



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, September 18, 2017

Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

ANNOUNCEMENTS – PLEASE READ CAREFULLY

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

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

PRESENTATIONS/COMMENTS FROM THE PUBLIC

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

- a. Swearing in of New Police Reserve by Chief Rich Sebens

CONSENT AGENDA

- a. August 22, 2017 City Council Minutes
- b. Finance Department Job Description Revisions

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

Ordinance No. 1009, Vacation of Alleyway

Action

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

Second Consideration of Ordinance No. 1010, Amending Land Use Code Regarding Accessory Dwelling Units in Residential Zoning Districts

Action

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

Second Consideration of Ordinance No. 1011, Amending Stayton Municipal Code 5.20 Relating to Solicitors

Action

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

NEW BUSINESS

Community Grants

Action

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

Resolution No. 967, Declaring a Portion of W. High Street Abandoned

Action

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

STAFF/COMMISSION REPORTS – None

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – October 2, 2017

- TMDL Report
- Pool Update
- Monthly Reports

ADJOURN

CALENDAR OF EVENTS

SEPTEMBER 2017

Monday	September 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	September 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	September 25	Planning Commission	7:00 p.m.	Community Center (north end)

OCTOBER 2017

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

NOVEMBER 2017

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

DECEMBER 2017

Monday	December 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Friday	December 8	Community Leaders	7:30 a.m.	Covered Bridge Café
Tuesday	December 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Friday	December 22	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		

JANUARY 2018

Monday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS HOLIDAY		
Tuesday	January 2	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 3	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	January 12	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	January 15	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING HOLIDAY		
Tuesday	January 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	January 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room

**City of Stayton
City Council Meeting Action Minutes
August 22, 2017**

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

Time Start: 7:00 P.M.

Time End: 8:02 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Priscilla Glidewell	Keith Campbell, City Administrator
Councilor Mark Kronquist	Dan Fleishman, Director of Planning & Development
Councilor Jennifer Niegel (excused)	Lance Ludwick, Public Works Director
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. Debi Brazelton, Stayton 4 th of July Celebration Committee	Ms. Brazelton again thanked the Council for the grant the 4 th of July Celebration committee received last year. She spoke about how the funds were used to support the annual celebration.
b. Van Schoenborn, Stayton High School Booster Club	The Stayton High School Booster Club has expressed interest in painting an eagle head on the street at two entrances of Stayton High School. Council and staff discussion of potential issues and questions. Staff will meet with Mr. Schoenborn to further discuss.
Consent Agenda	
a. August 7, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve the Consent Agenda as presented. Motion passed 4:0.
Public Hearing	
Proposed Code Amendment Regarding Accessory Dwelling Units in Residential Zoning Districts	
a. Commencement of Public Hearing	Mayor Porter opened the hearing at 7:15 p.m.
b. Staff Report – Dan Fleishman	Mr. Fleishman reviewed the staff report.
c. Questions from Council	Discussion of current code requirements and proposed code amendments.
d. Proponents’ Testimony	None.
e. Opponents’ Testimony	None.
f. General Testimony	None.

<ul style="list-style-type: none"> g. Questions from the Public h. Questions from the Council i. Staff Summary j. Close of Hearing k. Council Deliberation l. Council Decision on Ordinance No. 1010 	<p>None.</p> <p>Council inquiry and discussion about notifications and better ways to provide notifications in the future.</p> <p>Mr. Fleishman provided a brief summary.</p> <p>Mayor Porter closed the hearing at 7:33 p.m.</p> <p>Motion from Councilor Glidewell, seconded by Councilor Usselman, to approve Ordinance No. 1010 as presented. Motion passed 3:1 (Quigley).</p> <p>Ordinance No. 1010 will return for a second consideration at the September 18, 2017 Council meeting.</p> <p>Brief discussion about other avenues to advertise public hearings and Council agendas.</p>
<p>Unfinished Business</p>	<p>None.</p>
<p>New Business</p> <p>Ordinance No. 1011, Amending Stayton Municipal Code 5.20 Relating to Solicitors</p> <ul style="list-style-type: none"> a. Staff Report – Chief Rich Sebens b. Council Discussion c. Council Decision <p>Ordinance No. 1012, Amending Stayton Municipal Code 9.36.020 Relating to Miscellaneous Violations</p> <ul style="list-style-type: none"> a. Staff Report – Chief Rich Sebens b. Council Discussion c. Council Decision <p>Proposed Resolution Initiating Annexation and Comprehensive Plan Amendment</p> <ul style="list-style-type: none"> a. Staff Report – Dan Fleishman b. Council Discussion c. Council Decision 	<p>None.</p> <p>Chief Sebens reviewed the staff report.</p> <p>Brief discussion of exemptions and requirements for solicitor’s licenses.</p> <p>Motion from Councilor Kronquist, seconded by Councilor Usselman, to approve Ordinance No. 1011 as presented. Motion passed 3:1 (Glidewell).</p> <p>Ordinance No. 1011 will return for a second consideration at the September 18, 2017 Council meeting.</p> <p>Chief Sebens reviewed the staff report.</p> <p>Brief discussion of amendments.</p> <p>Motion from Councilor Quigley, seconded by Councilor Kronquist, to approve Ordinance No. 1012 as presented. Motion passed 4:0.</p> <p>Mr. Fleishman reviewed his staff report.</p> <p>Motion from Councilor Glidewell, seconded by Councilor Usselman, to approve Resolution No. 966 as presented. Motion passed 4:0.</p>
<p>Staff / Commission Reports</p> <p>Finance Department Report – Cindy Chauran & Elizabeth Baldwin</p> <ul style="list-style-type: none"> a. July 2017 Monthly Finance Department Report 	<p>No discussion.</p>

<p>Police Chief's Report – Chief Rich Sebens a. July 2017 Statistical Report</p> <p>Public Works Director's Report – Lance Ludwick a. July 2017 Operating Report</p> <p>Planning & Development Director's Report – Dan Fleishman a. July 2017 Activities Report</p> <p>Library Director's Report – Janna Moser a. July 2017 Activities</p>	<p>Chief Sebens briefly spoke about National Night Out and the recent eclipse. Discussion of Peer Court referrals.</p> <p>Mr. Ludwick briefly reviewed his report. He also spoke about the Eagle Project recently completed in Pioneer Park.</p> <p>Mr. Fleishman reviewed his report included in the Council packet.</p> <p>Ms. Moser reviewed the report and spoke about the upcoming September author visit at the Library.</p>
<p>Presentations / Comments From the Public</p>	<p>None.</p>
<p>Business from City Administrator</p>	<p>Mr. Campbell recognized Senior Parks Maintenance Work Bob Parsons and the employees who assisted with the event including Brenda Kuiken, her daughter, and retired Library Director Pam Pugsley.</p> <p>Chief Sebens recognized police staff and volunteers for their work over the eclipse weekend.</p>
<p>Business from the Council</p>	<p>None.</p>
<p>Business from the Mayor</p>	<p>None.</p>
<p>Future Agenda Items – Monday, September 18, 2017 a. Community Grants b. W. High Street Abandonment</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF SEPTEMBER 2017, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____ By: _____
Henry A. Porter, Mayor

Date: _____ Attest: _____
Keith D. Campbell, City Administrator

Date: _____ Transcribed by: _____
Alissa Angelo, Deputy City Recorder



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: September 18, 2017
SUBJECT: Consent Agenda – Finance Department Job Descriptions

ISSUE

The issue before the Council is to consider two new position descriptions which have been created for the three current Finance Department employees. The Stayton Personnel Manual Section 4.2 requires new positions be approved by the City Council.

BACKGROUND

In 2016, the City began contracting with Financial Consultant Andy Parks. Mr. Parks has worked with our current Finance Department staff to streamline and appropriately divide their duties to create efficiency and implement appropriate internal controls. Once these new roles and duties were defined, I worked with staff to develop appropriate position descriptions to fit the duties they are now assigned with.

As you will see in the table below, two positions will become Accounting Clerks, and the third will become the Assistant Finance Director.

	Current Position	New Position
Employee #1	Receptionist / Cashier	Accounting Clerk
Employee #2	Utility Billing Clerk	Accounting Clerk
Employee #3	Associate Accountant	Assistant Finance Director

The new position descriptions allow for efficiency and division of duties, and also bring the City into better compliance with our annual audit recommendations.

FISCAL IMPACT

The fiscal impact of this change is minimal and will be covered by budgeted funds. If any additional funding required, staff will return to Council.

MOTION

No motion necessary as this is a consent agenda item.



Assistant Finance Director

DEPARTMENT: Finance
CLASSIFICATION: Exempt

SUPERVISOR: Finance Director
PAYROLL: ASF

POSITION SUMMARY: This position is responsible for supervising and coordinating activities of workers engaged in calculating, posting, and verifying duties to obtain and record financial data for use in maintaining accounting and statistical records by performing the following duties. Perform duties that involve confidential and sensitive information.

ESSENTIAL JOB FUNCTIONS

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

- Perform a variety of fund accounting and fiscal management duties. Oversees the monthly closing process and plays a significant role in annual closing, audit, and budget process.
- Reconcile and balance general ledger accounts to the various subsystems; monitor that expenditures and receipts are properly accounted for; correct miscoding and adjust individual accounts.
- Monitor that internal controls of subsystems are operating properly; maintain and adjust financial subsystems as needed.
- Maintain monthly, quarterly and yearly reconciliation of the various general ledger accounts. Verify accuracy and completeness of the general ledger.
- Maintain and reconcile the City's bank accounts (general account and LGIP account), as well as the general journal, utility cash clearing accounts, accounts payable and accounts receivable.
- Create various monthly journal entries on a spreadsheet and enter into City's accounting program.
- Assist with amendments to the annual budget, including reconciling budget balances with council adjustments.
- Preparing budget to actual reports and monitoring expenditures to ensure compliance with adopted budget.
- Participates in the year-end closing. Obtain information for and provide assistance to external auditors, as needed. Reconcile accounts for proper reporting, prepare audit work papers.

- Create Marion County Tax spreadsheets to reflect the revenue formula credited to the City's bank account monthly.
- Process DMV registrations and renewals for all City vehicles.
- Maintain and update the Unclaimed Properties Report annually and submit through ACH.

PAYROLL

- Prepare, enter, and maintain data for monthly payroll. Produce timely and accurate payroll checks and records. Update reports, balances payroll and prepares checks for submission to appropriate organizations and agencies. Respond to payroll questions and concerns. Monitor and make adjustments to employee leave balances. Maintain confidential employee payroll files.
- Calculate and complete forms for payment of taxes, insurance, PERS, Deferred Compensation Retirement Plans and other employee benefits.
- Process voluntary and mandatory deduction payments.
- Prepare, process, and file annual W-2 forms.
- Creates payroll year-to-date spreadsheets that balance to general ledger.
- Prepare payroll related audit schedules.
- Prepare necessary payroll-related reports as scheduled or requested (i.e. quarterly 941 reports, annual W-2 forms, Form W-3, Form 132, etc.).
- Monitor federal, state, and local laws and legislation for compliance and determine impact upon the payroll system.
- Track and prepare necessary reporting for volunteer hours.

EMPLOYEE BENEFIT PROGRAM ADMINISTRATION

- Administer employee benefit plans in coordination with the Deputy City Recorder. Coordinate pay and benefit information with payroll. Meet with new employees to explain City's benefits program. Coordinate the annual health insurance open enrollment for City employees. Assist employees with confidential benefits research, questions, and concerns.
- Act as contact for CIS in regards to vehicle insurance, and liability insurance claims and questions; updates admin portal to ensure accurate and complete information is provided to all appropriate parties at all times.
- Oversee and process all Workers Compensation claims and benefits that pertain to the claims in question. Prepare monthly and yearly Workman's Compensation reports. Design and develop spreadsheets for Workers Compensation year-to-date accruals.
- Act as contact for all General Liability Claims. Complete and submit all applications and claims from City's insurance company.

GENERAL FINANCE DUTIES

- Serve as a lead worker to two Accounting Clerks. Review work to confirm accuracy of invoice entry and payment, and cross-check accounts when updated to general ledger.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Provide excellent customer service, promoting professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster an environment in which employees are focused on producing excellent quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
- Follow all safety rules established for the work area.
- Other duties as assigned.

AUXILIARY JOB FUNCTIONS

- Serve on or provide support to a variety of committees, task forces, and advisory groups as necessary.
- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- Associate's Degree in business, or a closely related field, and three years of governmental accounting experience or any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.
- Knowledge of modern principles, practices, and methods of public and governmental accounting including ledger and audit tracking, as it applies to municipal operations. Knowledge of GAAP and GASB principles and how they apply to municipal operations.

