



## Council Minutes

**June 23<sup>rd</sup>, 2020**

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

**PUBLIC:** Elizabeth Coleman, Kim Clayton, Bryan Bradburn, Lieutenant Brandon Fountain (*Linn County Sheriff's Office*) and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell would like to add 10) B. Election Advertisements and delete Equipment Opportunity.

**MINUTES:** *Councilor Gerber made a motion to approve the May 26<sup>th</sup>, 2020 meeting minutes as presented. Councilor Thompson seconded the motion, and it passed unanimously. Councilor Hansen made a motion to approve the June 5<sup>th</sup>, 2020 work session meeting minutes as presented. Councilor Chambers seconded the motion, and it passed unanimously.*

### **PUBLIC HEARING | PRESENTATIONS:**

- Budget Public Hearing.** Mayor Ware opened the Budget Hearing and asked for public input or Council comments. No comments were made, the hearing was closed. McDowell reminded everyone that changes could take place over the course of the fiscal year due to the Coronavirus Pandemic.

### **DEPARTMENT REPORTS:**

- Linn County Sheriff's Office (LCSO) Sheriff's Report.** Lieutenant Brandon Fountain reported that in the month of May there were 4 citations, 6 warnings, and 214 total hours spent for the City. Fountain stated that they dealt with a lot of person to person incidents and domestic disturbances. Two folks were apprehended from the Napa Store theft.

Councilor Hansen asked why there was so much reduced activity; it is quite a dramatic shift. Fountain replied that during the pandemic they have been reducing traffic stops. Captain Duncan has now stated that they will be picking up and resuming normal activity again.

Councilor Block stated that 4 traffic citations in a month is unacceptable! He and Mr. McDowell have been attending the quarterly meetings and 4 citations in a month is not what we have been talking about and expecting, this cannot continue. Also, Councilor Block stated that he would like to see the actual speeds that folks are stopped for in the report again. Deputy Fountain replied that he will address that issue.

Lieutenant Fountain also stated the Department of Motor Vehicles (DMV) is severely backlogged due to the pandemic, so LCSO will not be ticketing on registration infractions until about January 2021, just giving warnings, so that the DMV can catch up.



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- 2. Public Works.** McDowell reported that Public Works has been very busy with mowing, water leaks, and general duties. We have been a little shorthanded as some Staff have been experiencing some personal issues. The new dump truck has been delivered! It came with a lot of features that we did not have before. We are thrilled to have it! The 2 new mowers should arrive this week. Tomorrow the new service truck is scheduled to go into production. Payment for the new service truck will be handled this fiscal year. Superintendent Frink has been busy with the River's Edge development north of town. Mr. McDowell and Mrs. Coleman met with Elke Vath, Pacific Power, and will continue to work on that as the project continues. Big kudos to Superintendent Karl Frink. Karl has been doing a wonderful job with working through utility discrepancies with the new subdivision. He has also been extremely busy marking locations for the Alyrica install.
- 3. Administrator's Report.** McDowell wanted to publicly thank Staff for their work over the last few months of the pandemic. Everyone is doing their part and more! Office Staff including Carol Humphreys, Jannea Deaver, Elizabeth Coleman, and Tammi Morrow helped prepare for court last week. The docket was very long as court has been cancelled for 2 months due to the pandemic. Overall, the court session went well. Mayor Ware helps out Staff every week. He is in the building a lot, and is readily available to answer phones and do whatever is needed. Councilor Hansen and Councilor Gerber are generous with their time in offering advice and guidance as well as answering questions around town too. Councilor Block continues to attend several meetings for the City as well over the last month.

Mrs. Lemhouse has been instrumental in soliciting volunteers for Sharing Hands Food Bank during the last few months. She and Mayor Ware have worked diligently to prepare for the opening of the Library to the public again. Mrs. Morrow has been the coordinator for the Emergency Response Effort relating to the pandemic and the CARES Act (report later tonight.) Mrs. Coleman has been quite busy lately as folks are home and doing fence projects and planning related activities. The office staff did a great job last week getting City Hall ready to reopen under all the State's priorities and guidelines.

McDowell reported that the League of Oregon Cities (LOC) has sent a list of priorities for Council review and input in terms of focusing the League's advocacy effort for the upcoming long session of the State Legislature. The pandemic may fill in some blanks, and set higher priority needs as time moves forward.

Councilor Block has suggested contacting Sweet Home Sanitation and getting 3-4 containers up at the Central Linn Recreation Center for folks to put clean-up materials in, especially with folks sheltering at home for the last few months.

McDowell included the 811 (Williams Gas Line) annual literature in the packet for Council perusal.

McDowell reported that the Chamber is continuing to plan for the City-Wide Garage Sale in July. Due to sales happening on private property, not public property, the Governor's Office Regional Solutions Team has agreed that this would meet the letter of the law.

The Chamber has postponed the Antique Faire until September or October. They may spread vendors throughout town. Sarah Means, from the Governor's Office, stated that she thought this may potentially be a problem. Truly, the last thing we want is to



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cause problems for Linn County in relation to any increase in Covid-19 cases, and it seems foolish to jeopardize that status.

