



CITY OF SALEM

Meeting Agenda

City Council

555 Liberty St SE
Salem, OR 97301

Monday, January 8, 2024

6:00 PM

**Council Chambers /
Hybrid Meeting**

This meeting is being conducted both in-person and remotely and allows remote attendance by the governing body, when requested. Interested persons may attend the meeting in Council Chambers or view the meeting in real-time on the City of Salem YouTube Channel, thanks to a partnership with CC:Media. Comcast Cable subscribers can watch on CC:Media Channel 21. Please submit comments on agenda items by 5:00 p.m., or earlier, on the day of the meeting at cityrecorder@cityofsalem.net. If attending the meeting remotely, public comment and testimony may be provided during the meeting via Zoom. Remote attendees must pre-register between 8:00 a.m. and 4:00 p.m. on the day of the meeting using this link <https://www.cityofsalem.net/comment-at-council>.

EXECUTIVE SESSION

None.

WORK SESSION

None.

1. OPENING EXERCISES: (Includes call to order, roll call, pledge of allegiance, announcements, proclamations, ceremonial presentations, and Council comment)

Call to Order

Roll Call

Pledge of Allegiance

Election of Council President

1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA

1.2 COUNCIL AND CITY MANAGER COMMENT

1.3 PROCLAMATIONS

1.4 PRESENTATIONS

2. PUBLIC COMMENT: (Comment on agenda items other than public hearings and deliberations)

3. CONSENT CALENDAR: (Includes approval of minutes, adoption of routine resolutions, and items of business requiring Council action)

3.1 MINUTES

3.1a. [23-492](#) December 4, 2023 Draft City Council Minutes

Attachments: [12-4-23 Draft City Council Minutes](#)

3.1b. [23-499](#) December 11, 2023 Draft City Council Minutes

Attachments: [12-11-23 Draft Council Minutes Revised.pdf](#)

Revision - Revised Item 5.e to include the ward number for Nick Beleiciks.

3.2 RESOLUTIONS

3.2a. [23-500](#) Acquisition of Property for the 2022 Safety and Livability Bond Bridge Rehabilitation Projects

Ward(s): 1 and 2

Councilor(s): Stapleton and Nishioka

Neighborhood(s): Northeast Neighbors (NEN), Central Area Neighborhood Development Organization (CAN-DO), and South Central Association of Neighbors (SCAN)

Result Area(s): Safe, Reliable and Efficient Infrastructure

Recommendation:

Adopt Resolution 2024-3, declaring a public need to acquire and the City of Salem's intent to negotiate for the acquisition of public right-of-way and easements for the 2022 Safety and Livability Bond Bridge Rehabilitation Projects.

Summary:

The 2022 Safety and Livability Bond Bridge Rehabilitation Projects will reinforce four bridges in various locations to remove load restrictions. (Attachment 1, Project Location Map) The project is

currently in the design phase.

Attachments: [Attachment 1 - Project Location Map rev1.pdf](#)
[Attachment 2 - Resolution Number 2024-3.docx](#)
[Attachment 3 - Exhibit 1 - Identified Properties and Ownership Summary.pdf](#)

3.3 ACTION ITEMS

- 3.3a.** [23-466](#) Appointments to the Citizens Advisory Traffic Committee, Community Police Review Board, Downtown Advisory Board, and Salem Public Library Advisory Board.

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods
Result Area(s): Good Governance

Recommendation:

Appoint applicants to the Citizens Advisory Traffic Committee, Community Police Review Board, Downtown Advisory Board, and Salem Public Library Advisory Board as recommended by the Boards & Commissions Appointment Committee.

Summary:

Consideration of Appointments to the Citizens Advisory Traffic Committee, Community Police Review Board, Downtown Advisory Board, and Salem Public Library Advisory Board.

Attachments: [Kelly Rath's Application - Redacted](#)
[Laurie Miller Application - Redacted](#)
[Cheryl Hummon Application - Redacted](#)
[Dana Castano Application - Redacted](#)
[Jason Allen Application - Redacted](#)

- 3.3b.** [23-488](#) Lease with Mid-Willamette Valley Community Action Agency, Inc. for real property located at 1185 22nd Street SE.

