

# Council Agenda Packet

Tuesday, March 23<sup>rd</sup>, 2021 | In-Person | 7:00 p.m. Community Room

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## Council Meeting

Tuesday, March 23<sup>rd</sup>, 2021

**Location:** In-Person | 7:00 p.m. | Community Room & Council Room  
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: February 23<sup>rd</sup>, 2021  
February 22<sup>nd</sup>, 2021 | Retreat & Goal Setting
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Council Logistics & Information
  - B. Calapooia Food Alliance, the Farmer's Market & Kirk's Ferry Park
- 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 2021.13:** Workers Compensation Declaration (*Annual*)
  - B. **Resolution 2021.14:** Recognizing Alex Paul's Service

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



- C. **Resolution 2021.15:** Public Property Dedication [Hume Street]
- D. **Proclamation:** Child Abuse Awareness & Prevention Month

10) ACTION ITEMS:

- A. Calapooia Food Alliance | Kirk's Ferry Agreement
- B. Traffic Calming Devices Removal Proposal | ODOT
- C. Goals & Values Approval | 2021-2022

11) DISCUSSION ITEMS:

- A. City Hall Windows | First Floor
- B. TMDL Letter & Report
- C. February Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

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

15) RETURN TO REGULAR SESSION

16) ADJOURN

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



**February 23<sup>rd</sup>, 2021**

**ROLL CALL:** Mayor Don Ware called the teleconference meeting to order at 7:00 p.m. with Councilors Thompson, Gerber, Hansen, Neddeau, Humphreys, Craven (joining at 7:15 p.m.), Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell present.

**PUBLIC:** Elizabeth Coleman, Sherri Lemhouse, Sergeant Beth Miller (*Linn County Sheriff's Office*), Allen Buzzard, Brian White and Michael Grove (*Sweet Home Sanitation*), Bryan Bradburn, Kathleen Swayze and Steve Brenner (*Calapooia Food Alliance*), Alice & Roger Tetamore, and Tia Parrish (*The Times*).

City Administrator McDowell played a video to review 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 done by video.

**ADDITIONS AND DELETIONS:** None tonight.

**MINUTES:** Councilor Gerber made a motion to approve the January 26<sup>th</sup>, 2021 meeting minutes as presented. Councilor Thompson seconded the motion and it passed unanimously.

## **PUBLIC HEARING | PRESENTATIONS:**

### **1. Sweet Home Sanitation (SHS) – District Manager Brian White and New Sweet Home Site Manager Michael Grove.**

SHS is requesting a 1.74% rate increase effective March 1<sup>st</sup>, 2021. White stated that the most common-sized container will increase by about 52 cents per month.

Mr. White stated that SHS had no safety incidents in Brownsville this year; they continue to make safety a priority.

Mr. White stated that the SHS Facebook page is up and running. They utilize the site for service day information, service interruptions, upcoming events, etc.

Clean Up Day is scheduled for April 3<sup>rd</sup>, 2021. White stated that they faced many challenges last year during the pandemic which required cancelling or postponing many events. Mr. White is hoping that by moving Clean Up Day earlier this year, it will give folks a chance to get rid of stuff earlier in the season. The event will be depot style at the Rec Center as usual, and they will get a notice out in the paper soon.

Mr. White recapped the yard debris process with Council. Basically, the debris is delivered to Rexius in Eugene for grinding and repurposed as top soil and hog fuel to power burners to support mills and such.



Councilor Thompson inquired about the recycling program. White explained that it basically goes to several different processors, depending on the material. White stated that recycling is still a challenging market. It is more expensive to recycle than to throw the material in the landfill. There is new legislation happening in the State that would hold the processors and manufacturers more responsible for generating their products. In an effort to achieve more clarity on recycling, they are in the process of getting more accurate signage on cans showing materials that are truly recyclable. Every piece of plastic has the recycling symbol, but less than 20% is actually recyclable.

2. **Calapooia Food Alliance (CFA) – Kathleen Swayze and Steve Brenner.** Kathleen Swayze spoke for the CFA, talking about their mission, community partnerships, etc. They need to locate the Thursday Farmer’s Market as the site across from Napa is no longer available. They would like Council to consider allowing them to use an area at Kirk’s Ferry Park from mid-May through October. Details and discussion followed. McDowell suggested forming a subcommittee that could delve into the details and bring a plan back for Council at the next meeting. Councilors Thompson, Neddeau, and Craven volunteered to serve on the committee. Swayze would like an answer as soon as possible so they can get signage up for the new location.
3. **City Website.** Mr. McDowell shared a video that reviewed the City website and how to navigate to several different areas on the site. Elizabeth Coleman did the voiceover for the presentation.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff’s Office (LCSO) Sheriff’s Report.** Sergeant Beth Miller delivered the report for the month of January 2021. Miller reported 14 traffic citations, 10 warnings, and 204 total hours spent for the City. Sergeant Miller reported that there was not a lot of criminal activity reported for the month. There was one individual that was scammed out of a significant amount of money. Miller is cautioning folks to be aware and on the lookout for potential scams.
2. **Public Works.** Mr. McDowell will report for Public Works.
3. **Administrator’s Report.** McDowell reported that Alex Paul (*Democrat Herald*) has officially retired. He is starting a new endeavor as the Public Information Officer for Linn County. McDowell stated that Paul will be greatly missed. His coverage for Brownsville was always so fair; and he always took the time to make sure he got the story right. Best wishes for Alex as he starts this new endeavor, and many thanks for the many years of great reporting for the City.

McDowell reported on the Calapooia River Odyssey. Due to a recent article in *The Times* this situation has once again become a large topic of current conversation. McDowell reviewed by screen share the river erosion over time and detailed all the ideas, measures steps Council has taken over the last ten years. All applicable Federal & State agencies have been involved in the review of the City’s erosion situation. Several official reports and opinions have been generated from the United States Army Corp of Engineers 2011 findings, the Calapooia Watershed Council, Linn Soil & Water Conservation, River Design Group (RDG) twice including a recent report provided by Chris Smith from RDG due to the removal of a gravel bar in Albany late in 2019. Basically, the City had two options for repair, 1) soil lifts and woody vegetation including root wads, or 2) a major bank overhaul at a 6:1 ratio with heavy rip rap installed. Option 1) was projected to cost \$600,000 in 2011, but could fail any given



year. Option 2) was projected to cost \$1.2M in 2011 and Council deemed that it was too cost prohibitive.

Council has decided that the reparation options to stabilize the bank offered no significant long-term solution, and at a cost of over \$1.2 - \$2.2 M, this project is not something that the City can take on at this time. (The projected cost in 2021 is \$2.2M.) Council decided to retreat from the bank as needed and has held that line for ten years. Council revisits the situation almost every year. The playground equipment will be moved to the prairie area by consensus from Park Board and Council. When possible, the City will be buying new playground equipment due to estimates received to move the existing structures. McDowell reminded Council that it is their call on where they want to spend their limited funds. McDowell offered that it is a good idea to monitor the situation; perhaps hiring an engineering group to review the situation every other year.

McDowell reminded Council of a motion made earlier in 2020, large documents can be found on the City website instead of in the agenda packet to cut down on the copying costs and to try to keep packets under 70 pages. These documents are put with the agenda packet the City keeps for public review and the items remain on-line for viewing as well.

McDowell reported that 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 looking into perhaps hiring a consultant. The group is still wrestling with details; more information when it becomes available.

McDowell reported that he has been doing everything he can to get Council meetings back in person. One estimate to provide video equipment came back at \$33,000. The City must comply with all public meetings and recording laws. Currently, the best way to legally conduct our meetings is still by teleconference.

In your packet you can find information on House Bill 2345. Mayor Ware wrote a letter of support around this issue.

McDowell recently filled out a survey from the League of Oregon Cities around seismic readiness and your water distribution services. Stay tuned. It is unclear how the taxpayers/ratepayers will pay for that costly endeavor.

Recently Linn County District Attorney, Doug Marteeny wrote an article for the paper concerned about Governor Brown continuing to commute prison sentences and releasing dangerous criminals out of prisons. LCSO is working hard to follow and enforce the laws by putting criminals in prison. Our small rural communities do not have full time police departments like the bigger cities. McDowell wondered if Council would like to send Councilor Humphreys and McDowell forward to enjoin with the District Attorney to raise the issue with the Governor's office. This practice potentially impacts our citizens, and is worthy of a conversation.

**4. Planning.** No comments.

**5. Library.** Librarian Sherri Lemhouse presented a screen share report on the history of the Library. She said that she has done over 50 live or virtual story-time presentations during the Covid-19 pandemic. Councilor Hansen remarked that it was nice to see Ms. Lemhouse and have her involved with the teleconference.



6. **Court.** No comments.

7. **Council Comments.** Councilor Gerber requested that Council form a small adhoc committee to research House Bill 3011, and how that might affect the City. Councilor Thompson volunteered to participate on this committee as well.

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

## **LEGILATIVE:**

1. **Resolution 2021.09 – Solid Waste Rates.** Councilor Hansen made a motion to approve R 2021.09. Councilor Craven seconded the motion, and it passed unanimously. Councilor Hansen remarked that last year SHS had promised a minimal increase this year, and it looks like this increase is in line with that promise.

2. **Resolution 2021.10 – Mayor, Council President, & City Administrator Temporary Authority [Covid-19].** Councilor Gerber made a motion to approve R 2021.10. Councilor Thompson seconded the motion and it passed unanimously.

3. **Resolution 2021.11 – Covid-19 Temporary Policy.** Mr. McDowell stated that this Resolution sets clear guidelines pertaining to Covid-19. Councilor Gerber made a motion to approve R 2021.11. Councilor Gerber seconded the motion and it passed unanimously.

4. **Resolution 2021.12 – Disbursement of Loan finance Proceeds (OECD).** Councilor Craven made a motion to approve R 2021.12. Councilor Neddeau seconded the motion and it passed unanimously.

## **ACTION ITEMS:**

1. **Dyer Change Order – Downtown Sewer Project.** Mr. McDowell sent out this change order document late this afternoon. There have been a few unforeseen issues with the project. Councilor Hansen made a motion to approve the Change Order as provided. Councilor Gerber seconded the motion, and it passed unanimously.

