



AGENDA
STAYTON CITY COUNCIL
Monday, August 19, 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:

City Council Regular Session – <https://youtube.com/live/Lj-mxqCQ5SQ>
 Immediately following the Council Special Session

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

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. August 5, 2024 City Council Regular Session Minutes

6. PRESENTATIONS

7. PUBLIC HEARING

8. GENERAL BUSINESS

- 1. Resolution No. 1114, New Authorizers for MissionSquare 457 Plan** **ACTION**
 - a. Staff Report – James Brand
 - b. Public Comment
 - c. Council Discussion
 - d. Council Decision

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

AUGUST 2024				
Wednesday	August 21	Library Board	<i>Cancelled</i>	
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	<i>Cancelled</i>	
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
NOVEMBER 2024				
Monday	November 4	City Council	7:00 p.m.	https://youtube.com/live/4NtRsKXOwTs
Tuesday	November 5	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	November 11	CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY HOLIDAY		
Monday	November 18	City Council	7:00 p.m.	https://youtube.com/live/goRzVbZhbWk
Wednesday	November 20	Library Board	6:00 p.m.	Stayton Public Library
Monday	November 25	Planning Commission	7:00 p.m.	Stayton Community Center
Thursday	November 28	CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING DAY HOLIDAY		
Friday	November 29			
DECEMBER 2024				
Monday	December 2	City Council	7:00 p.m.	https://youtube.com/live/7CbTDLdwomI
Tuesday	December 3	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices
Monday	December 16	City Council	7:00 p.m.	https://youtube.com/live/9pOSKMkR7vc
Wednesday	December 18	Library Board	6:00 p.m.	Stayton Public Library
Tuesday	December 24	CITY OFFICES CLOSED IN OBSERVANCE OF CHRISTMAS HOLIDAY		
Wednesday	December 25			
Monday	December 30	Planning Commission	7:00 p.m.	Stayton Community Center

**City of Stayton
City Council Minutes
August 5, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:00 P.M. **Time End:** 7:50 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	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 (excused)

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	None.
Consent Agenda	
a. July 15, 2024 City Council Regular Session Minutes	Motion from Councilor Sims, seconded by Councilor Patty, to approve the Consent Agenda as presented. Motion passed 4:0.
b. July 15, 2024 City Council Work Session Minutes	
Presentations	
Years of Service Recognition – Alissa Angelo	Ms. Angelo presented Years of Service Recognition awards.
Public Hearing	None.
General Business	
Resolution No. 1112, Park Shelter Rentals/Facility Use Reservation	
a. Staff Report – James Brand	Mr. Brand reviewed the staff report.
b. Public Comment	None.
c. Council Discussion	Council asked for clarification on the proposed resolution. Staff responded.
d. Council Decision	Motion from Councilor Patty, seconded by Councilor Sims, to approve Resolution No. 1112, Park Shelter Rentals/ Facility Use Reservation as presented. Motion passed 4:0

<p>Update on Street Survey and Update on Next Steps</p> <p>a. Staff Summary – Julia Hajduk</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>Continuation of League of Oregon Cities Legislative Priorities Discussion</p> <p>a. Staff Summary – Julia Hajduk</p> <p>b. Public Comment</p> <p>c. Council Discussion</p>	<p>Ms. Hajduk reviewed the staff report.</p> <p>None.</p> <p>Council asked for information regarding the City’s code regarding streets, survey involvement, and survey results. Staff responded.</p> <p>Ms. Hajduk reviewed the staff report.</p> <p>None.</p> <p>Councilor McDonald and Ohrt spoke regarding their top legislative priorities.</p>
<p>Communications from City Staff</p>	<p>Ms. Hajduk reminded Council of the League of Oregon Cities conference and National Night Out. She also discussed the plan for a ribbon cutting for Ida Street at the next TGIF event and the schedule for Mill Creek Park grant decisions.</p> <p>Ms. Hajduk spoke regarding the opening on the Public Arts Commission.</p>
<p>Communications from Mayor and Council</p>	<p>Councilor McDonald announced he will not be running for reelection of his seat on Council. Mayor Quigley and Councilors thanked Councilor McDonald for his commitment to the role he has filled.</p> <p>Councilor Ohrt thanked Julia and staff for Representative Chavez-Deremer’s visit to the city. Mayor Quigley spoke about the representative’s visit.</p> <p>Mayor Quigley spoke about Ian’s involvement in the Ida Street project and the extra step on the sidewalk in front of Lovin Oven.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF AUGUST 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: August 19, 2024
SUBJECT: Staff Report for Resolution No. 1114 - New Authorizers for MissionSquare 457 Plan

BACKGROUND INFORMATION

The City received a statement from MissionSquare in the mail and it was addressed to former Finance Director, Christine Shaffer. The statement was generic and contained only company information for MissionSquare (formerly ICMA - International City/County Management Association). MissionSquare is a financial services company.

Not knowing if this statement was directed to the City or to Christine as an individual, James called the company and learned the City of Stayton does have an account. Since Christine and another former employee are the only two with access to the account, we need a resolution to give authority to current employees in order to access the account information.

We request the City Council give Alissa Angelo, HR Manager, and James Brand, Finance Director authority to access City account information at MissionSquare Retirement and to act on behalf of the City.

FISCAL IMPACT

It is believed that the funds in this account (if any) belong to retirees or current employees and are being held in trust by the City. Stayton records do confirm that funds were sent to an ICMA 457 Retirement Plan between 2005 and 2012.

SUMMARY

The City seeks authorization to access its account information with MissionSquare.

OPTIONS AND MOTIONS

City staff recommends the City Council approve Resolution 1114 to grant employees access to the account information and be able to act on behalf of the City.



**RESOLUTION NO. 1114
NEW AUTHORIZERS FOR MISSIONSQUARE 457 PLAN**

WHEREAS the City of Stayton has an account with MissionSquare Retirement, a 457 retirement plan company; and

WHEREAS the only City staff authorized to access the plan no longer work for the City; and

WHEREAS the only way for current City staff to access the plan information is by a new Resolution.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The City Council gives authority for Alissa Angelo, Assistant City Manager, and James Brand, Finance Director to access City account information at MissionSquare Retirement.

This Resolution shall become effective upon its adoption by the Stayton City Council.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 19TH DAY OF AUGUST 2024.

CITY OF STAYTON

Signed: _____, 2024

BY: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager