



AGENDA
STAYTON CITY COUNCIL
Monday, December 18, 2023
Stayton Community Center
400 W. Virginia Street
Stayton, Oregon 97383

HYBRID MEETING

The Stayton City Council will be holding a hybrid meeting utilizing Zoom video conferencing software. The meeting will be in-person but can also be live streamed on the City of Stayton’s YouTube account. Please use the following option to view the meeting:

- 7:00 p.m. – City Council Regular Session – <https://youtu.be/8SvH8DxlWqY>

Public Comment and Public Hearing Testimony: Meetings allow for in-person, virtual, or written 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 citygovernment@staytonoregon.gov **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comments and testimony are limited to three minutes. All parties interested in providing public comment or testifying as part of a public hearing shall participate using one of the following methods:

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a “Request for Recognition” form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at citygovernment@staytonoregon.gov **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 comments.
- **Written Comment:** Written comment submitted to citygovernment@staytonoregon.gov **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 City Council’s webpage where agenda packets are posted.

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- 1. CALL TO ORDER** **7:00 PM**
 - 2. FLAG SALUTE**
 - 3. ANNOUNCEMENTS**
 - a. Additions to the agenda
 - b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.
 - 4. PUBLIC COMMENT**

5. CONSENT AGENDA

- a. December 4, 2023 City Council Work Session Minutes
- b. December 4, 2023 City Council Regular Session Minutes

6. PRESENTATIONS

- a. Small Municipalities Advocacy Coalition – Sean Tate

7. PUBLIC HEARING

8. GENERAL BUSINESS

Resolution No. 1084, Adopting the City of Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan

ACTION

- a. Staff Report – Alissa Angelo
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Resolution No. 1082, Delegating Authority to the Mayor to Advocate on Behalf of the City to Elected Officials

ACTION

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Resolution No. 1083, Formalizing a Commercial Use Conversion SDC Policy

ACTION

- a. Staff Report – Julia Hajduk
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Resolution No. 1085, Authorizing Submittal of Loan Application for Sewer Upgrades

ACTION

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Resolution No. 1087, Adopting an Amendment to the 2023-24 Fiscal Year Fee Schedule Related to Water Rates

ACTION

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion
- d. Council Decision

9. COMMUNICATION FROM CITY STAFF

- a. Street Sweeper Presentation – Lance Ludwick

10. COMMUNICATION FROM MAYOR AND COUNCIL

11. ADJOURN

The meeting location is accessible to people 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 City Hall at (503) 769-3425.

CALENDAR OF EVENTS

DECEMBER 2023

Monday December 25 **CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY**

JANUARY 2024

Monday January 1 **CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY**

Wednesday January 3 Parks and Recreation Board 6:00 p.m. Public Works / Planning Offices

Monday January 15 **CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY**

Tuesday January 16 City Council 7:00 p.m. <https://youtube.com/live/WiJF2Po73zl>

Wednesday January 17 Library Board 6:00 p.m. Stayton Public Library

Monday January 29 Planning Commission 7:00 p.m. Stayton Community Center

FEBRUARY 2024

Monday February 5 City Council 7:00 p.m. https://youtube.com/live/DvYbtXp_gIM

Tuesday February 6 Parks and Recreation Board 6:00 p.m. Public Works / Planning Offices

Monday February 19 **CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY HOLIDAY**

Tuesday February 20 City Council 7:00 p.m. https://youtube.com/live/QDm_gpht6k

Wednesday February 21 Library Board 6:00 p.m. Stayton Public Library

Monday February 26 Planning Commission 7:00 p.m. Stayton Community Center

MARCH 2024

Monday March 4 City Council 7:00 p.m. <https://youtube.com/live/SlrzRPKDPw8>

Tuesday March 5 Parks and Recreation Board 6:00 p.m. Public Works / Planning Offices

Monday March 18 City Council 7:00 p.m. https://youtube.com/live/7u1U0wpt_JU

Wednesday March 20 Library Board 6:00 p.m. Stayton Public Library

Monday March 25 Planning Commission 7:00 p.m. Stayton Community Center

APRIL 2024

Monday April 1 City Council 7:00 p.m. <https://youtube.com/live/oaTNEJWBvfs>

Tuesday April 2 Parks and Recreation Board 6:00 p.m. Public Works / Planning Offices

Monday April 15 City Council 7:00 p.m. https://youtube.com/live/A_FXgnnKhlg

Wednesday April 17 Library Board 6:00 p.m. Stayton Public Library

Monday April 29 Planning Commission 7:00 p.m. Stayton Community Center

MAY 2024

Monday May 6 City Council 7:00 p.m. <https://youtube.com/live/Pi87xJhIfGE>

Tuesday May 7 Parks and Recreation Board 6:00 p.m. Public Works / Planning Offices

Monday May 13 Budget Committee

Tuesday May 14 Budget Committee

Wednesday May 15 Budget Committee

Wednesday May 15 Library Board 6:00 p.m. Stayton Public Library

Monday May 20 City Council 7:00 p.m. <https://youtube.com/live/bhYOUjWYS58>

Monday May 27 **CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY**

Tuesday May 28 Planning Commission 7:00 p.m. Stayton Community Center

**Stayton City Council
Work Session
December 4, 2023**

LOCATION: STAYTON PUBLIC LIBRARY, 515 N. FIRST AVENUE, STAYTON

Time Start: 6:30 P.M.

Time End: 6:55 P.M.

MEETING ATTENDANCE LOG

	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager (excused)
Councilor Ben McDonald	James Brand, Finance Director
Councilor Jordan Ohrt (excused)	Gwen Johns, Police Chief (excused)
Councilor David Patty (excused)	Lance Ludwick, Public Works Director
Councilor Steve Sims	Janna Moser, Library Director
	Jennifer Siciliano, Community & Economic Development(excused)
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
CFM Update	Michael Skipper of CFM Advocates provided an update on 2023 lobbying efforts on behalf of City of Stayton.

APPROVED BY THE STAYTON CITY COUNCIL THIS 18th DAY OF DECEMBER 2023, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager

**City of Stayton
City Council Minutes
December 4, 2023**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:00 P.M. Time End: 7:31 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager (excused)
Councilor Ben McDonald	Lance Ludwick, Public Works Director
Councilor Jordan Ohrt (excused)	Gwen Johns, Police Chief (excused)
Councilor David Patty (excused)	Janna Moser, Library Director
Councilor Stephen Sims	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Public Comment	None.
Consent Agenda	
a. November 20, 2023 City Council Work Session Minutes	Motion from Councilor Giglio, seconded by Councilor McDonald, to approve the consent agenda as presented. Motion passed 3:0
b. November 20, 2023 City Council Regular Session Minutes	
c. Resolution No. 1080, Board/Committee Reappointments	
Presentations	None.
Public Hearing	
Resolution No. 1079, Vacating an Existing 6-Foot-Wide Pedestrian Easement at 1479 N Evergreen Avenue	
a. Open Public Hearing	Mayor Quigley opened the hearing at 7:03 and read a brief opening statement.
b. Staff Report – Jennifer Siciliano	Ms. Siciliano reviewed the staff report and briefly answered questions from the Council.

<p>c. Public Hearing</p> <p>d. Close Public Hearing</p> <p>e. Council Deliberation</p> <p>f. Council Decision</p>	<p>Public comment from affected resident, Lucas Lunski regarding the nuisances created by the easement and his plans if the easement is vacated.</p> <p>Mayor Quigley closed hearing at 7:18</p> <p>Council discussed the purpose of the easement and potential concerns.</p> <p>Motion from Councilor Giglio, seconded by Councilor McDonald, to approve Resolution No. 1079 as presented. Motion passed 3:0</p>
<p>General Business Resolution No. 1081, Budget Adjustment</p> <p>a. Staff Report – James Brand</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p>	<p>Mr. Brand reviewed the staff report.</p> <p>None.</p> <p>None.</p> <p>Motion from Councilor McDonald, seconded by Councilor Giglio, to approve Resolution No. 1081 as presented. Motion passed 3:0</p>
<p>Communications from City Staff</p>	<p>Ms. Hajduk discussed the “If I were Mayor” contest. Mayor Quigley commented on the opportunity to generate civic interests among kids in the local communities.</p>
<p>Communications from Mayor and Council</p>	<p>Mayor Quigley spoke about the Mid Valley Realtor Association meeting that was hosted by the City of Stayton.</p> <p>Councilor Giglio requested for Small Municipalities Advocacy Coalition (SMAC) to present.</p> <p>Mayor Quigley spoke about the Chamber of Commerce information session regarding the status of growth at the cannery.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 20th DAY OF DECEMBER 2023, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council
FROM: Alissa Angelo, Assistant City Manager
DATE: December 18, 2023
SUBJECT: Resolution No. 1084, Adopting the City of Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan

BACKGROUND INFORMATION

Over the past year, City staff has worked with Marion County Emergency Management to develop Stayton's Hazard Mitigation Plan, which is included in Marion County's Multi-Jurisdictional Hazard Mitigation Plan. The Plan allows for the City and Marion County to receive funding for mitigation projects under multiple Federal Emergency Management Agency (FEMA) pre-disaster and post-disaster mitigation grant programs.

In April 2023, Marion County Board of Commissioners adopted the Multi-Jurisdictional Hazard Mitigation Plan, which included the Stayton addendum. Adoption by the Stayton City Council is the final step. Once this final step is completed, the City will qualify for mitigation project funding from FEMA for mitigation projects.

A copy of the Stayton Addendum is attached as Exhibit 1 to the attached resolution.

FISCAL IMPACT

N/A

OPTIONS AND MOTIONS

- 1) Motion to approve Resolution No. 1084, Adopting the City of Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan.

- 2) Motion to approve Resolution No. 1084, Adopting the City of Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan with the following revisions...



RESOLUTION NO. 1084

**ADOPTING THE CITY OF STAYTON ADDENDUM TO THE MARION COUNTY
MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN**

WHEREAS, the City of Stayton has worked with Marion County Emergency Management Team to develop a Stayton Hazard Mitigation Plan (Exhibit 1); and

WHEREAS, this plan will be included as a City-specific addendum in the Marion County Multi-Jurisdictional Hazard Mitigation Plan; and

WHEREAS, the Plan will allow the City and Marion County to receive funding for mitigation projects under the multiple Federal Emergency Management Agency (FEMA) pre-disaster and post-disaster mitigation grant programs; and

WHEREAS, this Plan and plans from other cooperating Marion County agencies were approved by FEMA; and

WHEREAS, on April 5, 2023, the Marion County Board of Commissioners adopted the Marion County Multi-Jurisdictional Hazard Mitigation Plan, including the Stayton Addendum.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The Stayton Addendum to the Marion County Multi-Jurisdictional Hazard Mitigation Plan shall be adopted.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF DECEMBER 2023.

Signed: _____, 2023

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2023

Attest: _____
Julia Hajduk, City Manager

14 City of Stayton Addendum

14.1 Purpose

This document serves as the City of Stayton’s Addendum to the Marion County Multi-Jurisdictional Hazards Mitigation Plan (HMP). The purpose of this addendum is to guide the implementation of mitigation actions by Jurisdiction to improve the resilience of the community. Please note that mitigation planning is a long-term endeavor—one that requires broad internal involvement and community engagement to be successful. Finally, please refer to the information contained in Volume I (Basic Plan) and Volume III (Appendices) of this HMP, which provides additional information (particularly regarding participation and mitigation strategy) and forms the basis of this addendum.

14.2 Plan Process, Participation, and Adoption

In 2021 and early 2022, Marion County partnered with the Oregon Department of Land Conservation and Development (DLCD) and the Oregon Department of Emergency Management (OEM), and Marion County cities, including the City of Stayton, to update their addendum to the Marion County Hazard Mitigation Plan, which expired August 16, 2022.

By developing this addendum to the Marion County HMP, locally adopting it, and having it approved by FEMA, the City of Stayton will retain eligibility for FEMA Hazard Mitigation Assistance (HMA) funding that includes three programs: Building Resilient Infrastructure & Communities (BRIC), formerly the Pre-Disaster Mitigation grant program, Hazard Mitigation Grant Program (HMGP), and the Flood Mitigation Assistance (FMA) program. This project is funded through the Federal Emergency Management Agency’s (FEMA) FY19 Pre-Disaster Mitigation Competitive Grant Program (PDMC-PL-10-OR-2019-003).

The City of Stayton joined the Marion County HMP update by executing an intergovernmental agreement with DLCD on February 2, 2022. On January 11, 2022, City of Stayton Police Chief Dave Frisendahl, and City Manager – Interim Alissa Angelo, Marion County Emergency Preparedness Coordinator Mike Hintz, and DLCD Planner Katherine Daniel conducted a risk assessment meeting with the city that included a Hazard Vulnerability Assessment ranking. City staff met again with DLCD on April 8, 2022, to update this addendum.

City of Stayton staff attended HMP Steering Committee meetings on August 3, 2021, March 1, 2022, April 5, 2022, and May 4, 2022. The city’s staff promoted the HMP survey and outreach efforts throughout the plan update, including public posts on the city’s website and Facebook and Next-Door pages beginning on February 15, 2022, to distribute the plan update public survey to interested parties in the City of Stayton.

14.3 Risk Assessment

A risk assessment is intended to provide the “factual basis for activities proposed in the strategy to reduce losses from identified hazards” (Department of Homeland Security, Federal Emergency Management Agency, 2023). This section of the HMP addendum can serve as the factual basis for addressing Oregon Statewide Planning Goal 7 – Areas Subject to Natural Hazards.

14.4 Community Profile

This section provides information on city-specific assets. For additional information on the characteristics of the City of Stayton, in terms of geography, environment, population, demographics, employment and economics, as well as housing and transportation see Volume III, Appendix B, Community Profile. Many of these community characteristics can affect how hazards impact communities and how communities choose to plan for hazard mitigation. Considering the city-specific assets during the planning process can assist in identifying appropriate measures for hazard mitigation.

14.4.1 Community Characteristics

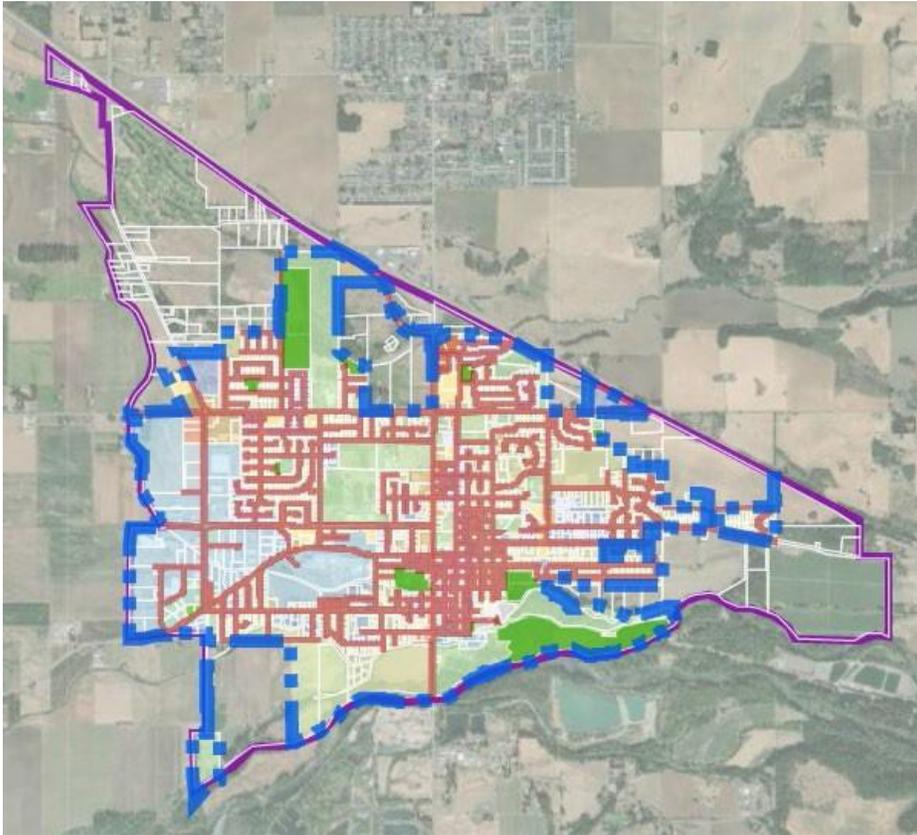
The City of Stayton is in Marion County, Oregon, at the confluence of the Santiam Canyon and Willamette Valley. Located roughly 15-miles east of Salem, the city is bordered to the north and east by Highway 22, the south and east by the Santiam River, and the west by agricultural lands. Stayton is in Oregon’s Willamette Valley, which experiences a moderate climate. In August, the average high temperature is 82 degrees, and the average low temperature is 51 degrees. Wintertime temperatures in January range from an average high of 46 degrees to an average low of 33 degrees. The average annual precipitation is 39.9 inches. Stayton is relatively flat, except at the terminus of Santiam canyon in the northeast portion of the city.

