



# AGENDA

## STAYTON CITY COUNCIL MEETING

**Monday, May 2, 2016**  
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. April 4, 2016 City Council Minutes
- b. OLCC Change of Ownership – Stayton Market and Deli
- c. OLCC New Outlet – Brewski Brothers, LLC

#### ***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**

**Moose Lodge Agreement Renewal**

**Action**

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

**NEW BUSINESS**

**Fern Ridge Sanitary Sewer Project – Award of Bid**

**Action**

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

**Community Grant Funds**

**Action**

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

**Community Grant Application Process**

**Action**

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

**STAFF/COMMISSION REPORTS**

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

**Informational**

- a. March 2016 Monthly Finance Department Report

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

**Informational**

- a. March 2016 Statistical Report

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

**Informational**

- a. March 2016 Operating Report

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

**Informational**

- a. March 2016 Activities Report

**Library Director’s Report – Pam Pugsley**

**Informational**

- a. March 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 Jackie Carmichael to the Planning Commission

**BUSINESS FROM THE COUNCIL**

**FUTURE AGENDA ITEMS – Monday, May 18, 2016**

- Budget Committee Meeting

**ADJOURN**

## CALENDAR OF EVENTS

### MAY 2016

Monday	May 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 3	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	May 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	May 13	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	May 16	City Council	Cancelled	
Monday	May 16	Budget Committee	7:00 p.m.	Community Center (north end)
Wednesday	May 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 23	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 24	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 25	Budget Committee	6:00 p.m.	Community Center (north end)
Monday	May 30	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY</b>		
Tuesday	May 31	Planning Commission	7:00 p.m.	Community Center (north end)

### JUNE 2016

Monday	June 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 7	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Friday	June 10	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Tuesday	June 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	June 14	PEG Access Commission	12:00 p.m.	City Hall Conference Room
Wednesday	June 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 20	City Council	7:00 p.m.	Community Center (north end)
Monday	June 27	Planning Commission	7:00 p.m.	Community Center (north end)

### JULY 2016

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

**City of Stayton  
City Council Meeting Action Minutes  
April 4, 2016**

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

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

**Time End:** 8:14 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

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

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.	None.
<b>Presentations / Comments from the Public</b>	
a. Child Abuse Prevention Month Proclamation	Allison Kelly of Liberty House and Julie Hilty from Building Blocks gave a brief presentation.  Mayor Porter read the proclamation.
b. Stayton Police Department Reserve Recruitment Video	Lieutenant Charlie Button spoke about the Stayton Police Department's new Reserve Recruitment video and presented it to the Council.
c. Janie Magnusson	Ms. Magnusson thanked those who visited her home to witness the noise issue being made by the Willamette Lumber Company. She feels her health is worsening and asked for the City's continued work on assisting to resolve this issue.
d. Rese Bourdeau	Ms. Bourdeau questioned why Liani Reeves would not be present at the Council special session on the following evening. Ms. Angelo responded that she would confirm why Ms. Reeves wouldn't be at the meeting.
<b>Consent Agenda</b>	
a. March 21, 2016 City Council Meeting Minutes	Motion from Councilor Quigley, seconded by Councilor Niegel, to approve the Consent Agenda. <b>Motion passed 4:0.</b>

<p><b>Public Hearing</b>  <b>Land Use File #5-03/16 – Tranquility Investments Partitioning, 681 W. High Street</b></p> <p>a. Commencement of Public Hearing  b. Staff Introduction</p> <p>c. Applicant Presentation</p> <p>d. Staff Report</p> <p>e. Questions from the Council</p> <p>f. Proponents’ Testimony</p> <p>g. Opponents’ Testimony  h. Governmental Agencies  i. General Testimony  j. Questions from the Public</p> <p>k. Question from the Council</p> <p>l. Applicant Summary  m. Staff Summary  n. Close of Hearing</p> <p>o. Council Deliberation</p> <p>p. Council Decision</p>	<p>7:38 p.m.  Mr. Fleishman provided a brief introduction.</p> <p>Mr. Moore spoke about the proposed project.</p> <p>Mr. Fleishman added an aerial photo to the record and reviewed the staff report included in the packet.</p> <p>Discussion of fire hydrant location and street improvements.</p> <p>Michael Woodhouse is an applicant on the project and spoke in favor of the project and he feels it will clean up neighborhood.</p> <p>None.  None.  None.  None.</p> <p>Discussion of non-remonstrance agreement notification to new property owners and storm water.</p> <p>Nothing further.  Nothing further.  7:58 p.m.</p> <p>Councilors Lewis and Quigley expressed concern about the proposed two inch waterline. Mr. Ludwick stated the applicant is required to provide engineering calculations that show the two inch line will suffice.</p> <p>Motion from Councilor Niegel, seconded by Councilor Quigley, to approve the application of Tranquility Investments LLC for preliminary plan approval of a 2-lot partitioning (Land Use File #05-03/16) and adopt the draft order presented by staff. <b>Motion passed 4:0.</b></p> <p>Mayor Porter read the closing statement.</p>
<p><b>Unfinished Business</b></p>	<p>None</p>
<p><b>New Business</b></p>	<p>None</p>

<b>Staff / Commission Reports</b> <b>City of Stayton Water Quality Update</b> a. Staff Report - Lance Ludwick	Mr. Ludwick briefly reviewed information included in the report provided in the Council packet.
<b>Presentations / Comments From the Public</b>	None
<b>Business from the City Administrator</b>	None
<b>Business from the Mayor</b>	None
<b>Business from the Council</b>	None
<b>Future Agenda Items – April 18, 2016</b> a. Cancelled	

APPROVED BY THE STAYTON CITY COUNCIL THIS 2<sup>ND</sup> DAY OF MAY 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:** Rich Sebens, Chief of Police  
**DATE:** May 2, 2016  
**SUBJECT:** Liquor License-“Change of Ownership” Application-  
Off Premises Sales

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**ISSUE:**

Mr. Mohammad Khan Kharoti has purchased the “Stayton Market and Deli”. This is a convenience store located at 990 N. 1<sup>st</sup> Ave. in Stayton. Mr. Mohammad Khan Kharoti has requested approval for a “change of ownership” application for an OLCC “Off Premises Sales” Liquor License.

**BUSINESS NAME:** Stayton Market and Deli  
990 N 1<sup>st</sup> Ave  
Stayton, Oregon 97383  
B: (503) 991-1624

**NEW OWNER:** Mr. Mohammad Khan Kharoti  
9835 SW Durham Rd  
Tigard, OR 97224

**PREVIOUS OWNER:** Mr. Dhiraj Shiber  
6165 NW 208<sup>th</sup> Ave  
Portland, Oregon

**STAFF RECOMMENDATION:**

It is the recommendation of the Stayton Police Department to forward this application to the Oregon Liquor Control Commission (OLCC) with a recommendation for approval.

**BACKGROUND INFORMATION:**

Mr. Mohammad Khan Kharoti is in the process of purchasing the store located at 990 N. First Ave. in Stayton, from the previous owner, Mr. Dhiraj Shiber. The name of the business will continue to be “Stayton Market and Deli”. Mr. Mohammad Khan Kharoti plans to continue the business in its current form.

**FACTS AND FINDINGS:**

I have conducted a background investigation of the business and applicants. I have found nothing out of the ordinary.

**Based on the application and background investigation, I find no legal authority to recommend denial of this application.**

**MOTION(S):**

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



**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:** May 2, 2016  
**SUBJECT:** Liquor License-“New Outlet” Application – Limited On-Premises Sales

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**ISSUE:**

Brewski Brothers, LLC has submitted an application to the City and to OLCC to obtain a liquor sales license. This application is for a “**New Outlet**” for “**Limited On-Premises Sales**” Liquor License Application. Mr. Clavin Eng and Mr. Roger Weiss are the LLC Members. Brewski Brothers will be a “Tap House” type establishment that will be located at 1720 Shaff Rd in Stayton. This particular location is in the location previously occupied by the Subway sandwich shop in the BiMart strip mall. The license application is to sell beer and wine along with a food menu.

**NEW BUSINESS NAME:**

**Brewski’s**  
**1720 Shaff Rd.**  
**Stayton, Oregon 97383**  
**B: (503) 551-9892**

**OWNERS:**

**Calvin Eng**  
**4173 Sunray Ave S.**  
**Salem, OR 97302**

**STAFF RECOMMENDATION:**

It is the recommendation of the Stayton Police Department to forward this application to the Oregon Liquor Control Commission (OLCC) with a recommendation for approval.

**BACKGROUND INFORMATION:**

The location is zoned for this type of business which is a “commercial general zone”. The new business is a restaurant as was the previous tenant. The previous tenant did not sell alcoholic beverages as the new one will. This does not affect zoning.

**FACTS AND FINDINGS:**

I have conducted a background investigation of the business and applicants. I have found nothing out of the ordinary.

**Based on the application and background investigation, I find no legal authority to recommend denial of this application.**

**MOTION(S):**

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



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

**TO: Mayor Henry A. Porter and the Stayton City Council**  
**FROM: Keith Campbell – City Administrator**  
**DATE: May 2, 2016**  
**SUBJECT: Renewal of the Moose Lodge Lease**

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**ISSUE**

Lease renewal on the commercial space rented by the Stayton Loyal Order of Moose, Stayton Lodge #2639, located at 352 E. Florence Street, Stayton, Oregon.

**ENCLOSURE**

- Accrual Basis “Profits and Losses” April 1, 2015-April 26, 2016 provided by the Stayton Loyal Order of Moose, Stayton Lodge #2639

**BACKGROUND INFORMATION:**

Currently the Stayton Loyal Order of Moose is renting the building located at 352 E. Florence Street for \$500 per month; they are requesting that the City Council authorize the City Administrator to sign the lease renewal for two years at the current monthly rate of \$500 per month.

The Moose Lodge also possesses an OLCC license for full on-premises sales. Over the years, the Moose Lodge has requested several temporary licenses from the OLCC to serve alcohol in an outdoor seating area. They have recently requested a permanent modification to their OLCC license which would allow them to serve alcohol in the outdoor seating area anytime they choose rather than on a temporary basis. The City has no issue with this request, and supports it. The OLCC has requested a “landlord letter” stating the City approves of this modification to their license. If the Council chooses to renew their lease, the Chief of Police will also issue the attached authorization letter to OLCC.

The Moose Lodge has rented this facility from the City since the building was purchased in 2007 with the intention of this being a future site for a City Hall building.

The Governing Body asked the City to try to determine the cost of square footage for office space in downtown. The City currently pays \$1,258 per month for a similar size space and features. Staff did not find any additional comparable or comparable spaces for rent.

Approximately five years ago the City looked at moving the Planning and Public Works Office to the Moose Lodge. The cost of infrastructure updates and building updates were deemed to be too costly.

### **FISCAL IMPACT**

The City currently receives \$6,000 dollars per year for the lease. With no long term plans for the building there has been no investment in the property by the City. The Moose Lodge has made some improvements to the interior space.

### **STAFF RECOMENDATION**

As has been noted previously, the City needs to begin long-term plans for this site. Regardless of the decision of the Governing Body, staff feels it's important the City begin to explore what to do with the building and/or the location.

### **OPTIONS AND MOTIONS**

The City Council is presented with the following options.

1. **Approve the lease renewal for the building located at 352 E. Florence, between the City and Stayton Loyal Order of the Moose.**
  - *Move to approve the new lease agreement directing the City Administrator to sign the new lease agreement.*
  
2. **Approve the lease renewal as modified for the building located at 352 E. Florence, between the City and Stayton Loyal Order of the Moose.**
  - *Move to approve the modified lease agreement directing the City Administrator to sign the lease agreement.*
  
3. **Deny the lease renewal of the lease.**
  - *Direct staff to begin to explore come back to the Governing Body with suggestions of the future use of the building, or the building footprint.*

## STAYTON LODGE 2639

## Profit &amp; Loss

April 1, 2015 through April 26, 2016

04/26/16

Accrual Basis

	Apr 1, '15 - Apr 26, 16
Ordinary Income/Expense	
Income	
4000.00 · Dues and Fees Income	
4005.00 · Membership Dues	356.00
4000.00 · Dues and Fees Income - Other	-40.00
Total 4000.00 · Dues and Fees Income	316.00
4200.00 · Sales Income	
4205.00 · Resale Merchandise	20.00
Total 4200.00 · Sales Income	20.00
4225.00 · Social Quarters Sales	
4250.00 · Kitchen Sales	17,711.08
4265.00 · Register Overages	112.77
4230.00 · Beer Sales	4,961.99
4235.00 · Liquor Sales	9,284.33
4240.00 · Wine Sales	639.25
4245.00 · Miscellaneous Merchandise Sales	2,446.55
4225.00 · Social Quarters Sales - Other	583.31
Total 4225.00 · Social Quarters Sales	35,739.28
4300.00 · Donations Received	
4301.00 · Member Donations	40.00
4300.00 · Donations Received - Other	1,050.00
Total 4300.00 · Donations Received	1,090.00
4400.00 · Interest Investment Income	1.80
4550.00 · Gaming Income	
4560.00 · Raffle Income	129.00
Total 4550.00 · Gaming Income	129.00
4600.00 · Other Income	
4620.00 · Lodge Rental	100.00
4604.00 · Fund Raiser	100.00
4605.00 · Vending	175.00
Total 4600.00 · Other Income	375.00
4700.00 · Special Proj & Committee Income	
4750.00 · Nashville Fundraiser	0.00
4730.00 · Pool Table Fund	75.00
4710.00 · Charter Members Fundraiser	-444.11
4720.00 · Moose Legion Special Projects	81.00
4700.00 · Special Proj & Committee Income - Other	138.00
Total 4700.00 · Special Proj & Committee Income	-150.11
4800.00 · Entertainment Income	197.00
Total Income	37,717.97
Cost of Goods Sold	
5000.00 · *Cost of Goods Sold	154.54

