



CITY OF PHILOMATH CITY COUNCIL

November 12, 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.

5:30 PM EXECUTIVE SESSION

A. ROLL CALL

B. EXECUTIVE SESSION

1. Per ORS 192.660(2)(i) Performance evaluations of public officers and employees.

MAYOR'S STATEMENT:

The Philomath City Council will now meet in executive session for the purpose of discussing performance evaluations of public officers and employees; to consult legal counsel regarding current litigation or litigation likely to be filed; and to discuss the employment of public officers, employees, and agents. The executive session is held pursuant to ORS 192.660(i), which allows the Council to meet in executive session to conduct these discussions.

Designated staff, the news media and other designated persons shall be allowed to attend the executive session. All other members of the audience are asked to leave the room. No final decision may be made in executive session. At the end of the executive session, we will return to open session and welcome the public back into the room.

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

C. RECONVENE IN PUBLIC SESSION AND RECESS

1. Meeting will reconvene in public session and suspend meeting until scheduled to begin at 7:00 p.m.

7:00 PM REGULAR MEETING

D. CONTINUATION OF MEETING & ROLL CALL AT 7:00 P.M.

E. PUBLIC COMMENTS (See Meeting Participation Instructions on Page 3)

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.

F. CONSENT AGENDA

The following items are considered to be routine and will be enacted in one motion. There will be no separate discussion of these items unless a Council member so requests, in which case the item will be removed from the Consent Agenda and considered separate from Consent Agenda.

1. Minutes of October 14, 2024 City Council meeting
2. Minutes of October 28, 2024 City Council meeting

G. NEW BUSINESS

1. Banking Signature Authorization
2. Utility Rate Study Scope of Work
3. S 19th St Sewer and Water Project Contract Award
4. City Council Vacancy

H. ORDINANCES & RESOLUTIONS

1. Ordinance #887 Imposing reasonable time, place and manner regulations on the operation of psilocybin product manufacturers and psilocybin service centers – First Reading
2. Ordinance #888 Declaring a ban on psilocybin product manufacturing and psilocybin centers, and referring the ban to the voters – First Reading

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

1. Management Report

INFORMATION & CORRESPONDENCE

1. November City Newsletter
2. YouTube Channel Views Report: October 2024
3. Philomath Connection bus ridership for October 2024
4. Press Release: 2025 Committee Vacancies
5. Quarterly Financial Report
6. Quarterly Strategic Plan Report
7. DEQ 2023-2024 TMDL Implementation Plan Annual Report Acceptance
8. Psilocybin Community Feedback Emails
9. Stop Sign Request at the Corner of 30th and Southwood Drive Email
10. AMR Radio Towers: Informational Report

L. 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 11/7/2024)

November 11	All day	Holiday – City offices closed
November 12	7:00 PM	City Council Meeting
November 18	6:00 PM	Planning Commission Meeting
November 19	5:30 PM	Inclusivity Committee Meeting
November 25	6:00 PM	City Council Meeting
November 28 & 29	All Day	Holiday – City offices closed

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.

PHILOMATH CITY COUNCIL
MEETING MINUTES
Philomath City Hall Council Chambers
October 14, 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

Absent:

Staff Present:

City Manager Chris Workman
City Recorder Ruth Post

Absent:

B. PRESENTATIONS

1. Julie Jackson, Republic Services – Annual Update

Start Time: 7:01 p.m.

- Jackson provided an overview of the ongoing Oregon Recycling Modernization Act (RMA) progress.
- Siting a glass recycling depot in Philomath was suggested by Jackson.
- Fleet electrification was summarized.
- Jackson presented the 2025 rate increase of 5.1% for residential, citing disposal costs as a driving factor.
- Discontinuance of compostable paper products discussed.
- Comparison of Oregon's RMA to other states discussed.
- Coffin Butte rates and the process of the expansion application summarized.
- Low income assistance discussed.
- Noted assistance provided by Republic Services for the new Paul J. Cochran Memorial Park.
- Glass recycling depot criteria discussed.

C. PROCLAMATION

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

Start Time: 7:24 p.m.

- Councilor McMorran read the resolution into the record.
- Correction of resolution to Monday, October 14, noted.

Action: To approve Resolution 24-19 as corrected.

Motion/Second: Councilor McMorran/Councilor Andrade

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

D. PUBLIC COMMENTS

1. Marion Clark Jr., Owner, Emerald City Jaguars professional basketball team, Eugene,
OR

Start Time: 7:27 p.m.

- 1 • Announced that they would be moving their professional basketball team to the
- 2 Philomath area.
- 3 • In discussions with Philomath High School to locate team here.
- 4 • Goal is to build more facilities to give kids more access, such as community centers.
- 5 • All kids 12 and under get into games free to promote affordability and accessibility.
- 6 • Described internship program.
- 7 • Currently a men's team with future plans for a women's league.

8
9 **E. CONSENT AGENDA**

- 10 1. City Council Minutes of September 9, 2024
- 11 2. City Council Work Session Notes of September 9, 2024
- 12 3. LOC Voting Delegates
- 13 Start Time: 7:33 p.m.
- 14 Action: To approve the Consent Agenda as presented.
- 15 Motion/Second: Councilor Causey/Councilor Lehman
- 16 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,
- 17 McMorran, Nielson and Jones; No: None).
- 18

19 **F. NEW BUSINESS**

- 20 1. City Recorder Appointment
- 21 Start Time: 7:33 p.m.
- 22 • City Manager Workman summarized the process to date.
- 23
- 24 Action: To approve the City Manager's appointee to the position of City Recorder.
- 25 Motion/Second: Councilor Causey/Councilor Crocker
- 26 • Discussion about attributes the Council panel noted about the finalist.
- 27 • Councilor McMorran declared abstention due to limited information provided about
- 28 finalist.
- 29
- 30 Vote: Action APPROVED 6-0 (Yes: Andrade, Causey, Crocker, Lehman,
- 31 Nielson and Jones; No: None; Abstain: McMorran).
- 32

- 33 2. Social Service Agency Funding Grants for FY 2024-25
- 34 Start Time: 7:46 p.m.
- 35 • Councilor Lehman declared an actual conflict of interest due to his wife's
- 36 employment and Strengthening Rural Families (SRF) and recused himself from the
- 37 discussion, leaving the room.
- 38 • Councilor McMorran declared he is the Treasurer for SRF but an actual conflict of
- 39 interest was not required or declared.
- 40 • Mayor Jones reviewed the funding proposed by the Finance & Administration
- 41 Committee.
- 42 • Discussion about the amounts applied for and purposes for funds.
- 43 • Funding recommendation for Philomath Community Services (PCS) discussed.
- 44 • Councilor Andrade declared opposition to allocating funds exceeding the \$6,000
- 45 previously approved for PCS in comparison to funding reductions in recent years for
- 46 PYAC and SRF.
- 47

- 48 Action: To approve allocation of the Social Service Agencies funding as follows:
- 49 ABC House \$5,000
- 50 Benton Habitat for Humanity \$6,494
- 51 Bountiful Backyard \$3,000
- 52 Maxtivity \$5,000
- 53 Meals on Wheels \$1,500

1 Philomath Community Services \$7,494
2 PYAC \$6,494
3 Strengthening Rural Families (SRF) \$6,494
4 for a total of \$41,476.

5 Motion/Second: Councilor Causey/Councilor Nielson
6 Vote: Action APPROVED 5-1 (Yes: Causey, Crocker, Lehman, McMorran,
7 Nielson and Jones; No: Andrade; Abstain: Lehman).
8

9 Councilor Lehman resumed his seat at 7:55 p.m.
10

11 3. Utility Assistance Funding Grants for FY 2024-25

12 Start Time: 7:55 p.m.

- 13 • Assistance provided by the two applicants to local utility customers with overdue
14 balances summarized.

15
16 Action: To approve allocation of the Utility Assistance Funding Grants as follows:
17 Vina Moses \$5,287.50 and We Care \$5,287.50 for a total of \$10,575.

18 Motion/Second: Councilor Crocker/Councilor Nielson

19 Vote: 7-0 (Yes: Andrade, Causey, Crocker, Lehman, McMorran, Nielson and
20 Jones; No: None).
21

22 4. Transient Lodging Tax (TLT) Grants for FY 2024-25

23 Start Time: 7:57 p.m.

- 24 • Available TLT funds and recommended funding summarized.
25 • Discussion about requested amounts and available amount discussed.
26 • Questions raised about whether the applicants all knew the amount of available
27 funds.
28 • Increase in available funds from 2023-24 to 2024-25 discussed.
29

30 Action: To approve allocation of the Transient Lodging Tax Funding Grants as
31 follows: Benton County Historical Society \$4,833.33, Philomath Chamber
32 \$4,833.33 and Philomath Frolic & Rodeo Association \$8,333.33 for a total
33 of \$17,700.

34 Motion/Second: Councilor Lehman/Councilor McMorran
35

- 36 • Lehman summarized calculation of proposed allocation as stated in the motion.
37

38 Action: To remove funding for Frolic & Rodeo Association for now and revisit
39 funding for them at a later date.

40 Motion/Second Councilor Andrade/None
41

- 42 • Councilor Crocker described need for Frolic & Rodeo.
43 • Councilor McMorran agreed with consistency of the allocation process with the other
44 grants and concerns about the other organizations knowing the amount of increased
45 funds available.
46 • Discussion about budgeting of funds for assistance.
47 • Discussion about providing support for the Frolic for worthwhile events.
48 • Councilor Andrade stated discomfort with the Frolic & Rodeo Association's recent
49 press release regarding First Amendment Rights and display of flags.
50 • Councilor Lehman stated concerns that other organizations were not aware of the
51 amount of funding available.
52 • Discussion about the number of tourism attendees each organization generates.
53 • Suggestion for Finance & Administration Committee to establish rules for allocating
54 funds.

- Various viewpoints of Councilors described in support and against the motion.
- CM Workman suggested tabling the agenda item to re-contact the three applicants and reprocess the requests.

Action: To move to table the discussion on TLT grants until the Mayor can come back with updated proposals.

Motion/Second Councilor McMorrان/Councilor Lehman

- Further discussion about the amount of funding requested by the Frolic & Rodeo Association.

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

Recess 8:25 p.m. to 8:32 p.m.

5. City Manager's Annual Performance Evaluation

Start Time: 8:24 p.m.

- CM Workman reviewed the process and the format, noting suggested changes to the survey recommended by Councilor Andrade (Supplemental Agenda Item #F.05).
- Councilor Andrade noted the evaluation received at the Finance & Administration Committee meeting did not include the changes identified in the revised version.
- Discussion about Section 4.3 regarding Councilor-Manager form of government.
- Redundancy of evaluation described by Councilor Andrade.
- Discussion about use of a 360-degree evaluation, including timing and format of one.
- Discussion about limiting additional comments to be received from Department Heads.

Action: Move to add department heads to the to the City Manager's evaluation.

Motion/Second: Councilor McMorrان/Councilor Andrade

- Discussion about requiring department heads to participate.
- Motion retracted by Councilor McMorrان.

Action: To instruct the City Manager to request evaluations from department heads as part of the 2024 evaluation of the City Manager.

Motion/Second: Councilor McMorrان/Councilor Andrade

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

Action: To amend the last sentence in paragraph 1 of Section 4.3 to read: "Provides Council with information on the Council-Manager form of government and the associated structure."

Motion/Second: Councilor Causey/Councilor Crocker

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

Action: To approve moving forward with the City Manager evaluation and timetable as proposed and amended.

Motion/Second: Councilor Causey/Councilor Crocker

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

6. Dirt Road Brewing OLCC Permit Application – 1301/1305 Main Street

Start Time: 9:09 p.m.

- CM Workman summarized the application.

1
2 Action: To recommend to OLCC granting the additional license for Dirt Road
3 Brewing.
4 Motion/Second: Councilor McMorran/Councilor Crocker
5 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,
6 McMorran, Nielson and Jones; No: None).
7

8 **G. ORDINANCE & RESOLUTIONS**

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

10 Start Time: 9:10 p.m.

- 11 • City Recorder Post summarized the new rules issued by the Oregon Government
12 Ethics Commission and the resolution providing the local procedure for grievances.
13

14 Action: To approve Resolution 24-20 adopting procedures for public meeting
15 grievances.

16 Motion/Second: Councilor Causey/Councilor Nielson

- 17
18 • Brief discussion about the process involving executive session complaints or
19 reporting.
20

21 Vote: Action APPROVED 7-0 (Yes: Andrade, Causey, Crocker, Lehman,
22 McMorran, Nielson and Jones; No: None).
23

24 **H. REPORTS OF BOARDS, COMMISSIONS, COMMITTEES, COUNCIL LIAISONS AND** 25 **STAFF**

26 1. Management Report

27 Start Time: 9:14 p.m.

- 28 • CM Workman summarized report contained in the meeting packet.
 - 29 • Brief discussion about the new backup generator for the Starlight Village pump
30 station.
 - 31 • Question about the paving of South 16th Street in Millpond Crossing.
- ##### 32 2. Philomath Community Foundation
- 33 • Councilor Crocker summarized the annual report issued by PCF.
- ##### 34 3. Psilocybin Ordinance and Town Hall
- 35 • City Attorney's office to present the proposed ordinance at the October 28 meeting.
 - 36 • Town Hall timing and format discussed.
- ##### 37 4. Chamber of Commerce
- 38 • Christmas tree lighting moved to Friday before Thanksgiving due to busy schedules
39 in December.

40 5. Fire District

- 41 • Open house last weekend was well attended, with representation by the Police
42 Department and City Planner.
- 43 • Coordination of fire hydrant testing to be a future discussion.

44 6. Emerald City Jaguars Tryouts

- 45 • Mayor Jones described the recent tryouts.

46 7. Local Government Coffee

- 47 • Councilor McMorran suggested moving Councilor Coffee times to 9:30-11:00 for
48 future sessions.

49 8. Upcoming Events

- 50 • Discussions about upcoming events.
51

52 **I. ADJOURNMENT**

53 Meeting adjourned at 9:30 p.m.
54

1 SIGNED:
2 _____
3 Chas Jones, Mayor

ATTEST:

Ruth Post, MMC, City Recorder

DRAFT

PHILOMATH CITY COUNCIL
REGULAR MEETING MINUTES
Philomath City Hall Council Chambers
October 28, 2024

A. ROLL CALL

Meeting called to order at 6:00 p.m. by Council President Ruth Causey.

Present

Councilor Jessica Andrade
Councilor Teresa Nielson
Councilor Christopher McMorrان
Councilor Ruth Causey
Councilor Matt Lehman

Absent:

Mayor Chas Jones
Councilor Diane Crocker

Staff Present:

City Manager Chris Workman
Assistant City Manager Chelsea Starnar
City Attorney (BEH) Ashleigh Dougill
Police Chief David Gurski

Absent:

City Recorder Ruth Post

B. PROCLAMATIONS

Start Time: 6:02 p.m.

1. Resolution 24-21 Veterans Day Proclamation

- A group reading of the proclamation by Councilors Andrade, Nielson, McMorrان, Lehman, and Causey was entered into the record.

Action: To approve Resolution 24-21 proclaiming November 11, 2024, as Veterans Day in the city of Philomath.

Motion/Second: Councilor Andrade/Councilor Nielson

Amendment: To change the language of the second "whereas" statement from "men and women" to "those".

Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان, Nielson; No: None).

C. PUBLIC COMMENTS

Start Time: 6:08 p.m.

1. None.

D. UNFINISHED BUSINESS

Start Time: 6:09 p.m.

1. Transient Lodging Tax FY 2024-25 Grants

- Applicants were given the opportunity to resubmit requests.
- City Manager (CM) Workman reviewed the resubmitted allocation requests from local organizations.
- Discussion about requested amounts and available amount discussed.

Action: To approve allocation of the Transient Lodging Tax Funding Grants as follows:

Philomath Frolic & Rodeo Association	\$10,620.00
--------------------------------------	-------------

1	Philomath Chamber of Commerce	\$2,124.00
2	Benton-County Historical Society	\$4,956.00
3	Total	\$17,700.00

4 Motion/Second: Councilor McMorrان/Councilor Causey
5 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان,
6 Nielson; No: None).
7

8 **E. NEW BUSINESS**

9 Start Time: 6:15 p.m.

10 1. Willamette Valley Jaguars letter of support

- 11 • CM Workman handed out a letter from the Philomath District dated October 28, 2024.
- 12 • School District decided that Philomath High School won't provide the space for the
- 13 Willamette Valley Jaguars games for the 2024-25 SY.
- 14 • Discussion about the request to use the City of Philomath's emblem on the jerseys and
- 15 open to collaboration.
- 16 • Marion Clark Jr. was asked to comment.

17 Action: To approve the Letter of Support of the Willamette Valley Jaguars.

18 Motion/Second: Councilor Andrade/Councilor Lehman

19 Vote: Action APPROVED 5-0 (Yes: Andrade, Causey, Lehman, McMorrان,
20 Nielson; No: None).
21

22 Start Time: 6:21 p.m.

23 24 2. Funding for Black and African American Heritage Month guest speaker

- 25 • Discussion regarding funds for honorarium for guest speaker Zachary Stocks.
- 26 • Recommended to discuss speaker fees and consistency of honorariums for a future
- 27 discussion.

28 Action: To approve the payment amount of no more than \$400 to Zachary Stocks
29 as honorarium for speaking to the community in February.

30 Motion/Second: Councilor McMorrان/Councilor Causey

31 Vote: Action APPROVED 4-1 (Yes: Andrade, Causey, Lehman, McMorrان; No:
32 Nielson).
33

34 35 36 37 **F. ORDINANCES & RESOLUTIONS**

38 Start Time: 6:30 p.m.

39 40 1. Ordinance #886 Amending Chapter 2.55 Park Advisory Board

- 41 • Discussion of amendments and language to Chapter 2.55.

42 Action: To remove Section 2.55.040 Part C, Number 5, and to add a period to the
43 end of Section 2.55.040, Part C, Number 8.

44 Motion/Second: Councilor Lehman/Councilor Causey

45 Vote: Action APPROVED 5-0 (Yes: Andrade, Nielson, McMorrان, Causey,
46 Lehman; No: None).
47

- 48 • Assistant City Manager (ACM) Chelsea Starner read the ordinance by title.

49
50
51

1 Roll Call Vote: Ordinance #886 APPROVED 5-0 (Yes: Andrade, Nielson, McMorrان,
2 Causey, Lehman; No: None).
3

4 Start Time: 6:46 p.m.

5 2. Ordinance #887 Imposing reasonable time, place and manner regulations on the
6 operation of psilocybin product manufacturers and psilocybin service centers
7

- 8 • Council reviewed Ordinance #887 draft.
- 9 • Discussed zoning requirements and where the service centers and manufacturing sites
10 would be permitted.
- 11 • City Manager Chris Workman proposed a one-time business license for new businesses
12 to improve city planning and regulatory compliance.
- 13 • Discussed limiting psilocybin advertising with a focus on keeping signage content neutral
14 and compliant with state regulations.
- 15 • A town hall is scheduled for November 21 to gather public feedback on psilocybin
16 regulations before the Council's final vote.
- 17 • Discussed restricting service centers to general commercial (C2) zones and
18 manufacturing sites to light and heavy industrial zones.

19
20 3. Ordinance #888 Declaring a ban on psilocybin product manufacturing and psilocybin
21 centers, and referring the ban to the voters
22

- 23 • Council reviewed Ordinance #888 draft.
- 24 • Discussed sixth “whereas” statement wording and amendments to it.
- 25 • Council came to a consensus to amend Ordinance #888 draft’s 6th “whereas” statement
26 to include “until such time the people of Philomath can voice their opinion by vote”
27 between “Council believes that” and “continuing to prohibit”.
28

29 **G. ADJOURNMENT**

30 Meeting adjourned at 7:36 p.m.
31
32

33 SIGNED:

ATTEST:

34 _____
35 Ruth Causey, Council President

34 _____
35 Ruth Post, MMC, City Recorder

36



Philomath City Council Agenda Item Summary

Title/Topic: Bank Signatory Authorization

Meeting Date: November 12, 2024

Staff Contact: Chelsea Starner

ISSUE STATEMENT

Shall the Council authorize adding Crystal Weber as a banking signatory?

BACKGROUND

The City uses several accounts at Citizens Bank to complete business transactions and operates under a dual signature process for checks. The City Recorder is a signatory for the City's accounts. Due to the retirement of Ruth Post, one of the staff signatories will be removed and needs to be replaced.

COUNCIL OPTIONS

1. Approve Crystal Weber as a signatory for Citizens Bank.
2. Do not approve Crystal Weber as a signatory for Citizens Bank.

STAFF RECOMMENDATION

Approve Crystal Weber as a signatory for Citizens Bank.

RECOMMENDED MOTION

"Move to add City Recorder Crystal Weber as a signatory for Citizens Bank."

ATTACHMENTS

None



City Council Consent Agenda Item Summary

Title/Topic: Utility Rate Statement of Work

Meeting Date: November 12, 2024
Staff: Mike Murzynsky

ISSUE STATEMENT

Review of Statement of Work related to Utility Rate Study

BACKGROUND

For the 2024-25 Fiscal Year monies has been allocated for a Utility Rate Study for the Water, Wastewater, and Storm Drain Funds (the City of Philomath's Enterprise funds) with hopes of it being completed before the creation of the 2025-26 Fiscal Year budget. Staff has prepared the Statement of Work for Council review. The Statement of Work is broken down into three segments: 1) Scope of Work and Major Task, 2) Timeline Requirements, and 3) Reporting and Communication. Quick review of each follow.

The Scope of Work lays out the nine (9) tasks required to produce a detailed comprehensive cost of service analysis of each of the 1) existing rates, 2) fund balances, 3) reserves, 4) debt service coverage and 5) potential for future debt financing for the three Enterprise funds. We are asking for ten (10) year financial plan which outlines these same five categories. Finally, we are asking for a five (5) year rate schedule which spreads these costs out between the customer classes.

The Timeline Requirements is set up to have the items laid out in the Scope of Work before we begin creating the 2025-26 FY Budget.

The Reporting and Communication segment is put tougher so there are concrete lines of communication for the process.

Fiscal:

Not applicable

Staff Recommendation

Staff recommends the Utility Rate Statement of Work.

SUGGESTED MOTION

MOTION IS NOT REQUIRED.

ATTACHMENTS:

Utility Rate Statement of Work

III. SCOPE OF WORK TO BE PERFORMED

A. Scope of Work and Major Tasks

Consultants will conduct a detailed comprehensive cost-of-service analysis of existing water, wastewater, and storm drain rates and charges, current water, wastewater and storm drain enterprise fund balances, adequacy of reserves and debt service coverage, and impacts of potential debt financing for future capital projects.

Consultants will produce a Water, Wastewater, and Storm Drain Utility Rate Study Report that includes a long-term (10-year) financial plan projecting revenues, operational and maintenance costs, capital improvement costs, reserve funding, debt service costs and a five-year rate schedule that appropriately distributes costs across customer classes.

Major tasks require to complete the study are outlined below.

Task 1 – Coordinate and conduct a project kick-off meeting with City staff to discuss project priorities, data needs and the project schedule. Consultant will also need to prepare a data requirements list that will be discussed during the meeting and delegated to specific City staff.

Task 2 – Develop a 10-year financial plan model for the Water, Wastewater, and Storm Drain Enterprise Funds. The financial plans should include revenue requirements based on projected revenues, operating and maintenance expenditures including capital improvements, debt service coverage and reserve funding policies as well as any other policy consideration that the City determines are priorities.

Task 3 – Prepare a comprehensive cost-of-service analysis and provide options for a five-year rate structure that fairly and equitably allocates costs to customer classes while adequately funding revenue requirements including operations and maintenance, capital improvements, reserves, and debt service. The analysis must ensure that rates and charges are defensible.

Task 4 – Provide a comparative analysis that illustrates how the City of Philomath's rate structure and costs compare to like Oregon utilities: Creswell, Estacada, King City, Monroe, Sheridan, Talent, Tillamook, Veneta, Winston, and any other utilities the Consultant may find appropriate.

Task 5 – Recommend rate and fee structures/options for water, sewer, and storm drain utilities that will fairly recover allocated costs and adequately fund reserves. Rate structure recommendations should consider the following: current and future operations and maintenance costs, projected demands, water supply, and capital improvement requirements.

Task 6 – Prepare draft and final reports that summarize the results and recommendations of the study and serve as a document of record. Draft and final deliverables shall be made available in Word, Excel, and PDF file formats. Word and Excel formats shall be editable by City staff.

TASK 7 - Produce a utility rate model for water and wastewater (preferably based in Microsoft Excel) that allows for annual updates by staff. At minimum, the model should

- a. Project rates on a ten-year horizon.
- b. Allow for projection of major operating cost categories (personnel, materials & services and capital maintenance).
- c. Incorporate changes to a ten-year Capital Improvement Plan and allow for annual updates to project timing, amounts, and duration.
- d. Include debt coverage ratios from proposed City loan funding.
- e. Contractor shall provide adequate training (minimum of four (4) hours) for City staff on this Excel model.

Task 8 – Conduct the following meetings:

1. One - Statement of Work Rate Workshop with City Council and City Staff
2. One - Community Town Hall meeting to gather input from the community
3. One – Final Workshop to present Rates and Structure to Council which includes community feedback

Task 9 – The scope should include any additional meetings or webinars that the consultant deems necessary to ensure that the citizens are well informed as to the status of the project and to discuss major milestones of the project.

B. Timeline Requirements

Consultants shall initiate work by _____ with a projected completion date of _____. The Consultants will then aid the City in conducting an informative community engagement process as well as required public hearings for rate increases. If adopted it is anticipated that rate increases would go into effect on either March 1, 2025, or July 1, 2025. Consultants will provide guidance as to the impacts related to selecting one effective date over the other.

C. Reporting and Communication

The City's Finance Director will be provider of all information for this project to the Consultant and direct the process for the city. They will be the main person to contact with questions.

Consultants will meet continuously during the on-site field work process with the City Manager, Finance Director, Public Works Director and supporting staff to discuss issues, concerns, preliminary findings, and management recommendations.

Consultants will provide regular updates, bi-monthly, to City staff regarding process on the analyses and recommendations and request any additional information or direct need to complete the project on time and within budget.

Prior to issuing the final report, Consultants will hold One meeting with the City Manager, Finance Director and Public Works Director to review the draft report and recommendations to be presented to the City Council.



Philomath City Council Agenda Item Summary

Title/Topic: 2024 19th St Water and Sewer Improvements

Meeting Date: November 12, 2024
Staff Contact: Kevin Fear, Public Works Director

ISSUE STATEMENT

The Strategic Plan and CIP identified the 19th Street Water and Sewer Improvements as projects to complete in 2024-25. The project is being bid this offseason to replace the 1952 sewer and 1960 water line prior to Benton County repaving 19th Street in the summer of 2025. Eight companies submitted bids for the project. Mid-Valley Gravel from Philomath was the lowest bidder.

The City budgeted \$2,155,000.00.

The engineers estimate was \$1,850,000.00.

The overall bid cost is \$1,598,232.65 plus a \$240,000 contingency.

Staff recommends awarding Mid-Valley Gravel the 2024 19th Street Water and Sewer Improvement contract for a total of \$1,598,232.65 and including a contingency of \$240,000.00.

COUNCIL OPTIONS

1. Award the 2024 19th Street Water and Sewer Improvement contract to Mid-Valley Gravel for \$1,598,232.65 with a contingency of \$240,000.00.
2. Do not award the contract.

CITY MANAGER RECOMMENDATION

Award the 2024 19th Street Water and Sewer Improvement contract to Mid-Valley Gravel for \$1,598,232.65 and include a \$240,000.00 contingency.

RECOMMENDED MOTION

I move the City Council award the 2024 19th Street Water and Sewer Improvement project to Mid-Valley Gravel.

ATTACHMENTS

Westech Engineering Recommendation Letter
Bid Sheet Summary



November 7, 2024

The Honorable Mayor and City Council
City of Philomath
980 Applegate Street
Philomath, OR 97370

RE: Recommendation for Award, 19th Street Water & Sewer Improvements, JO. 960.4210.0

Ladies and Gentlemen:

Bids for the above referenced project were received and opened at our office at 2:00 p.m. on November 6, 2024. There were a total of eight bids received from qualified bidders. We are pleased with the level of interest the project generated among contractors, and with the bid response.

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

Summary of Bids					
Bidder	Base Bid	Alt. A	Alt. B	Total	Difference from Eng. Estimate
Engineers Estimate	\$1,460,000.00	\$40,000.00	\$350,000.00	\$1,850,000.00	-
MVG Construction	\$1,297,343.50	\$24,000.00	\$276,889.15	\$1,598,232.65	-14%
Lawson Corp Excavation	\$1,274,940.00	\$14,000.00	\$410,746.00	\$1,699,686.00	-8%
K&E Excavation	\$1,407,392.00	\$7,500.00	\$329,241.00	\$1,744,133.00	-6%
Pacific Excavation Inc.	\$1,333,957.00	\$40,000.00	\$379,020.00	\$1,752,977.00	-5%
Trench Line Excavation	\$1,382,937.84	\$31,728.60	\$468,771.06	\$1,883,437.50	+2%
Turney Excavating, Inc.	\$1,650,269.25	\$64,000.00	\$458,993.00	\$2,173,262.25	+17%
Earth Works Excavation	\$1,792,857.00	\$14,300.00	\$448,748.00	\$2,255,905.00	+22%
North Santiam Paving	\$1,936,453.00	\$30,000.00	\$480,494.00	\$2,446,947.00	+32%

As shown above, the low bid was approximately 14% below the engineer's estimate. Based on the information on the bid qualification information and past work for the City, MVG Construction is a well established firm capable of performing this work for the City.

If it is the City's desire to proceed with the project at this time, we recommend that the City authorize award of a contract to MVG Construction, subject to final authorization by any applicable funding agencies. Based on the units and prices listed in the bid schedule, the amount of the contract will be \$1,598,232.65.

We want to accompany the recommendation to award the full project for a total of \$1,598,232.65 with a recommendation that the Public Works Director be authorized to delete the work for Alternate A should he believe it in the best interest of the City.

We further recommend that the City Council approve a construction contingency budget of $\pm 15\%$ of the bid total (*ie. \$240,000*), to address unknown conditions or issues that may come to light during construction.

As requested by City staff, we have sent the Notice of Intent to Award to all bidders as required by OAR 137-049-0395.1 (the notice is subject to final authorization by the City Council, and approval by applicable funding agencies). Sending out the Notice of Intent to Award will start the statutory time limit for the 7 day bid protest period, but does not obligate the City to issue the final Notice of Award.

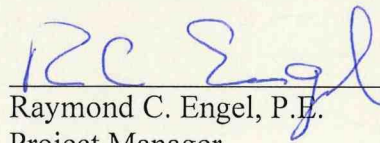
Upon expiration of the 7 day protest period (*assuming no bid protests*) and approval by the City Council and applicable funding agencies, we will then proceed to issue a Notice of Award to the Contractor, after which we will proceed with obtaining the required signatures for the Contract Documents,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

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

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

Sincerely,

WESTECH ENGINEERING, INC.



Raymond C. Engel, P.E.
Project Manager

rce
encl. Bid Tabulations
cc: Chris Workman, City Manager, City of Philomath
• Kevin Fear, Public Works Director, City of Philomath

Schedule of Prices (Bid Form)

