



AGENDA
STAYTON CITY COUNCIL
Monday, November 4, 2019
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

CALL TO ORDER

7:00 PM

Mayor Porter

FLAG SALUTE

ANNOUNCEMENTS

- a. Additions to the agenda
- b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.

APPOINTMENTS

PUBLIC COMMENTS

If you wish to address the Council, please fill out a "Request for Recognition" form on the table near the door. Speakers are limited to 3 minutes and must state their name and residence.

CONSENT AGENDA

- a. October 21, 2019 City Council Minutes

PUBLIC HEARING

GENERAL BUSINESS

CIS Best Practices Review of the Stayton Police Department

INFORMATIONAL

- a. Staff Report – Ty Hanlon
- b. Public Comment
- c. Council Discussion

Annual Sidewalk Maintenance Program Presentation

INFORMATIONAL

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Discussion

Resolution No. 996, Supporting and Authorizing the City of Stayton to Apply for a Feasibility Study Grant from the Oregon Water Resources Department

ACTION

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

Mill Creek Park Update Grant Writing Services Contract

INFORMATIONAL

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Discussion

Resolution No. 997, Amending the 2019-20 Fees and Charges to Include Fees for Sidewalk Vendors

ACTION

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

Resolution No. 998, Initiating Vacation of Alleyway

ACTION

- a. Staff Report – Dan Fleishman
- b. Public Comment
- c. Council Deliberation
- d. Council Decision

COMMUNICATIONS FROM MAYOR AND COUNCILORS

COMMUNICATION FROM CITY STAFF

ADJOURN

FUTURE AGENDA ITEMS

- a. Jordan Bridge Update
- b. Emergency Management Equipment Update
- c. City Properties

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations contact Administrative Services Manager Alissa Angelo at (503) 769-3425.

CALENDAR OF EVENTS

NOVEMBER 2019

Monday	November 4	City Council	7:00 p.m.	Community Center (north end)
Tuesday	November 5	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERAN'S DAY		
Tuesday	November 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Tuesday	November 12	City Council Work Session	6:00 p.m.	Community Center (north end)
Monday	November 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	November 20	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	November 25	Planning Commission	Cancelled	
Thursday	November 28	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 29			

DECEMBER 2019

Monday	December 2	City Council	7:00 p.m.	Community Center (north end)
Tuesday	December 3	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	December 9	Planning Commission	7:00 p.m.	Community Center (north end)
Tuesday	December 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	December 16	City Council	7:00 p.m.	Community Center (north end)
Wednesday	December 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	December 24	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Wednesday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 30	Planning Commission	Cancelled	

JANUARY 2020

Wednesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY		
Monday	January 6	City Council	7:00 p.m.	Community Center (north end)
Tuesday	January 7	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	January 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	January 15	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	January 20	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY		
Tuesday	January 21	City Council	7:00 p.m.	Community Center (north end)
Monday	January 27	Planning Commission	7:00 p.m.	Community Center (north end)

FEBRUARY 2020

Monday	February 3	City Council	7:00 p.m.	Community Center (north end)
Tuesday	February 4	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	February 11	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	February 17	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS DAY HOLIDAY		
Tuesday	February 18	City Council	7:00 p.m.	Community Center (north end)
Wednesday	February 19	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	February 24	Planning Commission	7:00 p.m.	Community Center (north end)

**City of Stayton
City Council Work Session Minutes
October 21, 2019**

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

Time Start: 7:00 P.M.

Time End: 8:48 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook	Keith Campbell, City Manager (excused)
Councilor Christopher Molin	Dan Fleishman, Director of Planning & Development
Councilor Jordan Ohrt	Lance Ludwick, Public Works Director
Councilor David Patty	Janna Moser, Library Director
	Susannah Sbragia, Finance Director
	Ty Hanlon, Interim Police Chief
	David Frisendahl, Interim Deputy Chief
	Ross Williamson, City Attorney

AGENDA	ACTIONS
REGULAR MEETING	
Announcements a. Additions to the Agenda b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc. c. City of Stayton Employees Years of Service Recognition	None. Councilor Hook recused herself from voting on the consent agenda. Ms. Angelo recognized eight employees for their years of service with the City of Stayton.
Appointments a. City Council Vacancy Candidates	Mayor Porter stated he will not be making an appointment this evening.
Public Comments a. Steve Poisson	Mr. Poisson, President of Revitalize Downtown Stayton provided an update on the façade updates in downtown.
Consent Agenda a. October 7, 2019 City Council Minutes b. Renewal of Chemeketa Community Regional Library Service Contract	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda as presented. Motion passed 3:0 (Hook abstained).
Public Hearing	None.
General Business Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan Contract Award a. Staff Report – Lance Ludwick	Mr. Ludwick reviewed the staff report.

<p>b. Public Comment</p> <p>c. Council Deliberations</p> <p>d. Council Decision</p> <p>Ordinance No. 1040, Amending Marijuana Business Licensing Requirements</p> <p>a. Staff Report – Dan Fleishman and Ty Hanlon</p> <p>b. Public Comment</p> <p>c. Council Deliberations</p> <p>d. Council Decision</p> <p>Unaudited Budget to Actual 2018-19 Fiscal Year</p> <p>a. Staff Report – Susannah Sbragia</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Council discussion of Inflow and Infiltration; funding for the plan; qualifications and pricing; and explanation of why a whole new master plan rather than an update.</p> <p><u>Robert Parsons</u> inquired about the current USDA loan for the Wastewater Treatment Facility.</p> <p>Nothing further.</p> <p>Motion from Councilor Patty, seconded by Councilor Molin, to award Keller Associates with the Wastewater Master Plan Update and Inflow and Infiltration Study and Mitigation Plan Contract in the amount of \$350,000. Motion passed 4:0.</p> <p>Mr. Fleishman reviewed the staff report.</p> <p>Council discussion on background checks; regulating offensive odors; removal of the 200 foot distance requirement from residences for retail marijuana businesses; and processing operations.</p> <p><u>Travis Woods</u> inquired how many more retail marijuana would be allowed if the code is changed. Mr. Fleishman responded.</p> <p>Nothing further.</p> <p>Motion from Councilor Molin, seconded by Councilor Hook, to approve Ordinance No. 1040 as presented. Motion passed 4:0.</p> <p>Ms. Sbragia presented her staff report.</p> <p>None.</p> <p>The Council thanks Ms. Sbragia for the information provided this evening.</p>
<p>Communications from Mayor and Councilors</p>	<p>Mayor Porter spoke about a letter he received from a Mill City resident regarding Stayton’s water and Norpac closing.</p> <p>Councilor Hook inquired about how much longer Interim Chief Hanlon will be working in Stayton.</p> <p>Councilor Ohrt spoke about the upcoming Ghost Tour and Chocolate Walk hosted by Revitalize Downtown Stayton on Ghost Tour on October 26.</p>

	Councilor Ohrt is also organizing another Coffee with a Councilor event for November.
Communication from City Staff	None.
Future Agenda Items	
<ul style="list-style-type: none"> a. Sidewalk Program b. Jordan Bridge Update c. Grant Writing – Mill Creek Park Update d. Facility Needs Assessment Update 	

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF NOVEMBER 2019, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____ By: _____
Henry A. Porter, Mayor

Date: _____ Attest: _____
Keith D. Campbell, City Manager

Date: _____ Transcribed by: _____
Alissa Angelo, Administrative Services Manager



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Ty Hanlon, Interim Police Chief
DATE: November 4, 2019
SUBJECT: CIS Best Practices Review of the Stayton Police Department

BACKGROUND INFORMATION

The City of Stayton is insured by City County Insurance Services (CIS), which includes the Stayton Police Department. At my request, I asked Dave Nelson, a Risk Management Consultant with CIS to conduct a best practices review of the Stayton Police Department.

As the Police Department transitions to a new Chief, I believed it was a good time to review the risk management and liabilities for the Police Department. This is a good opportunity to identify and address potential risks/liabilities and give direction for the new Chief in moving the Police Department forward.

Mr. Nelson completed his assessment on October 8th, 2019. He will be presenting his finding and recommendations at the November 4th, 2019 City Council meeting.



CITY OF STAYTON

INFORMATIONAL MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance S. Ludwick, Public Works Director
DATE: November 4, 2019
SUBJECT: Annual Sidewalk Maintenance Program Presentation

ISSUE

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

BACKGROUND INFORMATION

In 2013, the City implemented the sidewalk maintenance program to address deteriorating sidewalks throughout town. This program splits the city into several maintenance areas that will be worked on over the next few years.

During September and October 2019, city staff inspected the sidewalks in the area bound by 1st Ave, Gardner Ave, Regis St, and Burnett St., and identified dozens of trip hazards, excessive cracks, and deteriorating concrete sections. The maintenance area is also shown on Marion County Tax Map 09S 01W, sections 10BC, 10BD, 10CA, 10CB. Repairs and/or replacement of these sidewalks will help create safe paths for pedestrians.

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

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

The Public Works Department notified all the property owners in the project area about the upcoming sidewalk inspections. Letters were sent out on September 9th, 2019.

The Public Works Department has met with over 10 property owners to discuss the repairs needed to come into compliance.

In late winter, a Request for Bids will be sent out to contractors to perform the work. Once the bids are received, the Public Department will send out letters to all the affected property owners. The letters will explain to the property owners that there are three (3) alternatives to choose from to come under compliance.

Once bids have been received Public Works will bring forward a recommendation for award to the City Council.

The 2019-2020 Sidewalk Program will conclude at the end of June 2020

FISCAL IMPACT

The financial Impact to the City varies depending on how many residents want to enter into an agreement to make monthly payments to the City for the sidewalk repairs. The budget for the project is \$50,000.



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance S. Ludwick, Public Works Director
DATE: November 4th, 2019
**SUBJECT: Resolution No. 996, Oregon Water Resources Department
Water Project Feasibility Study Grant Application**

ISSUE

The issue before the City Council is adoption of Resolution 996 supporting submittal of an application to the Oregon Water Resources Department (OWRD) for a Water Project Feasibility Study Grant.

BACKGROUND INFORMATION

The City receives its drinking water from the North Santiam River via the Power Canal located at the south end of town, near Third Avenue and Water Street. The City has one shallow well located east of the water treatment plant in Riverfront Park and an intertie with the City of Salem. The intertie is located at the Schedule M site (1020 West Water Street) and allows for Stayton to use Salem's water supply and vice versa. Salem receives its drinking water from the North Santiam River and its water treatment plant is located approximately 1.5 miles east of the Stayton water treatment plant.

Water that comes out of the North Santiam River is pristine and of very high quality, which is why we use a slow sand filter process for water treatment and why we have won the "Best Tasting Surface Water" in the state for the past 3 years. It is also our only source of water and that could pose significant problems for the City.

In 2015 we had drought conditions and came close to having water rationing for our citizens. In 2018 we were hit with an algae bloom in Detroit Reservoir which affected the water at the Salem Water Treatment Plant and required Salem to shut down their water supply to their city for a week. Stayton was fortunate not to experience algae issues at our plant but we felt the heard the concerns from our citizens.

In 2018 we experienced a fuel truck spilling fuel into the North Santiam River. Fortunately most of the fuel was contained along the river's bank and evaporated. The point here is that the North Santiam River is vulnerable to fires, chemical spills, drought and acts of terrorism. It puts the City in a precarious situation since it is our only source of water.

During the 2019 Stayton City Council / Management Team Retreat, a goal was derived to expand the City's Water Supply. In the short-term (1-2 years) the City was to search for a secondary water source.

In September 2019 the Public Works Department entered into a contract with the consultant team of Keller Associates and GSI Water Solutions Inc. to identify and conceptually evaluate potentially viable alternatives for a secondary water supply source for the City. The Technical Memorandum was completed in October 2019, in it a recommendation to the City to explore using an Aquifer Storage and Recovery (ASR) system that can be combined with the City's existing or new water source to provide a more robust water supply. The Stayton Secondary Source Alternative Study Technical Memorandum has been included with this memorandum packet.