- Ability to use a computer to perform the essential functions of the job; knowledge of Microsoft Office Suite. The ability to create computer spreadsheets; and ability to create and work with surveys, web pages, and electronic presentations highly desirable.
- Ability to communicate effectively verbally and in writing.

CERTIFICATES/LICENSES/REGISTRATIONS

- Oregon Government Finance Officers Association (OGFOA) certification or the ability to obtain certification.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working conditions.
- The noise level in the work area is typical of most office environments with telephones, interruptions, and background noise.
- Attendance at various meetings may require working after normal business hours.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Finance Director.
- In the absence of the Finance Director, serves as a supervisor to no more than 2 FTE in the Finance Department.
- May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

The City of Stayton is an Equal Opportunity Employer.

REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Assistant Finance Director

Date

Finance Director

Date



Accounting Clerk

DEPARTMENT: Finance **SUPERVISOR:** Finance Director
CLASSIFICATION: Non-Exempt **PAYROLL:** Grade 4

POSITION SUMMARY: Under the general direction of the Finance Director, supports the Finance Department by performing a wide variety of basic record keeping and clerical functions in the preparation, verification, and maintenance of financial records related to general accounting, accounts payable, accounts receivable, and utility billing.

ESSENTIAL JOB FUNCTIONS:

Any of the following duties and responsibilities may be performed and are not listed in any particular order. These examples are not necessarily performed by all incumbents, however, and do not include all specific essential functions and responsibilities an incumbent may be expected to perform.

ACCOUNTS PAYABLE AND RECEIVABLE

- Perform the accounts payable cycle including conducting necessary research to determine appropriateness of payment, entering invoices into computer system, printing checks and assembling checks with invoices/statements for signatures. Mail signed checks. File check copy with backup. Deliver check roster to appropriate persons. Balance accounts payable in general ledger to accounts. Prepare accounts payable annual reports, i.e., 1099 forms, etc.
- Maintain the integrity of vendor accounts and accounts payable files; check, issue and track purchase orders; organize and issue payments to vendors and employees; check and record invoices and expense reports; follow IRS requirements; prepare accounts payable reports.
- Perform and maintain accounts receivable records; calculate and prepare bills, monitor payment of accounts, prepare reports and communicate with customer(s).
- Coordinate, organize, reconcile and record revenue and cash receipts from all City departments, including within the Finance Department, on a daily basis as they are submitted. Make transmittals of information to the bank and make cash deposits.
- Records data and maintains structured routine statistical and financial reports and logs.
- Verifies and codes payments and cash receipts.

UTILITY BILLING

- Coordinate, organize, and issue bills for all City utilities with the assistance of City's outside vendor to include maintaining and billing of utility accounts, contacting customers, resolving complaints, and perform various collection functions.
- Maintain the integrity of customer accounts and deposits, customer notes, billing and payment records.

- Receive and answer questions from customers concerning the payment of billings and invoices.
- Advises customers of city regulations relating to billing procedures.
- Process shut-offs and reconnects including notices of renter delinquencies to owners. Collect unpaid closing bills. Assist with collection of NSF checks.
- Routinely monitor the Marion County Tax Assessor's office to keep City utility records up to date with current owner information and to prepare deposit applications to owner accounts.
- Maintain and update meter reading routes and sequences on an as needed basis.
- Maintain the collections list to be sure all paid accounts are reported correctly.
- Monitor meter readings for indications of leaks, illegal use of water, or faulty meter operation. Request re-reads as necessary, and coordinates with customer or Public Works department to correct problems.
- Maintain meter reading software and equipment including installing upgrades and working software support to interface with utility billing software.
- Run monthly reports. Balance summary reports to book totals as scheduled or requested. Advise Public Works department of anomalies indicated in reports. Prepare required utility billing schedules for audit and print report of adjustments and/or write-offs with an explanation of each incident.
- Maintain proper rate codes. Average winter water use annually to determine sewer rates and notify users of any changes.
- Work with department heads to update utility billing rate changes.

GENERAL ACCOUNTING

- Perform various accounting tasks to include preparing deposit slips, counting cash, and reconciling daily activity reports.
- Post to ledgers and journals.
- Provides customer service and performs administrative duties for the Finance Department.
- Responds to inquiries from customers, other City departments, businesses and government agencies. Conducts research and provides staff assistance to complete special projects.
- Maintain cooperative relationships with City personnel, elected officials and other agencies.
- Demonstrate leadership to fellow employees and foster a positive environment in which employees are focused on producing quality results.
- Encourage and provide excellent customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.

- Other duties as assigned.

AUXILIARY JOB FUNCTIONS:

- Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintain work areas in a clean and orderly manner. Serve as backup for receptionist/cashier as needed.
- Serve as Notary Public.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION / EXPERIENCE

- High School Diploma (or equivalent) and two years of experience in general office setting and resolving customer problems while dealing with the public, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties. Previous experience in a municipal environment and/or utility billing preferred.
- Knowledge of posting to accounting records with Caselle or other accounting software is desirable.
- Knowledge of basic accounting practices, business English, grammar, arithmetic, office procedures and practices, and use of office equipment.
- Knowledge of the Microsoft Office Suite.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Usual office working environment.
- The noise level is typical of most office environments.

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects.
- The position requires mobility.
- Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds.
- Manual dexterity and coordination are required over 50% of the work period while operating equipment such as a computer keyboard, calculator, and standard office equipment.

SUPERVISION

- Works under the general supervision of the Finance Director.
- Supervision is not a typical function assigned to this position. May provide basic training and orientation to volunteers, students, and newly assigned personnel on site policies and practices.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.

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REQUIRED SIGNATURES

My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.

Accounting Clerk

Date

Finance Director

Date



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

TO: Mayor Henry A Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: September 18, 2017
SUBJECT: Consideration of Ordinance regarding Vacation of an alleyway

ISSUE

The issue before the City Council is consideration of an ordinance to vacate the alleyway between N Second Ave and N Third Ave, running from E Hollister St to E Pine St.

BACKGROUND INFORMATION

Caitlin Settgest had submitted a petition requesting the City vacate the above-referenced alley. The City Council held a hearing on the proposed vacation on August 7. At that time the Council closed the public hearing but kept the record open for additional written submissions in order to allow Ms Settgest to collect additional signatures of abutting property owners to allow vacation of the entire alley.

As of the writing of this staff report, those last signatures have not been submitted and Ms Settgest has informed staff that she has not been able to obtain them.

Therefore Ordinance 1009 is presented to the City Council as originally drafted, vacating the northerly 150 feet of the alley. If additional signatures are presented at the meeting, then the Ordinance should be revised to vacate the entire alley.

STAFF RECOMMENDATION

The staff recommendation is for the City Council to vacate the alley.

OPTIONS AND MOTIONS

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

1. The alley be partially vacated, adopting Ordinance 1009 as presented.

Move to approve Ordinance No 1009 as presented.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the vote is unanimous, Ordinance No. 1009 is enacted and will be presented to the Mayor for his approval.

If the vote is not unanimous, Ordinance No. 1009 will be brought before the Council for a second consideration at the October 2, 2017 meeting.

2. The alley be partially vacated, adopting Ordinance 1009 with modifications

Move to approve Ordinance No. 1009 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a second consideration.

The City Recorder shall call the roll and the names of each Councilor present and their vote shall be recorded in the meeting minutes. If the first consideration is approved, Ordinance No. 1009 will be brought before the Council for a second consideration at the October 2, 2017 meeting.

3. Retain the alley

Move to deny the application to vacate the alley and direct staff to prepare an Order making findings to support such a decision to present to the City Council for adoption on October 2, 2017.

4. Continue the deliberation to the next meeting.

I move the Stayton City Council continue the deliberation on the application to vacate the alley until October 2, 2017.

ORDINANCE 1009

**AN ORDINANCE VACATING AN ALLEYWAY IN THE CITY OF
STAYTON, MARION COUNTY, OREGON**

WHEREAS, ORS 271.080(1) provides that whenever any person interested in any real property in an incorporated city desires to vacate all or part of any street, such person may file a petition setting forth a description of the ground to be vacated; the reason for such vacation; and, the purpose for which the ground is proposed to be used;

WHEREAS, ORS 271.080(2) provides that appended to such petition, and as a basis for granting the same, must be the written and authorized consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected;

WHEREAS, Caitlin Settgast has filed a Petition requesting that the alleyway between N Second Ave and N Third Ave running between E Hollister St and E Pine St be vacated;

WHEREAS, the purpose and reason for the street vacation is to revert ownership of the vacated street portion to the respective Petitioners, so that they can utilize the property;

WHEREAS, appended to such Petition was the written and authorized consent of the owners of four of the five abutting properties and of over two-thirds in area of the real property affected;

WHEREAS, on June 26, 2017 the Stayton Planning Commission did conduct a public hearing and following the public hearing recommended to the City Council that the subject alleyway be vacated;

WHEREAS, August 7, 2017, the Stayton City Council did conduct a public hearing concerning the proposed vacation at which public testimony and the written record were received and considered; and

WHEREAS, at the conclusion of the public hearing the Stayton City Council determined that it was in the public interest to vacate the subject alley;

NOW, THEREFORE the Stayton City Council hereby ordains as follows:

Section 1. The northerly 150 feet of the alley between N Second Ave and N Third Ave, running between E Hollister St and E Pine Street, located in block 5 of the Pines Addition as recorded in Marion County Records Book of Town Plats Volume 13, Page 29, is hereby vacated.

Section 2. This Ordinance shall take effect 30 days after adoption by the Stayton City Council and the Mayor's signing and shall be recorded in the Marion County Deed Records.

ADOPTED BY THE STAYTON CITY COUNCIL this 18th day of September, 2017

CITY OF STAYTON

Date: _____, 2017

By: _____
Henry A Porter, Mayor

Date: _____, 2017

Attest: _____
Keith D Campbell, City Administrator

APPROVED AS TO FORM:

Wallace L Lien, City Attorney

DRAFT



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: September 18, 2017
**SUBJECT: Ordinance 1010 Amending Land Use Code regarding
Accessory Dwelling Units in Residential Zoning Districts**

ISSUE

The issue before the City Council is the second consideration of Ordinance 1010 amending the Land Use and Development Code to allow accessory dwelling units in the Low Density Residential (LD) and Medium Density Residential (MD) zoning districts.

The City Council held a public hearing on August 22 at which time there was no testimony from the public. Following the public hearing the first consideration of the Ordinance was approved by a 4-1 vote. The City Charter requires consideration of an ordinance at two different meetings unless the first consideration is approved by unanimous vote.

At the time of the August 22 vote, one City Council member voiced concern about the lack of public input and hoped to hear more before the final consideration of the ordinance. It should be noted that following the public hearing the record was closed. If the Council wishes to receive any additional input on this issue from the public, the record must be re-opened by vote of the Council.

RECOMMENDATION

The Planning Commission has recommended approval.

The staff also recommends approval.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the second consideration of Ordinance 1010

Move to approve Ordinance No 1010 as presented.

2. Approve the Ordinance with modifications

Move to approve Ordinance No. 1010 with the following changes ... and direct staff to incorporate these changes into the Ordinance before the Ordinance is presented to the City Council for a third consideration.

3. Return the Ordinance to Staff for further refinement

Move to direct staff to modify Ordinance No. 1010 with the following changes ... and present the Ordinance to the City Council for further discussion and consideration at the October 2 meeting.

ORDINANCE NO. 1010

AN ORDINANCE AMENDING STAYTON MUNICIPAL CODE (SMC) TITLE 17, TO ALLOW ACCESSORY DWELLING UNITS IN THE LOW DENSITY RESIDENTIAL AND MEDIUM DENSITY RESIDENTIAL ZONES

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

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

WHEREAS, SMC Title 17, Chapter 16, establishes the various zones within the City;

WHEREAS, Section 17.16.070 of the Land Use and Development Code allows only one single family dwelling on a lot within the Low Density Residential (LD) and Medium Density Residential (MD) zones;

WHEREAS, the creation of accessory dwelling units can provide opportunities for affordable housing;

WHEREAS, the Housing policies of the Stayton Comprehensive Plan support providing a choice of housing types and meeting the needs of all income groups;

WHEREAS, the Oregon Legislative Assembly has enacted Senate Bill 1051, which amends ORS 197.312 to require a city with a population greater than 2,500 to allow at least one accessory dwelling unit for each detached dwelling in areas zoned for detached single-family dwellings;

WHEREAS, Senate Bill 1051, declared an emergency and became effective upon its passage and signing by the Governor;

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

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

NOW, THEREFORE, the City of Stayton ordains:

Section 1. Definition Amended. The definition of “Accessory Building” in Stayton Municipal Code, Title 17, Chapter 17.04, Section 17.04.100 is hereby amended as follows:

ACCESSORY BUILDING: A building that is incidental and subordinate to the main building ~~and does not include dwelling units.~~

Section 2. Standards for Accessory Dwelling Units Enacted. Stayton Municipal Code, Title 17, Chapter 17.20, Section 17.20.240 is hereby enacted as follows:

17.20.240 ACCESSORY DWELLING UNITS

1. **PURPOSE.** The purpose of these standards is to provide for opportunity for the construction or placement of a small dwelling unit that is accessory to and subordinate to the principal dwelling unit on a single family lot without requiring additional lot area for the lot.

2. LOCATION PERMITTED. One accessory dwelling unit may be located on a lot with a single family detached dwelling in the Low Density Residential or Medium Density Residential Zones.
3. TYPES OF ACCESSORY DWELLING UNITS PERMITTED. An accessory dwelling may be created by any of the following means:
 - a. Division of an existing single family detached dwelling to include an accessory dwelling unit.
 - b. Addition to an existing single family detached dwelling to create an accessory dwelling unit.
 - c. Creation of an accessory dwelling unit in an existing accessory building.
 - d. Construction or placement of an accessory building on the parcel detached from the principal dwelling unit.
4. SETBACKS. If attached to the principal dwelling unit, the accessory dwelling unit shall meet the minimum setback requirements of Section 17.16.070.3.a. Detached accessory dwelling units shall meet the setback and height restrictions of Section 17.20.040.
5. GROSS FLOOR AREA. The minimum gross floor area permitted for an accessory dwelling unit shall be 250 square feet. The maximum gross floor area permitted for an accessory dwelling unit shall be 800 square feet. Creation of an accessory dwelling unit shall not reduce the gross floor area of the principal dwelling unit below 1,000 square feet.
6. OWNER OCCUPANCY REQUIRED. Either the principal dwelling unit or the accessory dwelling unit shall be occupied by the owner of the parcel.
7. OFF-STREET PARKING. In addition to the off-street parking required for the principal dwelling unit by Section 17.20.060.7.a, one off-street parking space shall be required for the accessory dwelling unit.
8. CODE COMPLIANCE. The accessory dwelling unit shall meet all applicable structural, electrical, plumbing, fire, and life safety codes.

Section 3. Effective Date. This ordinance shall become effective 30 days after adoption by the Stayton City Council and the Mayor's signing.

Section 4. A copy of this Ordinance shall be furnished to the State of Oregon, Department of Land Conservation and Development forthwith.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF SEPTEMBER, 2017.

CITY OF STAYTON

Signed: _____, 2017

BY: _____
Henry A. Porter, Mayor

Signed: _____, 2017

ATTEST: _____
Keith D. Campbell,
City Administrator

APPROVED AS TO FORM:

Wallace L. Lien, Acting City Attorney

DRAFT



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Rich Sebens, Chief of Police
DATE: September 18, 2017
SUBJECT: Second Consideration of Ordinance No. 1011, an Ordinance Amending Stayton Municipal Code 5.20 Relating to Solicitors

ISSUE

Second consideration of amendments recommended for Stayton Municipal Code 5.20, relating to time, manner and place for solicitors.

BACKGROUND INFORMATION

Stayton Municipal Code (SMC) 5.20 regulates solicitors and how they conduct business within the City of Stayton. Based on a review of the current code, staff recommends the following updates in regard to time, manner, and place for solicitors.

1. Solicitors must carry a valid Solicitor's permit with them and show it to any resident or officer of the City should they request to see it. Solicitors without a valid permit are subject to a fine.
2. The permit may not be used as an endorsement of the City.
3. Soliciting is prohibited at any residence or business that has posted a "No Solicitors" or "No Trespassers" sign on the front of the residence or adjacent to the business entrance.
4. Soliciting shall be permitted only from 9:00 a.m. to 8:00 p.m. only.
5. Solicitation may only occur at the main entrance of the residence.
6. Solicitors must tell each person who they are soliciting their name and the name of the business or organization that they represent.
7. Solicitors must provide a written receipt for purchases exceeding \$5.00. The receipt must describe the goods and services sold and state the price, amount of cash payment, if any, the balance due and the terms of payment.
8. Solicitors are not allowed to solicit at the same home more than once within a thirty (30) day period.

9. Solicitors must leave a residence or business should the owner ask you to leave. Violators can be arrested and prosecuted for criminal trespass.
10. Solicitors may not make any assertion representation or statement or utilize any plan or scheme which misrepresents the purpose of the visit.
11. A Solicitor's Permit is not required for persons soliciting for charitable contributions. 'Charitable' means any activity carried on for unselfish, civic or humanitarian motives for the benefit of others and not for private gain. Charitable Contribution means any contribution made on behalf of a nonprofit organization holding a tax exemption certificate from the IRS pursuant to Section 501. Any charitable organization should submit a copy of their tax-exempt certificate along with a letter to the City Clerk identifying the recipient of the funds, fund raising methods and the dates during which the funds will be collected prior to soliciting in the City.

FISCAL IMPACT

No additional fiscal impact, solicitor enforcement is currently being handled by staff.

STAFF RECOMMENDATION

Staff recommends adoption of the revised SMC 5.20 relating to solicitors.

MOTION(S)

1. Motion to approve Ordinance No. 1011 as presented.
2. Motion to approve Ordinance No. 1011 as amended.

ORDINANCE NO. 1011

**AN ORDINANCE AMENDING THE STAYTON MUNICIPAL CODE TITLE 5,
CHAPTERS 5.20 RELATING TO SOLICITORS.**

WHEREAS, the City of Stayton’s Municipal Code regulates solicitors;

WHEREAS, the City of Stayton currently requires solicitors to obtain a City permit to sell “door to door;” and

WHEREAS, the City of Stayton desires to update the Stayton Municipal Code (SMC) Title 5.20 to update the rules solicitors must follow.

NOW THEREFORE, the City of Stayton ordains:

SECTION 1. SMC Section 5.20 is amended to read as (additions are underlined; deletions appear as ~~strikethroughs~~):

**CHAPTER 5.20
SOLICITORS**

SECTIONS

- 5.20.~~50~~10 License: Required, Application
- 5.20.~~50~~20 [repealed]
- 5.20.~~50~~30 License: Representatives or Employees
- 5.20.~~50~~40 Use of Streets Solicitation Regulations
- 5.20.~~50~~50 Noise Control
- 5.20.~~50~~60 License: Grounds for Revocation
- 5.20.~~50~~70 [repealed]

~~5.20.510~~ 5.20.010 LICENSE: APPLICATION

1. [repealed]
2. License applications for solicitors shall include a photograph of the applicant and all representatives and employees taken at the time of application and the license number of the motor vehicle(s) to be used, in addition to the other information required by this Chapter.

5.20.~~50~~20 [repealed]

5.20.~~50~~30 LICENSE: REPRESENTATIVES OR EMPLOYEES

1. A solicitor shall file applications for licenses for all representatives or employees as a part of the principal application.

2. The application shall contain the names of all persons to be permitted as representatives or employees of the solicitor. The license shall be issued to the employer designating the names and numbers of persons as named in the application.
3. The employer may make substitutions and may request the Administrator to amend the license from one representative or employee to another without payment of any additional fee, upon furnishing the required licensing information on that substituted person and subject to the same requirements as the original employee.
4. Permits are non-transferable.

5.20.5040 USE OF STREETS, SOLICITATION REGULATIONS

1. Solicitors must carry a valid Solicitor's permit with them and show it to any resident or officer of the City should they request to see it. Solicitors without a valid permit are subject to a fine.
2. The permit may not be used as an endorsement of the City.
3. Soliciting is prohibited at any residence or business that has posted a "No Solicitors" or "No Trespassers" sign on the front of the residence or adjacent to the business entrance.
4. Soliciting shall be permitted only from 9:00 a.m. to 8:00 p.m. only.
5. Solicitation may only occur at the main entrance of the residence.
6. Solicitors must tell each person who they are soliciting their name and the name of the business or organization that they represent.
7. Solicitors must provide a written receipt for purchases exceeding \$5.00. The receipt must describe the goods and services sold and state the price, amount of cash payment, if any, the balance due and the terms of payment.
8. Solicitors are not allowed to solicit at the same home more than once within a thirty (30) day period.
9. Solicitors must leave a residence or business should the owner ask you to leave. Violators can be arrested and prosecuted for criminal trespass.
10. Solicitors may not make any assertion representation or statement or utilize any plan or scheme which misrepresents the purpose of the visit.
11. A Solicitor's Permit is not required for persons soliciting for charitable contributions. 'Charitable' means any activity carried on for unselfish, civic or humanitarian motives for the benefit of others and not for private gain. Charitable Contribution means any contribution made on behalf of a nonprofit organization holding a tax exemption certificate from the IRS pursuant to Section 501. Any charitable organization should submit a copy of their tax-exempt certificate along with a letter to the City Clerk identifying the recipient of the funds, fund raising methods and the dates during which the funds will be collected prior to soliciting in the City.
12. Solicitors shall not have any exclusive right to any location in the public streets, nor shall any be permitted a stationary location. A solicitor shall not be permitted to operate in any

congested area where such operations might endanger, impede, or inconvenience the public.

13. The Administrator, at the time of license issuance, shall inform the applicant of any congested areas where the solicitor may not operate. Regardless of the locations identified by the Administrator, the judgment of a police officer or enforcement officer at the scene shall be deemed conclusive as to whether the area is congested or the public is endangered, impeded, or inconvenienced, whereupon a solicitor shall move to an alternate location upon request.

5.20.5050 NOISE CONTROL

A solicitor, or any person in their behalf, shall not shout or use any sound devices, including any loudspeaker, radio, or sound-amplifying system in any public or private premises of the City from which sound in violation of Section 8.04.140 of this Code.

5.20.5060 LICENSE: CRITERIA FOR APPROVAL

In review of an application for a license for a solicitor, the Administrator shall conduct a check of the applicant's previous record of licensure or criminal background. The Administrator shall issue a license unless the Administrator finds any of the following conditions have occurred:

1. Fraud, misrepresentation, or false statement contained in the application for license;
2. Fraud, misrepresentation, or false statement made in the course of carrying on an enterprise as an itinerant merchant or solicitor in Stayton or in other communities;
3. Any violation of this Title or other Title of the Stayton Municipal Code, state, or federal law;
4. Conviction within the past five years of any crime or misdemeanor involving fraud, identity theft, or misappropriation of funds; or
5. Conviction as a predatory sex offender

5.20.5070 LICENSE: ~~CRITERIA FOR APPROVAL~~ GROUNDS FOR REVOCATION DENIAL, SUSPENSION, REVOCATION, PENALTY.

1. Licenses issued to any solicitor may be revoked or suspended by the Administrator after notice, upon complaint or good cause. "Good Cause" means and includes any reason the license could be refused in the case of the original application, or for any act in connection with a violation of the conditions of this Chapter. An appeal of a revocation or suspension may be heard at the next regularly scheduled City Council meeting. and hearing. If such hearing is if requested, it will follow in accordance with provisions of this Title for any of the causes listed in Section 5.20.560 as reasons for revocation, suspension, or denial of a license. In addition, conducting the activity or enterprise in an unlawful manner or in such a manner as to constitute a breach of the

peace or a menace to the health, safety, or general welfare of the public shall be grounds for revocation of a license.

2. A violation of a provision of this Chapter is punishable by a fine approved by Council Resolution.

SECTION 2. Upon enactment by the Stayton City Council and the Mayor's signature, the Ordinance shall become effective 30 days after enactment.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF SEPTEMBER 2017.

CITY OF STAYTON

Signed: _____ By: _____
Henry A. Porter, Mayor

ATTEST

Signed: _____ By: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

Wallace W. Lien, Acting City Attorney



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Alissa Angelo, Deputy City Recorder
DATE: September 18, 2017
SUBJECT: 2017 Community Grant Requests

ISSUE

The City received a total of five (5) Community Grant applications from organizations staff feels meet the qualifications to receive a grant award by the grant deadline of July 31st.

