



**AGENDA**  
**STAYTON CITY COUNCIL**  
**Monday, February 3, 2025**  
 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:

City Council Regular Session – <https://youtube.com/live/tDxRnyUPIUA>

**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](mailto:citygovernment@staytonoregon.gov) **no less than three hours prior to the meeting start time** to make arrangements to participate.

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

- **In-Person Comment:** Parties interested in providing in-person verbal public comment shall fill out a "Request for Recognition" form available at the meeting. Forms must be filled out and submitted to the Assistant City Manager or designee prior to the meeting start time.
- **Video or Audio Conference Call:** Parties interested in providing virtual public comment shall contact City staff at [citygovernment@staytonoregon.gov](mailto:citygovernment@staytonoregon.gov) **at least three hours prior to the meeting start time** with their request. Staff will collect their contact information and provide them with information on how to access the meeting to provide comments.
- **Written Comment:** Written comment submitted to [citygovernment@staytonoregon.gov](mailto: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**

**2. FLAG SALUTE**

**3. ANNOUNCEMENTS**

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

**4. PUBLIC COMMENT**

**5. CONSENT AGENDA**

- a. January 6, 2025 City Council Regular Session Minutes
- b. January 21, 2025 City Council Work Session Minutes

**6. PRESENTATIONS****7. PUBLIC HEARING****8. GENERAL BUSINESS****a. Charter Review Discussion – Section 34****DISCUSSION**

1. Staff Report – Ross Williamson
2. Public Comment
3. Council Discussion

**b. Council Liaison****DISCUSSION**

1. Staff Report – Julia Hajduk
2. Public Comment
3. Council Discussion

**9. COMMUNICATION FROM CITY STAFF****10. COMMUNICATION FROM MAYOR AND COUNCIL****11. ADJOURN**

*The meeting location is accessible to people with disabilities. A request for an interpreter for the hearing impaired or other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. If you require special accommodations, contact City Hall at (503) 769-3425.*

## CALENDAR OF EVENTS

FEBRUARY 2025				
Tuesday	February 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	February 17	<b>CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY HOLIDAY</b>		
Tuesday	February 18	City Council	7:00 p.m.	<a href="https://youtube.com/live/JBmVdBW8Rd0">https://youtube.com/live/JBmVdBW8Rd0</a>
Wednesday	February 19	Library Board	6:00 p.m.	Stayton Public Library
Thursday	February 20	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	February 24	Planning Commission	7:00 p.m.	Stayton Community Center
MARCH 2025				
Monday	March 3	City Council	7:00 p.m.	<a href="https://youtube.com/live/wsb0MLZ6UmE">https://youtube.com/live/wsb0MLZ6UmE</a>
Tuesday	March 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	March 17	City Council	7:00 p.m.	<a href="https://youtube.com/live/11GoUBf5Lbs">https://youtube.com/live/11GoUBf5Lbs</a>
Wednesday	March 19	Library Board	6:00 p.m.	Stayton Public Library
Thursday	March 20	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	March 31	Planning Commission	7:00 p.m.	Stayton Community Center
APRIL 2025				
Tuesday	April 1	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	April 7	City Council	7:00 p.m.	<a href="https://youtube.com/live/96d-fnRk8ys">https://youtube.com/live/96d-fnRk8ys</a>
Wednesday	April 16	Library Board	6:00 p.m.	Stayton Public Library
Thursday	April 17	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	April 21	City Council	7:00 p.m.	<a href="https://youtube.com/live/G1kJ8pgNNpl">https://youtube.com/live/G1kJ8pgNNpl</a>
Monday	April 28	Planning Commission	7:00 p.m.	Stayton Community Center
MAY 2025				
Monday	May 5	City Council	7:00 p.m.	<a href="https://youtube.com/live/0x6LNBRT_lo">https://youtube.com/live/0x6LNBRT_lo</a>
Tuesday	May 6	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	May 12	Budget Committee	6:00 p.m.	
Wednesday	May 14	Budget Committee	6:00 p.m.	
Thursday	May 15	Budget Committee	6:00 p.m.	
Thursday	May 15	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	May 19	City Council	7:00 p.m.	<a href="https://youtube.com/live/CrpLldzcj3g">https://youtube.com/live/CrpLldzcj3g</a>
Wednesday	May 21	Library Board	6:00 p.m.	Stayton Public Library
Monday	May 26	<b>CITY OFFICES CLOSED IN OBSERVANCE OF MEMORIAL DAY HOLIDAY</b>		
Tuesday	May 27	Planning Commission	7:00 p.m.	Stayton Community Center
JUNE 2025				
Monday	June 2	City Council	7:00 p.m.	<a href="https://youtube.com/live/QUZE3A1CmSI">https://youtube.com/live/QUZE3A1CmSI</a>
Tuesday	June 3	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	June 16	City Council	7:00 p.m.	<a href="https://youtube.com/live/_JlmrvtJva8">https://youtube.com/live/_JlmrvtJva8</a>
Wednesday	June 18	Library Board	6:00 p.m.	Stayton Public Library
Thursday	June 19	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	June 30	Planning Commission	7:00 p.m.	Stayton Community Center

**City of Stayton  
City Council Minutes  
January 6, 2025**

**LOCATION:** STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON  
**Time Start:** 7:01 P.M. **Time End:** 9:00 P.M.

