



**CITY OF PHILOMATH
CITY COUNCIL
MEETING AGENDA
October 12, 2020
7:00 P.M.**

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

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 September 9, 2020
2. City Council minutes of September 14, 2020
3. City Council work session notes of September 14, 2020
4. City Council minutes of October 5, 2020

C. ITEMS REMOVED FROM CONSENT AGENDA

D. VISITORS COMMENTS

See the Opportunities to Comment section above to either submit written comments or sign up to speak.

1. Mark McGuire, Philomath Farmers' Market
2. Zina Allen

E. NEW BUSINESS

1. Park Master Plan proposal selection
2. Website status update
3. COG Diversity, Equity & Inclusion survey

F. ORDINANCES & RESOLUTIONS

1. Resolution 20-14 Appropriating excess expenditures
2. Resolution 20-15 Accepting jurisdiction of S 15th Street from Benton County

G. COUNCIL REPORTS

H. STAFF REPORTS

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

I. INFORMATION & CORRESPONDENCE

1. Park Advisory Board minutes of September 10, 2020
2. Finance & Administration Committee minutes of September 30, 2020
3. Inclusivity Ad Hoc Committee minutes of August 18, 2020
4. Philomath Connection bus ridership for September 2020
5. Thank you letter from Philomath Community Services
6. 2019-2020 TMDL Annual Report and Acceptance Letter from DEQ
7. Letter from USS Oregon Commissioning Committee
8. Planning Commission minutes of September 21, 2020
9. Inclusivity Ad Hoc Committee minutes of October 6, 2020
10. CARES Act Grant Awards Summary
11. FY2020-2021 Quarterly Budget & Grants Report

J. ADJOURNMENT

Meeting Access Information

This meeting is being held electronically via Zoom. Prior to the meeting, participants will be provided with the Zoom meeting link. Citizens may watch the live feed of the meeting on the City's Facebook page at <https://www.facebook.com/cityofphilomath> . This is a public page and does not require a Facebook account to access. Contact City Hall to make viewing arrangements if you do not have access to the internet.

Opportunities to Comment

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

- 1) Sign up to speak 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.

CITY MEETING/EVENTS SCHEDULE

(As of 10/8/2020)

OCTOBER 2020

October 8 at 5:00 PM	Park Advisory Board meeting
October 8 at 7:00 PM	Oregon History of Racism & Justice Facebook live-stream presentation by Oregon Historical Society
October 12 at 7:00 PM	City Council meeting
October 15 at 7:00 PM	Comprehensive Plan Advisory Committee meeting
October 19 at 7:00 PM	City Council work session – MWIC Reimbursement District
October 20 at 7:00 PM	Siletz Tribal History & Customs Facebook live-stream presentation
October 26 at 7:00 PM	City Council meeting (if needed)
October 27 at 6:00 PM	Inclusivity Ad Hoc Committee meeting

All meetings are currently being held via Zoom video & audio conferencing. 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 and access information.



**CITY OF PHILOMATH
PROCLAMATION
INDIGENOUS PEOPLES' DAY**

WHEREAS, Oregon is home to nine federally recognized Tribal governments in Oregon

WHEREAS, the City of Philomath recognizes that Indigenous People have called the lands of Oregon home since time immemorial; and

WHEREAS, The Confederated Tribes of Siletz Indians recently awarded a couple grants to the Philomath Community Gleaners, to help local people with food insecurity needs throughout the Coronavirus Pandemic; and

WHEREAS, The Confederate d Tribes of Siletz generously cooked and prepared meals for countless evacuees along the Oregon Coast during the September wildfires; and

WHEREAS, The Confederated Tribes of Siletz Indians awarded grant funding in February to support the Philomath Police Department secure additional law enforcement equipment to keep people safe while traveling through the region; and

WHEREAS, The Confederated Tribes of Siletz Indians recently awarded grant funding to the Philomath Youth Activity Club to promote future youth cultural exchanges that focus on Tribal customs, history, and heritage and will hopefully result in more tolerant and understanding youth: and

WHEREAS, the Philomath Frolic & Rodeo recently honored its longtime relationship with The Confederated Tribes of Siletz Indians by selecting them to serve as the Grand Marshall of the Philomath Frolic & Rodeo Parade in 2019; and

WHEREAS, the Confederated Tribes of Grand Ronde generously awarded the American Legion Mary's River Post 100 funds to nurture the future growth of the Philomath Farmer's Market: and

THEREFORE, I Eric Niemann, Mayor of the City of Philomath, proclaim Monday, October 12th as Indigenous Peoples' Day in the City of Philomath and encourage all residents to recognize this observance. I would further encourage that the City of Philomath continue to seek ways to strengthen its relationship with all the federally recognized Tribal governments in Oregon.

DATED: October 12, 2020

SIGNED:

Eric Niemann
Mayor, City of Philomath

ATTEST:

Ruth Post
MMC, City Recorder

**PHILOMATH CITY COUNCIL
SPECIAL MEETING
MINUTES
September 9, 2020**

1. ROLL CALL

A special meeting of the City Council of the City of Philomath was called to order by Mayor Eric Niemann on September 9, 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 meeting live-streamed to the public on the Facebook application.

Present:

Mayor Eric Niemann
Council President David Low
Councilor Ruth Causey
Councilor Doug Edmonds
Councilor Chas Jones
Councilor Matt Lehman

Absent:

Councilor Matthew Thomas

Staff Present:

City Manager Chris Workman
City Recorder Ruth Post

Staff Absent:

Finance Director Joan Swanson
Chief of Police Ken Rueben
City Attorney Jim Brewer
Public Works Director Kevin Fear

Wildfire Update: Mayor Niemann provided a recap of Governor Brown's conference call this afternoon to address the major fires burning across multiple locations throughout Oregon. He commented on local efforts for evacuees displaced into Benton County, available resources and information sharing. He noted that the Governor has requested a federal disaster declaration. He described outreach extended to the Siletz Tribal leadership.

Mr. Workman reviewed information sharing that staff has been performing via social media and the website and the preparations that the Frolic and Rodeo Association is making to provide assistance if needed.

Councilor Jones noted offerings of local space for camping or livestock that are posted on social media. Mr. Workman encouraged directing those offers to Benton County Emergency Management for coordination.

2. NEW BUSINESS

1. Benton County Cultural Coalition (BCCC) grant letter of intent – Mayor Niemann reviewed the grants offered by the BCCC and the letter of interest that is to be reviewed by the Council. He described the potential uses of a grant to bring a traveling exhibit from Oregon Black Pioneers to Philomath in January 2021. He reviewed additional public comments that were received from Anissa Teslow and Jessica Andrade regarding the potential uses and timing of the exhibits. He noted discussions from the Inclusivity Ad Hoc Committee regarding the need for education, including the history of racism in Oregon.

Councilor Edmonds commented on the on-line presentation available from the Coos Bay Library regarding the lynching of Alonzo Tucker, the only known lynching of a Black person in Oregon.

1 Councilor Low reviewed concerns about the application, including the amount of the grant
2 being requested and why the Council was receiving the information at this late date. He
3 described using a process of reviewing action items from the Inclusivity Ad Hoc Committee
4 and incorporating them into the Strategic Plan. He stated concerns including the cost of the
5 book described and suggested a partnership with the library might be better. He encouraged
6 a Strategic Plan event centered on Ruben Shipley at Mt. Union Cemetery, recommended
7 delaying the exhibit until a more appropriate non-pandemic time, and questioned when the
8 City engaged in a sister city status with Coos Bay, Oregon.

9
10 Councilor Causey indicated her support for the exhibit but had concerns about the status of
11 the timing with the pandemic. She indicated her concerns about purchasing the book, which
12 she had checked out from the library, and supported Councilor Low's suggestion the library
13 should make a decision about whether to purchase an additional copy. She described the
14 difficult content of the book and the challenges in reading it.

15
16 Councilor Lehman confirmed the current status of the Benton County Historical Museum as
17 being open and felt that it would be an appropriate location for an exhibit. He stated support
18 for the Oregon Black Pioneers exhibit. He stated the need to balance the momentum on
19 inclusivity moving forward with the issues of the pandemic.

20
21 Mayor Niemann noted the current exhibit on display at the Museum is on Japanese
22 internment in World War II and the process of applying for the grant.

23
24 Councilor Edmonds stated support for the exhibit as an educational opportunity at the
25 Museum but questioned the reference to a sister city status with Coos Bay as something he
26 had not heard of before. He recommended further review of any relationship with Coos Bay.
27 Mayor Niemann noted that the sister city reference was only a word choice and it came
28 about through Philomath and Coos Bay each having significant historical events related to
29 Oregon Black history.

30
31 Councilor Jones thanked Mayor Niemann for bringing the grant forward and suggested
32 bringing the ask amount into line with the BCCC's typical award amount. He suggested the
33 Inclusivity Committee could further flesh out the grant specifics if the letter of interest results
34 in a full grant application invitation. He supported the timing of an exhibit in January and
35 February if the pandemic conditions allow for it. He noted that the grant wouldn't prohibit
36 additional inclusivity activities in the near term.

37
38 Councilor Causey noted the current prioritization of activities that the Inclusivity Committee
39 is processing through, including speakers. She supported a diversity collection in the library.

40
41 **MOTION:** Councilor Low moved, Councilor Edmonds second, that the City Council submit a
42 letter of interest for a \$1,300 grant to the Benton County Cultural Coalition for the purpose of
43 advancing cultural awareness of racism in the community and direct the Inclusivity Ad Hoc
44 Committee to review and recommend uses for the grant funds and present them at the
45 October City Council meeting.

46
47 There was discussion about the value of identifying the intended use in the letter of intent.
48 Mayor Niemann noted the exhibit is \$500 per month and a presentation by a member of the
49 Oregon History Society would be approximately \$150. Councilor Lehman suggested a grant

1 for \$1,300 to rent the exhibit for two months and funds for marketing materials. Councilor
2 Jones suggested the exhibit rental and a speaker in January 2021 with marketing materials
3 would meet the \$1,300 grant amount and recommended the Inclusivity Committee review
4 and make the submission. There was further discussion about the use of the Committee in
5 the process and in development of future opportunities.

6
7 Councilor Low and Councilor Edmonds withdrew their motion.

8
9 **MOTION:** Councilor Causey moved, Councilor Edmonds second, that the City Council
10 pursue a grant from the Benton County Cultural Coalition for \$1,300 to host the Oregon
11 Black Pioneers exhibit at the Benton County Historical Museum.

12
13 There was discussion about the inclusion in the motion of a \$150 honorarium for a speaker.
14 The motion was revised by friendly amendment.

15
16 **REVISED MOTION:** Councilor Causey moved, Councilor Edmonds second, that the City
17 Council pursue a grant from the Benton County Cultural Coalition for \$1,300 to host the
18 Oregon Black Pioneers exhibit at the Benton County Historical Museum and for a \$150
19 honorarium for a speaker. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones,
20 Lehman, Low and Niemann; No: None).

21
22 Mayor Niemann reminded the Council that Friday is 9/11, Patriots Day.

23
24 **3. ADJOURNMENT**

25 Seeing no further business, the meeting was adjourned at 8:17 p.m. by Mayor Eric
26 Niemann.

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29 _____
Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

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**REGULAR MEETING
MINUTES
September 14, 2020**

A. ROLL CALL

The City Council of the City of Philomath was called to order by Mayor Eric Niemann on Monday, September 14, 2020 at 7:03 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 with limited capacity available 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
Council President David Low
Councilor Ruth Causey
Councilor Doug Edmonds
Councilor Chas Jones
Councilor Matt Lehman

Absent:

Councilor Matthew Thomas

Staff Present:

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

Staff Absent:

B. CONSENT AGENDA

1. City Council minutes of August 10, 2020

2. Joint meeting of City Council and Planning Commission of August 10, 2020

MOTION: Councilor Low moved, Councilor Edmonds second, to approve the consent agenda and meeting agenda for the September 14, 2020 meeting as presented. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and Niemann; No: None).

C. ITEMS REMOVED FROM CONSENT AGENDA

None.

D. VISITORS COMMENTS

1. Paula May, Lily's Lope for Hope, Philomath, OR – Ms. May provided an overview of the virtual run that will be held this year to support the suicide prevention activities supported by Lily's Lope for Hope. She described the importance of the suicide prevention work during this particularly difficult year. She described the need for more avenues to distribute funds. There was discussion about registering for the virtual run. Councilor Jones described the challenges of suicide prevention in the Indigenous community and opportunities that cultural awareness can provide.

2. Kate Porsche, Corvallis Benton County Economic Development Manager, Corvallis, OR

— Ms. Porsche provided an update on activities of the economic development team, including outreach to the local business community. She described the use of technology to spread their reach in the business community. She also described the grant funds that they have managed, including extra outreach to minority owned businesses and the additional grant funds available through Business Oregon. She described the roll-out in October of Community Development Block Grant funds through micro-grants and the 75,000 masks

1 they have available to distribute. Ms. Porsche explained that they are coordinating with
2 Benton County for outreach to the farming community. There was discussion about the
3 Economic Development office interacting with the Emergency Operations Center during the
4 COVID-19 response.

5 3. Jean Goul, Philomath Community Services President, Philomath, OR – Ms. Goul
6 expressed gratitude to the community and county for the contributions to PCS during the
7 pandemic. She described the steps being taken to protect both volunteers and customers
8 during interactions. She also touched on the positive outreach they were able to conduct
9 during the Farmers’ Market this summer. Ms. Goul reviewed the activities of each of the
10 programs under the PCS umbrella. She noted they will be hiring a new Executive Director to
11 replace Mark McGuire who resigned. She provided an update on the installation of the
12 cooler that was donated by Heritage Natural Finishes from the Nectar Creek facility.

13 Ms. Goul reviewed the PCS and community response to contribute towards the wildfire
14 evacuees. She described outdoor shelter needs for the Gleaners during their distributions.
15 She thanked the Philomath Community Foundation for assistance in constructing their new
16 stairs.

17 4. Jessica Andrade, Philomath, OR — Ms. Andrade commented on Agenda Item #E.02,
18 Inclusivity Ad Hoc Committee membership rotation, and encouraged the committee
19 membership to remain unchanged at this time. She described the work that has been
20 completed so far and suggested the discussion be held to evaluate the different types of
21 committee formats the group could be structured around.

22 5. Ann Buell, Philomath, OR — Ms. Buell expressed concerns about Councilor Matthew
23 Thomas’ comments at the last City Council meeting. She stated concerns about the
24 gentrification of Philomath and the impact on the poor and Black residents. She described
25 issues with the City over maintenance of a ditch adjacent to her home on Willow Lane.

26 Ms. Buell stated concerns about the work being performed at Millpond Crossing throughout
27 COVID-19 and the wildfire smoke. She requested that the City prevent the continuation of
28 work during the smoky conditions. Ms. Buell stated concerns about construction noise and
29 the suffering of residents being subjected to the noise. She requested an ordinance to
30 address noise.

31 *Mayor Niemann called a break at 7:55 p.m. and reconvened at 8:02 p.m.*

32 **E. NEW BUSINESS**

33 **1. Planning Commission interviews and appointment** – Mayor Niemann reviewed the
34 process of selecting a new Commissioner.

35 Joey McGlinchy – Mr. McGlinchy described his interest in upcoming City projects. He
36 reviewed the actions of the Planning Commission and his research on governing
37 documents. He described his work for the Oregon Construction Contractors Board. He
38 noted he is also a candidate for City Council and has observed on-line Planning
39 Commission meetings.

40 Van Hunsaker — Mr. Hunsaker explained his interest in the Planning Commission as he is
41 not currently volunteering in any other capacity at this time. He reviewed his past experience
42 in the updating of the Comprehensive Plan and his understanding of Oregon land use
43 regulations. He described the benefits of the upcoming Downtown Streetscapes project. Mr.
44 Hunsaker addressed the role of the Planning Commission in following the laws and the

1 development currently under construction. He described the importance of natural growth
2 and SDC's to fund projects like the water treatment plant.

3 Mary Jensen, Philomath, OR – Not available.

4 Council first voted by raised hands for two out of the three candidates.

5
6 **VOTE:** Van Hunsaker: 6 votes (Causey, Edmonds, Jones, Lehman, Low and Niemann)
7 Mary Jensen: 0 votes
8 Joey McGlinchy: 6 votes (Causey, Edmonds, Jones, Lehman, Low and Niemann)
9

10 Council voted between Van Hunsaker and Joey McGlinchy.

11
12 **VOTE:** Van Hunsaker: 4 votes (Edmonds, Jones, Low and Niemann)
13 Joey McGlinchy: 2 votes (Causey and Lehman)
14

15 **MOTION:** Councilor Causey moved, Councilor Edmonds second, to appoint Van Hunsaker
16 to the Planning Commission and waive the two week waiting period. Motion APPROVED 6-
17 0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and Niemann; No: None).
18

19 Councilor Jones suggested that the two week waiting period should be done away with.
20

21 **2. Inclusivity Ad Hoc Committee membership rotation** – Councilor Causey requested
22 that the Council approve a slate of speakers that have been arranged to provide
23 presentations in coming weeks, including providing publicity and outreach to the high
24 school: September 22 – Gwen Carr, Oregon Black Pioneers; October 8 – Kerry Tymchuk,
25 Oregon Historical Society; and October 20 – Robert Kentta, The Confederated Tribes of the
26 Siletz Indians.
27

28 Councilor Causey suggested that the existing committee members continue serving through
29 the end of the year and that it continue to meet on an every other month basis, with a
30 workshop format on the alternating months.
31

32 There was discussion about the notification method for the presentations to ensure that all
33 members of the City Council could view them without violating public meeting laws.
34

35 Ms. Swanson reminded the Council of the need to move money to fund any expenses for
36 speakers because there is no money budgeted. Mayor Niemann suggested that there are
37 potential donors available and only one of the speakers has requested an honorarium.
38

39 Councilor Edmonds clarified that the speakers would not be during an Inclusivity Ad Hoc
40 Committee meeting. Councilor Causey stated she would support the first speaker's
41 honorarium. There was discussion about different options for paying for the speaker's fee.
42

43 Councilor Edmonds supported the retention of the current committee membership through
44 the end of the year. There was further discussion about budgeting and receipt of grant
45 funds.
46

1 **MOTION:** Councilor Edmonds moved, Councilor Low seconded, that the funds for the
2 speaker come from either grant or contributed funds.

3
4 Councilor Jones stated that the financial support of a speaker reinforces the commitment
5 that the City made in passing the resolution. Councilor Lehman described a growing divide
6 in the community and recommended presenting education about inclusivity sooner than
7 later.

8
9 Motion FAILED 2-4 (Yes: Edmonds and Low; No: Causey, Jones, Lehman and Niemann.)

10
11 **MOTION:** Councilor Lehman moved, Councilor Causey seconded, to transfer \$150 from the
12 Contingency Fund to the City Council Fund to pay for the honorarium for the Oregon Black
13 Pioneers speaker and schedule the other two speakers for the dates previously stated.
14 Motion APPROVED 4-2 (Yes: Causey, Jones, Lehman and Niemann; No: Edmonds and
15 Low).

16
17 Ms. Swanson recommended proceeding with the speaker and the Council can consider the
18 resolution to transfer contingency funds at the October meeting.

19
20 *Mayor Niemann called a break at 8:59 p.m. and reconvened at 9:04 p.m.*

21
22 **3. USDA Rural Business Development Grant Acceptance** – Mr. Workman reviewed the
23 City's fiscal agent status for this grant in conjunction with the other seven cities making up
24 the Mid-Valley Partners. He reviewed the benefits of the grant in maintaining the full staffing
25 of the Oregon RAIN program which provides resources for small businesses and
26 entrepreneurs. He noted that a resolution to accept and allocate the grant funds in the
27 budget will be presented at the October City Council meeting.

28
29 **MOTION:** Councilor Low moved, Councilor Jones second, to accept the 2020 USDA Rural
30 Business Development Grant in cooperation with Mid-Valley Partners, and authorize the city
31 manager to sign the grant documents. Motion APPROVED 6-0 (Yes: Causey, Edmonds,
32 Jones, Lehman, Low, and Niemann; No: None).

33
34 **4. Reimbursement District for Boulevard Apartments** – Mr. Workman explained the
35 primary need to set a public hearing for the Reimbursement District. There was discussion
36 about the potential date for a public hearing. It was agreed to schedule a special meeting of
37 the Council on October 5 specifically to hold the public hearing.

38
39 **MOTION:** Councilor Edmonds moved, Councilor Causey second, the City Council schedule
40 an informational hearing for The Boulevard Apartments Reimbursement District for October
41 5, 2020. Motion APPROVED 6-0 (Yes: Causey, Edmonds, Jones, Lehman, Low, and
42 Niemann; No: None).

43
44 **F. COUNCIL REPORTS**

45 **1. Mayor Niemann – If I Were Mayor Contest** – Mayor Niemann described the awards
46 ceremony for the 2020 contest during the recent Oregon Mayor's Conference. He
47 encouraged the city to participate this year.

48
49 *Councilor Low exited the meeting at 9:14 p.m.*

1 There was discussion about sharing the winning entries from 2020 and staff proceeding with
2 outreach to the schools.

3
4 **2. Councilor Low – Small Business and Social Service Assistance Grants update –**
5 Councilor Low was unavailable on the Zoom call to make this report.

6
7 **3. Councilor Edmonds —** Councilor Edmonds clarified that he supported the speakers
8 associated with Agenda Item #E.02 and was strictly voting regarding the source of funding.

9
10 Mayor Niemann questioned the City's noise ordinance. Mr. Workman reviewed the City's
11 existing noise ordinance. There was discussion about employment issues raised by Ms.
12 Buell in Visitors Comments. There was discussion about the hours allowed for construction
13 by City ordinance and the subcontractors employed by the developer. There was discussion
14 about OSHA compliance and inspections during COVID-19 and in the wildfire smoke.

15
16 There was discussion about whether the City should declare an emergency due to the
17 wildfires that could reimburse expenses associated with the event. There was discussion
18 about whether the city has incurred any expenses that would qualify for FEMA
19 reimbursement.

20
21 Councilor Causey questioned when the Millpond Crossing development will be completed.
22 Mr. Fear described the houses that are currently under construction in closest proximity to
23 the Buell's house.

24
25 Mayor Niemann described an upcoming event at the Majestic Theater.

26
27 Councilor Jones questioned what the process is for addressing Mr. Lamb's park request in
28 Agenda Item #H.04. Mayor Niemann noted that that issue has been forwarded to the Park
29 Board to address.

30
31 **G. STAFF REPORTS**

32 **1. City Attorney –** No report.

33 **2. Police Chief –** Excused.

34 **3. City Recorder –** Ms. Post reminded all of the candidates for Mayor and City Council that
35 the use of City resources for campaign purposes is prohibited by State Statute and any
36 public record copies for campaign purposes will be subject to the fee schedule. She also
37 reminded incumbent Councilors running for re-election that they should not use City-
38 provided email accounts for campaign purposes and recommended creation of a personal
39 email account for that purpose if needed.

40 **4. Finance Director –** No report.

41 **5. Public Works Director –** Mr. Fear reported on the resignation of a long-time employee.
42 They will be recruiting for a replacement.

43 **6. City Manager –** Mr. Workman reported on the Comprehensive Plan update, including a
44 meeting of the Advisory Committee this week. He also reported that the DLCD technical
45 grant has been reduced due to State funding cuts but the budget does include sufficient
46 allocated funds. He reported on the Downtown Streetscape project and the current review of
47 Stormwater detention. He added that the Downtown Streetscape survey has been re-
48 activated for more public feedback, and the timber town theme is currently proving to be
49 popular.

1 Mr. Workman reported that the Citizens' Academy has been postponed to January 2021 in
2 hopes of holding in-person sessions. He added that he did submit the program for a
3 community award with LOC. Councilor Edmonds provided positive feedback on the Citizens'
4 Academy from a citizen he recently spoke to.

5 **H. INFORMATION & CORRESPONDENCE**

- 6 **1. Park Advisory Board minutes of August 13, 2020**
- 7 **2. Finance & Administration Committee minutes of August 26, 2020**
- 8 **3. Philomath Connection bus ridership for August 2020**
- 9 **4. Documents submitted by Jeff Lamb regarding meetings in 2014 of an independent**
10 **Philomath Veterans Memorial Committee**
- 11 **5. Thank you letter from ABC House for social service assistance grant**
- 12 **6. Thank you letter from PYAC for social service assistance grant**
- 13 **7. Thank you letter from Strengthening Rural Families for social service assistance**
14 **grant**
- 15 **8. Thank you letter from We Care for utility service assistance grant**
- 16 **9. RAIN Oregon Annual Report**

17
18 **I. ADJOURNMENT**

19 Seeing no further business, meeting adjourned at 9:42 p.m. by Mayor Niemann.

20
21 _____
22 Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

**PHILOMATH CITY COUNCIL
WORK SESSION
September 14, 2020**

Mayor Niemann called the work session to order on Monday, September 14, 2020 at 5:42 p.m. Due to the Oregon Governor's Executive Order 20-12 requiring social distancing due to the COVID-19 pandemic, the work session was held via video conferencing technology with the public allowed to view electronically and with limited capacity available in the Philomath City Hall Council Chambers, 980 Applegate Street, Philomath, Oregon.

Present:

Mayor Eric Niemann
Council President David Low
Councilor Ruth Causey
Councilor Doug Edmonds
Councilor Chas Jones
Councilor Matt Lehman

Absent:

Councilor Matthew Thomas

Staff Present:

City Manager Chris Workman
Police Chief Ken Rueben
City Recorder Ruth Post

Staff Absent:

City Attorney Jim Brewer
Finance Director Joan Swanson
Public Works Director Kevin Fear

Mayor Niemann summarized the change the Council made two years ago from a shorter term planning process to a dynamic Strategic Plan in order to address multi-year planning. He noted discussions at the Finance & Administration Committee to relate the City Manager's evaluation more closely to the Strategic Plan goals. He described the impact of the COVID-19 pandemic and other circumstances on some of the outcomes this year.

There was discussion on the plan Council's for completing full review of the Strategic Plan before the end of 2020.

THEME 5: Safe Community

Councilor Causey requested addition of a Fire Emergency Master Plan. Chief Rueben described the plan Philomath Fire & Rescue has and the opportunity to have the Fire Chief review the plan with the Council. Mayor Niemann noted the action item under Objective 1.3.3 to hold a Town Hall meeting on the topic of Emergency Management. He described the training in Corvallis that he attended last year and the potential to provide something like that in Philomath. There was discussion about community preparedness and potential types of action plans. Mr. Workman will bring a draft action plan to the next work session.

Chief Rueben reviewed the statistical action items and the outreach that had to be cancelled due to COVID-19. He described the types of statistics included in the objectives. There was discussion about public relations activities being identified rather than crime prevention programs. There was discussion about re-introducing interaction with the schools in a couple of months. There was discussion about an upcoming national coffee with a cop and the challenges of COVID-19.

There was discussion about the radar sign and issues related to the current sign and the updating of statistics. Chief Rueben provided an update on the officer currently attending the Police Academy. Councilor Jones requested addition of an action plan to have officers attend

diversity training. Chief Rueben described upcoming changes to the DPSST requirements to address expanded training requirements. Councilor Edmonds suggested the Police Committee could discuss that and draft language.

Councilor Low commented on his recent ride-along with the Police Department.

THEME 4: Great Neighborhoods

There was discussion about outreach and ways to improve it. There was discussion about expanded social media outreach. There was discussion about the best practices with other communities. There was discussion about staffing and monitoring, particularly related to police departments.

There was discussion about the decreased ridership on the bus due to COVID-19. Goal 4.3, Parks, was discussed. There was discussion about the skate park. There was brief review of the Comprehensive Plan update process.

There was discussion about holding another work session in November to review the remaining sections of the Strategic Plan.

Work session adjourned at 6:48 p.m.

Notes recorded by Ruth Post, MMC, City Recorder.

**PHILOMATH CITY COUNCIL
SPECIAL MEETING
MINUTES
October 5, 2020**

1. ROLL CALL

A special meeting of the City Council of the City of Philomath was called to order by Mayor Eric Niemann on October 5, 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 meeting live-streamed to the public on the Facebook application. Accommodations were also made in the City Council Chambers at 980 Applegate Street, for attendees without access to the internet.

Present:

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

Absent:

Staff Present:

City Manager Chris Workman
Deputy City Attorney David Coulombe
Finance Director Joan Swanson
City Recorder Ruth Post
Deputy City Attorney Carrie Greenshields

Staff Absent:

City Attorney Jim Brewer
Police Chief Ken Rueben
Public Works Director Kevin Fear

2. PUBLIC HEARING

Reimbursement District for Mountain West Investment Corp (MWIC - The Boulevard Apartments) – Mayor Niemann provided an opening summary of what a reimbursement district is and the specific infrastructure improvements that were installed along a section of Highway 20/34 to The Boulevard Apartments by MWIC. He reviewed the timeline to date for the formation of a reimbursement district and the notification process that was used to notify all adjacent property owners. He reviewed the introduction to the Planning Official's report. He opened the public hearing at 7:10 p.m.

Mayor Niemann read the written testimony submitted by Lawrence E. Johnson. He also read into the record the letter received from Ron and Barbara Hartz.

Barbara Hartz, Philomath, OR – Ms. Hartz testified with concerns similar to those contained in her letter, including costs that benefit The Boulevard Apartments exclusively, such as pedestrian amenities. She requested an opportunity to meet and review the costs to develop a fair cost for all of the parties. Ms. Hartz stated their property would benefit from the sewer line, but they requested an equitable cost to the property owners. She stated objections to the calculation of the acreage of their property due to the presence of issues such as wetlands on their property. Councilor Jones stated he had an ex-parte contact with Ms. Hartz earlier in the day but did not feel he learned anything that would be an issue. He stated concerns about divvying the district up by acreage if wetlands have not been mapped. He noted that construction delay costs should not be included in the project costs.

1 Donna Sirmans, Philomath, OR – Ms. Sirmans stated objections to inclusion of her property
2 in the Reimbursement District. She stated her property is exclusively wetlands and is
3 currently developed to the maximum allowed by the land use zoning. She stated concerns
4 that applying for any building permit would require her to tie into the infrastructure. She
5 noted that her property is not located within the city limits, limiting her opportunities to have
6 a voice in Philomath. She stated she will never use the City water or sewer service and
7 there is no benefit to this property.

8 Councilor Jones questioned if the district would affect taxpayers other than those within the
9 District. Mr. Workman described potential property valuation impacts if a neighboring
10 property is developed. Ms. Sirmans described the loss of value to her property from the
11 construction of the apartments.

12 Councilor Causey requested clarification that the District amounts do not apply unless either
13 the property is developed or connects to the water or sewer service. Mr. Workman stated
14 Ms. Sirmans would not trigger a reimbursement payment unless a building permit required
15 her to access the improvements. He stated the street access would not apply unless the
16 property were developed into a different use. Mr. Workman clarified the 15-year effective
17 period for the district and that the district would be tied to the property, not the owner.

18 Mr. Workman described the inclusion of wetlands, including the wetlands on The Boulevard
19 property. He reviewed the reasons for using the lot square footages to allocate the district
20 costs equitably for the street and sewer assessments and linear footages for the water
21 extension.

22 Mr. Workman confirmed that the applicant's submission was reviewed by the City Engineer
23 and Public Works Director. He noted the need to update the numbers and perform
24 recalculation to reflect the accurate permit fees that were charged. Councilor Lehman
25 questioned if there is any subsequent recourse for property owners at the time they are
26 actually able to develop their properties. Mr. Coulombe summarized the legalities of the
27 ability to challenge the assessment at a future date. Mr. Workman summarized the street
28 expenses that were included in the assessment. There was discussion about the inclusion
29 of the apartment access improvements in the calculations.

30 Mark Grenz, Multi-Tech Engineering – Mr. Grenz described the review and documentation
31 that was required by staff to proceed to this point. He stated the water and sewer projects
32 did not include any construction delays, with the exception of improvement acceptance by
33 ODOT. He stated the issues raised by Ms. Sirmans are valid; but if the property can only be
34 used as the current residential use, it would never be subject to the district assessment.

35 Mr. Grenz noted that the presence of wetlands does not preclude the ability to mitigate them
36 in the future, and the wetlands present on The Boulevard property were included in the
37 calculations. He described the risk that the developer takes in recouping their costs within
38 the 15-year reimbursement district life. He stated there are multiple ways to calculate
39 assessments but he felt that the method proposed is most equitable. He described the
40 sewer benefit to the Hartz property, and the benefit of having access through the
41 reimbursement district rather than having had to extend the sewer trunk line themselves. He
42 noted the need to update the calculations relative to the permit costs.

43 Mr. Grenz described the discussions that were conducted early in the development process
44 regarding the City's reimbursement district mechanism and SDC reimbursements for
45 oversized infrastructure. Mayor Niemann questioned if a reimbursement district is the typical

1 approach to a project like this. Mr. Grenz explained that reimbursement districts have been
2 utilized in other projects.

3 Councilor Causey questioned if the project costs have been audited or could be audited. Mr.
4 Grenz described the contractor selection for the project construction and their review of the
5 project costs throughout the construction process. He described the specific tracking of the
6 materials quantities used throughout the construction.

7 Mr. Grenz stated that his firm would be happy to participate in whatever process the Council
8 requests to arrive at an equitable basis for the assessments, but he cautioned that the
9 process might not be beneficial. He described an analysis for a reimbursement district in
10 Hubbard that they just completed.

11 Councilor Jones requested expansion on the question regarding the parking lot area. Mr.
12 Grenz explained that none of the costs for on-site access improvements were included in
13 the calculations.

14 Mayor Niemann closed the public hearing at 8:15 p.m.

15 **Council Deliberations** – Mr. Workman described next steps, including updating the
16 Planning Official's Report figures. He noted that the Council could hold an additional public
17 hearing at the October 12 Council meeting. He reviewed next steps including preparation of
18 a resolution and a possible meeting between parties. Councilor Jones objected to particular
19 charges that caused him concern, such as for night work and miscellaneous charges.

20 Mayor Niemann recommended holding a working session for parties to participate in and
21 gain understanding. Councilor Low re-addressed the potential development for Ms. Sirman's
22 property due to presence of wetlands. There was additional discussion about criteria for
23 development of industrial property and presence of wetlands and the potential for a future
24 developer to access City water and sewer service through the reimbursement district.
25 Councilor Low stated it was a problematic situation for Ms. Sirmans.

26 Councilor Low pointed out a discrepancy in the qualifying sewer improvements total as
27 identified on Page 5 of the report. Mr. Workman noted he would review that section prior to
28 any further action.

29 **MOTION:** Councilor Edmonds moved, Councilor Causey seconded, to allow for a working
30 session to occur to allow for additional questions by citizens and give time for staff to make
31 corrections to the report as described this evening.

32 There was discussion about potential dates for scheduling a work session. There was
33 discussion about making the work session a public event with proper noticing. Consensus
34 was to schedule the meeting at 7:00 p.m. on October 19.

35 **MOTION TO AMEND:** Councilor Edmonds moved, Councilor Causey seconded, for the
36 work session to be scheduled for October 19 at 7:00 p.m. Motion APPROVED 7-0 (Yes:
37 Causey, Edmonds, Jones, Lehman, Low, Thomas and Niemann; No: None).

38 **MOTION TO AMEND:** Councilor Thomas moved, Councilor Causey second, to limit
39 participation at the work session to affected property owners. There was discussion about
40 the merits of the motion. Motion FAILED 2-5 (Yes: Edmonds, Niemann; No: Causey, Jones,
41 Lehman, Low and Thomas).

1 **AMENDED MOTION:** To schedule a working session on October 19 at 7:00 p.m. to allow for
2 additional questions by citizens and give time for staff to make corrections to the report as
3 described this evening. Motion APPROVED 7-0 (Yes: Causey, Edmonds, Jones, Lehman,
4 Low, Thomas, and Niemann; No: None).
5

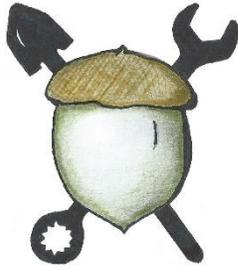
6 **3. ADJOURNMENT**

7 Seeing no further business, the meeting was adjourned at 8:53 p.m. by Mayor Eric
8 Niemann.
9

10 _____
11 Eric Niemann, Mayor

Ruth Post, MMC, City Recorder

DRAFT



Bountiful Backyard

10/12/2020 Philomath City Council Briefing Philomath Farmers' Market

Community Survey Results

- Survey released in October 2019, input collected November 2019
- 223 responses
- 98% interested in the market, 70% “extremely” interested
- Nailed down Sunday afternoons

Counts

- Vendors: First week 10, last week 16. Avg. 16 —*5/8 food, 1/4 craft, 1/8 nonprofits*
- Customer Counts: Steady trickle —*50-100 customers/ day, if 1 group of 3 every 5-10 min.*

Benefits

- Economic Dev. —*23 vendors selling through season. “Incubator.” Keep dollars local.*
- Community Development —*platform for nonprofits to reach out, citizens to interface*
- Healthy, fresh food in town without grocery store

Feedback Survey Results

- Survey sent out to all volunteers and vendors
- 9 responses, all detailed and helpful
- 100% of vendors who took the survey want to return next year!
- 89% say financially viable —*all responses but one, which was a nonprofit and not a farm*
- General requests include more advertising/signage (vendors need to help,) plus some interesting ideas like offering vendors a 5% discount for paying up front for whole season

Plans for next year

- Signage plan/public safety focus
- CSA pilot #3 (1/3 interested in CSA per feedback survey. All others “maybe,” no “no”s)
- Intern, provided funds are available —*grants, fundraisers, or \$30 vendor dues if mutual*

Questions...?

\$3,000 grant from the Spirit Mountain Community Fund —*for capacity increase*

- Thanks to Eric Niemann for managing!
- Applied for by Elwin Callahan, Commander of the American Legion Mary's River Post 100

Dear Mayor and City Councilors,

October 5, 2020

I am writing with a long standing concern as a resident of Philomath for 7 years. I am concerned about the traffic safety on North 9th street, within city limits where the speed limit is 25mph and drivers continually do not follow speed limits. Traffic speed and safety has been a constant concern not only for me, but for other residents along 9th street and many of the feeder streets.

I have called countless city and county officials with my concerns and every time, the city and county have placed responsibility on the other. I have most recently been in contact via email with Ken Ruben and while it has been a respectful exchange, little has been done to make more permanent changes. I have also attended a city council meeting where I was told my concern was on the agenda. When I arrived to share, I was approached and told that it had been taken off the agenda because they had decided that it was the responsibility of the county. Speed is an issue all along north 9th, including both county AND city road. My hope is that city and county can work together to make this road safer, given that it is travelled by many residents and non-residents.

Meanwhile, Philomath is growing rapidly. As traffic has become more congested along Main Street, more drivers use North 9th street as their route in and out of town. This is the ONLY way around traffic on Main Street. This problem will continue as more development happens along North 9th, including parking lot access to a church.