2. **Kreutzer Alley Vacation Request – East of Averill & South of Stanard.** Councilor Hansen made a motion to approve this alley vacation request as presented. Councilor Neddeau seconded the motion and it passed unanimously.

3. **Goals Review – 2021-2023.** McDowell stated that Council had a great Goals Retreat Session on Saturday, February 20<sup>th</sup>, 2021. The meeting was open to the public at 11:30 p.m. The session was tabled and reconvened on Monday night. McDowell is asking if Council would like to set the goals at this time. Discussion ensued. McDowell stated that this first draft list is quite ambitious with what Council and Staff are already working on. It was suggested that Council form an adhoc committee to create a strategy and next steps and bring it back to Council for review. Councilors Hansen, Neddeau, Humphreys and Gerber are interested in serving on the committee. One Councilor will be an alternate.

4. **Appoint Park Board & Budget Committee Members.** Mr. McDowell sent out a letter of interest from Lynda Chambers that was not included as part of the agenda packet for appointment to the Park Board and the Budget Committee. Other applicants include Allen Buzzard and Patrick Starnes. Councilor Craven nominated Mrs. Lynda Chambers to serve on the Park Board. Councilor Gerber seconded the



## Council Minutes

*motion and it passed unanimously.* Applicants for the Budget Committee include Allen Buzzard, Patrick Starnes, Cookie Wells, and Lynda Chambers. *Councilor Neddeau nominated Cookie Wells to serve on the Budget Committee. Councilor Craven seconded the motion and it passed unanimously.*

### **DISCUSSION ITEMS:**

1. **Calapooia Food Alliance (CFA).** McDowell recapped that as discussed earlier, Councilors Thompson, Neddeau and Craven will review the issue with Staff and report back to Council at the next meeting.
2. **OGEC Reminder.** McDowell reminded Council that this annual requirement will be coming to them soon by email; it is no longer available in paper form. You will only have thirty (30) days to comply with filing these forms. After you complete this form, please let Tammi Morrow or Scott McDowell know. The City can be fined if members do not comply.
3. **February Financials.** No comments.

**ADJOURNMENT:** *Councilor Gerber made a motion to adjourn at 8:30 p.m. Councilor Thompson seconded the motion and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Don Ware





## Council Retreat & Goal Setting Session Minutes

February 22<sup>nd</sup>, 2021

Members of Council met February 20<sup>th</sup>, 2021 in the Community Room for a retreat and goal setting discussion at City Hall, Brownsville, Oregon at 9:30 a.m. to 12:30 p.m. Goal setting, open to the general public, began at 11:30 a.m. The goal setting session was tabled and reconvened, with notice, on February 22<sup>nd</sup>, 2021. Council set the original meeting at their December 15<sup>th</sup>, 2020 Regular Session.

**Present:** Mayor Ware, Council President Hansen, Councilor Gerber, Councilor Neddeau, Councilor Thompson, Councilor Craven, Council Humphreys, Administrative Assistant Tammi Morrow & City Administrator Scott McDowell.

**Public:** No one was present.

McDowell provided Council review and some training elements on key concepts. McDowell presented the slides attached to these minutes as reference. Council received an agenda, staff professional profiles, staff job descriptions, FY 2021.2022 goals for consideration, Council values, and FY 2019.2020 Council goals. McDowell talked about the City's retirement system and why it is difficult for the City to recruit top positions. Brownsville is not a member of PERS and started retirement for employees about 17 years ago. The City offers health care benefits to employees who work 32 or more hours per week. McDowell explained how the organizational culture was transformed. Organizational development slides were shown, and McDowell explained the theory behind the management changes.

McDowell discussed continuity of leadership and showed the Council and Staff tenures with the City. Continuity has been a major factor in the success of the City over the last fifteen years. Building solid relationships, being committed to success, sharing organizational values and principles has built a lot of organizational and community pride. The City has used agreements to ensure that citizens and civic organizations are able to complete their missions and achieve their goals.

McDowell talked about the Council-Manager form of government. He shared risk models the City uses to make decisions. He talked about Councilor's roles in the organization as well as the community and highlighted a few ways to interact with others. McDowell reviewed the Process of Progress and talked about learning to work with others to accomplish shared goals. He talked about the nature of complaints versus concerns and knowing how to handle each appropriately and effectively. McDowell showed the time commitment made by Council members over a year.

McDowell talked about the bell curve and ways to think about progress on different levels from goals to staff improvement.

Council went through a development exercise. McDowell discussed the difficulties Council and Staff have experienced over the years with the development of McFarland Cascade, Dollar General and River's Edge Subdivision. McDowell also reviewed the basics of Oregon Drainage Law.

Council talked about meeting conduct and ways to improve. Council held a lengthy discussion about meeting in-person. The City has too many laws to follow to meet in person. Public Meetings Law coupled with the Pandemic restrictions make it too difficult mainly because the City has a lot of regular attendees. The City cannot prevent anyone from attending a public meeting. The requirements handed down by Governor Brown are too restrictive to work for any of the City's spaces. The gymnasiums in town have acoustical challenges that cannot be overcome and tying the Council Room and the Community Room together comes with a \$33,000 price tag.



## Council Retreat & Goal Setting Session Minutes

Council Gerber felt like she should do more research on issue brought before Council. Councilor Thompson and Hansen both felt the same way. Trying to be more informed on all the issues of Council would lead to better debates and conversations.

After lunch was served, the room was open to the public for discussion of goals for 2021 and 2022. McDowell discussed the plans that were already underway including the renovation of the Rec Center and the Pioneer Park Pavilion, the Downtown Sanitary Sewer line and the impending Water Treatment and Distribution improvements in 2024. McDowell talked about the River's Edge Sanitary Sewer line extension, the GR 12 waterline extension and the Calapooia riverbank erosion in the Park. McDowell shared some "creative" ways to finance all these improvements, however the cost to the citizens would be tremendous. McDowell reminded the group of the bonding limit imposed by the refinancing of \$2.4M until February 2024. McDowell said the Pandemic stalled many projects Council was working. Many of these projects should continue.

Councilor Gerber and Councilor Hansen went through the proposed goals item by item. Each member had an opportunity to talk about the item and ask questions. Discussion ensued with each Councilor participating on items that they asked to be included. Topics included the sidewalk program, Kirk Avenue, BMX track, equity & inclusion, and gatherings.

The meeting was tabled to reconvene on Monday, February 22<sup>nd</sup>, 2021 at 6:30 p.m.

Monday, February 22<sup>nd</sup>, 2021 at 6:30 p.m.

- Reconvene -

Councilors jumped into consolidating goals, discussing possible elimination of other items. Discussion ensued. Members discussed continuing priorities such as the Rec Center renovation, the Pavilion, GR 12 water line among others. The Land Inventory process was discussed. Several items were added to that project for consideration. Camping and recreational immunity were briefly discussed. No decisions were made. McDowell indicated that he would bring a few the slides for discussion and for final decision at the upcoming Council meeting tomorrow night.

The meeting adjourned at 7:50 p.m.

**ATTEST:**

\_\_\_\_\_  
Scott McDowell  
City Administrator

**APPROVED:**

\_\_\_\_\_  
Don Ware  
Mayor



March 23<sup>rd</sup>, 2021

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

### One liner of the month



First my doctor told me the good news: I was going to have a disease named after me.  
~ Steve Martin



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

“What we do is more important than what we say  
or what we say we believe.”  
~ Bell Hooks, Author

“Be a light, not a judge. Be a model, not a critic.  
Be a part of the solution, not the problem.”  
~ Stephen Covey

“Today is only one day in all the days  
that will ever be. But what will happen  
in all the other days that ever come can  
depend on what you do today.”  
~ Ernest Hemingway



Bell Hooks



## AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

### 6) PUBLIC HEARINGS OR PRESENTATIONS:

**A. Council Member Logistics & Information** – McDowell will provide an overview on expense forms, email communications, mailbox location and ask Council questions about information delivery.



**B. Calapooia Food Alliance (CFA) & Kirk’s Ferry Park** – Kathleen Swayze & Stephen Brenner will join the meeting to discuss the proposed agreement with the CFA for the use of Kirk’s Ferry Park. Please see the latest version of the agreement in the agenda packet along with a summary from the Ad Hoc Committee explaining the City’s position and rationale on the conditions in the agreement.

CFA agreed with all the provisions of the latest draft agreement, but had a significant logistical problem with Paragraph 4. Conditions, item f. Canopies cannot be left standing. Kathleen Swayze indicated that the CFA Board would like Council to consider the following compromise for that condition:



# City Administrator Report

- The CFA will incur a substantial expense, \$1,000 +/- to purchase new canopies and pop-ups.
- They would like the use of the jail to store pop-up canopies and tables to ease the setup logistics.
- They request that the City secure the door of the jail and provide access.

**From 02.23.2021:** 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.

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?***

Make a decision on the agreement.

9) LEGISLATIVE:

- A. **Resolution 2021.13: Workers Compensation Declaration (Annual)** – Annually, Council passes this resolution to extend coverage to all volunteers working on behalf of the City.

***What is Council being asked to do?***

Pass the resolution to cover volunteers working on behalf of the City.



- B. **Resolution 2021.14: Recognizing Alex Paul** – Alex Paul served as lead reporter for the



Alex Paul

Albany Democrat-Herald for many years. Paul served as the City’s liaison for the last fifteen years. Mr. Paul demonstrated excellence in reporting and journalistic integrity. Mr. Paul cared greatly about getting the details correct on Brownsville stories. His reporting was ‘top-shelf’ and he will be sorely missed. I have included a resolution in the agenda packet to award to Mr. Paul for his exceptional service to Brownsville and our citizens.

***What is Council being asked to do?***

Consider passage of the resolution.



- C. **Resolution 2021.15: Hume Street Right-of-Way Dedication** – Many years ago with County Survey 2541, the City agreed to add a triangular piece of property owned by the City to the Hume Street right-of-way in the interest of providing access to private property abutting the river. The transaction was never officially recorded because the property went back on the market [2009]. A new owner is requesting access. This resolution authorizes the transaction to be properly recorded with Linn County. The property owner will be taking care of all costs associated with this transaction.

