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Council Meeting

Tuesday, September 22nd, 2020

Location: Teleconference

See direction posted at City Hall and the City website.

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: July 28th, 2020
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Utility Billing Procedures – Mr. James Furst
 - B. Wildfire Information & Resources
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

This Agenda is a specific list of the subjects to be discussed at the meeting. Should you need assistance, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You!



9) LEGISLATIVE:

- A. **Resolution 2020.18:** Update Machinery, Materials & Human Resources Fee Schedule

10) ACTION ITEMS:

- A. Advertise for Park Board Member(s)
- B. Advertise for Planning Commission Member
- C. Arbor Day Proclamation

11) DISCUSSION ITEMS:

- A. Linn County Pioneer Association – Picture Gallery Agreement
- B. RV Ordinance Proposal
- C. Council Retreat | Team Building
- D. July & August Financials

12) CITIZEN QUESTIONS & COMMENTS

- ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

Please visit www.ci.brownsville.or.us for the meeting agenda, agenda packet and other City information.

This Agenda is a specific list of the subjects to be discussed at the meeting. Should you need assistance, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You!



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.



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.)



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



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. Haendle 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.



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.*

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

September 22nd, 2020

From: S. Scott McDowell
To: Mayor & Council
Re: General Business

One liner of the month



You have not experienced awkward until you try to tickle someone who isn't ticklish.
~ Anonymous



Note: The first section of this report provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals. When you see this symbol, ☒, it means more information will be provided at the meeting.

“Gratitude is not only the greatest of virtues,
but the parent of all others.”

~ *Marcus Cicero, Statesman*

"If you cannot find peace within yourself,
you will never find it anywhere else.”

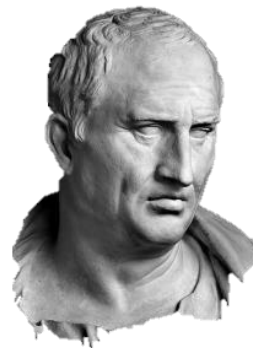
~ *Marvin Gaye, Singer*

“Start by doing what’s necessary; then
do what is possible; and suddenly
you are doing the impossible.”

~ *Francis of Assisi*

“Experience is never limited, and it is
never complete.”

~ *Henry James, Writer*



Cicero



Marvin Gaye

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. Utility Billing Procedures: Mr. James Furst – Mr. Furst asked to be placed on the agenda to talk about the City’s Utility Billing procedures. Mr. Furst had a situation that resulted in a few conversations with Administrative Assistant Jannea Deaver and I. Fortunately, Mr. Furst was able to resolve the situation. I have included the Utility Billing Process from the Policies & FYI document for your information. Council decided to lift the grace period for utility bills due to the Pandemic in July because all accounts were able to make payments within the timeframes allowed by the Brownsville Municipal Code.

B. Wildfire Information & Resources – McDowell will give a brief overview of all wildfire related resources on City websites for information purposes.

9) LEGISLATIVE:



City Administrator Report

- A. **Resolution 2020.18: Update Machinery, Materials and Human Resources Fee Schedule** – Every year Staff reviews personnel & machinery costs to ensure the costs are in keeping with market costs. Council has not passed an update since 2017. Staff is recommending increasing the personnel costs to keep up with the City’s costs. The resolution allows the City to “charge back” problems or accidents that may be caused by the work of a developer, property owner or other public utility. For example, if the City suffers a damaged water line caused by another entity, the City has a basis to charge the repair back to the responsible party.



What is Council being asked to do?

Pass this resolution to officially adopt the new fee schedule.

10) ACTION ITEMS:

- A. **Advertise for Park Board Member(s)** – Bonnie Napier recently resigned from the Board. Betsy Ramshur, Brandi Simon and Rick Dominguez would like to be reappointed. Terms are set to end in December 2020.

What is Council being asked to do?

Make a motion to authorize Staff to place an advertisement in *The Times* for this purpose.

- B. **Advertise for Planning Commission Member** – Erica Harms recently resigned from the Planning Commission.

What is Council being asked to do?

Make a motion to authorize Staff to place an advertisement in *The Times* for this purpose.

- C. **Arbor Day Proclamation** – Annually, Mayor Ware passes a proclamation for Arbor Day and sets the day for the City’s observation which is a requirement of the Tree City Program. This year however will be modified due to the Coronavirus Pandemic.

11) DISCUSSION ITEMS:

- A. **Linn County Pioneer Association Outcome** – Councilor Block, Councilor Thompson and I met with Association representatives about the latest version of the proposed agreement. Everyone felt comfortable moving forward with the version of the agreement contained in the agenda packet.

What is Council being asked to do?

Review the agreement and determine next steps.

- B. **RV Ordinance Update Proposal** ☑ – Council appointed Councilors Thompson, Hansen and Chambers to review the RV Ordinance from City Attorney Ross Williamson with Staff. Enclosed in the agenda packet is a draft version of that ordinance for discussion. We will review the highlights prior to the discussion.

From 07.28.2020: City Attorney Ross Williamson developed the language for a revision and clarification on RV’s. How would Council like to proceed? I would suggest a volunteer to work



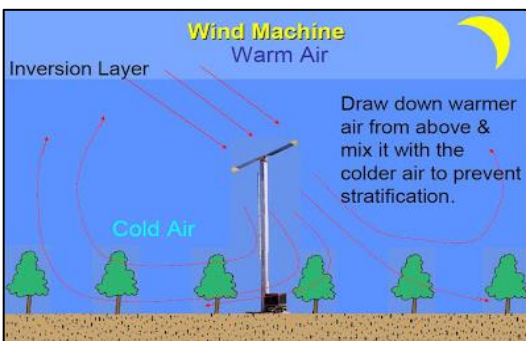
City Administrator Report

through the changes with Staff and bring those changes to Council for consideration at a future meeting.

- C. **Council Retreat | Team Building** – Council is being asked to consider an informal meet and greet with the two new Council members. Please check your calendar for availability.
- D. **July & August Financials**

REMINDERS

Fall: Vineyard Wind Machines Awareness – It that time of year to remind everyone that cooler temperatures will kick on the wind machines through the vineyard. The wind machines may turn on depending on overnight low temperatures. Vineyards use wind machines to prevent ‘cold injury’ to the grape vines during the late Fall and early Spring. The wind machines are very noisy due to the blades and engines used to generate electricity. Basically, the machines are programmed to turn on at certain temperature levels, generally around 38° F and can only be ran when naturally occurring wind speeds allow. The site has numerous wind machines and they generate a very noticeable sound throughout town. The motors sound like an old farm tractor and the blades have a high-pitched sound. A low frequency hum can be heard throughout town when all the wind machines are operating.



Clean-Up Day - Sweet Home Sanitation is planning on holding the event on Saturday, October 3rd, 2020 from 7:00 a.m. to 3:00 p.m. The event will be held in the parking lot of the Rec Center.

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

Wildfire Emergency ☑ – Staff worked closely with the Linn County Sheriff’s Office, the Brownsville Rural Fire District and the Governor’s Office to relay vital information to citizens.

Pandemic Update – Overall, everyone has respected the rules and requirements so the City and Library can be open. The City has officially closed the rental for public spaces due to the requirements of the State. It doesn’t appear that there is much relief in sight from the Pandemic. Everyone hopes for a successful vaccine to be released. It is important to note that treatment options have greatly improved over the last four months for those who have contracted COVID-19.



Impacts

From 06.23.2020: Several cancellations have taken place. Birthday parties, family events, church picnics, company gatherings continue to be canceled. The Mid-Valley Bicycle Group has recently cancelled this year’s ride. Fire Chief Kevin Rogers recently announced that the *Fourth of July celebration* has been canceled for this year.



City Administrator Report

Camping in Pioneer Park has been closed until further notice. Like the fireworks celebration, camping has been closed or canceled in many State Parks and campgrounds around the area have not opened.



The City does not have the resources to deal with a massive influx of visitors or campers which is the major concern when considering camping and other mass gatherings during this time.

The City is operating under the authority granted by the Governor's Office. To be clear, the City has not closed businesses. The State of Oregon has. The City is following the guidance set forth by the State. The City has offered opening resources and guidelines as provided to the City by the Governor's Office.

The *Chamber of Commerce* has decided to continue to move forward with their late-summer events. The Chamber is fully aware that these events may have to cancel, however preparations are still being made.

The *Ad Hoc Facilities Review Committee* has not been able to meet.

The *Go Team* effort with the eight cities has not been able to meet due to pandemic response in each city.

Pioneer Park: Camping, Events & Rentals – *From 07.28.2020:* Mayor Ware, Councilor Block and I, after discussion with Council & Staff, and responding to an escalating situation surrounding COVID-19 cases, decided to prohibit camping and facility reservations until further notice. Governor Brown may follow the State of California’s lead and roll back communities that are in Phase II, or even roll back everyone back to baseline according to a League of Oregon Cities conference call on Friday, July 17th, 2020.

The City did not want to be responsible for jeopardizing the County’s Phase II status, and people really wanted to use the park for camping. Staff ordered signs that will be placed in the Park. The City website and Facebook have been updated to include these closures as well as many e-mails to concerned parties.

Active: Park Signs and Public Communication Efforts – Delayed by the Coronavirus Pandemic. Ms. MacQueen did finish Camping Full signs for use.

From 05.26.2020: The City this currently working with Ms. Jane MacQueen on signage. Administrative Assistant Jannea Deaver, Administrative Assistant Elizabeth Coleman and I are working on other communications.

Active: Emergency Pandemic Community Outreach – Volunteers are getting more difficult to come by as people head back to work and other activities. The need may increase depending on what Governor Brown elects to do with reverting counties back to Phase I or baseline status.

From 05.26.2020: Mayor Ware, Councilor Block and Councilor Hansen have been involved on the Emergency Response Ad Hoc Committee. So far, the City has been acting as a facilitator and organizer for coordination purposes. Administrative Assistant Tammi Morrow is providing much of the support and coordination.



Linn County Sheriff's Office Meeting – Councilor Block and I attended the quarterly meeting with the Sheriff’s Office that had been delayed due to the Pandemic. The group conveyed our collective appreciation to the Sheriff’s Office for serving in law enforcement. McDowell asked for access to the new dashboard reporting tool currently being implemented by the Department. McDowell also asked about the progress on the



City Administrator Report

speed/traffic monitoring equipment. Captain Duncan asked McDowell to contact Sheriff Yon directly for more information.

Councilor Block stated Council’s concerns about citations and speeding in town. Block said, “you are not enforcing traffic laws in the City of Brownsville. The proof is in the numbers. Filling the City coffers is not the number one goal. We want safety and/or corrective behaviors. When people drive into Brownsville, we want them to slow down. They haven’t gotten the message.”

- ★ **Linn County Pioneer Association meeting.**
- ★ **Recreational Vehicles meeting.**
- ★ **Staff met with City Engineer Ryan Quigley to discuss multiple projects.**
- ★ **Central Linn Recreation Association meeting.**
- ★ **Festival of Tents discussion.**
- ★ **Mill Race has been shutdown under the direction of OWRD.**



Elections – The City initially received four candidates for three openings. The candidates are Adam Craven, Carla Gerber, Michael Humphreys and Patrick Starnes. Mr. Starnes decided to withdraw from consideration, within the appropriate time frame allowed by Law, to focus on his work with Governor Brown’s Campaign Finance task force. So, the City has three candidates for three positions. The candidates have been certified with the Linn County Clerk’s Office. I am preparing training materials for the new Councilors-to-be and will begin that process as time allows. It will be the first time the City can get a head start on training as all previous elections have been contested.



Mayor Ware and Councilor Block have agreed to assist in parts of the training.

I would also like Council to consider a mixer, with social distancing of course, to meet the new members and have an informal conversation. I think it will make it easier for the new members to feel part of the team since we will be conducting teleconferences for the foreseeable future.

I don’t anticipate the Chamber will hold a Meet the Candidates Forum due to COVID-19 and to the fact that the election is not contested. I do think it is appropriate for the City to ask the candidates for a profile so the public can get to know them a bit prior to them starting their terms in January 2021.

From 07.28.2020: The City posted the elections notice required by the Charter and Brownsville Municipal Code. Councilor Chambers, Councilor Gerber and Councilor Block are up for election should they choose to run for re-election.

RAIN Outcomes – Everyone continues to work toward accomplishing shared goals. Corey Wright was recently accepted into a Masters program in Germany. It is a tremendous opportunity for him. RAIN Executive Director Caroline Cummings indicated that their full staff would be picking up the slack as Corey will transition quickly to a part-time role. RAIN will be hiring another part-time person to help meet the obligations of the contract with the eight cities. Prior to the fire emergency, we were planning on engaging Scio and Tangent to consider joining the effort.

Court Update ☒ – Municipal Court Administrator Carol Humphreys placed information in the Council packet for your review and information. I will provide an overview the night of the meeting.



City Administrator Report

Equipment Update – The City received the new service truck.

Downtown Sewers Update – City Engineer Ryan Quigley reported that the storm sewer is interfering with the path of the sanitary sewer line. The City will need to install a run of storm sewer in association with this project. Quigley is looking at alternatives and costs associated with this complication.

Sanitary Survey Results – Public Works Superintendent Karl Frink reported that the Water Treatment Plant did well during the recent sanitary survey. The City continues to wait for the official report.

Holbrook Situation – Mr. John Holbrook was experiencing problems on his property where the City has an easement to operate the Mill Race pumps. Public Works Superintendent Karl Frink and I were working with him to solve that problem. The City is waiting to hear back from Mr. Holbrook.

Nealon Mowing Agreement – The City will be renewing an agreement with Donnie Nealon to continue maintaining the grass at the South Wastewater Treatment Plant in exchange for the cut grass. The agreement will be for three years and extend through December 2023.



City Handbook Update – Unfortunately, due to unforeseen circumstances, I was unable to finish the compilation of the City Handbook for Council’s consideration. I hope to have it to Council in either October or November. I had originally wanted to have it to Council in October. I had hoped that with the break, I would have had time but the wildfire emergency took precedence.

Policy

fyi

fyi

fyi

Compensation & FLSA Status

The Fair Labor Standards Act (FLSA), originally passed in 1938, made two general categories for employees, 1) Exempt employees and 2) Non-exempt employees. Exempt employees are not paid overtime and typically have management related duties to qualify for this employment status. Exempt employees do not earn overtime. Non-exempt employees are paid overtime for work paid over a certain number of hours per week depending on their job, certain exceptions apply to emergency personnel such as full-time firefighters and paramedics. The Act also did many things like set rates for overtime pay, record keeping and create minimum wage standards.

Public Works Superintendent Karl Frink and I are exempt employees and the rest of the City’s Staff is non-exempt. The City sets the hours threshold for benefits and can make many rules that govern compensation for all employees, including contractual employees, in relation to flex time, for example, and other compensation issues.



City Administrator Report

STATUS UPDATES – Projects, proposals and actions taken by Council

CIS Cybersecurity Policy – Staff is working on the implementation phase of these new requirements. All computers and identified hardware components have been inventoried. I will continue to send monthly communications to Staff regarding cyber threats in accordance with the policy.



Pending: Emergency Response | Ad Hoc Committee | COVID-19 – The Committee has cancelled due to the fact that there is nothing new to report. Sharing Hands continues to struggle with the volunteer effort. Sherri Lemhouse has been helping gather volunteers and Administrative Assistant Tammi Morrow continues to monitor the situation. The City is concerned about what the future may bring should the Governor close down businesses that have opened under Phase II guidance and requirements.

Audit Status – Cyrus Ward and the BCS team made short work of the annual audit. The team came in with a well-thought out plan and executed that plan well. Ward thanked Staff for sending so much information to them prior to their arrival. Ward expressed concern about the Cemetery Trust Fund. I have included the resolution Council passed when the money was moved at the request of the auditors last year. The City should receive the final report by December. I would like to thank Administrative Assistant Jannea Deaver and Administrative Assistant Tammi Morrow for the work on this project.



Pending: Walnut Alley Vacation – Administrative Assistant Elizabeth Coleman is working with Mr. Scott Gese to follow-up on the approval made earlier by Council. Council agreed to allow the vacation of an old livestock or “pig” alley south of Walnut Street.

From 06.23.2020: Mr. Scott Gese is requesting the City vacate an alley intersecting two of his properties. There is a six and a half foot (6.5’) easement dividing his two lots. Historically, “pig” alleys or livestock alleys were platted throughout town. Over the years, the City has eliminated these alleys when requested. The City has no utilities in this area and due to the steep nature of the terrain, the future ability of the City to make use of this alley is non-existent.

Linn County Sheriff’s Office Numbers – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

LCSO Month-to-Month Comparison (18 months)

Year	Month	Traffic Citations	Traffic Warnings	Hours
2020	August	20	14	211
2020	July	7	13	211
2020	June	20	4	213
2020	May	4	6	214
2020	April	18	5	210
2020	March	13	5	239.5
2020	February	15	20	214.5
2020	January	15	25	204.5



City Administrator Report

2019	December	16	24	206.5
2019	November	11	10	205.5
2019	October	12	29	217.5
2019	September	20	10	202
2019	August	8	15	210.5
2019	June	31	32	221
2019	May	21	47	204
2019	April	4	14	205.5
2019	March	15	35	204
2019	February	4	19	217
	<i>Subtotal</i>	254	327	3811
	Total Average	14.1111	18.167	211.72
		Cites	Warnings	Hours

Active: Alyrica Franchise Agreement – Alyrica is constructing the fiber optic system.

From 09.25.19: I met with Adam Skaer to discuss the possible location of a necessary cabinet on public property as described in the Franchise Agreement. Permits have been submitted to Pacific Power and they will soon be sending permits to the City and the County. They are attempting to get the main trunk line installed by the end of 2019.

Alyrica is targeting the following pricing structure:

\$69.99 100 Mbps \$99.99 1 Gbps

Active: Go Team Meetings – Staff recently met with the group as described above.

From 05.26.2020: The group was unsuccessful in obtaining State funding. *From 01.28.2020:* The Mid-Valley Partnership (MVP) group has decided to apply for a Rural Initiatives (ROI) grant for asset mapping, branding and website development which were the three primary goals of the agreement. Kelly Hart of Lebanon, Hilary Norton of Halsey and I met with Carolyn Cummings and Corey Wright of RAIN to discuss our continued partnership with RAIN, impacts of applying for a ROI grant and funding avenues and options. Mayor Ware and I have signed a support letter for the ROI grant. Council may remember the IGA had a funding component that needed to be determined for the upcoming budget season. The group is currently working on determining what these levels will be for each city.



Caroline Cummings

Pending: Right-of-Ways & Storage Containers – *From 12.17.19:* Council considered **two** ideas moving forward at the last meeting. Idea #1) consider permitting for temporary storage containers, and Idea #2) consider future requirements for storage containers as permitted living spaces.

From 11.26.19: Councilor Thompson, Councilor Neddeau, Administrative Assistant Tammi Morrow and I met to review right-of-way infringements, the ordinance and storage containers. Staff will share information with Council for possible next steps.

From 10.26.19: The LCSO is in the process of investigating a recreational vehicle that may be using city streets to illegally stay in town. The Sheriff's Office reported this phenomenon happens frequently in Harrisburg and other rural areas. A large semi size storage container has been placed on Blakely Avenue



City Administrator Report

to help a homeowner make renovations to their property. Staff has made reasonable accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.

Pending | Active: Land Inventory – *From 03.26.19:* Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will required for this important project.

See past reports for more information.

Pending: ODOT & Highway 228: Traffic Calming Planters – *From 07.28.2020:* ODOT's Shawn Martin is working on Council's request. I will occasionally contact Mr. Martin to check on the status. I expect the removal to take a year or more to complete.

From 05.26.2020: The traffic calming planters have been the source of much discussion by area business owners along Highway 228. The result of these planters has been two to three accidents each year. Certain business owners have lobbied the Department of Transportation for safety markings to be increased.



Council has a few options:

- 1) Leave ODOT to install ten candlesticks on each planter.
- 2) Request the removal of the planters.
- 3) Request the installation of additional safety measures.

Discussion | The planters are difficult to maintain and are the responsibility of the City. ODOT spends time cleaning up accidents, repairing safety equipment like reflection devices and fielding complaints. Installing the candlesticks will ruin any aesthetic value the planters were partially designed to achieve. The devices were

also designed to “calm” the traffic. The devices really have had little calming effect and have led to property damage.

Pending: Oregon Water Resources Department (OWRD) and Wyatt Rolfe – The City must complete this project this upcoming fiscal year to stay in compliance with the order from OWRD.

From 06.25.19: I have included money in the upcoming budget to address the Water Management & Conservation Plan [...required by the final order issued by OWRD.]

Stalled: Linn County Planning & Building Department Meeting Outcome – The group continues to wait on the County to upgrade and implement an e-permitting system. Future meetings will be required to continue to move this goal and other items forward.

From 07.23.19: Attended permit training conducted through the LCPBD. One direct result of this effort.

Stalled: Linn County Traffic Count Data Request – *From 12.17.19:* Linn County Road Master Darrin Lane processed Council's request.

From 11.26.19: Staff recommends Council asking Linn County Road Department to perform a traffic count on Depot Avenue just before Ash Street and just after Henshaw Drive. Collecting baseline data could be important once home start to build in the area. It is nice to have empirical data when dealing



Stalled: Facilities Review Committee Recommendation Outcomes – *From 11.26.19:* The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies, and options.



From 9.17.19: The City has received the Structural Engineering Report from VLMK, and it is currently under review.

Stalled: Ad Hoc Committee Document – *From 01.28.20:* Halsey City Administrator Hilary Norton and I met to discuss the plan of creating a document for the Ad Hoc Committee, Council and ultimately the general public that provides quick details and drawings of the future plans for the Central Linn Rec Center. Mrs. Norton will be providing illustrations for the document.

Stalled: Canal Company & the Mill Race – *From 04.28.20:* City Attorney Ross Williamson is currently working on this item.

Stalled: Officials Handbook – *From 01.28.20:* The newly adopted policies required by the new State law also apply to elected and appointed officials.

From 12.17.19: Staff is working on disseminating the handbook and collecting confirmations.

From 10.26.19: This resolution would adopt the new Officials Handbook as presented at the last Council meeting. I have included an acknowledgment form for Council review as well. If Council adopts this resolution, the Officials Handbook would be sent to all elected and appointed officials for their review and reference.

Stalled: Approve Mid-Valley Partnership Agreement – *From 06.23.20:* The group was unable to obtain grant funding for this project. The City of Lebanon is in transition with hiring a new City Manager which has also caused pause. We are hoping to move forward post-pandemic.

Pending: Step Up IT – *From 03.26.19:* I recently met with this company out of Eugene to discuss cybersecurity and I.T. They are working with Sweet Home and with other governmental agencies. I met with them a year ago, but we were not ready. A lot has happened since last year, we are in the process of getting a fiber optic system in Brownsville, we are using cloud services for Utility Billing and General Ledger, and we have automated the water distribution system, to name a few. Security and expertise will be important for City computer systems moving forward. I have provided I.T. for several years for the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

COMPLETED

Completed: CIP Update – Council authorized the update of the City’s Capital Improvements Plan at the July 2020 meeting to include a new sanitary sewer line on Seven Mile Lane.

Completed: Homeowner Weed Abatement Appeal – *From 07.28.20:* Staff posted weed notices throughout town. Veronica Christie wants to appeal Staff’s decision to abate her yard to Council. I have included her letter and e-mail in the agenda packet for your review.





Completed: MVP/RAIN Update & Support – *From 07.28.20:* The Eight Cities group met to discuss the delays caused by the Coronavirus Pandemic to the MVP plan and to discuss how the group would meet the contractual obligation required of year two of the RAIN partnership. The City of Lebanon has pulled all financial support due to budgetary issues. I am recommending that the City authorize the amount of up to \$5,000 to meet the obligation for this year. The City has enough budgeted to cover this cost. Council has been committed to regional involvement, and the RAIN partnership has been a successful and positive part of that success.

What is Council being asked to do?

Consider additional money to continue the RAIN partnership with the eight cities per agreement.

Completed: Facemasks & Council – Council decided to stay out of the mask enforcement arena. *From 07.28.20:* I have included a request from Melissa Haendel and Councilor Gerber’s article about facemasks.

Thoughts: The State of Oregon has, once again, short-circuited Home Rule with their response to the Coronavirus Pandemic. The State is making the rules and setting the protocols. The City is simply doing what it is told. Council endorsing masks will not make a difference anymore that the State of Oregon requiring masks regardless of the reasons. Most individuals will comply, some will not.

Does Council want to consider messaging around facemasks?

Completed: Adopt Revised Park Master Plan – Staff posted the approved plan to the City website.

Completed: Annual Bond Payments - Staff made the first installment payment.

Completed: Utility Shutoff Procedures – Staff reverted to normal procedures for collecting past due utility amounts.

Completed: Municipal Court Collections Agreement – *From 07.28.20:* The contract has been finalized. Staff is now implementing the necessary steps for proper protocols and execution with Western Collections Bureau, Inc. Staff cancelled the contract with Alliance One for failure to perform duties.

From 12.17.19: Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance’s legal department.

PAST MEETINGS – Memory Information

➤ **Kirk Avenue Project History**
For the history and status of the Kirk Avenue project, please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

Respectfully Submitted,

S. Scott McDowell
Administrator



September 2020

PLANNING AT A GLANCE

Permits *Building, Plumbing, Mechanical, Fence, Etc.*

• Mechanical	Install Outdoor A/C	863 NP Loop
• Structural	SFD w/Shop	328 Blakely Ave
• Mechanical	Install HP & A/C	605 Calapooia Ave
• Mechanical	Replace Gas Furnace & A/C	215 Washington Ave
• Plumbing	Replace 70' of Sewer Line	1235 Ash St
• Structural	30X48X16 Shop	217 Kirk Ave
• Mechanical	Install Furnace/AC/Coil/Line	521 Calapooia Ave
• Mechanical	Pellet Stove	408 Stanard Ave
• Construction	Accessory Structure/Shed <200SF	304 W Bishop Way
• Fence		515 Fisher St
• Fence		863 NP Loop
• Fence		912 Oak St
• Construction		189 Washburn St

Updates

Buildable Lands Inventory

Still in process.

River's Edge Subdivision

The River's Edge Subdivision is moving forward. Private & Public infrastructure is in the process of being constructed. A&O Engineering provides detailed Bi-weekly Site Inspection Reports. It's been a long process for this project; timeline for house construction is still to be determined. Late Fall 2020 could quite possibly push out to 2021.

Elizabeth E. Coleman



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2020

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: July

TRAFFIC CITATIONS: -----	7
TRAFFIC WARNINGS: -----	13
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	2
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	86

TOTAL HOURS SPENT: BROWNSVILLE 211

CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2020

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF: August

TRAFFIC CITATIONS: -----	20
TRAFFIC WARNINGS: -----	14
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	4
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	99

TOTAL HOURS SPENT: BROWNSVILLE 210

CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR JULY 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	24	3	3	24	
Violations	82	1	15	68	
Contempt/Other	62	2	2	62	
TOTALS	168	6	20	154	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 2,528.00	City	\$ 1,778.15
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 573.85
Total Bail Held -	\$ -	Linn County	\$ 176.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 2,528.00</u>	TOTAL COURT PAYMENTS	<u>\$ 2,528.00</u>
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Credit given for Community Service	\$ -
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Other Credit Allowed Against Fines	\$ -
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TOTAL NON-REVENUE CREDIT ALLOWED	<u>\$ -</u>
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TOTAL CASH PAYMENTS TO:

CITY	\$ 1,778.15
STATE	\$ 573.85
COUNTY	\$ 176.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 2,528.00</u>

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR JULY 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	24		2	22	
Violations	68	25	18	75	
Contempt/Other	62		1	61	
TOTALS	154	25	21	158	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 4,467.40	City	\$ 3,335.25
Total Bail Released +	\$ -	Restitution	\$ 30.00
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 783.15
Total Bail Held -	\$ -	Linn County	\$ 272.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ 47.00
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 4,467.40</u>	TOTAL COURT PAYMENTS	<u>\$ 4,467.40</u>

Credit given for Community Service	\$ -
Other Credit Allowed Against Fines	\$ -
TOTAL NON-REVENUE CREDIT ALLOWED	<u>\$ -</u>

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,382.25
STATE	\$ 783.15
COUNTY	\$ 272.00
*REFUND/RESTITUTION	\$ 30.00
TOTAL:	<u>\$ 4,467.40</u>



Library Advisory Board

Librarian's Report

July 2020

Here are a few facts about our library the month of July 2020. We have received 38 new books for the library. Volunteers donated 136 hours to our library. There were 1,375 materials checked out. 609 adult fiction books; 151 adult non-fiction books; 115 audio books; 209 children's books; 203 junior books; 35 junior reference books and 53 large print books.