The Oregon Water Resources Department advertised a Water Project Feasibility Study Grant for Water Projects in the Fall of 2019. The Feasibility Study Grants reimburse up to 50 percent of the costs of studies to evaluate the feasibility of developing water conservation, reuse, and storage projects.

The consultant team of Keller Associates and GSI Water Solutions is preparing a grant application for the City. The grant request will be for the costs to perform the Preliminary and Final Feasibility Studies.

The grant program reimburses up to 50% of the cost of the study.

RECOMMENDATION

Staff recommends adoption of Resolution 996 as presented.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the resolution as presented.

Move to approve Resolution No. 996 to support submitting an application for a Water Project Feasibility Study Grant.

2. Adopt the resolution with modifications.

Move to approve Resolution No. 996 to support submitting an application for a Water Project Feasibility Study Grant, with the following changes...

3. Choose to not submit an application for a grant.

No motion necessary.

TO: Lance Ludwick, PE, City of Stayton

FROM: Walt Burt, RG, GSI Water Solutions, Inc.
Robyn Cook, RG, CWRE, GSI Water Solutions, Inc.
Peter Olsen, PE, Keller Associates
Liz Thorley, EI, Keller Associates

DATE: October 30, 2019

SUBJECT: Stayton Secondary Source Alternative Study

1.0 BACKGROUND

The City of Stayton has identified the need for a redundant drinking water source due to growing concerns over water quality, contaminant spills, and availability affecting the City's primary drinking water source, the North Santiam River. Keller Associates and GSI Water Solutions, Inc. performed preliminary research on potential secondary surface water and groundwater sources that could be used to mitigate these concerns, using publicly available resources. This report identifies potentially viable sources and a conceptual-level assessment of infrastructure and permitting requirements.

2.0 SURFACE WATER SOURCE INVESTIGATION

2.1 Potential Surface Water Sources

The secondary surface water investigation was constrained to find a minimum flow of 1,000 gpm (2.2 cfs) within a three-mile radius from City limits. Lack of direct connection to the North Santiam River was a requirement to provide an independent secondary source. The Oregon Water Resources Department's (OWRD) Water Availability Report System (WARS) was the primary tool for identifying available water that has not been allocated. This tool provides available water at the mouth of the stream, or the most downstream point, and reflects availability at any point on the stream.

Within the three-mile radius of City limits, the Mill Creek watershed has available water rights from December to May. The watershed availability basin (designated by OWRD) is shown in Figure 1 below. Mill Creek is a tributary of the Willamette River and does not have direct connection to the North Santiam River.

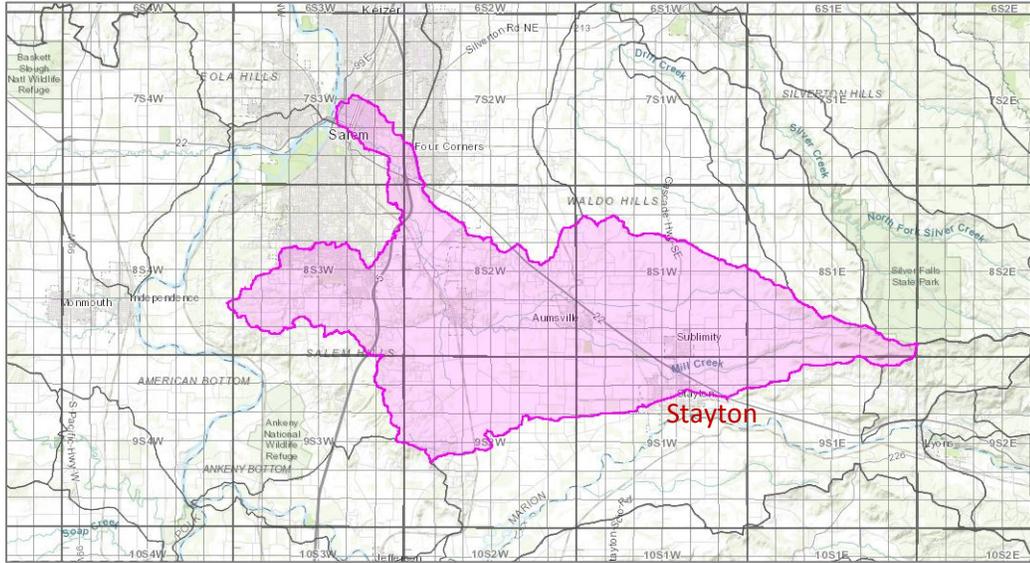


Figure 1. The Mill Creek watershed basin.

Streamflow data for Mill Creek are not currently measured by OWRD, USGS, or NOAA. The last available historical data is from 1979 and the lowest mean daily flow rate reported that year was 105 cfs. Current streamflow rates cannot be confirmed at this time. Table 1 below provides a summary of net water available (with regards to water rights) at the mouth of Mill Creek.

Table 1. Available flow from Mill Creek according to OWRD.

Month	Available Flow (cfs)
December	98.00
January	166.00
February	156.00
March	138.00
April	87.50
May	10.40

No current storage reservations are pending, and no instream flow requirements are shown on WARS. OWRD opportunities are identified as poor and ODFW needs are identified as moderate. These categories indicate that the creek is not a priority for streamflow restoration to support fish recovery efforts for the two agencies.

Mill Creek was the only available watershed found meeting the requirements described above and within the three-mile radius of Stayton. The Thomas Creek watershed, located approximately 5.5 miles south of the City, has available water according to OWRD. Thomas Creek, shown in Figure 2 below, is a tributary of the South Santiam River and does not have direct connection to the North Santiam River.

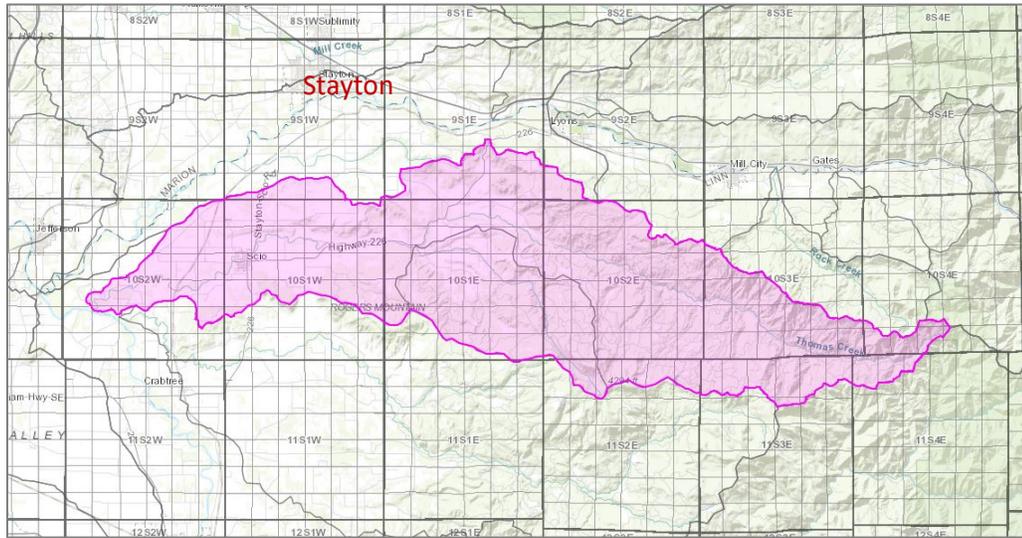


Figure 2. The Thomas Creek watershed basin.

OWRD currently has a streamflow gauge on Thomas Creek near the city of Scio. The lowest mean daily flow within the last 10 years was 5.48 cfs. Table 2 below provides a summary of net water available (with regards to water rights) at the mouth of Thomas Creek and instream flow requirements.

Table 2. Available flow from Thomas Creek according to OWRD.

Month	Available Flow (cfs)	Instream Flow Requirements (cfs)
November	105.00	100.00
December	321.00	100.00
January	364.00	100.00
February	362.00	100.00
March	344.00	100.00
April	276.00	100.00
May	111.00	100.00
June	52.80	50.00

There are no current storage reservations pending on WARS. OWRD opportunities are identified as good and ODFW needs are identified as high. These categories indicate that the creek is a high priority for streamflow restoration for the two agencies.

2.2 Potential Surface Water Source Constraints and Uncertainties

The instream flow requirements, priority rating for ODFW and OWRD, and distance from the City make Thomas Creek a less desirable secondary source to pursue. While Mill Creek does not have the same limitations, as Table 1 shows, water is not available during the summer months. This makes developing a secondary surface water source that can be utilized year-round less feasible for the City unless storage is available for

when water is not available for diversion. Mill Creek would provide sufficient quantities of water for an aquifer storage and recovery (ASR) project (see discussion in section 3.4).

3.0 GROUNDWATER SOURCE INVESTIGATION

3.1 Potential Groundwater Sources

Potential groundwater supply source aquifers present in the vicinity of the City are hosted by three different geologic units, which include, from youngest to oldest:

1. The Quaternary Alluvial Deposits (Qal)
2. Fluvial Sediments (QTfs)
3. Basalt Flows of the Columbia River Basalt Group (CRBG)

Quaternary alluvial deposits (Qal): The aquifer hosted by the Quaternary alluvial deposits consists of relatively a thin (20 to 60 feet) package of shallow unconsolidated sand and gravel deposited by and generally proximal to the North Santiam River; the City's 50 Well and 75 Well are completed in this aquifer unit. The City has expressed a preference for developing a source that is not vulnerable to potential water quality issues in the North Santiam River, such as a cyano-toxin algal bloom or a contaminant spill. Because thicker and more productive areas of this aquifer unit are generally proximal to and generally in direct hydraulic connection with the river, siting a new source within the unit was not considered further in this study.

Fluvial sediments (QTfs): The fluvial sediment aquifer unit consists of weathered and cemented sediments present to depths of between 100 and 200 feet beneath most of the study area. Few water wells are completed in this unit within the vicinity of the City, likely due to the low to moderate productivity (well yields up to 60 gpm). Developing a 1,000 gpm source within the fluvial sediment aquifer unit is estimated to require between 10 and 20 wells located with sufficient spacing to minimize pumping interference between wells.

Basalts of the Columbia River Basalt Group (CRBG): Basalt flows (and corresponding interflow zones) of the CRBG underlie the fluvial sediments. The rubbly and vesicular flow tops and flow bottoms of these tabular and extensive lava flows, termed "interflow zones," define the principal water-bearing zones in the CRBG. Work by the USGS (Conlon, et. al., 2005) indicates that CRBG in the study area ranges in thickness from 0 to 500 feet. Areas with CRBG thicknesses in excess of 500 feet may include 5 or more individual basalt flows (and corresponding water-bearing interflow zones). These thicker sequences generally present greater potential for the presence of suitably productive aquifers for either a groundwater supply source or an ASR system. The thickest portion of CRBG (>400 feet) is defined by a trough that extends in a west-southwest direction through the Stayton-Sublimity area (See attached Figure 3), and then bends north, to the west of Stayton. Reported well yields from the CRBG aquifer in



the Stayton area generally range from 100 to 400 gpm. It is unknown how many wells in this area represent the full yield potential of CRBG water-bearing zones in this area. Some CRBG wells in the central Willamette Valley that are completed in the same CRBG units as are present in the Stayton area yield 500 gpm to over 1,000 gpm, (e.g., wells in Mt Angel and the City of Salem).

3.2 Groundwater Rights Availability

Water appropriations from the recent alluvial aquifer (Qal) or underlying fluvial sediments (QTfs) are not currently restricted from a water rights standpoint. However, wells in unconfined aquifers within ¼-mile of a surface water feature will need to be evaluated for “Potential for Substantial Interference” (PSI) with surface water. If PSI is found to occur, then groundwater is only available for appropriation during those times when the associated surface water feature has water available.