Item No.	Description	Estimated Quantity	Unit	MVG Construction		Lawson Corp Excavation		K&E Excavation inc		Pacific Excavation Inc		Trench Line Excavation Inc		Turney Excavating Inc		Earth Works Excavation		North Santiam Paving	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
General Construction																			
1.	Mobilization, Bonds, Permits and Insurance, etc.	ALL	L.S.	Lump Sum	\$100,777.00	Lump Sum	\$130,000.00	Lump Sum	\$148,000.00	Lump Sum	\$170,000.00	Lump Sum	\$136,028.59	Lump Sum	\$100,000.00	Lump Sum	\$160,763.00	Lump Sum	\$203,000.00
2.	Temporary Traffic Control, Complete	ALL	L.S.	Lump Sum	\$28,545.00	Lump Sum	\$20,000.00	Lump Sum	\$105,000.00	Lump Sum	\$30,000.00	Lump Sum	\$19,511.83	Lump Sum	\$230,000.00	Lump Sum	\$80,460.00	Lump Sum	\$235,000.00
3.	Erosion Control, Complete	ALL	L.S.	Lump Sum	\$1,200.00	Lump Sum	\$12,000.00	Lump Sum	\$24,000.00	Lump Sum	\$5,000.00	Lump Sum	\$3,020.20	Lump Sum	\$5,000.00	Lump Sum	\$2,409.00	Lump Sum	\$13,000.00
4.	Construction Staking, Complete	ALL	L.S.	Lump Sum	\$13,200.00	Lump Sum	\$10,000.00	Lump Sum	\$12,000.00	Lump Sum	\$12,500.00	Lump Sum	\$9,344.81	Lump Sum	\$14,000.00	Lump Sum	\$10,235.00	Lump Sum	\$14,500.00
5.	Acceptance Testing, Complete	ALL	L.S.	Lump Sum	\$15,000.00	Lump Sum	\$5,600.00	Lump Sum	\$7,700.00	Lump Sum	\$10,000.00	Lump Sum	\$5,464.80	Lump Sum	\$38,000.00	Lump Sum	\$19,690.00	Lump Sum	\$10,250.00
6.	Pre-construction Pipe Cleaning & TV Inspection, Complete	ALL	L.S.	Lump Sum	\$21,717.00	Lump Sum	\$5,300.00	Lump Sum	\$3,900.00	Lump Sum	\$5,000.00	Lump Sum	\$21,578.32	Lump Sum	\$31,000.00	Lump Sum	\$7,360.00	Lump Sum	\$21,500.00
7.	Post-construction Pipe Cleaning & TV Inspection, Complete	ALL	L.S.	Lump Sum	\$1,793.00	Lump Sum	\$5,300.00	Lump Sum	\$600.00	Lump Sum	\$5,000.00	Lump Sum	\$1,781.53	Lump Sum	\$31,000.00	Lump Sum	\$17,533.00	Lump Sum	\$5,000.00
8.	Private Utility Locates, Complete	ALL	L.S.	Lump Sum	\$2,500.00	Lump Sum	\$2,500.00	Lump Sum	\$1,700.00	Lump Sum	\$7,500.00	Lump Sum	\$2,185.92	Lump Sum	\$6,000.00	Lump Sum	\$30,653.00	Lump Sum	\$4,000.00
General Construction Total					\$184,732.00		\$190,700.00		\$302,900.00		\$245,000.00		\$198,916.00		\$455,000.00		\$329,103.00		\$506,250.00
Water System Improvements																			
Note: Water Connection items include all surface restoration except for the street asphalt paving.																			
9.	Water Connection 1, N 19th & Main	ALL	L.S.	Lump Sum	\$2,547.00	Lump Sum	\$800.00	Lump Sum	\$1,600.00	Lump Sum	\$2,500.00	Lump Sum	\$6,053.78	Lump Sum	\$1,325.00	Lump Sum	\$692.00	Lump Sum	\$3,350.00
10.	Water Connection 2, N 19th & College, Complete, Including 8" GV	ALL	L.S.	Lump Sum	\$5,840.00	Lump Sum	\$10,000.00	Lump Sum	\$7,700.00	Lump Sum	\$5,500.00	Lump Sum	\$10,043.08	Lump Sum	\$6,300.00	Lump Sum	\$6,218.00	Lump Sum	\$11,500.00
11.	Water Connection 3, S 19th & Main	ALL	L.S.	Lump Sum	\$1,500.00	Lump Sum	\$800.00	Lump Sum	\$1,600.00	Lump Sum	\$1,500.00	Lump Sum	\$6,053.78	Lump Sum	\$1,125.00	Lump Sum	\$402.00	Lump Sum	\$2,750.00
12.	Water Connection 4, S 19th & Applegate (West Side), Complete Including 8" GV, 6" GV, & Fire Hydrant	ALL	L.S.	Lump Sum	\$17,995.00	Lump Sum	\$21,000.00	Lump Sum	\$28,000.00	Lump Sum	\$6,500.00	Lump Sum	\$24,519.35	Lump Sum	\$15,850.00	Lump Sum	\$15,506.00	Lump Sum	\$29,000.00
13.	Water Connection 5, S 19th & Applegate (East Side), Complete Including 10" GV	ALL	L.S.	Lump Sum	\$9,818.00	Lump Sum	\$12,000.00	Lump Sum	\$11,000.00	Lump Sum	\$7,000.00	Lump Sum	\$12,766.74	Lump Sum	\$8,200.00	Lump Sum	\$11,558.00	Lump Sum	\$15,000.00
14.	Water Connection 6, S 19th & Ash, Complete Including 8" GV, 6" GV	ALL	L.S.	Lump Sum	\$9,429.00	Lump Sum	\$14,000.00	Lump Sum	\$17,500.00	Lump Sum	\$9,000.00	Lump Sum	\$16,745.12	Lump Sum	\$11,000.00	Lump Sum	\$15,259.00	Lump Sum	\$19,500.00
15.	Water Connection 7, S 19th & Cedar, Complete Including 8" GV, 8" GV, & Blow-off	ALL	L.S.	Lump Sum	\$9,109.00	Lump Sum	\$17,500.00	Lump Sum	\$16,500.00	Lump Sum	\$9,500.00	Lump Sum	\$16,570.25	Lump Sum	\$11,450.00	Lump Sum	\$13,312.00	Lump Sum	\$20,500.00
16.	Water Connection 8, S 19th & Fire Lane, Complete Including 10" GV, 10" GV	ALL	L.S.	Lump Sum	\$12,350.00	Lump Sum	\$21,000.00	Lump Sum	\$18,000.00	Lump Sum	\$8,000.00	Lump Sum	\$18,110.23	Lump Sum	\$15,000.00	Lump Sum	\$17,170.00	Lump Sum	\$20,500.00
17.	Water Connection 9, N of McCall Way, Complete Including 10" GV, 8" GV	ALL	L.S.	Lump Sum	\$10,891.00	Lump Sum	\$16,000.00	Lump Sum	\$16,000.00	Lump Sum	\$7,000.00	Lump Sum	\$16,627.08	Lump Sum	\$12,450.00	Lump Sum	\$18,885.00	Lump Sum	\$16,500.00
18.	Water Connection 10, E End of Fire Lane, Complete Including (2) 10" GVs, (2) 8" GVs, (2) 6" GVs	ALL	L.S.	Lump Sum	\$28,623.00	Lump Sum	\$35,000.00	Lump Sum	\$40,000.00	Lump Sum	\$22,500.00	Lump Sum	\$32,661.90	Lump Sum	\$34,500.00	Lump Sum	\$34,327.00	Lump Sum	\$41,500.00
20.	6" CL 52 DI Waterline, Including Trench Excavation, Backfill, & Surface Restoration	60	L.F.	\$216.00	\$12,960.00	\$175.00	\$10,500.00	\$153.00	\$9,180.00	\$200.00	\$12,000.00	\$147.53	\$8,851.80	\$251.50	\$15,090.00	\$235.00	\$14,100.00	\$287.00	\$17,220.00
21.	8" CL 52 DI Waterline, Including Trench Excavation, Backfill, & Surface Restoration	240	L.F.	\$202.00	\$48,480.00	\$150.00	\$36,000.00	\$161.00	\$38,640.00	\$200.00	\$48,000.00	\$131.51	\$31,562.40	\$185.00	\$44,400.00	\$219.40	\$52,656.00	\$203.00	\$48,720.00
22.	10" CL 52 DI Waterline, Including Trench Excavation, Backfill, & AC or PCC Surface Restoration	2,000	L.F.	\$172.00	\$344,000.00	\$170.00	\$340,000.00	\$156.00	\$312,000.00	\$175.00	\$350,000.00	\$175.15	\$350,300.00	\$230.00	\$460,000.00	\$194.50	\$389,000.00	\$201.00	\$402,000.00
23.	10" CL 52 DI Waterline, Including Trench Excavation, Backfill, & Lawn Surface Restoration	440	L.F.	\$118.00	\$51,920.00	\$140.00	\$61,600.00	\$109.00	\$47,960.00	\$150.00	\$66,000.00	\$118.69	\$52,223.60	\$181.00	\$79,640.00	\$132.40	\$58,256.00	\$140.00	\$61,600.00
24.	Install New Short Side Svc w/ New Mtr Box	14	Each	\$3,484.00	\$48,776.00	\$3,500.00	\$49,000.00	\$4,500.00	\$63,000.00	\$3,000.00	\$42,000.00	\$2,610.84	\$36,551.76	\$2,700.00	\$37,800.00	\$5,573.00	\$78,022.00	\$5,400.00	\$75,600.00
25.	Install New Long Side Svc w/ New Mtr Box	17	Each	\$5,450.00	\$92,650.00	\$4,500.00	\$76,500.00	\$5,500.00	\$93,500.00	\$5,000.00	\$85,000.00	\$3,023.16	\$51,393.72	\$4,450.00	\$75,650.00	\$8,595.00	\$146,115.00	\$8,300.00	\$141,100.00
26.	Relocate Water Meter to Sidewalk	15	Each	\$525.00	\$7,875.00	\$1,200.00	\$18,000.00	\$2,700.00	\$40,500.00	\$1,500.00	\$22,500.00	\$1,212.85	\$18,192.75	\$900.00	\$13,500.00	\$3,000.00	\$45,000.00	\$1,100.00	\$16,500.00
27.	Gate Valves																		
	a. 6" Gate Valves	2	Each	\$1,955.00	\$3,910.00	\$2,100.00	\$4,200.00	\$1,900.00	\$3,800.00	\$1,500.00	\$3,000.00	\$1,693.55	\$3,387.10	\$3,000.00	\$6,000.00	\$1,704.00	\$3,408.00	\$2,500.00	\$5,000.00
	b. 8" Gate Valves	4	Each	\$2,283.00	\$9,132.00	\$2,500.00	\$10,000.00	\$2,700.00	\$10,800.00	\$2,000.00	\$8,000.00	\$2,760.27	\$11,041.08	\$3,000.00	\$12,000.00	\$2,513.00	\$10,052.00	\$3,000.00	\$12,000.00
	c. 10" Gate Valves	4	Each	\$3,320.00	\$13,280.00	\$3,750.00	\$15,000.00	\$3,800.00	\$15,200.00	\$3,000.00	\$12,000.00	\$3,355.66	\$13,422.64	\$3,000.00	\$12,000.00	\$3,532.00	\$14,128.00	\$4,050.00	\$16,200.00

Schedule of Prices (Bid Form)

Item No.	Description	Estimated Quantity	Unit	MVG Construction		Lawson Corp Excavation		K&E Excavation inc		Pacific Excavation Inc		Trench Line Excavation Inc		Turney Excavating Inc		Earth Works Excavation		North Santiam Paving	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
28.	Fire Hydrants	2	Each	\$6,500.00	\$13,000.00	\$5,000.00	\$10,000.00	\$8,700.00	\$17,400.00	\$7,500.00	\$15,000.00	\$9,770.44	\$19,540.88	\$5,800.00	\$11,600.00	\$13,558.00	\$27,116.00	\$8,200.00	\$16,400.00
29.	Large Water Service Reconnections																		
	a. 4x3 Water Service @ 32+44 W2, Including Valve	ALL	L.S.	Lump Sum	\$6,451.00	Lump Sum	\$5,250.00	Lump Sum	\$8,600.00	Lump Sum	\$5,500.00	Lump Sum	\$8,266.46	Lump Sum	\$4,500.00	Lump Sum	\$7,356.00	Lump Sum	\$5,750.00
	b. 2" Water Service Per Detail 517 A, Including Valve	ALL	L.S.	Lump Sum	\$5,640.00	Lump Sum	\$4,350.00	Lump Sum	\$11,000.00	Lump Sum	\$4,500.00	Lump Sum	\$9,288.08	Lump Sum	\$4,800.00	Lump Sum	\$9,109.00	Lump Sum	\$7,750.00
30.	8-inch Mainline Blow-off Per Detail 506, Including Valve	ALL	L.S.	Lump Sum	\$3,039.00	Lump Sum	\$4,800.00	Lump Sum	\$5,100.00	Lump Sum	\$2,000.00	Lump Sum	\$3,345.68	Lump Sum	\$3,525.00	Lump Sum	\$2,984.00	Lump Sum	\$6,800.00
Water System Improvements Total					\$769,215.00		\$793,300.00		\$834,580.00		\$754,500.00		\$777,519.26		\$897,705.00		\$990,631.00		\$1,012,740.00
Sanitary Sewer Improvements																			
29.	Bypass Pumping for (CIPP) Rehabilitation	ALL	L.S.	Lump Sum	\$3,995.00	Lump Sum	\$14,000.00	Lump Sum	\$600.00	Lump Sum	\$10,000.00	Lump Sum	\$9,103.48	Lump Sum	\$27,850.00	Lump Sum	\$19,861.00	Lump Sum	\$38,000.00
30.	Deleted. See Items 6 & 7 for Sewer Cleaning & TV.																		
31.	Sewer Main Cured In Place Pipe (CIPP) Rehabilitation																		
	a. 8-inch Diameter, 6 mm CIPP	1,559	L.F.	\$60.50	\$94,319.50	\$60.00	\$93,540.00	\$58.00	\$90,422.00	\$63.00	\$98,217.00	\$60.11	\$93,711.49	\$69.75	\$108,740.25	\$111.00	\$173,049.00	\$57.00	\$88,863.00
32.	Insert-a-Tee Service Connections for CIPP Pipe Segments																		
	a. 4" Insert-a-Tee Connections	20	Each	\$332.00	\$6,640.00	\$750.00	\$15,000.00	\$375.00	\$7,500.00	\$3,500.00	\$70,000.00	\$1,772.23	\$35,444.60	\$375.00	\$7,500.00	\$732.00	\$14,640.00	\$4,600.00	\$92,000.00
33.	8" PVC D3034 Sanitary Sewer Main, Including Trench Excavation, Crushed Rock Backfill & Surface Restoration	22	L.F.	\$304.00	\$6,688.00	\$135.00	\$2,970.00	\$385.00	\$8,470.00	\$145.00	\$3,190.00	\$347.09	\$7,635.98	\$147.00	\$3,234.00	\$247.00	\$5,434.00	\$350.00	\$7,700.00
34.	8" Mainline Sewer Cleanout	1	Each	\$1,410.00	\$1,410.00	\$1,450.00	\$1,450.00	\$1,500.00	\$1,500.00	\$350.00	\$350.00	\$1,537.93	\$1,537.93	\$2,000.00	\$2,000.00	\$2,629.00	\$2,629.00	\$1,350.00	\$1,350.00
35.	Public Sanitary Sewer Services																		
	a. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Crushed Rock Backfill	500	L.F.	\$310.12	\$155,060.00	\$93.00	\$46,500.00	\$113.00	\$56,500.00	\$150.00	\$75,000.00	\$174.67	\$87,335.00	\$105.00	\$52,500.00	\$159.00	\$79,500.00	\$115.00	\$57,500.00
36.	Private Sanitary Sewer Services																		
	a. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Native Backfill	420	L.F.	\$94.50	\$39,690.00	\$93.00	\$39,060.00	\$68.00	\$28,560.00	\$75.00	\$31,500.00	\$112.89	\$47,413.80	\$84.00	\$35,280.00	\$131.00	\$55,020.00	\$89.00	\$37,380.00
	b. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Crushed Rock Backfill	40	L.F.	\$117.00	\$4,680.00	\$96.00	\$3,840.00	\$68.00	\$2,720.00	\$150.00	\$6,000.00	\$123.25	\$4,930.00	\$84.00	\$3,360.00	\$161.00	\$6,440.00	\$100.00	\$4,000.00
37.	Public Sanitary Sewer Cleanouts																		
	a. 4" Cleanout	20	Each	\$407.20	\$8,144.00	\$370.00	\$7,400.00	\$740.00	\$14,800.00	\$200.00	\$4,000.00	\$379.39	\$7,587.80	\$495.00	\$9,900.00	\$943.00	\$18,860.00	\$300.00	\$6,000.00
38.	Private Sanitary Sewer Cleanouts																		
	a. 4" Cleanout	10	Each	\$377.00	\$3,770.00	\$375.00	\$3,750.00	\$520.00	\$5,200.00	\$200.00	\$2,000.00	\$481.45	\$4,814.50	\$498.00	\$4,980.00	\$971.00	\$9,710.00	\$400.00	\$4,000.00
39.	Public ROW SS Service Surface Restoration																		
	a. Open Trench, Sewer Service, 5" AC Paving	380	L.F.	\$32.50	\$12,350.00	\$35.00	\$13,300.00	\$33.00	\$12,540.00	\$60.00	\$22,800.00	\$229.96	\$87,384.80	\$55.00	\$20,900.00	\$72.00	\$27,360.00	\$97.00	\$36,860.00
	b. PCC Sidewalk, 4" Thick	100	L.F.	\$12.50	\$1,250.00	\$260.00	\$26,000.00	\$275.00	\$27,500.00	\$58.00	\$5,800.00	\$78.85	\$7,885.00	\$55.00	\$5,500.00	\$233.00	\$23,300.00	\$235.00	\$23,500.00
	c. Lawn/Native	20	L.F.	\$25.00	\$500.00	\$42.50	\$850.00	\$5.00	\$100.00	\$25.00	\$500.00	\$116.37	\$2,327.40	\$55.00	\$1,100.00	\$167.00	\$3,340.00	\$310.00	\$6,200.00
40.	Private Property SS Service Surface Restoration																		
	a. PCC Sidewalk, 4" Thick	40	L.F.	\$50.00	\$2,000.00	\$260.00	\$10,400.00	\$275.00	\$11,000.00	\$84.00	\$3,360.00	\$69.90	\$2,796.00	\$32.00	\$1,280.00	\$233.00	\$9,320.00	\$200.00	\$8,000.00
	b. Lawn/Native	380	L.F.	\$5.00	\$1,900.00	\$30.00	\$11,400.00	\$5.00	\$1,900.00	\$3.00	\$1,140.00	\$13.06	\$4,962.80	\$32.00	\$12,160.00	\$47.00	\$17,860.00	\$10.50	\$3,990.00
	c. Landscape/Bark/Misc.	40	L.F.	\$25.00	\$1,000.00	\$37.00	\$1,480.00	\$15.00	\$600.00	\$15.00	\$600.00	\$40.80	\$1,632.00	\$32.00	\$1,280.00	\$170.00	\$6,800.00	\$53.00	\$2,120.00
Sanitary Sewer Improvements Total					\$343,396.50		\$290,940.00		\$269,912.00		\$334,457.00		\$406,502.58		\$297,564.25		\$473,123.00		\$417,463.00
Base Bid Summary																			
General Construction Total					\$184,732.00		\$190,700.00		\$302,900.00		\$245,000.00		\$198,916.00		\$455,000.00		\$329,103.00		\$506,250.00
Water System Improvements Total					\$769,215.00		\$793,300.00		\$834,580.00		\$754,500.00		\$777,519.26		\$897,705.00		\$990,631.00		\$1,012,740.00
Sanitary Sewer Improvements Total					\$343,396.50		\$290,940.00		\$269,912.00		\$334,457.00		\$406,502.58		\$297,564.25		\$473,123.00		\$417,463.00
Based Bid Total					\$1,297,343.50		\$1,274,940.00		\$1,407,392.00		\$1,333,957.00		\$1,382,937.84		\$1,650,269.25		\$1,792,857.00		\$1,936,453.00

Schedule of Prices (Bid Form)

Item No.	Description	Estimated Quantity	Unit	MVG Construction		Lawson Corp Excavation		K&E Excavation inc		Pacific Excavation Inc		Trench Line Excavation Inc		Turney Excavating Inc		Earth Works Excavation		North Santiam Paving	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Additive Alternates																			
A Insert-a-Tee After CIPP Liner																			
A1.	Install Insert-a-Tees After CIPP Liner is Installed	20	Each	\$1,200.00	\$24,000.00	\$700.00	\$14,000.00	\$375.00	\$7,500.00	\$2,000.00	\$40,000.00	\$1,586.43	\$31,728.60	\$3,200.00	\$64,000.00	\$715.00	\$14,300.00	\$1,500.00	\$30,000.00
				Additive Alternate A Total	\$24,000.00	\$14,000.00	\$7,500.00	\$40,000.00	\$31,728.60	\$64,000.00	\$14,300.00	\$30,000.00							
B 1600 & 1700 Block Main Street Area Sewers																			
B1.	Mobilization, Bonds, Permits and Insurance, etc.	ALL	L.S.	Lump Sum	\$10,500.00	Lump Sum	\$50,000.00	Lump Sum	\$32,000.00	Lump Sum	\$60,000.00	Lump Sum	\$39,202.94	Lump Sum	\$26,000.00	Lump Sum	\$31,602.00	Lump Sum	\$69,500.00
B2.	Temporary Traffic Control, Complete	ALL	L.S.	Lump Sum	\$2,260.00	Lump Sum	\$16,500.00	Lump Sum	\$12,000.00	Lump Sum	\$17,500.00	Lump Sum	\$43,047.49	Lump Sum	\$63,500.00	Lump Sum	\$7,608.00	Lump Sum	\$63,500.00
B3.	Erosion Control, Complete	ALL	L.S.	Lump Sum	\$1,200.00	Lump Sum	\$12,000.00	Lump Sum	\$5,000.00	Lump Sum	\$1,000.00	Lump Sum	\$2,965.56	Lump Sum	\$3,725.00	Lump Sum	\$2,556.00	Lump Sum	\$4,800.00
B4.	Construction Staking, Complete	ALL	L.S.	Lump Sum	\$3,300.00	Lump Sum	\$5,000.00	Lump Sum	\$3,300.00	Lump Sum	\$3,500.00	Lump Sum	\$7,787.34	Lump Sum	\$3,700.00	Lump Sum	\$5,750.00	Lump Sum	\$8,700.00
B5.	Acceptance Testing, Complete	ALL	L.S.	Lump Sum	\$4,615.00	Lump Sum	\$5,600.00	Lump Sum	\$5,200.00	Lump Sum	\$5,000.00	Lump Sum	\$5,464.80	Lump Sum	\$12,500.00	Lump Sum	\$7,221.00	Lump Sum	\$6,000.00
B6.	Private Utility Locates, Complete	ALL	L.S.	Lump Sum	\$2,500.00	Lump Sum	\$3,000.00	Lump Sum	\$1,700.00	Lump Sum	\$3,000.00	Lump Sum	\$5,464.80	Lump Sum	\$6,000.00	Lump Sum	\$4,325.00	Lump Sum	\$2,400.00
B7.	SSMH 339A	ALL	L.S.	Lump Sum	\$13,302.00	Lump Sum	\$11,000.00	Lump Sum	\$7,900.00	Lump Sum	\$9,500.00	Lump Sum	\$14,030.55	Lump Sum	\$9,000.00	Lump Sum	\$15,716.00	Lump Sum	\$13,500.00
B8.	SSMH 339B	ALL	L.S.	Lump Sum	\$9,172.00	Lump Sum	\$11,000.00	Lump Sum	\$7,700.00	Lump Sum	\$8,500.00	Lump Sum	\$8,362.89	Lump Sum	\$8,450.00	Lump Sum	\$11,548.00	Lump Sum	\$10,000.00
B9.	SSMH 339C	ALL	L.S.	Lump Sum	\$9,000.00	Lump Sum	\$10,000.00	Lump Sum	\$6,300.00	Lump Sum	\$8,500.00	Lump Sum	\$7,872.15	Lump Sum	\$7,500.00	Lump Sum	\$11,730.00	Lump Sum	\$9,300.00
B10.	SSMH 339D	ALL	L.S.	Lump Sum	\$9,000.00	Lump Sum	\$10,000.00	Lump Sum	\$7,200.00	Lump Sum	\$8,000.00	Lump Sum	\$8,042.65	Lump Sum	\$8,000.00	Lump Sum	\$11,462.00	Lump Sum	\$9,400.00
B11.	SSMH 12A	ALL	L.S.	Lump Sum	\$9,750.00	Lump Sum	\$10,000.00	Lump Sum	\$5,900.00	Lump Sum	\$9,500.00	Lump Sum	\$7,965.05	Lump Sum	\$7,400.00	Lump Sum	\$9,328.00	Lump Sum	\$11,000.00
B12.	8" PVC D3034 Sanitary Sewer Main, Including Trench Excavation & Crushed Rock Backfill	187	L.F.	\$129.50	\$24,216.50	\$155.00	\$28,985.00	\$193.00	\$36,091.00	\$160.00	\$29,920.00	\$218.36	\$40,833.32	\$129.00	\$24,123.00	\$185.00	\$34,595.00	\$155.00	\$28,985.00
B13.	6" PVC D3034 Sanitary Sewer Main, Including Trench Excavation & Crushed Rock Backfill	286	L.F.	\$142.00	\$40,612.00	\$153.00	\$43,758.00	\$137.00	\$39,182.00	\$140.00	\$40,040.00	\$154.92	\$44,307.12	\$114.00	\$32,604.00	\$138.00	\$39,468.00	\$150.00	\$42,900.00
B14.	Sewer Main Surface Restoration																		
	a. 4" CL C AC in (2) 2-inch Lifts	303	L.F.	\$31.00	\$9,393.00	\$41.00	\$12,423.00	\$31.00	\$9,393.00	\$50.00	\$15,150.00	\$69.10	\$20,937.30	\$40.00	\$12,120.00	\$72.00	\$21,816.00	\$84.00	\$25,452.00
	b. 1"-0" Crushed Rock	165	L.F.	\$5.21	\$859.65	\$70.00	\$11,550.00	\$5.00	\$825.00	\$10.00	\$1,650.00	\$15.36	\$2,534.40	\$40.00	\$6,600.00	\$19.00	\$3,135.00	\$8.00	\$1,320.00
	c. 8" PCC Driveway, 14' Wide	5	L.F.	\$234.80	\$1,174.00	\$900.00	\$4,500.00	\$525.00	\$2,625.00	\$260.00	\$1,300.00	\$315.10	\$1,575.50	\$40.00	\$200.00	\$456.00	\$2,280.00	\$400.00	\$2,000.00
B15.	Public Sanitary Sewer Services																		
	a. 6" PVC D3034 Sanitary Sewer, Including Trench Excavation & Crushed Rock Backfill	26	L.F.	\$166.00	\$4,316.00	\$150.00	\$3,900.00	\$155.00	\$4,030.00	\$140.00	\$3,640.00	\$134.98	\$3,509.48	\$123.00	\$3,198.00	\$277.00	\$7,202.00	\$127.00	\$3,302.00
	b. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Crushed Rock Backfill	190	L.F.	\$118.00	\$22,420.00	\$101.00	\$19,190.00	\$102.00	\$19,380.00	\$135.00	\$25,650.00	\$154.87	\$29,425.30	\$123.00	\$23,370.00	\$144.00	\$27,360.00	\$90.00	\$17,100.00
B16.	Private Sanitary Sewer Services																		
	a. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Native Backfill	240	L.F.	\$95.00	\$22,800.00	\$88.00	\$21,120.00	\$69.00	\$16,560.00	\$75.00	\$18,000.00	\$136.97	\$32,872.80	\$108.00	\$25,920.00	\$77.00	\$18,480.00	\$78.00	\$18,720.00
	b. 4" PVC D3034 Sanitary Sewer, Including Trench Excavation & Crushed Rock Backfill	410	L.F.	\$90.00	\$36,900.00	\$80.00	\$32,800.00	\$86.00	\$35,260.00	\$135.00	\$55,350.00	\$151.14	\$61,967.40	\$108.00	\$44,280.00	\$146.00	\$59,860.00	\$91.00	\$37,310.00
B17.	Public Sanitary Sewer Cleanouts																		
	a. 4" Cleanout	7	Each	\$377.00	\$2,639.00	\$375.00	\$2,625.00	\$850.00	\$5,950.00	\$200.00	\$1,400.00	\$344.56	\$2,411.92	\$941.00	\$6,587.00	\$948.00	\$6,636.00	\$400.00	\$2,800.00
	b. 6" Cleanout	3	Each	\$450.00	\$1,350.00	\$550.00	\$1,650.00	\$1,250.00	\$3,750.00	\$300.00	\$900.00	\$723.83	\$2,171.49	\$941.00	\$2,823.00	\$1,146.00	\$3,438.00	\$800.00	\$2,400.00
B18.	Private Sanitary Sewer Cleanouts																		
	a. 4" Cleanout	15	Each	\$377.00	\$5,655.00	\$400.00	\$6,000.00	\$435.00	\$6,525.00	\$200.00	\$3,000.00	\$271.35	\$4,070.25	\$885.00	\$13,275.00	\$980.00	\$14,700.00	\$325.00	\$4,875.00
B19.	Public ROW SS Service Surface Restoration																		
	a. 4" CL C AC in (2) 2-inch Lifts	85	L.F.	\$35.00	\$2,975.00	\$47.00	\$3,995.00	\$31.00	\$2,635.00	\$50.00	\$4,250.00	\$204.70	\$17,399.50	\$149.00	\$12,665.00	\$50.00	\$4,250.00	\$106.00	\$9,010.00
	b. PCC Sidewalk, 4" Thick	25	L.F.	\$60.00	\$1,500.00	\$300.00	\$7,500.00	\$275.00	\$6,875.00	\$58.00	\$1,450.00	\$104.37	\$2,609.25	\$149.00	\$3,725.00	\$168.00	\$4,200.00	\$228.00	\$5,700.00
	c. Lawn/Native	80	L.F.	\$5.00	\$400.00	\$41.00	\$3,280.00	\$5.00	\$400.00	\$5.00	\$400.00	\$35.74	\$2,859.20	\$149.00	\$11,920.00	\$40.00	\$3,200.00	\$15.00	\$1,200.00

Schedule of Prices (Bid Form)

Item No.	Description	Estimated Quantity	Unit	MVG Construction		Lawson Corp Excavation		K&E Excavation inc		Pacific Excavation Inc		Trench Line Excavation Inc		Turney Excavating Inc		Earth Works Excavation		North Santiam Paving		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
B20.	Private Property SS Service Surface Restoration																			
a.	PCC Driveway, 8" Thick (1619-1623 Main St)	600	S.F.	\$18.50	\$11,100.00	\$50.00	\$30,000.00	\$15.00	\$9,000.00	\$18.00	\$10,800.00	\$22.82	\$13,692.00	\$34.67	\$20,802.00	\$32.00	\$19,200.00	\$22.00	\$13,200.00	
b.	4" CL C AC in (2) 2-inch Lifts	60	L.F.	\$32.00	\$1,920.00	\$58.00	\$3,480.00	\$31.00	\$1,860.00	\$40.00	\$2,400.00	\$62.82	\$3,769.20	\$100.02	\$6,001.20	\$61.00	\$3,660.00	\$132.00	\$7,920.00	
c.	Lawn/Native	240	L.F.	\$5.00	\$1,200.00	\$41.00	\$9,840.00	\$5.00	\$1,200.00	\$3.00	\$720.00	\$14.90	\$3,576.00	\$18.77	\$4,504.80	\$40.00	\$9,600.00	\$15.00	\$3,600.00	
B21.	Main Street SS Manhole & CO Abandonment																			
a.	SS MH 12, Including Surface Restoration	ALL	L.S.	Lump Sum	\$2,995.00	Lump Sum	\$5,300.00	Lump Sum	\$8,000.00	Lump Sum	\$6,500.00	Lump Sum	\$6,806.51	Lump Sum	\$8,750.00	Lump Sum	\$12,432.00	Lump Sum	\$9,150.00	
b.	SS MH 17, Including Surface Restoration	ALL	L.S.	Lump Sum	\$2,995.00	Lump Sum	\$5,300.00	Lump Sum	\$8,000.00	Lump Sum	\$6,500.00	Lump Sum	\$6,795.58	Lump Sum	\$8,750.00	Lump Sum	\$12,329.00	Lump Sum	\$9,150.00	
c.	SS CO 13, Including Surface Restoration	ALL	L.S.	Lump Sum	\$1,835.00	Lump Sum	\$725.00	Lump Sum	\$5,500.00	Lump Sum	\$3,000.00	Lump Sum	\$3,500.48	Lump Sum	\$8,750.00	Lump Sum	\$7,415.00	Lump Sum	\$9,150.00	
c.	SS CO 18, Including Surface Restoration	ALL	L.S.	Lump Sum	\$1,835.00	Lump Sum	\$725.00	Lump Sum	\$5,500.00	Lump Sum	\$3,000.00	Lump Sum	\$3,500.48	Lump Sum	\$8,750.00	Lump Sum	\$7,415.00	Lump Sum	\$9,150.00	
B22.	Main Street Sanitary Sewer Concrete Pipe Filling	ALL	L.S.	Lump Sum	\$1,200.00	Lump Sum	\$8,000.00	Lump Sum	\$6,500.00	Lump Sum	\$10,000.00	Lump Sum	\$7,440.36	Lump Sum	\$13,500.00	Lump Sum	\$7,231.00	Lump Sum	\$8,000.00	
Additive Alternate B Total					\$276,889.15		\$410,746.00		\$329,241.00		\$379,020.00		\$468,771.06		\$458,993.00		\$448,748.00		\$480,494.00	
Based Bid + Additive Alternates Total					\$1,598,232.65		\$1,699,686.00		\$1,744,133.00		\$1,752,977.00		\$1,883,437.50		\$2,173,262.25		\$2,255,905.00		\$2,446,947.00	

Red indicates corrections from the bid form as submitted.



Philomath City Council Agenda Item Summary

Title/Topic: City Council Vacancy

Meeting Date: November 12, 2024

Staff Contact: Chelsea Starner

BACKGROUND

Section 7.2 of the City Charter states: "Vacant elective city offices shall be filled by appointment by a majority vote of the remaining members of the council. The appointee's term of office begins immediately on appointment and continues throughout the unexpired term of the predecessor."

Staff has prepared a press release for soliciting applications which will be posted on November 13th. The notice will be placed at the Library, City Hall, the homepage of the City's website and posted on Facebook.

COUNCIL OPTIONS

N/A

STAFF RECOMMENDATION

N/A

RECOMMENDED MOTION

N/A

ATTACHMENTS

- A. Press Release
- B. Councilor Lehman Resignation



CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148
www.ci.philomath.or.us

PRESS RELEASE

DATE: November 13, 2024

TO: Philomath News
Corvallis Gazette Times
City of Philomath Website

FROM: Crystal Weber, City Recorder

SUBJECT: **City Council Accepting Applications to Fill Council Vacancy**

The Philomath City Council is accepting applications to fill a vacant position on the Council. At their November 12th meeting, the Council accepted the resignation of Matt Lehman.

The Council will accept applications from citizens interested in serving the remainder of Lehman's term which expires December 31, 2026. The application deadline is December 30, 2024, at 5:00 p.m. Citizens interested in the position should visit the City's website www.ci.philomath.or.us, contact City Recorder Crystal Weber at City Hall, 980 Applegate Street, Philomath, or call (541) 929-6148, option 5 for more information or to receive an application form. The Council will interview applicants and make a selection at their January 13th meeting.

Eligibility requirements to serve on the City Council are:

- A person at the time of election must be a qualified elector within the meaning of the state constitution and have resided in the city during the twelve months immediately preceding the election. For purposes of this subsection, "city" means all areas included in the corporate limits as of the date of the election.
- An appointive officer or employee may not serve on the Council.

In addition to City Council meetings, Councilors are members of the City's Budget Committee and Urban Renewal Agency, serve on standing committees, and serve as liaisons to other area community and governmental organizations.

For additional information about this press release,
contact the City Recorder, at 541-929-6148, Option 5.



