



CITY OF PHILOMATH CITY COUNCIL

October 14, 2024

City Hall Council Chambers
980 Applegate St., Philomath, OR 97370

Mission Statement

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

REGULAR MEETING

7:00 pm

A. ROLL CALL

B. PRESENTATIONS

1. Julie Jackson, Republic Services – Annual Update

C. PROCLAMATIONS

1. Resolution 24-19 Proclaiming Indigenous Peoples' Day October 14, 2024

D. PUBLIC COMMENTS (See Meeting Participation Instructions on Page 2)

This time is intended for individuals to speak and Council to listen. Members of the Council will not discuss topics or make decisions during this time, but may take comments or requests under advisement, assign topics to a future Council or Standing Committee agenda, or request staff to take action. Comments about a topic scheduled for a public hearing should be given during the hearing, not during visitors and comments. Testimony time is limited to 3-minutes per speaker; a 30-second warning will be provided. Speakers should provide their name and city of residence. Providing the Council with written copy of your comments prior to or during the meeting is greatly appreciated. Those who attend public meetings are required to adhere to the council's rules of proceedings and observe the same standards of decorum as members of the council. Further, at the discretion of the presiding officer, members of the public who fail to observe these rules of procedure will be asked to discontinue speaking and will not be allowed to speak again for the remainder of the meeting.

E. CONSENT AGENDA

1. City Council Minutes of September 9, 2024
2. City Council Work Session Notes of September 9, 2024
3. LOC Voting Delegates

F. NEW BUSINESS

1. City Recorder Appointment
2. Social Service Agency Funding Grants for FY 2024-25
3. Utility Assistance Funding Grants for FY 2024-25
4. Transient Lodging Tax Grants for FY 2024-25
5. City Manager's Annual Performance Evaluation
6. Dirt Road Brewing OLCC Permit Application – 1301/1305 Main Street

G. ORDINANCES & RESOLUTIONS

1. Resolution 24-20 Adopting Procedures for Public Meeting Grievances.

H. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF

1. Management Report

INFORMATION & CORRESPONDENCE

1. October City Newsletter
2. YouTube Channel Views Report: September 2024
3. Philomath Connection bus ridership for September 2024
4. Planning Commission Minutes – September 16, 2024
5. Planning Commission Staff Update – September 16, 2024
6. Inclusivity Committee Minutes – September 24, 2024
7. Finance & Administration Committee Minutes – September 18, 2024
8. Police Committee Minutes – May 14, 2024
9. Planning Commission Minutes – September 30, 2024
10. RAIN Catalysts 2024 Quarter 2 Engagement Report
11. Finance & Administration Committee Minutes – October 4, 2024
12. Police Committee Minutes – September 10, 2024

I. ADJOURNMENT

MEETING PARTICIPATION INSTRUCTIONS

This meeting is being held in-person at the City Hall Council Chambers, and the public is invited to attend. Public comments and testimonies are also available via written or electronic participation. City meetings are live-streamed on the City's YouTube channel at: [City of Philomath - YouTube](#). This is a public page; no account or user fee is required.

Given two business days' notice, an interpreter can be provided for the hearing impaired or those with limited proficiency in English.

Contact the City Manager's Office to make interpreter arrangements:
541-929-6148; cityhall@philomathoregon.gov; PO Box 400, Philomath, OR 97370

Opportunities to Comment

Methods:

1. Appear at City Hall Council Chambers
2. Sign up to speak via phone or Zoom by contacting City Hall
3. Email written comments to City Hall
4. Deliver written comments to City Hall
5. Mail written comments to City Hall

Must be received by:

- 4:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting
- 12:00 p.m. the day of the meeting

UPCOMING CITY MEETING AND EVENTS

(as of 10/10/2024)

October 12	9:00 AM	Local Government Coffee at Timber Towne
October 13	11-3	Planning Commission at Farmers' Market
October 14	5:30 PM	Indigenous People's Day Presentation
October 14	7:00 PM	City Council Meeting
October 21	6:00 PM	Planning Commission Meeting
October 22	5:30 PM	Inclusivity Committee Meeting
October 22	7:30 PM	Housing & Economic Development Committee
October 28	6:00 PM	City Council Meeting

Meetings may be cancelled or postponed. Refer to the City Meetings & Events calendar on the City's website for the most up-to-date meeting information.



CITY OF PHILOMATH
RESOLUTION 24-19

A RESOLUTION PROCLAIMING
THE 2024 INDIGENOUS PEOPLES' DAY

WHEREAS, Oregon and the City of Philomath were founded upon land inhabited and stewarded by many bands of Indigenous People since time immemorial; and

WHEREAS, Philomath was founded upon the lands and waters of the Marys River Band of the Kalapuya, the descendants of which include citizens of the Confederated Tribes of the Siletz Indians and the Confederated Tribes of the Grand Ronde; and

WHEREAS, the City wishes to recognize the City's past, ongoing, and future partnerships with the Confederated Tribes of the Siletz Indians and the Confederated Tribes of the Grand Ronde Community of Oregon; and

WHEREAS, our school district honors these partnerships and our shared history by incorporating Tribal history and culture into our school's educational programs, in partnership with the Confederated Tribes of the Siletz Indians; and

WHEREAS, in recognition of our interests for continuing to grow partnerships between the City and the Confederated Tribes of the Siletz Indians and the Confederated Tribes of the Grand Ronde, both Tribes gifted official Tribal flags to the City of Philomath; and

WHEREAS, Indigenous Peoples' Day was first proposed in 1977 by a delegation of Native Nations to the United Nations sponsored International Conference on Discrimination Against Indigenous populations in the Americas; and

WHEREAS, this City supports the principles contained in the United Nations Declaration on the Rights of Indigenous Peoples endorsed by the United States on December 16, 2010; and

WHEREAS, the Declaration recognizes the right of Indigenous Peoples "to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information," and promotes efforts to combat prejudice, eliminate discrimination, and "to promote tolerance, understanding and good relations among Indigenous Peoples and all other segments of society;" and

THEREFORE BE IT RESOLVED, the City Council and Mayor of the City of Philomath, proclaim Monday, October 9th as Indigenous Peoples' Day in the City of Philomath.

BE IT FURTHER RESOLVED that the Council encourages all residents to learn more about the history of the Tribes and Indigenous Peoples that traditionally cared for these lands.

DATED: October 14, 2024

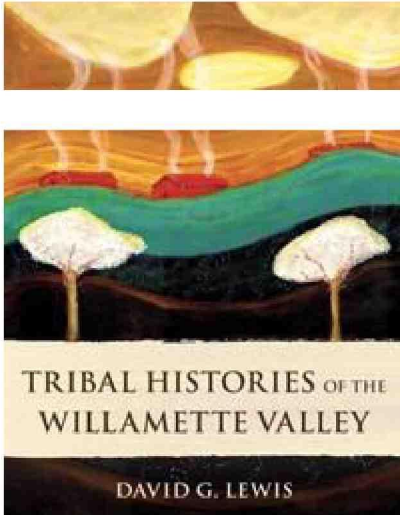
SIGNED:

ATTEST:

Chas Jones
Mayor and the Philomath City Council

Ruth Post, MMC
City Recorder

Philomath CITY OF OREGON



Indigenous Peoples' Day Presentation

🕒 When:

Monday, October 14, 2024 at 5:30 PM

🎁 Special Events

On Monday, October 14, 5:30 p.m. at City Hall, the City of Philomath will host guest speaker Dr. David Lewis, member of the Confederated Tribes of Grand Ronde; OSU Asst. Professor of Anthropology, and author of Tribal Histories of the Willamette Valley (2023). Dr. Lewis will offer an introspective on Indigenous Peoples' Day.

All are welcome to attend this special presentation.

PHILOMATH CITY COUNCIL
MEETING MINUTES
Philomath City Hall Council Chambers
September 9, 2024

A. ROLL CALL

Meeting called to order at 7:00 p.m. by Mayor Chas Jones.

Present:

Mayor Chas Jones
Councilor Jessica Andrade
Councilor Ruth Causey
Councilor Diane Crocker
Councilor Matt Lehman
Councilor Christopher McMorran
Councilor Teresa Nielson (arrived at 7:32 p.m.)

Absent:

Staff Present:

City Manager Chris Workman
Assistant City Manager Chelsea Starnier
Finance Director Mike Murzynsky
City Recorder Ruth Post

Absent:

C. CONSENT AGENDA

Start Time: 7:03 p.m.

1. City Council Minutes of August 12, 2024
2. City Council Work Session Notes of August 12, 2024

Action: To approve the Consent Agenda as presented.

Motion/Second: Councilor Causey/Councilor Lehman

Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, and Jones; No: None).

D. NEW BUSINESS

1. Fiscal year 2022-2023 Financial Audit

Start Time: 7:05 p.m.

- Finance Director Murzynsky reviewed the independent audit results and staff responses.
- Prior review of the same audit letter by the Budget Committee noted.
- Review of journal entries by the City Manager and Assistant City Manager noted.
- Timing of audit completion discussed, including 2023-2024 audit.
- Future presentation of audit results by new audit firm discussed.

Action: To accept and approve the 2022-2023 financial reports, related reports, governance letter and management letter.

Motion/Second: Councilor Causey/Councilor Crocker

Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, and Jones; No: None).

B. PUBLIC COMMENTS

Start Time: 7:21 p.m.

1. David Low, President, Philomath Community Services

- Noted grateful receipt of the \$6,000 in funds the Council allocated in the August meeting.

- Stated concerns about questions that were raised during the Council's August discussion and lack of complete information prior to making the funding decision.
- Noted he would accept the City Manager's invitation to appear at the September 18 Finance & Administration Committee meeting to further discuss the funding.

D. NEW BUSINESS (continued)

2. City Recorder Recruitment Procedure

Start Time: 7:24 p.m.

- Assistant CM Starner reviewed the process to select a replacement for the retiring City Recorder.
- Overlap between new person and CR Post discussed.

Action: To approve the recruitment process as presented.

Motion/Second: Councilor Andrade/Councilor Causey

Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, and Jones; No: None).

3. Psilocybin Regulation Options

Start Time: 7:32 p.m.

Councilor Nielson arrived at 7:32 p.m.

- CM Workman reviewed the materials provided to the Council in the agenda packet.
- Timing issues of options discussed.
- Differing viewpoints regarding a ban expressed and options for time, place and manner restrictions.
- Concerns about delay of the issue being presented to Council expressed.
- Discussion about holding a town hall on the subject.
- Discussion about whether to maintain the current status quo and allow the voters to make a decision.
- Attorney General's time, place and manner recommendations for marijuana compared to possible restrictions for psilocybin reviewed by CM Workman.

Action: To direct staff to prepare an ordinance that enacts a ban on psilocybin manufacturing and centers to be effective January 1, 2025, and voted on at the next available general election (2026). Ballot measure language to be reviewed by the City Council.

Motion/Second: Councilor Causey/Councilor Crocker

- Discussion about whether to have a second motion regarding time, place and manner restrictions or to place them in the ordinance.

Action: To amend to include time, place and manner restrictions in the ordinance.

Motion/Second: Councilor Lehman/Councilor Andrade

- Discussion about which approach would present the clearest picture for voters.

Vote: Motion to amend APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and Jones; No: None).

Vote: Amended motion APPROVED 6-1 (Yes: Causey, Crocker, McMorran, Lehman, Nielson and Jones; No: Andrade).

- Discussion about timing of town halls prior to Council adoption of an ordinance and/or closer to 2026.
- Discussion about having draft ordinance language available at a town hall.
- Discussion about possible town hall purpose.

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Action: To hold a town hall in November 2024 to share psilocybin in city limits and to gather feedback on community sentiment about psilocybin in Philomath.

Motion/Second: Councilor McMorrان/Councilor Crocker

- Continued discussion about content of town hall.

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).

E. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND STAFF

1. Management Report

Start Time: 8:35 p.m.

- CM Workman noted bus ridership increases over the past two years.
- Cancellation of Citizens' Academy discussed and possible rescheduling for another calendar period.

2. Local Government Coffee

- Councilor McMorrان suggested resuming scheduling of monthly coffee discussions.
- Discussion about October date.

3. Workplace Housing Projects

- CM Workman noted additional regulations that needed to be reviewed before proceeding and a workforce housing proposal and associated City web page that was developed at the request of Congressperson Hoyle's office to potentially fund infrastructure improvements.

4. Emerald City Jaguars

- Mayor Jones announced upcoming tryouts and a youth basketball camp at Philomath High School.

5. Representation at the Fire Department Open House

- Representation requested by Councilor Lehman.

6. Request for social service agencies to be able to make presentations to the Finance & Administration Committee.

- Councilor Lehman requested an opportunity for agencies to make presentations.
- Discussion about history of making presentations and alternatives.

Action: To provide the applicants an opportunity to present to the Finance & Administration Committee.

Motion/Second: Councilor Lehman/Councilor McMorrان

Vote: Action FAILED 3-3-1 (Yes: Lehman, McMorrان and Nielson; No: Jones, Causey and Andrade; Abstain: Crocker)

Action: To invite those that are awarded to make a brief presentation and introduction to the Council.

Motion/Second: Councilor Causey/Councilor Andrade

Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorrان, Nielson and Jones; No: None).

F. ADJOURNMENT

Meeting adjourned at 9:00 p.m.

SIGNED:

ATTEST:

Chas Jones, Mayor

Ruth Post, MMC, City Recorder

**PHILOMATH CITY COUNCIL
WORK SESSION NOTES
Philomath City Hall Council Chambers
September 9, 2024**

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A. CALL TO ORDER - ROLL CALL

Work session called to order at 6:00 p.m. by Mayor Chas Jones.

Present:

- Mayor Chas Jones (via Zoom)
- Council President Ruth Causey
- Councilor Jessica Andrade
- Councilor Diane Crocker
- Councilor Matt Lehman
- Councilor Christopher McMorrان (via Zoom)
- City Council Candidate Brent Kaseman
- City Council Candidate Spencer Irwin

Absent:

Councilor Teresa Nielson

Staff Present:

- City Manager Chris Workman
- Assistant City Manager Chelsea Starner
- City Recorder Ruth Post

B. WORK SESSION

Start Time: 6:00 p.m.

1. Mandatory Reporter Training
 - Council watched the video produced by Oregon Department of Human Services and noted receipt of the guidebook entitled “What You Can Do About Child Abuse” to meet the State mandated requirement for training every two years per ORS 419B.005.

C. ADJOURNMENT

1. Work session adjourned at 6:34 p.m.

Recorded by Ruth Post, MMC, City Recorder



Philomath City Council Agenda Item Summary

Title/ Topic: League of Oregon Cities (LOC) Voting Delegate Designation

Meeting Date: October 14, 2024
Staff Contact: Chris Workman, City Manager

ISSUE STATEMENT

The City should designate a voting delegate and alternate delegate for the League of Oregon Cities (LOC) Annual Membership Meeting to be held October 18, 2024.

BACKGROUND

The League's Annual Conference is scheduled for October 16-18, 2024 at the Riverhouse in Bend. Each city is entitled to cast one vote at the membership meeting. Philomath has three members of the Council registered to attend the conference and annual membership meeting: Mayor Chas Jones, Councilor Christopher McMorran and Councilor Jessica Andrade.

In prior years, the Council has designated the Mayor as the voting delegate when in attendance at the annual membership meeting. The deadline for submitting voting delegate designation was October 8, 2024.

Based on prior practice, Mayor Jones was submitted as Philomath's voting delegate. As the other candidate for the office of Mayor in the upcoming election, Councilor McMorran was designated as the alternate delegate. Voting by proxy is not allowed.

The Council is being asked to ratify this designation; or, should the Council wish to change the designation, staff will inquire of LOC if that is still an option.

COUNCIL OPTIONS

- To ratify the designation of Mayor Jones as LOC voting delegate and Councilor McMorran as the alternate voting delegate.
- To request that staff contact LOC to alter the designations as determined by the Council.

CITY MANAGER RECOMMENDATION

To ratify the designations as submitted.

SUGGESTED MOTION

This agenda item is on the Consent Agenda. Approval of the Consent Agenda will automatically ratify the designations. No additional motion is required. Should a member of the Council wish to discuss an alternate designation, the agenda item should be removed from the Consent Agenda and placed under New Business as Agenda Item #F.07 for discussion and decision.



Philomath City Council Agenda Item Summary

Title/Topic: City Recorder Appointment

Meeting Date: October 14, 2024

Staff Contact: Chelsea Starner

ISSUE STATEMENT

Shall the City Council approve the City Manager's appointment of a new City Recorder?

BACKGROUND

City Recorder Ruth Post is retiring from the City of Philomath after 25 years of service to the community. The City Charter notes the City Recorder position is that of an "appointed officer" and is subject to the following from Chapter 5.3 (6) of the Philomath Municipal Code:

"The manager may only appoint or dismiss a department head with the approval of a majority of the incumbent members of the council. The council shall not appoint or dismiss a department head without the manager's recommendation, unless the position of city manager is vacant."

Section 5.4 reads, "The city recorder, or designee, shall serve ex officio as clerk of the council, attend all its meetings unless excused therefrom, and keep an accurate record of its proceedings."

The following recruitment process approved by the City Council has been followed:

- August 12: Opportunity was shared extensively through numerous channels.
- September 9: Position application period closed.
- September 10-20: Staff selected the most qualified applicants and completed 9 interviews.
- October 4: The top 3 candidates were interviewed by the Finance & Administration Committee along with the City Manager and Assistant City Manager.
- October 7: A conditional offer was extended to the top candidate.
- October 7-10: The background and reference check process was satisfactorily completed.
- October 14: City Council approval of the selected candidate.
- October 29: Anticipated starting date for new City Recorder.

The recommended candidate has a strong background in compliance with legal standards, record-keeping systems, data management, and project coordination. She

has worked both with the public and internal customers and has a background working for a military branch as well as a major educational research and program development firm. Staff will be happy to answer any questions about the selected applicant during the meeting.

COUNCIL OPTIONS

1. Approve the City Manager's recommended candidate for appointment as the next City of Philomath City Recorder.
2. Do not approve the appointment and discuss with staff how to proceed.

STAFF RECOMMENDATION

Following the extensive recruitment and interview process completed by both staff and Council members, staff is pleased with the results and recommends moving forward with approving the appointment.

RECOMMENDED MOTION

"I Move to approve the City Manager's appointee to the position of City Recorder."

ATTACHMENTS

None



City Council Agenda Item Summary

Title/ Topic: FY 2024-2025 Social Service Funding Grants

Meeting Date: October 14, 2024
Committee: Finance & Administration
Committee Chair: Chas Jones
Staff Contact: Mike Murzynsky

ISSUE STATEMENT

Shall the Council approve the Finance & Administration Committee's allocation recommendation of 2024-25 Social Service Funding?

BACKGROUND

The City of Philomath has a policy to designate funding for local nonprofit organizations. Organizations that apply for funding must have 501(c)(3) tax exempt status and provide services that will benefit Philomath citizens. These funds are allocated 35% from the State Shared Revenues.

The City follows a four-step process in determining funding allocations. The first step is to have the Budget Committee appropriate the funding through the budget process. For fiscal year 2024-25, \$41,476 was appropriated for general social service funding from the 2024-25 State Shared Revenues. This was an increase of \$2,874 from FY2023-24.

The second step was to create an RFP which was sent out on July 15, 2024 and was open until August 30, 2024. Prior applicants were emailed directly, the announcement was posted on the City's website and a press release was issued to both the Philomath News and Gazette Times. The City's weekly email included the announcement and the August City News monthly newsletter included the announcement. We received eight responses, two more than in 2023.

The third step is for the Finance & Administration Committee to review the requests and financial information. The committee will then recommend funding the eight responders. A table is attached for your review displaying the 2023-24 funding grants and the 2024-25 funding requests.

The fourth step is for the City Council to approve and adopt the recommendations or make a final decision as to which organizations should receive funds and how much to allocate to each organization.

The Finance and Administration Committee met on September 18, 2024, and discussed the applications. The full applications are available on the Finance and Administration Committee web page at: <https://www.ci.philomath.or.us/financecommittee>. Minutes from the 9/28/2024 meeting are provided in this agenda packet as Information & Correspondence Item #7.

The Social Service Agency grant funding recommendation from the Finance & Administration Committee is as follows:

Agency	FY2023-24 Donation	FY2024-25 Funding Requested	FY2024-25 Funding Recommendation
ABC House	\$5,000	\$5,000	\$5,000
Benton Habitat for Humanity	\$8,000	\$15,000	\$6,494
Bountiful Backyard		\$3,000-6,000	\$3,000
Maxtivity	\$4,800	\$5,000	\$5,000
Meals on Wheels		\$1,500	\$1,500
Philomath Community Services	\$11,000	\$6,000	\$7,494
PYAC	\$4,901	\$12,000	\$6,494
Strengthening Rural Families	\$4,901	\$10,000	\$6,494
	\$38,602	\$60,500	\$41,476

COUNCIL OPTIONS:

- Approve and adopt the Finance & Administration Committee recommended funding as presented.
- Revise and approve alternate allocations.

CITY MANAGER RECOMMENDATION:

Approve allocations as presented.

SUGGESTED MOTION:

1. I move to approve allocation of the Social Service Agencies funding as follows: (List agency and amount) for a total of \$41,476:

ABC House	\$ _____
Benton Habitat for Humanity	\$ _____
Bountiful Backyard	\$ _____
Maxtivity	\$ _____
Meals on Wheels	\$ _____
Philomath Community Services	\$ _____
PYAC	\$ _____
Strengthening Rural Families	\$ _____



City Council Agenda Item Summary

Title/ Topic: FY 2024-2025 Utility Assistance Funding Grants

Meeting Date: October 14, 2024
Committee: Finance & Administration
Committee Chair: Chas Jones
Staff Contact: Mike Murzynsky

ISSUE STATEMENT

Shall the Council approve the Finance & Administration Committee's allocation recommendation of 2024-25 Utility Assistance Funding Grants?

BACKGROUND

The City follows the same four-step process as for the Social Service Agency Grants in determining utility assistance funding allocations. The first step is to have the Budget Committee appropriate the funding through the budget process. For fiscal year 2024-25, a total of \$10,575 was appropriated from the Water and Sewer Funds. This was an increase of \$225 from FY2023-24.

The second step was to create an RFP which was sent out on July 15, 2024 and was open until August 30, 2024. Prior applicants were emailed directly, the announcement was posted on the City's website and a press release was issued to both the Philomath News and Gazette Times. The City's weekly email included the announcement and the August City News monthly newsletter included the announcement. We received responses from the two agencies who have historically assisted Philomath residents with delinquent utility bills.

The third step is for the Finance & Administration Committee to review the requests and financial information. The committee then recommends funding the two responders. A table is attached for your review displaying the 2023-24 funding grants and the 2024-25 funding requests.

The fourth step is for the City Council to approve and adopt the recommendations or make a final decision as to which organizations should receive funds and how much to allocate to each organization.

The Finance and Administration Committee met on September 18, 2024, and discussed the applications. The full applications are available on the Finance and Administration Committee web page at: <https://www.ci.philomath.or.us/financecommittee>. Minutes from the 9/28/2024 meeting are provided in this agenda packet as Information & Correspondence Item #7.

The Utility Assistance grant funding recommendation from the Finance & Administration Committee is as follows:

Agency	FY2023-24 Donation	FY2024-25 Funding Requested	FY2024-25 Funding Recommended
Vina Moses	\$5,175	\$6,000	\$5,287.50
We Care	\$5,175	\$5,000	\$5,287.50
TOTAL	\$10,350	11,000	\$10,575

COUNCIL OPTIONS:

- Approve and adopt the Finance & Administration Committee recommended fundings as presented.
- Revise and approve alternate allocations.

CITY MANAGER RECOMMENDATION:

Approve allocations as presented.

SUGGESTED MOTION:

1. I move to approve allocation of the Utility Assistance Funding Grants as follows: (List agency and amount) for a total of \$10,575.
Vina Moses \$ _____
We Care \$ _____



City Council Agenda Item Summary

FY 2024-2025 Transient Lodging Tax (TLT) Grants

Meeting Date: October 14, 2024
Committee: Finance & Administration
Committee Chair: Chas Jones
Staff Contact: Mike Murzynsky

ISSUE STATEMENT

Shall the Council approval the Finance & Administration Committee's allocation recommendation of 2024-25 Transient Lodging Tax Grants?

BACKGROUND

The City follows the same four-step process as for the Social Service Agency Grants in determining transient lodging tax grant allocations. The first step is to have the Budget Committee appropriate the funding through the budget process. The budget allocation of \$35,400 is split with 50% retained for City tourism activities and 50% for grants, making a total of \$17,700 available for FY2024-25 grant allocations.

The second step was to create an RFP which was sent out on July 15, 2024 and was open until August 30, 2024. Prior applicants were emailed directly, the announcement was posted on the City's website and a press release was issued to both the Philomath News and Gazette Times. The City's weekly email included the announcement and the August City News monthly newsletter included the announcement. We received responses from three applicants. All three of these respondents received grants in FY2023-24.

The third step is for the Finance & Administration Committee to review the requests and financial information. The committee then recommends funding for the three responders. A table is attached for your review displaying the 2023-24 funding grants and the 2024-25 funding requests.

The fourth step is for the City Council to approve and adopt the recommendations or make a final decision as to which organizations should receive funds and how much to allocate to each organization.

The Finance and Administration Committee met on September 18, 2024, and discussed the applications. The full applications are available on the Finance and Administration Committee web page at: <https://www.ci.philomath.or.us/financecommittee>. Minutes from the 9/28/2024 meeting are provided in this agenda packet as Information & Correspondence Item #7.

The TLT grant funding recommendation from the Finance & Administration Committee is as follows:

Agency	FY2023-24 Donation	FY2024-25 Funding Requested	FY2024-25 Funding Recommended
Benton Co. Historical Society	\$834	\$1,500	\$1,500
Philomath Chamber	\$833	\$1,200	\$1,500
Frolic & Rodeo Assoc.	\$833	\$15,000	\$15,000
TOTAL	\$2,500	\$17,700	\$17,700

COUNCIL OPTIONS:

- Approve and adopt the Finance & Admin Committee recommended fundings as presented.
- Or revise and approve alternate allocations.

CITY MANAGER RECOMMENDATION:

Approve allocations as presented.

SUGGESTED MOTION:

1. I move to approve allocation of the Transient Lodging Tax Funding Grants as follows:
(List organization and amount) for a total of \$17,700.

Benton County Historical Society	\$ _____
Philomath Chamber	\$ _____
Philomath Frolic & Rodeo Association	\$ _____



Philomath City Council Agenda Item Summary

Title/Topic: City Manager Evaluation Processes

Meeting Date: October 14, 2024
Issue Lead: Mayor Chas Jones
Staff: City Manager Chris Workman

ISSUE STATEMENT

The City Council should complete the City Manager's Performance Evaluation on an annual basis.

BACKGROUND

Performance evaluations can play an important role in ensuring there is good, open communication between the City Council and City Manager. The City Manager evaluation takes place annually October - November. The Council has worked diligently over the years to create an evaluation that captures key performance markers.

On September 18, the Finance & Administration Committee reviewed the annual evaluation format from last year. The evaluation and process (timeline) have been recommended by the Finance & Administration Committee and are now presented to the Council for final approval. Mr. Workman will email his self-evaluation to the Council on October 15th. Council members will have until November 5 to complete the evaluation. Council and the City Manager will meet to review results at the November 12 meeting during an executive session.

COUNCIL OPTIONS

1. Approve moving forward with evaluation and process as presented.
2. Approve moving forward with evaluation and process with requested changes.

RECOMMENDED MOTION

"Motion to approve moving forward with the City Manager evaluation and timetable as presented."

ATTACHMENTS

- A. City Manager annual evaluation

2024 City Manager Evaluation

1. Professional Competencies

PURPOSE

This annual formal method of communicating performance standards and expectations is designed to:

1. Evaluate the City Manager's performance as an accountability tool.
2. Establish the City Council's level of knowledge in a variety of areas relevant to the City Manager's performance.
3. Identify areas of discussion between the Council and the City Manager to enhance a mutually supportive working relationship.

EVALUATION CRITERIA

Performance is evaluated in four areas:

1. Character and Leadership.
2. Administration & Organization.
3. Council Relations.
4. Community and Intergovernmental Relations.

The evaluation incorporates:

1. Professional competencies of a city manager, as outlined by the International City Managers Association (ICMA).
2. Responsibility with respect to the city's strategic Plan.

PROCESS

1. City Manager completes a self-evaluation prior to October 15th.
2. Each member of the City Council completes the evaluation by 8:00 a.m. November 5.
3. Executive session is held Tuesday, November 12th to discuss the self-evaluation and City Council evaluation with the objective of developing an official "composite" evaluation.
4. The official composite evaluation is finalized in writing and is divided into three parts:
 - 1) An "average", based on the rating system.
 - 2) A compilation of comments that highlight strengths and developmental areas, based on observations.
 - 3) A narrative to be provided in the form of a press release summarizing the evaluation.

1. Evaluation provided by:

2. Please rate the City Manager's performance on:

CHARACTER & LEADERSHIP

<u>Unacceptable</u> Performance consistently below expectations; significant improvement is needed	<u>Below Expectations</u> Performance was inconsistent; one or more critical goals were not met	<u>Acceptable</u> Performance consistently met expectations; overall quality of work was good	<u>Exceeds Expectations</u> Quality of work was excellent; identified annual goals were met	<u>Exceptional</u> Performance consistently exceeds expectations; quality of work performance was superior	Not Observed
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2.1 Personal and Professional Integrity
Exhibits fairness, honesty, and ethical behavior in personal and professional relationships and activities. Represents the city honestly and ethically. Evidences credibility in an honest, open way. Exhibits a cooperative professional demeanor. Avoids conflicts of interest or the appearance of conflict of interest.

○ ○ ○ ○ ○ ○

2.2 Equity and Inclusion
Promotes an environment of involvement, respect, and connection of diverse ideas, backgrounds, and talent.

○ ○ ○ ○ ○ ○

2.3 Interpersonal Sensitivity
Does business with people in a tactful and diplomatic manner. Demonstrates ability to facilitate group discussion and the sharing of diverse perspectives and opinions. Handles interpersonal problems without exhibiting antagonism. Demonstrates an understanding of the emotions and motives of others and how they may react in different situations. Accepts criticism and separates personal feelings from the issues at hand.

○ ○ ○ ○ ○ ○

2.4 Composure and Stress Tolerance
Remains calm and able to function under pressure, opposition, or frustration. Maintains control and self-composure when in crisis situations. Retains professional perspective when under adverse and stressful conditions.

○ ○ ○ ○ ○ ○

2.5 Adaptability and Flexibility

Adapts well to changing circumstances and situations. Adapts behavior or attitudinal responses to fit the situation to obtain the desired goal. Multitasks effectively. Open-minded and able to separate personal feelings from the issues at hand. Exhibits willingness to see other points of view. Listens to suggestions and is willing to admit making a mistake. Maintains an open and approachable manner.

2.6 Staff and Human Resources Management

Ensures the city's HR policies and procedures are applied consistently and fairly. Motivates and engages the workforce to their highest potential. Takes responsibility for the development, performance, and success of all city employees. Treats subordinates in a fair, consistent, and impartial manner with due recognition for individual differences. Ensures all labor relation laws and regulations are followed. Looks for opportunities to increase diversity, equity, inclusion of staff.

Please provide specific examples that support any rating of "Below Expectations" or "Unacceptable."

3. Please rate the City Manager's performance on:
ADMINISTRATION & ORGANIZATION

Unacceptable Performance consistently below expectations; significant improvement is needed	Below Expectations Performance was inconsistent; one or more critical goals were not met	Acceptable Performance consistently met expectations; overall quality of work was good	Exceeds Expectations Quality of work was excellent; identified annual goals were met	Exceptional Performance consistently exceeds expectations; quality of work performance was superior	Not Observed
---	--	--	--	---	---------------------

3.1 Strategic Leadership
 Defines and communicates a vision and leveraging of resources to achieve it. Demonstrates responsibility and accountability in doing the job. Shows self-motivation and the ability to motivate subordinates. Provides innovative solutions to problems. Demonstrates the ability to make decisions and acts, even under difficult, stressful circumstances. Makes appropriate and logical decisions that are consistent with the Strategic Plan and Council policies. Demonstrates self-initiative and a willingness to act in the best interest of the city. Minimizes risks to the city.

3.2 Strategic Planning
 Develops action plans in the best interests of the community. Provides clarity of purpose and priorities. Guides actions to achieve goals and objectives of the Strategic Plan. Forecasts future needs. Coordinates inter-related functions and activities. Establishes priorities and makes effective use of personnel and their abilities. Effectively develops and implements objectives, plans, and programs. Balances long-range plans and immediate short-term projects.

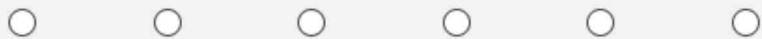
3.3 Problem-Solving
 Identifies problems. Interprets, and analyzes the situation, evaluates alternative solutions, recognizes the possible ramifications, and renders an appropriate judgement or recommendation. Able to handle conflict, and manage it in an open, impartial manner. Maintains a cooperative, collaborative approach to problem-solving. Demonstrates ability to anticipate potential problems and change direction. Demonstrates ability to carry projects and tasks through to successful completion in a timely manner.

3.4 Communications

Effectively facilitates the flow of ideas information and understanding. Articulates ideas and facts in a persuasive, understandable, and diplomatic manner. Makes effective oral presentations. Communicates the technical aspects of municipal services in an understandable manner to people from diverse cultural and educational backgrounds. Prepares written material on a variety of issues including complex, sensitive, and critical matters. Knows their audience. Writes in a clear and concise style for elected officials, city management, citizen groups, and the media.

**3.5 Financial Management and Budgeting**

Demonstrates a working knowledge of finance administration and the budget. Establishes a collaborative relationship with the Finance Director and works closely with them during the budget cycle. Communicates budget issues to the Council and community with clarity. Works with the Budget Committee and Council to develop a financially sound and supported budget that reflects the needs of the community, as approved by the Council.



3.6 Community Development

Oversees day-to-day operations of the city's planning, permitting, and development processes and ensures land-use applications are addressed in a timely manner.

Demonstrates an ability to work with property owners to help them develop their property in a way that fits their needs while meeting the requirements of the City, County, and State.

Maintains a positive environment for public participation in community improvement projects.

3.7 Technological Literacy

Demonstrates an understanding of information technology and the inherent risks. Ensures technology is incorporated appropriately in service delivery, information sharing, and public access.

Oversees the implementation of relevant policies such as internet security and social media. Provides periodic updates as necessary to the Council.

Please provide specific examples that support any rating of "Below Expectations" or "Unacceptable."

4. Please rate the City Manager's performance on
COUNCIL RELATIONS

<u>Unacceptable</u> Performance consistently below expectations; significant improvement is needed	<u>Below Expectations</u> Performance was inconsistent; one or more critical goals were not met	<u>Acceptable</u> Performance consistently met expectations; overall quality of work was good	<u>Exceeds Expectations</u> Quality of work was excellent; identified annual goals were met	<u>Exceptional</u> Performance consistently exceeds expectations; quality of work performance was superior	<u>Not Observed</u>
---	--	--	--	---	---------------------

4.1 Works effectively with the Council in developing the city's Strategic Plan

Gives professional guidance, staff perspectives and recommendations, and technical expertise. Carries out council directives. Proactively informs council of developments. Provides timely updates on Strategic Plan objectives and action steps.

4.2 Provides appropriate, timely staff work that enables the Council to carry out its responsibilities.

Research issues thoroughly. Provides impact, consequences, pros and cons in Agenda Item Summaries. Proposes sound recommendations, alternatives, and options.

4.2 Provides appropriate, timely staff work that enables the Council to carry out its responsibilities.

Research issues thoroughly. Provides impact, consequences, pros and cons in Agenda Item Summaries. Proposes sound recommendations, alternatives, and options.

4.3 Maintains effective rapport with Council.

Keeps Council informed about major city issues, especially those apparent to the public. Effectively balances concerns and interests of Council, residents, and city operations. Maintains an open-door policy with councilors. Returns councilor phone calls and e-mails in a timely manner. Provides Council with education on the Council-Manager form of government and the division of roles.

Please provide specific examples that support any rating of "Below Expectations" or "Unacceptable."

5. Please rate the City Manager's performance on:
COMMUNITY & INTERGOVERNMENTAL RELATIONS

<u>Unacceptable</u> Performance consistently below expectations; significant improvement is needed	<u>Below Expectations</u> Performance was inconsistent; one or more critical goals were not met	<u>Acceptable</u> Performance consistently met expectations; overall quality of work was good	<u>Exceeds Expectations</u> Quality of work was excellent; identified annual goals were met	<u>Exceptional</u> Performance consistently exceeds expectations; quality of work performance was superior	<u>Not Observed</u>
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5.1 Demonstrates ability to effectively interact with the community and others.

Maintains a professional image. Acts in a respectful and courteous manner. Perceived by the public as open, accessible, tactful, and diplomatic. Articulates clear, understandable, and concise information to groups. Communicates council goals to the public accurately and effectively. Provides responsive equitable services to residents.

5.2 Maintains effective intergovernmental relations.

Represents the city's best interest when interacting with other government entities. Understands community needs as they exist in the present as well as what will be needed in the future. Leverages knowledge to secure grants, alternate revenues for the city, and project support from other government officials and agencies when possible.

Please provide specific examples that support any rating of "Below Expectations" or "Unacceptable."

6. Based upon your overall evaluation, what general or specific areas would you like to see the city manager work on to be more effective?



Philomath City Council Agenda Item Summary

Title/Topic: Dirt Road Brewing OLCC License Application

Meeting Date: October 14, 2024
Staff Contact: David Gurski, Police Chief

ISSUE STATEMENT

Shall the Council recommend approval to the Oregon Liquor Control Commission (OLCC) for a business and services expansion application from Dirt Road Brewing?

BACKGROUND

OLCC allows the local jurisdiction to make a recommendation regarding new applications. Dirt Road Brewing, located at 1301 Main Street, is expanding their business to include a new dining room in the adjacent building (1305 Main Street).

In addition, they are expanding their previous service to include distilled spirits consumption (mixed drinks).

After review, the Philomath Police Department finds no disqualifying reports for the current Dirt Road Brewing business.

COUNCIL OPTIONS

- To recommend the license be granted.
- To recommend the license be denied (documentation that meets OAR 845-005-0308 must be attached).
- To make no recommendation/Neutral.

CITY MANAGER RECOMMENDATION

To recommend the license be granted.

SUGGESTED MOTION

To recommend to OLCC granting the additional location license for Dirt Road Brewing.

ATTACHMENTS

OLCC Application



OREGON LIQUOR & CANNABIS COMMISSION

Instructions for Local Government Recommendation – Liquor License

Per OAR 845-005-0304(3): The Commission requires an applicant for issuance of a new license issued under ORS chapter 471, to provide written notice of the application to the local government in the form of a complete, accurate, and legible Commission form.

The local government is as follows:

- (a) If the address of the premises proposed to be licensed is within a city’s limits, the local government is the city.
- (b) If the address of the premises proposed to be licensed is not within a city’s limits, the local government is the county.

INSTRUCTIONS:

- **Section 1: Applicant** completes Section 1 of this form and submits it to the appropriate city or county jurisdiction. Applicant verifies with the local government whether additional forms or fees are required. **Applicant completes payment to local jurisdiction for processing application if they require fees. This does not include OLCC license fees.**
- **Section 2: Local government** completes Section 2 to prove acceptance of recommendation form and returns form to the applicant. **Applicant** may upload the accepted form with Sections 1 & 2 filled out to CAMP or wait until recommendation is made before submitting to OLCC via CAMP.
- **Section 3: Once recommendation is determined, local government** completes Section 3 of this form and returns it to the applicant. **Applicant** uploads the complete form and any supporting information provided by the city or county to CAMP.

Annual Liquor License Types	
Off-Premises Sales	Brewery
Limited On-Premises Sales	Distillery
Full On-Premises, Commercial	Grower Sales Privilege
Full On-Premises, Caterer	Winery
Full On-Premises, Other Public Location	Wholesale Malt Beverage & Wine
Full On-Premises, For Profit Private Club	Warehouse
Full On-Premises, Non Profit Private Club	
Full On-Premises, Public Passenger Carrier	
Brewery Public House	



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 – Submission - To be completed by Applicant:

License Information

Legal Entity/Individual Applicant Name(s): Chuck Cox

Proposed Trade Name: Dirt Road Brewing

Premises Address: 1301/1305 Main St

Ste:

City: Philomath

County: Benton

Zip: 97370

Application Type: New License Application Change of Ownership Change of Location

License Type: Full on site premise sales

Additional Location for an Existing License

Application Contact Information

Contact Name: Chuck Cox

Phone:

Mailing Address: 5770 NW Oak Creek Dr

City: Corvallis

State: OR

Zip: 97330

Email Address: chuck@dirtrroadbrewing.com

Business Details

Please check all that apply to your proposed business operations at this location:

- Manufacturing/Production at this location
- Retail Off-Premises Sales at this location
- Retail On-Premises Sales & Consumption at this location

If there will be On-Premises Consumption at this location:

- Indoor Consumption
- Outdoor Consumption
- Malt Beverage/Wine/Cider Consumption
- Distilled Spirits Consumption
- Proposing to Allow Minors

Section 1 Continued on next page



OREGON LIQUOR & CANNABIS COMMISSION

Local Government Recommendation – Liquor License

Section 1 Continued – Submission - To be completed by Applicant:

Legal Entity/Individual Applicant Name(s): Chuck Cox

Proposed Trade Name: Dirt Road Brewing

After completing section 1, please submit your application to the local government for recommendation

Section 2 – Acceptance - To be completed by Local Government:

Local Government Recommendation Proof of Acceptance

After accepting this form, please return a copy to the applicant with received and accepted information

City or County Name:

Optional Date Received Stamp

Date Application Received:

Received by:

Section 3 – Recommendation - To be completed by Local Government:

- Recommend this license be granted**
- Recommend this license be denied** (Please include documentation that meets [OAR 845-005-0308](#))
- No Recommendation/Neutral**

Name of Reviewing Official:

Title:

Date:

Signature:

After providing your recommendation and signature, please return this form to the applicant.



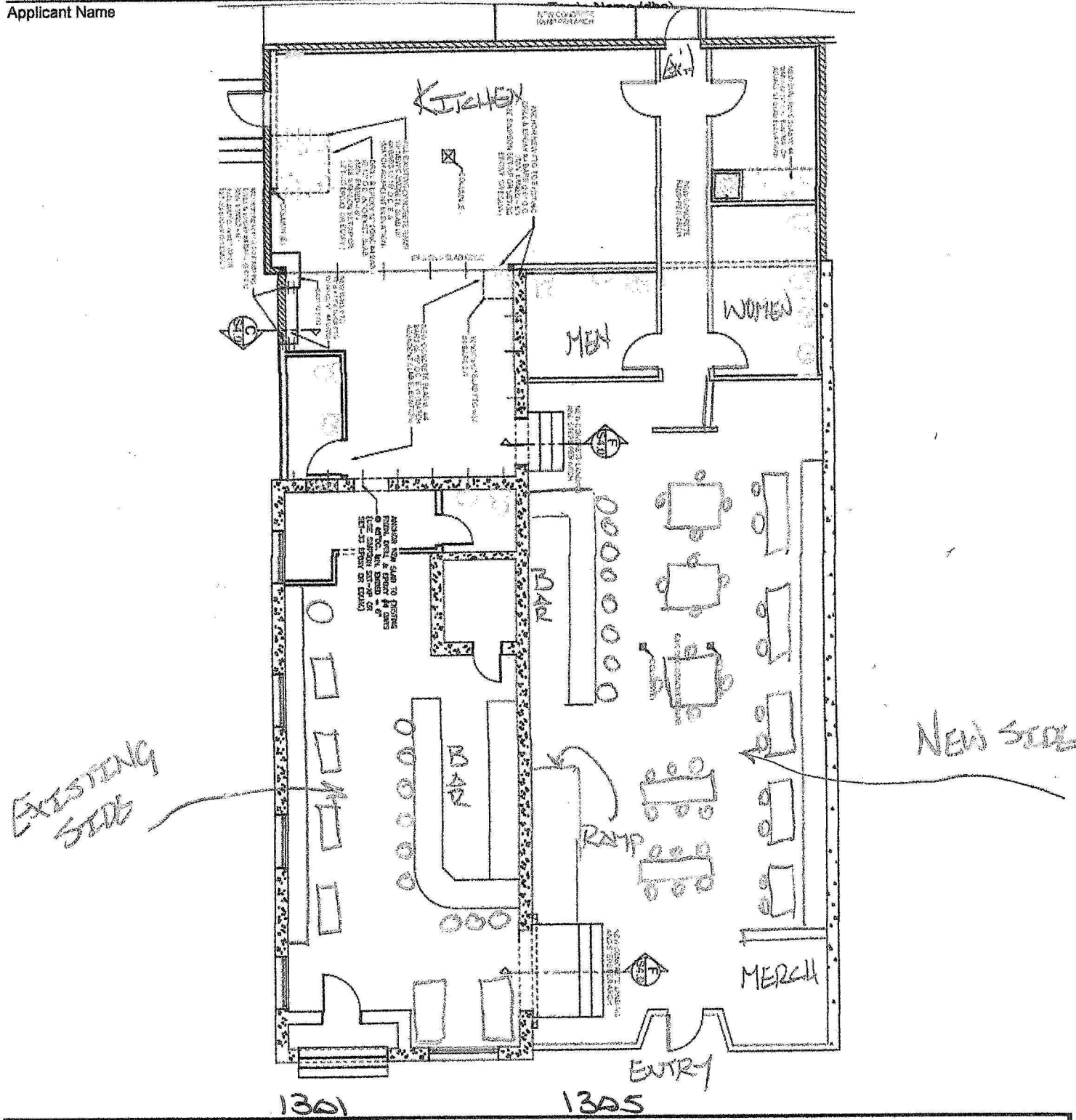
FLOOR PLAN FORM

Your floor plan must be submitted on this form

Chuck Cox

Dirt Road Brewing

Applicant Name



.....OLCC USE ONLY.....
MINOR POSTING ASSIGNMENT(S)

Date: _____ Initials: _____



Philomath City Council Agenda Item Summary

Title/ Topic: Resolution 24-20 Adopting Procedures for Public Meeting Grievances

Meeting Date: October 14, 2024
Staff Contact: Ruth Post, City Recorder

ISSUE STATEMENT

Shall the Council adopt by resolution a process for filing grievances related to the conducting of public meetings?

BACKGROUND

House Bill 2805 revised statutes for processing public meeting law grievances. On October 1, 2024, the Oregon Government Ethics Division adopted new Administrative Rules in Section 199-050 of OAR setting rules associated with the new ORS requirements.

OAR 166-050-0070(3) requires the City to place on its website the contact information and hours for accepting grievances. Adoption of the process to be posted with that information provides the public with clear direction for submitting a grievance.

The City's attorney has reviewed the proposed resolution and made appropriate edits. Staff believes posting the adopted grievance procedure on the City's website provides transparency and clear procedural direction for the public.

COUNCIL OPTIONS

- To adopt Resolution 24-20 as presented or amended.
- To not adopt the resolution and direct the public to Oregon Revised Statutes and Oregon Administrative Rules in the filing of a grievance related to City public meetings.

CITY MANAGER RECOMMENDATION

To adopt Resolution 24-20 as presented.

SUGGESTED MOTION

To approve Resolution 24-20 adopting procedures for public meeting grievances.

ATTACHMENTS

- A. Resolution 24-20
- B. Oregon Administrative Rules 199-050-0070

CITY OF PHILOMATH
RESOLUTION 24-20

A RESOLUTION ADOPTING PROCEDURES FOR PUBLIC MEETING GRIEVANCES.

WHEREAS, Oregon House Bill 2805 created mandatory prerequisites for submitting Public Meetings Law complaint to the Oregon Government Ethics Commission (OGEC); and

WHEREAS, these prerequisites also apply to executive session provision complaints; and

WHEREAS, OGEC has identified a recommended response for municipal governments to follow.

NOW, THEREFORE, the City of Philomath adopts the following policy for Oregon Public Meetings Law Complaints:

- (1) For purposes of this section, the City Council, any City Council committee, or any Policy Advisory Board, Commission or Task Force authorized under Title 2 of the Philomath Municipal Code, or any subcommittee of any of these bodies, is a "City governing body" and is subject to the requirements of the Public Meeting Law, ORS 192.610 to 192.690.
- (2) This section does not apply to operational advisory bodies established and appointed by the City Manager to provide operational advice to the City Manager, departments and City staff.
- (3) A person who believes that a City governing body has acted in violation of the Public Meeting Law may, within 30 calendar days from the date of the meeting where the alleged violation occurred, file a written grievance with the City Recorder via in person delivery, first-class mail or email.
 - (4) The grievance must include the following information:
 - (a) The City governing body that allegedly violated the Public Meetings Law;
 - (b) The date of the meeting where the alleged violation occurred;
 - (c) The specific facts and circumstances that the person asserts amount to a violation of the Public Meetings Law;
 - (d) The date of the grievance; and
 - (e) The name and contact information of the person submitting the grievance.
- (4) The City Manager or designee shall, within 21 calendar days of the receipt of the grievance, provide a written response to the person:
 - (a) Acknowledging receipt of the grievance; and may
 - (b) (A) Deny that the facts and circumstances as set forth in the grievance accurately reflect the conduct of the City governing body and setting forth the facts and circumstances as determined by the City and the reasons why those facts and circumstances do not amount to a violation of the Public Meeting Law;

- (B) Admit that the facts and circumstances as set forth in the grievance accurately reflect the conduct of the City governing body but deny that those facts and circumstances amount to a violation of the Public Meeting Law; or
- (C) Admit that the conduct of the City governing body amounted to a violation of the Public Meeting Law and set forth the steps that the City governing body will take to cure the violation, including, but not limited to:
- (i) Rescinding the decision taken by the City governing body in violation of the Public Meeting Law; or
 - (ii) Acknowledging in a properly noticed and conducted public meeting held within 45 calendar days of the City governing body's original decision that:
 - (I) The original decision was made in violation of the Public Meeting Law;
 - (II) Good cause exists for the City governing body to not rescind the decision; and
 - (III) The City governing body's practices will be modified to ensure that future violations of the Public Meeting Law do not occur.
- (5) The City Manager or designee shall send a copy of the written grievance and the City governing body's response under this section to the Oregon Government Ethics Commission at the time the City Manager responds to the person who filed the grievance.

ADOPT: 199-050-0070

RULE TITLE: Grievance Process

NOTICE FILED DATE: 07/30/2024

RULE SUMMARY: This rule clarifies the process for submitting a written grievance alleging a Public Meetings Law violation to a public body.

RULE TEXT:

- (1) The purpose of this rule is to clarify procedures regarding the requirements in ORS 192.705 for filing a written grievance with a public body alleging a violation by a governing body of provisions in Public Meetings Law.
- (2) The written grievance shall be submitted to the public body within 30 calendar days from the date of the meeting where the alleged violation occurred. The written grievance shall identify:
 - (a) The governing body that allegedly violated the Public Meetings Law;
 - (b) The date of the meeting where the alleged violation occurred;
 - (c) The specific facts and circumstances that the person asserts amount to a violation of the Public Meetings Law;
 - (d) The date of the grievance; and
 - (e) The name and contact information of the person submitting the grievance.
- (3) The public body shall accept grievances that are filed through in-person delivery during regular business hours, by first-class mail, and by email. In addition, the public body may accept grievances by any other means it deems appropriate. A public body shall post on its website the person and contact information to whom a grievance may be submitted and the regular business hours during which in-person grievances will be accepted. In the absence of a designated person, a grievance may be submitted to the public body's chief administrative officer or to the chair of the governing body. If the public body does not maintain a publicly accessible website, the public body shall provide notice of the person and contact information to whom a grievance may be submitted and the regular business hours during which in-person grievances will be accepted in the same manner that it provides notice of its public meetings.
- (4) The public body's written response to the grievance shall be submitted to the person who made the grievance within 21 calendar days from the date the grievance was received by the public body and shall satisfy the other requirements in ORS 192.705(2).
- (5) As required by ORS 192.705(3), at the same time the public body responds to a grievance, it shall submit a copy of the grievance and its response to the Commission. The submission of the grievance and response to the Commission can be made by mail or by e-mail at the e-mail address identified on the Commission's website.

STATUTORY/OTHER AUTHORITY: ORS 244.290

STATUTES/OTHER IMPLEMENTED: ORS 192.705, ORS 192.685



Philomath City Council Agenda Item Summary

Title/Topic: Management Report – October 2024

Meeting Date: October 14, 2024
Staff Contact: Chris Workman

ISSUE STATEMENT

The following management updates are intended to keep the Council apprised of work taking place within each of the various City departments. If there are specific questions about the topics listed or any other item of interest, please contact me directly prior to the meeting and I will come prepared to answer your questions or concerns as best as possible.

ADMINISTRATION

- The Downtown Safety and Streetscape Project is in the final walkthrough phase; a ribbon cutting ceremony has been scheduled for Friday, November 1 at 3pm. More details will be announced soon.
- A retirement celebration for Ruth Post has been scheduled for November 13. Details will follow soon.
- Staff has moved forward with demonstration meetings with three vendors for the Website Redesign & Hosting Project.
- The City Logo Design Team has met twice with designers.
- Reconnected with IDRAH about affordable housing project at 20th and Main. Awaiting a written proposal.
- Chris attended ICMA (International City/County Manager Association) conference. We will be looking at a few changes to how the strategic plan is structured, holding a work session on the Dignity Index effort, and looking to incorporate several other tidbits taken from the conference.
- CWEDD (Cascades West Economic Development District) is preparing for a 5-year strategic plan update. The city will participate in upcoming meetings.
- Upcoming LOC Conference 10/17-10/19

Planning

- Multiple meetings held with Timberlab, owner of the old Interfor sites, regarding future plans in Philomath.

Human Resources

- Second interviews with top 3 candidates for City Recorder were completed.
- Stephen Arnst has joined the City as a Police Recruit. Welcome Stephen!
- John Weber has joined the City as the new Building and Grounds Worker. Welcome John!
- Leeland Montessi has joined the City as a Utility Maintenance Worker. Welcome Leeland!

POLICE

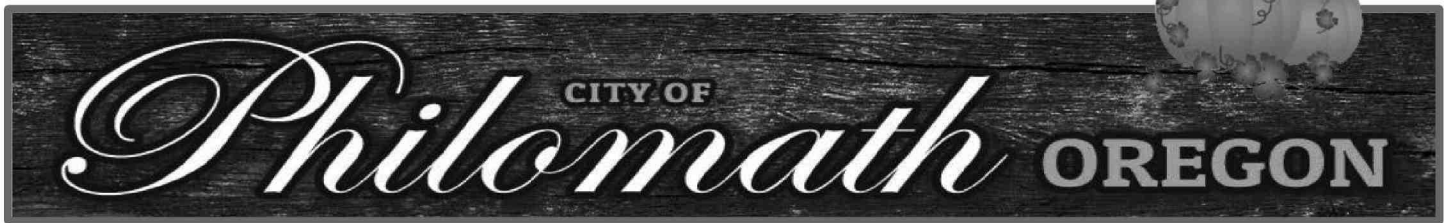
- In car video system project completed.
- Sgt. Bowers received his DRE (Drug Recognition Expert) Certification.
- Chief Gurski Completed 1 week LEELI (Law Enforcement Executive Leadership Institute) Training.
- Recruit Stephen Arnst starts the 16-week Basic Police Academy on November 4th.

PUBLIC WORKS

- The S 16th Street Extension is complete and the grand opening was celebrated on September 13th.
- The electronic meter reading system is complete, and system training has started. Meter reading with the new tower will be tested on September 25th.
- Concrete pad for the Starlight generator is poured. Still waiting for delivery of generator and working to secure an electrician for the electrical connection portion.
- Concrete pads for 4 bus shelters have been poured. One installed as of this writing and if all goes well at least a total of 2 or 3 shelters installed.
- Replacing 76 feet of vandalized fencing at Triangle Park. 10-foot-tall fence will be replacing the current 6 foot that was vandalized along the basketball court as per requested by the Park Advisory Board to prevent the ball from bouncing over the fence. Scheduled for October installation.
- S. 19th sewer and water improvement engineering is underway and should be out to bid on October 2.
- The reservoir wall panels are being poured roughly one section a week with sections of the roof beginning soon.
- The flashing beacon crosswalk enhanced visibility project at the east end of town has been completed.

October 2024

Official Newsletter of the City of Philomath

**October is a Month of Events in Philomath!**

The leaves are changing, and fall is here! It's a great time to get out in the community. Philomath has several events coming up for you and your family to get outside and enjoy.

October 12, 11am-2pm – Philomath Fire & Rescue and Strengthening Rural Families come together to host an Open House and Health Fair. Come down to the Fire Station at 1035 Main Street to meet your local responders and community partners. Activities include engine rides, dress the firefighter, Smoky Bear, disaster preparedness, bicycle safety and more! www.philomathfire.com for more information.



October 19, starting at 10am – 11th Annual Lily's Lope for Hope 5k run/walk and Community Resource Fair hosted by Old Mill Center for Children & Families. Registration and check-in will begin at 9:00. The 5K will begin at 10:00 AM. Funds from Lilly's Lope provide mental health counseling and prevention education for Benton County youth. To sign up for the 5k or for more information visit www.oldmillcenter.org/be-involved/lillys-lope-for-hope.



October 31, 3pm-5pm – Philomath Trunk or Treat returns to the Philomath Museum downtown area! Dress up and stop by the Philomath Museum at 1101 Main Street to make the rounds then head down Main and Applegate Streets to visit local businesses. Be sure to stop by and say "boo!" to City Council members. Head over to the Chamber's website for more info. www.philomathchamber.org.



Sundays in October through October 20, 11am-3pm – Philomath Farmers' Market is in full bloom in the Library parking lot at 1050 Applegate Street. Head down for a taste of fall with a variety of vendors offering a range of food, drinks, and goods. The Market is coming to a close this month so don't miss out on those fresh fall veggies! Visit <https://philomathfarmersmarket.org/>.

**Philomath Downtown Safety & Streetscape Project Update**

The Downtown Safety & Streetscapes Project is cruising along and we're getting closer to the finish line! As you might have noticed, the big equipment is mostly gone and landscaping is going on, but there are still a few things left to do. Oregon Department of Transportation (ODOT) inspectors are working diligently on their punch lists and will work with contractors to make sure everything is up to speed before signing off.

One element you may have noticed are large round or square "plinths" at several locations through the downtown area. These have been incorporated into the project to hold future public art. An informational kiosk will also be added to the corner of Main & 13th, next to the Dizzy Hen. In addition, a bike track has been incorporated into the project to make a smoother travel experience through Philomath for cyclists.

Thank you to the community for your continued patience. We are almost there!

Dedication Ceremony for New 16th Street Extension

On Friday, September 13 community members, contractors, School District staff, City staff and volunteers, and students came together to celebrate the opening of a new street extension connecting S. 16th Street to the intersection of South 17th and Cedar Streets. Several people spoke at the event including Mayor Chas Jones, City Manager Chris Workman, Philomath Elementary Principal Eric Beasley, Councilor Teresa Nielson, and Superintendent Susan Halliday.

The event finished off with cookies from Eats & Treats and a “yellow limousine drag race” concocted by City Manager Chris Workman. Kids and adults alike participated with Mayor Chas Jones coming in first, close second by Eric Beasley, and Chief Gurski in third. A momentous event for Philomath with a new street that will be enjoyed for generations to come.



Leaf Pickup Begins October 24

Republic Services has announced the dates for this year’s curbside leaf pickup program:

OCTOBER 24
NOVEMBER 7 and 21
DECEMBER 5 & 19



Leaves may be placed for pickup starting the weekend prior to the Thursday pickup date. Paved streets only.

Remember:

- This service is provided by Republic Services.
- Placing leaves in the street, other than during the week prior to the Thursday pickup, is considered littering.
- Place leaf piles one foot from the curb to allow rain water to drain along the curb line when it rains.
- Do not place trash, limbs, branches, grass or any other debris in the leaf pile.
- Loose leaves can also be dropped off at the Public Works Compound for free. This service is for Philomath residents; it is not a commercial leaf drop site. Leaves only. No sticks, branches, bags or trash.
- **Use your** Republic Waste yard debris cart. Filling your cart every week will make that pile go away in no time.



MEETINGS

- Oct. 1** Park Advisory Board 5:30 PM
- Oct. 4** Finance & Admin. Committee 1:30 PM
- Oct. 12** Local Government Coffee 9-10:30 AM
At Timber Towne Coffee
- Oct. 14** City Council 7:00 PM
- Oct. 21** Planning Commission 6:00 PM
- Oct. 22** Inclusivity Committee 5:30 PM
- Oct. 22** Housing & Economic Development Committee 7:30 PM
- Oct. 28** City Council meeting or work session (if needed)

Additional City committee and board meetings may be added to the calendar later in the month.

For the most up to date schedule, agendas and participation details, go to:
[City Meetings & Events Calendar](#)

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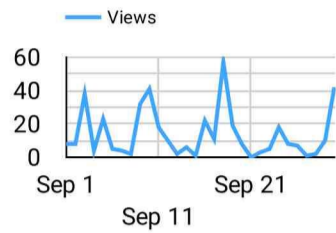
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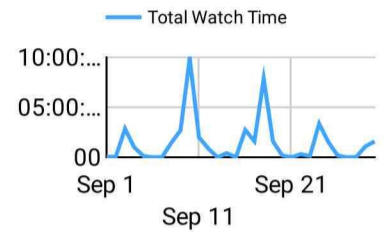
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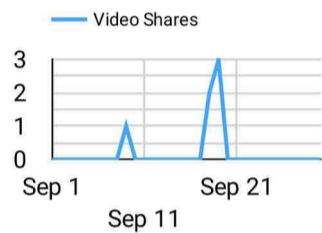
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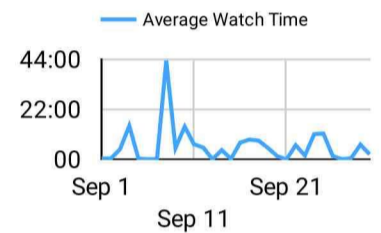
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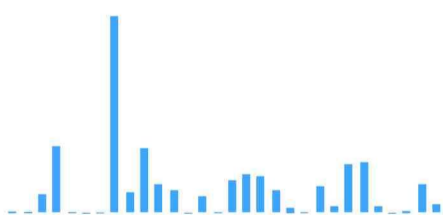
Video Title	Views	Average Watch Time
City Council & Urban Renewal Agency meetings 9/9/2024	80	00:09:46
Finance & Administration Committee meeting 9/18/2024	52	00:08:29
Park Advisory Board meeting 9/3/2024	37	00:05:12
Inclusivity Committee 9/24/2024	28	00:08:49
Philomath Planning Commission 9/16/2024	28	00:10:55
Police Committee 9/10/2024	21	00:05:17
City Council meeting 1/8/2024	17	00:02:52
Planning Commission 9/30/2024	15	00:05:20
City Council Work Session 8/12/2024	10	00:01:04
Housing and Economic Development Committee 8/27/2024	10	00:08:34

1 - 10 / 61

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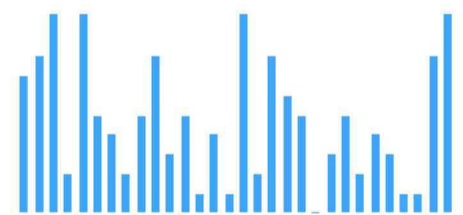
Likes

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Subscriptions

62



Dislikes

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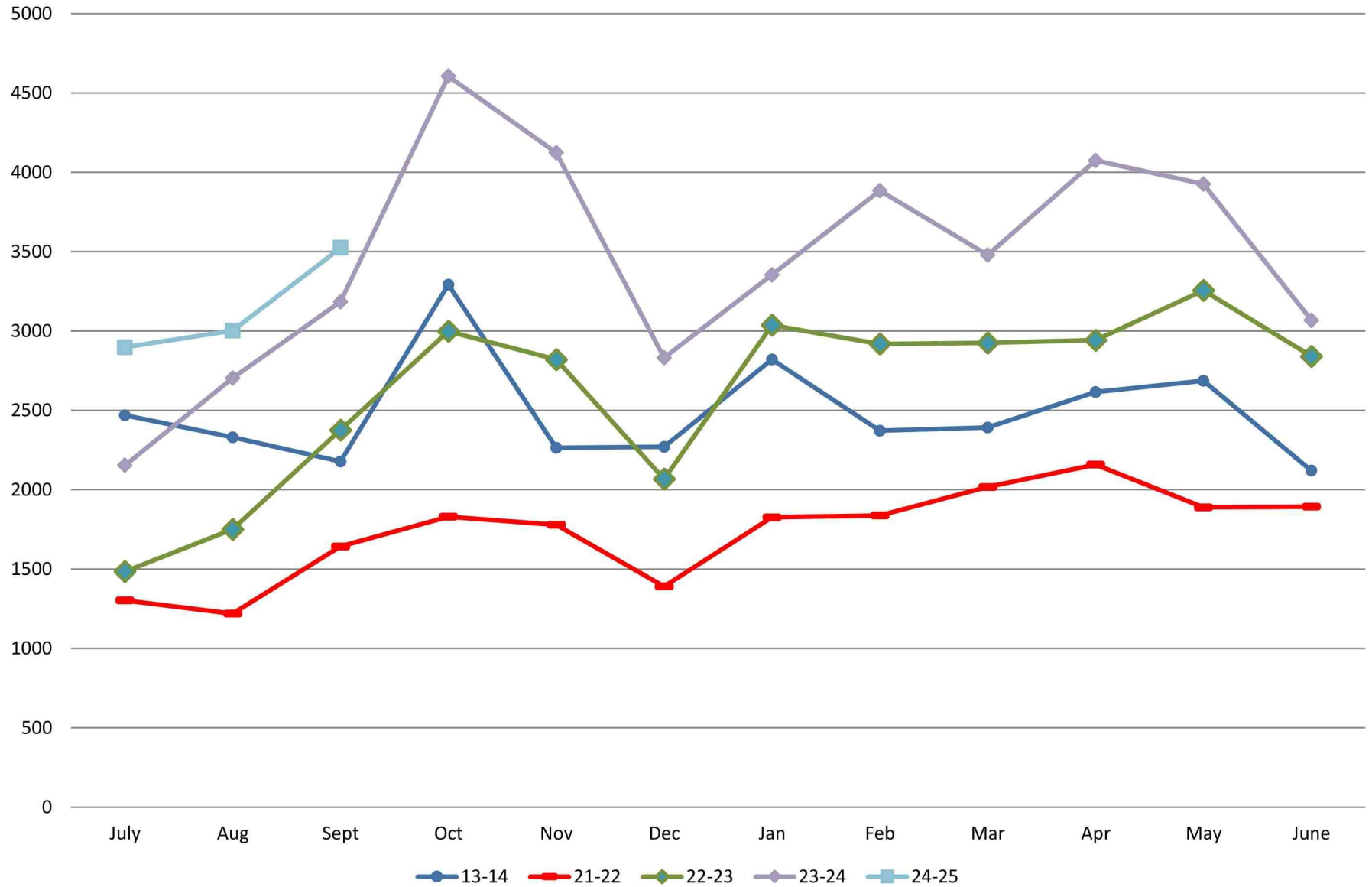


Comments

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Philomath Connection Bus Ridership Monthly Totals