The OWRD has administratively defined two areas of the CRBG aquifers in the vicinity of the City as “Groundwater Limited Areas” (GLA) because of declining water levels in the CRBG (See attached Figure 3). According to OAR 690-502-0180, the Stayton-Sublimity and Kingston GLAs restrict the use of groundwater from the CRBG aquifers to exempt uses only. The Stayton-Sublimity GLA encompasses the entirety of Sublimity and all but a very small portion of the City and includes the majority of the thicker CRBG section within the study area. The City cannot develop a CRBG-based groundwater source of supply inside the GLA, absent acquiring and transferring existing CRBG groundwater rights, if possible. However, the City may site an ASR system that stores and recovers water from the CRBG aquifer within the GLA.

A trough of CRBG section greater than 400 feet thick is located outside the GLA. This trough extends along the North Santiam River in a southwesterly direction from the City towards West Stayton and is approximately located within sections 13, 14, 23 – 26 of Township 9 South, Range 2 West, and sections 16 – 19 of Township 9 South, Range 1 West. The City potentially could develop a groundwater secondary source of supply from the CRBG aquifer within this area if a suitably productive aquifer was identified, and OWRD determines that the proposed withdrawal is within the capacity of the resource and will not injure other groundwater users. OWRD staff are noncommittal regarding the potential that they would issue a new groundwater permit for the CRBG and have indicated that they would need to review an application for a new groundwater permit for the CRBG to make a determination. The potential to obtain a new groundwater right for the secondary source target rate of 2.23 cfs (1,000 gpm) from the CRBG in this area is uncertain. A permit, if issued by OWRD, is likely to be heavily conditioned with monitoring and reporting requirements, such as installation of a dedicated observation well, with a potential that use could be curtailed if groundwater levels decline below trigger levels (e.g., 25-foot decline in 5 years). Lastly, the long-term sustainability of the resource is uncertain. In our opinion, the longer-term reliability of this source under a permit (if issued) could be low.



3.3 Potential Groundwater Source Constraints and Uncertainties

QTfs Aquifer

Yield is the primary limiting constraint for developing a groundwater source of supply from the QTfs aquifer. The maximum reported pumping yield from the aquifer in the vicinity of the City is approximately 60 gpm. An estimated 10 to 20 wells would be needed to develop the desired capacity from this aquifer. The wells would need to be completed at a sufficient distance from surface water to avoid a determination of PSI to obtain a water right.

CRBG Aquifer

The primary constraint for developing a groundwater source from the CRBG is the limitation on where basalt wells can be sited near the City because of the Stayton-Sublimity GLA. An area outside the GLA with a potentially greater CRBG section has been identified southwest of the City, including a small portion located within City limits. Key uncertainties for developing a CRBG aquifer groundwater source in this area are (1) that the nature and yield of the aquifer in that area are not known, and (2) whether OWRD would issue a groundwater permit for a new CRBG source in this area, and what kinds of constraining conditions may be placed on the permit are unknown. Moving outside of the City limits for well siting may present additional challenges with land use and zoning restrictions.

Wells completed in similar CRBG units in the region have capacities that approach or even exceed the desired yield of 1,000 gpm (e.g., Salem). However, no CRBG wells capable of yielding the target capacity of 1,000 gpm have been identified in the study area. Because few deep, large diameter wells have been completed in the CRBG, the maximum yield from a CRBG well at any particular location is uncertain. In the absence of additional data from deeper wells, it should be assumed for planning purposes that 2 to 3 wells may be needed to achieve a yield of 1,000 gpm.

3.4 Aquifer Storage and Recovery

ASR is a potentially viable secondary supply alternative using the CRBG aquifer to either: (1) store excess treatment plant capacity from the City's existing North Santiam supply during the winter months, or (2) water from a new interruptible surface water source. Unlike a new groundwater supply from the CRBG, an ASR system in the CRBG could be sited within the Stayton-Sublimity GLA. ASR wells completed in the CRBG would not be subject to the limitations of the GLA program rules - water recovered from a CRBG well under an ASR permit can be used for municipal supply. Further, an ASR system could be sited within the City to take advantage of the City's existing distribution network and water treatment plant, minimizing the cost of treatment, conveyance and other supporting infrastructure.



A preliminary review of a few key elements for development of an ASR system in the Stayton area indicates the following:

Suitable storage aquifer: The CRBG is commonly used to host ASR systems in Oregon because it is confined, contains suitably productive storage zones and the native groundwater and host rock are typically geochemically compatible with the injection source water. Productive zones in the CRBG aquifer have been identified in the vicinity of Stayton, particularly towards the base of the CRBG section where productive pillow lava zones are reported in some wells. Reported yields from a few single CRBG wells in the Stayton area generally are less than 500 gpm; however, most wells in the area do not penetrate the entire CRBG section, and thus some uncertainty remains regarding the upper bound of well yields in the area. For illustration, some wells completed in the same CRBG units in the vicinity of Stayton produce 1 – 1.5 million gallons per day (mgd) or 694 – 1041 gpm (1.5 – 2.3 cfs). For the purposes of planning, an ASR well in the CRBG in Stayton should be assumed to yield 350 to 500 gpm, requiring 2 to 3 ASR wells to achieve the full secondary source capacity goal of 1,000 gpm. However, higher recovery rates may be possible depending on subsurface conditions encountered at the site of the well.

Treated Source Water: The City has a surface water right, an existing surface diversion and water treatment plant. Excess capacity from the treatment plant during low demand winter months provides a high-quality water source for storage using ASR. Alternatively, the City could develop a new interruptible surface water source to supply an ASR system, although the new source would require constructing a new diversion, treatment and conveyance to connect to the ASR system.

4.0 INFRASTRUCTURE AND PERMITTING

Based on the preliminary investigations discussed in Sections 2 and 3, three potential secondary sources will be evaluated further in this section: Mill Creek (surface water), the CRBG aquifer (groundwater), and ASR (surface water/groundwater combination). The discussion will provide a concept-level overview of developing, treating, and conveying water from the new source into the City's distribution system.

4.1 Mill Creek

Mill Creek's location within the northern part of the City, and the fact that the City owns property adjacent to the stream, make it an appealing secondary surface water source when considering infrastructure. An intake pump station (intake screen or infiltration gallery, wet well, raw water pumps) and piping to the water treatment plant (estimated at 10,000 LF) would be necessary for conveyance. Due to the seasonal restrictions for this water source, particularly during the summer months when demand is highest, Mill Creek would only meet the City's need for a secondary source in conjunction with



additional storage, such as ASR. In addition to the requirements discussed here, the requirements of Section 4.3 would also apply for supplying an ASR system.

Permitting for a new surface water intake would at a minimum involve coordination with the following agencies:

- OWRD (water rights)
- Oregon Health Authority Drinking Water Program (OHA-DWP), (approval of drinking water infrastructure)
- Oregon Department of Fish and Wildlife (fish screen requirements)
- United States Army Corps of Engineers (in-water work)
- Department of State Lands (in-water work)
- City/County Planning Department (floodplain development)

Should the City decide to pursue Mill Creek as a secondary source, a feasibility study to evaluate streamflow and embankment conditions for determining an appropriate site, perform a regulatory review to confirm permitting requirements, and assessment of water quality data would be recommended.

4.2 CRBG Aquifer

The CRBG aquifer provides a potential groundwater resource up to approximately five miles outside of Stayton city limits (to be outside of the GLA as described above). Site selection would be based on land ownership and zoning, water infrastructure considerations and a more in-depth hydrogeologic evaluation conducted as the initial part of a feasibility study. Infrastructure requirements would include a new well, detention area for pump to waste, and conveyance piping from the well to the water treatment plant or the distribution system.

As discussed in Section 3.3, the process of obtaining a groundwater permit for the CRBG aquifer from OWRD could be difficult and uncertain. In addition to permitting through OWRD, approval would need to be obtained from OHA to construct a municipal drinking water well. Property and easement acquisition would also be required for establishing the well site and conveying the water to the treatment plant or the distribution system.

4.3 ASR

An ASR system would be the most adaptable to the City's existing infrastructure, as well as existing water source. A particular area of the City that is more or less suitable hydrogeologically has not been identified in this evaluation. The entire area of the City would be considered potentially suitable. Site selection should be based on land ownership and zoning, water infrastructure considerations and a more in-depth hydrogeologic evaluation conducted as the initial part of a feasibility study. Infrastructure requirements would include a new well, connectivity to sanitary sewer conveyance for



pump to waste, conveyance piping from the water treatment plant to the well, as well as direct connectivity to the City’s distribution system.

The ASR permitting process is relatively straightforward and familiar to the regulatory agencies involved, including OWRD, Oregon Department of Environmental Quality (ODEQ) and OHA-DWP. ASR operational pilot testing is authorized under an ASR Limited License issued by OWRD. A Class V underground injection control (UIC) permit from ODEQ and new source plan review approval from OHA-DWP are required for construction and operation of an ASR well. Based on GSI’s experience in permitting and operating several CRBG-hosted ASR systems in the Willamette Valley, significant permitting hurdles for an ASR system in Stayton are not anticipated. OWRD is likely to look favorably on development of an ASR system in the CRBG within the Stayton-Sublimity GLA.

4.4 Criteria Summary Table

While Mill Creek, the CRBG aquifer, and ASR each have the potential to provide a secondary source of water for the City, an assessment of how each source meets the City’s criteria in seeking a secondary source is important in moving forward. Table 3 below provides a comparison of how each source does or does not meet the City’s preliminary requirements.

Table 3. Comparison of how the potential secondary sources will meet key criteria.

CRITERIA	MILL CREEK	CRBG AQUIFER	ASR
Connectivity to North Santiam River	No	No	No
Secondary Source Year-round	No	Yes	Yes
Capacity to Improve Supply During Peak Summer Demand	Only with additional storage/ASR	Yes	Yes
Potential to Provide Improved Water Quality	Low	Medium	High
Within 3 miles of City	Yes	Yes	Yes
Uncertainty in Permitting	Medium	High	Low



5.0 RECOMMENDATION

Based on the preliminary research discussed in this report, ASR seems to be the most feasible and adaptable secondary source option for the City. It meets the criteria outlined in Table 3 and can be combined with the City's existing or a new water source to provide a more robust water supply. Should the City decide to further explore the feasibility of developing an ASR system as a secondary source, the next steps typically include the following:

1. Feasibility Study

Preliminary Feasibility/Fatal Flaw Evaluation

This consists of an in-depth desktop evaluation of key feasibility elements to screen for potential fatal flaws and key data gaps preliminary to completing:

- Detailed evaluation of CRBG storage aquifer characteristics and uncertainties
- Regulatory review to confirm access to source water and other permitting requirements. This will include a review of the City's existing surface and groundwater rights to verify no permitting hurdles
- Water quality review of source water and available native groundwater quality
- Identify candidate sites (including potentially suitable existing wells) and rank based on ownership, land use rules, hydrogeology, water infrastructure improvement needs and cost.
- Identify fatal flaws and key uncertainties

Final Feasibility Study/Proof-of-Concept

This step involves a field investigation to verify findings from the preliminary feasibility evaluation and develop final system design parameters and costs

- Drill an exploratory borehole on one or more select sites
- Conduct hydraulic testing to evaluate storage aquifer parameters including design storage volume, and injection and recovery rates
- Collect samples of native groundwater and complete an equilibrium geochemical compatibility modeling to evaluate potential reactions between source water, native groundwater and the aquifer matrix.
- Develop preliminary system design
- Refine previous cost estimates
- Make go/no-go decision
- Apply for water supply development grant funding

2. System Construction and Permitting

- Apply for an ASR limited license and other permits
- Design, drill and complete a full-scale ASR well
- Complete design and construction of ASR wellhead, controls, electrical, distribution, and disinfection improvements



- Complete short-duration shakedown and cycle testing to verify system performance
 - Complete full-scale injection, storage and recovery testing, including delivering recovered water to customers
3. Apply for ASR Permit
- Obtain permanent ASR system permit when full system capacity is developed and tested

An additional consideration in moving forward with ASR would be for the City to apply for a Feasibility Study Grant with OWRD to conduct a Storage-Specific Study. An OWRD Storage-Specific Study is required to address the following: analyses of ecological flows, comparative analyses of alternative means of supplying water, analyses of environmental harm or impact, evaluation of need and ability to augment instream flows, and has an analysis requirement related to municipal use. This study could incorporate some of the preliminary feasibility elements described above. The City would be required to demonstrate that at least 50% match is being sought based on the total funding requested from OWRD. The application deadline for this grant is November 13, 2019.