**What is Council being asked to do?**

Pass the resolution.



10) ACTION ITEMS:

- A. **Calapooia Food Alliance | Kirk’s Ferry Agreement** – Council will determine whether or not to go forward with an agreement for the use of Kirk’s Ferry Park. I have included the most recent draft of the agreement along with a summary from the Ad Hoc Committee in the agenda packet for your review. Please review the above discussion about the agreement to learn more about the proposed compromise offered on behalf of the Calapooia Food Alliance.

**What is Council being asked to do?**

Consider all aspects of agreement and make a decision.

- B. **Traffic Calming Devices Removal Project** ☑ – Public Works Superintendent Karl Frink was able to obtain quotes for the removal of the traffic calming devices. Council will recall that ODOT wanted the devices removed or they would have to install yellow safety markers all along each devices which would mar the appearance of the highway. The entire purpose of the Gateway Project which was the project that installed the traffic calming devices, the Brownsville brick signs and the street lights that was completed in 2010 was for aesthetic purposes. The Council who put forth the proposal with the State cited tourism as a chief reason. Council was also working with the another State agency to aesthetically spruce up the downtown core for tourism purposes.



Now, ODOT has had too many accidents and incidents with these devices since 2010. Council decided to move forward with obtaining quotes for their removal.

Nan Van Sandt has written an email in support of the traffic calming devices which is included in the agenda packet for your review. Mrs. Van Sandt does not want the traffic calming devices removed.

**What is Council being asked to do?**

Staff will be recommending Council proceed with the removal of the traffic devices.

*From 02.23.2021:* 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.

- C. **Council Goals & Values 2021-2022** – The Council Goals and Values have been included in the agenda packet for Council review and possible approval. Councilor Gerber worked on the Council Values and I have worked on shaping the Council Goals based on direction Council provided at the last meeting.



### **What is Council being asked to do?**

Consider approving the goals and values perhaps with edits and changes. Staff will get with members who volunteered to look at goals in further detail over the coming months.

## 11) DISCUSSION ITEMS:

- A. **City Hall Windows | First Floor** – I have obtained a few quotes for the first floor windows of City Hall. Council budgeted for this project for this year. I will discuss associated costs and policy issues that affect the renovation of these windows.
- B. **February Financials**

Policy

fyi

fyi

fyi

### **Pioneer Park Preparations**

(Councilor Craven recently brought this item to my attention. Thank you, Adam!)

Public Works Superintendent Karl Frink must carefully plan crew workloads weekly, monthly, and seasonally. Weekly workloads can easily ‘go by the boards’ due to a waterline break, sewer line plug, pump failure at one of the treatment plants, and a variety of other things that constantly happen when operating city utilities. Fortunately for the City, Karl is very good at his job. He has been doing his job for a very long time and he is completely on top of what has to happen to ensure that things are completed in a timely, and orderly fashion.



However, sometimes that is hard to remember when met with a citizen concern or complaint.

Pioneer Park is closed by the Brownsville Municipal Code from November 1<sup>st</sup> to March 31<sup>st</sup>. Below are some of the general steps Public Works and Staff take to get ready for the park season:

**November** | Store picnic tables, lock gates, winterize the Pavilion and the restrooms.

**December** | Place advertisements for Park Caretakers. Begin leaf removal process.

**January** | Order signage, prepare supplies logistics.



**February** | Finish leaves in the Park.

**March** | Re-stretch fencing along the riverbank, install warning signs that have gone missing, sweep down and clean all buildings, ensure water is turned back on, make any miscellaneous repairs, and place picnic tables and trash cans around the Park. Some years, Public Works begins mowing in March depending on the weather. Coordinate needs of the Rec Center for use of the baseball/softball diamonds. Inspect all playgrounds and make necessary repairs. (Playgrounds are routinely inspected throughout the year.)

**April** | Prepare the kitchen for use, clean grills, repair appliances etc., finalize hiring of Park Caretakers, work on park use agreements for major events. Check and replace basketball nets as needed and other applicable details.

**May** | Train Park Caretakers, prepare all necessary forms and signage for Caretakers, perform trail maintenance, start repairing picnic tables, general housekeeping, and painting.

**June** | Park Caretakers are in full swing with mowing, restroom cleaning and general maintenance. Everyone prepares for the annual Pioneer Picnic as defined in the agreement with Linn County Picnic Association. Families use the Park for a variety of purposes including graduation parties.

**Summer Months** | Continuing to keep the park operating and maintaining at the high level expected by citizens and our Staff for all the activities that happen in our Park.

**October** | Public Works starts planning for the closure of the Park.

As you can see, there must be careful planning, thought and plenty of attention to detail to operate the Park. The logistics of ordering supplies to keep the Park clean and ready for users, mowing, equipment maintenance and preparation, watering, and providing all the little things requested by the many groups that use the Park for events, family gathering, recreation programming, and a host of other social activities.

## UPDATES, INFORMATION & HAPPENINGS



**Budgetary Process Underway** – Administrative Assistant Tammi Morrow and I have officially started the Budget Process. We have met with Cookie Wells for training and are preparing the necessary documents used to build the budget.

**LCSO Quarterly Meeting** – Councilor Humphreys attended his first meeting with the Linn County Sheriff's Office. There are a host of bills that are taking aim at law enforcement. The Sheriff's Office has had to hire a full-time lobbyist and use a lot of Staff time to determine which bills are important to oppose and which bills are important to support.

**Downtown Sanitary Sewer Update** – City Engineer Ryan Quigley is busy putting the final touches on the bid documents. The City has secured all the necessary easements in principle. We are planning to go to bid soon.

*From 02.23.2021:* 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.



# City Administrator Report

*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.

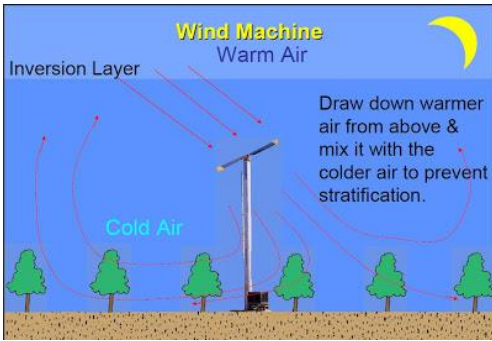
*From 09.22.2020:* City Engineer Ryan Quigley reported that the storm sewer is interfering with the path of the sanitary sewer line. The City will need to install a run of storm sewer in association with this project. Quigley is looking at alternatives and costs associated with this complication.

**Joint EMA Coordinator | D-Prep Meeting** ☒ – The group interviewed a consultant to perform the emergency services. Costs were discussed at length. I will have an oral report for Council Tuesday evening.



**Equity & Inclusion** – Staff met with Councilor Gerber and Councilor Thompson to begin reviewing and defining items that should be addressed.

**Vineyard Wind Machines Awareness** – The machines may turn on soon depending on temperatures. Due to low overnight temperatures, the wind machines are used to prevent ‘cold injury’ to the grape vines. The wind machines are very noisy due to the blades and the engines used to generate electricity. Basically, the machines are programmed to turn on at certain temperature levels, generally around 36° F and can only be ran during certain wind speeds. The site has numerous wind machines and they generate a very noticeable sound throughout town. The motors sound like an old farm tractor and the blades have a high-pitched sound. A low frequency hum can be heard throughout town when all the wind



machines are operating.

**Active: River’s Edge Outcome** – The new sanitary sewer extension has been completed and has passed all necessary tests according to Public Works Superintendent Karl Frink.

*From 02.23.2021:* 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.

*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.

**Active: Oregon Government Ethics Commission (OGEC) Reminder** – Several officials have already completed their SEI form for this year. If you have completed the necessary forms, please make sure you send Tammi or I a message.

*From 02.23.2021:* 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





# City Administrator Report

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!

**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	Traffic Citations	Traffic Warnings	Hours
2021	February	11	28	208.4
2021	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
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
	<i>Subtotal</i>	270	275	3801.4
	<b>Total Average</b>	15.00	15.28	211.19
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

**Traffic Equipment Purchase** – Working on scheduling training with the manufacturer, Public Works and the Sheriff's Office.

*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.

## ACTIVE, PENDING & STALLED

**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.

**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 discusison.



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

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

See past reports for more information.

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

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

*From 10.26.19:* The LCSO is in the process of investigating a recreational vehicle that may be using city streets to illegally stay in town. The Sheriff's Office reported this phenomenon happens frequently in Harrisburg and other rural areas. A large semi size storage container has been placed on Blakely Avenue to help a homeowner make renovations to their property. Staff has made reasonable accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.

**(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 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.

**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: 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.



# City Administrator Report

**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 25<sup>th</sup>, 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: Government Capital** – See the press release in the agenda packet.

*From 02.23.2021:* The City successfully refinanced the OECDD debt as of February 12<sup>th</sup>, 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.

**Completed: 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.

**Completed: 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.

**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.

**Other Recent Items**

- ✘ Resolution 2021.09: Sweet Home Sanitation | Rate Increase 1.74%
- ✘ The City website was reviewed by Staff.
- ✘ Council passed COVID related resolutions
- ✘ Council passed a resolution for the OECDG refinancing receipt and expenditure.
- ✘ ODOT Reporting completed.
- ✘ Cemetery Financial Reporting completed.
- ✘ KeyBank check signers finalized with an assist from Mayor Ware. Thanks for watching the office!
- ✘ 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,

S. Scott McDowell, City Administrator



# March 2021

## **PLANNING AT A GLANCE**

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

- |              |                         |                          |
|--------------|-------------------------|--------------------------|
| • Structural | SFD River's Edge Lot 38 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 39 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 40 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 41 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 42 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 43 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 44 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 45 | River's Edge Subdivision |
| • Structural | SFD River's Edge Lot 46 | River's Edge Subdivision |
| • Mechanical | Replace Gas Furnace     | City Hall Courtroom      |

### Updates

#### **Buildable Lands Inventory**

In process.

#### **Zoning Code Amendment**

In process.

*Elizabeth E. Grewer*



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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	18	2	0	20	
Violations	98	25	10	113	1
Contempt/Other	51	2	0	53	
<b>TOTALS</b>	<b>167</b>	<b>29</b>	<b>10</b>	<b>186</b>	<b>1</b>

**BALANCE SHEET FOR THE MONTH**

Court Revenue

Court Payments

Total Deposits +	\$ 2,165.00	City	\$ 1,602.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 435.00
Total Bail Held -	\$ -	Linn County	\$ 128.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
<b>TOTAL COURT REVENUE</b>	<b><u>\$ 2,165.00</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 2,165.00</u></b>

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

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,602.00
STATE	\$ 435.00
COUNTY	\$ 128.00
*REFUND   RESTITUTION   BAIL HELD	\$ -
<b>TOTAL:</b>	<b><u>\$ 2,165.00</u></b>



# 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: February**

<b>TRAFFIC CITATIONS: -----</b>	<b>28</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>11</b>
<b>TRAFFIC CRASHES: -----</b>	<b>2</b>
<b>ADULTS CITED/VIOLATIONS: -----</b>	<b>8</b>
<b>ADULTS ARRESTED : -----</b>	<b>6</b>
<b>JUVENILES CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>69</b>

**TOTAL HOURS SPENT: BROWNSVILLE 208.45**

**CONTRACT HOURS= 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Beth Miller**





## **Library Advisory Board**

*Librarian's Report*

February 2021

Here are a few facts about our library the month of February 2021. We have received 41 new books for the library. Volunteers donated 109.5 hours to our library. There were 1,087 materials checked out. 382 adult fiction books; 119 adult non-fiction books; 61 audio books; 247 children's books; 183 junior books; 42 junior reference books and 53 large print books. In February, we held 4 virtual children's programs reaching 163 participants.

For being the shortest month of the year, a lot happened in the Librarian's Office! The City purchased a new video editing program for story times. Yeah! I can add words and music as an overlay. Raise and lower sound levels. It has brought a higher level of quality to our weekly story times. With each new program comes a time of skill building. I am looking forward to utilizing this program for many projects in the future.

The Library continues to see a minor increase in patrons using the Library. More and more families and individuals are using our resources more. It is heartening to see our community build itself together. We receive weekly compliments on being open and patrons able to check books out. Our Library has been a lifeline to many during the pandemic.

Respectfully submitted,

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

Sherri Lemhouse  
Librarian



**RESOLUTION NO. 2021.13**

**A RESOLUTION EXTENDING CITY OF BROWNSVILLE WORKERS'  
COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF  
BROWNSVILLE**

**Effective Date:** March 24<sup>th</sup>, 2021

A resolution extending workers' compensation coverage to volunteers of Brownsville, in which Brownsville elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

**1. Public Safety Volunteers**

Applicable \_\_\_\_\_ Non-applicable  X

**2. Volunteer boards, commissions, and councils for the performance of administrative duties.**

Applicable  X  Non-applicable \_\_\_\_\_

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Council
- b. Planning Commission
- c. Parks & Open Space Advisory Board
- d. Library Advisory Board
- e. Budget Committee
- f. Historic Review Board

**3. Manual labor by elected officials.**

Applicable \_\_\_\_\_ Non-applicable  X

**4. Non-public safety volunteers**

Applicable  X  Non-applicable \_\_\_\_\_



All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- Parks and recreation
- Public works
- Library

**5. Public Events**

**Applicable**   X   **Non-applicable** \_\_\_\_\_

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a. Annual Arbor Day Celebration
- b. Cemetery Head Stone Cleaning (*Possible*)
- c. Fourth of July Celebration (*Possible*)

**6. Community Service Volunteers/Inmates**

**Applicable** \_\_\_\_\_ **Non-applicable**   X  

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Brownsville.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

**7. Other Volunteers**

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Brownsville:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage



**The City of Brownsville agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

Now, therefore, be it resolved by the Council of the City of Brownsville to provide workers' compensation coverage as indicated above.

Adopted by the City of Brownsville this 23<sup>rd</sup> day of March 2021.

***Attest:***

***Approved:***

---

S. Scott McDowell  
City Administrator

---

Don Ware  
Mayor



**RESOLUTION 2021.14**

**A RESOLUTION RECOGNIZING  
ALEX PAUL  
FOR HIS SERVICE TO THE  
CITY OF BROWNSVILLE**

**WHEREAS**, the City of Brownsville depends on quality journalism to inform citizens and the broader community on every civic topic that is worthy of media attention; and,

**WHEREAS**, the City of Brownsville has had a remarkable relationship with the Albany Democrat-Herald who has been committed to bringing local news to Linn County residents; and,

**WHEREAS**, Mr. Paul has served as the City’s liaison for fifteen years; and,

**WHEREAS**, Mr. Paul has exhibited exceptional professional writing countless stories about Brownsville, dealing with every issue and topic with class and grace to ensure that the reader gets accurate information about their local government; and,

**WHEREAS**, Mr. Paul has proven his commitment to writing excellence and is a shining example of outstanding journalism; and,

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

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

**PASSED** by Council and approved by the Mayor on this 23<sup>rd</sup> day of March 2021.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
S. Scott McDowell  
City Administrator

\_\_\_\_\_  
Don Ware  
Mayor



## RESOLUTION NO. 2021.15

### A RESOLUTION DEDICATING CERTAIN CITY PROPERTY AS PART OF THE HUME STREET PUBLIC RIGHT-OF-WAY

**WHEREAS**, the City's Public Works storage yard is located on Hume Street at Tax Lot 2600 of Tax Map 14S02W06B; and

**WHEREAS**, Tax Lot 100 of Tax Map 14S02W06 is privately owned and does not have direct access to Hume Street; and

**WHEREAS**, with the City dedicating a small triangle of property as Hume Street right-of-way, Tax Lot 100 would have access to Hume Street; and

**WHEREAS**, the City has no foreseeable need for the small triangle of City property, there is a public need to use this property as dedicated right-of-way, and putting this City property to use as public right-of-way is a proper purpose for the continued use of City property; and

**WHEREAS**, dedicating the right-of-way as set out in the attached Exhibit A would implement the City-approved property line adjustment monumented in the recorded survey C.S. 24951,

**Now, Therefore, The City of Brownsville Resolves as follows:**

#### **Section 1.**

The City Council finds that there is a need to dedicate certain real property as public right-of-way for the purpose of extending Hume Street to the north as shown in the dedication attached as Exhibit A. The City Council further finds that making this right-of-way dedication furthers a public interest. In dedicating the right-of-way, the City will maintain the underlying ownership to the property should the right-of-way ever be vacated.

#### **Section 2.**

The Council delegates to the City Administrator the authority to take all necessary actions and execute such documents as may be required to complete the dedication, including but not limited to, the dedication document attached hereto as Exhibit A.

#### **Section 3.**



This resolution shall be immediately effective upon adoption.

**Passed** and approved by the City Council this 23<sup>rd</sup> day of March, 2021.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
S. Scott McDowell  
City Administrator

\_\_\_\_\_  
Don Ware  
Mayor

EXHIBIT 'A'

HUME STREET (A PORTION THEREOF)

AREA '2' PER COUNTY SURVEY NO. 24951

AN AREA LOCATED IN THE NORTHEAST QUARTER OF SECTION 6, TOWNSHIP 14 SOUTH, RANGE 2 WEST OF THE WILLAMETTE MERIDIAN, IN THE CITY OF BROWNSVILLE, LINN COUNTY, STATE OF OREGON AND BEING MORE SPECIFICALLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE LAND DESCRIBED IN LINN COUNTY DEED DOCUMENT NO. 2019-09488; THENCE NORTH 89°03'03" WEST 50.00 FEET; THENCE NORTH 1°02'57" EAST 52.50 FEET; THENCE SOUTH 42°36'00" EAST 72.44 FEET TO THE POINT OF BEGINNING

REGISTERED  
PROFESSIONAL  
LAND SURVEYOR

*Kyle W. Latimer*

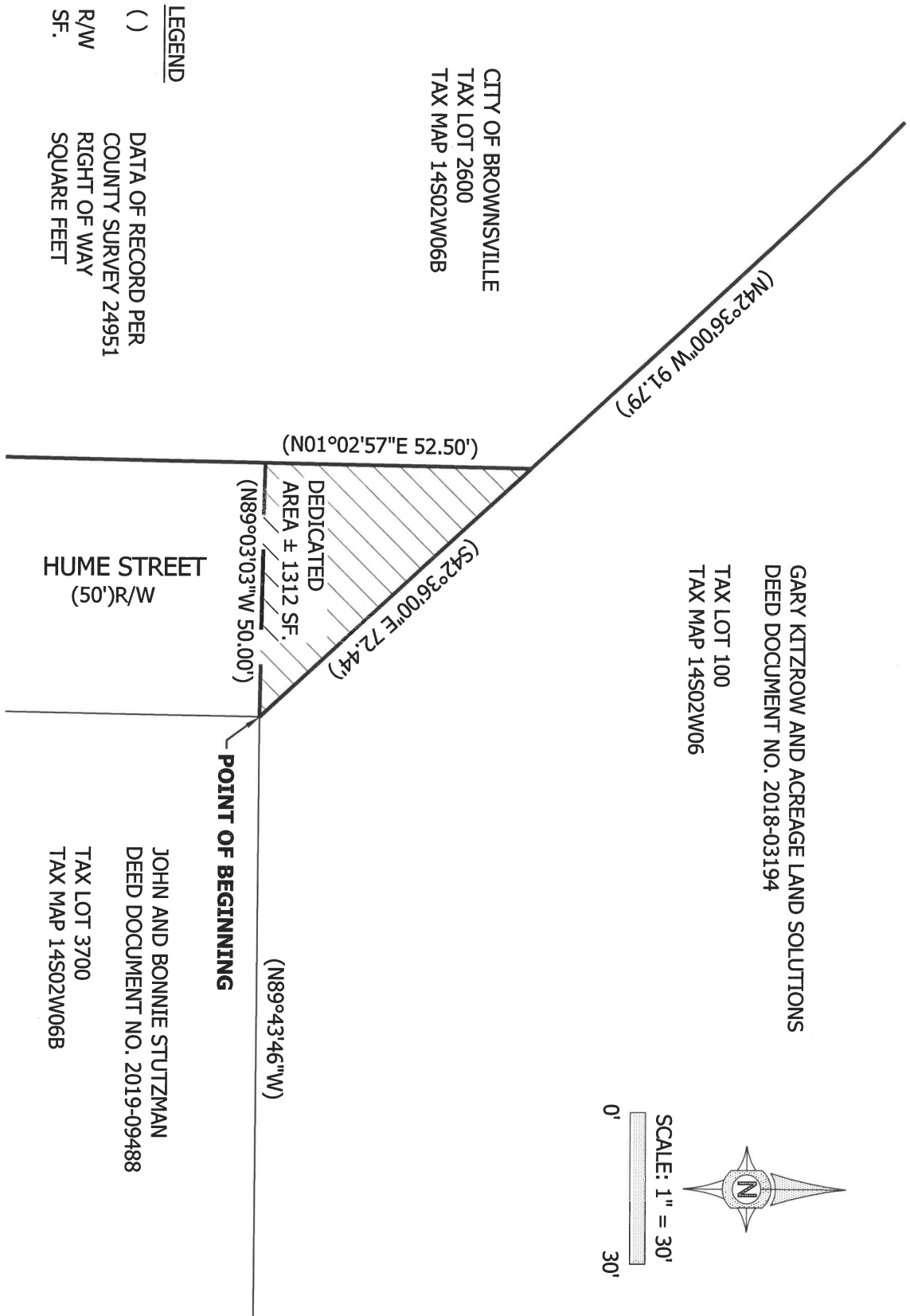
OREGON  
JUNE 12, 2013  
KYLE W. LATIMER  
80442

EXPIRES: *12-31-2022*

Udell Engineering & Land Surveying, LLC  
63 East Ash Street, Lebanon, OR 97355  
Ph: 541-451-5125 • Fax: 541-451-1366

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**LEGEND**  
 ( ) DATA OF RECORD PER COUNTY SURVEY 24951 R/W RIGHT OF WAY SQUARE FEET

CITY OF BROWNSVILLE  
 TAX LOT 2600  
 TAX MAP 14S02W06B

GARY KITZROW AND ACREAGE LAND SOLUTIONS  
 DEED DOCUMENT NO. 2018-03194  
 TAX LOT 100  
 TAX MAP 14S02W06

JOHN AND BONNIE STUTZMAN  
 DEED DOCUMENT NO. 2019-09488  
 TAX LOT 3700  
 TAX MAP 14S02W06B



**POINT OF BEGINNING**

SHEET 1  
 of 1  
 SCALE: AS NOTED



Date 03/03/2021 Project 21-069 MERRILL Drawn by GSR Checked by KWL	<b>EXHIBIT B</b> 400 HUME ST. BROWNSVILLE, OREGON	UDELL ENGINEERING AND LAND SURVEYING, LLC 63 EAST ASH ST. LEBANON, OREGON, 97355 541-451-5125
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**PROCLAMATION**

**April 2021  
“Child Abuse Prevention and Awareness Month”**

**WHEREAS**, children are valued in Brownsville and should live in a safe, healthy home; and

**WHEREAS**, in 2019, 18.2% (5,051) Linn County children 0-17 were living in poverty, 20.9% (5840) were food insecure and 5.2% (1180) students were homeless; and

**WHEREAS**, preventing child abuse and neglect is a community value that depends on the involvement of people community wide in order to provide access to the resources needed for safe, healthy living; and

**WHEREAS**, child abuse and neglect not only directly harms children, but also increases the likelihood of health problems, poor education performance, substance abuse and early pregnancy. These problems can compound themselves as the child becomes an adult. Abuse and neglect are far reaching with no social economic group immune and children of all races and ethnicities are victims. Child abuse is a total community problem affecting all levels of society; and

**WHEREAS**, there were 533 substantiated cases of child abuse and neglect in Linn County during 2019; and

**WHEREAS**, during 2019, there were 23 Oregon children who died from causes related to familial/caregiver abuse and/or neglect; 17 of those who died were five years old or younger with 12 of these 17 being less than one year old; and

**WHEREAS**, The prevention of child abuse needs to be addressed by the entire community; and now, therefore, the Brownsville City Council proclaim April 2021 as “**Child Abuse Prevention and Awareness Month**” throughout Brownsville and calls upon all citizens, community agencies, religious organizations, medical facilities and businesses to increase their participation in efforts to support children and their families in living safe and healthy lives, therefore, helping to preventing child abuse and neglect.

**IN WITNESS WHEREOF**, I, Don Ware, Mayor of the city of Brownsville, Oregon do hear by proclaim April 2021 Child Abuse Awareness Month this 23<sup>rd</sup> day of March 2021.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
Administrator Scott McDowell

\_\_\_\_\_  
Mayor Don Ware



**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 southeast 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. 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 require vendors and Market coordinators to park in areas other than the spaces provided on site.
- 2. TERM.** The term of this lease shall commence upon execution hereof and shall continue for one year with a one-year option. Council will consider renewal at the end of the term.
- 3. TERMINATION.** Either party may terminate this use agreement 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.
- 4. CONDITIONS.** City grants use to Alliance at Kirk’s Ferry Park subject to the following conditions:
  - a.** Alliance shall always maintain vehicular access to the driveway on the east side of the property. The City operates utilities and Alyrica operates their main fiber optic terminal in the area.
  - b.** Require vendors to park off premises at either the Rec Center parking lot or the City owned lot at the southwest corner of Averill Street and Stanard Avenue.
  - c.** The Alliance shall visit with all neighbors on Main Street, Kirk Avenue to the Mill Race/Tail Race, all property owners on Averill Street including Park Avenue to the Centurylink Building at the corner of Spaulding and Averill and address efforts and plans to minimize parking disruptions during the market hours.



- d.** Monitor and limit on-street parking during market hours. The Kirk Avenue, Main Street intersection is busy. The City does not want to experience parking issues at this intersection.
  - e.** If the market uses the asphalt area, the northside basketball hoop must be left open and available to the public.
  - f.** Canopies cannot be left standing.
  - g.** The Alliance shall provide the City with an insurance certificate naming the City additionally insured at the level required by the City's insurance agent and City requirements.
  - h.** Any damages sustained to any Alliance property or appurtenances shall be the sole responsibility of the Alliance. The City will not be responsible for any theft, vandalism or any other damages sustained by the Alliance or any of their affiliates during their use of this site.
- 5. SIGNAGE.** The Alliance may place their wooden market sign in their proposed location (see attached layout map). The Alliance shall call in a utility locate with 811 and install the sign at their own expense. A banner may be displayed at the proposed location on the attached map for sixty (60) days. Banners may be hung on the fence weekly using zip ties.
  - 6. IMPROVEMENTS.** During this initial trial use of public space, future improvements will not be considered.
  - 7. 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.
  - 8. 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 Alliances agree to pay for insurance to cover the period of their use of the property.
  - 9. 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 ex-



penses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.

- 10. **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.
- 11. **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.
- 12. **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:**

**CITY:**

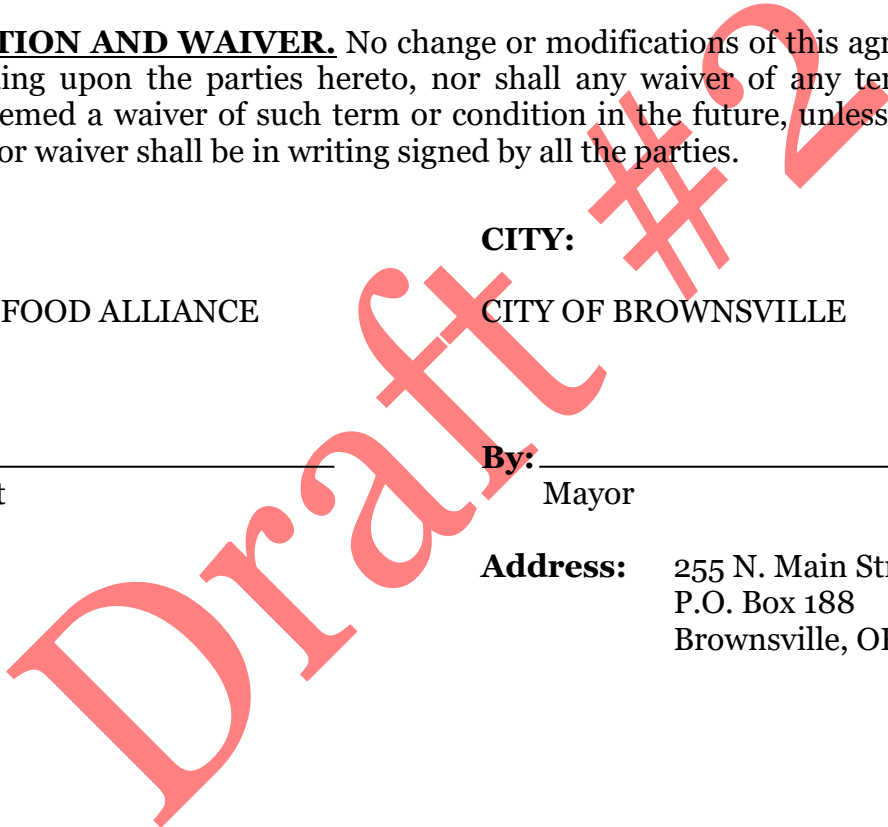
CALAPOOIA FOOD ALLIANCE

CITY OF BROWNSVILLE

By: \_\_\_\_\_  
President

By: \_\_\_\_\_  
Mayor

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





**Report Date:** 03.02.2021  
**Discussion Topic:** Calapooia Food Alliance Proposal  
**Ad Hoc Committee:** Councilor Thompson, Councilor Neddeau, Councilor Craven, Administrative Assistant Elizabeth Coleman, and City Administrator Scott McDowell.

**Summary:** McDowell gave a brief overview of the partnership the City has had with the Calapooia Food Alliance through the years. The City has helped the Calapooia Food Alliance create a Community Garden on the southside of town, facilitated the use of their space on their former Farmer's market site, and worked on several other proposals over the years. Council recently signed a three-year extension on the Alliance's continued use of the Red Barn as an example. McDowell shared that the Parks & Open Space Advisory Board recommended the approval of Kirk's Ferry Park to Council in 2008. Council approved the use of the Park at that time, but the Calapooia Food Alliance never had to use the space.

