

Council Agenda Packet

Tuesday, November 24th, 2020 | Teleconference



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Council Meeting

Tuesday, November 24th, 2020

Location: Teleconference

See directions physically posted at City Hall or on-line at 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: October 27th, 2020
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Chamber of Commerce Tree Lighting Request – Jenna Stutsman
 - B. Total Maximum Daily Load (TMDL) Bi-annual Report
 - C. Annual Audit Review
- 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.
- 9) LEGISLATIVE:
 - A. **Resolution 2020.19:** Certify Election Results



10) ACTION ITEMS:

- A. Traffic Equipment Purchase
- B. Planning Commission Appointment
- C. Park Board Appointment
- D. Budget Committee Appointment

11) DISCUSSION ITEMS:

- A. Officials Handbook
- B. October 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) EXECUTIVE SESSION

- Council will be discussing a real property transaction(s).
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- A final decision may be made after this Session.

15) ADJOURN

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



October 27th, 2020

ROLL CALL: Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Block, Thompson, Gerber, Hansen, Chambers and Neddeau (*Arrived 7:25 p.m.*), Administrative Assistants Tammi Morrow, Elizabeth Coleman, and City Administrator Scott McDowell present. Councilor Neddeau arrived at 7:25 p.m. due to teleconference technical difficulties.

PUBLIC: Sergeant Greg Klein (*Linn County Sheriff's Office*), Laura LaRoque (*Udell Engineering*), Kimberlee Clayton, Scott Gese, Allen Buzzard, Michael Humphreys, and Tia Parrish (*The Times*).

The pledge of allegiance was recited by Mayor Ware.

City Administrator McDowell reminded everyone of the ground rules for speaking and interacting during the teleconference. Others speaking at the Citizen's Comments time will have 3 minutes each. Council motions will be done differently. Councilors will raise your hand to oppose motions in order to efficiently vote on matters before Council. Anyone wishing to speak will need to select the raised hand icon or dial *2 on their telephone or mobile telephone.

ADDITIONS AND DELETIONS: None tonight.

MINUTES: Councilor Gerber made a motion to approve the September 22nd, 2020 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS: None tonight.

DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Greg Klein delivered the report for the month of September 2020. Klein reported 18 traffic citations, 12 warnings, and 208 total hours spent for the City. Traffic citations for the month of October are 22 so far. Councilor Block asked if there was anything that Klein could tell us that was not in his report? Klein said there was not much else going on really. Overall, the summer months were fairly calm, not counting the fires which were obviously quite traumatic. Klein stated that LCSO would like folks to always remember to lock up their vehicles and take extra precautions against theft such as parking the vehicle in the driveway, close to the house, possibly under a light for better visibility and deterrence.
- 2. Public Works.** Mr. McDowell will deliver the Public Works Superintendent Report tonight.
- 3. Administrator's Report.** McDowell shared his screen and recapped the tax bill snippet. It is important to remember as the tax bills come out and folks may be concerned and complaining. Please remember that only 41.32% goes to the City. Mayor Ware asked Mr. McDowell to review the monthly financial recap. McDowell



did so showing each column and explaining what the numbers mean to the City. Mayor Ware stated that a new water bond is looming as well.

McDowell gave an update on the traffic calming devices out on Highway 228. Council had asked ODOT to remove these planters several months ago. McDowell has been informed that the City will need to bear the cost of having these planters removed. Staff will get some cost estimated for the project and bring it back to Council for review.

McDowell reported that all seems to be going well for Public Works. These cool, crisp mornings make us think of water lines breaking, but all is good so far.

Mr. McDowell reported that the City has received an *Excellence in Safety* award from City County Insurance (CIS). This award is a testament to our hardworking Staff every day.

McDowell stated that Sweet Home Sanitation (SHS) would like to move Clean Up Day from October to April. The event will remain depot style and stationed up at the Rec Center. This last event had a few bobbles. Folks were turned away from dropping items that were normally accepted, such as mattresses and wood. It was estimated that about 70% less items were taken than on a normal event. SHS stated that their transfer station was quite busy that day! Mr. McDowell and Superintendent Frink have had a discussion with SHS management to address the discrepancy and how to improve for future events.

McDowell reported that Staff has decided to go ahead and hold the Park Lottery this year as normal. Interested folks will get a letter in late November detailing the park reservation lottery system. The ongoing pandemic makes it hard to predict whether the City will be able to open facilities and allow folks to congregate. The invitation this year will state that reservations may have to be cancelled due to pandemic restrictions. Refunds will be issued as needed.

McDowell reported that the City has received five reimbursement payments through the CAREs Act. The total amount received is \$54,850.38. Mrs. Morrow continues to do a great job managing that project.

McDowell reported that the City has received the Oregon Health Authority (OHA) 28-page sanitary survey. McDowell stated that the City has always come through these surveys very well, thanks in large part to Superintendent Frink and his staff. Frink has always been great at submitting his required reports on a timely basis.

OHA is also contemplating some new stricter rules and regulations that may be coming out the 1st of November. These rules have been modified because they made it almost impossible for public safety employees to respond to emergency calls. Once the State modifies some of those provisions, the City should see those rules handed down by OHA and OSHA.

4. **Planning.** Mrs. Coleman reported that the Planning Department did not experience downtime during the pandemic! She has been quite busy with folks taking the opportunity to remodel, work in their yards, and doing other improvements.
5. **Library.** No comments.



6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Ordinance 785 – Gese Alley Vacation.** Mrs. Coleman reported that Scott Gese, 119 Walnut, has requested a vacation of a 6' alley adjoining his property on the south side. It is an alley that is of no use to the City now or going forward. Mayor Ware asked for comments. Councilor Block stated that he sees no problem with it. Laura LaRoque, Udell Engineering, who was representing Mr. Gese requested that the Council pass this legislation as an emergency so that the property owner can move forward. *Councilor Block made a motion to approve O 785 on an emergency basis. Councilor Gerber seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **Street Sweeping Intergovernmental Agreement (IGA).** Mr. McDowell reported that the City of Lebanon has been doing our street sweeping for more than fourteen (14) years. The cost has always been \$682 per quarter. Staff has been unable to locate the original agreement. The City of Lebanon would like to enter into an IGA with the cost going to \$600 per month. McDowell stated that the City has been getting a good deal for many years, and it is nice to do business with a neighboring town for a variety of reasons including goodwill. The price seems competitive with other street sweeping outfits. *Councilor Gerber made a motion to approve the street sweeping IGA as proposed. Councilor Block seconded the motion, and it passed unanimously.*
2. **Joint Emergency Coordinator Proposal (IGA).** McDowell reported that neighboring cities and fire districts have reached out to Brownsville to join the others in exploring the creation of an emergency management coordinator position that would service our local cities and fire districts. Council would need to authorize an IGA and expenditure to staff a full-time person for this position. At a recent meeting, all entities felt that it is a good time to facilitate this position. The recent wildfires showed areas that could benefit from better response planning and coordination for response in our local areas. McDowell would like to explore the benefits of this idea; cost has not yet been determined. The first step would be to create an IGA for Council to review. *Councilor Neddeau made a motion to authorize Mr. McDowell to proceed with this proposal. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Approve 2020 Employee Handbook.** Mayor Ware stated that he had read the whole document! McDowell reported that every 5 years or so CIS, League of Oregon Cities (LOC), and their attorneys go through and review the handbook policies and make sure they comply with State requirements. The City needs to approve this handbook to be in compliance with State and local laws. The Handbook and Appendices included are not contractual; they are guidelines. *Councilor Gerber made a motion to approve the Employee's Handbook as proposed. Councilor Hansen seconded the motion and it passed unanimously.*



4. **2021 Council Meeting Schedule.** McDowell provided the Council Meeting schedule for 2021. *Councilor Thompson made a motion to approve the schedule as proposed. Councilor Neddeau seconded the motion, and it passed unanimously.*

DISCUSSION ITEMS:

1. **Board and Commission Appointments.** McDowell suggested that since we had no response to the board and commission vacancies advertisements, that perhaps we should change how we are going about the process. McDowell suggested appointing Mayor Ware to seek out interested applicants. Councilor Block expressed interest in helping with the process.

RV Ordinance & Zoning Code Amendment. Last month Council sent McDowell forth to prepare the RV Ordinance. After consulting with Mrs. Coleman and City Planning Advisor Dave Kinney, it was determined that their project, amending the zoning code, is nearing completion. McDowell reported that the City will dovetail these two issues together due to the public hearings and notification requirements. McDowell asked Council their preference – proceeding during the pandemic, or waiting until Council can reinstate live meetings? Discussion followed with Councilors on both sides. Consensus ruled that Council should proceed with the proceedings now. McDowell reminded Council that DLCDC has not waived any of their rules, and that this process will follow State law as usual.

2. **Surplus Sale Outcome.** McDowell reported that the surplus sale was a success. All items were sold, and have been removed from the insurance schedules.
3. **September Financials.** No comments.

CITIZEN COMMENTS: Allen Buzzard suggested putting a notice on the utility bill when the City is searching for applicants for City boards and commissions. He stated that not everyone gets the local paper, and the utility billing would reach everyone with a City account. Buzzard questioned the need for street sweeping every week. Councilor Hansen responded that the street sweeping is actually once a month, not weekly.

COUNCIL COMMENTS: No comments.

EXECUTIVE SESSION: Council entered into executive session at 7:56 p.m.

- Council will be discussing a real property transaction(s).
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.



- A final decision may be made after this Session.

Executive Session ended @ 8:02 p.m.

There being no further action or business of Council. The regular meeting was adjourned.

ADJOURNMENT: *Councilor Gerber moved to adjourn the Council meeting at 8:02 p.m. Councilor Block seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



November 24th, 2020

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

One liner of the month

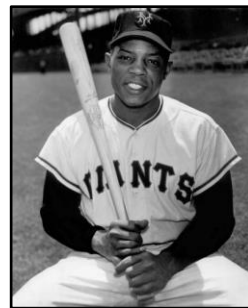


The hardest part of skydiving is the ground.
~ Anonymous



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 means the item is part of Council Goals. When you see this symbol, ☐, it means more information will be provided at the meeting.

“What you are thinking, what shape your mind is in, is what makes the biggest difference of all.”
~ Willie Mays, Baseball Player



Willie Mays

“Don’t depend on other people’s encouragement. It is never enough and never when you need it.”
~ Sigourney Weaver, Actress



Sigourney Weaver

“Facts do not cease to exist because they are ignored.”
~ Aldous Huxley, Philosopher

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. Chamber of Commerce Request** – The Brownsville Chamber of Commerce is planning a tree lighting ceremony on Spaulding Avenue for December 4th, 2020 at 6:00 p.m. Mrs. Jenna Stutsman will be joining the Council teleconference to request the closure of Spaulding Avenue from Main Street to Averill Street and/or the Spaulding Avenue parking lot for two hours. Mrs. Stutsman is aware she needs to talk with all affected properties to get their approval. She is also aware that the City will need an insurance certificate for the closure request.



Background: The Chamber has lit the tree on Spaulding Avenue for ten years. The Chamber purchased lights and has Norm’s Electric hang the lights each year.

What is Council being asked to do?

Consider closure of the street if the City’s standard requirements are met. The City requires sign-offs from the affected properties and an insurance liability certificate.