FW: Resigning Council Seat

From Ruth Post <Ruth.Post@philomathoregon.gov>
Date Wed 2024-11-06 10:45
To Crystal Weber <Crystal.Weber@philomathoregon.gov>

-----Original Message-----

From: Matt Lehman <Matt.Lehman@philomathoregon.gov>
Sent: Wednesday, November 6, 2024 9:53 AM
To: Ruth Post <Ruth.Post@philomathoregon.gov>; Chelsea Starner <Chelsea.Starner@philomathoregon.gov>; Chris Workman <Chris.Workman@philomathoregon.gov>; Chas Jones <Chas.Jones@philomathoregon.gov>
Subject: Resigning Council Seat

Hi All,

I am sending this out to formally resign my Council seat effective immediately. I have accepted a position with OCWCOG that presents a conflict of interest, and unfortunately I will need to step away from City Council.

I have greatly enjoyed my time on the Council and fortunately will be able to continue working with the City in my new role.

Please let me know what you need from me, in addition to this resignation letter.

Regards,

Matt Lehman

Sent from my iPhone

This email is intended solely for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, dissemination, copying, printing or other use of this email by persons or entities other than the addressee is prohibited. If you have received this email in error, please contact the sender immediately, and delete the material from your computer.

1 **D. "Principal"** means members, partners or corporate officers, and all stockholders holding
2 more than ten percent of the voting stock for any applicant who is not a natural person.

3 **E. "Psilocybin products"** means psilocybin mushrooms or other preparations such as
4 edibles or tinctures produced in a manner authorized by the Oregon Health Authority.

5 **F. "Psilocybin services"** means the preparation, administration, and facilitation of
6 integration or consumption sessions of psilocybin products. Psilocybin services shall only be
7 performed by persons licensed by the Oregon Health Authority to produce or
8 administer psilocybin products.

9 **G. "Service center"** means a location licensed by the Oregon Health Authority for the
10 administration of psilocybin products to members of the public by licensed facilitators.

11 **9.30.020 Licenses and registration.**

12 **A. Business License Required.** Manufacturing sites and service centers must be
13 registered with the city prior to operating within the City, per the provisions of the Municipal
14 Code.

15 **B. State Registration Required.** To be eligible to apply for a business registration with the
16 city, manufacturing sites, manufacturers, service centers, and licensed facilitators must show
17 proof of registration with the Oregon Health Authority and authorized by state law to operate.

18 **9.30.030 Prohibition.**

19 Repealed.

20 **9.30.040 Sunset.**

21 Repealed.

22 **9.30.050 Transferability.**

23 Business licenses for service centers and manufacturing sites shall not be transferred to any
24 other person.

25 **9.30.060 Waiver and Indemnification.**

26 **A. Waiver.** By accepting a business license for a service center or manufacturing site, the
27 licensee(s), jointly and severally if there is more than one, waive and release the City, its
28 officers, elected and appointed officials, employees, volunteers and agents from any liability for
29 injuries, damages or liabilities of any kind that result from any arrest or prosecution of a licensed
30 facilitator or manufacturer, principal, person or legal entity with a financial interest in the facility,
31 person or entity that has leased or otherwise provided real property to the facility, employee,
32 volunteer, client or customer for a violation of federal, state or local laws and regulations.

33 **B. Indemnification.** By accepting a business license for a service center or manufacturing
34 site, the licensee(s), jointly and severally if there is more than one, agree to defend, indemnify
35 and hold harmless the city, its officers, elected officials, employees, volunteers, and agents,
36 insurers, and self-insurance pool against all liability, claims, and demands on account of any
37 injury, loss, or damage, including, without limitation, claims arising from bodily injury, personal
38 injury, sickness, disease, death, property loss or damage, or any other loss of any kind

1 whatsoever arising out of or in any manner connected with the operation of service center or
2 manufacturing site that is the subject of the business license.

3 **9.30.070 Criminal Background Check.**

4 All applicants, principals, employees, volunteers, persons with a financial interest in the service
5 center or manufacturing site must submit to a criminal background check performed by the
6 police chief before a business license will be issued. A person who has been convicted of a
7 felony may not be a licensee.

8 **9.30.080 Standards of Operation.**

9 **A. Registration and Compliance with Oregon Health Authority Rules.** The facility's
10 registration as a service center or manufacturing site under ORS 475A must be in good standing
11 with the Oregon Health Authority, and the facility must comply with all applicable laws and
12 regulations administered by the Oregon Health Authority for facilities.

13 **B. Compliance with Other Laws.** The facility must comply with all applicable laws and
14 regulations, including, but not limited to, zoning regulations, building codes, and fire codes.

15 **C. Hours of Operation.** Operating hours for service centers and manufacturing sites must
16 be no earlier than eight a.m. and no later than ten p.m. on the same day.

17 **D. Public View into Facility.** All doorways, windows, and other openings shall be located,
18 covered, or screened in such a manner to prevent a view into the interior from any existing
19 public or semipublic area.

20 **E. Odors.** The facility must use an air filtration and ventilation system which, to the greatest
21 extent feasible, confines all objectionable odors associated with the facility to the premises. For
22 the purposes of this provision, the standard for judging "objectionable odors" shall be that of an
23 average, reasonable person with ordinary sensibilities after taking into consideration the
24 character of the neighborhood in which the odor is made and the odor is detected.

25 **F. Lighting.** Facilities must maintain adequate outdoor lighting over each exterior exit.
26 Exterior lighting is subject to the limits in the Philomath Municipal Code.

27 **G. On-Site Use.** Psilocybin products shall be consumed on the premises in accordance
28 with Oregon Health Authority rules.

29 **H. Outdoor Storage.** Outdoor storage of merchandise, raw materials or other material
30 associated with a service center or manufacturing site is prohibited.

31 **I. Secure Disposal.** A service center or manufacturing site must provide for secure
32 disposal of psilocybin product remnants or by-products; remnants or by-products shall not be
33 placed within the facility's exterior refuse containers.

34 **J. Home Occupation.** A psilocybin services facility, service center, or manufacturing site
35 may not be operated as a home occupation.

36 **K. Drive-Through, Walk-Up.** A psilocybin services facility, service center, or manufacturing
37 site may not have a walk-up or drive-through window.

1 **L. Labeling.** All products containing psilocybin products must be labeled as required by
2 Oregon Health Authority rules.

3 **9.30.090 Location.**

4 **A.** A psilocybin service center or manufacturing site shall not locate:

- 5 1. within a residence or mixed-use property that includes a residence.
- 6 2. within one thousand feet of a public elementary or secondary school for which
7 attendance is compulsory under ORS 339.020.
- 8 3. within one thousand feet of a private or parochial elementary or secondary
9 school teaching children as described in ORS 339.030(1)(a).
- 10 4. within one thousand feet of any school or care facility that predominantly serves
11 children.

12 **B.** A psilocybin service center or manufacturing site shall solely be located within the
13 following zones:

14 Psilocybin Service Center: General Commercial (C-2)

15 Psilocybin Manufacturing: Heavy Industrial (HI) or Light Industrial (LI)

16 **C. Distances.** For purposes of subsections A.2 and A.3, all distances shall be measured as
17 a straight line from the nearest point on the perimeter of the tax lot containing the psilocybin
18 service center or manufacturing site to the nearest point of the perimeter of the tax lot containing
19 the psilocybin service center or manufacturing site.

20 **9.30.100 Signs.**

21 A psilocybin services facility or manufacturing site may display signs as allowed under
22 Philomath Municipal Code for the applicable zoning district requirements.

23 **9.30.110 Examination of Books, Records, Premises.**

24 **A. Examination of Books, Records and Premises.** To determine compliance with the
25 requirements of this chapter and other chapters of the Philomath Municipal Code, a licensee
26 shall allow the city manager, police chief, building official, public works director, finance director,
27 or other city official designated by the city manager to examine, at any reasonable time, the
28 premises of the facility, including wastewater from the facility, and any and all facility financial,
29 operational and facility information, including books, papers, payroll reports, and state and
30 federal income tax returns. Every licensee is directed and required to furnish the means,
31 facilities and opportunity for making such examinations and investigations.

32 **B. Compliance with Law Enforcement.** As part of investigation of a crime or a violation of
33 this chapter which law enforcement officials reasonably suspect has taken place on the facility's
34 premises or in connection with the operation of the facility, the police chief or his or her designee
35 shall be allowed to view surveillance videotapes or digital recordings at any reasonable time.
36 Without reducing or waiving any provisions of this chapter, the Philomath Police Department
37 shall have the same access to the facility, its records and its operations as allowed to state
38 inspectors.

39 **9.30.120 Enforcement.**

1 **A. Business License.** The City may deny, suspend or revoke a business license for failure
2 to comply with this chapter, for submitting falsified information to the city or the Oregon Health
3 Authority, or for noncompliance with any other city ordinances or state law.

4 **B. Civil Penalty.** In addition to the other remedies provided in the Philomath Municipal
5 Code, any person or entity, including any person who acts as the agent of, or otherwise assists,
6 a person or entity who fails to comply with the requirements of this chapter or the terms of a
7 license issued under this chapter, who undertakes an activity regulated by this chapter without
8 first obtaining a license, who fails to comply with a cease and desist order issued pursuant to
9 this chapter, or who fails to comply with state law shall be subject to a civil penalty per violation
10 as set by the City Council by way of resolution.

11 **C. Other Remedies.** In addition to the other remedies provided in this section, the city may
12 institute any legal proceedings in municipal court or circuit court necessary to enforce the
13 provisions of this chapter. Proceedings may include, but are not limited to, injunctions to prohibit
14 the continuance of a licensed activity, and any use or occupation of any building or structure
15 used in violation of this chapter.

16 **D. Remedies not Exclusive.** The remedies provided in this section are not exclusive and
17 shall not prevent the city from exercising any other remedy available under the law, nor shall the
18 provisions of this chapter prohibit or restrict the city or other appropriate prosecutor from
19 pursuing criminal charges under city ordinance or state law.

20 **9.30.130 Public Nuisance.**

21 **A. Public Nuisance.** Any premises, house, building, structure or place of any kind where
22 psilocybin products are grown, processed, manufactured, sold, bartered, distributed or given
23 away in violation of state law or this chapter, or any place where marijuana is kept or possessed
24 for sale, barter, distribution or gift in violation of state law or this chapter, is a public nuisance.

25 **B. Action to Remedy Public Nuisance.** The city may institute an action in municipal
26 court or circuit court in the name of the city to abate, and to temporarily or permanently enjoin,
27 such nuisance. The court has the right to make temporary and final orders as in other injunction
28 proceedings. The city shall not be required to give bond in such an action.

29 **9.30.140 Confidentiality**

30 Except as otherwise required by law, it shall be unlawful for the city, any officer, employee or
31 agent to divulge, release or make known in any manner any financial or employee information
32 submitted or disclosed to the city under the terms of this chapter. Nothing in this section shall
33 prohibit the following:

34 **A.** The disclosure of names and facility addresses of any licensee under this chapter or of
35 other individuals associated with a psilocybin services facility such as other owners;

36 **B.** The disclosure of general statistics in a form which would prevent identification of
37 financial information regarding a facility or facility operator;

38 **C.** The presentation of evidence to a court or other tribunal having jurisdiction in the
39 prosecution of any criminal law or civil claim by the city under this chapter;

1 **D.** The disclosure of information upon request of a local, state, or federal law enforcement
2 official; or

3 **E.** The disclosure of information when such disclosure of conditionally exempt information
4 is required under public records law procedures or when such disclosure is required under the
5 Oregon Public Records Law.

6 **Section 2. Operative Date.** Section 1 of this ordinance shall immediately become operative
7 should a majority of the electors of the city of Philomath reject the psilocybin prohibition set forth
8 in Ordinance No. 888.

9 **Section 3. Effective Date.** This ordinance takes effect 30 days after the day on which it is
10 passed.

11 **Section 4. Severability.** To the extent permitted by law, if any section, subsection, sentence,
12 clause, or portion of this ordinance is for any reason found to be invalid, unenforceable, or
13 unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence,
14 clause, or portion will (A) yield to a construction permitting enforcement to the maximum extent
15 permitted by applicable law, and (B) not affect the validity, enforceability, or constitutionality of
16 the remaining portion of this Ordinance. This ordinance may be corrected by order of the
17 Council to cure editorial or clerical errors.

18

19 First reading this ____ day of _____, 2024.

20 Second reading and passage by this Council this ____ day of _____, 2024.

21 Signed by the Mayor this ____ day of _____, 2024.

22 SIGNED:

ATTEST:

23 _____

24 Chas Jones, Mayor

Ruth Post, MMC, City Recorder

CITY OF PHILOMATH

ORDINANCE 888

AN ORDINANCE OF THE CITY OF PHILOMATH DECLARING A BAN ON PSILOCYBIN PRODUCT MANUFACTURING AND PSILOCYBIN SERVICE CENTERS, AND REFERRING THE BAN TO THE VOTERS

WHEREAS, in November 2020, Oregon voters approved Ballot Measure 109, known as the Oregon Psilocybin Service Act (codified at ORS 475A), which directs the Oregon Health Authority to oversee the license, control, and regulation of the manufacturing of psilocybin products and the provision of psilocybin services to persons 21 years of age and older; and

WHEREAS, ORS 475A.718 provides that a city council may adopt an ordinance, to be referred to the electors of the city at the next statewide general election, prohibiting the establishment of state licensed psilocybin product manufacturers and/or psilocybin service centers in the area subject to the jurisdiction of the city; and

WHEREAS, Philomath City Council declared, and the electorate approved, a two-year moratorium on psilocybin product manufacturing and psilocybin service centers within city limits via Ordinance #873 to provide time to see how other cities are impacted by the new rules; and

WHEREAS, Ordinance #873 shall sunset on December 31, 2024; and

WHEREAS, establishment of psilocybin manufacturing and service centers was delayed in Oregon due to rule making, so the previous moratorium did not produce examples of how other cities have been impacted by the new rules yet; and

WHEREAS, the Philomath City Council believes that until the electorate is able to provide direction on a permanent ban, continuing to prohibit psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries is in the best interest of the city; and

WHEREAS, the City Council seeks to refer to the voters of Philomath the question of whether to establish a ban on state-licensed psilocybin product manufacturers and psilocybin service centers within the city's jurisdictional boundaries at the City's next general election; and

WHEREAS, Philomath City Council has adopted time, place and manner restrictions on psilocybin product manufacturing and service centers which will be enforceable if voters of Philomath vote not to enact the ban on state-licensed psilocybin facilities within the city.

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

Section 1. Prohibition. The establishment of psilocybin product manufacturers licensed under ORS 275A.290 and psilocybin service centers licensed under ORS 475A.305 is prohibited in the City of Philomath.

Section 2. Referral. This ordinance is referred to the electors of the city of Philomath for approval at the next statewide general election on November 3, 2026.

Section 3. Repeal. Should a majority of the electors of the city of Philomath reject the psilocybin prohibition described in Section 1, this ordinance shall thereafter be immediately repealed.

Section 3. Effective Date. This ordinance takes effect and becomes operative 30 days after the day on which it is passed.

Section 4. Severability. To the extent permitted by law, if any section, subsection, sentence, clause, or portion of this ordinance is for any reason found to be invalid, unenforceable, or unconstitutional, such invalid, unenforceable, or unconstitutional section, subsection, sentence, clause, or portion will (A) yield to a construction permitting enforcement to the maximum extent permitted by applicable law, and (B) not affect the validity, enforceability, or constitutionality of the remaining portion of this Ordinance. This ordinance may be corrected by order of the Council to cure editorial or clerical errors.

First reading this ____ day of _____, 2024.

Second reading and passage by this Council this ____ day of _____, 2024.

Signed by the Mayor this ____ day of _____, 2024.

SIGNED:

ATTEST:

Chas Jones, Mayor

Ruth Post, MMC, City Recorder

BALLOT TITLE

A caption which reasonably identifies the subject of the measure.
10-word limit under ORS 250.035(1)(a)

Prohibits psilocybin-related businesses and psilocybin product manufacturing within Philomath

QUESTION

A question which plainly phrases the chief purpose of the measure so that an affirmative response to the question corresponds to an affirmative vote on the measure.
20-word limit under ORS 250.035(1)(b)

Shall Philomath prohibit psilocybin-related businesses and psilocybin product manufacturing within Philomath city limits?

SUMMARY

A concise and impartial statement summarizing the measure and its major effect.
175-word limit under ORS 250.035(1)(c)

State law allows operation, manufacturing, distribution, and possession of psilocybin and psilocin. State law also allows a city to prohibit the operation, manufacturing, distribution, and possession of psilocybin and psilocin within city limits. Approval of this measure would prohibit the establishment of psilocybin project manufacturers and psilocybin service center operators within city limits.

EXPLANATORY STATEMENT

An impartial, simple and understandable statement explaining the measure and its effect for use in the county voters' pamphlet.
500-word limit under ORS 251.345 and OAR 165-022-0040(3)

Approval of this measure would prohibit psilocybin product manufacturing and the establishment and operation of psilocybin-related businesses within the city.

A city council may adopt an ordinance prohibiting psilocybin product manufacturing and the establishment of psilocybin related businesses within the city, but the council must refer the ordinance to the voters at the next statewide general election. The Philomath City Council has adopted an ordinance prohibiting the establishment of psilocybin-related businesses within the city and, as a result, has referred this measure to the voters.