The US Census lists Stayton’s 2020 population at 8,244. This represents a 6.72% increase from 2015. For more demographic information, refer to Volume III, Appendix B, Community Profile

14.4.2 Economy

Stayton was founded as a mill city. Its location near a plentiful water source made it attractive for water-powered industry. Several mills, from timber to flour, operated in Stayton following its establishment. In the early part of the 20th century, Stayton transitioned to an emphasis on agricultural. Today, Stayton benefits from a relatively diverse local economy. The average household income in Stayton is \$41,432. For more economic information, refer to Volume III, Appendix B, Community Profile

Figure 14-1, City of Stayton Zoning Map



Source: [City of Stayton, Oregon \(staytonoregon.gov\)](http://staytonoregon.gov) Interactive Map on city website

14.5 Critical and Important Facilities

The City of Stayton's critical and important facilities include:

14.5.1 Transportation

Bridges

Table 14-1, Stayton Bridge Inventory

Stayton Bridge Inventory								
Water Body	Street	Owner	Inspection Date	Co-Located Utility				
				Sewer	Water	Electricity	Natural Gas	Telecomm
Salem Ditch	N. First Ave.	Stayton	8/10/2016	Yes	Yes	Yes	No	Yes
Salem Ditch	N. Second Ave.	Stayton	8/10/2016	No	No	No	No	No
Salem Ditch	N. Third Ave.	Stayton	8/10/2016	No	Yes	No	No	No
Salem Ditch	W. Washington St.	Stayton	8/10/2016	Yes	Yes	No	No	No
Stayton Ditch	N. Holly Ave.	Stayton	8/10/2016	No	Yes	No	No	No
Stayton Ditch	Jettters Way	Stayton	8/10/2016	Yes	Yes	No	No	No
Stayton Ditch	E. Water St.	Stayton	8/10/2016	No	No	No	No	No
Stayton Ditch	N. Fourth Ave.	Stayton	8/10/2016	No	No	No	No	No
Stayton Ditch	N First Ave	Marion	N/A	No	Yes	No	No	No
Salem Ditch	N Fourth Ave.	Stayton	N/A	No	No	No	No	No
Salem Ditch	N. Evergreen Ave.	Stayton	N/A	Yes	Yes	No	No	No
Salem Ditch	Wilco Rd.	Marion	N/A	Yes	Yes	No	No	No
Salem Ditch	UPRR	UPRR	N/A	No	No	No	No	No
Salem Ditch	Shaff Rd.	Marion	N/A	No	No	No	No	No
Mill Creek	Golf Club Rd.	Marion	N/A	No	No	No	No	No
Mill Creek	Cascade Highway	Marion	N/A	No	No	No	No	No

Source: City of Stayton

Note: Access to the water treatment plant requires crossing two bridges: 1 over the N Santiam R, 1 over the Stayton Canal. This could cause problems in the event of an earthquake that disables the bridges.

Note: Access to the wastewater treatment plant requires crossing two bridges: 1 bridge on Jeters Way and one bridge over Salem Ditch on Wilco Rd. This could cause problems in the event of an earthquake that disables the bridges.

Note: Pacific Power employees would have to cross three bridges to reach the Pacific Power plant.

Main Roads through Town:

- State Highway 22 (North Santiam Highway)
- Golf Club Rd/Wilco Rd.
- Stayton Rd./Washington Rd.
- 1st St/Cascade Hwy (leads to water treatment plant)
- Shaff Rd./Fern Ridge Rd.

Public Transit

- Cherriots Regional Transportation

14.5.2 Energy

Gasoline: Marc Nelson Oil Products (MNOP) local cardlock fueling center is the city’s primary fuel source. It provides fuel when needed. The amount of diesel fuel needed during the 2020 wildfires increased to 8,000 gallons.

The county fuel assessment for 2022 reflects the Stayton Public Works Director’s assessment of fuel needs for 190 gallons of unleaded fuel per week and 195 gallons of diesel fuel per week to run generators at the following locations for emergency service operation:

- Police
- Wastewater Treatment Plant (WWTP)
- Sanitary Sewer Collections
- Storm Sewer Collections
- Water Treatment Plant (WTP)
- Water Collections

Police have a natural gas generator that won’t run on any other fuel The Fire District has a generator.

If power is lost at the WWTP and WTP locations, they would require 700 gallons of diesel per week to operate them.

Electricity: Pacific Power

Natural Gas: NW Natural

14.5.3 Water / Wastewater

Water:

Drinking Water – There is a current project underway to identify a backup water source.

- Source: N Santiam River via the Stayton Power canal.
- One shallow well – just supplemental
- There are a very small number of residents on wells.
- Water treatment plant from 1st Ave. utilizes slow sand filtration system.
- Water storage:
 - Pine St. = 1 million gallons
 - Regis St. = .5 million gallons
 - Old, decommissioned storage tank on Holly

Note: Stayton has access to Salem’s system and can buy from Salem, if necessary, but there is no other water back-up source.

Note: There are pump stations throughout the city, the pump station lines would likely not survive an earthquake.

Wastewater:

- The wastewater treatment facility is located on Jettters Way which has a backup generator.
- Most of the sewer system is 50-year-old concrete pipe.
- Very, very few residents are on septic systems.
- PNW Vegetation (formally NORPAC location) has its own wastewater treatment ponds on Jetter’s Way.

14.5.4 Communications

Communication Towers:

- Regis St. Reservoir – Police, Sprint
- Pine St. Reservoir has cell antennas – Fire, T-Mobile
- High school athletic field cell tower – Verizon (with a generator)
- Cell tower south of Shaff and west of Wilco
- Backup tower on the Police Department

The city relies on cell phones to communicate.

Auxiliary radio access for Police (portable).

Public Works can communicate with cell phones or axillary radio access (portable).

Landline – SCTC (Stayton Cooperative Telephone Company). Problems occur when Stayton Cooperative shuts down one portion of their service area; it typically impacts the city’s system.

CERT has a radio system.

911 Communications, provided by METCOM, is old in the area. The city finds that they need the new county radio communication system to be implemented as soon as possible.

14.5.5 Emergency Services

Fire:

Stayton Rural Fire Protection District, 1988 W. Ida Street, Stayton, Oregon (503) 769-2601.

Police:

Police Department, 386 N. 3rd Ave. Stayton, Oregon (503) 769-3423.

Public Works:

City of Stayton, 311 N. 3rd Ave. Stayton, Oregon (503) 769-2919.

Municipal Services:

City Hall, 362 N. 3rd Ave. Stayton, Oregon (503) 769-3425.

Shelter: Community Center, 400 Virginia St. Stayton, Oregon (503) 769-2919.

Medical:

Santiam Memorial Hospital, 1401 N. 10th Ave. Stayton, Oregon (503) 769-2175.

14.5.6 Cultural / Historical Resources

Properties on the National Registry of Historic Places:

- Deitrich Building (3rd and Florence)
- Gehlens-Sims Building (2nd)
- The city has a preliminary listing of downtown buildings that would qualify for the national registry.