PHILOMATH CONNECTION RIDERSHIP SUMMARY

2024-2025 SUMMARY	TOTAL RIDES -	9,426	DAYS OF SERVICE-	77	AVG RIDE/DAY-	122
2023-2024 SUMMARY	TOTAL RIDES -	41,393	DAYS OF SERVICE-	255	AVG RIDE/DAY-	162
2022-2023 SUMMARY	TOTAL RIDES -	31,414	DAYS OF SERVICE-	275	AVG RIDE/DAY-	114
2021-2022 SUMMARY	TOTAL RIDES -	20,783	DAYS OF SERVICE-	307	AVG RIDE/DAY-	68
2020-2021 SUMMARY	TOTAL RIDES -	12,025	DAYS OF SERVICE-	333	AVG RIDE/DAY-	36
2019-2020 SUMMARY	TOTAL RIDES -	16,277	DAYS OF SERVICE-	308	AVG RIDE/DAY-	53

MONTH	DAYS OF SVC	TOTAL FOR MONTH	AVERAGE RIDES PER DAY
--------------	--------------------	------------------------	------------------------------

2024-2025

JULY	26	2,898	111
AUGUST	27	3,003	111
SEPTEMBER	24	3,525	147
OCTOBER	27	0	0
NOVEMBER	26	0	0
DECEMBER	25	0	0
JANUARY	26	0	0
FEBRUARY	24	0	0
MARCH	25	0	0
APRIL	26	0	0
MAY	26	0	0
JUNE	25	0	0

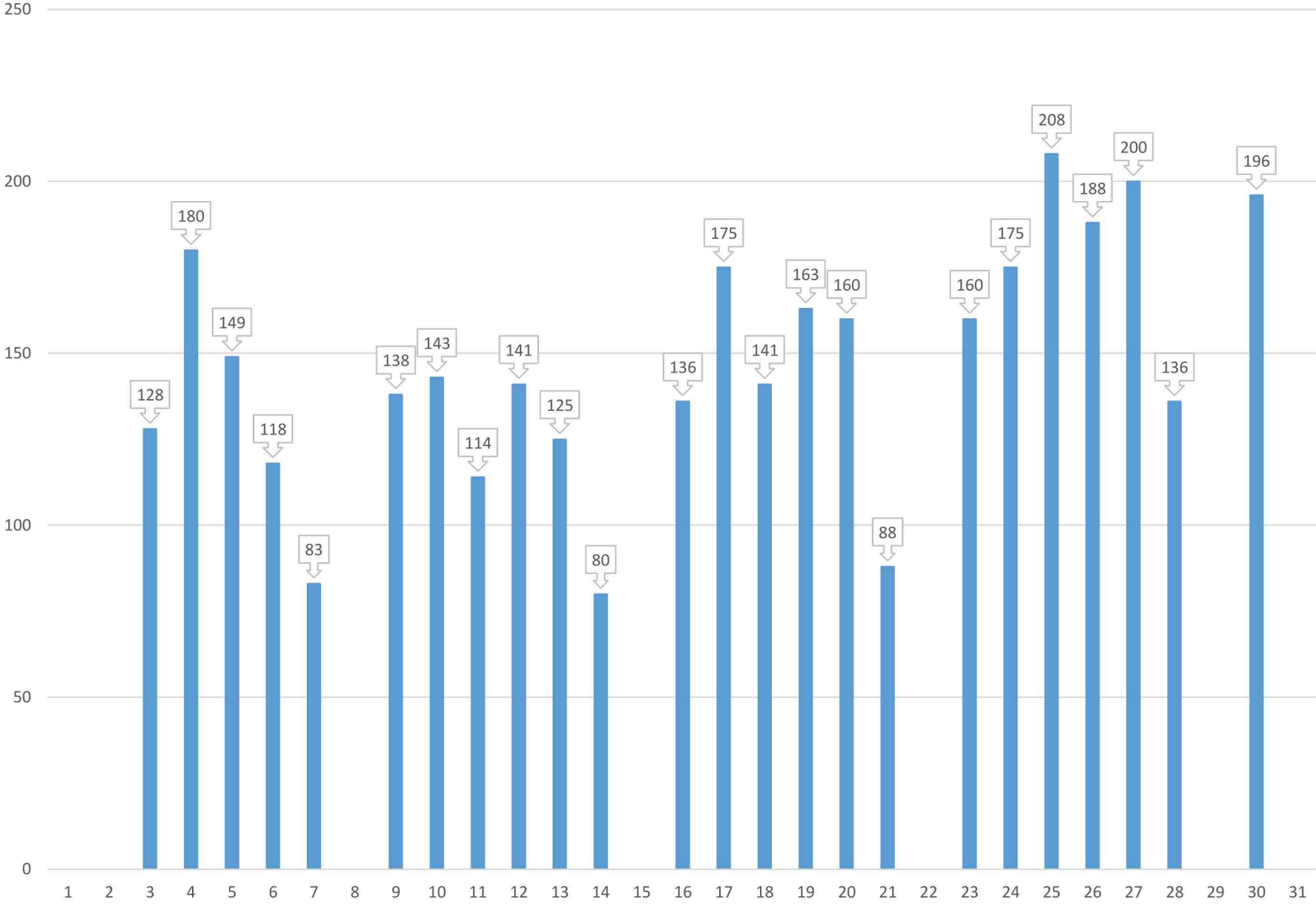
2023-2024

JULY	25	2,154	86
AUGUST	27	2,704	100
SEPTEMBER	25	3,185	127
OCTOBER	26	4,606	177
NOVEMBER	26	4,123	159
DECEMBER	25	2,832	113
JANUARY	24	3,354	140
FEBRUARY	25	3,885	155
MARCH	26	3,479	134
APRIL	26	4,074	157
MAY	26	3,929	151
JUNE	25	3,068	123

RIDERSHIP BY WEEK FOR THE MONTH

PC ROUTE	Sep 3-7	Sep 9-14	Sep 16-21	Sep 23-28	30-Sep
MONTHLY TOTAL	658	741	863	1,067	196

Daily Philomath Connection Riders: September 2024



September 2024

Philomath Connection Count

TOTAL: 3,525

Weekday Time	1	H 2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
7:00 AM			12	14	16	11			20	15	11	14	11			12	18	14	15	14			14	16	20	22	15			17		301			
8:00 AM			7	9	10	7			11	8	7	14	5			8	14	8	13	6			8	12	18	12	10			17		204			
9:00 AM			10	17	17	11			12	9	9	9	14			11	17	16	8	9			12	19	17	14	22			16		269			
10:00 AM			6	11	12	6			5	6	3	2	8			10	12	9	10	12			12	13	13	10	10			13		183			
11:00 AM			10	18	9	11			6	7	8	6	10			14	8	9	10	8			7	13	10	10	20			14		208			
12:00 PM			10	12	9	10			6	8	10	6	8			11	14	12	17	18			14	17	17	11	17			11		238			
1:00 PM			10	10	9	10			8	19	8	12	7			11	12	7	10	22			8	12	11	16	12			13		227			
2:00 PM			7	16	9	9			14	11	8	14	14			11	11	13	12	10			13	17	24	14	18			17		262			
3:00 PM			12	27	15	14			17	16	18	16	12			17	14	16	14	13			26	22	23	22	21			28		363			
4:00 PM			18	18	11	6			8	15	12	16	12			13	25	16	20	19			16	14	17	26	26			21		329			
5:00 PM			18	16	27	17			13	19	13	28	18			12	22	12	18	18			18	13	23	21	26			23		375			
6:00 PM			8	12	5	6			18	10	7	4	6			6	8	9	16	11			12	7	15	10	3			6		179			
Total	0	0	128	180	149	118	0	0	138	143	114	141	125	0	0	136	175	141	163	160	0	0	160	175	208	188	200	0	0	196	0	3138			
Weekly Totals:								658							741							863							1067						
Saturday Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
7:00 AM							7							9							11							2				29			
8:00 AM							4							7							10							4				25			
9:00 AM							9							5							4							9				27			
10:00 AM							13							17							6							16				52			
11:00 AM							5							7							7							10				29			
12:00 PM							11							8							2							8				29			
1:00 PM							9							7							11							13				40			
2:00 PM							6							1							9							24				40			
3:00 PM							6							7							8							17				38			
4:00 PM							6							7							4							9				26			
5:00 PM							5							cxl							13							4				22			
6:00 PM							2							5							3							20				30			
Total	0	0	0	0	0	0	83	0	0	0	0	0	0	80	0	0	0	0	0	0	88	0	0	0	0	0	0	0	0	0	136	0	0	0	387

**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
September 16, 2024**

1. CALL TO ORDER - ROLL CALL

Meeting called to order at 6:00 p.m. by Chair Gary Conner.

Present:

Gary Conner
John Barlow
Van Hunsaker
Josiah Jessen
Timothy Melott
Hayley Green
Ruth Causey, City Council liaison

Absent:

Darlene Rose

Staff Present:

Chris Workman, City Manager
Michael Bidwell, Associate City Planner

2. APPROVAL OF MINUTES

2.1 August 19, 2024

Action Approve minutes as presented.

Motion/Second: Commissioner Hunsaker/Commissioner Jessen

Vote: APPROVED 5-0 (Yes: Conner, Green, Hunsaker, Jessen, Melott; No: None).

6:07 Commissioner John Barlow joined.

3. UNFINISHED BUSINESS

3.1 Development Code Language Update

3.1.1 Determine Public Hearing Date

3.1.2 Public engagement at Fire District Open House Oct. 12th

3.1.3 Other outreach desired?

Start Time: 6:05 p.m.

Discussion:

- City needs to adopt Climate Friendly and Equitable Areas amendments by the end of the year, but the rest of the code amendments will not be ready
- Direction to hold a hearing for just the CFEA amendments on November 4th. Staff to isolate just the CFEA language and present it for final review on Oct. 21.
- Need to move the building materials standards and architectural standards.
- Need to add landscaping requirements to development review.
- Need to add new provisions for dark sky, dust control.
- Remove Division 5 as all those sections are now relocated to other divisions
- Need to add reference to development agreements in 18.10.030
- Need to update "access control of highway" section
- Volunteers requested to host an information booth at the Fire District Open House

4. ANNOUNCEMENTS & STAFF UPDATES

Start Time: 8:19 p.m.

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4.1 Staff Update –

- Michael reviewed the activity report provided in the meeting packet.

4.2 Regular Meeting: September 30, 2024, at 6:00 PM

5. ADJOURNMENT

Meeting adjourned at 8:23 p.m.

SIGNED:

ATTEST:

Gary Conner, Chair

Ruth Post, MMC, City Recorder

DRAFT



CITY OF PHILOMATH

Activity Report/ Ongoing Projects

September 16, 2024

1. Issued two sign permits to the School District for replacement signs at the district office, elementary school, and academy at 1620 Applegate St.
2. Issued decision on an application to combine two platted lots into one lot at 138 S 7th St for Benton County Schools Credit Union.
3. Millpond Crossing plans to repave 16th Street this fall. The environmental consultants have been back on site to do testing of existing homes and new homes.
4. Building permits issued for August 2024 were as follows:
 - Single Family Residential..... 1
 - Residential Structural (other) 8
 - Residential Electrical..... 12
 - Residential Mechanical 7
 - Residential Plumbing 23
 - Residential Manufactured Dwelling 0
 - Residential Demo..... 0
 - Commercial Structural 2
 - Commercial Electrical 2
 - Commercial Mechanical..... 3
 - Commercial Plumbing 2
 - Commercial Alarm/Suppression..... 0
 - Commercial Demo 0

Commercial permits are for Glorietta Bay, Philomath School District, S4S Inc, Gentraco Inc., and a couple minor regular maintenance projects.

**Inclusivity Committee
Minutes**
September 24, 2024
Philomath City Hall Council Chambers
980 Applegate Street, Philomath, OR 97370
5:30 PM

I. Attendance:

- City Hall: Jessica Andrade, Michael Bidwell, Lauri Lehman, Amanda Polley, Chelsea Starner, Jane Sherwood
- Zoom: Zena Allen, Rose Bricker, Diane Crocker, Christopher McMorran, Nora Smith

II. Approval of Minutes: Minutes from the last meeting approved with no updates needed.

III. Urgent Business: None.

IV. Business

A. Updates & Announcements

A.1: Age-Friendly Community:

- Four out of seven questions for joining the network are complete.
- Upcoming Zoom workshops on October 15-17 for community engagement and designing for all ages.

B. Inclusivity Calendar Updates:

B.1: Veterans Day Event:

- Discussion about event planning and agenda.
- Possible event date change to Saturday, November 9, to avoid conflicts with Albany Veterans Day parade on Monday, November 11.
- Support for holding the event on November 11 for its significance.
- City Manager working on coordination; suggestions to invite local veterans, possibly through organizations like the American Legion.
- Importance of being sensitive to veterans' experiences, particularly those who may not want to be publicly recognized.

B.2 Universal Human Rights Month:

- Draft social media post created to raise awareness about human rights.
- Support for changing second to last sentence to read "This declaration is meant to show continued importance of basic human rights and that work towards these goals needs to happen."
- Suggestion to link to a comprehensive resource on the 30 Articles of Human Rights.

B.1: Veterans Day Event (continued)

- Further coordination for the Veterans Day event and outreach to veterans and organizations.
- Continue discussion on the human rights social media post and finalize details.
- Emphasis on community engagement and inclusivity in upcoming events and initiatives.
- Veterans Day ceremony at Clemens Primary School honors all veterans (parents, grandparents, etc.).

- Focus of the current event is primarily on Vietnam veterans due to local historical context.
- Aim to invite all veterans, but specific attention on Vietnam veterans.
- If the Scottish Guard is unavailable, options include collaborating with American Legion to distribute tokens (challenge coins).
- Idea to partner with the museum for additional displays related to Paul Cochran's story and letters.
- Suggestion to involve the Quilts of Valor group for a display honoring veterans.
- Chris will be updated on feedback and next steps after he returns.
- Committee members encouraged to reach out to Chris for updates.
- Consider splitting the event into a ribbon-cutting ceremony followed by a Veterans Day celebration.
- Importance of having the family involved in the ceremony highlighted; their presence is essential.
- Committee asked to help spread the word and provide support on event day.
- Interest expressed in assisting with setup and logistics.
- Proposal for committee members to meet with Chris to discuss event details and contributions before the event.
- Emphasis on honoring veterans and ensuring the event is meaningful and inclusive for the community.
- Flags will be placed in the park, similar to Memorial Day.

