

CITY OF SILVERTON
CITY COUNCIL MINUTES

Silverton Community Center – Council Chambers – 421 South Water St. and Zoom

January 4, 2021 6:00 p.m.

I. OPENING CEREMONIES – Call to Order & Roll Call

Mayor Palmer called the meeting to order at 6:00 p.m. Mayor Palmer and City Clerk Angela Speier attended in the City Council Chambers. The rest of City Council and staff were present through the virtual meeting platform Zoom. Mayor Palmer explained this meeting is being held through Zoom pursuant to House Bill 4212.

Present	Absent	
X	_____	Mayor Kyle Palmer
X	_____	Council President Jason Freilinger
X	_____	Jim Sears
X	_____	Jess Miller
X	_____	Dana Smith
X	_____	Elvi Cuellar Sutton
X	_____	Crystal Neideigh

Staff Present:

City Manager Pro Tem, Bob Willoughby; Chief of Police, Jim Anglemier; Community Development Director, Jason Gottgetreu; Finance Director, Kathleen Zaragoza; Public Works Director, Petra Schuetz; Assistant to the City Manager/HR Coordinator, Elizabeth Gray; and Assistant to the City Manager/City Clerk, Angela Speier

II. APPROVAL OF MINUTES

Councilor Sears made a motion to approve the minutes from the work session held on November 30, 2020, the regular meeting held on December 7, 2020, the Town Hall held on December 14, 2020 and the work session held on December 21, 2020. Councilor Neideigh seconded the motion. There was no discussion and the motion passed unanimously (5-0).

III. OATHS OF OFFICE/PUBLIC RECOGNITION

3.1 Swear in the Mayor and elected Councilors: Mayor Kyle Palmer, Councilor Jason Freilinger, Councilor Elvi Sutton and Councilor Jess Miller

Municipal Judge Lori Coukoulis swore Mayor Palmer and Councilors Freilinger, Cuellar Sutton and Miller into office.

3.2 Recognize Terri Stevens for her heroism in saving a life

Chief of Police Jim Anglemier recognized Terri Stevens for the actions she took to save a life. Chief Anglemier provided an account of what took place on the morning of December 5, 2020 and thanked Ms. Stevens for her quick response and training in CPR.

IV. PUBLIC COMMENT – None.

V. SCHEDULED PRESENTATIONS

5.1 Fiscal Year 2019-2020 Audit Presentation – Boldt, Carlisle and Smith

Brad Bingenheimer provided an overview of the FY 2019-2020 Financial Statement for the City of Silverton. He referred to the handout located in the packet showing a comparison of the revenues over the last four years. The chart shows a steady increase in property taxes whereas the other revenue streams are more sporadic. He reviewed a similar chart for expenditures with the majority of expenditures going towards general government and police. He also reviewed the revenue and operating expenses for the City's proprietary funds. The City complied with all Oregon Local Budget Laws, but he noted a lack of internal controls due to the small number of Finance staff and the need for the Finance Director to perform all functions in the Department.

5.2 Introduction of Tim Sinatra – CEO, Family YMCA of Marion and Polk Counties

Brandon Lemon, CCO of the Family YMCA of Marion and Polk Counties introduced Tim Sinatra the new CEO of the organization. Mr. Sinatra explained his background and provided an update on the YMCA. City Council welcomed him to the organization and the community.

5.3 Silverton Chamber of Commerce Monthly Update – Stacy Palmer

Stacy Palmer, Executive Director of the Silverton Chamber of Commerce provided her monthly update and congratulated the newly elected Councilors and City Manager Pro Tem Bob Willoughby. She said the Chamber will remain closed through at least January 15, 2021. Lastly, the Chamber Board decided to postpone the First Citizen Banquet until sometime this summer.