Ward(s): 2
Councilor(s): Nishioka
Neighborhood(s): SESNA
Result Area(s): Good Governance; Safe and Healthy Community; Welcoming and Livable Community.

Recommendation:

Authorize the City Manager to execute the attached lease with Mid-Willamette Valley Community Action Agency, Inc.

Summary:

The City acquired the property located at 1185 22nd Street SE (Premises) on July 23, 2021, to utilize as a Navigation Center. On

August 29, 2022, the City executed an Operation Agreement (Agreement) with Mid-Willamette Valley Community Action Agency, Inc. (Lessee) for operation of the Navigation Center. In conjunction with the Agreement, a lease for the Premises is necessary.

Attachments: [Lease](#)

[Exhibit B to Lease.pdf](#)

[Exhibit C to Lease.pdf](#)

Revised - Under the Summary section of the staff report, the address direction was revised from 1185 22nd Street NE to 1185 22nd Street SE.

4. PUBLIC HEARINGS

- 4.a. [23-418](#) Exemption from Competitive Bidding Process and Authorization of an Alternative Contracting Method for the Geer Park Skate Park

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): North East Salem Community

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt Resolution No. 2024-2 in support of an exemption from the competitive bidding process and use of a Design Build contracting method for the Geer Park Skate Park project.

Summary:

The City of Salem Five-Year Capital Improvement Plan (CIP) for Fiscal Years 2022 through 2024 allocates \$2.4 million of Parks System Development Charges for the construction of the Geer Park Skate Park. A Design Build contracting method is recommended for the project due to the specialty and technical nature of designing and building skate park features. The proposed method allows the Design Build contractor to form one team with architects and engineers and work together with the City to optimize the design, cost and schedule of the project.

Attachments: [Resolution 2024-2](#)

[Exhibit A - Exemption from Competitive Bid and Findings](#)

- 4.b. [23-456](#) Exemption from Competitive Bidding Process and Authorization of an Alternative Contracting Method for the Salem Civic Center Improvement Project

Ward(s): Ward 2

Councilor(s): Nishioka

Neighborhood(s): CANDO

Result Area(s): Welcoming and Livable Community

Recommendation:

Adopt Resolution No. 2024-1 in support of an exemption from the competitive bidding process and use of a Design Build contracting method for the Salem Civic Center project.

Summary:

The 2022 City of Salem Safety and Livability Bond includes \$39.5 million for construction of the Salem Civic Center Improvement Project. Work on the initial task of pre-design master planning is almost complete. A Design Build contracting method is recommended for designing and constructing the project due to the technical complexity associated with the seismic improvements; to minimize impacts to the public that depend on the Civic Center for meetings and business; and to maximize the improvements within the available budget. With a Design Build contracting method one team of architects, engineers, and contractors will work side by side with the City to optimize the design, construction methods, costs, and schedule for the project.

Attachments: [Attachment 1 - Resolution 2024-1.doc](#)

[Attachment 2 - Exhibit A Civic Center Facts and Findings.doc](#)

5. SPECIAL ORDERS OF BUSINESS: (Items deferred from the Consent Calendar; Mayor and Councilor Items; Items which require a selection among options; or of special importance to Council; management reports; presentations by City boards, commissions, committees, or outside agencies)

5.a. [23-507](#) Revenue Task Force status update.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Good Governance.

Recommendation:

Information only.

Summary:

On November 27, 2023, Salem City Council formed a Revenue Task Force. At their December 11, 2023, City Council approved the Revenue Task Force Charter and discussed membership selection process and timeline. City Council will discuss a recommended Task Force roster on January 22, 2024. Additional status reports to Council are anticipated on a monthly basis, with a Work Session devoted to the Task Force recommendations on July 15, 2024. Additional information regarding the timeline and key dates will be presented at the City Council meeting.

