

BROWNSVILLE CITY COUNCIL  
MEETING MINUTES

January 12<sup>th</sup>, 2010

**ROLL CALL:** Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Chambers, Gerber, Ginn, Van Sandt, Cole and Shepherd present. Also present were City Administrator Scott McDowell, City Planner Bill Sattler and Public Works Director Karl Frink.

**ADDITIONS AND DELETIONS:** Mr. McDowell added a discussion item concerning with a request to use the fire bays for a fundraiser. The Council decided to address the matter immediately. Mr. McDowell said that Mr. Rocky Lynne and the Willamette Country Music Festival will be doing a fundraiser at Main Street Coffee on February 13<sup>th</sup> and he had received a request to use the fire bay space during that time. Councilor Ginn said that Main Street Coffee will be selling coffee drinks and CLASA will be doing a fundraiser BBQ. Mr. Lynne will perform long with a meet and greet. The idea is that tables would be set up in the fire bays in case the weather was bad and the crowds large, so they would have somewhere to eat out of the rain. Councilor Gerber moved that the request be approved. The motion was seconded by Councilor Van Sandt and was approved six to zero with Councilor Ginn abstaining due to a conflict of interest.

**LEGISLATIVE ACTION:**

1. **Resolution 637 – Applying for Ford Family Foundation Funds on Behalf of Visit Linn Coalition.** Mr. McDowell said that the Visit Linn Coalition is applying for a grant from the Ford Family Foundation and needs a sponsor for the grant. He said that the City could be a sponsor and that the City would not incur any obligation for doing so. Councilor Cole moved that Resolution 637 be approved. The motion was seconded by Councilor Van Sandt and was approved unanimously.

**DISCUSSION ITEMS:**

1. **Capital Improvement Plan.** Mr. McDowell indicated that several Councilors had asked him if the Capital Improvements Plan should be modified given the general economic conditions. McDowell reported that there hasn't been any significant change to the City's finances but the Council might want to review the items to determine if any should be delayed or cancelled. Councilor Cole asked about the cost of the Water Master Plan being worked on by John Cunningham. Mr. McDowell said that it is mainly volunteer labor so there will be a significant savings compared to having an engineering firm contracted for the project; which would be between \$40,000-\$50,000. There will be some associated costs for the City Engineer's review. Mr. McDowell said that he is talking with the Oregon Association of Water Utilities (OAWU) regarding a comprehensive Utility Review which would cost \$15,000 to \$20,000 but won't be done in this fiscal year. He said the Utility Review would give 10, 15 and 20 year projections of rates needed to operate and maintain the utility systems. Mr. McDowell said that it is not mandated, but it would be very useful in planning for future rates. Mr. McDowell said that he is not planning on looking for a new auditor as the service from the current auditor has improved significantly. Councilor Gerber asked for an explanation of the item regarding running electricity to the wells. Mr. Frink explained that the wells are not tied into the water plant and it would be very helpful if they were connected especially in the event of an emergency. Mr. McDowell said that he will be visiting Veneta to see how their new utility billing software as they recently changed from the system the City is currently using to the new program he is considering. He said that if the upgrade is done it won't be until late in the year. After reviewing the rest of the items on the Capital Improvements 2009-2010 report, Council considered whether to change anything. Councilor Chambers said that she didn't see anything which could be cut, all of the projects looked like they needed to be done, except for the project at Kirk's Ferry Park. Mr. McDowell said that the money for that is budgeted only to allow the City to apply for an Oregon Parks & Recreation Department (OPRD) grant, the money

will not be spent unless the grant is obtained and won't occur in this fiscal year. Council agreed by consensus and chose not to remove any projects.

2. Community Development & Studies. Mr. McDowell discussed the prior work done by the City, such as the ODDA project and the Visitor Readiness Report. He provided a summary of those reports and recommendations to see what has been done and what still remains to be done. Councilor Cole suggested a visual guide to help businesses make themselves more attractive. Councilor Gerber suggested a pedestrian trail with a footbridge over the Calapooia River. Mr. McDowell said that the Park Board has discussed the trail system and is not overly interested in pursuing this concept. Park Board is more concerned with taking care of the existing facilities and improvements. Councilor Ginn stated that those kinds of projects are luxuries that need to be prioritized after the essential work is completed. Councilor Cole felt that the ODDA study was a bit idealistic. As an example, Mr. McDowell said the City already spends \$6,000 per year on bark dust for landscaping and adding more trails could add significantly to that expense. The Council talked about turnover of businesses in town. Mr. McDowell said that businesses will always come and go and the City cannot dictate what type of business people choose to start. Councilor Ginn suggested that each Councilor review the recommendations of the two reports and discuss their suggestions with Mr. McDowell so he can collate the input for the February Council meeting.

NEW / OLD BUSINESS: Councilor Chambers said that she had learned that someone in town had been cited for practicing archery in their yard which she didn't think was appropriate and suggested the Council review the ordinance regarding the discharge of weapons in town. The Council agreed to discuss it at the next meeting. Mr. McDowell said that staff has been working on an abatement issue regarding RV occupancy. Councilor Shepherd requested that Title 15 of the Brownsville Municipal Code also be added to the agenda for regular January meeting.

ADJOURNMENT: Councilor Shepherd moved that the meeting be adjourned. The motion was seconded by Councilor Ginn and was approved unanimously. The meeting was adjourned at 8:45 p.m.



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City Administrator S. Scott McDowell



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Mayor Don Ware