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**PHILOMATH CITY COUNCIL  
REGULAR MEETING MINUTES  
Philomath City Hall Council Chambers  
January 9, 2023**

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

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

**B. ROLL CALL**

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky  
Police Chief Ken Rueben  
Public Works Director Kevin Fear  
City Recorder Ruth Post  
Deputy City Attorney Catherine Pratt

**Absent:**

**C. PUBLIC COMMENTS**

Start Time: 7:01 p.m.

1. None.

**D. CONSENT AGENDA**

Start Time: 7:02 p.m.

**1. Minutes of November 28, 2022, City Council meeting**

**2. Minutes of December 12, 2022, City Council meeting**

Action: To amend Page 100, Line 5, of the December 12, 2022 minutes to add  
"and Tanea Browning, LOC President."

Motion/Second: Councilor Andrade/Councilor Lehman

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
McMorran, Nielson and Jones; No: None).

Action: Page 101, Line 36: delete "more."

Motion/Second: Councilor Causey/Councilor Nielson

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
McMorran, Nielson and Jones; No: None).

Action: Page 89, Line 45: delete "there."

Motion/Second: Councilor Causey/Councilor Nielson

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
McMorran, Nielson and Jones; No: None).

Action: To approve the Consent Agenda as amended.

Motion/Second: Mayor Jones/Councilor Lehman

1 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
2 McMorran, Nielson and Jones; No: None).  
3

#### 4 **E. NEW BUSINESS**

##### 5 **1. Council President Election**

6 Start Time: 7:06 p.m.

7 Action: To nominate Councilor Causey as Council President.

8 Motion/Second: Councilor Lehman/Councilor Andrade

9 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
10 McMorran, Nielson and Jones; No: None).  
11

##### 12 **2. Recognition of outgoing committee members**

13 Start Time: 7:07 p.m.

- 14 • Mayor Jones thanked outgoing members of committees and noted their years of  
15 service.

##### 16 **3. 2023 Council Standing Committee assignments**

17 Start Time: 7:09 p.m.

18 Discussion

- 19 • Proposed assignments reviewed.
- 20 • The appointment of a Council representative to the Benton County HOPE Advisory  
21 Board was removed for the time being.
- 22 • Potential for addition of a liaison position with the Philomath Fire & Rescue Board.  
23 Staff to follow up with outreach to the Fire Board.
- 24 • Consensus agreement with assignments.  
25

##### 26 **4. Planning Commission appointments**

27 Start Time: 7:16 p.m.

28 Discussion

- 29 • Two applicants for the two open positions.

30 Action: To appoint John Barlow and Timothy Melott to the Philomath Planning  
31 Commission.  
32

33 Motion/Second: Councilor Causey/Councilor Nielson  
34

35 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
36 McMorran, Nielson and Jones; No: None).  
37

##### 38 **5. Budget Committee appointments**

39 Start Time: 7:18 p.m.

40 Discussion

- 41 • Two applications received for three openings.

42 Action: To appoint Brent Kaseman and David Low to serve three-year terms on  
43 the Philomath Budget Committee and direct staff to re-advertise for an  
44 additional applicant until the third open position is filled.

45 Motion/Second: Councilor Causey/Councilor Nielson  
46

47 Discussion:

- 48 • Staff to re-open applications this week with an end date a week prior to the February  
49 meeting.

50  
51 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
52 McMorran, Nielson and Jones; No: None).  
53

1 **6. Park Advisory Board appointments**

2 Start Time: 7:20 p.m.

3 Discussion

- 4 • Two applications for two positions.

5 Action: Confirm the Mayor’s appointments of Scott Austin and Tyler Pellett to the  
6 Park Advisory Board as presented.

7 Motion/Second: Councilor McMorrان/Councilor Causey

8  
9 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
10 McMorrان, Nielson and Jones; No: None).

11  
12 **7. Inclusivity Committee appointments**

13 Start Time: 7:21 p.m.

14 Discussion

- 15 • Two applicants for two positions.

16 Action: To appoint the following individuals to the Inclusivity Committee for two-  
17 year terms: Jane Sherwood and Nora Smith.

18 Motion/Second: Councilor Causey/Councilor Lehman

19  
20 Action: Amend to have staff re-open applications to fill three additional citizen  
21 vacancies.

22 Motion/Second: Councilor McMorrان/Councilor Causey

23  
24 Amendment

25 Vote: Amendment APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
26 McMorrان, Nielson and Jones; No: None).

27  
28 Vote on

29 Amended Action: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
30 McMorrان, Nielson and Jones; No: None).

31  
32 **8. Tree Board appointments**

33 Start Time: 7:24 p.m.

34 Discussion

- 35 • Four applications for two positions.  
36 • Applicant Bernardini would like to serve on the Tree Board rather than the Planning  
37 Commission.  
38 • Mayor’s appointment recommendation is Giana Bernardini and Graham Seaders.

39 Action #1: To confirm the Mayor’s appointments of Giana Bernardini and Graham  
40 Seaders to the Tree Advisory Board.

41 Motion/Second: Councilor Causey/Councilor Nielson

42  
43 Discussion:

- 44 • Strong effort by Bernardini to develop the new Heritage Tree Program.  
45 • Acceptance of Bernardini resignation from Planning Commission with appointment to  
46 Tree Board.  
47 • Format of Heritage Tree Program Selection committee consisting of three city  
48 councilors, two tree board members and two additional citizen members.  
49 • Discussion about applicants not chosen being encouraged to apply for the Heritage  
50 Tree Program Selection Committee in February.

51  
52 *(YouTube live-streaming feed was temporarily interrupted.)*  
53

- Clarification of motion to appoint Bernardini for three year term and Seaders for two year term.

Action: To amend Action #1 to appoint Graham Seaders and Rick Flacco.  
Motion/Second: Councilor Crocker/No Second

Vote: Action #1 APPROVED 6-1 (Yes: Andrade, Causey, Lehman, McMorran, Nielson and Jones; No: Crocker).

Action: Open the Planning Commission position vacancy based upon Giana Bernardini's resignation from the Planning Commission.

Motion/Second: Mayor Jones/Councilor Causey

Discussion

- Staff will re-open application period along with the Budget and Inclusivity openings.

Vote: Motion APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

## 9. Samaritan Award nominations

Start Time: 7:35 p.m.

Discussion:

- City volunteer recommendations: David Low, Catherine Biscoe and Carol Leach.
- Future First Citizen recommendation: Lorelei Schell
- Junior First Citizen recommendations: Christopher McMorran and Zina Allen.
- First Citizen recommendations: Alicia Todd Warren, Catherine Biscoe and Mark Koepe.
- Senior First Citizen recommendations: Carol Leach and Denny Bennett
- Business of the Year recommendations: Troy Muir, Marys Peak True Value, Nova Dynamics and Pioneer Connect.
- Nonprofit of the Year recommendations: Philomath Community Services and Maxtivity.
- People's Choice recommendations: Philomath News, Dirt Road Brewing, Eats and Treats and Beggs' Tire.
- Community contributions for each recommendation were reviewed and polls taken to reach consensus for the City's nominations.
- City volunteer recipient: Carol Leach.
- Future First Citizen nominee: Lorelei Schell.
- Junior First Citizen nominee: Zina Allen.
- First Citizen nominee: Mark Koepe.
- Senior First Citizen nominee: Denny Bennett.
- Business of the Year nominee: Pioneer Connect.
- Nonprofit of the Year nominee: PCS and Maxtivity.

Recess 8:30 p.m. to 8:42 p.m.

## 10. Transient Lodging Tax grant awards

Start Time: 8:42 p.m.

Discussion

- Finance Director Murzynsky reviewed the process for receipt of TLT funds from Benton County, solicitation of grant applications and review of applications by Finance & Administration Committee.
- Review of the requests from each organization and the projects funds were requested for.

- Use of TLT funds provided in 2022 to both organizations.
- The impact of the loss for the Frolic of the grandstands last summer at the rodeo grounds.

Action: That each agency receive the following allocation of the \$2,500: Philomath Frolic & Rodeo Association, \$2,000; Philomath Chamber of Commerce, \$500; for a total of \$2,500.

Motion/Second: Councilor Causey/Councilor Nielson

Discussion:

- Opposition to the motion due to limited resources and capacity of the Chamber.
- Community impact of rodeo and economic impact of out-of-community rodeo attendees.

Vote: Action APPROVED 4-3 (Yes: Causey, Crocker, Lehman, and Nielson; No: Andrade, McMorran and Jones).

## **F. ORDINANCES & RESOLUTIONS**

Start Time: 8:55 p.m.

### **1. Resolution 23-01 approving 2023 System Development Charge (SDC) Rate Schedule**

Staff Report:

- Construction cost impact on infrastructure projects funded by system development charges reviewed.
- Methodology calculations for improvements and reimbursements described.
- Charges for parks, storm drainage and transportation reviewed in more detail.
- Project identification and funding calculated in methodology reports.
- Updates of the SDC methodologies reviewed.
- Process for adding projects to methodologies.
- Comparison of SDC rates between cities and the impact of timing of methodology updates on those rates.

Action: To approve Resolution 23-01, establishing the 2023 SDC rates.

Motion/Second: Mayor Jones/Councilor Causey

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

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

Start Time: 9:11 p.m.

### **1. Finance Director: Governance letter to City Council**

- Review of governance letter from City's outside auditors regarding audit result.

### **2. Staff Report**

- Summaries provided of items listed on the staff report (Supplemental Agenda Item G.02A), including:

Administration:

- Philomath Connection bus service expansion.
- Compensation study status.
- Veterans' Park conditional use permit application public hearing.
- Application for grant funding for South 16th Street expansion and sidewalk installation project.
- Millpond Crossing Subdivision stop work order status and update.

- 2023 Point in Time Count homelessness interviews.
- Finance:
  - Supplemental Budget on February 13 Council agenda.
  - Department of Revenue budget training schedule distributed (Supplemental Agenda Item G.02B).
  - Calendar year end process.
- Police:
  - Hiring update of three new officers.
  - Accreditation update.
- Public Works:
  - Water reservoir construction schedule update.
  - Stormwater Master Plan draft status.
  - Sidewalk and Heather Glen Subdivision improvements on North 11th Street.
  - Pre-design engineering for South 16th Street south of Applegate Street.
  - City Park restroom timeline.

**H. EXECUTIVE SESSION**

**1. Per ORS 192.660(2)(h) Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed**

**2. Per ORS 192.660(2)(e) Real Property Transactions**

Start Time: 9:50 p.m.

Procedures:

- Mayor Jones read the statement of Executive Session rules.
- The public was excused and live-streaming on YouTube was terminated.

**Present:**

Mayor Chas Jones  
 Councilor Jessica Andrade  
 Councilor Ruth Causey  
 Councilor Diane Crocker  
 Councilor Matt Lehman  
 Councilor Christopher McMorran  
 Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
 City Attorney Jim Brewer  
 City Recorder Ruth Post  
 Assistant City Manager Chelsea Starner  
 Deputy City Attorney Catherine Pratt

**Media Present:**

Brad Fuqua, Philomath News  
 Cody Mann, Gazette-Times

**I. RECONVENE IN PUBLIC SESSION**

Start Time: 10:46 p.m.

**1. Meeting reconvened in public session**

- Public invited to return to room.

**2. Post Executive Session direction**

- None.

**J. ADJOURNMENT**

Meeting adjourned at 10:46 p.m.

SIGNED:

ATTEST:

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 Chas Jones, Mayor

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 Ruth Post, MMC, City Recorder

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**JOINT SESSION OF  
PHILOMATH CITY COUNCIL  
AND PLANNING COMMISSION  
WORK SESSION NOTES  
Philomath City Hall Council Chambers  
January 23, 2023**

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

Work session called to order at 6:00 p.m. by Council President Ruth Causey.

**Present:**

Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson  
Planning Commission Chair Gary Conner  
Planning Commissioner John Barlow  
Planning Commissioner Van Hunsaker  
Planning Commissioner Timothy Melott  
Planning Commissioner Darlene Rose

**Absent:**

Mayor Chas Jones  
Planning Commissioner Hayley Green

**City Staff Present:**

City Manager Chris Workman  
Planner Pat Depa  
Deputy City Attorney Catherine Pratt  
City Recorder Ruth Post

**Absent:**

City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
Public Works Director Kevin Fear  
Finance Director Mike Murzynsky  
Police Chief Ken Rueben

• **WORK SESSION**

**1. Implementation plan for updated Comprehensive Plan Policies**

Discussion:

- Planner Depa summarized the history of the Comprehensive Plan update project to-date and options for next steps moving forward.
- Process for proceeding and the focus of the work schedule discussed.
- Value of expanded citizen involvement discussed.
- Suggestion to work on zoning map concurrent with citizen involvement.
- Discussion of need for code revisions to be determined prior to zoning map changes and addressing carbon-friendly area statutory requirements.
- Process for integration of the Planning Commission's work and recommendations with the City Council's decision-making.
- Impact of State laws and master plans in making decisions.
- Committee for Citizen Involvement (CCI) makeup by the Planning Commission and challenges of gaining citizen feedback at the neighborhood level discussed.
- CCI policy work suggestions reviewed.
- Methods of measuring success in increasing public outreach.
- Reducing barriers to public engagement as a measure of success discussed.
- Recommendation to start with a list of current citizen awareness practices.
- Benefit of creating one-on-one communication opportunities for citizen contact.

- 1 • Economy Goals: Reasons for focus on light industrial and commercial zone uses.
- 2 • Timber Town theme definition as applied to multiple types of building materials and
- 3 encouraging design elements in construction.
- 4 • Completion of Design Manual after code changes.
- 5 • Allowances for planned unit developments for flexibility, particularly in residential
- 6 zones.
- 7 • Weighing development requirements against affordability.
- 8 • Opportunities to partner with developers to create affordable housing.
- 9 • Review of Downtown Revitalization Plan Action Plan pages in meeting packet.
- 10 • Review of Main Street Plan recommendations in meeting packet.
- 11 • Moving beyond the data reports that were completed by the consultant into the stage
- 12 of citizen involvement and updating the code.
- 13

14 **C. ADJOURNMENT**

15 Work session adjourned at 7:27 p.m.

16

17 Work session notes taken by Ruth Post, MMC, City Recorder.



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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
January 23, 2023**

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

Meeting called to order at 7:34 p.m. by Council President Ruth Causey.

**Present:**

Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

Mayor Chas Jones

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
Deputy City Attorney Catherine Pratt  
City Recorder Ruth Post

**Absent:**

Police Chief Ken Rueben  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky  
Public Works Director Kevin Fear

**B. EXECUTIVE SESSION**

**1. Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed per ORS 192.660(2)(h).**

**2. Real property transactions per ORS 192.660(2)(e)**

Start Time: 7:38 p.m.

Procedures: Council President Causey read the statement of Executive Session rules as printed on the meeting agenda. The public was excused and live-streaming was not activated.

Attendees: Councilors: Andrade, Causey, Crocker, Lehman, McMorran and Nielson;  
Staff: City Manager Workman; City Attorney Brewer; Deputy City Attorney Pratt and City Recorder Post; Media: Philomath News Brad Fuqua and Gazette-Times Cody Mann.

**C. RECONVENE IN PUBLIC SESSION**

**1. Decisions related to Executive Session.**

Start Time: 8:32 p.m.

Procedures: Public invited to return.

Action: Authorize the City Manager to enter into the settlement agreement on behalf of the City.

Motion/Second: Councilor Lehman/Councilor Nielson

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

Action: To authorize the City Manager to install a safety fence perimeter around the pond in the Mill Pond Development in response to non-compliance with the stop work order.

1 Motion/Second: Councilor Nielson/Councilor Lehman  
2 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
3 McMorran and Nielson; No: None).  
4

5 City Manager Workman reported notice has been received from DEQ that the precautions  
6 issued to Millpond Crossing residents in the August 21 fact sheet will be lifted and a new  
7 notice will be issued with less restrictive precautions.  
8

9 **D. ADJOURNMENT**

10 Meeting adjourned at 8:36 p.m.

11 SIGNED:

ATTEST:

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Ruth Causey, Council President

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Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
February 13, 2023**

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

Meeting called to order at 5:30 p.m. by Mayor Chas Jones.

**B. EXECUTIVE SESSION**

Start Time: 5:37 p.m.

Procedures:

- Mayor Jones read the statement of Executive Session rules.
- The public was excused and there was no live-streaming on YouTube.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
Finance Director Mike Murzynsky  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner  
Public Works Director Kevin Fear  
Public Works Supervisor Garry Black

**Labor Attorney:**

Steven Schuback, Attorney/Partner, Peck Rubenoff & Hatfield, P.C.

1. **Real property transactions per ORS 192.660(2)(e):** No discussion conducted.
2. **Labor Negotiator Consultations ORS 192.660(2)(d).**
3. **Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed per ORS 192.660(2)(h):** No discussion conducted.

**C. RECONVENE IN PUBLIC SESSION**

Meeting reconvened in public session at 6:59 p.m. and moved into recess until 7:06 p.m.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

Councilor Matt Lehman

**Staff Present:**

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

**Absent:**

Police Chief Ken Rueben  
Assistant City Manager Chelsea Starner

1 **D. PUBLIC HEARING (continuation from December 12, 2022)**

2 **1. PC22-10 Rezoning Application for northwest corner of Chapel Drive & S 19th St.**

3 Start Time: 7:07 p.m.

4 **a) Public Hearing**

5 Procedures:

- 6 • Mayor described the order of proceedings and procedures.
- 7 • Public hearing declared re-opened at 7:09 p.m.
- 8 • No conflicts of interest were declared or rebutted.
- 9 • No objections filed on jurisdictional grounds.

10 Supplemental Staff Report:

- 11 • City Manager Workman presented the updated staff report included in the agenda
- 12 packet, noting additions made to the original report.

13 Presentation by Applicant:

14 Peter Seaders, MSS Engineering, Corvallis, OR

- 15 • Applicant concurs with the staff report.
- 16 • Developer is sympathetic to safety concerns on 19th Street and notes enforcement
- 17 issues.
- 18 • 19th Street is identified as a collector street.
- 19 • Water capacity is not impacted by the zoning change.
- 20 • Believes the criteria has been met.
- 21 • Description of site constraints supporting potentially 20 multi-family units.

22 Staff:

- 23 • Review of analysis of maximum units per acre allowed by City code.

24 Written Testimony Received:

- 25 • Written testimony acknowledged from
- 26 ○ Janet Linebarger (Supplemental Agenda Item #D.01A) and
- 27 ○ Tim Ranney (Supplemental Agenda Item #D.01B).

28 Testimony in Opposition:

29 Peggy Yoder, Philomath, OR

- 30 • See Supplemental Agenda Item #D.01C for testimony.
- 31 • Noted implications of City development policies being considered accommodating by
- 32 developers.
- 33 • Noted application can be rejected for failure to meet zoning regulations.

