

CITY OF SILVERTON
CITY COUNCIL MINUTES

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

May 4, 2020, 6:00 p.m.

I. OPENING CEREMONIES – Call to Order & Roll Call

Mayor Palmer called the meeting to order at 6:00 p.m. All City Councilors were present through the virtual meeting platform Zoom. Mayor Palmer explained this meeting is being held through Zoom due to Governor Brown’s Executive Order 20-12.

Present	Absent	
<u> X </u>	<u> </u>	Mayor Kyle Palmer
<u> X </u>	<u> </u>	Council President Jason Freilinger
<u> X </u>	<u> </u>	Jim Sears
<u> X </u>	<u> </u>	Matt Plummer
<u> X </u>	<u> </u>	Dana Smith
<u> X </u>	<u> </u>	Laurie Carter
<u> X </u>	<u> </u>	Crystal Neideigh

Staff Present:

City Manager, Christy Wurster; Community Development Director, Jason Gottgetreu; and Public Works Director Petra Schuetz and Assistant to the City Manager/City Clerk, Angela Speier

II. APPROVAL OF MINUTES

Councilor Carter made a motion to approve the minutes from the regular meeting held on April 6, 2020 Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (7-0).

III. OATHS OF OFFICE/PUBLIC RECOGNITION

3.1 Proclamation – Silverton Bike Month

Mayor Palmer read the proclamation and proclaimed May as Silverton Bike Month.

IV. PUBLIC COMMENT – None

V. SCHEDULED PRESENTATIONS

5.1 Silverton Chamber of Commerce Monthly Update – Stacy Palmer

There was no report provided this month.

VI. PUBLIC HEARINGS - None scheduled

VII. DISCUSSION/ACTION ITEMS

7.1 Resolution No. 20-08 – Extending the Mayor’s State of Emergency Declaration

City Manager Christy Wurster explained Resolution No. 20-08 will extend the City’s State of Emergency Declaration until such time it is rescinded by City Council. This will allow the City to continue operating in the same way it is doing now and allow the City Manager to make decisions that might be needed sooner than when City Council can meet.

Councilor Carter made a motion to adopt Resolution No. 20-08 extending the Mayor’s State of Emergency Declaration. Councilor Freilinger seconded the motion. There was no discussion and the motion passed unanimously (7-0).

7.2 Utilize \$15,000 of the Marion County Community Prosperity Initiative as matching funds for the Silverton Rotary Small Business Relief Fund

Community Development Director Jason Gottgetreu explained this is an opportunity for City Council to use \$15,000 from Marion County’s Community Prosperity Initiative as matching funds for the Silverton Rotary Small Business Relief Fund. He explained Marion County will be providing \$15,000 to the City over the next three years to be used for economic development purposes. The money has to meet at least one of the County’s economic goals. He explained the Silverton Rotary Foundation has contributed \$10,000. This would increase the amount of money that would be available to Silverton businesses. He explained the grants would be administered by Rotary and a grant selection committee would be formed to provide recommendations on funding. The committee would be made up of Rotarians and representatives from the Silverton Chamber of Commerce, the City, and other organizations. Director Gottgetreu disclosed that he, Mayor Palmer, and City Manager Wurster are all Rotarians.

Mayor Palmer said the Rotary Foundation has received nearly \$20,000 from the community as matching funds. This additional money would mean the Silverton Rotary Small Business Relief Fund would have close to \$45,000 to give out for grants. He said if the City Council approves this request a member of the Council would be asked to serve on the grant selection committee.

Councilor Carter wanted to make it clear she will not be applying for the grant funding for her business, thus did not need to recuse herself from the discussion and vote.

Councilor Sears asked what is the need in the community. Mayor Palmer explained the fundraising goal is \$50,000-\$100,000. The need is unknown at this time, but he suspects there will be a lot of people interested in applying. Councilor Sears asked how the selection committee will be approving the applications. Mayor Palmer said the committee has talked about various scoring/weighting systems, but there is not a one size fits all, so it will likely be based on consensus. He further explained other key factors the committee will be looking at. He said any money the City provides will be used for businesses located in the City limits of Silverton and there could be a potential need for setting up a separate funding mechanisms for businesses located within a half mile of the city. Mayor Palmer explained how they plan to advertise the grant program to the business community.

Councilor Sears made a motion to authorize the City Manager to provide \$15,000 to the Rotary Small Business Relief Fund. Councilor Carter seconded the motion. There was no discussion and the motion passed unanimously (7-0).

7.3 Update regarding 2020 General Election

City Clerk Angela Speier reviewed the City Council positions up for election on November 3, 2020 and explained the filing period.