1:58 PM

## STAYTON LODGE 2639

## Profit &amp; Loss

April 1, 2015 through April 26, 2016

04/26/16

Accrual Basis

	<u>Apr 1, '15 - Apr 26, 16</u>
5025.00 · Social Quarters Cost/Goods Sold	
5050.00 · Kitchen Cost of Goods Sold	13,200.42
5010.00 · Draft - cost of Goods Sold	0.00
5020.00 · Coffee and Pop - Cost of Goods	939.84
5030.00 · Beer - Cost of Goods Sold	2,028.52
5035.00 · Liquor - Cost of Goods Sold	4,464.54
5040.00 · Wine - Cost of Goods Sold	186.87
5045.00 · Misc Merch - Cost of Goods Sold	205.40
5025.00 · Social Quarters Cost/Goods Sold - Other	127.33
<b>Total 5025.00 · Social Quarters Cost/Goods Sold</b>	<b>21,152.92</b>
<b>Total COGS</b>	<b>21,307.46</b>
<b>Gross Profit</b>	<b>16,410.51</b>
<b>Expense</b>	
6690.00 · Reconciliation Discrepancies	12.61
5150.00 · Kitchen Payroll & Benefit Exp	111.53
5200.00 · Supplies & Misc Expense	196.34
5225.00 · Social Qtrs Supplies & Misc Exp	
5230.00 · Register shortage	116.60
5227.00 · Bar Supplies	480.46
5225.00 · Social Qtrs Supplies & Misc Exp - Other	805.19
<b>Total 5225.00 · Social Qtrs Supplies &amp; Misc Exp</b>	<b>1,402.25</b>
5300.00 · Donation Expense	
5306.00 · OMA Capital Project	50.00
5304.00 · Safe Surfin	50.00
5303.00 · Special Olympics	50.00
5302.00 · Endowment Fund	23.19
5300.00 · Donation Expense - Other	233.00
<b>Total 5300.00 · Donation Expense</b>	<b>406.19</b>
5400.00 · General Administration Exp	
5455.00 · Credit Card Expenses	416.95
5460.00 · Training	25.00
5425.00 · Finance charges	29.45
5420.00 · Rental	544.00
5414.00 · Catalog Sales	64.80
5413.00 · Directors & Officers Insurance	110.00
5499.00 · Prior Year Adjustments	216.00
5411.00 · Association Dues	637.50
5408.00 · Tech Support	182.55
5602.00 · Dues Drawing Expense	80.00
5404.00 · Risk Pool Insurance	1,273.30
5403.00 · Office Supplies	551.29
5402.00 · Gas Reimbursemnt	1,203.14
5401.00 · Postage	255.25
5415.00 · Licenses and Permits	474.60
<b>Total 5400.00 · General Administration Exp</b>	<b>6,063.83</b>
5600.00 · Occupancy Expense	
5630.00 · Insurance	350.00
5620.00 · Building Repair	159.59
5601.00 · RENT	5,500.00
5605.00 · Utilities	5,029.76
5600.00 · Occupancy Expense - Other	54.45
<b>Total 5600.00 · Occupancy Expense</b>	<b>11,093.80</b>

1:58 PM

04/26/16

Accrual Basis

STAYTON LODGE 2639  
Profit & Loss  
April 1, 2015 through April 26, 2016

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	<u>Apr 1, '15 - Apr 26, 16</u>
5700.00 · Special Project & Committee Exp	
5701.00 · Pool Table Fund Repairs	90.00
5705.00 · Special Project Expense	100.00
	<hr/>
Total 5700.00 · Special Project & Committee Exp	190.00
5800.00 · Travel and Rep Expense	
5825.00 · Governor Travel Expense	256.63
5830.00 · Administrator Travel Expense	437.60
	<hr/>
Total 5800.00 · Travel and Rep Expense	694.23
Total Expense	<hr/> 20,170.78
Net Ordinary Income	<hr/> -3,760.27
Net Income	<hr/> <hr/> -3,760.27



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

**TO:** Mayor Henry Porter and the Stayton City Council  
**THRU:** Keith Campbell, City Administrator  
**FROM:** Lance S. Ludwick, P.E. Public Works Director  
**DATE:** May 2<sup>nd</sup>, 2016  
**SUBJECT:** Award of Contract for Fern Ridge Lift Station Removal  
and Sanitary Sewer Construction Project

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**ISSUE**

*Shall the City award a bid to Trench Line Excavation, Inc. in the amount of \$274,416.00 for all work related to the Fern Ridge Lift Station Removal and Sanitary Sewer Construction Project.*

**ENCLOSURES**

1. Bid Tabulation Sheet – April 13<sup>th</sup>, 2016 @ 2:00 p.m.
2. Minutes from Bid Opening

**BACKGROUND INFORMATION**

The project includes, but is not limited to, all labor, materials, and equipment necessary for the removal of the existing Fern Ridge Lift Station and the removal and construction of the sanitary sewer lines, as shown in the Fern Ridge Lift Station Removal and Sanitary Sewer Line Construction Project Plans, and other work necessary as shown in the Contract Documents.

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 April 13<sup>th</sup>, 2016.

**BIDS RECEIVED**

The City received bids from the following firms:

	<b>Contractor</b>	<b>Total</b>
1	Trench Line Excavation, Inc.	\$274,416.00
2	Emery & Sons Construction Group	\$310,000.00

**STAFF REVIEW OF BIDS:**

City Staff reviewed the low bid and recommends the City award a contract to Trench Line Excavation, Inc.

**OPTIONS**

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

**RECOMMENDATION**

Award of Contract to Trench Line Excavation, Inc. in the amount of \$274,416.00.

**MOTION:**

Move to award the Fern Ridge Lift Station Removal and Sanitary Sewer Construction Project Contract to Trench Line Excavation, Inc. in the amount of \$274,416.00.

**City of Stayton**  
**Bid Opening: Fern Ridge Lift Station Removal and Sanitary Sewer**  
**Construction Project**  
**April 13<sup>th</sup>, 2016 Closed at 2:00 pm**

**Description:** The project includes, but is not limited to, all labor, materials, and equipment necessary for the removal of the existing Fern Ridge Lift Station and the removal and construction of the sanitary sewer lines, as shown in the Fern Ridge Lift Station Removal and Sanitary Sewer Line Construction Project Plans, and other work necessary as shown in the Contract Documents.

**Attendees:** City of Stayton - Lance Ludwick, Michael Schmidt, Kelli Stevens, The following bids were submitted:

<b><u>Contractor Name</u></b>	<b><u>Amount</u></b>
1. Trench Line Excavation Inc.	\$274,416.00
2. Emery and Sons Construction Group	\$310,000.00

The City of Stayton will review the bids and make a recommendation of award to the City. The City Council will award the bid at their May 2nd, 2016 council meeting.

Prepared by:

Kelli Stevens  
City of Stayton

**PROJECT: FERN RIDGE SANITARY SEWER LIFT STATION**  
**SUBJECT: CONSTRUCTION BID TABULATION APRIL 13TH, 2016**

					Trench Line Excavation Inc.	Emery and Sons Construction Group		
ITEM	DESCRIPTION	UNITS	MEASURE	UNITS	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
<b>100 - SITE WORK</b>								
101	Mobilization		lump sum	1	44,000.00	44,000.00	30,000.00	30,000.00
102	Clearing and Grubbing		lump sum	1	2,500.00	2,500.00	10,000.00	10,000.00
103	Pothole Existing Utilities at crossings		lump sum	1	4,400.00	4,400.00	2,000.00	2,000.00
104	Tree Removal- Tree Limbing		lump sum	1	2,000.00	2,000.00	4,000.00	4,000.00
105	Tree Protection Fencing		lump sum	1	1,800.00	1,800.00	200.00	200.00
106	Inlet Protection-Bio Filter Bags		lump sum	1	600.00	600.00	500.00	500.00
107	Remove- Replace Bollards		each	2	750.00	1,500.00	200.00	400.00
108	Remove and Replace Barracade		each	1	1,000.00	1,000.00	1,000.00	1,000.00
109	Gravel Construction Entrance		each	2	1,500.00	3,000.00	1,700.00	3,400.00
110	Orange Construction Fencing		l.f.	310	3.00	930.00	3.00	930.00
111	ESC Silt Fencing		l.f.	535	2.00	1,070.00	1.00	535.00
112	Straw Mulch		acres	0.81	4,000.00	3,240.00	500.00	405.00
113	Abandon Ex. Manhole on F.R. Rd. @ 10th, backfill; plug lines		each	1	1,800.00	1,800.00	700.00	700.00
114	Abandon Ex. Manhole on F.R. Rd., backfill @ Sta: 12+00; plug lines		each	1	1,800.00	1,800.00	800.00	800.00
115	Abandon Ex. Manholes on F.R. Rd & Backfill @ Lift Station; plug lines		each	2	1,700.00	3,400.00	800.00	1,600.00
116	Abandon Ex. Lift Station on F.R. Rd and all componants, Backfill		each	1	3,000.00	3,000.00	2,500.00	2,500.00
117	Abandon Ex. Manhole on F.R. Rd., backfill @ Sta: 13+89; plug lines		each	1	1,800.00	1,800.00	800.00	800.00
<b>SUB-TOTAL, SITE WORK.....</b>						<b>\$ 77,840.00</b>		<b>\$ 59,770.00</b>

ITEM	DESCRIPTION	UNITS	MEASURE	UNITS	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
<b>500 - SANITARY SEWER</b>								
501	Pipe, Removal 8-inch; Replace with 12-inch, SDR 35, PVC D3034, (incl rock backfill)		l.f.	169	70.00	11,830.00	60.00	10,140.00
502	Pipe, 10-inch PVC SDR 35, D3034, to incl. rock backfill		l.f.	1,388	65.00	90,220.00	100.00	138,800.00
503	Pipe, 8-inch PVC SDR 35 D3034, to incl. rock backfill		l.f.	25	150.00	3,750.00	160.00	4,000.00
504	Pipe, 4-inch PVC 3034, service laterals (incl rock backfill)		l.f.	12	95.00	1,140.00	90.00	1,080.00
504	Tee, 10-inch x 4-inch		each	1	200.00	200.00	600.00	600.00
505	Reconstruct Manholes, (Manholes SSMH A-1, SSMH A-2)		each	2	2,000.00	4,000.00	500.00	1,000.00
506	Remove Cleanout/Construct Manhole( Sta. 0+00) to include rock backfill		each	1	5,100.00	5,100.00	6,300.00	6,300.00
507	Manholes; with Tamperproof Lid,(Detail 502) to include rock backfill		each	2	5,300.00	10,600.00	5,700.00	11,400.00
508	Manhole Outside Drop, (Detail 508) to include rock backfill		each	1	12,000.00	12,000.00	8,000.00	8,000.00
509	Manhole Outside Drop, (Detail 508) cast in place, to include rock backfill		each	1	8,500.00	8,500.00	8,000.00	8,000.00
510	Manholes, (Detail 502) cast in place, to include rock backfill		each	2	5,100.00	10,200.00	6,000.00	12,000.00
511	Manholes, Tamperproof Lid (Detail 502) cast in place, to include rock backfill		each	1	5,800.00	5,800.00	7,400.00	7,400.00
512	Saw Cut Asphalt		l.f.	880	2.00	1,760.00	8.00	7,040.00
513	Ashphalt remove and replace		s.y.	198	62.00	12,276.00	130.00	25,740.00
514	Ashphalt Pathway Replacement- 3 inches HMAc over 4 inches 3/4 minus		s.y.	160	40.00	6,400.00	28.00	4,480.00
515	Traffic Control		lump sum	1	10,000.00	10,000.00	3,250.00	3,250.00
516	Reseed Area of Sanitary Sewer		lump sum	1	2,800.00	2,800.00	1,000.00	1,000.00
<b>SUB-TOTAL, SANITARY SEWER.....</b>						<b>\$ 196,576.00</b>		<b>\$ 250,230.00</b>

**Total Bid Result.....** **\$ 274,416.00** **\$ 310,000.00**

<b>Bid Bond</b>	<b>YES</b>	<b>YES</b>
<b>Drug Test Form</b>	<b>YES</b>	<b>YES</b>
<b>First Tier Subcontractors List</b>	<b>YES</b>	<b>YES</b>
<b>Resident vs. Non-resident Bidder</b>	<b>YES</b>	<b>YES</b>



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

**TO:** Mayor Henry A. Porter and the Stayton City Council  
**FROM:** Keith Campbell, City Administrator  
**DATE:** May 2, 2016  
**SUBJECT:** Community Grant Fund

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**ISSUE**

What to do with \$1,350 of Community Grant Fund dollars that have been returned to the City?

**ENCLOSURE(S)**

- Initial Matrix
- Updated Grant Calculations

**BACKGROUND INFORMATION**

At the February 1, 2016 City Council meeting, the Governing Body awarded community grant monies. As part of this award, the organization Smokin' Down the Highway was awarded \$1,350 to host a BBQ Competition. Staff was notified by a representative from Smokin' Down the Highway that their event will not be held this year. The grant monies were recently returned to the City.

