



Council Minutes

January 24th, 2023

ROLL CALL: Mayor Craven called the meeting to order at 7:00 p.m. with Council President Hansen, Councilor Solberg, Councilor Winklepleck, Councilor Chambers, and Councilor Humphreys present. Administrative Assistant Elizabeth Coleman, Administrative Assistant Jannea Deaver, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell were also present.

ABSENT: Councilor LaCoste was excused.

PUBLIC: Dan Murphy, Jeff Brown, Barbara Andersen, Tricia Thompson, Don Lyon, Penny Rosenberg (*Albany Democrat-Herald*), Tia Parrish (*The Times*), and Deputy Frambes (*LCSO*) were present.

The pledge of allegiance was recited. Mayor Craven observed a moment of silence in respect to those who serve in uniform and for those who lost their lives in service to others.

ADDITIONS AND DELETIONS: McDowell requested the addition of 9) E. Ordinance 795: Abandoned Vehicles.

MINUTES: Councilor Humphreys made a motion to approve the December 20th, 2022 meeting with one correction noted by Councilor Chambers. Councilor Hansen seconded the motion and it passed unanimously.

Councilor Hansen made a motion to approve the January 3rd, 2023 Council minutes as presented. Councilor Humphreys seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

Central Linn Rec Center Renovation Project – Mayor Adam Craven and City Administrator Scott McDowell provided an update and overview of the Rec Center Renovation project. Mayor Craven reviewed the major components of the project as outlined below:

Project Components

- ★ Composite Flooring
- ★ Windows Throughout
- ★ Base Level Seismic
- ★ Catering Kitchen
- ★ Exterior Painting

Funding Options

- ★ Community Outreach

Scheduling

- ★ Mid-February | Bidding
- ★ June 1st, 2023 – September 30th, 2023 | Construction

Professional Services

- ★ Woodblock | KCL | VLMK

Mayor Craven stated that the renovation include the entire building. Craven explained that the Council chose the composite flooring for maintenance and durability reasons. New windows will be installed through the building. Council chose the base level seismic due primarily to the associated costs. The seismic improvements that will be made will require the City to have the building reviewed by a structural engineer before occupancy can resume after a subduction event. The kitchen will be a catering kitchen instead of a commercial kitchen due to building use and overall cost differences



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between the requirements for each type of kitchen. The entire building will be painted at the end of the project.

The City and the Central Linn Recreation Association are working on fundraising ideas for certain components of the building along with other ideas.

Mayor Craven also talked about the schedule in that the City cannot foresee what could possibly be required once the building is actually under construction. The City hopes that the contractor can meet the schedule.

McDowell talked about the State requirements for Fire & Life safety which is dominating many aspects of this project. McDowell talked about building occupancy and the possible need for an additional exit. Scott reviewed flooring options, sound absorption materials, the scoreboard, restrooms and other items of general interest. McDowell reviewed the restrooms and the new layout in the current Coaches Storage Room. All the space downstairs will be used for storage because it is no code compliant for human occupants.

City Website Overview – McDowell gave Council a tour of the City website demonstrating the features of the website. The website is linked to all community organizations, the Brownsville Municipal Code, scheduling and documents can all be easily accessed using the website. McDowell encouraged the elected officials to direct citizens to the website for answers to many questions. Staff uses the site regularly in hopes that people will use the information to gain a better understanding of City operations and decisions Council makes.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Frambes reviewed the numbers from last month. Frambes reported that theft is on the rise. Please lock your vehicles. Fog and weather related incidents caused accidents to go up over the last several weeks. Frambes relayed a story about a burglary that occurred at 4:00 p.m. The homeowners had not locked their doors according to the report. Frambes stressed again the importance of locking your doors and vehicles. Frambes discussed his slide comparing the cities of Brownsville, Harrisburg & Millersburg. Councilor Hansen asked of the City of Harrisburg still had a contract with the City of Coburg. Frambes confirmed and said the numbers shown on the slide did not include any numbers from Coburg. Councilor Winklepleck asked about any noticeable trends from 2022. Frambes said that narcotics calls are up. Narcotics and theft are linked. The issues are being underreported due to changes in State law. Enforcement has been negatively impacted by these new State laws also. So, the outcome is that certain numbers are skewed without any way of really showing those negative impacts of poor public policy. Frambes said the Office must work within the confines of the laws that have been adopted by the State.
2. **Public Works (PW).** Public Works Superintendent Frink said he is working on a new backflow contract as prices have recently risen significantly. The State is in the final review on the City's Water Management & Conservation Plan (WMCP). City Engineering is reviewing the numbers for the new dichlorination equipment at the South Wastewater Treatment plant. Frink explained the issue is trick due to the new required contact times involved with switching the chemical from Sulfur Dioxide to Calcium Thiosulfate. Frink shared the upcoming maintenance schedule for Pioneer Park and gave a brief history of leaf pickup in the Park. Frink has executed many different ideas and landed on tried and true methods that maximize personnel and ensures that the Park will be beautiful in the high use months. Frink shared operational realities of operating the downtown restrooms. In 1026 the City had to close the downtown restrooms due to public abuse of the facilities. Frink explained the concerns of closing City facilities saying that generally that results in even more vandalism of City property. Frink closed discussing challenges with Phase III of the River's Edge



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Subdivision. New sanitary sewer pipe was installed incorrectly, not in line with the City's Public Works Standards. Staff is in the process of resolving the issue. Frink & McDowell underscored the importance of the Public Works Standards and how these standards save the tax payers and rate payers money over time. Frink does an exceptional job inspecting projects, but he simply cannot be there all the time. The City relies on contractors doing the job correctly too. The issues with the sewer were discussed during the required camera inspection of the pipe.

3. **Administration.** McDowell said many Councilors will be attending Capital Day in Salem, hosted by the League of Oregon Cities. The Disaster Preparedness effort continues with Sweet Home & Lebanon. The Rural Economic Alliance is working on developing a five-year strategy and goals. Cities include Brownsville, Halsey, Harrisburg, Tangent, Lebanon, Sweet Home, Monroe, Philomath & Adair Village. See REAL's website for more information, <https://www.ruraleconomicalliance.com>. McDowell encouraged folks to check out the Policy FYI document on the City website for more information on a variety of topics. Website link: <https://www.ci.brownsville.or.us/citycouncil/page/policies-fyi-01312023>. McDowell reviewed training items for Council including how to file a reimbursement request, mailboxes and the Public Meeting Law.
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.** Mayor Craven provided Council with a written report on a recent meeting with the City's House Representative Jamie Cate. Below are the outlined notes Craven reviewed for Council:
 - ★ 1,800 bills were enrolled before the legislative session opened.
 - ★ Cate expects well over 3,000 bills before the end of this legislative session.
 - ★ State Staff is completely overwhelmed with the amount of bills and associated paperwork.
 - ★ Gut & Stuff tactics. Poor rules allow lawmakers to remove sections of a bill that has been enrolled, and replace it with whatever – even an entirely different bill. Legislators do not have adequate time to review the changes and are forced to vote on issues they know nothing about. Craven said that this is not the way to conduct a representative government. When out legislators are not given the adequate time to determine the impacts to their constituents, no one is being served.
 - ★ Lobbyists – can be a very good source of information for the legislators. They can also employ tactics that make the process more difficult to get their way.
 - ★ Special interest groups email 'bomb' tactics to flood and overwhelm Staff and legislators.
 - ★ Cate loved the City's efforts outlined advocacy and how that could be very helpful to bring sanity back to the process.
 - ★ Creating a relationship with our representatives is **vital**.
 - ★ Cities being able to show up and testify, send form letters and use the Oregon Legislative Information System (OLIS) would be amazing.
8. **Citizen Comments.** Mayor Craven read a statement about how comments would be handled this evening for the same of time and other factors. No comments were made.



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LEGISLATIVE:

1. **Resolution 2023.01: Judges Pro-Tempore (Annual)** – Councilor Hansen made a motion to approve the resolution as presented. Councilor Chambers seconded the motion and it passed unanimously.
2. **Resolution 2023.02: Commitment to Safety Program (Annual)** – Councilor Chambers made a motion to approve the resolution as presented. Councilor Winklepleck seconded the motion and it passed unanimously.
3. **Resolution 2023.03: Recognizing Ray Bubak’s Community Service** – Councilor Hansen made a motion to approve the resolution as presented. Councilor Humphreys seconded the motion and it passed unanimously. Mayor Craven asked Councilor Chambers to read the resolution aloud.
4. **Ordinance 794: Brownsville Municipal Code Chapter 2.30 Revision (Emergency)** – Councilor Hansen moved to read the ordinance by title only. Councilor Solberg seconded. The motion carried. Councilor Hansen made a motion to approve the ordinance as modified and pass as an emergency. Councilor Winklepleck seconded the motion and it passed unanimously.
5. **Ordinance 795: Brownsville Municipal Code Chapter 8.40 Abandoned Vehicles Revision (Emergency)** – Councilor Hansen moved to read the ordinance by title only. Councilor Solberg seconded. The motion carried. Councilor Chambers made a motion to approve the ordinance as modified and pass as an emergency. Councilor Winklepleck seconded the motion and it passed unanimously. McDowell explained the ordinance was part of a regional effort to streamline ordinance across Linn County for the purpose of making enforcement easier for the Sheriff’s Office. McDowell said the group has agreed to work on five or six ordinances that will allow for more efficiency between the cities and the Sheriff’s Office.

