worth noting as follows:

- ❖ Some construction related costs were assumed to be percentages of the overall project costs as follows: *mobilization*, 10% for all proposed improvements; and *temporary traffic control*, 10% for the proposed intersection improvements, 3% for the proposed regional stormwater detention facility.
- ❖ Lump sum allowances were included for erosion and sediment control.
- ❖ It was assumed that any affected franchise utilities were to be relocated by the rightful utility owners; therefore, no cost was included for franchise utility relocations.
- ❖ General excavation and trenching costs assume common excavation with no additional costs included for any rock excavation.
- ❖ Pavement costs associated with street and pedestrian improvements assumed that the existing pavement will be utilized with the street widening, starting with 2-foot sawcuts into existing pavement. A 2" thick pavement overlay was included for the near-term intersection project limits after the street widening.

A construction contingency of 30% was added to the total construction cost to cover any additional items or unforeseen additional costs during construction, 5% was added for

environmental and regulatory costs, 15% was added to cover engineering services costs, 15% was added to cover construction engineering/project management costs, and 5% was added to cover City legal, administrative, and miscellaneous permit related costs.

Recommended Path Forward

Use During Development Reviews

The information and proposed recommendations presented in this Wilco Road conceptual utility plan summary shall be reviewed by developers, the City, and Marion County Public Works during development reviews. However, preliminary and final engineering designs for the Wilco Road area including, but not limited to, street and pedestrian improvements, intersection and travel lane configuration options, crosswalks, and traffic controls, water, sanitary sewer, and stormwater system improvements, and other public infrastructure improvements shall be as recommended by the various developments' engineering studies and current City master plans, and shall be as reviewed and approved by the City and Marion County Public Works at the time development occurs.

Update City Master Plans and Capital Improvement Plans

The City's master plans were completed during the mid- to late-2000s as a comprehensive, but dynamic working document that should be reviewed periodically (5 year cycle) to ensure that it accurately reflects current development, anticipated growth, and public infrastructure needs. Since the City's master plans are over 10 years old, an update to each of these plans is recommended. As such, the updates should evaluate whether or not this Wilco Road area conceptual utility plan fits into the overall master plan of each public utility system, or if modifications to this conceptual utility plan is needed.

Implement a Community Outreach Program

At the time funding is available for the design and construction of the Wilco Road area conceptual street and utility improvements, especially with the signalization of the Golf Club Road/Shaff Road/Wilco Road intersection, it is recommended that the City and Marion County Public Works implement a community outreach program, prior to and during the implementation of the projects, to provide the public with a clear understanding of the project and the anticipated project completion schedules.

Attachments

- ❖ Detailed Opinions of Probable Cost for the Golf Club/Shaff/Wilco Road intersection improvements and for the proposed regional stormwater detention facility and stormwater quality swale.
- ❖ Wilco Road Area Conceptual Utility Plan Figures (7 sheets)



Project Name: Wilco Road Intersection (Conceptual)
 Project Owner: City of Stayton, OR
 Project No.: Conceptual
 Revision Date: 3/15/2017

Conceptual Cost Estimate for Wilco/Shaff/Golf Club Road Intersection Near-Term Improvements

Item No.	ODOT Spec	Item Description	Estimated Quantity	Estimated Unit Cost	Total	Comments/Assumptions
Temporary Features and Appurtenances			\$647,000			
1	00210	Mobilization/Demobilization	1 LS	\$311,000	\$311,000	Assumed 10% of Contract
2	00225	Temporary Protection and Direction of Traffic	1 LS	\$311,000	\$311,000	Assumed 10% of Contract
3	00280	Erosion Control	1 LS	\$25,000	\$25,000	Allowance
Roadwork			\$192,600			
4	00310	Removal of Curbs	1,000 LF	\$5.00	\$5,000	Allowance
5	00310	Removal of Walks/Driveways/etc.	1,000 SY	\$20.00	\$20,000	Allowance
6	00310	Sawcut of Surfacing	10,000 LF	\$2.50	\$25,000	Allowance, ODOT AUP
7	00310	Removal of Existing AC Pavement	1,800 SY	\$30.00	\$54,000	Allowance
8	00330	General Excavation, Roadway	3,200 CY	\$20.00	\$64,000	Allowance, ODOT AUP
9	00350	Subgrade Geotextile, Roadway	4,700 SY	\$2.00	\$9,400	Allowance, ODOT AUP
10	00350	Pavement Overlay Geotextile	7,600 SY	\$2.00	\$15,200	Allowance, ODOT AUP
Vegetated Stormwater Facilities			\$24,000			
11	00415	Water Quality Bioswale, complete with WQ seeding	330 LF	\$72	\$24,000	Allowance
Drainage and Sewers			\$596,500			
12	00445	8-inch Sanitary Sewer, complete installed	800 LF	\$70.00	\$56,000	Allowance, ODOT AUP
13	00445	12-inch Storm Drain Laterals, complete installed	1,000 LF	\$70.00	\$70,000	Allowance, ODOT AUP
14	00445	18-inch Storm Drain, complete installed	500 LF	\$90.00	\$45,000	Allowance, ODOT AUP
15	00445	42-inch Storm Drain, complete installed	900 LF	\$175.00	\$157,500	Allowance, ODOT AUP
16	00470	Concrete Storm/Sanitary Sewer Manholes	10 EA	\$4,000.00	\$40,000	Allowance, ODOT AUP
17	00470	Concrete Storm Drain Inlets, Type CG-2	20 EA	\$2,000.00	\$40,000	Allowance, ODOT AUP
18	00470	Concrete Storm Drain Inlets, Type D	4 EA	\$2,000.00	\$8,000	Allowance, ODOT AUP
19	00470	Concrete Monument Boxes	4 EA	\$500.00	\$2,000	Allowance, ODOT AUP
20	00490	Adjust Boxes (boxes and cleanouts)	20 EA	\$200.00	\$4,000	Allowance, ODOT AUP
21	00490	Minor Adjustment of Manholes and Inlets	10 EA	\$600.00	\$6,000	Allowance, ODOT AUP
22	00495	Trench Resurfacing, 3' wide trench	2,100 SY	\$80.00	\$168,000	Allowance
Bases			\$135,000			
23	00620	Taper Cold Plane Pavement Removal, 2-inches	5,000 SY	\$6.00	\$30,000	Allowance, ODOT AUP
24	00641	1-inch Aggregate Base (15" thick)	3,200 Ton	\$30.00	\$96,000	Allowance, ODOT AUP
25	00641	1-inch Aggregate Base (4"-6" thick)	300 Ton	\$30.00	\$9,000	Allowance, ODOT AUP
Wearing Surfaces			\$508,000			
26	00730	Asphalt Tack Coat	12,000 SY	\$1.00	\$12,000	Allowance
27	00745	Level 3, 1/2-inch Dense AC Pavement, 5-inch	1,610 Ton	\$100.00	\$161,000	Allowance
28	00745	AC Pvmt - 2-inch Overlay, whole project	1,400 Ton	\$100.00	\$140,000	Allowance
29	00759	Concrete Curbs, Curb and Gutter	2,400 LF	\$25.00	\$60,000	Allowance, ODOT AUP
30	00759	Concrete Pedestrian Refuge/Island (4" thick)	1,500 SF	\$10.00	\$15,000	Allowance, ODOT AUP
31	00759	Concrete Sidewalks (4" thick)	10,000 SF	\$8.00	\$80,000	Allowance, ODOT AUP
32	00759	Concrete Driveway Approaches (6" thick)	2,200 SF	\$10.00	\$22,000	Allowance, ODOT AUP
33	00759	Concrete Sidewalk ADA Ramps, parallel	4 EA	\$1,500.00	\$6,000	Allowance
34	00759	Concrete Sidewalk ADA Ramps, intersection	6 EA	\$2,000.00	\$12,000	Allowance
Permanent Traffic Safety and Guidance Devices			\$30,000			
35	00860	Longitudinal Pavement Markings - Paint	10,000 LF	\$1.00	\$10,000	Allowance
36	00867	Pavement Markings, Crosswalks	5 EA	\$1,500.00	\$7,500	Allowance
37	00867	Pavement Markings, Arrows, etc.	20 EA	\$400.00	\$8,000	Allowance
38	00867	Pavement Markings, Bike	15 EA	\$300.00	\$4,500	Allowance
Permanent Traffic Control and Illumination Systems			\$918,500			
39	00905	Removal and Reinstallation of Existing Signs	10 EA	\$300.00	\$3,000	Allowance
40	00940	Signs, in place	20 EA	\$400.00	\$8,000	Allowance
41	00970	Electrical Conduit and Boxes for Street Lights	2,500 LF	\$35.00	\$87,500	Allowance, ODOT AUP
42	00970	Furnish and Install Street Lights	10 EA	\$6,000.00	\$60,000	Allowance
43	00990	Furnish and Install Traffic Signals	4 EA	\$190,000.00	\$760,000	Allowance, ODOT AUP



Project Name: Wilco Road Intersection (Conceptual)
 Project Owner: City of Stayton, OR
 Project No.: Conceptual
 Revision Date: 3/15/2017

Conceptual Cost Estimate for Wilco/Shaff/Golf Club Road Intersection Near-Term Improvements

Item No.	ODOT Spec	Item Description	Estimated Quantity	Estimated Unit Cost	Total	Comments/Assumptions
Right of Way Development and Control			\$60,000			
44	01040	Street Trees/Shrubs	50	EA \$400.00	\$20,000	Allowance, ODOT AUP
45	01040	Racks/Benches/Pedestrian Amenities	1	LS \$10,000.00	\$10,000	Allowance
46	01040	Landscaping Restoration	1	LS \$30,000.00	\$30,000	Allowance
Subtotal Estimated Construction Cost					\$3,112,000	
+ Construction Contingency @ 30%					<u>\$934,000</u>	Allowance per ODOT TEG
Subtotal Estimated Construction Cost w/Contingency					\$4,046,000	
Project Development and Related Costs						
+ Environmental and Regulatory Costs @ 5%					\$202,000	Allowance per ODOT TEG
+ Preliminary Engineering Services Costs @ 15%					\$607,000	Allowance per ODOT TEG
+ Construction Engineering/Project Management Services Costs @ 15%					\$607,000	Allowance per ODOT TEG
+ City Legal, Administration, Misc Permits/Fee Costs @ 5%					\$202,000	Allowance for Legal/Admin, Permits/Fees
<u>Project Development and Related Cost</u>					\$1,618,000	
Project Right-of-Way Acquisition and Related Costs						
+ Right-of-Way Acquisition (West of Golf Club, North of Shaff)			46,300	SF \$4.00	\$185,200	Allowance for R/W Acquisition
+ Right-of-Way Acquisition (South of Shaff, West of Wilco)			14,200	SF \$4.00	\$56,800	Allowance for R/W Acquisition
+ Right-of-Way Acquisition (Right turn lane on Shaff)			860	SF \$4.00	\$3,400	Allowance for R/W Acquisition
+ Stormwater Easement (along Wilco)			13,500	SF \$1.00	\$13,500	Allowance for Easement
+ Right-of-Way Appraisal Costs					\$20,000	Allowance for R/W Appraisals
+ Right-of-Way Survey and Filing Costs					\$10,000	Allowance for R/W Survey/Filing
<u>Project Right-of-Way Acquisition Cost</u>					\$289,000	
Total Estimated Project Cost (ODOT TEG Eligible)					\$5,950,000	
Additional Project Related Costs (ODOT TEG Non-Eligible)						
Water Supply System (ODOT TEG Non-Eligible)						
47	00445	18-inch Sanitary Sewer Force Main, complete installed	1,400	LF \$100.00	\$140,000	Allowance, ODOT AUP
48	01140	16-inch CL52 DI thru intersection, Shaff/Wilco	1,000	LF \$155.00	\$155,000	Unit Cost per City Water Master Plan
49	01140	12-inch CL52 DI thru intersection, Golf Club	650	LF \$130.00	\$84,500	Unit Cost per City Water Master Plan
50	01140	10-inch CL52 DI thru intersection, Shaff, west of Wilco	900	LF \$110.00	\$99,000	Unit Cost per City Water Master Plan
					\$479,000	
Project Development and Related Costs (ODOT TEG Non-Eligible)						
+ Contingency, Engineering, Legal, and Admin @ 40%					<u>\$192,000</u>	Allowance

See Project Costing Assumptions. Estimate does not include cost for franchise utility relocation....

Total Estimated Project Cost **\$6,620,000**

ODOT AUP (Average Unit Prices) = Estimated cost based on review of the ODOT Weighted Average Unit Prices, 2016 statistical cost analysis

The project cost estimates quantities have been prepared for general guidance in project evaluation and implementation based on information available at the time of the estimate. Final project costs will depend on actual labor, material, and equipment costs, site conditions, competitive market conditions, regulatory factors, final project scope, implementation schedule, and other variable factors. As a result, actual quantities and costs will vary from the estimates shown. Ashley Engineering Design, P.C. does not make any warranty, promise, guarantee, or representation, either express or implied, that proposals, bids, and final project costs will not vary from the estimate presented herein. Because of this, project feasibility and funding needs must be carefully reviewed by the City prior to the City making specific financial decisions to help ensure project evaluation and adequate funding.

Project Costing Assumptions:

Street Assumptions:

- Assume existing pavement will be utilized with 2' sawcut into existing pavement.
- Assume new widened pavement section will be 5" thick over 15" aggregate base, then do a 2" overlay to paving limits.
- Assume some signing and striping will be needed
- Assume new street lights, conduit, and boxes.
- Assume any existing power poles to be relocated by PPL.
- Assume some minor landscaping to be included, no irrigation.
- Assume common excavation, no rock excavation



Project Name: Wilco Road Intersection (Conceptual)
Project Owner: City of Stayton, OR
Project No.: Conceptual
Revision Date: 3/15/2017

Conceptual Cost Estimate for Wilco/Shaff/Golf Club Road Intersection Near-Term Improvements

Item No.	ODOT Spec	Item Description	Estimated Quantity	Estimated Unit Cost	Total	Comments/Assumptions
----------	-----------	------------------	--------------------	---------------------	-------	----------------------

Storm Drainage/Sanitary Sewer Assumptions:

- Storm drainage assumed 5' -7' deep with 12-inch main, 10-inch CB laterals, and Bioswale along Wilco Rd.
- Assumed storm/sewer manholes approximately 300'-500' with catch basins at intersections, ends, etc.
- Assume 42-inch storm drain will be extended out to the west along Shaff.
- Assume 8-inch sanitary will be extended along Shaff to the west.
- Assume common excavation, no rock excavation

Waterline Assumptions (ODOT TEG Non-eligible):

- Assume 16-inch CLDI waterline along Golf Club and Wilco and along Shaff east to the paving limits.
- Assume 10-inch CLDI waterline along Shaff Road west to the paving limits.
- Assume some fire hydrants to be replaced/installed
- Assume some meter boxes to be replaced/relocated
- Assume some valve boxes to be raised/installed
- Assume no trench dewatering
- Assume common excavation, no rock excavation



Project Name: Industrial Dr Stormwater(Conceptual)
Project Owner: City of Stayton, OR
Project No.: Conceptual
Revision Date: 3/15/2017

Conceptual Cost Estimate for Industrial Drive Bioswale and Stormwater Detention Facility

Item No.	ODOT Spec	Item Description	Estimated Quantity	Estimated Unit Cost	Total	Comments/Assumptions
Temporary Features and Appurtenances			\$68,000			
1	00210	Mobilization/Demobilization	1 LS	\$37,000	\$37,000	Assumed 10% of Contract
2	00225	Temporary Protection and Direction of Traffic	1 LS	\$11,000	\$11,000	Assumed 3% of Contract
3	00280	Erosion Control	1 LS	\$20,000	\$20,000	Allowance
Roadwork			\$118,200			
4	00320	Clear and Grub, Stormwater Facility	1.4 AC	\$4,000.00	\$5,600	Allowance, ODOT AUP
5	00330	General Excavation, Stormwater Facility	6,800 CY	\$15.00	\$102,000	Allowance, ODOT AUP
6	00330	General Excavation, Access Road	400 CY	\$20.00	\$8,000	Allowance, ODOT AUP
7	00350	Subgrade Geotextile, Access Road	1,300 SY	\$2.00	\$2,600	Allowance, ODOT AUP
Vegetated Stormwater Facilities			\$93,000			
8	00415	Water Quality Bioswale, complete with WQ seeding	1,300 LF	\$72	\$93,000	Allowance
Drainage and Sewers			\$30,000			
9	00470	Stormwater Facility Inlet Struture	1 LS	\$5,000.00	\$5,000	Allowance
10	00470	Stormwater Facility Outlet/Outfall Improvements	1 LS	\$15,000.00	\$15,000	Allowance
11	00470	Stormwater Facility Emergency Overflow/Riprap	1 LS	\$10,000.00	\$10,000	Allowance
Bases			\$21,000			
12	00641	1-inch Aggregate Base for Access Road	700 Ton	\$30.00	\$21,000	Allowance, ODOT AUP
Right of Way Development and Control			\$40,400			
13	01040	Stormwater Facility water quality seeding	1.4 AC	\$6,000.00	\$8,400	Allowance, ODOT AUP
14	01040	Stormwater Facility Landscaping Restoration	1 LS	\$30,000.00	\$30,000	Allowance
15	01050	Stormwater Facility Access Road Field Gate	1 EA	\$2,000.00	\$2,000	Allowance
Subtotal Estimated Construction Cost					\$371,000	
+ Construction Contingency @ 30%					\$111,000	Allowance
Subtotal Estimated Construction Cost w/Contingency					\$482,000	
Project Development and Related Costs						
+ Environmental and Regulatory Costs @ 5%					\$24,000	Allowance for Environmental/Regulatory
+ Preliminary Engineering Services Costs @ 15%					\$72,000	Allowance for Preliminary Engineering
+ Construction Engineering/Project Management Services Costs @ 15%					\$72,000	Allowance for Construction Engineering
+ City Legal, Administration, Misc Permits/Fee Costs @ 5%					\$24,000	Allowance for Legal/Admin, Permits/Fees
<u>Project Development and Related Cost</u>					\$192,000	
Project Right-of-Way Acquisition and Related Costs						
+ Property Acquisition (west end of Industrial Drive)					\$260,000	Allowance for Property Acquisition
+ Stormwater Easement (along Industrial Drive)					\$39,000	Allowance for Easement
+ Right-of-Way Appraisal Costs					\$10,000	Allowance for R/W Appraisals
+ Right-of-Way Survey and Filing Costs					\$5,000	Allowance for R/W Survey/Filing
<u>Project Property Acquisition Cost</u>					\$314,000	

See Project Costing Assumptions. Estimate does not include cost for franchise utility relocation....

Total Estimated Project Cost **\$990,000**

ODOT AUP (Average Unit Prices) = Estimated cost based on review of the ODOT Weighted Average Unit Prices, 2016 statistical cost analysis

The project cost estimates quantities have been prepared for general guidance in project evaluation and implementation based on information available at the time of the estimate. Final project costs will depend on actual labor, material, and equipment costs, site conditions, competitive market conditions, regulatory factors, final project scope, implementation schedule, and other variable factors. As a result, actual quantities and costs will vary from the estimates shown. Ashley Engineering Design, P.C. does not make any warranty, promise, guarantee, or representation, either express or implied, that proposals, bids, and final project costs will not vary from the estimate presented herein. Because of this, project feasibility and funding needs must be carefully reviewed by the City prior to the City making specific financial decisions to help ensure project evaluation and adequate funding.



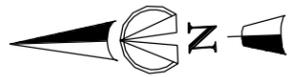
Project Name: Industrial Dr Stormwater(Conceptual)
Project Owner: City of Stayton, OR
Project No.: Conceptual
Revision Date: 3/15/2017

Conceptual Cost Estimate for Industrial Drive Bioswale and Stormwater Detention Facility

Item No.	ODOT Spec	Item Description	Estimated Quantity	Estimated Unit Cost	Total	Comments/Assumptions
----------	-----------	------------------	--------------------	---------------------	-------	----------------------

Project Costing Assumptions:

- Assume storm drainage bioswale 3' deep with 18" thick growing medium at bottom along the south side of Industrial Drive.
- Assume 1.4 acre regional storm drainage detention facility, 3' deep at west end the of Industrial Drive.
- Assume stormwater outlet/outfall improvements needed at the Salem Ditch.
- Assume 800' gravel access road needed to stormwater facility from Industrial Drive.
- Assume water quality seeding with some minor landscaping.
- Assume common excavation, no rock excavation



NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE WILCO ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

- CURB FACE
- - - EDGE OF PAVEMENT
- - - RIGHT OF WAY DEDICATION
- - - EXISTING RIGHT OF WAY
- W WATER SYSTEM (NEAR-TERM)
- - - WATER SYSTEM (LONG-TERM)
- SS SANITARY SEWER (NEAR-TERM)
- - - SANITARY SEWER (LONG-TERM)
- - - SEWER FORCEMAIN (LONG-TERM)
- STORMWATER SWALE SYSTEM
- - - EXISTING UGB
- - - EXISTING UTILITY EASEMENTS
- EXISTING TAX LOTS
- - - STORM DETENTION BASINS

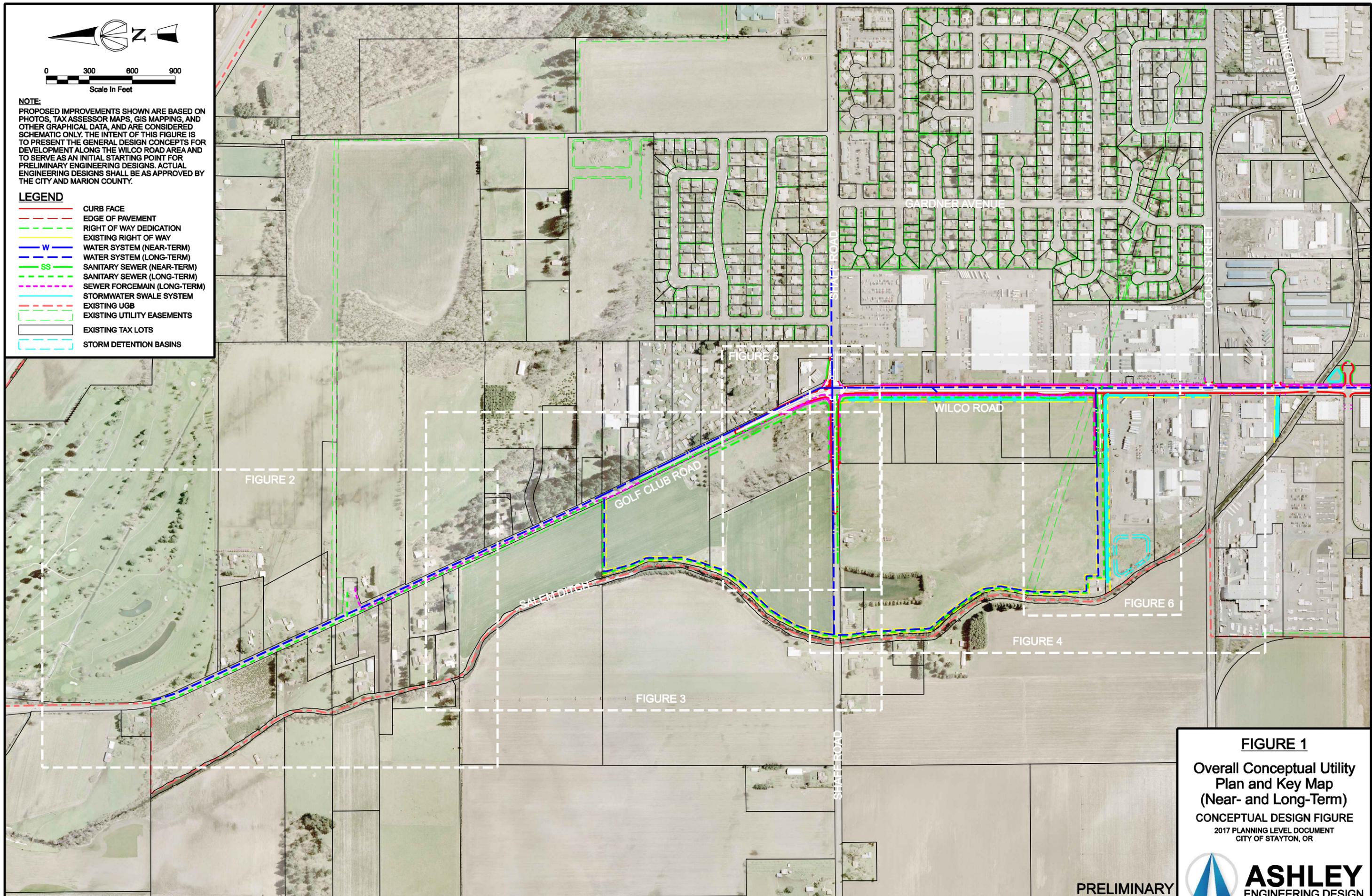
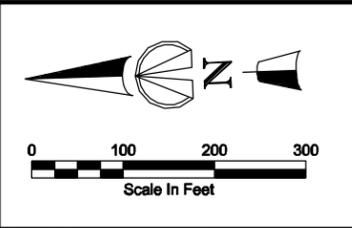


FIGURE 1
 Overall Conceptual Utility
 Plan and Key Map
 (Near- and Long-Term)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR

PRELIMINARY





NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE GOLF CLUB ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

	CURB FACE
	EDGE OF PAVEMENT
	RIGHT OF WAY DEDICATION
	EXISTING RIGHT OF WAY
	WATER SYSTEM (NEAR-TERM)
	WATER SYSTEM (LONG-TERM)
	SANITARY SEWER (NEAR-TERM)
	SANITARY SEWER (LONG-TERM)
	SEWER FORCEMAIN (LONG-TERM)
	STORMWATER SWALE SYSTEM
	EXISTING UGB
	EXISTING UTILITY EASEMENTS
	EXISTING TAX LOTS

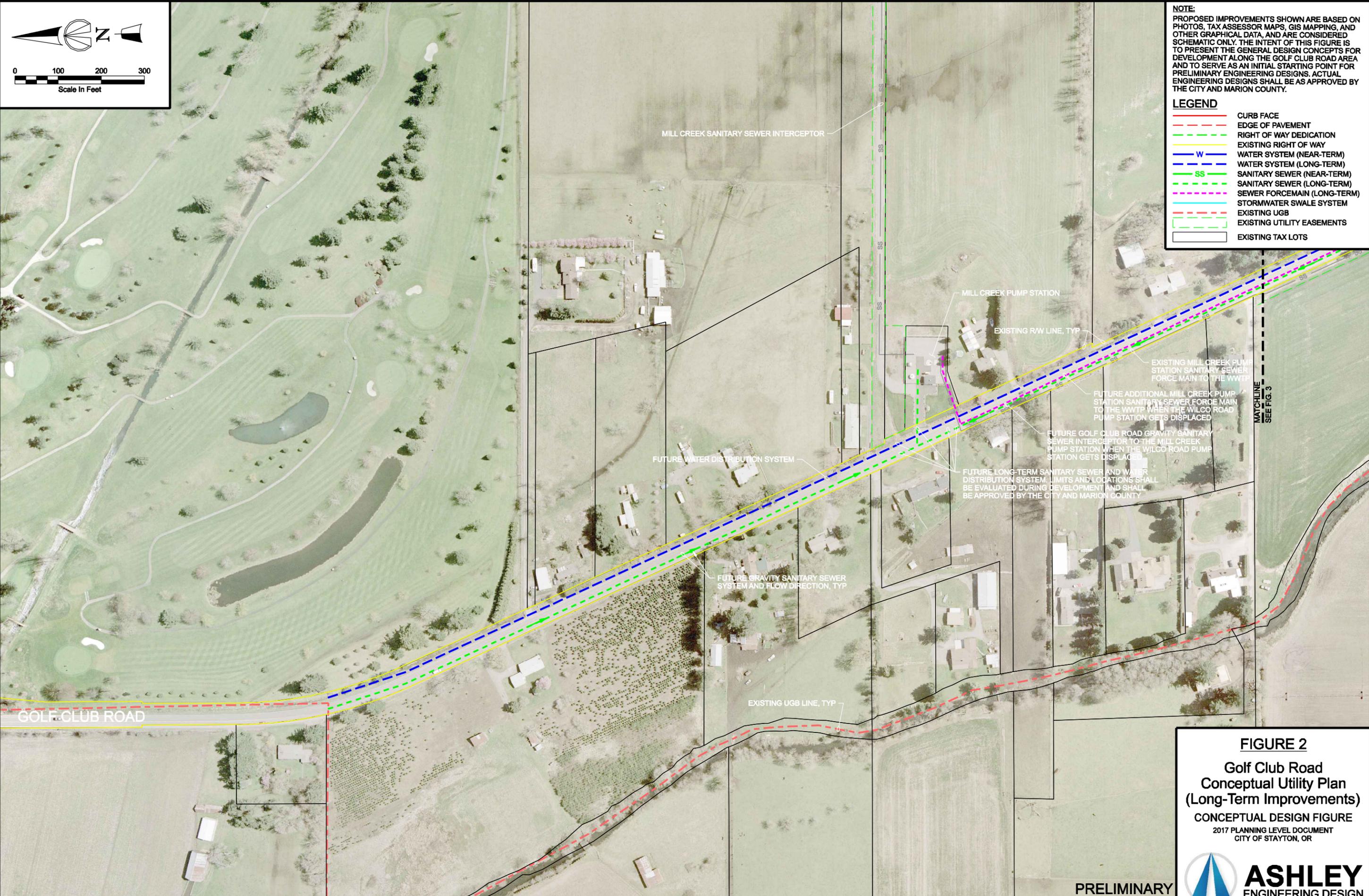
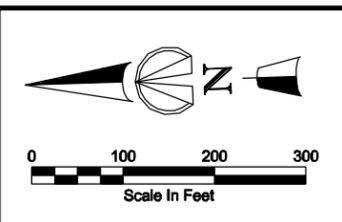


FIGURE 2
Golf Club Road
Conceptual Utility Plan
(Long-Term Improvements)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR

PRELIMINARY





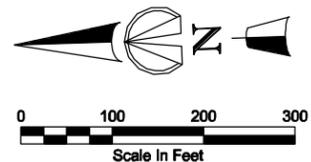
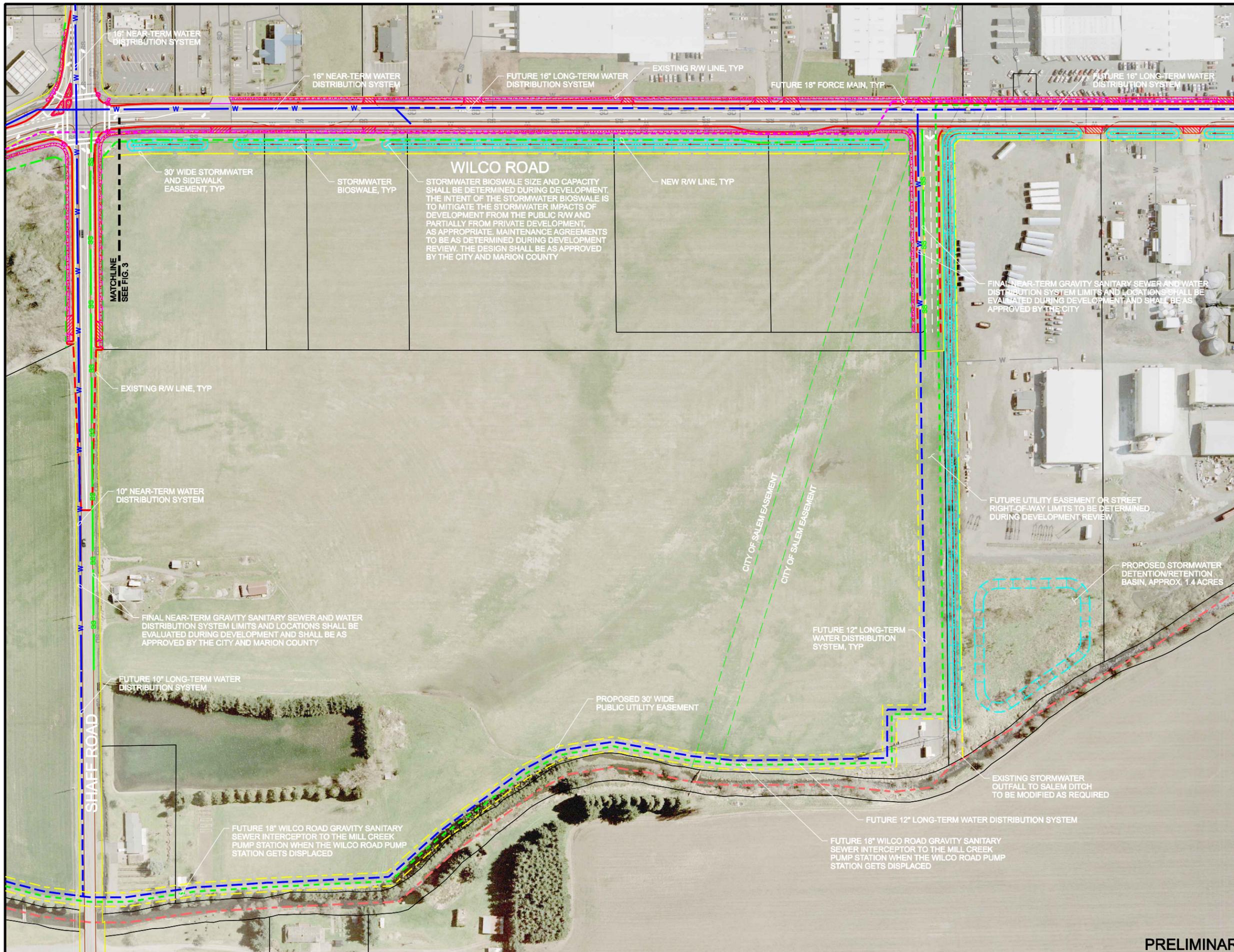
NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE GOLF CLUB ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

- CURB FACE
- - - EDGE OF PAVEMENT
- - - RIGHT OF WAY DEDICATION
- - - EXISTING RIGHT OF WAY
- W — WATER SYSTEM (NEAR-TERM)
- - - W - - - WATER SYSTEM (LONG-TERM)
- SS — SANITARY SEWER (NEAR-TERM)
- - - SS - - - SANITARY SEWER (LONG-TERM)
- - - SEWER FORCEMAIN (LONG-TERM)
- - - STORMWATER SWALE SYSTEM
- - - EXISTING UGB
- - - EXISTING UTILITY EASEMENTS
- EXISTING TAX LOTS



FIGURE 3
Golf Club Road
Conceptual Utility Plan
(Near- and Long-Term)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR



NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE WILCO ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

	CURB FACE
	EDGE OF PAVEMENT
	RIGHT OF WAY DEDICATION
	EXISTING RIGHT OF WAY
	WATER SYSTEM (NEAR-TERM)
	WATER SYSTEM (LONG-TERM)
	SANITARY SEWER (NEAR-TERM)
	SANITARY SEWER (LONG-TERM)
	SEWER FORCEMAIN (LONG-TERM)
	STORMWATER SWALE SYSTEM
	EXISTING UGB
	EXISTING UTILITY EASEMENTS
	EXISTING TAX LOTS

FIGURE 4
Wilco Road
Conceptual Utility Plan
(Near- and Long-Term)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR



PRELIMINARY



NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE WILCO ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

	CURB FACE
	EDGE OF PAVEMENT
	RIGHT OF WAY DEDICATION
	EXISTING RIGHT OF WAY
	WATER SYSTEM (NEAR-TERM)
	WATER SYSTEM (LONG-TERM)
	SANITARY SEWER (NEAR-TERM)
	SANITARY SEWER (LONG-TERM)
	SEWER FORCEMAIN (LONG-TERM)
	STORMWATER SWALE SYSTEM
	EXISTING UGB
	EXISTING UTILITY EASEMENTS
	EXISTING TAX LOTS

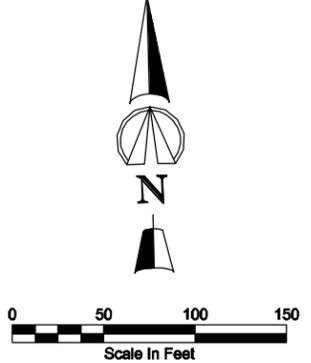


FIGURE 5
Shaff Road
Conceptual Utility Plan
(Near- and Long-Term)
CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR

ASHLEY
 ENGINEERING DESIGN

PRELIMINARY

NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE WILCO ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

	CURB FACE
	EDGE OF PAVEMENT
	RIGHT OF WAY DEDICATION
	EXISTING RIGHT OF WAY
	WATER SYSTEM (NEAR-TERM)
	WATER SYSTEM (LONG-TERM)
	SANITARY SEWER (NEAR-TERM)
	SANITARY SEWER (LONG-TERM)
	SEWER FORCEMAIN (LONG-TERM)
	STORMWATER SWALE SYSTEM
	EXISTING UGB
	EXISTING UTILITY EASEMENTS
	EXISTING TAX LOTS

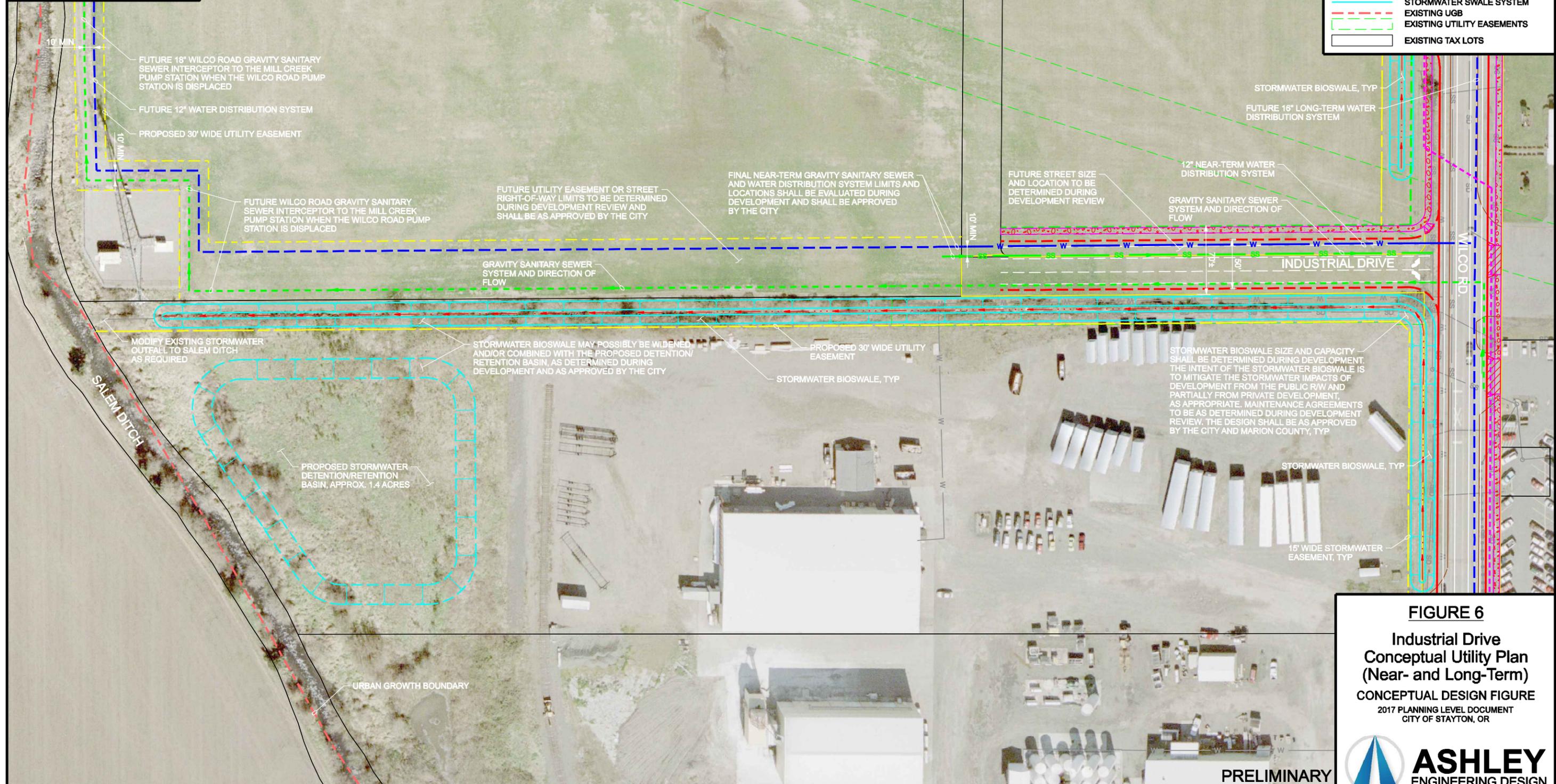
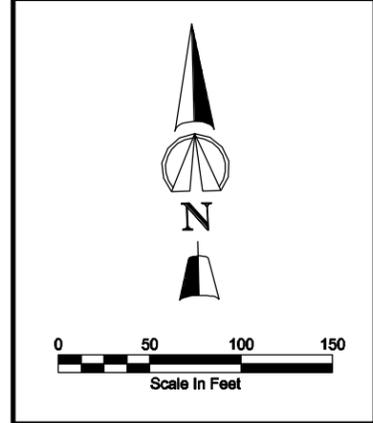
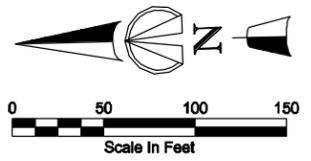


FIGURE 6
Industrial Drive
Conceptual Utility Plan
(Near- and Long-Term)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR



PRELIMINARY



NOTE:
 PROPOSED IMPROVEMENTS SHOWN ARE BASED ON PHOTOS, TAX ASSESSOR MAPS, GIS MAPPING, AND OTHER GRAPHICAL DATA, AND ARE CONSIDERED SCHEMATIC ONLY. THE INTENT OF THIS FIGURE IS TO PRESENT THE GENERAL DESIGN CONCEPTS FOR DEVELOPMENT ALONG THE WILCO ROAD AREA AND TO SERVE AS AN INITIAL STARTING POINT FOR PRELIMINARY ENGINEERING DESIGNS. ACTUAL ENGINEERING DESIGNS SHALL BE AS APPROVED BY THE CITY AND MARION COUNTY.

LEGEND

	CURB FACE
	EDGE OF PAVEMENT
	CONCRETE SIDEWALK
	RIGHT OF WAY DEDICATION
	EXISTING RIGHT OF WAY
	WATER SYSTEM (NEAR-TERM)
	WATER SYSTEM (LONG-TERM)
	SANITARY SEWER (NEAR-TERM)
	SANITARY SEWER (LONG-TERM)
	SEWER FORCEMAIN (LONG-TERM)
	STORMWATER SWALE SYSTEM
	EXISTING UGB
	EXISTING UTILITY EASEMENTS
	EXISTING TAX LOTS

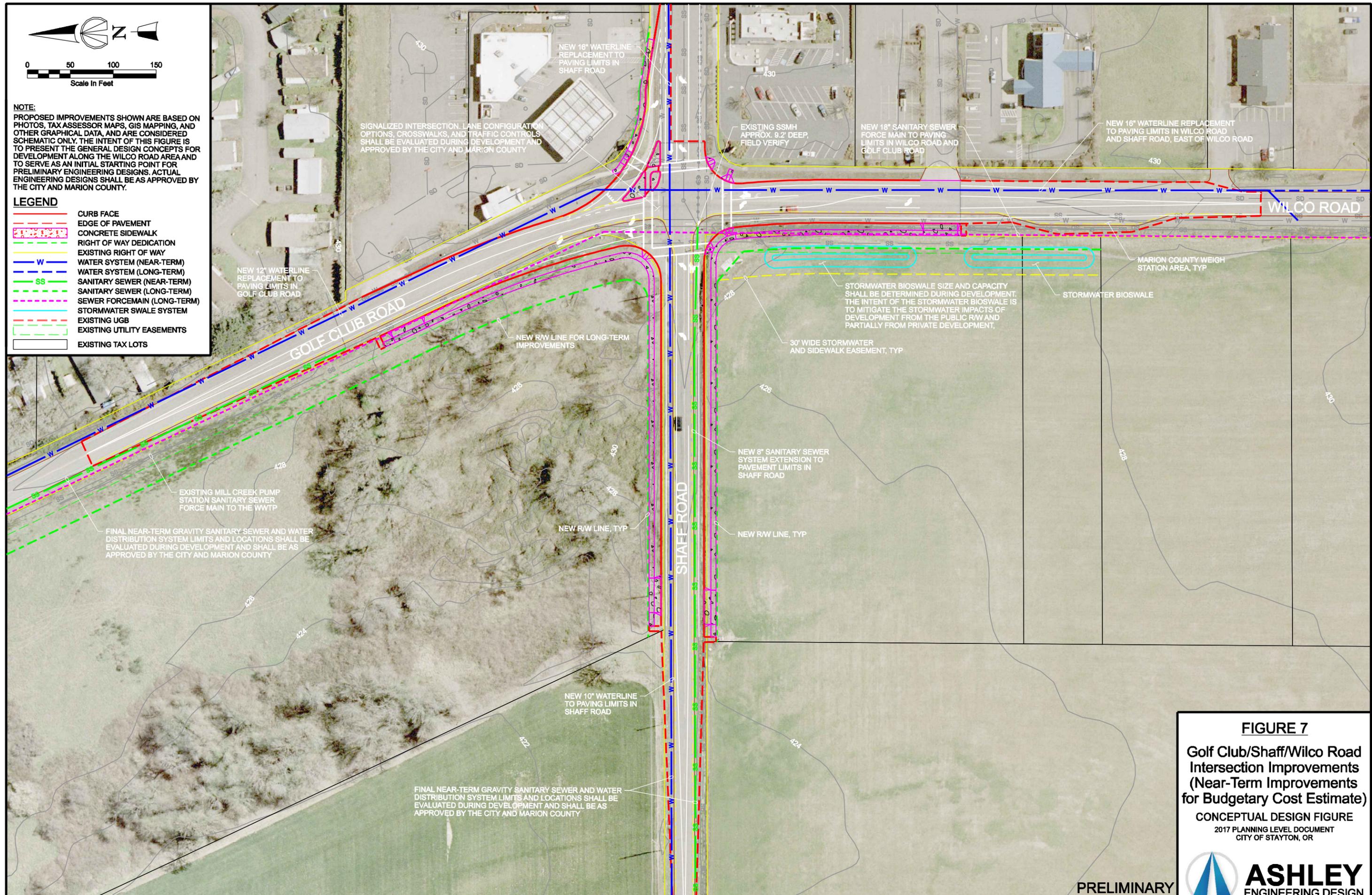


FIGURE 7
Golf Club/Shaff/Wilco Road
Intersection Improvements
(Near-Term Improvements
for Budgetary Cost Estimate)
 CONCEPTUAL DESIGN FIGURE
 2017 PLANNING LEVEL DOCUMENT
 CITY OF STAYTON, OR

PRELIMINARY





100 HIGH STREET S.E., Suite 200 | SALEM, OREGON 97301 | www.mwvcog.org
T: 503.588.6177 | F: 503-588-6094 | E: mwvcog@mwvcog.org
An equal opportunity lender, provider, and employer

Date: July 10, 2017
To: Stayton City Council
From: Renata Wakeley, Community Development Director
Subject:

Cities can generate funds for infrastructure projects in a variety of ways, including issuing debt (bonds) or certificates of indebtedness; levying property taxes; charging service fees; using development agreements; using statutory financing tools such as special assessments; and using land use-related funding.

