



AGENDA

STAYTON CITY COUNCIL MEETING

Monday, March 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.*

CONSENT AGENDA

- a. February 19, 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

Appointment of Council Liaisons

Action

- a. Staff Report – Keith Campbell
- b. Council Deliberation
- c. Council Decision

NEW BUSINESS

Economic Development Strategies Project

Informational

- a. Staff Report and Presentation – Dan Fleishman and Alisa Pyszka of Bridge Economic Development

City Housing Rehabilitation Program

Informational

- a. Staff Report – Dan Fleishman

OLCC Annual Renewals

Informational

- a. Staff Report – Chief Rich Sebens

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 18, 2019

- a. Council Rules
- b. Public Hearing – Code Amendments
- c. Village Creek Parking
- d. Water Treatment Plant Sand Filter Replacement Award of Bid
- e. City Council Goals

ADJOURN

CALENDAR OF EVENTS

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 5	Ordinance 1019 Committee	7:00 p.m.	Community Center (north end)
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 19, 2019**

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

Time Start: 7:00 P.M.

Time End: 8:10 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Deputy City Recorder
Councilor Paige Hook (excused)	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
REGULAR MEETING	
Announcements	
a. Additions to the Agenda	Mayor Porter added appointments to Committees and Boards to the agenda under Business from the Mayor.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Business from the Mayor	
a. Committee and Commission Appointments	Motion from Councilor Quigley, seconded by Councilor Patty, to ratify Mayor Porter's appointment of Wayne Houghtaling and A.J. Westlund to the Parks and Recreation Board; Ralph Lewis and Connie Dominguez to the Budget Committee; and Tyler Garries, Fred Kroon, Steve Halverson, and Julie Whitehurst to the Housing and Neighborhood Vitality Advisory Commission. Motion passed 4:0.
Presentations / Comments from the Public	
a. Harry Stratton	Mr. Stratton shared his concerns about speeding on E. Burnett Street. Chief Sebens responded.
b. Presentation by Thomas Hogue, Marion County Economic Development Coordinator	Mr. Hogue spoke about his position as the Economic Development Coordinator with Marion County and how his position works with smaller cities in the county.
Consent Agenda	
a. February 4, 2019 City Council Minutes	Motion from Councilor Ohrt, seconded by Councilor Quigley, to approve the consent agenda as presented. Motion passed 4:0.
Public Hearing	None.
Unfinished Business	None.

<p>New Business Downtown Parking a. Staff Report – Chief Rich Sebens, Dan Fleishman, and Lance Ludwick</p> <p>Annual Sidewalk Maintenance Program a. Staff Report – Lance Ludwick</p>	<p>Staff reviewed the report included in the Council packet. Council discussion of crosswalks; the possibility of diagonal parking; rather than no parking making the spaces loading / unloading zones; and current public parking lots.</p> <p>Mr. Ludwick reviewed the staff report on the City’s annual sidewalk maintenance program. Council discussion of ADA approaches, owner responsibility, and cost; owner willingness to repair the sidewalks; and goals for areas that don’t have sidewalks.</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	Councilor Quigley spoke about traffic issues on E. Burnett.
<p>Future Agenda Items – Monday, March 4, 2019 a. Annual OLCC Renewals b. Economic Development Strategies c. CDBG d. Council Liaisons</p>	

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF MARCH 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 the Stayton City Council
FROM: Keith Campbell, City Manager
DATE: March 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)

On February 4th the Governing Body reviewed the above proposal and asked staff to provide more details on the obligations of each of the liaison positions.

The goal and intent of changing the nature of the council liaisons appointment was to provide flexibility and to broaden the scope of the liaison position beyond a very narrow field of view, or in an area where the time or energy of the councilmember was unnecessary, or where the currently assigned organization wasn't actively engaged in matters that would be of interest or of critical importance to the City or for the goals of the Governing Body.

To be clear, there isn't the expectation that an appointee will attend any and all meetings germane to assigned liaison position. Nor are there any expectations that a member of the governing body still couldn't be active or engaged in an area outside of their appointed role. Situations and opportunities in the City are dynamic. It is impossible today to predict an opportunity, or challenge, but the hope is the new liaison assignments will allow for staff to have a point of contact and engagement from an individual councilmember who can become the "expert" amongst the members of the governing body.

For example, the liaison for Governmental Agencies wouldn't be expected to attend or be briefed on the rote interaction or communication the City has with other governmental agencies, but may become engaged and involved in working to establish a partnership or inter-local agreement that would benefit the community. While there may be no formal meetings for Community Relations, the involvement and input in designing and implementing a Community Survey proposal could provide valuable insight to assuring that the survey is meaningful and beneficial to the Governing Body as a whole.

Staff would not encourage looking at the council liaisons positions as they have been operated in the past, but instead looking to appointment areas that may be of personal interest or individual passion.

MOTION(S)

1. Motion to appoint the members of the Governing Body to 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)
2. Motion to approve the new liaison positions as amended...
3. Make no changes; no motion necessary.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: March 4, 2019
SUBJECT: Economic Development Strategies Project -- Informational

In November, the City contracted with Bridge Economic Development for assistance in creating our Economic Development Strategies.

A series of "roundtable" discussions was held in late January.

Alisa Pyszka of Bridge Economic Development will be making a presentation to the Council on their progress to date.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: March 4, 2019
SUBJECT: City Housing Rehabilitation Program -- Informational

ISSUE

The purpose of this report is to inform the City Council about the status of the City's efforts to provide support to residence in maintaining and improving their housing situation.

BACKGROUND INFORMATION

The City's Comprehensive Plan includes a local Goal that Existing and future residents will be provided a choice of housing types in safe and healthful housing. To achieve that goal, the Plan includes a number of policy statements, including:

- It is the Policy of the City to assure that all occupied housing units are safe, decent, and suitable for healthful habitation
- It is the Policy of the City to encourage the maintenance, conservation and enhancement of existing residential areas and housing stock

The Community Development Block Grant (CDBG) program was established by Congress in the 1970s to provide financial assistance to local governments in addressing the needs of low and moderate income residents and removing or preventing slum and blight conditions. Federal funds are provided to the states, who individually design the programs for which local governments may apply. While Oregon's CDBG program has changed over the past twenty years, a consistent part of the program has been the availability of funds for housing rehabilitation.

The City of Stayton has been the successful applicant for three housing rehabilitation grants. The first was in 2002, when the City was awarded a \$250,000 grant. This money was lent to eleven income-qualified homeowners. The City has contracted with the Mid-Willamette Valley Council of Governments to administer the program. MWVCOG serves as the contract administrator for multiple local governments in the three county area.

The grant funds are provided to qualified homeowners for home repair projects. The terms of the loan do not require any payment until such time as the home is sold or refinanced. Interest only accrues for the first four years of the loan. Many of the original loans made in 2002 have been repaid and those funds are then available to lend out to others.

Stayton has seen a steady demand for loans, as we periodically publicize availability of funds. The City's agreement with MWVCOG and the other cities in the area allows unused funds from one community to be used another community if they are sitting unused. Stayton residents have been able to take advantage of this arrangement, as we have had more demand than other communities.

In 2011, the City partnered with the City of Woodburn and Marion County and was awarded another grant. However because of the downturn in housing prices, no homeowners were able to meet the underwriting standards for loan and the grant funds were returned to the State of Oregon.

In late 2017, The City of Stayton partnered with cities of Mount Angel, Aumsville, and Turner and with Marion County and submitted another application. Stayton, have the most staff capacity of the four cities, is serving as the lead applicant. This program is targeted to owners of manufactured housing units who do not own the land where their home is located. These individuals are not eligible to participate in the "traditional" housing rehabilitation program because a lien can't be placed on the property. The financial assistance provided to the homeowner in this program is in the form of a grant.

In late February of 2018, we received notice that the grant application had been selected for award. It took several months for the contract paperwork to be produced, for the initial environmental review to be accomplished, and the City to receive notice that the funds were released. In preparation of the application letters had gone out to the owners of all units all three of the City's mobile home parks, in order gauge the interest and eligibility. In late October letters went out to those who had replied to the initial mailing.

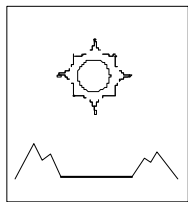
MWVCOG continues to administer the program for the cities and the County. The agreement with the five partners in the grant is that at least one-third of the funds will be available to residents of Stayton. As of this week we have received 11 applications from homeowners in Stayton and two each in Mt Angel and Aumsville. Three projects have been completed and two are under construction.

The City will continue to periodically publicize the availability of housing rehabilitation loan funds. A copy of a brochure explaining the loan program is attached.