VI. PUBLIC HEARINGS

6.1 Business Oregon Emergency Rental Assistance Grant Application

Mayor Palmer opened the Public Hearing regarding the Business Oregon Emergency Rental Assistance grant application at 6:39 p.m. No City Councilors wished to abstain or declare a conflict of interest. Community Development Director Jason Gottgetreu explained Business Oregon through the Community Development Block Grant Program has made \$2.2 million available to non-entitled cities for emergency rental assistance. The City has submitted a pre-application indicating interest in the funds, in order to apply the City must hold a public hearing. He said any funding received would be administered through Silverton Area Community Aid (SACA) as a sub grantee. Individuals impacted by COVID-19 who make 80% or less of the area medium income would be eligible to receive up to six months of rental assistance. There was no public comment. Councilor Freilinger made a motion to close the Public Hearing. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (7-0). Mayor Palmer closed the Public Hearing at 6:40 p.m.

Councilor Smith said this is a welcome opportunity for a lot of people in the community to get rental assistance without the City having to use its own resources directly. Councilor Freilinger said he agrees, it is a great opportunity for the City to help provide assistance to individuals who have been impacted by COVID-19. Councilor Miller asked about the marketing of the grant and Director Gottgetreu said typically staff does the marketing allowing for funds to be used entirely for grant awards. Councilor Miller made a motion directing staff to apply for the Business Oregon Emergency Rental Assistance grant. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (7-0).

VII. DISCUSSION/ACTION ITEMS

7.1 Civic Center Project update and approve amendment to the contract for Schematic Design Contract Services

Director Gottgetreu said located in the packet is the updated general floor plan and outside perspectives. He explained City Council previously approved changes to the design, including a one bay reduction, separate entrances for the Police Department and City Hall as well as exploring the feasibility of relocating the Finance Department to the first floor. He explained these redesigns efforts took longer than

anticipated and required two additional weekly meetings for a cost of \$10,000, which was approved under the City Manager's authority. Tonight staff is requesting City Council approve an additional \$10,000 for the schematic redesign contract which was previously approved for up to \$70,000. This is due to additional costs with relocating the Finance Department, building stairs, and significant changes to the second floor.

Councilor Sears made a motion to approve the redesigned floor plan, site plan, elevation perspectives and authorize the City Manager to sign a contract amendment with Mackenzie Engineering, Inc. in an amount of \$10,000 for the Schematic Design Contract Services. Councilor Freilinger seconded the motion. Councilor Smith referred to the minutes from the November 2, 2020 meeting and noted the motion at that time was to look at the feasibility of moving the Finance Department if it fell within the scope of the one bay reduction which was estimated to cost \$45,000-\$70,000. She was supportive of this move with the understanding it would fall under that contract change. Councilor Freilinger said that was not his understanding, but he still supports moving forward with relocating the Finance Department to the first floor. Mayor Palmer said his understanding was the move was likely to cost more money and this amount is not driven entirely by moving the Finance Department. Councilor Smith said that is correct, but moving the Finance Department resulted in the need to make changes to the second floor. She noted she will be voting no to the motion, because she was hopeful the complete design change discussed at the previous meeting would have fallen within the \$70,000 approved amount. Councilor Freilinger said he feels it is important to have the Finance Department located on the first floor and would not be supportive of a floor plan that does not have that. There was no further discussion and the motion passed 6-1 (Yes: Mayor Palmer and Councilors Freilinger, Sears, Neideigh, Cuellar Sutton, and Miller; No: Councilor Smith).

7.2 Elect a Council President

Mayor Palmer made a motion to elect Councilor Freilinger as Council President for the next two years. Councilor Smith seconded the motion. There was no discussion and the motion passed unanimously (7-0).

7.3 COVID-19 Update and Approval of Expenditures for the Coronavirus Relief Fund (CFR) – CARES Act Grant

City Manager Pro Tem Bob Willoughby provided an update on the number of COVID-19 cases and noted due to Marion County remaining in the extreme risk category City Hall will remain closed to the public through the end of January. He also referred to the final accounting of the CARES Act Grant expenditures located in the packet.

VIII. CONSENT ITEMS

Councilor Smith asked to pull agenda items 8.1 and 8.4 for further discussion. Councilor Smith made a motion to approve the remaining consent agenda consisting of items 8.2, 8.3 and 8.5 – 8.8. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (7-0).

