



Council Minutes

December 20th, 2022

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Council President Hansen, Councilor Thompson, Councilor Neddeau, Councilor Craven and Councilor Humphreys present. Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

ABSENT: Councilor Chambers was excused.

PUBLIC: Michael Winklepleck, Joni Nelson, Dan Murphy, Joshua John Bloomfield, Barbara Andersen, Marilee Frazier, Alice Tetamore, Chenoweth Robertson, Dean Larsen, Tia Parrish (*The Times*), and Deputy Frambes (*LC*SO) were present.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: No additions or deletions.

MINUTES: Councilor Hansen made a motion to approve the November 22nd, 2022 Council minutes with one correction to include Councilor Craven as attending the meeting. Councilor Humphreys seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Central Linn Community Foundation | Chenoweth Robertson.** – Central Linn Community Foundation’s (CLCF) Chenoweth Robertson asked for the City’s continued support for their community grant program. Robertson highlighted the Foundation’s programmatic and philanthropic efforts in the Central Linn Community. More information on the Foundation is available at <https://centlinncf.org>.

Councilor Neddeau made a motion to approve supporting the partnership with the Central Linn Community Foundation for \$1,000. Councilor Thompson seconded the motion and it passed unanimously.

2. **Brownsville Art Association | Alice Tetamore.** – Alice Tetamore provided the annual report from the Brownsville Art Association expressing appreciation for the City’s partnership. Artists from multiple artistic disciplines come from all over the valley to be a part of the Art Center with over forty artists being members of the Association. The Association has the Center open for every event and hosts many of their own events throughout the year. Tetamore indicated the Association is looking forward to being outreach and educational classes once again. The Pandemic halted these offerings. People are starting to express interest again. Chris Seale does an amazing job keeping the Center open as well as the many artists who help. Tetamore shared the history of the Center and the improvements made by the City and the Association. For more, please visit <http://brownsvilleart.org>.
3. **EPC Annual Report | Simms & Frazier.** – Marilee Frazier & Tammi Morrow presented the annual report on behalf of the Emergency Preparedness Committee. Frazier highlighted the importance of being ready in the event of an emergency. The City of Halsey, the Brownsville Rural Fire District, the Halsey-Shedd Rural Fire Protection District, and the Central Linn School District partner on this effort. Frazier said the school was an integral part of the communities educational outreach program. She said that the students are not aware of how 911 works. She shares how to make an emergency phone call along with a ‘go-bag’ to show students what to pack and what to have ready. Frazier said the group will be working with the local fire departments to increase awareness in 2023. The two shared resources from the emergency preparedness website. For more information, please visit <https://www.clcepc.org>.



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4. **Cybersecurity Review.** – McDowell presented information about the City’s Cybersecurity policies and on-going challenges. City/County Insurance Services (CIS) offers coverages up to \$2M but the requirements to gain insurance coverage more than \$50,000 are onerous for a small city. McDowell shared several of the common tricks hackers employ to gain access to computer systems. The best defense is to ensure that no email or attachment is opened from an unknown source. Keeping all systems up to date with the most recent software updates is also very important. Local resident Mike Winklepleck was asked to share a few thoughts. Winklepleck works as an IT professional. Protecting customer information is critical. Phishing is a problem and easy to fall prey to. It is a matter of everyone who is on the network being diligent about handling email and electronic communications with system integrity as a primary concern. McDowell said that the City does not collect personal information or store credit card information on any account in keeping with State law. McDowell said this field will be ever evolving as threats continue to get more sophisticated.
5. **Annual Audit Report.** – McDowell also reviewed the audited numbers for FY 2021.2022 as prepared by City Auditor SingerLewak. Every year the City is audited in accordance with State Law. The SingerLewak on-site audit team was led by Kathy Wilson. Nicole Ryan was the City’s remote auditor assisting from the State of New York and Brad Bingenheimer has been a partner of the firm for a very long time. These individuals are very competent and were great to work with throughout the process. McDowell showed slides of the funds sharing details about what Council members should be aware of in the future. McDowell also shared the details of the monthly financial report much to the delight of Mayor Ware. Years ago, Ware was the catalyst for this one page, one stop review of the monthly financial report. The Budget Committee, Council and Staff continue a positive track record of strong fiscal positions in all funds.