In July 2020 we held 4 virtual children's programs with 382 participants. Some story times are better than others. I loved the concept of the Teddy Bear's Picnic but learning and performing a new song on the same day may not be recommended. I continue to search out stories to tell, songs to sing and fingerplays to teach our viewers. It has been fun searching out simple drawing techniques to share with patrons also. I use a 'white board' of cardstock and a sheet protector. These simple tools are typically easy to find in households or home offices.

The Summer Reading Program had a good turnout for the limited activities we had to choose from. Instead of in person programs with a story time and craft coordinators put together bags with Take and Make projects for children to do at home. We handed out projects to 135 children the four Fridays of July. The Ready-To-Read Grant for next summer is due at the end of August. I am hopeful that we will have a 'normal' Summer Reading Program year. I have written in, 'if in pandemic mode, we will hand out Take and Make packets and ask our Friends group to purchase more books to give to participants each week.

I remain thankful that we are an independent library. If we were part of a group, our library would still be closed to patrons. If we were part of a group and were open, all patrons of the group would be coming to us for materials. While the numbers would be great, the traffic would be difficult to manage. Thank you for supporting your Library.

Respectfully submitted,

A handwritten signature in blue ink that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



RESOLUTION NO. 2020.18

A RESOLUTION SETTING THE COSTS FOR MACHINERY, MATERIALS AND RESOURCES FOR WORK PERFORMED BY CITY PERSONNEL

WHEREAS, City resources are utilized on various occasions to complete tasks which should have been completed by a contractor, subcontractor, resident, property owner or other entity; and

WHEREAS, the following rate schedule for machinery, materials and human resources shall be utilized when invoices are sent to any contractor, subcontractor, resident, property owner or other entity for these tasks; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

SECTION I. That the following costs for machinery, materials and resources for work performed by City personnel be and are hereby set:

Human Resources Per Hour

Regular Pay = \$49.75/individual Overtime Pay = \$74.62/individual

Machinery Rates Per Hour

Backhoe	\$90.00	Dump Truck	\$75.00
Pickup Truck	\$50.00	Grader	\$70.00
Sweeper	\$75.00	6" Trash Pump	\$50.00
Air Compressor & Hammer	\$65.00	Lawn Mower	\$35.00
Weed Trimmer	\$15.00	Boring Machine	\$500 Flat Rate + \$7.00/linear foot

Materials

Appurtenances	Cost + 20%	Stone	Per Contract
<i>Examples Include:</i>		Blacktop	Market Price

- ▶ *Hydrants* ▶ *Fittings*
- ▶ *Meters* ▶ *Light Poles*
- ▶ *Pipe Sizes Vary*

SECTION II. That this Resolution be in force and effective immediately and repeals all previous resolutions including Resolution 2014.15 & Resolution 2017.14.

PASSED AND ADOPTED by the Council of the City of Brownsville this 22nd day of September, 2020.

S. Scott McDowell
City Administrator

Don Ware
Mayor



PROCLAMATION

ARBOR DAY 2020

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and;

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

WHEREAS, Arbor Day is now observed throughout the Nation and the World, and;

WHEREAS, trees can reduce the erosion of precious topsoil by wind and water, lower heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide more habitat for wildlife, and;

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood based products, and;

WHEREAS, trees in our community increase property values, enhance the economic vitality of business areas and beautify our community, and;

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal, and;

WHEREAS, due to the worldwide coronavirus pandemic, the City will not hold a ceremony due to State requirements for public gatherings, and;

WHEREAS, due to Statewide wildfire please make sure air quality supports tree planting before exerting yourself outside, and;

NOW THEREFORE I, Mayor Don Ware of the City of Brownsville, do hereby proclaim **October, 2020** as **Arbor Month** in the City of Brownsville and I urge citizens to celebrate Arbor Month and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

Dated this 22nd day of September, 2020.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



2019-2020 Council Values

Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsville citizens care about healthy city finances, they expect infrastructure that delivers, and they elect a City Council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

Tag line

Brownsville: Where People Care, Business Thrives, and History Lives

Who we are?

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

What do we want for Brownsville?

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:



2019-2020 Council Values

- | | |
|-------------------------|----------------------------|
| 1. Treasury Health | 7. Contract Administration |
| 2. Water | 8. Personnel |
| 3. Sewer | 9. Police Protection |
| 4. Capital Improvements | 10. Municipal Court |
| 5. Parks | 11. Library Services |
| 6. Streets | 12. Planning & Zoning |

Organizational Development

1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

THE PROCESS OF PROGRESS

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes



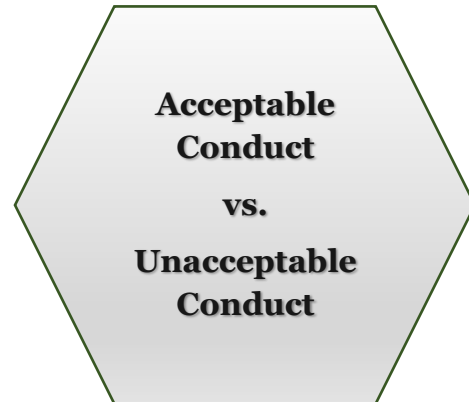
2019-2020 Council Values

LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks

How are expectations set in City Government?

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion





2019-2020 Council Goals
(*Compilation Date: June 2020*)

Goals 2019-2020

1. Focus on the Fundamentals.
 - *Protect and Manage Brownsville's Treasury.*
 - *Foster Cooperative and Productive Relationships in the community, with Linn County, State and Federal Agencies.*
 - *Develop Advocacy Plan.*

2. Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*

3. Economic Development Plan.
 - *Participate in Regional Efforts and Opportunities.*
 - *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

4. Community Development Plan.
 - *Refine Zoning Rules and Requirements.*
 - *Consider and Adopt Building Rules and Standards.*
 - *Emergency Preparedness Planning.*
 - *Support Improvements for Central Linn Rec Center.*
 - *Improve Partnership with CLSD.*
 - *Monitor Recreational Immunity.*
 - *Internet Service Provider.*

5. Capital Improvements Plan.
 - *Develop the Framework for a Sidewalk Program. (Suspended)*
 - *Plan and Construct Downtown Wastewater Improvements.*
 - *TMDL Exploration and Implementation Elements.*
 - *Explore Kirk Avenue Paving Options. (Suspended)*
 - *Pioneer Picture Gallery Discussion.*

6. Organizational Development.
 - *Continue Developing an Effective Working Relationship between Council and Staff.*
 - *Focus on Council Leadership Development.*



GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative & Productive Relationships in the community, with Linn County, State & Federal Agencies.*
- *Develop Advocacy Plan. (2)*

Plan: Staff will continue working carefully with the annually adopted budget to ensure financial well-being. Staff will strive to keep rates as low as possible while providing services effectively and maintaining outstanding financial ratings. Staff will execute the planned projects found in the FY 2018-2019 and FY 2019-2020 budgets as time and priority allow.

Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on financial availability and the savings.

Staff will continue to strive for excellence in all relational aspects. McDowell will continue his involvement with the Solid Waste Advisory Committee (SWAC), the Linn County Sheriff's Office (LCSO) Joint Cities Coalition, the Linn County Planning and Building Department meetings, City/County Insurance Services (CIS), International City Management Association (ICMA), Oregon City/County Management Association (OCCMA) and the League of Oregon Cities (LOC) as needed. Mr. Frink works with various groups including 811.

Staff is also very involved at a local level. McDowell serves as a liaison to the Board of Directors for the Chamber of Commerce and attends other civic organization meetings as requested or required. Mayor Ware serves on the Central Linn Community Foundation and the Lions Club, among others. Councilor Thompson serves as the liaison to the Central Linn Recreation Association (CLRA). Mayor Ware and Councilor Neddeau served on the Cascade West Council of Governments (COG) Board. Councilor Gerber serves on Cascade West Council of Government's Transportation Board.

Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

-
- ★ The LCSO agreement was agreed to in principle after two meetings attended by Councilor Block and McDowell. The City is awaiting the final document. The next scheduled quarterly meeting is March 5th, 2020.
 - ★ McDowell and Coleman continue to push the regional agenda forward working on improving the relationship with the LCPBD. Dave Kinney is in the process of gathering data for the cities as well. McDowell plans on issuing a letter at the beginning of the year calling for certain deadlines to be met by the LCPBD. Training has occurred and was well attended by the partner cities. Cities are waiting on the IGA/UGB update and the County to move to an e-permitting system.
 - ★ Public Works Superintendent Karl Frink and McDowell continue to monitor and attend TMDL meetings.
 - ★ McDowell is working with the transitional leadership at Cascade West Council of Governments to continue the regional advocacy piece started under the guidance of Executive Director Fred Abousleman who has taken another position. McDowell is working closely with the LOC as they



are also working on outreach, relationship building and advocacy to bolster municipalities home rule status under the Oregon Constitution.

- ★ The City's rating was upgraded by Standard & Poor's.
- ★ The Coronavirus Pandemic presented unknown challenges to the budgeting process. Staff took a conservative approach to revenues. Planned expenditures were continued for the Downtown Sanitary Sewer project and other important issues. Council is aware that changes to the budget may happen throughout the course of the upcoming fiscal year and beyond. So far, the unemployment rate is mirroring what happened during 2008 – 2014. The City's taxes are stable and not dependent on sales taxes. The most impacted revenue stream will be Transient Room Tax due to closures mandated by the State of Oregon. Typically, the City collects around \$3,000.
- ★ The Coronavirus Pandemic has completely changed regional interactions that are critical for advocacy. Council will need to take a much more active role in pushing items beneficial to Brownsville's local citizenry in this upcoming long session in 2021.
- ★ The relationship with State and Federal agencies increased due to the Coronavirus Pandemic. Daily and weekly communications with the Governor's Office became the norm and President Trump and Chief Advisors held weekly call with Governors that were made public. The Worldwide Pandemic changed many things and those changes are yet to be fully understood and, in some cases, even implemented. The City successfully applied for CARES Act funding to recuperate costs associated with the pandemic.

2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

Plan: The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Council recognizes water as the City's most valuable resource.

-
- ★ The City installed new, state-of-the-art meters in town.
 - ★ OWRD required the City to adopt a Water Conservation Plan. Council budgeted funding for this requirement. The new meters will also be a key tool in assisting the City toward this plan. The City has two years to submit.
 - ★ *City Water Rights Attorney Schroder Law continued an aggressive series on water rights.*

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities.*
- *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

Plan: Continue working with partners on regional economic development efforts.

Definition: The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

2019.2020 Goals (Final)



The City will budget for procedures required by the Department of Land Conservation & Development (DLCD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

-
- ★ Council approved the IGA for the Mid-Valley Partnership. McDowell presented the IGA to several partner cities. The group will work together to develop a budget presentation based on the deliverables in the agreement.
 - ★ Planning Consultant Dave Kinney continues work on the buildable lands inventory and other requirements of DLCDC. Kinney has reported that adding residential land does not seem viable due to the existing residential inventory.
 - ★ The Coronavirus Pandemic halted all meetings and discussions. McDowell will begin scheduling face-to-face meetings soon. The City of Lebanon is already pulling back funding due to the pandemic. It will be challenging keeping the group together.

4. Community Development Plan.

- *Refine Zoning Rules and Requirements.*
- *Consider and Adopt Building Rules and Standards.*
- *Emergency Preparedness Planning.*
- *Support Improvements for Central Linn Rec Center.*
- *Improve Partnership with CLSD.*
- *Monitor Recreational Immunity.*
- *Internet Service Provider.*

Plan: Council would like to explore ways to positively affect community livability. Council will explore building rules and standards to solidify the historic look and feel of Brownsville. The City continues working with ad hoc volunteer committee promoting community emergency preparedness efforts as defined by the Brownsville Municipal Code. Staff will work with the Brownsville Rural Fire District, Halsey-Shedd Rural Fire Protection District, the City of Halsey and the Central Linn School District to accomplish Council directives. Council will continue to explore options for the Central Linn Rec Center with various partners including the City of Halsey and the Central Linn School District. Council will continue to monitor attacks against recreational immunity through various sources such as the League of Oregon Cities (LOC) and CIS. Staff will continue to work with Alyrica to develop a new fiber optic system for Brownsville.

-
- ★ Council has reviewed right-of-way infringements and storage containers. Council plans to review policy options over the course of the next few months. The Planning Commission shall be included on any changes. Councilors Block, Hansen, Thompson and Neddeau have assisted Staff with policy ideas and situational reviews.
 - ★ Council is actively updating the City's Public Works Standards.
 - ★ The Emergency Preparedness Committee has had a very good year achieving their goals. The fire districts, municipalities and the school are working together on shared goals. The Committee developed a stand-alone website and placed emergency trauma kits in all local schools. The Committee has a robust plan prepared for 2020.
 - ★ Council has received a positive structural engineering report on the Central Linn Rec Center. The report concluded that the building is in good enough shape to support a renovation. McDowell formed an Ad Hoc Committee to review options, create a vision and strategies to



work on the Rec Center and the Pioneer Park Pavilion. The Committee is actively working toward goals defined by the group. Councilors Gerber, Chambers and Block along with representatives from the Central Linn School District, the Rec Center, the Park Board and the City of Halsey are participants.

- ★ McDowell has been actively working with Public Works Superintendent Karl and Alyrica in creating a fiber optic network for Brownsville. Council recently authorized a lease agreement for the main point of connection for the new system.
- ★ Alyrica is actively building out the new fiber optic system for Brownsville.
- ★ The Coronavirus Pandemic has stalled all work on the renovation plans for the Central Linn Recreation Center and Pioneer Park Pavilion efforts.
- ★ Emergency planning efforts went into high gear as the City came alongside community partners to help Sharing Hands, the local food bank, meet high demand. The Faith Community, EPC, the American Legion, the Brownsville Senior Center, the Brownsville Rural Fire District, Sherri Lemhouse and Tammi Morrow played and continue to play prominent roles in this effort. Weekly meetings have happened since the third week of March to present.
- ★ The City has actively pushed information from the State, Feds and other reliable sources using the City website and Facebook page.
- ★ Council passed an ordinance on building security and Staff finalized the installation of cameras at City Hall.
- ★ The Coronavirus Pandemic required the City to take certain measures to protect City employees from exposure to the virus while also protecting citizens and reopened June 18th, 2020.

