



AGENDA STAYTON CITY COUNCIL

Monday, April 4, 2022

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/4DQe6XaaeOM>

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.

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.
- c. Child Abuse Prevention Month Proclamation – Mayor Porter

APPOINTMENTS

PUBLIC COMMENT

CONSENT AGENDA

- a. March 21, 2022 City Council Regular Session Minutes

PUBLIC HEARING

City of Stayton 2021-22 Fiscal Year Supplemental Budget

- a. Staff Report – Susannah Sbragia
- b. Open Public Hearing
- c. Public Hearing
- d. Close of Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1034, Adopting a supplemental budget and appropriation changes for fiscal year 2021-22

GENERAL BUSINESS

COMMUNICATIONS FROM CITY STAFF

COMMUNICATIONS FROM MAYOR AND COUNCIL

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 2022

Monday	April 4	City Council	7:00 p.m.	https://youtu.be/4DQe6XaaeoM
Tuesday	April 5	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	April 11	City Council Executive Session	6:00 p.m.	City Hall Conference Room
Monday	April 18	City Council	7:00 p.m.	https://youtu.be/YEPfKSfOHik
Wednesday	April 20	Library Board	6:00 p.m.	Stayton Public Library
Monday	April 25	Planning Commission	7:00 p.m.	https://youtu.be/QsQ73awQZmc
Thursday	April 28	Marion County Commissioners City Meetings	12:00 p.m.	Jefferson Café (Jefferson)

MAY 2022

Monday	May 2	Budget Committee	6:00 p.m.	https://youtu.be/ZeQMqi4S1o8
Monday	May 2	City Council	<i>Cancelled</i>	
Tuesday	May 3	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	May 9	Budget Committee	6:00 p.m.	https://youtu.be/nwUvw1YPp9Y
Tuesday	May 10	Marion County Commissioners City Meetings	7: 30 a.m.	Turnaround Café (Turner)
Tuesday	May 10	Budget Committee	6:00 p.m.	https://youtu.be/FRGj8F0qyho
Wednesday	May 11	Budget Committee	6:00 p.m.	https://youtu.be/o9h2pDIS2il
Monday	May 16	City Council	7:00 p.m.	https://youtu.be/1yG-tQFRMG4
Wednesday	May 18	Library Board	6:00 p.m.	Stayton Public Library
Monday	May 31	Planning Commission	7:00 p.m.	https://youtu.be/r725PkOXCUU

JUNE 2022

Monday	June 6	City Council	7:00 p.m.	https://youtu.be/JJYgnrWvJI4
Tuesday	June 7	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Tuesday	June 14	Marion County Commissioners City Meetings	7:30 a.m.	Covered Bridge Café (Stayton)
Wednesday	June 15	Library Board	6:00 p.m.	Stayton Public Library
Monday	June 20	City Council	7:00 p.m.	https://youtu.be/l346aVqYzgs
Monday	June 27	Planning Commission	7:00 p.m.	https://youtu.be/vww73FT_eRU

JULY 2022

Monday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF 4TH OF JULY HOLIDAY		
Tuesday	July 5	City Council	7:00 p.m.	https://youtu.be/rEaBZGBSIf4
Tuesday	July 5	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	July 18	City Council	7:00 p.m.	https://youtu.be/hVlj0x1zevg
Wednesday	July 20	Library Board	6:00 p.m.	Stayton Public Library
Monday	July 25	Planning Commission	7:00 p.m.	https://youtu.be/osNaffewj1g



City of Stayton

Administration • Finance

362 N. Third Avenue • Stayton, OR 97383
Phone: (503) 769-3425 • Fax (503) 769-1456

City of Stayton, Marion County, Oregon

PROCLAMATION

This matter came before the Stayton City Council at its regularly scheduled meeting of April 4, 2022, to proclaim April as Child Abuse Prevention Month.

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

WHEREAS, in 2020, there were 11,642 reported victims of child abuse and neglect in Oregon, of which 1,171 were victims in Marion County;

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.

NOW THEREFORE, the Stayton City Council asks everyone to commit to protecting our children, and does hereby proclaim April 2022 as:

“CHILD ABUSE PREVENTION MONTH”

Dated at Stayton, Oregon, this 4th day of April, 2022.

