



AGENDA
STAYTON CITY COUNCIL
Monday, September 20, 2021
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:

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

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 aangelo@staytonoregon.gov **no less than three hours prior to the meeting start time** to make arrangements to participate.

Comment 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 Administrative Services Manager prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at aangelo@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 comment.
- **Written Comment:** Written comment submitted to aangelo@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.

CALL TO ORDER

7:00 PM

FLAG SALUTE

ANNOUNCEMENTS

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

APPOINTMENTS

PUBLIC COMMENT

CONSENT AGENDA

- a. August 16, 2021 City Council Minutes

PUBLIC HEARING

GENERAL BUSINESS

Executive Session News Media Attendance Policy

ACTION

- a. Staff report – Keith Campbell
- b. Public comment
- c. Council discussion
- d. Council decision

Annual TMDL Report

ACTION

- a. Staff report – Lance Ludwick
- b. Public comment
- c. Council discussion
- d. Council decision

COMMUNICATIONS FROM CITY STAFF

COMMUNICATIONS FROM MAYOR AND COUNCIL

- a. Appointment of a Pro-Tem City Manager – Mayor Porter

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 City Hall at (503) 769-3425.

CALENDAR OF EVENTS

SEPTEMBER 2021

Monday	September 20	City Council	7:00 p.m.	https://youtu.be/SZtBbEJycrM
Monday	September 27	Planning Commission	7:00 p.m.	https://youtu.be/E8xrfoesOYE

OCTOBER 2021

Monday	October 4	City Council	<i>Cancelled</i>	
Tuesday	October 5	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	October 11	City Council Special Session	7:00 p.m.	https://youtu.be/uPKrDjf9ODk
Tuesday	October 12	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Monday	October 18	City Council	7:00 p.m.	https://youtu.be/PxPkog0md6o
Wednesday	October 20	Library Board	6:00 p.m.	Stayton Public Library
Monday	October 25	Planning Commission	7:00 p.m.	https://youtu.be/OR_7qzP3kBE

NOVEMBER 2021

Monday	November 1	City Council	7:00 p.m.	https://youtu.be/dW5TOoIK7SE
Tuesday	November 2	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Tuesday	November 9	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Thursday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY		
Monday	November 15	City Council	7:00 p.m.	https://youtu.be/qbAmbDOMW00
Wednesday	November 17	Library Board	6:00 p.m.	Stayton Public Library
Thursday	November 25	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING HOLIDAY		
Friday	November 26			
Monday	November 29	Planning Commission	7:00 p.m.	https://youtu.be/ZuDsDpjj7RM

DECEMBER 2021

Monday	December 6	City Council	7:00 p.m.	https://youtu.be/VvVRbruROHs
Tuesday	December 7	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Tuesday	December 14	Commissioner's Breakfast	7:30 a.m.	Covered Bridge Café
Wednesday	December 15	Library Board	6:00 p.m.	Stayton Public Library
Monday	December 20	City Council	7:00 p.m.	https://youtu.be/LlrQvLlwc30
Thursday	December 23	CITY OFFICES CLOSE AT NOON IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Friday	December 24	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Monday	November 29	Planning Commission	7:00 p.m.	https://youtu.be/mYbCc-mXIs4

**City of Stayton
City Council Minutes
August 16, 2021**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:04 P.M. Time End: 9:06 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

AGENDA	ACTIONS
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Appointments	None.
Public Comment	None.
Consent Agenda	
a. August 2, 2021 City Council Minutes	Motion from Councilor Patty, seconded by Councilor Hook, to approve the Consent Agenda as presented. Motion passed 5:0.
Public Hearing	None.
General Business	
City Council Minutes	
a. Staff Report – Alissa Angelo	Ms. Angelo reviewed the staff report.
b. Public Comment	None.
c. Council Discussion	Council discussion on tie vote and approval when not in attendance at a meeting.
d. Council Decision	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the City Council minutes from June 21, 2021 and July 19, 2021 as presented. Motion passed 5:0.

<p>Resolution No. 1029, Revised Fees and Charges for Various City Services for the 2021-22 Fiscal Year</p> <ul style="list-style-type: none"> a. Staff Report – Susannah Sbragia b. Public Comment c. Council Discussion d. Council Decision 	<p>Ms. Sbragia reviewed the staff report.</p> <p>None.</p> <p>Council discussion on proposed fees and affordability for community members.</p> <p>Motion from Councilor Hook to increase drop-in rates 5% above current rates. Councilor Hook rescinded the motion.</p> <p>Motion from Councilor McDonald, seconded by Councilor Patty, to leave current rates in place.</p> <p><u>Council Discussion</u>: Discussion on recent increases to Pool rates.</p> <p>Motion passed 5:0.</p>
<p>Resolution No. 1030, Establishing Rates for Solid Waste Management in the City of Stayton as Requested by United Disposal Services (DBA Republic Services of Marion County)</p> <ul style="list-style-type: none"> a. Staff Report – Keith Campbell b. Public Comment c. Council Discussion d. Council Decision 	<p>Mr. Campbell reviewed the staff report.</p> <p>None.</p> <p>Council discussion on rates, a cap on the CPI, and future increases.</p> <p>Motion from Councilor Hook to approve Resolution No. 1030 as amended with a 5.7% increase and staff’s suggested language to section 2 of the Resolution. Motion died due to lack of a second.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution No. 1030 as amended with staff’s suggested language to section 2 of the Resolution.</p> <p><u>Council Discussion</u>: Councilor Hook stated she is not in support of the motion. Councilor question on franchise fees collected.</p> <p>Motion passed 4:1 (Hook).</p>
<p>Communications from City Staff</p> <ul style="list-style-type: none"> a. American Rescue Plan Act Update 	<p>Mr. Campbell provided an update regarding the American Rescue Plan Act.</p>

Communications from Mayor and City Council

None.

APPROVED BY THE STAYTON CITY COUNCIL THIS 20TH DAY OF SEPTEMBER 2021, 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, Assistant City Manager / ASM



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 Campbell, City Manager
DATE: September 20th, 2021
SUBJECT: Executive Session News Media Attendance Policy

ISSUE

Shall the City of Stayton create a formal definition of “news media” to align with the intent of ORS 192.660(4).

ENCLOSURE(S)

- Resolution 1031 – Executive Session News Media Attendance Policy

BACKGROUND INFORMATION

Oregon Public Meetings Law explicitly allows representatives of the “news media” to attend certain executive sessions of the governing body as defined in ORS 192.660(4). When the law was passed there was a clear intent and definition of “news media.” Technological advances have resulted in the development of communication mechanisms allowing essentially any individual to promulgate and disseminate information.

A review of the law, and its intent finds that in that absence of a statutory definition of “news media” as that term is used in ORS 192.660(4) it would be appropriate to adopt a policy that implements the intent of the public meetings law relating to executive session attendance without precluding attendance by internet-based or other “non-traditional” information disseminators that are institutionalized and committed to compliance with ORS 192.660(4).

The enclosed resolution formally defines “news media” and provides a framework for other individuals, entities, and organizations to be formally recognized as “news media.” The intent of this resolution is to meet the intent and spirit of ORS 192.660(4) while also allowing for the reasonable protection and sanctity of the executive sessions.

FISCAL IMPACT

None

STAFF RECOMMENDATION

Staff recommends approval of the proposed Resolution.

OPTIONS AND MOTIONS

1. Approval the proposal as presented
 - Motion to approve Resolution No. 1031 as presented.
2. Approve the proposal with changes, additions, retractions, or modifications.
 - Motion to approve Resolution No. 1031, as amended...
3. Reject proposal; Take no action
 - No motion necessary.

RESOLUTION NO. 1031
EXECUTIVE SESSION NEWS MEDIA ATTENDANCE POLICY

WHEREAS, Oregon Public Meetings Law provides that representatives of the news media shall be allowed to attend certain executive sessions of public bodies, but may be required to not disclose specified information (ORS 192.660(4)); and

WHEREAS, because at the time state law relating to media attendance at executive sessions was adopted “news media” consisted of entities that were institutionalized and structured to support compliance with the requirements of ORS 192.660(4), the law includes no express mechanism for enforcing those requirements; and

WHEREAS, technological advances since the time the public meeting law was initially adopted have resulted in development of communication mechanisms allowing virtually any individual or entity to disseminate information widely; and

WHEREAS, The City of Stayton finds that in that absence of a statutory definition of “news media” as that term is used in ORS 192.660(4) it is necessary to adopt a policy that implements the intent of the public meetings law relating to executive session attendance without precluding attendance by internet-based or other “non-traditional” information disseminators that are institutionalized and committed to compliance with ORS 192.660(4); and

