



AGENDA STAYTON CITY COUNCIL

Monday, June 3, 2024

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://youtube.com/live/gAhI3Aa0qQk>

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.

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 **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 **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.

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. PUBLIC COMMENT

5. CONSENT AGENDA

- a. May 6, 2024 City Council Regular Session Minutes
- b. May 15, 2024 City Council Special Session Minutes

6. PRESENTATIONS**7. PUBLIC HEARING****Resolution No. 1106, Electing to Receive State Revenue Sharing Funds ACTION**

- a. Staff Report – James Brand
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1106

Resolution No. 1107, Adopting the 2024-25 City Budget, Making Appropriations, and Imposing and Categorizing Property Taxes for the Fiscal Year ACTION

- a. Staff Report – James Brand
- b. Open Public Hearing
- c. Public Hearing
- d. Close Public Hearing
- e. Council Deliberation
- f. Council Decision on Resolution No. 1107

8. GENERAL BUSINESS**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

JUNE 2024				
Monday	June 3	Council Executive Session	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 3	City Council	7:00 p.m.	https://youtube.com/live/gAhI3Aa0qQk
Tuesday	June 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Tuesday	June 11	Council Executive Session	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 17	City Council Work Session	6:00 p.m.	E.G. Siegmund Meeting Room
Monday	June 17	City Council	7:00 p.m.	https://youtube.com/live/CbxRQKofXts
Wednesday	June 19	Library Board *Cancelled*	6:00 p.m.	Stayton Public Library
Thursday	June 20	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices
Monday	June 24	Planning Commission	7:00 p.m.	Stayton Community Center
JULY 2024				
Monday	July 1	City Council	7:00 p.m.	https://youtube.com/live/ObstG7px_s8
Tuesday	July 2	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Thursday	July 4	CITY OFFICES CLOSED IN OBSERVANCE OF INDEPENDENCE DAY HOLIDAY		
Monday	July 15	City Council	7:00 p.m.	https://youtube.com/live/Ho-DcNPeKFY
Wednesday	July 17	Library Board *Cancelled*	6:00 p.m.	Stayton Public Library
Monday	July 29	Planning Commission	7:00 p.m.	Stayton Community Center
AUGUST 2024				
Monday	August 5	City Council	7:00 p.m.	https://youtube.com/live/Lj-mxqCQ5SQ
Tuesday	August 6	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	August 19	City Council	7:00 p.m.	https://youtube.com/live/srIRGhfmTvM
Wednesday	August 21	Library Board	6:00 p.m.	Stayton Public Library
Monday	August 26	Planning Commission	7:00 p.m.	Stayton Community Center
SEPTEMBER 2024				
Monday	September 2	CITY OFFICES CLOSED IN OBSERVANCE OF LABOR DAY HOLIDAY		
Tuesday	September 3	City Council	7:00 p.m.	https://youtube.com/live/X4ql09p4SII
Wednesday	September 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	September 16	City Council	7:00 p.m.	https://youtube.com/live/bUyCXZQ77A8
Wednesday	September 18	Library Board	6:00 p.m.	Stayton Public Library
Monday	September 30	Planning Commission	7:00 p.m.	Stayton Community Center
OCTOBER 2024				
Tuesday	October 1	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	October 7	City Council	7:00 p.m.	https://youtube.com/live/xRkV_sAoEv0
Wednesday	October 16	Library Board	6:00 p.m.	Stayton Public Library
Monday	October 21	City Council	7:00 p.m.	https://youtube.com/live/bFFjQQ_J9VQ
Monday	October 28	Planning Commission	7:00 p.m.	Stayton Community Center

**City of Stayton
City Council Minutes
May 6, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:00 P.M. **Time End:** 8:32 P.M.