When I have asked for help with speed issues on our street before, there has usually been a response by putting up speed readers. I believe these signs do help remind drivers to slow down, which reflects the data given by Ken Ruben. But once the speed sign is removed or no one is on patrol, the speeding continues. Moreover, patrol cars remind drivers to slow down, but once the area is not patrolled, the speeding continues. I appreciate the efforts the police department has made thus far, but I believe it is in everyone's best interest to at least explore more permanent solutions

In some exchanges with the city officials, I have been told that North 9th street is not a priority. When I asked why, the answer was that there have been no reported fatalities. And while I do believe that those areas with fatalities deserve attention, I am not willing to wait until one of my children or neighbors is killed by a vehicle in order to receive the attention this street needs towards safety. I was also informed that if we put something like speed humps on the road, that it would "set a precedent" for other people to want the same to control speed. To me, this is unacceptable. While speed humps may not be the answer we are looking for, safety IS what we should be seeking and it should set a precedent so that we can feel safe when we cross the street to check the mail, when our children go outside, and when pedestrians walk along the road.

As Philomath grows, we need to adapt, which includes hearing out the concerns of current residents. I have worked to maintain a respectful relationship with the city officials and will continue to do so, but I will also continue my pursuit to help Philomath grow sensibly and safely.

Regards,

Sarah Scholl



Philomath City Council Agenda Item Summary

Title/Topic: Park Master Plan Proposal Selection

Meeting Date: October 12, 2020
Park Board Chair: Dale Collins
Staff: Chris Workman

ISSUE STATEMENT

Shall the City Council select a consultant to begin contract discussions with for updating the Park Master Plan based on the recommendation of the Philomath Park Advisory Board?

BACKGROUND

The City's Park Master Plan was developed in 2013 and last updated in 2016. An action item under Goal 4.3 of the Strategic Plan, Implement the Park Master Plan and encourage community events, identifies the need to update the Park Master Plan this year. The Philomath Park Advisory Board approved a Request for Proposals (RFP) on September 10, 2020 which included the timeline for receiving and reviewing proposals so a recommendation of consultant selection could be made to the City Council.

According to the RFP, the Board used a qualifications-based selection process in determining a consultant to assist with this project. Consultants were evaluated on their experience, expertise and creativity in preparing parks master plans as demonstrated in their responses.

In addition, the City reviewed the consultant's ability to meet schedules, coordinate effectively with groups and interested parties, work effectively with community groups and work within the budget limitations.

Three proposals were received and scored by the Park Board on October 8, 2020 based on the following criteria:

A. Experience (60%)

The consultant should have specific experience in preparing parks master plans for cities of similar size to Philomath, demographics or project scope. A list of references of cities served must be provided. These references shall have dates, contact persons and a statement of scope and work performed.

B. Expertise (30%)

The consultant should identify the person who will be the Project Manager and primary contact person authorized to lead this project. Others may be identified as specialists in specific areas or tasks. Provide a resume for the Project Manager showing expertise in working with cities to complete park master plan documents, including trainings, certifications, awards, etc.

C. Creativity (10%)

The consultant should express its approach to developing a city's parks system philosophy, assessing current and future demand for parks and trails, and creating a ten-year plan for growth and how its approach would be unique or customized to the city's specific needs.

The following table was used to score the proposals. Scores will be provided following the meeting of the Park Advisory Board, scheduled for Thursday, October 8, 2020 (the evening of the day this memo is being written).

Consultant Name	Experience 0-60 pts.	Expertise 0-30 pts.	Creativity 0-10 pts.	Total Score
Conservation Technix				
GreenPlay				
MIG				

The Parks Advisory Board will review and score each proposal based on completeness and the qualifications of each consultant at its meeting tonight. The Board will formalize a recommendation which will be forwarded to the City Council for review and awarding of the contract.

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to this schedule:

Advertisement	September 25, 2020
Submittal Deadline	October 7, 2020
Park Advisory Board Review and Recommendation	October 8, 2020
City Council Review and Award of Contract	October 12, 2020
Notice to Proceed	October 13, 2020
Project Completion	April 30, 2021

COUNCIL OPTIONS

1. Based on the recommendation of the Park Advisory Board, select a consultant for first and second position, and direct staff to enter into contract discussions to establish an official scope of services, timeframe, and not-to-exceed cost.

RECOMMENDED MOTION

“Based on the recommendation of the Park Advisory Board, I move to select _____ as the number one choice and _____ as the number two choice for consulting services to update the city’s park master plan and direct staff to enter into contract discussions to establish an official scope of services, timeframe, and not-to-exceed cost.”

CITY MANAGER RECOMMENDATION

I believe we were very fortunate to receive proposals from three very qualified and excellent consultants, all of which would be more than capable of assisting the city with a full update to our Park Master Plan. Selecting one consultant over the others will be the most difficult task, after which, I have full confidence in the process going quite smooth. The Park Board has put a lot of time and energy into making this recommendation, so unless there is some strong sentiment against it, I recommend moving forward with the Park Board’s recommendation. If we are unable to come to an agreeable contract with the first choice, we will move to the second choice to try to reach an agreeable contract for these services.

ATTACHMENTS

- A. Proposal from Conservation Technix
- B. Proposal from GreenPlay
- C. Proposal from MIG

From: [Ruth Post](#)
To: [Ruth Post](#)
Cc: [Mayor Niemann](#)
Subject: Park Master Plan RFP results from Parks Advisory Board
Date: Monday, October 12, 2020 3:37:00 PM

Message sent by Mayor Niemann to all members of City Council via text messaging.

Ruth Post, MMC
City Recorder
City of Philomath

From: 7202330998@pm.sprint.com <7202330998@pm.sprint.com>
Sent: Monday, October 12, 2020 3:35 PM
To: Ruth Post <ruth.Post@philomathoregon.gov>
Subject:

Sent from my mobile.

Dear Council,
The Park Board met for 1 and 3/4 hours last Thursday to review and score the three proposals for the Park Master Plan. They scored each proposal on experience (60pts possible), expertise (30 pts possible) and creativity (10 pts possible). Here are the results:
1) MIG (60, 30, 9 = 99 pts)
2) Conservation Technix (55, 25, 8 = 88 pts)
3) GreenPlay (55, 25, 5 = 85 pts).
I feel they did a good review and support their recommendations. Hope that helps with your review and discussion tonight.



Qualifications

City of Philomath Parks & Trails Master Plan



PO Box 12736 - Portland, OR 97212
conservationtechnix.com
503.989.9345



Assisting local agencies and non-profits finance and conserve greenspaces today.

PLANNING TODAY...
GREENING TOMORROW



CONSERVATION
TECHNIX



7 October 2020

City of Philomath
Attn: Chris Workman, City Manager
980 Applegate Street
Philomath, OR 97370

RE: Letter of Interest for the City of Philomath Parks & Trails Master Plan

Dear Mr. Workman and members of the Selection Committee:

Conservation Technix is pleased to submit our team’s qualifications in response to your solicitation. With **special focus and significant expertise** in park and recreation planning, Conservation Technix is a well-qualified choice to assist the City of Philomath in preparing an updated Parks and Trails Master Plan. With over 20 years of experience in community-based planning, facilitation and project management, the firm provides a creative, solutions-oriented approach to projects and excels at integrating long-range planning, implementation strategies and fiscal analysis into our work.

Corporate Information:

Conservation Technix Inc
Federal EIN: 20-4481835
OR BIN: 1276177-2

Authorized Representative & Lead Contact:

Stephen Duh, Principal
PO Box 12736, Portland OR 97212
503-989-9345
steve@conservationtechnix.com

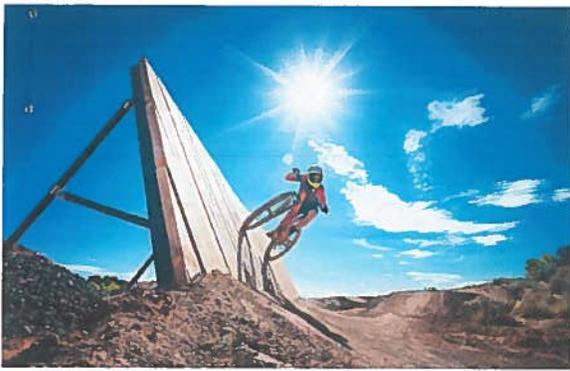
Our team is distinguished in many ways:

- Our team has **extensive experience with community-based, park and open space planning** and includes service-sector leaders in all aspects of the project. We have successfully completed parks, recreation and open space plans, needs assessments and strategic plans with municipalities across the western US. Our team includes Certified Park and Recreation Planners (CPRP), certified Planners and registered Landscape Architects experienced in municipal park planning and strategy.
- We **understand the needs and challenges of park and recreation service delivery** with significant hands-on experience and insight as former, public sector park agency staff. As such, the Conservation Technix team offers a **client-side perspective** on issues of communications, policy, funding and operational demands. Our staff have implemented multi-million dollar bond programs, established voter-approved park districts and managed park acquisition programs.
- We will be **very accessible** to the City and are well-grounded in park planning in Oregon. We successfully have completed recent, similar projects for Monmouth, Millersburg, Hood River, Creswell, North Plains and Happy Valley, among others.
- Our small size and talented staff offer **efficiency, economy and personalized attention**. We will be nimble, flexible and responsive and produce a plan uniquely suited to Philomath’s needs.

This is an exciting and important endeavor for the City. We encourage you to contact our references and look forward to working with your community in support of a vital parks and trail system.

Sincerely,

Steve Duh, Principal



CONSERVATION
TECHNIX

- ▶ 14 years specializing in PROS planning and outreach
- ▶ National experience and focus working with growing jurisdictions
- ▶ Tools and tactics to engage the community, including online and virtual options
- ▶ Over 100 park system master plans completed since 2006

1. Project Team Overview

Introduction

Conservation Technix is excited about the opportunity to submit our qualifications for the Philomath Parks and Trails Master Plan and has organized an experienced, professional team with the **knowledge, expertise and capacity** to meet the timeline and challenges of this critical, community project. Our team brings the unique perspective as former municipal park planners, and as such, we understand the nuances related to policy development and public involvement and the need for **succinct, implementable and realistic** planning documents. The project team brings significant, direct public-sector experience to this project, including park and trail system planning, recreation and facility planning, and implementation strategy.

Our team is guided by the principle that the active use and conservation of open spaces promotes the environmental, social and economic vitality of communities. We see parks and recreation as an **essential and core building block** to community livability and as a means to **promote healthy lifestyles and economic vitality**. We are committed to a lively and rich community-based planning process that encourages broad resident input.

Our team will be **nimble, flexible and responsive**, while providing creative solutions built on recent public sector park experiences, and our team will be guided by significant principal and senior staff involvement throughout the duration of the project. Steve Duh, the firm's principal, will be the project manager and point of contact with Philomath. He will keep the team cohesive and well-directed, while facilitating for creative, strong ideas. Jean Akers, Senior Associate, will act as the alternate representative on the project.

The chart highlights the organization and primary roles of the team.



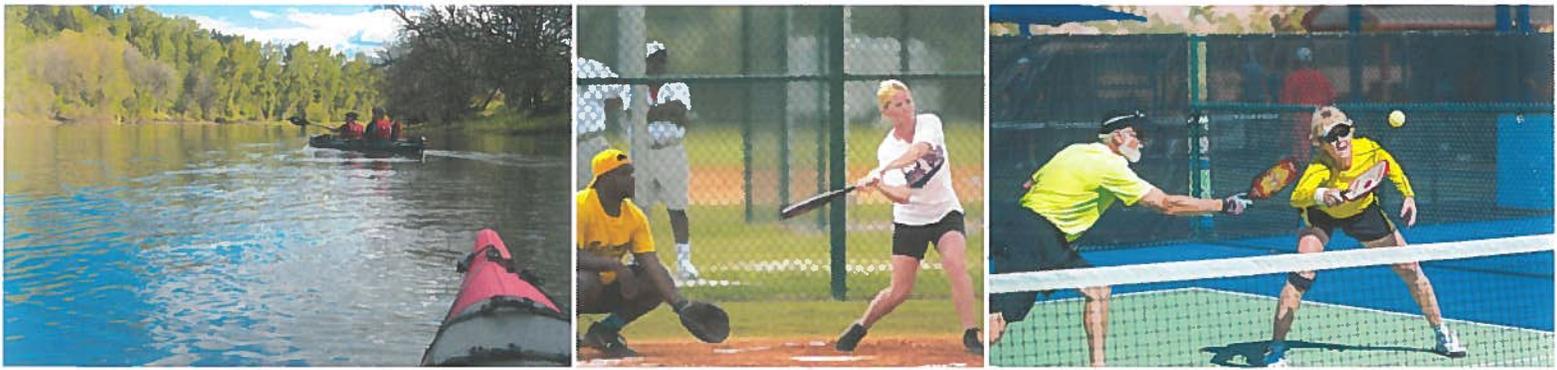
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Park & Recreation Planning, Outreach, Capital Planning, Policy & Project Coordination

Steve Duh, Principal-in-Charge

Jean Akers, AICP, PLA

Michelle Kunec-North, Associate Project Support Staff



Core Competencies & Specialized Experience

This proposal will demonstrate that our team has the capacity and experience to engage the City on every aspect of park and recreation planning; **we are a full-service team**. Conservation Technix has led and managing over 40 community-based, parks planning projects in the past 5 years, and we have significant local experience.

- Park, trail & recreation system planning is our **core focus and specialty**.
- Our team has the **technical know-how** to facilitate a smooth and dynamic planning process.
- As **former public-sector planners**, we are a strong partner in facilitating public and advocacy group input.
- We offer **significant, specialized experience** and the capacity to work as an extension of staff and collaborate across multiple departments.
- We craft **actionable plans with clear strategy** and policy direction.

In addition to traditional parks and recreation master plans, Conservation Technix has developed plans that incorporate other aspects of **community livability** into our plans. These include in-depth trails plans with design standards, healthy community and active lifestyle approaches, arts and culture policies, funding strategies and clear implementation tools. We recognize the challenges related to financing improvements requested by the community, and we devote considerable energy to building a capital improvements plan that is both thoughtful and affordable, but also includes smaller projects to build momentum and that can utilize volunteers to grow future supporters.

Our team offers a tremendous depth of experience with **community engagement and public opinion surveys**, ranging from large public meeting presentations, to workshop-style open houses, to intimate stakeholder conversations. We also have capabilities for online engagement as an option for clients during the current health crisis and as a way to accommodate and hear from those who might not attend an in-person event. Our approach will help build a plan that focuses on more than just the programs and facilities that make up the parks system – it will frame parks and recreation in light of local economic, social and personal benefits.

Our team also offers a unique method of assessing service areas and system deficiencies. We utilize a network-based **walkshed gap analysis** that can illustrate areas of the city with optimal parkland access, as well as highlight areas underserved by park and recreation facilities. Our approach to service standards is based on the local context, available landbase and the potential for opportunities to expand. We aim to offer **locally-appropriate and well-reasoned standards** built from staff and community guidance.

Lastly, our team includes **leaders in parks and recreation planning**, and we bring the unique experience as former public park agency staff. This is important because we understand from your perspective the challenges of growing a system, making projects pencil out and having the resources to maintain them. We have prepared park district feasibility studies that look at revenue potential and operational loads. We also have prepared detailed proformas for expansive park development programs that are built on realistic capital cost estimates, known and projected revenues and known and anticipated operating expenditures for growing park and recreation systems.

With every project, we strive to be **innovative, visionary and strategic**, while crafting an actionable plan that is also practical and functional. Our plans help clients take action and build partnerships.

There are no requirements of the RFP that our team cannot meet.

2. Team Qualifications

Firm Profile



Conservation Technix
PO Box 12736
Portland, OR 97212
Phone: 503-989-9345
conservationtechnix.com

Conservation Technix :: Primary Consultant

Since 2006, Conservation Technix has assisted local government and non-profit organizations in efforts to finance and conserve greenspaces through innovative solutions and dynamic strategy development and provides the following professional services:

- Comprehensive Park, Recreation and Open Space Planning
- Public Involvement & Facilitation
- Fiscal, Policy and Trend Analyses
- Urban Forestry Management Planning
- Conservation Strategy, Real Property Acquisition & Grant Writing

Conservation Technix specializes in developing comprehensive park system master plans that address park and recreation facilities, open space and trails, programs and services, maintenance, and future staffing and funding strategies. Through significant and relevant experience in public administration and management, Conservation Technix's staff have "on the ground" knowledge of plan implementation, marketing and finance strategy development, along with a keen understanding of the requisite integration of capital facility planning, budgeting and operations. Conservation Technix's approach to open space planning enables substantial public involvement and engenders guidance from policymakers to ensure an implementable plan adapted to specific community goals. At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects.

The firm is registered in Oregon and has recently worked on similar projects for Hood River, Monmouth, St. George, UT and Sante Fe, NM. All of our professional staff have experience as public sector park planners, with over 80 years of combined experience.

Key Staff Qualifications & Roles

Our team has the capacity and experience to engage the City on every aspect of park and recreation planning. Our team understands your needs from your perspective, and we can work closely with the City as an extension of staff to enable a smooth, efficient plan development and review process. All key personnel will be available throughout the duration of this project, and the chart summarizes team personnel and their roles.

		Roles						
		Park System Planning	Inventory & Assessment	Standards & LOS	Public Involvement	Needs Assessment	Capital Planning	Goals & Strategies
Key Project Staff								
Conservation Technix	Steve Duh, CPRP, PIC	L	s	L	L	s	s	L
	Jean Akers, PLA, AICP	L	L	s	s	L	L	s
	Michelle Kunec-North	s		s	s	L		s

NOTE: "L" refers to Lead staff person; "s" refers to support.

Steve is a Certified Parks & Recreation Professional and former arborist and has over 20 years experience in public sector and non-profit program management. His background includes urban and land use planning, park and natural resource planning, urban forestry, public involvement and facilitation, policy and budget development and financial and trend analyses. Steve's recent projects include managing the public involvement, land use planning and project management for the City of Tigard's \$17 million park bond program, along with a feasibility study for the establishment of a park and recreation district for the City of Corvallis and an update to that city's Trails Plan.

Prior to founding Conservation Technix, Steve was the senior parks planner and design section manager for the Vancouver-Clark Parks & Recreation Department. He authored and managed a study to enable the creation of a voter-approved metropolitan parks district and a \$40 million capital park construction program, oversaw capital financing programs, conducted impact fee rate and methodology revisions, developed policies and established several local partnerships.

REPRESENTATIVE PROJECTS

City of Sammamish Parks, Recreation & Open Space (PRO) Plan

Steve managed the Parks, Recreation & Open Space Plan for the City of Sammamish, which has experienced 73% growth in the past 16 years. The PRO Plan laid the foundation for strategic parkland acquisitions and trail corridor alignments, while also focusing on specific recommendations for enhancements to existing park facilities and recreation programming. The project entailed an in-depth public outreach program consisting of a mail survey, online engagement, community meetings, stakeholder discussions and meetings with Commissions and City Council.

- Parks, Recreation, Cultural & Human Services Plan; Maple Valley, WA
- Parks, Recreation, Arts & Trails Master Plan; St. George, UT
- Parks, Recreation Centers & Library Services Master Plan; Salinas, CA
- Citywide Parks Master Plan & Open Space Element for the General Plan; Monrovia, CA
- Regional Parks Assessment of The Intertwine (Portland Metro); Portland, OR
- Corvallis Park and Recreation District Feasibility Study; Corvallis, OR
- Las Cruces Parks and Recreation Master Plan; Las Cruces, NM
- Parks, Recreation & Open Space Plan; Covington, WA

EDUCATION

- Master's degree, Urban and Regional Planning; Portland State University
- Bachelor of Science, Environmental Science; SUNY College of Environmental Science & Forestry
- NRPA Rocky Mountain Revenue Management School

PROFESSIONAL HIGHLIGHTS

- Contributing Author: *Outdoor Recreation Planning*; Bass, John and Burns, Robert, editors. 2016
- Presenter: *Green Infrastructure: From Single Site to Region*; National Association of Recreation Resource Planners Conference; Portland 2010
- Presenter: *Metropolitan Park Districts in Washington*; Joint Washington and Oregon State Parks & Recreation Association Conference; Vancouver, WA 2006
- Design Manager/Park Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2000-2006

AFFILIATIONS

- National Recreation and Parks Association
- Society of Outdoor Recreation Professionals (formerly NARRP)
- International Society of Arboriculture

Jean Akers is a registered, professional landscape architect and a certified planner with the American Institute of Certified Planners. With professional experiences that range from small-scale, site-specific landscape design to community and regional approaches for land conservation, development and use, Jean is able to work across multiple landscape scales with a diverse cross-section of stakeholders. She is very effective at leading the public participation process through her years as a college instructor, project manager, planner and public speaker.

While working for the Vancouver-Clark Parks and Recreation Department, she designed neighborhood and community parks, prepared master plans and feasibility studies for regional parks, and developed policies and best management practices while integrating GIS into park and trail planning and asset management. Jean managed a \$19 million park acquisition program and led a community-wide planning effort to explore the future of parks and recreation in Clark County as government revenues continued to fall short of expenses and funding support for the public park and recreation system steadily diminished.

Jean has considerable experience in municipal planning activities as both a private consultant and public planner, and she taught municipal planning as an instructor for the Pennsylvania Municipal Planner's Educational Institute, where her combined planning expertise and teaching experience assisted community leaders in growth management and community planning.

REPRESENTATIVE PROJECTS

- Thurston County Urban Forestry Management Plan; Olympia, WA
- Parks, Recreation Centers & Library Services Master Plan; Salinas, CA
- Bluffdale Parks, Trails, Recreation & Open Space Plan; Bluffdale, UT
- Liesure Services Plan; Medford, OR
- Parks & Recreation Master Plan; Las Cruces, NM
- Clark County Parks & Open Space Plan; Clark County, WA
- Parks, Arts, Recreation & Conservation Plan; Lynnwood, WA

EDUCATION

- Master of Science - Horticulture; Ohio State University
- Bachelor of Landscape Architecture; Temple University
- Bachelor of Agriculture; Ohio State University

PROFESSIONAL HIGHLIGHTS

- Contributing Author: Outdoor Recreation Planning; Bass, John and Burns, Robert, editors. 2016
- National Association of Recreation Resource Planners, 2010, presentation.
- American Planning Association Annual Meeting, 2004, presentation.
- Annual Symposium: New Directions in the American Landscape, 2002.
- Pennsylvania Parks & Recreation Society Annual Conference, 2002, presentation.
- American Society of Landscape Architects National Conference, 1998, 2001, published.
- Chief Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA. 2007-2011
- Professor; Conway School of Landscape Design; Conway, MA. 2002-2006

AFFILIATIONS

- Society of Outdoor Recreation Professionals; *Board Member*
- American Society of Landscape Architects; *Professional Landscape Architect*
- American Planning Association; *AICP*

Michelle Kunec-North

ASSOCIATE



Michelle has eleven years of experience as a professional planner working to increase opportunities for people to lead healthy, active lives. She has developed coordinated parks, open space, trail and other public facility plans for several Northwest cities, including capital improvement programs, available land assessments, short- and long-term acquisition strategies and revenue analysis. She enjoys facilitating conversations between agency staff, stakeholders and the public to identify priorities and develop strategies that balance multiple community objectives. Michelle has also participated in local and national collaborations to integrate health in public planning and has experience in Health Impact Assessments. Michelle also speaks Spanish and has used her language skills in a variety of meeting settings.

REPRESENTATIVE PROJECTS

The Portland Plan

Michelle co-lead development of the Portland Plan's Healthy Connected City Strategy to create complete, active and green communities. To develop this multi-agency strategy, she convened a technical advisory committee that included representatives from parks, transportation, health, environmental services, emergency management and planning agencies. The policies and action plan focus on coordinated land use, parks, green infrastructure, and multi-modal transportation investment and programs to advance health and livability and promote stewardship of public resources.

Vancouver-Clark Comprehensive Parks, Recreation & Open Space Plan

Michelle managed the development and adoption of the Vancouver-Clark Parks, Recreation & Open Space Plan - a 20-year plan for acquisition and management of a 7,000-acre park and trail system. The planning process included extensive stakeholder and public involvement, including focus groups, workshops and surveys, as well as inventory and trend analysis. Michelle oversaw capital facility plan development – including service standards, prioritization criteria, and funding strategies – for multiple jurisdictions with over \$20 million in combined annual expenditures.

- City of Monrovia Parks Master Plan; Monrovia, CA
- City of Delano Recreation Master Plan; Delano, CA
- City of Kirkland Parks, Recreation & Open Space Plan; Kirkland, WA
- City of Portland Infrastructure Condition & Capacity Assessment; Portland OR
- City of Creswell Parks Master Plan; Creswell, OR
- City of Maple Valley Parks, Recreation, Cultural & Human Services Plan; Maple Valley, WA

EDUCATION

- Master of Community and Regional Planning, University of Oregon
- Bachelor of Urban and Environmental Planning, University of Virginia
- Bachelor of Science, Environmental Science, University of Virginia

PROFESSIONAL HIGHLIGHTS

- Led Healthy Eating Active Living partnerships for the City of Portland with Multnomah County Health Department and health advocacy organizations
- Advisory committee member for projects including the Portland Bicycle Plan for 2030; Health Impact Assessment of Metro's Climate Smart Communities; Portland Climate Adaptation Plan; and Multnomah County Community Health Assessment
- Policy Analyst/Planner; Bureau of Planning and Sustainability, Portland, OR, 2008-2013
- Parks Planner; Vancouver-Clark Parks & Recreation; Vancouver, WA, 2005-2008

AFFILIATIONS

- Northwest Trail Alliance, volunteer grant writer
- International Mountain Biking Association

3. Project Experience

Parks, Recreation & Open Space Planning

Our team is committed to utilizing our full range of experience for the Philomath Parks and Trails Master Plan. Having worked with numerous mid-sized and growing jurisdictions, we recognize the unique needs and constraints regarding municipal park service delivery, and we offer pragmatic, forward-looking and creative solutions to support growing park and recreation departments and legacy facilities. We have a deep working knowledge of national park planning trends, along with a thorough understanding of financing options. Additionally, we have the capability to produce rendered drawings and exhibits and to work with CAD and GIS.

We have recently completed, or are working on, similar projects for a number of agencies, including Hood River Valley Park and Recreation District, Happy Valley, North Plains, Clark County, and St. George, UT. The following summaries highlight the variety and complexity of public agency projects undertaken by team members.

Conservation Technix has worked on over a 100 parks and open space planning projects since 2006. The list below represents the park master plans we have prepared for local government clients over the past five years.

2020	City of Mountlake Terrace, WA	Recreation, Parks & Open Space Plan
	Clark County, WA	Countywide Parks, Recreation & Open Space Plan
	City of Gladstone, OR	Gladstone Nature Park Site Master Plan
	City of Happy Valley, OR	Community Center Feasibility Study
	City of Ridgefield, WA	Trail System Map Brochure & Signage
	City of Dinuba, CA	Parks & Recreation Master Plan
2019	City of Mercer Island	Parks, Recreation & Open Space Plan
	King Conservation District (WA)	Mercer Island Urban Forestry Plan Public Engagement
	City of Monmouth, OR	Citywide Parks Master Plan
	Key Peninsula Parks District (WA)	District Comprehensive Parks & Recreation Plan
	City of Bothell, WA	Parks, Recreation & Open Space Plan
	City of Maple Valley, WA	Parks, Recreation, Arts & Open Space Plan
	City of Tacoma, WA	Urban Forestry Management Plan Public Engagement
	City of Ridgefield, WA	Parks, Recreation & Open Space Plan
City of Milton Freewater, OR	Citywide Parks Master Plan	
2018	North Clackamas Park & Rec District	CIP Update (sub to FCS Group)
	City of North Plains, OR	Citywide Parks Master Plan
	Hood River Park & Rec District	Multi-Jurisdictional Parks & Recreation Master Plan
	City of Happy Valley, OR	Pleasant Valley/North Carver Comprehensive Plan (sub to APG)
	City of St George, UT	Parks, Recreation, Arts & Trails Master Plan
	City of Hillsboro, OR	Recreation Program Visioning
	Clark County, WA	Heritage Farm Public Engagement
	City of Millersburg, OR	Citywide Parks Master Plan



2017	Santa Fe, NM	Citywide Parks & Recreation Master Plan (sub to Sites SW)
	PenMet Parks District, Gig Harbor, WA	District Comprehensive Parks & Recreation Plan
	City of Sammamish, WA	Parks, Recreation & Open Space Plan
	City of Ridgefield, WA	Parks CIP & Park Impact Fee Update
	Maricopa Co., CA	River Trail Implementation Strategies (sub to Sierra Designs Inc)
	Happy Valley	Parks, Recreation & Open Space Plan (sub to FCS Group)
	City of Creswell, OR	Parks & Recreation Master Plan
	City of Central Point, OR	Parks & Recreation Comp Plan Element
	Columbia Land Trust	Washougal graphics
	City of Wood Village, OR	Parks & Recreation Plan Update
2016	City of Central Point, OR	Citywide Parks & Recreation Master Plan
	Clark County, WA	Camp Hope Master Plan
	City of Medford, OR	ADA Transition Plan
	Si View Metropolitan Park District (WA)	Park District Comprehensive Plan
	Clark County, WA	Lacamas Trail Study
	Clark County, WA	Park Impact Fee Update
	City of Port Orford, OR	Citywide Parks Master Plan
	City of Gladstone, OR	Citywide Parks Master Plan
	City of Monrovia, CA	Citywide Parks Master Plan
	City of Redmond, OR	Citywide Parks Master Plan
	City of Salinas, CA	Parks, Recreation Centers & Library Service Master Plan

Creswell Citywide Parks Master Plan – Creswell, OR

Creswell is a small community of just over 5,000 residents and growing suburb south of Eugene. Conservation Technix led a public process to prepare the city’s first comprehensive, citywide Parks Master Plan. The project entailed the physical evaluation of park and recreation facilities and the development of an in-depth community needs assessment drawing from demographics, population forecasts, recreational trends and community feedback. A rich community engagement process grounded the formulation of the plan. The public involvement process included an online survey, open house meetings and a series of stakeholder discussions. The Plan analyzed the existing levels of service, updated the City’s service standards and offered a unique approach to park gap analysis through street-based walksheds. Specific acquisition target areas were identified to help fill known and projected gaps in the system and prioritized to balance with available funding. The final plan document was designed to be similar to a magazine spread - heavily graphic and readable.



“Conservation Technix was a good choice for the City of Creswell. Steve was very patient and helpful and guided city staff, committee members, the public and our elected officials to a very useful final document. The Creswell Parks and Open Space Master Plan is easy to read, attractive and informative. Steve kept the project on track and it was completed in a timely manner”

- Michelle Amberg, City of Creswell

Ridgefield Parks and Recreation Comprehensive Plan & Park Impact Fee Update – Ridgefield, WA



Conservation Technix led the six-year update to the City of Ridgefield’s Parks and Recreation Comprehensive Plan and park impact fee rates. The project included grassroots public outreach campaign for this small city of 8,900, which involved community event ‘pop-ups’ and a public meeting in the downtown park. Interviews were conducted with key stakeholders, including representatives from school district, local port authority, US Fish & Wildlife staff and youth sport league organizations. The planning effort focused on ways to expand opportunities with community partners and engendered strong ownership from the Parks Board, along with approval by City Council. Conservation Technix also updated the Park Impact Fee rates building off the approved capital project list.

Hood River Valley Multi-Jurisdictional Parks, Recreation & Open Space Plan – Hood River, OR



Conservation Technix led the development of a unique multi-jurisdictional plan serving the Hood River Valley Parks and Recreation District, the City of Hood River and Hood River County. The Plan is a ten-year guide and strategic plan for managing and enhancing park and recreation services for these three core providers, plus services offered by the Port of Hood River and the Hood River School District. The Multi-Jurisdictional Plan creates a vision for an innovative, inclusive and interconnected system of parks, trails and open spaces that promotes outdoor recreation, health and environmental conservation as integral elements of a livable community. The Plan also proposes updates to service standards for parks and trails and addressed goals, objectives and other management considerations for each partnering agency.

Project Highlights

- Facilitated a Technical Advisory Team composed on staff from the city, county, park district, port, school district and several conservation organizations
- Wide-ranging public involvement including a series of stakeholder group discussions, individual stakeholder interviews, public open house meeting, tabling at community events and online engagement
- Prepared park and trail walkshed maps to illustrate physical access to the park, trail and open space system
- Prepared a conditions assessment matrix to guide the preparation of the capital improvement plans for each agency

Medford Leisure Services Plan & SDC Methodology Update – Medford, OR



Conservation Technix prepared a major update to the City’s Leisure Services Plan, which serves as a ten-year strategic plan for managing and enhancing park, trail and recreation services in Medford. As Southern Oregon’s largest provider of recreation services, Medford’s Parks and Recreation Department is CAPRA accredited and manages over 2,500 acres of public parkland and recreation facilities and coordinates over 300 programs, services and events each year. The Leisure Services Plan reinforces the City’s vision for its park and recreation system and addresses departmental goals, objectives and other management considerations toward the continuation of high-quality recreation opportunities.

As Medford prepares for continued growth tied to the planned expansion of its urban growth boundary, new investments in parks, trails and recreation services were recommended to meet the needs of the community, support youth development, provide options for residents to lead healthy, active lives and foster greater social and community connections. The 10-year Capital Facilities Plan identified approximately \$44 million of investment in acquisition, development and renovation of the parks system over the next ten years and identified additional investment priorities for the future.

“Steve and his staff developed a comprehensive plan that is easy to read and follow. We have also appreciated the open dialog with Conservation Technix in order to create a plan that represents our community’s needs and level of services based from citizen’s input. The plan is not developed based off of national standards, but what is real and achievable.”

- Brian Sjothun, City of Medford

Happy Valley Parks & Recreation Master Plan & SDC Rate Update – Happy Valley, OR

Conservation Technix prepared a new citywide Parks Master Plan and Parks SDC update for Happy Valley, one of the fastest growing communities in the Portland region. This fast-paced project included an intensive engagement effort to connect with residents. The core issues for the master plan involved ways to address service delivery in the newly developed areas, strategizing for system-wide infrastructure upgrades and expanding the parkland footprint to fill crucial gaps. The Plan analyzed the existing levels of service for various facility types and updated the City’s service standards. The PROS Plan established a 10-year capital plan and an operations and maintenance proforma to assess the on-going maintenance demands of the system.

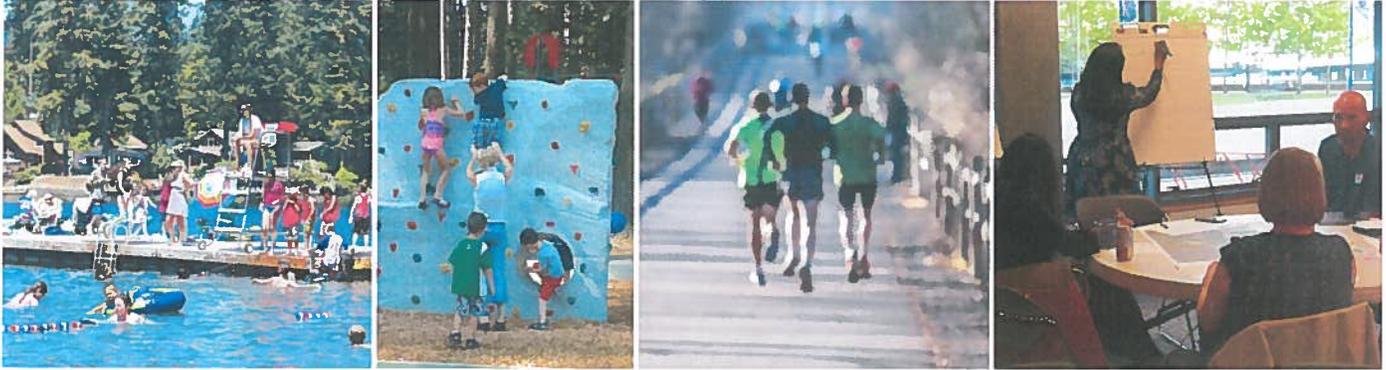
Project Highlights

- Online engagement, plus pop-up tabling at local grocery stores and events
- 10-year capital plan with specific funding alternatives and included an operations and maintenance proforma
- Updated service standards by park type and sport field configuration

“Conservation Technix worked with the City of Happy Valley to draft a Park Recreation and Open Spaces Plan for our community. The timeline established for this effort was extremely condensed as a result of a pending district withdrawal. Given this scenario, Steve Duh took control and provided a clear path for completing the project on the timeline identified. Steve expertly managed a series of meeting/open houses that provided a discernible master plan for both committee’s and community members. Steve is now working with our community on additional park planning efforts and will continue to be an integral part of our parks team into the future.”

- Chris Randall, City of Happy Valley

Sammamish Parks, Recreation & Open Space (PROS) Plan – Sammamish, WA



Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Sammamish, which has experienced significant growth in the past 10 years and operates a young parks department responsible for several legacy (former county-owned) parks. The project included a complete inventory of the City’s parks, natural areas, trails and facilities, along with the development of an integrated trail network plan. A robust public outreach program was initiated to include several open house meetings, pop-up meetings, and stakeholder interviews. Small focus group discussions were held with local stakeholders that included sport interests, teens, recreation program users and economic development interests.

“Conservation Technix exceeded our expectations, and I would highly recommend this firm for any work related to parks and recreation policy development, community engagement, project management and acquisitions. This plan update took more than a year and every benchmark deadline was made, quality deliverables were always on time and the project easily finished on budget.”

- Angie Feser, P&R Director

Project Highlights

- Random-sample phone survey to assess recreational needs, preferences and priorities
- Supplemental online survey to expand community outreach
- Recreation program assessment to explore core services and partner opportunities
- Demand and need analysis, including current and project levels of service and service standards review

Corvallis Recreational Trails Plan – Corvallis, OR

Guided by community feedback and an engaged group of key stakeholders, the Corvallis Recreational Trails Plan advances the policies and direction set forth in past planning efforts and builds upon a strong foundation of public planning to articulate a vision for a citywide trail system. The Plan will be a reference guide to ensure that recreational trails are appropriately incorporated into the planned growth of Corvallis and that new development accommodates the vision and framework of the trail system in a logical and seamless manner. The Plan remains true to the recurring goals and values of past efforts, such as maintaining a vibrant health and recreation network, a flexible transportation system, a strong local economy and environmental sustainability. Conservation Technix led the development of the Plan, which focuses on a review of existing trails service standards, strategic goals and priorities and design standards. It will be instrumental in better defining trail types, design standards and how to apply the standards, as well as address the role of recreational trails in proximity to natural features.





