CITY OF SILVERTON
CITY COUNCIL AGENDA

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

The Silverton Community Center – Council Chambers is handicapped-accessible. Please contact Janet Newport at 503-873-6117 by 5:00 p.m. on the business day prior to the meeting date if you will need special accommodation to attend the meeting.

MONDAY, October 3, 2011, 7:00 PM

<table>
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<tr>
<th>AGENDA ITEMS</th>
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<tr>
<td>I. OPENING CEREMONIES: Call to Order &amp; Pledge of Allegiance</td>
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<td>Stu Rasmussen – Mayor</td>
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<td>Scott Walker – Councilor</td>
<td>Judy Schmidt - Councilor</td>
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<td>Bill Cummins– Councilor</td>
<td>Laurie Carter- Councilor</td>
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<td>Kyle Palmer – Councilor</td>
<td>Randal Thomas - Councilor</td>
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<td>II. MINUTES - Approval of minutes from the August 1, August 8 (both meetings), August 15, August 29, and September 12, 2011 meetings.</td>
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<td>III. PROCLAMATIONS</td>
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<td>3.1 Oregon Days of Culture – October 1 – 8, 2011</td>
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<td>3.2 Ms. Moniqa Keisling, Ms. Oregon through American Coed Pageants</td>
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<td>IV. PUBLIC COMMENT – Items not on this Agenda</td>
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<td>V. PUBLIC HEARING</td>
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<td>5.1 Resolution No. 11-34 – A Resolution to Adopt A Supplemental Budget for Fiscal Year 2011-2012</td>
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<td><strong>Summary:</strong> On September 12, 2011, Council authorized the execution of an agreement amendment with the Oregon Department of Transportation to construct an additional $135,000 worth of sidewalk, curb and ramp improvements in the downtown area.</td>
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<td><strong>Recommendation:</strong> Staff recommends a motion to adopt Resolution No. 11-34.</td>
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<td>VI. CONSENT AGENDA</td>
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<td>6.1 Resolution No. 11-32 – A Resolution to Transfer Funds Due to Unforeseen Expenditures</td>
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<td><strong>Summary:</strong> On September 12, 2011, Council instructed staff to bring forward a cost estimate and transfer resolution for the replacement of the domestic waterline on Hobart Road west of the intersection of N. Second Street.</td>
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Recommendation: Staff recommends a motion to adopt Resolution No. 11-32.

6.2 Resolution No. 11-33 - A Resolution to Transfer Funds Due to Unforeseen Expenditures

Summary: The Depot Building at 426 S. Water St., which houses the Silverton Area Chamber of Commerce, the Visitors Center, and part of the Silverton Country Historical Museum, is owned by the City and in need of repainting and some minor exterior repairs that were not budgeted for the current fiscal year.

Recommendation: Staff recommends a motion to adopt Resolution No. 11-33.

6.3 Grant Awards - Silverton Tourism Promotion Committee Grant Recommendations

Summary: The TPC met on September 12, 2011, to discuss the six grant submittals and made the following grant award recommendations:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Purpose</th>
<th>Amount</th>
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<tbody>
<tr>
<td>The Oregon Garden &amp;</td>
<td>Escape to the Oregon Garden and Resort</td>
<td>$9,599</td>
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<td>Oregon Garden Resort</td>
<td></td>
<td></td>
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<tr>
<td>Oregon Garden Foundation</td>
<td>National Tour Assoc.</td>
<td>$1,222</td>
</tr>
<tr>
<td>Silverton’s Angel of Hope</td>
<td>Silverton’s Angel of Hope</td>
<td>$5,000</td>
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<tr>
<td>In Partnership with Silverton</td>
<td></td>
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<tr>
<td>Together</td>
<td>Studio Sampler Weekend</td>
<td></td>
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<tr>
<td>Silverton Arts Association</td>
<td>Package</td>
<td>$1,000</td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td>$18,280</td>
</tr>
</tbody>
</table>

Recommendation: Staff recommends a motion to approve the grant recommendations forwarded by the Silverton Tourism Promotion Committee.

6.4 Contract Award – 2011 ADA Ramp Improvements – Phase 2

Summary: On September 12, 2011, Council authorized the execution of an agreement amendment with the Oregon Department of Transportation to construct an additional $135,000 worth of sidewalk, curb and ramp improvements in the downtown area.

Recommendation: Staff recommends a motion to authorize the City Manager to enter into a contract with Gelco Construction Co. for the 2011 ADA Ramp Improvements – Phase 2.

6.5 Resolution No. 11-35 - A Resolution Adopting Updates to the Marion County Natural Hazards Mitigation Plan

Summary: The City of Silverton developed an addendum to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan which was adopted by Council in January, 2010. Since that time, the County’s plan came up for review and renewal and changes were made to the County plan that impacted the City of Silverton’s addendum to the plan found in Appendix E of the County plan.

Recommendation: Staff recommends a motion to adopt Resolution No. 11-35.
VII. DISCUSSION/ACTION

7.1 Intergovernmental Agreement – City of Silverton and Silver Falls School District for Video Production Services

Summary: The on-going cooperative effort between the City and District has enhanced and increased SCAN-TV programming for Silverton residents, increased the production value of City and District public meetings, provided educational opportunities and transferable job skills for students, and increased opportunities for additional public involvement in City government.

Recommendation: Staff recommends Council authorize the City Manager Pro Tem to execute the attached Intergovernmental Agreement (IGA) between the City of Silverton and Silver Falls School District.

VIII. COUNCIL DISCUSSION

8.1 City Manager Update

8.2 Council Communications

IX. ADJOURNMENT
CITY OF SILVERTON
CITY COUNCIL MINUTES

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

MONDAY, August 1, 2011, 5:30 PM

WORK SESSION

The Silverton City Council held a work session to discuss their vision for the development of the Pettit Property.

MONDAY, August 1, 2011, 7:00 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Stu Rasmussen – Mayor
Bill Cummins – Councilor
Kyle Palmer – Councilor
Scott Walker – Councilor
Randal Thomas – Councilor

Excused Absence
Laurie A. Carter – Councilor
Judy Schmidt – Councilor

II. MINUTES – The minutes from the July 11, 2011 Council meeting were approved as presented.

The minutes from the July 25, 2011 Council meeting were approved as amended.

III. PROCLAMATIONS

3.1 Geography Awareness Week

Mayor Rasmussen proclaimed August 1 to August 7, 2011, Geographic Awareness Week within the City of Silverton.

IV. PRESENTATIONS

4.1 Sneak Peek of New City Website

Janet Newport gave the Council a preview of the new City’s website by highlighting its new features. The new site will be active on August 5, 2011.

4.2 Silverton Area Seniors Annual Report

This agenda item was postponed.

V. PUBLIC COMMENTS – Items not on this Agenda
AGENDA ITEMS

Gene Pfeifer, 1392 S. Water Street
Mr. Pfeifer stated he was unable to attend the Urban Renewal Agency (URA) meeting where a decision was made on the Downtown Streetscape Enhancement Project. He feels in this current economy, the City should stay the way it is. He would like to see the overgrown vegetation in the City parking lots taken care of before beginning other projects. He also stated he would like to use the URA money used to encourage businesses into the downtown. Mr. Pfeifer further stated his concerns regarding the Silverton Dam. He would like to see more public outreach to educate citizens about dam safety.

Mayor Rasmussen asked staff about the maintenance schedule for the City parking lots. Public Works Director Fisher explained available staff time and funds limit the ability to reach all facilities in the City needing maintenance attention. He feels the Public Works Maintenance Division is catching up on backlogged projects so they will be able to address this maintenance concern in the near future.

Karla Verbeck, 802 Barger Street
Ms. Burbank lives at the corner of Barger and Cowing. She is opposed to spending money on the Eastbank Trail project. As a spokesperson for her neighbors living adjacent to the proposed trail, she listed a number of concerns and recommendations for the plan: (1) the project is underfunded by current grant dollars; (2) no provisions have been made to address maintenance of the trail, garbage, restrooms, parking, and increased police presence; (3) the proposed concrete paved path is too expensive and needs lots of maintenance. (4) she explained the current bark along the path is maintained by the neighborhood; (5) the plan does not address ADA parking or sidewalks; (6) she believes the project will give additional access to criminals in neighboring yards. (7) she proposed the City should complete the north half of the project near the walkway to the swimming pool, install a hedge near the Chamber of Commerce building to prevent individuals from using the Library parking lot as a walking path, thus increasing safety, improve the restrooms in Oide Mill Park so they meet ADA standards, and install the ADA path with bark. Ms. Burbank stated she wished staff had sent notice to the neighborhood explaining the City will be cutting and trimming vegetation in the area.

Greg Sheesley, 732 S. Water Street
Mr. Sheesley thanked Public Works Director Fisher and the rest of staff who helped to get the fountain up and running at Coolidge-McClaine Park. He asked for a bench to be installed at the fountain.

Ravann Alger, 220 Koons Street
Ms. Alger asked for contributions to SACA and would like to make Council meetings an official drop site for donations. Councilor Thomas encouraged her to present this request to the School Board also as they hold their meetings in the same room. Mayor Rasmussen explained donations are accepted any time after 6:30 PM at the Palace Theatre, but Thursdays are the only discount night.

Joe Craig, 617 Hicks Street
Mr. Craig stated he agrees with the comments presented by Ms. Verbeck. He likes the path the way it is currently, but understands it needs to be ADA accessible. Mr. Craig stated he does not like the approach to the change, he feels there is not enough money budgeted to make this project a success. He feels this project will require a lot more maintenance. He would like the project to be completed in small segments.

Georgia Ireland, 214 Cowing Street
Ms. Ireland expressed concern regarding the paving product and the toxic effects of herbicides that are proposed to be used for this Eastbank Trail project. She would like to see garbage cans installed near the trail to decrease the amount of litter in the area.

Chris May, 585 Shelokum Drive
Ms. May would like to see bark used for the Eastbank Trail instead of concrete and would like it constructed so the trail can be used year around.

Molly Ainsley, 316 Park Street & Patricia Harris, 4177 Cascade Hwy
Ms. Ainsley gave an update regarding the community garden project, explaining they have been involved in three garden locations at Twilight Court, Water Street, and the Silverton Grange. She requested using
AGENDA ITEMS

VI. ORDINANCES

6.1 Ordinance No. 11-03 – An Ordinance Adopting a Water Master Plan

Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to read Ordinance No. 11-03 for the second time by title only:

Aye: Palmer, Rasmussen, Cummins and Thomas
Nay: Walker
AGENDA ITEMS

Abstain: None
Absent: Carter and Schmidt

Councilor Palmer moved and seconded by Councilor Cummins to adopt Ordinance No. 11-03 on its second reading by title only. Councilor Walker expressed concern regarding the $2.7 million allocated in the Water Master Plan for a secondary water storage facility. He feels there are other options that need to be explored such as the Norway Street well. Councilor Walker described his visit to Salem and what their process is for alternative water storage facilities. He will be voting against this plan because he feels it does not include enough cost saving options for staff in the area of water storage facilities. Councilor Thomas asked for legal interpretation about the process of reading an ordinance by title only when a negative vote is made. City Attorney Lords explained with a negative vote, the Ordinance needs to be read in its entirety instead of by title only. Councilor Walker clarified he is against the adoption of the Water Master Plan not of reading the Ordinance by title only.

Councilor Palmer rescinded his motion to adopt the Master Plan and moved, seconded by Councilor Cummins and carried as follows to reconsider the activity of the previous motion to read Ordinance No. 11-03 for the second time by title only:

Aye: Walker, Palmer, Rasmussen, Cummins and Thomas
Nay: None
Abstain: None
Absent: Carter and Schmidt

Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to read Ordinance No. 11-03 for the second time by title only:

Aye: Walker, Palmer, Rasmussen, Cummins and Thomas
Nay: None
Abstain: None
Absent: Carter and Schmidt

Councilor Palmer moved and seconded by Councilor Cummins to adopt Ordinance No. 11-03 on its second reading by title only. Councilor Walker wanted to make sure his previous comments were included in the record. Councilor Cummins explained he is always concerned with approving items that involve large costs to the City’s water and sewer system and how it could affect current rates. Councilor Palmer agrees with Councilor Cummins and asked staff if Council is able to relook at items outlined in the Master Plan before any action is taken by staff to implement them. Public Works Director Fisher explained that Council can direct staff to research and bring other options to them at any time for discussion. The motion carried as follows:

Aye: Walker, Palmer, Cummins and Thomas
Nay: Rasmussen
Abstain: None
Absent: Carter and Schmidt

VII. DISCUSSION/ACTION ITEMS

7.1 Fundraising Assistance and the Placement of an Angel of Hope Statue Adjacent to the Frank Lloyd Wright Gordon House

Community Development Director Kay presented the staff report. Mayor Rasmussen explained a couple citizens voiced concern about the Council handing out funds, but explained this is a special case in recognizing Dennis Stoll’s contribution to the community and is appropriate for this type of project that will benefit the community. Councilor Palmer explained he had heard the same thing, but feels this is an enhancement to the City’s park system for the entire community. Councilor Thomas as an Oregon
AGENDA ITEMS

Garden Board member, explained they support this project and hopes this statue generates visitors to nearby attractions.

Councilor Walker moved, seconded by Councilor Cummins and carried as follows to authorize the placement of the Angel of Hope statue on the grounds near the Frank Lloyd Wright Gordon House and to allocate up to $1,000 from the City Council's "Community Programs" budget for postage in conjunction with fundraising efforts for the project:

Aye: Walker, Palmer, Rasmussen, Cummins and Thomas
Nay: None
Abstain: None
Absent: Carter and Schmidt

7.2 Resolution No. 11-27 – A Resolution Authorizing the City Manager Pro Tem to Enter Into a Service Agreement for Executive Recruitment Services for City Manager with Waldron & Company

City Manager Pro Tem Lewis presented the staff report. Mayor Rasmussen and Councilor Cummins gave an overview of the search process to date with the executive recruitment firms. Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to adopt Resolution No. 11-27:

Aye: Walker, Palmer, Rasmussen, Cummins and Thomas
Nay: None
Abstain: None
Absent: Carter and Schmidt

VIII. COUNCIL DISCUSSION

8.1 City Manager Pro Tem Update

City Manager Pro Tem Lewis deferred Council updates to Community Development Director Kay and Public Works Director Fisher.

Community Development Director Kay asked the Council for direction on whether to make an exception to the current sign code, as citizens have placed temporary signs in their front yard regarding the Downtown Streetscape Enhancement Project. He explained the criteria for temporary signs, and if these signs are considered pennants or banners, then they would need to be removed by August 8, 2011.

Councilor Walker moved to make an exception to the Sign Code regarding the signs related to the Downtown Streetscape Enhancement Project. City Attorney Lords wanted to point out the exception needs to relate to the signs and not their content. Council Thomas explained regardless of the content of the signs they should be in compliance with the current sign code. Councilor Cummins was concerned with the precedent this action would set for future temporary signs. Mayor Rasmussen agreed if the sign code is ignored then there will be a lot more signs popping up around town, which is the intent of having a sign code, but is born on a decision. Councilor Palmer explained before he heard from the City Attorney he would have been inclined to let the signs stay, but that decision would have been 100% content base. Councilor Walker asked about the requirements regarding putting up additional temporary signs after these are taken down. Community Development Director Kay explained the code states one temporary sign is allowed for three consecutive days in a calendar month, and banners or pennants are allowed for a maximum of 30 days in a calendar year.

Councilor Walker moved, seconded by Mayor Rasmussen and failed as follows to table this discussion until September 12, 2011 Council meeting:

Aye: Walker and Rasmussen
Nay: Palmer, Cummins and Thomas
AGENDA ITEMS

Absent: None
Abstain: Carter and Schmidt

Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to consider the signs as pennants/banners and comply with the current sign code:

Aye: Palmer, Cummins and Thomas
Nay: Walker and Rasmussen
Abstain: None
Absent: Carter and Schmidt

Public Works Director Fisher announced the City received notification from Marion County explaining they will be starting a grind and overlay project on Silverton Road from Fossholm to Brush Creek Road. He said this project will take place in August or September during the hours of 8:00 PM to 6:00 AM. Public Works Director Fisher explained he put in a request to ODOT for funds to support additional ADA sidewalk improvements in the downtown. He also updated the Council regarding research on Councilor Carter’s proposal to move parking to the opposite side of Adams Street. He said if parking was moved to the opposite side there would be an increase of approximately five (5) parking spaces; however, if all properties were redeveloped to their maximum densities there would be a loss of two (2) parking spaces on the south side of the street and said the work involved would cost the city about $23,000. He explained staff will be sending out a letter to property owners along the street to see if they would be interested in moving the parking to the south side. In addition, Public Works Director Fisher explained the facility to hold biosolids is full. He said staff will be notifying surrounding property owners explaining the city has an emergency and needs to use the winter wet weather storage pond. He explained a land application is scheduled for the week of August 8, 2011. The process was pushed back because of the delay in harvesting due to unseasonal weather this year. Councilor Walker suggested the City buy farm land so there is a location to dispose biosolids. Staff will bring information to Council regarding future options on how to manage the City’s biosolids.

8.2 Council Communication

Councilor Walker – Councilor Walker moved, seconded by Councilor Cummins to direct staff to identify an inventory of volunteer jobs in the community. Councilor Palmer explained he thinks this is a good idea but feels administrative staff time is needed for other duties until recruitment for a new City Manager is complete. Councilor Walker explained he is not putting a time line on this task and realizes this may not be completed for several months. Councilor Thomas believes there is a need for volunteers and agrees with Councilor Palmer’s concerns with available staff time. Mayor Rasmussen feels the City should utilize volunteer resources for the community. The motion failed as follows:

Aye: Walker and Rasmussen
Nay: Palmer, Cummins and Thomas
Abstain: None
Absent: Carter and Schmidt

Councilor Carter – Absent

Councilor Palmer – Promoted the Homer Davenport Community Festival and described the schedule for the upcoming weekend. He announced candy thrown from floats is prohibited this year due to insurance regulations.

Councilor Cummins – Recognized the Homer Davenport Community Festival committee in their marketing efforts for the upcoming Festival. He also explained he will not be able to attend the August 8, 2011 meeting until 6:00 p.m.
AGENDA ITEMS

Councilor Thomas – Proposed offering a Proclamation to congratulate Miss Oregon, a Silverton resident at the September or October meeting. He wanted to direct staff to look into options for recognizing local service members. He explained how the cities of Downey and Whittier, California posts banners in their downtown to recognize active service members within their community. Councilor Cummins suggested having Councilor Carter bring back some recommendations as she is very proactive on this topic already. He proposed adding the Adams Street request for sidewalks to the City’s current infill sidewalk list and assign priorities to each project. Public Works Director Fisher will follow-up with this request and share the status with Council. Councilor Thomas asked for confirmation if lead paint was found in the chips falling into Silver Creek. He requested from the Council to receive a copy of the report the City has on the lead paint with pictures of the bridge and to sit down with state agencies to ask for immediate action on this issue. Councilors Cummins and Walker volunteered to attend the meetings with Councilor Thomas as they believe this issue needs to be addressed. Councilor Thomas suggested the cover story in the next City newsletter be about the Downtown Streetscape Enhancement Project to allow additional education about the plan and the 20 MPH speed limit change in the downtown.

Councilor Schmidt – Absent

Mayor Rasmussen – None

IX. ADJOURNMENT

Mayor Rasmussen adjourned the meeting at 9:09 p.m.

Respectfully Submitted By:

Janet Newport, Assistant to the City Manager & Sheena Lucht, Planning Assistant
MONDAY, August 8, 2011, 6:00 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Stu Rasmussen – Mayor

Bill Cummins – Councilor
Kyle Palmer – Councilor
Laurie A. Carter – Councilor

Scott Walker - Councilor
Randal Thomas – Councilor
Judy Schmidt – Councilor

Excused Absence
None

II. PUBLIC COMMENTS – Items not on this Agenda

Dean Oster, 641 Lone Oak Loop
Mr. Oster stated he was not asked by any organization to speak in public comment and his comments are directed to Council Walker. Mr. Oster shared information regarding the volunteerism of Rayann Alger, Erin Marcellais, Brianna Bledsoe and Dixon Bledsoe and asked Councilor Walker where was he during the Homer Davenport Festival. Mr. Oster went on to discuss Councilor Walker’s alleged behavior at the Homer Davenport Community Festival, specifically at the Silverton Area Community Aid (SACA) booth. Mr. Oster stated he felt Councilor Walker owes the volunteers and the constituents an apology and urged the Council to consider a reprimand of Councilor Walker at the very least.

