

Council Agenda Packet

Tuesday, February 23rd, 2021 | Teleconference

Table of Contents



1	Agenda
3	<i>Minutes: January 26th, 2021</i>
8	Administrator
-	Public Works
19	Planning
20	Court
21	Sheriff
22	Library
24	Resolution 2021.09: Solid Waste Rates (<i>Annual</i>) ★ Includes Current Rates Resolution 2020.04
30	Resolution 2021.10: Mayor, Council Pres. & City Administrator Temporary Authority [COVID-19]
32	Resolution 2021.11: COVID-19 Temporary Policy ★ Includes Resolution 2020.09
37	Resolution 2021.12: Disbursement of Loan Finance Proceeds [OECD]
38	Kreutzer Alley Vacation Request 414 Averill
47	Appointments Park Board & Budget Committee Interest Letters
51	Calapooia Food Alliance Kirk's Ferry Agreement
★	Large Documents Review Council Meetings Brownsville, Oregon ★ Cascade West Council of Governments (COG) Report ★ Rural Development Initiatives (RDI) Report ★ RAIN Six Month Report NOTE: Documents can be found at www.ci.brownsville.or.us/citycouncil
54	Mayor Ware HB 2345 Support
55	Alex Paul's District Attorney Article Albany Democrat-Herald
58	OHA Exemption Letter
59	RAIN Video Project
60	Jenna Stutsman & the Brownsville Chamber
66	Pro Sound & Video Quote
68	January Financials



Council Meeting

Tuesday, February 23rd, 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: January 26th, 2021
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Sweet Home Sanitation | Brian White
 - B. Calapooia Food Alliance | Kathleen Swayze & Stephen Brenner
 - C. City Website Review
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Resolution 2021.09:** Solid Waste Rates



- B. **Resolution 2021.10:** Mayor, Council Pres. & City Administrator Temporary Authority [COVID-19]
- C. **Resolution 2021.11:** COVID-19 Temporary Policy
- D. **Resolution 2021.12:** Disbursement of Loan Finance Proceeds [OECDD]

10) ACTION ITEMS:

- A. Dyer Change Order | Downtown Sewer Project
- B. Kreutzer Alley Vacation Request | East of Averill & South of Stanard
- C. Goals Review | 2021-2023
- D. Appointments | Park Board & Budget Committee

11) DISCUSSION ITEMS:

- A. Calapooia Food Alliance | Kirk's Ferry Agreement
- B. OGEC Reminder
- C. January 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.



January 26th, 2021

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

PUBLIC: Sergeant Beth Miller (*Linn County Sheriff's Office*), Allen Buzzard, Council-Elect Michael Humphreys, Council-Elect Adam Craven, Alex Paul (*Democrat-Herald*), 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 two items under 9) Legislation; G. R 2021.07 & H. 2021.08.

MINUTES: *Councilor Hansen made a motion to approve the December 15th, 2020 meeting minutes as presented. Councilor Gerber seconded the motion and it passed unanimously.*

PUBLIC HEARING | PRESENTATIONS:

- Oaths & Affirmations.** Mr. McDowell showed a video of the Oaths of Office administered to Councilor Gerber, Craven, and Humphreys.
- Brownsville Art Association (BAA) Annual Report.** McDowell presented slides from the BAA annual report submitted by Dr. Lori Garcy. BAA thanked the City for the support over the last year with hopes that 2021 will allow for classes, artist receptions, and once again be a gathering place for artists and the public.
- Calapooia River Erosion – Mr. Eric Gerber.** Mr. Gerber was present to inform Council that there has been an unusual large amount of bank erosion along their property and the park this year. He would like for this issue to stay in front of Council and is looking for some resolution. He suggested perhaps having a professional study done. Mayor Ware replied that Council does look at the erosion problem constantly, and the project looks to cost about \$2-\$3 million, for results that cannot be guaranteed. Mayor Ware stated that Council continues to maintain that nature will take its course as we don't have the funding for a project of several million dollars producing uncertain outcomes. McDowell suggested that the matter could be brought to Council goal setting and discussed then. Council agreed by consensus.

DEPARTMENT REPORTS:

- Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Beth Miller delivered the report for the month of December 2020. Miller reported 14 traffic citations, 12 warnings, and 226.75 total hours spent for the City. Other incidents



included complaints of juveniles riding motor bikes, and Miller encouraged people to call LCSO if they witness these kinds of incidents. There continues to be a rash of vehicle break-ins around town. Most of the vehicles were not locked, and had no signs of forced entry. Miller stated that they had a business owner contact them about their customers not wearing masks. Sergeant Miller informed Council that LCSO will not be issuing citations or handling other mask enforcement at this time. Businesses are encouraged to deal with those situations. Miller is also working on getting more complete information for Council on the monthly reports.

2. Public Works. Mr. McDowell will report for Public Works.

3. Administrator's Report. McDowell reported that the State's long legislative session began last week. The League of Oregon Cities (LOC) and the Oregon Cascades West Council of Governments (COG) had been working on shared advocacy issues and making substantial progress during the last long-session in 2019. However, with the COG in transition with new leadership, advocacy will fall back to relying on only the LOC. One area that the COG made progress on was with wetlands, hoping that the Feds will hand over wetlands control to the State of Oregon, however, the State of Florida was recently sued by a special interest group for the same concept which is allowed under Federal law.

McDowell reported that Public Works Superintendent Karl Frink has been inspecting the River's Edge subdivision. Frink reports that the contract is still several weeks away from being complete with the public portions of the contract. Frink is also inspecting the sanitary sewer section on Seven Mile Lane that is being installed from Henshaw and Hausman. So far, the project is coming along nicely. Weather will dictate a completion date.

McDowell reported that Speer, Hoyt has changed its name to Local Government Law Group. City attorney Ross Williamson and the rest of the team will continue to provide legal services to the City of Brownsville.

Former Councilor Doug Block (along with Mr. McDowell) has been the City's representative at the quarterly LCSO meetings. As Councilor Block's Council term has now ended, a new representative will need to be appointed to this position.

McDowell reported that the State was sued by the interest group Water Watch in 2010 regarding curtailing water rights for municipal uses. The court ruled that cities had to curtail their water rights. The Oregon Water Resources Department (OWRD) required the City to complete a Water Conservation Management Plan as part of this curtailment. The City has until March 2022 to complete this plan. Mr. McDowell and Mr. Frink have contacted Oregon Association Water Utilities (OAWU) to complete this Water Conservation Management Plan. Council will consider Resolution 2021.07 later in the meeting dealing with this contract. Funds have already been budgeted for this purpose.

Several local agencies are working on coordinating a local Emergency Management position that would serve our local area by providing regional planning and training. The group is still wrestling with details. The City's Emergency Preparedness Committee would not be adversely impacted by this position. The local agencies are meeting monthly. McDowell will bring more information to Council when it is available.



Council was interested in refinancing the OECDD loan due to lending rates being so low right now. Council will consider Resolution 2021.08 later tonight. Refinancing this loan will save the taxpayers over \$25,000 over the life of the loan. In 2016 the City refinanced the water and sewer debt saving the taxpayers over \$2.2 million, with better agreement terms as well.

McDowell has been sharing the Covid-19 vaccination plans and information as it becomes available to him with the appointed and elected officials. He encourages those folks to share that information with others.

It is hard to know when things will open back up, but Staff determined that it would be beneficial to hold the Park lottery and prepare for opening the facilities when the Governor and/or the President lift the restrictions and liabilities.

McDowell reminded Council of the retreat and goal setting session on Saturday, February 20th, 2021 from 9:30 a.m. – 12:30 p.m. possible. McDowell will be sending out goals for Council review in the next week or so. Please have any goals that you would like to add to Mr. McDowell or Mrs. Morrow by February 11th, 2021. We will be making lunch arrangements for the group as well.

Mr. McDowell stated the Mr. Frink has informed him that the sanitary sewer line on Seven Mile Lane has been extended for a week due to the amount of heavy rainfall lately.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Court.** No comments.
7. **Council Comments.** Councilor Hansen commented that he really appreciates the efforts of our Librarian Ms. Sherri Lemhouse for keeping our library open and serving the public during the pandemic. Mayor Ware stated that he also appreciates the many volunteers that her out as well.
8. **Citizen Comments.** Mr. Allen Buzzard congratulated new Councilors Craven and Humphreys. He expressed appreciation for their willingness to serve the City.

