



AGENDA

STAYTON CITY COUNCIL

Monday, October 19, 2020

E.G. Siegmund Meeting Room – Stayton Public Library
515 N. First Avenue
Stayton, Oregon 97383

Interested in attending in-person?
City staff must be notified at least 3 hours in advance
of the meeting by emailing: cityofstayton@ci.stayton.or.us

TELECONFERENCE MEETING

City officials request all citizens that are able, to view the live stream on the City of Stayton's YouTube account to view the meeting from home. Social distancing is essential in reducing the spread of COVID-19. The City is using technology to make meetings available to the public without increasing the risk of exposure. Limited staff will be on hand at the meeting location.

Please use the following option to view the meeting:

- Live Stream on the City of Stayton YouTube – <https://youtu.be/fmS6t5FhivA>

Although it is **strongly encouraged that people do not attend the meeting in person** the opportunity will exist to observe the meeting at a designated location. However, to protect the safety and ensure social spacing, limits to audience members will be implemented. Please note that in person meeting attendance will be subject to applicable regulations in place at the time of the meeting and are subject to change. If you plan to attend in-person, City staff must be notified **at least 3 hours in advance** of the meeting by email at cityofstayton@ci.stayton.or.us.

- **Public Comment:** Meetings shall not allow for in-person public comment. If a community member has a barrier which prevents them from participating via one of the methods below, they should contact City staff at cityofstayton@ci.stayton.or.us **no less than three hours prior to the meeting start time** to make arrangements to participate.

All parties interested in providing public comment at the beginning of the meeting shall participate using one of the following methods:

- **Video or Audio Conference Call:** Parties interested in providing verbal comment shall contact City staff at cityofstayton@ci.stayton.or.us **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comment.
- **Written Comment:** It is **strongly encouraged that interested parties provide testimony in writing** prior to the meeting and abstain from attending the meeting in person. Written comment submitted to cityofstayton@ci.stayton.or.us **at least three hours prior to the meeting start time** will be provided to the public body in advance of the meeting and added to the public body's webpage where agenda packets are posted. Comment can be provided in the manner dictated for each individual public body.

CALL TO ORDER

7:00 PM

PUBLIC COMMENT

CONSENT AGENDA

- a. October 5, 2020 City Council Minutes

PUBLIC HEARING – None

GENERAL BUSINESS

Wastewater Master Plan Update

INFORMATIONAL

- a. Verbal Presentation – Keller Associates
- b. Council Discussion

Translation Services

ACTION

- a. Staff Report – Alissa Angelo, Keith Campbell, and Dan Fleishman
- b. Council Discussion
- c. Council Decision

Ballot Box Update

INFORMATIONAL

- a. Verbal Staff Report – Janna Moser
- b. Council Discussion

Community Improvement Grants

INFORMATIONAL

- a. Staff Report – Dan Fleishman
- b. Council Discussion
- c. Council Decision

ADJOURN

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

OCTOBER 2020

Monday	October 19	City Council	7:00 p.m.	https://youtu.be/fmS6t5FhivA
Wednesday	October 21	Library Board	<i>Cancelled</i>	
Monday	October 26	Planning Commission	7:00 p.m.	https://youtu.be/1XkumTok-w

NOVEMBER 2020

Monday	November 2	City Council	7:00 p.m.	https://youtu.be/GIW6YkJbnbQ
Tuesday	November 3	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Tuesday	November 10	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Monday	November 16	City Council	7:00 p.m.	https://youtu.be/Widf0VF0ad4
Wednesday	November 18	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Thursday	November 26	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 27			
Monday	November 30	Planning Commission	7:00 p.m.	https://youtu.be/Ozifc1SYEFU