ACTION ITEMS:

1. **Appoint Council President [Two Year Term]** – Council elects a Council President every odd year according to the Brownsville Municipal Code. The Council President is to serve as Mayor, in the absence of the Mayor, and to assist with elected & appointed personnel related issues. Councilor Dave Hansen is currently the Council President. Councilor Winklepleck made a motion to appoint Councilor Chambers as the Council President. Councilor Hansen seconded the motion. The motion passed unanimously.
2. **Appoint Cascade West Council of Governments Representative** – Mayor Ware has served in this role for the last several years. A two year term involved with this appointment. Discussion ensued. Council decided to table this item and discuss again in February.
3. **Appoint Central Linn Recreation Association Liaison** – Councilor Craven has served in this role for the last two years. Councilor Humphreys volunteered to be the liaison since he works with the youth programs already and knows many who serve of the Board. Councilor Hansen made a motion to appoint Councilor Michael Humphreys as the Central Linn Recreation Association Board liaison. Councilor Solberg seconded the motion. The motion carried unanimously. Councilor Humphreys voluntarily vacated his post as the Linn County Sheriff’s Office liaison.
4. **Appointed Officials | Reappointments & Advertisements** – McDowell had included the updated agreement with the Association in the agenda packet. The agreement is for a three year term. The current members’ terms below are up. All members listed below are interested in being reappointed to these positions. The City does have a vacancy on the Budget Committee and the Planning Commission which must be advertised.



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Budget Committee

Dayna Hansen & Kaye Fox | One Vacancy

Planning Commission

Don Andrews & Kaye Fox | One Vacancy

Parks & Open Space Advisory Board

Betsy Ramshur

Library Advisory Board

Sandy Saltzer & Linda McCormick

Councilor Humphreys made a motion to appoint the officials listed in the report (above) and authorize Staff to advertise the vacancies. Councilor Hansen seconded the motion. The motion carried unanimously.

5. **Appoint LCSO Representative** – Councilor Humphreys and Councilor Chambers have served in this capacity and attended quarterly meetings with the Administrator. Meetings are late afternoon and typically held in Millersburg. Councilor Winklepleck volunteered for this post. *Councilor Solberg made a motion to appoint Councilor Winklepleck as the Linn County Sheriff's Office Representative. Councilor Hansen seconded the motion. The motion carried unanimously. Councilor Chambers also attends these meetings.*
6. **Approve Annual TMDL Report** – Council reviews and approves the annual, required submission to Department of Environmental Quality (DEQ). The letter is in the agenda packet while the report pages can be found on-line. This annual report is not the same one that is under review by DEQ. The new TMDL Plan as required in March 2021 was submitted by the City in September 2022 and completed by Dyer Partnership, the City Engineer. *Councilor Hansen made a motion to approve the report as presented. Councilor Chambers seconded the motion. The motion carried unanimously.*

DISCUSSION ITEMS:

1. **2023 Council Schedule.** McDowell provided Councilors with a cardstock calendar off all Council meetings for the year.
2. **Council Retreat & Goal Setting Session.** – Mayor Craven reminded Council that the Council Retreat is on Saturday, February 4th, 2023. Council will take a tour of town and certain City facilities via bus ride beginning at 9:00 a.m. sharp. Council will return to the Community Room for some group training and end with lunch. Administrative Assistant Tammi Morrow is taking lunch orders. The meeting is expected to wrap up around 12:45/1:00 p.m.

Council will also hold a Goal Setting Session on Thursday, February 9th, 2023 to discuss Council Goals for 2023.2024; that meeting will start at 7:00 p.m. and will be held in Council Chambers at City Hall.

3. **Budget Committee Advertisements.** – McDowell stated that Staff will execute all advertisements required for the annual budget process.
4. **December Financials.** Councilor Hansen pointed out the reason for the large number in revenue was due to tax payments. Hansen wanted Council to know that number is not normal. McDowell gave a brief overview how to read the monthly numbers. McDowell shared the origination of the report and the role former Mayor Ware played in having this document available every month.



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McDowell shared that the authorized check signers can ask for any information that would like to see when signing the checks. Everything is available.

CITIZEN QUESTIONS & COMMENTS.

No comments were made.

COUNCIL COMMENTS.

Councilor Chambers recognized an issue that McDowell wanted to raise. McDowell reported that the annual Clean-Up Day sponsored by Sweet Home Sanitation is scheduled for April 1st, 2023. Staff will release the Spring Newsletter early to include this important date.

Councilor Michael Humphreys asked about the times for the Budget Committee meetings. McDowell said the meeting will begin at 7:00 p.m. Councilor Hansen pointed out that the Committee has been very efficient in getting through the reviews in two meetings.

Councilor Chambers gave a shout out to Former Mayor Ware who was in attendance.

ADJOURNMENT: Councilor Humphreys moved for adjournment. Councilor Solberg seconded and the meeting adjourned at 8:48 p.m.

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

City Administrator S. Scott McDowell

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

Mayor Adam Craven