

Council Agenda Packet

Tuesday, January 26th, 2021 | Teleconference

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Council Meeting

Tuesday, January 26th, 2021

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: December 15th, 2020
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Oaths & Affirmations
 - B. Brownsville Art Association Report | Dr. Lori Garcy
 - C. Calapooia River Erosion | Mr. Eric Gerber
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Resolution 2021.01:** Chambers Public Service Recognition



- B. **Resolution 2021.02:** Block Public Service Recognition
- C. **Resolution 2021.03:** Appoint Pro-Tempore Judge (*Annual*)
- D. **Resolution 2021.04:** Commitment to Safety Program (*Annual*)
- E. **Resolution 2021.05:** Disburse Transient Room Tax (*Annual*)
- F. **Resolution 2021.06:** Authorize Check Signers

10) ACTION ITEMS:

- A. Appoint Council President (*Two Year Term*)
- B. Appoint Cascade West Council of Governments Representative (*Two Year Term*)
- C. Appoint Central Linn Recreation Association Liaison (*Two Year Term*)
- D. Appoint LCSO Quarterly Meeting Representative
- E. Approve TMDL Report

11) DISCUSSION ITEMS:

- A. Budget Advertisements
- B. Goal Setting Reminders
- C. December 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.



December 15th, 2020

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

PUBLIC: Sergeant Beth Miller (*Linn County Sheriff's Office*), Kimberlee Clayton, Allen Buzzard, Council-elect Michael Humphreys, Bryan Bradburn, Chenoweth Robertson (*Central Linn Community Foundation*), 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 would like to add Item D. under Action Items for a refinance possibility.

MINUTES: *Councilor Hansen made a motion to approve the November 24th, 2020 meeting minutes as presented. Councilor Gerber seconded the motion and it passed unanimously.*

PUBLIC HEARING | PRESENTATIONS:

- 1. Central Linn Community Foundation (CLCF) – Chenoweth Robertson.** Mayor Ware recused himself from this discussion and vote as he is on the CLCF Board. Chenoweth Robertson was present to request the annual \$1,000 partnership donation from Council. Last year the CLCF awarded \$6,000 in grants for the community. Councilor Thompson stated that she believes the funds are used for a lot of good work in the community. She would like to see the City of Brownsville partnership funds spent locally in Brownsville as they are taxpayer's dollars. Robertson responded that several grantees were indeed given to Brownsville entities but that the CLCF receives funds from other entities outside of Brownsville. CLCF philosophy is that Brownsville is part of the whole Central Linn community. *Councilor Gerber moved to approve the CLCF request in the amount of \$1,000. Councilor Block seconded the motion, and it passed unanimously.* Mayor Ware commented that the CLCF has been operating for 10 years now! He has all the paperwork if anyone would like to see it.
- 2. Emergency Preparedness Committee (EPC) Annual Report.** McDowell gave the annual EPC Council report from Norman Simms and an overview of activities for the year. The group has been quite busy this year during the pandemic, meeting and exceeding the goals they had set. Members include President Norman Simms, Marilee Frazier, Scott McDowell, Tammi Morrow, Fire Chief Kevin Rogers, Fire Chief Travis Hewitt, and Hilary Norton, Halsey City Administrator. The group intends to put tidbits in the newsletters going forward. The group also would like to recommend that Council modify the Brownsville Municipal Code to require Council members to take the National Incident Management Systems (NIMS) training every two years or four



years. This training will help Council provide leadership and vision in the event of an emergency. Many elected officials in other cities have expressed gratitude that they had this training prior to an emergency situation.

- 3. Linn County Sheriff's Office (LCSO).** Mr. McDowell shared and reviewed the LCSO interactive dashboard with Council via screen share. It looks like it could be a very powerful tool for seeing what kinds of activities are happening in Linn County & Brownsville. McDowell invited Council to contact him for further information or to review the dashboard in greater detail.
- 4. Cybersecurity Concerns.** McDowell reminded Council of the cybersecurity policy that was passed earlier this year. This policy needs to be reviewed periodically. Cybersecurity is the fastest growing area of crime in the world, and it is likely to continue to grow exponentially. CIS requires the City to have a policy. McDowell said that resources will eventually need to be budgeted for this area.

DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Beth Miller delivered the report for the month of November 2020. Miller reported 26 traffic citations, 30 warnings, and 204 total hours spent for the City. Other incidents include a rash of vehicle break-ins around town, and tools and items stolen from an outbuilding on a property. It is also important to watch for porch pirates (people stealing packages from front porches). Mayor Ware welcomed Sergeant Miller (Sergeant Klein's replacement) and stated that we will likely keep expressing concern about motorists speeding through town.
- 2. Public Works.** Mr. McDowell stated that Public Works has been busy preparing the town for Christmas and dealing with a couple of water leaks. Pacific Power has requested a modification to the metering for the flower baskets on the bridge. Public Works Superintendent Karl Frink has hired Norm's Electric to take care of the request. Mr. Rick Wingren reported that he has contacted Pacific Power for clarification. Mr. Frink has been dealing with multiple supply priorities at the Water Treatment Plant. The Automation Group and Pacific Excavation have been assisting in diagnosing a valving issue.
- 3. Administrator's Report.** McDowell reported that a tree fell in Kiddie park next to the Water Treatment Plant and damaged the fence. The damage has been turned into CIS, pending repair estimates.

The Chamber of Commerce put on a wonderful tree lighting ceremony on December 4th, 2020 on Spaulding Avenue. There was great crowd turnout, new lights on the tree, carols were sung, and it was a wonderful event.

McDowell reported that Councilor Block attended his last LCSO meeting as an active council member. Block has been faithful to these meetings, and we are fortunate to have had him on the committee representing Brownsville. McDowell reported that Measure 110 is basically the decriminalization of drugs and criminal charges. LCSO now has no probable cause to search vehicles according to Yon. Sheriff Yon is encouraging Council to advocate for the police to lose none of their powers on this issue. The LCSO levy was recently defeated. They will be going out for the measure in May or November, it seems the timing was off currently. This levy is an important portion of how LCSO funds themselves.



McDowell reported that he had another teleconference regarding the regional emergency coordinator. It is time to talk about the financial implications, and how to fund the position long term. Several of the districts will need to budget for the position in the next fiscal year, a job description is also in the works. This agreement will likely come to Council in March or so.

OR-OSHA recently passed a lot of temporary rules regarding Covid-19. McDowell and Morrow have taken the lead in working on compliance with these assessments and training requirements. Municipal courts were not shut down by the Chief Justice, but many higher courts were. The City may follow suit. We will reassess after court is held tomorrow. Many courts have closed until April. We have used good protocols and procedures to stay open.

McDowell reported that Amazon will be shooting a commercial here in town in the next few days. They are capturing iconic Stand by Me sites for the commercial. They will be using main Street and the Howe building for part of the shoot. Mr. Baldwin has secured all the necessary permits and provided the City with a certificate of insurance.

Mr. McDowell reminded Council that they should have received the Officials Handbook in the mail. An acknowledgement signature is required for the City by CIS to have on file. Please return signature pages to Mrs. Morrow.

McDowell reported that he has met with councilors-elect Michael Humphreys and Adam Craven for training. It is working out well. Their first official meeting will be the January meeting.

McDowell provided a report from Standards and Poor's discussing the changes to be expected for the Presidential transition to Joe Biden.

4. **Planning.** No comments.

5. **Library.** No comments.

6. **Court.** No comments.

7. **Council Comments.** Mr. McDowell stated that December 15th, 1791, the first amendments to the Constitution were ratified. He gave a brief history of this momentous event explaining that President Franklin Delano Roosevelt first proclaimed this day, December 15th, Bill of Rights Day. President Harry Truman made it an annual event in 1962.

Councilor Gerber gave a short public service announcement regarding the Covid-19 vaccination, and recommended that folks should get the vaccine when it is available. Gerber explained the process used and described what was known about the vaccine.

8. **Citizen Comments.** No comments.

ACTION ITEMS:

1. **Council Retreat & Goal Setting Session.** Council discussed possible dates for the Council retreat. This is a very important work session as it helps Staff to focus on Council goals for the next two years. Budgeting will need to be done around these goals to help direct Staff and the necessary resources to accomplish adopted goals. Council



agreed to February 20th, 2021, with the session beginning at 9:30 a.m. McDowell will send out logistics to all soon.

2. **Calapooia Food Alliance (CFA) Red Barn Agreement.** *Councilor Block made a motion to approve the agreement as presented. Councilor Thompson seconded the motion and it passed unanimously.*
3. **Budget Committee Appointment.** *Councilor Block made a motion to appoint Wendy Toshitsune to the Budget Committee. Councilor Thompson seconded the motion and it passed unanimously.*
4. **Refinance Issue.** *McDowell reminded Council that when the City recently refinanced the debt, the OCDD debt was not included because they were revenue bonds and not general obligation bonds. In the current situation, lenders are lending money at very low rates. A refinance could potentially save the City about \$30,000 to \$50,000 over the life of the loan. Councilor Gerber made a motion to authorize Mr. McDowell and Mayor Ware to investigate this option and more forward as needed. Councilor Neddeau seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **Council Member Transition.** *McDowell would like to recognize Councilor Block and Councilor Chambers next month after the January teleconference meeting. He thought that after the January meeting, willing Council members could gather in the Community Room in small retreat fashion, and present Block and Chambers with small parting appreciation gifts. The City will do a resolution in their honor as usual. Mayor Ware stated that it would be nice to personally thank them for their service; both have provided a lot of insight and value to Council. Council agreed to the retreat by consensus.*
2. **November Financials.** *No comments.*

ADJOURNMENT: *Councilor Hansen made a motion to adjourn at 8:03 p.m. Councilor Chambers seconded the motion and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



January 26th, 2021

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

One liner of the month



If you are right 98% of the time, why quibble about the remaining 3%?
~ Anonymous



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

“The day you settle for less is the day you will get less.”
~Iman Abdulmajid, Model

“Try to learn something about everything and everything about something.”
~ Thomas Huxley, Biologist

“You got to set your mind right and the rest will come to you naturally.”
~ Ray Charles, Musical Artist



Martin Luther King, Jr.

