



AGENDA
STAYTON CITY COUNCIL
Monday, January 6, 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/fMRMQkXZfqM>

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. OATH OF OFFICE

- a. Oath of office for Councilors Steve Sims, and Ken Carey

2. CALL TO ORDER

3. FLAG SALUTE

4. ANNOUNCEMENTS

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

5. APPOINTMENTS

- a. Resolution No. 1127, Appointing Luke Bauer to City Council
- b. Oath of Office for Councilor Luke Bauer
- c. Appointment of Council President

6. PUBLIC COMMENT**7. CONSENT AGENDA**

- a. December 16, 2024 City Council Regular Session Minutes
- b. Resolution No. 1128, Reappointment of Members to the Planning Commission and Parks and Recreation Board

8. PRESENTATIONS

- a. Small Municipalities Advocacy Coalition – Sean Tate

9. PUBLIC HEARING**10. GENERAL BUSINESS**

- a. **Charter Review Discussion – Section 9 and 17**
 - 1. Staff Report – Ross Williamson
 - 2. Public Comment
 - 3. Council Discussion

DISCUSSION**11. COMMUNICATION FROM CITY STAFF****12. COMMUNICATION FROM MAYOR AND COUNCIL****13. 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

JANUARY 2025					
Wednesday	January 1	CITY OFFICES CLOSED IN OBSERVANCE OF NEW YEARS DAY HOLIDAY			
Monday	January 6	City Council	7:00 p.m.	https://youtube.com/live/fMRMQkXZfqM	
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.	https://youtube.com/live/R3HahitZncE	
Monday	January 27	Planning Commission	7:00 p.m.	Stayton Community Center	
FEBRUARY 2025					
Monday	February 3	City Council	7:00 p.m.	https://youtube.com/live/tDxRnyUPIUA	
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.	https://youtube.com/live/JBmVdBW8Rd0	
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.	https://youtube.com/live/wsb0MLZ6UmE	
Tuesday	March 4	Parks and Recreation Board	6:00 p.m.	Public Works / Planning Offices	
Monday	March 17	City Council	7:00 p.m.	https://youtube.com/live/11GoUBf5Lbs	
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.	https://youtube.com/live/96d-fnRk8ys	
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.	https://youtube.com/live/G1kJ8pgNNpl	
Monday	April 28	Planning Commission	7:00 p.m.	Stayton Community Center	



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

TO: Stayton City Council

FROM: Julia Hajduk, City Manager

DATE: January 6, 2025

SUBJECT: City Councilor Appointment

ISSUE

Shall the Council approve Resolution No. 1127, appointing Luke Bauer to fill the Council vacancy created with the resignation of David Giglio for the remainder of the term ending December 31, 2026.

ENCLOSURE(S)

- Resolution No. 1127

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

Councilor David Giglio announced his resignation, effective immediately, at the December 16, 2024 Council meeting. At the meeting, it was suggested that Luke Bauer be appointed to fill the newly created vacancy. Luke Bauer was identified because he was on the most recent ballot and received a significant number of votes, only 12 shy of winning a seat on Council. Mayor Quigley met with Mr. Bauer and confirmed his desire and commitment to serve on the Council and has recommended his appointment.

FISCAL IMPACT

N/A

MOTION(S)

To approve:

I move to approve Resolution No. 1127, as presented.



**RESOLUTION NO. 1127
APPOINTING LUKE BAUER TO THE CITY COUNCIL FOR THE REMAINDER OF THE
2023-2026 TERM**

WHEREAS, the David Giglio was elected to the City Council in 2022 for a 2023-2026 term; and

WHEREAS, at the December 16, 2024 Council meeting, David Giglio submitted his resignation effective immediately; and

WHEREAS, with a vacancy existing on Council, the Council discussed appointing Luke Bauer who had recently run for City Council and narrowly lost a spot; and

WHEREAS, Mayor Quigley has met with Mr. Bauer and confirmed his desire and commitment to serve on the Council for the remainder of the 2023-2026 term; and

WHEREAS, Mayor Quigley recommends appointing Luke Bauer.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council accepts Mayor Quigley’s recommendation and appoints Luke Bauer to serve out the remainder of the term.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF JANUARY 2025.

CITY OF STAYTON

Signed: _____, 2024

By: _____

Mayor Brian Quigley, Mayor

Signed: _____, 2024

ATTEST: _____

Julia Hajduk, City Manager



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

TO: Mayor and Stayton City Council
FROM: Julia Hajduk, City Manager
DATE: January 6, 2025
SUBJECT: Appointment of Council President

Per the City of Stayton Charter, the Council must elect a president from its membership at the first meeting each year. The president presides in the absence of the mayor and acts as mayor when the mayor is unable to perform duties. It should be noted that when the president is acting as mayor, he / she retains a vote but does not have a tie vote or authority to require reconsideration of ordinances.

MOTION(S)

- 1) Motion to appoint Councilor _____ as Council President for 2025.

**City of Stayton
City Council Minutes
December 16, 2024**

LOCATION: STAYTON COMMUNITY CENTER, 400 W. VIRGINIA, STAYTON
Time Start: 7:01 P.M. **Time End:** 8:43 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 David Giglio (Joined at 7:14 p.m.)	Gwen Johns, Police Chief
Councilor Ben McDonald	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
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. December 2, 2024 City Council Regular Session Minutes	Motion from Councilor Patty, seconded by Councilor Ohrt, to approve the Consent Agenda as presented.
b. Resolution No. 1124, Accepting the Abstract of Election Results from the November 5, 2024 General Election	Sims, McDonald, Ohrt, Patty: Yes Motion passed 4:0.
Presentations	None.
Public Hearing	None.
General Business	
Resolution No. 1125, Appointing Brian Quigley as Mayor for the Remainder of the 2023-2026 Term	
a. Staff Report – Julia Hajduk	Ms. Hajduk reviewed the staff report.
b. Public Comment	None.
c. Council Discussion	Councilor Patty commented in support of reappointing Mr. Quigley as Mayor.
d. Council Decision	Motion from Councilor Ohrt, seconded by Councilor McDonald, to approve Resolution No. 1125 as presented.

Oath of Office for Mayor Brian Quigley

Resolution, No. 1126, Authorizing the Construction Contract to North Santiam Paving Co. for the Riverfront Park South Parking Lot Project

- a. Staff Report – Michael Schmidt
- b. Public Comment
- c. Council Discussion
- d. Council Decision

Ordinance No. 1070, Adopting Biennial Budgets

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

Sims, McDonald, Ohrt, Patty: Yes
Motion passed 4:0.

Ms. Raba administered the oath of office.

Mr. Schmidt reviewed the staff report.

None.

Council asked for confirmation that we will be spending all of the ARPA grant funds. Staff responded.

Council questioned how we ensure that the contract is executed as agreed upon and executed without design errors. Staff responded.

Motion from Councilor Patty, seconded by Councilor Ohrt, to approve Resolution No. 1126 as presented.

Sims, Giglio, McDonald, Ohrt, Patty: Yes
Motion passed 5:0.

Mr. Brand reviewed the staff report.

Leonard Hays: Mr. Hays spoke regarding his participation on the budget committee and his preference for annual budget. He stated he is in support biennial budget due to the number of staff hours required to execute the annual budget process.

Council requested clarification on what changes can be made by the budget committee between budget years and the difference between unappropriated and contingency funds. Staff responded.

Mayor Quigley questioned the benefits of the change to a biennial budget and discussed his hesitation to proceed with the change. Staff responded.

Council discussed process efficiency, power as a council, and spending practices. They indicated their intent to keep communication open and review the decision at a later date if the council determines a review of the budget schedule is necessary.

Motion from Councilor Patty, seconded by Councilor Sims, to approve Ordinance No. 1070 as presented.

	<p>Sims, McDonald, Patty: Yes Giglio, Ohrt: No Motion passed 3:2.</p>
<p>Communications from City Staff</p>	<p>Ms. Hajduk recognized Councilor McDonald for his service as a city councilor.</p> <p>She gave an update on the Parks Board and the grant application for 3rd and Fern Ridge.</p> <p>Sgt. Butler gave a demonstration of the narc ranger.</p> <p>Chief Johns gave an update on some of the recent cases the Police Department has been working on.</p> <p>Council and staff discussed the safety precautions taken for the tree lighting event walk through downtown.</p>
<p>Communications from Mayor and Council</p>	<p>Mayor Quigley and councilors thanked Councilor McDonald for his service on council.</p> <p>Councilor Giglio resigned from council effective immediately.</p> <p>Mayor Quigley spoke regarding a prior request to place a notice on the agenda that the meeting could result in an increase in fees or taxes. He asked for an update on the hiring of the Public Works Director and Civil Engineer. Staff responded.</p> <p>Mayor Quigley asked for clarification on the required vendor permits for the use of city sidewalks. Staff responded.</p>

APPROVED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF JANUARY 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: Alissa Angelo, Assistant City Manager

DATE: January 6, 2025

SUBJECT: Reappointment of Members to the Planning Commission and Parks and Recreation Board

ISSUE

Shall the Council approve Resolution No. 1128, reappointing Dixie Ellard to the Planning Commission and Dan Brummer to the Parks and Recreation Board?

ENCLOSURE(S)

- Parks and Recreation Board Appointment Application – Dan Brummer
- Parks and Recreation Board Appointment Application – Dixie Ellard
- Resolution No. 1128

STAFF RECOMENDATION

N/A

BACKGROUND INFORMATION

The Planning Commission is comprised of five community members. As of December 2024, the Planning Commission had one term expiring December 31, 2024. Ms. Ellard is seeking reappointment to continue serving on the Commission.

The Parks and Recreation Board is comprised of seven community members. As of December 2024, the Parks and Recreation Board had two vacancies and two member terms expiring December 31, 2024. Mr. Brummer is seeking reappointment to continue serving on the Board.

City staff received requests for reappointment from both candidates. Once received, the applications were forwarded to the Department Head, Board/Commission Chair, and Council Liaison for the respective Board/Commission. Representatives for both groups have indicated they agree with the appointments.

FISCAL IMPACT

N/A

MOTION(S)

No motion necessary; consent agenda approval.



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Parks + Recreation

PLEASE CHECK ONE:

- New Applicant
- Application for reappointment

Years resided in Stayton: 60+

PLEASE PRINT

Name Daniel D. Brummer

Address

Email Ad

Occupat

Place of

Business

Phone

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

stayton Union High School - Grounds Keeper - student teacher, teacher, Activities Director + Vice Principal. YMCA Board - Active with Oregon Wild and was a guide for YMCA + Oregon Wild - Served on committee - US Forest Service - National Park Service, member of the Chewokee Club.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

Improve parks + recreation.

3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

Improve & Build Parks & recreation activities for the city.

4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

PALS + various committees associated with the purchase of & management of River Front Park.

5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?

YES - Parks & Recreation

6. How did you learn about this vacancy?

Our Website Word of mouth Other

7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

No.

Signature of Applicant



PLEASE RETURN TO: City of Stayton
362 N. Third Avenue
Stayton, OR 97383

It is the policy of the City to comply with all federal and state statutes on equal employment opportunity. This policy shall be applied without regard to any individual employee or job applicant's sex, race, color, religion, national origin, ancestry, age, marital status, political affiliation, genetic information, veteran status or any other legally protected status per state and federal law.



CITY OF STAYTON

APPLICATION FOR COMMISSION/COMMITTEE

NAME OF COMMISSION/COMMITTEE:

Stayton Planning Commission

PLEASE CHECK ONE:

New Applicant

Application for reappointment

Years resided in Stayton: 15

PLEASE PRINT

Name Dixie Ellard

Address

Email

Occupation

Place of Birth

Business

Phone

1. Please give a brief description of the experience or training that qualifies you for membership on this commission/committee. (If you wish, you may attach a resume or other pertinent material.)

I have served on the Commission for 4 years now. Also serve the community in doing Meals on Wheels.

2. Why do you want to become a member of the above-mentioned commission/committee and what specific contribution would you hope to make?

I would like to continue serving the community, through what I have learned during my time on the commission.

- 3. Please list the community concerns related to this commission/committee that you would like to see addressed if you are appointed.

I would like to see attention on the housing crisis in the city, while keeping the essence of being a close knit small community, keeping its small town feel.

- 4. Briefly describe your present or past involvement in relevant community groups. (Having no previous involvement will not disqualify you for appointment.)

I have owned two adult foster care homes for 20 years, benn doing the Meals on Wheels for 3-4 years, and on the Stayton Planning commission as well.

- 5. Are you currently serving on any Advisory Boards, Commissions or Committees? If so, which ones?
Stayton Planning Commission

- 6. How did you learn about this vacancy?

Our Website Word of mouth Other

- 7. Are you employed by, have any business, contractual arrangements or family connections with programs having contractual agreements with the City that might be within the purview of the committee on which you are seeking appointment?

no

Signature of Applicant 

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**RESOLUTION NO. 1128
REAPPOINTING DIXIE ELLARD TO THE PLANNING COMMISSION AND
DAN BRUMMER TO THE PARKS AND RECREATION BOARD**

WHEREAS, the Planning Commission is comprised of five community members with one term expiring December 31, 2024;

WHEREAS, the Parks and Recreation Board is comprised of seven community members with two vacancies and two Board member terms ending December 31, 2024;

WHEREAS, community members Dixie Ellard and Dan Brummer submitted applications seeking reappointment to the Planning Commission (Ellard) and Parks and Recreation Board (Brummer);

WHEREAS, the applications for reappointment were forwarded to the City Manager, Chairs, and Mayor who reviewed the application and recommended the reappointment of Dixie Ellard to the Planning Commission and Dan Brummer to the Parks and Recreation Board; and

WHEREAS, Council has reviewed the application and concurs with the recommended reappointments.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Council accepts Mayor Quigley’s reappointments of Dixie Ellard to the Planning Commission for a two-year term and Dan Brummer to the Parks and Recreation Board for a two-year term.

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

ADOPTED BY THE STAYTON CITY COUNCIL THIS 6TH DAY OF JANUARY 2025.

CITY OF STAYTON

Signed: _____, 2025

By: _____
Mayor Brian Quigley, Mayor

Signed: _____, 2025

ATTEST: _____
Julia Hajduk, City Manager