WHEREAS, the City of Stayton recognizes that this policy is solely for the purpose of determining eligibility to attend executive sessions, which requires non-disclosure of specified information from executive sessions, and is not intended to otherwise define “news media” or to determine eligibility to report on the City of Stayton activities or to limit access to other City of Stayton meetings by any person;

NOW, THEREFORE BE IT HEREBY RESOLVED BY THE COMMON COUNCIL OF THE CITY OF STAYTON THAT THE FOLLOWING IS DECLARED AND RESOLVED:

1. Currently Recognized News Media Organizations. The following entities are hereby recognized as news media organizations eligible to attend executive sessions because they have an established history of meeting the requirements of this policy:
 - a. Stayton Mail
 - b. Statesman Journal
 - c. The Oregonian

No other entity shall be permitted to attend an executive session unless it is recognized through the process described in Section 2 below.

2. Recognition of Other News Media Organizations.

a. The following entities are recognized as news media organizations eligible to attend executive sessions:

(1). A general or associate member newspaper of the Oregon Newspaper Publisher Association, a broadcast member of the Oregon Association of Broadcasters or a member of the Associated Press; or

(2). A newspaper that the City of Stayton uses for publication of public notices and that meets the requirement of ORS 193.020; or

(3). An entity recognized by the City of Stayton as being a news source that: A. is organized and operated to regularly and continuously publish, broadcast, transmit via the internet or otherwise disseminate news to the public, and that regularly reports on activities of the City of Stayton or matters of the nature under consideration by the City of Stayton ; and

b. Is determined by the City of Stayton to be a business entity that is institutionalized and committed to, and structured to support the terms of ORS 192.660(4). In making this determination, the City of Stayton may consider and weigh any factors that it deems to be relevant, including, without limitation, the existence of any of the following factors:

i. the entity has multiple personnel with defined roles within its organizational structure;

ii. the names of the news-reporting personnel and responsible entity management personnel, together with addresses and contact telephone numbers, are readily available;

iii. the entity has an available process for correcting errors, including violations of executive statutes, by a person with authority to take corrective measures.

(1). For the purpose of this policy, “institutionalized” means long-established or well-established.

(2). ORS 192.660(4). Representatives of the news media shall be allowed to attend executive sessions other than those held under subsection (2)(d) of this section relating to labor negotiations or executive session held pursuant to ORS 332.061(2) but the governing body may require that specific information be undisclosed.

c. It shall be the entity’s burden to persuade the City of Stayton by substantial evidence that it should be recognized as a news media organization meeting the

criteria in Section 2 (a) of this policy. Such evidence must be submitted 15 days in advance of the first executive session that the entity desires to attend. The City of Stayton shall make a determination within 45 days of receiving the evidence submitted by the entity. The City of Stayton may elect to forgo this procedure in cases where the City of Stayton, in its sole discretion, determines that it can immediately recognize that an entity qualifies under this policy or in cases where the public body, in its sole discretion, determines that other good cause exists for making an expedited determination. A determination that the entity is not recognized shall be based upon written findings addressing the criteria Section 2 (a).

3. Attendance at Executive Sessions. Representatives of news media organizations recognized pursuant to Sections 1 and 2 of this policy shall be allowed to attend executive sessions, except as described in ORS 192.660(4) and 192.660(5), pursuant to the following process:
 - a. The representative must provide substantial evidence persuading the City of Stayton, that he or she is a news reporter for the recognized news media organization. In making its determination whether to recognize the person as a representative of the news media organization, the City of Stayton shall require:
 - (i). A press badge or identification issued by the recognized news media organization, plus proof of identity (such as a driver's license); or
 - (ii). A recently published news article in the recognized news media organization publication or broadcast, with the person's byline, or a masthead showing the person's name as a member of the news gathering staff of the news media organization, plus proof of identity; or
 - (iii). A letter on letterhead from an editor of the recognized news media organization in which the editor states that the reporter is covering the meeting for the news media organization, plus proof of identity.
 - b. Representatives of the news media are not permitted to attend executive sessions involving deliberations with person designated to carry on labor negotiations. ORS 192.660(4). If the executive session is being held for the purpose of conferring with counsel about current litigation or litigation likely to be filed, the City of Stayton shall exclude any member of the news media from attending if the member is a party to the litigation to be discussed or is an employee, agent or contractor of news media organization that is a party to the litigation. ORS 192.660(5).
 - c. The City of Stayton may require that a request to attend an executive session be made in writing on a form provided by the City of Stayton. The form shall

require disclosure of the person's name, the entity for which he or she is a news reporter and shall require submission of evidence described in Subsection 3(a) (1), (2) or (3) of this policy. The form shall also include a signature line whereby the person certifies that they are gathering news for a recognized news media organization, that the information given is true and that they agree to comply with ORS 192.660(4).