**FISCAL IMPACT**

The Governing Body is under no obligation to spend the returned funds. The fiscal impact of this decision is \$1,350.

**OPTIONS**

- 1) The Governing Body takes no action.
- 2) The Governing Body can direct staff to award the grant based off the initial matrix and the calculations shown in the "Updated Grant Calculations" attachment.
- 3) The Governing Body can divvy up the funds in some other manner.

**STAFF RECOMMENDATION**

The deadline for submitting Community Grant applications has passed and staff does not believe new applications or organizations should be considered. No applicant received their full grant request. Upon receiving the monies back from Smokin' Down the Highway, staff reviewed how the original grant awards were distributed and found an error in percentage awarded. This error has been corrected in the "Updated Grant Calculations" attachment.

It is staff's recommendation that the Governing Body accept the updated and corrected calculations, distributing the additional monies back to the grant applications based off the total expected payouts.

**MOTION(S)**

- 1) Motion to direct staff to award the grant based off the initial matrix and the calculations shown in the "Updated Grant Calculations" attachment.
- 2) Motion to direct staff to \_\_\_\_\_.
- 3) Take no action.

**Grant Selection Matrix**

**Score each category 1 to 10, 10 being the highest**

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

<b>Overall Score:</b>		<b>100.00</b>	<b>3770.00</b>	<b>3490.00</b>	<b>3290.00</b>	<b>3190.00</b>	<b>2890.00</b>	<b>2710.00</b>	
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	Request	Score %	Total of C*D	E*B3/E11	Initial \$	Adjustment	Overall
	\$5,000				1.23		
Peer Court	\$1,500	0.754	\$1,131	\$1,392	\$1,100	\$292	\$1,392
Movies in the Park	\$1,500	0.698	\$1,047	\$1,289	\$875	\$415	\$1,290
Stayton Friends of the Library	\$1,500	0.658	\$987	\$1,215	\$825	\$390	\$1,215
Veterns History	\$500	0.638	\$319	\$393	\$275	\$118	\$393
Santiam Heritage Foundation	\$1,000	0.578	\$578	\$710	\$550	\$160	\$710
Smokin' Down the Highway	\$2,500	0					
			\$4,062	\$5,000		\$1,375	

Manually adusted down \$1

1.23 =5000/4062

Manually adusted up \$1

INITIAL AWARDS			
Peer Court	\$1,500	0.733333	\$1,100
Movies in the Park	\$1,500	0.583333	\$875
Stayton Friends of the Library	\$1,500	0.55	\$825
Veterns History	\$500	0.55	\$275
Santiam Heritage Foundation	\$1,000	0.55	\$550
Smokin' Down the Highway	\$2,500	0.55	\$1,375



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

**TO: Mayor Henry A. Porter and the Stayton City Council**  
**FROM: Keith Campbell, City Administrator**  
**DATE: May 2, 2016**  
**SUBJECT: Community Grant Application Process**

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**ISSUE**

What rules and procedures should the City use when determining the selection and distribution of the City of Stayton Community Grant Funds?

**ENCLOSURE(S)**

- Grant Application
- Grant Calculation Example

**BACKGROUND INFORMATION**

The last two years have presented challenges in determining the best procedure and policy for accepting and distributing the Community Grant. Staff has been asked to present a recommendation to the Governing Body in order to simplify and streamline the application process, procedure, and awards.

**FISCAL IMPACT**

The fiscal impact is directly related to the allocation of the grant funds which have recently been budgeted at \$5,000. The other costs would include staff time to administer the program, which has not been tracked.

**OPTIONS**

- 1) Discontinue the Community Grant program.
- 2) Continue the Community Grant program with the recommended staff changes.
- 3) Continue the Community Grant program with modifications and/or adjustments as recommended by the Governing Body.

**STAFF RECOMMENDATION**

Recently, there are two main issues in relation to the Community Grant process:

- What requests should be eligible to apply for funds?
- How to equitably distribute the funds?

For eligibility, staff makes the following recommendations:

- The Community Grant application process will begin on July 1<sup>st</sup> and will close on or before July 31<sup>st</sup> each fiscal year.
- Grant applications must complete the City of Stayton Community Grant application form.
- Applicants should provide a summary, no longer than one page, of the purpose of the grant application and a copy of their budget.
- Grant funds are provided by the City of Stayton taxpayers, so all grants must be an organization working within city limits, or their event must provide a clear, primary direct benefit to residents of Stayton.
- Grant requests will be limited to a maximum request of \$1,000.
- The Governing Body will have final say on the eligibility of each application.

For equitable distribution of Community Grant funds, staff makes the following recommendations:

- Scenario 1 – Total grant request is less than or equal to the budget grant allocation.
  - The Governing Body will review applications and award based on the eligibility of the applications.
- Scenario 2 – Total grant requests exceed the budgeted allocations.
  - Each Governing Body member will utilize the Grant Selection Matrix to rank each grant application.
  - The Grant Selection Matrix will be based on a total average score of 100 points. The scores will be broken down as follows:
    - 50 points for “Overall Benefit to Stayton Residents”
    - 20 points for “Impact to Grant Funds on Project”
    - 15 points for “Leveraging Outside Funds”
    - 10 points for “Targeting to Youth or Elderly”
    - 5 points for “Unique Services”
  - All Grant Selection Matrix scores will be averaged and multiplied by the initial grant request. Each grant will then be multiplied by an adjustment multiplier to adjust for available allocated funds.

$$(G * M) = W, \text{ then } (W * A) = T$$

<b>(G)</b>	Grant Request Amount = Amount requested on Grant Application
<b>(M)</b>	Matrix Average Score = Average Score of all Grant Matrix’s submitted
<b>(W)</b>	Weighted Request Average = Grant Request Amount * Matrix Average Score
<b>(A)</b>	Adjusted Multiplier = Total Grant Money Available / Sum of all Weighted Request Average
<b>(T)</b>	Total Award Amount = Weighted Request Amount * Adjusted Multiplier

**MOTION(S)**

- 1) Motion to direct staff to continue the Community Grant program with the recommended staff changes.
- 2) Motion to continue the Community Grant program with the following modifications and/or adjustments \_\_\_\_\_.
- 3) Motion to discontinue the Community Grant program.
- 4) Take no action.



# Community Grant Application

By City Council action, \$5,000 was made available for area programs through a grant application process for Fiscal Year 2016-2017.

The deadline to apply for a grant is Friday, July 29, 2016. Grant applications will be presented to the City Council on September 19, 2016, applicants are welcome to attend. Keep in mind that programs/projects should be focused on serving the citizens of Stayton within the Stayton Community.