If approved, this measure would prohibit psilocybin-related businesses within the city.

If denied, psilocybin-related businesses would be allowed to operate within the city, and reasonable time, place, and manner regulations would immediately become operative as further provided in Ordinance 887, These regulations would, among other things: define key terms; require business registration with the city; set hours of operation; regulate public view, odors, lighting, outdoor storage;

require distance away from residential neighborhoods, schools and facilities that predominantly serve children; and regulate signage.



Philomath City Council Agenda Item Summary

Title/Topic: Management Report – November 2024

Meeting Date: November 12, 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 ribbon cutting ceremony was held on Friday, November 1 at 3pm.
- A retirement celebration for Ruth Post has been schedule for November 13.
- Staff has moved forward with CivicPlus for the Website Redesign & Hosting Project.
- The City Logo Design Team selected a design which is undergoing a final draft.
- Cascades West Regional Consortium spoke with a staff member from the governor's office regarding new housing policies and potential rules related to wetlands.
- Participated in Trunk or Treat event at the Museum with some office staff and members of the Council.
- Met with school superintendent and enterprise zone manager about needed resolution from the school and city required by new state rules. This will come to the Council Feb 25th, then to the County Commissioners in December.
- Digital Reader board at Dales Collins Park is failing fast. Requested a few quotes for replacement to get an idea of costs. Also requested quotes for a digital display board/interactive kiosk for 13th St.
- Finalized trim and flooring colors for the city hall remodel. Christianson is preparing to put the final bid package together.
- Provided tour of City Hall to a youth group.
- Chris attended LOC Conference, along with Mayor Jones and Councilors McMorran and Andrade.
- Chelsea attended the Oregon PRIMA (Public Risk Management Association) Annual Fall Conference as a Board Director, the second week of October.
- Planning ceremony for Paul J. Cochran Veterans Memorial Park Ribbon Cutting and Veterans Day Ceremony, Sat. Nov 9th at 10:00 a.m.

Planning

- Planning Commission reviewed first draft of the downtown parking study and held three public hearings; approved new code language related to Climate Friendly Areas, approved annexation of a 1.59 acre parcel on S 15th Street, and approved a zone

change for the same property from R-1 to R-3. All three applications will come before the Council for hearings on Nov. 25th.

- Reviewing site design application for the Skirvin Park Improvements Project.

Human Resources

- The City has hired a new City Recorder, Crystal Weber. Welcome!
- Conor Ringwald has joined the City as a Lateral Police Officer. Welcome Conor!

POLICE

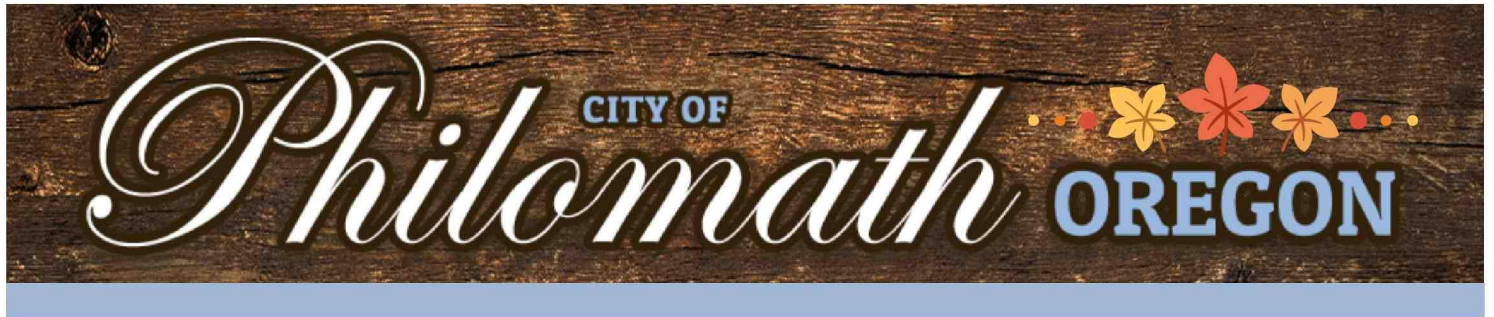
- Conor Ringwald (Lateral Hire) Started last week and begins Field Training Program this week.
- Wrapping up Evidence Audit.
- Participated in Trunk-or-Treat.

PUBLIC WORKS

- The electronic meter reading system is complete and system training is finishing up. Meter reading with the new tower has been done twice with great results.
- The Starlight generator is onsite, an electrician has been secured and wiring started. A mechanical engineer should be onsite the week of November 4th to finish assembly of the generator and once we get a firm date of that completion we can schedule the startup procedures with the generator manufacturer. Hopefully it will be up and running by this council meeting.
- 76 feet of vandalized fencing at Triangle Park has been replaced. A 10-foot-tall fence replaced 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.
- S. 19th sewer and water improvement project bids are scheduled to be opened November 6th and if all goes well should be in front of the council at this meeting for awarding.
- The reservoir concrete work has been completed. While other internal piping is being completed it will give the reservoir concrete cure time. The pre-stressed cable is scheduled to be installed starting on November 11th and completed that week.
- 50 brackets for flags and about 30 brackets for holiday decorations have been fabricated by staff and installed in time for Veterans Day.
- Spent an entire day removing graffiti from City Park restrooms, tables, signs, etc.



Official Newsletter of the City of Philomath



City to Host Veterans Day Events at Paul J. Cochran Park



Please join City staff, Councilors, Park Advisory Board members, and other community groups in attendance at the Paul J. Cochran Veterans Memorial Park Ribbon Cutting and Veterans Day Ceremony held on Saturday, November 9, at 10:00 a.m. The event will take place at the park which is located at 1545 College Street. We invite all veterans, their families, and the community to attend.

The Northwest Scots Honor Guard, under the direction of the Office of the President of the United States, will present Vietnam era military personal or family members with a Bronze Eagle Metal. Eligible veterans or family should contact the City at cityhall@philomathoregon.gov by November 7 to be on the recipient list.

The park was substally completed earlier this year. The long-awaited granite memorial stones are scheduled to be installed on November 5 and this will complete the park project aside from a planned picnic area pavilion.

Popular Councilor Coffee Events Return in November

The Philomath City Council is excited to kick off monthly Councilor Coffee events on Saturday, November 16, from 9:00 a.m. to 11:00 a.m. The informal Councilor Coffee meetings are intended to allow community members to drop by and have an informal conversation with City Council members, who hope to foster relationships with the community in a less formal setting. The program is currently scheduled for the third Saturday each month through March 2025 at Timber Towne Coffee (1427 Main Street).

+ COUNCILOR +
COFFEE JOIN US FOR A CUPPA!
CASUAL CONVERSATION
THIRD SATURDAYS | 9:30-11 AM
TIMBER TOWNE COFFEE

City Offices Closed for Thanksgiving Holiday Thursday & Friday November 28 & 29
No Philomath Connection Bus service on Thursday, Nov. 28
Bus on regular schedule Friday, Nov. 29

City offices closed Monday, November 11 in observance of Veterans Day
Philomath Connection bus service on regular routes

New Employee Spotlight - Public Works Department

The City is excited to welcome two new employees to the Public Works Department!

John Weber is the City's new Building and Grounds Worker and is an experienced facility manager with a background in information technology. He is working on streamlining facility maintenance and activating a work request system to track and schedule work. John works at all of the City's main buildings including City Hall and the Library. We are so happy to welcome John to our team.

Leeland Montesi (pictured to right) has filled a Utility Maintenance Worker position which opened after a retirement and promotion in the water and wastewater division. He has years of experience working at a neighboring city's parks department. Leeland also served as a Seasonal Park Worker for Philomath years ago where he was able to help the utility crew on various tasks. We are excited to have Leeland return to the City of Philomath.



How Do Leaves Effect Our Waterways?



Flooding: Leaves can clog storm drains which can cause water to back up and flood during heavy rains.

Water quality: Decomposed leaves release nutrients like phosphorus and nitrogen into waterways. This can lead to low oxygen levels and poor water quality that can harm wildlife and humans.

To keep leaves out of storm drains, you can: Bag, mulch, or compost leaves; safely clear leaves from around storm grates; report covered storm drains to public works before a rainstorm.

UPCOMING PUBLIC HEARINGS



Planning Commission

Monday, Nov. 4 at 6:00 pm
and

City Council

Monday, Nov. 25 at 6:00 pm

- PC24-05 Annexation at 602 S 15th Street
- PC24-04 Amendments to Philomath Development Code
- Comprehensive Plan creation of Climate Friendly & Equitable Area Overlay

November City Meetings...

- Nov. 4 at 6:00 PM Planning Commission
- Nov. 5 at 5:30 PM Park Advisory Board
- Nov. 11 All Day Veterans Day - City Offices Closed
- TBD at 4:00 PM Police Committee (if needed)
- Nov. 18 at 6:00 PM Planning Commission
- Nov. 19 at 5:30 PM Inclusivity Committee
- Nov. 25 time TBD City Council Meeting

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](#)

Watch meetings
via live-stream on:



SUBSCRIBE TO RECEIVE CITY EMAIL

Email subscription options include:

- ✓
- ✓ Weekly news and monthly newsletter
- ✓ Other updates
- ✓ Inclusivity news
- ✓ Land Use Planning Applications updates

KNOW WHAT'S GOING ON IN YOUR COMMUNITY!

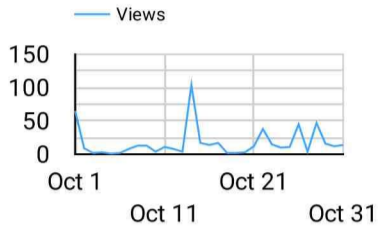
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Oct 1, 2024 - Oct 31, 2024

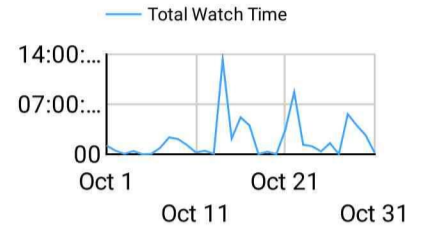
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Trending

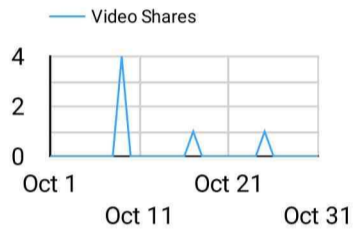
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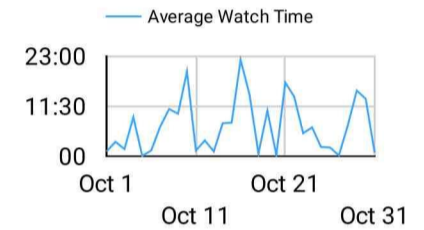
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Video Shares
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Avg. View Duration
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Top Videos Watched

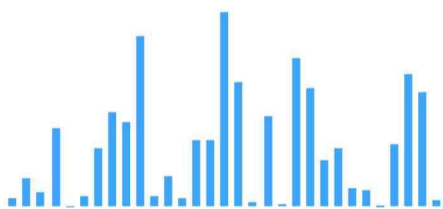
Video Title	Views	Average Watch Time
City Council meeting 10/14/2024	114	00:10:30
City Council meeting 10/28/2024	58	00:09:47
Inclusivity Committee 10/22/2024	35	00:13:04
Park Advisory Board 10/1/2024	26	00:03:38
2024 Indigenous People's Day Presentation by Dr. David Lewis	25	00:06:12
Inclusivity Committee 7/23/2024	20	00:07:11
Planning Commission 10/21/2024	18	00:17:34
Housing and Economic Development Committee 10/22/2024	18	00:11:42
Chief Ken Rueben Retirement Songs	16	00:01:14
Finance & Administration Committee meeting 9/18/2024	13	00:07:42

