

CITY OF SILVERTON
CITY COUNCIL REGULAR MEETING
Monday, February 5, 2024 – 6:45 p.m.



Council Chambers – 421 South Water Street and Zoom

Americans with Disabilities Act – The City of Silverton intends to comply with the A.D.A. The meeting location is accessible to individuals needing special accommodations such as a sign language interpreter, headphones, or other special accommodations for the hearing impaired. To participate, please contact the City at 503-874-2216 at least 48 hours prior to the meeting.

A copy of the full packet is available on the City’s website at <https://silverton.or.us/meetings>. In accordance with House Bill 2560 and City of Silverton Resolution 22-06, the meeting will be held in a hybrid format: in person, and electronically using the Zoom web conference platform. Please submit written comments to publiccomment@silverton.or.us by 3:00 p.m. on Monday, February 5, 2024. Comments received will be shared with the City Council and included in the record. If you wish to participate through the Zoom web conference platform, see meeting information below.

Zoom meeting link:

<https://us02web.zoom.us/j/83619478940?pwd=c0F5Sko1MjJ4RTRsKzErYkFGcFBWdz09>

Passcode: 105500

Webinar ID: 836 1947 8940

Telephone: 253 215 8782

AGENDA

- I. OPENING CEREMONIES** - Call to Order, Pledge of Allegiance and Roll Call
- II. APPROVAL OF MINUTES**
 - 2.1 Minutes from January 8, 2024, City Council Meeting and the January 22, 2024, City Council Special Meeting
- III. PUBLIC COMMENT** – This is a business meeting of the City Council. The City values and welcomes public input. Please address the Council as a whole and not individual Council Members. Do not address staff or members of the audience. Council action on items brought up in Public Comment is limited by the Oregon Open Meeting Law. The Council may direct staff to study the matter and reschedule it for further consideration later. Items on the agenda will not be heard or discussed during Public Comment but will be accepted at that place on the agenda. Individuals are limited to three (3) minutes.
- IV. SCHEDULED PRESENTATIONS**
 - 4.1 Audit Report for Fiscal Year 2023 – Brad Bingeheimer, Partner of Singer Lewak LLP
 - 4.2 Silverton Chamber of Commerce Monthly Report – Executive Director Stacy Palmer
- V. DISCUSSION/ACTION**
 - 5.1 League of Oregon Cities, High Functioning City Council Training –League of Oregon Cities, Assistant General Counsel Robin Klein

- 5.2 Authorize the City Manager to Amend the Contract with M.L. Houck for \$99,816.00 for the Second Street Improvement Project – Public Works Director Travis Sperle.
- 5.3 Community Center Lease Discussion – City Manager Cory Misley

VI. CONSENT

- 6.1 Civic Center Change Order Request Ratification – Community Development Director Jason Gottgetreu
- 6.2 OLCC Liquor License for “The Curbside Italian Kitchen”, 115 N. Water St., Silverton.

VII. COMMITTEE APPOINTMENTS

VIII. CITY MANAGER UPDATE

IX. COUNCIL COMMUNICATIONS

X. ADJOURNMENT

**CITY OF SILVERTON
CITY COUNCIL REGULAR MEETING MINUTES**



Council Chambers 421 S Water Street and Zoom Web Conference Platform

January 8, 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	
X	_____	Mayor Jason Freilinger
X	_____	Council President Elvi Cuellar Sutton
X	_____	Jess Miller
X	_____	April Newton
X	_____	Eric Hammond
X	_____	Marie Traeger
X	_____	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Community Development Director Jason Gottgetreu, Police Chief Jim Anglemier, Public Works Director Travis Sperle, Assistant to City Manager/City Clerk Jamie Ward.

II. APPROVAL OF MINUTES

Councilor Hammond moved to approve the December 4, 2023, Regular Session Meeting Minutes, and the December 18, 2023, Work Session Minutes. Councilor Sutton abstained from the December 18, 2023 minutes due to being absent. Councilor Newton seconded. No discussion. Motion passed unanimously.

III. PUBLIC COMMENT

Terry Brandon and Jenny Ohren, representing Silverton Senior Center Board, addressed the council. Mr. Brandon expressed gratitude for the continued support and the positive working partnership with Council. He distributed invitations to a retirement luncheon for Dodie Brockamp scheduled for January 27, 2023, from noon to 3 p.m. Simone Stewert will be taking the role of Executive Director starting on January 22, 2023.

IV. SCHEDULED PRESENTATIONS

4.1 Silverton Chamber of Commerce Executive Director, Stacy Palmer
Mrs. Palmer read the monthly update (Attachment A). Mrs. Plamer indicated it was a quiet month due to the visitor center being closed for two weeks. There were 93 phone calls and 128 visits in the month of December.

The Silverton Business Group meets on Wednesdays at 8:00 a.m. at Silver Falls Brewery. Mrs. Palmer mentioned that local chamber members and attractions will be featured on an interactive platform called 'Tour

Silverton Online.' The tours will enable businesses to showcase their offerings and highlight local attractions. They are aiming to launch this initiative in the Spring.

After a competitive application process Business Oregon is pleased to announce a notice of Intent to Award a total of \$1.825 million in funding from Rural Opportunity Initiative (ROI) program to 19 Oregon communities. The City of Woodburn on behalf of the North Marion Business Alliance has been awarded \$90,000 to help fund business assistance efforts in our region. The grant will focus on connecting local businesses to resources including business evaluation and mentorship, providing technical training and providing access to a network of regional programs designed to help businesses in our rural area.

Mrs. Palmer wanted to inform residents that the tree lights are still up due to scheduling and weather conflicts. They are actively exploring options for scheduling a forklift in the near future. Mrs. Palmer also mentioned that there are some health issues at the top of the tree, and she will be working with public works to identify a treatment process.

The Silverton Shop Hop received a total of 596 visits to local businesses. High-traffic merchants appreciated the new format, but those with lower foot traffic numbers didn't fare as well. Despite an increase in the number of forms turned in this year compared to the last two years, the majority of participants were from Silverton, although there were also participants from eight outlining communities.

Mrs. Palmer informed the Council about two upcoming events. The Annual Stout & Ale Festival is scheduled for January 27, 2024, at the Festhalle in Mt. Angel, Oregon. This event celebrates and honors the life of Jason Franz, a beloved community volunteer. It serves as a fundraiser for the Jason Franz fund, which grants scholarships to kids who enjoy outdoor recreation but can't afford to participate. The event strongly supports the Silver Falls Mountain Bike Club and Fall Line Bike Shop. Tickets can be purchased in advance at www.fallinestoutandale.com for \$15, or \$20 at the door. The 2024 First Citizen Banquet is on Saturday, February 17, 2024, at the Oregon Garden. A list of nominations should be released in the coming weeks.

- 4.2 Oregon Department of Transportation (ODOT)/City Working Relationship Overview was pulled and will be rescheduled to January 22, 2024.

V. DISCUSSION/ACTION

5.1 Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue

Community Development Director Jason Gottgetreu gave a brief overview of the history of the application process stating the application was submitted on October 10, 2023, requesting a zone change for 602 Eureka Avenue to change the zoning from R-1 to R-5. Notice was mailed out to property owners within 700 feet of the site on October 25, 2023. The notice was placed in the Statesman Journal during the November 1, 2023, edition. The Planning Commission reviewed and recommended for Council to deny the application at the November 14, 2023, meeting which included a Public Hearing, City Council reviewed the application during a Public Hearing at the December 4, 2023, meeting. Council then closed the Public Hearing and directed staff to prepare an Ordinance and bring it back to the January meeting to approve.

Councilor Miller moved to have the first reading of Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue by title only. Councilor Newton seconded. No discussion. Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freiling. Nays: Elvi Cuellar-Sutton, Marie Traeger

City Manager Misley read Ordinance 24-01 by title only.

Councilor Miller moved to pass Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue on its first reading by title only. Councilor Newton seconded.

Councilor Sutton expressed her opposition to approving this ordinance for several reasons, citing concerns related to traffic and pedestrian safety. She believes that endorsing this ordinance would establish a precedent for future development in Silverton and argues that it does not align with Silverton's vision.

Councilor Newton shares Councilor Sutton's sentiments, expressing the belief that rezoning is unnecessary for the area, as it is already designated for twenty-one (21) new homes. She sees this as the city's means to address House Bill 2001 and its associated challenges. Councilor Newton emphasizes the importance of developing a strategic plan for the future and reiterates her support for the Planning Commission's decision to deny the zone change.

Councilor Gaitan assessed the land and the substantial work required for its development, taking into account the city's need for affordable housing. He finds a disconnect in how this development aligns with the City's long-term plan for affordable housing. This is attributed not only to the necessary infrastructure investments but also to the support required for pedestrians and residents within the development. Due to these considerations, he cannot, in good faith, approve the change.

Councilor Miller expressed confidence in prior discussions about the minimal environmental impact on water flow resulting from the impermeable surfaces change. He also found assurance in the traffic studies conducted and anticipates a future review of the actual development and its details. Councilor Miller believes these steps are necessary before development can commence on the land, providing the Council with another opportunity to delve into specifics such as connectivity and traffic flow measures. He is in support of this change.

Councilor Traeger expressed a desire to address existing traffic issues in the downtown core, emphasizing concerns that the proposed development will exacerbate the current problem. She is reluctant to add more challenges to those already faced by the community. She also fears that this could potentially open that area up for a mobile home site.

Councilor Newton sought clarification on whether there was specific knowledge of a mobile home being planned for the area or if the concern arose merely because it is permitted in an R-5 zone.

Councilor Traeger clarified that the allowance for mobile homes comes with zone changes within developments.

Councilor Sutton expressed full support for identifying locations for affordable housing, emphasizing the strategic placement of R-5 zones as crucial. She highlighted the importance of considering the specific impact on the community, particularly in the designated area, including population concentration and safety concerns.

Councilor Hammond believes that the R-5 designation, with its traffic calculation methods, indicates potentially less traffic compared to R-1. This consideration leads him to view the proposed use for this space as acceptable.

Councilor Newton clarified that her vote in the previous decision was based on the applicant meeting the legal requirements. While she personally would prefer leaving the land undeveloped, she acknowledges the potential for entry-level housing in a denser R-5 zone. She also recognizes that this zoning allows for more communal and lawn space.

Council went on record to disclose any ex parte contact they may have had.

Mayor Freilinger has received twelve (12) potential requests for ex parte contact which he did not respond or interact with on both sides of the issue.

Councilor Sutton reported five points of contact but clarified that they have not influenced her vote, and she has not responded to them.

Councilor Traeger has received emails, and it has not influenced her vote either.

Mayor Freilinger explained that his vote was influenced by incidents over the past ten (10) to eleven (11) years. He expressed the belief that denying this application might not hold up before the Land Use Board of Appeals (LUBA) based on the merits of the case. He feels the applicant has met the standards for development, and not allowing it, given the information available, could lead to an overturn on appeal. Additionally, he noted the potential high cost of legal fees should Council pursue this route. He also highlighted the housing need analysis conducted a few years ago. Mayor Freilinger emphasized that there is a current housing needs analysis being conducted for every city over ten thousand (10,000) statewide. This new analysis is set to take effect in terms of implementation requirements on January 1, 2025, and he anticipates that the numbers might change, potentially significantly. He expressed the view that relying on the current analysis might not be appropriate, given the forthcoming changes. The traffic calculations matter because statistical information like that is based on engineering studies and is the only factor that LUBA is going to look at. It is the only factor that ODOT is going to look at. Things that are subjective in nature, they will not consider. The merits of what he is hearing, as far as why Council should deny the application, are subjective in nature. Because of the state legislature's determination of how clear and objective standards are met then it will always err on the side of increased housing, he feels the applicant has met those. Zoning changes are not necessarily bound by this rule but what he has seen and heard LUBA is applying that to zoning changes, especially when they are talking about changing from a single-family zone to a slightly denser single-family zone. He understands the concerns but questions what the solution is. He feels we need to put in better standards that are clear and objective and ultimately, we cannot achieve that until the City goes through a Master Plan for the City of Silverton.

Councilor Sutton acknowledges that the zone change is a city decision, and while LUBA can push back, she believes that in this case, it is acceptable. She is of the opinion that this area lacks sufficient road space for people to ride or walk safely.

Councilor Traeger expresses support for and confidence in the Planning Commission's decision. She believes that the decision was grounded in clear research and was not influenced by subjective factors.

Councilor Gaitan sought clarification, questioning whether the presence of clearer standards before this request would have potentially averted the need for the zone change in the first place.

Mayor Freilinger stated that he couldn't provide a definitive answer because the City has not undergone that exercise. He emphasized that the impact of standard changes on this matter cannot be determined conclusively. To address such situations, the City would need to adopt clear and objective standards and apply them accordingly.

Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freilinger. Nays: Elvi Cuellar-Sutton, Marie Traeger, and Matt Gaitan. Ordinance 24-01 will be brought back for a second reading during the January 22, 2024, City Council meeting due to not passing by a unanimous vote on its first reading.

5.2 Review of Statement of Qualifications (SOQ) Submitted for the Development of Affordable Housing on the Westfield Site.

Community Development Director Jason Gottgetreu presented the staff report, noting that the City of Silverton had advertised a Request for Qualifications (RFQ) for the development of affordable housing on

the Westfield Site. The City received four (4) Statements of Qualifications (SOQ). The Request for Offers (RFO) process aims to generate a shortlist of potential partners invited to submit a development proposal. The Affordable Housing Task Force (AHTF) reviewed the SOQ's and recommended that the Council select DexNW, Ink Built, REACH, and FHDC as the shortlist of potential partners to be invited to submit a proposal.

Councilor Traeger sought clarification on the history of this process. She inquired whether the Affordable Housing Task Force had developed a plan and formally approached the City to inquire about using the Westfield property for the construction of affordable homes.

Director Gottgetreu explained that this process commenced in 2018 when the City explored the possibility of utilizing a section of the Westfield site for an affordable housing development. However, the process did not progress at that time, making this the second attempt to advance the project.

Councilor Newton requested clarification on the criteria for not selecting the top two (2) proposals. After reviewing the proposals and the minutes from the Affordable Housing Task Force meeting, she expressed difficulty in understanding the reasons for eliminating two (2) options. She emphasized that one of them provided detailed specifics on how they intended to secure funding. She feels that all four (4) supplied good SOQ's.

Director Gottgetreu explained that the Affordable Housing Task Force (AHTF) believed that all four (4) applicants had the potential to undertake a commendable project. However, the AHTF determined that the top two applicants presented a product that aligns more closely with the style and vision for the City. Nonetheless, the other two applicants showcased strong qualifications and Statements of Qualifications (SOQs) and were recognized as capable and strong potential partners.

Councilor Newton believes that, despite the substantial effort required for these potential partners to proceed to the next step, it would be prudent to invite all four (4) and assess the outcomes.

Councilor Traeger concurs with Councilor Newton that all four (4) organizations are commendable. However, she expresses concern about the community's ability to support a project of this nature, especially when targeting sixty (60) percent AMI or below. She believes this falls within the median of low-income housing. Considering the current status of industrial businesses, such as Bruce Pac being vacant, she is apprehensive about the availability of jobs for those intending to reside there. Councilor Traeger asserts that the community needs to strengthen before undertaking such a project.

Councilor Sutton holds a differing opinion from Councilor Traeger and believes that the community strongly needs this project and that it aligns with the right direction. She expresses enthusiasm for the initiative, considering it a fitting use for R-5 zoning. Councilor Sutton highlights the open nature of the area with fewer traffic issues in this corner of the town. She emphasizes that delaying the project could result in more significant future efforts to address affordable housing needs. She also suggests inviting all four (4) organizations to submit a proposal.

Mayor Freilinger emphasized that one of the significant driving factors for people is affordable housing. The Chamber has been vocal about the community's desperate need for affordable housing. A large portion of Bruce Pac employees had to commute because they couldn't afford to live here, and there's strong suggestive evidence that this affordability issue may have contributed to their departure, resulting in a negative impact on the community.

Councilor Gaitan highlights a crucial missing piece in this puzzle—the absence of Silverton's Economic Development Plan. He expresses the need for a clear understanding of how the city plans to generate more jobs, providing residents with opportunities for employment. Councilor Gaitan emphasizes the historical trend of Silverton being a bedroom community with residents commuting for work, and he seeks assurance about the city's plan to address this aspect.