McDowell reported that Pioneer Picnic is holding their event in August this year. They are still working on planning the event, but some ideas that are surfacing include a reverse parade, invitation only to coronation, and having an actual picnic in Pioneer Park where folks are complying with the social distancing measures. If Phase 3 opens up, that may change what will be allowed as well.

The Festival of Tents event that happens over Labor Day has made no decision about the event at this time. The organizers are hoping that the State will be into Phase 3, and parameters will allow them to hold their event.

McDowell reported the playground in Pioneer Park is open. Folks are encouraged to take the proper safety precautions. The City is unable to rent any of the facilities at this time due to our inability to keep up with the cleaning protocols. We are hoping that when Phase 3 happens, the City will be able to rent the buildings and facilities again. Camping is pending for now. One possibility to allow for camping might be to make it a reservation system. Public Works would need to measure the space and determine how many sites we could safely accommodate, and then we could add a link on our website to service those campsites. This system should limit the number of folks in the Park at one time. This is just an idea for Council to consider.

McDowell reported that the Library will be closed on June 25<sup>th</sup> and June 26<sup>th</sup>.

Mrs. Morrow reported that the Emergency Preparedness Committee (EPC) has been meeting weekly since March, mostly via teleconference. The group has also reached out to community members to create an Emergency Response Plan for Covid-19. We have gathered folks from the EPC, Faith Community, the American Legion, Senior Center, among others. There are many opportunities to contribute including doing welfare checks, storing food at church facilities, gathering volunteers, and social media posts. Sharing Hands Food Bank has been the biggest recipient of our combined effort, making sure that they have plenty of food donations, and also volunteers to help distribute the food. Executive Director, Deb Gruell, reports that she is at an almost critical need for volunteers to carry out their mission. In the month of May, they fed over 350 families, and June numbers look like they will be similar.

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. We have complied with several requirements and are confident that the grant funds should be approved. If the CARES Act does not fund, there are also FEMA grants available, but those are usually a lot more cumbersome. We are hoping that there will be another reimbursement period offered for continuing expenses, but it likely will depend on how the funding holds out.

Mr. McDowell reported that the Brownsville Art Association will be opening tomorrow, June 24<sup>th</sup>, 2020. They will be following safety protocols as required.

McDowell reported that he will be out of the office soon, enjoying a vacation.

Councilor Neddeau asked when the City-Wide Garage Sale will be happening. McDowell replied the date is set for July 18<sup>th</sup>, 2020.



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Councilor Gerber asked Mr. McDowell to talk a little more about the LOC priorities. McDowell stated that he believed the highest priorities at this time are Infrastructure Financing and Resilience, Right of Way/Franchise Fees Authority Preservation, and Increased Budgetary Flexibility during Budgetary Emergency. He said the list had a lot of good things on it that need to be addressed, but he felt these were the top priorities currently. He welcomed Council comments.

- 4. Library.** The Library is open, and there is a new normal there. Mayor Ware stated that folks are encouraged to wear a mask, expected to wash their hands upon entering the building, to sign the contact tracing sheet, and to exit through the Kirk Room door.
- 5. Citizen's Comments.** Mr. McDowell read a statement received from Mr. Allen Buzzard thanking the Park Caretakers for the great job they are doing in Pioneer Park.
- 6. Council Comments.** Councilor Gerber stated she and Mr. McDowell are going to be working on creating an Equity and Inclusion Advisory Board concept which would operate similar to how the Emergency Preparedness Committee operates. They may have something for Council to consider at the September meeting.

### LEGISLATIVE ITEMS:

- 1. Resolution 2020.13 – Adopting FY 2020-2021 Budget & making Appropriations.** Mr. McDowell stated that after a conversation with Councilor Hansen it may be that Covid-19 may present us with some challenges; adjustments will be made as the situation unfolds. *Councilor Gerber made a motion to approve R 2020.13 as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
- 2. Resolution 2020.14 – Sewer Rates Annual Adjustments.** *Councilor Hansen made a motion to approve R 2020.14 as presented. Councilor Neddeau seconded the motion, and it passed unanimously.*
- 3. Resolution 2020.15 – Water Rates Annual Adjustments.** *Councilor Neddeau made a motion to approve R 2020.15 as presented. Councilor Gerber seconded the motion, and it passed unanimously.*
- 4. Resolution 2020.16 – FY 2020-2021 Year End Transfers.** Mrs. Morrow stated that this transfer is just housekeeping really. It moves funds from contingency up to line items within the funds; no fund was over expended. *Councilor Hansen made a motion to approve R 2020.16 as presented. Councilor Gerber seconded the motion, and it passed unanimously.*
- 5. Proclamation – Pioneer Picnic Recognition.** Mayor Ware read a proclamation establishing the 133<sup>rd</sup> Pioneer Picnic to be held during the week of August 9<sup>th</sup> – 16<sup>th</sup>, 2020. The theme this year is “Pioneer Farming.”

