

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

Silverton High School Library and Zoom Web Conference Platform

March 7, 2022 6:00 p.m.

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

Mayor Palmer called the meeting to order at 6:00 p.m. The City Council and staff were present both in person and through the virtual meeting platform Zoom. Mayor Palmer explained this meeting is being held in a hybrid format, pursuant to House Bill (HB) 2560.

<u>Present</u>	<u>Absent</u>	
<u>X</u>	<u> </u>	Mayor Kyle Palmer
<u>X</u>	<u> </u>	Council President Jason Freilinger
<u>X</u>	<u> </u>	Jim Sears
<u>X</u>	<u> </u>	Jess Miller
<u>X</u>	<u>(Joined at 6:02)</u>	Dana Smith
<u>X</u>	<u> </u>	Elvi Cuellar Sutton
<u> </u>	<u>Excused</u>	Crystal Neideigh

Staff Present:

City Manager, Ron Chandler; Community Development Director, Jason Gottgetreu; Public Works Director, Travis Sperle; Deputy City Manager/Finance Director, Kathleen Zaragoza; City Engineer, Bart Stepp; Chief of Police, Jim Anglemier; Assistant to the City Manager/City Clerk, Traci Nichols.

II. APPROVAL OF MINUTES

Approval of the minutes from the February 7, 2022 Regular Meeting. Councilor Sutton motioned to approve, Councilor Sears seconded. Motion passed.

III. OATHS OF OFFICE/PUBLIC RECOGNITION

None noted.

IV. PUBLIC COMMENT

No comments received in the City Clerk’s office. Representatives from the Gordon House were in person at the Silverton High School to present public comment.

Deb Lentz of the Gordon House spoke, stating she had a report to submit for Council. She said there was a new manager, Faith Rockenstein, who would be dealing with Council quite a bit. Council had no questions for Ms. Lentz.

V. SCHEDULED PRESENTATIONS

5.1 Silverton Chamber Monthly Update – Executive Director Stacy Palmer began the discussion, stating they had 4 new members to recognize. She reminded Council that the Silverton Business Group meets at Silver Falls Brewery on Wednesdays at 8am. There will now be speakers scheduled for those meetings. North Star Antiques is this week. Little Leaf Café is next week. March 30th, the speaker will be Glen Damewood who will be discussing the High Water Café

construction downtown. She thanked everyone for attending the 51st annual First Citizen banquet. The Chamber was happy to add a City presentation of a special award to an employee, and continue on with the Mayor's Award. There were 170 in attendance, many of whom were thankful for the ability to gather in person. Main Street Bistro was thanked for their supply of food and beverage for the event. The Chamber and citizens of Silverton are working with North Marion Tourism (a group made up of Silverton and surrounding communities) and the many tourism-related projects they are working on, and working with Travel Oregon to secure funding for said projects. The Chamber's new business group is working with a number of partners to bring resources and information to those who are interested in starting new businesses. The hope is to develop mentoring relationships with attendees and community partners. They are also working toward a co-work space, or hub, for their entrepreneurs. The next Chamber event is the Golf Tournament on May 20th, at Evergreen Golf Course. Flower baskets will go up in mid-May, and will stay up until sometime in September, dependent on the weather and contributions. The Chamber is asking the City to consider adding hooks or banner poles to the new lighting fixtures on McClaine Street. They are considering hanging baskets, or possibly banners in that area.

5.2 2021 Fiscal Year Audit Report – Brad Bingenheimer from Boldt, Carlisle and Smith spoke regarding the City of Silverton audit. He indicated that their report had been presented on December 29, 2021. He said that the fiscal year ended with the City having \$81.6 million net assets, an increase of 7.1 million. He stated that the City's fund increases were an indicator of financial health.