LEGILATIVE:

1. **Resolution 2021.01 – Chambers Public Service Recognition & Resolution 2021.02 – Block Public Service Recognition.** *Councilor Gerber made a motion to approve R 2021.01 and R 2021.02. Councilor Neddeau seconded the motion, and it passed unanimously.*
2. **Resolution 2021.03 – Appoint Pro-Tempore Judge (Annual).** *Councilor Hansen made a motion to approve R 2021.03. Councilor Thompson seconded the motion, and it passed unanimously.*
3. **Resolution 2021.04 – Commitment to Safety Program.** *Councilor Craven made a motion to approve R 2021.04. Councilor Gerber seconded the motion, and it passed unanimously.*



4. **Resolution 2021.05 – Disburse Transient Room Tax (Annual).** Councilor Hansen made a motion to approve R 2021.05. Councilor Gerber seconded the motion, and it passed unanimously.
5. **Resolution 2021.06 – Authorize Check Signers.** McDowell stated that Mayor Ware and Councilor Neddeau will continue to be check signers. Councilor Block will have to be replaced, and Councilor Humphreys will be the new additional check signer for daytime convenience. McDowell and Morrow will handle compliance with bank regulations. Councilor Craven made a motion to approve R 2021.06. Councilor Gerber seconded the motion, and it passed unanimously.
6. **Resolution 2021.07 – Contract for Water Conservation Management Plan with Oregon Association of Water Utilities (OAWU).** McDowell stated that basically last year the OWRD required the City to do a Water Management Plan. OAWU has a good record with these plans and has worked with OWRD. It will likely take 2 years to get this plan done; the City will get an extension for the deadline once OAWU takes on the contract. Councilor Neddeau made a motion to approve R 2021.07. Councilor Hansen seconded the motion, and it passed unanimously.
7. **Resolution 2021.08 – Refinancing the OECDD Loan.** McDowell reminded Council that they had sent him forth to check rates and the possibility of refinancing this bond. McDowell stated that the City got a great rate, and the savings to the City should be about \$25,000 over the next few years. Overall, McDowell feels this is a good thing to consider. Councilor Thompson made a motion to approve R 2021.08. Councilor Neddeau seconded the motion, and it passed unanimously.

ACTION ITEMS:

1. **Appoint Council President (Two Year Term).** Councilor Thompson nominated Councilor Hansen to serve as Council President. Councilor Gerber seconded the motion, and it passed unanimously.
2. **Appoint Cascade West Council of Governments Representative (Two Year Term).** Mayor Ware has been this representative for some time. Mayor Ware is looking for other volunteers to do this job! Councilor Neddeau made a motion to nominate Mayor Ware to continue with his great effort. Councilor Thompson seconded the motion and it passed unanimously. Mayor Ware graciously agreed to continue to serve on this committee.
3. **Appoint Central Linn Recreation Association Liaison (CLRA) (Two Year Term).** Councilor Thompson offered to continue as the representative for this Board. Councilor Hansen made a motion to reappoint Councilor Thompson to continue as the CLRA liaison. Councilor Gerber seconded the motion and it passed unanimously.
4. **Appoint LCSO Quarterly Meeting Representative.** Councilor Hansen offered to be the representative, but would happily defer to anyone else that would like to do it. Councilor Humphreys expressed interest. Councilor Hansen made a motion to appoint Councilor Humphreys as the LCSO representative. Councilor Gerber seconded the motion and it passed unanimously.
5. **Approve Total Maximum Daily Load (TMDL) Report.** McDowell reported that the City is required to file a major TMDL plan every 5 years as well as an annual plan. There are a few typographical errors that McDowell will fix that will not affect the overall plan. This report is due to the State by February 5th, 2021. Councilor Gerber



made a motion to approve the TMDL report. Councilor Thompson seconded the motion, and is passed unanimously.

DISCUSSION ITEMS:

1. **Budget Advertisements.** McDowell reminded Council that several years ago he was given a blanket approval to run these ads required by State law. McDowell just likes to keep Council informed. Ms. Wendy Toshitsune will be new to the committee this year. Mr. Gary Shepherd recently resigned, so it looks like the City will still have one vacancy for this committee. By Council consensus this vacancy, as well as a vacancy on the Parks and Open Spaces Advisory Board (POSAB), will be advertised in our next one-page newsletter going out soon.
2. **Goal Setting Reminder.** McDowell will be sending out the goals in the next week or so. Any additions, please get those back to Staff ASAP. Lunch will be available that day.
3. **December Financials.** Mayor Ware commented that the City is in good shape financially due to good fiscal management and decisions by Council and Staff.

ADJOURNMENT: *Councilor Hansen made a motion to adjourn at 7:52 p.m. Councilor Gerber seconded the motion and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



February 23rd, 2021

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

One liner of the month



Velcro – what a rip-off!



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 mother of excess is not joy but joylessness.”
~ Friedrich Nietzsche, *Philosopher*

“The only way to prove you’re a
good sport is to lose.”
~ Ernie Banks, *Cubs Shortstop*

“Stand for something or you will fall for anything.
Today’s mighty oak is yesterday’s nut that held
its ground.”
~ Rosa Parks



Rosa Parks

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. Sweet Home Sanitation – Brian White will be attending the meeting to discuss rates, yard waste recycling and Cleanup Day. I have included Resolution 2021.09 as submitted by Sweet Home Sanitation for Council’s consideration. I have included last years resolution for comparison purposes. The proposed increase for 2021 is 1.74%. Cleanup Day is scheduled for April 3rd, 2021 instead of the Fall. Twelve years ago, the Cleanup Day was in the Spring. Operational logistics required the event to be moved to the Fall.



B. Calapooia Food Alliance (CFA) & Kirk’s Ferry Park – Kathleen Swayze and Stephen Brenner will join the telconference to give a presentation on their proposal to use Kirk’s Ferry Park for the site of the CFA’s Farmer’s Market from April through October. CFA has operated a Farmer’s Market in Brownsville for the last sixteen years. Recently, the property owner across from Napa, the Markets former home, is in the process of developing the property which is prompting the move. The CFA Board discussed many locations throughout town and ultimately chose to pursue the Kirk’s Ferry Park location.



City Administrator Report



The CFA would like to enter into an agreement with the City for the use of Kirk’s Ferry Park for the home of the Farmer’s Market. Included in the agenda packet is the proposal letter from Kathleen Swayze.

Parks & Open Space Advisory Board heard the proposal in January. The Board voted 3-1 to recommend Council review the proposal and determine the parameters of a possible agreement.

Council may appoint members to look at the parameters of the agreement with Staff in more detail, Council may choose to allow or not allow the use. Council needs to consider the risks and implications associated with such a use.

What is Council being asked to do?

Consider the agreement.

- C. **City Website Review** – Annually, Staff provides an overview of the City website. Councilors and citizens have a wealth of information at their fingertips when it comes to City business. Understanding this resource can significantly help your constituents.



9) LEGISLATIVE:

- A. **Resolution 2021.09: Solid Waste Rates (Annual)** – The Solid Waste Franchise Agreement requires an annual review of solid waste rates. Each year, Sweet Home Sanitation provides the City with a proposed rate increase for Council's consideration. The reason the City designed the agreement with this provision was to keep pace with market conditions instead of having to do large rate corrections due to a longer interval of review. It is the same concept Council employs for utility rates.



Sweet Home Sanitation is proposing a 1.74% increase. I have included the current rates so you can compare the rates if you want.

What is Council being asked to do?

Consider passing the resolution provided.

- B. **Resolution 2021.10: Mayor, Council Pres. & City Administrator Temporary Authority [COVID-19]** – Council previously passed a resolution to authorize timely decision making regarding the Pandemic. This new resolution reauthorizes that authority with the new President of Council listed.

What is Council being asked to do?

Consider passage of the resolution.

- C. **Resolution 2021.11: Covid-19 Protocol** – Included in the packet is a resolution that sets policy for any employee contracting or being exposed to Covid-19. Up to this point, this has been the informal process the City has used, but the longer the lockdown continues and the future uncertainty of vaccinations, the City needs to clarify the process for employees and supervisors. I have included the previous resolution regarding use of sick leave in the agenda



packet for your information. If the City should need a permanent rule, Staff will bring new legislation in the future.

What is Council being asked to do?

Consider passage of the resolution.

- D. **Resolution 2021.12: Disbursement of Loan Finance Proceeds [OECD]** – This resolution documents the transaction for the refinancing of the OECD loan as authorized by Resolution 2021.08.

What is Council being asked to do?

Pass the resolution to document the transaction for auditing and accounting purposes.



10) ACTION ITEMS:

- A. **Dyer Partnership Change Order** ☑ – City Engineer Ryan Quigley has submitted a change order due to scope changes for the Downtown Sanitary Sewer project.

What is Council being asked to do?

Consider accepting the change order to keep the project moving forward.

- B. **Kreutzer Alley Vacation** – Lou Ann Kreutzer is requesting the City vacate an alley behind her property at 414 Averill Street. The application includes the required information for Council consideration. The application is included in the agenda packet for your review. Staff has determined that the alley is not necessary for utilities or other public purposes now or in the future. Any existing easements for other utilities would still be in effect and be the responsibility of the applicant and abutting owners.

What is Council being asked to do?

Consider granting the vacation of this public alley.

- C. **Goals Review** ☑ – A Council session will be held Saturday, February 20th, 2021 at 9:30 a.m. Council will need to schedule an agenda item to officially adopt goals for the next two fiscal years. Saturday is the initial discussion of proposed goals. Council may choose to hold another in-person meeting to debate priorities. Ultimately, the final decisions will be made at an open session. Hopefully, the goals can be in place by the March meeting so that proper budgeting can occur.



