



City of Mt. Angel

City Council Packet

March 7, 2016

MT. ANGEL CITY COUNCIL MEETING AGENDA
290 East Charles Street – Community Meeting Room
Monday, March 7, 2016

6:00 p.m. EXECUTIVE SESSION

The City Council will hold an executive session per ORS 192.660(2)(d) to conduct deliberations with persons designated by the Council to carry on labor negotiations. This session is not open to the public.

7:00 p.m. REGULAR MEETING

- 1. Call to Order**
- 2. Flag Salute**
- 3. Roll Call**
- 4. Presentations, Guests, and Announcements**
Outstanding Projects of the Year Recognition - Katie Anderson, Youth Services Consultant, Oregon State Library
- 5. Appearance of Interested Citizens** - *please limit comments to three (3) minutes.*
- 6. Review Correspondence**
- 7. Review Written Staff Reports**
- 8. Review Accounts Payable**
- 9. Consent Agenda**
 - a. Approve City Council Meeting Minutes for February 1, 2016
 - b. Approve City Council Meeting Minutes for February 16, 2016
- 10. Unfinished Business**
 - a. Development Code Assessment Final Report
 - b. Action on Item(s) Discussed During Executive Session
- 11. New Business**
 - a. Public Comment and Resolution Adopting a Master Fee Schedule – A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR SERVICES PROVIDED BY THE CITY OF MT. ANGEL
 - b. Planning Commission Appointment
 - c. Approve Social Gaming License for Tiny's Tavern
 - d. Discussion of Future Agenda Items – See Council Agenda Calendar
- 12. City Manager's Report**
- 13. Councilor/Committee Reports**
- 14. Mayor's Report**
- 15. Adjournment**



Oregon

Kate Brown, Governor

State Library
250 Winter St. NE
Salem, OR 97301-3950
(503) 378-4243
FAX (503) 588-7119
<http://oregon.gov/osl>

Dear Carrie and Stephanie,

I am pleased to inform you that your 2014-2015 Ready to Read Grant project has been selected as one of the five Outstanding Projects of the year. Mount Angel Public Library used state funds to increase the number of youth who achieve their summer reading goal. Library staff made changes to the summer reading program to increase adult engagement and encourage families to participate together because parents are a child's first and most influential teacher. As a result of these changes, 82% of the youth who signed up for the summer reading program achieved their reading goal by the end of the summer—the statewide average last year was 33%. This is a significant effort in reducing summer slide where underserved youth can lose up to three months of what they learned during the previous school year. Congratulations on implementing this outstanding project!

I look forward to presenting your award at the City Council meeting on March, 7th at 7:00pm (meeting at your library at 6:00pm).

Sincerely,

Katie Anderson

Youth Services Consultant

CITY OF MT. ANGEL

March 2016

Department Reports

Eileen Stein
 City Manager
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 503-845-9291

ADMINISTRATION

FY 2016-17 Goals

1. Continue to evaluate new General Fund revenue sources to promote community livability (walkability, beautiful parks, library, and police protection) and make progress toward the city's 2035 vision.

We are following up from the Budget Committee workshop on February 16th. The FY 16-17 budget is being prepared. It will be a status quo budget (i.e. FY 15-16 service levels and staffing.) The options for new revenue and service enhancements will be presented as Decision Packages for further consideration by the Budget Committee.

2. Continue the process of analyzing costs and revenue sources for maintaining city, and possibly county infrastructure inside city limits, through the Infrastructure Task Force.

The Task Force met for a final time on February 11th and has made a set of recommendations for new rates and user fees. A draft report has been prepared which task force members are currently reviewing. This report will be ready to present to the City Council at the April meeting, certainly in advance of the start of Budget Committee meetings.

3. Implement Phase II of the Mt. Angel Development Code update project.

Approval of final assessment report is scheduled for the March 7th regular meeting. We have submitted a letter to secure funding for Phase II.

4. Continue planning and community outreach efforts on solutions for City Hall and the Police Department facilities.

We've received payment from CIS for the emergency work. Before completing the roof and ceiling repairs, we're trying to locate building plans to complete the structural assessment of the building.

Collective Bargaining

The Mt. Angel Police Association contract is scheduled for approval at the March 7th meeting. There has been a first meeting with LIUNA to receive their proposal.

Mt. Angel Telephone Franchise

The new franchise agreement is being prepared (and updated) by the City Attorney. The structure of the agreement may be modified, the current portfolio of services (i.e. phone, cable and Internet?) offered by Mt. Angel Telephone now they they've been absorbed by Canby Telephone.

Pudding River Watershed Grant – The Pudding River Watershed Collaborative project was not selected to move forward. The parties will be meeting soon to assess how to move ahead given all the positive energy created by writing the Letter of Interest for the grant.

Vacation

I've confirmed my out of office dates to March 17-27. I expect to be back to work on Monday, March 28.

Justin Hogue
Assistant to the City Manager
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COMMUNITY DEVELOPMENT

Façade Improvement Program

The City received 6 applications to participate in the Façade Improvement Program. On February 22nd the Design Review Board met to review the applications submitted, provide feedback on proposed improvements, and suggest design elements that would further enhance the structures' facades and complement the Bavarian theme.

Planning Activity

Westech is currently reviewing public improvements and private utilities for the Grandview project. The City is also waiting for Marion County to finish their review of utility drawings for the Mt. Angel School District administrative building. After Marion County Engineering has completed their review, the City will schedule a pre-construction conference with the project manager.

Permits

A land use application was received to partition a lot into 3 parcels. This will be considered a minor variance and will be handled administratively. An application for a building permit was received for a single family dwelling and is currently being by Marion County.

Annexation

Staff assisted Frank Kirkbride, the Wachter's property/project manager, in conducting a community meeting on February 23rd. Mr. Kirkbride's purpose for the meeting was to discuss community concerns and ideas with all those interested in the future development of the property. Approximately 15 individuals were present for the meeting, including residents not only inside, but also outside city limits. Good dialogue occurred between Mr. Kirkbride and those that attended the meeting. Questions and concerns regarding future development on the recently annexed property primarily revolved around the drainage ditch, potential timelines, ability to purchase homes, HOA and CCR rules and regulations, county jurisdiction, and city development standards. Mr. Kirkbride intends to create a more concrete design proposal for the development with consideration for the input he received and return for an additional community meeting once that design proposal is complete.

Extraterritorial Connection Agreement

Max Ruef and City Manager Stein signed an agreement between Max Ruef LLC and the City of Mt. Angel to extend sewer services to Mr. Ruef's property located on W. Church St., just outside of city limits. A component of the contract was the property owner's consent to annex, which ORS 222.173 stipulates will occur within a one-year period. However, Mr. Ruef also agreed to and signed a waiver of expiration of consent to annex, thereby waving the one-year period prescribed by the ORS.

Staff are in the process of drafting a letter addressed to property owners who have extraterritorial utility connections. The purpose of the letter will be to inform the property owners that the ordinance, requiring utility customers outside of city limits to pay the additional rate of 1.5%, will soon be enforced. Additionally, such property owners will be asked if they possess an interest in annexing into city limits, if the city were to cover the financial cost of annexation. This is not a cost for placing items on the ballot this November election, however, there will be some costs associated with the preparatory work.

Chauncey Seifried
Finance Director
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FINANCE

Budget

All departments have turned their budget requests into the finance department and we are currently compiling the numbers into the document. We held a budget workshop with city council and the budget committee on February 16th. The city manager and finance director will be meeting with the department heads to discuss the budget and where to go next. The first official budget committee meeting set for April 18th at 6:30 in the community room.

Utility Billing

\$2011 is 90 days past due.

70 shut off notices were mailed out.

4 customers had water shut off and all were turned back on.

Court

Court fine revenues for the month were \$5,095. Out of that, a check in the amount of \$790 was sent to Oregon Department of Revenue and a check in the amount of \$240 was sent to Marion County Treasurer. A check was received in the amount \$383 This amounts represent citations that were written outside of the city limits that were either prosecuted in Justice Court or Circuit court for traffic and criminal matters. Court was held Jan 13th of which 12 defendants were disposed. The next court session is Wednesday, March 16th, 2015 at 6:00 pm.

Carrie Alexandria Caster
Library Director
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503-845-9291

LIBRARY

Outstanding Ready to Read Project Award from the Oregon State Library

We were surprised and delighted to learn that we have been selected as one of the top 5 outstanding Ready to Read project libraries in Oregon in 2016! The Oregon State Library, which administers the federally funded LSTA Ready to Read grant, selected Mount Angel Public Library to receive an award this year for our efforts to revamp and improve our Ready to Read summer reading program. We had a high percentage of participants reach their reading goals this year (82%!) and we added in an adult summer reading component, encouraging families to participate together. We learned a great deal from our successes (and our challenges) last summer, and are excited to make this year's summer reading even better and more engaging for our community, and we are extremely grateful and humbled to have received this recognition for the work we did to encourage reading and learning in our community. Thank you to Youth Services Consultant Katie Anderson of the Oregon State Library for coming to present this award to us tonight!

Teen Advisory Board

Our first Teen Advisory Board (TAB) meeting happened this month and Stephanie welcomed 6 new TAB members! The young people selected for TAB are Stephanie Buhr, Maria Maldonado, Ruby Porras, Yelisa Porras, Miranda Otte and Edger Bernal. The first TAB suggested teen event was also held and 17 teens attended this teen movie and pizza event (many of whom were new to the library). TAB members will continue to meet monthly through June 2016, will take a hiatus during the summer months, and will meet again monthly starting in September 2016. TAB members also have agreed to volunteer at the library in some capacity and we've appreciated having their help at various library events and with other library tasks such as shelving, storytime prep, and more.

Read to the Dogs Program Debuts

Our first Read to the Dogs program took place on Saturday, February 27th with two certified therapy dogs, Maggie and Vuelie. We were very excited to have 11 children participate in this program in which children builds reading confidence. The therapy dogs and their handlers are donating their time to assist in this program which we hope to have as a monthly event at our library, most likely on Saturday afternoons. We are working to promote this program to the local schools and to other local educators.

Edge Initiative Completed

I have recently completed the Edge Initiative technology assessment tool and am excited to learn about the new tools available to us to meet the technology needs in our community. CCRLS libraries will be working together to see how we can leverage our group results into grants and programs to better meet the needs in our communities, including offering computer training for seniors, digital literacy skills for all ages, accessing digital content, and more. I now have access to additional webinars and training tools through this interface which I believe will be of value for helping our staff to be as well-trained and proactive in our technological skills and advocacy as possible. Compared to other libraries of a similar size, our library scores well in some areas and is falling behind in others. More detailed information will be shared soon as reports are developed.

Kindergarten at Wurstfest

Stephanie helped out at this year's Wurstfest kindergarten on Friday, February 5th, bringing fun German-themed Valentines crafts, a bean bag toss, children's books and coloring sheets to share with young attendees. We appreciate the opportunity to be involved in these wonderful community events and look forward to many more future collaborations.

Valentines Party

The Library hosted a Valentine's Party on Friday, February 13th which was attended by 35 people of all ages. Partygoers enjoyed making Valentines and sharing sweet treats. Many thanks are due to the 3 teen volunteers who assisted at the party. Patrons especially enjoyed the Valentines photo booth this year—check out the photos on our Facebook page.

Friends of the Library Booksale

The Friends of the Library worked very hard preparing for and holding a big booksale on February 26th and 27th. We are so grateful to have such a wonderful group of library supporters who work so hard to help! The sale was well-attended and the many donated and weeded books found new homes while generating funds for the library.

Periodicals Changes and Updates

We have been evaluating our magazine and newspaper collection to see what kinds of resources our patrons most value having access to.....and we've made a few exciting changes. Formerly, the newest issue of our magazines did not check out at all and the older issues circulated for 3 weeks. We have instituted a new policy of allowing our current issues to circulate right away, while reducing the loan period to 1 week. We've already had great patron feedback about this change, and feel that this works better for a library of our size. We also are bringing in some new titles and retiring titles which have received very little usage. We are happy announce we now carry *1859*, *Archaeology*, *Bon Appetit*, *Bloomberg Businessweek*, and *Vogue* (among others). We are also happy to have added the leading weekly agricultural newspaper *Capitol Press* to our newspaper collection and believe it will be of value to many in our community. Feedback and suggestions of desired titles and resources are always welcome from our patrons as we work to improve our collections.

Adult Craft Club Starts!

In March we will be debuting our new Adult Craft Club series of fun and relaxed crafting classes/programs for adults. Our first class will be on Thursday, March 10th from 3-5 and will be led by local artist and business owner Wendy Vanderbeck Burton (of Old Stone Coffee and Collectibles and Vanderbeck Valley Farm) who will be sharing her time and talents to teach a ragamuffin garland making class. Other DIY Adult Craft Classes, led by local artists and crafters, will be coming soon!

Circulation Stats

Items circulated in January 2016: **2443**

Items circulated in February 2016: **2566**

Patron visits in January 2016: **1005** (*Patron visits in February 2016: not yet tabulated--will be reported next month*)

Michael D. Healy
 Chief of Police
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 503-845-9294

POLICE

Personnel:

Officer Bill Snell is progressing well in his field training process. We are ready to begin the background investigation on a finalist for the last police officer opening.

Our records and evidence coordinator, Lynn Jenks, has announced that she will retire this May. In order to get her position filled in time for her to help train her replacement we have opened a recruitment.

Fire:

Officers Noe Martinez and Bill Snell, along with Sgt. Charpiloz responded to a house fire on February 7th. The fire was reported at 6:45 am while the three officers were going through their shift briefing between the oncoming and departing shift.

All three and especially Sgt. Charpiloz helped to save the life of the resident. Sgt. Charpiloz entered the residence twice which was filled with smoke. On his second trip he was able to locate and safely remove the unconscious victim with help from the other officers.

It is without a doubt their actions helped save the man's life. All three are to be commended.

School Resource Officer:

Ofcr. Hall concluded what turned out to be a multi-jurisdictional investigation of a "predatory" suspect which had taken over six months of focused investigation. The victim was a young female Mt. Angel resident. Ofcr. Hall wrote and served numerous search warrants and subpoenas for electronic records. He worked with F.B.I. personnel and law enforcement representatives in Washington state. We believe his investigation has also revealed evidence of at least two other similar young female victims in Oregon and Washington. The suspect was finally located and arrested while hiding in Washington. The suspect had made trips to Mt. Angel to meet with our victim.

Bi-Lingual Skills put to Use:

On February 21st Officer Martinez assisted Marion County Sheriff's Office detectives with translation and interviewing family members involved in a stabbing case. Officer Martinez's Spanish language and interviewing skills with uncooperative subjects played a key role in the determination of what had occurred and identifying the suspect, who was later arrested. Good Job Noe!

Kennedy High School Career Day:

Eileen and Justin went back to high school for a day along with Ofcr. Hall. They were there for Career Day discussing the excitement and challenge of working in municipal government. I'm told their presentations were well received.

