

PHILOMATH COMMON COUNCIL
MINUTES
June 23, 2014

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6 **1. CALL TO ORDER**

7 The common council of the City of Philomath was called to order on Monday, June 23,
8 2014, at 7:02 p.m. in the Philomath City Hall Council Chambers by Mayor Rocky Sloan.
9

10 **Present:** Mayor Rocky Sloan, Councilors Angie Baca, Nolan Bartlow, Charla Koeppe,
11 and Sean Manning.

12
13 **Staff:** Chris Workman, City Manager; Jim Brewer, City Attorney; Ken Elwer, Police
14 Chief; Joan Swanson, Finance Director; Kevin Fear, Public Works Director; and
15 Ruth Post, City Recorder.

16
17 **Excused:** Councilors Matt Bierek and Jason Leonard.
18

19 **2. CONSENT AGENDA**

20 **2.1 City Council Minutes – June 9, 2014**

21
22 **MOTION:** Councilor Koeppe moved, Councilor Bartlow second, to approve the
23 consent agenda and the council agenda for June 23, 2014, as presented. Motion
24 APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and Sloan; No: None.)
25

26 **3. ITEMS REMOVED FROM CONSENT AGENDA**

27 **3.1** None.
28

29 **4. VISITORS/PETITIONS**

30 **4.1** None.
31

32 **5. STAFF REPORTS**

33 **5.1 City Manager** – Mr. Workman provided a brief update on the new City Park
34 shelter regarding sheetrock, paint, and polishing floors and the plan to have it
35 ready in time for the July 5 car show. He stated that the general contractor LND
36 Construction is doing a good job of staying on top of things. The interior will be
37 ready for the car show but not the exterior.
38

39 **5.2 Public Works Director** – Mr. Fear reported about 250 transmitters have been
40 installed on the water meters. He stated that testing has shown that an area such
41 as Melvill Crescent can be read entirely from North 7th Street in a matter of
42 minutes. He described the work being performed at East Newton Creek Park to
43 clean brush and the plan to plant new trees. He described these that died over
44 the winter and the parkland that is being reclaimed by performing the work. He
45 stated that over the next year or two, it should be fixed up nicely. Mr. Fear also
46 reported on the progress being made to rehabilitate the gazebo at City Park. He
47 added that cleanup and maintenance is underway in preparation for the Frolic
48 parade in July.
49

50 **5.3 City Recorder** – No report.

51 **5.4 Finance Director** – No report.
52
53

1 **5.5 Police Chief** – Chief Elwer reported the emergency handbook is in the process
2 of being distributed with approximately 1,600 having been hand delivered to
3 households so far. He provided an update on the officer recruitment process and
4 reported they are down to 12 candidates. He reminded the Council that Sgt. Ray
5 Sytsma’s retirement party is this Friday, June 27, at 4:00 p.m.
6

7 **5.6 City Attorney** – No report.
8

9 **6. COUNCIL REPORTS**

10 **6.1** No reports.
11

12 **7. NEW BUSINESS**

13 **7.1 Naming of New Structure at City Park** – Mr. Workman provided a summary of
14 the suggestions that Council provided to him over the past two weeks. Mayor
15 Sloan polled the Council for preferences. There was discussion about the
16 preferences that Councilors Bierek and Leonard had expressed to Mr. Workman.
17 Councilor Leonard had suggested inclusion of Mr. Kugler’s middle name or initial.
18

19 **MOTION:** Councilor Manning moved, Councilor Koeppe second to name the new
20 park structure at City Park: Randy Kugler Community Hall, in honor of the
21 previous city manager’s contributions to the City of Philomath over the past 18
22 years. Motion APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and
23 Sloan; No – None.)
24

25 **7.2 Park Improvement Funding Options** – Mayor Sloan suggested that, with two
26 members absent, this agenda item should be abbreviated. Mr. Workman
27 summarized the status of the park improvement funding goal when Mr. Kugler
28 retired. He stated that the last direction from Council to staff was to provide
29 options for either a general obligation bond or local option levy to be taken to the
30 voters. Mr. Workman provided a brief review of the advantages and
31 disadvantages of both bonds and levies. He stated that staff’s recommendation is
32 that Council consider going for a local option levy but added that, at this point in
33 the year, it would be difficult to complete the process by the deadline for the
34 November general election. He reminded Council that once the issue is referred
35 to the voters, staff is no longer available to provide external information. He also
36 reported that the city did not receive the grant that was applied for to construct
37 the North 11th Street Park. He noted the importance of obtaining community
38 support and engaging the community before moving ahead. He recommended
39 re-establishing the Park Advisory Board and take time to thoroughly prepare
40 before a referral to the voters. He suggested that Council consider at this time
41 whether to use bonding or a special option levy. Mr. Workman provided more
42 explanation of the limitations of the bond process and possible projects that could
43 be completed during the three year construction window that a bond allows.
44

45 Mayor Sloan stated that even a partial could address this Council’s goal and
46 establish a new updated goal in the next Council term. Councilor Baca
47 recommended pursuing a levy and using the Park Advisory Board to develop
48 plans and details to be recommended to the Public Works Committee.
49

50 Ms. Swanson suggested delaying a decision on whether to pursue a bond or
51 levy. She stated that after further project development, it might be determined
52 that the project costs could be contained within a bond program, which could be
53 considerably less expensive to the residents than a levy. There was discussion
54 about providing staff with direction and taking no further action at this time.

