



# Council Retreat & Goal Setting Session Minutes

February 17<sup>th</sup>, 2022

Members of Council met February 17<sup>th</sup>, 2022 in the Community Room for a retreat and goal setting discussion at City Hall, Brownsville, Oregon at 3:30 p.m. Goal setting, open to the general public, began at 3:30 p.m.

**Present:** Mayor Ware, Council President Hansen, Councilor Chambers, Councilor Neddeau, Councilor Thompson, Councilor Craven, Council Humphreys, Administrative Assistant Tammi Morrow & City Administrator Scott McDowell.

**Public:** No one was present.

McDowell presented the slides attached to these minutes as reference. Council received an agenda along with these slides, FY 2021.2022 goals and Council values a week before the meeting due to the upcoming regular session.

McDowell reviewed the City's three resources, 1) time, 2) money, and 3) energy. Staff capacity has been reached. McDowell shared slides recapping 'The Daily Grind' which were examples of daily, weekly and monthly required tasks of Staff. The list is not all encompassing but give Council the idea of the current workload.

McDowell then shared Current Projects slides and gave brief updates on each item with the related Staff impacts.

1. *Court Decision* – Council will need to make a decision on the future of the municipal court. McDowell explained the history, and briefly outlines the options moving forward.
2. *Staff Development* – Human Resources is a part of making sure the City has a quality work force. Continuing educational requirements and training continually happens.
3. *Council Development* – Twice a year Council meets to work on improving their performance with Staff and to fine tune any meeting logistics issues.
4. *River's Edge Subdivision* – Phase II and III are under construction. Public Works is still very active as well as Planning on this matter.
5. *Housing Developments* – There are multiple projects all over town being considered.
6. *Utility Capacity Issues* – The development has caused a deeper dive on water and sewer needs due to the rapid construction of River's Edge. Staff is currently analyzing data to make recommendations to Council.
7. *Firewall & Managed IT* – McDowell has brought in Vantaggio to install a new firewall. One day, City operations will require a blade server.
8. *Link Transportation* – Mayor Ware, Councilor Thompson need to sit down and create a strategic plan for this project if Council would like to proceed.
9. *City Hall Computer Installations* – Administrative Assistant Jannea Deaver and Administrative Assistant Tammi Morrow's workstations need to be upgraded.
10. *Alyrica* – Matt Coleman reports that Alyrica will soon start Phase II installations. Public Works Superintendent Karl Frink will be marking utilities and answering questions during this project.



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11. *Rec Center Architect* – Woodblock & Associates met this week to complete their initial assessment of the Rec Center. McDowell is working on scope and other requirements of the project.
12. *Facilities Committee* – We need to get this effort started again.
13. *LCSO Coordination* – McDowell coordinates the quarterly Sheriff's Office meeting.
14. *Budget Preparations* – McDowell & Morrow have already started on preliminary budget information which will be in full swing in April and run through July.
15. *Canal Company* – McDowell & Councilor Craven are working on this massive project. Many decisions and public meetings will be required.
16. *CIS Training* – Attending annual training and miscellaneous training throughout the year.
17. *Central Linn Recreation Center Assistance* – Katy Kallai is new to the presidency. Councilor Craven and Staff will need to assist this first year.
18. *Other Boards & Committees* – Other duties as assigned.
19. *Disaster Preparedness* – McDowell, Morrow and Frink will be heavily involved in this effort once a third-party vendor is hired.
20. *TrafficStat* – Frink continues to collect and gather data.
21. *Planning Code Changes & Land Inventory* – Coleman & Kinney continue to prepare all the details for this major undertaking.
22. *Equipment Procurements* – The City needs to purchase a copy machine among other purchases for Public Works.
23. *Handbook Update* – Changes may be coming this Fall.
24. *Advocacy* – Continuing efforts on CAT and other topics of interest including recreational immunity & law enforcement issues.
25. *MVP & JayRay* – Fulfilling the contract with the other seven cities. ROI grant administration, a new logo, marketing ideas and a website will be completed.
26. *Public Works Standards* – Frink, Coleman and McDowell are reviewing these standards that were originally adopted in 2014. Dyer Partnership have made key updates. Council will be asked to ratify these at a later date.
27. *Cybersecurity* – Staff continues to be vigilant. Efforts are being made to keep the City's computer infrastructure protected.
28. *Grants Management* – ARPA & ROI grants have reporting requirements and disbursement responsibilities.
29. *GR 12 Waterline* – The City needs to construct this project as soon as possible.
30. *WCMP* – OAWU and Frink are working on the water system data to deliver a required report to the State.
31. *TMDL DMA Requirements* – Staff will need to hire the City Engineers to assist with this effort.
32. *City Hall Foyer Leak* – McDowell continues to work with ServPro to make this repair.



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33. *Cemetery Issues* – Public Works have a few projects planned as time allows.
34. *Feuds* – Staff cannot continue to play town referee when neighbors feud. Council should get involved.
35. *Remington Park* – McDowell will provide a report Tuesday evening.

McDowell shared some “creative” ways to finance all these improvements, however the cost to the citizens would be tremendous. McDowell reminded the group of the bonding limit imposed by the refinancing of \$2.4M until February 2024. The City has too many major needs to spend money on other community wants.

The meeting adjourned at 6:12 p.m.

**ATTEST:**

A handwritten signature in blue ink, appearing to be "SM", written over a horizontal line.

Scott McDowell  
City Administrator

**APPROVED:**

A handwritten signature in blue ink, appearing to be "DW", written over a horizontal line.

Don Ware  
Mayor