BACKGROUND INFORMATION

On July 1, 2017 the application process was opened and advertised to the community via the City's website and Facebook.

The application process closed on Monday, July 31st and the City received a total of five (5) applications. The applications received are attached and the total amounts requested are as follows:

Applicant	Amount Requested
Stayton Community Food Bank	\$655
Stayton Lions Club	\$300
Santiam Heritage Foundation	\$1,000
Santiam Historical Society	\$1,000
Stayton 4 th of July Celebration	\$1,000
Total	\$3,955

Grant requests came in under the budgeted amount, therefore no distribution calculations or rankings are required per the Council process adopted in May 2016:

- *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.*

On August, 1st, after the initial July 31st deadline for grant applications, the City received an additional Community Grant application from the Stayton Elementary PTC in the amount of \$1,000.

FISCAL IMPACT

The fiscal impact is directly related to the allocation of the grant funds which are budgeted at \$5,000 for the 2017-2018 fiscal year.

If Council chooses to fully fund the grant applications received by the July 31st deadline, there will be a balance remaining of \$1,045 in the fund.

If Council chooses to fully fund all the grant applications, included the Stayton Elementary PTC application, there will be a balance remaining of \$45 in the fund.

MOTION(S) AND OPTION(S)

- 1) Motion to award the 2017 Community Grant applications received by the July 31st deadline their requested application amounts.
- 2) Motion to award all 2017 Community Grant applications received for their requested amounts, including the Stayton Elementary PTC application.
- 3) Motion to modify the 2017 Community Grant applicants requests as follows _____.



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton Community Food Bank

Legal Name (if different): _____

Address: 155 N. 2nd Avenue

City / State / Zip: Stayton OR 97383

Phone: (503) 769-4088 Fax: N/A Website: N/A

Contact Person Regarding this Application: Sheila Baker

Title: Secretary Phone: (503) 769-4954 Email: staytoncommunityfoodbank@gmail.com
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: Stayton & surrounding area residents below 185% federal poverty level
If your agency has previously received grant funds from the City of Stayton, please list the guidelines 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): October 2017

Fiscal year end: June 30th

BUDGET

Dollar amount requested: \$ 655⁻

Total annual organization budget: \$ 40,079⁻

Total project budget: \$ 655⁻

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Durrelle Hudson Position: President

Signature: Durrelle Hudson Date: July 28, 2017

Stayton Community Food Bank City of Stayton Community Grant Application

The Stayton Community Food Bank requests your consideration for a grant of \$655 to purchase a computer and related items to support in its daily operations.

The food bank provides a 3 to 4 day supply of nutritionally-balanced food for each household that asks for food assistance and qualifies based on program income guidelines. During the 2016-17 fiscal year, we served record numbers, with an average of 323 households and 1,211 people (782 adults, 429 children) each month. This included an all-time monthly high of 384 households (1,460 people) in November 2016. Overall, the number of households is 5.6% higher and the number of people served 2.1% higher than in the 2015-16 fiscal year, continuing an on-going upward trend.

Local community support is the foundation of the food bank. We are all volunteers and have no paid staff. We operate solely on donations, fund-raisers and grants. To serve more families coming in for help, we try to maximize all resources available to us. These include free and low-cost items we order from Marion-Polk Food Share, and retail donations that our volunteers pick up from Safeway and Roth's stores.

The food bank does not have a computer of any kind. The immediate need is for a computer with internet access, to allow us to do the detailed reports required for the Safeway retail donations program and complete the weekly orders for Marion-Polk Food Share online. In future it could also be used to centralize our client service data and financial reports. All of this work is now done off-site by several volunteers using their own personal computers, which is inefficient at best and potentially risky depending on individual security practices.

The \$655 requested would cover the following:

- Dell 15.6" laptop computer 15567-5274GRY \$490 (Staples sale)
- Netgear N300 Wi-Fi Router WNR 2000 \$ 40 (Staples)
- Office 2016 Home & Student software \$125 (Amazon.com)

Actual items purchased could vary based on availability and cost at the time of purchase. We would download and install a free security software program such as Avast or AVG so have not included that cost in our request.

SCTC currently provides the food bank with free basic telephone service. A basic Wi-Fi connection at 1 Mbps upload/10Mbps download is \$44.95 monthly. We have asked SCTC to consider donating that service also, but if they are not able to do so we will pay that monthly cost within our operating budget, separate from the grant amount request

Stayton Community Food Bank
155 N. 2nd Avenue
Stayton, OR 97383

Projected Budget
July 2017 - June 2018

Income

Interest/Dividends	\$ 1,200.00
Donations	38,800.00
Cash Rebates	<u>85.00</u>
	\$ 40,085.00

Expenses

Rent	\$ 6,200.00
Utilities	2,800.00
Food Purchased (net of credits)	27,000.00
Capital Expenditures	-0-
Liability/D&O Insurance	1,242.00
Office Expense/Postage/Printing	700.00
Supplies	600.00
Repairs/Maintenance/Cleaning	800.00
Transportation	-0-
MPFS Monthly Contribution	600.00
ODJ Tax; Annual Corporation Fee	<u>137.00</u>
	\$ 40,079.00

Difference Income Over Expenses \$ 6.00



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton Lions Club

Legal Name (if different): _____

Address: Box 98

City / State / Zip: Stayton, OR 97383

Phone: 503-989-8258 Fax: — Website: _____

Contact Person Regarding this Application: Becky Hilkey

Title: Treasurer Phone: 503-989-8258 Email: rhilkey52@hotmail.com

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

PROPOSAL INFORMATION

Lions International

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: Students K-8, No Santiam School Dist

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

\$300⁰⁰ 2016

Funds are being requested for (check one):

General Operating Support _____	Project / Program Support <input checked="" type="checkbox"/> <u>Eye Screenings</u>
Start-Up Costs _____	Technical Assistance _____
Capital _____	Other (please specify) _____

Project dates (if applicable): Nov 1-2, 2017

Fiscal year end: 6/30/2018

BUDGET

Dollar amount requested: \$ 300.00 Stayton Elem, Inter. + Middle St. Marys

Total annual organization budget: \$ _____

Total project budget: \$ 500.00 Includes Sublimity + Marilyn

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Rebecca Hilkey Position: Treasurer

Signature: Rebecca Hilkey Date: 7/7/2017

Vision Screening Results for 16/17 School year.

<u>School</u>	<u># screened</u>	<u># Passed</u>	<u># Referred</u>
Mari-Linn	188	166	22
Sublimity	361	328	33
Stayton Elementary	398	343	55
SIS/SMS	536	482	54
<u>Total for NSSD</u>	1483	1319	164
St Mary	214	203	11
<u>Total for all</u>	1697	1522	175

BUDGET

	2016-17	ACTUAL	2017-18
Current cash in project fund	\$1,589.00		
Sight & Hearing	\$1,500.00	\$1,867.40	\$2,000.00
Lions Inter			
Community:			
Scholarships	\$500.00	\$1,000.00	\$1,000.00
Upward Bound	\$50.00		\$50.00
Flags (200)	\$150.00	\$200.00	\$200.00
Stayton Fire/Burn Center		\$100.00	
Young Mobile Enter./Movies	\$100.00		
Community Thanksgiving		\$50.00	\$50.00
Christmas Lights/Kiwanis		\$100.00	
	\$2,300.00	\$3,317.40	\$3,300.00

INCOME

Bark Sale		\$3,336.00	
Butterbraid Sale		\$377.00	
		\$3,713.00	

City of Stayton - Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Santiam Heritage Foundation

Legal Name (if different):

Address: PO Box 161

City / State / Zip: Stayton, OR 97383

Phone: 503-769-8860 Fax: Website: www.brownhouse.org

Contact Person Regarding this Application: Steve Poisson

Title: Rehabilitation Coordinator, Board of Trustees Phone: 503-739-0749

Email: mrstevepoisson@gmail.com

Is your organization an IRS 501(c)(3) non-profit? YES

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: Approximately 600 visitors annually

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received: 2016: \$1000 2015: \$710 2014: \$1000

Funds are being requested for (check one): General Operating Support

Project dates (if applicable): Balance of 2017

Fiscal year end: December 31, 2017

BUDGET

Dollar amount requested: \$1000.00

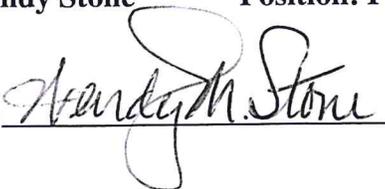
Total annual organization budget: \$ 10000.00

Total project budget: \$ 25000.00

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Wendy Stone Position: President, Board of Trustees

Signature:  Date: 7/12/17

2017 City of Stayton Grant Request

Santiam Heritage Foundation is requesting \$1,000 towards annual operating costs at the Charles and Martha Brown House. In recent years the Brown House has taken its place in the community as a historical landmark and venue. 2017 events: Spring and Fall Victorian teas, plant sale, 3rd graders' architectural tour, baby shower, Drop-in Tea, and scheduled for the rest of the year is Summerfest open house (including Chamber of Commerce Art show) and yard sale, cruise-in, children's trick or treat, work parties and Christmas music program.

2017 accomplishments to date: Stained staircase; plastered, primed, and painted first floor hall and up staircase; installed quartz countertops in kitchen; tiled first floor washroom; obtained refrigerator and dishwasher to complete kitchen; installed several light fixtures; and we are currently working on restoring the exterior of our outbuilding. We have also just received a grant to rewire the 2nd floor as part of our 2017-2018 Capital Campaign that was launched in May 2017.

While restoration is funded by grants, operating costs are dependent on general unrestricted donations. Annual operating costs normally average about \$10,000:

- Insurance \$4,000
- Utilities \$1,500
- Lawn care \$600
- Office & Miscellaneous \$800
- Security System \$600
- Building Maintenance \$1000
- Contingency Fund \$1500.00

After extensive research this insurance premium is the least costly available. Our Board members and volunteers are older so professional lawn care is necessary although volunteers still do all other gardening. Generous out of pocket contributions by Board members keep our office supplies and printing costs low. Additional routine maintenance is often needed beyond the \$1000.

We are a frugal organization. All bank transactions are reviewed and approved at monthly meetings and projects are authorized based on available funding. It is difficult to anticipate revenue from donations and grants and the cost of unforeseen larger maintenance projects. Revenue/expense and balance sheet statements are attached for your review.

The Brown House is unique as one of the few historic buildings in Oregon cared for by a local group of people; most all others are for profit businesses under the auspices of a governmental agency or national organization. We appreciate your on-going support allowing our group of dedicated people to continue restoration as well as increase activities in the House to benefit our community.

Santiam Heritage Foundation – Brown House
Income/ Expenditures 2016

Revenue

Donations	9589.29
Fundraising/Events	3254.75
Memberships	750.00
Grants	3463.50
Interest	<u>21.17</u>
	17,078.71
DAR Accts Receivable	<u>543.50</u>
Total	17,622.21

Expenses

Utilities	1855.06
Insurance	3899.40
Office Sup/Printing	481.50
Miscellaneous	60.00
Rehabilitation	6473.19
Note Repayment	0
Prof. Services	0
Maint. -House/Grounds	<u>3089.66</u>
	15,858.81
Revenue less Expenses	\$1763.40



Community Grant Application

RECEIVED
JUL 27 2017
CITY OF STAYTON

ORGANIZATION INFORMATION

Organization Name: Santiam Historical Society

Legal Name (if different): _____

Address: P.O. Box 326

City / State / Zip: Stayton, OR 97383-0326

Phone: 503-769-1406 Fax: _____ Website: www.facebook.com/SantiamHistoryMuseum

Contact Person Regarding this Application: Diana Maul

Title: President Phone: 503-743-2639 Email: dimaul@aol.com

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: Stayton

If your agency has previously received grant funds from the City of Stayton, please list the year and amount received:
2015: \$383 Record Local Veteran Stories
2016: \$1000 Digitize Early Stayton Area Newspapers

Funds are being requested for (check one):

General Operating Support _____ Project / Program Support Preserve & Protect Glass Negatives
Start-Up Costs _____ Technical Assistance _____
Capital _____ Other (please specify) _____

Project dates (if applicable): 2017-2018

Fiscal year end: July 31, 2017

BUDGET

Dollar amount requested: \$ 1,000.00

Total annual organization budget: \$ 2,315.71

Total project budget: \$ 1,778.00

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Diana Maul Position: President

Signature: Diana Maul Date: 27 July 2017

Santiam Historical Society

2017 City of Stayton Community Grant Request

The Santiam Historical Society (SHS) requests \$1000 from the City of Stayton Community Grants program in order to preserve and protect the SHS historic glass negatives collection. This treasure trove of visual local history is both vulnerable and fragile. With the passage of time the depictions from these negatives will be lost unless action is taken now.

