



# AGENDA STAYTON CITY COUNCIL MEETING

**Monday, July 18, 2016**  
Stayton Community Center  
400 W. Virginia Street  
Stayton, Oregon 97383

**7:00 p.m.** Regular Meeting (Community Center – North End)  
*Immediately upon adjournment of the regular Council meeting, an Executive Session to discuss labor negotiations pursuant to Oregon Revised Statutes 192.660.1(2)(d).*

**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. Employee Recognition by Keith Campbell, City Administrator

## **CONSENT AGENDA**

- a. June 29, 2016 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**

**Second Consideration of Ordinance No. 996, Regarding Crop Production** **Action**

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

**NEW BUSINESS**

**Consideration of Adoption of a Property Maintenance Code** **Action**

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

**Dog Licensing** **Informational**

- a. Staff Report – Chief Rich Sebens

**STAFF/COMMISSION REPORTS**

**Finance Director’s Report – Cindy Chauran & Elizabeth Baldwin** **Informational**

- a. June 2016 Monthly Finance Department Report

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

- a. June 2016 Statistical Report

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

- a. June 2016 Operating Report

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

- a. June 2016 Activities Report

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

- a. June 2016 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**

- a. Appointment of Scott West to the Parks and Recreation Board

## **BUSINESS FROM THE COUNCIL**

### **FUTURE AGENDA ITEMS – Monday, August 1, 2016**

- a. Business Survey Results
- b. Public Hearing – Code Amendments
- c. Public Hearing – Zone Map Amendment
- d. Wildlife Meadows Development Agreement

### **ADJOURN**

## CALENDAR OF EVENTS

### JULY 2016

Monday	July 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 20	Library Board	<b>CANCELLED</b>	
Monday	July 25	Planning Commission	7:00 p.m.	Community Center (north end)

### AUGUST 2016

Monday	August 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	August 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	August 2	National Night Out	6:00 p.m.	Stayton Area Parks
Tuesday	August 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	August 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	August 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	August 17	Library Board	<b>CANCELLED</b>	
Monday	August 29	Planning Commission	7:00 p.m.	Community Center (north end)

### SEPTEMBER 2016

Monday	September 5	<b>CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY</b>		
Tuesday	September 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	September 6	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	September 9	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	September 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	September 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 26	Planning Commission	7:00 p.m.	Community Center (north end)

### OCTOBER 2016

Monday	October 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	October 4	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	October 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	October 14	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	October 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	October 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	October 31	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton  
City Council Meeting Action Minutes  
June 29, 2016**

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

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

**Time End:** 8:18 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Ralph Lewis	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel	Rich Sebens, Police Chief (excused)
Councilor Brian Quigley	Andy Parks, Finance Consultant
Councilor Joe Usselman	Lance Ludwick, Public Works Director
	David Rhoten, City Attorney (excused)
	Charles Button, Police Lieutenant

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	Councilor Lewis declared a conflict of interest as he works for the Northwest Senior and Disability Services. He stated he will abstain from voting on the consent agenda item for renewal of their contract.
<b>Presentations / Comments from the Public</b>	None
<b>Consent Agenda</b>	
a. June 6, 2016 City Council Meeting Minutes	Motion from Councilor Niegel, seconded by Councilor Usselman, to approve the Consent Agenda. <b>Motion passed 4:0 (Lewis abstained).</b>
b. Senior Services Meal Site Agreement Renewal	
c. Approval of Abstract of Election Results – May 17, 2016 Primary Election	
<b>Public Hearing</b>	
<b>Certifying Eligibility and Electing to Receive State Revenue Sharing Funds</b>	
a. Staff Report	Mr. Parks reviewed the staff report.
b. Open Public Hearing	Mayor Porter opened the hearing at 7:03 p.m.
c. Public Hearing	No comment.
d. Close Public Hearing	Mayor Porter closed the hearing at 7:04 p.m.
e. Council Deliberation	No further discussion.
f. Council Decision on Resolution No. 943 and Resolution No. 944	Motion from Councilor Quigley, seconded by Councilor Lewis, to approve Resolution No. 943. <b>Motion passed 5:0.</b>
	Motion from Councilor Quigley, seconded by Councilor Lewis, to approve Resolution No. 944. <b>Motion passed 5:0.</b>

### City of Stayton 2016-2017 Fiscal Year Budget

- a. Staff Report
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution NO. 945, Adopting the FY 2016-2017C City Budget, Making Appropriations, and Levying Property Taxes for the Fiscal Year

### Land Use Files #9-04/16, Legislative Amendments to Land Use Development Code Zones

- a. Commencement of Public Hearing
- b. Staff Report – Dan Fleishman
- c. Questions from the Council
- d. Proponents' Testimony
  
- e. Opponents' Testimony
- f. General Testimony
- g. Questions from the Public
- h. Questions from the Council
- i. Staff Summary
- j. Close of Hearing
- k. Council Deliberation
  
- l. Council Decision on Ordinance No. 996, Amending SMC Title 17, Regarding the Zones in which Crop Production is Permitted

Mr. Parks reviewed the staff report.  
Mayor Porter opened the hearing at 7:13 p.m.  
No public comment.  
Mayor Porter closed the hearing at 7:14 p.m.  
No further discussion.  
Motion from Councilor Niegel, seconded by Councilor Lewis, to approve Resolution No. 945.  
**Motion passed 5:0.**

Mayor Porter opened the hearing at 7:18 p.m.  
Mr. Fleishman reviewed the staff report.  
Brief discussion of map included in staff report.  
Adam Culbertson, owner of Home Grown Remedies, spoke in favor of the proposed changes including within the Commercial General zone.  
Mr. Culbertson also requested the distance requirement be lowered from 200 feet to 150 feet. However, this was an independent request not part of the agenda or public hearing.  
Sydney Levin, property owner of 1885 W. Washington Street, spoke in favor of the proposed changes and allowing in the Commercial General zone. Mr. Culbertson received questions from the Council.  
John Huddenal spoke in favor of the ordinance as presented.  
None.  
None.  
None.  
None.  
Nothing further.  
Mayor Porter closed the hearing at 7:44 p.m.  
Council discussion of what adoption of this ordinance will allow.  
Motion from Councilor Glidewell to approve Ordinance No. 996 as presented. Motion died due to lack of a second.

Councilor Quigley was not opposed to allowing in the industrial zones, but is opposed to allowing in the Commercial General. Councilor Niegel agreed.

Motion from Councilor Niegel, seconded by Councilor Usselman, to approve Ordinance No. 996 with modifications to only allow within Light Industrial and Commercial Industrial zones.  
**Motion passed 5:0.**

	Ordinance No. 996 will return before the City Council for a second consideration at their next meeting on July 18 <sup>th</sup> .
<b>Unfinished Business</b>	None
<b>New Business</b> <b>Resolution No. 946, Fiscal Year 2015-2016 Budget Appropriation Transfers</b> a. Staff Report – Andy Parks  b. Council Deliberation  c. Council Decision  <b>Resolution No. 947, Authorizing an Interfund Loan Transfer from Vehicle Replacement to the Stormwater Fund</b> a. Staff Report – Andy Parks  b. Council Deliberation  c. Council Decision  <b>Resolution No. 948, 2016-2017 Fees and Fines</b> a. Staff Report – Keith Campbell  b. Council Deliberation  c. Council Decision	Mr. Parks reviewed the staff report.  None.  Motion from Councilor Niegel, seconded by Councilor Ussleman, to approve Resolution No. 946 as presented. <b>Motion passed 5:0.</b>  Mr. Parks reviewed the staff.  None.  Motion from Councilor Quigley, seconded by Councilor Niegel, to approve Resolution No. 947 as presented. <b>Motion passed 5:0.</b>  Mr. Campbell reviewed the staff report.  Brief discussion of the reason for the increase in “Business Regulations” under Police Ordinance Bail for Violations from \$500 to \$1,000.  Motion from Councilor Niegel, seconded by Councilor Usselman, to approve Resolution No. 948 as presented. <b>Motion passed 5:0.</b>
<b>Staff / Commission Reports</b> <b>Finance Director’s Report – Cindy Chauran &amp; Elizabeth Baldwin</b> a. May 2016 Monthly Finance Department Report  <b>Police Chief’s Report – Lt. Charles Button</b> a. May 2016 Statistical Report  <b>Public Works Director’s Report – Lance Ludwick</b> a. May 2016 Operating Report  <b>Planning &amp; Development Director’s Report – Dan Fleishman</b> a. May 2016 Activities Report	No further discussion.  No further discussion. Mayor Porter inquired about dog licensing.  No further discussion.  No further discussion.

