



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, February 4, 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 of Recycling Award to the City of Stayton by Republic Services

CONSENT AGENDA

- a. January 22, 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.

BUSINESS FROM THE MAYOR

Committee and Commission Reappointments

- a. Public Safety Commission
 - Michael Jaeger

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

Transportation System Plan Update

Informational

- a. Presentation – Dan Fleishman and the City’s consultant Kittelson and Associates

Mill Creek Park Concept Plan

Informational

- a. Presentation – Lance Ludwick and the City’s consultant AKS Engineering

Resolution No. 986, Authorizing an Application for a Local Government Grant from the Oregon Parks and Recreation Department for Development of Mill Creek

Action

- a. Staff Report – Lance Ludwick
- b. Council Deliberation
- c. Council Decision

Council Liaisons

Action

- a. Staff Report – Keith Campbell
- 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 MANAGER

BUSINESS FROM THE MAYOR

BUSINESS FROM THE COUNCIL

FUTURE AGENDA ITEMS – February 19, 2019

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

ADJOURN

CALENDAR OF EVENTS

FEBRUARY 2019

| | | | | |
|-----------|-------------|--|-----------|------------------------------|
| Saturday | February 2 | City Council Goal Setting | 9:00 a.m. | E.G Siegmund Meeting Room |
| Monday | February 4 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | February 5 | Parks & Recreation Board | 6:30 p.m. | E.G. Siegmund Meeting Room |
| Tuesday | February 12 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| 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

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|-----------|----------|--------------------------|-----------|------------------------------|
| Monday | March 4 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | March 5 | Parks & Recreation Board | 6:30 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

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|-----------|----------|--------------------------|-----------|------------------------------|
| Monday | April 1 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | April 2 | Parks & Recreation Board | 6:30 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

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|-----------|--------|--------------------------|-----------|------------------------------|
| Monday | May 6 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | May 7 | Parks & Recreation Board | 6:30 p.m. | E.G. Siegmund Meeting Room |
| Tuesday | May 14 | Commissioner's Breakfast | 7:30 a.m. | Covered Bridge Café |
| 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

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|-----------|---------|--------------------------|-----------|------------------------------|
| Monday | June 3 | City Council | 7:00 p.m. | Community Center (north end) |
| Tuesday | June 4 | Parks & Recreation Board | 6:30 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
January 22, 2019**

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

Time Start: 7:01 P.M.

Time End: 9:07 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 | 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 |
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| REGULAR MEETING | |
| Announcements a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc. | None. Councilor Ohrt, Councilor Hook, and Councilor Patty declared ex parte contacts in regard to this evening's public hearing. They have visited the Village Creek neighborhood during their election campaigns and it was a topic raised by neighbor(s) they spoke with. Councilor Hook was also present at the November Council meeting where this issue was discussed in a public hearing. |
| Presentations / Comments from the Public a. Judy Stratton | Ms. Stratton expressed concern about traffic issues on E. Burnett where her home is and requested speed bumps be installed. Chief Sebens responded and will be in contact with Ms. Stratton. |
| Consent Agenda a. January 7, 2019 City Council Minutes | Motion from Councilor Patty, seconded by Councilor Hook, to approve the consent agenda as presented. Motion passed 5:0. |
| Business from the Mayor Committee and Commission Reappointments a. Planning Commission <ul style="list-style-type: none"> • Richard Lewis | Motion from Councilor Quigley, seconded by Councilor Hook, to ratify the Mayor's appointment of Richard Lewis to the Planning Commission. Motion passed 5:0. |
| Public Hearing Condition of Approval U, Regarding Parking Restrictions in the Village Creek Subdivision a. Commencement of Public Hearing b. Staff Reports | Mayor Porter opened the hearing at 7:12 p.m. Mr. Fleishman reviewed the staff report. |

