

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **March 7, 2023**  
4

5 **CALL TO ORDER:**

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

8 **ROLL CALL:**

9 Committee: City Councilors Ruth Causey, Matt Lehman, Christopher McMorran.  
10 Staff: City Manager Chris Workman, Public Works Director Kevin Fear, Public Works  
11 Operations Supervisor Garry Black, and Finance Director Mike Murzynsky  
12

13 **MINUTES:**

14 December 8, 2022.

15 Action: Approve the minutes as presented.

16 Motion/Second: Councilor McMorran/Councilor Causey

17 Vote: Action APPROVED 2-0 (Yes: Causey, McMorran; No: None: Absent:  
18 Lehman).  
19

20 **TREE BOARD BUSINESS:**

21 None  
22

23 **PUBLIC WORKS BUSINESS: -**

24 Start time 7:04 PM  
25

26 **Review request of expansion of Loading Zone at 100 S 8<sup>th</sup> Street**  
27

28 Councilor Lehman joined the meeting at 7:08  
29

30 Action: Approve the expansion of Loading Zone at S 8<sup>th</sup> Street

31 Motion/Second: Councilor Causey/Councilor McMorran

32 Vote: Action APPROVED 3-0 (Yes: Causey, Lehman, McMorran; No: None)  
33

34 Returned to previous agenda item regarding selection of a committee chair  
35

36 Action: Appoint Councilor Causey as committee chair for the year

37 Motion/Second: Councilor McMorran/Councilor Causey

38 Vote: Action APPROVED 3-0 (Yes: Causey, Lehman, McMorran; No: None)  
39

40 **Review and forward to City Council the CIP for budget year 2023-24**

41 Start Time 7:12 p.m.

- 42 • Review of new project specific pages and the CIP.  
43 • Discussion of the remote meter project and its capabilities. Just the new antennas and  
44 software connections are needed.

- 1 • Aquifer storage recovery well project would allow the city to treat water in the winter and
- 2 pump it into the aquifer to be pumped back out during the summer months when the
- 3 river runs low.
- 4 • Sewer revenues and SDCs were pledged as payment for the sewer bond. Bond principal
- 5 is paid by the transfers and interest is paid for by rates.
- 6 • Distinction between pressurized sewer line verses gravity sewer lines was provided
- 7 • S 16<sup>th</sup> Sewer reserve for 2023-24 to be corrected to \$275,000, with \$100,000 remaining
- 8 in the SDC Improvement
- 9 • 16<sup>th</sup> Street storm drain portion project to be corrected to \$58,000
- 10 • Downtown Streetscape Project Bioswale to be corrected to \$300,000 from SDC
- 11 Improvement, not Reserve
- 12 • Storm Water Master Plan corrected to \$32,500 from \$50,000
- 13 • Addition of Applegate and 19<sup>th</sup> Street Intersection improvements for planning and
- 14 engineering of \$200,000 from SDCs
- 15 • Desire to bundle projects for the next legislative session
- 16 • Recommended adding a total project cost column for each project, followed by the
- 17 money spent so far and then the rest of the table to remain the same
- 18 • Correct the interest line item in the table
- 19 • Remove \$80,000 from Grant Reserve – Skatepark in 2-24-25
- 20 • Correct \$232,706
- 21 • Discussion of needed crosswalk striping at 7<sup>th</sup> and Main as well as near the clinic
- 22 • ODOT pays for improvements between curbs, but city pays for improvements such as
- 23 the crossings.
- 24 • Council Chambers are expected to be improved within the next two months, including
- 25 new microphone, amplifying speakers, and hard-wired.
- 26 • Updates on the facility schedule related to HVAC, City Hall remodel, library conceptual
- 27 design.
- 28 • Review of vehicle and rolling equipment replacement schedule. New dump truck has
- 29 been ordered, but Ford is not guaranteeing delivery. Vehicle #43, 2009 GMC, has been
- 30 replaced by Vehicle #53, 2022 Ford Ranger
- 31 • Police vehicle replacement schedule needs to be updated as police purchased two
- 32 vehicles.
- 33 • Consideration of energy efficient vehicles for police and public works

34 Discussion at the next meeting, Tuesday, April 4<sup>th</sup> at 7pm, of funding infrastructure and ... or a  
 35 Friday afternoon.

36 Action: Approve the CIP as amended and forward to the City Council for approval  
 37 Motion/Second: Councilor McMorran/Councilor Lehman  
 38 Vote: Action APPROVED 3-0 (Yes: Causey, Lehman, McMorran; No: None)  
 39

40 Discussion of picture provided in the packet of a 1952 sewer line that caused a sink hole on N  
 41 9<sup>th</sup> Street. Staff would like to see as much of the 1952-era pipe get replaced as possible.

42 Meeting adjourned at 8:33 PM

43 Recorded by Chris Workman, City Manager

1 **Philomath Public Works Committee**  
2 **MINUTES**  
3 **April 4, 2023**  
4

5 **CALL TO ORDER:**

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

8 **ROLL CALL:**

9 Present:

10 Public Works Committee: City Councilors Ruth Causey, Matt Lehman, Christopher McMorran  
11 (arrived 7:10 p.m.).

12 Tree Board: Giana Bernardini and Graham Seaders

13 Staff: Public Works Director Kevin Fear, Public Works Operations Supervisor Garry Black, and  
14 Finance Director Mike Murzynsky

15  
16 Absent:

17 Heritage Tree Program Selection Committee: Eric Wiggins and John Simonson.  
18  
19

20 **MINUTES:**

21 March 7, 2022: Chair Causey noted scrivener's corrections to be made.

22 Action: Approve the minutes as corrected.

23 Motion/Second: Councilor Lehman/Tree Board Member Seaders.

24 Vote: Action APPROVED 3-0 (Yes: Causey, Lehman, Seaders and Bernardini;  
25 No: None; Absent: McMorran).  
26

27 **TREE BOARD BUSINESS:**

28 **Tree removal request at 236 Maple Street**

29 Discussion:

- 30 • Review of ISA Basic Tree Assessment Reports, including risk rating analysis.
- 31 • Sidewalk impacts reviewed.
- 32 • Staff recommendation for trimming tree, including contracting out for trimming near  
33 power lines.
- 34 • Potential benefits of trimming the trees.
- 35 • Adjacent property owners commented on debris and nuisance caused by the trees.
- 36 • Frustration caused by the tree for the adjacent owners noted.
- 37 • Maintenance of community tree canopy noted.
- 38 • Balancing of value of trees versus maintenance issues.
- 39 • Suggestion to complete regular inspection of trees.
- 40 • Liability created by street trees, City responsibilities and adjacent property owner  
41 responsibilities.
- 42 • Street sweeping schedule and stepped up sweeping near the trees on 19th Street.  
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44 Action: To remove the trees and replace with suitable trees.

45 Motion/Second: Councilor Lehman/Councilor McMorran

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Discussion:

- Perpetual presence of trees that will be considered a nuisance to adjacent property owners.

Vote: Motion APPROVED 3-2 (Yes: Causey, Lehman and McMorran; No: Bernardini and Seaders)

Discussion:

- Agreement to delay removal until after July 1, 2023 due to budget constraints.

**Other Business:**  
**Nomination of Black Cottonwood on South 9th Street for Heritage Tree Status**

Discussion:

Further review of need for boring related to tree reviewed.  
 Mitigation of construction exposures to protect the tree noted.  
 Drone photography of Heritage Trees later in the summer

Action: Approve nomination of S. 9th Street Black Cottonwood for Heritage Tree status.

Vote: APPROVED 6-0 (Yes: Causey, Lehman, McMorran, Bernardini, Seaders, Wiggins and Simonson.)

Discussion:

- Creation of a plan for managing large street trees.
- Other cedars in the City that have similar maintenance issues.