It appears that these glass negatives are a gelatin dry-plate type, and as such, date from 1878 into the early part of the twentieth century.

All preservation and protection processes will be undertaken by professionals in accordance with the United State National Archives and Records Administration guidelines.

This grant will help fund the hand cleaning and digitizing of 100 photographic negatives. The collection was removed from the original Santiam Historical Society museum, where it was housed under less than optimal conditions in a ceiling crawl space. Each glass negative had been separated from others with a rectangular newspaper cutting, and all had been stored upright in a cardboard box. Unfortunately, the newspaper sheets had newsprint on them, and over time, some of the ink has transferred onto the emulsion of the negatives. This is why it is imperative to have the cleaning undertaken as soon as possible.

Once the process is completed, which is anticipated to be within 90 days of acquiring project funding, the original glass negatives will be carefully packaged and stored in appropriate archival material, as befitting items of such historic value. The images preserved on these fragile plates will be available for education and research, but will not be subject to handling mishaps, because clear digital copies will provide access. Local families, historians, researchers, educators, and genealogists will be able to study these pictures and try to unlock puzzles from the past, or supplement general information already in the records because of the details shown in this collection. As such, this project is priceless to our history and heritage.

Thank you.

Santiam Historical Society
PO Box 326
Stayton, OR 97383-0326

Ein # 93-1291976

<https://www.santiamhistory.net>

503-769-1406

Facebook: www.facebook.com/santiamhistoricalmuseum

Board of Directors:

President Diana Maul
Treasurer Susan Masse

Vice President Judy Skinner
At Large: Kyra Bacheller, Charlotte Braden, Lee Montgomery

Secretary Terri Adams

Glass Negative Preservation Project Budget

Cost to clean & prepare glass negatives for digitizing (Max Marble)	\$1,176.00
Cost to digitize 100 glass negatives @ \$5 each (PhotoVision)	500.00
Cost of archival storage protective envelopes & boxes (UniversityArchives)	87.40
Cost of supplies: 64GB external storage drive, archive gloves (Staples)	<u>14.50</u>
Total cost of project:	\$1,777.90

Proposed Project Funding Sources

Community Grant application, City of Stayton	\$1,000.00
Pacific Power Foundation Grant	500.00
Donations & Summerfest Sales Fundraising by SHS	<u>280.00</u>
Total Project Fundraising	\$1,780.00

Project Timeline: Completion within 90 days of securing funding.



Community Grant Application

ORGANIZATION INFORMATION

Organization Name: Stayton Lions Club

Legal Name (if different): —

Address: PO Box 98

City / State / Zip: Stayton, OR 97383

Phone: _____ Fax: _____ Website: _____

Contact Person Regarding this Application: Mike Miller

Title: Member Phone: 503-932-5109 Email: michael.miller@nsantiam.k12.or.us

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: Stayton and surrounding areas

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

2016 - \$1,000

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): July 4, 2018

Fiscal year end: June 30, 2017 - July 1, 2018

BUDGET

Dollar amount requested: \$ 1,000

Total annual organization budget: \$ ± 10,000

Total project budget: \$ ± 10,000

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Mike Miller Position: Chairman - 4th Committee

Signature: Mike Miller Date: 6-30-17



STAYTON

4TH OF JULY CELEBRATION COMMITTEE

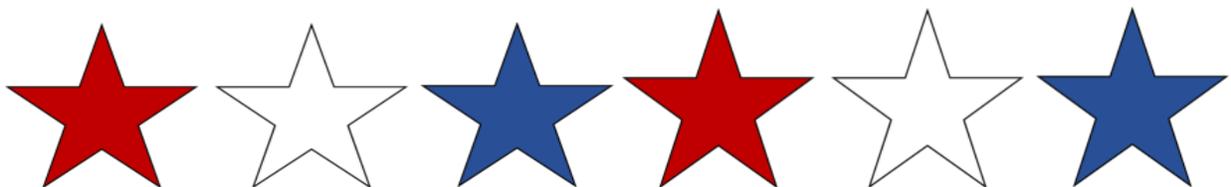
A group of community members worked year-round to take on the work of fundraising, planning, preparing, and presenting the parade and evening activities, including fireworks, to the Stayton Community. The group works under the umbrella of the Stayton Lions Club, which has graciously budgeted for the basic costs of the event each year (see attached). The event has already grown in popularity and attendance since last year. The streets were lined for the parade, and then the evening activities at Stayton High School, which included free activities for kids, music by DJ Alan Pinto, quality food offered by non-profit vendors, and a fantastic fireworks display were all very well attended. The events were high quality and brought people of all ages together to celebrate our country's independence.

The group, calling itself the Stayton 4th of July Celebration Committee, began a Facebook page, advertised in local papers and distributed flyers. This is a dynamic group of people who share a vision that this celebration continues in its tradition and becomes bigger and better each and every year. We are applying for this grant in order to help make that vision a reality and to see it grow each and every year. The money would be used to help with associated costs to increase advertising, purchase banners, pay for supplies and postage to aid in our quest for fundraising and advertising, provide games for children, provide more music, etc.

We appreciate the City's consideration in providing us this grant. Many people come from both within the City of Stayton and its neighboring towns and cities on the 4th of July. We would like to show them all how well this community can come together for such an important cause as celebrating our nation's freedom.

With sincerest thanks,

Stayton 4th of July Celebration Committee





STAYTON

4TH OF JULY CELEBRATION COMMITTEE

2017 Program Budget

Fireworks (Labor, Insurance, Supplies)	\$7500.00
Portable Toilets	\$635.00
Bounce House Rental	\$290.00
Parade Ribbons	\$130.00
Parade Printing	\$30.00
Event Flyers	\$140.00
Kids' Game Supplies	\$200.00
Grand Marshal Magnetic Signs	\$150.00
Banners	\$470.00
TOTAL BUDGET	\$9545.00



Community Grant Application

RECEIVED
AUG 01 2017

CITY OF STAYTON

ORGANIZATION INFORMATION

Organization Name: Stayton Elementary PTC

Legal Name (if different): _____

Address: 875 N 3rd Ave

City / State / Zip: Stayton OR 97383

Phone: ⁵⁰³ 769 2336 Fax: _____ Website: Staytonptc.org

Contact Person Regarding this Application: Melanie Newton

Title: President Phone: ⁽⁵⁰³⁾ 836 2019 Email: musumelli@gmail.com

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: Kindergarten - 3rd graders

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

2016 - \$750

Funds are being requested for (check one):

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

Project dates (if applicable): 2017-2018 school year

Fiscal year end: July 2018

BUDGET

Dollar amount requested: \$ 1,000

Total annual organization budget: \$ 6,000

Total project budget: \$ 7,000

AUTHORIZATION

Name and title of top paid staff or board chair:

Name: Melanie Newton Position: president

Signature: [Handwritten Signature] Date: 7/31/17

31 July 2017
Stayton City Council:

To Whom it May Concern,

We, the Stayton Elementary School Parent Teacher Club (PTC) are applying for a Stayton City Community Grant. We are requesting the amount of \$1,000 to be put towards buying equipment needed for our Music, PE and Art programs at the school

As you know, Stayton Elementary School has a large percentage of the school on free/reduced lunch, and many of our students live below the poverty line. As a PTC, we strive to give the students of this community all the opportunities possible to enrich their lives.

The equipment in the music room and PE rooms specifically are old, and outdated. New mats are needed for PE as well as other equipment and in the music room, rhythm instruments, musical games and instruments as well as apps are needed to give the students more exposure to music.

Thank you for your consideration in this matter,

The Stayton Elementary Parent Teacher Club

Melanie Newton-President
Adrienne Campbell- Vice President
Stephanie Hatfield- Secretary
Christie Sphoon-Treasurer
Wendy Moore-Principal



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: September 18, 2017
SUBJECT: Resolution 967 Declaring a Portion of W High St Abandoned

ISSUE

The issue before the City Council is adoption of Resolution 967 declaring the City has abandoned a portion of the W High St right of way for street purposes.

BACKGROUND INFORMATION

Most of W High St was dedicated to the public in 1892 by the recording of the plat for the Ottomar Luttich Addition to Stayton. That plat dedicated the street from N First Ave (then called 1st Street) to a point 48.5 feet west of N Cherry Ave (then called "C" St). However, a few years later, in 1913, the City received a quit-claim deed from S. H. and P. J. Burson for street purposes for an additional 424 feet of street, extending to N Evergreen Ave.

ANALYSIS

The deed from the Bursons contained a clause that states "the premises shall be used for Street purposes only, and if abandoned for street purposes the same shall revert to said S. H. Burson, his heirs or assigns." Only a small portion of W High St west of N Cherry Ave has been used for street purposes. Below is a 2014 aerial photo showing the area in question.



Several recorded surveys are enclosed that show this area. Chronologically, the first is a 1950 survey conducted for the City that shows High St between C St and E St. A 1973 survey for Dr. R. P. Anderson includes a note regarding the reverter clause in the 1913 deed from the Bursons. Finally, a 1990 survey for Gail Wilber includes a note regarding the reverter clause and shows the area not used as a street.

Also enclosed is a 2002 letter from attorney Steven Tabor asserting that Clarence and Gloria Adams have ownership of the right of way.

Adoption of Resolution 967 would clarify that this portion of W High Street is not used as right of way and has been abandoned for street purposes by the City. Upon notification to the Marion County Assessor's office, the tax map should be revised to no longer show this portion of the street as right of way.

RECOMMENDATION

Staff recommends adoption of the Resolution as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the Resolution as presented

Move to approve Resolution 967 as presented.

2. Approve the Resolution with modifications

Move to approve Resolution 967 with the following changes ... and direct staff to incorporate these changes into the Resolution.

3. Return the Resolution to Staff for further refinement

Move to direct staff to modify Resolution 967 with the following changes ... and present the Resolution to the City Council for further discussion and consideration at the September 18 meeting.

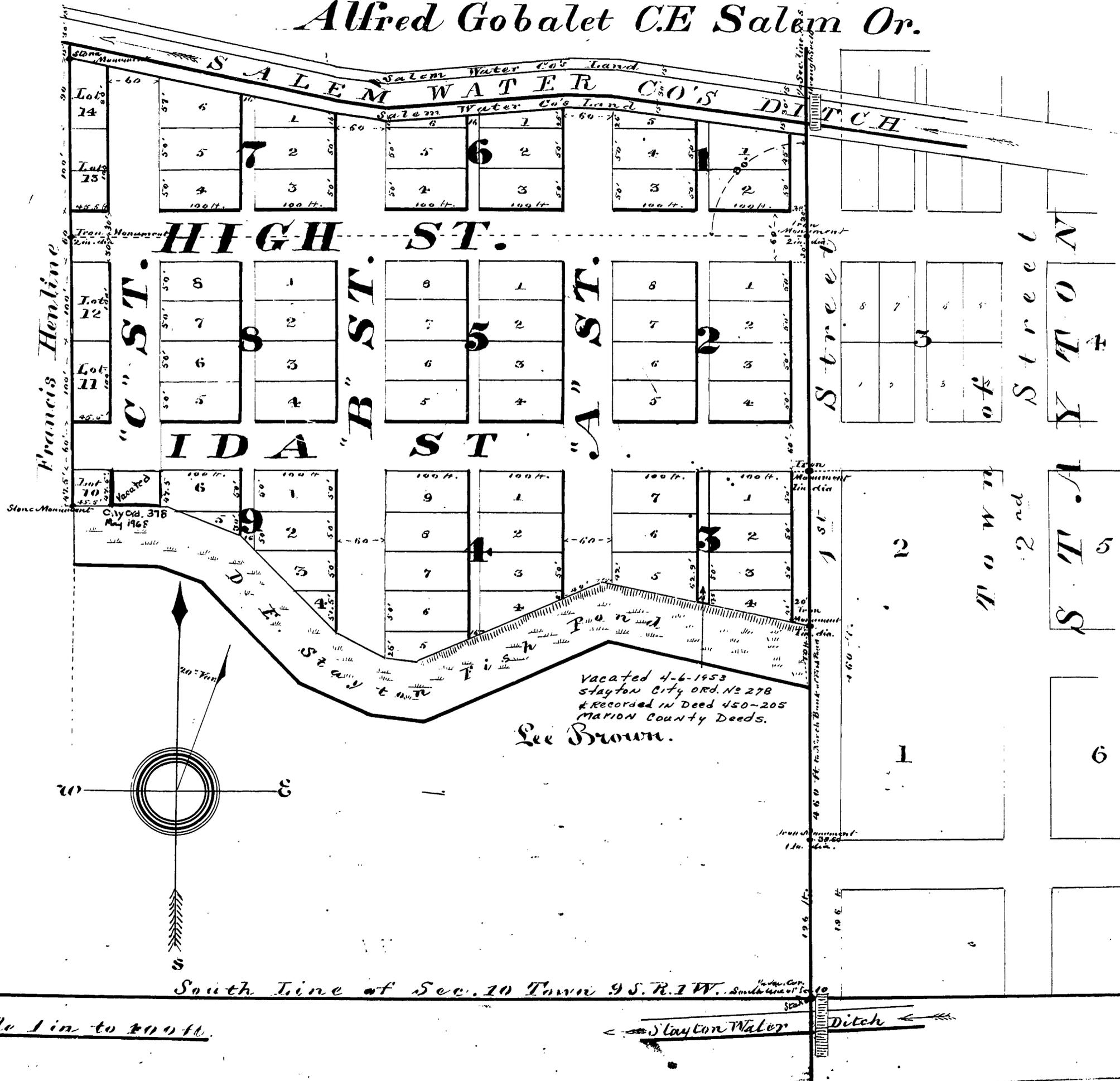
4. Take no action

No motion is necessary.

