



AGENDA STAYTON CITY COUNCIL MEETING

Monday, July 1, 2013
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

- | |
|---|
| <p>5:45 p.m. Executive Session (Community Center Meeting Room) pursuant to ORS 192.660.1(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.</p> <p>6:15 p.m. Executive Session (Community Center Meeting Room) pursuant to ORS 192.660.1(2) (e) to conduct deliberations with persons designated by the governing body to discuss Real Estate Transactions.</p> <p>6:30 p.m. City Council Work Session</p> <p>7:00 p.m. Regular Meeting (Community Center – North End)</p> |
|---|

CALL TO ORDER

7:00 PM

Mayor Vigil

FLAG SALUTE

ROLL CALL/STAFF INTRODUCTIONS

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. Introduction of New K9 Officer Brodie by Officer Paul Eves

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.

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.

CONSENT AGENDA

- a. June 17, 2013 City Council Meeting Minutes

Purpose of the Consent Agenda:

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

materials. A citizen wishing to review these materials may do so at Stayton City Hall, 362 N. Third Avenue, Stayton, or the Stayton Public Library, 515 N. First Avenue, Stayton.

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

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Resolution No. 901, Adopting Fees & Charges for City Services

Action

- a. Staff Report – Christine Shaffer
- b. Council Deliberation
- c. Council Decision

STAFF/COMMISSION REPORTS

City Recorder’s Report – Alissa Angelo

Informational

- a. City Council Action Minutes

Finance Director’s Report – Christine Shaffer

Informational

- a. Cost of Living Increases July 2013

PRESENTATIONS/COMMENTS FROM THE PUBLIC

Recommended time for presentations is 10 minutes.

Recommended time for comments from the public is 3 minutes.

BUSINESS FROM THE CITY ADMINISTRATOR

BUSINESS FROM THE MAYOR

- a. Discussion of Interim City Administrator

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS

- a. Storm System Development Charge Resolution
- b. Mill Creek Assessment
- c. Review of City Charter

ADJOURN

CALENDAR OF EVENTS

JULY 2013

Monday	July 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	July 2	Parks & Recreation Board	7:00 p.m.	E.G. Siegmund Meeting Room
Thursday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY		
Tuesday	July 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 12	Community Leaders Meeting	7:30 a.m.	Covered Bridge Café
Monday	July 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 29	Planning Commission	7:00 p.m.	Community Center (north end)

AUGUST 2013

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

SEPTEMBER 2013

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

**STAYTON CITY COUNCIL
MEETING MINUTES
June 17, 2013**

CALL TO ORDER

7:00 p.m.

Mayor Vigil

FLAG SALUTE

ROLL CALL

Mayor Scott Vigil
Councilor Henry Porter
Councilor Brian Quigley

Councilor Jennifer Niegel
Councilor Catherine Hemshorn
Councilor Emily Gooch

STAFF

Don Eubank, City Administrator
Christine Shaffer, Finance Director
Rich Sebens, Police Chief
Dan Fleishman, Director of Planning and Development
Louise Meyers, Library Director
David Kinney, Public Works Director
David A. Rhoten, City Attorney
Alissa Angelo, Deputy City Recorder, excused
Jennifer Russell, Public Works Administrative Assistant
Brenda Kuiken, Wastewater Supervisor

PRESENTATIONS/COMMENTS FROM THE PUBLIC

- a. **Proclamation for “Summer of Reading” by Mayor Scott Vigil:** Mayor Vigil read the “Summer of Reading” Proclamation. Marion County Commissioner Sam Brentano discussed the importance of reading and thanked the City for proclaiming the summer of 2013 as the “Summer of Reading”.
- b. **Introduction of New K9 Officer Brodie by Officer Paul Eves:** Postponed to the next meeting.
- c. **Tass Morrison, PO Box 384, Sublimity OR 97385:** Ms. Morrison gave an update on behalf of the North Santiam School District regarding the \$22.85 million 20-year Bond and discussed which projects are coming up.

Councilor Porter asked about the high school project. Ms. Morrison said the high school cafeteria will be getting a new roof.

ANNOUNCEMENTS

- a. **Additions to the Agenda:** None.
- b. **Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.:** None.

CONSENT AGENDA

- a. **June 3, 2013 City Council Meeting Minutes**
- b. **Chemeketa Cooperative Regional Library Service Contract Renewal**

MOTION: From Councilor Gooch, seconded by Councilor Hemshorn, to adopt the Consent Agenda. **Motion passed 5:0.**

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Ordinance No. 955, SMC Chapters 13.16 and 13.20

- a. **Staff Report:** Mr. Kinney discussed the ordinance and the amendments that were made.
- b. **Council Deliberation:** Councilor Quigley asked if the backflow issue had previously been before the City Council. Mr. Kinney stated that it has been before the Council about three years ago.

Councilor Quigley asked about item three and wanted to know why no timeframes were given for water leak repairs. Mr. Kinney gave an example of why there is no timeframe. Mr. Kinney stated that City works with property owners on a case-by case basis. Councilor Quigley asked how a significant leak is defined noting there were no parameters. Ms. Shaffer discussed the water usage and monitoring for leaks. Councilor Quigley asked about the Water Master Plan for water rationing. Mr. Kinney discussed water conservation. Councilor Gooch asked who monitors water use. Ms. Shaffer said the utility billing clerk prints a report monthly, but sometimes the property owners call to inquire why their bill is high.

Mayor Vigil asked if we could put the backflow devices on the water meter. Mr. Kinney stated we are not providing backflow devices and is not aware of a meter that has a one-way check valve built in. Councilor Quigley asked about where the backflow devices were located. Mr. Kinney described their location.

Councilor Quigley asked if Mr. Kinney fixed the enforcement and penalty language. Mr. Kinney said yes.

- c. **Council Decision:**

MOTION: From Councilor Niegel, seconded by Councilor Gooch, to adopt Ordinance No. 955, an Ordinance amending the Stayton Municipal Code Chapters 13.16 “Water Serve” and Chapter 13.20 “Control of Cross Connections.” **Motion passed 5:0.**

Sewer Cleaner Truck Purchase Recommendation

- a. **Staff Report:** Mr. Kinney discussed the purchase of the sewer cleaner truck.
- b. **Council Deliberation:** Councilor Quigley asked if we sold the old vactor truck through State Surplus do they keep a portion of the sale. Mr. Kinney said they do charge a fee. Councilor Porter asked if the new vactor truck would be noisy. Ms. Kuiken stated they are loud

machines, but the new one is a little quieter. Councilor Gooch asked Ms. Kuiken if she purchased the three vehicles. Ms. Kuiken stated that the final vehicle to purchase is the biosolids truck. The City may not have to purchase the truck once the dryer is working properly, so they are trying to hold off on purchasing a new truck. Councilor Porter asked if the dryer was working up to standard. Ms. Kuiken stated it is not, but we are working with the manufacturer on a daily basis and have weekly conference calls and emails trying to get it resolved. Councilor Porter asked what the life estimate was for the new truck. Ms. Kuiken stated the life estimate is 15 years. Mr. Kinney stated life expectancy on the truck equipment is 15 years, not the vehicle. Councilor Quigley asked if use of the truck was weather dependant. Ms. Kuiken said no.

c. **Council Decision:**

MOTION: From Councilor Niegel, seconded by Councilor Quigley, to award the replacement of the sewer cleaning truck to Atlantic Machinery Inc for the total price after demonstrator discount of \$342,778. **Motion passed 5:0.**

Resolution No. 900, Authorizing Changes to the 2012—2013 Budget

a. **Staff Report:** Ms. Shaffer reviewed the changes to the City Budget.

b. **Council Deliberation:** Councilor Quigley asked what would happen if we over spend the additional transfer. Ms. Shaffer stated the issue that caused the over expenditure has been resolved. Councilor Gooch asked if this was a normal procedure. Ms. Shaffer said yes budgets are a best estimate and it is common to have unexpected fees in legal expenses.

c. **Council Decision:**

MOTION: From Councilor Quigley, seconded by Councilor Gooch, to adopt Resolution No. 900, authorizing changes to the adopted 2012—2013 Budget. **Motion passed 5:0.**

STAFF / COMMISSION REPORTS

Finance Director's Report – Christine Shaffer

a. **May 2013 Monthly Finance Department Report:** Ms. Shaffer briefly reviewed her staff report included in the Council packet.

Police Chief's Report – Rich Sebens

a. **May 2013 Statistical Report:** Chief Sebens reviewed his staff report. He is happy to report that traffic accidents are down. This Thursday is the annual Fishing Derby in Detroit. Chief Sebens discussed the East Marion Justice Court shut down proposal. Mr. Sebens is working with other court members and looking for a solution or creating a Municipal Court. Mayor Vigil stated if there was anything the Council could do to help to let them know. Mr. Sebens stated a letter from the Council might benefit the Police Department. Mayor Vigil directed Chief Sebens to draft a letter. Councilor Gooch asked if K-9 Brodie could come early to the next Council Meeting for a meet and greet. Chief Sebens stated he would make those arrangements.