DECEMBER 2020

Tuesday	December 1	Parks & Recreation Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	December 7	City Council	7:00 p.m.	https://youtu.be/TAnHd3kskuc
Tuesday	December 8	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	December 16	Library Board	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	December 21	City Council	7:00 p.m.	https://youtu.be/t6ooHQ9Sbuc
Thursday	December 24	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Friday	December 25	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	December 28	Planning Commission	7:00 p.m.	https://youtu.be/uPYSgXUOs8g

**City of Stayton
City Council Minutes
October 5, 2020**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA STREET, STAYTON
Time Start: 7:02 P.M. Time End: 9:24 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Henry Porter (via Zoom)	Alissa Angelo, Administrative Services Manager
Councilor Paige Hook (via Zoom)	Keith Campbell, City Manager
Councilor Ben McDonald (via Zoom)	Dan Fleishman, Director of Planning & Development (via Zoom)
Councilor Christopher Molin (via Zoom)	David Frisendahl, Police Chief
Councilor Jordan Ohrt (via Zoom)	Lance Ludwick, Public Works Director (via Zoom)
Councilor David Patty (via Zoom)	Janna Moser, Library Director (via Zoom)
	Susannah Sbragia, Finance Director (via Zoom)

AGENDA	ACTIONS
TELECONFERENCE MEETING	
Public Comment	None.
Consent Agenda a. October 5, 2020 City Council Minutes	Motion from Councilor McDonald, seconded by Councilor Patty, to approve the consent agenda as presented. Motion passed 5:0.
Public Hearing	None.
General Business CityProtect a. Staff Report – Chief David Frisendahl b. Council Discussion	Police Chief Frisendahl provided a presentation on CityProtect. Council and staff discussion.
Revised Temporary COVID-19 Public Meeting Procedures a. Staff Report – City Staff b. Council Discussion	Ms. Angelo reviewed the staff report. Council discussion of reading written public comment out loud, pre-recorded public comment, limits on in-person attendance, FEMA’s use of the Community Center, translation services, and a plan for future in-person Council meetings. Council consensus to request staff look into translation services and return with information at the next Council meeting; consensus to revisit the Temporary COVID-19 Public Meeting Procedures at the second meeting in January; and consensus to request staff present a framework for returning to in-person Council meetings once it is deemed

c. Council Decision

Manufactured Dwelling Park Regulation and Protection

a. Staff Report – Dan Fleishman

b. Council Discussion

c. Council Decision

safe to do so at the first Council meeting in December.

Motion from Councilor Hook, seconded by Councilor Ohrt, to Approve the revised Temporary COVID-19 Public Meeting Procedures as amended and to include items Council reached consensus on during discussion. **Motion passed 5:0.**

Mr. Fleishman reviewed the staff report.

Council discussion of current zoning, origination of the three mobile home parks in Stayton, and creating a new zone.

Motion from Councilor Hook to initiate the process to amend the Comprehensive Plan, Land Use and Development Code, and Zoning Map to create a mobile home park zone.

Councilor Hook rescinded the motion.

Council and staff discussion of what Councilor Hook’s motion would do and the option of owners opting out.

Motion from Councilor Patty, seconded by Councilor Ohrt, to complete the remaining steps recommended by the Toolkit.

Discussion: Councilor Hook indicated she planned to follow-up this motion with her original motion.

Motion passed 5:0.

Motion from Councilor Hook, seconded by Councilor McDonald, to initiate the process to amend the Comprehensive Plan, Land Use and Development Code, and Zoning Map to create a mobile home park zone.

Discussion: Councilor Molin inquired if a follow-up motion like this could be made. Councilor Patty and Ohrt indicated reasoning behind their vote on this motion. Councilor Hook responded. Councilor McDonald requested clarification; staff responded.

Motion passed 3:2 (Patty, Ohrt).

In response to Councilor Molin’s question under discussion of the previous motion, Mr. Campbell will confirm with the City’s legal counsel to confirm.

