



AGENDA PHILOMATH CITY COUNCIL

June 8, 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 May 11, 2020

C. ITEMS REMOVED FROM CONSENT AGENDA

D. PUBLIC HEARING

1. FY 2020-2021 City Budget

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. PROCLAMATION

1. Resolution 20-05 to recognize and celebrate the Philomath High School Class of 2020 graduates

G. OLD BUSINESS

1. Proposed Landmark Drive Local Improvement District, Engineer's Report

H. NEW BUSINESS

1. Council Terms Charter Amendment review of draft text
2. OLCC application from Eats & Treats

I. COUNCIL REPORTS

1. Philomath Community Services 2019 Annual Report – Councilor Low

J. STAFF REPORTS

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

K. INFORMATION & CORRESPONDENCE

1. Philomath Connection ridership for May
2. Finance & Administration Committee minutes of 05/19/2020
3. LOC article on State revenue projections
4. Email from City Attorney's Office regarding Oregon Court of Appeals decision on SB1573 lawsuit
5. Letter of thanks from Vina Moses FISH
6. Letter of thanks from ABC House
7. Letter of thanks from Strengthening Rural Families
8. Park Advisory Board minutes of 05/14/2020

L. EXECUTIVE SESSION

1. Consultation with Legal Counsel with regard to litigation per ORS 192.660(2)(h)

M. RECONVENE

1. Return to public session

N. ADJOURNMENT

CITY MEETING/EVENTS SCHEDULE

(As of 6/3/2020)

JUNE 2020

June 8	7:00 PM	City Council and Urban Renewal Agency meetings
June 15	6:00 PM	Planning Commission meeting
June 22	7:00 PM	City Council and Urban Renewal Agency meetings

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.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

**PHILOMATH CITY COUNCIL
REGULAR MEETING
MINUTES
May 11, 2020**

A. ROLL CALL

The City Council of the City of Philomath was called to order by Mayor Eric Niemann on Monday, May 11, 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 allowed to attend electronically and in limited capacity in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon. Instructions with opportunities for the public to comment were provided on the meeting agenda, City's website, and media notice.

Present:

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

Absent:

Councilor Chas Jones

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:

None.

B. CONSENT AGENDA

1. City Council minutes of April 13, 2020

MOTION: Councilor Edmonds moved, Councilor Causey second, to approve the consent agenda and meeting agenda for the May 11, 2020 meeting as presented. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Lehman, Low, Thomas and Niemann; No: None).

C. ITEMS REMOVED FROM CONSENT AGENDA

None.

Mayor Niemann acknowledged that this is National Police Week and thanked Chief Rueben and the Police Department for their service. He also noted that last Friday was Fallen Police Officers Memorial Day.

Mayor Niemann acknowledged that next week is National Public Works Week and thanked the Public Works Department for their services.

D. PUBLIC HEARING

1. Proposed uses of State revenue sharing funds – Mayor Niemann noted that no comments had been received regarding the proposed uses of State revenue sharing funds. Mr. Workman summarized types of revenue received from the State of Oregon from taxes on tobacco, marijuana, and transportation. Ms. Swanson noted that a portion of the liquor tax is the tax being addressed by the public hearing. She reviewed the public hearing that was held by the Budget Committee and that there were no requests received for public comment. There was discussion about the City's share historically being budgeted in the

1 General Fund. There was discussion about the revenue to be received and that the City
2 would be proceeding with no other specific recommendation. Mayor Niemann opened the
3 public hearing at 7:06 p.m. Ms. Post reported no requests to comment were received. Mayor
4 Niemann closed the public hearing at 7:12 p.m.

5 **E. VISITORS COMMENTS**

6 Per Resolution P20-03 Emergency Declaration, live visitors' comments have been
7 temporarily suspended from meetings. Mr. Workman reported no written comments were
8 received.

9 **F. NEW BUSINESS**

10 **1. Council terms presentation & discussion** – Councilor Edmonds reviewed the
11 presentation provided by the Council Terms Ad Hoc Committee, including recommendations
12 for staggered terms, term limits, residency requirements and a transition plan to implement
13 staggered terms. Councilors Lehman provided additional input on the effect of mid-term
14 appointments on term limits. Councilor Edmonds reviewed the staggered term options that
15 the Committee had considered. Councilor Causey provided additional input on the residency
16 requirements and the format of the 2022 election if a Charter amendment were approved in
17 2020. Councilor Edmonds provided more details on the proposed transition format and
18 reviewed the reasons for the recommendations made by the Committee. There was
19 discussion about possible candidacy scenarios on the 2022 election ballot.

20 There was discussion about differences in the economy and community since the 1980's
21 when the Charter was changed to two year terms, including population and economy
22 growth. Councilor Low noted the letter that was previously received from former Mayor Van
23 Hunsaker regarding history and the potential change.

24 Councilor Thomas noted the current Council is mostly new and recommended postponing
25 sending the question to the voters until 2022. He felt that 2020 has been a weird year and
26 he wouldn't be supporting approval. Mayor Niemann noted concerns that longer terms might
27 be more beneficial to retirees and a deterrent to working citizens. Councilor Causey
28 reviewed the timelines associated with the proposal, specifically aligning the election on a
29 general election date to avoid election costs. Councilor Edmonds supported planning ahead
30 for the future. Councilor Thomas noted there is a general election every two years and felt
31 the timing was off for proposing a change. He supported term limits.

32 Mayor Niemann described the challenges of the Council having spent time in the past year
33 interviewing and appointing two new Councilors and stated concerns about four year terms.
34 There was clarification of the proposed timeline and Councilor Low stated the residency
35 requirements shouldn't be problematic. There was discussion regarding the reasons for not
36 considering three-year terms, including coinciding with general elections.

37 Councilor Lehman noted that term limits do currently exist and reminded the Council that
38 they are determining whether to send the issue to the voters, not whether to implement the
39 change. Mr. Brewer reviewed statutory reasons that three year terms are not allowed.

40 Ms. Post noted that the recommended motion calls for staff to draft language and schedule
41 a public hearing for public input before the Council makes a decision on whether to send the
42 proposal to the voters or not. There was discussion about the specificity of the
43 recommended motion.

44 **MOTION:** Councilor Low moved, Councilor Lehman second, to approve the
45 recommendation of the City Charter Ad Hoc Committee regarding staggered terms, term
46 lengths, term limits, residency requirements, and transition to staggered terms as presented,
47 and direct city staff and City Attorney to develop the language change for the charter and

1 consider dates for a public hearing; and furthermore that the motion specifically references
2 the preferred option by the Ad Hoc Committee that states four year terms for Mayor and City
3 Council with 12 year term limits and 12 months' residency, with implementation phased as
4 outlined. Motion APPROVED 4-2 (Yes: Causey, Edmonds, Lehman, and Low; No: Thomas
5 and Niemann).
6

7 There was discussion about setting a date for a public hearing. Councilor Thomas
8 recommended pushing the public hearing out as far as possible in hopes of having a regular
9 City Council meeting format by then. Appreciation was expressed for the work performed by
10 the Ad Hoc Committee. There was discussion and consensus for the language being drafted
11 and reviewed at the June 8 meeting with a public hearing on June 22.
12

13 **2. Resolution 20-04 Appropriation Transfers** – Ms. Swanson reviewed the funds to be
14 allocated by transferring from the contingency line item to the appropriate departments for
15 unanticipated expenses in the 2019-20 budget year. She noted that the 2020-21 budget was
16 prepared anticipating that the full contingency line would be rolled over in the cash
17 carryforward and the transfers would affect the new budget.

18 Councilor Low reviewed the discussions that were held by the Finance & Administration
19 Committee regarding the effect of the transfers on the next budget. A correction was noted
20 to add the word “City” on the ninth paragraph. Ms. Swanson reviewed the higher than
21 expected recording fees associated with deferral of SDC's on the new houses at Millpond
22 Crossing. She reviewed the City's deferral program for builders to use while constructing
23 new homes.

24 Ms. Swanson reviewed the purpose of the contingency fund and the expectation that those
25 funds are for unanticipated expenditures. She described the timeline of reviewing the
26 contingency fund balance prior to developing the next budget and determining how much of
27 the contingency fund would roll into the next budget in cash carryover.

28 Councilor Lehman questioned the payment by the developer for the SDC deferral expenses.
29 Ms. Swanson reviewed the recording fee reimbursements received by the developer for the
30 deferral expenses but that the limitation in governmental accounting is to only be able to
31 spend what was budgeted.

32 **MOTION:** Councilor Edmonds moved, Councilor Low second, to move the resolution as
33 amended. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Lehman, Low, Thomas and
34 Niemann; No: None).

35 **3. Social Service Agency COVID-19 assistance requests** – Councilor Low clarified that
36 the resolution was going to be necessary to transfer funds for the recording expenses,
37 whether there was an allocation made for COVID-19 assistance or not. He reviewed the
38 discussion held by the Finance & Administration Committee regarding the City's social
39 service agency funding program and the consideration given to the local agencies that had
40 special needs due to the COVID-19 situation. He reviewed the requests received from the
41 four agencies being considered and reviewed the responses for agencies that did not
42 request assistance. He discussed the Committee's intent not to raid the contingency
43 inappropriately while still recognizing the services the agencies provide to the community.
44 Councilor Lehman reviewed the Committee's decision to specify \$10,000 in funding in their
45 recommendation.

46 Mayor Niemann noted that he wasn't familiar with some of the organizations and that the
47 request from We Care didn't resonate with him as being specifically needed.

1 Councilor Lehman recused himself from further specific discussion due to a real conflict of
2 interest based on his wife's employment by one of the agencies being considered.

3 Ms. Swanson reviewed the services that each of the agencies provides to the community.
4 She identified the support that We Care and Vina Moses provides to the community,
5 including assistance with water bills, other utility bills and rent. Mayor Niemann
6 recommended only supporting one of the two agencies and preferred the request from Vina
7 Moses. He advocated for providing support for the requests received from Maxtivity and
8 Strengthening Rural Families because they are located in Philomath. He recommended the
9 ABC House be deferred to the regular funding cycle.

10 Councilor Thomas reviewed concerns about local service organizations that are currently
11 unable to contribute to the charities they have traditionally funded. Mayor Niemann
12 advocated for getting the best bang for the buck in making contributions that benefit local
13 organizations.

14 Councilor Low noted that the agencies being considered provide safety-net services, and he
15 added that the recommendation doesn't prevent the Council from considering other
16 agencies. Mayor Niemann suggested providing limited funding at this time and considering
17 additional requests at a later time. Councilor Causey recommended not eliminating any of
18 the organizations at this time.

19 **MOTION:** Councilor Causey moved to allocate \$2,500 to each of the organizations identified
20 by the Committee at this time and consider additional allocations at a later time based on
21 need.

22 Mayor Niemann advocated for only allocating \$1,500 to each organization at this time.
23 Councilor Causey supported that change.

24 Councilor Thomas seconded the original motion of \$2,500 for the four organizations
25 recommended by the Committee. There was discussion about the motion and services the
26 agencies provide. There was additional discussion regarding the reporting typically
27 requested from the agencies, the services they provide, and the use of the City's funds.

28 Mayor Niemann suggested funding for Maxtivity be considered. Councilor Thomas
29 advocated for adding Philomath Community Services and PYAC to the list. Mr. Workman
30 stated that the letter that was received from PCS after the Committee's meeting did not
31 request any assistance at this time.

32 Councilor Low described the outreach that was conducted with the agencies that the City
33 has past experience in assisting and the subsequent request received from Maxtivity. He
34 described the discussion held by the Committee about outreach methods. Councilor
35 Edmonds suggested taking more time to make a decision, even if it were in the next budget
36 year.

37 Councilor Causey described concerns about the perception of providing funding to one Main
38 Street business.

39 **VOTE:** 4-1 (Yes: Causey, Edmonds, Low and Thomas; No: Niemann; Abstained: Lehman)

40 Councilor Edmonds expressed appreciation to the Finance & Administration Committee for
41 their work. Mayor Niemann noted this discussion will rise again in a month for the annual
42 funding round.

43 **4. Financial contribution to Philomath Chamber of Commerce** – Mayor Niemann
44 recused himself due to a real conflict of interest because of his wife's employment at the

1 Chamber of Commerce. Councilor President Low assumed direction of the agenda item. He
2 described the request that was received from the Chamber for funding assistance and the
3 Committee's reasons for separating the request from the social service agency requests.

4 He noted that the Committee, on a split decision, recommended not to forward the request
5 from Mactivity. There was discussion about how the recommendation for \$1,000 was arrived
6 at. Ms. Swanson clarified the responsibilities involved in the use of City funds and the use of
7 funds to support other agencies. There was discussion about providing funds to social
8 service agencies as compared to the Chamber. Mr. Workman reviewed the timing of the
9 Chamber membership renewals and the activities provided to the community by the
10 Chamber. He described the value of having a strong Chamber program and the services
11 being provided to local businesses during the pandemic.

12 **MOTION:** Councilor Causey moved, Councilor Edmonds second, the City Council approve
13 an emergency COVID-19 contribution to the Philomath Chamber of Commerce of \$1,000.
14 Motion APPROVED 5-0 (Yes: Causey, Edmonds, Lehman, Low, and Thomas; No: None;
15 Abstained: Niemann).

16 **5. OLCC liquor license renewal recommendations** – Chief Rueben summarized the
17 review conducted prior to making a recommendation. He stated there have been zero calls
18 in the past year related to any of these businesses and there is no disqualifying information.
19 Ms. Post reminded the Council that the renewal fee was waived for these businesses and
20 appreciative feedback had been received.

21 **MOTION:** Councilor Low moved, Councilor Lehman second, that the Philomath City Council
22 recommend approval of the liquor licenses for the following listed businesses: Philomath
23 Towne Pump at 1841 Main Street, Ixtapa Mexican Restaurant at 1702 Main Street, Jona's
24 Market at 100 S 8th Street, Philomath Market at 1405 Main Street, Main Street Market 6 at
25 1830 Main Street, Eats & Treats Café at 1644 Main Street, Main Street Chevron at 1414
26 Main Street, The Meet'n Place at 1150 Main Street, Vinwood Taphouse at 1736 Main Street,
27 Dollar General Store at 658 Main Street, The Dizzy Hen at 1247 Main Street and The
28 Woodsman Tavern at 529 Main Street. Motion APPROVED 6-0 (Yes: Causey, Edmonds,
29 Lehman, Low, Thomas and Niemann; No: None).