B. Total Maximum Daily Load (TMDL) Bi-annual Report – Twice a year the City is required to report on TMDL requirements. The once volunteer program has now blossomed into many cities in Oregon charging citizens for stormwater runoff based on impervious surfaces such as roofs, concrete and pavement. The requirements stem from the Clean Water Act passed by the United States Congress. In Oregon, the Department of Environmental Quality (DEQ) administers the program. The basic premise of TMDL is that stormwater runoff is negatively impacting fish habitat and making fish unsafe to eat in large quantities by humans. It comes from a long list of unfunded mandates handed down to the states by the Federal government. The program has little scientific proof and the models used by DEQ for correcting the “problem” are suspect at best.



C. Final Audit FY 2019.2020 | Boldt, Carlisle & Smith (BCS) – Staff forwarded the final audit report to the Secretary of State’s Office, the Municipal Securities Rulemaking Board’s (MSRB) Electronic Municipal Market Access (EMMA) submission system, and to Standard & Poor’s. Staff was well pleased with the audit process this past August. Staff will provide the annual audit report to Council during the teleconference Tuesday evening.



BCS announced that they will be merging with the California accounting firm SingerLewak. BCS has assured the City that services will be uninterrupted during this transition. The City has used BCS services for over twenty years.

9) LEGISLATIVE:

A. Resolution 2020.19: Certify Election Results – Council is required to certify election results after they have been officially posted by the Linn County Clerk’s Office. Usually, the City certifies election results in December, but since the election was uncontested the Clerk’s Office may issue certification earlier. Council may not act on this issue if the City does not receive the official document from the County. (I am trying to be proactive. 😊)

What is Council being asked to do?

IF the City receives the certified election results, then pass the resolution confirming the results. Alternatively, Council may table this item until the December Council meeting if the City does not receive the results from Linn County in time for this upcoming meeting.



10) ACTION ITEMS:

A. Traffic Equipment Purchase – Mayor Ware, Councilor Block and I have landed on some traffic monitoring equipment for City use. Linn County Sheriff Jim Yon will purchase the equipment through the IGA so it works with the other County equipment. I am still gathering annual costs for the equipment. I hope to have a report for Council on Tuesday.



[Here is some more info: The \$2800 data counters do not come with cloud. If you want the units to have cloud their price goes to \$4800 per each unit plus \$950 per year for cloud for each counter. For the \$2800 price you just upload/download



the data via bluetooth from the data collector, and upload it to the cloud, without any cloud cost.

The Shields to connect to the cloud (which I would recommend) are \$1500 per sign per year with the perpetual warranty, and \$1100 per year without warranty. You can also opt out after the initial year and just use bluetooth if pricing is prohibitive to renew.

I hope this helps you with your decision-making. I'll move forward getting a formal quote for us both. ~ Captain Micah Smith]

What is Council being asked to do?

Consider whether to purchase the equipment as planned.

- B. Planning Commission Appointment** – Kimberlee Clayton has placed a letter of interest on file with the City. I have placed the letter in the agenda packet for your consideration.

What is Council being asked to do?

Consider appointing Ms. Kimberlee Clayton to the Planning Commission.

- C. Park Board Appointment** – The City has received expressed interest but no letter. I have placed this item as a placeholder in case I receive the necessary letter of interest.

- D. Budget Committee Appointment** – The City has received expressed interest but no letter. I have placed this item as a placeholder in case I receive the necessary letter of interest.



11) DISCUSSION ITEMS:

- A. Officials Handbook** – Council passed the Officials Handbook which is located at <https://www.ci.brownsville.or.us/citycouncil>. Staff plans on sending out this Handbook after Thanksgiving. Staff delayed the delivery due to the need for both the Officials Handbook and the Employee Handbook to dovetail.

Municode Web Page – I have been busy creating a private page for City employees to be able to view the Brownsville Employee Handbook, appendices, notices from ICMA-RC, CIS and other private, employee communications. We are getting close to rolling out this new feature.

From 10.27.2020: There are several additions that were required by the State Legislature and City/County Insurance Services (CIS). All the necessary changes have been made along with modifications Council has made since 2015. I also left the CJIS policy and the Cybersecurity policy as appendices to this document so the document would not be cumbersome.

The Handbook is a vital tool for the City. It is often referred to and guides many policies and employment decisions.

Side Note: Some of the items required by law are over-the-top, and go too far, as a result of inappropriate actions that took place in the State Legislature. Yet another example of passing a law that has no impact on their behaviors that initiated the entire process. These policies apply to you as an elected official. They also apply to members of all City boards and commissions.



B. October Financials

INFORMATION & HAPPENINGS

2020 Brownsville Election Results –

City of Brownsville - Council Members (Vote for 3)

1104 ballots (1 over voted ballots, 3 overvotes, 1455 undervotes), 1357 registered voters, turnout 81.36%

Michael M Humphreys	518	27.94%
Adam R Craven	641	34.57%
Carla Gerber	582	31.39%
Write-in	79	4.26%

Choice	Votes	Vote %
Write-in	27	1.46%
Write-in	7	0.38%
Total	1854	100.00%
Overvotes	3	
Undervotes	1455	



Notes: Overvotes are ballots that had votes for all three candidates and listed a Write-in candidate. Undervotes are ballots that voted for less than three candidates.

Councilor-Elect Meeting(s) – I have met with Mr. Humphreys and Mr. Craven to bring them up to speed with Council’s current goals and plans. Many topics, policies and procedures will be covered in order to make them feel as comfortable as possible participating in public meetings and fielding questions from the general public. After a few meetings, I will take them on a tour of City owned facilities.

Used Market Equipment – Public Works Superintendent Karl Frink and I have been exploring used vactor trucks, but have yet to find something that would work for the City. Council placed money in the budget for the potential purpose of purchasing a vactor truck and a grader.



FEMA X Meeting – FEMA is modeling watersheds for multiple purposes including flood areas and mudslides. The total extent of their modeling has yet to be disclosed. Linn County officials were on the call and concerned about the potential purpose of this modeling. FEMA sets rates for flood insurance. Expansive government efforts by the Feds over the last ten years are causing alarm that Waters of the United States (WOTUS) may be coming back into focus. WOTUS would lock down all waterways in the country and make them the property of the United States government. Programs like TMDL and worse would be accelerated and the associated costs would be absorbinent. As one small example, it took Linn County nearly a year to fix a bridge that was washed out on Brownsville Road two years ago or so. Overregulation costs the tax payers and, truthfully, has no other end but bureaucratic control.

Park Board Report – Board members continue to work on improvements for Remington Park. Park Board agrees with Council and Staff on moving forward with the lottery for park reservations.

CWACT Transportation Survey ☑ – Councilor Gerber serves on the Transportation Committee for the Cascade West Council of Governments. I have included a report from ODOT to the Committee.



IT Needs – I spent some time on email issues for Public Works and the Court. I prepared a computer for Council Neddeau to use due to the Pandemic. The City has provided multiple laptop computers to officials who need them to attend public teleconference meetings. These computers have been included in the CARES Act requests made by the City.

Community Room Flooring – Administrative Assistant Tammi Morrow worked with Premier Flooring to replace the linoleum flooring in the Community Room. The same flooring used in the foyer at City Hall was installed. The job turned out very well. Public Works will be helping with shelving and other needs for the room.

Filing Cabinets – Administrative Assistant Jannea Deaver ordered the needed, remaining fire proof filing cabinets for City Hall. Cabinets were delivered last week.

Active: River's Edge Outcome – Public Works Superintendent and I met with representatives from River's Edge subdivision and City Engineer Ryan Quigley to discuss the first course of asphalt on the new streets. Staff will evaluate the implications and make a determine on next steps. Basically, the contractor met all the compaction requirements for the base rock for the roads. The first course of asphalt has a couple of areas that did not pass compaction. The City has forwarded language for Knife River's consideration. If Knife River agrees to the language, the pavement would be guaranteed for three years.

Active: ODOT & Highway 228: Traffic Calming Planters – Public Works Superintendent Karl Frink is obtaining quotes for the work to be performed to ODOT standards.

From 10.27.2020: Received a message from Shawn Martin. I hope to have an update Tuesday evening.

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.





Pandemic Regulations ☒ – Oregon Health Authority (OHA) is expected to release regulations that impact all businesses and governmental agencies on November 1st, 2020. Sources have said that the regulations appear to include fines and other penalties.

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.

Policy

(fyi) (fyi) (fyi)

Public Project Construction Process – The Basics

Cities are required to follow a series of State laws, and in some cases, Federal laws when constructing capital infrastructure projects. The City also must follow the Brownsville Municipal Code to ensure compliance with all local and State laws. The process follows the Capital Improvements Plan (CIP) adopted by Council. Project needs are listed in the plan. Staff recommends projects to Council and the Budget Committee. Once a project has been included in the budget, Staff engages engineering services for the technical aspects of the project. Engineering draws plans and contracts for the project. The City must submit the drawings along with a fee to the State for plans review. Once the plans have been reviewed and approved by the State, the City concurrently secures easements and makes necessary logistical plans for the project. Below is a basic step-by-step overview:

1. Determine Project Scope
2. Request Engineering Estimate
3. Funding included in City Budget
4. Engineering Plans & Surveying
5. Secure Necessary Easements
6. Submit Plans for State Review(s)
7. Bid Project
 - a. Advertisements [Local]
 - b. Women & Minority Advertisements
 - c. Local Contractors Contacted
8. Hold Bid Opening
9. Award Contract
10. Send Letter to Affected Residents
11. Hold Pre-Construction Meeting
12. Daily Inspection Routines
13. Hold Progress Meetings
14. Finalize Contract
 - a. Identify Punch List Items
 - b. Release Escrow
 - c. Accept Project





STATUS UPDATES – Projects, proposals and actions taken by Council

Active: RV Ordinance & the Zoning Code Amendment – *From 10.27.2020:* Administrative Assistant Elizabeth Coleman and Planning Consultant Dave Kinney have been working on a major amendment to Title 15 of the Brownsville Municipal Code. The proposed RV ordinance from last meeting falls within Title 15. City Attorney Ross Williamson said that any amendments to Title 15 will require a special process as it falls within the Measure 56 rule that requires two separate public hearings and a direct mailing to all effected property owners.

From 09.22.2020: 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 discusion.

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

Active: Land Inventory – See above. *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.

Active: Linn County Housing Rehabilitation Program (LCHRP) Update ☒ – The Board reviewed policies on several key points. Most of the points centered around cutting red tape to ease the loan process. Additional decisions that hit small limits were forcing more bureaucracy and delaying positive outcomes.

Trailer homes repair, charging interest was among topics discussed.

Overall, progress has been slow due to C-19. Lumber prices basically tripled over the last month, so projects are being delayed due to increased associated costs.

Active: Joint Emergency Coordinator Proposal (IGA) – Lebanon Fire Chief Joe Rodondi was excited to hear about Council's willingness to press forward with the exploration of a joint Emergency Coordinator. Legal is working on the IGA for future consideration. Chief Rodondi is working on setting up a meeting with the City of Albany to learn more about their emergency coordinator and how their interface with Linn County works. I expect this process to take a while as the holiday season is now up us.

From 10.27.2020: The cities of Sweet Home and Lebanon invited Brownsville to a discussion about hiring a joint employee who would be responsible for emergency management issues. All the fire districts and cities would be working together to form an Intergovernmental Agreement (IGA) that would work out the details including office locations for the employee. The responsibilities would include staying abreast of FEMA regulations, setup training drills, and create emergency operations policies (EOP).



One thing learned during the Fire emergency was that Linn County Sheriff's Office personnel get stretched thin very quickly leaving gaps in response that could be costly to communities.



Total Maximum Daily Load (TMDL) Data – *From 10.27.2020:* The City received a request for information regarding the City’s wastewater effluent for the last six years. As reported earlier, Oregon’s TMDL plan did not meet the requirements of the United States Environmental Protection Agency (EPA). Cities and counties can expect stricter regulations and requirements coming down from the Department of Environmental Quality (DEQ). Citizens can expect stormwater charges in the future. As reported for years, this ‘voluntary’ program will end up costing billions of dollars nationwide, millions of dollars locally.

Unfunded mandates such as these are detrimental to the long-term financial sustainability of cities.

Park Reservations – *From 10.27.2020:* Staff has decided to move forward with the annual mailing for Summer season rentals. No one is sure how long the pandemic restrictions will continue, but the City would rather return the required deposit than having to deal with an influx of people wanting to use the Park facilities. Staff will include a warning in the letter that the facilities may not be open due to continuing Coronavirus restrictions of course. There has been a lot speculation that June 2021 could be the targeted month for lifting restrictions.



Jail Project – *From 10.27.2020:* Mayor Ware wrote copy to tell the story about the jail in Kirk’s Ferry Park. The City is working on signage for the building. The plaque will look similar to the Fire Bell plaque in front of City Hall.

Downtown Sewer Progress – *From 10.27.2020:* Councilor Block and I are in the process of meeting with Downtown property owners. City Engineer Ryan Quigley is working on the storm sewer conflict concern with Karl Frink. The City hopes to go out for bid in February 2021. The construction phase is planned to begin in April or May depending on weather and possible financing concerns.

From 09.22.2020: 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.

Equity & Inclusion Discussion – *From 10.27.2020:* Councilor Gerber and I met to discuss the focus and scope of a potential committee. Councilor Gerber would like to bring this item to the Goal Setting session after the first of the year. More details to follow.

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	October	16	18	202
2020	September	18	12	208
2020	August	20	14	211
2020	July	7	13	211



City Administrator Report

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
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
	<i>Subtotal</i>	253	303	3800
	Total Average	522	16.833	211.11
		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 – *From 09.22.2020:* 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. 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.

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 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: 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

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: 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.



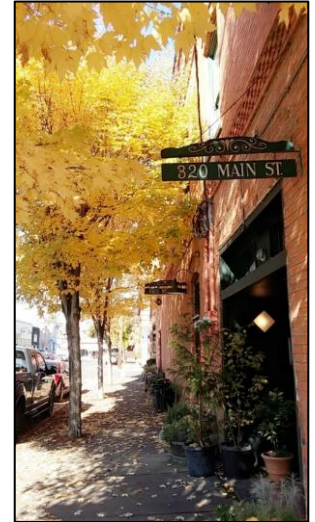
City Administrator Report

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: Street Sweeping Intergovernmental Agreement (IGA) – Staff successfully executed the IGA with the City of Lebanon for continuing street sweeping services. The IGA was retroactive with monthly payments beginning at the start of this fiscal year. Lebanon was appreciative of Council understanding the need for proper charges for the services rendered.

From 10.27.2020: For over sixteen (16) years, the City of Lebanon has been sweeping streets for Brownsville. Brownsville has paid \$682.50 on a quarterly basis for at least the last fourteen (14) years. Recently, Lebanon Finance Director Matt Apken discovered that Lebanon has not been charging correctly. Lebanon sent over a new IGA and the cost for sweeping will be \$600 per month if Council should decide to continue. Lebanon simply cannot cover the cost of their personnel, gas, maintenance, and wear & tear on their machine for anything less.

Public Works Superintendent Karl Frink and I would recommend continuing the street sweeping program. Not only does it keep streets clean which lengthens the life of the pavement, but it also counts as a credited activity in the City's TMDL Plan.

Completed: 2021 Council Meeting Schedule – Approved at the last meeting and posted to the City website.

Completed: Sanitary Survey – *From 10.27.2020:* Public Works Superintendent Karl Frink worked diligently to answer questions and suggestions raised by the Oregon Health Authority (OHA) Sanitary Survey. Every three years, OHA conducts an audit of the City's Water Treatment Plant. I have included Mr. Frink's letter in the agenda packet.



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



November 2020

PLANNING AT A GLANCE

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

- | | | |
|----------------|---------------------|------------------|
| • Mechanical | Ductless HP | 222 Washburn St |
| • Mechanical | Replace Gas W/H | 408 Stanard Ave |
| • Structural | SFD Model Home | Lot 32 Depot Ave |
| • Construction | Accessory Structure | 317 Walnut Ave |

Updates

Buildable Lands Inventory

In process.

Zoning Code Amendment

In process.

River's Edge Subdivision

Chad Davis Construction has submitted building plans for a model home on lot 32, closest to Depot Ave. Public Works & Administration are aware of the submittal; no services shall be connected to this lot until Public Works & Administrative requirements are met.

Elizabeth E. Coleman

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	21	0	2	19	
Violations	80	22	7	95	
Contempt/Other	58	0	4	54	
TOTALS	159	22	13	168	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Total Deposits +	\$ 3,669.84
Total Bail Released +	\$ -
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ 265.00
Total NSF's -	\$ -
Cash Shortage -	\$ -
Miscellaneous Income	\$ -

TOTAL COURT REVENUE

\$ 3,404.84

Court Payments

City	\$ 2,787.25
Restitution	\$ -
Oregon Dept Revenue	\$ 394.00
Linn County	\$ 128.00
State Misc.	\$ -
DUII Surcharge	\$ -
Misc Deposit	\$ 95.59

TOTAL COURT PAYMENTS

\$ 3,404.84

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,882.84
STATE	\$ 394.00
COUNTY	\$ 128.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 3,404.84</u>



Library Advisory Board

Librarian's Report

October 2020

Here are a few facts about our library the month of October 2020. We have received 67 new books for the library. Volunteers donated 142 hours to our library. There were 1,321 materials checked out. 444 adult fiction books; 148 adult non-fiction books; 108 audio books; 320 children's books; 202 junior books; 44 junior reference books and 55 large print books.

In October, we held 5 virtual children's story times reaching 523 people. On Halloween, Professor Trelawney (Librarian Sherri) handed out more than 40 bags with a take and make craft plus treat! After these were gone, she handed out candy to over 30 more children. It was lots of fun seeing the creative costumes worn by children and parents! A highlight of the month – seeing our young patrons again.

It was delightful to meet with the Library Advisory Board again. Due to the wonderful weather that afternoon, we were able to meet in person in the Library Park. We were well spaced and masked for everyone's safety. Like everyone, I am trying to keep calm and wait for spring.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



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



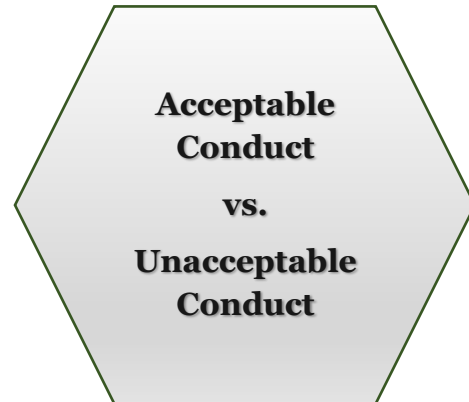
2019-2020 Council Values

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.

Council Meeting
Tuesday, November 24th, 2020
Location: Teleconference

Large Document for Council Consideration

Officials Handbook

<https://www.ci.brownsville.or.us/citycouncil>

Cascade West Council of Governments Survey & ODOT Info

<https://www.ci.brownsville.or.us/citycouncil>

Oregon by the Numbers

<https://www.tfff.org/select-books/book/oregon-numbers-o>

Please contact City Hall and ask for Administrative Assistant Tammi Morrow or City Administrator Scott McDowell if you would like a physical copy of any of these documents.

November 16th, 2020

S. Scott McDowell
City of Administrator
City of Brownsville
255 N. Main Street
Brownsville, OR 97327

Dear Scott,

I am interested in being a member of the Planning Commission and ask that you, the Mayor and City Council consider me for the current open seat.

I have lived in Brownsville since 2010. It is my home.

As a very involved member of the community, I would like to volunteer my time and knowledge to assist in planning the future of Brownsville.

I have attended most City Council meetings since 2014. I have been on the Budget Committee since 2016.

These past experiences have provided me the opportunity to better understand the challenges of managing growth and keeping Brownsville a thriving, historical, and wonderful small town to live in.

I work full time for PacificSource as a Mentor/Auditor. I am currently training two new Customer Service representatives for my department via ZOOM. My employer has us all working from home at this time and is projected to last until June 2021.

If you have any additional questions, please call or email.

Thank you again for this consideration.

Sincerely,

Kimberlee S. Clayton
350 Spaulding Avenue
Brownsville, OR 97327
(208) 721-1347



ELECTED ESSENTIALS WORKSHOPS

New to city government? Need a refresher on government fundamentals?

Plan now to attend one of six FREE virtual trainings.

Topics covered include:

- Council Responsibilities
- Ethics
- Public Meetings
- Public Records
- Legal Powers & Impediments Affecting Elected Officials

The workshops will include live Q&A time with speakers following each topic.

There will be six virtual Elected Essential Trainings this year. We have allocated two regions to each date to help spread out the number of attendees at each training. If that date assigned to your region does not work in your schedule, please feel free to sign up for the date that works best for you. The map of LOC Regions can be found on the [LOC website](#).

Workshop Dates:

December 1 – Regions 1 & 5
December 2 – Regions 6 & 7
December 3 – Regions 3 & 4

December 11 – Regions 2 & 8
December 14 – Regions 9 & 10
December 15 – Regions 11 & 12

All workshops are 8:30 a.m. - 3:30 p.m.

REGISTER NOW! – www.orcities.org

For questions, please contact the LOC at loc@orcities.org or (503) 588-6550.

Governor Kate Brown
Press Conference Remarks, As Prepared
“Two-Week Freeze”
November 13, 2020

Good afternoon and thank you for joining us.

We are here to give an urgent update on the COVID-19 crisis sweeping across Oregon. I’m joined by:

- **Dr. Dean Sidelinger, our state epidemiologist;**
- **Dr. Dana Hargunani, Chief Medical Officer from the Oregon Health Authority;**
- **Dr. Renee Edwards, Chief Medical Officer at the Oregon Health & Science University; and**
- **Dr. Esther Choo, Emergency Physician and professor at OHSU.**

One week ago I announced a “TwoWeek Pause” on social activities to slow the spread of COVID-19 in several of our counties. Unfortunately, since then, we’ve seen an alarming spike in both cases and COVID-19 hospitalizations.

Today we topple 1,000 cases again.

The majority of these cases stem from sporadic community spread — which means that this virus is out there. It is out there lurking amongst us, both visible and not. Every day, it is infecting more and more Oregonians who think they are safely seeing their friends and family.

This is a very dangerous situation.

And our hospitals have been sounding the alarm.

In the Portland metro area, hospitals are expecting an influx of COVID-19 patients. Several hospitals across the state have voluntarily begun to reduce some surgeries to preserve beds and staff capacity.

However, this isn't just about COVID-19 patients. The next time you need medical care, the last thing you want to hear is that the ambulance has nowhere to go.

This is not just happening in Oregon. The dreaded winter surge is here. Infection records are being set in states across the country. This means we cannot look to other states to share their staffing and hospital beds because they too are experiencing the surge.

Whether we like it or not, we are about to face what might be the roughest days of this pandemic.

If we want to give Oregon a fighting chance, we must take further measures to flatten the curve now.

That's why I am announcing a "Two-Week Freeze" for the entire state, beginning this Wednesday, November 18th.

The "Two-Week Freeze" includes:

- Limiting restaurants to take-out only;**
- Limiting retail, grocery stores and pharmacies to 75% capacity, and strongly encouraging curbside pickup;**
- Closing gyms and fitness organizations, as well as venues that host indoor or outdoor events;**

- **Limiting churches and other faith-based venues to a maximum of 25 people indoors, or 50 outdoors;**
- **And requiring remote work, if able, for all businesses.**

I am also asking Oregonians to wear a mask at all times except when eating and drinking, whether you are indoors or outdoors. The evidence is very clear that masks save lives.

This is in addition to the travel advisory I issued this morning alongside California Governor Newsom and Washington Governor Inslee. We recommend that those who have traveled out of the state self-quarantine for 14 days upon return.

One more key item for the “Two-Week Freeze” is social get-togethers, which are limited to two households, or a maximum of six people.

I know there is a lot of confusion on what that means, so let me be very clear:

This means you should only socialize with one other household. For those of you who live alone, choose up to five other people total to socialize with for the next two weeks, and that is it.

And then when you are together, indoors or outdoors, you still must practice all the public health measures we’ve been drilling home for the past eight months. Physically distance, wear a mask, and wash your hands.

Thanksgiving will fall during this Two-Week Freeze, so let me give an example of what an in-person holiday should look like under these guidelines.

Dan, myself and our new puppy Jory will invite our one other household— for us, that’s Dan’s daughter and her fiancé—over for dinner. Ideally, we will eat outside. But if our beautiful Oregon delivers its typical November weather, it will likely be raining so we may choose to eat inside.

We will all physically distance, and wear our masks, except when eating and drinking. Hopefully we will Zoom with my mom and sisters, and Dan’s mom too.

This probably doesn’t look like the Thanksgiving many of us were planning for. And I know that is hard. But it is a necessity right now.

This Freeze is for two weeks statewide, starting on Wednesday, November 18th through Wednesday, December 2nd. Businesses should start now to be in compliance by this Wednesday. After the two weeks, we will reassess what progress we’ve made and what measures may still be necessary.

Given the data and modeling we are seeing, my public health experts tell me that some counties will need longer to flatten the curve.

So I want to be very clear that there are some COVID-19 hotspot counties that will likely need to stay in the Freeze for much longer than two weeks. Multnomah County, for example, will be in this Freeze for at least four weeks.

I want to be honest about that now. Be prepared.

Our actions right now, no matter where in the state you live, are critical.

If this sounds and feels similar to our Stay Home, Save Lives order I issued back in March, that's because it is.

The cycle of this virus is such that if we are seeing case rates topping 1,000 now, and that means our hospitals are headed for very dark days ahead. Actions taken now will help prevent lives from being lost — not just from COVID-19, but from other diseases or accidents that lead people to need hospital-level care, which they won't be able to get if the beds are full of COVID-19 patients.

But before you panic over the thought of another Stay Home order, let me tell you how we're doing it differently this time:

- Personal service providers, including physical therapy, chiropractors, and medical spas will remain open with strict guidelines in place. This is an area where we've seen very little spread of the virus and is often vital to our health needs;**
- We strongly encourage outdoor recreation and camping, and as such, our parks and playgrounds are staying open. Breathing fresh, if not chilly air, will help us all;**
- Schools that meet the metrics stay open;**

- **With much-limited capacity, faith-based gatherings may stay open;**
- **Child care remains open;**
- **And with restaurants continuing take-out service, and retail at 75% capacity, I can't underscore enough how important it is to continue to support our local businesses. Not only will it help them, but it helps us all maintain a sense of normalcy.**
- **And while social get-togethers are limited to two households or six people, lean on those people you choose to safely intermingle with. And stay connected with those you love, by phone or video-conferencing as much as possible.**

I know this is hard, and we are weary. But, we are trying to stop this ferocious virus from quickly spreading far and wide, so we can save lives. And in Oregon, we actually can do this.

We've done it before.

With that, I will turn it over to Dr. Dean Sidelinger.



(<https://www.orcities.org/>)

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> *LOC Bulletin* (<https://www.orcities.org/resources/communications/bulletin>) > **OSHA Approves Temporary Infectious Disease Rules**

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LOC News

OSHA Approves Temporary Infectious Disease Rules

After several revisions, the Oregon Occupational Safety and Health Administration (OSHA) has enacted rules intended to stop the workplace spread of COVID-19. These temporary rules take effect November 16, and will be in place until May 4, 2021. Some requirements, however, will become operable November 23, December 7, December 21 and January 6, 2021 respectively. The rules do contain a feasibility clause that allows employers to demonstrate they are unable to meet the requirements. A complete copy of the rules can be found **here** (<https://osha.oregon.gov/OSHARules/div1/437-001-0744.pdf>), and a timeline for implementation is below. Please note that there are rules for all workplaces, and specialized appendixes for specific employer groups such as law enforcement and emergency first responders:

By November 16, all employers must (the majority of these requirements are also reflected on the Oregon Health Authority guidance and should be in place already):

- Ensure that all employees who are unable to work remotely are stationed at least six feet from each other;
- Ensure that all employees, vendors, visitors and or customers wear a face covering unless they are working in a private office space;
- Provide face coverings, masks, soap, and sanitation equipment for all employees for hand, workstation and high touch surface hygiene;
- Post this poster in **English** (<https://osha.oregon.gov/OSHAPubs/5504.pdf>) and **Spanish** (<https://osha.oregon.gov/OSHAPubs/5504s.pdf>) in a prominent location;
- Clean and sanitize common areas, high touch surfaces and shared equipment every 24 hours if the workplace is occupied for 12 hours a day, or every 8 hours if occupied more than 12 hours a day.
- Notify employees who have been exposed (defined as being within 6 feet of a COVID-19 infected person for 15 minutes regardless if either party is wearing a mask or face covering) within 24 hours of knowledge and affected employees (defined as employees who work in the same facility or portion of a facility as a COVID-19 positive person) within 24 hours of being aware an exposure.
- Remove employees from the workplace who have been advised to isolate or quarantine by a healthcare professional or public health officials.

By November 23, all building operators must:

ShakeAlert® is an early earthquake warning system that detects significant earthquakes quickly enough to alert people and automated systems seconds before shaking arrives. By providing the time until strong shaking arrives at a location, ShakeAlert can save lives and reduce injuries by giving people time to take a protective action like Drop, Cover, and Hold On, or moving away from hazardous areas.

* ShakeAlert is not earthquake prediction, rather a ShakeAlert issued by the USGS indicates that an earthquake has begun, and shaking is imminent *

During an earthquake, the USGS rapidly publishes earthquake magnitude, location, and shaking information as raw data. **Approved USGS Technical Partners** (<https://www.shakealert.org/implementation/ito/>) take this information and turn it into public alerts or trigger an automated action. Therefore, you may receive an earthquake early warning alert through a variety of mechanisms.



You may be alerted to shaking in your area by a cellphone app, by a federal, state, or county emergency alert push-notification on your phone, or by a public address system in a building or on the street.

You will benefit from ShakeAlert without your immediate knowledge as well. Current USGS-Approved Technical Partners are using the USGS ShakeAlert data to trigger a sequence of automated actions upon receiving an alert. Automated actions provide the time needed to put critical infrastructure in “safe” mode so it can tolerate strong shaking and get up and running once shaking stops. ShakeAlert Technical Partners are working to develop more and more uses for ShakeAlert. Examples of current automated actions include:

- throttling water utility valves to prevent emptying of reservoirs full of clean drinking water
- opening firehouse doors so fire trucks are not trapped behind stuck doors and instead are ready for immediate deployment
- activating backup generators at hospitals to ensure continued service and care
- slowing trains to prevent derailment and injury
- limiting access to bridges to prevent cars from entering seismically vulnerable bridges and tunnels

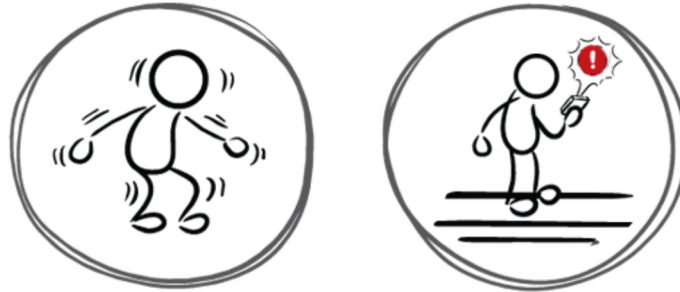
More Information About Earthquake Early Warning Alerts

Earthquake Early Warning alerts will be specific to your location - or your last known location. For the sake of speed, the ShakeAlert algorithm must make a quick estimate of shaking intensity over a large area. The actual shaking you experience may be more or less intense than predicted. On rare occasions, you may experience a false alert or a missed alert.

Depending on a number of factors, an alert may reach you up to tens of seconds before you feel shaking, or it may reach you during or after you feel shaking. If the earthquake occurs directly below you there is not enough time to measure and process a warning before shaking arrives at your location. In general, there is a no-alert zone if you're too close to the source - the sensors feel shaking at the same time you do. Finally, it's important to remember that ShakeAlert algorithms and data transfers between seismometers and data centers take time to process. This adds delay time to the warning, which in some cases could result in late alerts. However, ShakeAlert Technical Partners are required to relay alerts to their customers in 5 seconds or less after receipt of the raw ShakeAlert data from the USGS.

If an earthquake is especially small, you may feel shaking without any notification. Alerts must meet certain **minimum thresholds** (<https://www.shakealert.org/implementation/shakealert-system-alerting-thresholds/>) before they are sent out to the public. Those thresholds are defined by the earthquake's magnitude and the shaking intensity specifically at your location, and must be deemed as potentially damaging. If an earthquake is small and not expected to cause damage,

even if it is expected to produce shaking, a ShakeAlert will not be generated. USGS made this decision to reduce the potential personal anxiety from “over-alerting”.



If you FEEL SHAKING or GET AN ALERT...



Lastly, if you feel an earthquake or get an earthquake early warning alert immediately “Drop, Cover, and Hold On.” Get low to the ground, cover your head and neck, and hold onto a sturdy table leg if possible. (visit the **October 9, 2020 LOC Bulletin issue** (<https://www.orcities.org/resources/communications/bulletin/great-oregon-shakeout?id=bulletin10-9-20>) for more information)

With publicly available earthquake early warning alerts on the horizon, it’s time to start thinking about what you do next. How can you communicate ShakeAlert to your community? Can you invest in automated alerts? How will you use the time provided to you before shaking starts to take effective action? We’ll answer all of these questions in our next two installments via the *LOC Bulletin*.

The State of Oregon awarded the Oregon Hazards Lab at the University of Oregon \$7.5 million in bonds to complete the build out of the ShakeAlert earthquake early warning system in Oregon (Senate Bill 5721). The funds will complete the Oregon seismic network by adding or upgrading seismic sites across the state by 2023. The funding will also improve the network’s telemetry, which is the mechanism for transmitting remote data in real-time. The Oregon Hazards Lab, a core member of the Pacific Northwest Seismic Network, manages the states’ seismic network, and is actively building a multi-hazards network for real-time monitoring and mitigation of natural hazards, with focus on ShakeAlert and the deployment of ALERTWildfire cameras for early fire detection and suppression. The Pacific Northwest Seismic Network, operated collectively by University of Oregon, University of Washington, and USGS, is building out the Oregon seismic network now with strong motion seismometers capable of contributing to the ShakeAlert Earthquake Early Warning system. As the Oregon seismic network increases its number and density of sensors, earthquake detection time will decrease and earthquake alert accuracy will increase on average.