<p>Housing Affordability</p> <p>a. Staff Report – Dan Fleishman</p> <p>b. Council Discussion</p> <p>c. Council Decision</p>	<p>Mr. Fleishman reviewed the staff report.</p> <p>Discussion of recommendations and the Housing and Neighborhood Vitality Advisory Commission.</p> <p>Motion from Councilor Hook, seconded by Councilor Patty, to request staff work with the Housing and Neighborhood Vitality Advisory Commission to update Chapter 6 of the Comprehensive Plan and request staff prepare a presentation on annexation policies. Motion passed 5:0.</p>
<p>Communications from City Staff</p>	<p>Ms. Angelo requested clarification on whether the Council’s consensus regarding translation services.</p>
<p>Communications from Mayor and City Council</p>	<p>None.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF OCTOBER 2020, 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: Alissa Angelo, Administrative Services Manager
Keith Campbell, City Manager
Dan Fleishman, Director of Planning & Development

DATE: October 19, 2020

SUBJECT: Translation Services

ISSUE

At their October 5, 2020 meeting, the City Council requested staff research translation services and the costs associated.

ENCLOSURE(S)

- Enclosure A: U.S. Census Bureau’s July 1, 2019 Estimated “Race and Hispanic Origin Chart” for the community of Stayton, Oregon
- Enclosure B: American Community Survey conducted by the U.S. Census Bureau for 2018 titled “Language Spoken at Home” for the community of Stayton, Oregon

BACKGROUND INFORMATION

The City currently has access to and utilizes, upon request, in-person translation services. The purpose of this report is to consider translation services for printed materials.

During discussion at the August 21st City Council meeting, there was a suggestion to include a section in the Temporary Procedures regarding translation of documents, including but not limited to the Temporary Procedures and Council agendas.

At the October 5th meeting, it was shared that staff has attended multiple DEI (Diversity, Equity, and Inclusion) trainings and spoken with our representative from City-County Insurance Services (CIS) regarding using Google Translate or similar to translate City documents. These resources all make it clear that a City should never use Google Translate or similar for translations of materials. Cities are specifically advised not to rely on online-translation services for public documents. It is critical to hire a translation service because cities need to be sure translations are appropriate, written in a conversational linguistic form that is easy to

understand, free of communication misadventures, and culturally safe. A document that is translated poorly, or with information that is not easy to understand can do significant harm in the intent and purpose of translating materials.

One critical factor in the analysis is looking at the need for translation services and which services would serve the greatest needs of the community. It can be challenging in a small community to get an accurate assessment, so we are reliant on reviewing the best data available. Staff has obtained information from the United States Census Bureau’s website for the community of Stayton. Enclosed is estimated census data from July 1, 2019, specifically the Bureau’s “Race and Hispanic Origin Chart” for Stayton, as well as data from an American Community Survey conducted by the U.S. Census Bureau for 2018 titled “Language Spoken at Home” for Stayton.

The estimated population of Stayton for 2019 was 8,295. Of those the racial breakdown is as follows:

Race and Hispanic Origin		Stayton city, Oregon
Hispanic or Latino, percent (b)		18.9%
PEOPLE		
Race and Hispanic Origin		
White alone, percent		86.2%
Black or African American alone, percent (a)		1.7%
American Indian and Alaska Native alone, percent (a)		0.7%
Asian alone, percent (a)		0.2%
Native Hawaiian and Other Pacific Islander alone, percent (a)		0.0%
Two or More Races, percent		8.9%
Hispanic or Latino, percent (b)		18.9%
White alone, not Hispanic or Latino, percent		71.8%

The data obviously doesn’t add up to 100%. The U.S. Census Bureau notes “Hispanics may be of any race, so also are included in applicable race categories.”

Racial identification alone shouldn’t be used in consideration of primary languages used in the home. The question isn’t racial identifications, but instead the primary languages used in households of our community. We have data from the U.S. Census Bureau from a 2018 American Community Survey titled “Languages Spoken at Home” to give us an estimate of the number of residents who don’t speak English fluently (Enclosure B). The data has a Margin of Error, or Confidence Interval, that is quite high. This illustrates the amount of data is limited.