COUNCIL MEETING ATTENDANCE LOG

COUNCIL	STAYTON STAFF
Mayor Brian Quigley	Julia Hajduk, City Manager
Councilor David Giglio	Alissa Angelo, Assistant City Manager (excused)
Councilor Ben McDonald	Lance Ludwick, Public Works Director
Councilor Jordan Ohrt	Gwen Johns, Police Chief
Councilor David Patty	Janna Moser, Library Director (excused)
Councilor Stephen Sims	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, 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.
Public Comment	
a. Adam Culbertson	Mr. Culbertson spoke about imposing time limits for parking in the downtown area. He also spoke about OLCC requirements for his business to allow curbside pick-up.
Consent Agenda	
a. April 15, 2024 City Council Work Session Minutes	Councilor Patty requested to move item d to General Business for further discussion.
b. April 15, 2024 City Council Regular Session Minutes	
c. April 29, 2024 City Council Work Session Minutes	
d. Resolution No. 1104, Directing and Authorizing the Submittal of a Grant to the Oregon State Marine Board and Authorizing the Signing of a Contract with Marion County for the Use of ARPA Funds	Motion from Councilor Ohrt, seconded by Councilor Patty, to approve items a, b, and c as presented. Motion passed 5:0.
Presentations	None.
Public Hearing	None.
General Business	
Resolution No. 1104, Directing and Authorizing the Submittal of a Grant to the Oregon State Marine Board and Authorizing the Signing of a Contract with Marion County for the Use of ARPA Funds	Council and staff had a brief discussion regarding fiscal impact and the uniqueness of the grant application conditions. Motion from Councilor Patty, seconded by Councilor McDonald, to approve Resolution No. 1104, directing and authorizing the submittal of a grant to the Oregon State

Resolution No. 1101, Authorizing City Manager to Sign Safety Action Plan Grant Agreement

- a. Staff Report – Jennifer Siciliano
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Marine Board and authorizing the signing of a contract with Marion County for the use of ARPA funds, as presented.

Motion passed 5:0.

Ms. Siciliano reviewed the staff report.

None.

Council and staff engaged in a brief conversation about safety grants.

Motion from Councilor Ohrt, seconded by Councilor Giglio, to approve Resolution No. 1101, authorizing City Manager to sign safety action plan grant agreement, as presented.

Motion passed 5:0.

Resolution No. 1102, Ida Street Sewer Phase 2 Contract Approval

- a. Staff Report – Lance Ludwick
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Mr. Ludwick reviewed the staff report.

None.

Council requested clarification on exact work that was to be performed. Mayor Quigley and Mr. Ludwick discussed the bid selection criteria.

Motion from Councilor Giglio, seconded by Councilor Patty, to approve Resolution No. 1102, awarding the contract for Ida Street Sewer Phase 2 contract to The Saunders Company, as presented. **Motion passed 5:0.**

Resolution No. 1103, Budget Adjustments, Repeal Resolution No. 1081

- a. Staff Report – James Brand
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Mr. Brand reviewed the staff report.

None.

Council and staff discussion on the allowed use of unappropriated funds.

Motion from Councilor Giglio, seconded by Councilor McDonald, to approve Resolution No. 1103, adjusting the budget and repealing Resolution No. 1081. **Motion passed 5:0.**

<p>Quarter 3 Financial Update</p> <p>a. Staff Report – James Brand</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Mr. Brand reviewed the staff report.</p> <p>None.</p> <p>Council discussed the expected Pacific Power increases planned for next year.</p>
<p>Communications from City Staff</p>	<p>Budget books were distributed.</p> <p>City sponsorship of the Teen Center Golf Tournament.</p> <p>Chief Johns spoke about Coffee with a Cop, Safety Town, training sessions, trespass requests at the Plaza, Stayton Police Department accreditation, abandoned vehicles, traffic stop statistics, and parking restrictions.</p>
<p>Communications from Mayor and Council</p>	<p>Councilor Ohrt spoke about parking in the downtown area.</p> <p>A Charter Review work session with the City Attorney is scheduled for June 26, 2024.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 3rd DAY OF JUNE 2024, BY A ____ VOTE OF THE STAYTON CITY COUNCIL.

Date: _____

By: _____
Brian Quigley, Mayor

Date: _____

Attest: _____
Julia Hajduk, City Manager

**City of Stayton
City Council Minutes
May 15, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 5:48 P.M. **Time End:** 5:59 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
Councilor Ben McDonald	Lance Ludwick, Public Works Director (excused)
Councilor Jordan Ohrt (excused)	Gwen Johns, Police Chief
Councilor David Patty	Janna Moser, Library Director
Councilor Stephen Sims	James Brand, Finance Director
	Jennifer Siciliano, Community & Economic Development Director
	Melanie Raba, Office Specialist

AGENDA	ACTIONS
SPECIAL SESSION	
GENERAL BUSINESS	
Resolution No. 1105, Authorizing the Submittal of a Grant to the Oregon Department of Transportation Carbon Reduction Program	
a. Staff Report – Julia Hajduk	Ms. Hajduk reviewed the staff report.
b. Public Comment	None.
c. Council Discussion	Council questions regarding maintenance, charging station availability, and leasing opportunities. Staff responded.
d. Council Decision	Motion from Councilor Patty, seconded by Councilor McDonald, to approve Resolution No. 1105, authorizing the submittal of a grant to the Oregon Department of Transportation Carbon Reduction Program. Motion passed 3:0.

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF JUNE 2024, 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: James Brand, Finance Director
DATE: June 3, 2024
SUBJECT: Resolution No. 1106, Electing to Receive State Revenue Sharing Funds

ISSUE

Compliance with Oregon Revised Statutes in order to receive State Shared Revenues.

STAFF RECOMMENDATION

Staff recommends that the Council approve Resolution No. 1106 electing to receive State Shared Revenue funds.

BACKGROUND INFORMATION

ORS 221.760 provides that cities located within a county having more than 100,000 inhabitants must provide four or more of the following municipal services to be eligible to receive state-shared revenues:

- Police protection
- Fire protection
- Street construction, maintenance, and lighting
- Sanitary sewers
- Storm sewers
- Planning, zoning, and subdivision control
- One or more utility services

ORS 221.770 requires cities to, after taking public comment before the Budget Committee and after holding a public hearing, annually pass a resolution requesting State Revenue Sharing funds. Resolution No. 1106 declares the City's election to receive these funds.

FACTS AND FINDINGS

On May 13, 2024, a public hearing was held at the Budget Committee meeting to receive citizen input on possible uses of State Revenue Sharing funds. Earlier this evening, a public hearing was held to receive citizen input on proposed uses of State Revenue Sharing funds.

Oregon Revised Statutes further require that the Council pass a resolution electing to receive these funds.

Once the resolution is approved, the Finance Director will complete a survey required by the Oregon Dept. of Administrative Services (DAS) that certifies the City's eligibility to receive State Shared Revenues in accordance with ORS 221.760. The survey also requires an upload of the City's resolution electing to receive these funds per ORS 221.770.

FISCAL IMPACT

Revenue	Fund	2024-25		Purposes
		Proposed Budget	% of Total Budget	
Liquor tax	General	\$176,186	0.46%	Public safety, general
Marijuana tax	General	\$110,000	0.29%	Public safety, general
Cigarette tax	General	\$5,889	0.02%	Public safety, general
State revenue sharing	General	\$95,000	0.25%	Public safety, general
State gas tax	Street	\$666,000	1.74%	Street maintenance
		\$1,053,075	2.76%	

OPTIONS

1. Approve the attached Resolution to comply with State Revenue Sharing Law and be eligible to receive these funds.
2. Do not approve the attached Resolution to comply with State Revenue Sharing Law and be ineligible to receive these funds.

MOTION(S)

For Option 1: Offer a motion to approve Resolution No. 1106, Declaring the City's Election to Receive State Revenues.

For Option 2: No motion necessary.



RESOLUTION NO. 1106

A RESOLUTION DECLARING THE CITY’S ELECTION TO RECEIVE STATE-SHARED REVENUES

WHEREAS Oregon Revised Statute (ORS) 221.770 requires that a city may not be included in apportionments or receive distributions of State Revenue Sharing unless it elects to receive distributions by enactment of an ordinance or resolution expressing that election.

