

PHILOMATH COMMON COUNCIL
MINUTES
August 12, 2013

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6 **1. CALL TO ORDER**

7 The common council of the City of Philomath was called to order on Monday, August 12,
8 2013, at 7:00 PM in the Philomath City Hall Council Chambers by Mayor Rocky Sloan.
9

10 **Present:** Mayor Rocky Sloan, Councilors Nolan Bartlow, Matt Bierek, Charla Koeppe,
11 Josh Kvidt, Jason Leonard and Sean Manning.
12

13 **Staff:** Randy Kugler, City Manager; Scott Fewel, City Attorney; Ken Elwer, Chief of
14 Police; Joan Swanson, Finance Director; Kevin Fear, Public Works Director and
15 Ruth Post, City Recorder.
16

17 **2. CONSENT AGENDA**

18 **2.1 City Council Minutes – July 8, 2013**

19 **2.2 Finance/Administration Committee minutes – May 1 and August 6, 2013**

20 **2.3 Street Closure Request from Kaori Speech and Language, Inc. for August**
21 **27, 2013.**
22

23 **MOTION:** Councilor Koeppe moved, Councilor Bierek second, to approve the
24 consent agenda and the council agenda for August 12, 2013, as presented.
25 Motion APPROVED 7-0 (Yes: Bartlow, Bierek, Koeppe, Kvidt, Leonard, Manning,
26 and Sloan; No: None.)
27

28 **3. ITEMS REMOVED FROM CONSENT AGENDA**

29 **3.1** None.
30

31 **4. VISITORS/PETITIONS**

32 **4.1** None.
33

34 **5. PRESENTATIONS**

35 **5.1 Recognition of Achievement for Ken and Carol Stueve, Philomath Frolic &**
36 **Rodeo – Tabled due to Stueve's being unable to attend.**
37

38 **5.2 Philomath Community Services – Marti Staprans Barlow, President – Ms.**
39 Staprans Barlow distributed a copy of the new PCS brochure. She stated that
40 PCS is one of the few non-profits of its type in Oregon run 100% by volunteers.
41 She expressed the importance of the Program Managers in that achievement.
42 She described some of the new Board members with specialized skills, the
43 updated bylaws, and the committees that have been formerly adopted into their
44 bylaws. She thanked Councilor Sean Manning for serving as Council liaison to
45 their Board.
46

47 Ms. Staprans Barlow noted that Carey Oien has returned as program director for
48 June's Kids' Kloset. She stated that the needs of the community served by PCS
49 are greater than ever and that they are honored to work with the City. She
50 described the transition that will occur next year as she completes her term as
51 President and Van Hunsaker becomes the new President. She invited the
52 Council to the open house scheduled for August 18 at Lupe's Community
53 Garden. Ms. Staprans Barlow listed the Program Managers and again stated that

1 they could not function without those vital volunteers. She stated that although
2 she will no longer be on the Board next year, she will continue working with
3 June's Kids' Kloset.
4

5 **5.3 ABC House – Jennifer Gilmore-Robinson, Executive Director** – Ms. Gilmore-
6 Robinson described the core services provided by ABC House and the benefits
7 they provide to Philomath residents for child abuse intervention services. She
8 described the process that occurs when a report is received, including medical
9 examinations, forensic interviews, family advocacy, counseling and community
10 education. She stated that last year they served 660 kids overall and 14 kids
11 were from within the Philomath city limits. She stated those numbers keep going
12 up.
13

14 Ms. Gilmore-Robinson stated that 1 in 4 girls and 1 in 6 boys will be sexually
15 abused by the time they are 18. She stated that they make sure that children get
16 the services they need and that the services are not more traumatic than
17 necessary. She thanked Officer Wes Knight for the work he has done with ABC
18 House. Ms. Gilmore-Robinson described volunteer opportunities both as
19 advocates and by assisting with events such as the Runaway Pumpkin Half
20 Marathon on October 19.
21

22 Councilor Manning questioned how to get the word out about ABC House. Ms.
23 Gilmore-Robinson encouraged word of mouth advertising and possible
24 partnerships using newsletters or other methods. She suggested signing up for
25 their newsletter, liking them on Facebook, and talking about ABC House. Mayor
26 Sloan encouraged Ms. Gilmore-Robinson to participate in the Frolic Parade next
27 year to help get the word out.
28

29 **6. STAFF REPORTS**

30 **6.1 City Manager** – Mr. Kugler reported on progress at the new City Park shelter. He
31 stated roof trusses would soon be up and the building would be enclosed. He
32 also updated on the status of the Ford Foundation grant. Mr. Kugler also
33 announced that the old pharmacy building has been purchased by a new owner
34 and the restaurant Eats and Treats will be opening there. Mayor Sloan stated he
35 was working at Eats and Treats' current location recently and said the barbeque
36 smelled wonderful.
37

38 **6.2 Public Works Director** – Mr. Fear reported on the progress of the Applegate
39 Street project. He stated sidewalks will begin being poured in the 21st Street
40 intersection area this week and the contractor will continue with water service
41 connections. He stated the project is going well and on schedule.
42

43 **6.3 City Recorder** – No report.
44

45 **6.4 Finance Director** – Ms. Swanson stated the Applegate Street project has gone
46 very smoothly and quickly. Mayor Sloan questioned if there have been any major
47 citizen complaints. Mr. Fear stated that today's water shutdown area had to be
48 expanded and door hangers were distributed but stated that most calls received
49 were just questioning why there was no water. He stated there have been no
50 other major complaints received.
51

52 **6.5 Police Chief** – Chief Elwer reported the Frolic and wine walk events were both
53 held with no problems. He also reported on the recent hunters' education course

1 organized by Officer Mark Koeppe that targeted Philomath youth. He stated that
2 32 youth completed the course. He also reported on his recent participation in
3 the ABC House golf tournament with Councilor Kvidt. He stated that Sergeant
4 Sytsma and his son-in-law also participated in the fundraising tournament.
5

6 **6.6 City Attorney – No report.**
7

8 **7. COUNCIL REPORTS**

9 **7.1** None.
10

11 **8. NEW BUSINESS**

12 **8.1 Readerboard Park Renaming –** Mr. Kugler stated that the
13 Finance/Administration Committee reviewed this request recently and
14 recommended approval. He stated this is the first opportunity the Council has
15 had to use the recently approved public facility naming policy. Councilor Bierek
16 stated he agreed that this request fits the policy.
17

18 **MOTION:** Councilor Bierek moved, Councilor Kvidt second, the City Council
19 rename Readerboard Park to be Dale Collins Neighborhood Park. Motion
20 APPROVED 7-0 (Yes: Bartlow, Bierek, Kvidt, Koeppe, Leonard, Manning, and
21 Sloan; No: None.)
22

23 Dale Collins was in attendance and was surprised by the honor. He stated it is a
24 pleasure to help make that park look nice. Mr. Kugler stated that Mr. Collins had
25 been consistent over the years in looking for ways to always improve on the park
26 and that Mr. Collins has a long-standing history of service to the community
27 which makes him deserving of the honor. Mayor Sloan noted that the request for
28 the renaming came from the Philomath Downtown Association.
29

30 **8.2 City Manager Recruitment Process –** Mr. Kugler reviewed his memo in the
31 agenda packet and the proposed timeline for the recruitment. He suggested that
32 a workshop by the Council within the next couple of weeks might be an effective
33 method of hammering out the details of the process. Mayor Sloan stated that he
34 would like to have the entire Council participate at one level or the other.
35 Councilor Manning questioned what level of citizen involvement occurred during
36 the last recruitment. Mr. Kugler stated that the City used a recruiter and there
37 was limited citizen involvement. He stated that it was a simple process. Mr.
38 Kugler described some of the options available for citizen involvement. He stated
39 that the City could use the League of Oregon Cities to screen the applications but
40 he believes that he could provide an equal review to the Council and save the
41 \$5,000-\$7,000 that LOC would charge. Mayor Sloan stated one of his major
42 concerns is looking for someone that wants to put down roots here and not
43 someone looking for a stepping stone. Mr. Kugler stated he would not be
44 recommending a nationwide search and felt that quality in-state applicants would
45 be received. Councilor Bierek stated that this is possibly the single most
46 important decision this Council will make and should involve all of the members
47 of the Council.
48

49 Councilor Kvidt suggested using a citizen survey to provide input on what
50 qualities the Council should look for. Mayor Sloan suggested using the newsletter
51 and website as survey tools. Mayor Sloan suggested developing a survey at the
52 workshop. There was discussion about holding the workshop on August 27 in
53 lieu of a Council meeting.
54

