

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

August 26, 2008

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Brenner, Hoffman, Ginn, and Shepherd present. Councilors Pinnock and Cole were excused. Also present were City Administrator Scott McDowell, City Planner Bill Sattler and Public Works Superintendent Karl Frink.

ADDITIONS AND DELETIONS: None.

MINUTES: The Council reviewed the minutes of the July 22, 2008, City Council meeting. Mayor Ware and Councilor Hoffman noted a typo on the first page. Councilor Ginn moved that the minutes be approved with that correction. The motion was seconded by Councilor Shepherd and was approved unanimously.

PUBLIC HEARINGS / PRESENTATIONS:

1. Wastewater Improvement Project. Mr. McDowell updated the Council on recent activities. He said that the City is close to closing out the interim financing which will be completed on September 9. Resolutions 613 and 614 are needed to complete the transaction. Mr. McDowell said that the new box culvert has been installed under Averill Street and the road repairs completed. Mr. McDowell said that he had met with Westech Engineering regarding the punch list items and had agreed to hold back \$53,000 for retainage. The "toes" of the dikes needed to be modified; Mr. McDowell and Mr. Frink worked out an arrangement with Emery to get the work done. Mr. McDowell said that Mr. Brugato would attend the next Council meeting. Mr. McDowell said that he had been working with USDA regarding the remaining grant funds. Councilor Brenner asked how much was left. Mr. McDowell said that there is approximately \$300,000 but the numbers are not yet final. Mr. McDowell said that USDA is willing to keep the grant open and there is the possibility of being able to do some additional work once the accounting is complete. Councilor Shepherd said that the millrace adjacent to the new culvert on Averill needs to be dug out while the water is low to keep the culvert from silting in. Mr. McDowell said that he and Mr. Frink would look at the situation.

CITIZEN COMMENTS:

Mr. McDowell said that Mr. Jim LaCoste had been scheduled to address the Council but had decided not to appear. Mr. McDowell said that he would summarize Mr. LaCoste's comments. He said that Mr. LaCoste owned several rental properties and some of them are duplexes. Mr. McDowell said that Mr. LaCoste believed that the current system used to charge the sewer debt fee was unfair to multifamily dwellings since they are charged a fee based on the number of residential units. Mr. McDowell said that the City has always charged water and sewer fees based on the number of residential/dwelling units and that if the Council were to reduce the amount charged via the debt service fee it would simply mean that the property tax assessments would be increased as the amount of money that needs to be raised is a fixed amount.

DEPARTMENTAL REPORTS:

1. Administrator Report. Mr. McDowell introduced Marilyn Grimes and Robert Boyanovsky who had completed their paperwork to be candidates for City Council in the November elections. Mr. McDowell said that Nan VanSandt had also signed up to run for Council. Councilor

Hoffman asked Mr. Boyanovsky and Ms. Grimes if they would like to say anything regarding their candidacies. Mr. Boyanovsky said that he had grown up in the area, works at Georgia Pacific and just wants to give something back to the community. Ms. Grimes said that she was originally from Chicago, has been living in Oregon for 19 years and wants to participate in the community. Mr. McDowell updated the Council on the status of the Calapooia dam project and said that the Calapooia Watershed Council is waiting for funding commitments from ODFW. Mr. McDowell said that he had attended a recent meeting of the housing services agency and said that they are in the process of trying to create a new limited liability company to protect the assets of the agency in the event of a lawsuit against them. Mr. McDowell told the Council that he had attended the regional solid waste advisory group meeting and was surprised to learn that the company providing trash services to rural areas had lower rates than Sweet Home Sanitation. He said that Sweet Home Sanitation and other companies are working to set up some regional residential, household hazardous waste pickup sites.