6.0 REFERENCES

Conlon, T.D., Wozniak, K.C., Woodcock, D., Herrera, N.B., Fisher, B.J., Morgan, D.S., Lee, K.K., and Hinkle, S.R., 2005, Ground-water hydrology of the Willamette Basin, Oregon, Scientific Investigations Report 2005-5168: U. S. Geological Survey, Reston, VA.

OWRD Near Real Time Hydrographics Data:

https://apps.wrd.state.or.us/apps/sw/hydro_near_real_time/

OWRD Water Rights Mapping Tool:

<https://apps.wrd.state.or.us/apps/gis/wr/Default.aspx>



RESOLUTION NO. 996

**A RESOLUTION SUPPORTING AND AUTHORIZING THE CITY OF STAYTON TO
APPLY FOR A FEASIBILITY STUDY GRANT FROM THE OREGON WATER
RESOURCES DEPARTMENT**

WHEREAS, the Oregon Water Resources Department (OWRD) is accepting applications for Feasibility Study Grants for Water Storage Specific Feasibility Studies;

WHEREAS, in an October 25th, 2019 Secondary Water Source Technical Memorandum prepared by Keller Associates an Aquifer Storage and Recovery system was determined to be the most feasible and adaptable secondary water source for the City;

WHEREAS, the City is currently completely dependent on the North Santiam River to for its drinking water source;

WHEREAS, the North Santiam River is subject to seasonal algae blooms, contaminate spills and drought; and

WHEREAS, locating a secondary water source and building a redundant water system for the City was identified as a 2019-2022 City Council Goal.

NOW THEREFORE, BE IT RESOLVED THAT

Section 1. The City of Stayton, through its Public Works Department, via Keller Associates, shall apply for a Feasibility Study Grant from the Oregon Water Resources Department for a grant to determine if it is feasible to develop an Aquifer Storage and Recovery System for use as the City’s secondary water source.

Section 2. This Resolution shall become effective upon adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF NOVEMBER, 2019.

CITY OF STAYTON

Date: _____, 2019

By: _____
Henry A. Porter, Mayor

Date: _____, 2019

Attest: _____
Keith D. Campbell, City Manager



CITY OF STAYTON

INFORMATIONAL MEMORANDUM

TO: Mayor Henry Porter and the Stayton City Council
FROM: Lance S. Ludwick, P.E. Public Works Director
DATE: November 4, 2019
SUBJECT: Mill Creek Park Grant Writing Services Contract

BACKGROUND

The 2005 Park and Recreation Master Plan recommended acquiring land for a future community park near the end of Golf Lane. The City purchased 23.05 acres in January 2017, in the amount of \$450,013 for a future community park at 2800 Kindle Way.

The City hired AKS Engineering and Forestry (AKS) in the fall of 2017 to develop a master plan for the newly acquired land known as Mill Creek Park. The Mill Creek Park concept master plan was developed in February 2019 after receiving community input.

The City plans to apply for an Oregon Parks and Recreation Department Large Local Government Grant Program (LGGP) in the spring of 2020. The LGGP application typically has a closing date of April 1st each year.

A Request for Proposal for a Grant Writer was advertised in the Daily Journal of Commerce on September 30, 2019. The scope of work includes composing the LGGP Large Grant Application which typically includes the project narrative, consideration of the statewide priorities identified in the 2019-2023 Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP), identify the local needs and benefits, explain the City's long term commitment to maintain the future development, and the financial commitment for the project.

The City received one proposal from Grassroots NW in the amount of \$10,000. The City plans to award the contract to Grassroots NW. The period of performance will run from November 10, 2019 to March 1, 2020.

ENCLOSURE

- Proposal submitted by Grassroots NW

GrassrootsNW

Helping groups grow

William Weismann

www.GrassrootsNW.com

Telephone (503) 422-2502

GrassrootsNW@comcast.net

October 21, 2019

To: Lance Ludwick, Director of Public Work, City of Stayton
Fm: Bill Weismann, Consultant

Re: **RFP for Grantwriter**

Please accept this response to the RFP seeking a grant writer for a State Parks Grant.

1. **Outline of experience with grant-writing services**, including:
 - a. Number of years writing grants: 46 years, 24 years as a contractor/consultant business dba Grassroots NW
 - b. Types of organizations to which proposer has provided services: nonprofit organizations, community collaborations/coalitions, public sector (cities, counties, school districts, etc.) located in Oregon and Washington. See Appendix A.
 - c. References – including people where proposer has provided grant writing services
 1. City of Woodburn, Jim Row, Asst. City Administrator Jim.Row@ci.woodburn.or.us (State Parks grant)
 2. Debbie Ham, Support for Early Learning and Families, debbie.ham@selfwa.org
 3. Monica Smiley, Friends of Tryon Creek, monica@tryonfriends.org
2. List of successful grants achieved. See Appendix B. Includes 3 major LGGP grants through Oregon State Parks (City of Woodburn, City of Monmouth, METRO regional government)
3. Provide grantwriting fees.
Fees: \$100/hour or fixed-fee (depending on project)
Proposed fixed-fee for this City of Stayton LGGP grant: \$10,000 (inclusive of travel, supplies and other support costs).

ATTACHMENT A

Track Record – Clients

A sample list of Grassroots NW consulting clients since 1995 includes:

- Alberta Main Street (Portland, OR) (2014-2015)
- Alzheimer's Association (Western US chapters) (2014-2015)
- Center for Diversity and the Environment (Portland, OR) (2016)
- City of Monmouth (Monmouth, OR.) (2013)
- Clackamas Community College Foundation (Oregon City, OR) (2015-2017)
- Community Alliance of Tenants (Portland, OR.) (2008-2009)
- Ecology in Classrooms and Outdoors (Portland) (2016)
- FOOD for Lane County (Eugene, OR.) (2007-2010)
- Foundation for Early Learning (Seattle, WA.) (2001-2008)
- Friends of Baltimore Woods (Portland, OR) (2014-2016)
- Friends of Tryon Creek (Portland, OR) (2013-2018)
- Guardian Partners (Portland, OR) (2013-2016)
- Immanuel Lutheran Church (Woodburn, OR.) (2012-present)
- Josephine County Foundation (Grants Pass, OR) (2016)
- Lewis County Autism Coalition (Centralia, WA.) (2010-present)
- Mary's River Watershed Council (Corvallis, OR) (2016)
- MercyCorps (Portland, OR) (2015)
- METRO (Portland) (2013 – 2017)
- Multnomah County Human Services (Portland, OR.)
- Neighborhood House (Portland, OR.) (2001-2013)
- npGreenway (Portland, OR) (2015)
- Oregon Community Foundation (Oregon Parenting Education Collaborative) (2012)
- Oregon Rail Heritage Foundation (Portland, OR.) (2011)
- Oregon Tradeswomen Inc. (Portland, OR.) (1995-2001)
- Siletz Tribal Business Corporation (Lincoln City, Or.) (2009)
- St. Johns Food Share (2014-2018)
- Support for Early Learning and Families (Vancouver, WA.) (2002-2008)
- Tualatin Riverkeepers (Tigard, OR.) (1996-2018)
- Urban League of Portland (OR.) (2004-2006)
- Verde (Portland, OR) (2015)
- Woodburn Community Services Department (Woodburn, Or.) (2009-2010)
- Woodburn School District (Woodburn, OR.) (2009-2012)
- Workforce Investment Council of Clackamas County (Oregon City, OR.) (2012 & 2015)
- Worksystems Inc. (Portland, OR.) (2011)

APPENDIX B

TRACK RECORD OF GRANTWRITING - Grants of \$50,000 + July 2015

Client	Grant Source	Grant Amount
Housing Authorities (Portland, Washington County)(1999)	HUD (Section 8 Welfare to Work Vouchers)	\$ 7,000,000
Worksystems Inc. (2012)	US Department of Labor	5,000,000
Woodburn School District (2009)	21st Century School / US Dept of Education (5 years)	2,090,000
Workforce Investment Council of Clackamas Co. (2012)	US Department of Labor	1,500,000
ESD 112 (Early Learning Services) (2007)	Bill and Melinda Gates Foundation (3 years)	1,000,000
ESD 112 (Youth Workforce/Clark County) (2004)	SW Washington Workforce Devt Council	982,423
Educational Service District 112 (2002)	US Department of Health and Human Services	812,000
Oregon Partnership (2001)	US Department of Justice	750,000
Urban League of Portland (1999)	worksystems inc.	575,000
ESD 112 (Youth Workforce/Cowlitz County) (2004)	SW Washington Workforce Dev't Council	508,602
Neighborhood House (2008)	Bill and Melinda Gates Foundation (3 years)	507,000
City of Woodburn Parks Department (2009)	Local Gov't Grants (Oregon Parks & Rec. Dept.)	500,000
Neighborhood House (2007)	Northwest Health Foundation (KPCF) (3 years)	405,000
Children First for Oregon (1992)	Annie E. Casey Foundation (4 years)	400,000
Educational Service District 112 (2003)	Office of Supt of Public Instruction (State of Wa)	400,000
City of Monmouth (2013)	Local Gov't Grants (Oregon Parks & Rec. Dept.)	350,000
Urban League of Portland (1999)	Portland Public School District	300,000
METRO (2014)	Local Gov't Grants (Oregon Parks & Rec. Dept.)	287,500
Woodburn School District (2009)	Oregon Dept of Education (Technology Grant)	275,000
Neighborhood House (2002)	Meyer Memorial Trust (3 years)	250,000
Vancouver Housing Authority (2001)	HUD / Resident Opportunity & Self Sufficiency	250,000
Special Advocates for Vulnerable Oregonians	State of Oregon Aging/Disabilities Innovations Fund	242,846
FOOD for Lane County (2006)	Meyer Memorial Trust (3 years)	235,000
Vancouver Housing Authority (2002)	US Department of Justice (OJJDP)	219,000
Washington State University Vancouver (2004)	Foundation for Early Learning	185,000
Tualatin Riverkeepers (2003)	Meyer Memorial Trust	175,000
Educational Service District 112 (2006)	Office of Supt of Public Instruction (State of Wa)	174,000
Siletz Tribal Business Corporation (2009)	US Dept of Agriculture (Rural Business Enterprise Grant)	169,000
METRO (2017)	Land & Water Conservation Fund (OPRD)	167,500
No Portland NP Community Health Clinic (2000)	Meyer Memorial Trust (3 years)	160,000
Oregon Tradeswomen Network (1998)	Women's Apprenticeship Program (US Dept of Labor)	150,000
Vancouver Housing Authority (2000)	HUD / Resident Opportunity & Self Sufficiency	150,000
Emmanuel Community Services (1999)	Nat'l Congress for Community Economic Devt	132,000
Tualatin Riverkeepers (1998)	Meyer Memorial Trust (2 years)	130,000
Beaverton Together! (2004 and 2005)	US Dept of Justice (Drug Free Communities)	100,000
Emmanuel Community Services (1999)	Workforce Development Board	79,000
Oregon Tradeswomen (2000)	Women's Apprenticeship Program (DOL)	75,000
SW Community Health Center (2003)	Northwest Health Foundation	75,000
Columbia Villa/Tamarack Resident Council (1994)	HUD/Tenant Opportunities Program	60,000
Neighborhood House (2007)	Oregon Community Foundation (3 years)	60,000
No Portland NP Community Health Clinic (1998)	NW Health Foundation	57,500
Oregon Tradeswomen Network (1999)	Women's Apprenticeship Program (US DOL)	53,000
Pangaea Project (2006)	Maybelle Clark McDonald Fund	50,000
No Portland NP Community Health Clinic (2001)	Paul Allen Foundation	50,000
Oregon Partnership (2001)	SAMHSA / Federal Gov't	50,000
Oregon Partnership (2001)	Robert Woods Johnson Foundation	50,000



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Keith D. Campbell, City Manager
DATE: November 4, 2019
SUBJECT: Resolution No. 997, Amending the 2019-20 Fiscal Year Fees and Charges to Include Fees for Sidewalk Vendors

BACKGROUND INFORMATION

Enclosed you will find Resolution No. 997, which amends the 2019-20 Fiscal Year Fees and Charges to include fees for Sidewalk Vendors.