Dan Bernt
 Public Works Superintendent
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 503-845-6260

PUBLIC WORKS

Water Department

- The reservoir telemetry quit working on Feb. 5th. We trouble shot the phone company's telemetry line, and the electrical connections. We then contacted M D Controls (telemetry system specialists). After some research and parts switching they decided that the problem was most likely the Analog Module in the panel up at the reservoir. We ordered a new one and it was installed on Feb. 18th. All is working properly at this time. During the time the telemetry was down we had to manually operate the wells based on estimated water usage each day. We had 1 overflow that was not contained in the drainage swale behind the Carmelites building near our reservoirs. Water got into the lower level of their building and caused some damage. The City's insurance covered the restoration costs. We have since installed a new hard pipe overflow line on Feb. 22nd that will eliminate the possibility of this happening again.
- A new fire hydrant was installed at the corner of E. Church St. and Cleveland St. before the sidewalk project was done. The old hydrant was in poor condition and fed from a 4" line. The new hydrant is fed from the 8" line in Church St.
- Public Works installed several new water meters for new homes under construction.
- Public Works did routine bi-monthly meter reading, 4 delinquency shut offs, and numerous special reads starts & stops.
- We collected routine water samples.
- We scheduled our water system sanitary survey by the State. It will be on March 17th. We do this every 5 years.
- Daniel, with assistance from Darlene, is working on our annual Cross Connection Report to the State.

Sewer Department

- Discharge of treated effluent from our wastewater treatment plant to the Pudding River continues. All is going well. We have less than 2 months left to discharge.
- We are planning the next I & I project. As it is quite extensive we met with the City Engineer to get a better grasp of the estimated cost before having them work up bid documents.
- We monitored sewer lateral work on W. Church for Max Ruef. We also installed a new water service to the same location

Parks Department

- Our crew has nearly finished the new play structure at Humpert Park. It should be ready for use by the end of February.
- We have started parks mowing.
- There has been a lot of use of the Nature Play area at Ebner Park now that the weather is improving. The basketball courts at all parks are also seeing heavy use.

Streets Department

- The crew did some tree trimming along the highway south of Church Street. We also had a contractor come in and remove trees at 2 locations that were too large for the strip between the curb and sidewalk, and were heaving the sidewalk.
- The street sweeper is at Gem Equipment. They are fabricating and installing a new Hopper Screen.
- The crew reinstalled a stop sign at the corner of Elm & Taylor St.
- A new sidewalk has been installed along the south side of City Hall and Berchtold Park. The Public Works crew is working on reshaping the lawn transition areas and resetting the existing irrigation system and will reinstall the Police Parking signs.
- Met with representatives of the Father Bernard Youth Center to discuss a new crosswalk and some new sidewalk on S. Main St.
- Did some maintenance work on Alder, Cleveland, John, Garfield and Monroe streets such as gravel spreading and some cold patch work.

Other

- Budget work.
- Many utility locates.
- Rehung a sound panel in the community room and installed 2 new wall clocks.
- Routine maintenance was done on the Parks Mowing Tractors.
- New ballasts installed at the Library.
- Colby rescued a kitten from a tree on N. Main St. as requested by MAPD.

Report Criteria:

Invoices with totals above \$0 included.

Only paid invoices included.

Invoice Detail.Description = {<->} "1099 adjustment"

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
6510	Laborers' Local 483	38	PW union dues,monthly/emp.paid	02/10/2016	342.38	342.38	02/16/2016
6510	Laborers' Local 483	FEB2016	PW union dues,monthly/emp.paid	02/24/2016	342.38	342.38	02/25/2016
12582	Mt Angel Police Association	35	Union dues/emp paid/monthly	02/10/2016	330.00	330.00	02/16/2016
Total :					1,014.76	1,014.76	
ADMINISTRATION DEPARTMENT							
2740	CDW Government, Inc.	BQB7863	Lexmark printer cartridges/city hall area	01/04/2016	215.26	215.26	01/28/2016
7720	Mt Angel Chamber of Commerce	2016FEB	First Citizen banquet ticket	02/23/2016	30.00	30.00	02/25/2016
11810	US Bancorp Service Center	FEB2016	Office depot: New open/close sign	01/25/2016	38.99	38.99	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office Depot: Trash can liners, resolution paper	01/25/2016	12.50	12.50	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office Depot: Trash can liners, resolution paper	01/25/2016	8.29	8.29	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office depot: Red ink pens	01/25/2016	22.49	22.49	02/16/2016
11810	US Bancorp Service Center	FEB2016	Costco: Toilet paper & facial tissue	01/25/2016	47.97	47.97	02/16/2016
12040	Village Print Shop	2016FEB	Regular imprinted envelopes(1000)	02/16/2016	80.00	80.00	02/25/2016
12260	Westech Engineering, Inc.	20993	City hall building inspection	01/31/2016	765.68	765.68	02/16/2016
12948	ENVIROSHRED NW	20179549	Monthly shredding services/Split	01/29/2016	17.85	17.85	02/16/2016
12966	NEOPOST USA, INC	14744596	Ink Cartridge for postage machine	12/02/2015	166.69	166.69	02/25/2016
7820	Mt Angel Telephone Company	396	City Hall Fax	02/05/2016	48.25	48.25	02/16/2016
7820	Mt Angel Telephone Company	399	City Hall, 2 lines	02/05/2016	106.79	106.79	02/16/2016
12583	CENTURY LINK	146	lines,9291,9292,6261	02/05/2016	12.78	12.78	01/28/2016
12883	NEOFUNDS BY NEOPOST	FEB2015	Postage funds for postage machine	02/14/2016	233.01	233.01	02/25/2016
6750	LEUPITZ PEST CONTROL, INC	33047	PEST CONTROL/City Hall building/split w/Pdept	01/14/2016	57.00	57.00	01/28/2016
7590	Moonlight Maintenance, Inc.	131	City Hall cleaning	02/05/2016	156.00	156.00	02/16/2016
11010	Kenneth W. Mead	12550	Re-key city hall/library/police bldgs	02/03/2016	443.25	443.25	02/16/2016
12965	OHI CONSTRUCTION	9381	EMERGENCY TARP ON ROOF(LEAK ISSUE)	02/19/2016	692.19	692.19	02/25/2016
2990	City of Woodburn	2016-0000017	IT support services	01/07/2016	475.00	475.00	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	250.00	250.00	01/28/2016
7720	Mt Angel Chamber of Commerce	FEB2016	DUES/annually	02/09/2016	65.00	65.00	02/16/2016
12925	OAMR Membership Chair	00276	Membership renewal/1 year(JH)	01/15/2016	25.00	25.00	01/28/2016
10795	SPEER HOYT, LLC	33825	Marijuana correspondence	01/01/2016	128.80	128.80	01/28/2016
10620	SILVERTON FLOWER SHOP	FEB2016	Mike Donahue/flowers	02/15/2016	100.00	100.00	02/25/2016
11810	US Bancorp Service Center	FEB2016	Bings Happy Garden: Goal setting lunch	01/25/2016	76.70	76.70	02/16/2016
11810	US Bancorp Service Center	FEB2016	Safeway: Goal setting food	01/25/2016	24.46	24.46	02/16/2016
11810	US Bancorp Service Center	FEB2016	Old stone coffee: City council goal setting session	01/25/2016	25.00	25.00	02/16/2016
5350	Hall, Michele Lynn	MA012516	Contracting services/council minutes	01/25/2016	81.00	81.00	01/28/2016
11810	US Bancorp Service Center	FEB2016	Sunriver resort: OGFOA conference lodging(FD)	01/25/2016	209.00	209.00	02/16/2016
12611	SEIFRIED, CHAUNEE	FEB2016	Finance breakfast staff meeting@homeplace	02/11/2016	41.70	41.70	02/16/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
12848	HOGUE, JUSTIN	FEB2016	Reimbursement for Oregon Budget law training	02/19/2016	35.70	35.70	02/25/2016
8210	Northwest Natural Gas Co.	81	City Hall bldg,split w/pdept	01/05/2016	157.69	157.69	01/28/2016
8210	Northwest Natural Gas Co.	83	City Hall bldg,split w/pdept	02/05/2016	133.23	133.23	02/16/2016
9220	PGE	758	95 Gar./CH bldg,split w/pdept.	01/25/2016	293.77	293.77	01/28/2016
12864	MERINA & COMPANY, LLP	10076	FY 14-15 Audit services/final billing	01/01/2016	812.00	812.00	01/28/2016
Total ADMINISTRATION DEPARTMENT:					6,089.04	6,089.04	
POLICE DEPARTMENT							
9600	Quill Corporation	2989455	Office supplies/paper	02/03/2016	323.51	323.51	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office depot: Multifold paper towels	01/25/2016	17.99	17.99	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office Depot: Trash can liners, resolution paper	01/25/2016	12.49	12.49	02/16/2016
12040	Village Print Shop	FEB2016	Business cards(500)Officer S.	02/03/2016	60.50	60.50	02/16/2016
12948	ENVIROSHRED NW	20179549	Monthly shredding services/Split	01/29/2016	17.85	17.85	02/16/2016
7820	Mt Angel Telephone Company	400	Police Dept lines	02/05/2016	155.55	155.55	02/16/2016
12583	CENTURY LINK	146	40009294,9848, Pdept long dist	02/05/2016	16.26	16.26	01/28/2016
6750	LEUPITZ PEST CONTROL, INC	33047	PEST CONTROL/City Hall building/split w/Pdept	01/14/2016	57.00	57.00	01/28/2016
7590	Moonlight Maintenance, Inc.	132	Police Dept. cleaning/monthly	02/05/2016	196.00	196.00	02/16/2016
11010	Kenneth W. Mead	12550	Re-key city hall/library/police bldgs	02/03/2016	443.25	443.25	02/16/2016
2990	City of Woodburn	2016-0000017	IT support services	01/07/2016	281.25	281.25	01/28/2016
2990	City of Woodburn	2016-0000017	Pdept records management system/mobile data system quartly billing(2nd quarter)	01/07/2016	2,985.50	2,985.50	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	250.00	250.00	01/28/2016
2740	CDW Government, Inc.	CBF7104	Admin surface pro	02/10/2016	1,519.99	1,519.99	02/25/2016
8300	OACP	FEB2016	Membership Dues/2016	01/27/2016	150.00	150.00	02/16/2016
12589	FBINAA	FEB2016	FBINAA membership/Pdept	01/14/2016	90.00	90.00	02/16/2016
10795	SPEER HOYT, LLC	33825	Police & PW union correspondence	01/01/2016	423.20	423.20	01/28/2016
10795	SPEER HOYT, LLC	34170-74	MAPA Labor	01/31/2016	717.60	717.60	02/16/2016
2960	City of Silverton	55	PD dispatch services	01/05/2016	23.12	23.12	01/28/2016
2960	City of Silverton	56	PD dispatch services	02/05/2016	23.12	23.12	02/25/2016
7820	Mt Angel Telephone Company	398	Pdept 911 line	02/10/2016	33.47	33.47	02/16/2016
12715	METCOM 9-1-1	FEB2016	Dispatch 800 line/vestibule	02/04/2016	5.45	5.45	02/16/2016
12715	METCOM 9-1-1	JAN2016	Dispatch 800 line/vestibule	01/08/2016	8.09	8.09	01/28/2016
1580	AT&T	991520235X01	Police Modems	12/10/2015	168.56	168.56	01/28/2016
11810	US Bancorp Service Center	FEB2016	Inn @ Seaside:Leadership conference/chief	01/25/2016	194.02	194.02	02/16/2016
11810	US Bancorp Service Center	FEB2016	Inn @ Seaside:Leadership conference/Sgt	01/25/2016	274.68	274.68	02/16/2016
5195	GREG'S AUTOMOTIVE	11409	Vehicle #01 front/rear brakes	02/05/2016	827.05	827.05	02/25/2016
10650	SILVERTON HOSPITAL	FEB2016	New officer physical	01/31/2016	282.00	282.00	02/16/2016
1063	911 Supply	37319	Uniforms/new Office Snell	01/12/2016	479.94	479.94	01/28/2016
8210	Northwest Natural Gas Co.	81	City Hall bldg,split w/pdept	01/05/2016	157.69	157.69	01/28/2016
8210	Northwest Natural Gas Co.	83	City Hall bldg,split w/pdept	02/05/2016	133.23	133.23	02/16/2016
9220	PGE	758	95 Gar./CH bldg,split w/pdept.	01/25/2016	293.76	293.76	01/28/2016
12947	BRETTTHAUER OIL COMPANY	CL29244	Police Dept fuel	01/31/2016	539.07	539.07	02/16/2016
Total POLICE DEPARTMENT:					11,161.19	11,161.19	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
COURT DEPARTMENT							
2740	CDW Government, Inc.	CBX2407	New monitor @ court clerk reception desk	02/12/2016	135.50	135.50	02/25/2016
7050	Marion County Treasurer	FEB2016	JAIL ASSESSMENT/Jan. 2016	02/03/2016	239.80	239.80	02/16/2016
8610	Oregon Department of Revenue	FEB2016	State Assessments/Jan 2016	02/03/2016	790.20	790.20	02/16/2016
12844	COUKOULIS, LORI	JAN2016	Judge services /bi monthly	01/13/2016	275.00	275.00	01/28/2016
10075	Russell, Carolia	2007140	Court Intrepreter Services	01/13/2016	48.00	48.00	01/28/2016
12968	TRIMBLE, CODY	FEB2016	Citation refund/overpayment	02/23/2016	5.00	5.00	02/25/2016
8290	OACA	FEB2016	SPRING CONFERENCE/registration	02/05/2016	175.00	175.00	02/16/2016
Total COURT DEPARTMENT:					1,668.50	1,668.50	
COMMUNITY DEVELOPMENT							
7060	Marion County Treasury Dept	82145	Wachter annexation election	02/05/2016	2,429.04	2,429.04	02/16/2016
2990	City of Woodburn	2016-0000017	IT support services	01/07/2016	237.50	237.50	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	189.48	189.48	01/28/2016
12925	OAMR Membership Chair	00276	Membership renewal/1 year(JH)	01/15/2016	25.00	25.00	01/28/2016
10795	SPEER HOYT, LLC	33825	Annexation correspondence	01/01/2016	754.40	754.40	01/28/2016
10795	SPEER HOYT, LLC	34170-74	Annexation correspondence	01/31/2016	257.60	257.60	02/16/2016
10795	SPEER HOYT, LLC	34170-74	Ruef sewer connection	01/31/2016	828.00	828.00	02/16/2016
7440	Mid-Willamette Council of Gov	JAN2016	Reg. planning services(Dec)	01/21/2016	57.75	57.75	01/28/2016
7440	Mid-Willamette Council of Gov	JAN2016	SDR 2015-03/04(billed to applicant)	01/21/2016	57.75	57.75	01/28/2016
7440	Mid-Willamette Council of Gov	JAN2016	P2014-01 billed to applicant	01/21/2016	38.50	38.50	01/28/2016
12260	Westech Engineering, Inc.	20983	PWB 2014-02/billed to applicant	12/31/2015	126.00	126.00	01/28/2016
12260	Westech Engineering, Inc.	20983	CUP 2015-02, SDR 2015-02/billed to applicant	12/31/2015	126.00	126.00	01/28/2016
12260	Westech Engineering, Inc.	20983	SDR 2015-03/04 (billed to applicant)	12/31/2015	283.50	283.50	01/28/2016
12260	Westech Engineering, Inc.	20983	Infrastructure Task force	12/31/2015	3,075.50	3,075.50	01/28/2016
12260	Westech Engineering, Inc.	20993	PWB2016-01/Ruef sewer	01/31/2016	177.50	177.50	02/16/2016
12260	Westech Engineering, Inc.	20993	P2014-01/Alder st. development	01/31/2016	230.50	230.50	02/16/2016
12260	Westech Engineering, Inc.	20993	CUP 2015-02 & SDR 2015-02/Mt Angel School dist	01/31/2016	346.50	346.50	02/16/2016
12260	Westech Engineering, Inc.	20993	DARP 2016-01 & DARP 2015-04	01/31/2016	772.00	772.00	02/16/2016
12260	Westech Engineering, Inc.	20993	VAR 2016-01 & SDR 2016-01/555 N Main st	01/31/2016	142.00	142.00	02/16/2016
6970	Marion County Building Inspect	01042016MA	BUILDING PERMIT FEES/December 2015	12/31/2015	9,085.16	9,085.16	01/28/2016
12960	OCPDA	JAN2016	Planning conference(JH)	01/19/2016	195.00	195.00	01/28/2016
Total COMMUNITY DEVELOPMENT:					19,434.68	19,434.68	
LIBRARY DEPARTMENT							
11810	US Bancorp Service Center	FEB2016	US post office, bimart, oriental trading: party supplies, program supplies	01/25/2016	69.16	69.16	02/16/2016
11810	US Bancorp Service Center	FEB2016	Office Depot: Trash can liners, resolution paper	01/25/2016	12.49	12.49	02/16/2016
12849	CASTER, CARRIE A	2015 FEB	Binders, sheet protectors	02/18/2016	21.48	21.48	02/25/2016
12849	CASTER, CARRIE A	2015 FEB	Candy for Valentines party	02/18/2016	11.10	11.10	02/25/2016
7820	Mt Angel Telephone Company	397	Library phone	02/05/2016	38.47	38.47	02/16/2016
12583	CENTURY LINK	146	845-6401/library long dist.	02/05/2016	7.41	7.41	01/28/2016
7590	Moonlight Maintenance, Inc.	133	Library cleaning/monthly	02/10/2016	144.00	144.00	02/16/2016
1710	Baker & Taylor Books	4011488365	Books	01/19/2016	208.69	208.69	02/16/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1710	Baker & Taylor Books	4011497354	Books	01/26/2016	387.82	387.82	02/16/2016
1710	Baker & Taylor Books	4011511590	Books	02/09/2016	178.52	178.52	02/25/2016
12849	CASTER, CARRIE A	2015 FEB	books for collection	02/18/2016	79.94	79.94	02/25/2016
12849	CASTER, CARRIE A	JAN2016	books	01/27/2016	112.38	112.38	01/28/2016
2990	City of Woodburn	2016-0000017	IT support services	01/07/2016	281.25	281.25	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	250.00	250.00	01/28/2016
1710	Baker & Taylor Books	T33652980	DVD's for collection	01/31/2016	17.57	17.57	02/16/2016
12849	CASTER, CARRIE A	2015 FEB	DVD'S for collection	02/18/2016	52.97	52.97	02/25/2016
12849	CASTER, CARRIE A	JAN2016	DVD'S for collection	01/27/2016	12.99	12.99	01/28/2016
2190	BOOKLIST	JAN2016	Subscription renewal, 1 year	01/19/2016	147.50	147.50	01/28/2016
12959	THE HERB QUARTERLY	JAN2016	Magazine subscription	01/26/2016	19.97	19.97	01/28/2016
12961	CAPITAL PRESS	FEB2016	One year subscription	02/06/2016	34.95	34.95	02/16/2016
12963	BON APPETIT	FEB2016	Magazine subscripition/11 issues	02/01/2016	10.00	10.00	02/25/2016
1710	Baker & Taylor Books	4011475443	Children's books	01/07/2016	605.99	605.99	01/28/2016
11810	US Bancorp Service Center	FEB2016	Amazon, toys R us, Bindertek: biners for DVD's, program supplies	01/25/2016	566.64	566.64	02/16/2016
12849	CASTER, CARRIE A	JAN2016	Storytime supplies	01/27/2016	3.78	3.78	01/28/2016
12937	LAING, STEPHANIE	2016JAN	Reimbursement/Children's program	01/26/2016	47.97	47.97	01/28/2016
12937	LAING, STEPHANIE	FEB2015	TAB meeting snacks	02/03/2016	17.37	17.37	02/25/2016
12937	LAING, STEPHANIE	FEB2015	Valentines	02/03/2016	21.00	21.00	02/25/2016
12937	LAING, STEPHANIE	FEB2015	Pizza for Valentines teen program	02/03/2016	36.80	36.80	02/25/2016
12937	LAING, STEPHANIE	FEB2015	Birdseed/peanut butter for Storytime	02/03/2016	12.38	12.38	02/25/2016
12964	BUTLER, GERRY	FEB2016	Children's books for collection	02/12/2016	80.00	80.00	02/25/2016
2790	Chemeketa Community College	S0913768	Debt collections charges/4th quarter	01/11/2016	8.95	8.95	01/28/2016
2790	Chemeketa Community College	S0921163	Inter-library loan courier charges	02/17/2016	8.75	8.75	02/25/2016
8210	Northwest Natural Gas Co.	82	Library building	01/10/2016	64.47	64.47	01/28/2016
8210	Northwest Natural Gas Co.	84	Library building	02/10/2016	65.40	65.40	02/16/2016
9220	PGE	747	290 E. Charles/Library bldg.	01/25/2016	580.66	580.66	01/28/2016
Total LIBRARY DEPARTMENT:					4,218.82	4,218.82	
PARKS DEPARTMENT							
2990	City of Woodburn	2016-0000017	IT support services	01/07/2016	37.50	37.50	01/28/2016
12400	Wolfer's Home Services	347549	Furnace repair/Saalfeld House	01/05/2016	387.32	387.32	01/28/2016
3070	Cliff's Engine Center	25123	New pole saw & blades	01/28/2016	180.50	180.50	02/16/2016
12310	Wilco Farmers	FEB2016	Cord, rake, anchors	01/31/2016	26.87	26.87	02/16/2016
4610	FARMERS TOILET CO.	42	Portable toilets/Parks	02/05/2016	166.00	166.00	02/16/2016
9220	PGE	749	615 May St/Fisher Park	01/25/2016	16.79	16.79	01/28/2016
9220	PGE	766	700 Spruce/Ebner Park	02/25/2016	32.50	32.50	02/16/2016
12947	BRETTTHAUER OIL COMPANY	CL29244	Public works fuel by dept.	01/31/2016	25.10	25.10	02/16/2016
Total PARKS DEPARTMENT:					872.58	872.58	
Total GENERAL FUND:					44,459.57	44,459.57	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
STREETS FUND							
7820	Mt Angel Telephone Company	395	PWShops 2 lines+internet/split	02/05/2016	23.39	23.39	02/16/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	190.00	190.00	01/28/2016
2090	Bochsler Hardware	FEB2016	Lightbulbs, hooks, cords, screws, 1/3 dryer, bits	01/29/2016	266.60	266.60	02/16/2016
3070	Cliff's Engine Center	25123	New pole saw & blades	01/28/2016	366.40	366.40	02/16/2016
7750	CATHOLIC COMMUNITY SERVI	46	Public restrooms/monthly	02/05/2016	285.00	285.00	02/16/2016
10680	Silverton Sand and Gravel	55753	Street maintenance rock	01/30/2016	615.00	615.00	02/16/2016
9220	PGE	744	200 GarfieldGazeb/decor lites	01/25/2016	20.35	20.35	01/28/2016
9220	PGE	757	120 Main/Fountain area	01/25/2016	114.40	114.40	01/28/2016
9220	PGE	759	905 W. Marquam/PW shops, split	02/25/2016	41.79	41.79	02/16/2016
9220	PGE	JAN2016	Holiday lighting/one billing per year	12/09/2015	48.29	48.29	01/28/2016
12864	MERINA & COMPANY, LLP	10076	FY 14-15 Audit services/final billing	01/01/2016	377.00	377.00	01/28/2016
7910	NAPA Auto Parts	FEB2016	Battery, screw extractor set, reflector	01/25/2016	125.14	125.14	02/16/2016
12947	BRETTTHAUER OIL COMPANY	CL29244	Public works fuel by dept.	01/31/2016	109.60	109.60	02/16/2016
9220	PGE	735	195 Main/decor lites	01/25/2016	23.69	23.69	01/28/2016
9220	PGE	753	105 Church/Blinking Xwalk @214	01/25/2016	17.98	17.98	01/28/2016
9220	PGE	756	Street Lights Contract	01/25/2016	1,679.54	1,679.54	01/28/2016
9220	PGE	FEB2016	Street Lights Contract	02/09/2016	1,621.42	1,621.42	02/16/2016
Total :					5,925.59	5,925.59	
Total STREETS FUND:					5,925.59	5,925.59	
CAPITAL IMPROVEMENT FUND							
VEHICLE REPLACEMENT							
12755	Farmers State Bank	4	Lease/purchase of 2014 Ford patrol car	12/30/2015	10,611.25	10,611.25	02/16/2016
Total VEHICLE REPLACEMENT:					10,611.25	10,611.25	
Total CAPITAL IMPROVEMENT FUND:					10,611.25	10,611.25	
HOUSING REHABILITATION FUND							
EXPENDITURES							
10795	SPEER HOYT, LLC	34170-74	Caliber litigation	01/31/2016	36.80	36.80	02/16/2016
12858	Hershner Hunter, LLP	247769	Lien dispute	02/17/2016	203.50	203.50	02/25/2016
Total EXPENDITURES:					240.30	240.30	
Total HOUSING REHABILITATION FUND:					240.30	240.30	
WATER UTILITY FUND							
11810	US Bancorp Service Center	FEB2016	Vistaprint: Public works business cards(K & G)	01/25/2016	17.89	17.89	02/16/2016
7820	Mt Angel Telephone Company	394	City Well	02/05/2016	59.25	59.25	02/16/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7820	Mt Angel Telephone Company	395	PWShops 2 lines+internet/split	02/05/2016	93.56	93.56	02/16/2016
12583	CENTURY LINK	146	845-6260,2852,PWWorks	02/05/2016	6.73	6.73	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	250.00	250.00	01/28/2016
8550	Oregon Assoc of Water Utilities	20330	MEMBER RENEWAL/annually	02/01/2016	200.20	200.20	02/25/2016
10795	SPEER HOYT, LLC	33825	Police & PW union correspondence	01/01/2016	55.20	55.20	01/28/2016
10795	SPEER HOYT, LLC	34170-74	LIUNA labor	01/31/2016	46.00	46.00	02/16/2016
1225	AIRGAS USA, INC	9932745901	Cylinder rental fees/monthly(water & sewer)	12/31/2015	130.00	130.00	01/28/2016
1225	AIRGAS USA, INC	9932745901	Freeze kit cylinder rental	12/31/2015	14.37	14.37	01/28/2016
1225	AIRGAS USA, INC	9933476891	Cylinder rental fees/monthly	01/31/2016	21.11	21.11	02/16/2016
2090	Bochsler Hardware	FEB2016	1/3 new dryer,boots, gloves, spray paint, keys	01/29/2016	271.40	271.40	02/16/2016
5470	HD SUPPLY WATERWORKS, LT	E987503	Tapping sleeve for 8" waterline	01/08/2016	68.87	68.87	01/28/2016
5470	HD SUPPLY WATERWORKS, LT	F008699	Replacement bit for water service tapping machine	01/19/2016	108.00	108.00	02/16/2016
5470	HD SUPPLY WATERWORKS, LT	F024669	Meter box cover	01/25/2016	65.59	65.59	02/16/2016
5470	HD SUPPLY WATERWORKS, LT	F075262	Stock replacement water meters(24)	02/03/2016	1,472.64	1,472.64	02/16/2016
7910	NAPA Auto Parts	FEB2016	4 new replacement batteries for emergency generator @ well #6	01/25/2016	476.00	476.00	02/16/2016
10680	Silverton Sand and Gravel	55753	Water works projet rock	01/30/2016	615.00	615.00	02/16/2016
12962	D & I EXCAVATING, INC	363	Fire hydrant replacement/by Gazebo	02/10/2016	1,917.00	1,917.00	02/16/2016
12967	OREGON PLASTIC TUBING	24595	Drain pipe and coupler for new reservoir overflow line	02/17/2016	133.75	133.75	02/25/2016
12150	Waterlab Corporation	40	Routine testing/monthly	02/05/2016	120.00	120.00	02/16/2016
1310	Republic Services #456	46	Garbage services/monthly	02/05/2016	92.20	92.20	02/16/2016
9220	PGE	745	204 Humpert/Reservoir telemetry	01/25/2016	16.68	16.68	01/28/2016
9220	PGE	746	460 E. Marquam/WWell #7	01/25/2016	1,283.79	1,283.79	01/28/2016
9220	PGE	752	440 Alder/Well #5	01/25/2016	68.61	68.61	01/28/2016
9220	PGE	759	905 W. Marquam/PW shops, split	02/25/2016	83.59	83.59	02/16/2016
9220	PGE	770	Well #6	02/25/2016	1,762.07	1,762.07	02/16/2016
12864	MERINA & COMPANY, LLP	10076	FY 14-15 Audit services/final billing	01/01/2016	812.00	812.00	01/28/2016
7910	NAPA Auto Parts	FEB2016	Battery, 2 terminals, cleaner, oil, filter	01/25/2016	269.62	269.62	02/16/2016
12947	BRETTHAUER OIL COMPANY	CL29244	Public works fuel by dept.	01/31/2016	103.08	103.08	02/16/2016
12260	Westech Engineering, Inc.	20993	Infrastructure Task force	01/31/2016	871.25	871.25	02/16/2016
12962	D & I EXCAVATING, INC	363	Fire hydrant replacement/by Gazebo	02/10/2016	7,150.00	7,150.00	02/16/2016
Total :					18,655.45	18,655.45	
Total WATER UTILITY FUND:					18,655.45	18,655.45	

SEWER UTILITY FUND

11810	US Bancorp Service Center	FEB2016	Vistaprint: Public works business cards(K & G)	01/25/2016	17.90	17.90	02/16/2016
7820	Mt Angel Telephone Company	393	WWTP 2 lines+internet	02/05/2016	123.38	123.38	02/16/2016
12583	CENTURY LINK	146	503-845-2720/WWTP long dis.	02/05/2016	6.55	6.55	01/28/2016
7208	McAfee	901281714	EMAIL archiving & spam filtering/annually	01/01/2016	250.00	250.00	01/28/2016
8550	Oregon Assoc of Water Utilities	20330	MEMBER RENEWAL/annually	02/01/2016	175.00	175.00	02/25/2016
10913	STATE OF OR WATER RESOUR	72081	Dam safety fee/wastewater lagoon(annually)	02/16/2016	85.00	85.00	02/25/2016
10795	SPEER HOYT, LLC	33825	Police & PW union correspondence	01/01/2016	55.20	55.20	01/28/2016
10795	SPEER HOYT, LLC	34170-74	LIUNA labor	01/31/2016	46.00	46.00	02/16/2016

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1225	AIRGAS USA, INC	9048483660	4 chlorine cylinders for the WWTP	02/18/2016	2,222.89	2,222.89	02/25/2016
1225	AIRGAS USA, INC	9048483661	Chlorine for WWTP	02/18/2016	544.23	544.23	02/25/2016
1225	AIRGAS USA, INC	9933476891	Cylinder rental @ WWTP	01/31/2016	128.65	128.65	02/16/2016
1545	Aspen Wildlife Services, LLC	39	Wildlife mgmt program/monthly	02/05/2016	375.00	375.00	02/16/2016
2090	Bochsler Hardware	FEB2016	Distilled water, 1/3 new dryer, shells	01/29/2016	189.90	189.90	02/16/2016
4410	ENGINEERED CONTROL PROD	63131	Repaired vacuum regulator for chemical injection system @ WWTP	01/26/2016	608.57	608.57	02/16/2016
5470	HD SUPPLY WATERWORKS, LT	F076007	Sewer clean out box & cover	02/03/2016	75.72	75.72	02/16/2016
11870	USA Bluebook	843310	Lab supplies for WWTP	01/11/2016	77.68	77.68	01/28/2016
9220	PGE	759	905 W. Marquam/PW shops, split	02/25/2016	83.59	83.59	02/16/2016
9220	PGE	764	12334 Mt.Angel-Gervais/WWTP	02/25/2016	2,174.05	2,174.05	02/16/2016
9220	PGE	771	10991 Saratoga/res. telemetry	02/25/2016	34.19	34.19	02/16/2016
12864	MERINA & COMPANY, LLP	10076	FY 14-15 Audit services/final billing	01/01/2016	899.00	899.00	01/28/2016
7910	NAPA Auto Parts	FEB2016	Starter for dump truck	01/25/2016	140.58	140.58	02/16/2016
12947	BRETTHAUER OIL COMPANY	CL29244	Public works fuel by dept.	01/31/2016	164.06	164.06	02/16/2016
12260	Westech Engineering, Inc.	20993	Infrastructure Task force	01/31/2016	871.25	871.25	02/16/2016
12260	Westech Engineering, Inc.	20982	Buchhiet/Alder CIPP bidding & constr.	12/31/2015	67.00	67.00	02/16/2016
Total :					9,415.39	9,415.39	
Total SEWER UTILITY FUND:					9,415.39	9,415.39	
WATER UTILITY SDC FUND EXPENDITURES							
12260	Westech Engineering, Inc.	20984	Cleveland waterline replacement bid/constr.	12/31/2015	741.50	741.50	02/16/2016
Total EXPENDITURES:					741.50	741.50	
Total WATER UTILITY SDC FUND:					741.50	741.50	
Grand Totals:					90,049.05	90,049.05	

Dated: _____

Report Criteria:

- Invoices with totals above \$0 included.
- Only paid invoices included.
- Invoice Detail.Description = {<->} "1099 adjustment"

City of Mt. Angel
City Council Meeting Minutes

CITY COUNCIL**February 1, 2016****7:00 PM**

The Mt. Angel City Council met in a regular session in the Community Meeting Room, 290 E. Charles Street, Mt. Angel, Oregon.

1. **CALL TO ORDER:** The regular session of the City Council was called to order at 7:04 p.m. by Mayor Otte.
2. **FLAG SALUTE:** Mayor Otte led the salute to the flag.
3. **ROLL CALL:**

COUNCIL

Andrew Otte, Mayor
Kelly Grassman, Council President
Darren Beyer, Councilor
Karl Bischoff, Councilor
Don Fleck, Councilor
Pete Wall, Councilor

STAFF

Eileen Stein, City Manager
Justin Hogue, Assistant to the City Manager
Mike Healy, Police Chief
Daniel Shafer, Public Works Lead Utility Worker

ABSENT

Ray Eder, Councilor

4. **PRESENTATIONS, GUESTS, AND ANNOUNCEMENTS:** No presentations this evening.
5. **APPEARANCE OF INTERESTED CITIZENS:**
Don Robison gave a presentation on Father Bernard Youth Center (FBYC). The center is celebrating its 10th year anniversary. He shared with the Council the community work provided by FBYC. He stated FBYC is opening a new retreat center soon and would like the Council to consider a crosswalk on S. Main near the new retreat center so guests can safely cross the street. He shared a video with the Council on the work of FBYC showing the mission and work of the retreat center.

Mr. Robison also presented some slides to give the Council a better idea of the facilities operated by FBYC and how the retreat center impact's young people's lives. As FBYC grows, they are looking for ways to engage the community, he said. While FBYC is not seen locally as a destination camp, they are gaining national recognition as a destination camp and anticipate an increase in the number of people utilizing the facility. He talked about the house FBYC recently purchased to be used as a new retreat center. Because the campus spreads to both sides of the street, there is a need for a safe crossing. He showed a slide of where FBYC staff believes a safe crossing could be and which he thought would help with American Disability Act (ADA) compliance. City Manager Stein shared that she had

requested Mr. Robison consider alternative crosswalk locations as some of the sidewalks in the area slope more incrementally than the one by the proposed crosswalk and might make a difference in achieving ADA compliance.

Councilor Grassman asked about the cost of the project. Mr. Robison said he had an estimate, but he was working from his original proposal which has changed a bit, the original estimate was \$10,000 but with the changes, it is probably closer to \$11-12,000. City Manager Stein stated that there may be funds available through the sidewalk repair program to assist with the cost. Councilor Fleck asked for Public Works comments on the sidewalk. Lead Worker Daniel Shafer said he felt Mr. Robison explained it nicely. A new crosswalk in that area would help with the traffic patterns. Wherever foot traffic is directed for crossing the street, there will need to be at least some sidewalk work to comply with the ADA requirement of one foot of sidewalk for each inch of incline. The cost would be the biggest barrier, but it is a sound idea from a public works standpoint. Mr. Robison suggested that he get bids for a couple of options as there may be a way to have the crosswalk terminate in a different spot, which might be a cost savings to the City. He does feel that with 500-700 people making that crossing there is a need for the safest crossing possible.

A compounding problem is there is no sidewalk for quite a ways north of the property, so that makes crossing the street further to the north unfeasible. Councilor Fleck pointed out that there is a significant amount of foot traffic crossing the street in that same area already, including children from the shelter and participants in other programs that are held in that area. Mayor Otte asked how much of an impact would it be to lose the southernmost crosswalk. Mr. Robison stated they often discourage the use of the southern crosswalk during their retreats anyway. That crosswalk does not provide a line of sight into the dip in the road, as a result, there is not very much time to respond if a vehicle is entering town beyond the speed limit. FBYC is very diligent about warning guests and to date there has been any problems. Councilor Bischoff asked if there had been any discussion with the County and if they had jurisdiction there. Lead Worker Shafer said that it is a city road and is Mt. Angel's jurisdiction. Councilor Fleck asked if the existing crosswalk was ADA compliant and if removing it would alter the ADA compliance for foot traffic in the area. Lead Worker Shafer said that both crosswalks are ADA compliant with the proper ramps. He does see some additional work needed for a new crosswalk in the proposed area in order to meet ADA standards and he feels that having three crosswalks in such a short stretch of road may be problematic. If he were to eliminate a crosswalk it would be the middle one. However, at this present time, the existing crosswalks are in very good condition and meet the ADA requirements. He did point out that often people cross at that point anyway, even without a crosswalk. Mr. Robison stated that each of the current crosswalks do serve a unique purpose and are well utilized for the facilities in the area, both FBYC, St. Benedict's shelter, and the Sister's monastery. Mr. Robison does feel that the joint effort of the City and FBYC several years ago to install the solar powered blinking light has added to the safety of the area. That light was installed through a generous donation to the City from one of the benefactors of the Youth Center. He would be willing to discuss with the other organizations in the area, the idea of having just two crosswalks and reports back to the City, so the Council has as much information as possible to make a good decision. Councilor Fleck asked if the new crosswalk would be a better location for the school children from the shelter as a safe means to get to and from the bus. Mr. Robison said that he hadn't considered that, but it certainly would appear to enhance safety for them as well. City Manager Stein said that she is interested in looking at extending the sidewalk from a different location and seeing if there would be a cost savings. Mayor Otte said that he would appreciate any more

information that could be provided to the City on this matter and when that information is prepared, the Council can look at it and make a decision.

- 6. **REVIEW CORRESPONDENCE:** None
- 7. **REVIEW WRITTEN STAFF REPORTS:** No discussion on staff reports.
- 8. **REVIEW ACCOUNTS PAYABLE:** No discussion on accounts payable
- 9. **CONSENT AGENDA:**
 - a. Approve Regular Meeting Minutes for January 4, 2016
 - b. Approve FY 16-17 Budget Calendar
 - c. Approve Liquor License Renewals for 2016

City Manager Stein reviewed the scheduling for budget meetings and asked them to review their calendars. Councilor Grassman asked if there were any date conflicts with the Budget Committee. City Manager Stein said they are in the process of contacting the Budget Committee now. Councilor Grassman said she just wanted to avoid scheduling conflicts which has been a problem in the past.

Councilor Beyer moved to approve the Consent Agenda; Councilor Bischoff seconded.

Beyer:	AYE	Fleck:	AYE
Bischoff:	AYE	Otte:	AYE
Eder:	ABSENT	Grassman:	AYE
Wall:	AYE		

The motion passed.

- 10. **UNFINISHED BUSINESS**
 Councilor Grassman moved to conduct a second reading and approve: AN ORDINANCE DECLARING TERRITORY ANNEXED TO THE CITY OF MT. ANGEL AND AMENDING THE MT. ANGEL ZONING MAP; Councilor Beyer seconded.

Beyer:	AYE	Otte:	AYE
Bischoff:	AYE	Grassman:	AYE
Eder:	ABSENT	Wall:	AYE
Fleck:	AYE		

The motion passed.

- 11. **NEW BUSINESS:**
 - a. **Adopting New Council Rules**
 City Manager Stein spoke of modifications to the Council Rules. There were only minor adjustments such as minor grammatical changes and the addition of “discussion of future agenda items” and the “Council agenda calendar” to the monthly meeting agenda as was requested at the Council Goal

Setting Session. City Manager Stein stated that the only caveat is that staff may not be able to gather comprehensive background information on items pulled from the agenda calendar for discussion.

Councilor Beyer moved to approve a resolution repealing Resolution No. 1419 and readopting rules governing the proceedings and conduct of the City Council; Councilor Wall seconded.

Beyer:	AYE	Otte:	AYE
Bischoff:	AYE	Grassman:	AYE
Eder:	ABSENT	Wall:	AYE
Fleck:	AYE		

The motion passed.

b. Approval of City of Mt. Angel Vision Mission, Goals, and Work Plan

Councilor Bischoff moved to approve the 2016 City of Mt. Angel Vision, Mission, Goals and Work Plan and authorize the City Manager to move forward with these activities and incorporate them into the FY 16-17 Budget; Councilor Beyer seconded.

Beyer:	AYE	Otte:	AYE
Bischoff:	AYE	Grassman:	AYE
Eder:	ABSENT	Wall:	AYE
Fleck:	AYE		

The motion passed.

c. Discussion of Future Agenda Items – See Council Agenda Calendar

City Manager Stein said that staff would like to hold a workshop on Tuesday, February 16th, because of the Monday holiday. The workshop would be a budget strategy session with the Budget Committee. The items that the Council had asked staff to look into further will be presented at this meeting.

Councilor Grassman asked what was being envisioned for the budget workshop. City Manager Stein said that they would be talking about contingency, potential sources of General Fund revenue, some additional information on levies, and the possible formation of a library district.

Mayor Otte stated that he would be late to the meeting.

Councilor Grassman asked how this is going to work with the Budget Committee. She asked if they are being informed of where the City was and is financially, so they understand the reasoning for the various proposals. City Manager Stein indicated that was correct. Councilor Beyer said the goal is to help keep the Budget Committee in the loop. Mayor Otte said that even if the meeting just familiarizes everyone with the basics of the budget it may help lead to a quicker decision. City Manager Stein said anytime staff is directed to put a new budget strategy in place, citing the examples that had been discussed, garnering support and input from the community to help formulate the direction is helpful. Councilor Grassman said the Budget Committee should be informed of the

issues that have been discussed so they can be a part of the discussion. In the past, she felt the Budget Committee was not able to participate actively because they did not have enough information or understand their role. City Manager Stein said she and Finance Director Seifried are briefing Budget Committee members and bringing them up to speed. The staff has met with three members so far and is meeting with the others before the February 16th meeting.

City Manager Stein stated Angelo Planning will be at the March meeting to present a final report of the Development Code assessment project. Staff has prepared the required letter for or proceeding with Phase II, which will be the actual code update. The Master Fee resolution will also be on the agenda for the March meeting. Mayor Otte and Councilor Grassman asked about having a discussion on the Mt. Angel Telephone franchise agreement added to the March meeting.

City Manager Stein explained that the list of items presented in the packet under future agenda items are things that will need to be scheduled for review at one of the upcoming meetings, such as the Façade Improvement Program. Six applications were received for the program and \$23,000 is available to award between the grant from Marion County and an additional contribution from the Chamber of Commerce. The total amount requested is \$48,000. The Council will need to review the applications and decide how the money will be awarded. She also noted the Council has wanted to discuss the composition of the Park/Tree Board, repealing the old marijuana taxation ordinance is needed at some point as a housekeeping measure, and renewing the Mt. Angel Telephone franchise agreement. Councilor Grassman asked if all could be placed on the March schedule. Mayor Otte thought that was too much for the March meeting. City Manager Stein stated that the way she hopes this agenda item will work is that in future meetings, if there is extra time, some of these items could be addressed in addition to the scheduled agenda items.

City Manager Stein stated that the Council will need to address the service connection request of Max Ruef. He has requested to be connected to City services though his property is outside city limits. He is interested in annexing into the city, but is concerned about the slim margin on the other vote. The City Attorney brought up the question of a clause in the service connection agreement that would require him to annex into the city within one year, or some period of time determined by the Council. Mayor Otte said that that language would have to state that he would attempt to annex, since he would be unable to annex without the approval of the voters.

City Manager Stein stated staff had received an additional inquiry about a property considering annexing. This prompted a staff discussion about the possibility of other properties with extraterritorial services being interested in annexing to avoid the out of city utility rates. She proposed reaching out to these customers to bundle together an annexation request in one ballot measure for the November 2016 election. This election does not cost the City to participate in, nor does the May primary election either, she noted. She asked for Council approval on investigating the possibility of bundling these smaller annexations together and preparing them for the November ballot. City Manager Stein asked Assistant to the City Manager Hogue to prepare a map of all extraterritorial properties receiving city services. Mayor Otte questioned whether it was in the purview of the Council to make this decision. City Manager Stein assured the Council that they would inform the property owners of the opportunity, but this would not be a required annexation, if the property owner said no that would be fine. She also presented the idea that, while the Council policy is for the property owner to pay all of the costs of annexation, because there is an opportunity for more than one property to be annexed, the City pay the costs. The election costs will be free, but

she presented the idea that the City should pay for the preparation of the legal property descriptions for each property. She explained her reasoning that, even though the City would bear this cost, the properties once annexed, would then result in additional tax revenue for the City.

Mayor Otte expressed concern that bundling the properties all together would mean that an individual property might be refused annexation if people did not want one of the bundled properties annexed into the city. He believes that the properties would have a better chance of being approved individually. Councilor Fleck recommended that staff research this and report back to the Council. Mayor Otte did question what would happen if properties on both sides of Academy Street decided to annex, would the street remain a county street. City Manager Stein said that the street would then come into the city as well. The Council and staff discussed some of the issues involved in scenarios like Academy Street where the City would then become responsible for new street improvements and other long term issues in those areas.

Councilor Bischoff suggested that perhaps staff should consider, not one bundle of annexations, but several bundles that would make more geographical sense. City Manager Stein said that she thought what might actually come out of this process are several logical bundles of properties that would apply for annexation together. She said that the process of talking to the property owners and obtaining more information would probably help guide the decision making process, but staff was seeking permission to start that process. Councilor Wall said it is worth discussing this option with the property owners. The discussion will help reveal whether or not it is an idea that the Council would want to pursue. Other Council members agreed.

12. CITY MANAGER'S REPORT:

City Manager Stein stated again that they had received the Façade Improvement proposals and would be working on those.

City Manager Stein asked the Council to review her email about the condition of City Hall. She is waiting on a cost proposal for a "selective demolition" to confirm the status of the building. If there are indeed walls and parts of the roof that are not connected properly or improper infill of concrete or bricks then the building is seismically unstable. She will report to the Council once she gets the cost estimate. City Manager Stein stated there was an estimate for the roof repair which came in at about \$6,000. Councilor Grassman asked if the building is seismically sound, would the City be looking at some different roofing options. City Manager Stein said she was waiting to hear the reports before exploring that further. Councilor Beyer asked what the cost of fixing the walls was. City Manager Stein said she does not know the answer to this yet. Councilor Fleck asked about grants available if the building is seismically unsafe. City Manager Stein said that there are grants available to relocate the Police Department because it is considered an essential facility. City Hall however, is not eligible, she stated.

13. COUNCILOR/COMMITTEE REPORTS:

Councilor Wall reminded the Council that Wurstfest is coming up this weekend. Drew Carney was scheduled to broadcast live on Friday morning at 5:00 a.m. at the Festhalle to feature Wurstfest on the news.

Councilor Grassman welcomed new staff member, Colby Kemp, to Public Works.

Councilor Fleck reported on the Infrastructure Task Force (ITF). He stated every city is facing significant financial challenges related to infrastructure. He shared that although the sewer treatment plant was built with federal funds, those programs are no longer available, and so the City will need to plan on bearing the cost of maintaining and upgrading in the future. Councilor Beyer asked if the Council will have some of that information from the ITF available for the Budget Committee discussions. City Manager Stein stated they would.

14. MAYOR’S REPORT:

Mayor Otte stated that Monday, February the 22nd is the Chambers First Citizen Award Banquet. Two members of the Council are being honored. Councilor Wall will be receiving the First Citizen Award and Councilor Eder will be receiving the Distinguished Service Award. He encouraged the Council to attend.

15. ADJOURNMENT:

Mayor Otte adjourned the meeting at 8:20 p.m.

Respectfully submitted by:

Justin Hogue, Assistant to the City Manager

Attested by:

Andrew Otte, Mayor

City of Mt. Angel
City Council Meeting Minutes

CITY COUNCIL

February 16, 2016

6:30 PM

The Mt. Angel City Council met in a workshop session in the Community Meeting Room, 290 E. Charles Street, Mt. Angel, Oregon.

1. **CALL TO ORDER:** Council President Kelly Grassman stated Mayor Otte would be arriving late and called the joint budget workshop session of the City Council and the Budget Committee to order at 6:33 p.m.

ROLL CALL:

COUNCIL

Andrew Otte, Mayor
Kelly Grassman, Council President
Don Fleck, Councilor
Ray Eder, Councilor
Pete Wall, Councilor
Darren Beyer, Councilor

STAFF:

Eileen Stein, City Manager
Justin Hogue, Assistant to the City Manager
Mike Healy, Police Chief
Chaunee Seifried, Finance Director
Dan Bernt, Public Works Director
Carrie Alexandria Caster, Library Director

BUDGET COMMITTEE:

Jim Kosel, Committee Member
Stephanie Trierweiler, Committee Member
Kristi Brackinreed, Committee Member
Don Robison, Committee Member

ABSENT:

Karl Bischoff, Councilor
Cindy Buchheit, Committee Member
Jan Donohue, Committee Member
John Kuppenbender, Committee Member

2. **GENERAL FUND BUDGET STRATEGIES FROM JANUARY 9TH GOAL SETTING MEETING:**

City Manager Stein reviewed several financial projection scenarios prepared for the General Fund which had been provided to the Council and the Budget Committee in their meeting packet. The scenarios included different budget proposals and resulting revenue needs.

There was discussion among members about the fund balance in the scenarios. Manager Stein commented on the pattern of increasing fund balance in past years, contrasted with future declines. She noted the decrease in FY 14-15 due to the need to pay for the Ebner Park project.

City Manager Stein reported back on the Council's request for more specific information about the taxable and non-taxable lots in Mt. Angel. She stated there are 1,199 lots in the city of Mt. Angel of which 115 are designated as tax exempt. While this represents approximately 10% of the physical land, in terms of market value it is 25% of the total real market value of lots in the city. Manager Stein asked the Council

and Budget Committee to consider this as they think about financing city government. Councilor Grassman stated that this disparity makes a significant difference as these properties are still using city services, as property taxes make up the majority of the General Fund.

City Manager Stein reviewed a handout showing the projected costs for General Fund programs in FY 16-17, associated revenue for each of the programs, and the program “deficit” in terms of additional revenue to make that program “whole”. The handout also showed “undesignated” General Fund revenues such as property taxes and franchise fees. She also discussed what she defined as the “base budget” (service levels in the FY 15-16 budget) and “service enhancements” (for FY 16-17 and beyond) necessary to achieve the Council’s vision for the city by 2035, the new target set by the Council.

Councilor Grassman asked why the Council would consider service enhancements when there is a deficit now. City Manager Stein explained that to bring those deficits into balance, there are the undesignated revenues as she’d just mentioned, but she stated the City will also need to increase revenue or decrease expenditures for city services. Manager Stein noted on the handout different ideas to raise revenue for the City, including imposing new service fees collected via the City’s utility billing system. Examples include a fee for parks maintenance, street lighting, or a city administration fee. She provided a chart showing the projected revenue that would potentially be collected if certain fee amounts were charged to the approximately 900 City utility accounts. She also suggested raising the franchise fees on each of the franchises to the maximum allowed by state law as not all of the franchises with the City are at the maximum amount.

Budget Committee Member Jim Kosel, asked about the difference between the number of tax lots and the number of utility accounts. Staff did affirm that there are some tax lots that have one meter serving multiple units.

Councilor Wall, asked, in reference to the Bavarian Village Mobile Home Park that has multiple lots but is serviced by one meter, if the plan would be to charge the extra fees to the individual lots. Councilor Grassman said she was wondering the same thing and asked if staff would investigate how to bill per individual unit and what kind of revenue would be generated. City Manager Stein said that staff could look into various ways of handling those types of properties and report back to the Budget Committee.

Councilor Wall, noting the proposed Community Services Officer, asked Chief Healy to share his vision for this position so that the Council and Budget Committee had a better understanding of how he felt it would benefit the City. Chief Healy said he envisioned a position called a Community Services Coordinator, a non-sworn position that would provide community education, schedule times for officers to meet with community members, and help the public become more educated about the laws and responsibilities of community citizenship. Committee Member Kosel asked if this included code enforcement. Chief Healy responded that the job description he had in mind would not typically provide code enforcement, but perhaps there were be an education component or evaluation of the problem, but an officer would still respond to an actual complaint.

Councilor Eder asked if any projections had been made with the new housing developments coming in. City Manager Stein replied staff has not yet made those projections.

Councilor Beyer asked if the Community Services Coordinator would need to be full-time. Chief Healy said that it would be more advantageous to the community to have a full-time position because of the various tasks involved and also to attract qualified, long-term candidates, who would build solid relationships within the community.

Councilor Eder expressed a concern about the service fees becoming an involuntary tax. Mr. Kosel asked about franchise fees and if it would be detrimental for the City to charge the maximum franchise fees. City Manager Stein says it is not, most city's charge the maximum franchise fee.

City Manager Stein explained how the inequity of the property tax system in the state of Oregon negatively impacts the City of Mt. Angel's budget and thus the City is left to find other ways to fund city services.

Committee Member Brackinreed, asked if the service fees would be delineated out on the billing statement so the public would understand what the fees would be funding. She also asked if this kind of increase would have to go before the voters. City Manager Stein replied that the fees would be clearly stated on the billing and that these types of fees are set by the City Council and do not require a vote.

Councilor Grassman suggested that \$10 go toward parks and \$8 for the library. She felt this would make good progress toward closing the financial gap, and people would probably support those causes. She also questioned if there is a way to get a bond initiative through for administrative services. Councilor Beyer asked if there was a better way to go than a bond.

City Manager Stein said they have not gotten into the discussion about bond levies yet, but there is the potential of using that financial vehicle to finance some city services.

Committee Member Brackinreed asked if the tax-exempt properties pay the privilege tax. And she also asked if the business license could be contingent on the number of employees. City Manager Stein said she would have staff look into what kinds of fees could be assessed on the tax-exempt properties. Regarding business licensing, the fee structure could be set up any way that seemed appropriate to the Council.

Mr. Kosel asked about the extra-territorial accounts and if they were able to impose the privilege taxes on those accounts. City Manager Stein said she would need to discuss that with legal counsel on this question. There was some discussion on fees for extraterritorial accounts to help compensate for the services the City provides.

Councilor Eder said he was inclined to agree with Councilor Grassman, that the service enhancement package cannot be considered at this time. Councilor Grassman asked to hear from the members of the Budget Committee.

Committee Member Trierweiler said she also agreed that the money needs to be found to cover the budget shortfalls before more money is spent on adding the service enhancements.

Committee Member Robison said that he has the perspective of living on fixed income. He is concerned for people that cannot stretch their budget anymore if faced with increased fees. He has a similar concern about non-profits, who generally survive hand-to-mouth and are supported largely by the community.

Committee Member Brackinreed, said she felt there are some fees that Mt. Angel does not have, like the business license fee that is common in other communities and should be seriously considered as a means of generating revenue without increasing fees significantly for residents.

Committee Member Kosel said that he agreed that the service enhancements should wait and he was also concerned what too many increases would have on those who are on a fixed income.

Councilor Grassman said she would like more information presented at the Budget Committee meetings about the user fees and if they could be assessed per unit in some of these multi-unit properties.

Committee Member Brackinreed asked if non-profits could be either charged different rates or exempt depending on the type of non-profit. City Manager Stein said that it would be the prerogative of the Council, but that legally it would be difficult to differentiate.

Committee Member Robison was very concerned, as a non-profit, about being able to survive with an increase in city service fees. While there is, on the one hand, the issue of tax-exemption, there is also the balancing issue of the services provided to the community by non-profit entities.

Committee Member Kosel, asked if the new laws regarding minimum wage would affect the projections presented. City Manager Stein said that the full effect of the law will come in 2022 meaning there will be time to prepare for those impacts if the legislation passes.

Committee Member Robison agreed that the new law would be a consideration in staff retention. City Manager Stein replied there always is a concern about retention even with the current wage scale. Small cities often cannot offer the same competitive compensation as larger cities, so people move on to higher paying positions.

City Manager Stein asked for direction on raising the franchise fees so she can prepare for those as agreements come up for renewal. Several Councilors agreed that it would be in the best interest of the City to go ahead and assess the maximum franchise fee. PGE and the telephone franchise are the only franchises that do not pay the maximum, at this time.

Councilor Grassman asked about the business registration fee and how other members felt about it. City Manager Stein said there are a lot of good reasons that the City might want to know what commerce is being conducted in the city, how to get a hold of the owner, what kind of business is operating, and how that might impact the environment. Councilor Grassman said she would like some more information, and especially looking at a different scale for smaller versus larger businesses. Councilor Wall shared that when

he was the city manager many years ago, the idea of a business license was very unwelcome, however, that attitude seems to have changed over the years. City Manager Stein said she would do some research and prepare a fee scale for the Council to consider. Committee Member Brackinreed asked about in-home businesses. City Manager Stein said they should be included and staff would work that into the proposal for the Council to consider. Councilor Wall said he would be willing to bring it up with the Chamber board and see what the business community would support.

Mayor Otte arrived at the meeting at 7:30 p.m.

Mayor Otte stated that while he missed a portion of the meeting, he stated that if the City is looking at a \$191,000 deficit, the Council needs to solve for more than the \$191,000. The community needs to come together to support the needs of the community. He feels that a suite of options needs to be presented to the community for consideration in solving the budget process.

City Manager Stein recapped her understanding of the Council's and Budget Committee's direction from the discussion. She asked for direction about considering city service fees as discussed earlier. She stated there seems to be an interest in considering user fees with possibly some exemption for non-profits.

Councilor Grassman said she agreed with the Mayor on his assessment of the situation. She does not think that there is time to educate the community to the extent that is necessary to gain support. She thinks the suite of options is necessary and would like all relevant information on the user fees and levy options.

Committee Member Kosel asked about what service would be considered for a supplemental operating levy and whether it would be the Police Department. City Manager Stein said that she views a levy as creating room in the General Fund. It would take the burden off of one component of the fund by adding a revenue source and relieving the fund of that obligation, thus freeing the normally budgeted money to be used elsewhere. She stated there does not need to be so much room created in the General Fund budget that she would recommend putting the Police Department on a supplemental operating level, it total, but perhaps partially if possible. She explained she sees the library as a good prospect for a levy, rather, especially since it enjoys a great deal of community support.

Councilor Beyer asked whether the costs for lining sewer pipes and other infrastructure improvement projects could be put out for a levy. City Manager Stein said that sewer projects are not included in the General Fund being discussed at this meeting, but she reminded the Council there are recommendations forthcoming from the Infrastructure Task Force.

Councilor Eder asked when there would be a next meeting. City Manager Stein stated the first Budget Committee meeting will be April 18th. She asked whether there is need for another meeting like this one before the first official meeting on that date. The Council and Budget Committee members did not think so, but wanted to make sure that City Manager Stein had the direction she needed to prepare the budget. City Manager Stein stated that she did and thanked the members for their discussion and direction.

3. **ADJOURNMENT:**

Mayor Otte adjourned the meeting at 8:19 p.m.

Respectfully submitted by:

Justin Hogue, Assistant to the City Manager

Attested by:

Andrew Otte, Mayor

CITY OF MT. ANGEL
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 7, 2016			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: March 2, 2016		Department: Administration	
SUBJECT: Development Code Update		Contact Person for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us.	

RECOMMENDATION:

Approve the action plan for updating the Mt. Angel Development Code.

BACKGROUND:

In January of 2015, the City of Mt. Angel applied for a technical assistance grant, offered through the Transportation Growth Management (TGM) program, for updating the Mt. Angel Development Code. The City of Mt. Angel was subsequently awarded the grant and was provided Angelo Planning Group as a consultant to assist with updating the Code.

The process for updating the Code is composed of two phases. The first phase was more of an information gathering task, whose intended outcome was to develop an action plan. Angelo Planning Group has now completed the action plan after months of research and conference calls and meetings with Mt. Angel's City Council, Planning Commission, staff, and local developers. The second phase, for which the City has submitted a letter expressing its desire to pursue, will include the actual drafting of text amendments.

RECOMMENDED MOTION:

"I move to approve the action plan presented by Angelo Planning Group for updating the Mt. Angel Development Code"

ATTACHMENT A: Action Plan

Memorandum

Date: February 29, 2015

To: Justin Hogue, City of Mt. Angel
Eileen Stein, City of Mt. Angel

cc: Gary Fish, DLCD
Naomi Zwerdling, ODOT
Angela Lazarean, DLCD

From: Serah Breakstone

Re: **Mt. Angel Code Assistance - Task 4.2 Final Action Plan**

Overview

The goal of this TGM¹ Code Assistance project is to create recommendations for updating Mt. Angel's Development Code in order to help the city enhance its downtown area, strengthen regulations that control downtown development, and improve efficiency in the land use process. Specifically, identified objectives for this project are:

- Emphasize the pedestrian environment, particularly in the downtown core, to strengthen the Bavarian theme and ensure future projects will be consistent with, and enhance, downtown development.
- Help the city improve the multi-modal nature of the downtown area by providing safe and convenient access for walking and biking.
- Assess the city's Development Code to identify areas where revisions may be needed to improve the overall function, reliability and user-friendliness of the code. *Note: this objective was identified as a priority at the City Council-Planning Commission work session on July 16, 2015.*

¹ This project is partially funded by a grant from the Transportation and Growth Management (TGM) Program, a joint program of the Oregon Department of Transportation and the Oregon Department of Land Conservation and Development. This TGM grant is financed, in part, by federal Moving Ahead for Progress in the 21st Century (MAP-21), local government, and the State of Oregon funds. The contents of this document do not necessarily reflect views or policies of the State of Oregon.

This memo presents an Action Plan for the city that outlines recommended policy and code amendments, including a description of where the amendments would occur in the code, and the rationale for each amendment.

Note: Based on feedback from the Planning Commission and City Council at the end of Task 3, this memo also includes some draft code language for new downtown design standards. This draft code language will be reviewed by the PMT and PC/CC as part of Task 4, and will be carried forward into the second phase of Code Assistance. (The second phase will involve prioritizing the Action Plan and drafting adoption-ready code language to address identified issues.)

The recommendations in this memo are based on work done in previous tasks conducted between July and November, 2015, including a code evaluation, stakeholder interviews, discussions with City staff, and three work sessions with the Planning Commission.

Summary of Recommended Amendments

The following is a brief summary of the recommended amendments and their benefit to Mt. Angel. Please see Table 1, Action Plan Recommendations, and Appendix A, Code Clean-Up Suggestion, for more detailed descriptions.

- New design standards for downtown development. The standards will insure that new development will have a pedestrian-friendly character consistent with the historic and walkable character that defines downtown Mt. Angel.
- New Comprehensive Plan policies. The policies provide policy support for recommended code amendments.
- Blend the Parking District with Downtown Core. Combining these overlays will streamline and clarify the code.
- Remove the residential design standards from the Infill Overlay Zone and establish a new section of residential design standards that apply city-wide. These standards will be clear and objective to ensure quality housing at reasonable costs.
- Establish pedestrian connectivity standards for new development that will implement the Transportation Planning Rule and support the design standards for downtown development.
- Revise code language pertaining to the Design Review Board to clarify its role and process.
- Consider code clean-up suggestions – Appendix A lists 22 code amendments that are relatively minor improvements, but collectively will clarify the code and streamline its use.

Table 1: Action Plan Recommendations for Mt. Angel Development Code

Recommended Amendment	Code Section(s)	Rationale/Discussion
<p>New design standards for downtown development, to include:</p> <ul style="list-style-type: none"> ▪ Buildings must be built to the front lot line (using a build-to line and/or maximum setbacks). ▪ A primary building entrance must be located facing the street/sidewalk. Corner entrances should be provided on corner lots. ▪ The ground floor must have high transparency (windows and doors) and present a storefront character. ▪ Off-street parking is oriented internally to the site as much as possible. ▪ Building facades must be articulated and designed to avoid large expanses of wall. ▪ Buildings should provide some pedestrian shelter such as awnings, canopies, recesses, etc. ▪ Mechanical equipment should be screened from view. ▪ Civic space and pedestrian amenities (benches and lighting for example) should be provided. <p>Include a purpose or intent statement that emphasizes the importance of a pedestrian-friendly downtown.</p> <p>Include an applicability statement to provide clear thresholds for when the design standards apply (new construction, major remodels, etc).</p> <p>Ensure new downtown design standards don't conflict with or detract from the Bavarian Theme standards.</p> <p>Standards should not be overly prescriptive; should have some flexibility.</p>	<p>Insert at the end of Section 6.7 Downtown Core Overlay District as new subsection (d) Downtown Building Design</p>	<p>These amendments provide a set of standards that are intended to enhance pedestrian accessibility, provide civic space for employees and visitors, support natural surveillance of public spaces and create human-scale design.</p> <p>Currently, there are no standards in the Mt. Angel Development Code that regulate orientation and design of commercial buildings. If a new commercial project were constructed downtown, it could potentially be built in a way that would not support a pedestrian environment or be consistent with the existing downtown buildings (Bavarian theme aside). For example, it could be set back from the street, have minimal windows on the ground floor, lack a prominent entrance, and so on.</p> <p>Consider adding policy language to the Comprehensive Plan to support this change.</p> <p>Note: Draft downtown development standards are provided in Appendix B of this memo. The design standards presented in Appendix B should be considered a starting point for discussion; it is <u>draft</u> language and not intended to be final.</p>
<p>Consider new Comprehensive Plan policies to support downtown design standards that enhance the pedestrian environment. Could include policy language to:</p> <ul style="list-style-type: none"> ▪ Emphasize the importance of pedestrian-scaled design in the downtown core ▪ Prioritize pedestrian travel and connectivity 	<p>Comprehensive Plan, Commercial Land Use section, and the updated (1987) Transportation Element</p>	<p>The recommended amendments to the Downtown Core present a shift in policy that is not adequately represented in the current Comprehensive Plan. Adding new policy language to emphasize creation of a pedestrian-friendly downtown would provide a policy basis for the code amendments.</p>

Table 1: Action Plan Recommendations for Mt. Angel Development Code

Recommended Amendment	Code Section(s)	Rationale/Discussion
<ul style="list-style-type: none"> ▪ Highlight the need to balance bicycle/pedestrian modes with vehicle modes, particularly downtown 		
<p>Blend the Parking District with Downtown Core by eliminating the Parking District as a separate boundary and applying the parking exemption to the entire Downtown Core Overlay District. Include:</p> <ul style="list-style-type: none"> ▪ New language in Downtown Core Overlay that exempts downtown development from the off-street parking requirements (unless there is residential included) ▪ Require any above-ground residential to provide off-street parking consistent with the parking chapter (Section 8.6) ▪ Consider establishing a threshold for large uses with high number of employees. Any use over the threshold would be required to provide off-street parking (possibly at a reduced ratio). ▪ Eliminate the Parking District boundary as it appears on the official Zoning Map ▪ Eliminate Exhibit A (map of Parking District) from Section 8 Off-Street Parking and Loading ▪ Revise Section 8.3 (parking chapter) to remove references to the Parking District and the map in Exhibit A. Instead, reference the Downtown Core Overlay. 	<p>Section 6.7 Downtown Core Overlay District, include as subsection (e) Downtown Parking Exemption</p> <p>Section 8 Off-Street Parking and Loading</p>	<p>Large expanses of parking, particularly if located next to the sidewalk, can detract from the pedestrian atmosphere. Furthermore, requiring on-site parking for downtown commercial businesses reduces the amount of land that can be devoted to the commercial use and may serve as a barrier to new development.</p> <p>This approach expands the area where off-street parking is not required and also simplifies the structure of the code by removing a layer of regulation (two “overlays” blended into one).</p>
<p>Remove residential design standards from the Infill Overlay Zone, as follows:</p> <ul style="list-style-type: none"> ▪ Delete Section 14.6 Residential Development Standards ▪ Delete Section 14.7 Additional Multifamily Residential Development Standards ▪ Create new language in Section 7 General Development Standards to establish clear and objective design standards for single-family, duplex and multifamily residential that will apply city-wide (see below for details) 	<p>Section 14 Infill Development Overlay Zone</p> <p>Section 7 General Development Standards</p>	<p>This approach is recommended in order to establish standards for residential development that will apply city-wide. The standards are intended to produce quality housing without placing undue burden on the developer.</p>

Table 1: Action Plan Recommendations for Mt. Angel Development Code

Recommended Amendment	Code Section(s)	Rationale/Discussion
<p>Establish new residential design standards, as follows:</p> <ul style="list-style-type: none"> ▪ Create a new subsection in Section 7 for single-family and duplex design standards that contains: <ul style="list-style-type: none"> – Purpose statement – Applicability statement (all new single-family homes and each half of a duplex) – Garage standards that limit the impact of the garage on the overall façade, but provide options for how that is achieved (see Exhibit A, City of Sandy Code example) – Building orientation standard that orients front entrances toward the street, with or without a front porch – Trim around doors and windows required on street-facing façade (minimum 4-inch width) – A menu of possible design elements that can be used to provide articulation on the front façade. The number of required design elements could be determined by the width of the garage (the wider the garage, the more elements required). – Limitations on fence height in the front yard, similar to existing standard 14.6(j) (maximum 4-foot fence, cannot be solid) – A standard that requires variation among abutting house plans, similar to existing standard 14.6(k) (no more than 4 identical houses in a row) ▪ Create a new subsection in Section 7 for multifamily design standards that includes: <ul style="list-style-type: none"> – Purpose statement – Applicability statement (all new multifamily developments and major expansions/remodels) – Keep the existing design standards currently located in Section 14.7 of the code. 	<p>Section 7 General Development Standards Section 6.1 Residential Zone, Single Family (RS)</p>	<p>These standards are intended to enhance neighborhood appearance through creation of attractively designed housing. They are also intended to provide some level of flexibility for the builder and allow good design at reasonable cost.</p> <p>Standards are also intended to simplify the review process for single-family development by establishing clear and objective standards that can be quickly and easily reviewed by the Mt. Angel staff planner.</p> <p>Question: Does the city want to keep some variation of the existing height standard in Section 14.6(m) that limits homes to 20 feet or an average of the abutting home heights?</p>

Table 1: Action Plan Recommendations for Mt. Angel Development Code

Recommended Amendment	Code Section(s)	Rationale/Discussion
<ul style="list-style-type: none"> ▪ Remove language in Section 6.1(f) Single Family Dwelling Features. That language will be replaced by the new language described above. 		
<p>Establish pedestrian connectivity standards for all new development (except single-family homes). Create a new subsection in Section 7 for pedestrian connectivity, including:</p> <ul style="list-style-type: none"> ▪ Purpose statement ▪ Applicability statement (all new developments and major expansions/remodels, would not apply to single-family development) ▪ Define and require a “safe, direct and convenient” walkway system between primary building entrances and all adjacent parking areas, recreational areas/playgrounds, and public rights-of-way ▪ Vehicle/walkway separation standards ▪ Walkway marking and paving standards ▪ Walkway width and surface standards 	Section 7 General Development Standards	Implements the Transportation Planning Rule requirements related to pedestrian access and circulation. These standards also support and complement the recommended building design standards for the downtown core by emphasizing the pedestrian walkway system.
<p>Revise and clarify the Design Review Board role. Including:</p> <ul style="list-style-type: none"> ▪ Revise the purpose statement in Section 16.1 to clarify that the Board serves as an advisory body to city staff and/or the Planning Commission. ▪ Revise Section 16.4(c) to remove the reference to Section 6.1(f), which contains design features for single-family development. ▪ Revise the procedures language in Section 16.5 to provide more detail and clarity about how the Board functions. Include: <ul style="list-style-type: none"> – For Type I reviews, the Board advises the City staff planner – For Type II and III reviews, the Board advises the Planning Commission – Specify process and timing for Board recommendations – If language regarding a Board meeting is maintained, specify how and when the meeting takes place 	Section 16 Design Review Board	<p>These amendments are intended to clarify that the Design Review Board serves as an advisory body, not as an official decision-making authority.</p> <p>In addition, amendments remove language that suggest the Design Review Board should review single-family dwelling projects.</p>

Table 1: Action Plan Recommendations for Mt. Angel Development Code

Recommended Amendment	Code Section(s)	Rationale/Discussion
<ul style="list-style-type: none"> - Specify the role (if any) of the Board at a Planning Commission hearing ▪ Remove the appeals language in Section 16.6. If the Board is advisory-only, it is not making appealable decisions. Appeals will be done in accordance with the City’s procedures in Section 2. 		
<p>Implement the Code Clean-up Suggestions from Task 2 of this TGM Code Assistance project. The table in Appendix A has been updated to reflect other amendments recommended in this memo.</p>	<p>Various code sections, see table in Appendix A.</p>	<p>These amendments are intended to eliminate inconsistencies within the code that were identified in previous tasks. Reducing code conflicts helps to streamline the review process by improving efficiency and readability for staff and applicants.</p>

Appendix A: Code Clean-Up Suggestions

Code Section	Issue	Recommended Action
Section 2 Administrative Provisions		
No code reference	Current code does not appear to require a pre-application conference with city staff. Requiring a conference for certain types of review can help streamline the review process for staff and applicants.	Consider requiring or recommending a pre-application conference for projects that require a higher level of review (Type II or higher). Clarify pre-application conference procedures and format in the code.
2.2 General provisions	Subsection (d) allows the city 30 days for completeness review of a Type I action. Subsection (e) allows the city only 10 days for completeness review of a Type II or III action	30 days is the standard. Subsection (e) should be revised to allow 30 days for Type II and III actions
2.2 General provisions	Subsection (e)(8) requires that the city send notice of decision to all property owners within 100 feet of the subject site	Mailing notice of decision to surrounding property owners is not necessary and should be deleted. Only the property owner and any person requesting notice should be mailed notice.
2.2 General provisions	Subsection (e)(8) also allows the city 14 days to mail the notice of decision. However, appeals must be filed within 12 days of the decision, so the two standards conflict with each other.	Revise to state that the appeal period is within 12 days of the date the notice of decision was mailed.
2.3 Notification of hearing	Requires that notice of a Type II or III hearing be published in the newspaper. This does not match the noticing requirements listed for a Type II or III hearing in Section 2.2(e)(4).	Revise for consistency. Consider combining all noticing requirements into one section to ensure continued consistency.
Section 6 Zoning		
Section 6	Table of contents at the beginning of this section does not include Section 6.7 Downtown Core Overlay	Revise to include Section 6.7
6.1 RS Zone	Public buildings are listed as both a permitted use and a conditional use.	Clarify which is the appropriate category and revise for consistency.

Code Section	Issue	Recommended Action
6.1(e)(2) RS Zone and 7.2 Accessory Structures	The rear and side yard setbacks listed in Section 6.1 apply to accessory structures. Those setbacks conflict with the setbacks listed in Section 7.2.	Clarify the applicable standard and revise code for consistency.
6.1(e)(4) Front lot line width	Requires corner lot width at building line to be a minimum of 70 feet. This conflicts with the subdivision code, which requires a 50-foot minimum.	Clarify which is the appropriate standard and revise for consistency.
6.3 RC Zone	6.3(d)(1) is called "Minimum lot area" but the standards listed under this subsection are lot coverage standards. No minimum lot area standard is listed for this zone.	Clarify the appropriate standard for this section and revise as needed.
6.4 CG Zone	Baker/bakery is listed as both a permitted use and a conditional use.	Clarify which is the appropriate category and revise for consistency.
Section 7 General Development Standards		
7.1(c) No parking in front yard	States that no parking is allowed within the required front yard area. Some zones don't have a front yard requirement.	Revise to delete "required" to account for places where a front yard is not required.
7.1(d) Average yard setback	Appears to require 20 foot setback for any building requiring a front yard. Conflicts with setbacks established in individual zones.	Need to clarify intent of this standard and eliminate any conflicts.
7.1(e) Front yard projections	Allows covered porches to project into the required front yard only when they do not extend more than 5 feet beyond the front wall of the building. This conflicts with Section 14.6(d) - Infill Overlay - which requires new houses to have a covered front porch at least 6 feet in depth.	Revise section 7.1(e) to be consistent with the Infill Overlay
7.2(d-e) Setbacks for accessory structures	Contains rear and side yard setback standards for accessory structures that conflict with setbacks established in the individual base zones (RS, RM and RC in particular).	Clarify which standards should apply and revise for consistency.

Code Section	Issue	Recommended Action
Section 14 Infill Overlay Zone		
Exhibit B Street and accessway standards	The minimum right of way widths presented in the table are misleading because they do not represent the true amount of ROW needed to provide all required cross section elements (travel lanes, sidewalks, planter strip, etc). The same is true for the street standards listed in the subdivision ordinance (Section 4.18).	Both sections should clearly show the total amount of ROW required to build streets to the city standard.
Miscellaneous		
No code reference available	Drive-through uses do not appear to be mentioned in the code and are presumably allowed in the Downtown Core.	Need to clarify. Consider prohibiting new drive-through uses in DC Overlay and include some standards from the Model Code where they are allowed.
Various code sections	Some sections of code reference the “Design Review Committee” while others reference the “Design Review Board”.	Confirm that these are the same and change all references to “Design Review Board” for consistency.
Section 1.10 Definitions	<ol style="list-style-type: none"> 1. Does not include a definition for “façade” 2. Definition for “accessory structure” includes a subordinate portion of a main building 	<ol style="list-style-type: none"> 1. Revise to include definition 2. Revise to delete “or portion of a main building”
Section 8.6 Off-street parking	Subsection (p) contains a minimum parking requirement for manufacturing uses over 100,000 square feet. There is no requirement listed for uses smaller than 100,000 square feet.	Establish a minimum parking requirement for manufacturing uses less than 100,000 square feet.
No code reference available	The code does not clearly outline the process for a Traffic Impact Study, including thresholds for when a study is needed.	City might want to consider a section of code that outlines the rules and procedures for a Traffic Impact Study, including when it is required, what should be provided in the study, and any other important details.
No code reference available	Staff and stakeholders have observed new single family development being constructed without installing sidewalks. It is unclear how this is allowed to occur.	Need to understand how some new single family is being built without sidewalks and close any “loophole” that allows that to occur.
No code reference available	The code does not contain provisions that address lots created before the code was adopted that do not meet	Establish a clear set of provisions that address this issue in terms of what can be built and what standards still apply.

Code Section	Issue	Recommended Action
	current lot size standards (they are smaller than the required minimums). This makes it difficult for staff to determine what can be built on the non-conforming lots.	

Appendix B: Draft Downtown Design Standards

The following presents draft design standards for downtown Mt. Angel. New code language is shown in underline format.

***Note:** The new language presented below is draft language and is not intended to be final. Code amendments will be reviewed and revised several times during Phase 2 of the Code Assistance project before final language is complete.

6.7 DOWNTOWN CORE ZONE OVERLAY DISTRICT (DC)

- (a) Purpose: To provide for an appropriate range of mixed use retail, service, and residential uses that are primarily dependent on pedestrian patronage.
- (b) Permitted Uses. The following uses are permitted in the Downtown Commercial Zone:
 - (1) All uses described in the General Commercial Zone except those listed in Section 6.4 (b) (11).
- (c) Dimensional Standards. The following dimensional standards shall be required for all development in the Downtown Core Zone:
 - (1) Minimum Yard Setbacks
 - (A) Front Yard: none
 - (B) Side Yard
 - Adjoining a non-residential zone: none
 - Adjoining a residential zone: 15 feet
 - (C) Rear Yard
 - Adjoining a non-residential zone: none
 - Adjoining a residential zone: 15 feet
 - (D) Maximum Building Height 45 feet
 - (d) Additional Development and Design Standards. The intent of these standards is to enhance the pedestrian environment in downtown Mt. Angel, provide civic gathering spaces for employees and visitors, provide transparency between buildings and the sidewalk, and create comfortable, human-scale design.
 - (1) Applicability. These standards apply to all new buildings and building expansions of more than 25%. [Further refine applicability language to make sure it is appropriate]
 - (2) Build-To Lines. Required build-to lines (zero setback) are established to ensure that the ground floors of buildings engage the street right-of-way. The build-to line ensures compatibility and harmony between buildings, enabling a series of different buildings to maintain or establish a continuous vertical street wall.
 - (A) First-floor build-to lines (required zero setbacks) are established for block faces on [either list specific streets here or provide a map showing where it applies].
 - (B) For those block faces established in (A) above, 75% of the first floor shall be built to the front lot line (zero setback). The remaining 25% may be set back from the front lot line a maximum of 20 ft. The front setback shall provide usable open space that meets the requirements below:
 - i. Usable open space must be accessible at grade adjacent to the sidewalk.

- ii. Usable open space may be hardscaped or landscaped, including plazas, courtyards, gardens, terraces, outdoor seating, and small parks.
- (C) For other block faces in the Downtown Core, there is no build-to line requirement and the maximum setback shall be 10 ft.
- (D) The portions of the building used to meet the build-to line requirement in (B) above shall have a depth of at least 20 ft.
- (3) Primary Entrances. This standard promotes pedestrian-friendly development by providing building entrances that are oriented to the sidewalk or other public space and connected with clearly-marked pedestrian walkways.
 - (A) All new buildings shall have at least one primary entrance facing an abutting street (i.e., within 45° of the street property line) or, if the building entrance must be turned more than 45° from the street (i.e., front door is on a side or rear elevation) due to the configuration of the site or similar constraints, a pedestrian walkway must connect the primary entrance to the sidewalk.
 - (B) Where a development contains multiple buildings and there is insufficient street frontage to meet the above building orientation standards for all buildings on the subject site, a building's primary entrance may orient to plaza, courtyard, or similar pedestrian space containing pedestrian amenities. When oriented this way, the primary entrance(s), plaza, or courtyard shall be connected to the street by a pedestrian walkway.
- (4) Weather Protection. The intent of this standard is, through the use of awnings and canopies along the ground floor of buildings, to protect pedestrians from rain and provide shade; to encourage window shopping and lingering; and to create visual interest on the ground floor of a building.
 - (A) All ground floor building entries shall be protected from the weather by canopies, or be recessed behind the front building façade at least 3 feet.
 - (B) Weather protection shall comply with applicable building codes, and shall be designed to be visually compatible with the architecture of a building. Where applicable, weather protection shall be designed to accommodate pedestrian signage while maintaining required vertical clearance.
- (5) Windows and Doors. The standards of this section are intended to enhance street security and provide a comfortable pedestrian environment by providing ground-level transparency between the interior of buildings and the sidewalk.
 - (A) For new buildings, 40 percent [*adjust this percentage as appropriate*] of the ground-floor street wall area must consist of openings; i.e., windows or glazed doors. The ground-floor street wall area is defined as the area up to the finished ceiling height of the space fronting the street or 15 feet above finished grade, whichever is less.
 - (B) Clear glazing is required for ground-floor windows.
 - (C) The bottom edge of windows along sidewalks shall be constructed no more than 36 inches above grade.
 - (D) Ground-floor windows for nonresidential uses shall allow views into storefronts, working areas, or lobbies. Signs are limited to a maximum coverage of 50 percent of the required window area.

(E) For all building windows facing streets, courtyards, and/or public squares in the downtown, the following window elements are prohibited:

- i. Reflective, tinted, or opaque glazing
- ii. Simulated divisions (internal or applied synthetic materials)
- iii. Exposed, unpainted metal frame windows

(6) Rooftop Equipment and Screening. The intent of this standard is to integrate mechanical equipment into the overall building design.

(A) Equipment under two feet in height does not require screening.

(B) Elevator mechanical equipment may extend above the height limit a maximum of 16 feet provided that the mechanical shaft is incorporated into the architecture of the building.

(C) Satellite dishes, communications equipment and all other roof-mounted mechanical equipment shall be limited to 10 feet in height, shall be set back a minimum of five feet from the roof edge, and shall be screened from public view and from views from adjacent buildings by one of the following methods:

- i. A screen around the equipment that is made of a primary exterior finish material used on other portions of the building or wood fencing or masonry;
- ii. Green roof features or regularly maintained dense evergreen foliage that forms an opaque barrier when planted.

(D) Required screening shall not be included in the building's maximum height calculation.

CITY OF MT. ANGEL
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 7, 2016			
Ordinance <input type="checkbox"/>	Resolution <input checked="" type="checkbox"/>	Motion <input type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: January 8, 2016		Dept.: Administration	
SUBJECT: Fee Schedule Update		Contact Person for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us , (503) 845-9291	

RECOMMENDATION:

Approve the proposed resolution updating a fee for services provided by the City of Mt. Angel.

BACKGROUND:

The City maintains fees for a wide variety of services. The fee schedule details many general administrative fees and charges for services provided by the City on one document and functions as a resource for the staff in assisting citizens with information for specialized services. Fees may be reviewed at any time, but are generally reviewed annually.

In accordance with the franchise agreement between the City of Mt. Angel and Woodburn Ambulance, staff recommends a modification to the fee schedule in keeping with the terms of this agreement. This change, shown in red in the following Attachment A, is based on the second half 2015 Consumer Price Index and is an increase of 1.1%.

RECOMMENDED MOTION:

"I move to approve the attached resolution updating a fee for services provided by the City of Mt. Angel."

ATTACHMENTS: Attachment A - Proposed resolution (the proposed change is shown in red)
Attachment B - Current fee schedule

**CITY OF MT. ANGEL
RESOLUTION NO. 1453**

**A RESOLUTION ADOPTING A MASTER FEE SCHEDULE FOR SERVICES
PROVIDED BY THE CITY OF MT. ANGEL**

WHEREAS, the City of Mt. Angel provides a variety of services to the public; and

WHEREAS, it is common for cities to charge fees for some services to help recover the costs of providing those services; and

WHEREAS, it is the intent of the Mt. Angel City Council to have city fees and charges in one master schedule to assist City staff and the public in quickly locating the appropriate fee or charge for service; and

WHEREAS, on March 7, 2016, the City Council took public comment on proposed changes in the Master Fee Schedule and took such public comment into consideration.

NOW, THEREFORE BE IT RESOLVED:

SECTION 1. The Master Fee Schedule attached as Exhibit A is hereby adopted.

SECTION 2. The fees established by Exhibit A of this resolution take precedence over the same fees which were previously adopted by any resolution or administrative policy.

SECTION 3. The City Manager and staff shall review the fees periodically and shall modify the fees based on the cost of providing the services with the approval of the City Council.

SECTION 4. This resolution shall be effective upon adoption.

ADOPTED by the City Council this 7th day of March, 2016 by a vote of:

AYES:

NAYS:

APPROVED BY THE MAYOR this 7th day of March, 2016.

Andrew Otte, Mayor

ATTESTED BY:

Eileen Stein, City Manager

Description	Fee
Administration	
<i>Photocopies</i>	
8.5 x 11 per page/side	\$0.25
8.5 x 14 per page/side	\$0.50
11 x 17 per page/side	\$1.00
Lien Search	\$25.00
Budget Document	\$20.00
Notary Services	\$5.00
Returned Check	\$25.00
Meeting Recording on CD	\$5.00
City Maps	
Property- single site	\$2.50
8.5 x 11	\$4.00
8.5 x 14	\$6.00
11 x 17	\$8.00
Administrative Fee	10%
Council Candidate Filing Fee	\$5.00

Library Fees	
<i>Photocopies</i>	
8.5 x 11 black and white copy (per side)	\$0.25
8.5 x 14 black and white copy (per side)	\$0.50
8.5 x 11 color copy (per side)	\$0.30
8.5 x 14 color copy (per side)	\$0.55
Scanning services	
8.5 x 11 document scanned to thumb drive (per page)	\$0.25
Library Card options for non-city residents	
Local Option Use Fee	\$25.00/year
Non-Resident Use Fee	\$60.00/year
Outside of CCRLS (Polk, Marion and Yamhill counties) Use Fee	\$75.00/year
Overdue fees	
Overdue books (children's)	\$0.15/day
Overdue books (adult)	\$0.25/day
Overdue DVDs/Videos	\$0.50/day
Processing fee for accounts in collection	\$8.95

Police Department Fees	
Public Safety Reports	\$20.00
911 Tapes	NORCOM
Tow/Impound	\$150.00
Photos	\$20.00
Fingerprinting - per card	\$15.00
False Alarm Response after 2nd/yr	\$100.00
Security Alarm Permit	
Residential/Government	\$10.00
Business	\$15.00
Records research time:	\$25.00 per hr
Copies of audio/video files:	\$45.00 per file

Description	Fee
City Permits & Licenses	
Liquor License per year	\$25.00
Gaming Permit per year	\$25.00
Sidewalk Café Permit	\$40.00
Transient Merchant Permit	
One day	\$30.00
One weekend (4 days)	\$50.00
Up to 30 days/yr	\$75.00
More than 30 days/yr	\$100.00
Sign Permit	
	\$40.00
Work in Right of Way	
Street Closure Fee/day	\$25.00
Ambulance License	\$3,650.06
New Rate for Ambulance Lic.	\$3,690.21