Councilor Hammond expresses agreement with Councilor Gaitan and supports the idea of inviting all four (4) organizations to submit a proposal for development. While acknowledging the potential benefits of an Economic Development Plan, he believes there is already sufficient demand for affordable housing. Councilor Hammond suggests that the current need could potentially fill the housing project without the immediate necessity of a comprehensive Economic Development Plan.

Mayor Freilinger sought clarification from staff regarding the potential concerns of inviting all four (4) organizations back. He referenced discussions during the Affordable Housing Task Force (AHTF) meeting about the costs associated with progressing to step two (2) and creating a Request for Proposals (RFP). In the AHTF discussions, there was an emphasis on the need to narrow the field to manage these costs. Mayor Freilinger inquired whether staff sees any issues with not trimming the field and proceeding to send the invitation to all four (4) organizations.

City Manager Misley shared his perspective, stating that if the goal is to have the maximum number of options available, inviting all four (4) organizations would achieve that result. He acknowledged that it would require more time for reviewing and selecting proposals. However, he emphasized the intention to be considerate and intentional about not wanting anyone to waste their time. Given the qualifications of all four, and the ability to discern nuances between them, he sees no reason why the city couldn't move forward with all four (4) submitting a full-blown proposal, particularly for this specific site.

Director Gottgetreu explained that the firms will have access to the minutes from the Affordable Housing Task Force (AHTF) and the minutes from this meeting. They can review where they stand among the top or bottom two, using that information to make an informed decision about whether it's worthwhile to move forward to the next step.

Councilor Traeger asked what the process is for the next step.

Director Gottgetreu clarified the process, emphasizing that the Affordable Housing Task Force (AHTF) will evaluate the Request for Proposals (RFPs) and provide a recommendation to the City Council. The Council will then make a decision based on the AHTF's reviews. Gottgetreu noted that the completion of this project is not anticipated in the near future, with a projected timeline ranging from two (2) to three (3) years. The overall process involves a thorough review of the RFP by the AHTF, followed by Council selection and entering into an agreement with the top proposal firm. This agreement phase includes detailing responsibilities, after which the substantial work begins—securing funding, designing the project, and navigating the public process. The design will undergo scrutiny at the Planning Commission based on the finalized design.

City Manager Misley concurred with Director Gottgetreu regarding the timeline, emphasizing the competitiveness of funding cycles. He highlighted that numerous communities are in need and seeking to add housing units, making the funding process highly competitive. While there are additional funding streams to some extent, they fall short of meeting the overwhelming demand and need for affordable housing. Misley mentioned the potential for a housing needs analysis to take a more holistic approach, examining a menu of

options. Such an analysis could outline the desired trajectory for the City and the community over the next ten (10) years, along with the necessary steps to reach those goals.

Councilor Sutton asked where the UGB and the County line start as far a jurisdiction.

Chief Anglemier stated it was just past the Westfield site. Almost directly across from the Oregon Garden entrance.

Mayor Freilinger, as a member of the Affordable Housing Task Force (AHTF), shared insights into the factors considered when selecting the top two candidates. The evaluation included scrutiny of their funding sources and program focus, with attention to a specific cultural aspect. Given the significance of this potentially being the only affordable housing project in Silverton for this generation, there was a discussion about how broad or narrow the focus should be. Another critical factor was the aesthetic aspect, considering the look and design of their previous projects. Mayor Freilinger expressed openness to receiving proposals from all candidates but invited comments from the audience.

Director Gottgetreu clarified that the Request for Proposals (RFP) can explicitly outline Silverton's vision, providing a clear and definitive request. Potential candidates can then assess whether their proposals align with Silverton's vision and what they can offer.

Dana Smith, Silverton Oregon,

Ms. Smith mentioned that she has been a part of the Affordable Housing Task Force (AHTF) since its inception and brings extensive experience in reviewing these types of proposals. In assessing the four (4) teams, she believes it's evident that the two recommended by the AHTF are likely to be the top choices. While acknowledging the excellent qualifications of the other two teams, she feels they are in a different league and may not fully align with the City's vision for the property, which includes being multigenerational, multicultural, and catering to a variety of incomes. She emphasized that the ability to meet these diverse needs was more convincingly demonstrated by the top two (2) recommended teams.

Additionally, she conveyed that the AHTF prefers to conduct in-person interviews with all applicants to thoroughly discuss the proposals. The preference is for a group meeting involving both the Task Force and the Council, allowing everyone to participate in the same discussion simultaneously and arrive at a unified decision. Given the complexity of meaningful interviews, she expressed concerns about managing the process effectively with four (4) applicants.

Councilor Sutton noted the possibility that all four (4) applicants may not submit proposals. She directed a question to Ms. Smith, inquiring whether, in the event that three (3) applicants submit proposals, that would be considered a satisfactory compromise.

City Manager Misley suggested the possibility of applying a rating scale and considering only the top two applicants for interviews, streamlining the process and ensuring a focused evaluation.

Stacy Palmer, Silverton Oregon Chamber of Commerce,

Ms. Palmer expressed her belief that the construction of this affordable housing project would contribute to the attractiveness of Silverton for large industrial companies. She mentioned ongoing talks about expansion from Forrest River and Willamette Valley Pie Co. However, she highlighted a concern about the potential shortage of workers. Ms. Palmer feels that having affordable housing would appeal to individuals, encouraging them to move to Silverton and work in the area. She also expressed the view that many people

are leaving their family homes to downsize into smaller facilities that they may be able to afford. This transition creates opportunities for more individuals to enter the housing market and experience homeownership. Stating this is a supply and demand issue.

Councilor Traeger asked how we are attracting business.

Ms. Palmer emphasized that this is a valid concern for any small community. Historically, Silverton has seen 60-65 percent of its workforce leave, an ongoing trend due to the absence of large employers. This continuous outward migration leads to a widening demographic gap, with more professionals, economically advantaged individuals, and middle to low-income residents leaving for opportunities elsewhere. The high cost of living in Silverton contributes to this negative spiral, posing a challenge for the community.

Lucenda Campbell Silverton, Oregon,

Ms. Campbell would like to know if there is a way to put a map together to see the proposed site. She would also like to see better public transportation, a pool, a recreation center, and ADA housing.

Mayor Freilinger stated the City has a map and could provide that for her.

A motion was by Councilor Sutton to invite all four (4) statement of qualifications submissions to be invited to submit a proposal for the development of the affordable housing project on the Westfield Site. Councilor Newton seconded. No discussion. Motion Passed

5.3 Resolution 24-01 – A Resolution Disbanding the Diversity, Equity, and Inclusion Task Force and the Homeless and Housing Task Force.

City Manager Misley clarified that this recommendation originated from the council during the December 18, 2023, work session. He pointed out that there was an amended resolution specifying the repeal of the previous Diversity, Equity, and Inclusion (DEI) resolutions. Misley continued, stating that the City recognizes the enduring importance of Diversity, Equity, and Inclusion, as well as Homeless and Housing issues. Even though the task force is disbanding, he assured that the city remains dedicated to addressing these concerns at both policy and administrative levels.

A motion was made by Councilor Sutton to adopt Resolution 24-01 Disbanding the Diversity, Equity and Inclusion and the Homeless and Housing Task Forces as amended. Councilor Miller seconded. No discussion. Motion passed unanimously.

VI. CONSENT

A motion was made by Councilor Sutton to approve the Consent Agenda including agenda items 6.1-6.4. Councilor Newton seconded. No discussion. Motion passed unanimously.

- 6.1 *OLCC Liquor License for Emerald Events Silverton.*
- 6.2 *Civic Center Change Order Ratification.*
- 6.3 *Approve the Contract with Hazen Sawyer, DPC Subject to Legal Revisions and Authorize the City Manager to Sign.*
- 6.4 *Authorize the City Manager to Amend the Contract with Firewood Design Group for \$30,000. And Amend the Contract with ML Houck for \$233,000. For the Second Street Improvement Project.*

VII. COMMITTEE APPOINTMENTS

- 7.1 Appointments to the Planning Commission and the Historic Landmark Commission.

Mayor Freilinger mentioned that he is working with staff on creating a uniform process for committees and commissions in the future. He indicated that there may be a time where nominations happen once a year and members could potentially be sworn in during the January meeting.

A motion was made by Councilor Sutton to approve the reappointment of Morry Jones and to appoint Derek Evans to the Planning Commission for a term of four (4) years ending December 31, 2027. Councilor Newton seconded. No discussion. Motion passed unanimously.

A motion was made by Councilor Sutton to approve the reappointment of Sherry Hoefel and to appoint Allison Hurley to the Historic Landmarks Commission for a term of three (3) years ending December 31, 2026. Councilor Newton seconded. No discussion. Motion passed unanimously.

A motion was made by Councilor Sutton to approve the reappointment of Fred Parkinson to the Historic Landmarks Commission for a term of two (2) years ending December 31, 2025. Councilor Newton seconded. No discussion. Motion passed unanimously.

VIII. CITY MANAGER UPDATE

City Manager Misley updated Council on upcoming meetings stating Planning Commission will meet on January 09, 2024, the Environmental and Urban Tree Committee meet on January 16, 2024, the Affordable Housing on January 16, 2024, City Council Work Session on January 22, 2024, Transportation Advisory Committee meet on January 29, 2024, an Urban Renewal Advisory Committee meeting on January 30, 2024, a Urban Renewal Agency meeting on February 05, 2024, the City Council Regular Meeting on February 05, 2024, and City Council Goals Setting on February 06, 2024.

Misley went on to say that he, along with Councilor Newton, Silverton Police Chief Jim Anglemier, and Police Captain Todd Engstrom, had a follow-up meeting with Sheltering Silverton. The meeting aimed to discuss the partnership between the City, the Police Department, and their service provision supporting members of the Silverton community. Misley expressed that, from certain perspectives, the meeting involved retrospectively examining various situations that had raised questions. However, he emphasized that everyone left the meeting with a positive outlook. Silverton Police Captain Todd Engstrom will be the point person as it relates to a staff liaison between Sheltering Silverton and the Police Department to assist with coordinating and collaborating as effectively as possible. Misley noted that there are many layers of Sheltering Silverton settling into their new location and the City is going to continue to work with them to try and support them as much as possible.

Misley also met with Mayor Freilinger and Republic Services, the City's solid waste service franchisee, to discuss having a representative come to the Environmental Management and Urban Tree Committee and the City Council meeting in February. The purpose is to discuss the rate structure and likely a rate request that will be coming through in the near future.

Misley stated City Staff enjoyed a holiday lunch at the Senior Center, which was a nice event allowing everyone to get to know each other a little more.

Misley has been meeting with Ashleigh Dougill, who is the City's representative at Beery, Elsner & Hammond, LLP, the City's legal firm. They are discussing the potential of her coming down in February to meet with the Council as well as work with the management team on some internal processes.

Misley wanted to thank Code Enforcement Office Sean Farris for his over ten years of service with the City. Sean put in his resignation but maybe coming back in to assist as a part time driver for the Silverton Trolley.

IX. COUNCIL COMMUNICATION

Councilor Gaitan shared insights from a recent trip to Snoqualmie, Washington, highlighting a program that assists the senior living community with various needs, including health and safety, as well as transportation support. He expressed a desire to implement a similar program in their community.

Councilor Gaitan inquired about the communication strategy for updates on the Civic Center project, expressing difficulty in finding information on the City's website. City Manager Misley explained that staff have established an internal meeting regarding the move and operational shifts. He assured council that an update would be presented at upcoming City Council meetings and that monthly updates would continue, particularly as the construction nears completion and the opening approaches.

Councilor Traeger asked about the discrepancy in the numbers between the change order and the budget document for the Civic Center project. Community Development Director Gottgetreu explained that the difference is attributed to the retainage. She is also working on the Civic Center grand opening celebration and would like to know what the budget is.

Councilor Miller was disappointed the ODOT presentation is rescheduled and would like to see about stating a public education campaign regarding road safety and unsafe intersections in town.

Councilor Newton agrees with Councilor Miller that something needs to be done soon to assist with unsafe areas in town and to help with public awareness.

Councilor Sutton wanted to remind everyone that this is an election year and feels that it may be best for those interested in running for Council to consider start by joining a committee. She believes it would have been a good step prior to getting elected to the Council and would have helped with learning the basics of how city government works.

Mayor Freiling shared a message he received from a resident regarding an intersection flag program they observed in a different community. He stated he will share those pictures with staff.

City Manager Misley mentioned that while ODOT may not have all the answers regarding a flag program, he is interested in bringing in another partner from the County. This partner could offer different statistics and potentially provide the council with a pedestrian safety overview. Another strategy discussed was securing funding during goal setting to provide reflective vests to residents interested in participating in the program. Misley emphasized the importance of not rushing to be reactive but ensuring that necessary measures are taken for long-term changes.

X. ADJOURNMENT

A motion was made by Councilor Sutton to adjourn. Meeting Adjourned at 8:43 p.m.

Respectfully submitted by:

/s/Jamie Ward – Assistant to the City Manager/City Clerk

City Council Report- January 8, 2024

PHONE – 93

VISITS – 128

RACK Brochures – 51 plus 87 Shop Hop Forms

SILVERTON BUSINESS GROUP – We took the first week of January off for the Business Group, but we'll be back this week. 8:00 a.m. at Silver Falls Brewery.

TOURISM UPDATE – We are kicking off the sign up period for our tour Silverton online program. Local chamber members and attractions will be listed on this interactive platform. The tours will allow businesses to showcase their offerings and highlight local attractions as well. We hope to have the tour launched this spring.

North Marion Business Alliance - After a competitive application process, Business Oregon is pleased to announce a Notice of Intent to Award a total of \$1.825 million in funding from the Rural Opportunity Initiative (ROI) program to 19 Oregon communities. The City of Woodburn on behalf of the North Marion Business Alliance has been awarded \$90,000 to help fund business assistance efforts in our region. The grant will focus on connecting local businesses to resources including business evaluation and mentorship, providing technical training and providing access to a network of regional programs designed to help businesses in our rural area.

TREE LIGHTING – For those that have asked – we are having difficulty scheduling the lift for taking down lights for the big tree. We have to deal with scheduling and weather conditions.

We also plan to work with Public Works staff to evaluate the health of the tree, so we can plan for the big tree moving forward.

SHOP HOP - From the forms turned in for this year's shop hop, we had a total of 596 visits to local businesses – at a minimum that's \$2,980 in sales, but we all know most purchases were more than the minimum \$5, so that number is potentially substantially more.

Our high traffic merchants loved the new format, those with lower walk in traffic numbers didn't fare as well this year. We did have more completed forms turned in this year compared to the last two years. We had participants from 8 different communities with the majority being from right here in Silverton. We're looking at revamping the program for next year – so stay tuned.

Stout & Ale Festival – Saturday January 27th at the Festhalle in Mt. Angel
This event celebrates and honors the life of Jason Franz a beloved community volunteer and champion. Jason was a key proponent of the local BMX track and our Skate Park. This event serves as a fundraiser for the Jason Franz fund that grants scholarships to kids that enjoy outdoor recreation and can't afford to participate. The event is a big supporter of the Silver Falls Mountain Bike Club as well as Fall Line Bike Shop.

\$15 gets you collectors cup and 5 taster tickets....

\$20 at the door.

Raffle tickets are \$2 each or 10 for \$15.

Bike Raffle ticket \$10 each (Marin Mt. Bike valued at \$1700)

So come join us for music, beer, vendors, raffles and a great cause.

www.falllinestoutandale.com

The date has been confirmed for the **2024 First Citizen Banquet – Saturday, February 17th at the Oregon Garden**. Mark your calendars now to save the date.

**CITY OF SILVERTON
CITY COUNCIL SPECIAL MEETING MINUTES**



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

January 22, 2024, 6:30 p.m.

I. OPENING CEREMONIES – Call to Order & 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	
X	_____	Mayor Jason Freilinger
X	_____	Council President Elvi Cuellar Sutton
X	_____	Jess Miller
X	_____	April Newton
X	_____	Eric Hammond
X	_____	Marie Traeger
X	_____	Matt Gaitan

STAFF PRESENT:

City Manager Cory Misley, Community Development Director Jason Gottgetreu, Public Works Director Travis Sperle, Chief of Police Jim Anglemier, Captain Todd Engstrom, Assistant to City Manager/City Clerk Jamie Ward

II. Public Comment

Gregory J. Schmitz, Silverton Oregon,

Mr. Schmitz, a local business owner, expressed concern about the increasing traffic in the downtown area. He urged the Council to assess the current traffic situation and explore potential solutions before undertaking any new projects.