2. Public Works. Mr. Frink submitted a written report. Mr. Frink said that the wastewater project is wrapping up. Mr. Frink said that the Public Works department had been doing a lot of mowing and had been trimming some trees in the public right of way. He said that they had been working on identifying areas for street repair next year. Mr. Frink said that Sue Karo has been helping out by mowing Blakely Park and Rick Dominguez has volunteered to take care of Library Park. Mr. Frink told the Council that he will be meeting with the representatives from Home Depot on Friday to finalize the plans for the work that will be done on Sept. 26th. Mr. Frink said that the downtown restrooms have been a problem as tree roots have moved the floor slab which causes problems with the doors. He said that he hopes to be able to redo the interiors next year so that doors can be installed on the stalls while still keeping them handicap accessible. Ms. Janet Michaels spoke from the audience saying that she would like to see the work done right away as she is embarrassed by the restrooms. She said that she had gone to the women's restroom last Saturday and the toilet lever was broken. Mr. Frink said that it had been fine on Friday when it had been inspected and he had repaired it on the following Tuesday. Mr. Frink said that the Chamber and other groups need to work more closely with Public Works to let them know about events and what additional supplies would be needed. Mr. McDowell said that there had been problems with not getting enough information regarding various town activities and he would be working with the Chamber to try to improve the process. He said that this is the second year that the Antique Fair organizers had failed to inform City Hall about their needs. Councilor Ginn suggested that an article be placed in the September newsletter reminding event organizers to let the City staff know what help they would need.
3. Planning. Mr. Sattler provided a written report and updated the Council on current projects around town. Mr. Sattler said that he had been on vacation but that a large number of properties had been posted for nuisance abatement before he left. He said that nearly all of the properties that were vacant on School Avenue, Northpoint and Westview had been abated. Councilor Shepherd said that there were still three properties that needed to be posted. Mr. Sattler asked him for the addresses so they could be posted but Councilor Shepherd did not want to say. Mr. Sattler said that the weed abatement ordinance is complicated and has different rules for different zones and lot sizes so whether a property is in violation is not necessarily obvious. Councilor Ginn suggested that anyone who saw a property they thought was a nuisance should let Mr. Sattler know so he could look into it. Mr. Sattler said that he had spoken with Tara Putney from the Calapooia Watershed Council earlier in the evening and she had said that the Council has signed the contract to have the pump station installed and that work should start immediately.
4. Library Report. There was no library report this month.
5. Sheriff's Report. Sgt. Lawler was on vacation, a summary of police calls was provided.

LEGISLATIVE ACTION:

1. Resolution 613 – Wastewater Bond #1. Mr. McDowell discussed Resolution 613 and Resolution 614, explaining that this legislation was necessary for closing the bond financing transaction for the wastewater project. Councilor Ginn moved that Resolution 613 be approved and that Mr. McDowell and Mayor Ware be authorized to execute any associated documents needed to complete the transaction. The motion was seconded by Councilor Hoffman and was approved unanimously.
2. Resolution 614 – Wastewater Bond #2. Councilor Ginn moved that Resolution 614 be approved. The motion was seconded by Councilor Hoffman and was approved unanimously.
3. Resolution 615 – Award Exclusive Contract for Media Replacement. Mr. McDowell explained that the sand media in two of the three filters in the water plant have recently been replaced and it was time to replace the media in the third filter. The type of sand needed is very particular and there is only one vendor capable of supplying the needed quality, Knife River. Councilor Ginn moved that Resolution 615 be approved. The motion was seconded by Councilor Brenner and was approved unanimously.
4. Resolution 616 – Authorizing Transfer of Funds. Mr. McDowell said the proposed transfer was needed to pay for the nuisance abatements the City had had to do as there was no money budgeted this year for the work. Mr. McDowell said the cost had been \$4500 and that this year the City had used contractors which had been less expensive for the property owners and had taken a burden off the Public Works Department. Mr. McDowell said that next year he would budget \$8,000 - \$10,000 for abatement work. Councilor Hoffman moved that Resolution 616 be approved. The motion was seconded by Councilor Shepherd and was approved unanimously.