OTTOMAR LÜTTICH 36

ADDITION TO STAYTON, OREGON

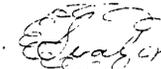
Alfred Gobalet C.E. Salem Or.



13 N 349

This is to certify that I Ottomar Luttich unmarried have laid out and Platted a Tract of Land to be known as Luttich's Addition to Stayton Marion Co. Oregon. A copy of which is hereto annexed and a part hereof, and that the size and Description of said Lots Blocks and Streets is as shown by said Plat. I hereby dedicate the Streets and Alleys as shown on said Plat and Description to Public Use and Benefit. Except the Alley in Block A-23.
In Witness whereof I here unto set my hand and Seal this 22 Day of June A. D. 1892

Witness
Adolph Fornschiel
L. H. Powell

Ottomar Luttich 

State of Oregon Co. of Marion.

On the 22 Day of June A. D. 1892 personally came before me a Notary for the State of Oregon the within named Ottomar Luttich to me personally known to be the identical Person described in, and who executed the foregoing Dedication and Acknowledged to me that he executed the same fully for the Use and Purposes therein named
In Witness my hand & seal this 22 day of June 1892



L. H. Powell
Notary Public for Oregon

Beginning at a Point 460 Ft. North from the 1/4 Section corner bet. Sections 10 and 15. Thence Westerly following the North bank of D. C. Stayton's Fish Pond 248 Ft. to a stone Monument in the East Line of Francis Kenline Land. Thence North following the East Line of said F. Kenline Land 557.5 Ft. to a Stone Monument 15 Ft. South of the South Bank of the Salmon Water Co. Ditch. Thence Easterly parallel with the South Bank of said Ditch 908 Ft. to the 1/4 Sec. Line running through the Center of Sec. 10 Thence South on said 1/4 Section Line 608.20 Ft. to the place of Beginning and containing 12.75 acres of Land more or less Situate in the S. E. 1/4 of Sec. 10 Township 9 South Range 7 West of the Willamette Meridian County of Marion and State of Oregon.

The Land therein contained is described in a Warranty Deed from J. M. Cole and wife to Ottomar Luttich. Recorded in Marion Co. Records of Deeds. Vol. 38 Page 505 Sept. 3-1889

Recorded June 23rd 1892

John H. McMary
Recorder

THIS INDENTURE WITNESSETH, That S. H. Burson, and P. J. Burson, his wife, for the consideration of the sum of One (\$1.00) DOLLAR to them paid, have bargained, sold and quit-claimed and by these presents, do bargain, sell and quit-claim unto the Town of Stayton, in Marion County, Oregon, for Street purposes only, the following described premises, to-wit:

Commencing at the Northwest corner of Lot No. 19, in Ottomar Luttich's Addition to Stayton Oregon; running thence West 424 feet; thence North 60 feet; thence East 424 feet; thence South 60 feet to the place of beginning. It being understood and agreed that said premises shall be used for Street purposes only, and if abandoned for street purposes the same shall revert to said S. H. Burson, his heirs or assigns.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Town of Stayton, Oregon, its successors and Assigns forever.

IN WITNESS WHEREOF, We have hereunto set our hands and seals this 21st day of October, 1913.

Done in presence of:

S. H. Heltzel

S. H. Burson

Seal

Grant Murphy

P. J. Burson

Seal

STATE OF OREGON,)
) ss.
County of MARION)

On this 21st day of October, 1913, personally came before me a Notary Public in and for said County and State, the within named S.H. Burson and P. J. Burson, his wife, to me personally known to be the identical persons described in and who executed the within instrument, and who each personally acknowledged to me that they executed the same freely and voluntarily for the uses and purposes therein named and without fear or compulsion from any one.

WITNESS my hand and official seal this 21st day of October, 1913.

S. H. Heltzel

Notary Public for Oregon.

Seal

Recorded December 10, 1913, at 8:38 o'clock AM.
CGH.

THIS INDENTURE, Made this 17th day of November, 1913, Witnesseth:

That I, Josephine Valentine of Salem, Oregon, as Administratrix of the Estate of Horace E. Valentine late of Marion County, deceased, being duly empowered and licensed in this behalf by the County Court of Marion County, State of Oregon, by an order thereof bearing date of Sept. 15th 1913, and entered and recorded on page 61 of volume 24 of the Probate Journal of said Court did on the 20th day of October, 1913, at Salem in Marion County, State of Oregon, at the hour of 10 o'clock A.M. of said day, after giving due notice thereof, duly sell to Hans Tuffli for the sum of Twenty five Hundred and No/100 (\$2500.00) DOLLARS, the following described real premises, belonging to said decedent at the time of his death, to-wit:

Lots Six (6) and Seven (7) Block Three (3) Mc Coy's Addition to the City of Salem, Marion County, Oregon.

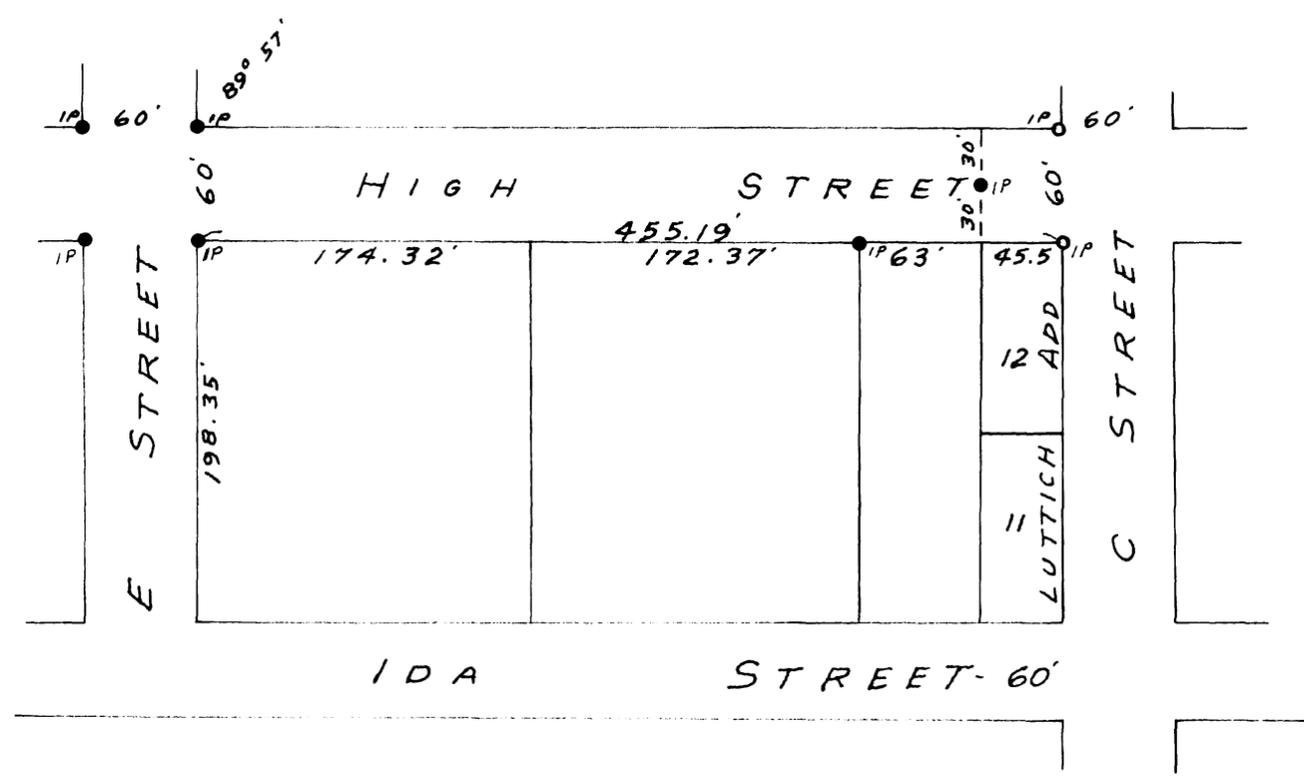
That said sale being duly reported by me to said County Court, said Court did on the 12th day of November, 1913, duly make an order confirming said sale; which order was dated the said 12th day of November, 1913, and was entered and recorded on page 68 of volume 24 of the Probate Journal of said Court.

NOW, THEREFORE, in consideration of the premises and of the payment to me by said Hans Tuffli, of said sum of money bidden by him as aforesaid, for said land, I, as Administratrix of said Estate, do hereby grant, bargain, sell and convey unto said Hans Tuffli his heirs and assigns forever, the said parcel of land herein described.

To Have and To Hold said premises with the hereditaments and appurtenances thereunto be-

NO. 1171

SURVEY FOR CITY OF STAYTON

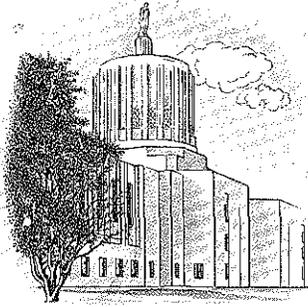


○ DENOTES MONUMENTS SET ● DENOTES MONUMENTS FOUND
 T 9 S R 1 W W M SEC. 10 (BEARING & DIST. OF RECORD)
 MARION COUNTY
 OREGON

12-30-53

David F. Bates

DAVID F. BATES
24



UNION TITLE INSURANCE CO.

525 Court Street N.E.
Phone ~~EMpire 2-4147~~
SALEM, OREGON
Phone JUstice 1-2565
August 11, 1960

Bell and Gehlen
Attorneys at law
Stayton, Oregon

Re: Extension of High Street
Our Order No. 83315

Gentlemen:

With respect to the extension, Westerly, of that part of High Street between "C" and "E" Streets, we find that:

By deed dated October 21, 1913, recorded December 10, 1913, in Volume 131 Page 120, Deed Records of Marion County, Oregon, S. H. Burson and P. J. Burson, his wife, conveyed to the Town of Stayton, for street purposes only, a strip of land 60 by 424 feet, which tied to Lot 19 in Ottomar Luetflich's Addition to Stayton. There is no Lot 19 in that addition. Had the description tied to Lot 12 in that addition, then conveyance would have been made of that part of High Street referred to above.

To aid in the enlargement of the street system in Stayton, we list herein the present record owners along the North and South sides of High Street, extended Westerly from the West line of the addition to "E" Street aforesaid, as follows:

Robert P. Andersen and Margaret Andersen, husband and wife;
Lawrence A. Smith and Genevieve Smith, husband and wife;
Eugene M. Spaniol and Ruth Helen Spaniol, husband and wife;
Walter D. Miller and Patricia R. Miller, husband and wife; and
Hubert L. Ashby and K. Fae Ashby, husband and wife.

Very truly yours,

UNION TITLE INSURANCE CO.

By:

J. C. Clark

FEC:cjw

UNION TITLE INSURANCE CO.