III. Discussion/Action

3.1 Second Reading of Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue.

Community Development Director Jason Gottgetreu explained that the reason for hearing this during a non-regular meeting was to comply with the one hundred and twenty (120) day requirement. This marks the second reading of this Ordinance, with the first reading taking place at the January 8, 2024, meeting.

Councilor Sutton sought clarification on the number of days the application has to be read for approval and the current status of the reading schedule. Director Gottgetreu clarified that it has to be done within 120 days from when the application is submitted and deemed complete to render a decision.

Councilor Newton moved to have the second reading of Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue by title only. Councilor Miller seconded.

Councilor Traeger officially stated that she stands by her decision and does not support the proposed change.

Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freilinger. Nays: Elvi Cuellar-Sutton, Marie Traeger, Matt Gaitan

City Manager Misley read Ordinance 24-01 by title only.

Councilor Newton moved to pass Ordinance 24-01 – Approving a Zone Change from R-1 to R-5 at 602 Eureka Avenue on its second and final reading by title only. Councilor Newton seconded. No discussion. Motion Passes 4-3-0 Ayes: Eric Hammond, April Newton, Jess Miller, and Jason Freilinger. Nays: Elvi Cuellar-Sutton, Marie Traeger, Matt Gaitan.

IV. Discussion

4.1 ODOT/City Working Relationship Overview

Mayor Freilinger introduced Anna Henson, Area 3 Manager for the Oregon Department of Transportation (ODOT), Region 2. Ms. Henson oversees projects in Marion, Yamhill, and Polk Counties for ODOT and local agencies. She highlighted that ODOT is currently facing significant budget challenges, reflecting in the condition of highways. The budget shortfall is attributed to issues related to hybrid vehicles and a reduction in gas tax revenue over the past few years. ODOT statewide is actively seeking a solution to the budget problem by exploring a potential user tax fee. This fee aims to ensure that everyone utilizing the roads contributes their share of the maintenance costs. Ms. Henson explained that due to these budget challenges, the State Transportation Implementation Plan (STIP) portfolio project file is currently much smaller than it has ever been. However, she expressed hope that a solution will be found, leading to increased funding in the future.

Ms. Henson serves as the ODOT representative for the Mid-Willamette Valley Area Commission on Transportation (ACT), a group of elected officials that meets monthly to discuss budget allocations. She extended an invitation to Council members and staff to participate in these meetings, emphasizing the significant discussions on grant opportunities. Ms. Henson believes that grant funding is a crucial avenue for securing resources in small communities. Additionally, she expressed a willingness to potentially assist with grant writing efforts.

Ms. Henson provided further information about the Salem offices, mentioning the presence of a technical center housing design, roadway, environmental, and hydraulic engineers responsible for project development. She highlighted that Keith Blair wrote about the Church St. and Hwy 213 intersection, expressing regret that the intersection did not score very high on the safety index.

Mayor Freilinger sought clarification on the meaning of "not scoring well" and whether it indicates that the intersection was poorly or highly performing.

Ms. Henson stated that in the last study conducted, the Church St. and Hwy 213 intersection received a score of 221 on the priority index. This indicates that it is not high on the list of dangerous intersections, as there have been only a handful of accidents, and none of them involved pedestrians. She emphasized that this score does not mean nothing can be done; it simply reflects that, due to safety funding being based on priority, it is lower on the list.

City Manager Misley added that House Bill 2017, which provided a significant infusion of 5.3 billion dollars, assisted in addressing decades of delayed infrastructure ODOT funding. However, it also brought changes in how these funds flow into local jurisdictions and regions. Drawing from his experience in Central Oregon, he noted that the ACT had more input in identifying priorities and allocating funds within their region before

House Bill 2017. The bill increased funding but reduced the say that local jurisdictions and regions have in allocating those funds. Misley explained that not only are they working with less funds for maintenance, but there are major priorities that are not earmarked. Returning to the Church St. and Hwy 213 intersection, City Manager Misley emphasized that a low score on the list does not preclude them from partnering with ODOT to conduct further studies and potentially make improvements in the area. He suggested that the City prepare a list of potential areas that need the most improvements to be ready for partnerships.

Ms. Henson mentioned that her coworker, the Active Transportation Liaison, Jenna Berman, suggested that Silverton may be a good candidate for a Small Communities Urban Design Verification (UDV). A UDV involves studying the area with public input and surveys to determine what improvements the community would like to see. Ms. Henson stated that conducting something like this would position the City for potential funding opportunities.

Councilor Traeger asked about the length of the list of important intersections and inquired about the position of 221 from the bottom. Ms. Hanson answered that she didn't know the exact number of dangerous intersections but would research it and get back to Council.

Councilor Sutton inquired if a pedestrian must be hit for an area to move up on the priority list. She expressed the need to ensure that traffic studies are conducted during peak hours for accuracy. Ms. Hanson stated that, or a lot of serious accidents can move an intersection up on the safety list. Ms. Hanson stated that she may be able to request a traffic count for that intersection.

City Manager Misley clarified that ODOT typically focuses on efficiently and rapidly moving people in places and may not be accustomed to working in urban environments. He suggested initiating discussions with ODOT about entrances to the town and different transition speeds or intersections, such as Hobart and Hwy 214, which might yield more favorable results than focusing on Church St. and Hwy 213. Misley also noted that the City has adhered to the same paradigm for around 100 years with Hwy 213 and Hwy 214 running through the City. However, he proposed looking forward to what works best for the next 100 years, acknowledging that it may not resemble the past. City Manager Misley emphasized the importance of closely collaborating with the transportation system and maintaining effective communication to generate momentum.

Councilor Miller asked if the UDV study would take new development and transit into consideration. Ms. Hanson answered she believed it does encompass all modes of transportation.

Councilor Miller inquired about the possibility of implementing the "20 is plenty" campaign to change the speed in residential areas, even if the road is under the jurisdiction of ODOT. Ms. Hanson did not have the answer to that question but would get back to him.

City Manager Misley gave a brief explanation of what "20 is plenty" means in local jurisdictions.

Mayor Freilinger inquired about Silverton's ability to address and improve areas, add lights, signage and make updates to a road owned by ODOT. Ms. Henson stated that, in her belief, those things cannot be done without obtaining a proper ODOT permit and would have to meet State standards and ODOT signs have to be designed by ODOT. City Manager Misley added that lighting is a significant issue in Silverton.

Councilor Gaitan inquired if there have been any examples of a third party conducting a pedestrian safety analysis and formally approaching ODOT with recommendations from that analysis. Ms. Henson mentioned that she didn't have specific examples but shared that the City of Carlton approached ODOT with a similar situation. Carlton wanted to improve their bike area in town, brought in a company, and is currently in talks with ODOT, though the outcome is uncertain. City Manager Misley referenced a situation in Sisters where they had an IGA and were paying ODOT to do design work on the highway to prep for a project.

City Manager Misley asked Ms. Henson to speak a little on jurisdictional transfer. Ms. Henson provided a brief explanation stating that in some instances communities may be able to change ownership of a highway right of way from state to local jurisdiction.

Mayor Freilinger expressed gratitude to Ms. Henson for her time and acknowledged that ODOT looks at the bigger picture when assessing intersections. He emphasized that Silverton is in a similar situation, albeit on a smaller scale, with many intersections around town. Prioritization and perspective would be necessary for addressing these intersections effectively.

Ms. Henson concluded by mentioning that ODOT has the Hobart and Mt. Angel Hwy intersection on their radar for a potential roundabout.

4.2 Mid-Year City Council Goal Update

City Manager Misley led the discussion on a goal mid-year council goal update stating this was a verbal overview and segway into our goals setting meeting in a couple weeks.

Goal 1: Community Engagement – Improve/Enhance/Upgrade the City’s ability to communicate, (two-way communication)

Misley stated that he has been attending the communications team meeting, which has a representative from each department. That group and others in the city put together a communications plan document in 2016, and it has not been updated since then. One of the conversations that they have been having is, as a vehicle to look at some of these items, especially defining the measure of success for community engagement, they should update that communications plan. This can be done mostly internally by examining what is already being done with that plan and exploring potential opportunities, considering staff capacity, the current organizational chart, and workflow. They also want to address the realities with different consultants, such as the website and the communications survey, highlighting priorities and areas for improvement. The city is planning to discuss multilingual messaging, whether on the website or in forms. Regarding the civic center project, Cleone in Community Development spearheaded the combination of various pages on the website, linking them together to create a consolidated page that presents the history, design, concept, and funding information in one easily accessible location. This page will receive frequent updates throughout the completion of the project. Misley expressed that, based on his observations during his time there, there is a decent trajectory to continue working on this in the next five (5) months. However, he emphasized that it will be an ongoing goal, even if not explicitly listed, in the years to come.

Councilor Sutton inquired about whether the City has an agency contracted for translators. Misley responded that they have one for municipal court but was uncertain about other departments. He stated he will look into it, mentioning that there may be a non-profit out there that can help.

Goal 2: Strive for community-wide connectivity for multi-model use.

To the best of Misley's knowledge, there hasn't been much work done on this goal so far. However, he mentioned that he has been part of numerous conversations on this subject. He also stated that he has been in discussions with both staff and council regarding the creation of a targeted goal, such as a traffic safety audit. This would involve a thorough analysis of intersections, whether conducted by ODOT, the County, the City, or a combination of all these entities.

Mayor Freilinger added that safety is his number one priority and having an intersection evaluation in our community is important.

Councilor Miller added that the Transportation Advisory Committee will be discussing their proposed prioritization in their upcoming meeting. Additionally, he mentioned that the transit needs analysis is still in progress, according to his understanding.

Goal 3: Enhance Silverton’s Parks and Recreation facilities.

Objective 1: Update the Parks and Recreation master Plan.

Community Development Director Jason Gottgetreu stated that the staff is handling the master plan update internally. The City Council established a master plan advisory committee in April of 2022, which has convened eight (8) times to date for the purpose of updating the master plan. An online survey received 465 responses, and an open house held in December drew 65 attendees, marking the conclusion of the public participation

phase of the master plan update. Currently, staff is actively working on creating an updated draft of the master plan. The plan is scheduled to be presented to the Parks Committee in March. Depending on the need for additional adjustments, the adoption process would commence shortly thereafter. The adoption process follows a ninety (90)-day timeline, which is required to be noticed to the Department of Land Conservation and Development thirty (30) days prior to the first public hearing, typically held as a Planning Commission public hearing. Subsequent to the Planning Commission's public hearing, the review process advances to the City Council public hearing and adoption stage. During the same time there will also need to be an updated Capital Improvement Plan with cost estimates that will need to be contracted out.

Objective 2: Construct Pettit Park Trail, pickleball Courts and Disc Golf Amenities

Director Gottgetreu stated staff does have the design services for the Pettit Lake Trail and pickleball courts currently advertised. The intent is to have that on the February 5, 2024, agenda for award. In addition to that staff has heard from the Salem Area Trail Alliance (SATA) who have expressed an interest in helping with developing a single-track trail system on site. That would be an 18-inch wide that would complement the city's 6 foot wide grave trail around the lake.

During the master plan update process, the clear preferred location for the pickleball courts emerged next to the senior center parking lot and the skate park. The design currently being drafted aims to offer flexibility in terms of the number of courts and amenities, such as lights and coverings. The plan also includes provisions for a potential path for community fundraising to support additional those additional amenities. The design idea is to provide options for the number of courts that align with the Council's appropriated budget, giving them the opportunity to choose the project size that best fits the community's desires and the available budget. This design is intended to be completed by the end of June, with construction potentially starting this summer.

The Ike Mooney property was not involved or included in these design services. Currently, the property is in the process of being added to the City's Urban Growth Boundary (UGB). Council held its first reading of that Ordinance, and the matter is being scheduled for review by the Marion County Board of Commissioners. Once this process is complete, the plan is to collaborate with the local disc golf group and engage citizens in a citizen-led building initiative rather than opting for engineered design services. This approach aims to encourage more public use of the site and foster community involvement in the project.

Councilor Miller inquired about the frequency of meetings between the disc golf and mountain biking groups. Director Gottgetreu responded that there are members from both groups on the Parks and Recreation Master Plan Advisory Committee. Thus, to some extent, they are being involved and included through their representation on the advisory committee.

Councilor Sutton recalled a previous offer from a disc golf member to undertake the work themselves if given approval by Council. She asked if this was the reason for not including the Ike Mooney property in the design services. Director Gottgetreu confirmed that Councilor Sutton's understanding was correct.

Mayor Freilinger asked about the possibility of testifying in support of the Urban Growth Boundary (UGB) expansion with the County and whether staff would be present at those meetings. Director Gottgetreu confirmed that he would be attending the meetings, and the County would have the City Council minutes included in the staff report as evidence of support. However, he noted that additional testimony, especially from elected officials, shouldn't be perceived as biased or present a conflict of interest.

Councilor Gaitan inquired about the exclusivity of the SATA volunteers performing work around the Pettit Lake trail and whether this hindered the involvement of other vendors in the design process. Director Gottgetreu explained that the design Request for Proposals (RFP) specified that the engineer would coordinate with SATA, indicating that their involvement was established in the RFP process.

City Manager Misley further elaborated that the Oregon Park and Recreation Department (OPRD) has issued a call for grant applications, prompting internal discussions among staff regarding potential funding opportunities. While pursuing such grants might delay a project by a few months, it could ultimately result in a better outcome.

Goal 4: Implement the City's master plans.

Public Works Director Travis Sperle explained that initially, the city considered updating the sewer master plan internally. However, upon reviewing the updates at the wastewater plant, it became evident that the plan and the plant did not align well. Consequently, the decision was made to engage an external service provider to conduct the master plan update. This realization also prompted consideration of a larger project involving a review of all master plans simultaneously.

Director Sperle emphasized that progress has been made on goal 2, particularly with the 2nd Street project. This initiative involves not only street updates with sidewalks but also subsequent plans to address stormwater management, gutter improvements, and transitioning from open ditches.

Goal 5: Addressing Silverton's housing needs.

Director Gottgetreu explained that the City's approach to achieving its goal has shifted slightly from the original plan. Instead of directly partnering with a group to facilitate accessory dwelling unit (ADU) construction through low-interest loans, the identified funding source, Community Development Block Grant (CDBG) funds, didn't align with the potential partner's needs. As an alternative, the City is collaborating with a local designer to develop ADU construction plans that will be offered to the public at no charge. We are also looking at developing an ADU system development charge (SDC) waiver program. That would be offered to ADU's and would be rented at affordable rates. The AHTF is still working on these programs.

The Affordable Housing Task Force (AHTF) has been actively defining the scope of an affordable housing project, which included reviewing potential sites owned by the city, engaging in discussions with affordable housing developers to gain insights, and researching similar projects undertaken by other cities. After careful consideration, the Westfield site was identified as the preferred location for the project, with approximately two (2) acres earmarked for affordable housing. This decision was communicated to the council during the June 2023 meeting and further discussed at the September 2023 Joint City Council and Planning Commission work session.

Following the review of the qualifications submitted by potential developers in response to the request for qualifications (RFQ), all four (4) teams were invited to submit full Request For Proposals (RFP) during the January 8, 2024, council meeting. Upon issuance of the RFPs, the teams will have three (3) weeks to review the proposals, seek clarification, and prepare their final proposals for submission, with the deadline set for March.

The subsequent steps in the process involve the review of the received proposals, followed by the selection of the proposal deemed most suitable to meet the City's needs. Once a decision is made, the City will enter a memorandum of understanding with the chosen developer to outline the terms and design parameters of the project moving forward.

Goal 6: Appropriately utilize URA resources and capabilities.

Director Gottgetreu provided an update on the goal related to the appropriate use of urban renewal resources, specifically concerning the Main St. project. The Urban Renewal Advisory Committee (SURAC) has been actively working on defining the scope of this project. To gather community input, an online survey was conducted, which garnered 597 responses from December through January. The results of this survey will be reviewed during a SURAC meeting scheduled for January 30, 2024. Additionally, a draft Request For Proposals (RFP) is currently in development. However, it still requires the incorporation of general design parameters. This aspect will be discussed in an upcoming Urban Renewal Agency meeting to ensure alignment and clarity regarding the expectations for design services.

City Manager Misley provided an update on the Urban Renewal Agency (URA) activities, mentioning that there is a meeting scheduled for February 5, 2024. He also informed the council that he has been in discussions with an Urban Renewal Consultant to attend the meeting and provide insights on reassessing the URA's status regarding projects and funding. Additionally, there are plans to discuss a URA plan update during the meeting.