On October 7, 2019, the City Council adopted Ordinance No. 1038 which enacted a requirement for businesses wishing to operate in the street right-of-way to obtain a City-issued permit and require a fee for such a permit to be established by resolution.

Based off our research of other communities and the considerations of our local community, staff recommends the fee for a Sidewalk Vendor License be \$2.50 per square foot with a violation fee of \$500.00 per day.

OPTIONS AND MOTIONS

1. Adopt Resolution No. 997 as presented.

Move to adopt Resolution No. 997, amending the 2019-20 fiscal year fees and charges for to include fees for sidewalk vendors.

2. Adopt Resolution No. 993 with amendments.

Move to adopt Resolution No. 997, amending the 2019-20 fiscal year fees and charges for to include fees for sidewalk vendors as amended.

3. Take no action.

No motion necessary.

RESOLUTION NO. 997

A RESOLUTION AMENDING THE 2019-20 FISCAL YEAR FEES AND CHARGES TO INCLUDE FEES FOR SIDEWALK VENDORS

WHEREAS, Resolution 993 adopted fees and charges for various City services for Fiscal Year 2019-20;

WHEREAS, Ordinance 1038 enacted a requirement for businesses wishing to operate in the street right-of-way to obtain a City-issued permit and requires the fee for such a permit to be established by resolution; and

WHEREAS, it is appropriate that the fee for a sidewalk vendor license be reflective of the value of conducting business in the public right of way as well as the City's costs for administration and enforcement of the licensing requirements.

NOW THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The fees and charges for Fiscal Year 2019-20 are amended to include:

- a. **Sidewalk Vendor Permit Fee Established.** The annual fee for a sidewalk vendor permit shall be \$2.50 per square foot.
- b. **Penalties for Violation Established.** The fine for operating a sidewalk vending business without a permit shall be \$500.00 per day.

This Resolution shall become effective upon the adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 21ST DAY OF OCTOBER, 2019.

CITY OF STAYTON

Signed: _____, 2019

By: _____
Henry A. Porter, Mayor

Signed: _____, 2019

ATTEST: _____
Keith D. Campbell, City Manager



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Dan Fleishman, Director of Planning and Development
DATE: November 4, 2019
SUBJECT: Resolution 998 Initiating Vacation of Alleyway

ISSUE

The issue before the City Council is adoption of Resolution 998 initiating the vacation of the remaining portion of the alley located between N Second Ave and N Third Ave running north from E Hollister St.

BACKGROUND INFORMATION

In 2017 the City vacated a portion of the alley between N Second Ave and N Third Ave, running between E Hollister St and E Pine St. The vacation was the result of an application filed by one of the property owners in that block. State law requires that an application for vacation be accompanied by the written consent of the all of the owners of property adjacent to the right of way and by the owners of 2/3 of the "affected land." In 2017 the applicant could not obtain the written consent from the owner of one lot adjacent to the alley. Therefore only a portion of the alley was vacated.

The City has now received the enclosed letter from the owners of one of the properties adjacent to the remaining portion of the alley, requesting that the City initiate the vacation of the remainder of the alley.

At the top of the following page, a 2014 aerial photo, showing the existing right of way boundary is shown. Additionally, a 2012 street view from E Hollister St is also shown on the following page.

ANALYSIS

Oregon Revised Statutes Chapter 271, Section 080 to 230 covers the vacation of public rights of way. The statutes spell out the procedures and requirements when a property owner requests a right of way be vacated and has separate procedures and requirements when the local government initiates the vacation proceedings. ORS 271.130 allows the governing body to vacate a right of way without the consent of property owners.



The alley in question has no utilities present, appears to be maintained as lawn, and is not used as part of the City's transportation network. The remainder of the alley was vacated previously and this section would have been vacated but for the lack of written consent from one of the abutting property owners.

RECOMMENDATION

The Planning Commission considered this issue at its September 30 meeting and recommended the City Council consider initiating vacation of the alley. Staff recommends adoption of Resolution 998 as presented. Should the City Council initiate annexation, the next step would be a public hearing before the Planning Commission, followed by a public hearing before the City Council.

OPTIONS AND MOTIONS

The City Council is presented with the following options.

1. Approve the resolution as presented.

Move to approve Resolution No. 998 to initiate the vacation of the alley between N Second Ave and N Third Ave, running north from E Hollister St.

2. Adopt the resolution with modifications.

Move to approve Resolution No. 998 to initiate the vacation of the alley between N Second Ave and N Third Ave, running north from E Hollister St., with the following changes...

3. Choose to not to initiate vacation of the alley.

No motion necessary.

To whom it may concern,

We are writing to the city of Stayton to request the alley next to our property be vacated as the remainder of the alley has been vacated as well. We would like to take ownership of this property as we already maintain it and would like to build a fence with the ability to make further improvements. The Property is located at 1319 Nth 3rd Ave.

Gregg Etzel

Diane Etzel-Heuberger

Kayla Heuberger

Matthew Dunn

Diane Etzel-Heuberger

Heuberger

Phone # 503 409 8796

Received
City of Stayton

5/5/19

MAY 07 2019

Planning / Public Works
311 N Third Ave., Stayton, OR 97383

RESOLUTION NO. 998

**A RESOLUTION INITIATING VACATION OF AN ALLEY LOCATED BETWEEN
N SECOND AVE AND N THIRD AVE, NORTH OF E HOLLISTER ST**

WHEREAS, ORS 271.130(1) allows the governing body of a city to initiate vacation proceedings of a street or alley dedicated to the public;

WHEREAS, the alley located between N Second Ave and N Third Ave, running between E Hollister St and E Pine St was dedicated to the public by the plat for the Pines Addition subdivision recorded April 13, 1940 in the Marion County Records in Book of Town plats Volume 13, Page 29;

WHEREAS, a portion of the alley was vacated by Ordinance 1009 in 2017;

WHEREAS, the owners of an adjacent lot have requested the City initiate vacation of the remaining portion of the alley; and

WHEREAS, there are no public utilities or franchise utilities in the alley.

NOW THEREFORE, BE IT RESOLVED that

Section 1. The Stayton City Council does hereby initiate proceedings to vacate the remaining portion of the alley in Block 5 of the Pines Addition to Stayton, and requests the Stayton Planning Commission to hold a public hearing on the vacation of the alley and report its recommendation to the City Council.

Section 2. This Resolution shall become effective upon adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL this 4th day of November, 2019.

CITY OF STAYTON

Date: _____, 2019

By: _____
Henry A. Porter, Mayor

Date: _____, 2019

Attest: _____
Keith D. Campbell, City Manager



Law Enforcement Best Practice Review
For
Stayton Police Department



October 2019

By

Dave Nelson, CIS Public Safety Risk Management Officer

Law Enforcement Risk Management Plan

Fiscal Year: 2019-2020

Entity Name: City of Stayton
 Mailing Address: 362 N Third Ave
 Physical Address: 362 N Third Ave
 City / State / Zip: Stayton, OR 97383

Developed: 10/08/2019
 Modified: 10/29/2019
 Next Review: 10/08/2020

Phone: 5037693425
 Fax: 503-769-1456
 Website: <http://www.open.org/~stayton/index.htm>

Risk Management Consultant:
 Dave Nelson

Employee Count: 79

Policy Information			
Line of Coverage	Premium	Agency	Agent
Property/Liability Coverage			
Auto Liability	\$11,309.39	Cammack-Kingsley Insurance	Mike Patterson
Auto Physical Damage	\$10,971.92	Cammack-Kingsley Insurance	Mike Patterson
General Liability	\$73,677.56	Cammack-Kingsley Insurance	Mike Patterson
Property	\$69,256.49	Cammack-Kingsley Insurance	Mike Patterson
Workers' Compensation	<i>Not Purchased</i>		
Excess Crime	<i>Not Purchased</i>		
Excess Earthquake	\$15,000.00		
Excess Flood	<i>Not Purchased</i>		
Excess Cyber Liability	<i>Not Purchased</i>		
Benefits Coverage			
Medical	Yes		
Dental	Yes		
Life	Yes		

Note: Premium totals reflect applicable credit(s).

Members present:

Stayton Police Department - Interim Chief Ty Hanlon
 Stayton Police Department Deputy Chief Dave Frisendahl
 Kurt Chapman, CIS Public Safety Human Resource Consultant

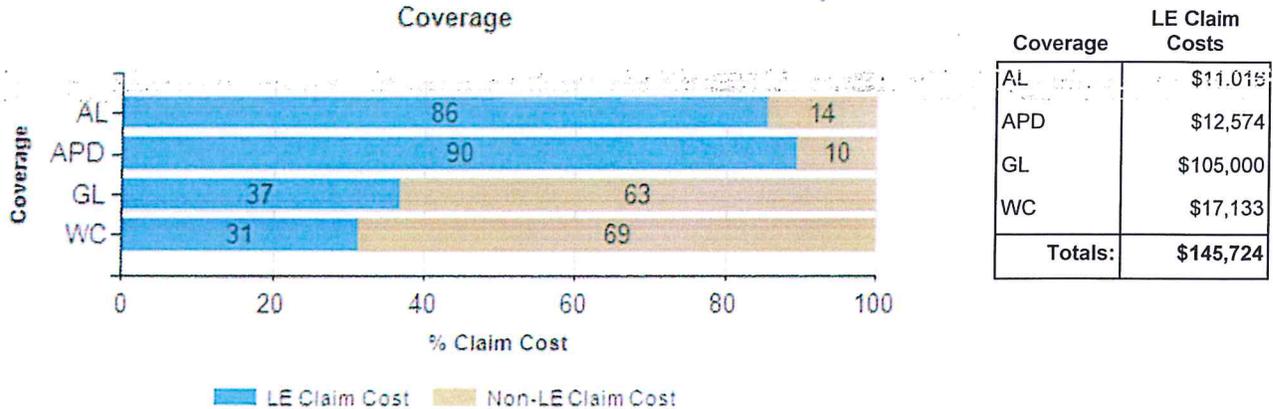
Law Enforcement Claims Information

The following table contains 5 years of Law Enforcement (LE) claims history by coverage year from 2014-2015 through 2019-2020, as of 9/30/2019.

