



# Council Minutes

July 26<sup>th</sup>, 2022

**ROLL CALL:** Mayor Ware called the meeting to order at 7:00 p.m. with Councilor Thompson, Council President Hansen, Councilor Humphreys, Councilor Chambers, and Councilor Neddeau were all present and City Administrator Scott McDowell was also present.

**ABSENT:** Councilor Craven (*excused*), Public Works Superintendent Karl Frink (*vacation*), & Administrative Assistant Tammi Morrow (*vacation*.)

**PUBLIC:** Barbara Andersen, Tia Parrish (*The Times*), Sergeant Steve Frambes, and Deputy Greg Newman were present.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** None were made.

**MINUTES:** McDowell shared that Councilor Thompson meant to abstain from the Transient Room Tax Ordinance repeal, (*Ordinance 789*), at the last meeting. Councilor Thompson owns an Air BnB and did not feel it was appropriate to vote on that matter though it was not stated as part of last month's record.

*Councilor Chambers made a motion to approve the June 28<sup>th</sup>, 2022 Council minutes as presented. Councilor Hansen seconded the motion and it passed unanimously.*

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Cascade West Council of Governments (COGS) & Ryan Vogt.** Cascade West Council of Governments Executive Director Ryan Vogt reviewed the COGS services and programs. Meals on Wheels was highlighted. Vogt has been gathering an annual report for members to see the depth of services provided by COGS. Vogt mentioned that there are six COGS around the State all of which are very different and carry out different tasks for their membership. Council was thanked for being a member. Mayor Ware was noted as being a member of the COGS board.
2. **Annual Project Outlook Checklist Review.** McDowell reviewed the Project Outlook Checklist with Council for FY 2021.2022. Every year this document is published to ensure that the organization is tracking on Council goals and objectives. The document is directly linked to the budget which sets priorities for the year. New items crop up for a variety of reasons that reorder priorities. Staff documents any changes that occur via reports and Council updates. Overall it is a very useful planning tool. Council receives this report three times a year. McDowell said it also a part of the annual Prospectus that includes the Summary Report Card on all services provided by the City along with a running 'institutional memory' of all projects completed since 2007. These documents serve other committees especially the Budget Committee in the preparation of the annual budget.
3. **City Website Review.** McDowell reviewed the City website including a review of the Emergency Preparedness website which is also maintained by the City. McDowell shared several pages and highlighted the sites functionality and operational capabilities. McDowell showed how to get to forms and explained that Staff was in the process of turning permits and applications into fillable forms for the public's convenience. McDowell demonstrated how and where to find certain pieces of information. The City is extremely transparent with all the information that is on the website. The EPC website has links and pdf documents that can help anyone who wants to prepare for an emergency situation. McDowell opened a couple of documents for demonstration purposes. Councilor Chambers commented that both sites have great information and are a credit to the City.



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## DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Steve Frambes reviewed the numbers from June. Frambes said he was concerned about not getting the hours required by the contract this last month. McDowell brought the numbers up on the display and showed that the Sheriff's Office averages over 200 hours for the last eighteen months. McDowell said this was the first time in nearly sixteen years that the Sheriff's Office hasn't met or exceeded the hours. McDowell shared that there was a provision put in the new contract for this exact issue.

Frambes shared a few specific instances that occurred throughout town. He mentioned that there was only one property crime in June which is unusual, in a good way. Councilor Hansen asked how heat affects the kinds of calls the Sheriff's Office receives. Sergeant Frambes said everything really goes up. When the weather turns nice, Search and Rescue are busy. Accidents rise, property crimes rise along with abnormal behaviors brought on by alcohol and narcotics. In the Summer, there are also a lot of people in from out of the area. Frambes re-introduced Deputy Greg Newman.

Newman transferred to detectives a few years back and is now once again in the rotation for south County. Newman shared that Google maps directs people heading from Eugene through Brownsville to get to Lebanon. He shared some patrol ideas and was really happy to be back in the area. McDowell complimented both Newman, Verhoff and Frambes for their exceptional service to the City. McDowell explained that Newman was a 'rockstar' during his first tour in south County and Frambes is very attentive to requests by, not only Brownsville, but all the contract cities.

2. **Public Works (PW).** Superintendent Karl Frink was excused. McDowell reviewed a few Public Works challenges over the last month. Now is prime time for the Public Works crew to get things done. They have been busy supporting events and mowing throughout town. McDowell shared that Public Works Superintendent Frink is working on blowing out the wells later this summer, early fall. He is working on repairing the fence on the east side of the Water Treatment Plant that was damaged due to a tree falling. The City will be removing the old Water Treatment Plant as a result. Public Work will be removing the identification signs for several public spaces including Pioneer Park so that the signs can be repaired and freshened up.
3. **Administration.** McDowell reviewed the Rec Center Renovation project components briefly. He shared upcoming events in Pioneer Park for the months of August and September. Wade Long of Rally on the River was very happy about the outcome of the vintage trailer show. Mr. Long will attend the September meeting to give a recap and share some future plans for the rally.

McDowell reported on the personnel transitions happening at the Linn County Planning & Building Department. McDowell recently attended a quarterly meeting with Administrative Assistant Elizabeth Coleman where cities were able to discuss planning challenges and receive training updates. The County is still working on the implementation of their e-permitting system. Several suggestions were shared amongst the group.

McDowell said the LCSO Quarterly meeting was scheduled for September 1<sup>st</sup>, 2022. Councilor Humphreys is the Council representative and Councilor Chambers would like to attend the upcoming meeting also.

McDowell reported on the challenges of the Weeds & Nuisance program. Weather made mowing difficult to accomplish in a timely fashion. Everyone was great to work with this year. Nearly everyone has already complied or are in the process of complying with the City ordinances.

