



AGENDA
STAYTON CITY COUNCIL
Monday, April 3, 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/VMBWzzKsl38>

- **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.

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 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 comment.
- **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. APPOINTMENTS**5. PUBLIC COMMENT****6. CONSENT AGENDA**

- a. March 20, 2023 City Council Work Session Minutes
- b. March 20, 2023 City Council Regular Session Minutes

7. PRESENTATIONS

- a. Child Abuse Prevention Proclamation – Mayor Quigley
- b. Community Partner – Stayton Public Library Foundation
- c. Stayton Public Library – Janna Moser

8. GENERAL BUSINESS**Fiscal Year 2022-23****Quarter 1 & 2 Financial Report****INFORMATIONAL**

- a. Staff Report – Summer Sears/Randi Heuberger
- b. Public Comment
- c. Council Discussion

9. COMMUNICATIONS FROM CITY STAFF

- a. City Manager Updates / Announcements

10. COMMUNICATION FROM MAYOR AND COUNCIL**11. 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

| APRIL 2023 | | | | |
|-------------------|----------|--|-----------|---|
| Monday | April 3 | City Council | 7:00 p.m. | https://youtu.be/VMBWzzKsl38 |
| Tuesday | April 4 | Parks and Recreation Board | 6:00 p.m. | Stayton Community Center |
| Monday | April 10 | Homeless Task Force | 6:00 p.m. | Stayton Community Center |
| Monday | April 17 | City Council | 7:00 p.m. | https://youtu.be/-IMB001v26l |
| Monday | April 24 | Planning Commission | 7:00 p.m. | https://youtu.be/FqUbl32vadU |
| MAY 2023 | | | | |
| Monday | May 1 | City Council | 7:00 p.m. | https://youtu.be/jleL0uWmMe0 |
| Tuesday | May 2 | Parks and Recreation Board | 6:00 p.m. | Stayton Community Center |
| Monday | May 8 | Homeless Task Force | 6:00 p.m. | Stayton Community Center |
| Wednesday | May 10 | Library Board | 6:00 p.m. | Stayton Public Library |
| Monday | May 15 | City Council | 7:00 p.m. | https://youtu.be/tdiE_OLtRg8 |
| Monday | May 22 | Budget Committee | 6:00 p.m. | https://youtu.be/GdgrfLz-HFc |
| Wednesday | May 24 | Budget Committee | 6:00 p.m. | https://youtu.be/T5RFPCUVk2A |
| Thursday | May 25 | Budget Committee | 6:00 p.m. | https://youtube.com/live/Z1rvJYxP0Vw |
| Monday | May 29 | CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY | | |
| Tuesday | May 30 | Planning Commission | 7:00 p.m. | https://youtu.be/PfZWz6ReyaM |
| JUNE 2023 | | | | |
| Monday | June 5 | City Council | 7:00 p.m. | https://youtu.be/u_mAHKNfDXI |
| Tuesday | June 6 | Parks and Recreation Board | 6:00 p.m. | Stayton Community Center |
| Monday | June 12 | Homeless Task Force | 6:00 p.m. | Stayton Community Center |
| Monday | June 19 | City Council | 7:00 p.m. | https://youtu.be/ljITNVuYLfc |
| Wednesday | June 21 | Library Board | 6:00 p.m. | Stayton Public Library |
| Monday | June 26 | Planning Commission | 7:00 p.m. | https://youtu.be/R2HqBPuajKo |
| JULY 2023 | | | | |
| Monday | July 3 | City Council | 7:00 p.m. | https://youtu.be/dskXUVCL23E |
| Tuesday | July 4 | CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY | | |
| Monday | July 10 | Homeless Task Force | 6:00 p.m. | Stayton Community Center |
| Tuesday | July 11 | Parks and Recreation Board | 6:00 p.m. | Stayton Community Center |
| Monday | July 17 | City Council | 7:00 p.m. | https://youtu.be/WpRmQT6c8dA |
| Wednesday | July 19 | Library Board | 6:00 p.m. | Stayton Public Library |
| Monday | July 31 | Planning Commission | 7:00 p.m. | https://youtu.be/AUx4LtQ7JV0 |