Ken Hector, 310 Apple St.
Mr. Hector stated he is a SACA board member and expressed his concern regarding Councilor Walker’s alleged behavior. Councilor Carter asked for more detail regarding what transpired in the park. Mr. Hector stated if he gave those details it would be second hand; however, he stated he spoke directly to those who witnessed the alleged behavior shortly after the incident. Councilor Carter provided

Tracy Alger, 220 Koons St.
Mr. Alger thanked the Councilors and Mayor who stopped by the SACA booth during the Homer Davenport Community Festival and expressed his appreciation of their support. Mr. Alger stated Councilor Walker stopped by the SACA booth and told his wife, Rayann, in front of both of them, he needed to see her and they both responded by saying that if it was regarding politics, street trees or anything other than SACA they did not want to speak to him. Councilor Walker stated it wasn’t and told Rayann again that he wanted to see her, he wanted to speak to her and to come over here. He stated Rayann walked about three (3) feet away from him and Councilor Walker, very aggressively, stated that he was not going to support SACA because the actions of the board were questionable and the actions of Dixon Bledsoe were questionable at best. Mr. Alger stated that when Rayann asked Councilor Walker what the actions were, he responded by stating he wasn’t going to tell her that because they will sue him. Mr. Alger stated he did not appreciate the manner in which Councilor Walker spoke and behaved toward his wife, Rayann. Mr. Alger stated he was not present for the second incident of inappropriate finger gestures, but the twelve year old volunteer told him about the incident soon after it occurred. Mr. Alger stated he expected better from Councilor Walker and that his response regarding his non-support of
AGENDA ITEMS

SACA should have been, “no, not today” just as he stated he had heard many times that day. Councilor Carter asked who the women were in the booth at the time of the incident. Mr. Alger stated it was Rayann Alger, the twelve year old volunteer, Dixon Bledsoe’s daughter, and another long-time volunteer of SACA.

Jane Jones, 423 W Main St.
Ms. Jones stated she is community volunteer and a SACA board member. She further stated that never in her life had she been called corrupt or suspect in her volunteer work or her personal life and she took offense to the remarks made by Councilor Walker.

Dennis Stoll, 740 Shelokum
Mr. Stoll thanked Community Development Director Kay and the City Council for their support in allowing them to site the Angel of Hope at the Oregon Gardens and the assistance with the informational mailings.

Mayor Rasmussen offered Councilor Walker the opportunity to respond to the public comment. Councilor Walker stated on Saturday, August 6, 2011 he went to the SACA booth. He further stated he asked to speak to the young lady who came before Council and had admonished him for not bringing a bag of food for SACA. He continued, stating he asked her to come aside, ten to fifteen (10-15) feet away from the booth, so that he could speak to her in private and explained to her that he had switched his allegiance to another feeding program in town. He also told her that he somewhat resented being told that as a public official I am required to give to a particular charity. He stated she was upset with what he said. He stated she asked some questions and he indicated he was vague in his answers to why he switched. Councilor Walker stated that on Saturday he was assisting a fellow Kiwanis member and neighbor collecting garbage in the park and did not approach the SACA booth ever again. Councilor Walker stated that later, while in the presence of others, he was accosted by this same woman who expressed her extreme distaste of him, and at another time later was accosted by her husband who claimed Councilor Walker flipped her off. Councilor Walker stated that he may do a lot of things but he does not flip people off. He further stated he did not raise his voice to anybody. He also expressed concern regarding the number of people who are willing to accept a story that is fundamentally false. Councilor Walker stated he never spoke about the SACA board or criticized their mission. He further stated that he feels it is completely inappropriate for anyone to tell him where he needs to donate his money.

Councilor Schmidt stated she doesn’t believe anyone is saying Councilor Walker needs to contribute to any certain charity. She further stated, speaking directly to Councilor Walker, that if someone is asking you to donate to a charity that you wish to not, then you need to diplomatically decline, and it sounds like that is not what you did.

Councilor Walker stated he has not criticized the SACA board. He further stated that he is extremely concerned that in our society if a person can tell lies long enough, they can be believed. Councilor Thomas asked about the hand gestures being given to a twelve year old and a twenty year old. Councilor Walker stated no such hand gestures were made. Councilor Thomas stated that he heard directly from the twenty year old who claims she witnessed the hand gestures made by Councilor Walker. He further stated he struggles to follow what happened when each side is stating, black and white, something different. Mayor Rasmussen suggested the Council needs to consider a reprimand while being fully informed of the situation.

Councilor Thomas expressed concern with having a twelve year old and a twenty year old to come before Council to give their account of what happened. Councilor Carter stated she wasn’t uncomfortable with making that request as everyone should have the right to be confronted by their accusers.

Councilor Thomas moved, seconded by Councilor Schmidt to schedule a hearing to consider a reprimand at a future meeting date. Councilor Palmer agreed with having this matter discussed at a future meeting. Councilor Walker asked to have the specific allegations against him made clear as there have been many wild stories circulating. Councilor Thomas asked about the process of the hearing. Councilor Carter stated she would like to hear from the parties who witnessed the incidents first hand. The motion carried as follows:
AGENDA ITEMS

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas, and Schmidt
Nay: None
Abstain: Walker
Absent: None

Ken Hector, 310 Apple St.
Mr. Hector, on behalf of the Homer Davenport Community Festival Board, thanked the city staff with helping the committee handled the trash in the park and traffic flow for the parade. Mayor Rasmussen thanked the committee for putting on a great festival.

Ravann Alger, 220 Koons St.
Ms. Alger told Councilor Walker to not contact her between now and the next hearing regarding this matter. She stated she felt threatened by him and that if he contacted her she would file a restraining order.

III. DISCUSSION/ACTION ITEMS

3.1 Mural Society Request for Funding

City Manager Pro Tem Lewis presented the staff report. Councilor Schmidt moved, seconded by Councilor to table this item until the September 12, 2011 meeting. City Manager Pro Tem Lewis asked what information the Council needs to be brought back to the September meeting. Mayor Rasmussen stated the Council will need to complete some research on their own regarding the decision to provide more money to the Mural Society.

Otto Stadeli, N 2nd St. and Vince Till, Water St.
Mr. Till gave the Council an update on the mural projects.

Councilor Thomas asked Mr. Till if the Mural Society has considered an Adopt-a-Mural program for the maintenance of the murals.

After discussion, the motion carried as follows:

Aye: Walker, Palmer, Rasmussen, Cummins, Carter, Schmidt and Thomas
Nay: None
Abstain: None
Absent: None

3.2 Collective Bargaining Agreement – City of Silverton and Silverton Police Association

City Manager Pro Tem Lewis presented the staff report. Councilor Walker moved to lay the item over until the September 12, 2011 meeting. The motion died due to a lack of a second. Councilor Cummins moved, seconded by Councilor Palmer and carried as follows to table the ratification of the collective bargaining agreement between the City of Silverton and the Silverton Police Association until a brief special Council meeting on August 15, 2011 in order for the Council to have the opportunity to review the document:

Aye: Walker, Palmer, Rasmussen, Cummins, Carter, Schmidt and Thomas
Nay: None
Abstain: None
Absent: None

IV. COUNCIL DISCUSSION

8.1 City Manager Pro Tem Update
AGENDA ITEMS

Asked Council to identify a replacement on the Mid-Willamette Valley Council of Government per their request. Mayor Rasmussen stated the Council will address this at the September 12, 2011 meeting.

8.2 Council Communication

Councilor Walker – Asked the Council to consider a process for accounting for the funds the Council provides to community organizations. Councilor Palmer stated he would like a monthly report of the balance of the Community Programs line item in the budget. Councilor Thomas stated he doesn’t feel a community organization should have to come back to let the Council know on what they spent the donated dollars. Councilor Carter stated she liked Mayor Rasmussen’s suggestion of the organizations having to match the amount the City gives them in a donation. Councilor Walker stated every dime doesn’t have to be accounted for but that he would like some more follow-up with how the money given is spent.

Councilor Carter – Commented on how impressed she was with how many people were still in attendance late in the day on Sunday for the Homer Davenport Community Festival.

Councilor Palmer – Thanked the City staff for their efforts in assisting with the Homer Davenport Community Festival event.

Councilor Cummins – Thanked Council Palmer for all his efforts to make the Homer Davenport Community Festival a success.

Councilor Thomas – None

Councilor Schmidt – None

Mayor Rasmussen – None

V. ADJOURNMENT

Mayor Rasmussen adjourned the meeting at 7:15 p.m.

Respectfully Submitted By:

Janet Newport, Assistant to the City Manager
CITY OF SILVERTON
CITY COUNCIL SPECIAL
MEETING MINUTES
Silverton Community Center – Council Chambers – 421 South Water St.

MONDAY, August 8, 2011, 6:30 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order

Stu Rasmussen – Mayor
Bill Cummins - Councilor
Kyle Palmer – Councilor
Laurie A. Carter – Councilor

Scott Walker - Councilor
Randal Thomas – Councilor
Judy Schmidt – Councilor

II. PUBLIC COMMENTS– Items not on this Agenda

None

III. DISCUSSION/ACTION ITEMS

3.1 Discussion with Waldron & Company – Executive Recruitment Services

Lara Cunningham and Heather Gantz, with Waldron and Company introduced themselves as the project managers for the recruitment of City Manager. They stated the goal of this meeting is to develop the framework and plan for the recruitment, beginning with the backgrounding for developing the profile of the ideal candidate for the position. Mayor Rasmussen asked for a clarification on the backgrounding. Ms. Cunningham and Ms. Gantz outlined their timeline for the recruitment process. They identified kicking off the backgrounding on August 9, 2011, presenting a position profile on August 30, 2011, launching the recruitment campaign on September 1, 2011, with a deadline of the submission of candidate materials on October 14, 2011. They stated they would be presenting final candidates to the Council on October 24, 2011, completing final Council interviews on November 9 – 10, 2011 and beginning candidate negotiations on November 14, 2011.

Mayor Rasmussen expressed concern about not having enough public input on the front end of the process and the public not aware of what the Council is doing regarding this recruitment until well into the process. Ms. Cunningham provided the Council with a variety of ideas to obtain public input and keeping them informed of the recruitment process, including identifying key stakeholders and conducting one-on-one interviews, online surveys for anyone to complete, a town hall meeting to gain public input, and a page on the City website to provide citizens with the timeline, updates on the progress, and posting the profile. Assistant to the City Manager Newport also stated the Council could send out a direct mailing to all citizens to advise them of the time and information posted on the website regarding the recruitment. Councilor Carter requested Our Town and Silverton Appeal newspapers be included as resources to provide citizens with information about the recruitment. Councilor Walker asked for an explanation for how Waldron would identify key stakeholders. Ms. Cunningham stated she would ask the Council to identify the key community stakeholders and how they would prefer with which those individuals are communicated.
AGENDA ITEMS

Council gave direction to send out a postcard to all citizens with the link to the online survey located on the City website, and hard copies of the surveys located at city hall and the library for citizens without computer access. Councilor Walker suggested each Councilor provide Waldron with four (4) names each, for a total of twenty-eight (28) names of key community individuals to provide desired characteristics of candidates for city manager and information about the community. Councilor Carter asked for clarification on if the key stakeholders are individuals or entities. Council verbally provided Waldron with the names and entities of key community stakeholders.

Ms. Cunningham stated that through the information gathered from the one-on-one meeting, town hall meeting, phone calls, and online survey, common themes of characteristics and priorities will emerge and those will be included in the city manager profile.

The Council identified August 22, 2011 as a tentative date for the town hall meeting, pending a check on the availability of the Council Chambers for that date. They also selected August 29, 2011 as the date for Council to meet and approve the position profile. Councilor Thomas stated he would not be available on August 29, 2011 but was confident Council could make the decision in his absence.

Councilor Cummins asked that the word “opportunities” be used instead of the word “issues” in the backgrounding process to keep things on the positive. Waldron stated they would complete a salary survey based on comparative cities. Councilor Walker asked how deep into the organization Waldron will go to talk with staff. Ms. Cunningham stated she would talk directly to department directors and then have staff complete the online survey or invite them to the town hall meeting to provide input. Ms. Cunningham asked if the Council has a range in mind or if they are expecting Waldron to provide a recommendation. Mayor Rasmussen stated the Council would be looking to Waldron to make a recommendation and bring that back to the August 29, 2011 meeting. Ms. Cunningham inquired about the geographic reach of the recruitment and a potential relocation package. Mayor Rasmussen stated casting a wide net for the advertisement of the position and direct solicitation within the Western states. Ms. Cunningham encouraged Council to make a determination of a dollar cap on a relocation package to ensure a candidate and the Council is not surprised at the contract negotiation stage. Council stated they will determine a dollar limit for the relocation package and the possible need to be flexible on the charter requirement to live within the city limits of Silverton, given the current real estate market by the August 29, 2011 meeting.

Ms. Cunningham discussed different experience and backgrounds of the ideal candidate. Mayor Rasmussen and other councilors stated Waldron should glean that type of information from the individual council interviews and community discussions. Ms. Cunningham asked if the Council had any off-limit candidates. Mayor Rasmussen stated that it would be safe to say the City of Wilsonville would be off-limits and Councilor Walker stated Mt. Angel would probably be included in the list. Ms. Gantz asked if the Council would like to review the survey question, to which the Council replied yes.

IV. ADJOURNMENT

Mayor Rasmussen adjourned the meeting at 7:26 p.m.

Respectfully Submitted By:

Janet Newport, Assistant to the City Manager
MONDAY, August 15, 2011, 7:00 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Stu Rasmussen – Mayor

Bill Cummins – Councilor
Kyle Palmer – Councilor
Laurie A. Carter – Councilor

Scott Walker - Councilor
Randal Thomas – Councilor
Judy Schmidt – Councilor

II. PUBLIC COMMENTS– Items not on this Agenda

None

III. DISCUSSION/ACTION ITEMS

3.1 Collective Bargaining Agreement – City of Silverton and Silverton Police Association

City Manager Pro Tem Lewis presented the staff report. Councilor Schmidt moved and seconded by Councilor Thomas to ratify the collective bargaining agreement between the City of Silverton and the Silverton Police Association as presented and authorize the City Manager Pro Tem to sign the agreement on behalf of the City. Councilor Carter asked if the language in the contract pertaining to vacation leave and sick leave are similar to what other cities offer. Mayor Rasmussen stated they are a carry-over from previous contracts and those items didn’t change for this contract. Councilor Walker asked if the medical benefits identified in this contract were the same as what was provided to the Public Works union to which City Manager Pro Tem Lewis and Assistant to the City Manager Newport stated yes, as well as to all other employees within the City.

Aye: Walker, Palmer, Rasmussen, Cummins, Carter, Schmidt and Thomas
Nay: None
Abstain: None
Absent: None

3.2 SPROut (Sustainable Plant Research and Outreach) Agreement

City Manager Pro Tem Lewis presented the staff report. Councilor Carter moved, seconded by Councilor Cummins and carried as follows to authorize the City Manager Pro Tem to sign the SPROut Agreement:

Aye: Walker, Palmer, Rasmussen, Cummins, Carter, Schmidt and Thomas
Nay: None
Abstain: None
Absent: None

IV. COUNCIL DISCUSSION
AGENDA ITEMS

8.1 City Manager Pro Tem Update

Mayor Rasmussen appointed Councilor Carter to the Regional Advisory Board of the Mid-Willamette Valley Council of Government. City Manager Pro Tem Lewis gave a review of the upcoming Council meetings and Urban Renewal Agency meeting. Advised the Council the City Attorney is drafting a protocol on how to handle the allegations brought against Councilor Walker and complete an administrative inquiry in a way that protects the City and everyone involved. The draft of that protocol and process will be sent to the Council the week of August 22, 2011 and will be added to the agenda of the August 29, 2011 meeting.

Councilor Thomas asked that if Council were to move forward at the August 29, 2011 meeting with an investigation wouldn't that need to be advertised as such. Mayor Rasmussen indicated he felt the Council was treading on thin ice as it appears Councilor Walker was in the park as a volunteer of the Kiwanis or as a private citizen and not in his capacity of City Councilor. Mayor Rasmussen stated he is not sure why this matter is coming before the Council if the issue with Councilor Walker was based on his alleged actions as a private citizen. City Manager Pro Tem Lewis stated that he recalls a motion by Council to consider a reprimand and hearing at a later meeting.

Councilor Walker stated this matter is a fabrication of the worst kind of order and if we proceed down this path and I will have to put on some kind of defense, it won't do Silverton Area Community Aid (SACA) any good. He reiterated it would not be good for anyone. He further stated he is adamant about defending himself very vigorously and through testimony not a lot of good things will come out of it. Mayor Rasmussen stated this is not the appropriate venue for this discussion. Councilor Carter stated it wouldn't be SACA that would be discussed, it would be about an encounter with a woman in the park. Mayor Rasmussen stated he agreed with conferring with legal council to ensure the Council is on firm ground if they proceed with investigating the situation.

8.2 Council Communication

Councilor Walker – None

Councilor Carter – Asked about the lack of crosswalks at the corner of Park and Water St., and the corner of A St. and Water St. Councilor Cummins stated the Public Works Director Fisher had provided Council with a memo regarding the crosswalks.

Councilor Palmer – None

Councilor Cummins – Asked, as a matter of decorum, to have Council and others state respectfully, "Mr. Mayor," when asking to be recognized during a council meeting. Councilor Carter thanked Councilor Cummins for the reminder.

Councilor Thomas – Requested Council to direct staff to draft a resolution regarding the railroad bridge and the City’s desire to rectify the situation through painting. Councilor Walker moved, seconded by Councilor Cummins and carried as follows to have staff draft a resolution regarding the railroad bridge and the desire of Council to have the bridge painted:

Aye: Walker, Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: None

Staff will present to the council the resolution at the September 12, 2011 Council meeting.
AGENDA ITEMS

Councilor Schmidt – Asked for an update on the Trail project. Invited everyone to attend the Silverton Fine Arts Association.

Mayor Rasmussen – Asked about the speed limit from City Hall to the Pool is still signed 25 MPH and the other side is signed 20 MPH.

V. ADJOURNMENT

Mayor Rasmussen adjourned the meeting at 7:29 p.m.

Respectfully Submitted By:

Janet Newport, Assistant to the City Manager
MONDAY, August 29, 2011, 7:00 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Stu Rasmussen – Mayor
Scott Walker – Councilor
Bill Cummins – Councilor
Kyle Palmer – Councilor

Judy Schmidt - Councilor
Laurie Carter - Councilor

Excused Absence
Randal Thomas – Councilor

II. PUBLIC COMMENT – Items not on this Agenda

Vince Till –
Mr. Till suggested the Council establish an ad hoc committee to address the maintenance and funding of the murals within the City. He added that at least three members would be members of the Mural Society. Mr. Till also suggested the Mural Society could pay for half of the murals and the City could fund the rest. Councilor Walker asked what the process is when the Mural Society decides to put a mural on a property owners building. Councilor Walker made a motion to establish an ad hoc committee to report back to the Council by the November 7, 2011 meeting in terms of determining potential funding resources or partnerships to establish a regular maintenance program for the murals. Councilor Schmidt seconded the motion. Councilor Cummins stated he liked the idea and would like to know who would formulate the ad hoc committee. Councilor Palmer stated he envisions building owners, artists, and a couple of Councilors would be a part of the committee and would report back to the Council. Mayor Rasmussen suggested that Councilor Walker and Vince Till be the individuals to determine who would serve on the committee, and those appointments be made at the September 12, 2011 meeting. Councilor Walker asked Councilor Cummins to serve on the committee. Councilor Carter asked if this type of issue would go to the City Manager first. Councilor Palmer stated that the ad hoc committee will report back to the Council with recommendations and the Council will then direct staff to determine administrative policy from the recommendations approved by Council.

Aye: Walker, Carter, Palmer, Rasmussen, Cummins, Schmidt
Nay: None
Abstain: None
Absent: Thomas

Councilor Walker stated that someone from city staff should also be on the committee.
AGENDA ITEMS

III. PRESENTATION

3.1 City Manager Recruitment – City Manager Profile, Waldron and Company

Heather Gantz with Waldron and Company reviewed the process they have completed so far in the city manager recruitment and reviewed the city manager profile draft with Council. Council requested more information regarding the Silver Falls School District, the historic downtown, the Silvertown Hospital be added to the City section of the profile. Ms. Gantz stated the profile is used to entice someone to apply for the position and clarified this document is an advertisement of the position, giving an overview of the City and stating that the hope is candidates will conduct their own research on the City and surrounding areas. Councilor Walker provided sample verbiage for the City section which Ms. Gantz read. Mayor Rasmussen suggested and the Council agreed to have Ms. Gantz merge the draft City section with the recommendations of Council and Councilor Walker’s sample verbiage. Council requested additional changes to verbiage in the Position section, adding verbiage “assists the Council” and “in conjunction with the Mayor and Council”. Councilor Walker asked to have the word “positive” added to bullet regarding establishing and maintaining relationships under the Priorities section. Council requested the Parks and Recreation District Feasibility Study be removed. Mayor Rasmussen asked for the word “eco-friendly” be replaced with “sustainable.” Council discussed the need to include the preference of private sector business experience, in some area of the advertisement. Council determined they would like to include the private sector business experience in the Ideal Candidate section of the profile. Mayor Rasmussen asked if they would like to have a minimum of a degree or substitute experience. After much discussion, the Council determined they would leave the minimum requirement of a Bachelor’s degree and Master’s degree preferred. Ms. Gantz asked the Council to determine a salary range for the position. After discussion, the Council determined the starting salary range would be $95,000 - $110,000. Mayor Rasmussen asked about the anti-discrimination statement on the document and it not including sexual orientation and gender presentation. Ms. Gantz and Assistant to the City Manager Newport stated they would revise the statement to ensure it included the necessary language, as Ms. Gantz stated she obtained the language from the city’s website. Councilor Palmer moved, seconded by Councilor Schmidt and carried as follows to approve the City Manager Profile, as amended:

Aye: Walker, Carter, Palmer, Rasmussen, Cummins, and Schmidt
Nay: None
Abstain: None
Absent: Thomas

IV. DISCUSSION/ACTION ITEMS

4.1 Resolution No. 11-30 – A Resolution Authorizing the Repair of a Sidewalk Hazard at 418 East Main Street and Property Lien

Public Works Director Fisher presented the staff report. Council directed staff to send another certified letter to the property owner.

