

**CITY OF SILVERTON
CITY COUNCIL WORK SESSION MINUTES**



Council Chambers 421 S. Water St. and Zoom Web Conference Platform

February 26, 2024, 6:30 p.m.

I. OPENING CEREMONIES – Call to Order, Pledge of Allegiance, & Roll Call

Mayor Freilinger called the meeting to order at 6:30 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom. Mayor Freilinger explained the meeting was being held in a hybrid format, pursuant to City of Silverton Resolution 22-06, adopted March 7, 2022.

Present	Absent	
<u> X </u>	<u> </u>	Mayor Jason Freilinger
<u> X </u>	<u> </u>	Council President Elvi Cuellar Sutton
<u> X </u>	<u> </u>	Jess Miller
<u> X </u>	<u> </u>	April Newton
<u> </u>	<u>Excused</u>	Eric Hammond
<u> X </u>	<u> </u>	Marie Traeger
<u> X </u>	<u> </u>	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Deputy City Manager/Finance Director Kathleen Zaragoza, Community Development Director Jason Gottgetreu, Public Works Director Travis Sperle, Chief of Police Jim Anglemier, Captain Todd Engstrom, Water Quality Supervisor Bard Jensen, Assistant to City Manager/City Clerk Jamie Ward

II. Discussion/Action

2.1 Silvertown Municipal Code Review Section 13.52 and 13.02 – Restricted Discharges and Pretreatment, and Associated Definitions.

Water Quality Supervisor Brad Jensen introduced the City Attorney, Ashleigh Dougill from Beery, Elsner, and Hammond LLP, and mentioned that Ms. Dougill has been diligently working on updating Silvertown Municipal Code (SMC) Sections 13.52 and 13.02 – Restricted Discharges and Pretreatment, and associated definitions. This requirement is outlined in the Mutual Agreement and Final Order (MAO) issued by the Department of Environmental Quality (DEQ).

Ms. Dougill mentioned that she has been working for Beery, Elsner, and Hammond for a year and a half, primarily focusing on public contracts and land use, with involvement in various aspects of public entity-related work. She has been assisting the city with the current matter since the summer of 2023. As Mr. Jensen previously mentioned, one of the requirements outlined in the Mutual Agreement and Final Order (MAO) signed by the City was to update the SMC chapters pertaining to restricted discharge and pretreatment, along with the associated definitions. Ms. Dougill collaborated with the DEQ to review those chapters, ensuring compliance with federal laws and any applicable state regulations. Numerous updates were made as a result. The City was required to submit the suggested edits to the DEQ by December 31, 2023, and these edits have been approved by the DEQ. Ms. Dougill provided the Council with a summary list of the edits in the packet for their review. The City will have 60 days to review and adopt this new language.

Mayor Freilinger noted the presence of additional reporting requirements and inquired about the City's capacity to fulfill them with existing staff resources. Mr. Jensen concurred, acknowledging the significant amount of additional work required. Mr. Jensen mentioned that typically, there is staff designated to handle the pretreatment program, and staff is currently working on addressing this matter. He further mentioned that some of the required work is already being carried out, citing an example of a pretreatment permit that has been issued. Consequently, the affected parties are now being billed for the additional expenses that the City has incurred.

Ms. Dougill added that many of the fee reporting requirements are more burdensome for the industrial users. She noted that while it requires enforcement by the City if something goes wrong, a significant portion of these additional requirements are for the compliance of the users themselves. Ms. Dougill stated that while these are the required steps the City must take, they will also need to undertake additional measures afterward. This includes developing a best practice manual that outlines the administrative and financial procedures the City will follow in implementing these requirements.

City Manager Misley emphasized that there will be numerous components that come into play alongside the MAO, and the current update is a required aspect. He expressed confidence that the City is in a strong position regarding this matter, mentioning that he has been collaborating with staff and Ms. Dougill since he first started. Misley feels that the city has made significant progress and considers this experience to be positive overall.

