

Council Agenda Packet

Tuesday, December 15th, 2020 | Teleconference

Table of Contents



1	Agenda
3	<i>Minutes: November 24th, 2020</i>
10	Administrator
-	Public Works
16	Planning
17	Sheriff
18	Court
19	Library
20	Council Values & Goals
30	Central Linn Community Foundation Request
31	EPC Annual Report
33	EPC Council Recommendation
34	EPC Linn County EMA Questions
35	Calapooia Food Alliance (CFA) Red Barn Agreement
37	Wendy Toshitune Letter of Interest
38	2020 RAIN Highlights
44	2021 Council Meetings Schedule
45	2021 LCSO Quarterly Meetings Schedule
46	League of Oregon Cities Advocacy Letter
48	S & P Letter
49	November Financials



Council Meeting

Tuesday, December 15th, 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: November 24th, 2020
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Brownsville Community Foundation – Chenoweth Robertson
 - B. EPC Annual Report – S. Scott McDowell
 - C. LCSO Dashboard Review
 - D. Cybersecurity Concerns & Important
- 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



10) ACTION ITEMS:

- A. Council Retreat & Goal Setting Session
- B. Calapooia Food Alliance (CFA) Red Barn Agreement
- C. Budget Committee Appointment

11) DISCUSSION ITEMS:

- A. Council Member Transition
- B. November Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



November 24th, 2020

ROLL CALL: Mayor Don Ware called the teleconference meeting to order at 7:04 p.m. with Councilors Block, Thompson, Gerber, Hansen, Chambers and Neddeau, Administrative Assistants Tammi Morrow, Elizabeth Coleman, and City Administrator Scott McDowell present.

PUBLIC: Sergeant Greg Klein (*Linn County Sheriff's Office*), Kimberlee Clayton, Allen Buzzard, Michael Humphreys, Austin Snelling, Jenna Stutzman (*Chamber of Commerce*), and Tia Parrish (*The Times*).

City Administrator McDowell reminded everyone of the ground rules for speaking and interacting during the teleconference. Folks speaking at the Citizen's Comments time will have 3 minutes each. Council motions will be done differently. Councilors will raise their 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 devices.

The pledge of allegiance was recited by Mayor Ware.

ADDITIONS AND DELETIONS: McDowell reported that there are two deletions tonight – Action Items 10. C & D.

MINUTES: Mayor Ware stated that Allen Buzzard had stopped him on the street and informed him that the minutes as presented are incorrect. He would like the minutes to be corrected, stating that he actually said every other week regarding street sweeping. *Councilor Gerber made a motion to approve the October 27th, 2020 meeting minutes as corrected. Councilor Chambers seconded the motion, and it passed unanimously.*

PUBLIC HEARING | PRESENTATIONS:

- 1. Chamber of Commerce Tree Lighting Request – Jenna Stutsman.** Jenna Stutsman stated that the Chamber is excited to do the tree lighting this year. They will be adding a couple of festive things as well. The Chamber is proposing closing Spaulding Avenue on December 4th from 5:30 – 8:00 p.m. This closure would give them extra room to afford social distancing. Stutsman has gotten signatures from most everyone on the block that will be affected. Mr. McDowell stated that the City has received the insurance certificate needed for the event. *Councilor Block moved to approve the street closure as proposed for the event. Councilor Neddeau seconded the motion, and it passed unanimously.*
- 2. Total Maximum Daily Load (TMDL).** McDowell gave a presentation on TMDL by screen share, 17 slides. The State requires Council, through the DEQ, to review our plan twice a year. McDowell will give a brief overview to share what it's about, and current and future implications. TMDL started with the United States Congress creating the Environmental Protection Agency (EPA) in the 1970's, and then adopted the Clean Water Act and the Safe Drinking Water Act. TMDL comes from the Clean Water Act. DEQ and the State of Oregon regulate wastewater treatment, training, and enforcement and stormwater. Water Resources Department (WRD) regulates water rights and creates standards and rules. Oregon Health Authority (OHA) regulates water treatment, training, and enforcement. DEQ requires review of the National



Pollutant Discharge Elimination System (NPDES) permit every three years. We work with our engineer to make sure that we are compliant.

DEQ requires daily and weekly samples to ensure compliance. It requires the City to have certified operators with continuing education, which Karl Frink goes through every year. DEQ also requires monthly reporting. WRD regulates water rights and has the power to shutdown water, limit usage, and modify our rights. They also create standards and rules. We are currently under a finding from them to create a water conservation plan, and we have until the end of next year to complete that plan. OHA performs a sanitary survey every three years. These also require daily and weekly samples, certified operators with continuing education, and monthly reporting to ensure compliance. McDowell showed a slide with a picture basically showing the cycle that we are trying to control. TMDL is basically concerned with all the runoff from fields, farms, houses, and buildings. They contend that the runoff is causing problems with the fish. The shared picture showed the rain falling down, ending up in the storm drain, and then during the life cycle the water ends up in the water course.

We have forever requirements now, which started out as a voluntary program. McDowell tells this to Council twice a year, but feels that it is important to note the costs associated with all of these once voluntary, and now required, regulations. Highlights of TMDL forever annual requirements include temperature, bacteria, mercury, Illicit Discharge Detection & Elimination (IDDE), and all pollutants. Requirements of IDDE include construction practices and infrastructure techniques, like fencing, riparian vegetation, natural filters concept, etc. McDowell feels that sometime soon we are going to see a drainage charge with the shift of the leaders at the Federal government level. The Obama Administration were pushing WOTUS (Waters of the United States) which would give the Federal government control of all waterways including ditches.

Many communities already charge for stormwater. They will measure that charge by the impervious areas on your property, total square footage of rooftops, driveways, and parking lots. McDowell shared a comparison of rates from other cities in the Valley. The recent DEQ Willamette Basin Toxics Monitoring sampling reported that DEQ did not find evidence of toxins that pose an immediate risk to human health or the environment. OHA then broke down a map of the sub-basins monitored for toxins, again finding levels that were too low to be harmful. So, their next steps moving forward look like more regulations, and likely more costs.

- 3. Annual Audit Review.** Mr. McDowell reported that the auditors were here in August for the annual audit work. This year they turned the report around very quickly. Cyrus Ward was the lead auditor, and he and his team came well prepared with information that Staff had provided ahead of time, and they finished the field work in 2 days instead of the normal 4-5 days. (Mr. McDowell, Mrs. Deaver, and Mrs. Morrow spend about a week collecting and submitting data pre-audit.) McDowell reviewed the audit with Council. McDowell stated that the secret is to budget well and spend conservatively, which is the secret to self-funding projects and results in the positive fiscal health the City has enjoyed over the last fourteen years.

Mayor Ware asked that we review the month end recap page which gives the overall financial picture for the City. McDowell reviewed revenues, expenditures, as well as the Sewer Debt Fee, showing that \$46,348.48 has been collected towards this debt so far this year. This \$15.00 fee is paid by the actual system users which covers both renters and owners.



McDowell stated that he, Mayor Ware, Councilor Block, and Councilor Neddeau are the current check signers. Generally, Staff tries to keep expenditures in the 35%-45% range to keep collecting funds and be in a positive fiscal position.

McDowell did have one person question the amortization table in the audit. McDowell stated that the auditors group years together to save space. You simply take the figure and divide it by the number of years listed. It will correspond to the other numbers in the same way. By refunding the bonds, the City has a bonding limit until February 2024.

DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Greg Klein delivered the report for the month of October 2020. Klein reported 16 traffic citations, 18 warnings, and 202 total hours spent for the City. Other incidents include a couple of vehicles broken into down on Ash Street and Walnut as well. There were about \$1,300 worth of valuables taken. LCSO is advising folks to lock their vehicles and try to leave them in a garage, or at least in a lighted area. Animal Control has been doing patrols in town, and have given some educational warnings for dogs at large. They will continue the patrols through the winter. Klein reported that there will be a new radar trailer down on Highway 228 soon. McDowell informed Council that Sergeant Klein will be retiring at the end of December. McDowell stated that Klein has worked with the City for a number of years, and has done a fantastic job. We wish him all the best in his retirement.
- 2. Public Works.** Mr. McDowell will deliver the Public Works Superintendent Report tonight.
- 3. Administrator's Report.** McDowell stated that Governor Brown recently put Oregon in a 2-week freeze due to increased Covid-19 cases. The freeze is confusing for the City, as apparently cities were exempted from closure. The City is still required to comply with OSHA requirements and deadlines, and assessments. Staff will be making sure that we get them implemented and done by the time frames provided. Council agreed by consensus. Municipal courts were not shut down thought higher courts were.

McDowell stated that he recently participated in a survey for ODOT. The first questions on the survey centered on climate mitigation, social equity, and climate adaptation/resilience. McDowell stated that he felt ODOT needs to be focused on safety, congestion, and multi-modal mobility. At a seminar McDowell attended, even Representative Peter DeFazio has stated that we cannot afford what we have now, let alone adding more things that are going to cost a lot of money. Councilor Gerber represents the City on that Committee through the Cascade West Council of Governments. Each year we are required to set aside \$1,800 for the bikeway/footway path in our budget, and the funds are highly restrictive in what they can be spent on. Overall, it just costs taxpayers more money, and less gets done due to over-regulation and fad requirements.

Federal Emergency Management Agency (FEMA) Region X – this ties into TMDL. Region X has been looking at the flood maps. These maps have not been updated since 1978 nationwide, and has been a battle between counties and the federal government for a while now. FEMA was using old lidar maps that would have incorporated 20-25% more land into flood zones, and Linn County was fighting against this several years ago. Region X has expanded their effort, and Linn County is very concerned, Roger Nyquist, Chuck Knoll, and Steve Barnett were all on the call. WOTUS (Waters



of the United States) is ramping up their efforts. WOTUS gives full control of the waterways to the Federal government. Regulation can be good if it has the right impact, but this regulation doesn't appear to be good for the people of the United States.

McDowell reported that Samaritan Health Services conducts our employee ODOT physicals and random drug testing for our CDL holders. There is now a new procedure (and fee) at the Federal level, and we are now in essence paying twice for the same service.

Mr. McDowell reported that the kitchen flooring upstairs in the Community Room was recently upgraded. Thank you to Mrs. Morrow for handling this project.

McDowell stated that the City continues to be in the market for a Vactor truck as planned for in the budget for FY 2020.2021.

McDowell explained to Council the four common types of construction contracts, just as a Council refresher. The City has used all these forms in some way or fashion.

McDowell reviewed the City's relationship with Linn County Rehabilitation Program (LCHRP), formerly known as Willamette Neighborhood Housing Services (WNHS). Several communities, including Brownsville, joined the organization in 1989. LCHRP recently merged with DevCo, and is now called DevNW. Liza Newcomb runs the consortium's meetings and makes sure that the projects are completed correctly. Brigetta Olson is the Chief Operating officer who makes sure that the Federal dollars are spent appropriately.

McDowell reported that the Boldt, Carlisle and Smith recently merged with SingerLewak. Reports indicate that nothing substantial is going to change with BCS. Cyrus Ward is hoping to continue to be our lead auditor.

Mr. McDowell stated that Park Board agreed with Council's recommendation to move forward with invitations to participate in the Park reservations lottery system as usual. Mrs. Deaver sent out the letters last week to those folks. Staff is continuing to work on the Remington Park plan.

The City recently received a letter from NW Natural Gas (as found in the Council packet) stating that customers must pay their bills. NW Natural has over 700,000 customers, so this mailing likely cost around \$350,000 to do. Now the rules have changed, per the Governor, and they may need to send a new letter to all of their customers extending payment delays. McDowell shared these other impacts on how the Pandemic has been handled.

McDowell reported that Marty Wilde sent an email out recently recommending some public records, public meetings changes. McDowell and Mayor Ware have been following this closely. McDowell would like to write a letter clarifying the City's needs and how these laws could make a positive impact for the City. Basically, the State wants to take our ability to charge a deposit fee. Currently if someone requests a public record, and it is not labor intensive. Staff just handles the requests as they are received. However, if it is going to be a labor-intensive research project to gather and collect extensive information requested, the City certainly has the right to recover the costs of that research.



The State looks like it is thinking about being the one to determine those costs. Again, this is a home rule issue. McDowell suggested requiring these public records requests by made in writing. The City is at risk of all kinds of cyber security issues and ransomware when we open documents from unknown sources. McDowell also talked to Rep. Marty Wilde about public meetings law. It would have been nice if the State would have temporarily suspended some of the public meetings laws so that Council could meet in person during the Pandemic. McDowell stated that Council needs to be monitoring these laws going into the upcoming legislative session. The executive session rules were mentioned, but not to be included. Executive sessions are critical for the City to conduct business as needed, such as securing land, easements, discipline employees as needed. Council needs to be able to do this privately. This is a small advocacy piece, that could have a huge impact on the City and the business we try to conduct. McDowell would like to follow up with a plan in letter form to concrete it and make it impactful.

McDowell reviewed the recycling article in the packet. Recycling is an illusion. Programs like TMDL add additional costs with no proof of intended outcomes of the programming. We are led to believe that we are making a difference by recycling, but we are not making it better. McDowell suggests partnering with some of our local cities consortium and the COG and work toward effective advocacy for the cities rights.

Mr. McDowell shared that there are 2 traffic equipment units that we are considering. At the request of Staff and Councilor Block, money was put in the budget for these units. McDowell proposes purchasing 2 of the Stattrak units (with cloud-based recording and reporting capabilities, and reader boards), and 2 of the Shield 12 units. The LCSO will cover the cloud service for the first year, but after that it would need to be determined if this is a service that the City wants to continue, and the costs associated with it.

4. **Planning.** Mrs. Coleman reported that the River's Edge development is moving along. They are requesting a building permit for a model home. The home has no power or water services to the unit. Mrs. Coleman said the request has not been accepted by the City at this time. It is likely that some conditions will be added before approval is granted.
5. **Library.** No comments.
6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** Allen Buzzard wanted to publicly thank Mayor Ware and Councilor Hansen. Councilor Hansen and several local folks were helping out with shovels when a commercial truck driver lost air and spilled rock on the roadway, ensuring that no injuries to motorists occurred due to this incident. Also, Mayor Ware recently helped pick up some broken glass at Dari-Mart. Buzzard stated that what a neat town we live in where folks just pitch right in and help out.

LEGISLATIVE ITEMS:

1. **Resolution 2020.19 – Certify Election Results.** Councilor Block made a motion to approve R 2020.19 as presented. Councilor Hansen seconded the motion, and it passed unanimously.



ACTION ITEMS:

1. **December Council Meeting.** Mr. McDowell reminded Council that the December Council meeting is moved up a week from normal due to the Christmas holiday week. The meeting will be December 15th, 2020 at 7:00 p.m.
2. **Traffic Equipment Purchase.** McDowell reminded Council that \$15,000 is set aside for this purchase in the budget. McDowell is recommending purchasing 2 of each of the Stattrak units, and 2 of the Shield 12 units. Councilor Block asked for McDowell to reiterate about the lifetime warranty replacement. McDowell stated that the units cost about \$5,000 each. In the future if Council decides to go with the \$1,500 annual fee, \$400 of this fee covers a lifetime warranty. *Councilor Gerber made a motion to approve the recommended purchase of 2 of each of these units and the insurance. Councilor Neddeau seconded the motion, and it passed unanimously.*
3. **Planning Commission Appointment.** McDowell informed Council that he had received one letter of interest from Kimberlee Clayton. Councilor Block recused himself from the vote for personal reasons. *Councilor Gerber made a motion to appoint Kimberlee Clayton to the Planning Commission. Councilor Hansen seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **Officials Handbook.** McDowell stated that the Officials Handbook (approved by Council in October 2019) will go out to all elected and appointed officials after Thanksgiving. There is an acknowledgement form included that will need to be signed and returned. McDowell is working on getting the employee side of the website working as well for the employees.
2. **October Financials.** No comments.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: It was noted that Austin Snelling was on the call tonight as well.

EXECUTIVE SESSION: Council entered into executive session at 8:17 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 @ 8:27 p.m.

Councilor Gerber made a motion to authorize Mr. McDowell and the City engineer to enter into an agreement with a 3-year warranty on pavement with Knife River. Councilor Hansen seconded the motion, and it passed unanimously.

Councilor Block moved to authorize Mr. McDowell to close Park Avenue to proceed with the downtown sewer project. Councilor Thompson seconded the motion, and it passed unanimously.

Mr. McDowell stated that he would like to clarify for the record that last month Allen Buzzard had suggested advertising vacancies and openings for City boards and committees on the monthly utility bill. McDowell stated that there is not room for this on the postcard – we are limited to 30 characters, which would not provide adequate space.

ADJOURNMENT: There being no further action or business of Council, the meeting was adjourned by consensus at 8:30 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



December 15th, 2020

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

Abbreviated Version

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.

“I invent nothing, I rediscover.”

~Auguste Rodin, *Sculptor*

“You can look anywhere and find inspiration.”

~ Frank Gehry, *Architect*

“One day I will find the right words, and they will be simple.”

~ Jack Kerouac, *Poet*



The Thinker



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Community Foundation | Chenoweth Robertson** – Central Linn Community Foundation’s (CLCF) Chenoweth Robertson will be asking for a contribution to the annual community service programming. Ms. Robertson’s information is included in the agenda packet for your review. Council has granted funding to this community partnership for several years. More information can be found at Central Linn Community Foundation - (centlinncf.org).



What is Council being asked to do?

Consider the Foundation’s proposal and make a decision based on the letter.

- B. **Emergency Preparedness Committee (EPC) Annual Report** – EPC President Norman Simms asked me to present the report to Council for 2020. Staff will share the report. The Committee has also forwarded a recommendation letter to Council about NIMS training for future consideration and a letter that was recently sent to Linn County EMA have both been included in the agenda packet for your reference.
- C. **Linn County Sheriff’s Office (LCSO) Dashboard Review** – Staff will provide an overview of the new tool LCSO has implemented for cities. It is a comprehensive, data



collection service that shows all law enforcement activities happening in the entire County. The County has provided one portal for each of the contact cities.

- D. **Cybersecurity** – Staff will provide a brief overview of all things IT based around the CIS policy as a matter of relaying critical information to the governing body.



9) LEGISLATIVE

10) ACTION ITEMS:

- A. **Council Retreat & Goal Setting** – Time has come once again for a Council retreat. Every two years, Council holds a retreat to discuss interactions, personal dynamics and team building concepts. Council then considers policies and projects for the upcoming two years. Please review your schedule for a meeting in late January or early February 2021. It would be great if we could solidify a date at the upcoming meeting. I will check-in with Mr. Craven & Mr. Humphreys. I am thinking that a Saturday morning would work best. Generally, it lasts about three hours.



What is Council being asked to do?

Review logistics and pick a date.

- B. **Calapooia Food Alliance (CFA) Red Barn Agreement** – The CFA has an agreement with the City to use the Red Barn for storage. The CFA stores needed items there for the setup of the Farmers Market. President Don Lyon indicated that the Alliance is interested in continuing this agreement with the current terms.



What is Council being asked to do?

Consider re-authorizing the agreement with the Calapooia Food Alliance for the use of the Red Barn.

- C. **Budget Committee Appointment** – The City has received a letter of interest for consideration from Ms. Wendy Toshitune. An appointment would provide for a full Budget Committee.

What is Council being asked to do?

Consider appointing Ms. Wendy Toshitune to the Budget Committee.

11) DISCUSSION ITEMS:

- A. **Council Member Transition** ☑ – January 2021 is the City’s official “Council Seat Transfer” which is going to be different this year due to the Pandemic restrictions. I will record each member taking their Oath of Office. I will then show those videos at the teleconference in January. The City will have parting gifts of appreciation for Councilor Chambers and Councilor Block for which we will make arrangements.

- B. **November Financials**



UPDATES, INFORMATION & HAPPENINGS

Linn County Sheriff's IGA Quarterly Meeting – Councilor Block attended his last quarterly meeting with the Sheriff's Office via teleconference nearly two weeks ago. Council Block has done a wonderful job communicating Council's concerns to the Sheriff and LCSO Staff. Doug's practical approach when addressing issues has been well received. Doug has represented the City professionally and effectively during his tenure.



Councilor Block

Sheriff Yon discussed the impacts of Measure 110. Measure 110 made possession of illegal drugs a violation instead of a crime. The measure was backed by Facebook's Mark Zuckerberg. Yon said there is still time to advocate for certain clarifications regarding this measure with State representatives. The State Legislature will finalize codifying law around this measure during their upcoming session. The violation can be avoided if the violating party agrees to do a drug assessment. Officers will no longer have probable cause due to the change.

Yon was concerned about the levy failing during the November Election. He said they will go out again for a vote in May or November and they will be asking cities to help advocate for the levy. Yon stated that drastic cuts in service would occur without the levy. Basically, city contracts would be gone.

Traffic equipment has been ordered.

Beth Miller is the new Sergeant replacing Greg Klein how will be officially retired as of December 31st, 2020. Captain Duncan said the Office is experiencing a lot of retirements making staffing challenging again.