8.2 Resolution No. 21-02 – Authorizing signers on City bank accounts

8.3 Approval of 2021-2022 Budget Calendar

8.5 OLCC Liquor License for “Los Girasoles” to allow for ‘off premises’ alcohol sales

8.6 OLCC Liquor License for “Fin and Fowl Kitchen”

8.7 Ratify City Manager's approval of McClaine Street Improvement Project administrative reserve expenditures of \$18,842

8.8 Resolution No. 21-03 – Adopting a Plan of Action for the City of Silverton

8.1 Resolution No. 21-01 – Appointing Bob Willoughby as City Manager Pro Tem

Councilor Smith wanted to emphasize the Charter provision that provides limitations of the City Manager Pro Tem authority to hire and fire staff. There is a key staff position open that she feels Council should weigh-in on. City Manager Pro Tem Willoughby said he is comfortable bringing any hiring and firing decisions to City Council. Mayor Palmer noted this might require a special meeting if the hiring timeline falls outside of the City Council meeting schedule. It was also noted former City Manager Christy Wurster

authorized a number of hiring decisions prior to her departure. Councilor Smith asked staff to send City Council a list of the hires Ms. Wurster authorized.

Councilor Freilinger made a motion to adopt Resolution No. 21-01. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (7-0).

8.4 Accept the Systems Development Charge (SDC) Annual Report for Fiscal Year 2019-2020

Councilor Smith noted the McClaine Street project was not listed in the SDC report which she thought some of that work was eligible for SDC funding. Finance Director/Deputy City Manager Kathleen Zaragoza said a portion of the project is eligible for SDCs, but that expenditure will not show up until the FY 2020-2021 report due to the timing of the construction.

Councilor Freilinger made a motion to approve the SDC Annual Report for Fiscal Year 2019-2020. Councilor Neideigh seconded the motion. There was no discussion and the motion passed unanimously (7-0).

IX. APPOINTMENTS TO COMMITTEE AND ADVISORY GROUPS

9.1 Appoint a Council representative to the Environmental Management Committee

Councilor Freilinger made a motion to appoint Jess Miller to the Environmental Management Committee as the City Council representative. Councilor Smith seconded the motion. Councilor Sears appreciated the opportunity to work on the City's franchise with Republic Service and said the EMC should explore the question of continuing the recycling facility in Silverton as well as look at a more equitable rate structure. For continuity purposes he would be willing to participate in the EMC meetings when these items are up for discussion and to serve as a resource to Councilor Miller. There was no further discussion and the motion passed unanimously (7-0).

X. CITY MANAGER UPDATE

City Manager Pro Tem Willoughby announced the City will be hosting a Housing Virtual Open House in order to educate and seek input on the implementation of House Bill 2001. He reviewed the items he plans to focus on over the next six months. The City Council scheduled their Goal Setting Special Meeting for February 10, 2021 at 6:00 p.m. Lastly, he reminded City Council of the Joint Work Session with the Budget Committee on Monday, January 25, 2021.

XI. COUNCIL COMMUNICATIONS

Councilor Smith referred to the City Council Goal quarterly update located in the packet. She asked about the status of Goal 3.3 which is related to revisiting the SDC methodology. Public Works Director Petra Schuetz said this item was placed on hold until the Affordable Housing Task Force is able to complete their set of recommendations regarding SDCs. Councilor Smith asked about Goal 3.4 which is related to pedestrian improvements particularly at James and Western and if there has been further discussion with Marion County to address pedestrian safety issues prior to the return of in-person school. Public Works Director Schuetz said the City was not successful in their Safe Routes to School grant application. The City did set aside some money to be used as matching funds if the grant was successful; however, there is no plan on how to utilize those funds. She is prepared to present to City Council on what the process of a jurisdictional transfer from Marion County to the City could look like and noted staff is not recommending the City take over these streets. Marion County did make a number of commitments to the City including some additional signage and preliminary conceptual engineering. These items have been completed, but a lack of funding for the project remains. Mayor Palmer is certain this project will be discussed at the Budget Committee and would like to see the jurisdictional transfer information as soon as possible. He said more outside the box thinking needs to occur in order to provide a walk space for students using the street to get to school. Councilor Sears said City Council needs to have a discussion regarding the jurisdictional transfer of the streets, because a creative solution will likely only be allowed if the City takes control of these streets. He requested this get scheduled as a discussion item on a future agenda. Councilor Smith said Goal 3.6 was the redesign of the intersection at Westfield and McClaine