<b>Library Director's Report – Pam Pugsley</b> a. May 2016 Activities	Ms. Pugsley gave a brief update on the Library.
<b>Presentations / Comments From the Public</b>	None
<b>Business from the City Administrator</b>	<ul style="list-style-type: none"> <li>• The July 5<sup>th</sup> City Council meeting will be cancelled.</li> <li>• Mr. Ludwick gave an update on the recent I-Serve event and thanked the volunteers for their time.</li> <li>• Mr. Campbell thanked Ken Cartwright for his years of service filming City Council meetings.</li> <li>• He also thanked Mr. Parks, staff, and the Budget Committee for their work on the new budget.</li> </ul>
<b>Business from the Mayor</b>	None.
<b>Business from the Council</b>	None.
<b>Future Agenda Items – July 18, 2016</b>	
a. Employee Recognition b. Wildlife Meadows Development Agreement c. Business Survey Results d. Property Maintenance Code e. Public Hearing – Code Amendments f. Monthly Staff Reports	

APPROVED BY THE STAYTON CITY COUNCIL THIS 18<sup>TH</sup> DAY OF JULY 2016, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

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

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

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

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

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

Transcribed by: \_\_\_\_\_  
Alissa Angelo, Deputy City Recorder



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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: July 18, 2016**  
**SUBJECT: Second Consideration of Ordinance 996 Regarding Crop Production**

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**ISSUE**

The issue before the City Council is the second consideration of Ordinance 996, legislative text amendments to the Stayton Land Use and Development Code, Title 17, Chapter 17.16 regarding the zones in which crop production is permitted.

At its June 29 meeting the City Council removed the Commercial General Zone from the list of zones where indoor crop production would be permitted. This resulted in the requirement for the City Council to approve the revised ordinance

**RECOMMENDATION**

Staff recommends adoption of the ordinance as revised.

**OPTIONS AND MOTIONS**

The City Council is presented with the following options.

**1. Approve the second consideration of Ordinance 996**

Move to approve Ordinance No 996 as revised.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If a majority of the Council votes to approve, Ordinance No. 996 is enacted and will be presented to the Mayor for his approval.

**2. Approve the Ordinance with modifications**

Move to approve Ordinance No. 996 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the Mayor for his approval.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If a majority of the Council votes to approve, Ordinance No. 996 is enacted and will be presented to the Mayor for his approval.

**3. Return the Ordinance to Staff for further refinement**

Move to direct staff to modify Ordinance No. 996 with the following changes ... and present the Ordinance to the City Council for further discussion and consideration at the August 1 meeting.

**4. Retain the Code unchanged**

No motion is necessary.

**ORDINANCE NO. 996**

**AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE  
17, REGARDING THE ZONES IN WHICH CROP PRODUCTION IS  
PERMITTED**

WHEREAS, Oregon Revised Statutes, Chapter 197 requires municipalities to adopt and implement a comprehensive land use planning program in accordance with statewide planning goals established by the Legislature and the Oregon Land Conservation and Development Commission;

WHEREAS, the City of Stayton has adopted Title 17 of the Stayton Municipal Code as the Land Use and Development Code;

WHEREAS, SMC Title 17, Chapter 20, Section 17.16.070 controls the uses in individual zones within the City and currently permits crop production in only the Industrial Agriculture Zone;

WHEREAS, all of the land in the Industrial Agriculture Zone is owned by one entity, not providing opportunities for others to engage in crop production activities in the City;

WHEREAS, there has been interest in indoor crop production activities in the City;

WHEREAS, there are not opportunities for indoor crop production under the current zoning;

WHEREAS, the City Council has determined that it is appropriate to allow indoor crop production in the Light Industrial and Industrial Commercial Zones;

WHEREAS, the Stayton Planning Commission has initiated the process for amending the Land Use and Development Code and following a public hearing, has recommended that the Stayton City Council enact proposed amendments; and

WHEREAS, the Stayton City Council, following a public hearing, does find that the following amendments are appropriate.

NOW, THEREFORE, the City of Stayton ordains:

**Section 1. SMC Title 17, Chapter 16 amended.** Stayton Municipal Code, Title 17, Chapter 16 is hereby amended by changing Table 17.16.070.1 to list Crop Production as a permitted use following site plan review in the Light Industrial and Industrial Commercial zones, with footnote 15 applying to the use in these zones, restricting the use to indoors only.

**Section 2. Effective Date.** This ordinance shall become effective 30 days after adoption by the Stayton City Council and the Mayor's signing.

**Section 3.** A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE STAYTON CITY COUNCIL this 18th day of July, 2016.

CITY OF STAYTON

Signed: \_\_\_\_\_, 2016

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

Signed: \_\_\_\_\_, 2016

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

APPROVED AS TO FORM:

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

DRAFT



## CITY OF STAYTON

### M E M O R A N D U M

**TO: Mayor Henry A Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Director of Planning and Development**  
**DATE: July 18, 2016**  
**SUBJECT: Consideration of Adoption of a Property Maintenance Code**

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#### ISSUE

The issue before the City Council is the consideration of adoption of property maintenance standards within the Stayton Municipal Code.

#### BACKGROUND INFORMATION

Aside from the provisions within Title Chapter 8.04 regarding dangerous, derelict and abandoned buildings and noxious vegetation, the Stayton Municipal Code does not contain provisions regarding the maintenance of property, either the exterior appearance or its suitability for habitation. While state law spells out certain minimum conditions for residential rental units, the statute does not provide for municipal enforcement of these standards.

Staff has received a number of complaints in recent years regarding the condition of a rental unit. These complaints have been routinely referred to Marion County Building Inspection. Under the current City Code the only provisions under which the City may take action are the provisions regarding dangerous structures. Lack of water, broken windows, or inoperable heating systems are not covered under current City Code. The City is currently dealing with one property owner in a case that Marion County Building Inspection did determine the conditions constituted a dangerous building.

Over 40% of the housing units in the City are renter occupied (2010 Census reports 42%; 2014 American Community Survey reports 48%). Adoption of residential rental property standards would provide a basic level of protection to a substantial portion of City's population.

The draft standards that Staff has compiled have been modeled on the municipal codes from Corvallis and Eugene as well as including standards that reflect the requirements of state law. The draft standards include a requirement that tenant provide written notice of alleged code violations to the landlord before a complaint is filed with the City and prohibits the City from taking action until the landlord has had ten days to respond to the tenant's complaint.

Also, in order to keep a tenant's immigration status from being a barrier to filing a complaint, the draft standards prohibit a City official from reporting a person who files a complaint to immigration officials.

Both of these two larger cities have active housing enforcement programs that are funded by a per unit annual fee assessed against all rental housing. The draft standards presented to Council include such a fee. The City of Eugene charges \$10 per rental unit per year. The City of Corvallis charges \$13 per unit per year. If Stayton charged \$10 per unit per year and collected 75% of that without the need for any follow-up, then the annual revenue would be about \$15,000. If Council wishes to establish such a fee then should be an outreach effort to property owners informing of them that the Council is considering adoption of the standards and fee.

Attached to this staff report is an initial draft of potential Code language for City Council review and discussion. Also attached is ORS 90.320 that establishes minimum habitability standards for residential rental housing in state law.

### **OPTIONS AND MOTIONS**

The City Council is presented with the following options, which are not mutually exclusive

**1. Direct Staff to prepare an Ordinance including the Residential Rental Property Standards, with an annual fee**

Move to direct staff to present to the City Council an Ordinance including the residential rental property standards and an annual per unit fee to fund the administration of the standards.

**2. Direct Staff to prepare an Ordinance including the Residential Rental Property Standards, without an annual fee**

Move to direct staff to present to the City Council an Ordinance including the residential rental property standards but exclude any fees

**3. Have a more in-depth discussion among the City Council prior to preparation of an Ordinance**

Move to place discussion of this issue on the August 15 City Council agenda.

**4. Take No Action**

No motion necessary.

**90.320 Landlord to maintain premises in habitable condition; agreement with tenant to maintain premises.**

(1) A landlord shall at all times during the tenancy maintain the dwelling unit in a habitable condition. For purposes of this section, a dwelling unit shall be considered uninhabitable if it substantially lacks:

(a) Effective waterproofing and weather protection of roof and exterior walls, including windows and doors;

(b) Plumbing facilities that conform to applicable law in effect at the time of installation, and maintained in good working order;

(c) A water supply approved under applicable law that is:

(A) Under the control of the tenant or landlord and is capable of producing hot and cold running water;

(B) Furnished to appropriate fixtures;

(C) Connected to a sewage disposal system approved under applicable law; and

(D) Maintained so as to provide safe drinking water and to be in good working order to the extent that the system can be controlled by the landlord;

(d) Adequate heating facilities that conform to applicable law at the time of installation and maintained in good working order;

(e) Electrical lighting with wiring and electrical equipment that conform to applicable law at the time of installation and maintained in good working order;

(f) Buildings, grounds and appurtenances at the time of the commencement of the rental agreement in every part safe for normal and reasonably foreseeable uses, clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin, and all areas under control of the landlord kept in every part safe for normal and reasonably foreseeable uses, clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin;

(g) Except as otherwise provided by local ordinance or by written agreement between the landlord and the tenant, an adequate number of appropriate receptacles for garbage and rubbish in clean condition and good repair at the time of the commencement of the rental agreement, and the landlord shall provide and maintain appropriate serviceable receptacles thereafter and arrange for their removal;

(h) Floors, walls, ceilings, stairways and railings maintained in good repair;

(i) Ventilating, air conditioning and other facilities and appliances, including elevators, maintained in good repair if supplied or required to be supplied by the landlord;

(j) Safety from fire hazards, including a working smoke alarm or smoke detector, with working batteries if solely battery-operated, provided only at the beginning of any new tenancy when the tenant first takes possession of the premises, as provided in ORS 479.270, but not to include the tenant's testing of the smoke alarm or smoke detector as provided in ORS 90.325 (1);

(k) A carbon monoxide alarm, and the dwelling unit:

(A) Contains a carbon monoxide source; or

(B) Is located within a structure that contains a carbon monoxide source and the dwelling unit is connected to the room in which the carbon monoxide source is located by a door, ductwork or a ventilation shaft; or

(L) Working locks for all dwelling entrance doors, and, unless contrary to applicable law, latches for all windows, by which access may be had to that portion of the premises that the tenant is entitled under the rental agreement to occupy to the exclusion of others and keys for those locks that require keys.

