

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **February 6, 2020**  
4

5 **CALL TO ORDER:**

6 Mayor Eric Niemann called the meeting to order at 3:10 p.m. in the Council Chambers at  
7 Philomath City Hall, 980 Applegate Street, Philomath, OR.  
8

9 **ROLL CALL:**

10 City Councilors Chas Jones and Doug Edmonds and Mayor Eric Niemann.  
11 Staff: City Manager Chris Workman, Finance Director Joan Swanson, Public Works Director  
12 Kevin Fear, Public Works Operations Supervisor Garry Black, and City Recorder Ruth Post.  
13

14 **MINUTES:**

15 **MOTION:** Councilor Edmonds moved, Councilor Jones second, to approve the minutes of  
16 December 18, 2019 as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and  
17 Niemann; No: None).  
18

19 **TREE BOARD BUSINESS:**

20 None.  
21

22 **PUBLIC WORKS BUSINESS:**

23 **Election of Chair**

24  
25 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to re-appoint Eric Niemann as  
26 committee chair for 2020. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No:  
27 None).  
28

29 **FCS Corporation - SDC Methodology**

30 Mayor Niemann explained this discussion was a follow-up to the presentation by Kurt McLeod in  
31 July 2019 regarding preparation of new System Development Charge methodologies now that  
32 master plans had been updated for water, sewer and streets. Mr. Workman reviewed the  
33 meeting that was held earlier in the day with FCS Corporation. He noted they weren't able to  
34 meet the Committee due to a meeting in Corvallis where they are working on Street  
35 methodologies for the city of Corvallis.  
36

37 Mr. Workman distributed and reviewed the proposed project plan and fee schedule that FCS  
38 prepared for the city of Coburg (supplemental agenda item). He stated they would be preparing  
39 a proposal specific to Philomath and submitting it. He described the timeline that FCS outlined,  
40 including the required 90-day public notice and public hearing.  
41

42 Mayor Niemann suggested that the reasons for delving into this was to update the  
43 methodologies and simplify the methodology process. Councilor Edmonds noted that FCS  
44 develops methodologies specifically as their business. He compared the services that they are  
45 providing to Corvallis to the expectations of what they would provide to Philomath.  
46

47 Mr. Workman stated that the other engineering firm that was considered, Kurt McLeod, had  
48 estimated a total of \$5,000-\$8,000 less to prepare all of the methodologies Philomath needs to  
49 update. He explained that Mr. McLeod is part of an engineering firm that provides other types of  
50 municipal services where FCS provides only this type of analysis service. Mr. Workman

1 reviewed the differences in the services the firms provide. He described the approach that FCS  
2 brings to the table, having specialized in these studies, and noted that Mr. McLeod probably  
3 doesn't have the level of history that FCS does.

4  
5 Mr. Workman explained that FCS has presented at League of Oregon Cities conferences on  
6 best practices in developing SDC methodologies.

#### 7 **Utility Rates**

8  
9 Ms. Swanson described the difficulty in making estimates based on the uncertainty of the  
10 current population growth. She stated that several factors are impacting growth, including  
11 houses and apartments under construction. There was discussion about having the Public  
12 Works Committee review the rates, rather than the Finance & Administration Committee. Ms.  
13 Swanson suggested the Public Works Committee would be the appropriate committee to review  
14 the rates and has always done it in the past.

15  
16 Ms. Swanson reviewed the water treatment plant funding package through Business Oregon  
17 that the Finance & Administration Committee recommended proceeding with. In light of not  
18 knowing having firm data to estimate the water revenue growth, she suggested not increasing  
19 the water rates as much as was proposed when the rates were reviewed last year. She stated  
20 the recommendation is to only increase the water base rate \$1.00 per month.

21  
22 Ms. Swanson noted that water usage has decreased as the rates have increased, leading to the  
23 presumption that users are conserving water to control their overall utility bill.

24  
25 Ms. Swanson reviewed the proposal to maintain the sewer base rate at the current rate and to  
26 increase the sewer per unit rate. She noted this makes it possible for consumers to conserve  
27 and impact their total usage. She added that the Finance & Administration Committee would be  
28 reviewing the General Fund Fee at their meeting later this month.

29  
30 There was discussion about the expectations that were used in 2019 to make the initial  
31 increases to water rates. There was discussion about not needing to be as aggressive as  
32 originally estimated due to the variable growth factors impacted by the development projects  
33 currently under construction.

34  
35 Councilor Jones questioned the philosophy behind increasing the water base rate versus  
36 increasing sewer per unit rates. Ms. Swanson explained concerns for residential users who wish  
37 to impact their rates. She stated the need for more certainty on the water revenues to prepare  
38 for the water plant debt service payments versus the less imperative additional sewer revenue  
39 enabling completion of certain capital improvement projects.

40  
41 There was discussion about comparison of Philomath rates to Corvallis rates. Mr. Workman  
42 described the impact of having more business and industrial users in Corvallis who pay rates  
43 that help keep their residential rates lower.

44  
45 Ms. Swanson reviewed the two proposals included on the water and sewer rate comparison  
46 sheet (supplemental agenda item). Mr. Workman recommended moving to the Capital  
47 Improvement Plan to review the projects on the schedules and determine what impact that  
48 should have on the sewer rates. There was discussion about there being no sewer rate increase  
49 last year and the sewer projects that have consequently been postponed.

1 There was discussion about the method used to calculate multi-family dwelling fees, particularly  
2 the water base rate being based on the size of the meter, not the type of use. Ms. Swanson  
3 summarized the use of a multiplier on larger water meters to develop an appropriate base rate  
4 for multi-families but emphasized that the apartment complexes pay the same per-unit rate as  
5 single family dwellings. There was discussion about the uncertainty of how much per unit usage  
6 The Boulevard will have upon build-out.