Find It Fast

Use these convenient quick links:

<https://www.orcities.org/resources/communications/bulletin/how-will-shakealerts-be-delivered>

- **Contact Us** (<https://www.orcities.org/contact>)
- **Staff Directory** (<https://www.orcities.org/about/who-we-are/staff-directory>)
- **Topics A-Z** (<https://www.orcities.org/resources/reference/topics-z>)
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 **503-588-6550 (tel:5035886550)**

 **loc@orcities.org (mailto:loc@orcities.org)**

 **League of Oregon Cities**

1201 Court St. NE

Suite 200

Salem, OR 97301-4194 (<https://goo.gl/maps/hACicPzLMABV9zpx5>)

Contact (<https://www.orcities.org/contact>) **City Directory** (<https://www.orcities.org/resources/reference/city-directory>)

Privacy Policy (<https://www.orcities.org/privacy-policy>)

- Post signs at entrances requiring mask or face coverings; and
- Sanitize common areas in accordance with above.

By December 7, all employers must:

- Complete an employer risk assessment utilizing this form available **here** (<https://osha.oregon.gov/rules/advisory/infectiousdisease/Pages/default.aspx>); and
- Complete an infection control plan based on the risk assessment.

By December 21, all employers must:

- Provide employees with COVID-19 training and information in a language that is accessible to them and instructs them on social distancing, sanitation and face covering requirements.

By January 6, all employers must:

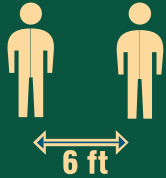
- Ensure the maximum amount of external air ventilation possible on from their HVAC systems.

Please continue to monitor the Friday *LOC Bulletin* for updates and compliance information.

Contact: Scott Winkels, Lobbyist - swinkels@orcities.org (<mailto:swinkels@orcities.org>)

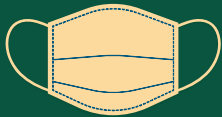
Last Updated 11/13/20

Oregon OSHA's COVID-19 Temporary Standard for all workplaces



Physical distancing

Workers must be separated from one another and other individuals by at least 6 feet.



Facial covering

In most indoor environments, as well as outdoor situations where 6 feet of physical distance from others cannot be maintained, a proper face covering that covers the nose and mouth is required.



Workplace risk assessment

Talk to your employer about COVID-19 risks in the workplace and how to address them.



Notify your employer when you feel sick

Cough, shortness of breath, fever, etc.



Wash your hands often

Workers: If you have been quarantined due to COVID-19, contact your employer about available leave options.

You have the right to notify your employer or Oregon OSHA about workplace hazards. Oregon OSHA will keep your name confidential if you ask.

You have the right to report a work-related injury or illness, without being retaliated or discriminated against.

You can file a complaint with the Oregon Bureau of Labor and Industries within 90 days, or with federal OSHA within 30 days, of discrimination by your employer for making safety and health complaints or for exercising your rights under the Oregon Safe Employment Act.

English 1-800-922-2689

[osha.oregon.gov](https://www.osha.oregon.gov)

Español 1-800-843-8086



The rule
and other
resources



(<https://www.orcities.org/>)

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> LOC Bulletin (<https://www.orcities.org/resources/communications/bulletin>) > **DEQ to Host Recycling System Reform Listening Sessions**

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LOC News

DEQ to Host Recycling System Reform Listening Sessions

The Oregon Department of Environmental Quality (DEQ) is hosting a series of regionally focused listening sessions to update cities on proposed reforms to Oregon's recycling system and solicit feedback prior to the 2021 legislative session. The dates of the listening sessions, and links to register, are listed below. If implemented, the proposed changes would have statewide impacts for cities that are subject to Oregon's Right to Recycle Act (cities with a population greater than 4,000). Cities may want to reach out to their contracted garbage/recycling hauler to encourage their attendance as well.

The proposed recycling system reforms are the result of a two-year committee process coordinated by the DEQ for the purpose of collaborating on how to update and modernize Oregon's recycling system. Over the past two years, the DEQ's Recycling Steering Committee has discussed how Oregon's system can best adapt to recent changes to international markets and better serve all Oregonians.

For additional information about the Recycling Steering Committee process, visit the **Modernizing Oregon's Recycling System** (<https://www.oregon.gov/deq/recycling/Pages/Modernizing-Oregons-Recycling-System.aspx>) website.

Meeting Date	Time	Region	Registration Link
Thursday, November 12	1 p.m. to 3 p.m.	Portland Metro	https://bit.ly/31DNSLL (https://bit.ly/31DNSLL)
Friday, November 13	9 a.m. to 11 a.m.	Southwestern OR	https://bit.ly/31Af7H7 (https://bit.ly/31Af7H7)

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id=bulletin10-30-20))

Friday, November 13	1 p.m. to 3 p.m.	Eastern OR	https://bit.ly/3jnYfcA (https://bit.ly/3jnYfcA)
Tuesday, November 17	9 a.m. to 11 a.m.	Willamette Valley	https://bit.ly/3jp12IV (https://bit.ly/3jp12IV)
Tuesday, November 17	1 p.m. to 3 p.m.	Portland Metro	https://bit.ly/37x1bBz (https://bit.ly/37x1bBz)
Wednesday, November 18	9 a.m. to 11 a.m.	North Coast	https://bit.ly/37zM0HH (https://bit.ly/37zM0HH)
Friday, November 20	9 a.m. to 11 a.m.	Eastern OR	https://bit.ly/3kpQfjy (https://bit.ly/3kpQfjy)

Contact: Tracy Rutten, Lobbyist – trutten@orcities.org (<mailto:trutten@orcities.org>)

Last Updated 10/30/20

THAT'S OUTRAGEOUS

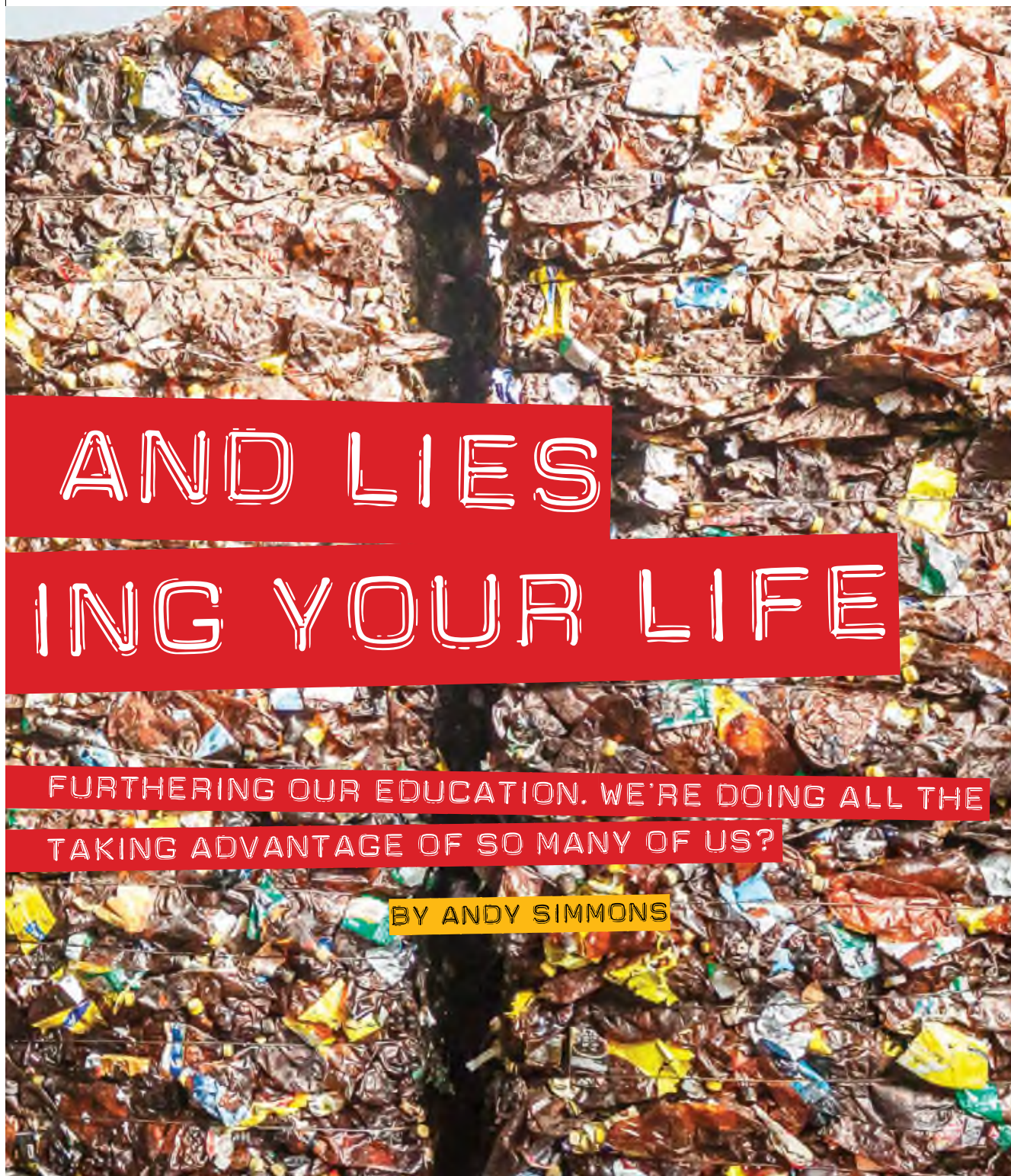


SECRETS

THAT ARE HARM

RESEARCHING OUR DOCTORS. RECYCLING.

RIGHT THINGS. SO WHY ARE THESE COMPANIES



AND LIES ING YOUR LIFE

FURTHERING OUR EDUCATION. WE'RE DOING ALL THE
TAKING ADVANTAGE OF SO MANY OF US?

BY ANDY SIMMONS

READER'S DIGEST **That's Outrageous****Think you know where your old plastic ends up?**

Once a week, you dutifully set out your bin full of recyclables for collection. You're happy to do your part for the environment because plastic, which is derived from fossil fuels, contributes to pollution and climate change. And while it has its good points—plastic is both lightweight and durable, saving fuel in transport—the best thing about it is that it's easily recycled. Now, about that ...

In fact, over the past four decades, less than 10 percent of all plastic in the United States has been recycled. Some items are reused more than others. We repurpose about 30 percent of used water, soda, shampoo, and bleach bottles. But that still leaves 70 percent piling up in dumps, or worse. China, the biggest market for our old plastic, stopped importing it altogether in 2018. While consumers may well be ignorant of this fact, the plastics industry is not. NPR, working with the PBS series *Frontline*, recently dug up reports sent to industry executives that called recycling plastic “costly ... difficult ... infeasible.” And this was way back in the 1970s and '80s! “There was never an enthusiastic belief that recycling was ultimately going to work in a

significant way,” Lew Freeman, former vice president of the industry's lobbying group, the Society of the Plastics Industry (SPI), now the Plastics Industry Association, told NPR and *Frontline*.

Though not much has changed since those reports were written, the plastics industry continues to shovel millions of dollars into promoting recycling via ads and education. Why? Public relations. “If the public thinks the recycling is working, then they're not going to be as concerned about the environment,” says Larry Thomas, another former SPI executive.

Communities have to do something with all that unrecycled plastic. That often means burning it with the rest of the trash. “About six times more post-consumer plastic waste is burned in the United States than is domestically recycled,” reports the Plastic Pollution Coalition, while the Center for International Environmental Law points out that producing and incinerating plastics will add more than 850 million metric tons of greenhouse gases to the atmosphere annually, “an amount equal to the emissions from 189 500-megawatt coal power plants.”