VIII. CONSENT ITEMS

Councilor Smith asked to pull consent agenda item 8.9 for further discussion. Councilor Carter made a motion to approve the remaining consent agenda consisting of items 8.1, 8.2, 8.3, 8.4, 8.5, 8.6, 8.7 and

8.8. Councilor Freilinger seconded the motion. There was no discussion and the motion passed unanimously (7-0).

- 8.1 **Resolution No. 20-09 – Increasing the appropriation authority related to Non-Departmental, Transfers, City Council, Police, Planning, Facilities, Street Administration, Sewer Administration, and Water Administration and Repealing Resolution No. 20-03**
- 8.2 **Ratify the City Manager’s approval to enter into a partnership agreement with Valley Development Initiatives for repair/rehabilitation of manufactured homes**
- 8.3 **Authorize the City Manager to enter into an agreement to complete fire clean-up at the Community Center in the sum of \$12,463.93**
- 8.4 **Authorize the City Manager to cash out up to 80 hours of vacation leave for various city employees**
- 8.5 **Abiqua Dam Engineering Analysis Opportunity**
- 8.6 **Ratify deep/white water bathymetry cost component in the sum of \$13,200 for the EDA Silver Creek Intake/Water Line Project**
- 8.7 **Authorize City staff to proceed with the WWTP Screw Press Project Construction**
- 8.8 **Resolution No. 20-10 – Authorizing application for a Transportation and Growth Management Grant for funding an Active Transportation Plan**

8.9 Resolution No. 20-11 – Updating the Public Works Design Standards

Councilor Smith said she received the draft standards in an adobe format, but it was unclear what was changed from the previous version and any new details were not included with the document. She said the text says if there is a discrepancy between the text and details, the details will supersede. In the future she would prefer to see the edits that were made in the document, because it makes the review process a lot easier. She also asked if City Council is going to be provided the details. Public Works Director Petra Schuetz said the team is auditing the details for the next round of iteration and has only identified one component so far that is incorrect. She also described the process the project management group went through to restructure the document and how providing a red line version would have been very confusing. Instead they provided a summary of the types of changes that were made to the standards. She explained the conversion challenges with the current iteration being copyrighted by a previous engineer. She said moving forward the track changes will be an option.

Councilor Smith referred to the summary table provided and asked about the stormwater analysis always being required and if that would apply to single family homes. Director Schuetz said no, but staff is working on the development of low impact stormwater standards which will allow the City to develop best management practices and guidelines for all types of development. She said there are cases where engineered calculations would be required for commercial development and that threshold has not changed. She said the City would like to give people more low impact development options.

Councilor Smith made a motion to adopt Resolution No. 20-11 updating the Public Works Design Standards. Councilor Freilinger seconded the motion. There was no discussion and the motion passed unanimously (7-0).

IX. APPOINTMENTS TO COMMITTEE AND ADVISORY GROUPS

9.1 Appointments to the Environmental Management Committee

Mayor Palmer said he interviewed three candidates for the two open positions. He is recommending Rachel Hiller be appointed to the Environmental Management Committee (EMC) for a three-year term and Seth Thompson to be appointed to the EMC for a one-year term.

Councilor Carter made a motion to make the appointments as recommended by the Mayor to the EMC. Councilor Freilinger seconded the motion. There was no discussion and the motion passed unanimously (7-0).

X. CITY MANAGER UPDATE

City Manager Wurster said Police Chief Jeff Fossholm has announced his retirement after nearly 33 years of service to the City. Effective June 1, 2020 Captain Jim Anglemier will be promoted to Chief of Police and Sergeant Josh Boatner will be promoted to Captain. The City of Silverton received a Distinguished Budget Presentation Award and City Manager Wurster thanked the members of staff who were instrumental in improving the FY 2019-2020 Budget in order to get the designation, especially Finance Director Kathleen Zaragoza, Assistant Finance Director Sheena Kroker, and Assistant to the City Manager/HR Coordinator Elizabeth Gray. The City received an \$18,000 grant through the Coronavirus Worker Safety Fund from SAIF Corporation. The City Council will need to hold a Special Meeting on May 18, 2020 and June 15, 2020 in order to meet with Mackenzie regarding the Civic Center design. She said the July 3, 2020 firework display has been cancelled, with the hope to reschedule at a later date. Lastly, Governor Brown has released a framework for reopening Oregon and as more information becomes available the City will keep Council and residents informed on the guidelines.

XI. COUNCIL COMMUNICATIONS

Councilor Sears expressed his excitement about working with Mackenzie on the Civic Center design and is happy to see the project moving forward. He asked if the City has screening requirements for commercial businesses. Director Gottgetreu said there are standards related to screening for utility equipment, but will look into any requirements related to the storage of materials and will provide an update to Councilor Sears.

Councilor Smith said she has a lot of things on her plate right now is going to need to resign from the EMC. She hopes a fellow Councilor would be interested in chairing the EMC moving forward.

Councilor Freilinger encouraged everyone to stay safe and keep social distancing. He thanked Chief Fossholm for his service to the City.

Councilor Carter congratulated the members of staff who were instrumental in receiving the budget award. She would like to see a sidewalk installed on Ames Street in front of the City owned property and asked if staff could perform an analysis to see if a sidewalk installation would be feasible in that area. City Manager Wurster said Public Works can look into it. Council discussed the need for sidewalks around the high school and where this project could fit into the priorities. Councilor Smith said any improvement should be made in conjunction with upgrades made to the Water Treatment Plant.

Councilor Plummer asked about the process for switching a name on a utility bill. He was made aware of an \$80 fee associated with the process and was inquiring about the staff time it takes to do that work in order to ensure the City is not overcharging. City Manager Wurster will follow-up with staff and report back at the next City Council meeting.

Mayor Palmer congratulated Chief Fossholm on his well-deserved retirement. He thanked staff for their work on the budget which made for an efficient process and for their professionalism throughout the budget meetings. He also thanked the citizens for being diligent with staying home and social distancing.

XII. ADJOURNMENT

Councilor Sears made a motion to adjourn. Councilor Carter seconded the motion and Mayor Palmer adjourned the meeting at 6:59 p.m.

Respectfully submitted by:

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