- D. **Appoint Park Board Member and Budget Committee Member** – The City has an open position on both the Parks & Open Space Advisory Board and the Budget Committee. There are four candidates interested in filling the available positions. Their letters of interest are included in the packet for your review.

What is Council being asked to do?

Consider appointing the two positions.

11) DISCUSSION ITEMS:



- A. **Calapooia Food Alliance | Kirk’s Ferry Agreement** – Council can discuss the finer points of a possible agreement with the CFA. Council could also assign a couple of members to discuss the agreement with Staff and bring back an agreement proposal to Council next month.
- B. **Oregon Government Ethics Commission (OGEC) Reminder** – Annually, Council, Planning Commissioners, the Municipal Judge and the City Administrator are required to report a Statement of Economic Interest (SEI). The forms are all done on-line. Please be on the lookout for an e-mail from OGEC. Please let Administrative Assistant Tammi Morrow or I know once you have filed the required paperwork. The City does not want any unnecessary fines to occur so please take care of this as soon as practical. Thank you!
- C. **January Financials**



Policy

fyi

fyi

fyi

Outcomes & Group Dynamic

Becoming a Council member or an appointed official brings several challenges. Helping the public agenda along is not always easy and is constantly met with many questions and, as a Councilor, a steep learning curve. Most City boards, committees and commissions have worked together on projects, are currently in the process of working on objectives and goals, and, in some cases, have a master plan or other requirements that somewhat dictate the foreseeable future.



Many people who get involved want to make an impact immediately either by promoting their own agenda and ideas, or the ideas of people close to them, or both. Unfortunately, this approach is contrary to well-run organizations because planning and goals are already established. All organizations need to continually be improving, but being able to collaborate, gain consensus, effectively communicate, and efficiently execute is what every person who donates their time to serve should want from any organization.

Having wisdom to understand the bigger picture (having a sense of perspective), having good common sense, and working well with others is the key to instant success in any organization.

The City uses the basic model below:

The Process of Progress

1. **Recognize & Identify** | a goal or issue. Is the goal or issue worth pursuing?
2. **Accept & Agree** | on the parameters of the goal or issue by succinctly defining the goal or issue.
3. **Strategize & Develop Action Steps** | discuss the life cycle or timeline and create actionable steps to solve the problem.
4. **Implement & Execute** | actively work on implementing the strategy and action steps.



5. **Review Outcomes** | monitor success through completion.

Carefully thinking about issues that impact the organization, and ultimately our citizens, requires deliberate discipline, critical thinking and analysis. Knowing what the organization’s responsibility and role is paramount to making decisions that create meaningful impacts for our citizens.

Members who are capable of convening, facilitating and resolving relevant issues are truly the most important component to any successful organization.

UPDATES, INFORMATION & HAPPENINGS

Government Capital – The City successfully refinanced the OECDD debt as of February 12th, 2021. The refinancing saved Brownsville taxpayers \$25,000 over the next 10 years. Staff will continue to follow-up on the particulars of this year’s payment. The City would like to thank Jana Offutt at Government Capital and the rest of the staff there for being helpful and making the process fun.

Linn County Commissioner's Office | Sherrie Sprenger Meeting – Mayor Ware and I had an inspiring meeting with newly elected County Commissioner Sherrie Sprenger. Sprenger spent twelve years in the Oregon State Legislature. She was also the Chair of the Lebanon School Board prior to being a legislator. Mayor Ware and I discussed the City’s progress toward capital improvements, finance, civic organizations, our relationship with Linn County and with regional partners. Sprenger really appreciated the City’s efforts toward advocacy. She could not express or emphasize the importance of advocacy more. She offered to come talk with Council about advocacy and other issues.



Marty Cross & Liz VanLeeuwen – Marty Cross read the recent article about the Calapooia River erosion in *The Times* and reached out to Liz VanLeeuwen for a discussion and to review what could possibly be done about the erosion. I have worked with VanLeeuwen on the river erosion issue since the erosion started. I had an opportunity to explain the entire series of events to Liz and Marty. VanLeeuwen recognized that the City has done everything it can to solve the problem. She said she was a strong empathizer.

VanLeeuwen shared many of her experiences through the years serving in the State Legislature and on the Soil & Water Conservation Board. She highlighted the concerns with the Willamette Greenway project the State tried to do thirty plus years ago. The State basically tried to take her property for a series of State parks that would have ran primarily from the Eugene area to Portland.

Advocacy & the State Legislature – Mayor Ware submitted a letter of support on behalf of the City regarding HB 2345 which would make funds available to cities for economic development after the Pandemic.



Active: River’s Edge Outcome – River’s Edge has completed the physical construction of the sanitary sewer line from Henshaw Drive to Hausman Avenue. Public Works Superintendent Karl Frink reports that the required testing of the line has not yet been performed.



City Administrator Report

From past meeting: 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 the sanitary sewer extension planned to continue down Seven Mile Lane to Hausman Avenue will be delayed until April 2021.

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.

Joint EMA Coordinator Update ☒ – The group is looking at considering a consulting firm for completing the initial work.

League of Oregon Cities Survey ☒ – *From 01.26.2021:* 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.



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	January	14	10	204
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



City Administrator Report

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
	<i>Subtotal</i>	267	262	3803.5
	Total Average	14.83	14.56	211.31
	<i>Cites</i>		<i>Warnings</i>	<i>Hours</i>

Traffic Equipment Purchase – *From 01.26.2021:* LCSO will be purchasing the units. The City will receive training and coordination details once the units have been delivered to the County.

Linn County Sheriff's IGA Quarterly Meeting – Councilor Humphreys and I will brief about the City's history on this project soon. The next meeting is March 4, 2021.

ACTIVE, PENDING & STALLED

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 DLCD 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.



City Administrator Report

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.

(Covered Above) Active: Joint Emergency Coordinator Proposal (IGA) – The group continues discussions.

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



City Administrator Report

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.

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.

Active: Alyrica Franchise Agreement – Alyrica continues hooking up customers. 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

Active: 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.



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.]

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.

Completed: 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.

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





Other Recent Items |

- ✘ Resolution 2021.04: Commitment to Safety Program (Annual)
- ✘ Resolution 2021.05: Disburse Transient Room Tax (Annual)
- ✘ Resolution 2021.06: Authorize Check Signers
- ✘ Approve TMDL Report – The report has been submitted to Department of Environmental Quality (DEQ) for review.
- ✘ Authorized Budget Advertisements for FY 2021.2022.

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,

A handwritten signature in blue ink, appearing to read "SM".

S. Scott McDowell, City Administrator



February 2021

PLANNING AT A GLANCE

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

• Structural	SFD River's Edge Lot 5	River's Edge Subdivision
• Structural	SFD River's Edge Lot 6	River's Edge Subdivision
• Structural	SFD River's Edge Lot 7	River's Edge Subdivision
• Structural	SFD River's Edge Lot 8	River's Edge Subdivision
• Structural	SFD River's Edge Lot 47	River's Edge Subdivision
• Structural	SFD River's Edge Lot 48	River's Edge Subdivision
• Structural	Replace Manufactured Home	749 Templeton Street
• Mechanical	Replace Gas Furnace Add/AC	317 Walnut Avenue
• Structural	Install Solar Panel	103 E Blakely Avenue
• Mechanical	Install Wood Stove	611 Calapooia Avenue
• Structural	Bathroom Addition	232 Spaulding Avenue
• Fence		704 Calapooia Avenue
• Retaining Wall		119 Walnut Avenue
• Fence		119 Walnut Avenue
• Fence		611 Calapooia Avenue
• Construction	Bathroom Addition	232 Spaulding Avenue

Updates

Buildable Lands Inventory

In process.

Zoning Code Amendment

In process.

River's Edge Subdivision

The Final Plat has been signed & submitted to Linn County for Review. Building permits have been submitted for a number of lots in the subdivision.

Vacation Request

The property owner of 414 Averill Street has submitted a Request for City Council to Initiate Vacation Proceedings. The Vacation request is for an alley located east of the property address.

Elizabeth E. Grewer

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR JANUARY 2021**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	20	0	2	18	
Violations	101	10	13	98	2
Contempt/Other	52	0	1	51	
TOTALS	173	10	16	167	2

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 3,778.73	City	\$ 3,724.74
Total Bail Released +	\$ 795.00	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 658.99
Total Bail Held -	\$ -	Linn County	\$ 190.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 4,573.73</u>	TOTAL COURT PAYMENTS	<u>\$ 4,573.73</u>

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,724.74
STATE	\$ 658.99
COUNTY	\$ 190.00
*REFUND RESTITUTION BAIL HELD	\$ -
TOTAL:	<u>\$ 4,573.73</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

2021

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

FOR THE MONTH OF: January

TRAFFIC CITATIONS: -----	14
TRAFFIC WARNINGS: -----	10
TRAFFIC CRASHES: -----	1
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	2
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	55

TOTAL HOURS SPENT: BROWNSVILLE 204

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Beth Miller



Library Advisory Board

Librarian's Report

January 2021

In January we held 4 virtual children's programs reaching 493 participants. There were no programs for adults. Here are a few facts about our library the month of January 2021. We have received 64 new books for the library. Volunteers donated 123.75 hours to our library. There were 1,169 materials checked out. 392 adult fiction books; 171 adult non-fiction books; 87 audio books; 268 children's books; 157 junior books; 44 junior reference books and 11 large print books.

January saw 4 new patrons to our Library. There were also 16 patrons that have renewed their Library cards. For the first 7 months of our year, we have had 133 patrons sign up or renew their Library card. It is always nice to see folks come through the door. We are eagerly awaiting being able to hold Story Times in person again, begin our monthly classes, welcome many of our volunteers back, and have more than 10 people in the Library at one time.

The following page is an infographic of the Library statistics this past year. Thank you for supporting our Library.

Respectfully submitted,

Sherri Lemhouse
Librarian

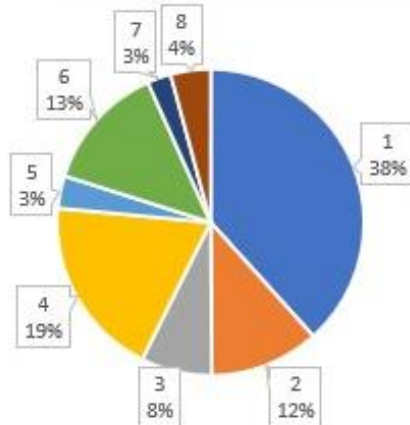


Brownsville Community Library

By the Numbers (Unaudited) January 2020- December 2020
In a Pandemic Year



Circulation Statistics
January - December 2020



- Fiction • 1
- Adult NF • 2
- Audio • 3
- Children • 4
- Computer • 5
- Junior • 6
- JR REF • 7
- LP • 8

Total Circulation

13,804

2019...18,200

PROGRAMS FOR CHILDREN



81 PROGRAMS *
3,287 ATTENDEES**
*Down from 131 Programs
**This Includes Virtual Storytime

22 Programs for Adults
176 Participants

Computer Uses
473
Down from 980

NEW AND RENEWED PATRON CARDS
210



32 Volunteers
Total Volunteer 1,122 Hours



RESOLUTION 2021.09

A RESOLUTION INCREASING SOLID WASTE RATES BY 1.74% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public and;

WHEREAS, the rates shall also include a \$.59 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

WHEREAS, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees and;

NOW THEREFORE BE IT RESOLVED that the rates and fees will be as follows:

Residential Service:	<u>2021</u>
Cans and Carts	
1-20 gallon weekly	\$13.60
1-35 gallon weekly	\$30.35
1-90 gallon weekly	\$37.74
Other Services	
Yard Debris Only	\$6.13
Recycling Only	\$6.12
Recall Fee	\$10.96
Access Fee	\$7.24
Extra Can/bag/box (up to 32gallon)	\$4.78
 Commercial Service:	
90 gallon cart	\$38.44
35 gallon cart	\$32.97

**RESOLUTION 2021.09*****1 Yard Container***

Rental	\$62.30
Once per Month	\$85.18
Every Other Week	\$105.25
Weekly	\$135.01
2X per Week	\$243.22
Extra Dump	\$38.80

1.5 Yard Container

Rental	\$62.30
Once per Month	\$9254
Every Other Week	\$121.17
Weekly	\$164.64
2X per Week	\$312.83
Extra Dump	\$44.57

2 Yard Container

Rental	\$62.30
Once per Month	\$99.70
Every Other Week	\$135.12
Weekly	\$214.11
2X per Week	\$384.18
Extra Dump	\$49.77

3 Yard Container

Rental	\$62.30
Once per Month	\$108.92
Every Other Week	\$205.78
Weekly	\$308.46
2X per Week	\$553.90
Extra Dump	\$55.36

4 Yard Container

Rental	\$62.30
Once per Month	\$128.01
Every Other Week	\$214.18
Weekly	\$359.50
2X per Week	\$646.66



RESOLUTION 2021.09

Extra Dump	\$89.91
 <i>Temporary 4 Yard Container</i>	
3 Days	\$113.54
Extra Dump	\$89.91
Demurrage per Day After 3 Days	\$4.09
3 Tab Roofing (3 days)	\$168.84
Extra Dump	\$133.19
 Roll-Off Services:	
20 Yard Box/per Haul	\$185.53
30 Yard Box/per Haul	\$212.07
48 Yard Box/per Haul	\$238.56
Tonnage	\$78.93
Delivery	\$34.29
Demurrage – after 3 days	\$9.26
Relocation Fee	\$64.70
Monthly Rental	\$104.31

This Resolution shall become effective March 1st, 2021.

Passed by the City Council on this 23rd day of February 2021.

Don Ware
Mayor

Attest:

S. Scott McDowell
City Administrator



RESOLUTION 2020.04

A RESOLUTION INCREASING SOLID WASTE RATES BY 2.54% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public and;

WHEREAS, the rates shall also include a \$.59 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

WHEREAS, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees, and;

NOW THEREFORE BE IT RESOLVED that the rates and fees will be as follows:

Residential Service:	2020
Cans and Carts	
1-20 gallon weekly	\$13.37
1-35 gallon weekly	\$29.83
1-90 gallon weekly	\$37.10
Other Services	
Yard Debris Only	\$6.03
Recycling Only	\$6.03
Recall Fee	\$10.78
Access Fee	\$7.12
Extra Can/bag/box (up to 32gallon)	\$4.70
Commercial Service:	
90 gallon cart	\$37.79
35 gallon cart	\$32.40



RESOLUTION 2020.04

1 Yard Container

Rental	\$61.24
Once per Month	\$83.72
Every Other Week	\$103.45
Weekly	\$132.72
2X per Week	\$239.06
Extra Dump	\$38.13

1.5 Yard Container

Rental	\$61.24
Once per Month	\$90.95
Every Other Week	\$119.10
Weekly	\$161.83
2X per Week	\$307.48
Extra Dump	\$43.81

2 Yard Container

Rental	\$61.24
Once per Month	\$98.00
Every Other Week	\$132.81
Weekly	\$210.45
2X per Week	\$377.61
Extra Dump	\$48.92

3 Yard Container

Rental	\$61.24
Once per Month	\$107.06
Every Other Week	\$202.26
Weekly	\$303.18
2X per Week	\$544.43
Extra Dump	\$54.42

4 Yard Container

Rental	\$61.24
Once per Month	\$125.82
Every Other Week	\$210.51
Weekly	\$353.35



RESOLUTION 2020.04

2X per Week	\$635.60
Extra Dump	\$88.37
Temporary 4 Yard Container	
3 Days	\$111.59
Extra Dump	\$88.37
Demurrage per Day After 3 Days	\$4.02
3 Tab Roofing (3 days)	\$165.95
Extra Dump	\$130.91
Roll-Off Services:	
20 Yard Box/per Haul	\$182.36
30 Yard Box/per Haul	\$208.44
48 Yard Box/per Haul	\$234.48
Tonnage	\$77.58
Delivery	\$33.70
Demurrage – after 3 days	\$9.11
Relocation Fee	\$63.60
Monthly Rental	\$102.53

This Resolution shall become effective March 1st, 2020.

Passed by the City Council on this 25th day of February 2020.

Approved:



Don Ware
Mayor

Attest:



S. Scott McDowell
City Administrator



RESOLUTION NO. 2021.10

A RESOLUTION AUTHORIZING THE MAYOR, COUNCIL PRESIDENT AND THE CITY ADMINISTRATOR TO MAKE DECISIONS REGARDING THE CORONAVIRUS PANDEMIC.

WHEREAS, The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and,

WHEREAS, The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and,

WHEREAS, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Council will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused; and,

WHEREAS, Council wants to ensure the City can make decisions surrounding the Coronavirus Pandemic in real-time; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that the following authority is granted as mentioned in the title above:

Section I. *Decision Making*

- ▶ Decisions can be made after conference:
 - ★ Voting will be required.
 - ★ Two votes shall move a proposal or response forward.

Section II. *Financial Considerations*

- ▶ Decision makers may respond as needed using the following limitations:
 - ★ Funds and line items authorized by Council's Resolution 2020.17.
 - ★ Additional funding needs above those set by Resolution 2020.17 must be authorized by the entire Council.

Section III. *Succession*

- ▶ Decision makers can be changeable as follows:
 - ★ If any of the above referenced decision makers fall ill, substitutions can be made.
 - ★ Council and Staff will delineate the replacement order.
 - ★ *Suggested Council:* Gerber, Neddeau, Thompson, Craven & Humphreys.
 - ★ *Suggested Staff:* Morrow, Deaver & Coleman.



Section IV. *Sunset Provision*

- ▶ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) majority vote of Council.

Introduced and adopted this 23rd day of February 2021.

Approved:

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator
City Administrator



RESOLUTION NO. 2021.11

A RESOLUTION OUTLING COVID-19 TESTING PROTOCOLS & REQUIREMENTS DURING THE CORONAVIRUS PANDEMIC.

WHEREAS, Council Resolution 2020.07 defines the state of emergency as set forth by the State and Federal governments; and,

WHEREAS, Brownsville employees may become ill or need to be quarantined due to contact with an infected person; and,

WHEREAS, any employee who comes in contact with an infected person shall take the necessary steps included quarantine themselves and providing the City with a COVID-19 Test results; and,

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

Section I. Sick Leave

- ★ Employees may use their sick leave balance.

Section II. Administrative Leave

- ★ All employees are granted up to eighty (80) hours of paid administrative leave per year during the Pandemic.

Section III. Contact Procedure

- ★ If an employee becomes exposed to an infected person, is notified through contact tracing or other notification process, they must report the contact with their immediate supervisor.
- ★ Employees will be required to quarantine in line with CDC, OHA and their medical providers guidance.
- ★ Employees shall provide the applicable paperwork to their supervisor through electronic means.
- ★ Employees may be required by the Employer to provide a negative COVID-19 test result before returning to active duty.

Section IV. Vaccinated Employees

- ★ Fully vaccinated personnel (who have been fully immunized with COVID-19 vaccine according to the ACIP schedule and are at least 14 days beyond completion of the vaccine series) who come in close contacts of persons with confirmed or suspected COVID-19 are not required to quarantine.
- ★ Fully immunized close contacts should still monitor themselves for symptoms of



COVID-19 during the 14 days after exposure, and if symptoms develop, they should isolate and seek testing.

Section III. *Sunset Provision*

- ★ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) vote of full Council.

Introduced and adopted this 23rd day of February 2021.

Approved:

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator
City Administrator



RESOLUTION NO. 2020.09

A RESOLUTION AUTHORIZING USE OF SICK LEAVE AND CREATING ADMINISTRATIVE LEAVE FOR EMPLOYEES DURING THE CORONAVIRUS PANDEMIC.

WHEREAS, Council Resolution 2020.07 defines the state of emergency as set forth by the State and Federal governments; and,

WHEREAS, Brownsville employees may become ill, be furloughed, be laid off or otherwise; and,

WHEREAS, Council wants to ensure organizational continuity by offering leaves as a stop gap measure for all employees; and,

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

Section I. Sick Leave

- ★ Employees may use their sick leave balance.

Section II. Administrative Leave

- ★ All employees are granted up to eighty (80) hours of paid administrative leave.

Section III. *Sunset Provision*

- ★ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) vote of full Council.

Introduced and adopted this 31st day of March 2020.

Approved:

Don Ware, Mayor

Attest:

S. Scott McDowell, City Administrator
City Administrator



RESOLUTION NO. 2021.11

A RESOLUTION OUTLING COVID-19 TESTING PROTOCOLS & REQUIREMENTS DURING THE CORONAVIRUS PANDEMIC.

WHEREAS, Council Resolution 2020.07 defines the state of emergency as set forth by the State and Federal governments; and,

WHEREAS, Brownsville employees may become ill or need to be quarantined due to contact with an infected person; and,

WHEREAS, any employee who comes in contact with an infected person shall take the necessary steps included quarantine themselves and providing the City with a COVID-19 Test results; and,

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

Section I. Sick Leave

- ★ Employees may use their sick leave balance.

Section II. Administrative Leave

- ★ All employees are granted up to eighty (80) hours of paid administrative leave per year during the Pandemic.

Section III. Contact Procedure

- ★ If an employee becomes exposed to an infected person, is notified through contact tracing or other notification process, they must report the contact with their immediate supervisor.
- ★ Employees will be required to quarantine in line with CDC, OHA and their medical providers guidance.
- ★ Employees shall provide the applicable paperwork to their supervisor through electronic means.
- ★ Employees may be required by the Employer to provide a negative COVID-19 test result before returning to active duty.

Section IV. Vaccinated Employees

- ★ Fully vaccinated personnel (who have been fully immunized with COVID-19 vaccine according to the ACIP schedule and are at least 14 days beyond completion of the vaccine series) who come in close contacts of persons with confirmed or suspected COVID-19 are not required to quarantine.
- ★ Fully immunized close contacts should still monitor themselves for symptoms of



COVID-19 during the 14 days after exposure, and if symptoms develop, they should isolate and seek testing.

Section III. *Sunset Provision*

- ★ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) vote of full Council.

Introduced and adopted this 23rd day of February 2021.

Approved:

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator
City Administrator



RESOLUTION 2021.12

A RESOLUTION DISBURSING THE AMOUNT OF \$183,975.73 THROUGH THE DEBT SERVICE FUND FOR THE PURPOSE OF PAYING OFF WASTEWATER LOAN, # 133-02-01 | Y05001, ISSUED AND ADMINISTERED BY BUSINESS OREGON

WHEREAS, Council authorized the refinancing of outstanding City debt with Resolution 2021.08; and,

WHEREAS, the City successfully secured funding through Government Capital Corporation for the purpose of refinancing the loan; and,

WHEREAS, the loan closed on February 12th, 2021 and monies were received in the City’s KeyBank checking account; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby documents the disbursement of the amount of \$183,975.73 to Oregon Business Development Department pursuant to Business Oregon instructions for loan payoff.

Section I. Staff consulted Boldt, Carlisle & Smith on the details of the refinancing for the purpose of recording the transaction correctly through the General Ledger.

Section II. Staff executed the transaction through the Debt Service Fund as instructed using the following accounts:

<i>In</i>	400.000.110.00.00	Cash – Checking
<i>Out</i>	400.000.210.00.00	Accounts Payable

Section III. The payoff amount included \$130.65 of interest pursuant to directions from the State of Oregon.

PASSED AND ADOPTED by the Council of the City of Brownsville this 23rd day of February 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



**Request to Vacate a Street, Alley,
Plat, or other Public Place**

PETITIONER

Name LOU ANN KREUTZER
Mailing Address 414 AVERILL ST., BROWNSVILLE, OR
Phone Number 208-921-0701

DESCRIPTION OF SUBJECT PROPERTY

Legal Owner KERBY DYMOKE / LOU ANN KREUTZER
Mailing Address 414 AVERILL ST.
Tax Lot No. 1100 Township _____ Range _____ Section _____
Address of Property: 414 AVERILL ST.

PURPOSE FOR WHICH THE GROUND IS PROPOSED TO BE USED

INCREASE LOT SIZE BEFORE CONSTRUCTING A
FENCE.

REASON FOR PROPOSED VACATION

IN ORDER TO HAVE EVERYTHING CORRECT +
LEGAL PRIOR TO BUILDING A FENCE.

1. Map of area to include the land lying on either side of the street, alley, or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in no case to exceed 200', and the land for a like lateral distance on either side of the street for 400' along its course beyond each end of the part proposed to be vacated.
2. Consent form signed by all legal owners of all property abutting the street, alley, or portion thereof proposed to be vacated.



3. Consent of all legal owners of at least two-thirds (2/3) of the area of real property affected. Real property affected is as described under No. 1 above. The consent of the owners of the required amount of the property shall be in writing and duly acknowledged before a Notary Public.

<u>FOR CITY USE ONLY</u>	
Received By: _____	Date _____
Fee Received: _____	Receipt No: _____
City Administrator _____	

This is the consent form to be signed by all legal owners of all property abutting the alley proposed to be vacated. Please sign on the line beside your name. I will collect a signed form from everyone involved so that I have all the necessary signatures at the time of submitting the paperwork to the City. On the request form it indicates that there must be consent from at least two thirds (2/3) of the area of real property affected. I've talked with all of the homeowners and believe that we all desire to have this done.

This consent form with your signature **MUST BE** duly acknowledged before a Notary Public.

Cyndi Anderson _____

Lou Ann Kreutzer *L Kreutzer* *6/2/2020* _____

Clem Ogilby _____

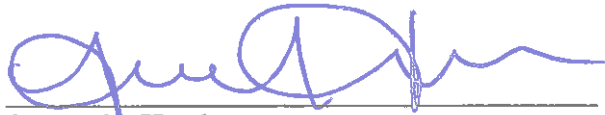
Barbara Andersen _____

Linn-Benton Housing Authority Representative

*Notarized
see 3rd and 4th page*

State of OREGON
County of LINN

This consent form was signed and acknowledged before me on June 02, 2020 by Lou Ann Kreutzer. I witnessed her sign the document.



Samantha Heathcote
Public Notary – State of Oregon



SEAL

My commission expires April 25, 2023.

Document Description

This certificate is attached to a consent form consisting of one page.