Mayor Freilinger inquired about the potential burden this may impose on industrial users. Mr. Jensen responded that while it's currently unclear, they are aware of the forthcoming changes and have been collaborating with industrial users to facilitate a smooth transition. He mentioned that when staff issued the permit, the industrial user was very receptive to all aspects of it.

Mayor Freilinger added that he would like this issue to be a focus during the upcoming budget meetings.

Councilor Sutton asked if this would require a full-time position for the City to employ. Mr. Jensen responded that it was currently unclear at this moment.

Public Works Director Travis Sperle reminded the Council that the City's DEQ working permit is also up for review, noting that the new rules being implemented are much more stringent than the current permit requirements. He mentioned that some of these new requirements are already being implemented.

This item will be brought back as an Ordinance during the March 18, 2024, Special Meeting.

2.2 SEDCOR Introduction and Enterprise Zone (E-Zone).

City Manager Misley introduced SEDCOR employees Eric Anderson and Kip Morris. Mr. Anderson stated that Kip Morris is the new Business Retention Expansion Manager for Marion County with SEDCOR. Mr. Morris then mentioned that he is a two-time honorably discharged veteran and has a history of workforce development, specifically with apprenticeships in skilled trades. He thanked the Council for the opportunity to be present at the meeting.

Mr. Anderson presented the 2022-2026 SEDCOR High-Level Strategic Road Map, which was distributed in the packet for the Council's review. He explained that SEDCOR is a regional organization covering Marion, Polk, and Yamhill Counties, with a primary focus on traded sector businesses, particularly in the manufacturing industry.

Mr. Anderson outlined SEDCOR's core values, beginning with SEDCOR's mission of Opportunity. He touched on five (5) different aspects of the plan:

- Expansion, Retention, and Targeted Recruitment of traded sectors
- Innovation and Entrepreneurship
- Workforce Development
- Infrastructure
- Mid-Valley Regional Identity and Stakeholder Engagement

Expansion, Retention, and Targeted Recruitment he spoke on of images included in the presentation by explaining how SEDCOR has helped those companies expand their business in different aspects.

Innovation and Entrepreneurship, Mr. Anderson stated that it is a newly added component to SEDCOR's work plan. They aim to support this through identifying value-added agriculture as an opportunity for technology. With some federal funding and a small business administration contract, they are now running a Northwest Innovation AG Hub. Mr. Anderson emphasized that this initiative presents an opportunity for SEDCOR to provide additional resources for those industries by identifying new technology opportunities and promoting startups in those sectors.

Touching on Workforce Development, Mr. Anderson mentioned Career and Technical Education (CTE) Programs and emphasized working closely with schools to address the needs of employers. He highlighted a recent collaboration with Mt. Angel School District, where they opened up a welding class to meet industry demands.

Moving on to infrastructure, Mr. Anderson mentioned that SEDCOR is now assisting with daycare and workforce housing initiatives. He highlighted a specific example with A-dec Dental Equipment, where one of their main challenges was retaining employees due to a lack of housing options in the area. Collaborating with the City of Newberg and other stakeholders, they formed a coalition. After months of effort, they successfully attracted funding from the legislature to create a revolving loan fund dedicated to addressing this issue. Mr. Anderson also discussed a company's need for childcare and how they found a solution for that, showcasing SEDCOR's commitment to addressing various infrastructure challenges faced by local businesses.

Finishing with Mid-Valley Regional Identity and Stakeholder Engagement, Mr. Anderson stated that they aim for the Mid-Valley to be a favorable place to grow and start a business. They envision an equitable, inclusive business community and a region with unique strengths in food production, manufacturing, and technology. Mr. Anderson emphasized the significance of food and agriculture, acknowledging that it is Marion County's largest industry. He expressed the importance of promoting economic development to recognize the opportunities within the food and beverage sector and agriculture.

Councilor Sutton addressed the childcare aspect of Mr. Anderson's presentation, inquiring about how that process came to fruition. Mr. Anderson explained that it originated from outreach to a business that identified finding adequate childcare as one of the main challenges their employees faced. SEDCOR assisted this business by reaching out to contacts in the childcare industry and identified one provider that had opportunities for expansion.