**City of Stayton
City Council Work Session Minutes
March 20, 2023**

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|--|
| LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON |
| Time Start: 6:02 P.M. Time End: 6:59 P.M. |

COUNCIL MEETING ATTENDANCE LOG

| COUNCIL | STAYTON STAFF |
|--|---------------------------------------|
| Mayor Brian Quigley | Julia Hajduk, City Manager |
| Councilor David Giglio | Alissa Angelo, Assistant City Manager |
| Councilor Ben McDonald | Janna Moser, Library Director |
| Councilor Jordan Ohrt (arrived at 6:13 p.m.) | Gwen Johns, Police Chief |
| Councilor David Patty | Tammy Bennett, Office Specialist |
| Councilor Stephen Sims | |
| | |
| | |

| AGENDA | ACTIONS |
|--------------------------------|--|
| Event Permit Process | Ms. Hajduk presented the current process for event permits and compared the process with similar size communities. Council discussion and questions regarding the process and review of the City code. |
| School Resource Officer | Chief Johns presented an overview of the purpose, selection process, duties and responsibilities of the school resource officer and a proposal from the North Santiam School Board for funding. Council discussion and questions regarding equitable funding and jurisdiction. |

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF APRIL 2023, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Brian Quigley, Mayor

Date: _____

Attest: _____
Julia Hajduk, City Manager

Date: _____

Transcribed by: _____
Tammy Bennett, Office Specialist

**City of Stayton
City Council Minutes
March 20, 2023**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:05 P.M. **Time End:** 8:18 P.M.

COUNCIL MEETING ATTENDANCE LOG

| COUNCIL | STAYTON STAFF |
|--|---|
| Mayor Brian Quigley | Julia Hajduk, City Manager |
| Councilor David Giglio (excused @ 7:30 p.m.) | Alissa Angelo, Assistant City Manager |
| Councilor Ben McDonald | Lance Ludwick, Public Works Director (via Zoom) |
| Councilor Jordan Ohrt | Dan Fleishman, Director of Planning & Development (excused) |
| Councilor David Patty | Gwen Johns, Police Chief |
| Councilor Stephen Sims | Janna Moser, Library Director |
| | Tammy Bennett, 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. |
| Appointments Resolution No. 1056 Reappointing Brent Walker and Luke Cranston to the Budget Committee | |
| a. Staff Report – Alissa Angelo | Ms. Angelo reviewed the staff report. |
| b. Council Discussion | Councilor Ohrt expressed her appreciation for Mr. Walker and Mr. Cranston’s service and for being a voice for the community. |
| c. Council Decision | Motion from Councilor Ohrt, seconded by Councilor Patty, to approve Resolution No. 1056, reappointing Brent Walker, and Luke Cranston to the Budget Committee. Motion passed 5:0. |
| Public Comment | |
| a. Julia Bochsler | Ms. Bochsler and Ms. Mesa addressed the current Event Permit Process and how it affects downtown business with the occurrence of street festivals. |
| b. Teri Mesa | |
| Consent Agenda | |
| a. March 6, 2023 City Council Work Session Minutes | Motion from Councilor Patty, seconded by Councilor McDonald, to approve the consent agenda as presented. Motion passed 5:0. |
| b. March 6, 2023 City Council Regular Session Minutes | |

| | |
|---|--|
| <p>Presentations</p> <p>a. Volunteer Appreciation Week Proclamation</p> <p>b. Community Partner – SEDCOR – Nick Harville</p> | <p>Mayor Quigley read the proclamation.</p> <p>Mr. Harville gave an overview of Strategic Economic Development Corporation which supports business retention and expansion in Marion County.</p> |
| <p>General Business Resolution No. 1057 Appointment of Council Liaisons</p> <p>a. Staff Report – Julia Hajduk</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p> | <p>Ms. Hajduk reviewed the staff report.</p> <p>None.</p> <p>Council discussion and questions included thanking the City staff for compiling the liaison assignments, declaration of bias and expectations on reporting back to Council.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution 1057, formalizing Council liaison assignments. Motion Passed 4:0.</p> |
| <p>Communications from City Staff</p> <p>a. City Manager Updates / Announcements</p> | <p>Budget Committee will meet May 22nd, May 24th, and May 25th if needed.</p> <p>Sergeant Meeks of the Stayton Police Department provided an overview of the 40mm Launcher/Less Lethal Impact Munition.</p> <p>Chief Johns provided a Police Department update which included DUI enforcement, partnerships with other agencies and monthly statistics.</p> <p>Council discussion and questions regarding the School Resource Officer. Staff responded.</p> |
| <p>Communications from Mayor and Council</p> | <p>Budget Committee has two vacancies.</p> |

