

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

May 18, 2020, 6:00 PM

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

Mayor Kyle Palmer called the Work Session to order at 6:00 p.m. City Council and staff were present through the virtual meeting platform Zoom. Mayor Palmer explained the meeting is being held through Zoom due to Governor Brown’s Executive Order 20-12. Public Works Director Petra Schuetz introduced Bart Stepp who was recently hired as the City Engineer.

Present	Absent	
<u> X </u>	<u> </u>	Mayor Kyle Palmer
<u> </u>	<u>Excused</u>	Council President Jason Freiling
<u> X </u>	<u> </u>	Jim Sears
<u> X </u>	<u> </u>	Matt Plummer
<u> X </u>	<u> </u>	Dana Smith (<i>departed at 8:27 p.m.</i>)
<u> X </u>	<u> </u>	Laurie Carter
<u> X </u>	<u> </u>	Crystal Neideigh

Staff Present: City Manager, Christy Wurster; Community Development Director, Jason Gottgetreu; Public Works Director, Petra Schuetz; City Engineer, Bart Stepp; Assistant to the City Manager/HR Coordinator, Elizabeth Gray; and Assistant to the City Manager/City Clerk, Angela Speier

II. DISCUSSION ITEMS

2.1 Civic Center Status Update and Discussion – Mackenzie Engineering, Inc.

Mackenzie staff present: Principal in Charge, Jeff Humphreys; Project Manager, Cathy Bowman; Landscape Architect, Steven Tuttle; Design Architect, Monty Hill; Design Architect, Seth Bradshaw

The staff with Mackenzie introduced themselves and Cathy Bowman walked City Council through a PowerPoint presentation and group discussion. The staff provided a brief background about their firm and an overview of similar public projects they have designed. Ms. Bowman reviewed the project timeline and noted the City Council meetings where they will be providing project updates. Mackenzie has been working on the space needs analysis with City staff and the current size of the combined facility is approximately 36,865 square feet, with approximately 22,000 square feet needed for the Police Department. If it is determined the Police Department and City Hall are to be stand-alone facilities the square footage would increase to approximately 39,293, because there would be a loss of shared spaces. This would result in an approximate increase of \$1.8 million.

Monty Hill reviewed four schemes with City Council and discussed the differences between each site plan. The amount of parking is the same for each plan and includes 48 public parking spots on site, 35 spaces dedicated for City staff and 52 for police. They are also anticipating 48 spots adjacent to the building. In option 2 and option 4 the plans calls for a multistory shared building. Option 3 is the only option where the buildings are completely separate. Option 4 has the smallest footprint for the building.

Jeff Humphrey's noted there have not been any cost estimates completed for the options. All options include space for a plaza and a park as well as first floor parking due to the site being in the inundation zone. Councilor Carter said she would like to see the trees on the corner of the lot (the Sequoia and Douglas fir) integrated into the site plans along with the oak and maple trees. Steven Tuttle explained these schemes purposely do not include the trees for clarity reasons. It does not mean they will not be able to stay and each scheme can be amended to include those. Mackenzie will be looking into the health of the trees.

Discussion ensued on the site plans and how to best utilize the city owned property located across A Street. Option 2 was the only design that utilized the property for City Hall staff parking. Mr. Hill said the option(s) where the building is set up against A Street facing south is the best orientation for solar utilization and natural light.

Included with the packet was a questionnaire provided by Mackenzie (see attached written responses). Council discussed each of the questions and provided feedback.

1. Should the design team maintain a certain portion of the site to be sold or redeveloped at a later date?

Council Sears said it is not his first choice to sell or lease a portion of the site, but would like the designs to allow for that possibility in the future, if needed. Councilor Neideigh said she would not be in favor of parceling or selling a portion of the site. Councilor Smith said she would like maintain the flexibility and if the City gets to a place where it cannot afford to build both facilities it would be in the best interest to sell a portion to help fund the construction. She also liked Councilor Freilinger's written response about rezoning the portion that could be sold as R-10 to help fill the housing void. Councilor Carter feels the City should maintain the entire site for future community purposes. Councilor Plummer would prefer the site be utilized for municipal purposes and would envision the property north of A Street as a community garden/fruit orchard. Mayor Palmer read Councilor Freilinger's written comments and stated he would like to see the City sell the northern third portion of the site for R-10 multi-family housing. Mayor Palmer said it is not a priority for him to sell a portion unless it was a financial necessity.