Henry A. Porter, Mayor

POLICE
386 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-3423
FAX (503) 769-7497

PLANNING
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2998
FAX (503) 767-2134

PUBLIC WORKS
362 N. THIRD AVENUE
STAYTON, OR 97383
(503) 769-2919
FAX (503) 767-2134

WASTEWATER
950 JETTERS WAY
STAYTON, OR 97383
(503) 769-2810
FAX (503) 769-7413

LIBRARY
515 N. FIRST AVENUE
STAYTON, OR 97383
(503) 769-3313
FAX (503) 769-3218

**City of Stayton
City Council Minutes
March 21, 2022**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:01 P.M. Time End: 8:47 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

AGENDA	ACTIONS
REGULAR MEETING	
Announcements	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
Appointments	None.
Public Comment	
a. Ed Diehl	Mr. Diehl is a candidate in the upcoming election for House of Representative District 17.
Consent Agenda	
a. March 7, 2022 City Council Regular Session Minutes	Motion from Councilor Ohrt, seconded by Councilor Quigley, to approve the consent agenda as presented. Motion passed 4:0.
Public Hearing	None.
General Business	
Fiscal Year 2021-22 – Quarter 2 Financial Report as of December 31, 2021	
a. Presentation - Susannah Sbragia	Ms. Sbragia reviewed the staff report and presentation.
b. Public Comment	None.
c. Council Discussion	Council discussion and questions regarding adjustments; rental revenues; Stayton Municipal Court; Stayton Family Memorial Pool; recruitment and City staff shortages; future work session regarding pool funding.

<p>Resolution No. 1033, Oregon Water Resources Department Water Project Grant Application</p> <p>a. Staff Report</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p> <p>Letter of Support in Support of the North Santiam School District</p> <p>a. Staff Report</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p>	<p>Mr. Ludwick reviewed the staff report.</p> <p>None.</p> <p>Council discussion and questions regarding additional funding for ASR project; volume of secondary water source; competitiveness of grant program; and water rights.</p> <p>Motion from Councilor Patty, seconded by Councilor Quigley, to approve Resolution 1033 as presented. Motion passed 4:0.</p> <p>Councilor Patty asked the Council to consider writing a letter of support of the North Santiam School District’s letter to Governor Brown, either as a Council or individually.</p> <p>None.</p> <p>Council discussion in support and opposition.</p> <p>Do not send a letter of support; no motion needed.</p>
<p>Communications from City Staff</p>	<p>Land use training opportunity at the Planning Commission Meeting on March 28, 2022 at 7:00 p.m.</p>
<p>Communications from Mayor and City Council</p>	<p>Mayor Porter and Councilor Quigley inquired about code enforcement issues. Staff responded.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 4TH DAY OF APRIL 2022, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Alissa Angelo, City Manager Pro Tem

Date: _____

Transcribed by: _____

Tammy Bennett, Office Specialist



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

TO: Mayor Henry A. Porter and the Stayton City Council
FROM: Susannah Sbragia, Finance Director
DATE: April 4, 2022
SUBJECT: Resolution No. 1034 Supplemental Budget 2021-22 year

ISSUE

The issue before the Council is consideration of Resolution No. 1034, approving the Supplemental budget with appropriations and adjustments for the fiscal year 2021-22 adopted budget.

REVENUE CHANGES

The General Fund's Intergovernmental resources were increased by \$20,700 because the City received American Rescue Plan Act (ARPA) funds.

The Library Fund's Intergovernmental resources were increased by \$15,000 due to an ARPA grant award received for translating materials into Spanish.

The Water Fund's Intergovernmental resources were increased by \$900,000 because the City received ARPA funding which will be used for rehabilitation of a sand filter bed at the Water Treatment Plant. The Water Fund will also have a \$56,000 increase of transfer revenue from the Water SDC fund to pay for additional cost for the Secondary Water Source project.

Water System Development Charge (SDC) Fund's Intergovernmental resources were increased by \$154,000 because the City was awarded a state grant from the Oregon Water Resources Department (OWRD).

EXPENDITURE CHANGES

General Fund

The General Fund had unanticipated expenses in administration for building maintenance issues including a roof leak and walls cracking. Additionally, a space in City Hall will be remodeled to create an additional office and there are additional contact services expenses for the recruitment of a new city manager. These expenses will increase appropriations by \$30,000.

The Police Department also incurred unanticipated expenses in building maintenance in relation to the completion of the remodel and additional cost in materials and services for hiring of new officers; this will increase appropriations by \$30,000.

The Community Center has additional expenses for materials and services from unanticipated repairs and increased usage of the facility. This will increase appropriations by \$5,000.

Park Fund

The Parks Fund had an unanticipated capital outlay due to delayed receipt of a tractor budgeted in FY21. Along with additional costs in materials and services for contract mowing and fuel. This will increase appropriations by \$52,000.

Facilities Development and Maintenance Fund

The Facilities Fund had unanticipated costs in capital outlay and materials and services for the Star Cinema theater building maintenance and emergency replacement of the roof. Additionally, costs to complete phase 2 and phase 3 of the facilities study, which will complete one of Council's goals. This will increase appropriations by \$110,000.

Library Fund

The Library Fund received an ARPA grant to pay for Spanish material and cost to translate material into Spanish. This will increase appropriations by \$15,000.

Water Fund

The Water Fund had unanticipated costs for capital outlay for the Secondary Water Source project and rehabilitation of a sand filter bed at the Water Treatment Plant using APRA funds. This will increase appropriations by \$956,000.

Water System Development Charges Fund (SDC)

The Water SDC Fund has an unanticipated increase in transfer to the water fund for the additional cost of the Secondary Water Source. This will increase appropriations by \$56,000.

SUMMARY

These changes are needed to adjust the fiscal year 21-22 budget to account for unanticipated revenues and expenditures.

MOTION(S)

- 1) Motion to approve Resolution No. 1034, adopting a supplemental budget and appropriation changes for fiscal year 2021-22.
- 2) Motion to approve Resolution No. 1034, adopting a supplemental budget and appropriation changes for fiscal year 2021-22, with the following modifications...

RESOLUTION NO. 1034

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2021-22

WHEREAS, ORS 294.471(1)(a) allows the governing body of a municipal corporation to make one or more supplemental budgets if an occurrence or condition that is not ascertained when preparing the original budget or a previous supplemental budget for the current year or current budget period requires a change in financial planning; and

WHEREAS, if amended estimated expenditures differ by more than 10 percent from the expenditures in the budget as most recently amended prior to the supplemental budget, ORS 294.473(1)(c) states that, after a public hearing, additional expenditures contained in the supplemental budget may not be made unless the governing body of the municipal corporation enacts appropriation ordinances or resolutions authorizing the expenditures; and

WHEREAS, the City of Stayton, Oregon wishes to adjust the budget to recognize corrections to expenditures in system development charge funds and corrections to original appropriation amounts in resolution 991. As well as unexpected costs that have arisen during the fiscal year 2021-22.

NOW, THEREFORE, BE IT RESOLVED, after completion of a public hearing, by and through the City Council meeting in regular session, as follows:

Section 1: The Mayor and City Council hereby adopts the following supplemental budget, makes appropriations, and adjusts the fiscal year 2021-22 adopted budget as follows:

Fund/Program/Organization Unit/Object Classification	Approved Budget	Change	Amended Budget
General Fund			
Police*	2,317,800	30,000	2,347,800
Community Center*	31,000	5,000	36,000
City Council & Admin*	1,132,400	30,000	1,162,400
Not Allocated to Org Unit.			
Contingency*	859,250	(44,300)	814,950
Total	5,734,550	20,700	5,755,250
Library Fund			
Library			
Library*	454,400	15,000	469,400
Total	772,800	15,000	787,800
Parks Fund			
Public Work Administration			
Parks*	283,200	52,000	335,200
Not Allocated to Org Unit.			
Contingency*	143,300	(52,000)	91,300
Total	472,200	-	472,200

Water Fund

Public Work Administration			
Water*	1,153,300	956,000	2,109,300
Total	2,829,000	956,000	3,785,000

Water System Development Charge Fund (SDC)

Public Work Administration			
Not Allocated to Org Unit.			
Transfers*	305,000	56,000	361,000
Total	350,800	56,000	406,800

Facilities Fund

Administration			
Facilities*	65,200	110,000	175,200
Not Allocated to Org Unit.			
Contingency	705,200	(110,000)	595,200
Total	770,400	-	770,400

Total appropriations, All Funds	\$20,694,150	1,047,700	21,741,850
Total unappropriated and reserve amounts, All Funds	6,357,250	98,000	6,455,250
Total Budget	\$27,051,400	1,145,700	\$28,197,100

* Appropriation level

APPROVED, ADOPTED, AND MADE EFFECTIVE BY THE STAYTON CITY COUNCIL ON THIS ____ DAY OF _____, 2022.

Date: _____

By: _____

Henry A. Porter, Mayor

Date: _____

Attest: _____

Alissa Angelo, City Manager Pro Tem