



AGENDA STAYTON CITY COUNCIL

Monday, May 1, 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/jleL0uWmMe0>
- **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. April 17, 2023 City Council Regular Session Minutes

7. PRESENTATIONS

Fiscal Year 2021-22 Audit – SingerLewak LLP

8. GENERAL BUSINESS

Resolution No. 1061

ACTION

Plan of Action for Audit FY2021-22

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

Discussion of Council Rules

DISCUSSION

- a. Staff Report – Julia Hajduk
- 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

MAY 2023				
Monday	May 1	City Council	7:00 p.m.	https://youtu.be/jleLOuWmMe0
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.	Stayton Community Center
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.	Stayton Community Center
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.	Stayton Community Center
AUGUST 2023				
Tuesday	August 1	Parks and Recreation Board	6:00 p.m.	Stayton Community Center
Monday	August 7	City Council	7:00 p.m.	https://youtu.be/Oq6BeCBrtoo
Monday	August 14	Homeless Task Force	6:00 p.m.	Stayton Community Center
Monday	August 21	City Council	7:00 p.m.	https://youtu.be/-kcQELCRBsI
Wednesday	August 16	Library Board	6:00 p.m.	Stayton Public Library
Monday	August 28	Planning Commission	7:00 p.m.	Stayton Community Center

**City of Stayton
City Council Minutes
April 17, 2023**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:01 P.M. Time End: 7:57 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio (excused)	Alissa Angelo, Assistant City Manager (excused)
Councilor Ben McDonald	Lance Ludwick, Public Works Director
Councilor Jordan Ohrt	Dan Fleishman, Director of Planning & Development
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. 1059 Appointing Damian Centanni to the Budget Committee	
a. Staff Report – Julia Hajduk	Ms. Hajduk reviewed the staff report.
b. Council Discussion	None.
c. Council Decision	Motion from Councilor Patty, seconded by Councilor Ohrt, to ratify the appointment of Damian Centanni to a three-year term on the Budget Committee. Motion passed 4:0.
Public Comment	None.
Consent Agenda	
a. April 3, 2023 City Council Regular Session	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the consent agenda as presented. Motion passed 4:0.

<p>Presentations</p> <p>a. Community Partner – Stayton Fire District</p>	<p>Fire Chief Jay Alley gave an overview of the Stayton Fire District, which is comprised of 16 employees, 45 volunteers, 10 support members and serves 107 square miles of Linn and Marion counties.</p>
<p>Public Hearing Ordinance No. 1060 Adopting Code Amendments For Manufactured Homes</p> <p>a. Commencement of Public Hearing</p> <p>b. Staff Report</p> <p>c. Questions from the Council</p> <p>d. Proponents’ Testimony</p> <p>e. Opponents’ Testimony</p> <p>f. Additional Testimony</p> <p>g. Staff Summary</p> <p>h. Close of Hearing</p> <p>i. Council Deliberation</p> <p>j. Council Decision on Ordinance No. 1060</p>	<p>Mayor Quigley read the opening statement and opened the hearing at 7:12 p.m.</p> <p>Mr. Fleishman reviewed the staff report and the recommendation.</p> <p>Councilor Ohrt questioned why there were certain regulations on mobile homes that were not on site-built homes. Staff responded.</p> <p>None.</p> <p>None.</p> <p>None.</p> <p>Nothing further.</p> <p>Mayor Quigley closed the hearing at 7:22 p.m.</p> <p>None.</p> <p>Motion from Councilor Patty, seconded by Councilor McDonald, to approve the first consideration of Ordinance No. 1060. Motion passed 4:0.</p>
<p>General Business Resolution No. 1058 Awarding the Contract for the Wyatt Avenue Improvement Project to Canyon Contracting LLC</p> <p>a. Staff Report – Lance Ludwick</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>Councilor Ohrt questioned if the bid was over the budgeted amount. Staff responded.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to award the contract for the Wyatt Avenue Improvement project to Canyon Contracting LLC, in the amount of \$394,549.00. Motion passed 4:0.</p> <p>Motion rescinded.</p>