(2) The landlord and tenant may agree in writing that the tenant is to perform specified repairs, maintenance tasks and minor remodeling only if:

(a) The agreement of the parties is entered into in good faith and not for the purpose of evading the obligations of the landlord;

(b) The agreement does not diminish the obligations of the landlord to other tenants in the premises; and

(c) The terms and conditions of the agreement are clearly and fairly disclosed and adequate consideration for the agreement is specifically stated.

(3) Any provisions of this section that reasonably apply only to a structure that is used as a home, residence or sleeping place shall not apply to a manufactured dwelling, recreational vehicle or floating home where the tenant owns the manufactured dwelling, recreational vehicle or floating home, rents the space and, in the case of a dwelling or home, the space is not in a facility. Manufactured dwelling or floating home tenancies in which the tenant owns the dwelling or home and rents space in a facility shall be governed by ORS 90.730, not by this section.

## TITLE 15 - BUILDINGS AND CONSTRUCTION

### Chapter 15.08 RENTAL HOUSING CODE

Sections:

Section 15.08.010 Title.

Section 15.08.020 Purpose.

Section 15.08.030 State of Oregon Residential Landlord and Tenant Act.

Section 15.08.040 Scope.

Section 15.08.050 Dangerous Buildings Code.

Section 15.08.060 Severability.

Section 15.08.070 Liability.

Section 15.08.080 Definitions.

Section 15.08.090 Standards.

Section 15.08.100 Enforcement.

Section 15.08.110 Appeals.

Section 15.08.120 Fees.

#### **Section 15.08.010 Title.**

These regulations shall be known as the Stayton Rental Housing Code, may be cited as such, and will be referred to herein as "this Chapter."

#### **Section 15.08.020 Purpose.**

The purpose of this Chapter is to provide minimum habitability criteria to safeguard health, property, and public welfare of the owners, occupants, and users of residential rental buildings.

#### **Section 15.08.030 State of Oregon Residential Landlord and Tenant Act.**

This code is intended to supplement rather than conflict with the habitability standards of the State of Oregon Residential Landlord and Tenant Act (ORS Chapter 90).

#### **Section 15.08.040 Scope.**

- 1) Except as described below, this Chapter shall apply to all buildings or portions thereof which are legally used for human habitation and are covered by a rental agreement.
- 2) Those arrangements identified in the State of Oregon Residential Landlord and Tenant Act as excluded from its authority are also exempted from this Chapter. The following are exempted from this Chapter either through the State of Oregon Residential Landlord and Tenant Act or in addition to it:
  - a) Hotels, motels and lodging houses.
  - b) Hospitals and other medical facilities.

- d) Nursing homes and similar facilities.
- e) Group SR Occupancies.

**Section 15.08.050 Dangerous Buildings Code.**

Conditions which define a building as dangerous under SMC Title 8, Chapter 8.04 will be abated through the procedures specified in SMC Title 8, Chapter 8.04.

**Section 15.08.060 Severability.**

If any section, paragraph, subdivision, clause, sentence, or provisions of this Chapter shall be adjudged by any court of competent jurisdiction to be unconstitutional or invalid, such judgment shall not affect, impair, invalidate, or nullify the remainder of the Chapter, but the effect thereof shall be confined to the section, paragraph, subdivision, clause, sentence or provision immediately involved in the controversy in which such judgment or decree shall be rendered, it being the intent of the governing body to enact the remainder of this Chapter notwithstanding the parts to be declared unconstitutional and invalid.

**Section 15.08.070 Liability.**

The City officials charged with the enforcement of this Chapter, acting in good faith and without malice in the discharge of the duties required by this Chapter or other related laws and ordinances shall not thereby be rendered personally liable for damages that may accrue to persons or property as a result of an act or by reason of an act or omission in the discharge of such duties.

**Section 15.08.080 Definitions.**

For purposes of this Chapter, the following definitions shall apply:

1. Agent: A person authorized by another to act in his/her behalf.
2. Building Code: The currently adopted edition of the State of Oregon Structural Specialty Code.
3. Building Official: The individual(s) designated by the City Administrator to administer and enforce the building codes and inspect buildings.
4. Dangerous Buildings Code: Those provisions of SMC Title 8, Chapter 8.04 adopted for the abatement of unsafe buildings.
5. Dwelling Unit: A single unit providing complete independent living facilities for one or more persons including provisions for living, sleeping, eating, cooking and sanitation. For purposes of this Chapter, where portions of a residential building are occupied under separate rental agreements, but tenants share eating, cooking, and/or sanitation facilities, each portion under a separate rental agreement shall be considered a dwelling unit.
6. Habitable Room: Any room used for sleeping, living, cooking or dining purposes, but excluding closets, pantries, bath or toilet rooms, hallways, laundries, storage spaces, utility rooms and similar spaces.
7. Group SR Occupancies: Special residences where personal care is administered and that are licensed by, or subject to licensure by, or under the authority of the Oregon Department of Human Services or any other State agency.

8. Mechanical Code: The currently adopted edition of the State of Oregon Mechanical Specialty Code.
9. Ordinance Enforcement Officer: The individual designated by the City Administrator to enforce the provisions of this Chapter.
10. Plumbing Code: The currently adopted edition of the State of Oregon Plumbing Specialty Code.
11. Rental Agreement: All agreements, written or oral, concerning the use and occupancy of a dwelling unit and premises.

**Section 15.08.090 Standards.**

1. Structural Integrity.
  - A. Roofs, floors, walls, foundations, stairways and railings, and all other structural components shall be capable of resisting any reasonable stresses and loads to which these components may be subjected and shall be maintained in good repair.
  - B. Structural components shall be of materials allowed or approved by the Building Code.
2. Plumbing.
  - A. Each dwelling unit shall be provided with access to a toilet, bath or shower, and lavatory in a room or rooms separate from the habitable rooms and which affords privacy, within the building in which the dwelling unit is located.
  - B. Plumbing systems shall be installed and maintained in a safe and sanitary condition and shall be free of defects, leaks and obstructions.
  - C. Plumbing components shall be of materials allowed or approved by the Plumbing Code.
3. Heating.
  - A. There shall be a permanently installed heat source with the ability to provide a room temperature of 68 degrees Fahrenheit three feet above the floor, measured in the approximate center of the room, in all habitable rooms. Portable space heaters shall not be used to achieve compliance with this section.
  - B. All heating devices or appliances shall be of an approved type and shall conform to applicable law at the time of installation.
  - C. Ventilation for fuel-burning heating appliances shall be as required by the Mechanical Code at the time of installation.
4. Electrical. Electrical lighting, fixtures and outlet and all other electrical equipment shall conform to applicable law at the time of installation and shall be maintained in good working order.
5. Weatherproofing.
  - A. Roof, exterior walls, windows and doors shall be maintained to prevent water leakage into living areas which may cause damage to the structure or its contents or may adversely affect the health of an occupant.

- B. Repairs must be permanent rather than temporary and shall be through generally accepted construction methods.
6. Smoke Detectors. Every dwelling unit shall be equipped with an approved and properly functioning smoke alarm or smoke detector installed and maintained in accordance with the State Building Code, ORS 479.270, 479.275, and 479.285, and applicable rules of the State Fire Marshal.
  7. Carbon Monoxide Detectors. Every dwelling unit shall be equipped with an approved and properly functioning carbon monoxide alarm in accordance with applicable rules of the State Fire Marshal if the dwelling unit contains a carbon monoxide source or is located within a structure that contains a carbon monoxide source and the dwelling unit is connected to the room in which the carbon monoxide source is located by a door, ductwork or a ventilation shaft.
  8. Security. Doors and windows leading into a dwelling unit must be equipped with locks and shall be maintained in a condition so as to restrict access into the dwelling unit.
  9. Buildings and Grounds. Buildings, grounds and appurtenances must be, at the time of the commencement of the rental agreement, in every part safe for normal and reasonably foreseeable uses, and shall be kept clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin, and all areas under control of the landlord shall be kept in every part safe for normal and reasonably foreseeable uses, clean, sanitary and free from all accumulations of debris, filth, rubbish, garbage, rodents and vermin.
  10. Interpretations.
    - A. The Ordinance Enforcement Officer is empowered to render interpretations of this Section.
    - B. Such interpretations shall be in conformance with the intent and purpose of this Chapter.

