



AGENDA STAYTON CITY COUNCIL MEETING

Monday, March 20, 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.*

CONSENT AGENDA

- a. March 6, 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.

BUSINESS FROM THE CITY ADMINISTRATOR

- a. Santiam Family Memorial Pool Update

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Award of Contract for Marion Street Improvement Project **Action**

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

Stayton Police Cadet Program **Informational**

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

STAFF/COMMISSION REPORTS

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

- a. February 2017 Monthly Finance Department Report

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

- a. February 2017 Statistical Report

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

- a. February 2017 Operating Report

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

- a. February 2017 Activities Report

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

- a. February 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 MAYOR

- a. Reappointment of Wendy Nau to the Public Safety Commission

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – April 3, 2017

- a. Presentation of OAWU Best Surface Water Award
- b. 2017 Annual OLCC Renewals
- c. Utility Billing Municipal Code
- d. Stayton City Council Goals
- e. Housing Advisory Committee

ADJOURN

CALENDAR OF EVENTS

MARCH 2017

Tuesday	March 20	City Council	7:00 p.m.	Community Center (north end)
Monday	March 27	Planning Commission	7:00 p.m.	Community Center (north end)

APRIL 2017

Monday	April 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 4	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	April 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	April 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	April 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 24	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2017

Monday	May 1	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 1	City Council	Upon Adjournment of Budget Committee	
Tuesday	May 2	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Monday	May 8	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	May 10	Budget Committee	6:00 p.m.	Community Center (north end)
Friday	May 12	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	May 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	May 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 29	CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY		
Tuesday	May 30	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2017

Monday	June 5	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 6	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	June 9	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	June 13	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 21	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 26	Planning Commission	7:00 p.m.	Community Center (north end)

JULY 2017

Monday	July 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY		
Wednesday	July 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 14	Community Leaders	7:30 a.m.	Covered Bridge Café
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)

**City of Stayton
City Council Meeting Action Minutes
March 6, 2017**

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

Time Start: 7:00 P.M.

Time End: 8:29 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	Lance Ludwick, Public Works Director
Councilor Brian Quigley	Janna Moser, Library Director
Councilor Joe Usselman	Rich Sebens, Chief of Police

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. Presentation by Abigail Scott Duniway Chapter of the NSDAR	Detective Paul Eves and K9 Brodie were honored with the NSDAR Distinguished Citizen Award.
b. Stayton Public Library Foundation Endowment Contribution	Deana Freres of the Stayton Public Library Foundation announced the continued support of the Library's Outreach Storyteller Program for the 2017-2018 fiscal year in the amount of \$24,000. In addition, the Board also presented a \$17,000 grant for support of the Library during this current budget year.
c. Municipal Court Update by Judge Jonathan Clark	Judge Clark provided an update on the Stayton Municipal Court. Brief discussion with the Council.
d. Stayton Family Memorial Pool Update by Chris Purdy	Mr. Purdy gave an update on operations at the Pool and the upcoming Stayton Friends of the Pool Spaghetti Feed. Brandon Lemon, Vice President for Sports and Aquatics, spoke about the budget. There was brief Council discussion regarding the budget, and where sports and daycare registrations are being completed.
e. Jack Burnett, Friends of the Stayton Family Memorial Pool	Mr. Burnett informed the Council of an upcoming recognition ceremony on March 17 th for Pool employees involved in saving a life at the pool last summer.

<p>f. Shannon Parker, Pool Patron</p> <p>g. Wayne Houghtaling, Pool Patron</p>	<p>Ms. Parker spoke in support of terminating the contract with the YMCA.</p> <p>Mr. Houghtaling spoke in support of ending the contract with the YMCA. He inquired about when the contract would be discussed by the Council. Mr. Campbell stated it will be on the March 20 agenda.</p>
<p>Consent Agenda</p> <p>a. February 6, 2017 City Council Minutes</p> <p>b. February 21, 2017 Goal Setting Minutes</p>	<p>Motion from Councilor Kronquist, seconded by Councilor Usselman, to accept the consent agenda as presented. Motion passed 5:0.</p>
<p>Public Hearing</p>	<p>None.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Award of Contract for Television Inspection, Cleaning and Repair of the Sanitary and Stormwater Sewer Systems</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Resolution No. 954, Recommending Restoring Recreational Immunity</p> <p>a. Staff Report – Keith Campbell</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Mr. Ludwick reviewed his staff report.</p> <p>Brief Council discussion on the bidding process.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Glidewell, to award the Television Inspection, Cleaning and Repair of the Sanitary and Stormwater Sewer Systems in the amount of \$282,750 to Michel’s Corporation. Motion passed 5:0.</p> <p>Mr. Campbell reviewed the staff report included in the Council packet.</p> <p>Discussion surrounding impact of the Johnson v. Gibson case and the importance of Recreational Immunity.</p> <p>Motion from Councilor Glidewell, seconded by Councilor Kronquist, to approve Resolution No. 954 as presented. Motion passed 5:0.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <p>a. January 2017 Monthly Finance Department Report</p> <p>Police Chief’s Report – Chief Rich Sebens</p> <p>a. January 2017 Statistical Report</p>	<p>Brief discussion of statistics provided in the report and their changes from December to January.</p> <p>No further discussion.</p>

Public Works Director's Report – Lance Ludwick a. January 2017 Operating Report b. System Development Charge Annual Report	No further discussion.
Planning & Development Director's Report – Dan Fleishman a. January 2017 Activities Report	Discussion of Hazard Mitigation training and the Enterprise Zone.
Library Director's Report – Janna Moser a. January 2017 Activities	No further discussion.
Presentations / Comments From the Public	No further discussion.
Business from the City Administrator	Mr. Campbell thanked Chief Sebens and Lt. Charles Button for their work in organizing the NSDAR award ceremony for Detective Paul Eves and K9 Brodie. Councilor Glidewell inquired about the City's plan during the eclipse later this year. Chief Sebens discussed the preliminary planning being done.
Business from the Mayor	Mayor Porter read aloud an email he had received from an organization called Keys 4/4 Kids.
Business from the Council	Councilor Quigley expressed his feeling on the current management of the Pool by the YMCA.
Future Agenda Items – Monday, March 20, 2017 a. Award of Bid – Marion Street Project b. Hazard Mitigation Plan c. Housing Advisory Committee d. Stayton Family Memorial Pool	

APPROVED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF MARCH 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
MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
THRU: Keith Campbell, City Administrator
FROM: Lance S. Ludwick, P.E. Public Works Director
DATE: March 20, 2017
SUBJECT: Award of Contract for Marion Street Improvement Project

ISSUE

Shall the City award a bid to Pacific Excavation in the amount of \$498,442 for all work related to the Marion Street Improvement Project.

ENCLOSURES

1. Minutes from Bid Opening & Bid Tabulation Sheet – March 16, 2017 @ 2:00 p.m.

BACKGROUND INFORMATION

The project includes, but is not limited to, all labor, materials, and equipment necessary to construct approximately 900 lineal feet of 8 inch water main, 25 service connections, 5 new hydrants, subgrade stabilization, approximately 7,700 sy of cold plain pavement removal, approximately 1,045 tons of Level 2, ½” Dense ACP and performance of additional and incidental work as called for in the plans and specifications.

Public Works Director Lance S. Ludwick developed a bid packet including specifications for the project work.

The project was advertised competitively in the Daily Journal of Commerce and sealed bids were opened on March 16, 2017, at 2:00 PM.

BIDS RECEIVED

The City received bids from the following firms:

	Contractor	Total
1	Pacific Excavation	\$498,442.00
2	Earth Works Excavation	\$529,157.00
3	Emery & Sons Construction Group	\$533,325.00
4	North Santiam Paving Company	\$536,507.00
5	Trench Line Excavation	\$553,490.00
6	Knife River	\$569,255.50
7	Roy Houck Construction, LLC	\$723,396.40

STAFF REVIEW OF BIDS:

City Staff reviewed the low bid and recommends the City award a contract to **Pacific Excavation**.

OPTIONS

- A. Award of Contract to the lowest responsible bidder in the full contract amount.
- B. Reject all bids.

RECOMMENDATION

Award of Contract to Pacific Excavation in the amount of \$498,442.

MOTION:

Move to award the Marion Street Improvement Project in the amount of \$498,442.



City of Stayton

Department of Public Works

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-2919 • Fax (503) 769-2134

BID OPENING: MARION STREET IMPROVEMENT PROJECT **March 16, 2017, Closed at 2:00 PM**

Description: The project includes, but is not limited to, all labor, materials, and equipment necessary to construct approximately 900 lineal feet of 8 inch water main, 25 service connections, 5 new hydrants, subgrade stabilization, approximately 7,700 sy of cold plain pavement removal, approximately 1,045 tons of Level 2, ½" Dense ACP and performance of additional and incidental work as called for in the plans and specifications.

CONTRACTOR	BID AMOUNT
Emery & Sons Construction Group	\$533,325.00
Roy Houck Construction, LLC	\$723,396.40
North Santiam Paving Company	\$536,507.00
Knife River	\$569,255.50
Earth Works Excavation	\$529,157.00
Pacific Excavation	\$498,442.00
Trench Line Excavation	\$553,490.00

The City of Stayton will review the bids and make a recommendation to the City Council at their March 20th, 2017, council meeting.

Prepared by:

Lisa Meyer, City of Stayton

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

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

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

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

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

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

City of Stayton Marion Street Improvement Project

Bid Tabulation

Bid Date: 3/16/2017 at 2:00 p.m.