COUNCIL RETREAT | Honoring Councilor Block & Councilor Chambers, Community Room at 7:45 p.m., immediately following the teleconference.

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. Oaths & Affirmations – Staff will provide videos of the new Council members being sworn into office. The new members will then take their ‘virtual’ place on the teleconference. Councilor Chambers and Councilor Block will then leave the meeting, or stay if they would like. The City will be hosting a gathering after the meeting, for Council members only, in the Community Room at City Hall to bid farewell to Councilor Chambers and Councilor Block.

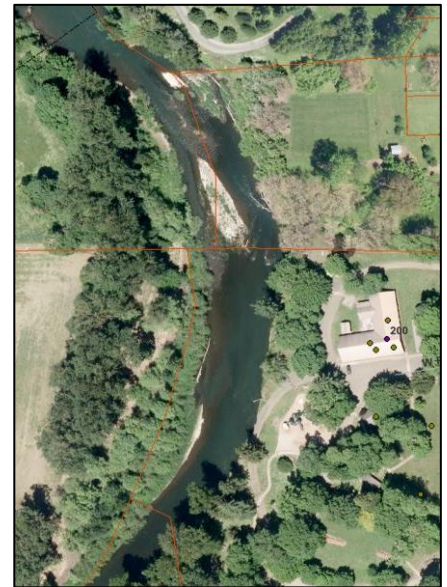


B. Brownsville Art Association (BAA) Annual Report – Dr. Lori Garcy forwarded a one-page annual report which is included in the agenda packet for your review. Dr. Garcy asked if I would give the report this year.



- C. **Eric Gerber & Calapooia River Erosion** – Mr. Gerber would like to address the Council about the Calapooia River erosion. I have included the last written document on the matter for your review.

Council goal setting is coming up in February. Previously, Council committed finances to other priorities such as the Central Linn Recreation Center remodel (\$1.2 M), Pioneer Park Pavilion (\$400 K), Downtown Sanitary Sewers (\$500 K), River’s Edge Sanitary Sewer (\$120 K), G12 Waterline (\$250 K) and the impending Water Treatment Plant & Distribution Improvements (\$5M - \$7M). The costs associated for the repair of the Calapooia River erosion is (\$1.4M - \$1.8M). The City also has a debt limitation of \$2.4M until February 2024. Council also decided not to move the playground equipment last year because it was not cost effective. Council decided that new playground equipment would be the best route.



9) LEGISLATIVE:

- A. **Resolution 2021.01: Chambers Public Service Recognition** – Enclosed is a resolution recognizing Lynda Chamber’s service to the City.
- B. **Resolution 2021.02: Block Public Service Recognition** – Enclosed is a resolution recognizing Doug Block’s service to the City.
- C. **Resolution 2021.03: Appoint Pro-Tempore Judge (Annual)** – Council passes this legislation annually to provide a substitute judge(s) for Mrs. Meyer as may be needed for vacations, personal emergencies, conflicts of interest and such that could arise during of the year.

What is Council being asked to do?

Pass the resolution to provide pro tempore coverage for Judge Meyer.

- D. **Resolution 2021.04: Commitment to Safety Program (Annual)** – Council passes this annual legislation to recognize the importance and priority of the City’s employee safety program as required by the State of Oregon and City/County Insurance Services (CIS). The City has received the highest safety award from CIS the last three years. CIS requires this resolution from all cities and counties to extend applicable coverages.



What is Council being asked to do?

Pass the resolution to continue supporting employee safety.

- E. **Resolution 2021.05: Disburse Transient Room Tax (Annual)** – The Budget Committee & Council appropriated the amount of taxes collected for this purpose. Time has come again to pass legislation to distribute these funds. Typically, Council has provided these



funds to the Chamber of Commerce who has provided marketing efforts for the promotion of Brownsville.

What is Council being asked to do?

Pass the resolution to disburse the money in accordance with the Brownsville Municipal Code and past practice.

- F. **Resolution 2021.06: Authorize Check Signers** – Councilor Block has been a secondary check signer for the last four years. Since he will be enjoying his retirement, Council needs to approve new check signers. I have spoken with Councilor Neddeau and Councilor Humphreys to serve as check signers, both have agreed. Mayor Ware will continue to be the primary check signer.

What is Council being asked to do?

Pass the resolution to authorize checks to be signed and executed on behalf of the City.

10) ACTION ITEMS:

- A. **Appoint Council President [Two Year Term]** – Council elects a Council President every odd year according to the Brownsville Municipal Code. The Council President is to serve as Mayor, in the absence of the Mayor, and to assist with elected & appointed personnel related issues. Councilor Block was serving in this capacity.

What is Council being asked to do?

Appoint a Council President.

- B. **Appoint Cascade West Council of Governments Representative** – Councilor Neddeau and Mayor Ware have served in this role for the last several years. Two year term involved with this appointment.

What is Council being asked to do?

Appoint a Cascade West Council of Governments Representative.

- C. **Appoint Central Linn Recreation Association Liaison** – Councilor Thompson has served in this role for the last two years.

What is Council being asked to do?

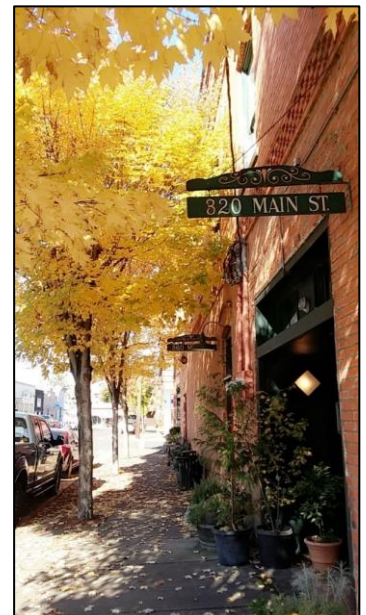
Appoint a CLRA Representative.

- D. **Appoint LCSO Representative** – Former Councilor Doug Block attended quarterly meetings with the Administrator to represent Council. Meetings are late afternoon.

What is Council being asked to do?

Appoint a LCSO Representative.

- E. **Approve TMDL Report** – I will discuss the recommended changes for Council on Tuesday night. Council is responsible for making the final decision on what is submitted to DEQ





annually. I will forward the report to Council on Monday, January 25th, 2021. Karl Frink and I are still working on completing the document.

What is Council being asked to do?

Review and approve the changes as needed.

11) DISCUSSION ITEMS:

- A. **Budget Advertisements** – Staff is asking Council to acknowledge that advertisements required by State Law for the budget process will be placed in the local newspaper soon. The City will need an additional Budget Committee member as long-time member Gary Shepherd recently resigned. Administrative Assistant Tammi Morrow and I met with new Budget Committee Member Wendy Toshitsune for training.
- B. **Goal Setting Reminders** – February 20th, 2021 at 9:30 a.m. Goals will be sent out soon for review.
- C. **December Financials**

Policy



How do I place items on the Agenda as a Councilor? When can I speak?

Mayor Ware and the City Administrator set the Council agenda. Members of Council wishing to place an item on the agenda should contact the Administrator no later than the third Wednesday of the month.

Councilors may speak during the meeting when recognized by the Mayor or when the floor is open for discussion during Legislative, Action, or Discussion Items.

Councilors may also speak during Agenda Item #7) G. Council. Councilors who have been appointed to committees may report out and general thoughts from Councilors may also be addressed here.

Councilors also have the floor during Agenda Item #13) Council Questions & Comments.

How does the public get placed on the Agenda? When can the public speak?

Members of the Public may be asked to be placed on the Agenda under item #6) Public Hearings or Presentations. A member of the public is allotted five to seven minutes when placed on the agenda in this position. The Administrator also asks for documents and presentation slides for Council review.

Members of the Public may also speak for three minutes under Agenda item #8) Citizen Comments and/or under Agenda Item #12) Citizen Questions & Comments. The City has always done this so that the Public can respond to presentations, hearings and Staff reports if they so choose. The later comment period is done so the public may speak to any of the items acted on by Council. However, members of the public are allowed to discuss what they wish with their three-minute allotment.



Public Meetings Law

The Public Meetings Law of the State of Oregon does not require this kind of public participation. The Public Meetings Law requires municipalities to allow the public to be present. Fortunately, the City was wise enough to allow inputs to hear from the public at every meeting.

Final Thoughts

Councilor Doug Block encourages Councilors to make sure you say what you want to say at the meeting. Be prepared and do not let the moment pass. Even if it is at the end of the meeting, it is better to get it “off your chest” than to live with what you should have said.

Public comment is generally for citizens to express whatever is on their mind. Most of the time, Council is simply listening.

Recently, it is best to answer certain issues that are raised to ensure that the general public gets correct information.

UPDATES, INFORMATION & HAPPENINGS

Advocacy & the State Legislature – The State Legislative Assembly convened for long-session last week. The City will be monitoring issues through the League of Oregon Cities. Unfortunately, the Cascade West Council of Governments has not been able to advocated like they did last long-session. I will be addressing this issue during the Council Goal Setting session in February.



Calapooia Food Alliance (CFA) Red Barn Agreement – The agreement, approved by Council last month, has been finalized with the CFA. The CFA stores needed items in the Red Barn on Park Avenue across from the Linn County Museum there for the setup of the Farmers Market.

Active: River’s Edge Outcome – River’s Edge Subdivision received permission from Linn County to install the sanitary sewer project from Henshaw Drive (Linn County Road) to Hausman Avenue. They have also submitted the final plat which has been approved. Ken Puhn is putting the finishing touches on the FEMA LOMR-F which will certify the earthwork that was completed on the site over the last two years.

Public Works Superintendent Karl Frink reported that the City is still several weeks away from accepting the utilities as installed. There are several outstanding items that will be addressed before it is brought by Staff to Council for acceptance. The City received the official letter from Knife River regarding the warranty extension on the streets as Council requested.

From 12.15.2020: 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 still in the process of obtaining quotes for the work. Council learned in November 2020 that the City would be responsible for the costs associated with the removal of these devices.



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 ☒ – I have been forwarding the State’s vaccination plans to elected and appointed officials. Please feel free to share these with others.