**Section 15.08.100 Enforcement.**

1. Authority. The Ordinance Enforcement Officer is hereby authorized and directed to enforce all the provisions of this Chapter.
2. Complaint.
  - A. A complaint must be in writing and may be filed in person or by mail, e-mail or fax.
  - B. A complaint must include the following:
    - 1) Name of person filing the complaint; complaints may not be submitted anonymously.
    - 2) Name of the landlord.
    - 3) Address of the alleged violation.
    - 4) A complete description of the alleged violation.
    - 5) A copy of the written notice of the alleged habitability violation that has been sent by the tenant to the landlord.
  - C. A person who files a complaint must be a party to the current rental agreement covering the property in question or an agent of this party.

- D. The Ordinance Enforcement Officer or any other City official shall not report a person who files a complaint to immigration officials.
- E. Complaints will be processed by Ordinance Enforcement Officer using an administratively adopted written procedure which includes the following:
  - 1) confirmation that the complainant has standing to file a complaint
  - 2) confirmation that the subject of the complaint, if confirmed, would be a violation of this Chapter.
  - 3) confirmation that the landlord has had seven days, plus three days for mailing per ORS 90.150(3), since mailing of the written notice by the tenant to respond to the complaint except that when the violation is an absence of: heat, water or hot water, or any properly functioning toilets, sinks or smoke detectors in the dwelling unit, confirmation that the landlord has had 48 hours by written notice from the tenant to respond to the complaint.
  - 4) written notification of the landlord by the Ordinance Enforcement Officer of the complaint.
- 3. Investigations.
  - A. Investigations will be initiated only after the above process has been followed.
  - B. The Ordinance Enforcement Officer will conduct an investigation to confirm the validity of the complaint.
  - C. If the complaint is determined to be not valid, the case will be closed and all parties notified.
  - D. If the complaint is determined to be valid, the Ordinance Enforcement Officer will issue a Notice of Violation and Order of Abatement.
- 4. Inspection and Right of Entry. When it may be necessary to inspect to enforce the provisions of this Chapter, the Ordinance Enforcement Officer, in accordance with administrative policy, may enter the building or premises at reasonable times to inspect or to perform the duties imposed by this Chapter, provided that if such building or premises be occupied that credentials be presented to the occupant and entry requested. If such building or premises be unoccupied, the Ordinance Enforcement Officer shall first make a reasonable effort to locate the owner or other person having charge or control of the building or premises and request entry. If entry is refused, the Ordinance Enforcement Officer shall have recourse to the remedies provided by SMC Title 1, Chapter 1.24 to secure entry.
- 5. Notices and Orders.
  - A. For valid complaints, the Ordinance Enforcement Officer shall issue a Notice of Violation and Order of Abatement to the landlord. The Notice and Order shall include the following:
    - 1) Street address.
    - 2) A statement that the Ordinance Enforcement Officer has found the premises to be in violation of this Chapter as alleged in the complaint.
    - 3) A thorough description of the violation.

- 4) Statements advising the landlord that if the required repairs are not completed within seven days, plus three days for mailing from the date of the Notice and Order (48 hours when the Code violation is an absence of: heat, water or hot water, or any properly functioning toilets, sinks or smoke detectors in the dwelling unit), then Ordinance Enforcement Officer will:
  - a) Record the notice and order against the property.
  - b) Coordinate the issuance of a citation to the landlord to appear in Municipal Court.
  - c) Initiate action to recover all City costs associated with the processing of the complaint, investigation and the resolution of the issue.
- 5) Statements that the landlord may appeal the notice and order as specified in this Chapter.
- 6) The date by which the repairs must be completed and a reinspection scheduled.
- B. The Notice of Violation and Order of Abatement, and any amended or supplemental Notice and Order, shall be posted on the premises and shall be served to the landlord by first class mail, at the address of record in the Marion County Assessor's records.
6. Failure to Comply. If there is no compliance with the Notice and Order by the specified date, the Ordinance Enforcement Officer will:
  - A. Coordinate the issuance of a citation to the landlord to appear in Municipal Court;
  - B. Record the Notice and Order against the property with all recording costs to be the responsibility of the landlord; and
  - C. Initiate an accounting for all costs associated with the processing of the complaint, investigation and the resolution of the issue with the intent of recovering these costs from the landlord.
7. Compliance.
  - A. Upon compliance with the Order of Abatement, the Ordinance Enforcement Officer will issue a Notice of Compliance to the landlord and to the complainant.
  - B. If a Notice and Order was recorded against the property, Housing Division staff will record the Notice of Compliance against the property.
  - C. If an accounting was initiated for all costs associated with the processing of the complaint, investigation and the resolution of the issue, the Finance Director will proceed with collecting these costs from the landlord using adopted City procedures.
8. Penalties. Any person violating any of the provisions of this Chapter shall, upon court conviction thereof, be punished by a fine as specified by Council Resolution. Each day that a violation exists is a separate offense.

**Section 15.08.110 Appeals.**

1. Appeal to City Administrator. Any tenant who has filed a complaint that the Ordinance Enforcement Officer has determined is not valid may file a written appeal to the City Administrator within 10 days of the date the notice was mailed. Any landlord who has been issued a Notice of Violation by the Ordinance Enforcement Officer may file a written appeal

to the City Administrator within 10 days of the date the notice was mailed. The written appeal shall state one or more of the following grounds for the appeal:

2. City Administrator's Decision on the Appeal. The City Administrator shall consider the appeal within 15 days from the date of the City's receipt of the appeal. The City Administrator may, at the City Administrator's sole discretion,
  - A. Remand the issue back to the Ordinance Enforcement Officer for reconsideration,
  - B. Grant the request on appeal, with or without conditions, or
  - C. Deny the request on appeal.

The City Administrator shall issue a written Notice of Decision regarding the appeal. The City Administrator's decision may be appealed, in writing, to the City Council.

3. Appeal to City Council. The City Administrator's decision to approve or deny an appeal may be appealed by the tenant or the landlord to the City Council within 10 days of the mailing of the Notice of Decision. The appeal shall be in writing and shall clearly state the issue being appealed and the grounds for the appeal. The City Council shall consider the appeal at a regularly scheduled meeting, no later than 45 days from the date of the City's receipt of the appeal. The Mayor may invite testimony, at the Mayor's discretion. The City Council may, at its discretion,
  - A. Remand the issue back to the City Administrator for reconsideration,
  - B. Grant the request on appeal, with or without conditions, or
  - C. Deny the request on appeal based on the record.

The City Council's decision is final.

4. Appeal Fee. Any appeal submitted under this Section shall include a \$50.00 filing fee.
5. Scope of Appeal. Appeals may be filed regarding notices, orders, interpretations and decisions made by the Ordinance Enforcement Officer relative to this Chapter.
6. Form of Appeal. An appeal must be in writing and include the following:
  - A. Name of person filing the appeal.
  - B. Copy of the notice and order.
  - C. Copy of the section of this code which is being appealed.
  - D. A complete explanation of the appeal.
  - E. What is requested of the City Administrator or City Council.

7. Appeal Procedure.
  - A. Appeals shall be submitted to the Planning and Development Director. The Planning and Development Director shall confirm that the appeal meets the filing criteria and the appeal request is complete.
  - B. If the filing criteria have not been met, the person filing the appeal will be so notified. The Planning and Development Director, at his/her discretion, may extend the filing

deadline by an additional three days to allow the appellant to resubmit an appeal that has been deemed incomplete. Only one extension may be granted.

- C. If the filing criteria is met, the Planning and Development Director shall forward the appeal to the City Administrator or schedule a hearing of the City Council, as is appropriate.

**Section 15.08.120 Fees.**

1. For the purpose of offsetting costs to the City associated with the enforcement of this Chapter there is hereby imposed an annual fee, to be set by Council Resolution, for each dwelling unit covered by a rental agreement.
2. The following unit types, while subject to the standards, enforcement procedures, and other requirements established in this Chapter, shall be exempt from the fee payment requirements of this Section: rentals with a recorded deed restriction requiring the units to be rented affordably to households at or below 50% of the Area Median Income; rentals under contract with a public agency that requires the rental to be inspected at least annually and verifies that the dwelling is rented to a low income household; and rentals designated as senior or disabled housing by a public agency.
3. The landlord is responsible for paying the annual fee upon written or electronic request. The Finance Director shall adopt and implement policies and procedures which include multiple written or electronic communications with landlords before assessing a penalty. The penalty established below is necessary to offset the actual cost of these procedures when payment of the annual fee is not timely or when payment of the annual fee is not made.
4. Policy regarding penalties. Providing minimally habitable rental housing is of great importance within the City of Stayton. The costs of this program are intended to be somewhat offset by the annual fees, but the City Council also desires to not greatly increase the cost of renting residential property within the City. The City Council has balanced raising the amount of the annual fee in order to offset the cost of the program against the desire for landlords to pay the annual fee in a timely manner, and finds that an artificially lower annual fee that encourages timely payment is more likely to provide funding that offsets the costs of this essential program than is a higher fee which would capture all the administrative costs of collection. The City finds that staff charged with administration and enforcement of this program spend a grossly disproportionate portion of their time attempting to collect fees or to collect untimely fees from a relatively few landlords. The City Council finds that relatively low penalties for failing to pay the annual fee or for failing to pay the annual fee in a timely manner, encourages some landlords to fail to make payments or to make late and untimely payments. The City Council finds that relatively low penalties therefore result in an even more unfair apportionment of the cost of providing this essential program to other landlords and taxpayers, and threatens the City's ability to provide the service for the low annual fee.
5. Failure to pay the fee as requested will subject the landlord to the following actions:
  - A. A penalty fee of \$250.00 will be assessed to the landlord for each unpaid per unit fee if the annual fee is not paid by the date specified in the written or electronic request for payment.
  - B. The City will initiate appropriate action to collect the fees due and all costs associated with these actions will be assessed to the landlord.

