



# Council Minutes

December 19<sup>th</sup>, 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. Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell were also present.

**ABSENT:** All members were present.

**PUBLIC:** Dan Murphy, Joshua Bloomfield, Tricia Thompson, Heidi Winklepleck, Matt Shoemaker, Don Lyon, Sergeant Steve Frambes (*LCSO*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** None.

**MINUTES:** Councilor Winklepleck made a motion to approve the November 28<sup>th</sup>, 2023 meeting minutes as presented. Councilor Humphreys seconded the motion and the motion passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

1. **Wade Long | Rally on the River.** Wade Long shared a video of the 2023 Rally. Long is busy making preparations for the 2024 event. A new website for the Rally is slated to be live after the first of the year. Long gave a preview of the National Spartan Trailer Rally that will be held in Pioneer Park in 2025. People will be coming to Brownsville from all over the country.
2. **Annual Audit Presentation.** Mr. McDowell shared numbers from the most recent audit completed by SingerLewak. The audit shows a healthy treasury. McDowell said that the City is completing two big ticket capital improvements this fiscal year, the Rec Center Renovation and the GR12 Well Waterline which Council is ready to award this evening. McDowell also explained that in 2019 the City Auditor required the City to move funds from the Cemetery Trust Fund to the General Fund. The City will be moving those funds back to the Cemetery Trust Fund as the funds should never have been moved based on the Brownsville Municipal Code. This year, the auditor agreed.

*Councilor Humphreys made a motion to include the Cemetery Trust Fund transfer in the year end resolution so the adjustment can be accurately reflected in this current FY. The motion was seconded by Councilor Winklepleck and passed unanimously.*

3. **Cybersecurity | CIS Required Review.** McDowell discussed cybercrime and its societal and organizational impacts. Cybercrime is equivalent to the World's third best economy, behind only the United States & China. The potential impact of Artificial Intelligence is vast, and experts are predicting cybercrime to double over the next two years.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Report.** Sergeant Frambes reviewed the stats for November highlighting several items that included 36 traffic stops. LCSO arrested a juvenile for the fire at Brownsville Mennonite Church. Frambes warned to not leave your car keys in your vehicle. Cars are being stolen all over the County, and in many cases the keys are left in the vehicles and the doors are unlocked. There have been cites for dogs at large that have led to fines.



## Council Minutes

2. **Public Works.** Public Works Superintendent Karl Frink reported that he is finishing up year-end reports for the State regulatory agencies including the Department of Environmental Quality (DEQ), Oregon Health Authority (OHA) & Oregon Water Resources Department (OWRD). Frink has filed the correction to OHA for the Water Treatment Plant Sanitary Survey. Frink & Kometz recently attended leak detection training. Public Works will be working on a leak detection program over the next two months to resolve issues found in the City's Water Management & Conservation Plan as required by OWRD. Several pieces of monitoring equipment have been replaced at the Water Treatment Plant.
3. **Administration.** Administrator Scott McDowell shared photos of the Rec Center Renovation project. The Rec Center Open House is planned for early 2024. Staff is working on event logistics; the community will be welcome to attend.

The City will be sending a letter to neighboring residents around the GR12 project soon.

River's Edge lighting project is complete, with several new streetlights installed by Pacific Power.

Recent changes to the parking ordinance will be posted on the City website before it is officially a part of the online Code. Staff will include a note in the synopsis going out this month.

McDowell reported that CIS has completed the new appraisal. Values have gone down initially, but the appraisal is at the actuary's now, so we shall see what the final changes will be. More information will be brought to Council when it is available.

Mrs. Deaver is working on year-end reporting for the State Mortuary Board. This reporting is required every two years.

Mayor Craven recently hosted Representative Jami Cate to discuss several local issues including the drawdown of Green Peter and the ensuing havoc it caused and the recreational immunity concern among others.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Office.** No comments.
7. **Court.** No comments.
8. **Council Comments.** Councilor Winklepleck reported that he and Mr. McDowell had recently attended the quarterly Linn County Sheriff's Office (LCSO) meeting. He stated that LCSO patrols 2,400 square miles. They have 53 officers including patrol, jail, waterway employees. LCSO, like many others, are struggling to find qualified hires. They are reaching out to other states, but Oregon drug laws are not helping (Measure 110). LCSO has also had a lot of retirements.