VI. PUBLIC HEARING

6.1 – Zone Change Application on Reserve Street for Water Treatment Plant – Mayor Palmer addressed the audience regarding quasi-judicial public hearing, which began at 6:24pm. No City Council members wished to abstain. None had a conflict of interest. No Councilors had any significant ex-parte contact. No members of the audience wished to challenge the jurisdiction of the City Council. No members of the audience wished to challenge any member of the Council on potential bias or conflict of interest. Community Development Director Jason Gottgetreu shared his screen and presented a series of slides pertaining to this application. Site is currently vacant, and adjacent to the current Water Treatment Plant. He explained various particulars, illustrating the elements of the project. He addressed the recommendations the Planning Commission had come up with. No members of the audience wished to speak either in favor or in opposition of the application. No members of the audience had any questions regarding the application.

One citizen present at the Silverton High School had a comment: Pam Billings, 12689 Finley Rd commented. She said that she appreciated how much the Council paid attention, especially with regard to the landscape and the noise. Mayor Palmer entertained a motion to close; Councilor Freilinger moved to close Public Hearing. Councilor Miller seconded. Motion passed; public hearing closed at 7:07pm.

Councilor Freilinger stated he was in favor of doing all 3 sides of the sidewalk, and was concerned about the screening and the fencing. Councilor Sears wasn't sure how to resolve those issues if the Code wasn't clear. He also shared his ideas regarding sidewalk placement. Councilor Sutton agreed with Councilor Sears – she thought the sidewalk needed to be moved up. She said this showed another hole in the [City] Code, where things weren't definitive. She stressed that the City should speak to the neighbors. CDD Gottgetreu said the Transportation Safety Plan did state that the sidewalk plan was specific to the structure being built.

Councilor Freilinger made a motion to establish criteria, and read the ordinance. He motioned to support sidewalks on all 3 sides, with abutting adjacent to Reserve Street and Ames, that the arborvitae was retained, appropriately landscape the area, and inquire as to what the neighbors on all sides would like to do. Sutton seconded. Motion passed. Councilor Freilinger motioned to approve Ordinance 22-02 on first reading, with the changes suggested. Sears seconded. Motion passed. Councilor Freilinger moved to pass Ordinance 22-02 on second reading. Sutton seconded. Motion passed. Results of public hearing: Ordinance passed, with some changes.

***Council took a brief break from 7:37-7:46 ***

VII. DISCUSSION/ACTION

7.1 – Civic Center Bid Award – Civic Center project estimate was \$14.9 – 15.7 million dollars. Construction award was given to Corp, Inc, with a bid amount of \$14,750,000. Staff recommendation is to go with the low bid, with alternate 1 only. Councilor Freilinger clarified add alternate 1 was recommended against, but add alternate 2 was recommended. CDD Gottgetreu confirmed that information. Compass representative Luis Mendoza spoke, indicating they recommended the bid given by Corp, Inc. Councilor Freilinger moved to authorize the City Manager to enter into a contract with Corp, Inc, for 14,750,000. Councilor Sutton seconded. Motion passed.

7.2 – Oregon Parks and Recreation Grant Application – CDD Gottgetreu spoke about this matter. He requested staff be granted permission to apply for this grant, which would be for Pettit Property phase one. This phase includes a parking lot, picnic shelter and a trail system. Councilor Freilinger moved to adopt Resolution 22-04, Sutton seconded. Motion passed.

7.3 – Street Overlay Project Approval – Public Works Director Travis Sperle spoke, indicating this project was for a portion of the downtown core. City Engineer Bart Stepp discussed the particulars of the project, the locations, and the exact detail on what types of materials would be used. This will include pavement improvements on Lewis Street from Water Street to First, on First from Lewis to Jersey, on Jersey from First to Second, and on Second from Jersey to Main. Councilor Freilinger motioned to authorize the City Manager to award the overlay project to K&E Paving of Salem. Councilor Sears seconded. Motion passed.

7.4 – Rock Street Storm Drain Approval – Public Works Director Travis Sperle spoke regarding the storm system running down to Jersey Street. A survey needs to be done to figure out what properties are affected, so staff knows where to go from here. City Engineer Bart Stepp explained there are catch basins on Rock/Reserve Streets essentially dumping down to back yards on Jersey Street. Councilor Freilinger motioned to authorize the City Manager to award Rock Street service contract to Forty Five North Surveying. Sutton seconded. Motion passed.

