

**STAYTON CITY COUNCIL  
MEETING MINUTES  
January 05, 2009**

**CALL TO ORDER**

**7:00 p.m.**

**Mayor Virginia L. Honeywell**

**FLAG SALUTE**

**ROLL CALL**

Mayor Gerry Aboud  
Councilor Frank  
Councilor Hemshorn

Councilor Loftus  
Councilor Vigil  
Council Walters

**STAFF:**

Don Eubank, City Administrator  
Rich Sebens, Acting Chief of Police  
Dave Kinney, Public Works Director  
Dan Fleishman, City Planner  
Christine Shaffer, Finance Director  
Pam Pugsley, Library Director  
David A. Rhoten, City Attorney  
Jeffrey M. Strickland, Assistant City Attorney  
Rebecca Petersen, Deputy City Recorder

**PRESENTATIONS/COMMENTS FROM THE PUBLIC**

- a. Oath of Office for Mayor-elect Aboud** – Ms. Petersen administered the oath of office to incoming Mayor, Gerry Aboud.
- b. Oath of Office for New Councilors** – Ms. Petersen administered the oath of office to incoming Councilors Hemshorn, Loftus & Vigil.
- c. Larry Emery:** Mr. Emery stated that he was present to discuss the bollards between the Library and Community Center buildings. This is not a council decision but a public works issue. The only reason that the posts are there is to keep the through traffic off of Burnett Street, and the residents on Burnett do not want the bollards removed. If the bollards must be removed, speed limit signs should be placed in both parking lots. If a 30 to 90 day trial period is going to be tried, this is a bad time of year in which to do it.

**ANNOUNCEMENTS**

- a. Additions to the Agenda:** None.

**CONSENT AGENDA** – None.

*(Due to staff illness, the December 15, 2008 meeting minutes were not prepared for this meeting; they will be submitted to the council for their January 20, 2009 meeting)*

**PUBLIC HEARINGS** – None.

**UNFINISHED BUSINESS**

**Request to Extend Record on Application of Santiam Memorial Hospital Comprehensive Plan and Zone Amendments, File #16-08/06 on Remand from LUBA**

a. **Staff Report:** Mr. Fleishman reviewed a staff memorandum dated January 05, 2009 regarding the request from Santiam Memorial Hospital to keep the record open for an additional 90 days, or until Monday, March 23, 2009. Staff is recommending that the Council keep the record open to allow for additional written testimony, as this will allow for a more complete presentation of information about the impacts of the proposed zoning amendment on public facilities.

b. **Council Deliberation:** None.

c. **Council Decision:**

**MOTION:** From Councilor Vigil, and seconded by Councilor Frank, to move to grant the request to reopen the record on the application of Santiam Memorial Hospital's application for a Comprehensive Plan Map and Zoning Map amendments to written testimony. Additional written testimony will be submitted by the close of business on Monday, April 06, 2009, and the applicant will have until the close of business on Monday, April 13, 2009 to submit any final testimony. Motion passed: 5:0.

**Bollards in Library/Community Center Parking Lot**

a. **Staff Report:** Mr. Kinney reviewed the staff memorandum dated January 05, 2009 which outlined why the City installed the bollards, and what has changed since that time.

b. **Council Deliberation:**

1. When the bollards were not there, were any injuries reported?

Mr. Kinney stated that not that he was aware of.

2. Was a grant received to improve the surface area the bollards?

Mr. Kinney explained that the library foundation received a grant to be used for the repair and expansion of the sidewalk that runs along the back side of the library. Currently the sidewalk is two and a half feet wide and will be expanded to a five foot wide, ADA accessible sidewalk. A speed bump could be added at that time.

3. The bollards should be removed as the traffic in the area has changed. It is more hazardous to back out, as folks don't use the fire turnaround and they get stuck. If it becomes a problem the bollards can always be put back in.

c. **Council Decision:**

**MOTION:** From Councilor Frank, and seconded by Councilor Walters, to direct the staff to remove the bollards in the community center parking area for a 60-day trial period, post a one-way sign at the end of the library lot and a "Do Not Enter" sign

coming from the community center lot, and report back to the Council in March 2009.