Councilor Palmer moved, seconded by Councilor Carter and carried as follows to adopt Resolution No. 11-30:

Aye: Walker, Carter, Palmer, Rasmussen, Cummins, and Schmidt
Nay: None
Abstain: None
Absent: Thomas

4.2 Personal Services Contract - Municipal Court Prosecutor

City Manager Pro Tem Lewis presented the staff report. Councilor Cummins moved, seconded by Councilor Schmidt and carried as follows to authorize the City Manager Pro Tem to sign the attached agreement.
AGENDA ITEMS

Aye: Walker, Carter, Palmer, Rasmussen, Cummins, and Schmidt
Nay: None
Abstain: None
Absent: Thomas

4.3 Proposed Amendment to Silverton City Council Protocols and Guidelines Manual

City Manager Pro Tem Lewis presented the staff report. City Attorney Paul Elsner reviewed the proposed language amendment for the protocols and guidelines manual. Councilor Walker asked if the violation of federal or state law is an arrest or conviction. City Attorney Elsner stated it was intended to be a charge. Mayor Rasmussen asked if a Resolution of Censure would have to be written in order for a member of Council to be censured, to which City Attorney Elsner stated the short answer to the question is yes. City Attorney Elsner stated he was attempting to provide to Council a process that allowed a scale of reprimand. Councilor Cummins asked if this was common language used by other cities to address censure. City Attorney Elsner stated he did not know as he has not had to write this type of protocol before. Councilor Walker asked if this protocol is established for a Councilor on official city business or if it is for the Councilor as a private citizen. City Attorney Elsner stated it would be up to the Council. Councilor Cummins moved and seconded by Councilor Walker to table the issue to the October 3, 2011 meeting and have City Attorney draft language for the protocol of reprimanding, up to censure, a fellow councilor that has been used by other cities’ Councils. Councilor Carter clarified that the language is deliberately vague because it is up to the Council to determine the direction. City Attorney Elsner stated he has not ever had to write a provision within a Protocol manual for the issue of censure. He further stated he was only drafting the framework for the Council to make a decision of reprimand of a Councilor. After the discussion, the motion carried as follows:

Aye: Walker, Palmer, Rasmussen, Cummins and Schmidt
Nay: Carter
Abstain: None
Absent: Thomas

V. COUNCIL DISCUSSION

5.1 City Manager Update

None

5.2 Council Communications

Councilor Walker – Asked Public Works Director Fisher regarding the idea of purchasing land to distribute bio solids. Asked City Attorney Elsner regarding email communication and whether or not email communications could be in violation of Public Meeting law.

Councilor Carter – Councilor Carter moved to retain a private investigator through the City Attorney’s office to investigate the allegations made against Councilor Walker regarding behaviors demonstrated by him at the Homer Davenport Community Festival. The motion was seconded by Councilor Palmer and carried as follows:

Aye: Carter, Palmer, Rasmussen, Cummins, and Schmidt
Nay: None
Abstain: Walker
Absent: Thomas

Asked that a proclamation of appreciation of servicemen and women be made in conjunction with Veteran’s day in November for the November Council meeting and invite them to attend.
AGENDA ITEMS

Councilor Palmer – Expressed appreciation of Public Works completing the turn lane at McClaine St.

Councilor Cummins – Also expressed appreciation of the turn lane at McClaine St.

Councilor Thomas – Absent

Councilor Schmidt – Also expressed appreciation of the turn lane at McClaine St.

Mayor Rasmussen – Expressed concern regarding a hazard in access to the creek at Coolidge-McClaine St. Public Works Director Fisher advised the Council he has provided a full report of the issues set to go out in the September Council packet.

VI. ADJOURNMENT

Councilor Palmer moved, seconded by Councilor Carter to adjourn the meeting.

The meeting was adjourned at 8:40 pm.

Respectfully submitted by:

______________________________
Janet Newport, Assistant to the City Manager
MONDAY, September 12, 2011, 7:00 PM

AGENDA ITEMS

I. OPENING CEREMONIES: Call to Order & Pledge of Allegiance

Stu Rasmussen – Mayor
Judy Schmidt - Councilor
Bill Cummins– Councilor Laurie Carter- Councilor
Kyle Palmer – Councilor Randal Thomas - Councilor

Excused Absence:
Scott Walker – Councilor

Mayor Rasmussen amended the agenda to hear Agenda Item 4.1 prior to the approval of the minutes.

4.1 Police Department Life Saving Medal

City Manager Pro Tem Rick Lewis and Deputy Chief Jeff Fossholm presented the Police Department’s Life Saving Medal to Reserve Officer Adam Stutzman for his actions in saving the life of a child who had sustained a life threatening injury.

II. MINUTES

Councilor Cummins moved, seconded by Councilor Palmer and carried as follows to postpone the approval of the minutes from the August 1, August 8 (both meetings), August 15, and August 29, 2011 meetings in order for Councilor Walker to be able to provide possible amendments to the minutes:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

III. PRESENTATIONS

4.2 Silverton Area Seniors Annual Report

Michele Campione, Executive Director of the Silverton Senior Center, presented Council with a summary of the activity and progress of the Center. Kelly Hays, President of the Silverton Area Seniors, presented the Council with a hard copy of the financials and answered questions from the Council.

IV. PUBLIC COMMENT – Items not on this Agenda
AGENDA ITEMS

**Dennis Stoll, 740 Shelokum**
Mr. Stoll gave an update on the Angel of Hope Project. Mr. Stoll thanked the Council for the support of funds for the mailing of donation letters. He also appreciated the Tourism Promotion Committee for their funds for the December promotional activity at the Angel of Hope site.

**Gene Pfeifer, 1392 S. Water St.**
Mr. Pfeifer asked Council to take action regarding the education of the citizens on the safety of the dam.

**Paul Majuri, 318 Adams Avenue**
Mr. Majuri asked about the status of the vote regarding the proposed change of parking from the south side of Adams St. to the north side of the street. Mayor Rasmussen explained that the results of the vote indicated that 70% of the citizens want the parking on the street left as it is. He further stated that the Council has not finalized their decision regarding the parking. Councilor Carter stated she walks on that street daily and she feels the sidewalk is on the wrong street. She further stated that she feels the real solution would be to repave the street to make it wider. Councilor Cummins asked if the matter of sidewalks and parking on this street was closed to assure the citizens who responded to the survey from staff. Council agreed that the matter was closed, with Councilor Carter adding she hopes the repaving could be a priority in the future.

**Kristen Sweeney, 990 Bryant Court**
Ms. Sweeney stated she does not feel there is adequate citizen access to what is going on within city business. She also expressed concern regarding what she feels is inadequate accessibility to city documents on the City's website. Ms. Sweeney stated to Councilor Palmer that he was being recalled because of his vote on the Downtown Streetscape.

**Steve Kaser, 502 Lewis St.**
Mr. Kaser thanked Mayor Rasmussen and Councilor Schmidt for their kind words at the recent passing of his mother. Mr. Kaser addressed Councilor Cummins, stating that based on Councilor Cummins' stated 24/7 position regarding Councilor Walker's situation, he believes Councilor Cummins has now put the citizens on notice that he will hold any Councilor accountable for anything they say or do in the their public or private lives, and that he believes Councilor Cummins includes himself as Councilor in this statement. Mr. Kaser further stated that during the first six months of this year, he and Councilor Cummins had numerous phone conversations, some lasting more than an hour in length. Mr. Kaser stated that during the conversations, Councilor Cummins stated repeatedly that the comments he made or were going to make were off the record and Mr. Kaser stated he agreed to honor the comments as such. Mr. Kaser put Councilor Cummins on notice that because of his stated 24/7 opinion, his comments, only to list some, about city and Council issues and business, his feelings regarding the Mayor and his being transgender, opinions about the abilities of fellow councilors, comments about citizens and their abilities in general to understand even the simplest of issues, the repeating of conversations that took place between him and the previous City Manager concerning the censure of the Mayor and comments made about the failure of the previous City Attorney to perform his duties are no longer considered off the record, but rather as information that is available to the public in general. Councilor Cummins asked where the 24/7 statement came from. Mr. Kaser stated he heard Councilor Cummins state that on the video of the last council meeting. Councilor Cummins stated he swears on a stack of attorney’s bibles that he categorically denies making the statements that Mr. Kaser said he made. Mr. Kaser stated he didn’t state what Councilor Cummins said, just the topics that were discussed. He then suggested that if Councilor Cummins wanted to continue the conversation, that maybe he should make a motion to have an investigation conducted. Councilor Cummins stated that Mayor Rasmussen suggested an investigation be conducted regarding the situation with Councilor Walker. He further stated that he asked Mayor Rasmussen if he could conduct the investigation instead of spending the dollars for an outside investigator and he stated Mayor Rasmussen gave reasons, which he accepted, why he could not be the one to conduct the investigation. Councilor Cummins also stated he feels that if he is in a position such as an elected official, a Boy Scout leader, a principal, a teacher, a coach, then when I am in public, I should conduct myself in a manner that people respect the position. He further stated that he believes there are others in the audience, at home watching and even fellow councilors that would agree. Councilor Palmer expressed agreement, as did Councilor Schmidt. Councilor Cummins stated that when
AGENDA ITEMS

he is approached by a citizen in a grocery store about city business, he is compelled to respond professionally to that person. He went on to say that if he was in a restaurant and he chooses to drink alcohol, or one of the things that goes on at public events within the community, and he does something that he would deem not appropriate for an elected official to do, then he would hold himself accountable and would owe the citizens an apology. Mr. Kaser stated that Councilor Cummins then owes the citizens an apology because some of the comments he made to him were quite astounding. He further stated that Councilor Cummins approached him with the phone calls; he did not phone Councilor Cummins. Councilor Cummins stated that Mr. Kaser is providing a spin on the conversations they had and is insinuating he made derogatory statements about citizens and fellow councilors which Councilor Cummins categorically denies.

Kristin Roisen, 101 Grant St.
Ms. Roisen asked if the Westside Land Use and Transportation Plan would be discussed at the meeting. Community Development Director Kay stated that it would not be discussed at this meeting and at the last meeting of the committee, it was stated there would be a community meeting on October 20, 2011. Ms. Roisen stated she would send the letter to Community Development Director Kay. Ms. Roisen also asked if Silverton has an active neighborhood association. Mayor Rasmussen advised there had not been discussions regarding neighborhood associations because the City is small enough to be considered one neighborhood. Ms. Roisen stated she feels a neighborhood association would be an effective tool in Silverton to get the information out to the citizens of what is happening in the City. Councilor Palmer stated the City is in the infancy of this concept and asked for confirmation from staff, to which Community Development Director Kay replied yes. The Council asked to have the letter sent to them as well.

Michelle Finney, 716 W. Water St.
Ms. Finney stated she feels her business is being unfairly maligned in the debate taking place regarding the Downtown Streetscape project. She asked the Council to hold organizations who receive money from the City and those individuals who are appointed and participate on City committees/commissions accountable for, what she believes to be, defaming statements that have been made on Facebook regarding her and her store. She further stated she and her store is being unfairly targeted, when she is not the only store in the downtown that is displaying signs regarding the trees being cut down and replaced in the downtown. There was much discussion regarding the postings on multiple Facebook pages, which were characterized through different individuals as defaming, inaccurate information being portrayed as facts, damaging and dividing the community, and how these comments have affected individuals and the community.

Stacy Palmer, Executive Director of the Silverton Chamber of Commerce
Ms. Palmer stated she is not in support of the plaza. She further stated that she did make the comments Ms. Finney stated she made on Facebook regarding the signs up in the Green Store’s windows’ and other businesses which Ms. Palmer feels is continuing to stir the pot of discourse in the community. She further stated she did not encourage patrons to not shop in her store. She stated she made the comments on her personal page, which references her employment; they were not made on the Silverton Chamber of Commerce website. She apologized to Ms. Finney if Ms. Finney felt the comments she made were derogatory toward her business and not the signs.

Jeff DeSantis, 1303 E. Main St.
Mr. DeSantis asked Mayor Rasmussen to lead by example in regards to respectful behavior towards fellow councilors, citizens and city staff when the city is dealing with controversial issues. A discussion was then had between Mr. DeSantis and Mayor Rasmussen regarding the Urban Renewal Agency’s small business grant program in which Mayor Rasmussen reiterated his desire for the program’s allocated funds to be a loan, not a grant.

Victor Madge, 760 Mill St.
Mr. Madge asked for the community to talk to each other, not at each other and asked for everyone in the community to stop with the negative behavior and comments.
AGENDA ITEMS

Nancy McElroy, 13443 Hobart Rd.
Ms. McElroy asked for the City to replace the pipe that is broken on Second St. Council directed staff to bring a cost estimate and a transfer resolution for the repair of the water pipe to the October 3, 2011 meeting.

Greg Sheesley, 732 S. Water St.
Mr. Sheesley stated he hopes the community is on the cusp of healing and believes this situation has come out of poor communications.

Ken Hector, 310 Apple St.
Mr. Hector stated that when individuals speak, it may not have much of an impact, but when individuals speak as a business owner or a representative of an organization it can take on a whole new meaning. He further stated that smart business owners and organizations such as Wilco, the banks, Roth's and Les Schwab and others do not make public political signs or positions and the reason for that is there are people who will support it, people who oppose it and people who are apathetic and don't care. Those that agree will patron the business and those that don’t, may take it out on the business. Mr. Hector stated that he hopes the community gets away from the current unhealthy discord. He also thanked the Council for supporting small businesses in the community through the grant program available within the Urban Renewal Agency.

Mayor Rasmussen requested a brief recess at 8:50 p.m. Mayor Rasmussen reconvened the meeting at 9:00 p.m.

VI. CONSENT AGENDA

6.2 Resolution No. 11-28 - A Resolution to Transfer Funds Due to Unforeseen Expenditures
6.3 Lease Agreement – Silverton Chamber of Commerce
6.4 Lease Agreements – Silverton Country Historical Society
6.5 Resolution No. 11-31 – A Resolution Requesting Removal of Lead Contaminants and Render Union Pacific Railroad Bridge in a Safe Condition
6.6 Agreement – Amendment #1 ODOT Walkway/Bikeway Project

Mayor Rasmussen requested Consent Agenda Item 6.1 be removed from the Consent Agenda. Councilor Palmer asked about the $10 per year maintenance fee in the leases for the Depot and Museum. Public Works Director Fisher stated the $10 fee would be to help cover the costs of painting the buildings, which would happen approximately one time during the agreement period. Councilor Palmer moved, seconded by Councilor Schmidt and carried as follows to adopt the consent agenda, which consists of Agenda Items 6.2 - 6.6:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

VII. DISCUSSION/ACTION

7.4 Amended Request for Funding – Mural Society

Vince Till, President of the Mural Society, reiterated the need for funds this year to complete maintenance on the murals. Councilor Cummins moved and seconded by Councilor Schmidt to allocate $4,000.00 for mural maintenance for the remainder of the year. Councilor Carter asked from where in the budget the
AGENDA ITEMS

$4,000.00 will come. Mayor Rasmussen stated it would come from the Council’s Community Programs line item in the budget.

The motion carried as follows:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

7.5 Appointments – Silverton Murals Ad Hoc Committee

Mayor Rasmussen clarified that the committee is a committee of the Silverton Mural Society, not a committee of the Council. Councilor Palmer requested confirmation that the committee will be reporting back to the Council on their recommendations for the future funding of the murals. Vince Till stated he had recommended Councilor Cummins, Councilor Carter, Councilor Walker, Laurie Webb, Otto Stadeli, Nick Robinson and Associate Planner Jason Gottgetreu. Mayor Rasmussen confirmed Councilor Cummins, Councilor Carter, Councilor Walker and Associate Planner Jason Gottgetreu as appointees to the ad hoc committee.

7.1 Resolution No. 11-29 – A Resolution to Adopt the Industrial Park Strategic Plan

Rich Gallagher, 315 Mill St.
Mr. Gallagher requested the Industrial Park Strategic Plan be amended to delete the sentence “Employees can also access the Champion Homes site from Mill Street.” on page ten (10) of the plan. He feels access to the site should be from Hobart Road and Eska Way to reduce traffic on Mill St.

Councilor Carter moved, Councilor Palmer seconded and carried as follows to remove the language from the Industrial Park Strategic Plan which allows parking access from Mill St.:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to adopt Resolution No.11-29, as amended:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

7.2 Agreement – Silver Creek Dam Early Warning System Project Partnership with US Army Corps of Engineers

Public Works Director Fisher presented the staff report. Councilor Palmer moved, seconded by Councilor Carter and carried as follows to authorize the City Manager Pro Tem to enter into an agreement with the Department of the Army for construction of the Section 205 Silver Creek Dam Early Warning System:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker
AGENDA ITEMS

7.3 Engineering Service Contract Award – Silver Creek East Bank Trail Project #817

Public Works Director Fisher presented the staff report. Mayor Rasmussen requested confirmation that approving this contract only obligates the City to complete engineering, not the project. Public Works Director Fisher confirmed. Mayor Rasmussen stated it would have been helpful if the staff report included the winning bid was also the lowest cost bid. Public Work Director Fisher and City Attorney Lords provided Council with information regarding new legislative changes in certain types of contract awards which does not allow city’s to take cost into consideration when awarding contracts, only assessment of the performance criteria identified in the request for proposal (RFP). Councilor Thomas moved and seconded by Councilor Palmer to award the firm of Project Delivery Group (PDG) an engineering service contract for the Silver Creek East Bank Trail Project. Councilor Palmer stated he is only in favor of awarding this contract because it is design only and further stated he has deep concerns regarding the project. He also stated he would like to have an in-depth breakdown of how the project can be altered and not affect the grant. He further stated he assumed the city would go through a public process for the design process. Councilor Carter also stated she was on the Parks and Recreation Committee completing the Parks Master Plan and did not see this project as a priority as she did not feel it improved parks path connectivity. Councilor Palmer expressed concern of our parks staff being able to maintain the path. Councilor Thomas stated is in favor of the engineering award and he has been an advocate for quite some time of moving this path to the creek side of the pool which is what this project should do. Councilor Carter stated she would like to see a path placed in a more visible location where there is not one currently, such a path from Pioneer Village into the downtown. Councilor Carter asked if the city would lose the grant should the engineering study or project not be completed. Public Works Director Fisher stated yes, the grant would be lost and also stated he and Community Development Director Kay are working on obtaining additional grant funds for more paths. Community Development Director Kay stated that the matching funds from the City for the grant come from Parks System Development Charges (SDC). Community Development Director Kay stated that through the design process, the engineers will be looking a variety of path materials that may be less expensive and still adhere to ADA requirements. Councilor Thomas stated that the tax payers of Silverton are paying into an overall fund which supplies grants and would like to see the City benefit from the grant dollars received, even though the City could give the grant back and another City would receive those funds. Councilor Carter asked for clarification regarding the obtaining of and use of Parks SDC. Councilor Palmer asked what amount of the overall project cost would be for engineering. Public Works Director Fisher stated the amount is $22,325.00. Public Works Director Fisher stated that Parks SDC could be used for engineering and the entire grant amount could be used for construction. Mayor Rasmussen asked if grant funds were used for engineering and then the City chose not to complete the project, the City would only have to give back the remaining amount of the grant. Public Works Director Fisher stated that the entire grant would have to be given back if the project was not completed. He also stated that if grants are obtained and the City gives the money back, the City may lose opportunities to receive grants in the future. Community Development Director Kay stated staff will have a work session with the Council regarding the design for the project and a neighborhood meeting to gain input for the design of the project. The motion carried as follows:

Aye: Carter, Palmer, Cummins, Thomas and Schmidt
Nay: Rasmussen
Abstain: None
Absent: Walker

6.1 Engineering Service Contract Award – 2011 Silver Creek Dam PFMA Capital Improvement and Maintenance Plan Project #817

Public Works Director Fisher presented the staff report. He further explained that at the time the RFP was completed the City did not have complete documentation of the design and construction of the dam. During an on-site visit by potential consultants, CHM2Hill, who was the consultant who initially designed and built the dam, stated they had the documents and shared them with the City. With this complete information, the City now is able to clearly identify the maintenance needs of the dam. Public Works Director Fisher stated the project number should be changed from 817 to 833. Mayor Rasmussen
expressed concern regarding the indemnity clause as stated in the agreement. Public Works Director Fisher stated the language in the indemnity clause to which Mayor Rasmussen was referring had been taken out in an amendment made earlier in the day on September 12, 2011. Mayor Rasmussen expressed great concern with not having accurate up-to-date contracts to approve and received agreement from Council in this concern.

Councilor Palmer moved, seconded by Councilor Cummins and carried as follows to table the contract award until Council has the opportunity to review the amended indemnity clause language in the contract.