1 - 10 / 102

Likes, Comments, and Subscriptions

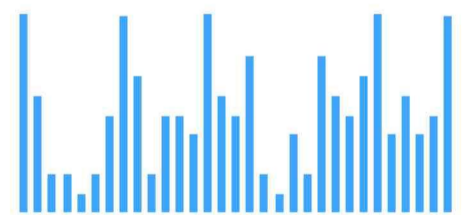
Likes

07:17



Subscriptions

103



Dislikes

7%

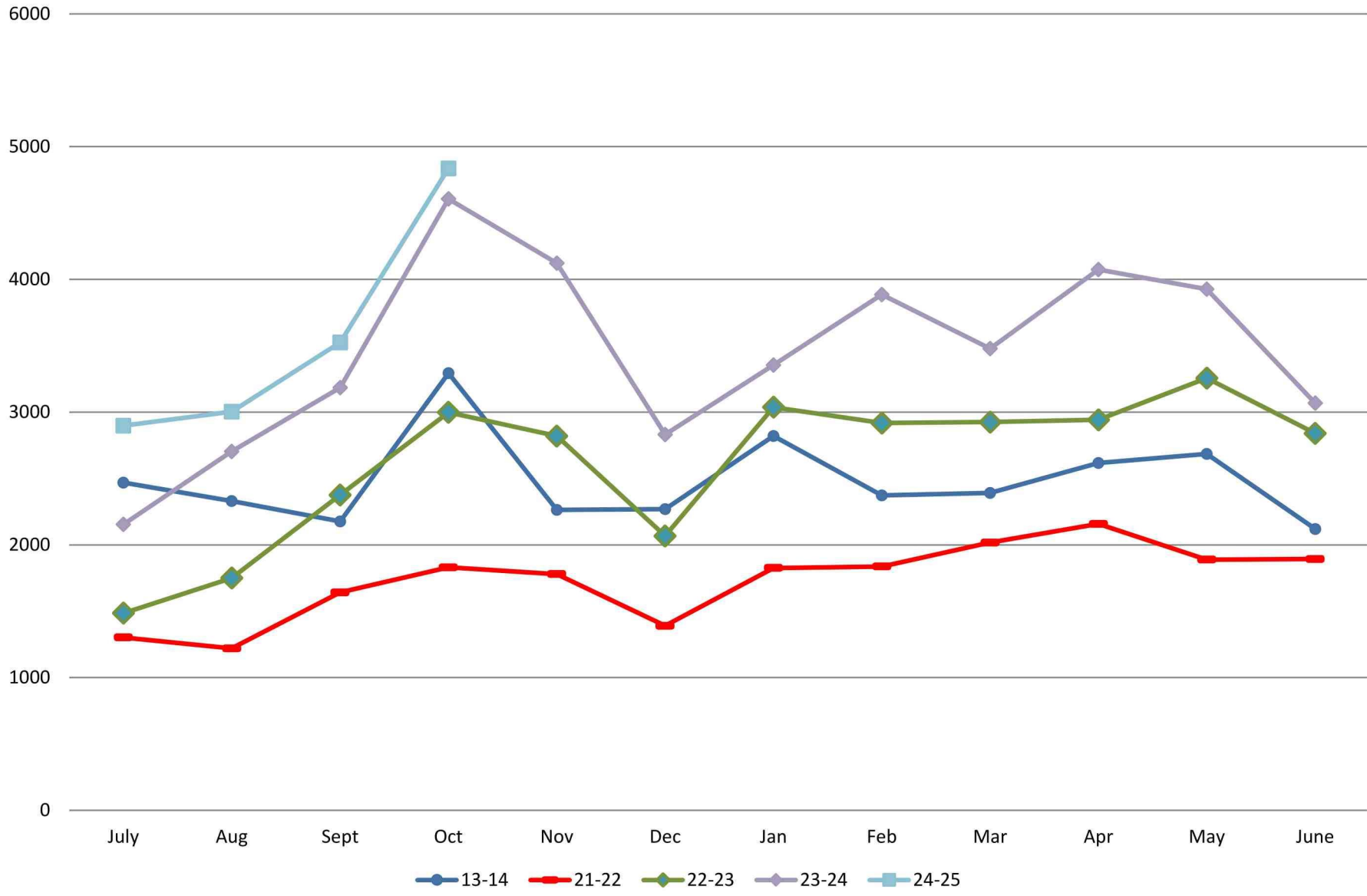


Comments

0



Philomath Connection Bus Ridership Monthly Totals



PHILOMATH CONNECTION RIDERSHIP SUMMARY

2024-2025 SUMMARY	TOTAL RIDES -	14,262	DAYS OF SERVICE-	77	AVG RIDE/DAY-	185
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
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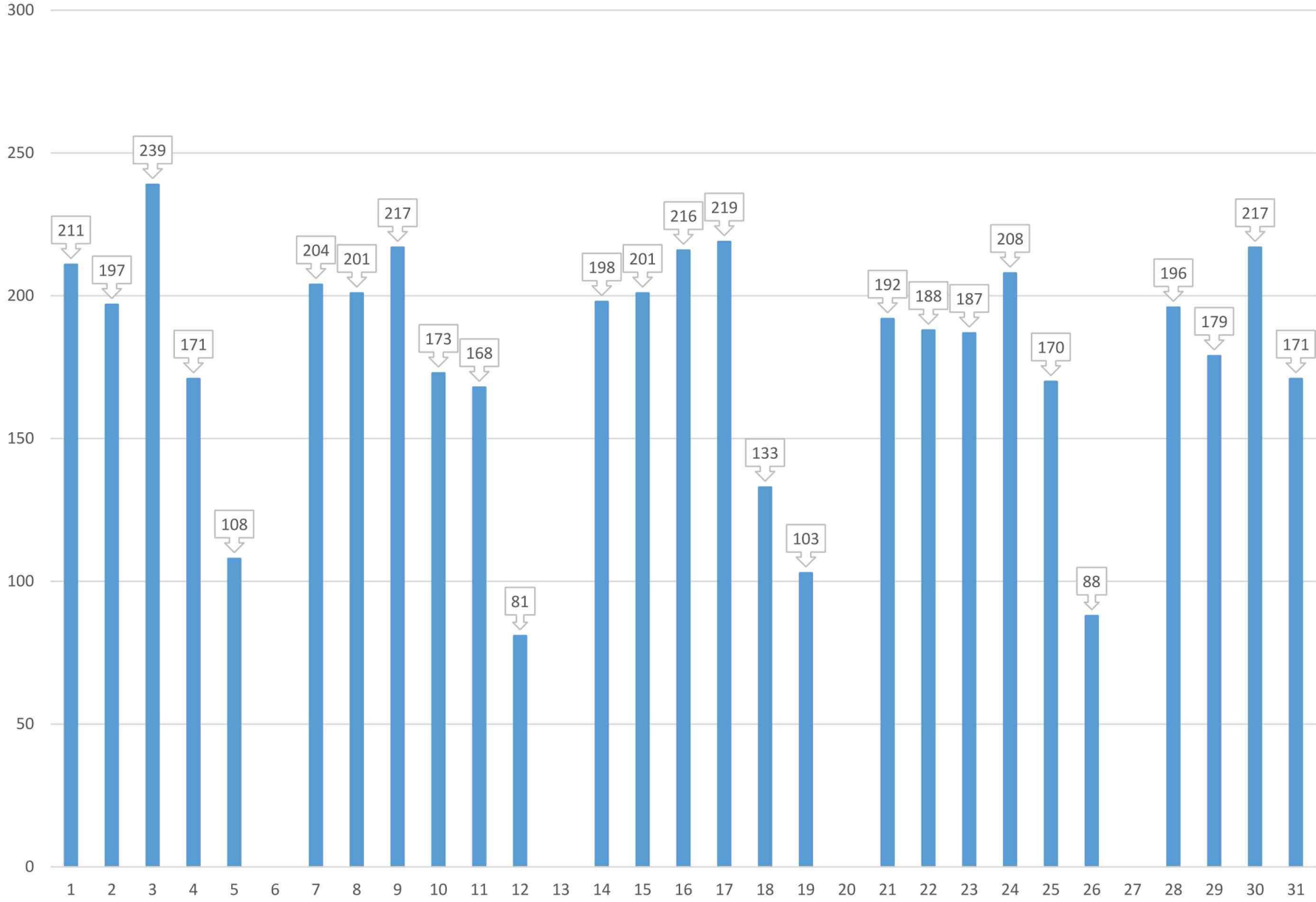
2024-2025			
JULY	26	2,898	111
AUGUST	27	3,003	111
SEPTEMBER	24	3,525	147
OCTOBER	27	4,836	179
NOVEMBER	26	0	0
DECEMBER	25	0	0
JANUARY	26	0	0
FEBRUARY	24	0	0
MARCH	25	0	0
APRIL	26	0	0
MAY	26	0	0
JUNE	25	0	0

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	Oct 1-5	Oct 7-12	Oct 14-19	Oct 21-26	Oct 28-31
MONTHLY TOTAL	926	1,044	1,070	1,033	763

Daily Philomath Connection Riders: October 2024





CITY OF PHILOMATH

980 Applegate Street
PO Box 400
Philomath, OR 97370
541-929-6148
541-929-3044 FAX
www.ci.philomath.or.us

PRESS RELEASE

DATE: December 1, 2024

TO: Philomath News
Corvallis Gazette Times
Philomath Chamber Director
City of Philomath Website
City News Email

FROM: Crystal M. Weber, City Recorder

SUBJECT: City Committee Vacancies

Beginning in January 2025, the City has openings on five committees and is looking for residents interested in serving.

There are two vacant positions on the Planning Commission. The Commission is made up of seven volunteers who make decisions related to zoning, land use, and development. The Commission typically meets on the third Monday of each month, but will continue meeting on the first and third Mondays during the current development code and zoning map update. The positions are for four-year terms.

There are five positions available on the Budget Committee. The Committee is made up of seven volunteers and the seven elected members of the City Council. They meet several times in the spring and receive budget updates throughout the year. The positions are for three-year terms.

There are three positions available on the Park Advisory Board. The Board is made up of seven volunteers who provide recommendations to the City's Council on issues related to parks. Terms are for three years.

There is one position available on the Tree Board. The Board is made up of two volunteers and three elected members of the City Council who provide recommendations related to tree issues in the city. Terms are for three years.

There are three positions available on the Inclusivity Committee. The Committee is made up of six volunteers and three elected members of the City Council. The Committee meets monthly to develop programs and events promoting diversity, equity, and inclusion in Philomath. Terms are for two years.

More information and applications are available on the city website at:
<https://ci.philomath.or.us/committeeapplications>.

Applications can either be submitted online or a fillable form can be completed and emailed to:
cityhall@philomathoregon.gov.

For additional information or to receive an application form, contact the City Recorder at
crystal.weber@philomathoregon.gov or (541) 929-9707.

Completed applications must be received by 5:00 p.m. on Friday, December 27, 2024, for full consideration. The Mayor and City Council will make appointments at their January 13, 2025, meeting.

For additional information about this press release,
contact Crystal Weber, City Recorder, at 541-929-9707.



City Council Consent Agenda Item Summary

Title/Topic: 2024-25 First Quarter Summary Financial Statements

Meeting Date: November 12, 2024
Staff: Mike Murzynsky

ISSUE STATEMENT

Review of 2024-25 First Quarter Summary Financial Statements

BACKGROUND

A few things to consider when reviewing the attached summary reports.

- The City is at the 25% mark of the 2024-25 Fiscal Year (FY). The percent of budget is calculated by dividing the Actual 9/30/24 numbers by the 2024-25 Budget numbers.
- Property taxes have not yet been received so the two funds, General and Urban Renewal (URA), have not received any current taxes. The amounts shown are the delinquent taxes from previous year.
- As we have not completed the audit for the 2023-24 FY, cash carryforwards are estimates and will not be updated until the January or February financials....right in time for the beginning of the 2025-26 FY Budget process.

Fiscal:

Not applicable

Staff Recommendation

No recommendation necessary but welcome any comments so I can answer them the next quarter.

SUGGESTED MOTION

MOTION IS NOT NECESSARY.

ATTACHMENTS:

2024-25 Summary Financial Statements

City of Philomath					
Comparison to Actual Last Year, Actual Current year and 2024-25 Budget					
As of September 30, 2024					
Percent of Fiscal Year which has Elapsed					25%
		Actual	Actual	Budget	Percent
		9/30/2023	9/30/2024	6/30/2025	of Budget
General Fund					
Revenue					
	Cash Carryforward	\$ 2,341,120	1,780,439	1,952,113	91%
	Property tax	10,042	10,384	2,371,713	0%
	Cigarette, Liquor, Revenue Sharing	17,896	19,539	250,407	8%
	Building Permits	69,614	46,234	223,396	21%
	Franchise Revenue	91,172	72,426	562,081	13%
	Court Revenue	43,747	55,771	183,940	30%
	Overhead	140,118	156,057	624,229	25%
	Grants	13,355	0	49,000	0%
	Miscellaneous Revenue	27,541	25,862	122,019	21%
	Investment Income	18,714	16,620	112,859	15%
	Total Revenue	2,773,319	2,183,332	6,451,757	34%
Expenditures					
	City Manager	163,156	169,412	887,674	19%
	Building Permits	40,188	34,054	246,300	14%
	Finance	115,248	138,168	520,681	27%
	Municipal Court	49,688	63,171	306,331	21%
	Police	408,308	372,037	1,911,105	19%
	Buildings and Grounds	30,445	41,469	216,809	19%
	Parks	33,925	54,193	264,623	20%
	Non-Departmental	2,474	0	0	0%
	City Council	77,478	62,826	234,048	27%
	Transfers	71,970	94,445	309,778	30%
	Contingency	0	0	250,000	0%
	Total Expenditures	992,880	1,029,775	5,147,349	20%
	Net Revenue	\$ 1,780,439	1,153,557	1,304,408	
Street					
Revenue					
	Cash Carryforward	\$ 379,315	\$ 379,315	379,315	100%
	State Hwy tax	62,817	69,786	463,008	15%
	Street Utility Fee	68,863	74,689	287,579	26%
	Grants	-	-	72,000	0%
	Transfers In	17,412	16,430	65,721	0%
	Miscellaneous Revenue	4,269	5,485	20,500	27%
Expenditures					
	Personnel	78,127	74,673	338,017	22%
	Materials and Services	62,357	83,032	443,973	19%
	Transfers	58,524	73,894	295,577	25%
	Contingency	-	-	100,000	0%
	Net Revenue	\$ 333,668	\$ 314,106	110,556	

City of Philomath						
Comparison to Actual Last Year, Actual Current year and 2024-25 Budget						
As of September 30, 2024						
Percent of Fiscal Year which has Elapsed						25%
		Actual	Actual	Budget	Percent	
		9/30/2023	9/30/2024	6/30/2025	of Budget	
Water						
Revenue						
	Cash Carryforward	\$ 184,500	\$ 184,500	184,500	100%	
	Water Revenue	532,067	493,130	1,659,020	30%	
	Miscellaneous Revenue	17,231	8,867	47,700	19%	
Expenditures						
	Personnel	127,125	138,058	553,691	25%	
	Materials and Services	156,194	209,919	661,456	32%	
	Transfers	126,975	72,270	289,084	25%	
	Contingency	-	-	145,000	0%	
Net Revenue		\$ 323,504	\$ 266,250	241,989		
Sewer						
Revenue						
	Cash Carryforward	\$ 492,799	\$ 492,799	577,696	85%	
	Sewer Revenue	411,397	426,087	1,659,000	26%	
	Transfer In	62,501	66,250	265,000	25%	
	Miscellaneous Revenue	7,385	8,222	53,350	15%	
Expenditures						
	Personnel	109,650	120,591	479,813	25%	
	Materials, Services, and Capital	101,411	94,095	540,914	17%	
	Debt Service	-	73,000	431,000	17%	
	Transfers	137,796	134,389	537,556	25%	
	Contingency	-	-	120,000	0%	
Net Revenue		\$ 625,225	\$ 571,283	445,763		
Storm Drain						
Revenue						
	Cash Carryforward	\$ -	\$ 107,618	107,618	100%	
	Storm Drain Revenue	26,533	28,901	111,569	26%	
Expenditures						
	Materials and Services	5,751	12,046	97,809	12%	
	Transfers	7,500	22,500	90,000	25%	
	Contingency	-	-	10,000		
Net Revenue		\$ 13,282	\$ 101,973	21,378		
Land, Building, & Equipment						
Revenue						
	Cash Carryforward	\$ 5,113,142	\$ 5,246,702	4,043,478	130%	
	Transfers In	385,353	381,071	1,456,274	26%	
	Loan	-	-	500,000	0%	
	Grants	-	-	14,438,723	0%	
	Miscellaneous Revenue	128,059	2,050,346	300,750	682%	
Expenditures						
	Contingency	379,852	3,538,493	19,865,685	18%	
Net Revenue		\$ 5,246,702	\$ 4,139,626	-		

City of Philomath					
Comparison to Actual Last Year, Actual Current year and 2024-25 Budget					
As of September 30, 2024					
Percent of Fiscal Year which has Elapsed					25%
	Actual	Actual	Budget	Percent	
	9/30/2023	9/30/2024	6/30/2025	of Budget	
SDC - Governmental (Park and Street)					
Revenue					
Cash Carryforward	\$ 3,048,369	\$ 3,036,777	2,603,482	117%	
SDC Revenue	8,525	76,709	504,928	15%	
Interest Income	26,495	39,315	65,964	60%	
Expenditures					
Materials and Services	-	-	-	0%	
Capital Outlay	46,612	46	1,400,000	0%	
Contingency			600,000		
	-	-	-		
Net Revenue	\$ 3,036,777	\$ 3,152,755	1,174,374		
SDC - Proprietary (Water, Sewer & Storm Drain)					
Revenue					
Cash Carryforward	\$ 2,897,200	\$ 2,891,045	3,352,208	86%	
SDC Revenue	25,766	116,405	610,598	19%	
Interest Income	31,537	43,357	153,500	28%	
Expenditures					
Materials and Services	-	-	-	0%	
Capital Outlay	957	-	1,689,078	0%	
Transfers	62,501	66,250	265,000	25%	
Contingency	-	-	490,000	0%	
	-	-	-		
Net Revenue	\$ 2,891,045	\$ 2,984,557	1,672,228		
Urban Renewal Agency					
Revenue					
Cash Carryforward	\$ 506,369	\$ 505,198	1,143,881	44%	
Property Tax	3,705	4,067	877,599	0%	
Interest Income	10,529	25,436	68,000	37%	
Expenditures					
Materials and Services	15,405	23,124	116,372	0%	
Capital Outlay	-	-	1,280,000	0%	
Debt Service	-	42,300	225,000	19%	
	-	-	-		
Net Revenue	\$ 505,198	\$ 469,277	468,108		



Philomath City Council Agenda Item Summary

Title/Topic: Strategic Plan Quarter 1 Report

Meeting Date: November 12, 2024
Staff Contact: Chris Workman

ISSUE STATEMENT

This is the first quarter report on the 2024-25 Strategic Plan.

BACKGROUND

This Strategic Plan is a living document, but it does live on the shelf. It is an integral part in guiding the City's work plans as we strive to reach our goals and objectives. As a high performing organization, we anticipate and adapt to changes that impact our previous best-made plans. The Strategic Plan is updated annually, with quarterly reports made back to the Council each quarter.

The Plan follows the fiscal year, so this 1st Quarter Report covers work that was completed July through September of this year. A copy of the 2024-2025 Plan was provided back in August.

COUNCIL OPTIONS

No action is required.

STAFF RECOMMENDATION

N/A

RECOMMENDED MOTION

N/A

ATTACHMENTS

A. 2024-2025 Strategic Plan 1st Quarter Report

Strategic Plan Quarter 1 Report

This Strategic Plan is a living document, and serves an integral role in guiding the City’s work plans as we strive to reach our goals and objectives. It is updated annually, with quarterly reports made back to the Council. The Plan follows the fiscal year, so this 1st Quarter Report covers work that was completed July through September of this year. A copy of the 2024-2025 Plan was provided back in August.

	Staff Assigned	Calendar	Notes on Status
Theme 1: Responsive, Effective & Transparent Governance			
Goal 1.1: Increase reserves in all funds			
Objective 1.1.1: Adopt a financial policy that establishes reserve amounts for each enterprise fund based on annual operating expenses, depreciation, capital outlay, and other considerations. The policy should also include a plan to build up to the target reserve over a specific timeframe	Mike	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
Goal 1.2: Enhance Current Levels of Operations and City Services			
Objective 1.2.1: Implement appropriate technology to improve efficiency, expand transparency, and attract and retain quality employees.			
<i>Action: Implement a new website with improved functionality and accessibility</i>	Chelsea	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Contract for a branding campaign, including new city logo and public-facing image or develop a new city logo to be used on the website, letterhead and other public-facing materials</i>	Chelsea	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Implement technological advances for hiring and retention of employees</i>	Chelsea	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	Application software completed;
Objective 1.2.2: Ensure City’s Fee Schedules are fair and equitable, being specifically considerate of low-income households.			looking at employee onboarding and form/benefits portal as-on
<i>Action: Hire a consultant to perform a full utility rate study and update utility rates</i>	Mike	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Analyze all rates on how they specifically effect low-income households</i>	Mike	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Complete a fee schedule analysis and update the City Fee Schedule</i>	Chris	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
Objective 1.2.3: Improve ADA accessibility, increase staff safety, add workspace and functionality, and improve exterior aesthetics of City Hall.			
<i>Action: Complete City Hall remodel design and construction</i>	Chris	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
Goal 1.3: Regular Council and Staff Engagement with Citizens			
Objective 1.3.1: Stay infomred with state legislative matters.			
<i>Action: Review the recently released League of Oregon Cities Legislative Toolkit and implement appropriate processes and actions</i>	Chris	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
Objective 1.3.2: Hold in-person sessions with the public throughout the year.			
<i>Action: Have monthly “Coffee with a City Council Member” sessions</i>	Ruth	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Hold a quarterly Town Hall meeting</i>	Chris	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	
<i>Action: Schedule and hold Citizens Academy</i>	Chris	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	too few registration in Sept. Try again in Jan
Goal 1.4: Maintain the Cyber-Security Resiliency Plan			
Objective 1.4.1: Update the Cyber-Security Resiliency Plan.			
<i>Action: Review Cyber Security Policy with IT Contractor, update if needed, make a list of action items which need changed or implemented</i>	Chelsea	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	List may result in budgetary

Theme 2: Healthy Economy

impacts

Goal 2.1: Advance the Downtown Safety & Streetscapes Project

Objective 2.1.1: Revitalize Downtown.