Councilor-Elect Meetings – I have met with Mr. Humphreys and Mr. Craven twice to bring them up to speed with Council's current goals and plans. Many topics, policies and procedures have been covered in order to make them feel as comfortable as possible participating in public meetings and fielding questions from the general public. I have provided each with a City issued laptop complete with training materials for their personal review. Soon, I will take them on a tour of City owned facilities. We will also follow-up with one-on-one meetings as needed. I have also encouraged both to attend the League of Oregon Cities training in January.

Active: River's Edge Outcome – Staff is actively involved in this on-going project. Struggles continue with the County on a few key points from the Developer's perspective. It appears as though the sanitary sewer extension planned to continue down Seven Mile Lane to Hausman Avenue will be delayed until April 2021.



From 11.23.2020: 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 in the process of obtaining quotes for the work. Last meeting, Council learned that the City would be responsible for the costs associated with the removal of these devices.

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.



Pandemic Regulations ☒ – Everyone continues to react to announcements made by Governor Brown on Pandemic response. Municipal Court is considering closure through April 2021 atating after the first of the year. The State has not relinquished any statutory requirements for the City, so we have to operate as business as usual. The City will follow the orders issued by the Governor and State agencies because we are required to do so in this instance.

Policy

(fyi) (fyi) (fyi)

Public Trees & the Right-of-Way

The City passed an ordinance nearly twenty years ago as part of the Tree City Program that designates a series of requirements or best practices for all trees in the right-of-way. It is illegal for a resident to removal a tree in the right-of-way without expressed consent of the City. The City gets many requests throughout the year for removal and trimming of public trees. The City uses several tree services to take care of the City’s “urban forest” including trees in Pioneer Park and on all City owned property. Public Works does their fair share of trimming and pruning trees too.

Requests to remove trees that appear healthy does require an opinion be rendered by a certified arborist. For the last several years, Vernon Esplin of Buena Vista Arbor Care has assisted Public Works with making these determinations. Tree removals can be expensive and, in some cases, be dangerous. Public Works Superintendent Karl Frink also has Mr. Esplin review the tree canopy in Pioneer Park to proactively maintain healthy trees and to prevent potential injury. Heavy winter winds can cause widescale damage.



Active: Joint Emergency Coordinator Proposal (IGA) – Discussion continued last week about the logistics and mechanics of hiring a shared coordinator. The City of Albany’s Chuck Perrino serves in a similar position. Mr. Perino shared key points and thoughts about his position. The group asked questions to get an insight on scope and salary for such a position. We will be meeting monthly and would like to continue the conversation with Council once an agreed upon job description, supervision, housing and other details can be ironed out, including who is paying for what.



City Administrator Report

From 11.24.2020: 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.

Linn County Sheriff’s Office Monthly 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)

2020	November	26	30	204
2020	October	16	18	202
2020	September	18	12	208
2020	August	20	14	211
2020	July	7	13	211
2020	June	20	4	213
2020	May	4	6	214
2020	April	18	5	210
2020	March	13	5	239.5
2020	February	15	20	214.5
2020	January	15	25	204.5
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
	<i>Subtotal</i>	291	319	3798.5
	Total Average	16.1667	17.722	211.03
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

Traffic Equipment Purchase – LCSO has purchased the units. The City will receive training and coordination details once the units have been delivered to the County.



From 11.24.2020: 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]

Officials Handbook – Staff forwarded the Officials Handbook for rview and acknowledgement.

Standard & Poor's published an article that included this table and points:

Key Post-Election Issues For U.S. Public Finance

- Stimulus**
Another round of stimulus is possible but it's not likely to include funds for state and local governments despite a Biden win if the Senate is controlled by Republicans. Absent this additional stimulus we see more credit pressure and a slower economic recovery. Other relief measures such as expanded unemployment benefits would be broadly supportive of the economy.
- Pandemic policy**
Any movement toward a national COVID-19 strategy could relieve funding pressure for frontline responders and may help with challenges associated with a very uneven health recovery to date. Successful production and distribution of a vaccine will also have significant economic implications.
- Economic initiatives**
The economy is a fundamental credit factor across U.S. public finance. In addition to monetary and fiscal policy direction we will also focus on key issues such as trade, immigration, and energy policy.
- Tax policy**
Major tax policy shifts could be challenging but our focus would be on treatment of municipal bonds, state and local tax deductibility, and rate changes that could have broader economic implications.
- Health care**
Support for and legal status of the Affordable Care Act are key issues in 2021 for the not-for-profit health care sector and states. While major health care policy changes are unlikely with a divided Congress, policy direction is important as health care remains a major driver of the economy.
- Infrastructure**
A federal infrastructure program would be a positive development across municipal finance and would have substantive economic benefits. While there has long been broad bipartisan support for infrastructure, there has not been broad bipartisan support for funding it.
- Regulation**
For public power and water utilities, environmental regulatory changes will be the key area of focus due to the potential for financial and operational impacts.
- Education**
The Biden platform included a range of policy initiatives that would be generally supportive to K-12 and higher education. The direction of school choice under a Biden administration would bear watching from a charter school perspective.



Respectfully Submitted,

S. Scott McDowell, City Administrator



December 2020

PLANNING AT A GLANCE

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

• Mechanical	Replace Gas Furnace w/AC	504 Averill Ave
• Mechanical	Install Tankles WH/G Meter toWH	217 Kirk Ave
• Mechanical	Install Gas Fireplace Insert w/Vent	117 Spaulding Ave
• Plumbing	Replace Sewer Drain Lines	516 Washburn St
• Mechanical	Install Free Standing Gas Stove	225 Locust Ave
• Mechanical	Replace Gas Furnace	130 Worley Ave
• Mech/Plumb	Bathroom & Fan	630 Washburn St
• Mechanical	Install Ductless HP w/2 AH	552 Spaulding Ave
• Structural	Lot 1 SFD	River's Edge
• Structural	Lot 2 SFD	River's Edge
• Structural	Lot 3 SFD	River's Edge
• Structural	Lot 4 SFD	River's Edge
• Construction	Accessory Structure	1016 Ash St

Updates

Buildable Lands Inventory

In process.

Zoning Code Amendment

In process.

River's Edge Subdivision

Chad Davis Construction has begun the submittal process for plan review within the subdivision. Plans will be held until all City requirements have been met.

Land Use Hearings

The Planning Commission will hear a Variance application on January 11th. Teleconference.

Elizabeth E. Grewen



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

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

2020

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

FOR THE MONTH OF: November

TRAFFIC CITATIONS: -----	26
TRAFFIC WARNINGS: -----	30
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	1
ADULTS ARRESTED : -----	3
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	93

TOTAL HOURS SPENT: BROWNSVILLE 204

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	19	2	3	18	
Violations	95	13	15	93	
Contempt/Other	54	0	2	52	
TOTALS	168	15	20	163	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 3,505.00	City	\$ 2,520.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 760.00
Total Bail Held -	\$ -	Linn County	\$ 225.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 3,505.00</u>	TOTAL COURT PAYMENTS	<u>\$ 3,505.00</u>

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,520.00
STATE	\$ 760.00
COUNTY	\$ 225.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 3,505.00</u>



Library Advisory Board

Librarian's Report

November 2020

In November, the Library has received many book and magazine donations. The amazing generosity of our community may prompt me to put up a couple more tables for book sale browsing ease. Several times during the month staff has rearranged, boxed up and put more books out for sale. Proceeds of the Friends of the Library Book Sale purchase magazine subscriptions, a subscription to the Albany Democrat-Herald, purchases supplies, library books and gift books for the Summer Reading Program. Everyone benefits from this sale.