1 Councilor Koeppe concurred that the next step should be to create the Park
2 Advisory Board.

3
4 **MOTION:** Councilor Koeppe moved, Councilor Manning second, to table the
5 issue of funding of park improvements at this time. Motion APPROVED 5-0 (Yes:
6 Baca, Bartlow, Koeppe, Manning and Sloan; No – None.)
7

8 **7.3 Re-Establishing the Park Advisory Board** – Mr. Workman explained this board
9 was established several years ago by ordinance. He stated that the board will be
10 able to use the 2012 Park Master Plan as a roadmap and will report to the Public
11 Works Committee. Ms. Post outlined the process that would be used to advertise
12 and appoint members.
13

14 **MOTION:** Councilor Koeppe moved, Councilor Baca second, to re-establish the
15 Park Advisory Board as laid out by Philomath Municipal Code 2.55 and advise
16 staff to begin advertising and taking applications for the open positions. Motion
17 APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and Sloan; No – None.)
18

19 **7.4 Discussion on Temporary Suspension of PMC 9.10.060(J) regarding**
20 **Drinking Alcohol in Public Place, Screening Requirement** – Mr. Workman
21 stated that a local business has approached the city with hopes of putting 2 to 3
22 tables on the sidewalk on Main Street with a partial fence to separate the area
23 from the sidewalk. He explained the issue with the city code requiring screening
24 for outdoor seating areas where alcohol is served. He stated this is intended to
25 be a trial program and is not intended to be limited to the business that made the
26 original inquiry. He described the feedback mechanisms intended to be used to
27 evaluate the issue at the end of the trial period. He noted the Downtown
28 Streetscape Project includes provisions for this type of outdoor seating and it
29 would be good to use this trial program to identify any issues it could create.
30

31 Councilor Baca stated she hasn't observed problems in the other cities where
32 she's seen this type of seating. Mr. Brewer stated there can be challenges with
33 maintaining the public right-of-way and avoiding the seating from pushing out into
34 that right-of-way. There was discussion about various locations that might be
35 interested in the program. Mr. Brewer recommended that, in addition to clearing
36 plans with ODOT and OLCC, businesses should also contact the Benton County
37 Health Department to ensure that no smoking issues are created.
38

39 **MOTION:** Councilor Baca moved, Councilor Manning second, to direct staff to
40 initiate a trial program to collect feedback on serving alcohol at outdoor seating
41 areas and provide feedback to the Council at the conclusion of the program.
42 Motion APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and Sloan; No –
43 None.)
44

45 **8. ORDINANCES/RESOLUTIONS**

46 **8.1 Resolution 14-08 – Transferring Appropriations in 2013-2014 Budget** – Ms.
47 Swanson explained the need for a transfer of appropriations from the
48 contingency funds prior to the end of the 2013-2014 fiscal year to cover
49 expenses that were not anticipated in the original budget.
50

51 **MOTION:** Councilor Koeppe moved, Councilor Bartlow second, the Philomath
52 City Council adopt Resolution 14-08 authorizing the transfer of appropriations.

1 Motion APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and Sloan; No –
2 None.)
3

- 4 **8.2 Resolution 14-09 – Adopting 2014-2015 City Budget –**
- 5 **8.3 Resolution 14-10 – Appropriating 2014-2015 City Budget –**
- 6 **8.4 Resolution 14-11 – Imposing and Categorizing Taxes –**
- 7 **8.5 Resolution 14-12 – Electing to Receive State Revenue Sharing Funds –**
- 8

9 **MOTION:** Councilor Koeppe moved, Councilor Manning second, the City Council
10 approve Resolutions 14-09, 14-10, and 14-11 adopting the 2014-2015 budget,
11 making appropriations and imposing and categorizing taxes. And further moved
12 the City Council approve Resolution 14-12 declaring the City’s election to receive
13 state revenue. the Philomath City Council adopt Resolution 14-08 Motion
14 APPROVED 5-0 (Yes: Baca, Bartlow, Koeppe, Manning and Sloan; No – None.)
15

16 **9. INFORMATION/CORRESPONDENCE**

- 17 **9.1 Website Report for May 2014** – No comments.
- 18 **9.2 League of Oregon Cities 2015 Legislative Priorities** – Mayor Sloan noted that
19 Council needs to review these legislative priorities prior to discussion at the July
20 14 meeting. Mr. Workman suggested that Councilors email to him their top 4
21 recommendations by July 7.
22

23 **10. ADJOURNMENT**

- 24 **10.1 Adjournment** –Seeing no further business, Mayor Sloan adjourned the meeting
25 at 7:43 p.m.
26

27 SIGNED:
28 Rocky Sloan, Mayor

ATTEST:
Ruth Post, MMC, City Recorder