While 19% of the City’s residents identify has Hispanic, 9% of the population speaks English less than “very well.” For those over the age of 17, there is an estimate of 485 (+/-210) residents

who speak English less than “very well.” Of those residents who don’t speak English “very well,” 90% speak Spanish.

City staff has reached out to three translation companies, two of which responded and provided pricing information.

- ASTA-US
 - Capability of translating 2,000 words per day.
 - Documents such as the Temporary Rules (about 1,200 words) would be approximately \$100 to translate.
 - Documents such as the City Council Agenda packet (most recent packet was about 20,000 words) would be a turnaround of approximately two-weeks with an approximate cost of \$1,500 to \$2,000 to translate.
 - The representative from ASTA-US agreed Google Translate or similar should not be used when seeking to translate official documents for public consumption.
- Professional Interpreters
 - No information given on number of words per day.
 - Minimum cost of \$125.00 for translation from English to Spanish
 - Turnaround time for a document similar to the most recent City Council Agenda packet would be 10 to 14 days.

FINANCIAL IMPACT

Currently, there is no funding budgeted for a translation program. The cost for a translation program will be dependent on the scope of the program. Funding would have to be in consideration of other programs already budgeted. The Council’s decision will dictate recommendations of budgetary adjustments, if needed.

MOTION(S)

- 1) Motion to direct staff to begin developing a translation program.
- 2) Motion to direct staff to begin translation service of the following programs...
- 3) Motion to direct staff to complete further research and report back to the Council at a future meeting.
- 4) Take no action.

QuickFacts

Stayton city, Oregon

QuickFacts provides statistics for all states and counties, and for cities and towns with a *population of 5,000 or more*.

Table

Race and Hispanic Origin ▲	Stayton city, Oregon
Hispanic or Latino, percent (b)	▲ 18.9%
PEOPLE	
Race and Hispanic Origin	
White alone, percent	▲ 86.2%
Black or African American alone, percent (a)	▲ 1.7%
American Indian and Alaska Native alone, percent (a)	▲ 0.7%
Asian alone, percent (a)	▲ 0.2%
Native Hawaiian and Other Pacific Islander alone, percent (a)	▲ 0.0%
Two or More Races, percent	▲ 8.9%
Hispanic or Latino, percent (b)	▲ 18.9%
White alone, not Hispanic or Latino, percent	▲ 71.8%

About datasets used in this table

Value Notes

 Estimates are not comparable to other geographic levels due to methodology differences that may exist between different data sources.

Some estimates presented here come from sample data, and thus have sampling errors that may render some apparent differences between geographies statistically indistinguishable. Click the Quick Info  icon to the row in TABLE view to learn about sampling error.

The vintage year (e.g., V2019) refers to the final year of the series (2010 thru 2019). *Different vintage years of estimates are not comparable.*

Fact Notes

- (a) Includes persons reporting only one race
- (b) Hispanics may be of any race, so also are included in applicable race categories
- (c) Economic Census - Puerto Rico data are not comparable to U.S. Economic Census data

Value Flags

- Either no or too few sample observations were available to compute an estimate, or a ratio of medians cannot be calculated because one or both of the median estimates falls in the lowest or upper in open ended distribution.
- D Suppressed to avoid disclosure of confidential information
- F Fewer than 25 firms
- FN Footnote on this item in place of data
- N Data for this geographic area cannot be displayed because the number of sample cases is too small.
- NA Not available
- S Suppressed; does not meet publication standards
- X Not applicable
- Z Value greater than zero but less than half unit of measure shown

QuickFacts data are derived from: Population Estimates, American Community Survey, Census of Population and Housing, Current Population Survey, Small Area Health Insurance Estimates, Small Area Income and F Estimates, State and County Housing Unit Estimates, County Business Patterns, Nonemployer Statistics, Economic Census, Survey of Business Owners, Building Permits.