C. Appropriate action may include placing a lien on the property.

*DRAFT For City Council Review and Discussion*



**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 18, 2016**  
**SUBJECT: Dog Licensing**

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Staff has been requested by Mayor Porter to investigate the pros and cons of licensing dogs within the City as was done prior to July of 2011.

On June 30, 2011 the City discontinued licensing of dogs through the City. This was done based on budget reductions and layoffs of City staff. An agreement was initiated with Marion County for them to take care of dog licensing for residents who own dogs within the City of Stayton. The agreement also states Marion County would handle dog complaints within the Stayton city limits. The agreement states the Stayton Police will continue to address immediate hazardous issues related to dogs. Immediate hazardous issues include examples such as animal neglect calls, immediate vicious dog calls, and dogs running in traffic causing an immediate hazard.

Local vet clinics in the area had agreed to be a registration/licensing location for Marion County. The two veterinarians in the area, who started licensing in 2011, stopped this process within a couple of months. Currently, Stayton residents can register their dogs through Marion County by going into Salem or registering online.

In the years prior to 2011, the City had a three year average of registering 760 dogs per year. The police department responded to an average of 532 animal complaints and an average of 90 dogs per year being impounded.

In 2015 Stayton PD responded to 73 animal complaints and Marion County responded to 56 animal complaints.

In years prior to 2011 the City collected \$8 per neutered or spayed dog and \$30 for intact dogs. The majority of the fees collected were \$8 per dog. Using \$8 per dog and an average of 760 registered dogs, the City would have collected about \$6080. Staff time to register is estimated at about 15 minutes average per registration equaling about \$4100 to register per year. This dollar figure does not take into account the officer time in responding to animal complaints. Depending on the length of the call, a call for service on an animal complaint will range

anywhere from 15 minutes to 4-5 hours. An animal complaint can range from a barking dog to a vicious/aggressive dog and dog bites.

These costs do not take into consideration the equipment and advertising needed to be purchased to re-implement this process. For example, the accounting software has been estimated to be at least \$5000. A short term kennel would need to be built as well to house dogs until they can be transported to Marion County. It is also unknown what costs would be assessed for the boarding of our dogs by Marion County that are not claimed. Previous contracts with Marion County were \$75 per dog plus \$20 per day that the dog stayed at their shelter. These costs were paid by the City to Marion County. If the dog was claimed by the owner those costs were passed on to the owner. The City paid for unclaimed dogs. The City also paid for any medical costs associated with dogs that were not returned to the owner, including euthanasia costs.

The City of Stayton is partnering with Marion County to host an amnesty dog registration day in Stayton. Citizens will be able to register their dogs as well as updating their vaccinations. This is planned for September 17<sup>th</sup> and will be held at the Stayton Library from 10am-12pm.

Staff is requesting direction from Council as to the whether to investigate this further or to continue with the current agreements with Marion County.



**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 18, 2016**  
**SUBJECT: Monthly Finance Department Report**

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Attached are the month-end reports for the major operating funds of the City which include General Fund, Public Works Administration Fund, Library Fund, Water Fund, Storm Water Fund, Sewer Fund, Street Fund, and Swimming Pool Fund. If you have any questions, please let us know.

Departmental Activity

	<b>June 2016</b>	<b>May 2016</b>
<b>Utility Billing</b>		
Number of Bills Mailed	2,658	2,652
Number of Bills Emailed	342	341
Delinquent Notices Sent Out	481	500
Courtesy Delinquent Notices Sent to Landlords	139	146
Notified of Impending Shut-Off & Penalty	137	118
Customers with Interrupted Services Non-Payment	27	16
Services Still Disconnected	1	1
<b>Accounts Payable</b>		
Number of Checks Issued	225	224
Total Amount of Checks	\$1,054,119.45	\$530,572.43



**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 18, 2016  
**SUBJECT:** Staff Report

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Below you will see the stats for the Police Department for the month of June 2016.

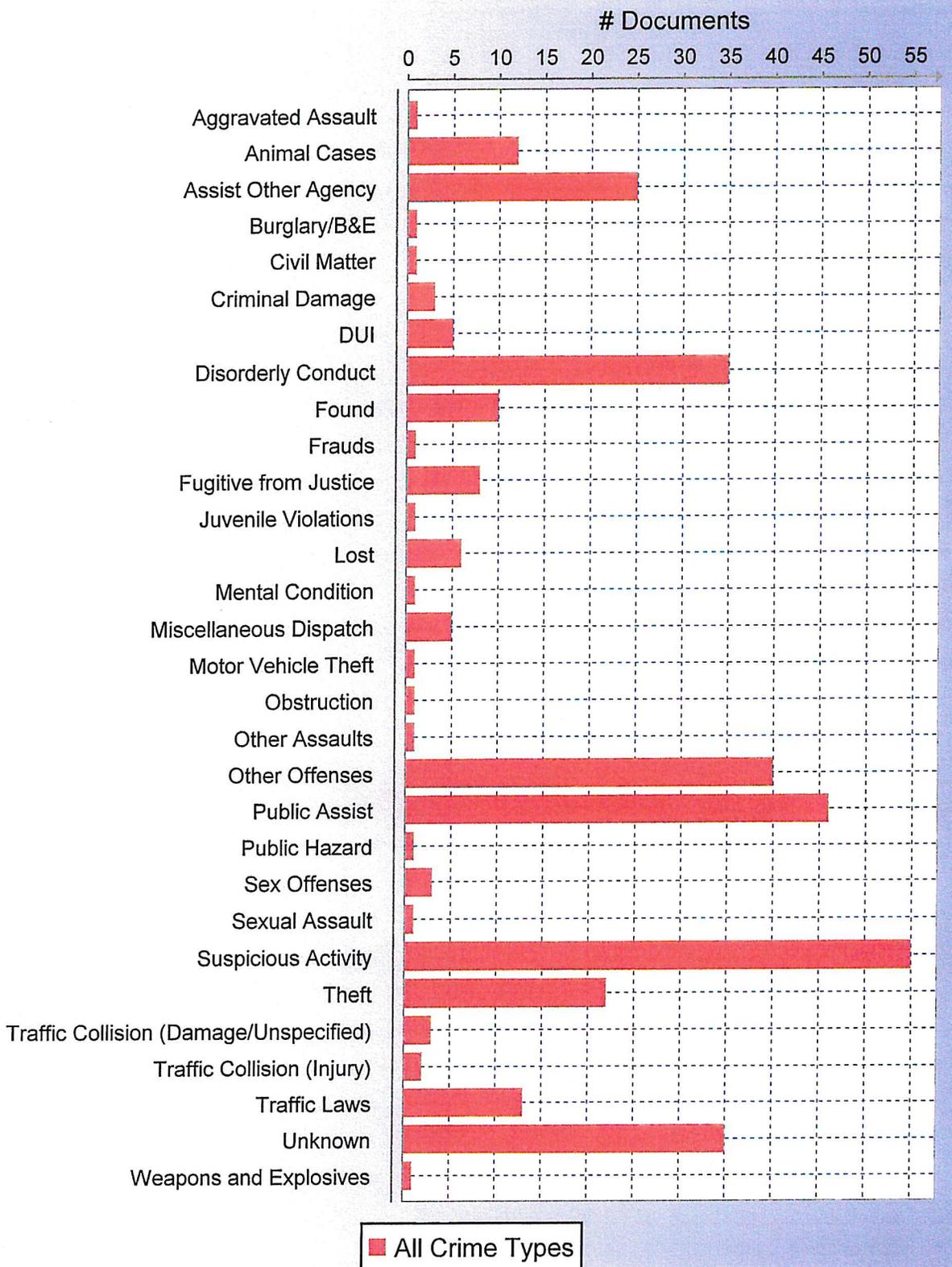
	<b>June 2016</b>	<b>Year to Date 2016</b>	<b>June 2015</b>	<b>Year to Date 2015</b>
<b>Police Activity</b>	<b>828</b>	<b>4759</b>	<b>772</b>	<b>4487</b>
<b>Investigated Incidents</b>	<b>321</b>	<b>1835</b>	<b>347</b>	<b>1825</b>
<b>Citations/Warning</b>	<b>112/150</b>	<b>639 / 1100</b>	<b>230</b>	<b>1578</b>
<b>Traffic Accidents</b>	<b>4</b>	<b>44</b>	<b>12</b>	<b>48</b>
<b>Juvenile Abuse</b>	<b>1</b>	<b>14</b>	<b>2</b>	<b>17</b>
<b>Arrests</b>	<b>28</b>	<b>269</b>	<b>53</b>	<b>246</b>
<b>Ordinance Complaints</b>	<b>32</b>	<b>116</b>	<b>NA</b>	<b>NA</b>
<b>Reserve Volunteer Hrs.</b>	<b>257.75</b>	<b>1668.16</b>	<b>374.25</b>	<b>2137</b>
<b>Citizen Volunteer Hrs.</b>	<b>50</b>	<b>200</b>	<b>NA</b>	<b>NA</b>
<b>Peer Court Referrals:</b>	<b>6</b>	<b>11</b>	<b>9</b>	<b>33</b>

