



## Council Minutes

October 27<sup>th</sup>, 2020

**ROLL CALL:** Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Block, Thompson, Gerber, Hansen, Chambers and Neddeau (*Arrived 7:25 p.m.*), Administrative Assistants Tammi Morrow, Elizabeth Coleman, and City Administrator Scott McDowell present. Councilor Neddeau arrived at 7:25 p.m. due to teleconference technical difficulties.

**PUBLIC:** Sergeant Greg Klein (*Linn County Sheriff's Office*), Laura LaRoque (*Udell Engineering*), Kimberlee Clayton, Scott Gese, Allen Buzzard, Michael Humphreys, and Tia Parrish (*The Times*).

The pledge of allegiance was recited by Mayor Ware.

City Administrator McDowell reminded everyone of the ground rules for speaking and interacting during the teleconference. Others speaking at the Citizen's Comments time will have 3 minutes each. Council motions will be done differently. Councilors will raise your hand to oppose motions in order to efficiently vote on matters before Council. Anyone wishing to speak will need to select the raised hand icon or dial \*2 on their telephone or mobile telephone.

**ADDITIONS AND DELETIONS:** None tonight.

**MINUTES:** Councilor Gerber made a motion to approve the September 22<sup>nd</sup>, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

**PUBLIC HEARING | PRESENTATIONS:** None tonight.

### **DEPARTMENT REPORTS:**

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Greg Klein delivered the report for the month of September 2020. Klein reported 18 traffic citations, 12 warnings, and 208 total hours spent for the City. Traffic citations for the month of October are 22 so far. Councilor Block asked if there was anything that Klein could tell us that was not in his report? Klein said there was not much else going on really. Overall, the summer months were fairly calm, not counting the fires which were obviously quite traumatic. Klein stated that LCSO would like folks to always remember to lock up their vehicles and take extra precautions against theft such as parking the vehicle in the driveway, close to the house, possibly under a light for better visibility and deterrence.
- 2. Public Works.** Mr. McDowell will deliver the Public Works Superintendent Report tonight.
- 3. Administrator's Report.** McDowell shared his screen and recapped the tax bill snippet. It is important to remember as the tax bills come out and folks may be concerned and complaining. Please remember that only 41.32% goes to the City. Mayor Ware asked Mr. McDowell to review the monthly financial recap. McDowell



## Council Minutes

did so showing each column and explaining what the numbers mean to the City. Mayor Ware stated that a new water bond is looming as well.

McDowell gave an update on the traffic calming devices out on Highway 228. Council had asked ODOT to remove these planters several months ago. McDowell has been informed that the City will need to bear the cost of having these planters removed. Staff will get some cost estimated for the project and bring it back to Council for review.

McDowell reported that all seems to be going well for Public Works. These cool, crisp mornings make us think of water lines breaking, but all is good so far.

Mr. McDowell reported that the City has received an *Excellence in Safety* award from City County Insurance (CIS). This award is a testament to our hardworking Staff every day.

McDowell stated that Sweet Home Sanitation (SHS) would like to move Clean Up Day from October to April. The event will remain depot style and stationed up at the Rec Center. This last event had a few bobbles. Folks were turned away from dropping items that were normally accepted, such as mattresses and wood. It was estimated that about 70% less items were taken than on a normal event. SHS stated that their transfer station was quite busy that day! Mr. McDowell and Superintendent Frink have had a discussion with SHS management to address the discrepancy and how to improve for future events.

McDowell reported that Staff has decided to go ahead and hold the Park Lottery this year as normal. Interested folks will get a letter in late November detailing the park reservation lottery system. The ongoing pandemic makes it hard to predict whether the City will be able to open facilities and allow folks to congregate. The invitation this year will state that reservations may have to be cancelled due to pandemic restrictions. Refunds will be issued as needed.

McDowell reported that the City has received five reimbursement payments through the CAREs Act. The total amount received is \$54,850.38. Mrs. Morrow continues to do a great job managing that project.

McDowell reported that the City has received the Oregon Health Authority (OHA) 28-page sanitary survey. McDowell stated that the City has always come through these surveys very well, thanks in large part to Superintendent Frink and his staff. Frink has always been great at submitting his required reports on a timely basis.

OHA is also contemplating some new stricter rules and regulations that may be coming out the 1<sup>st</sup> of November. These rules have been modified because they made it almost impossible for public safety employees to respond to emergency calls. Once the State modifies some of those provisions, the City should see those rules handed down by OHA and OSHA.

4. **Planning.** Mrs. Coleman reported that the Planning Department did not experience downtime during the pandemic! She has been quite busy with folks taking the opportunity to remodel, work in their yards, and doing other improvements.
5. **Library.** No comments.



## Council Minutes

6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** No comments.

### **LEGISLATIVE ITEMS:**

1. **Ordinance 785 – Gese Alley Vacation.** Mrs. Coleman reported that Scott Gese, 119 Walnut, has requested a vacation of a 6' alley adjoining his property on the south side. It is an alley that is of no use to the City now or going forward. Mayor Ware asked for comments. Councilor Block stated that he sees no problem with it. Laura LaRoque, Udell Engineering, who was representing Mr. Gese requested that the Council pass this legislation as an emergency so that the property owner can move forward. *Councilor Block made a motion to approve O 785 on an emergency basis. Councilor Gerber seconded the motion, and it passed unanimously.*

### **ACTION ITEMS:**

1. **Street Sweeping Intergovernmental Agreement (IGA).** Mr. McDowell reported that the City of Lebanon has been doing our street sweeping for more than fourteen (14) years. The cost has always been \$682 per quarter. Staff has been unable to locate the original agreement. The City of Lebanon would like to enter into an IGA with the cost going to \$600 per month. McDowell stated that the City has been getting a good deal for many years, and it is nice to do business with a neighboring town for a variety of reasons including goodwill. The price seems competitive with other street sweeping outfits. *Councilor Gerber made a motion to approve the street sweeping IGA as proposed. Councilor Block seconded the motion, and it passed unanimously.*
2. **Joint Emergency Coordinator Proposal (IGA).** McDowell reported that neighboring cities and fire districts have reached out to Brownsville to join the others in exploring the creation of an emergency management coordinator position that would service our local cities and fire districts. Council would need to authorize an IGA and expenditure to staff a full-time person for this position. At a recent meeting, all entities felt that it is a good time to facilitate this position. The recent wildfires showed areas that could benefit from better response planning and coordination for response in our local areas. McDowell would like to explore the benefits of this idea; cost has not yet been determined. The first step would be to create an IGA for Council to review. *Councilor Neddeau made a motion to authorize Mr. McDowell to proceed with this proposal. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Approve 2020 Employee Handbook.** Mayor Ware stated that he had read the whole document! McDowell reported that every 5 years or so CIS, League of Oregon Cities (LOC), and their attorneys go through and review the handbook policies and make sure they comply with State requirements. The City needs to approve this handbook to be in compliance with State and local laws. The Handbook and Appendices included are not contractual; they are guidelines. *Councilor Gerber made a motion to approve the Employee's Handbook as proposed. Councilor Hansen seconded the motion and it passed unanimously.*



## Council Minutes

4. **2021 Council Meeting Schedule.** McDowell provided the Council Meeting schedule for 2021. *Councilor Thompson made a motion to approve the schedule as proposed. Councilor Neddeau seconded the motion, and it passed unanimously.*

### **DISCUSSION ITEMS:**

1. **Board and Commission Appointments.** McDowell suggested that since we had no response to the board and commission vacancies advertisements, that perhaps we should change how we are going about the process. McDowell suggested appointing Mayor Ware to seek out interested applicants. Councilor Block expressed interest in helping with the process.

**RV Ordinance & Zoning Code Amendment.** Last month Council sent McDowell forth to prepare the RV Ordinance. After consulting with Mrs. Coleman and City Planning Advisor Dave Kinney, it was determined that their project, amending the zoning code, is nearing completion. McDowell reported that the City will dovetail these two issues together due to the public hearings and notification requirements. McDowell asked Council their preference – proceeding during the pandemic, or waiting until Council can reinstate live meetings? Discussion followed with Councilors on both sides. Consensus ruled that Council should proceed with the proceedings now. McDowell reminded Council that DLCDC has not waived any of their rules, and that this process will follow State law as usual.

2. **Surplus Sale Outcome.** McDowell reported that the surplus sale was a success. All items were sold, and have been removed from the insurance schedules.
3. **September Financials.** No comments.

**CITIZEN COMMENTS:** Allen Buzzard suggested putting a notice on the utility bill when the City is searching for applicants for City boards and commissions. He stated that not everyone gets the local paper, and the utility billing would reach everyone with a City account. Buzzard questioned the need for street sweeping every other week. Councilor Hansen responded that the street sweeping is actually once a month, not every other week.

**COUNCIL COMMENTS:** No comments.

**EXECUTIVE SESSION:** Council entered into executive session at 7:56 p.m.

- Council will be discussing a real property transaction(s).
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the



## Council Minutes

general subject of the session as previously announced. No decision may be made in executive session.

- A final decision may be made after this Session.

Executive Session ended @ 8:02 p.m.

There being no further action or business of Council. The regular meeting was adjourned.

**ADJOURNMENT:** *Councilor Gerber moved to adjourn the Council meeting at 8:02 p.m. Councilor Block seconded the motion, and it passed unanimously.*

A handwritten signature in blue ink, consisting of the initials "SM" in a stylized, cursive font.

\_\_\_\_\_  
City Administrator S. Scott McDowell

A handwritten signature in blue ink, consisting of the initials "DW" in a stylized, cursive font, followed by a long horizontal stroke.

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Mayor Don Ware