



AGENDA
STAYTON CITY COUNCIL
Monday, December 16, 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/9pOSKMkR7vc>

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. December 2, 2024 City Council Regular Session Minutes
- b. Resolution No. 1124, Accepting the Abstract of Election Results from the November 5, 2024 General Election

6. PRESENTATIONS**7. PUBLIC HEARING****8. GENERAL BUSINESS**

- a. **Resolution No. 1125, Appointing Brian Quigley as Mayor for the Remainder of the 2023-2026 Term** **ACTION**
 1. Staff Report – Julia Hajduk
 2. Public Comment
 3. Council Discussion
 4. Council Decision
- b. **Swearing in of Brian Quigley as Mayor**
- c. **Resolution No. 1126, Authorizing the Construction Contract to North Santiam Paving Co. for the Riverfront Park South Parking Lot Project** **ACTION**
 1. Staff Report – Michael Schmidt
 2. Public Comment
 3. Council Discussion
 4. Council Decision
- d. **Ordinance No. 1070, Adopting Biennial Budgets** **ACTION**
 1. Staff Report – James Brand
 2. Public Comment
 3. Council Discussion
 4. 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

DECEMBER 2024					
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	
JANUARY 2025					
Wednesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY			
Monday	January 6	City Council	7:00 p.m.		
Tuesday	January 7	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Wednesday	January 15	Library Board	6:00 p.m.	Stayton Public Library	
Thursday	January 16	Public Arts Commission	6:00 p.m.	Public Works / Planning Offices	
Monday	January 20	CITY OFFICES CLOSED IN OBSERVANCE OF MARTIN LUTHER KING JR. HOLIDAY			
Tuesday	January 21	City Council	7:00 p.m.		
Monday	January 27	Planning Commission	7:00 p.m.	Stayton Community Center	
FEBRUARY 2025					
Monday	February 3	City Council	7:00 p.m.		
Tuesday	February 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	February 17	CITY OFFICES CLOSED IN OBSERVANCE OF PRESIDENTS' DAY HOLIDAY			
Tuesday	February 18	City Council	7:00 p.m.		
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.		
Tuesday	March 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	March 17	City Council	7:00 p.m.		
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.		
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.		
Monday	April 28	Planning Commission	7:00 p.m.	Stayton Community Center	

**City of Stayton
City Council Minutes
December 2, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:00 P.M. **Time End:** 8:27 P.M.

COUNCIL MEETING ATTENDANCE LOG

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

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	<p>Brian Quigley, Stayton spoke regarding his health and requested to be reappointed as Mayor for the remainder of his elected term.</p> <p>James Loftus, Stayton spoke regarding his interaction with the Police department.</p> <p>Ms. Hajduk gave procedural direction to Council regarding both public comment statements.</p>
Consent Agenda	
a. November 18, 2024 City Council Work Session Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda as presented.
b. November 18, 2024 City Council Regular Session Minutes	Sims, Giglio, McDonald, Ohrt, Patty: Yes Motion passed 5:0.
Presentations	None.
Public Hearing	None.
General Business	
Ordinance No. 1070, Adopting Biennial Budgets	
a. Staff Report – James Brand	Mr. Brand reviewed the staff report.

<p>Ordinance No. 1071, Updating SMC3.04 to Raise Small Procurement Threshold to \$25k</p> <p>a. Staff Report – James Brand</p> <p>b. Public Comment</p> <p>c. Council Discussion</p> <p>d. Council Decision</p>	<p>Mr. Brand reviewed the staff report.</p> <p>None.</p> <p>Council asked for clarification on how we will get bids in the future. Staff responded.</p> <p>Council asked for clarification if this is a required change and asked for a review of the pros and cons of the proposed change. Staff responded.</p> <p>Motion from Councilor Patty, seconded by Councilor Giglio, to approve Ordinance 1071.</p> <p>Sims, Giglio, McDonald, Ohrt, Patty: Yes</p> <p>Motion passed 5:0.</p>
<p>Communications from City Staff</p>	<p>Ms. Hajduk announced open committee positions and Richard Lewis’ decision to resign from the Parks Board and Planning Commission.</p> <p>She shared that staff will be surveying Westown Dr. for the upcoming road improvement project and provided an update on Ida St. sewer project.</p> <p>Ms. Hajduk gave an update on the holiday events that started on Friday and will conclude next Friday at the tree lighting event.</p> <p>Ms. Siciliano gave an update on the Planning Commission and Public Arts Commission.</p> <p>Mr. Brand spoke regarding a potential incentive program for utility account holders who participate in paperless and/or autopay.</p>
<p>Communications from Mayor and Council</p>	<p>Council stated Mr. Quigley is the elected Mayor and if he is ready to serve out his term they would reappoint him.</p> <p>Councilor Ohrt and Giglio thanked Council President Sims for filling the role in Mayor Quigley’s absence.</p> <p>Councilor Giglio thanked those who ran for the open City Councilor positions and encouraged them to stay involved and run again in the future.</p> <p>Council President Sims discussed a letter of support he is seeking authorization to sign in support of a local business in need and shared information about an upcoming</p>