## **Below are instructions on how to request grant money:**

1. Obtain a Community Grant Application at City Hall or on our website at [www.staytonoregon.gov](http://www.staytonoregon.gov).
2. Fill out the application and attach a one-page written summary, and a program or agency budget.
3. Turn in all materials to City Hall, 362 N. Third Avenue.
4. The City Administrator and Finance Director will review the applications. Applications viewed favorable, will be forwarded by the Finance Director to the City Council for consideration at their September 19, 2016 meeting.
5. If the application is approved by the City Council, the Finance Director will notify the applicants and disperse the funds.
6. If the application is denied, written notification will be forwarded to the applicant with the reason for denial.

**\*\* ATTACHED TO INSTRUCTION SHEET IS AN APPLICATION.**



# Community Grant Application

## ORGANIZATION INFORMATION

Organization Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person Regarding this Application: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

## PROPOSAL INFORMATION

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

Population served: \_\_\_\_\_

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

### Funds are being requested for (check one):

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

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

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

## BUDGET

Dollar amount requested: \$ \_\_\_\_\_

Total annual organization budget: \$ \_\_\_\_\_

Total project budget: \$ \_\_\_\_\_

## AUTHORIZATION

*Name and title of top paid staff or board chair:*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

	(G)	(M)	(W)	(A)	(T)
\$5,000					
Grant 1	\$1,500	75%	\$1,131	0.923	\$1,044
Grant 2	\$1,500	70%	\$1,047	0.923	\$966
Grant 3	\$1,500	66%	\$987	0.923	\$911
Grant 4	\$500	64%	\$319	0.923	\$294
Grant 5	\$1,000	58%	\$578	0.923	\$534
Grant 6	\$2,500	54%	\$1,355	0.923	\$1,251
			<b>\$5,417</b>		<b>\$5,000</b>

(G) = Grant Request Amount

(M) = Matrix Average Score

(W) = Weighted Average

(A) = Adjusted Multiplier (In this example  $5,000 / 5417$ )

(T) = Total Award



**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: May 2, 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>March 2016</b>	<b>February 2016</b>
<b>Utility Billing</b>		
Number of Bills Mailed	2,643	2,602
Number of Bills Emailed	351	341
Delinquent Notices Sent Out	574	575
Courtesy Delinquent Notices Sent to Landlords	110	163
Notified of Impending Shut-Off & Penalty	127	110
Customers with Interrupted Services Non-Payment	15	19
Services Still Disconnected	3	1
<b>Accounts Payable</b>		
Number of Checks Issued	187	172
Total Amount of Checks	\$357,625.24	\$478,388.77



**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:** May 2, 2016  
**SUBJECT:** Staff Report

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

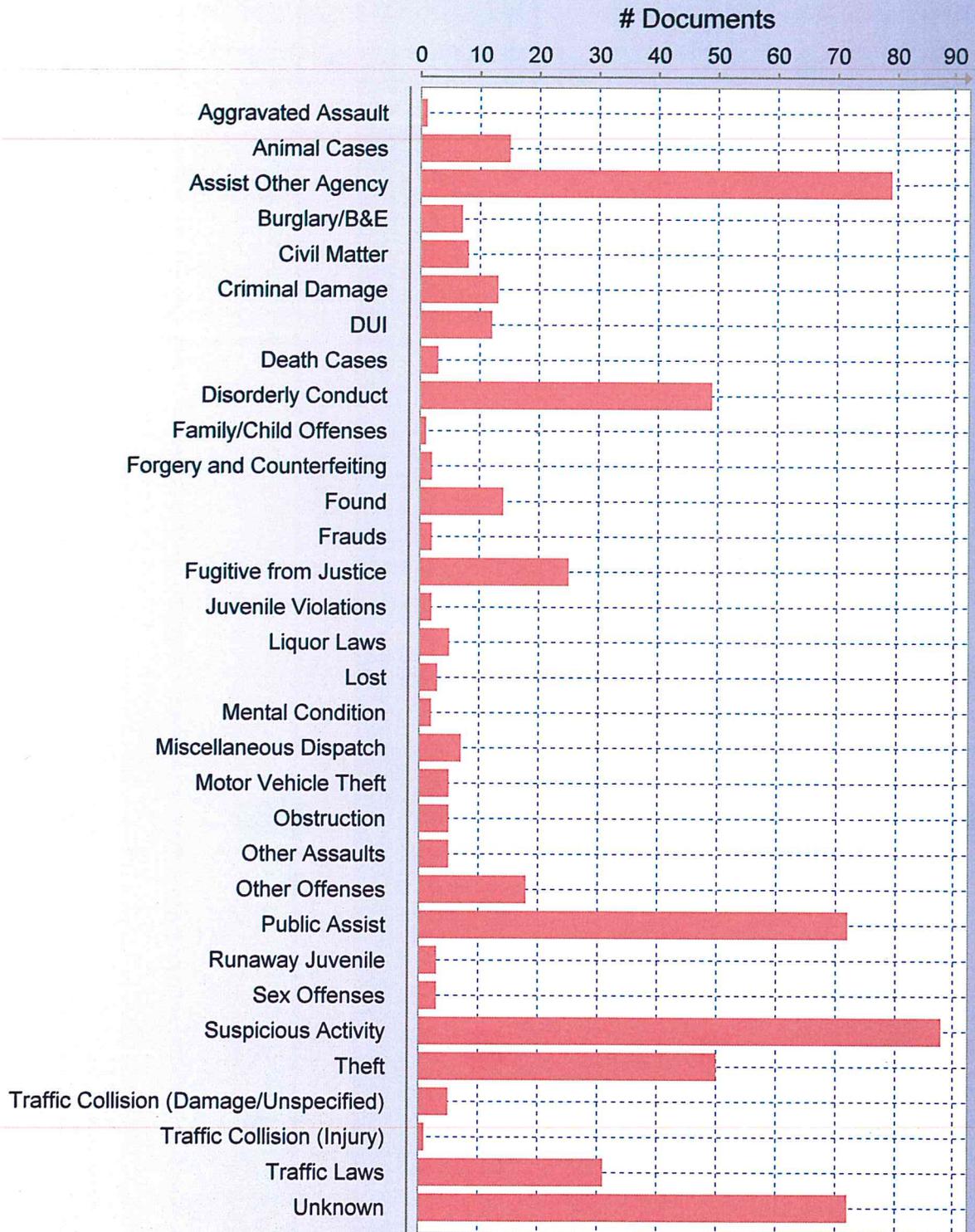
	<b>March 2016</b>	<b>Year to Date 2016</b>	<b>March 2015</b>	<b>Year to Date 2015</b>
<b>Police Activity</b>	<b>815</b>	<b>2279</b>	<b>771</b>	<b>2199</b>
<b>Investigated Incidents</b>	<b>267</b>	<b>803</b>	<b>313</b>	<b>856</b>
<b>Citations/Warning</b>	<b>119/242</b>	<b>302/612</b>	<b>118/202</b>	<b>323/551</b>
<b>Traffic Accidents</b>	<b>6</b>	<b>20</b>	<b>6</b>	<b>20</b>
<b>Juvenile Abuse</b>	<b>4</b>	<b>7</b>	<b>0</b>	<b>8</b>
<b>Arrests</b>	<b>42</b>	<b>122</b>	<b>53</b>	<b>118</b>
<b>Ordinance Complaints</b>	<b>18</b>	<b>43</b>	<b>NA</b>	<b>NA</b>
<b>Reserve Volunteer Hrs.</b>	<b>208.25</b>	<b>848.08</b>	<b>293.75</b>	<b>1028.67</b>
<b>Citizen Volunteer Hrs.</b>	<b>100</b>	<b>113</b>	<b>9</b>	<b>20</b>
<b>Peer Court Referrals:</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>17</b>