DEPARTMENT REPORTS:

1. **Linn County Sheriff’s Office (LCSO) Sheriff’s Report.** Sergeant Frambes reviewed the numbers from last month. Frambes said things were going well until late November when thefts started again. Frambes reported that items were stolen in broad day light. He encouraged everyone to make sure they lock their homes and vehicles. Frambes also said that they hear about things happening on Facebook. He encouraged everyone to please call the Sheriff’s Office to file a report. It will help them to properly investigate these crimes. Council Hansen asked about a car theft on Bishop Way. Frambes confirmed the theft but couldn’t release any details due to the on-going investigation. Frambes stated that it only take one person committing crimes to make crime significantly rise in any given time frame.
2. **Public Works (PW).** McDowell reported that Public Works has been working on River’s Edge Subdivision, Phase III, inspections. Frink continues work on submittals requested by the State on the City’s Water Management & Conservation Plan (WMCP). City Engineering is reviewing the numbers for the new disinfection equipment installation and finishing the details of the GR12 waterline project. DEQ is still reviewing the City’s Total Maximum Daily Load (TMDL) plan. Public Works has been battling through some illnesses recently.
3. **Administration.** McDowell reported on the progress of streetlights and the open space requirements on the western edge of the River’s Edge subdivision. The developer still has work to do on both projects. McDowell has been in contact with Pacific Power regarding the installation of the remaining street lights. It is the responsibility of the developer to pay for the initial cost of installation. The City pays the monthly bill for the lights. McDowell and Administrative Assistant Elizabeth Coleman recently sent a letter outlining the punch list items for the open space area. Chad E. Davis Homes filed a check to cover the improvements to the open space areas that the City continues to hold in escrow. The funds will be returned once the improvements have been installed to the requirements set forth by the Planning Commission. The open space will not be completed until the spring. After the improvements are made, the upkeep will be the responsibility of the homeowner’s association.



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The Rec Center renovation project is progressing nicely. The City is still working on the timeline of starting the renovation in mid-May. McDowell stated that the City is doing everything possible to ensure that the project is completed in timely manner, however, but the building is very old and has never been renovated. The team has thoroughly reviewed every aspect of the building but we will not know what we run into once the construction phase has actually started. The other major issue that could cause delay is long lead time needed for major systems like HVAC, windows and flooring. The team is working on possibly procuring needed components early to minimize potential delays. Costs are also a concern given the current state of the national economy. McDowell is working on 'stop gap' financial measures to ensure the City has enough capital to complete the renovation.

Progress was made with the League of Oregon Cities on small cities concerns as efforts continue. McDowell shared that all partners were able to meet the first deadline for the Disaster Preparedness effort. Work will continue over the next few months as WPS completes their assessments for implementing an Emergency Operations Center (EOC). McDowell said that efforts need to be rekindled in marketing the Linx transportation option the City offers through the City of Lebanon. Mayor Ware recently penned a letter of support as the effort is in budget discussions.

The City has received the official election results from the Linn County Clerk's Office. The City received the certification on December 1st, 2022. McDowell reviewed forms of government and voting districts as part of Council training.

There will be an open house for Mayor Don Ware on December 29th, 2022 from 12:00 – 2:00 p.m. to celebrate Ware's sixteen years of service as the Mayor of Brownsville. McDowell said that Mayor Ware is the longest serving Mayor in the history of the City as far as Staff could research.

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.** No comments.

LEGISLATIVE:

1. **Ordinance 793: Pacific Power Franchise (Second Reading).** Mayor Ware asked for a motion to read by title only. *A motion was made by Councilor Hansen, seconded by Councilor Humphreys to read this ordinance by title only. The motion carried.* Mayor Ware read the motion by title only. McDowell briefly explained the purpose of a franchise agreement. *Councilor Humphreys made a motion to approve the ordinance as presented. Councilor Hansen seconded the motion and it passed unanimously.*
2. **Resolution 2022.23: Certify 2022 Election Results** – Council is required to certify election results as received from the Linn County Clerk's Office on December 1st, 2022. *Councilor Hansen made a motion to officially recognize the election results received from Linn County. Councilor Humphreys seconded the motion and it passed unanimously.*
3. **Resolution 2022.24: Authorize Check Signers** – McDowell explained the purpose of the resolution was to replace check signers so the City could pay the bills. *Councilor Hansen made a*



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motion to approve the resolution as presented. Councilor Neddeau seconded the motion and it passed unanimously.