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

Public Works Director Fisher stated he was working on the contract language with City Attorney Lords and did not see this situation as an issue as he was working on the language that would be in the best interest of the City and would not put the City in a bad position; however, he acknowledged that he now sees it is an issue for the Council and stated this would not happen again. Public Works Director Fisher left the meeting to obtain the accurate contract language. He returned to the meeting and provided copies of the accurate contract language to the Council. Mayor Rasmussen apologized for being strident, but stated the situation pushed his button. Public Works Director Fisher acknowledged and took responsibility for what he stated was a blunder on his part.

Councilor Thomas moved and seconded by Councilor Cummins to award the firm of CH2M Hill an engineering service contract for the 2011 Silver Creek Dam FMA Capital Improvement and Maintenance Plan Project:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker

VIII. COUNCIL DISCUSSION

8.1 City Manager Update

Asked for confirmation from Councilors on their attendance at the League of Oregon Cities conference to finalize hotel accommodations.

8.2 Council Communications

Councilor Walker – Absent

Councilor Carter – Discussed a banner, approximately $600, to be hung over Main St. that states something like “Silverton is proud to honor the brave men and women who are returning home from serving our country.” She stated she and her husband would contribute $300. She made a motion to have a banner welcoming service men and women home and that contributions toward the banner be made at City Hall. The motion was seconded by Councilor Palmer. After further discussion the motion carried as follows:

Aye: Carter, Palmer, Rasmussen, Cummins, Thomas and Schmidt
Nay: None
Abstain: None
Absent: Walker
AGENDA ITEMS

Inquired about the mowing at the Vista Ridge subdivision. Community Development Director Kay stated he would check to see where the properties are on the mow list of those who are not in compliance with the Municipal Code.

Councilor Palmer – Discussed the Mid-Willamette Valley Punt, Pass, and Kick Competition held at Silverton High School which was given a grant from the Tourism Promotion Committee. He thanked the Council for their support in providing irrigation at the athletic complex at the new Silverton High School.

Councilor Cummins – Asked for clarification regarding the location of the water line break at Ms. McElroy’s residence. Made a motion to have a resolution drafted by staff to reduce certain SDCs for possibly 18 – 24 months to incentivize commercial development activity. Seconded by Councilor Palmer. Councilor Carter would like to have staff include in the report the amount of revenue that would be lost with the reduction. The motion carried as follows:

Aye: Carter, Palmer, Cummins, Thomas and Schmidt
Nay: Rasmussen
Abstain: None
Absent: Walker

Councilor Thomas – Identified graffiti on the pedestrian bridge by Town Square Park. Asked to have copies of the Resolution passed this evening regarding the railroad bridge and pictures of the bridge to take to the League of Oregon Cities conference to be able to provide to state congressional representatives. Asked about the Phelps St. stairwell project identified in the Public Works Director Fisher’s director’s report and if it was vacated to Silverton Hospital. Maintenance Division Supervisor Peters stated the City has vacated the water line right-of-way. Would like the Council to be removed from the Tourism Promotion Committee since the committee only provides recommendations to the Council to disburse funds. Mayor Rasmussen stated that could be food for future thought. Councilor Palmer agreed with the idea of reducing Council’s participation on the Tourism Promotion Committee and expressed concern regarding the committee’s ability to make changes in the way the funds are disbursed and should the Council not agree with the committees’ recommendations, it would put the Council in an uncomfortable position of possibly not accepting the recommendations. He further stated those would be things the Council would want to work through prior to their non-participation on the committee. Thanked city staff on the work completed on the Main St. and McClaine St. turn lane.

Councilor Schmidt – Attended the dedication of the new Community Center in Mt. Angel and encouraged everyone to attend Oktoberfest as it helps all of the non-profits in the Silverton area.

Mayor Rasmussen – Silverton Community Charity Ball will be held on Saturday, October 22, 2011 at the Silverton Elks Lodge. The costume theme is Guys and Molls. Stated he will be serving sausages at the Kiwanis booth at Oktoberfest on Friday, September 16, 2011 from 11:30 am to 3:00 pm.

IX. ADJOURNMENT

Councilor Cummins moved and seconded by Councilor Cummins to adjourn the meeting.

Mayor Rasmussen adjourned the meeting at 10:42 p.m.

Respectfully Submitted By:

____________________________________________________________
Janet Newport, Assistant to the City Manager
PROCLAMATION

OREGON DAYS OF CULTURE
OCTOBER 1 – 8, 2011

WHEREAS, culture draws us together in common purpose, understanding and celebration; and,

WHEREAS, Oregon’s 1,300 arts, heritage and humanities nonprofits -- museums, libraries, theaters, historical societies, arts centers and heritage sites -- are the heart of our communities; and,

WHEREAS, the Oregon Cultural Trust presents Oregon Days of Culture, October 1 – 8, during National Arts and Humanities month, to encourage Oregonians to celebrate, participate and give to Oregon culture; and,

WHEREAS, October 8, 2011 marks the 9th anniversary of Oregon’s innovative cultural tax credit, encouraging new public and private investment in Oregon culture; and,

WHEREAS, the Oregon Cultural Trust is smart public policy, like vote-by-mail, the bottle and beach bills, that makes Oregon a proud thought-leader nationwide; and,

WHEREAS, supporting culture, by giving to cultural nonprofits and to the Oregon Cultural Trust, is vital to preserving the past, sustaining the present and creating the future.

NOW, THEREFORE, I, Mayor Stu Rasmussen, proclaim October 1 – 8, 2011 to be

Oregon Days of Culture

in Silverton, Oregon, and call upon Oregonians, especially during these eight days, to participate in Oregon culture, to celebrate its vibrancy and depth, and to give to the arts, heritage and humanities to ensure their future vitality.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the City of Silverton to be affixed this 3rd day of October 2011.

Stu Rasmussen, Mayor

October 3, 2011
PROCLAMATION

SUPPORTING MONIQA KEISLING, MS. OREGON

WHEREAS, Silverton resident Moniqa Keisling was recently named Ms. Oregon through American Coed Pageants; and,

WHEREAS, the City Council and Mayor of the City of Silverton, Oregon to wish Ms. Keisling good fortune in her quest for the Ms. USA title at the national competition in Florida in November.

NOW, THEREFORE, I, Mayor Stu Rasmussen, proclaim support for Ms. Moniqa Keisling, Ms. Oregon and do hereby commend and encourage her to compete strongly and wish her good success in her endeavor.

IN WITNESS WHEREOF, I hereunto set my hand and cause the Seal of the City of Silverton to be affixed this 3rd day of October 2011.

______________________________
Stu, Rasmussen, Mayor

October 3, 2011
RECOMMENDED MOTION:
Staff recommends a motion to adopt Resolution No. 11-34.

BACKGROUND:
On September 12, 2011, Council authorized the execution of an agreement amendment with the Oregon Department of Transportation to construct an additional $135,000 worth of sidewalk, curb and ramp improvements in the downtown area.

The Supplemental Budget Resolution will provide sufficient funding to the Street Fund appropriation for Sidewalk Const/Repair to cover the upfront construction costs in Fiscal Year 2011-2012 and allow staff to proceed with a construction contract to complete the ADA enhancements. Once the construction project is completed and approved, a reimbursement request will be sent to ODOT.

BUDGET IMPACT: FY(s): 2011-2012  Funding Source: ODOT

Attachments: 1. Resolution No. 11-34
A RESOLUTION TO ADOPT A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2011-2012

WHEREAS, conditions have arisen which could not be foreseen at the budget process time, among these the award of the ODOT Sidewalk Improvement Grant.

WHEREAS, this condition requires a change in the financial budget for the fiscal year end of 2012, and Local Budget Law, ORS 294.326 authorizes a supplemental budget for this type of situation.

NOW, THEREFORE, BE IT RESOLVED, the following:

Section 1: The City Council of Silverton hereby adopts the supplemental budget for the fiscal 2011-2012 budget and that the supplemental budget is appropriated as follows:

<table>
<thead>
<tr>
<th>STREET FUND</th>
<th>Debit</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>Revenue Intergovernmental</td>
<td></td>
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</tr>
<tr>
<td>020-000-43075 ODOT Bike &amp; Ped Path Grant</td>
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<td>$135,000</td>
</tr>
</tbody>
</table>

Expenditures

Capital

| 020-020-81031 Overtime – Sidewalk Const/Repair | $135,000 |

Section 2: This resolution is and shall be effective from and after its passage by the City Council.

ADOPTED BY the City Council of the City of Silverton, Marion County, Oregon this 3rd day of October, 2011.

Mayor

ATTEST:

City Manager Pro Tem/Recorder
## Agenda Item No.: 6.1

**Report No.: 11-81**

**Agenda Type:** CONSENT AGENDA

### Topic:
Resolution No. 11-32 – A Resolution to Transfer Funds Due to Unforeseen Expenditures

### Meeting Date: October 3, 2011

### Agenda Item:

**RECOMMENDED MOTION:**

Staff recommends a motion to adopt Resolution No. 11-32.

### BACKGROUND:

On September 12, 2011, Council instructed staff to bring forward a cost estimate and transfer resolution for the replacement of the domestic waterline on Hobart Road west of the intersection of N. Second Street. This section of waterline was constructed in 1951 and is comprised of galvanized steel that is beyond its useful life and has deteriorated to the point of causing regular waterline breaks and regular callouts for repair. These repairs are costly to the city and repeated water breaks have the potential to cause contamination of the water system which poses a risk to public health. Staff has provided a cost estimate for the replacement of this section of waterline using a new 2-inch polyline, with most of the work being provided by city staff. Staff will contract the directional boring and flagging operations for this replacement project. Replacement of this waterline was listed as a high priority project in the Water Master Plan adopted on August 1, 2011. Because this waterline project will not be constructing the 12” waterline as identified in the master plan, it is not SDC-eligible for funding, therefore funding must come out of contingency. Based on the attached estimate, staff recommends a transfer of $18,000 to pay for these improvements.

### BUDGET IMPACT:

**FY(s):** 2011-2012  
**Funding Source:** Water Fund

### Attachments:

1. September 13, 2011 Maintenance Division Memorandum
2. Resolution No. 11-32
DATE: 9/13/2011

TO: Gerald Fisher, Public Works Director

FROM: Andy Peters, Maintenance Division Supervisor

RE: Hobart Mainline Interim Replacement

Gerald,

At the Sept 12th Meeting, Council requested that staff prepare a budget transfer resolution to cover the cost of an interim mainline replacement on the West end of Hobart road, where water leaks frequently occur. We call this replacement “interim” because a Priority 1 capital project exists in the new Water Master Plan to upsize this mainline. However, a small service mainline will mitigate the costs associated with maintaining the existing failing water line until the capital project can be funded by rate payers.

The estimated cost for City Crews and local contractors to perform the work is $17,370, which includes a 15% contingency. We also recommend similar replacements for Quarry Rd and Setness. The preliminary estimate for both these roads together is $32,000. It should be noted that other scheduled work may be delayed due to this project, but it is a much needed repair.

Attached: shop drawing and detailed cost schedule for Hobart.

Respectfully,

[Signature]

Andy Peters
Maintenance Division Supervisor
City of Silverton
Note: Alignment to be determined by field conditions.

- Existing 1.5" Mainline (to abandon)
- New interim Mainline
  - 2" CTS PE inside schedule 80 sleeve, 12 ga copper tone wire
- New service sections
- New 2" blowoff (flushing and fire flow)
- Dig sites. All other underground done by directional bore.

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<th>Quantity</th>
<th>Unit</th>
<th>Unit Cost</th>
<th>Cost (Estimate)</th>
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<td>Permits (Marion County)</td>
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<td>$150.00</td>
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<td>$45.00</td>
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<td>Crew</td>
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<td>HRS</td>
<td>$125.00</td>
<td>$500.00</td>
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<td>Haul away</td>
<td>30</td>
<td>LS</td>
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<td>Quantity</td>
<td>Unit</td>
<td>Unit Cost</td>
<td>Total Cost</td>
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<td>Directional Boring (Includes Sleeve)</td>
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<td>1&quot; X ¾&quot; Curb Stops (90, P.J. X FIP)</td>
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<td>1&quot; Corp Stops (P.J. X MIP), includes chlorination tap valve</td>
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<td>$337.45</td>
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<td>Tees: 2&quot; P.J. X 2&quot; P.J. X 1&quot; FIP (For taps)</td>
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<td>EA</td>
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<td>TON</td>
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<td>SF</td>
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<td>$2400.00</td>
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<td>$490.00</td>
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<td></td>
<td><strong>$17,215.40</strong></td>
</tr>
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</table>
A RESOLUTION TO TRANSFER FUNDS DUE TO UNFORESEEN EXPENDITURES

WHEREAS, certain expenditures were not and could not have been anticipated during the budget process; and,

WHEREAS, the existing waterline on Hobart Road west of N. Second Street is beyond its useful life and is prone to breaks which pose a risk to public health and one of five customers served by this section of waterline has requested that the City Council fund the immediate replacement of this section of waterline; and,

WHEREAS, the City Council directed city staff to provide a cost estimate for the replacement of the waterline and a transfer resolution to fund that replacement, and city staff recommended a transfer of $18,000 to perform the waterline replacement; and,

WHEREAS, Local Budget Law, ORS 294.450 authorizes the transferring of funds in these situations.

NOW, THEREFORE, BE IT RESOLVED that the following transfers and appropriations be made:

Section 1.

<table>
<thead>
<tr>
<th>WATER FUND</th>
<th>Increase</th>
<th>Decrease</th>
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<tbody>
<tr>
<td>Expenditures</td>
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<td></td>
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<tr>
<td>Materials and Services</td>
<td></td>
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<tr>
<td>040-045-61049 Water System Maintenance</td>
<td>$18,000</td>
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<tr>
<td>Contingency &amp; Reserves</td>
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<tr>
<td>040-040-90001 Contingency</td>
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<td>$18,000</td>
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Section 2. This resolution is and shall be effective from and after its passage by the City Council.

ADOPTED BY the City Council of the City of Silverton, Marion County, Oregon this 3rd day of October, 2011.

______________________________
Mayor

ATTEST:

______________________________
City Manager Pro Tem/Recorder
**RECOMMENDED MOTION:**
Staff recommends a motion to adopt Resolution No. 11-33.

**BACKGROUND:**
On September 12, 2011, Council authorized the execution of agreements between the city and the Chamber of Commerce and the Silverton Country Historical Society. As part of those agreements, the city assumed responsibilities for the maintenance of the outside of the Depot Building located at 426 S. Water Street. The Depot is in need of repainting and some minor exterior repairs that were not budgeted for the current fiscal year. Based on the attached memorandum, staff recommends a transfer of $1,000 to the Facilities Maintenance Fund to pay for these improvements.

**BUDGET IMPACT:** FY(s): 2011-2012  **Funding Source:** Facilities Maintenance Fund

**Attachments:**
1. September 18, 2011 Public Works Memorandum
2. Resolution No. 11-33
DATE: 9/18/2011

TO: Rick Lewis, City Manager Pro Tem

FROM: Gerald Fisher, Public Works Director

RE: Silverton Depot Repainting

Rick,

At the Sept 12th City Council meeting, Council approved the execution of the agreements with the Historical Society and the Chamber of Commerce. Once those agreements are executed, staff will be inspecting the building and repainting the exterior. Due to the poor condition of the outside of the Depot, the estimated cost for repairs and repainting by a contractor totaled a little over $6,000. Staff has elected to perform this work in-house using Randy Thomas, Building Inspector and the material costs are estimated not to exceed $1,000. Randy has also recently painted the pool building and is in the process of painting the modular building at the Maintenance Division shops saving the city thousands in contracted costs.

There is some dry rot damage behind the gutters and Daryl Jones, Building Official and I will be performing the work to replace those sections prior to painting the facility. The existing wood is dimensional and not easily attainable; however, a local lumber company (Yoder Mill, Inc.) graciously donated several feet of dimensional lumber to replace the rotted sections.

This painting project was not a budgeted item for this fiscal year and once a transfer resolution is approved by City Council we will move forward with this work.

Regards,

Gerald Fisher, PE
Public Works Director
CITY OF SILVERTON
RESOLUTION NO. 11-33

A RESOLUTION TO TRANSFER FUNDS DUE TO UNFORESEEN EXPENDITURES

WHEREAS, certain expenditures were not and could not have been anticipated during the budget process; and,

WHEREAS, the City Council has authorized staff to enter into lease agreements with the Chamber of Commerce and the Silverton Country Historical Society transferring responsibilities for maintenance of the building exterior for the Depot building located at 426 S. Water Street; and,

WHEREAS, the exterior of the Depot building is in need of some minor repairs and repainting and the cost of materials is estimated at $1,000; and,

WHEREAS, Local Budget Law, ORS 294.450 authorizes the transferring of funds in these situations.

NOW, THEREFORE, BE IT RESOLVED that the following transfers and appropriations be made:

Section 1.

<table>
<thead>
<tr>
<th>WATER FUND</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Materials and Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010-225-61043 Building/Grounds Maintenance</td>
<td>$ 1,000</td>
<td></td>
</tr>
<tr>
<td>Contingency &amp; Reserves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>010-011-90001 Contingency</td>
<td></td>
<td>$ 1,000</td>
</tr>
</tbody>
</table>

Section 2. This resolution is and shall be effective from and after its passage by the City Council.

ADOPTED BY the City Council of the City of Silverton, Marion County, Oregon this 3rd day of October, 2011.

Mayor

ATTEST:

City Manager Pro Tem/Recorder
RECOMMENDED MOTION:
Staff recommends a motion to approve the grant recommendations forwarded by the Silverton Tourism Promotion Committee.

BACKGROUND:
In September 2008, Council adopted Ordinance No. 08-05, which established a transient occupancy tax in the City of Silverton. One of the requirements of Ordinance No. 08-05 was for Council to establish a Tourism Promotion Committee (TPC), which was accomplished through the adoption of Resolution No. 08-41 in November 2008.

The TPC is a 14-member advisory committee comprised of the entire City Council and representatives from the tourism and lodging industry in Silverton. The TPC is responsible for reviewing and rating tourism grant proposals based on a specific set of criteria (criteria attached), and for providing funding recommendations to Council. The TPC met on September 12, 2011, to discuss the six grant submittals and made the following grant award recommendations:

<table>
<thead>
<tr>
<th>Applicant</th>
<th>Purpose</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Oregon Garden &amp; Oregon Garden Resort</td>
<td>Escape to the Oregon Garden and Resort</td>
<td>$9,599</td>
</tr>
<tr>
<td>Oregon Garden Foundation</td>
<td>National Tour Association Convention</td>
<td>$1,222</td>
</tr>
<tr>
<td>Silverton’s Angel of Hope In Partnership with Silverton Together</td>
<td>Silverton’s Angel of Hope</td>
<td>$5,000</td>
</tr>
<tr>
<td>Silverton Arts Association</td>
<td>Studio Sampler Weekend Package</td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>$18,280</strong></td>
</tr>
</tbody>
</table>

BUDGET IMPACT: FY(s): 2011-12 Funding Source: General Fund

Attachments:
1. Grant Applications w/ criteria
SILVERTON TOURISM PROMOTION GRANT APPLICATION FORM

The Silverton Tourism Promotion Committee (STPC) is a standing committee of the City of Silverton, formed in 2008. The primary funding source for the STPC is the transient occupancy tax. By City ordinance, 70 percent of the transient occupancy tax proceeds are designated for tourism promotion. All STPC meetings are open to the public.

The 2011 Grant Cycles are as follows:

**Second Grant Cycle 2011**  
Grant Application Process Information Meeting  
Tuesday, July 12, 2011, 6:00 p.m.  
Council Chambers, 421 S. Water Street

**Grant Application Deadline**  
Tuesday, August 2, 2011, 5:00 p.m.

***Tourism Promotion Committee Meeting**  
Application Presentations  
Monday, August 15, 2011, 5:30 p.m.  
Council Chambers, 421 S. Water Street

Application Evaluation Deadline  
Tuesday, August 30, 2011, 5:00 p.m.

**Tourism Promotion Committee Meeting**  
Grant Award Announcement  
Monday, September 12, 2011, 5:30 p.m.  
Council Chambers, 421 S. Water Street

**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.**

Submit one completed original application form. Applications need typed responses. An electronic copy of the application is available on the City of Silverton website at [www.silverton.or.us](http://www.silverton.or.us) or call the City Manager’s office at 503-873-6117 for assistance.

This application should be hand-delivered or mailed to: The Silverton Tourism Promotion Committee, c/o City Manager, 306 S. Water St., Silverton, Oregon 97381

***The committee will hear presentations from each grant applicant in the Council Chambers at the Silverton Community Center, 421 S. Water Street. The grant application representative will have no more than 10 minutes to present the merits of the event or project, and answer any committee questions that may arise.

