

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

**Zoom Web Conference Platform**

**April 19, 2021 6:00 p.m.**

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

Mayor Palmer called the work session to order at 6:00 p.m. and explained this meeting is being held through Zoom consistent with House Bill (HB) 4212.

<b>Present</b>	<b>Absent</b>	
X	_____	Mayor Kyle Palmer
X	_____	Council President Jason Freilinger
X	_____	Jim Sears
X	_____	Jess Miller
X	_____	Dana Smith
X	_____	Elvi Cuellar Sutton
_____	<u>Excused</u>	Crystal Neideigh

Staff Present:

City Manager Pro Tem, Bob Willoughby; Public Works Director, Petra Schuetz; Chief of Police, Jim Anglemier; and Assistant to the City Manager/City Clerk, Angela Speier

**II. DISCUSSION ITEM**

**2.1 Community Center Options**

Public Works Director Petra Schuetz explained the reason for City Council to have a discussion tonight regarding the Community Center is due to the amount of deferred maintenance to the building and the number of hours maintenance staff is dedicating to it. Staff would like to know if City Council would like to start planning for an alternative future for the building as the City moves forward with plans for the new Civic Center. Director Schuetz referred to the deferred maintenance projects listed in the staff report.

Mayor Palmer noted the City received written testimony from Andrea Morgan (attachment 1) which was shared with City Council prior to the meeting.

City Manager Pro Tem Bob Willoughby noted the staff recommendation is the City divest itself from the Community Center and made it clear there is not any applied timing in this recommendation. The timing could be tied to the completion of the new Civic Center. Mayor Palmer said he is sensitive to the tenants in the building and noted the timetable associated with the move to the Civic Center seems like a good approach as opposed to a 30-day notice. The technology issues make it hard to host City meetings in the building. In addition, the elevator has been having issues and is too old for replacement parts, so if the elevator fails then ADA accessibility is lost. The City also has records stored in the basement which will need to be relocated or digitized.

Councilor Cuellar Sutton asked about the process to digitize records. Director Schuetz said a company could be hired to help the department scan records and the new facility will have high density storage.

City Clerk Angela Speier provided an update on the City's contract with the Oregon State Archives and the utilization of their Oregon Records Management Solution (ORMS). So the digitization is occurring now, but having the staff capacity to scan the records into the system is the main roadblock to getting older records digitized.

Councilor Smith noted the \$250,000 cost estimate in the staff report is probably just Band-Aid fixes to the building after looking at the list from the Building Official. Councilor Freilinger said SACA, Sheltering Silverton and Silverton Together are vital organizations to the community which provide services the City should be providing and they should not be burdened with building expenses. The City should help them relocate as much as possible and asked if the City could even walk away from the Community Center. City Manager Pro Tem Willoughby said the City entered into a ten year lease extension with the Oregon Military Department in 2014 and it allows the City to terminate the lease with a 30-day written notice. He explained this will take planning and staff is not suggesting doing anything quickly, but wanted to start the discussion tonight. Councilor Freilinger said he would like to find out if any of the current tenants are interested in taking over the building.

Councilor Smith asked about the plans for the current City Hall once staff moves into the new Civic Center. City Manager Pro Tem Willoughby noted this is another discussion the City Council needs to have. He said it would be a better facility in terms of condition, but the sale of the City Hall could help reduce the debt for the new building.

Councilor Sears said he would like to know what other communities do for similar charitable organizations and if they provide space for them or give money through a grant program. City Manager Pro Tem Willoughby said he has not seen another City do as much to help nonprofits as Silverton does in due part because of the uniqueness of the Community Center. Councilor Sears does not see the City taking on the liability of this building in the long term and feels staff should begin having conversations with the tenants about their long term plans. He urged the City to start digitizing records now due to space concerns.

Mayor Palmer said two of the current organizations housed at the Community Center are actively looking for new locations and stressed the City's need to help facilitate relocation efforts where it can. Discussion ensued on how the City can continue supporting community nonprofits without having to pay for the needed capital projects at the Community Center. Councilors stressed the need to start the conversation about relocation as soon as possible. Councilor Smith has heard of multiple nonprofits building facilities together which would allow them to offer a variety of services from a single location. Councilor Freilinger would like to see the City assist these programs and noted the City has similar arrangements with other community nonprofits; including, the Arts Association, the Chamber and the Library District. It might be time to have a philosophical discussion about what City Council sees as the City's role in assisting these organizations. The Molalla Community Center houses multiple nonprofits and the City of Woodburn is in the process of building a public/private partnership facility. Councilor Cuellar Sutton asked what would happen to the building if the City were to terminate its lease and said these are services the Silverton community needs. Councilor Sears agree there needs to be a bigger discussion about the relationship the City has with nonprofits and how to make the partnerships more standardized with an overarching philosophy. City Council would like to research the financial arrangements other cities have with similar organizations. Lastly, he noted the City does not own the building and if the City terminates the lease the Oregon Military Department would be the responsible party for maintenance of the building. He said part of the philosophical discussion should be if the residents of Silverton realize the City is using taxpayer dollars to subsidize these organizations and if they are comfortable with that. He would prefer to see some type of grant program developed to help support community nonprofits.