7.5 – Water Curtailment – Resolution 22-05 – City Manager Ron Chandler presented the staff report, with new language to reflect that what used to be Level 1 curtailment based on certain markers would now be a voluntary seasonal curtailment that runs from May 1-September 30. Councilor Sears motioned to adopt Resolution 22-05, with the Level 1 alert revision, with the exception of adding language in the mock-up Resolution [Resolution 22-05A]. Councilor Smith seconded. Councilor Freilinger voted in opposition. He feels there should be an education campaign, and hopefully water curtailment will [voluntarily] ensue. Motion passed.

7.6 – Five Year Capital Plans – City Manager Ron Chandler presented the staff report and information, following up on previous discussions regarding the Five Year Capital Plans. Councilor Sears motioned to approve the five year plan, with an amendment to look at expanding the scope of Second Street to include curbs on the west side, if additional funding can be obtained. Councilor Freilinger seconded. Motion passed.

**** Council took a break from 9:17pm to 9:23pm ****

7.7 – City Council Protocols and Guidelines – City Manager Ron Chandler presented the staff report, addressing the original 2004 document. Part of that document requirement was that the Protocols are updated every 2 years. CM Chandler illustrated the changes made in the newly-updated document. Councilors being 'present' in a meeting, as illustrated on page 8 of the proposed document, was more broadly defined to include Zoom and telephone presence. Councilor Freilinger brought up changing the time of the Council meeting. Mayor Palmer indicated he would entertain a 30-minute adjustment. Councilor Sears expressed concerns on late-running meetings. He expressed compassion for those who work outside town. He doesn't want to get back to the situation where they go until 11:30 or midnight. Councilor Smith said she would support the 6:30 start time. Councilor Sutton said she'd be fine with 6:30, though ending late doesn't work for her. She is looking at ways the meetings can be more efficient. Councilor Sears stated the document has a standard adjournment of 10:00pm, with a provision that indicates the meeting can go until 11:00pm on agreement from the majority of Council. Councilor Freilinger motioned to approve Resolution 22-06, with a provision to move Council meetings to 6:30, retaining the 10:00pm time frame, with a hard stop at 11:00pm. Councilor Sutton seconded. Motion passed.

VIII. CONSENT

8.1 – Audit – Plan of Action – Councilor Sears motioned to pass Resolution 22-07, adopting a plan of action for the City with regard to segregation of duties within Finance staff and implementation of additional audit steps. Councilor Miller seconded. Motion passed.

8.2 – Community Development Block Grant Requirement – Councilor Sears motioned to pass Resolution 22-08, adopting and implementing the Language Access Plan to ensure compliance with Federal Law and Community Development Block Grant projects, and to provide City staff in meeting needs and planning to assist individuals with limited English proficiency.

IX. CITY MANAGER UPDATE

City Manager Ron Chandler gave some updates regarding Civic Center financing, and the fact that the financing would be much less than anticipated.

CM Chandler brought up the City Council goals. He addressed what language had been changed, with consideration for the previous meetings and concerns brought forward from Council.

X. COUNCIL COMMUNICATIONS

Councilor Sears had no further communication. Councilor Smith had no further communication. Councilor Miller provided updates on the Environmental Management Committee: there was no quorum for the last meeting, there was one resignation from the committee, and there has been no communication from one member, who also hasn't attended meetings. Additionally, Cherriots is looking into incorporating Silverton into their transportation district. Councilor Sutton would like Council to look at the code that addresses public parking for multiple days, and would like to address that further. She would like to see Council adopt code with some new language. She visited a park today that had water bottle fills connected to water fountain stations. She thinks it would be a good idea to see those in our parks. She said it would help promote reuse of water bottles, instead of plastic bottles. She wants to address black chain link fencing next to Chamber of Commerce. Can more fencing be added to the path toward the library to enhance safety?