# STAYTON POLICE DEPARTMENT CONSOLIDATED MONTHLY CATEGORIZED REPORT-NIBRS 3/1/2016 - 3/31/2016

	CRIMES		CRIMES CLEARED		CRIMES CLEARED BY ARREST & EXCEPTION		PERCENT CLEARED		PERSONS ARRESTED		
	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	
		% Change Yr to Yr							Juv	Adult	Total
<b>NON-CRIMINAL</b>											
ACCIDENT-INJURY	1	2	4	-50.0%							
ACCIDENT-PROPERTY	4	10	9	11.1%							
ALL OTHER NON-CRIMINAL	187	542	623	-13.0%							
NON CRIM DOMESTIC DISTURB	11	41	37	10.8%							
<b>NON-CRIMINAL TOTALS</b>	<b>203</b>	<b>595</b>	<b>673</b>	<b>-11.6%</b>							
<b>PERSON</b>											
AGGRAVATED ASSAULT	2	3	2	50.0%	1	2	1	50.0%	0	1	1
OFFENSE AGAINST FAMILY	0	0	0	0.0%	0	0	0	0.0%	0	0	0
OTHER ASSAULTS	5	16	16	0.0%	5	12	15	100.0%	0	2	2
RAPE	0	0	0	0.0%	0	0	0	0.0%	0	0	0
RESTRAINING ORDER VIOLATION	0	0	0	0.0%	0	0	0	0.0%	0	0	0
ROBBERY	0	1	0	0.0%	0	1	0	100.0%	0	0	0
SEX OFFENSES	3	5	6	-16.7%	0	1	5	20.0%	0	0	0
<b>PERSON TOTALS</b>	<b>10</b>	<b>25</b>	<b>24</b>	<b>4.2%</b>	<b>6</b>	<b>16</b>	<b>21</b>	<b>60.0%</b>	<b>0</b>	<b>3</b>	<b>3</b>
<b>PROPERTY</b>											
ARSON	0	0	0	0.0%	0	0	0	0.0%	0	0	0
BURGLARY - BUSINESS	0	0	1	-100.0%	0	0	0	0.0%	0	0	0
BURGLARY - OTHER STRUCTURE	0	3	1	200.0%	0	1	1	33.3%	0	0	0
BURGLARY - RESIDENCE	4	9	4	125.0%	1	3	1	25.0%	0	1	1
COUNTERFEITING/FORGERY	0	1	0	0.0%	0	1	0	100.0%	0	2	2
EXTORTION/BLACKMAIL	0	0	0	0.0%	0	0	0	0.0%	0	0	0
FRAUD	3	10	15	-33.3%	1	5	5	33.3%	0	0	0
LARCENY											
Pickpocket	0	0	1	-100.0%	0	0	1	0.0%	0	0	0
Purse Snatching	0	0	0	0.0%	0	0	0	0.0%	0	0	0
Shoplifting	2	11	13	-15.4%	2	9	7	100.0%	0	1	1
Theft from a Motor Vehicle	7	18	10	80.0%	0	0	1	0.0%	0	0	0
Theft of MV Parts/Accessories	0	0	2	-100.0%	0	0	0	0.0%	0	0	0
Theft of Bicycle	0	0	6	-100.0%	0	0	1	0.0%	0	0	0
Theft from Building	4	10	4	150.0%	0	2	0	0.0%	0	0	0
From Coin Operated Machine	0	1	0	0.0%	0	0	0	0.0%	0	0	0
All Other Larceny	7	19	20	-5.0%	2	6	6	28.6%	0	4	4
<b>PROPERTY TOTALS</b>	<b>17</b>	<b>49</b>	<b>49</b>	<b>0.0%</b>	<b>6</b>	<b>26</b>	<b>26</b>	<b>31.6%</b>	<b>0</b>	<b>4</b>	<b>4</b>

	CRIMES		CRIMES CLEARED BY ARREST & EXCEPTION		PERCENT CLEARED		PERSONS ARRESTED				
	1/1/16 to 3/31/16	1/1/15 to 3/31/15	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16			
	3/1/16 to 3/31/16	1/1/15 to 3/31/15	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16	3/1/16 to 3/31/16	1/1/16 to 3/31/16			
LARCENY	20	56	4	17	20.0%	28.8%	0	5	5	23	15
MOTOR VEHICLE THEFT	3	1	0	0	0.0%	0.0%	0	0	0	0	0
STOLEN PROPERTY	0	1	0	0	0.0%	0.0%	0	0	0	0	1
VANDALISM	9	22	1	3	11.1%	17.6%	1	0	1	3	3
<b>PROPERTY TOTALS</b>	<b>39</b>	<b>101</b>	<b>7</b>	<b>30</b>	<b>17.9%</b>	<b>28.0%</b>	<b>1</b>	<b>8</b>	<b>9</b>	<b>48</b>	<b>25</b>
<b>SOCIETY</b>											
ALL OTHER	11	38	3	10	27.3%	37.0%	0	6	6	10	8
ANIMAL	0	0	0	0	0.0%	0.0%	0	0	0	0	0
CURFEW	1	2	1	2	100.0%	100.0%	1	0	1	3	2
CUSTODY-MENTAL	2	1	2	3	100.0%	100.0%	1	1	2	3	1
DISORDERLY CONDUCT	2	14	1	6	50.0%	66.7%	0	2	2	7	11
DR WHILE SUSP	0	5	0	3	0.0%	100.0%	0	0	0	3	5
DRIVING UNDER INFLUENCE	4	17	4	18	100.0%	100.0%	0	4	4	18	17
ELUDING	0	2	0	1	0.0%	50.0%	0	0	0	2	1
ESCAPE	0	1	0	0	0.0%	0.0%	0	0	0	0	1
FAIL TO DISPLAY DL	0	2	0	0	0.0%	0.0%	0	0	0	0	2
FUGITIVE	0	0	0	0	0.0%	0.0%	0	0	0	0	0
HIT & RUN	1	7	1	1	100.0%	9.1%	0	1	1	2	2
LIQUOR LAWS	1	1	1	3	100.0%	100.0%	1	1	4	6	1
MIP TOBACCO	0	2	0	1	0.0%	100.0%	0	0	0	1	2
NARCOTICS/DRUGS	5	19	5	12	100.0%	92.3%	1	5	7	19	26
PROP RECOV - FOR OTHER AGENCY	0	0	0	0	0.0%	0.0%	0	0	0	0	0
RECKLESS DRIVING	1	0	1	2	100.0%	100.0%	0	1	1	2	0
RUNAWAY	1	2	1	5	100.0%	83.3%	1	0	1	4	1
SEX OFFENSES	0	0	0	0	0.0%	0.0%	0	0	0	0	2
TRESPASS	13	17	8	23	61.5%	69.7%	0	4	4	11	5
VEH RECOV - FOR OTHER AGENCY	1	0	0	0	0.0%	0.0%	0	0	0	0	0
WARRANT	15	31	15	45	100.0%	100.0%	0	1	1	1	1
WEAPONS	0	2	0	0	0.0%	0.0%	0	0	0	0	2
<b>SOCIETY TOTALS</b>	<b>58</b>	<b>162</b>	<b>43</b>	<b>135</b>	<b>74.1%</b>	<b>75.0%</b>	<b>5</b>	<b>43</b>	<b>51</b>	<b>147</b>	<b>129</b>
<b>GRAND TOTALS</b>	<b>310</b>	<b>960</b>									