	<p>concert.</p> <p>Councilor Giglio spoke clarifying his opinion on the biennial budgets.</p>
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APPROVED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF DECEMBER 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: Alissa Angelo, Assistant City Manager
DATE: December 16, 2024
SUBJECT: Resolution No. 1124, Accepting the Abstract of Election Results from the November 5, 2024 General Election

STAFF RECOMENDATION

By consent, approving Resolution No. 1124 accepting the Abstract of Election Results from the November 5, 2024 General Election.

ENCLOSURE(S)

- Resolution No. 1124

BACKGROUND INFORMATION

Oregon Statute requires the County Clerk to deliver certified election results to the jurisdiction's elections officer following the election. The local government then must review and acknowledge acceptance of the Abstract of Election Results.

For your information, an Undervote occurs when the number of choices selected by a voter is less than the maximum number allowed for that contest or when no selection is made for a single choice contest. An Overvote occurs when one votes for more than the maximum number of selections allowed in a contest.

FACTS AND FINDINGS

An election was held on November 5, 2024 and citizens of Stayton cast votes for the following:

- Two City Councilor positions

OPTIONS

Accept the Abstract of Election Results

MOTION(S)

Consent Agenda approval.



**RESOLUTION NO. 1124
ACCEPTING THE ABSTRACT OF ELECTION RESULTS FROM THE
NOVEMBER 5, 2024 GENERAL ELECTION**

WHEREAS, at a General Election held in the State of Oregon, County of Marion, in the City of Stayton on November 5, 2024, the citizens of Stayton cast votes for two City Councilor positions;

WHEREAS, the Marion County Clerk has duly and regularly certified the results of the General Election held on November 5, 2024; and

WHEREAS, the City of Stayton received the certified election results from the Marion County Clerk, attached to this resolution as Exhibit A and by this reference incorporated herein.

NOW THEREFORE, THE CITY OF STAYTON RESOLVES:

SECTION 1. The Stayton City Council accepts the certified election results from the Marion County Clerk for the two City Councilor positions as the final official results (Exhibit A).

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF DECEMBER 2024.

CITY OF STAYTON

Signed: _____, 2024

BY: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager



Marion County
OREGON
CLERKS OFFICE

COUNTY CLERK
Bill Burgess
(503) 588-3579
bburgess@co.marion.or.us

ELECTIONS
(503) 588-5041
Fax: (503) 588-5383
elections@co.marion.or.us

LICENSING AND RECORDING
(503) 588-5226
Fax: (503) 373-4408
recording@co.marion.or.us

ADMINISTRATION
(503) 584-4785
Fax: (503) 373-4408

STATE OF OREGON }
 } SS.
COUNTY OF MARION }

CERTIFICATE

I, Bill Burgess, Marion County Clerk and Chief Election Official of Marion County, being first duly sworn, do depose and say:

THAT the attached abstracts are the true and final tallies from Marion County for the November 5, 2024, General Election.

IN WITNESS HERETO I do set my hand this 2nd day of December, 2024.

Bill Burgess
Marion County Clerk

City of Stayton Cumulative Results

Marion County, Oregon

Official Results

Election Results

Official General Election Ballot

Registered Voters

4159 of 227001 = 1.83%

Run Time 6:14 PM

11/5/2024

Precincts Reporting

118 of 118 = 100.00%

Run Date 12/02/2024

Page 1

City of Stayton, Councilor, 4-Year Term

Precincts			Voters		
Counted	Total	Percent	Ballots	Registered	Percent
1	1	100.00%	4,159	5,900	70.49%

Choice	Party	Vote by Mail		Total	
Luke Bauer		1,363	26.47%	1,363	26.47%
Ken Carey		1,416	27.50%	1,416	27.50%
Gary Frank		945	18.35%	945	18.35%
Stephen Sims		1,375	26.70%	1,375	26.70%
Misc Write-in (W)		43	0.84%	43	0.84%
Misc Write-in Option 2 (W)		7	0.14%	7	0.14%
Cast Votes:		5,149	100.00%	5,149	100.00%
Undervotes:		3,165		3,165	
Overvotes:		2		2	

*** End of report ***

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the November 5, 2024 General Election.

