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**Philomath Public Works Committee  
MINUTES  
January 6, 2022**

**CALL TO ORDER:**

Chair Catherine Biscoe called the meeting to order at 5:02 p.m. The meeting was held via Zoom virtual technology due to the Oregon Governor’s Executive Order restricting in-person meetings during the COVID-19 pandemic. The meeting was live-streamed on the City’s Facebook page to provide public access.

**ROLL CALL:**

City Councilors: Jessica Andrade, Catherine Biscoe and Ruth Causey  
Staff: City Manager Chris Workman  
Guests: Mark and Kristin Knutson

**MINUTES:**

**December 2, 2021** – Chair Biscoe requested approval of two amendments to the minutes:

Page 2, Line 8: Replace “confusion” with “lack of clarity and overall Council confusion”.

Page 2, Line 10: Replace “issues” with “concern”.

Chair Biscoe requested the minutes be referred back for additional review related to specific comments related to the Knutson’s development and references regarding requests for staff input.

**MOTION:** Councilor Andrade moved, Chair Biscoe second, to make the amendments requested by Chair Biscoe for the December 2, 2021 Public Works Committee minutes and that the minutes go back for review on the suggestions she stated.

Councilor Causey requested the opportunity to go back and review the recording herself.

Motion APPROVED 2-1 (Yes: Biscoe and Andrade; No: Causey).

There was discussion about ongoing conversations regarding context in minutes and communications with staff, with Mr. Workman encouraging Councilors to contact staff prior to meetings with issues regarding minutes.

**TREE BOARD BUSINESS**

No business.

**PUBLIC WORKS BUSINESS:**

**Unimproved Streets Funding Options** – Chair Biscoe noted additional information forwarded out to the Committee regarding gas tax revenues (Additional agenda item materials added to meeting packet).

1 There was discussion about the need for a new summary review document, eliminating options  
2 that the Committee has determined were not appropriate for further discussion.

3  
4 Councilor Causey summarized the potential gas tax revenue information she had provided.  
5 There was discussion about the inclusion of water and sewer line replacements in the overall  
6 North 11th Street project that are not part of the local improvement district and the budgeting  
7 implications in each budget year.

8  
9 There was discussion about reserve funds availability for completion of projects, including North  
10 11th Street and the ability to complete the project with or without the LID. There was discussion  
11 about the accuracy of estimates used in allocations included in the Capital Improvement Plan.  
12 There was discussion about up-sizing of lines during improvements based on master plan  
13 indications.

14  
15 There was discussion about the use of multiple funding options and inclusion of gas tax  
16 revenues for further consideration of funding options by the Council. There was discussion  
17 about presenting options to the Council, including whether urban renewal districts should be  
18 recommended to the full Council or not. There was discussion about showing the benefit to both  
19 the community and to the other taxing districts in the use of a URD. There was discussion about  
20 property owners paying for their own sidewalks. There was consensus to not include North 11th  
21 Street in recommending use of a URD.

22  
23 There was discussion about use of General Fund dollars for street improvements and the use of  
24 Utility Fund fees. There was discussion about fare share discussions, including existing  
25 residents paying for services used by others.

26  
27 Chair Biscoe recommended the Committee add notations to the agenda packet memorandum  
28 regarding the Committee's recommendations. There was discussion about an increased utility  
29 fee not being a preferred option at this time.

30  
31 There was discussion about specifics of the Committee's recommendation related to URDs.

32  
33 There was brief discussion about a local option levies, general obligation bonds, and gas tax  
34 options.

35  
36 There was discussion about ways to potentially make LIDs a viable option as part of a funding  
37 formula.

38  
39 Chair Biscoe noted she would submit the Committee recommendations for the January 10 City  
40 Council work session discussion.

41  
42 There was discussion about the Planning Commission having reviewed specific questions  
43 related to local improvement districts, street improvement funding, and subsidizing developers.  
44 Councilor Causey summarized the range of responses expressed during the Commission's  
45 discussion.