5. Capital Improvements Plan.

- *Develop the Framework for a Sidewalk Program.*
- *Plan and Construct Downtown Wastewater Improvements.*
- *Pioneer Picture Gallery Discussion.*
- *TMDL Exploration and Implementation Elements.*
- *Explore Kirk Avenue Paving Options.*

Plan: Council will explore the creation of a Sidewalk Program. Plan and save for the construction of a new wastewater collection system for downtown. Council will host a Town Hall in late 2019 to discuss the future of the Pioneer Picture Gallery building. Council will continue to monitor developments of DEQ's TMDL implementation strategy. Council explore funding and construction options for Kirk Avenue.

-
- ★ Council recently moved forward the downtown sewer project by moving funds to complete the engineering work with Dyer Partnership. Council hopes to be prepared to go out for bids early in FY 2020.2021.
 - ★ Staff continues to work on TMDL related items. Staff is in the process of completing the annual report. Staff create a webpage and information was shared publicly via the City newsletter. Staff continues to attend DEQ session pertaining to the topic.
 - ★ Council appointed Mayor Ware and Councilor Block to join McDowell in leading a discussion with the Linn County Pioneer Picnic Association regarding the condition of the Pioneer Picture Gallery.



- ★ Council appointed Councilor Block and McDowell to approach Canal Company representatives to talk about exploring partnership options. The group is actively discussing options and thoughts for future operations.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend the Sidewalk Program project. Council cited the explosion in concrete prices and the burden not only to the City but to the property owners. Sidewalks are the sole responsibility of the property owner. Council also cited upcoming capital infrastructure projects that are more important to accomplish and did not want to cause further strain to the budget or Staff.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend the Kirk Avenue project exploration. Council is already aware that the project would be near \$750,000 to simply repave Kirk Avenue from Main Street to Hunter Street. If the City were to install storm drainage and reconstruct the street, the cost could be over \$2,000,000. The City does not have the funds to execute this project.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend further exploration on the Calapooia Riverbank reparations. McDowell will reach out to Representative Wilde to show the need and the financial burden.
- ★ Staff continues work on the Downtown Sewer project.
- ★ Staff procured the budgeted equipment as planned.
- ★ Councilor Block and McDowell met with representatives from the Linn County Pioneer Association to discuss the future of the Picture Gallery. Discussions are continuing and are expected to be in front of Council as soon as July 2020.
- ★ The TMDL plan was approved by Council and approved by the State of Oregon. The City expects widescale changes to this program due to the United States EPA rejecting the State of Oregon's TMDL plan. Council is following these developments closely.

6. Organizational Development.

- *Continue Developing an Effective Working Relationship between Council and Staff.*
- *Focus on Council Leadership Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2) executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff.

-
- ★ Council adopted a new policy handbook for elected and appointed officials.
 - ★ Council has actively worked with Staff taking closer looks at several City related items as named above in this report and continues to actively participate in key regional and local meetings, assist with policy creation and monitor communications with the general public.
 - ★ Councilors have been vigilant to check in on happenings and have consistently attended all meetings of Council.
 - ★ Council has held follow-up work sessions to talk about develop and progress of themselves and of the Council's collective goals.
 - ★ Several recent developments have led to great conversations on areas to improve as individual councilors and to work on the vital relationship with Staff.



- ★ Councilor Block has taken on a major leadership role working with the Linn County Sheriff's Office on the regional law enforcement agreement. Block has worked with the Association on future options for the Picture Gallery and he has been instrumental in successful discussions with the Brownsville Canal Company.
- ★ Councilor Gerber has been integrally involved with the Facilities Review Committee and the Ad Hoc Committee working on Rec Center and Pavilion planning. Gerber also worked with Hansen on a neighborhood facilitation. Gerber provides key input and observances.
- ★ Council Hansen has increased his presence in City Hall and has provided much support and guidance on a variety of issues facing the City. Hansen continues to explore ways to build and solidify organizational culture and strength.
- ★ Councilor Thompson and Councilor Neddeau have worked on several specific policy reviews. Thompson and Neddeau both stay abreast of issues and have provided key insights on community issues. Thompson plans to work with McDowell on developing a plan to foster development and build capacity with Council.
- ★ Councilor Chambers has been a part of several discussions on community issues. Chambers continues to be a positive force for collaboration and cooperation between and among citizens.
- ★ Mayor Ware continues to be a daily presence at City Hall helping on every kind of issue. Ware's advice and guidance propel the City forward weekly. Ware has supported Staff by answering phones and greeting visitors not only at City Hall, but the Library as well. Ware serves as an ambassador to nearly all local non-profit organizations, and in most cases plays a key role in their operations such as the Chamber and the Central Linn Community Foundation. Ware's connections have been key in helping the City's effectiveness during the emergency response to the pandemic.

Utilities

Twenty-four (24) Hour Shut Off Door Hanger – The City processes water & sewer bills monthly. Once a customer is past due forty-five (45) days, a late letter is sent requesting payment of the amount owed within ten (10) days. If the customer doesn't pay, the Brownsville Municipal Code requires the City to physically post a door hanger on the property. The door hanger notice requires payment due within twenty-four (24) hours or water service is shutoff for non-payment.

Monthly, on average, Administrative Assistant Jannea Deaver reports the following:

- ▶ 40-50 Late Letters Generated
- ▶ 15-20 24 Hour Door Hangers Produced
- ▶ 2-5 Shutoffs

Staff has been hearing from upset customers who do not want this hanger on their residence or their business. I wanted to make Council aware of the process Staff follows as required by the Brownsville Municipal Code. All concerns about the door hanger can be avoided if the customer keeps their account current.

Utility Bill Explained

City of Brownsville

ACCOUNT NUMBER	DATE BILL MAILED
[REDACTED]	02/28/2019
PRESENT READING	
20195	
PREVIOUS READING	
20115	
UNITS USED	DAYS USED
80	27
DESCRIPTION	AMOUNT
PAST DUE BALANCE	-0.03
Water Service	25.43
Sewer Service	44.06
Sewer Debt	15.00
WATER CAPITAL IM	2.50
DUE DATE	AMOUNT DUE
03/10/2019	86.96
SERVICE ADDRESS	
[REDACTED]	

Utility Bill Explained

- ACCOUNT NUMBER**: Meter linked to your address.
- PRESENT READING**: Number shows current usage on the 15th.
- PREVIOUS READING**: Number is usage from previous month on the 15th.
- UNITS USED**: 1 Unit = 1 Cubic Foot of Water; 1 Cubic Foot = 7.48 Gallons of Water; 80 Units = 598 Gallons of Water.
- Sewer Debt**: Flat rate of \$15 goes to pay down the \$9,863,079 debt that includes the Water Bonds (1996) and the Wastewater Bonds (2007).
- DATE BILL MAILED**: 02/28/2019
- DAYS USED**: Meters are read monthly on the 15th.
- Cost for Water Usage Portion of Bill**: 25.43
- Cost for Sewage Usage Portion of Bill**: 44.06
- Flat rate for Future System Improvements**: 15.00
- AMOUNT DUE**: Your total bill for service provided for the month. 86.96
- DUE DATE**: Bills are always due on the 10th. 03/10/2019
- SERVICE ADDRESS**: Your property where service is being provided.

City of Brownsville

MONTHLY SERVICE CHARGE		
In-City		
Base Rate	0 - 300 c.f.	\$ 25.43
Additional From	301 - 600 c.f.	\$ 1.66 per hundred c.f.
	601 - 1000 c.f.	\$ 1.84 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.89 per hundred c.f.
	1501+ c.f.	\$ 2.05 per hundred c.f.

Water Rate Schedule

Base Rate
Includes up to 300 Cubic Feet of Water or 2,244 gallons. Additional water is calculated using the tiers of the schedule.

In-City Sewer Charges:		
Average Usage	0 - 300 c.f.	\$ 34.67
	400 - 500 c.f.	\$ 40.77
	600 - 800 c.f.	\$ 44.05
	900 + c.f.	\$ 48.66
Sewer Only		\$ 44.05

Sewer Rate Schedule

Base Rate
Includes up to 300 Cubic Feet of wastewater or 2,244 gallons.
Rate is based on December, January & February which are the lowest flow months of the year. So, if during those three months your average is 200 c.f. your rate for the year would be \$34.67.

Utility Bill Explained

New customers start at tier three. All accounts are adjusted annually.

Why

Many customers have had reoccurring questions about the utility bill. Now we have this diagram to help everyone understand the information. This information can also be found at:

https://www.ci.brownsville.or.us/sites/default/files/fileattachments/utilities/page/5431/utility_bill_explained.pdf

Sewer Billed One Month Ahead & Deposit

– The Brownsville Municipal Code requires all accounts to pay for sewer one month ahead and establishes a \$100 deposit. Staff always explains the City’s billing process to new residents. Almost always, there is confusion when a new customer receives their first bill because it says, ‘past due’ and they of course did not live in Brownsville the previous month. Staff hands out flyers, it's on-line, in the Brownsville Municipal Code and Staff is very good about explaining this to every new customer. People simply forget and then, sometimes, get upset.

The City requires a \$100 deposit to establish a new account. The City holds the \$100 deposit for one year if the person is a homeowner. If the account is in good standing, the \$100 is returned to the homeowner after one year. The City holds onto the \$100 deposit in rental situations in the event people decide to “skip out” on paying their utility bill. This policy provides some relief to landlords who have gotten stuck with big utility bills in the past.

Side Note: Staff has been taking questions on the cost of utility bills. I have posted area rate comparisons on the City website, however, not everyone sees it. The City includes a monthly \$15 Sewer Debt Service Fee to retire the debt on the Wastewater Treatment Plants that was incurred in 2008. The fee is designed to share the cost between property owners and rate payers, otherwise property owners would pay for the improvements and rate payers would not. The City also includes a monthly \$2.50 Water Capital Improvement Fee for the impending Water Treatment Plant Improvements slated for 2025. The remaining charges are for water & sewer usage.



PIONEER PICTURE GALLERY

LEASE AGREEMENT

BETWEEN: The City of Brownsville, an Oregon (CITY)
Municipal Corporation

AND: Linn County Pioneer Association, Inc. (LESSEE)

RECITALS

- A. The City owns the Pioneer Picture Gallery located at 258 N. Main Street, Brownsville, Oregon.
- B. The Lessee desires to continue to operate the Pioneer Picture Gallery upon the terms and conditions set forth herein.

AGREEMENT

- 1. **Pioneer Picture Gallery Operation.** City hereby designates, for the term of this agreement, Lessee to be the exclusive manager and Lessee of the Pioneer Picture Gallery for the purposes detailed herein. Lessee hereby agrees to manage and operate the Pioneer Picture Gallery based on the terms and conditions of this agreement.
- 2. **Term.** The term of this agreement shall be for a period of twenty-five years, commencing on October 1st, 2020 and ending on September 30th, 2045. This agreement shall have an official review by the board of each party every three (3) years. The review details and any modification(s) to the agreement shall be conducted at a regular session Council meeting.
- 3. **Purpose.** Lessee shall use and occupy the Pioneer Picture Gallery for public purposes including historical photographic display and operations.
- 4. **Consideration.** The Lessee is providing services for the benefit of the public and no monetary sum is to be paid to or by the Lessee except to meet the necessary tax obligations and expenses as outline in this agreement. The Lessee is also granted permission to sublet certain areas of the Pioneer Picture Gallery at their discretion as articulated herein.
- 5. **Maintenance of Center.** Lessee shall maintain the Pioneer Picture Gallery in as good a condition as it exists at the beginning of this Agreement and shall be responsible for repairs necessitated by Lessee's negligence or normal wear and



- tear. City shall hold Lessee, its officers, agents and employees, harmless from any and all claims, actions liabilities, costs, including costs of defense, arising out of or in any way related to property damage to the Pioneer Picture Gallery in excess of or different from the damage for which Lessee has agreed to assume responsibility, except where such damage was caused by intentional acts or failures to act on the part of Lessee, its officers, agents or employees. The City shall be responsible for the following items: 1) Building exterior, 2) parking area, 3) grounds, and 4) extermination services.
6. **Key.** Lessee shall provide City with a key enabling City to obtain access to the Lessee as requested. City shall give Lessee notice before entering the Pioneer Picture Gallery whenever possible.
 7. **Improvements and Extraordinary Repairs.** Lessee shall not make any major structural changes, additions or improvement to or upon Pioneer Picture Gallery without the prior written consent of City, and that any such improvements so made or provided shall inure or revert to the benefit of City and become the sole property of City at the termination of this agreement as it may be extended or renewed.

Given the current, known condition of the structure, the City will not participate in any full-scale renovations, remodeling or rebuilding of this structure.
 8. **Assignment and Transfer.** This Agreement shall not be assigned or transferred without written consent of City.
 9. **Liability Insurance.** Lessee shall maintain in force for the duration of this contract an insurance policy providing comprehensive protection for all accidents or injuries which may occur during Lessee's use of the Pioneer Picture Gallery, written as a primary policy, not contributing with or in excess of any coverage which City may carry. Such policy shall have coverage of not less than the standard, recommended amounts required by the City's insurance advisors. The policy shall also contain an endorsement naming City as an individual insured and expressly providing that the interest of City shall not be affected by Lessee's breach of policy provisions. A copy of each policy or a certificate satisfactory to City shall be delivered to City prior to commencement of this Agreement. Such policy shall be written on an "occurrence" form with an admitted insurance carrier licensed to do business in the State of Oregon and shall contain an endorsement entitling City to not less than thirty (30) days prior written notice of any material change, non-renewal or cancellation. Failure to maintain any insurance coverage required by this Agreement shall be cause for immediate termination of this Agreement by City.
 10. **Public Use.** Lessee agrees to manage the Pioneer Picture Gallery without regard to race, color, sex, religion, age, national origin, or physical or mental handicap, and to charge for use of the Pioneer Picture Gallery only on the basis of a written



rate schedule available to the public.

11. **Compliance with Laws.** Lessee agrees to conform with all applicable laws and regulations of a public authority affecting the Pioneer Picture Gallery and its use, and to correct, at Lessee's expense, any failure of compliance created through Lessee's fault or by reason of Lessee's use.
12. **Utilities.** Lessee shall pay all utilities associated with the property.
13. **Improvements.** The following is a list of past and present projects:
 - ★ Windows | Grant Opportunity
 - ★ HVAC | Mini-splits
 - ★ Example 3 and so on.
14. **Property.** Any theft or damages incurred to the furniture, any personal items or supplies shall be the sole responsibility of the Linn County Pioneer Association. Cleaning of the space shall be the responsibility of the Lessee.
15. **Subletting.** The Lessee shall have the right to sublet or sub-lease portions of the Pioneer Picture Gallery that are beyond the scope of the normal rental procedure as defined by the Lessee subject to the review and approval of Council. The Lessee shall be solely responsible for the subletting/rental agreement, insurance and compensation for the space provided to any third party. The Lessee shall require the third party to provide appropriate documentation including but not limited to insurance coverage for property and liability.
16. **Independent Contractor.** In the management and operation of the Pioneer Picture Gallery, Lessee is acting as an independent contractor. The manner in which the services are performed shall be controlled by Lessee; however, the nature of the services shall be consistent with Section 3 hereof. Lessee is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided herein.
17. **Termination by City.** City may terminate this Agreement at any time during its term by giving reasons deemed sufficient by City and complying with the following procedure:
 - 19.1. City shall give Lessee notice that termination is being considered;
 - 19.2. City shall confer with Lessee;
 - 19.3. If City determines that termination is appropriate, it shall state the reasons therefore and give Lessee thirty (30) days written notice to vacate the Pioneer Picture Gallery.
 - 19.4. If Lessee fails to vacate the Pioneer Picture Gallery, City may re-enter and take possession or pursue any other remedy



available by law.

