



AGENDA

STAYTON CITY COUNCIL MEETING

Tuesday, February 19, 2019

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. Presentation by Thomas Hogue, Marion County Economic Development Coordinator

CONSENT AGENDA

- a. February 4, 2019 City Council 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 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 – None

NEW BUSINESS

Downtown Parking

Informational

- a. Staff Report – Chief Rich Sebens, Dan Fleishman, and Lance Ludwick

Annual Sidewalk Maintenance Program

Informational

- a. Staff Report – Lance Ludwick

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 MANAGER

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – March 4, 2019

- b. Annual OLCC Renewals
- c. Economic Development Strategies
- d. CDBG
- e. Council Liaisons

ADJOURN

CALENDAR OF EVENTS

FEBRUARY 2019

Monday	February 18	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY		
Tuesday	February 19	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 25	Planning Commission	7:00 p.m.	Community Center (north end)

MARCH 2019

Monday	March 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	March 5	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	March 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	March 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	March 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	March 25	Planning Commission	7:00 p.m.	Community Center (north end)

APRIL 2019

Monday	April 1	City Council	7:00 p.m.	Community Center (north end)
Tuesday	April 2	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	April 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	April 15	City Council	7:00 p.m.	Community Center (north end)
Wednesday	April 17	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	April 29	Planning Commission	7:00 p.m.	Community Center (north end)

MAY 2019

Monday	May 6	Budget Committee	TBD	Community Center (north end)
Monday	May 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	May 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 13	Budget Committee	6:00 p.m.	Community Center (north end)
Tuesday	May 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	May 14	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 15	Budget Committee	6:00 p.m.	Community Center (north end)
Wednesday	May 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	May 20	City Council	7:00 p.m.	Community Center (north end)
Monday	May 28	Planning Commission	7:00 p.m.	Community Center (north end)

JUNE 2019

Monday	June 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	June 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	June 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	June 17	City Council	7:00 p.m.	Community Center (north end)
Wednesday	June 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 24	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Meeting Action Minutes
February 4, 2019**

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

Time Start: 7:00 P.M.

Time End: 8:54 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Paige Hook	Keith Campbell, City Manager
Councilor Christopher Molin (excused)	Dan Fleishman, Director of Planning & Development
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
Councilor Brian Quigley	Rich Sebens, Chief of Police

AGENDA	ACTIONS
REGULAR MEETING	
Announcements a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None. Councilor Patty shared he had a conversation with staff regarding Resolution No. 986.
Presentations / Comments from the Public a. Presentation of Recycling Award to the City of Stayton by Republic Services	Reid Carlson of Republic Services presented the Stayton Public Library with a donation of \$2,500 for having one of the lowest recycling contamination rates in Marion County.
Consent Agenda a. January 22, 2019 City Council Minutes	Motion from Councilor Hook, seconded by Councilor Patty, to approve the consent agenda as presented. Motion passed 4:0.
Business from the Mayor Committee and Commission Reappointments a. Public Safety Commission <ul style="list-style-type: none"> • Michael Jaeger 	Motion from Councilor Quigley, seconded by Councilor Patty, to ratify the Mayor's reappointment of Michael Jaeger to the Public Safety Commission. Motion passed 4:0.
Public Hearing	None.
Unfinished Business	None.
New Business Transportation System Plan Update a. Presentation – Dan Fleishman and the City's consultant Kittelson and Associates Mill Creek Park Concept Plan a. Presentation – Lance Ludwick and the City's consultant AKS Engineering	The City's consultant, Kittelson and Associates, provided an update on the City's Transportation System Plan update. Council discussion of crash rates and roundabouts. The City's consultant, AKS Engineering, provided an update on the Mill Creek Concept Plan. Council discussion of splash pad, park visibility, basketball court lighting, trail ADA accessibility, lighting on trails, and playground surfacing.

<p>Resolution No. 986, Authorizing an Application for a Local Government Grant from the Oregon Parks and Recreation Department for Development of Mill Creek</p> <p>a. Staff Report – Lance Ludwick</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p> <p>Council Liaisons</p> <p>a. Staff Report – Keith Campbell</p> <p>b. Council Deliberation</p> <p>c. Council Decision</p>	<p>Mr. Ludwick reviewed the staff report.</p> <p>Council discussion of maximum grant amount allowed to request and previous grant awards.</p> <p>Motion from Councilor Patty, seconded by Councilor Hook, to approve Resolution No. 986 as presented. Motion passed 4:0.</p> <p>Mayor Porter spoke about the Council Liaisons and the proposed new liaison positions.</p> <p>Council discussion of frequency of attending meetings. The Council requested staff provide an informal list of possible groups and meeting times for each proposed category.</p> <p>Motion from Councilor Ohrt, seconded by Councilor Hook, to approve the new liaison positions of:</p> <ul style="list-style-type: none"> • Economic Development (Local, County, State and Federal) • Governmental Agencies (Local, County, State and Federal) • Public Safety (Local, County, State and Federal) • Fire Department • Community Relations • City Projects <p>Motion passed 4:0.</p>
Staff / Commission Reports	None.
Presentations / Comments from the Public	None.
Business from the City Manager	None.
Business from the Mayor	None.
Business from the Council	<p>Councilor Quigley thanked Ms. Moser for the recent Brews, Bites, and Books event at the Library.</p> <p>Councilor Hook requested staff further research options for the Village Creek “no parking” issue. Staff will look into the request.</p> <p>Councilor Quigley shared Ordinance 1019 will be coming back before the Council in the near future with recommendations.</p>

Future Agenda Items – Tuesday, February 19, 2019

- a. Presentation by Thomas Hogue, Marion County Economic Development
- b. Public Hearing – Code Amendments
- c. Sidewalk Program
- d. Downtown Parking

APPROVED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF FEBRUARY 2019, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Henry A. Porter, Mayor

Date: _____

Attest: _____
Keith D. Campbell, City Manager

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 City Council

FROM: Rich Sebens, Police Chief
Dan Fleishman, Director of Planning and Development
Lance Ludwick, Public Works Director

DATE: February 19, 2019

SUBJECT: Downtown Parking - Informational

SUMMARY

Due to State law and visibility issues, parking spaces downtown need to be moved back from the intersections and crosswalks, twenty feet.