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| c. Questions from the Council | Council discussion of additional parking options for those in the neighborhood, potential options for “no parking” signage in the neighborhood (alternating sides every 6 months, allowed parking times on each side, 15 minute parking, parking permits, etc.), feasibility of creating a cul-de-sac at the end of Hobson Street, and number of citations issued since 2014. |
| d. Public Testimony | <p><u>Justin Aquinaqa, 18433 Old Mehama Road</u>, shared the names of the property owners at the end of Hobson Street.</p> <p><u>Aaron Fuson, 750 Hobson Street</u> spoke in opposition of the no parking in his neighborhood. He would like to see the signs removed.</p> <p><u>Bob Purvis, 531 Hobson Street</u> spoke in opposition of the no parking in his neighborhood. He would like to see the signs removed.</p> <p><u>Tami Deloach, 440 Hobson Street</u> inquired as to what problems have caused this to arise as an issue now.</p> <p><u>Janice Purvis, 531 Hobson Street</u> inquired about the petition opposing the “no parking” submitted previously to Council.</p> |
| e. Questions from the Council | Council questions and discussion regarding the neighborhood petition originally presented to Council, solutions for the no parking, and the City’s liability if something were to happen in the neighborhood. |
| f. Staff Summary | Mr. Fleishman provided a staff summary. |
| g. Close of Hearing | Mayor Porter closed the hearing at 8:03 p.m. |
| h. Council Deliberation | Council discussion of lack of options to solve the parking issue. |
| i. Council Decision | <p>Motion from Councilor Hook to retain condition of approval U from Land Use File #121-10/01 and direct Public Works to post no parking signs every two parking spaces on alternating sides of the road. <i>Motion died due to lack of a second.</i></p> <p>Continued discussion of alternatives to the no parking.</p> <p>Motion from Councilor Quigley, seconded by Councilor Molin, to retain condition of approval U from Land Use File #121-10/01, and modify the draft order to remove the directive to have the public works department post no parking signs. Motion passed 3:2 (Patty, Ohrt).</p> |

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| | Mayor Porter read the closing statement. |
| Unfinished Business Annexation and Comprehensive Plan Map Amendment Applications, Hillyer Ford, Golf Lane a. Staff Report – Dan Fleishman b. Council Deliberation c. Council Decision | Mr. Fleishman reviewed the staff report. Council discussion of connecting to City water and future development agreement. Motion from Councilor Molin, seconded by Councilor Hook, to approve the applications of Leo Hillyer (Land Use File #19-09/18) for annexation and comprehensive plan amendment and assign Commercial General Zoning to the property by enacting Ordinance No. 1028 as presented. Motion passed 5:0. |
| New Business Stayton Community Trails System a. Staff Report – Keith Campbell, Dan Fleishman, Chief Rich Sebens Resolution No. 985, Amending Resolution No. 984 to conform to Requirements Under the City Charter a. Staff Report – Keith Campbell b. Council Deliberation c. Council Decision Economic Development Strategies Project a. Staff Report – Dan Fleishman | Mr. Campbell, Mr. Fleishman, and Chief Sebens reviewed the staff report. Council discussion of making the trail(s) ADA accessible, grants, trails throughout the community and placement of trails. Mr. Campbell reviewed the staff report. Nothing further. Motion from Councilor Quigley, seconded by Councilor Hook, to approve Resolution No. 985 as presented. Motion passed 5:0. Mr. Fleishman reviewed the staff report. |
| Staff / Commission Reports | None. |
| Presentations / Comments from the Public | None. |
| Business from the City Manager a. Monthly Departmental Reports Online | Mr. Campbell shared the monthly staff reports are available on the City’s website at www.staytonoregon.gov/page/gov_cc_monthly_reports . |
| Business from the Mayor | None. |
| Business from the Council | Councilor Quigley requested staff review and evaluate Resolution No. 809, City Council Rules. Mr. Campbell stated staff will schedule this topic for a work session. |

Councilor Quigley thanked Richard Lewis for all he does for the community.