Attention Homeowners! Money is available to do major repairs on your home. For more information call: (503)588-6177

Atenciones duenos de casas! Tenemos dinero para hacer reparaciones mayores en su casas. Numero de telefono: (503)588-6177

The City of Stayton Housing Rehabilitation Program is funded by Community Development Block Grant funds from the Federal Department of Housing and Urban Development



Administered by:
Valley Development Initiatives &
Mid Willamette Valley
Council of Governments
105 High Street SE
Salem, Or. 97301
503-588-6177

PROGRAM INCOME LIMITS

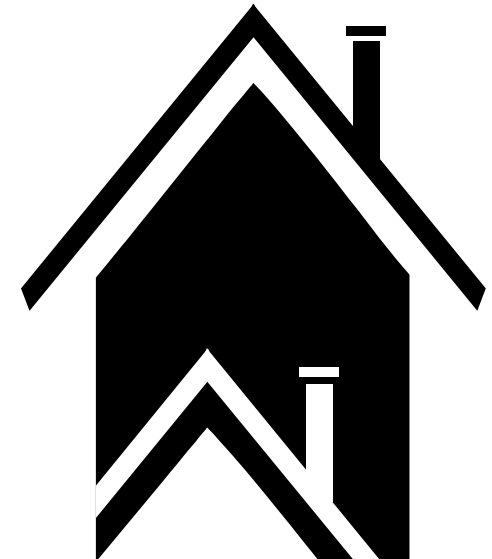
Household Size	Income Limit
1 Person	\$36,450
2 Persons	\$41,650
3 Persons	\$46,850
4 Persons	\$52,050
5 Persons	\$56,250
6 Persons	\$60,400
7 person	\$68,750

* Effective April 1, 2018. Total gross income includes, but is not limited to, the following: wages, salaries, tips, commissions, self-employment income, interest, net rental income or income from estates or trusts, dividends, social security benefits, pensions, annuity income, alimony, child support, welfare payments and other public assistance programs, veteran's benefits, disability benefits, stipends, or living allowances.

CITY OF STAYTON

HOUSING REHABILITATION PROGRAM

Low-Interest Deferred Payment Loans Available



DOES YOUR HOME NEED REPAIRS?



Maintaining our homes is a challenge. It seems like there is always some repair that needs doing! Sometimes our homes need repairs and we just don't have the money to do them. Now there is help available.

The City of Stayton has a Housing Rehabilitation Program that can help you.

The Housing Rehabilitation Program can help you repair or replace:

- Roofing
- Plumbing & Electrical
- Carpet and linoleum
- Painting
- Dryrot
- Foundations
- and other eligible repairs

HOW DOES THE PROGRAM WORK?



Here is how the Housing Rehab Program works:

- You may qualify for a loan of up to \$25,000 to be used to make repairs to your home.
- Only 4% simple interest accrues on the loan for the first 5 years. Zero interest accrues thereafter.
- There are no monthly payments. The loan does not need to be repaid until you sell your home. Then the loan is repaid from the proceeds of the sale.
- Money is available to qualified applicants on a first come, first served basis.

HOW DO I KNOW IF I QUALIFY?



To qualify for a Housing Rehab Loan:

- You must be purchasing (not renting) your home.
- Your home must be within the city limits.
- The combined income of all members of your household over the age of 18 must be under 80% of the median income for Marion County.
- You must have equity in your property based upon 85% of the County assessor's real market value or recent appraisal
- Give us a call to see if you qualify! Call Garrett Jensen at (503) 540-1640



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: March 4, 2019
SUBJECT: OLCC Annual Renewals - Informational

Annually, the Oregon Liquor License Commission (OLCC) requires licensed liquor establishments statewide to renew their licenses. As part of this renewal, the business is also required to provide the City with their renewal application and a \$35 processing fee. Once received, the application and notification of payment is forwarded to the police department who reviews the activities occurring at or near the vicinity of the licensed establishment in Stayton over the past year. State Law dictates the review standards. Based on this review, the City is given a deadline to notify OLCC only if it's recommended the renewal be denied.

It has been past practice that these renewals were also brought forward to City Council for "approval." However, after reviewing the requirements for OLCC's annual renewal process, the Stayton Municipal Code Title 5.24 Liquor License, and Resolution No. 653, which adopts policy guidelines and procedures for Council recommendations for renewal and issuance of liquor licenses, it's been determined this is an unnecessary step. OLCC has made it clear in their renewal notification process they only wish to hear from the local municipality when denial is recommended.

In the case of new OLCC license requests, these are required to be brought forward for Council approval before OLCC will issue the new license.

The following liquor license establishments meet the guidelines and policies established by Oregon Law and City Resolution for the year 2019.

Off Premise Sales	Full On-Premise Sales	Limited On-Premise Sales
Bi-Mart	Moose Lodge #2639	Fey Asian
Circle K East	Cheers On 1 st	UGO's Pizza
Circle K West	Ixtapa	Moxieberry
Roth's IGA	Mick & Moms	Brewski's
Safeway	Bottle Factory	Wolfgang
Stayton AM-PM	Red Apple	
Stayton Grocery Outlet	Happy Dragon	
Stayton Market and Deli		

Stayton Shell
Stop N Save #3
Stop N Save #14
La Esperanza
Happy Dragon
Stayton Liquor Store