- 19.5 Termination of this Agreement shall also terminate any contract for services provided by Lessee or other arrangements as provided herein. In the event of termination of this Agreement by City because of a breach by Lessee, City may complete the work either by itself or by contract with other persons. Lessee shall be liable to City for any costs or losses incurred by City arising out of or related to the breach.
18. **Termination by Lessee.** Lessee may terminate this agreement at any time during its term without giving reasons for the termination by complying with the following procedure:
- 20.1. Lessee shall give City notice that termination is being considered;
 - 20.2. Lessee shall confer with City;
 - 20.3. If Lessee determines the termination is appropriate, it shall give City thirty (30) days written notice of its termination.
 - 20.4. Termination of this Agreement shall also terminate any contract for services provided by Lessee. Lessee's remedies upon such termination shall be limited to payment for work performed to the date of the termination.
19. **Waiver.** Any waiver of any condition of this agreement shall be in writing signed by both parties to the Agreement. Waiver by City of a strict performance of any provision of this Agreement shall not be a waiver of or prejudice to City's rights to require strict performance of the same provision or of any other provision in the future.
20. **Notices.** Any notices required or permitted under this Agreement shall be deemed given when actually delivered or three (3) business days following deposit in the United States mail as certified mail, return receipt requested, whichever shall first occur, addressed as follows:
- OWNER: City of Brownsville
PO Box 188, Brownsville, OR 97327
- LESSEE: Linn County Pioneer Association
PO Box 57
Brownsville, OR 97327
21. **Attorney Fees.** In the event action is brought to enforce any term of this Agreement, the prevailing party shall recover from the losing party reasonable attorney fees set by the trial and appellate courts.



22. **Amendment and Renewal.** The parties, having negotiated regarding the expiration of the existing Agreement within one year and related matters, agree to the amendment of the terms of that Agreement according to the terms and conditions set forth herein. The parties further agree that this amendment shall be effective immediately and that the amended Agreement shall have, subject to the terms and conditions set forth herein, a term of which shall be in conjunction with the original effective date of this Agreement.

CITY:
CITY OF BROWNSVILLE

LESSEE:
LINN COUNTY PIONEER ASSOCIATION

By:

By:

Title: Don Ware
Mayor

Title: Debi Wyne
President

Date:

Date:

By:

Title: S. Scott McDowell
City Administrator

Date:

Chapter 15.105
Manufactured Homes and Recreational Vehicles

15.105.030 Recreational Vehicles.

A. Definition. The term “recreational vehicle” as used in this section means a vehicle with or without motive power that is designed for use as temporary living quarters, and is capable of being titled and registered as such by the Oregon Department of Transportation. A recreational vehicle includes a camper, trailer house, trailer coach, motor home, auto home, camp car, camp trailer, camperette, and any other similar unit used for living or sleeping purposes.

(Can we add boat?)

B. Unoccupied Recreational Vehicles. An unoccupied recreational vehicle is one that is not being used for habitation, sleeping, or living purposes. A recreational vehicle is presumed to be occupied if: it is connected to power or water; interior lights are in use; an electrical generator connected to the recreational vehicle is in operation; or a fan or an air-conditional unit on the recreational vehicle is in use.

1. An unoccupied recreational vehicle may be stored on the property occupied by the recreational vehicle’s owner.
2. An unoccupied recreational vehicle may not be stored on city property or in the public right of way.
- ~~3. An unoccupied recreational vehicle may not be stored in a yard adjacent to a right of way and may only be stored in a yard if it meets applicable set back standards otherwise applicable to a structure on the property.~~
4. An unoccupied recreational vehicle stored within the City must have current Oregon Department of Motor Vehicle registration affixed.
5. An unoccupied recreational vehicle that is not mechanically or structurally maintained may be treated as a nuisance under BMC Chapter 8.30.

C. Occupied Recreational Vehicles. A permit is required to occupy a recreational vehicle within the City. A permit granted herein is permission to occupy a specific recreational vehicle upon a particular piece of property.

1. Except as may be allowed within City parks by separate City authorization, no person shall occupy a recreational vehicle within the City for any period of time without first obtaining a permit from the City. No person shall allow a recreational vehicle to be occupied on property under their control without first obtaining a permit from the City.
2. A permit from the City may be obtained by the person occupying the recreational vehicle or by the person with rights to possess the property upon which the recreational vehicle is placed.
3. Application for a permit shall be on a form prescribed by the city manager *(administrator)*. The permit application shall require at least the following information, and such other information as may be relevant to the permit approval criteria:
 - a. Name of applicant.

- b. Name of property owner or person with current possessory rights over the property.
 - c. Name of recreational vehicle owner.
 - d. License and registration information for recreational vehicle.
 - e. Description of recreational vehicle and its facilities that allow for self-contained habitation without hooking up to water, sewer and electricity.
 - f. Map or drawing showing proposed location of recreational vehicle on property. Map should include lot lines, set back measurements, and structures on adjacent properties.
 - g. Consent from property owner or person with occupancy rights over the property, including evidence of the person's status in relation to the property.
 - h. A description of how the applicant meets the applicable criteria for the permit.
4. Permits are issued by the city manager (*administrator*) as an administrative decision. The criteria for issuing a permit are:
- a. The recreational vehicle must be self-contained without hooking up to water, sewer or electricity.
 - b. The recreational vehicle must not be located within a yard adjacent to a public right of way (*unless proper vision clearances can be met*) and may not be located on city property or public right of way.
 - ~~c. The recreational vehicle must be located so as to meet applicable set back standards as if the recreational vehicle were a structure on the property.~~
 - d. The recreational vehicle must not be located within any applicable vision clearance area for the intersection of driveways, alleys and streets.
 - e. The recreational vehicle must have the consent of the property owner or a person with rights to possess the property.
 - f. The recreational vehicle must have the consent of the owner of the recreational vehicle.
 - g. The recreational vehicle must have a current registration as a recreational vehicle.
5. Except as allowed under subsection (7) below, a permit may be approved for a period of time not exceeding twenty-one (21) days. One fourteen (14) day extension may be granted by the city manager (*administrator*) so long as the applicable permit criteria continue to be satisfied. No further extensions are permitted.
6. The same property cannot receive more than one permit during any six-month period.
7. A permit may be granted for a period of time not exceeding 90 days if the purpose of the recreational vehicle occupancy is to provide temporary habitation in connection with the construction of a dwelling that is being constructed on the same property. The applicant must have a current building permit for the dwelling's construction. A permit granted under this subsection may be extended for one additional 90-day period if the building permit for construction of the dwelling remains current. No further extensions are permitted.

D. Except in the case of actively performing maintenance, it is a violation of this section to remove the wheels from a recreational vehicle and place the recreational vehicle upon blocks, posts or other foundation.

E. As provided in ORS 197.493, this section does not apply and is not intended to apply to recreational vehicles that are located in a manufactured dwelling park, mobile home park, or recreational vehicle park as defined in ORS 197.492.

F. Any violation of this section is subject to a fine of not more than \$200.00. Each day of a violation shall constitute a separate violation. The persons responsible for violations of this section include the registered owner of the recreational vehicle, the person with possessory rights to the property upon which the recreational vehicle is placed, and the person occupying the recreational vehicle, if any. The City may proceed with any or all available remedies for violations of this section, including the remedies under BMC Chapter 8.30.

G. Violations of this section are declared to be a public nuisance.

DRAFT



Memorandum of Understanding

Mowing Services

BETWEEN: The City of Brownsville (City)
AND: Don Nealon (Provider)
DATE: March 1st, 2017

RECITALS

- A. The City desires mowing services provided by a neighboring property owner as needed;
- B. The Consultant desires to provide services;

IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN AND IN ACCORDANCE WITH OREGON REVISED STATUES BOTH PARTIES AGREE:

1. **Term.** The Provider will provide services as needed through December 31st, 2019. Both parties may agree to an extension or develop a new agreement at that time.
2. **Payment.** The Provider shall remove hay from the South Wastewater Plant in exchange for the hay received from the work provided.
3. **Schedule.** The Provider shall execute services as arranged by the Public Works Superintendent Karl Frink.
4. **Details.** The Provider will discuss any pesticide/herbicide applications with Public Works Superintendent Karl Frink forty-eight (48) hours before any application takes place.

CITY:

CITY OF BROWNSVILLE

S. Scott McDowell, Administrator

Date: 02.28.2017

CONSULTANT:

DON NEALON

Don Nealon

Date: 02.28.2017

From: Carol Humphreys

Scott - FYI ☺

Other bills of note to Justice Courts that passed:

1. SB 1601 (relating to transportation): Included a moratorium on certain traffic offenses March 1-December 31. A police officer may not issue a citation for a traffic offense based upon a document or credential that expired or a document that was not submitted to the department during this period for the following offenses listed below. If a police officer issues a citation for a violation listed below, the court shall dismiss the charge.
 1. Unlawful parking in a space reserved for persons with disabilities under ORS 811.615. Only applies to individuals who displayed a disabled parking permit at the time of offense but the permit expired during the moratorium period
 2. Operating a vehicle without driving privileges under ORS 807.010
 3. Failure to register a vehicle under ORS 803.300
 4. Failure to pay the appropriate registration fee under ORS 803.315
 5. Permitting unlawful operation of an unregistered vehicle under ORS 803.320
 6. Purchase and use of an out of state registered vehicle by a resident under ORS 803.325
 7. Failure to surrender out of state registration under ORS 803.380
 8. Failure to submit a declaration of weight under ORS 803.440
 9. Failure to renew vehicle registration under ORS 803.455
 10. Improper display of validating stickers under ORS 803.560
 11. Failure of a person to hold a trip permit when required under ORS 803.600 (10)
2. HB 4213 (relating to evictions): Prohibits during emergency period (April 1 to September 30, 2020) and grace period (through March 31, 2021) residential and commercial evictions for nonpayment during emergency period. Tolls statute of limitations for claims for residential nonpayment during emergency period and grace period. Prohibits residential evictions without cause during emergency period.
3. HB 4201 (relating to use of force by police officers): Establishes Joint Committee on Transparent Policing and Use of Force Reform. Directs committee to examine policies related to use of force and transparency in policing and recommended legislation to committees of Legislative Assembly related to judiciary on or before December 31, 2020.
4. HB 4203 (relating to use of force by police officers): Provides that peaceofficer may not use force that impedes normal breathing or circulation of blood of another person by applying pressure on throat or neck, unless peace officer may use deadly physical force. Directs DPSST to adopt rules prohibiting training of police officers to use force as describe above.
5. HB 4204 (relating to strategies to protect Oregonians from the effects of the COVID-19 pandemic): Requires lenders to defer payments if lender and borrower do not otherwise agree on loan mitigation, deferral or other foreclosure avoidance measure and permits borrower to pay deferred amounts at end of loan term. Requires courts to dismiss foreclosure proceedings brought during emergency period without prejudice. Prohibits lenders from collecting various fees, penalties, and charges during emergency period.
6. HB 4205 (relating to duties of police officers regarding prohibited behavior): Requires police officer to intervene to prevent or stop another officer engaged in certain misconduct. Requires police officer who witnesses another officer engaged in certain misconduct to report misconduct to supervisor within 72 hours after witnessing misconduct.
7. HB 4207 (relating to records of discipline of police officers): Directs DPSST to establish public statewide online database of suspensions and revocations of certifications of police officers
8. HB 4208 (relating to the use of tolls by law enforcement agencies): Prohibits law enforcement agencies from using tear gas for purposes of crowd control except in circumstances constituting riot.

 Patrick Sieng
 Sieng Enterprises LLC
 5434 River Rd N #371, Keizer OR 97303
 503-799-8280
patrick@siengenterprises.us
www.siengenterprises.us

S. Scott McDowell

From: Carol Humphreys <court@ci.brownsville.or.us>
Sent: Tuesday, August 11, 2020 11:52 AM
To: Scott McDowell
Subject: FW: *IMPORTANT MESSAGE* - OREGON LAW CENTER CONTACTING COURTS REGARDING AGED FINES

Scott –

FYI.

HB 4210 takes effect October 1, 2020 . Courts will no longer impose a failure to comply suspension for failure to pay. I am not submitting suspensions for FTC as of July 15, per DMV request. A lot of BMC cases currently being sent to WCB for collection are 5 year or older.

This is one of the items on the staff meeting agenda 8/28/20. I'll keep you informed as things progress.

Thanks, Carol

From: Jason Denney <jd@western-collections.com>
Sent: Tuesday, August 11, 2020 10:19 AM
To: court@ci.brownsville.or.us
Subject: *IMPORTANT MESSAGE* - OREGON LAW CENTER CONTACTING COURTS REGARDING AGED FINES

Good morning,

We have received word that the Oregon Law Center is currently contacting courts and threatening legal action against cities/counties if the court doesn't relieve "all victims of the city/counties court system". They are demanding that defendants who have fines that are 5 years or older to be dismissed and all driving privileges be reinstated immediately. They have reached out to at least 3 municipal courts so far and your court could be next.

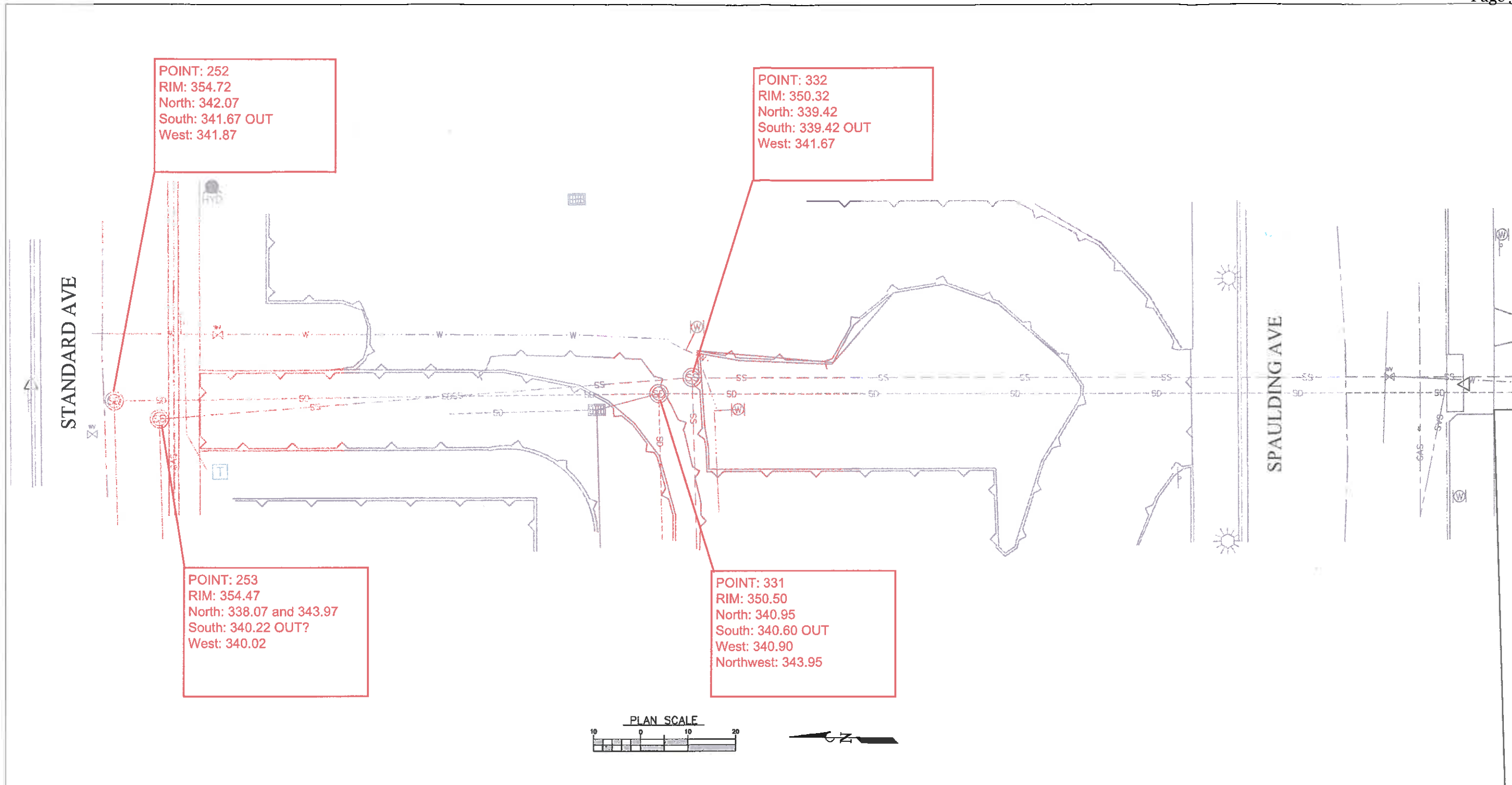
They are not satisfied with their bill (HB4210) being passed and they want to go after all court fines.

We are asking that you pass this very important message to your city attorneys, judges, city managers, finance directors, county commissioners, mayors and anyone else who should be in the know and prepare to be contacted by Oregon Law Center regarding this threat. It goes without saying that this could be very problematic if they get their way. We have our lobbyists working overtime on this in hopes of mitigating this before they can get started but wanted to give you the warning now.

Please reach out to myself or Joey for any questions or concerns.

Stay Safe and Be Well.

Best Regards,



PRELIMINARY - NOT FOR CONSTRUCTION

DESIGNED: ###	DRAWN: ###	REVISIONS				
APPROVED BY: _____		REVISED	DESCRIPTION	SUBMIT.	APPRD.	DATE
DATE: _____						

D THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.
1330 TEAKWOOD AVENUE
COOS BAY, OREGON 97420
TELEPHONE: (541) 268-0732
www.dyerpart.com

LINE IS 1 INCH
AT FULL SCALE
IF NOT 1 INCH - SCALE ACCORDINGLY

**CITY OF BROWNSVILLE
DOWNTOWN SEWER LINE REPLACEMENT**

**CIVIL
BASEMAP**

PROJECT NO. 201.03	DRAWING NO. ###
DATE #####	SHEET NO. ### OF ##



This is a FINAL ORDER in other than a contested case, subject to judicial review under ORS 183.484. Any petition for judicial review of the order must be filed within the time specified by ORS 183.484(2). Pursuant to ORS 536.075 and OAR 137-004-0080 you may either petition for judicial review or petition the Director for reconsideration of this order. A petition for reconsideration may be granted or denied by the Director, and if no action is taken within 60 days following the date the petition was filed, the petition shall be deemed denied.

OREGON WATER RESOURCES DEPARTMENT

The stream flow in **Calapooia River** is no longer adequate to meet all water rights of record. You are hereby regulated off for the rest of the irrigation season or until notified otherwise, unless your authorized use is domestic, human consumption, livestock, or only from stored water. If land covered by this water right has an authorized supplemental source, like stored water or ground water, you may use that source.

Lanaya Blakely, District 2 Watermaster (541) 682-3620

Date: 9/04/2020

Visit our website at: www.oregon.gov/owrd for stream flow, water right and well information.
If this property is being leased by another operator, please inform them that you received this notice.

09.10.2020

The City received shutoff notice from Watermaster.

Karl Frink will turn the water off the morning of 09.11.2020.



Boldt Carlisle + Smith
CERTIFIED PUBLIC ACCOUNTANTS

The right people. The right answers.

CITY OF BROWNSVILLE
255 N Main Street
PO Box 188
Brownsville, OR 97327

City of Brownsville

AUG 07 2020

Clerk

1255 Lee Street SE Suite 210 Salem Oregon 97302 P 503.585.7751 F 503.370.3781
100 Calapooia Street SW Albany Oregon 97321 P 541.928.3354 F 541.967.7668
408 N Third Avenue Stayton Oregon 97383 P 503.769.2186 F 503.769.4312

www.bcsltc.com

Dear Mayor, City Council, and Management:

This letter is provided in connection with our engagement to audit the financial statements of CITY OF BROWNSVILLE, as of and for the year ended June 30, 2020.

Audit In-charge

Your in-charge, Cyrus Ward, CPA, MBA, will be the primary contact for the audit. Cyrus first joined the BC+S team in 2017 and gained experience in both tax and audit. He became a CPA in February of 2020 and now focuses on assurance work with participation in city, not-for-profit and special district audits.

Timing of the Engagement

Engagement Letter	Interim Fieldwork	Fieldwork	Issued Report
June 30, 2020	N/A	August 18 th -21 st , 2020	60 days after fieldwork completion

This timeline of the engagement is subject to change.

Our Responsibilities

We are responsible for conducting our audit in accordance with Auditing Standards Generally Accepted in the United States of America and the Oregon Minimum Standards for audits of municipal corporations, for the purpose of forming and expressing an opinion(s) about whether the financial statements that have been prepared by management, with your oversight, are prepared, in all material respects, in accordance with Modified Cash Basis reporting framework. Our audit does not relieve you or management of your respective responsibilities.

Our responsibility as it relates to combining statements and individual fund schedules, is to evaluate its presentation for the purpose of forming and expressing an opinion as to whether the information is fairly stated in all material respects in relation to the financial statements as a whole.

Our responsibility for other information included in the document containing the audited financial statements and our report thereon includes only the information identified in our report.

Planned Scope of the Audit

Our audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. Our audit is designed to provide reasonable, but not absolute, assurance about whether the financial statements as a whole are free of material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations. Because of this concept of reasonable assurance and because we will not examine all transactions, there is a risk that material misstatements may exist and not be detected by us.

Our audit will include obtaining an understanding of the entity and its environment, including its internal control, sufficient to assess the risks of material misstatement of the financial statements and as a basis for designing the nature, timing, and extent of further audit procedures. However, we will communicate to you at the conclusion of our audit, significant matters that are relevant to your responsibilities in overseeing the financial reporting process, including any material weaknesses, significant deficiencies, and violation of laws or regulations that come to our attention.

If we encounter unexpected circumstances that cause delays in the issuance of our report we will discuss those with management and arrive at a revised expected dates.

This information is intended solely for the information and use of the Mayor, City Council, and Management and is not intended to be and should not be used by anyone other than these specified parties.

Respectfully,

Boldt Carlisle & Smith

Boldt Carlisle + Smith
Certified Public Accountants
Salem, Oregon



BRAD BINGENHEIMER
ASSURANCE PARTNER

CPA, Licensed
Municipal Auditor
bradb@bcslc.com

DOUG PARHAM
TAX PARTNER

CPA
dparham@bcslc.com

ROSS HOLLIDAY
BUSINESS CONSULTING

DIRECTOR
CPA, CVA, CGMA
rholliday@bcslc.com

++ RANGE OF SERVICES ++

Our firm provides a full range of professional services, including assurance, accounting, tax and consulting services. More specifically, our capabilities in each of those areas include:

ASSURANCE

- Special districts
- School districts
- Cities
- Counties
- Employee benefit plans
- Nonprofits
- Commercial Entities
- Financial institutions
- Financial statements prep, compilation and review

ACCOUNTING

- Payroll preparation
- Depreciation calculations
- QuickBooks training
- Bookkeeping
- Pension plan services
- Personal property taxes
- 1099 preparation

TAX

- Return prep for individuals, corporations, partnerships, trusts/estates, nonprofits and employee benefit plans
- Planning and research
- Payroll reporting
- Taxpayer representation

CONSULTING

- Benchmarking
- Strategic planning
- Cash management
- Budgeting and forecasting
- Growth planning
- Business transition planning
- Operational improvement consulting

FRAUD EXAMINATION

- Investigate suspected fraud
- Fraud prevention recommendations
- Litigation support
- Identification of fraudulent parties
- Evaluate financial loss

LET US KNOW HOW WE CAN HELP YOU PERSONALLY



www.ci.brownsville.or.us

COPY


City Hall
255 N. Main Street • P.O. Box 188
Brownsville, OR 97327 • 541.466.5666
Fax 541.466.5118 • TT/TDD 800.735.2900

September 1st, 2020

Linn County Clerk's Office
Mr. Derrick Sterling, Supervisor of Elections
P. O. Box 100
Albany, OR 97321
(541) 967-3831
Fax (541) 926-5109

FILED

SEP 01 2020

STEVE DRUGENMILLER, Clerk
By  Deputy
12:54 p.m.

Re: Certification of Candidates for the City of Brownsville for the
November 3rd, 2020 General Election

Dear Mr. Sterling,

This letter certifies that the following individuals have filed the necessary paperwork, Form SEL 101, and paid the requisite filing fee for the November 3rd, 2020 General Election ballot for the City of Brownsville. The City does not recognize Council seat numbers as every seat is at-large.

**Council Positions
(Four Year Term)**

VOTE FOR THREE
Adam R. Craven
Carla Gerber
Michael M. Humphreys

If you have any questions or concerns about any of this information, please contact me at your convenience. Thank you for your time and assistance on this important matter.

Cordially,

S. Scott McDowell
City Administrator

c: File

Steve Druckenmiller
Linn County Clerk

P.O. Box 100, Albany, Oregon 97321
Archives 541-967-3830
Elections 541-967-3831
License 541-967-3830
Recording 541-967-3829

August 17, 2020

Scott McDowell
Brownsville City Hall
255 N. Main Street
Brownsville, Oregon 97327

RECEIVED
City of Brownsville
AUG 19 2020
Clerk _____

Dear Mr. McDowell:

This is to advise you that on November 3, 2020 there will be a General Election. This will require your drop site to operate as an **“Official Drop Site”** during this election.

The current plan is to deliver the privacy booth and locked ballot bag on October 13, 2020. Pursuant to our drop site agreement we ask that you accept ballots during normal operating hours until November 3, 2020. **On November 3, 2020 Election Day the drop site is required to be open from 7:00 a.m. to 8:00 p.m.** At 8:00 p.m., the locked ballot bag and equipment will be picked up.

Thanks, to you and your staff for your cooperation and contribution during this election. If you have any questions at all, please call me at 541-967-3831.

Sincerely,



Derrick Sterling
Supervisor of Elections

The New Era - All about Sweet Home since 1929

Local officials working to put COVID revenue to use for kids

By [Kelly Kenoyer](#)

Plans are coming together for childcare during the new socially distanced school year for Sweet Home students, thanks to money from a Linn County emergency order.

Linn County Commissioners earlier this month determined to step up for local kids by approving a declaration of local emergency in response to Gov. Kate Brown's July 28 order that students in fourth grade and above in counties failing to meet certain COVID-19 metrics would start the fall online. Since then, the governor has closed all Linn County schools to students, due to increased COVID numbers.

A meeting held Aug. 11, including local leaders such as Sweet Home City Manager Ray Towry, Lebanon schools Supt. Bo Yates, and Kris Latimer, executive director of the Boys & Girls Club of the Greater Santiam, focused on how to distribute \$1 million in federal pass-through money of COVID-19-related relief funding the county has received. The group of county leaders prepared grant applications, which will help determine how the funds are distributed, Board of Commissioners Chairman Roger Nyquist said.

Sweet Home Library Director Rose Peda applied for another \$63,796 in conjunction with 4-H and Oregon State University.

The Boys and Girls Club of the Greater Santiam has applied for \$100,000 worth of the funding available through the county to provide for children during the school year, Latimer said.

BGCGS submitted four separate applications for program funding. The programs include a package of fall youth activities such as archery club, running club, hiking club, and a few other sports camps, open to kids in both Lebanon and Sweet Home; a six-week "Iron Chef" program for teens to learn about cooking and nutrition; a county leadership program for seventh- to 10th-graders to learn leadership skills; and a classroom-to-careers expo for students in eighth through 12th grade in Lebanon and Sweet Home to explore vocational/CTE opportunities.

BGCGS Executive Director Kris Latimer said, "this funding opportunity provided by Linn County Commissioners is of paramount importance to children and families." She also thanked the county leadership for providing this funding, as "the calls asking for activities and support haven't stopped coming."

The club is also continuing its offer of full day childcare with academic support, which is already half full. There are 45 slots available per day, with three stable cohorts of 15 children to prevent COVID-19 transmission.