4.3 RV Parking on Church Properties

Director Gottgetreu read his staff report stating the City had received a request to review Silverton Municipal Code language regarding living in Recreation Vehicles (RV) on Church Properties. Currently people can reside in RVs for up to fifteen (15) days without a permit any time after that would require a permit for an additional fifteen (15) days at no cost and that can be obtained twice in any six (6) month period. If changed the draft code language would allow people to reside in RVs on Church properties for up to one hundred and five (105) days with similar provisions to allow extended RV stays on the property where an individual is constructing a dwelling. The draft language also rescinds the provision that permits RV resident on public street for fifteen (15) days with the permission of the adjacent property owner.

After careful consideration and discussion regarding a potential pilot program, along with acknowledging the potential burden it could place on staff and the significant efforts of Sheltering Silverton in supporting the houseless residents in the community, the council decided to maintain the existing code language as written. They directed staff to reassess the situation if it becomes more pressing in the future.

4.4 Discussion of 2024 City Council Calendar

City Manager Misley presented a staff report discussing potential adjustments to the City Council meeting schedule. He mentioned that there were a couple of Mondays where the regular meeting would need to be shifted due to holidays. Additionally, he proposed the idea of taking a break during the summer months. However, the council expressed unanimous agreement that there was no need to take a break in the summer, and thus, the regular meeting schedule would continue as usual.

V. Council Communications

Councilor Gaitan appreciates the features that Bing provides for researching agendas.

Councilor Traeger attended the 60th-anniversary celebration for the Kiwanis Club and expressed appreciation for the significant contributions they make to the community. She also announced the upcoming Junior High and High School Unified Basketball games on Tuesday, January 23, 2024.

Councilor Miller expressed gratitude to Public Works for their hard work during the ice storm. Additionally, Miller proposed looking into the development of a safety sign in a public area that indicates the number of days since a pedestrian accident occurred. He believes that such a sign could enhance public awareness of dangerous intersections.

Councilor Hammond stated the Environmental Management and Urban Tree Committee meeting was cancelled due to the ice storm.

Councilor Sutton expressed gratitude to Public Works for their hard work during the ice storm.

Councilor Newton shared that she enjoyed the Civic Center tour she attended last week. She believes it provided her with a better perspective on how the project is progressing and what aspects still need attention.

Mayor Freiling reported attending a meeting with City Staff and former Mayor Kyle Palmer regarding ADA parking for the Silverton All Abilities Park. The consensus is to utilize the preexisting spots, and they will monitor the situation after the park opens to determine if more parking is needed. Mayor Freiling also highlighted the upcoming plan to install a fence and mentioned that the bathrooms will need to be upgraded to ADA standards at some point.

VI. Adjournment

A motion was made by Councilor Sutton to Adjourn. Meeting Adjourned at 8:44 pm.

Respectfully submitted by:

/s/Jamie Ward – Assistant to the City Manager/City Clerk

City of Silverton

February 2024

Council Roles and Responsibilities



Topics Covered

1. Roles of City Council and Staff

- Council
- Mayor
- Council President
- City Manager

2. Group vs. Team

3. 8 Habits of Effective City Councils



Defining Roles and Responsibilities

Question:

Where can you find where your role is defined?

- Charter (1985)

**- City Council Protocols and Guidelines
(Adopted 2004; Amended 2023)**

- Ordinances / Resolutions



Form of Government

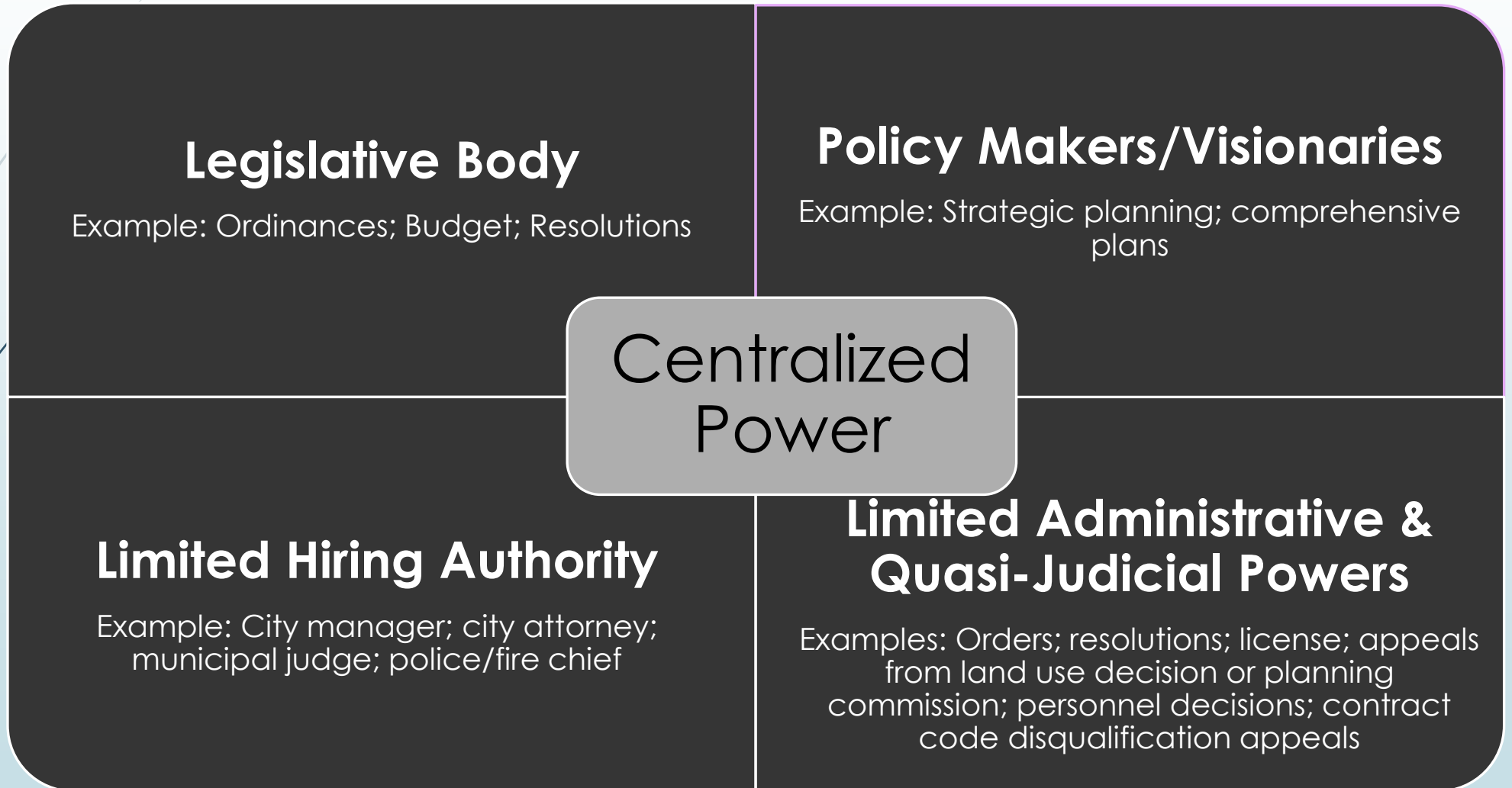
Question:

Who here knows what form of government Silverton has?

Answer:

Charter, Chapter III - Form of Government
is the Council-Manager Form

City Council - Generally



Silverton City Council

- **Charter, Chapter III, Section 7: Council**
 - The council shall consist of a mayor and six (6) councilmembers elected from the city at large
- **Charter, Chapter III, Section 8: Council Members**
 - The term of office of each councilmember in office when this Charter is adopted shall continue for the term for which each was elected. At each subsequent biennial general election, three (3) councilmembers shall be elected, each for a term of four (4) years
- **Charter, Chapter IV, Section 14: Quorum**
 - A majority of the incumbent members of the council shall constitute a quorum for its business, but a smaller number may meet and compel the attendance of absent members in a manner provided by ordinance

Silverton City Council

► Council Authorities

► Legislative:

- Adopt Ordinances

► Administrative

- Appoint/Remove/Supervise City Officers
- Adopt Resolutions

► Quasi-Judicial

- Council applies specific rule/policy, to a specific situation, council makes final decision, typically making specific findings.

Silverton City Council

- **Charter, Chapter III, Section 7 - Council**
 - Council consists of (1) mayor and (6) councilmembers
- **Charter, Chapter III, Section 8 - Councilmembers**
 - Councilmember term is four years duration
- **Charter, Chapter IV, Section 13 - Meetings**
 - Minimum one meeting per month
 - Council shall adopt council rules
 - **Ordinance 2.04 - City Council Meeting:** City council meetings held first Monday of each month, at a time set by council
- **Charter, Chapter IV, Section 14 - Quorum**
 - Majority of council members

Silverton City Council

► Charter, Chapter V, Section 26 - Interference in Administration and Elections

- (1) Member of council shall not directly/indirectly/by suggestion attempt to influence the manager in making an appointment/removal of city staff, purchasing supplies, or quid pro quo for a management position.
- (2) Member of council forfeits the office if they violate section (1)

► Charter, Chapter VI, Section 30 - Oath of Office

- Each officer shall take an oath to affirm support of the constitutions, the laws of the U.S., and the state of Oregon, and to faithfully perform office duties.

Silverton City Council

► City Council Protocols - Page 6:

- Council members will adhere to the adopted set of principles when dealing with each other and general public.
- Council desires to conduct meetings that are courteous, effective, efficient.
- Council desires to foster environment that is fair, open, and responsive to community needs.

- Trust and respect the opinions of fellow Council members, and be well informed and participate in the decisions of the Council.
- Accept responsibility to attend all Council meetings and Council sub-committees assigned.
- Fulfill obligations to share with other Council members the membership on the committees assigned.
- Provide appropriate written notification to the Mayor, Council President or City Manager of an absence as soon as possible prior to the meeting time.
- Not disclose information which is confidential and, when asked by the public for information that is still confidential, will state that the information is confidential.
- Make every attempt to resolve any conflict with a fellow Council member prior to bringing the conflict to the attention of the Council.
- Expect to be informed of all issues and data in a timely manner.

Silverton City Council

- City Council Protocols set forth tenants and philosophy for the council to uphold

COUNCIL MEETING EXPECTATIONS

- Try to make the citizens comfortable and part of the process at the meetings.
- Make visitors comfortable by being courteous, respecting their opinions, and by showing trust and respect for visitors.
- Do my best to communicate in clear, concise and audible language and written communications.
- Strive to maintain a tone of voice that is friendly and sincere.
- Honor and act on all requests for action and/or information in a timely and courteous manner.
- Discuss issues, but not personalities with non-Council members. After an issue has been voted on, a council member will communicate in a manner that does not undermine the integrity or motives of the Council.

- City Council Protocols: Page 6

Silverton City Council

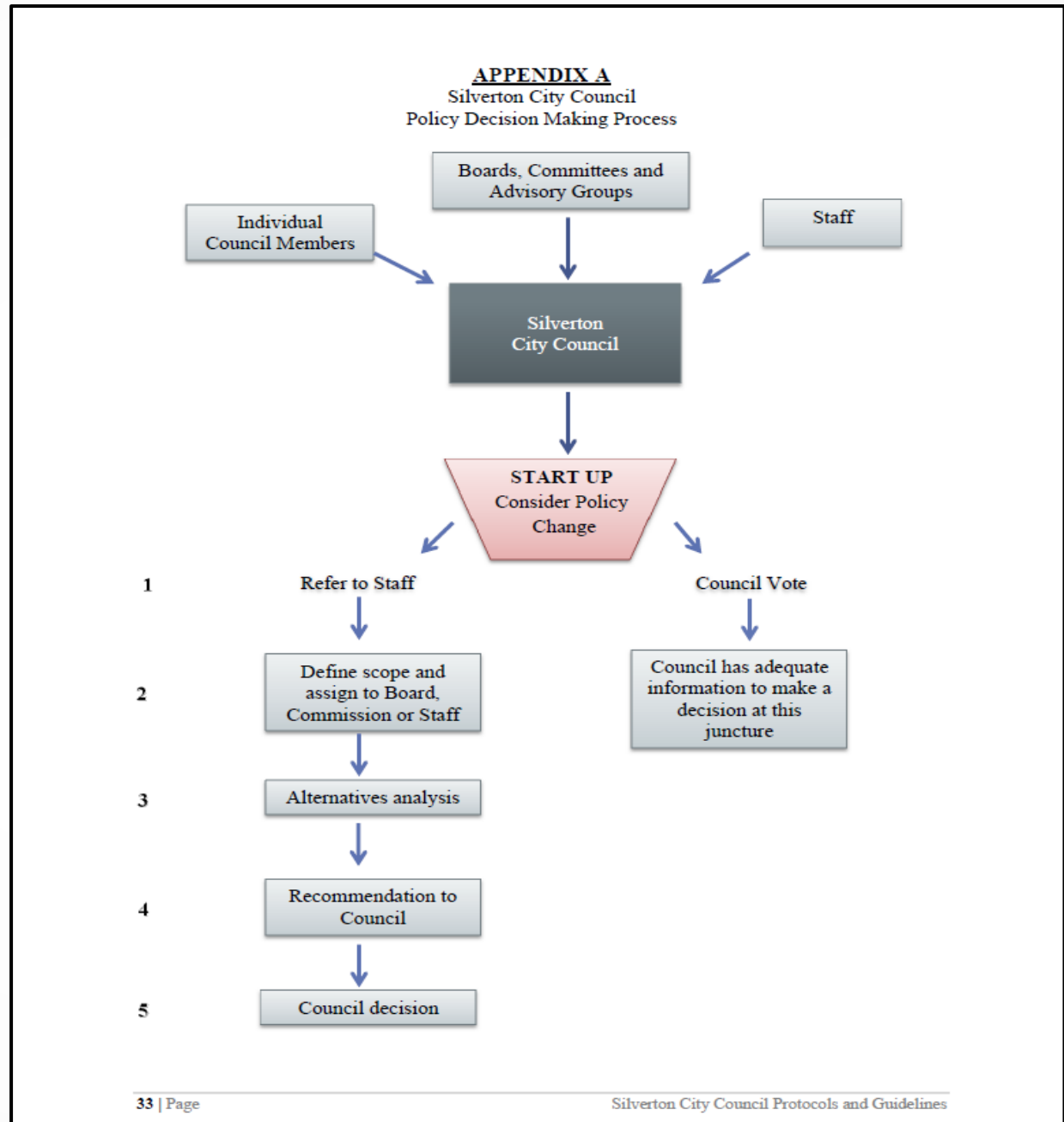
19. Non-Observance of Protocols and Guidelines – The adopted protocols and guidelines are adopted to expedite and facilitate the transaction of the business of the Council in an orderly fashion and will be deemed to be procedural only. Failure to strictly observe any such protocol or guideline will not affect the jurisdiction of, or invalidate any action taken by the Council. The Council will make every effort to comply with all protocols and guidelines within this document. All questions pertaining to the document regarding its' protocols and guidelines must be resolved by a majority vote of the City Council.

21. Use of Handheld Electronic Devices During Council Meetings – The use of handheld electronic devices shall not interfere with the meeting.

- City Council Protocols, Page 16

Silverton City Council

City Council Protocols: Pages 24-26; Appendix A: Policy Decision Making Process





Mayor - Generally



Public Face of Community

- Represent city at events
- Council spokesperson

Presiding Officer

- Keeps order
- Sets agendas
- Appoints committee members
- Signs documents and ordinances

Chief Facilitator

- Facilitates discussions between councilors
- Facilitates dialogue between council and manager

Silverton Mayor Duties

- **Charter, Chapter III, Section 9 – Mayor**
 - Two-year term
- **Charter, Chapter IV, Section 17 – Mayor at Council Meeting**
 - Shall preside over council deliberations
 - Shall have vote on all questions before council
 - Shall preserve order, enforce council rules
 - Shall determine order of business
- **Charter, Chapter V, Section 20 – Mayor**
 - Shall appoint council committees
 - Shall sign all records of proceeding, countersign all orders of city treasurer
 - Shall have NO veto power
 - Shall sign all ordinances passed by council within three days of passage.