4. References

City of Monmouth

Suzanne Dufner, Community Development Director
503-751-0147; sdufner@ci.monmouth.or.us
151 Main Street W., Monmouth, OR 97361

Project: Parks & Recreation Master Plan
Cost: \$29,965
Work Period: February 2019 - April 2020 (15 months)
Role: Prime Consultant

Conservation Technix led the Parks & Recreation Master Plan, along with park concept designs for three parks for the city

City of Happy Valley

Chris Randall, Director, Public Works
503-783-3842; chrisr@happyvalleyor.gov
16000 SE Misty Drive, Happy Valley, OR 97086

Project: Parks & Recreation Master Plan
Cost: \$67,250
Work Period: June 2017 - December 2017 (7 months)
Role: Prime Consultant

Conservation Technix led a team to prepare the city's first Parks & Recreation Master Plan

City of Medford

Brian Sjothun, City Manager (fmr Parks & Recreation Director)
541-774-2400; Brian.Sjothun@ci.medford.or.us
701 N. Columbus Avenue, Medford, OR 97501

Project: Leisure Services Plan & SDC Rate Update
Cost: \$72,500
Work Period: August 2015 - September 2016 (14 months)
Role: Prime Consultant

Conservation Technix led Medford's update to their Leisure Services Plan, which addressed UGB expansion, service standards and a park and trail gap analysis

City of Bothell

Tracey Perkosky, (former) Parks Planning & Grants Manager
253-884-9240; tracey@keypenparks.com
18415 101st Avenue NE, Bothell, WA 98011

Project: Parks, Recreation & Open Space Plan
Cost: \$74,600
Work Period: March 2019 - February 2020 (11 months)
Role: Prime Consultant

Conservation Technix led a team to prepare an updated Parks, Recreation & Open Space Plan for the City of Bothell

City of Creswell

Michelle Amberg, City Manager
541-895-2531; mdamberg@creswell-or.us
13 South 1st Street, Creswell, OR 97426

Project: Citywide Parks Master Plan
Cost: \$36,565
Work Period: January 2018 - November 2018 (11 months)
Role: Prime Consultant

Conservation Technix prepared the city's first Parks Master Plan

City of Ridgefield

Bryan Kast, Director, Public Works
360-887-8251; bryan.kast@ci.ridgefield.wa.us
230 Pioneer St. Ridgefield, WA 98642

Project: Parks, Recreation & Open Space Plan
Cost: \$29,125
Work Period: April 2019 - March 2020 (12 months)
Role: Prime Consultant

Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Ridgefield, including an update to the City's Park Impact Fee program

City of Corvallis

Karen Emery, Director, Parks & Recreation
541-766-6918; karen.emery@corvallisoregon.gov
1310 SW Avery Drive, Corvallis, OR 97333

Project: Corvallis Recreational Trails Plan
Cost: \$28,275
Work Period: October 2012 - July 2013 (10 months)
Role: Prime Consultant

Conservation Technix prepared a citywide Trails Master Plan in conjunction with a parallel update to its park system plan

City of Sammamish

Angie Feser, (former) Director, Parks & Recreation
206-556-1110; angie.feser@edmondswa.gov
801 228th Ave SE, Sammamish, WA 98075

Project: Parks, Recreation & Open Space Plan
Cost: \$74,500
Work Period: February 2017 - February 2018 (13 months)
Role: Prime Consultant

Conservation Technix managed the Parks, Recreation & Open Space (PROS) Plan for the City of Sammamish

5. Project Management

Project Management & Team Coordination

Conservation Technix has developed a solid foundation of interdisciplinary expertise to provide the most reliable and responsive services possible to our clients. One key advantage is our size and efficiency. As a small, independent firm, we can quickly and directly respond to your requests and provide consistency in communications. We do not over-commit on multiple projects, and by focusing on our core expertise, we effectively manage our workload and maintain availability for new assignments.

Conservation Technix is committed to clear, consistent and timely communication with City staff and the project team. We will hold periodic project coordination meetings with staff to review and discuss work products, prepare for community outreach, refine objectives and develop plan implementation strategies. We also understand that our public sector clients value continuity, so we make a conscientious effort to maintaining the same assigned team members throughout the duration of a project. By providing the City with a consistent workforce, we enhance our relationship with you and will be able to quickly and efficiently address any issues or concerns that may arise.

Our approach to team development for this project is built around the following:

- Each project is unique & each project team is unique.
- The strongest firms are deliberately selected to meet the needs of the specific project scope.
- We are not re-hashing the same project team for different projects.
- Our professional team is focused on Philomath's needs and has local insights and regional experience.
- Our strong project management skills will keep the team cohesive and focused and create a strong synergy for new ideas, design solutions and policy options for the City to consider.

Customer Service & Quality Control

At our core, we are a planning firm that embraces and respects community-based public processes and aims to use public engagement to build community understanding for and support in client projects and programs. Our aim is to provide high quality, good value and consistent services to our clients - seeking to provide our services in a timely manner that meets client expectations and needs. We work under the following tenets:

- We encourage customer feedback - whether positive or negative. We listen to client feedback about our services and deliverables and proactively seek to redress any issues or concerns.
- Our staff can respond quickly to changing needs and circumstances of clients, and do so with tight team integration and coordination.
- Senior management is fully and visibly engaged in client communications, service delivery and quality control - allowing us to monitor customer service on a regular and consistent basis.

All of our professional staff are former public sector employees, and as such, we have a unique and special understanding for the role of residents and local stakeholders to a project of this nature and extend the highest quality customer service and respect to them. We understand that our performance can be viewed as an extension of the City, and this is why we place such importance on frequent communications with staff and for pre-planning and strategy sessions in advance of public meetings, events or other activities in the public realm.



6. Project Approach & Scope of Work

Project Understanding

This project entails the development of a Parks & Trails Master Plan, built on significant community outreach along with review and approval by City Council. The Plan will provide a framework for decision-making to guide the planning, development and maintenance of Philomath's park and recreation amenities over a 10-year time horizon. The major objectives are to:

- Engage local residents and community partners through meaningful public outreach to inform plan development;
- Update the park system inventory and conduct a conditions assessment of parks and facilities to guide the development of a systemwide needs assessment;
- Examine and analyze services and standards, including levels of service, recreation amenities and maintenance and operations needs in relation to funding scenarios and the City's demographics;
- Compose germane goals and strategies to enhance service delivery and respond to local needs; and
- Develop a concise, adaptive and actionable plan with clear implementation strategies.

At its core, the Parks & Trails Master Plan is about engaging the community and listening. Our team strongly believes that public involvement is crucial to the success of this project. Specifically, we will work with staff to define a comprehensive public participation program, and we will offer an inclusive engagement program to connect with residents and stakeholders to validate the goals and strategies of the Plan. The public involvement program also must be practical and guide our work with the City to translate the community's vision into a plan that is both bold and implementable. Our team will embrace and incorporate staff and public input to deliver a Plan that is relevant and specific to the needs of City residents.

Preliminary Scope of Work

The following pages detail our team's approach to the scope of work requested in the RFP. While variations toward the overall project may exist, we are confident that the scope we have outlined will serve Philomath well and result in a strong Plan built from an engaged public. However, our team is open and willing to discuss amendments to the scope to better align with your needs, resources and priorities for specific work tasks.

Task 1: Project Initiation & Management

Hold a project kick-off meeting with City staff to refine the scope of the project and to consider the following:

- Review and discuss the overall objectives and milestones for the project
- Discuss community interests and issues and identify key community partners
- Define a communication and public outreach plan to include team and staff roles

Hold periodic project coordination meetings, in-person or via phone conference, with City staff to review and discuss work products, prepare for community outreach, refine objectives and develop implementation strategies.

Task 2: Existing Conditions & Baseline Analyses

Task 2.1. Review of Existing Plans & Studies

Review and analyze all pertinent, existing city-wide planning materials, including the General Plan, previous Parks Master Plan, Comprehensive Plan, Strategic Plan, Transportation Plan, budget and other relevant studies.

Task 2.2. Demographics, Trends & Profile

Compile relevant community statistics and data to include Census figures, PSU Population Research Center projections, Philomath's growth projections, among others, to profile population trends and other socioeconomic conditions. Examine recent studies and regional statistics, such as the Oregon SCORP, to develop a trend assessment uniquely-focused toward the City's demographics and facility offerings.

Task 2.3. Base Mapping & Spatial Analysis

Utilize GIS to analyze the parks, trail and recreation system against distribution, proximity and accessibility criteria and identify potential shared uses or multiple uses of public lands for recreation. Our team has strong skills in GIS, and we offer a unique method of assessing service areas and system deficiencies. We utilize a network-based watershed gap analysis that can illustrate areas of the city with optimal parkland and trail access, as well as highlight areas underserved by parks, trails and recreation facilities.

Task 2.4. Park & Facility Inventory & Assessment

Expanding upon existing City documentation, conduct a physical assessment of parks, athletic fields, trails and recreational amenities to identify potential needs for improvement, enhancement or renovation, along with opportunities to establish or improve sustainable management. Assess and rate the conditions of amenities and identify existing deficiencies. Meet with operations staff to discuss facility needs, best management practices or challenges regarding the planned and potential growth of system assets and facilities. Prepare a Conditions Assessment summary report to rate assets and inform cost estimating and capital planning.



We will prepare a parkland and facility summary and categorize the conditions, constraints and potential operational enhancements of the parks, trails and recreation system.

Task 3: Community Engagement

We will design and conduct a **transparent, community-based planning process** that allows Philomath community members to provide ideas and comments to inform the development of the Parks & Trails Master Plan. To the extent that COVID-19 limits our ability to conduct outreach in person, we will be prepared to implement virtual and socially-distant methods of stakeholder engagement throughout the project.

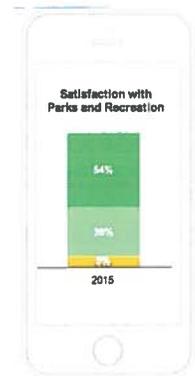
We will work collaboratively with the City to more fully refine the scope of work and budget for the public involvement components of the project after contract award to ensure our level of effort aligns with the City's budget requirements. Our overall goal is to ensure a successful project for the City.

Task 3.1. Park Advisory Board Meetings

Meet with the Park Advisory Board as a unique stakeholder at the onset of the project. The initial session will focus discussions toward visioning, challenges, opportunities and potential partnerships. We will meet with the Board two additional times for progress updates and guidance, in addition to one session to review and discuss the draft Parks & Trails Master Plan.

Task 3.2. Community Survey

Working closely with staff, we will design and implement a mixed sample mail- and online-based survey to identify general community sentiment and preferences, needs, demand and the general use of parks and recreation facilities and to inform and guide the direction and development of the Plan. The survey will be prepared for mail distribution. We propose a 100% sample of the approximately 1,800 households for the mail survey, with reminder postcards to follow. The aim is to have at least 300 surveys completed by resident households. In addition, we will prepare an online version of the same survey for the general public and segregate the datasets. We will compile and analyze the data and prepare summary findings as a technical memorandum to highlight key subgroup responses (age, gender, etc.) and core attitudes toward recreation issues.



Task 3.3. Stakeholder Interviews

Conduct one small group discussion (of 6-8 people), plus up to four one-to-one interviews, geared toward targeted stakeholder interests to gather information about community needs, challenges and priorities. These sessions will also provide an opportunity to more deeply address areas of partnerships, programming, service delivery or community needs. An initial list of potential stakeholders will be discussed during the kick-off meeting, and it is assumed that the City will lead stakeholder outreach and contact for the sessions. Potential stakeholders may include Philomath Youth Activities Club, Philomath School District, sport groups, and service clubs such as Rotary.

Tasks 3.4. Online Open House / Community Workshop

We will engage the public through an online open house, mobile “pop-up” event, or community workshop (as dictated by COVID-19). This event will be an opportunity to describe the planning process and schedule, explore the future vision of the parks, recreation and trails system, along with program and facility opportunities, and provide opportunities for the community to identify their priorities for parks, recreation and natural areas. We will also use the meeting to seek feedback in specific areas, such as capital project priorities, partnerships and implementation strategies. We will prepare meeting materials, facilitate discussions, record comments and compile a meeting summary.



The Conservation Technix team includes skilled facilitators, and we are experienced in a variety of public meeting techniques.

Task 3.5. Public Information Support

Prepare informational materials to inform the public about the project. Coordinate with staff to outline and prepare project webpage content for the City’s website to support the City’s promotions of the survey and meetings, allow access to project materials and give transparency to the process. Prepare draft content for distribution via the City’s social media platforms. It is assumed that the City will heavily promote events, online open house and workshops.

Task 4: Community Needs Assessment

Task 4.1. Level of Service Assessment & Gap Analysis

Review current park classifications in terms of hierarchy, appropriateness and function, and discuss the potential for locally-relevant revisions to classifications to fit with local recreation needs, staff direction and an estimate of financial implications. Coordinate with staff on the approaches to service standard assessments, which may include NRPA’s Park Metrics data, comparable jurisdictions and local history. Conduct a system gap analysis utilizing GIS modeling and findings from the inventory assessment. Summarize findings and statistics to meet the service demands requested by the community and stakeholders.

- Analyze the park, trail and open space system against distribution, proximity and accessibility criteria, along with transportation, geographic and other barriers and neighborhood data.
- Assess park service area needs and identify future demand for parks, amenities and recreation facilities.
- Make informed recommendations about potential candidate acquisition areas that maximize resource utility, while managing potential long-term development and operating costs.
- Evaluate opportunities to leverage or connect with adjacent park and open space agencies.
- Evaluate service standards and re-align them as appropriate to meet the community's vision and existing and planned park system assets.
- Explore opportunities for enhanced offerings for inclusive recreation, technology and arts.



With extensive work in park system planning, our planning and analytical models exceed the customary "as the crow flies" assessments to consider reality-based networks and barriers to park access, along with treatment for private and quasi-public spaces.

Task 4.2. Recreation Program Assessment

Compile an analysis of existing recreation programs and services. This will include a gap analysis where possible deficiencies or shortcomings are identified, as well as program strengths being recognized. This assessment will be coordinated with the public input findings and recreation programming trends to map areas of focus, methods of delivery, and required resources for future recreation programming.

Task 5: Preliminary Plan Development

Task 5.1. Draft Parks & Trails Master Plan

The draft Plan will outline a framework for the improvement and growth of City recreation amenities, trails and parks to the specific needs of the community. This framework will help clarify funding, program objectives, development or resource goals, and it will set a long-range vision for the City and provide clear action items and strategies for implementation. The Plan will include a compilation of all the analyses and recommendations from the planning process and will include chapters detailing the system inventory, outreach, community needs, goals and implementation strategies. The Plan will incorporate the following:

- Clear vision, goals and policies for park, open space and service delivery
- Priority actions based on community guidance, funding opportunities and fiscal realities
- Strategies for parks, trails and natural areas for planning, acquisitions and maintenance
- Strategies and recommendations regarding system management, system planning and performance measures
- Identification of coordination or partnership options for known or planned improvement projects with neighboring jurisdictions and agencies with a local presence
- Identification of potential funding sources, financing options, grants and strategic partnerships



Our team is well suited to actively listening to residents and users, while crafting innovative planning solutions sensitive to local needs and the system's capacity.



Task 5.2. Capital Facilities Plan

Develop a 10-year Capital Facilities Plan that identifies in priority order and sequences the actions necessary to implement Plan recommendations. Generate order of magnitude cost projections for all proposed park and recreation components, renovation and redevelopment, potential land acquisition and potential new development. Prepare a strategy and priorities for phased implementation.

Task 6: Plan Review & Approval

Task 6.1. Park Advisory Board Review

Conduct up a study session with the Park Advisory Board for their review and comment. The session will focus on the draft Parks Master Plan and highlight the key considerations about policies and priorities. Comments and direction will be incorporated into the Plan and provided to staff for circulation to City Council.

Task 6.2. City Council Review

Attend a work session with City Council to present the draft Plan along with staff and review the key findings, financing measures, policy recommendations, nexus study outcomes and implementation strategies and to receive Council's comments prior to formal approval.

Task 6.3. Plan Revisions & Final Documentation

Incorporate final comments to finalize the Parks Master Plan. Coordinate with staff regarding the final approval of the Plan by City Council. Produce the Plan in booklet format, delivered in both hard copy (4 copies) and electronic format. Compile a data drive of all deliverables at project completion.

"...insightful, attentive and team oriented. Their understanding of local issues and conditions was instrumental in the production of a quality product that will benefit our community now and in to the future."

- Kurt Reuter, City of Fife

"...technically proficient, highly responsive to client needs, and possesses the political experience to help staff navigate the myriad groups involved in adoption of public planning documents."

- Wyn Birkenthal, City of Bremerton

"After Tigard voters passed the 2010 Parks and Open Space Bond Measure, Public Works advertised for a consultant that could help our staff produce the multiple park bond projects that were quickly lining up. After a competitive RFP and interviews, Conservation Technix was selected, and Steve Duh was quickly working and scheduling projects.

Steve Duh worked as the project manager and was responsible for moving multiple projects from the "wish list" through project charters, planning, and permitting, to the active project list, and through to completion. Without Conservation Technix, Tigard could not have produced the volume of work that was accomplished in three short years. Steve's experience and knowledge were invaluable in helping ensure that quality projects were completed in a timely manner."

- Steve Martin, City of Tigard

"As an experienced acquisition program manager, Steve Duh of Conservation Technix provided Vancouver-Clark Parks and Recreation with a customized overview of the land acquisition processes specific to our needs. The time saving reference resources and document templates provided the advantage needed to hit the ground running under critical deadlines, resulting in multiple successful property acquisitions to expand our park system."

- Monica Tubberville, City of Vancouver



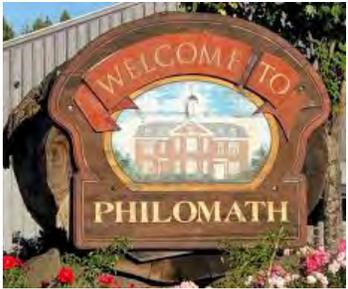
CONSERVATION
TECHNIX

PO Box 12736
Portland, OR 97212
Phone: 503.989.9345

conservationtechnix.com



PROPOSAL FOR PROFESSIONAL PLANNING SERVICES



Philomath

OREGON

Park Master Plan Update

Submittal Date: October 7, 2020

GREENPLAY^{LLC}

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*



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October 7, 2020

Mr. Chris Workman
City of Philomath
980 Applegate St.
Philomath, OR 97370



Dear Mr. Workman and Selection Committee:

Thank you for inviting GreenPlay to submit our qualifications to update your Parks Master Plan, which was previously completed in 2014, with the CIP being updated in 2016. We know that this plan will allow you to reevaluate your mission and vision for parks and trails in the city and determine how to best meet the needs of your growing community. GreenPlay is a professional, experienced management consulting firm specializing in system wide Parks Master Plans and related services for diverse communities in Oregon and around the country. Our team has completed similar projects for the Bend Metropolitan Recreation District; the Cities of Wilsonville, Redmond, Corvallis, Lake Oswego, Umatilla, and Oregon City; the North Clackamas Parks and Recreation District; and the Tualatin Hills Recreation District. We have also completed plans for other communities in the Pacific Northwest, including Tacoma, Vancouver, Burien, and Federal Way, Washington, and Post Falls and Sandpoint, Idaho.

GreenPlay will review and update the City's existing Parks Master Plan and review your mission and goals related to parks, trails, and open space to develop a community-specific plan that will allow you to plan for the future of your system. Once completed, this plan will identify phasing and priorities for the system of parks, recreation, and trails, and will guide decisions related to funding and development decisions.

Our Team will consist of **Jeff Milkes, MS, CPRP** as Project Manager, working out of Portland, Oregon, **Pat O'Toole**, as Principal-in-Charge, **Lisa Wolff, MSL, CPRP**, as Project Consultant, **Dave Peterson, PLA**, as GRASP® Team Leader, **Caylon Vielehr**, as GIS Analyst, and me, **Teresa Penbrooke, PhD, MAOM, CPRE**, as Contracting Principal. Landscape architecture and conceptual costing will be completed by **Jennifer D'Avanzo, Mike Faha**, and **Margot Halpin** of **GreenWorks**, a landscape architecture and environmental design firm based in Portland. **RRC Associates**, a leading research firm with experience in parks and recreation based surveys, will design and implement a statistically-valid survey as part of the public input process. I am authorized to represent our company in any negotiations with the City.

We have developed very effective and efficient ways of communicating, producing, and delivering high quality service, ensuring that your community is receiving the highest return on investment possible in this important work. Our team has worked with nearly **600** communities, and we still treat each one as unique, providing customized results. **If you have any additional questions, please feel free to contact me at the number listed below. I am authorized to represent GreenPlay.**

Sincerely,

A handwritten signature in blue ink that reads "Teresa L. Penbrooke".

Teresa Penbrooke, PhD, CPRE
CEO and Founding Managing Member
1021 E. South Boulder Rd., Suite N, Louisville, CO 80027
Phone: (303) 870-3884 (direct)
E-mail: TeresaP@GreenPlayLLC.com



I. FIRM BACKGROUND AND EXPERIENCE



Relevancy of Similar Work Experience

Our firm has experience that is directly relevant to this project. We have completed similar projects for numerous agencies including the Oregon communities of Bend, Corvallis, Redmond, Sherwood, Wilsonville, Tualatin Hills, Umatilla, the North Clackamas Parks and Recreation District, the Willamalane Park and Recreation District, Oregon City, and Lake Oswego; the Washington communities of Spokane, Tacoma, Federal Way, Burien, Kent, and Vancouver; and the Idaho communities of Sandpoint and Post Falls, to name a few. We utilized our expertise to help these and other communities develop realistic and achievable

plans for enhancing their parks, recreation, and open spaces for the public benefit. We will be able to quickly discern key issues in your community and help you plan to address them in an effective manner.

Experience With Governmental Agencies

Ninety-five percent (95%) of our projects have been performed for public clients. Collectively, the GreenPlay Team offers a comprehensive set of skills built on a foundation of excellent verbal and written communication abilities. We are known for our proven experience in dealing with adjacent and associated public and private entities. Our experience allows us to effectively manage our time while producing plans that are detailed, customized, and implementable.

GreenPlay team members have **direct experience working for parks and recreation departments** across the country as senior level administrators. Having worked as individuals on “your side of the table,” we know how important it is for consultants to be accessible. We have experience with a variety of community and stakeholder engagement tools to develop a comprehensive process.

Management Approach and Philosophy Toward Parks and Recreation Planning

We believe that parks and recreation assets contribute to the quality of life that makes a community a desirable place to work, live, and play. GreenPlay consultants are all passionate about developing plans and documents that work conceptually and are implementable in each individual community. We develop planning and operational options that establish a balance between innovation and experience, conservation and active recreation, design excellence and cost control, and creativity and functional accommodation.

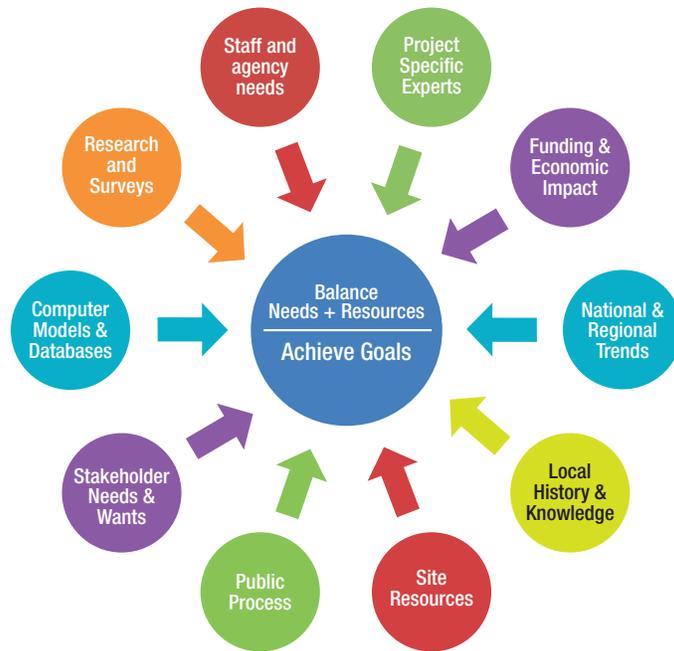
BRIEF COMPANY OVERVIEW

GreenPlay, LLC, was founded in 1999 and operates as a **CONSORTIUM OF EXPERTS** specifically to provide management and consulting services for parks, recreation, open space, and related quality of life agencies. We serve as a resource for agencies by organizing teams that are responsive, experienced in the field, and who understand the needs of individual communities. Our firm works nationwide with 23 employees and over 75 technical consortium affiliates and sub-consultants to complete projects for large and small agencies throughout the nation. GreenPlay has successfully completed nearly **600 projects**, working with local, state, and national government agencies, as well as with private sector organizations.

GreenPlay is a 100% Women Owned Business. Our headquarters office is in Louisville, CO, and our consultants work out of 10 satellite offices situated around the country, including Portland, Oregon.

A Proven Record of Experience and Expertise in Parks and Recreation Planning

These types of projects are not an adjunct service for our firm! This is what we do at GreenPlay, everyday, successfully, for communities of all types, all over the United States. We have a strong national reputation based on many years of experience with staff who will help you to develop a community-specific plan that will be easily implemented, help gain engagement and consensus, and will address the key issues for the City of Philomath.



GreenPlay, LLC

At **GreenPlay, LLC**, we believe that the best services and products come from using a wide variety of tools. Some recreation consulting firms concentrate on computer models, databases, or surveys. While we believe these tools are valuable, we take our evaluation and assessment tools to the next level by utilizing innovative methods and processes that are most effective for **your** individual community. The results provide a more comprehensive solution for achieving your goals. This schematic illustrates the various tools that GreenPlay uses to help your agency meet its expectations. We balance your needs, and those of your stakeholders, with the reality of available resources.

Conscious Capitalism®

While making money is essential for the vitality and sustainability of any business, it is not the only or even the most important reason GreenPlay exists. As a purposefully small private Conscious Business, we support a culture of Conscious Capitalism with a focus on purpose beyond profit. | www.consciouscapitalism.org

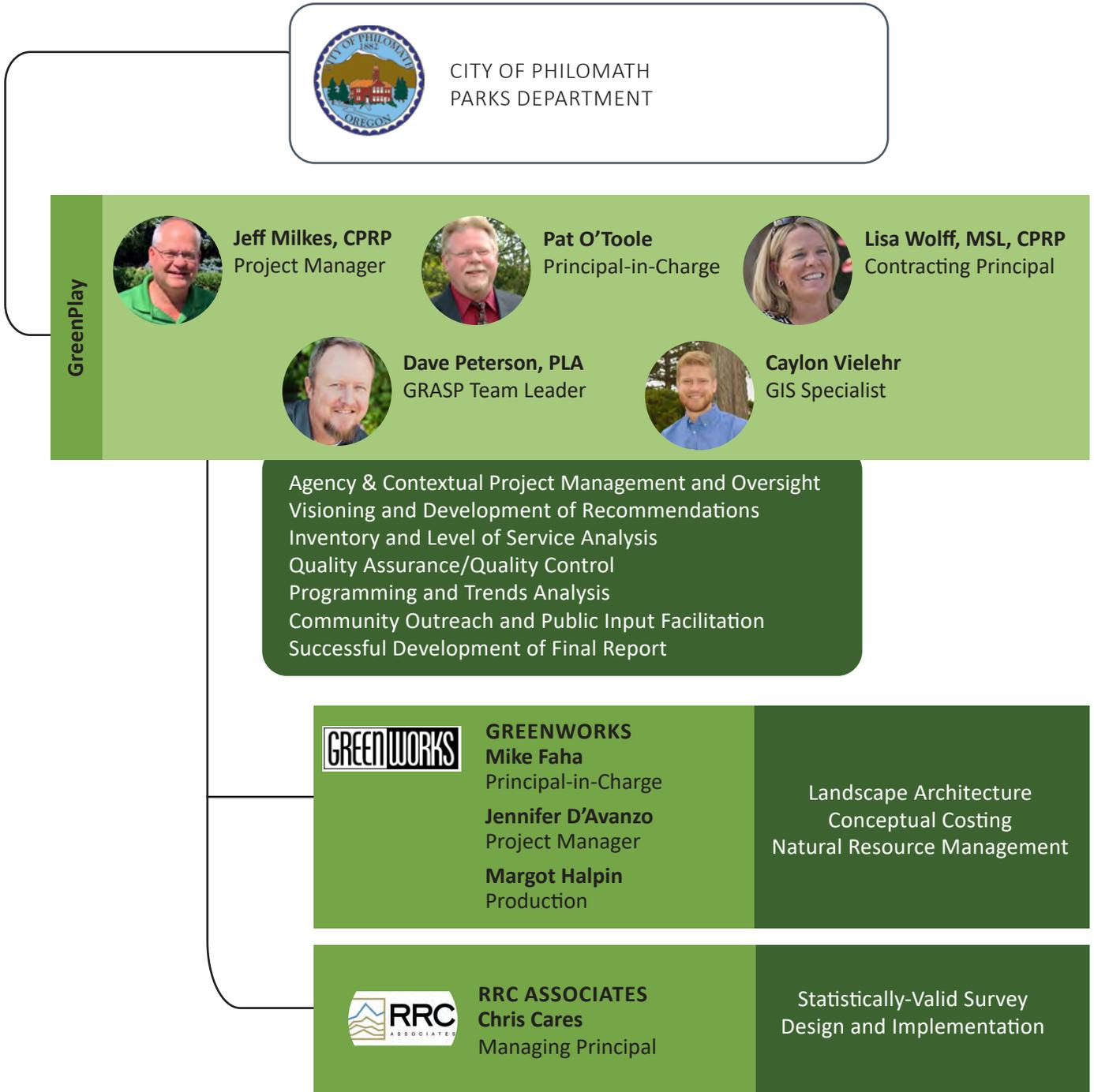


Your GreenPlay Consulting Team is...

- **Dedicated** to your project and committed to addressing the unique issues and opportunities facing **your** community.
- **Experienced** in developing plans and documents that work conceptually and are **implementable** in **your** community.
- **Trained** in conducting effective public process by skillfully leading staff and stakeholder interviews and focus groups.
- **Adept** in cultivating supportive relationships with staff and governing body leadership.
- **Effective** in creating planning and operational options, that **establish a balance** between innovation and experience, conservation and active recreation, design excellence and cost control, creativity and functional accommodation, and that meet the needs of the community with the resources that are available.
- **Respected** for their expertise in strategic visioning, programming, cost recovery analysis, resource management, facility site design, operations, funding options, and bond referendum preparation.
- **Committed** to helping you to achieve your goals on time and within budget, while providing exceptional customer service.

II. PROPOSED PROJECT TEAM

PROJECT TEAM ORGANIZATION



Identified team members will be available to complete this project. GreenPlay Project Manager Jeff Milkes and team members from Greenworks will be working out of the Portland area. When needed, other GreenPlay staff can arrive within hours with direct daily flights into the region. We carefully detail our on-site gatherings and/or virtual meetings during SKO to ensure that our local presence is fully considered.



Jeffrey Milkes, MS, CPRP

PROJECT MANAGER



EDUCATION:

M.S., Recreation and Resource Development, Texas A&M University, 1987

B.S., Recreation & Park Management, University of Oregon 1985

CERTIFICATIONS

Certified Park & Recreation Professional (CPRP),

National Recreation and Park Association

Graduate, Parks & Recreation Director's School, National Executive Leadership School & Supervisors Management School, National Recreation & Parks Association

Numerous presentations at NRPA Conference, Oregon Recreation and Parks Association, Washington Recreation and Parks Association, and the International Livable Cities Conference

Medal for Superior Civilian Service and the Commander's Award for Civilian Service, US Army

WORK EXPERIENCE:

Jeff is a successful parks and recreation professional with over 35 years of progressively responsible experience with municipalities, special districts, and military recreation organizations. His work has focused on leadership development, performance management, non-traditional financing opportunities, and the provision of athletic and special events. Jeff brings with him extensive experience managing aquatic and recreation facilities, sports and fitness programs, and park maintenance. He is passionate about developing community offerings with a high level of creativity and imagination.

During his long and successful career, Jeff has served in a variety of capacities in the parks & recreation field. He worked his way up from Recreation Coordinator, Sports Director, Community Center Manager, Aquatics Facility Manager, Recreation and Parks Manager to Director of Parks & Recreation. He has delivered recreation services in small, mid-sized and large communities in Oregon and California. Jeff's professional view of the field and judgement are often seen through the unique lens of an individual who has spent over fifteen years working overseas, supporting our active duty military and their family members. He served as a Supervisory Recreation Specialist, Athletic Director and finally as Chief of Community Recreation, working on both Army and Navy bases in Germany, Korea, Guam, and Spain. Jeff earned numerous awards and medals for his service.

- Project Manager/Consultant, 2019-Present, GreenPlay, LLC
- Director, Parks & Recreation: City of Cupertino, California
- Southeast Services Manager: Portland, Oregon Parks & Recreation
- Chief, Community Recreation Division: Dept. of Army, Baumholder, Germany
- Recreation & Aquatics Manager: North Clackamas Parks Rec. District. Milwaukie, OR
- Supervisory Recreation Specialist: US Army & US Navy, Rota, Spain, Dededo, Guam, Taegu, Korea and Stuttgart, Germany

REPRESENTATIVE GREENPLAY PROJECT EXPERIENCE:

- Town of Fountain Hills, AZ – Community Services Parks, Trails and Recreation Master Plan
- City of Perris, CA – Parks and Recreation Master Plan
- City of Montebello, CA – Park Facilities Master Plan
- City of Umatilla, OR – Park Master Plan
- Town of Windsor, CO – Parkland Dedication and Development Fee Study
- City of Winnemucca, NV – Aquatic Center Feasibility Study
- Greater Vallejo Recreation District, CA – 10-Year Master Plan

REPRESENTATIVE PROJECT EXPERIENCE:

- Led a data driven operational restructuring of parks and recreation services for one of the country's premier parks agencies in Portland Oregon, serving as SE Services Manager from 2005-2016. Jeff was responsible for neighborhood engagement and policy development to bring all recreation services and parks assets in east Portland under one organization. He managed seven community centers and greater than 100 parks.
- Led the formation of one of the country's largest special events programs, developing methods of alternative financing, and offering creative events in nearly every neighborhood in Portland Oregon from 2007-2016. Jeff's efforts were recognized as a contributing factor to the City of Portland being awarded NRPA's Gold Medal as the best large parks and recreation agency in the country in 2011.



Pat O'Toole

PRINCIPAL

EDUCATION

Bachelor of Science in Recreation Administration, Kansas State University, 1978

NRPA Pacific Revenue Sources Management School, 1986-1989

NRPA Revenue Sources Management School, Board of Regents, 1993-1995

PROFESSIONAL AFFILIATIONS

Member of National Recreation and Park Association, 1979-Present

Certified Leisure Professional, 1979-1994

Named to Outstanding Young Men of America, 1985

National Register's Who's Who in Executives and Professionals, 2006, 2007

Member of Indiana Park and Recreation Association, 1992-2002

Member of Ohio Park and Recreation Association, 1989-1992

Board of Trustees, Ohio Park and Recreation Association, 1991-1992

Member of Missouri Park and Recreation Association, 1985, 1986, 2000-2002

Member of Kansas Recreation and Park Association, 1977-1984, 2001, 2002

WORK EXPERIENCE:

Pat brings over 40 years of management planning for parks and recreation agencies, and has led projects for GreenPlay since 2003. Prior to joining GreenPlay, Pat was President of OATS LLC, a private park and recreation consulting firm, and worked for many years as a Principal for Leon Younger and PROS. Pat also has previous management experience as both a director and an assistant director for several progressive agencies in four different states. He brings to GreenPlay extensive expertise in planning, operations, budgeting, pro formas, cost recovery and activity-based costing, funding sources, customer service, partnerships, efficiencies, public process, and all other facets of park and recreation agency management. He is skilled at leading forward-focused projects and teams, specifically related to creating vision and implementation.

Management Consulting in Parks, Recreation, and Sports since 1995

- Principal, GreenPlay LLC, 2003 - Present
- President, OATS, LLC, 2002 - 2008
- Principal, Leon Younger & PROS, 1995 - 2002

Public Parks and Recreation Administration from 1979-1995

- Indy Parks and Recreation, Indianapolis, IN – Assistant Director 1992-1995
- Lake Metroparks, Cleveland, OH – Assistant Director 1988-1992
- Jackson County Parks & Recreation, Kansas City, MO – Asst. Director 1984-1988
- Kingman Recreation Commission, Kingman, KS – Director 1979-1984

REPRESENTATIVE PROJECT EXPERIENCE

Pat has worked on over 300 projects in 46 states since 1995. The following is a sample listing of projects.

- Arizona State Parks – Cattail Cove Site Master Plan
- Bella Vista Village, AR – Comprehensive Amenities Needs Assessment and Action Plan
- Blue Springs, MO – Parks and Recreation Master Plan
- Chatham County, GA – Parks and Open Space Master Plan
- Coconino County, AZ – Comprehensive Parks and Recreation Master Plan
- Colchester, VT – Parks and Recreation Needs Assessment
- Coppell, TX – Parks and Recreation Master Plan
- Dunwoody, GA – Parks and Recreation Master Plan
- Fargo, ND – Indoor Recreation Complex Feasibility Study
- Farmington, NM – Parks and Recreation Master Plan
- Laguna Hills, CA – Recreational Facilities Needs Assessment
- Lawrence, KS – Parks and Recreation Master Plan
- Lisle, IL – Pyramid Cost Recovery and Pricing Philosophy Methodology
- North Clackamas Park and Recreation District, OR – Master Plan
- Meridian, ID – Parks and Recreation Master Plan
- Oregon City, OR – Parks and Recreation Master Plan
- Pearland, TX – Parks and Recreation Master Plan
- Shoreline, WA Parks, Recreation, and Open Space Master Plan
- Spearfish, SD – Sports Complex Feasibility Study
- Wimberley, TX – Blue Hole Regional Park Master Plan
- Winter Park, FL – Community Center Feasibility Study



Lisa Wolff, MSL, CPRP

PROJECT CONSULTANT



EDUCATION

Elon University – B.S. Leisure & Sport Management

Pfeiffer University – Master of Organizational Change & Leadership

UNC School of Government – Municipal Administration

ACCREDITATIONS, AWARDS, AND COMMUNITY

National Recreation & Parks Association

Certified Parks and Recreation Professional, National Recreation & Parks Association (NRPA)

North Carolina Recreation & Parks Association

- President 2012
- 1st Vice President, 2011
- 2nd Vice President, 2010

Past National Recreation & Parks Association (NRPA) Representative

Recipient of the North Carolina Recreation & Parks Association's Meritorious Service Award

State of North Carolina Parks & Recreation Authority Member
Appointed by the North Carolina General Assembly

Former Leisure & Sports Management Search Committee Member - Elon University

North Carolina Recreation & Parks Scholarship Foundation Board

WORK EXPERIENCE

Lisa is a Certified Park and Recreation Professional (CPRP) with broad experience in the field of local government, primarily in recreation and parks. Spanning a 30-year career, Lisa's foundation within the profession has developed partnership programs throughout her career in both financial giving and facility development across numerous spectrums. With a strong background in this area, Lisa has fostered projects and sponsorships exceeding \$2 million dollars in funding and additional partnerships.

Recently, Lisa has worked closely to help develop and maintain community-based initiatives that are focused in the area of health and wellness. Her philosophy begins with building and investing in healthy environments within a community to create new conversations for stronger and more viable change for the quality of life!

In addition to the development of strong partnerships, she also focuses on staff organization and development, customer service, planning and programming, trail development, marketing and partnerships, facility operations and overall project management. Her true passion lies in building strategic organizations through innovative and creative leadership and guidance while focusing on internal and external collaboration and communication among all stakeholders.

Lisa has served as President of the North Carolina Recreation & Parks Association (NCRPA) and has been a long-term Senate Appointed Board Member to the North Carolina Parks & Recreation Trust Fund. Her role as Assistant Director of Recreation & Parks with the City of Burlington, NC has included oversight of the programming division including: aquatics, recreation centers, youth programming and specialized recreation services, park maintenance, youth and adult athletics, tennis, athletic turf maintenance, theater, and special events.

KEY CONSULTING, EDUCATION, & LEADERSHIP ROLES

- GreenPlay, LLC, Project Consultant
 - Brookline, MA – Strategic Master Plan Update and Athletic Fields Needs Assessment Survey
 - Groton, CT – Community Recreational Needs Assessment, Feasibility Study, & Engineering Analysis, Pratt Building
 - Iredell County, NC Parks and Recreation Master Plan
 - Lathrop, CA – Parks & Recreation Master Plan
 - Stonecrest, GA – Parks & Recreation Master Plan
- Assistant Director, Burlington Recreation & Parks
- Project Lead & Contact – Burlington, NC Greenways & Bikeways Plan
- Project Lead Quick-Hitter Trail Expansion, Burlington, NC
- Project Lead Paramount Theater & Expansion Plan
- NRPA Directors School, 2017
- North Carolina Tennis Association
- Downtown Corporation Board Member – Burlington NC
- North Carolina Recreation & Parks Scholarship Foundation Board

Her skillset also includes:

- Fostering successful collaboration among teams and communities
- Knowledge of local government administration including Council and Manager format of leadership
- Creating innovative development processes for projects, programs and workforce development



Dave Peterson, MS, PLA

SPECIAL PROJECT CONSULTANT, GRASP® TEAM LEADER

WORK EXPERIENCE:

Dave’s leadership in the science of parks and recreation planning embraces innovative techniques for incorporating demographics data into GIS analyses and determining needs beyond traditional broad-brush allocation strategies.

Dave started his career in community development and planning but expanded to park and school design. This provided an excellent transition into park and recreation master planning. This variety of experience, as well as his diverse background in education and sports medicine make him a valuable team member.

Dave loves the latest in software and technology and is always looking for the newest computer graphic technique or process to incorporate into his projects. He also enjoys the opportunity to visit hundreds of parks each year as part of GRASP® inventory and assessment. Parks and recreation master planning and comprehensive GIS mapping using composite values methodology incorporates both detailed and broad thinking and therefore is a good match for his skills. Dave is a Registered Landscape Architect in Colorado and is a CLARB Certified Landscape Architect.

EDUCATION

M.S., Exercise and Sports Science, University of Arizona, Tucson, Arizona

B.S., Landscape Architecture, Colorado State University, Fort Collins, Colorado

B.S., Education, University of Nebraska, Lincoln, Nebraska

CERTIFICATIONS

Registered Landscape Architect in Colorado (#977), 2012

CLARB Certified Landscape Architect

REPRESENTATIVE PROJECT EXPERIENCE:

Park & Recreation Master Planning

- Angleton, Texas
- Arlington County, Virginia
- Aurora, Colorado
- Barrington, New Hampshire
- Brookline, Massachusetts
- Bloomington, Illinois
- Cary, North Carolina
- Charleston County, South Carolina
- Cook County Forest Preserve District, River Forest, Illinois
- Commerce City, Colorado
- Corvallis, Oregon
- Denver, Colorado
- Desert Recreation District, Indio, California
- El Paso County, Colorado
- Encinitas, California
- Farmington, New Mexico
- Glendale, Arizona
- Greater Vallejo Recreation District, California
- Green Valley Ranch Metro District, Denver, Colorado
- Hampton, Virginia
- Hamilton County, Tennessee
- Henderson, Nevada
- Lakewood, Colorado
- Lathrop, California
- Littleton, Colorado
- Louisville, Colorado
- North Clackamas District, Oregon City, Oregon
- Palm Springs, California
- Pearland, Texas

- Perris, California
- Plainfield Park District, Plainfield, Illinois
- Post Falls, Idaho
- Sandpoint, Idaho
- Springfield Park District, Springfield, Illinois
- Stafford County, Virginia
- Stonecrest, Georgia
- Tualatin Hills Park and Recreation District, Beaverton, Oregon
- Tulsa, Oklahoma
- Valdez, Alaska
- Valleywide Recreation District, California
- Victorville, California
- Wake Forest, North Carolina
- Wheat Ridge, Colorado
- Wilsonville, Oregon
- Windsor, Colorado

Healthy Communities Planning

- Arlington Heights Park District, Arlington Heights, Illinois
- Liberty, Missouri
- South Bend, Indiana

Statewide Comprehensive Outdoor Recreation Plan (SCORP)

- Maryland Department of Natural Resources
- State of New Mexico

Parks Asset Inventory & Assessment

- City and County of Denver, Colorado



Caylon Vielehr

GIS ANALYST/PROJECT CONSULTANT

EDUCATION

Bachelor of Arts in Philosophy from Fort Lewis College, Durango, CO, 2015 Minor in Business Administration with strong focus in geology, GIS, natural and health sciences, accounting, and writing

Environmental Development, Agriculture Extension, and Beekeeping training at Peace Corps - The Gambia, West Africa, 2015

OVERVIEW:

Caylon has served in many roles throughout the last decade. His love for health and play have given Caylon a true appreciation for our public spaces and the role that they can play in our communal and ecological health. He applies a keen interest in geographic information science and the impacts it has on our human landscape, social justice, and equality. Through his experience in program leadership, Caylon has worked personally with diverse populations and gained valuable experience in communication and public relations. He provides a combination of technical analysis, people-oriented personality, and passion for the power that parks and recreation brings to quality of life in communities.

REPRESENTATIVE EXPERIENCE

GP RED and GreenPlay LLC (2019 to present)

- GIS Analyst compiling geographic datasets and performing inventories, data interpretation, component-based levels of service analysis, and presentation, mapping, and informative rendering of intuitive models.
- Project Consultant assisting in planning elements, demographics analysis, public relations, and community outreach.

PLANNING AND ANALYSIS PROJECTS FOR GREENPLAY

- Angleton, TX – Parks and Recreation Master Plan
- Aurora, CO – Parks, Recreation, and Open Space Strategic Plan
- Hamilton County, TN – Parks and Recreation Master Plan
- Henderson, NV – Parks and Recreation Master Plan
- Sandpoint, ID – Parks and Recreation Master Plan
- Valdez, AK – Parks and Recreation Master Plan
- Iredell County, NC – Parks and Recreation Master Plan
- Holly Springs, NC – Parks, Recreation and Greenways Master Plan
- Hampton, VA – Parks and Recreation Master Plan
- Stonecrest, GA – Parks and Recreation Master Plan
- Glendale, AZ – Parks and Recreation Master Plan
- Valley Wide, CA – Parks and Recreation Master Plan
- Lathrop, CA – Parks and Recreation Master Plan
- Victorville, CA – Parks and Recreation Master Plan

OTHER RELEVANT EXPERIENCE:

- Land Surveying and Data Acquisition - Flatirons Surveying, Boulder, CO, 10/17 – 4/19
- Environment/Agriculture Services - Peace Corps Volunteer, The Gambia, West Africa, 11/15 – 11/17
- Information Technologies Lab Technician, Fort Lewis College, Durango, CO, 1/13 – 5/15
- Professional Recreation and Outdoor Programming, Instruction, and Tour Leadership
 - Holiday River Adventures, Multiple Rivers, UT, 7/18 - current
 - Arkansas Valley Adventures, Buena Vista, CO, 5/15-9/15
 - Mountain Waters Rafting, Durango, CO, 5/14 - 8/14
 - City of Durango Parks and Recreation, CO, 5/12 - 9/12
 - City of Broomfield Parks and Recreation, CO, 2007 – 2010



GreenWorks, P.C. Firm Overview

GreenWorks specializes in sustainable landscape architecture and environmental design. Founded in 1987, the practice provides a broad range of services for clients throughout the West. GreenWorks is a regional leader in sustainable design and is dedicated to innovating solutions for clients by linking natural resources, urban environments, and people. Our work includes parks and recreation, trails, wetlands, habitat restoration, water resources, civic, commercial, ecotourism, environmental, water quality, housing, transportation, green infrastructure, institutional, and urban and community design.

GreenWorks' expertise encompasses all scales of system-wide park planning—from assessing Oregon's network of 30 State Parks located in the Columbia River Gorge to assisting Metro with analyzing the relationship between parks, trails, open space, and economic development, to working directly with cities on parks system plans. GreenWorks also brings extensive experience in master planning and designing community parks. Park districts throughout the Portland Metro region and the state will attest to GreenWorks' detailed knowledge of what it takes to get from master planning to the reality of built park facilities. GreenWorks' Senior Project Manager Jennifer D'Avanzo offers extensive experience working with various park and recreation departments on park master planning, natural area assessment, design, environmental education, and public involvement including Portland Parks and Recreation, Hillsboro Parks and Recreation and Bend Parks and Recreation.



Jennifer D'Avanzo, ASLA, PWS

SENIOR PROJECT MANAGER

EDUCATION

Bachelor of Science, Environmental and Forest Biology, SUNY College of Environmental Science and Forestry, Syracuse NY

Master of Landscape Architecture, University of Colorado, Denver, CO

REGISTRATIONS AND CERTIFICATIONS

Certified Professional Wetland Scientist, Society of Wetland Scientists

YEARS EXPERIENCE

18 (GreenWorks since 2015)

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

American Society of Landscape Architects (National and Oregon)

AWARDS AND RECOGNITION

American Society of Landscape Architecture Award of Merit for Excellence in the Study of Landscape Architecture

Recipient of AmeriCorps Education Award Program for Civil Service

PRESENTATIONS

Wetland and Other Waters in the Northern Tier of the Arid West, Pacific Northwest Chapter of the Wetland Scientists Conference, 2015

COMMUNITY SERVICES

Clark Public Utilities- Stream Team

Nature Conservancy- Volunteer

CERTIFICATES AND TRAINING

Stream Stewardship, Clark Public Utility, Fall 2012

Advanced Soils, Washington Department of Ecology, 2011

Regulatory Overview and Guidance, Oregon Rapid Wetland Assessment Protocol Training, 2009

Wetland Regional Supplement Seminar and Field Practicum, 2009

Basic Wetland Delineation Training, March 2007

Portland State University: River Restoration Professional Certificate Program: Ecological Processes, May 2007

Wetland Plants of the Pacific Northwest, May 2007

Project Management Training, 2006

Jennifer D'Avanzo is a Senior Project Manager, Landscape Designer and Biologist with almost twenty years of experience working for environmentally-focused firms. A proven project manager, Jennifer partners with agencies, parks districts, and engineers on challenging ecological projects focused on connecting people with nature through design. Jennifer's wealth of knowledge and excellent organizational skills ensure that her teams stay on-schedule and deliver projects on-budget. With a focus on building strong, long-lasting relationships, Jennifer excels at working with multifaceted teams of professionals who are dedicated to making a positive impact on the environment and people who interact in it. In addition to being a certified Professional Wetland Scientist, Jennifer was awarded the American Society of Landscape Architecture Award of Merit for Excellence in the Study of Landscape Architecture and currently serves as Secretary on the ASLA Oregon Executive Committee.

RELEVANT PROJECT EXPERIENCE:

- City of Newport Park System Master Plan, City of Newport (Newport, OR)
- Mill Park and Midland Parks Combined Master Plan, Portland Parks & Recreation (Portland, OR)
- Wade Creek Park Master Plan, City of Estacada (Estacada, OR)
- Cape Kiwanda Tourism Master Plan, Tillamook County (Pacific City, OR)
- Reed's Crossing Discover Park Nature Play, Newland Communities (Hillsboro, OR)
- Reed's Crossing Oak Grove Park, Newland Communities (Hillsboro, OR)
- Reed's Crossing Dobbin Park, Newland Communities (Hillsboro, OR)
- Reed's Crossing Greenway, Newland Communities (Hillsboro, OR)
- Leach Botanical Gardens, Portland Parks & Recreation (Portland, OR)
- Mirror Pond Bank and Trail Improvements, Bend Park & Recreation District (Bend, OR)
- Windjammer Park Integration Plan, City of Oak Harbor (Oak Harbor, WA)

**Completed prior to joining GreenWorks*



Margot Halpin, SITES AP

LANDSCAPE DESIGNER

EDUCATION

MS, Ecological Landscape Design and Planning, The Conway School, June 2016

BS, Natural Resource Planning, Green Building and Community Design, University of Vermont, May 2015

International Honors Program: Cities of the 21st Century-People, Urban Planning & Politics

YEARS EXPERIENCE

3 (GreenWorks since 2018)

MEMBERSHIPS

ASLA

Ecological Landscape Alliance (ELA)

SITES AP

COMMUNITY SERVICE

Lents School Garden Volunteer, Coffee Creek Prison Garden Design and Volunteer, Growing Gardens, 2019 - present

Tree Inventory Volunteer, Portland Urban Forestry, 2018 - present

Margot Halpin is a landscape designer who works with both public and private clients to design ecologically-diverse and engaging landscapes. Margot believes that a major solution to our world's climate crisis is reconnecting humans to their local environment. She views placemaking as a way to spur community action at many levels: from a simple interaction with a stranger to a broader understanding of ecological systems. Margot has contributed to large scale public projects such as TriMet Southwest Corridor and smaller scale public parks projects like Latourette park. She has also provided cutting-edge design and graphics for the Port of Vancouver's Terminal One. Motivated to deepen her focus on ecological design through tangible and relevant design solutions, Margot became a SITES Accredited Professional through the US Green Building Council (USGBC) in 2018. She is also a certified drone pilot.

RELEVANT PROJECT EXPERIENCE

- Newport City Park System Master Plan (Newport, OR)
- Latourette Park (Oregon City, OR)
- Tigard Lasich Park Concept Plan (Tigard, OR)
- North Mountain Nature Playground (Ashland, OR)
- Crowell Woods Park (Beaverton, OR)*
- Friends Park (Newberg, OR)*
- Ontario Active Transportation Plan (Ontario, OR)
- Port of Vancouver Terminal One (Vancouver, WA)
- SW Corridor (Tigard, OR)
- Errol Heights Street Improvements, PBOT (Portland, OR)

** Completed prior to joining GreenWorks*



Mike Faha, PLA, FASLA, LEED AP

PRINCIPAL

EDUCATION

Bachelor of Science, Oregon State University

REGISTRATIONS AND CERTIFICATIONS

Professional Landscape Architect in Oregon (LA242)

LEED Accredited Professional

Fellow of the American Society of Landscape Architects (FASLA), Member and Past President, Oregon Chapter

YEARS EXPERIENCE

35 (GreenWorks since 1987)

PROFESSIONAL AFFILIATIONS AND COMMUNITY SERVICE

Urban Greenspace Institute, Board Member

Human Access, Board Member

AWARDS AND RECOGNITION

APWA National, Individual Sustainable Practices Award, 2016

Fellow of the American Society of Landscape Architects (FASLA), Member and Past President, Oregon Chapter

PMLR Orange Line, ASLA Oregon, Award of Excellence, 2015

PMLR Orange Line, ASLA Oregon, People's Choice Award, 2015

APWA Oregon Chapter, Mike Faha- Individual Sustainable Practices Award, 2015

Cascade Avenue Streetscape Plan, APWA, Project of the Year \$5M-\$25M Category, 2015

Cascade Avenue Streetscape Plan, ASLA Oregon Merit Award, 2015

Westmoreland Park, Honor Award in Design, ASLA Oregon, 2014

Honor Award, Zidell Yards Green Infrastructure, ASLA National, 2014

Zidell Yards Green Infrastructure, ASLA Oregon, 2013

CWS Low Impact Development Handbook, The Julian Prize for Policy, APWA Oregon Chapter, 2010

Astoria Waterfront Vision Plan, Walter B. Jones Memorial and NOAA Awards for Excellence in Coastal and Ocean Management 2010

Mike Faha is a landscape architect who partners with municipalities, agencies, and institutions to create livable communities. A pioneer of sustainable landscape architecture and stormwater management in the Pacific Northwest, Mike believes that good design addresses economic, ecological, and social needs. With three and a half decades of experience leading multidisciplinary teams to design complex parks, transportation, and natural resources projects, Mike knows how to anticipate problems before they arise, saving his clients time, money, and resources. Mike collaborates with agencies and organizations of all sizes to develop design guidelines, manuals, and handbooks for stormwater, green infrastructure, transit, streetscapes, and parks. The founding principal of GreenWorks, Mike is the recipient of numerous national awards including APWA's 2016 Individual Sustainable Practices Award and ASLA's Honor Award for Zidell Yards Green Infrastructure in 2014.

RELEVANT PROJECT EXPERIENCE

- Newport Park System Master Plan, City of Newport (Newport, OR)
- Lincoln City Park System Master Plan, City of Lincoln City (Lincoln City, OR)
- Independence Park System Master Plan, City of Independence (Independence, OR)
- Metro Parks, Trails and Natural Areas System Plan, METRO (Metro Region, OR)
- Mirror Pond Vision and Bank and Trail Improvements, Bend Park & Recreation District (Bend, OR)
- Salem Riverfront Park Master Plan, City of Salem (Salem, OR)
- Battle Creek Park, City of Salem (Salem, OR)
- Astoria Waterfront Vision Plan, City of Astoria (Astoria, OR)
- Couch Park Inclusive Play, Portland Parks & Recreation (Portland, OR)
- Westmoreland Park Nature-Based Play Area, Portland Parks & Recreation (Portland, OR)
- Fanno Creek Greenway and Trail, CWS + ODOT (Tigard, OR)
- Brian Booth State Park Master Plan, OPRD (Seal Rock, OR)
- Rooster Rock State Park Master Plan, OPRD (Corbett, OR)
- Gaston Park System Master Plan, City of Gaston (Gaston, OR)
- Gateway Green, Friends of Gateway Green (Portland, OR)
- George Rogers Park and River Access Improvements, City of Lake Oswego (Lake Oswego, OR)
- Gervais Park System Master Plan, City of Gervais (Gervais, OR)
- Graham Oaks Nature Park and Trails, Metro (Wilsonville, OR)
- Hogan Butte Nature Park Master Plan, City of Gresham (Gresham, OR)
- Hood River Waterfront Park, Port of Hood River (Hood River, OR)
- Khunamokwst Park, Portland Parks & Recreation (Portland, OR)
- Tanner Springs Park, Portland Parks & Recreation (Portland, OR)
- Rock Creek Greenway, Hillsboro Parks and Recreation (Hillsboro, OR)
- Silver Falls State Park Master Planning, OPRD (Silver Falls State Park, OR)



Parks and Recreation, Open Space and Trails Needs Assessments

RRC has extensive experience with parks, recreation, open space, and trails needs assessment studies for cities, counties, recreation districts, and also at the state level. The goal of the studies is to obtain citizen input on a variety of topics related to parks and recreation use, values, and community priorities for future improvements. Many studies also have particular emphasis on gauging support for community recreation centers and aquatic facilities. A variety of research techniques are used in the studies, including telephone, mail, Internet, user surveys, and focus groups. Current satisfaction levels with existing facilities and programs are also measured, as is the relative importance of specific new priorities, facilities, and policies most desired and needed by the communities. Results and conclusions from the research help guide the development of parks and recreation master plans in the communities.

Some of our clients include:

- National Recreation and Parks Association (NRPA)
- County of San Diego Department of Parks and Recreation
- City of Asheville, NC Parks and Recreation
- Twin Falls, ID Community Center Study
- City of Boulder, CO Parks and Recreation
- Erie County, NY Parks and Recreation
- Los Alamos County, NM Parks and Recreation
- Maryland-National Capital Parks and Planning Commission, Prince George's County and Montgomery County
- City of Cary, NC
- Oklahoma City Recreation Facilities & Programs Needs Assessment
- New Mexico Statewide Comprehensive Outdoor Recreation Plan
- City of Steamboat Springs, CO Parks and Recreation
- City of Burien, WA Recreation/Community Center
- City of Cedar Rapids, IA Parks and Recreation
- Denver Recreation Centers Needs Assessment
- City and County of Broomfield, CO
- Grand Junction, CO Community Center Study
- City of Palm Springs, CA Parks and Recreation
- City of Sherwood, OR Cultural Arts/Community Center
- City of Spokane, WA Parks and Recreation
- Helena/Lewis and Clark County, MT Parks
- San Gabriel, CA Parks and Recreation
- City of Tulsa, OK Parks and Recreation





C. CHRIS CARES

Chris possesses a diverse background in public and private planning. A founding partner of RRC Associates, he specializes in practical applications of research techniques including survey and qualitative research, modeling and applied analysis to solve problems in city planning, administration, and business applications. Parks and recreation needs assessments are particular areas of specialization. Chris has overseen numerous community/citizen surveys in towns and counties throughout the United States, which provide input to parks, recreation, trails, open space, and planning needs assessments. The results of these studies typically become incorporated into parks and open space master plans, or other policy documents.



Professional Experience

1983 to present MANAGING DIRECTOR/FOUNDING PARTNER
RRC Associates, Boulder, CO

Representative Projects

Parks and Recreation Surveys for Master Plans and Needs Assessments:

Charleston County, SC	Waukesha, WI	Florence, AZ	Martin County, FL
Ashville, NC	Prospect Heights, IL	Littleton, CO	West Palm Beach, FL
Cary, NC	Erie County, NY	Louisville, CO	Asheville, NC
Caswell County, NC	Gloucester County, VA	State of Maryland	Colchester, VT
Leland, NC	Hunterdon County, NJ	State of New Mexico	Meridian, ID
New Hanover County, NC	Rancho Cucamonga, CA	Palm Springs, CA	Maryland-NCPPC-
Wake Forest, NC	San Diego County, CA	Pearland, TX	Prince George County, MD
Williamsburg, VA	Amherst, NY	Wilsonville, OR	Encinitas, CA
Chatham County, GA	Winchester, VA	Dunwoody, GA	San Gabriel, CA
Cedar Rapids, IA	Desert Rec. Dist., CA	Santee, CA	Keene, NH
Bella Vista Village, AR	Farmington, NM	Manassas, VA	
Fitchburg, WI	Coconino County, AZ	Tualatin Hills, OR	

Tourism and Ski Area Visitor Research (examples include National Ski Areas Association, Colorado Tourism Office, Vail Resorts, Copper Mountain, Telluride Ski and Golf Company, Crested Butte Mountain Resort, Cedar Rapids, IA)

Housing and Transportation Needs Assessments (examples include Boulder, Lafayette, Longmont and Westminster, CO; Eagle County and Town of Vail; Grand Junction, Pueblo, Weld County, CO)

Education

Master of City Planning: Harvard University, 1975
Bachelor of Arts, Political Science: University of Rochester, 1972
University of Michigan, 1971

Further Work Experience

1977-81 PLANNER/ASSOCIATE, Gage Davis Associates—Boulder, CO
Associate in charge of research studies for major destination resorts in Colorado and Utah

1976-77 PLANNER, City of Boulder—Boulder, CO

1975 PLANNER, Lincoln-Uinta Counties Planning Office—Kemmerer, WY

RELEVANT BOARD EXPERIENCE

GP RED – Research, Education and Development for Health, Recreation and Land Management – gpreed.org
(currently Board President)

Breckenridge Outdoor Education Center, Breckenridge, CO – (former board member) boec.org

III. REPRESENTATIVE PROJECT EXPERIENCE

UMATILLA, OREGON PARKS MASTER PLAN

Reference:

Esmeralda Horn
Development & Recreation Manager
P.O. Box 130, Umatilla, OR 97882
541.922.3226, ext. 108
esmeralda@umatilla-city.org

Current Project: The City of Umatilla hired GreenPlay to assist with the development of a Parks Master Plan. The City had previously drafted a plan in January 2018, and this new plan is a continuation of that effort. The focus of this plan is on the sustainable allocation of resources over the next ten years and addressing the future need and funding for facilities and services. The master plan incorporates the opinions of citizens through stakeholder interviews, public meetings, and recent survey information, to determine desired changes and new ideas for the long term vision for the Parks and Recreation Department. The study will include an inventory and assessment of assets, prioritization of opportunities, population and growth analysis, trends analysis, level of service analysis, benchmarking of other similar towns, an organizational and staffing assessment, marketing and branding assessment, and a financial analysis.



WILSONVILLE, OREGON PARKS AND RECREATION MASTER PLAN AND BOONES FERRY PARK MASTER PLAN

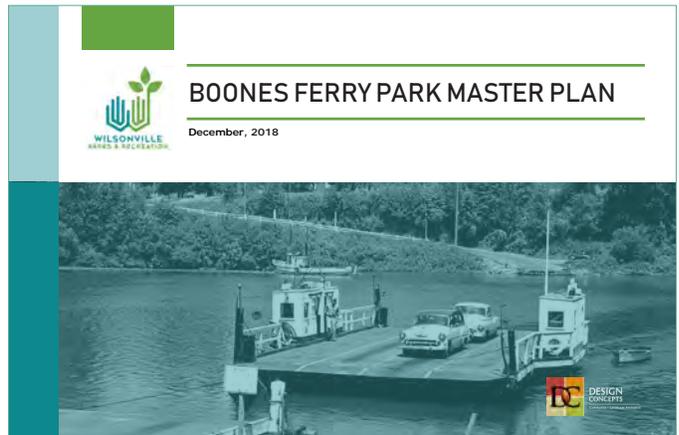
Reference:

Mike McCarty, Director
29799 SW Town Center Loop East
Wilsonville, OR 97070
503.570.1579 | mccarty@ci.wilsonville.or.us

Project: GreenPlay worked with the City of Wilsonville to update its Parks and Recreation Master Plan, which was initially created in 2007. The City, which is located in the south Portland Metropolitan area, had experienced rapid growth since development of the previous plan. This update was intended to provide a vision for the future of parks, recreation, open space, and trails in the city, as well as recommendations for providing a high level of service in a time of rapid growth.

The City had also recently consolidated services that were previously provided by the Public Works Department and the Community Services Department into its Parks and Recreation Department. This plan allowed the City to maintain its high quality of life by developing recommendations for the parks and trails system to flourish and to be environmentally and fiscally sustainable for many years to come. The plan also established a concrete trails plan, with the goal of promoting alternative transportation and improving connectivity in the community. Our team performed public input, inventory, level of service analysis, trails analysis, and an operations and financial analysis to help the City reach its goals.

Boones Ferry Park is located where Boones Ferry Road meets the northern shore of the Willamette River. The river flows from west to east through town and was historically the site of a ferry and sternwheeler landing, with the ferry operator's home located on the north side of the river. Recent acquisition of adjacent land has expanded the size of the park from approximately 12 acres to approximately 15 acres. The purpose of this master plan was to provide an overall vision for the expanded site within the context of the entire citywide system of parks and the newly updated Parks and Recreation Comprehensive Master Plan. When implemented, the park plan will increase river access by providing new pathways to the water's edge that will meet accessibility requirements, and by opening up views of the river from key locations. It will also bring new activities to the park and upgrade existing ones while retaining the classic ambiance and character found there, along with protecting the natural areas of the site. *Team members included Design Concepts and RRC Associates.*



REDMOND AREA PARK AND RECREATION DISTRICT, OREGON COMMUNITY RECREATION CENTER FEASIBILITY STUDY

Reference:

Katie Hammer, Executive Director
465 SW Rimrock Dr.
Redmond, OR 97756
541.548.7275
katie.hammer@raprd.org

Project: This plan provided recommendations which help determine how the Redmond Area Park and Recreation District can meet identified needs while maintaining the level of access and affordability District residents have come to expect. The Redmond Area Park and Recreation District looked at the feasibility of developing a community recreation center to expand facilities and add programming to address unmet needs in the community.

The purpose of this study was to determine the appropriate mix of programs and amenities at the new center, to determine the costs associated with building the center, to determine the staffing needed, operating and maintenance costs, and potential cost recovery. Several sites were analyzed to determine the best location for the new center.

To complete this project, GreenPlay, along with Opsis Architecture, engaged the community to determine gaps in programming and service needs, create a market analysis of the center's service area, and determine potential conceptual capital and operating costs associated with the facility. To help build and maintain the center, our team evaluated traditional and alternative funding opportunities, and potential avenues for recovering costs.



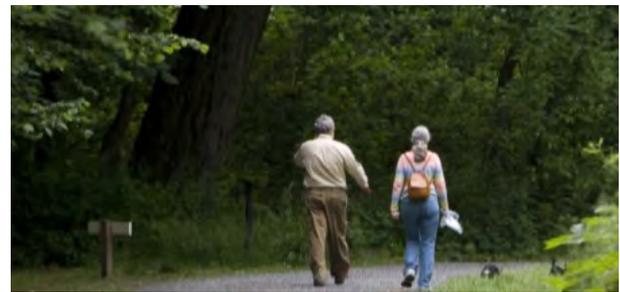
RAPRD
Redmond Area Park and Recreation District
"Always Ready To Play..."

WILLAMALANE PARKS & RECREATION DISTRICT, OREGON PRICING PHILOSOPHY AND COST RECOVERY

Reference:

Jason Genck, Former Director
City of Westminster
4800 W. 92nd Ave., Westminster, CO 80031
303.658-2400 | jgenck@cityofwestminster.us

Project: GreenPlay consultants conducted presentations on the Pyramid Methodology model, Leadership Summit practices, and Board of Director services. Through a series of workshops over five months that included involvement from Board representatives, citizens, key stakeholders, and staff, the team developed categories of services, programs, and facilities and placed them on the Pyramid according to the degree of benefit received by the community. Participants also defined direct and indirect costs, which established target cost recovery levels. Analysis and identification of disconnects for the optimal cost recovery philosophy resulted in a series of recommended implementation and action steps. The Board unanimously embraced the philosophy and ultimately adopted the policy.



LAKE OSWEGO, OREGON PARK & RECREATION FACILITY NEEDS ASSESSMENT

Reference:

Kim Gilmer, Director (Retired)
380 Avenue A, Lake Oswego, OR 97034
530.697.6500

Project: Lake Oswego, located just south of Portland, assessed the potential of developing a recreation center in this older and well-established community with limited available land. The Needs Assessment included a statistically valid survey, public meetings, stakeholder interviews, and workshops.



DUBLIN, CALIFORNIA PARKS & RECREATION MASTER PLAN UPDATE

Reference:

La Shawn Butler, Parks & Community Services Director
100 Civic Plaza
Dublin, CA 94568
(925) 833-6645
parksandcommunityservices@dublin.ca.gov

Project: GreenPlay recently completed a Master Plan Update for the City of Dublin, CA. The process involved a collaborative approach with the community, stakeholders, and staff including facilitating public participation, data gathering and analysis, document preparation, and reviews by key stakeholders and policy makers. Tasks included data gathering and analysis in support of developing recommendations, goals and action plans regarding: updated park and recreation facility standards; land acquisition opportunities for park and recreation development; and joint use opportunities for existing and future facilities with other agencies. Our subcontractor, RRC Associates, conducted a statistically-valid survey to assess changing demographic, and community short- and long-term needs and desires. GreenPlay and LandDesign facilitated public community meetings and focus groups and individual stakeholder interviews. GreenPlay developed a complete parks and recreation facilities and amenities inventory list and use this data to inform on how Dublin compares with similar agencies, and suggest improvements and amenities updates. After all information gathering and review and analysis of all pertinent data, the final Master Plan was developed with an executive summary, written goals, plan objectives, and policy statements that articulate a clear vision and action plan. *Team members included LandDesign and RRC Associates.*



LATHROP, CALIFORNIA PARKS, FACILITIES, AND RECREATION MASTER PLAN

Reference:

Zachary Jones, Director
390 Towne Centre Drive
Lathrop, CA 95330
(209) 941-7385 | zjones@ci.lathrop.ca.us

Project: GreenPlay is currently working with the City of Lathrop to develop its inaugural Parks, Facilities, and Recreation Master Plan that will help to ensure the balance of facilities, amenities, and services throughout the community. The plan will also serve as a guideline for developing goals, policies, guidelines, and strategies for future parks and recreation facilities, services, and amenities.

The young City was established in 1989 and is located in the San Joaquin Valley, about 50 miles south of Sacramento. Conveniently located at the intersection of three major freeways, it is currently home to about 25,000. The City made a commitment to form a full service Parks and Recreation Department in 2014, and this Parks, Facilities, and Recreation Master Plan will be the first for the City. While Lathrop already offers 18 park and recreation facilities for residents encompassing 84 acres, they anticipate adding new parks and recreation facilities within the next five years, as well as potential renovations of existing facilities.

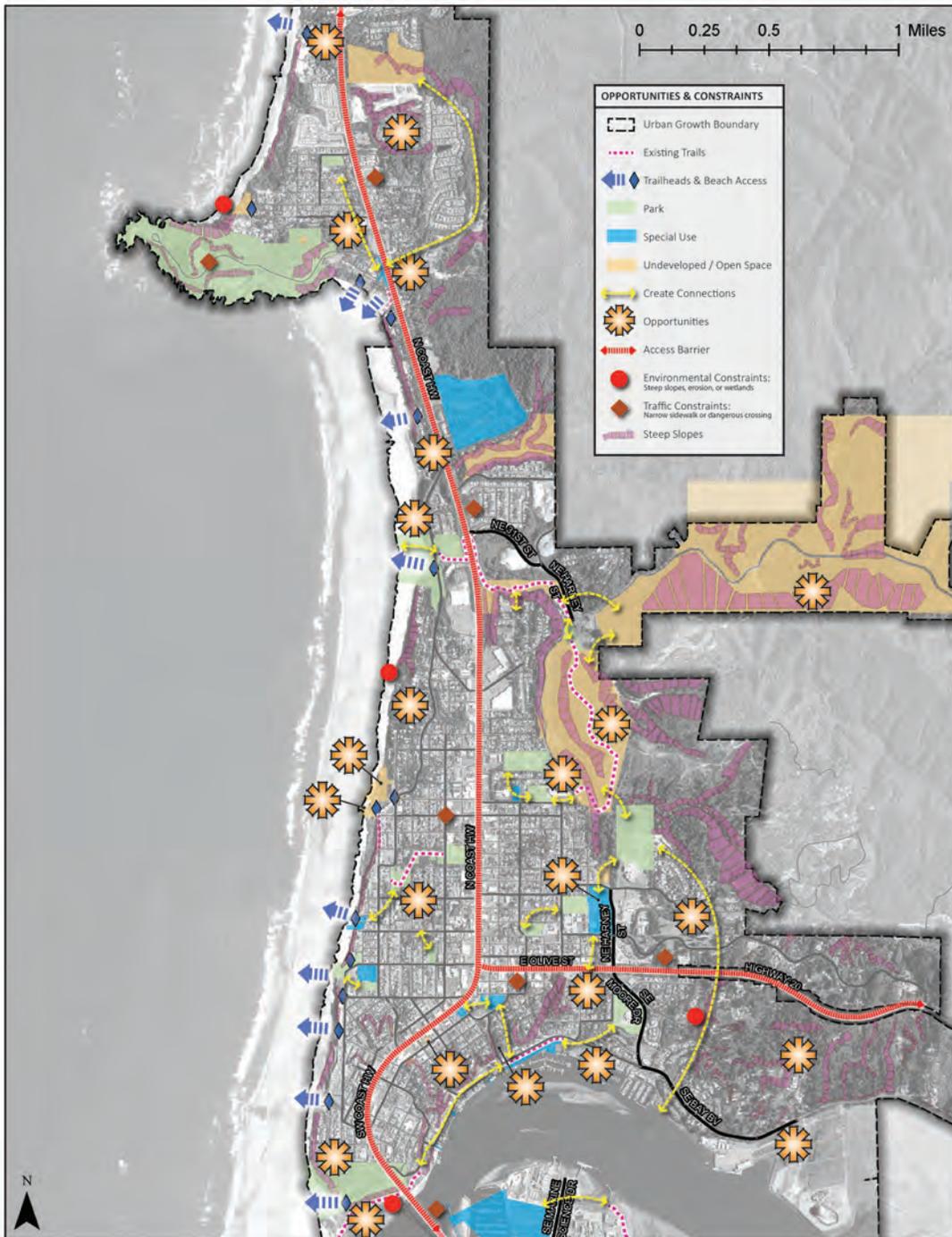
Lathrop is one of the fastest growing areas in Northern California. The City is home to a diverse range of residents, and with the development of the South Lathrop Commerce Center, the population is expected to grow considerably. The Parks, Facilities, and Recreation Master Plan will allow the City to plan for this anticipated growth and balance the needs of residents in the more developed part of the City with those of the newer, planned areas. GreenPlay is working to ensure that the system is appropriately balanced and accessible to everyone in the community. *Team members include the San Francisco office of LandDesign and RRC Associates.*



CITY OF NEWPORT PARK SYSTEM MASTER PLAN (NEWPORT, OR)



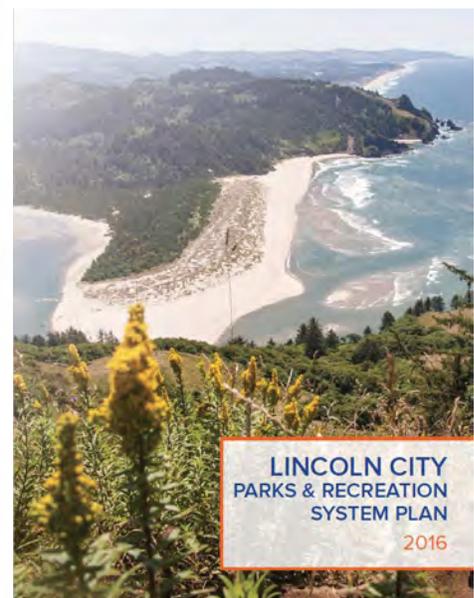
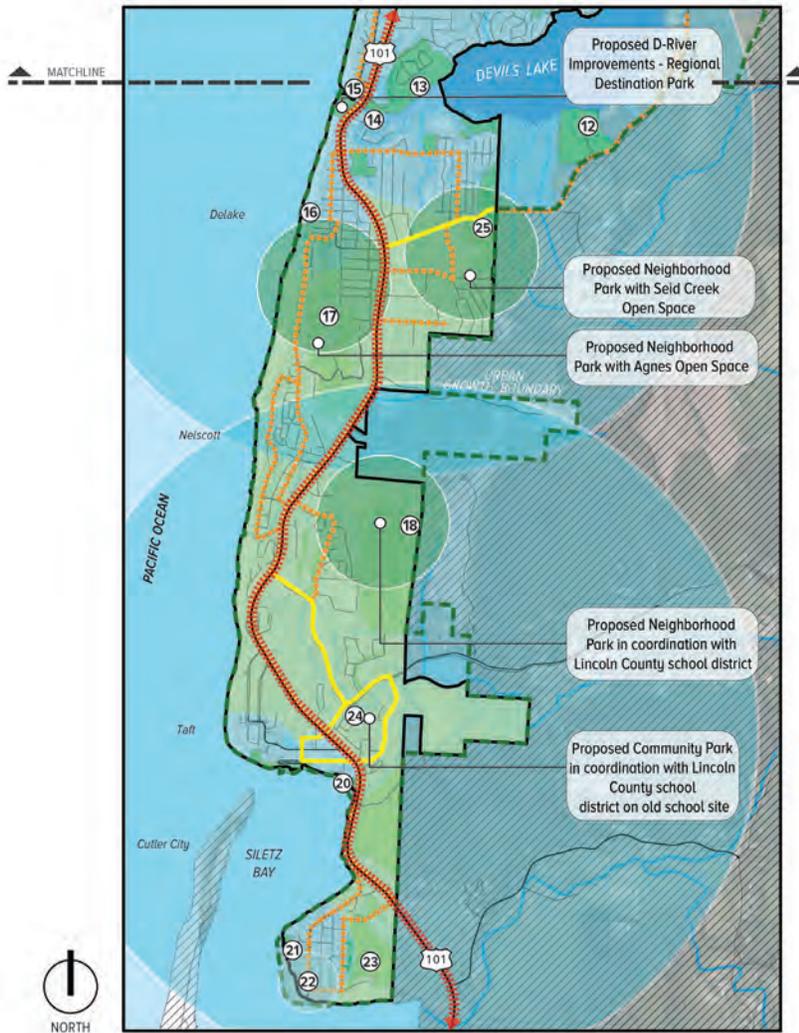
GreenWorks worked alongside a multidisciplinary team to assist the City of Newport with a Parks System Master Plan. Key project elements included a detailed inventory of existing facilities; a level-of-service analysis; detailed parks and trails improvement recommendations; a capital improvements component and funding analysis; and extensive implementation recommendations. The project included a robust community engagement program, including stakeholder interviews, online engagement, community open houses, informational materials, community displays, advisory committee meetings and youth outreach activities.