Properties:

- “The Brown House” Santiam Heritage Foundation (425 N. 1st Ave.)
- Library (515 N 1st Ave.)
- Community Center and City Swimming Pool (all next to library)

Events that may have large crowds:

- July: SummerFest and Car show– last Saturday of July, approx. 500 to 1,000 visitors
- July: 4th of July – 1,000-2,000 visitors
- July: Stampede – at Sublimity fair grounds (slight impact to traffic in town)
- September: Harvest Festival –at Sublimity fair grounds (slight impact to traffic in town)

14.5.7 Functional and Access Needs (Vulnerable Populations)

Schools – enrollment ~2,400:

- Stayton High School (757 W. Locust St.)
- Stayton Middle School (1021 Shaff Rd. SE)
- Stayton Elementary School (875 N. 3rd Ave.)
- Regis St. Mary’s School (550 W. Regis St. and 1066 N. 6th Ave.)

Daycares/preschools:

- Rise and Shine Day Care (2350 Martin Dr.)
- Tree House Day Care (287 E Washington St.)
- Tiny Hands Day Care (451 Hobson St.)
- Highland Pre-school (1450 Fern Ridge Rd.) – First United Methodist Church
- All Star Pre-school (975 Fern Ridge Rd.) – Foothills Church

Assisted living:

- Brookdale Senior Living Solutions (2201 3rd Ave.)

Other Facilities:

- Santiam Senior Center (41818 Kingston Jordan Rd.)

Apartment complexes for seniors:

- Elder Manor (900 W Ida)
- Stayton Manor (3rd and Washington)
- Oak Apartment (10th and Santiam)

Additional Information:

Some Spanish-speaking residents, but most also speak English.
 Stayton has a small Somali population, but most also speak English.
 Low-income: 47% of Stayton’s housing stock are rental properties.

Table 14-2, Government Subsidized Housing Developments from Stayton’s Comprehensive Plan

Name	Location	# of Units	Type
Hollister Apartments	315 W Hollister St	20	family
Northridge Apartments	1633 N. 3rd Ave	24	family
Oak Park Village	1011-1087 N. 10th Ave	32	elderly
Stayton Elder Manor	660 N Ida St	32	elderly
Stayton Manor	820 N 3rd Ave	16	elderly
Westside Apartments	965 Gardner Ave	24	family
Wolf Ridge	1301-1371 E Santiam St	51	family

Source: Oregon Dept of Housing and Community Services

See hazard sections below for potential hazard-related vulnerabilities to these facilities.

14.6 Plans and Policies

Table 14-3, Plans and Policies of the City of Stayton

Document Name	Year
City of Stayton Comprehensive Plan, Comp Plan Map	2021
Facilities Master Plan	2007
Local Wetland and Riparian Inventory	1999
Emergency Operations Plan	
Transportation System Plan – Vol 1, Vol 2	2019
Sublimity Interchange Area Management Plan	2006
Downtown Transportation and Revitalization Plan	2007, amended
Park and Recreation Master Plan	2010
Water Master Plan	2005
Wastewater Master Plan	2006
Stormwater Master Plan	2021
	2009

Source: City of Stayton website, consulted June 2022 http://www.staytonoregon.gov/page/planning_master_plans.

Table 14-4, City of Stayton Hazard Profile and Critical Facilities

Community Overview							
Community Name	Population	# Of Buildings	Critical Facilities ¹	Total Building Value (\$)			
Stayton	8,121	3,043	12	1,546,547,000			
Hazus-MH Analysis Summary							
Hazard	Scenario	Potentially Displaced Residents	% Potentially Displaced Residents	Damaged Buildings	Damaged Critical Facilities	Lost Estimate (\$)	Loss Ratio
Flood ²	1% Annual Chance	1	0.0%	2	0	33,000	0.0%
Earthquake	Mt. Angel Mw 6.8 Deterministic	62	0.8%	150	0	64,343,000	4.2%
Exposure Analysis Summary							
Hazard	Scenario	Potentially Displaced Residents	% Potentially Displaced Residents	Exposed Buildings	Exposed Critical Facilities	Building Value (\$)	Exposure Ratio
Landslide	High and Very High Susceptibility	97	1.2%	32	0	13,290,000	0.9%
Channel Migration	Channel Migration Zone	866	11%	379	2	157,134,000	10%
Wildfire	High and Moderate Risk	50	0.6%	22	2	9,114,000	0.6%
Lahar	Medium Zone (1000 to 15000 – Year)	0	0%	0	0	0	0%
¹ Facilities with multiple buildings were consolidated into one building complex. ² No damage is estimated for exposed structures with “First floor height” above the level of flooding (base flood elevation).							
Critical Facilities							
Critical Facilities by Community	Flood 1% Annual Chance	Earthquake Moderate to Complete Damage	Landslide High and Very High Susceptibility	Channel Migration Zone	Wildfire High or Moderate Risk	Lahar Hazard	
Regis High School					X		
Santiam Memorial Hospital - Stayton							
St Mary's Catholic School							
Stayton Christian School							
Stayton City Shops							
Stayton Elementary School							
Stayton Emergency Services							
Stayton High School					X		
Stayton Middle School							
Stayton Police Department				X			
Stayton RFPD							
Stayton Water Treatment Plant				X			

14.7 Hazard Analysis

The methodology for assessing risk was the same for all jurisdictions and a detailed description of the BOLD planning methodology can be found in Volume I, a brief description is below. To complete the risk assessment, the HMP update team first updated the description, type, location and extent of each hazard. Next, the team updated the Hazard Vulnerability Analysis based on each hazard’s potential impact on the community using a calculated priority risk index (CPRI) methodology developed by BOLD Planning. This assessment method ranks the following factors to determine risk from the range of hazards identified:

1. Probability (frequency) of event.
2. Magnitude of event.
3. Expected warning time before event.
4. Expected duration of event.

Score	Probability	Warning Time	Magnitude/Severity	Duration
4	Highly Likely	Less than 6 hours	Catastrophic	More than 1 week
3	Likely	6-12 hours	Critical	Less than 1 week
2	Possible	12-24 hours	Limited	Less than 1 day
1	Unlikely	24+ hours	Negligible	Less than 6 hours

The assessment identifies three levels of risk: High, Moderate and Low.

High - High probability of occurrence; at least 50 percent or more of population at risk from hazard; significant to catastrophic physical impacts to buildings and infrastructure; major loss or potential loss of functionality to all essential facilities (hospital, police, fire, EOC and shelters).

Moderate - Less than 50 percent of population at risk from hazard; moderate physical impacts to buildings and infrastructure; moderate potential for loss of functionality to essential facilities.

Low - Low probability of occurrence or low threat to population; minor physical impacts.

IMPACT	Range Values	
	Low CPRI	High CPRI
High	3.0	4.0
Moderate	2.0	2.9
Low	1.0	1.9

A summary of the risk assessment findings and rankings is presented below.

Table 14-5, City of Stayton Hazard Vulnerability Assessment – Natural Hazards

Hazard Profile Summary City of Stayton Using BOLD Planning Analysis Scoring						
Non-Natural Hazard	Probability	Warning Time	Magnitude	Duration	CPRI	2022 Local Planning Significance
Weight Factor	0.45	0.15	0.3	0.1		
Wildfire	4	4	3	4	3.7	High
Earthquake	3	4	4	4	3.6	High
Tornado*	3	4	3	4	3.3	High
Extreme Weather - High Temperature	3	1	4	4	3.1	High
Drought	3	1	3	4	2.8	Moderate
Severe Weather/Storm	3	2	2	3.5	2.6	Moderate
Flood**	3	1	2	3	2.4	Moderate
Volcanic Eruption	2	2	2	4	2.2	Moderate
Landslide	2	1	2	3	2.0	Moderate
Avalanche***	NA	NA	NA	NA	NA	NA

Source: BOLD Planning Risk Assessment Method; Analysis by Marion County Emergency Management and City of Stayton on April 8, 2022. *Split out of Severe Weather in 2021; ** Includes Dam failures; ***New in 2022

Table 14-6, City of Stayton Hazard Vulnerability Assessment – Other Hazards

Hazard Profile Summary for the City of Stayton Using BOLD Planning Analysis Scoring						
Non-Natural Hazard	Probability	Warning Time	Magnitude	Duration	CPRI	2022 Local Planning Significance
Weight Factor	0.45	0.15	0.3	0.1		
Fire - Residential / Commercial (Arson)	3	4	2	4	3.0	High
Hazardous Materials – Non-Transportation	3	4	2	4	3.0	High
Public Health Emergency (pandemic, water toxin)	4	1	2	4	3.0	High
Hazardous Materials Release - Transportation	3	4	2	3.5	2.9	Moderate
Agricultural Terrorism	2	1	4	4	2.7	Moderate
Unauthorized Entry	2.5	4	2	3	2.6	Moderate
Terrorism/Active Shooter/Workplace Violence	2	4	2	4	2.5	Moderate
Cyberterrorism	2	4	2	2	2.3	Moderate
Civil Disturbance	2	2	2	3.5	2.2	Moderate
Chemical, Biological, Radiological, Nuclear, Explosive	1	1	3	4	1.9	Low

Source: BOLD Planning Risk Assessment Method; Analysis by Marion County Emergency Management and City of Stayton on April 8, 2022

14.8 Hazard Characteristics

Hazard History, Characteristics and Extent for Marion County apply also to the City of Stayton. Volume I, Section 2, Risk Assessment, adequately describes the characteristics of hazards, as well as the location and extent of potential events. This section identifies vulnerabilities specific to the City of Stayton, recent localized hazard events and impacts, and illustrates the basis for the city's HVA scores.

