



Council Minutes

December 15th, 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, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell present.

PUBLIC: Sergeant Beth Miller (*Linn County Sheriff's Office*), Kimberlee Clayton, Allen Buzzard, Council-elect Michael Humphreys, Bryan Bradburn, Chenoweth Robertson (*Central Linn Community Foundation*), and Tia Parrish (*The Times*).

City Administrator McDowell reminded everyone of the ground rules for speaking and interacting during the teleconference. Folks speaking at the Citizen's Comments time will have 3 minutes each. Council motions will be done differently. Councilors will raise their 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 devices.

The pledge of allegiance was recited by Mayor Ware.

ADDITIONS AND DELETIONS: McDowell would like to add Item D. under Action Items for a refinance possibility.

MINUTES: *Councilor Hansen made a motion to approve the November 24th, 2020 meeting minutes as presented. Councilor Gerber seconded the motion and it passed unanimously.*

PUBLIC HEARING | PRESENTATIONS:

- 1. Central Linn Community Foundation (CLCF) – Chenoweth Robertson.** Mayor Ware recused himself from this discussion and vote as he is on the CLCF Board. Chenoweth Robertson was present to request the annual \$1,000 partnership donation from Council. Last year the CLCF awarded \$6,000 in grants for the community. Councilor Thompson stated that she believes the funds are used for a lot of good work in the community. She would like to see the City of Brownsville partnership funds spent locally in Brownsville as they are taxpayer's dollars. Robertson responded that several grantees were indeed given to Brownsville entities but that the CLCF receives funds from other entities outside of Brownsville. CLCF philosophy is that Brownsville is part of the whole Central Linn community. *Councilor Gerber moved to approve the CLCF request in the amount of \$1,000. Councilor Block seconded the motion, and it passed unanimously.* Mayor Ware commented that the CLCF has been operating for 10 years now! He has all the paperwork if anyone would like to see it.
- 2. Emergency Preparedness Committee (EPC) Annual Report.** McDowell gave the annual EPC Council report from Norman Simms and an overview of activities for the year. The group has been quite busy this year during the pandemic, meeting and exceeding the goals they had set. Members include President Norman Simms, Marilee Frazier, Scott McDowell, Tammi Morrow, Fire Chief Kevin Rogers, Fire Chief Travis Hewitt, and Hilary Norton, Halsey City Administrator. The group intends to put tidbits in the newsletters going forward. The group also would like to recommend that Council modify the Brownsville Municipal Code to require Council members to take the National Incident Management Systems (NIMS) training every two years or four



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years. This training will help Council provide leadership and vision in the event of an emergency. Many elected officials in other cities have expressed gratitude that they had this training prior to an emergency situation.

- 3. Linn County Sheriff's Office (LCSO).** Mr. McDowell shared and reviewed the LCSO interactive dashboard with Council via screen share. It looks like it could be a very powerful tool for seeing what kinds of activities are happening in Linn County & Brownsville. McDowell invited Council to contact him for further information or to review the dashboard in greater detail.
- 4. Cybersecurity Concerns.** McDowell reminded Council of the cybersecurity policy that was passed earlier this year. This policy needs to be reviewed periodically. Cybersecurity is the fastest growing area of crime in the world, and it is likely to continue to grow exponentially. CIS requires the City to have a policy. McDowell said that resources will eventually need to be budgeted for this area.

DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Beth Miller delivered the report for the month of November 2020. Miller reported 26 traffic citations, 30 warnings, and 204 total hours spent for the City. Other incidents include a rash of vehicle break-ins around town, and tools and items stolen from an outbuilding on a property. It is also important to watch for porch pirates (people stealing packages from front porches). Mayor Ware welcomed Sergeant Miller (Sergeant Klein's replacement) and stated that we will likely keep expressing concern about motorists speeding through town.
- 2. Public Works.** Mr. McDowell stated that Public Works has been busy preparing the town for Christmas and dealing with a couple of water leaks. Pacific Power has requested a modification to the metering for the flower baskets on the bridge. Public Works Superintendent Karl Frink has hired Norm's Electric to take care of the request. Mr. Rick Wingren reported that he has contacted Pacific Power for clarification. Mr. Frink has been dealing with multiple supply priorities at the Water Treatment Plant. The Automation Group and Pacific Excavation have been assisting in diagnosing a valving issue.
- 3. Administrator's Report.** McDowell reported that a tree fell in Kiddie park next to the Water Treatment Plant and damaged the fence. The damage has been turned into CIS, pending repair estimates.

The Chamber of Commerce put on a wonderful tree lighting ceremony on December 4th, 2020 on Spaulding Avenue. There was great crowd turnout, new lights on the tree, carols were sung, and it was a wonderful event.