December 2, 2024

Signature of County Clerk
Bill Burgess

Date of Abstract



City of Stayton Canvass Results

Election Results

Run Time 6:14 PM

Run Date 12/02/2024

Marion County, Oregon

Official General Election Ballot

11/5/2024

Page 1

Official Results

Registered Voters

4159 of 227001 = 1.83%


Precincts Reporting

118 of 118 = 100.00%

City of Stayton, Councilor, 4-Year Term

Precinct	Luke Bauer	Ken Carey	Gary Frank	Stephen Sims	Misc Write-In (W)	Misc Write-In Option 2 (W)	Cast Votes	Undervotes	Overvotes	Vote by Mail Ballots Cast	Total Ballots Cast	Registered Voters	Turnout Percentage
655	1,363	1,416	945	1,375	43	7	5,149	3,165	2	4,159	4,159	5,900	70.49%
Totals	1,363	1,416	945	1,375	43	7	5,149	3,165	2	4,159	4,159	5,900	70.49%

I certify that the votes recorded on this abstract correctly summarize the tally of votes cast at the November 5, 2024 General Election.



December 2, 2024

Signature of County Clerk
Bill Burgess

Date of Abstract

City of Stayton Canvass Results

Election Results

Run Time

Run Date

6:14 PM

12/02/2024

Marion County, Oregon

Official General Election Ballot

11/5/2024

Page 2

Official Results

Registered Voters

4159 of 227001 = 1.83%

Precincts Reporting

118 of 118 = 100.00%

*** End of report ***



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

TO: Stayton City Council

FROM: Julia Hajduk, City Manager

DATE: December 16, 2024

SUBJECT: Mayor Appointment

ISSUE

Shall the Council approve Resolution No. 1125, appointing Brian Quigley as Mayor for the remainder of the term?

ENCLOSURE(S)

- Resolution No. 1125

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

Brian Quigley was elected as Mayor in November 2022 for a four-year term. In September of 2024, Brian Quigley stepped down from the position of Mayor for medical reasons and the Council declared a vacancy October 7, 2024. At the December 2, 2024 Council meeting, Brian Quigley addressed the Council and indicated his health had improved faster than anticipated and requested to be re-appointed as Mayor. After Council discussion, they directed staff to proceed with preparing a resolution to formally re-appoint Brian as Mayor to complete the remainder of his term.

FISCAL IMPACT

N/A

MOTION(S)

1. Approve Resolution No. 1125

Motion to approve Resolution No. 1125, as presented.

2. Deny Resolution No. 1125.

No motion necessary.



**RESOLUTION NO. 1125
APPOINTING BRIAN QUIGLEY AS MAYOR FOR THE REMAINDER OF THE 2023-
2026 TERM**

WHEREAS, Brian Quigley was elected as Mayor in November 2022 for a four year term;

WHEREAS, in September of 2024, Brian Quigley stepped down from the position of Mayor for medical reasons;

WHEREAS, the Council declared a vacancy in the Mayor position on October 7, 2024 but did not immediately take action to formally appoint someone to serve as Mayor;

WHEREAS, at the December 2, 2024 Council meeting Brian Quigley addressed the Council indicating his health had improved faster than anticipated and requested to be re-appointed as Mayor; and

WHEREAS, Council has determined that Brian Quigley served well as Mayor, was elected by the voters, and therefore support his re-instatement as Mayor.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council appoints Brian Quigley to serve out the remainder of the Mayor’s term.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF DECEMBER 2024.

CITY OF STAYTON

Signed: _____, 2024

By: _____
Stephen Sims, Council President

Signed: _____, 2024

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: Michael Schmidt, Engineering Associate

DATE: December 16, 2024

SUBJECT: Resolution No. 1126, Award of Contract for the Riverfront Park South Parking Lot Project

ISSUE

Should the Council approve Resolution No. 1126 and award a contract for the Riverfront Park South Parking Lot Project to North Santiam Paving Co. in the amount of \$97,400.00.

ENCLOSURE(S)

1. Bid Tabulation Sheet – December 5th, 2024, at 2:00 p.m.
2. Resolution No. 1126

BACKGROUND INFORMATION

Riverfront Park is a mostly unimproved area where residents can access the Santiam River. The park currently has a small gravel parking lot with limited space for vehicles. This project is to construct a paved parking lot with 19 stalls (including 1 ADA parking stall) to improve access to Riverfront Park and the Santiam River.

Public Works staff prepared the construction plans, construction specifications and bid packet for the improvement project. The project was advertised competitively in the Daily Journal of Commerce and sealed bids were opened on December 5, 2024, at 2:00 p.m.

BIDS RECEIVED

The City received bids from the following firms:

CONTRACTOR	BID AMOUNT
Knife River	\$102,296.17
D & I Excavating Inc.	\$103,915.00
Roy Houck Construction LLC	\$118,925.00

Paramount Ironworks, LLC	\$174,592.50
Dalke Construction Co. Inc.	\$119,481.40
Willamette Valley Excavating LLC	\$121,928.50
Black Rock Underground, LLC	\$104,605.00
Blackstone Paving & Excavation	\$163,014.65
CR Woods General Contractors	\$126,157.37
Bent LLC	\$136,900.00
Siegmund Excavation & Construction	\$113,878.75
Lawson Corp	\$114,170.00
Canyon Contracting LLC	\$121,852.45
North Santiam Paving Co.	\$97,400.00
RJ Armstrong & Associates Construction Inc.	\$126,310.00
A B Hinderlie Construction	\$137,580.00
Clearwater Excavation LLC	\$177,001.26
D&D Concrete & Utilities Inc.	\$128,785.00
Wickwire Contracting LLC	\$113,881.00

STAFF RECCOMENDATION

After reviewing all bids, Staff recommends the City approve Resolution No. 1126 and award a contract to North Santiam Paving Co. in the amount of \$97,400.00 to construct the outlined improvements.

OPTIONS AND MOTIONS

- 1) Approve Resolution No. 1126 and Award the Contract for the Riverfront Park South Parking Lot Project to North Santiam Paving Co. in the amount of \$97,400.00.

Move to approve Resolution No. 1126 and award the Riverfront Park South Parking Lot Project to North Santiam Paving Co. in the amount of \$97,400.00.

- 2) Reject all bids.

City of Stayton W Ida Sanitary Sewer Replacement Phase 2 Project

Bid Tabulation

Bid Date: 04/23/2024 at 2:00 PM

				North Santiam Paving Co.		Knife River		D & I Excavating		City of Stayton	
Bid Item Name		Est. Qty	Unit	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price	Bid Unit Price	Extended Bid Unit Price
1	Mobilization	1	LS	\$ 14,000.00	\$ 14,000.00	\$ 11,075.73	\$ 11,075.73	\$ 11,500.00	\$ 11,500.00	\$ 19,452.00	\$ 19,452.00
2	Erosion & Sediment Control	1	LS	\$ 1,300.00	\$ 1,300.00	\$ 2,205.41	\$ 2,205.41	\$ 1,000.00	\$ 1,000.00	\$ 3,000.00	\$ 3,000.00
3	Clearing & Grubbing	1	LS	\$ 1,000.00	\$ 1,000.00	\$ 653.57	\$ 653.57	\$ 2,200.00	\$ 2,200.00	\$ 1,500.00	\$ 1,500.00
4	General Excavation	740	CY	\$ 25.00	\$ 18,500.00	\$ 22.77	\$ 16,849.80	\$ 29.00	\$ 21,460.00	\$ 40.00	\$ 29,600.00
5	Subgrade Geotextile	840	SY	\$ 1.00	\$ 840.00	\$ 2.02	\$ 1,696.80	\$ 2.75	\$ 2,310.00	\$ 2.00	\$ 1,680.00
6	3/4" - 0" Base Aggregate	460	TON	\$ 30.50	\$ 14,030.00	\$ 33.68	\$ 15,492.80	\$ 32.00	\$ 14,720.00	\$ 40.00	\$ 18,400.00
7	Level 2, 1/2-Inch Dense HMA	195	TON	\$ 110.00	\$ 21,450.00	\$ 138.43	\$ 26,993.85	\$ 138.00	\$ 26,910.00	\$ 165.00	\$ 32,175.00
8	Standard Curb	315	LF	\$ 40.00	\$ 12,600.00	\$ 41.76	\$ 13,154.40	\$ 25.00	\$ 7,875.00	\$ 55.00	\$ 17,325.00
9	4-Inch White Stripe Paint	460	LF	\$ 3.00	\$ 1,380.00	\$ 1.76	\$ 809.60	\$ 4.00	\$ 1,840.00	\$ 5.00	\$ 2,300.00
10	ADA Parking Sign Complete	1	EA	\$ 400.00	\$ 400.00	\$ 839.46	\$ 839.46	\$ 550.00	\$ 550.00	\$ 1,200.00	\$ 1,200.00
11	Raing Garden 16 x 20 complete	2	EA	\$ 5,000.00	\$ 10,000.00	\$ 3,401.83	\$ 6,803.66	\$ 5,350.00	\$ 10,700.00	\$ 7,500.00	\$ 15,000.00
12	Gate Installation - City Supplied Materials	1	LS	\$ 1,900.00	\$ 1,900.00	\$ 5,721.15	\$ 5,721.15	\$ 2,850.00	\$ 2,850.00	\$ 7,500.00	\$ 7,500.00
				Total Bid Price	\$ 97,400.00	Total Bid Price	\$ 102,296.23	Total Bid Price	\$ 103,915.00	Total Bid Price	\$ 149,132.00
Bid Bond Circular 570				YES		YES		YES			
BOLI Exclusion List				YES		YES		YES			
CCB Verification				53247 - YES		2101 - YES		193460 - YES			
Employee Drug Testing Program				YES		YES		YES			
First Tier Subcontractor Disclosure Form				YES		YES		YES			
Certificate of Non-Discrimination				YES		YES		YES			
Affidavit of Noncollusion				YES		YES		YES			
Resident/Non-resident Bidder Status				YES		YES		YES			
Certificate of Compliance with Tax Laws				YES		YES		YES			
Addendum				YES		YES		YES			

Extended amounts in red denotes a math error in the submitted bid schedule



RESOLUTION NO. 1126

A RESOLUTION TO AUTHORIZE THE CONSTRUCTION CONTRACT TO NORTH SANTIAM PAVING CO. FOR THE RIVERFRONT PARK SOUTH PARKING LOT PROJECT

WHEREAS, the existing parking area at Riverfront Park is unimproved and parking is limited;

WHEREAS, residents can access the Santiam River from Riverfront Park;

WHEREAS, the City of Stayton Public Works Department designed the construction plans and specifications for a 19 stall paved parking lot;

WHEREAS, the City advertised the project for construction in the Daily Journal of Commerce with a bid opening on December 5th, 2024;

WHEREAS, North Santiam Paving Co. was the lowest responsive bidder; and,

WHEREAS, staff recommends the entering into a construction contract with North Santiam Paving Co. for the Riverfront Park South Parking Lot Project in the amount of \$97,400.00.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Stayton City Council authorizes the City Manager to sign the contract for the Riverfront Park South Parking Lot Project to North Santiam Paving Co. in the amount of \$97,400.00.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16TH DAY OF DECEMBER 2024.

CITY OF STAYTON

Signed: _____, 2024

By: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager



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

TO: Stayton City Council
FROM: James Brand, Finance Director
DATE: December 16, 2024
SUBJECT: Second consideration of Ordinance No. 1070, Adopting Amendments to the Stayton Municipal Code to Enable a Biennial Budget Process

ISSUE

Shall the Council adopt the second consideration of Ordinance No. 1070 which amends the Municipal Code to remove reference to an annual budget, thereby allowing for a biennial budget process?

ENCLOSURE(S)

- Ordinance No. 1070

STAFF RECOMMENDATION

Staff recommends approval of the proposed second consideration of the Ordinance.

BACKGROUND INFORMATION

Second considerations are required for all ordinance changes. Per Council recommendations, staff have updated the sixth "Whereas" to change the word "may" to "shall". This designates a Budget Committee meeting shall take place. Another requested change was made to add Section three to the Ordinance which states the Budget Committee will review a budget status and have an opportunity to make changes.

During this review period, the City reached out to the Budget Committee to seek their input into this ordinance. Leonard Hays provided comments about the biennial budget. He would like to see the Budget Committee involved annually and he is in favor of receiving updates by email whenever the Council makes budget changes. He also encouraged the Budget Committee members to attend (or watch) more Council meetings. In conclusion, Leonard states he is in favor of a biennial budget if the Budget Committee meets annually to review, and the budget is stuck to as close as possible.

Hearing this from Mr. Hays, I would be in favor of emailing the quarterly finance updates to the Budget Committee.

FISCAL IMPACT

There is no direct fiscal impact with this change, however, as noted above, there will be significant savings in staff time which has a value.

MOTION(S)

- 1) Approve Ordinance No. 1070, as presented.
- 2) Approve Ordinance No. 1070, with the following amendments...
- 3) Reject proposed changes, no motion necessary.



ORDINANCE NO. 1070
ADOPTING AMENDMENTS TO THE STAYTON MUNICIPAL CODE TO ENABLE A
BIENNIAL BUDGET PROCESS

WHEREAS, the Stayton City Council is responsible for ensuring sound fiscal management and transparent budgeting practices in accordance with Oregon Budget Law (ORS Chapter 294); and

WHEREAS, the City seeks to enhance long-term financial planning and improve the efficiency of limited staff resources; and

WHEREAS, the staff hours necessary to develop, produce, and present a high quality budget is significant; and

WHEREAS, the adoption of a biennial budget does not preclude the City Council from making necessary amendments during the biennium to address unforeseen circumstances, revenue fluctuations, or other changes in operational needs; and

WHEREAS, a biennial budget beginning July 2025 will align with the Council Goal Setting that occurs biennially after the election of new Councilmembers; and

WHEREAS, the Budget Committee shall continue to meet annually to review financial conditions, consider any necessary adjustments, and provide opportunities for public input on the City's fiscal priorities; and

WHEREAS, the biennial budget process will maintain transparency and compliance with all public hearing and notice requirements under Oregon Budget Law; and

WHEREAS, the City Council retains the authority to adopt supplemental budgets, revise appropriations, and make other modifications as permitted under Oregon Budget Law to respond to changing conditions during the biennium; and

WHEREAS, the biennial budget process will continue to provide opportunities for public involvement, including public hearings, timely publication of budget documents, and compliance with Oregon Budget Law requirements for notice and disclosure; and

WHEREAS, a biennial budget will require minor updates to language of existing city Ordinances which reference annual budgets processes.

NOW THEREFORE, THE STAYTON CITY COUNCIL ORDAINS AS FOLLOWS:

- SECTION 1.** The City Council hereby directs staff to prepare a biennial budget beginning with the 2025-2027 fiscal cycle. This budget cycle will be from July 1, 2025 through June 30, 2027 and the following budget cycles will be in successive two year increments, unless otherwise directed by the Council.
- SECTION 2.** The City Council will review the effectiveness of the biennial budgeting process at the conclusion of the first biennium and consider any adjustments to ensure it meets the City's financial and operational goals.
- SECTION 3.** The City Council hereby directs staff to plan for a robust budget committee meeting no less than annually to review costs, potential changes, and ensure

the committee understands their role and opportunities for changes.

SECTION 4. The Stayton Municipal Code shall be amended as follows:

- SMC Chapter 2.08.140.1 – Powers and Duties: Designated is amended as follows:
 - 1. To act as budget officer for the City, and to prepare the ~~annual~~ budget including proposals for each department for consideration by the Council and Budget Committee;
- SMC Chapter 2.48.1180.4 – Library Board: Powers and Duties is amended as follows:
 - 4. Make recommendations to the City Council for the ~~annual~~ budget, staffing levels, fees, facility improvements, contracts for library services, fundraising, program and service levels the Library Board deems necessary for the operation and improvement of the library.
- SMC 3.30 Transportation Maintenance Program is amended as follows:
 - SMC 3.30.020.2 – Administrative Officers:
 - 2. The Public Works Director shall ~~annually~~ develop and update a 5-year street maintenance program project schedule. This schedule shall be properly integrated into the City’s capital improvement program to ensure that it is coordinated with other City capital projects and projects of other agencies.
 - SMC 3.30.040.1 – Annual Transportation Maintenance Program Report
 - 1. ~~Each year t~~The Public Works Director shall prepare and present to the Budget Committee and City Council the “Annual Transportation System Maintenance Program Report” as part of the City’s ~~annual~~ budget proceedings. This document is a public record.

SECTION 5. Provisions of this Ordinance shall be incorporated into the City Code, and the City Recorder is authorized to fix and cross-reference and typographical errors.

SECTION 6. This Ordinance takes effect and becomes operative 30 days after adoption.

ADOPTED BY THE STAYTON CITY COUNCIL THIS 16th DAY OF DECEMBER 2024.

Signed: _____, 2024

BY: _____
Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____
Julia Hajduk, City Manager