



Council Minutes

July 28th, 2020

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

PUBLIC: Elizabeth Coleman, Lieutenant Brandon Fountain (*Linn County Sheriff's Office*), Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: None.

MINUTES: Councilor Neddeau made a motion to approve the June 23rd, 2020 meeting minutes as presented. Councilor Block seconded the motion, and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS: No public hearings listed for tonight's meeting.

DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Lieutenant Brandon Fountain reported that in the month of June there were 20 citations, 4 warnings, and 213 total hours spent for the City. Fountain reported that most of the citations were out on Hwy 228 with folks speeding through south town. They did have one prowler report, and they will be keeping an eye on that. There was also a burglary on Templeton.
- 2. Public Works.** McDowell will deliver the PW Report with the Administrator's Report tonight.
- 3. Administrator's Report.** McDowell shared his screen and recapped several items. The City Hall office has been open to the public for several weeks. Per the State of Oregon mandate, folks are required to wear a mask and to sign a contact tracing sheet. Procedures appear to be working well for the most part.

The 2020 Elections are quickly approaching. Council will have three (3) seats up for election including Councilor Gerber, Councilor Chambers, and Councilor Block's positions. Forms can be obtained at City Hall, and there is a \$10 filing fee. Completed forms are due back to the City by August 25th, 2020 at 5:00 p.m. McDowell has put an advertisement in the paper this week, and it will run again in two weeks.

Staff has arranged to make one of the bond payments tomorrow in Harrisburg at Key Bank. It is quite a process.

Our auditors, Boldt, Carlisle & Smith, will be here the week of August 18th, 2020. The new lead auditor this year is Cyrus Ward. We have decided to house them upstairs in the community room to comply with State social distancing requirements. McDowell thanked Staff for compiling the lengthy list of documents requested pre-audit.



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Mayor Ware and Mr. McDowell met with Ryan Vogt, the new Executive Director for the Cascades West Council of Governments (COG). McDowell reported that they had a candid discussion and expressed opinions on areas that could be improved. Mr. Vogt comes from a strong social services background and stated that he is excited to be strengthening and getting up to speed in some of these other areas. McDowell also expressed the need for advocacy to be one of the COG's main points of interest as well.

McDowell reported that the State of Oregon met in short session. The legislature didn't grant much solace to cities, still holding cities and counties liable for anything related to coronavirus.

The Chamber has now officially cancelled the Antique Faire. The Citywide Garage Sale was held the weekend of the July 18th, and it seems to have been a successful event. For the most part people wore masks and social distancing was practiced.

Last month we were talking about the possibility of doing something like a reservation module for camping in Pioneer Park. Due to Governor Kate Brown's recent actions, camping in Pioneer Park has been cancelled for the season. We simply don't have the staffing or ability to clean the facilities to the level required; other folks are doing these closures as well.

McDowell reported that Pioneer Picnic will still be held with modified events.

McDowell reported that he and Councilor Block will be meeting with Linn County Sheriff's Office (LCSO) on August 13th, 2020 in Harrisburg. If Council has anything they want brought to the attention of LCSO, please contact him before the meeting.

McDowell reminded Council that August is the official Council recess month. The next Council meeting is scheduled for September 22nd, 2020. McDowell shared the website on the screen and demonstrated how to collect and review information from the site.

McDowell reported that he will be out of the office from July 30th, 2020 through August 10th, 2020 on vacation.

McDowell stated that Public Works has been busy as usual, continuing with their normal duties of mowing and keeping everything running smoothly. The State required sanitary survey for the Water Treatment Plant is scheduled for next week.

4. **Planning.** Mrs. Coleman reported that things are going well in Planning, lots of air conditioners going in!
5. **Library.** Mayor Ware commented that the Library is open, and Mrs. Lemhouse is doing her usual fabulous job!
6. **Citizen's Comments.** No comments.
7. **Council Comments.** No comments.

LEGISLATIVE ITEMS:

Councilor Thompson joined the meeting at this time (connection difficulties.)



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1. **Resolution 2020.17 – Designating Certain Budgetary Line Items for Use in Response to the Coronavirus Pandemic.** McDowell briefly defined the scope of this resolution. This is basically just dedicating certain funds for use during the pandemic, should the need arise. McDowell thanked Mrs. Morrow for her efforts in filing requests for reimbursement costs through the CARES Act. We have received one payment, and filed for more assistance last week. *Councilor Block made a motion to approve R 2020.17 as presented. Councilor Chambers seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **Capital Improvements Plan (CIP) Revision.** McDowell stated that the City has an opportunity to replace a piece of sanitary sewer pipe that is currently running through private property. The revision to the CIP will address this need and make it official so the project can proceed. *Councilor Block made a motion to approve the CIP with this revision. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Alyrica and City Hall.** McDowell reported that Alyrica has discovered a need to install a power supply in City Hall for their fiber optic installation in town. They may need access to this equipment after hours, so we will need to issue keys as well as the alarm code to them for emergency use after hours. McDowell stated that he thought this will be just a temporary situation until they can relocate their power supply unit. Alyrica hopes to start hooking folks up by August 15th, 2020. *Councilor Neddeau moved to authorize McDowell to proceed. Councilor Block seconded the motion and it passed unanimously.* Councilor Thompson remarked that she is excited for Alyrica to come to town. She was late to this meeting due to internet problems!
3. **Census Bureau | Use of Facility.** Mr. McDowell stated that he has been approached by a representative of the Census Bureau requesting use of our public facilities for the Census. The City has allowed this use in the past, but this situation is different. McDowell is bringing this decision before Council because all facilities are closed for public use at this time due to the pandemic restrictions and the level of cleaning and sanitation that need to be performed.