McDowell reported that Councilor Block attended his last LCSO meeting as an active council member. Block has been faithful to these meetings, and we are fortunate to have had him on the committee representing Brownsville. McDowell reported that Measure 110 is basically the decriminalization of drugs and criminal charges. LCSO now has no probable cause to search vehicles according to Yon. Sheriff Yon is encouraging Council to advocate for the police to lose none of their powers on this issue. The LCSO levy was recently defeated. They will be going out for the measure in May or November, it seems the timing was off currently. This levy is an important portion of how LCSO funds themselves.



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McDowell reported that he had another teleconference regarding the regional emergency coordinator. It is time to talk about the financial implications, and how to fund the position long term. Several of the districts will need to budget for the position in the next fiscal year, a job description is also in the works. This agreement will likely come to Council in March or so.

OR-OSHA recently passed a lot of temporary rules regarding Covid-19. McDowell and Morrow have taken the lead in working on compliance with these assessments and training requirements. Municipal courts were not shut down by the Chief Justice, but many higher courts were. The City may follow suit. We will reassess after court is held tomorrow. Many courts have closed until April. We have used good protocols and procedures to stay open.

McDowell reported that Amazon will be shooting a commercial here in town in the next few days. They are capturing iconic Stand by Me sites for the commercial. They will be using main Street and the Howe building for part of the shoot. Mr. Baldwin has secured all the necessary permits and provided the City with a certificate of insurance.

Mr. McDowell reminded Council that they should have received the Officials Handbook in the mail. An acknowledgement signature is required for the City by CIS to have on file. Please return signature pages to Mrs. Morrow.

McDowell reported that he has met with councilors-elect Michael Humphreys and Adam Craven for training. It is working out well. Their first official meeting will be the January meeting.

McDowell provided a report from Standards and Poor's discussing the changes to be expected for the Presidential transition to Joe Biden.

4. **Planning.** No comments.

5. **Library.** No comments.

6. **Court.** No comments.

7. **Council Comments.** Mr. McDowell stated that December 15th, 1791, the first amendments to the Constitution were ratified. He gave a brief history of this momentous event explaining that President Franklin Delano Roosevelt first proclaimed this day, December 15th, Bill of Rights Day. President Harry Truman made it an annual event in 1962.

Councilor Gerber gave a short public service announcement regarding the Covid-19 vaccination, and recommended that folks should get the vaccine when it is available. Gerber explained the process used and described what was known about the vaccine.

8. **Citizen Comments.** No comments.

ACTION ITEMS:

1. **Council Retreat & Goal Setting Session.** Council discussed possible dates for the Council retreat. This is a very important work session as it helps Staff to focus on Council goals for the next two years. Budgeting will need to be done around these goals to help direct Staff and the necessary resources to accomplish adopted goals. Council



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agreed to February 20th, 2021, with the session beginning at 9:30 a.m. McDowell will send out logistics to all soon.

2. **Calapooia Food Alliance (CFA) Red Barn Agreement.** *Councilor Block made a motion to approve the agreement as presented. Councilor Thompson seconded the motion and it passed unanimously.*
3. **Budget Committee Appointment.** *Councilor Block made a motion to appoint Wendy Toshitsune to the Budget Committee. Councilor Thompson seconded the motion and it passed unanimously.*
4. **Refinance Issue.** *McDowell reminded Council that when the City recently refinanced the debt, the OCDD debt was not included because they were revenue bonds and not general obligation bonds. In the current situation, lenders are lending money at very low rates. A refinance could potentially save the City about \$30,000 to \$50,000 over the life of the loan. Councilor Gerber made a motion to authorize Mr. McDowell and Mayor Ware to investigate this option and more forward as needed. Councilor Neddeau seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **Council Member Transition.** *McDowell would like to recognize Councilor Block and Councilor Chambers next month after the January teleconference meeting. He thought that after the January meeting, willing Council members could gather in the Community Room in small retreat fashion, and present Block and Chambers with small parting appreciation gifts. The City will do a resolution in their honor as usual. Mayor Ware stated that it would be nice to personally thank them for their service; both have provided a lot of insight and value to Council. Council agreed to the retreat by consensus.*
2. **November Financials.** *No comments.*

ADJOURNMENT: *Councilor Hansen made a motion to adjourn at 8:03 p.m. Councilor Chambers seconded the motion and it passed unanimously.*

Handwritten signature of S. Scott McDowell in blue ink.

City Administrator S. Scott McDowell

Handwritten signature of Don Ware in blue ink.

Mayor Don Ware