Mayor Craven reported that he and Mr. McDowell recently met with Representative Jami Cate at City Hall. One of Council's focuses/goals this past year has been on advocacy. Mayor Craven, Mr. McDowell, and Staff continue to work towards this effort. A high point of the discussion with Jami Cate was the recent drawdown of Green Peter Reservoir, and the resulting loss of hundreds of thousands of fish. The situation has been terrible for the City of Sweet Home and Lebanon. The extra chemicals needed to treat the water has been staggering. Mayor Craven, along with 19 other state and local elected officials, have signed a letter to Judge Marco Hernandez, expressing their urgent concerns regarding dam drawdowns in the Willamette Basin. Mayor Craven stated that it was a short, but effective, meeting. Mayor Craven said school funding remains a major concern due to the



## Council Minutes

Legislature continuing their aid of Portland area schools at the expense of all other school systems in the State. Measure 110 has become an issue that the Legislature will not address in a meaningful either. While the Measure continues to have negative impacts on cities and society, the State wants to now manage addiction. He intends to continue to seek out opportunities to speak with our representatives at the State level. Councilor Chambers expressed her appreciation for Mayor Craven doing advocacy work for the City and our community.

### 9. **Citizen Comments.** None.

### **LEGISLATIVE:**

1. **Resolution 2023.20 | Audit – Secretary of State Letter.** Councilor Winklepleck made a motion to approve R 2023.20, removing “Adjustments were to do so” under Section 2, City Response. Councilor Chambers seconded the motion and it passed unanimously.
2. **Resolution 2023.21 | GR12 Well Waterline Contract Award.** McDowell reported that City Engineer, Ryan Quigley, recommends awarding the contract to Jesse Rodriguez Construction LLC, out of Silverton. The contractor was the lowest bidder for the project at \$521,041.00.

*Councilor Chambers moved to approve R 2023.21, and authorize Mr. McDowell and Mayor Craven to sign all necessary documents. Councilor Solberg seconded the motion and it passed unanimously.*

3. **Ordinance 803 | Brownsville Municipal Code 2.30.030 Removal From Office (Second Reading).** Councilor Hansen moved to read by title only. Councilor Humphreys seconded the motion and it passed unanimously. Mayor Craven read O 802 by title only.

*Councilor Solberg moved to approve O 803 as presented. Councilor Chambers seconded the motion and it passed unanimously.*

4. **Ordinance 804 | Brownsville Municipal Code 8.20.060 Camping Chapter (First Reading).** McDowell reported that this ordinance will make several changes to general camping in Pioneer Park. General camping will be permitted from Memorial Day to Labor Day, Thursday through Sunday only. Other provisions allow camping on holidays and in September & October based on rental of Park facilities.

*Councilor Chambers moved to read by title only. Councilor Winklepleck seconded the motion and it passed unanimously.*

Mayor Craven read by title only. The ordinance will come before Council for the second reading in January.

### **ACTION ITEMS:**

1. **Calapooia Food Alliance (CFA) | Proposal.** Mayor Craven stated the Council has had ample time to review. No further discussion ensued. Mayor Craven recommends authorizing Mr. McDowell with moving forward with an official proposal for Council consideration. Councilor Hansen suggested looking into a policy change. Mayor Craven suggested that that be discussed at the upcoming meeting.

*Councilor Hansen moved to authorize Mr. McDowell to create a draft agreement with CFA for Council review. Councilor Winklepleck seconded the motion and it passed unanimously.*

McDowell stated that he will run the draft agreement by CFA officials before Council review.



## Council Minutes

2. **Facility Rental Schedule Proposal.** McDowell provided the schedule for Council review as was promised at the last meeting. The process is a bit in reverse. McDowell indicated that the schedule should be reviewed by the Park Open Space Advisory Board's (POSAB) at their next meeting. The Board when then make a recommendation for the schedule for Council's consideration at the next Council meeting.

*Councilor Winklepleck moved to present this to POSAB for recommendation. Councilor Humphreys seconded the motion and the motion passed unanimously.*

3. **Library Advisory Board & Park Board Appointments.** McDowell reported that the City had received one application for both Boards.

*Councilor Hanssen moved to appoint Nichole Solberg to Parks & Open Space Advisory Board, and Melissa Selby to Library Advisory Board. Councilor Chambers seconded the motion and it passed 6-0, with Councilor Solberg abstaining for relationship reasons.*

### **DISCUSSION ITEMS:**

1. **Emergency Preparedness Annual Report.** Mrs. Morrow reviewed the items completed this year. Morrow thanked Norman Simms and Marilee Frazier for their tireless effort in meeting the requirements of the Brownsville Municipal Code around the City's outreach and awareness efforts. Morrow said the group is planning to coordinate civic partnership to be available during the Rec Center Open House.
2. **November Financials.** No comments.

**CITIZEN QUESTIONS & COMMENTS.** None.

**COUNCIL COMMENTS.** Councilor Chambers wished Happy Holidays to everyone; Council concurred.

**ADJOURNMENT:** Councilor adjourned by consensus at 8:18 p.m.

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

City Administrator S. Scott McDowell

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

Mayor Adam Craven