- d. The City of Stayton may consider any relevant evidence provided or gathered in making its decision as to whether a person shall be recognized as a representative of a recognized news media organization.
- 4. Recording Devices Prohibited. Cameras, tape recorders and other recording devices shall not be used in executive sessions, except official executive session tapes that may be made by the City of Stayton staff.
- 5. Exclusion Based on a Direct Personal Interest. A representative if a news media organization that has a direct personal interest in the subject of the executive session that would frustrate the purpose of the executive session may be barred from attending.
- 6. Application to Boards and Commissions. These policies and procedures shall apply to the City of Stayton and all its boards and commissions.

PASSED BY THE STAYTON CITY COUNCIL AND SIGNED ON THIS 20TH DAY OF SEPTEMBER 2021.

SIGNED:

ATTEST:

Henry A. Porter Mayor

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: Lance S. Ludwick P.E., Director of Public Works
DATE: September 20, 2021
SUBJECT: Annual TMDL Report

ENCLOSURE(S)

- TMDL 2020-2021 Tracking Matrix

BACKGROUND INFORMATION

As part of a watershed approach to water quality problems, the State of Oregon has developed a Total Maximum Daily Load (TMDL) and Water Quality Management Plan (WQMP) for each water body that does not meet specific water quality standards. The Willamette River is among these water quality impaired bodies of water for parameters of *temperature, mercury, and bacteria*.

The United States EPA approved the Willamette River Basin TMDL (WB-TMDL) on September 29, 2006. In the WB-TMDL, the City of Stayton is listed as a Designated Management Agency (DMA) because it is bordered by Mill Creek and the North Santiam River, which are Willamette River tributaries. As a DMA, Stayton is responsible for water quality within its jurisdiction and is required to submit a TMDL Implementation Plan Annual Report to the Oregon Department of Environmental Quality (DEQ) under Oregon Administrative Rule 340-042-0080(3).

This report provides a comprehensive description of Stayton's ongoing and planned efforts to reduce targeted pollutant loadings in accordance with the WB-TMDL.

Oregon Statewide Land Use Goals

In 1973 the Oregon State Legislature established statewide standards to be used by local government agencies in land use planning. The intent of the standards was to protect Oregon's natural resources and promote economic development. The Department of Land Conservation and Development (DLCD) was created at that time to be the administrative agency to manage these standards.

Over time, these standards have evolved into a set of 19 Land Use and Planning goals covering everything from Citizen Involvement to the Preservation of Ocean Resources. As not all of the goals directly apply to the WB-TMDL, DEQ has shown interest in the position of Stayton in

relation to Statewide Land Use and Planning Goals 5 and 6 because these are the pertinent sections with regard to the Implementation Plan.

Statewide Planning Goal 5 is to protect natural resources, and conserve scenic and historic areas and open spaces. In correlation with this goal, local governments are to adopt programs that will achieve this goal. Part of this is to inventory riparian corridors and establish policies to protect them.

Statewide planning Goal 6 is similar to Goal 5 in that the objective is to maintain and improve the quality of the air, water, and land resources of the state. All waste and process discharges cannot exceed the carrying capacity of the water resources nor degrade nor threaten them.

The City's Comprehensive Plan was updated in 2013 and addresses all of the statewide land use goals. The Comprehensive Plan has been acknowledged by DLCDC to be compliant with the statewide goals. The City's ongoing land use practices, permitting practices, and development code are consistent with the land use goals and the proposed management strategies in the implementation plan.

Existing Water Quality

Stayton's TMDL efforts focus on the waters within the City's jurisdiction which include the Salem Ditch, the North Santiam River, Mill Creek, and the Power Canal (also known as the Stayton Ditch).

The majority of the City's urban impact is on the Salem Ditch, which travels east to west along the south border of the city, then turns north and runs along the Stayton's west border, ultimately discharging to Mill Creek in the northwest corner of the city limits.

Management Strategies

The following sub-sections describe Stayton's management strategies for reducing temperature, mercury, and bacteria. Some of the strategies are already in place and have been identified in their scheduled implementation as 'ongoing'. Strategies that have been selected as part of this plan to fill the gaps have specific implementation dates as chosen by the City according to the resources available. The strategies, along with the benchmarks and schedules, are summarized in the enclosed Tracking Matrix.

- ***Temperature***

The WB-TMDL has established a temperature TMDL to create a healthier environment for salmon and trout species found in the Willamette Basin. There is not one target temperature for the entire basin, because the optimum temperatures vary by location according to the fish habitat designation for the area. DEQ would like to see efforts from Stayton to address temperature concerns through protection, restoration, or creation of riparian vegetation. The effects of temperature loading can be minimized if the waterbody is deep and well shaded.

The City's Land Use and Development Code contains provisions that require riparian setbacks as a measure of protecting the riverbanks and promoting stream health. This code will continue to promote cooler water temperatures as the City develops beyond its current limits. The City's goal is to continue the practice of enforcing the

existing land use code through the development review and approval process. As part of this year's report, an analysis of the effectiveness of the City's riparian management provisions was conducted. The analysis found that between 2008 and 2020 there was a decrease of only 0.05 acres in tree/forest cover in the riparian area covered by the Natural Resource Overlay District. There was also a decrease of 0.59 acre in grass/lawn/cropland and an increase of 1.61 acres of shrubs/blackberries. Land with a cover type of buildings, gravel, or pavement decreased by 0.92 acres.

- ***Mercury***

Mercury is a pollutant of concern because of its toxicity and its tendency to bioaccumulate. Bioaccumulation is the process by which a substance builds up in concentration in living organisms as they take in contaminated air, water, or food because the substances can only be metabolized very slowly. The toxic effects of mercury poisoning range from debilitation to death.

Mercury is a natural soil component common throughout the Willamette Basin, and soil erosion accounts for nearly half of all the mercury found in the Willamette River and its tributaries. Automobile emissions, dental fillings, light bulbs, and thermometers are a few of the common non-natural sources of mercury.

The City of Stayton has identified sediment in sediment laden stormwater and air pollution as two primary sources of mercury loading in the surrounding waters. To address sediment carried by stormwater, the City will focus on reducing runoff from construction sites, and reducing sediment loads in stormwater through improved maintenance practices.

To reduce sediment loading from stormwater, the City currently sweeps the streets on a regular basis and cleans a portion of the stormwater catch basins and stormwater lines annually.

- ***Bacteria***

Bacteria concentrations in water are typically measured by an indicator group of bacteria such as E. coli in units of Most Probable Number (MPN) per unit volume. Potential sources of bacteria include failing septic systems, leaking sewer lines, substandard wastewater effluent discharges, pet waste, livestock waste, duck feeding areas, and cross-connections.

Stayton has reviewed the potential sources of bacterial contamination and has determined that pet waste, poorly maintained sewer lines, and cross-connections are the areas on which they will focus their management efforts.

The City has installed pet waste stations in local parks to encourage owners to clean up after their pets. The City plans to inventory these stations to determine quantities, locations, installation years, and other data necessary to assess additional needs. The City will continue to stock and maintain the stations, as well as inventory the existing stations and assess additional needs.

The City currently cleans and inspects the sewer system periodically. The goal is to continue this practice and commit to a schedule of cleaning and inspecting every line once every five years. The anticipated outcome of this effort is well maintained lines that will prevent sewage leaking or overflowing and reaching the natural waters surrounding the city.

The specific implementation schedules and benchmarks for each of these strategies are listed in the Tracking Matrix.

STAFF RECOMMENDATION

The TMDL report matrix recommends that staff present the annual TMDL Report Matrix to City Council for approval. Staff recommends approval of the 2021 TMDL Matrix as presented.

OPTIONS & MOTIONS

- Approve 2021 TMDL report Matrix as presented.
Move to approve the 2021 TMDL Report as presented.
- Approve 2021 TMDL report Matrix with modification.
Move to approve the 2021 TMDL Report with the following modifications....