Silverton Mayor Duties

- **Council Protocols, Chapter I, Section 8**
 - Establishes protocol if mayor is absent
- **Council Protocols, Chapter III**
 - Mayor to Facilitate Council Meetings: prevent misuse of motions, abuse privilege or obstruction of business
 - Mayor shall act in good faith
 - Assist council to focus on agenda, discussions, and deliberations
 - Manage councilmembers discussion
- **Council Protocols, Chapter III, Section 9**
 - (a)-(k) – prescribes format for agenda item discussion protocols
- **Council Protocols, Chapter VII, Section 1 and 2**
 - Ceremonial Representative: proclamations, certificates of recognition

Silverton Mayor Duties

- ▶ **Council Protocols, Chapter X, Section 4**
 - ▶ Adherence to Administrative Procedure & Process Protocols
 - ▶ Mayor has duty to discuss (on behalf of council) any perceived/inappropriate administrative action with a council member
 - ▶ Mayor will discuss with said council member the action at issue and suggest a more appropriate process or procedure to follow
 - ▶ Mayor will report the concern to the full council

A dark grey arrow points to the right from the left edge of the slide. Below it, several thin, light blue lines curve downwards and to the right, creating a decorative graphic element.

Council President - Generally

- ▶ Acts as the *Mayor* when the *Mayor* is absent
- ▶ In some cities, the Council President is elected to represent and be the head of the Councilors
- ▶ Depending on charter or council rules, some Council Presidents retain authority to vote when acting as *Mayor*

Silverton Council President Duties

- ▶ **Charter, Chapter IV, Chapter 18 – Council President**
 - ▶ First meeting of each odd-numbered year, council shall elect council president
 - ▶ Shall cast single vote on any single issue
 - ▶ Whenever mayor is unable to perform functions of office, the president shall act as mayor
- ▶ **Council Protocols, Chapter I, Section 8 –**
 - ▶ Council president shall preside in absence of mayor
- ▶ **Council Protocols, Chapter VII, Section 1 and 2 –**
 - ▶ Council President assumes responsibilities of mayor in their absence



City Manager- Generally

Chief Executive Officer of the City

- Manages the city and its personnel
- Recruits, hires, supervises and terminates city employees
- Prepares the budget (or oversees its preparation) for the council's consideration
- Responsible for ensuring the council's vision and strategic plans are brought to fruition

Chief Advisor to the City Council

- Provides the council with objective information about local operations
- Provides reasoned analysis and assessments of the benefits and consequences of city council actions
- Makes policy recommendations for the council to consider

Silverton City Manager Duties

- ▶ **Charter, Chapter III, Section 10 – Appointive Officers**
 - ▶ Council shall appoint City Manager / Recorder by majority vote
 - ▶ Shall affix compensation and approve for city employees
- ▶ **Charter, Chapter V, Section 22 – City Manager**
 - ▶ Indefinite term
- ▶ **Charter, Chapter VI, Section 31 – Nominations**
 - ▶ City Recorder serves as elections officer

Silverton City Manager Duties

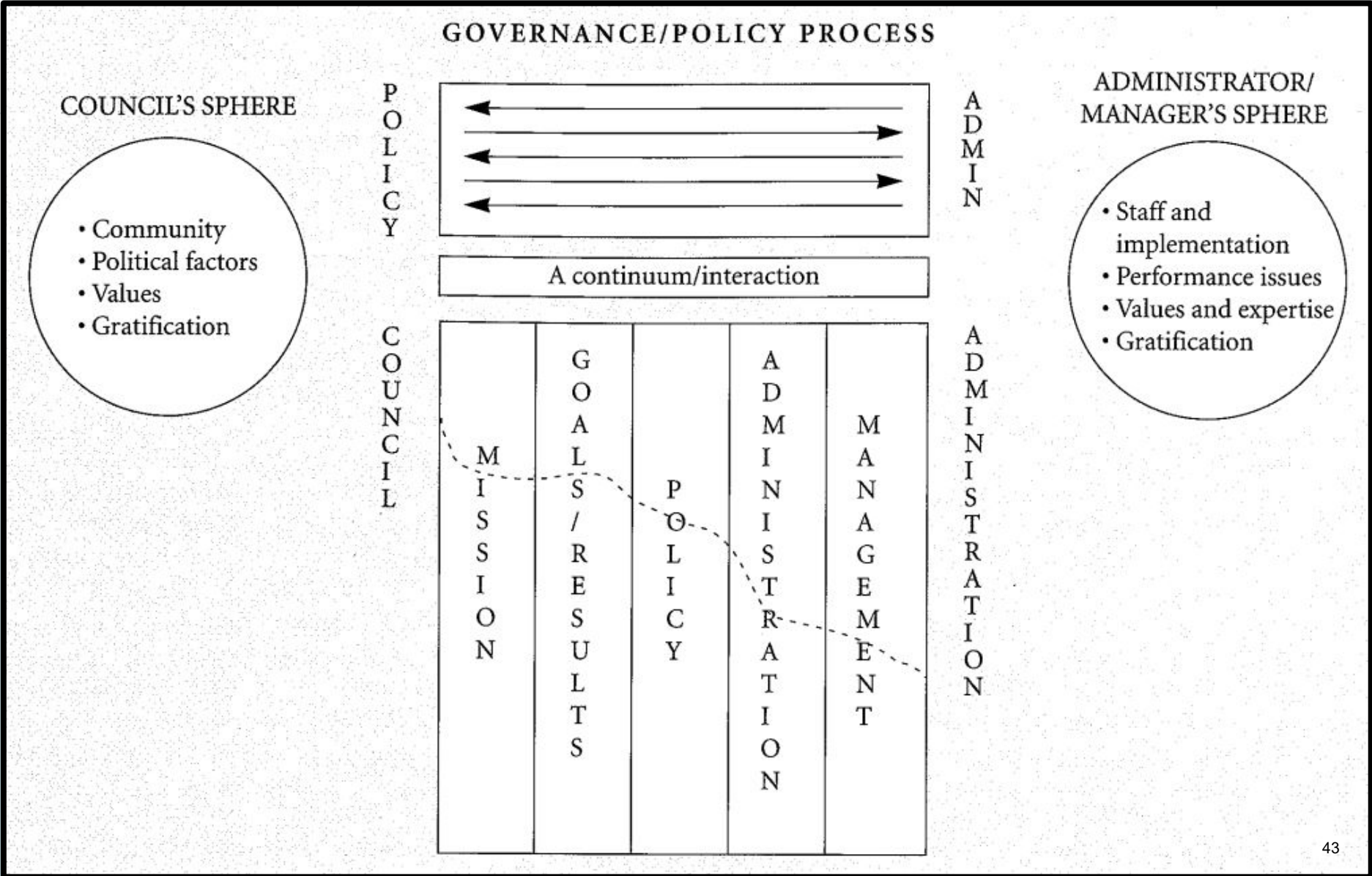
- ▶ **Charter, Chapter V, Section 24 – Powers and Duties of City Manager**
 - ▶ City CEO
 - ▶ Appoints all heads of departments
 - ▶ Supervises city employees
 - ▶ Ensures contracts, franchises, leases, permits are fully observed
 - ▶ Attends all council meetings
 - ▶ Advise council of city needs
 - ▶ Prepare and furnish reports as council requests
 - ▶ Oversees city supply purchasing; contracts
 - ▶ City recorder
 - ▶ The list goes on.....

Silverton City Manager Duties

► Council Protocols

- **Chapter II and Chapter VII**– Manager can add consent agenda items as well as regular agenda
- **Chapter IV, Section 2** – Mayor may assign city manager follow up duties during public comment and direct for additional information to be brought to council at a later meeting
- **Chapter VI, Section 3** – Mayor can direct City Manger to respond directly to public commentor or revisit at later meeting if correction required

Council - City Staff PARTNERSHIP



GROUP

VS.

TEAM



GROUP VS. TEAM

GROUP

- Consists of people who are **independent** of each other and each member has a different set of tasks.
- Because members work individually, their work product is also valued independently.

TEAM

- Consists of people and tasks that are **interdependent** and rely on each other.
- People are dependent on one another, share responsibilities and are judged as a collective.
- Buy into the theory of governance.



BUILDING A TEAM

Question:

What do you think it takes to build a productive team?

Question:

What things can your council do to foster a better team?

Communication

Respect

Goals

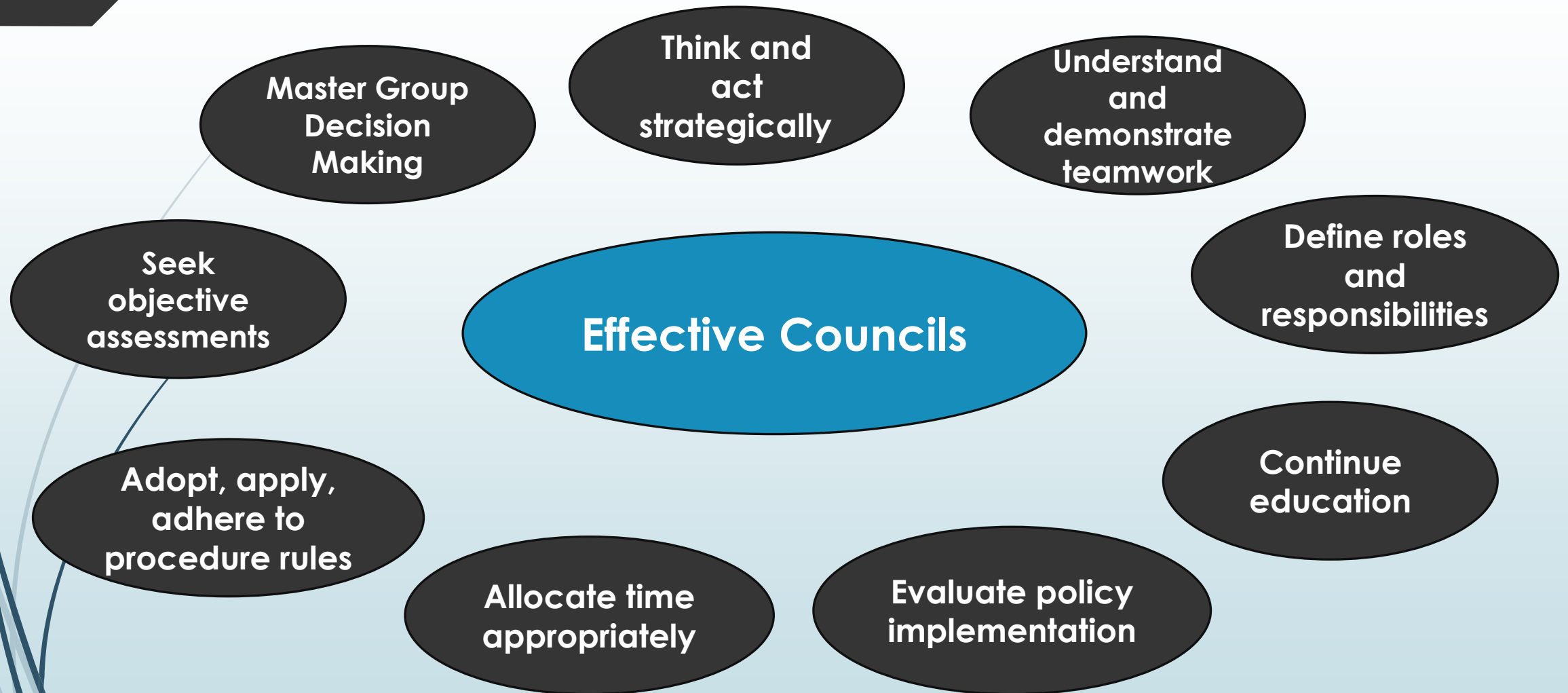
Knowledge



TEAM PRINCIPLES

1. Shared Understanding
2. Shared Ownership
3. Everyone Contributes
4. Room for Everyone to Express Ideas & Opinions
5. No Person Feels Threatened by Conflict
6. Atmosphere of Trust & Encouragement
7. Participative Decision-Making

9 Habits of Highly Effective Councils



Think and Act Strategically

Council Protocols Chapter X, Page 31

- The Council will review, and revise and City Council Protocols and Guidelines as needed or every two years

SILVERTON CITY COUNCIL GOALS – FY 2023-2024

Goal 1: Community Engagement – Improve/Enhance/Upgrade the City’s ability to communicate, (two-way communication).

Objective 1: Define the “measure for success” for community engagement.

Objective 2: Upgrade the City’s ability to communicate electronically.

Action Plan:

- Increase our ability to reach the public. (There is an APP for this.)
- Increase the availability of City applications

Objective 3: Create multi-lingual messaging.

Objective 4: Provide frequent updates to the public of the Civic Center progress through its completion.

Goal 2: Strive for community-wide connectivity for multi-modal use. (Emphasis on Water Street and the NE quadrant of the City)

Objective 1: Work with the City Manager to identify funding sources to respond to connectivity deficiencies.

Objective 2: Create a comprehensive project plan for improving the Mill Town streets connectivity, (NE Quadrant of City), and incorporate it into the 5 year capital improvement plan.

Action Plan:

- Identify the area and scope of the upgrades;
- Prioritize the project(s); and
- Add projects to the 5 Year Capital Plan

Goal 3: Enhance Silverton’s Parks & Recreation facilities

Objective 1: Update the Parks and Recreation Master Plan.

Objective 2: Construct Pettit Park Trail, Pickleball Courts and Disc Golf Amenities

Action Plan:

- Create partnerships for the design and construction of Pettit Park trail, pickleball courts and a disc golf course;
- Identify funding sources for the projects; and



Think and Act Strategically

- February 6, 2024 - work session to review current goals.
- How does your council monitor progress on any given goal?
 - Monthly, quarterly, mid-year check-ins?
- Who was present during the last goal setting session?



COMPREHENSIVE PLAN

Think and Act Strategically

- Adopted July 1979
- Last revised August 2002
- Periodic Review required by 2007 legislation for cities over 10,000.
- The overall purpose of Periodic Review is to ensure that local comprehensive plans are:
 - *Updated* to respond to changes in local, regional and state conditions;
 - *Coordinated* with other comprehensive plans and investments; and
 - *In compliance* with the statewide planning goals, statutes and rules.

Understand and Demonstrate Teamwork

- ▶ What does demonstrating teamwork look like?
 - ▶ Goals; understood roles; climate of trust and mutual respect; disciplined leadership; commitment to team's success.

Question:

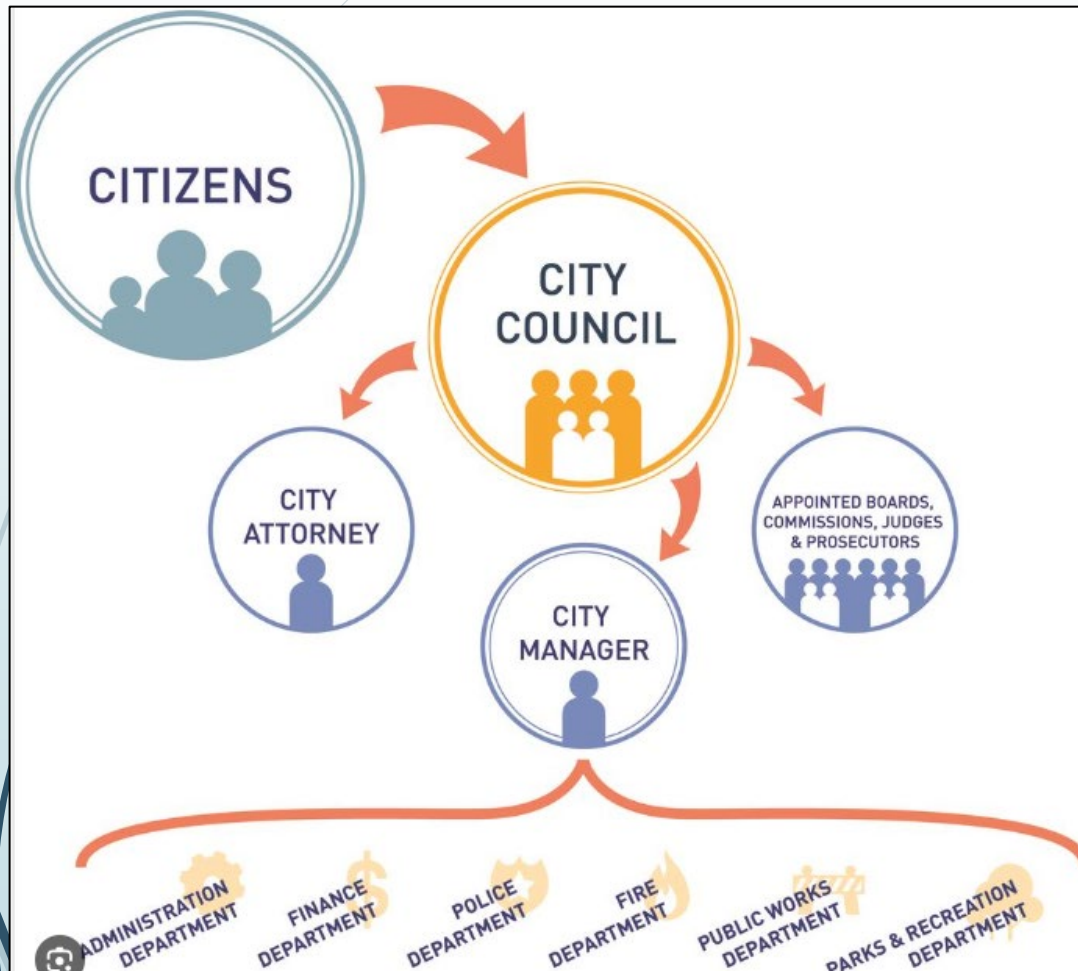
Does your council currently demonstrate teamwork?
What does that look like?