2. While the functionality and layout of the City Hall and Police is the design driver, which of the following do you feel is the most important consideration for the site? Please rank in order of importance. a) Gateway to downtown; b) Preservation of mature trees (deciduous vs. evergreen); c) Creating a community destination; d) Maintaining flexibility for future use; and e) Public parking

Councilor Plummer indicated his ranking is c, a, b, d and e. Councilor Sears said his top priority was to create a community destination with the hopes it can be a gathering place for people. It will act as a gateway and show visitors what Silverton is about. Councilor Neideigh's ranking was the same as Councilor Plummer. Councilor Smith said her number one priority would be the preservation of the deciduous trees and feels the evergreen trees are not appropriate for an urban setting. She feels a and c go hand in hand and are her second priority. The remaining priorities also go hand in hand, because the parking could be changed in the future to allow for an additional building if needed. Additional downtown parking could be accommodated elsewhere. Councilor Carter's ranking is b, c, a, d and e. She said both the deciduous and evergreen trees should be accommodated on the site. The evergreen trees have been assessed and are healthy. An additional priority would be to maintain the green space and minimize the asphalt and solid surfaces on the site. She would also like it to be a showplace for low energy solutions and sustainability. Mayor Palmer said Councilor Freilinger indicated his ranking as c, e, a, d and b, but felt a good design should be able to accomplish all these items. Mayor Palmer stated his ranking as c, a, e, b and d. He said Rotary has been exploring options for a sensory park and wondered if this could be a good site for that type of use.

3. What are the Council's aspirations or goals for the park?

Councilor Plummer said his priority is the inclusion of a splash pad, because his family and many others travel to communities that have them. He voiced his support for adding alternative play structures for kids to climb and explore. He said Pickleball has also been brought up a lot in the community and hopes that Council will consider adding a court somewhere in the city. Councilor Sears said he would like see

amenities that are unique and that could not be found in the other City parks, including a splash pad. He said it is hard to say what should be included not knowing how much space will be available, but it should be something active that draws people to want to participate in. Councilor Neideigh supports the idea of an interactive water feature (drop pool or splash pad) and would like to see a basketball court on the site. Councilor Smith would like to see the park have more of a garden feel and be low maintenance. She voiced her concern with maintenance and water usage associated with a splash pad. In addition, she would like there to be an open space for gatherings. Councilor Carter would like to see a green space where people can picnic and gather, a splash pad and basketball hoop could be a good addition, but it should be low cost. Councilor Freilinger indicated in his written response he would like to see green space that lives up to Silverton being a garden and tree city. He would also like to see enough open space for small social gatherings. Mayor Palmer prefers a space that is family-friendly and multi-purpose that includes a courtyard for a farmers market, a small bandstand/amphitheater, a splash pad and possibly a sensory park.

4. What are the Council's overall aspirations for sustainable strategies?

Councilor Plummer would like to see as little reliance on fossil fuels as possible and the use of earth-friendly building materials. He would be interested in exploring the use of gray water, green roof options and overall showing sustainability as a priority in the process. Councilor Sears added the use of natural lighting and the exterior reflecting natural components. He would like to see the use of low VOC materials and to look at the LEED certification for aspects to be incorporated into the construction. Councilor Neideigh said she is in favor of water recycling and the use of solar. Councilor Smith would like to see a lot of green on the site and limit the use of pavement. She said depending on the design a green roof could be feasible. Low impact development should be encouraged as a way to deal with the rain water and she would like to see EV charging stations, the use of solar and appropriate building orientation for use of passive heating and cooling. The utilization of low impact building materials should also be considered. Councilor Carter would like to see a living roof and the exploration of geothermal on the site. There should be low utilization of impermeable surfaces and trees in the parking lot to minimize heat intake. Councilor Freilinger said the facility should be at least carbon neutral with an eco-friendly design that lowers greenhouse gases. He also views solar panels as a must. Mayor Palmer said within reason, the facility and site should establish the city as a leader in the community's sustainability movement from materials, to natural features, to efficient energy, to charging stations, water reuse, etc. It should serve as a model to the community.

City Council took a break at 7:28 p.m. and returned to the work session at 7:34 p.m.

5. What is your expected budget range for this project?

The City Council discussed the difficulty in answering this question, but agreed the funding should not include a bond and should be something the City can afford without having to make cuts in other programs. They would also prefer to build both the Police Station and City Hall components at the same time in order to capitalize on the economies of scale.

The Council discussed the various site plans and provided feedback on the building orientation. They would like to see the building oriented in a way that maximizes sustainability efforts. Also discussed was the need to have parking on the first floor due to the inundation zone and if other rental space for community partner organizations could be added in front of the parking on the street level. That way there would be an actual storefront on the sidewalk instead of a parking garage. Mackenzie explained the geotechnical analysis will show at what depth the parking can go without being cost prohibitive. Council discussed the pros and cons of vacating A Street. Staff noted there is a water line under A Street that would need to be relocated. City Manager Wurster said the City is looking into the possibility of a fixed route transit system and would like to see the site plan include a transit stop.

III. CITY MANAGER UPDATE

City Manager Wurster reported the City received a grant from ODOT and may be able to reimburse the Trolley drivers for the loss wages they have incurred due to COVID-19. The City also received masks for the Trolley drivers and riders. The Public Works Department is bidding the McClaine Street project this

week with an anticipated start date of early July. She toured the decant facility which was constructed entirely by the Public Works Department and was very impressed by the work they put into the build and the work they do on a daily basis.

IV. COUNCIL COMMUNICATIONS

Councilor Plummer asked about the role of the Transportation Advisory Committee (TAC) and the future of the committee. He explained the Environmental Management Committee (EMC) is interested in exploring commuting options, reducing vehicle emissions and increasing pedestrian friendly amenities in town. He is weighing how the committees intersect and wondered if the TAC was still needed or if they can be combined. Once the Transportation System Plan (TSP) is approved is the TAC still necessary or can the EMC take on some of the pedestrian projects. Council and staff will think about these questions and bring back a recommendation at a later date.

Councilor Sears said he supports Councilor Plummer regarding either dissolving the TAC or moving interested members to the EMC. He thanked Mayor Palmer for his leadership through the COVID-19 pandemic and his eloquent post on Next Door Silverton. City Manager Wurster provided an update on the City's Pandemic Team and the plan moving forward for opening City Hall.

Councilor Neideigh said her clinic is not seeing a decrease in COVID-19 cases and as things begin to reopen she hopes people will use common sense to help protect others in the community.

Mayor Palmer thanked Councilor Plummer for agreeing to serve on the EMC and provided an update on Rotary's Small Business Relief Fund.

V. ADJOURNMENT

Councilor Carter made a motion to adjourn and Mayor Palmer adjourned the meeting at 8:41 p.m.

Respectfully submitted by:

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

From: [Kyle Palmer](#)
To: [Angela Speier](#)
Subject: Mackenzie Questions
Date: Monday, May 18, 2020 1:35:49 PM

Mackenzie Questions

1. Should the design team maintain a certain portion of the site to be sold or redeveloped at a later date?

Perhaps, but not a huge priority for me. Ultimately, I think the entire site has legitimate and reasonable municipal uses, though the entire site may not be developed all at once.

Would the City like to consider in lieu of selling property a leased space on site or a part of the facility that support the city function? Such as a café or small restaurant.

I wouldn't support a cafe or restaurant, but I have long thought that the following component would make sense:

Municipal operations on the second (or second and third) floor with parking below on the ground level, except a small street facing depth on the ground level of community use or retail space that hid the parking and allowed for some of our municipally connected non-profits to co-locate.

2. While the functionality and layout of the City Hall and Police is the design driver, which of the following do you feel is the most important consideration for the site? Please rank in order of Importance:

1. Creating a community destination
2. Gateway to Downtown
3. Public Parking
4. Preservation of Mature Trees
5. Maintaining flexibility for future use

3. What are the Council's aspirations or goals for the park?

My goals are broad community use, family friendly, courtyard to hold a farmers market if possible, small bandstand area/outdoor amphitheater, potentially a splash pad. Not entirely play-driven, though there are some community plans to create a sensory park and this would be a good site for that.

4. What are the Council's overall aspirations for sustainable strategies?

Within reason, this facility and site should establish the city as a leader in our community's sustainability movement - from materials, to natural features, to efficient energy, to charging stations, etc.

5. What is your expected budget range for this project?

That's hard to say at this time. The public needs to be able to be proud of the project, not embarrassed by the project, and confident that we didn't over spend on the project. That's a lot to ask, and my mental budget will develop as the process moves along. I believe in the value engineering phase and look to that to help some.

Sent from my iPhone 7plus

From: [Jason Freilinger](#)
To: [Christy Wurster](#); [Angela Speier](#)
Subject: Re: Emailing: SR - Civic Center Update and Discussion
Date: Monday, May 11, 2020 12:09:53 PM

Angela,

Here are my answers to the the Architect's questions that can be a part of the record.