4. **Resolution 2022.25: Recognizing Mayor Ware's Public Service** – *Councilor Neddeau made a motion to approve the resolution as presented. Councilor Humphreys seconded the motion and it passed unanimously.*
5. **Resolution 2022.26: Recognizing Councilor Neddeau's Public Service** – *Councilor Hansen made a motion to approve the resolution as presented. Councilor Craven seconded the motion and it passed unanimously.*
6. **Resolution 2022.26: Recognizing Councilor Thompson's Public Service** – *Councilor Hansen made a motion to approve the resolution as presented. Councilor Neddeau seconded the motion and it passed unanimously.*
7. **Resolution 2022.28: Address FY 2021.2022 Audit Plan** – *Councilor Neddeau made a motion to approve the resolution as presented. Councilor Craven seconded the motion and it passed unanimously.*
8. **Ordinance 790: Psilocybin Ban [Ballot Measure 22-196]** – *Councilor Hansen made a motion to authorize the Mayor and Staff to ensure this ordinance is properly recorded with the State of Oregon and reflected in the Brownsville Municipal Code. Councilor Craven seconded the motion and it passed unanimously.*

ACTION ITEMS:

1. **Calapooia Watershed Council | Invasives Funding Request** – *The Watershed Council is requesting a cash match for a grant that will assist them removing invasive plants on the City right-of-way along Calapooia Avenue. Councilor Humphreys said he feels the City should participate at some level since we are a property owner, but this is an unbudgeted amount. Councilor Humphreys made a motion to partner with the Calapooia Watershed Council in the amount of \$250 for invasive weed removal. Councilor Neddeau seconded the motion. The motion passed 3-2. Councilors Neddeau, Thompson and Humphreys in favor and Councilors Hansen & Craven opposed.*
2. **Climate Change Initiatives & IGA | Department of Land Conservation & Development (DLCD) | Tabled** – *From 10.25.2022: The Federal Emergency Management Agency (FEMA) and the State of Oregon through the Department of Land Conservation & Development (DLCD).*

McDowell reported that a State official has said that the City will not be required to adopt the IGA or any other instrument in order to participate in this effort. The State wants to encourage participation. McDowell was told that there would be no penalty if the City did not adopt the findings and recommendations at the end of the process. Staff will attend these meetings and report back.

3. **Library Advisory Board | Fee Recommendation** – *The Library Advisory Board recommended increasing certain annual fees. The Board had not recommended any increases since 2014. McDowell shared slides received from Librarian Sherri Lemhouse showing membership statistics. Councilor Hansen made a motion to raise the library fees as recommended by the Library Advisory Board. Councilor Neddeau seconded the motion. The motion carried 5-1 with Councilor Thompson opposing the motion.*
4. **Brownsville Art Association | Agreement** – *McDowell had included the updated agreement with the Association in the agenda packet. The agreement is for a three year term. Mayor Ware highlighted the amazing volunteer effort that goes into the Center. Councilor Thompson said she*



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was proud of the Association for their efforts in Brownsville. It is amazing place, with amazing people doing awesome things. *Councilor Neddeau made a motion to authorize the Mayor and Staff to execute the agreement as presented. Councilor Humphreys seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **OLCC | Practice Change Notice.** The OLCC will require applicants to get their permission from the City prior to applying for licensure reauthorization through the State. Staff will develop a process as this is directly opposite of how this has been handled.
2. **Reminders.** – McDowell reviewed two events coming up soon. Mayor Ware Reception (12.29.2022) & Special Meeting Reminder (01.03.2022) which will be held in Council Chambers at 7:00 p.m.
3. **Library Holiday Hours.** – The Library will be closed Friday and Saturday December 23/24 and 30/31.
4. **November Financials.** No comments or questions.
5. **Fundraising Committee | Rec Center Renovation** – Councilor Hansen and Craven volunteered to discuss this matter with Administrative Assistant Tammi Morrow and City Administrator Scott McDowell.

CITIZEN QUESTIONS & COMMENTS.

Joshua Bloomfield extended holiday greetings and let Council know how much he appreciated the City's help with the Calapooia Food Alliance (CFA) agreement and efforts in Brownsville.

COUNCIL COMMENTS.

Councilor Hansen shared a phishing story that happened to him at work highlighting the sophistication of these attacks.

ADJOURNMENT: Mayor Ware adjourned the meeting at 8:27 p.m.

Handwritten signature of S. Scott McDowell in blue ink.

City Administrator S. Scott McDowell

Handwritten signature of Mayor Don Ware in blue ink.

Mayor Don Ware