30
31 **6. Public Works parking lot construction award** – Mayor Niemann described the wear
32 and tear on the parking lot that has resulted in it degrading significantly. Mr. Fear described
33 additional issues related to the discharge of spoils from the vac truck and street sweeper to
34 meet EPA management practices for transfer and dump sites. He reviewed the bid process
35 and the low bid from Mid-Valley Gravel. He noted the breakdown of the bids and the
36 recommendation to award the bid to Mid-Valley Gravel, including a contingency amount.

37 There was discussion about the vetting process for use of the contingency funds and
38 unanticipated conditions that could result in use of the contingency funds. Mr. Fear reviewed
39 the timeline for awarding of the bid, the contestation period, and possibly delaying the
40 project until the ground is dryer.

41 There was discussion about the budgeted amount of funds available for the project and the
42 impact of any unexpended budget dollars. Ms. Swanson clarified that these funds originated
43 in the Water and Sewer Funds and anything not spent would remain in the Public Works
44 building and grounds category.

45 Mr. Fear explained the vetting process for work conducted outside of the approved contract
46 and payment only for change orders approved by the City engineer. He noted the recent

1 work by Mid-Valley Gravel in removing the Faxon bridge on short notice, the local people
2 they employ, and past projects they've assisted the City with.

3 **MOTION:** Councilor Edmonds moved, Councilor Causey second, the City Council award the
4 project to Mid Valley Gravel for \$86,111.46 with the additional contingency of \$22,000.
5 Motion APPROVED 6-0 (Yes: Causey, Edmonds, Lehman, Low, Thomas and Niemann; No:
6 None).

7 **G. ORDINANCES**

8 **1. Ordinance amending PMC 2.15 regarding election process – filing be declaration.**

9 **First reading.** Mayor Niemann summarized the ordinance to be considered. Mr. Brewer
10 reviewed the petition signature gathering process and the alternative of allowing declaration
11 by payment a fee. Mr. Workman summarized the work of the City Recorder in researching
12 the issue and preparing the ordinance. Mr. Brewer read the proposed ordinance by title.

13
14 **ROLL CALL:** Ordinance approved 6-0 (Yes: Causey, Edmonds, Lehman, Low, Thomas and
15 Niemann; No: None.) Ordinance approved unanimously with an emergency clause at first
16 reading.

17 **H. COUNCIL REPORTS**

18 **Councilor Lehman** – Councilor Lehman reviewed his virtual attendance at an OSU meeting
19 related to effects of the COVID-19 situation, including tuition, enrollment numbers, resident
20 hall occupancies and reduced revenues. He further described research projects being
21 conducted related to the pandemic. Mayor Niemann noted the benefit to local businesses of
22 OSU events and the impact of the absence of those.

23
24 **Councilor Low** – Councilor Low reported on the weekly League of Oregon Cities' calls and
25 hearing about impacts on municipalities across the state. He noted the difference in revenue
26 positions cities are finding themselves in, depending on the type of revenue sources they
27 rely upon. He reported on efforts to push for additional federal funding to assist cities and
28 counties under the 500,000 population threshold and the possibilities of a special State
29 legislative session.

30
31 **Councilor Thomas** – Councilor Thomas reported on his membership with the Corvallis
32 Sewing Brigade Facebook group and the over 18,000 masks that have been sewn and
33 donated locally, nationally and internationally. He stated everything has been donated. He
34 recommended going to bentonrecovers.org to access additional information and request
35 masks. Councilors Causey and Edmonds applauded Councilor Thomas' participation in this
36 valuable group.

37
38 **Councilor Edmonds** – Councilor Edmonds reported on the drop in ridership on the
39 Philomath Connection and hopes that ridership will recover when the pandemic subsides.

40
41 **Mayor Niemann** – Mayor Niemann reviewed positive goodwill in the community, including
42 robots delivering food, the Tinkle family delivering food and toilet paper fairies delivering
43 toilet paper. He thanked the Workman family for planting trees at Flossie Overman Park for
44 Arbor Day.

45 **I. STAFF REPORTS**

46
47 **1. City Manager** – Mr. Workman reported on the Benton County application to the State for
48 Phase 1 re-opening of business in the County. He stated appreciation of the efforts of
49 Benton County Emergency Operations and the City of Corvallis during this time. He reported
50 on a state grant program intended for small businesses that haven't qualified for other relief
51

1 grants. He explained it requires the City to have a 1-to-1 matching program and the City
2 would have to put a program together. He described the profile of the type of business that
3 would qualify. There was discussion about any relationship to the Oregon RAIN program.
4 There was additional discussion about the potential for creating a program and impacts on
5 the budget. There was discussion about whether it was a good fit for the City. Mr. Workman
6 reviewed the timelines for the first round of funding and offered to provide additional
7 information for the Council to review. It was agreed by consensus to not make any
8 application for the first round of funding.
9

10 Mr. Workman reviewed a proposal received from a group of parents to honor graduating
11 seniors. He described a collaboration the group has developed with Pacific Power to place
12 banners on downtown power poles and the request for the City to act as the applicant for
13 the purposes of the Pacific Power authorization. There was discussion about the proposal
14 being a one-time event and the consideration of a proclamation of support for the graduating
15 class. It was agreed by consensus to proceed with the City supporting the program.
16

17 **2. City Attorney – No report.**

18 **3. Finance Director – No report.**

19 **4. Police Chief – No report.**

20
21 **5. City Recorder – Ms. Post reported that the filing period for Mayor and City Council**
22 **elections will begin on June 3.**

23
24 **6. Public Works Director – Mr. Fear reported hydrant flushing will begin the week of May**
25 **18. He also reported that the pre-construction meeting is tomorrow for the Newton Creek**
26 **sewer line and railroad crossing project with construction to begin immediately afterwards.**
27
28

29 **J. INFORMATION & CORRESPONDENCE**

30 **1. Philomath Connection ridership for April – No additional comment.**

31 **2. Police Committee minutes of 1/28/2020 and 3/10/2020 – No comment.**

32 **3. Finance & Administration Committee minutes of 5/4/2020 – No comment.**

33 **4. Oregon RAIN Quarterly Report – Mayor Niemann reviewed highlights of the report.**

34 **5. Opportunity to Recycle Report Approval Letter – Mr. Workman thanked Ms. Post for**
35 **work on submitting the annual report and gaining approval.**
36

37 **K. ADJOURNMENT**

38 Seeing no further business, meeting adjourned at 10:20 p.m. by Mayor Niemann.
39
40

41 _____
Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

In November 2018, I was elected to the Philomath City Council for a two-year term. During the City of Philomath's Spring 2020 Budget Committee meetings, I heard at least two or three Budget Committee members and city staff state that the current economic crisis is fraught with uncertainty and that they hadn't seen enough locally relevant data to have a sense of how the city's residents have been impacted economically. The majority of Philomath's revenue is raised from property taxes collected from Philomath residents. Therefore, I believe that the City will be best positioned to weather this storm, if our residents continue to be employed, able to pay their bills, and are not struggling with the stress of these uncertain times.

I recognize that there is great uncertainty in being able to predict the local economic impacts of the Covid-19 crisis for the next 12 months and beyond. It is also true that it would be beneficial to see more local data to provide more context for what the community is experiencing. However, it would be equally valuable to hear the stories from Philomath's impacted community. I have also heard stories and seen a recent photo of long lines at Philomath Community Services, a local non-profit that provides free food to regional families-in-need. I also serve on the Board of Directors for a local non-profit, which like many similar organizations, has had to cut programming, layoff staff, and implement reductions in pay and work hours. Thus, I recognize that there are people in our community that are struggling.

Personally, I think that it would benefit the City Council to hear more stories from impacted families and businesses in Philomath. At present, the Council is not accepting public testimony during our City meetings in verbal form during the duration of emergency declaration, but we are accepting written testimony. I encourage Philomath residents to share their stories with the City staff and City Council. While I do not have many stories to share from impacted families, I have attempted to dive into the available data to gain a better understanding of the economic impact to Philomath and Benton County (aka Corvallis MSA). I started by reviewing recent news articles, before exploring the State of Oregon's Employment Department's available data.

According to the State of Oregon's Employment Department data, in March, the State was experiencing the lowest unemployment rates (3.9%) as far as our historical records go back (1990). Benton County was hovering at about 2.5% at the same time and Lincoln County was at 3.9%. However, in April the numbers spiked to record highs across the board. Statewide unemployment increased to 14.2%, whereas Benton County jumped to 10.2% and Lincoln County surged to 25.8% (Figure 1). To put these numbers into perspective, within 30 days, statewide and locally relevant unemployment rates jumped from the lowest rates on record to the highest rates ever recorded. Up until April 2020, the record unemployment rates occurred during "The Great Recession" of 2009.

We might ask ourselves, "who are these unemployed workers?" In Figure 2, you can see that across the state, the recent workers filing unemployment claims tend towards having the lowest wages. Thus, our most vulnerable residents and families are more likely to be filing

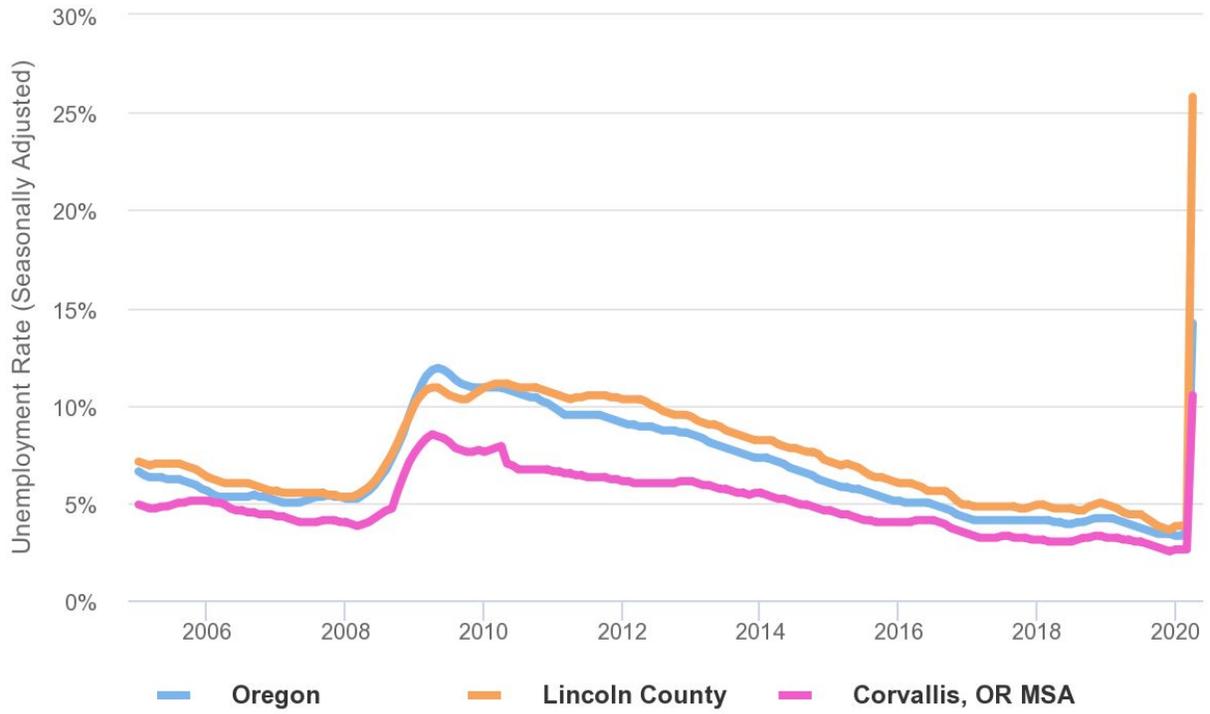
unemployment claims. Figure 3 provides a bit more information about the local employment sectors that have been impacted in Linn and Benton Counties.

On April 28, 2020, Miller reported on [Oregon Public Broadcasting](#) that Oregon universities were exploring 6 different economic scenarios in order to predict the range of scenarios that could play out at the State's different public universities as the campuses transitioned to providing 100% online instruction. In a [related article](#) in the Corvallis Gazette Times, Day (May 30, 2020) reported that Oregon State University was moving forward with budget cuts of \$124 million (a reduction of approximately 9.3%) for the next fiscal year beginning July 1, 2020. According to the article, OSU officials are putting plans in place to drastically reduce spending which includes: 1) reduced spending on facilities improvements, and services and supplies such as travel and professional development; 2) reduced personnel costs through delayed hiring; 3) personnel cost reductions, including a temporary salary reduction, furloughs, layoffs and leave-without-pay; and 4) strategic use of reserve funds.

The Corvallis Gazette Times's James Day [reported](#) (May 27, 2020) on a Benton County hearing with State Representative Dan Rayfield and State Senator Sara Gelser. The State had already identified lost revenue of \$2.7 billion for the next fiscal year, but that the state had a \$1.6 billion reserve, thus Rep. Rayfield suggested that the budget shortfall could be limited to \$900 million in the next year. As co-chair of the budget-writing Joint Ways and Means Committee, Rayfield suggested that "You could just make an 8.5% cut to every program. You could do that, but everyone knows that that doesn't make sense... You want to cut early to avoid larger cuts later... We'll be looking for easy cuts."

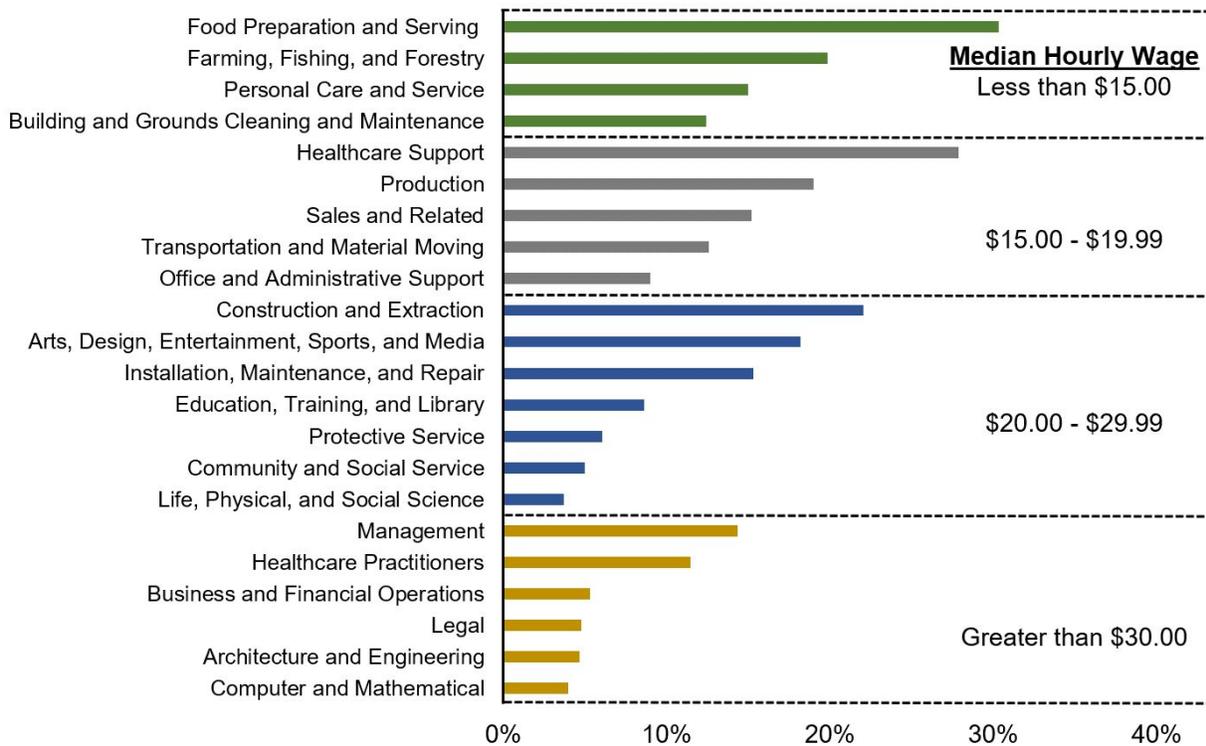
According to that article, Gelser said that a special session of the Legislature would be needed to deal with the budget issues. Rayfield noted that the shortfall could rise to \$3.5 billion to \$4 billion in the next biennium (2021-2023), "and that's a real problem."

Unemployment Rate



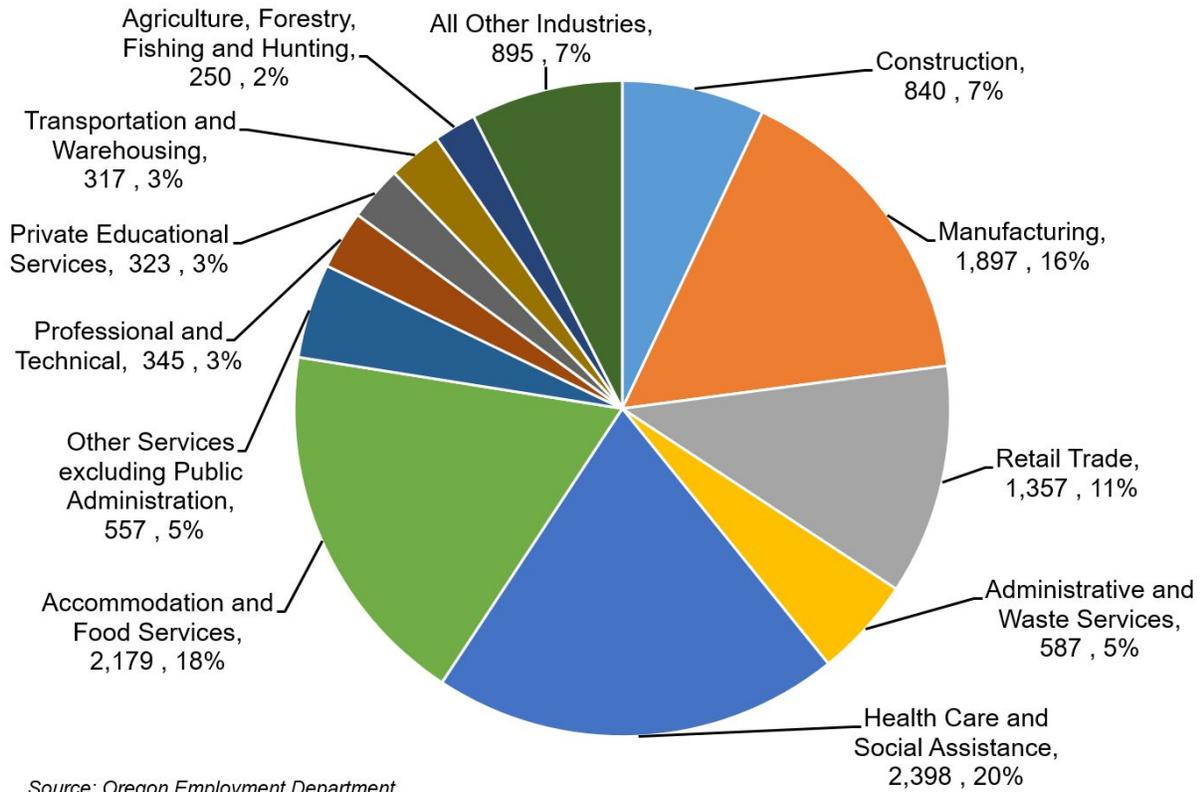
Source: Oregon Employment Department Qualityinfo.org

Initial Claims by Occupational Group as a Share of Total Employment



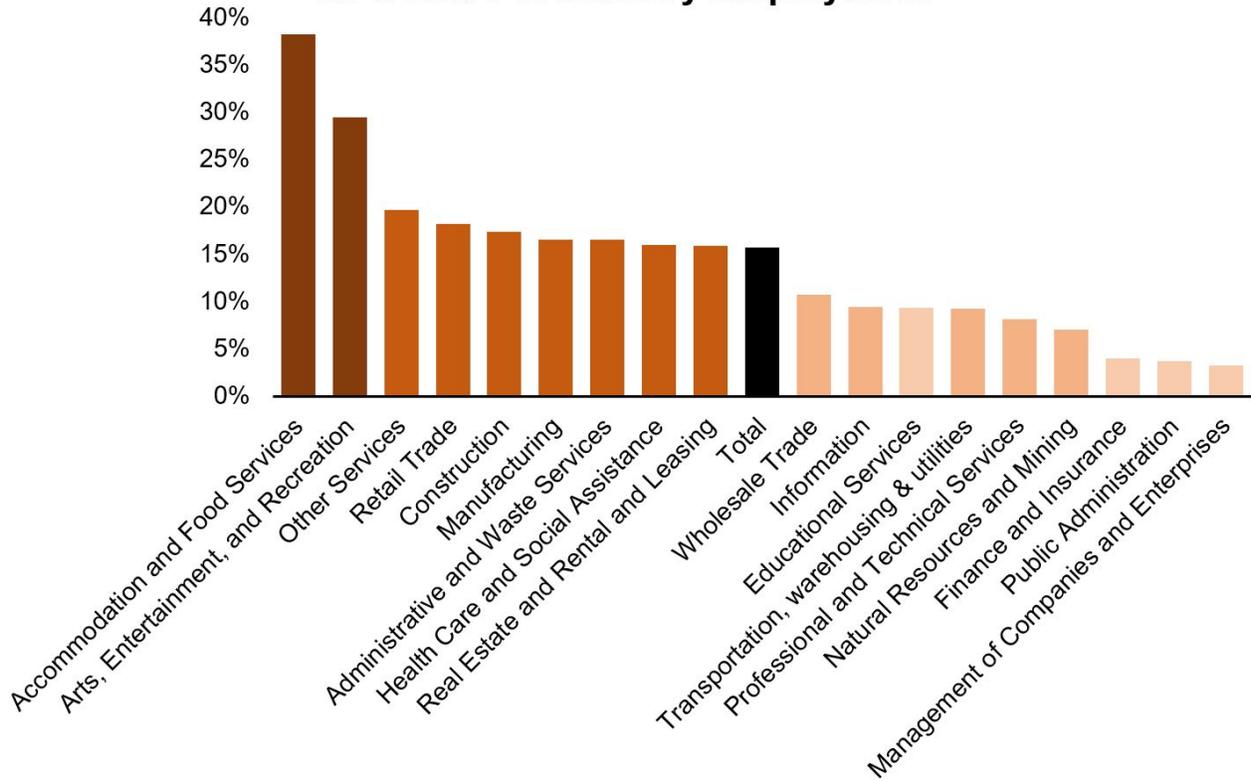
Source: Oregon Employment Department, initial Unemployment Insurance claims processed in the 10 weeks ending May 23, 2020.

Initial Unemployment Claims Processed in Linn and Benton Counties Since Mid-March



Source: Oregon Employment Department

Initial Unemployment Insurance Claims as a Share of Industry Employment



Source: Oregon Employment Department, initial Unemployment Insurance claims processed in the 10 weeks ending May 23, 2020.

RESOLUTION 20-05

A PROCLAMATION TO RECOGNIZE THE VALUE AND CELEBRATE THE ACHIEVEMENTS OF THE PHILOMATH HIGH SCHOOL GRADUATING CLASS OF 2020

WHEREAS, the Philomath High School graduating class of two thousand twenty has experienced the dramatic interruption of their educational and social lives due to the novel coronavirus health emergency; and

WHEREAS, graduating students from Philomath High School, Home School, or other Alternative High School Programs have concluded their educational studies in their homes via online classes this spring; and

WHEREAS, the graduating seniors in the Philomath High School Class of 2020 should have their achievements recognized by people within this community and beyond; and

WHEREAS, this year's graduating class contains students who have achieved their utmost in academics, athletics, forestry, theater, robotics, music and more; and

WHEREAS, the Philomath High School Booster Club created and distributed yard signs to the homes of each graduate to recognize this important milestone in their lives: and

WHEREAS, an anonymous Philomath family stepped up to purchase street banners of each member of the graduating class, and multiple local area businesses have agreed to help fund and install the banners on utility poles throughout the City; and

WHEREAS, civic organizations and local foundations have awarded numerous scholarships and awards to many of outstanding and deserving seniors: and

WHEREAS, this year's graduating class contains students who have received acceptance into colleges, trade schools, branches of the military, and jobs in a variety of career fields they will pursue once they graduate; and

WHEREAS, the City Council of the City of Philomath is exceedingly glad to acknowledge and support the future success of the Two-thousand and twenty graduating class of Philomath.

NOW, THEREFORE, BE IT PROCLAIMED by the Common Council of the City of Philomath that we honor the Philomath High School Graduating Class of two thousand twenty. We acknowledge that this class of students has excelled, despite the enormous challenges set before them. They are thereby worthy of great commendation from their family, friends, and community. On behalf of the City of Philomath, we wish them the absolute best in all of their future efforts.

PASSED by the Council this _____ day of June 2020.

APPROVED by the Mayor this _____ day of June 2020.

SIGNED: _____
Eric Niemann, Mayor

ATTEST: _____
Ruth Post, MMC, City Recorder



SITE STATISTICS

Jurisdiction: City of Philomath, Oregon
 Size: +/- 10.30 acres (448,988.9-sf)
 Zoning: IP (Industrial Park)
 Total Lots: 8 industrial lots
 Tract: Tract A (stormwater)
 Typical Lot: 1-acre
 Typical Building: 25% Floor Area Ratio (FAR) / ~11,000-sf

Setbacks: 20 feet (front)
 Buffers: 50 feet from streams and wetlands

Notes:

- (1) Site plan is intended to be conceptual in nature. Designed for land use planning purposes only.
- (2) Property data including boundaries and topography based on GIS and aerial photography data. No land survey was used in preparation of this site design.
- (3) Future site development requires stormwater management facilities. Future stormwater analysis is needed. Tract A is planned to accommodate stormwater for Landmark Drive extension. Individual lots may require on-site stormwater management facilities.
- (4) Certain roadway curb radii improvements may be required to accommodate semi-truck access to the site. Further engineering analysis required.
- (5) Wetland boundaries estimated based on US Fish and Wildlife National Wetland Inventory maps.

Corvallis Area-Wide Planning - Hartz Property

Concept Plan - A.1.

MARCH 27, 2020 0 50 100 200
 PHILOMATH, OREGON SCALE IN FEET

PROJECT 185750999



SITE STATISTICS

Jurisdiction: City of Philomath, Oregon
 Size: +/- 10.30 acres (448,988.9-sf)
 Zoning: IP (Industrial Park)
 Total Lots: 4 industrial lots
 Tract: Tract A (stormwater)
 Typical Lot: 1-acre + (1) 5-acre lot
 Typical Building: 25% Floor Area Ratio (FAR) / ~11,000-sf typ.

Setbacks: 20 feet (front)
 Buffers: 50 feet from streams and wetlands

Notes:

- (1) Site plan is intended to be conceptual in nature. Designed for land use planning purposes only.
- (2) Property data including boundaries and topography based on GIS and aerial photography data. No land survey was used in preparation of this site design.
- (3) Future site development requires stormwater management facilities. Future stormwater analysis is needed. Tract A is planned to accommodate stormwater for Landmark Drive extension. Individual lots may require on-site stormwater management facilities.
- (4) Certain roadway curb radii improvements may be required to accommodate semi-truck access to the site. Further engineering analysis required.
- (5) Wetland boundaries estimated based on US Fish and Wildlife National Wetland Inventory maps.

Corvallis Area-Wide Planning - Hartz Property

Concept Plan - B.1.



Philomath City Council Agenda Item Summary

Title/Topic: Proposed Landmark Drive LID, Engineer's Report

Meeting Date: June 8, 2020
Department: Planning
Staff Contact: Pat Depa/Chris Workman

ISSUE STATEMENT

Shall the Philomath City Council approve the Engineer's Report for the proposed Landmark Drive Local Improvement District, as completed by Westech Engineering, and schedule a public hearing for the proposal?

BACKGROUND

At the April meeting, the City Council directed staff to prepare an Engineer's Report for the proposed Landmark Drive Local Improvement District. This is a private, gravel road maintained by the adjacent property owners, some of whom have approached the City and asked for assistance in improving the road through establishment of a local improvement district.

The Engineer's Report includes the following information as outlined in the Municipal Code:

- A. A map showing the general nature, location and extent of the proposed improvement and the land to be assessed for the payment of any part of the cost;
- B. Plans, specifications and estimates of the work to be done;
- C. An estimate of the probable cost of the improvement, including any legal, administrative and engineering costs;
- D. An estimate of the unit cost of the improvement to the specially benefited properties;
- E. A recommended method of apportioning the cost of the improvement to the properties;
- F. The description and assessed value of each lot, parcel of land or portion benefited by the improvement and the owners' names;
- G. A statement of outstanding assessments against property to be assessed.

With the report completed, the Council needs to vote on whether to approve the report, request additional information, or abandon the improvement effort.

If the report is approved, a public hearing will need to be scheduled. Staff recommends a hearing date of July 13, 2020, the next regularly scheduled meeting of the City Council. Staff will notice the hearing generally, and provide an invitation to attend the hearing with a link to access the Engineer's Report to each of the property owners to be assessed.

PROS AND CONS

The Engineer's Report is complete and complies with all the provisions required by the code.

Holding the Public Hearing will provide property owners the opportunity to weigh in on the report.

The Council won't know how the adjacent property owners feel about the proposal until it hears from property owners.

Holding the public hearing now, via videoconference, may be challenging for some of the affected property owners. Staff will have to put in additional time to make sure those that wish to participate in the hearing are able to.

COUNCIL OPTIONS

1. Approve the Engineer's Report for the proposed Landmark Drive Local Improvement District as presented.
2. Approve the Engineer's Report for the proposed Landmark Drive Local Improvement District with specific changes.
3. Direct staff to gather additional information for the Engineer's Report and bring it back for consideration at a future meeting.
4. Do not approve the Engineer's Report and table the proposed Landmark Drive Local Improvement District discussion.

CITY MANAGER RECOMMENDATION

Property owners have come to the City for help to improve Landmark Drive. The Engineer's Report is an important first step in what the project will cost and how the cost will be assessed to adjacent property owners. Holding the Public Hearing is the next important step in the process so property owners can voice their opinions.

RECOMMENDED MOTION

"I move to approve the Engineer's Report for the proposed Landmark Drive Local Improvement District and direct staff to notice a Public Hearing for July 13, 2020 to the affected property owners and the public."

ATTACHMENTS

- A. Engineer's Report for the proposed Landmark Drive Local Improvement District

June 3, 2020

To: City of Philomath

From: Christopher J. Brugato, P.E.

Reviewed by: Steven A. Ward, P.E.

RE: Landmark Drive Improvements

Engineer's Report

Landmark Drive Local Improvement District

City of Philomath



RENEWS: 12/31/2021

Table of Contents

1. Introduction.....	3
2. Authorization	3
3. Description of Improvements.....	3
4. Method of Assessment.....	5
5. Estimated Project Costs	5
6. Proposed Assessment	5

Appendices

Appendix A: Landmark Drive Improvements Detailed Cost Estimate

Revision No.	Date	Description	Author	Reviewed
1	5/18/20	Initial TM for Review by City	C. Brugato	S.Ward
2	5/21/20	Revised per City Comments	C. Brugato	City
3	6/3/20	Revised per City Comments	C. Brugato	City

1. Introduction

The proposed Local Improvement District (LID) project includes the improvement of Landmark Drive in Philomath, Oregon from the intersection of Main Street (Highway 20/34) north approximately 630 feet. The existing road is gravel with ditches on both sides. The proposed improvements include a new asphalt roadway with curbs and a sidewalk on one side. The purpose of this report is to estimate the cost to fully improve Landmark Drive and make recommendations as to the most equitable method to assess the benefiting properties.

2. Authorization

In April of 2020, the City of Philomath authorized Westech Engineering, Inc. as City Engineer to prepare a Local Improvement District Report for the formation of a LID for the proposed improvements to Landmark Drive.

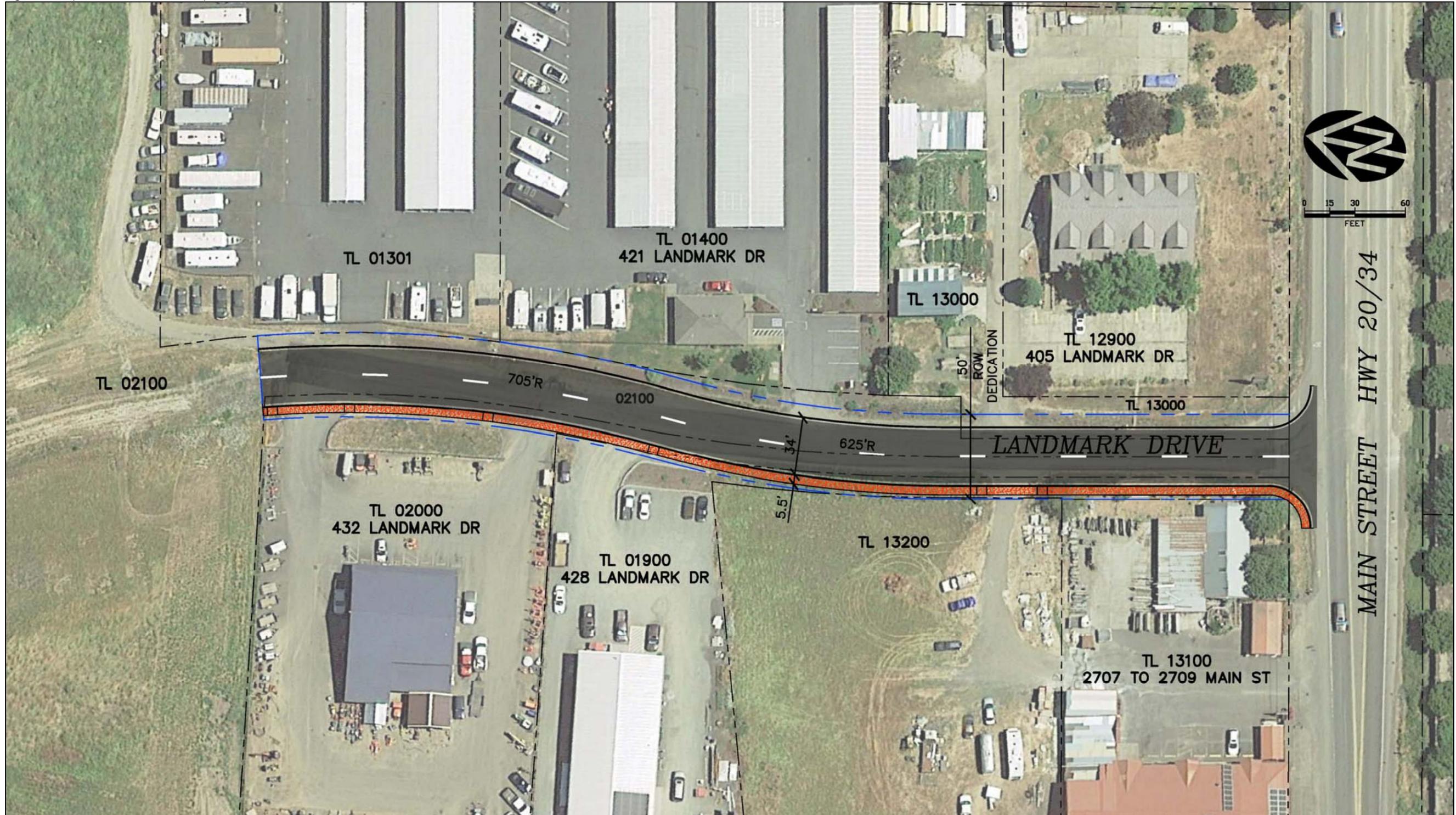
3. Description of Improvements

Landmark Drive is currently a gravel road with roadside ditches on both sides. The road is currently located on private property that is part of four separate tax lots. Some of the existing properties are served by City water and none are served by City sewer. A sanitary sewer mainline pipe exists in Main Street, but there is no sanitary sewer piping in Landmark Drive. A public waterline exists in Landmark Drive, but it terminates about 150 feet south of the north end of the proposed improvements. The proposed improvements include the following.

- New 50 foot wide right of way dedication.
- New 8 or 10 inch sanitary sewer collection pipe from Main Street north to the end of the project.
- New sanitary sewer service lateral piping from the mainline to the edge of the right of way for each lot. The property owners will be responsible for connecting to the lateral piping.
- New 12 inch water mainline piping from the end of the existing mainline to the north end of the proposed improvements (approximately 150 feet).
- New water service lines to each property that is not currently served.
- A new 34 foot wide asphalt road with curbs and gutters on both sides of the road. This roadway width allows for two traffic lanes and two bike lanes.
- A new 5 foot wide curb line sidewalk on the west side of the road.
- New street lights.

Figure 1 is a graphical depiction of the proposed improvements.

Figure 1: Proposed Landmark Drive Improvements



4. Method of Assessment

We recommend the properties be assessed on the ratio of the area of each property, to the total area of all of the subject properties. A breakdown of the estimated costs and estimated assessment for each property is included in Section 6.

5. Estimated Project Costs

A detailed cost estimate is provided in Appendix A. The total recommended project budget is \$859,000. This includes construction costs and soft costs such as surveying, engineering, legal, and administrative costs. The recommended project budget also includes a 10% construction contingency. The costs are in May 2020 dollars (ENR Construction Cost Index = 11,400).

6. Proposed Assessment

The following table includes a listing of the proposed assessment for each property based on the relative area of each lot.

Table 1: Proposed Assessment for Each Property

Owner/Mailing Address	Property Address	Assessed Value	Tax Lot Number	Lot Area (acres)	Assessment
McConnell, Cynthia 2707 Main St. Philomath, OR 97370	2707 to 2709 Main St.	\$322,217	12507BC13100	0.75 acres	\$29,785
McConnell, Cynthia 2707 Main St. Philomath, OR 97370	Unassigned	\$65,340	12507BC13200	1.0 acres	\$39,713
Jam Nelson, LLC PO Box 33 , Blodgett, OR 97326	428 Landmark Dr.	\$597,992	12507B001900	1.12 acres	\$44,479
Tomorrows Dream, Inc. 33186 Ada Dr., Philomath, OR 97370	432 Landmark Dr.	\$334,443	12507B002000	1.72 acres	\$68,307
Hartz Ronald & Barbara & Norman 405 Landmark Dr., Philomath, OR 97370	Unassigned	\$172,497	12507B002100	10.38 acres	\$412,225
Hartz, Ronald E 405 Landmark Dr, Philomath, OR 97370	405 Landmark Dr.	\$377,257	120507BC12900	0.9 acres	\$35,742
Hartz, Ronald E 405 Landmark Dr, Philomath, OR 97370	Unassigned	\$42,627	12507BC13000	0.47 acres	\$18,665
Philomath Self Storage, LLC 918 S Horton St., Ste 1000, Seattle WA, 98134	421 Landmark Dr.	\$1,493,397	12507B001400	3.51 acres	\$139,394
Philomath Self Storage, LLC 918 S Horton St., Ste 1000, Seattle WA, 98134	Unassigned	\$398,199	12507B001301	1.78 acres	\$70,690
Total				21.63 acres	\$859,000

No outstanding assessments against any of the properties to be assessed were found in the 2019 Benton County Tax Assessment records.

Landmark Drive Improvements Detailed Cost Estimate

Appendix A

Landmark Drive LID Improvements
City of Philomath, Oregon

Budgetary Cost Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
1.	Mobilization, Bonds, Permits and Insurance	ALL	L.S.	Lump Sum	\$55,000.00
2.	Water System				
	a. 12 Inch Water mainline including trench, pipe, and backfill	150	L.F.	\$90.00	\$13,500.00
	b. Fire Hydrant Assemblies	2	Each	\$5,500.00	\$11,000.00
	c. Water Services	6	Each	\$2,500.00	\$15,000.00
3.	Sanitary Sewer System				
	a. Connection to Manhole at Main Street	ALL	L.S.	Lump Sum	\$2,500.00
	b. Mainline Pipe	650	L.F.	\$110.00	\$71,500.00
	c. Manholes	3	Each	\$6,500.00	\$19,500.00
	d. Service Laterals (From Mainline to Property Line)	250	L.F.	\$65.00	\$16,250.00
	e. Service Lateral Cleanout	9	Each	\$750.00	\$6,750.00
4.	Street and Storm Drainage Improvements				
	a. Excavate Existing Gravel Road, Waste Material, & Subgrade Prep.	1630	C.Y.	\$50.00	\$81,500.00
	b. Base Rock (16 Inches Thick)	2150	Ton	\$22.00	\$47,300.00
	c. Overexcavation, Stabilization Fabric, and Rock Backfill	190	C.Y.	\$75.00	\$14,250.00
	d. Curbs	1260	L.F.	\$25.00	\$31,500.00
	e. Concrete Sidewalks	2280	S.F.	\$6.00	\$13,680.00
	f. Concrete Driveways	875	S.F.	\$10.00	\$8,750.00
	g. Handicap Ramps	2	Each	\$5,000.00	\$10,000.00
	h. AC Paving (5 Inches Thick)	675	Ton	\$110.00	\$74,250.00
	i. Catch Basins	4	Each	\$2,000.00	\$8,000.00
	j. Area Drains and Lateral Piping	6	Each	\$2,500.00	\$15,000.00
	k. Storm Drainage Piping	800	L.F.	\$50.00	\$40,000.00
	l. Storm Drainage Manholes	4	Each	\$2,500.00	\$10,000.00
	m. Signing & Striping	ALL	L.S.	Lump Sum	\$2,500.00
	n. Grade Transitions and Landscaping Behind Sidewalk	6300	S.F.	\$2.50	\$15,750.00
	o. Miscellaneous Civil Improvements	ALL	L.S.	Lump Sum	\$25,000.00
	p. Street Lights	3	Each	\$2,500.00	\$7,500.00
	q. Franchise Utility Conduits and Pull Vaults	ALL	L.S.	Lump Sum	\$20,000.00
	r. Street Trees	ALL	L.S.	Lump Sum	\$2,000.00
5.	Miscellaneous				
	a. Construction Staking	ALL	L.S.	Lump Sum	\$6,000.00
	b. Materials & Compaction Testing	ALL	L.S.	Lump Sum	\$5,000.00
	c. Temporary Traffic Control	ALL	L.S.	Lump Sum	\$2,000.00
Total Construction Costs					\$650,980.00

Landmark Drive LID Improvements
City of Philomath, Oregon

Budgetary Cost Estimate

Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Price
Soft Costs					
	Engineering, surveying, and Inspection (20% of construction cost)				\$130,000.00
	Legal & Admin (2% of construction cost)				\$13,000.00
	Contingency (10% of construction cost)				\$65,000.00
Total Soft Costs					\$208,000.00
Total Recommended Project Budget					\$858,980.00

Assumptions

1. Estimate based on two 34 foot wide street, curbs on both sides, and 5 foot wide sidewalks on west side only.
2. Estimate does not include any offsite storm drainage piping.
3. Estimate in 2020 dollars (ENR 20 Construction Cost Index = 11,400)

MEMORANDUM

TO: Mayor and City Council

FROM: Jim Brewer, City Attorney

DATE: June 4, 2020

RE: Possible Charter Amendment

As you saw at your last meeting, an ad hoc group has reviewed the City Charter and proposed amending the Charter to allow staggered Council terms. Due to state election laws, this could require Council terms of four years. To accommodate three four-year terms, the language currently limiting Council terms to ten years would need to be adjusted. The ad hoc group also recommended extending the residency requiring from 6 months to 12 months. At the last Council meetings, the Council expressed general approval for the concept, and asked to have specific language to consider. To accomplish the goals presented to the Council at its last meeting, Sections 3.4 and 3.5 would need to be replaced with new language. Subsections 1 and 3 of Section 3.8 would also need new language.

Attached to this memorandum is draft language based on the text in the power point presentation given at the last Council meeting. We have provided several options regarding Section 3.4, regarding which three council members first have four-year terms, and which initially keep two-year terms. These options and the other draft language are provided to assist the Council discussion, as the Council may have other thoughts on how to best accomplish this. Any of the options would work, so the choice may come down to Council and community preference. The draft language for Sections 3.5 and Subsections 1 and 3 of Section 3.8 is more straightforward, but the Council may edit or change it prior to a public hearing on the concept.

Our recommendation is that City Council review the draft language and arrive at draft language for public consideration through a public hearing at the next meeting. That language can then be put into the form for a ballot title proposing its adoption at the November 2020 general election.

Options for text of Charter Amendments related to staggered council terms and term limits:

Section 3.4 Councilors.

Six Councilors shall be elected at the 2022 biennial general election. The three Councilors elected in 2022 with the highest number of votes shall each serve a term of four years, and the three Councilors with the lowest number of votes shall each serve a term of two years. At the 2024 biennial general election, three Councilors shall be elected, each for a term of four years.

At each subsequent biennial general election, three Councilors shall be elected, each for a term of four years.

[or]

Section 3.4 Councilors.

Effective at the 2022 biennial general election, six Councilors shall be elected. The three Councilors elected in 2022 shall draw lots at the first council meeting of the year following the election, and three Councilors shall be selected to each serve a term of four years. The remaining three Councilors shall serve a term of two years. At the 2024 biennial general election, three Councilors shall be elected, each for a term of four years.

At each subsequent biennial general election, three Councilors shall be elected, each for a term of four years.

[or]

Section 3.4 Councilors.

Six Councilors shall be elected at the 2022 biennial general election. The three Councilors elected in 2022 who have served the least time holding office as a Councilor for the City of Philomath shall each serve a term of four years, and the three Councilors who have served the most time holding office as a Councilor for the City of Philomath shall each serve a term of two years. At the 2024 biennial general election, three Councilors shall be elected, each for a term of four years.

At each subsequent biennial general election, three Councilors shall be elected, each for a term of four years.

Section 3.5 Mayor.

Effective with the 2024 biennial general election, and then each subsequent four years, a mayor shall be elected for a term of four years.

///

Section 3.8 Qualifications of officers.

(1) To be eligible for an elective city office, a person at the time of election must be a qualified elector within the meaning of the state constitution and have resided in the city during the ***twelve*** months immediately preceding the election. For purposes of this subsection, city means all areas included in the corporate limits as of the date of the election.

(2) No appointive officer or employee may serve on the council.

(3) No person may be a candidate for the offices of mayor and council at the same election, nor shall any person serve a continuous period of the council, including service as mayor, of ***more than three four-year terms. For purposes of eligibility, a person appointed to fill a council position pursuant to Section 7.2 of this Charter shall be considered to have served a four-year term only if the person has served in the appointed council position for two years or more. A partial term of less than two years shall not be counted in considering the eligibility of a person.***

(4) Except as otherwise provided in this section, the council is the final judge of the qualifications and election of its own members.



Philomath Police Department

Chief Ken Rueben

"Committed to Quality Service in Partnership with the Community"

1010 Applegate Street, Philomath, Oregon 97370 541-929-6911

Memorandum

TO: Ruth Post, City Recorder

FROM: Ken Rueben, Chief of Police

SUBJECT: Eats and Treats Cafe, OLCC Permit

DATE: May 18, 2020

We have reviewed the OLCC permit (Liquor License Application) submitted by the Eats and Treats

The official address of the business will be 1644 Main Street, Philomath, Oregon.

The application is complete, and no disqualifying information was discovered during the review.

If you need additional information, please let me know.

Suggested Motion:

I move that the Philomath City Council recommend approval of the OLCC Liquor License Application submitted by Eats and Treats Cafe.



OREGON LIQUOR CONTROL COMMISSION

LIQUOR LICENSE APPLICATION

5. Trade Name of the Business (Name Customers Will See) Eats & Treats Cafe			
6. Does the business address currently have an OLCC liquor license? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO			
7. Does the business address currently have an OLCC marijuana license? <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
8. Mailing Address/PO Box, Number, Street, Rural Route (where the OLCC will send your mail) 33336 SE. White Oak Rd.			
City Corvallis	State Oregon	Zip Code 97333	
9. Phone Number of the Business Location 541-307-0225		10. Email Contact for this Application sandymchenry2@yahoo.com	
11. Contact Person for this Application Francis D. McHenry			Phone Number 909-376-2962
Contact Person's Mailing Address (if different) 33336 SE. White Oak Rd.	City Corvallis	State Or.	Zip Code 97333

Please note that liquor license applications are public records. A copy of the application will be posted on the OLCC website for a period of several weeks.

I understand that marijuana (such as use, consumption, ingestion, inhalation, samples, give-away, sale, etc.) is **prohibited** on the licensed premises.

I attest that all answers on all forms, documents, and information provided to the OLCC are true and complete.

Applicant Signature(s)

- Each individual person listed as an applicant must sign the application.
- If an applicant is an entity, such as a corporation or LLC, at least one person who is authorized to sign for the entity must sign the application.
- A person with the authority to sign on behalf of the applicant (such as the applicant's attorney or a person with power of attorney) may sign the application. If a person other than an applicant signs the application, please provide proof of signature authority.

Frances McHenry

(Applicant#1)	(Applicant#2)
(Applicant#3)	(Applicant#4)



Philomath City Council Agenda Item Summary

Title/Topic: OLCC Annual Liquor License Renewal Fees

Meeting Date: June 8, 2020
Department: Administration
Staff: City Recorder Ruth Post

ISSUE STATEMENT

Shall the City Council waive the liquor license fee for an off-premises permit for Eats and Treats restaurant?

BACKGROUND

PMC Chapter 5.25 establishes criteria for Council consideration in recommending to the Oregon Liquor Control Commission (OLCC) that it grant, deny, modify or renew liquor licenses for premises within the city. Section 5.25.020(B) requires the processing fee established by the Council to be paid. This fee is established by resolution as \$75 per new liquor license.

Eats and Treats restaurant has applied for an off-premises liquor permit. They currently have an on-premises permit to sell alcohol within the restaurant. Per owner Lynda McHenry, the purpose of the off-premises permit is to allow sales of full, unopened bottles of wine with to-go dinners. Their intent is to promote local wineries by offering bottles of wines for purchase. OLCC has granted them a 90-day authority to sell the off-premises alcohol at this time.

COUNCIL OPTIONS

1. Direct staff to notify Eats and Treats restaurant that the \$75 fee has been waived.
2. Direct staff to proceed with collecting the \$75 fee.

CITY MANAGER RECOMMENDATION

RECOMMENDED MOTION



2019 Annual Report

Philomath Community Services

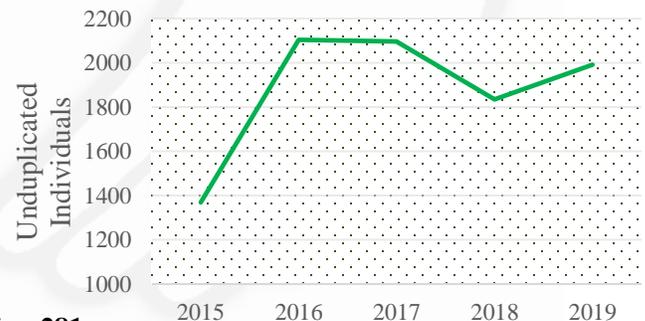
March 6, 2020

To: PCS Board, Managers, and Volunteers
From: Mark McGuire, Executive Director
RE: PCS Annual Report for 2019

It is my pleasure to report on an excellent year for Philomath Community Services. Thanks to our Board of Directors, Program Managers and other volunteers who successfully provided services to hundreds of our local community members—even more than last year! Also, thank you to the citizens, businesses and grantors for their support, allowing us to continue to enable *people helping people*.

Clients Served

In 2019, **Philomath Community Services served 1,992 unduplicated individuals** in their **1,394 families** in one or more of our programs. This included **1,203 adults** and **800 children**. **1,012** of the families had Philomath addresses.



Individually, our programs served the following:

- Food Bank: Served **1,009** individuals
- Gleaners: Served **439** different individuals including **281** adults and **158** children
- Holiday Cheer: Served **62** families (**105** adults and **147** children)
- June's Kids Kloset: Served **398** children, averaging **33** per month
- Lupe's Community Garden: Grew **685** pounds of produce for the Food Bank

Volunteer Hours

In 2019, **23,253** hours were served. If the volunteers were paid \$15.00 per hour, this would result in wages of **\$348,795**.

- Board, Committees and office: **3,268** hours
- Food Bank: **22** volunteers for **2350** hours
- Gleaners: **15,411** hours, and **21,152** personal vehicle miles
- Holiday Cheer: **25** volunteers for **325** hours
- June's Kids Kloset: **1694** hours
- Lupe's Community Garden: **205** hours



2019 Garden Work Party

In-Kind Donations

In 2019, our programs received the following in-kind donations.

- Food Bank: **7,294** pounds of food and household items
- Gleaners: **261,681** pounds of food and household items. Members received **206,644** lbs and **55,037** lbs were redistributed to other agencies
- June's Kids Kloset: **286** donations of **5,396** lbs of clothing, books, and school supplies
- Holiday Cheer: Approximately **\$11,025** for children's gifts and **\$2,800** for hygiene baskets from **121** sponsors

Grants Awarded

In 2019, we were awarded **\$43,758** in grants.

- \$8,000 from Starker Forests, Inc.: for an emergency stairway
- \$7,700 from the Oregon Food Bank: for refrigeration units
- \$6,100 from the City of Philomath: for operations
- \$5,000 from the Bessemer Trust: for operations
- \$4,000 from Confederated Tribes of Siletz Indians: for food
- \$2,719 from the Philomath Community Foundation: for an emergency stairway
- \$2,503 from United Way of Benton and Lincoln Counties: for basic needs
- \$2,000 from the Soroptimist Club: for back-to-school clothing
- \$1,585 from the Emergency Food and Shelter Program: for food
- \$1,500 from the Chamber Family Foundation: for totes
- \$1,250 from the Legastee Foundation: for operations
- \$901 from the City of Corvallis: for operations
- \$500 from the OSU Folk Club: for laying gravel



PCS in 2019 Philomath Frolic Parade

Donations

In 2019, PCS received **\$33,266** from **163** generous donors.

Highlights and Goals Completed

In 2019, we accomplished the following:

- Laid a new gravel parking lot
- Completed our first full year with paid staff
- Brought on three new Board members
- Brought on a new Volunteer Coordinator
- Reconfigured upstairs storage to improve weight distribution
- Made significant progress on Strategic Planning
- Participated in the Edible Garden Tours
- Participated in the Philomath Frolic Parade
- Hosted info tables at the Philomath Fire & Rescue Open House and Music in the Park
- Raised considerable funds through partnerships with Peace Lutheran Church and their Blackberry Jam event, as well as with the Philomath Car Show staff and Philomath High School with their Penny Drive for Holiday Cheer
- Brought in over 450 pounds of school supplies through a city-wide collection drive, with more than half donated by Shannon Morgan, a consultant for Thirty-One
- Received over 1,300 pairs of socks & undergarments, thanks to HP's PageWide Web Press
- Benefited from the work of dozens of volunteers from various organizers, including Love INC's City Serve, Oregon Tilth's Volunteer Day, and United Way & HP's Day of Action



2019 Blueberry Glean

Thank you so much to the citizens of our community!



BOARD OF COMMISSIONERS
 205 NW Fifth Street
 P.O. Box 3020
 Corvallis, OR 97339-3020
 (541) 766-6800
 FAX (541) 766-6893

Intergovernmental Agreement

This agreement serves as an acknowledgment that Benton County is acting as the lead applicant in seeking a \$150,000 Community Development Block Grant (CDBG) from Business Oregon to support small businesses and microenterprises that employ low and moderate income individuals.

The agreement further acknowledges that if CDBG funding is awarded by Business Oregon, Benton County will act as the project lead, and will work cooperatively with the three participating cities of Adair Village, Monroe and Philomath to create a County-wide Business Assistance Grant Program to help retain or refill low and moderate income jobs affected or lost due to the COVID-19 pandemic.

The agreement further acknowledges that as required under Business Oregon’s rules for its CDBG funding, an eligible non-profit organization must carry out the business assistance program on behalf of the County and participating cities, and that DevNW affiliate business lender, non-profit Community Lending Works, will operate, subject to the terms and performance requirements of a sub-grantee agreement to be executed prior to project initiation, on behalf of the County and its participating cities as that non-profit organization.