1. I would like to see us sell the Northern third of the property for R10 multi-family housing. The city needs to get out of the property manangement business except for property specifically for city facilities. My hope is that when it comes to resturants etc. that staff would go to existing business that are downtown. Our housing needs analysis and projected land use needs suggest Silverton has all the land it needs in all catagories except one - multi-family housing. We have more than enough Commerical, Industrial, and R1 single family housing already zoned for development for what we need for the next 20 years. We are desperately in need of R10 multi-family housing. Since the city does own this excess property and it is perfect for R10 multi-family housing, I feel we are obligated to re-zone it prior to selling it for this purpose. If possible I would like it also to be affordable housing, but that is for later discussion.

2. Rank order of objectives: 1. Community Destination, 2. Public Parking, 3. Gateway to Downtown, 4. Flexablity for Future Use, 5. Preserve mature Trees. For the record I beleive a good design should be able to accomplish all these things.

3. Create a green space park worth of Silverton statues as Oregon Garden City and a Tree City USA. I would like it to be a great place for small social gatherings. I feel there are other locations in the city that are more suited for new amenites and recreational activities.

4. The facility needs to be at the very least carbon neutral. I would like to see eco-friendly designs that lower greenhouse gases. I feel Solar Panels are a must.

5. \$20 Million for everything including city hall & police station.

Jason Freilinger

From: Christy Wurster
Sent: Monday, May 11, 2020 10:25 AM
To: All City Council
Cc: Angela Speier
Subject: Emailing: SR - Civic Center Update and Discussion

Hi All:

Attached is a draft staff report that will be included in the packet for the meeting on May 18. Mackenzie will be looking for your input on a number of questions presented in their questionnaire. I want to send them out to you well in advance of the meeting so that you have adequate time to consider them before providing input next week. If you want your written comments included in the record you may submit them to Angela and she will include them with the minutes of the meeting.

Thank you!

Christy

Your message is ready to be sent with the following file or link attachments:

From: [Jason Freilinger](#)
To: [Angela Speier](#)
Cc: [Christy Wurster](#); [Kyle Palmer](#)
Subject: Mondays Work Session
Date: Tuesday, May 19, 2020 8:07:36 PM

Angela,

I was really bummed I missed the work session on Monday. I talked with Kyle about what was discussed in the meeting. From that I took away a couple of things.

Could you send me a copy of the Architects presentation?

I understand Orientation and location was discussed. Just to add in my two cents. I would like to see the civic center located in the middle of the main section. (Still wanting to sell the north piece for affordable housing). Although I have not seen it I like how Kyle described the tiered 3 story building. I would like to see a police staff only secure entry on the north side of the building off I think it is "A" street. I would like to see Aesthetically pleasing public entries on the East and West side of the block. I would like to see a staff only entrance on the south side of the block (back door type of the thing). I would like to see more parking on the North and South sides of the block in the form of Diagonal head in parking.

So what do I envision around this building in the middle? Green space in the form of what a Garden City Civic center would look like - Trees, Flower Gardens, Vegetable Gardens for SACA, Picnic tables, maybe a small amphitheater, and yes maybe even a water feature that could be played in.

If possible I would like these thoughts to be shared with the council on the record is needed.

Thank you,

Jason Freilinger

Matt Plummer

1. Should the design team maintain a certain portion of the site to be sold or redeveloped at a later date?

No. I want Silverton to keep the entire site for municipal use. Whatever is not part of the actual civic center should be converted to park and the city can take care of the design/creation of this space.

a. Would the City like to consider in lieu of selling property a leased space on site or a part of the facility that support the city function? Such as a café or small restaurant.

No

2. While the functionality and layout of the City Hall and Police is the design driver, which of the following do you feel is the most important consideration for the site? Please rank in order of importance.

a. Gateway to Downtown

2

b. Preservation of Mature Trees

3

c. Creating a community destination

1

d. Maintaining flexibility for future use

4

e. Public Parking

5

3. What are the Council's aspirations or goals for the park?

Splash pad

Alternative play structure

Pickle ball

Things we don't have

4. What are the Council's overall aspirations for sustainable strategies?

Energy production

Energy efficiency

Earth-friendly construction/materials

5. What is your expected budget range for this project?

???

1. Should the design team maintain a certain portion of the site to be sold or redeveloped at a later date?

I believe we should consider this as an option in the design, but only as a possibility for the future. Clearly the building footprint and parking area necessary for the city's need will leave land remaining that will be "open". I would anticipate Mackenzie Engineering designing the entire site, which includes the "open" area, and incorporate the uses identified under the concept plan prepared by MIG.

I would like to see as part of their design multiple concepts over specific areas on the site. Perhaps thinking of it as different overlays for these areas and allowing for choosing which one we want to move ahead with driven by what we can afford. It would also facilitate phasing the site development over time and as funds became available. It would allow for changes in use we believe, at the time they are developed, most meets the needs of the community.