<p>Resolution No. 1060 Authorizing Adopting Council Goals</p> <p>a. Staff Report – Julia Hajduk</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p>	<p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution No. 1058, awarding the contract for the Wyatt Avenue Improvement project to Canyon Contracting LLC, in the amount of \$394,549.00. Motion passed 4:0.</p> <p>Ms. Hajduk reviewed the staff report.</p> <p>None.</p> <p>Council discussion regarding timeline flexibility and an amendment to the housing goal.</p> <p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution No. 1060, adopting the Council Goals for 2023 – 2025 with an amendment under the Housing goal Objective 2.2 to add “to assure the growth is within community values” following the word annexation. Motion passed 4:0.</p>
<p>Communications from City Staff</p> <p>a. City Manager Updates / Announcements</p>	<p>Chief Johns introduced Officer Branson Brewster. Officer Brewster shared the process to become an officer and his personal background.</p> <p>Ms. Hajduk announced that the Homeless Task Force special meeting scheduled for April 24, 2023 has been cancelled. Community response was great to the Homeless Task Force Listening Session and to the Homeless survey.</p> <p>Ms. Hajduk distributed tokens of appreciation to the City Council in honor of Volunteer Week.</p> <p>Ms. Hajduk confirmed that elected officials and City staff are mandatory reporters.</p>
<p>Communications from Mayor and Council</p>	<p>Mayor Quigley reminded citizens that the Budget Committee has one position still open.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF MAY 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
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: May 1, 2023
SUBJECT: Resolution No. 1061, Plan of Action for Audit FY 2021-22

At the May 1, 2023 Council meeting, Council will hear from our auditors on the Audit for FY 2021-22. As will be discussed in greater detail during the meeting, the auditors found three deficiencies in the audit. State Budget Law requires that when deficiencies are identified, a plan of action be adopted. While we take any deficiency seriously, in the grand scheme of financial audits the issues were fairly minor. However, if practices are not corrected, they could potentially be not so minor in the future. The attached resolution simply outlines the facts, adopts the Plan of Action, and authorizes the City Manager and Mayor to sign the Plan of Action.

MOTION(S)

Staff respectfully recommends the following motion: "I motion to approve Resolution No. 1061, Adopting the Plan of Action in response to the FY 2021-22 Audit."



**RESOLUTION NO. 1061
ADOPTING PLAN OF ACTION IN RESPONSE TO 2021-22 AUDIT FINDINGS**

WHEREAS, the City contracts with the independent auditing firm SingerLewak LLP to conduct annual audits;

WHEREAS, the audit revealed three deficiencies that require a corrective action plan; and

WHEREAS, the City Manager and her staff have prepared a corrective action plan, attached as Attachment 1, that will address the identified deficiencies going forward.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Stayton Council accepts and adopts the attached plan of action in response to the audit findings for FY 2021-22 and authorizes the City Manager and Mayor to sign the Plan of Action.
2. This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 1ST DAY OF MAY 2023.

CITY OF STAYTON

Signed: _____, 2023

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2023

ATTEST: _____
Julia Hajduk, City Manager



City of Stayton

Administration • Finance

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

May 1, 2023

Oregon Secretary of State,
Audits Division
255 Capitol St. NE, Suite #500
Salem, OR 97310

Plan of Action for City of Stayton

City of Stayton (“City”) respectfully submits the following corrective action plan in response to deficiencies reported in our audit of fiscal year ended June 30, 2022. The audit was completed by the independent auditing firm SingerLewak LLP and reported the deficiencies listed below. The plan of action was adopted by the governing body at their meeting on May 1, 2023, via resolution 1061 and as indicated by signatures below.

The deficiencies are listed below, including the adopted plan of action and timeframe for each.

1. **Deficiency #1 - Material Weakness in Internal Control related to Capital Assets**
The City was unable to produce a complete capital asset and related depreciation schedule that agreed to the prior year financial statements. The auditing firm found that the cause was reduced staffing and staff turnover in recent years, impacting the design of the controls relating to a) reconciling capital asset account/balances to detail records, and b) the monitoring to ensure the control is working as intended include the text of the finding and auditor recommendation.

After year-end, the City put substantial effort into compiling a comprehensive list of capital assets as of June 30, 2021 (the prior fiscal year), including a valuation of historical cost and related depreciation. Based on the results of that effort, substantial prior period adjustments were made to prior financial statement balances. The comprehensive capital assets listing was updated for the current fiscal year and will be maintained, reconciled, and reviewed/approved annually at each year end.

2. **Deficiency #2 – Expenditures in Excess of Appropriations**
The General Fund’s Community Center program was over budget by \$97. The City’s Finance group will work more closely with program managers to compile accurate projections ensuring that all expenditures stay within appropriations.

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

3. **Deficiency #3 – Errors in Detailed Budget Sheets and Notice of Budget Hearing**
There were errors on the City’s detailed General Fund budget sheets and on the Notice of Budget Hearing published as part of the City’s 2022-23 Budget process. Specifically, there were errors in 2020-21 audited General Fund resources and requirements. On the financial summary portion of the Notice of Budget Hearing, there were errors in 2020-21 audited requirements and in the 2021-22 budgeted resources and requirements.

The City has implemented a reporting and budgeting add-on for its accounting system that is expected to substantially improve the accuracy of historical budget and actual information. This program is operational for the upcoming budget cycle for FY 2023-24. The City’s finance group will also implement a secondary review of all budget notices prior to initiating publication, effective immediately.

Brian Quigley, Mayor

Julia Hajduk, City Manager

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