

ALBANY CITY COUNCIL

AGENDA

Wednesday, January 14, 2026

6:00 p.m.

Council Chambers, City Hall  
333 Broadalbin Street SW

Watch on YouTube: <https://www.youtube.com/user/cityofalbany>

Please help us get Albany's work done.

Be respectful and refer to the rules of conduct posted by the main door to the Chambers and on the website.

1. Call to order and pledge of allegiance

2. Roll call

3. Adoption of consent agenda

a. Appointments [Pages 3-44]

- 1) Appointments to Citizen Advisory Group CAGs
- 2) Appointments to Outside Agencies

b. Approval of minutes [Pages 45-55]

- 1) November 17, 2025, City Council meeting minutes
- 2) December 10, 2025 City Council meeting minutes

c. Recommendation(s) to OLCC [Page 56]

- 1) Approve Retail Off-Premises Sales Liquor License Application for US Market 630 LLC., DBA US Market 630, Located at 145 Timber Ridge Street SE

d. Adoption of resolution(s)

- 1) Designation of Newspapers of Record – Erik Glover [Pages 57-59] RES NO. \_\_\_\_\_

MOTION: \_\_\_\_\_

4. Public Comment

5. Action Items(s)

a. **Ordinances** – Traffic Safety Diversion Program Ordinance- September Ridgeway/Jeanna Yeager [Pages 60-65] ORD NO. \_\_\_\_\_

b. **Resolutions**- Award of Contract for FP-25-01, Wastewater Master Plan Consulting Services – Ryan Beathe [Pages 66-68] RES NO. \_\_\_\_\_



- c. **Adopt by motion**- Approval of Contract Increase for ST-22-06, Geary Street Sidewalk- Andrew Monaco [Pages 69-72]

MOTION: \_\_\_\_\_

**6. Business from the Council**

**7. City Manager Reports**

**8. Next meeting dates**

Monday, January 26, 2026; 4:00 p.m. work session

Wednesday, January 28, 2026; 6:00 p.m. meeting

**9. Adjournment**

*This meeting is accessible to the public via video connection. The location for in-person attendance is accessible to people with disabilities. If you have a disability that requires accommodation, please notify city staff at least 48 hours in advance of the meeting at:*

[cityrecorder@albanyoregon.gov](mailto:cityrecorder@albanyoregon.gov)

*Testimony provided at the meeting is part of the public record. Meetings are recorded, capturing both in-person and virtual participation, and are posted on the City website.*



**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager

**FROM:** Makenna Kackley, Deputy City Recorder/Executive Administrative Assistant

**DATE:** January 2, 2026, for the January 14, 2026, City Council Meeting

**SUBJECT:** Appointment to Citizen Advisory Groups

**Purpose:**

To appoint representatives to new terms on Citizen Advisory Groups.

**Background/Discussion:**

Mayor and councilors are tasked with ensuring the Citizen Advisory Groups are filled in order for them to fulfill their respective missions.

Council ratification of the following appointment to the Citizen Advisory Group:

**Airport Advisory Commission:**

- Mel Huffman, Ward 3 (Mayor Johnson II's reappointment to a new three-year term)
- Ralph Menweg, Ward 3 (Councilor McGhee's appointment to a new three-year term)

**Audit Committee:** (appointments by Mayor Johnson II) *(no applications attached)*

- Will Summers, Budget Committee Representative, Ward 1 (reappointment to a new two-year term)
- Marilyn Smith, City Council Representative (reappointment to a new two-year term)

**Budget Review Committee:**

- Will Summers, Ward 1 (Mayor Johnson II's reappointment to a new four-year term)

**Community Development Commission:** (appointments by Mayor Johnson II)

- Bessie Johnson, At-Large Representative, Ward 3 (reappointment to a new three-year term)
- Tracy Liles, Financial Industry Representative, Ward 1 (reappointment to a new three-year term)
- Robyn Davis, Human Relations Commission Representative, Ward 1 (reappointment to a new three-year term)
- Jim Cole, At-Large Representative, Ward 2 (reappointment to a new three-year term)

**Human Relations Commission:**

- Robyn Davis, Ward 1 (Mayor Johnson II's reappointment to a new three-year term)
- Melody Wirtz, Ward 1 (Councilor Thomson's reappointment to a new three-year term)

**Landmarks Commission:**

- Chad Robinson, Ward 1 (Councilor McLeod’s reappointment to a new three-year term)
- Rayne Legras, Ward 1 (Councilor Smith’s reappointment to a new three-year term)

**Parks, Recreation, and Tree Advisory Commission:**

- Sharon Konopa, Ward 2 (Councilor McLeod’s reappointment to a new three-year term)
- Jill VanBuren, Ward 3 (Councilor Thomson’s reappointment to a new three-year term)

**Planning Commission:**

- Remi Hill, Ward 3 (Councilor Smith’s appointment to a new four-year term)
- Skylar Bailey, Ward 3 (Mayor Johnson II’s reappointment to a new four-year term)

**Public Safety Commission:**

- Bessie Johnson, Ward 3 (Councilor Smith’s reappointment to a new four-year term)

**Tourism Advisory Commission:**

- Jonni Hudgens, Ward 2 (Councilor McGhee’s reappointment to a new three-year term)

**Transportation Advisory Commission:**

- Chuck Kratch, Ward 1 (Councilor McLeod’s reappointment to a new three-year term)
- Frankie McCullough, Ward 3 (Mayor Johnson II’s reappointment to a new three-year term)

**Strategic Plan Impact:**

This advances Council’s strategic plan goal 1: Effectively and efficiently deliver the services that Albany’s citizens need, want, and are willing to support.

**Budget/Staff Impact:**

None.

**Staff Recommendation:**

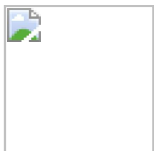
Ratify the Councilmember recommended appointments.

**Alternatives:**

1. Do not ratify the appointments.

**Attachments:**

1. Attachment 1-19



# Citizen Advisory Group Application

Applying To **Airport Advisory Commission**

Received **October 16, 2025**

Name **MELVIN (MEL) HUFFMAN**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, or profession:

**CHAIR AIRPORT ADVISORY COMMISSION (TWO YEARS)**

Please summarize what qualifications and experience you have that would apply to this position:

**SERVED ONE YEAR AS MEMBER OF AIRPORT ADVISORY COMMISSION; TWO YEARS AS CHAIRMAN OF AIRPORT ADVISORY COMMISSION; PILOT / PLANE OWNER AT ALBANY AIRPORT**

Please detail your knowledge and experience with aviation.

**FIFTY ONE YEARS FLYING, RENTAL AIRCRAFT, STUDENT PILOT ACHIEVING COMMERCIAL AIRPLANE, MULTI-ENGINE, INSTRUMENT RATING, COMMERCIAL HELICOPTER, COMMERCIAL GLIDER PILOTS LICENSES, AND CERTIFICATED FLIGHT INSTRUCTOR IN AIRPLANES AND GLIDERS. ADVANCED GROUND INSTRUCTOR CERTIFICATE.  
BUILT AN RV-9A AIRCRAFT AND HAVE ACCUMULATED OVER 500 HOURS FLYING IT, WHILE MAINTAINING IT AS PRESCRIBED BY FAA REGULATIONS - HOLD THE MAINTENANCE CERTIFICATION FOR THAT AIRCRAFT.**

List community/civic activities in which you are or have been active:

**VICE PRESIDENT OF MENNONITE VILLAGE COUNCIL - ONE YEAR  
PRESIDENT OF MENNONITE VILLAGE COUNCIL - TWO YEARS  
CHAIRMAN OF MENNONITE VILLAGE EMERGENCY PREPAREDNESS COMMITTEE - FOUR YEARS  
FORMED AN AMATEUR RADIO OPERATORS GROUP AND LEAD (NO OFFICIAL TITLE) THE MEETINGS AND EXERCISES**

Do you have a significant financial interest in the commission's airport considerations?

**No**

How many Airport Advisory Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of an Airport Advisory Commission member and what contributions do you hope to make to the commission?

THE COMMISSION DISCUSSES ISSUES RELATED TO THE VIABILITY OF THE AIRPORT, REVENUE GENERATING POSSIBILITIES, HANGAR RENTAL FEES, GENERAL MAINTENANCE AND OTHER ISSUES RAISED BY CITIZENS OF ALBANY. PROPOSES TO CITY COUNCIL SOLUTIONS / OPTIONS TO ENHANCE THE ECONOMIC POTENTIAL OF THE AIRPORT IN SHORT-TERM AND LONG-TERM PERSPECTIVE. IDENTIFY POSSIBLE CIVIL OUTREACH PROGRAMS FOR LOCAL SCHOOLS AND CITIZENRY TO INCREASE STUDENT INTEREST IN AVIATION AND RAISE AWARENESS OF THE ECONOMIC IMPACT THE AIRPORT HAS TO THE COMMUNITY

How would you improve the management and operation of the Albany Municipal Airport?

MOVE THE AIRPORT TO A CITY OWNED BUT BUSINESS ORIENTED ENTITY  
GENERATE MORE AVIATION ACTIVITIES THAT ATTRACT CITIZENS TO THE AIRPORT - THIS COULD INCLUDE OPENING A CAFE AT THE AIRPORT; POSSIBLY IN COORDINATION WITH THE NEWLY ESTABLISHED 1929 HANGAR MUSEUM.  
ATTRACT AN AIRCRAFT MAINTENANCE MECHANIC (A&P AND/OR IA-A&P) TO DRAW AIRCRAFT TO THE AIRPORT. THIS WOULD NOT BE PART OF THE FLIGHT TRAINING OPERATIONS.  
COMMUNICATE WITH LOCAL EXTENDED-STAY HOSTELS AND DEVELOP HOUSING PLANS FOR NON-LOCAL FLIGHT SCHOOL STUDENTS.  
WORK WITH ODOT, ODOA, & FAA TO GET APPROVAL TO LENGTHEN THE RUNWAY 500 FEET TO ATTRACT BUSINESS AIRCRAFT, WHICH CAN INCREASE JET FUEL SALES, AND ATTRACT NEW NON-ALBANY HEADQUARTERED BUSINESS TO BUILD IN THE ALBANY AREA.

Have you reviewed the meeting schedule for the commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

HAVE BEEN ON THE COMMISSION 3 YEARS





# Citizen Advisory Group Application

Applying To **Airport Advisory Commission**

Received **November 12, 2025**

Name **Ralph Menweg**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, or profession:

**HS teacher of Mathematics and Computer Science**

Please summarize what qualifications and experience you have that would apply to this position:

I am a retired HS teacher with 36 years of classroom experience. I have been a vice president of the teachers union for 20 years and have negotiated many contracts for the school district. Therefore, I am familiar with working with other professionals, and making very difficult decisions.

Please detail your knowledge and experience with aviation.

I have a private pilots license. I was a Cessna 150 owner for 25 years. I am not currently flying, but I maintain a very knowledgeable interest in airports, planes, and the world of aviation.

List community/civic activities in which you are or have been active:

I am a Precinct Committee Person in Albany (9), and have been involved in some activities for the Republican Party. I had a very short stay on the Planning Commission in Albany a few years ago, but I could not stay on due to personal reasons.

Do you have a significant financial interest in the commission's airport considerations?

**No**

How many Airport Advisory Commission meetings have you attended/viewed?

**None**

What is your understanding of the role of an Airport Advisory Commission member and what contributions do you hope to make to the commission?

I want to see the historic Albany Airport remain relevant. It is a busy airport and it needs to be maintained and updated. As I live under the traffic pattern for the airport I am aware of all the traffic daily.

I want to make sure the airport is funded as well as possible, and I would like to try to obtain and grants that may be available for it.

As a commissioner, I would want to keep public involvement, and city involvement to the point where the airport is a valuable asset to the community.

How would you improve the management and operation of the Albany Municipal Airport?

I would need to speak to and work with the current management to understand their views and needs for the airport. I am reasonably confident they know what the needs are, but I would enjoy helping them with anything they feel and know they need.

Have you reviewed the meeting schedule for the commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Albany newsletter





# Citizen Advisory Group Application

Applying To **Budget Review Committee**

Received **October 13, 2025**

Name **William (Will) Summers**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, or profession:

**Economist**

Please summarize what qualifications and experience you have that would apply to this position:

I have a BA in Economics from Oregon State University. I have served on the City of Albany budget committee for over 12 years, the last two terms I have been Chair of the committee. I am also on the finance committee for Albany Public Schools Foundation, Albany General Hospital Foundation, and the Greater Lebanon Chamber of Commerce. I also am chair for Linn County's Elected Official Compensation citizens advisory committee. I am currently a member of both Greater Albany Chamber of Commerce and Greater Lebanon Chamber of Commerce.

