



# **CITY OF SALEM**

## **Meeting Agenda**

### **City Council**

555 Liberty St SE  
Salem, OR 97301

---

**Tuesday, May 26, 2020**

**6:00 PM**

**Virtual Meeting**

---

**\*\*Due to the COVID-19 Pandemic, this meeting is being conducted virtually, with remote attendance by the governing body. No in-person attendance is possible. Interested persons may attend the meeting online at City of Salem Facebook, CCTVSalem You Tube Channel, or watch on Comcast Cable CCTV 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](mailto:cityrecorder@cityofsalem.net).**

#### **EXECUTIVE SESSION**

City Council

5:30 p.m. – Virtual Meeting

ORS 192.660(2)(e) Real Property Transactions

#### **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**

**1.1 APPROVAL OF ADDITIONS AND DELETIONS TO THE AGENDA**

**1.2 COUNCIL AND CITY MANAGER COMMENT**

**1.3 PROCLAMATIONS**

**1.3a. [20-196](#)**

Proclamation recognizing Asian/Pacific American Heritage Month

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:** Information Only.

**Attachments:** [Proclamation - Asian-Pacific Islander Heritage Month](#)

- 1.3b.** [20-198](#) Proclamation Recognizing Community Action Month

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

**Recommendation:** Information Only.

**Attachments:** [Proclamation - Community Action Month](#)

## 1.4 PRESENTATIONS

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

### 2.1 MINUTES

- 2.1a.** [20-188](#) May 11, 2020 Draft City Council Minutes

**Attachments:** [5-11-20 Draft Council Minutes](#)

- 2.1b.** [20-189](#) May 11, 2020 Draft City Council Work Session Minutes

**Attachments:** [5-11-20 Draft Council Work Session Minutes](#)

### 2.2 RESOLUTIONS

- 2.2a.** [20-109](#) Public Records Policy  
Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance

**Recommendation:** Adopt Resolution No. 2020-21, amending Resolution No. 2017-50, to update the City's Public Records Policy.

**Attachments:** [Resolution No. 2017-50](#)  
[City of Salem Public Records Policy](#)

- 2.2b.** [20-180](#) Dedication of Public Right-of-Way on Four Point Street NE.

Ward(s): Ward 5  
Councilor(s): Ausec  
Neighborhood(s): Northgate  
Result Area(s): Safe, Reliable, and Efficient Infrastructure

**Recommendation:** Adopt Resolution No. 2020-23 (Attachment 1, Resolution and Exhibit A, Location Map) dedicating City property as public right-of-way on Four Point Street NE.

**Attachments:** [Attachment 1 - Resolution 2020-23](#)  
[Attachment 2 - Exhibit A - Location Map](#)

**2.2c.** [20-185](#) Transfer of FY 2020 General Fund budget appropriations.

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): All Neighborhoods  
Result Area(s): Good Governance; Natural Environment  
Stewardship; Safe Community; Safe, Reliable and Efficient  
Infrastructure; Strong and Diverse Economy; Welcoming and  
Livable Community.

**Recommendation:** Adopt Resolution No. 2020-24, authorizing a transfer of appropriations within the City budget in order to address unforeseen changes.

**Attachments:** [Resolution No. 2020-24](#)

## 2.3 ACTION ITEMS

**2.3a.** [20-130](#) Purchase and Sale Agreement with Donald E. and Mary L. Clark for acquisition of real property

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): WSNA  
Result Area(s): Good Governance; Natural Environment  
Stewardship; Safe, Reliable and Efficient Infrastructure; Strong and  
Diverse Economy; Welcoming and Livable Community.

**Recommendation:** Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1990 Wallace Road NW.

**Attachments:** [Proposed Agreement](#)  
[Exhibit E to Agreement](#)  
[Exhibit F to Agreement](#)  
[Public Comments from Steve Anderson](#)

*Add - Written Testimony.*

**2.3b.** [20-160](#) Purchase and Sale Agreement with Barfknecht Revocable Living Trust for acquisition of real property

Ward(s): All Wards  
Councilor(s): All Councilors  
Neighborhood(s): WSNA  
Result Area(s): Good Governance; Natural Environment  
Stewardship; Safe, Reliable and Efficient Infrastructure; Strong and

Diverse Economy; Welcoming and Livable Community.