# STATYON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 6/1/2016 - 6/30/2016

PERSON	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED					
	6/1/16 to 6/30/16	1/1/16 to 6/30/16	1/1/15 to 6/30/15	Change Yr to Yr %	6/1/16 to 6/30/16	1/1/16 to 6/30/15	6/1/16 to 6/30/15	6/1/16 to 6/30/15	6/1/16 to 6/30/16	1/1/16 to 6/30/15	6/1/16 to 6/30/15	6/1/16 to 6/30/15	Juv	Adult	Total	1/1/16 to 6/30/16	1/1/15 to 6/30/15	
<b>NON-CRIMINAL</b>																		
ACCIDENT-INJURY	2	9	5	80.0%														
ACCIDENT-PROPERTY	3	32	28	14.3%														
ALL OTHER NON-CRIMINAL	245	1,263	1,300	-2.8%														
NON CRIM DOMESTIC DISTURB	11	75	75	0.0%														
<b>NON-CRIMINAL TOTALS</b>	<b>261</b>	<b>1,379</b>	<b>1,408</b>	<b>-2.1%</b>														
<b>PERSON</b>																		
AGGRAVATED ASSAULT	1	8	4	100.0%	0	6	3	0.0%	75.0%	75.0%	0	0	0	0	0	9	3	
OFFENSE AGAINST FAMILY	0	1	2	-50.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0	1	0	
OTHER ASSAULTS	3	27	38	-28.9%	2	20	31	66.7%	74.1%	81.6%	0	2	2	2	15	34		
RAPE	0	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	0	1	6	-83.3%	0	0	6	0.0%	0.0%	100.0%	0	0	0	0	0	0	6	
ROBBERY	0	2	2	0.0%	0	1	2	0.0%	50.0%	100.0%	0	0	0	0	0	1	2	
SEX OFFENSES	2	10	10	0.0%	0	4	6	0.0%	40.0%	60.0%	0	0	0	0	0	1	2	
<b>PERSON TOTALS</b>	<b>6</b>	<b>51</b>	<b>62</b>	<b>-17.7%</b>	<b>2</b>	<b>32</b>	<b>48</b>	<b>33.3%</b>	<b>62.7%</b>	<b>77.4%</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>27</b>	<b>47</b>		
<b>PROPERTY</b>																		
ARSON	0	0	1	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0	0	
BURGLARY - BUSINESS	0	2	4	-50.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0	0	
BURGLARY - OTHER STRUCTURE	0	4	3	33.3%	0	1	1	0.0%	25.0%	33.3%	0	0	0	0	1	0		
BURGLARY - RESIDENCE	1	12	8	50.0%	1	5	1	100.0%	41.7%	12.5%	0	1	1	1	4	2		
COUNTERFEITING/FORGERY	0	3	1	200.0%	0	2	0	0.0%	66.7%	0.0%	0	0	0	0	14	0		
EXTORTION/BLACKMAIL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0		
FRAUD	1	16	28	-42.9%	0	7	8	0.0%	43.8%	28.6%	0	0	0	0	7	8		
LARCENY																		
Pickpocket	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0	0	0	
Purse Snatching	1	1	1	0.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0	0	1	
Shoplifting	0	25	31	-19.4%	0	16	18	0.0%	64.0%	58.1%	0	0	0	0	17	22		
Theft from a Motor Vehicle	6	41	21	95.2%	0	3	1	0.0%	7.3%	4.8%	0	2	2	2	5	1		
Theft of MV Parts/Accessories	0	0	4	-100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0		
Theft of Bicycle	1	4	8	-50.0%	0	2	1	0.0%	50.0%	12.5%	0	0	0	0	2	1		
Theft from Building	1	14	8	75.0%	0	2	0	0.0%	14.3%	0.0%	0	1	1	1	5	0		
From Coin Operated Machine	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0		
All Other Larceny	11	44	47	-6.4%	1	8	10	9.1%	18.2%	21.3%	1	0	1	1	12	12		

SOCIETY	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	6/1/16 to 6/30/16	1/1/16 to 6/30/16	1/1/15 to 6/30/15	% Change Yr to Yr	6/1/16 to 6/30/16	1/1/16 to 6/30/16	1/1/15 to 6/30/15	6/1/16 to 6/30/16	1/1/16 to 6/30/16	1/1/15 to 6/30/15	6/1/16 to 6/30/16	Juv	Adult	Total	1/1/16 to 6/30/16	1/1/15 to 6/30/15
LARCENY	20	130	121	7.4%	1	31	32	5.0%	23.8%	26.4%	1	3	4	41	37	
MOTOR VEHICLE THEFT	1	10	5	100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	2	2	
STOLEN PROPERTY	0	3	2	50.0%	0	1	2	0.0%	33.3%	100.0%	0	0	0	5	1	
VANDALISM	5	46	51	-9.8%	2	12	7	40.0%	26.1%	13.7%	2	2	4	15	6	
<b>PROPERTY TOTALS</b>	<b>28</b>	<b>226</b>	<b>224</b>	<b>0.9%</b>	<b>4</b>	<b>59</b>	<b>51</b>	<b>14.3%</b>	<b>26.1%</b>	<b>22.8%</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>89</b>	<b>56</b>	
<b>SOCIETY</b>	<b>12</b>	<b>75</b>	<b>79</b>	<b>-5.1%</b>	<b>2</b>	<b>25</b>	<b>34</b>	<b>16.7%</b>	<b>33.3%</b>	<b>43.0%</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>	<b>12</b>	
ALL OTHER	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	1	0	
ANIMAL	1	5	10	-50.0%	1	5	10	100.0%	100.0%	100.0%	0	0	0	4	17	
CURFEW	1	4	4	0.0%	1	4	3	100.0%	100.0%	75.0%	0	1	1	4	4	
CUSTODY-MENTAL	0	1	0	0.0%	0	1	0	0.0%	100.0%	0.0%	0	0	0	0	0	
DISORDERLY CONDUCT	5	27	21	28.6%	3	21	18	60.0%	77.8%	85.7%	0	3	3	20	19	
DR WHILE SUSP	0	4	8	-50.0%	0	4	8	0.0%	100.0%	100.0%	0	0	0	4	8	
DRIVING UNDER INFLUENCE	5	33	29	13.8%	5	33	29	100.0%	100.0%	100.0%	0	5	5	33	29	
ELUDING	2	6	3	100.0%	2	6	2	100.0%	100.0%	66.7%	0	3	3	8	3	
ESCAPE	1	1	1	0.0%	1	1	1	100.0%	100.0%	100.0%	0	1	1	1	1	
FAIL TO DISPLAY DL	0	1	3	-66.7%	0	1	2	0.0%	100.0%	66.7%	0	0	0	1	2	
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	11	68	
HIT & RUN	2	23	16	43.8%	1	5	7	50.0%	21.7%	43.8%	0	1	1	6	5	
LIQUOR LAWS	0	7	6	16.7%	0	7	5	0.0%	100.0%	83.3%	0	0	0	13	8	
MIP TOBACCO	0	3	5	-40.0%	0	3	5	0.0%	100.0%	100.0%	0	0	0	3	5	
NARCOTICS/DRUGS	3	34	39	-12.8%	2	32	38	66.7%	94.1%	97.4%	1	1	2	44	53	
PROP RECOV - FOR OTHER AGENCY	0	3	1	200.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RECKLESS DRIVING	5	9	1	800.0%	5	9	0	100.0%	100.0%	0.0%	0	5	5	9	0	
RUNAWAY	0	10	6	66.7%	0	8	5	0.0%	80.0%	83.3%	0	0	0	7	5	
SEX OFFENSES	0	0	3	-100.0%	0	0	2	0.0%	0.0%	66.7%	0	0	0	0	3	
TRESPASS	5	50	39	28.2%	4	38	28	80.0%	76.0%	71.8%	0	2	2	24	17	
VEH RECOV - FOR OTHER AGENCY	0	2	1	100.0%	0	1	1	0.0%	50.0%	100.0%	0	0	0	0	0	
WARRANT	9	89	57	56.1%	9	89	56	100.0%	100.0%	98.2%	0	0	0	1	1	
WEAPONS	1	3	3	0.0%	1	2	3	100.0%	66.7%	100.0%	0	1	1	3	3	
<b>SOCIETY TOTALS</b>	<b>52</b>	<b>391</b>	<b>335</b>	<b>16.7%</b>	<b>37</b>	<b>296</b>	<b>257</b>	<b>71.2%</b>	<b>75.7%</b>	<b>76.7%</b>	<b>1</b>	<b>34</b>	<b>35</b>	<b>331</b>	<b>263</b>	
<b>GRAND TOTALS</b>	<b>347</b>	<b>2,047</b>	<b>2,029</b>	<b>0.9%</b>												