Councilor Freilinger had no further communication. Mayor Palmer congratulated Nabor Castro on his award for outstanding public service by a City employee. He [Nabor Castro] had substantial input from the public for doing his job well. Mayor Palmer selected Planning Commission Chairperson Clay Flowers for the Mayor's Award. He said the Oregon Garden Foundation had asked that appointments be made at tonight's meeting, replacing 2 members (one position was previously held by Randal Thomas, but has now been replaced by Darcy Ruef, and one extension of term: Kathleen Zaragoza).

XI. EXECUTIVE SESSION

Council moved to Executive Session at 9:58. Executive Session ended at 10:36.

XII. ADJOURNMENT

NOTE: The Zoom meeting link expired at 10:30pm, and due to that, Council returned to Regular Session to adjourn through a separate Zoom link at 10:44pm. Councilor Sutton made a motion to adjourn, and Mayor Palmer adjourned the meeting at 10:45pm.

Respectfully submitted by:


/s/Traci Nichols, Assistant to the City Manager/City Clerk

March 4, 2022

Silverton City Council
306 Water Street
Silverton, OR 97381

Re: Gordon House Annual Report

On behalf of the Gordon House Conservancy Board of Directors, we offer our annual State of the House Report to the Council.

The state of the Gordon House is very good, in spite of Covid-19 challenges. A total of 3,333 visitors toured the house in 2021. Tour income was \$59,000. The 2020 number was 988. People are returning. Our small but growing store added just short of \$14,000 to our coffers. In 2020 that number was \$5000. The store was created online in 2020 and is available to all to visit. As our visitor numbers and store sales increase so does our operating income. Our overall revenue in 2021 was \$186,000 which includes the \$3500 grant from the City of Silverton for utilities.

We used our down time to begin the grant process to acquire funds for much needed restoration and improvements to the house. Accessibility to the house for those with disabilities is often difficult. The Oregon Community provided \$6000.00 for 3 projects.

- One – A video tour, in multiple languages, of the house so cannot access the second Floor may “tour” it. We received \$750.00 to make the video tour from the Marion County Development Corp.
- Two – A remake of the interpretive panels by the parking lot to include Braille and multiple languages.
- Three – A travelling library exhibit was created so people who can't visit the house may still learn and experience it. A Silverton Community Promotion Grant of \$1500.00 helped fund this project.

We are grateful for all of those who have helped us provide a wider experience of the House to visitors. Our sincere appreciation goes out to Community Development Director Jason Gottgetreu, the City Manager and City Council.

We are currently working on repairs to a main ceiling beam that has needed work for some time. Grant funds of \$13,250.00 were provided by the Oregon Cultural Trust. We look forward to showing off the house once the beam is repaired.

In 2021, many people scheduled events at the house, including 14 Night With Wright visits and 2 weddings. The 2022 calendar is already filling up with events.

December brought us news that our manager of 4 years, Val Van Alstine, took another position. Faith Rockenstein is our new manager. We are delighted to have her on our team.

This year, 2022, will be the 20th anniversary of the relocation of the House to Silverton. May of 2023 will be the official Anniversary celebration. The Gordon House, in conjunction with the Frank Lloyd Wright Building Conservancy, will host Frank Lloyd Wright fans at an event at the Gordon House and other local sites. In preparation for this event you will see many changes, inside and out, at the House.

I speak for the Board of Directors, our staff, and volunteers when I express our collective pride in what we have accomplished in 20 years. Being a part of a regional tourist destination makes us proud. And we are proud to be a part of this beautiful and thriving community. We look forward to contributing and benefiting from its continued growth and prosperity.

If you have any questions, we are happy to respond and provide whatever additional information you may need. Thanks you for the opportunity to present to Council and we look forward to an excellent ongoing relationship with the city.

Sincerely,

Deb Lentz
Chair of The Gordon House Conservancy Board of Directors