14.8.1 Avalanche

Events: None

Vulnerability: Not ranked because there is no risk of this hazard in the City of Stayton.

14.8.2 Drought

CPRI = 2.8, Risk Level: Moderate

Events: Governor Kate Brown declared a drought emergency for all of Marion County in September 2015. Stayton was close to local drought conditions during that event.

Vulnerability: The probability of drought in Stayton is likely, the same as for the county. Stayton relies on surface water from the North Santiam River via the Stayton Power canal. Raw water is directed into the City's slow sand filtration system. Once treated, finished potable water is delivered to residential, commercial, and industrial customers through 44 miles of water distribution pipes. Stayton also maintains a shallow well for supplemental water supply. Finally, Stayton maintains an intertie with the City of Salem and can purchase water from Salem if needed. The city has a water curtailment plan that they never had to use.

14.8.3 Earthquake

CPRI = 3.6, Risk Level: High

Events: None in the past five years.

Vulnerability: Stayton's assessment of probability for an earthquake event without differentiating between a Crustal Earthquake event and a Cascadia Subduction Zone earthquake was "Likely" and their vulnerability to a Crustal Earthquake event was assessed as "Catastrophic".

An active earthquake fault located northwest of the city exists within five miles of the Stayton City Limit. Other active faults exist within ten miles to the west. The 1993 Scott Mills quake caused \$28 million in damage to cities throughout Marion County.

The City of Stayton is working with Marion County to complete a seismic retrofit project on the North First Avenue (Stayton-Scio Road) bridge over the Santiam River. Stayton expects that this project will increase transportation redundancy, allowing travel north and south post-earthquake.

The Stayton steering committee identified earthquake damage to the downtown central business district as a primary concern. Most of the buildings are old and constructed of masonry. The City's police department is also at risk of collapsing during an earthquake. The City's priority actions reflect these concerns.

Additional local concerns include:

- Questions about the hospital's seismic condition. Historically, the city and hospital have had limited communication or coordination related the earthquake vulnerability.
- The police department is the highest priority critical facility for retrofit. Notably, it houses all the city's computers.
- Stayton Community Center is the primary EOC (400 Virginia); secondary location is at the old 911 dispatch center.
- Pacific Power building will probably be standing (Wilco Rd. south end, across from Circle K) – this is their back up center for what operates the whole northwest.

In 2007, the Department of Geology and Mineral Industries (DOGAMI) conducted a seismic needs assessment for public school buildings, acute inpatient care facilities, fire stations, police stations, sheriffs' offices, and other law enforcement agency buildings. Buildings were ranked for the "probability of collapse" due to the maximum possible earthquake for any given area. Within the City of Stayton, the following buildings received a "high" or "very high" probability of collapse:

- Stayton Elementary: high (> 10%)
- Stayton Middle School: very high (100%)
- Stayton High School: very high (100%)
- Stayton Police Department: very high (100%)
- Stayton Memorial Hospital: high (> 10%)
- Stayton Fire (west Ida): very high (100%)

Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.

14.8.4 Extreme Weather - Heat

CPRI = 3.1, Risk Level: High

Events: Several Extreme Heat events have occurred in Stayton and other areas of the Willamette Valley and Cascade foothills during the past five years.

8/9 thru 8/12/2021-Excessive heat; Hot weather began to develop August 9, peaking August 11-12, but temperatures continued above normal into the weekend. Peak afternoon temperatures of 100 to 105 degrees drove people to seek relief in or near bodies of water. Cooling shelters were opened in several counties.

6/26/2021-Excessive Heat; temperatures across the area warmed into the 100s to mid-110s over a three-day period. Record breaking temperatures up to 117 degrees were

recorded in Salem, OR. A total of 18 heat related deaths were reported, including two middle aged men who drowned in the Willamette River on Saturday, June 26.

8/1/2017-Excessive Heat; the record-breaking heat led people to seek relief at local rivers.

Vulnerability: The city’s representatives ranked the magnitude of an Extreme Heat event as “Catastrophic” due to the limited use of air conditioning equipment by residents.

14.8.5 Flood (including dam failure)

CPRI = 2.4, Risk Level: Moderate

Events: None during the past five years.

Vulnerability: The city’s probability for riverine flood is likely and their vulnerability to flood is limited. The city representatives for the City of Stayton are, however, concerned about the risks associated with dam failure.

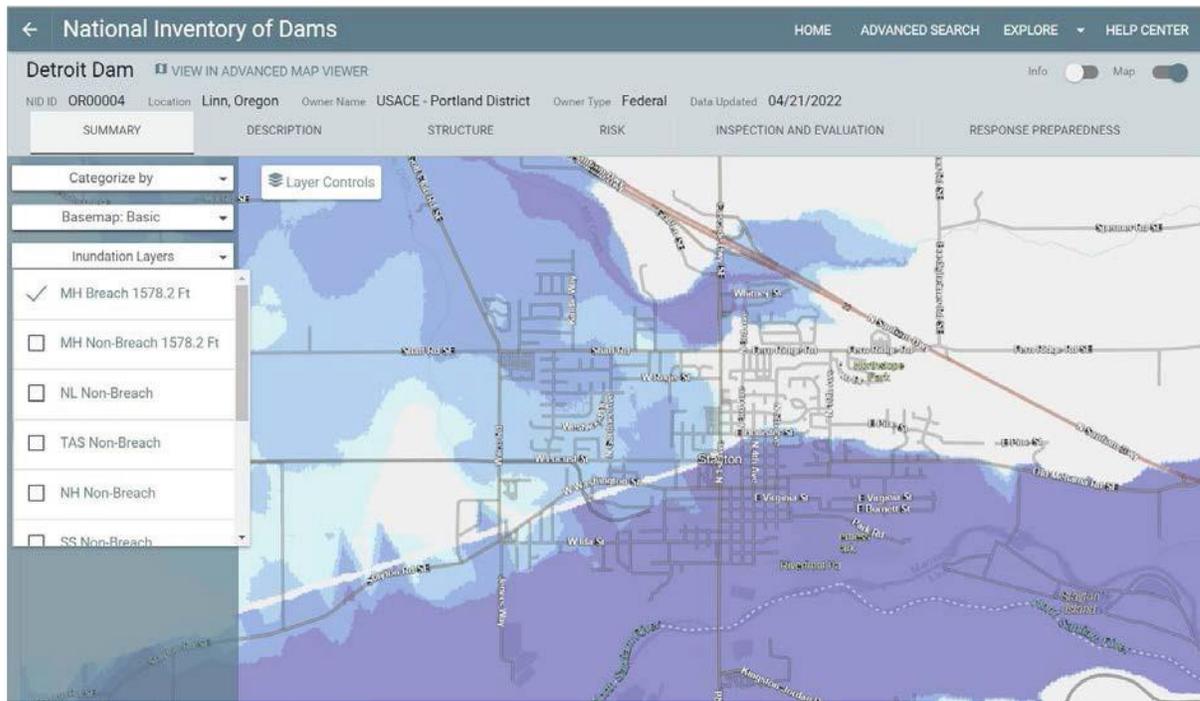
Portions of Stayton have areas of flood plains (special flood hazard areas). These include areas along the Santiam River in the south and Mill Creek in the north. Overall, Stayton has relatively limited development in the mapped 100-year flood plain. However, the City’s water and wastewater treatment plants are located adjacent to the Santiam River. Past flood events have threatened those critical facilities. The Santiam water treatment plant almost flooded during a 2006 flood event.