ISSUE

For past decades, the City of Stayton has painted parking spaces in the commercial areas of downtown. With blocks being 200 feet in length, this has allowed eight parking spaces to be designated on each side of the block, when there are no driveways or fire hydrants.

Over the last several years as business has increased in the downtown we've seen an increase in traffic and concerns for parking. Parking slots are set so that they are next to the intersections. Because of this, the visibility for drivers to see cross traffic as they approach the intersections is very difficult. Over the years there have been numerous near misses and some accidents due to the visibility. In the past five years the Police Department has recorded 13 crashes in the downtown area associated with intersections.

To try to fix this issue a few years ago staff moved the parking space designations away from the intersection at E Ida St and N Second Ave. This seemed to help at this intersection. Recently, staff investigated expanding this to more intersections and found that state law dictates how close to crosswalks at intersections a vehicle may be parked. ORS 811.550 (17) states that a person is in violation of state law if the person parks, stops or leaves standing a vehicle within 20 feet of a crosswalk at an intersection.

The Public Works Department repaints the parking space markings every three to five years. This spring it will be time to repaint the parking space markings again. The City intends to relocate parking space designations in order to comply with state law. This will result in a loss of 73 of the existing 342 parking spaces in the 19-block area of the downtown. Attached are drawings

prepared by Public Works staff illustrating the new parking space designation layouts and the parking spaces that will be eliminated.

Staff is well aware of the potential impacts of the loss of parking on downtown merchants. We will be monitoring the parking situation on a regular basis after the spaces are repainted and will work with the merchants and Revitalize Downtown Stayton to assure there is an adequate supply of parking spaces in the downtown area.

The City owns two parking lots downtown. Staff has been discussing ideas that could result in these parking lots being more attractive, and adding signage to assure that motorists know that public parking is available. In addition, there are several privately owned parking lots which, with the cooperation of the property owner, improvements in signage could help make these spaces available to public.

Staff will keep the Council informed of the progress of the repainting and our efforts to assure adequate parking in the downtown.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance Ludwick, Public Works Director
DATE: February 19, 2019
SUBJECT: Annual Sidewalk Maintenance Program Memorandum

ISSUE

The Public Works Department has restarted the Sidewalk Maintenance Program which began in an effort to bring our sidewalks up to City code requirements and to make Stayton sidewalks safer and more user friendly.

BACKGROUND INFORMATION

In 2013, the City implemented the sidewalk maintenance program to address deteriorating sidewalks throughout town. For this program the City is divided up according to the boundaries shown on the Marion County Tax Maps.

During November of 2018, City staff inspected the sidewalks in the area bound by Regis Street to the south, Gardner Street to the west, Shaff Road to the north and First Avenue to the east. This area is also shown on Marion County Tax Map 09S 01W sections 10BA and 10 BB.

The inspections performed in the area by Public Works staff identified dozens of trip hazards, excessive cracks, and deteriorating concrete sections. Repairs and/or replacement of these sidewalks will help create safe paths for pedestrians.

Stayton Municipal Code, Title 12, Section 12.04.260 states that:

1. *Each property owner is responsible for maintenance of the curb, sidewalk and landscape strip, including street trees, abutting the owner's property. The curb, sidewalk and landscape strip shall be kept clean and in good repair.*
2. *If any curb, sidewalk, street tree or landscape strip between the curb and the property line becomes unsafe, out of repair, and/or poses an unreasonable risk of danger to person or property, the Public Works Director will notify the affected property owner to repair, maintain or clean the curb, sidewalk, street tree or landscape strip as conditions may require.*

The Public Works Department notified all the property owners in the project area about the upcoming sidewalk inspections. Letters were sent out on November 14, 2018.

The Public Works Department has met with over 30 property owners to discuss the repairs needed to come into compliance.

On February 13th, 2019, a Request for Bids was sent out to contractors to perform the work. Once the bids are received, the Public Works department will send out letters to all the affected property owners. The letters will explain to the property owners that there are three (3) alternatives to choose from to come into compliance, which are:

1. Authorize the City to make the repairs for a cost not to exceed the contractors bid amount per square foot.
2. The property owner can elect to obtain a Right-of-Way Permit from the Public Works Department and perform the work themselves by a specific date.
3. The property owner can elect to hire a contractor themselves, for which the contractor will be required to obtain a Right-of-Way Permit from the Public Works department and have the repairs made by a specific date.

The 2019 Sidewalk program will conclude by mid-June 2019.

FISCAL IMPACT

The financial impact to the City varies depending on how many residents want to enter into an agreement to make monthly payments to the City for the sidewalk repairs. The engineers cost estimate for the project ranges from \$41,000 -\$48,000.