



PUBLIC WORKS COMMITTEE

February 1, 2024 3:00 p.m.
City Hall Council Chambers
980 Applegate St., Philomath OR 97370

Committee Members:	Ruth Causey, Matt Lehman and Christopher McMorrان
Tree Board Members:	Giana Bernardini and Graham Seaders
----- Agenda Topics -----	
Roll Call	
Public Works Business-	
<ul style="list-style-type: none"> • Election of Public Works Chair • Minutes-January 4, 2024-Approval • Capital Improvement Plan-Review • Other Business 	
Tree Board Business-	
<ul style="list-style-type: none"> • No Business Scheduled This Meeting 	

Resource persons:

Kevin Fear, Public Works Director
Garry Black, Public Works Operations Supervisor
Chris Workman, City Manager
Mike Murzynsky, Finance Director

Meeting Access Information:

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. City meetings are being live-streamed on the City’s YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days’ notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English. Contact the City Manager’s Office to make interpreter arrangements.

City Manager’s Office: 541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370.

Philomath Public Works Committee

Minutes

Jan. 4, 2024

Call to Order:

Matt Lehman called the meeting to order at 3:03 PM. The meeting was held at the City Hall Council Chambers and also streamed on the City of Philomath YouTube Channel.

Roll Call:

Present:

Public Works Committee: City Councilors Matt Lehman and Christopher McMorran.

Staff: Public Works Director Kevin Fear, City Manager Chris Workman

Absent: City Councilor Ruth Causey

MINUTES:

July 31, 2023

Action: Councilor McMorran motioned to accept minutes Councilor Lehman seconded. Vote taken and passed 2-0.

PUBLIC WORK BUSINESS:

Election of Public Works Chair postponed until next meeting.

Capital Improvement Plan-Project Review: Mr. Fear went through packet of information. Much discussion was had on various topics of packet. Mr. Workman discussed Frolic bleacher improvement plan. Frolic committee will be approaching the City Council for funding assistance with bleachers as the Frolic grounds bring an economic factor to the City when events happen there. Skate park improvement is at a stand-still. More money is needed for that project so hopefully a grant will be obtained. Mr. Workman explained the plans for it. The water treatment plant is moving forward. Starlight Village generator is still 40-44 weeks out for delivery. Other project updates were given by Mr. Fear.

Park Ordinance-Motion to Forward to Council for Approval at 4:19 PM

Action: Councilor Lehman motioned to forward the updated Park Ordinance to City Council for approval. Councilor McMorran seconded. Vote taken and passed 2-0.

Other Business: Councilor McMorran asked if the side meeting room at the Library could be advertised more to the public as an option for use. Mr. Workman will talk to Ashley at the Library about possibly getting it on their website. Mr. Fear gave an update on Cochran park play equipment and fall material. Mr. Workman updated on flowerbeds and volunteer planter project. Mr. Fear discussed the upcoming sewer line replacement project in the Applegate/Cedar/Ash/16th through 18th St. area.

Meeting adjourned at 4:30 PM

Minutes recorded by Jan Kilgore, Public Works

**City of Philomath
Infrastructure Improvement Schedule
Water**

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected			2025-26 Projected			Estimated cost in 2026 \$ 2026-27 Projected			
					Reserve	SDC Improv	SDC Reimb	Reserve	SDC Improv	SDC Reimb	Reserve	SDC Improv	SDC Reimb	
Revenue:														
Cash carryover from prior year														
Appropriation/Revenue														
Grant for Starlight Village														
Grant for Neabeak Hill (90/10)														
WTP financing Biz OR														
Interest Income														
Total Revenue														
Projects:														
Engineering-Water Treatment Plant	600,000	589,202		300,000										
Water Treatment Plant Construction	6,950,000	206,342		12,600,000										
WTP Reservoir	4,200,000	2,168,000												
WTP Contingency	250,000													
16th Street Extension WL	495,000													
Starlight Village Generator	150,000													
N. 19th St. Water Line Segment A includes engineering	120,000													
S. 19th St. Water Line Seg A includes engineering	685,000													
Water Conservation Plan	20,000													
Neabeak Hill reservoir seismic	468,000													
11th Street Well Aquifer Test	15,000													
N 16th St Water Line	150,000								23,500					
17th St Water Line	295,500											150,000		
												295,500		
Total Expenditure														
Year End Balance														

Planned to

City of Philomath Infrastructure Improvement Schedule

Water

Water Treatment Plant and 9th Street Reservoir

The current Water Treatment Plant has reached the end of its useful lifecycle. The new plant will use filtration technology to help meet increasing quality regulations. It will also double overall treatment capacity. The City received financing for the project from Biz Oregon and construction started in the winter of 2023 with the 1.5 million gallon reservoir.

The 1.5 million gallon reservoir that will be located on the east side of 9th Street adjacent to the water treatment plant. Construction of the reservoir began in the winter of 2023.

Nearback Hill Reservoir Seismic Upgrade

Seismic upgrade to the reservoir.

11th Street Well Aquifer Test

This is a study to test retrofitting the 11th Street Well to function as an aquifer storage recovery (ASR) Well.

Remote Meter Reading Should be completed in fiscal year 2023-24.

This project consists of installing antennae in strategic locations throughout the city to receive water meter readings remotely.

Starlight Village Generator

Install backup generator.

Water conservation Plan

Update Water Conservation Plan from 2011.

North 19th St Water Line Segment

Project includes the construction of new 10-inch line segment from Main to College Streets. Need to replace prior to Benton County road repaving project.

South 19th St Water Line

Project includes the construction of new 10-inch line segment from northern edge of the Timber Estates Subdivision to Main Street. Need to replace prior to Benton County road repaving project.

N 16th St Water Line

Project includes the construction of new 10-inch waterline between Main and College Street.

17th St Water Line

Project includes the construction of new 10-inch line segment from Applegate Street to Main and from Main to College Street.

City of Philomath
Infrastructure Improvement Schedule

Sewer

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected Reserve	2024-25 Projected SDC Improv	2024-25 Projected SDC Reimb	2025-26 Projected Reserve	2025-26 Projected SDC Improv	2025-26 Projected SDC Reimb	2026-27 Projected Reserve	2026-27 Projected SDC Improv	2026-27 Projected SDC Reimb
Revenue:													
Cash carryover from prior year													
Appropriation/Revenue													
Interest income													
Total Revenue													
<i>Cost Est by KF from reservoir bid and Westech. For all projects</i>													
Projects:													
Eng. 11th & Pioneer sewer line-G-5	60,000	55,000											
11th & Pioneer Construction-G-5			35,000	Completed				363,000					
Chapel Drive-Force Main-relocate	250,000												
Engineering - S. 16th Street	73,000	50,000			570,000								
S. 16th Street sewer line	375,000												
Engineering - S. 17th & 18th Street	115,000	86,664			1,078,000								
S. 17th & 18th Street sewer line	1,078,000												
S. 19th St Applegate to Starker-Pgm-1	1,350,000				1,350,000								
15th St Trunk Sewer-G-6								800,000					
1952 Sewer Pgm-1	?								?				
8th & College Sewer Lines G-4													
Applegate & 20th Trunk Sewer G-8													
Transfers:													
To Sewer Fund for Bond Payment	4,155,000	240,000											
Total Expenditures													
Year End Balance													
11th Street Sewer Line													
Upsize from 8" to 10" pipe from 300 block of North 10th to Pioneer Street, then on Pioneer from 10th street to 11th street with 8" and from 11th street to 12th street upsizing from 8" to 10".													
Chapel Drive-Force Main-relocate-Completed													
The sewer force main at Chapel drive needs to be relocated and sleeves must be installed for pass-through utilities.													
S. 16th Street Sewer Line Engineering complete													
Replace failing 8" concrete sewer pipe with PVC. New pipe will run from Main Street to the Public Works yard and then east to 17th Street, this is a full upgrade project.													
S. 17th and 18th Street Sewer Line Engineering Complete													
Replace 1952 era sewer line Applegate Street to Cedar Street on 17th and 18th.													
S. 19th Applegate to Starker-Pgm-1													
Replace 1952 era sewer line prior to Benton County street project													
15th St Trunk Sewer G-6													
Replace 8" concrete with 12" PVC from College to Cedar St													
8th & College Sewer Lines G-4													
Replace 8" concrete with 10" PVC from Main to Dampier St													
Applegate & 20th Trunk Sewer G-8													
Replace 8" concrete with 12" PVC from College to 21st St													
1952 Sewer Pgm-1													
Various areas of 1952 pipe to replace Sewer Collection System Rehabilitation Program													
Sewer Fund Bond Payment													
The Sewer Bond was used to finance expansion of the sewer lagoons in 2009. The bond is scheduled to be fully paid off in FY 2036.													