### ACTION ITEMS:

- 1. Approve Delinquent Assessments.** McDowell stated that Mrs. Deaver prepared the list of delinquent accounts totaling \$2,788.83 that will be sent to Linn County soon. These amounts are included on the LB 50 budget form as well. *Councilor Gerber*



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made a motion to authorize Mr. McDowell to assess the delinquent accounts. Councilor Thompson seconded the motion, and it passed unanimously. Councilor Chambers asked how the process works. McDowell replied that the delinquent amounts are collected through Linn County Assessor's Office with the property tax bills. Folks can go to Linn County Assessor's Office and pay until about the middle of September to avoid having the delinquent amount added to next year's tax liens.

2. **Election Advertising.** McDowell is recommending that Council authorize the advertising for elections now as the July meeting is late in the month. Councilor Hansen moved to authorize Staff to post election advertisements as needed. Councilor Block seconded the motion and it passed unanimously.
3. **Walnut Street Alley Vacation Request.** Mrs. Coleman stated that the City has received an alley vacation request from Scott Gese adjoining his south property line at 119 Walnut Avenue. The neighbor, Cyndi Anderson, at 113 Walnut has consented as well. Public Works assures us that there are no current or planned future utilities in this area. It is very steep terrain. Most of these "pig" alleys or livestock alleys have already been vacated in town. McDowell stated that the City has no interest in this alley according to Mr. Frink. Legislation requires that notices will be sent out, and posted, and then an ordinance will be created for Council approval. Councilor Gerber made a motion to move forward with this alley vacation for Council to execute. Councilor Hansen seconded the motion and it passed unanimously.
4. **Adopt Revised Park Master Plan.** McDowell reminded Council that the City is in the middle of planning renovations for the Central Linn Recreation Center, Park Buildings, etc. The Oregon State Parks Department has a grant program, but to apply, the City will need to adopt this revised Park Master Plan. Councilor Neddeau moved to adopt the revised Park Master Plan as presented. Councilor Thompson seconded the motion and it passed unanimously.
5. **Utility Shutoff Procedures.** McDowell reminded Council that in response to the Covid-19 pandemic, the City has been giving grace and operating on a no-shutoff policy. Staff is recommending that next month the City reverts to normal business per the Brownsville Municipal Code for late fees and shutoffs. Councilor Hansen moved to approve going back to the utility shutoff procedures per Brownsville Municipal Code. Councilor Gerber seconded the motion and it was approved unanimously.

### **DISCUSSION ITEMS:**

1. **Recreation Vehicles (RV) Ordinance.** McDowell reported that the City is getting complaints and beginning to see an unwanted uptick with RV's around town. Staff was charged with addressing this issue in 2017, and all suggestions were shot down by the attorney. The City is still interested in finding a mechanism that would prevent folks from living in RV's long-term. It is historically proven that, often, bad things will start happening over time. McDowell would recommends contacting the City Attorney Ross Williamson and having him prepare an ordinance for Council's consideration. Council agreed by consensus.
2. **Annual Master Checklist Review.** McDowell reported that he has put the Annual Master Checklist Review up on the website for everyone to see. He sent the final review of the goals to Council last Saturday. Overall, he is hoping that Council is well pleased



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with the overall progress and how hard Staff has worked to make sure that all these tasks have been accomplished. The pandemic has certainly presented challenges. Staff has been busy facilitating with our community partners to serve the City to the best of our ability.

### 3. **May Financials.** No comments.

**CITIZEN COMMENTS:** No comments.

**COUNCIL COMMENTS:** Councilor Thompson asked for clarification from Councilor Gerber about the equity and inclusion advisory board that she is recommending. She is wondering what this advisory board would accomplish and what would be the end goal for the group? Councilor Gerber stated that the proposal will be for Council to look at whether they would like to adopt such an advisory board. Gerber stated that she does not have a lot of details yet. Other committees she has worked with have looked at issues with the lens of equity and inclusion. For example, the group may look at the lobby space and determine if there are things that make them feel welcome? Theoretically they could look at the way the City operates, maybe look at contracts, hiring process, deposit amounts, and other items of interest.

Councilor Hansen expressed his support for doing reservations for camping. He regrets that this work creates a burden on Staff to facilitate. McDowell stated that reservations and designated spots would be one way to allow for social distancing. He will need to check in with the Park Caretakers, Municode for website implementation, and Staff to facilitate. Councilor Thompson stated that she didn't feel real passionate about the issue, but that it might be one thing that the City could say "yes" to during the pandemic restrictions. Councilor Gerber feels like we would really have to limit the numbers, especially without designated spots, and that the logistics may be tricky. She said that she has mixed feelings, and remembers that the Park had bad luck just a few years back.

McDowell reported that with the current Covid-19 guidance it is likely that Council will continue to meet by teleconference. The Council Chambers will limit the numbers of the public that we can legally allow access to the space during a meeting. Masks will create a significant challenge to properly recording the meetings. It is unclear exactly what the future holds.

**ADJOURNMENT:** Councilor Hansen moved to adjourn the Council meeting at 8:24 p.m. Councilor Chambers seconded the motion, and it passed unanimously.

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 "DW", written over a horizontal line.

Mayor Don Ware