34 Janet Linebarger, Philomath, OR

- 35 • See Supplemental Agenda Item #D.01D for testimony.
- 36 • Noted traffic safety concerns on South 19th Street addressed at joint City Council
- 37 and School Board work session on October 24, 2022.
- 38 • Cited sole access of property on 19th Street adding to congestion and safety
- 39 concerns.
- 40 • Noted lack of transparency in notification process.
- 41 • Opposed Comprehensive Plan being overridden by developers.

1 Denise Frankino, Philomath, OR

- 2 • Cited notification process deficiency and lack of signage on property.
- 3 • Described opposition received from conversations with neighbors.
- 4 • Referred to petition in opposition signed by area residents.

5  
6 Testimony of Neutral Parties:

- 7 • None.

8  
9 Applicant Rebuttal:

10 Peter Seaders, MSS Engineering

- 11 • Noted that notice requirements had been met.
- 12 • Addressed traffic concerns, noting two collector streets intersecting at location and
- 13 potential traffic patterns leading away from 19th Street.

14  
15 Rebuttal by Opponents:

16 Janet Linebarger, Philomath, OR

- 17 • Noted big difference between 12 units allowed by R-2 zoning and 24 units allowed by
- 18 R-3.
- 19 • Noted traffic problems at OSU due to students and multiple vehicles.

20  
21 Peggy Yoder, Philomath, OR

- 22 • Noted importance of upcoming Comprehensive Plan discussions about zoning and
- 23 decisions to be made by Council.

24  
25 **b) Discussion and Recommendation**

26  
27 Discussion:

- 28 • Types of notification requirements for a Type IV application.
- 29 • Upcoming Planning Commission discussions on citizen involvement and notification
- 30 process to be addressed.
- 31 • Notifications were reviewed from planning file (Supplemental Agenda Item #D.01E).
- 32 • Process of evaluation of criteria in land use decisions reviewed by Attorney Brewer.
- 33 • Comparison between collector street traffic expectations and current traffic counts
- 34 made.
- 35 • Making allowance for considering impact of school traffic on collector street
- 36 expectations.

37  
38 Procedure:

- 39 • Applicant waived 7-day period to submit additional testimony.
- 40 • Public hearing closed at 7:53 p.m.

41  
42 Discussion:

- 43 • Concern cited about use of South 19th Street as a buffer between R-1 and R-3.
- 44 • Staff noted no knowledge of buffer requirements as described.
- 45 • Noted criteria in place at time of application is the criteria for consideration.
- 46 • Housing study identification of lack of low-income housing and potential for high
- 47 density housing to be less expensive.
- 48 • Determination of whether the R-3 zoning is more appropriate than the R-2 zoning.

- Discretion of the Council as to whether the property is more suited for high density housing.

Action: The Findings of Fact as presented in the staff report and modified in opposition to the applicable criteria be adopted and the City Council deny the application to amend the Comprehensive Plan and Zoning Map from medium density residential to high density residential as presented in File No. PC22-10 based on traffic safety concerns and how that impacts suitable usage.

Motion/Second: Councilor Andrade/Councilor Nielson

Discussion:

- Need to address safety concerns first and subsequently evaluate an application.
- Need for staff to bring amended Findings of Fact back for Council approval.
- Timeline for review of Comprehensive Plan policies.
- Impact of collector streets on schools and creating safety issues.
- Sufficiency of information in the record for justification of Council decision.
- Question of how much the problems that exist during school traffic are due to infrastructure versus the school district traffic flow.
- Problems of school traffic flow irrespective of zoning decision.
- Advocacy for more housing and inconsequential impact of the application in providing 12 additional units.
- Statewide and nationwide housing crisis noted and local opposition to construction of additional housing.
- Traffic patterns from the location out to Corvallis via Chapel Drive described.
- Question of whether the data used in the staff report analysis is derived from outdated sources.
- Goal for a new grocery store in Philomath and population to attract one.
- Proximity of location to enable school-aged children to walk to school.
- Lack of housing and challenges of trying to locate in Philomath.
- Final draft of school traffic circulation analysis expected to include projects to address specific issues.

Vote: Action FAILED 1-5 (Yes: Andrade, No: Causey, Crocker, McMorran, Nielson and Jones)

Discussion:

- Question of whether the Council can recommend the applicant take soil samples to test for methane.
- Request for staff to bring an updated staff report with the amending ordinance noting additional comments.

Action: The Findings of Fact as presented in the staff report be adopted and the City Council approve the requested Comprehensive Map Amendment from medium density residential to high density residential and the Zoning Map from R-2 to R-3 as presented in File No. PC22-10; and the City Manager be directed to present an amending ordinance to the Council for its consideration and action.

Motion/Second: Mayor Jones/Councilor Causey

1 Vote: Action APPROVED 5-1 (Yes: Causey, Crocker, McMorrان, Nielson and  
2 Jones; No: Andrade).

3 **c) Consideration of Ordinance 874 - Tabled.**

4  
5 Recess 8:26 p.m. to 8:35 p.m.  
6

7 **E. PUBLIC COMMENTS**

8 Start Time: 8:35p.m.

9 1. Robert Biscoe, Philomath, OR

- 10 • Regarding Agenda Item #H.02, Strategic Plan, objective related to North 12th Street  
11 improvement.
- 12 • Current lack of funding mechanism for street improvements.

13 2. Denise Frankino submitted 1 page of petition signatures to City Recorder that were  
14 referred to in testimony under Agenda Item #D.01. Public hearing was closed. Petition  
15 added to meeting packet as Supplemental Agenda Item #E.02 under Public Comments.

16 **F. CONSENT AGENDA**

17 Start Time: 8:40 p.m.

- 18 • **Minutes of January 9, 2023 City Council meeting**
- 19 • **Notes of January 23, 2023 joint City Council and Planning Commission work**  
20 **session**
- 21 • **Minutes of January 23, 2023 City Council meeting**
- 22 • **Budget Committee Calendar**

23  
24 Action: To approve consent agenda.

25 Motion/Second: Councilor McMorrان/Mayor Jones

26 Discussion:

- 27 • Councilor Causey noted a minor word correction amendment emailed to City  
28 Recorder.

29 Vote: Action APPROVED as amended 6-0 (Yes: Andrade, Causey, Crocker,  
30 McMorrان, Nielson and Jones; No: None).

31  
32 **G. UNFINISHED BUSINESS**

- 33 • **Committee Appointments**

34 Start Time: 8:41 p.m.

35

36 Discussion:

- 37 • City Manager reviewed applications received and lack of applications for Budget  
38 Committee position.

39

40 **a) Planning Commission**

41 Action: To appoint Josiah Jessen to serve on the Planning Commission through  
42 December 31, 2023.

43 Motion/Second: Councilor McMorrان/Councilor Crocker

44 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, McMorrان,  
45 Nielson and Jones; No: None).

1 **c) Inclusivity Committee**

2 Action: To appoint Oriana Mulatero and Lauri Lehman to serve on the Inclusivity  
3 Committee through December 31, 2024.

4 Motion/Second: Councilor McMorrان/Councilor Nielson

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

7  
8 **b) Budget Committee**

9 Action: To direct staff to re-advertise for an additional applicant until the  
10 additional position on the Budget Committee is filled.

11 Motion/Second: Councilor McMorrان/Councilor Nielson

12 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, McMorrان,  
13 Nielson and Jones; No: None).

14  
15 **2. Philomath Fire & Rescue Liaison Appointment**

16 Start Time: 8:45 p.m.

17  
18 Action: To establish a new Council liaison position with Philomath Fire and  
19 Rescue and approve of Mayor Jones' appointment of Councilor  
20 Christopher McMorrان to serve in this new position.

21 Motion/Second: Councilor Nielson/Councilor Causey

22 Discussion:

- 23 • Goal to strengthen relationship with Fire Department.
- 24 • Improving emergency preparedness in community with an intentional open channel.

25 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, McMorrان,  
26 Nielson and Jones; No: None).

27 **H. NEW BUSINESS**

28 **1. Request to form an Ad Hoc Committee to select Water Treatment Plant Equipment**  
29 **and Instrumentation and Control Contractor**

30 Start Time: 8:48 p.m.

31 Discussion

- 32 • Peter Blumanthal, Westech Engineering, described intent of ad hoc committee to  
33 make procurement selections from qualified vendors.
- 34 • Purpose of the committee.
- 35 • Goal of having representatives on the committee who are working in the industry.
- 36 • Using the Public Works Committee as Council representatives on the Committee.

37  
38 Action: To approve the forming of an ad-hock committee to assist in selection  
39 equipment and an instrumentation and control contractor.

40 Motion/Second: Councilor Causey/Councilor Nielson

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

43 Discussion:

- 44 • Consensus to have Public Works Committee plus additional staff and operators on  
45 the committee as recommended in staff report.



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**2. Strategic Plan 2023-2027 Draft Review**

Start Time: Tabled.

**3. Council Rules Section 2.10.012(B) Order of Business discussion**

Start Time: 8:56 p.m.

Discussion

- Councilor McMorran recommended shifting the Staff Reports to Position 6 on the order of business, noting staff hours and other organizations that have those reports earlier in meetings.
- Whether or not to move only Staff Reports forward and keep Committee Reports as is.
- New addition of written Management Report to reduce staff attendance at meetings.
- Suggestion to keep report comments to three to five minutes.

Action: When other members of boards, commissions, committee liaisons and city staff are not required to attend the entire meeting and are present to provide a report, that they be heard during the invited presentations section of the meeting.

Motion/Second: Councilor McMorran/Councilor Causey

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

**4. Request to Rescind a Motion from the December 12, 2022 City Council meeting**

Start Time: 9:08 p.m.

Discussion

- Whether the motion made on December 12 was appropriate to add or not.
- Review of closed captioning from the November 14, 2022 meeting.
- Question of whether the statement in the minutes would have an impact on potential legal action.
- Question of sufficiency of minutes and addition of text not related to actions.

Action: To rescind the motion approved by the City Council at the December 12, 2022 meeting that reads as follows: To add a bullet point to the November 14, 2022 minutes to discussion following Line 51 on Page 93 to read "Potential unintended legal consequences of deciding to no longer issue non-remonstrance agreements without identifying a suitable replacement option."

Motion/Second: Councilor Causey/Mayor Jones

Discussion:

- Question of whether this is a good use of everyone's time to debate bullet points in minutes and recommendation to discontinue doing so.

Vote: Action APPROVED 5-1 (Yes: Causey, Crocker, McMorran, Nielson and Jones; No: Andrade).

**5. Presentation of FY 2021-2022 Audit**

Start Time: 9:17 p.m.

1 Discussion

- 2 • Finance Director Murzynsky provided an overview of the audit opinion, with focus on
- 3 Management Discussion & Analysis.
- 4 • Review of audit firm performing the audit.

5  
6 Action: To accept the 2021-2022 financial audit

7 Motion/Second: Mayor Jones/Councilor Crocker

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

10  
11 **I. ORDINANCES & RESOLUTIONS**

12 **1. Resolution 23-02 Fiscal Year 2022-2023 Supplemental Budget**

13 Start Time: 9:25 p.m.

14 Discussion:

- 15 • Finance Director Murzynsky reviewed standards for approval of a supplemental
- 16 budget and identified budget adjustments.
- 17 • Noted Attachment A as part of the Resolution.
- 18 • Replacement schedule for police vehicle due to lead times for vehicles being so far
- 19 out.
- 20 • Additional expense of compensation survey and the wetlands mitigation study grant
- 21 management for the multi-city consortium reviewed.

22 Action: To adopt Resolution No. 23-02, a resolution adopting a supplemental  
23 budget for fiscal year 2022-23 and making appropriation increases and  
24 changes for fiscal year 2022-23, incorporating Attachment “A” as part of  
25 the resolution.

26 Motion/Second: Councilor Nielson/Councilor Causey

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

29 Action: To continue meeting to conduct Agenda Item #I.02 and table Agenda  
30 Item #H.02 Strategic Plan to next meeting.

31 Motion/Second: Mayor Jones/Councilor Causey

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

34 **2. Resolution 23-03 Audit Action Plan**

35 Start Time: 9:34 p.m.

36 Discussion:

- 37 • Finance Director Murzynsky reviewed the payment allocation between the City and
- 38 ODOT for the Downtown Safety & Streetscapes Project in the FY 2021-2022 Urban
- 39 Renewal Agency budget that resulted in exceeding the appropriation by \$577,549.
- 40 • Identification of a significant deficiency by the auditor requires an Action Plan to
- 41 prevent a similar occurrence in the future.
- 42 • Review of discussion at Finance & Administration Committee meeting about the
- 43 timing of the allocation decisions with ODOT over who paid for what on Downtown
- 44 Streetscapes Project.
- 45 • City paid for engineering on project.
- 46 • City does not have a history of this type of action.
- 47 • Corrective Action Plan listed as Items #1-3 in Agenda Item Summary.

1 Action: To amend Resolution 23-03 to strike the words "therefore ... attachment  
2 A", and replace with "as follows:" and insert items 1, 2 and 3 from the  
3 Agenda Item Summary labeled Review of Management Letter from the  
4 2021-22 Fiscal Year Audit and Corrective Action Plan.  
5 Motion/Second: Councilor McMorrان/Councilor Causey  
6 Vote: Action Approved 6-0 (Yes: Andrade, Causey, Crocker, McMorrان, Nielson  
7 and Jones; No: None).  
8  
9 Action: To approve Resolution 23-03 as amended.  
10 Motion/Second: Councilor McMorrان/Councilor Nielson  
11 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
12 McMorrان, Nielson and Jones; No: None).

13 **J. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
14 **STAFF**

15 Start Time: 9:45 p.m.

16 **1. Management Report**

- 17 • City Manager Workman requested feedback on format of new report and welcomed  
18 questions.
- 19 • Noted building permits report and lack of new housing construction.

20 **K. ADJOURNMENT**

21 Meeting adjourned at 9:47 p.m.

22  
23 SIGNED:  
24 Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
February 27, 2023**

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

Meeting called to order at 5:33 p.m. by Mayor Chas Jones.

**B. EXECUTIVE SESSION**

Start Time: 5:33 p.m.

**1. Labor Negotiator Consultations ORS 192.660(2)(d).**

Procedures:

- Mayor Jones read the statement of Executive Session rules.
- The public was excused and there was no live-streaming on YouTube.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
Finance Director Mike Murzynsky  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner  
Public Works Director Kevin Fear  
Public Works Supervisor Garry Black

**Consultants:**

Laurie Grenya and Rebecca Vales, HR Answers Consulting

**C. RECONVENE IN PUBLIC SESSION**

Meeting reconvened in public session at 6:55 p.m. and recessed until 7:00 p.m.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Recorder Ruth Post  
Deputy City Attorney Catherine Pratt

**Absent:**

Police Chief Ken Rueben  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky  
Public Works Director Kevin Fear

**D. UNFINISHED BUSINESS**

**1. Strategic Plan 2023-2027 Draft Review**

Start Time: 7:04 p.m.

Discussion:

- City Manager Workman reviewed streamlining of the Strategic Plan format.

- 1 • Draft document meant to capture comments from Council's January retreat.
- 2 • Completed action items and goals moved to appendix.
- 3 • Draft prioritization of action items identified for budget needs.
- 4 • Priority of Objective 1.2.1 action item for software requirements to potentially add
- 5 regular financial data to the website discussed.
- 6 • Consensus to conduct the survey in Objective 1.3.1 after completion of the
- 7 Downtown Streetscapes project.
- 8 • Format of action items in Objective 1.3.3 discussed and whether coordination should
- 9 either be City organized or personally organized by Councilors.
- 10 • Promotion of electric vehicle charging stations discussed.
- 11 • Addition of Memorial Day celebration as a City-sponsored event discussed in
- 12 relationship to funding opportunities for additional events organized by other
- 13 community members.
- 14 • Formation of a Downtown Vitalization Advisory Committee described.
- 15 • Deletion or modification of Objective 2.3.2 action item for arena grandstands grant
- 16 application discussed.
- 17 • Suggestion of a community event to celebrate completion of the Downtown
- 18 Streetscapes under Objective 2.3.3.
- 19 • Objective 2.3.1 regarding scenic byway promotion and 2.3.3 Corvallis to the Sea
- 20 trails discussed.
- 21 • Addition of action item under 2.3.3 to replace wayfinding signs in 2024-25.
- 22 • Replacement of C2C promotion with a Downtown Streetscapes celebration
- 23 recommended.
- 24 • Brief discussion about conflicting utilities under Objective 3.2.1 and the scope of the
- 25 Benton County project for improvements on Chapel Drive.
- 26 • Addition of an investigation into a local gas tax for street improvement funding in
- 27 2023-2024.
- 28 • Objective 3.3.2 for creating regional back-up water supplies described.
- 29 • Objective 3.5.3 and use of the Police Department's radar signs reviewed for land use
- 30 application and public safety issues.
- 31 • Addition of an action item related to working with the school district to evaluate
- 32 school traffic safety report opportunities.
- 33 • Addition of EV charging stations and upgrading of downtown street lighting action
- 34 plans discussed.
- 35 • Objective 3.5.5 to increase on-street parking in downtown area with related action
- 36 items recommended by staff.
- 37 • Use of the City's property by the downtown contractor discussed and evaluation of
- 38 the future use of the property added under Goal 2.2.
- 39 • Suggestion for an objective to support opportunities to improve housing affordability
- 40 under Goal 4.1.
- 41 • Objective 4.2.1 wordsmithed to add adjustment of routes and schedules.
- 42 • Goal 4.3 addition of an Objective related to planting of native trees and updating of
- 43 City's approved tree list recommended.
- 44 • Addition of Objective to provide support, including funding, for community events
- 45 added under Goal 2.
- 46 • Hiring of code compliance officer under Objective 4.5.1 discussed.
- 47 • Suggestion for an Objective 4.6 to explore reducing the City's carbon footprint with
- 48 action items to add use of solar on City buildings and explore other reductions in
- 49 energy use.
- 50 • Use of the term neighborhoods discussed, as related to commercial or industrial
- 51 districts.

- Discussion about reducing drug crimes and drug trafficking terminology with staff follow-up for more information.
- Replacement of downtown Christmas lights suggested as an objective.
- Review of time, place and manner restrictions for dispensaries added as an action item.

**E. ORDINANCES & RESOLUTIONS**

Start Time: 8:27 p.m.

**1. Consideration of Ordinance 874 amending the Philomath Comprehensive Plan and Zoning Map from Medium Density Residential to High Density Residential for property in the city of Philomath located at 19th and Chapel Drive – First Reading**

- Deputy City Attorney Pratt read the ordinance by title.
- Revisions to findings of fact summarized by staff.

Roll Call Vote: Yes: 6 (Causey, Crocker, Lehman, McMorrان, Nielson and Jones); No: 1 (Andrade)

- Second reading of ordinance scheduled for next meeting.