Action: Renew the Façade Improvement Grant Program for year 2

Chris

Jul Aug Sep **Oct Nov** Dec Jan Feb Mar Apr May Jun

Action: Utilize any remaining Urban Renewal dollars to maximize redevelopment efforts in Downtown Philomath with strategic public investments to spur private investments following completion of the Streetscape project

Chris

Jul Aug Sep Oct Nov Dec Jan **Feb Mar Apr** May Jun

Action: Enable and promote events in the downtown area

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Goal 2.2: Support and Expand Economic and Community Development

Objective 2.2.1: Create and maintain a dialogue between city officials and local businesses in regards to things that the City can do to assist local businesses.

Action: Re-evaluate time/place/manner restrictions that prohibit targeted businesses

Chris

Jul Aug Sep Oct Nov Dec Jan **Feb** Mar Apr May Jun

Action: Hold virtual Town Hall-style listening sessions targeted at business owners

Chris

Jul Aug Sep Oct **Nov** Dec Jan Feb Mar Apr **May** Jun

Objective 2.2.2: Create an encouraging environment for the development and expansion of desired businesses. Collaborate with organizations focused on business retention, expansion, startup development, and entrepreneurship to establish new firms and strengthen existing businesses.

Action: Conduct regular visits to businesses and industries as an ambassador to address regulatory barriers and provide resources that enable development and retention of businesses. Connect local businesses with available resources including the Chamber, Cascades West Council of Governments (CWCOG), Small Business Administration (SBA), and Small Business Development Center at (Linn-Benton Community College (LBCC))

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Objective 2.2.6: Develop city-owned property into mixed-use commercial/low-income residential units

Action: Complete environmental cleanup of the 14th Street property

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Action: Coordinate funding through HUD, Community Services Consortium, Regional Housing Solutions and other partners.

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Action: Onboard a developer for the project and prepare plans for site plan and building permit approvals

Chris

Jul Aug Sep **Oct Nov Dec** Jan Feb Mar Apr May Jun

Goal 2.3: Develop and Expand Philomath Tourism

Objective 2.3.1: Support the Marys Peak to Pacific Scenic Byway.

Action: Participate in the Scenic Byway Maintenance Committee and consider contributions to help fund identified projects along the byway

Chris

Jul **Aug** Sep Oct Nov Dec Jan Feb Mar Apr May Jun

Objective 2.3.2: Support efforts to improve Skirvin Park, home of the Philomath Frolic & Rodeo.

Action: Complete grandstand, lighting, restroom, and ADA improvement projects, pending full funding

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar **Apr May Jun**

Objective 2.3.3: Support efforts that service or promote tourism in the city.

Action: Promote completion of the Streetscapes project with a ribbon cutting ceremony

Chelsea

Jul Aug Sep **Oct** Nov Dec Jan Feb Mar Apr May Jun

Action: Apply for a Travel Oregon or similar type of grant and install wayfinding signs in downtown

Chris

Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May **Jun**

Theme 3: Strong and Resilient Infrastructure

Goal 3.1: Update, Adopt and Implement all Master Plans

Action: Update the Water Conservation Plan

Kevin

Jul Aug Sep Oct Nov **Dec Jan Feb** Mar Apr May Jun

Action: Update the stormwater SDC methodology based on the new stormwater master plan

Kevin

Jul Aug Sep Oct **Nov Dec Jan Feb** Mar Apr May Jun

Goal 3.2: Preserve and Enhance the Sewer Infrastructure

<i>Action: Seek grant funding and Upgrade crossing at 17th and Main the Rapid rectangle flashing beacon system</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	no funding, move to future year
Theme 4: Great Neighborhoods														
Goal 4.1: Address Affordable Housing in Philomath														
Objective 4.1.1: Ensure the City's housing policies encourage housing options for low to med-income households.														
<i>Action: Perform a code audit to remove barriers to low-income housing options and allow for various housing types such as tiny homes, cottage clusters, and other high-density, low impact housing (2024-2025)</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<i>Action: Review year-end statistics on residential, commercial, and industrial growth; inventory levels; building permits, etc. (Annual)</i>	Leilani	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Objective 4.1.2: Support applications for higher density housing options through conditions of approval and development agreements that favor more affordable housing options.														
Objective 4.1.3: Look for opportunities to support low- and median-income housing.														
<i>Action: Petition the State Legislature or Business Oregon for funding for infrastructure that supports affordable housing projects</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
<i>Action: Pursue agreements with private developers to offset infrastructure costs and housing incentives for more affordable housing options</i>	Chris													
Goal 4.2: Maintain Optimal Level of Transit Services														
Objective 4.2.1: Improve bus service to residents and businesses.														
<i>Action: Install new bus stops shelters (6) with federal transportation allocations</i>	Garry	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Goal 4.3: Implement the Park Master Plan and Encourage Community Events														
Objective 4.3.1: Provide support for community events, including funding, resources, and staff time.														
<i>Action: Develop a policy for administering and granting funds to outside organizations</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Objective 4.3.3: Preserve natural areas within the park system.														
<i>Action: Hold annual Heritage Tree Program selection process</i>	Garry	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Remove? Now have established program.
Objective 4.3.4: Coordinate efforts relating to Music in the Park through the Park Advisory Board.														
Objective 4.3.5: Maintain annual Tree City USA certification.														
<i>Action: Hold Arbor Day Event with schools</i>	Garry	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Remove? Now have established program.
Objective 4.3.6: Encourage planting of native trees and vegetation where appropriate in the parks and streets.														
Goal 4.4: Support the Philomath Community Library														
Objective 4.4.1: Support the cultural and social impact of the library.														
<i>Action: Based on outcome of the feasibility study, determine library expansion needs, gather cost estimates, and establish a capital campaign taskforce to oversee funding efforts</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Goal 4.5: Promote Healthy and Clean Neighborhoods														
Objective 4.5.1: Follow programs that focus on improving and maintaining existing neighborhoods.														
<i>Action: Provide Spring Clean-Up free of charge to residents</i>	Kevin	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Goal 4.6: Reduce Energy Usage in City Buildings and Vehicles														
Objective 4.6.1: Procure grants targeted at reducing utility usage for commercial/governmental buildings.														
<i>Action: Explore Street light conversion program with R.E.A.L.</i>	Chris	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	lack of intrest for pooled project
Objective 4.6.2: Consider low- and lower-emission vehicles when looking to replace city vehicles														
Theme 5: Safe Community														

Goal 5.1: Ensure Public Safety by Protecting People, their Property, and Enforcing Traffic Laws.			
Objective 5.1.1: Ensure the Safety of Philomath Community Members.			
<i>Action: Expand Crime Prevention and Community Outreach efforts; hold 4+ events</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	completed
<i>Action: Provide periodic walk through of the schools and participate in active threat training at each school</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	completed
<i>Action: Coordinate National Night Out efforts</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	completed
<i>Action: Report to the Council about the PD-Philomath School District relationship</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	Reported to the Police Com.
Objective 5.1.3: Make Philomath a safe place to walk, bike and drive.			
<i>Action: Provide proactive traffic enforcement in high traffic areas to reduce accidents and improve traffic safety</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	New School Patrol Traffic Plan in place
<i>Action: Reduce drug crimes and drug trafficking by proactive traffic enforcement</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	Training Scheduled for Nov.
<i>Action: Reduce impaired driving using state Drug Recognition Evaluations (DRE) enforcement approach</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	On going SGT Bowers is now certified DRE
Objective 5.1.5: Maintain a highly trained, state accredited department.			
<i>Action: Maintain and expand Advanced Officer Training to improve service delivery</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	On going Remove
<i>Action: Continue support and implementation of State of Oregon Law Enforcement Accreditation Program</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	On going Remove
<i>Action: Maintain records and follow training schedule and other requirement of accreditation</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	On going remove
Objective 5.1.6: Provide educational opportunities for the community on how to best prepare for and react to fires, earthquakes, floods, and other disasters.			
<i>Action: Invite Benton County Emergency Services to host an informational booth at National Night Out event and Farmer's Market events</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	completed
<i>Action: Support and encourage Community Emergency Response Team (CERT) training</i>	Dave	Jul Aug Sep Oct Nov Dec Jan Feb Mar Apr May Jun	completed



Oregon

Tina Kotek, Governor

Department of Environmental Quality
Western Region Salem Office
4026 Fairview Industrial Dr SE
Salem, OR 97302
(503) 378-8240
FAX (503) 373-7944
TTY 711

October 11, 2024

Kevin Fear
1515 Willow St.
Philomath, OR 97370

Re: Review and Acceptance of the 2023-2024 TMDL Implementation Plan Annual Report for
City of Philomath

Dear Kevin Fear,

Thank you for submitting the Philomath 2023-2024 TMDL Implementation Plan Annual Report. The Department has reviewed your report and finds that the report complies with the annual reporting requirement.

The Department endeavors to assist you in your implementation efforts. Please do not hesitate to contact me if you have questions about TMDL implementation:

chance.plunk@deq.oregon.gov
541-972-5463
DEQ, Western Region
4026 Fairview Industrial Dr SE, Salem OR. 97302

Best regards,

Chance PLUNK

Chance Plunk
Willamette Basin Specialist

cc: Heather Tugaw, Interim Western Region Watersheds and Stormwater Manager, DEQ
Priscilla Woolverton, Willamette Basin Coordinator, DEQ

-----Original Message-----

From: donotreply@form.govoffice.com <donotreply@form.govoffice.com>
Sent: Saturday, October 26, 2024 3:37 PM
To: Ruth Post <Ruth.Post@philomathoregon.gov>
Subject: Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.

Form: Contact Us
Site URL: www.ci.philomath.or.us

First and Last Name: Chris Luksch
E-mail Address: xxxxxxxxxxxxxxxxx
Phone Number: xxxxxxxxxxxxxxxxx
Address (if applicable): xxxxxxxxxxxxxxxxx

Comment or Question: I do not want a psilocybin shop in Philomath.
Thanks. Chris.
Would you like to be contacted? Please provide your preferred form of contact (phone or e-mail): No

Do Not Click Reply - This e-mail has been generated from a super form.

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From: Random Starscape <>
Sent: Monday, October 28, 2024 4:00 PM
To: Ruth Post <Ruth.Post@philomathoregon.gov>; Christopher McMorran <Christopher.McMorran@PhilomathOregon.gov>
Subject: References for Philomath decisions on psilocybin

Hello City Recorder Post and Councilor (or Upcoming Mayor) McMorran,

I wanted to send you all some scientific sources on psilocybin as a treatment. My hope is that they will help with decision making. These papers are all free to read with no paywall. They are on the standard government website for NIH research papers like these. Together they represent current scientific consensus on the topic.

The Psychedelic Future of Post-Traumatic Stress Disorder Treatment (2023)
<https://pmc.ncbi.nlm.nih.gov/articles/PMC10845102/>

The Efficacy of Psychedelic-Assisted Therapy in Managing Post-traumatic Stress Disorder (PTSD): A New Frontier? (2022)
<https://pmc.ncbi.nlm.nih.gov/articles/PMC9710723/>

Psychoactive Drugs in the Management of Post Traumatic Stress Disorder: A Promising New Horizon (2022)
<https://pmc.ncbi.nlm.nih.gov/articles/PMC9214830/>

If possible, I would also like these paper titles and/or links to be available as an informational resource in any documentation for future town halls on the topic of psilocybin. The general trend for PTSD in the general population is 4-6%, which translates to somewhere around 230-350 people for a town of Philomath's size. That's a lot of people who could be helped in Philomath instead of being forced to drive or take public transport to other cities.

Thank you for your time,
Philomath resident Nathan Waugh

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-----Original Message-----

From: donotreply@form.govoffice.com <donotreply@form.govoffice.com>
Sent: Sunday, October 27, 2024 5:42 PM
To: Ruth Post <Ruth.Post@philomathoregon.gov>
Subject: Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.

Form: Contact Us

Site URL: www.ci.philomath.or.us

First and Last Name: Heidi Hood
E-mail Address: XxXXXXXXXXXX
Phone Number: XXXXXXXXXXXX

Address (if applicable):

Comment or Question: I heard about a mushroom shop wanting to open in Philomath. Please, we do NOT want this in our community. We do NOT want to attract homeless or have temptation to our high school kids in our community. Please say no.

Thank you for considering, Heidi

Would you like to be contacted? Please provide your preferred form of contact (phone or e-mail): No

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-----Original Message-----

From: donotreply@form.govoffice.com <donotreply@form.govoffice.com>
Sent: Friday, October 25, 2024 7:39 AM
To: Ruth Post <Ruth.Post@philomathoregon.gov>
Subject: Contact Us (form) has been filled out on your site.

Your Site has received new information through a form.

Form: Contact Us
Site URL: www.ci.philomath.or.us

First and Last Name: Lindsey Luksch
E-mail Address: xxxxxxxxxxxxxxxxxxxx
Phone Number: xxxxxxxxxxxxxxxxxxxx
Address (if applicable): xxxxxxxxxxxxxxxxxxxx

Comment or Question: I do not want a psilocybin shop in Philomath Would you like to be contacted? Please provide your preferred form of contact (phone or e-mail): No

Do Not Click Reply - This e-mail has been generated from a super form.

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Chas Jones



To: Lou Ann Mergl <XXXXXXXXXX@gmail.com>; Ruth Post; Chris Workman

Sat 2024-10-26 07:00

Thank you Lou Ann, for reaching out to the Council on these issues.
I've cc'd our city manager here.

Chris, can you put the request for a stop sign before the public safety committee? And consider asking city staff to look at the black berries?

Thanks all!

Chas Jones
Philomath Mayor

From: Lou Ann Mergl <XXXXXXXXXX@gmail.com>

Sent: Saturday, October 26, 2024 4:38:33 AM

To: Chas Jones <Chas.Jones@philomathoregon.gov>; Jessica Andrade <jessica.andrade@philomathoregon.gov>; Diane Crocker <Diane.Crocker@PhilomathOrego <Ruth.Causey@philomathoregon.gov>; Matt Lehman <Matt.Lehman@philomathoregon.gov>; Christopher McMorran <Christopher.McMorran@PhilomathOregon <teresa.nielson@philomathoregon.gov>; Ruth Post <Ruth.Post@philomathoregon.gov>; Chris Workman <Chris.Workman@philomathoregon.gov>

Subject: Request for stop sign on the corner of 30th and Southwood Drive

To Whom it may Concern,

I am writing to have input on the request for a stop sign on the corner of 30th and Southwood Drive. I have lived on this corner for 40 years and have seen and exp close calls and accidents. It is a blind corner due to vegetation and the hills. What is often the case, cars coming down 30th cut the corner when turning east on Sou to face with cars heading west. As one of two homes on the west end of Southwood it is confusing as to who has the right away when we are heading east or west Traffic has increased substantially over the years which also includes bicycles as well as pedestrians. I would like to see this change before there is a serious accident

On another safety note heading east from Southwood toward Plymouth there are blackberries left unmanaged that completely obscure the view to the south and o makes it impossible see until you are well beyond the stop sign when proceeding on to Plymouth Drive.

I sure do appreciate the time you take to consider requests such as mine and want to thank you for the work you put in to this wonderful community.

Sincerely,

Lou Ann Mergl
Sent from my iPad

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Philomath City Council Agenda Item Summary

Title/Topic: AMR Radio Towers: Informational Report

Meeting Date: November 12, 2024
Department: Public Works
Staff Contact: Garry Black

BACKGROUND

Since the installation of the Automated Meter Read towers located at the Neabeack Hill reservoir and at the Starlight Pump station Public Works have experienced a drastic decrease in water service calls from the billing department. The new automated systems allows the billing clerk to gather information on her computer that in the past would have required a Public Works employee to go to the meter and manually complete the task required. The billing clerk can gather "35 Day Read" information which tells water usage for every hour for the past 35 days. With that knowledge the billing clerk can alert customers of a possible leak saving the customers time and money. They can also do "Final Read" on a meter when a customer moves out or a new one moves in. They can now perform the monthly readings for billing in a few minutes including creating the individual water bills.

These are tasks the Public Works staff has had to perform in the past. I estimate that these tasks and other tasks associated with water meters were taking up to eight hours per week for a employee along with ten hours per month for meter reading for monthly billing. By not having to do these tasks we see savings on vehicle wear and tear, and fuel costs. We are able to focus that time on additional tasks that need to be completed.

There are more advanced items that the new system will allow us to perform to ensure our water system is operating efficiently. We can check on the status of the water meter to see how it is operating. With this information we can identify when a water meter is bad and replace or fix as needed. We can in the future add a different style of water meter that can be shut off for non-payment. Public Works currently spends two employees up to six hours per month for water shutoffs which includes turning them back on after payment is made.

The AMR system has been a great addition to our toolbox and making sure our water distribution system is operating at peak performance.