List community/civic activities in which you are or have been active:

I have served on the City of Albany budget committee for over 12 years, the last two terms I have been Chair of the committee. I am also on the finance committee for Albany Public Schools Foundation, Albany General Hospital Foundation, and the Greater Lebanon Chamber of Commerce. I also am chair for Linn County's Elected Official Compensation citizens advisory committee. I am currently a member of both Greater Albany Chamber of Commerce and Greater Lebanon Chamber of Commerce.

Are you a registered voter?

**Yes**

How many budget review committee meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a budget review committee member and what contributions do you hope to make to the committee?

The budget committee members are involved early on in the budget process with meetings where the city area directors, finance manager, and City Manager make presentations about their areas of responsibility and what they view as their budgetary needs going into the future. The city manager will then meet with his area directors and create a budget document. This

budget document is then submitted to the committee. The committee will review that document and have public meetings where committee members and citizens can ask questions concerning different areas of that budget. And, finally, the committee will vote to recommend the presented budget (with changes if they occur) to the city council who will either adopt the budget or send it back to the committee for revisions.

What is your experience in reviewing or preparing a large-scale budget?

Over 12 years serving on the City's budget committee.

How would you make sure that the budget aligns with the City's Strategic Plan?

Read the strategic plan and the capital improvement plan, meeting with the different department heads to hear their budgetary needs.

Cities face many challenges as we attempt to meet the demands of our growing communities. What role can the budget review committee play in assisting the City in meeting those challenges?

The committee's public meetings create a forum for the citizens of Albany to read and make comment on the proposed budget. It is through the committee that citizens can discuss the budget with staff and work to make changes, if they think they area needed.

Have you reviewed the meeting schedule for this committee and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this committee, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

The city clerk notified me that my term is about to expire and suggested that if I wanted to continue on the committee I would need to put in an application.





# Citizen Advisory Group Application

Applying To **Community Development Commission**

Received **October 22, 2025**

Name **Bessie (Bessie) Johnson**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, profession, or area of study:

**Linn County Tax Dept, Albany City council-20 yrs.**

Please summarize what qualifications and experience you have that would apply to this position:

**I worked for the public my whole career. Worked in retail, banking, County Tax Dept. I have been a facilitator for Albany Free from Drug Assoc. I am currently on the Drug Court Board. and was a member for many years on the Willamette Community Justice Center. I was on the Albany City Council for 20 years where I learned a lot of the city's workings.**

List community/civic activities in which you are or have been active:

**I have been active with the March of Dimes, Public Safety Commission, Community Development Commission and the Albany Visitors Association.**

How many Community Development Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

**The Community Development Commission goes through applications from various groups, analyzes each one and decides which organizations to distribute the funds to for the needs for Albany citizens - mainly, the homeless, elderly, drug addiction and housing for low income people.**

Please describe your experience working on housing or economic development issues.

**Being on the Council and the Community Development Commission has allowed me to learn about the status of what is needed in our city,**

Briefly describe your knowledge of Albany's Community Development Block Program.

**I have been on the Commission and have listened and learned the makings of the Community Block Grant program.**

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

I believe that English classes should be provided to non English speaking people. This would help the communication for all and omit the bilingual employees needed.

Our city is in dire need to have more day care available.

The small amount the Block Grant provides does not allow large funding for those organizations that ask for high amounts of grants. Smaller asks could be funded and be of greater help.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

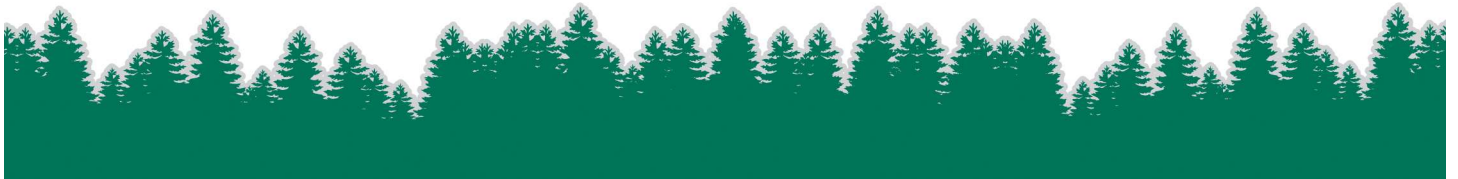
Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

The Mayor (initially)





# Citizen Advisory Group Application

Applying To **Community Development Commission**

Received **December 4, 2025**

Name **Tracy Liles**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Yes (People's Bank of Commerce)**

List current or most recent occupation, business, trade, profession, or area of study:

**Commercial Relationship Manager at People's Bank of Commerce**

Please summarize what qualifications and experience you have that would apply to this position:

I have been in the banking industry for over 30 years. I have worked in almost all roles associated with the industry, but spent most of my career as a branch manager or as a Commercial Relationship Manager.

In my current role I work closely with local businesses and non-profits to help find solutions to their financial needs.

List community/civic activities in which you are or have been active:

Chamber of Commerce in Eugene, Lebanon, Albany and Salem

Board Member-United Way of Linn County

Board Member- Albany Boys and Girls Club

Member of the Albany Rotary Club; currently the Treasurer

Participate in local events for multiple non-profits throughout Linn County such as : Family Tree Relief Nursery, YMCA, Habitat for Humanity, Horses for Hope, Safe Haven and CASA.

How many Community Development Commission meetings have you attended/viewed?

**4-6**

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

I joined the Commission in 2025 to replace someone that was leaving their position. I came in mid-year after the funds were allocated, so I missed the application review process. My role will be to help review requests for funds. The process will include reviewing the financial health of the organization and the impact the project will have on our community. I think my background in commercial lending will be beneficial when we are reviewing financial information provided by the non-profits. I am also active in many non-profits throughout our community and understand how impactful they are to people in need.

Please describe your experience working on housing or economic development issues.

Being on this Commission was my first time working with housing issues.

Briefly describe your knowledge of Albany's Community Development Block Program.

My understanding is the program is to support low-moderate income individuals and families. The program provides funds that non-profits can apply for to support their activities in the community.

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

Programs to help address the high cost of daycare and afterschool care. We have organizations that provide services, how do we help more people take advantage of those services. Mental health and behavioral issues in our schools. There has been an increase in the need for support in the schools for children with mental or behavioral issues. Currently there is not enough trained staff to support those kids.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

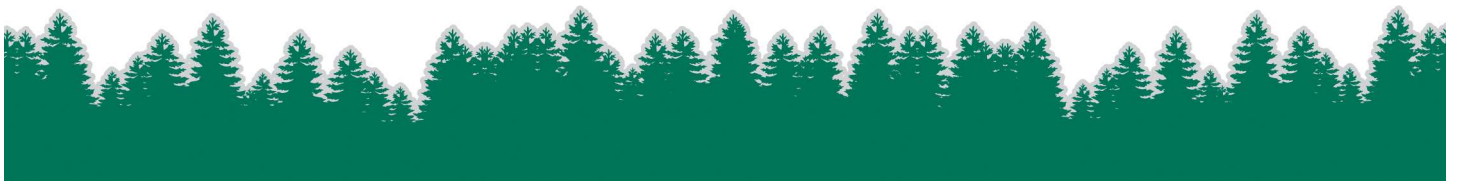
Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Alex Johnson





# Citizen Advisory Group Application

Applying To **Community Development Commission**

Received **December 2, 2025**

Name **Robert (Robyn) Davis**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Self-employed (Pwynt Research)**

List current or most recent occupation, business, trade, profession, or area of study:

**Product and Software Developer for Cities and Schools**

Please summarize what qualifications and experience you have that would apply to this position:

**Community Service that includes elder care, lgbq+ communities and more**

List community/civic activities in which you are or have been active:

**Community Development Commission  
Human Relations Commission**

How many Community Development Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

**This would be my third term. We provide resources for the underserved for the betterment of the entire community**

Please describe your experience working on housing or economic development issues.

**Community Development Commission. Community Building and a new non profit called Elderberry Collective**

Briefly describe your knowledge of Albany's Community Development Block Program.

**This will be my third term**

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

**Housing assistance, rent assistance, shelter, age in place resources, childcare and more.**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Renewal





# Citizen Advisory Group Application

Applying To **Community Development Commission**

Received **October 16, 2025**

Name **Jim Cole**

In City Limits? **Yes (Ward 2)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, profession, or area of study:

**Senior R&D engineer, 35 years at Hewlett Packard (retired).**

Please summarize what qualifications and experience you have that would apply to this position:

**Currently completing a 3-year term on the Community Development Commission.**

**In general, I am analytical, inquisitive, able to learn about and reason through complex issues. I've worked extensively across business areas and with management to build strategies, make financial tradeoffs, and implement plans. As an experienced systems thinker, I strive to address all aspects of a problem when looking for solutions.**

List community/civic activities in which you are or have been active:

**Various church-related efforts to provide food, assist homeless, etc. I volunteer at the Linn Benton Food Share to help process donations.**

How many Community Development Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Community Development Commission member and what contributions do you hope to make to the commission?

**I understand the role to be primarily making recommendations about use of CDBG funds, and secondarily to serve as a source of consultation for the City Council. I hope to contribute by representing lay perspectives that include real-world awareness of housing concerns coupled with deepening understanding of civic development issues especially around housing challenges.**

Please describe your experience working on housing or economic development issues.

**Previous term serving on the Community Development Commission.**

Briefly describe your knowledge of Albany's Community Development Block Program.

**Albany receives annual funds from HUD for community improvement projects, to be used according to the City's established plans primarily to address homelessness, benefit low-**

moderate income households, help those with disabilities, and generally address issues around neighborhood blight and quality of life. This money is primarily distributed as grants for agencies, businesses, and city projects to further those goals.

What programs or services could be offered or improved for low-income or special needs individuals and families in Albany?

Sustained assistance to navigate the diverse resources available for help at different levels of need, including resources and help moving to increasingly self-sufficient living conditions. Ideally, to help people from falling between the cracks especially when transition between different situations. A key piece of this needs to be availability of a diversity of low-income housing solutions.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Previous term. Before that, searched the City's web site for opportunities to help with housing related.





# Citizen Advisory Group Application

Applying To **Human Relations Commission**

Received **December 3, 2025**

Name **Robert Davis**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Self-employed (Pwyntresearch)**

List current or most recent occupation, business, trade, profession, or area of study:

**Consultant and software development, community activism**

Please summarize what qualifications and experience you have that would apply to this position:

**Long time community activism and representative of underserved communities.**

List community/civic activities in which you are or have been active:

**Two terms on HRC, involvement in community organizations, Director of nonprofit**

How many Human Relations Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Human Relations Commission member and what contributions do you hope to make to the commission?

**To serve citizens to make sure all have a voice**

As part of its mission, the Human Relations Commission strives to reach out to the Albany community. Please describe your affiliations within the community that may aid the commission in this mission.

**Nonprofit director active in democracy preservation and HRC**

Why are diversity, equity, and inclusion important to the community?

**It's critical to a community's health and performance**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused and unexcused) or non-preparation for meetings could result in removal.

**Yes**

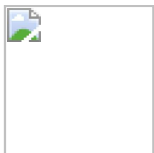
If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

**Yes**

How did you hear about this opportunity? If from social media, please specify which site.

**Incumbent**





# Citizen Advisory Group Application

Applying To **Human Relations Commission**

Received **November 13, 2025**

Name **Melody Wirtz**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Yes (Boda Furniture)**

List current or most recent occupation, business, trade, profession, or area of study:

**sales**

Please summarize what qualifications and experience you have that would apply to this position:

**I want to raise my family in a community that values a thriving and diverse community.**

**I have watched many city council meetings online, voted in all recent local elections, written to my ward representatives and city board members about my concerns and attended numerous city events to ensure my voice was heard. I take my civic duty seriously and when this position was suggested to me, realized I need to start getting involved in more direct and impactful ways.**

List community/civic activities in which you are or have been active:

**I am a founding member of the Sick Town Derby Dames (2008-2014) and served as team captain, coach, head of fund-raising and a voting member of the board. In those positions I have engaged with community outreach, collaborated with various local charities, and served as a liaison between my league and other leagues from other cities and their communities.**

**Having a family members in the LGBTQIA+ community, diversity, equity and inclusion is near and dear to my heart. I have attended many events and rallies that uphold the ideals of the HRC.**

How many Human Relations Commission meetings have you attended/viewed?

**1-3**

What is your understanding of the role of a Human Relations Commission member and what contributions do you hope to make to the commission?

**The HRC stands to ensure the community feels welcome, represented and included in our city, especially the marginalized and traditionally under-represented folks.**

**I hope to continue in the spirit of that statement and serve, in good faith, my city to the best of my abilities.**

As part of its mission, the Human Relations Commission strives to reach out to the Albany community. Please describe your affiliations within the community that may aid the commission in this mission.

I don't have specific official affiliations. My family and I attend community events that align with our personal morals and values.

Why are diversity, equity, and inclusion important to the community?

Without legitimate representation, all voices cannot be heard. Diversity allows us to appreciate viewpoints outside our personal scope, equity insures everyone is represented, and inclusion welcomes all voices to the table.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused and unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If from social media, please specify which site.

Michael Thomson recommended this position to me.





# Citizen Advisory Group Application

Applying To **Landmarks Commission**

Received **November 13, 2025**

Name **Chad Robinson**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Yes (Summit Ace Home & Garden )**

List current or most recent occupation, business, trade, profession, or area of study:

**Building materials sales**

Please summarize what qualifications and experience you have that would apply to this position including education, professional experience, and any relevant licenses or certificates:

I have been a landmarks commissioner for 6 years, and I have been the chair of the Landmarks Commission for 2 years. I have drawn upon my construction and building materials knowledge from my current and former occupations to help understand the applications that come before the commission. I am also a proponent of Albany's historic districts. I have also taken advantage of conferences and workshops in regard to historic preservation and state and local code updates and changes.

List community/civic activities in which you are or have been active:

**In addition to my work with the Landmarks Commission, I have been a part of the Oregon Home Builders Association.**

Do you have any work or volunteer experience specific to local history and/or historic preservation activities such as publications, committee work, etc.? Please describe:

**I have participated in civic cleanups, fundraising and work groups to support civic beatification, foodbanks, housing affordability, community inclusivity, and other causes.**

How many Landmarks Commission meetings have you attended/viewed?

**7 or more**

Are you a professional in one of the disciplines associated with historic preservation?

**Yes**

What is your understanding of the role of a Landmarks Commission member and what contributions do you hope to make to the commission?

**Landmarks commissioners are charged with advancing historic preservation in Albany, supporting stakeholders in Albany's historic districts, working with the city staff on development**

code updates, supporting individual and organizational grants for preservation projects in Albany, and reviewing applications for work performed inside of the historic districts.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

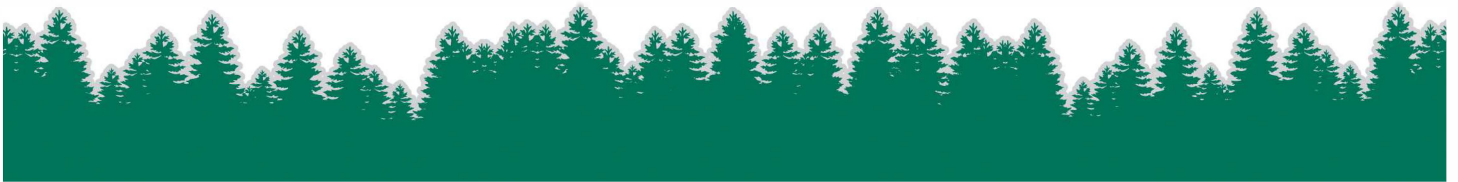
**Yes**

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

**Yes**

How did you hear about this opportunity? If social media, please specify:

**As an incumbent commissioner, I received a notice from the city.**





# Citizen Advisory Group Application

Applying To **Landmarks Commission**

Received **October 13, 2025**

Name **Rayne Legras**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **Yes (Connected Real Estate Group)**

List current or most recent occupation, business, trade, profession, or area of study:

**Real Estate Sales**

Please summarize what qualifications and experience you have that would apply to this position including education, professional experience, and any relevant licenses or certificates:

**I have served on the landmarks Commission since 2021.**

List community/civic activities in which you are or have been active:

**Linn County Planning Commission  
Landmarks Commission**

Do you have any work or volunteer experience specific to local history and/or historic preservation activities such as publications, committee work, etc.? Please describe:

**My experience on the Landmarks commission and my experience selling real estate.**

How many Landmarks Commission meetings have you attended/viewed?

**7 or more**

Are you a professional in one of the disciplines associated with historic preservation?

**No**

What is your understanding of the role of a Landmarks Commission member and what contributions do you hope to make to the commission?

**My understanding of a member of the Landmarks is that they are a voice in the preservation of our historic districts and the homes/businesses in those districts. It is important that the commission use common sense and basic comprehension of the historic area in our community. Importantly and specifically to use the State Historic Preservation office and the Secretary of Interior's recommendations as a guide to keep our districts as vibrant and intact as possible without making decisions that turn off the homeowner from preservation.**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

**Yes**

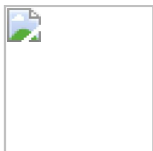
If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

**Yes**

How did you hear about this opportunity? If social media, please specify:

**Re Application for position held and expiring**





# Citizen Advisory Group Application

Applying To **Parks, Recreation and Tree Advisory Commission**

Received **October 30, 2025**

Name **Sharon Konopa**

In City Limits? **Yes (Ward 2)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, profession, or area of study:

**Retired**

Please summarize what qualifications and experience you have that would apply to this position:

**30 years of city involvement from committees to being elected for 24 years.**

List community/civic activities in which you are or have been active:

**Plenty!**

How many Parks, Recreation, and Tree Commission have you attended/viewed?

**7 or more**

What is your understanding of the role of a Parks, Recreation, and Tree Commission member and what contributions do you hope to make to the commission?

**Staying supportive of our parks, rec and trees!**

What are your favorite events or programs offered by Albany Parks & Recreation?

**Concerts and parks.**

How can Albany improve its parks and recreational activities?

**More funding.**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused and unexcused) or non-preparation for meetings could result in removal.

**Yes**

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

**Yes**

How did you hear about this opportunity? If social media, please specify which site.

**Expiring term**





# Citizen Advisory Group Application

Applying To **Parks, Recreation and Tree Advisory Commission**

Received **October 20, 2025**

Name **Jill Van Buren**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, profession, or area of study:

**Administrator and Information Officer for Benton County Elections Office**

Please summarize what qualifications and experience you have that would apply to this position:

Have been on the Adopt A Park board for over 15 years.  
 Created and coordinated the development of four volunteer groups for Albany Parks & Recreation:  
 Adopt A Park,  
 Graffiti Chasers,  
 The Diggers,  
 Small Places.  
 Set up and conduct all events for the groups listed above. Maintain lists of all volunteers past and present.

List community/civic activities in which you are or have been active:

Benton County Historical Courthouse Commission, Corvallis  
 Official historian and tour guide for Benton County Courthouse, Corvallis  
 Original member of Cumberland Church Center Development Commission  
 Helped to revive Albany's oldest garden club.  
 Past organizations:  
 CASA for Linn County  
 Mary's Peak Search & Rescue

How many Parks, Recreation, and Tree Commission have you attended/viewed?

**7 or more**

What is your understanding of the role of a Parks, Recreation, and Tree Commission member and what contributions do you hope to make to the commission?

Oversee the protection and care of Albany's trees, public and private, and thus continue to earn our title as a Tree City.  
 Maintain and develop codes to improve the protection of the city's trees.

To oversee violations or destruction of protected trees and assess fines.

What are your favorite events or programs offered by Albany Parks & Recreation?

**Adopt A Park:** Over the last 4 years it has developed into the largest volunteer group in the city, consisting of hundreds of volunteers from universities, schools, churches, businesses, civic groups, families, and more. Many of these groups partake in special events in the parks, while others adopt a park of their choosing and help maintain the condition of that park by taking care of litter, planting or weeding, walking through the area regularly and reporting on issues or concerns as they develop.

**Graffiti Chasers:** Began by removing graffiti in the parks as soon as it appeared. They now clear graffiti all over the City. Albany Police force has changed its codes in order to make it easier for this group to accomplish their tasks.

How can Albany improve its parks and recreational activities?

Park and Rec does a remarkable job, especially considering the large amount of parks, trails and natural areas it has to take care of.

The addition of volunteer groups like AAP and GC, that can back up and support the work of P&R, has made a difference in the appearance, safety and useage of those parks.

Hopefully these volunteer groups can continue to grow and supplement the work the City staff.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused and unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify which site.

From your office, this is a reapplication





# Citizen Advisory Group Application

Applying To **Planning Commission**

Received **December 11, 2025**

Name **Remi Hill**

In City Limits? **No, not in city limits. (1861 21st Ave SE #154)**

Are you currently employed? **Yes (ICF LLC, c/o the USEPA)**

List current or most recent occupation, business, trade, profession, or area of study:

**Organic Chemist**

Please summarize what qualifications and experience you have that would apply to this position:

[My experience relevant to this position comes from several areas.](#)

[First, I have been involved in compliance testing and chemistry for quite some time. That has involved familiarizing myself with Local, State and Federal regulations regarding environmental compliance - especially those promulgated under the umbrella of the Safe Drinking Water Act, Clean Water Act, and Resource Conservation and Recovery Act - and the ways environmental data are gathered, analyzed and reported. That background informs my understanding of the ways that land-use affects the environment, especially given my background living in Louisiana in the heart of the petrochemical industry corridor \(aka the "Chemical Corridor" or "Cancer Alley"\). Right now I perform or assist with PFAS, Pesticide, Dioxin, PCB and and PAH tests specifically, as well as testing for Diesel and Motor Oil-weight Petroleum distillates. That hands-on experience has given me insight into some of the specific concerns regarding land-use, Brownfields, and related issues.](#)

[I have also been involved in environmental advocacy back in my former state of residence, Louisiana. I volunteered for and then was selected as Group Lead for Indivisible LA Capitol Region, serving Baton Rouge and the surrounding area. I also worked with the Sierra Club in that area, and was involved with Progressive Social Network \(formerly Pantsuit Nation\) of Baton Rouge. My role there was largely as a facilitator, helping the various advocacy groups in the area to talk to each other and align their efforts. However, I also led the organization's efforts in advocating against the 287\(g\) agreement the local Sherriff's agency had with ICE and advocating for the rights of immigrants and refugees, as well as advocating for voting reform in the form of redistricting reform and proportional representation in local elections. All of that work required collaborating with diverse stakeholders to get our work done, and focusing on informed advocacy for policy reform at multiple levels.](#)

[Finally, more broadly, my experience as an advocate for issues and stances in the "minority" in Louisiana is valuable here. The political alignment of Oregon broadly is one thing, but locally things are... peculiar. It helps to be able to hear and understand, then communicate with, people who have very different values to my own. Those are the precise people I'm accustomed to](#)

[communicating with, framing our shared values around issues in a way we can all get behind.](#)

[My LinkedIn can be found at: https://www.linkedin.com/in/remi-hill-122117114/](https://www.linkedin.com/in/remi-hill-122117114/)

List community/civic activities in which you are or have been active:

As noted above, I have been involved in Indivisible LA Capitol Region as well as Progressive Social Network of Baton Rouge. Back in Baton Rouge I was a member of Tam Bao Buddhist Temple, in the Plum Village tradition. Earlier this year I was involved in the Albany Civic Leadership Academy. Several years ago I went through the Prospective Candidate Training Academy hosted by the Progressive Campaign Change Committee in New Orleans.

I donate to Planned Parenthood and to the ACLU, and I'm a registered Democrat.

How many Planning Commission meetings have you attended/viewed?

None

What is your understanding of the role of a Planning Commission member and what contributions do you hope to make to the commission?

My understanding is that the Planning Commission reviews land-use applications, applications for re-zoning, and applications for waivers to established community plans and guidelines, votes on them and then collectively makes recommendations to the City Council. The City Council is not bound to take those recommendations as more than advisory, but they are nevertheless important as an intermediary between the City Council and community stakeholders.

I hope to contribute my understanding of environmental protection, natural resource conservation, floodplain maintenance and the understanding of cultural resource management. That last comes to me through being married to a field archaeologist who has long worked in cultural resource management. Balancing those considerations with the importance of sustainable and diverse housing growth, the economic impact of commercial development and other important priorities for a growing community is essential to building a thriving, stable, sustainable community that works for all of its members.

How would you typically prepare for or how much time would you anticipate putting into preparing for a Planning Commission hearing?

That very much depends on the meeting. Preparing for something like the Mennonite Village decision necessarily takes more time than some other, more routine and more unambiguous applications. However, I do have a full-time job that generally keeps me busy 7:30-4:00 Mon-Fri (the holidays are either far less busy or far more). I do not have major obligations outside of that, or at least the ones I do have can be moved or my time repurposed for those times when I need to spend more time preparing for a given meeting.

Assuming a controversial land use issue is before the commission, how would you reconcile your personal opinions and emotions with the policies and regulations established by the Comprehensive Plan, Development Code, and Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some or at odds with your own preferences?

Rules are rules, and I'm very familiar with reconciling my own opinions about what is best with regulatory language that specifies I do things differently. I am capable of following the rules as they are, while simultaneously advocating to improve them in those areas where there is weakness, ambiguity or some other problem. That is at the heart of doing regulated science, such as I do now.

I reconcile controversial decisions by listening, first. If a mutually-agreeable solution can be arrived at within the framework of existing rules and obligations, then work toward that. If it cannot be arrived at, then someone is going to be unhappy with the result. When I have to make

a controversial decision, the most important thing is transparency in my decision-making process. Document why I made a given decision, all the steps by which I arrived at the conclusion I did, and then stand by that decision once made. Should I need to explain it further I will, because that justification process is ongoing in a democracy, but once the decision is made the my part in the process is probably done.

This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for views that are different from your own?

Yes, I would. I've long lived in areas where the average political opinion was not the thing I believed. In that time, I learned to listen and to speak to people whose values are very different to mine, and who communicate their wishes in very different terms to my own. I have found that people all generally want the same things, but they talk about those common desires and priorities in different terms, and so they often talk past each other. I don't like to do that, so I've learned a lot of "code-switching" to enable myself to be heard and enable me to understand diverse groups of people.

In a democracy, tolerance for diverse views is essential. We are a plural society, so tolerance must come first even when it is personally uncomfortable. I lead with that and with compassion, and try to defuse and de-escalate conflicts when they arise.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

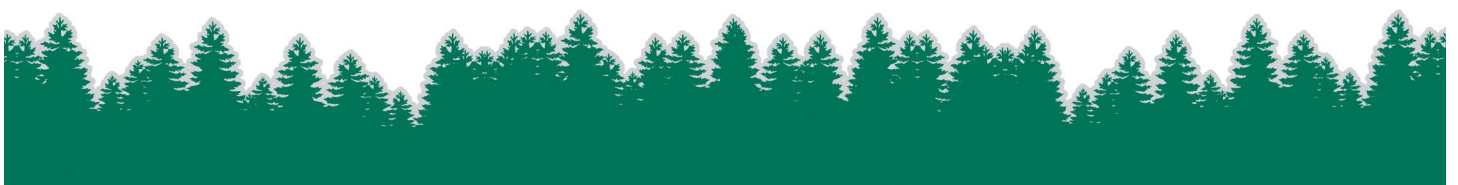
Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Via the Albany Civic Leadership Academy and the Albany government website.





# Citizen Advisory Group Application

Applying To **Planning Commission**

Received **October 15, 2025**

Name **Skylar Bailey**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Yes (Key Bank)**

List current or most recent occupation, business, trade, profession, or area of study:

**Current Planning Commission Member**

Please summarize what qualifications and experience you have that would apply to this position:

**I was also on the Millersburg plain commission for a little over three years. I have vast experience across multiple fields from financial services, insurance. I owned a construction company, owned numerous properties and invested in real estate.**

List community/civic activities in which you are or have been active:

**Youth sports coach for over 20 years. Current board member for Salvation Army. Served on the Albany Community Development Commission.**

How many Planning Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Planning Commission member and what contributions do you hope to make to the commission?

**Responsible for implementation of and updates to the city development code and comprehensive plan.**

**Review, approve or deny applications for various types of land uses. I'm very active and engaged in my community. I hope to be apart of shaping our wonderful growing city.**

How would you typically prepare for or how much time would you anticipate putting into preparing for a Planning Commission hearing?

**I review the meeting agenda, familiarize myself with applicable code and follow up with city staff with any questions.**

**I'm available and willing to put in as much time is necessary.**

Assuming a controversial land use issue is before the commission, how would you reconcile your personal opinions and emotions with the policies and regulations established by the Comprehensive Plan, Development Code, and Design Standards? Are you comfortable making decisions that may be deemed unfavorable by some or at odds with your own preferences?

**I've been a professional for many years and am very capable of doing my job, putting my personal opinions aside.**

**Yes I am comfortable making difficult decisions.**

This position requires that you listen to the public and your fellow commissioners. Do you consider yourself a good listener? How would you describe your personal level of tolerance for views that are different from your own?

**Yes I am a good listener. I am very open minded, understanding and treat all colleagues and citizens with respect. I welcome differing views and opinions.**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

**Yes**

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

**Yes**

How did you hear about this opportunity? If social media, please specify:

**I was asked and appointed by the Mayor**





# Citizen Advisory Group Application

Applying To **Public Safety Commission**

Received **October 24, 2025**

Name **Bessie (Bessie) Johnson**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **Retired**

Home email address:

**bessiejohnsonalbany@gmail.com**

List current or most recent occupation, business, trade, profession, or area of study:

**Albany City Council - 20 yrs.,2002-2022, Linn County Tax Dept 21 yrs 1991-2012**

Please summarize what qualifications and experience you have that would apply to this position:

**I have worked for the public my whole career. Being on the City Council gave me inside look to how the city runs.**

List community/civic activities in which you are or have been active:

**Involved with March of /dimes. Facilitator for Albany Free From Drugs Assoc. Member of Willamette Community Justice Committee, currently on the Albany Drug Court Board. City Council for 20 yrs. Albany Visitors Assoc. Community Development Commission. Public Safety Commission.**

How many commission meetings have you attended/viewed?

**4-6**

What is your understanding of the role of a Public Safety Commission member and what contributions do you hope to make to the commission?

**To support our Fire and Police however possible. Support the Public Safety Levy when on the ballot.**

How would your background and experience benefit the Public Safety Commission and Albany in general?

**I was on the Willamette Criminal Justice Committee for many years which covered both Linn and Benton County. Being on the Albany Fee from Drug Assoc gave me insight of the drug and alcohol issue in our city. Have personal experience with family drug addiction. Being on the Drug Court Board allows me to keep up on current activity in our city.**

Why are the Albany Fire and Police departments important to the community?

Police and fire keep our city safe. Police keep crimes under control and Fire not only keep people's property safe but the ambulance keeps people alive. It's difficult to put into a few words how important Police and Fire is to our city.

How can the Albany Fire and Police departments improve their services to Albany residents?

They are doing the best they can. Many times they are understaffed or underfunded.

What makes Albany a safe place to live?

Albany is safe due to a caring and professional Police and Fire staff.

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

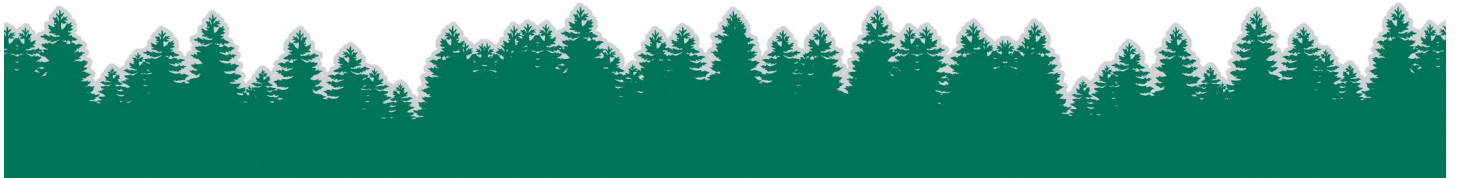
Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Mayor





# Citizen Advisory Group Application

Applying To **Tourism Advisory Committee**

Received **November 17, 2025**

Name **Jonni Hudgens**

In City Limits? **Yes (Ward 2)**

Are you currently employed? **Retired**

List current or most recent occupation, business, trade, profession, or area of study:

**Housekeeper, chef**

Please summarize what qualifications and experience you have that would apply to this position:

**I am involved with Oregon Creative Doll Collectors. I pay close attention to Fairgrounds activities. I have been to several city council meetings.**

**I am a Neighborhood Leader with the Linn Co Democrats. I talk to my neighbors.**

List community/civic activities in which you are or have been active:

**Linn County Dems  
Oregon Creative Doll Collectors  
Tourism Committee person for City of Albany**

Are you currently a Transient Lodging Tax (TLT) recipient or an employee or board member of a TLT recipient or collector organization?

**No**

How many Tourism Advisory Committee meetings have you attended or viewed?

**4-6**

What is your understanding of the role of a Tourism Advisory Committee member and what contributions do you hope to make to the committee?

**Tourism Committee is the recipient of TLT. This committee awards grant money to groups that bring people to our town. Through the process of filling out (correctly) the application. I would like to help make these decisions. I**

Why is tourism an important part of economic development in Albany?

**Albany is located on 1-5. We are in a prime location to host many activities. I want people to think fondly of Albany. I want Albany to prosper from increased spending in the community. We have so many wonderful things to see and do, we need to promote tourism.**

How can Albany improve its tourism industry?

I would like to see more advertising. We should be open to hosting events and organizations. By giving grants- maybe we need to make it more well known that these grants are available.

Why is Albany a good or bad place to visit?

Albany is a great place to visit. We have the Carousel, wonderful restaurants, open spaces to get back to nature. We have the beautiful Willamette River.

Have you reviewed the meeting schedule for this committee and can you commit to regular meeting attendance?

Yes

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

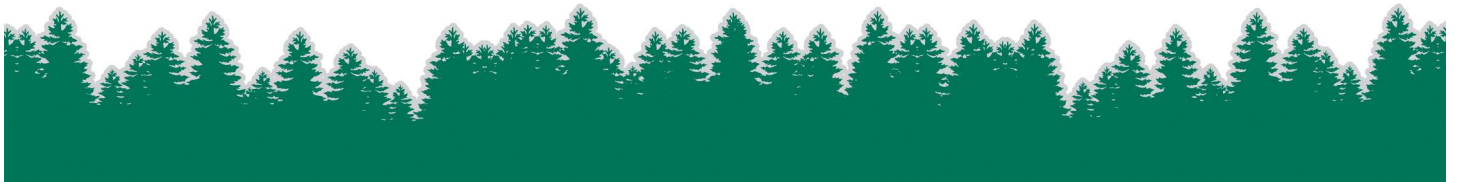
Yes

If there are currently no vacancies for this committee, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify:

Jacque Monteque





# Citizen Advisory Group Application

Applying To **Transportation Advisory Commission**

Received **October 13, 2025**

Name **Chuck Kratsch**

In City Limits? **Yes (Ward 1)**

Are you currently employed? **No**

List current or most recent occupation, business, trade, profession, or area of study:

**retired**

Please summarize what qualifications and experience you have that would apply to this position:

**I have served on the Traffic Safety Commission and the Transportation Commission for a combined 14 years. I believe it is prudent to have a senior member to contribute some history and continuity to Commission meetings.**

List community/civic activities in which you are or have been active:

**Volunteer on the Albany Caroucel. Also serve on the Airport Commission.**

How many Transportation Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Transportation Commission member and what contributions do you hope to make to the commission?

**Make recommendations to the City Council regarding all transportation issues.**

Please list any local bicycle, pedestrian, or traffic events in which you have participated:

**Transportation Commission meetings monthly. I bike the community daily during the summer months.**

What do you believe are the biggest issues bicyclists, pedestrians, or drivers face in Albany?

**Driver information regarding multi use issues.**

How can bicycle, pedestrian, or traffic safety be improved?

**More and better bike paths would help remove bikes from traffic areas.**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify.

current member renewing





# Citizen Advisory Group Application

Applying To **Transportation Advisory Commission**

Received **November 13, 2025**

Name **James (Frankie) McCullough**

In City Limits? **Yes (Ward 3)**

Are you currently employed? **No**

List current or most recent occupation, business, trade, profession, or area of study:

**Bank Manager**

Please summarize what qualifications and experience you have that would apply to this position:

**I am currently on the committee and would like to continue to work with the committee**

List community/civic activities in which you are or have been active:

**Transportation Committee**

How many Transportation Commission meetings have you attended/viewed?

**7 or more**

What is your understanding of the role of a Transportation Commission member and what contributions do you hope to make to the commission?

**Recommendations to the city council for better transportation options and policies**

Please list any local bicycle, pedestrian, or traffic events in which you have participated:

**I haven't been to anyone**

What do you believe are the biggest issues bicyclists, pedestrians, or drivers face in Albany?

**All around safety**

How can bicycle, pedestrian, or traffic safety be improved?

**Improving policies**

Have you reviewed the meeting schedule for this commission and can you commit to regular meeting attendance?

**Yes**

I have read and understand the following: Members receive notice of meetings via email. Agendas and communications regarding the group are sent out via email. When unable to attend in person, meetings may be attended virtually via Zoom Videoconferencing. Absenteeism (excused or unexcused) or non-preparation for meetings could result in removal.

Yes

If there are currently no vacancies for this commission, would you like your application kept on file for the remainder of this recruitment period?

Yes

How did you hear about this opportunity? If social media, please specify.

Currently on the committee





**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager

**FROM:** Makenna Kackley, Deputy City Recorder/Executive Administrative Assistant

**DATE:** January 02, 2026, for the January 14, 2026, City Council Meeting

**SUBJECT:** Appoint Representatives to Outside Agencies

**Purpose:**

To appoint representatives to new terms on outside agencies.