7  
8 The Committee moved to reviewing the sewer projects listed on the Capital Improvement Plan  
9 Infrastructure Improvement Schedule:

- 10 • Timber Estates gravity line: Waiting on approval of the easement from the School  
11 District.
- 12 • North 11th Street sewer line: Mr. Fear explained this is an upsize of the sewer line with a  
13 10" line.
- 14 • South 16th Street sewer line: Mr. Fear explained this was a replacement of 1952 sewer  
15 pipe. He reviewed the project.
- 16 • South 17th & 18th Street sewer line: Mr. Fear reviewed the problems with the sewer line  
17 in this area, including cave-ins.

18  
19 There was discussion about the remaining 1952 sewer line in the ground to be replaced and the  
20 impacts of the three listed line replacement projects. He described the inflow and infiltration that  
21 occurs in the 17th and 18th Street lines and overflows Pump Station A during heavy rain events.

22  
23 There was discussion about the benefit of replacing the sewer line on 11th Street prior to street  
24 improvements. Mr. Workman described the benefits on South 17th Street of making those  
25 improvements before the Millpond Subdivision connects it to Chapel Drive and the reduction in  
26 inconvenience for the neighborhood.

27  
28 Ms. Swanson reviewed the timelines and revenues on the improvement schedule, noting the  
29 estimated revenue was based on the higher proposed sewer rate increase. She described the  
30 use of SDC dollars where they can be applied and noted the things that can't be paid for by  
31 SDC dollars must be paid for by ratepayers. There was discussion on some of the 11th Street  
32 project qualifying for SDC dollars.

33  
34 Ms. Swanson described the impact of additional users paying rates. There was discussion  
35 about the estimates provided. Mr. Workman noted the estimates are based on conservative  
36 estimates. Ms. Swanson reviewed the impacts of delaying sewer rate increases. Mayor  
37 Niemann discussed balancing the rate increases of last year with the proposals this year.

38  
39 Councilor Edmonds reviewed the impacts of the projects over the three-year period. Mr.  
40 Workman stated it is a continual balance between water and sewer projects and there will  
41 always be projects that need to be completed. There was discussion about the concrete pipe in  
42 the ground that is described as 1952, but also includes 1960 and 1970 pipe that is now reaching  
43 the end of its lifespan.

44  
45 Mr. Workman described the impacts of full street improvements needed on North 11th Street  
46 impacting the priority of the other sewer improvements and the safety issues on South 16th  
47 Street adjacent to the Elementary School. He noted these impacts create a higher overall need  
48 for improvement ahead of the South 17th and 18th Street project.

1 Mayor Niemann noted that people don't value infrastructure until it fails and then they question  
2 why projects hadn't been previously completed. He described the safety issues on North 11th  
3 Street with development and a new park but a lack of sidewalks for safe pedestrian travel.  
4

5 On the Street Infrastructure Improvement Schedule, there was discussion about the South 17th  
6 and 18th Street sewer project not having a corresponding street project.  
7

8 There was discussion about the creation of a Local Improvement District (LID) being used to  
9 pay for street improvements on North 11<sup>th</sup> Street. Mr. Workman described the use of different  
10 language in street methodologies to make street improvements. Ms. Swanson explained the  
11 small developments that have gone into the North 11th Street area that were not required to put  
12 in sidewalks and other street improvements. Mr. Fear described the reasons for not wanting  
13 small developments to improve small sections of streets at the time of their development  
14 because the final product would be a patchwork of improvements.  
15

16 Councilor Edmonds described the coordination of the sewer line, water line and street  
17 improvements for North 11th Street. Ms. Swanson explained the use of an LID in which the City  
18 pays for the improvements up front and the adjacent property owners are billed and can repay  
19 their share over ten years.  
20

21 Mr. Black described the proposed Safe Routes to School projects for bike lane striping and  
22 shared lane markings. Mr. Workman explained that the recently approved Transportation  
23 System Plan rolled the projects in and prioritized them from the Safe Routes to School Plan. Mr.  
24 Fear explained that two of the big items on the priority list were completed in 2011-2012 with the  
25 Applegate Street Project.  
26

27 There was additional discussion about the shared lane markings that have already been  
28 installed on Applegate Street.  
29

30 There was discussion about pushing the street improvements for 16th Street out on the  
31 schedule due to insufficient funds.  
32

33 On the Park Infrastructure Improvement Schedule, Ms. Swanson reviewed the Cochran  
34 Memorial Park improvements, including the use of SDC funds. Mayor Niemann explained the  
35 grant application for this new park will be submitted next week; but from a budget standpoint,  
36 the schedule looks appropriate. He stated that there are a number of in-kind donations  
37 committed to the project. Ms. Swanson noted that the funds previously provided by the property  
38 donor are included in the cash carryover.  
39

40 Mr. Black reviewed the compression of the park fall material that requires replacement and is a  
41 safety requirement. Councilor Edmonds noted all of the technical details associated with  
42 playgrounds. There was discussion about the standards depending upon how high above the  
43 ground the equipment places the users.  
44

45 There was discussion about the replacement of the City Park restrooms and the need to meet  
46 ADA requirements.  
47

48 On the Storm Drain Infrastructure Improvement Schedule, Mr. Fear described the difference in  
49 sizing storm drain projects and the update of the Master Plan. There was discussion about the  
50 storm drainage being included in the street costs for North 11th Street.  
51

1 On the Bike Path/Footpath Infrastructure Improvement Schedule, Ms. Swanson explained the  
2 funds for those come from gas tax revenues. She noted there are no projects currently  
3 anticipated on that schedule.