**City of Philomath
Infrastructure Improvement Schedule
Street**

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected		2025-26 Projected		2026-27 Projected	
					Reserve	SDC Improv	SDC Reimb	Reserve	SDC Improv	SDC Reimb
Revenue:										
Cash carryover from prior year										
URA Coverage										
Appropriation/Revenue										
CAMPO Allocation										
Interest income										
Total Revenue										
Projects:										
Engineering - S. 16th Street	333,000	333,000								
S. 16th Street project	1,065,000	-			1,065,000					
Streetscape Improvement	1,000,000	1,000,000								
14th street improvements	343,000	270,000								
Main Street Crossing at 17th-Eng, Construction	128,000 200,000	-								
N 19th St Main to College	120,000							120,000		
TSP Projects Cr-2, Cr-3, Tr-2										
Applegate-Street Bike Lane	26,500									
19th-Street-&-Applegate-Roundabout	200,000									
Total Expenditure										
Year End Balance										

S. 16th Street Modernization and Expansion
 Modernize S. 16th Street and construct to local street standard. Extend S. 16th Street down to S. 17th Street opposite Cedar St.
 This is project NR-9/Up-11 on the financially constrained Transportation System Plan list (TSP) project list.

Streetscape Improvement
 The Urban Renewal Agency, City, and ODOT are partnering to repave Main and Applegate Streets from 7th Street to 14th Street.
 The City will contribute funds to help widen sidewalks, add pedestrian-scale lighting and amenities in order to increase pedestrian and bicycle safety and promote economic development in the downtown area.

Main Street Crossing at 17th
 Replace existing beacon light with street-level pedestrian-activated flashing lights and provide bicycle cut-through in median. This is Cr-1 on the TSP project list.

~~Applegate-Street-Bike Lane~~
 N. 19th Main to College
 Section of City street to piggyback onto Benton County road project (paving from Chapel Dr. to Industrial Way)

~~19th-Street-&-Applegate-Roundabout~~
~~Preliminary engineering for the intersection improvements, roundabout, at 19th-Street and Applegate.~~

TSP Projects Cr-2, Cr-3, Tr-2
 Cr-2-Finish College St Safe Routes to School; Cr-3-Crosswalk at 15th and Cedar; Tr-2-Bus stop amenities

City of Philomath
Infrastructure Improvement Schedule

Storm Drain

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected Reserve	2024-25 Projected SDC Improv	2025-26 Projected Reserve	2025-26 Projected SDC Improv	2026-27 Projected Reserve	2026-27 Projected SDC Improv
Revenue:										
Cash carryover from prior year										
Revenue including URA										
Interest income										
Total Revenue										
Projects:										
Downtown Streetscape Project-Bioswale	300,000	300,000								
16th St. project - storm drain portion	405,000	-			405,000					
11th Street—storm-drain-portion	140,000	125,000								
Storm-Water-Maester-Plan	50,000	50,000								
Wait for Master Plan to ID projects										
Total Expenditure										
Year End Balance										
Downtown Streetscape Project-Bioswale										
This project includes storm water collection from the highway that the City is responsible for. Storm water will be treated alongside the road where available and along S-9th Street in a large detention area.										
16th St. project - storm drain portion										
Drainage for street improvement.										
11th Street—storm-drain-portion										
Improve 11th Street from Pioneer to the 600 block of North 11th Street										
Storm Water Master Plan										
Continued work on completing the Stormwater Master Plan.										

City of Philomath
Infrastructure Improvement Schedule

Park

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected Reserve	2024-25 Projected SDC Improv	2025-26 Projected Reserve	2025-26 Projected SDC Improv	2026-27 Projected Reserve	2026-27 Projected SDC Improv
Revenue:										
Cash carryover from prior year										
Appropriation/Revenue										
Grant Revenue - Cochran Park										
Grant Revenue -Roller										
Interest Income										
Total Revenue										
Projects:										
Cochran-Veterans-Memorial-Park	248,100	70,000								
Millpond Park Upgrade	10,000	-								
Roller-Sports-Park-Feasibility-Study	25,000	25,000								
Roller Sports Park Construction	300,000									
Pedestrian-scale lighting -City Park	20,000	-								
Parks are closed at dark-needed?										
Total Expenditure										
Year End Balance										

Cochran Memorial Park

The Cochran Memorial Park is a Veterans park honoring Paul Jeffrey Cochran, Philomath High School class of 1966, who was killed in action on May 1st, 1968. The park will consist of a memorial plus picnic areas and a park gazebo.

