



AGENDA

PHILOMATH CITY COUNCIL

May 11, 2020
Council Chambers; 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.

REGULAR MEETING

7:00 P.M.

Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJKTy9LdUQvYXg5Zz09>
Phone: 312-626-6799
Meeting ID: 206 550 7670
Password: Philomath

Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

Opportunities to Comment

The following options are available for the public to provide comment:

- 1) Sign up by contacting the City Recorder at ruth.post@philomathoregon.gov or by calling 541-929-6148 no later than 4:00 p.m. on the day of the meeting.
- 2) Submit written comments by email to the City Recorder at ruth.post@philomathoregon.gov no later than 12:00 p.m. the day of the meeting.
- 3) Submit written comments in the City Hall parking lot drop box no later than 12:00 p.m. the day of the meeting.
- 4) Mail written comments to PO Box 400, Philomath, OR 97370 3-4 days prior to the day of the meeting.

A. ROLL CALL

B. CONSENT AGENDA

The following items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered under "Items Removed from Consent Agenda." If any item involves a potential conflict of interest, Council members should so note before adoption of the Consent Agenda.

1. City Council minutes of April 13, 2020

C. ITEMS REMOVED FROM CONSENT AGENDA

D. PUBLIC HEARING

1. Proposed uses of State revenue sharing funds

E. VISITORS COMMENTS

Per Resolution P20-03 Emergency Declaration, verbal visitors' comments has been temporarily suspended. Submit written comments to the City Recorder prior to the meeting.

F. NEW BUSINESS AND RESOLUTIONS

1. Council Terms presentation & discussion
2. Resolution 20-04 Appropriation Transfers
3. Social Service Agency COVID-19 assistance requests
4. Financial contribution to Philomath Chamber of Commerce
5. OLCC liquor license renewal recommendations
6. Public Works Parking Lot Construction Award

G. ORDINANCES

1. Ordinance amending PMC 2.15 regarding election process – filing by declaration

H. COUNCIL REPORTS

I. STAFF REPORTS

1. City Manager
2. City Attorney
3. Finance Director
4. Police Chief
5. City Recorder
6. Public Works Director

J. INFORMATION & CORRESPONDENCE

1. Philomath Connection ridership for April
2. Police Committee minutes of 1/28/2020 and 3/10/2020
3. Finance & Administration Committee minutes of 05/04/2020
4. Oregon RAIN Quarterly Report

K. ADJOURNMENT

CITY MEETING/EVENTS SCHEDULE

(As of 5/6/2020)

MAY 2020

May 11	7:00 PM	City Council meeting
May 12	4:00 PM	Police Committee meeting (if essential)
May 13	6:00 PM	Urban Renewal Agency and City Budget Committee meetings
May 14	5:00 PM	Park Advisory Board meeting
May 19	4:00 PM	Finance & Administration Committee meeting
May 25		City offices closed in observance of Memorial Day Holiday

All meetings are held at City Hall Council Chambers, 980 Applegate Street, Philomath, unless otherwise indicated. Tentative meetings may be cancelled if there is no business to be conducted. Refer to the City Meetings & Events calendar on the City's website for confirmation of meetings.

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**PHILOMATH CITY COUNCIL
REGULAR MEETING
MINUTES
APRIL 13, 2020**

A. ROLL CALL

The City Council of the City of Philomath was called to order by Mayor Eric Niemann on Monday, April 13, 2020, at 7:00 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the meeting was held via video conferencing technology with the public also allowed to attend in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

Present:

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

Absent:

Staff Present:

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

Staff Absent:

B. CONSENT AGENDA

1. **City Council minutes of March 9, 2020**
2. **City Council minutes of March 19, 2020**

MOTION: Councilor Edmonds moved, Councilor Low second, to approve the consent agenda and meeting agenda for the April 13, 2020 meeting. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None).

C. ITEMS REMOVED FROM CONSENT AGENDA

None.

D. PROCLAMATIONS

1. Arbor Day – April 27, 2020 – Mayor Niemann read the proclamation declaring April 27, 2020 Arbor Day in Philomath. He noted the City is a Tree City USA.

2. Staff Recognitions – Mayor Niemann recognized Public Works Operations Supervisor Garry Black for receiving the 2020 Oregon Urban & Community Forestry Award from the Oregon Community Trees organization and Public Works Utility Worker Lige Weedman for receiving the Maynard Drawson Heritage Tree Award. He also announced that Water Treatment Plant Operator Dennis Lewis was named the Oregon Water Plant Operator of the Year. Mr. Workman noted that this is the second time Mr. Lewis has received this award. Mr. Fear explained that Mr. Lewis was recognized for his efforts to keep the aged treatment plant operating and his unique cost savings efforts. He also described Mr. Lewis' generosity to co-workers and extra efforts when the department was down an operator. Mr. Black

1 stated appreciation for the department being recognized for three state-wide awards and
2 congratulated Mr. Lewis and Mr. Weedman on their recognition.

3
4 **E. VISITORS COMMENTS**

5 Per Resolution P20-03 Emergency Declaration, live visitors' comments have been
6 temporarily suspended from meetings. The following written comments were received:

7 Philomath Frolic & Rodeo Board of Directors – The PF&R Board of Directors presented a
8 request for a \$4,000 donation from the City's share of the Benton County Transient Lodging
9 Tax receipts. Consensus was to forward the request to the Finance & Administration
10 Committee for review. Mr. Workman stated the Board is continuing to make plans for the
11 2020 Frolic & Rodeo but will make any cancellation or modification decisions by the end of
12 May. He explained several options are being considered in light of possible continuation of
13 social distancing protocols.

14 **F. NEW BUSINESS**

15 **1. Timber Estates Sewer Line** – Mayor Niemann reviewed the discussions that have been
16 held with the School District over the past few years regarding the extension of a sewer
17 trunk line along Chapel Drive in front of the Middle School. He explained that the Urban
18 Renewal Agency will be funding the 13th Street Waterline Railroad Crossing project and
19 approvals are needed by both the City Council and the Urban Renewal Agency (URA) for
20 the award of the construction contract. He noted the URA would be meeting on Wednesday
21 evening to make a decision on that portion of the contract. There was discussion about the
22 funding allocations from the two sources and batching the two project together to gain a
23 better bid. Mr. Workman reviewed the recommended motion including contingency funds.
24 There was discussion about the contingency funds.

25 **MOTION:** Councilor Causey moved, Councilor Edmonds second, to approve the awarding
26 of the Timber Estates Trunk Sewer and 13th Street Waterline Railroad Crossing project
27 subject to the following conditions:

- 28 1. Low bid by an acceptable contractor is within the engineer estimate amount of \$450,000 +
29 \$15,000 contingency for a total of \$465,000;
30 2. There are no bid contentions within the 7-day contesting period;
31 3. Contracts are not signed prior to the expiration of the 7-day contesting period;
32 4. Contract is awarded to the low bidder as long as bidder meets city requirements; and
33 5. Approval of awarding the project by the Philomath Urban Renewal Agency.

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

36 **2. OLCC Permit – Waiving Renewal Fees** – Ms. Post reviewed the staff recommendation
37 to waive collection of the \$35 liquor license renewal fees in an effort to assist local
38 businesses negatively impacted by the COVID-19 restrictions

39 **MOTION:** Councilor Jones moved, Councilor Lehman second, that the City Council waive
40 the \$35 per license annual fee payable to the City for OLCC liquor license renewals for the
41 2020 renewal year. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low,
42 Thomas and Niemann; No: None).

43 Ms. Post explained that the businesses would receive a letter from the City explaining that
44 the Council was waiving the fee this year.

45 **3. Labor Negotiations and Employee Salary Schedules** – Councilor Low summarized
46 the review of the union contracts and employee salary schedules that was conducted by the
47 Finance & Administration Committee. He reminded the Council of the Executive Session

1 held late last year at which the Council provided direction to staff regarding the labor
2 negotiations. He explained the negotiations were conducted in good faith prior to the onset
3 of the pandemic situation. He stated the Committee recommended approval by the Council.

4 There was discussion about the impact of property tax revenues and any substantial
5 negative change that would be a basis for renegotiation. Ms. Swanson described the
6 difference between having a primary source of revenue based on property taxes as opposed
7 to those states that have a primary revenue source from sales tax or transient lodging tax.
8 She explained this makes the City's revenue more stable. There was discussion about
9 potential decreased revenues in the Street Fund from decreased highway taxes. Ms.
10 Swanson explained that the City is currently waiving late fees and not disconnecting service
11 for utility customers under the current circumstances.

12 Councilor Causey stated support for the comments from Councilors Lehman and Jones
13 noted in the Finance & Administration Committee discussion regarding basing the COLA on
14 actual CIP and their need for more time to review the documents. Councilor Edmonds
15 described his review of all of the materials and his respect for the efforts of the Finance &
16 Administration Committee in coming to a recommendation.

17 Councilor Jones questioned the basis for the longevity pay. Ms. Swanson reviewed the
18 history of a prior City Councilor presenting this program for the management positions to
19 encourage retention of key positions. She described some of the benefits to the City of the
20 program for positions that have substantial institutional knowledge. She reviewed the impact
21 of longevity pay in conducting the salary surveys. Councilor Jones described concerns
22 about transparency in the salary schedules with regard to the longevity pay and advocated
23 for additional salary steps rather than longevity pay.

24 Mr. Workman stated appreciation for Ms. Swanson's efforts in conducting the detailed
25 compensation survey and described the timing of the union negotiations prior to the COVID-
26 19 outbreak. He described negative perceptions associated with public officials' salary
27 increases; and noted that despite the fact that the City is currently in good financial standing,
28 he would be freezing salaries for himself and all department heads until the current
29 pandemic circumstances have leveled off. He explained that, with the Council's approval,
30 the represented employees and other unrepresented employees would still receive the
31 salary adjustments in the new schedules.

32 Mr. Workman explained that at the appropriate time, he would return to the Council to
33 discuss removing the department head salary freeze from that point forward. He noted the
34 funds are in the proposed budget but any release of the freeze would be moving forward,
35 not retroactive. Councilor Low described the efforts of staff to perform the City's work that
36 are continuing throughout the current circumstances.

37 Mayor Niemann stated appreciation for the salary freeze concession and described the
38 circumstances that existed in October 2019 when the Council gave the direction to staff
39 regarding salaries targets for the union negotiations. He noted the contracts were negotiated
40 in good faith. Councilor Edmonds noted that budgets have to be forward-looking and stated
41 a lot of really good work had been done by the Committee and Finance Director.

42 **MOTIONS:**

43 Councilor Causey moved, Councilor Edmonds second, to approve the three year labor
44 contract with the General Unit for the period beginning May 1, 2020 through April 30, 2023.
45 Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and
46 Niemann; No: None).

1 Councilor Causey moved, Councilor Edmonds second, to approve the three year labor
2 contract with the Police Unit for the period beginning May 1, 2020 through April 30, 2023.
3 Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and
4 Niemann; No: None).

5 Councilor Causey moved, Councilor Low second, to approve the salary schedules for
6 unrepresented and management employees effective July 1, 2020, and the addition of the
7 Finance/Court Clerk position to the list of positions eligible for longevity pay. Motion
8 APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No:
9 None).

10 Mr. Workman described potential tightening of future grant cycles on transportation projects
11 due to reduced highway tax revenues because of COVID-19 but didn't anticipate any major
12 impacts on the Downtown Streetscapes Improvements because the funding for that project
13 had already been stipulated by ODOT.

14 **4. Landmark Drive Local Improvement District (LID)** – Mr. Workman reviewed the
15 property owners who have approached the City to bring Landmark Drive up to full City
16 standards. He summarized the process for formation of an LID. He described the economic
17 development impacts of having properties that are shovel-ready with street improvements
18 already in place.

19 There was discussion about the scope of the improvements being limited to the north
20 boundary of the Philomath Rental lot. There was discussion about the extension of the
21 sewer main and a pedestrian path being part of the project. There was discussion about the
22 lots involved and any potential future of a secondary egress via a neighboring property
23 owner.

24 Mr. Workman explained the ramifications of having three-quarters of the property owners
25 ultimately objecting to the project. There was discussion about the economic benefits to the
26 City of having the properties shovel ready. Councilors Low and Edmonds described
27 potential benefits compared to the relatively low cost associated with the initial survey.

28 **MOTION:** Councilor Causey moved, Councilor Edmonds second, to direct staff to work with
29 the city engineer to complete a survey and report for the Landmark Drive local improvement
30 district. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, Thomas
31 and Niemann; No: None).

32 **5. Facility Use Agreement with Philomath School District for Tennis Courts** – Mayor
33 Niemann reviewed the history of the tennis courts construction and the City's contribution of
34 \$200,000 in park systems development charge funds. Mr. Workman reviewed the ownership
35 and maintenance of the courts belonging to the School District and the City's \$2,000 per
36 year contribution towards maintenance to provide the public with access to the courts when
37 the school use allows for it.

38 Mr. Workman described the appreciation that has been conveyed by the Tennis Courts
39 Committee, the Philomath School Superintendent and the High School Principal for the
40 City's contribution to the courts. He described having a future ribbon-cutting celebration.

41 Councilor Low questioned having the first annual contribution being due July1 when the
42 courts haven't yet even been used. Councilor Jones stated concerns about the use of the
43 courts during the winter and with regard to vandalism. Mr. Workman described the
44 preference not to have availability based on hard dates and explained that any change to
45 the contract would require renegotiation.

1 **MOTION:** Councilor Low moved, Councilor Causey second, to approve the Facility Use
2 Agreement between the City of Philomath and the Philomath School District No. 17J for the
3 tennis courts. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman, Low,
4 Thomas and Niemann; No: None).

5 **G. COUNCIL REPORTS**

6 **Councilor Edmonds** – Councilor Edmonds reported the Ad Hoc Committee on Council
7 Terms would like to make a presentation of their findings and recommendation at the May
8 11 City Council meeting.

9
10 **Councilor Jones** – Councilor Jones stated concerns about the basketballs going over the
11 fence at the Flossie Overman Park into the territory of the lively dogs who live on the
12 adjacent property. He suggested possibly a net to corral balls.

13
14 **Councilor Thomas** – Councilor Thomas requested a summary of the data from the traffic
15 speed signs that has been gathered by the Police Department.

16
17 **Councilor Low** – Councilor Low directed Council’s attention to the information regarding the
18 2020 Census provided under Information & Correspondence Agenda Item #F.03. He stated
19 with everything that is going on, it’s still important to promote the 2020 Census.

20
21 **Councilor Edmonds** – Councilor Edmonds stated appreciation for a good working
22 relationship between the Council, Mayor and staff during these challenging times, noting
23 that it has become obvious not all cities have those types of relationships. Mayor Niemann
24 described the outreach that has been conducted to the community and all of the local
25 organizations stepping up to provide assistance in various forms. He stated there is a lot of
26 goodwill in the community. He described personal protection equipment that is arriving in
27 Oregon and the efforts of the County Emergency Operations Center (EOC) in managing
28 local efforts.

29
30 **H. STAFF REPORTS**

31 **1. City Manager** – Mr. Workman reported on contacts with the County EOC to ensure that
32 Philomath has everything needed to stay safe. He reviewed the status of the SDC update,
33 the Comprehensive Plan update and reported that the asbestos removal has been
34 completed at the Cochran house.

35
36 **2. City Attorney** – Mr. Brewer reported the petitioners have filed their brief in the Lepman
37 LUBA appeal and the intervenors should be completing their brief soon. He explained that
38 there will be potential recommendations presented at the next Council meeting regarding
39 the election process and collection of candidate petition signatures.

40
41 Councilor Lehman questioned how inspections are taking place in light of social distancing
42 guidelines. Mr. Workman reviewed the steps being taken by the Planner and Benton County
43 Building Inspectors. He noted that the biggest concern for one local builder is availability of
44 appliances to install in new houses.

45
46 Councilor Low questioned if or how the City gets data about Philomath’s employment
47 losses. Mr. Workman described Philomath being lumped in with the Corvallis metro area for
48 data and it is probably still too early to have any solid information. He described local
49 indicators he is looking at to determine the health of the community.

50
51 **3. Finance Director** – Ms. Swanson reminded everyone that the first Budget Committee
52 meeting is Wednesday night.

1
2 **4. Police Chief** – Chief Rueben reported things are going well and the Department has
3 sufficient personal protective equipment. Councilor Causey questioned if people are driving
4 faster and more aggressively. Chief Rueben agreed that they are citing people for higher
5 speeds and continuing to move the electronic speed sign to various locations to address
6 driving behaviors.

7
8 **5. City Recorder** – No report.

9
10 **6. Public Works Director** – Mr. Fear reported that the annual recycling event has been
11 cancelled by Republic Services for this year and won't likely be rescheduled. He also
12 reported that the Arbor Day Celebration with the students has been cancelled, but they are
13 working with Shonnard's Nursery to encourage residents to plant trees on their own in
14 celebration of Arbor Day on April 27th. Councilor Edmonds questioned if Republic Services
15 might be willing to schedule two recycling dates next year. Councilor Fear agreed to ask but
16 noted there may be scheduling challenges.

17 **I. INFORMATION & CORRESPONDENCE**

18 **1. Philomath Connection ridership for March** – Mayor Niemann noted lower ridership.
19 Councilor Edmonds noted that both Spring Break and the COVID-19 outbreak occurred in
20 March and impacted ridership.

21 **2. Annual Public Works Design Standards update report from Public Works Director**
22 – No comment.

23 **3. Census Reminder to Citizens** – No additional comment.

24 **4. Finance & Administration Committee minutes of March 24, 2020** – No comment.

25
26 **J. ADJOURNMENT**

27 Seeing no further business, meeting adjourned at 9:12 p.m. by Mayor Niemann.

28
29 _____
30 Eric Niemann, Mayor

Ruth Post, MMC, City Recorder



Philomath City Council Agenda Item Summary

Title/Topic: City Charter Amendments: City Council Term Limits

Meeting Date: May 11, 2020
Committee: Ad Hoc City Charter Review Committee
Committee Chair: Doug Edmonds
Staff Contact: Ruth Post

ISSUE STATEMENT

Shall the City Council approve the recommendations for amending the City Charter to implement staggered terms, adjust term lengths, term limits and residency requirements, and implement a timetable for transitioning to staggered terms.

BACKGROUND

Objective 1.2.5 of the Strategic Plan directs the Council to consider amending the City Charter to allow for staggered four-year city council terms. To this end, an Ad Hoc committee was formed comprised of Councilors Doug Edmonds, Matt Lehman and Ruth Causey. The Committee met and discussed the topic, reviewed a survey of comparable cities compiled by City Recorder Ruth Post, with additional input from several former councilors/mayors who served at the time previous charter changes to term lengths were enacted. The Committee also conducted a survey of the current council and city staff and reviewed the lengths of service of recent councilors/mayors. Using these inputs, the Committee met on April 9, 2020 to prepare a recommendation for the City Council.

The attached presentation summarizes the Committee's review and recommendation.

Based on the timetable below, this item is being brought for the Council's consideration at this meeting. This timetable will allow for Council discussion, drafting and review of the Charter amendment language and a public hearing to be scheduled prior to placement on the November ballot.

Timetable for Ballot Title Approval -- Deadline August 13, 2020 to place on the November 2020 General Election Ballot

---- Thanks to Ruth Post for the timetable dates.

May 11 – Presentation to the City Council. Vote to approve, and direct staff to develop the language amending the Charter. The Ballot Title language is drafted by the City Attorney's office.

June 8 and/or June 22 City Council meeting. Review the proposed language changes to the Charter, this may take one or two meetings. Vote to approve, and direct staff to schedule a public hearing for a June 29 or July 13 on the proposed Charter amendment.

June 29 or July 13 - Public Hearing. Hold a public hearing prior to consideration of the Resolution. After the public hearing, the Council will come to final agreement on the directions to the City Attorney regarding the Ballot Title Resolution and Charter language to be presented to the City Council on August 10.

August 10 - City Council meeting. Approve the Ballot Title Resolution. In Philomath, Ballot Titles are approved by the City Council as a Resolution.

August 13 - Last day for the City Council to complete the process, including approval of a Ballot Title, for inclusion on the November 2020 general election ballot.

COUNCIL OPTIONS

Approve, approve with specific changes, or do not approve the recommendation from the City Charter Ad Hoc Committee.

CITY MANAGER RECOMMENDATION

I appreciate the efforts of the Ad Hoc Committee and believe their proposed recommendation should be put before the public in a public hearing.

RECOMMENDED MOTION

"I move to approve the recommendation of the City Charter Ad Hoc Committee regarding staggered terms, term lengths, term limits, residency requirements, and transition to staggered terms as presented, and direct city staff and City Attorney to develop the language change for the charter and consider dates for a public hearing."

ATTACHMENTS

- A. Staggered Term Recommendations Presentation

STAGGERED TERM RECOMMENDATIONS

RECOMMENDATIONS

- Staggered Terms & Term Length
 - 1/2 Council Elected Every Two Years
 - 4 Year Terms for Councilors & Mayor
- Term Limits -- 3 Terms
 - 3 Term Limits (12 Years as either council and/or Mayor) consecutive
 - If appointed: time served greater than 2 years counts as a term
 - Term Limit does not include appointed time served of less than 2 years
 - Term limits reset after one year out of office
- Residency 12 months for Councilor or Mayor
- Transition to staggered terms after charter change (2020)
 - Election 2022: Councilors -- 3 seats (2 years) & 3 seats (4 years)
 - Election 2022: Mayor (4 years)

STAGGERED TERM OPTIONS

OPTION	TERM Length	TERM LIMITS Consecutive Years Mayor or Councilor	IMPLEMENTATION Charter Amendment & Election Change	STAGGERED IMPLEMENTATION AFTER 2022	MAYOR TERMS
CURRENT	2 Years	5 Terms (10 Years)	N/A	N/A	2 years
One Third Council Elected Every Two Years	6 Years	2 Terms (12 Years)	2020 Charter Amend. (Effective: Jan 1, 2021) Election 2022 2 seats for 2 Years 2 seats for 4 Years 2 seats for 6 Years & Mayor 4 Years	2024 2 seats 6yr 2026 2 seats 6yr 2026 Mayor 4yr 2028 2 seats 6yr	4 years
One Half Council Elected Every Two Years (1)	4 Years	3 Terms (12 Years)	2020 Charter Amend. (Effective: Jan 1, 2021) Election 2022 3 Seats for 2 Years 3 Seats for 4 Years & Mayor 4 Years	2024 3 seats 4yr 2026 3 seats 4yr 2026 Mayor 4yr	4 years

(1) RECOMMENDED OPTION

REASONS for RECOMMENDATION

- **Four Year Terms**
 - Councilors serve at least four years now or term out
 - ~80% of councilors and/or Mayors in the last 20 years have served a minimum of 4 years
- **Council Benefits**
 - Continuance of council knowledge, strategic plan consistency
 - New councilors have an opportunity to learn institutional knowledge
- **Mandatory Term Limits**
 - Enables Leadership Change
 - Incumbents may have an edge in an election
- **Community Benefit**
 - Stability of City Governance

RESOLUTION 20-04

A RESOLUTION TO TRANSFER APPROPRIATIONS.

WHEREAS, the Governor has issued emergency stay at home orders due to the COVID-19 pandemic; and,

WHEREAS, many businesses have had to close down and many employees have been laid off due to the Governors stay at home and social distancing orders; and,

WHEREAS, social service agencies and other organizations have had to provide additional services to people that are out of work or have been laid off; and,

WHEREAS, the City Council has determined that there is urgent need to provide additional funding to certain organizations that have been impacted by the COVID-19 pandemic; and,

WHEREAS, the Philomath Finance and Administration Committee has recommended that the City contribute an additional \$10,000 to social service agencies this fiscal year; and,

WHEREAS, the Philomath Finance and Administration Committee has recommended that the City contribute \$1,000 to the Philomath Chamber of Commerce so that they can support Philomath businesses as they recover from the aftermath of the lengthy closure order; and,

WHEREAS, the City allows System Development Charges to be deferred on new construction; and,

WHEREAS, the City records the liens with Benton County Records; and,

WHEREAS, the has received many more System Development Charge deferrals than expected and thus has incurred more additional recording fees than anticipated; and,

WHEREAS, it is necessary to adjust appropriation levels as follows to prevent overexpenditure.

	<u>Existing Appropriation</u>	<u>Additional Appropriation</u>	<u>Adjusted Appropriation</u>
General Fund – Finance	\$506,300	\$6,000	\$512,300
General Fund – City Council	\$407,600	\$11,000	\$418,600
General Fund – Contingency	\$100,000	(\$17,000)	\$83,000

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Philomath that this additional appropriation is hereby authorized.

PASSED by the Council this 11th day of May 2020.

APPROVED by the Mayor this 11th day of May 2020.

SIGNED:

Eric Nieman, Mayor

ATTEST:

Ruth A. Post, CMC, City Recorder

<u>Line Item</u>	<u>Description</u>	<u>Increase/(Decrease)</u>
10-3-5505	Recording Fee	\$ 6,000
10-8-5155	Contributions	\$11,000
10-9-9000	Contingency	(\$17,000)



Philomath City Council Agenda Item Summary

Title/Topic: Social Service Agency COVID-19 assistance requests

Meeting Date: May 11, 2020
Subcommittee: Finance and Administration Committee
Chair: Councilor David Low

BACKGROUND

The Finance and Administration Committee met to discuss how Social Service agencies that service Philomath citizens have been impacted by the COVID-19 pandemic.

Committee members and staff reached out to all the social service agencies that the City has supported in the past. Agencies submitted letters explaining how their organizations have been impacted.

After reviewing the various requests and needs of the different organizations, the Committee has recommended that \$10,000 be added to the City Council budget line item for contributions to social service agencies.

The Committee recommended that the City Council determine how much money should be allocated to each agency.

RECOMMENDED MOTION

I move the City Council provide emergency COVID-19 assistance to the following social service agencies:

\$ _____ to We Care
\$ _____ to Vina Moses
\$ _____ to ABC House
\$ _____ to Strengthening Rural Families

ATTACHMENTS

Organization Requests

From: We Care <wecare.corvallis@gmail.com>
Sent: Wednesday, April 22, 2020 2:47 PM
To: David Low
Cc: Joan Swanson
Subject: Re: Philomath financial donation to We Care

Correction to last email. \$300,000 amount I mentioned is their current allocation. Loss of funds could be \$75,000 with a 25% reduction (rental assistance funding will be greater than the 20% reduction due to how some funds must be allocated - a bond issue).

BL

From: We Care <wecare.corvallis@gmail.com>
Sent: Wednesday, April 22, 2020 2:43 PM
To: David Low
Cc: Joan Swanson
Subject: Re: Philomath financial donation to We Care

Hi David,

Please excuse my delayed response; I was inundated with new information yesterday and needed time to absorb it all.

At the moment, We Care is doing OK. I'm hearing locally and at the state level, that May is going to be challenging. I will get back to you by mid-May on our situation (sooner if things change). I would anticipate asking for \$2500 in funding, if available, but anything will help.

A key date to watch is May 20th, when the state revenue report is released. I received an email yesterday that due to the expected results of that report, social service agencies may have their typical allocations reduced by 20%. For one of our local agencies, it could mean a reduction of \$300,000 in rental assistance funds to be used in Benton County.

Thank you very much for reaching out.

Take care, stay safe and healthy.

Bob Loewen
We Care, chair



City of Philomath
Attn: Finance Department
P.O. Box 400
Philomath, OR 97370
April 21st, 2020
Attn: Joan Swanson
Re: Covid 19

I had a conversation with David Low this morning regarding the current crisis and its impact on our programs, services and the community members that we serve. This letter serves as a follow-up to that conversation. Obviously, any additional support that could be offered would be appreciated.

Strengthening Rural Families is being significantly impacted by the current situation while still attempting to be flexible and adaptive to the current environment. As many of you know our main office is in the Clemens Primary School building and many of our programs or services are co-located within the school or with other community partners, such as the library or the Philomath Youth Activity Center which were all shut down in March. This has resulted in a serious impact on our operation and capacity as many of our staff are now home with school-aged or younger children being asked to do a level of childcare, homeschooling and remote work that would be a stretch at the best of times.

The closures meant an abrupt end to the classes and services that we were offering prior to what would have been the Spring Break. We used some of that time to assess what might be possible to reasonably offer in terms of supports and programming that was no longer in-person. Our early childhood educators are offering supplemental activities and contacts and we were able to work with partner programs to offer to online parenting education programs.

One of the reasons our organization exists and is focused on prevention work, such as parenting and early childhood education, is that it is better for the community

P.O. Box 1528
535 S. 19th Street, #147
Philomath, OR 97370
Phone: 541/929-2535 www.ruralfamilies.org

...working together to build stronger families and communities in rural Benton County

when children are nurtured and protected, even more so in the stressful times. One of our concerns is that as families feel the economic and isolative impacts from this current crisis we will be experiencing some of the negative consequences that occur with our neighbors, such as, increased domestic violence and child abuse. We know that both direct tangible i.e. food, rent and utilities, as well as, less direct social-emotional supports help to moderate these effects. We believe this is important as having families and children connected and with some resources lessens the potential isolation and its negative impacts and allows us to continue to have some contact with our families. We are starting to see and hear about the struggles that are occurring in regards to basic needs and emotional well-being. We have been working with some of our partner programs and coalitions to have some responsive money and supports for individuals and families in addition to the other help we can provide.

A secondary concern of ours is around our own capacity and our position to be prepared to come back online as things begin to reopen over time. The current Center for Disease Control Guidance is that pre-k and childcare programs will be part of the first wave of opening, however in order for us to return to "normal" we would need to have our staff and their families be in a position that is reasonably risk-managed and stable; with the appropriate supplies and cleaning resources. We are also finding our own resources somewhat hampered by our infrastructure, particularly our teleconferencing abilities as none of our current workstations have cameras or microphones, so we are currently doing our own conferencing, as needed, on our phones which works, but is sometimes less than ideal.

We thank you for the interest and hope you are all well in these uncharted times.

Sincerely,



Paul Smith
Executive Director,
Strengthening Rural Families

P.O. Box 1528
535 S. 19th Street, #147
Philomath, OR 97370
Phone: 541/929-2535 www.ruralfamilies.org

...working together to build stronger families and communities in rural Benton County



Vina Moses Center

Joan Swanson
City of Philomath
PO Box 400
Philomath OR 97370

April 22, 2020

Dear Ms Swanson:

The Vina Moses Center's FISH Emergency program serves a number of families in Philomath throughout the year. We currently serve approximately 400 Philomath families. The FISH program assists with rent, utilities, transportation, prescriptions and miscellaneous other expenses.

So many people are now not able to work because of the COVID 19 pandemic I am sure we will have an increase in request. The amounts requested will very likely be greater particularly if a household goes 1,2 or 3 months without paying or making partial payment to utilities or rent.

Your generous funding to Vina Moses has helped and continues to help many families. I recently had a conversation with David Low that the city may have funds to distribute to help families in financial distress due to the Covid-19 pandemic. Any amount available to Vina Moses for the benefit of those families will be greatly appreciated.

Thank you for considering our program for this special funding. Please feel free to call me with any questions you may have.

Sincerely,

A handwritten signature in black ink that reads "Christine Duffney".

Christine Duffney
Executive director

Joan Swanson

From: Jenny Gilmore-Robinson <jgilmore-robinson@abchouse.org>
Sent: Tuesday, April 28, 2020 12:09 PM
To: David Low (lowd@ci.philomath.or.us); Joan Swanson
Subject: ABC House request for funding
Attachments: City of Philomath request_ABC House.pdf

Dear David and Joan,

Thank you so much for the opportunity to request possible support from the City of Philomath's contingency funds. Please find attached ABC House's request. If there is any other information we can provide, please let us know.

At David's suggestion, we requested a specific amount of funding; that said, please know that any amount would be welcome and greatly appreciated. There are many nonprofit organizations doing great work who need help right now. Assuming funding is available, if each of us receiving less means an additional organization can be funded, I am fully supportive.

Thank you again!
Jenny

Jenny Gilmore-Robinson
Executive Director
ABC House – The Child Abuse Intervention Center Serving Benton & Linn Counties
(541) 926-2203
(541) 926-1378 (fax)
jgilmore-robinson@abchouse.org
(Pronouns: she/her/hers)

Reporting Abuse and Neglect

*If a child's life is in danger, you should call 911 immediately. To report any type of abuse, including child abuse or elder abuse, please call the 24/7 statewide hotline: **1-855-503-SAFE (7233)***

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager. This message contains confidential information and is intended only for the individual named. If you are not the named addressee you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by e-mail if you have received this e-mail by mistake and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited.



ABC House

PO Box 68
Albany, OR 97321
Phone: 541-926-2203
Fax: 541-926-1378
www.abchouse.org

*ABC House is the
Child Abuse
Intervention
Center serving
Benton and Linn*



Community Partner



April 28, 2020

Joan Swanson
Finance Director
City of Philomath
P.O. Box 400
Philomath, OR 97370

Dear Ms. Swanson and Finance Committee Members:

Thank you so much for the opportunity to submit the following COVID-19 request to the City of Philomath to fund emergent child abuse assessment and support services during the extended pandemic and its aftermath. Funding from the City of Philomath will help ensure that children impacted by abuse or neglect have the specialized care and support from child abuse professionals when they need it most. ABC House is respectfully requesting \$5,000 in emergency funds to replace lost revenue and meet the expected increase in demand. Funding in any amount will make a difference.

ABC House continues to deliver emergency child abuse assessments and consultation services, as well as family support and trauma counseling via tele-mental health. Our physicians in particular are working around the clock on emergency medical consultations so that law enforcement and child protective services workers can make real-time decisions about whether children can remain safely in their homes.

Based on CDC recommendations and State mandates, ABC House scaled back on-site assessment services to emergent cases only (i.e. cases that cannot safely wait) and is serving all other assessment and mental health clients remotely wherever possible. This results in a significantly lower insurance reimbursement. We are also making unanticipated expenditures for technology to provide services remotely, sterilization equipment and personal protection equipment. Lastly, we were forced to cancel our biggest fundraising event of the year, Celebrate Hope. Last year, Celebrate Hope netted more than \$111,000. Our goal this year was to net \$115,000.