Mayor Ware asked if the Kirk Room at the Library would be an adequate space? McDowell replied that this room would not be available for use as it is serving as the exit for the general public Library patrons. If they were allowed to use the Library they would need to be in the History Room, and the problem with that scenario is that it may lead to limiting folks coming into the Library as you cannot have more than 10 in the space at one time. This would need to be left to the Librarian's discretion. Again, this is Council's call.

Mayor Ware asked for discussion. Councilor Thompson asked about the time frame they have requested. McDowell replied that the timeframe would likely be up until the end of the Census count. *Councilor Block made a motion to disallow the use of city facilities at this time for the Census as all rooms are currently closed. Councilor Chambers seconded the motion and it passed unanimously.* Councilor Neddeau commented that if they had a trailer or mobile building, we could possibly allow them space in a parking lot in town.

4. **RAIN (Regional Accelerator & Innovation network) Financial Support.** McDowell brought to Council a request for support from RAIN for \$3,663.32. The



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regional cities have been working well together, and this support will help that effort continue. It was thought that Biz Oregon would provide some grant funding, but that effort has not been funded. McDowell is asking Council to authorize up to \$5,000 for the current effort. *Councilor Neddeau moved to approve this request. Councilor Hansen seconded the motion and it passed unanimously.*

5. **Homeowner Weed Abatement Appeal.** McDowell reviewed the abatement appeal he received from Veronica Christie. Councilor Thompson stated that it becomes a slippery slope if we enforce ordinances for some folks and not others. Thompson stated that it is not for Council to make judgements such as these. Ms. Christie's motives are good, but Council cannot just go by that. *Councilor Block moved to deny the appeal and let the posted abatement stand per Brownsville Municipal Code. Councilor Chambers seconded the motion and it was approved unanimously.* Councilor Neddeau commented that we could tell her that she can leave up to 12", but that is the rule Council made and we need to stick with that.

DISCUSSION ITEMS:

1. **Face Masks & Council.** McDowell received an email from Melissa Haendel asking for Council support for help in enforcing the face mask ruling set down by the State of Oregon (page 41 & 42 of the packet). Councilor Gerber reached out to Ms. Haendel and sent her some information from an epidemiologist. McDowell just wanted to bring the matter before Council for discussion. Councilor Chambers asked what specifically she is asking Council to do? We are already required to wear a mask when going inside stores. Councilor Neddeau feels that 'that horse has been beaten enough.' Councilor Block stated that since it is already a State rule, he doesn't think that Council needs to be the mask police. Mayor Ware and Councilor Thompson concurred with Councilor Block and stated that this is not our job, nor an area that we need to get involved in. Councilor Hansen stated that for the sake of consensus, he is in agreement, this would be beyond our responsibility as a Council.
2. **RV Ordinance Proposal.** McDowell reminded Council that at the last Council meeting Council approved Staff moving forward with attorney consultation. McDowell stated that three years ago Councilor Block and Councilor Thompson were on a committee to review this issue. They discovered that Council was very limited on what the City could do. McDowell stated that the City now has a new bloom of RV's popping up in places that are not desirable. McDowell would like a couple of volunteers to review the documents from the attorney and try to flush out a plan going forward for Council review. Councilors Chambers, Hansen, and Thompson volunteered to participate.
3. **New Master Checklist (TTDL).** McDowell stated that there is a new Master Checklist on the website for review. The project outlooks are tied to the budget and Council's goals based on the new fiscal year budget. He wanted to provide this basically blank copy for comparison at mid-year and year-end of a few of the things that Staff accomplishes in a fiscal year. This document is part of the organization prospectus. McDowell is making Council aware, and the document available to all through the website.



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4. **June Financials.** No comments.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: Councilor Thompson would like to express an interest in joining the discussion of the Picture Gallery with the Linn County Pioneer Association. She stated that she is very curious and cares about the outcome of that discussion.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 7:51 p.m. Councilor Chambers seconded the motion, and it passed unanimously.*

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 "DW", written above a horizontal line.

Mayor Don Ware