



Council Minutes

July 25th, 2023

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

ABSENT: Councilor Winklepleck was excused.

PUBLIC: Sherri Lemhouse. Mike and Betty Doren, Cheryl Haworth, Paul and Rosann Winther, Chenoweth Robertson, Dan Murphy, Penny Rosenberg (*Democrat-Herald*), Chris Seale, Lori Garcy, Lynlee Bischoff, Barbara Anderson, Jack Alzman, Wendy Toshitune, Patrick Starnes, Tia Parrish (*The Times*), Allen Buzzard, Rod Souza, and Deputy Frambes (*LCSO*) were present.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell directed Council's attention to items on the desk added tonight, and also stated that Item 11B. ROI grant final report will be tabled until September.

MINUTES: Councilor Hansen made a motion to approve the June 27th, 2023 meeting minutes as presented. Councilor Chambers seconded the motion. The motion passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Cybersecurity.** McDowell provided a brief overview of cybersecurity issues facing everyone including the City. Twice year McDowell is required to review these issues for insurance policy purposes.
2. **Website Reviews.** McDowell provided an overview of the City's websites including <https://ci.brownsville.or.us> and <https://clcepc.org> highlighting some of the features of both sites. The City is a part of REAL, <https://www.ruraleconomicalliance.com>, along with 9 other cities, and the group will soon do a presentation for the Linn County Commissioners to further their cause.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Report.** Sergeant Frambes reviewed the stats for June highlighting several calls that included many calls involving juveniles. Frambes reviewed a burglary, illegal campers in Pioneer Park and items stolen from a boat sitting in the right-of-way. LCSO hopes to recommit to traffic enforcement soon.
2. **Public Works.** Public Works Superintendent Karl Frink was excused tonight. McDowell will cover his report.
3. **Administration.** Administrator Scott McDowell discussed details, logistics, and shared photos of the Rec Center Renovation project. The project is on schedule and due to be completed by September 30th, 2023. The City is planning an Open House event when the project is complete.

SMAC (Small Municipalities Advocacy Coalition) continues to move forward, finalizing agreements and materials to reach out to other communities. Summertime vacations have slowed progress slightly.

McDowell has obtained gap financing for the CLRC Renovation project from Government Capital.

Fiscal year budget 2023-24 has been finalized and delivered to Linn County.



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D-prep has stalled out at the moment. Nancy Brewer, Lebanon City Manager, has resigned her position as Lebanon City Manager. Ron Whitlock will be serving in an interim City Manager role.

McDowell reported that the Council approved upcoming event of the Antique Harvest Market has been cancelled for this year. There are a number of local events happening soon, including the annual Antique Faire, Hands on History, and Festival of Tents.

The annual audit will be happening the week of August 7th, 2023. Staff will set them up in Council chambers and be available to help. The team planned will be nearly all new members from SingerLewak.

Mr. McDowell and Mr. Frink will be working on the WMCP and TMDL soon, figuring out how to meet all requirements.

McDowell reported that the City is working with Pacific Power to get the streetlights in the new subdivision installed. There are several lights that need to be installed in Phase II and Phase III. McDowell is working with Stephan Smith too.

McDowell reported that Dyer Partnership, the City's Engineer, is working on the easement for the GR 12 waterline project.

McDowell reviewed waterline and sewer line responsibilities; from the meter box, or street, to the residence is the responsibility of the homeowner.

McDowell reminded Council of Council's August recess.

4. **Planning.** No Comments.
5. **Library.** Librarian Sherri Lemhouse provided an overview of Library programs and statistics. Lemhouse features a robust programming schedule for people of all ages to create community at the Library. Since January 2023, 1171 e-books and materials have been checked out. The City has had over 8,000 patrons visit since January and over the year nearly 20,000 items have been checked out. To learn more about programs and happenings at you community library, please visit <https://www.brownsvillecommunitylibrary.org>.
6. **Office.** No comments.
7. **Court.** No comments.
8. **Council Comments.** No comments.
9. **Citizen Comments.** Patrick Starnes stated that he appreciates Council's time and willingness to volunteer to perform City business. He had some questions about HB 3115 and the City's response. McDowell responded that the law requires the City to offer a space for folks to lay and rest. The City has deemed the area in front of City Hall (from the large tree to the sidewalk of the Brownsville Art Center) to be this space. Folks are allowed to be in this area from 9:00 p.m. to 7:00 a.m. Pioneer Park is a fee park for camping. McDowell reminded Council that Councilor LaCoste and Councilor Chambers will be meeting soon around this issue.

Betty Doren spoke next expressing concerns about drainage in her neighborhood. Doren shared frustrations about the implications and impact of the storm on her property and the lack of response, she felt, regarding this concern. A new home is under construction next door.



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ACTION ITEMS:

1. **Dyer Partnership Agreement.** McDowell stated that Dyer Partnership has been the City Engineer for five years and City Engineer Ryan Quigley has served in that capacity for nearly fifteen years. Staff is recommending continuing the engineering services with Dyer Partnership.

Councilor Humphreys made a motion to approve a two-year engineering agreement with Dyer Partnership. Councilor Chambers seconded the motion and the motion passed unanimously.

2. **Linn County Assessment & Taxation | City Hall Use.** McDowell referred to the letter received from the Linn County Assessment & Taxation office about the City's tax-exempt status due to the use/lease of the building by the Brownsville Art Association. McDowell shared the details from Linn County's Natalie Bauer, stating that last year's tax bill would have been \$1,350. Bauer stressed that the taxes will be different next year.

Councilor Humphreys made a motion to allow Staff to appeal the decision as mentioned in the official letter received from the County. Councilor Chambers seconded the motion and the motion passed unanimously.

DISCUSSION ITEMS:

1. **SMAC Training Sessions.** McDowell said that training sessions will be held in August and September. Councilors are encouraged to attend one of the sessions at their convenience. McDowell will email the training sessions dates and locations when they are available. Please RSVP to McDowell as soon as you know your availability.
2. **June Financials.** No comments.

CITIZEN QUESTIONS & COMMENTS. None.

COUNCIL COMMENTS. Councilor Chambers stated that she had gone next door to the Muddy Creek Energy Park meeting and it appeared there is a lot of opposition to the project. She encouraged folks to do some research on the project and perhaps attend future sessions to learn more. Chambers stated that it might be a good project for SMAC to get behind.

EXECUTIVE SESSION. Council adjourned into executive session at 8:04 p.m.

- Council will be discussing real property transactions.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- Council may make a decision after the Executive Session.

Council returned to regular session at 8:13 p.m. No decision was rendered in Executive Session.



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Mayor Craven stated that he feels that Council is not interested in purchasing private property at this time. Councilor Humphreys stated that perhaps Council should investigate creating a policy. McDowell stated that he would check the County policy and report back.

Councilor Humphreys made a motion to develop a policy that the City not buy private property unless the City has a real need. Councilor Solberg seconded the motion and it passed unanimously.

ADJOURNMENT: *Councilor Solberg moved to adjourn at 8:15 p.m. Councilor LaCoste seconded the motion and it passed unanimously.*

Handwritten signature of S. Scott McDowell in blue ink.

City Administrator S. Scott McDowell

Handwritten signature of Adam Craven in blue ink.

Mayor Adam Craven