From 12.15.2020: Everyone continues to react to announcements made by Governor Brown on Pandemic response. Municipal Court is considering closure through April 2021 starting 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.



Active: Alyrica Franchise Agreement – Alyrica began hooking up customers last week. City Hall and the Library were the first two connections made. Alyrica representative Matt Coleman is working on all accounts should anyone have questions. Mr. Coleman indicated that it will be slow going over the next three or so weeks. By the end of February, they should be able to start hooking up customers en masse.

Alyrica is targeting the following pricing structure:

\$69.99 100 Mbps \$99.99 1 Gbps

League of Oregon Cities Survey ☒ – The City just completed a survey regarding seismic preparedness and water distribution and wastewater collection lines and systems. Typically, cities will complete a survey like this in advance of a big announcement from a Federal agency like EPA, in this case. The City may see increased activity for seismic preparedness on behalf of the State of Oregon as a result. I am not sure where the Federal and State governments are going to get the money to fund these projects, but it will more than likely come from rate payers which are the City’s customers.



ODOT Reporting – Staff is busy completing annual reports for the ODOT along with new requirements.

Speer Hoyt Name Change – Speer Hoyt LLC has changed their name to Local Government Law Group. City Attorney Ross Williamson and the other attorneys the City has used for the last several years will continue to be the City’s legal team.

Park Reservations – The City proceeded with the lottery and received only four entrants. The City continues to have the buildings off-line for rentals due to Governor Brown’s orders.



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

Downtown Sewer Progress – Dyer Partnership is working on a change order for additional work that has been required for this project. Council should see a full report for the February 2021 Council meeting.

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

From 09.22.2020: City Engineer Ryan Quigley reported that the storm sewer is interfering with the path of the sanitary sewer line. The City will need to install a run of storm sewer in association with this project. Quigley is looking at alternatives and costs associated with this complication.

Active: Oregon Water Resources Department (OWRD) and Wyatt Rolfe – Staff has received an estimate from the Oregon Association of Water Utilities (OAWU) to complete the Water Management Plan required by the State. I will provide a resolution on Monday, January 25th, 2021.



From 12.15.2020: The City must complete this project this upcoming fiscal year to stay in compliance with the order from OWRD.

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

Councilor-Elect Meetings – Adam Craven and Michael Humphreys have toured most of the publicly owned facilities. I will be conducting individual meetings with each person prior to the Goal Setting session.

From 12.15.2020: 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.



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)

Year	Month	Citations	Warnings	Hours
2020	December	14	12	226
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
	<i>Subtotal</i>	284	284	3820.5
	Total Average	15.78	15.78	212.25
		Cites	Warnings	Hours

Traffic Equipment Purchase – LCSO will be purchasing 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.

Linn County Sheriff's IGA Quarterly Meeting – *From 12.15.2020:* 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. 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.



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

From 09.22.2020: Council appointed Councilors Thompson, Hansen and Chambers to review the RV Ordinance from City Attorney Ross Williamson with Staff. Enclosed in the agenda packet is a draft version of that ordinance for discussion. We will review the highlights prior to the discusion.



From 07.28.2020: City Attorney Ross Williamson developed the language for a revision and clarification on RV's. How would Council like to proceed? I would suggest a volunteer to work through the changes with Staff and bring those changes to Council for consideration at a future meeting.

Active: Land Inventory – See above. *From 03.26.19:* Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to

show Council the process and the political will required for this important project. See past reports for more information.

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

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

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



accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.

ACTIVE, PENDING & STALLED

Active: Joint Emergency Coordinator Proposal (IGA) – The group continues discussions. I have put notes in the agenda packet for your review.

From 12.15.2020: 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.

Active: Go Team Meetings – *From 09.22.2020:* Everyone continues to work toward accomplishing shared goals. Corey Wright was recently accepted into a Masters program in Germany. It is a tremendous opportunity for him. RAIN Executive Director Caroline Cummings indicated that their full staff would be picking up the slack as Corey will transition quickly to a part-time role. RAIN will be hiring another part-time person to help meet the obligations of the contract with the eight cities. Prior to the fire emergency, we were planning on engaging Scio and Tangent to consider joining the effort. Staff recently met with the group as described above.

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

Active: Jail Project – Waiting for the bronze plaque to be delivered.

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



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

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

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

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

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

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

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

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

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

COMPLETED

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

Trailer homes repair, charging interest was among topics discussed.

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



Officials Handbook – All elected and appointed officials have reviewed and acknowledged the document.

Other Recent Items |

- ✘ Street Sweeping Intergovernmental Agreement (IGA)
- ✘ 2021 Council Meeting Schedule
- ✘ Oregon Health Authority Sanitary Survey | Water Treatment Plant
- ✘ Annual Report | EPC
- ✘ LCSO's Dashboard Demonstration

PAST MEETINGS – Memory Information

➤ **Kirk Avenue Project History**

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

Respectfully Submitted,

S. Scott McDowell, City Administrator



January 2021

PLANNING AT A GLANCE

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

• Mechanical	Ductless HP w/3 AH	402 Templeton Street
• Mechanical	Replace Gas WH	216 Washburn Street
• Structural	24X36 Garage/Shop	420 Hausman Avenue
• Mechanical	Replace Gasline to upstairs	515 N Main Street
• Mechanical	Install Gas Fireplace	219 E Blakely Avenue
• Mechanical	Replace Gas Fireplace & A/C	122 Hausman Avenue
• Mechanical	Replace Gas Piping & 4 Fixtures	234 Holloway Heights
• Construction	Duplex	370 Spaulding Avenue
• Construction	Accessory Structure	420 Hausman Avenue

Updates

Buildable Lands Inventory

In process.

Zoning Code Amendment

In process.

River's Edge Subdivision

In process.

Land Use Hearings

The Planning Commission approved the Variance application on January 11th with a 4-2 vote.

Elizabeth E. Grewan

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	18	2	0	20	
Violations	93	29	21	101	
Contempt/Other	52	0	0	52	
TOTALS	163	31	21	173	0

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 5,417.42	City	\$ 3,229.41
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 1,056.01
Total Bail Held -	\$ 795.00	Linn County	\$ 337.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 4,622.42</u>	TOTAL COURT PAYMENTS	<u>\$ 4,622.42</u>

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,229.41
STATE	\$ 1,056.01
COUNTY	\$ 337.00
*REFUND RESTITUTION BAIL HELD	\$ 795.00
TOTAL:	<u>\$ 5,417.42</u>



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:

December

TRAFFIC CITATIONS: -----	14
TRAFFIC WARNINGS: -----	12
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	0
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	1
COMPLAINTS/INCIDENTS INVESTIGATED:-----	87

TOTAL HOURS SPENT:

BROWNSVILLE

226.75

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Beth Miller



Library Advisory Board

Librarian's Report

December 2020

Whew, we made it. Here is looking forward to in person Story Times! With the uptick in COVID-19 cases after Halloween, several volunteers chose to take a leave of absence and their presence is sorely missed.

A past patron who moved out of our area for a better job sent the following note this past month. I thought I would share it with you. She had this to say: 'I just wanted to send you a note thanking you for making sure [we] had lots of books to read this spring and summer. I just can't tell you how much it meant to us. We love our new town... but we are part of the Vancouver Library System and finally they are allowing us 2 library books at a time! These past 6 months is probably the only time my whole life that I have had very limited access to a library and it is terrible! You just really went above and beyond for us and the community and I wanted to just say thank you!' Our Library may be small. Our Library may not have all the latest bells and whistles. Our Library is mighty in providing books to families!

Here are a few facts about our library the month of December 2020. We have received 61 new books for the library. 39 were purchased with funds given by the Brownsville Womens Study Club. Volunteers donated 87.5 hours to our library. There were 1,082 materials checked out. 430 adult fiction books; 158 adult non-fiction books; 80 audio books; 206 children's books; 126 junior books; 20 junior reference books and 62 large print books. In December we held 4 online children's programs reaching 174 participants.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION 2021.01

**A RESOLUTION THANKING
LYNDA CHAMBERS
FOR HER SERVICE TO THE
BROWNSVILLE CITY COUNCIL**

WHEREAS, the City of Brownsville depends on volunteers to provide many essential services for the community; and,

WHEREAS, the Brownsville City Council performs the most essential functions of the local government by making major decisions, creating policy and continually working toward accomplishing recognized, shared goals for the best interests of the City and its citizens; and,

WHEREAS, serving as a Council member for the City of Brownsville is a challenging and important post; and,

WHEREAS, Mrs. Chambers has served the City of Brownsville since January 2008 as City Councilor; and,

WHEREAS, Mrs. Chambers has been a dedicated public servant to her office, represented the community with her practical, common sense approach and has served the public tirelessly giving of herself in many admirable ways;

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Brownsville, Oregon:

**Thank you for your diligent service, strong commitment
and contribution to our community!**

PASSED by Council and approved by the Mayor on this 26th day of January 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2021.02

**A RESOLUTION THANKING
DOUG BLOCK
FOR HIS SERVICE TO THE
BROWNSVILLE CITY COUNCIL**

WHEREAS, the City of Brownsville depends on volunteers to provide many essential services for the community; and,

WHEREAS, the Brownsville City Council performs the most essential functions of the local government by making major decisions, creating policy and continually working toward accomplishing recognized, shared goals for the best interests of the City and its citizens; and,

WHEREAS, serving as a Council member for the City of Brownsville is both a challenging and important post; and,

WHEREAS, Mr. Block has served the City of Brownsville as a City Councilor since January 2017; and,

WHEREAS, Mr. Block has been a dedicated public servant to the office of Councilor, he visited with Staff weekly to monitor projects and discuss City business; and,

WHEREAS, Mr. Block has served on many committees including the Facilities Review Committee, Central Linn Recreation Association Liaison, the League of Oregon Cities Brownsville representative and the Linn County Sheriff’s Office quarterly meetings and,

WHEREAS, Mr. Block has exhibited exceptional leadership in countless meetings with Staff to address important issues and find solutions in his continual effort to improve Brownsville, and;

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Brownsville, Oregon:

**Thank you for your exceptional service, dedication
and commitment to our community!**

PASSED by Council and approved by the Mayor on this 26th day of January 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2021.03

**A RESOLUTION APPOINTING PRO TEMPORE JUDGE(S)
FOR THE BROWNSVILLE MUNICIPAL COURT**

WHEREAS, Brownsville Municipal Code 2.55.030 allows the Council to appoint Municipal Judge Pro Tempore, to serve in the absence of the Municipal Judge; and,

WHEREAS, the term appointments of persons previously appointed to serve as Municipal Judges Pro Tempore have expired,

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT Tré Kennedy are hereby appointed to serve as Municipal Judge Pro Tempore of the Brownsville Municipal Court for a term ending on the last day of December 2021.

Introduced and adopted this 26th, day of January 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2021.04

A RESOLUTION REAFFIRMING THE SAFETY POLICY AND LOSS PREVENTION PROGRAM FOR THE CITY OF BROWNSVILLE

WHEREAS, the City holds in high regard the safety, welfare and health of our employees; and

WHEREAS, the Council has a responsibility to make every reasonable effort to maintain a safe and healthful working environment;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Brownsville, State of Oregon does hereby reaffirm a strong commitment to employee and workplace safety as articulated below:

Introduction:

The City of Brownsville has always believed that our employees are our most important and valuable asset. We will always place a high priority on safe operations and the safety of employees. The City considers no phase of operation or administration more important than safety and health. We will provide and maintain safe and healthful working conditions, establish and insist on safe work methods and practices at all times. All members of management and all employees must make safety a part of their daily and hourly concern.

Goal/Purpose:

Our goal is “No Accidents” and we consider it a realistic goal. We want to make our safety efforts so successful that we make elimination of accidents and injuries not just a goal, but a way of life. Our goal is to involve both management and employees in safety planning, development and implementation.

Objectives:

- ★ The City of Brownsville will work consistently to: Maintain safe and healthful work conditions; Observe Federal, State and City safety regulations; Ensure that no employee is assigned to a job without necessary training;
- ★ Require safety orientation for new employees, timely and appropriate training, an employee safety committee, a self-inspection program, proper mechanical guards in adherence to safety standards, and a personal protective equipment program;
- ★ Provide safety and fire inspections to identify potential hazards of operation, then developing necessary protective measures;
- ★ Conduct accident investigations to determine the cause of accidents and the action required to prevent recurrences.



Responsibilities:

Management Personnel of the City are responsible for developing an effective Loss Prevention Program. The department heads and supervisors are responsible for preventing accidents in their departments. Each level of management must reflect and interest in the City's safety objectives and set a good example by complying with safety rules. Management interest must be vocal, visible and continuous.

Employee Participation:

All employees are expected to follow safe working practices, obey rules and regulations, and to work in a way which maintains the high safety standards developed and sanctioned by the City.

All Employees are expected to give full support to safety and loss-prevention activities.

Every employee must observe established safety regulations and practices, including the use of personal protective equipment.

All employees are expected to take an active interest and participate in the safety and health program, and abide by the rules and regulations of the City.

All employees must recognize their responsibility to prevent injuries and illnesses and take necessary actions to do so. Their performance in this regard will be measured along with their overall performance.

Closing Statement:

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of all involved with City operations. We must be so successful in our efforts that total elimination of accidents and injuries becomes not just an objective, but a standard practice.

PASSED by the Council and Approved by the Mayor on this 26th day of January 2021.

ATTEST:

S. Scott McDowell
City Administrator

APPROVED:

Don Ware
Mayor



RESOLUTION 2021.05

**A RESOLUTION DISBURSING THE AMOUNT OF \$2,496.50
FROM THE TRANSIENT ROOM TAX FUND TO THE
CHAMBER OF COMMERCE FOR MARKETING PURPOSES**

WHEREAS, the exact amount to be disbursed is \$2,496.50; and,

WHEREAS, the Chamber will promote Brownsville by marketing community events and a myriad of Chamber sponsored events; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby disburses the amount of \$2,496.50 pursuant to Chapter 3.25 of the Brownsville Municipal Code to the Chamber of Commerce for the purpose of marketing.

PASSED AND ADOPTED by the Council of the City of Brownsville this 26th day of January 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION NO. 2021.06

A RESOLUTION DESIGNATING A DEPOSITORY FOR THE CITY OF BROWNSVILLE; AUTHORIZING SIGNERS AND CO-SIGNERS FOR CITY OF BROWNSVILLE ACCOUNTS; AND REPEALING RESOLUTION NO. 572, 624, 688. 2019.05 AND ALL RESOLUTIONS IN CONFLICT HEREWITH.

WHEREAS, Key Bank of Oregon and the State of Oregon Local Government Investment Pool have previously been selected as depositories for funds of the City of Brownsville, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that Key Bank of Oregon, Brownsville Branch, and the State of Oregon Local Government Investment Pool, continue to be designated as depositories for the City and that funds so deposited may be withdrawn upon a check, draft, note or order of the organization.

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to sign checks and execute financial transactions on behalf of the City of Brownsville, Brownsville Municipal Code – Chapter 2; and,

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to initiate wire transfers for deposits to and withdrawals from the State of Oregon Local Government Investment Pool/Oregon State Treasury and that all checks, drafts, notes or orders drawn against the following Key Bank of Oregon accounts may be signed on behalf of the City of Brownsville by any two persons whose signatures appear below.

47-47251-2 General Account

1. _____
S. Scott McDowell, City Administrator

2. _____
Don Ware, Mayor

3. _____
Mike Neddeau, Councilor

4. _____
Michael Humphreys, Councilor



BE IT FURTHER RESOLVED, that the City Administrator will continue to be the person responsible for the investment and accounting of any and all funds required to be segregated from other city funds; and,

BE IT FURTHER RESOLVED, that Resolution No. 572, 623, 688, 2019.05 and all resolutions in conflict herewith, are hereby repealed.

BE IT FURTHER RESOLVED, that Councilor Doug Block is hereby removed as an official check signer of the City.

PASSED AND APPROVED this 26th day of January 2021.

ATTEST:

S. Scott McDowell
City Administrator

Don Ware
Mayor

Pioneer Park River Bank

The City spent most of 2011 dealing with the erosion of the river bank in Pioneer Park. The problem was so extensive that a restroom and a major water line that crossed the river, and served the entire west side of the City, were destroyed by the erosion caused by the flooding. The City hired River Design Group (RDG), Corvallis, Oregon, to evaluate options. RDG had extensive experience working specifically on the Calapooia River and had a thorough knowledge of the river’s hydraulic dynamics.

Many Federal & State agencies were involved in the review of the erosion situation. The City requested assistance from the Governor’s Regional Solutions team. The City also



received help from State Senator Lee Beyer, State Representative Phil Barnhart, U.S. Senator Jeff Merkley and U.S. Representative Peter DeFazio. The outcome was that the City could spend about \$600,000 (2019: \$678,000), option #1, to “shore up” the river bank using the new, approved techniques for bank stabilization. The problem with this option was improvements utilizing these new techniques were “washed away” during an above average flood event. The Calapooia Watershed

Council had completed two projects in the general proximity of the Park, both structures were destroyed due to slightly above average high water and flooding. The other option, option #2, was to spend over \$1.2 M (2019: \$1.356 M) to stabilize the bank to the Army Corps of Engineers standards which was the best option. The problem was cash flow.

Council decided that option #1 was too risky. The investment could be lost in any given year. Council decided that option #2 would require voters to approve a general obligation bond for such an improvement. Council did not feel that this was a financially realistic or reasonable option.

Council decided to implement a retreat strategy that would abandon the west road around the playground structure and would eventually relocate the playground structure, if necessary. Council continued this course of action at the March 28th, 2017 Council meeting.

Recent flooding has taken more river bank. Staff has included money to move the playground structure in this budget. The City may once again explore options for the modification of the river bank. Stringent regulations and costly projects are the main challenges faced by Council.

Photos from Friday, April 19th, 2019



January 19, 2021

To: Brownsville City Council

Re: Yearly Review of the Art Center, provided by the Brownsville Art Association

The Brownsville Art Association wants to thank the City Council and the City Manager for their support of the Art Center in 2020.

2020 was a difficult year for the Art Center but we have survived.

As with most businesses and organizations we were hit hard when we had to close and when many of our volunteers could not work because of health issues.

- We had to cancel all of our classes but hope to begin offering them again by the fall of 2021.
- We were happy when the City gave us permission to reopen in June. We have been following the protocols set by the State and City.
- Once we opened back up, we still had our shows but without receptions. We are still planning shows for 2021 and our annual community 8X8 Show will be in February.
- We lost a few members because they were afraid of catching the virus, but we have gained a few new members.
- December was a good month for sales. Our community supported the “buy local” philosophy.
- Volunteers are still in short supply to work at the Art Center but more are coming back as they get the vaccine or feel safe.
- We are still working with the Brownsville Chamber of Commerce and hope to see a surge of visitors when people feel travel is safe.

Thank you again for your support.

It is wonderful working with a City Council that understands the value of an Art Center to a community. We look forward to a time when we can return to providing classes for adults and children, having receptions to celebrate the work of our artists and a place where people can just come and meet with friends.

Submitted by: Lori Garcy, Treasurer
Brownsville Art Association



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			
							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	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		
1:○ 9:● 17:○ 23:○ 31:○							8:● 15:○ 22:○ 30:○							6:● 13:○ 20:○ 28:○						

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.



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
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July							August							September						
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October							November							December						
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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.

S. Scott McDowell

From: Joseph Rodondi
Sent:

Attachments: D-Prep Meeting Notes
1.20.2021 D-Prep Meeting Notes.docx

Follow Up Flag: Follow up
Flag Status: Completed

Everyone,
Attached are the meeting notes from this morning. The link to our shared google drive is also provided below.

As far as expectations of what the LFD is looking for from a shared position includes:

- Maintain compliance with local, state and federal mandates, procedures and emergency management related requirements.
- Plan, coordinate and oversee EOC operations.
- Conduct tabletop, functional and full-scale EOC exercises.
- Coordinate with IT on EOC needs for disaster response.
- Participation on the Linn County Emergency Management Council, local emergency planning committee, and other mitigation planning efforts as required.
- Plan, develop, write and maintain the following:
 - Continuity of operations plan.
 - Emergency operations plan.
 - Disaster recovery plan.
 - Debris management plan.
- Participate in community outreach and public education.
- Provide training to staff and elected officials.
- Coordinate with Hamm Radio operators in the local area.

Talk soon!

Joseph Rodondi

Fire Chief

Lebanon Fire District

1050 W. Oak St.

Lebanon, OR 97355

Work (541) 451-6103 Cell (541) 570-5819

www.lebanonfire.org





ID CCB: RCE-41728
OR CCB# 2101
WA CCB# KNIFERC909DN

www.kniferiver.com

Knife River Corporation – Northwest
32260 Old Hwy 34
Tangent, OR 97389-9770
Ph: (541) 918-5100

Corporate Office: Fax (541) 918-5375
AR Dept.: Fax (541) 918-5376
Payroll Dept.: Fax (541) 918-5378
Willamette Valley: Fax (541) 928-6490
Human Resources: Fax (541) 918-5383

RECEIVED
City of Brownsville

JAN 6 2021

Clerk _____

November 19, 2020

City of Brownsville
PO Box 188
Brownsville, OR 97327

RE: River’s Edge Subdivision Phase 1 – Warranty Letter

The warranty provided herein is provided by Knife River Corporation – Northwest, an Oregon Corporation, for the benefit of the City of Brownsville, Oregon

To meet City approval of the public street paving work, notwithstanding the project specifications for Knife River’s work on the paving the public streets as part of the River’s Edge Subdivision, Phase 1, Knife River warrants all asphalt concrete work provided to be of good quality and workmanship and free from defects, under normal use, for a period of three years from the date of substantial completion. The project’s substantial complete date is November 4, 2020. Specifically, the warranty provided here covers the street segments (Henshaw Edge Park, Avelina Street, Latham Lane, Depot Avenue, Dulong Street, Depot Avenue) as shown on the attached plan. Knife River provides no warranty for defects caused by sub-surface conditions.

If defects should occur within the three-year warranty period, Knife River shall be notified immediately in writing to investigate and remedy the defects without cost to the City of Brownsville. This warranty does not cover normal wear and tear.

The below signatory certifies the authority to bind Knife River Corporation – Northwest to this warranty.

Brian R. Gray
President
Knife River Corporation - Northwest

Covid-19 Vaccine Availability for Phase 1a

Updated January 15, 2021

OHA is working with local entities authorized to administer the vaccine, such as hospitals, local public health authorities, retail pharmacies and other partners to finalize the distribution plans across the state. Each entity serving as a distribution point is responsible for the specific logistics, timing and requirements for individuals eligible to receive the vaccine.

The best ongoing source of information from OHA regarding the vaccine distribution is covidvaccine.oregon.gov

Local public Health Websites are provided below to help individuals in Phase 1a locate vaccines. This is not a complete or comprehensive list of vaccine providers in Oregon but is a starting point for information in your area.

County	Public Health Website related to Covid 19 Vaccinations	Additional Information
Benton	https://www.co.benton.or.us/covid19/page/covid-19-vaccine	<p>Benton County is scheduling vaccination for individuals in Phase 1a through the completion of a needs assessment survey. Additional information is available on their website.</p> <ul style="list-style-type: none"> • English Survey: https://app.smartsheet.com/b/form/394f8df98f674ed28fc6ddc8d63ec080 • Spanish Survey: https://app.smartsheet.com/b/form/5e286198a8154112a6d1499e22acd0a0 <p>Santiam Hospital is offering vaccinations. Complete the preregistration form here: https://app.smartsheet.com/b/form/10fbe15cb53d468a94d86bd0ecd50d74</p>
Clackamas	https://www.clackamas.us/coronavirus/vaccine	<p>4 Portland Metro Counties are working together to distribute vaccinations. Employers are asked to identify one person to fill out the form below with the name of their organization, what health care sector they work in, how many people need vaccination, and a point of contact. Solo practitioners should fill out the survey themselves.</p> <p>https://app.smartsheet.com/b/form/90cbfb1e95304ff5bb8e783c076f5dac</p>

<p>Clackamas</p>		<p>Legacy Health- Emanuel and Meridian Park Campuses Through the Employee Health Clinics at both campuses, Legacy is now vaccinating individuals in Phase 1a, including veterinary professionals (phase 1a-Group 4). To schedule an appt, visit their MyHealth Scheduling Tool and select Employee Health.</p> <p>Kaiser Permanente is now scheduling to administer COVID-19 vaccines to Phase 1a eligible individuals including veterinary professionals. If you are a current Kaiser patient, you can login to your health portal online. If you are not a current Kaiser patient, you may call: 1-800-813-2000, either select 'O' and ask to be transferred to the COVID Vaccination Line or choose 'Medical Care' from the initial phone tree options</p>
<p>Clatsop</p>	<p>https://www.co.clatsop.or.us/publichealth/page/vaccine-information-faqs</p>	
<p>Columbia</p>	<p>https://www.columbiacountyor.gov/departments/PublicHealth/COVID-19Vaccine</p>	<p>4 Portland Metro Counties are working together to distribute vaccinations. Employers are asked to identify one person to fill out the short form below with the name of their organization, what health care sector they work in, how many people need vaccination, and a point of contact. Solo practitioners should fill out the survey themselves. https://app.smartsheet.com/b/form/90cbfb1e95304ff5bb8e783c076f5dac</p>
<p>Crook</p>	<p>https://co.crook.or.us/health/page/covid-19-updates-information</p>	
<p>Curry</p>	<p>https://currypublichealth.com/</p>	<p>http://www.curryhealthnetwork.com/education</p>
<p>Deschutes</p>	<p>https://www.deschutes.org/health/page/covid-19-vaccine</p>	<p>https://www.stcharleshealthcare.org/</p>

Gilliam	https://wascohermangilliamcovid-19.com/	North Central Public Health District : https://www.ncphd.org/covid-vaccines Update on Vaccine distribution: https://static1.squarespace.com/static/5ed008a03e4c1a50fe190e1c/t/5ffe3f3061c91e5689245544/1610497840528/Vaccine+Distribution+Update.pdf
Harney	https://www.co.harney.or.us/index.php/covid-19-information/covid-19-vaccine-faq-s	
Hood River	https://hrccovid19.org/	
Jackson	https://jacksoncountyor.org/hhs/COVID-19/COVID-19-News/covid-19-vaccine	Jackson County Vaccine Providers: <ul style="list-style-type: none"> • Asante: schedule an appointment by visiting https://www.asante.org/covid-19/vaccine-clinic/ • Providence: schedule an appointment by emailing workplacehealthservices@providence.org • Jackson County Public Health: schedule an appointment by calling Jackson County Public Health at 541-774-8209
Josephine	http://co.josephine.or.us/Page.asp?NavID=2246	
Klamath	http://www.klamathcounty.org/1117/COVID-19-vaccine	
Lane	https://www.lanecounty.org/cms/one.aspx?pagelid=17261881	https://www.cognitofrms.com/LaneCountyTechnologyServices/VaccineGroupSelfReporting
Lincoln	https://www.co.lincoln.or.us/hhs/page/covid-19-vaccine	Lincoln County Public Health department requests that individuals in Phase 1a complete the survey below so that they can better coordinate access to the vaccine: https://app.smartsheet.com/b/form/ecedca1cc0cd4314a0e911dd32305a99

Lincoln		Santiam Hospital is offering vaccinations. Complete the preregistration form here: https://app.smartsheet.com/b/form/10fbe15cb53d468a94d86bd0ecd50d74
Linn	https://www.linncountyhealth.org/ph/page/covid-19-vaccines-information	Linn County is scheduling Vaccine Appointments. Schedule your appointment by calling Linn County at 541-497-8490 See the website for additional information: https://www.linncountyhealth.org/ph/page/covid-19-vaccines-information Santiam Hospital is offering vaccinations. Complete the preregistration form here: https://app.smartsheet.com/b/form/10fbe15cb53d468a94d86bd0ecd50d74
Malheur	https://malheurhealth.org/category/immunizations/	Malheur County is offering several first-come first-serve vaccination clinics for Phase 1a individuals: https://malheurhealth.org/2021/01/11/mchd-will-offer-two-phase-1a-vaccine-clinics-this-week/
Marion	https://www.co.marion.or.us/HLT/COVID-19/Pages/Vaccine.aspx	Salem Health is currently running a vaccination clinic at the Oregon State Fairgrounds: https://www.salemhealth.org/covid-19/covid-vaccine Santiam Hospital is offering vaccinations. Complete the preregistration form here: https://app.smartsheet.com/b/form/10fbe15cb53d468a94d86bd0ecd50d74
Morrow	https://morrowcountyhealthdistrict.org/covid-19-vaccinations-begin-in-morrow-county/	
Multnomah	https://multco.us/novel-coronavirus-covid-19/covid-19-vaccine-information	4 Portland Metro Counties are working together to distribute vaccinations. Employers are asked to identify one person to fill out the form below with the name of their organization, what health care sector they work in, how many people need vaccination, and a point of contact. Solo practitioners should fill out the survey themselves. https://app.smartsheet.com/b/form/90cbfb1e95304ff5bb8e783c076f5dac

Multnomah		<p>Legacy Health- Emanuel and Meridian Park Campuses Through the Employee Health Clinics at both campuses, Legacy is now vaccinating individuals in Phase 1a, including veterinary professionals (phase 1a-Group 4). To schedule an appt, visit their MyHealth Scheduling Tool and select Employee Health.</p> <p>Kaiser Permanente is now scheduling to administer COVID-19 vaccines to Phase 1a eligible individuals including veterinary professionals. If you are a current Kaiser patient, you can login to your health portal online. If you are not a current Kaiser patient, you may call: 1-800-813-2000, either select '0' and ask to be transferred to the COVID Vaccination Line or choose 'Medical Care' from the initial phone tree options</p>
Polk	https://www.co.polk.or.us/ph/covid-19-vaccine#:~:text=COVID%2D19%20Vaccine%20Information&text=Polk%20County%20Public%20Health%20has,the%20vaccine%20is%20available%20broadly	<p>If you live and work in Polk County AND fall in the phase 1a category, you are eligible to get vaccinated at West Valley Hospital. For more information visit the Salem Health website https://www.salemhealth.org/covid-19/covid-vaccine or call 503-623-8175.</p> <p>Santiam Hospital is offering vaccinations. Complete the preregistration form here: https://app.smartsheet.com/b/form/10fbe15cb53d468a94d86bd0ecd50d74</p>
Sherman	https://wascoshermangilliamcovid-19.com/	<p>North Central Public Health District :https://www.ncphd.org/covid-vaccines Update on Vaccine distribution: https://static1.squarespace.com/static/5ed008a03e4c1a50fe190e1c/t/5ffe3f3061c91e5689245544/1610497840528/Vaccine+Distribution+Update.pdf</p>
Tillamook	https://tillamookchc.org/covid-updates/	
Umatilla	http://new.umatillacounty.net/departments/health/covid-19-vaccination	

Union	https://union-county.org/covid-19-vaccine-information/	
Wasco	https://wascoshermangilliamcovid-19.com/	North Central Public Health District : https://www.ncphd.org/covid-vaccines Update on Vaccine distribution: https://static1.squarespace.com/static/5ed008a03e4c1a50fe190e1c/t/5ffe3f3061c91e5689245544/1610497840528/Vaccine+Distribution+Update.pdf
Washington	https://www.co.washington.or.us/HHS/CommunicableDiseases/COVID-19/vaccine.cfm	<p>4 Portland Metro Counties are working together to distribute vaccinations. Employers are asked to identify one person to fill out the form below with the name of their organization, what health care sector they work in, how many people need vaccination, and a point of contact. Solo practitioners should fill out the survey themselves. https://app.smartsheet.com/b/form/90cbfb1e95304ff5bb8e783c076f5dac</p> <p>Legacy Health- Emanuel and Meridian Park Campuses Through the Employee Health Clinics at both campuses, Legacy is now vaccinating individuals in Phase 1a, including veterinary professionals (phase 1a-Group 4). To schedule an appt, visit their MyHealth Scheduling Tool and select Employee Health.</p> <p>Kaiser Permanente is now scheduling to administer COVID-19 vaccines to Phase 1a eligible individuals including veterinary professionals. If you are a current Kaiser patient, you can login to your health portal online. If you are not a current Kaiser patient, you may call: 1-800-813-2000, either select '0' and ask to be transferred to the COVID Vaccination Line or choose 'Medical Care' from the initial phone tree options</p>
Wheeler	https://www.wheelercountyoregon.com/health-care	
Yamhill	https://hhs.co.yamhill.or.us/publichealth/page/vaccines	



Oregon Association of Water Utilities

935 N. Main St., Independence, OR 97351 • 503-837-1212 • Fax 503-837-1213

Serving Oregon's Water & Wastewater Utilities since 1977

January 7, 2021

City of Brownsville
Attn: Scott McDowell
255 N. Main Street
Brownsville, OR 97327

RECEIVED
City of Brownsville
JAN 15 2021
Clerk _____

RE: Water Management and Conservation Plan

Dear Mr. McDowell:

After a discussion with our management team, the Association is pleased to develop a Water Management and Conservation Plan (WMCP) for the City of Brownsville for a cost not to exceed \$24,500.00 (twenty-four thousand, five hundred) dollars.

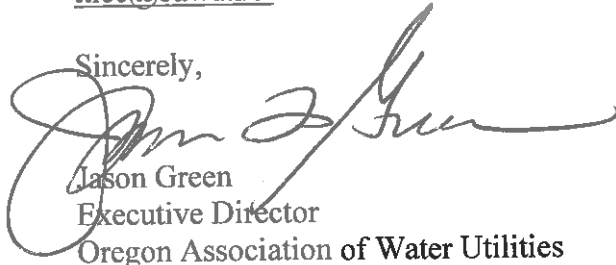
Procedural steps are:

- Obtain more information relevant to the project (current Water Master Plan).
- Schedule meeting(s), telephone calls, and e-mails to stay abreast of the project.
- Provide a draft copy for review and or changes of project's content prior to Oregon Water Resources review.
- Provide a final report after review by the Oregon Water Resources Department

These services are provided to OAWU members only as an expanded member benefit with exceptional cost savings to the member. If this meets your requirements, please send us a letter of confirmation agreeing to the services to be provided as stated in the above paragraph. This proposal shall be in effect for 90 days from **January 7, 2021**.

If you have any questions, please contact our office at 503-837-1212 or e-mail Tim Tice at ttice@oawu.net.

Sincerely,



Jason Green
Executive Director
Oregon Association of Water Utilities

C: Tim Tice, Projects Manager

S. Scott McDowell

From: Anne Whittington
Sent: Wednesday, January 13, 2021 1:43 PM
To: Corey Wright; Anne Whittington
Subject: Your New Venture Catalyst

Hi!
I'm excited to be the new Venture Catalyst for Linn and Benton Counties working with Corey Wright in our area.

I have a background in business ownership and 16 years advising businesses in Linn and Benton Counties. My passion is to help people start and grow their businesses. Love making connections and referrals to help people on their way.

Know you are busy, but if you'd like to schedule a quick call or zoom meeting to share with me your vision and goals, I'd love to hear how we can work together. Please add me to your mailing list.

Sincerely,
Anne Whittington | Venture Catalyst with [Oregon RAIN](#)
541-223-2724 / anne@oregonrain.org

Meet the Executive Director

By Kathleen Codinha

AFTER AN EIGHT MONTH absence of an Executive Director, OCWCOG is pleased to welcome Ryan Vogt, who has been with us since mid-July. Raising your hand to take the helm of an agency that provides essential services to the most vulnerable in our local population – during a global pandemic - is not for everyone. Even with all the challenges, he has proven his resilience and determination to make lemonade out of lemons.



Ryan spent the last two decades preparing for this work. He worked at the Department of Human Services, with an emphasis in the child welfare department, as well as working in Labor Relations at the Department of Administrative Services. He also spent over two years as the Chief Operations Officer with Oregon Housing and Community Services.

His main interest is helping people by using skills and contacts that he has cultivated over the years. In an interview by the Albany Democrat Herald, Ryan was quoted as saying,

“I want to provide our member communities with the most bang for their buck,” Vogt said. “Our goal should be helping our member governments accomplish their goals. I want to do everything I can over the next eight or 10 years to move this

agency in the right direction. I would love for this to be my last hurrah, career-wise.”

*“I’m a social worker at heart.
I like working directly with families
and seeing how state and local services can benefit families”, says Vogt.*

2020 has brought more challenges than most sci-fi flicks: a global pandemic, local wild fires, and riots throughout our nation. As the captain of the ship, he’s had to be able to pivot and change course with the next OSHA ruling or Governors Executive Order. As part of the interview process, Ryan promised to meet our members, listen to both their concerns and accolades, and move us in the direction of our company mission of helping the Region’s communities collaborate to solve problems and connect member governments, businesses, and individuals with a wide array of resources.

Ryan is here to stay the course.

Diversity, Equity, and inclusion

DURING A SEPTEMBER ZOOM lunchtime meeting with members represented by Linn, Benton, and Lincoln counties, much of the discussion centered on Social and Racial Justice and the efforts communities in our region are engaged in or would like to engage in. Part of that discussion was exploring what, if any role should OCWCOG play in coordinating, leading, or facilitation of Diversity, Equity, and Inclusion (DEI) work.

Since then, a survey was created and sent to our members to determine what key areas were sought in the way of information and training. Executive Director, Ryan Vogt and Human Resources Manager, Ryan Schulze met with Mark Shepard, City Councilor of Corvallis to further collaborate on a path forward. The discussion is ongoing with no conclusion drawn at this point, although all information on training is being shared between communities.

Election results: saying good bye to Board and Committee Members

By Kathleen Codinha

THE OUTCOME OF THE ELECTIONS have left seven vacancies on our Board of Directors, and one vacancy on our Executive Committee. The Chairman of the Board is putting together a nominating committee so elections can be held at our January Board meeting on the 21st.

We are sincerely grateful for each and every member that serves on any of our boards. During our last Board of Director meeting, we acknowledged Albany Mayor Sharon Konopa for her service and commitment to the OCWCOG by presenting her with our first ever Rock Star Award. She has served on our Board of Directors for over 22 years, and as an officer on our Executive Board for 20. Sharon will always be a ROCK STAR to us!



Program Updates – Year End Review

Finance, by Sue Forty

In the beginning of this pandemic we had concerns about the financial stability of the agency and funding streams critical to providing services to our consumers and members but I'm happy to report the COG is financially sound. Revenue and Expenses are very close to what they were in the prior year at this time. While we have some areas where expenses might seem to be high, this is due to purchasing needed supplies to keep our work place clean and safe. Grants and donations are actually up a bit from the prior year, due to the outpouring of community support.

Contracts successfully managed over 200 contracts in the past year. We recently lost one of our Contracts Coordinators, Christine Kennedy, to a promotion with the State; we wish her well in her new position. With the unit vacancy, our part time Contract Coordinator, Pamela Fields, has stepped in and is covering the needs of the department. This team, in coordination with Randi Moore, Senior and Disability Service Director (SDS), reviews and bills for the CARES funding available through the intergovernmental agreement (IGA) with the State. To date, the SDS program has been able to use the CARES funds and reserve some of the OAA contract funds for future expenses. COG was also awarded with additional COVID funds in the amounts of:

- \$213,362 in Family First - supporting Meals on Wheels, we bought shelf stable meals, frozen meals, an extra freezer etc. We also purchased PPE for meal site volunteers to protect drivers.
- \$168,707 in Title III-B Support Service - We used this to provide meals for food insecure older adults, to support workers teleworking, and provided contracts to community partners to support programs in the communities that reduce isolation and loneliness.
- \$425,531 in Nutrition and Meals Services - Used to pay for the higher demand on meals.
- \$85,396 in Title III –E Family - Used to provide stipend money to family caregivers for respite, technology and other supports as well as contracts with Lumina and Grace Center Adult Day Services, and North End Senior Solutions Adult Day Services to adapt their classes that support family caregivers such as Powerful Tools for Caregivers and Family Caregiver Support Groups to a virtual platform.

After losing our Finance Manager, former Finance Manager Janet Cline has stepped in. Janet has picked up the FEMA and CARES work needed to recover as much funding as we possibly can. To date we have recovered \$76,037.00 in FEMA funds for the expanded FMLA time used by staff to self-quarantine, or take care of vulnerable family members and children. We continue to monitor the opportunity to recover additional funds when they are made available. Janet is meeting with our FEMA representative twice a month.

Sandra Easdale, COG's Senior Loan Officer, applied for and received \$750,000.00 in COVID funds from the USDA; with an additional \$75,000 administrative grant to support her efforts in lending out these funds. Since the pandemic started, we have been able to offer loan payment deferments to our borrowers who were financially harmed due to closure, restrictions and less customer traffic. We had seven COG loan recipients take advantage of the deferments. Currently there are only two deferring. Additionally, seven other borrowers have paid off their loans during this time, and Sandra is working with several businesses to process new loans using COVID, SBA, and local loan funds.

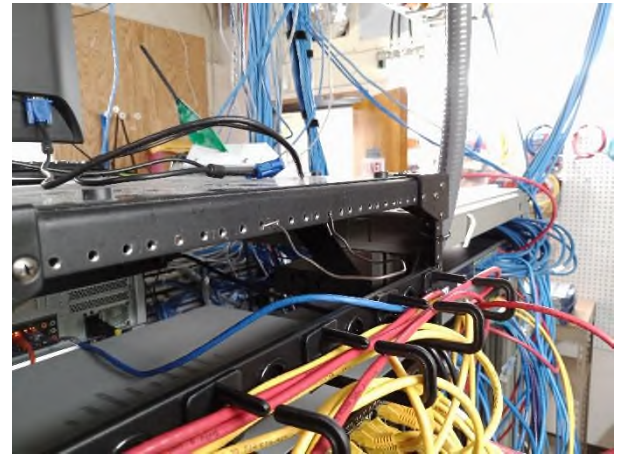
Technology, By John Haytas

2020 has been an extraordinary year on many levels, and OCWCOG has experienced extraordinary change with technology and technical services operations. Early in 2020, along with the rest of the world, OCWCOG rapidly responded to the global pandemic by transitioning nearly all of its workforce to telework by leveraging an aging technology infrastructure originally designed to support only a handful of remote connections. The OCWCOG Technical Services (TS) team adeptly scaled network services to accommodate the demand for remote work, adapted local onsite support processes, and deployed mobile workstations to better enable agency staff to deliver critical social services to our community.

Into the spring and summer, early successes started to combust as multiple, and venerable, agency information systems began to fail while team capacity was at an all-time low. Later in the summer, amidst the unprecedented wildfire crisis, TS arose from the ashes by accomplishing the following work:



- Rebuilt and bolstered TS team capacity
- Established an initiative to revitalize agency technology and information systems
- Removed and recycled nearly a ton of legacy analog phone cabling
- Renovated General Administration offices including network infrastructure improvements



- Replaced agency legacy firewalls at all three OCWCOG offices (Albany, Corvallis and Toledo) effectively increasing network security, reliability and capacity
- Replaced agency legacy virtual private networking (VPN) greatly enhancing and enabling telework while reducing complexity, simplifying administration, and improving both security and reliability of remote network connections.

Currently, OCWCOG is investing in modern hardware and software solutions to enable staff and contractors to securely leverage new tools and capabilities to accomplish daily tasks, evaluate and implement new work flow processes, and realize increases in efficiency, capacity and productivity. All of the investments to revitalize operations enable OCWCOG to target and support Senior and Disability Services, Community and Economic Development partnerships, and support our member local governments.

Human Resources, By Ryan Schulze

Recruitment

This year has seen a decrease in total number of recruitments as we stopped all recruitments for several weeks in the early days of the COVID-19 pandemic. In total we have had 35 recruitments as of November 20, 2019; 30 of those due to employee turnover. Of the 35 recruitments, three have been higher profile recruitments including the Executive Director, CED Director,

and Technology Services and Operations Director.

In the last year we have been able to successfully move all recruitments into Suti HR, reducing paper and providing a more modernized way for candidates to apply for positions at OCWCOG. This step has further streamlined the process of setting up interviews and data entry for new hires into our personnel database.

FMLA/OFLA

2020 has seen a significant increase in the use of FMLA as a result of COVID-19. In all of 2019 we approved 19 staff for use of FMLA leave for a total of 2,960 hours. Between January 1, 2020 and February 29, 2020 we approved 9 employees for a total of 539 hours; since that time, through October 31, 2020 we have approved an additional 58 em-

employees for FMLA leave primarily under the FFCRA for a total of 5,227 hours.

Other Accomplishments

A new state Background Check Unit, ORCHARDS system was recently rolled out. Although it increased data entry for HR staff, they adapted quickly and worked directly with BCU staff to work through challenges as they have come up.

Our Employee Handbook received a major overhaul this last year. This change brought some outdated policies up to current standards and added detail to others for increased clarity. This is the first step in making sure all of our policies are reviewed and updated periodically.

Other work efforts worth mentioning include HR support provided to Yachats to create new Position Descriptions for many of their employees and conduct a salary study to ensure they are able to assess how competitive their wages are in the market. We continue to engage with CSC as we look at the possibility of merging our organizations and are assisting with some HR services.

Perhaps most notable is our response and resiliency to the ongoing changes created by COVID-19 has been nothing short of amazing. We have had to adjust policy and procedure, stay on top of continually changing regulations and guidance and communicate throughout the

agency so employees are able to understand and adapt to these changes. In a matter of days we went from having only a handful of staff working remotely to approximately 80% of staff working remotely at least part of the time. We've worked closely with our Union Officers to evaluate staff safety and be as adaptable as possible offering leave benefits, flexible schedules and providing PPE before it became a mandate. The fact that we have not had an outbreak in our workforce I think can be attributed to these efforts and the teamwork of all our employees.

Community Economic Development, By Nick Meltzer

The Community and Economic Development Department has three new planning staff, which brings the department total for planning, transportation and lending team to ten people. Over the calendar year we have continued to build relationships with our members, who have in turn sought us out for new project opportunities. We end the year with nine long range projects underway. The Rideline team saw an initial steep decline in their trips during the shelter at home order; however, their brokerage trips have since rebounded to between 60 and 70% of normal. Rideline has been able to meet this fluctuation with a stable amount of current staffing and holding off on filling vacancies.

Some of our more exciting accomplishments and projects for Calendar Year 2020 are listed below:

- At the start of COVID-19 precautions in March, the entire transportation and planning team transitioned to remote work overnight.
- Amongst COVID, completed a transit feasibility study covering four counties and five transit agencies. Significant in-person engagement efforts were redirected to account for public health concerns and the draft report was subsequently used to apply for a pilot service between Junction City and McMinnville.
- Applied for and received \$382,000 in economic recovery planning monies from the Economic Development Administration.
- Completed an update to the 2020-2025 Comprehensive Economic Development Strategy in less than four months.
- Drafted five letters from our advisory boards (CWACT, CAMPO, AAMPO) related to state and federal funding. These letters provided a local voice to the conversation that otherwise wouldn't have been included.
- Initiated six transportation planning projects with local members using a combination of MPO and grant funds; projects they otherwise wouldn't be able to afford, including Philomath School Safety Circulation Plan, Adair Village Trails Plan, Jefferson Transportation System Plan, Albany Transit Service Implementation Plan, Corvallis Public Transit Agency Safety Plan, and Albany Public Transit Agency Safety Plan.
- Collaborated with partners in the Corvallis region to oversee the closure and shutdown of bikeshare operations and subsequently begin a new study to design a better functioning and more efficient bikeshare system.
- Secured a \$250,000 planning grant for Sweet Home.
- Provided planning and/or mapping support to six communities.
- On track to complete integration of transit information for all seven agencies across Lincoln, Benton and Linn Counties, including schedules, location of buses in real time, and mobile ticketing in January 2021. This type of integration is unique not just among Oregon, but across the country (i.e. neither the San Francisco nor the Seattle region has this level of integration).
- During the wild fires IHN approved Rideline to provide transport for members that were displaced to transport them to and from. We only received about half dozen different clients.

Shared Planning and Mapping Services

Staff planner Justin Peterson helped the City of Toledo apply for \$5,000 for an abbreviated version of a Buildable Lands Inventory (BLI). The study will help the city understand the amount of residential land available for development and prepare them for a full Housing Needs Analysis, which is required by state land use laws.

Corvallis Area Metropolitan Planning Organization (CAMPO)

CAMPO kicked off the update to their 2043 Regional Transportation Plan, which we anticipate doing primarily in-house. The plan will identify how the region will grow over the next 20 years and the subsequent transportation improvements needed to accommodate growth.

Albany Area Metropolitan Planning Organization (AAMPO)

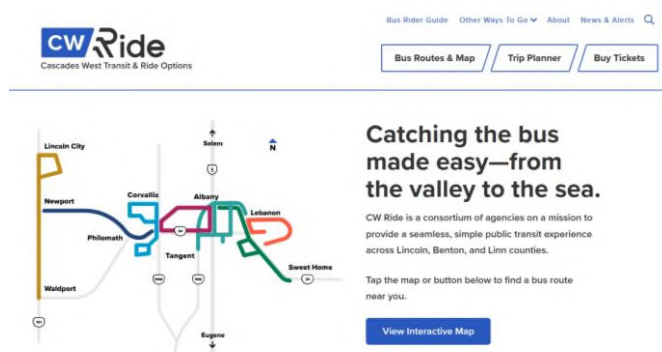
AAMPO is currently working on four transportation studies, including a Salem to Albany transit feasibility study, a transportation system plan update in Jefferson, a transit service implementation plan in Albany, and a regional bicycle/pedestrian plan.

Corvallis Bikeshare Study

A bi-lingual survey is available for community members interested in sharing their views about the future of bikeshare in Corvallis. The survey will be open through the holidays and more focused outreach will begin in 2021.