City of Stayton
TMDL Implementation Plan 2021 Annual Report

POLLUTANT	SOURCE	STRATEGY		MEASURE	TIMELINE	BENCHMARK	2021 Reporting Status	Date Updated				
		What is being done, or what will be done to reduce or control pollution from this source	HOW THIS WILL BE DONE									
1	All	Variety of Sources	Update Storm Water Design Standards for the City of Stayton	Incorporate applicable detailed provisions from the 2016 Portland Stormwater Management Manual and the 2008 Portland Erosion Control Manual, and adopt design standards for Low Impact Developments	Public Works Director Approval	Ongoing	Ordinance Adoption & PW Standards Adoption	The City adopted the Portland SWMM in 2010. As reported in the 2020 annual report, the City decided not to adopt the Portland Erosion and Sediment Control Manual. Instead, a draft chapter for the City of Stayton Public Works Design Standards (PWDS) has been prepared. This chapter will go to the City Council for adoption on October 18th, 2021. The chapter covers erosion and sediment control measures on construction sites less than one acre, greater than one acre, and erosion and sediment control measures for maintenance post-construction. A draft of the proposed language can be found in attachment 1	September 2021			
2	All	Variety of Sources	Continue to look for property and financial resources for development of detention basins to manage peak flow runoff into irrigation canals and rivers.	Purchase property per Storm Drainage Master Plan to build new detention basins	Purchase property	Ongoing	Individual property acquisitions	The City previously constructed a detention facility with a capital cost of approximately \$3 million. The City is still repaying a 20-year, \$700,000 loan and does not have sufficient budget to acquire property for another detention facility. The City is continuing to look for funding opportunities to acquire property for stormwater management.	September 2021			
3	Temperature	Solar Radiation	Protect and promote healthy riparian areas	Sustain land use code which requires riparian setbacks	Track the number of development and redevelopment plans reviewed for conformance with riparian policy	Ongoing	100% of development and redevelopment plans	The City of Stayton Planning & Development Department reviewed seven (7) land use applications from October 1, 2020 to September 30, 2021. Zero (0) of these applications were in the Natural Resource Overlay District zone. One of these applications, a change of use, was near a riparian area.	September 2021			
4				Assess the effectiveness of the riparian setback (NRD) in protecting riparian shade	Review the land use code and analyze how it has historically been applied. Please note: There has been little development activity within the NRD and assessing its effectiveness may be difficult	By 2021	Summary of analysis	The City has collected sufficient ariel imagery to perform the first analysis of the effectiveness of the riparian setback (NRD) in protecting riparian shade. A narrative of this analysis can be found in attachment 2	September 2021			
5				Remove invasive plant species along N. Santiam River on City property to reduce competition with native plant species	Track types of plant species removed and implement photo point monitoring	Ongoing	Check site annually for invasive plant management needs and take photo of site	Field investigations by City staff concluded there was no need to remove invasive plant species along the N. Santiam River on City property (See attachment 3 for photos). The City has scheduled maintenance to spray for blackberries and scotch broom at Riverfront Park in October 2021. The City will continue to monitor the sites and remove invasive species, if they begin to grow again.	September 2021			
6				Coordinate with NSWC on promoting revegetation of riparian areas	Provide information on NSWC free tree planting program at City Hall and/or City social media outlets	Ongoing	Information disseminated to the public as NSWC programs become available?	The City has made contact with the NSWC (see correspondence in attachment 4) to request an updated brochure. The updated brochure is still in draft form, but the City will provide the updated brochure at City Hall once it is complete. The existing version of the brochure remains available at City Hall (see attachment 5 for current brochure).	September 2021			
7				Work with other agencies on watershed solutions	Maintain active participation with ACWA and continue to participate with North Santiam Watershed Council	Track number of coordination meetings attended annually	Ongoing	Attend 3 meetings annually and meet with SWCD staff quarterly	City staff members attended seven (7) ACWA meetings and four (4) NSWC meetings. Per a Memorandum of Agreement (MOA), meetings are to be held quarterly between the City of Stayton and the SWCD. The responsibility of coordinating the meeting alternates between the City and SWCD. Stayton held the previous meeting and has not yet received an initiation from SWCD for the next meeting	September 2021		
8				Mercury	Sediment	Reduce sediment reaching Mill Creek and North Santiam through storm water	Ensure sediment erosion control plans are provided for development and redevelopment plans	Track % of sediment erosion control plan checks performed as part of plan review process	Ongoing	100% of development and redevelopment plans	100% (percent) of Site Development Plans and Building Permits were reviewed for Erosion Control Plans. The City will continue to review 100% (percent) of Site Development Plans and Building Permits for Erosion Control Plans.	September 2021