Parents and sad that in-person story time is still unavailable. It has been my goal to tell stories old and new in my pre-recorded videos. It is time consuming to make props for new stories. Many times, I pull previously made characters, animals, houses, hills and the like from the file and use them in a new way. We are adapting and being patient for in person programs to come back to our Library.

Here are a few facts about our library the month of November 2020. We have received 32 new books for the library. Volunteers donated 98.75 hours to our library. There were 1,060 materials checked out. 403 adult fiction books; 149 adult non-fiction books; 83 audio books; 202 children's books; 137 junior books; 27 junior reference books and 59 large print books. We held 4 online children's programs and reached 163 participants.

Respectfully submitted,

A handwritten signature in blue ink 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



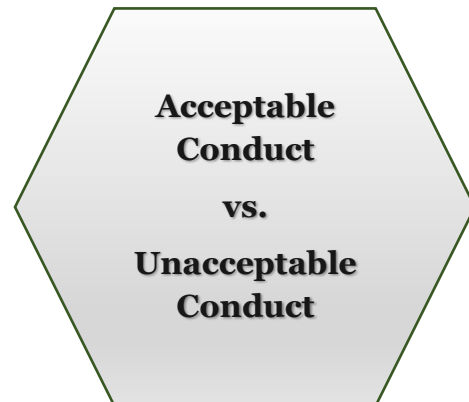
2019-2020 Council Values

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.



CENTRAL LINN COMMUNITY FOUNDATION



P.O. Box 4
Brownsville, OR 97327

November 20, 2020

Mayor Don Ware and
Brownsville City Council Members
P.O. Box 188
Brownsville, OR 97327

It's that time of year again when the Central Linn Community Foundation asks you for a donation so that we can continue giving grants to community organizations in the Central Linn area to promote the well being of this area. We very much appreciated your donation last year. This year's grants were awarded in May and totaled \$6,000. Grantees included the following:

- Sharing Hands for the food bank and for Parents and Pals.
- Oregon Cascades West Council of Governments for the Meals On Wheels program.
- Central Linn Elementary School PTC basketball hoops.
- Brownsville Senior Center/Brownsville Garden Club for watering flower barrels.
- Living Rock Studios for handicap upgrade project.

We would appreciate any amount that you can donate this year. The funds will go toward grants that will be awarded in 2021.

Thank you for your support. It is very much appreciated.

Regards,
Chenoweth Robertson
CLCF Secretary

December 9th, 2020

To: Mayor & Council

From: EPC Committee

Re: Annual Report 2020

EMERGENCY PREPAREDNESS COMMITTEE

Summary: The EPC has had plenty to deal with this year. In March, the community organized around a support effort with the Sharing Hands Food Bank to assist those in need due to the Coronavirus shutdown. The City sent out several newsletters and hosted many teleconferences designed at organizing an effort of community support. Area churches and individuals rallied behind this effort to assist throughout the Summer months.

September brought unprecedented fire alerts and evacuation levels to our area. The EPC activated their website to keep citizens abreast of firefighting efforts and other matters of importance. The website had over 65,000 unique visits for the week of September 5th through September 11th, 2020.

Main Goal: Increase Public Awareness and Participation

The EPC's focus continues to be education by creating a place to share resources with citizens for their personal use. The Committee is not interested in promoting fear or unrealistic eventualities.

Accomplishments included:

- ▶ Rack cards were completed to raise community awareness and to drive folks to the website, clcepc.org.
- ▶ The Committee continued to improve resources on the website and developed and distributed a handout during the fire emergency.

- ▶ The Committee printed an emergency contact refrigerator magnet for distribution at events. Unfortunately, most events were cancelled due to the Pandemic.
- ▶ The Committee continued information dissemination.
- ▶ The Committee continues to add content to the website.
- ▶ 2021 Meeting Schedule:
 - Meetings are held quarterly at locations to be announced starting at 3:30 p.m.
 - ★ February 18th,2021
 - ★ May 20th, 2021
 - ★ August 19th, 2021
 - ★ November 18th, 2021
- ▶ Norman Simms and Marilee Frazier regularly attend the Linn County Emergency Preparedness meeting and are both CERT team members.
- ▶ Reconnected with community members who pledged support in 2017.

The Committee has not been able to accomplish all goals due to the Pandemic and fires.

The Committee will prepare 2021 goals and strategies in February.

Sincerely,



Norman Simms

December 7th, 2020

To: Mayor Ware & Councilors
From: Norman Simms
Re: NIMS Training

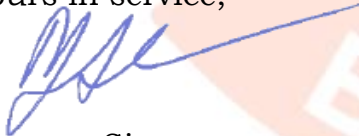
Honorable Mayor Ware and Council members,

The Emergency Preparedness Committee recently met to discuss goals and objectives met in 2020 and to begin planning for the upcoming year. As you are aware, this year has brought many challenges to everyone. Preparedness efforts have received highlighted importance by these recent events and brought greater awareness for public education, which is our mission, and for readiness.

The Committee would like to recommend that Council modify the Brownsville Municipal Code, Chapter 2.15 to require Council members to take the National Incident Management System (NIMS) training every two years or four years by each member of Council. The training is provided at no charge through FEMA's website. We feel this training is important not only in light of these events, but even before these events occurred. A community disaster requires outstanding leadership and vision to move the community forward. Many elected officials in communities that have experienced disaster have been grateful to have had the training.

The City wants to be ready and we feel strongly that this is one important way to make sure officials can provide needed leadership during disasters. Fortunately, the Pandemic has not brought widescale power outages or any other vital utility interruption. Brownsville has not had to setup emergency shelters or request assistance from the National Guard. We hope that we never have to do those things, but we hope you consider the benefits of this training to the City.

Yours in service,



Norman Simms



Be Ready

December 7th, 2020

To: Joe Larsen, LCSO Emergency Management Coordinator
From: Norman Simms
Re: Questions

Dear Mr. Larsen,

The Emergency Preparedness Committee recently met and during our discussion several members talked about shortcomings with the Linn County alert system. Some people would receive alerts while others would not. The system would repeat messages at odd times and did not seem to perform well during the fire emergency. The Committee was wondering if the County was working on addressing those concerns?