McDowell & Frink reviewed the Water Management & Conservation Plan (WMCP). The WMCP was required by the State of Oregon due to a lawsuit filed against the State by Water Watch in 2010. McDowell said that the City has filed the report with the Oregon Water Resources Department



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(OWRD) and will await for the notes from the official review. Council will be asked to officially adopt the plan on it has been approved by WMCP.

McDowell said that the City Auditor will be doing the audit August 8<sup>th</sup>, 2022. Staff has been busy making preparations. McDowell is still awaiting the next draft of the Pacific Power franchise from Pacific Power. They are taking their time. Canal Company leadership is still considering the draft agreement.

McDowell shared information about 811 and reviewed City responsibilities as it relates to State law. McDowell reviewed the purpose of the Policy & FYI document which he had passed out prior to the meeting. The document is on the City website at [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us). McDowell said the document is a great source of information for Council members, Board & Committee members as well as member of our community both new and old. McDowell began compiling these policies about four years ago as a way of explaining why and when the City does certain items. McDowell hopes that this will be a useful tool for Council members and Staff alike.

4. **Planning.** Report included in the Council Agenda Packet. No comments.
5. **Library.** Report included in the Council Agenda Packet. No comments.
6. **Court.** Report included in the Council Agenda Packet. No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** Barbara Anderson, Linn County Museum, asked if it would be possible to paint the Stage if the City supplied the paint. Anderson noticed the Stage needed painted when she was in the Park using the Stage for Stand by Me this last weekend. McDowell was happy to hear of her volunteer spirit. We can make that happen. McDowell said that the Stage is painted often, but like all outdoor public spaces takes a beating from the elements.

### LEGISLATIVE:

1. **Resolution 2022.18: Water Management Conservation Plan Acknowledgement.** *Councilor Hansen made a motion to approve R 2022.18 as presented. Councilor Neddeau seconded the motion and it passed unanimously.*

McDowell explained the process from this point forward. In thirty days time, the report will receive a review from Linn County Emergency Management and then be sent to the Oregon Water Resources Department for official review and approval. McDowell said that later this year Staff will come back with ordinance suggestions and other implementation requirements like leak detection.

2. **Resolution 2022.19: Authorizing Psilocybin Ballot Measure.** *Councilor Chambers made a motion to approve R 2022.19 as presented. Councilor Humphreys seconded the motion and it passed unanimously.* McDowell explained that the ordinance will only be valid if the citizens decide to ban psilocybin through voting on the issue at the upcoming General Election in November.
3. **Ordinance 790: Psilocybin Ban.** This legislation will pass pending the vote at the November election.

### ACTION ITEMS:

1. **Central Linn Recreation Center Renovation Project.** Council discussed a proposal for Phase II as prepared by Woodblock Architecture. McDowell explained he had not had time to thoroughly review the proposal, but in conversation with Jonathan Dunn, Woodblock Architecture, the number



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would be a not to exceed. McDowell asked Council to turn to page 6 of the proposal where he read the six major components that Woodblock would be providing through the renovation construction process. Woodblock, VLMK Engineering & KCL Engineering would be providing, 1) design development services, 2) construction documents, 3) permitting, and 4) construction administration. McDowell asked if Council would consider moving forward with the proposal pending a review by Mayor Ware and himself. McDowell said that the total fee is nearly 10% of the total project cost based on Council's defined scope. McDowell said that engineering is typically 15%-17% of any given project.

*Councilor Chambers made a motion to accept Woodblock Architect's proposal in the amount of \$157,476 pending further review by Mayor Ware and Administrator McDowell. Further, to authorize the Mayor & City Administrator to execute the necessary documents for this proposal. The Mayor and Administrator may refer the matter back to Council upon their review. Councilor Thompson seconded the motion and the motion passed unanimously.*

### **DISCUSSION ITEMS:**

1. **Utility Ordinances Revisions.** McDowell discussed a few proposed changes for the utility ordinances. Changes that would increase efficiency and eliminate unnecessary confusion. Council agreed by consensus to review the ordinances as reviewed for future Council consideration.
2. **Nuisance Ordinance Consideration.** McDowell discussed adding a seventy-two (72) hour notice to the ordinance that would pertain to weeds and noxious vegetation. Councilor Humphreys asked a question about timing and contacting the property owner. McDowell explained that this City does contact the property owner but in some cases the property does not have a valid phone number.
3. **ROI Grant Disbursements.** Mr. McDowell reported that no changes were made although the group, REAL, is considering hiring a third-party to facilitate a future strategy discussion which would be eligible under the remaining grants funds.
4. **June Financials.** No comments or questions.

### **CITIZEN QUESTIONS & COMMENTS.**

No one chose to speak.

### **COUNCIL COMMENTS.**

Councilor Chambers shared her favorite quote from the Council Agenda packet which was, "Expect nothing and appreciate everything." Mayor Ware said he was partial to the quote, "Never ruin an apology with an excuse."

Council Humphreys asked about the lack of Canal Company progress. McDowell explained that this has been going on for decades. The City is close to working with the group on their terms. Right now, it is a bit of a waiting game. The impacts to the City could be damaging if we are unable to work out a partnership.

Councilor Hansen asked if this meeting time was a record. McDowell said the record is 38 minutes, at least over the last sixteen years.

Mayor Ware reminded everyone that next month is August recess. Council will meet again on September 27<sup>th</sup>, 2022 and Councilor Craven will be presiding.



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**ADJOURNMENT:** *Mayor Ware adjourned at 8:05 p.m. All voted in favor of adjournment.*

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City Administrator S. Scott McDowell

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Mayor Don Ware