Attachments: [Salem Revenue Task Force Council Update PowerPoint Presentation](#)

Addition - Added Powerpoint Presentation attachment.

5.b. [23-511](#)

On November 20, 2023, the City Council held a Work Session to consider an annual community report on priorities from the 2023 Policy Agenda, and possible adjustments to priorities for inclusion in the 2024 City Council work plan, the annual policy agenda.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): All Result Areas - Good Governance; Natural Environment Stewardship; Safe and Healthy Community; Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Approve the City Council and community priorities outlined in the 2024 Policy Agenda.

Summary:

Through its annual Policy Agenda, City Council makes its priorities for action clear to staff and the community and provides direction on aligning resources towards the Strategic Plan Policy areas through the City's budgeting process. The 2023 City Council Policy Agenda was adopted on February 13, 2023. In addition to furthering objectives of the 2021-2026 Strategic Plan, the City Council's policy priorities for 2023 are concentrated in four areas:

1. responding to our sheltering crisis;
2. planning for our future;
3. engaging our community; and
4. sustaining infrastructure and services.

Each fall, as the City Council begins to develop a framework for its policy priorities for the coming year, staff prepare an update on major initiatives in an annual Community Report (Attachment 1).

Attachments: [2023 Community Report](#)

Revised - On page 3, under Facts and Findings, under the "Expand civic engagement" section of the staff report, the year was revised from 2022 to 2024.

6. INFORMATION REPORTS: (Items that require no Council action)

6.a. [23-494](#)

Purchases approved administratively from November 1, 2023 through November 30, 2023.

Ward(s): All Wards

Councilor(s): All Councilors
 Neighborhood(s): All Neighborhoods
 Result Area(s): Good Governance

Recommendation:

Information only.

Summary:

Specific awards and the sources of funds for all contracts administratively awarded, renewed, or modified during the month of November. Included in the report are procurement contracts and public contracting activities with a current fiscal year impact and annual contracts.

Attachments: [Purchases approved administratively November 2023.pdf](#)

- 6.b. [23-505](#) City Council Rule Committee report and recommendations to modify City Council Rules

Ward(s): All Wards
 Councilor(s): All Councilors
 Neighborhood(s): All Neighborhoods
 Result Area(s): Good Governance.

Recommendation:

Information only.

Summary:

The City Council Rules Subcommittee (Committee) met four times beginning in March 2023 to review the City Council Rules, deliberate on potential changes and additions to the Rules and provide a unanimous recommendation to City Council for a package of Rules changes.

Attachments: [Recommended Changes to City Council Rules .docx](#)

[Table of Recommended Changes 110823.docx](#)

[Council Call Up Table.docx](#)

[URA Rules of Procedure - Revised Draft December 2023.doc](#)

[Recommended Changes to City Council Rules - Redline Version.pdf](#)

[URA Rules of Procedure - Revised Draft December 2023 - Redline Version.pdf](#)

[Public Comment received by 2:00 p.m., January 8, 2024.pdf](#)

Add - Added redline versions for Recommended Changes to City Council Rules and URA Rules of Procedure.

Added public comment.

- 6.c. [23-503](#) Appointments to the Salem Human Rights Commission and Historic Landmarks Commission

Ward(s): All Wards

Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

Charles Weathers is appointed to the Historic Landmarks Commission for a term #1 ending on 12/31/2026.

Cara Kaser is appointed to the Historic Landmarks Commission for a term #1 ending on 12/31/2026.

Jessica Curteman is reappointed to the Historic Landmarks Commission for a term #2 ending on 12/31/2026.

Kaitlin Strathdee is appointed to the Salem Human Rights Commission for a partial term ending on 12/31/2024.

Hamadi Jackson is reappointed to the Salem Human Rights Commission for a term #2 ending on 12/31/2026.

Laura Fouts is reappointed to the Salem Human Rights Commission for a term #2 ending on 12/31/2026.

Jackie Leung is reappointed to the Salem Human Rights Commission for a term #1 ending on 12/31/2026.

Joaquin Lara Midkiff is reappointed to the Salem Human Rights Commission for a term #1 ending on 12/31/2026.

Authority for the Salem Human Rights Commission comes from SRC Chapter 8 (last printing 6/2009) most recent ordinance 26-98) See Ordinance No. 11-18 re: name change (6/2018).

Authority for the Historic Landmarks Commission comes from SRC Chapter 20C.

- Attachments:** [Charles Weathers Application Redacted](#)
[Cara Kaser Application Redacted](#)
[Kaitlin Strathdee Application - Redacted](#)

6.d. [23-465](#) Appointments to Advisory Committee for the Regional Scenario Plan

Ward(s): All Wards
Councilor(s): All Councilors
Neighborhood(s): All Neighborhoods

Recommendation:

Information Only.

The following are appointed to the Advisory Committee for the

Regional Scenario Plan: Mayor Hoy, Councilor Stapleton, Councilor Phillips

6.e. [23-508](#)

Summary of recent activity and progress on 2022 voter-approved Safety and Livability Bond measure.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Safe, Reliable and Efficient Infrastructure; Strong and Diverse Economy; Welcoming and Livable Community.

Recommendation:

Information only.

Summary:

In 2023, the City established an oversight committee to guide spending, timing, and prioritization of projects to be funded with the voter-approved Safety and Livability Bond measure. Also in 2023, the first of three bond sales occurred, design work began on several bond-funded projects, and fire trucks and equipment were purchased. City Council received updates from the Bond Oversight Steering Committee in April and August of 2023.

Attachments: [Salem Area Chamber of Commerce December 7, 2023 presentation](#)

7. ORDINANCES

7.1 FIRST READING:

7.1a. [23-491](#)

An annexation of an approximate 0.78-acre territory located at 572 Hile Lane NE with a Minor Comprehensive Plan Map Amendment to Multi-Family Residential and Zone Change to RM-II (Multiple Family Residential).

Ward(s): Ward 6

Councilor(s): Hoy

Neighborhood(s): East Lancaster Neighborhood Association

Result Area(s): Welcoming and Livable Community

Recommendation:

Advance Ordinance Bill No. 1-24, approving the annexation of territory located at 572 Hile Lane NE together with a Minor Comprehensive Plan Map Amendment for the territory to Multi-Family Residential, Zone Change to RM-II (Multiple Family Residential), and withdrawal of the territory from the Marion County Fire District #1 and East Salem Sewer and Drainage District, to second reading for enactment.

Summary:

Annexation of an approximate 0.78-acre territory located at 572 Hile Lane NE with a Minor Comprehensive Plan Map Amendment to Multi-Family Residential and Zone Change to RM-II (Multiple Family Residential).

Attachments: [Vicinity Map](#)

[Ordinance Bill No. 1-24](#)

[Exhibit A to Ordinance Bill No. 1-24 - Territory Legal Description and Map.pdf](#)

7.2 SECOND READING:

8. PUBLIC COMMENT: (Other than agenda items)

9. ADJOURNMENT

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the meeting. To request accommodations or services, please call 503-588-6255 or 503-588-6003 (TTD/TTY 503-588-6439), or by e-mail at: cityrecorder@cityofsalem.net at least two business days in advance.

Si necesita ayuda para comprender esta información, por favor llame 503-588-6003.

UPCOMING PUBLIC HEARINGS, AND WORK SESSIONS

- a. [23-498](#) Unless otherwise noted, all meetings and public hearings will be conducted in Council Chambers, located at City Hall, 555 Liberty Street SE, Room 240, with the option for remote attendance. Please see the meeting agenda header for more details on remote attendance. The meetings are also available to watch in real-time online at CC:Media YouTube Channel, as well as Comcast Cable CC:Media Channel 21.

CITY COUNCIL PUBLIC HEARINGS:

Annexation of an approximate 0.96-acre territory, application of MU-III (Mixed Use-III) zoning, and withdrawal from the Marion County Fire District #1 and East Salem Sewer and Drainage District for property located at 4370 Fisher Road NE (Annexation No. C-753)
Monday, January 22, 2024 at 6:00 p.m.

