

**PHILOMATH CITY COUNCIL
MEETING MINUTES
Philomath City Hall Council Chambers
January 8, 2024**

A. CALL TO ORDER - ROLL CALL

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

Present:

Mayor Chas Jones
Council President Ruth Causey
Councilor Diane Crocker
Councilor Matt Lehman
Councilor Jessica Andrade
Councilor Christopher McMorran

Absent:

Councilor Teresa Nielson

Staff Present:

City Manager Chris Workman
City Attorney Jim Brewer
Assistant City Manager Chelsea Starner
Public Works Director Kevin Fear
Police Lieutenant David Gurski

B. PUBLIC COMMENTS

Start Time: 7:01 p.m.

1. None.

C. CONSENT AGENDA

Start Time: 7:01p.m.

1. Minutes of December 11, 2023, City Council meeting
Action: To approve the Consent Agenda as presented.
Motion/Second: Councilor Lehman/Councilor Crocker
Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran and Jones; No: None).

D. NEW BUSINESS

1. Recognition of outgoing committee members

Start Time: 7:02 p.m.

- Mayor Jones recognized outgoing committee members from the Budget Committee, Park Advisory Board, and Planning Commission.

2. 2024 Council standing committee appointments

Start Time: 7:05 p.m.

- Mayor Jones presented appointment recommendations for boards and committees.

Action: To approve the committee appointments as presented

Motion/Second: Councilor McMorran/Councilor Crocker

Discussion:

1 • Noted the City now has a more involved role on the Benton County HOPE Advisory
2 Board.

3 • Councilor McMorran offered to be the School Board Liaison if Councilor Neilson
4 chooses to step down.

5 Vote: APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran
6 and Jones; No: None)

7 3. Planning Commission appointments

8 Start Time: 7:11 p.m.

9 • Mayor Jones presented the applicants and recommendations to appoint.

10
11 Action: That the City Council appoint Van Hunsaker and Josiah Jessen to the
12 Philomath Planning Commission to serve four-year terms.

13 Motion/Second: Councilor Causey/Councilor Lehman

14 Discussion:

15 • Councilor Causey noted the code update project and the importance of the members
16 continuing on.

17 Vote: APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran
18 and Jones; No: None)

19 4. Budget Committee appointments

20 Start Time: 7:12 p.m.

21 • Mayor Jones presented the applicant and recommendation to appoint.

22
23 Action: That the City Council appoint Deanna Montiel to serve for a three-year
24 term on the Philomath Budget Committee and direct staff to re-advertise
25 for an additional applicant until the second open position is filled.

26 Motion/Second: Councilor McMorran/Councilor Crocker

27 Discussion: None.

28 Vote: APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran
29 and Jones; No: None)

30

31 5. Park Advisory Board appointments

32 Start Time: 7:14 p.m.

33 • Mayor Jones presented the applicants and recommendations to appoint.

34

35 Action: Confirm the Mayor's appointments to the Park Advisory Board as
36 presented.

37 Motion/Second: Councilor McMorran/Councilor Lehman

38 • Reminder of total number of board positions.

39 • Councilor Causey asked about a statement from Rose Bricker's application
40 regarding stepping aside if there were other interested applicants; Rose (in
41 audience) confirmed interest in continuing on the board.

42 • Recommendation that unsuccessful applicants be made aware of upcoming
43 openings.

44 Vote: APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran
45 and Jones; No: None)

1 6. ePermit system and service Intergovernmental Partnership Agreement

2 Start Time: 7:18 p.m.

- 3 • City Manager Chris Workman reviewed the new rules for electronic submissions of
- 4 permits and plans.
- 5 • Council Brewer noted the word “partnership” in the agreement title is not indicative of
- 6 a specific partnership or liability.
- 7 • Councilor Causey asked if the agreement was negotiable; Council Brewer noted the
- 8 state is not likely to negotiate.
- 9 • Question asked about a timeline for the agreement.
- 10 • Councilor Causey asked to specifically know the expense to the City for this contract,
- 11 and how they are accounted for in the City Budget and Financials.
- 12 • City Manager noted where the funds for these services are budgeted.
- 13 • General consensus to bring the agenda item to a future meeting.

14 Action: None. Item will be brought back to future meeting.

16 7. Housing & Economic Development Advisory Board Formation

17 Start Time: 7:31 p.m.

- 18 • The City Manager reviewed the formation of a new committee, partially mirrored after
- 19 the Park Advisory Board structure.
- 20 • Several Councilors noted they would like Council member involvement on the
- 21 committee.
- 22 • Recommendation for three Council members and three community members.
- 23 • The City Manager discussed potential options for a different structure.
- 24 • Confirmation that the City Manager would staff the meetings.
- 25 • Request that the board have clear procedures for items to work on and processes.
- 26 • Recommendation that language be included for a chairperson to be voted on each
- 27 January.
- 28 • Discussion on whether a City Councilor should be the Chairperson or not; general
- 29 consensus that the chairperson will be a City Councilor.

30 Action #1: Motion to approve the formation of the ad hoc Housing and Economic

31 Development Advisory Board as presented.

32 Motion/Second: Mayor Jones/Councilor Lehman

33 Discussion:

- 34 • Request to revisit the committee in 6 months to see how it is working.
- 35 • Request to elect a different Chairperson annually; discussion ensued.