LINCOLN CITY PARK SYSTEM MASTER PLAN (LINCOLN CITY, OR)



GreenWorks worked alongside a multidisciplinary team to update Lincoln City’s master plan for parks, recreation, and open spaces. Work included a review of existing parks, open spaces, and facilities; conceptual design improvements that will increase recreational value and sustainability, and minimize required maintenance; recommendations for new parks and recreation facilities for developing and under-served areas; recommendations for viable new recreational facilities for attracting and retaining tourists throughout the year (including the “off-season”); cost estimates for capital, operations, maintenance costs for all recommended improvements, and recommend strategies for financing. The system plan is intended to meet City of Lincoln City’s needs over the next 20 years of its growth. With a current population of 8,400 and a geographic area of 5.68 square miles, the city swells to a summer population of 30,000 to 35,000 visitors. The system plan accommodates full time residents of the city as well as caters to the tourist population that drives a significant part of the City’s economy.



INDEPENDENCE PARKS AND OPEN SPACE MASTER PLAN (INDEPENDENCE, OR)



GreenWorks worked alongside a multidisciplinary team to assist the City of Independence in updating their Parks and Open Space Master Plan. The plan examined the changing recreational needs of a growing, more diverse population, while also incorporating modern recreational trends. The update also developed a list of goals and tasks to ensure that the City can provide for the future recreational needs of the community.

Public involvement was extensive for this project and included bilingual materials, public open house meetings, and our participation in community events to gather input and support in the process. GreenWorks took a non-traditional approach to this public engagement, participating in public events like festivals and farmers markets as an innovative strategy to engage with more community members and learn more about the community's specific needs. The City has a large Latino/Hispanic population, so engagement focused on involving these community members. Activities included facilitating a Latino residents focus group and conducting intercept surveys with about 120 Latino residents at the City's Fiesta Mexicana.



GREENPLAY LLC

*The Leading Edge In Parks, Recreation,
And Open Space Consulting*

IV. PROJECT UNDERSTANDING AND APPROACH

PROJECT UNDERSTANDING

We understand that the City of Philomath seeks assistance in the development of a Parks Master Plan that will allow you to evaluate your system of parks and trails and make strategies to ensure that the system is meeting the needs of residents now and into the future. This plan will allow to assess the vision, mission, and goals of the Parks Department and will include recommendations that align with this vision and mission.

We know that the City of Philomath is home to about 5,000 people. In the six years since the previous Parks Master Plan, you have added substantial housing, including two apartment complexes and several new subdivisions, and you have completed many of the large plans that were listed in your Capital Improvement Plan (CIP), which was updated in 2016. We recognize that the City is located near Oregon State University. Residents appreciate the small town, community atmosphere of Philomath, while they are afforded all of the conveniences of a large city close by.

The Parks Department operates eight parks comprising about 43 acres, as well as a number of programs and a nature park.

Popular community events include Philomath Frolic & Rodeo, the Philomath Chamber Classic Car Show, the Philomath Uncorked Wine Walk, and the Shrewsbury Renaissance Faire. These and other events attract visitors to the city and provide family fun for area residents.

We know that your goals for this project include:

- Identify and serve current and future parks and recreational needs through an integrated park system that provides adequate open parks, recreational opportunities, facilities, amenities, equipment and trails.
- Provide an accessible and diverse offering of park and recreation facilities for all residents.
- Develop an action plan and strategy for prioritizing, phasing, funding, and accomplishing the identified needs.

The following Scope of Work details the steps that we will take to complete this plan. We have prepared this scope based on our understanding of your needs; however, we are flexible and will determine the final scope of work upon award of contract.

Key Elements of a Community Parks and Recreation Strategic/Master Plan



Typically our Strategic/Master Plans include a 5-year focus on operations, 10-year focus on capital, and 20 year strategic vision. Other elements and tools are added as needed for a community-specific plan.

PROJECT APPROACH

A. STRATEGIC KICK-OFF, AND DETERMINATION OF CRITICAL SUCCESS FACTORS

Following the award of contract, GreenPlay will provide a scoping call with the City, our Project Manager and our Principal-in-Charge at no additional charge. On this call, we will discuss the final scope and schedule and prepare your team for the Strategic Kick Off.

We will then will provide a Detailed Work Plan for discussion at a Strategic Kick-Off (SKO) meeting with the City's project team. We will review the details of the work plan and formalize the timeline and tasks for your project.

Project Coordination

- We will work closely with your team during SKO to identify key "Critical Success Factors" that will help to ensure that all relevant unique aspects of the City are addressed.
- We will supply written Monthly Progress Reports that cover recent progress, outstanding issues or information needed, upcoming meetings and agendas, and next steps. We have found this to be an effective communication tool, adding a level of efficiency to our projects. We will always be available for phone or email communication.
- Project team progress meetings will be formally held as often as necessary, but in no case less than monthly, with project updates via email or phone to your Project Manager until the final plan is approved by the City Council.
- We will supply the City Project Manager with one (1) electronic copy of all completed or partially completed reports, studies, forecasts, or plans



COVID-19 CONSIDERATIONS

GreenPlay has been successfully working virtually since 2010, and completing projects including community engagement throughout the Covid-19 Pandemic. We are very sensitive to local conditions and phasing guidelines. All in-person engagement will be conducted with appropriate social distancing protocols, and we can conduct virtual engagement through various methods.

GREENPLAY PROVIDES MOE

GreenPlay offers even more ways to reach your community through Mobile-Optimized Engagement (MOE). These innovative strategies help solve one of the most common reasons people don't attend meetings – lack of time. In addition, these tools capitalize on reaching 81% of Americans of all demographics in the most convenient manner, to which they have access throughout the day – their smartphone.

Now, your community members don't have to come to a public meeting. We recognize that not everyone would prefer (or have access to) technology, and we love our in-person contacts, but many community members are accustomed to doing things online. They can participate comfortably wherever they are. This allows us to engage additional people who typically won't come to public meetings – those with kids, lack of transportation, demanding schedules, or many other reasons, and we can solicit their opinion and involvement in a new way. We have successfully conducted virtual engagement on similar projects, so there is no learning curve.

The following methods and tools can be customized for your situation:



- **Online Public Meeting:** We can schedule an online public meeting so that anyone who is not able to attend in-person can participate through an online engagement tool called Zoom. The online meeting is facilitated in a way that informs and engages participants by inviting feedback through chat features and informal polling. Participants receive a link and the time, and a recording of the meeting can be distributed and posted after the event.
- **Public Meeting Livestream:** During one of our on-site public meetings, for an additional fee, GreenPlay can livestream the meeting using either Facebook Live or Zoom. Using the chat feature, participants can ask questions and provide feedback. Typically, livestreams do not require registration, and the date/time of the event is advertised prior to the meeting.

deemed necessary by the Project Manager at least three (3) working days before each progress meeting. The Project Manager will schedule the meetings, as necessary, at key times during the development of the plan.

- We will provide up-to-date information for posting on the City’s website and/or an independent project website for review of progress by stakeholders and the public.

Integration with Existing Vision, Goals, Operations, Budgets, and Plans

As part of the information gathering phase, we will integrate information from other recent and current planning work, including:

- 2014 Parks Master Plan and 2016 CIP Plan Update
- The 2040 Comprehensive Plan (Currently In progress)
- Park Inventories
- The Urban Renewal Plan
- All relevant maps
- Regional Master Plans
- Budgets, work plans, and funding plans utilized by the City to facilitate the comprehensive coordination of direction and recommendations

B. COMMUNITY AND STAKEHOLDER ENGAGEMENT

To develop a community demand and needs analysis, we will conduct a community and stakeholder engagement process. Our team believes in creating an in-depth, efficient, and cost-effective citizen-focused community process throughout all public agency management and planning. We will build upon previous work to acquire knowledge of local issues and concerns that will assist us in obtaining useful and pertinent community feedback – both as information and engagement for buy-in and outcomes.



The public participation process will be customized to Philomath’s unique situation, emphasizing data collection methods that are efficient, effective, and that incorporate your available resources to the greatest extent possible.



Engagement Methodologies

We tailor engagement strategies to meet the specific needs of your project, and the final process is determined during the Strategic Kick Off meeting. We will provide well-organized and directed activities, techniques, and formats that will ensure a positive, open, and proactive public participation process.

We will work with your team during SKO to determine which of these methods may be most effective for engaging your community.

GreenPlay will facilitate Citizen Outreach and Stakeholder Engagement Meetings to determine the needs of the residents and to allow the project team to communicate with residents, user groups, associations, civic associations, and key community representatives. Preliminary key stakeholders may include residents, representatives, and staff from your community; members of the Park Advisory Board; members of the Planning Commission; School District representatives; City Council members; Parks Department staff and staff from other City Departments; and other City groups as necessary; neighborhood associations; other affected community and government agencies; and selected alternative providers, partners, and special interest groups from in and around your community.

We use both qualitative and quantitative assessment tools, and all input tools will help build consensus and agreement on the plan and provide information for decision making to the City Council. Based on previous successes, the following citizen involvement strategy approach is designed to assure residents, user groups, associations, neighboring communities, and other stakeholders that they are provided an opportunity to participate in the plan's development, and is recommended for this project.

- **Initial Information Gathering:** Collection of as much information as possible on awareness, use patterns, satisfaction, desires, barriers, vision, priorities, funding possibilities, and willingness to pay, etc.
- **Focus Group Meetings:** A minimum of three (3) focus groups, drawing from user individuals and groups, sports groups, advisory boards, community associations, other service providers (public, private and non-profit, etc.), and primary stakeholders such as youth; adults; seniors; other recreational, cultural, historic, business, arts, and tourism providers;

citizens with disabilities for inclusive programs; school officials; and other stakeholders, as mutually determined.

- **Stakeholder Interviews:** During onsite visits and as appropriate (a minimum of three [3] meetings), we will meet with and/or have phone conversations with those who can contribute specific information that may need to be conveyed in a more detailed manner (might include representatives from neighboring communities, sister agencies, important non-profits, etc.).
- **Public Community Meetings** (minimum of 3):
 - One meeting during the information gathering portion of the project that will provide an introduction to the project (i.e., purpose, scope, expected outcomes) and an opportunity to offer input about the desires and needs of the community.
 - One to present the findings of the updated needs assessment (i.e., community engagement results, inventory results, areas of focus for the recommendations) and an opportunity to participate in visioning and to provide comments about the information presented.
 - One to present the Draft Plan

Statistically-Valid Survey

GreenPlay is a strong proponent of including surveys as part of all planning projects to most accurately reflect the quantitative needs of a community. While stakeholder meetings, focus groups, and public meetings allow us to draw in interested parties and users, a statistically-valid survey is the only defensible mechanism that provides feedback from NON-USERS, who are most likely taxpayers.

We will work with RRC Associates (RRC), an experienced survey firm that has completed over 100 similar projects with GreenPlay, to create a survey to be mailed to a representative sample of households within the City of Philomath. The survey will provide critical information in determining community values, satisfaction levels, needs and priorities, preferred marketing channels, level of awareness, current usage levels, and demographic information for long-range planning efforts.

Citizens would be given the option of either completing the mailed survey form or accessing the survey online using an individual passcode (included in the mailed survey) assigned to each household. We frequently use this technique, finding it to be effective in maintaining the random sample while also increasing response opportunities.

Questions would be drafted based on information gathered throughout the public involvement process as well as from staff, community leaders, and steering committee input. We would ask questions about what types of programs, facilities, and services residents want in their parks, trails, and recreation system, level of current usage, primary providers of services, alternative providers, quality and satisfaction levels with existing services and facilities, priorities, level of awareness of City-operated parks, trails, and recreation, as well as shared facilities, like those operated by the School District that are open to the public. These questions would be supplemented with questions about specific, identified community issues, as deemed appropriate.

RRC will create a survey of four pages in length (including cover letter). To help improve response rates, we also anticipate that the City would assist with marketing and creating public awareness of the survey through media and other channels, such as local newspaper, radio, cable TV, City web site, etc.

To potentially increase responses for analysis, we would also create an “open-link” web-based version of the survey for anyone who would like to provide feedback who did not receive the random/online survey invitation in the mail (if desired). These results would be coded separately to control for statistical-validity and sub-analysis.

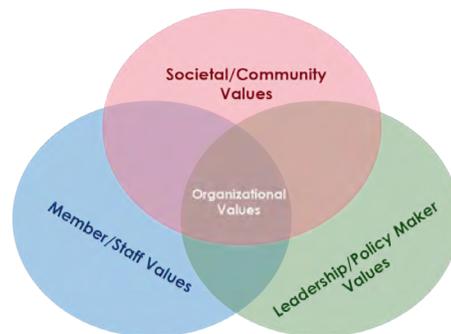
We have **substantial experience** in designing surveys specifically for parks and recreation issues that are effective and representative of both users and non-users. The survey will be well-written and easily understood, and the results of overall needs will be tallied and summarized. All respondent comments will be included in the final plan.

C. PARKS PHILOSOPHY

Values, Vision, and Mission

We will work with you to develop a clear vision of parks and recreation within the City to help determine what the system should become in the future. Further involvement from staff, the public, and leaders will help vet and refine current values and community issues by articulating their views of the organization and the community, and contribute to the formulation of your vision.

GreenPlay will provide workshops for combination of the three sectors identified (staff, public, and key community leaders) to direct the Values and Vision development process. These workshops may include (but will not be limited to) the City Council, Park Advisory Board members, Parks Department staff, and other key stakeholders, as identified. The number of workshop forums will be determined during the Strategic Kick-off meeting.



Demographics and Population Projections

To provide insight into the potential market for the City’s parks, trails, and recreation programs and services, we will conduct a demographic analysis and market profile of the City of Philomath and the surrounding area.

Our team will utilize all information available from previous planning efforts, the U.S. Census Bureau, Esri, and other national and local sources. We will work directly with your leadership to help document growth and redevelopment areas and land use changes. A detailed demographic analysis based on service areas will outline trends and information that could affect the need for land acquisition, development, and regional planning.

Trends Analysis

Strategic trends analysis will consider demographic shifts and their impact on future parks, trails, open space, and recreation provisions. This analysis will also identify interest and participation levels for a variety of activities, assess how services are provided through both administrative and planning trends, including technology and customer service.

This process includes strategic analysis of local, state, and national best practices, along with what is new in the field of parks, trails, open space, and recreation.

Our team will compile a GIS inventory of your system using information that is already available as a starting point. We will supplement your available data set and compile a component-based GIS inventory. We will integrate the parks, recreation, open space, and trails information into one detailed, dynamic geo-spatial data set for the City's use going forward.

D. INVENTORY AND LEVEL OF SERVICE ANALYSIS



Component-Based Methodology (CBM)

Level of Service Analysis

An Improved Approach!

GRASP® Methodology

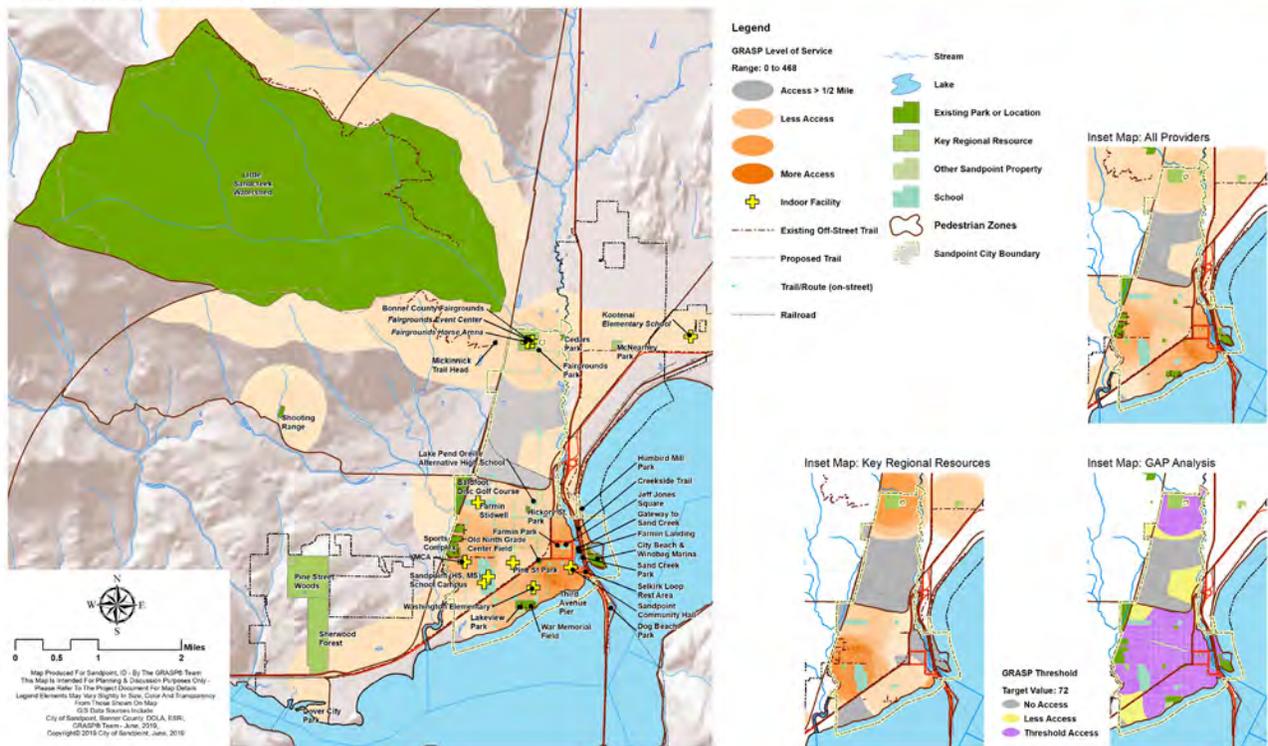
(Geo-Referenced Amenities Standards Process)

Building on innovations in GIS and other technologies, many parks and recreation agencies are now choosing to move beyond the traditional capacity-style and basic GIS mapping into a Component-Based Method (CBM) for inventory and level of services analysis.

We have adapted and built upon previous traditional capacity based level of service (LOS) practices to create an improved approach. GreenPlay team members have worked with researchers since 2001 to create, test, and efficiently provide these services. We call our

Sandpoint, Idaho

Walkable Access to Outdoor Recreation



proprietary and trademarked version of the process GRASP®. GreenPlay team members were also invited researchers involved with the creation of the initial NRPA GIS and Attributes Standards Task Force.

GreenPlay was one of the first firms in the country to apply this type of analysis to open space and trails attributes and characteristics.

The available capacity-style approach will be enhanced with on-site component data collection and analysis to create a complete dataset and determine current conditions for:

- Quantity of all relevant system components.
- Quality of components (3 point scaling along with aesthetic attributes).
- Functionality of components for their intended purpose for this plan lifecycle.

GRASP® analysis builds upon the traditional capacity analysis, but is unique in its ability to analyze both the quantity (capacity) and quality of individual components of an entire system. These include traditional parks assets such as playgrounds, ballfields, pools, and courts, but also includes specialty components, such as trails, waterfront access, dog parks, plazas, art, natural areas, shelters, pickleball courts, etc. that have not been previously included in capacity analysis, but provide important community services. The process has been developed to provide detailed customized analyses of your system based on the unique assets of your community, to determine how effectively the current system is serving residents and visitors.

GRASP® analysis will enable us to:

- Determine current level of service and where improvements can be made based on walkability, quantity, and quality of parks, trails, and open space facilities and amenities, along with those operated by the School District.
- Identify precise gaps and opportunities for location of future development of specific components, beyond just park land needs.
- Provide information for prioritization of these identified gap areas based on quantified demographics.

With GRASP® analysis, we can also add more analysis on specific components, alternative providers, and programmatic locations beyond the basic parcel analysis. Specific Perspective Analyses will be determined based on project key issues, and may include detailed heat mapping, population density comparisons, area sub-analysis, comparative charts of scoring, programmatic analysis, and/or evaluation of specific key components that may be priorities for analysis at this point in time.

We will collect and classify park components. Using this predetermined list allows us to compare the City of Philomath to other agencies who have completed the GRASP® system and allows for a very efficient and budget minded inventory process. We are happy to share a complete list of GRASP® components in advance if requested.

By combining these metrics with demographics information and findings from the survey, public engagement, and other tasks, we will tailor our deliverables to target issues, needs, and community goals specific to the City.

Trails and Open Space/Natural Areas

We will inventory trails, open spaces, and natural areas, identifying how accessible they are to the community. We will also include questions related to trails and open space and natural areas in the community and stakeholder engagement and make recommendations on usage, needs, and conditions of these assets. This information will be used to develop recommendations for Natural Resource Management.

SWOT Analysis

To develop a short and long-term strategy for the future planning of the City's parks, trails, and recreation service provisions, we will conduct a SWOT Analysis. A SWOT Analysis is an effective and realistic way of identifying the market Strengths and internal and external Weaknesses, and for examining the Opportunities and Threats faced by the organization. This process will help to identify any deficiencies in the provision of services and programs.

Facility and Asset Gaps Analysis

We will analyze the information on usage, needs, desires, operations, maintenance, land use trends, and make recommendations. We will identify areas of service shortfalls and projected impact of future trends. We will include programs and amenities offered by alternative providers into this analysis.

E. ACTION/IMPLEMENTATION PLAN AND FUNDING ANALYSIS - TEN-YEAR PLAN FOR GROWTH

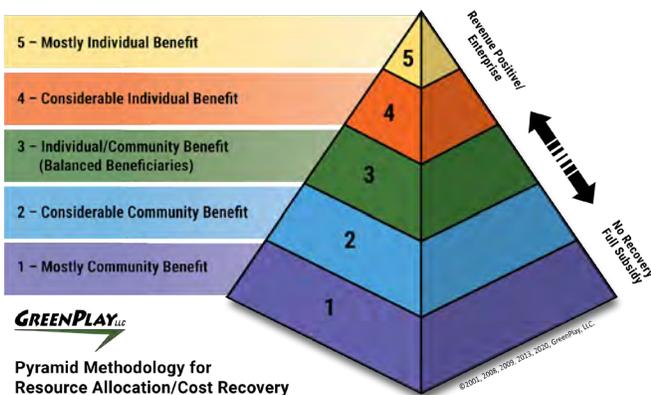
Present and Projected Fiscal Resources

We realize that recommendations mean nothing without examining the financial resources necessary to move forward. We will consider the implications and possibilities at all stages. GreenPlay will conduct an overview analysis of existing funding to understand how the City is meeting current needs and, based on recommended improvements, determine if current funding sources are sufficient for both capital and operational costs.

Based on the strategic recommendations that arise out of the needs assessment, we will identify probable operating, maintenance, and capital costs and recommendations for potential funding sources and mechanisms for the next ten (10) years.

Cost Recovery and Resource Allocation

GreenPlay is a national leader in teaching and developing innovative approaches to handling the often contentious financial issues of “how much taxpayer subsidy is enough?” or “where should the resources go?” GreenPlay has established and improved the “Pyramid” methodology for helping agencies create an overall philosophy and approach for resource allocation, program pricing, and cost recovery evaluation.



We currently teach implementation and use of this straightforward but innovative methodology at conferences, and also train agencies and universities in this methodology. It is invaluable for making tough resource allocation decisions, and creating pricing and cost recovery strategies. This methodology will be helpful for evaluating the financial sustainability of the City’s parks, trails, open space, and recreation system from both operational and capital funding aspects. As part of your project, we will use the concepts for identification of gaps and/or areas of non-consensus, along with introducing the concepts for this framework for decision making.

Note: A full detailed analysis of cost recovery, divisional budgets, and/or pricing is not typically included in a master planning project, but can be facilitated separately or concurrently for an additional fee, if this is determined to be a key focus area.

Alternative Funding and Partnerships

GreenPlay brings extensive experience in evaluating options for alternative funding. Alternative funding typically includes grants, donor programs, and/or partnerships. Our Project Team will identify key partners in the area through the planning process and can provide management recommendations to enhance this potential funding area. Note that this task does not include procurement of alternative funding, but this can be addressed separately if desired.

Findings Compilation, Validation, and Visioning

GreenPlay team consultants will compile initial findings from the inventory, demographics, and needs assessments and will prepare a summary Findings Presentation for staff, decision makers, stakeholders, and the public to validate the accuracy of the findings. During this stage, we will confirm that all information identified and collected thus far is correct, and we will ask all stakeholders to share any additional issues or opportunities for consideration as we prepare to move forward into analysis and recommendations.

Sample Key Issues Analysis Matrix

Healthy Community Parks and Recreation Master Plan		Qualitative Data			Quantitative Data			
Key Issue - Rating Scale a - priority b - opportunity to improve c - minor or future issue blank means the issue didn't come up or wasn't addressed		Staff Input	Public Input	Leadership	Surveys	Other Planning Documents	Assess/LOS	Consultant Team
		Organizational						
Strong relationship between Commission and City		a	c	a		a	a	a
Executive Support for Parks and Recreation		b	c	a	b	c	a	a
Deferred maintenance of parks, potentially due to staffing limitations.		a	a	b	b	b	a	a
Focus on health for nutritional and active transportation partnerships		b	a	c	a	a		a
Marketing and Awareness are strong but can use additional focus		a	b	b	b	b	b	a
Promote events as economic draws to help activate downtown		a		a	a			a
Parks and Facilities								
Increase trail connections		b	a	b	a	b	a	a
Need for sidewalks and on-street bike/ped improvements		b	a	b	a	b	a	a
Increase legal access to River		a	a	c		c	a	a
Feasibility study to determine highest and best use for Auditorium		a	b	a			a	a
Need to add more information to City website on parks and facilities		a	a	b	a			a
Address repairs and use of outdoor pool		a	a	b	a			a
Add nature playgrounds in other parks		b		b		b		a
Programs and Service Delivery								
Align program equity and availability in all sub-areas to all demographics		b	a	a	a	a	c	a
Activate sub-areas through community-wide focus and events		b	a	b	b	a		a
Opportunity for additional non-sport programs		c	a	b	a	a		a

Key Issues Analysis Matrix

During the Findings Phase of each project, GreenPlay Project Managers compile a Key Issues Analysis Matrix that helps identify focus areas from the various tools and methodologies used to collect information. This matrix will help the City determine progress on goals set forth in the plan, and will serve as a basis for plan updates in the future.

Visioning Strategies Development Workshop

We will fully analyze identified findings to create implementable recommendations for your future. We want to be respectful of the staff’s time, while thoughtfully contributing our identified ideas, suggestions, qualitative, and quantitative findings.

We also want to engage all interested members and key stakeholders in determining future vision and action plan steps for the City’s parks, trails, and recreation needs.

Following review of the Findings, we will facilitate a Visioning Strategies Workshop that will include an analysis of all findings, including operational feasibility, political or historical constraints, and any other potential challenges. We will also identify opportunities for implementation steps, work plans, and funding implications. This Workshop will help provide an articulated guiding vision for future acquisition, development, and maintenance of parks, trails, facilities, and open space, with goals, desired outcomes, and standards identified to direct policy and acquisition for existing and proposed facilities.

Action/Implementation Plan

We will work with the project team to rank and prioritize recommendations, balancing needs and cost/benefit analyses, financial and staffing capacity, and budgetary realities. The product of this task will be a set of recommendations with strategies, priorities, and identification of budget support funding mechanisms phased into immediate, near-term, and long-term timeframes addressing needs regarding land acquisition, along with the development of parks and recreation facilities. A Strategic Action Plan including costs, potential funding mechanisms, timing, and responsible party will be developed.

F. DRAFT RECOMMENDATIONS, FINAL PLANS, PRESENTATIONS, AND DELIVERABLES

The GreenPlay team will summarize and synthesize all research and stakeholder input, and develop recommendations and priorities into a Draft plan. We will work with the project team to prioritize recommendations, balancing needs and cost/benefit analyses, capacity of the City, and potential budgetary realities. The product of this task will be a set of recommendations phased into immediate, near-term, and long-term time frames that address goals and action strategies.

Final Plan and Deliverables

All relevant comments on the draft recommendations will be incorporated into your final report, and as necessary, we will assist in guiding the Master Plan through the formal adoption process, including review and recommendation by the Park Advisory Board and the City Council.

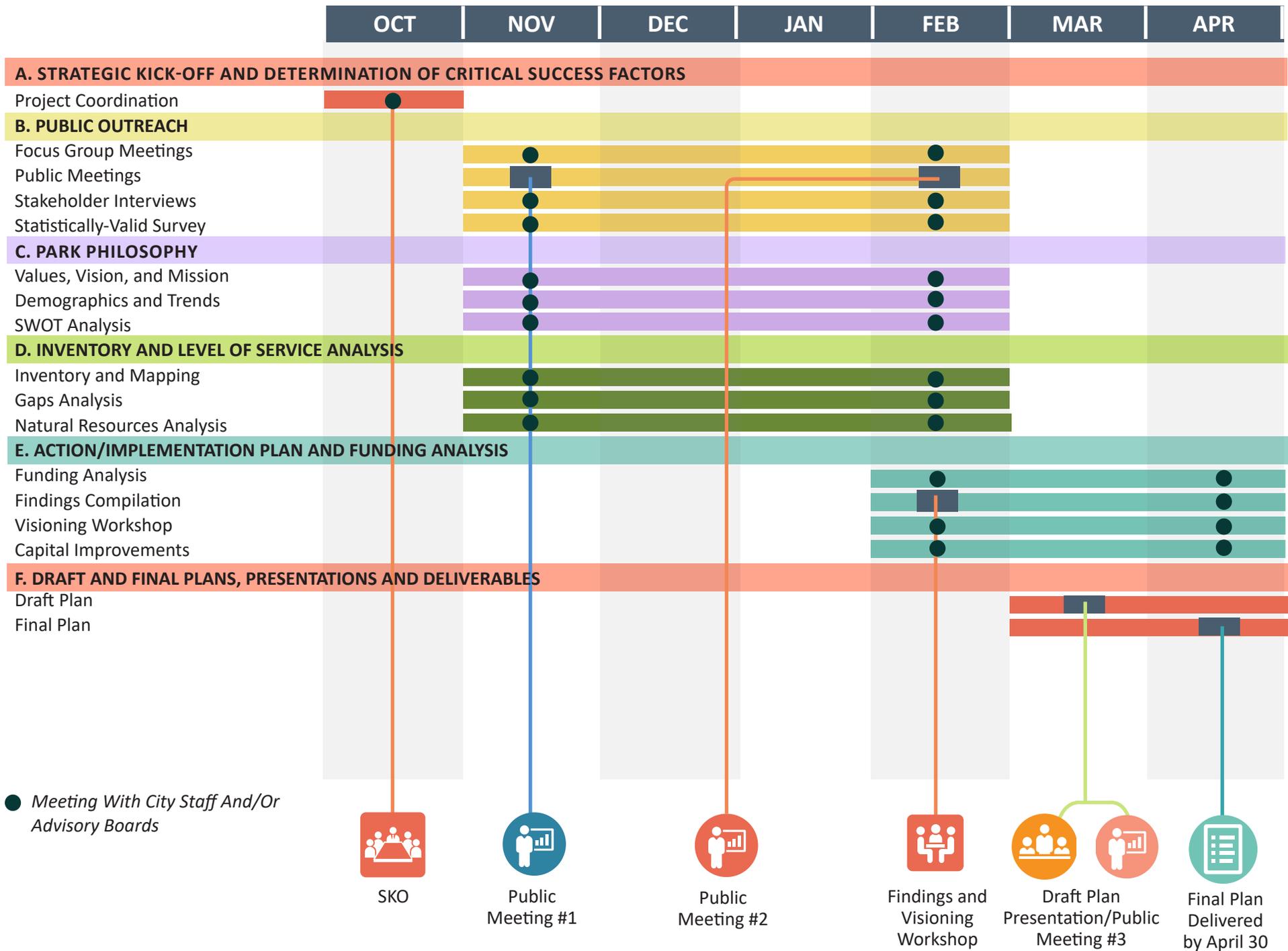
Deliverables

Deliverables will include an Implementation Strategy and all aspects outlined in the preceding tasks, summarized as:

- A. Parks System Philosophy
 1. Vision and Mission Statements
 2. Goals and Policy Recommendations
 3. Level of Service Standards
- B. Community Demand, Supply, and Needs Assessment Report
 1. Park and Accessible School District Facility Evaluation
 2. Open Space, Natural Areas, And Trails Evaluation
- C. Ten-Year Plan for Growth
 1. New Parks and Trails Master Plan Priorities and Recommendations
 2. Existing and Future Park Facility Expansion Priorities and Recommendations
 3. Open Space Acquisition Priorities
 4. Budgeting, Phasing, and Funding Strategies
- D. Final Parks and Trails Master Plan
- E. Presentations to Park Advisory Board and City Council
 - One (1) printed and one (1) electronic copy of the Draft
 - One (1) printed and one electronic (1) copy of the Final Parks Master Plan.
 - All deliverables will be submitted in a format compatible with the City's software.



SCHEDULE/TIMELINE





GreenPlay, LLC

1021 E. South Boulder Road, Suite N

Louisville, CO 80027

303.439.8369

www.GreenPlayLLC.com



October 6, 2020

ATTN: Chris Workman, City Manager
City of Philomath
980 Applegate Street
P.O. Box 400
Philomath, OR 97370

Subject: Parks and Trails Master Plan

Dear Mr. Workman:

On behalf of MIG, we are thrilled with the chance to work with the City in updating the Parks and Trails Master Plan. Much has changed since adoption of the current plan, especially during this past year. From the renewed Flossie Overman Park to Millpond Crossing, the parks system and community are evolving. Philomath has continued to draw new residents and development activity and that has placed a greater burden on City parks and facilities. Now is the time to revisit the City's philosophy and strategy for park services and re-engage the larger community to identify the ideas and priorities for the next ten-years and beyond. Based on the City's Request for Proposals, our proposal is organized into the following three sections.

Experience

MIG brings unparalleled expertise in parks, trails, and recreation planning throughout Oregon, the Pacific Northwest, and across the nation. We understand the challenges facing park providers and our local presence makes it easier for us to conduct a planning process amidst evolving COVID-19 restrictions. In this section, we have highlighted four comparable projects with client references and contact information.

Expertise

The MIG Team is comprised of strong park and recreation professionals and supported by a firm of multidisciplinary specialists that give us the ability to respond to unique project needs and circumstances. As the project manager, I will serve as your primary point of contact and will oversee our team of seasoned park and recreation experts who have worked together on numerous projects and can nimbly respond to unique project needs and circumstances.

Creativity

Philomath is a special place and this project will require a creative and innovative approach to addressing community priorities and updating the Master Plan by April 30th, 2020. The 2020 pandemic and changing trends will influence those priorities and our approach will combine thorough analysis with cutting edge tools and strategies to build support for implementation and longer-term stewardship. Compelling graphics, an approachable format, and layered analysis are all effective (and creative) strategies we propose for this project.

As Senior Project Manager, I will ensure that all project requirements are met and am authorized to represent MIG in project negotiations. The contract will be signed by MIG Principal, Lauren Schmitt. We are both from our Portland office at the address noted on the letterhead. We can be reached by phone at 503-297-1005, extension x2120 (Jon) and x2020 (Lauren), or via email at jonathanp@migcom.com and laurens@migcom.com. Please contact either one of us if you have any questions or would like additional information.

We look forward to this opportunity to work with you and key stakeholders to deliver a community-driven parks and trails plan, while focusing attention on the vibrant future supported by City parks, recreation facilities, and trails. We are standing by and ready to get started October 13.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jon Pheanis', with a stylized flourish extending to the right.

Jon Pheanis, AICP
Senior Project Manager

About MIG, Inc.

MIG, Inc., improves, adapts, and creates organizations, environments, and tools for human development. We are a community of designers, planners, engineers, scientists, and storytellers who engage people in creative problem solving and collective action. We believe that the physical and social environment around us have a profound impact on our lives, and this belief shapes the principles that guide our work:

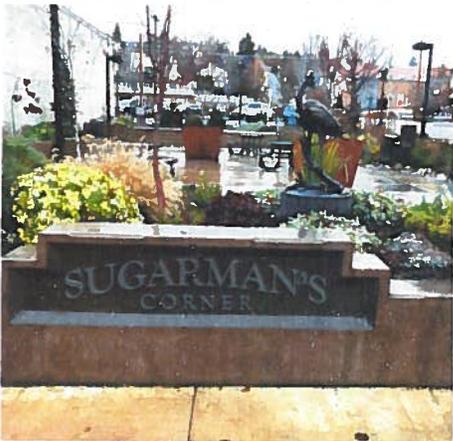
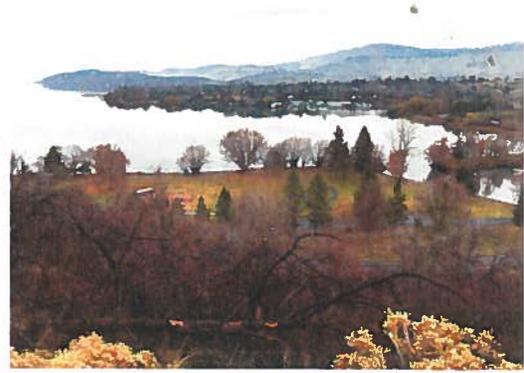
- Communities can plan their own futures.
- The world needs an ecological perspective.
- Great projects work for everybody.
- Elegant design inspires new thinking.
- All work should be context driven.
- Accessibility is always a given.

For nearly four decades, MIG has worked with public, private and nonprofit agencies and their constituents throughout the United States to effectively address any issue on the planning and design spectrum related to parks and recreation—concept to construction, strategic plan to master plan, historic preservation to open space conservation, sustainability to feasibility, and everything in between. Our dedicated staff has the background and experience to scope and implement projects that enable people to actively participate in making decisions that impact their access to and use of parks, open space and recreation resources and services.

Our Experience

Since our founding in 1982, MIG has completed more than 350 systemwide parks, recreation and trails plans, working with communities of all sizes throughout the West and across the country. On the following pages, we present profiles of four recent projects selected to show MIG's experience addressing projects with similarities to Philomath's, as described below.

- **Klamath Falls, Oregon** had a \$49,000 project budget, a strong interest in trails and outdoor recreation, and a pragmatic, small city team.
- **Estacada, Oregon** has 3,500 residents, is experiencing growth pressures, and has a strong identity as a timber town and outdoor recreation gateway.
- **Forest Grove, Oregon** is a small town with a great Main Street and a college influence (Pacific University) and needed funding and implementation guidance. MIG is currently completing Anna and Abby's Yard (an inclusive playground at Rogers Park) and is just beginning to design a festival street in downtown.
- **Albany, Oregon** is located east of Philomath, is experiencing similar growth pressures and requested a similar scope of services.