That's probably not what you're thinking when you haul your bottles to the curb.

PREVIOUS SPREAD: IVAN TSYKUNOVICH/ALAMY STOCK PHOTO



Willamette Basin Toxics Monitoring Summary

This summary combines results from DEQ's Toxics Monitoring Program sampling in the Willamette River Basin from 2008 to 2010 and 2016 in three media types: water, sediment and fish tissue. This is the first comprehensive report on DEQ's toxics sampling in the Willamette River Basin.

Key Objectives:

- Get a snapshot of pollutants in the Willamette River to help understand trends
- Use this information to identify potential sources
- Make this information available to the public
- Work with internal DEQ groups, community groups, and Oregon residents to identify opportunities for reducing these pollutants

Sample Collection:

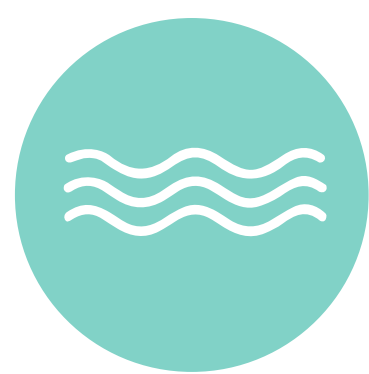
- **Water samples:** 180 samples, 31 locations
- **Sediment samples:** 22 samples, 22 locations
- **Tissue samples:** 36 samples, 24 locations
- **Chemical groups included:**
 - Current-use pesticides, consumer use products, combustion by-products, dioxins and furans, flame-retardants, industrial chemicals, legacy pesticides, PCBs, and metals

Key Findings:

- DEQ did not find evidence of toxics that pose an immediate risk to human health or the environment
- It is safe to swim in the Willamette River
- Oregon Health Authority issues fish advisories about when it's safe to eat fish
- DEQ staff selected 11 monitoring locations to become a part of the Water Toxics Monitoring Program's trend network

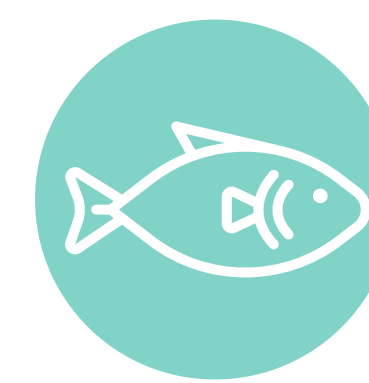


Sub-basin Findings:



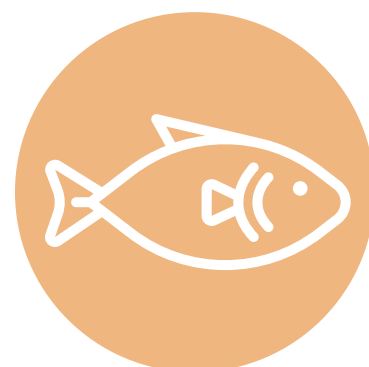
Lower Willamette

Legacy pesticide concentrations remain high in water from the Lower Willamette. Legacy pesticides are banned from use, indicating residual sources in the basin.



Lower Willamette

Mercury found in crayfish at the Willamette River at St. John's Bridge location exceeded DEQ's human health criterion*.



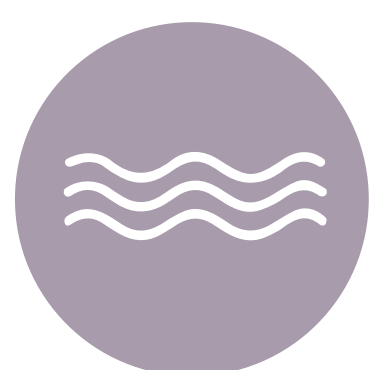
Mid Willamette

Mercury found in crayfish at the Willamette River at Marion St. location exceeded DEQ's human health criterion*.



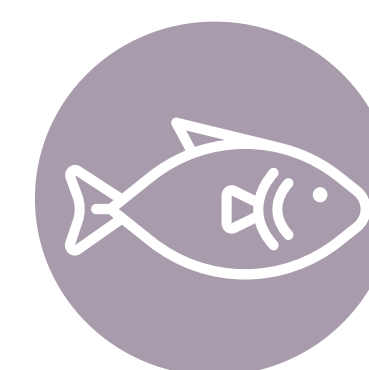
Mid Willamette

Concentrations of DDT exceeded its sediment benchmark across the Mid-Willamette basin. Concentrations at this level are not expected to adversely affect human health.



Upper Willamette

High concentrations of the herbicide, diuron, detected in water from Lake Creek do not pose a risk to human health.



Upper Willamette

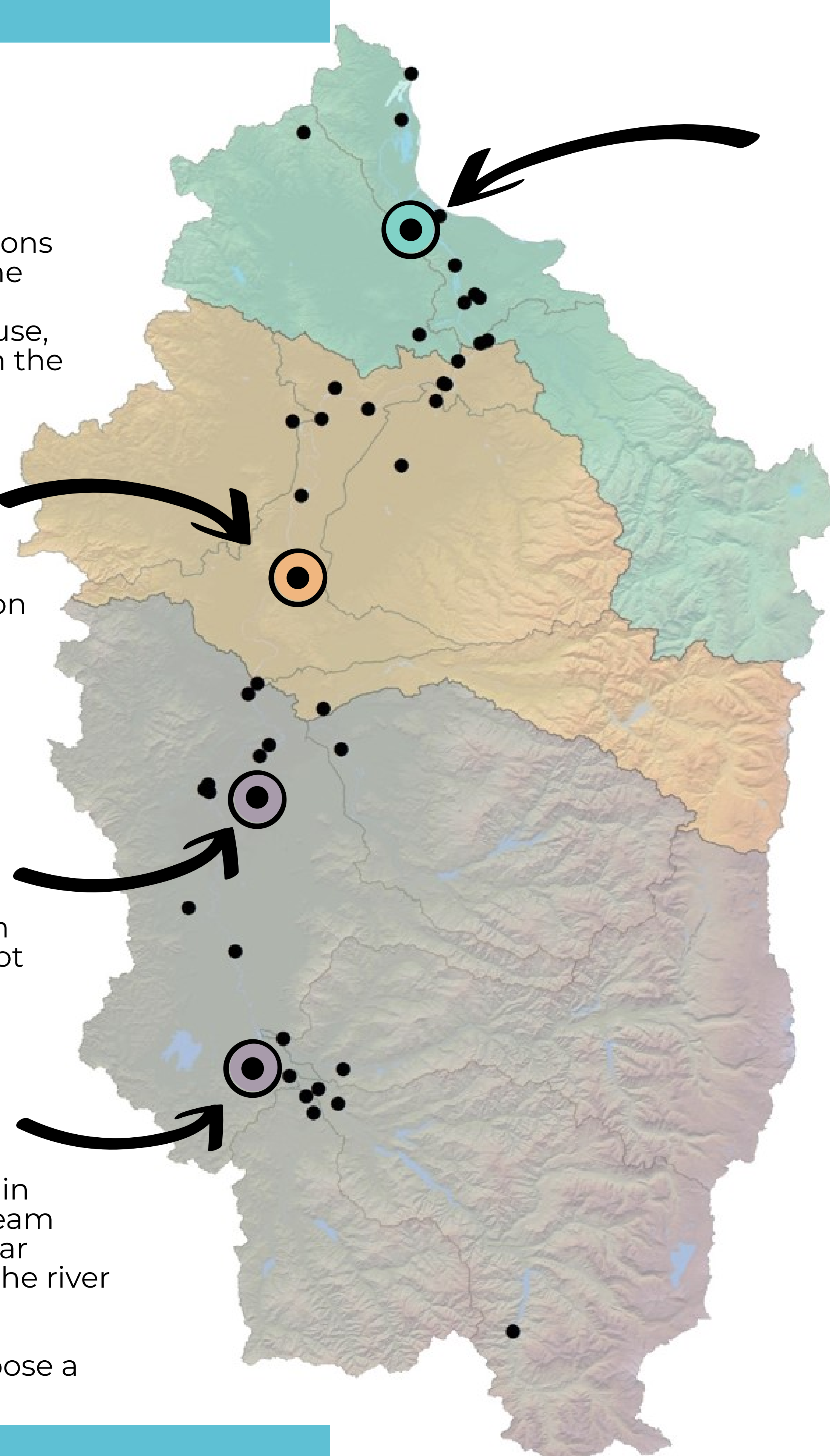
Levels of chemicals measured in crayfish and mussels from the Upper Willamette are too low to harm the health of people who eat them.



Upper Willamette

DEQ detected 152 chemicals in sediment collected downstream from a stormwater outfall near Maurie Jacobs Park. Across the river at Maurie Jacobs Park, DEQ detected only 18 chemicals. Chemicals detected do not pose a risk to park users.

* DEQ's human health criterion for mercury assumes a consumption rate of 175 grams per day and regularly consume up to two liters of unfiltered water from the waterbody.



Next Steps:

Results from this study will be used to inform the programs and projects below, which may include additional sampling

Toxics Monitoring Network

A continuation of this sampling on a yearly, statewide basis that aims to identify trends in chemical concentrations

Permitting and Regulatory Programs

Data from this report will help inform and direct projects in the TMDL, NPDES, and stormwater programs

Toxics Reduction Strategy

The strategy complements and supports ongoing efforts in DEQ's air, land and water quality programs by improving integration, sharing best practices and filling any identified gaps

Integrated Report 303(d) list

A reporting of the status of Oregon's waters and a list of water bodies that do not meet water quality standards



November 1, 2020

CITY OF BROWNSVILLE
PO BOX 188
BROWNSVILLE OR 97327

RECEIVED
City of Brownsville
Nov 02 2020
Clerk _____

More than 50 years ago, Boldt Carlisle + Smith established its roots in Oregon as one of the premier CPA firms serving the needs of individuals and businesses. Since our inception, we have helped clients through sound audit, tax and consulting services. As business continues to evolve and reinvent itself, we will, too. As a result, we are pleased to announce that effective immediately, Boldt Carlisle + Smith has entered into a business combination agreement with SingerLewak, LLP, one of the largest regional accounting and consulting firms in the Western US.

SingerLewak is a California-based accounting and consulting firm with offices throughout the Western US and a history of more than 60 years in operation. SingerLewak is a Top 100 Accounting Firm and highly respected within the accounting profession and communities in which it operates. The firm holds a stellar track record of helping family-owned, entrepreneurial, high-net-worth individuals, investor and public companies succeed in the marketplace.

Our combination with SingerLewak will continue business as usual for our clients. We are excited, to expand our services with additional resources, reach and expertise. All current Boldt Carlisle + Smith professionals will join SingerLewak to continue their service to you. Owners Brad Bingenheimer, Jennifer Darst, Kevin Gienger, Jeffrey Kennard, Heather McGowan, Skip Neill and Douglas Parham will become partners in SingerLewak, LLP.

We will continue to provide services from our current office locations. Kevin Gienger will become the lead partner overseeing the Oregon operations and our firm engagements will be serviced without disruption.

On behalf of our partners and employees, we are in deep gratitude for your continued support over the years and for joining us in this journey. We look forward to our continued work together.

Sincerely,

Kevin Gienger, CPA
Office Lead Partner

Give Me The Facts, Just the Facts

by Jesse Lyn Stoner

◀◀ [How to Do A Successful COVID-19 Strategic Pivot](#)



Facts are bite size pieces of reality. There is no such thing as an “alternative fact.” If you start to believe there are alternate realities, it will make you crazy because there is nothing you can depend on.