Connecting Approximately 40 Homes in the Sleepy Hollow Neighborhood to the City's Public Water System
Monday, January 22, 2024 at 6:00 p.m.

FY 2025 Recommended Budget
Monday, June 10, 2024 at 6:00 p.m.

State Revenue Sharing
Monday, June 10, 2024 at 6:00 p.m.

SALEM HOUSING AUTHORITY PUBLIC HEARINGS:

URBAN RENEWAL AGENCY PUBLIC HEARINGS:

FY 2025 Recommended Budget
Monday, June 10, 2024 at 6:00 p.m.

CITY COUNCIL WORK SESSIONS: (Unless otherwise noted, work sessions are held in the Anderson Rooms at Salem Public Library, 585 Liberty St SE)

Sheltering and Homelessness in Salem: Partnerships and Progress
Tuesday, February 20, 2024 at 6:00 p.m.

Options for Allocation of Opioid Settlement Funds
Monday, March 18, 2024 at 6:00 p.m.

BUDGET COMMITTEE MEETINGS: (Budget Committee meetings are

held in Council Chambers, 555 Liberty Street SE, Room 240)

Presentation of the FY 2025-2029 Five-Year Financial Forecast
Wednesday, January 10, 2024 at 6:00 p.m.

City Manager Presents Proposed FY 2025 Budget to the Budget
Committee - Result Areas Reviewed: Welcoming and Livable
Community, Natural Environment Stewardship
Wednesday, April 17, 2024 at 6:00 p.m.

Budget Committee Review Meeting - Result Areas Reviewed: Strong
and Diverse Economy, Urban Renewal Agency, Safe Reliable and
Efficient Infrastructure, CIP Public Hearing
Wednesday, April 24, 2024 at 6:00 p.m.

Budget Committee Review Meeting - Results Areas Reviewed: Safe
Community, Good Governance
Wednesday, May 1, 2024 at 6:00 p.m.

Budget Committee Recommends FY 2025 Budget to the City Council
and Urban Renewal Agency
Wednesday, May 8, 2024 at 6:00 p.m.

2024 NEIGHBORHOOD ASSOCIATION ANNUAL MEETING DATES:

Neighborhood - Annual Meeting Date - Time - Councilor
SGNA-----January 11-----6:45 p.m.-----Gwyn, Nordkye
SEMCA-----April 9-----10:00 a.m.-----Nishioka, Phillips
Grant-----May 2-----6:15 p.m.-----Stapleton
Highland-----May 9-----6:30 p.m.-----Gonzalez, Stapleton
ELNA-----June 6-----7:00 p.m.-----Hoy
Morningside-----June 12-----6:30 p.m.-----Nishioka, Phillips
SCAN-----June 12-----6:30 p.m.-----Nishioka, Nordyke
Faye Wright-----September 10---6:30 p.m.-----Nordyke, Phillips
Northgate-----September 19---6:00 p.m.-----Gonzalez
NOLA-----October 2-----6:30 p.m.-----Hoy, Gonzalez
West Salem-----October 3-----6:30 p.m.-----Stapleton, Varney
NESCA -----October 15-----7:00 p.m.-----Hoy, Nishioka,
Stapleton
CANDO-----October 15-----6:00 p.m.-----Nishioka, Stapleton
Sunnyslope-----October 17-----7:00 p.m.-----Nordyke, Gwyn
SWAN-----November 5-----6:30 p.m.-----Nishioka, Nordyke
NEN-----November 12----- 6:30 p.m.-----Nishioka, Stapleton
SESNA -----November 26-----7:00 p.m.-----Nishioka

MEETING PROCEDURES

City Council meets on the second and fourth Mondays of each month at 6:00 p.m. All meetings are in the Council Chambers, Room 240, 555 Liberty St. SE.

The Mayor, who is the presiding officer, is elected at large for a term of two years. Councilors are elected for four year terms for each of the City's eight Wards. These nine officers comprise the Council who make the policy decisions for municipal activity and pass its ordinances and regulations.