Klamath Falls Parks Master Plan Update

KLAMATH FALLS, OR

Located in the heart of one of Oregon's treasured scenic and outdoor recreation areas, the City of Klamath Falls' natural and historic resources make it a unique place that is valued by residents and visitors alike. In winter 2017, the City hired MIG to update its 1998 Parks Master Plan. City leaders recognized that the Parks Master Plan could help Klamath Falls make the most of its outdoor recreation assets, for quality of life and economic development benefits alike.

MIG worked closely with City staff to engage community members and stakeholders to identify the community's priorities for the City's park system. Community engagement activities included focus groups with partners and stakeholders, an online survey, community-wide and teen focused workshops, and supporting the City in conducting interactive polling at community events.

The Master Plan, unanimously adopted this year, will provide strategies and projects that leverage City resources and partnerships to improve and enhance the city's parks, trails and open spaces. An action plan and project prioritization criteria will guide staff in creating budgets and work plans for years to come. The Plan recommendations are closely aligned with city-wide goals and initiatives related to community health, economic development and livability.

PROJECT DETAILS

Reference: John Bellon,
Parks Manager
City of Klamath Falls
(541) 883-5391
jbellon@klamathfalls.city

Dates: 2017-Ongoing

Budget: \$49,000



Estacada Parks Master Plan Update

ESTACADA, OR

MIG updated the City of Estacada's Parks Master Plan and is created a design concept for the future of the City's riverfront. Estacada is a former timber town in an idyllic setting located at the base of the Cascade Mountains and along the scenic Clackamas River. In addition to its 3,500 residents, Estacada is the recreation provider for the surrounding County residents. MIG worked with Estacada on its Main Street Plan, resulting in a streetscape concept that was implemented a few years ago. The City has provided an escape to the outdoors for more than a century, and small downtown Main Street is also a major part of the City's culture and part of the park system.

MIG helped Estacada plan for park system expansion, several planned subdivisions approved for development, poised to create a major impact on park and recreation services. We also developed park system recommendations that support Estacada's economic development and tourism strategy. A key part of this strategy is re-envisioning the riverfront as a recreation resource for residents and visitors.

MIG designed the process to help Estacada strengthen partnerships with state parks, tourism groups and the area utility district. MIG also worked closely with the school district to plan for public use of sports fields, and with the local economic development agency to better connect downtown to the riverfront.

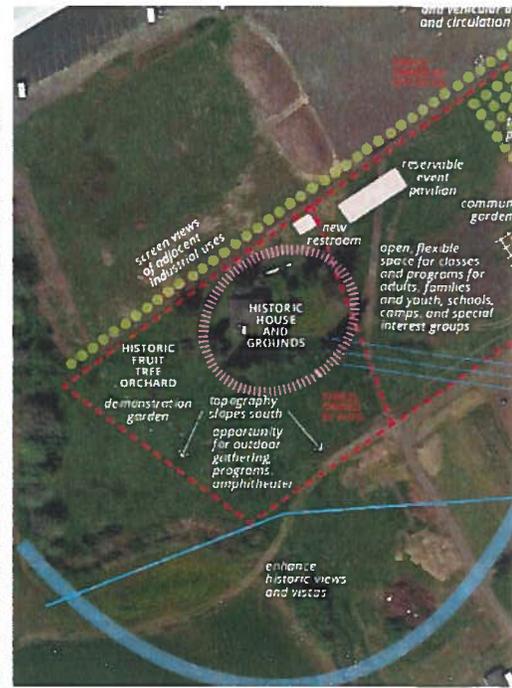
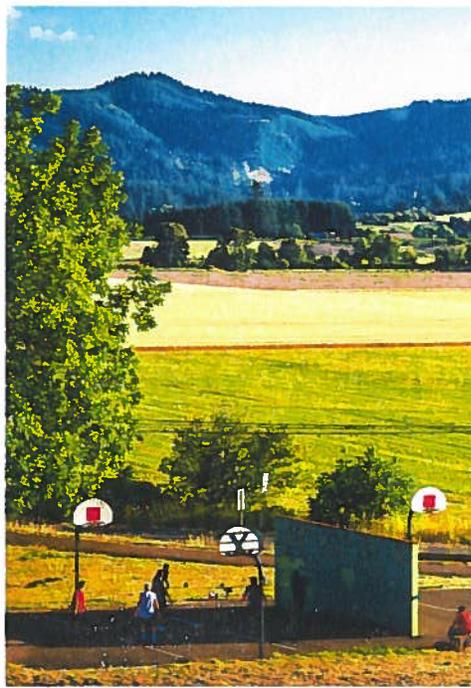
As a result of the adopted plan, the City recently received a large tourism grant to implement project recommendations.

PROJECT DETAILS

Reference: Melanie Wagner,
Assistant to the City Manager
(503) 630-8270 x203
wagner@cityofestacada.org

Dates: 2017-2018

Budget: \$60,000



Forest Grove Parks, Recreation, and Open Space Master Plan Update and Community Center Feasibility Study

FOREST GROVE, OR

Recently recognized as one of “the coolest suburbs” in America, Forest Grove hired MIG in 2015 to update the Parks, Recreation, and Open Space Master Plan and evaluate indoor recreation options through a Community Center Feasibility Study. These build on the highly successful 2002 PROS Plan, also completed by MIG, which guided the City in strategically acquiring land and engaging partners in growing the park, open space and trail system. The project also included an SDC Update

In 2015, Forest Grove needed clear direction in prioritizing funding for park enhancement and new development. MIG led a robust engagement process involving community leaders, political representatives and staff in making key decisions. Advisory groups were informed through broad input from residents (telephone survey and community workshops), recreation stakeholders (interviews), park and recreation users (online questionnaire), and the Hispanic/Latino community (Spanish language focus group and workshop) to truly understand community priorities.

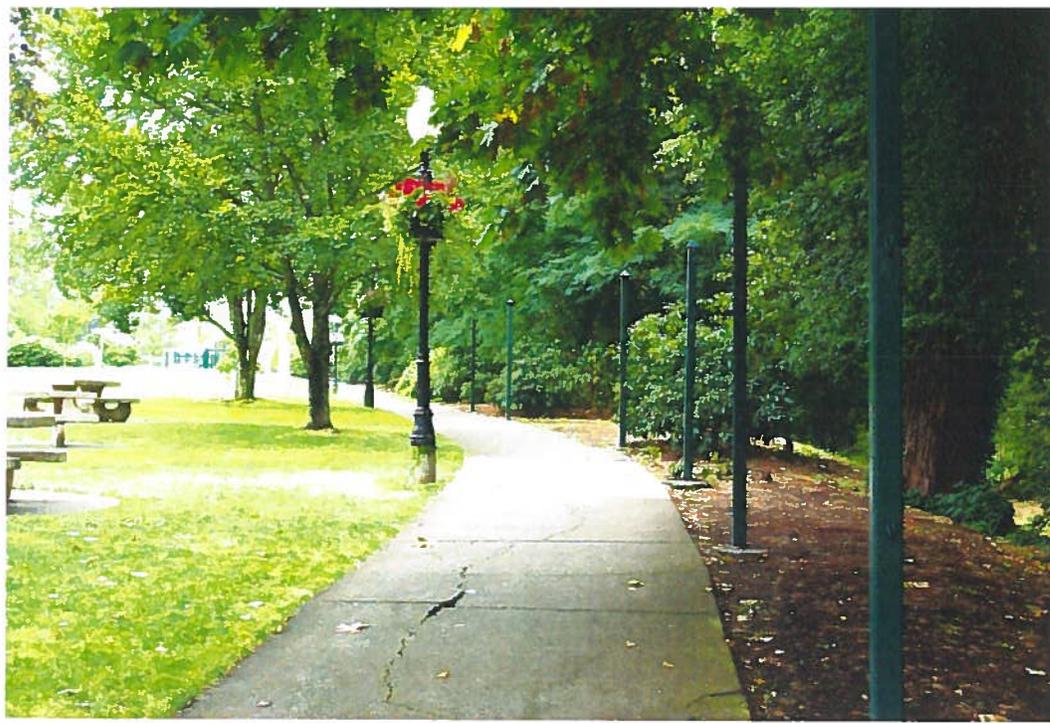
MIG also developed design concepts, park activation recommendations and partnership and revenue-generating strategies to maximize existing sites, while evaluating development options for five undeveloped park sites, a new downtown plaza, a sports field complex and multi-purpose recreation and aquatic center.

PROJECT DETAILS

Reference: Tom Gamble,
Parks and Recreation
Director
(503) 992-3237
tgamble@forestgrove-or.gov

Dates: 2015-2016

Budget: \$200,000



Albany Parks and Recreation Master Plan and Master Plan Update



ALBANY, OR

One of the most visible services in Albany, the parks and recreation system is an ongoing investment in the identity of the community and the quality of life of residents. To guide this investment, the City has hired MIG twice to develop a Park and Recreation Master Plan that balances needs for asset management, new development, facility operations, and popular events and programs such as River Rhythms and the Northwest Art & Air Festival.

In 2006, MIG developed the 10-year Park and Recreation Plan and redesigned the 80-acre Timber Linn Park. These two projects helped the City define its vision and goals for parks, sports, and natural areas. The updated plan positioned the City to attract new residents, businesses, and visitors; promote youth development and active lifestyles; and enhance Albany's strong sense of community. More than ten years later, changing trends, a diversifying and growing community, and a deferred maintenance backlog led the City to bring MIG back to update this plan, create a 10-year CIP, 5-year Action Plan, and updated Systems Development Charge (SDC) Methodology.

MIG evaluated park and facility conditions and led a highly successful bilingual survey and pop-up outreach program to identify new community priorities. With the plan update in process during the 2020 pandemic and recession, MIG successfully pivoted Task Force and Parks Commission meetings to virtual formats to continue to build political and community support for a realistic action plan and new SDC rate that will support capacity enhancement projects.

The revised Master Plan, anticipated to be adopted in January 2021, includes site recommendations and systemwide policies to define essential services, sustain existing assets, implement a river vision, enhance pedestrian and bike connectivity, support health and fitness, and provide inclusive events and activities.

Project Team Expertise

MIG has crafted a team tailored for Philomath's project goals, led by Senior Project Manager **Jon Pheanis, AICP**. Jon will oversee the day-to-day management of the project and be your primary contact. He managed the Estacada Parks Plan, is in the final phase of developing a Unified Parks Plan for Prineville and Crook County, and understands small cities from his time as a City Planner and Parks Board Advisory in Sandy, Oregon.

Cindy Mendoza, CPRP will provide strategy and guidance. An authority in the field of parks and recreation, she has published and spoken extensively at the state and national level on the evolution of parks and recreation and its contribution to community livability. As MIG's Director of Parks and Recreation, Cindy offers best practices and the capacity to make all communities thrive through people, parks, and programs.

Ryan Mottau is one of MIG's key leaders in parks and recreation and community outreach. Ryan leads MIG's digital and in-person outreach tools, surveys, operational and organizational assessments, cost modeling and recreation data analyses. Ryan provides the data for data-driven recommendations based on the analysis of recreation participation, trends, priorities, park costs, access, and other metrics.

Rachel Edmonds, PLA, ASLA is a licensed landscape architect who has contributed to many park system plans, including detailed site assessments and evaluations, and capital improvement plans.

Full resumes for each of these key team members are provided on the following pages.

AREAS OF EXPERTISE

- » Land Use Planning
- » Design Standards
- » Meeting Facilitation
- » Zoning Codes
- » Community Engagement
- » Transit-Oriented Development
- » Planning and Zoning

EDUCATION

- » MCRP, University of Oregon
- » BIA, University of Nevada

REGISTRATIONS

- » AICP Certified Planner

PROFESSIONAL AFFILIATIONS

- » American Planning Association
- » American Institute of Certified Planners

Jon Pheanis, AICP**SENIOR PROJECT MANAGER**

Jon Pheanis is a highly versatile planner and project manager who has worked with communities throughout the West on a diverse range of issues from urban design and land use to public spaces and active transportation. In all his projects, Jon applies his training in communication and diplomacy to bring different perspectives into alignment and build lasting, community-driven solutions. As a planner, he approaches each project with a balance of creativity, improvisation and analytical reasoning to adapt planning and outreach processes to each project's unique goals and challenges. Jon believes that every person and place has a story to tell and he particularly enjoys working with people in the exchange and distillation of information to make planning approachable. For over a decade, Jon has proven his skill in bringing together the collective knowledge and energy of clients, technical experts, and community members to craft sustainable and supported plans and policies.

SELECTED PROJECT EXPERIENCE

- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Hillsboro Parks and Trails Master Plan, Hillsboro, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Clackamas County Parks Wildfire Management, Clackamas County, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Lane County Parks Master Plan, Lane County, OR
- » Prineville Parks and Recreation Master Plan, Prineville, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » Cannon Beach Forest Plan, Cannon Beach, OR
- » Washougal Parks Master Plan, Washougal, WA
- » Tukwila Park, Recreation, and Open Space Plan, Tukwila, WA
- » South Lake Tahoe Parks, Trails and Recreation Master Plan, South Lake Tahoe, CA
- » Morgan Hill Bike, Trails Park and Recreation Plan, Morgan Hill, CA
- » Big Bear Valley Ped, Bicycle, Equestrian Master Plan, Big Bear Lake, CA

AREAS OF EXPERTISE

- » Project Management
- » Park and Recreation Planning
- » Recreation Programming
- » Community Needs Assessment
- » Recreation Trends

EDUCATION

- » MA, Geography, (Teaching Fellowship), University of Oregon
- » BS, Geography (Honors Scholar), minors in Environmental Studies and English, James Madison University

REGISTRATIONS AND CERTIFICATIONS

- » NRPA Certified Park and Recreation Professional

PROFESSIONAL AFFILIATIONS

- » Texas Recreation and Park Society
- » National Recreation and Park Association

Cindy Mendoza, CPRP

STRATEGIC PLANNER, DIRECTOR OF PARKS + RECREATION

Cindy Mendoza's leadership and award-winning expertise in park and recreation planning is a catalyst for community livability across the nation. Her affinity for developing parks and programs began 35 years ago as a recreation leader and soccer coach for underserved kids in her community. Through this work, she saw firsthand the life-changing benefits of parks, programs, and natural areas to youth and their families. Clients and colleagues find Cindy to be a solution-oriented pragmatist, working collaboratively to strategize the right mix of programs, facilities, and policies to maximize resources and meet each community's unique needs. As a writer and facilitator, she brings together diverse perspectives, synthesizing outreach findings and technical data to articulate desired outcomes and support action. An authority in the field, she has published and spoken extensively at the state and national level on the evolution of parks and recreation and its contributions to community livability. As MIG's Director of Parks and Recreation, Cindy offers best practices and the capacity to make all communities thrive through people, parks, and programs.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Sherwood Parks and Rec Master Plan, Sherwood, OR
- » Lane County Parks Master Plan, Lane County, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Murray City Parks and Rec Master Plan, Murray City, OR
- » Klamath Falls Parks Master Plan Update, Klamath Falls, OR
- » McMinnville Facilities and Rec Master Plan, McMinnville, OR
- » Grants Pass Comprehensive Park and Rec Master Plan, Grants Pass, OR
- » West Linn Parks, Recreation, and Open Space Plan, West Linn, OR
- » Tukwila Park, Recreation, and Open Space Plan, Tukwila, WA
- » Washougal Parks Master Plan, Washougal, WA
- » City of Gunnison Parks & Rec Master Plan, Gunnison, CO
- » South Lake Tahoe Parks, Trails and Recreation Master Plan, South Lake Tahoe, CA

AREAS OF EXPERTISE

- » Park and Recreation Planning
- » Decision Making Tools
- » Partnership Strategies
- » Funding
- » Technology
- » Public Involvement and Facilitation
- » Community Outreach

EDUCATION

- » BBA, Urban Geography joint major, Simon Fraser University, Burnaby, British Columbia

PRESENTATIONS

- » Out'Reach: Beyond the Usual Limits of Engagement, NRPA 2015
- » Go Big or Go Home! Creating Successful Destination Venues, NRPA 2013, 2014
- » Reinvigorating the Mature Park and Recreation System, NRPA 2013, 2014
- » Why Can't We Play Here? and ¼ Mile to What and Where?, NRPA 2012

Ryan Mottau**PLANNER AND DIGITAL OUTREACH SPECIALIST**

Ryan Mottau is a national expert in recreation and public facility planning who has prepared system plans that develop and improve park, trail, recreation, and education facilities for communities around the country. The potential of parks and recreation to enhance urban livability drew Ryan to this area of specialization. The emerging consensus about parks, recreation, and natural spaces as important contributors to urban economics, environmental impacts, and physical and mental health pushes him forward. He creatively adapts and applies community engagement and data collection tools—such as online platforms that increase turnout and broaden outreach—to test community priorities, evaluate park and recreation services, and gather valuable input for action-oriented decision making. As a project manager, Ryan combines his extensive content knowledge—drawing upon 18 years of project experience and continuous tracking of national and international trends—with skillful process design, facilitation, and analysis to ensure that communities develop politically and financially feasible implementation plans.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Estacada Parks Master Plan Update, Estacada, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Hood River Valley Parks System Development, Hood River, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Clackamas County Parks Wildfire Management, Clackamas County, OR
- » City of Sherwood Parks and Rec Master Plan, Sherwood, OR
- » Camas Comprehensive Park and Rec Plan Update, Camas, OR
- » City of Hillsboro Open Space Req. Best Practices, Hillsboro, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » Klamath Falls Parks Master Plan Update, Klamath Falls, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Columbia Gorge Recreation Assessment, Oregon State Parks and Recreation
- » City of Ellensburg Park and Recreation Master Plan Update, Ellensburg, WA
- » Butte Parks and Rec Plan, Butte, MT
- » Blue Lake Park Master Plan Update, Blue Lake, CA

AREAS OF EXPERTISE

- » Cultural Preservation
- » Landscape Architecture
- » Park Master Planning and Design
- » Urban Design

EDUCATION

- » MLA, University of California, Berkeley
- » MCP, University of California, Berkeley
- » BS, Foreign Service, Georgetown University

REGISTRATIONS

- » Landscape Architect, Oregon #0955

PROFESSIONAL AFFILIATIONS

- » Member, American Society of Landscape Architects
- » Vice President of Member Services, Oregon Chapter of ASLA (2015-2017)

Rachel Edmonds, PLA, ASLA

LANDSCAPE ARCHITECT

Rachel Edmonds has ten years of experience as a landscape architect and project manager working on projects in the Pacific Northwest, Alaska, Hawaii, and Northern California. Her experience includes all aspects of cultural landscape report (CLR) development for a very diverse set of project sites including, but not limited to, Yosemite Lodge Historic District, The Park Road Historic District at Denali National Park and Preserve, the White Pass Unit of the Klondike Gold Rush National Historical Park; Point Reyes Light Station and Lifeboat Station. At garden-based project sites, Rachel has worked on CLRs for Lord and Schryver's Gaeity Hollow home garden and Washington Place, the final residence of Queen Lili'uokalani of Hawaii. Beyond CLRs, Rachel has provided site and accessibility design for sites of historical and cultural significance, including Portland's South Park Blocks, Point Reyes Light Station, Oliver Kelley Farm, Minidoka National Historic Site, and the historic apple orchard at Curry Village in Yosemite National Park. These projects demonstrate Rachel's ability to work at a range of scales, from large to small, garden to national park, and with different degrees of community/client involvement, site constraints, and technical/design complexity.

SELECTED PROJECT EXPERIENCE

- » Albany Parks Master Plan Update, Albany, OR
- » Tualatin Parks and Rec Master Plan, Tualatin, OR
- » Forest Grove Parks, Rec and Open Space Master Plan, Forest Grove, OR
- » Tigard Parks System Master Plan, Tigard, OR
- » Bend Park and Recreation District Comprehensive Plan, Bend, OR
- » Cannon Beach Forest Plan, Cannon Beach, OR
- » Nadaka Nature Park and Garden, Portland, OR
- » Luscher Field Parking & Circulation Study, Lake Oswego, OR
- » Lake Oswego Park and Natural Areas System Plan, Lake Oswego, OR
- » New Columbia Bike Skills Park, Portland, OR
- » Juniper Hills Park Grant Application Support, Madras, OR
- » Bush's Pasture Park Cultural Landscape Master Plan, Salem, OR
- » Reedsport Waterfront & Downtown Plan, Reedsport, OR
- » Oregon Department of Forestry State Forester's Building Restoration, Columbia City, OR
- » Big Bear Valley Ped, Bicycle, Equestrian Master Plan, Big Bear Lake, CA

Creativity

Philomath has a six-month timeframe to complete the Parks and Trails Master Plan; a relatively quick timeframe that includes several major holidays. We propose an efficient three-phased process designed to identify the strengths and weakness of the existing park and recreation system, evaluate needs and opportunities for improvement, and build community support for implementation:

- Phase 1: System Assessment
- Phase 2: Needs and Opportunities Evaluation
- Phase 3: Action Planning and Adoption

The Ten Year Growth Plan must be grounded in community priorities and operational realities, so this Master Plan requires a strong community engagement strategy matched by in-field park assessments—carried out in a cost efficient way in the midst of COVID-19 restrictions. Throughout the process, we will involve **residents, partners, and key stakeholders** in determining future priorities and involve the **Parks Advisory Board and Council** in identifying future directions for City investment and the provision of park and recreation services.

For each phase, we identify key steps and timing. The preliminary schedule that follows shows how we would complete this project by April 30, 2021. This approach is intended to be a baseline work plan to address the scope elements identified in the RFP, with the potential to add public engagement opportunities and additional analysis if budget and timeline allow.

Phase 1: System Assessment

In Phase 1, MIG will kick off the project through a project initiation meeting that confirms the project schedule, public engagement activities and key deliverables. Building from existing information, MIG will inventory and evaluate the assets that contribute to the park and recreation system. By mapping these characteristics, we will provide an illustrated view of conditions to help base decisions in later phases. MIG will map parks, trails and recreation facilities, looking geographically at the opportunities and constraints of the park and recreation system. We will facilitate a discussion with the PAB to identify the strengths, weaknesses, opportunities, and challenges the Master Plan should address. This information will be incorporated into an overview of the current state of Philomath's parks and recreation system and operations.

Key Steps:

- Initiate the project
- Develop a base map
- Prepare an inventory of existing parks, trails, schools and recreation facilities and amenities
- Conduct site visits to assess the condition and capacity of parks and facilities
- Conduct a demographic and recreation trends analysis
- Identify the baseline level of service
- Meet with the Parks Advisory Board

Timeline: 6 weeks (Target completion: Nov 30, 2020)

Phase 2: Needs and Opportunities Evaluation

In Phase 2, MIG will evaluate needs and opportunities. An online survey will cast a wide net, providing an opportunity for everyone to provide input. Targeted focus groups and interviews will provide opportunities for key user groups, demographic groups, and partners to provide detailed feedback on needs. Outreach and technical findings together will be used to define a new level of service (LOS) for parks, facilities, trails, and services. Summarized as an attractive, easy-to-read brief, the needs assessment will identify current deficiencies as well as opportunities to meet existing and future needs.

Key Steps:

- Conduct focus groups and interviews
- Design and implement an online survey to get community input into needs and priorities
- Identify needs and opportunities for park land, recreation facilities and trails
- Identify needs related to growth
- Meet with the Parks Advisory Board
- Meet with City Council

Timeline: 10 weeks (Target completion: Feb 12, 2021)

Phase 3: Action Planning and Adoption

In Phase 3, MIG will work with the City to develop the strategic framework of vision, mission and goals. These will be supported by systemwide policies that provide guidance on maintenance, management and funding for parks and recreation services. MIG will also develop a 10-Year CIP that identifies park and trail projects, natural area enhancements, new facilities and projects that address growth needs.

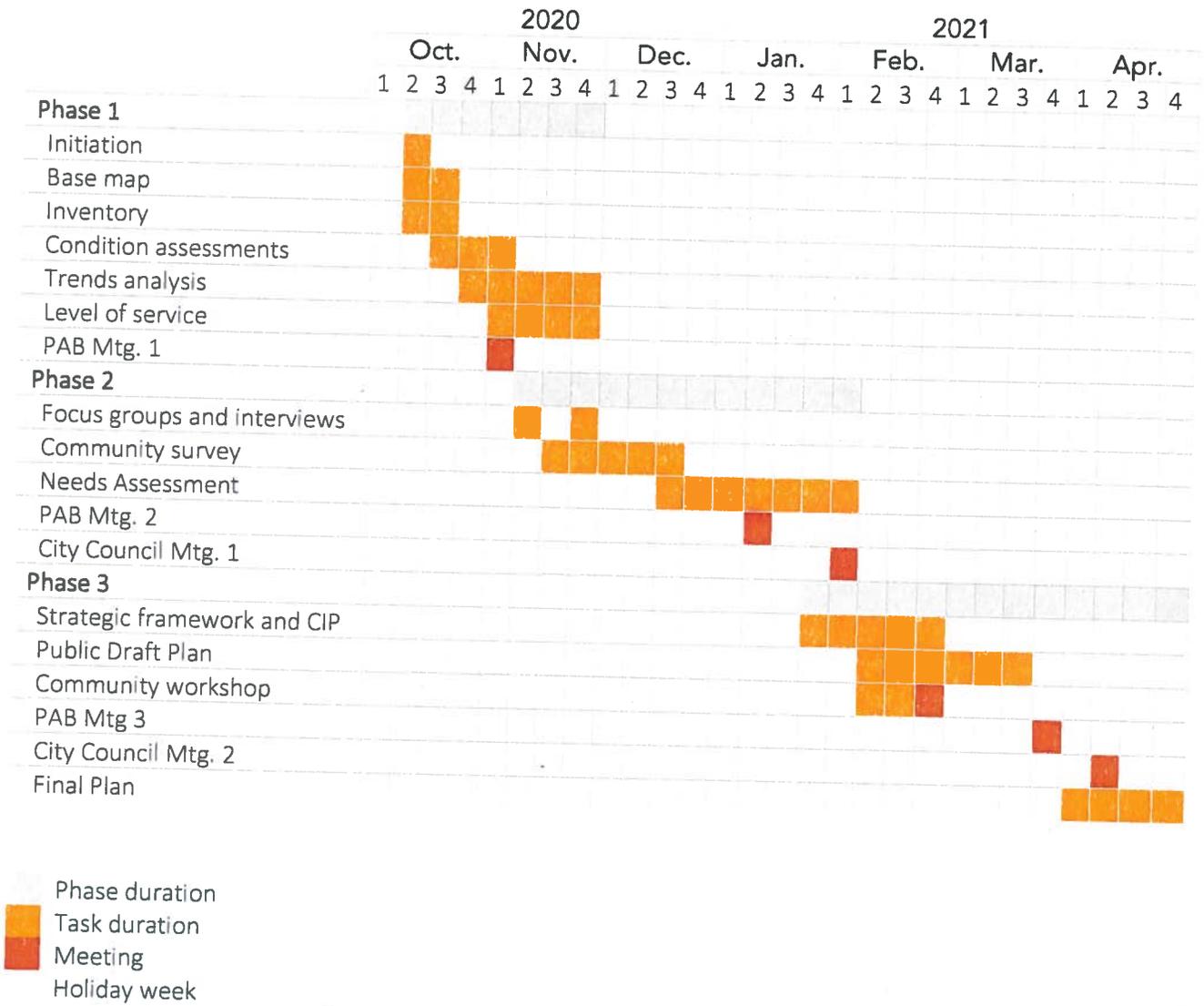
Incorporating information from previous phases, MIG will create a Public Review Draft Plan, formatted as an attractive, graphic, easily readable document providing strategic and practical guidance for the future. The document will highlight community outreach findings and appropriate technical materials, providing details in appendices to serve as a useful tool for annual capital improvement planning and recreation service decision-making. This Plan will be presented at a community workshop, during which funding priorities will be tested. The adoption process will include PAB and City Council review, culminating in plan adoption in April 2021.

Key Steps:

- Prepare strategic framework, policies and CIP
- Develop a Public Review Draft Plan
- Conduct a community workshop
- Meet with the Parks Advisory Board
- Meet with City Council
- Finalize the Plan

Timeline: 12 weeks (Target completion: Apr 30, 2021)

Preliminary Schedule





Philomath City Council Agenda Item Summary

Title/Topic: Website Update Status

Meeting Date: October 12, 2020

Staff: Ruth Post, City Recorder

ISSUE STATEMENT

CARES Act funds were dedicated to update the City's official website. This is a status update on that project. No Council direction is required at this time.

BACKGROUND

Since the onset of the COVID-19 pandemic, the City's website has seen a 25% increase in access traffic. The nearly 10-year-old site is deficient in both ADA compliance and in responsiveness to different platforms. In particular, it is not user-friendly on a smartphone. Identifying the website as a barrier to citizens particularly during COVID-19, the Council dedicated funds from the CARES Act to contract with our service provider, GovOffice, for a responsive website redesign.

STATUS UPDATE

Launching of the new website must be completed by December 30, 2020 to qualify for CARES Act reimbursement. The design stage of the new site has now been completed and the website is moving into the data transfer stage. All timeframes established to date have been met by GovOffice and the site is on track to meet the required deadline.

SUMMARY OF SITE BENEFITS

- The new website will receive a statement of ADA Compliance upon launch. Future evaluation of the site is recommended at no more than three-year intervals to ensure continued compliance.
- The new website will have an emergency drop-down box for high-impact notices such as COVID-19 status changes, flooding/inclement weather conditions, and boil water notices.
- The City's top 10 pages will all be easily accessed with a single click from the home page:
 1. Utility payments – Mega Menu and Filmstrip Button
 2. COVID-19 updates – Emergency drop down, Mega Menu and Promotional Box
 3. Police Department – Mega Menu
 4. Parks – Mega Menu and Filmstrip Button, and probably Footer
 5. Contact us – Mega Menu, Filmstrip Button and Footer
 6. City Council Agenda & Packets – Mega Menu, Filmstrip Button and Promotional Box
 7. Calendar – Mega Menu, Filmstrip Button, Promotional Box and Footer
 8. Permits/Licenses/Forms – Mega Menu, Filmstrip Button and probably Footer
 9. Jobs – Mega Menu and Filmstrip Button
 10. Municipal Code – Mega Menu and Filmstrip Button

- Access to the City's social media account(s) will be available on every page.
- The use of mega menus will reduce clicks required to drill down to information. Subpages will be easily locatable.
- Filmstrip buttons will provide direct access to the City's most-accessed pages.
- Promotional Boxes will provide opportunities for event and business promotion.
- The footer, including contact information, will appear on most pages.
- Unlimited URL shortcuts will make link-ups from promotional materials to the website cleaner – no more long URL's.
- The Municipal Code will be sub-hosted by Code Publishing, enabling advanced search features, printing and converting of sections of the Code both for the public and staff.

SUMMARY OF SITE BENEFITS

To see a working version of many of the features the new website will have access to, the City of Benecia, CA website is a good example: www.ci.benecia.ca.us . I recommend accessing it on different platforms (desktop, laptop, tablet and smartphone), to see how the design is responsive to each type of access.



Diversity, Equity, and Inclusion

1. What, if any role should OCWCOG play in coordinating, leading, or facilitation of Diversity, Equity, and Inclusion (DEI) work?

From the list below, please rank your top five in order of interest, with 1 as your highest priority.

If you have no interest, please skip to question #2 and check the box.



Develop Policy

- ☰ Develop Staff Training
- ☰ Assess Organizational DEI Competency
- ☰ Develop DEI Performance Measures
- ☰ Provide DEI Project Management
- ☰ Coordinate DEI Training
- ☰ Incorporate DEI into Hiring Practices
- ☰ Develop a communication strategy to share local DEI efforts across the region
- ☰ Research and provide options
- ☰ Host Employee Resource Groups across communities
- ☰ Facilitate Community Relations Strategy
- ☰ Staff a DEI expert to serve as a regional resource
- ☰ Facilitate a cross jurisdictional work group to identify common values, priorities, and potential initiatives

2. We are working on DEI internally and do not require COG Support.

Correct, we do NOT need support.

3. Is there anything you would like to add?

Done

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COG DEI PRIORITIES	Causey	Edmonds	Jones	Lehman	Low	Thomas	Niemann
Develop policy							
Develop staff training	3		4	4	4	2	1
Assess organizational DEI competency	1						
Develop DEI performance measures	2		2		5		3
Provide DEI project management		4				3	
Coordinate DEI training	4	2	3	5			2
Incorporate DEI into hiring practices					3		
Develop a communication strategy to share local DEI efforts across the region		3	5	2	2		
Research and provide options		1	1	1		4	
Host employee resource groups across communities							
Facilitate community relations strategy				3		1	
Staff a DEI expert to serve as a regional resource	5	5					
Facilitate a cross jurisdictional work group to identify common values, priorities, and potential initiatives					1		4



Philomath City Council Agenda Item Summary

Title/Topic: Transfer Appropriations

Meeting Date: October 12, 2020
Department: Finance

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

ISSUE STATEMENT

Shall the City appropriate additional funds in the General Fund to prevent over expenditure?

BACKGROUND

The City cannot spend more money than has been appropriated without violating Oregon Budget Law.

ORS 294.338 provides an exception to the budget law requirement. If the City receives revenue that was not foreseen at the time the budget was prepared; and the City could not have foreseen the necessity for an expenditure related to that revenue; then the City Council can adopt a Resolution to appropriate excess expenditures for that specific purpose.

COUNCIL OPTIONS

1. Approve Resolution 20-14 as presented.
2. Modify Resolution 20-14.

RECOMMENDED MOTION

I move the City Council approve Resolution 20-14 appropriating excess expenditures.

ATTACHMENTS

Resolution 20-14

RESOLUTION 20-14

A RESOLUTION TO APPROPRIATE EXCESS EXPENDITURES.

WHEREAS, two grant opportunities became available in September 2020; and,

WHEREAS, the City has agreed to be the fiscal agent for the Mid Valley Partners, which contracts with Oregon RAIN to assist small businesses and entrepreneurs in Linn and Benton counties; and,

WHEREAS, the City of Philomath has applied for and received a \$49,000 USDA Rural Business Development Grant which will provide funding to Oregon RAIN; and,

WHEREAS, the City has been invited to submit an application for a \$1,300 Benton County Cultural Coalition grant; and,

WHEREAS, the Benton County grant will be used to host an Oregon Black Pioneers exhibit at the Benton County Historical Museum; and,

WHEREAS, the City Council has also approved \$150 to host a speaker for the Oregon Black Pioneers event; and,

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

	<u>Existing Appropriation</u>	<u>Additional Appropriation</u>	<u>Adjusted Appropriation</u>
General Fund-City Council Dept.	\$320,500	\$50,450	\$370,950
General Fund-Contingency	\$150,000	(\$150)	\$149,850

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

PASSED by the Council this 12th day of October 2020.

APPROVED by the Mayor this 12th day of October 2020.

SIGNED:

Eric Niemann, Mayor

ATTEST:

Ruth A. Post, CMC, City Recorder

<u>Line Item</u>	<u>Description</u>	<u>Increase/(Decrease)</u>
10-0-3836	USDA Rural Business Dev. Grant	\$49,000
10-0-3837	B.C. Cultural Coalition Grant	\$1,300
10-8-5922	Grant expense – USDA	\$49,000
10-8-5923	Grant expense – B.C. Cultural Coalition	\$1,300
10-8-5245	Education and Training	\$150
10-9-9000	Contingency	(\$150)

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Transferring Jurisdiction)
of South 15th Street, County Road No. 26461,) ORDER NO. 2020-053
to the City of Philomath)**

**THE ABOVE ENTITLED MATTER COMING NOW FOR THE
CONSIDERATION OF THE BOARD AND,**

IT APPEARING TO THE BOARD

THAT; Pursuant to ORS 373.270, the Order initiating the transfer of jurisdiction of South 15th Street, County Road No. 26461 to the City of Philomath has been recorded in 2020-595328 Benton County Deed Records; and

THAT; Pursuant to ORS 373.270 (2a) notice has been posted in the three (3) public places; and

THAT; pursuant to ORS 373.270 (4) a public hearing was held on the 2nd day of June at 10:00 am in the Benton County Board Of Commissioners Meeting Room, 205 NW 5th Street, Corvallis Oregon, and

NOW, THEREFORE, THIS BOARD FINDS that it is necessary and in the best interest of the County to surrender jurisdiction of South 15th Street, County Road No. 26461, over to the City of Philomath.

NOW, THEREFORE, IT IS HEREBY ORDERED that the County surrender jurisdiction to the City of Philomath, a County Road located in Section 12, Township 12 South, Range 6 West, Willamette Meridian, Benton County, Oregon, described as follows:

That portion of South 15th Street south of Willow Lane that lies within that property annexed into the City of Philomath (County Road No. 26461).

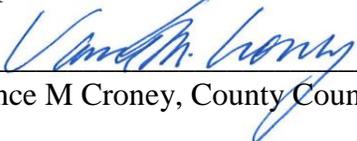
NOW, THEREFORE, IT IS HEREBY ORDERED that the City of Philomath has until December 31, 2020 to adopt appropriate municipal legislation accepting said County road, and if this action has not been approved by December 31, 2020, the County shall retain jurisdiction and this Order shall be null and void.

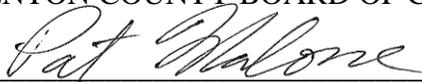
Adopted this 2nd day of June, 2020.

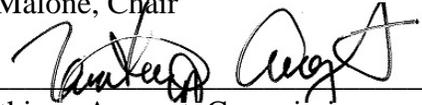
Signed this 2nd day of June, 2020.

BENTON COUNTY BOARD OF COMMISSIONERS

Approved as to form:


Vance M Croney, County Counsel


Pat Malone, Chair


Xanthippe Augerot, Commissioner


Annabelle Jaramillo, Commissioner



CITY OF PHILOMATH RESOLUTION 20-15

A RESOLUTION ACCEPTING JURISDICTION OF S 15TH STREET FROM BENTON COUNTY

WHEREAS, S 15th Street has been inspected by the City and found to have been improved to City Design Standards for streets by the private developer and Benton County in conjunction with the adjacent residential development; and

WHEREAS, Benton County has initiated the process of transferring the jurisdiction of the street over from Benton County to the City of Philomath through Order No. 2020-053 of the Benton County Commission, as recorded in 2020-595328 Benton County Deed Records; and

WHEREAS, by accepting jurisdiction, the City will be best able to serve the interests of residents and users of the street as it will accept responsibility for ongoing maintenance of the street, including but not limited to sweeping, sealing and repaving; and

WHEREAS, it is necessary and in the best interest of the City to accept jurisdiction of South 15th Street, County Road No. 26461, from Benton County.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Philomath that this governing body accepts jurisdiction of S 15th Street from Benton County, located in Section 12, Township 12 South, Range 6 West, Willamette Meridian, Benton County, Oregon, described as follows:

That portion of South 15th Street south of Willow Lane that lies within that property annexed into the City of Philomath (County Road No. 26461).

PASSED by the Council this _____ day of October 2020.

APPROVED by the Mayor this _____ day of October 2020.

SIGNED:

Eric Niemann, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

From: [Eric Niemann](#)
To: [Ruth Post](#)
Subject: Fw: Racing to Change Kiosk
Date: Monday, October 12, 2020 4:04:58 PM
Attachments: [Racing to Change Kiosk Description.doc](#)

Shared with Council already

From: Eric Niemann
Sent: Monday, October 12, 2020 3:59 PM
To: David Low; Doug Edmonds; Ruth Causey; Chas Jones; Matthew Thomas; Matt Lehman
Subject: Fw: Racing to Change Kiosk

We'll discuss during Council Reports.

From: Gwen Carr <gwen@oregonblackpioneers.org>
Sent: Monday, October 12, 2020 3:57 PM
To: Eric Niemann
Cc: Zachary Stocks
Subject: Racing to Change Kiosk

 [OBP Policy on Traveling Exhibits, Dec 22, 2018.doc](#)

Great talking with you just now. I love the idea of your desire to host the kiosk , called Racing to Change, later next year, now that the Black in Oregon panels are funded. In prep for your grant app, attached is a brief description of the kiosk and our traveling exhibit rates.

Please let us know which months you are considering so that we can reserve a spot for you.
Thanks again

--

Gwen Carr
Board Member, Oregon Black Pioneers

Our vision is to be the premier resource for Oregon's African American culture and heritage information.

Visit the [Oregon Black Pioneers](#) website to learn more.



Racing to Change: Oregon's Civil Rights Years

Oregon Black Pioneers is proud to announce the development of its first Pop-Up Kiosk called Racing to Change: Oregon's Civil Rights Years, based on its highly successful 2018 exhibit at the Oregon History Museum in Portland. It illuminates the Civil Rights Movement in Oregon in the 1960s and 1970s, a time of cultural and social upheaval, conflict, and change. The era brought new militant voices into a clash with traditional organizations of power, both Black and White

The 10 foot long, double sided kiosk features text and pictures that tell the story of the black power movement in Oregon as it played out in communities, colleges and activist organizations. Lastly it challenges the viewer to examine the unfinished business of civil rights in Oregon.

Philomath Park Advisory Board
Meeting Agenda
Thursday, September 10, 2020
City Hall, 980 Applegate St., Philomath
5:00 PM

Parks Advisory Board

Committee Chair: Dale Collins Committee Secretary: Izzie Elliott Committee Members: Lindy Young, Spencer Irwin; Caleb Unema, Sandy Heath, Carol Leach City Staff: Chris Workman

1. ROLL CALL : via ZOOM: Carol Leach, Dale Collins, Lindy Young, Sandy Heath, Izzie Elliott, Spencer Irwin, Chris Workman
Mayor Niemann

APPROVAL OF MINUTES

2.1 Minutes of August 13, 2020

One correction: Carol Leach was not listed as attending the meeting. She was present on her phone. This correction will be made.

3. BUSINESS 3.1 Park Master Plan request for proposals (RFP)

Request for draft proposals for Park Master Plan Update to hire professionals presented by Chris Workman. Discussion ensued. All present approved to move ahead with this. Izzie refrained.

3.2 City Park bathroom remodel : Chris announced a payment of \$60,000 (Newton Creek Estates) in lieu of an open space in that park division in that section.

City collected \$60,000 toward improvements in the City Park. The City decided the bathroom would receive an update. Izzie asked when this was decided and was told the decision was made 4 years ago.

Chris says they will look at the option of leveling the building and look to the professionals to make this answer.

Carol asked about bathroom across from creek. That bathroom is being used for storage. Bathrooms at the Kugler Shelter are added bathrooms for larger events.

3.3 Skate Park- Izzie announced Kim Maness will ask board for their support in creating a Fundraiser for future Skateboard renovations/New Project. Izzie announced that Philomath has shown their support (almost 200 signatures collected online and at the Farmers Market showing support for Skatepark)

Chris mentioned the next step would be for the community to identify this need (New Skatepark) in the new and upcoming Master Park Plan.

Kim reported petition was created on i-petition (129 signatures) her son collected 150 from fellow students.

Kim showed top state parks Lincoln City, Brookings, Lebanon, Toledo, Florence, Sisters, and Newport. Some of these are designed and created by DREAMLAND. Kim commented that although the Philomath City Skatepark was built with great intentions it was not completed by professionals. Kim gave other reasons to build a functioning skatepark: kids need outdoor activity, skate will be part of the 2021 Olympics, not everyone likes competitive sports, all ages, no longer just an "outlier" activity. She reported why the current park does not work for most skaters.

Suggestions for grant writing sources were given. Skateparks are for the kids seemed to be the focus.

Lindy suggested that Skateparks should be on the Master plan. Sandy agreed that young people need things to do.

3.4 Millpond Crossing Park planning- According to Levi, the developer, a professional will be hired to design park.

3.5 Flossie Overman Park dedication recap

Dale said things went well. Spencer agreed it went well and lots of people were there.

Dale closed the meeting. 1:12minutes

FINANCE & ADMINISTRATION COMMITTEE
Minutes
September 30, 2020

1. ROLL CALL

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

2. APPROVAL OF MINUTES

2.1 August 26, 2020 Minutes - Councilor Jones moved, Councilor Lehman second, to approve the August 26, 2020 minutes as presented. Motion APPROVED 3-0.

3. NEW BUSINESS

3.1 CARES Act Small Business & Social Service Agency Grant Programs –

Social Service Grant Applications: Mr. Workman reviewed the addition of the application from We Care. He also reviewed the amount requested by ABC House. There was discussion about the monies that have been allocated to Vina Moses to process past due utility customers' accounts. There was discussion about optional methods of allocation.

Councilor Lehman recused himself due to his wife's employment at Strengthening Rural Families. Councilor Low disclosed his family tie to staff at PYAC and his position on the Philomath Community Services Board of Directors but did not feel he had a direct conflict of interest and could participate.

There was more discussion about equitable allocation and the social service agency contributions that have already been made in 2020.

MOTION: Councilor Jones moved, Councilor Low seconded, to fund ABC House at \$4,220, Maxtivity at \$2,200, Meals On Wheels \$4,220, Philomath Community Services at \$2,200, Philomath Youth Activity Club at \$4,220, Strengthening Rural Families at \$3,000, Vina Moses at \$4,220 and We Care at \$4,220 for a total of \$28,500. Motion APPROVED 2-0 (Yes: Jones and Low; No: None; Abstained: Lehman).

Small Business Grant Applications: Councilor Jones stated appreciation for the diversity and variety of business applications that were received. There was discussion about the two applications received that were located outside the city limits not meeting that eligibility requirement. There was discussion about the total amount requested being twice the amount available. There was discussion about the information supplied and the requirement for reimbursement of eligible expenses as defined in the CARES Act. Mr. Workman explained he would be following up with all of the applicants for letters specifying the actual expenditures the money was used for. There was further discussion about the applications, including the number of employees businesses have. There was discussion about the Chamber providing additional information related to employment trends and additional information that might be requested if there is any additional funding made available.

There was discussion about numbers of employees listed on the applications and that they were all small businesses. There was additional discussion about the two applications received from businesses outside the city limits.

1 There was discussion about funding at 50% of the requested amounts. There was discussion
2 about adding to the businesses that had the least amounts requested. There was discussion
3 about adding \$100 to each of the 12 restaurants above the 50% funding.
4

5 **MOTION:** Councilor Jones moved, Councilor Lehman seconded, to fund all of the applicants
6 who are within the city limits at 50% of the requested amount plus \$100 for each of the 12
7 restaurants on the applicant list. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No:
8 None).
9

10 There was discussion about the checks going out later this week. Mr. Workman complimented
11 the Chamber Director on her services in communicating with the business community and her
12 appreciation for the opportunity to work with the community.
13

14 There was discussion about the information to be gleaned from the data acquired during the
15 application process. There was discussion about communication barriers to possibly be
16 overcome in future similar situations, especially for minority-owned businesses. There was
17 discussion about the value of the entire process in connecting with the business community.
18

19 There was discussion about additional outreach barriers that the Chamber might want to
20 consider in the future with the minority-owned businesses, particularly in holding luncheon
21 meetings when businesses like restaurants are trying to function.
22

23 Mr. Workman complimented the strength of the Philomath Chamber and the services provided
24 by Director Shelley Niemann. Councilor Jones emphasized the need for the Chamber to
25 overcome some of those barriers that prevent businesses from actively participating.
26

27 **4. ADJOURNMENT**

28 Meeting adjourned 4:54 p.m.
29

30 Meeting recorded by Ruth Post, MMC, City Recorder

**CITY OF PHILOMATH
Inclusivity Ad Hoc Committee
August 18, 2020**

Mayor Eric Niemann called the meeting to order at 6:00 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.

A. WELCOME/ROLL CALL

Mayor Niemann welcomed everyone and asked Ruth Causey to serve as chair. Councilor Causey agreed and began to lead the meeting.

B. APPROVAL OF PAST MINUTES

1. July 7, 2020

Motion by Mayor Niemann, second by Councilor Jones, approved 3-0 (Yes –Causey, Jones, Niemann; No –none).

Chair Causey raised concerns about a letter that she heard was circulating the community that accused members of the City Council of being racists. She expressed disappointment in hearing this and stated she felt the Committee had worked hard on getting the resolution written and passed. In response to a question from Councilor Jones, Mr. Workman stated staff had not received a copy of the letter or heard anything about it.

There was a review of the letter submitted by Maeve Dempsey with comments from Chair Causey and Councilor Jones in support of the resolution and adverse reactions to several comments about at the previous City Council meeting.

Rose B. provided testimony opposing the comments made by Councilor Thomas at the last meeting. She read a prepared land declaratory statement.

Giana Bernardini provided testimony about the comments made by Council Thomas, expressing the conversation about the resolution were not appropriate because the resolution had already been passed.

Zina Allen provided testimony stating the last meeting was upsetting to her and she felt that Councilor Thomas's comments were hurtful and harmful.

Amanda Little-Kellam read a statement about the last council meeting, specifically the muting of video and the comments opposing land declaration statements.

Abigail Kurfman provided comments about concerns as a new Philomath resident, regarding white supremacy, and stated she was committed to participating in this process and sharing resources.

Jessica Andrade read a statement concerning statements made at the council meeting and requesting people be held accountable.

There was discussion about why some people providing comments during the meeting were asked follow up questions and others were not and why some people were engaged and others were not. There was support for allowing comments throughout the meeting.

Zina Allen comments on the difficulty she felt as she was feeling marginalized by the discussion at the council meeting. She stated marginalized individuals have to listen a lot but don't often get a lot of space to talk about their issues.

1
2 A break was taken from 6:56 to 7:00.
3

4 There was discussion about the meeting recording and Mr. Workman stated he failed to
5 start the audio recording at the beginning of the meeting, but it is being recorded at this time.
6 There was discussion about the concern of the audio of the first meeting not being recorded.
7 Councilor Niemann offered for anyone who wished to restate their message is welcome to.
8 There was discussion about disadvantage of not having the audio and video.
9

10 **C. NEXT STEPS & PRIORITIES**

11 Councilor Jones spoke to his priorities and goals, including:
12 Series of opportunities for people to come together and learn together about various topics.
13 Land Acknowledgments –expressed concerns about it becoming a token if it was something
14 that was done because it had to be done each meeting, compared to the value they bring
15 when they are done because they respect and honor those that came before us. There was
16 discussion that the School District has permission to use the mascot “Warriors” and we
17 should follow up to see if the curriculum is being followed through on and revisited.
18

19 Mayor Niemann discussed efforts the City made earlier this year in acknowledging the Siletz
20 Tribe and efforts to provide education from the Oregon Black History Pioneers.
21

22 Rose B. expressed desire to provide training to City Council members and said that should
23 be added to the list. She recommended meeting on a weekly basis between now and the
24 next council meeting. There was additional discussion about the cost of meetings and the
25 cost of training coupled with resources at OSU and at the state level that could be utilized.
26

27 Zina Allen recommended the NAACP, disability advocacy group, and people at the college.
28

29 Mayor Niemann noted the upcoming free conversation hosted by DOJ, December 27-28
30 Virtual “I Have a Dream” March in D.C.
31

32 Abigail expressed concern about the term “training” as opposed to “learning” and training,
33 including the need to provide compensation to marginalized populations that are providing
34 this service. She asked about the website hosting a section for “opportunities for learning”.
35

36 Jessica Andrade stated that the DOJ meetings are not considered training, but an
37 opportunity to share grievances and learn.
38

39 **D. FUTURE MEETING DATES**

40 There was discussion about different dates and times; the Committee agreed to meet
41 Tuesday, September 22 at 6:00 p.m. Chair Causey offered to be available for a meeting
42 with just her at 6:00 p.m. on August 25.
43

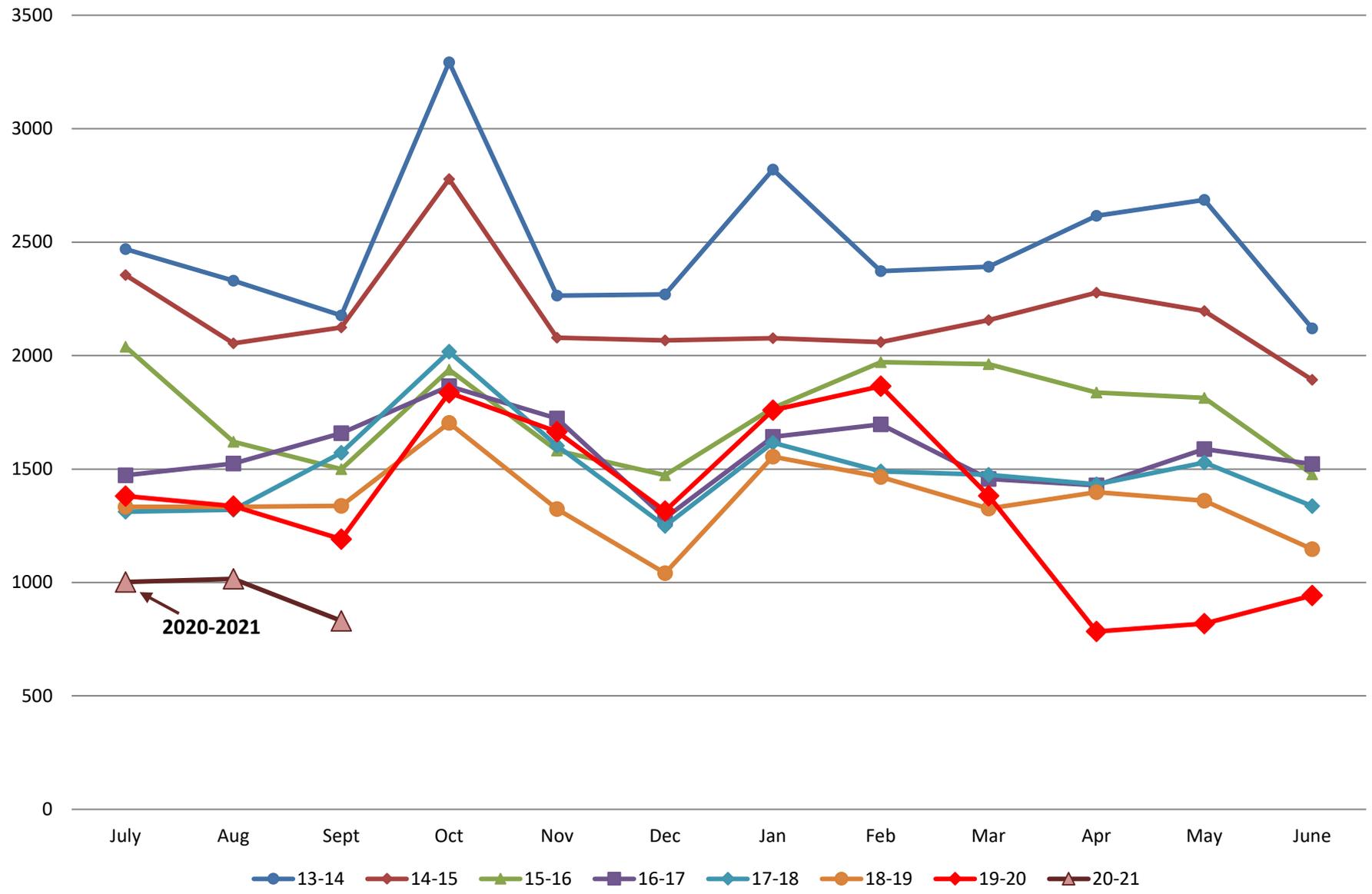
44 There was discussion about the membership of the Committee and Mayor Niemann
45 continuing on the committee or not.
46

47 Mr. Workman clarified that those wanting an email invite to next week’s meeting need to
48 email him or look for the meeting information on the website.
49

50
51 **E. ADJOURNMENT**

52 Meeting adjourned at 8:10 p.m.
53

Philomath Connection Bus Ridership Monthly Totals



PHILOMATH CONNECTION RIDERSHIP SUMMARY

2020-2021 SUMMARY TOTAL RIDES -	2,849	DAYS OF SERVICE-	77	AVG RIDE/DAY-	37
2019-2020 SUMMARY TOTAL RIDES -	16,277	DAYS OF SERVICE-	308	AVG RIDE/DAY-	53
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
--------------	--------------------	------------------------	------------------------------

2020-2021

JULY	26	1,002	39
AUGUST	26	1,016	39
SEPTEMBER	25	831	33
OCTOBER	27		0
NOVEMBER	24		0
DECEMBER	26		0
JANUARY	25		0
FEBRUARY	24		0
MARCH	27		0
APRIL	26		0
MAY	25		0
JUNE	26		0

2019-2020

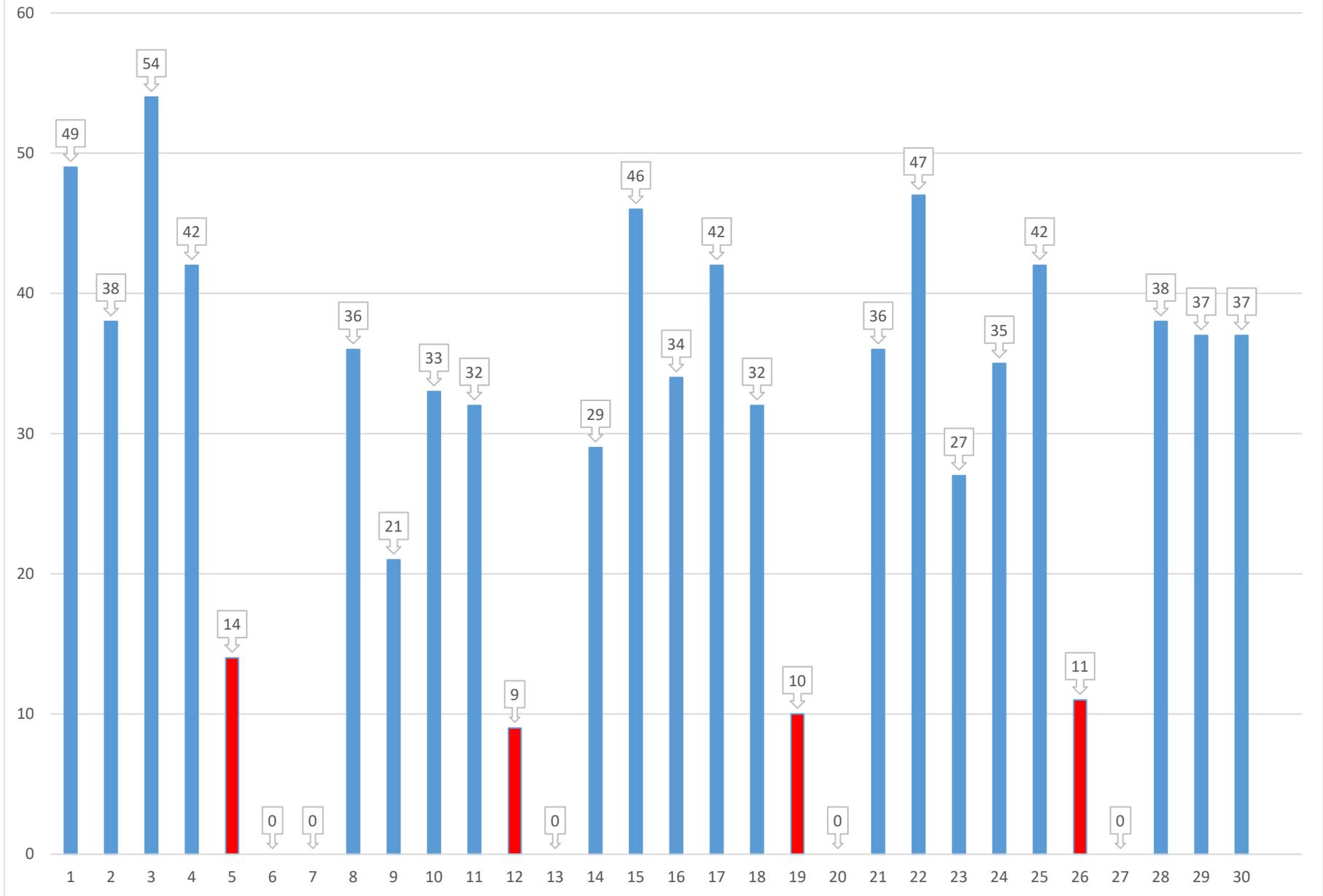
JULY	26	1,381	53
AUGUST	27	1,337	50
SEPTEMBER	24	1,191	50
OCTOBER	27	1,836	68
NOVEMBER	25	1,665	67
DECEMBER	25	1,315	53
JANUARY	26	1,759	68
FEBRUARY	25	1,865	75
MARCH	26	1,382	53
APRIL	26	784	30
MAY	25	819	33
JUNE	26	943	36

RIDERSHIP BY WEEK FOR THE MONTH

PC ROUTE	Sep 1-5	Sep 8-12	Sept 14-19	Sep 21-26	Sep 28-30
	197	131	193	198	112

MONTHLY TOTAL 831

Daily Philomath Connection Riders: September 2020





Philomath Community Services, Inc.
Mailing Address: PO Box 1334, Philomath, OR 97370
360 South 9th Street, Philomath, OR 97370
www.philomathcommunityservices.org
Phone: 541-929-2499

September 17, 2020

Chris Workman, City Manager
City of Philomath
PO Box 400
Philomath, OR 97370-0400

Dear Chris and Members of City Council,

On behalf of the Board of Directors, Program Managers and volunteers of Philomath Community Services (PCS), I would like to express our immense gratitude for your very generous award of \$9,500 for the installation of our “new” refrigeration unit. We appreciate the dedication of you, Chris, the members of the Philomath City Council and Mayor Niemann to our city and helping meet the needs of non-profits like PCS.

It was a pleasure to speak at the September 14th City Council Meeting. As I mentioned, we’ve accomplished a survey of our site, and we are now seeking the permits necessary for installation of the unit. The COVID-19 pandemic and the smokey air from the wildfires have decreased our forward momentum somewhat, but we’re still progressing!

The refrigeration unit is such a valuable asset to PCS. From field gleans to market pick-ups , as well as the great produce harvests from Lupe’s Community Garden, an abundance of fresh produce can be kept safe and fresh. Bread is another commodity that will benefit from refrigeration to serve our neighbors in need through Philomath Community Gleaners and Philomath Food Bank.

Thanks so much for supporting our programs for our neighbors in need, and for being attentive to the great services we provide for Philomath and western Benton County.

Best regards,

A handwritten signature in black ink that reads 'Jean M. Goul'.

Jean M. Goul, President, Board of Directors
Philomath Community Services

Philomath Community Services is an equal opportunity provider. Philomath Community Services is a 501(c) 3 Non-profit. Donations are tax deductible to the extent provided by law. No goods or services were received in exchange for this donation.



Oregon

Kate Brown, Governor

Agenda Item #1.06
Meeting Date: 10/12/2020
Department of Environmental Quality
Western Region Eugene Office
165 East 7th Avenue, Suite 100
Eugene, OR 97401
(541) 686-7838
FAX (541) 686-7551
TTY 711

August 11, 2020

Kevin Fear
1515 Willow St.
Philomath, OR 97370

Re: Review and Approval of the 2019-2020 TMDL Implementation Plan Annual Report for the City of Philomath

Dear Kevin Fear,

Thank you for submitting the City of Philomath 2019-2020 TMDL Implementation Plan Annual Report. I have reviewed your report and find that it complies with the annual reporting requirement.

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at woolverton.priscilla@deq.state.or.us or (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton
Willamette Basin TMDL Coordinator

ec: Zach Loboy, Watershed Manager, DEQ

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Development, Redevelopment, and Watershed Management	Use enforcement and other measures to maintain stream vegetation.	Create city ordinances that can benefit stream health	Track ordinances	Enables enforcement actions for non-complying	Review As-needed		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Wetland Protection Ordinance	Track and document violations and enforcement of PMC 18.55.020(A)	Enables enforcement actions for non-complying	In place PMC 18.55.020(A)		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Tree Protection Ordinance (Riparian setback)	Track and document violations and enforcement of PMC 18.55.020(B)	Enables enforcement actions for non-complying	In place PMC 18.55.020(B)		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Wetland, riparian, native vegetation area protection	Track and document violations and enforcement of PMC 18.55.050	Enables enforcement actions for non-complying	In place PMC 18.55.050		X	X	X	X	X	Continued to enforce No enforcement actions this reporting period
		Inspect city controlled riparian areas regularly	Document violations and issues	Occurrence of ordinance violations continues to decrease	Monthly		X	X	X	X	X	Inspected No violations this reporting period
		Inspect city controlled riparian areas after each windstorm.	Document issues		In place		X	X	X	X	X	Inspected areas Lost one significant tree in City Park
Development, Redevelopment, and Watershed Management	Increase shade along city streams	Work independently or with schools and other groups to plant and maintain trees along streams in Philomath	Track number of trees planted and monitor survival rate	Replacing dead and dying trees before the need to remove.	No less than annually, but also ties into inspection of riparian areas and other tree inspection work.		X	X	X	X	X	The City had planned to Use the Arbor Day celebration to give away seedlings to grade school children as we have done the past few years. The Covid19 pandemic along with schools closing down for the remainder of the year caused the city to have to cancel the event this year. The City ended up planting about 100 of the seedlings out on

City of Philomath TMDL Matrix
2019-2020

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
												city property and another 50 in pots and plan to use some of them in parks and as street trees when they mature. Planted 7 park trees in a new natural play area park and 4 trees in other parks. Planted 4 street trees and removed 3 dead or dying street trees and 9 in parks this reporting period.
Development, Redevelopment, and Watershed Management	Assess stream health and canopy cover to focus on restoration efforts	Use city arborist and outside groups to assess streams yearly	Restoration projects implemented	Document locations that are identified as restoration candidates and develop timeline for implementation	Ongoing		X	X	X	X	X	One restoration project planned this coming year-2020-21 which is to plant approx. 80 trees along a drainage ditch where we removed approximately 28 trees for a sewer project. The City Arborist and Operations Supervisor are continuing their planting project to replace dead and dying trees along Newton Creek and East Newton Creek with a goal of planting 6-7 trees in 2020-21 and continuing this multi year project depending on funding. At current funding we estimate the project

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments	
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature		
													will take another 2-3 years before finished.

City of Philomath TMDL Matrix
2019-2020

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Public Works Maintenance Practices	Update Policies	Review existing operation and maintenance practices regularly	Document current procedures	Ensure BMP's and actions are current	As needed		X	X	X	X	X	Worked on Reviewing and implementing new NPDES permit items with Benton County. We will be working with Benton County and other municipalities on updates during future monthly stormwater meetings. New dump site at Public Works has been approved and contractor on board. Construction is due to start in July or August of 2020. It will provide a place to dump catchbasin cleaning spoils and street sweepings. It will also hold the contaminated waste dumpster. It will allow any liquids collected to drain to the sewer from either medium.
		Update O & M Manual as needed	Document modifications to manual.	Keeps manual up-to-date	As needed		X	X	X	X	X	No reviews or updates this year.
	Catch basin Inspection/cleaning Policy	Creating and updating catch basin inspection and cleaning policy	Document procedures and modifications to maximize efficiency and water quality	Monitor amount of debris found in catch basins during cleaning.	1/3 of the City Catch basins are inspected yearly. Catch basins that have debris filling more than 50% of their sumps or have 6" or more over all sediment will be cleaned.			X	X	X	X	X

													reflect the new catch basins.
Development and Redevelopment	Catch basin Cleaning	Clean and inspect catch basins	Track sediment depths in catch basins	Clean catch basins on a regular basis; gather data on where most sediment is being collected to better determine and track cause.	Catch basins that have debris filling more than 50% of their sumps or have 6" or more all sediment will be cleaned.		X	X	X	X	X		Hired Temp employee who cleaned city owned catch basins located in backyards and other locations that were un-accessible for the vac truck to reach. She also hung door hangers and replaced catch basin medallions that were missing.
	Stormline	Clean and inspect stormlines	TV inspect stormlines and track debris build up in lines	Identify damaged pipe and flow problems	Stormline cleaning was postponed in 2018-19 Video inspection is scheduled with cleaning.		X	X	X	X	X		Scheduled to begin first or second week in July 2020.
Street Debris	Remove debris from streets	Sweep all paved city streets per city policy	Following Street Sweeping Policy	Track time spent sweeping	As Needed		X	X	X	X	X		Swept streets per schedule. Street sweeping policy will be reviewed/updated as needed next year.
Public Operations and Maintenance Practices	Train staff in infrastructure and housekeeping procedures	During monthly staff meetings time for stormwater training issues will be allocated. Use of various training methods will be used.	Track attendance on sign in sheet	Field inspections of employees' performance of using BMP's when required.	Started in 2010; Monthly at staff and safety meeting, first Thursday of the month.		X	X	X	X	X		Continued monthly training. Also trained City Hall Staff on identifying IDDE situations for extra knowledge base of employees familiar with possible problems.

City of Philomath TMDL Matrix
2019-2020

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and Illicit Discharges	Establish enforcement authority for illicit discharges	Enforce IDDE ordinance PMC 13.40.150 to 13.40.330	Track and document illicit violations and enforcement actions	Continue to enable enforcement actions related to IDDE	Passed in 2009; ongoing		X	X	X	X	X	No changes.
	Develop Plan to detect illicit discharges	Develop procedures to address non-stormwater discharges	Document procedures	Provide a consistent means of investigating IDDE's	Completed April 2011 Revised Oct 2014		X	X	X	X	X	No changes.
		Develop investigative sampling and monitoring plan	Document plan	Provide a consistent means of investigating IDDE's	Contained in the overall IDDE plan		X	X	X	X	X	Reviewed with no changes.
		Develop worksheets for inspections	Document worksheets	Provide a consistent means of inspections of storm system outfalls.	Completed April 2011		X	X	X	X	X	No changes
Spills and Illicit Discharges	Train employees in illicit discharge investigation and spill response.	Provide training to staff that will respond to spills and investigations. Training will occur monthly at the regular staff meetings as a part of the NPDES training whenever possible.	Conducting training on NPDES and TMDL a minimum of 9 times a year.	To ensure employees are following bmp's on stormwater issue and are comfortable with responses and investigations.	Nine times a year		X	X	X	X	X	Continued monthly training. 9 training sessions were conducted this period. City Hall staff were also had a training class.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and Illicit Discharges	Conduct illicit discharge investigations	update stormwater outfall map as needed	outfall maps are kept current	Inventory all outfalls and their characteristics	As needed		X	X	X	X	X	New outfalls have been generated. Outfall maps are updated and current
	Conduct illicit discharge investigations	Respond and investigate reports of illicit discharges	Document location, substance and all pertinent information on investigation form	Track and document reports of illicit discharges	As-needed		X	X	X	X	X	No Illicit discharges during this reporting period
	Clean-up illegal dumps	Identify illegal dumps; respond to reports of illegal dumps.	Track number of calls or contacts along with number of citations issued and resolution	Reduce number of instances of illegal dumping	As-needed		X	X	X	X	X	1 illegal dump. Referred to environmental cleanup company-see attached response form
	Respond to Spills	Spill responses by Public Works or Fire Department. (Fire calls PW for assistance)	Track location of spills with field response worksheet	To contain spills safely and rapidly.	As needed		X	X	X	X	X	Responded to 1 spill and followed up on 1 spill taken care of by the violators in-house clean up staff See attached response forms
	Maintain up to date Stormwater conveyance systems maps	Update maps as needed	Maps are up to date	Staff have access	As needed		X	X	X	X	X	Updating in GIS is ongoing.
	Establish authority to require Sewer Hookup	Enforce Sewer Ordinance PMC 13.20.060	Track and document violations and enforcement actions	Continue to enable enforcement actions for compliance	Ongoing		X	X				No violations this reporting period
Illegal Dumping	Provide opportunity for citizens to dispose of junk at no cost.	Offer free dumpsters for citizens to clean up properties and dispose of garbage and junk.	Document disposal events	Team with local waste removal company and provide local location for dumping.	Yearly		X	X	X	X	X	This years Free recycle, dump days was cancelled due to the Covid19 pandemic.

City of Philomath TMDL Matrix
2019-2020

Pet and Animal waste	Establish Animal Sanitation program	Enforce Animal Sanitation ordinance 6.10.080, 6.10.050 (B), and 13.40.170 and any other pertinent ordinance, and facilitate animal sanitation practices	Track and document violations and enforcement actions	Continue to enable enforcement actions for compliance	Ongoing		X	X				No violations this reporting period
			Track number of bags or cost of maintaining pet waste stations	Pet stations supplied	Ongoing		X	X				Used approx. 12,500 doggy waste bags this reporting period. Not sure of the sudden increase in usage, Possible increase in population.
	Establish "No Feeding Wildlife" ordinance	Enforce Wildlife ordinance PMC 6.11.030 to 6.11.060	Track violations and enforcement actions	Enables enforcement actions for complying	As needed		X	X		X		No violations this reporting period

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Pollutant					Reporting Comments
						Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Construction Runoff	Implement Construction Site Sediment Control and Post Construction Runoff Policy	Develop an IGA with Benton County to implement the policy	Track violations and enforcement actions	IGA between Benton County and Philomath completed	Ongoing	X	X	X	X	X	Continue to partner with Benton County on inspections through IGA
All	Use Stormwater Fee to support stormwater program	Budget for stormwater system maintenance and repair	Track and document stormwater program costs and budget	Continue to fund stormwater program	Implemented in 1998. Increased fee in 2016.	X	X	X	X	X	Ongoing
All	Provide mechanism to report stormwater, illicit discharge and erosion issues	Provide email link on City Website for reporting stormwater issues and inform community members that reporting can be done by email from city website	Track and document reports	Staff address reports [in a timely manner] What is the protocol for responding to complaints/ reports received via email? To respond as soon as complaint is received.	Ongoing	X	X	X	X	X	Ongoing

All	Provide mechanism to maintain Bioswales and Detention ponds	The Public Works Design Standards require a Home Owners Association to fund repair and maintenance issues for swales and ponds. The City inspects yearly for compliance. The Storm Utility Fee funds maintenance on City controlled Swales and Ponds.	Tracking Inspection Sheets	Ensures BioSwales and Detention Ponds are kept in good working order	Annually with Outfall inspections		X	X	X	X		Inspected all outfalls and detention ponds at the beginning of this reporting period. (July/August)-On going annual inspection. Added several new outfalls and detention facilities.
All	Develop Low Impact Development Manual	Work with Benton County to Develop a Low Impact Development Manual. Benton County provides services that would cover LID.	Develop Manual	Benton County would adopt ordinance enacting this LID manual and it would be included in the IGA with Philomath	Manual has been completed by Intern from Benton County..		X	X	X	X	X	Plan is to work with Benton County and the City Engineer to implement LID into Stormwater Plan.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Pollutant						
						Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature		
All	Website Education	Provide stormwater information on the city website	Provide links to webpages	Post stormwater info on website and ensure links are kept updated.	Ongoing		X	X	X	X		Created new storm water website. It is currently active.
	City Council Awareness	Include TMDL and NPDES reports to the City Council	TMDL Plan and NPDES reports will be included in Council packets	City Councilors will receive TMDL and NPDES reports at least annually	Annually		X	X	X	X	X	Council will receive a copy of this report once approved by DEQ
	Newspaper articles	Team with Benton County to submit press releases to local newspaper and/or to city newsletter to coincide with NPDES releases	Publish articles in the newspaper and newsletter in partnership with Benton County	Articles published	1 to 2x a year		X	X	X	X	X	Published Fall/Winter article in October and one in February for Flood Waters in City Newsletter. Put quick short blurb stormwater tips on City Facebook page.
	Door Hangers	Hang informational door hangers on each resident in Philomath.	Through NPDES report	Ensures each home receives stormwater information	Approx 2 times in 5 year permit cycle		X	X	X	X	X	Hung winter door hangers on all homes, apts and businesses in Philomath in Sept 2019

City of Philomath TMDL Matrix
2019-2020

							X	X	X	X	X	Partnered with Benton County and Benton Soil and Water District to pass out literature and activity books to parents and children at their Native Plant Sale. – On going.
	Public Outreach	Team with Benton County to reach broader area of people through there many events	Host or support local outreach events	Interacting with citizens	Host or contribute to 1 or 2 a year; combined with fire department open house, Arbor Day and school demonstrations.							
	Tree Planting Program	Through the inspections of the Riparian areas and public owned properties and right-of-ways, planting and replacing trees as needed.	By tree inventories	Provide canopy cover and storm water collection	Inspections are ongoing. After storms, expected projects, when arborist is on customer service every 5 weeks or when complaints are filed.		X	X	X	X	X	City Arborist and Operations Supervisor are working on planting project to replace dead and dying trees along Newton Creek and East Newton Creek with a goal of planting 15 trees in 2019-20.

Source Cause of Pollutant	Strategy What is being done to reduce pollutant from this source?	How Specifically, how will this be done?	Measure How will successful implementation be demonstrated?	Benchmark What intermediate goals will be achieved, and by when, to know progress is being made?	Timeline When will strategy begin or be completed?	Strategy Status	Pollutant					Reporting Comments
							Nutrients	Bacteria	Dissolved oxygen	Mercury	Temperature	
Spills and illicit discharges	All storm drains are marked in the city to raise awareness that catch basins drain to streams.	Attaching stormwater medallions on catch basins.	All catch basins inspected and marked	All catch basins inspected	Annual		X	X	X	X	X	Replaced missing medallions on catch basins identified as missing during inspections. Will install medallions on newly installed Catch basins this summer.
Construction Site Runoff	Educate developers and builders of construction site BMP's	Provide BMP brochure with each building permit issued	Each developer or builder will receive a BMP brochure with their building permit prior to any ground disturbance	Roadways around construction sites will be cleaner; less track out	Ongoing		X	X	X	X	X	Continued to pass out brochures to builders, for best BMP's for erosion control at jobsites and a new one regarding concrete washout BMP's. Partner with Benton County through an IGA. – On going No violations in 2019-20.
All	Sample stormwater	Sample stormwater monthly at select locations for DO, pH, Temperature, Turbidity and occasionally for other parameters.	Track results	Possibly to monitor success of BMP's	Monthly		X	X	X	X	X	Continue to sample storm water on a monthly basis.-On going.
All	Replace and expand vegetation	Use inspections to note downed and damaged trees and other vegetation	Work orders; acres treated	Enables inspections and follow-up actions	Ongoing				X		X	Continue to remove noxious weeds and replant native vegetation and trees. -- On going. No substantial projects this cycle.

CITY OF PHILOMATH
Water Quality TMDL Implementation Plan
2019-2020
Cycle 3 Year 4

Introduction

This Water Quality Implementation Plan describes the actions Philomath will undertake to address total maximum daily pollution load allocations in the Marys River, which is the receiving stream of storm water from the City of Philomath. Philomath has an approved Storm Water Management Program (SWMP) (Appendix A). A NPDES Phase II MS4 Stormwater Discharge Permit was issued to the city March 1, 2019. The Previous NPDES permit was issued on May 8, 2007 and expired on April 30, 2012. Philomath continued to follow the BMP's set forth in the previous permit throughout the time between the expiration of the previous permit and the implementation of the current permit. The City has been working on implementing the new aspects of the new NPDES permit.