Without these funds, ABC House will have limited resources for the coming fiscal year and will struggle to meet the on-going demand for child abuse assessments and support services.

Further, we anticipate an increase in the number of children who will need our help as a result of COVID-19. Child abuse doesn't stop during times of crisis; in fact, right now at-risk children are more vulnerable than ever. For many children, home is not a safe place, especially when stressors like job security and health are included. Each year, we see an uptick in the number of children needing abuse assessments following periods of isolation or time away from supportive adults, such as holiday breaks or summer vacation. We believe the current mandate of school closures and social distancing will produce the same results, for a greater number of children. We are anticipating a surge in referrals, especially after public health restrictions are relaxed.

Our recovery plan includes approaching funders like the City of Philomath, as well as appealing to private donors who have attended Celebrate Hope in the past or supported us in other ways. We have also applied for and received a Payroll Protection Program loan to fund payroll for April and May. Our immediate goal is to raise \$140,000 needed for the fiscal year ahead. To date, we have raised nearly half this amount and there is more work to be done.

In 2019, we provided child abuse assessment, consultation and support services to 164 children from Benton County, including 18 children from the Philomath area. The number of children served from Philomath is likely greater, given the number of medical consultations referred by physicians, Benton County Sheriff's Office and DHS case workers in which the child's residence was not provided.

At ABC House, no child is ever turned away due to their family's inability to pay, and families pay no out of pocket costs for services. Although every county in Oregon is required to be served by a child abuse intervention center, ABC House and its counterparts throughout the state do not receive tax-dollar funding. Community support of our mission is critical, especially at this time. We hope the City of Philomath will renew its support this year with a COVID-19 response grant of \$5,000. Funding in any amount would be helpful and greatly appreciated.

Please feel free to contact me with any questions or concerns at (541) 926-2203 or via email at director@abchouse.org. Thank you very much for your kind consideration of our request.

Sincerely,



Jenny Gilmore-Robinson
Executive Director

Thank you!



Philomath City Council Agenda Item Summary

Title/Topic: Financial Contribution to Philomath Chamber of Commerce

Meeting Date: May 11, 2020
Subcommittee: Finance and Administration Committee
Chair: Councilor David Low

BACKGROUND

The Finance and Administration Committee met to discuss how Social Service agencies that service Philomath citizens have been impacted by the COVID-19 pandemic.

The Philomath Chamber of Commerce submitted the attached letter describing how local businesses have been impacted by the Governor's lengthy closure order. The letter noted the important role that the Chamber plays in supporting Philomath small business.

Contributions to the Chamber from small businesses are down this year, yet the Chamber's operating expenses have remained the same. The Committee has recommended a \$1,000 contribution to the Chamber of Commerce.

RECOMMENDED MOTION

I move the City Council approve an emergency COVID-19 contribution to the Philomath Chamber of Commerce of \$1000.

ATTACHMENTS

Letter from the Philomath Chamber of Commerce



Attachment A
Agenda Item #F.04
Meeting Date: 5/11/2020

PHILOMATH AREA CHAMBER OF COMMERCE

PO Box 606
PHILOMATH, OR 97370
541-929-2454
director@philomathchamber.org

May 4, 2020

Finance and Administration Committee
City of Philomath
PO Box 400
Philomath, OR 97370

Dear Committee Members:

On behalf of the Philomath Area Chamber of Commerce and Visitor Center, I am asking to be considered as a possible recipient for additional funding due to the impact from the COVID-19 pandemic. The Philomath Chamber has worked diligently to continue to be a source of support and information for Philomath small businesses and service organizations. We hope to continue to provide the same level of service, if not more, as our business community works to recover from the aftermath of the lengthy closure order.

It is our belief that businesses and service organizations will need our support more than ever in the coming months, and we hope to serve an important advocate for their future success and recovery. Given that the major source of the Philomath Chamber's income is from membership dues paid for by local businesses and service organizations, we are currently struggling ourselves as payments are slow to come in light of the unforeseen financial future from our businesses, as well as losing a good portion of our funding from some members downgrading their traditional "Premier Membership" level to a much less costly level of dues.

The Philomath Chamber is a non-profit organization, however, we did not qualify for the SBA's Payroll Protection relief funds as we're designated a 501(C)(6) – not a 501(C)(3), as required by the plan. Please consider the Philomath Chamber as a recipient of some of the City's relief dollars in order to help pay for our continued operating costs.

We appreciate your consideration and support.

Best regards,

Shelley Niemann
Director



Philomath City Council Agenda Item Summary

Title/Topic: OLCC Liquor License Renewal Recommendations

Meeting Date: May 11, 2020
Department: Police
Contact: Ken Rueben

BACKGROUND

The Oregon Liquor Control Commission (OLCC) requires annual review and recommendation from local jurisdictions for license renewals. We have reviewed the records at the Philomath Police Department regarding the Liquor License Applications for the following businesses:

- Philomath Towne Pump 1841 Main Street
- Ixtapa Mexican Restaurant 1702 Main Street
- Jona's Market 100 S 8th Street
- Philomath Market 1405 Main Street
- Main Street Market 6 1830 Main Street
- Eats & Treats Café 1644 Main Street
- Main Street Chevron 1414 Main Street
- The Meet'n Place 1150 Main Street
- Vinwood Taphouse 1736 Main Street
- Dollar General Store 658 Main Street
- The Dizzy Hen 1247 Main Street
- The Woodsman Tavern 529 Main Street

There is no disqualifying information.

If you need additional information, please let me know.

COUNCIL OPTIONS

Recommend approval or denial of the liquor licenses for all or some of the businesses applying for their annual license with OLCC.

CITY MANAGER RECOMMENDATION

Recommend approval.

RECOMMENDED MOTION

"I move that the Philomath City Council recommend approval of the liquor licenses for the above listed businesses."

ATTACHMENTS

None



Philomath City Council Agenda Item Summary

Title/Topic: Public Works Parking Lot Construction Award

Meeting Date: May 11, 2020
Subcommittee: Public Works Committee
Chair: Mayor Eric Niemann
Contact: Kevin Fear

BACKGROUND

Over the Course of many years of hosting the annual spring clean-up event in the Public Works Compound, the constant movement and rolling of the dumpsters has caused many areas in the yard area to fail. The project includes repairing the many failed spots as well as adding a dedicated dump transfer area where contaminated spoils from catch basin cleaning and street sweeping can be efficiently transferred to the contaminate dumpster while assuring that contaminate is not spread back to the environment by following storm water and EPA best management practices for transfer/dump sites.

Request for Quotes were published starting April 10th in the Daily Journal of Commerce and local newspapers. Bid opening was Tuesday May 5th and the City received 3 bids. The City has budgeted \$125,000 for the project.

Mid Valley Gravel was the low bid at \$86,111.46 with Knife River and North Santiam Paving at \$117,210.93 and \$147,780.00 respectively.

The City Engineer recommends authorizing the award of the project to Mid Valley Gravel for \$86,111.46 and adding a contingency of \$22,000 for unknown conditions.

The City Engineers letter of recommendation to award, reasons he recommending a larger than normal contingency and the summary of bids is attached.

COUNCIL OPTIONS

Award the project to Mid Valley Gravel for \$86,111.46 with the additional contingency of \$22,000.

Award the project to Mid Valley Gravel for \$86,111.46 without the contingency of \$22,000.

Award the project to one of the other bidders.

Do not award the project to anyone.

CITY MANAGER RECOMMENDATION

Award the project to Mid Valley Gravel for \$86,111.46 with the additional contingency of \$22,000.

RECOMMENDED MOTION

I move the City Council Award the project to Mid Valley Gravel for \$86,111.46 with the additional contingency of \$22,000.

ATTACHMENTS

City Engineer letter of recommendation.

May 6, 2020

The Honorable Mayor and City Council
City of Philomath, Oregon
P.O. Box 276
Philomath, Oregon 97426

RE: Recommendation for Award, Public Works Shop Area Paving Repairs
JO. 960.2120.0

Ladies and Gentlemen:

Bids for the above referenced project were received and opened at our office at 2:00 p.m. on May 5, 2020. There were a total of three (03) bids received from qualified bidders. We are pleased with the level of interest the project generated among contractors, and with the bid response.

The low bid was submitted by Mid Valley Gravel Company of Philomath, Oregon. The bid prices, in addition to our estimate for the work, are shown in the table below. Complete bid tabulations are also attached for your review and records.

Summary of Bids	
Bidder	Grand Total
Engineers Estimate	\$85,520.00
Mid Valley Gravel Company	\$86,111.46
Knife River Corporation - NW	\$117,210.93
North Santiam Paving Co.	\$147,780.00

As shown above, the low bid was within 1% of the engineer's estimate. Mid Valley Gravel Company is a well-established firm capable of performing this work for the City.

If it is the City's desire to proceed with the project at this time, we recommend that the City authorize award of a contract for \$86,111.46 to Mid Valley Gravel Company.

We further recommend that the City Council approve a construction contingency budget of $\pm 25\%$ of the bid total (ie. \$22,000) to address unknown conditions or issues that may come to light during construction. We are recommending a larger contingency than normal due to the type of work involved. The bidding process included pricing for overexcavation in case poor subgrade soils are encountered and must be removed, which has been common for other projects of this type in this area. In addition, as work progresses it may be determined necessary or beneficial to make minor expansions of the pavement replacement areas to incorporate suspect areas adjacent to those identified for repair.

May 6, 2020
The Honorable Mayor and City Council
City of Philomath, Oregon
Page 2

We will be sending out the Notice of Intent to Award to all bidders as required by OAR 137-049-0395.1 (the award is subject to final authorization by the City Council). Sending out the Notice of Intent to Award will start the statutory time limit for the 7 day bid protest period, but does not obligate the City to issue the final Notice of Award.

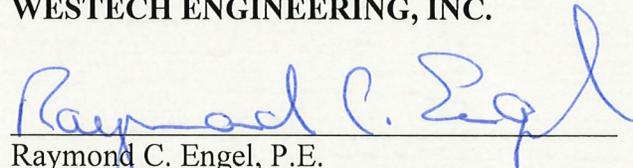
Upon expiration of the 7 day protest period (assuming no bid protests), we will then proceed to issue a Notice of Award to the Contractor, after which we will proceed with obtaining the required signatures for the Contract Documents, and schedule a preconstruction conference with the Contractor, the City and any affected utilities. We plan to issue the notice to proceed as soon as practical after contracts are signed and the preconstruction conference is held.

We hope this information is useful and will assist the City Council in making a final decision on the award of this project. We are happy to attend the City Council meeting and to answer questions or to discuss the project in more detail if you desire.

If you have any questions or need additional information regarding this matter, please contact us at (503) 585-2474.

Sincerely,

WESTECH ENGINEERING, INC.



Raymond C. Engel, P.E.
Project Manager

rce
encl.
cc:

- Kevin Fear, City of Philomath Public Works Director
- Garry Black, City of Philomath Public Works Operations Manager



Philomath City Council Agenda Item Summary

Title/Topic: Temporary amendment of PMC 2.15 related to election process

Meeting Date: May 11, 2020
Department: Administration
Staff Contact: City Attorney Jim Brewer and City Recorder Ruth Post

ISSUE STATEMENT

Shall the City Council enact a temporary section to the PMC to allow candidates for Mayor and City Council the option to file for election by declaration with payment of a fee?