**Motion passed: 5:0.**

## **NEW BUSINESS**

### **Methamphetamine Task Force – Intergovernmental Agreement**

**a. Staff Report:** Mr. Sebens stated that currently Stayton is part of an established Methamphetamine Strike Force, established by the Marion County District Attorney's office. The interagency agreement has expired and a new one needs to be signed.

**b. Council Deliberation:**

1. Why isn't Stayton included in the financial obligation?

Mayor Aboud stated that Stayton is not defined as a staffing agency and therefore has no financial obligation to the agreement.

**c. Council Decision:**

**MOTION:** From Councilor Vigil, and seconded by Councilor Hemshorn, to move to approve the Marion County Methamphetamine Strike Force Interagency Agreement.  
Motion passed: 5:0.

### **Alarm for City Hall**

**a. Staff Report:** Mr. Sebens stated that the City maintains a Security and Fire Alarm System in City Hall, the Police Department, and the Movie Theater. Earlier this year there was a false fire alarm and after meeting with the Fire Marshall, it was determined that the system is inadequate, does not meet Fire Codes, and needs to be replaced. Several companies were contacted regarding the bid process and three companies responded with bids; ADT, SAC and Sonitrol.

**b. Council Deliberation:**

1. Who is requiring the alarms?

Mr. Sebens stated that fire alarms are required to be installed in movie theaters.

2. Is the \$35 monthly monitoring fee going to be raised?

Mr. Sebens stated that it is not anticipated that it will be but there is always that possibility.

3. Is the \$90 monitoring fee per building?

Mr. Sebens stated that the \$90 fee is for one location which includes City Hall, Police Department and the Theater.

4. Since the money for the security cameras is tied to the alarm funding, has the Council reviewed the security camera bids?

Mr. Eubank stated that he, Mr. Sebens and Ms. Meeks, Pool Manager, have reviewed the bids for the security cameras and that they are quite a bit lower than originally anticipated. With the Council's approval some of the money proposed for the cameras could be utilized for the alarm system. Due to economic conditions currently, staff has put the purchasing of security cameras on hold until the spring.

5. Who is the current security provider and do they wish to upgrade their customer ?

Mr. Sebens stated that A & E is the city's current security provider, and because of numerous problems staff did not offer them the opportunity to bid.

- c. **Council Decision:** No decision was made at this meeting, Staff was directed to provide additional information to the Council at their next regularly scheduled meeting of Tuesday, January 20, 2009.

## STAFF/COMMISSION REPORTS

### City Administrator's Report – Don Eubank

- a. **Library Director Recruitment Process:** Mr. Eubank stated that 11 applications had been received for the Library Director position, and that the selection committee will be meeting Wednesday the 7<sup>th</sup> to review the applications and to determine which of the applicant's will be interviewed.
- b. **Charter Review Progress Report:** Mr. Eubank stated that in July 2008 a Council workshop was held to discuss the process for the review of the City of Stayton Charter. A committee was created and held several meetings. The charter was reviewed in its entirety, and City Attorney David Rhoten has reviewed the document and clarified various questions that the committee had. Nancy Boyer, Facilitator, is preparing a detailed report which will be forwarded to the City. After the report is received it will be forwarded to the Mayor and Council at either the second Council meeting in January or the first meeting in February.
- c. **Lt. Sebens Attendance at the FBI National Academy:** Mr. Eubank stated the Lt. Rich Sebens has been invited to attend the 236<sup>th</sup> Session of the FBI National Academy in Quantico, Virginia. Room, board, training at the Academy and the flight to and from are paid for by the FBI. The City is responsible for purchasing Academy uniforms and miscellaneous training supplies which will be about \$1400. Lt. Sebens made application to attend the FBI National Academy Associate, Inc. (FBINAA) less than a year ago and to be accepted within a year is very rare. Supervision of the Stayton Police Department will be accomplished on a daily basis by Mr. Eubank, Sergeants Meeks and Wetzels with the assistance of the Records Supervisor, Debbie Layman.
- d. **Mayor & Councilor's Operating Protocol:** Mr. Eubank stated that in anticipation of a new year, two new Councilors and a new but very experienced Mayor; he has conducted research regarding Protocols. He is of the opinion that along with the Council Rules, a

City of Stayton Mayor and Councilors' Operating Protocol can only improve the effectiveness and enhance the community. We all do what we do to meet the needs and interests of all the citizens in Stayton, and to accomplish this we need to understand the individual roles to help us all work for the citizens of Stayton.