Future Agenda Items – Monday, February 4, 2019

- a. Mill Creek Park Concept Plan Presentation
- b. Recycling Award Presentation by Republic Services
- c. Downtown Parking

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH 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

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Stayton Police Advisory Board

PLEASE CHECK ONE:

- New Applicant
 Application for reappointment

Years resided in Stayton: 20

PLEASE PRINT

Name Michael Jaeger

Address 1550 Eagle St Stayton, OR 97383 Home Ph# 503-769-6595

Email Address jaegerm@columbiabank.com Cell Ph# 503-871-0227

Occupation Banker

Place of Employment Columbia Bank

Business Address 1800 Wilco Rd, Stayton, OR 97383

Phone 503-769-7324 Email same

-
1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I've served on the committee for several years.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I know the community well and can provide support both ways as well as communication.

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION



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 4, 2019
SUBJECT: Resolution No. 986, a Resolution to Apply for a Local Government Grant from the Oregon Parks and Recreation Department for the development of Mill Creek Park

ISSUE

The issue before the City Council is whether or not to approve Resolution No. 986, authorizing the City Manager to apply for and sign an Oregon Parks and Recreation Department (OPRD) Local Government Large Grant application for the development of Mill Creek Park. Resolution No. 986 shall become effective upon adoption by the Stayton City Council.

BACKGROUND INFORMATION

The City acquired 23 acres along Mill Creek to develop a future park. The park will include amenities not available in existing parks like a youth baseball field, Skate Park, covered stage, bocce ball, picnic areas and walking paths.

In September of 2017 the City sent out a Request for Proposals to consultants to help the City develop a master plan for the newly acquired land, known as Mill Creek Park. AKS Engineering and Forestry (AKS) was interviewed and selected as the consultant to help the City develop the park master plan.

On February 22, 2018 AKS and the City held a City wide open house to get feedback from the citizens on what type of amenities they would like to see in the new park. Approximately 40 citizens participated in the open house. AKS processed the information received from the community and developed 3 concept plans incorporating the most desired park amenities.

On September 11th, 2018 the 3 concept plans were presented to the City's Parks and Recreation Board for comments. The Board members were asked which concept plan they preferred and what amenities from the other concept plans that they would like to add to the preferred plan. The resulting information was provided to the AKS park design team.

On November 13th, 2018 AKS and the City held a second City wide open house to view the 3 original concept plans and a fourth plan which was a plan derived from the Parks and Recreation Boards comments and suggestions. Eight citizens showed up and participated in the open house.

In December 2018 the developed master plan for Mill Creek Park was placed in the Stayton City Library for display for the public to view and comment on. The developed park master plan was left on display through the month of January.

The comments received from the Library display was given to the consultants for their use. The concept plan presented to you tonight is the product of all of the City comments received in from the past year.

STAFF RECOMMENDATION

Staff recommends the City Council approve Resolution No. 986, authorizing the City Manager to apply for and sign an OPRD grant application.

OPTIONS

1. The City Council could choose to approve Resolution No. 986.
2. The City Council could choose to deny Resolution No. 986.

MOTION(S)

1. Move to approve Resolution No. 986.

Adoption will authorize the City Manager to apply for and sign the Oregon Parks and Recreation Local Government Large Grant application for the development of Mill Creek Park.

2. Move to deny Resolution No. 986.
3. Move to modify staff's recommendation.



DATE 11/13/2018

AKS JOB #282

AKS ENGINEERING & FORESTRY, LLC
 12965 SW HERMAN RD STE 100
 TUALATIN, OR 97062
 P: 503.563.6151
 F: 503.563.6152
 aks-eng.com

AKS

ENGINEERING · SURVEYING · NATURAL RESOURCES
 FORESTRY · PLANNING · LANDSCAPE ARCHITECTURE

MILL CREEK PARK CONCEPTUAL MASTER PLAN

MILL CREEK NEIGHBORHOOD PARK
 STAYTON, OREGON

RESOLUTION NO. 986

A RESOLUTION AUTHORIZING THE CITY OF STAYTON TO APPLY FOR A LOCAL GOVERNMENT GRANT FROM THE OREGON PARKS AND RECREATION DEPARTMENT FOR THE DEVELOPMENT OF MILL CREEK PARK

WHEREAS, the Oregon Parks and Recreation Department (OPRD) is accepting applications for the 2019 Local Government Large Grant Program; and

WHEREAS, the City of Stayton desires to participate in this grant program to the greatest extent possible as a means of providing needed park and recreation improvements and enhancements; and