Finally, the agreement acknowledges that small businesses and microenterprises within Adair Village, Monroe and Philomath, as well as in unincorporated areas of Benton County, will be eligible to receive funding if they qualify for the Business Assistance Grant Program. Small businesses and microenterprises that operate within the city limits of Corvallis will not be eligible for the Program.

Signed:

 Joseph Kerby
 Benton County Administrator

 Date

PAT HARE

 Pat Hare
 Adair Village City Administrator

 Paul Canter
 Monroe Mayor

Chris Workman

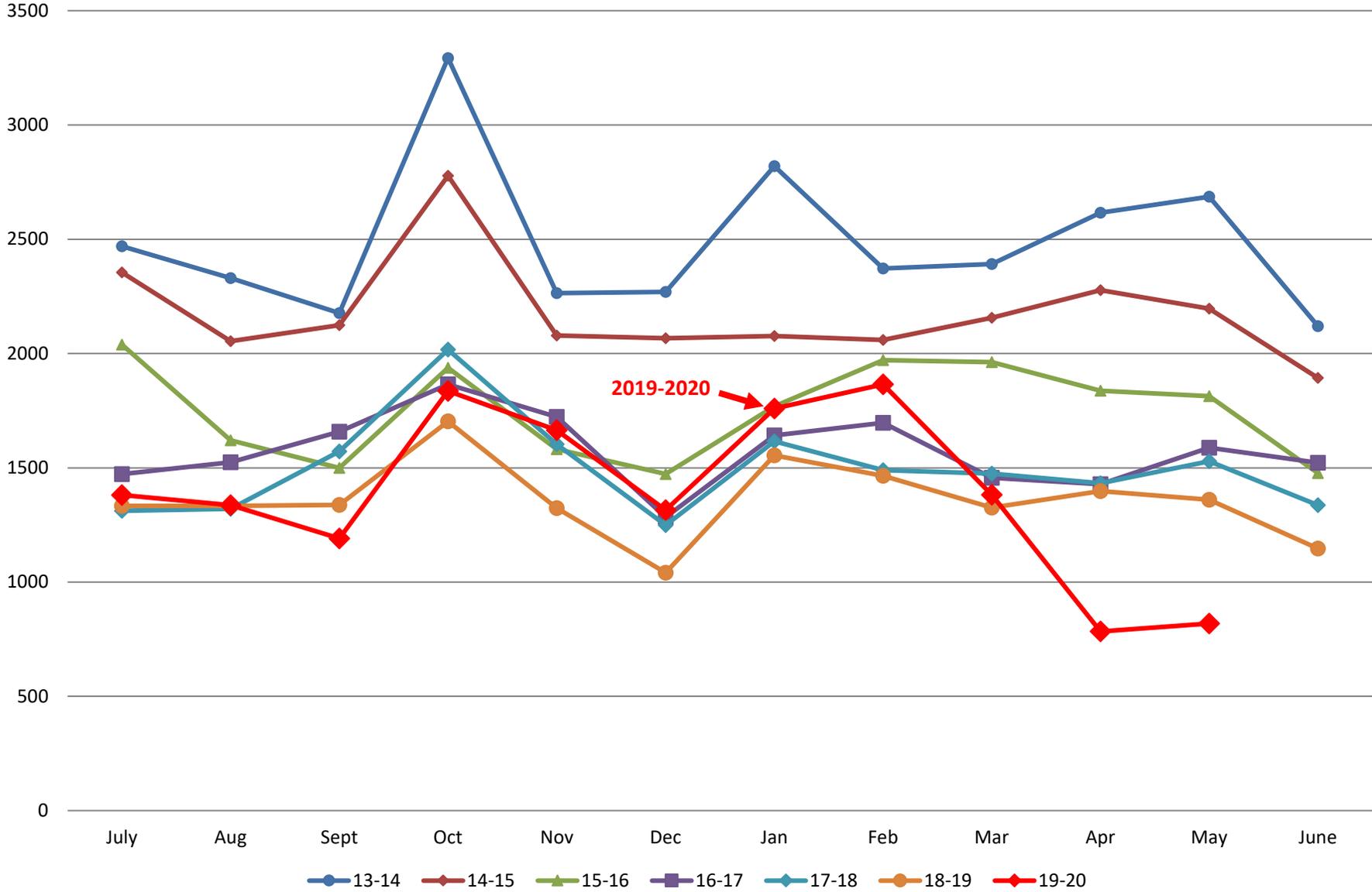
Chris Workman
 Philomath City Manager

 Date

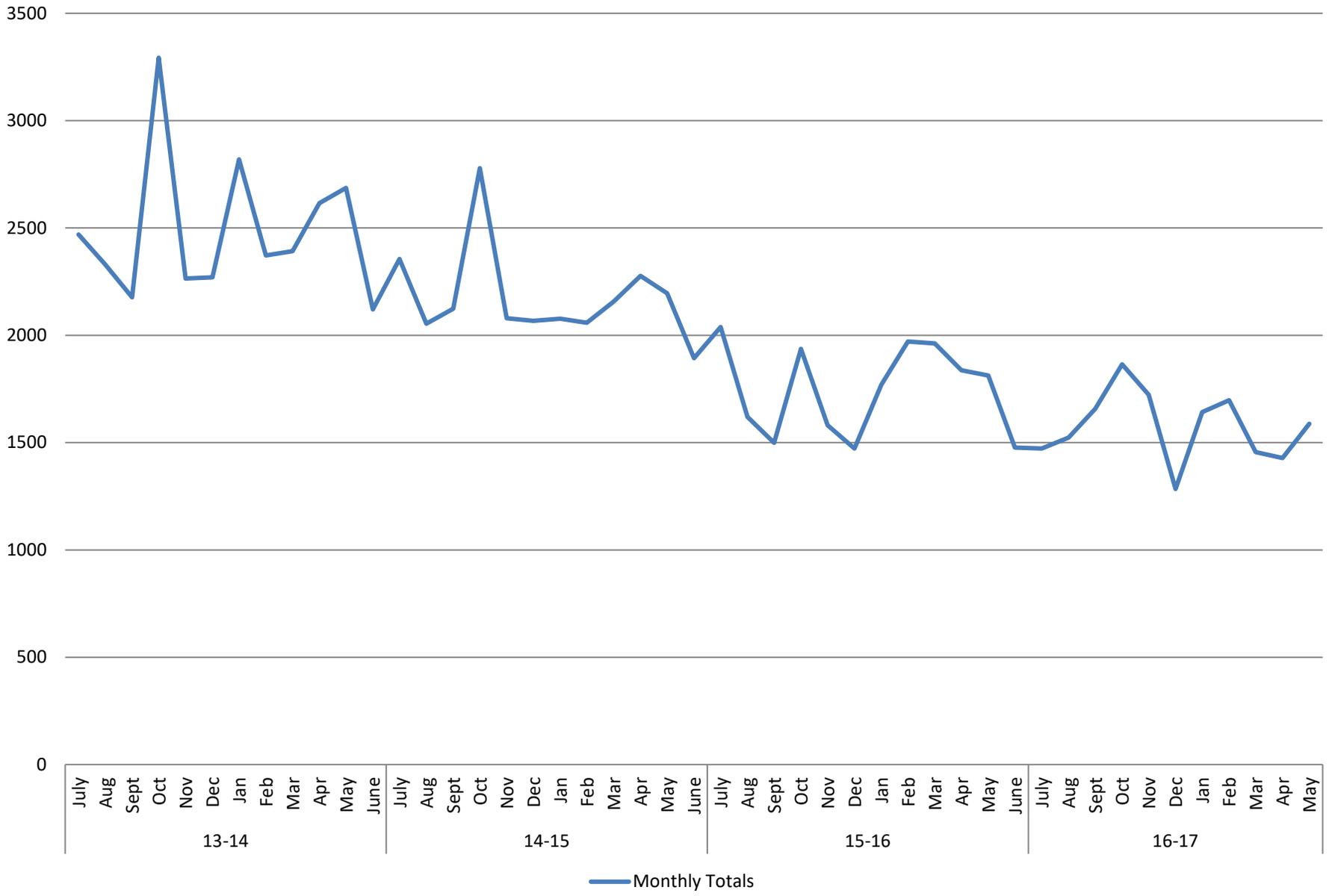
 Date

6/15/20
 Date

Philomath Connection Bus Ridership Monthly Totals



Philomath Connection Bus Monthly Ridership

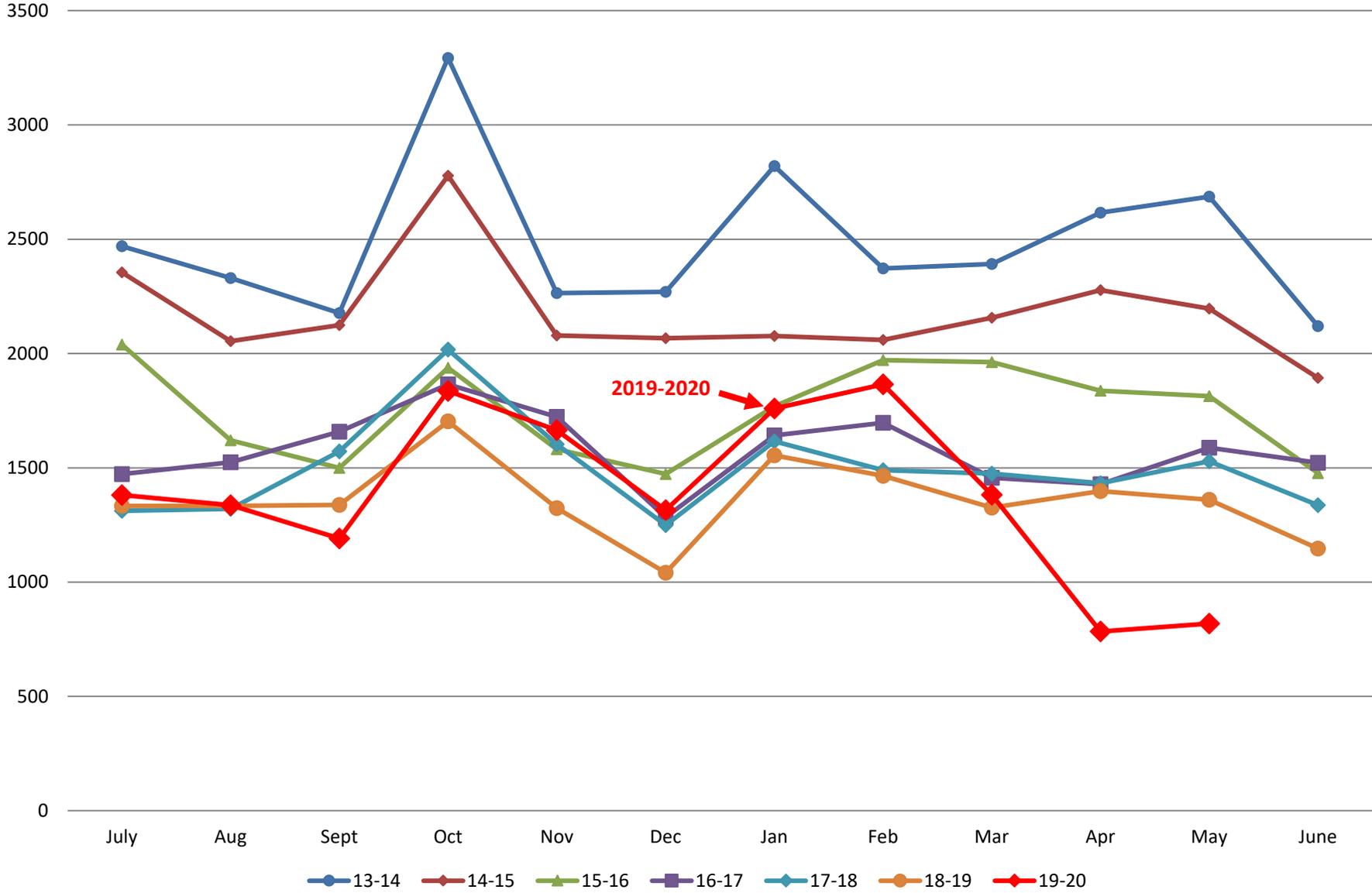


Monthly Totals

	July	2469
	Aug	2330
	Sept	2177
	Oct	3293
	Nov	2264
	Dec	2270
	Jan	2820
	Feb	2372
	Mar	2392
	Apr	2616
	May	2686
13-14	June	2120
	July	2355
	Aug	2054
	Sept	2124
	Oct	2778
	Nov	2079
	Dec	2067
	Jan	2077
	Feb	2059
	Mar	2157
	Apr	2277
	May	2196
14-15	June	1893
	July	2039
	Aug	1620
	Sept	1499
	Oct	1937
	Nov	1581
	Dec	1473
	Jan	1769
	Feb	1971
	Mar	1962
	Apr	1837
	May	1813
15-16	June	1477
16-17	July	1472
	Aug	1524
	Sept	1658
	Oct	1865
	Nov	1723
	Dec	1284
	Jan	1642
	Feb	1697
	Mar	1456
	Apr	1428

	May	1588
	June	1522
17-18	July	1312

Philomath Connection Bus Ridership Monthly Totals



	13-14	14-15	15-16	16-17	17-18	18-19	19-20
July	2469	2355	2039	1472	1312	1333	1381
Aug	2330	2054	1620	1524	1320	1333	1337
Sept	2177	2124	1499	1658	1572	1338	1191
Oct	3293	2778	1937	1865	2017	1703	1836
Nov	2264	2079	1581	1723	1603	1324	1665
Dec	2270	2067	1473	1284	1249	1041	1315
Jan	2820	2077	1769	1642	1616	1555	1759
Feb	2372	2059	1971	1697	1490	1465	1865
Mar	2392	2157	1962	1456	1475	1326	1382
Apr	2616	2277	1837	1428	1433	1398	784
May	2686	2196	1813	1588	1529	1360	819
June	2120	1893	1477	1522	1337	1147	

PHILOMATH CONNECTION RIDERSHIP SUMMARY

2019-2020 SUMMARY TOTAL RIDES -	15,334	DAYS OF SERVICE-	282	AVG RIDE/DAY-	54
2018-2019 SUMMARY TOTAL RIDES -	16,306	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	819	33
JUNE	26		0