WHEREAS public comment was taken before the Budget Committee was held on May 13, 2024, and a public hearing before the City Council was held on June 3, 2024, giving the citizens an opportunity to comment on use of State Revenue Sharing.

NOW THEREFORE, BE IT RESOLVED BY THE STAYTON CITY COUNCIL THAT THE CITY OF STAYTON HEREBY ELECTS TO RECEIVE STATE REVENUES FOR THE 2024-25 FISCAL YEAR.

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF JUNE 2024.

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: James Brand, Finance Director
DATE: June 3, 2024
SUBJECT: Resolution No. 1107, Adopting the 2024-25 City Budget, Making Appropriations, and Imposing and Categorizing Property Taxes for the Fiscal Year

ISSUE

Resolution No. 1107, a resolution adopting the 2024-25 budget, making appropriations, and imposing and categorizing ad valorem taxes for the 2024-25 fiscal year.

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 1107 as presented or as may be amended.

BACKGROUND INFORMATION

On May 15, 2024, the City of Stayton Budget Committee approved a City Budget for Fiscal Year 2024-25, approved levying the City's established permanent tax rate of \$3.328/\$1,000 of assessed value, and approved levying the City's two local option tax levies: \$0.4000/\$1,000 and \$0.5000/\$1,000 of assessed value for library and recreation, respectively.

Scheduled at the beginning of this meeting is a public hearing before the Stayton City Council, as required by Oregon Budget Law, to receive public input regarding the Budget as approved by the Budget Committee.

ORS 294.456 allows a governing body to make changes to the Approved Budget after the public hearing and prior to adoption. The following changes require additional notice and another public hearing:

- a. An increase in estimated expenditures for each fund by more than \$5,000 or 10 percent of the estimated expenditures, whichever is greater; and
- b. The amount or rate of the total ad valorem property taxes to be certified by the municipal corporation to the assessor may not exceed the amount approved by the budget committee.

FACTS AND FINDINGS

The fiscal year 2024-25 budget as presented in the attached resolution has been approved by the Stayton Budget Committee.

The Budget Committee approved levying the full amount of the City's general tax rate of \$3.328 per thousand dollars of assessed value, as well as the City's two voter-approved local option tax levies.

After the public hearing and prior to adoption, increases to expenditures each fund can be made by the City Council up to the greater of \$5,000 or 10% with no additional procedures. Increases above this amount require an additional public hearing prior to adoption.

The City's budget must be adopted, and appropriations made, prior to June 30th to avoid interruption of services.

FISCAL IMPACT

The total City Budget is \$38,275,358, including total appropriations of \$28,601,061, and a total General Fund appropriation of \$7,666,074.

OPTIONS

1. Adopt the 2024-25 Budget as presented.
2. Adopt the 2024-25 Budget with amendments not requiring additional notice and public hearing as limited by Oregon Budget Law.
3. Approve amendments to the 2024-25 Approved Budget that require additional notice and an additional public hearing to be held at a future meeting on/before June 30th.

MOTION

Offer a motion to approve Resolution No. 1107, adopting the 2024-25 fiscal year budget, making appropriations for the 2024-25 fiscal year, and levying and categorizing taxes for the fiscal year *(either as presented or as further specifically amended)*.



RESOLUTION NO. 1107

**A RESOLUTION ADOPTING THE 2024-25 BUDGET, MAKING
APPROPRIATIONS AND IMPOSING AND CATEGORIZING AD VALOREM
TAXES FOR THE 2024-25 FISCAL YEAR**

WHEREAS the City Budget Officer prepared the proposed budget for the City of Stayton for the 2024-25 fiscal year commencing July 1, 2024;

WHEREAS the proposed budget was approved by the Budget Committee on May 15, 2024;

WHEREAS the Stayton City Council held a public hearing for the approved budget to receive comments from citizens; and

WHEREAS the Stayton City Council has considered the public testimony received.