Question:

What would you like to see implemented in the future
to develop teamwork?

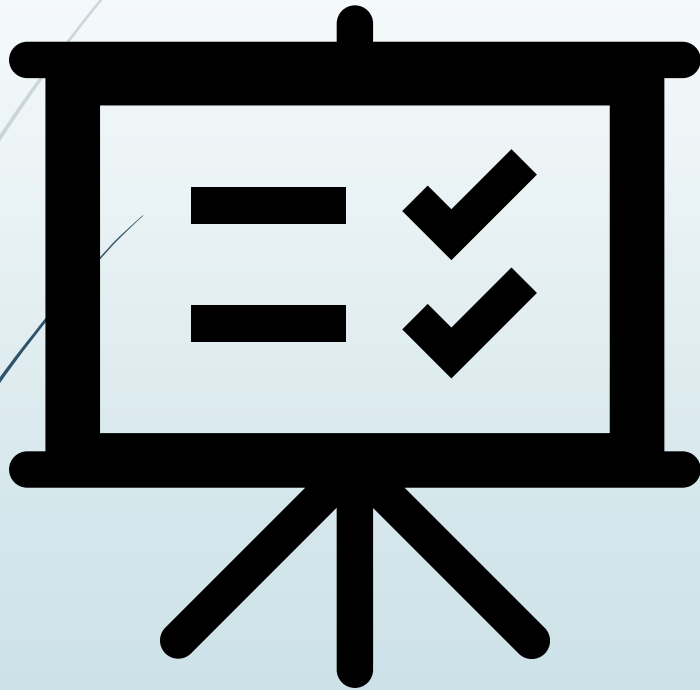


Define Roles and Responsibilities



- Familiarity with your role
- Know the basic functions of government
- Continue to learn
- Review governing documents regularly no matter how long you've been an elected official

Consistently Evaluate Policy Implementation



- Who provides updates of your overall progress?
 - What frequency?
- Is there a practice of feedback to each other and to city staff related to policy?
 - What frequency?



Allocate Time Appropriately

Goal Setting
(Annually)

Exploration &
Analysis
(Work Session)

Disposition &
Legislation
(Public Meetings)

Community
Relations
(Town hall; city
newsletters)

Adopt, Apply, Adhere to Procedural Rules

CITY OF SILVERTON

City Council

Protocols & Guidelines



Amended March 7, 2022

Amended March 2, 2020

Amended May 7, 2018

Amended April 4, 2016

Amended March 2, 2015

Amended April 1, 2013

Amended March 5, 2012

Adopted October 4, 2004

- When was the last time you reviewed your adopted your city council protocols and guidelines?
- Presiding officers: mayor and council president - are you comfortable in your role of running meetings?
 - If not, what can you do to feel more comfortable?
- Councilors: are you familiar with your role to help meetings run efficiently?
 - If not, what can you do to support your council?

Seek Objective Assessments



Continue Education

Identify Your Role

What are the Skills Needed?

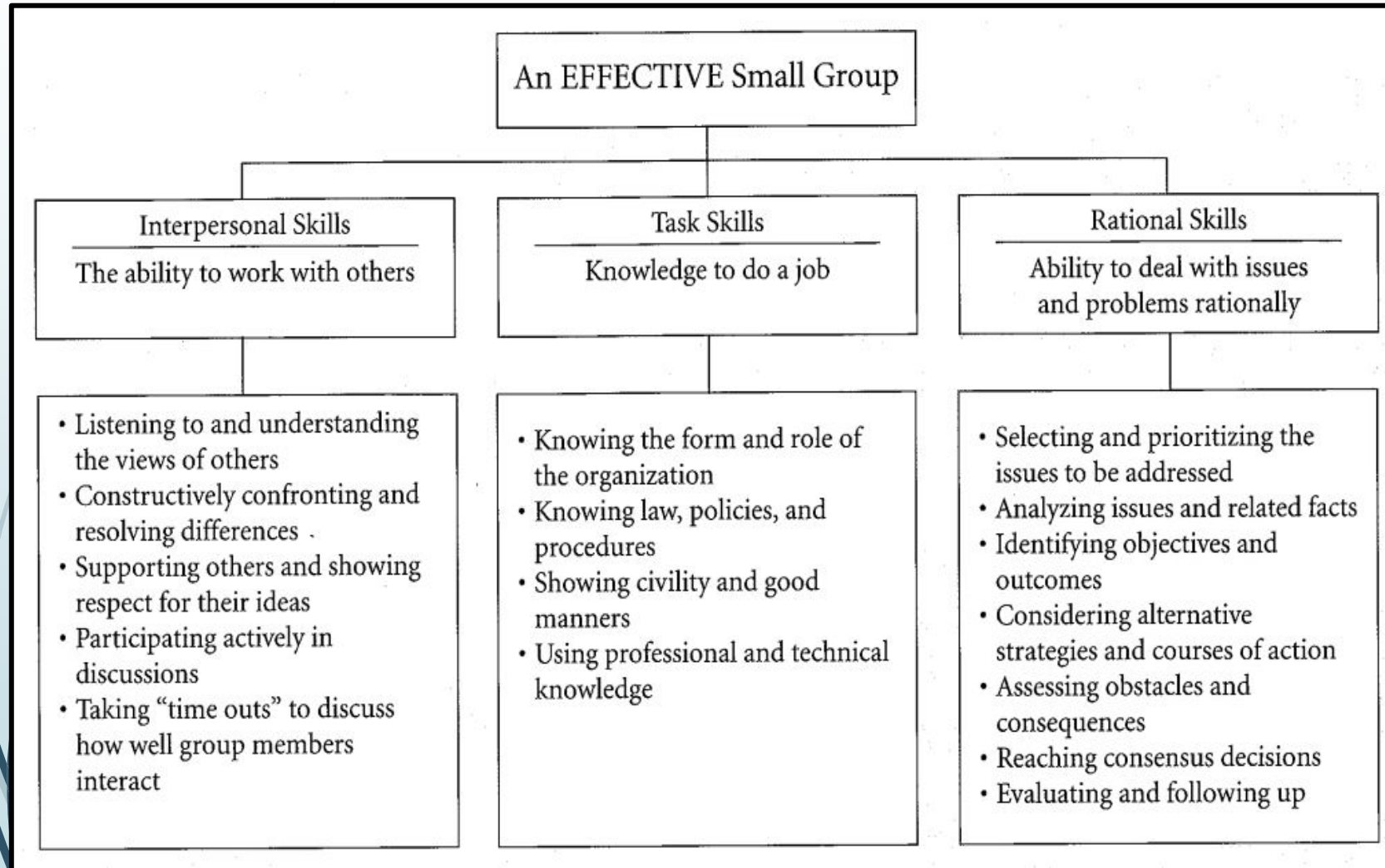
Develop Skills

Learn as a Group

LOC Trainings and Conferences

- Elected Essentials
- Municipal Fundamentals
- On-Demand Trainings
- Small Cities Meetings
- Lobbying 101 Videos
- City Day (odd years)
- Conferences
 - Spring Conference (Klamath Falls)
 - Fall Conference (Bend)
 - Scholarships
- Bulletin
- Local Focus
- Reference Library
- Municipal Handbook
- CityCounty Insurance Services (CIS)

Master Group Decision Making



- Create clearly defined processes for making decisions
- Each member of the group identifies strength and weakness and improves where they can
- Group supports the collective goals



QUESTIONS?





League of Oregon Cities

Call: (503) 588-6550


Email:

Robin Klein

Assistant General Counsel

rklein@orcities.org



	Agenda Item No.:	Topic:
	5.2	Authorize The City Manager To Amend the Contract with M.L. Houck for \$99,816 for the Second Street Improvement Project.
	Agenda Type:	
	Discussion/Action	
	Meeting Date:	
	February 5, 2024	
Prepared by:	Reviewed by:	Approved by:
Travis Sperle	Kathleen Zaragoza	Cory Misley

Recommendation:

Authorize the City Manager to amend the contract with M.L. Houck for \$99,816 for the Second Street Improvement Project.

Background:

The City approved the Second Street Improvement Project budget in the 2022-2023 fiscal year (FY) to complete reconstruction of Second Street with pedestrian improvements and associated utility improvements from Lincoln Street south to where the sidewalk ends south of Whittier. The project also includes sidewalk improvements on the west side of Mill Street and realignment of the Mill and Whittier Street Intersection. The construction contract was awarded to M.L. Houck Construction Co on June 5, 2023, meeting for a not to exceed amount of \$2,112,680.75. The City on the January 8, 2024, meeting approved an amendment to the M.L. Houck contract in the amount of \$233,000.

Due to an Engineering cost estimate error and unforeseen circumstances that caused the road base to fail and to require additional excavation and new material so the road base will meet compaction requirements. The unforeseen issues will have the following impact.

M.L. Houck original construction contract:	\$1,962,680.75
Contract changes to date from contingency	102,830.89
Remaining contingency	47,169.11
Subtotal	<u>\$2,112,680.75</u>
City Council approved Amendment 01/08/2024	233,000.00
Requested change to complete	99,816.00
ML Houck amended not to exceed amount	<u>\$2,445,496.75</u>
Firwood Design not to exceed	50,000.00
Total Second Street Project	<u>\$2,495,496.75</u>

These changes do not require a transfer of funds as the appropriation authority within the fund is sufficient to cover the unforeseen expenditure. The total appropriation authorized for the Second Street Improvement Project by the City Council in the fiscal year 2023-2024 budget was \$2,496,863 and the approved contracts and amendments will equal \$2,495,496.75 leaving an unobligated amount of \$1,366.25.

The Unforeseen Expenditures are due to the road base failing and requiring additional excavation and material to be removed. This will allow new base rock to be installed to meet compaction requirements. After determination that the road subgrade base was not sufficient for completion in current state, a cost to cover securing the road base was established. The amount of new material to be contingent upon amount of current material that can be salvaged. Overall costs associated with the increase to account for engineering services as well as geotechnical services as needed.

Budget Impact	Fiscal Year	Funding Source
\$99,816	2023-24	Second Street Improvement Project Fund

Attachments:

1. Project Cost
2. Engineer Estimated Cost

M. L. HOUCK CONSTRUCTION CO.

4444 22ND AVENUE N.E. SALEM, OR 97301

PHONE (503) 463-7177 FAX (503) 463-4979

An Equal Opportunity Employer

CCB # 85697

City of Silverton
306 S. Water Street
Silverton OR 97381

Attn: Travis Sperle

Date: 01/27/24

RE: Change Order Requested Documents (Road Stabilization)

Attached are the following:

- Contract Time extension request.
- An outline of how I understand the City wants the change order work completed. Please indicate if there are any discrepancies.
- Cost estimates comparing already excavated areas to undisturbed areas listing cost of both and ML Houck contributions/cost sharing.
- Cost Breakdowns for the 3-0" and Additional Cost.

The change order totals are as follows:

3"	\$327,108.16
Added cost	\$25,870.00
Increase to 1-0" Bid Item	\$28,547.00
Shared cost	-\$48,725.00
Total	\$332,800.16

Feel free to reach out with any questions.



Steve Weeks

Phone: (503) 463-7177

Cell: (971) 701-1654

Email: steve@houckco.com

M. L. HOUCK CONSTRUCTION CO.

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An Equal Opportunity Employer

CCB # 85697

City of Silverton
306 S. Water Street
Silverton OR 97381

Attn: Travis Sperle

Date: 01/27/24

RE: 2nd Street Improvements Contract Time

M. L. Houck Construction is requesting a contract extension to April 5th, 2024, due to the following:

- Addition of approximately 4200 tons of 3"-0 and 2400 yard of excavation.
- Recent abnormal rainfall levels creating unsustainable road construction conditions.
- Days lost in relation to design/administration of improved road section.

The requested extension date is given the weather allows for starting road excavation 1/29/24 with limited weather interruption following.

Feel free to reach out with any questions.



Steve Weeks

Phone: (503) 463-7177

Cell: (971) 701-1654

Email: steve@houckco.com

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CCB # 85697

RE: 2nd St Improvements – Subgrade Stabilization

1/27/24

At the request of the City, we have provided a price for subgrade stabilization of \$77.92 per ton of 3-0" crushed rock. There is an estimated 3650 tons of 3-0" needed, putting the total estimate at \$284,395.64. This price includes excavation and placement required for the subgrade stabilization material.

The area to receive subgrade stabilization has been outlined by Firwood and approved by the City. The City direction is to use 18" of 3-0" for stabilization and 6" of ¾-0" for base rock. If there are any changes to be made to this in the field they will need to come from the City. Upon the start of this work the City requested that NV5 personnel be onsite to assess the condition of the subgrade. We will provide notice of the start date for scheduling.

Areas that already have base rock installed will attempt to be salvaged. It is difficult to tell the quantity of material able to be reused but anything that can be reused that isn't contaminated with mud/subgrade will be rehandled and reinstalled. Any base rock that is contaminated with mud will be hauled to a dump site. Additional base rock needed is to be paid under the original bid item for base rock.

While placing the stabilization material the subgrade will be inspected by NV5 personnel and not proof rolled. As explained by NV5 in the field, running a loaded truck over the current subgrade material will likely compromise the subgrade. 3-0" and ¾-0" will be rolled for compaction with minimal vibration. We will minimize the amount of construction traffic on the new road sections.

The weather will play a big role in scheduling for this work. We have and are forecasted to continue to get significant rain days. While raining and likely the day after significant rainfall this work is not sustainable. Flexibility in this aspect is necessary in completing the work to standard.

Please contact me with any questions.



Steve Weeks

Phone: (503) 463-7177

Cell: (971) 701-1654

Email: steve@houckco.com

2nd St. Estimated Project Cost Increase (Already Excavated Area)

Revised 1/26 10:00AM-Steve							
	CY	Quantity	Units	Unit cost	Project Cost	MLH Cost	Combine Totals
Over-Ex							
3" Minus Rock	1257	2,264.00	tons	\$ 77.92	\$ 176,410.88		
3/4" Minus Rock	419	754.00	tons	\$ 50.00	\$ 37,700.00		
Total Over-Ex costs					\$ 214,110.88		\$ 214,110.88
Credit for deleting the quantity of the 8" of 3/4" Minus in the original bid/budget amount for areas to be over-excavated (includes intersections)							
		-	tons	\$ 50.00	\$ -		
Net Project Cost Increase Subtotal					\$ 214,110.88		\$ 214,110.88
Estimated amount of 3/4" Minus rock already placed and to be removed in areas to be over-excavated (either invoiced or to be invoiced)							
		1004	tons	\$ 50.00	-		
Credit for Estimated % to be salvaged and re-used by contractor at no cost to City							
	60%	-602.4	tons	\$ 50.00	\$ -	\$ (30,120.00)	
Net Project cost Increase for 3/4" already placed (represents amount to be discarded already paid for)							
						\$ (30,120.00)	
Already Exd Total Cost					\$ 214,110.88	\$ (30,120.00)	\$ 183,990.88

2nd St. Estimated Project Cost Increase (Undisturbed Area)

	Quantity	Units	Unit cost	Cost	Totals
Over-Ex					
3" Minus Rock	1,934.00	tons	\$ 77.92	\$ 150,697.28	
3/4" Minus Rock	612.00	tons	\$ 50.00	\$ 30,600.00	
Total Over-Ex costs					\$ 181,297.28
Credit for deleting the quantity of the 8" of 3/4" Minus in the original bid/budget amount for areas to be over-excavated (includes intersections)					
	(805.86)	tons	\$ 50.00	\$ (40,293.00)	
Undisturbed Total Cost					\$ 141,004.28
Additional Cost					
			Project Cost	MLH Cost	
Change order administration/supervision			\$ 1,684.00	\$ (1,684.00)	
Equipment on Rent			\$ 6,000.00	\$ (6,000.00)	
Contractor Estimated Increased costs for traffic control			\$ 7,257.00	\$ (5,660.00)	
Contractor Estimated Increased costs for Road Maintenance, plate rental, etc.			\$ 10,929.00	\$ (4,721.00)	
			Subtotal	\$ 25,870.00	\$ (18,065.00) \$ 7,805.00
Already Exd Cost Total					\$ 214,110.88
Undisturbed Cost Total					\$ 141,004.28
Additional Costs Total					\$ 25,870.00
MLH Shared Cost					\$ (48,185.00)
Total Project Increase					\$ 332,800.16

M.L. Houck Construction Company
 4444 22nd Ave N.E.
 Salem OR. 97301
 Phone: 503-463-7177

Date: 1/27/2024
 By: Steve Weeks

Change Order Tracking:

Owner: City of Silverton
 Project: 2nd Street Improvements

Description

Covers All Supervision, Labor, Equipment, Required to excavate approx. 2332 CY of subgrade and install approx. 4198 tons of 3-0" stabilization material. Also covers any unsalvagabe 3/4-0" removal/disposal.