Planning Fee Deposits	
Type I	
Lot Line Adjustment	\$300.00
Minor Variance	\$400.00
Partition (on street)	\$900.00
Type II	
Legal Non-Conforming Use	\$300.00
Similar Use Determination	\$300.00
Type III	
Major Variance	\$750.00
Conditional Use	\$750.00
Adjustment to PUD	\$750.00
Site Design Review	\$1,500.00
Partition (flag lot)	\$1,500.00
PUD	\$3,000.00
Subdivision	\$3,000.00
Appeal	\$400.00
Zone Change	\$2,000.00
Zone Change with Comp. Plan Amendment	\$3,000.00
Annexation	\$4,000.00
Development Advisory Review Pre-Application	\$500.00

Court Fees	
Suspension	\$25.00
Failure to Appear	\$25.00
Failure to Appear for a Trial	\$100.00
Late Payment	\$35.00
Payment Plan	\$30.00

Use of City Facilities	
Community Meeting Room	
First 4 hours	\$25.00
All day	\$50.00
Civic Groups	\$10.00
Government Organizations	\$0.00
Cleaning Deposit	\$25.00
Key Deposit	\$100.00

Park Reservation Fees	
Resident, One Facility	\$25.00/day
Non-Resident, One Facility	\$40.00/day
Government Organizations	\$0.00
Additional Facility	\$10.00/day
Park Cleaning Deposit	\$25.00
Sports League (per season)	\$300.00
Sports League Deposit	\$100.00
Alcohol Permit for Park Events	\$25.00

Utility Rates	
Sewer Base Rate- per ERU	\$37.50
Water Base Rate	
Meter Size	Monthly Rate
3/4"	\$10.82
1" – 1 to 3 ERU's	\$15.14
1" – 4 to 6 ERU's	\$31.13
1" – 7 or more ERU's	\$47.11
1 1/2" – 1 to 3 ERU's	\$17.30
1 1/2" – 4 to 6 ERU's	\$40.20
1 1/2" 7 or more ERU's	\$63.10
2"	\$86.01
3"	\$324.45
4"	\$372.86
6"	\$497.49
Mt. Angel Beverage	\$1,835.46
Water Consumption Rate per unit (100 cubic feet/748 gallons)	\$1.90

Utility Rates, Non-Resident	
Sewer Base Rate- per ERU	\$56.25
Water Base Rate	
Meter Size	Monthly Rate
3/4"	\$16.23
1" – 1 to 3 ERU's	\$22.71
1" – 4 to 6 ERU's	\$46.70
1" – 7 or more ERU's	\$70.67
1 1/2" – 1 to 3 ERU's	\$25.95
1 1/2" – 4 to 6 ERU's	\$60.30
1 1/2" 7 or more ERU's	\$94.65
2"	\$129.02
3"	\$486.68
4"	\$559.29
6"	\$746.24
Water Consumption Rate per unit (100 cubic feet/748 gallons)	\$2.85

Utility Fees	
Sewer Account Deposit	\$50.00
Account Set-Up Fee	\$20.00
Water Reconnection Fee	\$50.00
Property Mgmt Change-Over Fee	\$10.00
Water Turn-on Afterhours	\$100.00
Late Payment Fee	Greater of \$3.00 or 1.5%
Water Account Deposit- by meter size	
3/4"	\$25.00
1"	\$30.00
1 1/2"	\$35.00
2"	\$40.00
3"	\$45.00
4"	\$50.00
5"	\$55.00
6"	\$60.00

Public Works Fee Deposits	
Type A Street/Utility Construction Permit (single home/business)	\$35.00
Type B Street/Utility	\$50.00

Exhibit A
City of Mt. Angel Fee Schedule

Description	Fee
Administration	
<i>Photocopies</i>	
8.5 x 11 per page/side	\$0.25
8.5 x 14 per page/side	\$0.50
11 x 17 per page/side	\$1.00
Lien Search	\$25.00
Budget Document	\$20.00
Notary Services	\$5.00
Returned Check	\$25.00
Meeting Recording on CD	\$5.00
<i>City Maps</i>	
Property- single site	\$2.50
8.5 x 11	\$4.00
8.5 x 14	\$6.00
11 x 17	\$8.00
Administrative Fee	10%
Council Candidate Filing Fee	\$5.00

Library Fees	
<i>Photocopies</i>	
8.5 x 11 black and white copy (per side)	\$0.15
8.5 x 14 black and white copy (per side)	\$0.15
8.5 x 11 color copy (per side)	\$0.50
8.5 x 14 color copy (per side)	\$0.50
<i>Scanning services</i>	
8.5 x 11 document scanned to thumb drive (per page)	\$0.25
<i>Library Card options for non-city residents</i>	
Local Option Use Fee	\$25.00/year
Non-Resident Use Fee	\$60.00/year
Outside of CCRLS (Polk, Marion and Yamhill counties) Use Fee	\$75.00/year
<i>Overdue fees</i>	
Overdue books (children's)	\$0.15/day
Overdue books (adult)	\$0.25/day
Overdue DVDs/Videos	\$0.50/day
Processing fee for accounts in collection	\$8.95

Police Department Fees	
Public Safety Reports	\$20.00
911 Tapes	NORCOM
Tow/Impound	\$150.00
Photos	\$20.00
Fingerprinting - per card	\$15.00
False Alarm Response after 2nd/yr	\$100.00
<i>Security Alarm Permit</i>	
Residential/Government	\$10.00
Business	\$15.00
Records research time:	\$25.00 per hr
Copies of audio/video files:	\$45.00 per file

Description	Fee
City Permits & Licenses	
Liquor License per year	\$25.00
Gaming Permit per year	\$25.00
Sidewalk Café Permit	\$40.00
<i>Transient Merchant Permit</i>	
One day	\$30.00
One weekend (4 days)	\$50.00
Up to 30 days/yr	\$75.00
More than 30 days/yr	\$100.00
<i>Sign Permit</i>	
	\$40.00
<i>Work in Right of Way</i>	
Street Closure Fee/day	\$25.00
Ambulance License	\$3,650.06

Planning Fees and Deposits	
Development Advisory Review Pre-Application (DARP)	\$0.00
<i>Type I (Fee)</i>	
Lot Line Adjustment	\$500.00
Minor Variance	\$500.00
Partition (minor)	\$1,000.00
<i>Type II (Deposit + Cost, max \$5,500)</i>	
Legal Non-Conforming Use	\$1,000.00
Similar Use Determination	\$1,000.00
Major Variance	\$1,500.00
Conditional Use	\$1,500.00
Adjustment to PUD	\$1,000.00
Site Design Review	\$2,500.00
Partition (major)	\$1,500.00
PUD	\$3,000.00
Subdivision	\$3,000.00
Appeal	\$500.00
<i>Type III (Deposit + Cost, no max)</i>	
Zone Change	\$2,000.00
Zone Change with Comp. Plan Amendment	\$3,000.00
Annexation	\$4,000.00

Court Fees	
Suspension	\$25.00
Failure to Appear	\$25.00
Failure to Appear for a Trial	\$100.00
Late Payment	\$35.00
Payment Plan	\$30.00

**Exhibit A
City of Mt. Angel Fee Schedule**

Use of City Facilities	
Community Meeting Room	
First 4 hours	\$25.00
All day	\$50.00
Civic Groups	\$10.00
Government Organizations	\$0.00
Cleaning Deposit	\$25.00
Key Deposit	\$100.00

Park Reservation Fees	
Resident, One Facility	\$25.00/day
Non-Resident, One Facility	\$40.00/day
Government Organizations	\$0.00
Additional Facility	\$10.00/day
Park Cleaning Deposit	\$25.00
Sports League (per season)	\$300.00
Sports League Deposit	\$100.00
Alcohol Permit for Park Events	\$25.00

Utility Rates	
Sewer Base Rate- per ERU	\$37.50
Water Base Rate	
Meter Size	Monthly Rate
3/4"	\$10.82
1" – 1 to 3 ERU's	\$15.14
1" – 4 to 6 ERU's	\$31.13
1" – 7 or more ERU's	\$47.11
1 1/2" – 1 to 3 ERU's	\$17.30
1 1/2" – 4 to 6 ERU's	\$40.20
1 1/2" 7 or more ERU's	\$63.10
2"	\$86.01
3"	\$324.45
4"	\$372.86
6"	\$497.49
Mt. Angel Beverage	\$1,835.46
Water Consumption Rate per unit (100 cubic feet/748 gallons)	
	\$1.90

Utility Rates, Non-Resident	
Sewer Base Rate- per ERU	\$56.25
Water Base Rate	
Meter Size	Monthly Rate
3/4"	\$16.23
1" – 1 to 3 ERU's	\$22.71
1" – 4 to 6 ERU's	\$46.70
1" – 7 or more ERU's	\$70.67
1 1/2" – 1 to 3 ERU's	\$25.95
1 1/2" – 4 to 6 ERU's	\$60.30
1 1/2" 7 or more ERU's	\$94.65
2"	\$129.02
3"	\$486.68
4"	\$559.29
6"	\$746.24
Water Consumption Rate per unit (100 cubic feet/748 gallons)	
	\$2.85

Utility Fees	
Sewer Account Deposit	\$50.00
Account Set-Up Fee	\$20.00
Water Reconnection Fee	\$50.00
Property Mgmt Change-Over Fee	\$10.00
Water Turn-on Afterhours	\$100.00
Late Payment Fee	Greater of \$3.00 or 1.5%
Water Account Deposit- by meter size	
3/4"	\$25.00
1"	\$30.00
1 1/2"	\$35.00
2"	\$40.00
3"	\$45.00
4"	\$50.00
6"	\$60.00

Public Works Permit Deposits (max \$5,500)	
Type A Street/Utility Construction Permit (single home/business)	\$500.00
Type B Street/Utility Construction Permit (multiple home/businesses)	\$1,500.00

CITY OF MT. ANGEL
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 7, 2016			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: February 29, 2016		Dept.: Administration	
Subject: Council Committee Appointment		Contact Person for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us, 503-845-9291	

RECOMMENDATION: Appoint member to the Planning Commission.

BACKGROUND: Gordon Bochsler informed the City on February 3, 2016 that he will be unable to serve the remainder of his term due to a recent change in employment. This resignation creates one vacancy on the Planning Commission. Planning Commissioners are appointed for two year terms; the vacant position, formerly held by Gordon Bochsler, will expire June 30, 2016. The City has received one Council Committee Application from Mt. Angel resident David Sylvia.

PROPOSED MOTIONS:

"I move to appoint David Sylvia to the Planning Commission for the remainder of a two (2) year term ending on June 30, 2016."

ATTACHMENT A: Council committee application for David Sylvia



City of Mt. Angel

APPLICATION FOR APPOINTMENT

RECEIVED
 FEB 04 2016
 Item #11b Attachment A
 BY:

Full Name: Sylvia David E.
Last First Middle Initial

Physical Address: 1030 Willow CT
Street Address

Mailing Address (if different): _____

Telephone number: _____
Home Work / Other

Email address: _____

Current Occupation: PARTIAL RETIRED AND BUSINESS MAN

Occupational Background (include volunteer experience):
ENTREPRENEUR OWNED BUSINESS IN OREGON
MEMBER OF OREGON CCB # 185279

Prior Governmental Experience (elected or appointed): _____

What skill sets or particular interests do you possess? AN INTEREST IN
IMPROVING THE CITY OF MT. ANGEL

Please check the box of which boards you are interested in serving:

Planning Commission <small>(2-year term)</small>	Design Review Board <small>(2-year term)</small>	Library Board <small>(4-year term)</small>	Budget Committee <small>(3-year term)</small>	Park Tree Board <small>(4-year term)</small> <small>(2-year student term)</small>
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(You may choose more than one; however, you may only serve on one board at a time.)

I certify that if appointed to the Budget Committee I will ensure that I am registered to vote at the time of my service on the Committee.

Signature: [Signature] **Date:** 2/04/2016

*This application will be held for consideration for one year.
 The City of Mt. Angel is an Equal Opportunity Employer and Provider.*

CITY OF MT. ANGEL
REQUEST FOR COUNCIL ACTION

DATE ACTION REQUESTED: March 7, 2016			
Ordinance <input type="checkbox"/>	Resolution <input type="checkbox"/>	Motion <input checked="" type="checkbox"/>	Information <input type="checkbox"/>
Date Prepared: March 1, 2016		Department: Administration	
SUBJECT: Social gaming license - renewal application		Contact Person for this Item: Justin Hogue, Assistant to the City Manager, jhogue@ci.mt-angel.or.us, (503)845-9291	

RECOMMENDATION:

Approve social gaming license for Tiny's Tavern.

BACKGROUND:

The Police Department reviewed the social gaming license renewal application for Tiny's Tavern located at 155 N. Main St. and found no cause to support denial of the request.

RECOMMENDED MOTION:

"I move to approve the social gaming license for Tiny's Tavern"

ATTACHMENT A: Social gaming license application for Tiny's Tavern.

City of Mt. Angel

P.O. Box 960 / 5 N. Garfield Street, Mt. Angel, OR 97362
Phone (503) 845-9291 Fax (503) 845-6261

SOCIAL GAMING LICENSE APPLICATION

This application applies to social gaming only; the City does not regulate Oregon Lottery devices.

DATE: 3/1/15
BUSINESS NAME: Tims Tavern
BUSINESS ADDRESS: 155 N Main St
MAILING ADDRESS (if different): PO BOX 836

ALL BUSINESS OWNERS (include names and current addresses of all owners, shareholders, or persons with a financial interest):

NAME	ADDRESS	DATE OF BIRTH
<u>Robert Purdy</u>	<u>14433 E Marguam Rd</u>	<u>2/24/70</u>
_____	_____	_____
_____	_____	_____

If any person listed above has a criminal record, please state the date of arrest, charge, and disposition of case.

NAME	DATE OF ARREST	CHARGE	DISPOSITION OF CASE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I hereby certify under penalty of law that all statements supplied are factual to the best of my knowledge.

ALL OWNERS MUST SIGN.

Owner Name (Print): Robert L Purdy Signature: [Signature]

Owner Name (Print): _____ Signature: _____

Owner Name (Print): _____ Signature: _____

If more space is needed to provide additional statements or information to this form, please attach to this application.

Mt. Angel City Council
Agenda Calendar
3/2/16

April 4 RM	LIUNA Contract Approval (?) Repeal of Marijuana Taxation Ordinance (1 st reading) Canby/Mt. Angel Telephone Franchise Renewal Façade Improvement (Ph 2) Awards Infrastructure Task Force Report
April 18	Budget Committee Meeting #1
April 21	Budget Committee Meeting #2
April 25	Budget Committee Meeting #3
April 28	Budget Committee Meeting #4
May 2 RM	Repeal of Marijuana Taxation Ordinance (2 nd reading) Oktoberfest 2016 Operating Agreement
June 6 RM	PH and Adoption of FY 16-17 Budget Related Budget Resolutions

To Schedule/Discuss:

Review Park Tree Board Mission and Composition

Franchise Agreements – Expiration Dates

Republic Services 6 year rolling agreement which began January 2006

Mt. Angel Telephone agreement **expires July 2016**

N.W. Natural Gas agreement expires October 2020

PGE agreement expires December 2023

Wave Broadband agreement expires July 2020

Woodburn Ambulance Service Inc. agreement expires December 2017