NOW, THEREFORE, BE IT RESOLVED THAT THAT THE STAYTON CITY COUNCIL HEREBY ADOPTS THE FOLLOWING RESOLUTIONS:

1. Adopting the budget and making appropriations. Adopts the budget for fiscal year 2024-25, beginning July 1, 2024, in the total amount of \$38,275,358 and makes the following appropriations:

Fund/Program or Org. Unit/Object Classification	Appropriation
General Fund	
Police	\$2,842,269
Planning	424,877
Community Center	111,432
Municipal Court	120,269
Administration	1,658,755
Mayor/City Council	43,615
General Operations	439,642
Street Lights	115,093
Not Allocated to Program/Org Unit.:	
Transfers Out	1,324,122
Contingency	586,000
Total	\$7,666,074
Library Fund	
Library	\$608,726
Not Allocated to Program/Org Unit.:	
Transfers Out	52,900
Contingency	31,000
Total	\$692,626

Fund/Program or Org. Unit/Object Classification	Appropriation
Pool Fund	
Pool	\$451,899
Not Allocated to Program/Org Unit.:	
Transfers Out	79,200
Contingency	23,000
Total	\$554,099
Public Works Administration Fund	
Public Works Administration	\$950,709
Not Allocated to Program/Org Unit.:	
Transfers Out	39,333
Contingency	48,000
Total	\$1,038,042
Street Fund	
Streets	\$1,402,891
Not Allocated to Program/Org Unit.:	
Transfers Out	447,600
Contingency	71,000
Total	\$1,921,491
Parks Fund	
Parks	\$1,427,853
Not Allocated to Program/Org Unit.:	
Transfers Out	133,800
Contingency	72,000
Total	\$1,633,653
Water Fund	
Water	\$2,969,700
Not Allocated to Program/Org Unit.:	
Debt Service	330,100
Transfers Out	472,500
Contingency	149,000
Total	\$3,921,300
Wastewater Fund	
Wastewater	\$5,665,915
Not Allocated to Program/Org Unit.:	
Debt Service	819,456
Transfers Out	590,200
Contingency	629,447
Total	\$7,705,018

Fund/Program or Org. Unit/Object Classification	Appropriation
Stormwater Fund	

Stormwater	\$ 1,139,461
Not Allocated to Program/Org Unit.:	
Debt Service	70,460
Transfers Out	238,300
Contingency	57,000
Total	\$1,505,221
Facilities Fund	
Facilities Development/Maint.	\$140,249
Not Allocated to Program/Org Unit.:	
Transfers Out	60,100
Contingency	8,000
Total	\$208,349
Water System Development Charge (SDC) Fund	
Not Allocated to Program/Org Unit.:	
Transfers Out	239,688
Total	\$239,688
Wastewater System Development Charge (SDC) Fund	
Not Allocated to Program/Org Unit.:	
Transfers Out	362,000
Total	\$362,000
Stormwater System Development Charge (SDC) Fund	
Not Allocated to Program/Org Unit.:	
Transfers Out	400,000
Total	\$400,000
Parks System Development Charge (SDC) Fund	
Not Allocated to Program/Org Unit.:	
Transfers Out	750,000
Total	\$750,000
Street System Development Charge (SDC) Fund	
Not Allocated to Program/Org Unit.:	
Transfers Out	3,500
Total	\$3,500
Total appropriations, All Funds	\$28,601,061
Total unappropriated and reserve amounts, All Funds	9,674,297
Total Budget	\$38,275,358

2. Imposing and Categorizing Ad Valorem Property Taxes. The following ad valorem property taxes are hereby imposed and categorized upon the assessed value of all taxable property within the City for tax year 2023-24:

General Government Limitation

- a) At the rate of \$3.3280 per \$1,000 for permanent rate tax.
- b) At a rate of \$0.4000 per \$1,000 for library local option tax.
- c) At a rate of \$0.5000 per \$1,000 for recreation local option tax.

APPROVED BY THE STAYTON CITY COUNCIL THIS 3RD DAY OF JUNE 2024.

Date: _____

By: _____
Brian Quigley, Mayor

Date: _____

Attest: _____
Julia Hajduk, City Manager