**Recommendation:**

Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1508 Wallace Road NW.

**Attachments:** [Proposed Agreement](#)

[Exhibit E to Agreement](#)

[Exhibit F to Agreement](#)

[Exhibit G to Agreement](#)

[Public Comments from Steve Anderson](#)

*Add - Written Testimony.*

**2.3c. [20-183](#)**

Purchase and Sale Agreement with Kurt and Janet Spingath for acquisition of real property

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): WSNA

Result Area(s): Good Governance; Natural Environment

Stewardship; Safe, Reliable and Efficient Infrastructure; Strong and

Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Authorize the City Manager to execute the attached Purchase and Sale Agreement for the acquisition of real property located at 1460 Wallace Road NW.

**Attachments:** [Agreement](#)

[Attachment E to Agreement](#)

[Public Comments from Steve Anderson](#)

*Add - Written Testimony.*

**2.3d. [20-175](#)**

Amendment to Purchase and Sale Agreement with Westwood Homes LLC

Ward(s): 3

Councilor(s): Nanke

Neighborhood(s): Morningside

Result Area(s): Good Governance; Natural Environment

Stewardship; Welcoming and Livable Community.

**Recommendation:**

Authorize the City Manager to execute the attached amendment to the Purchase and Sale Agreement with Westwood Homes LLC.

**Attachments:** [Agreement](#)

[Amendment](#)

**2.3e. [20-176](#)**

Donation Agreement for real property located at the former Boise Cascade site

Ward(s): 1

Councilor(s): Kaser

Neighborhood(s): CANDO

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

**Recommendation:**

Authorize the City Manager to execute the attached agreement for acceptance of real property located at the former Boise Cascade site.

**Attachments:**

[Real Estate Donation Agreement](#)

[Property Map](#)

**2.3f. [20-177](#)**

Intergovernmental Agreement with Marion County for grant funding for economic development activities

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Authorize the City Manager to execute an Intergovernmental Agreement (IGA) with Marion County, and extensions and certain amendments, for up to \$45,000 in grant funding for City economic development activities, including \$15,000 in FY 19-20 to support creation of a City Coronavirus Business Grant Program.

**Attachments:**

[Marion County IGA](#)

**2.3g. [20-178](#)**

Amendment to lease with Rudy's Steakhouse LLC

Ward(s): 1

Councilor(s): Kaser

Neighborhood(s): CANDO

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Authorize the City Manager to execute the attached lease amendment with Rudy's Steakhouse LLC.

**Attachments:**

[Lease](#)

[Amendment](#)

**2.3h. [20-179](#)**

Small Business Grant Program for businesses impacted by COVID-19

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Authorize creation of a Small Business Grant Program (Grant Program) for businesses impacted by COVID-19.

**Attachments:**

[COVID business grant program](#)

**2.3i.** [20-186](#)

Fire and Police Management Compensation.

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Recommendation:**

Approve the following recommended compensation salary range adjustments effective July 1, 2020:

1. Increase the salary range for the Police Lieutenant classification by 5% to a new monthly salary range of \$9,742.46 - \$10,963.68. The increase will assist in maintaining internal equity and labor market competitiveness.
2. Maintain the current salary range alignment for the classifications of Police Lieutenants, with the Deputy Police Chief, Deputy Fire Chief and Assistant Fire Chief classifications.
3. Increase the salary range for the Deputy Fire Chief and Deputy Police Chief classifications by 5% to a new monthly salary range of \$11,103.82 - \$12,497.94. Increase the salary range for the Assistant Fire Chief of Operations classification by 5% to a new monthly range of \$11,764.48 - \$13,242.32.

**2.3j.** [20-191](#)

Grant agreement with Willamette Workforce Partnership for administration of Salem's COVID Small Business Grant Program

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Authorize the City Manager to execute the attached grant agreement (Attachment 1) with Willamette Workforce Partnership in the amount of \$198,000 for Phase I of Salem's COVID Small Business Grant Program.