				Pacific Excavation		Earth Works Excavation		Emery & Sons Construction Group		North Santiam Paving Co.	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
101	Mobilization	1	LS	\$51,800.00	\$51,800.00	\$35,000.00	\$35,000.00	\$25,100.00	\$25,100.00	\$56,300.00	\$56,300.00
102	Traffic Control	1	LS	\$2,500.00	\$2,500.00	\$13,170.00	\$13,170.00	\$13,000.00	\$13,000.00	\$16,500.00	\$16,500.00
103	Erosion & Sedimentation Control	1	LS	\$500.00	\$500.00	\$1,156.00	\$1,156.00	\$1,500.00	\$1,500.00	\$4,000.00	\$4,000.00
104	Subgrade Stabilization Rock	1108	CY	\$26.00	\$28,808.00	\$33.00	\$36,564.00	\$45.00	\$49,860.00	\$25.00	\$27,700.00
105	Pavement Overlay Geotextile	7700	SY	\$1.75	\$13,475.00	\$1.00	\$7,700.00	\$1.50	\$11,550.00	\$1.50	\$11,550.00
106	Cold Plane Pavement Removal 1" to 2" depth	7700	SY	\$2.00	\$15,400.00	\$2.00	\$15,400.00	\$2.00	\$15,400.00	\$2.00	\$15,400.00
107	Unsuitable Material Excavation, Haul-off and Disposal	1386	CY	\$14.00	\$19,404.00	\$20.00	\$27,720.00	\$17.00	\$23,562.00	\$16.00	\$22,176.00
108	Level2, 1/2 Inch ACP - 2" to 3" depth	1045	TON	\$74.00	\$77,330.00	\$73.00	\$76,285.00	\$74.00	\$77,330.00	\$60.60	\$63,327.00
109	PCC Standard Curb	150	LF	\$44.00	\$6,600.00	\$36.00	\$5,400.00	\$37.00	\$5,550.00	\$30.00	\$4,500.00
110	PCC Sidewalk	1570	SF	\$19.00	\$29,830.00	\$9.00	\$14,130.00	\$10.00	\$15,700.00	\$6.50	\$10,205.00
111	Adjust Manhole Structure to Grade	9	EA	\$135.00	\$1,215.00	\$64.00	\$576.00	\$775.00	\$6,975.00	\$1,200.00	\$10,800.00
112	Adjust Catch Basin Structure to Grade	14	EA	\$135.00	\$1,890.00	\$124.00	\$1,736.00	\$1,000.00	\$14,000.00	\$600.00	\$8,400.00
113	Adjust Water & Gas Valve Box to Grade	14	EA	\$135.00	\$1,890.00	\$89.00	\$1,246.00	\$225.00	\$3,150.00	\$150.00	\$2,100.00
114	Adjust Phone Vault Structure to Grade	2	EA	\$425.00	\$850.00	\$1,750.00	\$3,500.00	\$500.00	\$1,000.00	\$1,100.00	\$2,200.00
115	Concrete Handicap Ramps w/Truncated Domes	12	EA	\$2,200.00	\$26,400.00	\$1,882.00	\$22,584.00	\$3,000.00	\$36,000.00	\$2,200.00	\$26,400.00
116	Street Trees	31	EA	\$450.00	\$13,950.00	\$403.00	\$12,493.00	\$350.00	\$10,850.00	\$450.00	\$13,950.00
117	ADA Connection	38	SY	\$60.00	\$2,280.00	\$95.00	\$3,610.00	\$100.00	\$3,800.00	\$100.00	\$3,800.00
118	4 Inch White Pavement Markings - Paint	120	LF	\$1.35	\$162.00	\$3.00	\$360.00	\$25.00	\$3,000.00	\$2.05	\$246.00
119	12 Inch White Pavement Markings - Paint	480	LF	\$3.50	\$1,680.00	\$5.00	\$2,400.00	\$5.00	\$2,400.00	\$4.25	\$2,040.00
201	60" Storm Drain Water Quality manhole, 8.5' depth	1	EA	\$8,600.00	\$8,600.00	\$9,950.00	\$9,950.00	\$10,100.00	\$10,100.00	\$7,000.00	\$7,000.00
301	8 Inch Hot Tap with 8 Inch Gate Valve	1	EA	\$5,500.00	\$5,500.00	\$4,529.00	\$4,529.00	\$5,500.00	\$5,500.00	\$5,550.00	\$5,550.00
302	2 Inch Hot Tap with 2 Inch Gate Valve	1	EA	\$2,000.00	\$2,000.00	\$882.00	\$882.00	\$3,000.00	\$3,000.00	\$3,300.00	\$3,300.00
303	8 Inch Cl. 52 D.I. Pipe w/Class B Backfill	912	LF	\$60.00	\$54,720.00	\$72.00	\$65,664.00	\$63.00	\$57,456.00	\$57.00	\$51,984.00
304	6 Inch Cl. 52 D.I. Pipe w/Class B Backfill	21	LF	\$80.00	\$1,680.00	\$182.00	\$3,822.00	\$150.00	\$3,150.00	\$80.00	\$1,680.00
305	8 Inch field Lok Gaskets	45	EA	\$86.00	\$3,870.00	\$133.00	\$5,985.00	\$120.00	\$5,400.00	\$117.00	\$5,265.00
306	Tee, 8 x 8	1	EA	\$1,250.00	\$1,250.00	\$1,642.00	\$1,642.00	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00
307	Reducer, 8 x 6	2	EA	\$600.00	\$1,200.00	\$631.00	\$1,262.00	\$1,500.00	\$3,000.00	\$660.00	\$1,320.00
308	Reducer, 10 x 8	1	EA	\$1,350.00	\$1,350.00	\$1,754.00	\$1,754.00	\$1,200.00	\$1,200.00	\$1,500.00	\$1,500.00
309	Bend, 6 Inch 45°	2	EA	\$450.00	\$900.00	\$418.00	\$836.00	\$250.00	\$500.00	\$400.00	\$800.00
310	Bend, 8 Inch 45°	2	EA	\$550.00	\$1,100.00	\$525.00	\$1,050.00	\$300.00	\$600.00	\$420.00	\$840.00
311	Gate Valve, 8 Inch	4	EA	\$1,050.00	\$4,200.00	\$1,917.00	\$7,668.00	\$1,500.00	\$6,000.00	\$1,650.00	\$6,600.00
312	Butterfly Valve, 12 Inch	1	EA	\$2,100.00	\$2,100.00	\$3,498.00	\$3,498.00	\$4,400.00	\$4,400.00	\$6,000.00	\$6,000.00
313	Removal of 4" Valve and Install Blind Flange	1	LS	\$1,000.00	\$1,000.00	\$368.00	\$368.00	\$850.00	\$850.00	\$2,000.00	\$2,000.00
314	Hydrant Assembly: includes tee, valve, spool and hydrant	5	EA	\$6,000.00	\$30,000.00	\$6,992.00	\$34,960.00	\$6,000.00	\$30,000.00	\$5,600.00	\$28,000.00
315	2 Inch Copper Tubing Service, Type 'K'	66	LF	\$91.00	\$6,006.00	\$144.00	\$9,504.00	\$100.00	\$6,600.00	\$92.00	\$6,072.00
316	1 Inch Copper Tubing Service, Type 'K'	393	LF	\$68.00	\$26,724.00	\$64.00	\$25,152.00	\$35.00	\$13,755.00	\$84.00	\$33,012.00
317	1 Inch Polyethylene Tubing Service, SDR 9	918	LF	\$18.00	\$16,524.00	\$28.00	\$25,704.00	\$24.00	\$22,032.00	\$22.50	\$20,655.00
318	Meter Box, 1 Inch Service	23	EA	\$200.00	\$4,600.00	\$478.00	\$10,994.00	\$230.00	\$5,290.00	\$225.00	\$5,175.00
319	Meter Box, 2 Inch Service	2	EA	\$250.00	\$500.00	\$578.00	\$1,156.00	\$540.00	\$1,080.00	\$425.00	\$850.00
320	Reconnect Water Service Private Side	25	EA	\$260.00	\$6,500.00	\$358.00	\$8,950.00	\$250.00	\$6,250.00	\$200.00	\$5,000.00
321	ACP Trench Patch	583	SY	\$38.00	\$22,154.00	\$39.00	\$22,737.00	\$45.00	\$26,235.00	\$70.00	\$40,810.00
Bid Amount				Total Bid Price	\$498,442.00	Total Bid Price	\$529,097.00	Total Bid Price	\$533,325.00	Total Bid Price	\$536,507.00
							<i>math error</i>				
Bid Bond Circular 570				YES		YES		YES		YES	
BOLI Exclusion List				YES		YES		YES		YES	
CCB Verification				YES		YES		YES		YES	
Employee Drus Testing Program				YES		YES		YES		YES	
First Tier Subcontractor Disclosure Form				YES		YES		YES		YES	
Affidavit of Noncollusion				YES		YES		YES		YES	
Resident/Non-resident Bidder Status				YES		YES		YES		YES	