9							Remind developers of 1200-C permit requirements in preconstruction meetings	Track % of meetings wherein a 1200-C permit reminder was provided	Ongoing	100% of preconstruction meetings involved a 1200-C permit reminder	ESC Plans are required for all development within the City of Stayton. During the Land Use process for a Site Development the city planner will request comments from the city engineer. The comments are placed in the Conditions of Approval for the development application. The city engineer informs the developer if a 1200-C Permit will be required for the project. 1200-C permit tracking is performed well before the pre-construction meeting and is tracked throughout the process. A Site Development Permit will not be issued unless all items in the Conditions of Approval are not met. Section 102.09 of the City of Stayton Design Standards outlines what the requirements are for a plan submittal for a Site Development Permit. During the 2021 TMDL reporting period, zero (0) construction projects in the City of Stayton required a 1200-C permit	September 2021
10	Consider adding language to existing city codes and/or design standards for erosion control on construction sites <1ac	Public works to propose language to be considered for inclusion in existing codes and standards.	Adopt and implement in 2018-2019 fiscal year				Propose language for revised code	Stayton Municipal Code Chapter 12.08 requires all public works facilities be constructed in the City per the adopted Public Works Design Standards. Page 6-52 of the City of Stayton PWDS requires "temporary and permanent measures for all construction projects to lessen the adverse effects of construction on the environment. Projects shall include properly installed, operated, and maintained temporary and permanent erosion-control measures as provided in these Standards or in an approved plan, designed to protect the environment during the term of the project." At the time of this TMDL annual report, an additional PWDS section is being drafted (see draft, attachment 1) as part of the City's effort to update the existing PWDS. These PWDS updates will be presented to the City Council for adoption on October 18th, 2021. The section provides provisions for erosion and sediment control measures on sites less than one acre, greater than one acre, and erosion and sediment control measures for maintenance post-construction (during establishment period)	September 2021			
11	Mercury	Sediment	Reduce sediment reaching Mill Creek and North Santiam through storm water	Consider creating system to document the performance of scheduled maintenance of post-construction stormwater controls as resources are available to do so	Public works to propose asset management system	Ongoing (ideally by 2023)	Propose system of asset management system	The City continues to use ArcGIS for inventory of the public stormwater system. The GIS database is updated as the City receives as-builts from construction projects. The City has created an excel spreadsheet to track the maintenance of private stormwater facilities. Each private facility is entered into a spreadsheet (attachment 6) following construction and includes a link to the original operations and maintenance agreement. Inspections are scheduled annually beginning two (2) years after the final inspection post-construction. Letters are sent to the facility owner providing an assessment of the facility along with maintenance recommendations. Enforcement action is taken if a facility is found to have been altered or removed.	September 2021			
12				Perform regular street sweeping of curbed streets	Track % of streets swept monthly and volume of material collected monthly	Ongoing	Fall & Winter: At least 2 x per mo. Spring: 2 x per month. Summer: 1 x per month. Downtown 4 x per month.	From September 2020 through August 2021, the City of Stayton swept 79% of curbed streets (2,088 curb miles) in the City. Street Sweeping efforts collected 479 cubic yards (CY) of debris.	September 2021			
13				Clean catch basins annually	Track % of catch basins cleaned annually	Ongoing	Cleaned on 3-5 year cycle. 20%+ to be cleaned annually	From September 2020 through August 2021, the City of Stayton cleaned 169 catch basins (26.0% of all inventoried catch basins)	September 2021			
14	Mercury	Sediment	Reduce sediment reaching Mill Creek and North Santiam through storm water	Clean storm lines once every 3 yrs.	Track % of lines cleaned annually	Ongoing	Clean on 3-5 year cycle. 15%+ to be cleaned annually	From September 2020 through August 2021, the City of Stayton cleaned 28,460 lineal feet (LF), or 17.8% of all storm pipe in the City.	September 2021			
15				Install pollution control manholes	Track number of pollution control manholes installed annually	Ongoing	Target one manhole per year	The City last installed a pollution control manhole in 2019. During the 2021 reporting period, the City did not have the opportunity to install another pollution control manhole. The City continues to search for opportunities to install a pollution control manhole, or require a new development to include a pollution control manhole	September 2021			
16	Air deposition	Reduce air pollution	Support commuter ride program by providing information at City Hall	Brochures provided? Y/N	Ongoing	Brochures provided?	CARTS brochures are available at City Hall (see attachment 7).	September 2021				
17	Bacteria	Pet Waste	Reduce pet waste reaching streams through storm water runoff	Continue support and use of pet waste stations at City parks. Inventory existing stations, and assess need for additional stations	Monitor, provide support, and install pet waste stations as needed	Ongoing	Report number of new pet waste stations and number of bags used	The City of Stayton has continued to maintain dog waste disposal systems within the parks system. The City has 12 pet waste stations, one at each City park. The City used approximately 12,000 to 15,000 bags this past year. The existing number of dog waste disposal stations is sufficient to promote removal of pet waste in the City parks. The City continues to monitor and evaluate the need for new disposal stations via visual inspections by the Parks Supervisor.	September 2021			
18				Municipal Sewage	Reduce municipal sewage reaching streams through surface water and groundwater pathways	Detect and repair leaking City sewer lines as resources allow	Track % of lines cleaned and inspected	Ongoing	15% of lines cleaned annually	From September 1, 2020 to August 30, 2021, the City cleaned approximately 7 miles or 20.4% of all the sewer pipe in the City.	September 2021	
19	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Pollution Prevention in Municipal Operations	See: Mercury>Sediment>Street Sweeping, Catch Basin Cleaning, Storm Line Cleaning					Two (2) employees have received ESC inspection certification (see attachment 8).	September 2021		
20				Erosion and sediment control inspection certification for Public Works employee(s) performing ESC inspections	Enroll employees in ESC inspection certification program	Ongoing	Employees(s) certified?					
21				Public Education and Outreach	See: Mercury>Air>Reduce Pollution>Commuter Ride information							
22	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Public Education and Outreach	Coordinate with Volunteer Groups	Begin tracking and report number of volunteer projects performed annually	Ongoing	100% of City Coordinated Volunteer projects reported	In addition to the annual fall clean up, the City hosted additional debris pickup volunteer drop-sites after the significant ice storm in February 2021 (see attachment 9).	September 2021			
23				Post riparian information on stormwater webpage	Provide information content related to riparian areas	Ongoing	Webpage completed/updated	A post regarding Riparian zoning has been made to the City of Stayton stormwater webpage, see attachment 10 .	September 2021			
24				Coordinate an annual city cleanup day	Document date and volunteer groups participating in event	Ongoing	City-coordinated event reported	The City of Stayton continues to coordinate an annual fall clean up day for leaf and yard debris (see attachment 11). Events were held on November 14th, 2021, and on December 5th, 2021.	September 2021			
25				Public Participation	Present TMDL IP to City Council for Approval	Presented? Y/N	Ongoing	Presented?	The 2021 annual TMDL report will be presented to the City Council September 20th, 2021 for review and approval (see attachment 12)	September 2021		
26	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Illicit Discharge Detection and Elimination	See: Bacteria>Sewage>Reduce>Cross-Connections					A new development containing 31 pipe segments, 13 curb inlet catch basins, 7 gutter grate catch basins, 11 manholes, and 4 outlets was added to the GIS system. New infrastructure is added to the GIS system as as-built information is provided to the City. Additional corrections to existing GIS mapping were made throughout the year as errors were discovered.	September 2021		
27				Update stormwater system mapping	System areas revised in database based on additional collected data and insert as-built construction data into the GIS system; field verify accuracy of data	Ongoing	Revisions made?					
28				Perform water quality testing in Salem Ditch, Stayton Ditch and West Stayton irrigation ditch	Prepare annual summary report	Ongoing	Continue testing and track water quality improvements/degradation over time	In 2020-2021, tests were conducted on September 24th, 2020; November 16th, 2020; December 14th, 2020; March 23rd, 2021; and May 5th, 2021. Summaries of the samples are attached to this report. The purpose of this monitoring is to provide the City with additional data to better understand the effects of the City's storm outfalls on water quality of the North Santiam River and associated canals. Sampling data is reviewed at the time of receiving test results and annually (see attachment 13).			September 2021	
29	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Formalize Illicit Discharge and Elimination program in City code	Public Works Director Approval	By 2021	Ordinance Adoption	The City has entered a contract with Keller Associates (see attachment 14) to develop an IDDE draft ordinance by the end of 2021. The ordinance will be presented to City Council for adoption in 2022.	September 2021				
30				Construction Site Runoff Control	See: Mercury>Sediment>Stormwater Reduction>1200C, Erosion Control Plans							
31	Additional Elements Required from the WB-WQMP	Six Control Measures for Mercury and Bacteria from NPDES Phase II Program	Post Construction Storm Water Management	Ensure that the City-adopted Portland Stormwater Management Plan requirements are followed.	Review all new development plans prior to issuing permits	Ongoing	Continue reviewing new development plan sets over time	The City reviewed all proposed development plan sets for compliance with the Portland SWMM and will continue to review all development plan sets for compliance with the Portland SWMM.	September 2021			