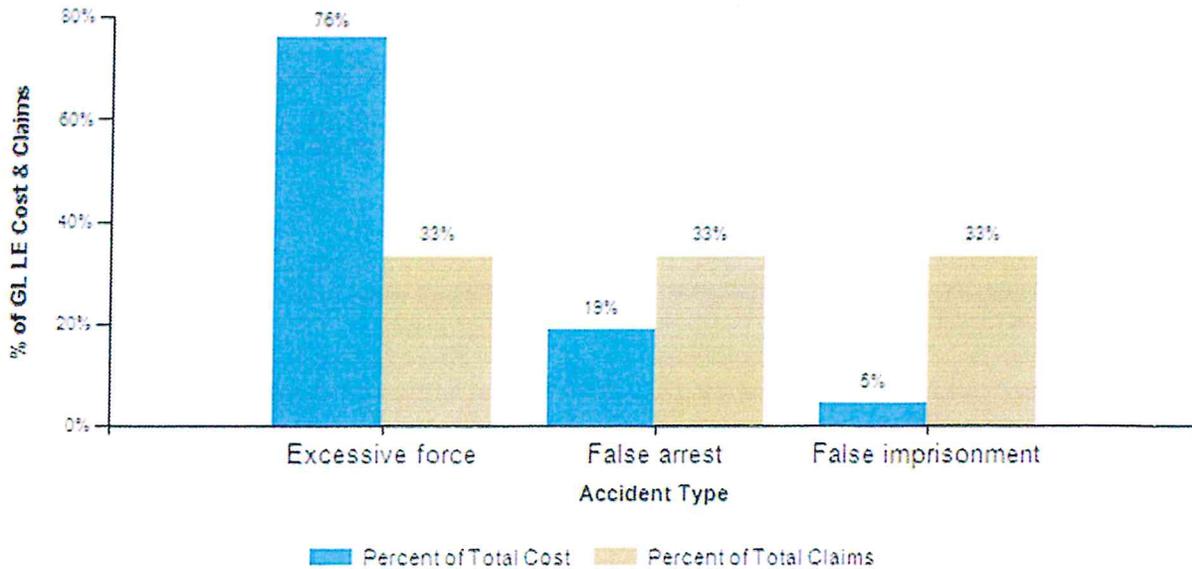
Law Enforcement Claim Totals by Coverage Years

Coverage Year	LE Claims	Non-LE Claims	% LE Claims	LE Claim Costs	Non-LE Claim Costs	% LE Claim Costs	Avg. LE Claim Cost
2014-2015	5	6	45%	\$1,559	\$49,905	3%	\$312
2015-2016	5	5	50%	\$3,813	\$100,720	4%	\$763
2016-2017	4	1	80%	\$2,964	\$1,852	62%	\$741
2017-2018	9	7	56%	\$123,711	\$34,498	78%	\$13,746
2018-2019	7	7	50%	\$13,677	\$33,851	29%	\$1,954
2019-2020	0	0	0%	\$0	\$0	0%	\$0
Totals:	30	26	54%	\$145,724	\$220,825	40%	\$4,857

% of Law Enforcement Cost vs. Non-Law Enforcement Cost by Coverage



% of GL Law Enforcement Cost & Claims by Accident Type (Top 7)



Best Practices Review

On October 8, 2019 I conducted a law enforcement best practice review for the Stayton Police Department. This is the second-best practice review I have conducted with the Stayton Police Department. The first best practice assessment was conducted in May of 2014. The first best practice assessment was conducted at the request of the city after concerns were noted about the property and evidence room. During the 2014 assessment, and subsequent follow ups with previous administration the property and evidence room was addressed and was no longer a major concern.

The 2019 best practice assessment was conducted at the request of the Interim Police Chief Ty Hanlon. Chief Hanlon is a Captain with Sherwood Police Department and is on loan (via contract) to Stayton Police Department to oversee the transition of the police department. Prior to this assessment both the previous chief of police and lieutenant left the organization, which warranted Chief Hanlon to come into an interim police chief role.

Chief Hanlon brought in Dave Frisendahl as a Deputy Chief to assist him with the transition of a new police chief. Both Chief Hanlon and Deputy Chief Frisendahl were present with Kurt Chapman and me during the best practice assessment. Several of the questions that we discussed during the best practice assessment were unknown since both Chief Hanlon and Deputy Chief Frisendahl are new to the department.

We would like to note the involvement of City Manager Keith Campbell in this process. Mr. Campbell welcomed the process in 2014 and again in 2019. During the assessment process he allowed us full access to the staff and police department, and clearly wanted to hear what issues or concerns we noted. Mr. Campbell meet with the assessment team after the onsite assessment for an oral debrief report. We would like to thank Mr. Campbell for his willingness to have two best practice assessments conducted in the last five-years and welcome all feedback. That indicates excellent leadership by Mr. Campbell, and we appreciate his involvement.

Breaking down each category of the best practice questionnaire will provide a little more background for the transition team. There is a summary of recommendations at the end of this report.

Risk Management:

When reviewing the risk management and liability/claims process the City of Stayton and the Stayton Police Department have always worked well with CIS. They have always been responsive and collaborative during in claim or potential claim. This holds true to Chief Hanlon and his primary agency, Sherwood Police Department, they work very well with CIS. Deputy Chief Frisendahl also worked with CIS on several projects at his prior police department, Tigard Police Department, was very engaged in reducing risk and claims for the City of Tigard. We anticipate that this

trend will continue as these two gentlemen continue the transition.

Facility Safety:

The police department is a dedicated space for law enforcement, however there are a few issues that should be addressed. There is no secure parking for city owned or personal vehicles of staff. This can be a risk to staff as they are coming and going to work, as well as potential property damage to city owned vehicles and/or personal vehicles. Long-term planning should consider a secured parking lot for mentioned vehicles. Installing additional cameras in the parking lot to record any potential threat to staff or damage to vehicles is also recommended. Since this assessment was conducted during the daylight hours, it would be recommended to assess the lighting in the parking lot during nighttime hours.

There is an exterior door off the parking lot that leads to the second floor of the police department which houses Marion County Probation, which works out of a dedicated office space. Also, on the second floor is three additional rooms. One was the server room for the police department. This room was a concern due to the heat. This assessment was conducted in October and the room was excessively warm. There needs to be precautions taken to reduce the risk of damaging the server. The solutions could include adding fans and/or an air conditioning unit to keep the equipment cool. The second room which was the main conference/training/meeting room was cluttered with old radio and computer equipment. Like the third room which at one time appears to be a breakroom, which is now storage. Both rooms need to be re-organized and cleaned.

The first floor houses the administrative support personnel, the chief, deputy chief, sergeant's offices along with a report writing room, property and evidence and a holding cell and intoxilyzer room. During this assessment we learned that only one holding cell is used, which is the one in the intoxilyzer room. There is a second cell near the intoxilyzer room where an inmate committed suicide in 2010. At that time CIS informed the previous chief that they could not use this cell any longer for holding inmates. The reason for this request was, there is no light in the cell, there is no video in the cell and the door is the old bar style door which is what the inmate used to hang himself. Staff reported that they have not used that cell since 2010. There is a third cell located in another storage room, in fact the cell is used for storage. This storage area is also very cluttered and needs to be re-organized and cleaned.

The building has smoke detectors however there is no sprinkler system due to the age of the building. There is a fire alarm for the building but there is no burglary alarm. Other safety related issues were addressed to satisfaction.

Specifically, to the security of the police department, there is an electric door lock that is required to be activated to allow individuals into the police department. LEADS and NCIC information is protected and not visible to the general public. There were no specific concerns about interior security.

Property and Evidence:

As previously mentioned, the property and evidence were an issue in 2014 it is no longer a concern. We examined the property and evidence room and it was well managed and organized. The property and evidence staff member shared the process with us, explained what evidence was being retained, what was going to the crime lab and what was being destroyed. The property and evidence staff are doing a very good job!

We did discuss random and full audit of the property and evidence room. This is very important as there is a new coming into the police department soon. Chief Hanlon and Deputy Chief Frisendahl informed us that they have that scheduled and a full audit will be conducted prior to the new chief taking office.

Dispatch Services:

Stayton Police Department contracts with METCOM 911 out of Woodburn for all their dispatching services. This is a dispatch services which operates under an ORS 190 arrangement. In discussion dispatch services with staff, there are a few areas that are "dead zones" for officers when they try to use their radios, but those issues are known and continue to be a focus of improvement.

Vehicles:

There are a mixture of Dodge, Ford, and Chevy police vehicles. The vehicles that we looked at appear to be in good condition and have appropriate equipment, investigative tools and police markings. There were no specific concerns with the vehicles. Police vehicles are maintained by the city and if there are larger repairs they go to the respective dealer for repair.

Personnel Selection:

Stayton Police Department was conducting all the processes we recommend for hiring law enforcement officers. The only issue that we discussed was the time when the city provides a conditional offer of hire. We recommend that they provide the conditional offer of hire before the background, psychological and medical exams. The prior practice was to give the conditional offer of employment after the background and before the psychological exam. The difference as we shared with Chief Hanlon and Deputy Chief Frisendahl is information obtained in the background could be protected and if a hiring, or non-hiring decision is made based on that protected information without a conditional offer could expose the city to a claim. We suggested that their background investigator confirm our recommendation with the Oregon Peace Officers Background Association.

The other issue that we discussed is hiring of reserve officers. We encourage the same hiring process for a reserve police officer as a full-time officer. We also strongly recommend that a reserve candidate attend a reserve police academy. This was not the prior practice and Chief Hanlon and Deputy Chief Frisendahl both agree

that reserves need to follow the same hiring process and attend a reserve academy.

It was the understanding that performance reviews were conducted on all staff, however after a quick review there is some interest in re-working the performance evaluation format to address law enforcement specific issues. Kurt Chapman and staff agreed to work on this issue in the future with city hall staff.

DMV checks are being conducted at time of hire annual DMV checks should be conducted on anyone that drives a city vehicle. The City of Stayton can also subscribe to a service through DMV that will send out an alert if a city employee is convicted of a traffic violation or their license becomes expired or suspended.

Training:

All Stayton Police Officers exceed the minimum requirements for training. Chief Hanlon and Deputy Chief Frisendahl shared that the police department has a good in-service training program. They have their own firearms range that many other agencies use. There are no concerns about the amount and level of training officers receive. The only issue would be the use of the firearms range and other users. We would like to see the agreement between the City of Stayton and other users to make sure the city is not exposed from a liability perspective. The other factor to consider allowing other entities to use the range is maintenance and clean-up costs. The agreement should have language providing the city funds for capital improvements or replacement as well as clean-up costs.

The only training recommendations were to make sure that all police department, and city staff, are appropriately trained in NIMS, for emergency management and response. Ensure that managers and supervisors are trained in contract management, reasonable suspicion, ADA and investigations of personnel matters. The police department, and possibly all city staff, could receive harassment training. CIS offers free harassment training for all staff. If interested, please let me know and we can get CIS staff scheduled to provide the training.

Interagency Teams:

Stayton Police Department does not participate in any interagency teams. That is somewhat unusually for law enforcement agencies not to participate in interagency teams, such as Major Crimes Team, Traffic Crash Investigative Team, Narcotic Team or others. By participating in interagency teams allows officers to gain training and experience they may otherwise not receive. If a major event occurs within Stayton other agencies are more willing to provide resources because Stayton reciprocates resources for other agencies.

However, if Stayton becomes involved in some of these interagency team there needs to be a clear and defined process for Stayton Officers to apply and be accepted to such teams. We would like to review any interagency MOU if Stayton begins to participate as sometime in the future.

General Policies:

Stayton Police Department is a Lexipol policy customer, however the policies are behind on review and updates. Deputy Chief Frisendahl indicated that he is working on policy review and updates when he has the time to dedicate to this task. We are confident that Deputy Chief Frisendahl will get the policies reviewed and updated to current standards, it will take several months to get through several hundred pages of policy. Since we are familiar with Lexipol and confident of Deputy Chief Frisendahl we did not indicate that each single policy needs to be reviewed and updated, this serves as an overall recommendation for the entire policy manual.

The Emergency Operations and Continuity of Operations Plan is like that of the Lexipol Policy Manual. These will need to be reviewed and appropriately updated, however they will most likely not get completely reviewed until October of 2020 due to the other priorities facing the transition team.