City of Stayton Marion Street Improvement Project

Bid Tabulation

Bid Date: 3/16/2017 at 2:00 p.m.

				Trench Line Excavation		CR Contracting		Roy houck Construction LLC	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
101	Mobilization	1	LS	\$41,896.00	\$41,896.00	\$73,990.00	\$73,990.00	\$62,625.00	\$62,625.00
102	Traffic Control	1	LS	\$7,000.00	\$7,000.00	\$15,594.00	\$15,594.00	\$28,340.00	\$28,340.00
103	Erosion & Sedimentation Control	1	LS	\$4,000.00	\$4,000.00	\$700.00	\$700.00	\$3,000.00	\$3,000.00
104	Subgrade Stabilization Rock	1108	CY	\$27.00	\$29,916.00	\$40.00	\$44,320.00	\$43.40	\$48,087.20
105	Pavement Overlay Geotextile	7700	SY	\$1.85	\$14,245.00	\$1.52	\$11,704.00	\$1.85	\$14,245.00
106	Cold Plane Pavement Removal 1" to 2" depth	7700	SY	\$2.40	\$18,480.00	\$2.35	\$18,095.00	\$2.15	\$16,555.00
107	Unsuitable Material Excavation, Haul-off and Disposal	1386	CY	\$11.00	\$15,246.00	\$20.00	\$27,720.00	\$41.05	\$56,895.30
108	Level2, 1/2 Inch ACP - 2" to 3" depth	1045	TON	\$78.00	\$81,510.00	\$67.90	\$70,955.50	\$70.60	\$73,777.00
109	PCC Standard Curb	150	LF	\$45.00	\$6,750.00	\$57.00	\$8,550.00	\$100.85	\$15,127.50
110	PCC Sidewalk	1570	SF	\$11.00	\$17,270.00	\$13.00	\$20,410.00	\$16.25	\$25,512.50
111	Adjust Manhole Structure to Grade	9	EA	\$350.00	\$3,150.00	\$140.00	\$1,260.00	\$425.00	\$3,825.00
112	Adjust Catch Basin Structure to Grade	14	EA	\$300.00	\$4,200.00	\$265.00	\$3,710.00	\$585.00	\$8,190.00
113	Adjust Water & Gas Valve Box to Grade	14	EA	\$180.00	\$2,520.00	\$70.00	\$980.00	\$225.00	\$3,150.00
114	Adjust Phone Vault Structure to Grade	2	EA	\$680.00	\$1,360.00	\$320.00	\$640.00	\$705.00	\$1,410.00
115	Concrete Handicap Ramps w/Truncated Domes	12	EA	\$3,800.00	\$45,600.00	\$3,000.00	\$36,000.00	\$2,160.00	\$25,920.00
116	Street Trees	31	EA	\$640.00	\$19,840.00	\$450.00	\$13,950.00	\$510.00	\$15,810.00
117	ADA Connection	38	SY	\$59.00	\$2,242.00	\$82.00	\$3,116.00	\$105.00	\$3,990.00
118	4 Inch White Pavement Markings - Paint	120	LF	\$2.00	\$240.00	\$2.20	\$264.00	\$5.50	\$660.00
119	12 Inch White Pavement Markings - Paint	480	LF	\$4.00	\$1,920.00	\$4.60	\$2,208.00	\$5.50	\$2,640.00
201	60" Storm Drain Water Quality manhole, 8.5' depth	1	EA	\$10,000.00	\$10,000.00	\$9,000.00	\$9,000.00	\$15,285.00	\$15,285.00
301	8 Inch Hot Tap with 8 Inch Gate Valve	1	EA	\$6,200.00	\$6,200.00	\$5,700.00	\$5,700.00	\$5,310.00	\$5,310.00
302	2 Inch Hot Tap with 2 Inch Gate Valve	1	EA	\$3,500.00	\$3,500.00	\$2,100.00	\$2,100.00	\$5,585.00	\$5,585.00
303	8 Inch Cl. 52 D.I. Pipe w/Class B Backfill	912	LF	\$77.00	\$70,224.00	\$65.00	\$59,280.00	\$58.55	\$53,397.60
304	6 Inch Cl. 52 D.I. Pipe w/Class B Backfill	21	LF	\$101.00	\$2,121.00	\$84.00	\$1,764.00	\$325.00	\$6,825.00
305	8 Inch field Lok Gaskets	45	EA	\$112.00	\$5,040.00	\$91.00	\$4,095.00	\$236.50	\$10,642.50
306	Tee, 8 x 8	1	EA	\$1,250.00	\$1,250.00	\$1,300.00	\$1,300.00	\$1,400.00	\$1,400.00
307	Reducer, 8 x 6	2	EA	\$385.00	\$770.00	\$610.00	\$1,220.00	\$560.00	\$1,120.00
308	Reducer, 10 x 8	1	EA	\$1,200.00	\$1,200.00	\$1,410.00	\$1,410.00	\$1,505.00	\$1,505.00
309	Bend, 6 Inch 45°	2	EA	\$275.00	\$550.00	\$460.00	\$920.00	\$550.00	\$1,100.00
310	Bend, 8 Inch 45°	2	EA	\$300.00	\$600.00	\$590.00	\$1,180.00	\$730.00	\$1,460.00
311	Gate Valve, 8 Inch	4	EA	\$1,250.00	\$5,000.00	\$1,100.00	\$4,400.00	\$1,695.00	\$6,780.00
312	Butterfly Valve, 12 Inch	1	EA	\$4,800.00	\$4,800.00	\$2,200.00	\$2,200.00	\$3,170.00	\$3,170.00
313	Removal of 4" Valve and Install Blind Flange	1	LS	\$1,400.00	\$1,400.00	\$1,050.00	\$1,050.00	\$3,135.00	\$3,135.00
314	Hydrant Assembly: includes tee, valve, spool and hydrant	5	EA	\$6,600.00	\$33,000.00	\$6,200.00	\$31,000.00	\$8,815.00	\$44,075.00
315	2 Inch Copper Tubing Service, Type 'K'	66	LF	\$38.00	\$2,508.00	\$95.00	\$6,270.00	\$157.70	\$10,408.20
316	1 Inch Copper Tubing Service, Type 'K'	393	LF	\$52.00	\$20,436.00	\$72.00	\$28,296.00	\$149.05	\$58,576.65
317	1 Inch Polyethylene Tubing Service, SDR 9	918	LF	\$14.00	\$12,852.00	\$19.50	\$17,901.00	\$49.70	\$45,624.60
318	Meter Box, 1 Inch Service	23	EA	\$950.00	\$21,850.00	\$210.00	\$4,830.00	\$240.00	\$5,520.00
319	Meter Box, 2 Inch Service	2	EA	\$3,700.00	\$7,400.00	\$260.00	\$520.00	\$505.00	\$1,010.00
320	Reconnect Water Service Private Side	25	EA	\$130.00	\$3,250.00	\$270.00	\$6,750.00	\$333.75	\$8,343.75
321	ACP Trench Patch	583	SY	\$38.00	\$22,154.00	\$41.00	\$23,903.00	\$39.20	\$22,853.60
Bid Amount				Total Bid Price	\$553,490.00	Total Bid Price	\$569,255.50	Total Bid Price	\$722,886.40
								math error	
Bid Bond Circular 570				YES		YES		YES	
BOLI Exclusion List				YES		YES		YES	
CCB Verification				YES		YES		YES	
Employee Drug Testing Program				YES		YES		YES	
First Tier Subcontractor Disclosure Form				YES		YES		YES	
Affidavit of Noncollusion				YES		YES		YES	
Resident/Non-resident Bidder Status				YES		YES		YES	