Millpond Park Upgrade

This neighborhood park will be built by the developer at the time the surrounding homes are constructed. It will serve the new subdivision with a sports court, playground equipment and public restrooms. Additional ADA equipment may be necessary.

Roller Sports Park Feasibility Study

A feasibility study is needed to determine the appropriate size, elements, and location of a future skatepark.

Roller Sports Park Construction

Following the feasibility study, construction of the new skatepark facility will take place. A State Parks and Rec Grant may be sought.

Pedestrian-scale lighting -City Park

The Park Master Plan identifies the need for lighting along the parking lot and adjacent walking path at City Park.

City of Philomath
Infrastructure Improvement Schedule
Bike Path/Footpath

	Total Project Cost	Total Expenses To Date	2022-23 Budgeted Expense	2023-24 Project Balance	2024-25 Projected		2025-26 Projected		2026-27 Projected	
					Reserve	Reserve	Reserve	Reserve		
Revenue:										
Cash carryover from prior year						6,327		7,596		8,070
Revenue						2,636		2,715		2,797
Interest income						633		760		782
Total Revenue						9,596		11,070		11,649
Projects:										
East Hwy 20 Crossing Improvements	2,000	-	-	2,000		-2,000		3,000		0
Total Expenditure						2,000		3,000		0
Year End Balance						7,596		8,070		11,649

East Hwy 20 Improvements
 Improve reflective coatings, traffic awareness measures at the rapid flash beacon crossing at the far east end of town.

* Funding is from the ODOT gas tax money received by the city. 1% of that has to be deposited to that account. This Funding can only be used for bike and footpaths along, or connected to an ODOT highway. (Main St and a portion of Applegate St).

City of Philomath Facility Improvement Schedule

<u>Facility Description</u>	<u>Estimated Future Cost</u>	<u>Current Balance</u>	<u>Years to Replace</u>	<u>2024-25</u>	<u>2025-26</u>	<u>2026-27</u>	<u>2027-28</u>	<u>2028-29</u>	<u>Comments</u>
CITY HALL Upgrade/Remodel									
Parking lot/landscape restoration	400,000	350,667	2	24,667	24,667	24,667	0	0	Remodel in 2026-27
Playground equipment	30,000	18,250	5	2,350	2,350	2,350	2,350	2,350	Restore in 2028-29
HVAC replacement (2) units	150,000	122,760	1	27,240	0	0	0	0	Replace in 2024-25
Total Funding	40,000	16,091	10	2,391	2,391	2,391	2,391	2,391	Replace in 2033-34
	x	507,768		56,647	29,407	29,407	4,741	4,741	
POLICE Upgrade/Remodel									
Parking lot/landscape restoration	500,000	225,737	18	15,237	15,237	15,237	15,237	15,237	Remodel in 2041-42
HVAC Rehab (3) units	30,000	15,667	5	2,867	2,867	2,867	2,867	2,867	Restore in 2028-29
Total Funding	60,000	40,417	5	3,917	3,917	3,917	3,917	3,917	Restore in 2028-29
	x	281,821		22,020	22,020	22,020	22,020	22,020	
LIBRARY Upgrade/Remodel									
New addition conceptual design	600,000	358,543	6	40,243	40,243	40,243	40,243	40,243	Addition in 2029-30
Parking lot/landscape replacement	30,000	30,000	0	0	0	0	0	0	Design in 2023-24
HVAC replacement (4) units	30,000	20,833	5	1,833	1,833	1,833	1,833	1,833	Restore in 2028-29
Total Funding	80,000	36,273	10	4,373	4,373	4,373	4,373	4,373	Replace in 2032-34
	x	445,649		46,449	46,449	46,449	46,449	46,449	
PUBLIC WORKS Upgrade/Remodel									
Shop Buildings Upgrade/Remodel	500,000	98,060	29	13,860	13,860	13,860	13,860	13,860	Remodel in 2052-53
Parking lot/landscape restoration Main Bldg	300,000	56,883	29	8,383	8,383	8,383	8,383	8,383	Remodel in 2052-53
Parking lot/landscape restoration Shops	30,000	26,800	1	3,200	0	0	0	0	Restore in 2024-25
HVAC Rehab - Office (2) units	150,000	19,642	18	7,242	7,242	7,242	7,242	7,242	Restore in 2039-40
HVAC Rehab - Shops (3) units	20,000	13,040	4	1,740	1,740	1,740	1,740	1,740	Replace in 2025-26
Total Funding	30,000	25,133	2	2,434	2,434	2,434	0	0	Replace in 2026-27
	x	239,558		36,859	33,659	33,659	31,225	31,225	

City of Philomath

Vehicle & Rolling Equipment Replacement Schedule

Equipment # and Description	Estimated Future Cost	Projected 6/30/2024 Balance	Years to Replace	2024-25	2025-26	2026-27	2027-28	2028-29	Comments
				18,154	18,154	18,154	18,154	18,154	
Water Fund									
53 2022 Ford Ranger	36,400	6,733	8	3,708	3,708	3,708	3,708	3,708	Replace in 2031-32
16 2007 Case Backhoe	83,200	39,457	6	7,291	7,291	7,291	7,291	7,291	Replace in 2029-30
49 2019 Dodge Ram	33,800	10,571	6	3,872	3,872	3,872	3,872	3,872	Replace in 2029-30
39 2019 Ford Ranger	31,200	8,213	7	3,284	3,284	3,284	3,284	3,284	Replace in 2030-31
Total		64,974		18,154	18,154	18,154	18,154	18,154	
Wastewater Fund									
52 2022 Vaccon Vac Truck	728,000	127,600	9	66,711	66,711	66,711	66,711	66,711	Replace in 2032-33
7 2003 International dump truck	93,600	76,020	3	5,860	5,860	5,860	5,860	0	Replace in 2026-27
48 2016 Ford utility van	46,800	33,525	3	4,425	4,425	4,425	0	0	Replace in 2026-27
42 2008 Mini Excavator	62,400	38,800	4	5,900	5,900	5,900	5,900	5,900	Replace in 2027-28
Sewer camera	88,400	53,480	4	8,730	8,730	8,730	8,730	0	Replace in 2027-28
40 2020 Ford F350 replacement	57,200	10,644	8	5,820	5,820	5,820	5,820	5,820	Replace in 2031-32
Total		340,069		91,626	91,626	91,626	87,201	72,611	
Street Fund									
55 2023 2 yard Dump truck	85,000	0	10	8,500	8,500	8,500	8,500	8,500	Replace in 2033-34
13 Sander	10,400	6,550	3	1,283	1,283	1,283	1,283	0	Replace in 2026-27
54 2015 Ravo Street Sweeper	350,000	156,413	4	48,397	48,397	48,397	48,397	0	Replace in 2028-29
50 2019 Ford 350	62,400	14,125	7	6,896	6,896	6,896	6,896	6,896	Replace in 2030-31
Trailer mounted arrowboard	5,500			5,500					Purchase in 2024-2025
Total		177,088		70,577	65,077	65,077	65,077	15,396	
GENERAL FUND									
Administration Department									
Administration Vehicle	26,000	24,400	2	800	800	800	0	0	Replace in 2025-26
Total		24,400		800	800	800	0	0	

City of Philomath

Vehicle & Rolling Equipment Replacement Schedule

Equipment # and Description	Estimated Future Cost	Projected 6/30/2024 Balance	Years to Replace	2024-25	2025-26	2026-27	2027-28	2028-29	Comments
				8,083	8,083	8,083	8,083	8,083	
Park Department									
10 John Deere Tractor	38,000	38,000	1	0	0	0	0	0	Replace in 2023-24
John Deere Tractor replacement	44,720	0	11	4,065	4,065	4,065	4,065	4,065	Replace in 2035-36
38 John Deere front mower	34,320	6,200	7	4,017	4,017	4,017	4,017	4,017	Replace in 2029-30
Total		<u>44,200</u>		<u>8,083</u>	<u>8,083</u>	<u>8,083</u>	<u>8,083</u>	<u>8,083</u>	
Police Department									
Vehicle 47 Replacement	55,000	0	5	11,000	11,000	11,000	11,000	11,000	Replace in 2028-29
Vehicle 57 replacement	55,000	18,333	7	5,238	5,238	5,238	5,238	5,238	Replace in 2030-31
Vehicle 61 replacement	55,000	11,000	4	11,000	11,000	11,000	11,000	11,000	Replace in 2027-28
53 1994 Ford Ambulance/Evidence unit	10,000	2,000	4	2,000	2,000	2,000	2,000	2,000	Replace in 2027-28
49 2016 Ford F-150	40,000	5,714	7	4,898	4,898	4,898	4,898	4,898	Replace in 2029-30
Total		<u>37,047</u>		<u>34,136</u>	<u>34,136</u>	<u>34,136</u>	<u>34,136</u>	<u>34,136</u>	