

**URBAN RENEWAL AGENCY  
MINUTES  
February 24, 2020**

Council President David Low called the meeting of the Philomath Urban Renewal Agency to order at 6:00 p.m. in the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

**a. ROLL CALL**

Present:

Mayor Eric Niemann (via videoconference)  
Councilor Ruth Causey  
Councilor Doug Edmonds  
Councilor Chas Jones  
Councilor Matt Lehman  
Councilor David Low

Absent:

Councilor Matthew Thomas

Staff Present:

City Manager Chris Workman  
City Attorney Jim Brewer  
Finance Director Joan Swanson  
Public Works Director Kevin Fear  
City Recorder Ruth Post

Absent:

Police Chief Ken Rueben

**B. APPROVAL OF MINUTES**

**1. Urban Renewal Agency minutes of September 9, 2019** – Ms. Post noted the correction to A. Roll Call should add Councilor Ruth Causey as in attendance.

**MOTION:** Councilor Edmonds moved, Councilor Causey second, to approve the minutes of September 9, 2019, as corrected. Motion APPROVED 6-0. (Yes: Causey, Edmonds, Jones, Lehman, Low, and Niemann; No: None)

**C. NEW BUSINESS**

**1. Appointment of FY 2020-2021 Budget Officer**

**MOTION:** Councilor Edmonds moved, Councilor Causey second, the Urban Renewal Agency appoint Finance Director Joan Swanson as the 2020-2021 Budget Officer under the supervision of the City Manager. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low and Niemann; No: None).

**D. INFORMATION**

**1. October 14, 2020 Work Session Notes** – No comments.

**E. ADJOURNMENT**

There being no further business, Council President Low adjourned the meeting at 6:02 p.m.

SIGNED:  
Eric Niemann, Mayor/Urban Renewal Agency Chair

ATTEST:  
Ruth Post, MMC, City Recorder

**URBAN RENEWAL AGENCY**  
**MINUTES**  
**April 15, 2020**

The Philomath Urban Renewal Agency meeting was called to order by Mayor Eric Niemann on Wednesday, April 15, 2020, at 5:45 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public also allowed to attend in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

**a. ROLL CALL**

Present:

Mayor Eric Niemann  
Councilor Ruth Causey  
Councilor Doug Edmonds  
Councilor Chas Jones  
Councilor Matt Lehman (5:49 p.m.)  
Councilor David Low

Absent:

Councilor Matthew Thomas

Staff Present:

City Manager Chris Workman  
Finance Director Joan Swanson  
Public Works Director Kevin Fear  
City Recorder Ruth Post

Absent:

Police Chief Ken Rueben  
City Attorney Jim Brewer

**B. NEW BUSINESS**

**1. 13<sup>th</sup> Street Waterline Railroad Crossing Project Contract** – Mayor Niemann summarized the budgetary considerations for this project that was combined with the Timber Estates Sewer Line to create a better bid package. He reviewed the bids that were opened yesterday, noting that the bids came in substantially lower than the budgeted funds. He stated the bid amount for the 13<sup>th</sup> Street project was \$69,000 compared to the \$125,000 budgeted.

*(Councilor Lehman arrived at 5:49 p.m.)*

Mr. Fear explained the originations of this project a couple of years ago and that it had been tabled until it could be combined with another project. He described the savings that the bid amount creates. Ms. Swanson reviewed the budgetary impact of the project.

Councilor Causey questioned the range of bid amounts and if the City has worked with the low bidder previously. Mr. Fear reviewed recommendations that have been received for this company. He also described his conversation with a local company regarding their bid, and they understood the competition but had bid the contract to the best of their ability, particularly since it includes deep trenching. He stated the two higher bids were reflective of the workload of those two companies.

**MOTION:** Councilor Causey moved, Councilor Edmonds second, to approve the awarding of the Timber Estates Trunk Sewer and 13<sup>th</sup> Street Waterline Railroad Crossing project subject to the conditions listed in the agenda item summary dated April 15, 2020:

1. Low bid by an acceptable contractor is within the engineer estimate amount of \$450,000 + \$15,000 contingency for a total of \$465,000;
2. There are no bid contentions within the 7-day contesting period;

- 1 3. Contracts are not signed prior to the expiration of the 7-day contesting period;
- 2 4. Contract is awarded to the low bidder as long as bidder meetings city requirements;
- 3 and
- 4 5. Approval of awarding the project by the City of Philomath.

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6 Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and Niemann;  
7 No: None).

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9 **C. ADJOURNMENT**

10 There being no further business, Mayor Niemann adjourned the meeting at 5:57 p.m.

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12 SIGNED: ATTEST:  
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15 Eric Niemann, Mayor/Urban Renewal Agency Chair Ruth Post, MMC, City Recorder

**URBAN RENEWAL AGENCY**  
**MINUTES**  
**June 8, 2020**

The Philomath Urban Renewal Agency meeting was called to order by Mayor Eric Niemann on Monday, June 8, 2020, at 7:02 p.m. Due to the Oregon Governor’s Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public allowed to attend electronically and in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon. Instructions with opportunities for the public to comment were provided on the meeting agenda, City’s website, and media notice.

**A. ROLL CALL**

Present: Absent:

- Mayor Eric Niemann
- Councilor Ruth Causey
- Councilor Doug Edmonds
- Councilor Chas Jones
- Councilor Matt Lehman
- Councilor David Low
- Councilor Matthew Thomas

Staff Present: Absent:

- City Manager Chris Workman
- City Attorney Jim Brewer
- Finance Director Joan Swanson
- Police Chief Ken Rueben
- Public Works Director Kevin Fear
- City Recorder Ruth Post

**B. APPROVAL OF MINUTES**

**1. Minutes of April 15, 2020**

**MOTION:** Councilor Low moved, Councilor Edmonds second, to approve the April 15, 2020 minutes as presented. Motion APPROVED 6-0 (Yes: Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None.)