525 Court Street N.E.
Phone EMpire 2-4147
SALEM, OREGON

August 11, 1960

C
Bell and Gehlen
Attorneys at law
Stayton, Oregon

Re: Extension of High Street
Our Order No. 83315

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O
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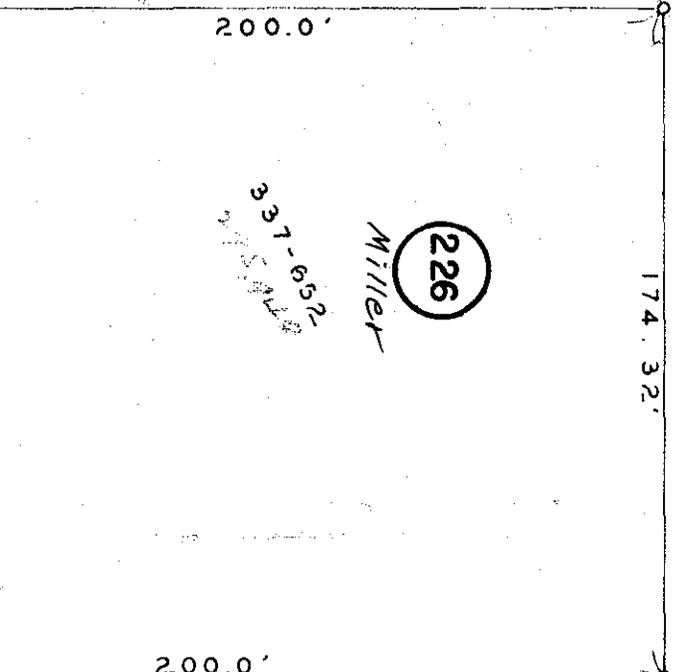
P
Robert P. Andersen and Margaret Andersen, husband and wife;
Lawrence A. Smith and Genevieve Smith, husband and wife;
Eugene M. Spaniol and Ruth Helen Spaniol, husband and wife;
Walter D. Miller and Patricia R. Miller, husband and wife; and
Hubert L. Ashby and K. Fae Ashby, husband and wife.

Very truly yours,

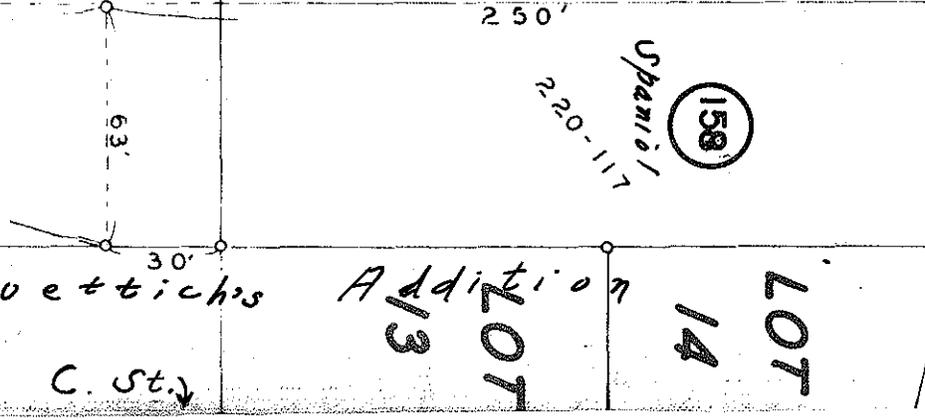
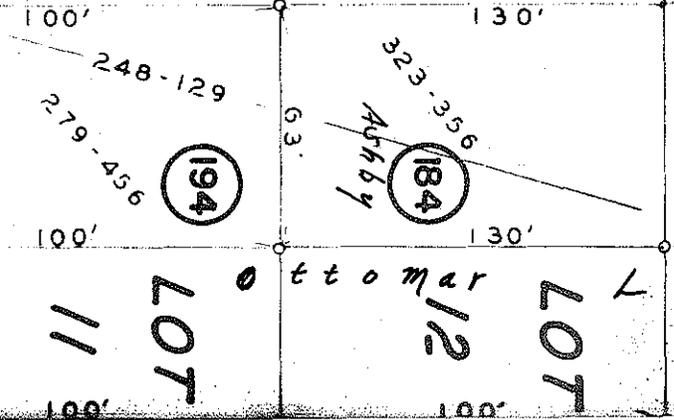
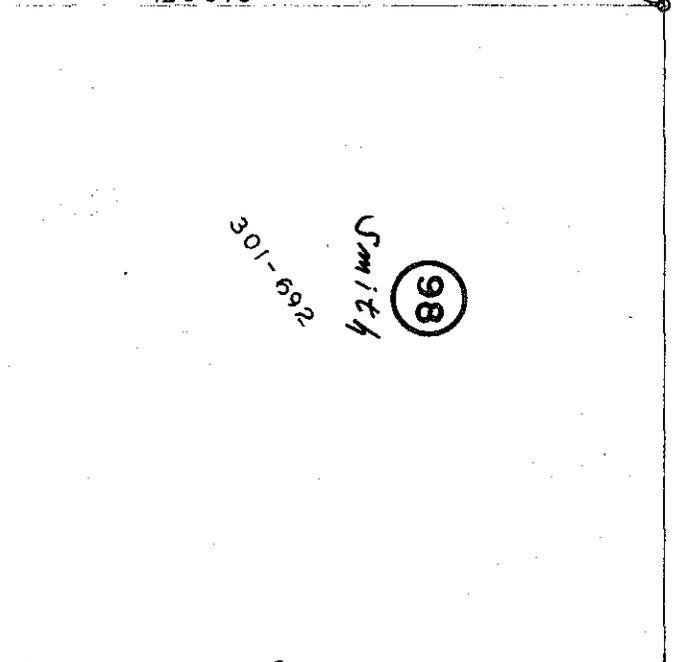
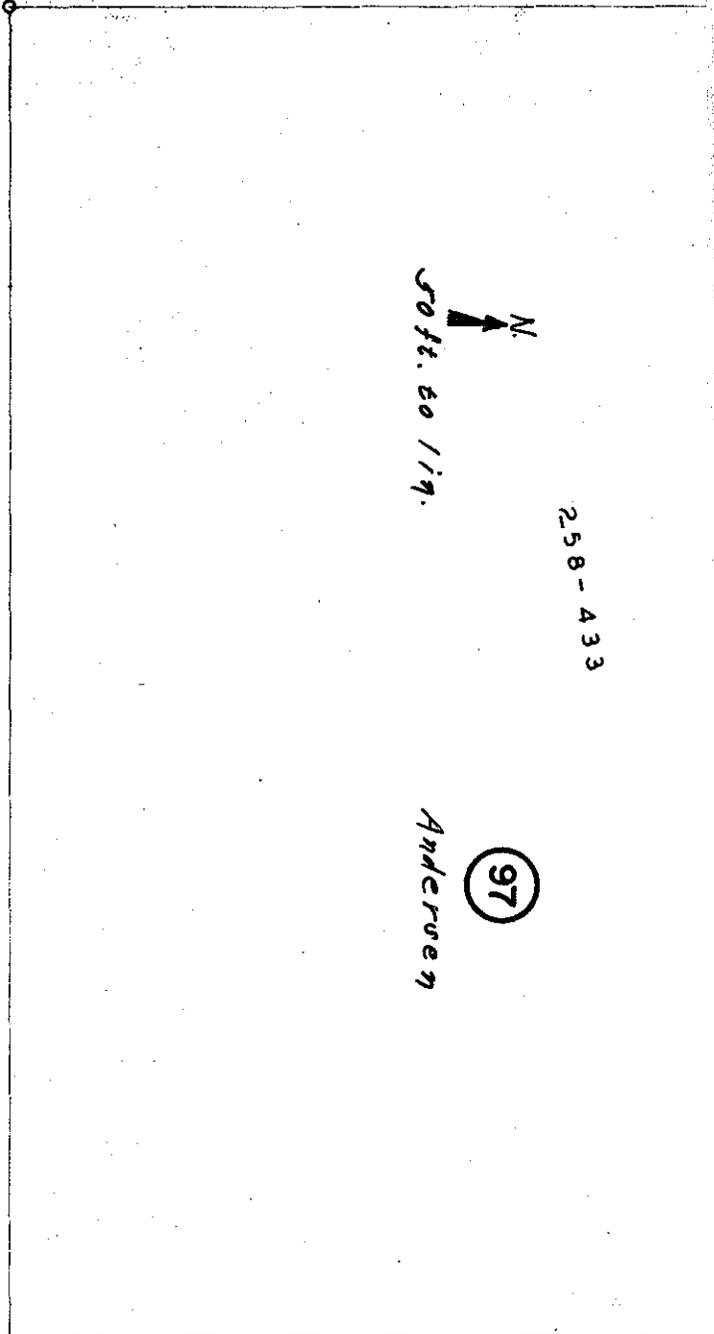
UNION TITLE INSURANCE CO.

By: 

Y
FEC:cjw



VOL. 131-120
60' X 424' FOR ST.



LOT 11
LOT 12
LOT 13
LOT 14

ttomar
Luetichs Addition
C. St.

UNION TITLE INSURANCE CO.

Bell and Gehlen
Attorneys at law
Stayton, Oregon

Telephone 2-4147
525 Court Street
SALEM, OREGON

August 11, 1960

Extension of High Street, Stayton

#83315

To Ownership report

\$22.50

*pd h 8-11-60
B + A*

Our Complete Title Plant Is Posted to Date
Every Morning from the Marion County Records

126
023191

SURVEY FOR
DR. R. P. ANDERSEN
IN S.W. 1/4 SEC. 10, T 9 S, R 1 W W.M.
STAYTON, MARION COUNTY, OREGON

DATE: 4/14/73

SCALE: 1" = 40'

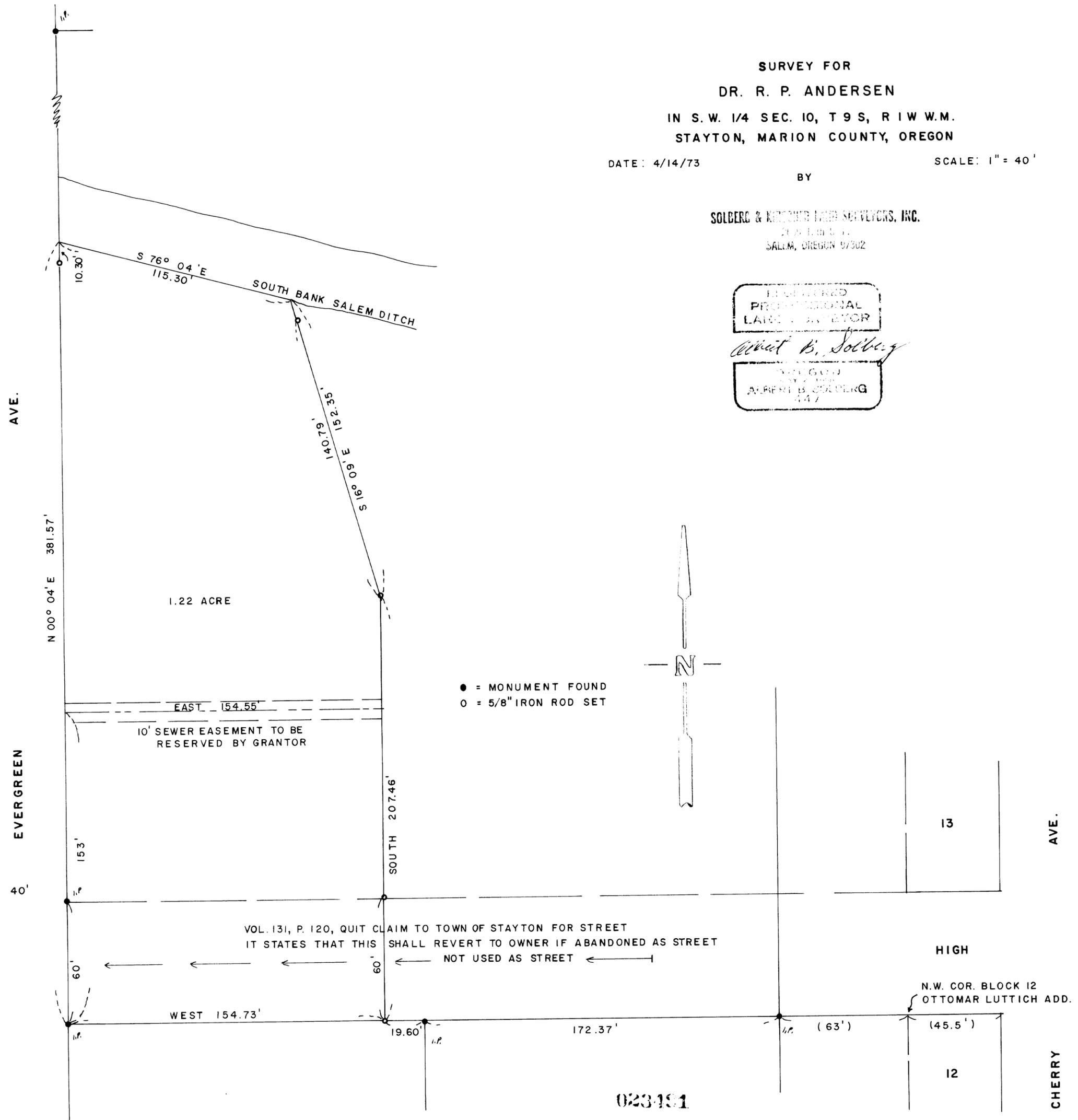
BY

SOLBERG & KATONER LAND SURVEYORS, INC.
203 1/2 S. W. 11
SALEM, OREGON 97302

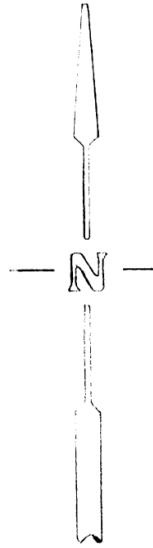
REGISTERED
PROFESSIONAL
LAND SURVEYOR

Albert B. Solberg

ALBERT B. SOLBERG
447



● = MONUMENT FOUND
○ = 5/8" IRON ROD SET



VOL. 131, P. 120, QUIT CLAIM TO TOWN OF STAYTON FOR STREET
IT STATES THAT THIS SHALL REVERT TO OWNER IF ABANDONED AS STREET
NOT USED AS STREET

HIGH ST.