Peda participated in the leadership program being developed by the BGCGS when it was aimed at adults. She said it's now going through a redesign to work better for children. The program develops a cohort of leaders who work together on a shared project.

"It provided networking for us, and we still stay in contact," she said. "Some cohorts actually have gotten back together and done other projects."

Peda said the best skill she learned from the program was working together effectively. "Everybody has different skillsets, and we learned how to determine where your skillset would fit best in the project. That was really,

really valuable,” she said.

The Sweet Home library applied for funding in conjunction with the 4-H club and Oregon State University. That program will cover the hours from 6:30 to 9 p.m., and will involve education students from OSU offering homework help, alongside a group of retired teachers pulled together by local retiree Kathi Collins, Peda said.

The program will be in the dining area of the Jim Riggs Community Center.

It may also bring in Outdoor School’s Mike Vernon to teach kids in the classroom, “and they may be able to go down to the creek” for outdoor learning as well, Peda said.

The library’s program will likely be able to accommodate 30 to 40 kids ages K-12, she said, and they’ll need to register through 4-H to get involved. “We’re coordinating with some major partners and we’re very thankful that 4-H committed to this program.”

Connect With Us

The New Era

P.O. Box 39
Sweet Home, OR 97386
Ph: (541) 367-2135
news@sweethomenews.com

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Rendered 08/27/2020 07:15

https://www.heraldandnews.com/klamath/klamath-falls-names-equity-task-force/article_322cf723-9e52-531e-9615-282aad59318c.html

Klamath Falls names equity task force

By HOLLY DILLEMUTH H&N Staff Reporter
Aug 23, 2020

Tired of seeing surveys on articles? If you are a subscriber, simply [log in](#) or [Subscribe now!](#) ×

The city of Klamath Falls is working to address inequities by creating a task force that will help identify problems and work toward local solutions.

While 25 applicants applied for the group, the following eight individuals have been named to the voluntary positions: Alexa Lehman, Emma Marris, Joey Gentry, Chris Schott, Frederick Brigham III, Reuben Paschal, Wakaya Wells and Laty Xayavong.

The first Equity Task force meeting will meet virtually on Zoom from 6-8 p.m. on Wednesday, Aug. 26 to discuss inequities and solutions they and others see in the community at large.

“We really wanted to hear from people who have experience in inequities in our community and hear it directly from them,” said Eric Osterberg, assistant to the city manager, who is advising the task force. “We didn’t want to assume what they are going through or what their feelings were.”

The city is taking a two-phased approach to address concerns brought up during a June City Council meeting surrounding race and equity. The first phase is forming the task force, which will meet for eight months to one year to talk about inequities they see within the city as a whole. Osterberg, who started in his current role with the city earlier this year, will advise the group.

The second phase of the city’s approach is that the task force will, after the first phase, present members of City Council with goals and work with the city on next steps to address them.

“This is just a moment in our collective history where these things are now at a point where we can have a reasoned conversation about how we as an institution — the city itself — might be able to make a positive difference,” said Nathan Cherpeski, city manager of Klamath Falls.

“I would say within the last decade, it’s definitely been more of a discussion how we as organizations and institutions move things forward,” he added. “For a town our size, it’s historic for us.”

Xayavong, one of the eight members, said he was nominated to join the task force and is looking forward to getting started.

“I was excited to be a voice for minorities in our community, especially for a lot of Asian Americans in our community,” Xayavong said.

The first meeting’s agenda will involve setting ground rules, introductions, and identifying the scope of the task force, which involves hearing from the community at-large.

“What we’re going to pose to the task force is kind of a public comment period every task force meeting for anybody to weigh in,” Osterberg said.

To watch live, go online at klamathfalls.city or log on to the city’s Facebook page. For more information, contact City Hall at 541-883-5316.

hdillemath@heraldandnews.com; @HollyDillemath

Holly Dillemath



Pro Sound & Video

WWW.ProSoundandVideo.net (541) 485-5252
439 W. 11th Ave Eugene, OR 97401

City of Brownsville
Scott McDowell
admin@ci.brownsville.or.us
(541) 466-5880

07/29/2020

This letter summarizes a proposal to install an audio-visual streaming system in the city council chamber.

1. Summary

- A. Remote communication (audio and video) between the main chamber and community room
- B. 3-way video switching for live stream: chamber camera, chamber presentation, and community camera
- C. Owner-furnished live streaming PC connects to AV system via USB 3.0, allowing for any soft codec to be utilized (YouTube, Facebook, Zoom, Teams, etc.)
- D. 75" TV mounted in chamber, 55" TV mounted in community room for presentations and camera views
- E. Fully programmed and automated sound system with two speakers and one ceiling mic in each room
- F. Ceiling microphones use beamtracking technology, offering clear sound of whoever is speaking without extraneous background noise
- G. Wall plate with two additional audio inputs for additional microphones or devices
- H. Basic control system offers video switching, power for both TVs, and audio playback volume
- I. No cable pull or connections required at dais
- J. City administrator area will include one HDMI, one USB 3.0, and one 7" touch screen controller
- K. Small equipment rack mounted in storage room or near window by room entry

2. Equipment

- A. (1) PTZ Optics PTZ12X-SDI camera
- B. (1) PTZ Optics PT12X-ZCAM camera
- C. (1) Crestron DMPS3-4K-100-C presentation system
- D. (1) Crestron HD-EXT3-C-B_SYSTEM video extender
- E. (1) Crestron HD-DA-2 distribution amp
- F. (1) Vaddio AV Bridge Mini
- G. (1) Crestron DM-RMC-4K-100-C-1G receiver
- H. (1) Sony XBR75X800H smart TV 75"
- I. (1) Sony XBR55X800H smart TV 55"
- J. (1) Blackmagic Designs SDI-HDMI converter
- K. (1) Biamp Tesiraforte AVB VT4 audio DSP
- L. (1) Biamp TC5 AVB switch
- M. (2) Biamp TCM-X microphones
- N. (1) Extron XPA 2002 amplifier
- O. (2) Extron SM3 speaker pairs
- P. (1) Crestron TSW-760 touch screen controller
- Q. (1) PoE switch
- R. (LOT) Installation cabling
- S. (LOT) Installation hardware, equipment rack and mounts

3. Installation

- A. Pull cabling to all AV start and end points
- B. Install equipment rack, load and manage



Pro Sound & Video

WWW.ProSoundandVideo.net (541) 485-5252
439 W. 11th Ave Eugene, OR 97401

- C. Install (2) TVs, cameras, and microphones
 - D. Install (1) touch screen controller and wall plates
 - E. Program control system and audio system for optimized performance and ease of control
 - F. Test and optimize the system
 - G. Train staff
4. **Installation exclusions**
- A. Power must be provided behind each TV and the equipment rack by an electrician
5. **Bid**
- A. Pro Sound & Video offers to provide and install the system for \$33,120.00
6. **Terms**
- A. NET 30

Contact:
Dan Reyhle
Psv Sales Manager
dan@prosoundandvideo.net
CCB# 202820

Accepted by: _____ Date: _____



RESOLUTION NO. 2019.21

A RESOLUTION CLARIFYING THE CEMETERY TRUST FUND

WHEREAS, City Auditor Boldt, Carlisle & Smith determined certain funds in the Cemetery Trust Fund needed to be transferred to the General Fund based on language that created the Cemetery Trust Fund; and,

WHEREAS, Staff understood the transfer of funds was to be handled in the budgetary process for FY 2019.2020; and,

WHEREAS, Council adopted the FY 2019.2020 budget that includes the above referenced transfer from the Cemetery Trust Fund to the General Fund in the amount of \$70,550; and,

WHEREAS, City Auditor Boldt, Carlisle & Smith will perform an adjusting journal entry (AJE) to move the funds in the financial statements for FY 2018.2019 in the amount of \$70,552; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, acknowledges the transfer of funds adjusted by the City Auditor.

Introduced and adopted this 26th day of November 2019.



Don Ware, Mayor

Attest:



S. Scott McDowell, City Administrator
City Administrator

S. Scott McDowell

From: RAIN Executive Director <caroline@oregonrain.org>
Sent: Friday, August 21, 2020 12:09 PM
To: admin@ci.brownsville.or.us
Subject: Rally & Rise: Entrepreneurs & Communities Rise to the Occasion



**Entrepreneurs Taking Leaps...
Despite the Pandemic**



Milton Jackson Jr., Ph.D

Entrepreneur & Innovator

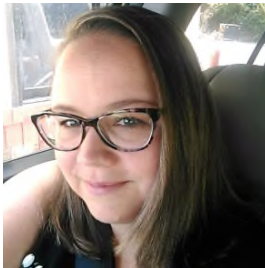
Albany, OR

Here is an example of an entrepreneur who has pressed-on and made considerable ground for his startup in spite of the COVID-19 turbulence, is **Milton Jackson Jr., Ph.D., an innovator and an entrepreneur based out of Albany**. Before COVID-19 occurred, Milton was working on a startup called Braction, an innovation knee brace company using advanced air cushion technology to revolutionize the medical brace space. The idea was developed by Milton after he underwent a painful post-knee surgery process that made him want to develop something better and more customizable.

After meeting at the 2019 WiN Expo in November, Milton began working with Oregon RAIN's Linn-Benton Venture Catalyst, Corey Wright, to develop his startup and prepare to raise capital. He also joined the OSU Advantage Accelerator program. In less than 6 months, Milton went from an idea and paper sketch to a fully developed prototype. And, he completed all of this while working a full-time job as a chemist and being socially distanced for the majority of the process!

However, after the pandemic made it clear that service-sector companies like hotels and educational facilities would need new ways to ensure quality sanitation methods, and a way to create consumer trust in those methods, **Milton began working on a new startup, called AllClir. He developed sensors that allow businesses to show if rooms/spaces have been sanitized properly or not.**

The drive, passion, and ingenuity that Milton has put into innovations that make life better (and healthier) for others is impressive. **It is a perfect example of the power of the entrepreneurial spirit in spite of untold challenges and obstacles created by a global pandemic.** We look forward to seeing more great things from Milton and his team, and we are excited to support him as he develops and launches new products! Congratulations Milton!



Alicia McLane

Entrepreneur

John Day, OR

Many entrepreneurs, who were moving quickly before COVID-19, were delayed or put on hold as a result of the pandemic. One entrepreneur in John Day (Grant County) has **overcome significant obstacles and has risen above the challenges she faced as a result of the pandemic.**

Before the pandemic hit, **Alicia McLane was in the process of starting a natural grocery store in John Day.** She had found an investor who had agreed to cover most if not all of her expenses. However, the onset of the pandemic resulted in her partner needing to put his investments on hold. Alicia struggled to decide how she would respond. Would she pivot, or would she scrap the idea entirely? **With the assistance of Oregon RAIN's Rural Venture Catalyst Stephanie LeQuieu, Alicia has been able to strengthen her relationship with her investor and take monumental steps toward opening her business.**

Alicia got connected to the right resources to help with licensing, remodeling, and stocking her store. She is in the final phase of her startup and **she expects**

to launch [Earthly Home Natural Market early this fall](#). Congratulations Alicia!

Rural Cities Rally & Rise to the Occasion

As many small and rural towns struggle across America due to loss of revenue streams, **some cities in Oregon are banding together and rising to the occasion to do whatever they can to support their community's (and in some cases, their neighboring community's) entrepreneurs and small business owners.** I'm humbled by their camaraderie and commitment to stand tall together to navigate this economic crisis. The saying, "*entrepreneurship is a team sport,*" is more true now than ever.



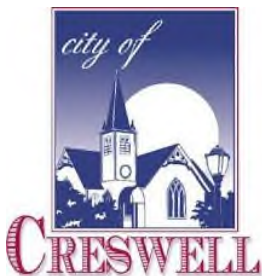
The cities of [Brownsville](#), [Halsey](#), and [Harrisburg](#) stepped up recently and **announced that they would be increasing their investments** in our Rural Entrepreneurial Development Program **to help fill the City of Lebanon's funding gap this 20-21 fiscal year**. What an incredible show of support from these cities about the value of a regional entrepreneurial ecosystem and economy!



*“The City of Lebanon is grateful to our regional City partners and RAIN for their support to continue providing essential services to our business community here in Lebanon. **It is amazing to see the region’s resolve to continue providing impactful services to our business community, especially needed during these difficult times.** The City of Lebanon is dedicated to continue participating in the economic growth and vitality of not just our City, but the entire region, and we are humbled to be partnered with the Mid-Valley Partnership (MVP) group and Oregon RAIN, **who have extended an arm of assistance to our community, and put success of the region above all else.** Thank you.”*

–**Kelly Hart**, Community Development Director, City of Lebanon

Rural communities increasing their investments in their entrepreneurial communities



*“The City of Creswell is too small to support an economic development position. In the past our efforts to support our local business community have been spotty at best. During the COVID-19 pandemic Creswell’s Chamber of Commerce closed and left our businesses without any assistance. **RAIN has been a lifeline for our local businesses during this difficult time.** The City of Creswell made the decision to increase our time with RAIN to receive weekly support because we can see the value they’ve*

provided to our business community. RAIN is able to act as a bridge to provide timely information from the City to our businesses and from our business owners to the City. They are a perfect fit for our City.”

–Michelle Amberg, City Manager, City of Creswell



The following communities are **either new to our program this year, or have all increased their annual funding investments** in our Rural Entrepreneurial Development Program:

- The City of Brownsville** (increased)
- The City of Canyon City** (new)
- The City of Coburg** (new)
- The City of Creswell** (new + increased)
- The City of Florence** (increased)
- The City of Halsey** (increased)
- The City of Harrisburg** (increased)
- The City of John Day** (new)

The City of Lowell (increased)
The City of Oakridge (increased)
The City of Prairie City (new)
The City of Veneta (increased)
Lane County (increased)
Grant County (new + increased)

Thank you to everyone who has stepped up to serve Oregon's entrepreneurial community during this pandemic. The whole [Oregon RAIN Team](#) is here to help however we can, so please feel free to reach out.

Be well...

Caroline Cummings
Executive Director
OregonRAIN.org
caroline@oregonrain.org

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If you're receiving this quarterly newsletter, it means that you have a role in supporting Oregon RAIN and we thought you'd be interested in hearing about the successes our programs are having on the entrepreneurial ecosystem in our five-county region (Lane, Linn, Benton, Lincoln and Grant). If you'd prefer not to receive these quarterly updates, you can easily unsubscribe at the bottom of this email.

Our mailing address is:

Oregon RAIN
PO Box 1564
Eugene, OR 97440

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You can [update your preferences](#) or [unsubscribe from this list](#).