WHEREAS, the Parks and Recreation Board and City staff have identified the development of Mill Creek Park will help meet the deficiencies as called out in the city's Parks and Recreation Master Plan; and has solicited comments from area residents and park users and has developed a conceptual plan to develop Mill Creek Park; and

WHEREAS, the development of 23 acres at Mill Creek Park includes a youth baseball field, walking trails, picnic shelters, playground, green open space, skate park, covered basketball court, native riparian meadows, bird boxes, an observation tower, horseshoe, bocce ball, and covered stage; and

WHEREAS, the OPRD grant program requires a 40 percent match and the City of Stayton is using the value of the land that has been acquired to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of Stayton will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded; and

WHEREAS, one of the requirements of the OPRD grant application process is that the application must include a resolution from the governing body authorizing the grant application.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAYTON, OREGON, AS FOLLOWS:

- Section 1: The City Council demonstrates its support for the submittal of a grant application to the Oregon Parks and Recreation Department for the development of Mill Creek Park.
- Section 2: The City of Stayton, through its City Manager, shall apply for a Local Government Grant from the Oregon Parks and Recreation Department to pay for the development of Mill Creek Park as identified on the Mill Creek Park Conceptual Master Plan.
- Section 3: The City of Stayton, through its City Manager, may submit additional grant applications and funding requests to private foundations, local corporations and civic groups in order to provide funding for the Mill Creek Park development improvements.
- Section 4: This Resolution shall be effective following its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this ____ day of February, 2019.

CITY OF STAYTON

Date: _____, 2019

By: _____
Henry A. Porter, Mayor

Date: _____, 2019

By: _____
Keith D. Campbell, City Manager



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: February 4th, 2019
SUBJECT: Appointment of Council Liaisons

Per Resolution No. 809, City Council Rules, *“The Mayor shall appoint one of more Council members to serve as the representative to all committees, boards, or agencies outside the City government in which the City has an interest.”* It goes on to say, *“The Mayor may appoint one or more Council members to serve as liaisons with all City advisory committees, civic groups and organizations, and intergovernmental agencies or groups of which the City is a member or a participant.”* Councilor Quigley has asked for a review of Resolution No. 809. The aforementioned language is an example of challenges with Resolution No. 809.

Traditionally, the Mayor requested that council members volunteer to serve as a liaison to several different boards and committees which include:

- Adaptive Management Group (AMG)
- North Santiam School District Board
- Parks and Recreation Board
- Regional Transportation Advisory Committee
- Library Board
- Santiam Communication Council
- Public Safety Commission
- Marion County Veterans Task Force

The challenge is the focus of the appointments are narrowly focused, the obligation or expectations have significant variance, some boards are now defunct, and the scope of the appointments may not align with the needs and expectations of the City. Additionally, these narrow appointments create, intentionally or not, a de facto allocation of priorities for the City and the Governing Body. The language of Resolution No. 809 does not set what appointments need to be made; instead it seems appointments were made to continue a consistency with past practices.

Working with the Mayor, we formulated a new proposal for the allocation of Council Liaisons that would have a specific, yet broader focus that would assign areas of City interests and allow for more flexibility and opportunities for input and insight for members of the Governing Body.

The proposal would create the following Liaison Positions:

- Economic Development (Local, County, State, and Federal)
- Governmental Agencies (Local, County, State and Federal)
- Public Safety (County, State, Police, Emergency Planning)
- Fire Department
- Community Relations (Social Media, Newsletters, Community Outreach, Surveys)
- City Projects (Advisory Groups, Master Plans, City Projects)

MOTION(S)

1. Motion to approve the new liaison positions of:

- Economic Development (Local, County, State, and Federal)
- Governmental Agencies (Local, County, State and Federal)
- Public Safety (County, State, Police, Emergency Planning)
- Fire Department
- Community Relations (Social Media, Newsletters, Community Outreach, Surveys)
- City Projects (Advisory Groups, Master Plans, City Projects)

2. Motion to approve the new liaison positions as amended...

3. Make no changes; no motion necessary.