Notice of Intent to Award

Date: March 16, 2017

Project: MARION STREET IMPROVEMENT PROJECT

Owner: CITY OF STAYTON

Contract: MARION STREET IMPROVEMENT PROJECT

Bidder List:

Earth Works Excavation	Pacific Excavation
Emery & Sons Construction Group	Roy Houck Construction, LLC
Knife River	Trench Line Excavation
North Santiam Paving Company	

Attachments: NONE

Pursuant with ORS 279C.375, this document constitutes the notice from the Owner of intent to award the contract for the referenced work to **Pacific Excavation**, subject to approval by the Stayton City Council and is sent to all bidders as listed. The City of Stayton bid opening minutes and bid tabulation are posted on the City of Stayton website.

Pursuant with ORS 279C.375 and OAR 137-049-0395(3), the notice of award will not become final sooner than seven (7) calendar days following the issuance of this notice of intent to award, or until the Owner provides written response to all timely filed protests which denies the protest(s) and affirms the award.

By: 

Michael Schmidt, Senior Engineering Technician

cc:

Earth Works Excavation	Pacific Excavation
Emery & Sons Construction Group	Roy Houck Construction, LLC
Knife River	Trench Line Excavation
North Santiam Paving Company	



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: March 20, 2017
SUBJECT: Stayton Police Cadet Program

ISSUE

The Stayton Police Department is in the process of implementing a Cadet Police program for local youth to have a positive exposure to law enforcement.

BACKGROUND INFORMATION

A cadet youth program is a volunteer program which allows youth between the ages of 16 and 20 to learn more about law enforcement, leadership, and their community. Prior to the early 2000's the Stayton Police had a cadet program. The program ended due to Police Department staffing levels and the number of kids being involved in the program. Through conversations with the school district, students and officers, we believe there is an opportunity to re-implement this program.

To qualify, the youth will need to meet the 16 to 20 year old age requirement, maintain a 2.5 GPA or better, have a positive interest in a law enforcement career, have parental consent, pass a written and physical fitness test, and pass a background check.

The cadets will learn law enforcement and leadership skills, assist the Officers and Police civilian staff in different tasks, and learn to be part of a community. The cadets will also be able to assist with community events such as working at first aid stations, assisting with directing traffic, and helping to assist the citizens during events. There are also opportunities for cadets to compete against other cadet programs during fun and friendly competitions performing police and leadership skills.

FISCAL IMPACT

The City has received a generous grant of \$17,938 from the Oregon Community Foundation. These funds will be used to purchase uniforms, supplies, and training equipment for the cadets.