**Escape to The Oregon Garden and Oregon Garden Resort**

<table>
<thead>
<tr>
<th>Project Name</th>
<th>The Oregon Garden and Oregon Garden Resort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsor Name/Organization</td>
<td>P.O. Box 155</td>
</tr>
<tr>
<td>Mailing Address</td>
<td>Silverton, OR 97381</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>Brittny Hatteberg 503-874-2538</td>
</tr>
<tr>
<td>Project Coordinator/Contact Person</td>
<td><a href="mailto:bhatteberg@oregongarden.org">bhatteberg@oregongarden.org</a></td>
</tr>
<tr>
<td>Contact Person Email</td>
<td></td>
</tr>
<tr>
<td>Total Cost of Project:</td>
<td>$12,880</td>
</tr>
<tr>
<td>Sponsor Actual Dollar Match:</td>
<td>$2,190</td>
</tr>
<tr>
<td>Grant Amount Requested:</td>
<td>$9,599</td>
</tr>
<tr>
<td>Amount of In-kind:</td>
<td>$1,091</td>
</tr>
</tbody>
</table>
1.) Brief Event/Project Description: A detailed description of the proposed event or project. Who is the audience? Value: 5

Please see next page, text did not fit in this space.

2.) Event/Project Return on Investment: What elements of your event or project will increase the likelihood of bringing overnight lodging guests to the City of Silverton?
Include: 1. A sample of your tracking system, 2. The estimated number of overnight stays you expect your event or project will generate, 3. The formula you used in determining your estimated overnight stays. Value: 15

With the new brochures, advertising and brochure distribution plan we have prepared, we will bring more overnight guests to Silverton for a number of reasons. First, working with Certified Folder Display Services, Inc. and Woodburn Company Stores are both new distribution channels for us, which will allow us to reach a completely new audience. Second, The Oregon Garden is a beautiful attraction, comparable to other area attractions like the Oregon Zoo, and Oregon Coast Aquarium. With a broad brochure distribution plan, The Oregon Garden will be displayed alongside these attractions, and will become top-of-mind for people planning a vacation. Third, the Oregon Garden Resort has seen great demand for, and increase visitation because of, the Dinner Escape package, and has sold 3,862 overnight stays so far in 2011 (as of July 31).

We will track the success of this campaign by creating a special market code in the Oregon Garden Resort's reservation system, which will track the number of rooms booked using the brochure's Dinner Escape package coupon. The average response rate for similar campaigns is 1%, according to Premier Marketing, LLC. Based on this 1% response rate, we estimate that the 65,000 brochures printed throughout this campaign, will result in 650 room nights, using the Dinner Escape package.
1.) Brief Event/Project Description: A detailed description of the proposed event or project. Who is the audience? Value: 5

This is a cooperative marketing effort between The Oregon Garden and the Oregon Garden Resort in 2012. We will promote visiting The Oregon Garden and staying overnight at the Oregon Garden Resort to our target audience of affluent, well-educated travelers. We will hone in on affluent travelers through a brochure distribution program throughout the Portland area, and specific advertising and brochure distribution to the 4.5 million shoppers visiting the upscale Woodburn Company Stores annually.

The Oregon Garden and Oregon Garden Resort will use a four-pronged approach to promote staying overnight in Silverton:

1.) Brochure Creation
   We will work with a talented graphic artist to create a new brochure and creative advertisement for The Oregon Garden and Oregon Garden Resort, to update our look and entice travelers to visit. Design Cost: $400

2.) The Oregon Garden Brochure
   This new brochure will allow us to update our look, and will be an important marketing tool to reach our target audience. According to the Association of Professional Brochure Distributors, brochures were the most frequently used source of visitor information while traveling. The brochure will be key in attracting guests to the Oregon Garden Resort for overnight stays, because it will include a special coupon for a discount on the Resort's popular Dinner Escape package. We will print 65,000 brochures, which will be distributed as follows: 20,000 through Certified Folder Display Service, Inc., 15,000 through Woodburn Company Stores, and 30,000 through The Oregon Garden and Oregon Garden Resort, which currently use that amount of brochures annually. Brochure Printing Cost: $3,383.25

3.) Certified Folder Display Service, Inc.
   We will partner with Certified Folder Display Service, Inc., the nation's largest professional brochure distribution and display service, to place our brochures in 237 prime locations in 28 cities in the Portland area, including Beaverton, Lake Oswego, Tualatin and downtown Portland, for 12 months. Brochure locations include the Portland Airport, Oregon Zoo, Portland Children's Museum and other high-profile area attractions, hotels and visitor's centers. Certified Folder Display Service, Inc. will place and restock our brochures as needed, in high-traffic locations. In addition, we will receive free placement on Visitortips.com, including our brochure image and live links to our website and social media pages. Annual Distribution Cost: $4,479.30

4.) Woodburn Company Stores
   We will target the Woodburn Company Stores' 4.5 million annual visitors through a variety of ways. First, we will advertise on a 2' x 4' backlit panel for 12 months. Because these ads are located near the Woodburn Company Stores' maps, and are placed in high-traffic areas, they receive special attention from guests. Secondly, the advertisement will also feature a brochure box, where our new brochures will offer the Dinner Escape package discount, to promote overnight stays. Advertising Cost: $3,120

   In addition, we will partner with Garden Gallery Iron Works, a shop located at the Woodburn Company Stores, to create an in-store promotion and room-stay giveaways for added exposure. Promotional Cost: $200 (for promotional supplies), In-kind (giveaway items)
3.) **Event/Project Personnel:** Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience. Value: 5

Christine Diacetis, General Manager, The Oregon Garden and Oregon Garden Resort. Christine has 10+ years of corporate and agency marketing experience, specializing in special events for the food/beverage/hospitality industry, and three years of hospitality experience at the Oregon Garden Resort.

Brittney Hatteberg, Marketing Manager, The Oregon Garden and Oregon Garden Resort. Brittney has a degree in public relations and a minor in business administration, with more than four years of marketing and public relations experience.

4.) **Event/Project Timeline:** Describe the timeline for the event or project. Use of funds is limited to 12 months unless a longer period of time is requested and approved by the STPC. Value: 5

This will be a two-phase campaign. The first phase is the design and production phase, where we will create the brochure and advertisement, while working with Woodburn Company Stores and Certified Folder Display Service, Inc. to sign contracts and reserve advertising and brochure distribution space. This phase will begin in October 2011 and take two months, ending at the close of November 2011.

The campaign's second phase is the advertising and brochure distribution portion, which will last for 12 months. We will begin the second phase in December 2011, in time to target holiday shoppers at the Woodburn Company Stores along holiday travelers. This portion will end in November 2012.

Overall, the campaign will last a total of 14 months, October 2011 - November 2012.

5.) **Event/Project Objective:** How would this event or project help promote tourism in Silverton? Value: 15

Please see next page, text did not fit in this space.
5.) Event/Project Objective: How would this event or project help promote tourism in Silverton? Value: 15

This project will directly increase tourism in the Silverton area. By creating an attractive marketing campaign, offering an enticing deal, and distributing that message to our target audience of affluent, well-educated travelers in the Portland area, The Oregon Garden and the Oregon Garden Resort, along with the larger Silverton community, will reap the benefits of increased exposure, which will result in an increased number of overnight stays in the community.

1.) The **Graphic Artist** will develop an attractive brochure and advertisement for The Oregon Garden and Oregon Garden Resort, which will draw consumers’ attention.

2.) The **Brochure** is an effective way to reach our target audience, since it is something people can easily take home, and use while planning their next vacation. This brochure will be even more enticing because it will include a special Dinner Escape coupon for the Oregon Garden Resort. (A recent study by Experian shows 90% of U.S. homes actively use coupons.)

3.) **Certified Folder Display Service, Inc.** maintains a network of over 21,000 visitor information display racks throughout eighteen western states and Canada. Their distribution sites include major hotels, motels, car rental offices, visitor centers, restaurants, chamber of commerce offices and airports. Certified Folder Display, Inc. will distribute and re-stock our brochures in 237 locations in 28 affluent cities in the Portland area, including Beaverton, Lake Oswego, Tualatin and downtown Portland. In addition, the campaign includes free placement on Visitortips.com, with our brochure image and live links to our website, reservations page and social media pages, where we often post information about the surrounding Silverton area.

4.) Welcoming 4.5 million visitors annually, the **Woodburn Company Stores** is the #2 most-visited attraction in Oregon. As the largest tax-free outlet center in the western United States, the award-winning center features more than 95 upscale outlet stores. The majority of the center’s visitors are female shoppers, who also make 92% of a household’s travel and vacation plans (according to Sheconomy.com). Woodburn Company Stores is located just 30 minutes south of downtown Portland, and is the perfect location to interact with our target audience, as they travel south to shop at these premium outlet stores.
6.) Event/Project Budget: Provide a total budget for the event or project, including at a minimum, the following information: Value: 15 Total Application Value: 60

<table>
<thead>
<tr>
<th>Event/Project Budget</th>
<th>STPC Grant Dollars</th>
<th>Real Dollar Match</th>
<th>In-kind Labor and Donated Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Services</td>
<td>$160</td>
<td>$240</td>
<td>$150</td>
<td>$550</td>
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<tr>
<td>Production Services</td>
<td>$1,760</td>
<td>$1,950</td>
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<td>$3,710</td>
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<tr>
<td>Distribution Services</td>
<td>$7,479</td>
<td>$498</td>
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<td>$7,977</td>
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<tr>
<td>Promotional Supplies</td>
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<td>$200</td>
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<tr>
<td>Personnel</td>
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<td>$443</td>
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<td>$443</td>
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<tr>
<td>Total</td>
<td>$9,599</td>
<td>$2,190</td>
<td>$1,091</td>
<td>$12,880</td>
</tr>
</tbody>
</table>

The Oregon Garden and Oregon Garden Resort will contribute the cost of design and printing the 30,000 brochures needed annually, since this is a cost of business for the properties.

Funding Sources:
- The Oregon Garden is contributing $1,095 in real dollar match
- Oregon Garden Resort is contributing $1,095 in real dollar match
- Flora Fauna Designs is contributing $150 in-kind
- Certified Folder Display Service, Inc. is contributing $498 in-kind
- The Oregon Garden & Oregon Garden Resort are contributing $443 in-kind labor
SILVERTON TOURISM PROMOTION GRANT APPLICATION FORM

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  Application Presentations
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  Grant Award Announcement
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This application should be hand-delivered or mailed to: The Silverton Tourism Promotion Committee, c/o City Manager, 306 S. Water St., Silverton, Oregon 97381

***The committee will hear presentations from each grant applicant in the Council Chambers at the Silverton Community Center, 421 S. Water Street. The grant application representative will have no more than 10 minutes to present the merits of the event or project, and answer any committee questions that may arise.

Project Name: National Tour Association Convention--December 5-9, 2011

Sponsor Name/Organization: Oregon Garden Foundation

Mailing Address: P. O. Box 155

City, State, Zip: Silverton, OR 97381

Project Coordinator/Contact Person: Douglas Jenkins/Cathy Gregory

Daytime Phone: 503-874-6017 X 3

Contact Person Email: gouphtours@oregongarden.org or cathygregory5@wavecable.com

Total Cost of Project: $2,442.15

Grant Amount Requested: $1,222

Sponsor Actual Dollar Match: $1,124.45

Amount of In-kind: $97.55

Page 1
1.) Brief Event/Project Description: A detailed description of the proposed event or project. Who is the audience? Value: 5

The Oregon Garden Foundation proposes to send the Garden’s Group Tour Coordinator, Douglas Jenkins, to the 2011 National Tour Association (NTA) Annual Conference in Las Vegas, NV on December 5-9, 2011. The conference will provide the opportunity for Douglas to spend several hours one-on-one with selected group tour operators who already come to Oregon or who are working with Travel Oregon to design travel products with Oregon as a destination. Tour Operators have a two to three year lead-time on the organizing and executing of group tours. Networking and constant communication is essential in order to successfully attract new tours to the Silverton area. Douglas will be attending, among other events, the Travel Oregon’s special evening dinner program for 20 plus tour operators. The Garden’s Group Tour Coordinator works closely with the Silverton Retail Merchants, Friends of Silver Falls, East Valley Wine, Farm-to-Fork candidates, Travel Portland, and Travel Salem in promoting the Silverton area. Douglas serves at the national level of the NTA by participating on the convention planning leadership team. This provides additional notice for our area and achieves greater credibility with the NTA and Travel Oregon.

Douglas attended last year’s conference which resulted in two familiarization (FAM) tours of travel professionals via Travel Oregon: Grand Canadian Holidays (Vancouver, BC) for 20 travel agents in May 2011 and Star Destinations of Iowa for 18 Bank Club travel tour operators in June 2011 (including the President/Owner of Star Destinations who is the current president of NTA). The Star Destinations tour resulted in a tour being booked for September 2011 resulting in 25 rooms booked for $149/night. All West Tours has also booked a tour in September 2011 resulting in 50 rooms booked at $159/night. In April of 2012 another All West Tours is booked for 22 rooms x 3 nights at $109/room. These bookings are a direct result of the work Douglas did at the 2010 NTA conference.

2.) Event/Project Return on Investment: What elements of your event or project will increase the likelihood of bringing overnight lodging guests to the City of Silverton? Include: 1. A sample of your tracking system, 2. The estimated number of overnight stays you expect your event or project will generate, 3. The formula you used in determining your estimated overnight stays. Value: 15

The object of attending the NTA Annual Conference is to capture the group tour business that will include **overnight stops plus a tour of downtown Silverton, The Oregon Garden, and other area highlights such as Silver Falls State Park and local wineries**. Group tours prefer to book lodging at one location and require 20 to 25 double queen rooms per bus tour. The Oregon Garden Resort provides this capacity with 103 guest rooms (54 of which are double queens). Through an agreement with the Oregon Garden Resort, all overnight stays at the resort include admission to the Garden. All overnight stays at the Resort also provide the City of Silverton with tourism occupancy tax (TOT) funds.

**Tracking** can be accomplished through the Resort’s computer reservation booking system. The Oregon Garden monitors tour group visits through the Raizor’s Edge program as well. Both systems have a database category specifically for tracking tour and travel.
The ROI (return on investment) for this event will be realized in the 2013 and 2014 travel seasons and beyond. Last year’s NTA participation provided 3 new day groups and 2 FAM tours that resulted in the 3 tour bookings with room nights in Silverton. A Star Destinations tour was booked for September 2011 resulting in 25 rooms booked for $149/night. All West Tours has also booked a tour in September 2011 resulting in 50 rooms booked at $159/night. In April 2012 another All West Tours has booked 22 rooms x 3 nights at $109/room. These bookings are a direct result of Douglas’ work at the 2010 NTA conference.

We project that we will have a minimum of 2 new tour group visits resulting in 25 rooms X 2 nights for a total of 100 additional room nights. The formula used is based on tour operators’ bus tours require a minimum of 25 rooms with 2 queen beds per room.

3.) Event/Project Personnel: Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience. Value: 5

The Oregon Garden is an 80-acre botanical garden and tourist attraction in Silverton, Oregon. Open since 1999, the garden includes a variety of plant species and habitats. The Garden was established as a way to use treated wastewater from the city of Silverton and is one of only a few installations in the United States that reused wastewater for irrigation and water features. The Garden hosts community events and educational outreach programs.

The Oregon Garden Foundation (OGF), a non-profit Board of Directors, oversees the Garden. The OGF Board is composed of five volunteers representing the City of Silverton, Marion County, Oregon Association of Nurserymen, and Chemeketa Community College. Three of the board directors live within the city of Silverton City limits and on director lives just outside the city limits within the 97381 zip code. Board members are as follows: Patrick Lanning, chair; Carson Lord, vice-chair; Cathy Gregory, secretary/treasurer; Patti Milne; and Randall Thomas.

The Group Tour Coordinator for the Oregon Garden is Douglas Jenkins, a role he has held since August 2008. As part of his responsibilities, Douglas attends monthly meetings of Travel Portland and Travel Salem. He has been working with Travel Oregon to promote Silverton as a destination and had an article placed in the Travel Oregon magazine as a direct result of nurturing this relationship. Douglas attended the 2009 and 2010 NTA Annual Conferences. As a result of his attendance, Douglas is on the NTA national convention planning committee. The OGF proposed to send Douglas Jenkins to the 2011 NTA Annual Conference to represent the Silverton area including the Oregon Garden. The intent is to increase overnight bookings by tour operators for tours in planning stages for the 2012, 2013, and 2014 seasons. Douglas is the former Chair of the City of Silverton Planning Commission and a strong advocate of tourism for the city.
4.) **Event/Project Timeline:** Describe the timeline for the event or project. Use of funds is limited to 12 months unless a longer period of time is requested and approved by the STPC.

Value: 5

Travel Oregon Dinner Registration: July 27, 2011 (Done)
NTA Dues and Conference Registration: August 2011 (Done)
Grant Submission: August 2, 2011
NTA Conference: December 5-9, 2011 in Las Vegas, NV
Group Tour Coordinator Report to TOT Committee: January 2012

5.) **Event/Project Objective:** How would this event or project help promote tourism in Silverton? Value: 15

1. Increasing attendance and overnight stays of tour groups is a goal that can best be attained in collaboration with all our Silverton area partners, real and potential.
2. Promote the Silverton area attractions, particularly the Oregon Garden, as a viable destination. The Oregon Garden Resort is a working partner in establishing working relationships with interested tour group operators.
3. Increase the Silverton area’s visibility and credibility with Travel Oregon and other travel professionals. Building the necessary relationships with these organizations takes time and effort. Convincing tour operators to change existing tour itineraries requires constant effort to keep the Silverton area in their minds.
4. Increase the Oregon Garden’s visibility and credibility by becoming active in the NTA organization through attendance at the annual national conference and participation in the national level committees.
5. Previous participation in this annual conference resulted in 3 new day groups and 2 FAM tours that resulted in the 3 tour bookings with 141 total nights booked in Silverton.
6.) Event/Project Budget: Provide a total budget for the event or project, including at a minimum, the following information: Value: 15 Total Application Value: 60

A. All funding sources (other than STPC). In-kind labor and donated services can also be built into the total cost of the project and used as a funding source. The value of volunteer time for this grant period is $19.51 per hour according to the Independent Sector and The U.S. Bureau of Labor Statistics.

Oregon Garden Foundation: 50% of costs including 5 hours of volunteer time
TOT Grant: 50% of costs

B. Items that will be purchased with the requested grant funding (for example, if the request is to purchase radio or newspaper advertising for the event—list the specific stations or newspapers, size of advertisement, number of times the advertisement will be featured and any other pertinent details). Please mention the STPC as a project/event sponsor on all promotional material. Any equipment proposed to be purchased or rented with STPC grant dollars must be identified a critical component of the event/project and its use in the event/project explained in narrative form.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>NTA Registration</td>
<td>$1190.00</td>
</tr>
<tr>
<td>Lodging (5 nights)</td>
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<tr>
<td>Round Trip Airfare from PDX</td>
<td></td>
</tr>
<tr>
<td>To LAS</td>
<td>$ 179.40</td>
</tr>
<tr>
<td>Travel Oregon Dinner</td>
<td>$ 500.00</td>
</tr>
<tr>
<td>Printing of Profile Material</td>
<td>$ 100.00</td>
</tr>
<tr>
<td>Volunteer Time-5 hours</td>
<td>$  97.55</td>
</tr>
<tr>
<td>Totals</td>
<td>$2442.15</td>
</tr>
</tbody>
</table>

C. List sources of in-kind (volunteer hours), donated services and other grant sources for this event/project.

Secretary/Treasurer of the OGF, Cathy Gregory, researched and wrote the Grant application.

1. Met with Oregon Garden staff to prepare the application. Confirmed with City of Silverton staff about timeline and process for grant submission-2 hours.
2. Write and prepare Grant for submission-2 hours.
3. Review with Group Tour Coordinator and OGF Board before final submission-1 hour.

Total 5 hours x $19.51 = $97.55
7.) In order to receive final payment for awarded grant, and be considered for future STPC Grants, the project coordinator must submit an Exit Report (please limit to two pages) within thirty days (30) of completing the grant project. The Exit Report must include:

(1) Brief description of the projects.
(2) Description of project accomplishments.
(3) A final budget.
(4) Measures of performance. (i.e. number of people served, effect of the project on the City)
(5) Narrative stating how funds were spent.
(6) Listing of additional sponsors of the project.
(7) Before and after photos of grant project, if applicable.
(8) Any promotional material samples. (Advertisements, flyers, posters, etc...)

Exit Reports will be reviewed and approved by the Tourism Promotion Committee in a public meeting on a quarterly basis. The schedule of Exit Report Review meetings for 2011 is as follows:

<table>
<thead>
<tr>
<th>Exit Report Review Schedule and Meeting Calendar 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month Exit Report Submitted</td>
</tr>
<tr>
<td>June 2011, July 2011, or August 22, 2011 Monday</td>
</tr>
<tr>
<td>September 2011, October 2011, or November 21, 2011</td>
</tr>
</tbody>
</table>

Thank you for applying for Grant funding. If you are approved for funding you will receive written notification, along with an agreement to sign. An invoice requesting funds must be submitted along with copies of dated receipts for expenditures incurred during the grant period. Mail to: City Manager, P.O. 306 S. Water St., Silverton, Oregon 97381. Payments may be made directly to suppliers or the organizing group.

Office Use Only
Date Application Submitted

Action Taken/Date of Action
06/06/1
August 1, 2011

Silvertown Tourism Promotion Committee
421 S. Water Street
Silvertown, OR 97381

Attention: Janet Newport

RE: Grant Application for NTA Conference

Attached is the STPC Grant application from the Oregon Garden Foundation for the NTA Conference attendance by Douglas Jenkins. Douglas Jenkins will be making the presentation to the committee on August 15, 2011. Please let me know if you require any further information. You can contact me at cathygregory5@wavecable.com or at 503-873-1385.