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF APRIL 2023, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Brian Quigley, Mayor

Date: _____

Attest: _____

Julia Hajduk, City Manager

Date: _____

Transcribed by: _____

Tammy Bennett, Office Specialist



City of Stayton

PROCLAMATION **Child Abuse Prevention Month** **April 2023**

WHEREAS, every child deserves to live in a safe, loving, and caring family environment; and

WHEREAS, in 2021, there were 10,766 reported victims of child abuse and neglect in Oregon, of which 1,094 were victims in Marion County; and

WHEREAS, we stand together as individuals, organizations, and government agencies to commit to preventing child abuse in our county, by raising awareness throughout the community and by educating and supporting caregivers; and

WHEREAS, we assert that strong families and safe, stable, and nurturing environments free from violence, abuse, and neglect are essential for children's optimal growth and success, which ensures a secure future for our communities, where the needs of children are a priority and the needs of families are met; and

NOW THEREFORE, the Stayton City Council asks everyone to commit to protecting our children, and does hereby proclaim April 2023 as

“CHILD ABUSE PREVENTION MONTH”

Dated at Stayton, Oregon, this 3rd day of April, 2023.

Brian Quigley, Mayor



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

TO: Mayor Brian Quigley and the Stayton City Council

FROM: Randi Heuberger, Payroll/Account Technician
Summer Sears, Contracted CPA

DATE: April 3, 2023

SUBJECT: Fiscal Year 2022-23
Quarter 2 Financial Report as of December 31, 2022

This is an information-only item on the agenda to provide the City's financial results through December 31, 2022. Amounts are compared to the FY 2022-23 Adopted Budget and prior year, same period.

BEGINNING BALANCES

Total City-wide Beginning Fund Balances brought into the 2022-23 fiscal year were about \$1.1 million (8%) higher than expected. General Fund came in about \$300 thousand (12%) higher than budgeted. Utility and Street Funds came in higher than budgeted, with the exception of the Water Utility, which was about \$115 thousand (11%) lower than expected. The City should consider a budget adjustment to ensure that management works within the lower beginning available fund balance.

REVENUE HIGHLIGHTS

Overall, current revenues are coming in strong at \$1.2 million (15%) ahead of the YTD budget. Note that seasonality could be impacting the comparison as many revenue sources do not come in evenly over the year. For example, the majority of the City's property taxes are received from the County in November.

Property Tax / Local Option Tax Levies:

Property taxes collected as of December are up almost 10% compared to December 2021 and are at about 82% of total amount expected for the year. Collections on the Library, Parks, and Pool levies have been slower than expected and may not make the full amount budgeted for the year.

Charges for Services:

Utility Charges are coming in slightly above expectations while System Development Charges (SDC) are substantially ahead of budget thanks to several development projects.

EXPENDITURE HIGHLIGHTS

Expenses are on track, with particular attention to be paid to Admin/Council, Police, Library, and Parks as they are tracking close to budget. Other funds are well below expectations primarily due to timing of grant expenditures (General Fund), and delayed capital projects because of contactor availability and/or delivery of supplies being delayed. Additionally, the City is working to fill vacant positions.

As planned, the City invested \$278,000 from the Pension Stabilization Fund into the City’s PERS Side Account. This investment will be factored into an upcoming valuation and the rate offset will be effective July 1, 2024.

POOLED CASH BALANCE

The City’s pooled cash balance has increased \$1.9 million (12%) from December 2021 and \$3.2 million (21%) from June 2022. The comparison to the same month, prior year is more meaningful due to the cyclical nature of the City’s cash flows.

GOING FORWARD

We are optimistic that the City will successfully fill the Finance Director position very soon and look forward to working with this person to support the City’s financial success.



City of Stayton 2nd Quarter Financial Update

FY 2022-23

| Revenues [^] | | | | |
|---|--|--|-----------------------------|-------------|
| | Prior Yr. Actuals YTD FY21-22 Dec 31, 2021 | Actuals YTD FY22-23 Dec 31, 2022 | FY22-23 Annual Budget | % Earned* |
| Beginning Fund Balance | \$13,830,449 | \$15,602,009 | \$14,497,800 | 108% |
| Taxes | \$2,847,639 | \$3,003,745 | \$3,236,200 | 93% |
| Charge for Services | \$3,075,248 | \$3,520,241 | \$6,558,100 | 54% |
| Intergovernmental | \$1,400,105 | \$1,422,301 | \$3,016,000 | 48% |
| Other Revenue | \$569,590 | \$732,051 | \$1,061,400 | 69% |
| Total Revenue Received | \$7,892,582 | \$8,678,338 | \$13,871,700 | 63% |
| Grand Total | \$21,723,031 | \$24,280,347 | \$28,369,500 | 86% |
| Operating Budget to Actual Comparison by Fund [^] | | | | |
| Expenditures | YTD FY21-22 Dec 31, 2021 | YTD FY22-23 Dec 31, 2022 | FY22-23 Budget | % Spent** |
| General Fund | | | | |
| Administration/Council | \$491,402 | \$696,708 | \$1,346,700 | 52% |
| Police | \$994,354 | \$1,271,396 | \$2,553,300 | 50% |
| Planning | \$83,835 | \$98,825 | \$234,200 | 43% |
| Community Center | \$17,231 | \$20,327 | \$45,600 | 45% |
| Court | \$46,943 | \$61,273 | \$140,700 | 44% |
| Street Lighting | \$36,076 | \$37,349 | \$110,000 | 34% |
| Operations | \$0 | \$46,875 | \$1,541,400 | 4% |
| Total General Fund | \$1,669,841 | \$2,232,753 | \$5,971,900 | 37% |
| Public Works Admin | | | | |
| Administration | \$258,144 | \$350,669 | \$844,000 | 42% |
| Library Fund | | | | |
| Operations | \$206,773 | \$240,574 | \$498,800 | 49% |
| Parks Fund | | | | |
| Operations | \$160,329 | \$154,383 | \$334,400 | 47% |
| Water Fund | | | | |
| Operations | \$346,181 | \$467,996 | \$1,489,800 | 32% |
| Storm Water Fund | | | | |
| Operations | \$46,148 | \$76,714 | \$277,900 | 28% |
| Sewer Fund | | | | |
| Operations | \$630,906 | \$562,490 | \$3,687,600 | 16% |
| Street Fund | | | | |
| Operations | \$89,418 | \$168,660 | \$1,003,400 | 17% |
| Facilities Fund | | | | |
| Maintenance | \$21,567 | \$10,445 | \$151,500 | 7% |
| Pool Fund | | | | |
| Operations | \$305,565 | \$167,947 | \$376,300 | 45% |
| * % Earned is YTD Actuals divided by FY Budget.: Red: 46% & under ; Yellow: 47%-54%; Green: 55% & above | | | | |
| ** % Spent is YTD Actuals divided by FY Budget.: Red: 55% & above; Yellow: 47%-54%; Green: 46% & under | | | | |
| [^] does not include debt service, transfers in/out or contingency | | | | |



REQUEST FOR RECOGNITION

If you wish to speak before the City Council, please fill out this form and hand it to the City staff prior to the opening of the meeting. This document is a public record. **Comments are limited to 3 minutes for all options below.**

Name (please print): Lucas Lunski -

Address: 1479 N Evergreen Ave Stayton OR 97383
Street City State Zip

I wish to speak during:

PUBLIC COMMENT (Speak on a subject **not** on the Council agenda.)

GENERAL BUSINESS: (Speak on an item on the current Council agenda.)

Agenda Item: _____

PUBLIC HEARING – TOPIC: _____

Comments: ~~Public~~ terminating Easement for Public Pathway

Comments are limited to 3 minutes or less.