EVERGREEN AVE.

AVE.

ST.

N.W. COR. BLOCK 12
OTTOMAR LUTTICH ADD.

CHERRY

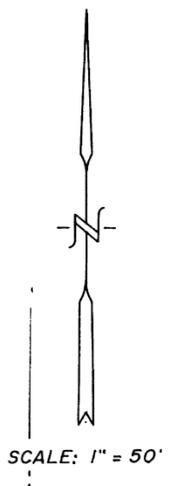
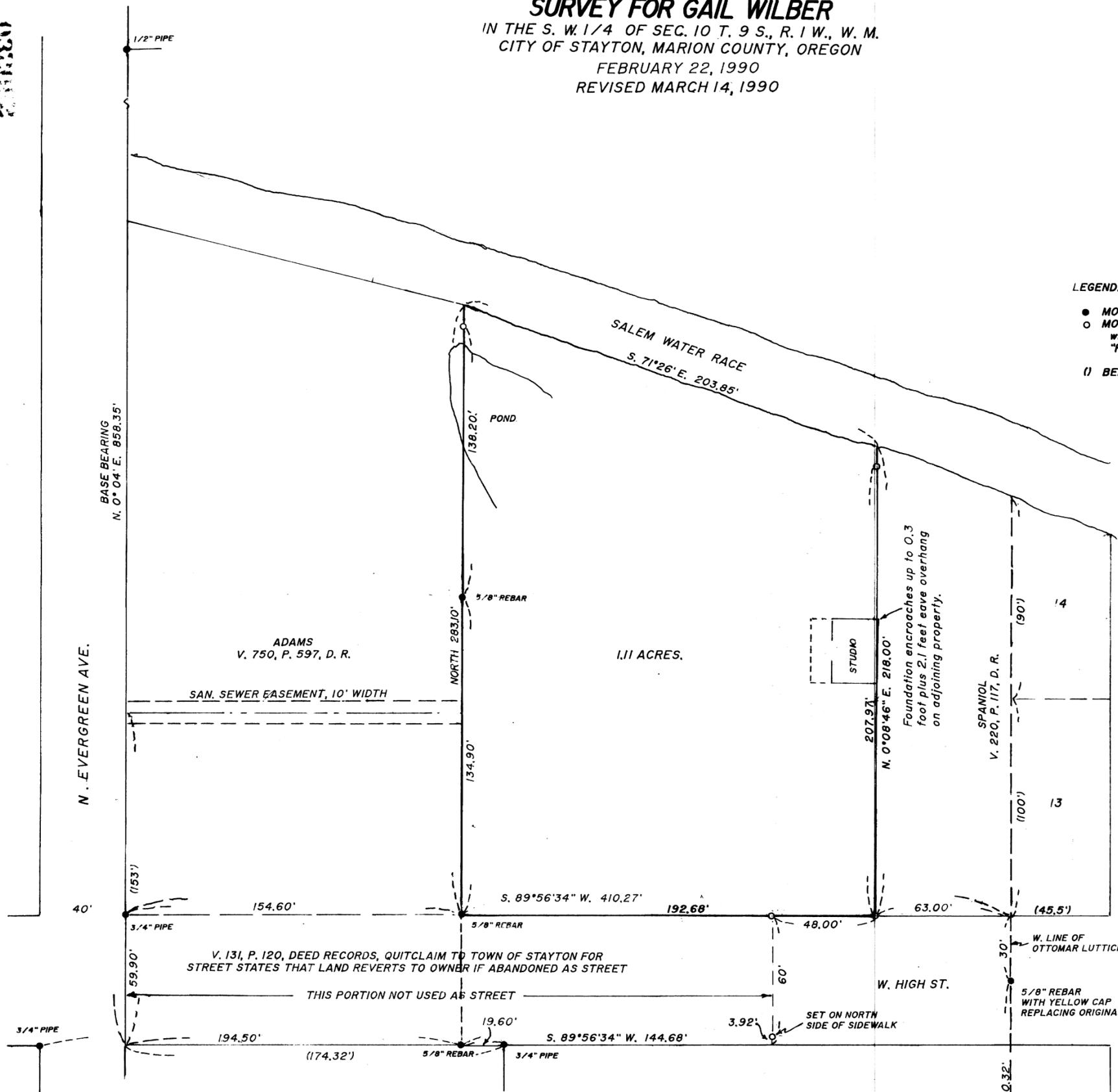
023191

023191

023191

SURVEY FOR GAIL WILBER
 IN THE S. W. 1/4 OF SEC. 10 T. 9 S., R. 1 W., W. M.
 CITY OF STAYTON, MARION COUNTY, OREGON
 FEBRUARY 22, 1990
 REVISED MARCH 14, 1990

LEGEND:
 ● MONUMENTS FOUND.
 ○ MONUMENTS SET, 5/8" x 30" rebar with yellow plastic cap marked "R. P. GORMAN, LSO 1196."
 () BEARING AND DISTANCE OF RECORD.



NARRATIVE:

The purpose of this survey is to monument the corners of the subject property and to determine building encroachment.
 Bearings are based on County Survey No. 23941 for Dr. R. P. Andersen dated 4/14/73.
 Other documents referred to are as follows:
 Survey:
 No. 13297 for Lawrence Smith dated 2/23/52.
 No. 13881 for City of Stayton dated 8/11/53.
 Survey for Ruth Spaniol dated 2/11/90.
 Plat of Ottomar Luttich Addition, Vol. 3, Page 36 Town Plats.
 Deeds:
 Vol. 25, Page 608 Vol. 337, Page 652
 Vol. 131, Page 120 Vol. 448, Page 90
 Vol. 233, Page 329 Vol. 750, Page 597
 Vol. 220, Page 117 Reel 11, Page 1249.

A closed traverse was run in the vicinity and monuments were tied in and set by side shots from the traverse.

REGISTERED
 PROFESSIONAL
 LAND SURVEYOR
Robert P. Gorman
 OREGON
 September 23, 1977
 ROBERT P. GORMAN
 1196

RECEIVED
 APR 6 1990
 MARION COUNTY SURVEYOR

ROBERT P. GORMAN, ENGINEER
 349 S. W. DIVISION STREET
 SUBLIMITY, OREGON 97385

450 High St.
ADDRESS FILE

DUNCAN, TIGER, TABOR & NIEGEL, P.C.

JAMES D. TIGER
E-MAIL: jim.dtt@wvi.com

ATTORNEYS AT LAW

GEORGE R. DUNCAN, SR.
1897-1981

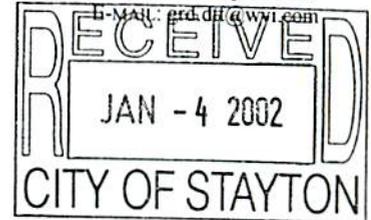
STEPHEN L. TABOR
E-MAIL: steve.dtt@wvi.com

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Stayton, Oregon 97383-0248

GEORGE R. DUNCAN, JR.
Of Counsel

JENNIFER L. NIEGEL
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January 3, 2002

Steve Goeckritz
City Planner
City of Stayton
362 N. Third Avenue
Stayton, Oregon 97383

Re: Sullivan Partition/File No. 20-09/01
Clarence and Gloria Adams Property

Dear Mr. Goeckritz:

As you may recall from our previous telephone conference, I represent Clarence and Gloria Adams concerning their property on Evergreen Street. As part of the abovementioned Partitioning, it was determined that High Street extended through my client's property to Evergreen Street. This fact had not previously been shown on the assessor's maps and my client has paid property taxes on that land since 1975. It is my understanding that you inquired into this matter with Marion County and they then determined that the City did have a right-of-way which extended through to Evergreen Street. This determination was apparently made by reference to a deed from 1913 from the Bursons to the City of Stayton. That deed expressly stated that should the City abandon the property for street purposes that it was to revert to the Bursons or their assigns. Clarence and Gloria Adams are the successors in interest in the Bursons property and thus they are the Bursons' assigns.

It is clear from viewing the property that the City has previously abandoned the use of this land as a street. Accordingly, the property reverted back to the Bursons and their assigns and the City of Stayton no longer has an ownership interest in that property. The Adams consider the property to be their own and they will continue to use it as their own as they have for the past 26+ years.

It should be clearly stated that we have no objection to the decision which was made concerning the Partitioning application. We simply want to go on record advising the City as to the ownership interest which Clarence and Gloria Adams claim for said property. If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Stephen L. Tabor". The signature is fluid and cursive, with a long horizontal stroke at the end.

Stephen L. Tabor

SLT:s

cc: Clarence and Gloria Adams

AFTER RECORDING RETURN TO:
CITY OF STAYTON
362 N Third Ave
Stayton OR 97383

RESOLUTION NO. 967

**A RESOLUTION AFFIRMING ABANDONMENT OF A PORTION OF
W HIGH STREET FOR STREET PURPOSES.**

WHEREAS, the City of Stayton received the right of way for a portion of W High Street in a deed from S.H. and P.J. Burson, dated October 21, 1913 and recorded in the Marion County Deed Records on December 10, 1913 as Volume 131, Page 120.

WHEREAS, the point of beginning of the legal description in the above-reference deed is the “northwest corner of Lot 19, in Ottomar Luttich’s Addition to Stayton Oregon;”

WHEREAS, the Ottomar Luttich’s Addition to Stayton Oregon does not contain a Lot 19 and an August 11, 1960 letter from Union Title Insurance Co. implies the legal description should have referred to Lot 12 in the Ottomar Luttich’s Addition to Stayton Oregon in order for the deed to have extended W High Street from that dedicated in the Ottomar Luttich’s Addition;

WHEREAS, the above-reference deed included a reversion clause, whereby the right of way returned to ownership of the grantor should it not be used for street purposes;

WHEREAS, the City has not extended W High St beyond a point 156.5 feet west of the west right of way of N Cherry Ave;

WHEREAS, the Marion County tax maps show this portion of W High Street as public right of way;

WHEREAS, there are no public utilities located within this portion of right of way;

WHEREAS, the City of Stayton has no plans to extend W High St into this portion of right of way; and

WHEREAS, the City of Stayton desires to clarify ownership of the property described in the deed recorded in Marion County Deed Records Volume 131, Page 120.

NOW THEREFORE, BE IT RESOLVED that the City of Stayton does hereby declare that the portion of the W High St right of way from a point 156.5 feet west of the west right of way of N Cherry Ave to the east right of way N Evergreen Ave is abandoned by the City of Stayton for street purposes.

This Resolution shall become effective upon adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 18th day of September, 2017

CITY OF STAYTON

Date: _____, 2017

By: _____
Henry A. Porter, Mayor

Date: _____, 2017

Attest: _____
Keith D. Campbell, City Administrator

APPROVED AS TO FORM:

Wallace L Lien, Acting City Attorney

DRAFT