36 Vote: Action FAILED 3-3 (Yes: Jones, Lehman, Crocker; No: Causey, Andrade,

37 McMorrان)

38 Action #2: To form a Housing & Economic Development Advisory Board (HEDAB)

39 consisting of three City Councilors and a minimum of five citizen or

40 organizational members.

41 Motion/Second: Councilor Lehman/Councilor Crocker

42 Discussion: None.

43 Action #3: Amendment Action #2 to adopt the proposal of the City Manager with the

44 addition of three City Council members.

45 Motion/Second: Councilor McMorrان/Councilor Lehman

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47

1 Discussion:

- 2 • City Manager clarified that the language would read: That the HEDAB shall be
- 3 composed of three City Council members and a maximum of eleven citizen
- 4 members.
- 5 • Question about terms rotating each January; will be done every year at the formation
- 6 of the committee to stagger positions.

7 Vote: Action #3 APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,

8 McMorrان and Jones; No: None)

9

10 Action #4: Amend Section 2A to specify that the Council appointees will be done

11 annually, non-Council will be for three-year terms.

12 Motion/Second: Councilor McMorrان/Councilor Lehman

13 Discussion: None

14 Vote: Action #4 APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,

15 McMorrان and Jones; No: None)

16

17 Action #5: To approve Action #2 as amended to read: To form a Housing &

18 Economic Development Advisory Board (HEDAB) adding to Section 2.

19 Composition, "composed of three (3) City Councilors and a minimum of

20 five ...", and amending Section 2A to specify appointees to be done

21 annual and non-Council will be for three-year terms.

22 Vote: Action #2 APPROVED as amended 6-0 (Yes: Andrade, Causey, Crocker,

23 Lehman, McMorrان and Jones; No: None)

24

25 Note: Council will be polled for interest to be appointed to the HEDAB and

26 chosen at random if necessary.

27

28 8. Water Reservoir repair project approval

29 Start Time: 7:56 p.m.

- 30 • The City Manager reviewed the memo and noted this is the first time the topic has
- 31 been discussed in open session.
- 32 • The process will be cost-neutral for the City.
- 33 • Completion date for project was discussed, which includes the construction of the
- 34 Water Treatment Plant; hope is completion before the end of the year.
- 35 • Process for repairs was discussed.
- 36 • Warranty terms and bonds were discussed.
- 37 • Question about possible litigation as noted in the memo; Council Brewer explained
- 38 potential liabilities.

39

40 Action: Proceed with the reservoir repair and direct the City Manager to execute

41 an agreement with HP Civil, Inc. with the terms generally outlined in the

42 memo.

43 Motion/Second: Councilor Causey/Councilor Lehman

44 Discussion: None.

45 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,

46 McMorrان and Jones; No: None)

1 **E. ORDINANCES & RESOLUTIONS**

2 1. Resolution 24-01 approving 2024 System Development Charge (SDC) rate schedule

3 Start Time: 8:11 p.m.

- 4 • The City Manager reviewed the specifications from the memo.
5 • Discussion about flexibility the Council has relating to SDC fees.
6 • The City Manager gave a brief overview of the state laws and local authority.
7 • Discussion about parks and transportation SDCs charged to businesses.
8 • The City Manager noted the different factors used to determine how SDCs are
9 calculated and that park SDCs are only charged to residential development.
10 • Discussion about looking at other area communities to see what they are charging
11 and how they are being waived to encourage affordable housing.
12 • The City Manager noted the League of Oregon Cities produces SDC data on a fairly
13 regular basis.

14 Action: Approve Resolution 24-01 establishing the 2024 SDC Rates.

15 Motion/Second: Councilor Causey/Councilor Lehman

16 Discussion:

- 17 • Councilor McMorran asked that the SDC topic be referred to the new HEDAB when
18 formed.

19 Vote: Resolution APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,
20 McMorran and Jones; No: None)
21

22 **F. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**
23 **STAFF**

24 Start Time: 8:22 p.m.

25 1. Management Report

- 26 • CM Workman summarized the written report.
27 • Councilor Causey asked for clarification on the 17th Street crossing project, which is a
28 Safe Routes to School project.
29 • Discussion about ARPA funds finding.
30 • Councilor McMorran noted the Philomath Fire & Rescue Board has information
31 published for 2023 calls, and the need for additional volunteers. The Board has decided
32 not to use Philomath News as the publisher of record. College students can get tuition
33 assistance for volunteering at the station.
34 • Councilor McMorran announced an upcoming event to help recruit resource parents in
35 the area. Strengthening Rural Families, Every Child Linn-Benton, and the Benton
36 County field office of the Oregon Department of Human Services are holding the
37 January 10th 6:00pm-8:00pm event at Suburban Christian Church.
38 • Mayor Jones announced the "If I were Mayor" contest and asked Council to advertise
39 and recruit.
40 • Lieutenant Gurski updated the Council on staffing at the Police Department.

41 **INFORMATION & CORRESPONDENCE**

- 42 • No comments.
43

44 **G. EXECUTIVE SESSION – NOT HELD**

45 1. Per ORS 192.660(2)(h) To consult legal counsel regarding current litigation or litigation
46 likely to be filed – Not held.
47

1 H. **ADJOURNMENT**
2 Meeting adjourned at 8:34 p.m.

3 SIGNED:
4 Chas Jones, Mayor

ATTEST:
Ruth Post, MMC, City Recorder