46

1 There was discussion about aspects of improvements on North 11th Street, the impacts on a  
2 street of different levels of development, benefits gained by improvements, and ensuring  
3 compliance with development conditions of approval.  
4

5 **STAFF UPDATES**

6 **Water reservoir site review of historical or culturally significant artifacts** – Mr. Workman  
7 agreed to provide the Committee with the height of the new water reservoir. He provided an  
8 update on the water reservoir project status since receipt of the updated artifacts report.  
9

10 **Water System Master Plan projects update** – There was discussion about water projects  
11 underway and anticipated.  
12

13 There was discussion about the potential for stop signage at North 9th Street and Pioneer.  
14 There was discussion about the Police Committee working on development of a policy for  
15 evaluating street safety requests.  
16

17 Chair Biscoe made closing remarks regarding the Committee's work over the past year and  
18 changes proposed by Mayor Jones to the Committee assignments. She and Councilor Andrade  
19 summarized concerns experienced over the past year in conducting Committee business.  
20

21 Chair Biscoe adjourned the meeting at 6:30 p.m.  
22

23 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **February 24, 2022**  
4

5 **CALL TO ORDER:**

6 Mr. Fear called the meeting to order at 5:00 p.m. The meeting was held via Zoom virtual  
7 technology due to the Oregon Governor’s Executive Order restricting in-person meetings during  
8 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 Committee: City Councilors Ruth Causey, David Low, and Matt Lehman.  
13 Citizen Tree Board Members: Rick Flacco and Lorri Hendon.  
14 Staff: Public Works Director Kevin Fear, Public Works Supervisory Garry Black, Finance  
15 Director Mike Murzynsky, and City Recorder Ruth Post.  
16 Guest: Giana Bernardini  
17

18 **ELECTION OF CHAIR AND VICE CHAIR:**

19 Councilor Low nominated Ruth Causey as chair and Matt Lehman as vice chair. Nominated  
20 approved 3-0 (Yes: Causey, Lehman, and Low; No: None).  
21

22 **MINUTES:**

23 **December 2, 2021 and January 6, 2022** – Councilor Causey corrected the January 6, 2022  
24 minutes on Page 3, Line 13 to replace “Quail Glenn” with “Pioneer” and clarified that she also  
25 supported painted crosswalks at 9th and Quail Glenn Streets.  
26

27 **MOTION:** Councilor Low moved, Councilor Lehman second to approve the minutes as  
28 amended. Motion APPROVED 3-0 (Yes: Causey, Lehman and Low; No: None).  
29

30 **TREE BOARD BUSINESS**

31 **Heritage Tree Program** – Start time 5:06 p.m. – Mr. Black summarized the sample program  
32 information included in the packet. There was discussion about a program complimenting the  
33 City’s Tree City USA status, the relationship of a program to the Arbor Day Foundation and the  
34 different specificities of the three samples provided. There was discussion about potential costs  
35 for a program and questions about requirements for removing trees. There was discussion  
36 about differing elements in program criteria.  
37

38 Ms. Bernardini described the motivation and energy behind the request she made of the City  
39 Council to consider a Heritage Tree Program. She summarized conversations during her  
40 research with the Urban Foresters for Corvallis and Albany regarding property owner rights with  
41 heritage trees on private property and the ceremonial recognition of trees in a program. She  
42 described it as an opportunity to celebrate the natural beauty that exists in the town.  
43

44 There was discussion about the program showcasing trees and potentially encouraging  
45 retention. There was discussion about a program including both private and public property  
46 trees. Ms. Bernardini described opportunities to involve the community in designating trees.  
47

1 There was discussion about creating a voluntary program and having the citizen members of  
2 the Tree Board work with Ms. Bernardini to develop a draft program.

3  
4 There was discussion about creating an optional plaque to provide information at trees and  
5 addressing budgetary costs and staff time in the proposal.

6  
7 **MOTION:** Councilor Lehman moved, Councilor Low second, for the Tree Board and Planning  
8 Commissioner Giana Bernardini create a draft for a Heritage Tree Program. Motion APPROVED  
9 5-0 (Yes: Causey, Flacco, Hendon, Lehman and Low; No: None).

10  
11 The Committee will report back to the Public Works Committee at a subsequent meeting.

12  
13 **Marys River Park Trees** – Start time 5:30 p.m. – Chair Causey suggested the Tree Board  
14 consider where trees could go replacing those being removed from Marys River Park due to  
15 construction of the water treatment plant and Downtown Streetscape Project stormwater  
16 bioswale. Mr. Fear noted the Park Advisory Board would likely make recommendations for new  
17 tree locations but encouraged the members of the Board to provide input.

18  
19 **Arbor Day Celebration** – Start time 5:33 p.m. – Mr. Black announced the City’s Arbor Day  
20 celebration will be April 29th at the Public Works Compound with elementary students attending  
21 and invited the members of the Tree Board to come. There was discussion about the Arbor Day  
22 Proclamation being presented at the April 11 City Council meeting.

23  
24 **PUBLIC WORKS BUSINESS:**

25 **FY 2022-2023 Capital Improvement Plan** – Start time 5:34 p.m. – There was discussion about  
26 corrections identified by Councilor Causey to be incorporated into the revised document.

27  
28 Water Infrastructure – Mr. Fear addressed rising construction costs associated with the water  
29 treatment plan and increases to the estimates for that project. There was discussion about the  
30 four additional projects on the list.

31  
32 On the North 11th Street water line upsizing, Mr. Fear noted the benefits of increased fire flows  
33 for hydrants by upsizing. There was discussion about verifying the size of the proposed upgrade  
34 and the type of pipe involved in the project. Mr. Fear noted the proximity of remaining sections  
35 of 1952-era sewer pipe to be replaced in the same project.

36  
37 Mr. Murzynsky described the difference between system development charge improvement and  
38 reimbursement projects.

39  
40 Sewer Infrastructure – There was discussion about the engineering and construction estimates  
41 for S 16th Street and 17th-18th Street. There was discussion about the sewer bond payments  
42 for the sewer lagoons loan. Mr. Fear provided more detail about the project details for the 16th  
43 and 17th-18th Street projects.

44  
45 Street Infrastructure – There was discussion about inclusion of the North 11th Street  
46 improvement project in the CIP prior to the Council making a final determination regarding

1 moving forward with the project. The discussion included the timing of budget preparation and, if  
2 the Council chose not to move forward, that the funds would not be spent.

3  
4 Parks Infrastructure – There was discussion about the grant for the Cochran Memorial Park and  
5 funds for additional amenities for the Millpond Crossing park beyond the contractor's  
6 responsibilities. There was discussion about addition of a feasibility study for the skatepark and  
7 the intent to seek a grant for construction.

8  
9 There was discussion about potential use of ARPA funds for trails as discussed in the Finance  
10 and Administration Committee. There was discussion about adjusting the CIP based on the  
11 decisions made around the use of the ARPA funds. There was discussion about the bike  
12 path/footpath schedule being limited to projects that qualify based on the state highway  
13 revenues that fund it.

14  
15 Storm Drain – There was discussion about the Downtown Streetscape Project bioswale and the  
16 16th Street project. Mr. Fear noted that the new Stormwater Master Plan that will be finished  
17 this year will have an updated list of projects.

18  
19 Bike Path/Footpath – Mr. Fear explained that the full balance is typically allocated in the event  
20 that a project comes along that the funds could be available for. He provided examples of the  
21 types of projects that have been completed using the funds. There was discussion about the  
22 distribution of the funds received each year from the state.

23  
24 Councilor Causey requested a footnote specifying the source and limitation of use of the funds.

25  
26 Facility Improvement Schedule – There was brief discussion about the schedule being the same  
27 as was in the 2021-2022 CIP. Councilor Low disclosed his involvement with the library and  
28 raised the question of accelerating the library facility project up on the schedule. There was  
29 discussion about the possibility of using funds set aside for the parking lot to move the remodel  
30 project up, along with the deteriorating status of the parking lots. There was discussion about  
31 possible use of ARPA funds to put towards the remodel project.

32  
33 There was discussion about use of ARPA funds and expansion of the Public Works  
34 Department's ability to maintain more parks and trails and staff time savings that could occur  
35 with an upgraded water meter reading system.

36  
37 Equipment Replacement Schedule – There was discussion about recent maintenance on the 2-  
38 yard dump truck and the possibility of moving it up for replacement in the coming fiscal year.  
39 There was discussion about the current challenges of taking physical delivery of equipment.

40  
41 There was discussion about the focus of the water infrastructure on the water treatment plant  
42 and the ability to concurrently install the water meter reading technology if funds were available.  
43 There was discussion about the water meters already being installed and the tower being the  
44 final piece. There was discussion about the updated costs just received being included in the  
45 updated version.

- 1 **Other business** – Councilor Causey requested a future agenda item to discuss the Park
- 2 Advisory Board code and make a recommendation for any changes related to who the Board
- 3 reports to.
- 4
- 5 **Next meeting** – Start time 6:33 p.m. There was discussion about changing the meeting time to
- 6 earlier in the afternoon at 3:00 p.m. There was discussion about determining a next meeting
- 7 date.
- 8
- 9 Meeting adjourned at 6:36 p.m.
- 10 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **March 8, 2022**  
4

5 **CALL TO ORDER:**

6 Chair Ruth Causey 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 Committee: City Councilors Ruth Causey, David Low, and Matt Lehman.  
13 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Finance Director Mike  
14 Murzynsky, and City Recorder Ruth Post.  
15

16 **PUBLIC WORKS BUSINESS:**

17 **FY 2022-2023 Capital Improvement Plan (CIP)** – Start time 5:34 p.m. – Mr. Murzynsky  
18 reviewed the changes made to the draft CIP based on the outcome of the February 28 Budget  
19 Committee recommendations for allocation of the City’s ARPA funds.  
20

21 There was discussion about the allocation of the ARPA funds that were designated for  
22 community projects being identified as a reserve line item in the General Fund.  
23

24 Water Infrastructure Schedule: There was review of grammatical corrections, cash carryforward  
25 sources and the allocations for the water treatment plant grant. There was discussion about the  
26 water line in South 16th Street having been removed because it does not require replacement.  
27

28 There was discussion about inclusion of priority projects for the extended years.  
29

30 Sewer Infrastructure Schedule: There was discussion about the cash carryover and the  
31 allocation of the sewer project costs for North 11th Street over 2021-22 and 2022-23. There was  
32 discussion about identifying projects that run over multiple budget years and current supply-  
33 chain challenges in receiving construction materials in a timely manner.  
34

35 Street Schedule: There was brief discussion about the system development charge revenue  
36 expectations. There was discussion about the negative balance on streets at the end of the  
37 extended period and opportunities for that to turn around based on project outcomes.  
38

39 Park Schedule: There was discussion about the Cochran Memorial Park grant being added as  
40 grant revenue and the inclusion of the City Park restrooms project. There was discussion about  
41 all of the Park SDC’s falling into the improvement category.  
42

43 There was discussion about the Downtown Streetscape Project bioswale timeline being pushed  
44 back and the costs associated with the estimate in the CIP.  
45

46 Storm Drain Schedule: There was discussion about the storm drain portion of the North 11th  
47 Street project being added back into the schedule.



1  
2 Facility Improvement Schedule: There was discussion about the addition of the Chamber  
3 upgrade and moving the library addition up to 2022-2023 as a result of the Budget Committee  
4 discussion about uses of ARPA funds. There was brief discussion about the skatepark being  
5 included in parks.

6  
7 Equipment Schedule: There was discussion about the long delay between ordering and taking  
8 delivery of trucks and the use of the State pool to order them.

9  
10 There was discussion about addition of the Police Department vehicles to the Equipment  
11 Schedule. There was discussion about labeling the administration vehicle and police equipment  
12 as General Fund vehicles. There was discussion about the police vehicle that has been ordered  
13 in 2021-22 that has not yet been received and ordering a second one in 2022-23 to bring the  
14 department up-to-date on vehicles. There was discussion about the process of ordering and  
15 paying for vehicles through the State system and the estimated cost being the full outfitting cost  
16 for a new vehicle.