Thus, one of these would be an area/overlay that could support a sale or redevelopment at a later date, should that be in the city's and communities best interest. That said, I would not want to see the site designed with an area solely earmarked for sale or redevelopment and left unused or not included in the Mackenzie design showing city uses. Without a better understanding of the cost for the city to develop the site with city buildings and many of the MIG identified amenities, I cannot consider sale of any of the site for development as revenue generated from such a sale may not be necessary.

Would the City like to consider in lieu of selling property a leased space on site or a part of the facility that support the city function? Such as a café or small restaurant.

Again, I believe it is too early to be considering a sale or lease of any of the site for commercial development. It is unclear to me what types of uses would be considered as support to city functions. I am unaware of any other public agencies that would meet this description. If there were, it would only be worth considering assuming that they paid for all the cost of any improvements required, thus removing any financial risk to the city.

I would be concerned about providing for a café or restaurant. While it would be a nice convenience for individuals working or visiting the Civic Center, it would compete with other businesses in the downtown area that are close enough to meet the need. Also, it would take funds away from providing city improvements and diverting toward a private endeavor.

2. While the functionality and layout of the City Hall and Police is the design driver, which of the following do you feel is the most important consideration for the site? Please rank in order of Importance:

1. Creating a community destination
2. Gateway to Downtown
3. Public Parking
4. Preservation of Mature Trees
5. Maintaining flexibility for future use

3. What are the Council's aspirations or goals for the park?

I would like to see facilities/uses that are unique and will draw people to this site. Specifically improvements not found nearby or at parks within our community. Also, that will foster outside activities for both children and adults. Many of these have been included in the MIG report.

4. What are the Council's overall aspirations for sustainable strategies?

Typically this would include an efficient and environmentally responsible use of natural, human and economic resources. I would like to see us incorporate as many sustainable products and use of energy efficient design and equipment as fiscally possible. While we are not considering LEED certification, I believe that we could incorporate many aspects of this program.

I would like to see the building exterior and interior design use natural materials, have low impact on the environment, and aesthetically reflect nature in shape, colors, and use of light. Also, consider health impacts in the use of materials (low VOC) and building design and decoration.

Also, incorporate energy efficiency in building design and its layout, both interior and exterior, along with the use of energy efficient HVAC and lighting. If possible incorporate solar for electrical production and heating.

5. What is your expected budget range for this project?

I have no expected budget range at this time. I would like to see what we can create on this site. Then once we have created the vision, see what the city and the community can do to secure funds from as many sources as possible.

I would hate to set our expectation too low at this point. It is difficult to determine what resources may become available or present themselves, until we have a concept of what the community would like to see and support.

In preparation for our City Council Work Session on May 18th, Mackenzie would like City Council to consider the following questions and be prepared for a discussion:

1. Should the design team maintain a certain portion of the site to be sold or redeveloped at a later date? **Yes. I think the parcels north of A Street are the most obvious.**
 - a. Would the City like to consider in lieu of selling property a leased space on site or a part of the facility that support the city function? Such as a café or small restaurant. **I'm not opposed to consideration but would rather support existing business.**
2. While the functionality and layout of the City Hall and Police is the design driver, which of the following do you feel is the most important consideration for the site? Please rank in order of importance.
 - a. Gateway to Downtown
2/3 – hand in hand with c
 - b. Preservation of Mature Trees
1- but only the deciduous trees, especially the oaks. I think the large evergreens are out of place in an urban setting and a long-term liability for roads/sidewalks, structures and life.
 - c. Creating a community destination
2/3 – see comment at Q#3, I see gateway and community destination as interchangeable park setting
 - d. Maintaining flexibility for future use
4/5 - hand with e
 - e. Public Parking
4/5 – Parking lots are flexible in considering future build-out. I see parking as low (permanent) priority because there are other buildings and/or existing lots downtown or more centrally located on the fringe that could be redeveloped to include future parking for general use.
3. What are the Council's aspirations or goals for the park? **I see it as a simple, primarily garden setting with some flexible, open space suitable for gatherings. I liked Petra's concept of rocks to climb on in lieu of playground equipment.**
4. What are the Council's overall aspirations for sustainable strategies? **Lot's of green - limit pavement. Green roof if flat. Natural rainwater systems. EV charging stations. PV solar. Passive heating/cooling. Natural lighting.**
5. What is your expected budget range for this project? **I will defer to finance for max we can afford but REALLY want to build for PD and City Hall at the same time.**