**Background/Discussion:**

Council ratification, by motion, of Mayor Alex Johnson II's selections to reappoint representatives to outside agencies as follows:

**Cascades West Area Commission on Transportation:**

- Chris Van Drimmelen, City Council Representative (reappointment to a new two-year term)
- Andrew Monaco, Alternative Representative (reappointment to a new two-year term)

**Linn County Local Public Safety Coordinating Council:**

- Marilyn Smith, City Council Representative (reappointment to a new two-year term)
- Marcia Harnden, Police Chief (reappointment to a new two-year term)

**Strategic Plan Impact:**

This advances Council's strategic plan goal 1: Effectively and efficiently deliver the services that Albany's citizens need, want, and are willing to support.

**Budget/Staff Impact:**

None.

**Staff Recommendation:**

Ratify the Mayor recommended appointments.

**Alternatives:**

1. Do not ratify the appointments.

**Attachments:**

1. None.



**MINUTES**

Monday, November 17, 2025  
Meeting  
Council Chambers, City Hall  
Approved: DRAFT

Call to Order

Mayor Alex Johnson called the meeting to order at 6:00 p.m.

Roll Call

Councilors present: Mayor Alex Johnson, Carolyn McLeod, Chris Van Drimmelen, Marilyn Smith, Ramycia McGhee and Michael Thomson, Steph Newton

Councilors absent:

**Public hearing**

**6: 01 p.m.**

a. Appeal of Land Use Cases PD-01-25, RL-04-25, SP-05-25, FP-01-25, & NR-01-25; Planned Development for the expansion of the existing Mennonite Village

*The Municipal Court room was used as an additional viewing area for the public.*

**Public Hearing Open**

Mayor Johnson opened the public hearing at 6:03 p.m. and read the standard script.

**Conflict of Interest Disclosures**

None

**Ex-Parte Contacts**

Smith said that she had received communication attempts from residents of Mennonite Village, starting in March. She told them she was unable to talk about it.

McGhee said that she had communication attempts starting last month, and she told them she was unable to talk about it.

Johnson said that he had individuals attempt to start a conversation about the topic, and he told them he was unable to talk about it.

McLeod said that she performed a site visit and had an interaction with residents who attempted to speak about the topic. She said that she told them she could not speak on the matter.

**Site Visits**

McLeod said that she performed a site visit on Saturday November 15<sup>th</sup>, in the evening. She walked along the footpath near Heron Loop Trail, near the entrance of Jasmine Lane.

Smith said that she had current and former family and friends in Mennonite Village, and had visited it daily, numerous times since 2020. She said she walked the paths many times and is familiar with the raised garden bed area.

Johnson said that he has clients who lived in Mennonite Village but has no direct business with Mennonite Village.

**Challenges to Council right to hear the matter**

None

**Meeting Procedures**

David Martineau, Current Planning Manager, presented and read the standard script of procedures.

**Staff Report**

**6:09 p.m.**

Community Developer Director Matthew Ruetters and Planner III Jennifer Cepello presented.

Ruetters said that the trail has been a requirement since 1988, it was on the 2010 Transportation Systems Plan, and the 2013 South Albany Area Plan. The SAAP was created through community



input, a project advisory committee, and a technical advisory committee. Committee members included council members, and a rep from Mennonite Village. The trail requirement has also been detailed in the Parks and Rec Master Plan, and the Albany Comprehensive plan. The trail requirement is not a requirement of City staff. Staff cannot waive the trail requirement, it is required based upon plans adopted by the Council and community. A proposal for a 50% length trail, is not an option, both segments of the trail are required. Ruetters said that the item was listed in the annexation agreement, and the property would have not been annexed without the requirement.

### **Testimony from the Applicant**

Diane Hood Chief Executive Officer for Mennonite Village, and Steven Hultberg attorney for the applicant presented\*.

Hood read a written\* letter and said that the population of 65 and older is growing rapidly. In Albany the senior population is expected to increase 15% in 5 years.

Hultberg said that the South Albany Plan was adopted years ago, and it didn't take into account differences in technology. Residents oppose the trail, safety, privacy, and conflicts with current uses were noted. He said there was a concern of converting the trail from private to public. He solicited questions of the council.

McLeod said that according to the Annexation Agreement, it appears that Mennonite Village is aware that a pathway needs to be there. Hultberg said that he wouldn't agree, it was put forward based upon the understanding of what the City would require. There are no findings and no evidence, to meet proportionality and nexus.

The council asked a variety of other questions primarily pertaining to the original annexation agreement, and concerns with allowing exceptions.

Newton said that she sees a benefit to the path, as it relates to intergenerational connection. Hultberg said that lack of enforcement and monitoring is a concern. Who will maintain the path, pick up litter, or stop camping?

McLeod said that Police, Parks staff and a Park Ranger already do that work on trails through the City.

Smith said that she can't imagine people camping or traveling fast on the path with e-bikes. The raised garden beds temper the environment and slow things down for everyone in a relaxing way.

Additional discussion of the expansion plan was heard. Hood said that primarily Mennonite Village was concerned with the north part of Oak Creek. The path goes in between new duplexes, and it is very difficult to build a bridge across the creek.

### **Public Testimony**

**6:58 p.m.**

**Liz Englund** provided testimony largely against the path requirements. She said her concerns were related to pedestrian safety, the 2018 Annexation Agreement also protects against unconstitutional taking and the city needs to find that the public improvement would be caused or necessary by the proposed development. The fact a path is wanted there is nice, but there is no objective assessment of need created by the development, and the trail should be removed from the requirements.

**Ken Hooge** provided testimony against the path requirements. He expressed concerns about safety, removal of trees, raised garden beds and water systems, passing through wetlands, homeless camping in the area, and bald eagles using trees in the area for perches.

**Julie Wind** provided testimony against the path. The Council is following the letter of the law, versus the spirit of the law. The idea of the South Albany plan was to connect it to the rest of Albany for work or business. She doesn't think many seniors will be using the path to work in Albany.

**Linda Kirk Fox** provided testimony against the path. She said she was the President of the Council of Independent Living Residents at Mennonite Village. She said the village has unanimous opposition to the requirement to the trail in Mennonite Village, and public access to the trail.

**Joe Whinnery** provided testimony against the path. He said that he worked in Benton and Lane Counties as a Park Supervisor, and managed bike and pedestrian programs. Police there could not be relied upon to manage homeless camps. The South Albany Plan was aspirational and had a mention of a multi modal trail connecting with Lebanon. Any statements that the trail will be completed are aspirational at best and does not reflect his 30-year work experience in the field. He encouraged the Council to re-review the matter in 6 months, for a proposal that matches the needs of the community.

**Patti Haile** provided testimony against the path. She said that she has concerns about the safety, and a public bike path impacts that. Hale said plans can be changed, and it would endanger an older population.

**Anita Dekker** provided testimony against portions of the path. She said that Mennonite Village has been good stewards for Oak Creek and is it the only senior community with a rural campus feel in Oregon. It would be a shame to accommodate the path by damaging trees, as Albany is a Tree City. She encouraged the Council to place the path on the south side of the creek only.

**Bill Roberts** provided testimony against portions of the path. He said he has served as the resident representative to the Mennonite Village board. He said there are safety hazards with a mix of fast and slow with a connection to Columbus. Many move to Mennonite Village for its peace and security. The trail on the north side will injur Mennonite Village residents. He said that placing the path only on the south side would be a good compromise and not impact quality of life.

**George Sahlstrom** provided testimony against portions of the path. He said that when the plans and agreements were signed; neither the City nor Mennonite Village could see the rapidly changing battery technology and impacts to mobility. Many of the vehicles now go 20-30 mph. The uses are incompatible, strong planning principles that uphold the good must be applied. However, they must be applied with flexibility and changing community needs. He requested that the City vacate the path requirement or use the south side of Oak Creek.

**Break** **7:29 p.m.**

**Reconvene** **7:40 p.m.**

**Ray Hilts** provided testimony against the path. He said that he learned that Mennonite Village would have to do maintenance on the trail. He learned that residents on Periwinkle Trail did not have to pay money for the trail. He encouraged council to vote no on the trail, but yes to allowing an expansion. He said that he hopes he did not hear the requirement correct that MV would not be allowed to build, unless the path is allowed.

**Barbara Houge** provided testimony against a public multiuse path. She said the South Albany Plan is a vision, and it can be changed. The logical place for a multiuse path is on the south side of the creek. She said that residents have had to clean up homeless camps, had to chase them out and clean up after them. Some have had stuff stolen from gardens, and it will not be safe if the path is opened up for public use.

**Dennis Abeene** provided testimony against a path. He said that electric bikes can go 65 mph now. He referenced the Corvallis Albany Bike Path plan, and evaluation criteria. He said he could find no evaluation criteria for the path under consideration. He said many homeless have already trespassed or stolen on Mennonite Village property.

**LuAnn Abeene** provided testimony against the path. She said that falls are a big concern for those 65 years of age or older, and this path would make things more dangerous.

**Robert Gilbert** provided testimony against the path. He said that he does not live in Mennonite Village, but lives close by. He said he and many neighbors know about the current path and walk on it. Gilbert said that he used to live in Grants Pass, Oregon and had a cautionary tale. First Street does not exist in Grants Pass. When the land was platted, the designer drew a map without visiting Grants Pass. As a result, First Street in town is located where a creek is which is called Gilbert Creek. The proposed path doesn't have ten feet between interstate and water, with many 90 degree turns which will require emergency services. Eventually with three 90 degree turns someone will get hurt.

**Leslie Hogan** provided testimony against the proposal.

**Teresa Larsen** provided testimony in opposition to the proposed path. She said that property owners out there already deal with people coming off the freeway, and thefts. This plan was drawn a long time ago, and many of the landowners were involved since then. Landowners opposed the plan then and were told it wasn't going to happen in their lifetime so don't worry about it. Larsen said with a more accessible path the issues will multiply. She said she walks the paths in Albany and sees what is going on. A path through private property and in people's backyards doesn't make sense, when the path could be built along a road.

**Rebuttal testimony from the applicant 8:02 p.m.**

Hultberg and Hood spoke.

Hultberg said there was no additional rebuttal testimony, but he wanted to reinforce the concerns of the public. The project is important to Mennonite Village, and they don't believe that the conditions imposed are constitutional. Despite those conditions, the project provides housing to those who need it and they are requesting approval.

Hultberg listed a variety of criteria that were confusing primarily related to trailheads, not being clear where a connector would start.

**Staff comments**

Ruettgers said that staff can provide clarity on trailheads; the South Albany Plan doesn't define a trail head. It is envisioned there would be a wayfinding sign at the intersection of two trails to show direction. He said a parking area is not required, due to the connection to Columbus Street. Ruettgers said that the hearing tonight is de-novo, and nexus and proportionality are addressed tonight. A re-plat is a land use, and compliance with plans is an allowed aspect of land use. McLeod said that the applicant referenced a trail only on the South portion. Ruettgers said that the trail is referred to as the Oak Creek Loop trail, on both sides of the creek. The trail being on both sides of the creek is what makes it a loop trail.

Thomson asked about nexus and proportionality. Ruettgers said that Master Plans identify deficiencies.

Newton asked if it was possible to put a restriction on the type of usage allowed. Ruettgers said that the Council could restrict the type of traffic, pedestrian, motorized or peddle bike. It could be done in an easement, but the staff recommendation was to place restrictions via signage, which is easier than trying to acquire a new easement.

Ruettgers said that if the Council were to make a decision that did not require dedication of the easement, it would set a bad precedent of the City not requiring developers to comply with adopted plans. It would also put in jeopardy any annexation agreement or development agreement the City has.

Kidd said that a decision against the requirements of the annexation agreement, would set a precedent. The annexation agreement is a contract that was signed, the applicant wanted police, fire, and stormwater services. In addition they wanted the higher density allowed by water and sewer service, compared to well and septic. The use of future signage could set what could or could not use the trail.

**8:35 p.m.**

Hultberg said that Mennonite Village is not asking for preferential treatment, not asking the Council to breach the contract, or make decisions on other applications or change precedent. Only to follow through on its end of the deal and follow the constitution. The applicant's position is the City has not upheld its end of the bargain. Signage is great, but it is not appropriate for City Council to say we are going to allow that, unless we change our mind in 15 years.

Hood said that she wanted to make sure that the Council is considering the final submittals, with the project phasing.

**Public hearing close**

**8:38 p.m.**

**Council Deliberation**

**8:40 p.m.**

City Attorney Sean Kidd said that the matter tonight is not a legislative hearing, but rather a quasi-judicial hearing. The council is the judge of the matter, to apply testimony to the criteria. Some of the testimony was applicable to the criteria, some was not. He said council should only consider the testimony that was applicable to the criteria. He said an example of non-relevant testimony would be talking about what the property used to be like, compared to how it is now.