Stayton has two irrigation canals that go through town. Those canals have head gates that can be closed. However, those gates have been breached at least once during historical flood events (e.g., 1996). The city has successfully worked with the county to clear ditches along Shaff Road. This mitigation effort has reduced localized nuisance flooding through that corridor.

The Steering Committee specifically identified the following areas as subject to nuisance urban flooding:

- Silvan Springs subdivision has a small area of street that floods periodically, but the homes have not been impacted.
- Undersized storm pipes cause localized flooding issues throughout town.
 - Intersection of 6th and Pine is a prime example of this issue.

Figure 14-3, Inundation map from the National Inventory of Dams (Maximum Height Breach scenario for Detroit Dam)



Source: National Inventory of Dams, [National Inventory of Dams \(army.mil\)](https://www.nid.dams.mil/)

14.8.6 Landslide

CPRI = 2.0, Risk Level: Moderate

Events: None during the past five years.

Vulnerability: Stayton has a relatively flat topography, except for the area north of East Santiam Road at the terminus of Santiam Canyon. DOGAMI does not currently identify existing landslides on the statewide inventory in Stayton.

14.8.7 Severe Weather

CPRI = 2.6, Risk Level: Moderate

Events:

Windstorm: December 11, 2021, saw strong winds (gusts up to 60 mph) through the Willamette Valley. Several reports of downed trees and branches as well as power outages for thousands of customers.

Winter Storm: On January 7-8, 2017, a broad shortwave trough brought multiple rounds of precipitation, including a wintry mix of snow and ice for many locations across Northwest Oregon.

Ice Storm: February 11-15, 2021, Disaster Declared (DR-4599)

Vulnerability: The city's representatives assessed probability for severe weather events including windstorm and winter storms as highly likely and that their vulnerability to these Severe Weather events as "Limited" with durations of about a day. Once or twice per year

the city will experience a windstorm event that will interrupt services, experience downed trees, or cause power outages. Because windstorms typically occur during winter months, they are sometimes accompanied by ice, freezing rain, flooding, and very rarely, snow.

Major winter storms can and have occurred in the Stayton area. While these events do not typically cause significant damage, they are frequent and have the potential to impact economic activity. The most recent winter storms (December 2016 – January 2017) included snow and ice. Transportation and power interruptions combined with government office and school closures.

14.8.8 Tornado

CPRI = 3.3, Risk Level: High

Events: None in the past five years

Vulnerability: The city’s representatives identified the probability of a tornado as “Likely” and the magnitude of the impact as “Catastrophic”. With little warning and potential effects lasting more than a week, this hazard rated highly with the City of Stayton representatives.

14.8.9 Wildfire

CPRI = 3.7, Risk Level: High

Events: The City of Stayton experienced an influx of people who were forced to evacuate their homes due to the Beachie Creek fire in the Santiam Canyon during September 2020. This natural disaster was federally declared DR-4562 for Wildfire and Straight-line Winds and the Beachie Creek Fire was also declared a fire Management Assistance disaster FM- 5356-OR)

Vulnerability: Stayton has limited exposure to wildfire. Likely origination would be on agricultural lands outside the city limit or in wooded areas of Pioneer Park. Due to its location and limited fuels within the city, Stayton faces minimal risk of experiencing wildfires. There is no history of wildfire events in Stayton.

The County updated the Community Wildfire Protection Plan (CWPP) in 2016 and portions of Stayton are listed as having wildland urban interface (WUI) with areas of concern, see figure (14-5, City of Stayton-Wildfire Areas of Concern). depicts the areas near Stayton that the CWPP identifies as areas of concern. These areas were affected during the 2020 wildfires and should continue to be targeted for fire suppression activities.

14.8.10 Volcano Eruption

CPRI = 2.2, Risk Level: Moderate

Events: None in the past five years.

Vulnerability: The city’s representatives determined that the city’s probability for volcanic event is “Possible”, and the magnitude of a volcanic event is “Limited”, however the effects would last more than a week.

Stayton’s location at the terminus of Santiam Canyon makes it susceptible to impacts from lahar flows originating at Mount Jefferson.

14.9 Mitigation Strategy

During the 2022 Marion County Hazard Mitigation Plan and City of Stayton Addendum update process, Oregon Department of Land Conservation & Development and the City of Stayton representatives reviewed the list of priority and Action Item Pool actions. Relevant updates and new actions were developed to address the city’s current priorities. These actions were reviewed internally by staff and by the city council during the plan development process.

14.9.1 Mitigation Actions

The table below (Table 14.7) shows the City of Stayton mitigation actions.

Table 14-7, City of Stayton Mitigation Actions (Note: The first 4 actions items are “Priority Actions”)

#	Hazard	Mitigation Action/Description	Priority	Timeline	Cost	Coordinating Organization	Status
2022-FL-1	Flood	Upsize stormwater pipes at 6th and Pine, at the north end of Silvan Springs, and other streets with chronic localized flooding issues.	H	1-2 Years	Unknown	City of Stayton Public Works	Ongoing
2022-MH-1	Multi-Hazard	Assess the wastewater and water treatment plants’ ability to function during different hazard scenarios and begin to mitigate issues. This could include assessing and gathering supplies that will allow the plants to operate under emergency conditions and upgrading the facilities, so they are more resilient.	H	1-2 Years	Unknown	City of Stayton Public Works	Ongoing
2022-EQ-1	Earthquake	Purchase two portable temporary bridges to facilitate redundant transportation access to the wastewater treatment plan (via Wilco Rd. and Jetters Way) and downtown (via N. First Ave.).	H	1-2 Years	TBD	City of Stayton Public Works	Ongoing
2022-EQ-2	Earthquake	Acquire portable water filtration system(s) to improve water redundancy. The city’s sand bed filtration method is likely to be impaired after an earthquake.	H	1-2 Years	TBD	City of Stayton Public Works	Ongoing
2022-MH-2	Multi-Hazard	Work with the county to create memoranda of understanding with fuel stations that allows emergency responders first access to fuel. The county EM Coordinator has initiated a fuel inventory to address the need for fuel throughout the county under a power outage scenario.	H	1-2 Years	Staff Time	City of Stayton Public Works, and Police Department	Ongoing

#	Hazard	Mitigation Action/Description	Priority	Timeline	Cost	Coordinating Organization	Status
2022-MH-3	Multi-Hazard	Work with fuel stations to understand their storage capacity and backup power capabilities. The city is working at the county's direction to provide an inventory of fuel resources in the county. The city can work with Pacific Pride to anticipate a need for access to fuel in an emergency.	H	1-2 Years	Staff Time	City of Stayton Public Works and Police Department	Ongoing
2022-MH-4	Multi-Hazard	Develop an agreement with the City's fuel distributor around providing fuel to backup generators during a disaster event.	H	1-2 Years	Staff Time	City of Stayton	Ongoing
2022-MH-5	Multi-Hazard	Implement 2021 Wastewater facility planning study, and stormwater master plan facility improvement recommendations. Include hazard vulnerabilities and mitigation measures for reducing infrastructure vulnerability. Consider hazards in all future facilities	M	3-5 Years	TBD	City of Stayton Public Works	New
2022-MH-6	Multi-Hazard	Acquire multi-band radios for public works.	H	1-2 Years	TBD	City of Stayton Public Works	New
2022-MH-7	Multi-Hazard	Develop memoranda of understanding with a port- o-potty company to establish "relief stations" throughout town post-event.	H	1-2 Years	TBD	City of Stayton	New
2022-MH-8	Multi-Hazard	Update the City's Emergency Operations Plan. Invite more critical partners to participate in the plan update, including the hospital and private sector representatives. Update should cover: *Formalizing emergency shelter locations *What supplies to acquire for shelters *How to acquire supplies for shelters *Stronger relationship with the Red Cross - more official shelters and a Red Cross wagon	M	3-5 years	Staff Time	City of Stayton Police Department	New
2022-MH-9	Multi-Hazard	Update the City's Continuity of Operations Plan. Consider conducting the COOP update in parallel with the EOP update.	M	3-5 Years	Staff Time	City of Stayton Police Department	New