# Crime Types



■ All 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: May 2<sup>nd</sup>, 2016**  
**SUBJECT: Public Works Monthly Operating Report for March 2016**

- | <u>KEY ACTIVITIES</u>     | <u>STATUS</u>   |
|---------------------------|---|
| • <b>WWTP Facility</b>    | Effluent flows: 75.36 million gallons were treated during March. The highest flow was 4.21 million gallons on March 15 <sup>th</sup> and March 16 <sup>th</sup> and the lowest flow was 1.79 million gallons on March 2 <sup>nd</sup> . The average flow was 2.43 million gallons. Total rainfall for March was 7.76 inches.  |
| • <b>WTP</b>              | Highest production day was 1,797,000 gallons on March 15 <sup>th</sup> , 2016.  |
| • <b>Water System</b>     | Replaced four meters and replaced one radio meter reader. During the week of March 7-11 <sup>th</sup> we had a leak detection survey done on the water system east of First Avenue from Water Street to Hobson out to 28 <sup>th</sup> Avenue. They found some leaks that we repaired this month. 879 Seventh, 1152 Deerfield, 1485 Highland were service line repairs. 1450 Fern Ridge Rd was a water main repair. We also abandoned a water service near 1425 Western Avenue. Smaller leaks at hydrants will be done later. The water loss prior to repairs was estimated at 1.5 million gallons a month, or about 6-8% of our monthly production of water. |
| • <b>Streets</b>          | Swept 108 curb miles and removed approximately 80 cubic yards of material. Used 700 pounds of cold patch mix to repair some potholes in the City. Street paving was also done one Western Avenue and Western Place.   |
| • <b>Parks</b>            | Volunteers: Community Service – 0 hours, Volunteer – 0 hours.<br>Life skills High School Students – 28 hours. Total = 28 hours.<br>Parks Board Volunteer Hours – 6 hours total – 6 Volunteers.  |
| • <b>Building Permits</b> |   |

<u>Permit Type</u>	<u>Issued</u>	<u>SDC's Paid</u>
New Single Family Dwelling	1	\$12,218.00
Residential Building Addition/Alter/Other	1	
Commercial Building Addition/Alter/Other	1	
Electrical		
Mechanical		
Plumbing		
<b>TOTAL</b>	<b>3</b>	<b>\$12,218.00</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 Porter and the Stayton City Council**  
**FROM: Dan Fleishman, Planning and Development Director**  
**DATE: May 2, 2016**  
**SUBJECT: Report of Activities for March, 2016**

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**Planning & Development Activity Summary**

Continued to work with Friends of Old Town Stayton to assist in their formation.

Attended North Santiam River Canyon tourism studio.

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:** Pam Pugsley- Interim Library Director  
**DATE:** April 25, 2016  
**SUBJECT:** April Library report

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The Stayton Public Library Foundation had a sold out house for their signature fundraising event, the Santiam Canyon Father Daughter Ball, A Fairy Enchanted Evening. Library staff participated in the fun by dressing in costume as Peter Pan and various fairies. The money raised goes to the outreach storyteller program. Thank you!

The Friends of the Library earned \$3,323 at their semi-annual book sale. The next sale is in October. They are always looking for volunteers and new members- it is only \$5 to join.

We had a celebration for Beverly Cleary's 100<sup>th</sup> birthday. The Willamette Humane Society brought adoptable dogs and cats in honor of "Ribsy," a Cleary dog character that found a new home with Henry Huggins. Fun and cake were had by all. Art Club at the Library is once a month children's program for ages 5 and up. We also have Lego Club, Book Bobs Club, and Random Readers Book Club for eager readers of chapter books.

Teen programs include Teen space in the library meeting room on Wednesdays. Wii Game Day, Teen Movie, Tabletop & Trading Card Gaming, and a new program, Color & Chill are activities we offer for the teens.

The adult book club, Tea Time for Book Lovers, read *Cleopatra: A life* by Stacy Schiff. Our Author Series continues to be popular. We hosted Oregon author Steve Arndt last Thursday and the audience begged to have him back again. His new books about Oregon ghost towns were fascinating. Stephanie Rubel has done a great job finding us very interesting authors. We are already looking for next year's programs.

Before the month of April ends, be sure and pick up your gardening books for a dollar at our Friends of the Library Used Bookstore.



# CITY OF STAYTON

## APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Stayton Planning Commission

PLEASE CHECK ONE:

New Applicant  
 Application for reappointment

Years resided in Stayton: 3

PLEASE PRINT

Name Jackie Carmichael

Address 664 W. Locust St., Stayton, Oregon, 97383 Home Ph# 503-767-2917

Email Address jackiecarmichael64@hotmail.com Cell Ph# 503-515-6541

Occupation Freelance writer

Place of Employment Self

Business Address Home

Phone As above Email jackiecarmichael64@hotmail.com

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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.)

An appreciation for preserving the integrity of a city and it's surrounding areas, while at the same time keeping it current and modern, to promote growth and employment. Also, a healthy respect for green belt areas and conservation.

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 would enjoy the challenge of being more involved in my community and to help with the planning of new buildings and plots within the Stayton area, as well as the preservation of older, historic areas. I would also like to learn as much as I can about the entire planning process and hopefully offer a fresh perspective and ideas.

**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.

The future of Pioneer Park and Wilderness Park. Abandoned buildings or disused lots.

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

The only relevant experience I have is a very healthy appetite for knowledge and conservation as well as a desire to see new plans that serve useful purposes.

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

No.

6. How did you learn about this vacancy?

Our Website     Word of mouth     Other

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

No.

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Signature of Applicant



Date 26th April 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**