Thomson said that the meeting tonight was similar to the Planning Commission meeting, with no one who has spoken out in favor of the proposal. He said the council is not bound by the South Albany Plan or Transportation Systems Plan, any plan can be revisited.

McLeod said that she keeps coming back to the 1988 annexation agreement. The path is included, all of the documents from Mennonite Village indicate they knew the path/easement was there, and will be there, and has been there.

Newton said that she agreed with McLeod. She has concerns about setting a precedent and opening pandoras box with revisiting contracts that the City has signed.

Smith said that she agreed with McLeod and Newton. She said she had concerns about changing or ignoring the 1988 agreement, there is no point in entering into contracts if that is done. Smith said that she will have to come down on the side of the obligations of everyone who does business with the City.

Johnson said that he is concerned with precedent as well. If the City disregards its own contracts, people will not be able to trust the City.

McGhee said that consistency in how the council moves forward is important.

**Council Decision**

**MOTION:** Smith moved to approve the proposed Planned Development, Replat, Site Plan Review for the Felling of Trees, the Natural Resource Impact Review and the Floodplain Development Review as conditioned under planning files PD-01-25, RL-04-25, SP-05-25, NR-01-25, and FP-01-25. This motion is based on the findings and conclusions in the November 10, 2025, staff report and the findings in support of the application made by the City Council during deliberations on this matter. McLeod seconded the motion.

Discussion was heard about the trail, the legal framework, importance of contracts, support and opposition to the trail, and a possible decision to add language on signage restrictions to the actual easement.

Van Drimmelen said that he does not believe it is advisable to put language like that in the easement, they are perpetual and require the other party to agree to extinguish the easement.

There was general consensus to not put language in the easement related to signage for path restrictions, and to evaluate restrictions in the future as needed.

**MOTION** passed 5-1 with Thomson opposed.

**Next meeting dates**

Wednesday, November 19, 2025; 6:00 p.m. meeting

Monday, December 08, 2025; 4:00 p.m. joint/special meeting with GAPS board

Wednesday, December 10, 2025; 06:00 p.m. meeting

**ADJOURNMENT**

There being no other business, the meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Reviewed by,

Erik Glover  
City Recorder

Peter Troedsson  
City Manager

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [cityrecorder@albanyoregon.org](mailto:cityrecorder@albanyoregon.org).*



**MINUTES**

Wednesday, December 10, 2025

Meeting

Council Chambers, City Hall

**Approved: Draft**

Call to Order and Pledge of Allegiance

Mayor Johnson called the meeting to order at 6:00 p.m. The Mayor led the pledge of allegiance.

Roll Call

Councilors present: Mayor Johnson, and Councilors Carolyn McLeod, Marilyn Smith, Ramycia McGhee(zoom), Chris Van Drimmelen, Michael Thomson

Councilors absent: Steph Newton (excused)

**\*Mayor agenda addition-Janet Steele recognition\***

Mayor Johnson and City Manager Peter Troedsson delivered remarks and presented Janet Steele with a challenge coin as recognition for her retirement from the Albany Chamber of Commerce after thirty years of service.

**3. Adoption of consent agenda 6:05 p.m.**

- a. Appointments
  - 1) Accept resignations from the Public Safety Commission and Community Development Commission
- b. Approval of minutes
  - 1) November 19, 2025 City Council meeting
- c. Recommendation(s) to OLCC
  - 1) Approve Retail Off-Premises Sales Liquor License Application for B&G Market, LLC., DBA B&G Market located at 423 2<sup>nd</sup> Ave SE.
- d. Adoption of resolution(s)
  - 1) Accept Right-of-Way Dedication as part of ST-22-06, Geary Street Sidewalk Jeaneen Evans  
RES NO.7473

**MOTION:** Smith moved to adopt the consent agenda as presented. Thomson seconded the motion, which passed 5-0.

**4. Presentations and Ceremonies 6:06 p.m.**

- a. Presentation by Mennonite Village Reestablishing Hospital Finance Authority

Diane Hood, Mennonite Village Chief Executive Officer and Greg Blonde attorney with Orrick Public Finance (for Mennonite Village) presented.

They provided a summary of the proposed development/expansion project of Mennonite Village. Blonde detailed the tax-exempt bond process in the State of Oregon, and other Hospital Finance Authorities in Oregon. He said that the HFA at the City of Albany was dissolved in 2018, due to the fact it has not been used for a while. The request was to consider reestablishing the HFA to facilitate the issuance of tax-exempt bonds. The bonds for the expansion would be the responsibility of Mennonite Village.

The council discussed the proposal and asked questions. It was general Council consensus to bring the item back in January 2026 for formal consideration.

**5. Public Comment 6:19 p.m.**

**Camron Settlemier** submitted written comments pertaining to the East Albany Town Center and Climate Friendly Areas-CFAs.\*

**Luis Valencia** submitted written comments pertaining to constitutional rights.\*



**6. Action Items(s)**

**a. Ordinances – Amend AMC 18.14 to sunset the Building Board of Appeals 6:21 p.m.**

Building Official Manager Johnathan Balkema presented. He said that the item was discussed in a previous city council meeting. There was general Council consensus to bring an ordinance back to sunset it.

City Attorney Sean Kidd read the ordinance for the first time in title only.

**MOTION:** VanDrimmelen moved to read the ordinance for the second time in title only. Smith seconded the motion which passed 5-0.

City Attorney Sean Kidd read the ordinance for the second time in title only.

**MOTION:** Smith moved to adopt the ordinance, with a correction to a scrivener's error changing the word "amending" to "amending". Thomson seconded the motion which passed 5-0 and the ORD was designated as ORD NO. 6072.

**b. Ordinances – Amend AMC Chapter 2.27 Community Development Commission 6:24 p.m.**

Development Programs Analyst Kaitlin Martin and Comprehensive Planning Manager Anne Catlin presented. Martin said that staff is presenting proposed amendments to the Community Development Commission to improve efficiency, facilitate community participation and transparency. She said it is the largest CAG in the city, staff is proposing to lower the number to nine members which reduces quorum. Other changes were to have an odd number of voting members, term limits for members, and add a section for conflict of interest for commission members. AMC 2.27 currently lacks provisions preventing agencies represented by sitting CDC members from applying for Community Development Block Grant CDBG funding. Adding language to prohibit members associated with a potential grant applicant from applying will enhance transparency, reduce potential conflicts of interest, and streamline the annual CDBG allocation process.

Thomson said he was uncertain why merely being with/on an organization that may apply for a grant, making a potential member ineligible was necessary. He said he thinks under conflict-of-interest requirements the member could recuse themselves from the application. Thomson also said that it does not appear that the group conforms to standards of the other CAGS. In that, all the appointments to the CDC are done by the Mayor. He proposed amending it so each councilor has an appointment on the board, and three by the Mayor.

Smith said that the conflict of interest provision makes sense. She said it seems like it would be difficult for someone to separate themselves fully from their organization, when they are evaluating other organizations applications, even with good intentions.

Catlin said that the membership composition was designed to be reflective of the composition of the city. It includes a Planning Commission member and one from the Human Relations Commission, and adjustments to other members to be more at large.

Catlin said that the current process to provide documentation, evidence and disclosures requires approval from the Department of Housing and Urban Development- HUD, which requires a lot of staff time. She said it also seems difficult to separate out the disclosure from the decision making part of the process.

McLeod asked what happens with a conflict of interest currently, and are members recusing themselves frequently? Martin said that every year members have to sign a conflict-of-interest disclosure, which is posted online. The member must refrain from participation in meetings and votes as appropriate. The City Attorney also has to submit a legal opinion, along with other documentation to HUD, who then evaluates it and provides a conflict-of-interest waiver.

McLeod said that she liked the idea of councilors appointing members.

Troedsson said that staff would do some research on the CDC and why it was setup the way it was for appointments. Staff would bring information back in January.

It was general council consensus to bring the item back in January for further review and consideration.

- c. **Resolutions-** Exemption from Competitive Bidding to Purchase Stormwater and Natural Treatment Systems Office Space and Crew Building not to exceed \$325,740 **6:37 p.m.**

Wastewater Superintendent Craig Prosser presented. He said that the current crew operations building is at capacity, expansion would require expensive brick and mortar work. Prosser said in the past, a rented modular facility was on site. Staff is proposing a purchase through Sourcewell cooperative purchasing agreement this time.

McLeod asked why the purchase needs to be an exemption from competitive bid. Prosser said that it saves the city money, this is a national contract, with the lowest bidder for modular buildings. Troedsson said that competitive process has happened on the national contract. The cooperative purchase provides an option for state and local agencies to buy items at scale, for less cost per unit.

**MOTION:** McLeod moved to adopt the resolution, and authorize the exemption from competitive bidding for the purchase. VanDrimmelen seconded the motion which passed 5-0, and was designated RES NO. 7474.

- d. **Resolutions-** Granting Power Easement as part of MS-25-02, Albany Shrubhub Greenhouse and Cooler **6:41 p.m.**

City Engineer Staci Belcastro presented. She said that the request was for council to approve an easement to Pacific Corp to provide electric service to Green House and storage area as part of the Shrub Hub Green House program. The program was mostly covered by a grant the city received from the Oregon Department of Land Conservation and Development. The grant is \$115,000 and the project is expected to come in very close to that amount.

**MOTION:** VanDrimmelen moved to adopt the resolution. Smith seconded the motion which passed 5-0 and was designated RES NO. 7475.

- e. **Adopt by motion-** East Albany Town Center Proposed Development Agreement **6:43 p.m.**

Community Development Director Matthew Ruetters presented. He said that in June 2025 the Council authorized the start of the annexation required for East Albany Town Center, and authorized staff to work on draft development agreements with the EATC team.

McLeod asked if a sports court was still planned in the middle of the townhomes and apartments. Ruetters said that the initial step that the council took was annexation and proper zoning. The EATC project provided great conceptual drawings, but the final amenities won't be known until the land use process is started. The code does require certain amenities to be constructed.

Thomson asked how many housing units are produced in the City of Albany in a year typically. Ruetters said that 100-170 is a good range, which includes single family houses and apartments. Thomson said he was concerned about 1000 units being constructed, and how affordable housing could be built without subsidies. Thomson said that he can't support significant high density, the City Services Fee was recently raised and density doesn't pay.

**MOTION:** VanDrimmelen moved to approve the agreement, and authorize it to be signed. McGhee seconded the motion, which passed 4-1 with Thomson voting no.

- f. **Adopt by motion-** Oregon Housing Infrastructure Finance Program Grant Application **6:52 p.m.**

Comprehensive Planning Manager Anne Catlin presented. She said the request was for Council support to apply for a new source of funds specifically for public infrastructure improvements. She said the effort would help facilitate various improvements on Goldfish Farm/Spicer Road. It would result in a 102 unit apartment complex, with units to 60% or below of median income. The grant would be approximately \$2 million, and would be a pass thru, with no direct city expenses.

**MOTION:** VanDrimmelen moved that the City support the grant application, and authorize the City Manager to sign. McLeod seconded the motion and it passed 5-0.

g. **Adopt by motion-** Discussion and adoption of 2026 City Council annual Meeting Schedule

**6:55 p.m.**

City Recorder Erik Glover presented the draft 2026 City Council annual meeting schedule.

Brief discussion was heard, and it was general council consensus that they were in favor of the proposed schedule.

**MOTION:** VanDrimmelen moved to adopt the 2026 meeting calendar as presented. McLeod seconded the motion which passed 5-0.

7. **Informational Briefings/Staff Reports**

a. Street Maintenance Discussion –

**6:59 p.m.**

City Engineer Staci Belcastro presented\*. She said that Council provided direction to staff in September 2025 to explore a \$0.05, and \$0.075 per gallon local fuel tax, target the November 2026 election and to not have a sunset clause. Belcastro said that work had been done to update city street PCI numbers. Pavement Condition Index is a street condition rating system, that is also used by ODOT to rate highway pavement condition.

Brief discussion and questions from the council took place. It was the general Council consensus that the worst first, street pavement maintenance strategy was preferred.

8. **Business from the Council**

**7:19 p.m.**

**McGhee** provided an update about events she had participated in. She requested an update on Talking Water Gardens, and said that she was contacted by a constituent regarding a house near the Boys and Girls Club which had an auto repair business being operated out of a house. Troedsson said that the constituent can contact code enforcement, or City Manager's Office staff who will forward the concern on.

**Thomson** provided an update about events he had participated in.

**McLeod** provided an update about events she had participated in. She said that she received several communications regarding ICE activity in Albany, and FLOCK camera usage.

**VanDrimmelen** said that he received similar communications.

**Smith** provided an update about events she had participated in.

**Johnson** provided an update about events he had participated in.

9. **City Manager Reports**

**7:30 p.m.**

Troedsson invited Police Chief Marcia Harnden and Captain Jerry Drum to present regarding ICE (Immigration and Customs Enforcement) in Albany, and LPR- License Plate Reader cameras which includes FLOCK and other companies.