**2. Resolution 23-04 Awarding the North 11th Street Improvements Project to MVG Construction**

Start Time: 8:30 p.m.

Discussion:

- Staff reviewed the extent of the improvements to North 11th Street included in the project, including the improvements to be paid for by the Heather Glen Subdivision.
- Funding for project reviewed.
- Concerns about parking across the sidewalk in driveways noted.

Action: To approve Resolution 23-04 awarding the North 11th Street improvements project to MVG Construction.

Motion/Second: Mayor Jones/ Councilor Causey

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None.)

**F. ADJOURNMENT**

Meeting adjourned at 8:40 p.m.

SIGNED:  
Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
March 13, 2023**

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

Meeting called to order at 7:06 by Council President Ruth Causey.

**Present:**

Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

Mayor Chas Jones

**Staff Present:**

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

**Absent:**

Police Chief Ken Rueben  
Assistant City Manager Chelsea Starner  
Police Chief Ken Rueben

Council President Causey moved Agenda Item #F.02 to follow Public Comments and consensus was to add Agenda Item #F.04, Funding Memorial Day Event.

**B. PUBLIC COMMENTS**

Start Time: 7:08 p.m.

- None.

**F. ORDINANCES & RESOLUTIONS**

Start Time: 7:08 p.m.

**2. Resolution 23-06 Support of Benton County bond measure**

Nancy Wyse, Benton County Commissioner, and Jeff VanArsdall, Benton County Sheriff – Offered to answer Council questions about the bond measure (See Supplemental Agenda Item handout).

Discussion:

- Current process for cases involving potential mental health and intoxication situations reviewed by Sheriff.
- Capacity of current corrections facility.
- Types of cases to be referred to the proposed crisis center.
- Location for Navigation Center and primary campus, including status of eminent domain acquisition of property.
- Need for a 120 bed jail facility in comparison to current outsourcing of prisoners to other facilities.
- Original construction of facility in 1976 with expectation of a regional jail facility that never happened.
- Need for a functional justice system to address all facets of the crime and crisis activities in the County.
- Benton County failure to appear rate of 30% compared to 5% national average.

- Process of sending people to The Dalles for bed space and services.
- Savings of \$1.2 and \$1.5 million by discontinuing transport to and housing at The Dalles.
- Additional aspects of locating Emergency Services and expanding services for children.
- Comprehensive overview conducted for this bond measure compared to prior failed measures.

Action: To adopt Resolution 23-06, a resolution stating support of the Benton County bond measure.

Motion/Second: Councilor Causey/Councilor Crocker

Discussion:

- Opposition to measure and resolution declared by Councilor Andrade due to lack of equitable funding to address homelessness.
- Support for motion declared by Councilor McMorran due to lack of a viable alternative and no foreseeable improvement with the current available services.
- Support for motion declared by Councilor Crocker due to inclusion of mental health and homelessness services.

Vote: Action Approved 5-1 (Yes: Causey, Crocker, McMorran, Lehman and Nielson; No: Andrade).

- Recommendation by Councilor Lehman for future meetings to allow presentations to be moved forward, but keep the Council discussion in proper agenda order.

**C. CONSENT AGENDA**

Start Time: 7:35 p.m.

- **Minutes of February 13, 2023 City Council meeting**
- **Minutes of February 27, 2023 City Council meeting**
- **Appointment of 2023-2024 Budget Officer**

Action: To approve consent agenda as presented.

Motion/Second: Councilor Nielson/Councilor McMorran

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

**D. UNFINISHED BUSINESS**

**1. Committee Appointments**

Start Time: 7:38 p.m.

**a. Heritage Tree Program Selection Committee**

Action: To appoint John Simonson and Eric Wiggins to serve on the Heritage Tree Selection Committee for a three year term.

Motion/Second: Councilor Andrade/Councilor Lehman

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

**b) Budget Committee**

Action: To appoint Mark Koeppe to serve on the Budget Committee for a three-year term.

Motion/Second: Councilor McMorran/Councilor Lehman



1 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
2 McMorrان, and Nielson; No: None).

3  
4 Action: To amend term to a 2-year term.

5 Motion/Second: Councilor McMorrان/Councilor Lehman

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

## 8 9 **2. Strategic Plan Approval**

10 Start Time: 7:41 p.m.

### 11 Discussion

- 12 • City Manager Workman summarized reviews that have been conducted and  
13 changes incorporated.
- 14 • Goal 4.6 lack of action items addressed.
- 15 • Goal 4.1.1 action item to perform an energy audit for the new water treatment plant  
16 suggested.
- 17 • Performance of energy audits at all city facilities considered.
- 18 • Evaluation of using electric vehicles considered.
- 19 • Installation of infrastructure to serve electric vehicles prior to acquisition noted.

20  
21 Action: To approve the amended FY2023-FY2027 Philomath Strategic Plan as  
22 presented.

23 Motion/Second: Councilor Causey/Councilor Nielson

24 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
25 McMorrان, and Nielson; No: None).

## 26 **E. NEW BUSINESS**

### 27 **1. 2023-2024 Utility Fees Review**

28 Start Time: 7:52 p.m.

#### 29 Discussion

- 30 • Finance Director Murzynsky reviewed updated Agenda Information Summary and  
31 Resolution (See Revised Agenda Item Summary and Revised Resolution  
32 Attachment B).
- 33 • Impact of PERS rates.
- 34 • Impact of City's PERS side-account on reducing the percentages.
- 35 • Connection fees and costs of meters.
- 36 • Proposed increase for Returned Payment Fee and administration costs.
- 37 • Rationale for commercial and industrial rate structure and future rate study after  
38 completion of water treatment plant.
- 39 • Challenges of addressing inflation and meeting City requirements.

#### 40 41 **a) Resolution 23-05 Adopting 2023-2024 Utility Fees**

42  
43 Action: To approve and adopt Resolution 23-05 with the utility rates and fees as  
44 presented in Attachments A and B, effective July 1, 2023.

45 Motion/Second: Councilor Nielson/Councilor Lehman

46 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
47 McMorrان, and Nielson; No: None).

1 **2. 2023-2024 Capital Improvement Plan Review**

2 Start Time: 8:13 p.m.

3 Discussion

- 4 • Correction to water treatment plant contingency noted.
- 5 • Combination of 16th Street improvements into the ARPA funded 17th and 18th
- 6 Street sewer project to realize coordination savings.
- 7 • Newly received School Traffic Safety Report recommendation for 19th and
- 8 Applegate roundabout in future years.
- 9 • Approval of CIP is for projects in the 2023-2024 budget year only.
- 10 • Street projects identified.
- 11 • Modification of project cost for Cochran Veterans Memorial Park funding.
- 12 • Funds set aside at Philomath Community Foundation for a veterans' memorial.
- 13 • Roller sports park feasibility study and City Park pedestrian lighting projects.
- 14 • Addition of electric vehicle charging station in a future year.
- 15 • Replacement schedule for equipment and future replacement equipment.
- 16 • Park playground equipment replacement.
- 17 • Vehicle replacement schedules.
- 18 • Dump truck order through State bid process.
- 19 • Parks budget equipment line item.
- 20 • Amendment of Park Equipment to read Playground Equipment.
- 21 • Consensus to bring revised CIP back to Council at April meeting.

22  
23 **3. Land Acquisition Approval**

24 Start Time: 8:49 p.m.

25 Discussion

- 26 • CM Workman reviewed the process for purchase of property at 1917 Main Street.
- 27 • Future agenda discussion about expected use of the property.
- 28 • Funding allocation for property from reserves.

29  
30 Action: To approve purchase of the real property at 1917 Main Street.

31 Motion/Second: Councilor Lehman/Councilor Andrade

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

34 Recess called at 8:54 p.m. Council reconvened at 9:03 p.m.

35 **4. Funding Memorial Day Event**

36 Start Time: 9:03 p.m.

37 Discussion

- 38 • CM Workman reviewed Mayor Jones' request to consider funding for a 2024
- 39 Memorial Day event.
- 40 • Potential funding from ARPA set-aside grant.
- 41 • Identification of estimated costs, including band expense.
- 42 • Purpose of \$6,500 training budget in Council departmental budget.
- 43 • Veteran recognition during the event.
- 44 • Potential City liability for serving as sponsor and associated insurance requirements.
- 45 • Suggestion to hold a work session to discuss potential for funding events and
- 46 associated funding for inclusivity training.
- 47 • Support for memorial ceremony to honor veterans but difference between a
- 48 ceremony and block party.

- 1 • Concerns about spending taxpayer funds for an event to bring attendees from out-of-
- 2 town to spend money at out-of-town food carts noted.
- 3 • Lack of sufficient time to establish adequate mechanism for City to put event on.
- 4 • Potential for pledging some financial support towards the event.
- 5 • Development of a community event support policy.
- 6 • Consensus to table agenda item to March 27 along with a draft policy.
- 7 • Potential use of transient lodging tax funds retained by the City.

8  
9 **I. ORDINANCES & RESOLUTIONS**

10 **1. Ordinance #874 amending the Philomath Comprehensive Plan Map and Zoning Map**  
11 **designation from Medium Density Residential to High Density Residential for property in**  
12 **the city of Philomath, and modifying Ordinance #720.**

13 Start Time: 9:33 p.m.

14 Discussion:

- 15 • City Attorney read ordinance by title, noting second reading.

16  
17 Roll Call Vote: Action APPROVED 5-1 (Yes: Causey, Crocker, Lehman, McMorran, and  
18 Nielson; No: Andrade).

19 **G. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
20 **STAFF**

21 Start Time: 9:35 p.m.

22 **1. Management Report**

- 23 • Compensation study nearing completion.
- 24 • Union negotiations status update.
- 25 • New Code Enforcement Officer's dual status as a Reserve Police Officer.
- 26 • Upcoming Climate Friendly Areas requirements and open house.
- 27 • Inconsistency of State Executive Orders related to Climate Friendly Areas and
- 28 homelessness funding.
- 29 • Millpond Crossing status and path forward, including contractor's intention to obtain a
- 30 floodplain study for the area and recent neighborhood meeting.

31 **2. Councilor Lehman**

- 32 • Identification of Highway 20 corridor as a priority in 2043 CAMPO Regional
- 33 Transportation Plan.
- 34 • Identification of shovel-ready highway projects for next round of funding.
- 35 • Dedication of funding for study of Highway 20 corridor from Albany to Philomath.
- 36 • Push for corridor study to extend to Philomath.
- 37 • Traction for planning for 53rd Street improvements due to feeder into Highway 20/34.

38 **3. Councilor Nielson**

- 39 • Soliciting interest from Winco for a smaller type of grocery store and encouraging
- 40 community outreach to Winco.
- 41 • Philomath Community Services exploration of a larger space and upcoming
- 42 community survey.

43 **3. Councilor Andrade**

- 44 • Objection to attendance of the Mayor and press at the recent neighborhood meeting
- 45 held by the City Manager with Millpond Crossing residents without notification or
- 46 invitation to the City Council.

1 Action: The City Council be consulted prior to and invited to any press  
2 conference held by the City Manager.

3 Motion/Second: Councilor Andrade/Councilor McMorran

4 Discussion:

- 5 • Whether the meeting with Millpond Crossing residents was a public meeting or a  
6 neighborhood meeting.
- 7 • Whether a meeting by the City Manager conveys endorsement by the City.
- 8 • Whether the City Manager should apprise the Council prior to representing the City  
9 at any meeting.
- 10 • Whether the meeting constituted a press conference or not and transparency of  
11 having notified the press in advance.
- 12 • CM Workman reviewed reasons for holding a meeting with the neighbors and types  
13 of meetings that he represents the City at.
- 14 • Expectations of the City Manager representing the City and providing updates to  
15 elected officials.

16 Vote: Action FAILED 2-4 (Yes: Andrade and Crocker; No: Lehman,  
17 McMorran, Nielson and Causey).

18 **H. ADJOURNMENT**

19 Meeting adjourned at 10:20 p.m.

20  
21 SIGNED:

ATTEST:

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24 \_\_\_\_\_  
Ruth Causey, Council President

\_\_\_\_\_  
Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
April 10, 2023**

**A. ROLL CALL**

Meeting called to order at 5:30 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran (5:50 p.m.)  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Recorder Ruth Post  
Deputy City Attorney Catherine Pratt

**Absent:**

City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
Police Chief Ken Rueben  
Public Works Director Kevin Fear

**B. EXECUTIVE SESSION**

**1. Per ORS 192.660(2)(h) Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed**

- Mayor Jones read the rules of procedure and participation and moved the Council into Executive Session.
- Roll call attendees confirmed, with the addition of Brad Fuqua, Philomath News and Cody Mann (arrived at 6:07 p.m.), Gazette-Times.

**C. RECONVENE IN PUBLIC SESSION AND RECESS**

1. Meeting reconvened in public session at 6:48 p.m. and move into a recess until 7:00 PM

**7:00 P.M.**

**D. ROLL CALL**

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Recorder Ruth Post  
Deputy City Attorney Catherine Pratt  
Finance Director Mike Murzynsky  
Public Works Director Kevin Fear

**Absent:**

City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
Police Chief Ken Rueben

1 **E. PROCLAMATIONS**

2 Start Time: 7:03 p.m.

3 **1. Arbor Day – April 28, 2023**

4 a) Details of Arbor Day Celebration at Skirvin Park horse statue location reviewed.

5 b) Five trees recommended for Heritage Tree status reviewed.

6 Discussion:

- 7 • Heritage Tree Program summarized.

8 Action: To adopt Resolution 23-07, a Resolution designating certain trees in  
9 Philomath, Oregon, to be recognized as Heritage Trees, as presented.

10 Motion/Second: Councilor McMorrان/Councilor Lehman

11 Discussion:

12 Action #1: Amend Tree #4 to replace “White Oak” with “Deodar Cedar.”

13 Motion/Second: Councilor Causey/Councilor Nielson

14 Vote: Amendment APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
15 McMorrان, Nielson and Jones; No: None).

16 Vote: Action #1 APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker,  
17 Lehman, McMorrان, Nielson and Jones; No: None).

18  
19 **F. PUBLIC COMMENTS**

20 Start Time: 7:11 p.m.

21 **1. Fred Schaub, Philomath Rotary Club**

- 22 • Described opportunities in the Strategic Plan that could coordinate with the Rotary  
23 Club’s eight pillars of Positive Peace (Supplemental Agenda Item F.01).  
24 • Offer by Rotary Club volunteers to assist in fundraising for Diversity, Equity &  
25 Inclusion efforts.  
26 • Would like to support efforts in the community that contribute to the Rotary 8 pillars  
27 of Positive Peace.

28  
29 **G. INVITED PRESENTATIONS**

30 Start Time: 7:19 p.m.

31 **1. Rebecca Taylor, Project Manager, Benton County H.O.P.E. Advisory Board**

- 32 • Reviewed PowerPoint presentation summarizing work of the Advisory Board.  
33 • Reviewed progress timeline.  
34 • Requirements for participation in HB 4123 Pilot.  
35 • Roles and functions of the office staff.  
36 • Opportunities to meet community needs.  
37 • Available communication resources, regional planning and community outreach.  
38 • Programs and services through Community Services Consortium.  
39 • Vehicle camping allowance in Benton County Code.  
40 • Potential impacts of Benton County Justice Project.  
41 • Request for comparison of rent burden in parts of the County and State.  
42 • Council Consensus was for staff to bring a memorandum of understanding for  
43 partnership with the HOPE Board.

44  
45 **H. CONSENT AGENDA**

46 Start Time: 7:42 p.m.

47 **1. Minutes of March 13, 2023 City Council meeting**

48 Action: To amend Lines 44-45 on fifth page of the March 13, 2023 City Council  
49 meeting minutes so that it reads “objection to attendance of the Mayor  
50 and press at the recent neighborhood meeting held by the City Manager  
51 with Millpond Crossing residents without notification or invitation to the  
52 City Council.”

1 Motion/Second Councilor Andrade/Councilor McMorran  
2 Vote: Amendment APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
3 McMorran, Nielson and Jones; No: None).  
4

5 Action: To approve the Consent Agenda as amended.  
6 Motion/Second: Councilor McMorran/Councilor Andrade  
7 Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker,  
8 Lehman, McMorran, Nielson and Jones; No: None).  
9

## 10 I. **UNFINISHED BUSINESS**

11 Start Time: 7:44 p.m.

### 12 1. 2023-2024 Capital Improvement Plan Adoption

13 Discussion:

- 14 • Councilor Causey noted Public Works Committee review of the revised CIP.
- 15 • Finance Director Murzynsky noted revisions.
- 16 • Correction of Park Schedule, Cochran Veteran Memorial Park to revise \$178,100 to  
17 \$128,100.

18 Action: To approve the 2023-24 Capital Improvement Plan as presented.

19 Motion/Second: Councilor Causey/Councilor Nielson

20 Vote: Action APPROVED as presented 7-0 (Yes: Andrade, Causey, Crocker,  
21 Lehman, McMorran, Nielson and Jones; No: None).  
22

## 23 J. **NEW BUSINESS**

### 24 1. Use of ARPA Funds

25 Start Time: 7:47 p.m.

26 Discussion:

- 27 • City Manager Workman reviewed the process for use of the available ARPA funds to  
28 be expended within the next budget year.
- 29 • Staff review of the newly adopted Strategic Plan to identify community-facing  
30 projects.
- 31 • Laserfiche project benefits and ongoing costs.
- 32 • Suggestion and discussion about setting aside funds for houselessness.
- 33 • Use of funds for established Strategic Plan projects.
- 34 • Alternate potential funds for houselessness projects.  
35

36 Action #1: The City Council approve use of the remaining ARPA funds for the  
37 community-facing projects from the Strategic Plan as identified by staff.

38 Motion/Second: Councilor Causey/Councilor McMorran  
39

40 Discussion:

- 41 • Request for additional community discussion to use the funds to meet community  
42 needs.
- 43 • Inclusion of the projects in the budget and suggested use of the public process in the  
44 budget meetings.
- 45 • Proposed projects that address transparency and public comments that have been  
46 made about the holiday decorations.
- 47 • Possible methods of expediting public input.

48 Action: To amend Action #1 to approve the first three projects and table the  
49 fourth project.

50 Motion/Second: Councilor McMorran/Councilor Nielson

51 Discussion:

- 52 • Prior use of survey on festival areas.
- 53 • Discussion about the use of funds for infrastructure for street lights.
- 54 • Whether to add a timeline to the tabling of the streetlight project.

- Distinction between public approval of the first three projects and the streetlight project.
- Parameters needed for staff to set up a survey and identification of projects.

Vote: Amendment APPROVED 5-2 (Yes: Andrade, Crocker, Lehman, McMorran, and Nielson; No: Jones and Causey)

Vote: Action #1 APPROVED as amended 5-2 (Yes: Andrade, Crocker, Lehman, McMorran, and Nielson; No: Causey and Jones).

Action: To assign public input as a topic at the next Council meeting.

Motion/Second: Mayor Jones/No second

Action: Staff assemble a survey to put out to the community a survey with at least three options for spending ARPA funds with an open comment box.

Motion/Second: Councilor Lehman/Councilor McMorran

Discussion:

- Discussion about timing and selection of projects.

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

## 2. Inclusivity Committee Training Recommendation

Start Time: 8:31 p.m.

Discussion:

- Councilor Andrade presented the Inclusivity Committee's recommendation for DEI training workshops through Oregon State University.
- Discussion about expending funds from this year's budget and timing of training.
- Discussion about identification of staff whom interact with the Council in the initial training.
- Selection process of the OSU program and endorsement of OSU students who have taken the course.

Action: The City Council allocate \$5,000 from the City Council budget towards DEI training with Oregon State University's Institutional Education for DEI for city council members and staff whom interact with the council, with the option for members of the City's advisory bodies to participate.

Motion/Second: Councilor Causey /Councilor Nielson

Discussion:

- Proposal is for two sessions.

Vote: Action APPROVED as presented 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

## **K. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF**

### **1. Management Report**

Start Time: 8:40 p.m.

Discussion:

- Natural Hazard Mitigation project access via website.
- Re-activation of contractor's license at Millpond Crossing now allows for work to be inspected.
- Update on work plan assembled for Millpond Crossing.
- Climate Friendly Areas survey status.



- 1 • Update on progress of Downtown Streetscapes Project, including weekly staff
- 2 meetings with ODOT and contractor.
- 3 • Opportunities to partner with Rotary Club based on offer made during Public
- 4 Comments.
- 5 • Suggestion to hold a dedicated town hall regarding houselessness to get community
- 6 feedback.
- 7

8 **2. If I Were Mayor Contest**

9 Start Time: 8:53 p.m.

10 Discussion:

- 11 • Mayor Jones reviewed the winning entries that will be forwarded to the Oregon Mayor's
- 12 Association (Supplemental Agenda Item K.02).
- 13

14 **L. ADJOURNMENT**

15 Meeting adjourned at 9:01 p.m.

16 SIGNED:

17 Chas Jones, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
May 8, 2023**

**A. ROLL CALL**

Meeting called to order at 5:33 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky  
Police Chief Ken Rueben  
Public Works Director Kevin Fear  
Police Lieutenant David Gurski  
Public Works Supervisor Garry Black

**Absent:**

City Attorney Jim Brewer

**Additional Guests:**

Steven Schuback, PRH Labor Law, Portland, OR

Mayor Jones was present via Zoom and turned the Chair over to Council President Causey.

**B. EXECUTIVE SESSION**

**1. Per ORS 192.660(2)(d) Consultation with labor negotiator**

- Council President Causey read the rules of procedure and participation and moved the Council into Executive Session.
- Roll call attendees confirmed.

**C. RECONVENE IN PUBLIC SESSION AND RECESS**

1. Meeting reconvened in public session at 6:14 p.m. and moved into a recess until 7:00 PM. Mayor Jones departed the meeting.

- Council President Causey called the meeting back to order at 7:00 p.m. in public session.

**D. ROLL CALL**

**Present:**

Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

Mayor Chas Jones

1 **Staff Present:**

**Absent:**

2 City Manager Chris Workman  
3 City Attorney Jim Brewer  
4 Assistant City Manager Chelsea Starner  
5 Police Chief Ken Rueben  
6 Public Works Director Kevin Fear  
7 Finance Director Mike Murzynsky  
8 Police Lieutenant David Gurski  
9 City Recorder Ruth Post

10 **E. PUBLIC HEARINGS**

11 Start Time: 7:00 p.m.

12 **1. PC23-04 Amendments to PMC 18.105 Notification requirements for land use**  
13 **applications**

14 a) Public Hearing

- 15 • City Manager Workman reviewed the review conducted by the Planning Commission leading to the recommended notification requirements updates.
- 16 • Council President Causey opened the public hearing at 7:03 p.m.
- 17 • No objections or conflicts of interest were declared and no objections on jurisdictional grounds.
- 18 • Staff Report presented by CM Workman.
- 19 • There were no public comment requests received.
- 20 • New sign posting requirements reviewed.
- 21 • New proposed land use fees noted.
- 22 • Consistency in references to 14 calendar days recommended.
- 23 • Larger notification area for Type IV applications reviewed.
- 24 • Publication requirements for paid newspaper advertising reviewed.
- 25 • No request for a continuance.
- 26 • Public hearing closed at 7:20 p.m.

27 Action: To adopt the findings as presented in the staff report dated May 1, 2023  
28 for the proposed code amendments as presented in File No. PC23-04,  
29 approve the recommended amendments, and direct the City Manager to  
30 present the City Council with an adopting ordinance.

31 Motion/Second: Councilor Causey/Councilor Nielson

32 Action: Amend Action #1 to to allow the City Manager and City Attorney to make  
33 necessary changes to clarify days and calendar days.

34 Motion/Second: Councilor McMorrان/Councilor Andrade

35 Vote: Amendment APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
36 McMorrان, and Nielson; No: None).

37 Vote: Action #1 APPROVED as amended 6-0 (Yes: Andrade, Causey, Crocker,  
38 Lehman, McMorrان, and Nielson; No: None).

39 **F. PUBLIC COMMENTS**

40 Start Time: 7:22 p.m.

41 1. None.

42 **G. CONSENT AGENDA**

43 Start Time: 7:22 p.m.

- 44 1. Minutes of April 10, 2023 City Council meeting
- 45 2. OLCC liquor license renewals

1 Action: To approve the Consent Agenda as presented.  
2 Motion/Second: Councilor Lehman/Councilor Andrade  
3 Vote: Action APPROVED as amended 6-0 (Yes: Andrade, Causey, Crocker,  
4 Lehman, McMorrان, and Nielson; No: None).  
5

## 6 **H. UNFINISHED BUSINESS**

7 Start Time: 7:23 p.m.

### 8 1. H.O.P.E. Memorandum of Understanding 9

10 Action: To approve the memorandum of understanding with Benton County for  
11 the Coordinated Homeless Response System as presented and direct  
12 Mayor Jones to execute the Agreement.

13 Motion/Second: Councilor McMorrان/Councilor Crocker

14 Vote: Action APPROVED as presented 6-0 (Yes: Andrade, Causey, Crocker,  
15 Lehman, McMorrان, and Nielson; No: None).  
16

## 17 **I. NEW BUSINESS**

### 18 **1. Collective Bargaining Agreement – Police Personnel Association**

19 Start Time: 7:26 p.m.

20 Discussion:

- 21 • Staff report presented by Assistant City Manager (ACM) Starner.  
22

23 a) Resolution 23-08

24 Action #1: To approve Resolution 23-08 ratifying the Philomath Police Personnel  
25 Association Collective Bargaining Agreement.

26 Motion/Second: Councilor Nielson/Councilor Crocker  
27

28 Discussion:

- 29 • Satisfactory funding in proposed budget reviewed.
- 30 • Cash out dates reviewed.
- 31 • Exclusion of Police Chief and Lieutenant from contract confirmed.  
32

33 Vote: Action APPROVED as presented 6-0 (Yes: Andrade, Causey, Crocker,  
34 Lehman, McMorrان, and Nielson; No: None).  
35

### 36 **2. Employee Handbook**

37 Start Time: 7:29 p.m.

38 Discussion:

- 39 • Administrative nature of updated Employee Handbook reviewed and decision to not  
40 approve by resolution reviewed by CM Workman.
- 41 • ACM Starner summarized update process, including by City's insurer.
- 42 • Addition of new state statutory programs and policies noted.
- 43 • Process for future updates summarized.  
44

### 45 **3. Employee Salary Schedule and Cost of Living Adjustment**

46 Start Time: 7:36 p.m.

47 Discussion:

- 48 • Process of compensation study and prior Council direction regarding salary  
49 structures reviewed by staff.
- 50 • Target of salary placement at 50 to 75% of market reviewed.
- 51 • Cost of Living Adjustment (COLA) recommendation of 4% made by staff.
- 52 • Application of COLA to non-represented employees as well as represented  
53 employees to maintain balance in schedules reviewed.

- Proposal to adopt a consistent COLA model for the next three years reviewed.
- Outcome of compensation study results for CM and ACM positions discussed.
- Comparability of positions to other jurisdictions and the structure of the market for positions discussed.
- Market results for the CM and ACM positions and compression of positions discussed.
- Re-assignment of position from Assistant to the CM to an ACM position and impact on proposed salary discussed.
- Adjustments to salary schedule for CM and ACM reviewed.
- Primary allocation of CM and ACM salaries in General Fund and other budget program impacts to utility rates reviewed.
- Impact of hiring matrix and pay equity analysis on future hiring of staff reviewed.
- Restructuring of finance department positions reviewed.
- Eligibility for step increases reviewed.
- Rationale for use of 5% between steps reviewed.

Action: To approve Resolution 23-10 which sets non-represented and management salaries and sets a cost of living adjustment of 4%.

Motion/Second: Councilor Causey/Councilor Lehman

Vote: Action APPROVED as presented 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, and Nielson; No: None).

#### 4. City Manager Employment Agreement Renewal

Start Time: 8:21 p.m.

Discussion:

- CM Workman reviewed the salary matrix related to the position.
- Proposed contract changes summarized.
- Severance pay and health insurance proposals discussed.
- Potential for inclusion of a buyout option discussed.
- Process for dismissal with cause discussed.
- Sick leave payout discussed.
- Accrual rate of vacation discussed.
- Option to discuss non-financial aspects of contract in executive session discussed.
- Signing bonus request discussed.

Action: To move the discussion about the contract to the Finance & Administration Committee.

Motion/Second: Councilor Lehman/Councilor Causey

Discussion:

- Request for additional information about a buy-out option and signing bonuses.
- Severance proposal in contract discussed in relationship to at-will employment.

Vote: Action APPROVED as presented 5-1 (Yes: Andrade, Causey, Crocker, Lehman, and Nielson; No: McMorrان).

Recess 9:06 p.m. to 9:13 p.m.

- Consensus to schedule an executive session prior to the June 12 Council meeting to discuss City Manager contract.

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

3 **1. Councilor McMorran**

- 4 • Reported on attendance at Alyrica complex ribbon-cutting and grand opening as  
5 Chamber liaison.  
6

7 **1. Recognition of Chief Ken Rueben, Oregon Association of Chiefs of Police**

8 Start Time: 9:16 p.m.

9 Discussion:

- 10 • CM Workman read the award to Chief Rueben with the President's Award.  
11

12 **2. Management Report**

13 Start Time: 9:18 p.m.

14 Discussion:

- 15 • New Millpond Crossing website discussed.  
16 • Status update on ARPA funds survey.  
17

18 **K. ADJOURNMENT**

19 Meeting adjourned at 9:26 p.m.  
20

21 SIGNED:

22 Ruth Causey, Council President

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
June 12, 2023**

**A. ROLL CALL**

Meeting called to order at 6:15 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post

**Absent:**

**B. EXECUTIVE SESSION**

**1. Per ORS 192.660(2)(a) Employment of Public Officers, Employees, and Agents**

- Mayor Jones read the rules of procedure and participation and moved the Council into Executive Session.
- Roll call attendees confirmed.

**C. RECONVENE IN PUBLIC SESSION AND RECESS**

- Meeting reconvened in public session at 6:54 p.m. and suspended until after the Urban Renewal Agency meeting scheduled to begin at 7:00 p.m.
- Mayor Jones called the meeting back to order at 7:05 p.m.

**D. ROLL CALL**

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Absent:**

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
Finance Director Mike Murzynsky  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starnier  
Deputy City Attorney Catherine Pratt

**Absent:**

Public Works Director Kevin Fear  
Police Chief Ken Rueben

**E. PUBLIC HEARINGS**

Start Time: 7:06 p.m.

**1. Supplemental FY 2022-2023 Budget**

Public hearing opened at 7:06 p.m.

- Finance Director Murzynsky summarized the supplemental budget for the completion of the Fiscal Year 2022-2023 City budget.
- No requests to comment by the public.
- Brief discussion about the funds related to the North 11th Street Project.
- Stability of funding from the State and the gas tax ratio briefly discussed.
- Streetscape capital outlay briefly discussed.
- Public hearing closed at 7:14 p.m.

Action: To adopt Resolution 23-11, a resolution adopting a supplemental budget for fiscal year 2022-23 and making appropriation increases and changes for fiscal year 2022-23, incorporating Attachment "A" as part of the resolution.

Motion/Second: Councilor McMorrان/Councilor Lehman

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).

## 2. Proposed uses of State Revenue Sharing for FY 2023-2024

Finance Director Murzynsky reviewed the estimated State Revenue Sharing funds and proposed uses.

- Public hearing opened at 7:16 p.m.
- No requests to comment by the public.
- Public hearing closed at 7:16 p.m.
- State gas tax allocation discussed and the potential to change that discussed.
- Finance & Administration Committee recommended to review gas tax allocation.

Action: To adopt Resolution 23-12, a resolution declaring the City's election to receive State Shared Revenues pursuant to ORS 221.770 for Fiscal Year 2023-2024.

Motion/Second: Councilor Causey/Councilor Crocker

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).

## 3. FY 2023-2024 City Budget

Public hearing opened at 7:19 p.m.

- Finance Director Murzynsky reviewed the resolution that appropriates the budget.
- No requests to comment by the public.
- Public hearing closed at 7:20 p.m.

Action: To adopt Resolution 23-14, a resolution adopting Fiscal Year 2023-2024 budget as recommended by the Budget Committee, for budget appropriations of \$28,239,759, and total ending fund balances of \$7,275,123, for total requirements of \$35,514,882.

Motion/Second: Councilor Causey/Councilor Crocker

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).

Action: To adopt Resolution 23-13, a resolution imposing and categorizing ad valorem taxes for the City of Philomath for the fiscal year beginning July 1, 2023, and ending June 30, 2024, at a rate of \$5.3005 per thousand dollars of assessed valuation.

Motion/Second: Councilor Causey/Councilor Nielson

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).



1  
2 **F. PUBLIC COMMENTS**

3 Start Time: 7:24 p.m.

- 4 1. James Rennard, Pioneer Connect, Philomath, OR –
- 5 • Spoke to concerns about the potential use of the City-owned lot at 14th and Main
  - 6 Street for a homeless resting area.
  - 7 • Referenced concerns presented by business owner Gretchen Landis (see
  - 8 Supplemental Agenda Item #F.01)
  - 9 • Requested there be public process prior to designation of resting areas.
- 10
- 11 2. Joe Sullivan, Northernwood, Philomath, OR –
- 12 • Expressed appreciation to the City and City Manager for help with the Business
  - 13 Oregon Job Creation Grant that assists in providing needed infrastructure to
  - 14 Northernwood’s new campus on North 19th Street.

15  
16 **G. CONSENT AGENDA**

17 Start Time: 7:29 p.m.

- 18 1. Minutes of May 8, 2023 City Council meeting

19  
20 Action: To approve the Consent Agenda as presented.  
21 Motion/Second: Councilor Causey/Councilor Lehman  
22 Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker,  
23 Lehman, McMorrان, Nielson and Jones; No: None).  
24

25 **H. PROCLAMATIONS**

26 Start Time: 7:30 p.m.

- 27 1. Resolution 23-15 Inclusivity
- 28 2. Resolution 23-16 Independence Day
- 29 • Resolution document title corrected to read “23-15”.
  - 30 • Revisions from 2022 Resolution reviewed.
  - 31 • Resolution 23-16 reviewed.

32  
33 Action: To amend Resolution 23-16, fourth Whereas Statement to read:  
34 “WHEREAS, we recognize that, as imperfect people, we as a nation, are  
35 also imperfect, in that not all Americans have, or have had, the freedoms  
36 we aspire to; and”

37 Motion/Second: Councilor McMorrان/Councilor Causey  
38 Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker,  
39 Lehman, McMorrان, Nielson and Jones; No: None).  
40

41 Action: The City Council approve Resolutions 23-15 and 23-16 as amended.  
42 Motion/Second: Councilor Lehman/Councilor Andrade  
43 Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker,  
44 Lehman, McMorrان, Nielson and Jones; No: None).  
45

- 46 • Councilor Andrade read Resolution 23-15 into the record.
- 47 • Councilor McMorrان read Resolution 23-16 into the record.

48  
49 **I. OLD BUSINESS**

50 Start Time: 7:44 p.m.

- 51 1. **City Manager’s employment contract renewal**
- 52 • City Attorney Brewer summarized the background of the review of the contract.
- 53

1 Action: To approve the renewed Employment Agreement with City Manager  
2 Chris Workman and direct Mayor Jones to execute the Agreement.  
3 Motion/Second: Councilor Causey/Councilor Crocker  
4

- 5 • Increase to 18-month severance clause debated, both pro and con.  
6

7 Action: To amend the agreement to revise the severance from 18 months to 12  
8 months.  
9 Motion/Second: Councilor McMorrان/Councilor Andrade

- 10  
11 • Discussion about the amendment.  
12 • Staggering of Council elections cited as preventing termination due to political  
13 change.  
14 • Difficulty of terminating someone for cause cited.  
15 • Other employment opportunities available in a sellers' market cited as a reason for a  
16 shorter term.  
17 • A current standard of 12 months of severance for new city managers cited as  
18 support for 18 months.  
19 • Specificity of contract for employment of current city manager and community  
20 investment by Chris Workman cited as support for contract proposal.  
21 • Ability of a minority of Councilors to negatively impact Council business described as  
22 a counter to the positive impact staggered election terms provide to job security.  
23 • Inequity of contract granting power to city manager described as opposition to  
24 contract.  
25 • City Manager Workman offered to reduce the severance from 12 to 18 months in  
26 exchange for an increase from Step 3 to Step 5.  
27 • 12-month severance for recent in-state new city managers cited.  
28

29 Vote: Action to amend FAILED 3-4 (Yes: Andrade, Lehman and McMorrان; No:  
30 Causey, Crocker, Nielson and Jones.)  
31

32 Vote: Action APPROVED as presented 4-3 (Yes: Causey, Crocker, Nielson and  
33 Jones; No: Andrade, Lehman and McMorrان).  
34

## 35 **2. Diversity, equity & inclusion training**

36 Start Time: 8:00 p.m.

- 37 • Councilor Andrade summarized the proposal for training from Oregon State  
38 University (OSU) on a weekday or the Western Oregon University (WOU) training on  
39 an evening or weekend.  
40 • Concerns shared about review of references and details of the training proposals.  
41

42 Action: To table the agenda item until such time as the Inclusivity Committee can  
43 present a review of the evaluation of the training options.

44 Motion/Second: Councilor Causey/Councilor Nielson  
45

- 46 • Use of Committees to delegate review of business questioned.  
47 • Process of presenting a summary of the training discussed.  
48 • Drafting of Agenda Item Summary to include the detailed presentation information  
49 discussed.  
50 • WOU's previous provision of training for the League of Oregon Cities described.  
51 • Cost of each training option discussed.  
52 • Discussion about what additional information would be helpful.  
53 • Delay in the scheduling of training over the three years since the Committee was  
54 formed.

- Suggestion to re-draft the agenda information with additional detail to present to the Council at the next meeting.
  - Frustration over the treatment of the Inclusivity Committee as it operates as a different type of City committee.
  - Identification of who the training should be directed to was discussed.
  - Staff offered to conduct a Doodle poll for potential date availability for both options.
- Vote: Action APPROVED 4-3 (Yes: Causey, Crocker, Nielson and Jones; No: Andrade, McMorran and Lehman).

Recess 8:24 p.m. to 8:31 p.m.

### 3. Use of ARPA Funds

- Agenda item tabled by Mayor Jones.

## J. NEW BUSINESS

### 1. Paul J. Cochran Memorial Park

Start Time: 8:32 p.m.

- Assistant City Manager Starner reviewed the contract bid and award process.

Action: To award the project to Mid-Valley Gravel for \$213,071.

Motion/Second: Councilor Crocker/Councilor Lehman

- Brief discussion about the appeal process by an unsuccessful bidder.
- Discussion about mobilization costs associated with Mid Valley Gravel low bid.

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

### 2. Business Oregon Grant review

Start Time: 8:36 p.m.

- City Manager Workman summarized the new development by Northernwood LLC and associated infrastructure costs to their new campus on North 19th Street.
- Business Oregon grant program that provides funding to cities for job creation reviewed and associated new jobs created by the Northernwood development described.
- Revised related agreements between all parties summarized.

Action: That the City Council approve acceptance of the Special Public Works Fund Development Project Financing Contract and direct the City Manager to execute the agreement and complete the projects as specified within the contract.

Motion/Second: Mayor Jones /Councilor McMorran

Vote: Action APPROVED as amended 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

### 3. Illegal Camping Ordinance

Start Time: 8:45 p.m.

Discussion:

- Deputy City Attorney Pratt presented the requirements of ORS 195.505 and 195.530 and implementation of new City code to be in compliance.
- Requirements for new related police policy and for time, place and manner restrictions reviewed.

- Ability to make rapid changes as of July 1 described as reason for designating city manager with certain authorities.
- Seasonal changes impacting what is required to stay warm and dry discussed.
- Discussion about partnership with service providers to assist in management of processes.
- Inventory of property discussed.
- Discussion about park hours and after-hours permits, dangerous equipment, hanging banners.
- Typographical corrections reviewed.
- Swimming prohibition in City parks discussed.
- General use of drones and potential regulation discussed.
- Ramifications of timing of ordinance to be in compliance with State statute effective July 1.
- Various Scrivener's errors identified and corrected.

Action: City Attorney Brewer read proposed Ordinance #876 by title.  
 Roll Call Vote: Ordinance #876 APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**4. Inclusivity Committee Vacancies**

Start Time: 9:23 p.m.

- Notice of resignation of one community member.
- Staff to continue to advertise the two committee openings.

**K. ORDINANCES & RESOLUTIONS**

**1. Ordinance #875, Amending PMC 18.105, notification requirements for land use applications – First Reading**

Start Time: 9:24 p.m.  
 Action: City Attorney Brewer read proposed Ordinance #875 by title.  
 Roll Call Vote: Ordinance #875 APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**2. Resolution 23-09 Land use application fees**

Start Time: 9:25 p.m.

- City Manager Workman reviewed the proposed revisions and justifications for the fee changes, noting expanded notifications in Ordinance #875 that increase costs.

Action: To approve Resolution 23-09 setting fees for processing land use applications, effective July 1, 2023.  
 Motion/Second: Mayor Jones/Councilor Causey  
 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**L. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF**

Start Time: 9:28 p.m.

**1. Management Report**

- Brief update on seasonal Public Works employees.

**2. 2nd Annual Pride Event**

- Councilor Andrade reported on success of 2nd Annual Pride Event and thanks to Rose Bricker for organizing.

1       **3. Illegal Camping Ordinance Updates**

- 2           • Councilor McMorran request the City Manager provide timely updates to City Council  
3           regarding decisions related to the new illegal camping ordinance.

4  
5       **4. Farmers' Market Booth**

- 6           • City Manager Workman to set up schedule for Councilors to sign up for the Farmers'  
7           Market booth.

8  
9       **5. Use of ARPA Funds**

- 10          • Councilor Causey recommended holding a work session to review the survey results.

11  
12       **6. Skate Park Community Meeting**

- 13          • Assistant City Manager Starner invited the Council to the community meeting June  
14          28 at 6:00 p.m.

15  
16       **7. South 16th Street Construction Project**

- 17          • Councilor McMorran announced the School Board voted to approve giving the  
18          property to complete the 16th to 17th Street connection to the City.

19  
20       **M. ADJOURNMENT**

21       Meeting adjourned at 9:36 p.m.

22  
23       SIGNED:

24       Chas Jones, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
July 10, 2023**

**A. ROLL CALL**

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran  
Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
City Recorder Ruth Post

**B. PUBLIC COMMENTS**

Start Time: 7:00 p.m.

1. None.

**C. CONSENT AGENDA**

Start Time: 7:01 p.m.

1. Minutes of June 12, 2023 City Council meeting

Action: To approve the Consent Agenda as presented.

Motion/Second: Councilor Causey/Councilor Crocker

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**D. UNFINISHED BUSINESS**

Start Time: 7:02 p.m.

**1. Use of ARPA Funds**

- Work session held prior to meeting.
- No further action tonight.
- Staff to return with additional information at a future meeting.

**E. NEW BUSINESS**

**1. Collective Bargaining Agreement - AFSCME**

Start Time: 7:03 p.m.

- Assistant City Manager Starner summarized the bargaining timeline, updates to the agreement and job description updates.
- Restructuring of the incentive pay program reviewed.
- Longevity pay and on-call pay reviewed.
- Additional contract changes reviewed.
- Corrections noted.

Action: To approve Resolution 23-17 ratifying the AFSCME Collective Bargaining Agreement.

Motion/Second: Councilor Andrade/Councilor Nielson

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

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

3 Start Time: 7:14 p.m.

4 **1. Management Report**

- 5 • City Manager Workman complimented ACM Starnier for leading contract negotiations.
- 6 • DEI training scheduling to be followed-up on by staff.
- 7 • Farmers Market schedule to be followed-up on by staff.
- 8 • City Council Chambers audio still waiting on equipment delivery.
- 9 • Millpond Crossing update provided regarding lifting of stop work order, revisions to
- 10 grading plan, issuance of building permits, progress on detention pond, Chapel Drive
- 11 storm pipe installation, lot line adjustments, installation of storm pipe in South 16th
- 12 Street and full continuous overlay. Timeline for occupancy reviewed.
- 13 • Question about curb painting schedule.

14  
15 **2. August City Council meeting date**

- 16 • No meeting on August 14.
- 17 • Regular meeting on August 28 at 6:00 p.m.

18  
19 **3. Main and North 7th Street curb bulb-outs**

- 20 • Concerns expressed by constituents and fire department regarding width of travel
- 21 lanes.
- 22 • Presence of construction equipment and work yet to be completed on corner described.
- 23 • Additional review has been requested from design engineer.
- 24 • Impact of ADA ramp slopes on the design.
- 25 • Request for additional community outreach.

26  
27 **4. Water Reservoir Construction**

- 28 • Pour of monolithic concrete slab for reservoir reviewed, including impact of delayed
- 29 delivery of concrete mid-pour.
- 30 • City Attorney Brewer reviewed contractor and subcontractor relationships and logistics
- 31 of testing concrete pour.
- 32 • Recommendation for City Engineers to provide names of testing firms to review the
- 33 concrete and pour data on behalf of the City.
- 34 • Benefits of independent expert report discussed.
- 35 • Recouping of additional report expense discussed.
- 36 • Best and worst case scenarios reviewed.

37  
38 Action: To allow the City Manager to hire a consultant to evaluate the concrete  
39 slab integrity at a maximum expense of up to \$30,000.

40 Motion/Second: Mayor Jones/Councilor Nielson

41 Vote: Motion APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
42 McMorran, Nielson and Jones; No: None).

43  
44 **5. America Red Cross Global Disaster Response**

- 45 • Councilor Crocker summarized attendance at an initial training and described
- 46 opportunity for additional training.

47  
48 **6. Department of Human Services staff outreach**

- 49 • Councilor McMorran reported on critical shortage of foster parents and intention to
- 50 follow-up on that outreach.

51  
52 **7. Red Cross Workshop**

- 53 • Councilor Causey recommended having the Regional Red Cross representative
- 54 present to the Council.

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**8. LOC Conference Registration**

- City Recorder Post provided instructions for those wanting to attend the LOC Annual Conference in October.

**9. Philomath Community Services Volunteer Recognition Celebration**

- Councilor Nielson invited the Council to the PCS Annual Volunteer celebration picnic.

**G. ADJOURNMENT**

Meeting adjourned at 7:57 p.m.

SIGNED:  
Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder



PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
August 9, 2023

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

Meeting called to order at 5:30 p.m. by Mayor Chas Jones.

**Present:**

**Absent:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Christopher McMorran (arrived 5:03 p.m.)  
Councilor Teresa Nielson

**Staff Present:**

City Attorney Jim Brewer  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky  
City Recorder Ruth Post  
Public Works Director Kevin Fear

**B. EXECUTIVE SESSION**

**1. Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed per ORS 192.660(2)(h).**

Start Time: 5:01 p.m.

Procedures: Mayor Jones read the statement of Executive Session rules as printed on the meeting agenda. The public was excused and live-streaming was not activated.

Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, Lehman, McMorran and Nielson; Staff: City Attorney Brewer; Assistant City Manager Starner; Finance Director Murzynsky; Public Works Director Fear; City Recorder Post; Media: Brad Fuqua, Philomath News.

Executive session closed at 5:50 p.m. Meeting recessed until 6:00 p.m.

**C. RECONVENE IN PUBLIC SESSION**

**1. Decisions related to Executive Session.**

Start Time: 6:00 p.m.

Procedures: Public invited to return. YouTube live streaming initiated. Public Works Director Fear exited the meeting.

Action #1: To allow the City Attorney to spend up to \$60,000 from project contingency for the water treatment plan and water reservoir for contracting.

Motion/Second: Councilor McMorran/Councilor Andrade

Action #2: To add to the motion "to be used to test the structural integrity."

1 Motion/Second: Councilor Causey/Councilor Andrade  
2  
3 Vote on  
4 Action #2: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
5 McMorran, Nielson and Jones; No: None).  
6  
7 Vote on  
8 Action #1  
9 as Amended: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
10 McMorran, Nielson and Jones; No: None).  
11

12 **D. ADJOURNMENT**

13 Meeting adjourned at 6:02 p.m.

14  
15 SIGNED:  
16 Chas Jones; Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
August 28, 2023**

**A. ROLL CALL**

Meeting called to order at 6:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post

**Excused:**

Councilor Christopher McMorran

**B. PROCLAMATION**

1. Resolution 23-18 Hispanic and Latino Heritage Month 2023

Procedure: Inclusivity Committee Chair/Councilor Andrade read the proclamation into the record as presented.

Action: To approve Resolution 23-18 declaring Hispanic and Latino Heritage Month 2023.

Motion/Second: Mayor Jones/Councilor Nielson

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

- Discussion about event possibilities to promote Hispanic and Latino Heritage Month, including providing park space for an event.
- Inclusivity Committee development of calendar cycle and planning for events discussed.

**C. PUBLIC HEARING**

1. Right-of-Way Vacation Application –

Start Time: 6:13 p.m.

a) Public Hearing

Location: Head Rig Street east of S. 16th Street

Applicant: Levi Miller, Millpond Builders LLC

Procedure:

- Mayor Jones read the public hearing procedures and rules.
- Public hearing opened at 6:15 p.m.
- No conflicts of interest or ex-parte contact declared nor rebutted.
- Site visits reported by Councilors Causey and Andrade.

Staff Report:

- City Manager Workman reviewed the impact of the major modification of the subdivision that resulted in a platted street that was no longer needed and reviewed the ordinance exhibit maps.
- City Attorney Brewer reviewed the inclusion of the City-owned barrier strip in the area to be vacated.
- City Recorder Post reviewed the expanded public notification process beyond ORS requirements.

1 Public Testimony:

- 2 • None.
- 3 • Public hearing closed at 6:24 p.m.

4 Discussion:

- 5 • Outside of the purview of the vacation application, CM Workman reviewed the
- 6 stipulations of the now rescinded stop work order on Millpond Crossing Phase II with
- 7 regards to the multiple lot line adjustments on South 16th Street that are still
- 8 pending.

9  
10 b.) Proposed Ordinance #877 Vacating Public Right-of-Way – First Reading

11 Start Time: 6:25 p.m.

12  
13 Procedure: City Attorney Brewer read proposed Ordinance #877 by title.

14 Roll Call Vote: Yes: Andrade, Causey, Crocker, Lehman, Nielson and Jones; No: None.  
15 Ordinance approved 6-0 at first reading. Effective date: September 27,  
16 2023.

17  
18 **D. PRESENTATION**

19 1. Oregon Cascades West Council of Governments – Ryan Vogt, Executive Director

20 Start Time: 6:27 p.m.

- 21 • Executive Director Vogt described the 2022 Annual Report included in the meeting
- 22 agenda packet and resulting opportunities for the services the COG provides.
- 23 • Expansion of grant-writing services for member agencies reviewed.
- 24 • The Bias Incidence Response Study was discussed, including recommendations and
- 25 outcomes.
- 26 • Discussion about eligibility for food and medical benefits discussed, including review
- 27 of eligibility thresholds.
- 28 • Provision of Philomath-centric Annual Report discussed.
- 29 • Acquisition announced of a building purchased by OCWCOG in Corvallis to eliminate
- 30 renting space.
- 31 • Support for the Philomath Dementia Warriors program and others like it discussed.
- 32 • The funding mechanism for COG reviewed, including leveraging member dues for
- 33 federal matching dollars.

34  
35 **E. PUBLIC COMMENTS**

36 Start Time: 6:49 p.m.

- 37 1. None.

38  
39 **F. CONSENT AGENDA**

40 Start Time: 6:50 p.m.

- 41 1. Minutes of July 10, 2023 City Council meeting
- 42 2. Minutes of August 9, 2023 City Council meeting

43  
44 Action: To approve the Consent Agenda as presented.

45 Motion/Second: Councilor Lehman/Councilor Causey

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

1 **G. UNFINISHED BUSINESS**

2 Start Time: 6:50 p.m.

3 1. ARPA Funds Allocations

- 4 • CM Workman reviewed the staff memo, including the five projects the Council
- 5 requested more information on.
- 6 • The Primary School pickup area project was discussed, including gaining additional
- 7 input from the School District and the relatively low cost of the project.
- 8 • Examples of playground equipment reviewed, including involving the Park Advisory
- 9 Board and existing funds available in the Land, Building and Equipment Fund.
- 10 • Outreach for selecting playground equipment discussed.
- 11 • Rubber playground surfacing discussed with focus on surface at Cochran Memorial
- 12 Park.
- 13 • Existing surface plans of engineered chips for Cochran Memorial Park discussed.
- 14 • Allowable use of System Development Charge funds because Cochran Memorial
- 15 Park is a new park discussed.
- 16 • Ability to retro-fit rubber surface subsequent to installing engineered chips confirmed.
- 17 • Backup power for water supply at Starlight Village reviewed, including impact of
- 18 development of Phase 3 at some future date.
- 19 • Impact of generator in relationship to additional water pump reviewed.
- 20 • Establishment of a reimbursement district to reimburse the City for improvements
- 21 upon development of Phase 3 discussed.
- 22 • 13th Street lighting project reviewed, including possibility of funding from the Urban
- 23 Renewal Agency if contingency funds are available after completion of the
- 24 Downtown Streetscapes Project.
- 25 • Potential use of Transient Lodging Tax funds towards the downtown festival area,
- 26 including street lighting, discussed.
- 27 • Aging out of the current electronic readerboard sign along with a sign at the Fire
- 28 Department discussed.
- 29 • Potential funding options from grants and tourism funds discussed.
- 30 • School District Downing Forest and cross country trail rehabilitation project reviewed.

31  
32 Action #1: The City select the backup power supply and the primary school pickup  
33 area to be funded by the ARPA funds.

34 Motion/Second: Councilor Causey/Councilor Nielson

35  
36 Action #2

37 to Amend #1: Amend Action #1 to add: and the rubber park playground surface and  
38 \$2,000 towards the cross country trail.

39 Motion/Second: Councilor Crocker/Councilor Nielson

40  
41 Action #3: Motion to divide the question and go one project at a time.

42 Motion/Second: Councilor Andrade/Councilor Lehman

43  
44 Discussion:

- 45 • Discussion about the rubber park surface project and funding towards the cross
- 46 country trail.
- 47 • Involvement of the Park Advisory Board and use of SDC's funds.

48  
49 Discussion on Action #2:

- 50 • Testing out use of the rubber playground surface on an initial park before possible
- 51 future expanded use and public perception of the City's impact on the Downing
- 52 Forest supported by Lehman.

- Use of SDC funds for eligible projects discussed.

Vote on

Action #2: Action FAILED 3-3 (Yes: Andrade, Crocker and Lehman; No: Causey, Nielson and Jones).

Action #3

to Divide #1: Action APPROVED 5-1 (Yes: Andrade, Crocker, Lehman, Nielson and Jones; No: Causey).

Discussion:

- Advocacy for 13th Street lighting project by Mayor Jones.

Action #4: Funding Clemens Primary School project for \$3,400.

Motion/Second: None.

Vote on #4: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, Nielson and Jones; No: None.

- Backup power supply project supported by Councilor Lehman and concurred by Councilor Nielson.
- Use of ARPA funds for generator and water funds for the pump advocated by Councilor Causey, citing wildfire danger.
- Councilor Andrade cited the spirit of the ARPA funds for community building and use of other funding options for a generator.
- Progression of improving the pump stations at Starlight Village discussed.
- Use of water fund contingencies discussed as a funding source for the project.

Action #5: That the backup power supply project be funded by the water fund contingency rather than the ARPA funds.

Motion/Second: Mayor Jones/Councilor Andrade

Action #6 to

Amend #5: To pay for half of the project with the ARPA funds and half from contingency.

Motion/Second: Councilor Andrade/No second.

- Discussion about use of contingency funds to pay for the project and not having those funds for future needs discussed.
- Prioritization of the project by the Council discussed, with recent inclusion in the Capital Improvement Plan cited.

Recess at 8:06 p.m.

Reconvene at 8:12 p.m.

- Advocacy for backup power supply funding by Councilor Causey, citing the impending reality of fire danger.

Vote on #5: Action FAILED 3-3 (Yes: Jones, Andrade and Lehman; No: Causey, Crocker and Nielson)

Action #7: To pay for half of the backup generator project from ARPA funds.

Motion/Second: Councilor Andrade/Councilor Lehman

1 Discussion:

- 2 • Concerns about using water fund contingency and limitation of funding other ARPA
- 3 projects cited by Councilor Lehman.
- 4 • Discussion about types of expenses to be paid out of contingency and contingency
- 5 balance in water, general and street funds.

6  
7 Vote on #7: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
8 Nielson and Jones; No: None).

9  
10 Action #8: To use balance of funds towards the street lighting project.

11 Motion/Second: Mayor Jones/No second.

12  
13 Action #9: To add funding for the rubber surface at Cochran Memorial Park.

14 Motion/Second: Councilor Andrade/Councilor Lehman

15  
16 Discussion:

- 17 • Potential use of SDC funds for the rubber play surface.
- 18 • Impact of using park SDC funds on a potential skate park.
- 19 • Potential to use street funds for half of the street lighting project and ARPA for half.
- 20 • CM Workman reviewed street fund balances and contingencies.

21  
22 Action #10 to

23 Amend #9: To amend Action #9 to fund the Cochran Memorial Playground rubber  
24 playground surface through SDCs and fund four of the 13th Street lights  
25 for \$80,000 with ARPA funds and use a combination of street and general  
26 funds to fund the balance of the lights.

27 Motion/Second: Councilor Nielson/Mayor Jones

28  
29 Discussion:

- 30 • Concerns about determining funding for a skate park cited.
- 31 • Benefits to physical and mental health through opportunities that promote physical
- 32 activity cited.

33  
34 Vote on #10: Action to amend APPROVED 4-2 (Yes: Causey, Crocker, Nielson and  
35 Jones; No: Andrade and Lehman).

36 Vote on

37 Amended #9: Action APPROVED 4-2 (Yes: Causey, Crocker, Nielson and Jones; No:  
38 Andrade and Lehman).

39  
40 Action #11: To use \$10,000 of ARPA funds towards the Cochran Memorial Park  
41 rubber surface.

42 Motion/Second: Councilor Crocker/Councilor Causey

43 Vote on #11: Action APPROVED 4-2 (Yes: Andrade, Causey, Crocker, and Nielson;  
44 No: Jones and Lehman).

45  
46 Action #12: To use \$6,600 of ARPA funds towards the School District Downing Forest  
47 project.

48 Motion/Second: Councilor Nielson/Councilor Crocker

49 Vote on #12: APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, Nielson and  
50 Jones; No: None).

51  
52 2. DEI Training

53 Start Time: 8:44 p.m.

- Inclusivity Committee recommended Western Oregon University's DEI training at prior Council meeting and Council requested additional information.
- The Committee recommendation was to do the 6-hour one day track.
- Discussion about who the training should include and when to schedule it.
- Discussion about including staff on a weekend training.
- Inclusion of committee, board and commission members discussed.

Action: The City Council proceed with the JEDI 101 one-day workshop and work towards scheduling as soon as possible.

Motion/Second: Councilor Lehman/Mayor Jones

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

## H. NEW BUSINESS

### 1. City Attorney Retirement

Start Time: 8:56 p.m.

Discussion:

- CM Workman provided overview of direction staff needs from Council regarding moving towards replacing the existing City Attorney office.
- CA Brewer reviewed the status of his office staff and hourly rates from firms who do municipal law.
- Brewer reviewed challenges firms are having recruiting attorneys and cities are having recruiting in-house attorneys.
- Differences between working in municipal law and general law discussed.

Action: To direct staff to prepare a request for proposals for legal counsel and present it to the Council for review at the next available meeting.

Motion/Second: Mayor Jones/Councilor Causey

Discussion:

- Potential to partner with another municipality for services.

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

## I. ORDINANCES & RESOLUTIONS

Start Time: 9:09 p.m.

### 1. Ordinance #878 Franchise Agreement to Casco Communications Inc., dba Peak Internet

Discussion:

- CM Workman reviewed the standard franchise agreement proposed.
- Additional franchise agreements coming to the Council from Pioneer Telephone and Republic Services noted.

Procedure: City Attorney Brewer read proposed Ordinance #877 by title.

Roll Call Vote: Yes: Andrade, Causey, Crocker, Lehman, Nielson and Jones; No: None. Ordinance approved 6-0 at first reading. Effective date: September 28, 2023.



1 **H. NEW BUSINESS (continued)**

2 2. Façade Grant Program

3 Start Time: 9:13 p.m.

4 Discussion:

- 5 • CM Workman summarized the staff proposal for a 2-step process.
- 6 • Clarification of grants not to exceed \$10,000.
- 7 • Discussion about formation of a review committee.

8  
9 Action: The Council approve the Façade Grant Program as presented.

10 Motion/Second: Councilor Causey/Councilor Nielson

11  
12 Discussion:

- 13 • Clarification of specification of timelines.
- 14 • Staff preparation of a draft application for the Council to review suggested.

15  
16 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
17 Nielson and Jones; No: None).

18  
19 **J. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
20 **STAFF**

21 Start Time: 9:21 p.m.

22 1. Inclusivity Committee – Proclamation & Resolution Procedures

- 23 • Councilor Andrade presented request from Committee for endorsement of a petition to  
24 declare Indigenous Peoples’ Day a paid state holiday.

25  
26 Action: That the Inclusivity Committee recommended the Council sign the petition  
27 and would like the Council to consider it prior to the executive session.

28 Motion/Second: Councilor Andrade/No second

29  
30 Action: Move forward with the Proclamation and Resolution process presented by  
31 the Inclusivity Committee.

32 Motion/Second: Mayor Jones/Councilor Lehman

33  
34 Discussion:

- 35 • Clarification that the procedure only applies to inclusivity content proclamations.
- 36 • Suggestion that Committee provide a calendar of proclamations.

37  
38 Vote: Action APPROVED 5-1 (Yes: Andrade, Crocker, Lehman, Nielson and  
39 Jones; No: Causey).

40  
41 2. Management Report

- 42 • Questions about the report to be directed to CM Workman.

43  
44 **INFORMATION & CORRESPONDENCE**

45 No comments.

46  
47 **K. EXECUTIVE SESSION**

48 1. Consultation with legal counsel concerning legal rights and duties regarding current  
49 litigation or litigation likely to be filed per ORS 192.660(2)(h).

50 Start Time: 9:27 p.m.

51 a) Move into Executive Session

52 Procedures: Mayor Jones read the statement of Executive Session rules. The public  
53 was excused and live-streaming was terminated.

1 Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, Lehman, and  
2 Nielson.  
3 Staff: City Attorney Brewer; City Manager Workman; City Recorder Post.  
4 Media: Brad Fuqua, Philomath News.  
5

6 Executive session closed at 9:48 p.m.  
7

8 b) Reconvene in Regular Session.  
9 Start Time: 9:48 p.m.  
10 Procedures: Public invited to return.  
11

12 2. Additional business due to Executive Session.

13 Start Time: 9:48 p.m.

14 a) League of Oregon Cities business meeting voting delegate  
15 • Consensus approval for Mayor Jones to serve as LOC Conference voting delegate.  
16

17 **L. ADJOURNMENT**

18 Meeting adjourned at 9:49 p.m.  
19

20 SIGNED:  
21 Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
September 11, 2023**

**A. ROLL CALL**

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Matt Lehman

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner

**Excused:**

Councilor Teresa Nielson

**B. PROCLAMATION**

1. Resolution 23-19 2023 Indigenous Peoples' Day

- Councilor Andrade introduced the proclamation recommended by the Inclusivity Committee.

Action: To approve Resolution 23-19 declaring October 9 as Indigenous Peoples' Day.

Motion/Second: Mayor Jones/Councilor Causey

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

- Resolution to be read at October 9 City Council meeting on Indigenous Peoples' Day.

**C. PUBLIC COMMENTS**

Start Time: 7:03 p.m.

1. None.

**D. CONSENT AGENDA**

Start Time: 7:03 p.m.

1. Minutes of August 28, 2023 City Council meeting

Action: To approve the Consent Agenda as presented.

Motion/Second: Councilor Lehman/Councilor Causey

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

**E. UNFINISHED BUSINESS**

Start Time: 7:04 p.m.

1. Request for proposals for City Attorney

- Assistant City Manager Starner presented the draft proposal.
- Responses distributed from City Manager's listserv regarding city attorney services (Supplemental Agenda Item #E.01)

- 1 • ACM Starner reviewed the specialty services that the City already uses for labor
- 2 negotiations and risk management.
- 3 • City Manager Workman summarized breakout of service types in the draft RFP.
- 4 • Discussion about the proposal wording for individuals and firms and considering
- 5 different types of proposals.
- 6 • Recommendations from City Attorney Brewer for addition of an insurance minimum,
- 7 experience in municipal court prosecution and method of interaction with local police
- 8 agency.
- 9 • Correction on Page 2, Section 1.7 last line of thirty days (60) ...
- 10 • Hand-off of ongoing litigation from existing attorney to new attorney reviewed.
- 11 • Discussion about Local Government Law Group that is working with several
- 12 municipalities.
- 13 • Discussion about assembling a list of firms to specifically send the RFP to.
- 14 • Discussion about having a variety of types of attorneys within a firm that might be
- 15 expected to attend a meeting.
- 16 • Parliamentary services currently assigned to attorney discussed and other options
- 17 for the assignment.
- 18 • Specification of minimum insurance discussed.
- 19 • Discussion about receiving a draft contract.
- 20 • Timeline for review of proposals discussed, including holiday calendar.
- 21 • Discussion about Section 1.9 minimum qualifications and combination with
- 22 education.
- 23 • Discussion about review process for proposals and selection of best proposal.
- 24 • Consensus that the proposal request a minimum of 5 years of legal experience.
- 25 • Discussion about timeline for due date, review and interviews.
- 26 • Discussion about a long-term relationship with a firm and conducting thorough
- 27 interviews.
- 28 • Discussion about deadline for RFPs on October 16 and Council ranking at meeting
- 29 on October 23.

30

31 Action: To modify the RFP as directed and direct staff to move forward with the

32 RFP process.

33 Motion/Second: Mayor Jones/Councilor Lehman

34 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,

35 McMorran and Jones; No: None).

36

## 37 2. Façade Grant Program

38 Start Time: 7:53 p.m.

- 39 • CM Workman reviewed the revised application with timeframes bumped out into
  - 40 February
  - 41 • Discussion about addition of documentation regarding financial position.
  - 42 • Page break correction to move last line on Page 1 to Page 2.
  - 43 • Suggestion to provide reference to Criteria 4 for “pedestrian scale.”
  - 44 • Clarity of criteria for scoring projects in downtown core discussed.
  - 45 • Revision of Criteria 4 to identify downtown core and pedestrian accessibility
  - 46 discussed.
  - 47 • Timeline confirmed.
- 48
- 49
- 50

1 3. ARPA Funds Allocation Follow-up

2 Start Time: 8:03 p.m.

- 3 • Mayor Jones suggested not taking further action until additional information  
4 regarding grants has been received.

5  
6 Action #1: To table conversation until more information is available from staff.

7 Motion/Second: Mayor Jones/Councilor Causey

- 8 • Discussion about projects that are moving forward and additional figures staff is still  
9 waiting for.  
10 • Suggestion to order generator as soon as possible, taking into account grant funding  
11 process and length of time for delivery.  
12 • Concerns voiced about accessibility and heat retention of synthetic grass turf at park.  
13 • Addition of a project for radar signs with ticket-issuance ability in downtown area  
14 suggested.

15  
16 Vote on #1: Action FAILED 2-4 (Yes: Jones and Causey; No: Andrade, Crocker,  
17 Lehman and McMorran.

18  
19 Action #2: To allocate the \$60,000 previously allocated for the backup generator for  
20 ticketing-capable radar signs for downtown.

21 Motion/Second: Councilor Lehman/Councilor Andrade

- 22  
23 • Discussion about the back-up generator project inclusion in the capital improvement  
24 plan and obtaining grant funding for it.  
25 • Lack of information about radar speed signs discussed.

26  
27 Action #3: To amend the motion to gather information about radar signs.

28 Motion/Second: Councilor Andrade/Councilor Lehman

- 29  
30 • Clarification of motion requested.

31  
32 Recess: 8:23 p.m. to 8:30 p.m.

33  
34 Action #3

35 Restated: To direct staff to gather information on the radar signs for discussion of  
36 ARPA funds allocation.

37  
38 Action #4: To divide the motion.

39 Motion/Second: Councilor Causey/Mayor Jones

- 40  
41 • Discussion about whether to divide the motion to amend or wait to divide the motion  
42 after voting on the amendment.

43  
44 Point of Order: To allow the Council to consider substituting Action #3 for Councilor  
45 Lehman's original motion (Action #2).

46 Motion: Councilor Andrade

47 Ruling on

48 Point of Order: Mayor Jones ruled against point of order.

49  
50 Action: Appeal of point of order

51 Motion/Second: Councilor Andrade/Councilor McMorran.

1 Appeal Vote: Appeal PREVAILS 4-2 (Yes: Andrade, Crocker, Lehman and McMorran;  
2 No: Causey and Jones)  
3

- 4 • Discussion returned to Action #3 to include the radar sign discussion in ARPA  
5 discussions.
- 6 • Mayor Jones cited lack of process as opposition due to the project not currently  
7 being included in any planning documents.  
8

9 Vote on

10 Action #3: Substitution of Restated Motion (Action #3) for Councilor Lehman's  
11 motion (Action #2) APPROVED 4-2 (Yes: Andrade, Causey, Lehman and  
12 McMorran; No: Crocker and Jones.)  
13

- 14 • Caution urged by staff regarding use of ARPA funds for projects that have not  
15 previously been considered.
- 16 • Concerns cited about the Police Chief not supporting radar signs and potentially  
17 preventing furthering the project.
- 18 • Objection cited to changing the plan because of the lengthy timeline to obtain a  
19 backup generator for Starlight Village.  
20

21 Vote on

22 Action #3: Action APPROVED 5-1 (Yes: Andrade, Causey, Lehman, McMorran and  
23 Jones; No: Crocker)  
24

## 25 F. NEW BUSINESS

### 26 1. Indigenous Peoples' Day Petition

27 Start Time: 8:50 p.m.

28 Discussion:

- 29 • Councilor Andrade noted the Inclusivity Committee has voted to sign the petition as a  
30 committee and the Committee recommended the City Council also sign it.
- 31 • Current City labor contracts not including Indigenous Peoples' Day as a paid holiday  
32 cited as a reason for the Council to support it.
- 33 • CM Workman cited the just completed labor negotiations included addition of 1.5  
34 paid holidays.
- 35 • Addition of Juneteenth holiday cited as recently added to paid City holidays.
- 36 • Change of a holiday status less than a month away cited as a concern for supporting  
37 the petition this year.
- 38 • Replacement of federal holiday recognition of Columbus Day with Indigenous  
39 Peoples' Day questioned.
- 40 • Concerns expressed about the governor operating by executive order instead of  
41 directing the petition to the legislature and timing with just-completed union  
42 negotiations.
- 43 • Support for the Indigenous People cited to allow them to celebrate the day as they  
44 would like.
- 45 • Assumption of whether the petition requests the governor to operate by executive  
46 order or to just support creation of the holiday questioned.
- 47 • Specificity of recognition of holiday in 2023 cited as opposition to signing petition.
- 48 • Creation of a resolution specific to Philomath support for recognition of the day to be  
49 targeted directly to legislatures cited as a more effective action.  
50

51 Action: To refer this item back to the Inclusivity Committee with the Council's  
52 consensus to draft a new resolution that reflects that.

1 Motion/Second: Councilor McMorrان/Councilor Lehman

- 2
- 3 • Clarification on focusing on a new resolution.
- 4

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

7

8 **2. City Government Accessibility Improvement Proposals**

9 Start Time: 9:11 p.m.

10 Discussion:

- 11 • Councilor McMorrان presented Inclusivity Committee proposal to address barriers to
- 12 access to City services.
- 13 • CM Workman agreed to a pilot program of the City Hall Accessibility proposals.
- 14 • Municipal Court Accessibility cited as needing Council direction to give to the Judge.
- 15 • Discussion about timeline for moving the court towards allowing online testimony.
- 16 • Installation of new audio/visual equipment noted.
- 17 • CM Workman offered to approach Judge Blake with proposed changes.
- 18 • Video options at other local courts summarized by CA Brewer.
- 19 • Consensus for CM Workman to address with Judge Blake.
- 20 • Public Engagement Accessibility section summarized by Councilor McMorrان, citing
- 21 Strategic Plan goals for town halls.
- 22 • Town hall setting cited as a two-way communication with the community.
- 23 • Survey feedback cited as informative opportunity.
- 24 • Door knocking and tabling engagement cited as opportunity to engage public and tie
- 25 together town halls and surveys.
- 26 • Councilor Causey volunteered to work on emergency preparedness outreach.
- 27 • Creation of brochure with website information supported.
- 28 • Support for a chili cook-off team next year.
- 29 • Concerns about requesting dedication of additional volunteer time and being too
- 30 prescriptive cited.
- 31 • Allowing opportunity for each member to participate without feeling obligated cited.
- 32

33 Action: Extend meeting to 9:45 p.m.

34 Motion/Second: Mayor Jones/Councilor McMorrان

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

- 37
- 38 • Request for consensus to continue moving forward with initiatives.
- 39 • Pre-notification prior to door knocking recommended.
- 40

41 **G. ORDINANCES & RESOLUTIONS**

42 Start Time: 9:37 p.m.

43 1. Ordinance #880 Granting a non-exclusive franchise agreement to Comcast of Oregon II,  
44 Inc. – First Reading

- 45
- 46 • CM Workman reviewed the new proposed agreement and noted ease of working with
- 47 Comcast.
- 48

49 Action: To strike Page 7, Lines 6 through 18, and renumber subsequent subsections  
50 in Section 3.

51 Motion/Second: Councilor Andrade/Councilor Causey

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

- Discussion about sections of the ordinance.

Procedure: City Attorney Brewer read proposed Ordinance #880 by title.  
Roll Call Vote: Yes: Andrade, Causey, Crocker, Lehman, McMorrان and Jones; No: None. Ordinance approved 6-0 at first reading. Effective date: October 11, 2023.

#### **H. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF**

Start Time: 9:45 p.m.

1. Management Report
  - No discussion.
  - Consensus to continue meeting 15 minutes.

#### **INFORMATION & CORRESPONDENCE**

No comments.

#### **I. EXECUTIVE SESSION**

1. Consultation with legal counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed per ORS 192.660(2)(h).

Start Time: 9:46 p.m.

##### a) Move into Executive Session

Procedures: Mayor Jones read the statement of Executive Session rules. The public was excused and live-streaming was terminated. Announcement was made that the Council would not return to public session to take any action following the Executive Session.

Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, McMorrان, and Lehman.

Staff: City Attorney Brewer; City Manager Workman; Assistant City Manager Starner; and City Recorder Post.

Media: Brad Fuqua, Philomath News.

Executive session closed at 10:00 p.m.

##### b) Reconvene in Regular Session.

Start Time: 10:00 p.m.

- No additional business.

#### **J. ADJOURNMENT**

Meeting adjourned at 10:00 p.m.

SIGNED:  
Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder



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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
October 9, 2023**

**A. ROLL CALL**

Meeting called to order at 7:03 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Teresa Nielson  
Councilor Matt Lehman

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky

**B. PROCLAMATION**

Start Time: 7:04 p.m.

1. Resolution 23-19 2023 Indigenous Peoples' Day

- Councilor Andrade read the proclamation into the record declaring October 9 Indigenous Peoples' Day.

2. Resolution 23-23 Declaring Disability Employment Awareness Month

- Councilor Andrade noted development of the proclamation by the Inclusivity Committee.
- Minor corrections identified.
- Discussion about rewording the "Further be it resolved" paragraph to break it into two sections.

Action: To amend Resolution 23-23, ninth paragraph to read insert a semicolon after work, add "and" and begin a new "Further be it resolved" paragraph with "We encourage ..."

Motion/Second: Councilor Nielson/Councilor Causey

Vote: APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

Action: To approve Resolution 23-23 declaring October 2023 as Disability Awareness Month as amended.

Motion/Second: None.

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

**C. PUBLIC HEARINGS**

Start Time: 7:17 p.m.

1. Building Program permit fees

Procedures: Mayor Jones opened the public hearing at 7:17 p.m.

- Benton County Building Official Ron Dettrich summarized the proposed fee increase.
- Discussion about relationship to Benton County fees.

- 1 • Public hearing closed at 7:22 p.m.
- 2 • Impact on new single family dwelling permits reviewed.
- 3
- 4 a) Resolution 23-25 Adopting building, plumbing, mechanical, electrical and structural
- 5 permit inspection fees
- 6

7 Action: To approve Resolution 23-25 Adopting building, plumbing, mechanical,  
8 electrical and structural permit inspection fees as presented.

9 Motion/Second: Mayor Jones/ Councilor Lehman

10 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
11 McMorran, Nielson and Jones; No: None).

#### 13 **D. PUBLIC COMMENTS**

14 Start Time: 7:24 p.m.

- 15 1. None.

#### 17 **E. INVITED PRESENTATIONS**

18 Start Time: 7:24 p.m.

- 19 1. Peggy McGuire, Community Services Consortium Executive Director

- 20 • Continuum of Care structure for effective support of services for homeless planning
- 21 and response presented (see presentation in meeting packet).
- 22 • Legislative allocation of funds described noting need for collaboration of Linn, Benton
- 23 and Lincoln Counties to coordinate planning and response.
- 24 • Next steps to gain support from participating communities, partners and stakeholders
- 25 described.
- 26 • Challenges of gaining consistent data described.
- 27 • Administrative management of the CoC described.
- 28

29 Action: To approve Resolution 23-20 Supporting a three-county continuum of  
30 care organization.

31 Motion/Second: Councilor Crocker / Councilor Andrade

32 Discussion:

- 33 • Relationship of Community Services Consortium to the Continuum of Care
- 34 described.

35 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
36 McMorran, Nielson and Jones; No: None).

#### 38 **F. CONSENT AGENDA**

39 Start Time: 7:50 p.m.

- 40 1. Minutes of September 11, 2023 City Council meeting.

- 41 • City Recorder Post noted two amendments:
  - 42 ○ Page 54, Line 30: Strike "Nielson" and insert "Lehman."
  - 43 ○ Page 51, Line 16: Insert "No:" in front of "Andrade."
- 44

45 Action: To approve the Consent Agenda as corrected.

46 Motion/Second: Mayor Jones/Councilor Causey

47 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
48 McMorran, Nielson and Jones; No: None).

#### 50 **G. UNFINISHED BUSINESS**

51 Start Time: 7:52 p.m.

- 52 1. ARPA Funds allocation follow-up

- 1 • City Manager Workman reviewed the updated project figures as more information
- 2 has been gained.
- 3 • FEMA grant application for backup power for Starlight Village water supply
- 4 discussed.
- 5 • Overall timeline for use of the ARPA funds discussed.
- 6 • Completion of Primary School pickup area and Downing Forest contribution projects
- 7 reviewed.
- 8 • Bid for special street lighting on 13th Street reviewed.
- 9 • Cochran Park playground surface options and use of state bidding process
- 10 discussed.
- 11 • Recommendation to have Police Committee perform more in-depth assessment on
- 12 radar ticketing system discussed.
- 13 • Discussion on impact on other projects of the grant for the backup power generator.
- 14 • Timeline for current Cochran Park construction and timeline for next Parks and
- 15 Recreation grant opportunity reviewed.
- 16 • Engagement with Park Advisory Board in reviewing the Park Master Plan discussed.
- 17 • Options for proceeding with construction of Cochran Park discussed.
- 18 • Grant possibilities for enhancing ADA compliance reviewed.
- 19 • Potential for funding of the balance of the street lighting project with Street Fund
- 20 dollars discussed.
- 21 • Further discussion about options to pull funding from various sources and timing of
- 22 the current park construction.

23 Action: To put engineered wood fiber on the Cochran Park play surface and that  
 24 the 13th Street lights be funded with \$80,000 through the balance of the  
 25 Urban Renewal Agency and keep \$60,000 marked for the backup power  
 26 project with the condition if that project is fully funded thru Oregon  
 27 Emergency Management then the \$60,000 will go to Land, Building and  
 28 Equipment (LBE) for park surface upgrades and the \$10,000 that is  
 29 currently marked for park service upgrades would go to LBE.

30 Motion /Second: Councilor McMorrان/Mayor Jones

- 31
- 32 • Importance of ADA accessible surface for Cochran Park play surface discussion.
- 33 • Further discussion about accessibility at the park and play surface options.
- 34 • Discussion about project prioritization and availability of funds for parks and streets.
- 35 • Councilor McMorrان withdrew the previous motion.
- 36

37 Action: The Cochran Park be surfaced with a staff selected surface funded with  
 38 \$10,000 of ARPA funds and the remainder of the cost split between  
 39 System Development Charge and Park Funds; the 13th Street lights be  
 40 funded with \$80,000 of ARPA funds with the remainder from the Urban  
 41 Renewal Agency; and the backup generator for water supply be funded  
 42 with \$60,000 in ARPA funds.

43 Motion/Second: Councilor McMorrان/Councilor Causey

44 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
 45 McMorrان, Nielson and Jones; No: None).

46  
 47 Break 8:57 p.m. to 9:05 p.m.  
 48

1 **H. NEW BUSINESS**

2 3. NAACP Freedom Fund sponsorship request

3 Start Time: 9:05 p.m.

4 Discussion:

- 5 • Mayor Jones summarized the request.
- 6 • Discussion about funding process for non-profits and use of City Council budget
- 7 funds in relationship to funding DEI education.
- 8 • Discussion about use of community support funds and types of activities to be
- 9 funded from that line item.
- 10 • No further action at this time.

11

12 1. City Manager Annual Evaluation timeline

13 Start Time: 9:13 p.m.

14 Discussion:

- 15 • Mayor Jones reviewed the timeline approved by the Finance & Administration
- 16 Committee.
- 17 • Discussion about completion of staff reviews last year and expectation to perform
- 18 those every three years.
- 19 • Request for evaluation statements to be broken into single sentences and for
- 20 committee members to be able to evaluate the City Manager cited by Councilor
- 21 Andrade.
- 22 • History of length of evaluation described.
- 23 • Suggestion to consider a more in-depth review in conjunction with a 360 review by
- 24 Councilor McMorrان.

25 Action: To approve moving forward with the City Manager evaluation and

26 timetable as presented.

27 Motion/Second: Councilor Causey/Councilor Nielson

28 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,

29 McMorrان, Nielson and Jones; No: None).

30

31 Action: That members of City boards, committees and commissions be allowed

32 to fill out the City Manager evaluation.

33 Motion/Second: Councilor Andrade/Councilor Lehman

- 34 • Discussion about value of input from citizen volunteers.
- 35 • Limited contact of committee members and appropriateness of questions discussed.

36

37 Action: To table the motion until able to discuss a 360 review.

38 Motion/Second: Councilor McMorrان/Councilor Nielson

39 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,

40 McMorrان, Nielson and Jones; No: None).

41

42 2. Committee Appointments – Inclusivity Committee

43 Start Time: 9:27 p.m.

44 Discussion:

- 45 • Discussion about the staggering of positions.
- 46 • Resignation of a committee member at last Inclusivity Committee meeting noted.

47

48 Action: To appoint Amanda Polley to serve through December 31, 2023 and

49 Rose Bricker to serve through December 31, 2024 on the Inclusivity

50 Committee.

51 Motion/Second: Councilor McMorrان/Councilor Lehman

52 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,

53 McMorrان, Nielson and Jones; No: None).

54

1  
2 **I. ORDINANCES & RESOLUTIONS**

3 Start Time: 9:29 p.m.

- 4 3. Resolution 23-24 Concurring with Benton County Order vacating N 20th Place right of way.  
5 • CM Workman summarized the County’s action in vacating the right-of-way.  
6 • Discussion about purpose of the vacation for the RV park entrance access.

7  
8 Action: To approve Resolution 23-24 Concurring with Benton County Order vacating  
9 N 20th Place right of way as presented.

10 Motion/Second: Councilor Lehman/Councilor McMorran

- 11 • Discussion about easements and reference in Exhibit “B” to 29th Avenue.

12  
13 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
14 McMorran, Nielson and Jones; No: None).

15  
16 Start Time: 9:36 p.m.

- 17 1. Resolution 23-21 Establishing deferred compensation and retirement savings plans with  
18 MissionSquare.

- 19 • Assistant City Manager Starner reviewed issues with current provider and background  
20 for MissionSquare.  
21 • Options for employees to retain the current provider or transfer to MissionSquare  
22 reviewed.

23  
24 Action: To approve Resolution 23-21 Establishing deferred compensation and  
25 retirement savings plans with MissionSquare as presented.

26 Motion/Second: Mayor Jones/Councilor Causey

27 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
28 McMorran, Nielson and Jones; No: None).

29  
30 Start Time: 9:40 p.m.

- 31 2. Resolution 23-22 Repealing Management Longevity Pay Policy #10-05.

- 32 • ACM Starner reviewed the new policy now in effect.

33  
34 Action: To approve Resolution 23-22 Repealing Management Longevity Pay Policy  
35 #10-05 as presented.

36 Motion/Second: Councilor McMorran/Councilor Andrade

37 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
38 McMorran, Nielson and Jones; No: None).

39  
40 **H. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
41 **STAFF**

42 Start Time: 9:45 p.m.

- 43 1. Management Report

- 44 • Discussion about spending funds on public art.  
45 • Councilor Andrade volunteered for the scenic byway liaison position.  
46 • Provided an update on the Millpond Crossing lot line adjustments, storm drainage  
47 grading, methane testing, sediment sifting and new house construction.  
48 • Scheduling of DEI training updated.  
49 • Updated City Hall accessibility initiative noting that Municipal Court held first virtual  
50 arraignment and a meeting is scheduled tomorrow with a contractor to discuss City Hall  
51 remodel for ADA improvements. Pilot project to stay open on Monday nights to be  
52 scheduled soon.

- 53  
54 2. Inclusivity Committee – Councilor Crocker

- 55 • Described banners showcasing proclamations for increased community visibility.

- 1  
2 3. Fire Department – Councilor McMorran  
3 • Councilor McMorran reported on potential levy in 2026 by the Department.  
4  
5 4. Millpond Crossing follow-up question.  
6 • DEQ monitoring of sediment sifting discussed further.  
7  
8 5. Philomath Community Services– Councilor Nielson  
9 • PCS has hired new Executive Director.

10  
11 **INFORMATION & CORRESPONDENCE**

12 No comments.

13  
14 **I. EXECUTIVE SESSION**

- 15 1. Consultation with legal counsel concerning legal rights and duties regarding current  
16 litigation or litigation likely to be filed per ORS 192.660(2)(h).

17 Start Time: 9:56 p.m.

18 a) Move into Executive Session

19 Procedures:

- 20 • Mayor Jones read the statement of Executive Session rules. The public was excused  
21 and live-streaming was terminated.  
22 • Announcement was made that the Council would not have any public business to  
23 take any action on following the Executive Session.  
24

25 Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, Lehman, McMorran,  
26 and Nielson.

27 Staff: City Attorney Brewer; City Manager Workman; Assistant City  
28 Manager Starner; and City Recorder Post.

29 Media: Brad Fuqua, Philomath News.  
30

31 Executive session closed at 10:08 p.m.  
32

33 b) Reconvene in Regular Session.

34 Start Time: 10:08 p.m.

- 35 • No additional business.  
36

37 **J. ADJOURNMENT**

38 Meeting adjourned at 10:08 p.m.  
39

40 SIGNED:  
41 Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
October 23, 2023**

**A. ROLL CALL**

Meeting called to order at 6:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Teresa Nielson  
Councilor Matt Lehman

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post  
Assistant City Manager Chelsea Starner  
Finance Director Mike Murzynsky

**B. PROCLAMATION**

Start Time: 6:01 p.m.

1. Resolution 23-26 In Memoriam – Past-Mayor Jeannine Gay

Action: To approve Resolution 23-26 In Memoriam for Past-Mayor Jeannine Gay.

Motion/Second: Councilor Causey/Councilor Andrade

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

- Mayor Jones read the proclamation as presented.

2. Resolution 23-27 Veterans' Day – November 11, 2023

- Councilor Lehman read the proclamation into the record.

Action: To approve Resolution 23-27 commemorating Veterans' Day on November 11, 2023.

Motion/Second: Councilor Causey/Councilor Lehman

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

**C. UNFINISHED BUSINESS**

Start Time: 6:09 p.m.

1. Review requests for City Attorney services proposals

- Assistant City Manager Starner reviewed the proposals that were received and the suggested process.
- Limited response discussed.
- Discussion about the matrix and timeline for completion prior to an October 30 meeting.

Action: That the following firms be invited to interview at the October 30 meeting: Cable Huston; Beery, Elsner & Hammond; Ivers, Miller & Mazhary-Clark.

Motion /Second: Councilor Andrade/Councilor Causey

- Discussion about the short timeline to schedule presentations from the firms either in person or online.
- Discussion about comparison of rates with current counsel and the firms being considered.
- Relationships between prosecuting attorneys and judge discussed.
- Contract duration options discussed.

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

- Discussion about upcoming issues that could be considered for presentations.
- Discussion about presence of current counsel's presence at presentations.

Action: That the following topic be provided to firms to present on: public meetings law, the changes coming next year. and the impact in Philomath.

Motion/Second: Councilor Andrade/Councilor Causey

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

- Instructions for completing matrix reviewed.
- Discussion about the prosecutorial bidder making a different presentation.
- Discussion about different types of additional questions that Council could ask.
- Discussion about scheduling interviews with the firms individually.

Action: That the topic for prosecutorial services be: How does the firm balance the economic impact on the city and fairness to the defendant.

Motion/Second: Councilor Nielson/Councilor Causey

Consensus for the October 30 meeting to begin at 6:00 p.m. with 45 minutes for each firm.

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

#### **D. NEW BUSINESS**

##### 1. Social Service Grant recommendations

Start Time: 6:39 p.m.

Discussion:

- Mayor Jones reviewed the available grant programs and intents for funding.
- Councilor Lehman recused himself from the social service grant discussion as an actual conflict of interest.
- Service on multiple boards was declared as several members of the Council serve as liaisons to organizations.
- Discussion began with the utility assistance grants
- Discussion about awarding an amount that exceeds the amount requested for a total of \$350.

Action: To approve allocation of the Utility Assistance as follows: Vina Moses \$5,175 and We Care \$5,175 for a total of \$10,350.



1 Motion/Second: Councilor Nielson/Councilor Crocker  
2 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
3 McMorran, Nielson and Jones; No: None).

4  
5 Action: To approve allocation of the Transient Lodging Tax as follows: Benton  
6 County Historical Society \$834, Philomath Chamber of Commerce \$833,  
7 and Philomath Frolic & Rodeo \$833 for a total of \$2,500.

8 Motion/Second: Councilor Causey/Councilor Andrade  
9 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,  
10 McMorran, Nielson and Jones; No: None).

11  
12 Action: To approve allocation of the Social Service Agencies funding as follows:  
13 ABC House \$5,000, Benton Habitat for Humanity \$8,000, Maxtivity  
14 \$4,800, Philomath Community Services \$11,000, PYAC \$4,901,  
15 Strengthening Rural Families \$4,901 for a total of \$38,602.

16 Motion/Second: Councilor Causey/Councilor Nielson

- 17  
18 • Mayor Jones summarized the process the Committee used to work through the  
19 requests citing specific need by Philomath Community Services and subsequent  
20 evaluation of requests.  
21 • City Manager Workman identified concerns about the allocation of funds between  
22 Habitat for Humanity and PYAC.

23  
24 Action: Amend recommendation to give Habitat for Humanity \$5,000 and split the  
25 remaining \$3,000 50/50 between PYAC and Strengthening Rural  
26 Families.

27 Motion/Second: Mayor Jones/No Second

- 28  
29 • Discussion for reasons supporting original allocation for Habitat for Humanity.

30  
31 Vote: Action APPROVED 5-0 [Yes: Andrade, Causey, Crocker, Nielson and  
32 Jones; No: None; Abstained: Lehman (declared conflict of interest) and  
33 McMorran (temporarily unavailable)].

## 34 35 **E. ORDINANCES & RESOLUTIONS**

36 Start Time: 7:00 p.m.

- 37 3. Ordinance #879 granting Pioneer Telephone Cooperative a nonexclusive franchise  
38 agreement.  
39 • Ordinance removed from agenda due to additional correspondence to be addressed.

## 40 41 **F. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND** 42 **STAFF**

43 Start Time: 7:01 p.m.

- 44 1. City Attorney Jim Brewer  
45 • Recognition of their firm for excellence at League of Oregon Cities Conference.  
46  
47 2. Trunk or Treat with City Council  
48 • Staff will make arrangements with Chamber for Council to have a location.  
49  
50 3. City Manager Evaluation  
51 • CM Workman noted the self-evaluation and link to the evaluation survey would be  
52 distributed on October 24.

## 53 54 **INFORMATION & CORRESPONDENCE**

55 No comments.

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**G. ADJOURNMENT**

Meeting adjourned at 7:04 p.m.

