

**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
March 11, 2024**

**A. CALL TO ORDER - ROLL CALL**

Meeting called to order at 7:01 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  
City Recorder Ruth Post

- Acknowledgement of retiring City Attorney Jim Brewer with appreciation for his years of service to Philomath.

**B. PROCLAMATION**

Start Time: 7:07 p.m.

1. Women's History Month Proclamation

Action: To amend Whereas statement #5 to replace "first group of settlers" with "Indigenous people".

Motion/Second: Councilor Andrade/Councilor Jones

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

Action: To approve Proclamation 24-05 declaring March 2024 as Women's History Month in Philomath as amended.

Motion/Second: Councilor Andrade/Councilor Crocker

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

- Councilor Andrade read the proclamation into the record.

**C. PUBLIC COMMENTS**

Start Time: 7:11 p.m.

1. None.

1 **D. CONSENT AGENDA**

2 Start Time: 7: 11p.m.

3 1. Minutes of February 12, 2024, City Council meeting. – Correction of spelling of Brad  
4 Pankella’s last name in two locations.

5 2. Notes of February 26, 2024, City Council work session.

6 3. Minutes of February 26, 2024, City Council meeting.

7 Action: To approve the Consent Agenda as corrected.

8 Motion/Second: Councilor Andrade/Councilor Causey

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

11 **E. NEW BUSINESS**

12 1. Library Expansion Feasibility Study contract award

13 Start Time: 7:13 p.m.

- 14 • City Manager Workman summarized the process for review of the proposals and
- 15 interviews of the top three firms.
- 16 • Top candidate Robertson Sherwood described as excited and ready to get started.
- 17 • Scope of project reviewed, including current use and issues, with a report of
- 18 recommendations to be received from Robertson Sherwood.

19 Action: To approve the contract for Architectural Services with Robertson  
20 Sherwood and direct the City Manager to execute the contract as  
21 presented.

22 Motion/Second: Councilor McMorran/Councilor Andrade

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

25  
26 2. Independent Auditor contract award

27 Start Time: 7:19 p.m.

- 28 • Councilor Andrade presented the Finance & Administration Committee’s
- 29 recommendation for award of the contract.

30  
31 Action: To direct the City Manager to execute the contract for financial auditing  
32 services with SingerLewak, following the 7-day protest period.

33 Motion/Second: Councilor Causey/Councilor Lehman

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

36 3. Review of Grandstands and Arena Lighting RFP

37 Start Time: 7:22 p.m.

- 38 • CM Workman reviewed the funding package assembled for the project and expected
- 39 project timeline.
- 40 • Corrections to timeline table reviewed.
- 41 • Discussion about timeline for foundation work and elevation verification prior to next
- 42 winter.
- 43 • Substantial contribution from Knife River noted.
- 44 • Discussion about ADA needs on-site and potential for a paved path from South 13<sup>th</sup>
- 45 Street.
- 46 • Discussion about environmental aspects such as proper disposal of the existing
- 47 grandstand materials, energy-efficient lighting, and other aspects of the project.

- Visual aspects of project in relationship to Timber Town theme discussed.

Action: To approve the RFP for the Grandstands and Arena Lighting Project as presented and direct the City Manager to advertise it.

Motion/Second: Councilor Causey/Councilor McMorran

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

#### 4. Housing and Economic Development Committee membership approval

Start Time: 7:38 p.m.

- CM Workman recommended appointment of all of the applicants plus one additional person, Nancy Murphy, who expressed interest after completion of the agenda.

Action: To approve the slate of applicants for the newly formed Housing and Economic Development Committee as presented with the addition of Nancy Murphy.

Motion/Second: Councilor Crocker/Councilor Causey

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

#### 5. City Hall remodel – design review

Start Time: 7:41 p.m.

- CM Workman reviewed discussions with staff about work station layouts.
- Benefits of the project described.
- Paying for the project without having to request bond funds from the voters noted.
- ADA improvements to connect the parking lot to the Applegate Street sidewalk described.
- Conceptual renderings for proposers to consider reviewed.
- Discussion about lighting and natural lighting.

Action: To approve the preliminary design of the City Hall Remodel Project and direct staff to prepare an RFP for final design and construction.

Motion/Second: Councilor McMorran/Councilor Causey

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

### **F. ORDINANCES & RESOLUTIONS**

#### 1. Ordinance #884 Adopting limitation of liability for use of trails, amending PMC 12.10 Parks

Start Time: 7:55 p.m.

- City Attorney Brewer read the proposed ordinance by title.
- Discussion about coordination with state legislation.
- CA Brewer summarized current state of legislation and the impact of the proposed ordinance.
- Potential need to consider additional code language based on future legislation.
- Updating schedule of City code discussed.

Roll Call Vote: Ordinance APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran and Jones; No: None) at First Reading. Effective April 10, 2024.

1 **G. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
2 **STAFF**

3 Start Time: 8:05 p.m.  
4

5 1. "If I Were Mayor" Contest Winners

- 6 • Mayor Jones announced the winner and runner-up for the 2024 contest:  
7 • First Place: Ava Oster  
8 • Second Place: Ruby Oster  
9 • The winning essay was read into the record.

10  
11 2. Management Report

- 12 • CM Workman noted the upcoming busy spring and summer with several projects  
13 underway.  
14 • Use of the playground equipment at the new Memorial Park was noted by Councilor  
15 Lehman.  
16 • Assistant CM Starner reported on the City's participation at the Interfor job fair.  
17 Workforce Oregon was complimented for services provided.  
18 • Discussion about Cochran Memorial Park improvements.

19 3. Councilor McMorran reported on today's Fire & Rescue Board meeting. Their bond expires  
20 in the next couple of years.

21 4. Councilor Lehman noted increase in bus ridership, questioning potential reasons for  
22 increase. Discussion about college student ridership.

23 5. Councilor Andrade reported the Inclusivity Committee wanted to know if there was  
24 feedback from the trainer of the recent JEDI training. Discussion about attendance at the  
25 Black History Month movie screening.

26 6. City Recorder Post reminded the Council there is no second meeting in March and the filing  
27 period for the Annual Statement of Economic Interest opens on Monday, March 15.

28 7. League of Oregon Cities Spring Conference – Councilors interested in attending were  
29 encouraged to notify the City Manager or City Recorder.

30 **INFORMATION & CORRESPONDENCE**

- 31 • No comments.  
32

33 **H. EXECUTIVE SESSION**

34 1. Per ORS 192.660(2)(h) To consult legal counsel regarding current litigation or litigation  
35 likely to be filed

36 Start Time: 8:26 p.m.

37 Procedures: Mayor Jones read the statement of Executive Session rules as printed on  
38 the meeting agenda. The public was excused and live-streaming was  
39 discontinued. Announcement was made that there would be no business  
40 conducted after the executive session and the meeting would be  
41 immediately adjourned.  
42

43 Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, Lehman, and  
44 McMorran; Staff: City Manager Workman; City Attorney Brewer; Assistant

1 City Manager Chelsea Starner; City Recorder Post. Media: Brad Fuqua,  
2 Philomath News.

3  
4 Executive session closed at 8:43 p.m.

5  
6  
7 **I. ADJOURNMENT**  
8 Meeting adjourned at 8:43 p.m.

9 SIGNED:  
10 Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder