

PHILOMATH CITY COUNCIL  
**MINUTES**  
**October 24, 2016**

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6 **1. CALL TO ORDER**

7 The City Council of the City of Philomath was called to order on Monday, October 24,  
8 2016, at 7:00 p.m. in the Philomath City Hall Council Chambers by Mayor Rocky Sloan.  
9

10 **2. ROLL CALL**

11 Present:

12 Mayor Rocky Sloan  
13 Councilor Doug Edmonds  
14 Councilor Charla Koepp  
15 Councilor Candy Koetz  
16 Councilor Sean Manning

Excused:

Councilor Eric Niemann  
Councilor Jason Leonard

17  
18 Staff Present:

19 City Manager Chris Workman                      Public Works Director Kevin Fear  
20 City Attorney Jim Brewer  
21 Chief of Police Ken Rueben  
22 Finance Director Joan Swanson  
23 Public Works Operations Supervisor Garry Black  
24 City Recorder Ruth Post  
25

26 **3. CONSENT AGENDA**

- 27 **3.1 City Council Minutes – October 10, 2016**  
28 **3.2 Park Advisory Board Minutes – October 4, 2016**  
29

30 **MOTION:** Councilor Edmonds moved, Councilor Manning second, to approve the  
31 consent agenda and the Council agenda for October 24, 2016, as presented. Motion  
32 APPROVED 5-0 (Yes: Edmonds, Koepp, Koetz, Manning, and Sloan; No: None.)  
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34 **4. ITEMS REMOVED FROM CONSENT AGENDA**

35 **4.1** None.  
36

37 **5. VISITORS/PETITIONS**

38 **5.1** None.  
39

40 **6. PRESENTATIONS**

41 **6.1 Benton County Natural Hazard Mitigation Plan – Jaimi Glass, Emergency**  
42 **Services Manager, Benton County** – Ms. Glass summarized the history of the plan  
43 project. She noted that the Council had previously received the general plan and the  
44 Philomath specific addendum was also distributed. She stated the emphasis is on  
45 actions each jurisdiction in Benton County can do to lessen impacts of natural disasters.  
46 She explained the need for a plan to be in place to be eligible for FEMA disaster funds  
47 and grants. Ms. Glass suggested that the Council was free to take more time to consider  
48 adoption of the proposed resolution. She stated this is a 5-year plan and it calls for 2  
49 meetings per year to review action items and progress towards goals. She stated that  
50 the most important part of the plan is the funding that Philomath would be eligible for.  
51

1 Councilor Manning questioned if any jurisdictions have declined to adopt the plan. Ms.  
2 Glass responded that FEMA provided the initial approval and now it is up to each city in  
3 Benton County to consider. She stated the Benton County and Corvallis both approved  
4 the plan in July 2016. Councilor Edmonds questioned if there was a timeline that needs  
5 to be adhered to. Ms. Glass stated the City's timeline would be to approve it to be  
6 eligible for any funding opportunities. Councilor Edmonds questioned the process in the  
7 event of a natural disaster. Ms. Glass stated the process for disaster actions is covered  
8 in the Emergency Operations Plan, including declaration of a disaster.  
9

10 Mr. Workman stated he attended the first organizational meeting for this plan and Mr.  
11 Black attended all of the meetings on behalf of Philomath. He described the use of the  
12 plan in integrating into the other master plans that Philomath has and would be directed  
13 to the City's engineer if adopted.  
14

15 Ms. Glass stated additional action items can be added to the plan during the 5-year plan  
16 period. Councilor Edmonds questioned if there are any actions that need to be taken  
17 care of prior to disaster. Mr. Black explained there isn't much action to be done pre-  
18 disaster but the plan adoption is needed to be eligible for funds after a disaster such as  
19 flooding by the Marys River.  
20

21 There was additional discussion about types of mitigation that the plan could require to  
22 help reduce natural disaster losses and prevent them from ever happening. Mr. Black  
23 described the collaboration process that the plan development resulted in. He stated the  
24 Fire Department had priorities that differed from the City's.  
25

## 26 **7. STAFF REPORTS**

27 **7.1 City Manager** – No report.  
28

29 **7.2 Public Works Operations Supervisor** – Mr. Black reminded the Council that  
30 leaf pickup begins this week and Public Works received the new sewer camera.  
31