Because the Mayor and Councilors' positions are part time, without pay, the Council appoints a City Manager who is responsible for the administration and execution of the City's policies and ordinances.

The City Council generally follows Robert's Rules of Order, but has adopted supplementary rules that may be found on the City's website at:
[http://www.cityofsalem.net/Pages/council rules.aspx](http://www.cityofsalem.net/Pages/council%20rules.aspx).

THE CONSENT CALENDAR

The Consent Calendar allows the Council to save time by acting on everything listed on that part of the agenda with one motion instead of considering each item separately. If a City Councilor believes a matter on the Consent Calendar deserves further discussion, the Councilor can request that item be removed from the Consent Calendar and considered separately under "Special Orders of Business."

PUBLIC COMMENT

There are two times at every regular City Council meeting when the public has an opportunity to address the City Council. The first time is immediately prior to the Consent Calendar. This time is reserved for questions or statements regarding items appearing on the agenda, except public hearings and the merits of land use issues. The second time is at the end of the agenda. At this time, you can address the City Council on any matter of public concern, other than an agenda item. The Mayor will announce the time for public comment, and invite persons to address the City Council. Each person has three minutes to address the City Council. The time light on the podium will flash yellow when you have one minute left, and will turn red when your time has expired.

HOW TO GET YOUR COMMENTS INCLUDED AS PART OF THE AGENDA

Any written comments that you wish to be given to the City Council that are about an item on an agenda must be submitted to the City Recorder by 3:30 p.m. on the day of the City Council meeting when the item will be considered. For complete information on submitting communications to Council, please refer to Council Rule 6: Communications:
[https://www.cityofsalem.net/Pages/council rules.aspx](https://www.cityofsalem.net/Pages/council%20rules.aspx).

If you have some matter that you wish to have the City Council consider in the future, you are encouraged to submit your suggestion in writing to the City Manager at 555 Liberty Street SE, Room 220, Salem, OR, or by e mail to: manager@cityofsalem.net.

PUBLIC HEARINGS

The City Council can hold public hearings to consider legislative, quasi judicial or administrative matters. To testify at a hearing, you may sign up on the Hearing Roster located near the east entrance to the Council Chambers before the Mayor convenes the meeting. At the time for the hearing on the agenda, the Mayor will announce when the public hearing is open. If you have signed up to speak, come forward to the podium when the Mayor calls your name. State your name and either your address or the ward you live in. If you wish to receive notice of any written decision reached at the hearing, you must provide the City Recorder your address. When you have finished speaking, the Mayor will ask the Council if there are any questions for you, so please remain at the podium for a moment.

The time limit is 3 minutes per person for legislative and administrative hearings. The time limits for quasi judicial hearings in non land use cases are as follows:

1. Staff Presentation – 15 minutes
2. Affected Party – 15 minutes
3. Neighborhood Associations – 5 minutes
4. Other Interested Persons – 3 minutes per person
5. Rebuttal by Affected Party – 7 minutes