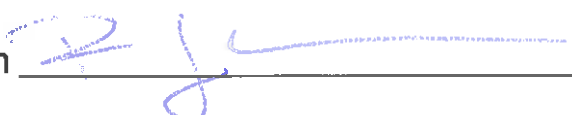
This is the consent form to be signed by all legal owners of all property abutting the alley proposed to be vacated. Please sign on the line beside your name. I will collect a signed form from everyone involved so that I have all the necessary signatures at the time of submitting the paperwork to the City. On the request form it indicates that there must be consent from at least two thirds (2/3) of the area of real property affected. I've talked with all of the homeowners and believe that we all desire to have this done.

This consent form with your signature **MUST BE** duly acknowledged before a Notary Public.

Cyndi Anderson _____

Lou Ann Kreutzer _____

Clem Ogilby _____

Barbara Andersen  _____ 11-5-2020

Linn-Benton Housing Authority Representative

SEE ATTACHED
FOR NOTARY

This is the consent form to be signed by all legal owners of all property abutting the alley proposed to be vacated. Please sign on the line beside your name. I will collect a signed form from everyone involved so that I have all the necessary signatures at the time of submitting the paperwork to the City. On the request form it indicates that there must be consent from at least two thirds (2/3) of the area of real property affected. I've talked with all of the homeowners and believe that we all desire to have this done.

This consent form with your signature **MUST BE** duly acknowledged before a Notary Public.

Cyndi Anderson  8/21/20

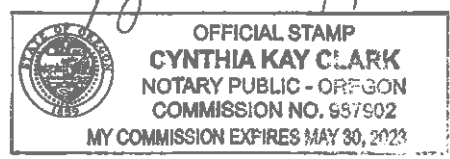
Lou Ann Kreutzer _____

Clem Ogilby _____

Barbara Andersen _____

Linn-Benton Housing Authority Representative

*State of Oregon
County of Linn
August 21, 2020
Cynthia Kay Clark*



This is the consent form to be signed by all legal owners of all property abutting the alley proposed to be vacated. Please sign on the line beside your name. I will collect a signed form from everyone involved so that I have all the necessary signatures at the time of submitting the paperwork to the City. On the request form it indicates that there must be consent from at least two thirds (2/3) of the area of real property affected. I've talked with all of the homeowners and believe that we all desire to have this done.

This consent form with your signature MUST BE duly acknowledged before a Notary Public.

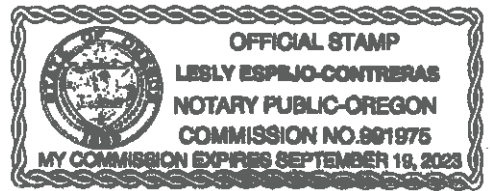
Clem Ogilby *Clem R Ogilby*
Or
Trumbull Ogilby _____

State of OREGON
County of ~~LINN~~ *Multnomah*

This consent form was signed and acknowledged before me on
November 19, 2020 by *Clement R Ogilby*

I have witnessed the signing of this document.

Lesly Espejo Contreras
Public Notary - State of Oregon



SEAL

RECEIVED
City of Brownsville
FEB 10 2021
Clerk _____

Wednesday, February 10, 2021

City of Brownsville
% S. Scott McDowell
PO BOX 188
BROWNSVILLE OR 97327-0188

RE: **Member needed for City of Brownsville Budget Committee**
as advertised in city's "Coronavirus Newsletter" dated February 5, 2021

Dear City of Brownsville:

Please consider this letter expressing my sincere interest to once again serve Brownsvilleans as an appointee on our city's Budget Committee.

Some call me an 'enigma', but the fact of the matter is I'm a "progressive-conservative." What's a "progressive-conservative?" I'm staunchly conservative when it comes to questioning where every budgeted penny of hard-earned taxpayers' money gets spent, yet I'm progressive enough to understand that—from a 30,000-foot point-of-view—much of the pre-budget committee prep work need not be overly scrutinized; two cases in point:

- City of Brownsville library operations consistently offer tremendous value for all Brownsvilleans, despite the challenges presented by SARS-CoV-2 virus; especially given how staff and volunteers made many adjustments to remain open.
- City of Brownsville Public Works also consistently offer great value—often unseen by taxpayers—in the skillful manner in which staff creatively budget behind the scenes, then earmark necessary public monies to remediate, repair, or replace aging infrastructure (e.g. city sewer lines, water lines, etc.) without asking for more taxes, or, find efficiencies such as installation of our new water meters throughout town so that scarce labor could be better reallocated to other public priorities.

Lastly, I have prior budgeting experience. Presently, I co-own two private businesses, owned a business overseas in the 1990s, previously served as co-chair of Sweet Home Education Association Bargaining Committee; did a term on the Brownsville Rural Fire District budget committee; and a term on the City of Brownsville Budget Committee.

Thank you,

Allen

c: file

Wednesday, February 10, 2021

City of Brownsville
% S. Scott McDowell
PO BOX 188
BROWNSVILLE OR 97327-0188

RE: **Member needed for Brownsville Parks & Open Space Advisory Board**
as advertised in city's "Coronavirus Newsletter" dated February 5, 2021

Dear City of Brownsville:

Please consider this letter expressing my sincere interest to additionally serve Brownsvilleans as an appointee to our Parks & Open Space Advisory Board (POSAB).

As many of you may already know, I'm a local. I have called Brownsville, Oregon home for the past 14 years and Linn County, Oregon my home-of-record for over 50 years. My service to community includes volunteering at our local "Sharing Hands" Food Bank, town flag duties as a life-member of Brownsville's American Legion Post 184; plus regular attendance at POSAB meetings—both in person (pre-pandemic) and via tele-conference.

Besides regularly "caring for" our parks, open spaces, and public rights-of-way through diligent litter patrols, I also thoroughly enjoy the camaraderie that pours forth when we join together; whether preserving and improving our parks and open spaces such as the Ash Cimarron tree planting party in Remington Park, or reaching out to citizens and neighbors to solicit their valuable opinions and input. If appointed, I assure Councilors that I will continue to diligently serve on behalf of ALL citizens, neighbors, and taxpayers.

Thank you,

Allen

allenlbuzzard@gmail.com

c: file

S. Scott McDowell

From: Cookie Wells
Sent: Thursday, February 11, 2021 10:35 AM
To: S. Scott McDowell
Subject: Re: Brownsville, OR | Budget Committee Opening

Well my name is cookie wells lived in the area 47 yrs. interested in city affairs. Love Brownsville and only interested in making it better. My daughter goes to pioneer school. I work there when needed. I'm married and have 4 grown children and the baby is still at home. Any questions , please ask. Hoping I can be an asset for our community.

On Thu, Feb 11, 2021 at 10:27 AM S. Scott McDowell <admin@ci.brownsville.or.us> wrote:

Good Morning Cookie,

Thank you for your interest in the Budget Committee opening. Please send me an email stating your interest and giving Council a little of your background. I will put your email in Council's agenda packet for consideration at their upcoming meeting which will be held February 23rd, 2021. Again, thank you!



S. Scott McDowell

[255 N. Main Street](#)

Brownsville, OR [97327](#)

541.466.5880

541.466.5118

www.ci.brownsville.or.us

Patrick Starnes Brownsville Bio**541-671-7829**

I grew up on the Umpqua west of Roseburg in Lookingglass and went to *Winston-Dillard Schools* while my father worked at the particle board mill in Dillard. I served over 10 years on school boards of both Douglas ESD and the McKenzie School board.

As a young adult, I studied furnituremaking and cabinetmaking in Michigan. Afterwards I returned to Oregon to go to college where I graduated from *Umpqua Community College* with an Associate's Degree and then graduated from the *University of Oregon* with a Bachelor's degree in History.

I was appointed by the Mayor of Roseburg (Larry Rich) to the *Parks Commission* and the *Budget Committee*. I also had been appointed by the Douglas County Commissioners to the *Umpqua Basin Watershed Council* (now called PUR) as part of Oregon's Salmon Restoration Plan.

In 2004, I was elected to the *Douglas Soil & Water Conservation District* (DSWCD). The soil & water boards help private landowners do restoration work along their streams and wetlands through various grants and state money.

In 2016, my wife, Mary Oleri and I started restoring the Hardin house at 217 Kirk Avenue. We sold it to a firefighter from Thurston last April.

We have two plots at the community garden and sell surplus produce in the summer at the *Thursday Farm Market*. Recently I was elected to the *Calapooia Food Alliance* board of directors.

patrickstarnes@live.com



USE AGREEMENT

BETWEEN: The City of Brownsville (City)
AND: Calapooia Food Alliance (Alliance)
DATE: April 1, 2021 [Proposed]

RECITALS

- A. City is the owner of certain real property (Kirk’s Ferry Park) located at the corner of Main Street and Kirk Avenue in Brownsville, Oregon.
- B. The Alliance desires to use the premises for a weekly Farmers Market.