# Crime Types





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

**TO: Mayor Henry Porter and the Stayton City Council**  
**FROM: Kelli Stevens, Administrative Assistant**  
**DATE: July 18<sup>th</sup>, 2016**  
**SUBJECT: Public Works Monthly Operating Report for June 2016**

- | <u>KEY ACTIVITIES</u>     | <u>STATUS</u>   |
|---------------------------|---|
| • <b>WWTP Facility</b>    | Effluent flows: 31.24 million gallons were treated during June. The highest flow was 1.24 million gallons on June 2 <sup>nd</sup> and the lowest flow was 0.85 million gallons on June 26 <sup>th</sup> . The average flow was 1.04 million gallons. Total rainfall for June was 1.47 inches. |
| • <b>WTP</b>              | Highest production day was 3,064,000 gallons on June 25 <sup>th</sup> , 2016.   |
| • <b>Water System</b>     | Replaced 5 meters. Replaced a meter stop at 1087 Douglas. Replaced a meter stop at 1282 Third Ave. Cannery meter on Ida was tested. Installed 20 radio readers.   |
| • <b>Streets</b>          | Swept 180 curb miles and removed approximately 67 cubic yards of material. The gravel streets were graded and dust control was applied to the graded streets.   |
| • <b>Parks</b>            | Volunteers: Community Service –0 hours, Volunteer – 0 hours.<br>Life skills High School Students – 0 hours. Total = 0 hours.<br>Parks Board Volunteer Hours – 7 hours total –7 Volunteers.  |
| • <b>Building Permits</b> |   |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling		
Residential Building Addition/Alter/Other	1	
Commercial Building Addition/Alter/Other	1	
Electrical	2	
Mechanical		
Plumbing		
<b>TOTAL</b>	<b>4</b>	

*One (1) Residential SDC = \$10,357.00 + \$670.00 for Mill Creek SDC + Storm Water SDC \$1861.00 or \$2669.00*



**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 18, 2016**  
**SUBJECT: Report of Activities for June, 2016**

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Continued to work with Friends of Old Town Stayton

Planning Commission meeting reviewed two development proposals, one zoning map amendment and one Code amendment.

Attended Stayton Area Rotary Club to make presentation on recent development activity

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 18, 2016**  
**SUBJECT: June Library report**

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The library partnered with Friends of the Family, Friends of the Library, and many more organizations for the Grow into Reading Literacy event on June 4<sup>th</sup>. Over 200 people attended even in the 100 degree weather.

Summer reading began June 13<sup>th</sup> with programs for people of all ages. This is the first year people were invited to sign up for summer reading online. Children read to earn free books and local hero buttons. This year's heroes are:

Sgt. Danielle Wetzel, Stayton Police Department  
Erin Holm, P.E. Teacher & Track Coach, Stayton Intermediate School  
Jennifer Godfrey, Interpretive Naturalist, Detroit Lake  
Joe Kiser, P.E. Teacher, Sublimity Schools  
Jon Heuberger, P.E. Teacher, St. Mary School  
Kara Vining, Reading Specialist, Aumsville Elementary  
Tracy Prien, Librarian, Stayton Elementary

Children also joined in on the hunt for library mascots located in local businesses. If they spot a mascot and report it to the library they are entered into the drawing to win the mascot. The library hosted the Reptile Man and Border Collies International in June. Teens/Tweens kicked off summer reading with the Library Olympics. Adult programs included Coloring for Creativity and Comfort, Tabletop Game Night and Tea Time for Booklovers.

Upcoming events to mark on your calendars:

- Tween Tuesday – Martial Arts Demonstration July 19<sup>th</sup> at 3:30pm
- Trivia Night at Ugo's Pizza July 19<sup>th</sup> at 7pm
- Jugglemania with Rhys Thomas July 21<sup>st</sup> at 4pm.
- Teen Nature Adventure July 22<sup>nd</sup>
- Tea Time for Booklovers July 27<sup>th</sup> at 5:30pm
- Party in the Park July 29<sup>th</sup> at 3pm.

**2015-2016 Monthly Library Statistics**

	July	August	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	2014-15 FY	2015-16 FY
<b>TOTAL CHECKOUTS</b>	13,247	11,532	9,894	10,395	10,007	9,467	9,975	9,626	10,941	9,398	9357	12,131	<b>122,298</b>	<b>125,970</b>

**OTHER CIRCULATION SERVICES**

Self check out	4,841	4,263	3,437	3,610	3,385	2,769	3,172	3,166	3,434	3,026	3198	4,336	<b>20,821</b>	<b>42,637</b>
Library2Go (ebooks +)	845	728	685	659	784	738	783	743	760	828	792	765	<b>6,658</b>	<b>9,110</b>

**INCOME RECEIVED**

Non-resident cards	\$780.00	\$1,217.00	\$419.00	\$575.00	\$647.00	\$605.00	\$1,879.00	\$362.00	\$994.00	\$454.00	-\$1,326.00	\$390.00	<b>\$7,002.50</b>	<b>\$6,996.00</b>
Fines: overdue & lost books	\$826.06	\$994.00	\$683.00	\$805.51	\$245.30	\$419.75	\$2,187.00	\$392.00	\$814.35	\$1,869.00	-\$22,351.61	\$637.10	<b>\$12,303.09</b>	<b>-\$12,478.54</b>
Room fees	\$1,944.00	\$55.00	\$115.00	\$0.00	\$936.00	\$775.50	\$0.00	\$0.00	\$50.00	\$75.00	\$60.00	\$125.00	<b>\$4,235.00</b>	<b>\$4,135.50</b>
<b>TOTAL</b>													<b>\$23,540.59</b>	<b>-\$1,347.04</b>

**REFERENCE QUESTIONS**

In-Person, by phone and computer help	598	449	548	541	432	337	401	473	361	407	418	430	<b>5,967</b>	<b>5,395</b>
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**NEW PATRON CARDS**

	126	86	120	113	78	63	99	66	67	63	64	106	<b>1,220</b>	<b>1,051</b>
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**INTERNET USE**

	1,421	1,295	1,023	1,191	998	1,022	911	999	1,130	1,069	986	1,185	<b>16,312</b>	<b>13,230</b>
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**PROGRAM ATTENDANCE**

Children & adults at storytime	840	205	345	632	572	286	365	391	355	408	428	791	<b>6,627</b>	<b>5,618</b>
Teens	46	57	31	23	21	50	18	20	11	14	14	21	<b>751</b>	<b>326</b>
Adults	101	38	16	160	42	38	75	52	22	49	9	17	<b>733</b>	<b>619</b>
Outreach	834	523	27	702	621	494	710	693	542	775	755	277	<b>4,183</b>	<b>6,953</b>
<b>TOTAL</b>													<b>12,294</b>	<b>13,516</b>

**MEETING ROOM ATTENDANCE**

	1,089	479	580	779	736	440	487	163	372	531	155	78	<b>10,676</b>	<b>5,889</b>
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**PATRON VISITS**

	8,085	7,018	8,500	7,151	5,712	5,314	5,975	6,694	5,849	5,875	6,757	7,216	<b>85,386</b>	<b>80,146</b>
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**VOLUNTEER HOURS**

	263	270	176	286	226	246	263	210	226	206	195	202	<b>2,157</b>	<b>2,770</b>
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# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Parks Board

PLEASE CHECK ONE:

New Applicant  
 Application for reappointment

Years resided in Stayton: 20

PLEASE PRINT

Name Scott West

Address 950 E Burnett St, Stayton, OR 97383 Home Ph# 503-769-0629

Email Address ww2scott@wvi.com Cell Ph# 503-871-2066

Occupation Forester

Place of Employment Oregon Department of Forestry

Business Address 14995 S. Highway 211, Molalla, OR 97038

Phone 503-829-2216 Email scott.a.west@oregon.gov

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I was a member of the Parks Board from 1999 to 2003. I have a BS degree in Forest Management. For 4 years I over saw the recreation program on the Santiam State Forest. That included camp site development and maintenance, trail construction and maintenance, working with community groups on service projects and educational programs. See attached resume.

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

Living next to Pioneer Park I have a strong interest in the Park. I feel with my experience in forestry and recreation I may be able to help the city in it's future planning. I also have observed a lot of the activities in Pioneer Park and have some good ideas on future improvements. I also feel that there are other parks in the city that can use some updating and improvement as well and would like to see that.

**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

None at this time.

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

I have been a member of the Parks board and the Budget Committee. I am involved with Cub Scouts and Boy Scouts. I also coach Soccer and am a member of the Knights of Columbus.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

Clackamas Fire Defense Board

6. How did you learn about this vacancy?

Our Website  Word of mouth  Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No.