2018-2019

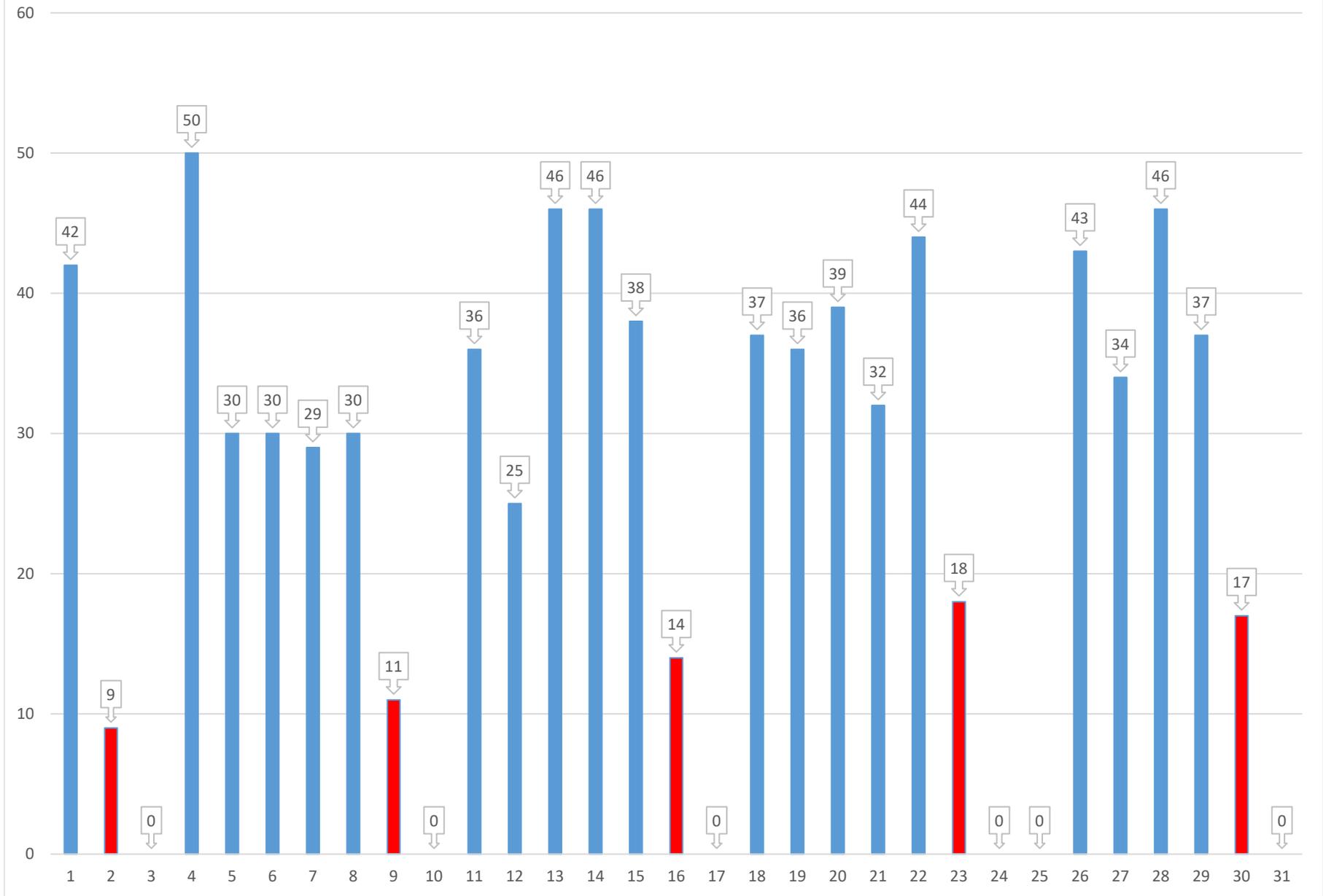
JULY	25	1,333	53
AUGUST	27	1,333	49
SEPTEMBER	24	1,338	56
OCTOBER	27	1,703	63
NOVEMBER	25	1,324	53
DECEMBER	25	1,041	42
JANUARY	26	1,555	60
FEBRUARY	24	1,465	61
MARCH	26	1,326	51
APRIL	26	1,398	54
MAY	26	1,360	52
JUNE	25	1,130	45

RIDERSHIP BY WEEK FOR THE MONTH

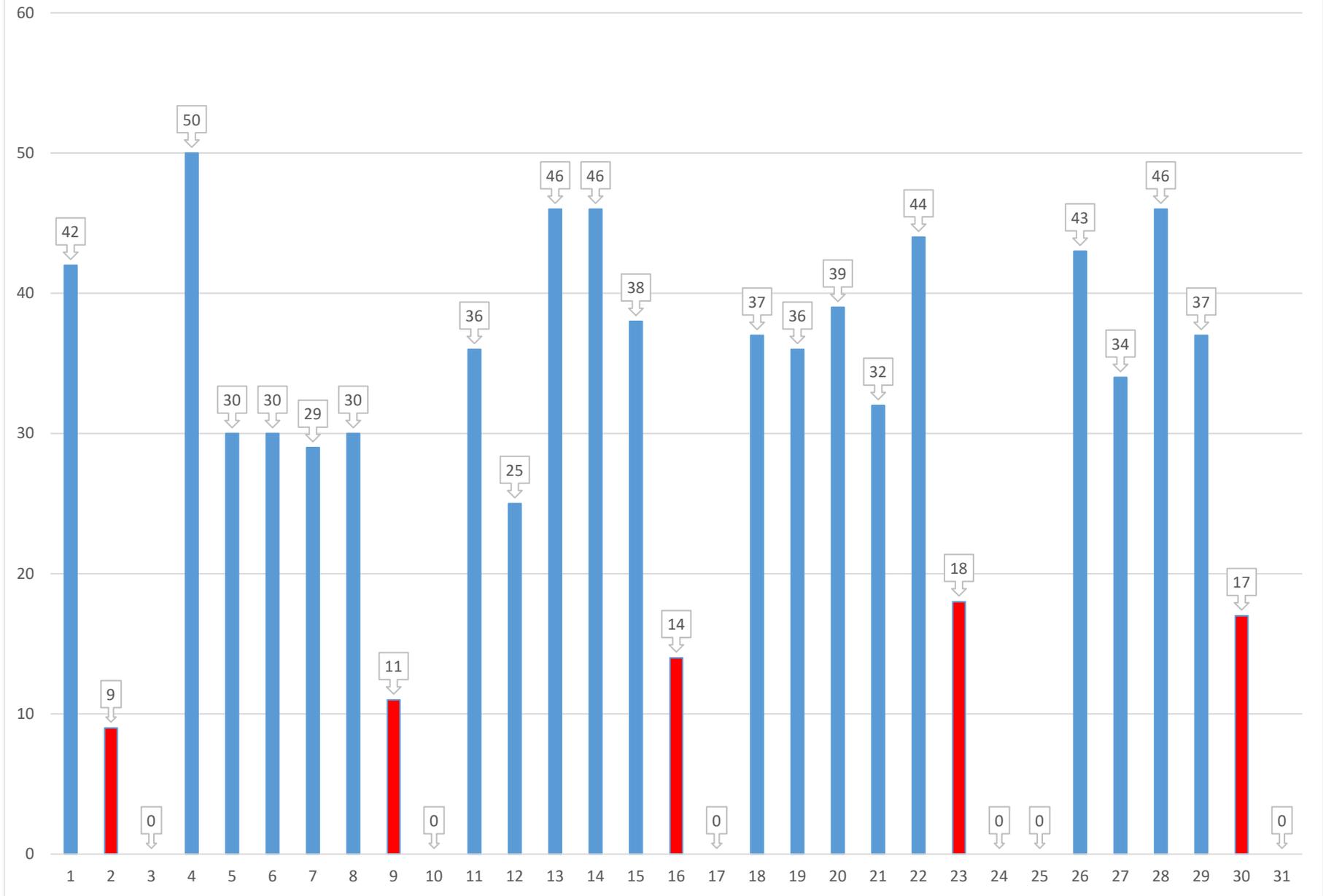
PC ROUTE	May 1-2	May 4-9	May 11-16	May 18-23	May 26-30
	51	180	205	206	177

MONTHLY TOTAL 819

Daily Philomath Connection Riders: May 2020



Daily Philomath Connection Riders: May 2020



Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
Daily Riders	42	9	0	50	30	30	29	30	11	0	36	25	46	46	38	14	0	37	36	39	32	44	18	0

25 26 27 28 29 30 31
0 43 34 46 37 17 0

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51

CITY OF PHILOMATH
Finance/Administration Committee
May 19, 2020

Chair David Low called the meeting to order at 4:00 p.m. Due to the COVID-19 pandemic state of emergency, members of the Committee and staff attended by videoconference. The public was also provided with log-in instructions to listen and observe the meeting electronically.

ROLL CALL:

City Councilors Matt Lehman, Chas Jones and David Low.
Staff: City Manager Chris Workman, Finance Director Joan Swanson, and City Recorder Ruth Post.

MINUTES:

Councilor Low moved, Councilor Jones second, to approve the minutes of May 4, 2020 as presented. Motion APPROVED 3-0 (Yes: Jones, Low and Lehman; No: None).

NEW BUSINESS:

3.1 Social service agency funding program – There was discussion about the existing Social Service Funding Policy #00-1. Councilor Jones suggested edits to the organizations listed under setting priorities. There was discussion about organizations being 503(c)3. There was additional discussion about references to strategic plans and goals that are outdated and need to be updated. There was discussion about making additions to the Strategic Plan and the timing of an update to the Policy. There was discussion about whether to continue to include governmental or quasi-governmental agencies or not. There was further discussion about timing of amending the Policy and the addition of possible Strategic Plan goals. There was discussion about striking the last sentence reference to “at the time of Budget adoption.”

The Committee reviewed the draft application. There was discussion about striking “stable” and “source” from the reference to Funding Source. Ms. Swanson clarified the specific funding source from State Revenue Sharing. There was further discussion about word-smithing the Funding Source on both the application and the Policy. There was discussion about the establishment of the funding percentage and the role of the Budget Committee in making any recommendation that alters the allocation.

There was discussion about the questions to be asked on the form. There was discussion about addition of a statement of verification in the signature section. There was discussion about requesting information regarding how prior year funding was spent.

There was discussion about the process for soliciting applications on a wider scale than the historical applicants. There was discussion about the organizations that have been invited and the inclusion of any new organizations as they’ve been identified. There was discussion about the application being available on the City’s website and the process of directing potential applicants to locate it there. There was discussion about outreach, including use of the City’s newsletter.

There was discussion about the Committee’s evaluation of applications. Ms. Swanson clarified that she will send out the application to the past recipients of funding. There was discussion about the timing and scheduling of a meeting to evaluate the applications, including when meeting formats might revert to in-person instead of videoconferencing. There was discussion regarding whether to hold presentations by the applicants. There was discussion and

1 agreement to set a Committee meeting on June 16 at 4:00 PM to evaluate the applications with
2 no presentations.
3

4 **3.2 City policy on cybersecurity** – Ms. Swanson summarized the issue of establishing a
5 Cybersecurity Policy in order for the City to obtain cyber coverage from City County Insurance.
6 She stated additional information has not yet been received from CIS and suggested tabling the
7 issue until the June 16 meeting. There was discussion about coverage in the interim.
8

9 There was discussion about the new IT computer services company the City is contracting with
10 and precautionary payment processing measures that are already being taken.
11

12 **3.3 – COVID-19 Related Expense Reimbursement** – Mr. Workman reviewed the potential for
13 reimbursement of specific pandemic related expenses that is being evaluated by staff. There
14 was further discussion about PPE expenses and staffing schedules.
15

16 **3.4 – The Boulevard SDC Reimbursement** – Mr. Workman reviewed the response received
17 from The Boulevard related to their System Development Charge reimbursement request. There
18 was discussion that the budget allocation will actually be a reduced expense and will not require
19 any adjustment to the proposed FY2020-2021 budget.
20

21 Meeting adjourned at 5:28 p.m.
22

23 Meeting recorded by Ruth Post, MMC, City Recorder



(<https://www.orcities.org/>)

Follow us: (<https://twitter.com/@OregonCities>) (<https://www.facebook.com/LeagueOfOregonCities>)

ABOUT RESOURCES EDUCATION ADVOCACY

COVID-19 (Coronavirus) Updates:

Get resources for cities formulating their response to COVID-19 (Coronavirus) >

(<https://www.orcities.org/resources/reference/coronavirus-resources>)

LOC Home (<https://www.orcities.org/>) > Resources: Communications (<https://www.orcities.org/resources/communications>)
> LOC Bulletin (<https://www.orcities.org/resources/communications/bulletin>) > **Revenue Roundup**

Share:

LOC News

Revenue Roundup: How to Develop Local Budgets

Losses to local revenue are difficult to quantify right now, and will depend in large part on how long communities are closed and **how comfortable folks are with getting outside** (<https://www.oregonlive.com/coronavirus/2020/04/oregonians-expect-it-will-be-months-before-they-feel-safe-returning-to-normal-activities-new-survey-finds.html>) once the stay at home order is lifted. Impacts will vary based on how dependent individual cities are on various revenue sources. All of this puts local officials in a tough situation when it comes to developing local budgets, which must be finalized by June 30 (with some added flexibility under the **Governor Brown's Executive Order** (https://www.oregon.gov/gov/Documents/executive_orders/eo_20-16.pdf), which we greatly appreciate).

State economists are scheduled to give their first **revenue forecast** since the pandemic reached Oregon on **Wednesday, May 20** at 9 a.m. It will be streamed live on the **Legislature's website** (<http://olis.leg.state.or.us/liz/201911/Committees/HREV/Overview>) or can be viewed after the fact. To view, locate the meeting date on the right side of the webpage, and click on the camera icon (live) or play button (recorded).

The LOC will continue working with state and local partners to get insight into the magnitude of the losses as new information becomes available. Information available today is still very preliminary, and cities are encouraged to use their best judgment based on indicators they see as their local revenues come in.

- Lodging Tax – *The Oregonian* recently reported some **updated numbers** (<https://www.oregonlive.com/coronavirus/2020/04/travel-oregon-plans-to-reduce-workforce-by-a-third-amid-coronavirus-tourism-freefall.html>) from Travel Oregon: "Statewide hotel occupancy rates have declined 63% compared to the same time last year. Fewer than 1 in 4 rooms are filled. Daily room rates are down by a third. And the revenue per available room has plummeted 75% to \$18.37. As a result, Travel Oregon forecasts that its revenues

will be cleaved by nearly two-thirds in the quarter ended June 30, from a budgeted \$8 million to \$3 million. For the following year, if trends continue, revenues will be 40% to 50% less than predicted before the pandemic.”

- Gas Tax – Traffic count data is showing about a 40% drop in volumes statewide, so that’s what the Oregon Department of Transportation (ODOT) assumed for the drop in gas tax revenue in April in this **revised estimate** (https://www.oregon.gov/odot/Data/Documents/City%20County%20Apportionment%20with%20Triggers_2004.pdf) ODOT assumes less of an impact in May and a return to normal operations in June with a full recovery by July of 2021. ODOT will be doing another revised estimate in a couple months. Many cities and counties also **levy a gas tax** (<https://www.oregon.gov/odot/FTG/Pages/Current%20Fuel%20Tax%20Rates.aspx>) on top of the state rate.
- Fee Revenue – Cities count on a variety of fees for revenue, including: **park fees** (<https://www.oregonlive.com/coronavirus/2020/04/portland-officials-cut-more-than-950-city-jobs-face-potential-100-million-budget-hit-due-to-coronavirus.html>), development and permit fees, business license fees, **parking meters** (<https://www.oregonlive.com/eastportland/2020/04/portland-transportation-bureau-estimated-to-face-7-million-monthly-hit-brutal-budget-challenges-from-stay-home-order.html>), and so on. These fees will be reduced, but the larger statewide economic picture is too unclear to get a feel for the magnitude.
- Utility Charges – Some of the large commercial users are offline, and many communities are heavily dependent on them for their rate structures. It is case by case, but some cities are predicting a drop of up to 30% in use, while others are not seeing a big hit.
- Property Tax – While we don’t expect a problem with property taxes until the 2021-22 budget cycle (the assessment date was January 1, 2020 for your 2020-21 taxes), it may be **challenging to get local option levies passed** (<https://www.opb.org/news/article/oregon-local-governments-tax-measures-may-ballot-uncertainty/>) in this environment, even renewals. If a local option levy is not renewed there will be associated service cuts.
- Portland has local taxes that will be hit (business taxes and retailer tax come to mind), TriMet and Lane County Transit have payroll taxes, and a couple of cities have restaurant taxes.
- On the bright side we are hearing **alcohol taxes are going to be up** (<https://www.oregonlive.com/coronavirus/2020/04/oregon-liquor-stores-see-record-booze-sales-in-march.html>), at least in the short term. The Oregon Liquor Control Commission reports that retail sales were up 20% in March from a year earlier. Marijuana sales are also likely up in most places (college and tourist towns are exceptions).

The LOC is working at both the federal and state level to get some direct money to cities. Governor Jay Inslee recently **allocated a share of Washington’s CARES funding** (<https://www.governor.wa.gov/news-media/inslee-announces-distribution-funding-local-governments-federal-stimulus-package>) to locals. It looks like Oregon will follow suit, but negotiations right now are focused on how the money can be used. Regardless of the outcomes of those conversations, CARES Act funding cannot be used for revenue replacement per recent **Treasury Guidance** (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>) and **FAQs** (<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>). At the federal level, the LOC is working with our partners with the National League of Cities on revenue replacement through a House package known as the **Heroes Act** (<https://www.nlc.org/article/national-league-of-cities-responds-to-heroes-act-house-proposal>), but this legislation may have a tough road in the Senate. We have already seen **some public employee layoffs** (<https://www.oregonlive.com/coronavirus/2020/04/portland-officials-cut-more-than-950-city-jobs-face-potential-100-million-budget-hit-due-to-coronavirus.html>), and without some help, the **next wave of unemployment** (<https://www.wweek.com/news/2020/04/15/portlands-public-employees-have-been-mostly-spared-from-layoffs-so-far-that-probably-wont-last/>) will be in the public sector.

The League will continue to monitor the economic side of the issue, but recognize that the primary concern at this time needs to be public health. There is wide acknowledgement by the business community that the number one thing we can do for the economy right now is reopen carefully so we do not find ourselves in this position again.

That being said, the LOC continues our engagement in the Governor’s Coronavirus Economic Advisory Council, and will work to make sure city residents have a job to return to once the current crisis subsides. Even with the current budget concerns, about 20 of our cities have created programs to assist small businesses affected by the closures and we are working to get you more resources for those efforts.

Contact: Mark Gharst, Lobbyist – mgharst@orcities.org (mailto:mgharst@orcities.org) or 503-991-2192

From: [Chris Workman](#)
To: [Chas Jones](#); [David Low](#); [Doug Edmonds](#); [Matt Lehman](#); [Matthew Thomas](#); [Ruth Causey](#); [Eric Niemann](#)
Cc: [Ruth Post](#)
Subject: FW: SB 1573 Court of Appeals Decision
Date: Monday, May 18, 2020 1:39:19 PM
Attachments: [COA decision.pdf](#)

Dear Council,

Please review the email below from the city attorney's office. I have not heard if Corvallis plans to pursue this further up the appeal ladder, but I suspect they will not. Let me know if you have any questions.

Chris Workman
Philomath City Manager
541-929-6148

"Never too busy to help."

Disclaimer: This e-mail message is a public record of the City of Philomath. The contents may be subject to public disclosure under Oregon Public Records Law and subject to the State of Oregon Records Retention Schedules. (OAR:166.200.0200-405)

From: decoulombe@peak.org <decoulombe@peak.org>
Sent: Wednesday, May 13, 2020 11:05 AM
To: Chris Workman <Chris.Workman@philomathoregon.gov>
Cc: 'Jim Brewer' <jkbrewer@peak.org>
Subject: SB 1573 Court of Appeals Decision

Chris:

I understand email communications are experiencing some difficulties. Accordingly, I'm sending this email to you. I would appreciate it if you forward it to the Mayor and Councilors.

After 3 years the Court of Appeals has published its decision in the City of Corvallis and City of Philomath's lawsuit challenging the constitutionality of SB 1573. You may recall that the City joined this lawsuit to proactively get ahead of litigation over the lawfulness of removing citizen's right to vote on certain annexation applications. In short, the court's decision found SB 1573 constitutional. The City has already acted proactively in adopting annexation criteria to ensure the

Council can make the political decision that the voters are no longer able to make.

We are reviewing the decision and will respond to any questions you may have. The decision is attached.

David E. Coulombe

CONFIDENTIALITY NOTICE: The information contained in this email communication may contain confidential information that is legally privileged. If you are not the intended recipient, or if you have reason to believe that this message has been addressed to you in error, you are hereby notified that your receipt of this email was not intended by the sender and any disclosure, copying, distribution or the taking of any action in reliance on the contents of this information except its direct delivery to the intended recipient is strictly prohibited. If you have received this email in error, please notify me immediately by telephone at the numbers listed above or by email and then delete the e-mail from your computer and do not print, copy or disclose it to anyone else. Thank you.



Vina Moses Center
968 NW Garfield
Corvallis, OR 97330
info@vinamoses.org
vinamoses.org

May 15, 2020

Dear Philomath City Council,

Board of Directors

Curtis Davis

Daisy Clifton

Jack Peters
President

Joel Howe
Secretary

Justin Bazzano
Treasurer

Linda Seekatz

Tudy Seistrup

Vivek Narendra
Vice President

Thank you for supporting Philomath residents so they can receive emergency assistance from Vina Moses Center and our FISH program. Your \$2,500 contribution to our organization will support programs that meet emergency and emerging needs so people avoid eviction, avoid utility shut-offs, and have better access to basic health needs. Vina Moses Center's FISH program assists more than 300 families every year create pathways to stable and healthier lives.

During these unusual times, your support helps us meet an increased need as people who have never requested help before reach out for assistance. Those calls are already starting to come in at the Center. We are grateful for your generosity and partnership. Again, thank you.

Warmly,

Ilene McClelland
Executive Director

May 21, 2020



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 Counties.*



Community Partner



NATIONAL
CHILDREN'S
ALLIANCE
ACCREDITED MEMBER

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

Dear Ms. Swanson and Finance Committee Members:

Thank you for bringing hope to children in crisis during this unprecedented time.

Your \$2,500.00 emergency grant donation in support of the children seen at ABC House is greatly appreciated! With the need to postpone the annual Celebrate Hope fundraising event due to COVID-19, these funds are *essential* to help more children receive abuse assessment and support services. Your grant funding is more important now than ever.

Each year, ABC House serves hundreds of Linn and Benton county children who may have been abused or neglected. Support from partners like you will ensure that our doctors can continue to provide emergency medical consultations, day or night, on cases that just can't wait. Equally critical are on-site medical exams and forensic interviews to identify abuse or – just as important – help screen it out. Your gift also provides trauma counseling and ongoing family support when children and families need it most.

Thank you for bringing much-needed hope to every child we serve. Many of these children are facing the worst time of their lives. With your support, they will know they aren't alone, and that hope for a better future is possible.

Thank you for taking a stand against child abuse, and for standing with children who are at their most vulnerable. Their lives are brighter because of donors like you.

With gratitude,

Jennifer Gilmore-Robinson
Executive Director

*We are blown away! Thank you
so much for reaching out to help
and taking action. It means
a great deal to us.*

Your gift of \$2,500.00 was received by ABC House on 5/18/2020 – thank you! This is your gift acknowledgement for which you received no goods or services. Please keep this for your tax records. ABC House is a 501(c)(3) organization, Fed. Tax ID 93-1163555.



City of Philomath
P.O. Box 400
Philomath, OR 97370

May 12, 2020

To our friends at the City of Philomath,

Thank you for supporting Strengthening Rural Families with your check for \$2,500. We appreciate the donation and will use this money for general operating support during the COVID-19 closures. We will gladly acknowledge this by putting your name in our 'Funders & Collaborators' section on our website and in other materials.

Our mission is to work together to build stronger individuals and families in rural communities. We use a collaborative approach to promote the health and well-being of individuals and families. These dollars help us fulfill our mission. It also shows our other funders and partners that people appreciate the services we provide and they, in turn, invest more of their resources in our work. We are grateful for your continued financial support.

Strengthening Rural Families is a tax exempt, non-profit entity under section 501(c)(3) of the Internal Revenue Code. Our number is #20-2934930. You will find more information about us at www.ruralfamilies.org.

Sincerely,

Paul Smith
Executive Director,
Strengthening Rural Families

Thank so much for the
support it is deeply appreciated.

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

Park Advisory Board
MINUTES
May 14, 2020

The Thursday, May 14, 2020 Park Advisory Board meeting was called to order 5:08 p.m. by Chair Dale Collins. Due to the state of emergency because of the COVID-19 virus pandemic, members of the Board attended by videoconference. The public was also provided with log-in instructions to listen and observe the meeting electronically.

ROLL CALL:

Board Members Present: Dale Collins, Sandy Heath, Carol Leach, Spencer Irwin, Izzie Elliott, and Lindy Young.

Staff Present: City Manager Chris Workman.

Guests Present: Mayor Eric Niemann.

Media Present: Brad Fuqua, Philomath Express

MINUTES APPROVAL:

There were no minutes to be approved. March and April 2020 meetings were canceled.

BUSINESS:

Nature Park: Chris reported that the Flossie Overman Nature Park on 11th Street is getting landscaped. If you follow Facebook you will see that his family assisted with planting of trees. There will be meadowgrass and clover mix that will be on the outskirts.

Public works agreed to take on planting. Chris received one bid for plants. We are looking for more native plants. Dale will ask the Master Gardner Group if they have plants to sell. Chris will send plant list to the Parks Board members and we can see what we can find. The strategy for planting the various plants has changed a bit, social distancing will need to be observed.

Music in the Park: Certainly we will not have music this month. After discussion, the group decided to cancel Music in the Park for this year 2020. Chris will let the Chamber and City Hall know. Dale will inform the bands. Lindy suggested that we could focus on the Photo Contest as an alternative summer activity.

Dale asked Chris if the parks are open yet. Chris reported that restrooms and playgrounds are still shut down and will remain so.

Mayor Niemann reported that the house at 15th and College donated by Bev Durham to honor her son for a memorial park has been boarded up since there were squatters in the house. Asbestos has been removed and Mid Valley gravel will perform the demolition for \$900. Republic Services has offered dumpsters for removal. A letter of support for 100 cadets from ROTC has also been received. Park construction will probably not happen this year.

Izzie reported she has followed up on Daryl from the Lincoln City Skate park with three emails, but so far she has not responded.

Dale reported that the City will hang the flower baskets on Tuesday.

Meeting adjourned at 6:36 p.m.

Minutes recorded by Izzie Elliott.



PHILOMATH AREA CHAMBER OF COMMERCE

PO Box 606

PHILOMATH, OR 97370

541-929-2454

director@philomathchamber.org

June 2, 2020

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

Dear City of Philomath:

On behalf of the Philomath Area Chamber of Commerce, I would like to express our sincere thanks and appreciation for your support. The \$1,000 of COVID-19 relief funds will help sustain us in continuing to serve the Philomath business community and service organizations. We are making every effort to continue providing the same level of support as our surrounding community reopens and works to recover from the lengthy closures.

Thank you for helping us to continue serving as an important advocate for the future success and recovery of our business community, and for valuing the work we do. We truly appreciate our partnership with the City of Philomath.

With sincere gratitude,

A handwritten signature in cursive script that reads "Shelley Niemann".

Shelley Niemann
Director, Philomath Area Chamber of Commerce

EXECUTIVE SESSION

June 8, 2020

The Philomath City Council will now meet in executive session for the purpose of consulting with legal counsel concerning litigation. The executive session is held pursuant to ORS 192.660(2)(h) which allows the Council to meet in executive session to conduct this discussion.

Representatives of the news media and designated staff and other designated persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room.

Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No final decision may be made in executive session. At the end of the executive session, we will return to open session and welcome any waiting audience back into the room.

I would remind the Council Members and staff that the confidences in this executive session belong to the City Council as a body, and not to the individual members. These confidences should only be disclosed if the city Council as a body approves such a disclosure. If a member or staff person does not believe that he or she can maintain these confidences, then I would invite that member or staff person not to participate in the executive session.

Mayor Eric Niemann