Sincerely,

Cathy Gregory
Secretary/Treasurer
Oregon Garden Foundation
503-874-2664
info@OregonGarden.org
www.OregonGarden.org
SILVERTON TOURISM PROMOTION GRANT APPLICATION FORM

The Silverton Tourism Promotion Committee (STPC) is a standing committee of the City of Silverton, formed in 2008. The primary funding source for the STPC is the transient occupancy tax. By City ordinance, 70 percent of the transient occupancy tax proceeds are designated for tourism promotion. All STPC meetings are open to the public.

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Grant Application Process Information Meeting
Tuesday, July 12, 2011, 6:00 p.m.
Council Chambers, 421 S. Water Street

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***Tourism Promotion Committee Meeting
Application Presentations
Monday, August 15, 2011, 5:30 p.m.
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**APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE ACCEPTED.

Submit one completed original application form. Applications need typed responses. An electronic copy of the application is available on the City of Silverton website at www.silverton.or.us or call the City Manager's office at 503-873-6117 for assistance.

This application should be hand-delivered or mailed to: The Silverton Tourism Promotion Committee, c/o City Manager, 306 S. Water St., Silverton, Oregon 97381

***The committee will hear presentations from each grant applicant in the Council Chambers at the Silverton Community Center, 421 S. Water Street. The grant application representative will have no more than 10 minutes to present the merits of the event or project, and answer any committee questions that may arise.

Silverton's Angel of Hope

Project Name: Silverton's Angel of Hope in Partnership with Silverton Together
Sponsor Name/Organization: P.O. Box 256
Mailing Address: Silverton, Oregon 97381
City, State, Zip: Genie Stoll 503-931-5100
dengen@spiritsoregon.com
Project Coordinator/Contact Person: Daytime Phone: 
Contact Person Email: 

Total Cost of Project: $25,000.00 Sponsor Actual Dollar Match: $15,000.00
Grant Amount Requested: $5,000.00 Amount of In-kind: $5,000.00
1.) Brief Event/Project Description: A detailed description of the proposed event or project. Who is the audience? Value: 5

On the second Sunday of each December there is a World Wide Candle Lighting Event. This event is to light up the world at 7 pm to show support, to honor and to remember Children who have lost their lives.

Silerton's Angel of Hope Foundation in partnership with Silverton Together will be erecting an "Angel of Hope" bronze sculpture to be located at the Oregon Garden by the Frank Lloyd Wright Gordon House, our goal is to have our 1st annual World Wide Candle Lighting Event on December 11, 2011.

This event will be for those who have experienced the loss of a child, it will be for families wanting to gather for solace, remembering, healing and celebration.

The funding will be able to create public awareness of the "Angel of Hope" and the December 11th World Wide Candle Lighting Event which will help to establish an annual event.

The foundation will be needing the following:

Website
Rack Cards
Brochures
Media Publications
Canopy
Flowers
Refreshments

2.) Event/Project Return on Investment: What elements of your event or project will increase the likelihood of bringing overnight lodging guests to the City of Silverton?

Include: 1. A sample of your tracking system, 2. The estimated number of overnight stays you expect your event or project will generate, 3. The formula you used in determining your estimated overnight stays. Value: 15

Currently there are over 100 statues erected in the United States, only two in the state of Oregon. Families travel seeking the "Angel of Hope" for solace, remembering, healing and celebration. The proposed December 11, 2011 Candle Lighting Ceremony has the potential to attract several hundred guests for this event. Families gather to light candles honoring their lost loved ones on this day.

The event will be held at the Gordon House surrounding the "Angel of Hope" at the Oregon Garden, the foundation will provide candles and a reading of each child's name. it is a time for comforting others who have suffered the loss of a child.

The December 11th date will provide accountability of overnight stays at our local hotels and B & B's for those who attend the Candle Lighting Event. We will be working with local lodging providers to promote night stays with packaging and advertising, this can be tracked based on lodging providers numbers 2011 vs prior years.
3.) **Event/Project Personnel:** Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience. **Value: 5**

- **Silverton's Angel of Hope Foundation in partnership with Silverton Together**
  - President - Shannon Gossack - Local Silverton resident - Local Business Owner - has suffered the loss of a child
  - Secretary - Genie Stoll - Local Silverton Resident - Local Business Owner - has served on numerous Boards and has extensive background in community fundraising and non-profit events - has suffered the loss of a child
  - Treasurer - Jeri Block - Silverton Hospital Aux President, Silverton Hospital Foundation Board Member, with extensive background in fundraising events.

- Judy Schmidt - Local Silverton resident - Silverton Hospital Volunteer Coordinator, Silverton City Council, Silverton Together Board Member, with extensive background in fundraising events.

The following members have also served on numerous fundraising events.
- Greg Gossack
- Denny Stoll
- Bill Schmidt
- Mike Block

4.) **Event/Project Timeline:** Describe the timeline for the event or project. Use of funds is limited to 12 months unless a longer period of time is requested and approved by the STPC. **Value: 5**

- Project will be completed on December 11, 2011

  - Funding to be able to create public awareness of the "Angel of Hope", the December 11, 2011 World Wide Candle Lighting Event and to help establish this as an annual event.

- The foundation will be needing the following:
  - Website
  - Rack Cards
  - Brochures
  - Media Publications
  - Canopy
  - Flowers
  - Refreshments

5.) **Event/Project Objective:** How would this event or project help promote tourism in Silverton? **Value: 15**

- The closest World Wide Candle Lighting event held on the second Sunday in December is now held in Salem, this will bring awareness that not only will Silverton have a Candle Lighting event but we have an "Angel of Hope" as well.

- The location of the "Angel of Hope" in itself will promote Silverton merely by its placement at the Gordon House which is located at the Oregon Garden along with Moonstone properties. However the committee will be working with those organizations to help promote the "Angel" along with the properties as well, as an example The Garden has proposed having an "Angel Membership". The Angel will be within walking distance of our historic downtown, less than 15 miles to Silver Falls State Park and many other attractions.

- The "Angel" will be accessible for visitors 24/7, the committee anticipates the "Angel of Hope" being a tourism draw all year long with the focused event in December.
<table>
<thead>
<tr>
<th>Event/Project Budget:</th>
<th>Real Dollar</th>
<th>In-Kind</th>
<th>STPC Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angel Statue</td>
<td>$14,500.00</td>
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<tr>
<td>Landscaping &amp; Construction</td>
<td>$5,500.00</td>
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<tr>
<td>Candle Lighting Event:</td>
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<tr>
<td>Website</td>
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<td>Rack Cards</td>
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<td>Brochures</td>
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<td>Media Publications</td>
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<td>Canopy Rental</td>
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<td>Flowers</td>
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<tr>
<td>Total for Project</td>
<td>$25,000.00</td>
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</table>
6.) **Event/Project Budget**: Provide a total budget for the event or project, including at a minimum, the following information: Value: 15 Total Application Value: 60

A. All funding sources (other than STPC). In-kind labor and donated services can also be built into the total cost of the project and used as a funding source. The value of volunteer time for this grant period is $19.51 per hour according to the Independent Sector and The U.S. Bureau of Labor Statistics.

B. Items that will be purchased with the requested grant funding (for example, if the request is to purchase radio or newspaper advertising for the event—list the specific stations or newspapers, size of advertisement, number of times the advertisement will be featured and any other pertinent details). **Please mention the STPC as a project/event sponsor on all promotional material.** Any equipment proposed to be purchased or rented with STPC grant dollars must be identified a critical component of the event/project and its use in the event/project explained in narrative form.

[This table shows suggested budget items and is not inclusive of possible event/project costs.]

<table>
<thead>
<tr>
<th></th>
<th>STPC Grant Dollars</th>
<th>Real Dollar Match</th>
<th>Ind Labor and Donated Services</th>
<th>Total</th>
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<tr>
<td>Personnel Services</td>
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<td>Project Administration Costs</td>
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<td>Materials</td>
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<td>Equipment/Supplies</td>
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<td>Construction Costs</td>
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<td>Event Costs</td>
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<td>Transportation Costs</td>
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<tr>
<td>Insurance Costs (if needed)</td>
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<td>Additional Expenses (List)</td>
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<tr>
<td>Totals</td>
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</tbody>
</table>

C. List sources of in-kind (volunteer hours), donated services and other grant sources for this event/project.
C. List of in-kind donated services:

Angel of Hope Foundation: (40 + hours to date)
  - Greg & Shannon Gossack
  - Denny & Genie Stoll
  - Bill & Judy Schmidt
  - Mike & Jeri Block
Thompson Design – Ron Thompson
Stadeli Underground – Erv Stadeli
Envy Gardens
Silverton Beverage
Fancy Stitches
Silverton Hospital
Loustic Catering

This is an ongoing project along with an annual event so the committee anticipates many more hours of in-kind donations to continue including:

Fundraising
Weeding and Maintenance
Boulders / River Rock
Numerous Mailings
Stuffing envelopes
Delivery of Brochures
Etc.
7.) In order to receive final payment for awarded grant, and be considered for future STPC Grants, the project coordinator must submit an Exit Report (please limit to two pages) within thirty days (30) of completing the grant project. The Exit Report must include:

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</tr>
<tr>
<td>September 2011, October 2011, or November 21, 2011</td>
<td>Monday, December 5, 2011</td>
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Thank you for applying for grant funding. If you are approved for funding you will receive written notification, along with an agreement to sign.

An invoice requesting funds must be submitted along with copies of dated receipts for expenditures incurred during the grant period. Mail to: City Manager, P.O. 306 S. Water St., Silverton, Oregon 97381. Payments may be made directly to suppliers or the organizing group.

**Office Use Only**

Date Application Submitted ____________________________

Action Taken/Date of Action __________________________

09/09/11
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Project Name: Studio Sampler Weekend Package
Sponsor Name/Organization: Silverton Arts Association
Mailing Address: 303 Coolidge St.
City, State, Zip: Silverton, OR 97381
Project Coordinator/Contact Person: Stacy Higby
Daytime Phone: 503-873-2480
Contact Person Email: info@silvertonarts.org

Total Cost of Project: $5,628.27
Grant Amount Requested: $2,459.00
Sponsor Actual Dollar Match: $2,167.56
Amount of In-kind: $1,001.71
1.) **Brief Event/Project Description:** A detailed description of the proposed event or project. **Who is the audience?** Value: 5

SAA’s new art event, “Studio Sampler” combines an overnight lodging stay with art classes taught by some of Silverton’s most well-respected artists. The package will be offered during the weekend of “First Friday” each month. Focusing only on the rainy season months of October-April, each package weekend will have the potential to bring 15 visitors for a 2-night stay.

SAA is requesting $2,459.00 from this grant cycle to be used to purchase 3-1/6th page advertisements in Portland Monthly Magazine during November-2011, January-2012 & March-2012.

Portland Monthly is the perfect advertising outlet as it caters to the target audience for this offering; adults who do not identify themselves as artists. Rather, we are focusing on folks who live within a two hour drive, enjoy trying new experiences, and are looking for new ways to relax and enjoy themselves. Please see the attached list of Portland Monthly’s demographics.

2.) **Event/Project Return on Investment:** What elements of your event or project will increase the likelihood of bringing overnight lodging guests to the City of Silverton? Include: 1. A sample of your tracking system, 2. The estimated number of overnight stays you expect your event or project will generate, 3. The formula you used in determining your estimated overnight stays. Value: 15

- SAA will track participants through class registrations. Silverton lodging establishments will be provided with copies of the advertising for tracking purposes as well.
- The event will be offered the 1st weekend of Oct, Nov, Dec, Jan, Feb, March & April with a maximum attendance of 15 package participants each month. This would translate to 15 2-night stays per month, or 30 room nights. Multiplied by 7 months and an average off-season room rate of $90, this package could generate $26,775 in lodging.
- The formula as above is: ( (15 visitors * 2 nights) * 7 months) * $90/night = $26,775.

Additionally, using the same numbers of 15 participants per month times 7 months, this package could generate: $4,725 in revenue for artist teachers; $3,150 in revenue for SAA and additional dollars in dining and shopping.
3.) Event/Project Personnel: Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience. Value: 5

Silverton Arts Association is a non-profit organization promoting the arts for the Greater Silverton area since 1968.

The primary personnel will be:

Education Director: Stacy has worked with SAA for 1 year and in the education field for more than 20 years.

Internal SAA Promotion/Advertising: Becky Smith. Becky joined the board at SAA in January, 2011 and is an experienced non-profit development professional. An active volunteer with the board, Becky will assist with promotions of the events.

Advertisement Design: SAA will be employing a professional graphic designer to develop the ad for Portland Monthly.

Art Instructors:
Ann Altman – Local Professional Artist; oil pastels; Moises Riosen – Local Professional Artist; painting;
Lori Webb – Local Professional Artist; watercolor; Jason Lapen – Local Professional Artist; pottery;
Celia Stapleton – Local Professional Artist; fiber arts; Barry Shapiro – Local Professional Artist; photography;
Ulan Moore – Local Professional Artist; painting & drawing

4.) Event/Project Timeline: Describe the timeline for the event or project. Use of funds is limited to 12 months unless a longer period of time is requested and approved by the STPC. Value: 5

*Promotion of the “Studio Sampler” weekend package will begin on August 20th with the Fine Arts Festival. With over 10,000 attendees, the festival is a prime market for advertising this package. SAA will print brochures to be distributed for that event.
*Display advertisements in Portland Monthly magazine will run in November, January and March. At 1/6th page each, SAA’s website will be featured for additional information. Portland Monthly has generously given SAA a discounted non-profit rate on advertising.
*Extensive online promotion at www.silvertonarts.org (SAA’s new website funded by a 2010 STPC grant) will begin in August, 2011 and continue through April, 2012. With over 600 unique visitors each month, this will be an excellent means to promote the package.
*Additional online listings at: Silverton Chamber of Commerce, Travel Salem, Statesman Journal Calendar, Silverton Appeal Calendar, and SAA’s Facebook pages will begin in August, 2011 continue throughout April, 2012.

The package will be featured in SAA’s quarterly newsletter available in a downloadable format at silvertonarts.org.

5.) Event/Project Objective: How would this event or project help promote tourism in Silverton?
Value: 15

The primary purpose of this package is two-fold: 1. To develop a larger customer base for SAA’s growing adult art education program thereby supporting the organization’s work in the Silverton area as well as local professional artists with teaching income and 2. to promote weekend travelers to stay and play in Silverton during an otherwise slow tourism season, Oct.-April.

By tying the Studio Sampler Package to monthly “First Friday” celebrations, participants will not only experience lodging and art classes, they will have time to enjoy all that downtown Silverton has to offer. Participants will arrive on Friday in time to discover First Friday celebrations at SAA’s Boriand Gallery, as well as: J. Quin Gallery, June Drake Gallery, Lunaria Gallery and all downtown retail establishments. When not in art classes taught by some of Silverton’s finest artists, participants will enjoy plenty of time between art classes to discover the retail, dining and art venues Silverton has to offer.

Ultimately, this project will promote tourism in Silverton by bringing a new market of affluent consumers during an otherwise quiet lodging season. In its current adult art education program, SAA has experienced an 80% rate of returning students in which, adults who do not identify themselves as artists, take one class and then return for more.

SAA believes that the combination of: excellent art classes taught by well-known Silverton artists, the offerings of downtown Silverton during First Friday celebrations and the quality lodging options in Silverton, will be enough to transform a group of potential day-trip tourists into weekend stays with the potential combined revenue of $26,775.
<table>
<thead>
<tr>
<th>Project Administration Costs</th>
<th>stpc grant dollars</th>
<th>real dollar match</th>
<th>in kind donation</th>
<th>Project Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Director Salary: Project Design, Promotion &amp; Registration: 105 hrs @$15.64</td>
<td>$</td>
<td>2,017.56</td>
<td>$</td>
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</tr>
<tr>
<td>Advertising - Materials</td>
<td></td>
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<tr>
<td>Portland Monthly Magazine 3 1/6&quot; ads @ npo rate $653 ($184 per issue discount)</td>
<td>$ 1,959.00</td>
<td>$552.00</td>
<td></td>
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<tr>
<td>Studio Sampler Brochures</td>
<td>$ 150.00</td>
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<tr>
<td>Advertising - Labor/Design</td>
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<tr>
<td>Professional Graphic Design Fee for Display Ad</td>
<td>$ 500.00</td>
<td></td>
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<tr>
<td>Brochure Design @ 5 hrs volunteer time</td>
<td>$</td>
<td>97.55</td>
<td></td>
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<tr>
<td>Insertion on silvertownarts.org donated by Abiqua Tech &amp; Design</td>
<td>$</td>
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<tr>
<td>Online promotion on area websites @16 hrs volunteer time</td>
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<td>312.16</td>
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<tr>
<td>Totals</td>
<td>$ 2,459.00</td>
<td>$ 2,167.56</td>
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<table>
<thead>
<tr>
<th></th>
<th>Escape to the Oregon Garden and Oregon Garden Resort</th>
<th>Green City Greenbacks</th>
<th>Just Visiting? Here's $10 to Spend</th>
<th>National Tour Association Convention</th>
<th>Silverton's Angel of Hope</th>
<th>Studio Sampler Weekend Package</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Committee Member 1</strong></td>
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<tr>
<td>Area 1</td>
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**TOTALS**

| Avg. Area 1 Score   | 4.73                                                 | 3.31                   | 3.08                               | 4.73                                | 4.25                     | 4.83                        |
| Avg. Area 2 Score   | 13.00                                                | 7.00                   | 3.92                               | 13.45                               | 10.08                    | 14.17                       |
| Avg. Area 3 Score   | 4.73                                                 | 2.38                   | 2.15                               | 4.64                                | 4.92                     | 4.92                        |
| Avg. Area 4 Score   | 4.36                                                 | 3.46                   | 3.00                               | 4.64                                | 4.33                     | 4.67                        |
| Avg. Area 5 Score   | 12.91                                                | 8.00                   | 6.23                               | 13.27                               | 11.25                    | 13.25                       |
| Avg. Area 6 Score   | 12.27                                                | 6.69                   | 5.77                               | 14.00                               | 12.83                    | 13.50                       |
| **Average Total Score** | **52.00**                                           | **30.85**             | **24.15**                          | **54.73**                           | **47.67**                | **65.33**                   |
TOURISM PROMOTION GRANT APPLICATION
EVALUATION FORM

Evaluator: ___________________ Date: ___________________

Project: ___________________ Sponsor/Organization: ___________________

Area 1: Brief Event/Project Description: A detailed description of the proposed event or project. Who is the audience?

Evaluation Key

<table>
<thead>
<tr>
<th>Score</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
<td>Demonstrated possession of many or most of the criteria.</td>
</tr>
<tr>
<td>2-3</td>
<td>Did not demonstrate possession of some of the criteria.</td>
</tr>
<tr>
<td>0-1</td>
<td>Did not demonstrate criteria.</td>
</tr>
</tbody>
</table>

CRITERIA:

- Enough information was provided to get a clear “picture” of the project/event.
- The audience is broad enough to achieve desired outcomes.

NOTES:

SCORE: ______

Area 2: Event/Project Return on Investment: What elements of your event or project will increase the likelihood of bringing overnight lodging guests to the City of Silverton? Include: 1. a sample of your tracking system, 2. the estimated number of overnight stays you expect your event or project will generate, 3. The formula you used in determining your estimated overnight stays.

Evaluation Key

<table>
<thead>
<tr>
<th>Score</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-15</td>
<td>Demonstrated possession of many or most of the criteria.</td>
</tr>
<tr>
<td>6-10</td>
<td>Did not demonstrate possession of some of the criteria.</td>
</tr>
<tr>
<td>0-5</td>
<td>Did not demonstrate criteria.</td>
</tr>
</tbody>
</table>

CRITERIA:

- Objective provided clear and realistic goals.
- A method for tracking results is included in the plan.

NOTES:

SCORE: ______
**Area 3:** *Event/Project Personnel:* Briefly describe your organizational structure. List the primary people involved, their positions, qualifications and experience.

<table>
<thead>
<tr>
<th>Evaluation Key</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
</tr>
<tr>
<td>2-3</td>
</tr>
<tr>
<td>0 -1</td>
</tr>
</tbody>
</table>

**CRITERIA:**
- The individuals involved possess the qualifications and experience to accomplish the objectives of the project/event.
- There are enough individuals involved to accomplish the objective of the project/event.
- Leadership is clearly evident in the personnel of the project/event.

**NOTES:**

**SCORE:**

---

**Area 4:** *Event/Project Timeline:* Describe the timeline for the event or project. (Use of funds is limited to 12 months unless a longer period of time is requested and approved by the STPC.)