32 **7.3 City Recorder** – No report.  
33

34 **7.4 Finance Director** – Ms. Swanson updated the Council on the bond sale process.  
35 She described the dramatic changes since the City sold the original sewer bonds eight  
36 years ago. She described the amount of community information that had to be provided  
37 to determine the City's bond rating. She stated the City's independent auditor has  
38 provided her with follow-up comments and the audit is almost complete.  
39

40 **7.5 Chief of Police** – Chief Rueben reported that the drug take back program was  
41 on Saturday but reminded the Council that the Philomath Police Department takes in old  
42 drugs every day they are open. He described the process through the DEA that is used  
43 to dispose of the drugs. He stated that over 300 pounds were taken in over the past 6  
44 months. He reported that the officer involved shooting protocol is under review jointly  
45 with other area jurisdictions, including evidence handling protocols. He also reported that  
46 he attended the National Chiefs Association Conference last week and received the  
47 leadership training he needs for continuing education purposes. He stated it was an  
48 excellent training. He stated that he will be contacting members of the Police Committee  
49 for set up a meeting.  
50

51 **7.6 City Attorney** – No report.  
52

1 **8. COUNCIL REPORTS**

2 **8.1** None.

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4 **9. NEW BUSINESS**

5 **9.1 Discussion and decision on PC16-08** – Mayor Sloan reviewed the application  
6 for a Comprehensive Plan and Zone Map Amendment applied for by Kevin Nichols. He  
7 reminded the Council that the public hearing was held at the October 10 meeting and the  
8 applicant was not in attendance to be able to waive the 7-day period for submitting final  
9 comments. Mr. Workman stated that no additional comments were received and  
10 reminded the Council that this is a split-zoned property.

11  
12 **MOTION:** Councilor Koeppe moved, Councilor Edmonds second, the Findings of Fact  
13 as presented in the staff report be adopted and the City Council approve the requested  
14 Comprehensive Map amendment from Industrial to High Density Residential and the  
15 Zoning Map amendment from Heavy Industrial to High Density Residential as presented  
16 in Fil No. PC16-08. Motion APPROVED 5-0 (Yes: Edmonds, Koeppe, Koetz, Manning,  
17 and Sloan; No: None.)

18  
19 **10. RESOLUTIONS/ORDINANCES**

20 **10.1 Resolution 16-13 adopting the City of Philomath’s representation in the**  
21 **updates to the Benton County Multi-Jurisdictional Natural Hazards Mitigation Plan**  
22 **(NHMP)** – There were no additional questions following the presentation in Agenda Item  
23 #6.1.

24  
25 **MOTION:** Councilor Edmonds moved, Councilor Koeppe second, the City Council  
26 approve Resolution 16-13 and adopt the Natural Hazard Mitigation Plan (NHMP). Motion  
27 APPROVED 5-0 (Yes: Edmonds, Koeppe, Koetz, Manning, and Sloan; No: None.)

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29 **10.2 Ordinance #813 Amending PMC 3.20 Public Contracting Procedures** – First  
30 Reading – Ms. Swanson reviewed the contracting procedures that were adopted in 2013  
31 due to legislative changes that forced adoption of procedures on a short timeline. She  
32 described the review by the Finance/Administration Committee. Councilor Koeppe stated  
33 that the recommended changes seemed to be on target for a city our size. Mr. Brewer  
34 read the proposed ordinance twice by title as required.

35  
36 **ROLL CALL VOTE:** Yes: Edmonds, Koeppe, Koetz, Manning, and Sloan. No: None.  
37 Absent: Leonard and Niemann. Ordinance APPROVED unanimously at first reading.  
38 Effective date: November 23, 2016.

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40 **10.3 Ordinance #814 Amending PMC Chapters 5 and 9 regarding allowing**  
41 **alcoholic beverages to be consumed or dispensed in public places without**  
42 **screening** – First Reading – There was brief discussion about the process for approval  
43 of a permit and the subsequent annual renewal. Mr. Brewer read the proposed  
44 ordinance twice by title.

45  
46 **ROLL CALL VOTE:** Yes: Edmonds, Koeppe, Koetz, Manning, and Sloan. No: None.  
47 Absent: Leonard and Niemann. Ordinance APPROVED unanimously at first reading.  
48 Effective date: October 24, 2016.

1   **11.   ADJOURNMENT**  
2   **11.1   Adjournment** – Seeing no further business, Mayor Sloan adjourned the meeting  
3   at 7:55 p.m.

4  
5   SIGNED:  
6   Rocky Sloan, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder