



AGENDA PHILOMATH URBAN RENEWAL AGENCY

February 24, 2020
6:00 P.M.
Council Chamber; Philomath City Hall

Mission: To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

AGENDA

- A. ROLL CALL
- B. APPROVAL OF MINUTES
 - B.01 Minutes of September 9, 2019
- C. NEW BUSINESS
 - C.01 Appointment of FY 2020-2021 Budget Officer
- D. INFORMATION
 - D.01 October 14, 2020 Work Session Notes
- E. ADJOURNMENT

**URBAN RENEWAL AGENCY
MINUTES
September 9, 2019**

Mayor Eric Niemann called the meeting of the Philomath Urban Renewal Agency to order at 9:46 p.m. in the City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

a. ROLL CALL

Present:

Mayor Eric Niemann
Councilor Marion Dark
Councilor Doug Edmonds
Councilor Chas Jones (via videoconference)
Councilor David Low

Absent:

Councilor Matthew Thomas

Staff Present:

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

Absent:

Public Works Director Kevin Fear
Police Chief Ken Rueben

B. APPROVAL OF MINUTES

1. Urban Renewal Agency minutes of June 24, 2019 –

MOTION: Councilor Edmonds moved, Councilor Low second, to approve the minutes of June 24, 2019, as presented. Motion APPROVED 6-0. (Yes: Causey, Dark, Edmonds, Jones, Low, Thomas and Niemann; No: None)

C. EXECUTIVE SESSION

1. Per ORS 192.660(2)(e) to discuss Real Property Transactions – Mayor Niemann excused the public at 9:50 p.m. and read the rules of Executive Session participation into the record.

D. RECONVENE IN REGULAR SESSION

1. Public invited to return – Mayor Niemann invited the public to return to the Council Chambers at 10:32 p.m.

MOTION: Councilor Edmonds moved, Councilor Causey second, to authorize the City Manager and City Attorney to enter into negotiations to acquire a particular piece of property. Motion APPROVED 6-0 (Yes: Causey, Dark, Edmonds, Jones, Low and Niemann; No: None.)

E. ADJOURNMENT

There being no further business, Mayor Niemann adjourned the meeting at 10:34 p.m.

SIGNED:

ATTEST:

Eric Niemann, Mayor/Urban Renewal Agency Chair

Ruth Post, MMC, City Recorder



Philomath Urban Renewal Agency Agenda Item Summary

Title/Topic: Appointment of Budget Officer

Meeting Date: February 24, 2020
Department: Finance

Staff Contact: Joan Swanson
Email: joan.swanson@philomathoregon.gov

BACKGROUND

At the beginning of each budget year, the Urban Renewal Agency must appoint a Budget Officer. The Budget Officer is responsible for preparing the proposed budget which will be presented to the Budget Committee.

Excerpt from The Oregon Department of Revenue Local Budgeting Manual

ORS 294.331 states:

“The governing body of each municipal corporation shall, unless otherwise provided by county or city charter, designate one person to serve as budget officer. The budget officer, or the person or department designated by charter and acting as budget officer, shall prepare or supervise the preparation of the budget document. The budget officer shall act under the direction of the executive officer of the municipal corporation, or where no executive officer exists, under the direction of the governing body.”

The budget officer cannot be an appointed member of the budget committee because appointed members of the budget committee cannot be officers, agents, or employees of the local government [ORS 294.414(4), renumbered from 294. 336(4)].

The budget officer is responsible for publishing all of the notices required by Local Budget Law. Most budget officers are also responsible for monitoring budget expenditures during the budget year and notifying the governing body of the need to make any budget changes required after adoption.

AGENCY OPTIONS

A) Appoint Finance Director Joan Swanson as Budget Officer.

CITY MANAGER RECOMMENDATION

Appoint Joan Swanson.

RECOMMENDED MOTION

I move the Urban Renewal Agency appoint Finance Director Joan Swanson as the 2020-2021 Budget Officer under the supervision of the City Manager.

**Philomath
Urban Renewal Agency
Work Session
October 14, 2019**

Mayor Niemann called the work session to order at 5:42 p.m. at City Hall Council Chambers, 980 Applegate, Philomath, Oregon.

ROLL CALL:

Mayor Eric Niemann, City Councilors Doug Edmonds, David Low, Chas Jones, and Ruth Causey (pending confirmation at regular City Council meeting).

Staff: City Manager Chris Workman, Finance Director Joan Swanson, and City Recorder Ruth Post.

Consultants: Chris Link, Murraysmith, and David Dougherty, Dougherty Landscape Architects.

DISCUSSION:

1. Downtown Streetscapes Project -- After introductions, Mr. Workman explained that this work session is intended to bring all members of the current Council up-to-speed on the Downtown Safety and Streetscape Project. He summarized the evolution of the project that has been on the drawing board for the past 10 years. He identified some of the features of the project and the earlier meetings held with the community. He noted that the original area identified for inclusion in the scope of the project was 7th Street to 14th Street from Applegate to Main Street and all of the side streets in between.

Mr. Workman described the federal TIGER grant that was available during the Obama Administration was the catalyst for bringing Murraysmith in as a consultant to develop an application for the grant. Although the City didn't receive the grant funding, it did serve to set the project planning in motion; and since then, negotiations with ODOT have consistently been pursued to bring the project to fruition.

At this point, Mr. Workman stated that ODOT is committed to contributing \$3.7 million, the Corvallis Area Metropolitan Planning Organization has agreed to contribute \$520,000 for improvements to 13th Street between Main and Applegate, and the Urban Renewal Agency funding available is \$6 million. He explained that the project shown in the handout is the rescoped project that meets the total \$10.2 million in available funding and reviewed the project goals.

Mr. Workman explained that a lot of the work on the project has been completed and the next steps are final design and engineering.

Chris Link, Murraysmith, reviewed his firm's involvement with the project over the years. He explained that the project is now being prioritized to meet the available funding. He reviewed the proposed improvements to Main Street from 10th to 14th Streets, including reconstruction of the roadbed and amenities.

Mr. Link reviewed the roadway configuration that allows for wider sidewalks while still maintaining parking and two travel lanes. There was discussion about the effect of bulb-outs at the intersections in reducing the distance that pedestrians have to cross. There was discussion about bus access.

Mr. Link reviewed the proposed improvements for Applegate Street from 7th to 11th Streets, focused on reconstruction of pavement and ADA ramps. He also reviewed the improvements on Applegate from 11th to 14th Streets, including pavement reconstruction and amenities focused on the north side of the Applegate Street. There was discussion about the savings in only performing a 2" grind and inlay on the bike lanes and shoulders.

Mr. Link reviewed the improvements on 13th from Main to Applegate that became part of the project thanks to the CAMPO funds. Mr. Workman reviewed the approval of the CAMPO policy board project list including the Philomath project. He noted other amenity-specific grants are available for projects like electrical vehicle charging stations, way-finding kiosk, and other amenities.

There was discussion about regional prioritization of projects by ODOT that Philomath competes with for funding. Mr. Workman explained that the only reason ODOT is providing \$3.7 million in funding is because Philomath has the Urban Renewal Agency funds available. He noted the expected construction is 2020-2021. Mr. Workman described the projects the URA completed in prior years to replace water and sewer lines in the project area was in preparation for this phase of the project.

David Dougherty, Dougherty Landscape Architects, described his early involvement with the project in 2008 to create connectivity after the installation of the couplet. He described some of the project amenities that emphasize pedestrians, including landscaping, bicycle racks, and other amenities that tie in well with the community. He described some of the projects his firm has worked on, including Canby, Albany, Gervais, Creswell, and downtown Florence. There was discussion about community involvement in the selection of design elements. Mr. Workman explained that the formation of a Comprehensive Plan Advisory Group will include those tasks as a work element.

Mr. Workman reviewed the next steps, including updating an Intergovernmental Agreement with ODOT, design acceptance plans, city review, final plans, bidding and project construction in 2021. He described outreach during construction that will address communication with the downtown business community. There was discussion about coordination of this project with the water treatment plant construction.

There was discussion about the benefits of the project in improving the visual appearance of downtown.

ADJOURNMENT:

Mayor Niemann closed the work session at 6:41 p.m.