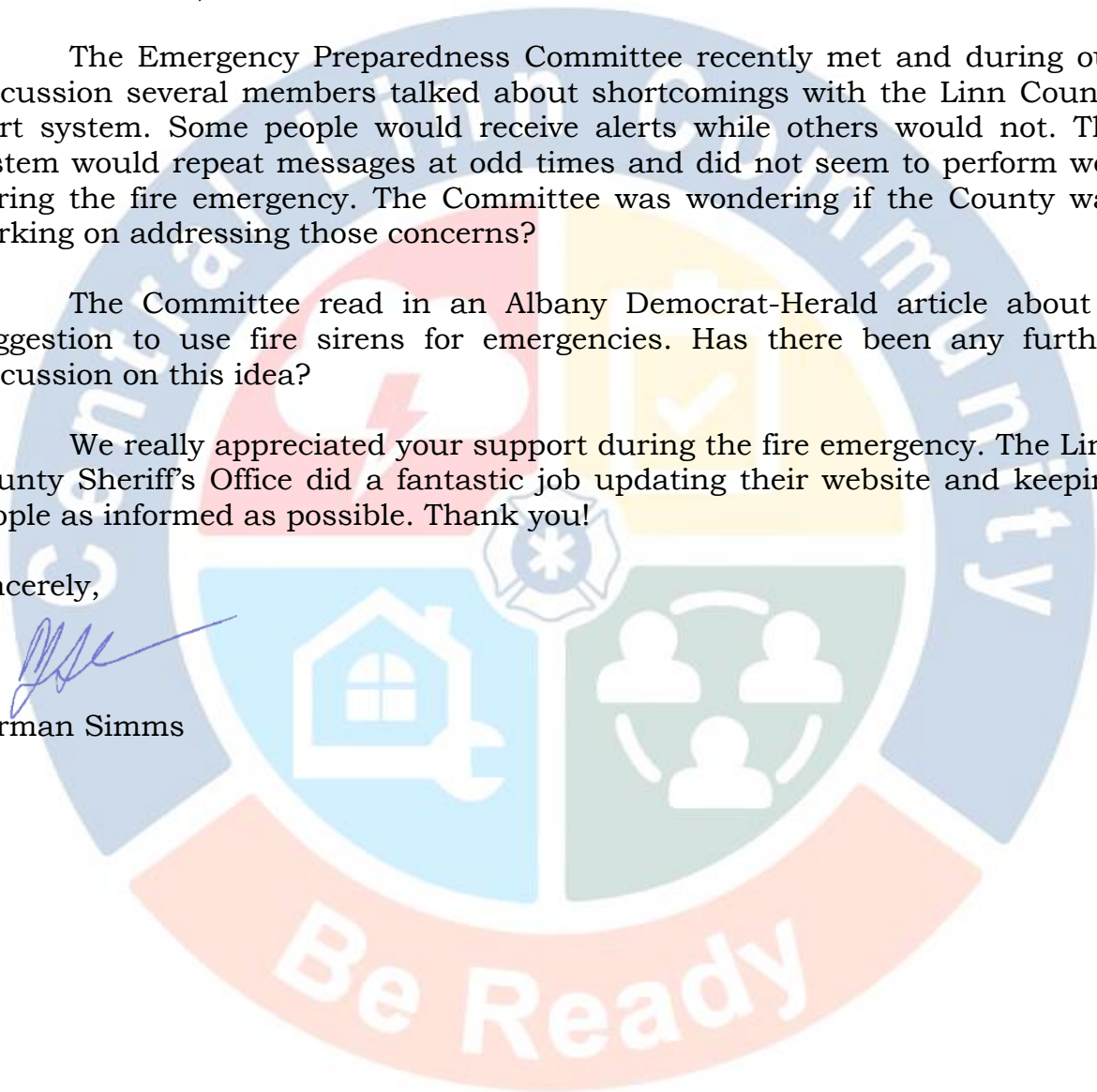
The Committee read in an Albany Democrat-Herald article about a suggestion to use fire sirens for emergencies. Has there been any further discussion on this idea?

We really appreciated your support during the fire emergency. The Linn County Sheriff's Office did a fantastic job updating their website and keeping people as informed as possible. Thank you!

Sincerely,



Norman Simms





Rental Agreement

BETWEEN: City of Brownsville (City)
AND: Calapooia Food Alliance (CFA)
DATE: October 2017

RECITALS

- A. CFA is interested in entering into a rental agreement with the City to provide storage space for the Farmer's Market.
- B. City believes that CFA provides a valuable public service by offering the Farmer's Market and desires to provide storage space to support their effort.

FOR AND IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN, THE PARTIES AGREE:

DELIVERABLES.

1. **Storage Space:** The City offers the continued use of the Red Barn, behind the Picture Gallery, situated along Park Avenue across from the Linn County Museum for general, operational storage. The City has allowed the use of the Red Barn since 2008. The City does not allow for food or other organic materials that could attract insects and other pests to be stored at this location.
2. **Logistics:** The CFA will be issued one key for accessing this storage area. The City has walled off the far east bay of the Red Barn for CFA use. Any physical modification to the space should be approved by the Public Works Superintendent & City Administrator. The City shall have permission to access the storage space as needed.

COMPENSATION. City believes the fair market value for rent to be \$200 per month. City will contribute \$175 per month as an in-kind contribution to support the work of the CFA. The CFA shall remit the balance of \$25 per month for use of the space or in another convenient payment schedule as determined by the Administrator.

TERM. The term of this Memorandum shall commence upon execution hereof and shall continue for three years to be revisited and renegotiated in August 2020.

ENTIRE AGREEMENT. This document embodies the entire agreement between the parties. There are no promises, terms, conditions or obligations other than those con-



tained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.

MODIFICATION AND WAIVER. No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.

INTENT. The intent of this Agreement is to cooperatively work together to create a working relationship that will be mutually beneficial.

City:

CFA:

Don Ware
Mayor

Don Lyon
Calapooia Food Alliance President

Date:

Date:

11/30/2020

I am interested in being on the budget committee. Understanding how the City operates helps me to understand why we do what we do in Brownsville.

I am retired. Formerly a legal secretary/paralegal in California. I've worked with numbers and am familiar with accounting practices. I tend to pay attention to details which sometimes drives people crazy.

Thank you for your consideration.

Mary Sostature

RECEIVED
City of Brownsville
NOV 30 2020

Clerk _____

S. Scott McDowell

From: Caroline Cummings - RAIN Executive Director
Sent: Tuesday, December 8, 2020 7:13 PM
To: admin@ci.brownsville.or.us
Subject: End of Year Message + Highlights



2020 has been a year like no other in recent history. Despite the many, many challenges we have all faced this year, some **good** things actually happened this year, too.

Please read below to see some of *our favorite highlights* of the year. We hope you'll celebrate them with us. Also, be sure to support Oregon makers by buying your holiday gifts from the [Built Oregon Marketplace](#) and attending tomorrow's [Linn and Benton County Holiday Showcase!](#)

From the entire team at Oregon RAIN, *we wish you and your loved ones peace, joy, and safety* this holiday season.

Happy holidays from Oregon RAIN!

Top row (L to R): **Raj, Ariel, Jennifer**

Middle row (L to R): **Corey, Caroline, Stephanie**

Bottom row: **Ana**



2020 Highlights from Oregon RAIN

The Resiliency of Entrepreneurs

We all know that many businesses have struggled through this pandemic to keep their doors open and some have had to close permanently. What you may not know is that despite the challenging economy, some entrepreneurs actually started companies this year! From sustainably-focused children's wear, aquaculture devices and farms to coffee shops, hemp products, biotech, and mobile apps, **Oregon entrepreneurs have been busy pivoting their business models, solving problems, addressing market gaps, and moving forward with their ideas!**

In fact, Oregon RAIN's team identified and supported **more than 180 new entrepreneurs** in 2020. With the knowledge that almost 100% of net new job creation comes from startups, this is great news for the future of Oregon's

entrepreneurship and innovation economy! Based on a September survey of 111 entrepreneurs, they need **\$20M+ in capital to help them grow in 2021**. Oregon RAIN's team looks forward to helping these businesses survive and thrive in the coming year.