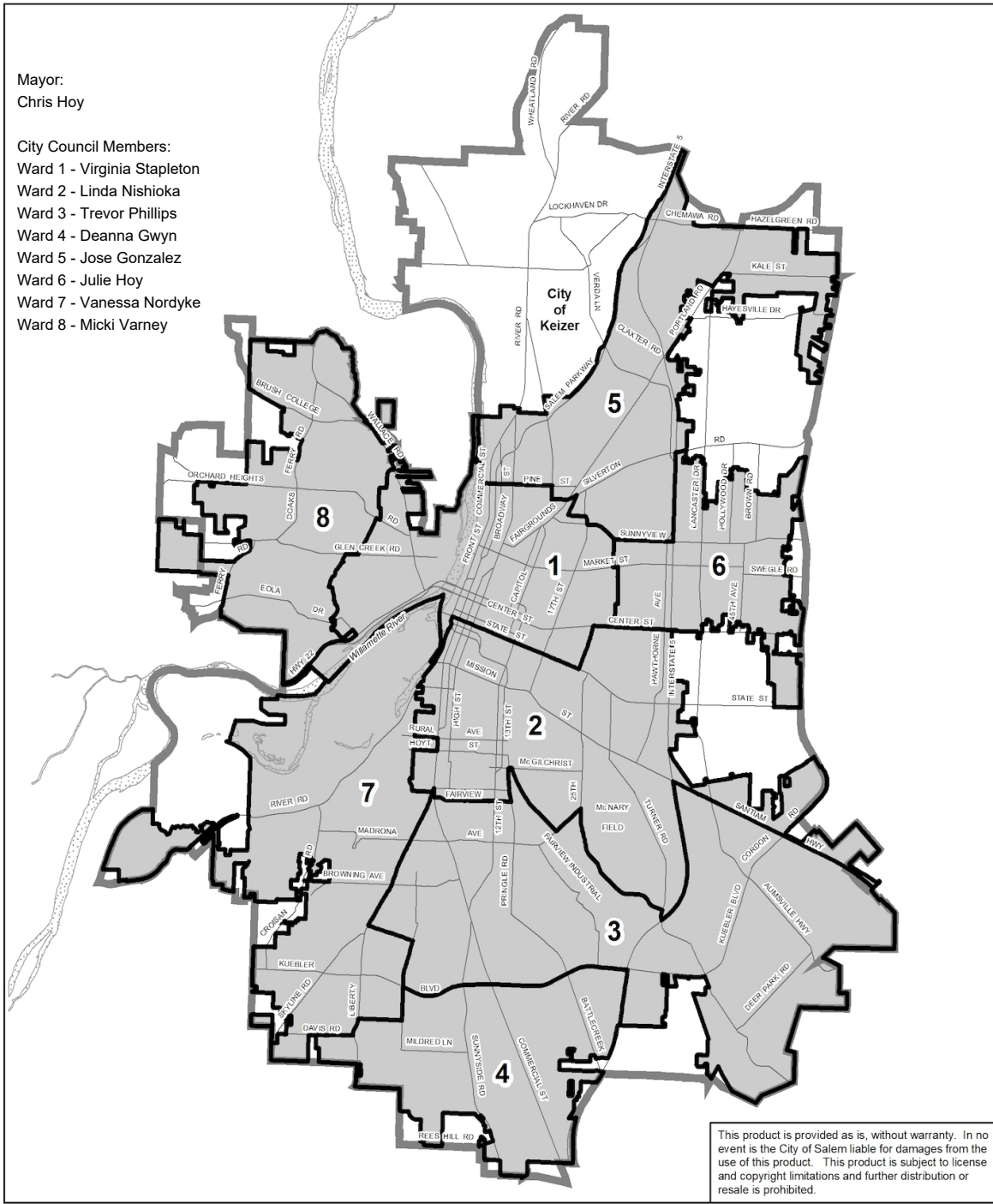
Time limits for quasi judicial land use hearings are governed by Rule 19 of the Council Rules. Parties to land use cases are encouraged to review that rule as time limits vary depending on the nature of the hearing. Further information can be obtained by contacting the Planning Administrator at 503 588 6173 or email at: lmanderson@cityofsalem.net.

Timer lights are located on the podiums. A flashing yellow light means you have one minute left; a red light means your time has expired.

City of Salem Wards

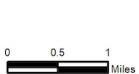
Mayor:
Chris Hoy

- City Council Members:
- Ward 1 - Virginia Stapleton
 - Ward 2 - Linda Nishioka
 - Ward 3 - Trevor Phillips
 - Ward 4 - Deanna Gwyn
 - Ward 5 - Jose Gonzalez
 - Ward 6 - Julie Hoy
 - Ward 7 - Vanessa Nordyke
 - Ward 8 - Micki Varney



LEGEND

- Ward Boundary
- Urban Growth Boundary
- Salem City Limits
- Major Streets



N:\CD\Proj\GIS\Public\Wards\Wards_B_W_ANSI-A.mxd - 1/3/2024 @ 10:31:52 AM