One policy that does need to be pointed out is the policy of backing up data. It was unclear how often electronic data is backed-up and if there is redundancy to the back-up system.

Audits:

Conducting audits of high-risk events such as use of force, pursuits etc. are critical to ensuring staff is following policy and procedure and not creating risk for the city. Chief Hanlon and Deputy Chief Frisendahl both committed to conducting at the time of the event, and annual audits of these high risk reports to look for performance or training trends, determining if policies need to be reviewed and updated to make sure practice and policy are in line with each other.

Other random audits we recommend, if agreed upon by the city and the labor organization is conducting random audits of body camera or in-car camera if available. It is important to inform staff of these audits prior to conducting them.

Summary of Recommendations:

These recommendations are in no order and are based on the assessment of the city and available funds to address these recommendations. This report does not constitute mandatory action by the city.

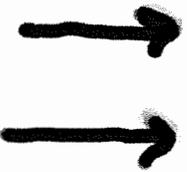
Due to the transition of the police leadership of Stayton Police Department I did not list a specific individual or timeline as to when these recommendations should be addressed. These are recommendations for the incoming chief and his/her command team and the city manager to address from a workplan perspective.

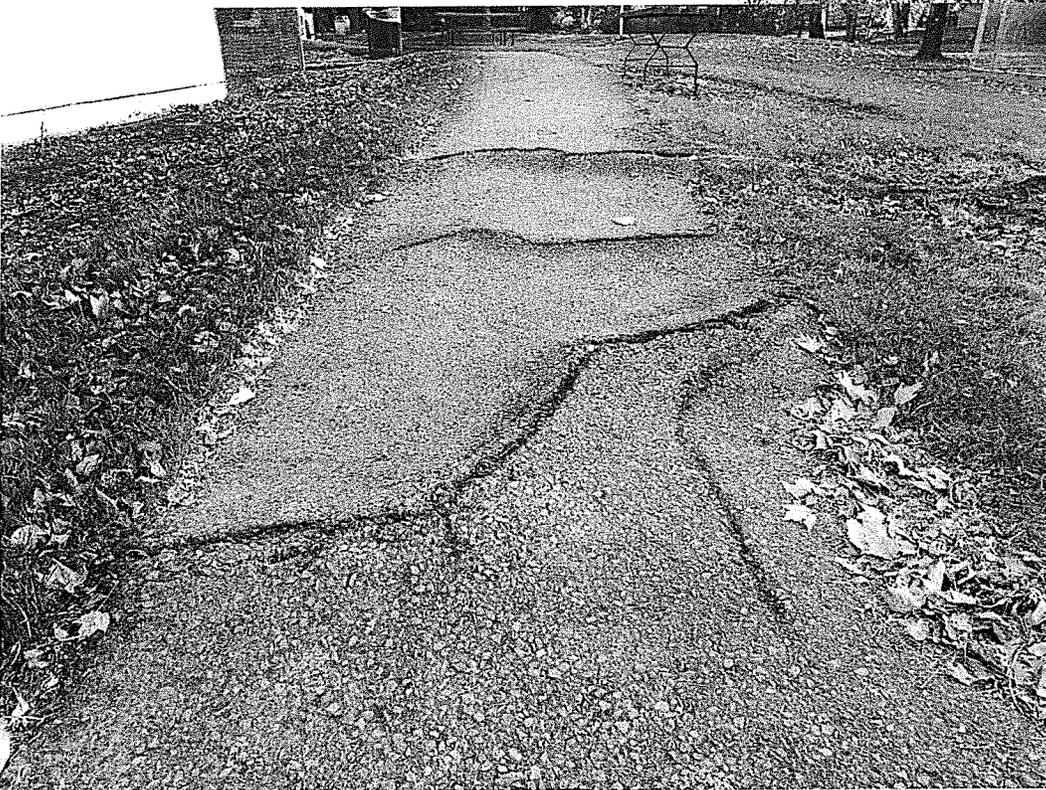
- Consider a secure parking lot.
- Consider adding additional exterior cameras with a 30-day retention.
- Conduct a lighting survey of the parking lot at night.
- Address the heat in the server room.

- Address the clutter in the two rooms upstairs next to the server room.
- Continue to use the single holding cell in the intoxilyzer room only.
- Address the clutter in the storage area off the two cells that are no longer in use.
- Conduct a full audit of the property and evidence prior to or just after the appointment of the new police chief.
- After the full audit, conduct random audits at least twice a year.
- Address dead zones for radio communication for officers.
- Move the conditional offer of employment to occur before the background investigation begins.
- Continue with the plan to have reserve officers go through the same hiring process as regular full-time officers.
- Have reserve officers attend a reserve police academy.
- Review the performance evaluation process.
- Conduct annual DMV re-checks of anyone who drives a city vehicle in addition to a check at time of hire. And/or sign up for the alert service through DMV.
- Please send the MOU for other agencies who use the firing range, we would like to review.
- Ensure all staff is compliant with their NIMS training.
- Develop supervisor training for:
 - ADA
 - Contract management
 - Personnel Investigations
 - Reasonable suspicion
- All staff harassment training
- If the police department becomes involved in interagency teams develop a process for officers to be qualified to apply and then develop a process.
- Conduct at time of event and annual audits of high-risk events.
- Conduct random audits of video of officers.
- Review and update the Emergency Management Plan and Continuity of Operations Plan for the city.
- Review and update the Lexipol Policy Manual.

Summary:

Thank you again for the opportunity to come in and conduct a best practice assessment. Again, these are only recommendations and can be used as a guiding tool for the incoming chief and leadership team of the city. We value the partnership between CIS and the City of Stayton, and we look forward to working with the new leadership team. I will be available for any questions prior to or the night of November 4th City Council Meeting.









Sidewalk Maintenance Program



November 2019

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Sidewalk Maintenance History

- Prior to 2012 sidewalk maintenance and replacement was complaint driven.
- In 2012 the City developed a program to become proactive with sidewalk maintenance and replacement.
- Sidewalk maintenance projects in 2012 - 2014 were successfully completed.
 - 2012-2013: Washington to Water – First to Fourth
 - 2013-2014: Fern Ridge Rd. – First to Fourth
 - 2015-2018: Performed with street projects, & complaint driven
- Sidewalk maintenance program returned in 2018-2019.
 - ~\$21,000 in repairs completed through City contract



Stayton Municipal Code, Title 12

Section 12.04.260

MAINTENANCE OF CURBS, SIDEWALKS, STREET TREES AND LANDSCAPE STRIP BY PROPERTY OWNER

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



Stayton Municipal Code, Title 12

Section 12.04.260

3. A sidewalk and/or curb shall be deemed to present an unreasonable risk of danger to person or property if:

- a. Panels or pieces are gap-separated more than one-half inch from adjacent panels or pieces; or,
- b. Panels or pieces are vertically displaced from each other more than one-quarter inch; or,
- c. Entire pieces or panels are absent; or,
- d. Panels or pieces are broken into parts smaller than one square foot; or,
- e. The grade from one piece or panel to the adjacent piece changes by more than one-half inch per foot in any direction; or,
- f. Handicap access ramps or driveways deviate from the slopes and dimensions included in the City's Standard Specifications; or,
- g. Curb pieces exist less than two feet in length; or,
- h. Monolithic curb and gutter sections are cracked or broken longitudinally, or displaced one-half inch or more from the adjacent paving; or,
- i. The surface irregularities are generally more than one-half inch from the original surface; or,
- j. Trip hazards, obstructions or other conditions exist which prevent safe use of the sidewalk, handicap access ramp or curb; or,
- k. Any other damage deemed to present an unreasonable risk of danger to person or property as determined at the sole discretion of the Public Works Director.



CITY, COUNTY, MUNICIPALITY	Panels or pieces maximum gap separation "X"	Panels or pieces vertical separation "X"	Entire pieces or panels are absent	Panels or pieces are broken into pieces smaller than "X"	Grade from one panel or piece to the next more than "X"	Handicap access ramp or DW deviate from slopes and dimensions in City Standards	Curbs pieces exist less than "X" feet in length	Monolithic curb and gutter broken and displaced "X" inches	Surface irregularities are generally more than "X" inches from original surface	Trip Hazards, obstructions, or other conditions which prevent safe use	Property owner responsible for full cost of the repair, maintenance or cleaning of any curb, sidewalk, street tree, landscape strip, adjacent to or abutting the property
STAYTON	1/2"	1/4"	Yes	1 SF	1/2" per foot	Yes	2 Feet	1/2"	1/2"	Yes	Yes
SILVERTON	1/2"	1/4"	Yes	1 SF	1/2" per foot	Yes	2 Feet	1/2"	1/2"	N/A	Yes
BEAVERTON	1/2"	N/A	Yes	1 SF	1/2" per foot	Yes	2 Feet	1/2"	N/A	Yes	Yes
ALBANY	5/8"	1/2"	No	N/A	1/2" per foot	N/A	N/A	N/A	3/4"	N/A	Yes
CORVALLIS	1.0"	1.0"	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Yes	Yes
LAKE OSWEGO											
TUALATIN	1/2"	1/4"	N/A	N/A	N/A	n/A	N/A	N/A	N/A	N/A	Yes
SALEM											
ADA (typical)	1.0"	1/2"	Yes	2" x 2"	Yes	Yes	N/A	N/A	1"	Yes	N/A



Cities that require the property owners pay for the maintenance of sidewalks

City	Yes	No
Donald	x	
Brookings		x
Cornelius	x	
Roseburg	x	
Dayton	x	
Carlton	x	
Stanfield	x	
Stayton	x	
Gold Beach	x	
Madras	x	
Heppner	x	
Milwaukie	x	
Sheridan	x	
Prairie City	x	
North Bend	x	
Gold Hill	x	
Sweet Home	x	

From Oregon City/County Management Association Website

City	Yes	No
King City	x	
Wood Village	x	
Drain	x	
Tangent	x	
Keizer	x	
Coos Bay	x	
Coquille	x	
Aumsville	x	
Independence	x	
Echo	x	
Halsey	x	
Dallas	x	
Mt. Angel	x	
Molalla	x	
Powers	x	
Scio	x	
Portland	x	
Sodaville	x	



Current Sidewalk Problems

- Sidewalks throughout town are well beyond the end of the design lifespan (25 years for concrete walks).
- Many walks were constructed using substandard materials.
- Poorly chosen street tree species have caused sidewalks to raise and break apart.
- Failure to maintain sidewalks creates liability exposure to both property owners and the City.
- Neighborhoods & business areas deteriorate & property values decline.
- 2015 City Survey participants ranked sidewalks 4th out of 12 possibilities for what the City's top priorities should be.

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a. Panels or pieces that are gap-separated by more than one-half inch from adjacent panels.



b. Panels or pieces that are vertically displaced by more than one-quarter inch from adjacent panels.



c. Entire pieces or panels missing.



d. Panels or pieces broken into parts smaller than one square foot.



e. The Grade from one piece or panel to the adjacent piece changes by more than one-half inch per foot in any direction (4.17%).

f. Handicap access ramps or driveways deviate from slopes and dimensions included in the City's Standard Specifications.

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i. The surface irregularities that are generally more than one-half inch from the original surface.



j. Trip hazards, obstructions or other conditions exist which prevent safe use of the sidewalk, handicap ramp or curb. Should be a minimum 4 foot clear span.