TAXES AND GENERAL FUNDS

Local and regional funds are the most common and broad category used to pay for public infrastructure improvements, even projects using federal funds require a state or local match. Many projects are built as part of larger projects or are otherwise wrapped into a city's local Capital Improvement Program or general public works budget.

Tax-based funding.

City general levies collected with property taxes assign a percentage of the city levy to pay for local improvement projects identified in the capital improvement plan. Funds can come from the general fund or discreet accounts. Three segregated property tax-based funding streams are an infrastructure replacement reserve fund, storm sewer improvement districts, and TIF districts.

Special assessments.

One commonly used statutory financing tool is special assessments. These are charges imposed on properties for a particular improvement that benefits the owners of those selected properties. The most typical use of special assessments is to pay for infrastructure in undeveloped areas, often in an agreement with a developer. A city may also use special assessments to at least partially finance large-scale repairs and maintenance of streets, sidewalks, and sewers

SYSTEM DEVELOPMENT CHARGES (SDCs)

System Development Charges (SDCs) are a financing tool used by many cities to fund the cost of infrastructure needed to serve new development or increases in use of a property. These one-time charges on new development (and some redevelopment) are collected when someone increases the use of a capital improvement, obtains a development permit, obtains a building permit, or connects to a capital improvement. Cities, counties, and special districts are all authorized to charge SDCs

Reimbursement fees

Reimbursement fees must be “based on the value of unused capacity available to future system users” (ORS 223.304) and are used to recover costs of facilities already constructed or under construction

Improvement fees

Improvement fees are used to fund planned future capital improvements that are needed to increase the capacity of the system for future users as described in an approved capital improvement plan and list.

GRANT PROGRAMS

FEDERAL GRANT PROGRAMS

USDA – Rural Development

Water and Waste Disposal Pre-Development Planning Grant (PPG)

Grants may be used to pay part of the costs of developing a complete application for USDA Rural Development Water & Waste Disposal direct loan/grant and loan guarantee programs. Applications for this program are accepted year round.

<http://www.rd.usda.gov/programs-services/water-waste-disposal-predevelopment-planning-grants>

Water Environmental Programs (WEP) Direct Loan & Grant Program

This program provides long-term, low-interest loans to finance the acquisition, construction or improvements of:

- Drinking water sourcing, treatment, storage and distribution
- Sewer collection, transmission, treatment and disposal
- Solid waste collection, disposal and closure
- Storm water collection, transmission and disposal

Applications for this program are accepted year-round.

<http://www.rd.usda.gov/programs-services/all-programs/water-environmental-programs>

Community Facilities Direct Grant Program

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

Applications for this program are accepted year-round.

<http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

Strategic Economic and Community Development

To advance projects which support long-term community and economic growth strategies that reflect both multi-jurisdictional stakeholder collaboration and capitalize upon the unique strengths of the rural area. Through this provision, USDA Rural Development is empowered to work further with rural communities to align resources with long-range and multi-jurisdictional challenges and needs by leveraging federal, state, local, or private funding.

Applications for this program are accepted annually (typically in June).

<http://www.rd.usda.gov/programs-services/strategic-economic-and-community-development>

Department of Commerce Economic Development Administration (EDA)

Economic Development Administration (EDA) Grants: EDA, an agency in the U.S. Department of Commerce, provides grants to economically distressed communities to generate new employment, help retain existing jobs, and stimulate industrial and commercial growth. Some EDA funding is reserved for public works projects, which can include a wide range of infrastructure types provided the project has an economic development purpose. Local governments apply directly to the EDA when grants are available.

<https://www.eda.gov/funding-opportunities/>

Rural Community Assistance Corp. Loan Fund

The funds available through RCAC's Water and Wastewater Revolving Loan Fund (RLF) can be used for:

- pre-development expenses necessary to secure permanent financing for major capital improvements, or
- funding for small capital improvement projects to preserve, improve, or enhance the services of the system. Such improvement projects may include funding for water and/or wastewater treatment-plant improvements and upgrades, sewer-line extensions to existing unsewered properties, water-line extensions to unserved properties, water storage facility improvements, equipment purchases and much more.

Loan applications are accepted year-round.

<http://www.rcac.org/lending/environmental-loans/>

STATE GRANT PROGRAMS

Many communities use state revenue sources to pay for infrastructure improvements. State funding sources include state bicycle and pedestrian grants, state multi-modal funds, and state Safe Routes to Schools funds.

Oregon's Clean Water State Revolving Fund

The Clean Water State Revolving Fund loan program provides low-cost loans to public agencies for the planning, design or construction of various projects that prevent or mitigate water pollution. The Oregon Department of Environmental Quality administers the program.

Four different types of loans are available within the program including loans for planning, design, construction, and local community projects

DEQ accepts new applications year-round

<http://www.deq.state.or.us/wq/loans/loans.htm>

Statewide Transportation Improvement Program (STIP)

The Statewide Transportation Improvement Program, known as the STIP, is Oregon's four year transportation capital improvement program. It is the document that identifies the funding for, and scheduling of, transportation projects and programs. It includes projects on the federal, state, city, and county transportation systems, multimodal projects (highway, passenger rail, freight, public transit, bicycle and pedestrian), and projects in the National Parks, National Forests, and Indian tribal lands.

The next STIP project cycle begins in 2021. Applications for the 2021 STIP are anticipated to be accepted in 2018.

<https://www.oregon.gov/ODOT/TD/STIP/pages/default.aspx>

ConnectOregon

ConnectOregon is a lottery bond based initiative to invest in air, rail, marine, transit, and bicycle/pedestrian infrastructure to ensure Oregon's transportation system is strong, diverse, and efficient.

Applications for the next ConnectOregon program are anticipated to be accepted in Fall 2017.

<https://www.oregon.gov/ODOT/TD/TP/Pages/connector.aspx>

Transportation and Growth Management (TGM)

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices for people. By linking land use and transportation planning,

TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit or drive where they want to go.

TGM Grants are granted annually. The 2017 Pre-Application and Application Packets will be available in February and April, respectively.

<https://www.oregon.gov/LCD/TGM/pages/index.aspx>

Oregon Business Development Department - Infrastructure Finance Authority

Special Public Works Fund

The Special Public Works Fund (SPWF) program was established by the Legislature in 1985 to provide funding for municipally-owned facilities that support economic and community development in Oregon. The program provides a limited number of grants and financing to local governments to construct, improve and repair public infrastructure and facilities that will support economic growth and create new jobs.

Potential construction and planning projects must meet minimum criteria to be eligible to apply. Eligibility is determined by a project notification and intake review process.

<http://www.orinfrastructure.org/Infrastructure-Programs/SPWF/>

Water/Wastewater Financing Program

This loan program funds the design and construction of public infrastructure needed to ensure compliance with the Safe Drinking Water Act or the Clean Water Act. To be eligible for funding a system must have received, or is likely to soon receive, a Notice of Non-Compliance by the appropriate regulatory agency or is for a facility plan or study required by a regulatory agency.

Applications are accepted year-round.

<http://www.orinfrastructure.org/Infrastructure-Programs/WW/>

PHILANTHROPIC FUNDING SOURCES

Foundation grants

Foundations, including private foundations and public charities, are nongovernmental organizations that make grants with a charitable purpose.

Program-related investments:

Foundations make program-related investments to support their philanthropic mission and leverage their donations. Unlike grants, foundations expect program related investments to be repaid, although production of income or appreciation of property cannot be a significant purpose. Program-related investments allow the recipient to borrow capital at lower rates than might otherwise be available. For the funder, the principal benefit is that the repayment or

return of equity can be recycled for another charitable purpose, assuming the investment is repaid.

BONDS

Debt tools are mechanisms for borrowing money to finance infrastructure. Local governments can access credit through private financial institutions, the bond market, or other, specialized mechanisms that the federal government and states have established for financing particular types of infrastructure. Local governments can issue debt for projects that do not generate revenue (typically in the form of general obligation bonds), but most types of debt must be secured by revenue generated either by the infrastructure that the debt is used to fund (e.g., utility fees) or within the geographic area that will benefit from the improvement (e.g., tax-increment financing generated by property can typically be used to pay for improvements only in a specified area).

General obligation (GO) bonds.

These bonds are legally backed by the full faith and credit of the city, meaning the city has the power to use its taxing power, if necessary, to repay the debt. The disadvantage of GO bonds is that they may require an affirmative vote from residents.

Revenue bonds.

Revenue bonds are usually tied to a specific utility. Agreements must be in place to keep users rates or fees sufficiently high to establish a favorable debt-service coverage ratio. While there are advantages to having a dedicated funding stream, higher utility rates can be a challenge to residents and businesses

Enterprise Revenue Bonds

Enterprise Revenue Bonds finance projects that are expected to generate revenues to repay the debt. The bonds are issued under the provisions of the Uniform Revenue Bond Act (ORS 287A.150) or under other specific statutes.

Special Revenue Bonds

Special Revenue Bonds are secured by special revenues such as an assessment or gasoline tax. These funds are directed to a special fund established for the purpose of bond repayment. The contents of the fund form the bond's security and repayment source.

Special Assessment Districts – Economic or Local Improvement District

Special districts are assessment to fund a proposed improvement or service from which they expect to benefit directly. Special districts can be used either for pay-as-you-go improvements or to finance the issuance of bonds backed by the assessment revenue. They can be used for a wide range of projects, including streetscape improvements and utilities. Depending on the

state enabling legislation under which a special district is formed, assessment districts might be able to pay both capital expenditures and operations and maintenance costs.

Urban Renewal/Tax increment financing (TIF)

TIFs typically capture the increase in property tax revenue that occurs in a designated area after a set year. The tax increment is collected for a set period (usually between 15 and 30 years) and the tax increment can be used to secure a bond, allowing the issuer to collect the money up front, or it can be used on a pay-as-you-go basis over time.

LOANS

Low-interest loans may be secured, but are generally used for planning and capital projects.

Clean Water State Revolving Fund

The Clean Water State Revolving Fund loan program provides low-cost loans for the planning, design and construction of various water pollution control activities. Any public agency in Oregon is eligible for a CWSRF loan.

<http://www.deq.state.or.us/wq/loans/loans.htm>

USDA Community Facilities Loan Program

This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial or business undertakings.

<http://www.rd.usda.gov/programs-services/community-facilities-direct-loan-grant-program>

Tools for Funding and Financing Infrastructure

Funding Source	Description	Opportunities	Constraints
Taxes/General Funds	Funds raised through taxes such as, property, income, and sales that are paid into a general fund.	<ul style="list-style-type: none"> • Consistent from year-to-year • Utilizes an existing funding system 	<ul style="list-style-type: none"> • Competition for funds; • Tax-exempt properties do not contribute; • Property tax limitations (Measure 5 & 50)
Fees	<p>Funds raised through charges for services such as inspections and permits.</p> <p>Funds raised through developer impact fees are one-time charges linked with new development.</p>	<ul style="list-style-type: none"> • Specific permit and inspection fees allow for more direct allocation of costs for services provided • Addresses potential infrastructure impacts related to new construction 	<ul style="list-style-type: none"> • Funding not available for larger projects or system-wide improvements • Developer impact fees may be an unreliable source when development slows (due to market downturns/contractions) • Requires administrative framework to assess and manage
Grants	State and federal grants provide additional funding for water quality improvements.	<ul style="list-style-type: none"> • Existing sources available for infrastructure-related funding • Does not require repayment 	<ul style="list-style-type: none"> • Competitive • Typically one-time, project specific, or time-constrained funds • Often requires a funding match
Bonds	Bonds are not a true revenue source, but are a means of borrowing money.	<ul style="list-style-type: none"> • Existing sources available for infrastructure-related funding • Can support construction-ready projects • Can provide steady funding stream over the period of the bond 	<ul style="list-style-type: none"> • One-time source of funds • Requires individual approval for each issuance • Requires full repayment • Possible interest charges • Requires dedicated repayment revenue stream • May require design-level documents to be prepared in

			<p>advance</p> <ul style="list-style-type: none"> • Likely requires voter approval • Can have high transaction costs relative to requested amount • May require significant administrative preparation to issue
Loans	Low-interest loans may be secured, but are generally used for planning and capital projects.	<ul style="list-style-type: none"> • Existing sources available for infrastructure-related funding • Offers low- or no-interest financing 	<ul style="list-style-type: none"> • One-time source of funds • Requires full repayment
Property Tax Abatement (Enterprise Zone)	Enterprise zones provide economic incentives for businesses to locate in economically distressed areas.	<ul style="list-style-type: none"> • Incentivizes investment 	<ul style="list-style-type: none"> • Loss of potential property tax
Public-Private Partnerships	Contractual agreement between a public agency and a private sector entity that allows for the private sector participation in the financing, planning, design, construction, and maintenance of facilities.	<ul style="list-style-type: none"> • Can reduce costs to government • Significantly leverages public funding and government resources • Ensures adequate, dedicated funding • Improved O&M • Shared risk 	<ul style="list-style-type: none"> • Perceived loss of public control • Assumption that private financing is more expensive and belief that contract negotiations are difficult

*Adapted from EPA 842-R-14-005, "Getting to Green: Paying for Green Infrastructure: Financing Options and Resources for Local Decision Makers" - https://www.epa.gov/sites/production/files/2015-02/documents/gi_financing_options_12-2014_4.pdf



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Cindy Chauran, Associate Accountant
Elizabeth Baldwin, Utility Billing Clerk
DATE: July 17, 2017
SUBJECT: Monthly Finance Department Report

Departmental Activity

	June 2017	May 2017
Utility Billing		
Number of Bills Mailed	2,574	2,676
Number of Bills Emailed	116	0*
Number of Bills on Auto-Pay	333	---
Delinquent Notices Sent Out	635	442
Courtesy Delinquent Notices Sent to Landlords	184	148
Notified of Impending Shut-Off & Penalty	142	138
Customers Issued Payment Extensions	43	32
Customers with Interrupted Services Non-Payment	19	18
Services Still Disconnected	0	0
Accounts Payable		
Number of Checks Issued	233	289
Total Amount of Checks	\$927,279.88	\$431,342.37

**Transition to new electronic payment provider.*



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: July 17, 2017
SUBJECT: Staff Report

Below you will see the stats for the Police Department for the month of June 2017.

	June 2017	Year to Date 2017	June 2016	Year to Date 2016
Police Activity	1083	5760	828	4759
Investigated Incidents	428	2187	321	1835
Citations/Warning	150/294	831/1506	112/150	639/1100
Traffic Accidents	10	42	4	44
Juvenile Abuse	2	30	1	14
Arrests	74	320	28	269
Ordinance Complaints	60	301	32	116
Reserve Volunteer Hrs.	209.25	721.20	257.75	1668.16
Citizen Volunteer Hrs.	35.33	112.95	50	200
Peer Court Referrals:	7	23	6	11

STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 6/1/2017 - 6/30/2017

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	% Change Yr to Yr	6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	Juv	Adult	Total	1/1/17 to 6/30/17	1/1/16 to 6/30/16	
NON-CRIMINAL																
ACCIDENT-INJURY	0	5	9	-44.4%	0	0	0	100.0%	90.9%	100.0%	0	2	2	11	10	
ACCIDENT-PROPERTY	8	33	32	3.1%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
ALL OTHER NON-CRIMINAL	320	1,672	1,273	31.3%	0	7	1	0.0%	100.0%	100.0%	0	0	0	2	2	
NON CRIM DOMESTIC DISTURB	19	68	75	-9.3%	0	35	21	75.0%	76.1%	75.0%	0	3	4	45	16	
NON-CRIMINAL TOTALS	347	1,778	1,389	28.0%	0	10	8	100.0%	90.9%	100.0%	0	2	2	11	10	
PERSON																
AGGRAVATED ASSAULT	2	11	8	37.5%	2	10	8	100.0%	90.9%	100.0%	0	2	2	11	10	
KIDNAPPING	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
OFFENSE AGAINST FAMILY	0	7	1	600.0%	0	7	1	0.0%	100.0%	100.0%	0	0	0	2	2	
OTHER ASSAULTS	4	46	28	64.3%	3	35	21	75.0%	76.1%	75.0%	1	3	4	45	16	
RAPE	0	2	2	0.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	3	1	200.0%	0	2	1	0.0%	66.7%	100.0%	0	0	0	1	1	
ROBBERY	1	2	2	0.0%	1	2	1	100.0%	100.0%	100.0%	1	0	1	2	2	
SEX OFFENSES	1	10	10	0.0%	0	3	7	0.0%	30.0%	70.0%	0	0	0	3	3	
PERSON TOTALS	8	81	52	55.8%	6	59	40	75.0%	72.8%	76.9%	2	5	7	64	29	
PROPERTY																
BURGLARY - BUSINESS	0	1	2	-50.0%	0	1	1	0.0%	100.0%	50.0%	0	0	0	1	1	
BURGLARY - OTHER STRUCTURE	0	2	4	-50.0%	0	0	1	0.0%	0.0%	25.0%	0	0	0	3	3	
BURGLARY - RESIDENCE	2	12	12	0.0%	0	4	6	0.0%	33.3%	50.0%	0	0	0	6	5	
COUNTERFEITING/FORGERY	1	3	3	0.0%	0	1	2	0.0%	33.3%	66.7%	0	0	0	5	14	
FRAUD	4	18	16	12.5%	3	6	7	75.0%	33.3%	43.8%	1	1	2	5	7	
LARCENY																
Pickpocket	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Purse Snatching	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Shoplifting	8	35	25	40.0%	4	17	16	50.0%	48.6%	64.0%	0	4	4	21	17	
Theft from a Motor Vehicle	2	19	41	-53.7%	0	1	4	0.0%	5.3%	9.8%	0	0	0	1	5	
Theft of Bicycle	1	7	4	75.0%	1	2	2	100.0%	28.6%	50.0%	0	1	1	2	2	
Theft from Building	1	3	14	-78.6%	0	0	2	0.0%	0.0%	14.3%	0	0	0	1	5	
From Coin Operated Machine	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
All Other Larceny	6	32	44	-27.3%	2	6	10	33.3%	18.8%	22.7%	0	2	2	11	13	
LARCENY	18	96	130	-26.2%	7	26	34	38.9%	27.1%	26.2%	0	7	7	36	42	
MOTOR VEHICLE THEFT	1	6	10	-40.0%	0	1	0	0.0%	16.7%	0.0%	3	1	4	5	2	