B.3: Poverty in America Awareness Month:

- Set for January.
- Staff to share social media post from last year with committee for consensus; previous year's post may not have been published.
- Zina and Christopher to work on flag design.

B.4: Black & African American Heritage Month Event

- Scheduled for February.
- Importance of planning early due to potential missed meetings in November and December.
- Ideas for events were discussed, including:
 - § Recognizing significant figures like Mrs. Shipley.
 - § Possibly featuring local historians or community speakers.
- Emphasis on inclusive outreach, with all committee members encouraged to connect with local Black community members.
- Need to decide on a date and venue for Black History Month events.
- The museum suggested as a venue due to its historical relevance and acoustics.
- Discussed the importance of timing (consideration for families).
- Possible dates include mid-February but avoid conflicts with other local events like the Chamber's awards.
- Suggested to explore options for food and catering if held earlier in the day.
- Aim to create engaging and educational events that resonate with the community.
- Foster collaboration and input from various community members to enrich the events.
- Lori emphasized the importance of scheduling around community availability.
- Suggested holding events on Wednesdays around 5:30 or 6 PM to accommodate school schedules.

- Proposal to livestream events for those unable to attend, based on past experiences of attendees missing important events.
- The Samaritan Awards are scheduled for February 7, 2025.
- Rose will reach out to the museum to confirm availability for a Wednesday evening in February.
- The event will likely include music, such as the choir singing "Lift Every Voice and Sing."
- Broad support for incorporating elements from Eric's proposal about Black History Month, including recognition of Mary Jane Holmes.
- Homework includes gathering details on potential speakers, costs, and food arrangements for the next meeting.

V. Next Meeting:

A. Scheduled for October 22 at 5:30 PM.

B. Agenda item topic requests:

- Request for more specifics on plans for the Veterans Park ceremony.

VI. Adjournment:

- Adjourned at 6:54 p.m.

Minutes prepared by Ruth Post, MMC, City Recorder

PHILOMATH
FINANCE & ADMINISTRATION COMMITTEE
MINUTES
Philomath City Hall Council Chambers
September 18, 2024

1
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7 **1. CALL TO ORDER - ROLL CALL**

8 Meeting called to order at 3:00 p.m. by Mayor Chas Jones.

9
10 **Present:**

11 Mayor Chas Jones
12 Councilor Jessica Andrade
13 Councilor Teresa Nielson

Absent:

14
15 **Staff Present:**

16 City Manager Chris Workman
17 Finance Director Mike Murzynsky
18 City Recorder Ruth Post

Absent:

19
20 **2. VISITORS COMMENTS**

21 **2.1 David Low, Philomath Community Services**

22 Start Time: 3:00 p.m.

- 23 • Mr. Low recapped the request the Council reviewed regarding the Philomath Community
24 Services parking lot situation, particularly communication, funding source, and process
25 for the request that was submitted.
26 • Representation of the request was clarified as not having specifically been a social
27 service agency request.
28 • Lack of the request having been on the Council's agenda and resulting transparency
29 questions noted by Mr. Low.
30 • Original designation of the City property for PCS use for parking spaces reviewed.
31 •
32

33 **3. APPROVAL OF MINUTES**

34 Start Time: 3:08 p.m.

35 **3.1 Minutes of March 7, 2024**

36
37 Action: Approve the minutes as presented.
38 Motion/Second: Councilor Andrade/Councilor Nielson
39 Vote: Action APPROVED 3-0 (Yes: Andrade, Nielson and Jones; No: None).
40

41 **4. NEW BUSINESS**

42 **4.1 Social Service Agency grants**

43 Start Time: 3:08 p.m.

44 Discussion:

- 45 • Finance Director Murzynsky summarized the process for the funding grants, applications
46 received, and qualification of all of the applicants.
47 • FD Murzynsky noted the change of purpose by Benton Habitat for Humanity and intent
48 for grant funds by Bountiful Backyard.
49 • Mayor Jones distributed a funding suggestion to begin discussion.
50 • Discussion about the value added by the organizations and creating an equitable
51 allocation.
52 • Discussion about whether to use funds from the allocation for the PCS parking lot.
53 • Discussion about whether to allocate additional funds to PCS without an application.
54

1
2 Action: That the committee accept the funding suggestion handout distributed by
3 Mayor Jones and recommend to the City Council contributions for social
4 service agencies as identified in the handout:
5 ABC House \$5,000
6 Benton Habitat for Humanity \$6,494
7 Bountiful Backyard \$3,000
8 Maxtivity \$5,000
9 Meals on Wheels \$1,500
10 Philomath Community Services \$7,494
11 PYAC \$6,494
12 Strengthening Rural Families \$6,494
13 Motion/Second: Councilor Nielson /Mayor Jones
14

- 15 • Councilor Andrade expressed concerns about trending totals for the past two years for
16 organizations and ensuring equitable allocations.
- 17 Vote: Motion APPROVED 2-1 (Yes: Nielson and Jones; No: Andrade).
18

19 **4.2 Utility Assistance Funding grants**

20 Start Time: 3:31 p.m.

21 Discussion:

- 22 • Discussion about the available funds and requests.

23
24 Action: That the committee recommend to the City Council the following
25 donations for a total of \$10,575 in utility assistance funding grants:
26 Vina Moses \$5,287.50
27 We Care \$5,287.50

28 Motion/Second: Councilor Nielson/Mayor Jones
29

- 30 • CM Workman encouraged the Committee to perform review of applications within the
31 meeting setting to identify the specific support each agency provides to Philomath.
- 32 • Discussion about identifying the values provided by the agencies and best method of
33 reviewing the applications.

34
35 Vote: Motion APPROVED 3-0 (Yes: Andrade, Nielson and Jones; No: None).
36

37 **4.3 Transient Lodging Tax grants**

38 Start Time: 3:41 p.m.

39 Discussion:

- 40 • Councilor Andrade recommended withholding funding by the Frolic & Rodeo at this time
41 due to comments by a Board member in an Inclusivity Committee meeting.
- 42 • Discussion about applications upholding the City's values, particularly towards DEI, and
43 judging organizations.
- 44 • Discussion about Inclusivity Committee discussion on flying flags that resulted in
45 concerns about Frolic application.
- 46 • Discussion about funds available for allocation and requested amounts from the three
47 applications.

48
49 Action: That the committee recommend to the City Council the following
50 donations for a total of \$17,700 in transient lodging tax grants:
51 Benton County Historical Society \$1,500
52 Philomath Chamber of Commerce \$1,200
53 Philomath Frolic & Rodeo \$15,000

54 Motion/Second: Councilor Nielson / Mayor Jones

- 1 • Councilor Andrade declared support for the economic benefits the Frolic provides but
2 supported taking a pause on awarding funds until the Association addressed the values
3 issue.
4 • Further discussion about the resulting discussions held at the Inclusivity Committee level
5 and impacting the recommendation to the Council for the TLT funds.
6

7 Vote: Motion APPROVED 2-1 (Yes: Nielson and Jones; No: Andrade).
8

9 **4.4 City Manager's annual evaluation timeline**

10 Start Time: 4:04 p.m.

11 Discussion

- 12 • CM Workman noted the revised version of the evaluation form was not included in
13 the agenda packet but would be used for the evaluation.
14 • Request to have the correct version added to the October 4 Finance &
15 Administration Committee meeting as an agenda item for approval.
16 • Consensus for the timeline.
17

18 **4. ADJOURNMENT**

19 Meeting adjourned at 4:07 p.m.
20

21 Meeting minutes reported by Ruth Post, MMC, City Recorder

PHILOMATH CITY COUNCIL
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
May 14th, 2024

A. CALL TO ORDER - ROLL CALL

Meeting called to order at 4:00 p.m. by Teresa Nielson

Present:

Councilor Diane Crocker
Councilor Ruth Causey
Councilor Teresa Nielson

Staff Present:

Chief Gurski
City Manager Chris Workman

B. APPROVAL OF MINUTES

1. June 13th, 2023 and February 24th, 2024 Minutes

Start Time: 4:01

Action #1: Minutes were approved from June 13th, 2023 and February 24th, 2024

Discussion:

Motion/Second: Motioned by Councilor Causey, seconded by Councilor Crocker

Vote: Approved 3-0

C. OLD BUSINESS

1.

D. NEW BUSINESS

1. Personnel Briefing

Start Time: 4:02

Staff Report: Chief Gurski went over a personnel update. Scott Andrade was terminated during his probationary period. There is currently a lateral hiring process open. Colter Forrest is in his final phase of training, potentially will be solo in July and Thomas Devicq will be graduating academy in May and will start phase one of training. Chief explained the training process and training periods. Blake Bowers passed his first phase of DRE training.

2. Wildlife Update

Start Time: 4:06

Staff Report: Bear sighting in Corvallis and Philomath. There was a cougar sighting on 04/29 near Dollar General after 1-2 deer were struck near the highway. District Biologist Greg Reed with ODFW was contacted for both sightings. Also discussed an issue with turkeys. Wildlife issues can be reported to 541-757-5226 or email gregory.c.reed@odfw.oregon.gov

3. Traffic 15th St Area

Start Time: 4:13

Staff Report: Officers were in the area over multiple days during the lunch hour and after school. There were no citable offenses seen. Chris Workman discussed the possibility of pedestrian improvement in the area. Chief Gurski discussed officer presence in areas of concerns and speed sign studies that have been done.

1 **4. Electric Vehicles/Golf Carts on public roads**

Start Time: 4:24

Staff Report: Chief Gurski discussed logistics and ordinances that would restrict the City of Philomath from using golf carts. The group discussed truck traffic through town and use of truck inspector by OSP or potentially a Philomath Officer once fully staffed.

2 **4. Miscellaneous**

Start Time: 4:27

Staff Report: Councilor Nielson brought up the pros and cons of contracting with the county for police services versus hiring Philomath Police Officers. The group discussed concerns within the community of overgrown properties and the compliance officer position, which is now dispersed between all officers. Councilor Causey brought up parking issues regarding how close you can park to the corner of the street. Councilor Nielson requested a calendar of dates of community events. Group discussed educating the public of when to call for assistance.

3 **J. ADJOURNMENT**

4 Meeting adjourned at 4:47

5

6 Minutes recorded by: Katie Miller

DRAFT

**PHILOMATH PLANNING COMMISSION
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
September 30, 2024**

1. CALL TO ORDER - ROLL CALL

Meeting called to order at 6:00 p.m. by Vice Chair Timothy Melott.

Present:

John Barlow
Van Hunsaker
Timothy Melott
Darlene Rose
Ruth Causey, City Council liaison

Absent:

Gary Conner
Hayley Green
Josiah Jessen

Staff Present:

Chris Workman, City Manager
Michael Bidwell, Associate City Planner

2. APPROVAL OF MINUTES

2.1 September 16, 2024

Action Approve minutes as presented.

Motion/Second: Commissioner Barlow/Commissioner Rose

Vote: APPROVED 4-0 (Yes: Barlow, Hunsaker, Melott, and Rose; No: None).

3. UNFINISHED BUSINESS

3.1 Climate Friendly Area Update

Start Time: 6:02 p.m.

Discussion:

- Public hearing set for November 4 with Planning Commission; City Council hearing on November 25.
- Public outreach materials will be ready for October 12 (Fire Rescue Open House) and October 13 (Farmers Market).
- Parking analysis expected by mid-October. Assessment will include current capacity and climate-friendly considerations.
- Feedback on Climate-Friendly Areas: Minimal opposition; positive verbal feedback on middle housing concepts. One question regarding the safety of certain streets.

3.2 Development Code Language Update

Start Time: 6:12 p.m.

Discussion:

- Changes proposed to streamline application processes for certain developments.
- Site design review required for new commercial tenants.
- Subdivision applications to shift from Type III to Type II, reducing costs and complexity for applicants.
- Clarification on the difference between residential care and childcare facilities needed for state compliance.
- Hearing processes: consider creating a unified section for hearings to avoid redundancy. Structure it so that general processes are outlined once, with specific types (Type 2, Type 3, etc.) highlighting additional requirements.
- Clarity in requirements: when discussing different hearing types, maybe say "Type 3 hearings include all Type 2 requirements plus..." to streamline the information and make it easier for readers to understand the distinctions.