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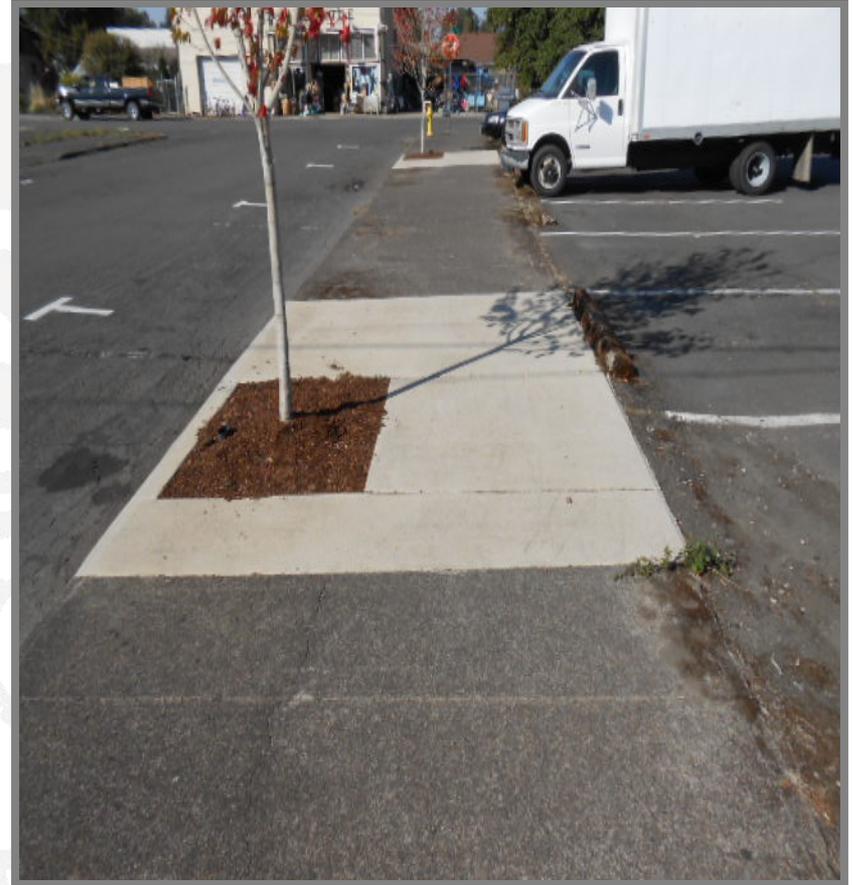


City of Stayton Sidewalk Program

- Goal 1 – Improve public infrastructure.
- Goal 2 – Provide a safe travel way off the streets for pedestrians with and without disabilities.
- Goal 3- Ensure sidewalks are maintained for use by the community as a whole.



Repaired Sidewalk and Curb
Water Street west of Jet Auto



Replaced Panels
Florence Street (S. end of Public
Parking)

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Trip Hazard Repair (Concrete Grinding)



Sidewalk Epoxy Repair



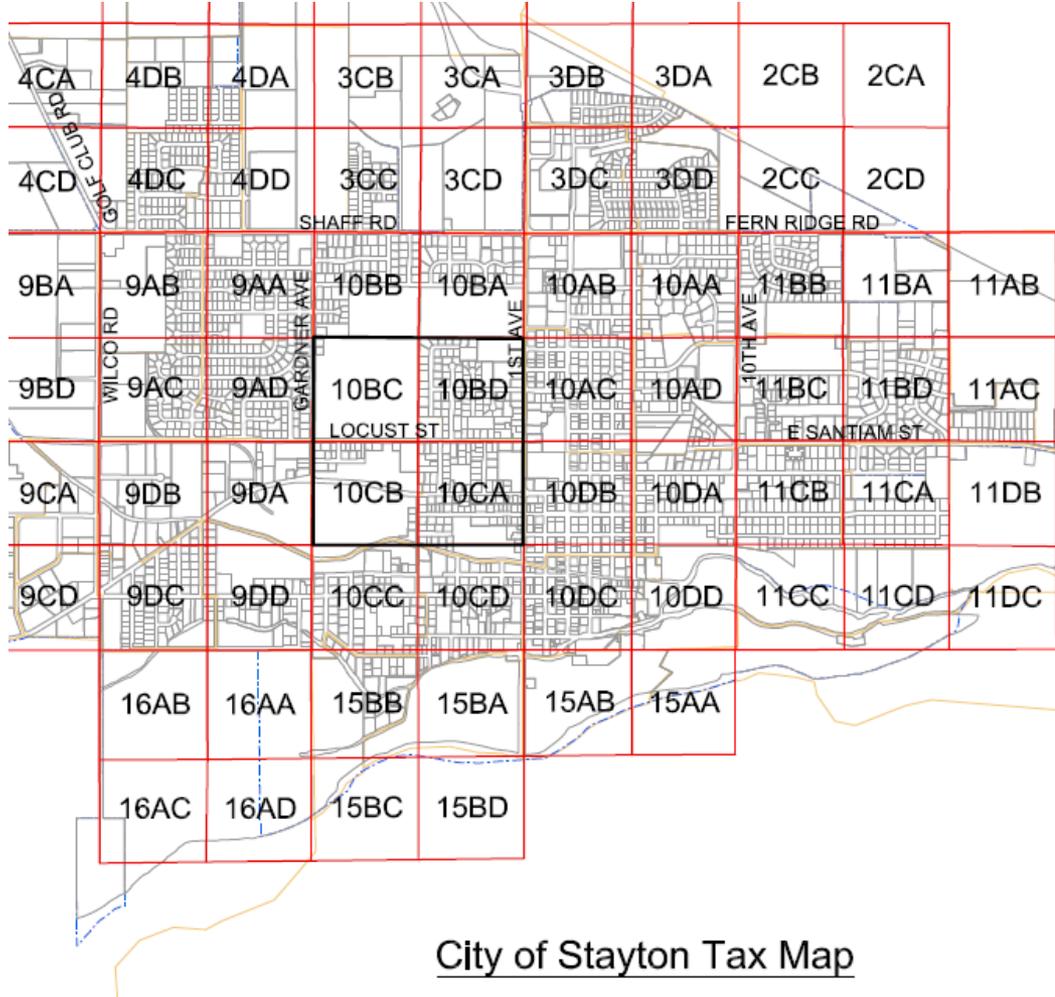
Sidewalk Maintenance Program

Overall Project Tasks:

- Develop City wide grid based map to focus on one - two sections of the City per year.
- Inventory sidewalks based on current Stayton Municipal Code (SMC Section 12.04.260)
- Identify, and repair or replace sidewalks that do not meet the SMC requirements for sidewalks.
- Notify Property owner of damaged sidewalks.
- Outline options for property owners.
- Set completion date for end of fiscal year.
- Provide a financing tool for private property owners to get work done when funds are limited.

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City of Stayton Tax Map

 - 2019-2020 Sidewalk Maintenance Area
(10BC, 10BD, 10CB, 10CA)

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Options for Property Owners

- Property owners can do the work themselves.
 - Epoxy filler and trip hazard grinding must satisfy code requirements.
 - Permit required for removal and replacement of concrete.
 - City inspector can meet with property owner to answer questions and provide technical advice regarding the best options for repairs.
- Property owners can hire a contractor.
 - Same requirements and expectations as if work being done by property owner. Removal and replacement is typically cheaper when property owners hire contractors directly.
- Authorize Stayton Public Works to make repairs and bill the cost to property owner.
 - City only performs grinding and removal and replacement. Epoxy repairs will not be included with the 2019-2020 sidewalk maintenance project due to variables in materials, preparation, and proper application.



If Stayton Public Works Makes Repairs

- The City will bundle work together and hire a contractor to complete the repairs.
- Public Works will manage and inspect work.
- No Permit will be required.
- All work will meet City Standards.
- City will finance the project and bill the property owner.
- Property owner can arrange payments (typically 3 equal payments) through City Hall.



Review of 2018-2019 Program

- 86 property owners sent notice of damaged sidewalks
 - Notices sent out November 14th, December 12th, February 22nd, March 11th, March 21st (Door Hangers), April 26th, June 3rd (Door Hangers)
 - Property owners who did not respond to initial notice were contacted by phone to verify ownership and mailing address.
 - 44 had repairs completed by City contractor
 - Average cost: \$480.00
 - 42 completed their own repairs
 - 8 hired contractors
 - 34 did their own work
- Original contract bid was \$72,192.71
 - Property owners were given quote
 - \$20,973.14 was final contract amount
- As of October's utility billing, \$2,566.85 has yet to be received from property owners.

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2019-2020 Project Overview

- Letters sent out on 9/9/2019 to all residents in maintenance area.
- Sidewalks inspected 9/16 – 10/30.
- \$50,000 budget for 2020 City contract
- City employees have met with several property owners to discuss repairs needed and provide guidance.
- Majority of owners that have requested to meet with Public Works staff have stated they will be completing the repairs themselves or hiring their own contractor.



Questions & Discussion



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Resolution No. 996

Oregon Water Resources

Department (OWRD) Water

Project Feasibility Study Grant



Background

- City Receives water from the North Santiam River via the Power Canal located at 3rd and water street
- The City has one workable shallow well, its dependent on the water level in the North Santiam River
- Inter-tie with City of Salem Unusable in Summer
- The North Santiam River water is the City's sole source of water
- City Council/ Management retreat in February 2019 set a short term goal for the City to search for a secondary water source



Water Quality Issues

- The North Santiam River water is pristine, high quality most of the time
- Can have turbidity issues in after storms
- Is subject to drought and water restrictions could potentially be out of the City's hands (fish, senior water rights have priority)
- Algae issues in warmer weather (severe in Summer 2018)
- Potential for chemical spills



Secondary Source Alternative Study

- September 2019 the PW Department entered into a contract with the consultant team of Keller Associates and GSI Water Solutions to help find alternate source
 - Study Criteria:
 - Minimum flow of 1,000 gpm (1.4 million gallons per day)
 - Within a 3 mile radius of the City
 - No direct connection to the North Santiam River (independent need)



Summary of Findings

- Mill Creek watershed is within 3 miles with available water rights December - May
- Tributary to the Willamette, no North Santiam River connection
- No storage reservations are pending and no instream flow requirements are shown
- Mill Creek was the only watershed meeting the criteria listed above



Groundwater Source

- Three groundwater sources in vicinity
 - Quaternary Alluvial deposits (Qal): direct hydraulic connection to the river (no good)
 - Fluvial sediments (QTfs)(low water yield – 60 gpm)
 - Basalts of the Columbia River Basalt Basin Group (CRBG)- Water yields in Stayton area 100-400gpm, other wells in Willamette Valley have yields of 500-1000 gpm



Groundwater Rights Availability

- OWRD defined 2 areas of the CRBG aquifers as Groundwater Limited Areas (GLA) (Stayton-Sublimity); declining water levels in the CRBG
- Trough of CRBG located outside the GLA
- Potential for deep well
 - Would need approval from OWRD; staff non committal.
 - If approved would be heavily conditioned, long term source uncertain



Aquifer Storage and Recovery (ASR)

- Store excess water from the WTP during winter months
- Water from a new interruptible surface water source
- ASR can be situated in the Stayton-Sublimity Groundwater Limited Area
- Water recovered can be used for municipality supply
- Could be sited to take advantage of existing systems minimizing cost of treatment



Technical Memorandum Recommendation

- Based on the preliminary research discussed in this report, ASR seems to be the most feasible and adaptable secondary source option for the City. It meets the criteria outlined and can be combined with the City's existing or a new water source to provide a more robust water supply



Next Steps

- Feasibility Study
 - Preliminary Feasibility/Fatal Flaw
 - Desktop evaluation
- Final Feasibility Study
 - Field Investigations
 - Drill test holes



Questions?



Resolution 996

- The issue before the City Council is adoption of Resolution 996 supporting submittal of an application to the Oregon Water Resources Department (OWRD) for a Water Project Feasibility Study Grant
- Recommendation
 - Staff recommends adaption of Resolution 996 as presented



Options and Motions

The City Council is presented with the following options:

- 1. Approve the resolution as presented.
Move to approve Resolution No. 996 to support submitting an application for a Water Project Feasibility Study Grant.
- 2. Adopt the resolution with modifications.
Move to approve Resolution No. 996 to support submitting an application for a Water Project Feasibility Study Grant, with the following changes...
- 3. Choose to not submit an application for a grant