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>4-5</td>
</tr>
<tr>
<td>2-3</td>
</tr>
<tr>
<td>0 -1</td>
</tr>
</tbody>
</table>

**CRITERIA:**
- The timeline for the event/project is realistic.
- 
- 

**NOTES:**

**SCORE:**
Area 5: Event/Project Objective: How would this event or project help promote tourism in Silverton?

Evaluation Key

<table>
<thead>
<tr>
<th>Score</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-15</td>
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<tr>
<td>6-10</td>
<td>Did not demonstrate possession of some of the criteria.</td>
</tr>
<tr>
<td>0-5</td>
<td>Did not demonstrate possession. Did not demonstrate criteria.</td>
</tr>
</tbody>
</table>

CRITERIA:

- The likelihood of bringing overnight lodging guests to the City is present.
- 
- 

NOTES:

SCORE: ________

Area 6: Event/Project Budget: Provide a total budget for the event or project, including at a minimum the following information:

- All funding sources (other than STPC). In-kind labor and donated services can also be built into the total cost of the project and used as a funding source. The value of volunteer time for this grant period is $19.51 per hour according to the Independent Sector and The U.S Bureau of Labor Statistics.
- Items that will be purchased with the requested grant funding. Any equipment proposed to be purchased or rented with STPC grant dollars must be identified a critical component of the event/project and its use in the event/project explained in narrative form.
- List sources of in-kind, donated services and other grant sources for this event/project.

Evaluation Key

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<tr>
<td>6-10</td>
<td>Did not demonstrate possession of some of the criteria.</td>
</tr>
<tr>
<td>0-5</td>
<td>Did not demonstrate possession. Did not demonstrate criteria.</td>
</tr>
</tbody>
</table>

CRITERIA:

- The budget is realistic.
- There are sufficient in-kind labor and donations so the grant funds are not the primary funding source.
- If equipment purchase/rental is requested as part of the budget, the applicant has demonstrated it is a critical element.

NOTES:

SCORE: ________

TOTAL SCORE (possible: 60) __________________________

Evaluator Signature: __________________________
**CITY COUNCIL REPORT: CITY OF SILVERTON**
TO THE HONORABLE MAYOR AND CITY COUNCILORS
306 S Water Street---- (503) 873-5321

| Agenda Item No.: | 6.4 |
| Report No.: | 11-84 |
| Agenda Type: | DISCUSSION/ACTION |
| Meeting Date: October 03, 2011 | |
| Prepared By: Gerald Fisher | |
| Topic: | Contract Award – 2011 ADA Ramp Improvements – Phase 2 |
| Reviewed By: Rick Lewis | |
| Attachments: | ☒ Yes ☐ No |
| Approved By: Rick Lewis | |

**RECOMMENDED MOTION:**
Staff recommends a motion to authorize the City Manager to enter into a contract with Gelco Construction Co. for the 2011 ADA Ramp Improvements – Phase 2.

**BACKGROUND:**
On September 12, 2011, Council authorized the execution of an agreement amendment with the Oregon Department of Transportation to construct an additional $135,000 worth of sidewalk, curb and ramp improvements in the downtown area. Staff advertised for bids in the Daily Journal of Commerce on September 14th and the Silverton Appeal on September 21st. Staff received a total of nine (9) bids for the project and Gelco Construction Co. was the lowest responsible bidder at $98,920. The engineers estimate totaled $135,380.

**BUDGET IMPACT:** FY(s): 2011-2012  **Funding Source:** ODOT Bike & Ped Path Grant

**Attachments:**
1. Bid Summary and Tally
## Final Bid Summary

### 2011 ADA Ramp Improvements - Phase 2
**Owner:** City of Silverton  
**September 27, 2011, 3:00 PM**

**Engineer's Estimate =** $135,380.00

<table>
<thead>
<tr>
<th>Order Opened</th>
<th>Bidder</th>
<th>Envelope Marked:</th>
<th>Bid Pg. I-11 to I-22</th>
<th>Addenda Acknowledged</th>
<th>Proposal Signed Pg. I-16</th>
<th>10% Bid Security Pg. I-23</th>
<th>Type</th>
<th>First-Tier Subcontractor Disclosure Form Pg. I-29</th>
<th>Total Bid Amount (Pg. I-21)</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D &amp; I Excavating Inc.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$108,617.25</td>
<td>2</td>
</tr>
<tr>
<td>2</td>
<td>Siletz Valley Builders, LLC</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>N</td>
<td>$127,150.00</td>
<td>6</td>
</tr>
<tr>
<td>3</td>
<td>Ferrari Enterprises</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$148,892.10</td>
<td>8</td>
</tr>
<tr>
<td>4</td>
<td>Brown Construction Inc.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$224,440.00</td>
<td>9</td>
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<tr>
<td>5</td>
<td>Gelco Construction Co.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$98,920.00</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Cemex Materials</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$132,558.80</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Concrete Works, Inc.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$118,183.00</td>
<td>3</td>
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<tr>
<td>8</td>
<td>Brock Construction, Inc.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$123,483.00</td>
<td>5</td>
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<tr>
<td>9</td>
<td>VanNevel Concrete &amp; Curb, Inc.</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>B</td>
<td>Y</td>
<td>Y</td>
<td>$119,684.71</td>
<td>4</td>
</tr>
</tbody>
</table>

**Bid Opening:**
- Check sheet above (DQ if any missing)
- Announce total bid amount for each
- Announce apparent low bidder
- Bids available for public inspection after notice of intent to award is issued (ORS279C.410)

**Type:**
- B: Surety Bond
- C: Cashiers or certified check
- L: Irrevocable Letter of credit
# Final Bid Tally

## 2011 ADA Ramp Improvements - Phase 2

**Owner:** City of Silverton  
**September 27, 2011, 3:00 PM**

### ENGINEER'S ESTIMATE

<table>
<thead>
<tr>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>ESTIMATED QUANTITY</th>
<th>UNIT</th>
<th>UNIT COLST</th>
<th>TOTAL COST</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mobilization/Demobilization</td>
<td>All Req'd.</td>
<td>L.S.</td>
<td>L.S.</td>
<td>$ 4,000.00</td>
<td>L.S.</td>
<td>$ 2,400.00</td>
</tr>
<tr>
<td>2.</td>
<td>Reconstruct ADA Ramp</td>
<td>11 EA</td>
<td>$ 1,300.00</td>
<td>$ 14,300.00</td>
<td>$ 1,250.00</td>
<td>$ 13,750.00</td>
<td>$ 1,250.00</td>
</tr>
<tr>
<td>3.</td>
<td>Reconstruct Sidewalk 4&quot; Thick</td>
<td>11,754 SF</td>
<td>$ 7.00</td>
<td>$ 82,278.00</td>
<td>$ 5.95</td>
<td>$ 69,936.30</td>
<td>$ 6.00</td>
</tr>
<tr>
<td>4.</td>
<td>Reconstruct Sidewalk in DW 6&quot; Thick</td>
<td>762 SF</td>
<td>$ 8.50</td>
<td>$ 6,477.00</td>
<td>$ 7.00</td>
<td>$ 5,334.00</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>5.</td>
<td>Reconstruct Type C Curb</td>
<td>329 LF</td>
<td>$ 25.00</td>
<td>$ 8,225.00</td>
<td>$ 13.80</td>
<td>$ 4,540.20</td>
<td>$ 18.00</td>
</tr>
<tr>
<td>6.</td>
<td>Reconstruct Type A Curb &amp; Gutter</td>
<td>155 LF</td>
<td>$ 30.00</td>
<td>$ 4,650.00</td>
<td>$ 19.85</td>
<td>$ 3,076.75</td>
<td>$ 20.00</td>
</tr>
<tr>
<td>7.</td>
<td>Replace 15' DW Approach w /10' Approach (20'X8')</td>
<td>1 EA</td>
<td>$ 2,000.00</td>
<td>$ 2,000.00</td>
<td>$ 1,290.00</td>
<td>$ 1,290.00</td>
<td>$ 2,410.00</td>
</tr>
<tr>
<td>8.</td>
<td>Replace 30' DW Approach (40'X6')</td>
<td>1 EA</td>
<td>$ 3,300.00</td>
<td>$ 3,300.00</td>
<td>$ 1,925.00</td>
<td>$ 1,925.00</td>
<td>$ 4,250.00</td>
</tr>
<tr>
<td>9.</td>
<td>Replace 34' DW Approach w/24' Approach (43'X6')</td>
<td>1 EA</td>
<td>$ 3,400.00</td>
<td>$ 3,400.00</td>
<td>$ 2,050.00</td>
<td>$ 2,050.00</td>
<td>$ 4,000.00</td>
</tr>
<tr>
<td>10.</td>
<td>Replace 10' asphalt DW Approach w /10' Concrete Approach (10'X9')</td>
<td>1 EA</td>
<td>$ 1,200.00</td>
<td>$ 1,200.00</td>
<td>$ 865.00</td>
<td>$ 865.00</td>
<td>$ 1,800.00</td>
</tr>
<tr>
<td>11.</td>
<td>Replace 17' DW Approach (23'X8')</td>
<td>1 EA</td>
<td>$ 2,250.00</td>
<td>$ 2,250.00</td>
<td>$ 1,465.00</td>
<td>$ 1,465.00</td>
<td>$ 2,500.00</td>
</tr>
<tr>
<td>12.</td>
<td>Replace 18' DW Approach (29'X8')</td>
<td>1 EA</td>
<td>$ 2,800.00</td>
<td>$ 2,800.00</td>
<td>$ 1,835.00</td>
<td>$ 1,835.00</td>
<td>$ 2,800.00</td>
</tr>
<tr>
<td>13.</td>
<td>Sidewalk Grind</td>
<td>5 EA</td>
<td>$ 100.00</td>
<td>$ 500.00</td>
<td>$ 30.00</td>
<td>$ 150.00</td>
<td>$ 150.00</td>
</tr>
</tbody>
</table>

**Total Costs:** $ 135,380.00 | $ 108,617.25 | $ 127,150.00 | $ 148,892.10
## FINAL BID TALLY

### 2011 ADA Ramp Improvements - Phase 2

**Owner:** City of Silverton  
**Date:** September 27, 2011, 3:00 PM

<table>
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<th>ITEM NO.</th>
<th>DESCRIPTION</th>
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<th>UNIT</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Mobilization/Demobilization</td>
<td>All Req'd.</td>
<td>L.S.</td>
<td>$4,000.00</td>
<td>L.S.</td>
</tr>
<tr>
<td>2.</td>
<td>Reconstruct ADA Ramp</td>
<td>11 EA</td>
<td>$1,300.00</td>
<td>$14,300.00</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Reconstruct Sidewalk 4&quot; Thick</td>
<td>11,754 SF</td>
<td>$7.00</td>
<td>$82,278.00</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Reconstruct Sidewalk in DW 6&quot; Thick</td>
<td>762 SF</td>
<td>$8.50</td>
<td>$6,477.00</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Reconstruct Type C Curb</td>
<td>329 LF</td>
<td>$25.00</td>
<td>$8,225.00</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Reconstruct Type A Curb &amp; Gutter</td>
<td>155 LF</td>
<td>$30.00</td>
<td>$4,650.00</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Replace 15' DW Approach w/10' Approach (20'X8')</td>
<td>1 EA</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Replace 30' DW Approach (40'X6')</td>
<td>1 EA</td>
<td>$3,300.00</td>
<td>$3,300.00</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>Replace 34' DW Approach w/24' Approach (43'X8')</td>
<td>1 EA</td>
<td>$3,400.00</td>
<td>$3,400.00</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>Replace 10' asphalt DW Approach w/10' Concrete Approach (10'X9')</td>
<td>1 EA</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Replace 17' DW Approach (23'X8')</td>
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<td>$2,250.00</td>
<td>$2,250.00</td>
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<td>Replace 18' DW Approach (29'X8')</td>
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<td>$500.00</td>
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**Total Costs:**  
- **Engineer's Estimate:** $135,380.00  
- **Brown Construction Inc.:** $224,440.00  
- **Gelco Construction Co.:** $98,920.00  
- **Cemex Materials:** $132,558.80
## 2011 ADA Ramp Improvements - Phase 2

**Owner:** City of Silverton

**September 27, 2011, 3:00 PM**

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<td>L.S.</td>
<td>All Req’d</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>2</td>
<td>Reconstruct ADA Ramp</td>
<td>EA</td>
<td>11</td>
<td>$1,300.00</td>
<td>$14,300.00</td>
</tr>
<tr>
<td>3</td>
<td>Reconstruct Sidewalk 4&quot; Thick</td>
<td>SF</td>
<td>11,754</td>
<td>$7.00</td>
<td>$82,278.00</td>
</tr>
<tr>
<td>4</td>
<td>Reconstruct Sidewalk in DW 6&quot; Thick</td>
<td>SF</td>
<td>762</td>
<td>$8.50</td>
<td>$6,477.00</td>
</tr>
<tr>
<td>5</td>
<td>Reconstruct Type C Curb</td>
<td>LF</td>
<td>329</td>
<td>$25.00</td>
<td>$8,225.00</td>
</tr>
<tr>
<td>6</td>
<td>Reconstruct Type A Curb &amp; Gutter</td>
<td>LF</td>
<td>155</td>
<td>$30.00</td>
<td>$4,650.00</td>
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<tr>
<td>7</td>
<td>Replace 15’ DW Approach w/10’ Approach (20’X8’)</td>
<td>EA</td>
<td>1</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>8</td>
<td>Replace 30’ DW Approach (40’X6’)</td>
<td>EA</td>
<td>1</td>
<td>$3,300.00</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>9</td>
<td>Replace 34’ DW Approach w/24’ Approach (43’X6’)</td>
<td>EA</td>
<td>1</td>
<td>$3,400.00</td>
<td>$3,400.00</td>
</tr>
<tr>
<td>10</td>
<td>Replace 10’ asphalt DW Approach w/10’ Concrete Approach (10’X9’)</td>
<td>EA</td>
<td>1</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
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<tr>
<td>11</td>
<td>Replace 17’ DW Approach (23’X8’)</td>
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<td>Replace 18’ DW Approach (29’X8’)</td>
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<td>Sidewalk Grind</td>
<td>EA</td>
<td>5</td>
<td>$100.00</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

**Concrete Works, Inc., Brock Construction, Inc., VanNevel Concrete & Curb, Inc.**

<table>
<thead>
<tr>
<th>ITEM NO.</th>
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<th>UNIT</th>
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<th>UNIT COST</th>
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<td>$4,000.00</td>
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<tr>
<td>2</td>
<td>Reconstruct ADA Ramp</td>
<td>EA</td>
<td>11</td>
<td>$1,300.00</td>
<td>$14,300.00</td>
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<tr>
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<td>Reconstruct Sidewalk 4&quot; Thick</td>
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<td>329</td>
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**TOTAL**

- **Concrete Works, Inc.** $135,380.00
- **Brock Construction, Inc.** $118,183.00
- **VanNevel Concrete & Curb, Inc.** $123,483.00

**Grand Total:** $376,046.00

**Final Bid Tally:** 

- **Concrete Works, Inc.** $135,380.00
- **Brock Construction, Inc.** $118,183.00
- **VanNevel Concrete & Curb, Inc.** $123,483.00

**Grand Total:** $376,046.00
CITY COUNCIL REPORT: CITY OF SILVERTON
TO THE HONORABLE MAYOR AND CITY COUNCILORS
306 S. Water Street----(503) 873-5321

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<td>Resolution No. 11-35 - A Resolution Adopting Updates to the Marion County Natural Hazards Mitigation Plan</td>
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<td>Rick Lewis</td>
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<tr>
<td>Reviewed By:</td>
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<td>Approved By:</td>
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<tr>
<td>1. Resolution No. 11-35</td>
</tr>
<tr>
<td>2. Pages 30, 45, 51 and 57 of the City’s Appendix E Addendum to the Marion County plan</td>
</tr>
<tr>
<td>3. Strike-out version showing language changes to City Appendix E of County plan</td>
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RECOMMENDED MOTION:
Staff recommends a motion to adopt Resolution No. 11-35.

BACKGROUND:
The City of Silverton developed an addendum to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan which was adopted by Council in January, 2010. Since that time, the County’s plan came up for review, and renewal and changes were made to the County plan that impacted the City of Silverton’s addendum to the plan found in Appendix E of the County plan. As a result, it is necessary for the City to adopt a Resolution amending Appendix E as presented. As is stated in the Resolution, plan adoption is required by FEMA in order for the City to be eligible for any pre- or post-mitigation grant funding.

The City’s Addendum to the County plan is 183 pages in length. It is available for review on the City’s website. Enclosed are the relevant pages of the addendum and a strike-out version reflecting all of the changes to the City’s Appendix E Addendum.

BUDGET IMPACT: FY(s): None Funding Source:
A RESOLUTION ADOPTING UPDATES TO THE CITY OF SILVERTON ADDENDUM TO THE MARION COUNTY MULTI-JURISDICTIONAL NATURAL HAZARDS MITIGATION PLAN

WHEREAS, the City of Silverton recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

WHEREAS, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

WHEREAS, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

WHEREAS, the City of Silverton adopted the City of Silverton Addendum to the Marion County Natural Hazards Mitigation Plan, on January 8, 2010; and

WHEREAS, Marion County has subsequently completed an update to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan of which the City of Silverton is party to; and

WHEREAS, the City of Silverton has updated its addendum to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan to reflect new information contained therein through the creation of a new appendix (Appendix E); and

WHEREAS, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan and Appendix E of the City of Silverton Addendum to the Marion County Natural Hazards Mitigation Plan (both dated, January 2011) and pre-approved them (dated, April 21, 2011) contingent upon this official adoption of the participating governments and entities.

NOW, THEREFORE BE IT RESOLVED, that the City of Silverton adopts Appendix E: City of Silverton Addendum to the Marion County Natural Hazards Mitigation Plan 2011 Amendments and Update; and

BE IT FURTHER RESOLVED, with the adoption of Appendix E, the City of Silverton Addendum to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan is updated to reflect the changes identified in said appendix; and

BE IT FURTHER RESOLVED, that the City of Silverton will submit this Adoption Resolution to the Oregon Office of emergency Management and Federal Emergency
Management Agency, Region X officials to enable final approval of the *City of Silverton Addendum to the Marion County Multi-Jurisdictional Natural Hazards Mitigation Plan.*

**Section 1.** Upon a motion duly made and seconded, the foregoing resolution was adopted on the 3rd day of October, 2011.

**Section 2.** This resolution is and shall be effective from and after its passage by the City Council.

__________________________
Mayor

ATTEST:

__________________________
City Manager Pro Tem/Recorder
Low = One incident likely within a 75-100 year period

**Vulnerability** scores address the percentage of population or region assets likely to be affected by a major emergency or disaster, as follows:

*High* = More than 10% affected  
*Moderate* = 1-10% affected  
*Low* = Less than 1% affected

Because Marion County’s Natural Hazards Mitigation Plan (NHMP) does not provide probability and vulnerability estimates, all references to Marion County’s probability and vulnerability rankings are referencing Marion County’s 2006 Hazard Analysis document (see Appendix A). When Marion County’s NHMP is updated in 2012, the county’s steering committee will incorporate probability and vulnerability ratings in the NHMP.

**Drought**

The Marion County Natural Hazards Mitigation Plan adequately identifies the causes and characteristics of drought within the region, as well as historical drought events. Droughts can affect all segments of a jurisdiction, particularly those employed in water-dependent activities (e.g., agriculture, recreation, etc.) Additionally, public water providers can experience shortages. The extent (i.e., magnitude or severity) of a drought depends upon the degree of moisture deficiency, and the duration and size of the affected area.

Droughts are a fairly rare occurrence in Silverton, although they’re possible if the region has a particularly dry winter season. The climate is typically mild with wet winters and dry summers, and rainfall averages about 47 inches per year. According to Marion County’s Natural Hazards Mitigation Plan, two major droughts have occurred in the past 33 years. The period between 1976 and 1977 was the single driest year of the century. Similarly, February 2005 was the driest February on record since 1977. Given the frequency of past events, Silverton estimates a high probability that droughts will occur in the future. (Note: Marion County does not estimate probability or vulnerability ratings for drought-related events. As such, Silverton is unable to say whether its vulnerability and probability estimates are greater than the county’s.)

The city of Silverton has a water storage capacity of 4.5 million gallons, and additional water storage in the Silverton Reservoir. Because the city has adequate storage capacities, the city estimates a low vulnerability to drought events. Due to expected changes and unpredictability in climate patterns, the city acknowledges uncertainty in this estimate, and will re-evaluate conditions when this plan is updated.

Portions of a community that are typically affected by droughts include those that depend on agriculturally-based operations, water-dependent recreational activities, and water-borne transportation systems. Domestic water-users may also be subject to conservation measures and/or could be
flood-proofing methods meet or exceed FEMA standards. (Ord. 08-06 § 3, 2008)

Marion County estimates a high probability that flooding will occur in the future, and a moderate vulnerability to flood hazards. Both ratings are true for the city of Silverton as well. A number of population groups are vulnerable to flooding hazards in Silverton. The Marquis Care Center at Silver Gardens, an elderly care facility, is located in the 100-year floodplain and had to be evacuated in 1996 due to flooding. The elderly are especially vulnerable to floods because they may require evacuation assistance due to mobility and health issues or reluctance to evacuate. Elderly populations may also require special medical equipment at shelters, and are more likely to lack social and economic resources to recover.

Homes near Silver Creek on James, Brook, Willow, Alder, and Silver Streets are also located in the 100-year floodplain, and these areas flooded during the 1996 floods. Mill and Lincoln Streets are also subject to cyclical flooding events. Likewise, the city’s water supply may be compromised in the event of a flood. Currently Silverton’s water supply comes from Abiqua and Silverton Creeks, and a flood could contaminate these water sources or damage the water intake facilities. In addition, the city’s wastewater treatment plant lies in the 100-year floodplain, and a flood could both damage the facility and release untreated sewage into Silver Creek.