#	Hazard	Mitigation Action/Description	Priority	Timeline	Cost	Coordinating Organization	Status
2022-MH-10	Multi-Hazard	Provide mitigation and preparedness information and resources to residents via schools, faith organizations, utility billings, and special events such as SummerFest. Use social media (Facebook , Next Door and digital newsletter) to provide this information. Educate businesses about the importance of continuity of operations plans to make them more resilient to hazards	L	Annually	Staff Time	City of Stayton Police Department	On-going
2022-MH-11	Multi-Hazard	Create a hazard resilience section on the City's website that provides mitigation and preparedness resources.	H	1-2 Years	Staff Time	City of Stayton	Completed, Ongoing updates
2022-MH-12	Multi-Hazard	Outreach to residents to increase participation in the Everbridge communication system.	H	Annually	Staff Time	City of Stayton Police Department	On-going
2022-MH-13	Multi-Hazard	Partner with Marion Co. to provide city staff with emergency management and response training City is anticipating opportunities from the county and will participate provided time and personnel are available.	M	Annually	Staff Time	City of Stayton Police Department	On-going
2022-MH-14	Multi-Hazard	Install automated shutoff valve to limit impact of spills on highway to surface water resource.	H	1-3 Years	TBD	City of Stayton Public Works	New
2022-MH-15	Multi-Hazard	Replace the aging generator at the Police Department.	H	1-3 Years	TBD	City of Stayton Police Department	New
2022-MH-16	Multi-Hazard	Obtain and install a generator at the radio tower to power radio communications that support police, fire, and ambulance services.	H	1-3 Years	TBD	City of Stayton	New
2022-MH-17	Multi-Hazard	Establish a city owned fuel storage facility.	M	2-5 Years	TBD	City of Stayton	New
2022-MH-18	Multi-Hazard	Improve the ability of the city to access grant funding and training by providing additional capacity such as assistance in grant application through state agencies.	M	2-5 Years	Staff Time	City of Stayton	New

#	Hazard	Mitigation Action/Description	Priority	Timeline	Cost	Coordinating Organization	Status
2022-DR-1	Drought	Participate in the Marion Co. Drought Contingency Plan. Provided this is still an ongoing effort, the city staff would participate to the best of their ability.	H	12 months	Staff Time	City of Stayton	Starting in 2023
2022-EQ-3	Earthquake	Host outreach events aimed at teaching residents how to turn off their gas and water valves.	M	Annually	Staff Time	Stayton Fire District	Ongoing
2022-EQ-4	Earthquake	Encourage residents to prepare and maintain two- week (at minimum) survival kits. Part of city's messaging; staff have done posts in September about preparedness	M	Annually	Staff Time	City of Stayton	Ongoing
2022-EQ-5	Earthquake	Determine whether the City's water tanks (Pine St. and Regis St. locations) are seismic resilience.	M	3-5 Years	TBD	City of Stayton Public Works	New
2022-FL-2	Flood	Work with Marion Co. public works to clear and maintain ditches on county roads.	M	Annually	Staff Time	City of Stayton Public Works	Ongoing
2022-FL-3	Flood	Create a memorandum of understanding with Knife River so they will supply sandbags during a flood.	M	1-2 Years	Staff Time	City of Stayton	Ongoing
2022-SW-1	Severe Weather	Meet with utility companies to build relationships. Outcome should be an understanding of where infrastructure is located, who to contact in an emergency, and strategies for doing more outreach to the community.	M	1-2 Years	Staff Time	City of Stayton Public Works and Police Department	Ongoing
2022-SW-2	Severe Weather	Work with Pacific Power to encourage them to upgrade old infrastructure.	M	1-2 Years	Staff Times	City of Stayton	Ongoing



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Julia Hajduk, City Manager

DATE: December 18, 2023

SUBJECT: Resolution No. 1082, Delegation of Authority to Mayor to Advocate on Behalf of the City

ISSUE

Shall the Council approve Resolution No. 1082, delegating authority to the Mayor to advocate on behalf of City to elected officials?

ENCLOSURE(S)

None

STAFF RECOMENDATION

Staff respectfully recommends that Council approve Resolution No. 1082 delegating authority to the Mayor to advocate on behalf of the City for the 2024 calendar year.

BACKGROUND INFORMATION

Per the Charter, the Mayor is the “political head of the city government,” however, he has not been expressly delegated authority to act on behalf of the Council.

It is not uncommon, especially when the legislature is in session, for there to be very short turnaround times for advocacy on issues or bills. This can cause delays in Stayton having their voice heard on important issues that affect us or our partners. At the April 3, 2023 Council meeting, after this was discussed, the Council made the following motion which was unanimously approved by all Councilors present: “Motion from Councilor Patty, seconded by Councilor Giglio, to grant Mayor Quigley the ability to write letters, for the year 2023, on behalf of the City of Stayton to State, Federal and County elected officials.” This allowed for Mayor Quigley to act on behalf of the community in a timely manner for a wide variety of issues and worked effectively. It is recommended that this same delegation of authority be granted for the 2024 calendar year.

FISCAL IMPACT

N/A

MOTION(S)

Move to approve Resolution No. 1082, delegating authority to Mayor Quigley to advocate on behalf of the City for the 2024 calendar year.



**RESOLUTION NO. 1082
DELEGATION OF AUTHORITY TO MAYOR QUIGLEY TO ADVOCATE
ON BEHALF OF CITY**

WHEREAS, per the Charter, the Mayor is the “political head of the city government,” however, he has not been expressly delegated authority to act on behalf of the Council; and

WHEREAS, it is not uncommon, especially when the legislature is in session, for there to be very short turnaround times for advocacy on issues or bills; and

WHEREAS, depending on the timing of Council meetings, it can cause delays in Stayton having their voice heard on important issues that affect us or our partners if Mayor Quigley must wait for Council authorization prior to signing a letter or otherwise advocating; and

WHEREAS, Council has confidence that Mayor Quigley has a solid understanding of the issues that may affect Stayton and trusts him to advocate in Stayton’s best interests.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. Mayor Quigley is delegated authority to write or sign letters or otherwise advocate for issues of interest to Stayton or Stayton’s partners, for the year 2024.

SECTION 2. City Council shall be informed by Mayor Quigley of any advocacy conducted either verbally at the next Council meeting or via a copy of the letter or document being provided to the City Council

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF DECEMBER 2023.

CITY OF STAYTON

Signed: _____, 2023

BY: _____
Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Julia Hajduk, City Manager

DATE: December 18, 2023

SUBJECT: Resolution No. 1083, Adopting a Policy for System Development Charge Calculations in Connection with Commercial to Residential Conversions

ISSUE

Shall the Council approve Resolution No. 1083, adopting a policy for System Development Charge calculations in connection with Commercial to Residential conversions?

ENCLOSURE(S)

None

STAFF RECOMENDATION

Staff respectfully recommends that Council approve Resolution No. 1083, adopting a policy for System Development Charge calculations in connection with Commercial to Residential conversions.

BACKGROUND INFORMATION

The 2023 legislature adopted HB 2984 which requires local governments to allow the conversion of a building from a commercial to residential use without requiring a zone change or conditional use permit. To incentivize such conversions and lower a developer's associated costs, hidden in this bill is a requirement for cities to adopt what we are calling a "Commercial Use Conversion SDC Policy" on or before December 31, 2023.

The operative provisions of HB 2984 regarding SDCs make updates to ORS 197.308 and states that "(3) A local government shall allow the conversion of a building or a portion of a building from a commercial use to a residential use." And that the development of housing under subsection 3 of this section..."(c) May require the payment of a system development charge as defined in ORS 223.299 only if: (A) The charge is calculated pursuant to a specific adopted policy for commercial to residential conversions adopted on or before December 31, 2023..."

While we have existing policies in place and our population is under the initial applicable threshold of 10,000, our City Attorney has advised that there are strong arguments that support adopting a new policy that specifically addresses the conversion of commercial to residential uses. This will ensure that we are able to collect SDCs per usual when we ultimately reach the applicability threshold or if the legislature changes the threshold.

