

**PHILOMATH COMMON COUNCIL
MINUTES
February 11, 2013**

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6 **1. CALL TO ORDER**

7 The common council of the City of Philomath was called to order on Monday, February
8 11, 2013, at 7:03 PM in the Philomath City Hall Council Chambers by Mayor Rocky
9 Sloan.

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11 **Present:** Mayor Rocky Sloan, Councilors Nolan Bartlow, Matt Bierek, Charla Koeppe,
12 Josh Kvidt, Jason Leonard and Sean Manning.

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14 **Staff:** Randy Kugler, City Manager; Ken Elwer, Chief of Police; Kevin Fear, Public
15 Works Director; Joan Swanson, Finance Director; and Ruth Post, City Recorder.
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17 **2. CONSENT AGENDA**

18 **2.1 City Council Minutes – January 14, 2013**

19 **2.2 City Council Goal Setting work session notes – January 26, 2013**

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21 **MOTION:** Councilor Koeppe moved, Councilor Manning second, to approve the
22 consent agenda and the council agenda for February 11, 2013, as presented.
23 Motion APPROVED 7-0 (Yes: Bartlow, Bierek, Koeppe, Kvidt, Leonard, Manning
24 and Sloan; No: None.)
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26 **3. ITEMS REMOVED FROM CONSENT AGENDA**

27 **3.1** None.

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29 **4. VISITORS/PETITIONS**

30 **4.1** None.

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32 **5. STAFF REPORTS**

33 **5.1 City Manager –** Mr. Kugler updated Council on the City Park shelter project. He
34 stated meetings have been held with interested citizens and community
35 organizations to strategize fundraising efforts and coordination of volunteers. He
36 stated a request for proposals for foundation and concrete sitework is currently
37 being solicited. He stated that phase is targeted for completion by the end of
38 March and the construction phase is scheduled to begin after that. He stated
39 response has been very positive and plans are on schedule. Mr. Kugler also
40 reported on an upcoming meeting with ODOT to review the Downtown
41 Streetscape Design project and gather information from ODOT regarding
42 potential timelines for the highway project. Mayor Sloan inquired if building plans
43 are completed for the park shelter, and Mr. Kugler confirmed that they are
44 complete and the building permit has been issued.

45 **5.2 Public Works Director –** Mr. Fear reported the Applegate Street Project bid
46 opening will be on February 28, and he will attend that bid opening. He stated
47 that April 26 at noon will be the date for the Arbor Day tree planting ceremony
48 with the site yet to be confirmed. He stated Spring Cleanup is scheduled for April
49 8 through 13 this year.

50 **5.3 City Recorder –** Ms. Post added that Spring Cleanup is already being promoted
51 on the website and information will also be included in the next utility bill
52 newsletter. Ms. Post stated she will be absent from the March 11 City Council
53 meeting and Mr. Fear will be assisting her with recording by that meeting.

1 **5.4 Finance Director** – No report.

2 **5.5 Police Chief** – Chief Elwer updated the status of the re-accreditation process.
3 He stated there will be a bike race in Philomath on April 20 and Cycle Oregon will
4 be touring in Philomath again on Frolic Saturday. He stated this will coordinate
5 with the Street Party downtown on the same day. He stated the Shriners Trek
6 has also scheduled a 5K and 10K run on August 17. Finally, he reported that the
7 annual Samaritan Awards is February 13 and he has tickets available.

8 **5.6 City Attorney** – Excused.

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10 **6. COUNCIL REPORTS**

11 **6.1** None.

12
13 **7. NEW BUSINESS**

14 **7.1 Review and approval of 2013-2014 Council goals** – Mr. Kugler reviewed the
15 goals that Council developed during their January 26 work session. He stated the
16 intent is, at the end of the 2-year Council term, to be able to report that all of the
17 goals have been completed. He stated these are good and achievable goals.

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19 Councilor Bierek questioned if he needed to declare a conflict of interest due to
20 his ownership of an industrial property. Mr. Kugler noted that the way the
21 industrial property goal is crafted, it is generic enough to allow Councilor Bierek's
22 participation; but he should state his potential conflict of interest anyway.
23 Councilor Bierek described his ownership situation. There was no objection
24 stated to his participation in the approval of the goals.

25
26 Mayor Sloan read and described the six goals. Mr. Kugler provided an
27 explanation of the emergency planning goal.

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29 **MOTION:** Councilor Manning moved, Councilor Leonard second, the City
30 Council adopt its goals for 2013-14 as presented. Motion APPROVED 7-0 (Yes:
31 Bartlow, Bierek, Koepp, Kvidt, Leonard, Manning and Sloan; No: None.)

32
33 **7.2 Appointment of 2013 Budget Officer** – Ms. Swanson explained the City
34 prepares budgets for the City and the Urban Renewal Agency and, therefore, is
35 required to appoint a budget officer for each.

36
37 **MOTION:** Councilor Koepp moved, Councilor Bartlow second, the City Council
38 appoint Joan Swanson to serve as the 2013-2014 Budget Officer under the
39 supervision of the City Manager. Motion APPROVED 7-0 (Yes: Bartlow, Bierek,
40 Koepp, Kvidt, Leonard, Manning and Sloan; No: None.)

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42 **8. INFORMATION/CORRESPONDENCE**

43 **8.1 CWACT Minutes from December 6, 2012 meeting** – No comments.

44 **8.2 CWACT Notes from January 24, 2013 meeting** – No comments.

45 **8.3 2013-14 City Council contact information and committee assignments** – No
46 comments.

47 **8.4 Downtown Streetscape Improvement Projects progress report from MSA** –
48 No comments.

49 **8.5 2012 Street Tree Maintenance Report from Dunn & Co. Tree Services** – No
50 comments.

51 **8.6 Memo from City Recorder regarding Annual Verified Statement of**
52 **Economic Interest** – Mayor Sloan questioned when the members of the Council
53 will receive their SEI's. Ms. Post explained they will be mailed in mid-March
54 directly to the Councilors' home addresses. She stated that Councilors can

1 submit their completed forms to her for mailing prior to April 10. Mayor Sloan
2 encouraged any Councilors with questions about completing the forms to contact
3 the City Recorder.

4 **8.7 City website hits report for January 2013 – No comments.**

5 **8.8 2013-2014 Budget calendar – No comments.**

6 **8.9 Philomath Connection ridership for January 2013 – No comments.**

7
8 **9. ADJOURNMENT**

9 **9.1 Adjournment** – Seeing no further business, Mayor Sloan adjourned the meeting
10 at 7:26 p.m.

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12 SIGNED:
13 Rocky Sloan, Mayor

ATTEST:
Ruth Post, MMC, City Recorder