Harnden said that if ICE activity takes place in the city, the city is not notified. This is an area of concern for Police Chiefs and Sheriffs around the State of Oregon. Other federal agencies such as FBI and Homeland Security have been good at providing courtesy notifications. Harnden said that Oregon law is clear, if a federal agency is in town solely for immigration enforcement operations the City does not get involved. However, if there is a crime or disturbance then the Albany Police will get involved. In other instances there is a crime the police are investigating, which then has an immigration component. In those cases the Police will notify ICE. An example would be drug raids that have undocumented workers.

Harnden said that if a member of the public is not certain something looks ok, to contact police. Albany Police will show up and determine if there is a valid enforcement operation taking place, or if it is something like a kidnapping.

Harnden said that FLOCK is one type of ALPR, automated license plate reader camera, there are others. Many other entities, and private businesses use the camera technology. She said that Albany has one operational FLOCK camera, with four total. The City has a strict data policy and is not sharing data. She detailed some criminal cases that have been solved or assisted by ALPR technology in Albany.

**Next meeting dates**

Monday, January 12, 2026; 4:00 p.m. work session

Wednesday, January 14, 2026; 6:00 p.m. meeting

**ADJOURNMENT**

There being no other business, the meeting was adjourned at 7:48 p.m.

Respectfully submitted,

Reviewed by,

Erik Glover  
City Recorder

Peter Troedsson  
City Manager

*\*Documents discussed at the meeting that are not in the agenda packet are archived in the record. Documents from staff are posted to the website after the meeting. Documents submitted by the public are available by emailing [cityrecorder@albanyoregon.org](mailto:cityrecorder@albanyoregon.org).*




# MEMO



TO: Albany City Council

VIA: Peter Troedsson, City Manager

FROM: Marcia Harnden, Chief of Police 

DATE: December 4, 2025, for the January 14, 2026, City Council Meeting

**SUBJECT:** Retail Off-Premises Sales, Liquor License Application for US Market 630 LLC, DBA US Market 630, Located at 145 Timber Ridge Street SE

**Action Requested:**

I recommend the retail off-premises sales, liquor license application for US Market 630, LLC, DBA US Market 630, located at 145 Timber Ridge Street SE, be approved.

**Discussion:**

US Market 630 LLC, has applied for a retail off-premises sales liquor license. Based on the completed application and approval from the Albany Police Department, US Market 630 LLC, should be approved for the license.

**Budget Impact:**

None

ML:rj



**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager  
Kayla Barber, Deputy City Manager

**FROM:** Erik Glover, City Recorder

**DATE:** January 2, 2026, for the January 14, 2026, City Council Meeting

**SUBJECT:** Designation of newspapers of record

**Purpose:**

Council is asked to designate the city’s newspapers of record

**Background/Discussion:**

To ensure that the Albany community is informed about the work of their government, and pursuant to Oregon Revised Statute (ORS) 192.620, the city is required to provide public notice of all “deliberations and decisions” of a governing body. To comply with the law, the city posts meeting notices online, distributes them to the media/interested parties list and places them in public viewing areas at city facilities. The city may also post/publish certain legal notices, decisions, and issues in newspapers of general circulation, pursuant to ORS 193.020.

The New Era Newspaper is used by the City Attorney for foreclosure notices.

Listing all designated newspapers in one location maximizes public transparency. In addition, it simplifies future council actions, as one action can designate all the newspapers of record. To ensure that the papers of record continue to meet statutory requirements, the papers in the proposed resolution are: the Statesman Journal, the Albany Democrat Herald/Gazette Times, New Era Newspaper and the Daily Journal of Commerce (DJC). These papers satisfy the statutory definition as they serve the Albany area, and in the case of the DJC, reach the necessary audiences for project bidding and contracting purposes, on a regional and statewide platform.

**Strategic Plan Impact:**

This advances Council’s strategic plan goal 1: Effectively and efficiently deliver the services that Albany’s citizens need, want, and are willing to support.

**Budget/Staff Impact:**

The city annually spends approximately \$40,000 each year on public notices.

**Staff Recommendation:**

Staff recommends approval of the attached resolution.

**Alternatives:**

1. Adopt the resolution as recommended.
2. Do not adopt the resolution.
3. Amend the resolution and adopt.

**Attachments:**

1. Resolution



**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ALBANY, OREGON, DESIGNATING THE PAPERS OF RECORD.**

WHEREAS, Oregon Revised Statute (ORS) 192.620 requires the public be informed of "the deliberations and decisions" of the governing body; and

WHEREAS, ORS 193.010 defines a newspaper of general circulation and ORS 193.020 defines a newspaper in which public notices may be published; and

WHEREAS, the Statesman Journal, the Albany Democrat Herald/Gazette Times, New Era Newspaper, and the Daily Journal of Commerce meet city public noticing needs and state law requirements.

NOW, THEREFORE, BE IT RESOLVED by the Albany City Council that the Statesman Journal, the Albany Democrat Herald/Gazette Times, New Era Newspaper and the Daily Journal of Commerce, are designated as the papers of record for the City of Albany.

DATED AND EFFECTIVE THIS **14TH** day of January 2026

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager

**FROM:** September Ridgeway, Court Administrator  
Jeanna Yeager, Finance Director

**DATE:** December 24, 2025, for the January 14, 2026, City Council Meeting

**SUBJECT:** Traffic Safety Diversion Program Ordinance

**Purpose:**

To request City Council adoption of an ordinance establishing a Traffic Safety Diversion Program for certain traffic violations filed in the Albany Municipal Court.

**Background/Discussion:**

At the August 13, 2025, Council Meeting, Council discussed the establishment of a traffic diversion program for qualifying traffic violations, including eligibility criteria and whether participation should be available to drivers of all ages.

Council approved a motion directing staff to prepare an ordinance and supporting materials to establish a Traffic Safety Diversion Program administered by the Albany Municipal Court and to invite the Municipal Court Judge to present the program to Council.

The attached ordinance establishes a Traffic Safety Diversion Program for eligible Class B, C, or D moving violations that do not involve an accident, excluding Class A violations and Mobile Communication Device violations. Participation is voluntary, subject to eligibility requirements, and at the discretion of the Municipal Court Judge. Defendants who successfully complete the program and meet all court requirements may have the applicable traffic citation dismissed.

**Strategic Plan Impact:**

This ordinance supports the City’s Strategic Plan goal of promoting public safety by encouraging safer driving behavior and reducing repeat traffic violations within the community.

**Budget/Staff Impact:**

Program administration will be handled by existing Municipal Court staff. If application fees are approved and collected, they will help cover the cost of the program and associated administrative expenses. Staff workload will increase due to processing diversion applications, reviewing driving records, monitoring compliance, and verifying program completion. No additional staffing is proposed at this time.

**Alternatives:**

1. Adopt the ordinance as presented.
2. Decline to adopt the ordinance and request that staff return with revisions for further consideration.

3. Decline to adopt the ordinance and take no action.

**Attachments:**

1. Ordinance Establishing a Traffic Safety Diversion Program
2. Exhibit A – Albany Municipal Code Chapter 13.53, Traffic Safety Diversion Program



AN ORDINANCE ESTABLISHING A TRAFFIC SAFETY DIVERSION PROGRAM FOR CERTAIN TRAFFIC VIOLATIONS IN THE ALBANY MUNICIPAL COURT

WHEREAS, the City of Albany has the authority to regulate traffic offenses and establish diversion programs through its Municipal Court; and

WHEREAS, the City Council desires to provide an alternative resolution for certain eligible traffic violations that promotes safer driving behavior and enhances public safety; and

WHEREAS, a Traffic Safety Diversion Program allows eligible defendants the opportunity to review and improve their driving habits while reducing repeat violations; and

WHEREAS, the Traffic Safety Diversion Program is voluntary, applies only to designated traffic violations, and excludes Class A violations and Mobile Communication Device violations; and

WHEREAS, defendants who successfully complete the program and meet all Municipal Court requirements may receive dismissal of the applicable traffic violation.

NOW, THEREFORE, THE PEOPLE OF THE CITY OF ALBANY DO ORDAIN AS FOLLOWS:

**Section 1: Traffic Safety Diversion Program Established**

The City of Albany hereby establishes a Traffic Safety Diversion Program for certain traffic violations filed in the Albany Municipal Court and authorizes and directs the Municipal Court Judge and court staff to administer the program consistent with the provisions of this ordinance.

**Section 2: Adoption of Albany Municipal Code Chapter 13.53**

Albany Municipal Code Chapter 13.53 entitled “Traffic Safety Diversion Program,” is hereby adopted and shall read as set forth in Exhibit A, which is attached hereto and incorporated by this reference.

**Section 3: Administration**

The Municipal Court Judge is granted discretion to determine eligibility and participation in the Traffic Safety Diversion Program and to establish procedures consistent with this ordinance and applicable law.

**Section 4: Severability**

If any section, subsection, sentence, clause, or phrase of this ordinance is held invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of the ordinance.

**Section 5: Effective Date**

This ordinance shall take effect 30 days after adoption.

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Passed by the Council:

Approved by the Mayor: \_\_\_\_\_

Effective Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder

# EXHIBIT A

## Chapter 13.53 TRAFFIC SAFETY DIVERSION PROGRAM

### Sections:

- 13.53.010 Purpose
- 13.53.020 Eligibility
- 13.53.030 Other qualifications

### **13.53.010 Purpose**

(1) The City has the authority to implement the diversion program and to grant authority to its municipal court judge and staff to implement and operate such program.

(2) The City would like to offer a diversion program, as designated by the municipal court. The diversion program would be entered into voluntarily and at the expense of the individuals receiving certain traffic violation citations, as designated by the municipal court judge, which excludes Class A violations and Mobile Communication Device violations.

(3) The diversion program is designed to allow drivers the opportunity to recognize and review their driving habits, attitudes and behaviors. The objective is to motivate drivers to heighten their driving awareness and establish safer driving techniques for the enhanced safety of the entire community.

(4) Defendants successfully completing the diversion program and meeting the other requirements of the municipal court, as described in this chapter, will benefit by the dismissal of the applicable traffic violation citation.

### **13.53.020 Eligibility**

To be eligible for the diversion program, a person must:

(1) Have a valid driver's license or permit and not have commercial driving privileges (CDL).

(2) Appear in person at the Albany municipal court to enter a plea of no contest to the violation, elect to participate in the diversion program, enroll and complete a designated traffic safety course at their own expense, and pay any fees assessed by the municipal court, all within the time frame and parameters outlined by the municipal court.

(3) Be cited for a single Class B, C, or D moving violation that does not involve an accident, excluding violations under ORS 806.010 (driving uninsured) and ORS 806.012 (failure to

carry proof of financial responsibility). Class A violations and Mobile Communication Device violations are ineligible.

### **13.53.030 Other Qualifications**

Other qualifications and details about the diversion program are as follows:

(1) If the defendant enters a not guilty plea, the option for this diversion program or any other diversion program offered by the Albany Municipal Court will no longer be available.

(2) A person is not eligible for this diversion program if the person has participated in a previous traffic safety diversion program, in the Albany Municipal Court or any other court, or has been convicted, in this state or any other state, of a traffic violation or traffic crime. In addition, a person is not eligible if they are currently participating in any traffic safety diversion program. Any prior diversion program for a crime involving the operation of a vehicle is a disqualification.

(3) The municipal court judge is granted discretion as to whether to allow a defendant to participate in the traffic safety diversion program. If the defendant completes the diversion program, including the payment of the municipal court's fee(s), the violation will be dismissed. A fee will be assessed by the municipal court that is equal to the presumptive fine. The City may assess an additional traffic administration fee, which shall be established and adopted by resolution of the City Council.



**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager  
Staci Belcastro, P.E., City Engineer/Interim Public Works Director, Engineering

**FROM:** Ryan Beathe, P.E., Civil Engineer III

**DATE:** December 30, 2025, for the January 14, 2026, City Council Meeting

**SUBJECT:** Award of Contract for FP-25-01, Wastewater Master Plan Consulting Services

**Purpose:**

Approve, by resolution, a professional services agreement in the amount of \$1,470,339 with West Yost of Eugene, Oregon, to complete the Wastewater Master Plan (FP-25-01).

**Background/Discussion:**

The City of Albany owns and operates a wastewater collection and treatment system serving residential, commercial, and industrial customers within the City and its Urban Growth Boundary. Wastewater is conveyed to the Albany-Millersburg Water Reclamation Facility (WRF), which is jointly owned with the City of Millersburg and operated by Albany under an intergovernmental agreement. While the collection system portion of the Master Plan was updated in 2015, to reflect current system piping and pumping configurations, the overall Wastewater Master Plan was last updated in 1998 and is now over 20 years old. Development of a new comprehensive Wastewater Master Plan is necessary to evaluate system capacity and condition, address regulatory compliance, and plan for needed infrastructure investments to ensure reliable wastewater service now and into the future. This plan will provide a strategic roadmap for planning and wastewater system improvements through the 2028–2048 planning horizon to assure wastewater infrastructure remains reliable, resilient, and regulatory.