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

1. **USED PREMISES.** City grants use to Alliance at Kirk’s Ferry Park. Alliance must always maintain access the driveway on the east side of the property. The City operates sanitary sewer and water operations while Alyrica operates a fiber optic terminal in the area.
2. **USE.** Alliance shall have the right to use the Premises for operating and maintaining a Farmers Market each Thursday (2:00 p.m. to 7:00 p.m.) from April to October and for no other purpose or time without City's prior consent. The Alliance agrees to encourage vendors and Market coordinators to park in areas other than the spaces provided on site.
3. **TERM.** The term of this lease shall commence upon execution hereof and shall continue for three years. Council will consider renewal at the end of the term.
4. **TERMINATION.** Either party may terminate this lease without cause upon thirty (30) days written notice to the other sent First Class and Certified mail to the addresses listed. Upon termination, all rights extended under this Agreement are terminated.
5. **IMPROVEMENTS.** The Alliance may apply for financing to improve the grounds including infrastructure on the Premises under the direct authorization of the Parks & Open Space Advisory Board and Council. Any improvements will enhance the operation of the Farmers Market and be generic in nature so that they will also enhance the use of Kirk’s Ferry Park for other uses (outside the period used as a market). The Alliance will work with the City to obtain a mutually beneficial design for any improvements.



[List future improvements here:]

1. Pavilion
2. Electricity
3. Water & Sewer

6. **MAINTENANCE**. The City is responsible for making repairs and performing necessary maintenance to or upon the Premises. The Alliance is responsible for cleaning up any debris left after each Farmers Market.
7. **INDEMNIFICATION**. To the extent legally possible, Alliance agrees to indemnify, hold harmless and defend City from and against any and all claims, damages, losses and expenses, including attorney fees, made by or paid to others, arising from Alliance's use of the Premises or from Alliance's performance or failure to perform its obligations under this agreement. The Alliance agrees to pay for insurance to cover the period of their use of the property.
8. **ATTORNEYS FEES AND LEGAL EXPENSES**. In the event any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this agreement or to collect any indebtedness hereunder, the prevailing party in such proceeding shall be entitled to recover reasonable attorney fees in the proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law. Such sum shall include an amount estimated by the court as the reasonable costs and fees to be incurred by the prevailing party in collecting any monetary judgment or award or otherwise enforcing any order, judgment, or decree entered in such suit or action. In addition, in the event of default by either party in performance of this agreement, the defaulting party agrees to pay all reasonable attorney fees and legal expenses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.
9. **SUCCESSORS AND ASSIGNS**. The terms, provisions, covenants and conditions contained in this agreement shall apply to, bind and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors and assigns of City and Alliance.
10. **ENTIRE AGREEMENT**. This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
11. **MODIFICATION AND WAIVER**. No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.



ALLIANCE:

CALAPOOIA FOOD ALLIANCE

CITY:

CITY OF BROWNSVILLE

By: _____
President

By: _____
Mayor

Address: 255 N. Main Street
P.O. Box 188
Brownsville, OR 97327

DRAFT



February 1st, 2021

Re: HB 2345

Dear Chair Lively & Committee Members,

I am Mayor Don Ware. I would like to encourage support for HB 2345. The City and regional partners including the cities of Lebanon, Sweet Home, Harrisburg, Halsey, Adair Village, Monroe and Philomath were able to take a regional approach to economic development with the help of Biz Oregon and move forward with key support to local entrepreneurs, thanks in part to HB 3110.

As you know, rural areas such as the cities identified in the proposed bill have limited financial means to accomplish retention and attraction efforts. A regional approach greatly impacts the ability of small communities to promote not only their individual communities, but their region. Smartly maximizing existing staff and other economic development experts benefits the entire business community. I feel it is worthwhile and admirable of the State Legislature to support these grass-roots efforts.

As you can see, infusing small, rural areas with this kind of financial support will be essential as areas attempt to move beyond the Coronavirus Pandemic and the steep financial burdens this has placed on many small businesses. The State of Oregon does a wonderful job with Biz Oregon and it is tremendous when the rural communities can effectively take advantage of those resources. Financial aid such as HB 2345 allow us to do so.

I believe that HB 2345 provides the first critical step bridging the State with rural Oregon. Please consider supporting this important bill now and in the future.

Sincerely,

A handwritten signature in blue ink that reads "Don Ware". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Mayor Don Ware

c: Council
League of Oregon Cities
Staff
File

https://democratherald.com/news/linn-da-objects-to-governors-commutations/article_d0442e67-a041-54e0-916f-8861d5c6b459.html

BREAKING

TOP STORY

Linn DA objects to governor's commutations

Alex Paul

Feb 3, 2021

Linn County District Attorney Doug Marteeny says Gov. Kate Brown's latest round of releases from Oregon prisons due to the COVID-19 pandemic has him struggling to understand "Salem's sympathy for criminals and disregard for crime victims."

"Gov. Brown declared she will not grant commutations based on 'unacceptable safety' or 'compliance' risks," Marteeny said. "I struggle to see how someone who commits home invasion burglaries against the elderly with 25 convictions would not be considered an unacceptable risk."

Marteeny was referring to Elijah Robb, one of more than 20 Linn County residents who were released.

Marteeny said Robb "has been steadily victimizing this county since 2000."

He was convicted of numerous burglaries, Marteeny said.

Marteeny said Robb's current incarceration was for a string of 10 home invasion burglaries and Robb had been convicted of other home burglaries in the past.

"His continued criminal activity indicates he did not learn," Marteeny said. "He is a grave danger to our community, and our multitude of victims deserve the peace of mind of knowing that the sentence intended by the court will be carried out."

Other Linn County residents being released are:

- Katrina Lynn Gray, driving while suspended and revoked (felony).
- Laree Hastie, first-degree theft, \$64,000 from Premier Flooring.
- Roger Lee Dale Housing, first-degree failure to appear and 30 convictions for a variety of crimes, including weapons offenses.
- David James Kamarec, second-degree burglary. He had been released from prison after being convicted of stealing a boat and then vandalizing a school.
- Howard Bruce Lockhart, felon in possession of a firearm, three convictions for drug possession.
- Tyler Leonard McLaughlin, identity theft, two counts first-degree theft, two counts of unauthorized use of a vehicle. Marteeny called McLaughlin “a prolific car prowler and thief.”
- Travis Tobias Miller, felon in possession of a firearm. Marteeny said Miller had a “long history of criminal activity” including six convictions for possession of drugs, selling drugs and possession of firearms.
- Shelbi Marie Nunn, unauthorized use of a vehicle and delivery of heroin. Marteeny said Nunn has “been convicted of stealing and dealing drugs in both Linn and Benton counties spanning several years.”
- Anthony Luke Ritter, unauthorized use of a vehicle and three counts of identity theft. “Mr. Ritter is a con man,” Marteeny said. “He met his victims online and played he was down on his luck, preying on the kindness, trust and affection of others.”
- Kenneth Lee Saylor, possession of marijuana and heroin and failing to appear. “Mr. Saylor is a drug dealer placing dangerous drugs into our community and near schools,” Marteeny said in a report to Gov. Kate Brown.
- Clinton Richard Starks was sent to prison for stealing his mother’s pistol. Marteeny said his mother tried to move out of state so he “could no longer commit crimes against her.” He has 23 other convictions, including possessing a bomb.

- Molly Delight Terwilliger was sentenced to prison for stealing a car, escape and having counterfeit money on her.
- Christopher Duncan Wagner “is highly volatile, prone to violence, ignores court orders and possessed a firearm as a felon,” Marteeny stated. He also kicked and choked his estranged wife.
- Richard Shawn Wilcox “is absolutely not someone deserving of a commutation,” Marteeny said. “His criminal history is horrible. He has over 35 criminal convictions, including 17 property felonies and five convictions for delivery/manufacturing of controlled substances.”
- Gary Evan Johnson is “a registered sex offender with a criminal history that includes over 20 convictions,” Marteeny said. The DA added that Johnson has stolen a TV and an ATV and has convictions for driving while using meth, stealing a vehicle, possession of a restricted weapon and much more.



Doug Marteeny



THE DYER PARTNERSHIP
ENGINEERS & PLANNERS, INC.

February 16, 2021

Jay MacPherson, PE, Plan Review Coordinator
Oregon Health Authority, Public Health Division, Drinking Water Program
800 NE Oregon Street #640
Portland, Oregon 97232-2162

RE: City of Brownsville – OR4100152
Water System Improvements – Water Line Exemption

Dear Mr. MacPherson:

With this letter, the City of Brownsville requests to maintain their plan review exemption status.

The City has a current Water Master Plan, which was approved by Oregon Health Authority in 2013.

In 2020 the City's water system was extended with the construction of the River's Edge subdivision, Phase I. Approximately 2,750 linear feet of 8-inch diameter water line was installed as part of the project. The plans were reviewed by our office and construction was completed in conformance with OAR 333-061-0050.

The City certifies that future main extension work will be completed and carried out in conformance with OAR 333-061-0050 Construction Standards; and that they will contract with an Oregon Professional Engineer to provide the engineering services with qualified staff effectively supervising the projects.

Please give me a call if additional information is required.

Sincerely,

Ryan Quigley, P.E.
The Dyer Partnership Engineers & Planners, Inc.

cc: S. Scott McDowell, City of Brownsville

S. Scott McDowell

From: Corey Wright
Sent: Monday, February 15, 2021 5:02 AM
To: Alysia Rodgers; Blair Larsen; Chris Workman; Dan Sheets; Hilary Norton; John Hitt; Kelly Hart; Michele Eldridge; Pat Hare; Raymond Towry; S. Scott McDowell
Cc: Caroline Cummings;
Subject: MVP City Promo Videos

Hello MVP Group,

I wanted to give you a quick heads up that we have contracted John Harris (cc'd) with [Horsepower Productions](#) to begin working on creating promo videos for your communities. John will begin reaching out to various community members, leaders, startups, and business owners over the coming months for interviews. We are super excited to see what he comes up with!

If you have anything that is especially cool and unique about your community, feel free to remind me or John of it, so we can add it to his list of potential B-Roll options for each place. I think we've got a good start, but never hurts to have more content options. (:

Also, thanks to Brownsville, Lebanon, and Sweet Home for taking the [Doodle poll](#) for meeting times for the next RAIN/MVP progress report. Would love to hear from Philomath, Halsey, Harrisburg, Adair Village, and Monroe. Thanks!

Thanks all, reach out if I can help with anything.

Sincerely,
[Corey Wright](#) | Venture Catalyst with [Oregon RAIN](#)
503-507-8812

S. Scott McDowell

From: Scott & Maureen <scottyandmaureen@yahoo.com>
Sent: Wednesday, February 3, 2021 4:23 PM
To: S. McDowell
Subject: Fw: February Brownsville Newsletter - Real Estate & More!

[Sent from Yahoo Mail on Android](#)

----- Forwarded Message -----

From: "Jenna" <jenna@stutsmanhomes.com>
To: "scottyandmaureen@yahoo.com" <scottyandmaureen@yahoo.com>
Sent: Mon, Feb 1, 2021 at 10:44 AM
Subject: February Brownsville Newsletter - Real Estate & More!

[View this email in your browser](#)



What's happening, Brownsville?

Welcome to my monthly newsletter for Brownsville residents who want to know what's going on in town, get involved, and perhaps learn a little about local real estate along the way.



Pioneer Picnic Date & Theme Announced



The Linn County Pioneer Association has announced this year's picnic theme - Homesteading Oregon! Mark your calendars for the tentative parade and picnic dates of June 18-20. We will wait to see what the state will allow when we get closer to June, but for now the board is working hard to plan a fantastic event!

[Learn More](#)

Volunteer at the Food Bank

Sharing Hands Food Bank needs volunteers to continue to support families who are food insecure and need help. Review dates and sign up for a time slot by clicking the button below.

[Sign Up](#)



Join the Chamber of Commerce



The Brownsville Chamber of Commerce is looking for new members, Directors, and Officers for 2021. Get involved this year, support local business, plan community events, get member benefits, and have your say!

[Learn More](#)

8x8 Show at the Brownsville Art Center

Visit the Art Center through March to check out the annual 8x8 show! Local artists have submitted works that are exactly 8"x8" to add to an impressive display of all kinds of different mediums. Support local artists, inspire your creative mind, and, if you'd like, buy a piece to decorate your home.



[Visit their Facebook](#)



Free PPE for Local Businesses

The Brownsville Chamber of Commerce has boxes upon boxes of free Personal Protective Equipment for local businesses. Available are face masks, hand sanitizer, sanitizing wipes, and more. Businesses can pick up supplies at the Brownsville Visitor's Center on Wednesdays and Thursdays from 1:30 pm to 4 pm.

[Chamber's Facebook](#)

Brownsville Real Estate

Where are Americans Moving?

Check out United Van Line’s 2020 study on what states Americans are flocking to. Hint: Oregon is in the highest category of inbound traffic. This adds to our already record high shortage of homes on the market.

[Read Article](#)



Should You Refinance?

Interest rates are at record lows, but that doesn’t necessarily mean you should refi. It may depend on how long you plan to stay in your home. Check out the article and make the smartest decision for your unique situation. I’m happy to refer a fantastic local mortgage lender to you if you want to refi.

[Read Article](#)

Recent Remodels

If you’ve been remodeling your home, consider updating your home insurance coverage in case of disaster. For most home improvements, the added monthly charge is minimal. It’s better to be safe than sorry!

[Learn More](#)





Stay Up to Date on Brownsville Homes

Be sure to follow this new Facebook page for Brownsville real estate. Get updates on the market and homes that are for sale. Whether you're looking to buy a home or you just like to look at homes for fun, this page is for you.

Like the Page

Housing Market Snapshot

Please take a moment to review the data below that compares Brownsville home sales to Linn County home sales. Note that only one home closed in Brownsville in January (and it was my listing!), so the numbers don't reflect a general understanding of all homes in town. Now that we can see there are double the homes for sale going into March, it's fair to assume that there will be more closed homes next month to give us a better sampling. The Linn County numbers give us a good representation of the housing market right now. Prices continue to rise and inventory remains low. Multiple buyers are often competing for the same home and many will write more than one offer on more than one house before they are accepted. Interest rates continue to be at record lows, making it a great time for buyers. Sellers are getting top market value with terms that favor their needs. This makes it both a great time to buy and sell. *Data provided by WVMLS

	Brownsville		Linn Co.	
	Dec	Jan	Dec	Jan
Median Sold Price	\$345k	\$278k	\$309k	\$320k
Homes Sold	5	1	185	110
Active For Sale	3	6	101	98

About Me



Please allow me to introduce myself. My name is Jenna Stutsman. I'm a Brownsville resident, a Real Estate Broker, and a board member of the Brownsville Chamber of Commerce AND the Linn County Pioneer Association. I help clients buy and sell homes in Brownsville and the surrounding areas. Before entering real estate, I earned my Bachelors in Advertising from the University of North Carolina and worked in marketing for 12 years. This social media, website, graphic design, copy writing, and project management experience completely aligned with real estate, and now I use those skills to sell homes in a way most realtors can't. On a personal note, I live in town with my husband and our fur babies. On my off time, I garden, fix up our 1915 farmhouse, and bake. You'll often see me walking around town, helping to plan our community events, and oohing and aahing at Brownsville's historic homes.

Visit My Website



Copyright (C) 2021 Jenna Stutsman - Hybrid Real Estate. All rights reserved.

You are receiving this email because you opted in via our website.

Jenna Stutsman - Hybrid Real Estate
2445 Oakmont Way
Eugene, OR 97401-6460

[Add us to your address book](#)

[Update Preferences](#) | [Unsubscribe](#)





Pro Sound & Video

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

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

07/29/2020

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

1. Summary

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

2. Equipment

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

3. Installation

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



Pro Sound & Video

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

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

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

Accepted by: _____ Date: _____

MONTH END FINANCIAL RECAP

	JANUARY 2020		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 73,640.60	\$ 59,337.82	\$ 514,816.35	18.53%	\$ 2,263,277.65	1
2 WATER	\$ 27,925.05	\$ 21,589.11	\$ 199,813.45	23.41%	\$ 653,871.55	2
3 SEWER	\$ 31,367.95	\$ 49,187.72	\$ 183,071.69	19.21%	\$ 770,043.31	3
4 STREETS	\$ 11,420.20	\$ 15,627.99	\$ 110,897.75	31.97%	\$ 236,002.25	4
5 WATER BOND	\$ 102.19	\$ 14,110.30	\$ 46,800.61	62.99%	\$ 27,501.39	5
6 SEWER BOND	\$ 254.19	\$ 84,789.55	\$ 305,050.00	96.12%	\$ 12,300.00	6
7 SEWER DEBT FEE	\$ 11,129.28	\$ -	\$ 80,378.78	25.33%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 148.58	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,897.07	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 148.32	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 37.52	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 301.07	\$ 65,000.00	\$ 65,000.00	15.64%	\$ 350,675.00	12
13 STORMWATER SDC	\$ 78.02	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 151.06	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 5.12	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 5.61	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 1,124.91	\$ 2,496.50	\$ 2,496.50	80.02%	\$ 623.50	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20 COMMUNITY PROJECTS	\$ 96.97	\$ 305.07	\$ 9,535.28	6.94%	\$ 127,839.72	20
	\$ 159,833.71	\$ 312,444.06	\$ 1,437,481.63			

Key Bank Account

General Checking \$ 110,538.86

Oregon State Treasury \$ 5,511,914.70

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,511,915.66

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Total \$ 352,427.00

2020-2021

Appropriated \$ 6,616,415 21.73%

YTD

Total Bonded Debt (Principal Only)

Water \$ 847,897.50

Wastewater \$ 5,126,135.50

\$ 5,974,033.00

Total Bonded Debt is \$9,157,976 (Principle & Interest)