Labor and Equipment Involved

Materials required

	Qty	Hours	Rate	Total
Super		234.5	79.24	\$ 18,581.78
Laborers		290	64.01	\$ 18,562.90
Operator		450.5	76.90	\$ 34,643.45
Equipment		228	225.00	\$ 51,300.00
Truck		591	130.00	\$ 76,830.00
				\$ -
				\$ -
Total Labor and Equipment				\$ 199,918.13
With .1557 o/o Markup				\$ 231,045.38

Description	Qty	Unit	Rate	Total
1.5 Rock	4198	TN	\$ 12.50	\$ 52,475.00
2 Dump fees	291	EA	\$ 80.00	\$ 23,280.00
2.5 Road Fabric	1	LS	\$ 2,741.86	\$ 2,741.86
3.5 GPS Rent	1	LS	\$ 2,990.00	\$ 2,990.00
1 Survey	1	LS	\$ 1,634.00	\$ 1,634.00
Total Material				\$ 83,120.86
With .1557 o/o Markup				\$ 96,062.78

Additional excavation

Grand Total \$ 327,108.16

Additional rock backfill

M.L. Houck Construction Company
 4444 22nd Ave N.E.
 Salem OR. 97301
 Phone: 503-463-7177

Date: 1/27/2024
 By: Steve Weeks

Change Order Tracking:

Owner: City of Silverton
 Project: 2nd Street Improvements

Description

Break down CCO Administration / Supervision. Covers all onsite meetings and office work to date.

Labor and Equipment Involved

	Qty	Hours	Rate	Total
Super	1	17.5	79.24	\$ 1,386.70
Laborers	2	0	62.60	\$ -
Operator	2	0	76.90	\$ -
Equipment	1	7	10.00	\$ 70.00
Truck	1	0	120.00	\$ -
				\$ -
				\$ -
				\$ -
Total Labor and Equipment				\$ 1,456.70
With .1557 o/o Markup				\$ 1,683.51

Materials required

Description	Qty	Unit	Rate	Total
Rock	5	tons	\$ -	\$ -
Dump fees	1	EA	\$ -	\$ -
Parts	1	LS	\$ -	\$ -
Plates	2	EA	\$ -	\$ -
				\$ -
				\$ -
				\$ -
Total Material				\$ -
With .1557 o/o Markup				\$ -

Additional excavation
 Additional rock backfill

Grand Total \$ 1,683.51

M.L. Houck Construction Company
 4444 22nd Ave N.E.
 Salem OR. 97301
 Phone: 503-463-7177

Date: 1/27/2024
 By: Steve Weeks

Change Order Tracking:

Owner: City of Silverton
 Project: 2nd Street Improvements

Description

Break down Rental on Equipment. Covers outside rent on dozer and GPS equipment for 2 months.

Labor and Equipment Involved

	Qty	Hours	Rate	Total
Super	1	0	79.24	\$ -
Laborers	2	0	62.60	\$ -
Operator	2	0	76.90	\$ -
Equipment	1	0	10.00	\$ -
Truck	1	0	120.00	\$ -
				\$ -
				\$ -
Total Labor and Equipment				\$ -

Materials required

Description	Qty	Unit	Rate	Total
Rock	5	tons	\$ -	\$ -
Dump fees	1	EA	\$ -	\$ -
Parts	1	LS	\$ -	\$ -
Plates	2	EA	\$ -	\$ -
Rental Rate	2	Month	\$ 3,000.00	\$ 6,000.00
				\$ -
				\$ -
Total Material				\$ 6,000.00

Additional excavation

Grand Total \$ 6,000.00

Additional rock backfill

M.L. Houck Construction Company
 4444 22nd Ave N.E.
 Salem OR. 97301
 Phone: 503-463-7177

Date: 1/27/2024
 By: Steve Weeks

Change Order Tracking:

Owner: City of Silverton
 Project: 2nd Street Improvements

Description

Break down of Traffic control. Covers additional cost of maintaining and provided traffic control for two months starting 12/11/23.

Labor and Equipment Involved

	Qty	Hours	Rate	Total
Super	1	7	79.24	\$ 554.68
Laborers	2	15	62.60	\$ 1,878.00
Operator	2	0	76.90	\$ -
Equipment	1	22	35.00	\$ 770.00
Truck	1	0	120.00	\$ -
				\$ -
				\$ -

Total Labor and Equipment \$ 3,202.68

With .1557 o/o Markup \$ 3,701.34

Materials required

Description	Qty	Unit	Rate	Total
Rock	5	tons	\$ -	\$ -
Dump fees	1	EA	\$ -	\$ -
Parts	1	LS	\$ -	\$ -
Plates	2	EA	\$ -	\$ -
Reader board	2	Month	\$ 1,388.00	\$ 2,776.00
Materials	1	LS	\$ 300.00	\$ 300.00
				\$ -

Total Material \$ 3,076.00

With .1557 o/o Markup \$ 3,554.93

Additional excavation

Grand Total \$ 7,256.27

Additional rock backfill

M.L. Houck Construction Company
 4444 22nd Ave N.E.
 Salem OR. 97301
 Phone: 503-463-7177

Date: 1/27/2024
 By: Steve Weeks

Change Order Tracking:

Owner: City of Silverton
 Project: 2nd Street Improvements

Description

Break down of Road Maintenance. Covers costs on labor and equipment to date and plate rental for two months starting 12/11/23.

Labor and Equipment Involved

	Qty	Hours	Rate	Total
Super	1	9.5	79.24	\$ 752.78
Laborers	2	10	62.60	\$ 1,252.00
Operator	2	10	76.90	\$ 1,538.00
Equipment	1	8	120.00	\$ 960.00
Truck	1	0	120.00	\$ -
				\$ -
				\$ -
Total Labor and Equipment				\$ 4,502.78
With .1557 o/o Markup				\$ 5,203.86

Materials required

Description	Qty	Unit	Rate	Total
Rock	5	tons	\$ -	\$ -
Dump fees	1	EA	\$ -	\$ -
Parts	1	LS	\$ -	\$ -
Plates	2	Month	\$ 2,480.00	\$ 4,960.00
				\$ -
				\$ -
				\$ -
Total Material				\$ 4,960.00
With .1557 o/o Markup				\$ 5,732.27

Additional excavation

Grand Total \$ 10,936.13

Additional rock backfill

2nd St. Estimated Project Cost Increase for Failing Subbase

Firwood Design Group

1/26/2024

	Quantity	Units	Unit cost	Cost	Totals
Over-Excavation and Replacement					
3" Minus Rock	4,198.00	tons	\$ 77.92	\$ 327,108.16	
3/4" Minus Rock	1,366.00	tons	\$ 50.00	\$ 68,300.00	
Total Over-Ex costs					\$ 395,408
Credit for deleting the quantity of the 8" of 3/4" Minus in the original bid/budget amount for areas to be over-excavated (includes intersections)	(1,821.00)	tons	\$ 50.00	\$ (91,050.00)	
Net Project Cost Increase Subtotal					\$ 304,358
Estimated amount of 3/4" Minus rock already placed and to be removed in areas to be over-excavated (either invoiced or to be invoiced)	1022	tons	\$ 50.00	\$ 51,100.00	
Credit for Estimated % to be salvaged and re-used by contractor (MLH contribution to remove, stockpile, and replace at no cost to City)	60%	-613.2 tons	\$ 50.00	\$ (30,660.00)	
Net Project cost Increase for 3/4" already placed (represents amount to be discarded already paid for)				\$ 20,440.00	
Net Project Cost Increase Subtotal					\$ 324,798
Other Additional Costs			MLH Cost	MLH Contribution	
Change order administration/supervision			\$ 1,684.00	\$ (1,684.00)	
Equipment on Rent			\$ 6,000.00	\$ (6,000.00)	
Contractor Estimated Increased costs for traffic control			\$ 7,257.00	\$ (5,660.00)	
Contractor Estimated Increased costs for Road Maintenance, plate rental, etc.			\$ 10,929.00	\$ (4,721.00)	
Subtotal			\$ 25,870.00	\$ (18,065.00)	\$ 7,805
Estimated Net Project Cost Increase (rounded \$X,0000)					\$ 333,000
Estimate Contingencies					
Low Estimate (rounded \$X,000)	-10%				\$ 300,000
High Estimate	25%				\$ 416,000
Summary:					
Total Additional Costs					\$ 381,328
Contractor (MLH) Contributions					
Re-Use of 3/4" Rock		\$ (30,660.00)			
Reduction in Additional Costs		\$ (18,065.00)			
Total Contractor Contributions					\$ (48,725)
Estimated Project Increase					\$ 332,603

Intersections Quantity Calculations


Over-Ex Areas:

Jeff	1702 SF			
Wash	1596 SF			
Chester	1012 SF			
Whittier	1173 SF			
	3"		3/4"	
	5483 SF		5483 SF	
	18 depth (inches)		6 depth (inches)	
	305 CY		102 CY	
	1.8 t/CY		1.8 tons/CY	
	548.30 tons		182.77 tons	
	548.00 rounded		183.00 tons	
	77.92 \$/ton		50 \$/ton	Total
	\$ 42,700	\$	9,150	\$ 51,850

Intersections-Original 8-inch section

	3/4"
	5483 SF
	8 depth (inches)
	135 CY
	1.8 tons/CY
	243.69 tons
	244.00 tons
	50 \$/ton
	<u>\$ 12,200</u>

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.1	Civic Center Change Order Ratification
	Agenda Type:	
	Consent	
	Meeting Date:	
February 5, 2024		
Prepared by:	Reviewed by:	Approved by:
Jason Gottgetreu	Kathleen Zaragoza	Cory Misley

Recommendation:

Ratify the City Manager amendments to the construction contract with Corp Inc. from \$15,305,288.24 to \$15,361,941.84, an increase of \$56,658.60.

Background:

As noted during the August 7, 2023, City Council meeting, the City Council adopted modified purchasing policies for the Civic Center project to allow contract modifications of up to \$60,000 to be staff approved. The intent moving forward is to have the contract amendments ratified by Council each month rather than the previous practice of informing the Council through the Community Development Department Monthly Report.


The Civic Center is under construction. The steel frame is erected roof installed and the second floor has been poured. The exterior walls are framed, and exterior sheathing is complete. The steel re-work has been completed on the second floor. The interior framing is installed on the first floor and second floor. Mechanical, Electric, and Plumbing is generally finished on the first floor and second floor. Insulation and drywall are installed on the first floor and second floor. The lobby floor polish finish is complete. Site concrete work is mostly complete. Roadwork on N Water St is complete for the season. Road paving on A Street and the south parking lot is complete. Sidewalks around the site are installed. Site walls are being installed. The windows are installed. Painting of the interior is mostly complete. Tile work in the bathrooms is complete. Landscape irrigation is completed and plants are being installed. The City of Silverton Public Works crew graded and seeded the southern portion of the site. Casework is being installed. Flooring is being installed. Doors are being installed. Interior wood accent walls are being installed. Wall sound baffles are installed. High density storage units are being installed. Plumbing fixtures are being installed. The elevator is installed. Bike racks, trash cans, and benches are installed on site. The generator and electrical pads have been poured and site work in that area is underway

The construction contract amount was initially \$14,750,000. There have been several Change Order Requests as part of the project that to date have added an additional \$611,946.84 to the contract for a new contract total of \$15,361,941.84, a 4.14% increase. This increase is \$56,658.60 from the December Council report. As of the December payment requests there is a \$1,313,277.19 remaining balance to finish.

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

Budget Impact	Fiscal Year	Funding Source
\$56,658.60	2023-2024	Civic Center Project Fund

**SILVERTON CITY COUNCIL STAFF REPORT
TO THE HONORABLE MAYOR AND CITY COUNCILORS**

	Agenda Item No.:	Topic:
	6.2	OLCC Liquor License for “The Curbside Italian Kitchen”, 115 N. Water St., Silverton.
	Agenda Type:	
	Consent	
	Meeting Date:	
February 5, 2024		
Prepared by:	Reviewed by:	Approved by:
Jim Anglemier	Cory Misley	Cory Misley

Recommendation:

Staff makes no recommendation for approval or denial of the application to the Oregon Liquor Control Commission (OLCC). The final decision rests with OLCC.

Background:

An application has been made for a “Full-On Premises Commercial” liquor license for owner Pietro Sangiorgi for the business name of “The Curbside Italian Kitchen” which is located at 115 N. Water St. Silverton, OR 97381.

The police department has reviewed the application and has no concerns or issues with the applicant, or OLCC licensing requested under the Oregon Administrative Rules governing licensing for owner and a business ‘Full-On Premises Commercial’ sales. The OLCC application and business information are attached to this staff report.

Budget Impact	Fiscal Year	Funding Source
N/A	2023-2024	N/A

Attachments:

1. OLCC Liquor License Application

LIQUOR LICENSE APPLICATION

Page 1 of 4

Check the appropriate license request option:

New Outlet | Change of Ownership | Greater Privilege | Additional Privilege

Select the license type you are applying for.

More information about all license types is available [online](#).

Full On-Premises

- Commercial
- Caterer
- Public Passenger Carrier
- Other Public Location
- For Profit Private Club
- Nonprofit Private Club

Winery

- Primary location
- Additional locations: 2nd 3rd 4th 5th

Brewery

- Primary location
- Additional locations: 2nd 3rd

Brewery-Public House

- Primary location
- Additional locations: 2nd 3rd

Grower Sales Privilege

- Primary location
- Additional locations: 2nd 3rd

Distillery

- Primary location
- Additional tasting locations: (Use the DISTT form [HERE](#))

Limited On-Premises

Off Premises

Warehouse

Wholesale Malt Beverage and Wine

LOCAL GOVERNMENT USE ONLY

LOCAL GOVERNMENT
After providing your recommendation, return this form to the applicant **WITH** the recommendation marked below

Name of City OR County (not both)

Please make sure the name of the Local Government is printed legibly or stamped below

Date application received:

Optional: Date Stamp Received Below

RECEIVED

~~JAN X 2 REC'D~~ *ll*

RECEIVED

FEB X 2 REC'D

- Recommend this license be granted
- Recommend this license be denied
- No Recommendation/Neutral

Printed Name

Date

Signature

Trade Name

LIQUOR LICENSE APPLICATION

Page 2 of 4

APPLICANT INFORMATION	
Identify the applicants applying for the license. This is the entity (example: corporation or LLC) or individual(s) applying for the license. Please add an additional page if more space is needed.	
Name of entity or individual applicant #1: Thebutler.com Corp.	Name of entity or individual applicant #2:
Name of entity or individual applicant #3:	Name of entity or individual applicant #4:

BUSINESS INFORMATION		
Trade Name of the Business (name customers will see): The Curbside Italian Kitchen		
Premises street address (The physical location of the business and where the liquor license will be posted): 115 North Water Street		
City: Silverton	Zip Code: 97381	County: Marion
Business phone number: 503-871-2386	Business email: thecurbsidekitchen2@gmail.com	
Business mailing address (where we will send any items by mail as described in OAR 845-004-0065[1]): 115 North Water Street		
City: Silverton	State: Oregon	Zip Code: 97381
Does the business address currently have an OLCC liquor license? Yes <input checked="" type="checkbox"/> No	Does the business address currently have an OLCC marijuana license? Yes <input checked="" type="checkbox"/> No	

APPLICATION CONTACT INFORMATION – Provide the point of contact for this application. If this individual is <u>not</u> an applicant or licensee, the Authorized Representative Form must be completed and submitted with this application.	
Application Contact Name: Pietro Sangiorgi	
Phone number: 929-521-1803	Email: sangiorgi@thenewbutler.com

LIQUOR LICENSE APPLICATION

Page 3 of 4

TERMS

- “Real property” means the real estate (land) and generally whatever is erected or affixed to the land (for example, the building) at the business address.
- “Common area” is a privately owned area where two or more parties (property tenants) have permission to use the area in common. Examples include the walking areas between stores at a shopping center, lobbies, hallways, patios, parking lots, etc. An area’s designation as a “common area” is typically identified in the lease or rental agreement.

