



Council Minutes

May 26th, 2020

ROLL CALL: Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Block, Gerber, Neddeau, Thompson, Chambers, and Hansen, Administrative Assistant Tammi Morrow and City Administrator Scott McDowell present.

PUBLIC: Elizabeth Coleman, Sherri Lemhouse, Sean Johnson (*Central Linn Recreation Association*), Sergeant Greg Klein (*Linn County Sheriff's Office*) and Tia Parrish (*The Times*).

The pledge of allegiance was played by screen share.

ADDITIONS AND DELETIONS: McDowell would like to add 11) D. Discussion Items – Coronavirus Loans to the agenda tonight, and move 10) B. Action Items – Reopening Plans up to right after Sergeant Klein's Sheriff Report.

MINUTES: Councilor Hansen made a motion to approve the April 28th, 2020, May 1st, 2020, and May 7th, 2020 meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously. (Councilor Block lost the call temporarily.)

PUBLIC HEARING | PRESENTATIONS:

1. **Central Linn Recreation Association (CLRA) – Sean Johnson.** Interim President Sean Johnson reported that CLRA had good fall and winter sports seasons, then the whole Covid-19 ordeal happened, and everything went on pause. Spring sports had to be cancelled for safety reasons. CLRA is also dealing with a lack of Board quorum situation, which has been happening for more than 6 months, way before Covid-19. Folks are busy, and it seems to hard to make CLRA board meetings a priority. They are looking to change things up and facilitate things better from a Board standpoint. Mr. Johnson said the future is uncertain right now for fall sports. He has been in contact with Central Linn High School (CLHS) and he has heard rumors that there may not be any fall sports, or that if there is, perhaps there will be no spectators allowed in the facilities. Johnson said from the CLRA standpoint, they are not interested in sports without spectators due to the age of the players. He stated that CLRA will be waiting a month or two to determine what happens next; he is hoping that things will be opening up soon. Mayor Ware stated that Council really supports the program, and it has been great for several, several years. McDowell will circle back with Johnson in the future.
2. **Proposed Uses of State Revenue Sharing | FY 2020-2021.** Mr. McDowell reported that Council and the Budget Committee did approve the budget. Some of the upcoming budget highlights include:

Capital Projects Highlights:

- ▶ Putting some funding back for the future playground.
- ▶ \$800,000 reserved for Rec Center and Pioneer Park Rehabilitation Project.
- ▶ Weeds and Nuisance Program.
- ▶ \$400,000 for the Downtown Sewer Project.



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- ▶ Also, Sewer project out on Seven Mile Lane.

Other Highlights:

- ▶ Approved Full Tax Rate of \$6.9597 per \$1,000.
- ▶ Approved the Levy Amount of \$41,922 for the Wastewater Bond.
- ▶ Approved the Levy Amount of \$49,236 for the Water Bond.
- ▶ Approved a 3% rate increase for the upcoming year.
- ▶ Approved the historic use of State Revenue Sharing.
- ▶ Approved and recommended all the funds in the budget for continued use.
- ▶ Approved the 2020-2021 Budget and recommended the same to Council. Total Approved Budget is \$6,616,415.

Mayor Ware opened the Public Hearing and called for questions or comments on the Budget or on the proposed uses of the State Revenue Sharing. No comments were forthcoming.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Klein reported that in April there were 18 traffic citations, 5 warnings, 80 total complaints and 210 total hours spent for the City. Klein stated that there have been some burglaries in and around Brownsville. On May 21st, 2020, there was a report of the Napa Store being robbed. Oregon State Police apprehended the suspects on I-5. The two individuals had outstanding warrants out of Lane County. Klein also stated the LCSO will be watching the Commencement Garden closely hoping to deter vandalism.
2. **Reopening Guidelines and Protocol.** Mrs. Lemhouse reported that the library is in the land of guidance, and trying to determine what that means going forward for reopening. McDowell showed screen shots detailing safety measures for reopening including:
 - ▶ Sneeze Guards
 - ▶ Require Electronic Submissions
 - ▶ By Appointment
 - ▶ Encourage Masks for Visitors. Staff Choice.
 - ▶ One Way Exits (Concerns with City Hall one-way exit were expressed.)
 - ▶ Physical Submissions Protocol.
 - ▶ Cash Protocol (Envelope Maybe).
 - ▶ Volunteer Help (Only Come Back If They Are Comfortable).
 - ▶ Required Posters,