17  
18 There was discussion about inclusion of the notation regarding 2% earned interest on the  
19 Equipment Replacement Schedule.

20  
21 There was discussion about timing of forwarding the CIP to the Council for the March 14  
22 meeting.

23  
24 **MOTION**: Councilor Low moved, Councilor Lehman second, to forward the Capital  
25 Improvement Plan as amended to the City Council. Motion APPROVED 3-0 (Yes: Causey,  
26 Lehman and Low; No: None).

27  
28 **Next meeting** – Start time 4:00 p.m. There was agreement that the Committee would proceed  
29 with a regular schedule of the first Thursday of the month at 3:00 p.m., with the next meeting on  
30 April 7, 2022.

31  
32 Meeting adjourned at 4:02 p.m.

33 Meeting recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **May 5, 2022**

4  
5 **CALL TO ORDER:**

6 Chair Ruth Causey called the meeting to order at 4:36 p.m. The meeting was live-streamed on  
7 the City's YouTube channel to provide public access.

8  
9 **ROLL CALL:**

10 Committee: City Councilors Ruth Causey, David Low. Matt Lehman (arrived 4:47 p.m.).

11 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Operations Supervisor  
12 Garry Black, Tree Board Members Rick Flacco, Lorrie Hendon.

13 Guest: Giana Bernardini  
14

15 **APPROVAL OF MINUTES:**

16 **Minutes of February 24, 2022**

17 Action: Accept the minutes of February 24, 2022 as presented

18 Motion/Second: Councilor Low/Councilor Causey

19 Vote: APPROVED 2-0 (Yes: Causey and Low; No: None; Absent: Lehman).  
20

21 **Minutes of March 8, 2022**

22 Action: Accept the minutes of March 8, 2022 as presented

23 Motion/Second: Councilor Low/Councilor Causey

24 Vote: APPROVED 2-0 (Yes: Causey and Low; No: None; Absent: Lehman).  
25

26 **TREE BOARD BUSINESS:**

27 **Heritage Tree Program**

28 Discussion:

- 29
- 30 • Review and discussion of the draft Heritage Tree Program Overview.
  - 31 • Adjustments to verbiage.
  - 32 • Size of trees as criteria under Specimens and subjectivity of "exceptional."

33 Audio problems at 4:46 p.m. Meeting temporarily suspended.  
34

35 Audio problems corrected at 4:47 p.m. Meeting resumed.  
36

37 Matt Lehman joined meeting at 4:47 p.m.  
38

- 39 • Subjectivity of criteria in general.
- 40 • Comparison of criteria to that used by other area cities.
- 41 • Evaluation of applications on a case-by-case basis.
- 42 • Oregon State University participation in surveying trees.
- 43 • Nomination timeline.
- 44 • Ensuring inclusivity of program launch promotion.
- 45 • Method for solicitation and selection of volunteer participants.
- 46 • Involvement of Tree Board members in program.

- 1 • Initial time involvement to launch program and lesser time commitment after that.
- 2 • Makeup of Tree Board and two additional volunteers agreed to by consensus.
- 3 • Ad hoc committee status.
- 4 • Development of a dedicated web page.
- 5 • Selection criteria for volunteer committee members.
- 6 • Encouraging youth involvement by soliciting volunteers from organizations like the High
- 7 School Forestry Club.
- 8 • Access to designated trees on private property for special events.
- 9 • Estimating tree age.
- 10 • Tree history research to be completed by applicant.
- 11 • Tour options.
- 12 • Plaque design, cost, accessibility, sponsors and private property owner option to opt out.
- 13 • Private property owners rights regarding tree removal.
- 14 • Tree access on public property.
- 15 • Next steps, revisions and presentation to City Council.
- 16
- 17

18 **Downtown Streetscapes Bioswale Trees**

19 Start Time: 5:53 p.m.

20 Discussion:

- 21 • Public Works count of trees compared to ODOT count.
- 22 • Distinguishing between sucker trees and singular trees meeting street tree minimum
- 23 size.
- 24 • Impacts of trying to save the two or three substantial oaks.
- 25 • Trade-offs in locations.
- 26 • Murray Smith presentation on City website.
- 27 • History of drainage down the existing ditch.
- 28 • Removal contract and tree disposal.
- 29

30 **Western Red Cedar Trees on Chapel Drive at Middle School**

31 Start Time: 6:10 p.m.

32 Discussion:

- 33 • Condition of replacement trees.
- 34 • Tree nursery supply shortages due to wildfires.
- 35 • Discussions with School District regarding replacement options.
- 36 • Benton County upgrade of Chapel Drive from Bellfountain to 19th scheduled for Summer
- 37 2023.
- 38

39 **PUBLIC WORKS BUSINESS:**

40 **SS4A Transportation Grants**

41 Start Time: 6:16 p.m.

42 Discussion:

- 43 • Additional investigation needed to see if the City has an applicable project.
- 44 • Competitive applications.
- 45 • Focusing on already identified priority projects.

- 1 • Granting process encourages jurisdictional partnerships.
- 2 • Federal funds 2022-2026.
- 3 • Potential for funding for street projects focusing on safety.
- 4 • Transportation System Plan references to need for upgrades due to safety issues.
- 5 • Potential for comprehensive safety planning through CAMPO.

6

7 **Downtown Streetscapes & Safety Project**

8 Start Time: 6:28 p.m.

9 Discussion:

- 10 • Impact of increased petroleum costs on asphalt and total project cost projections.
- 11 • Budget shortfall of \$1.7 million.
- 12 • Continuing discussions with ODOT regarding shortfall.
- 13 • Increasing need for ODOT to fix the highway.
- 14 • Changes to ADA requirements during project engineering.

15

16 **Water Treatment Plant Update**

17 Start Time: 6:23 p.m.

18 Discussion:

- 19 • Reservoir going out for bid either May or June and treatment plant in August.

20

21 **Next meeting** – Start time 3:00 p.m., with the next meeting on June 2, 2022.

22

23 Meeting adjourned at 6:28 p.m.

24 Meeting minutes recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **September 14, 2022**  
4

5 **CALL TO ORDER:**

6 Chair Ruth Causey called the meeting to order at 3:04 p.m. The meeting was live-streamed on  
7 the City's YouTube channel to provide public access.  
8

9 **ROLL CALL:**

10 Committee Present: City Councilors Ruth Causey, David Low.

11 Committee Absent: City Councilor Matt Lehman.

12 Staff: City Manager Chris Workman, Public Works Director Kevin Fear; and Operations  
13 Supervisor Garry Black.

14 Guests: Lisa Watkins, Philomath Chamber; Tonya Howie, Ken Fields and Glen Freeman,  
15 Pioneer Connect; Kathi Harwood and Mike Chambers, Citizens Bank; Stephanie Samuel,  
16 Applegate Door; and Joe Noble, The Shop.  
17

18 **APPROVAL OF MINUTES:**

19 **Minutes of May 5, 2022**

20 Action: Accept the minutes of May 5, 2022 as presented

21 Motion/Second: Councilor Low/Councilor Causey

22 Vote: APPROVED 3-0 (Yes: Causey and Low; No: None)  
23

24 **DOWNTOWN SAFETY & STREETSCAPES COMMUNICATION PLAN:**

25 Start Time: 3:05 p.m.

26 Discussion:

- 27 • City Manager Workman provided an overview of the intent to brainstorm communication
- 28 opportunities for businesses during the course of the project.
- 29 • Overview of Business Survival Guide contents and distribution.
- 30 • Councilors serving as a liaison buddy to assigned businesses.
- 31 • Project timeline expectations and allowances for evening and weekend work.
- 32 • Project area overview.
- 33 • Preconstruction meeting expectations.
- 34 • Potential business access interruptions and parking displacement.
- 35 • Drive-up window access coordination for businesses.
- 36 • Coordination of community events with contractor.
- 37 • Open during construction business signage.
- 38 • Relocation of flag brackets onto light poles.
- 39 • Information-sharing avenues reviewed.
- 40 • Dedication of newsletter space to downtown business promotion.
- 41 • Coordination of project with water treatment plant construction.
- 42 • Sharing business promotions on Facebook during construction.
- 43 • Contractor requirements for notifications to businesses for certain types of interruptions.
- 44 • Readerboard messages to shop local.
- 45 • In-person business gatherings.
- 46 • Planned town halls.

- 1 • Large truck delivery detours and signage.
- 2 • Next steps: Review of the survival guide at the next Council meeting.

3

4 **OTHER BUSINESS:**

- 5 • Brief discussion about federal grant applications and types of projects that qualify.

- 6 • Review of summer chip sealing on streets.

- 7 • Water Treatment Plant Project:

- 8 ○ Recent meeting between Philomath Community Services, staff and City engineer
- 9 to prepare for water treatment plant construction.

- 10 ○ Fencing expectations and options.

11

12 **Next meeting** – October 6, 2022 at 3:00 PM with a Tree Board meeting at 4:00 PM.

13

14 Meeting adjourned at 4:44 p.m.

15 Meeting minutes recorded by Ruth Post, MMC, City Recorder

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **October 6, 2022**  
4

5 **CALL TO ORDER:**

6 Chair Ruth Causey called the meeting to order at 4:00 PM. The meeting was held at the City  
7 Hall Council Chambers and also live streamed on the City of Philomath's YouTube channel.

8 **ROLL CALL:**

9 Committee: City Councilors Ruth Causey, Matt Lehman, and David Low (arrived at 4:05).

10 Citizen Tree Board Members: Rick Flacco. Lorrie Hendon was absent due to a scheduling  
11 conflict.

12 Staff: Public Works Director Kevin Fear, Public Works Operations Supervisor Garry Black, City  
13 Assistant Manager Chelsea Starnier.

14 Guest: Giana Bernardini.  
15

16 **MINUTES:**

17 May 5<sup>th</sup>, 2022 and September 14<sup>th</sup>, 2022.

18 Action: Approve the minutes as presented.

19 Motion/Second: Councilor Lehman/Councilor Causey

20 Vote: Action APPROVED 2-0 (Yes: Lehman and Causey; No: None).  
21

22 **OTHER BUSINESS:**

23 Start time 4:02 PM

24 **Downtown Streetscape Project:**

25 Discussion:

- 26 • Use of City lot at 14th & Main for heavy equipment staging for the upcoming Streetscape  
27 Project.
- 28 • City Manager Chris Workman is working on an agreement for use of that lot during the  
29 project.

30 **Water Treatment Plant Project:**

- 31 • Reservoir is going out to bid probably next week and the Treatment Plant shortly after.
- 32 • Each site will have a different winning bid and won't be the same as they are two  
33 different style projects.
- 34 • Mr. Flacco stated that Energy Trust of Oregon has monetary incentives for such projects  
35 and can connect someone from the City to them for more information. Staff to follow-up.

36 **TREE BOARD BUSINESS:**

37 Start time 4:07 PM

38 **Heritage Tree Program:**

39 Discussion:

- 40 • Heritage Tree Program (HTP) Nomination online fillable form can use this and attach  
41 digital photos. Forms and photos can also be physically handed in.
- 42 • Comments on minor corrections
- 43 • Nomination forms can be sent in year round but forms will be reviewed quarterly.
- 44 • Staff to send a confirmation to the nominators that the nomination was received.

- 1 • Staff will then send applications/photos to the Tree Board.
- 2 • Area boundary for submitting nominations and whether to extend up to two miles
- 3 beyond Urban Growth Boundary.
- 4 • Potential for trees to be part of HTP for both City of Philomath and Benton County.
- 5 • Nomination of elm tree in front of the Library and protection of the tree during the
- 6 upcoming Streetscape Project.
- 7 • No plans by ODOT to remove tree.
- 8 • Councilor Causey to contact Chris Shonnard and Jeff Lamb regarding tree status not to
- 9 be removed.
- 10 • Staff to acknowledge nomination of the Library tree with Councilor Catherine Biscoe and
- 11 provide the updated nomination form.

12  
13 Action: To recognize that Councilor Biscoe has nominated the first tree for the  
14 Heritage Tree Program.

15 Motion/Second: Councilor Low/Councilor Lehman

16 Vote: Action APPROVED 4-0 (Yes: Lehman, Low, Causey, Flacco; No: None).

17  
18 Discussion:

- 19 • Certificates for trees recognized in the HTP.
- 20 • Giana Bernardini to bring samples of forms to the next Committee meeting.
- 21 • Approval of certificates and tree plaque/marker to be approved by City Council.
- 22 • Inclusion of someone from the PHS Forestry program to provide input on HTP.
- 23 • Possible engagement of a certified Forester to provide verification on nominated trees.

24 **Other Business – Tree Board Member Meeting Conflict:**

25 Discussion:

- 26 • Member Lorrie Hendon has a scheduling conflict with meeting days and times.
- 27 • Options for changing meeting day.
- 28 • City Council recruitment for position if a resignation is submitted.

29  
30 Meeting adjourned at 5:08 PM



1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **December 8, 2022**  
4

5 **CALL TO ORDER:**

6 Chair Ruth Causey called the meeting to order at 3:10 PM. The meeting was held at the City  
7 Hall Council Chambers and also live streamed on the City of Philomath's YouTube channel.

8 **ROLL CALL:**

9 Committee: City Councilors Ruth Causey, Matt Lehman, and David Low.  
10 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Public Works  
11 Operations Supervisor Garry Black, and City Recorder Ruth Post.  
12 Guest: Giana Bernardini.

13  
14 **MINUTES:**

15 October 6, 2022.

16 Action: Approve the minutes as presented.

17 Motion/Second: Councilor Lehman/Councilor Low

18 Vote: Action APPROVED 3-0 (Yes: Lehman, Low and Causey; No: None).  
19

20 **TREE BOARD BUSINESS:**

21 Start time 3:11 PM

22 **Heritage Tree Program:**

23 Discussion:

- 24 • Modifications of nomination form, including space for tree age and noteworthy features.
- 25 • Web page edits regarding correlation between annual process of reviewing applications  
26 and Arbor Day celebration.
- 27 • Process of promoting the program in the late winter and forwarding applications to the  
28 Committee.
- 29 • Inclusion of photographs in applications.
- 30 • Makeup of Tree Board and Heritage Tree Program.
- 31 • Correct Resolution Item #8 spelling of Heritage.
- 32 • Review of sample certificates and edits to content and formatting.
- 33 • Review of plaque designs and funding sources to pay for them.
- 34 • Verification of nominations by a volunteer arborist.  
35

36 **PUBLIC WORKS BUSINESS: -**

37 Start time 3:41 PM

38 **Infrastructure Funding and LIDs**

39 Discussion:

- 40 • Introduction of discussion by Councilor Causey, including master plans that impact  
41 projects and budgeting for projects.
- 42 • Staffing capacity for projects.
- 43 • Aging sewer line replacement needs.
- 44 • City management philosophy of only spending what is needed.
- 45 • City-driven funding for projects, CAMPO funding opportunities and grants.

- 1       • Method of distributing CAMPO funds.
- 2 Councilor Lehman left at 3:58 p.m.
- 3       • Use of Local Improvement Districts as a funding mechanism.
- 4       • Funding option of a citywide street fee to pay for projects.
- 5       • Funding for infill development improvements.
- 6       • Focus on projects in Strategic Plan as a roadmap.
- 7       • Funding sources for infrastructure costs.
- 8       • Educating the public on reasons and benefits of projects.
- 9       • Lessons learned from two recent projects and how to avoid repeating mistakes.
- 10      • High cost of improvements relative to individual homeowners.
- 11      • Improvements to pump stations defined as public safety issues.

12

13 **Power Outage and Water Issues:**

14       Start Time 4:16 p.m.

- 15      • Starlight Village backup power issues and options for addressing.
- 16      • Potential for use of renewable energy sources.
- 17      • Staff-level evaluation of renewable sources in development of projects.
- 18      • Request of staff for list of existing streets not up to full City standards.

19 Meeting adjourned at 4:25 PM

20 Recorded by Ruth Post, MMC, City Recorder