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Signature of Applicant  Date January 4, 2016

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**PLEASE RETURN TO:** City of Stayton  
362 N. Third Avenue  
Stayton, OR 97383

*It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.*

**PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION**

## SCOTT ALLAN WEST

950 E Burnett St

Stayton, OR 97383

E-mail: [ww2scott@wvi.com](mailto:ww2scott@wvi.com) or [scott.a.west@oregon.gov](mailto:scott.a.west@oregon.gov)

C 503-871-2066 or H 503-769-0629 or W 503-829-2216

### KEY QUALITIES

- **Teamwork & Leadership** – Lead worker for the timber sale layout team and contract administrator since 1998 to 2013 and performed as the Assistant District Forester for the Santiam Unit for a year and the Molalla Unit Forester for 5 months in a work out of class assignment.
- **Incident Command System (ICS)** – Involved in wildland firefighting since 1990 starting in the operation section. Since 2002 moved into the role of Type 1 Safety Officer for large incidents and since 2007 was appointed as lead Safety Officer on one of the State of Oregon's Incident Management Teams.
- **Contract and Forest Law Enforcement** – Enforce of Oregon Forest Laws and over saw timber sale contracts.
- **Community Involvement** – Involved in Scouting at the Unit, District and Council level. Chaired large events such as Scout Expos, Cub Scout Olympics and Boy Scout Camporee. Currently a member of the City of Stayton Budget Committee. Involved in youth sports as a soccer coach for the Stayton Soccer Club, YMCA and St. Mary Elementary.

### EDUCATION

Bachelor of Science in Forest Management, Oregon State University, 1995

### EMPLOYMENT

- **Unit Forester; Forest Manager; Oregon Department of Forestry, Molalla, OR, November 2014 - March 2015 (Work Out of Class) and June 1, 2015 – Current**
  - Responsible for oversight of the Molalla Unit administration functions for multiple programs.
  - Develop fiscal and biennial budget and monitor fiscal and biennial expenditures periodically to ensure fiscal accountability.
  - Direct operational aspects of the Protection and Forest Practices programs at the unit.
  - Direct administration of the Oregon Forest Practices including the notification of operation process, conduct inspections, document inspection findings and enforcement actions.
  - Review enforcement action for violations of the Forest Practices Act and Administrative Rules.
  - Responsible for the recruitment, selection, training and time management of staff.
  - Oversight of the District motor pool
  - Establish, cultivate, and maintain relationships with Federal agencies, other State agencies, municipal and special districts.
- **Stewardship Forester; Natural Resource Specialist 2 - Oregon Department of Forestry, Lyons OR, February 2013 – May 31, 2015 and Molalla, OR, June 2008 - October 2008(Temporary Assignment)**
  - Assess proposed forest operations in regard to risk of resource damage and applicability of forest protection rules, statutes or procedures.
  - Inspect forest operation to assure compliance with the Oregon Forest Practice Act.
  - Issue citations, case briefs, correction orders and enforcement action for violations of the Forest Practices Act and Administrative Rules when necessary.
  - Coordinate with and seek the advice of other regulatory agencies as needed.
  - Review burn plans for fire prevention and smoke management; issue burning permits; assure compliance with Oregon's Smoke Management plan; industrial fire inspections on logging operations; issue citations for non-compliance.
  - Monitor the reforestation activities required by the Forest Practices Act.
  - Provide assistance to landowners through administration of cost share programs, provide technical assistance on forest land management activities.
- **Lead Safety Officer; Oregon Department of Forestry Incident Management Team 2 (Type 1), March 2007 - Current**
  - Member of the Command and General Staff responsible for overall health and safety at the incident and at camp.
  - Develop safety analyses for each operational period to identify and mitigate the hazards and risks.
  - Inspect all operational aspects at the incident from online, helibase, food service, fire cache and camp facilities.
  - Oversee all accident investigations on the incident.
  - Work with the medical unit making sure medical service is available at the incident and at camp.
  - Establish, cultivate, and maintain relationships with other State cooperating agencies, county, municipal, Federal agencies and special districts.

## EMPLOYMENT – continued

- **Operations Forester;** Natural Resource Specialist 2 - Oregon Department of Forestry, Lyons, OR, August 1998 - February 2013
  - Lead timber sale contract administrator for commercial thinning & regeneration harvest sales. This includes the following: approving project work (road sub grade, rock pit development, road rocking projects, roadside brushing and culvert placement), inspection plots on thinning, skid road & cable corridor approval, and damage assessments to residual trees, industrial fire inspections on logging operations.
  - Issue citations, case briefs, correction orders and enforcement action for violations of the Forest Practices Act and Administrative Rules when necessary.
  - Over see the Santiam State Forest recreation program which includes 4 campgrounds, 30 miles of trails and community interest groups like OET Horse group, Santiam free riders and Crooked Finger ATV club.
  - Timber sale layout for commercial thinning & regeneration harvest sales. This includes the following: boundary posting, RMA posting, road layout & design, cruising, harvest system analysis, cruise report, contract preparation.
  - Review timber sale contracts prepared by NRS1 making sure they meet the objectives in the Annual Operation Plan before final approval.
  - Developed harvest prescription, road and logging design and write ups on site resources (threatened and endangered species, current vegetation, soil type, cultural resources and stream information) for the annual operations plan.
  - Serve as the lead worker for recreation, sale prep, and contract administration duties of the NRS1's or FMT in the unit.
  - Develop the unit's procedures for timber sale layout and contract administration.
- **Assistant District Forester;** Principal Executive Manager C (Work Out of Class); Oregon Department of Forestry, Lyons, OR, May 2007 - April 2008
  - Responsible for oversight of the Santiam Unit administration functions for multiple programs.
  - Monitor fiscal and biennial expenditures periodically to ensure fiscal accountability.
  - Direct operational aspects of the management of state forest lands on the Santiam State Forest.
  - Oversee the compliance of sale contracts; review and recommend contract enforcement actions and contract modifications.
  - Direct the development and review the North Cascade District Annual Operation Plan.
  - Direct administration of the Oregon Forest Practices including the notification of operation process, conduct inspections, document inspection findings and enforcement actions.
  - Review citations, case briefs, correction orders and enforcement action for violations of the Forest Practices Act and Administrative Rules.
  - Responsible for the recruitment, selection, training and time management of staff.
  - Establish, cultivate, and maintain relationships with other State agencies, municipal and special districts.
- **Legislative Internship;** Oregon Department of Forestry, Salem, OR, February 2005
  - Tracking legislative bills that have impact on the Department of Forestry. Providing reports and updates to staff.
- **Forester;** Natural Resource Specialist 1 - Oregon Department of Forestry, Lyons, OR, April 1995 - August 1998
  - Timber sale contract administration on commercial thinning & regeneration harvest sales.
  - Timber sale layout for commercial thinning & regeneration harvest sales. This included: Timber cruising, harvest unit layout & design and road design & layout
  - Reforestation projects including: stocking surveys, spray projects.

## **COMMITTEES, BOARDS, CLUBS & ASSOCIATIONS**

- Oregon Department of Forestry State Wide Safety & Wellness Committee from 2009 to 2014 (Chair 2010 to 2014)
- Currently member of the Line Safety Officer Training instructor team
- Member of the Society of American Foresters from 1990 to 2000
- Currently a member of the City of Stayton Budget Committee since 2001
- Member of the City of the Stayton Parks and Recreation Board from 1999 to 2003 (Chair 2002 to 2003)
- Volunteer Firefighter from 1988 to 1994 in Burke VA, North Bend OR, Corvallis OR & Jackson County OR
- Committee Chair of the Catholic Committee on Scouting for the Archdiocese of Portland in Oregon since 2007
- Committee Chair for Troop 50, Pack 50 and Crew 50 in Stayton/Sublimity
- Scoutmaster for Boy Scout Troop 50 in Stayton/Sublimity from 2008 to 2014
- Cubmaster for Cub Scout Pack 50 in Stayton/Sublimity from 2004 to 2007
- Assistant Scoutmaster for Boy Scout Troop 50 in Stayton/Sublimity in 2007
- Program Chair, Activity Chair & Training Team for the Willamette District, Boy Scouts of America 2004 to 2011
- Currently Soccer coach for Stayton Soccer Club U8/10 and soccer coach for St. Mary's School in Stayton from 1996 to 1998 & YMCA from 2008 to 2012

## **AWARDS / HONORS**

- Eagle Scout in 1987
- Youth in America Leadership Award from Boy Scouts of America in 1987
- Who's Who in Colleges and Universities in 1994 for leadership as an Assistant Resident Hall Director
- Willamette District Award of Merit 2007 - Boy Scouts of America
- Extra Mile Award 2008 - Willamette District, Boy Scouts of America
- Bronze Pelican Award 2010 - Archdiocese of Portland in Oregon
- Oregon Department of Forestry Safety & Wellness Award 2011
- St. Georg Award 2012 - Archdiocese of Portland in Oregon
- Silver Beaver Award 2012 - Cascade Pacific Council, Boy Scouts of America

## **WILDLAND FIRE FIGHTING QUALIFICATIONS**

- Safety Officer Type 1, 2 & 3
- Division Group Supervisor
- Incident Commander Type 3 & 4
- Task Force Leader
- Field Observer
- Dozer Boss
- Felling Boss
- Fire Warden Class A