**Attachments:** [Draft COVID Small Business Grant Program Guidelines](#)[WWP grant agreement](#)**3. PUBLIC HEARINGS****3.a.** [20-187](#)

Amendments to the 2015-2019 Consolidated Plan, Federal Programs Citizens Participation Plan, 2018 Annual Action Plan and 2019 Annual Action Plan

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy; Welcoming and Livable Community

**Recommendation:**

Adopt the amendments to the 2015-2019 Consolidated Plan, Citizens Participation Plan, 2018 Annual Action Plan (AAP), and 2019 Annual Action Plan (AAP) and direct staff to submit the AAP, amendments, and required forms to the U.S. Department of Housing and Urban Development (HUD).

**Attachments:**

[Amendment to the 2015-2019 Consolidated Plan](#)

[Amendment to the Citizen Participation Plan](#)

[Amendment to 2018 Action Plan](#)

[Amendment to the 2019 Action Plan, including CDBG-CV](#)

[Supplemental Report - Response to Comments and Staff Led Virtual Public Session](#)

*Add- Added Supplemental Attachment Re: Staff Led Public Comment Opportunity.*

#### **4. 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)**

**4.a. [20-182](#)**

Motion from Councilor Tom Andersen to proclaim the first Friday in June as National Gun Violence Awareness Day

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

**Attachments:**

[Draft Gun Violence Proclamation](#)

[Public Comments received](#)

[Public Comments received by 2:00 p.m. 5-26-20](#)

[Public Comments received by 5:00 p.m. 5-26-20](#)

*Add - Written Comments.*

#### **5. INFORMATION REPORTS: (Items that require no Council action)**

**5.a. [20-163](#)**

Economic Development Quarterly

Ward(s): All Wards

Councilor(s): All Councilors

Neighborhood(s): All Neighborhoods

Result Area(s): Strong and Diverse Economy

**Recommendation:**

Information only.

**Attachments:**

[City of Salem/SEDCOR Enterprise Zone Flyer](#)

**5.b. [20-174](#)**

Planning Administrator Decision - A third request for a two-year extension of the approval for PAR14-03. - Approved.

Time Extension Case No. PAR14-03EXT3 - Joshua H. Clark - 780 Idylwood Dr SE.

Ward(s): 3  
Councilor(s): Nanke  
Neighborhood(s): Faye Wright

**Recommendation:** Information Only.

PAR14-03 is a a partition to divide approximately 0.5 acres into 2 parcels.

**Attachments:** [Land Use Decision PAR14-03EXT3](#)

**5.c. [20-190](#)**

Planning Administrator Decision - A proposal to validate a unit of land that was created through the recording of a deed in 2004. - Approved.

Validation of Units of Land Case No. VUL20-01 - Brandie Dalton, MultiTech Engineering, on behalf of East Park, LLC (Kiril Ivanov and Randy Meyers) - 255 Cordon Rd NE.

Ward(s): 6  
Councilor(s): Hoy  
Neighborhood(s): ELNA

**Recommendation:** Information Only.

**Attachments:** [Land Use Decision VUL20-01](#)

## **6. ORDINANCES**

### **6.1 FIRST READING:**

### **6.2 SECOND READING:**

## **7. 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](mailto: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. [20-184](#)****CITY COUNCIL PUBLIC HEARINGS**

Due to the COVID-19 Pandemic, and until further notice, all meetings, public hearings, and work sessions will be conducted virtually. Real-time remote viewing is available online on the City of Salem Facebook page, CCTVSalem You Tube Channel, and is also available on Comcast Cable CCTV Channel 21.

FY 2021 Recommended City of Salem Budget  
Monday, June 8, 2020 at 6:00 p.m.

State Revenue Sharing Funds  
Monday, June 8, 2020 at 6:00 p.m.

**SALEM HOUSING AUTHORITY PUBLIC HEARINGS****URBAN RENEWAL AGENCY PUBLIC HEARINGS**

FY 2021 Recommended Urban Renewal Agency Budget  
Monday, June 8, 2020 at 6:00 p.m.

**WORK SESSIONS**

Joint City Council and Salem Planning Commission Work Session  
Our Salem project update  
Wednesday, September 23, 2020 at 6:00 p.m.

City Council  
Salem's Trees and Programs  
Monday, October 19, 2020 at 6:00 p.m.

**BUDGET COMMITTEE MEETINGS****SCHEDULE OF NEIGHBORHOOD ASSOCIATION ANNUAL MEETINGS**

Neighborhood - Annual Meeting Date - Councilor

**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](mailto: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: [Imanderson@cityofsalem.net](mailto:Imanderson@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.