S. Scott McDowell

From: TempTMDLdata <TempTMDLdata@deq.state.or.us>
Sent: Tuesday, August 4, 2020 2:43 PM
To: TempTMDLdata
Subject: Reminder: DEQ Temperature TMDL Replacement Project – Data Solicitation

Dear NPDES Permit Holder,

This email is a reminder that DEQ is collecting data for a project to update and replace multiple temperature TMDLs. You are receiving this email because you hold an NPDES permit in a watershed where DEQ is updating and replacing multiple temperature TMDLs that were issued by DEQ and approved by EPA between 2004 and 2010. DEQ is under a court order to update these temperature TMDLs to make them consistent with the current temperature standards. These TMDLs must be updated because they were based, in part, on the Natural Conditions Criterion, a section of the temperature standard that was subject to litigation and has since been disapproved by EPA.

To support the replacement of these temperature TMDLs, DEQ is conducting a voluntary open data solicitation. The solicitation is open, and will close September 30, 2020. During the solicitation period, the public may submit continuous stream temperature data to DEQ in the watersheds subject to the temperature TMDL replacements. DEQ is also seeking continuous effluent temperature and effluent flow data from NPDES permit holders from 2014-2020. Effluent grab data can be submitted if continuous data is not available.

We request NPDES permit holders consider submitting all their effluent data even if some of it has already been submitted through NetDMR.

We have prepared a FAQ for NPDES permit holders and data submission guidelines [online](#) to assist with any questions you may have.

Please contact tempTMDLdata@deq.state.or.us with any additional questions about the data solicitation.

To learn about the project and the data solicitation please visit:

<https://www.oregon.gov/deq/wq/tmdls/Pages/tmdlreplacement.aspx>

Thank you,
DEQ, Temperature TMDL Replacement Project Team

https://democratherald.com/news/local/albany-city-council-ends-adu-standoff/article_fe5d6c27-170a-5763-8cea-cf9c87694781.html

Albany City Council ends ADU standoff

CAITLYN M. MAY Albany Democrat-Herald

Aug 11, 2020

The explosive debate surrounding the approval of accessory dwelling units within Albany city limits ended with little fanfare Monday afternoon.

The Albany City Council agreed to adopt changes to the city's code to allow the buildings in residential areas after two vetoes and multiple discussions and disagreements on one key point: 100 square feet.

In December 2019, the council voted 4-2 to increase the maximum size of ADUs from 750 to 900 square feet. The change was part of an update to city code that would bring the city into compliance with state law, which allows ADUs in any neighborhood that currently allows single-family homes. Homeowners could apply for an ADU of up to half the size of the primary home up to 750 square feet. The council vote bumped that currently allows single-family homes. Homeowners could apply for an ADU of up to half the size of the primary home up to 750 square feet. The council vote bumped that maximum to 900 square feet but was vetoed by Konopa.

In conversations following the veto — which could not be overridden without votes from Councilors Dick Olsen and Bill Coburn — the two sides came within 100 square feet of each other, with Konopa willing to go to 800 square feet. The issue was dropped until February, with 1000 Friends of Oregon threatening to take legal action against the city for remaining out of compliance with state law.

On Monday, Konopa again asked if the council would be willing to move to 800 square feet. Gaining no support, she entertained a motion to approve the city's code changes to allow ADUs.

Olsen cast the sole vote against the motion.

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AUGUST 10, 2020

BY CONTRIBUTING
AUTHOR

COMMENTARY: The Liberal Case for EPA's New WOTUS Law



By Mike Keegan

After withstanding numerous preemptive judicial challenges, the Trump administration's version of the Waters of the United States (WOTUS) went into effect on June 22. The Trump rule circumscribed the federal regulatory power over U.S. waters compared to the 2015 Obama administration's rule which circumscribed the previous rule after the Supreme Court ruled it was a federal overreach in 1989.

Critics of the Trump rule argue it is not supported by science, relying on EPA's Science Advisory Board (SAB) that concluded the Trump rule *"decreases protection for our Nation's waters and does not provide a scientific basis in support of its consistency with the objective of restoring and maintaining 'the chemical, physical and biological integrity' of these waters."*

There are two flaws in this argument. One, "science" as they use the term means the interconnectedness of all waters in the Anthropocene would lead to the logical conclusion that the same science did not support the Obama rule either. This is a point the supporters of the Obama rule must omit to stand-up their strawman argument. Two, the SAB claims the Trump rule "decreases protection" of U.S. waters. However, it would be more accurate to say it decreases "federal regulation," not "protection" of the waters. The two terms are not synonymous. Eliminating federal regulation does not necessarily leave the waters unprotected. State and local governments retain all powers to protect or regulate the intrastate waters no longer covered by the federal government. The 1989 Supreme Court's *Rapanos* ruling delineated which waters are interstate or intrastate to respect the principle of federalism enshrined in the Constitution.

It would be more honest for the Trump rule critics to argue that we can't trust states and localities to protect their waters like we can trust the federal regulators. These paternalistic advocates and their experts could even be right, but that is neither liberty nor democracy – it is rather the usurpation of liberty. Much of the

environmental law enacted since the late 1960s has been predicated on the theory that the federal bureaucracy cares more about the public and is smarter than the democratically elected state and local governments. Regulators were delegated enforcement authority over state and local governments to protect the public from the decisions of their elected local leaders. In essence, they believe people need to be protected from themselves and their local democratic processes by the experts. This WOTUS debate has less to do with science and more to do with control. State and local governments could always take the advice of the EPA, their SAB, or any scientific academy.



Mike Keegan

Federalism's sovereignty allows for the competition of ideas from the many laboratories of innovation. However, there is a more virtuous element of federalism – democracy; it allows the very people affected by a policy to decide that policy.

[RELATED — Legal Corner: Where, Oh Where, Will All the Wetlands Go?](#)

This is the case in the Trump WOTUS rule; if a water body is wholly within a state, it should be those people through their local democratic processes who determine the content of the regulation. They are the only ones who are affected, pay the cost, and can balance the value of economic advancement with environmental preservation. It is a fallacy to argue this allows for the choice to pollute because actual contamination of the environment is covered under other remedies (i.e. tort, nuisance, etc.).

The alternative to democratic federalism is to have the judgment made for people, on their behalf. In addition to being undemocratic, this results in cynicism because it neglects the necessary community support for regulation and opportunity for political accountability. It is also unsustainable because the cost and dominion of the controlling experts always grow when they don't have to pay for their regulation. Sustainable environmental policy requires that the people affected by the policy take responsibility for crafting it, knowing they will have to pay for it.

The Trump administration did not decide the delineation of intra versus interstate waters. The Supreme Court and Constitution did and even the dissenters in *Rapanos* believed some waters were entirely intrastate. If the Trump rule scales back the delineation more than Congress enacted, it is open to judicial, legislative and political accountability. Federalism provides the same corrective at the state and local level.

Instead of the experts and regulators being the vanguard of the people by usurping their control, why don't we give the power to the people? Let the federal agencies, experts and green-activists take their policies directly to the local community – and let the people decide for themselves. If they can get the community's support, all the better – it will be clear who made what decisions and who is accountable. "Think globally and act locally," is still true today.

Mike Keegan is an analyst for the [National Rural Water Association \(NRWA\)](#), a non-profit association of more than 31,000 small and rural community water systems.

Tags: [EPA](#), [NRWA](#), [Waters of the U.S.](#), [WOTUS](#)

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USS Oregon (SSN 793)
Commissioning Committee
Portland Council Navy League of the United States
P.O. Box 2985
Portland, OR 97208



Aug. 25, 2020

RECEIVED
City of Brownsville
AUG 31 2020
Clerk _____

SHIP SPONSOR

Ms. Dana Richardson

Mayor and Council
City of Brownsville
PO Box 188
Brownsville, OR 97327

HONORARY BOARD

- Senator Jeff Merkley
- RADM Paula Brown, USN (Ret)
- RDML Dawn Cutler, USN (Ret)
- Nancy Strueber, past Pres. & CEO, OMSI

Dear Mayor and Councilors:

In the summer of 2021, the U.S. Navy will commission the USS Oregon (SSN 793), the twentieth submarine of the Virginia-Class and the second ship ever named for the State of Oregon. The Christening Ceremony was at General Dynamics Electric Boat in Groton, CT on the 5th of October 2019. This is a great honor for our state and acknowledges our contribution to the nation's defense. We, the Committee, seek your support in honoring the crew and celebrating our ship's entry into the fleet to deliver advanced capabilities for undersea supremacy.

EXECUTIVE COMMITTEE

- Arlo Gatchel & Jim Lasher
Co-Chairs
- Lorene Bay-Treasurer
- Steve Daniels-Outreach
- Jay Perry-Marketing
- Dave Vrooman-Operations
- Bill Long-Invitations

The U.S. Navy conducts a formal commissioning ceremony but is prohibited from funding all the traditional celebrations and customs that welcome a new ship into the fleet. These are activities which help connect the ship and crew with its namesake state. Therefore, our Committee, supported by the Navy League of the United States Portland Council, a 501(c)(3) organization, accepted responsibility to fund and host these memorable events for the ship, her crew, our State, and citizens. Our goal is to raise \$200,000 to fully support events and bring this great ship into the fleet.

As city leaders, we appeal for your help in creating an unforgettable experience for those who serve aboard the USS Oregon, as well as their families and our citizens. Your participation in these events will honor the ship, her Officers and crew, and help us establish a lifetime relationship between USS Oregon sailors and the citizens of the State of Oregon. Please consider joining us in supporting superior commissioning events that celebrate the ship, perpetuate the memory of her illustrious predecessor, and commend our great State.

Your contribution to this worthy effort may be sent to:

Portland Council NLUS
P.O. Box 2985
Portland, OR 97208
Memo: USS Oregon Commissioning

Visit our website for further information: www.ussoregonssn793.org

Sincerely,

John H. Atkins, Jr.
Member, Commissioning Committee
j3atkins@frontier.com
503-686-1788

MONTH END RECAP

		JULY 2020		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 86,827.13	\$ 85,079.31	\$ 85,079.31	3.06%	\$ 2,693,014.69	1
2	WATER	\$ 31,578.06	\$ 48,007.61	\$ 48,007.61	5.62%	\$ 805,677.39	2
3	SEWER	\$ 31,447.91	\$ 39,933.80	\$ 39,933.80	4.19%	\$ 913,181.20	3
4	STREETS	\$ 11,238.22	\$ 23,858.77	\$ 23,858.77	6.88%	\$ 323,041.23	4
5	WATER BOND	\$ 141.97	\$ 32,690.31	\$ 32,690.31	44.00%	\$ 41,611.69	5
6	SEWER BOND	\$ 453.01	\$ 198,158.45	\$ 198,158.45	62.44%	\$ 119,191.55	6
7	SEWER DEBT FEE	\$ 11,297.62	\$ -	\$ 11,750.63	3.70%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 393.29	\$ -	\$ -	0.00%	\$ 192,400.00	8
9	WATER RESERVE	\$ 2,028.37	\$ -	\$ -	0.00%	\$ 100,800.00	9
10	HOUSING REHAB	\$ 214.87	\$ -	\$ -	0.00%	\$ 215,271.00	10
11	WATER SDC	\$ 2,173.16	\$ -	\$ -	0.00%	\$ 44,600.00	11
12	SEWER SDC	\$ 5,549.99	\$ -	\$ -	0.00%	\$ 415,675.00	12
13	STORMWATER SDC	\$ 2,063.44	\$ -	\$ -	0.00%	\$ 104,505.00	13
14	BIKEWAY/PATHS	\$ 123.48	\$ -	\$ -	0.00%	\$ 52,990.00	14
15	LIBRARY TRUST	\$ 7.41	\$ -	\$ -	0.00%	\$ 7,412.00	15
16	CEMETERY	\$ 8.31	\$ -	\$ -	0.00%	\$ 8,826.00	16
17	TRANSIENT ROOM TX	\$ 145.21	\$ -	\$ -	0.00%	\$ 3,120.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20	COMMUNITY PROJECTS	\$ 164.57	\$ 1,100.00	\$ -	0.00%	\$ 137,375.00	20
		\$ 185,856.02	\$ 428,828.25	\$ 427,728.25			

Key Bank Account

General Checking \$ 192,986.48

Oregon State Treasury \$ 4,742,243.10
Community Improvements \$ 0.94
Project Escrow Holding \$ 0.02
TOTAL OST / LGIP \$ 4,742,244.06

2020-2021	YTD	% of Total
Appropriated	\$ 6,616,415	6.46%

Annual Bond Payment

	Totals
<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
	\$ 352,427.00

Total Bonded Debt

<i>Water</i>	\$ 855,840.92
<i>Wastewater</i>	\$ 5,390,581.09
	\$ 6,246,422.01



MONTH END RECAP

		JUNE 2020		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 69,693.71	\$ 90,822.14	\$ 843,608.41	43.75%	\$ 1,084,781.59	1
2	WATER	\$ 30,008.56	\$ 70,891.32	\$ 387,174.55	60.27%	\$ 255,275.45	2
3	SEWER	\$ 31,191.51	\$ 64,910.21	\$ 308,600.04	35.56%	\$ 559,274.96	3
4	STREETS	\$ 11,128.90	\$ 23,516.76	\$ 174,090.33	45.55%	\$ 208,109.67	4
5	WATER BOND	\$ 147.32	\$ -	\$ 46,627.50	62.73%	\$ 27,708.50	5
6	SEWER BOND	\$ 470.08	\$ -	\$ 304,043.20	95.30%	\$ 15,000.80	6
7	SEWER DEBT FEE	\$ 11,074.25	\$ -	\$ 144,582.77	43.94%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 408.11	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 1,968.83	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 222.97	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 2,280.83	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 5,822.68	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 2,165.43	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 121.29	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 7.69	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 8.62	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 2.20	\$ -	\$ 2,835.00	72.05%	\$ 1,100.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	19
20	COMMUNITY PROJECTS	\$ 170.79	\$ 1,100.00	\$ 24,808.41	12.75%	\$ 169,791.59	20
		\$ 166,893.77	\$ 251,240.43	\$ 2,222,017.97			

Key Bank Account

General Checking \$ 280,257.37

Oregon State Treasury \$ 4,968,013.34

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 4,968,014.30

2019-2020	YTD	% of Total
Appropriated	\$ 5,823,485.00	38.16%

Annual Bond Payment

	Totals
<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
	\$ 352,427.00

Total Bonded Debt

<i>Water</i>	\$ 855,840.92
<i>Wastewater</i>	\$ 5,390,581.09
	\$ 6,246,422.01