**PUBLIC WORKS BUSINESS: -**  
**2023-2024 Capital Improvement Plan – Final Review**

Start time: 8:00 PM

Discussion:

- Finance Director Murzynsky reviewed revisions requested by the Council.
- Addition of grant funds in the Water Fund for Starlight Village pump station.
- Updates on proposed projects and status of projects within the current budget year.
- Current and anticipated expenditures for 11th Street and Chapel Dr. projects discussed.
- Discretion of budgeting projects over multiple years.
- Adjustment to Cochran Memorial Park budget noted.

**LID Alternate Funding Source Discussion**

Start Time: 8:17 p.m.

Discussion:

- Objectives of discussion noted.
- Review of presentation slides, including funding sources and constraints.
- Each type of funding source further identified and discussed.
- Suggestion to limit LID funded projects to sidewalks only.
- Prospects for obtaining grant funds and prioritizations of projects to pursue funds.

- 1       • Previous history of requiring off-site improvements of developers.
- 2       • Comments provided by Van Hunsaker as a guest regarding options covered.
- 3       • Discussion about viable identified forms of funding and matching funding method by
- 4       project.
- 5       • Use of SDC-type funds by other types of districts.
- 6       • Next meeting date discussion.
- 7
- 8 Meeting adjourned at 9:29 PM
- 9 Recorded by Ruth Post, City Recorder

**Philomath Public Works Committee  
MINUTES  
July 31, 2023**

**Call to Order:**

Chair Ruth Causey called the meeting to order at 2:07 PM. The meeting was held at the City Hall Council Chambers and also streamed on the City of Philomath's YouTube channel.

**Roll Call:**

Present:

Public Works Committee: City Councilors Ruth Causey, Matt Lehman, Christopher McMorran

Tree Board: Giana Bernardini and Graham Seaders

Staff: Public Works Director Kevin Fear, Public Works Operations Supervisor Garry Black, Assistant City Manager Chelsea Starner

**MINUTES:**

March 7, 2023 and April 4, 2023

Action: Councilor McMorran requested line items 28, 29, 33, 34 be moved to the second page of the March 7, 2023, minutes, in the correct location. Councilor Causey seconded the motion. Vote then taken, 3-0.

Motion/Second: Councilor McMorran motioned to accept minutes as amended above, Councilor Causey seconded.

Vote: 3-0

**TREE BOARD BUSINESS:**

**Tree removal at 146 S. 20<sup>th</sup> Street**

Action: Citizen Donna Webster has requested trees at 146 S. 20<sup>th</sup> be removed due to reasons listed in her letter to the City. These trees were planted in the early 2000's, courtesy of Philomath High School. Approx. 30-50 were planted along Applegate and they are Flowering Crab Apple. Discussion was had about the City Arborist's report and possible solutions. Councilor Causey recommended the trees to be trimmed on sides and bottom.

Motion/Second: Councilor Causey/Councilor McMorran

Vote: 5-0

**Tree Ordinance Discussion**

Current ordinance needs brought up to date. Items of concern are the protection of trees in the City and more trees need planted. Language for tree diameter and private property concerns discussed. Ms. Starner said Tree Cities are to follow Tree Urban Forest Plan and she recommended the City update the tree removal/replacement process. Clearer guidelines and permit process are needed. Mr. Seaders also recommended ordinance updates. Councilor Causey asked Ms. Starner to find language and ideas and bring to the next meeting. Mr. Black suggested code clarify dangerous and nuisance trees.

**PUBLIC WORKS BUSINESS:**

**Finalize Street Funding Recommendation to send to City Council**

Action: Tabled until the next meeting as Chris Workman needs to be involved and he is currently out of town.

**Bulk Water Sales Guidelines**

Action: The current policy needs more definition. Mr. Fear explained who the current customers are and he had printed information from other area cities. Suggestion was made to have City lawyer look into language so that the policy is clear.

Mr. Fear will email committee members with the next meeting date.

Meeting adjourned at 3:24 PM

Minutes recorded by Jan Kilgore, Public Works