(Ruth Causey arrived at 7:04 p.m.)

**C. PUBLIC HEARING**

**1. FY 2020-2021 Budget** – Mayor Niemann opened the public hearing at 7:05 p.m. Staff reported that no comments were received from the public. Seeing no public testimony, Mayor Niemann closed the public hearing at 7:07 p.m.

Meeting suspended at 7:08 p.m. to proceed with City Council meeting.

Mayor Niemann reconvened the Urban Renewal Agency meeting at 10:37 p.m.

**D. EXECUTIVE SESSION**

**1. Real Property Transactions per ORS 192.660(2)(e)** – Mayor Niemann read the Executive Session rules into the record and moved the Agency Board into Executive Session at 10:37 p.m.

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**ROLL CALL:**

Mayor Eric Niemann, Councilors Ruth Causey, Doug Edmonds, Matt Lehman, David Low, and Matthew Thomas.  
Staff: City Manager Chris Workman, City Attorney Jim Brewer, and City Recorder Ruth Post.

**E. RECONVENE**

Mayor Niemann moved the Agency Board back into public session at 10:53 p.m.

**D. ADJOURNMENT**

There being no further business, Mayor Niemann adjourned the meeting at 10:54 p.m.

SIGNED:

ATTEST:

\_\_\_\_\_  
Eric Niemann, Mayor/Urban Renewal Agency Chair

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Ruth Post, MMC, City Recorder

**URBAN RENEWAL AGENCY**  
**MINUTES**  
**June 22, 2020**

The Philomath Urban Renewal Agency meeting was called to order by Mayor Eric Niemann on Monday, June 22, 2020, at 8:26 p.m. Due to the Oregon Governor’s Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public allowed to attend electronically and in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon. Instructions with opportunities for the public to comment were provided on the meeting agenda, City’s website, and media notice.

**A. ROLL CALL**

Present:

Absent:

- Mayor Eric Niemann
- Councilor Ruth Causey
- Councilor Doug Edmonds
- Councilor Chas Jones
- Councilor Matt Lehman
- Councilor David Low
- Councilor Matthew Thomas

Staff Present:

Absent:

- City Manager Chris Workman
- City Attorney Jim Brewer
- Finance Director Joan Swanson
- City Recorder Ruth Post

- Public Works Director Kevin Fear
- Police Chief Ken Rueben

**B. APPROVAL OF MINUTES**

1. **Minutes of February 24, 2020**
2. **Minutes of June 8, 2020**

**MOTION:** Councilor Edmonds moved, Councilor Causey second, to approve the February 24 and June 8, 2020 minutes as presented. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None.)

**C. RESOLUTIONS**

1. **Resolutions adopting FY 2020-2021 Urban Renewal Agency Budget**
  - a) Resolution 20-01 Adopting the FY 2020-2021 Budget
  - b) Resolution 20-02 Appropriating the FY 2020-2021 Budget
  - c) Resolution 20-03 Declaring the tax increment

**MOTION:** Councilor Edmonds moved, Councilor Causey second, the Philomath Urban Renewal Agency approve Resolutions 20-01, 20-02 and 20-03, adopting the 2020-2021 Urban Renewal Agency budget, making appropriations, and collecting the tax increment. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None.)

**D. EXECUTIVE SESSION**

1. **Real Property Transactions per ORS 192.660(2)(e)** – Mayor Niemann read the Executive Session rules into the record and moved the Agency Board into Executive Session at 8:30 p.m.

1           **ROLL CALL:**

2           Mayor Eric Niemann, Councilors Ruth Causey, Doug Edmonds, Chas Jones, Matt  
3           Lehman, David Low, and Matthew Thomas.  
4           Staff: City Manager Chris Workman, City Attorney Jim Brewer, Finance Director Joan  
5           Swanson, and City Recorder Ruth Post.  
6           Media: Philomath Express Brad Fuqua.

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8           **E.        RECONVENE**

9           Mayor Niemann moved the Agency Board back into public session at 8:51 p.m. Mr.  
10          Workman summarized the sales purchase agreement the City has entered into with the  
11          property owner at 1438 Main Street, including the history of environmental assessments  
12          that had been completed and previous attempt to purchase the property. He reported the  
13          sales price is \$285,000 with the City paying up to \$5,000 in closing costs and noted the  
14          final contingencies are being completed.

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16          Mayor Niemann described the benefits to the City to acquire the property. Councilor  
17          Edmonds encouraged the potential use to be of a nature that helps pay for itself. Mayor  
18          Niemann referred to the Strategic Plan Healthy Economy theme that would apply by  
19          providing convenient parking downtown.

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21          **MOTION:** Councilor Lehman moved, Councilor Edmonds second, to approve the sales  
22          agreement as presented. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones,  
23          Lehman, Low, Thomas and Niemann; No: None).

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25          By consensus, Council directed Mr. Workman and Mr. Brewer to complete the process  
26          to purchase the property.

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28          Mayor Niemann reminded the Council that the first Farmers' Market is this Sunday, June  
29          28 from 2 pm to 5 pm. He encouraged members of the Council to attend.

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31          **D.        ADJOURNMENT**

32          There being no further business, Mayor Niemann adjourned the meeting at 9:02 p.m.

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34          SIGNED:  
35          Eric Niemann, Mayor/Urban Renewal Agency Chair

34          ATTEST:  
35          Ruth Post, MMC, City Recorder