1 **8.3 City Attorney Designation** – Mr. Fewel reviewed the transition he is
2 recommending to designate Jim Brewer as the City’s official City Attorney. He
3 stated that Mr. Brewer already performs a major amount of the City’s work. He
4 stated it is hard for him to let go but is probably in the City’s best interest.
5 Councilor Kvidt stated he works for an institution for which Mr. Fewel serves on
6 the Board. Mr. Fewel stated he did not believe that would constitute a conflict of
7 interest. Mayor Sloan stated that he appreciated the way Mr. Fewel treats
8 members of the City Council, especially new members. Mr. Kugler stated that he
9 agreed with Mr. Fewel’s recommendation and supported the appointment of Jim
10 Brewer as City Attorney. He stated that Mr. Brewer has always represented the
11 City very well. Ms. Swanson stated that she has always felt very comfortable with
12 the service provided by Mr. Fewel’s firm and particularly Mr. Brewer. Councilor
13 Bierek stated his interactions with Mr. Brewer have always been good.
14

15 **MOTION:** Councilor Bierek moved, Councilor Manning second, the City Council
16 continue to contract with the law firm of Fewel, Brewer and Coulombe as legal
17 counsel for the City of Philomath, and appoint Jim Brewer as the City Attorney,
18 with Scott Fewel and David Coulombe designated Deputy City Attorneys. Motion
19 APPROVED 7-0 (Yes: Bartlow, Bierek, Kvidt, Koeppe, Leonard, Manning, and
20 Sloan; No: None.)
21

22 **8.4 Social Service Agency Funding Allocations** – Ms. Swanson stated the theme
23 of this meeting seems to have been service to the community. She described Mr.
24 Kugler’s original efforts to establish this funding mechanism for providing
25 assistance to the local non-profit service organizations. She stated that \$16,200
26 has been appropriated in the General Fund for social service agency
27 contributions and \$3,000 each in the Water and Sewer Funds. She stated the
28 Finance/Administration Committee heard the presentations and made their
29 recommendation as stated in the agenda packet.
30

31 **MOTION:** Councilor Kvidt moved, Councilor Leonard second, the City Council
32 approve Social Service contributions for fiscal year 2013-14 to the following
33 agencies: PYAC \$8,000, Philomath Community Services \$5,000, Senior Meals
34 \$750, PASCA \$200, and Strengthening Rural Families \$2,250, for a total of
35 \$16,200; and further moved the City Council approve contributions from the
36 Water and Sewer Funds for fiscal year 2013-14 to the following agencies: FISH
37 Emergency Services \$3,000 and We Care \$3,000, for a total of \$6,000. Motion
38 APPROVED 7-0 (Yes: Bartlow, Bierek, Kvidt, Koeppe, Leonard, Manning, and
39 Sloan; No: None.)
40

41 **9. ORDINANCES/RESOLUTIONS**

42 **9.1 Resolution 13-09 Certifying delinquent sewer accounts to County Assessor**
43 – Ms. Swanson described the methods used to deal with water customers who
44 do not pay their bills and explained the limitations to terminating services for
45 sewer only customers. She stated there are two customers this year that have
46 not paid and stated the customers did receive letters stating that the balances
47 were being considered by the Council tonight. Ms. Swanson explained changes
48 that were made to the City’s ordinance several years ago to require sewer only
49 accounts to be in the name of owners in order to proceed with this process.
50

51 **MOTION:** Councilor Barlow moved, Councilor Koeppe second, the City Council
52 approve Resolution 13-09 certifying delinquent sewer accounts to the County

1 Assessor. Motion APPROVED 7-0 (Yes: Bartlow, Bierek, Kvidt, Koeppe,
2 Leonard, Manning, and Sloan; No: None.)
3

4 **10. INFORMATION/CORRESPONDENCE**

5 **10.1 CWACT Minutes – May 23, 2013** – No comments.

6 **10.2 CWACT Notes, July 25, 2013** – No comments.

7 **10.3 Website report for July 2013** – No comments.

8 **10.4 Philomath Connection ridership for July 2013** – No comments.
9

10 Mr. Sloan noted that Ken and Carol Stueve were unable to attend and will be presented
11 with their certificate at a later meeting.
12

13 **11. ADJOURNMENT**

14 **11.1 Adjournment** – Seeing no further business, Mayor Sloan adjourned the meeting
15 at 8:00 p.m.
16

17 SIGNED:
18 Rocky Sloan, Mayor

ATTEST:
Ruth Post, MMC, City Recorder