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: March 20, 2017
SUBJECT: Monthly Finance Department Report

Departmental Activity

	February 2017	January 2017
Utility Billing		
Number of Bills Mailed	2,664	2,645
Number of Bills Emailed	378	370
Delinquent Notices Sent Out	556	573
Courtesy Delinquent Notices Sent to Landlords	177	166
Notified of Impending Shut-Off & Penalty	172	180
Customers with Interrupted Services Non-Payment	26	19
Services Still Disconnected	3	5
Accounts Payable		
Number of Checks Issued		196
Total Amount of Checks		\$289,393.21



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: March 20, 2017
SUBJECT: Staff Report

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

	February 2017	Year to Date 2017	February 2016	Year to Date 2016
Police Activity	856	1685	735	1464
Investigated Incidents	265	601	286	537
Citations/Warning	110/262	205/449	108/193	183/370
Traffic Accidents	7	12	7	14
Juvenile Abuse	4	5	2	3
Arrests	38	72	42	80
Ordinance Complaints	31	68	NA	NA
Reserve Volunteer Hrs.	149.75	330.53	317.30	639.83
Citizen Volunteer Hrs.	33.57	56.57	8	13
Peer Court Referrals:	4	8	2	3

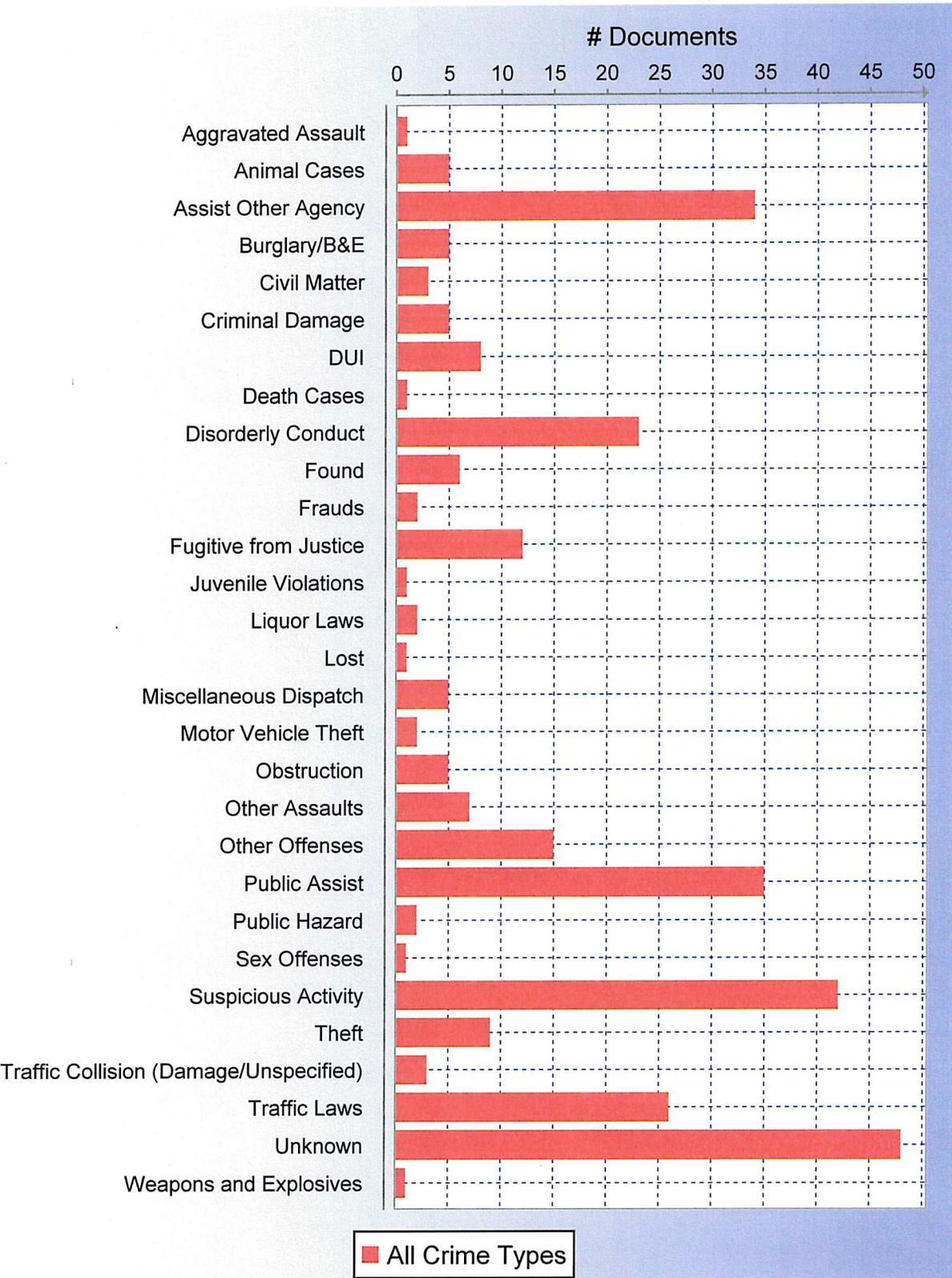
STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS

2/1/2017 - 2/28/2017

PERSON	CRIMES				Change Yr to Yr	CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED		
	2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	%		2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	Juv	Adult	Total	1/1/17 to 2/28/17	1/1/16 to 2/28/16
NON-CRIMINAL																
ACCIDENT-INJURY	0	1	1	0.0%												
ACCIDENT-PROPERTY	3	6	6	0.0%												
ALL OTHER NON-CRIMINAL	194	454	351	29.3%												
NON CRIM DOMESTIC DISTURB	6	16	30	-46.7%												
NON-CRIMINAL TOTALS	203	477	388	22.9%												
PERSON																
AGGRAVATED ASSAULT	3	5	1	400.0%	2	4	1	66.7%	80.0%	100.0%	0	2	2	3	3	
KIDNAPPING	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
OFFENSE AGAINST FAMILY	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
OTHER ASSAULTS	6	17	11	54.5%	3	10	7	50.0%	58.8%	63.6%	6	6	12	21	5	
RAPE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
RESTRAINING ORDER VIOLATION	2	2	0	0.0%	1	1	0	50.0%	50.0%	0.0%	0	1	1	1	0	
ROBBERY	1	1	1	0.0%	1	1	1	100.0%	100.0%	100.0%	0	1	1	1	1	
SEX OFFENSES	1	1	2	-50.0%	0	0	1	0.0%	0.0%	50.0%	0	0	0	0	0	
PERSON TOTALS	13	26	15	73.3%	7	16	10	53.8%	61.5%	66.7%	6	10	16	26	9	
PROPERTY																
BURGLARY - BUSINESS	1	1	0	0.0%	1	1	0	100.0%	100.0%	0.0%	0	1	1	1	0	
BURGLARY - OTHER STRUCTURE	1	1	3	-66.7%	0	0	1	0.0%	0.0%	0.0%	0	0	0	0	0	
BURGLARY - RESIDENCE	2	4	4	0.0%	1	1	1	50.0%	25.0%	25.0%	0	1	1	1	1	
COUNTERFEITING/FORGERY	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	4	12	
FRAUD	3	5	6	-16.7%	1	2	4	33.3%	40.0%	66.7%	0	1	1	2	5	
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	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Shoplifting	3	8	9	-11.1%	1	3	8	33.3%	37.5%	88.9%	0	1	1	3	8	
Theft from a Motor Vehicle	1	6	11	-45.5%	0	1	0	0.0%	16.7%	0.0%	0	0	0	1	0	
Theft of Bicycle	1	2	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	
Theft from Building	0	1	6	-83.3%	0	0	2	0.0%	0.0%	33.3%	0	1	1	1	3	
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	2	6	11	-45.5%	0	3	4	0.0%	50.0%	36.4%	0	0	0	5	6	
LARCENY	7	23	38	-39.5%	1	7	14	14.3%	30.4%	36.8%	0	2	2	10	17	
MOTOR VEHICLE THEFT	1	3	3	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	

PROPERTY TOTALS	CRIMES				CRIMES CLEARED BY ARREST & EXCEPTION				PERCENT CLEARED				PERSONS ARRESTED			
	2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	% Change Yr to Yr	2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	2/1/17 to 2/28/17	1/1/17 to 2/28/17	1/1/16 to 2/28/16	2/1/17 to 2/28/17	Juv	Adult	Total	1/1/17 to 2/28/17	1/1/16 to 2/28/16
STOLEN PROPERTY	0	1	2	-50.0%	0	1	1	0.0%	100.0%	50.0%	0	0	0	0	1	1
VANDALISM	7	17	7	142.9%	1	2	1	14.3%	11.8%	14.3%	0	1	1	1	2	1
PROPERTY TOTALS	22	55	64	-14.1%	5	14	23	22.7%	25.5%	35.9%	0	6	6	6	22	37
SOCIETY																
ALL OTHER	7	14	16	-12.5%	1	3	7	14.3%	21.4%	43.8%	1	0	0	1	3	4
ANIMAL	0	1	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
CURFEW	1	1	1	0.0%	1	1	1	100.0%	100.0%	100.0%	1	0	0	1	1	2
CUSTODY-MENTAL	0	1	1	0.0%	0	1	1	0.0%	100.0%	100.0%	0	0	0	0	1	1
CUSTOMY-PROTECTIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
DISORDERLY CONDUCT	6	9	7	28.6%	5	8	5	83.3%	88.9%	71.4%	3	4	7	7	13	5
DR WHILE SUSP	2	5	3	66.7%	2	5	3	100.0%	100.0%	100.0%	0	2	2	2	6	3
DRIVING UNDER INFLUENCE	6	15	14	7.1%	6	15	14	100.0%	100.0%	100.0%	0	6	6	6	17	14
ELUDING	1	2	2	0.0%	1	1	2	0.0%	50.0%	100.0%	0	0	0	0	1	2
ESCAPE	1	1	0	0.0%	1	1	0	100.0%	100.0%	100.0%	0	0	0	0	1	0
FAIL TO DISPLAY DL	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
FUGITIVE	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
HIT & RUN	4	8	9	-11.1%	0	0	0	0.0%	0.0%	0.0%	0	0	0	18	38	38
LIQUOR LAWS	1	1	2	-50.0%	1	1	2	100.0%	100.0%	100.0%	1	0	0	1	1	2
MIP TOBACCO	0	0	1	-100.0%	0	0	1	0.0%	0.0%	100.0%	0	0	0	0	0	1
NARCOTICS/DRUGS	2	7	8	-12.5%	2	7	7	100.0%	100.0%	87.5%	1	1	2	2	7	11
PROP RECOV - FOR OTHER AGENCY	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
RECKLESS DRIVING	4	6	1	500.0%	3	5	1	75.0%	83.3%	100.0%	0	3	3	3	5	1
RUNAWAY	0	1	5	-80.0%	0	1	4	0.0%	100.0%	80.0%	0	0	0	0	1	3
SEX OFFENSES	0	0	0	0.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
TRESPASS	4	10	19	-47.4%	1	1	14	25.0%	10.0%	73.7%	0	1	1	1	1	6
VEH RECOV - FOR OTHER AGENCY	0	2	1	100.0%	0	0	0	0.0%	0.0%	0.0%	0	0	0	0	0	0
WARRANT	12	23	28	-17.9%	12	22	28	100.0%	95.7%	100.0%	0	0	0	0	1	0
WEAPONS	0	2	0	0.0%	0	2	0	0.0%	100.0%	0.0%	0	0	0	0	2	0
SOCIETY TOTALS	51	109	118	-7.6%	35	74	90	68.6%	67.9%	76.3%	7	36	43	93	94	
GRAND TOTALS	289	667	585	14.0%												

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: Lisa Meyer, Administrative Assistant
DATE: March 20, 2017
SUBJECT: Public Works Monthly Operating Report for February 2017