Councilor Smith said the City does not have any responsibility to make the needed upgrades to the building. She also noted the idea of seeking historical status might be a liability, because it would limit what can be done to the building. She said in Cottage Grove there is a similar building in their downtown where community groups came together to purchase the building and are in the process of rehabbing it through community fundraisers. This was not done by the city government. City Manager Pro Tem Willoughby recommended including this item in the City Council goal discussion with the new City

Manager. In addition, City Council should also discuss what is going to happen to the current City Hall when the new Civic Center is built.

Discussion ensued on the various nonprofit organizations the City supports by providing facility space and the maintenance of the facilities, such as the Art Association and the Gordon House. Councilor Sears asked about the preschool that operates out of one of the Art Association buildings and how this type of income would impact taxes. Staff explained the preschool is operated by a nonprofit and is not being operated for a profit. This is allowable if it is a secondary service of the facility, similar to churches that operate preschools. In addition, the pool and the Oregon Garden are in similar situations where the City owns the property/buildings but a nonprofit runs operations out of it.

City Council discussed the need to find a different location for public meetings due to the technology issues and ADA accessibility in the Community Center. City Clerk Speier said the City has been working with the School District to upgrade the Silverton High School Library to serve as a secondary meeting space that will allow for better social distancing. The upgrades are complete and the City will be utilizing this meeting space during the May 3, 2021 City Council meeting due to the current technology challenges at the Community Center.

### **III. CITY MANAGER UPDATE**

City Manager Pro Tem Willoughby announced the first meeting of the Diversity, Equity and Inclusion (DEI) Task Force has been scheduled for May 27, 2021 at 6:00 p.m. The outcome of their discussion regarding a possible police survey will be presented to City Council in June. He announced on May 4, 2021 the Department of Public Safety, Standards and Training (DPSST) will be holding their annual Law Enforcement Memorial Ceremony to honor officers who have died in the line of duty. This year Silverton Police Constable Hansford "Harry" Greenfield will be added to the memorial and explained Constable Greenfield died in the line of duty on Wednesday, February 25, 1942. He noted Silverton Police has lost three other officers in the line of duty over the years. He reviewed the dates for the Budget Committee meetings. Lastly, the City is partnering with the Silver Falls School District to plant Oregon Oak trees at Mark Twain School on Saturday, April 24, 2021 and then will be using land by the Dog Park/Robert Frost to start an Oak Grove nursery as well. He asked if City Council was comfortable with staff moving forward with a site selection for this use. City Council was agreeable to staff sending a site plan via email and moving forward if there are no objections to the location.

### **IV. COUNCIL COMMUNICATIONS**

Councilor Smith was happy to hear about the joint efforts between the City and the School District and hopes the relationship rekindles. She gave kudos on the progress being made on the McClaine Street Project. She provided an update on the discussion between the Civic Center Design Team and Councilor Sears regarding the intersection at A, Front and Water Streets. It was agreed the best solution is to make Front Street one way northbound and abandon the southbound lane. Staff will be reaching out to the two impacted property owners and Public Works will be conducting baseline informal traffic counts in the area. Lastly, she is recommending the City give sustainability tours of the new Civic Center after having a discussion with a representative of Sustainable Silverton. Even though the City is not pursuing LEED status a number of sustainability measures are being added into the design.

Councilor Miller asked for an update on the Environmental Management Committee (EMC) recruitment and requested feedback on the EMC taking over the role of the Transportation Advisory Committee (TAC) which is no longer active. Mayor Palmer said when the TAC was dissolved it was discussed that the EMC would take a more active role in transportation related items. He is currently interviewing applicants for the EMC and City Council will be making those appointments at the May 3, 2021 meeting.

Councilor Cuellar Sutton asked for an update on the proposed speed reduction or school zone expansion in the Florida area. She noted there was a discussion to lower the speed from 25 mph to 20 mph. Discussion ensued on the authority of local governments to lower speed limits in certain areas and the

need to adopt criteria for lowering the speed limit. City Council requested staff provide additional information about when this can be done and how.

Councilor Sears discussed an incident that occurred at the Library where a person accidentally locked their keys in their vehicle with their children still in it. Luckily the car was running with air conditioning going. Three Silverton Police Officers responded, but had to request assistance from the Mt. Angel Department to unlock the door. Mt. Angel has a mechanism that inflates the door so an instrument can be used to unlock the door and asked if the Silverton Police Department could invest in this type of kit. He asked if the City should hold a ribbon cutting after the McClaine Street Project is completed. Lastly, the conversation that occurred regarding the intersection at A Street was very productive and he is glad the City is going to approach the businesses with a positive solution. City Council discussed holding a ribbon cutting and did not have a strong preference one way or the other. Chief of Police Jim Anglemier explained police vehicles are equipped with window breaking devices, because it is harder to open newer cars without damaging the electronics which can be more costly than breaking the window.

Councilor Freilinger voiced his concern regarding the debris at the reservoir. Director Schuetz said the department has been trying to get in touch with the Oregon Department of Fish and Wildlife (ODFW) in order to get a special permit, because special equipment must be used for removal of debris in waterways. She said this is a top priority for her this week. If timely approval is not received she is recommending the City proceed with the removal. Staff will also be following up with ODFW on removing the debris located in Silver Creek.

## **V. ADJOURNMENT**

Councilor Sears made a motion to adjourn. Councilor Smith seconded the motion and Mayor Palmer adjourned the meeting at 7:53 p.m.

Respectfully submitted by:

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