RAINmaker Sales & Marketing Accelerator

Soon after COVID-19 hit, our team rallied to find out what entrepreneurs needed to keep their businesses going. What we heard was the need to **pivot or elevate their businesses online**. As a result, we launched a 10-week "sales & marketing" accelerator called RAINmaker: **113 entrepreneurs graduated from the RAINmaker, representing 70 businesses from 51 cities in Oregon.**

A huge shout-out and thank you to all of our amazing sponsors, funders, mentors, expert speakers, and partners who helped us create this program on short notice.



Elevating the "Blue Economy" on Oregon's Coast

We are thrilled to partner with the OSU Hatfield Marine Science Center on a [3-year EDA "Build to Scale" grant](#) to develop blue economy tools and technologies that will promote a sustainable future contributing to ecological health, thriving communities, and economic growth in the developing Oregon Coast Blue Economy sector.

Oregon RAIN is in the process of hiring our first industry-specific **Innovation Catalyst** to lead the ecosystem-system building work in partnership with the OSU Hatfield Marine Science Center.



Linn Benton Holiday Showcase

December 9th at 12:00 PM

Join us for a virtual lunch event showcasing Linn Benton entrepreneurs and startups offering products you can purchase as gifts for the upcoming holiday season!

To learn more, register to attend, or apply to showcase your products, please visit:

oregonrain.org/LinnBentonHoliday

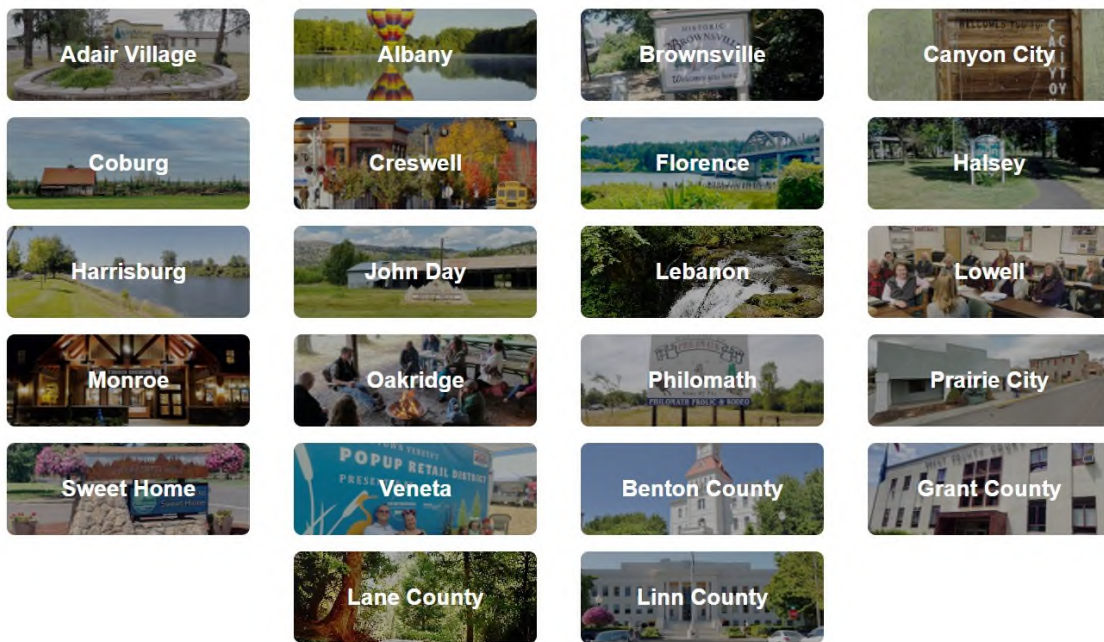
Rural, minority, youth, people-with-disabilities, and women entrepreneurs are especially encouraged to apply to showcase their products!

Grab your lunch, invite your friends & family, and join us for a [virtual holiday showcase](#) event highlighting Linn and Benton County entrepreneurs. They'll each be showcasing their products. This will be a great opportunity for you to **get some of your holiday shopping done while supporting your local small businesses!** This takes place tomorrow (Wednesday), **December 9th at 12:00 pm on Zoom!**

Our Amazing Community Partners

We want to take this opportunity to thank the communities that make our work supporting entrepreneurs, startups, and small businesses possible.

We know that each of these communities has been working tirelessly this year to support local businesses through this pandemic. So, if you see a city or county representative, be sure to **thank them for their hard work and dedication to entrepreneurship and innovation!**



Thank you to our 2020 Funders:

Adair Village, Albany, Brownsville, Canyon City, Coburg, Creswell, Florence, Halsey, Harrisburg, John Day, Lebanon, Lowell, Monroe, Oakridge, Philomath, Prairie City, Sweet Home, Veneta, Grant County, Lane County, Linn County, Benton County, Oregon Pacific Bank, Banner Bank, Peak Internet, Oregon Community Foundation, The Ford Family Foundation, The Collins Foundation, The Lemelson Foundation, The Kauffman Foundation, Business Oregon (CARES Act funds), the Economic Development Administration (EDA), the US Department of Agriculture (USDA), and several individuals.

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



2021 Calendar

Meetings Schedule

Calendar for Year 2021 (United States)

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
6:○ 13:● 20:○ 28:○							4:○ 11:● 19:○ 27:○							5:○ 13:● 21:○ 28:○						

April							May							June						
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				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
							30	31												
4:○ 11:● 20:○ 26:○							3:○ 11:● 19:○ 26:○							2:○ 10:● 17:○ 24:○						

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3											1	2	3	4
4	5	6	7	8	9	10	1	2	3	4	5	6	7	5	6	7	8	9	10	11
11	12	13	14	15	16	17	8	9	10	11	12	13	14	12	13	14	15	16	17	18
18	19	20	21	22	23	24	15	16	17	18	19	20	21	19	20	21	22	23	24	25
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October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2											1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
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31																				
6:● 12:○ 20:○ 28:○							4:● 11:○ 19:○ 27:○							4:● 10:○ 18:○ 26:○						

Regular Council Meetings:
 August Recess
 September may move forward a week.

Budget Meetings:
 May 13, if needed.

- All meetings will be at 7:30 p.m. in Fisher Hall.
- Meetings will be teleconferences during the Pandemic Emergency Orders.



2021 Calendar

Quarterly Meetings Schedule

Calendar for Year 2021 (United States)

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6		1	2	3	4	5	6
3	4	5	6	7	8	9	7	8	9	10	11	12	13	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28							28	29	30	31			
31																				
6:○ 13:● 20:○ 28:○							4:○ 11:● 19:○ 27:○							5:○ 13:● 21:○ 28:○						

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1			1	2	3	4	5
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30			
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July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7				1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30		
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October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2		1	2	3	4	5	6				1	2	3	4
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				
6:● 12:○ 20:○ 28:○							4:● 11:○ 19:○ 27:○							4:● 10:○ 18:○ 26:○						

All meetings will be at 2:00 p.m.
 Live meetings will be held at Millersburg City Hall.
 Teleconferences will be announced as needed.