Seamless Transit Experience

This project explores how to coordinate traveler information, bus arrival times and mobile ticketing across the seven transit agencies in OCWCOG’s region. The centralized website will be launched this month, and the automatic vehicle location (AVL) vendor has begun their work. Final negotiations with the mobile ticketing vendor are underway, with a contract expected in December. We anticipate launching the suite of new services in January 2021



Rideline

When the pandemic started, Rideline had the majority of our staff teleworking within a couple of weeks. Currently only 1 out of 12 Ride Line staff are working in the office. Our most common COVID-19 related ride are the preemptive test before major medical procedures that was given to approximately 200 riders given at a drive through.

Senior, Disability, and Community Services, By Randi Moore

SERVING THE MOST VULNERABLE DURING A PANDEMIC

- Within weeks of the Governor’s Stay at Home order in March, 85% of Senior and Disability Services (SDS) and Community Services Programs (CSP) staff were working from home.
- Guidance from the State changed several times per day in order to adapt and meet consumer and programmatic needs including: accepting self-attestation of consumer information regarding resources, ceasing adverse actions on cases, and completing service assessments over the phone.
- Funding packages that provided for things such as emergency SNAP benefits and COVID funds through the Older Americans Act allowed us to expand benefits and services helping countless numbers of consumers.
- Alternatively, other programs faced cuts in funding based on concerns about decreases in State revenue. These included Veteran Services (10% reduction), ADRC mental health funding – PEARLS (cut), and workload reduction provided last legislative session (rolled back to 50% of increase).
- Care facilities closed to visitors which caused worry for both those in the facilities and those who have loved ones in facilities that they were now unable to visit.
- Meal sites were closed to congregate diners with those consumers transitioning to receiving home delivered meals, resulting in more meals served to those that felt unsafe/unable to go into the community to purchase food.
- The number of calls to the Aging and Disability Resource Connection call center increased significantly

with support for getting medical and food benefits being the most requested resource.

- OCWCOG Teams engaged in creative new partnerships to meet the needs of our communities. For example, working with Salvation Army to deliver weekly food boxes to homebound seniors identified

as food insecure. Volunteers were organized to load cars with fresh produce, frozen meat, dairy, bread, and canned goods for Linn, Benton, and Lincoln neighbors in need. A total of seventy-two unduplicated consumers received 497 front porch deliveries.

RECOGNIZING OUR VOLUNTEERS

AmeriCorps Seniors staff typically hold summer and fall recognition events for its 100 volunteers, but had to be creative this year. In August and October recognition parades were held drive-through style in the OCWCOG parking lot to celebrate National Service in a safe way. It was a fantastic time to greet each other, gift lunches and other goodies, and meet our new Executive Director!



Despite being in the middle of a Pandemic, OCWCOG Meals on Wheels volunteers work every day to make sure the most vulnerable of their neighbors have nutritious food. This year 350 Meals on Wheels volunteers delivered over 255,000 meals across our region, an increase of 20% over last year. As a small token of our appreciation OCWCOG provided all MOW volunteers with an “Essential Worker – Meals on Wheels Volunteer” t-shirt.



ELIGIBILITY TRANSFORMATION IS HERE

The ONE Integrated Eligibility system launched in our region November 1st. This new way of doing business provides consumers a “no wrong door” entry to access medical, food, and cash benefits. OCWCOG believes that ONE will be good for many Oregonians, and is working to track and assess that none of our more vulnerable aging adult consumers fall through the cracks in this large statewide transition.

WILDFIRE RESPONSE IN OUR COMMUNITIES

Two large wildfires devastated communities in our region in September. Staff immediately mobilized to connect with consumers to assist with providing information about resources. Within a few days workers had called more than 670 service consumers and connected with them to assure their well-being. Staff also worked closely with Lincoln County long term care communities displaced by the fire to make sure their residents were safe and as comfortable as possible. Sadly, 25 consumers, including one limited license AFH, lost their homes to the wildfires. Countless others were displaced in shelters and hotels until they could return home. SDS staff worked closely with evacuation shelters to provide evacuees with special needs with the resources and supplies required. Volunteers from the Senior Companion Program reached out to over 150 non-service consumers in the affected areas to see if they needed resources or support. We are still trying to support those who lost their homes from the wildfires, and continue to touch base with them.

VETERAN SERVICE OFFICERS WORKING ON ACCREDITATION

Molly Murphy passed her state accreditation test and is a fully accredited Veteran Service Officer. Curtis Nelson passed the “mile stone test”, the half way point for state accreditation. Curtis also attended the National Association of Veteran Service Officers annual training conference virtually and is now nationally accredited.

STAND BY ME OREGON COACHES STARTING TO WORK WITH FAMILIES

It's been a busy year for the financial empowerment program, Stand By Me (\$BM) Oregon. A lot of work has been accomplished in just a few months including: entering into contracts with partner agencies, getting coaches hired and trained, and now starting to have coaches work their first clients. Thank you to the community partners where coaches are embedded - Kidco Headstart and Strengthening Rural Families. OCWCOG also has an embedded coach working to support the staff of long term care communities, and the idea of a Veteran specific coach is still a priority.

Additionally, the Cascades West Community Development Corporation (CWCDC), a non-profit Board that can be used to support the rollout of future programs that bring economic strength to our region, but now is focused on stabilizing and moving \$BM forward, is fully up and running with six new dedicated Board members.

SUPPORTING COMMUNITY PROGRAMS

Supporting community partners and leveraging resources is a major component of the Older Americans Act. The Senior and Disability Services Advisory Councils are pleased to announce the disbursement of \$73,000 in grants funds to seven local agencies who are working to improve the quality of life of seniors and people with disabilities. These funds were directed to agencies that were providing programs to promote healthy aging, reduce isolation and loneliness, and increase the overall health and wellbeing of the people they serve. The agencies that received grant funds are: The Mid Valley YMCA, Grace Center Adult Day Services, The Samaritan Health Education Department, The Albany Senior Center, the Newport Community Center, Lumina Hospice, and North End Senior Solutions Adult Day Services.

LOOKING AHEAD TO 2021

We will be submitting our four year Area Plan to the State Community Services and Supports Unit. Goals and objectives were developed around the focus areas of Elder Justice, Nutrition, Transportation, Family Caregivers, Native Elders, Information and Referral and Housing. The Plan will be our "playbook" for the next four years.

Joint Council members from the Senior and Disability Services Advisory Committees are once again excited about providing advocacy around issues that affect seniors and people with disabilities in the 2021 Legislative session. Though this session will no doubt look different than in years past, we appreciate their diligence in supporting our programs and the consumers we serve.

Current Job Openings

- Assistant Loan Officer, Albany
- Case Manager, Toledo
- Contracts Coordinator, Albany
- Community & Economic Dev Director, Albany
- Senior Accountant, Albany

To learn more, or apply, please visit:

<http://www.ocwcog.org/careers>

Contact Information

Seniors & Disabilities Service
(541) 967-8630

Rideline
(541) 924-8738

Economic Development
(541) 924-8465

General Administration
(541) 967-8720



ADRC
(800) 638-0510

Resources

Free COVID testing for Linn County Residents

Linn County residents can get free COVID-19 tests every Friday in December at the Linn County Fair & Expo Center from 1 to 7 p.m. at the fairgrounds, 3700 Knox Butte Road E. in Albany. To register for an appointment, go to at www.doineed-acovid19gtest.com. One person is allowed per appointment, and each person must register individually. The tests are drive-through and are self-administered, with results available in two to three days.

MONTH END RECAP

		DECEMBER 2020		YTD	%	Unexpended	
		REVENUE	EXPENDITURES				
1	GENERAL	\$ 407,286.15	\$ 96,624.69	\$ 455,478.53	16.40%	\$ 2,322,615.47	1
2	WATER	\$ 32,439.35	\$ 27,848.42	\$ 178,224.34	20.88%	\$ 675,460.66	2
3	SEWER	\$ 32,268.34	\$ 24,850.93	\$ 133,883.97	14.05%	\$ 819,231.03	3
4	STREETS	\$ 15,259.12	\$ 14,116.13	\$ 95,269.76	27.46%	\$ 251,630.24	4
5	WATER BOND	\$ 99.07	\$ -	\$ 32,690.31	44.00%	\$ 41,611.69	5
6	SEWER BOND	\$ 316.10	\$ -	\$ 220,260.45	69.41%	\$ 97,089.55	6
7	SEWER DEBT FEE	\$ 11,358.15	\$ -	\$ 68,995.31	21.74%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 274.43	\$ -	\$ -	0.00%	\$ 192,400.00	8
9	WATER RESERVE	\$ 1,969.94	\$ -	\$ -	0.00%	\$ 100,800.00	9
10	HOUSING REHAB	\$ 149.93	\$ -	\$ -	0.00%	\$ 215,271.00	10
11	WATER SDC	\$ 4,241.94	\$ -	\$ -	0.00%	\$ 44,600.00	11
12	SEWER SDC	\$ 10,592.12	\$ -	\$ -	0.00%	\$ 415,675.00	12
13	STORMWATER SDC	\$ 4,002.59	\$ -	\$ -	0.00%	\$ 104,505.00	13
14	BIKEWAY/PATHS	\$ 144.45	\$ -	\$ -	0.00%	\$ 52,990.00	14
15	LIBRARY TRUST	\$ 5.17	\$ -	\$ -	0.00%	\$ 7,412.00	15
16	CEMETERY	\$ 5.80	\$ -	\$ -	0.00%	\$ 8,826.00	16
17	TRANSIENT ROOM TX	\$ 1.48	\$ -	\$ -	0.00%	\$ 3,120.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20	COMMUNITY PROJECTS	\$ 114.85	\$ 1,688.00	\$ 9,230.21	6.72%	\$ 128,144.79	20
		\$ 520,528.98	\$ 165,128.17	\$ 1,125,037.57			

Key Bank Account

General Checking \$ 224,216.19

Oregon State Treasury \$ 5,594,269.20

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,594,270.16



2020-2021	YTD	% of Total
Appropriated	\$ 6,616,415	17.00%

Annual Bond Payment

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

Total Bonded Debt

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