Mr. Eubank stated that the Protocol will be discussed during the Council dinner on January 15<sup>th</sup>, and asked that a consensus of the council be reached as to whether the document is acceptable by everyone or not.

Questions/Comments:

1. A Protocol document is out of place at this time. There are problems with specific issues in the draft. Once the Charter Review process is completed and voted on by the citizens, then the document can be re-visited if need be.
2. This is a perfect time for the Protocol document.
3. Don't agree with #13, if you are in the majority there is not an issue, but if you are in the minority there would be an issue.

**Acting Police Chief's Report – Rich Sebens**

- a. **Emergency Operations Plan (EOP):** Referring to the EOC plan that Mr. Sebens placed at each councilors seat, he stated that most municipalities have an Emergency Operations Plan (EOP). The plans are guidelines in dealing with large scale emergencies that could affect a large portion of the community and local resources. Marion County Emergency Management accepted a grant (which included Stayton) to hire a consultant to revise the EOP's for the agencies in Marion County.

Mr. Sebens asked Councilors to familiarize themselves with the document, as staff will be asking the Council to approve the plan by Ordinance in the very near future. This is a living document that will continue to be updated from time to time.

Questions/Comments:

1. Is the plan specific to Stayton?

Mr. Sebens stated that the sections of the documents are the same, but the information is specific to each municipality.

2. Does this document include telecommunication systems?

Mr. Sebens answered in the affirmative, and stated that Santiam Memorial Hospital has their own Emergency Plan.

**Public Works Director – Dave Kinney**

- a. **Public Works Projects:** Mr. Kinney reviewed various public works projects.

**PRESENTATIONS/COMMENTS FROM THE PUBLIC – Ken Cartwright, 429 N. Third**

Avenue, Stayton, Oregon. For the benefit of new council members, Mr. Cartwright stated that in order to get the best sound quality you need to be approximately a fist away from the microphones when speaking. He also wished to make staff aware that his property at 429 N. Third Avenue is still sustaining flooding during heavy rains.

**BUSINESS FROM THE CITY ADMINISTRATOR**

**a. Identification Cards:** Mr. Eubank encouraged those council members who have not had their picture taken for identification cards to do so at City Hall. The ID cards are very helpful when attending various meetings, as they not only have your picture but name, title and jurisdiction that you represent.

**b. Town Hall Meetings:** Mr. Eubank stated that two town hall meetings have been scheduled for the public to come meet the Mayor & Councilors, and to voice any concerns about the city they may have. Tuesday, February 10, 2009, 6:30 pm – 8:00 pm, Stayton High School Library, and Thursday, February 12, 2009, 6:30 pm – 8:00 pm, Santiam Memorial Auditorium. Fliers were placed in the January 2009 water bills, and posted at several locations.

**BUSINESS FROM THE MAYOR**

**a. Planning Commission Vacancy:** Mayor Aboud stated that currently there is a vacant Planning Commissioner seat, and if anyone is interested in filling that seat to contact him.

**BUSINESS FROM THE COUNCIL**

**a. Election of Council President:**

**MOTION:** From Councilor Vigil, and seconded by Councilor Loftus, to nominate Don Walters as Council President. Motion passed: 5:0.

**ADJOURN**

There being no further business, the meeting was adjourned.

APPROVED BY THE STAYTON CITY COUNCIL this 20<sup>th</sup> day of January 2009, by a 5:0 VOTE OF THE STAYTON CITY COUNCIL.

CITY OF STAYTON

Date: 01/21/2009

By: /S/  
Gerry Aboud, Mayor

Date: 01/22/2009

Attest: /S/  
Don Eubank, City Administrator

Date: 01/21/2009

Submitted By: /S/  
Rebecca Petersen, Deputy City Recorder