McDowell stated that the CDC has recently issued new guidance that COVID-19 does NOT stay on surfaces. Mrs. Lemhouse stated that she has sent out letter asking volunteers if they are comfortable coming back to their volunteer duties, and if so, that there will be required training before reopening. She is also staying in contact with the State Library Board and others surrounding the reopening dates, requirements, etc.

McDowell also stated that many cities are ready to open by June 1st, or perhaps on June 5th, when Phase II may officially begin. There are some requirements (guidance) from CIS that are overreach, such as having to take temperatures when the general public enters City facilities. There are several issues with this requirement, 1) Invasion



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of privacy, 2) Staff members are not formally trained to be take temperatures and 3) potentially exposing City employees. McDowell stated that we are still waiting on equipment and supplies to meet the requirements. Mayor Ware, Council President Block and McDowell felt this conversation should come before Council for awareness. Council agreed by consensus that a Phase II opening would be prudent.

3. **Public Works.** McDowell reported that Public Works has been very busy getting ready for Memorial Day, preparing the cemetery, parks, etc. Superintendent Frink continues to spend a lot of time marking for the Alyrica install. They also have their daily/weekly chores to keep up with.
4. **Administrator's Report.** McDowell reported that he has been working with Mrs. Joey Running, property owner Sandy Mooers, and Central Linn High School to create a graduation Commencement Garden on the lot next door to City Hall. The signs are up now through June 4th, 2020. They will be taken out to the High School and presented to the Seniors during their graduation ceremony.

The flower baskets are coming soon. They are scheduled to be hung the week of June 7th, 2020. Irene Corbett reported that the baskets are multicolored and very pretty again this year.

It is weeds and nuisances season again. The season officially starts on June 1st, but due to the rainy spring, the City will be giving folks a little extra time to comply with the ordinance.

McDowell reported that the collections service agreement that the Court hired to intercede on behalf of the City has not worked out. The City has exercised a termination clause with them. The City has entered into another agreement with a different agency, and that seems to be working out well.

Dave and Sharon Peterson arrived last week and started their duties this week as Park Caretakers. Even with camping closed at this time, there are still plenty of things to do. They are also to keep an eye out for vandalism.

McDowell reminded Council that it is important to remember Council priorities set by the Capital Improvements Plan, the Water Master Plan and the Parks Master Plan. It is easier to stay on course and to say no based on these plans and Council goals. It is difficult due to the costs associated with City priorities. It is also difficult when it takes a long period of time to complete projects due to funding challenges.

Alyrica continues to work on Phase I.

Mrs. Morrow reported that Staff put together a request for funding through the State for the CARES Act. The total grant request was for \$26,174. The grant allows for reimbursement for COVID-19 expenses including payroll expenses, cleaning supplies, medical and protective supplies, communications, legal fees, etc. If the CARES Act does not fund, there are also FEMA grants available for funding as needed. It is likely that there will be another reimbursement period offered for continuing expenses.

Mr. McDowell reported that the City received the Gold Safety Award again this year for no reportable accidents; a testament to our Staff for doing a great job! He also noted that the City celebrated 35 years with CIS this year.



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McDowell briefly discussed the Dam Operators Article included in the packet and the possible ramifications for the City. This will likely tie back into TMDL and will create future requirements. Council will remember that Oregon's TMDL plan was not approved by the United States Environmental Protection Agency. Expect major changes to all TMDL plans.