The Silver Creek Dam is one of two water sources for the city, and provides a measure of flood control for Silver Creek. In an extremely unlikely flood event, such as very heavy rain followed by snow melt, or debris blockage in the dam, water in the Silver Creek Reservoir could overtop the dam causing damage to the dam (see Figure 12, Inundation Scenario Map below). However, as noted in the Silverton Dam Emergency Action Plan, this event is highly unlikely and the dam provides an adequate level of safety against overtopping.
Landslide

The Marion County NHMP adequately describes the causes, characteristics, location and extent of landslides for the region. Currently, there is no comprehensive list of landslide events and/or dates for Marion County, and the same is true for the city of Silverton.

As shown in Figure 9 above, Earthquake-Induced Landslide Hazard, Silverton’s likelihood of experiencing earthquake-induced landslides ranges from low to moderate. Although the earthquake-induced landslide map cannot be used to predict the occurrence of non-earthquake induced landslides, it does show areas of increased slope. Additionally, Figure 13 below shows areas within Silverton that have a slope greater than 25 degrees. Although the likelihood of landslides occurring on these slopes is unknown, the city can infer that these steep-sloped areas may be vulnerable to slides caused by heavy rainfall or changes in vegetative cover. To conduct a better risk assessment, more information would be needed regarding soils, material content, vegetative cover, and the nature of underlying materials.

The city of Silverton implements a hillside development overlay to protect the city’s natural and topographic character, environmental resources, aesthetic qualities, and the general welfare of citizens. The overlay additionally ensures that developments do not create soil erosion, sedimentation of lower slopes, slide damage, flooding problems, and severe cutting or scarring. Hillside development standards apply to all areas that have an average slope of 12% or higher. In addition to employing building location/design standards, the city regulates grading, cut, storm drainage, driveways, trees, and re-vegetation applications. Please see Silverton’s Municipal Code, Section 2.6 for more information regarding the Hillside Protection Overlay District.

Marion County does not estimate probability or vulnerability ratings for landslide hazards. Due to the city’s topography, Silverton estimates a moderate probability that landslides will occur within city limits. Additionally, Silverton estimates a moderate vulnerability to landslide events, meaning 1-10% of Silverton’s population or community assets could be affected by a landslide event. Depending upon the type, location, severity and area affected, severe property damage, injuries and loss of life can be caused by landslide hazards. Landslides can damage or temporarily disrupt utility services, roads and other transportation systems and critical lifeline services such as police, fire, medical, utility and communication systems, and emergency response. In addition to the immediate damage and loss of services, serious disruption of roads, infrastructure and critical facilities and services may also have longer term impacts on the economy of the community and surrounding area. Highway 214 is of particular concern to Silverton’s steering committee.
load, or dense vegetation). Likewise, the severity of a wildfire is affected by the severity of these conditions. Please see Marion County's NHMP for a more comprehensive description of the conditions that create and/or exacerbate wildfire events.

Within the Marion County Community Wildfire Protection Plan (CWPP), the city of Silverton is listed as a "Community at Risk." The term "at-risk community" means an area --

(A) That is comprised of - (i) an interface community as defined in the notice entitled "Wildland Urban Interface Communities Within the Vicinity of Federal Lands That Are at High Risk From Wildfire" issued by the Secretary of Agriculture and the Secretary of the Interior in accordance with title IV of the Department of the Interior and Related Agencies Appropriations Act, 2001 (114 Stat. 1009) (66 Fed. Reg. 753, January 4, 2001); or (ii) a group of homes and other structures with basic infrastructure and services within or adjacent to Federal land;

(B) In which conditions are conducive to a large-scale wildland fire disturbance event;

(C) For which a significant threat to human life or property exists as a result of a wildland fire disturbance event.

Figure 15 below shows the wildfire areas of concern for the city of Silverton.

Marion County estimates a moderate probability that wildfires will occur in the future. Given Silverton's developmental proximity to wildland areas, a moderate probability rating is accurate for the city as well. According to Marion County's CWPP, Silverton's "fire behavior potential" is influenced by the moderate slopes in the community, broken moderate fuels, and some ladder fuels. The composition of surrounding fuels is conducive to torching and spotting.

Marion County estimates a moderate vulnerability to wildfire events. Because the city has several wildland-urban interface areas (see Figure 15 below), Silverton estimates a high vulnerability to wildfire events. The following vulnerabilities were identified by the city's steering committee on April 15th, 2009:

- Residents who live in the wildland urban interface are a risk to wildfire hazards. These areas include residences in the hills along East Hill and the Eureka, Woodland, and Edison Roads.

- Children, the elderly, asthma sufferers, and hospital patients may be vulnerable to smoke inhalation or excessive ash fall caused by wildfires.
Appendix E:  
City of Silverton  
Addendum to the Marion County Natural Hazards Mitigation Plan  
2011 Amendments and Update

The Oregon Partnership for Disaster Resilience prepared this Appendix to the City of Silverton Addendum to the Marion County Natural Hazard Mitigation Plan (Silverton Addendum) as part of the 2010-11 update to the Marion County Natural Hazard Mitigation Plan. Upon local adoption, the appendix will become part of the Silverton Addendum and will ensure that the City of Silverton maintains FEMA Pre-Disaster Mitigation Program eligibility as well as compliance with the Marion County NHMP.

This appendix is organized according to the sections outlined in the Silverton Addendum. A description of each section is presented below with proposed changes and updates following each.

Section 1: Planning Process

The planning process section of the Silverton Addendum describes the activities used by the steering committee and community to develop the plan. Updates to the Planning Process section are as follows:

On Page 5, following Paragraph 1 of the “Adoption” subsection, insert the following language:

On __________, 2011, Marion County adopted an update to the Marion County Natural Hazard Mitigation Plan. The City of Silverton subsequently adopted Appendix E of the City of Silverton Addendum to the Marion County Natural Hazard Mitigation Plan by resolution on __________, 2011. With said adoption, all changes outlined in Appendix E are incorporated into the City of Silverton Addendum to the Marion County Natural Hazard Mitigation Plan by reference.

Section 2: Community Profile

The community profile section of the Silverton Addendum describes a variety of community characteristics specific to the City of Silverton. Given the limited amount of time that has elapsed since the community profile was developed, no changes are required or proposed.
Section 3: Risk Assessment

The risk assessment section of the Silverton Addendum describes the types, causes, characteristics and relative risk posed by natural hazards on the City of Silverton. Based on new information compiled during the Marion County NHMP update process, updates to the Silverton Addendum include the following:

On Page 30, first paragraph following “Vulnerability scores...”, delete sentences one and two and replace with the following paragraph:

Because Marion County’s Natural Hazards Mitigation Plan (NHMP) does not provide probability and vulnerability estimates, all references to Marion County’s probability and vulnerability rankings are referencing Marion County’s 2006 Hazard Analysis document (see Appendix A). When Marion County’s NHMP is updated in 2012, the county’s steering committee will incorporate probability and vulnerability ratings in the NHMP.

The referenced Marion County probability and vulnerability scores in each hazard annex are taken from the 2011 Natural Hazard Mitigation Plan. The Marion County steering committee reviewed scores during the plan update process (NHMP 2010-11) and modified if the steering committee believed they did not accurately reflect Marion County’s current probability and vulnerability.

On Page 30, Paragraph 2 of the “Drought” subsection, delete sentences 3 through 7, and replace with the following:

According to Marion County’s Natural Hazards Mitigation Plan, two major droughts have occurred in the past 33 years. The period between 1976 and 1977 was the single driest year of the century. Similarly, February 2005 was the driest February on record since 1977. Given the frequency of past events, Silverton estimates a high probability that droughts will occur in the future. (Note: Marion County does not estimate probability or vulnerability ratings for drought-related events. As such, Silverton is unable to say whether its vulnerability and probability estimates are greater than the county’s.)

According to Marion County’s Natural Hazards Mitigation Plan, several major droughts have occurred in the last century. The period between 1976 and 1977 was the single driest year of the century. Similarly, February 2005 was the driest February on record since 1977. Given the frequency of past events, Silverton, agreeing with Marion County, estimates a high probability and vulnerability to drought events.

On Page 45, Paragraph 1 of the “Flood” subsection, delete sentences one and two, and replace with the following paragraph:

Marion County estimates a high probability that flooding will occur in the future, and a moderate vulnerability to flood hazards. Both ratings are true for the city of Silverton as well.
Marion County estimates a high probability that flooding will occur in the future. During the 2010-11 update, Marion County amended the county flood vulnerability rating from moderate to high. Silvertone concurs with the County flood probability assessment; the probability of flooding in Silvertone is high. With an estimate of moderate, Silvertone varies from the county in its assessment of flood vulnerability. The following explanation and findings support the variation between the city and county vulnerability assessments.

On Page 51, Paragraph 1 of the “Landslide” subsection, delete sentence two and replace with the following:

Currently, there is no comprehensive list of landslide events and/or dates for Marion County, and the same is true for the city of Silvertone.

The Marion County NHMP lists a brief history of landslides in the county; there is no comprehensive list of landslide events for Silvertone and there limited evidence of past landslide activity.

On Page 51, Paragraph 4 of the “Landslide” subsection, delete sentence one and replace with the following:

Marion County does not estimate probability or vulnerability ratings for landslide hazards.

The Marion County NHMP estimates the probability and vulnerability to landslide as high and moderate respectively.

On Page 57, Paragraph 5 within the “Wildfire” subsection, add the following sentences between the first and second sentences of the paragraph:

With an estimate of high, Silvertone varies from the county in its assessment of wildfire vulnerability. The following explanation and findings support the variation between the city and county vulnerability assessments.
RECOMMENDED MOTION:
Staff recommends Council authorize the City Manager Pro Tem to execute the attached Intergovernmental Agreement (IGA) between the City of Silverton and Silver Falls School District.

BACKGROUND:
In February 2006, Council authorized staff to move forward on negotiations with the Silver Falls School District to provide video production services for the city’s Public, Educational and Government (PEG) access channel. Since that time, the Council Chamber has been upgraded with audio/visual equipment to broadcast City Council and other commission/committee meetings, School Board meetings, and other government related events. The on-going cooperative effort between the City and District has enhanced and increased SCAN-TV programming for Silverton residents, increased the production value of City and District public meetings, provided educational opportunities and transferable job skills for students, and increased opportunities for additional public involvement in City government.

One item still left from the initial implementation is the subject of policies related to SCAN-TV operations. The attached IGA is not intended to address the issues of content, and equipment usage by non-District/City representatives. The City could simply adopt policies relating to those subject areas, or another option would be to re-establish a PEG committee.

BUDGET IMPACT:          FY(s): 2011/2014   Funding Source: General Fund

Attachments:
1. Intergovernmental Agreement strike out
2. Intergovernmental Agreement clean
INTERGOVERNMENTAL AGREEMENT
VIDEO PRODUCTION SERVICES

This Agreement is between the City of Silverton, Oregon, hereinafter called “CITY” and the Silver Falls School District hereinafter called “DISTRICT”.

WHEREAS, CITY owns video production equipment located in the Community Center; and

WHEREAS, DISTRICT is a governmental entity as defined by ORS 190.010; and

WHEREAS, ORS 190.010 provides that a unit of local government may enter into a written agreement with any other public entity for the performance of any or all functions that are party to the agreement, its officers and agencies have the authority to perform; and

WHEREAS, DISTRICT appears able to provide video production services and to operate the CITY’s video production equipment in an efficient manner; and

WHEREAS, the purpose of this Agreement is to use the CITY’s video production equipment in a manner which conserves public resources, avoids duplication of effort, and meets the needs of the CITY, DISTRICT and the general public;

NOW, THEREFORE, in consideration of the terms, conditions and covenants and performances contained herein, the parties agree as follows:

DISTRICT OBLIGATIONS:

1. DISTRICT agrees to operate for CITY the video production equipment installed in the Community Center and to provide CITY with the video production services stated in this Agreement. DISTRICT shall operate said equipment in such a manner as to ensure optimum performance and the highest level of broadcast/technical standards available with the installed equipment.

2. DISTRICT agrees to cablecast “live,” and videotape for later cablecast (the following week) the following events using CITY’s video production equipment:
   a. A maximum of two City Council meetings per month.
   b. A maximum of two Urban Renewal Agency meetings per month.
   c. A maximum of two Planning Commission meetings per month.
   d. A maximum of two Tourism Promotion Committee meetings per month.
   e. A maximum of three Budget Committee meetings per year.
3. Any other event not specified in paragraph 2 above that CITY requests DISTRICT to have taped or cablecast shall be considered separate from this Agreement. DISTRICT will consider such requests for productions not specified above, provided that DISTRICT has personnel, programming, and other resources available, and that at least two weeks notice is given to DISTRICT by CITY. DISTRICT reserves the right to refuse any additional production requests if resources are not available to cover the event.

4. DISTRICT shall maintain a list of qualified operators to run CITY’s video production equipment. Such operators shall be trained by DISTRICT staff. DISTRICT agrees to assume responsibility for these operators, who shall not be employees of the CITY.

5. DISTRICT and CITY agree to keep in-house log of equipment use, along with discrepancy report, with the operator’s initials for all operators who use the video equipment. A schedule of events and upcoming usage schedule shall be provided to the City on a regular schedule to be posted on the City’s website.

6. DISTRICT agrees to conduct (with CITY assistance) an initial inventory, and to provide CITY with an annual inventory thereafter, including model and serial numbers, for all video production equipment. DISTRICT also will include a point-in-time equipment replacement cost for all system components.

**CITY OBLIGATIONS**

9. DISTRICT shall receive all SCAN-TV revenue for the operation of the CITY’s video production equipment. Such payment shall be made quarterly. Said monies shall be dedicated by DISTRICT for the provision of video production services. At a minimum, CITY shall provide $3000 annually to DISTRICT for production services.

10. CITY shall assume financial responsibility for future city-owned equipment upgrades and purchases (for use by CITY) and CITY shall be responsible for any costs incurred due to fire, theft, vandalism, or loss incurred due to equipment failure beyond normal repair or replacement.

11. City shall invest sufficient resources into SCAN-TV equipment to allow DISTRICT to fulfill its obligations.
12. City shall provide DISTRICT an annual quarterly calendar of meetings for its City Council, Urban Renewal Agency, Planning Commission, Tourism Promotion Committee and Budget Committee. City shall provide a minimum of two weeks notice for additional meetings, but not to exceed the number of meetings per entity listed in Section 2.

GENERAL PROVISIONS

13. **Term.** The term of this Agreement shall be from October 1st, 2006, through September 30, 2014. This Agreement may thereafter be renewed by mutual agreement of the parties for successive one year terms. Renewals of this Agreement shall be by a written memorandum signed by the City Manager and Silver Falls School District Superintendent.

14. **Contacts.** DISTRICT’s designate and primary contact shall be its Superintendent, or designee; CITY’s primary contact shall be its City Manager, or designee. Any notices required by this Agreement shall be in writing and mailed or personally delivered to these contacts at their business address.

15. **Termination.** Any agreement between CITY and DISTRICT may be terminated by either party by giving the other party 60-day written notice. In the event such agreement is terminated in mid-quarter, DISTRICT agrees to refund/reimburse CITY an agreed, pro-rated amount of monies covering the length of service remaining in the current quarter for productions scheduled to be covered, and for equipment/remodeling costs necessary for the District’s on-site SCAN-TV headquarters.

16. **Worker’s Compensation Insurance.** DISTRICT is a subject employer under the Oregon worker’s compensation law and shall comply with ORS 656.017 which requires it to provide worker’s compensation coverage for all their subject workers, unless otherwise exempted by state law.

CITY OF SILVERTON

By: ____________________________

Mayor

Dated: __________________________

SILVER FALLS SCHOOL DISTRICT

By: ____________________________

Dated: __________________________
INTERGOVERNMENTAL AGREEMENT
VIDEO PRODUCTION SERVICES

This Agreement is between the City of Silverton, Oregon, hereinafter called “CITY” and the Silver Falls School District hereinafter called “DISTRICT”.

WHEREAS, CITY owns video production equipment located in the Community Center; and

WHEREAS, DISTRICT is a governmental entity as defined by ORS 190.010; and

WHEREAS, ORS 190.010 provides that a unit of local government may enter into a written agreement with any other public entity for the performance of any or all functions that are party to the agreement, its officers and agencies have the authority to perform; and

WHEREAS, DISTRICT appears able to provide video production services and to operate the CITY’s video production equipment in an efficient manner; and

WHEREAS, the purpose of this Agreement is to use the CITY’s video production equipment in a manner which conserves public resources, avoids duplication of effort, and meets the needs of the CITY, DISTRICT and the general public;

NOW, THEREFORE, in consideration of the terms, conditions and covenants and performances contained herein, the parties agree as follows:

DISTRICT OBLIGATIONS:

1. DISTRICT agrees to operate for CITY the video production equipment installed in the Community Center and to provide CITY with the video production services stated in this Agreement. DISTRICT shall operate said equipment in such a manner as to ensure optimum performance and the highest level of broadcast/technical standards available with the installed equipment.

2. DISTRICT agrees to cablecast “live,” and videotape for later cablecast (the following week) the following events using CITY’s video production equipment:

   a. A maximum of two City Council meetings per month.
   b. A maximum of two Urban Renewal Agency meetings per month.
   c. A maximum of two Planning Commission meetings per month.
   d. A maximum of two Tourism Promotion Committee meetings per month.
   e. A maximum of three Budget Committee meetings per year.
f. Additional hours of other government related programming per year, as requested by CITY, provided that reasonable notice is given to DISTRICT, and DISTRICT is capable of providing said programming based upon available staffing.

3. Any other event not specified in paragraph 2 above that CITY requests DISTRICT to have taped or cablecast shall be considered separate from this Agreement. DISTRICT will consider such requests for productions not specified above, provided that DISTRICT has personnel, programming, and other resources available, and that at least two weeks notice is given to DISTRICT by CITY. DISTRICT reserves the right to refuse any additional production requests if resources are not available to cover the event.

4. DISTRICT shall maintain a list of qualified operators to run CITY’s video production equipment. Such operators shall be trained by DISTRICT staff. DISTRICT agrees to assume responsibility for these operators, who shall not be employees of the CITY.

5. DISTRICT and CITY agree to keep in-house log of equipment use, along with discrepancy report, with the operator’s initials for all operators who use the video equipment. A schedule of events and upcoming usage schedule shall be provided to the City on a regular schedule to be posted on the City’s website.

6. DISTRICT agrees to conduct (with CITY assistance) an initial inventory, and to provide CITY with an annual inventory thereafter, including model and serial numbers, for all video production equipment. DISTRICT also will include a point-in-time equipment replacement cost for all system components.

CITY OBLIGATIONS

9. DISTRICT shall receive all SCAN-TV revenue for the operation of the CITY’s video production equipment. Such payment shall be made quarterly. Said monies shall be dedicated by DISTRICT for the provision of video production services. At a minimum, CITY shall provide $3000 annually to DISTRICT for production services.

10. CITY shall assume financial responsibility for future city-owned equipment upgrades and purchases (for use by CITY) and CITY shall be responsible for any costs incurred due to fire, theft, vandalism, or loss incurred due to equipment failure beyond normal repair or replacement.

11. City shall invest sufficient resources into SCAN-TV equipment to allow DISTRICT to fulfill its obligations.
12. City shall provide DISTRICT a quarterly calendar of meetings for its City Council, Urban Renewal Agency, Planning Commission, Tourism Promotion Committee and Budget Committee. City shall provide a minimum of two weeks notice for additional meetings, but not to exceed the number of meetings per entity listed in Section 2.

**GENERAL PROVISIONS**

13. **Term.** The term of this Agreement shall be from October 1, 2011 through September 30, 2014. This Agreement may thereafter be renewed by mutual agreement of the parties for successive one year terms. Renewals of this Agreement shall be by a written memorandum signed by the City Manager and Silver Falls School District Superintendent.

14. **Contacts.** DISTRICT’s designate and primary contact shall be its Superintendent, or designee; CITY’s primary contact shall be its City Manager, or designee. Any notices required by this Agreement shall be in writing and mailed or personally delivered to these contacts at their business address.

15. **Termination.** Any agreement between CITY and DISTRICT may be terminated by either party by giving the other party 60-day written notice. In the event such agreement is terminated in mid-quarter, DISTRICT agrees to refund/reimburse CITY an agreed, pro-rated amount of monies covering the length of service remaining in the current quarter for productions scheduled to be covered, and for equipment/remodeling costs necessary for the District’s on-site SCAN-TV headquarters.

16. **Worker’s Compensation Insurance.** DISTRICT is a subject employer under the Oregon worker’s compensation law and shall comply with ORS 656.017 which requires it to provide worker’s compensation coverage for all their subject workers, unless otherwise exempted by state law.

**CITY OF SILVERTON**

By: __________________________
Mayor

Dated: ________________________

**SILVER FALLS SCHOOL DISTRICT**

By: __________________________

Dated: ________________________

ATTEST: ______________________
City Recorder/City Manager