Street and incorporating that into the McClaine Street Project. She said there was note of signal improvements in the Public Works report, but she said there needs to be a real look at realignment of that intersection. City Council has discussed having a dedicated right turn lane and not a dedicated left turn lane. Mayor Palmer agreed this has been a long standing issue and noted there are few people turning left at that intersection and they can share with the people going straight. Public Works Director Schuetz said there will be striping and signal changes, but the dedicated right turn lane could not occur without additional right of way for truck turning radius. Councilor Sears said this would not require building a dedicated turn lane, but would utilize the current through lane as the dedicated right turn lane and then the left turn would be converted to a left and a through lane. Public Works Director Schuetz said she will have City Engineer Bart Stepp provide City Council an update on the McClaine Street Project including changes to this intersection during the February 1, 2021 City Council meeting. Councilor Smith asked for a pavement marking plan for the intersection to be included with the presentation. Councilor Smith inquired about the status of Goal 3.9 to improve the pavement condition of Second Street from the railroad tracks to Jefferson Street. Public Works Director Schuetz said City Engineer Stepp has taken a look at it and has some alternative suggestions. Mayor Palmer suggested this topic be added to the February 1 agenda as well. Lastly, Charles Baldwin has requested City Council take an active role in facilitating community discussion in order to heal some of the emotional wounds caused from the political divide facing the country. Mayor Palmer said that is something Strong Silverton is preparing to tackle.

Councilor Sears noted drainage issues at the 1st and Jefferson improvements. He asked Public Works to look at the erosion and flooding that is occurring there. Public Works Director Schuetz provided an update on changing the speed in that area and noted she will be requesting a speed study in March after the 3-4 month waiting period required by ODOT. Councilor Smith would like ODOT to do a speed study on South Water at Wesley Street, because there is a crosswalk to the pool and the speed limit increases to 30-35 mph one block before. She said there is a tendency for people traveling south to gun it which creates a safety hazard for the children using the crosswalk.

Councilor Miller said he does not see the inclusion or consideration of the sharrow symbol in the Transportation System Plan (TSP) which serves as a reminder that cyclists also use the same road. This could be considered as an alternative to adding dedicated pedestrian and cycling infrastructure.

Councilor Neideigh enjoyed the fireworks over the weekend and has received positive feedback from the community. She asked when the McClaine Street Project will be completed. Public Works Director Schuetz indicated they are on track for substantial completion by April. Lastly, Councilor Neideigh said she received the COVID vaccine last week and encouraged everyone to get it when they can.

Councilor Cuellar Sutton requested during goal setting City Council look at the number of full-time employees (FTE) and if additional FTE are needed in order to accomplish the projects listed.

Councilor Freilinger received positive feedback about the fireworks and some people indicated their desire to continue the event at this location. He also asked about Goal 1.1 of the Urban Renewal Agency and if the stormwater assessment indicated will be happening this year. Public Works Director Schuetz said it will be included in the Stormwater Master Plan which is budgeted for this fiscal year.

Mayor Palmer attended the swearing in ceremony of three new police officers today. He said the firework show was very successful and thanked City Council for their support of the event. He has received a number of requests to make it an annual event.

XII. ADJOURNMENT

Councilor Smith made a motion to adjourn. Councilor Neideigh seconded the motion and Mayor Palmer adjourned the meeting at 8:12 p.m.

Respectfully submitted by:

/s/Angela Speier, Assistant to the City Manager/City Clerk