



# AGENDA

## STAYTON CITY COUNCIL MEETING

### SPECIAL SESSION & GOAL SETTING

Monday, April 17, 2017

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

**CALL TO ORDER**

**6:00 PM**

**Mayor Porter**

#### **CONSENT AGENDA**

- a. March 20, 2017 City Council Minutes
- b. April 3, 2017 City Council Minutes
- c. OLCC Liquor License – “New Outlet” Application – Off-Premises Sales

***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.*

#### **CITY COUNCIL GOAL SETTING SESSION CONTINUED**

#### **ADJOURN**

***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.***

## CALENDAR OF EVENTS

### APRIL 2017

Monday	April 17	City Council Special Session and Goal Setting Work Session	6:00 p.m.	E.G. Siegmund Meeting Room
Wednesday	April 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 24	Planning Commission	7:00 p.m.	Community Center (north end)
Tuesday	April 25	Charter Review Committee	6:00 p.m.	E.G. Siegmund Meeting Room

### MAY 2017

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

### JUNE 2017

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

### JULY 2017

Monday	July 3	City Council	Cancelled	
Tuesday	July 4	<b>CITY OFFICES CLOSED IN OBSERVANCE OF FOURTH OF JULY HOLIDAY</b>		
Wednesday	July 5	Parks & Recreation Board	6:30 p.m.	E.G. Siegmund Meeting Room
Tuesday	July 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Friday	July 14	Community Leaders	7:30 a.m.	Covered Bridge Café
Monday	July 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	July 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	July 31	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton  
City Council Meeting Action Minutes  
March 20, 2017**

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

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

**Time End:** 7:45 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

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

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<b>Presentations / Comments from the Public</b>	
a. Mike Mannix, Pool Patron	Spoke in support of the City resuming management of the Pool.
b. Jim Kingsbury, Pool Patron	Recognized and spoke in support of Billie Maurer for her work at the Pool and with Santiam Youth Sports, as well as the Red Cross Award she and other lifeguards were receiving for their life saving efforts at the pool in summer 2016.
c. Wayne Houghtaling, Pool Patron	Spoke in support of the City resuming management of the Pool.
d. Annette Gap, Pool Patron	Spoke in support of the City resuming management of the Pool.
e. Steve Frank	Spoke in support of continuing the contract with the YMCA.
<b>Consent Agenda</b>	
a. March 6, 2017 City Council Minutes	Motion from Councilor Kronquist, seconded by Councilor Niegel, to accept the consent agenda as presented. <b>Motion passed 3:0.</b>

<p><b>Business from the City Administrator</b></p> <p>a. Santiam Family Memorial Pool Update</p>	<p>Mr. Campbell provided an update on the Stayton Family Memorial Pool. The City will be moving forward with the transition of management of the Pool effective July 1<sup>st</sup>.</p>
<p><b>Public Hearing</b></p>	<p>None.</p>
<p><b>Unfinished Business</b></p>	<p>None.</p>
<p><b>New Business</b></p> <p><b>Award of Contract for Marion Street Improvement Project</b></p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p><b>Stayton Police Cadet Program</b></p> <p>a. Staff Report – Chief Rich Sebens</p>	<p>Mr. Ludwick reviewed his staff report.</p> <p>Council discussion on the bidding process.</p> <p>Motion from Councilor Niegel, seconded by Councilor Kronquist, to award the contract for the Marion Street Improvement project to Pacific Excavation in the amount of \$498,442. <b>Motion passed 3:0.</b></p> <p>Chief Sebens spoke about the Stayton Police Cadet Program reimplementation.</p>
<p><b>Staff / Commission Reports</b></p> <p><b>Finance Department Report – Cindy Chauran &amp; Elizabeth Baldwin</b></p> <p>a. February 2017 Monthly Finance Department Report</p> <p><b>Police Chief’s Report – Chief Rich Sebens</b></p> <p>a. February 2017 Statistical Report</p> <p><b>Public Works Director’s Report – Lance Ludwick</b></p> <p>a. February 2017 Operating Report</p> <p><b>Planning &amp; Development Director’s Report – Dan Fleishman</b></p> <p>b. February 2017 Activities Report</p> <p><b>Library Director’s Report – Janna Moser</b></p> <p>c. February 2017 Activities</p>	<p>Brief discussion among Council regarding monthly delinquent notices and status of utility billing changes.</p> <p>Discussion of Reserve hours and how the Police Department recruits for new reserve officers.</p> <p>No further discussion.</p> <p>Mr. Fleishman provided a brief update on the Planning Commission. Also discussion of the August eclipse.</p> <p>Ms. Moser invited everyone to the author visit this Thursday night at the Library.</p>
<p><b>Presentations / Comments From the Public</b></p>	<p>No further discussion.</p>
<p><b>Business from the Mayor</b></p> <p>a. Reappointment</p>	<p>Councilor Niegel, seconded by Councilor Kronquist to ratify the reappointment of Wendy Nau to the Police Advisory Commission. <b>Motion passed 3:0.</b></p>