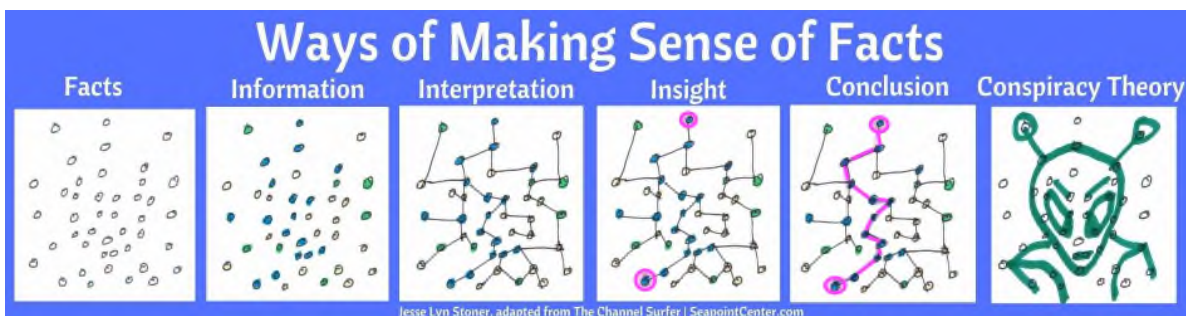
2 + 2 equals 4. The sun rose this morning. You need oxygen

to breathe. These are facts. You can count on facts to be true and to remain true.

However, there are alternative *interpretations*. And that's where you can get into big trouble, especially...

- ... if you don't take the time to carefully verify whether the information is true.
- ... if you don't consider enough facts before drawing conclusions.
- ... if you disregard facts that conflict with your beliefs, aka [cognitive bias](#).
- ... if you outsource your critical thinking and allow others to draw conclusions for you.

Become a truth detective and get the facts, just the facts, before you try to make sense of them.



Facts become disinformation when they are combined with lies.

Disinformation becomes the basis for illogical conclusions that appear logical.

And even if you haven't bought into a full-blown conspiracy theory, you still end up with a distorted sense of reality.

From Distortion to Polarization

When you accept too much disinformation without verifying the facts, you get caught in a distortion field. When enough people join the same distortion field, they become a group. The group filters all new information through their shared beliefs, which creates an echo chamber that strengthens the group distortion. The group's existence is threatened by ideas and people that conflict with the distorted viewpoint that holds the group together. Information that conflicts is quickly dismissed. People who do not share the viewpoint are

rejected. However, any information that supports the shared view is readily accepted without question.

Recipe for Group Distortion

- Take a few facts and sprinkle generously with lies.
- Repeat frequently and loudly, while it ferments.
- Meanwhile create distrust around facts that conflict with your desired conclusion.
- Half-bake the mixture and then, share widely.

It's easy to see this when you are looking at a group you don't identify with. But if you are hoping that one of those people will read this article and recognize themselves, consider this: one of them is probably reading this article, hoping you will recognize yourself.

When you look at the level of polarization that is occurring today, especially in the United States, it's likely most of us have accepted some distortion. I would go so far as to say, the angrier you are at those who do not hold your view, the more likely you are to be entrenched in group distortion.

Truth Begins with The Facts, Just the Facts

The truth is not relative. But to find it, we need to be ruthless and relentless about verifying the facts. It's a cop-out to say it's not possible to determine the facts. It's true that there is a tremendous amount of disinformation being presented as fact, on the news, in print, and on social media. But facts do exist and it's possible to dig them out.

1. Seek the data behind the information presented to verify its truth. For tips on how to dig out the facts, read [Accuracy on the Internet](#).
2. Check the validity of a research study before you assume the results are true. For information on how to evaluate a research study, read [How to Easily Evaluate Research](#).
3. Read what's behind the headlines. Carefully read the entire article with an open mind. You will often find information that contradicts the message in the headline.
4. Remember seeing is not believing anymore. Technology has advanced to the point that it's possible to create fake photos and videos that look

remarkably true. It requires investigating the source.

5. If all your sources are sharing the same information, it does not necessarily mean it is true, especially if all your sources have the same orientation. Check for the facts behind conclusions, even when you trust a source.

6. When it's not possible to uncover enough facts, be willing to say it's not possible to draw any conclusions at this time, and keep an open mind.

7. Recognize the difference between an opinion and a fact, and take opinions with a grain of salt. Be willing to take other's opinions into consideration, but seek the actual facts, and just the facts, so you can do your own thinking.

It takes a little time and effort to dig for the facts. But what's the alternative? We live in the age of information and the floodgates have been opened. Our task is to [learn how to live successfully in this age](#). If you're not willing to do the work, your only other choice is to outsource your thinking, and hope you don't get caught in a group distortion field.

◀◀ [How to Do A Successful COVID-19 Strategic Pivot](#)





Real-Time Risk



TIMELY NEWS AND TIPS TO HELP REDUCE RISK

November 2020

Safe Cleanup for Homelessness Encampments

By Katie Durfee, CIS Risk Management Supervisor

The impact of COVID-19 continues to hit Oregonians hard. Many businesses that were shut down because of the coronavirus may not come back. This is leading to higher unemployment. Because of job loss — and no job opportunities — the possibility of eviction and home foreclosure is real.

So, how does this effect CIS members? Obviously, it may lead to a rise in homelessness in your region. And increases in homeless individuals will place higher demand on public entities. It will also require services to clean up homeless encampments.

Are you prepared to handle this type of public-service demand safely? CIS has some best practices regarding this and other situations you may encounter when working with the homeless.

Being Prepared for What's Ahead

There are different stages of homelessness. Some may be in a state of transition between homes. Others may experience temporary homelessness, as can occur from loss of job or eviction. Still others may experience chronic homelessness.

According to the National Alliance to End Homelessness, people experiencing chronic homelessness typically have complex and long-term health conditions, mental illness, substance use disorders, physical disabilities, transmittal diseases or other medical conditions.

Continued on next page



Real-Time Risk

Continued from previous page



Because there are many situations leading to homelessness, your staff must be equipped with the knowledge to help them navigate these interactions. Some homeless people can become unpredictable and aggressive.

Oregon OSHA recommends employers have a Violence Prevention Program that includes information on how employees can recognize situations involving homeless people who may become hostile. Employers should also provide violence prevention training to help employees know how to respond during hostile situation to prevent them from getting injured.

First Rule of Encampment Cleanup is Safety First

According to Oregon OSHA, employees who clean up hazards associated with homelessness are required to use personal protective equipment (PPE). This includes disposable N95 respirator, protective eyewear, and hypoallergenic disposable gloves.

During the COVID-19 pandemic, liquid hand soap and alcohol-based hand sanitizers that contain at least 60% alcohol should also be used. As an added precaution employers should consider supplying employees with work vests that visibly note, "the maintaining of six feet required." This reminds the public to maintain a safe distance when seeking assistance.

Training for Safe Handling of Human Waste Essential

Sites may also be contaminated by human waste, which adds to the risk of being exposed to transmissible diseases (if not properly handled).

Oregon OSHA recommends precautions be used when cleaning up human waste. They include using both disposable gloves and disposable scoops. Upon picking up the waste, place both the scoop and waste into a plastic garbage bag.

Additional law enforcement training on the topic of homelessness is available through the Learning Center; see *Law Enforcement and Homeless Populations: Balancing Outreach with Enforcement*. National Alliance to End Homelessness also has valuable resources and statistics on homeless.



Real-Time Risk

Continued from previous page

When encountering liquid waste, pour absorbent material, such as kitty litter, onto the waste. Another option is to use paper towels to soak up the liquid, use a disposable scoop to put the material in a plastic garbage bag along with gloves.

Lastly, pour 10% bleach solution onto all contaminated areas of the surface. Let the bleach solution remain on the contaminated area for 20 minutes, then wipe up the remaining bleach solution. Disinfect all non-disposable cleaning materials, such as mops and scrub brushes, with 10 percent bleach solution and let them air dry.

Needles Also Pose Danger During Cleanups

Sadly, needles and other sharps can often be encountered at homeless camps.

Oregon OSHA suggests using tongs, pliers, or a “trash grabber” to pick up sharps. Using a puncture-resistant leak-proof container, the sharps should be dropped into the container, which should then be sealed and closed.

Label the container “Sharps, Do Not Recycle” on the outside of container before dropping it into a sharps box or taking to a hazardous waste facility. Do not dispose the container into the trash.

If the job requires exposure to blood or other potentially infectious materials (OPIM), annual bloodborne pathogen training and availability to the Hepatitis-B vaccination are required and should be provided by the employer.

Other Oregon OSHA requirements for clean-up include a certified hazard assessment and first aid supplies made available on-site.

For more information on what employers need to know about hazards associated with homeless and bloodborne pathogens, please see Oregon OSHA Fact Sheet.

Proper Policy is Critical

The State requires local governments to develop a policy for humane removal of homeless camps from public property to coincide with ORS 203.079.

For employees who are cleaning up encampments, good training is critical on the proper handling of a homeless person’s belongings. According to ORS 203.079, “personal property” means any item that is reasonably recognizable as belonging to a person and that has apparent utility. Items that have no apparent utility or are in an insanitary condition may be immediately discard upon removal of the homeless individuals from a camp site.

Sometimes it can be difficult to determine what personal property has apparent utility (value versus no value), broadly this would encompass camping items and medicine. It is recommended a person who has

HELPFUL LINKS

OR-OSHA Violence Prevention Program - osha.oregon.gov/OSHAPubs/2857.pdf

OR-OSHA Bloodborne Pathogens Fact Sheet - osha.oregon.gov/OSHAPubs/factsheets/fs84.pdf

Homeless Camping Policy Requirements for Local Governments - www.oregonlaws.org/ors/203.079

National Alliance to End Homelessness Resources and Statistics - endhomelessness.org/homelessness-in-america/who-experiences-homelessness/

CIS Learning Center Courses - learn.cisoregon.org

- Big Rock Candy Mountain - Homelessness and the Constitution
- Law Enforcement and Homeless Populations: Balancing Outreach with Enforcement



Real-Time Risk

Continued from previous page



“According to ORS 203.079, “personal property” means any item that is reasonably recognizable as belonging to a person and that has apparent utility.”

training on what has value, be available on-site during cleanup to ensure items in garbage bags are not accidentally discarded as not having value.

To prevent lawsuits, keeping unclaimed property for 30-days is considered a best practice. Weapons, drug paraphernalia and items that appear to be either stolen or evidence of a crime must be given to law enforcement.

Under ORS 203.079, a 24-hour notice is not required when there are grounds for law enforcement officials to believe that illegal activities other than camping are occurring — and in the event of an exceptional emergency, such as possible site contamination by hazardous materials or when there is immediate danger to human life or safety. This should include the reporting of endangered pets.

Towing of any vehicles should also follow guidelines set forth under the Constitution’s Fourth Amendment for Search and Seizure.

For more information on avoiding policy pitfalls for overnight camping and trespassing of homeless, an archived conference session of Big Rock Candy Mountain — Homelessness and the Constitution, is available in the CIS Learning Center.

As we traverse through this unprecedented time of change in our country, remember, we are in this together and CIS will continue to be a partner in supporting your safety at work. If you have questions contact your risk management consultant or Katie Durfee via email at kdurfee@cisoregon.org.



Thank you!

RECEIVED
City of Brownsville
NOV 05 2020
Clerk _____

Dear City of Brownsville,

Thank you so much for contributing to this year's version of Trick-or-Treat Street. We had an overwhelming amount of support from businesses this year with almost twenty participating businesses and several individuals who donated candy, treats, small toys, and money.