4  
5 Ms. Swanson explained that the SDC revenue estimates are based on 30 new dwelling units  
6 which is likely to be a conservative number.

7  
8 On the Water Infrastructure Improvement Schedule, Ms. Swanson reviewed the potential for  
9 construction on the water treatment plant to begin prior to the end of the 2020-2021 budget  
10 year. There was discussion about the funding for the treatment plant. Mayor Niemann described  
11 attending the city of Jefferson's water treatment plant groundbreaking. He noted that  
12 approximately the first week in April a representative of Pall Water would be in the area and  
13 would likely visit Jefferson and Philomath. He described the user groups for best practices that  
14 are available to cities using the Pall water treatment system.

15  
16 Ms. Swanson explained the use of SDC dollars from growth to pay towards the debt service on  
17 the water plant over the years. There was discussion about the balance between using SDC  
18 dollars towards the debt service and still having funds for future project needs. Ms. Swanson  
19 summarized the impact of the actual plant construction cost on the ending balance by 2023.

20  
21 Ms. Swanson stated she is trying to be as realistic as possible to present the ratepayers with the  
22 best information possible. There was discussion about the Jefferson rates on the water and  
23 sewer rate comparison. Mayor Niemann compared the situation in Jefferson with Philomath's.  
24 Ms. Swanson noted the rates from the other cities are current rates and do not include expected  
25 increases.

26  
27 Councilor Jones stated that people should have more control over their water rates. He  
28 suggested increasing the per unit rate by 25 cents instead of \$1 on the base rate, so the  
29 apartment complexes will pay more. He described the impacts of making the increase on the  
30 unit rate. There was discussion about the impacts of the apartment complex usage.

31  
32 There was discussion about different rate structures and the philosophy behind it. There was  
33 discussion about the rate options. Councilor Jones described raising more revenue overall with  
34 a per unit increase. There was discussion about users conserving. There was discussion about  
35 reaching a compromise with some base rate increase and some per unit increase.

36  
37 Mr. Workman described the variables that impact conserving and that it seems residents are  
38 already conserving. There was discussion about whether users have reached their maximum  
39 conservation ability.

40  
41 **MOTION:** Councilor Jones moved to increase the water per unit rate by 25 cents per unit and  
42 no increase to the water base rate. Mayor Niemann suggested increasing the water base rate  
43 by 50 cents and water per unit charge by 25 cents per unit. He stated concern over losing the  
44 favorable position we are currently in. There was discussion about the rates needed to meet the  
45 debt service payment.

46  
47 Councilor Jones stated he could support the Mayor's proposed 50 cents on the water base rate  
48 and 25 cents per unit on the water unit rate. Mr. Workman explained that this proposal was  
49 more aggressive than staff is recommending. There was discussion about also reviewing the  
50 sewer rate. The Committee reviewed the two sewer rate proposals presented by staff.

1 Mayor Niemann summarized the message that needs to be explained to ratepayers on the  
2 different increases.

3  
4 **MOTION:** Mayor Niemann suggested amending Councilor Jones' motion to add the \$1 increase  
5 per unit to the sewer per unit charge. Councilor Edmonds second the revised motion..  
6

7 Mr. Workman stated concerns about the impact on heavier water users, particularly those trying  
8 to grow gardens and concerns about justifying the increases. Mayor Niemann stated the rates  
9 create more surety that the rates will be sufficient for the treatment plant.

10  
11 **FINAL MOTION (restated):** Councilor Jones moved, Councilor Edmonds second, to  
12 recommend to the City Council to increase the water base rate for a ¾" residential water meter  
13 by 50 cents and the water per unit rate by 25 cents per unit and to increase the sewer per unit  
14 rate for a ¾" residential water meter service by \$1.00 per unit. Motion APPROVED 3-0 (Yes:  
15 Edmonds, Jones, and Niemann; No: None).  
16

17 Ms. Swanson questioned if the Committee wished to make any changes on the low income  
18 water rate that was established last year. The Committee discussed leaving the low income  
19 water base rate the same.  
20

21 Mayor Niemann noted some of the rate increases are because of the Capital Improvement  
22 Projects. He stated it was important for constituency to have some understanding of the reason  
23 for the increases. Councilor Edmonds described the importance of staying ahead of projects  
24 and the negative reputation failure to do so can create. There was discussion about the value of  
25 infrastructure projects.  
26

27 *(5:24 p.m. audio recording ended.)*  
28

29 There was discussion about the difficult decisions related to raising rates and providing the  
30 public with the information needed to understand how the decisions were reached.  
31

32 **MOTION:** Councilor Edmonds moved, Councilor Jones second, the Public Works Committee  
33 recommend forwarding the 2020-2021 Capital Improvement Plan to the City Council for  
34 approval as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No:  
35 None).  
36

37 Councilor Edmonds noted these are the numbers that will go into the Budget Committee. Mayor  
38 Niemann emphasized the importance of educating the public how the budget works. He  
39 described all of the decisions that have to come together from each of the Committees to create  
40 the budget. Councilor Edmonds stated the importance of communication of the numbers. Mr.  
41 Workman described the importance of the discussions, updating the information and making  
42 well-informed decisions that impact the future for the community. Ms. Swanson described  
43 explaining the difference in rates between Philomath and Corvallis to customers, particularly the  
44 major difference in industrial and commercial users that Corvallis has and Philomath does not.  
45

46 Meeting adjourned at 5:31 p.m.

47 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **March 5, 2020**  
4

5 **CALL TO ORDER:**

6 Mayor Eric Niemann called the meeting to order at 3:00 p.m. in the Council Chambers at  
7 Philomath City Hall, 980 Applegate Street, Philomath, OR.  
8

9 **ROLL CALL:**

10 City Councilors Chas Jones and Doug Edmonds and Mayor Eric Niemann (via teleconference).  
11 Staff: City Manager Chris Workman, Finance Director Joan Swanson, Public Works Director  
12 Kevin Fear, Public Works Operations Supervisor Garry Black, and City Recorder Ruth Post.  
13

14 **MINUTES:**

15 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to approve the minutes of  
16 February 6, 2020 as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann;  
17 No: None).  
18

19 **TREE BOARD BUSINESS:**

20 None.  
21

22 **PUBLIC WORKS BUSINESS:**

23 **Safety and Streetscapes Project Active Transportation Bike Route Option** – Mr. Workman  
24 introduced Jenna Berman an active transportation specialist with ODOT. He summarized her  
25 involvement in bringing additional bicycle and pedestrian safety amenities to the Downtown  
26 Streetscapes plan. He described the efforts of Ms. Berman to develop a plan to include active  
27 transportation amenities in the scope of the streetscapes project. Ms. Berman distributed a  
28 handout describing the potential amenities that would be add to the streetscape and paving  
29 project (Supplemental Agenda Item). She reviewed the roadblocks that the current  
30 transportation system through Philomath creates for bikes and pedestrians and the new  
31 guidance that is coming out of ODOT to address such situations.  
32

33 Ms. Berman reviewed the proposals already identified in the City's Transportation System Plan  
34 related to bike and pedestrian projects along the highway. She proposed shifting the alignment  
35 to create a separated bikeway on the south side of Applegate from 15<sup>th</sup> to 13<sup>th</sup>, then north to  
36 connect to Main. She explained the need for support from the community before moving from  
37 the conceptual stage to the detail and engineering stage.  
38

39 There was discussion about the C2C hiking route through Philomath and the value of keeping  
40 bike and pedestrian traffic on the main thoroughfare to access businesses. There was  
41 discussion about the proposed 10 foot wide path with a 2-foot concrete buffer/curb.  
42

43 Ms. Berman presented preliminary layouts showing the conceptual project designed within the  
44 existing right-of-way. She noted that these are preliminary layouts and there are still significant  
45 details to be determined. She provided examples of similar projects in other Oregon cities and  
46 elsewhere.  
47

48 Ms. Berman described interactions with the ODOT Area Manager and other members of the  
49 Active Transportation team. There was discussion about cleaning and maintenance of paths like  
50 this.

1  
2 Mayor Niemann questioned coordination of engineering efforts. Ms. Berman explained that  
3 ODOT would add money to the project and the engineering would be incorporated into the  
4 City's overall streetscape plans. She explained that her budget for the project would be  
5 \$500,000 and be intended to cover the addition of the active transportation project amenities.  
6

7 Councilor Jones questioned if additional lighting and reflectors would be added to ensure high  
8 visibility in that area. There was discussion about questions regarding lighting. There was  
9 discussion about the Applegate and 15<sup>th</sup> crossover from a safety perspective, including the  
10 potential for a rapid-flashing pedestrian-activated light to cross Applegate near McDonalds.  
11

12 Ms. Berman reviewed assumptions and questions that would need to be addressed as identified  
13 in the handout. Mayor Niemann questioned the actual bike count already trafficking on  
14 Applegate and Main Street. Mr. Workman suggested that CAMPO has just purchased bike  
15 counting equipment. There was discussion about challenges in identifying existing routes. Ms.  
16 Berman noted the current route is an incomplete network for bicyclists.  
17

18 Mr. Workman described an alternative route directing bike traffic north at 17<sup>th</sup> Street to use the  
19 existing crosswalk light. Ms. Berman described the issues related to bikes being placed on the  
20 two-way five-lane section of the highway. She described an alternative of moving the bike lane  
21 inside of the parked car lane that is being utilized in Portland but requires consistently heavy  
22 parking usage.  
23

24 Ms. Berman described new standards for bike and pedestrian amenities. Councilor Edmonds  
25 requested to see more of the proposal with the streetscapes design. Ms. Berman described  
26 issues with the timeline for the overall project and her interjection into the project. There was  
27 discussion about the tight timeline involved. Mr. Workman described problems that are known to  
28 exist with current bike and pedestrian flow.  
29

30 Councilor Jones suggested adding extension of the bike pathway on Applegate all the way to  
31 15<sup>th</sup> Street. Ms. Berman agreed but noted that her constraints are limited to being adjacent to a  
32 state highway and there wouldn't be any state funding for that. There was brief discussion about  
33 the planter strips along the south side of Applegate from 15<sup>th</sup> to 13<sup>th</sup>. Ms. Berman described the  
34 differences between using a wider sidewalk and a separated bikeway path.  
35

36 Ms. Berman reviewed other crossing improvements as included in the handout. She requested  
37 the Committee provide feedback about the proposed areas. Mayor Niemann added concerns  
38 about the crosswalk at 14<sup>th</sup> and Main exacerbated by the location of the bus shelter, and the  
39 lighted crossing at 16<sup>th</sup> and Main. Ms. Berman explained the 16<sup>th</sup> and Main intersection is  
40 outside of the streetscape project limits but an updated lighting pattern might qualify for a Safe  
41 Routes to School grant. Councilor Jones noted concerns about the crossing at 9<sup>th</sup> and  
42 Applegate. Mayor Niemann added the 9<sup>th</sup> and Main crossing striping. Ms. Berman explained the  
43 question is primarily for additional enhancements where there is not currently a light.  
44

45 There was discussion about extension of bulbouts on Main to 7<sup>th</sup> Street to help control speeds.  
46 Councilor Edmonds described concerns about pedestrians walking on the highway shoulder  
47 from west of 53<sup>rd</sup> Street to the eastern city limits.  
48

49 Ms. Berman suggested having her traffic engineers review the additional input from the  
50 Committee and developing estimates to provide additional opportunity for the Committee to  
51 weigh in. By consensus, the Committee provided initial support for the bikeway path. Mayor



1 Niemann suggested using one of the digital speed signs to gather speed data on the corner  
2 around McDonalds and the Credit Union.

3  
4 **MOTION:** Councilor Edmonds moved, Councilor Jones second, to support the shifted bike path  
5 concept as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No:  
6 None).

7  
8 **SDC Consultant Update** – Mr. Workman described the proposals that were emailed out to the  
9 Committee from FCS Group and Curt McLeod. He requested feedback from the Committee  
10 regarding any additional information needed to reach a decision on a consultant.

11  
12 Mr. Workman described the methodology presented by Mr. McLeod compared to the current  
13 methodology and the similar methodology FCS Group proposes. Councilor Jones questioned if  
14 Mr. Workman had more confidence in one consultant over the other. Mr. Workman stated he  
15 had no reservations about going with the less expensive option proposed by Mr. McLeod.

16  
17 Councilor Edmonds described the differences he noted between the information provided by the  
18 two consultants and the major price-point difference between the two. There was discussion  
19 about the defensibility of the two approaches and the ability to explain them to developers. Mr.  
20 Workman recommended contracting with Mr. McLeod.

21  
22 Mayor Niemann noted any new methodology would be an improvement over the current one.  
23 Mr. Workman described the age impact of the current methodologies and the conflict between  
24 the schedule and the current project lists. Mr. Workman described the end-result determination  
25 by the Council when implementing them and the impact of potential grant funding.

26  
27 Mr. Workman described bringing the consultant in to determine which priority projects to include  
28 in the methodology within the intended timeframe.

29  
30 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to move forward with Curran-  
31 McLeod. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No: None).

32  
33 Mr. Workman clarified that the final methodologies will go to the City Council for implementation.  
34 Councilor Jones noted that the 100% difference between the bids was a substantial factor in  
35 reaching his decision.

36  
37 **CIP Equipment Improvement Schedule** – Ms. Swanson explained that the facility and  
38 equipment schedules were inadvertently not included in last month's packet. Mr. Black reviewed  
39 the equipment recommended for replacement in the coming year. He described the repair  
40 issues that are escalating on the vac truck and the recommendation to replace it a year early.  
41 There was discussion about the repair issues related to the vac truck. Mr. Black described the  
42 critical need for the vac truck and the concerns when it needs to go in for repair. He noted that  
43 replacement of the dump truck has been moved out farther. He described the addition of a Park  
44 Fund equipment schedule to begin saving for equipment needs there. He noted the repurposing  
45 of the truck that was replaced last year and is now used as the flower basket watering truck.

46  
47 Councilor Jones questioned the maintenance costs associated with the pickups to be replaced.

48  
49 **CIP Facility Replacement Schedule** – Ms. Swanson reviewed the new schedule format for the  
50 facilities schedule to put more emphasis on expected needs and less on saving for overall  
51 building replacement. She described the space needs for city hall with a schedule aimed at

1 accomplishing a remodel in four to five years. Mr. Workman described additional storage and  
2 office space needs. There was discussion about creating a plan, committing to saving the funds,  
3 and moving forward with it.  
4

5 Ms. Swanson noted there were no change anticipated in the police building schedule. She  
6 described the needs for additional space at the library, along with the floodplain issues. She  
7 noted a five year timeframe for that project. There was discussion about the space constraints  
8 at the library. There was discussion about the city owning the building and the library district  
9 operating the facility. There was discussion about grant funding availability for the library. There  
10 was discussion about planning being in the early stages and the different expansion options that  
11 have been considered over recent years. Mr. Workman explained he has reached out to the  
12 library leadership for a preliminary meeting.  
13

14 Mayor Niemann described the correlation between population growth and increased library use.  
15

16 Ms. Swanson noted the facilities schedule for Public Works has not changed. She emphasized  
17 the importance of the approved CIP being funded in the budget process.  
18

19 Councilor Jones recommended holding off on the replacement of the GMC Canyon from the  
20 water equipment schedule. Ms. Swanson stated that Mr. Fear and Mr. Black make a practice of  
21 holding off on replacement of a vehicle whenever they can; but when they suggest it needs to  
22 be replaced, they are typically correct. There was discussion about the Canyon being 10 years  
23 old and having two vehicles needing to be replaced next year.  
24

25 Mr. Workman explained the correlation between the Strategic Plan goals and General Fund Fee  
26 goals to fund the CIP. He described the importance of keeping the goals as they were  
27 presented to the public.  
28

29 It was agreed that the two additional schedules should be moved to the City Council with the  
30 previously approved CIP.  
31

32 (Councilor Edmonds left at 4:50 p.m.)  
33

34 **Other Business** – Mayor Niemann touched on ongoing efforts to resolve the visual conflict  
35 between the summer flower baskets and the military banners hung from the acorn light poles.  
36

37 Mayor Niemann adjourned the meeting at 4:52 p.m.  
38 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **October 1, 2020**  
4

5 **CALL TO ORDER:**

6 Mayor Eric Niemann called the meeting to order at 3:00 p.m. The meeting was held via Zoom  
7 virtual technology due to the Oregon Governor's Executive Order restricting in-person meetings  
8 due to the COVID-19 pandemic.  
9

10 **ROLL CALL:**

11 City Councilors: Chas Jones and Doug Edmonds and Mayor Eric Niemann.

12 Tree Board: Rick Flacco and Lorri Hendon.

13 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Public Works  
14 Operations Supervisor Garry Black, and City Recorder Ruth Post.

15 Guest: Curt McLeod, Curran-McLeod Inc., Consulting Engineers  
16

17 **MINUTES:**

18 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to approve the minutes of  
19 March 5, 2020 as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No:  
20 None).  
21

22 **TREE BOARD BUSINESS:**

23 Tree removal request at 342 Robb Place – Mr. Black provided a summary of the issues with the  
24 existing apple trees at this location. Ms. Hendon stated support for removal and replacement of  
25 the trees. Ms. Flacco stated concerns about relying upon the homeowner to replace the trees  
26 and didn't support replacing trees just because they are fruit-bearing. He recommended the City  
27 take responsibility for replacement of the trees. Mr. Black explained that the City does replace  
28 trees regularly but appreciates it when a property owner offers to replace them. Councilor  
29 Edmonds noted the mess caused by the plum and apple trees on east Applegate Street  
30 between 26<sup>th</sup> and 30<sup>th</sup> and suggested the City replace them all. Mr. Black noted that some of  
31 the plum trees near 30<sup>th</sup> are maintained by the adjacent homeowners association (HOA). Mr.  
32 Fear reviewed budget availability to replace the trees. Councilor Jones questioned if the trees  
33 bear edible fruit. Mr. Fear noted that he had never seen anyone gathering fruit from them.  
34 Councilor Jones suggested replacing several trees in phases to avoid a visual void. Councilor  
35 Edmonds supported Councilors Jones' suggestion that Philomath Community Services might  
36 want to try to propagate the apple trees. Mr. Black noted he would want to contact the HOA  
37 prior to any removal of the trees they maintain. Ms. Hendon questioned if there are any  
38 volunteer opportunities regarding the apple trees. Mr. Flacco suggested tabling the discussion  
39 on the trees maintained by the HOA until they can be contacted.  
40

41 Mr. Fear noted that replacement of the number of plum trees is more than the budget could  
42 sustain in this fiscal year. There was additional discussion about the apple trees being originally  
43 planted by school students.  
44

45 **MOTION:** Councilor Edmonds moved, Councilor Jones seconded, to remove two apple trees  
46 and one plum tree behind Robb Place and have a plan in place to replace those trees within a  
47 reasonable time. Motion APPROVED 5-0 (Yes: Edmonds, Flacco, Hendon, Jones and  
48 Niemann; No: None)  
49

1 There was additional discussion regarding follow-up on the trees maintained by the HOA and  
2 the timeline for removing the three trees. Mr. Black stated he would meet with the City arborist  
3 to determine appropriate replacement trees.  
4

5 Request for trees at 612 N 11<sup>th</sup> Street – Mr. Black stated he visited this site recently and there  
6 are already trees planted there. He was unsure if the requestor had already proceeded with  
7 planting trees. He noted the requestor also asked for a tree to be planted at the nearby  
8 detention pond but there are issues with sustaining trees at that site. There was additional  
9 discussion regarding the trees that appear to have been planted. Mr. Black stated he would  
10 investigate further. Mr. Flacco stated this is an area of town that has less trees and would  
11 support planting trees there to create an equitable balance of trees in town.  
12

13 Mr. Black described the annual review he and the City's arborist make to determine where more  
14 trees are needed. There was additional discussion regarding community outreach to encourage  
15 citizens to request trees where they think they're needed. Mr. Black agreed that this could be an  
16 expansion of the public outreach program. There was discussion about the number of trees on  
17 North 11<sup>th</sup> Street and opportunities for additional tree plantings and coordinating with the  
18 upcoming North 11<sup>th</sup> Street rebuild project.  
19

20 **MOTION:** Edmonds moved to encourage a neighborhood walk encouraging people to take  
21 ownership and time it with the improvement on North 11<sup>th</sup> Street.  
22

23 There was discussion about that project taking place in the summer of 2021.  
24

25 Councilor Jones seconded the motion and requested an amendment to plant the two trees now.  
26

27 There was further discussion regarding the timing of a neighborhood walk and the planting of  
28 the two trees requested. Councilor Edmonds encouraged following an established process for  
29 tree planting requests.  
30

31 Mayor Niemann restated the motion as: To go ahead and plant the two trees in the original  
32 motion with the addition of a neighborhood tree walk at a time to be determined along with the  
33 city arborist to educate people about options, preferred trees, etc. Motion APPROVED 5-0 (Yes:  
34 Edmonds, Flacco, Hendon, Jones and Niemann; No: None).  
35

36 Hiroshima Peace Tree - Mayor Niemann described the peace tree park project that a Klamath  
37 Falls girl has begun to plant ginkgo trees from seeds propagated from a tree that survived the  
38 Hiroshima bombing. He explained the reasons for holding off on pursuing that opportunity.  
39

40 Tree Board adjourned at 3:43 p.m. Ms. Hendon and Mr. Flacco left the meeting.  
41

#### 42 **PUBLIC WORKS BUSINESS:**

#### 43 **Review and discussion regarding draft Water SDC Methodology from Curran-McLeod Inc.**

44 – Mayor Niemann summarized how the SDC methodology relates to master plans, fees  
45 charged, and construction. He noted that review of the drafts at this time is for orientation and  
46 input. Mr. McLeod reviewed the basis for the draft reports to ensure they are explainable and  
47 defensible. He summarized the existing methodology reports. He reviewed the pipeline  
48 inventory and the standards required by Public Works and the impact of population estimates  
49 and meter sizes on the methodology. Mr. McLeod explained that after completing all of the  
50 calculations, his report recommends the defensible SDC fee for a single-family dwelling be  
51 \$9,008, compared to the current rate of \$9,616, or an approximate \$600 decrease.