<b>Business from the Council</b>	None.
<b>Business from City Administrator</b>	The second City Council Goal Setting Work Session has been scheduled for April 17 <sup>th</sup> at 6:00 p.m. at the Stayton Public Library.
<b>Future Agenda Items – Monday, April 3, 2017</b> a. Presentation of OAWU Best Surface Water Award b. 2017 Annual OLCC Renewals c. Utility Billing Municipal Code d. Stayton City Council Goals e. Housing Advisory Committee	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17<sup>TH</sup> DAY OF APRIL 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  
City Council Meeting Action Minutes  
April 3, 2017**

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

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

**Time End:** 7:55 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 (excused)	Rich Sebens, Chief of Police
	Andy Parks, Interim Financial Consultant

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Announcements</b>	
a. Additions to the Agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<b>Presentations / Comments from the Public</b>	
a. Presentation of the Best Surface Water of the Year for 2017 by the Oregon Association of Water Utilities	The City and Public Works employees Mark Flande, Kendall Smith, Michael Bradley, and Tom Etzel were on hand to receive the award for Best Surface Water of the Year from OAWU.
b. Holli Thomas, President/CEO of the Stayton/Sublimity Chamber of Commerce	Ms. Thomas spoke about her background and goals for the Stayton/Sublimity Chamber of Commerce.
c. City of Stayton Audit Presentation by Brad Bingenheimer, CPA from Boldt, Carlisle + Smith	Mr. Bingenheimer reviewed the City's 2015-2016 fiscal year Audit.
<b>Consent Agenda</b>	
a. March 20, 2017 City Council Minutes	Consent Agenda item A was pulled due to Councilor Quigley's abstention on this matter as he was not in attendance at the March 20, 2017 meeting.
b. 2017 Annual OLCC Renewals	Motion from Councilor Kronquist, seconded by Councilor Quigley, to accept the consent agenda item B, as presented. <b>Motion passed 3:0.</b>
<b>Public Hearing</b>	None.
<b>Unfinished Business</b>	None.

<p><b>New Business</b>  <b>Utility Billing Update</b>  a. Verbal Staff Report – Andy Parks</p>	<p>Mr. Parks provided an update on the transition of utility billing to Bend Mailing and the change to Express Payment Services.</p>
<p><b>Staff / Commission Reports</b></p>	<p>None.</p>
<p><b>Presentations / Comments From the Public</b></p>	<p>No further discussion.</p>
<p><b>Business from the City Administrator</b></p>	<p>Mr. Campbell spoke about the upcoming Council meeting and Goal Setting Session on April 17<sup>th</sup> at the Library at 6:00 p.m.</p> <p>There will be three town hall meetings in April to discuss the State of Our Streets. These will be held as follows at the Stayton Public Library:</p> <ul style="list-style-type: none"> <li>• April 18 at 6:30 p.m.</li> <li>• April 19 at 1:00 p.m.</li> <li>• April 22 at 10:00 a.m.</li> </ul> <p>Mr. Campbell offered additional commendation to the Public Works department on receiving the OAWU award.</p>
<p><b>Business from the Mayor</b>  a. Appointment of Lauren Mulligan to the Library Board  b. Reappointment of Luke Cranston to the Budget Committee  c. Appointment of Heidi Hazel to the Planning Commission</p>	<p>Motion from Councilor Kronquist, seconded by Councilor Quigley, to ratify the Mayor’s appointment of Lauren Mulligan to the Library Board and Heidi Hazel to the Planning Commission, and reappointment of Luke Cranston to the Budget Committee. <b>Motion passed 3:0.</b></p>
<p><b>Business from the Council</b></p>	<p>Councilor Glidewell inquired as how the Council can spread word about the upcoming election. Mr. Campbell stated as representatives of the City we can only educate, but not promote regarding the election.</p>
<p><b>Future Agenda Items – Monday, April 17, 2017</b>  <b>Council Meeting will be held at the Stayton Public Library at 6:00 p.m.</b>  a. Council Regular Session to consider Consent Agenda items and Committee Appointments  b. Continuation of the Council Goal Setting Work Session</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 17<sup>TH</sup> DAY OF APRIL 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 A. Porter and the Stayton City Council  
**FROM:** Rich Sebens, Chief of Police  
**DATE:** April 17, 2017  
**SUBJECT:** Liquor License-“New Outlet” Application – Off-Premises Sales

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**ISSUE**

The “Stayton Liquor Store” has submitted an application to the City and to OLCC to obtain an additional license to sell beer and wine. This application is for a “New Outlet” for an “Off-Premises Sales” Liquor License. As a State of Oregon controlled store the owner is not required to have a liquor license to sell distilled spirits. They are however required to obtain a license to sell beer and wine. The store has not previously had a license to sell beer and wine. They are therefore now applying to do so. Mr. Douglas Powell holds the five year contract with the State of Oregon to operate the Stayton Liquor Store located at 2520 Martin Dr. in Stayton.

<b>BUSINESS NAME:</b>	Stayton Liquor Store	<b>OWNER:</b>	Douglas Powell
	2520 Martin Dr.		1779 84 <sup>th</sup> PL SE
	Stayton, Oregon 97383		Salem, OR 97317
	B: (503)769-5758		

**BACKGROUND INFORMATION**

The location is zoned for this type of business which is a “commercial retail” zone.

**FACTS AND FINDINGS**

We have conducted a background investigation of the business and applicant. We have found nothing out of the ordinary.

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

**FISCAL IMPACT**

None

**MOTION(S)**

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