Councilor Miller thanked Mr. Anderson for the presentation and asked if he had heard of any transportation needs or gaps from businesses. Mr. Anderson responded that generally, most of the industries have been in logistics, warehouse, and distribution. He mentioned that one of the factors attracting this group over the past fifteen (15) years has been the availability of industrial land near highway interchanges. Mr. Anderson noted that discussions have been held around the Salem area with respect to bridge capacity regarding employees having to access the area from across the bridge over the Willamette from West Salem to Salem.

Mayor Freilinger thanked Mr. Anderson for his prestaton and expressed gratitude for the continued partnership with SEDCOR.

Moving on to the Enterprise Zone (E-Zone), Community Development Director Jason Gottgetreu explained that the Silverton, Mt. Angel Enterprise Zone was originally designated in 2013 and expired in 2023. During the Council meeting in April of 2023, Council provided direction to pursue reauthorization. Currently, the City is working with SEDCOR to discuss having them administer the program to reduce the amount of City staff time required for administering the zone.

City Manager Misley stated that this is still a working project, and staff hopes to be returning to Council with a resolution to reauthorize this program in the near future.

2.3 Community Center Lease Discussion

City Manager Misley stated that the City's master lease is approaching its expiration on March 31, 2024. This discussion aims to gather further feedback on the direction Council wishes staff to take regarding the lease at the Community Center. From his perspective, there are three (3) different paths the City can consider: Continuing to lease the building from the Oregon Military Department while offering a sublease to Silverton Area Community Aid (SACA) only to operate out of the basement only, The city continues the lease and subleases to SACA and works directly with any number of the current subleases and tenants, with the leases requiring new agreements with them, or SACA takes over the lease directly themselves.

City Manager Misley informed Council that he heard from the Family YMCA that they will be vacating the building on or before March 31, 2024, and do not wish to continue a sublease afterward.

Sarah DeSantis with SACA added that she spoke with her board, and they are willing to take over the lease with the Oregon Military Department and she found out on Friday that SACA's insurance will cover the Community Center should SACA take it over. Additionally, SACA could potentially cover the maintenance aspects for the building.

Council held detailed discussions, with members expressing both support and opposition to continuing the lease for another nine (9) months. Concerns were raised regarding the lease with the Military Department and what would be required if something major happened with the building, and whether the City could walk away without repairing it. Additionally, there were questions about whether there was adequate staff to maintain both the Community Center and the new City Hall.

Ms. DeSantis clarified that SACA cleans their own space and does not utilize the elevator or the 2nd floor since everything is located downstairs, and they will continue this practice. She emphasized that SACA's Board is fully prepared to take over the lease for SACA's exclusive use in the building, with the exception of WIC.

Ultimately, Council favored approving the City continuing a one (1) lease extension for up to ninety (90) days after the March 31, 2024, deadline, with the Military department, and opening that invitation up to all subleases currently in the building.

2.4 City Council FY 2024-25 Goals Follow-up.

City Manager Misley stated that this was an overview and follow-up from the February 6th City Council goals setting meeting, which included the edits to those goals. If Council agrees, there will be a Resolution brought back to Council at the March 4, 2024, City Council meeting for adoption.

Council did not have any additional recommendations, corrections, or additions to the draft goals.

III. Council Communications

Councilor Miller inquired about the possibility of exploring a memo regarding Transient Occupancy Tax (TOT) enforcement for vacation home rental owners.

IV. Executive Session

Mayor Freilinger read ORS provisions of 192.660(2)(f) to consider information or records that are exempt by law from public inspection and 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Council went into Executive Session at 7:55 p.m.
Council came back from Executive Session at 8:37 p.m.

V. Adjournment

Meeting Adjourned at 8:37 p.m.

Respectfully submitted by:
/s/Jamie Ward – Assistant to the City Manager/City Clerk