- | <u>KEY ACTIVITIES</u> | <u>STATUS</u> |
|---------------------------|---|
| • WWTP Facility | Effluent flows: 91.25 million gallons were treated during February. The highest flow was 5.18 million gallons on February 9 th and the lowest flow was 1.74 million gallons on February 1 st . The average flow was 3.26 million gallons. Total rainfall for February was 11.60 inches. |
| • WTP | Highest production day was 2,049,000 gallons on February 8, 2017. |
| • Water System | Replaced 5 meters. Installed two new meters with radio reader. Repaired a water service at Second and Hollister. Cleaned number 1 filter bed at Water Treatment Facilities. |
| • Streets | Pothole patching, put down 3120 pounds of cold patch mix. Replaced STOP signs. |
| • 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 = 6. |
| • Building Permits | |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	0	\$0
Residential Building Addition/Alter/Other	0	\$0
Commercial Building Addition/Alter/Other	1	\$0
Electrical	1	\$0
Mechanical	0	\$0
Plumbing	1	\$0
TOTAL	3	\$0

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: Dan Fleishman, Director of Planning and Development
DATE: March 20, 2017
SUBJECT: Report of Activities for February, 2017

Continued to work with Friends of Old Town Stayton

Planning Commission meeting reviewed application for subdivision approval

Attended meeting in Salem regarding August eclipse preparations

Attended meeting of North Santiam River regional tourism marketing committee

Participated in North Santiam School District Long Range Facilities Master Plan Committee

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: March 20, 2017
SUBJECT: February Library report

We hosted Oregon author William Sullivan on February 23rd for his presentation of “D. B. Cooper & the Exploding Whale: Folk Heroes of the Northwest”. He took us on a slide show tour of legendary northwest folk heroes from Sacajawea and D.B. Cooper to Bigfoot. The event was both entertaining and educational.

Stephanie held a Bad Art Night. Adults came for an evening of fun and relaxation and created a disasterpiece. The "worst" place winner took home a hideous trophy. Our adult book club, Tea Time for Booklover's, read *The Readers of Broken Wheel Recommend* by Katrina Bivald.

Case held a Kids-R-Kind event on Random Acts of Kindness Day. The teens played a cooperative board game called Pandemic where they worked to save humanity from an epidemic.

The library has been hosting AARP Tax help every Saturday. It's free and appointments are not required. They will be here to provide tax assistance through April 15th.

Upcoming events to mark on your calendars:

- AARP Tax Aide Saturdays 10:00am-2:00pm
- Oregon Author Visit – Karen Karbo March 23rd at 7pm
- Spring Break Dance Party March 24th at 4pm
- Read to the Dog March 31st at 3:30pm
- Movie – *Fantastic Beasts & Where to Find Them* March 31st at 5:30pm

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					83,645	125,970
OTHER CIRCULATION SERVICES														
Self check out	3,997	3,916	3,119	3,066	3,264	2,841	3,273	3,144					26,620	42,637
Library2Go (ebooks +)	782	825	747	798	793	838	936	788					6,507	8,893
INCOME RECEIVED														
Non-resident cards	\$465.00	\$112.00	\$200.00	\$70.00	\$260.00	\$155.00	\$190.00	\$105.00					\$1,557.00	\$6,996.00
Fines: overdue & lost books	\$834.93	\$591.09	\$659.68	\$617.02	\$1,017.64	\$223.41	\$503.50	\$950.93					\$5,398.20	-\$12,478.54
Room fees	\$0.00	\$0.00	\$0.00	\$250.00	\$205.00	\$0.00	\$257.00	\$0.00					\$712.00	\$4,135.50
												TOTAL	\$7,667.20	-\$1,347.04
REFERENCE QUESTIONS														
In-Person, by phone and computer help	480	508	568	540	576	496	552	456					4,176	5,395
NEW PATRON CARDS														
	97	67	63	54	69	42	70	71					533	1,051
INTERNET USE														
	1,035	1,137	933	925	934	922	827	951					7,664	13,230
PROGRAM ATTENDANCE														
Children & adults at Children's Programs	678	181	360	428	575	411	749	539					3,921	5,618
Teens	55	0	6	15	8	4	11	3					102	326
Adults	13	16	9	17	35	20	21	174					305	619
Outreach	17	300	218	671	609	256	618	606					3,295	6,953
												TOTAL	7,623	13,516
MEETING ROOM ATTENDANCE														
	27	65	97	287	47	61	400	130					1,114	5,889
PATRON VISITS														
	8,006	7,102	5,675	6,751	7,513	5,359	6,321	6,168					52,895	80,146
VOLUNTEER HOURS														
	212	260	188	178	171	176	200	183					1,567	2,770



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Public Safety Commission

PLEASE CHECK ONE:

New Applicant

Application for reappointment

Years resided in Stayton: 16

PLEASE PRINT

Name Wendy Nau

Address 1750 E Virginia St, Stayton OR 9738 Home Ph# 503-769-1267

Email Address naucan@wvi.com Cell Ph# 503-480-9518

Occupation Office Manager

Place of Employment North Santiam School District - Stayton Middle School

Business Address 1021 Shaff Rd, Stayton OR 97383

Phone 503-769-2198 Email wendy.nau@nsantiam.k12.or.us

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

I have served on the committee for the last four years. Since I work in a school, I believe that perspective is very important to the committee.

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

I believe I am very connected in the community and can contribute different perspectives as a parent and school employee.

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.

Since I work with kids, I am especially concerned about the relationship between the police department and the schools in our community. I feel very good about the current relationship and hope to be a part of ensuring it continues.

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

I have served on the Santiam Family YMCA Board, Stayton Police Department's Public Safety Commission, SHS Booster member, Senior Parent All Night Party Committee. I have volunteered many, many hours for community events that are not due to serving on committees.

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

Stayton Police Department's Public Safety Commission, Senior Parent All Night Party Committee and Stayton High School Booster Member.

6. How did you learn about this vacancy?

Our Website Word of mouth Other

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

No

Signature of Applicant _____ Date _____

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