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// Search / Tables / S1601

LANGUAGE SPOKEN AT HOME

Survey/Program: American Community Survey TableID: S1601 Product: 2018: ACS 5-Year Estimates Subject Tables

Data Notes
Selections
1 Geography
Years
1 Topic
Survey
Code
Hide
Filter
Transpose Table
Margin of Error
Restore Layout
Download
Print
More Data
Map

Stayton city, Oregon						
Label	Total		Percent of specified language speakers			
	Estimate	Margin of Er...	Estimate	Margin of Error	Estimate	Margin of Error
Speak only English	5,964	±501	(X)	(X)	(X)	(X)
Speak a language other than English	1,546	±519	868	±422	678	±179
▼ SPEAK A LANGUAGE OTHER THAN ENGLISH						
▼ Spanish	1,403	±543	793	±441	610	±169
5 to 17 years old	468	±266	343	±257	125	±90
18 to 64 years old	833	±316	414	±190	419	±165
65 years old and over	102	±68	36	±55	66	±51
▼ Other Indo-European languages	21	±33	21	±33	0	±17
5 to 17 years old	0	±17	0	±17	0	±17
18 to 64 years old	21	±33	21	±33	0	±17
65 years old and over	0	±17	0	±17	0	±17
▼ Asian and Pacific Island languages	2	±5	2	±5	0	±17
5 to 17 years old	0	±17	0	±17	0	±17
18 to 64 years old	2	±5	2	±5	0	±17
65 years old and over	0	±17	0	±17	0	±17
▼ Other languages	120	±117	52	±52	68	±110
5 to 17 years old	47	±77	0	±17	47	±77
18 to 64 years old	21	±36	0	±17	21	±36
65 years old and over	52	±52	52	±52	0	±17
▼ CITIZENS 18 YEARS AND OVER						
▼ All citizens 18 years old and over	5,065	±288	4,908	±271	157	±116
Speak only English	4,478	±387	(X)	(X)	(X)	(X)
▼ Speak a language other than English	587	±201	430	±198	157	±116
Spanish	514	±205	357	±207	157	±116
Other languages	73	±63	73	±63	0	±17



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

TO: Mayor Henry Porter and the Stayton City Council
FROM: Keith D Campbell, City Manager
Dan Fleishman, Director of Planning and Development
DATE: November 2, 2020
SUBJECT: Community Improvement Grants

Informational

ISSUE

The issue is an update to the City Council on the Community Improvement Grant program and application process.

BACKGROUND INFORMATION

For a number of years in the past the City Council had awarded grants to nonprofit organizations. Starting in 2018 the Neighborhood Improvement Grant program was initiated. Last year's budget had combined the two programs. This year additional funds have been added to the budget.

Projects may fall into two categories: support for programs and services that directly benefit Stayton residents or neighborhood improvement projects.

Improvement projects are ones that improve a public or shared space within a neighborhood or strengthen neighborhood identity. Examples include landscape improvements or maintenance, signage, or benches. Improvements projects may be on either public property such as planting street trees or improvements to a park, or private property such as coordinated improvements to front yards.

Last year, seven applications were received, exceeding the budgeted amount available. Six of the applications received funding. Those projects were:

- Stayton Community Food Bank for signage at their new location on Wilco Rd
- Jefferson Place neighbors for landscape maintenance
- Revitalize Downtown Stayton for historic plaques
- Sylvan Springs neighbors for trail maintenance
- Community Emergency Response Team for equipment and supplies
- Westown neighbors for repairs to the Gardner Ave wall

Last year being the first year of a new program, there was some minor hiccups. This year, staff has improved the process by including the scoring criteria in the application materials.

The application form for this year's program has been posted on the City's website and been distributed to potential applicants. Applications are due by the end of November. A copy of the application packet has been included in the packet. Staff will return to the City Council in January with a review of the applications received and recommendations for awards.