5. **Citizen's Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Resolution 2020.12 – Election to Receive State Revenue Sharing.** *Councilor Block made a motion to approve R 2020.12. Councilor Gerber seconded the motion, and it passed unanimously.*
2. **O 784 – Public Facilities.** Mr. McDowell talked about this ordinance last month. Theoretically someone could rent a City room, and stay all night. As that is not Council's intent, this ordinance will set parameters for room rentals. *Councilor Gerber moved to read O 784 by title only. Councilor Hansen seconded the motion, and it passed unanimously. Mayor Ware read by title only. Councilor Neddeau made a motion to approve O 784 as an emergency, as presented. Councilor Block seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **ODOT and Highway 228 | Traffic Calming Planters.** McDowell stated that in front of Council tonight is a request to recommend to ODOT to remove the traffic calming devices on Highway 228. The planters have never lived up to what they were designed to do. *Councilor Block made a motion to authorize Mayor Ware and Mr. McDowell to write a letter to ODOT requesting removal of these planters on Highway 228. Councilor Neddeau seconded the motion, and it passed unanimously.*
2. **Adopt CIS Cybersecurity Policy.** McDowell stated that CIS is requiring the City to implement a cybersecurity policy by the end of the month. McDowell tailored it to the City's situation as much as possible. Mayor Ware stated that he thought the policy was overcomplicated and overdone. *Councilor Neddeau moved to approve the policy as presented. Councilor Gerber seconded the motion and it passed unanimously.*
3. **Consider Setting a Live Executive Session.** Mr. McDowell asked that Council consider setting a live executive session to discuss several matters. By consensus Council agreed to set the session for June 5th, 2020 at 5:00 p.m. in the Community Room.

DISCUSSION ITEMS:

1. **Pioneer Park | Camping, Events, and Rentals.** McDowell informed Council that several events have been cancelled due to the COVID-19 pandemic. Pioneer Picnic has rescheduled their event for August in the hopes that enough of the State's restrictions will be lifted to hold their annual picnic. Some events are in a holding pattern, hoping for the best at this point. It is important to remember that the City of Brownsville did not shut any businesses down or cancel any events. The State of Oregon did. The State is rolling out the reopening in phases. We are currently in Phase I and may enter into



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Phase II on June 5th, 2020 if everything goes according to Governor Brown's plan. Theoretically, Phase III could be implemented by June 26th, 2020, which would allow for larger gatherings and events.

The City receives 2-3 inquiries about camping in Pioneer Park every day. Currently, camping is still closed. It is important to remember that Pioneer Park is a park that allows camping, not a campground. McDowell stated that the plan is that when State and County campgrounds open for camping, Pioneer Park will as well. The camp hosts cleaning the bathrooms twice a day due to new protocols. Again, lots of rentals have cancelled, many are still waiting. The City has not required cancellations, folks are doing it themselves.

2. **Corona Virus Pandemic Information & Website Coverage.** McDowell navigated to the website and shared it on the teleconference. He reported that the website is virtually a wealth of information on its own, but you can also hit the hot links and navigate to other pages such as the CDC, State of Oregon, etc. The Google link can take you to a map that shows county to county case numbers and a ton of other information. McDowell reported that he has had many phone calls at City Hall from businesses and community members about Phase I requirements. Again, the City is not initiating the requirements for Phase I, the State is. McDowell encourages folks to check with the State on advice for any particular requirement and guidance that is unclear.
3. **April Financials.** No comments.
4. **Coronavirus Loans.** McDowell reported that the CDBG is offering additional loan money to cities to extend to their community businesses. Many cities have forged ahead and done just that. This funding may or may not come back to the cities. An alternate plan is to reach out to Corey Wright at RAIN or Mr. McDowell to get more information. McDowell stated that we have already had some programs in place pre-COVID-19. McDowell stated that he has had varying opinions from Mayor Ware and Councilor Block and would like input from Council. No comments were made.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: No comments.

ADJOURNMENT: Councilor Gerber moved to adjourn the Council meeting at 7:58 p.m. Councilor Block seconded the motion, and it passed unanimously.

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