1  
2 Councilor Edmonds requested assistance in explaining to someone how the fee is determined,  
3 possibly in a graphic format. Mr. McLeod stated he would attempt to create something that  
4 achieves that. There was discussion about the benefit of that type of graphic. There was  
5 discussion about the reimbursement fee being attributed to rebuild costs after the life  
6 expectancy of the infrastructure is reached. There was discussion about the use of AWWA  
7 standard value factors and allocation of EDU's based on meter size. There was discussion  
8 about meter sizes and the volume different meters can generate. By consensus, it was agreed  
9 that the 3/4" meter rate would be eliminated and the 5/8" meter size be re-assigned to 3/4" for  
10 single family dwellings.

11  
12 Councilor Jones suggested that the use of the standard value factor could be a negotiating tool  
13 in attracting future business. There was discussion about the meter sizes serving The Boulevard  
14 and Oak Springs apartments. By consensus, the Committee directed Mr. McLeod to use the  
15 AWWA standard value factors for larger meter sizes and to expand the meter sizes table up to  
16 10" meters.

17  
18 There was discussion about the projects in the master plan and the capital improvement plan  
19 and the relationship to the SDC methodology. Mr. McLeod recommended inclusion of all  
20 projects to ensure the potential for using SDC dollars. He discussed the benefits of inclusion of  
21 all of the projects in the calculations. There was discussion about use of SDC funds to address  
22 projects that are not included in the project list and methods of adjusting the methodology if  
23 needed. There was discussion about the notification list that requires notice and a public  
24 hearing prior to a methodology update. There was discussion about the benefits of a graphic to  
25 assist in explaining SDC's. Mr. McLeod stated he has completed a thorough review of the  
26 project list to justify the methodology.

27  
28 There was discussion regarding updating SDC's annually for inflation and when a new master  
29 plan is adopted.

30  
31 **Review and discussion regarding Draft Sewer SDC Methodology from Curran-McLeod**  
32 **Inc.** – Mr. McLeod confirmed that the sewer methodology is calculated similarly to the water  
33 report, using the same components and the Sewer Master Plan project list. He stated the  
34 proposed SDC of \$7,378 is less than the current \$8,829. Mr. Fear agreed to review the project  
35 list for existing conditions. There was discussion about a graphic similar to the water graphic  
36 that Mr. McLeod agreed to produce and updating the table for 5/8" meter size.

37  
38 **Review and discussion regarding Draft Transportation SDC Methodology from Curran-**  
39 **McLeod Inc.** – Mr. McLeod described the issues in the existing methodology. He described the  
40 complete inventory of the streets he used. He further reviewed the components of the  
41 methodology used that resulted in a proposed new SDC fee of \$5,579, only \$2 less than the  
42 current fee. There was discussion about the impact of state and county streets and funding  
43 projects for improvements that involve those. Mr. McLeod stated his firm works exclusively on  
44 the municipal side, but he uses conservatively low numbers.

45  
46 There was a brief discussion about next steps in the process, including a follow-up meeting with  
47 the Mr. McLeod. There was discussion about increasing the cap on seed money for projects  
48 involving state and county roads.

49  
50 Mayor Niemann adjourned the meeting at 5:00 p.m.  
51 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **October 29, 2020**  
4

5 **CALL TO ORDER:**

6 Mayor Eric Niemann called the meeting to order at 3:00 p.m. The meeting was held via Zoom  
7 virtual technology due to the Oregon Governor's Executive Order restricting in-person meetings  
8 due to the COVID-19 pandemic.  
9

10 **ROLL CALL:**

11 City Councilors Chas Jones and Doug Edmonds (arrived 3:09 p.m.) and Mayor Eric Niemann.  
12 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Public Works  
13 Operations Supervisor Garry Black, and City Recorder Ruth Post.  
14

15 **MINUTES:**

16 **MOTION:** Councilor Jones moved, Mayor Niemann second, to approve the minutes of October  
17 1, 2020 as presented. Motion APPROVED 2-0 (Yes: Jones and Niemann; No: None).  
18

19 **TREE BOARD BUSINESS:**

20 Mayor Niemann mentioned that 50 new red cedar trees have been planted on Chapel Drive.  
21

22 **PUBLIC WORKS BUSINESS:**

23 **North 9<sup>th</sup> Street Traffic Speed Discussion** – Mayor Niemann reviewed the actions taken to-  
24 date by locating the speed radar sign in the area in question. Mr. Workman noted the need to  
25 have protocols in place regarding proceeding with requests of this type.  
26

27 Councilor Edmonds logged into the meeting at 3:09 p.m.  
28

29 There was a discussion about whether the radar sign was in stealth mode or not while it was  
30 installed on North 9<sup>th</sup> Street. There was discussion about the sign data. There was discussion  
31 about establishing a protocol for handling traffic control complaints and the effect of additional  
32 traffic control devices impacting adjacent streets. There was discussion about data collection  
33 and establishing protocols.  
34