We surpassed our initial goal of 200 goody bags and assembled just short of 300! The parents were beyond grateful and we've received a lot of positive feedback.

Thank you again for helping us put something special together for our community's kids. We look forward to next year's events – whatever that might look like!

Regards,

Brownsville Chamber of Commerce Trick-or-Treat Street Committee



(<https://www.orcities.org/>)

Follow us:  (<https://twitter.com/@OregonCities>)  (<https://www.facebook.com/LeagueOfOregonCities>)

 enter search text

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EDUCATION

ADVOCACY

LOC Home (<https://www.orcities.org/>) > *Resources: Communications* (<https://www.orcities.org/resources/communications>)

> *LOC Bulletin* (<https://www.orcities.org/resources/communications/bulletin>) > **How Will ShakeAlerts Be Delivered in Oregon, and When?**

Share:   

LOC News

How Will ShakeAlerts Be Delivered in Oregon, and When?

ShakeAlert™ The League of Oregon Cities is partnering with ShakeAlert®, the United States Earthquake Early Warning System, to inform members on earthquake risk in Oregon and what they can do to mitigate damage from earthquake shaking. So far, we have covered earthquake hazards in Oregon and earthquake preparedness, earthquake magnitude vs. shaking intensity, and how earthquake early warning (EEW) works. Let's continue by talking about when EEW public alerting will be allowed in Oregon and how the public will receive an earthquake early warning alert.

For a refresher on how the ShakeAlert® Earthquake Early Warning System works, visit the **September 25, 2020 LOC Bulletin issue** (<https://www.orcities.org/resources/communications/bulletin/how-shakealert-works>).

When Will ShakeAlert be Released in Oregon?

Testing of the public alerting ShakeAlert is happening now in California and will be available in Oregon as soon as March 2021.

The ShakeAlert system in Oregon is currently operational, but is not yet being used for public alerting. Currently, the system is providing useful alerts to "Pilot Partners", who internally use alerts to test notification of their employees or to test automated actions.

How Will You Receive an Earthquake Early Warning Alert?



250 SW Taylor Street
Portland, OR 97204

503-226-4211
nwnatural.com

October 28, 2020

RECEIVED
City of Brownsville
001 29
Clerk

Dear valued customer:

When the COVID-19 national emergency was declared on March 13, 2020, all major utilities in Oregon voluntarily suspended late fees and meter turn-offs for non-payment of past-due balances.

The Public Utility Commission of Oregon recently approved an agreement between utilities and stakeholders to address the effects of COVID-19. As part of this agreement, the suspension of late fees and meter turn-offs for non-payment ends on December 1, 2020, and all utilities will resume normal billing processes with their commercial customers.

After December 1, you may receive a late fee if the amount owed is not paid by the due date.

The late fee will appear on the following bill.

NW Natural will also resume its normal process of sending out past due-notices to commercial customers and turning off meters for non-payment. If you receive a past-due notice, your meter could be shut off if you do not pay or call to make payment arrangements before the notice expires.

If you have questions, please contact us at 800-422-4012, from 7 a.m. to 6 p.m., Monday through Friday. We know this is still a difficult time for many of our customers, and we want to help whenever we're needed. We have flexible payment plans for terms of up to 6 months with a minimum 10% down payment required, and there may be additional options available.

Thank you for taking the time to read this important notice for all our commercial customers.

28 de octubre de 2020

Cuando se declaró la emergencia nacional por el COVID-19 el 13 de marzo de 2020 todas las principales compañías de servicios públicos en Oregon voluntariamente suspendieron las cuotas por pago tardío y la interrupción del servicio debido a falta de pago o pagos adeudados.

La Comisión de Servicios Públicos de Oregon recientemente aprobó un acuerdo entre las compañías de servicios públicos y las personas interesadas para atender los efectos del COVID-19.

Como parte de este acuerdo, la suspensión de cuotas por pago tardío y de las interrupciones de servicio por falta de pago, termina el 1.º de diciembre de 2020, y todas las compañías de servicios públicos reanudarán sus procesos normales de facturación con sus clientes comerciales.

La cuota por pago tardío aparecerá en la factura subsecuente. NW Natural también reanudará



RECEIVED
City of Brownsville

OCT 30 2020

Clerk

250 SW Taylor Street
Portland, OR 97204503-226-4211
nwnatural.com

Natural Gas Public Safety, Fall 2020

Dear Public Official:

NW Natural has been serving customers in the Pacific Northwest for over 160 years. We design, build, operate and maintain the local natural gas distribution system—the pipes and infrastructure that carry natural gas to approximately 2.5 million people in more than 140 communities through nearly 770,000 meters in Oregon and Southwest Washington, with one of the most modern pipeline systems in the nation.

We want you as a public official to know about our efforts to provide safe and reliable natural gas service to the communities we serve. NW Natural has taken the following steps to ensure its uncompromising commitment to pipeline safety:

- Operate an integrity management program for our natural gas pipelines and a broad-based public safety awareness program that includes a combination of first responder training, targeted mailings and advertising, all designed to educate the public about natural gas safety.
- Take a proactive approach to damage prevention with an emphasis on educating contractors, public officials and local utilities about pipeline safety.
- Staff our own emergency responders who are available 24 hours a day in the rare event of a natural gas incident.
- Train and qualify NW Natural customer field service technicians as first responders.
- Maintain a comprehensive incident command system to react to larger emergencies.

As your local gas utility, we believe it's important to educate the community about natural gas, and meet or exceed federal and state standards of pipeline construction and maintenance. Included with this mailing is a brochure that describes our safety practices and philosophy, how to contact us in the event of a natural gas leak, and important information we send to anyone living or working near a transmission pipeline. Another brochure contains information about how we ensure the safety of our pipeline system.

Additionally, the U.S. Department of Transportation has established the online National Pipeline Mapping System. If you are interested in finding the location of the transmission line in a certain neighborhood, please visit <https://pvnpm.phmsa.dot.gov/PublicViewer/>.

For additional natural gas safety information, please visit the safety section of our website nwnatural.com, which includes details of our Pipeline Integrity Management program.

After you've read the brochures, please take a moment to fill out the enclosed card giving us your feedback. Your comments help us make sure we give you and others the information you need. Thanks for your time and for being our partner in safety. Please let us know if you have any questions.

Sincerely,

Ryan Truair
Senior Manager of Code Compliance

Enclosures



**Samaritan
Health Services**

RECEIVED
City of Brownsville
OCT 20 2020
Clerk _____

October 15, 2020

Occupational Medicine

1100 7th Avenue SW
Albany, OR 97321
541-812-5600 P
541-812-2066 F

5234 SW Philomath BLVD
Corvallis, OR 97333
541-768-6211 P
541-768-9385 F

100 Mullins Drive, Suite B2
Lebanon, OR 97355
541-451-7534 P
541-812-2076 F

2930 NE West Devils Lake Rd Suite 3
Lincoln City, OR 97367
541-557-6427 P
541-812-2071 F

930 SW Abbey Street
Newport, OR 97365
541-574-4675 P
541-812-2064 F

samhealth.org/OccMed
samhealth.org
Email: shsoccmed@samhealth.org

Medical Director
Charles Pederson, MD

Dear Valued Client:

I hope you and your families are doing well. This year has been very challenging but our communities have come together to help each other in wonderful ways.

We have a few services that have not been adjusted for the cost of doing business in quite some time. In order to correct this, beginning January 1, 2021, the following changes will be applied:

Service	Price
Physical Capacity Exam 15-30 min	\$150
Physical Capacity Exam up to 60 min	\$200
School Bus Physical Capacity Exam	\$75
Hearing Evaluation with Provider (after STS is identified)	\$125
Observation of Drug Screen Collection	\$30
After Hours Call Back Fee	\$100 Flat Fee (vs. hourly fee)
X-Ray Interpretation	\$50
Flu vaccine administration fee	\$25

Please be assured these prices are very competitive for our area. We strive to constantly improve our processes to make your experience with our team valuable and efficient.

Included with this letter is a copy of our Service Request Form. Utilizing this form helps ensure that charges are correctly applied to your account and accurate services are completed. It can be hand carried by the employee or faxed directly to the clinic.

If you are sending a candidate or employee in for a drug screen, you have the option of using the **FREE** FormFox Order platform located at: FormFoxorder.com. The benefits of using the system are:

- Employers can order a test for a person which transfers to the collection paperwork, reducing errors and time spent in the clinic
- Employers can set a deadline for when the collection must take place
- Employers can check the status of the testing online
- Employers can opt to send the order via email to the employee/candidate or print it out or both

Our SamCare at Work Program can help you expand services to your employees to include wellness programs or health insurance. Visit our website at samhealth.org/WorkingWell or connect with Tricia Schug at tschug@samhealth.org to learn more about these exciting opportunities!

We look forward to another year of serving your needs! Please feel free to reach out to us if we can help in any way.

Sincerely,

Krissi Knight, Manager
Samaritan Occupational Medicine

MONTH END RECAP

		OCTOBER 2020		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 57,123.62	\$ 53,566.37	\$ 304,188.93	10.95%	\$ 2,473,905.07	1
2	WATER	\$ 46,857.22	\$ 26,545.61	\$ 130,081.49	15.24%	\$ 723,603.51	2
3	SEWER	\$ 32,699.53	\$ 18,445.42	\$ 92,473.11	9.70%	\$ 860,641.89	3
4	STREETS	\$ 16,285.92	\$ 13,374.92	\$ 63,412.62	18.28%	\$ 283,487.38	4
5	WATER BOND	\$ 102.76	\$ -	\$ 32,690.31	44.00%	\$ 41,611.69	5
6	SEWER BOND	\$ 327.88	\$ -	\$ 198,158.45	62.44%	\$ 119,191.55	6
7	SEWER DEBT FEE	\$ 11,501.78	\$ -	\$ 46,348.48	14.60%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 284.66	\$ -	\$ -	0.00%	\$ 192,400.00	8
9	WATER RESERVE	\$ 1,998.53	\$ -	\$ -	0.00%	\$ 100,800.00	9
10	HOUSING REHAB	\$ 155.52	\$ -	\$ -	0.00%	\$ 215,271.00	10
11	WATER SDC	\$ 1,858.02	\$ -	\$ -	0.00%	\$ 44,600.00	11
12	SEWER SDC	\$ 282.27	\$ -	\$ -	0.00%	\$ 415,675.00	12
13	STORMWATER SDC	\$ 69.08	\$ -	\$ -	0.00%	\$ 104,505.00	13
14	BIKEWAY/PATHS	\$ 156.11	\$ -	\$ -	0.00%	\$ 52,990.00	14
15	LIBRARY TRUST	\$ 5.36	\$ -	\$ -	0.00%	\$ 7,412.00	15
16	CEMETERY	\$ 6.01	\$ -	\$ -	0.00%	\$ 8,826.00	16
17	TRANSIENT ROOM TX	\$ 445.11	\$ -	\$ -	0.00%	\$ 3,120.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20	COMMUNITY PROJECTS	\$ 119.13	\$ -	\$ 1,000.00	0.73%	\$ 136,375.00	20
		\$ 170,278.51	\$ 111,932.32	\$ 822,004.91			

Key Bank Account

General Checking \$ 208,879.36

Oregon State Treasury \$ 4,766,549.65

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 4,766,550.61

2020-2021

Appropriated \$ 6,616,415 12.42%

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Totals
\$ 352,427.00

Total Bonded Debt

Water \$ 855,840.92

Wastewater \$ 5,390,581.09

Totals
\$ 6,246,422.01