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> [LOC Bulletin \(https://www.orcities.org/resources/communications/bulletin\)](https://www.orcities.org/resources/communications/bulletin) > **2021 Session – Advocacy Critical**

Share:   

LOC News

2021 Session – Advocacy Critical

You hear the pitch every session from the LOC government relations team that we “rely on your advocacy to help stop bad stuff, and move legislation and policy that make sense.” Given the pandemic shell that we have been living under since March, the impact on the economy, late season catastrophic fire losses and the collective strain on your communities, 2021 will be a critical session for cities.

In all likelihood, access to the Capitol will be limited to legislators and their staff. Lobbyists and the general public will not be part of the daily grind of the session until the COVID-19 vaccination distribution is well underway. Perhaps the best-case scenario will be a modified version of access in April/May, but we can't assume this.

Your contact with legislators has hopefully been a constant throughout the year. If not, then it's time to reconnect, and establish the relationship with your state House and Senate members. We have more than 20 new state legislators as a result of elections, members retiring early, or running for another office. That's a large group of new elected officials that don't have the benefit of your local knowledge, or even the value of expertise you gained in the “Elected Essentials” training offered by the LOC.

The message here is simple: **Make an effort to meet your state legislators.** It's likely going to be through a virtual meeting, but on some level, virtual calls provide some flexibility if you're trying to fit travel time into the meeting space. Bottom line, the LOC needs your advocacy at the local level to provide the base education to legislators about how local governments operate, what's important to you as a local government leader, and what the LOC is focused on for the session. A number of cities have gone to weekly or monthly calls with their state legislators to maintain contact, and I find this option is a great way to stay in touch. So, if you haven't already done so, consider this a viable option and team up with the other cities who share the legislator's district boundary.

The LOC's government relations team started its legislative briefings last week, and we hope to make our way through the full slate of new legislators. We will also have briefings scheduled with Governor Brown, House and Senate leadership, the Ways and Means Committee Tri-Chairs, and a range of key committee chairs and members committees. Please do your part - get a meeting scheduled, and if you need help, reach out to me or any members of the **government relations team** (<https://www.orcities.org/advocacy/legislative-advocacy/staff-contacts>). Certainly, use **LOC's priority issues** (<https://www.orcities.org/advocacy/legislative-advocacy/priorities>) as a starting point for the conversation and feel free to share your own city's needs as part of the conversation.

Contact: Jim McCauley, Legislative Director - jmccauley@orcities.org (<mailto:jmccauley@orcities.org>)

Last Update 12/4/20

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- **City Directory** (<https://www.orcities.org/resources/reference/city-directory>)
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Keep In Touch

The League of Oregon Cities is the go-to place for and about cities. Connect with us to see what we can do for you.

 **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>)

S. Scott McDowell

From: Chris Heusler <ratings_content@spglobal.com>
Sent: Monday, November 30, 2020 2:57 PM
To: admin@ci.brownsville.or.us
Subject: S&P Global and IHS Markit to Merge

Dear Customer,

I'm excited to follow-up with you today on **S&P Global** and **IHS Markit's announcement** this morning.

This transaction has some unique and exciting benefits, all meant to deliver better value to you. Combining S&P Global and IHS Markit businesses strengthens our ability to serve a greater set of needs and customized solutions across our customers, including the potential to link and create value from disparate data sets.

We are confident that bringing S&P Global and IHS Markit together combines a valuable collection of highly complementary assets with strong positions in attractive growth markets and critical capabilities that position our organization for ongoing innovation. Specifically, at **S&P Global Ratings**, this combination will enable us to deliver deepened analytical and market insights, as well as enhanced product offerings in key growth areas, providing you the products and essential intelligence to meet market demands.

Going forward, you will continue to experience the same exceptional service you have come to expect from us. There will not be any changes to your current S&P Global Ratings customer contacts, and you will continue to work with the same team members as you have in the past. If there are any changes in the future, we will communicate with you well in advance.

We remain focused on delivering customer-first solutions and look forward to exploring new opportunities with expanded offerings once the transaction closes in the second half of 2021. Following the completion of our merger, we will take steps together to ensure that we deliver the right client-focused approach to each of our customers.

If you have any questions, please do not hesitate to reach out to your relationship manager or myself directly. Once again, we greatly appreciate your partnership as we begin our next chapter.

I look forward to speaking with you soon.

Sincerely,



Chris Heusler
Executive Managing Director
Global Chief Commercial Officer
S&P Global Ratings

S&P Global
Ratings

MONTH END RECAP

		NOVEMBER 2020					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 570,758.36	\$ 54,664.91	\$ 358,853.84	12.92%	\$ 2,419,240.16	1
2	WATER	\$ 36,876.46	\$ 20,294.43	\$ 150,375.92	17.61%	\$ 703,309.08	2
3	SEWER	\$ 30,346.28	\$ 16,559.93	\$ 109,033.04	11.44%	\$ 844,081.96	3
4	STREETS	\$ 14,041.33	\$ 17,741.01	\$ 81,153.63	23.39%	\$ 265,746.37	4
5	WATER BOND	\$ 85.31	\$ -	\$ 32,690.31	44.00%	\$ 41,611.69	5
6	SEWER BOND	\$ 272.22	\$ 22,102.00	\$ 220,260.45	69.41%	\$ 97,089.55	6
7	SEWER DEBT FEE	\$ 10,700.36	\$ -	\$ 57,321.06	18.06%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 236.33	\$ -	\$ -	0.00%	\$ 192,400.00	8
9	WATER RESERVE	\$ 1,855.40	\$ -	\$ -	0.00%	\$ 100,800.00	9
10	HOUSING REHAB	\$ 129.12	\$ -	\$ -	0.00%	\$ 215,271.00	10
11	WATER SDC	\$ 6,431.82	\$ -	\$ -	0.00%	\$ 44,600.00	11
12	SEWER SDC	\$ 15,972.35	\$ -	\$ -	0.00%	\$ 415,675.00	12
13	STORMWATER SDC	\$ 6,059.75	\$ -	\$ -	0.00%	\$ 104,505.00	13
14	BIKEWAY/PATHS	\$ 130.82	\$ -	\$ -	0.00%	\$ 52,990.00	14
15	LIBRARY TRUST	\$ 4.45	\$ -	\$ -	0.00%	\$ 7,412.00	15
16	CEMETERY	\$ 4.99	\$ -	\$ -	0.00%	\$ 8,826.00	16
17	TRANSIENT ROOM TX	\$ 1.27	\$ -	\$ -	0.00%	\$ 3,120.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20	COMMUNITY PROJECTS	\$ 98.91	\$ 6,542.21	\$ 7,542.21	5.49%	\$ 129,832.79	20
		\$ 694,005.53	\$ 137,904.49	\$ 959,909.40			

Key Bank Account

General Checking \$ 254,402.58

Oregon State Treasury \$ 5,281,283.65

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,281,284.61

2020-2021	YTD	% of Total
Appropriated	\$ 6,616,415	14.51%

Annual Bond Payment

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

Total Bonded Debt

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