ACTION ITEMS:

1. Appoint Rec Center Board Representative. Councilor Ginn volunteered to serve as the Council Representative to the Rec Center Board and her appointment was approved by consensus.
2. Authorize Advertisement for Park Board Opening. Mr. McDowell said that Ms. Lawhon's term on the Park Board had ended and she did not wish to reapply so a replacement needs to be found. Mr. McDowell asked the Council for authorization to advertise the opening in the Brownsville Times. Councilor Hoffman moved to authorize the advertisements. The motion was seconded by Councilor Shepherd and was approved unanimously with Mayor Ware abstaining due to a potential conflict of interest.
3. Reappoint Councilor Cole and Tony Gorsline to Historic Review Board. Councilor Hoffman moved that Councilor Cole and Mr. Gorsline be reappointed to serve on the Historic Review Board. The motion was seconded by Councilor Ginn and was approved unanimously.
4. Authorize Advertisements for Supplemental Budget Process. Mr. McDowell said that the auditors had found some discrepancies between the LBI form that had been submitted and the approved budget. Mr. McDowell said that the Department of Revenue has told him that the adopted budget is controlling and there is not a problem but he was asking for authorization to advertise the supplemental budget process in case he does end up needing to have to go through with it based on the auditor's findings. Councilor Ginn made a motion to authorize the advertisements. The motion was seconded by Councilor Hoffman and was approved unanimously with Mayor Ware abstaining.
5. Portable Kiosk & Travel Oregon Request. Mr. McDowell said that there has been a regional effort to have a portable kiosk with tourist information which could be placed at various locations around the area. He said that there has been a problem with finding staffing for such an effort but Linn County has said that they will take care of any staffing shortfall. There has been discussion about

where it would be placed with most of the ideas centering around rest areas on Interstate 5. Mr. McDowell said that the group is applying for funding and is seeking a contribution from the cities in the region. The city money would only be used if they are successful in obtaining their main funding. Councilor Ginn moved that the City contribute up to \$250 in matching funds for the project. The motion was seconded by Councilor Brenner and was approved unanimously.

DISCUSSION ITEMS:

1. City Hall Building Use Meeting. Mr. McDowell said that the Council had discussed having a meeting in October to discuss the use of the space which will be vacated by the Fire District. Councilor Shepherd asked if the Council had determined what types of uses would be permitted and how much rent would be charged. Mr. McDowell said that would be part of the discussion. He said he wanted to pick a date in October for the meeting. After reviewing everyone's schedule the date of Thursday, October 23, was agreed upon. The meeting will be held at City Hall.
2. Park Board – Memorials and Plaques. Mr. McDowell provided a copy of a policy proposed by the Park Board for the Council's comment. Mr. McDowell said that if it is acceptable to the Council he will put it in ordinance form for adoption at the next meeting. Mr. McDowell said that there have been a number of requests for memorials and plaques and the Park Board wanted to set a policy for how the requests would be handled. Mr. McDowell also provided a copy of the Pioneer Park policies for next year in which he had divided the facilities into three sections which could be rented separately. This will enable groups to rent just the facilities they need and should make the facilities available to more groups.

COUNCIL COMMENTS:

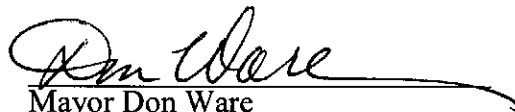
Councilor Hoffman said that the current meeting night has been a problem for her and she has been scheduled to teach a class this Fall on the fourth Tuesday so if the meeting date remains the same she will not be able to attend any more Council meetings before the end of her term. The Council discussed possible alternative meeting nights and decided on the third Thursday of each month until the end of the year. Mr. McDowell told the Council that he had been approached by Rob Wingren who was interested in forming a Local Improvement District to provide dust suppression on the road on Holloway Heights and said he may be bringing the matter to Council if Mr. Wingren decides to proceed.

CITIZEN COMMENT:

ADJOURNMENT: The meeting was adjourned at 8:30 p.m.



City Administrator S. Scott McDowell



Mayor Don Ware