

**CITY OF SILVERTON
CITY COUNCIL MINUTES**

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

March 2, 2020, 7:00 p.m.

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

Mayor Palmer called the meeting to order at 7:00 p.m.

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

Staff Present:

City Manager, Christy Wurster; Chief of Police, Jeff Fossholm; Public Works Director, Petra Schuetz; Community Development Director, Jason Gottgetreu; Assistant to the City Manager/HR Coordinator, Elizabeth Gray; and Assistant to the City Manager/City Clerk, Angela Speier

II. APPROVAL OF MINUTES

Councilor Carter made a motion to approve the minutes from the Work Session held on January 27, 2020. Councilor Freilinger seconded the motion. Council Carter suggested amending line 6 on page 3 to read "...if there is a storm drain pipe..." There were no further corrections and the motion passed unanimously as amended (5-0).

Councilor Freilinger made a motion to approve the minutes from the meeting held on February 3, 2020. Councilor Plummer seconded the motion. There was no discussion and the motion passed unanimously (5-0).

III. OATHS OF OFFICE/PUBLIC RECOGNITION - None

IV. PUBLIC COMMENT

Jacqueline Johnson, 514 S. 1st Street. Ms. Johnson distributed information from the National Highway Traffic Safety Administration and a copy of Ordinance No. 16-12 to City Council. She said the newly installed Walk Your Wheel signs are not in the correct place, because Ordinance No. 16-12 allowed for wheels on the sidewalk in the downtown fringe and public zones. In addition, she highlighted Section 10.04.310 of the Municipal Code which limits where people can ride skateboards, roller-skates and toy vehicles. She is concerned with the safety of children when they are riding bikes and skateboards with no bike lanes. She would like to see more options for biking safely in the community. City Council will be having a discussion about the sign placement at their April meeting. Councilor Plummer said the

Transportation Advisory Committee (TAC) would be a good place to begin discussing the need for additional bike paths and routes. Councilor Carter said these provisions are in place, because it is a safety issue to have children on roller-skates with vehicles. She admires Ms. Johnson's passion and commitment and agrees that Silverton, a bike friendly community, should have more bike paths. Councilor Sears added the City Council recently went through their goal setting process and has added an objective to draft and adopt a comprehensive Bike Plan for the City.

Gary King, 160 Cascade Highway. Mr. King said it was brought to his attention there were some unruly individuals holding people at gun point and taking their money. He would like to see a notice warning people for their safety and asked what notification measures are in place. Council recommended talking to the Chief of Police about the incident.¹

V. SCHEDULED PRESENTATIONS

5.1 Gordon House Annual Presentation – Carol Caughey

Carol Caughey, Chair of the Gordon House Conservancy Board delivered their Annual State of the House Report. She provided attendance numbers, financial highlights and reviewed the special events held throughout the year. The Board is asking the City Council to continue paying for the Gordon House's utility bills and provide matching grant funds in the amount of \$2,200 in order to repair their failing HVAC system.

5.2 Silverton Chamber of Commerce Monthly Update – Stacy Palmer

Stacy Palmer, Executive Director of the Silverton Chamber of Commerce provided their monthly report. She viewed the visitor numbers and invited City Council to attend the weekly Silverton Business Group meetings. The Chamber Classic Golf Tournament will be taking place on Friday, May 8, 2020 at Evergreen Golf Course. The flower baskets have been ordered and will be hung prior to the Pet Parade on Saturday, May 16, 2020.

VI. PUBLIC HEARINGS - None

VII. DISCUSSION/ACTION ITEMS

7.1 Discussion of Pettit Property Public Visioning and Next Steps

Assistant to the City Manager/HR Coordinator Elizabeth Gray and Community Development Director Jason Gottgetreu provided a recap of the Pettit Property public visioning process. The nine final student designs were included in the City Council packet. During the last public presentation the students presented three composite designs. The Phase One design included hiking trails and additional access from the road. Phase Two and Phase Three build off one another and offer additional elements to the site. Also provided in the packet is a summary of the surveys that were distributed at both public visioning events. The final report is being prepared and will be a good tool to conduct further public outreach related to the Pettit Property.

Councilor Carter is concerned the cost of these potential projects was not taken into account and the public might be thinking all these designs might happen. Director Gottgetreu explained the students did take cost and feasibility into account when drafting their designs. Councilor Freilinger likes the Phase One design, because the other elements that are being discussed can be addressed at a later date, but it allows the City to open a nature-scape park. Councilor Plummer agreed, Phase One seems like the logical first step in the development process. Councilor Sears said he really enjoyed the process and seeing creative minds at work. He is looking forward to the final report and feels it is hard to move forward with a design without seeing the finished product.

¹ After the meeting the Silverton Police Department contacted Mr. King to better understand the reported incident. In reviewing calls for service officers learned the actual call was an attempt to locate request from Salem Police on a subject who was involved in an attempted robbery at the South Salem Safeway. This person's last known address was a relative in Silverton. The contact info for the suspect was obtained and given to Salem Police. Mr. King was also provided an update on the incident.

7.2 Resolution No. 20-04 – Authorizing the City of Silverton to apply for a Local Government Grant from the Oregon Parks and Recreation Department

Director Gottgetreu explained while the City does not have the final report the Oregon Parks and Recreation Department has opened the Local Government Grant program and the deadline for applications is April 1, 2020. He said the grants are awarded annually. City Council could wait until the final report and design is submitted, but staff could also submit for the Phase One design by April 1. The grant would be for the design and construction and include access improvements to the site, parking improvements, a picnic area and the construction of a trail around the lake. The trail around the lake was a common theme found in all the proposals. The goal of the Phase One design would be to design it in a logical and orderly way to be able to plug in future development. The concern is not knowing what elements would be included in the next phase. The estimate provided in the packet is based on two previously proposed projects. He reviewed the grant timeline and said the City would request \$465,000 with a City match of \$310,000. The City match would come from Park System Development Charges (SDCs). The City would be applying for design engineering and construction of the elements found in the Phase One design. The application also requires the City Council to adopt a resolution showing support of the project.

Councilor Sears asked if there were restrictions to the grant money and if there is a time limit on the funding. He said he is weighing the pros and cons of applying this cycle or waiting until 2021 in order to have the final design available.

Councilor Carter asked about the future of the existing house. Director Gottgetreu said that is something that is yet to be determined. The Phase One concept would not impact the current use, but some of the designs did repurpose the house for a different use. This is something that will need to be worked through in the final concept planning process. Councilor Carter reminded Councilors the City owns the Oregon Garden and does not want to see competing elements between the two properties.

Councilor Plummer said he agrees with Councilor Carter and would not want to see children elements from the Oregon Garden and the Silver Falls State Park replicated in the Pettit Property designs. He is supportive of pursuing the Phase One design, because the proposed elements for the grant would not prohibit future elements to be added at a later date.

Mayor Palmer has no reservations moving forward with the Phase One option. He does not see any of the potential future elements conflicting with the Phase One design. He feels the majority of people he has talked to want the type of access being proposed in Phase One.

Councilor Carter said the City should move ahead, but it is important to resolve the questions surrounding the house.

Councilor Sears made a motion to adopt Resolution No. 20-04 authorizing the City of Silverton to apply for a Local Government Grant from the Oregon Parks and Recreation Department and delegating authority to the City Manager to sign the application. Councilor Freilinger seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

7.3 Resolution No. 20-05 – Establishing a Master Fee Schedule

Assistant to the City Manager/City Clerk Angela Speier explained Resolution No. 20-05 consolidates the City's current fee resolutions into a single Master Fee Schedule. Over the years separate fee schedules have been created and amended by each department on an irregular basis. The plan is to bring the Master Fee Schedule to City Council during the budget process and adopt it annually on July 1. This will allow City Council to review all the City's fees and make any necessary adjustments on an annual basis.

Councilor Carter made a motion to adopt Resolution No. 20-05 establishing a Master Fee Schedule. Councilor Sears seconded the motion. There was no further discussion and the motion passed unanimously (5-0).

7.4 Ordinance No. 20-04 – Amending the Silverton Municipal Code Chapters 10.04 and 10.24 to update code language and remove fee amounts

Councilor Freilinger made a motion to have the first reading of Ordinance No. 20-04, by title only. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (5-0). City Manager Wurster read Ordinance No. 20-04 by title only.

Councilor Freilinger made a motion to pass Ordinance No. 20-04 on its first reading. Councilor Carter seconded the motion. There was no discussion and the motion passed unanimously (5-0).

Councilor Freilinger made a motion to have the second reading of Ordinance No. 20-04, by title only. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (5-0). City Manager Wurster provided the second reading of Ordinance No. 20-04 by title only.

Councilor Freilinger made a motion to adopt Ordinance No. 20-04, on its second and final reading. Councilor Carter seconded the motion. There was no discussion and the motion passed unanimously (5-0).

7.5 Authorize the City Manager to sign contract agreement no. 33999 with ODOT for the S. Water Street sidewalk extension

Public Works Director Petra Schuetz provided an update on the financial impact of this project. She explained ODOT developed their standard agreement to proceed. The City has met the match requirement in the amount of \$19,184.35 for the PE (engineering) phase of the project. Until the PE phase is complete, the City will not know exactly how much is actually going to be owed for the project. She explained how the scope of the project changed to start the sidewalk extension at Johna Lane where the current sidewalk ends to Fenne Lane on the northeast side of the street. Mayor Palmer asked if this would get the City continuous sidewalks to Pioneer Drive. Director Schuetz explained based on the budget ODOT will not be able to extend it that far. City Council voiced their frustration over the process and the time it has taken to get this small amount of sidewalk. The current estimate for the project is over \$2.1 million and the Multimodal Transportation Enhance Program (MTEP) funding is limited to \$1.9 million. The remaining amount will need to be funded by the City and the state per the match described in the agreement.

Councilor Freilinger made a motion to authorize the City manager to sign contract agreement no. 33999 with ODOT for the South Water Street sidewalk extension. Councilor Sears seconded the motion. There was no discussion and the motion passed unanimously (5-0).

VIII. CONSENT ITEMS

Councilor Sears made a motion to pass the consent agenda consisting of agenda items 8.1 and 8.2. Councilor Carter seconded the motion. There was no discussion and the motion passed unanimously (5-0).

- 8.1 Resolution No. 20-06 – Adopt amendments to the City Council Protocols and Guidelines**
- 8.2 Authorize the purchase of park signage**

IX. APPOINTMENTS TO COMMITTEE AND ADVISORY GROUPS

9.1 Appointments to the Transportation Advisory Committee

Mayor Palmer explained there were three qualified applicants for the Transportation Advisory Committee (TAC). He is recommending Joyce Ryan Metz and Robert Barnes be appointed to the TAC. The other applicant is currently serving on a different committee.

Councilor Carter made a motion to appoint Joyce Ryan Metz and Robert Barnes to the Transportation Advisory Committee. Councilor Freilinger seconded the motion. There was no discussion and the motion passed unanimously (5-0).

X. CITY MANAGER UPDATE

City Manager Wurster reported the City received nine proposals from architectural firms for the Civic Center project. The review committee will be scoring the proposals and conducting interviews with the firms. The plan is to bring City Council a recommendation at the April 6 meeting. The Farmers Market is requesting Fiske Street be closed during the market, staff is recommending denying the street closure request based on the public safety risk. Chief Fossholm prepared a memo outlining the reasons which will be shared with City Council. She provided an update on the fire behind the Community Center that occurred on February 21, 2020. Chief Fossholm reported an arrest has been made for illegal burning and criminal mischief.

XI. COUNCIL COMMUNICATIONS

Councilor Sears would like to see the City remain C Street to a name that honors someone or something in the community. City Council was supportive of the idea. He voiced his concern about the sidewalks and paths at Coolidge-McClaine Park. He said the sidewalks do not meet the City standards and there are a number of tripping hazards due to the sidewalks being uneven and root damage. He stressed the City needs to take care of its current parks before adding new ones and there are a number of safety concerns. He would like staff to take a look at the sidewalks and provide a recommendation to City Council for their repair and/or replacement. Council was supportive of looking into those upgrades. The City Council approved using SDC fees for a gravel walkway and he feels these funds should be used for something more permanent, such as a concrete sidewalk. He suggested tightening the requirements for what SDCs can be used for. Lastly, Councilor Sears asked for an update on the circulation study. Director Schuetz explained the coordination between the Transportation System Plan and the Circulation Study and said the draft plans should be ready for review in April with a target adoption prior to the end of the fiscal year.

Councilor Plummer expressed his disappointment that something could not be done to accommodate the Farmers Market and close Fiske Street in some form that could allow for emergency access. He asked about the Gordon House presentation and their request for a grant to fix the heating system. City Manager Wurster explained the City owns the Gordon House and will continue to budget money for their utilities and maintenance needs. Lastly, he attended an emergency preparedness presentation and asked for an update from staff regarding what the City is doing in regards to preparedness. City Manager Wurster said staff would be happy to report on the City's efforts during a future work session.

Councilor Freilinger asked what has been planned in the next couple months regarding affordable housing. Staff said the next step is to adopt the Housing Needs Analysis and the Planning Commission will hold the first public hearing in April to start that process. The URA will be reviewing the Westfield proposals on March 16 and the Affordable Housing Task Force will meet on March 17 to further discuss the Housing Needs Analysis.

Councilor Carter reported the sidewalk on the north side of West Main Street between Welch and McClaine Streets is raised and has become a tripping hazard. Director Schuetz will ask the sidewalk inspector to take a look at it, but it is the adjacent property owner's responsibility to fix. Councilor Carter said the gravel walkway could be due to the cottages trying to be environmentally sustainable and suggested adding criteria for permeable surfaces. Lastly, she endorsed Molly Ainsley's presentation at the URA meeting and said the Silvertowne II apartments are a good example of affordable housing, because it has ample green space and gives a sense of community for the residents.

Mayor Palmer said he would like to see the profit and loss statement of the organizations that present their annual report to City Council.

XII. ADJOURNMENT

Councilor Sears made a motion to adjourn. Councilor Carter seconded the motion and Mayor Palmer adjourned the meeting at 9:11 p.m.

Respectfully submitted by:

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