PROPERTY TOTALS	CRIMES				%	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	Yr to Yr		6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	6/1/17 to 6/30/17	1/1/17 to 6/30/17	1/1/16 to 6/30/16	6/1/17 to 6/30/17	Juv	Adult	Total	1/1/17 to 6/30/17	1/1/16 to 6/30/16
STOLEN PROPERTY	0	1	3	-66.7%	0	1	2	0.0%	100.0%	66.7%	0	0	0	1	5		
VANDALISM	7	44	47	-6.4%	1	7	13	14.3%	15.9%	27.7%	0	2	2	13	15		
PROPERTY TOTALS	33	183	227	-19.4%	11	47	66	33.3%	25.7%	29.1%	4	11	15	75	92		
SOCIETY																	
ALL OTHER	15	67	74	-9.5%	2	17	24	13.3%	25.4%	32.4%	1	1	2	20	26		
ANIMAL	1	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	1		
CURFEW	2	13	6	116.7%	2	11	6	100.0%	84.6%	100.0%	5	0	5	18	4		
CUSTODY-MENTAL	1	4	4	0.0%	1	4	4	100.0%	100.0%	100.0%	0	1	1	4	4		
CUSTOMER-PROTECTIVE	0	2	1	100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0		
DISORDERLY CONDUCT	4	25	27	-7.4%	4	21	21	100.0%	84.0%	77.8%	0	4	4	25	20		
DR WHILE SUSP	2	14	4	250.0%	2	14	4	100.0%	100.0%	100.0%	0	2	2	15	4		
DRIVING UNDER INFLUENCE	8	46	33	39.4%	8	46	33	100.0%	100.0%	100.0%	1	7	8	48	33		
ELUDING	1	6	6	0.0%	1	5	6	100.0%	83.3%	100.0%	1	0	1	5	8		
ESCAPE	0	2	1	100.0%	0	2	1	0.0%	100.0%	100.0%	0	0	0	3	1		
FAIL TO DISPLAY DL	1	1	1	0.0%	1	1	1	100.0%	100.0%	100.0%	0	1	1	1	1		
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	3	18	21	109	120		
HIT & RUN	2	26	23	13.0%	2	7	5	100.0%	26.9%	21.7%	0	1	1	6	6		
LIQUOR LAWS	2	7	7	0.0%	2	7	7	100.0%	100.0%	100.0%	11	4	15	20	13		
MIP TOBACCO	0	2	3	-33.3%	0	2	3	0.0%	100.0%	100.0%	0	0	0	2	3		
NARCOTICS/DRUGS	9	40	34	17.6%	8	36	32	88.9%	90.0%	94.1%	6	12	18	61	43		
PROP RECOV - FOR OTHER AGENCY	0	0	2	-100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0		
RECKLESS DRIVING	2	12	9	33.3%	2	11	9	100.0%	91.7%	100.0%	0	3	3	12	9		
RUNAWAY	2	8	10	-20.0%	2	4	8	100.0%	50.0%	80.0%	2	0	2	4	7		
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0		
TRESPASS	9	46	51	-9.8%	1	12	39	11.1%	26.1%	76.5%	0	1	1	17	24		
VEH RECOV - FOR OTHER AGENCY	0	4	2	100.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0		
WARRANT	20	86	89	-3.4%	19	84	89	95.0%	97.7%	100.0%	0	2	2	7	1		
WEAPONS	1	4	3	33.3%	1	3	2	100.0%	75.0%	66.7%	0	1	1	3	3		
SOCIETY TOTALS	82	417	391	6.6%	58	287	298	70.7%	68.8%	76.2%	30	58	88	380	331		
GRAND TOTALS	470	2,459	2,059	19.4%													



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lisa Meyer, Administrative Assistant
DATE: July 17, 2017
SUBJECT: Public Works Monthly Operating Report for June 2017

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|---|
| • WWTP Facility | Effluent flows: 36.91 million gallons were treated during June. The highest flow was 1.44 million gallons on June 22 nd and the lowest flow was 1 million gallons on June 25 th . The average flow was 1.23 million gallons. Total rainfall for June was 1.82 inches. |
| • WTP | Highest production day was 3,319,000 gallons on June 24, 2017. |
| • Water System | Replaced 7 meters. Finishing hydrant flushing program and did some maintenance to three hydrants that were discovered during flushing. Adjusted and repaired some meter boxes. |
| • Streets | Swept 80 curb miles and collected 40 cubic yards of material. 75 tons of material was hauled off from street sweepings. Graded and applied dust control to gravel roads. Continue to mow City property. |
| • Parks | Volunteers:
Community Service: Total # of Volunteers = 0, Total # of hours = 0
Life skills High School Students: Total # of Volunteers = 0, Total # of hours = 0
Parks Board: Total # of Volunteers =6, Total # of hours = 3 |
| • Building Permits | |

Permit Type	Issued	SDC's Paid
New Single Family Dwelling	1	\$12,802.00
Residential Building Addition/Alter/Other	-	\$0
Commercial Building Addition/Alter/Other	3	\$0
Electrical	-	\$0
Mechanical	1	\$0
Plumbing	1	\$0
TOTAL	6	\$12,802.00

One (1) Residential SDC = \$10,883.00 + \$707.00 for Mill Creek SDC + Storm Water SDC \$1919.00 or \$2752.00



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, Director of Public Works
DATE: July 17, 2017
SUBJECT: iServe Update

Foothills Church organized this year's iServe event that took place on June 24, 2017.

- Downtown fire hydrants were repainted
- Trees in Wilderness Park were girdled to prevent ivy from growing up
- The Jordan Bridge Kiosk was repainted
- The Police Department's sidewalk, parking lot and building were pressure washed
- Bark dust was spread in the parking lot areas of the Community Center and pool
- PENDING: The entrance signs to Stayton are scheduled to be painted this summer

The City would like to thank Foothills Church for organizing the event. As always, the community support was tremendous and shows the great spirit of the Stayton community.



CITY OF STAYTON

M E M O R A N D U M

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: July 17, 2017
SUBJECT: Report of Activities for June, 2017

Continued to work with Friends of Old Town Stayton, conducted "Tour of Possibilities" open house of empty commercial spaces in the downtown area

Planning Commission meeting held; reviewed one application for development, public hearing on application to vacate an alley, and developed standards for accessory dwelling units

Attended interagency meeting with Marion County to discuss future of railroad

Attended meetings of North Santiam River regional tourism marketing committee

Worked with Rotary Club regarding future trail development

Working with Public Works Department staff, improvements to the Geographic Information System continued



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

TO: Mayor Porter and the Stayton City Council
FROM: Janna Moser - Library Director
DATE: July 17, 2017
SUBJECT: June Library report

Summer reading began June 12th with programs for people of all ages. The theme is “Build a Better World” Children read to earn free books and local hero buttons.

This year’s heroes are:

Brandi Elmer and Rene Gower - Office Staff, Sublimity
Carol Brandt - Teacher, Cloverdale Elementary
Cheyenne Ward - Santiam Canyon Stampede Queen
Dallas Button - K-9 Officer, Stayton Police Department
Kathleen Johnson - Vice Principal, Aumsville Elementary
Lynn Starkey - Teacher, Cascade View School.
Michelle Heuberger - Teacher, St. Mary Catholic School
Misty Standley - Artist and Library Volunteer
Tammy Baxter - Librarian, Stayton Intermediate/Middle School
Terri Allen - Teacher, Stayton Elementary

The library mascot hunt is in full swing. Library mascots are located in local businesses. Children who find at least 10 mascots are entered into the drawing to win them. The University of Oregon’s Museum of Natural and Cultural History presented Engineer It! Exploring Ancient Technologies for children. Jennifer Godfrey presented an eclipse program for children and Steve Lattanzi brought his reptile show. Teens kicked off summer reading with a party and Cupcake Wars. Adults and teens came for a DIY terrariums program.

Upcoming events to mark on your calendars:

- Teens: Book Art July 19th at 3:00pm
- African Music and Dance with Stories! with Okaidja Afroso July 20th at 4:00pm
- Teens: Mystery Building Challenge July 26th at 3:00pm
- Jugglemania! with Rhys Thomas July 28th at 4:00pm
- Author visit - Rob Magnuson Smith August 17th at 7:00pm

2016-2017 Monthly Library Statistics														
	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2016-17 YTD	2015-16 FY
TOTAL CHECKOUTS	11,971	11,124	9,957	10,001	10,369	10,040	10,423	9,760	11,054	9,742	10,257	11,881	126,579	125,970
OTHER CIRCULATION SERVICES														
Self check out	3,997	3,916	3,119	3,066	3,264	2,841	3,273	3,144	3,526	2,834	2,991	3,924	39,895	42,637
Library2Go (ebooks +)	782	825	747	798	793	838	936	788	926	837	788	859	9,917	8,893
INCOME RECEIVED														
Non-resident cards	\$465.00	\$112.00	\$200.00	\$70.00	\$260.00	\$155.00	\$190.00	\$387.20	\$105.00	\$142.00	\$35.00	\$59.00	\$2,180.20	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09	\$659.68	\$617.02	\$1,017.64	\$223.41	\$503.50	\$1,772.11	\$1,674.89	\$616.00	\$1,491.09	\$820.01	\$10,821.37	-\$12,478.54
Room fees	\$0.00	\$0.00	\$0.00	\$250.00	\$205.00	\$0.00	\$257.00	\$240.00	\$185.00	\$0.00	\$0.00	\$195.00	\$1,332.00	\$4,135.50
												TOTAL	\$14,333.57	-\$1,347.04
REFERENCE QUESTIONS														
In-Person, by phone and computer help	480	508	568	540	576	496	552	456	396	480	471	512	6,035	5,395
NEW PATRON CARDS	97	67	63	54	69	42	70	71	79	48	57	79	796	1,051
INTERNET USE	1,035	1,137	933	925	934	922	827	951	1,010	875	881	968	11,398	13,230
													Total wireless users	1,861
													Total Internet Use	13,259
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	678	181	360	428	575	411	749	539	601	473	401	1,833	7,229	5,618
Teens	55	0	6	15	8	4	11	3	9	12	4	23	150	326
Adults	13	16	9	17	35	20	21	174	176	137	125	21	764	619
Outreach	17	300	218	671	609	256	618	693	672	0	0	0	4,054	6,953
													TOTAL	12,197
														13,516
MEETING ROOM ATTENDANCE	27	65	97	287	47	61	400	130	108	156	140	103	1,621	5,889
PATRON VISITS	8,006	7,102	5,675	6,751	7,513	5,359	6,321	6,168	6,876	6,212	6,533	7,266	79,782	80,146
VOLUNTEER HOURS	212	260	188	178	171	176	200	183	223	196	195	212	2,392	2,770