35 There was discussion about locating the radar sign back on North 9<sup>th</sup> Street in stealth mode for  
36 a period to gather additional data and, at the same time, directing staff to develop proposed  
37 criteria for making decisions. There was discussion about directing proposed protocol to the  
38 Police Committee. There was discussion about reaching out regionally to the Corvallis Area  
39 Metropolitan Planning Organization (CAMPO) for recommendations. Staff will bring protocol  
40 options back to the full City Council for review. There was additional discussion about the  
41 process to proceed with development of a citywide criteria.  
42

43 **Review and discussion regarding Draft Water, Sewer and Transportation SDC**

44 **Methodology from Curran-McLeod Inc.** – Mr. Workman summarized the staff and engineering  
45 review completed on each of the reports. There was discussion about the graphics added to the  
46 report with additional feedback for improving clarity. There was discussion about next steps,  
47 including 90-day notification to the interested parties, setting the public hearing date.  
48

1 Mr. Workman proposed bringing the draft Park SDC methodology back to the Committee at a  
2 subsequent meeting. There was discussion about the impact of the new Park Master Plan  
3 project that has just begin.  
4  
5 There was discussion about the ITE trip rates cited in the Transportation report. Mr. Workman  
6 offered to follow up on the ITE uses that had a zero rate.  
7  
8 **MOTION:** Councilor Edmonds moved, Councilor Jones second, to set a hearing date before the  
9 City Council. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann; No: None).  
10  
11 Mayor Niemann noted the Veteran Banners will be going up after Election Day to celebrate  
12 Veterans Day.  
13  
14 Mayor Niemann adjourned the meeting at 3:53 p.m.  
15 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **December 3, 2020**  
4

5 **CALL TO ORDER:**

6 Mayor Eric Niemann called the meeting to order at 3:00 p.m. The meeting was held via Zoom  
7 virtual technology due to the Oregon Governor's Executive Order restricting in-person meetings  
8 during the COVID-19 pandemic. The meeting was live-streamed on the City's Facebook page to  
9 provide public access.

10  
11 **ROLL CALL:**

12 City Councilors Chas Jones and Doug Edmonds and Mayor Eric Niemann.  
13 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Public Works  
14 Operations Supervisor Garry Black, and City Recorder Ruth Post.

15  
16 **MINUTES:**

17 **MOTION:** Councilor Jones moved, Councilor Edmonds second, to approve the minutes of  
18 October 29, 2020 as presented. Motion APPROVED 3-0 (Yes: Edmonds, Jones and Niemann;  
19 No: None).

20  
21 **TREE BOARD BUSINESS:**

22 There was brief discussion about the removal of the trees on the east end of Applegate Street  
23 that had been approved at the October 1, 2020 meeting.

24  
25 **PUBLIC WORKS BUSINESS:**

26 **Neabeack Hill Sidewalk Discussion** — City Manager Chris Workman provided a brief  
27 summary of the City Code that addresses sidewalk construction requirements.

28  
29 Mark Grimmer, Philomath, OR – Grimmer provided input as one of the adjacent property  
30 owners of the section of Neabeack Hill Drive that does not have sidewalks constructed.

31  
32 There was discussion about the exact tax lots involved in the stretch of street under discussion.  
33 The letter submitted by adjacent property owners Paige Olsen and Murray Stewart objecting to  
34 the request for the sidewalk to be installed was read into the record. (Supplemental Agenda  
35 document).

36  
37 There was further discussion by the Committee about the current City process regarding  
38 completion of sidewalk gaps throughout the City. There was discussion about the process  
39 typically being complaint driven.

40  
41 Grimmer provided the landslide history of the lots in question and concerns about the process  
42 being driven by complaints. Public Works Director Kevin Fear provided history of the section  
43 and noted the sidewalk construction had been deferred due to the slide issues and involvement  
44 of the homeowners' association on one of the sections.

45  
46 There was discussion about streets that are not fully improved to City standards and not being  
47 applicable to compare to the fully developed Neabeack Hill Drive. There was discussion about  
48 slide movement in that section of the hillside.  
49



1 There was discussion about the Council addressing the sidewalk issue citywide by creating an  
2 inventory of missing sidewalks.  
3 Grimmer described comparative issues such as Benton View Drive lacking improvements on  
4 one side of the street with no sidewalks. Workman reviewed the use of waivers of right of  
5 remonstrance signed by property owners on unimproved street that would be used if the City  
6 elected to install full street improvements through a local improvement district. There was further  
7 discussion regarding Benton View Drive, including the current construction of a replacement  
8 house that was required to sign a waiver of right of remonstrance for street improvements and  
9 was required to install and hook up to City sewer service.

10  
11 There was discussion about creating a citywide inventory and developing a process for future  
12 application of the City's requirements. Workman described concerns about expenses involved in  
13 the city having to install a sidewalk and file a lien if a property owner failed to comply and the  
14 question of whether sidewalks should be considered city infrastructure or continue to be  
15 property owner expense.

16  
17 **MOTION:** Councilor Edmonds moved to recommend to have the City Council consider getting  
18 an inventory of sidewalks that need to be put into place on improved roads and then prioritized  
19 based on equity concerns. Workman recommended the Committee could direct staff to proceed  
20 with that inventory without the need of a motion. No second to the motion was made.

21  
22 **MOTION:** Councilor Edmonds moved to recommend to the City Council to not require the  
23 sidewalk on Neabeack Hill at this time. It was agreed that no motion was needed and the  
24 Committee will make a report on the status of the request at the next City Council meeting.

25  
26 Staff was directed to draw up an agenda item summary for the next City Council meeting with  
27 copies to the property owners involved.

28  
29 Mayor Niemann adjourned the meeting at 3:58 p.m.  
30 Meeting recorded by Ruth Post, MMC, City Recorder