SIGNED:  
Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
October 30, 2023**

**A. ROLL CALL**

Meeting called to order at 6:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Councilor Jessica Andrade  
Councilor Ruth Causey  
Councilor Diane Crocker  
Councilor Christopher McMorran  
Councilor Teresa Nielson  
Councilor Matt Lehman

**Staff Present:**

City Manager Chris Workman  
Assistant City Manager Chelsea Starner

**B. CITY ATTORNEY INTERVIEW PREPARATION**

Start Time: 6:01 p.m.

1. Review matrix results
  - Agenda schedule reviewed.
2. Review interview question process
  - Discussion about follow-up questions.

**C. INTERVIEWS**

1. Cable Huston – Laura Westmeyer

Start Time: 6:09 p.m.

- Introduction to firm.
- Answering Council questions.
- Short presentation.
- Addressed follow-up questions.

Recess 6:47 p.m. to 6:58 p.m.

2. Beery, Elsner & Hammond, LLP – Chad Jacobs, Ashleigh Dougill, Emily Matasar and Josh Soper

Start Time: 6:58 p.m.

- Introduction to firm.
- Answering Council questions.
- Short presentation.
- Addressed follow-up questions.

Recess 7:48 p.m. to 8:01 p.m.

3. Ivers Miller & Mazhary-Clary – Catherine Pratt and Dan Miller

Start Time: 6:09 p.m.

- Introduction to firm.
- Answering Council questions.
- Short presentation.
- Addressed follow-up questions.

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4.Review of next steps

Start Time: 8:48 p.m.

- Executive Session to be held at November 13 City Council meeting to review applicants.

**D. ADJOURNMENT**

Meeting adjourned at 8:48 p.m.

SIGNED:

Chas Jones, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
November 13, 2023**

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

Meeting called to order at 5:39 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Matt Lehman (arrived at 5:45 p.m.)  
Councilor Christopher McMorran

**Absent:**

Councilor Diane Crocker  
Councilor Teresa Nielson

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer (arrived at 6:19 p.m.)  
Assistant City Manager Chelsea Starnar  
City Recorder Ruth Post

**B. EXECUTIVE SESSION**

1. Per ORS 192.660(2)(i) Performance evaluations of public officers and employees
2. Per ORS 192.660(2)(h) To consult legal counsel regarding current litigation or litigation likely to be filed
3. Per ORS 192.660(2)(a) Employment of public officers, employees and agents

Start Time: 5:42 p.m.

Procedures: Mayor Jones read the statement of Executive Session rules as printed on the meeting agenda. The public was excused and live-streaming was not initiated.

Attendees: Mayor Jones; Councilors Andrade, Causey, Lehman (5:45 p.m.), and McMorran; Staff: City Manager Workman; City Attorney Brewer (6:19 p.m.); Assistant City Manager Starnar; City Recorder Post.

Executive session closed at 6:45 p.m.

**C. RECONVENE IN PUBLIC SESSION AND RECESS**

- Meeting reconvened in public session at 6:45 p.m. and suspended until 7:00 p.m.

**D. CONTINUATION OF MEETING**

- Mayor Jones called the meeting back to order at 7:00 p.m.

**E. PUBLIC COMMENTS**

Start Time: 7:00 p.m.

1. Julie Jackson, Republic Services
  - Update on franchise agreement scheduled for an upcoming meeting.
  - Expected 2024 rate increase 4.06%, \$0.50 per month for typical residential.

- 1 • 20-gallon can option discussed.
- 2 • Annual recycling event under review to consider additional garbage collection.
- 3 • Status of Coffin Butte Landfill.

4 **F. INVITED PRESENTATIONS**

5 Start Time: 7:12 p.m.

6 1. Veterans Day – Dean Aithwaite, Executive Chaplain, Willamette Valley First Responder  
7 Chaplains

- 8 • Provided perspectives for the services the program provides.
- 9 • Noted his history in British forces.
- 10 • Recognition of services needed by veterans.
- 11 • Described organization team and confidentiality provided.

12 **G. CONSENT AGENDA**

13 Start Time: 7:27 p.m.

- 14 1. Minutes of October 9, 2023 City Council meeting
- 15 2. Minutes of October 23, 2023 City Council meeting
- 16 3. Minutes of October 30, 2023 City Council meeting
- 17 4. Renewal of Low Income Utility Assistance Agreement renewal with Community Services  
18 Consortium

19 Action: To approve the Consent Agenda as presented.

20 Motion/Second: Councilor Andrade/Councilor Lehman

21 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
22 Jones; No: None).

23 **H. UNFINISHED BUSINESS**

24 1. Indigenous Peoples' Day holiday endorsement letter

25 Start Time: 7:29 p.m.

- 26 • Councilor Andrade summarized previous discussions about the endorsement letter.
- 27 • Inclusivity Committee discussion and concerns reviewed.
- 28 • Legislative distribution and format of letter discussed.
- 29 • Timing of legislative bill drafts reviewed.
- 30 • Original authorship of petition and lack of endorsement from tribal nations described.
- 31 • Goal of connection with local tribal nations to identify protocols and etiquette  
32 suggested.
- 33 • Gaining local tribal feedback suggested.
- 34 • Completion of letter process without further Council interaction discussed.

35 Action: Delegate to Mayor and Councilor Andrade to come to consensus about  
36 tribal engagement on the letter and when they have reached a consensus  
37 to send the letter on but update Council.

38 Motion /Second: Councilor McMorrان/Councilor Andrade

39 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
40 Jones; No: None).

41

1 2. City Attorney and Prosecutor services

2 Start Time: 7:57 p.m.

- 3 • Assistant City Manager Starner reviewed staff report regarding proposed contract for  
4 prosecutorial services and selection of new city attorney.

5  
6 Action: To select Ivers, Miller & Mazhary-Clark to represent the City of Philomath  
7 as Prosecutor.

8 Motion /Second: Councilor Causey/Councilor Andrade

9 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
10 Jones; No: None).

11 Action: To direct staff to come up with an agreement with Beery, Elsner &  
12 Hammond for City Attorney services.

13 Motion /Second: Councilor McMorrان/Councilor Lehman

14 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
15 Jones; No: None).

16 Action: To authorize the City Manager to execute a personal services agreement  
17 for prosecutor services with Ivers, Miller & Mazhary-Clark.

18 Motion/Second: Councilor Causey/Councilor Andrade

19 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
20 Jones; No: None).

21 I. **NEW BUSINESS**

22 1. Strategic Plan Quarter 1 update

23 Start Time: 8:02 p.m.

- 24 • Intention and purpose of Quarterly update provided by City Manager Workman  
25 • Suggested addition to Theme 4, Goal 4.1 regarding affordable housing: Creation of a  
26 housing committee to review and weigh in on different opportunities to promote  
27 affordable housing in the community consisting of three members from the city  
28 council and inviting inclusion of community members.  
29 • Lack of a City Housing Department noted.  
30 • Discussion about assignment to an existing committee versus creation of a new  
31 committee.  
32 • Formation as an ad hoc committee discussed.

33  
34 Action: To form an Ad Hoc Housing Committee under Goal 4.1.

35 Motion /Second: Councilor Lehman/Councilor Andrade

- 36 • Action items to go under new goal would include addressing low income housing  
37 and discussing ways to proceed with the City-owned properties.

38 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, and  
39 Jones; No: None).

40 Action: Under Goal 5, addition to request the Police Committee review  
41 opportunities around the new neighborhood electric vehicles and return  
42 with proposed regulations to implement the use of electric vehicles in our  
43 community.

- 1 • Description of use of golf carts to run errands on City streets with a speed limit of
- 2 under 35 miles per hour.
- 3 • Description of reducing carbon emissions through use of non-highway approved
- 4 electric vehicles.
- 5 • Comments about not sacrificing bike infrastructure and the weather impacts.

6 Motion/Second: Councilor Lehman/Mayor Jones

- 7 • Clarification of types of low-speed vehicles that qualify for local jurisdiction regulation
- 8 summarized by City Attorney Brewer.

9 Action: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and

10 Jones; No: None).

- 11 • Use of artificial turf and concerns about environmental impact presented.

12 Action: To add to Goal 4.5 an action item to have the Public Works Committee

13 review appropriate synthetic turf options, if they are any, to be used in the

14 community.

15 Motion/Second: Councilor Causey/Councilor Lehman

16 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and

17 Jones; No: None).

18 Action: To add to Objective 5.1.3 improve pedestrian connectivity in the City.

19 Motion/Second: Councilor McMorran/Councilor Andrade

- 20 • Existing Parks & Trails Master Plan maps of proposed trails for connectivity noted.
- 21 • Staff recommendation to direct to Parks Advisory Board to review priorities.
- 22 • Discussion about issues with current trails proposed in master plan.
- 23 • Impact of recent court case regarding recreational immunity on paths reviewed.
- 24 • Distinguishing between park trails and getting from one place to another described.
- 25 • Discussion about which committee to send to or to not direct that at this time.

26 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and

27 Jones; No: None).

28 Action: To incorporate the effort to create a tree ordinance under Goal 4.3.

29 Motion/Second: Councilor Causey/Councilor Lehman

- 30 • Impact of presence of large trees on limiting housing subdivisions noted.

31 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and

32 Jones; No: None).

33 *Break 8:47 p.m. to 8:52 p.m.*

## 34 2. 2023 Community Survey

35 Start Time: 8:52 p.m.

- 36 • ACM Starner presented draft survey and options for distribution.
- 37 • Discussion about any potential issues that could be spammed by a group.
- 38 • Use of utility bills as a basis for creating the addresses to be included.
- 39 • Creation of an open survey that would allow for community engagement.
- 40 • Potential for performing both targeted and open community surveys.
- 41 • Smaller survey size versus large community survey discussed.



- 1           • Survey platform discussed.  
2           • Addition of demographic section suggested.
- 3       Action:            To send the survey to all utility customers.  
4       Motion/Second:    Councilor Causey/Councilor McMorran
- 5           • Suggested edit to Question #3 to provide additional enumeration with street  
6           examples.
- 7       Vote:                Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and  
8                                Jones; No: None).
- 9       Action:            Amend to include an optional section for self-reported demographics.  
10      Motion/Second:    Councilor Andrade/No Second
- 11           • Concerns about the use of utility bills impacting participation by marginalized  
12           communities.
- 13      Action:            Motion to substitute the motion to approve the community survey process  
14                                including option 2 for distribution  
15      Motion/Second:    Councilor Andrade/Councilor McMorran
- 16           • Discussion about cost impacts of mailing survey to all utility customers.  
17           • Discussion about the two options.
- 18      Vote:                Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and  
19                                Jones; No: None).
- 20      Vote on  
21      Substituted  
22      motion:             Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and  
23                                Jones; No: None).

24   **J. ORDINANCES & RESOLUTIONS**

- 25    1. Resolution 23-28 Adopting utility billing school irrigation rate.  
26    Start Time:         9:16 p.m.
- 27    Action:             To approve and adopt Resolution 23-28 with the utility rates and fees as  
28                                presented in Attachments A and B, effective July 1, 2023.  
29    Motion/Second:    Councilor Lehman/Councilor McMorran
- 30           • Clarification about increase that was previously approved and the impact on the  
31           school irrigation rate.
- 32    Vote:                Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and  
33                                Jones; No: None).

34   **I. NEW BUSINESS (Continued)**

- 35    3. 2024 Black History Month Activities  
36    Start Time:         9:23 p.m.
- 37           • Councilor Andrade presented the supplementary agenda item #1.03, presenting two  
38           events on behalf of the Inclusivity Committee.  
39           • Discussion on budget considerations in the City Council budget.

- 1 Action: To approve financial support for the two events.  
2 Motion/Second: Councilor Causey/Councilor Lehman
- 3 • Inclusivity Committee request for policy discussion on compensation for speakers.
- 4 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorran, and  
5 Jones; No: None).
- 6 4. Revised use of Social Service Agency funding by Philomath Community Services (PCS).
- 7 • Update by CM Workman regarding PCS use of \$11,000 grant funding for purposes  
8 other than previously requested for repair of freezer.

9 **K. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
10 **STAFF**

11 Start Time: 9:32 p.m.

12 1. Management Report

- 13 • Brief update on Council DEI training.

14 **INFORMATION & CORRESPONDENCE**

15 No comments.

16 **L. EXECUTIVE SESSION**

17 **1. Continuation of Executive Session**

18 Start Time: 9:33 p.m.

- 19 • Session not needed.

20 **M. ADJOURNMENT**

21 Meeting adjourned at 9:33 p.m.

22 SIGNED:

23 Chas Jones, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

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**PHILOMATH CITY COUNCIL  
MEETING MINUTES  
Philomath City Hall Council Chambers  
December 11, 2023**

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

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

**Present:**

Mayor Chas Jones  
Council President Ruth Causey  
Councilor Jessica Andrade  
Councilor Diane Crocker  
Councilor Matt Lehman  
Councilor Teresa Nielson

**Absent:**

Councilor Christopher McMorran

**Staff Present:**

City Manager Chris Workman  
City Attorney Jim Brewer  
City Recorder Ruth Post

**B. PUBLIC COMMENTS**

Start Time: 7:01 p.m.

1. None.

**C. CONSENT AGENDA**

Start Time: 7:02p.m.

1. Minutes of November 13, 2023 City Council meeting

Action: To approve the Consent Agenda as presented.

Motion/Second: Councilor Causey/Councilor Lehman

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

**D. NEW BUSINESS**

1. Library Expansion Feasibility Study RFP

Start Time: 7:02 p.m.

- City Manager Workman summarized the RFP proposal being presented for approval.
- Discussion about possible inclusion of event space.
- Discussion about funds for feasibility study and timing of construction based on availability of balance of project funding.
- Involvement of an architectural firm in the project fundraising process.
- Discussion about green building design and plan holders list.
- Discussion about inclusion of knowledge of accessible design beyond ADA Standards.

Action: Add in several places as part of the evaluation criteria: Describe your experience with and knowledge of accessible design beyond ADA standards.

Motion/Second: Councilor Andrade/Councilor Causey

- 1 • Discussion about requesting and defining “beyond ADA Standards.”
- 2 • Discussion about providing examples of meeting or exceeding ADA Standards.
- 3

4 Action: Substitute motion to read: Ask them to provide examples of work in which  
5 they provided accessibility standards that exceeded ADA requirements.

6 Vote: Substitute action APPROVED 5-0-1 (Yes: Andrade, Causey, Crocker,  
7 Lehman and Jones; No: None; Abstain: Nielson)

8 Action: To approve the RFP for a library expansion feasibility study as amended  
9 and with Scrivner’s corrections.

10 Motion /Second: Councilor Lehman/Councilor Causey

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

13 2. City Manager’s 2023 Performance Review Press Release

14 Start Time: 7:21 p.m.

- 15 • Councilor Causey presented the draft press release developed with Councilor  
16 McMorrان.
- 17 • CM Workman reviewed amendments he was proposing:
  - 18 ○ Reordering the competencies in the second sentence to put Council  
19 Relations last.
  - 20 ○ Change to first sentence of the second paragraph to read: The average  
21 performance rating on the first three competencies was Exceeds  
22 Expectations; and on the fourth area, Council Relations, he received an  
23 average score of Acceptable.
- 24 • Discussion about the negative inference in the last sentence when the evaluation  
25 results were Acceptable or above.
- 26 • Suggestion to reorder second paragraph to put the first sentence last ends on a  
27 positive note.
- 28

29 Action: To strike last sentence and replace with “While the City Manager’s  
30 performance exceeded expectations in most categories, the City Council  
31 has full confidence in the City Manager’s leadership and wish to  
32 emphasize that the city is in good hands moving forward.

33 Motion /Second: Mayor Jones /Councilor Crocker

34 Vote: 5-0-1 (Yes: Causey, Crocker, Lehman, Nielson and Jones; No: None;  
35 Abstain: Andrade)

36 Action: To approve the press release as revised.

37 Motion/Second: Councilor Lehman/Councilor Causey

38 Vote: Action APPROVED 5-1 (Yes: Causey, Crocker, Lehman, Nielson, and  
39 Jones; No: Andrade).

40 **E. ORDINANCES & RESOLUTIONS**

41 1. Ordinance #881 for Republic Services Franchise Agreement

42 Start Time: 7:33 p.m.

- 1 • CM Workman noted attendance of Julie Jackson, Republic Services, Municipal
- 2 Services Manager and summarized the proposed ordinance, noting specific
- 3 proposed changes from the prior franchise agreement.
- 4 • Discussion about inclusion of downtown streetscape waste bins.
- 5 • Jackson discussed disposal of types of lighting tubes.
- 6 • Discussion about acceptable compostable materials, elimination of paper products,
- 7 and prevention of plastics in the compost.
- 8 • Discussion about recycling process.
- 9 • Scrivner's corrections identified.
- 10 • City Attorney Brewer read ordinance by title.

11 Roll Call Vote: Ordinance APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,  
 12 Nielson, and Jones; No: None).

13 **F. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND**  
 14 **STAFF**

15 Start Time: 7:51 p.m.

- 16 1. Management Report
  - 17 • CM Workman summarized written report.
  - 18 • Expectation to have a second meeting in January to shorten meeting times discussed.
  - 19 • Consensus for first meeting of the month to begin at 7:00 p.m. and second meeting of
  - 20 the month at 6:00 p.m.
  - 21 • Discussion about finalizing scheduling of JEDI training in January 2024.
  - 22 • Community survey responses received so far noted.
  - 23 • Council participation in December 16 Light Parade discussed.
- 24 2. Millpond Crossing Lot Line Adjustments
  - 25 • Efforts to coordinate the multiple property owners to complete the lot line adjustments
  - 26 reviewed.
- 27 3. Formation of Housing Committee
  - 28 • Concerns about the impact of increases in housing that is converting to rentals
  - 29 described.
  - 30 • Formation of new committee slated for January Council meeting.
  - 31 • State legislative opportunities for next session discussed.

32 **INFORMATION & CORRESPONDENCE**

33 No comments.

34 **G. EXECUTIVE SESSION**

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

37 Start Time: 8:08 p.m.

38 Procedures: Mayor Jones read the statement of Executive Session rules as printed on  
 39 the meeting agenda. The public was excused and live-streaming was  
 40 discontinued. Announcement was made that there would be no business  
 41 conducted after the executive session and the meeting would be  
 42 adjourned.  
 43

1 Attendees: Mayor Jones; Councilors Andrade, Causey, Crocker, Lehman, and  
2 Nielson; Staff: City Manager Workman; City Attorney Brewer; City  
3 Recorder Post. Media: Brad Fuqua, Philomath News.  
4

5 Executive session closed at 8:24 p.m.  
6

7  
8 **M. ADJOURNMENT**

9 Meeting adjourned at 8:24 p.m.

10 SIGNED:  
11 Chas Jones, Mayor

ATTEST:  
Ruth Post, MMC, City Recorder