This plan has duplications of the City's S.W.M.P. and is not completely limited to T.M.D. L. issues. Several items in this plan are not addressed in The City's S.W.M.P. This Plan is compatible with relevant State land use planning goals as identified in the City's 2003 Comprehensive Plan. Specific Comprehensive Plan Policies that further this Plan's objectives are identified under Page 58, Goal 5, policies # 1, 4&5.

Current Condition of Marys River

The overall goal of the W.Q.I.P. and the City's S.W.M.P. is to reduce or eliminate sources of pollution entering Marys River via stormwater runoff from the City of Philomath. Marys River exceeds water quality standards for Temperature, and therefore is the only TMDL that is specific to it. It is listed as a Category 4a as a TMDL is currently in place for this "contaminant". The primary cause of elevated temperatures is solar radiation due to loss of mature riparian vegetation and low stream flows to the Marys.

Dissolved Oxygen (DO) and Iron are the only two Cat 5 303(d) listings for the Marys River in the 2012 Integrated Report. DO is mainly attributed to low stream flows and Iron to erosion of soils. The Marys River is not impaired for bacteria or mercury. The Willamette Basin-wide bacteria and mercury TMDLs include the Marys River even though the Marys is not impaired for these pollutants. The Marys is included because it is a tributary to the Willamette River, which is impaired for both of these pollutants. The Marys River is impaired for temperature, and this impairment is addressed in the Upper Willamette Sub-basin Temperature TMDL; the Marys is Cat 4a for temperature. Philomath has implemented actions that help to prevent contributing extra contaminants to the Willamette River, under the basin wide TMDLs.

Status of Philomath

Philomath has very little jurisdiction over Marys River Frontage (approximately one half mile) all of which is city owned or designated as parkland, and is protected from development. This parkland is only one side of the Marys River as the river runs by, not through, the City of Philomath in this area. The City owns and maintains the park, but it is an Oregon State Lands listed Wetland. The city owned and parkland river frontage vegetation is either undisturbed or has been restored. The City's development code requires a fifty-foot riparian set back area from Newton Creek, the only small tributary within the City's jurisdiction.

Philomath is served with sanitary sewer within its jurisdictional boundaries and has no combined sanitary/storm drains. Treated sewage effluent is discharged only during winter months to the Marys River. During the summer months, the City land applies the treated effluent to approximately 119 acres of farm land. The farmland is located on the west side of the lagoons and is owned by the City. The City leases the land to a local farmer with a 20 year lease agreement, renewable in 2032-33, to farm and apply the effluent supplied by the City. The City had been working with the new owner of the approximately 120 acres east of the lagoons and with Cascade Earth Sciences to update our Water Reuse Plan to include that farm field as a land application site to further reduce discharges to the Marys River. The new owner is now converting the 120 acres to a wetland mitigation bank and as such, is not be able to use the treated effluent. Discussions have begun with the farmer due east of the lagoons on the east side of Bellfountain Rd to construct a pipe to this property to supply treated effluent for irrigation purposes sometime in the future. Should this happen it would provide an estimated 450 acres in additional land to disperse treated effluent.

Philomath sewage treatment facility discharges are permitted under N.P.D.E.S. permit #102060.

Sewer overflows occur rarely and only during extreme winter rain and flooding events.

Philomath ordinances require picking up and disposing of pet excrement and pens or shelters to be maintained in a clean and sanitary condition.

Conclusions

The City has implemented several policies and regulations to correct the pollutant problem(s). The City believes that it is not a significant contributor of pollutants to the Marys River. The City has only approximately one-half mile of Marys River frontage. The river runs by Philomath, not through it, so Philomath only has frontage on one side, which is heavily shaded. Philomath has two stormwater outfalls to the

Marys River (one piped and one open ditch for the last 500 feet), Newton Creek, which is a small (1.5 mile long) tributary that runs through mostly undeveloped land or park land and East Newton Creek which is also a small tributary (1.5 miles long). Both are shallow slow moving creeks that run dry for a few months each year. They both leave the City and flow through farmland before reaching the Marys River. DEQ and the City of Philomath, in partnership, will make ongoing evaluations to determine the extent of Philomath's contribution of T.M.D.L. pollutants and which actions may be necessary to address any contributions of pollutants that may exist.

Actions

The City remains dedicated to reducing or eliminating pollutant loads in Marys River, Newton Creek and East Newton Creek and will continue to implement the following actions. The importance of riparian vegetation, stream flow volumes, wetland habitat and erosion prevention and their relationship to river temperatures as well as the importance or properly functioning septic systems, and appropriate agricultural practices to reduce or eliminate bacteria will be included as a portion of the education and outreach portion of the City's S.W.M.P. There are 16 known septic systems in use within the city limits. Septic systems within the UGB, but outside the city limits are under Benton County's S.W.M.P. and/or T.M.D.L. plan. Philomath relies on the Benton County Environmental Health Division for assistance with septic systems by implementing actions taken by Benton County. The City's existing ordinances regarding riparian setbacks and sanitary conditions for pets will continue to be rigorously enforced. Pet waste stations have been installed in all city parks and are checked and restocked with bags on a regular basis. The local garbage hauler (Republic Services) is now providing the free clean-up program. It is now a one week-end day program. Republic Services has fully staffed the program with workers to unload vehicles bringing in waste. There was nearly the same turnout as the week long program, but was made more efficient with the staff unloading vehicles. Residents were still able to bring yard debris, scrap wood and metal, electronics and cardboard to be recycled and/or disposed of as well as the addition of taking in Freon based appliances such as refrigerators and AC units. This year's event was originally canceled due to the COVID19 outbreak but has since been re-scheduled for July 18th 2020.

Monitoring, evaluation, reporting and adaptive management.

Philomath will conduct monitoring to track its efforts to protect and improve water quality in Marys River. An effectiveness monitoring program will indicate whether activities performed in accordance with this plan are effective in achieving plan goals. Monitoring activities conducted by Marys River Watershed Council and information collected at Philomath's Water Treatment Plant should be adequate to provide effective baseline water quality data. The City of Philomath has been monitoring at least 14 sites monthly for temperature, Dissolved Oxygen,

pH and turbidity for several years. While grab samples have been the method for sampling, in the future Philomath would like to deploy some composite type sampling devices and/or temperature loggers. As most locations that are sampled during the year are either stagnant or dry nearly half the time, the cost for monitoring equipment seems costly for what little data may be retrieved and useful. Monthly grab sampling may provide some useful data, but it also allows a monthly check of the outfall location that is being sampled. Philomath has currently been able to inspect all outfalls within the City on a yearly basis. Currently there are 105 outfalls. Marys River Watershed Council data may be suitable to provide for future monitoring needs. Philomath will also track permits issued, specifically those that require riparian setbacks, and Philomath Ordinance Enforcement in regards to pets and pet enclosure activities. This information will continue to be evaluated to determine the impact on Stormwater pollution. Progress will be noted in the annual report presented to the DEQ. This plan will also be evaluated on a more extensive basis every five years to determine if the plan adequately addresses the City's water quality concerns. Depending on evaluation results, this plan and/or the City's S.W.M. P. may be altered to improve water quality in Marys River.

Funding

The City will use funding from its storm water fee. Commercial property stormwater rates are based on a graduated schedule using square footage of impervious surface, while residential property rates are a flat fee based on equivalent dwelling units.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kevin Fear", with a long horizontal flourish extending to the right.

Kevin Fear
Public Works Director City of Philomath



**USS Oregon (SSN 793)
Commissioning Committee
Portland Council Navy League of the United States
P.O. Box 2985
Portland, OR 97208**



Sept. 5, 2020

SHIP SPONSOR

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Dear Mayor and Councilors:

In the summer of 2021, the U.S. Navy will commission the USS Oregon (SSN 793), the twentieth submarine of the Virginia-Class and the second ship ever named for the State of Oregon. The Christening Ceremony was at General Dynamics Electric Boat in Groton, CT on the 5th of October 2019. This is a great honor for our state and acknowledges our contribution to the nation's defense. We, the Committee, seek your support in honoring the crew and celebrating our ship's entry into the fleet to deliver advanced capabilities for undersea supremacy.

EXECUTIVE COMMITTEE

Arlo Gatchel & Jim Lasher

Co-Chairs

Lorene Bay-Treasurer

Steve Daniels-Outreach

Jay Perry-Marketing

Dave Vrooman-Operations

Bill Long-Invitations

The U.S. Navy conducts a formal commissioning ceremony but is prohibited from funding all the traditional celebrations and customs that welcome a new ship into the fleet. These are activities which help connect the ship and crew with its namesake state. Therefore, our Committee, supported by the Navy League of the United States Portland Council, a 501(c)(3) organization, accepted responsibility to fund and host these memorable events for the ship, her crew, our State, and citizens. Our goal is to raise \$200,000 to fully support events and bring this great ship into the fleet.

As city leaders, we appeal for your help in creating an unforgettable experience for those who serve aboard the USS Oregon, as well as their families and our citizens. Your participation in these events will honor the ship, her Officers and crew, and help us establish a lifetime relationship between USS Oregon sailors and the citizens of the State of Oregon. Please consider joining us in supporting superior commissioning events that celebrate the ship, perpetuate the memory of her illustrious predecessor, and commend our great State.

Your contribution to this worthy effort may be sent to:

Portland Council NLUS
P.O. Box 2985
Portland, OR 97208
Memo: USS Oregon Commissioning

Visit our website for further information: www.ussoregonssn793.org

Sincerely,

John H. Atkins, Jr.
Member, Commissioning Committee
j3atkins@frontier.com
503-686-1788

**PHILOMATH PLANNING COMMISSION
MINUTES**

September 21, 2020

1. **CALL TO ORDER:** Chair Sullivan called the meeting to order at 6:00 p.m.

1.1 Roll Call:

Present: Commissioners David Stein, Peggy Yoder, Joseph Sullivan, Van Hunsaker, Giana Bernardini. City Councilor Ruth Causey

Absent: Gary Conner, Steve Boggs

Staff: City Manager Chris Workman, Deputy City Attorney David Coulombe, City Planner Pat Depa.

Chair Sullivan started the meeting with a warm up activity. Commissioners shared good news.

2. **APPROVAL OF MINUTES**

2.1 Minutes of August 17, 2020 – The minutes were tabled until the October 19, 2020 meeting.

3. **REPORTS**

3.1 Reports 2040 Advisory Committee (Stein, Yoder) – Commissioner Yoder reported that Beth Goodman was available for questions regarding zoning code changes that could be presented to the public. Commissioner Stein reported on the current low-income housing issue in Philomath. He also mentioned the possibility of population growth due to the current climate crisis and wildfires.

3.2 Downtown Streetscapes (Conner) - No report.

4. **UNFINISHED BUSINESS**

4.1 Being Better Communicators- Commissioner Bernardini asked about the new City website.

Mr. Workman explained that Ruth Post is currently managing the roll out of the new website. He further explained that a draft version will most likely be released sometime in November or December and be fully updated sometime in January.

Councilor Causey asked Commissioner Bernardini if she could expand on how she gathered feedback from the community due to lack of recorded correspondence.

Commissioner Yoder explained that she did not know about the meet and greet on February 3rd, 2021 and asked how the Commission can ensure that the public is being notified.

Chair Sullivan explained that he suggested ideas of public events be sent to City staff and be posted on the website. He explained that because of lack of staff time, he would be accepting informational articles and posting City events. Due to his belief that there is a lack of communication between the City and its citizens, he as a private citizen, decided to make a website that he is hoping is more accessible. He stated that the city attorney explained that he would not be allowed to create a website to then be ran by the Planning Commission. He also

noted that after having a discussion with Mr. Coulombe, it was explained that perhaps a different committee be formed to serve as the committee for citizen involvement.

Councilor Causey explained that she believes there should be some sort of a platform that more clearly communicates events and information with the citizens of Philomath. She stated that she would be happy to discuss the addition of a committee for citizen involvement. She also stated that she does not think the website created by Chair Sullivan, although operated as a private citizen, is appropriate and that if he would like to continue to do so then he should resign from the Planning Commission.

Chair Sullivan explained that the State gave the City permission for the Planning Commission and Committee for Citizen Involvement to be one in the same.

Commissioner Hunsaker explained that the Committee for Citizen Involvement was included in the Comprehensive Plan back in the 1970's.

MOTION: Commissioner Hunsaker moved, Commissioner Stein second to request the City Council remove the duties of the Committee for Citizen Involvement from the Planning Commission.

Discussion: Commissioner Bernardini asked what the process would look like of forming such a committee.

Councilor Causey urged the Planning Commission not to take action on the proposed motion until the body has discussed and understands the implications of removing these duties.

Commissioner Hunsaker explained that until the City Council decides what they would like to do with the committee, the Planning Commission would still be carrying out the duties of the Committee for Citizen Involvement.

Chair Sullivan suggested that the Planning Commission write a letter to the Council with their suggestions for not only separating from the Committee for Citizen Involvement, but what they think that committee should oversee.

Mr. Workman cited Chapter 1 of the Comprehensive Plan which addresses Citizen Involvement. He noted that the Committee for Citizen Involvement is addressed in the Comprehensive Plan which covers land use and planning issues related to the city, so the duties of the CCI are also limited to land use and planning issues. He summarized the history of formation of the idea of the Committee for Citizen Involvement and its intended operation and use. He explained that neither the State nor the City has a copy of the Citizen Involvement Program approved in March 1976. He recommended that perhaps a good starting spot for the Commission would be to establish a new Citizen Involvement Program for the City and ask the City Council if it would like the Commission to work on updating Chapter 1 of the Comprehensive Plan. He offered to reach out to the City Council and other entities and bring back examples from other comparable cities.

Commissioner Yoder explained that she believes the Planning Commission should wait to send anything to the City Council and instead further study the roles of the Committee for Community Involvement.

Commissioner Hunsaker withdrew his motion.

Mr. Workman stated that he would work on coming up with examples of duties of the Committee for Community Involvement and have them available within the next month.

4.2 Results from the Letter to the Council - Chair Sullivan asked Councilor Causey to report on the June 15th, 2020 letter asking for corrections to the goals.

Councilor Causey asked to go back to the council and confirm if there were any specific corrections from that letter.

Councilor Causey spoke to the July 20th, 2020 letter to the City Council. She explained that given the number of times the Planning Commission has brought up the topic of TGM (Transportation Growth Management), she is left wondering whether one or more of the members of the Commission have a personal or professional relationship with Laura Buehl, due to a persistent effort to address this issue. She discussed that Mr. Workman made a decision that was accepted by all but the Planning Commission, and apologized for not informing others and now the City Council has adopted a quarterly reporting of the status of grants. She explained that she fails to understand why this issue is still being brought up and is led to believe that there may be ulterior motives involved.

Commissioner Yoder explained that she doesn't believe there are any ulterior motives involved or that any members of the Planning Commission have a personal or professional relationship with Laura Buehl. She explained that the main issue was, the Planning Commission was told that the grant had been applied for and then later found that the grant had not been applied for. She stated that she believes the issue should be dropped and not pursued anymore.

Chair Sullivan recapped his concerns surrounding the TGM issue and his feelings that staff was not answering questions honestly, but he was when requested. He stated he didn't care about the TGM grant necessarily, but he took interest in the issue when he felt staff was not forthcoming with answers to Peggy's question.

Ruth Causey commented that the memo for this agenda item states that when this issue was first raised to staff at the June 15th meeting, "no clear answer was given." She stated that she reviewed the audio of that meeting and staff did provide a clear answer, so this statement is misleading. There was additional discussion about staff's response to the question on the 15th.

Commissioner Hunsaker noted the need for the Planning Commission and staff to work together and get along and recommended a team building exercise if the group thought that would be helpful, otherwise it would be good to listen to each other.

Mr. Workman summarized his memo and explained the confusion created around calling the TGM program a grant verses a program and whether or not it had been applied for verses if the city was ready to proceed. He said he was frustrated that one misstatement or wrong use of terms that he used had turned into four or five meetings about the city managers honesty or behavior. At no time did he mislead the Planning Commission or the Planning Commission. He said that he feels he is silenced at Planning Commission meetings because he has been told in the past to not interrupt meeting or provide his opinion unless asked. He stated he does feel as though there are ulterior motives.

There was discussion regarding an effort to better the working relationship between City staff and the Planning Commission.

Commissioner Bernardini stated she believes that City staff have knowledge and experience that is valuable to the Planning Commission and that it is a mistake to not ask for their input.

Chair Sullivan stated that he would like Mr. Workman to call out Commissioners by name as to whom he believes has ulterior motives and why he believes they do. Or to redact his earlier statement indicating this belief.

Mr. Workman addressed Chair Sullivan that he believes Chair Sullivan has worked with other individuals in the community to get on City Council for the explicit purpose of trying to remove Mr. Workman from his position as City Manager. Mr. Workman further explained that it makes it difficult to serve as the City Manager, with Mr. Sullivan as the Chair of the Planning commission, when he's admitted to Mayor Niemann that the sole purpose of this election is to remove him from his position. He stated Chair Sullivan has asked his brother, an employee, and other members of the community to run for city council with the intent of having him removed from his position.

Chair Sullivan discussed his various conversations with Peggy Yoder, his brother, Thomas Sullivan, his employee and nephew, Jason Richards, and Catherine Biscoe about running for a City Council position. He stated that as the chair of the Planning Commission, he is doing his best to protect the City's best interests.

Mr. Workman asked Chair Sullivan if he in fact discussed the removal of Mr. Workman from his position with Mayor Neiman, stating that the main purpose of this election was to get him removed from his position as City Manager.

Chair Sullivan stated that he did not recall the exact words used in the conversation with Mayor Neiman, but that that was his hope.

Mr. Workman stated these are the ulterior motives that he was talking about. When the Chair of the Planning Commission is putting one misstatement mad on the agenda four or five times, with no other explanation, that's what led him to believe there were ulterior motives and now the members of the Commission and the community have that clarified.

4.3 Downtown Design Manual - Mr. Depa explained that there would be five to six installments that will break down what the design manual will consist of. The first installment he discussed pertained to facade. He discussed that it would primarily deal with architecture and corresponding requirements. He explained that this would only be in the core downtown area.

There was discussion of the specific requirements for buildings, signs and overall design.

There was discussion and review of popular downtown street designs across America.

Commissioner Bernardini asked if the design manual would apply to existing buildings or only new development.

Mr. Depa explained that a decision would need to be made regarding the percentage or dollar amount that may be spent on bringing one's building up to standard, if the commission chose to make that a requirement.

Mr. Depa explained the City of Philomath Design Committee is also the Planning Commission. The Planning Commission would have an active role in implementing and upholding the new design manual regulations.

Commissioner Bernardini asked if existing buildings in the downtown area will be required to renovate to meet the design standards, even if the owner was not intending to do so.

Mr. Depa explained that although there is a number of buildings that would be categorized as non-conforming, there is a lot of open space for new construction. He further explained that this will be a fairly long process but that will hopefully create a vibrant downtown.

There was discussion regarding a design theme throughout the City.

Mr. Workman explained that he hoped to seek from the Planning Commission more of an idea of which direction the Planning Commission wants to go regarding how regulated the City's design standards would be.

There was discussion regarding reviewing towns that are more comparable to Philomath and what their downtown design consists of.

There was discussion regarding towns that were smaller or like Philomath that created and implemented a downtown design standard, and are now flourishing downtown areas. Chair Sullivan asked if there was a robust enough economy to support code changes that would then be enforced without driving businesses out.

There was discussion regarding how the City might support or incentivize business to implement the updated design code.

5. NEW BUSINESS

5.1 Council Liaison – Tabled until the next meeting.

6. ANNOUNCEMENTS & STAFF UPDATES

6.1 Mr. Workman discussed the active engineering on the streetscape project. There is an issue with where to divert storm water.

No new land applications in.

Mill Pond Crossing is still working on phase two.

Newton Creek Estates just recently got their plat recorded.

Mr. Workman spoke about the upcoming event planned by the Philomath Frolic Board, Meet the Candidates, for the upcoming City Council election.

6.2 Proposed Next Meeting Date - October 19, 2020 at 6:00 p.m.

MOTION: Commissioner Yoder moved, Commissioner Bernardini second, to adjourn the meeting. Motion APPROVED 5-0 (Yes: Sullivan, Hunsaker, Stein, Yoder, Bernardini; No: None).

7. **ADJOURNMENT** - Chair Sullivan adjourned the meeting at 8:45 p.m.

SIGNED:

ATTEST:

Joseph Sullivan, Chair

Ashley Howell, Building Permit Clerk

DRAFT

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4
CITY OF PHILOMATH
INCLUSIVITY AD HOC COMMITTEE
Minutes
October 6, 2020

5
A. WELCOME & ROLL CALL

6 Chair Ruth Causey called the meeting to order at 6:00 p.m. on Tuesday, October 6, 2020. Due
7 to the ongoing COVID-19 pandemic public meeting restrictions, the meeting was held via Zoom
8 internet technology and was also live-streamed on the City's Facebook page. The public was
9 invited to contact the City Recorder for a log-in link if they wished to provide comments.

10 Present: City Councilors Ruth Causey and Chas Jones.

11 Staff: Ruth Post, City Recorder.

12 Absent: Mayor Eric Niemann

13
B. APPROVAL OF MINUTES

14 **1. August 18, 2020** – Councilor Causey noted several corrections to the minutes:

15 Item B, paragraph 8 - "...as a new Philomath resident, regarding white supremacy, and
16 stated she was committed...and sharing resources."

17 Page 2, paragraph 1 - change "comments" to "individuals".

18 Item C, paragraph 1 - the word Council should be Councilor.

19 Item C, paragraph 2 - the last word should be Pioneers.

20 Ms. Post noted the corrections have been incorporated into the minutes. There was
21 discussion about the comments submitted by Jessica Andrade that were a written version of the
22 verbal comments she had made at the August 18, 2020 meeting. The written comments were
23 included as part of the record of the October 6, 2020 meeting. The audio version was posted
24 with the August 18 meeting audio recording.

25 **MOTION**: Councilor Jones moved, Councilor Causey second to approve the minutes of August
26 18, 2020 as corrected. Motion APPROVED 2-0 (Yes: Causey, Jones; No: None).

27 There was discussion to address the comments submitted by Jessica Andrade. Councilor Jones
28 discussed the request to condemn actions from a previous City Council meeting and
29 established his reasons for not pursuing the issue in a public forum. He reviewed the remainder
30 of Jessica Andrade's comments. Councilor Jones noted his stance in requesting additional
31 comments from the public during meetings.

32 Chair Causey followed up with the personal desire to do a better job of calling out an individual
33 when their comments are inappropriate, but noted the current election season makes
34 condemning another candidate potentially problematic. She acknowledged that silence is a form
35 of acceptance and personal goals for growth. She encouraged continuation of the training and
36 education discussion. Chair Causey invited further discussion about the issue during an
37 upcoming discussion session and suggested rescheduling that session to either October 13 or
38 27.

39
C. BUSINESS

40 **1. Meeting Structure** – Chair Causey noted Jessica Andrade's comments regarding using
41 a meeting format that was more flexible. Chair Causey reviewed the requirements for all City
42 sponsored meetings to comply with Oregon's public meetings law, including taking minutes. She
43 noted that future discussion sessions would include high-level minutes. Councilor Jones
44 commented on the need to develop a structure and should be a goal.

45 **2. Committee Goals** – Tabled until end of agenda.

46 **3. City website and virtual bulletin board update** – Chair Causey reviewed the
47 discussions with staff and decision to wait on a virtual bulletin board until the new website is
48 launched. Ms. Post provided a preview of the type of information that will be available on the
49 new website.

1 **4. Feedback on Gwen Carr’s presentation** – Chair Causey reviewed the excellent
2 success of the Oregon Black Pioneer’s presentation.

3 **5. Presentations vs. formal training** – Chair Causey described the discussions regarding
4 partnering with other local governmental agencies for trainings. Councilor Jones encouraged the
5 cataloging of available training. Zina Allen noted she has offered herself as a resource but has
6 not received any feedback. Councilor Jones reviewed engagement opportunities he’s had with
7 the local NAACP organization and the potential for inviting the entire City Council. Zina Allen
8 stated she is hosting BIPOC talks and encouraged participation.

9 **6. Future speakers** – Chair Causey reviewed the speaker that Mayor Niemann has
10 suggested for a presentation in November to recognize Veterans Day. She discussed the
11 speaker’s fee and a commitment of \$1,000 received from the Benton County Commissioners
12 towards it. She stated she’d be making a request of the Council for a \$1,000 towards the
13 speaker’s \$7,500 fee. Councilor Jones described a preference for speakers to be more
14 inclusively selected by the Committee than they have been to date. He recommended
15 developing a calendar.

16 Other potential speakers – Chair Causey recommended Naivasha Tester from the Eugene
17 Police Department. She noted the difficulty of recruiting women into law enforcement and the
18 potential benefit of having a Black female officer speak in the community. There was discussion
19 about the type of presentation that she could make. Councilor Jones stated concerns about
20 speaker fees and the need for creation of a seasonal calendar of months with themes that make
21 sense.

22 Maeve Dempsey offered encouragement for the speaker Chair Causey described, but would
23 like to hear speakers address issues more unique to Philomath. Zina Allen agreed that the
24 issues in Philomath are different than those in larger Oregon cities and would like to learn more
25 about the local environment. She described her educational background related to criminology,
26 artwork and poetry and described the classes she now offers to others.

27 Councilor Jones suggested an action item to assemble a coordinated calendar of speakers.
28 Zina Allen offered to be a speaker in February.

29 **2. Committee Goals** – Councilor Jones recommended a first priority goal of reviewing the
30 City’s Strategic Plan to identify potential action items related to justice, equity, diversity and
31 inclusivity for inclusion. A second goal would be a more formal plan for identifying learning
32 opportunities. Maeve Dempsey recommended addition of outreach to the Spanish-speaking
33 community in the Strategic Plan, noting small efforts that could be made to connect with under-
34 represented members of the community. Councilor Jones described shared investments that
35 could be made in partnership with the Council of Governments and other local agencies. He
36 recommended a third priority of developing a structure for the Committee.

37 Short-term goals: Councilor Jones suggested reaching out to the School District for the status of
38 the agreement with Siletz Tribe. He noted benefits to following through with that effort. He
39 suggested development of a calendar of events that could encourage collaboration, such as
40 inviting Siletz Tribe members to participate in the Frolic & Rodeo. He described potential ways
41 to integrate other tribal events into the rodeo and create cross-cultural education.

42 Zina Allen described her family history with rodeos and potential opportunities to make
43 connections between groups. Maeve Dempsey supported integrating cultural opportunities into
44 the rodeo for both a cultural and fiscal benefit. There was discussion about connecting with the
45 Frolic & Rodeo Association for additional collaboration.

46 Mid-term goals: Councilor Jones recommended allocating budget dollars towards efforts and
47 providing opportunities to elevate the presence and success of the local BIPOC community.

48 Long-term goals: Councilor Jones described a goal of elimination of system barriers and
49 challenges for people of color within our local government. He described the need for a more
50 inviting environment in the community.

1 Anissa Teslow requested mandated training for city staff to facilitate more equity and inclusion
2 in the local government. She supported the use of more local speakers, particularly acceptance
3 of Zina Allen's offer. She stated concerns about the need for creation of a task force to formalize
4 the group. She encouraged the inclusion of as many voices as possible. Councilor Jones
5 agreed with more formalization of the committee format and the potential need to devote a
6 meeting to that. Councilor Causey recommended focusing on the format and structure of
7 meetings. Anissa Teslow encouraged focusing on quality and intentional movement forward
8 rather than acting with too much sense of urgency.

9 Councilor Jones noted that Angel Harris, President of the Corvallis/Albany NAACP, indicated
10 she would like to participate in meetings.

11 **D. SCHEDULED EVENTS**

12 1. October 8 – Oregon Black History presented by Kerry Tymchuk, Oregon Historical
13 Society – No comments.

14 2. October 20 – Inclusivity Discussions – Chair Causey recommended rescheduling this
15 date to avoid holding it before the presentation by Robert Kentta. It was agreed to cancel the
16 date and schedule a full committee meeting on October 27 at 6:00 p.m.

17 3. October 20 – Siletz Tribal History & Customs presented by Robert Kentta, Cultural
18 Resources Director, Confederated Tribes of Siletz Indians – No comments.

19 4. November 24 – Inclusivity Committee Meeting – No comments.

20 There was additional discussion about the potential November speaker and the request for
21 \$1,000 towards the speaker's fee. It was agreed to hold that discussion with the full Council.

22 **E. PUBLIC COMMENT**

23 1. Maeve Dempsey, Philomath, OR – Maeve Dempsey thanked everyone participating in
24 the meeting and on this effort for the betterment of Philomath. She considered it a success that
25 the effort is still moving forward.

26 Councilor Jones shared the need for white people to take the conversation and move it forward
27 in the community. He noted the conversations he is having with the BIPOC community are
28 helping to make him more comfortable with the conversations that need to be held.

29 **F. ADJOURNMENT**

30 Meeting adjourned at 7:33 p.m.

31 Meeting notes by Ruth Post, City Recorder

SMALL BUSINESS GRANT AWARDS

Busienss Name	check amount
3 PYRAMIDS REALTY	\$2,500.00
ANYTIME FITNESS	\$2,500.00
AWAKENING JOY LLC	\$2,500.00
CHISELED SPIRIT	\$2,500.00
DAIRY QUEEN	\$1,850.00
DIRT ROAD BREWING INC	\$2,600.00
DPSDAVE.COM	\$1,000.00
EATS AND TREATS	\$2,600.00
ECO EXPRESS LAUNDRY	\$2,500.00
EL CRUZERO	\$1,500.00
FIGARO'S PIZZA	\$2,600.00
GALAXIE MOTEL	\$2,500.00
GRETCHEN LANDIS LMC,LMT	\$750.00
HEALING MOTION PHYSICAL THEROPY	\$2,500.00
IXTAPA	\$2,600.00
JONAS MARKET	\$2,500.00
LES AND BOBS SPORTS & APPAREL	\$2,500.00
MAK SUDIO	\$2,500.00
MATSENSE, LLC	\$2,500.00
MEET N PLAC TAVERN	\$2,600.00
ONE ON ONE REALTY	\$2,500.00
OREGON HOORSESHOE ART	\$1,500.00
PHILOMATH LIQUOR STORE	\$1,900.00
SISSI'S BAKERY AND EATERY	\$2,600.00
SMALL WORLD WINE COMPANY	\$2,500.00
STYLES AND SMILES	\$1,000.00
THE DIZZY HEN	\$1,100.00
TIMBER TOWN COFFEE	\$2,600.00
VINWOOD TAPHOUSE	\$2,600.00
WOODSMAN RESTAURANT	\$2,600.00

SOCIAL SERVICE GRANT AWARDS

Agency Name	check amount
ABC HOUSE	\$4,220.00
MAXTIVITY	\$2,200.00
MEALS ON WHEELS	\$4,220.00
PHILOMATH COMMUNITY SERVICES	\$2,200.00
PHILOMATH YOUTH ACTIVITIES CLUB	\$4,220.00
STRENGTHENING RURAL FAMILIES	\$3,000.00
VINA MOSES CENTER	\$4,220.00
WE CARE	\$4,220.00

City of Philomath
September 30, 2020 Comparison to Last Year and Budget
25% of the Fiscal Year has Elapsed

General Fund	Actual 9-30-19	Actual 9-30-20	Budget	Percent of Budget
Revenue				
Cash Carryforward	\$ 1,102,770	\$ 869,072	\$ 647,000	134%
Property tax	8,323	8,466	1,839,000	0%
Cigarette, Liquor, Revenue Sharing	7,608	23,758	181,700	13%
General Fund Fee	62,631	35,092	140,800	25%
Building Permits	24,158	124,760	300,000	42%
Franchise Revenue	50,708	53,820	377,000	14%
Court Revenue	73,611	72,121	250,000	29%
Overhead	121,191	122,847	491,388	25%
Grants	920	0	37,500	0%
Miscellaneous Revenue	14,913	14,517	98,012	15%
Total Revenue	1,466,833	1,324,453	4,362,400	30%
Expenditures				
Administration	(65,690)	(63,596)	(324,100)	20%
Building Permits	(27,268)	(96,834)	(255,700)	38%
Finance	(107,907)	(115,219)	(425,500)	27%
Municipal Court	(52,796)	(50,505)	(234,300)	22%
Police	(366,302)	(333,209)	(1,484,000)	22%
Buildings and Grounds	(22,627)	(24,727)	(138,400)	18%
Parks	(26,518)	(28,963)	(116,900)	25%
City Council	(64,182)	(116,340)	(320,500)	36%
Transfers	(11,750)	(60,000)	(240,000)	25%
Contingency	0	0	(150,000)	0%
Total Expenditures	(745,040)	(889,393)	(3,689,400)	24%
Net Revenue	\$ 721,793	\$ 435,060	\$ 673,000	

The Cash Carryforward balance is lower than last year, but higher than budgeted. Last years balance was high because it included almost \$700,000 for the PERS side account. The current years' actual balance is higher than the budget because we expected to pay, but in the end did not have to pay, last years 911 fee which was almost \$180,000.

Property tax collections will start arriving in November.

The General Fund fee is down from last year as the Council has reduced the fee from \$10 to \$5 effective July 1, 2020.

Building permit revenue has been strong for the first three months of this fiscal year. The majority of the building permit revenue is from the Mill Pond Crossing and Newton Creek Estates subdivisions.

Building Permit Department expenditures are up as a result of payments to Benton County for review and inspection. The City Council Department expenses are a little high because of the annual non-profit contributions and \$20,000 used for COVID related utility payments. The other department expenditures are right in line.

City of Philomath
September 30, 2020 Comparison to Last Year and Budget
25% of the Fiscal Year has Elapsed

	Actual 9-30-19	Actual 9-30-20	Budget	Percent of Budget
Street				
Revenue				
Cash Carryforward	\$ 265,822	\$ 266,047	\$ 280,000	95%
State Hwy tax	53,799	47,649	351,000	14%
Street Utility Fee	28,287	31,002	119,500	26%
Franchise Fees	7,606	7,363	68,800	11%
Miscellaneous Revenue	11,400	6,625	30,600	22%
Expenditures				
Personnel	(54,403)	(59,106)	(239,525)	25%
Materials and Services	(54,135)	(53,369)	(307,875)	17%
Transfers	(17,674)	(25,625)	(102,500)	25%
Contingency	0	0	(100,000)	0%
Net Revenue	\$ 240,702	\$ 220,586	\$ 100,000	
Water				
Revenue				
Cash Carryforward	\$ 427,421	\$ 378,088	\$ 385,000	98%
Water Revenue	444,462	554,540	1,500,000	37%
Miscellaneous Revenue	11,473	34,727	57,200	61%
Expenditures				
Personnel	(101,845)	(107,067)	(455,250)	24%
Materials and Services	(109,748)	(121,864)	(529,500)	23%
Transfers	(148,325)	(183,113)	(732,450)	25%
Contingency	0	0	(125,000)	0%
Net Revenue	\$ 523,438	\$ 555,311	\$ 100,000	
Sewer				
Revenue				
Cash Carryforward	\$ 319,170	\$ 307,502	\$ 250,000	123%
Sewer Revenue	289,295	356,673	1,292,000	28%
Transfer In	50,000	60,000	240,000	25%
Miscellaneous Revenue	4,010	2,705	33,650	8%
Expenditures				
Personnel	(82,332)	(88,496)	(380,850)	23%
Materials and Services	(85,803)	(83,324)	(414,050)	20%
Debt Service	(92,073)	(89,396)	(378,800)	24%
Transfers	(72,750)	(112,987)	(451,950)	25%
Contingency	0	0	(90,000)	0%
Net Revenue	\$ 329,517	\$ 352,677	\$ 100,000	

Water and sewer revenue are up significantly compared to last year. This is a combination of two factors. First the rates were increase by 8% effective July 1, 2020. The second factor is that we have quite a few new customers. The Oak Springs and Boulevard Apartment complexes are now fully occupied, and several new homes in the Mill Pond Crossing subdivision have been completed.

City of Philomath
September 30, 2020 Comparison to Last Year and Budget
25% of the Fiscal Year has Elapsed

	Actual 9-30-19	Actual 9-30-20	Budget	Percent of Budget
Storm Drain				
Revenue				
Cash Carryforward	\$ 33,265	\$ 38,832	\$ 39,000	100%
Storm Drain Revenue	15,147	15,322	61,000	25%
Expenditures				
Materials and Services	(4,099)	(5,403)	(41,000)	13%
Transfers	(7,225)	(9,750)	(39,000)	25%
Net Revenue	\$ 37,088	\$ 39,001	\$ 20,000	
Land, Building, & Equipment				
Revenue				
Cash Carryforward	\$ 3,187,193	\$ 3,837,434	\$ 4,000,000	96%
Transfers In	250,500	385,475	1,541,900	25%
Loan	0	0	3,300,000	0%
Grants	0	0	100,000	0%
Miscellaneous Revenue	23,815	11,603	65,100	18%
Expenditures	(65,093)	(138,893)	(4,424,900)	3%
Net Revenue	\$ 3,396,415	\$ 4,095,619	\$ 4,582,100	
SDC's				
Revenue				
Cash Carryforward	\$ 3,345,220	\$ 3,485,268	\$ 3,270,000	107%
SDC Revenue	9,026	823,098	805,400	102%
Miscellaneous Revenue	20,924	18,721	55,600	34%
Expenditures				
Materials and Services	0	(255,536)	(280,000)	91%
Capital Outlay	(200,000)	(24,211)	(1,341,000)	2%
Transfers	(50,000)	(60,000)	(240,000)	25%
Net Revenue	\$ 3,125,170	\$ 3,987,340	\$ 2,270,000	

SDC revenue for the first three months is more than what was budgeted for the year. SDC's can be paid when a building permit is taken out or deferred until the building is sold. The revenue for this quarter is a combination of both. There were several deferred SDC's from last fiscal year that were paid off this year and, all of the properties that have taken out building permits this fiscal year have paid the SDC's up front.

The SDC expenditures in materials and services were to reimburse the Boulevard Apartments for infrastructure that the City required them to construct which was larger than what was needed for their project.

Grant Status
 September 30, 2020

Grant Name	Project	Approval Date	Grant Total	Status
Environmental Protection Agency Brownfields Grant (Albany, Benton County, Corvallis, Monroe, Philomath)	Hartz Property Repurpose	Apr-18	\$13,300	Project completed.
	Main Street (Service Station area) repurpose	Sep-20	\$20,000	Approved; awaiting consultant to start work.
	N 19th Street Phase I Env. Assessment	-	\$5,000	Proposed to Committee; awaiting approval.
Oregon Department of Transportation Small Cities Grant	Local Street Improvement	-	\$100,000	Applied and waiting to hear back
Department of Land Conservation and Development, Technical Assistance Grant	Comp Plan Update	Dec-19	\$50,000	Contracted with ECONorthwest; holding regular PAC meetings
USDA Rural Business Dev. Grant	Mid-Valley Partners (Contract with RAIN)	Oct-20	\$49,000	Approved; awaiting invoice from Oregon RAIN
Benton County Cultural Coalition	Oregon Black Pioneers Exhibit at the Museum	-	\$1,300	Submitted Letter of Intent; applying by Oct. 31