- 1 • On neighborhood meetings, it's important to clearly differentiate between
2 "encouraged" and "required." Placing the requirement for neighborhood meetings
3 earlier in the text would emphasize its importance in the process.
- 4 • Ensure that the application intake form includes a section for documenting
5 neighborhood meeting details. This will help maintain transparency and ensure that
6 developers adhere to this requirement.
- 7 • Implement a consistent notification process for both developers and the city to
8 ensure that adjacent property owners are informed properly, perhaps utilizing a
9 standardized template for the meetings.
- 10 • Capitalizing terms like "Planning Commission" and "City Council" could clarify their
11 importance and help differentiate them from general references.
- 12 • Make sure to have a comprehensive definitions section that includes all relevant
13 terms. This will help avoid confusion and ensure consistent usage throughout the
14 document.
- 15 • Clearly differentiate between "planned unit developments" and "plan developments,"
16 especially regarding their respective flexibility and density provisions.
- 17 • Establish a clear flow of steps for developers, from pre-application meetings to
18 neighborhood meetings, to submission of applications. This will help set expectations
19 and improve compliance.
- 20 • Encourage developers to maintain thorough records of neighborhood meetings,
21 including attendee lists and feedback received. This documentation should be
22 submitted alongside their application to ensure accountability.
- 23 • Encourage ongoing feedback from various stakeholders to ensure that all
24 perspectives are considered and that the revised code meets community needs.
- 25 • The use of "planned unit development" is widely recognized among planners and
26 developers, providing familiarity and clarity in discussions. PUDs allow for deviations
27 from standard zoning regulations, which can facilitate more creative and effective
28 land use solutions.
- 29 • Adding clear definitions regarding what constitutes a "material and measurable
30 adverse impact" is crucial. This helps establish a standard that can mitigate
31 subjective claims from property owners. Referencing specific cases, like the Milon
32 Crossing example, can illustrate how minor modifications can be assessed without
33 triggering major modification processes unnecessarily.
- 34 • It's essential to update the code to reflect new state laws regarding annexation,
35 particularly concerning unanimous property owner approvals.
- 36 • The debate on allowing new island annexations highlights the need for a balanced
37 approach. While it's essential to avoid creating isolated parcels, there may be
38 situations where annexing property outweighs the downsides.
- 39 • Analyzing the costs associated with elections for annexations and the potential
40 benefits of future tax revenues can guide decision-making. Implementing a fee for
41 developers could incentivize them to collaborate with property owners of island
42 parcels.
- 43 • Consider hosting workshops or informational sessions to educate developers and
44 property owners on these changes, ensuring everyone understands the new
45 regulations and their implications.
- 46 • Keep provisions under review, especially regarding the flexibility in PUDs and the
47 annexation process, to adapt to changing circumstances and community needs.
- 48 • Staff evaluation of utility capacity: it's crucial to establish that a finding must be made
49 about whether the city has the capacity to provide required utility services. This
50 prevents assumptions and allows for transparent decision-making.
- 51 • Introducing a policy for city council approval to periodically send island annexations
52 to voters (e.g., every four to six years) can streamline the process and avoid divisive
53 issues during less favorable times

- Avoid locking in a specific fee like \$2,000; instead, refer to a fee schedule established by the city council. This allows for adjustments as costs change.
- Merging the annexation and zoning map change application fees simplifies the process and reduces confusion for developers, streamlining the overall application process.
- Clarifying that most annexations will likely require a type three quasi-judicial review is essential for setting expectations around potential conflicts and bias considerations.
- Using terms like "highest density plan" instead of "greatest density" can help clarify expectations while still allowing flexibility in what developers choose to build.
- Exploring additional avenues for public engagement, such as local events or business meetings, could help capture a broader audience for feedback on annexations and land use plans.
- For health hazard annexations, it may be beneficial to require preliminary plans for utility infrastructure where contamination is a concern, while still maintaining the distinction between initial annexation and later site design reviews.

4. ANNOUNCEMENTS & STAFF UPDATES

Start Time: 7:39 p.m.

4.1 Farmers' Market Outreach Booth: October 13, 2024, at 11:00 AM (fully staffed)

4.2 Regular Meeting: October 21, 2024, at 6:00 PM

4.3 Public Hearing (tentative): November 4, 2024, at 6:00 PM

5. ADJOURNMENT

Meeting adjourned at 7:41 p.m.

SIGNED:

ATTEST:

Timothy Mellott, Vice Chair

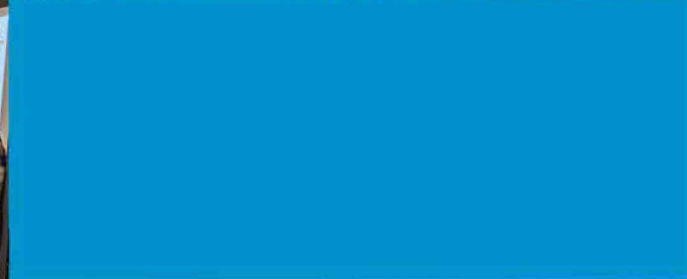
Ruth Post, MMC, City Recorder

RAINcatalysts

Engagement Report: 2024 Quarter 2

Linn-Benton Venture Catalyst

Nate Conroy



Summary

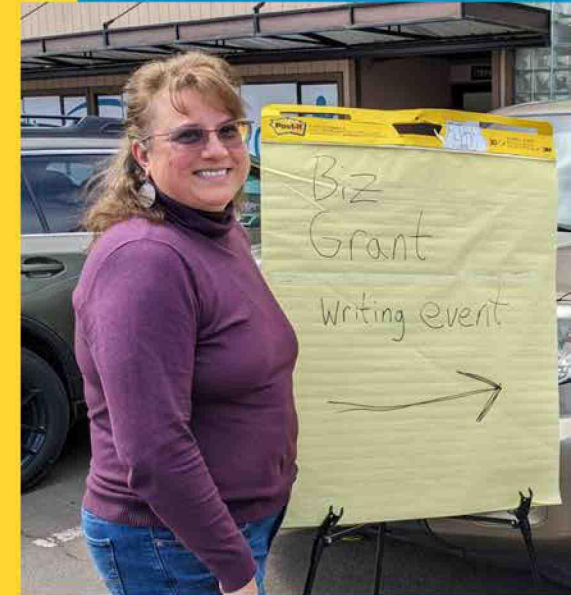
One of my favorite and most impactful actions, is getting our local entrepreneurs opportunities to get in front of helpful partners and resources. Q2 was full of such opportunities that RAIN made happen. Even better, RAIN's efforts in Q2 helped bring statewide ecosystem partners to Linn and Benton Counties to broaden awareness of, and strengthen, our local entrepreneurial ecosystem. I am proud of the meaningful, positive and productive relationships these efforts are producing.

**Local Entrepreneurs
Supported: 38**

**Entrepreneur Events Hosted
and Supported: 12**

Filling Gaps and Strengthening Local Assets

When a local entrepreneur confided in Nate that she was struggling to access funds needed to buy an expensive piece of equipment, Nate pulled together local grant writing experts to put on a workshop and use the specific entrepreneur's situation as a case study. The event was held at a new local entrepreneur meetup group to support their growing ecosystem presence. In the end, the whole network got supported, and the original entrepreneur even won the national grant that was used as a case study!



Highlighting Innovation In the Local Timber Industry

RAIN encouraged the Willamette Innovation Network to make it's April meetup feature innovation in the local timber industry. Moreover, RAIN brought in the Technology Association of Oregon as an event partner to further raise the event profile. The growing company MiCROTEC AI was brought in as the keynote, and local timber industry entrepreneurs were recruited to give pitches.



win WILLAMETTE INNOVATION NETWORK

APRIL 18 2024
WIN PRESENTS
6 - 8 PM @ 2 TOWNS CIDERHOUSE

Innovating Wood - MiCROTEC AI
A local story and its AI angle with
Ofer Heyman

JOIN US FOR AN EVENING OF NETWORKING
PLEASE REGISTER AS SPACE IS LIMITED

PRESENTED IN COLLABORATION WITH

RAIN catalysts **tao** Technology Association of Oregon

The poster features a circular portrait of Ofer Heyman, a man with glasses, smiling. The background is a light blue and white gradient with faint text.



Key Action: Help get entrepreneurs in front of customers

Entrepreneurs are often told to “get out there and talk to customers,” and for good reason. Asking questions of potential customers, testing ideas, and especially making some sales, can be insightful and empowering. But, entrepreneurs don’t always have the confidence or means to identify opportunities to efficiently get out there. RAIN recruited, sponsored, and coached six local entrepreneurs to have tables at the Lebanon Chamber of Commerce Business Fest. The event indeed led to key learning, some sales, supported the local Chamber, and even built mentoring relationships with existing local business leaders.



Increasing Exposure for Local Entrepreneurs

Pitch Please

LIVE: IN CORVALLIS

MONDAY, MAY 20TH | 4:00 PM | ATAMI



Thank You



Oregon State University
Advantage Accelerator

RAIN
catalysts

RAIN partnered with the OSU Advantage Accelerator and the Oregon Entrepreneurs Network to provide pitch feedback to local entrepreneurs. Similarly, RAIN hosted a local Chamber of Commerce event so that a local entrepreneur could pitch to gain local mentors and pilot contracts.



Providing Transformational Training

Information & Correspondence #10
Meeting Date: 10/14/2024

BACK BY POPULAR DEMAND!

THE DESTINATION CREATION COURSE

"Make your business a destination"
raincatalysts.org/destinationcreation

Apply by **JUNE 10**

For rural communities, it is critical that local businesses become skilled at attracting customers from outside of the area. In response, RAIN offered local businesses a nationally recognized training on how to become a destination. To be more accessible, the training was modified to fit into a single Monday and was held at Lebanon's Boulder Falls Event Center.



Spotlighting our region's BioTech Innovation

Information & Correspondence #10
Meeting Date: 10/14/2024

RAIN partnered with the Oregon Biosciences Association, Western University of Health Sciences and Linn Benton Community College to showcase biotech innovation in the region to a statewide audience! The day included pitches from local entrepreneurs, a tour of the Western U, and a panel at Hewlett Packard.



Spotlighting our region's BioTech Innovation

Information & Correspondence #10

Meeting Date: 10/14/2024



Bio in the Valley: The CorMic Tech Hub -- Tuesday May 21st

Reception: 5 – 5:45 p.m. | Program: 5:45 – 6:30 p.m. |
Networking: 6:30 – 8 p.m.

Go behind the scenes with Oregon's federally designated Corvallis Microfluidics (CorMic) Tech Hub. Mark your calendars for May 16th as Bio in the Valley ventures to the HP Campus for an evening of engaging and insightful programming. We'll explore the potential of microfluidics, a cutting-edge industry poised for explosive growth — anticipated to reach nearly \$120 billion by 2031.



Thank You!



Partners and Funders

RAIN Catalysts serves entrepreneurs in communities by invitation only. Generous funding and collaboration makes the work possible. Thank you!

Nate Conroy nate@raincatalysts.org



PHILOMATH
FINANCE & ADMINISTRATION COMMITTEE
MINUTES
Philomath City Hall Council Chambers
October 4, 2024

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7 **1. CALL TO ORDER - ROLL CALL**

8 Meeting called to order at 1:30 p.m. by Mayor Chas Jones.

9
10 **Present:**

11 Mayor Chas Jones
12 Councilor Jessica Andrade
13 Councilor Matt Lehman (substitute member)

Absent:

Councilor Teresa Nielson

14
15 **Staff Present:**

16 City Manager Chris Workman
17 Assistant City Manager Chelsea Starner

Absent:

18
19 **2. EXECUTIVE SESSION**

20 **2.1 Per ORS 192.660(2)(a) – Employment of Public Officers, Employees and Agents**

21 Start Time: 1:34 p.m.

- 22 • Mayor Jones read the Executive Session statement and moved the Committee into
23 Executive Session.

24
25 **3. RECONVENE IN PUBLIC SESSION**

26 Start Time: 5:11 p.m.

27
28 **4. NEW BUSINESS**

29 **4.1 City Recorder Selection Recommendation**

30 Start Time: 3:11 p.m.

31 No discussion.

32
33 **5. OLD BUSINESS**

34 **5.1 City Manager's Annual Performance Evaluation**

35 Start Time: 3:11 p.m.

36 Discussion

- 37 • Discussion about changes Councilor Andrade has previously requested to the
38 evaluation form.
39 • City Manager Workman to distribute the evaluation form to the full Council.

40
41 **6. ADJOURNMENT**

42 Meeting adjourned at 5:13 p.m.

43
44 Meeting minutes reported by Chelsea Starner, Assistant City Manager.

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**PHILOMATH CITY COUNCIL
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
September 10th, 2024**

A. CALL TO ORDER - ROLL CALL

Meeting called to order at 4:00 p.m. by Teresa Nielson

Present:

Councilor Diane Crocker
Councilor Ruth Causey
Councilor Teresa Nielson

Staff Present:

Chief Gurski
City Manager Chris Workman

B. APPROVAL OF MINUTES

1. Approval of May 14th, 2024 Minutes

Start Time: 4:01

Action #1: Minutes were approved for May 14th, 2024

Discussion:

Motion/Second: Motioned by Councilor Causey, seconded
by Councilor Crocker

Vote: Approved 3-0

C. OLD BUSINESS

1.

D. NEW BUSINESS

1. Personnel Briefing

Start Time: 4:02

Staff Report: Chief Gurski went over a personnel update. Thomas DeViqc is no longer with the department. Colter Forrest passed training and is working solo. Stephen Arnst was hired and will go to academy in November. There is also a lateral hire that will potentially start in October and there is a position that is currently open.

2. Community Outreach

Start Time: 4:04

Staff Report: Chief Gurski discussed community outreach done by the department. Sergeant Thurman did a presentation at the high school covering fraud and the dangers of social media. Chief Gurski has taught in a government class covering search and seizure. Sergeant Thurman presented at the high school for Career Day. Sergeant Bowers and Officer Forrest were at the elementary school for the Bike Rodeo. Philomath Police Department participated in Philomath Frolic and Rodeo Parade, National Night Out, Welcome Back to School, and the Chili Cookoff.
Upcoming events: Trunk or Treat, and Coffee with a Cop at Citizens Bank

3. Miscellaneous

Start Time: 4:09

Staff Report: Councilor Diane Crocker attended a mandated reporter training and asked about the prevalence of abuse in Philomath. Chief Gurski explained how the department receives reports of abuse (citizens, DHS, etc.)

The group discussed domestic abuse as well and what the police response looks like.

Councilor Nielson inquired about counseling that is available to officers and Councilor Causey brought up a resource for Officers to get spiritual assistance.

The group discussed the new law that went into effect September 1st involving drug offenses, updates to the roadway/city and vehicles speeding through town.

Chris Workman relayed emails he's gotten giving accommodations to the department for participating in community events and being present near the schools.

A Grand Reopening Ceremony for 16th St occurred on September 13th

Chris Workman is working on applying for a grant through Safe Routes for All.

1 **E. ADJOURNMENT**

2 Meeting adjourned at 4:38

3

4 Minutes recorded by: Katie Miller

DRAFT