BACKGROUND

Council is requested to consider an ordinance temporarily amending Chapter 2.15 of the PMC which describes the nomination requirements and processes for candidates for City Council and Mayoral elections.

The proposed amendment temporarily amends PMC 2.15 for the November 2020 General Election by allowing a prospective candidate to file by declaration by paying a filing fee of \$25.00. Currently PMC only allows the collection of signatures. In doing so, this temporary amendment allows candidates to comply with social distancing guidelines due to the coronavirus (COVID-19) pandemic. Providing a fee instead of signatures is a second, alternative option; providing signatures in lieu of the fee is still permissible.

ANALYSIS

The proposed amendment reflects changes due to COVID-19 and social distancing requirements. The nomination process for Council and Mayor elections requires prospective candidates to comply with the requirements set in the Philomath Charter, in the PMC, as well as with rules established by the Oregon Secretary of State's Office. These rules include residency requirements for Council and Mayoral candidates; the number of signatures required for nomination; the manner in which signatures are collected and submitted; the timeline for submission and review of nominations; and the process for verifying that nomination papers have been properly submitted to the City Elections Officer.

ORS 249.056 sets the filing fees for candidates, such as U.S. Senator, Governor, district attorney, and State Senator or Representative. The filing fee for a State Senator or Representative is \$25.00.

TIMING ISSUES

Election packets will be available for potential candidates from the City Elections Officer on June 3, 2020. Because Chapter 2.15 affects the nomination and election processes, it seems prudent to approve the updated language before election packets are made available to potential nominees for this year's election cycle. An emergency clause has been added to the ordinance to make it effective immediately upon approval by the Council.

COUNCIL OPTIONS

- 1) Approve the ordinance as written.
- 2) Modify the ordinance.
- 3) Deny the ordinance and provide direction to staff.

CITY MANAGER RECOMMENDATION

The City Manager recommends approval of the ordinance.

ORDINANCE VOTE

Ordinances are approved by a roll call vote. A “yes” vote means approval of the temporary ordinance; a “No” vote means keeping the ordinance as it currently is. If the ordinance is approved unanimously, it becomes effective upon signature of the Mayor.

**CITY OF PHILOMATH
ORDINANCE #843**

AN ORDINANCE AUTHORIZING TEMPORARY AMENDMENT OF PHILOMATH MUNICIPAL CODE CHAPTER 2.15 PERTAINING TO THE NOMINATION REQUIREMENTS FOR CITY COUNCIL AND MAYORAL ELECTIONS.

WHEREAS, Philomath Municipal Code (PMC) Chapter 2.15 sets the nomination requirements for City Council and Mayoral elections; and,

WHEREAS, Section 2.15.020 requires nominating petitions to be filed by collection of signatures from qualified electors; and,

WHEREAS, Oregon Governor Brown's Executive Order 20-12 declares a need to maintain social distancing to reduce the spread of the COVID-19 virus until rescinded by the Governor; and,

WHEREAS, providing an alternative option to file a nomination by declaration and payment of fee allows candidates to comply with the social distancing guidelines.

NOW, THEREFORE, THE CITY OF PHILOMATH ORDAINS AS FOLLOWS:

Section 1. Section 2.15.020 Signatures required is amended to read as follows:

A. Such petition shall be signed by not fewer than 20 registered voters who reside within the city limits of the city of Philomath. No signer shall sign more than one petition for each vacant position. If a signer does so, the signature shall be valid only on the first sufficient petition filed for the position. The signature sheets and forms therefor shall be in accordance with the applicable rules and forms designed by the Secretary of State.

B. Alternative method for social distancing. Until December 31, 2020, in lieu of the above-described signatures supporting a nomination, an individual may instead choose to file a nomination by declaration. A fee of \$25 along with the form and information described in PMC 2.15.010 shall be filed with the City Recorder within the same filing period stated in PMC 2.15.030.

Section 2. The above-described addition of Section 2.15.020(B) shall be repealed without further Council action effective January 1, 2021.

Section 3. Emergency Clause. The earliest imposition of the provisions of this ordinance is necessary to preserve the peace, health, and safety of the public. Accordingly, an emergency is declared, and this ordinance will take effect immediately upon its passage by the Council and approval by the Mayor.

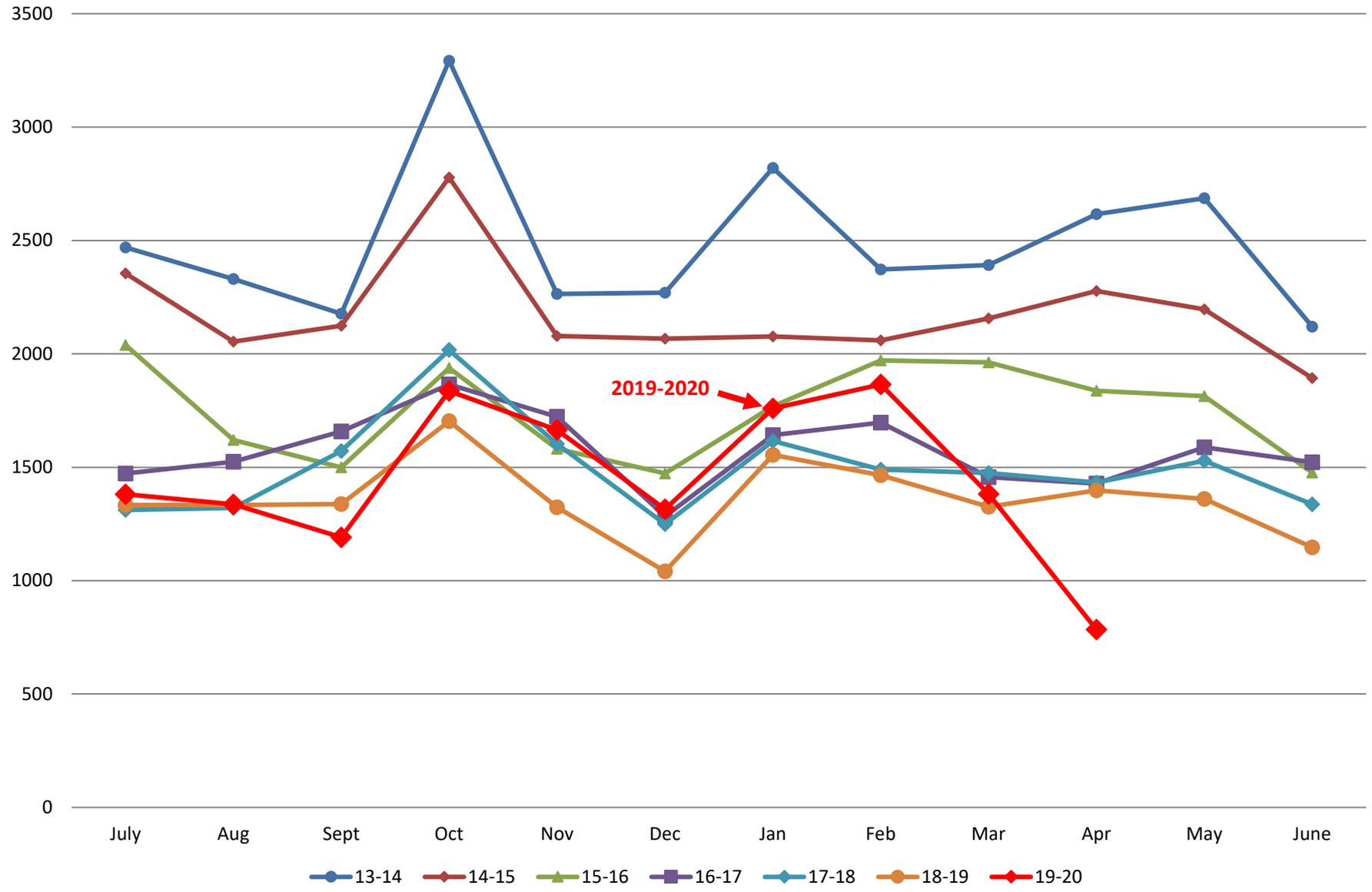
PASSED by the City Council this 11th day of May 2020.

APPROVED by the Mayor this 11th day of May 2020.

Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

Philomath Connection Bus Ridership Monthly Totals



PHILOMATH CONNECTION RIDERSHIP SUMMARY

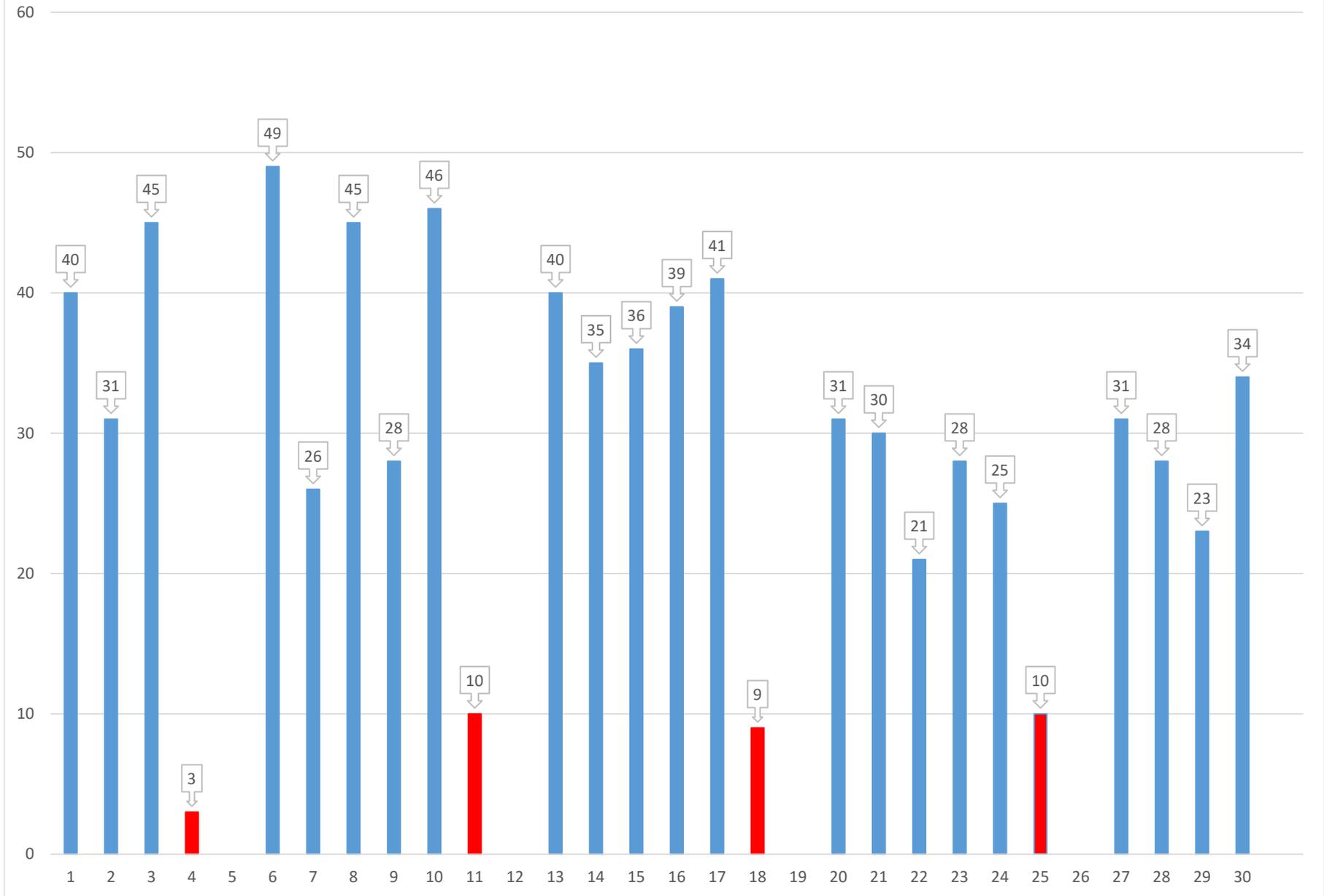
2019-2020 SUMMARY TOTAL RIDES -	14,515	DAYS OF SERVICE-	257	AVG RIDE/DAY-	56
2018-2019 SUMMARY TOTAL RIDES -	16,323	DAYS OF SERVICE-	306	AVG RIDE/DAY-	53
2017-2018 SUMMARY TOTAL RIDES -	17,953	DAYS OF SERVICE-	279	AVG RIDE/DAY-	64
2016-2017 SUMMARY TOTAL RIDES -	18,859	DAYS OF SERVICE-	257	AVG RIDE/DAY-	73
2015-2016 SUMMARY TOTAL RIDES -	17,387	DAYS OF SERVICE-	237	AVG RIDE/DAY-	73