FISCAL IMPACT

N/A

MOTION(S)

Move to approve Resolution No. 1083 adopting a policy for System Development Charge calculations in connection with Commercial to Residential conversions.



RESOLUTION NO. 1083
ADOPTING A POLICY FOR SYSTEM DEVELOPMENT CHARGE CALCULATIONS IN CONNECTION WITH COMMERCIAL TO RESIDENTIAL CONVERSIONS

WHEREAS, the 2023 Legislature adopted HB 2984, which requires local governments to adopt a specific policy on or before December 31, 2023, in order to continue requiring the payment of system development charges (SDCs) in the event a building or portion of a building is converted from a commercial to a residential use; and

WHEREAS, the City of Stayton holds the authority to charge SDCs for redevelopment or other changes in use under SMC Chapter 13.12; and

WHEREAS, the City of Stayton chooses to continue collecting duly authorized SDC fees calculated to address the impacts on City capital improvements by the conversion of a building or a portion of a building within the City from a commercial to residential use.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The City of Stayton adopts the policy that all development that results in a change in use of an existing development, including but not limited to the conversion of a structure, building, portion of a building, or property from a commercial use to a residential use pursuant to ORS 197.308, is required to pay all applicable City system development charge fees.

SECTION 2. Such fees shall be calculated pursuant to the existing City Code establishing SDCs and SDC methodologies adopted thereunder.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF DECEMBER 2023.

CITY OF STAYTON

Signed: _____, 2023

BY: _____
Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council
FROM: James Brand, Finance Director
DATE: December 18, 2023
SUBJECT: Resolution No. 1085, Authorizing Loan Application for Wastewater Upgrades

ISSUE

The City of Stayton is looking for financially responsible ways to accelerate our plans to upgrade our wastewater systems.

BACKGROUND INFORMATION

Due to normal wear and tear over many years, the City finds portions of its underground wastewater systems in need of repair. The current systems have shown an unsatisfactory amount of Inflow and Infiltration (I & I). This occurs when stormwater enters wastewater pipes through cracks, leaky seals, or deteriorating connections. Excess water from I & I can cause overflows and it puts costly pressure on our wastewater treatment facility. In addition, the City would like to expand the size of the existing wastewater pipes to allow for increased flow and prepare for future growth to occur.

The City is one year into a five year plan to replace many of these key underground systems. Through recent conversations with Business Oregon, the City has learned of funding opportunities that would allow the acceleration of its plans. The most financially responsible funding opportunity is with the Department of Environmental Quality (DEQ). This opportunity includes long-term low-interest loans (estimated at 2.01%) as well as possible principal debt forgiveness of up to 50% of the total project cost (up to \$2 million).

City Management believes these financial terms are significant enough for us to accelerate our plans to pursue the upgrades. This allows us to avoid likely higher future construction costs as well as take advantage of the pricing benefits of fewer larger construction projects as opposed to more frequent smaller projects. Another benefit is this plan allows growth to occur sooner.

FISCAL IMPACT SUMMARY

This resolution has no direct fiscal impact. The loan application is free (other than staff time) and it does not obligate the city to accept any loan amount. If the City's application is accepted and

we have an interest in pursuing a loan, we will request permission from the council before entering into any loan agreement involving new debt.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 1085 as presented.

MOTION

This motion approves Resolution No. 1085, allowing the City to submit an application for loans and/or grants for financing upgrades to the wastewater systems.



**RESOLUTION NO. 1085
AUTHORIZING LOAN APPLICATION FOR WASTEWATER UPGRADES**

WHEREAS, the City of Stayton has identified needed improvements to the existing wastewater system;

WHEREAS, the City is open to opportunities to accelerate its existing plan to gradually improve the wastewater system;

WHEREAS, applicable funding programs with low interest rates and possible significant principal forgiveness have been identified; and

WHEREAS, Council approval is requested prior to exploring taking on significant long term debt;

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The City requests authorization to submit a loan application for upgrades to the existing wastewater systems. This resolution pertains only to the loan application and does not give any authority to accept any new debt.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18th DAY OF DECEMBER 2023.

CITY OF STAYTON

Signed: _____, 2023

BY: _____
Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: James Brand, Finance Director

DATE: December 18, 2023

SUBJECT: Resolution No. 1087, Adopting an Amendment to the 2023-24 Fiscal Year Fee Schedule Related to Water

ISSUE

Shall the Council approve Resolution No. 1087, amending the fee schedule related to water rates?

ENCLOSURE(S)

- Resolution No. 1087

STAFF RECOMENDATION

Staff respectfully recommends that the Council approve Resolution No. 1087, adopting an amendment to the 2023-24 fiscal year fee schedule related to water rates.

BACKGROUND INFORMATION

Prior to the adoption of the 2023-24 fee schedule, fees and charges were adopted via one resolution and updated in a “fee schedule” while the utility rates were increased via a separate resolution, but the utility rates were not reflected in the fee schedule. The rate increases for water, wastewater and storm were based on Resolution No. 858, which was originally adopted in 1990 and laid out four components of the water rates:

- 1) Base charge
- 2) Meter equivalent charge
- 3) Fire line standby charge
- 4) Usage charge

In the most recent fee schedule adoption, we attempted to combine all charges in one document. Unfortunately, the fire line standby charge was unintentionally omitted from the final document.

The City’s utility billing software contains all four water rate components and when the rates were increased by the set percent, the data in the software program updated all rates that were in the system. This means that businesses were being charged correctly, but the fee schedule did not contain all four of the components for the water charges. This can be fixed by updating the fee schedule to include the charges that were inadvertently left off.

FISCAL IMPACT

There will be no impact if the fee schedule is updated.

MOTION(S)

Move to approve Resolution No. 1087, Adopting an amendment to the 2023-24 Fiscal Year fee schedule related to water rates.



RESOLUTION NO. 1087
ADOPTING AN AMENDMENT TO THE 2023-24 FISCAL YEAR FEE
SCHEDULE RELATED TO WATER RATES

WHEREAS, the City Council adopted Resolution 1066 adopting fees and charges for FY 23-24 including water rates; and

WHEREAS, non-residential water rates are comprised of: a base charge, a meter equivalent charge, a fire line standby charge and a usage charge; and

WHEREAS, the City recently became aware that the fire line standby charge was inadvertently left off of the fee schedule; and

WHEREAS, the utility billing software program had the fire line standby charge in the system and this did not get removed with the adoption of the new fee schedule; and

WHEREAS, while businesses will not see a change in their utility bill by putting the fire line standby charge in the fee schedule as has historically been done and as is needed to ensure proper collection of water revenues, until it is added back in, one could question the authority of the city to charge the fee.

NOW, THEREFORE, BE IT RESOLVED THAT:

SECTION 1. The Fiscal Year 2023-24 fee schedule is hereby amended to include the fees as shown in Exhibit A.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 18TH DAY OF DECEMBER 2023.

Signed: _____, 2023

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2023

Attest: _____
Julia Hajduk, City Manager

Original Water Fee Schedule:

Water Rates			
	Base rate		Flow/consumption rate
Residential	\$33.64		\$1.65 per 1000 gallons
Commercial and Industrial	Meter size		\$1.65 per 1000 gallons
	3/4 "	\$33.64	
	1"	\$70.53	
	1½"	\$94.78	
	2"	\$123.87	
	3"	\$353.49	
	6"	\$693.69	
	10"	\$2018.50	

New Water Fee Schedule:

Monthly water rates include a commodity usage fee plus a fixed fee. The usage rate is \$1.65 per 1000 gallons consumed. The fixed fees are made up of three components as follows:

1. **Base Fee** \$17.96

2. **Meter Equivalent Charge (based on the size of the meter)**

¾"	\$9.06
1"	\$22.71
1 ¼"	\$33.91
1 ½"	\$45.28
2"	\$72.34
3"	\$135.71
4"	\$226.19
6"	\$452.23
8"	\$746.26
10"	\$1,040.28

3. **Fire Standby Charge (based on the square footage of the building)**

Class 1 (0-3,086 sq ft)	\$6.62
Class 2 (3,087-12,345 sq ft)	\$28.17
Class 3 (12,346-27,777 sq ft)	\$189.65
Class 4 (27,778-49,392 sq ft)	\$451.26
Class 5 (49,393 and larger sq ft)	\$882.54