The City publicly advertised a competitive Request for Proposals (RFP) for consulting services to develop a Wastewater Master Plan on October 6, 2025. Proposals were due on Thursday, November 6, 2025, and one proposal was received in response to the RFP from West Yost of Eugene, Oregon. An evaluation committee comprised of department representatives from both Public Works Operations and Engineering, reviewed and scored the proposal based on experience and qualification of the project team, project approach, coordination, schedule, and references. The evaluation committee determined that West Yost meets the project requirements and offers a highly qualified team with relevant City experience; Oregon-specific expertise; and strong capabilities in regulatory strategy, collection system planning, and treatment process evaluation.

**Strategic Plan Impact:**

Completion of a comprehensive Wastewater Master Plan aligns with the City’s Strategic Plan Themes under Safe City, Healthy Economy, and Effective Government by providing safe, reliable,

and compliant wastewater infrastructure and disposal. The plan supports public health, economic development, and efficient long-term capital investment.

**Budget/Staff Impact:**

This contract is estimated to cost \$1,470,339. It will be funded from Sewer System Capital Projects (60140350).

**Staff Recommendation:**

1. Approve, by motion, the attached resolution awarding a contract to West Yost, for Wastewater Master Plan consulting services; and
2. Authorizing the interim public works director to enter into a contract with West Yost for Wastewater Master Plan consulting services.

**Alternatives:**

1. Award the contract as recommended.
2. Do not award the contract.

**Attachments:**

1. Resolution



RESOLUTION NO. \_\_\_\_\_

A RESOLUTION AWARDING A CONTRACT TO WEST YOST FOR WASTEWATER MASTER PLAN CONSULTING SERVICES; AND AUTHORIZING THE INTERIM PUBLIC WORKS DIRECTOR TO ENTER INTO A CONTRACT WITH WEST YOST FOR WASTEWATER MASTER PLAN CONSULTING SERVICES

WHEREAS, the City of Albany owns and operates a wastewater collection and treatment system that serves customers within the City and its Urban Growth Boundary and conveys flows to the jointly owned Albany-Millersburg Water Reclamation Facility; and

WHEREAS, the City requires a comprehensive Wastewater Master Plan to evaluate the wastewater collection and treatment systems and plan for future capacity, regulatory compliance, and infrastructure needs; and

WHEREAS, the City of Albany requested proposals through a competitive Request for Proposals (RFP) for Wastewater Master Plan Consulting Services; and

WHEREAS, the objective was to enter into a professional services contract with a qualified consultant to provide services resulting in the development of a Wastewater Masterplan; and

WHEREAS, the City's selection review committee was comprised of department representatives from Operations and Engineering, who reviewed and scored the proposal based on experience and qualifications of the project team; the approach, coordination and schedule; and references; and

WHEREAS, West Yost was determined to be responsive, responsible, and meet the requirements of the RFP and the needs of the City; and

WHEREAS, the selection review committee recommends the City Council award a contract to West Yost for consulting services to complete the Wastewater Master Plan.

NOW, THEREFORE, BE IT RESOLVED that the Albany City Council hereby accepts the proposal and awards a contract to West Yost for Wastewater Master Plan consulting services; and

BE IT FURTHER RESOLVED that the Interim Public Works Director is hereby authorized to enter into a contract between the City of Albany and West Yost for Wastewater Master Plan consulting services for \$1,470,339.

DATED AND EFFECTIVE THIS 14TH DAY OF JANUARY 2026.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Recorder



**TO:** Albany City Council

**VIA:** Peter Troedsson, City Manager  
Staci Belcastro, P.E., City Engineer / Interim Public Works Director, Engineering

**FROM:** Andrew Monaco, Engineering Associate I

**DATE:** December 23, 2025, for the January 14, 2026, City Council Meeting

**SUBJECT:** Approval of Contract Increase for ST-22-06, Geary Street Sidewalk

### **Purpose:**

Consider approving contract increase in excess of 10 percent for ST-22-06, Geary Street Sidewalk.

### **Background/Discussion:**

On May 28, 2025, council approved a contract with Emery & Sons Construction Group LLC in the amount of \$1,011,445.00 to construct the Geary Street Sidewalk project. Improvements include construction of infill sidewalk on both sides of Geary Street between Grand Prairie Road and 34th Avenue and enhanced pedestrian crossings with Rectangular Rapid Flashing Beacons (RRFBs) at 28th Avenue and 31st Avenue. A vicinity map is included as Attachment 1. The City received a grant through the Oregon Department of Transportation (ODOT) Safe Routes to School (SRTS) grant program to fund construction of the improvements in the amount of \$1,280,000. The required local match is \$320,000.

There are times when unknown or unforeseen circumstances arise during construction. Since these issues are not in the original contract, they are typically dealt with by issuing a change order to the contractor. Per AMC 2.66.040, council approval is required for any change orders in excess of 10 percent above the originally approved contract amount.

On October 22, 2025, Council approved increasing the contract contingency to 25 percent. At that time, the project was approximately 50 percent complete, and staff anticipated that change orders would total 25 percent of the original contract amount. Since then, additional work has been required to complete the project, resulting in a final change order amount of 31 percent. This final change order amount includes the cost to construct six catch basins in addition to the work described in the October 22 memo, which included tree removal, concrete demolition, retaining walls, and additional quantities of concrete to tie public improvements to private property. The existing catch basins were constructed monolithically (as one structure) which was unknown until contractors began excavating this area. The bid price was based on only replacing the top portion of the catch basins; however, due to their monolithic construction, full reconstruction was required.

As discussed in the October 22 memo, the majority of the work required to transition from public right-of-way to private property is a result of negotiations with property owners in exchange for right-of-way needed to construct infill sidewalk. These negotiations were still ongoing at the time of contract award in May. At the time of contract award, the Right-of-Way Negotiation and Purchasing costs were estimated to be \$210,000. The final cost is \$112,000, which results in savings of \$98,000,

partially offsetting the contract increase needed to construct improvements to tie public improvements to private property.

The estimated project cost anticipated at the time of award, estimated final cost from the October 22 council memo, and the final project costs inclusive of the 31 percent contingency is shown in the following table. Amounts are rounded to the nearest \$100.

<b>Project Components</b>	<b>Estimated Cost at Time of Award</b>	<b>Estimated Final Cost</b>	<b>Final Cost</b>
<b>I. Engineering Costs</b>			
a. Engineering	\$160,000	\$160,000	\$160,000
b. Right of Way Negotiation and Purchasing	\$210,000	\$120,000	\$112,000
c. Construction Management	\$60,000	\$60,000	\$60,000
<i>Engineering Subtotal</i>	\$430,000	\$340,000	\$332,000
<b>II. Construction Costs</b>			
d. Construction Contract	\$1,011,400	\$1,011,400	\$1,011,400
e. Construction Contingency 10%	\$111,400		
f. Proposed Change Order i 25% ii 31%		\$252,900 <sup>i</sup>	\$317,000 <sup>ii</sup>
g. Street Lighting (estimate) <sup>iii</sup>	\$50,000	\$50,000	\$ 0,00
<i>Construction Subtotal</i>	\$1,172,800	\$1,314,300	\$1,328,400
<i>Total Estimated Project Cost</i>	\$1,602,800	\$1,654,300	\$1,660,400
<i>Project Budget</i>	\$1,600,000	\$1,600,000	\$1,600,000
<i>Under/(Over) Project Budget</i>	(\$2,800)	(\$54,300)	(\$60,400)

<sup>iii</sup> Estimated Street Lighting cost shown in the table were estimated and included as a placeholder. Project was constructed to facilitate construction of new lighting at a future date; its cost is not eligible for grant reimbursement.

**Strategic Plan Impact:**

Construction of sidewalk and pedestrian improvements on Geary Street meets Goal 2: Provide an efficient transportation system with safe streets and alternative modes of transportation, found under the Great Neighborhood theme in the City’s adopted strategic plan.

**Budget/Staff Impact:**

Safe Routes to School Grant funding will cover 80 percent of the project costs. This project is identified in the City’s Transportation System plan and assigned Transportation System Development Charge (TSDC) funding in the City’s TSDC fee methodology; therefore, the 20 percent local match and costs in excess of the grant funding will be paid for with TSDC funds (25040255).

**Staff Recommendation:**

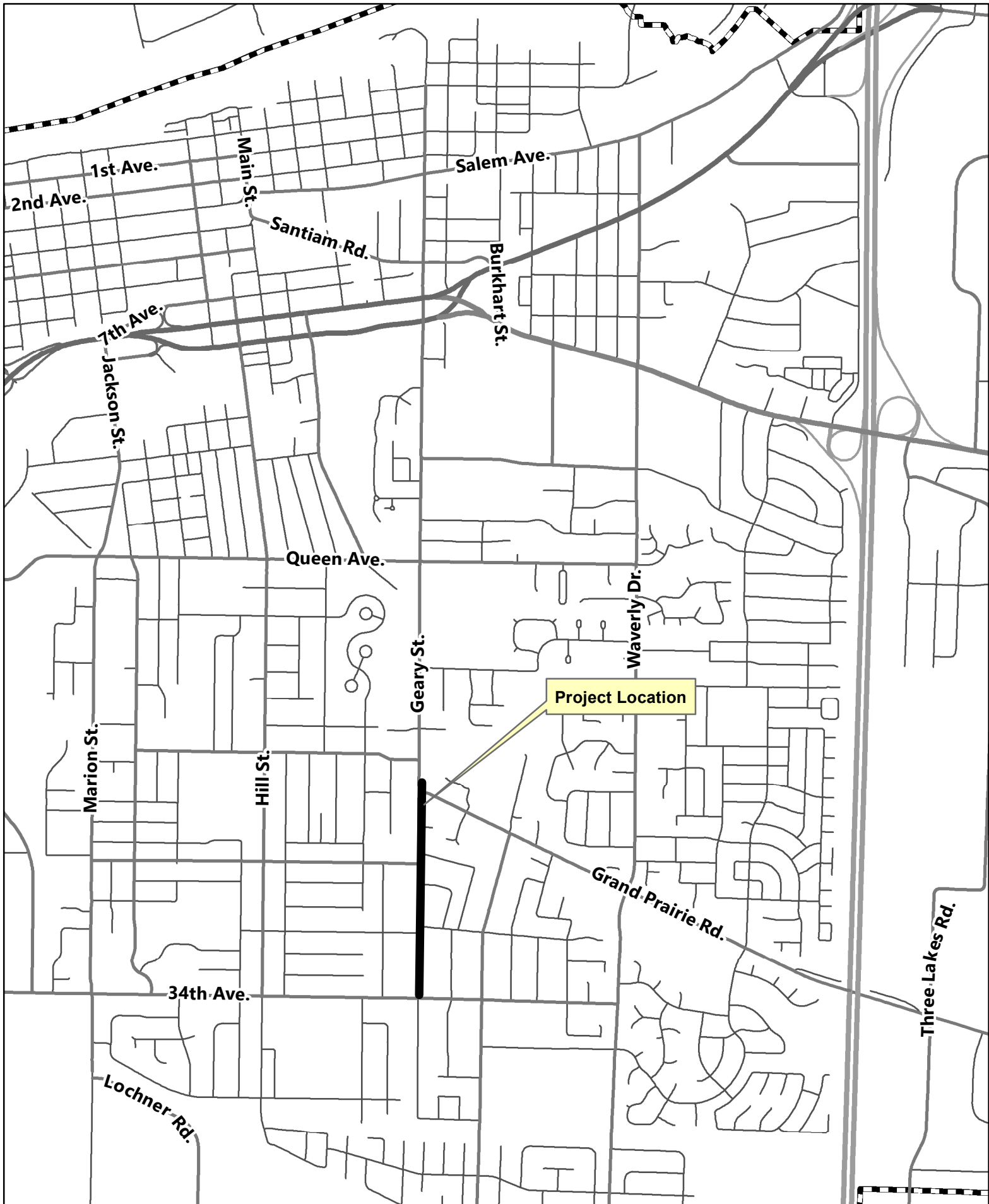
Staff recommends that council, by motion, approve a contract increase in excess of 10 percent for the ST-22-06, Geary Street Sidewalk Improvements.

**Alternatives:**

1. Award the contract increase as recommended.
2. Do not award the contract increase.

**Attachments:**

1. Vicinity Map



# ATTACHMENT 1

ST-22-06; Geary Street Sidewalk  
Project Vicinity Map