MONTH	DAYS OF SVC	TOTAL FOR MONTH	AVERAGE RIDES PER DAY
2019-2020			
JULY	26	1,381	53
AUGUST	27	1,337	50
SEPTEMBER	24	1,191	50
OCTOBER	27	1,836	68
NOVEMBER	25	1,665	67
DECEMBER	25	1,315	53
JANUARY	26	1,759	68
FEBRUARY	25	1,865	75
MARCH	26	1,382	53
APRIL	26	784	30
MAY	25		0
JUNE	26		0
2018-2019			
JULY	27	1,333	49
AUGUST	24	1,338	56
SEPTEMBER	27	1,703	63
OCTOBER	25	1,324	53
NOVEMBER	25	1,041	42
DECEMBER	26	1,555	60
JANUARY	24	1,465	61
FEBRUARY	26	1,326	51
MARCH	26	1,398	54
APRIL	26	1,360	52
MAY	25	1,147	46
JUNE			

RIDERSHIP BY WEEK FOR THE MONTH

PC ROUTE	April 1-4	April 6-11	April 13-18	April 20-25	April 27-30
	119	204	200	145	116
MONTHLY TOTAL	784				

Daily Philomath Connection Riders: March 2020



POLICE COMMITTEE MINUTES

January 28, 2020
4:00 PM
City Council Chambers
980 Applegate St
Philomath, OR

CALL TO ORDER

Doug Edmonds called the meeting to order at 4:01 PM.

ROLL CALL

MEMBERS: Present
Doug Edmonds
Ruth Causey
Eric Niemann
Matthew Thomas – absent

STAFF: Present

Ken Rueben, Chief of Police
David Gurski, Sergeant
Shelley Bartlow, Administrative Assistant

Minutes Review & Approval:

MOTION: Mayor Niemann moved, Councilor Causey second, to approve the amended minutes from December 10, 2019. Motion APPROVED 3-0

Staffing Update –

Chief Rueben briefed the members of the police committee on the current staffing. Blake Bowers is currently at the academy. He will be there 16 weeks. Tentative graduation date is June 5. (This date could change)

Councilor Edmonds asked the question as to whether or not all positions in the department have to be sworn. (example: evidence) Chief explained that in a small agency there would not be full time work for someone that is not sworn.

Brandon Thurman and Michael Wulk will both be joining the force in February. They are both lateral hires and should be up and running within just a couple of weeks. Thurman is an intermediate training officer and also a Superior trainer. (PPD new software, Superior) Officer Lochner is also staying for now. Officer Vaughn's last day will be February 2, 2020 PPD is looking forward to being fully staffed very soon!

Grants Review –

Mayor Niemann applied to the Siletz Indian Tribe for funds to purchase another radar sign and \$3,000 was awarded. This will cover 60-70% of the price. Chief and Mayor Niemann will be present to receive the funds.

PPD also has ongoing grants with ODOT for supplemental overtime shifts for DUII, seat belt, cell phone and cross walk enforcements. Super Bowl, Seafood and Wine Festival, Rodeo and weekend holidays are typically chosen. These grants are applied for and the PPD sends in reports and money is then received to cover the officer's overtime.

Before each of these enforcement operations the information is posted on Facebook for the public to stay informed.

The Mayor thanked Chief Rueben for taking the time to apply for the grants.

Radar Sign Update –

Chief presented data from the radar sign which has been set up at 9th/Applegate. This shows lots of data and when the 2nd radar sign is in place there will be the capability of putting one up in each direction which will be nice.

There is the possibility of getting a wireless sign. This will be revisited and the pros and cons will be taken into consideration. (battery length, cost, etc)

After a question was brought from Councilor Causey regarding Philomath School District, Sergeant Gurski explained he attends their practice lockdowns, walks the exterior of the perimeters and makes sure the lock blocks are in place. This give the PPD and PSD an opportunity to communicate and go over security concerns. (lights out, doors locked, blinds shut, etc.) Afterward a debrief of the event helps to keep communication open and strengthen relationships.

Meeting adjourned at 5:04 PM

POLICE COMMITTEE MINUTES

March 10, 2020

4:00 PM

City Council Chambers
980 Applegate St, Philomath, OR

CALL TO ORDER

Doug Edmonds called the meeting to order at 4:00 PM.

ROLL CALL

MEMBERS: Present
Doug Edmonds
Ruth Causey
Matthew Thomas – absent

STAFF: Present
Ken Rueben, Chief of Police
David Gurski, Sergeant - excused
Shelley Bartlow, Administrative Assistant

Minutes Review & Approval:

MOTION: Councilor Edmonds moved, Councilor Causey second, to approve the minutes from January 28, 2020. Motion APPROVED 2-0

Staffing Update –

The lateral police officers that PPD hired from other agencies are now up and running. Mike Wulk and Brandon Thurman have transitioned seamlessly and are hard at work. Blake Bowers is at the academy now and will hopefully graduate on June 5, 2020.

Accreditation Review–

Attached to the minutes is a packet that is a summary of the reaccreditation onsite assessment from October 23, 2019. Each member was given a hard copy and Chief Rueben explained the assessment report to the committee. He explained what accreditation is and explained some examples of how it works and also described what the value of it is for Philomath Police Department.

Meeting adjourned at 5:06 PM

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City of Philomath
Finance & Administration Committee
MINUTES
May 4, 2020

1. ROLL CALL

1.1 Call to Order – Chair Low called the meeting to order at 4:00 p.m. Due to the state of emergency because of the COVID-19 virus pandemic, members of the Committee attended by videoconference. The public was also provided with log-in instructions to listen and observe the meeting electronically. Staff attended from the City Hall Council Chambers, 980 Applegate Street, Philomath, and provided limited seating for the public in compliance with Oregon Governor Executive Order 20-12 and Oregon public meeting laws.

Present:

Chair David Low (via videoconference)
Councilor Chas Jones (via videoconference)
Councilor Matthew Lehman (via videoconference)

Staff:

City Manager Chris Workman
Finance Director Joan Swanson
City Recorder Ruth Post (via videoconference)

2. APPROVAL OF MINUTES

2.1 Minutes of March 24, 2020

MOTION: Councilor Jones moved, Councilor Lehman second, to approve the minutes of March 24, 2020, as presented. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No: None).

3. NEW BUSINESS

3.1 Social service agency supplemental FY2019-20 requests due to COVID-19

– Chair Low summarized the recent history of discussions at the Council level about impacts of the COVID-19 pandemic on local social service agencies and the City's current process for providing annual assistance to the local agencies. He described a potential process to make a special contribution to social service agencies out of the current FY2019-20 budget General Fund contingency line and the outreach he made to each of the agencies to determine current impacts on their programs.

Councilor Low declared a potential conflict of interest due to his position as Treasurer on the Philomath Community Services (PCS) Board of Directors. He also declared that his son-in-law is the Executive Director of Philomath Youth Activities Club (PYAC) where they may have potential layoffs. Councilor Lehman declared a potential conflict of interest due to his wife's paid position at Strengthening Rural Families (SRF). Mr. Workman verified that the two members of the Committee could participate in the general discussion at this meeting because no specific dollar amounts were being considered for award to the individual organizations. He noted that Chair Low is a volunteer on a volunteer Board at PCS and would not have a direct conflict of interest at the Council level.

1 Ms. Swanson reviewed the use of funds in the contingency line item and the process for
2 the Council to transfer funds from the contingency line item by Resolution to be used in
3 another budget line. Ms. Swanson reviewed the current funds in the contingency line
4 and the likely need for a transfer of \$6,000 from contingency to cover recording fee
5 expenses that have been considerably higher than was budgeted.
6

7 Ms. Swanson reviewed the status of the City Council department budget, including
8 budget line items that had funds budgeted but will not be expended, such as the salary
9 survey that was conducted in-house and grant funds that were not received. There was
10 discussion about the the City Council department budget and options available for
11 providing additional social service funds.
12

13 Councilor Low summarized the need to maintain fiduciary responsibility but the need to
14 also acknowledge the services the social service agencies provide to the community.
15

16 Ms. Swanson reviewed the requests that were received from the following agencies: We
17 Care, Strengthening Rural Families, Vina Moses FISH Program, PYAC, and ABC
18 House. She noted that conversations have been held with PCS although a request
19 hadn't been received from them and that Meals on Wheels stated they were not in any
20 need at this time. She also summarized additional requests received from organizations
21 not normally funded through the social service agency program: Maxtivity and the
22 Philomath Chamber. There was additional discussion about the differences between the
23 the Chamber, Maxtivity and the other social service agencies.
24

25 Ms. Swanson reviewed the Council's social service contribution policy and differences
26 between that policy and the current situation. Councilor Low expressed concerns about
27 setting any precedence in the usual social service funding program. Mr. Workman
28 suggested the Committee direct their discussion to whether to recommend to the
29 Council funding in general and what a total dollar amount recommendation would be.
30

31 Councilor Jones suggested developing a more universal application process for the
32 social service agency funding program with a more public notification process and
33 application form. Ms. Swanson described efforts to capture agencies that provide a
34 broad level of service to the community and the inclusion of new agencies as they
35 become identified. There was discussion about methods of conducting the program and
36 identification of agencies serving the community. Councilor Jones advocated for a
37 transparent process. Mr. Workman described the expanded number of requests that a
38 public announcement could attract and more intense qualification and scoring process
39 that would be required, including completely denying some requests. There was
40 discussion by the Committee about modifying the program application process.
41

42 Mr. Workman described potential expanded public outreach that could be conducted at
43 the staff level. Ms. Swanson reviewed the status of the program for the current funding
44 cycle in the FY2020-21 budget, noting that letters had already been issued to the
45 identified social service agencies. There was discussion about the Committee convening
46 again to review program submission recommendations from staff and maintaining focus
47 on benefits to Philomath citizens. There was discussion about requirements for non-
48 profit status. Staff was directed to schedule a Committee meeting to present application
49 recommendations.
50

1 There was discussion about the inclusion in this funding recommendation the requests
2 from the Chamber and Maxtivity and the type of services they provide to the community.
3 There was discussion about the membership and sponsorship reductions being
4 anticipated by the Chamber. There was discussion about managing any additional
5 requests received prior to the Council reviewing the requests and separation of requests
6 between social service agencies and other types of organizations. There was discussion
7 about providing support to the business community via the Chamber rather than to
8 individual businesses. There was discussion about establishing a maximum dollar
9 amount recommendation and minimizing the impact on next year's budget. There was
10 discussion whether to separate the Chamber from the social service agency group. Ms.
11 Swanson reviewed the process used to thoroughly evaluate the current year's budget
12 and calculate an accurate cash carry-forward amount in building the next budget. There
13 was discussion about avoiding impact on the FY2020-21 budget.

14
15 There was discussion about stipulating a separate recommendation for the Council to
16 consider the Chamber and Maxtivity requests. There was discussion about other
17 organizations in the community that are doing good work during the pandemic but didn't
18 necessarily know about the Committee's meeting and whether to solicit additional
19 requests or not.

20
21 There was discussion about precedent to be considered if the City receives additional
22 requests for funding from other groups or individuals. There was discussion about
23 defining essential needs and services provided by the organizations and whether the
24 Maxtivity request rises to that level at this time. There was discussion about whether the
25 Committee should include Maxtivity in any funding recommendation forwarded to the
26 Council.

27
28 **MOTION:** Chair Low moved, Councilor Lehman second, the Committee recommend to
29 the City Council allocation of \$10,000 from the FY2019-20 General Fund to be divided
30 by Strengthening Rural Families, We Care, Vina Moses, and ABC House. MOTION
31 Approved 2-1 (Yes: Low and Lehman; No: Jones).

32
33 Councilor Jones restated his advocacy for a lump sum without stipulation of specific
34 organizations.

35
36 **MOTION:** Chair Low moved, Councilor Lehman second, the Finance Committee
37 recommend to the City Council \$1,000 to be considered for the Chamber of Commerce
38 and further moved to acknowledge receipt of an application from Mativity but not forward
39 an affirmative funding recommendation to the Council for Maxtivity. Motion APPROVED
40 2-1 (Yes: Low and Lehman; No: Jones).

41
42 Councilor Jones stated appreciation for mentioning that the Maxtivity request was
43 received by advocated that Maxtivity should also be forwarded to the Council for
44 consideration.

45
46 Ms. Swanson explained that she would be submitting this to the Council as a resolution
47 from contingency funds. Mr. Workman agreed that use of contingency funds is the most
48 transparent action and provides for better long-term tracking.

49
50 **3.2 Transient Lodging Tax (TLT) request from Philomath Frolic & Rodeo**
51 **Association** – Chair Low noted Frolic's funding request was referred from the City

1 Council to the Committee for review. Ms. Swanson reviewed the potential establishment
2 of a TLT by the City and the statutory requirement of 70% to be allocated to tourism
3 activities and 30% that can be budgeted unrestricted. She reviewed the \$5,000 received
4 in the FY2019-20 year from Benton County's current TLT. She explained the Benton
5 County funds were not anticipated when the budget was adopted and were not allocated
6 for expenditure. She further explained the process if the Committee wants to make a
7 recommendation to distribute some of those funds in the current year to local
8 organizations that promote tourism activities and the impact on cash carry-over to the
9 FY2020-21 budget. She noted that the Frolic submitted a request for a portion of the
10 funds but the opportunity to receive funding had not be promoted to any other
11 organizations such as the Chamber.
12

13 Mr. Workman described the actions that resulted in Benton County sharing equal \$5,000
14 allocations with Philomath, Monroe and Adair Village. There was discussion about
15 potential requests from the Chamber now and in the future. Mr. Workman described a
16 mapping project the Chamber has wanted to move forward with but has lacked funding
17 for. Mr. Workman summarized the City's options for use of the dollars from Benton
18 County and the improvements the Frolic would like to put the dollars towards.
19

20 Mr. Workman reviewed the Strategic Plan goals and objectives related to tourism and a
21 TLT. Councilor Jones recommended taking the time to review the Strategic Plan,
22 focusing the dollars on tourism activities, rather than responding to a specific ask at this
23 time. Chair Low supported Councilor Jones' position.
24

25 Mr. Workman described potential uses by the City for spending the funds related to
26 tourism and the impact that a City implemented TLT could have on those. He suggested
27 the addition of a tourism line item to the FY2020-21 budget. Ms. Swanson explained the
28 need for any new budget allocation to have a corresponding expense reduction. She
29 emphasized that there are a lot of needs in the community and importance of managing
30 City funds in alignment with the mission statement. There was additional discussion
31 about impacts to the current and next year's budgets.
32

33 There was consensus by the Committee that the funds received for tourism use should
34 be used for tourism, even if they weren't anticipated. No money should be given this
35 year, but a new line item should be created in next year's budget so all the money
36 received this year and next year can be appropriately allocated for tourism purposes.
37

38 **3.3 Next Meeting** – The Committee set their next meeting for May 19, 2020 at 4:00 p.m.
39

40 **4. ADJOURNMENT**

41 **4.1 Adjournment** – Seeing no further business, Chair Low adjourned the meeting at
42 6:18 p.m.
43

44 Minutes recorded by Ruth Post, MMC, City Recorder

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



(41) EVENTS & ACTIVITIES



Linn Benton 3 Month Report: Jan 2020 – Mar 2020



Oregon RAIN completed 41 events and activities to support Linn and Benton County entrepreneurs from Jan 2020 to Mar 2020.

Event / Activity Date		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation/Notes	Total Attendees
01 (Jan)	8 2020	Albany Startup Cafe	Margin Coffee	Albany	Weekly meetup for startups.	10
01 (Jan)	11 2020	Timber Towne Coffee Chamber Ribbon Cutting	Timber Towne Coffee	Philomath	Outreach to new Philomath entrepreneurs & businesses.	N/A
01 (Jan)	16 2020	Marketing Secrets to Boost Your Business	Sweet Home City Hall	Sweet Home	Workshop taught by Raj Vable & Melody Jordan.	18
01 (Jan)	22 2020	Albany Startup Cafe	Margin Coffee	Albany	Weekly meetup for startups.	14
01 (Jan)	23 2020	Social Media Marketing to Boost Your Business	Kirks Ferry	Brownsville	Workshop taught by Corey Wright & Melody Jordan.	9
01 (Jan)	28 2020	The Top Ten Reasons Startups Fail	Albany Carousel	Albany	Workshop taught by Caroline Cummings	15
01 (Jan)	29 2020	Empowerment Grant Work Session	Remote	Albany	Work session to develop microgrants for LB startups.	2
01 (Jan)	30 2020	Bring Your Business Idea	The Rio Theater	Sweet Home	Pitch event in Sweet Home for new business ideas.	21
01 (Jan)	30 2020	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	4
02 (Feb)	1 2020	The Ford Family Foundation Workshop	Sweet Home City Hall	Sweet Home	Economic Development strategy activity for Sweet Home.	N/A

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



Event / Activity Date		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation/Notes	Total Attendees
02 (Feb)	5	Albany Startup Cafe	Margin Coffee	Albany	Weekly meetup for startups.	15
02 (Feb)	5	Eight City Check In with Oregon RAIN	Eats and Treats Cafe	Philomath	Update to rural Linn Benton city leaders.	11
02 (Feb)	10	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 1 of Pre-Accelerator Series taught by Corey Wright.	16
02 (Feb)	11	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 1 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	13	Lebanon Startup Cafe	Mugs Coffee House	Lebanon	Weekly meetup for startups.	7
02 (Feb)	17	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 2 of Pre-Accelerator Series taught by Corey Wright.	14
02 (Feb)	18	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 2 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	19	Albany Startup Cafe	Margin Coffee	Albany	Weekly meetup for startups.	6
02 (Feb)	20	State of the City - Philomath	Peace Lutheran Church	Philomath	Outreach to Philomath Chamber of Commerce.	N/A
02 (Feb)	20	Chamber Lunch Forum - Corvallis	Courtyard by Marriott Corvallis	Corvallis	Networking with partners. Pitching sponsors to support Catalyze Rural 2020.	N/A
02 (Feb)	23	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 3 of Pre-Accelerator Series taught by Corey Wright.	13

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



Event / Activity Date		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation/Notes	Total Attendees
02 (Feb)	24 2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 3 of Pre-Accelerator Series taught by Corey Wright.	15
02 (Feb)	26 2020	Microgrant Work Meeting	Margin Coffee	Albany	Work session to develop microgrants for LB startups.	2
02 (Feb)	26 2020	Present to Albany City Council	Albany City Hall	Albany	Outreach and update to Albany City Council.	N/A
03 (Mar)	2 2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 4 of Pre-Accelerator Series taught by Corey Wright.	13
03 (Mar)	3 2020	Scale Your Startup 2020 - Lebanon	LBCC Lebanon Center	Lebanon	Week 4 of Pre-Accelerator Series taught by Corey Wright.	9
03 (Mar)	4 2020	Albany Startup Cafe	Margin Coffee	Albany	Weekly meetup for startups.	8
03 (Mar)	5 2020	Mentor Mixer	Margin Coffee	Albany	Mentor Mixer event for Pre-X startups.	25
03 (Mar)	9 2020	Scale Your Startup 2020 - Philomath	Peace Lutheran Church	Philomath	Week 5 of Pre-Accelerator Series taught by Corey Wright.	21
03 (Mar)	16 2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 6 of Pre-Accelerator Series taught by Corey Wright.	15
03 (Mar)	16 2020	Presentation to Albany Rotary Club	Albany Rotary Club	Albany	Outreach and presentation.	N/A
03 (Mar)	17 2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 6 of Pre-Accelerator Series taught by Corey Wright.	6

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



Event / Activity Date		Event Name/Topics	Event Venue	Event City	Event Speakers/Affiliation/Notes	Total Attendees
03 (Mar)	18 2020	Albany Startup Cafe	Online via Zoom	Albany	Weekly meetup for startups.	7
03 (Mar)	19 2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	6
03 (Mar)	25 2020	Linn Benton Startup E-CAFE	Online via Zoom	N/A	Weekly meetup for startups.	11
03 (Mar)	26 2020	Lebanon Startup E-CAFE	Online via Zoom	Lebanon	Weekly meetup for startups.	5
03 (Mar)	27 2020	Represent Your Startup With Confidence	Online via Zoom	N/A	Virtual Workshop presented by Dr. Melissa Bird.	6
03 (Mar)	27 2020	Oregon RAIN Virtual Entrepreneur Support Group	Online via Zoom	N/A	Virtual support session for startups.	3
03 (Mar)	30 2020	Virtual Workshop - Why Knowing Your Customer is Important	Online via Zoom	N/A	Virtual Workshop presented by Corey Wright.	19
03 (Mar)	30 2020	Scale Your Startup 2020 - Philomath	Online via Zoom	Philomath	Week 7 of Pre-Accelerator Series taught by Corey Wright.	14
03 (Mar)	31 2020	Scale Your Startup 2020 - Lebanon	Online via Zoom	Lebanon	Week 7 of Pre-Accelerator Series taught by Corey Wright.	6



FUNDS LEVERAGED DURING THIS REPORTING PERIOD

During this reporting period, an additional \$2,000 in funding was raised to support building the Linn Benton entrepreneurial ecosystem. An additional \$49,000 is pending in grant submissions for this region.

- Peak Internet, Gold Sponsor of Catalyze Rural 2020 event to be held in Lebanon, Oregon: \$1,500
- Boson Hub, Silver Sponsor of Catalyze Rural 2020 event to be held in Lebanon, Oregon: \$500*
- **PENDING:** \$49,000 is pending in a USDA application with the City of Philomath as the lead applicant on behalf of the MidValley Partnership.

*Boson Hub requested a temporary refund while adjusting to the financial impact of COVID-19.

(1) MEDIA

Date	Title	Publication	Link
01 (Jan) 28 2020	Augmented Reality: Where art + tech = magic Jon Mar TEDxManhattanBeach	TEDx Talks	https://youtu.be/zepeg-4Y2Zlg

(2) MENTORS IDENTIFIED

Mentor First Name	Mentor Last Name	Area(s) of Expertise
Michael	Brown	Tech Entrepreneur / CEO of eChemion
Autumn	Peterson	Entrepreneur & Business owner

CASE STUDIES

CASE STUDY #1 — Activating Sweet Home Entrepreneurs

In November, Oregon RAIN began an intentional effort to identify more entrepreneurs from the Sweet Home region. Until recently, the number of Sweet Home-based startups, was relatively small, given Sweet Home's population as the 2nd largest for a rural city in Linn Benton.

Beginning with a networking pub-talk in November, followed by a marketing workshop in early January, we began promoting a cumulative "Bring Your Business Idea" pitch event at the beautiful RIO theatre in downtown Sweet Home.

The event was a success and lots of fun was had, with multiple new entrepreneurs pitching their ideas and local judges scoring them. While **most of the pitches were from the Sweet Home area**, one entrepreneur travelled from as far as Portland, just to participate in the event! **The winning pitch was an entrepreneur from Sweet Home with a startup called "Nova Ariel LLC", who subsequently enrolled and graduated in Oregon RAIN's "Scale Your Startup" pre-accelerator program.** Another entrepreneur identified was connected to a local non-profit to provide her a Chromebook (she had no personal computer) to begin working on her business idea with.

Additionally, thanks to more coordinated connection and support from the City of Sweet Home, the Sweet Home Chamber of Commerce, and LBCC advisors in the Sweet Home area, **an additional 7 entrepreneurs / startups have been identified since January 2020, including a local distillery (Moonlight Distillery) and a consumer product manufacturing company currently called Vac-Lid, both of who are working with Oregon RAIN's venture catalyst** to perform initial customer discovery and develop their business model and go-to-market strategies.



Local Judges from the Sweet Home area listen intently as an entrepreneur pitches a new business idea for the chance to win a \$50 Amazon gift card at the "Bring Your Business Idea" pitch event held on January 31st, 2020.

Linn Benton 3 Month Report: Jan 2020 – Mar 2020

CASE STUDY #2 — Scale Your Startup Pre-Accelerator

Beginning February 10th, Corey Wright began the second implementation of his **rural pre-accelerator series, “Scale Your Startup” with two cohorts meeting in Philomath on Mondays, and Lebanon on Tuesdays**. Each class was 1.5 hours long and was intensively focused on providing startups with the skills and tools to evaluate a business idea, obtain customer feedback, build a go-to-market strategy, and prepare to pitch for funding. At the end of the series, entrepreneurs had to present a “pitch deck” for investors that was based on everything they learned in class.

Unfortunately, due to COVID-19, the last few class had to be moved to Zoom, which made the interactive “presentation practice” part of the course more difficult. Additionally, quite a few entrepreneurs had to drop out of the program or reduce their engagement, to deal with family and/or health issues related to COVID-19.

Nonetheless, barring the unexpected impact of a global pandemic, the program was quite successful overall, with mostly new-to-RAIN startups. Here are some stats about the program, along with quotes from entrepreneurs.

(The biggest critical feedback from startups was that they would like the program to be extended from 7 weeks to 10 weeks in the future, to allow more time to learn and implement the curriculum.)



Top Image: The Lebanon pre-x cohort watches a Ted Talk on the most critical pieces to success as an entrepreneur: Timing, and your team!

Bottom Image: The Philomath pre-x cohort watches a video discussing why having competition isn't necessarily a bad thing for your business!

Linn Benton 3 Month Report: Jan 2020 – Mar 2020

Quotes:

"Corey and Oregon RAIN provided great information that really **helped me focus on the next steps** I needed to take to get my business off the ground."

— **Chris Wade, Founder of Nova Aerial LLC, Sweet Home**

"Oregon RAIN and Corey have provided the mentors, the knowledge, and the resources to get Koala Pete, out of my head and into the community. I've had a message for decades but never found a suitable vehicle for it.

After attending various RAIN events for a couple years now, **things are beginning to happen**. I remember the overwhelming fear that gripped me at Y2K. Today's situation is far more grave. I can only imagine the fear today's young families are facing. **I am beyond thankful for Corey and RAIN for getting Koala Pete to the place it is today.**

We are **gaining traction through virtual visits** into the homes of young families where we use stories and activities to encourage young people to be kind at home and in their community. Make it. Do it. Share it. Keep it. Valuable life lessons for the children and a break for the parents."

— **Cindy Sekiguchi, Founder of Koala Pete, Lebanon**

"Corey and Oregon RAIN helped me **find my voice and focus within my pitch for Philomath Arts & Cinema!**" — **Jeannette Miller Mickenham, Founder of Philomath Arts & Cinema, Philomath**

"This was a great learning experience and had made a **huge difference in my knowledge and confidence.**"

— **Melissa Grossman-Naples, Founder of Prelude, Philomath**

Scale Your Startup "Pre-X Stats"

24 Businesses (32 cofounders) applied to the program.

23 Startups (31 cofounders) were accepted into the program.

20 Startups (26 cofounders) began the course.

7 Startups (9 cofounders) stopped engaging due to COVID-19.

5 Startups (7 cofounders) engaged but did NOT graduate.

**** 13 Startups (17 cofounders) engaged for the entire Pre-X. ****

**** 8 Startups (10 cofounders) graduated the course. ****



Two Lebanon entrepreneurs practice customer discovery with each other while enjoying some dinner at the beginning of class!

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



CASE STUDY #3 — Virtual Events for Rural Startups

As communicated in various emails, when Oregon RAIN began to hear of the social distancing requirements due to COVID-19, we immediately began to plan for how to adjust.

Before the first cases hit Linn and Benton counties, we had coordinated and prepared to move most of our events to online, mostly using Zoom as the main virtual event platform.

While social distancing, no hand-shakes, and trying view prototypes via video is not fun, there has been a positive result in all of this:

Due to moving all initial “meet for coffee” meetings with entrepreneurs to online, the Linn Benton Venture Catalyst has been able to save countless hours on the road, and engagement with entrepreneurs has increased.

From Jul 2019 – Dec 2020 (6 months total), the Venture Catalyst **identified or assisted a total of 94 entrepreneurs in Linn Benton**. In the last 3 months, the Venture Catalyst has identified or assisted 86 entrepreneurs, a “per/month” **increase in assisting entrepreneurs of roughly 183%**.

Additionally, **attendance of virtual events by entrepreneurs in Linn Benton has increased**, with many attending weekly “E-CAFE” meetups and virtual workshops. While we look forward to being able to meet people in person again, it is nice to know that our ability to work with and assist local startups has not been negatively affected.



Top image: Entrepreneurs virtually attend a weekly “E-CAFÉ” startup meetup to keep each other accountable to work on their business goals and problem solve, no matter what is happening in the world!

Bottom image: Linn Benton Venture Catalyst, Corey Wright, gives a thumbs up at the end of an online webinar helping startups take advantage of the PPP loan program.

Linn Benton 3 Month Report: Jan 2020 – Mar 2020



(17) PARTNERS

Partner Organization	Partner First Name	Partner Last Name	Details of Collaboration
Cascade Seed Fund	Robert	Pease	Promoted Seed Fund in newsletter.
Linn Benton SBDC	Jeff	Flesch	Promoted event in newsletter.
1859 Ventures	Josh	Carter	Promoted Seed Fund in newsletter.
TechFest NW	N/A	N/A	Promoted event in newsletter.
Oregon Cascade West Council of Governments	Sandra	Easdale	Promoted RMAP lending program in newsletter.
Nonprofit Board Training & Resources	Meredith	Howell	Promoted Grant Writing Workshop Series in newsletter.
The Ford Family Foundation	N/A	N/A	Promoted Grant Writing Workshop Series in newsletter.
Team Oregon / Business Oregon	N/A	N/A	Promoted Expo West event for food manufacturers in newsletter.
Kaufmann Fellows / TechStars	N/A	N/A	Promoted free "Venture Deals" course to startups raising capital.
Meals on Wheels / CBCEDO	Heather	Stevens	Reached out to startups for freezer space.
Oregon Office of Emergency Management	N/A	N/A	Promoted to startups with manufacturing capability for key resources.
Yes Corvallis	Kate	Porsche	Promoted website to startups in Benton county.
Federal Laboratories / OMEP / Intellectual Assets	David	McFeeters-Crone	Promoted R&D funding event to startups.
OSU Advantage Accelerator	Karl	Mundorff	Promoted Accelerator to multiple entrepreneurs.
Oregon Cascade West Council of Governments	Sandra	Easdale	Promoted RMAP lending program in newsletter.
Vertue Lab	Leon	Wolf	Promoted their newsletter and SBIT / STTR programs.
Clark Five Design	Zeth	Owen	Promoted their blog on resources in Linn Benton.

CHALLENGES / BARRIERS DISCOVERED DURING THIS REPORTING PERIOD

As to be expected, the **COVID-19 pandemic has made a huge impact in the life of entrepreneurs and how they run their startups**. Here are a few of the things that the Linn Benton Venture Catalyst is observing in the Linn Benton region:

- Entrepreneurs from both Linn & Benton counties who were preparing or on track to raise thousands of dollars for their startups, were suddenly sidelined, as most investors had to put a freeze on all new investments.
- Many entrepreneurs work full-time jobs, in addition to the startup they are building. Some have been laid off. Others have moved to focusing solely on their day job, as well as taking care of their immediate family and relatives under duress. Many entrepreneurs in the “idea stage” have put their ideas on hold for the immediate future or realized that their idea has no potential for starting during “stay at home” orders.
- Across the board, almost all startups have seen a loss in revenue, and are scrambling to lower their cash burn.
- Many entrepreneurs, even if their business can be run remotely, do not have quality technology (modern laptops, webcams, headphones, space in their home for working remotely) or high-speed internet to effectively run their businesses. And because they are trying to conserve their income, they may not have the funds to purchase this equipment or pay more for higher internet speeds.
- Many entrepreneurs do not have the financial literacy needed to understand how to apply for loan programs, prepare financial statements, and position themselves to take advantage of the small amount of aid being released. Oregon RAIN is working hard to provide subject matter experts in these areas via online webinars, and to provide 1:1 support to these entrepreneurs applying for loans and aid.
- Some entrepreneurs have stayed positive, pivoted their business, and remain excited about the future. By and large though, as the “stay at home” orders continue, the Venture Catalyst has observed entrepreneurs feeling more depressed and uncertain about the future.

WHAT'S NEXT?

- We will continue to host online virtual workshops and webinars for rural entrepreneurs weekly on Mondays at 2:00 PM (including a session on mental health for entrepreneurs).
- We will continue to provide online meetups for entrepreneurs Wednesdays at 8:00 AM, Thursdays at 8:00 AM, and Fridays at 9:00 AM.
- We will continue to meet 1:1 (via Zoom) to support and mentor entrepreneurs as they need to help.
- More than ever, America will depend on small businesses and startups to restart the US economy. These entrepreneurs will need support and assistance in getting back on track. Oregon RAIN is working closely with state, federal, and private foundations to ensure there is funding to provide the support and infrastructure that these entrepreneurs need, more now than ever before.

Thank you for believing in the power of rural entrepreneurship!