ATTESTATION – OWNERSHIP AND CONTROL OF THE BUSINESS AND PREMISES

- Each applicant listed in the “Application Information” section of this form has read and understands OAR 845-005-0311 and attests that:
 1. At least one applicant listed in the “Application Information” section of this form has the legal right to occupy and control the real property proposed to be licensed as shown by a property deed, lease, rental agreement, or similar document.
 2. No person not listed as an applicant in the “Application Information” section of this form has an ownership interest in the business proposed to be licensed, unless the person qualifies to have that ownership interest waived under OAR 845-005-0311.
 3. The licensed premises at the premises street address proposed to be licensed either:
 - a. Does not include any common areas; or
 - b. Does include one or more common areas; however, only the applicant(s) have the exclusive right to engage in alcohol sales and service in the area to be included as part of the licensed premises.
 - In this circumstance, the applicant(s) acknowledges responsibility for ensuring compliance with liquor laws within and in the immediate vicinity of the licensed premises, including in portions of the premises that are situated in “common areas” and that this requirement applies at all times, even when the business is closed.
 4. The licensed premises at the premises street address either:
 - a. Has no area on property controlled by a public entity (like a city, county, or state); or
 - b. Has one or more areas on property controlled by a public entity (like a city, county, or state) and the public entity has given at least one of the applicant(s) permission to exercise the privileges of the license in the area.

LIQUOR LICENSE APPLICATION

Applicant Signature(s): Each individual listed in the applicant information box on page 2 (entity or individuals applying for the license) must sign the application.

If an applicant listed in the applicant information box on page 2 is an entity (such as a corporation or limited liability company), at least one member or officer of the entity must sign the application.

• Each applicant listed in the “Application Information” section of this form has read and understands OLCC 845-006-0362 and attests that:

1. Upon licensure, each licensee is responsible for the conduct of others on the licensed premises, including in outdoor areas.
2. The licensed premises will be controlled to promote public safety and prevent problems and violations, with particular emphasis on preventing minors from obtaining or consuming alcoholic beverages, preventing over-service of alcoholic beverages, preventing open containers of alcoholic beverages from leaving the licensed premises unless allowed by OLCC rules, and preventing noisy, disorderly, and unlawful activity on the licensed premises.

I attest that all answers on all forms and documents, and all information provided to the OLCC as a part of this application, are true and complete.

<u>Pietro Sangiorgi</u>		<u>01/26/2024</u>
Applicant name	Signature	Date
<hr/>	<hr/>	<hr/>
Applicant name	Signature	Date
<hr/>	<hr/>	<hr/>
Applicant name	Signature	Date
<hr/>	<hr/>	<hr/>
Applicant name	Signature	Date

Applicant/Licensee Representative(s): If you would like to designate a person/entity to act on your behalf you must complete the Authorized Representative Form. You may submit the form with the application or anytime thereafter. The form must be received by the OLCC before the representative can receive or submit information for the applicant.

Please note that applicants/licensees are responsible for all information provided, even if an authorized representative submits additional forms on behalf of the applicant.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/25/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BRENT W SATERN (19344) 204 W. MAIN ST SILVERTON, OR 97381-0000	CONTACT NAME: BRENT W SATERN	FAX (A/C. No.): 503-874-0414	
	PHONE (A/C. No. Ext): 503-874-8434	E-MAIL ADDRESS: BRENT.SATERN@COUNTRYFINANCIAL.COM	
INSURED 1974619 SANGIORGI PIETRO DBA THE CURBSIDE KITCHEN 115 N WATER ST SILVERTON, OR 97381	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: COUNTRY Mutual Insurance Company		20990
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		


COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> BUSINESSOWNERS GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<input checked="" type="checkbox"/>	AM9365491	3/30/2023	3/30/2024	EACH OCCURRENCE	\$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ 2,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	AM9365491	3/30/2023	3/30/2024	COMBINED SINGLE LIMIT (Ea accident)	\$
			Covered on Businessowners			BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					WC STATUTORY LIMITS	OTHER
						E.L. EACH ACCIDENT	\$
						E.L. DISEASE - EA EMPLOYEE	\$
						E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

REMARKS:
LIQUOR LIABILITY IN THE AMOUNT OF \$1,000,000 PER OCCURRENCE.
(CONTINUED)

CERTIFICATE HOLDER CITY OF SILVERTON 306 SOUTH WATER STREET SILVERTON, OR 97381	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY		NAMED INSURED	
POLICY NUMBER AM9365491		SANGIORGI PIETRO DBA THE CURBSIDE KITCHEN 115 N WATER ST SILVERTON, OR 97381	
CARRIER COUNTRY Mutual Insurance Company	NAIC CODE 20990	EFFECTIVE DATE: 1/25/2024	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

POLICY INFORMATION:
HIRED AUTOS LIMIT AND NON-OWNED AUTOS LIMIT ARE \$100,000 EACH OCCURRENCE SUBJECT TO A \$100,000 AGGREGATE LIMIT

ADDITIONAL INSURED(S):
CITY OF SILVERTON
306 SOUTH WATER STREET
SILVERTON, OR 97381



ALCOHOL
SERVICE
PERMIT

PERMIT NUMBER: 385HD8

EXPIRES: 01/23/29

Pietro Sangiorgi

251 Pioneer Drive / Apt E
Silverton, OR 97381

BIRTHDATE: 01/19/1977

COMMUNITY DEVELOPMENT DEPARTMENT MONTHLY REPORT

For The February 5, 2024, City Council Meeting

Planning Division

- The Civic Center is under construction. The steel frame is erected roof installed and the second floor has been poured. The exterior walls are framed, and exterior sheathing is complete. The steel re-work has been completed on the second floor. The interior framing is installed on the first floor and second floor. Mechanical, Electric, and Plumbing is generally finished on the first floor and second floor. Insulation and drywall are installed on the first floor and second floor. The lobby floor polish finish is complete. Site concrete work is mostly complete. Roadwork on N Water St is complete for the season. Road paving on A Street and the south parking lot is complete. Sidewalks around the site are installed. Site walls are being installed. The windows are installed. Painting of the interior is mostly complete. Tile work in the bathrooms is complete. Landscape irrigation is completed and plants are being installed. The City of Silverton Public Works crew graded and seeded the southern portion of the site. Casework is being installed. Flooring is being installed. Doors are being installed. Interior wood accent walls are being installed. Wall sound baffles are installed. High density storage units are being installed. Plumbing fixtures are being installed. The elevator is installed. Bike racks, trash cans, and benches are installed on site. The generator and electrical pads have been poured and site work in that area is underway.

The construction contract amount was initially \$14,750,000. There have been several Change Order Requests as part of the project that to date have added an additional \$611,946.84 to the contract for a new contract total of \$15,361,941.84, a 4.14% increase. This increase is \$56,658.60 from the December Council report. As of the December payment requests there is a \$1,313,277.19 remaining balance to finish.

- The Affordable Housing Task Force will meet on February 20th to review an Accessory Dwelling Unit program to facilitate the construction of ADU's.
- The Silverton Urban Renewal Advisory Committee met on January 20th to review the survey for public input on a Main Street Project that received 597 responses.
 - The Planning Commission met on January 9th and denied the appeal of a Minor Partition approval and upheld the staff approval to divide 216 Cherry Street, a 0.45 acre parcel, into three parcels with parcel 1 containing 5,092 square feet, parcel 2 containing 6,646 square feet, and parcel 3 containing 7,248 square feet. The parcels will be accessed via a 20' shared access and utility easement off Cherry Street..

- The Parks and Recreation Master Plan Update Project Advisory Committee met on January 2nd to review the results from the Open House on December 5th that had 65 people in attendance.
- A Design Review application to construct a 3,500 square foot addition to an existing 7,000 square foot building at 1206 Eska Way has been submitted and is being reviewed by City Staff.
- An Adjustment Application to allow a 10% deviation from the fence setback at 1157 Bedlington Terrace representing a 6” adjustment to the fence setback from 5’ to 4’-6” has been submitted and is being reviewed by City Staff.
- A Design Review application to demolish and replace the existing dental office and dwelling unit with a 4,566 square foot building that will be a dental office with one dwelling unit at 411 North Water Street has been submitted and is being reviewed by City Staff.

SILVERTON POLICE ACTIVITY REPORT

Dec-23

CALLS FOR SERVICE	DEC	YTD	ARRESTS	DEC	YTD	CITATIONS	Dec-23		
							DEC	YTD	
Arson	0	1	Arson	0	2	Traffic Crimes			
Assist Other Agency	25	269	Assault/Harassment	7	44	DUII	7	60	
Attempt to Locate	9	160	Burglary	1	8	DWS-Misd./Felony Level	2	28	
Auto Theft/Including Attempt	0	14	Drug	0	10	Traffic Violations			
Burglary	3	20	Forgery/Fraud/Counterfeit	0	7	All Other	105	1388	
Deaths/Natural	1	15	Juv-Curfew	0	0	Warnings	51	572	
Emotionally Disturbed Person	8	61	Runaway	0	1	Violations			
Disturbance	5	99	Kidnap	0	0	MIP Alcohol	0	3	
Family Disturbance	16	110	Furnishing Liquor	0	1	MIP Marijuana	0	3	
Fraud/Forgery/Counterfeit	3	47	Menacing	0	6	PCS Schedule I-IV	0	2	
Harassment/Assault	3	74	Murder/Criminal Death	0	0	Civil Infractions			
Ordinance Violations	49	439	Rape	0	2	Dogs-Noise/Leash/Vicious	0	5	
Prowler/Trespass	14	146	Robbery	0	0				
Public Assist	42	477	Sex Crimes/Other	0	7	TOTAL CITATIONS ISSUED	165	2063	
Rape	0	2	Stalking	0	0				
Robbery/Including Attempts	0	1	Theft	6	51				
Runaway	2	25	Trespassing	1	20				
School Resource	40	341	UUMV	0	2	3 YEAR COMPARISON	2021	2022	2023
Sex Crimes	3	19	Vandalism	1	20	Arson	1	0	1
Shots Fired	0	6	Violation of Court Orders	9	243	Auto Theft/Include Attempts	39	53	14
Stalking	0	1	Weapons Violations	1	15	Burglary	15	13	20
Suicide/ Including Attempts	3	39	Misc./Other Crimes	20	222	School Resource	131	242	341
Suspicious	58	786				Sex Crimes	18	22	19
Theft/Including Attempts	13	152				Rape	1	1	2
Weapons	0	0	JUVENILE ARRESTS	5	41	Robbery	0	1	1
Vandalism	7	79	ADULT ARRESTS	41	649	Vandalism	55	82	79
Misc./Other	340	4272	TOTAL ARRESTS	46	691				
						CALLS FOR SERVICE	5048	5308	7694
TOTAL CALLS FOR SERVICE	644	7694				TOTAL ARRESTS	458	559	691
						TOTAL CITATIONS	1489	3153	2063

December**2023 Monthly Statistics: Calls For Service Misc./Other Breakdown**

911 Investigation	5
Alarm – Burglary	18
Area Check	55
Bar Tavern Check	2
Civil Situation	6
Crash – Hit and Run	2
Crash – Injury	6
Crash – Non Injury	7
DUII	7
Elude	1
Extra Patrol	8
Fight	2
Field Interview	17
Fireworks	1
Foot patrol	2
Insecure Premise	12
Intoxicated Subject	1
Missing – Child/Elder	1
Narcotic Investigation	6
Property – Lost/Found	7
Reckless Driving	5
Restraining Order Violation	1
Traffic Assist	6
Traffic Stop	145
Warrant Service	6
Welfare Check	11

**City of Silverton
Public Works Department**



MEMO

DATE: January 25, 2024
FROM: Travis Sperle, Public Works Director
TO: Cory Misley, City Manager; City Council Members
RE: **Public Works Department February 5, 2024, City Council Meeting Update**

ENGINEERING | ADMINISTRATION DIVISION

Public Projects:

- Silver Creek Intake | Supply Line (EDA Grant): Pumps have been installed. Waiting for electrical to be completed.
- **ASR Study: Water Resources Commission approved a \$250,000 grant for this study at their June 15-16 meeting. The agreement between the City and OWRD is with the City Manager.**
- WWTP Screw Press Project: Is moving forward.
- Civic Center: Project under construction and being reviewed by City Staff. Contractor working on new curb and sidewalk. Final paving is set for spring of 2024 for Water Streets.
- 2nd Street Reconstruction: Work on curb and sidewalk on Mill and Whittier graded and staked. Plan in place for over excavation of 2nd street road base.
- WWTP Blowers Project: Contractor has started work on instrumentation portion of project. Blowers are not expected to arrive until December.
- Silverton Overlay Project: Project is completed.
- WWTP UV Screen Project: bar screen at the WWTP upstream of the UV units is moving forward.
- Sewer CIPP Project: Work set to begin on 1/29/24, permits and traffic plans in place.

Programs:

- Banner reservations calendar full for the entirety of February and March.

Private Projects:

Residential (# of lots)

- Pioneer Village Phase VI **(38)**: PGE has completed streetlight installation.
- Westside Gateway **(30 PH 1, 34 PH 2)**: Public Works Improvements are complete.
- Habitat for Humanity Development **(18)**: Storm line on Schemmel Lane and Bauman Way complete, work on sewer line set to commence.
- Paradise Village Subdivision **(39)**: Contractor has completed utility installation on interior streets. Sanitary sewer and storm sewer utilities on James Street started on 5/31/23. Sewer and Storm lines have passed all mandrel and vacuum testing. James Street paved and open, dry utilities being installed, prepping for final PW walkthrough.

- Pioneer Village Phase VII **(6)**: Sewer system being installed. Rough grading of road completed. Sewer laterals installed, storm and waterline installation to commence.

Commercial

- Silverton Hospital Expansion: Majority of public improvements completed, waiting for final striping and signage.
- 115 S James Street **(apartments)**: Public improvements completed; final walkthrough completed.

MAINTENANCE DIVISION

Street

- Monthly street sweeping.
- Responded to damaged street signs.
- Pothole patching
- Gravel road maintenance as weather allows.

Sewer

- Responded to customer sewer related calls.
- Worked with contractors on new sewer service installations.
- Service lateral replacements or repairs.
- CCTV Coolidge St. sewer mainline.

Water

- Installed and changed out water meters for new construction and failed meters.
- Completed monthly water meter reading routes.
- Installed new water services for new construction.

Facilities

- Maintenance on buildings and grounds including equipment maintenance and vegetation management.
- Pre-planning for new Civic Center needs.

Parks

- Maintenance on buildings and grounds including mowing and vegetation management.
- Graffiti removal.
- Leaf removal
- Winterizing of park buildings, drinking fountains and sprinkler systems.

WATER QUALITY DIVISION

Water Treatment Plant

- General Cleanup at water treatment plant under way. Usage has been about the same
- Routine Quarterly Sampling
- Abiqua Creek around 11cfs Water Plant Flow around 3.5cfs
- New Emergency lighting installed on buildings and parking area.

Wastewater Treatment

- Treatment plant flows averaging less than 1 MGD,
- Oregon Garden New VFD Project is a work in process. Waiting on a few crucial parts to complete project.
- Blower Project. Still waiting for the new blowers to arrive. Instruments have been installed and are working, programming into SCADA still needed at this time.
- UV Bar Screen Project is underway. Parts and equipment have been ordered.
- Screw Press Project is underway. Reviewing of Submittals, parts and equipment are ordered.
- DEQ Required Independent Study almost complete. Council Presentation of the report coming in December
- NO VIOLATIONS

Community Swimming Pool

- Construction of the new Silver Creek raw water intake is underway.
- Pool Cover installed the week of Oct 16-20