**COUNCIL MEETING ATTENDANCE LOG**

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Council President Stephen Sims	Alissa Angelo, Assistant City Manager
Councilor Ken Carey	Gwen Johns, Police Chief
Councilor Luke Bauer	Janna Moser, Library Director
Councilor Jordan Ohrt	James Brand, Finance Director
Councilor David Patty	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Administrative Special Projects

AGENDA	ACTIONS
<b>REGULAR MEETING</b>	
<b>Oath of Office</b>	
a. Oath of office for Councilors Steve Sims and Ken Carey	Ms. Raba administered the oath of office.
<b>Announcements</b>	
a. Additions to the agenda	None.
b. Declaration of Ex Parte Contacts, Conflict of Interest, Bias, etc.	None.
<b>Appointments</b>	
a. Resolution No. 1127, Appointing Luke Bauer to City Council	Ms. Hajduk reviewed the staff report.  Motion from Councilor Ohrt, seconded by Councilor Patty, to approve Resolution No. 1127 as presented.  <b>Sims, Carey, Ohrt, Patty: Yes Motion passed 4:0.</b>
b. Oath of office for Councilor Luke Bauer	Ms. Raba administered the oath of office.
c. Appointment of Council President	Motion from Councilor Patty, seconded by Councilor Carey, appoint Councilor Sims as Council President.  <b>Sims, Carey, Ohrt, Patty, Bauer: Yes Motion passed 5:0.</b>
<b>Public Comment</b>	<b>James Loftus, Stayton</b> spoke regarding his interaction with the Police department.  <b>Damian Centanni, Stayton</b> welcomed the new council members.

	<p><b>Alan Bender, Stayton</b> spoke regarding the City’s sidewalk vendor permit fee.</p> <p><b>Leonard Hays, Stayton</b> spoke regarding residents in Westown who have several cars contributing to visibility issues for drivers.</p>
<p><b>Consent Agenda</b></p> <p>a. December 16, 2024 City Council Regular Session Minutes</p> <p>b. Resolution No. 1128, Reappointment of Members to the Planning Commission and Parks and Recreation Board.</p>	<p>Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda as presented.</p> <p><b>Sims, McDonald, Ohrt, Patty, Bauer: Yes</b> <b>Motion passed 5:0.</b></p> <p>Mayor Quigley discussed the retirement of Richard Lewis and expressed his appreciation for the volunteers who fill the roles on our boards and commissions.</p>
<p><b>Presentations</b></p> <p>a. Small Municipalities Advocacy Coalition – Sean Tate</p>	<p>Mr. Tate discussed the upcoming legislative schedule, new legislative hurdles, areas of focus for the next legislative cycle, and upcoming bills supported by Representative Diehl.</p> <p>Councilor Ohrt asked how the Governor’s executive order to require labor agreements to be included in state funding projects. Mr. Tate responded.</p> <p>Councilor Carey asked how small cities are affected by the rulings for larger city’s approach to homelessness. Mr. Tate responded.</p>
<p><b>Public Hearing</b></p>	<p>None.</p>
<p><b>General Business</b></p> <p><b>Charter Review Discussion – Section 9 and 17</b></p> <p>a. Staff Report – Ross Williamson.</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p><b>Outside Seating Vendor Permit Discussion</b></p>	<p>Mr. Williamson reviewed sections 9 and 17 of the City Charter.</p> <p>None.</p> <p>Council acknowledged their desire to further discuss allowing the mayor to be a voting member of the council. Council questioned the appropriate platform for discussion of compensation, and the process for tie breaking and veto authority if the mayor were to be given voting rights. Mr. Williamson responded.</p> <p>Mayor Quigley asked Mr. Williamson to comment regarding Mr. Loftus’s public comment. Mr. Williamson shared the facts and stated his opinion on the matter.</p> <p>Mr. Quigley requested to add a discussion on this topic</p>

	<p>following Mr. Bender’s public comment.</p> <p>Julia gave a history of the ordinances associated with the vendor permit process and fees.</p> <p>Council discussed the ordinances and fees. Council directed staff to delay enforcement and requested a further review of the ordinances and fees.</p>
<p><b>Communications from City Staff</b></p>	<p>Ms. Hajduk spoke about Mr. Hays concerns regarding Brett Court and provided an update on the Ida Street paving project. She reminded council of the League of Oregon Cities training scheduled for January 28<sup>th</sup>, and announced the City would begin advertising for the open Public Works Director position this month. There was a brief discussion with council about what they are looking for in a Public Works director.</p> <p>Chief Johns reviewed code regulations regarding storing a vehicle on the street and how the department addresses these code violations.</p>
<p><b>Communications from Mayor and Council</b></p>	<p>Councilor Ohrt acknowledged the social media discussion about crosswalk safety and questioned if we had an intention to increase crosswalk patrols. Staff responded.</p> <p>Councilor Ohrt discussed reports that are done locally regarding street safety and line of sight issues and questioned how we can implement recommended changes outlined in the surveyors reports to address the needs of the community. Staff responded.</p> <p>Councilor Carey asked for clarification on what implicates the need for an amber crosswalk. Staff responded.</p> <p>Mayor Quigley addressed his wish arrange the council meetings to include staff at the dais. Staff responded.</p> <p>Councilor Ohrt discussed the tree lighting ceremony and thanked staff for the work that went into the event.</p> <p>Councilor Carey thanked the public for the opportunity to serve as councilor.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 3<sup>rd</sup> DAY OF FEBRUARY 2025, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
 Brian Quigley, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
 Julia Hajduk, City Manager

**Stayton City Council  
Work Session  
January 21, 2025**

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

**Time Start:** 6:00 P.M.

**Time End:** 8:05 P.M.

**MEETING ATTENDANCE LOG**

	<b>STAYTON STAFF</b>
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor Luke Bauer	Alissa Angelo, Assistant City Manager
Councilor Ken Carey	James Brand, Finance Director (excused)
Councilor Jordan Ohrt	Gwen Johns, Police Chief
Councilor David Patty	Janna Moser, Library Director
Councilor Steve Sims	Jennifer Siciliano, Community & Economic Development
	Melanie Raba, Administrative Special Projects (excused)
	Emily Rushing, Aquatics Facility Manager

<b>AGENDA</b>	<b>ACTIONS</b>
<b>Stayton Family Memorial Pool Assessment Report</b>	Kirk Sund and Daniel Roth, representatives from CBTWO Architects, reviewed the Pool Assessment Report. Council questions and discussion regarding priority repairs, potential improvements, and the upcoming levy.
<b>Community Improvement Grant</b>	Ms. Siciliano reviewed the upcoming Community Improvement Grant application process. Questions and discussion regarding budget, criteria, scoring, and process.
<b>Downtown Parking Survey</b>	Ms. Siciliano reviewed a presentation on the results of the recent downtown parking survey. Council questions and discussion regarding the survey, time-limited parking, signage and other strategies.
<b>City Hall Remodel Discussion</b>	Staff reviewed the City Hall Remodel Project and if there was Council support for a Construction Manager / General Contractor (CMGC) process or if the City should do a Design – Bid – Build process for the project. Council questions and discussion regarding the Facilities budget, the previously completed Facilities Needs Assessment, and costs for a new City Hall – Police Department Civic Center.

APPROVED BY THE STAYTON CITY COUNCIL THIS 3<sup>RD</sup> DAY OF FEBRUARY 2025, BY A \_\_\_\_ VOTE OF THE STAYTON CITY COUNCIL.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Brian Quigley, Mayor

Date: \_\_\_\_\_

Attest: \_\_\_\_\_  
Julia Hajduk, City Manager



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

**TO: Mayor Brian Quigley and the Stayton City Council**  
**FROM: Julia Hajduk, City Manager**  
**DATE: February 3, 2025**  
**SUBJECT: Appointment of Council Liaisons**

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Resolution No. 1027 adopted the most current Council rules and indicates the Mayor shall appoint one or more Council members to serve as a Council Liaison in one of 5 categories:

1. Education, Social Services, Governmental Agencies;
2. Economic Development and Housing;
3. Public Safety and Environmental;
4. Community Relations and Outreach;
5. Transportation and Infrastructure (or Public Utilities).

After discussion, the Mayor and Council determined it would be appropriate to add specific Council liaisons to certain boards and commissions to ensure two-way communication between boards and commissions in Stayton. While we've had Councilors appointed to boards and commissions, as well as external organizations, there are now new Councilors, and it is necessary to discuss and appoint who will be serving in the capacity in this upcoming year. The following is a list of the prior appointments:

- Planning Commission (Meets last Mondy) – Steve Sims
- Parks and Recreation Board (Meets 1<sup>st</sup> Tuesday) – Ben McDonald
- Library Board (Meets 3<sup>rd</sup> Wednesday) – Jordan Ohrt
- Sewer Committee (per Stayton-Sublimity Sewer agreement/meetings vary) – Brian Quigley
- Public Arts Commission (newly active – Meets the 3<sup>rd</sup> Thursday) – David Patty
- School Board (meets 3<sup>rd</sup> Thursday) – David Patty
- Chamber Board (uncertain of meeting dates) – David Giglio
- Santiam Hospital Board (uncertain of meeting dates) – Brian Quigley
- Revitalize Downtown Stayton (Meets 2<sup>nd</sup> Wednesday) – Jordan Ohrt



As a reminder, the purpose and expectations of the Council liaison is to:

1. Have a specific Council member who is the contact if there are questions or need of Council information by the Board or Commission;
2. To attend meetings as able and applicable in order to convey to the Council what is happening at the board and commission meetings; and
3. To convey to the board and commissions updates from Council on discussion and activity that might be pertinent to the Board and Commission.

This is a discussion only. A resolution formalizing the appointments will be prepared for the next meeting.