McDowell shared concerns the Park Board had about parking in the area. Park Board simply recommended that Council consider the proposal, basically deferring to Council to make any decision of this magnitude.

McDowell voiced concerns about other use agreements in Pioneer Park and discussed requirements and parameters used by the City with groups included the Linn County Pioneer Association, the Brownsville Chamber of Commerce, the Rally on the River and many other interested parties who use Pioneer Park for their events during the course of any given year.

Council Craven asked for a few word changes for clarity purposes. Craven also wanted to make sure that use of the Park did not prevent anyone from shooting baskets at the rim on the north end.

Councilor Neddeau asked about the reason for location. Future plans of the Calapooia Food Alliance seem to dovetail better in Pioneer Park where the City already has facilities. Constructing another structure just adds to the City's extensive buildings inventory and assets list.

Councilor Thompson suggested making the agreement a one-year agreement with a one-year option. Thompson said that by doing this, the City could evaluate the performance and the Calapooia Food Alliance could also decide if this location was really going to be the best for them.

Everyone felt that parking and the coordination of traffic was paramount to making this successful. The City must ensure that access is clear for the use of City appurtenances and franchise partners who operate utilities in the area. Everyone agreed that talking to the neighbors about the plan was an important consideration. Councilor Neddeau said this intersection can be busy and congested at times as suggested by the Park Board.

The Committee scratched the Improvements paragraph because it is too early to talk about future improvements. Signage was discussed at length. It was decided to mostly go with the proposed plan. Councilor Craven suggested a removable banner for the fence. No one was in favor of allowing the canopies to be left up continually. The rationale was vandalism and overall aesthetic. The group talked about pop tents or other ways to have a covered area for the market. Those details would of course be up to the Calapooia Food Alliance.

The Calapooia Food Alliance would have to name the City additionally insured for the use of the space in accordance with the City's insurance agent. The Calapooia Food Alliance would be solely responsible for any damages or losses incurred by any vendor or affiliate using this property.



**2021-2022 Council Goals**  
(Compilation Date: March 2021)

**Goals 2021-2022**

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative and Productive Relationships in Brownsville with the Central Linn Community, Linn County, & State & Federal Agencies.*

2. Water Rights.

- *Explore Possible Additional Water Source Options.*
- *Continually Work on Perfecting Water Rights.*
- *Complete Water Conservation Plan required by the State.*

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities in Real-Time.*
- *Implement the Mid Valley Partnership Agreement.*
- *Finalize Economic Analysis, Land Inventory and Urban Growth Boundary.*

4. Community Development Plan.

- *Refine Brownsville Code Requirements & Public Works Standards.*
- *Adopt Building Rules and Standards to Preserve Historic Aesthetic.*
- *Emergency Preparedness Planning: Participate in Local and Regional Efforts to Expand Public Awareness and Readiness.*
- *Monitor Tort Limits, Recreational Immunity & Case Law impacting Local Amenities.*
- *Continue Promoting Youth Activities with Community Partners.*

5. Capital Improvements Plan.

- *Construct Downtown Wastewater Improvements.*
- *Plan for the GR 12 Waterline Extension.*
- *TMDL Review, Monitoring and Implementation Elements.*
- *Work toward Recreation Center Renovation & Construction of New Pavilion.*

6. Organizational Development.

- *Focus on Council Leadership Development & Training.*
- *Continue Positive and Effective Working Relationship between Council and Staff.*
- *Emphasis on Volunteer Training and Meeting Logistics & Procedures for All Boards & Committees.*

7. Advocacy Plan.

- *Develop a Standing Committee to develop an advocacy strategy, to write policy statements and stay abreast of legislative developments at the State & Federal level.*
- *Focus on Home Rule, the League of Oregon Cities, the Cascade West Council of Governments, and other regional efforts to strengthen the City's policy positions.*



## **Goals Progress Plan**

### **1. Focus on the Fundamentals.**

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative and Productive Relationships in Brownsville with the Central Linn Community, Linn County, & State & Federal Agencies.*

**Plan:** Council, the Budget Committee and Staff will continue working carefully with the annually adopted budget to ensure financial well-being and to complete the goals of the City. Staff will strive to provide services efficiently and effectively to maintain low costs. Staff will work to maintain the City's outstanding financial rating. Staff will execute the planned projects found in the FY 2020.2021 and FY 2021.2022 budgets, as time, priority and possible financial constraints allow.

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

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

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★ Updates to be listed here.

### **2. Water Rights.**

- *Explore Possible Additional Water Source Options.*
- *Continually Work on Perfecting Water Rights.*
- *Complete Water Conservation Plan required by the State.*

**Plan:** Council recognizes water as the City's most valuable resource. The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that may exist areas around Brownsville. Staff will continue to work with City Engineer Ryan Quigley and City Attorney Rolfe Wyatt on issues as they arise through the State Legislature and other agencies of the State such as the Oregon Water Resources Department (OWRD). Staff will continually work on the Water Conservation Plan with Oregon Association of Water Utilities as hired in early 2021.

---

★ Updates to be listed here.

### **3. Economic Development Plan.**





- *Participate in Regional Efforts and Opportunities in Real-Time.*
- *Implement the Mid Valley Partnership Agreement.*
- *Finalize Economic Analysis, Land Inventory and Urban Growth Boundary.*

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

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

The City will incorporate several new ideas from the Goal Setting session into the Land Inventory and Update.

---

★ Updates to be listed here.

#### **4. Community Development Plan.**

- *Refine Brownsville Code Requirements & Public Works Standards.*
- *Adopt Building Rules and Standards to Preserve Historic Aesthetic.*
- *Emergency Preparedness Planning: Participate in Local and Regional Efforts to Expand Public Awareness and Readiness.*
- *Monitor Tort Limits, Recreational Immunity & Case Law impacting Local Amenities.*
- *Continue Promoting Youth Activities with Community Partners.*

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

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★ Updates will be listed here.

#### **5. Capital Improvements Plan.**

- *Construct Downtown Wastewater Improvements.*
- *Plan for the GR 12 Waterline Extension.*
- *TMDL Review, Monitoring and Implementation Elements.*
- *Work toward Recreation Center Renovation & Construction of New Pavilion.*
- *Move forward with Canal Company plans.*

**Plan:** Staff will continue to execute engineering and manage the construction of the old, sewer lines in Old Town Commercial. Staff will prepare for the design and installation of the GR 12 waterline. Staff and Council will work as required to cautiously move forward with TMDL requirements. Staff will continue working with the Ad Hoc Committee assigned to looking into the renovation of the Central Linn Rec Center and the relocation of the Pioneer Picnic Pavilion.

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★ Update to be listed here.



## 6. Organizational Development.

- *Focus on Council Leadership Development & Training.*
- *Continue Positive and Effective Working Relationship between Council and Staff.*
- *Emphasis on Volunteer Training and Meeting Logistics & Procedures for All Boards & Committees.*

***Plan:*** Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2) executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff. Council will work to ensure that all Boards and Committees are properly trained, and procedures are periodically reviewed. Council will take a more proactive role with volunteer support. Council will continue to check in with Staff and stay abreast of community happenings.

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- ★ Updates to be listed here.

## 7. Advocacy Plan.

- *Develop a Standing Committee to develop an advocacy strategy, to write policy statements and stay abreast of legislative developments at the State & Federal level.*
- *Focus on Home Rule, the League of Oregon Cities, the Cascade West Council of Governments, and other regional efforts to strengthen the City's policy positions.*

***Plan:*** Council recognizes the need for advocacy and would like to engage during the current legislative while exploring other ways to engage both regionally and locally. Actively working on protection of Home Rule, recreational immunity, keeping and supporting tort limits and monitoring other impositions by the State government into local affairs. Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

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## 2021-2022 Council Values

### Council Vision Statement

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

### A Vision for Brownsville

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

### Tag line

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

### ***Who we are?***

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

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

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

### ***What do we want for Brownsville?***

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



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

### Organizational Development

- Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
- Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
- Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.
- Diversity, Equity, and Inclusion.* The City creates an environment of equal access to opportunities for all individuals in Brownsville. The City is committed to equal access through Federal and State laws, but also through local practice principled in the elimination of bias and barriers that may exist in the community and from developing in the City's organization. Council shall continue to consider implications of new and past policies that may create unnecessary barriers for members of minority groups, women, veterans and vulnerable populations.

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

#### THE PROCESS OF PROGRESS

1. Recognize & Identify
2. Accept & Agree



# 2021-2022 Council Values

- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

## LEXIPOL'S 10 FAMILIES OF RISK MODEL

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

### *How are expectations set in City Government?*

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





# Oregon

Kate Brown, Governor

Department of Environmental Quality  
 Agency Headquarters  
 700 NE Multnomah Street, Suite 600  
 Portland, OR 97232  
 (503) 229-5696  
 FAX (503) 229-6124  
 TTY 711

Certified Mail 7017 0530 0000 7760 7367

March 3, 2021

Brownsville City Council  
 255 N Main St.  
 Brownsville, OR. 97327

RECEIVED  
 City of Brownsville  
 MAR 8 2021  
 Clerk \_\_\_\_\_

RECEIVED  
 City of Brownsville  
 MAR 9 2021  
 Clerk J. Hill

Re: EPA takes final action on *Revised Willamette Basin Mercury Total Maximum Daily Load*

Dear City Council Members:

This letter provides notification that the U.S. Environmental Protection Agency (EPA) released the *Total Maximum Daily Load (TMDL) for Mercury in the Willamette Basin, Oregon* on Feb. 4, 2021. EPA notified DEQ that, "EPA has established this TMDL and is hereby providing it to the State for implementation."

The EPA's TMDL says that the required reasonable assurance of implementation for the TMDL relies on DEQ's Water Quality Management Plan. The WQMP was issued on Nov. 22, 2019 as part of the DEQ *Final Revised Willamette Basin Mercury Total Maximum Daily Load*. You received this letter because DEQ listed the City of Brownsville as a Designated Management Agency in the WQMP. Therefore, the City of Brownsville is responsible for implementing strategies to reduce mercury according to requirements identified in the WQMP that are specific to the City of Brownsville.

DEQ submitted its TMDL and associated documents to EPA for review and action on Nov. 22, 2019. EPA disapproved DEQ's TMDL on Nov. 29, 2019. On Dec. 30, 2019, EPA established the *Willamette Basin Mercury TMDL*, which was in effect until EPA released the revised TMDL on Feb. 4, 2021. EPA's 2019 TMDL, as revised in Feb. 2021, and DEQ's 2019 TMDL WQMP are in effect and apply to the City of Brownsville. DEQ's WQMP and additional information can be accessed at: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhgtmdlac2018.aspx>

As a DMA, the City of Brownsville is required under OAR 340-42-080 to prepare a TMDL implementation plan to incorporate implementation requirements in the WQMP based on several criteria. TMDL implementation plans must be submitted to DEQ for review and approval by September 3, 2022, which is 18 months from the date of this letter. Should the City of Brownsville fail to submit the plan by this date, this matter may be referred to the Department's Office of Compliance and Enforcement for formal enforcement action, including the assessment of civil penalties and/or a Department Order. Please note that civil penalties can be assessed for each day of violation.

Please contact your basin coordinator, Priscilla Woolverton, to determine what your specific requirements are and to discuss any questions you may have. Your basin coordinator will work closely with you to support your submittal of all TMDL- required documents and reports.



We appreciate the City of Brownsville involvement in TMDL implementation to reduce mercury in the Willamette Basin in order to protect people who regularly eat fish and shellfish from streams and lakes across the basin.

Sincerely,



**Zach Loboy**  
Water Quality Manager DEQ, Western Region  
(541) 687-7425, [Zach.LOBOY@deq.state.or.us](mailto:Zach.LOBOY@deq.state.or.us)  
165 E. 7<sup>th</sup> Ave. Ste. 100, Eugene, OR. 97401

**Priscilla Woolverton**  
Willamette Basin Coordinator DEQ, Western Region  
(541) 687-7347, [Woolverton.Priscilla@deq.state.or.us](mailto:Woolverton.Priscilla@deq.state.or.us)  
165 E. 7<sup>th</sup> Ave. Ste. 100, Eugene, OR. 97401

cc: **Scott McDowell, City Administrator, City of Brownsville**  
**Karl Fink, Public Works Director, City of Brownsville**

**S. Scott McDowell**

---

**From:** Nan and Steve VanSandt  
**Sent:** Tuesday, March 16, 2021 6:26 PM  
**To:** S. Scott McDowell  
**Subject:** Re: Brownsville, OR | FW: Road and River

Thanks for your reply, Scott!

We are unaware of ANY accidents around the calming device that is directly in front of our home. Have there been accidents at the one in front of J & S ? I don't recall any... At any rate, we feel strongly that the calming devices should remain, even if they are ringed with 12 yellow posts.

**Safety over aesthetics!!**

Also, it would be much cheaper, yes? **A penny saved is a penny earned...**

Please pass our comments on to council.  
Thank you  
Nan and Steve Van Sandt

On Feb 26, 2021, at 8:54 AM, S. Scott McDowell <[admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)> wrote:

Good Morning Nan,

Council was given an ultimatum by ODOT. Remove the traffic calming devices or have them modified to include yellow safety reflective posts installed all around each island. ODOT has experienced too many accidents and complaints about the devices and must act. Below is a picture of the posts that ODOT will install. Up to a dozen per traffic calming device.

Council moved to investigate the removal of the traffic calming devices for safety and aesthetic reasons.

<image003.png><image009.jpg>

<image010.jpg>

**S. Scott McDowell**  
255 N. Main Street  
Brownsville, OR 97327  
541.466.5880  
541.466.5118  
[www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)

---

**From:** S. Scott McDowell <[admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)>  
**Sent:** Friday, February 19, 2021 8:25 AM T

<[\\_\\_\\_\\_\\_](#) [\\_\\_\\_\\_\\_](#)>



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**Subject:** Brownsville, OR | FW: Road and River

Good Morning,

Below is a message from Nan Van Sandt. See you all tomorrow!

<image011.jpg>

**S. Scott McDowell**  
255 N. Main Street  
Brownsville, OR 97327  
541.466.5880  
541.466.5118  
[www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)

---

**From:** Nan and Steve VanSandt  
**Sent:** Thursday, February 18, 2021 4:46 PM  
**To:** [admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us); Carla Gerber; [Tricia Thompson](#)

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**Subject:** Road and River

Hi all,

I've been meaning to write to you in SUPPORT of the traffic calming planters.... Better late than never! I don't have everyone's emails, but I know Scott will get this out.

Seeing as we live right in front of one of the planters, it's been VERY helpful for us and we are NOT happy about it coming out.

I don't understand the logic in spending the money to take them out? ....

As far as the river issue, this is more for fun... altho IF (big if) we could find the right person who knew what they were doing, I think it would be a great idea. I thought that Eric (Gerber) especially may enjoy this video about Viktor Shauberger and his water management wisdom.

The section on river management starts at about 8 minutes and goes to about 15 minutes. The beginning (up to 8 min) is fascinating and helpful, so I'd recommend that, too.

<https://www.youtube.com/watch?v=XyOGdjWDVM4>

Enjoy,  
Nan

**S. Scott McDowell**

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**From:** Lisa Hott <Lisa.Hott@govcap.com>  
**Sent:** Tuesday, March 2, 2021 6:23 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** City of Brownsville Announces Refinance Savings



**CONTACT:**  
 City of Brownsville, Oregon  
 Scott McDowell, City Administrator  
 Phone: 541-395-2698  
 Email: [admin@ci.brownsville.or.us](mailto:admin@ci.brownsville.or.us)

**CONTACT:**  
 Government Capital Corporation  
 Lisa Hott, Client Services  
 Phone: (817) 421-5400  
 Email: [lisa.hott@govcap.com](mailto:lisa.hott@govcap.com)

For Immediate Release

## City of Brownsville Announces Refinance Savings

**Brownsville, Oregon (February 2021)** – The City of Brownsville announces the refinancing of an Oregon Economic and Community Development Department loan. The original note proceeds were used for repairs to the city’s wastewater system to reduce inflow and infiltration, install a force main to allow the transfer of wastewater from the north treatment unit, construct dichlorination facilities and other various system-wide improvements. The refinancing reduced the interest rate by almost half, resulting in tens of thousands of dollars in savings for the city and its constituents. Government Capital Corporation, Southlake, Texas provided the financing as well as the feasibility analysis. Jim Shannon of Mersereau Shannon LLP, Portland, Oregon provided the documentation and legal review.

“The staff at Government Capital provided timely responses to our questions as well as met our timeline for the required closing,” commented Scott McDowell, Brownsville City Administrator. “Their experience and expertise financing municipal notes was invaluable.”

“This is a great example of municipal fiscal leadership. It was an honor and privilege to work with Mr. McDowell,” stated Jana Offutt, Client Services, Government Capital Corporation. “We take great pride in assisting state and local governments meet their goals and objectives.”

### About the City of Brownsville

Founded in the 1840’s, Brownsville is a small town of 1,700 people located in the southern Willamette Valley of western Oregon. Conveniently located within 25 miles of Eugene, Albany, Corvallis, Sweet Home and Lebanon; Brownsville has maintained a true small-town feel. Downtown Brownsville is a wonderful collection of 1880’s to 1920’s buildings with a shopping district, cafes, and antique stores, as well as the beautiful 26-acre Pioneer Park surrounded by the Calapooia River. For more information visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us)

### About Government Capital Corporation

Government Capital Corporation is a leading public finance firm providing professional financial services to all local governmental entities. Since its founding in 1992, the company has successfully completed thousands of municipal financings exceeding \$4.5 Billion in Oregon and across the nation. For more information, visit [www.govcap.com](http://www.govcap.com)



**CENTRAL LINN  
COMMUNITY FOUNDATION**



P.O. Box 4  
Brownsville, OR 97327

2/23/2021

Dear Brownsville City Council,

Our CLCF Board is so thankful for your continuing annual donation so we can offer grants to local programs. In 2021 we are offering total amount of \$6,500. Your support has been an important element in this 2021 offer.

Best wishes,

Don Ware for  
The CLCF Board

RECEIVED  
City of Brownsville  
FEB 26 2021  
Clerk \_\_\_\_\_

Please donate to CLCF (Central Linn Community Foundation) to help community dreams become a reality.

CLCF is solely supported through donations, gifts and bequests. If you are interested in making a donation, please send it to:

P.O. Box 4  
Brownsville, OR 97327

OR

“Pay Pal” on our website:

[www.centlinncf.org](http://www.centlinncf.org)



## Mission and Vision

To support and promote educational & charitable activities that improve the health, vitality, and quality of life in Central Linn Communities.

Grants are awarded once a year in May. Grant application, guidelines, and timeline are available through our website starting every January.

[www.centlinncf.org](http://www.centlinncf.org)



**CENTRAL LINN**  
COMMUNITY FOUNDATION

For more information  
Email: [info@centlinncf.org](mailto:info@centlinncf.org)





# What's a Community Foundation?

Community Foundations are 501(c)(3) tax-exempt charitable organizations created by and for a community of people. It's supported by local donors and governed by a board of directors, who work to build their communities by bringing together people and organizations that want to positively improve lives, solve problems, creating futures by donating and establishing funds.



## CLCF Foundation Resources

Funds come from donations, bequests, and living trusts.

In turn, a Community Foundation invests contributed funds back into the community as grants to affect positive change and to help local non-profits, which are the heart of every strong and vibrant community.

## Some Past Recipients

- Brownsville Senior Center & Garden Club
- Central Linn Gleaners
- Sharing Hands
- Calapooia Watershed Council
- Central Linn Recreation
- Meals on Wheels
- Quilts of Valor
- Halsey/ Shedd Fire Dept
- CLES Parent Teacher Club
- Central Linn High School



## S. Scott McDowell

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**From:** Uerlings, Steve  
**Sent:** Wednesday, February 24, 2021 5:09 PM  
**To:** S. Scott McDowell (admin@ci.brownsville.or.us)  
**Cc:** Strandy, Sherri  
**Subject:** CIS Renewal  
**Attachments:** CIS SAIF Member Policyholder Questions.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Scott,

CIS started their conference today. Here are the updates:

We can submit for Workers' Comp quotes from SAIF on April 1<sup>st</sup>, but they are not sure when they will be able to have the proposals back. Please send me the estimated payrolls by class as soon as possible for 2021-22.

I assume you submitted their "Consent to Group Rate" form they sent out, if not please send it is as soon as possible. I have attached the FAQ about the WC changes; you will be serviced by Katie Durfee for WC loss control instead of SAIF staff.

Property values will be trended 2% and rates up 6-8%

Tort Liability and Auto Liability rates up 10-12%

Excess Cyber rates anywhere from 25-50% and will be based how you answered the application. So, who knows...

They have a Rapid Renew feature again this year. What that means is you will not have to do applications, except for Cyber, there will be no proposals, the policies will just renew, and you will receive the invoice.

### Steve Uerlings, CIC, ARM, CRM

#### Senior Vice President

Business Insurance and Risk Management Services



Risk & Insurance | Employee Benefits | Retirement & Private Wealth

**Ready for tomorrow.**

HUB | Barker-Uerlings Insurance, Inc.

340 NW 5<sup>th</sup> Street, Corvallis, OR 97330 | 321 1<sup>st</sup> Ave E - Suite 1B, Albany, OR 97321

P.O. Box 1378, Corvallis, OR 97339

**Direct Phone: (541)368-3308 - Cell Phone: (541) 760-8161 - Fax: (541)750-9442**

Website: [www.barkeruerlings.com](http://www.barkeruerlings.com)

Find us on: 

**Please be advised, coverage cannot be bound or amended via email.**

**S. Scott McDowell**

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**From:** ICMA-RC <noreply@icmarc.org>  
**Sent:** Thursday, March 18, 2021 11:18 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** ICMA-RC Announces Plans for a New Name

ICMA-RC is becoming

**MissionSquare**  
RETIREMENT

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## ICMA-RC Announces Plans for a New Name

### MissionSquare Retirement to Build on ICMA-RC's Heritage

Dear Scott,

We are excited to share with you that ICMA-RC is becoming **MissionSquare Retirement**, a new name that reinforces the company's foundation and solidifies its vision for the future.

Almost 50 years ago, ICMA-RC was created for the sole purpose of helping city and county managers prepare for retirement. Our mission has never changed. In fact, it has grown to include all employees who serve their communities. With our growth comes a need for change. Our research indicated an opportunity to increase brand recognition within the industry. In response, we are evolving to create a new name and brand that is grounded in our mission and reflects the wide range of clients we serve.

We remain the same non-stock, non-profit, mission-based company focused on delivering results-oriented retirement plans, education, investments, and advice across the public sector. This was true yesterday, it's true today, and it will be true for the next 50 years.

The name announcement is just the beginning. We'll be sharing more information with you regarding our brand rollout in the coming months through email, our website, and outreach from your ICMA-RC point of contact.

We will continue to build on what has always made us who we are and look forward to providing you with best-in-class retirement planning services as MissionSquare Retirement.

Sincerely,  
Lynne Ford  
CEO and President, ICMA-RC

For more information, [see answers to questions](#) you may have, contact your representative, or email us at [MissionSquareRetirement@icmarc.org](mailto:MissionSquareRetirement@icmarc.org).

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ICMA-RC, 777 North Capitol Street, NE, Washington, DC 20002-4240. 800-326-7272, website: [www.icmarc.org](http://www.icmarc.org).



Steve Druckenmiller  
Linn County Clerk



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

February 1, 2021

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

RECEIVED  
City of Brownsville  
FEB 3 2021  
Clerk \_\_\_\_\_

Dear Mr. McDowell:

This is to advise you that on May 18, 2021 there will be a Special District Election. This will require your drop site to operate as an **“Official Drop Site”** during this election.

The current plan is to deliver the privacy booth and locked ballot bag on April 26, 2021. Pursuant to our drop site agreement we ask that you accept ballots during normal operating hours until May 18, 2021. **On May 18, 2021 Election Day the drop site is required to be open from 7:00 a.m. to 8:00 p.m.** At 8:00 p.m., the locked ballot bag and equipment will be picked up.

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

Sincerely,

Derrick Sterling  
Supervisor of Elections

**S. Scott McDowell**

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**From:** Senator Jeff Merkley <Senator\_Merkley@Merkley.senate.gov>  
**Sent:** Thursday, March 11, 2021 6:54 PM  
**To:** mayor@ci.brownsville.or.us  
**Subject:** If the Big One hits



Dear Donald,

If there's anything we've learned from this pandemic and last year's catastrophic wildfires, it's the importance of trusting science and preparing for emergencies before they strike.

That's why I've been using my position on the Senate Appropriations Committee to secure robust funding for the ShakeAlert early warning system, which could help save lives up and down the West Coast in the event of a major earthquake. I'm pleased to share that this year, \$25.7 million in federal funding is headed to Oregon, Washington, and California to support the expansion of ShakeAlert.

Earthquakes seem like they come out of the blue, and that's sort of true. But sensitive equipment can detect the shaking coming, like seeing a wave rolling towards shore. ShakeAlert uses over 1,000 seismic sensors placed throughout the West Coast to detect and monitor tectonic activity, and starting today, can send alerts to Oregonians' phones several minutes before we start feeling an earthquake so we can get outdoors or avoid being in particularly dangerous situations amid shaking. Those warnings will allow hospitals to power up their generators immediately after shaking stops; fire stations to open doors before electricity goes out so trucks aren't trapped; and utility companies take precautions that can prevent drinking water from being contaminated in case disaster strikes. [For instructions on how to enable the alerts on your phone, click here.](#)

On behalf of all Oregonians, I thank all of the researchers, including those at the Oregon Hazards Lab at the University of Oregon who are working on the ShakeAlert system, for their dedication to help us stay safe. Whether it's wildfires or The Big One, I will continue to listen to the science and fight for the resources our state needs to be resilient to natural disasters -- and I hope you'll join me by doing your part to boost our communities' earthquake preparedness, [including by building an emergency kit and making an emergency plan.](#)

All my best,  
Jeff

**S. Scott McDowell**

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**From:** Senator Jeff Merkley <Senator\_Merkley@Merkley.senate.gov>  
**Sent:** Monday, March 15, 2021 6:59 PM  
**To:** mayor@ci.brownsville.or.us  
**Subject:** \$40 Million for Pacific Northwest Forests



Dear Donald,

Like so many Oregonians, many of my family's best memories have been made exploring Oregon's shores, forests, and deserts. Especially during this difficult year, I'm thankful for any opportunity to get outside and enjoy the peaceful nature and beautiful scenery that makes our state so special. That's why it's so important that we be good stewards of our natural treasures, so that future generations of fishermen, hikers, hunters, campers, and other outdoor recreationists can make their own memories on our public lands, too.

Last week, we made progress on the mission to turn that vision into a reality, and I'm excited to share some big news: [\\$40 million in federal funding through the Great American Outdoors Act -- which I, with Senator Ron Wyden, cosponsored and championed -- is headed to the Pacific Northwest to improve the health of our national forests and support our local recreation economies.](#)

This funding will go to projects aimed at maintaining and repairing dozens of pedestrian bridges and more than 1,500 miles of forest trails; improving fish passage and habitat for threatened and endangered salmon and steelhead; upgrading outdated water and waste management systems; making forest roads safer; and making visitor centers and historic buildings more accessible.

When our lands and waters thrive, Oregonians thrive. I'm going to keep doing all that I can -- including using my new position as Chair of the Senate Appropriations committee that funds the U.S. Department of Interior, which oversees America's public lands -- to support our natural treasures and the families that rely on them.

All my best,  
Jeff



This email was sent to [mayor@ci.brownsville.or.us](mailto:mayor@ci.brownsville.or.us)  
[Visit merkley.senate.gov](http://merkley.senate.gov) | [Contact Jeff](#) | [Unsubscribe](#)

Please note that any reply to this email address will be sent to an unmonitored email address.

## S. Scott McDowell

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**From:** MURPHY Melissa \* BIZ  
**Sent:** Wednesday, March 10, 2021 8:00 AM  
**To:** Porsche, Kate; Sherry, Seth; Mundorff, Karl; Paul Schuytema; Jenny Glass; Alysia Rodgers; Blair Larsen; Hilary Norton; S. Scott McDowell; John Hitt  
**Subject:** FW: South West Airlines Press Conference video

Just sharing the great and important, to the whole region, news that SW Airlines has picked the Eugene Airport for a new hub. This will be an important economic development tool both in recruitment of businesses and talent. I hope we continue the regional effort started here to continue to build out the Eugene Airport to benefit our whole region more.

<https://www.dropbox.com/s/gs0pr3xmbnhkomn/SWA%20PR%20with%20cuts.m4v?dl=0>

### Melissa Murphy (She/Her/Hers)

Regional Development Officer – Linn, Lincoln, Benton, Lane

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Business Oregon | [www.oregon4biz.com](http://www.oregon4biz.com)

775 Summer St. NE Suite 200

Salem, OR 97301

Join us @ Oregon Infrastructure Summit <https://www.oregon4biz.com/Infrastructure-Summit/>



**S. Scott McDowell**

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**From:** USDA Forest Service <forests@public.govdelivery.com>  
**Sent:** Monday, February 22, 2021 1:27 PM  
**To:** admin@ci.brownsville.or.us  
**Subject:** USDA Forest Service Dispersed Camping Rehabilitation and Improvements Update  
**Attachments:** Dispersed\_Rehab\_CE\_public\_scoping\_letter\_signed.pdf

Greetings,

The Sweet Home Ranger District would like to inform you that a project titled Dispersed Camping Rehabilitation and Improvements is available for public scoping comments. Please see the attached letter or visit the website <https://www.fs.usda.gov/project/?project=59452> for more information about the project and for directions on how to submit comments. Comments received by June 4, 2021 would be most helpful in considering the final design of this project.

Sincerely,

The Sweet Home Ranger District

Willamette National Forest

You are subscribed to Dispersed Camping Rehabilitation and Improvements for USDA Forest Service. This information has recently been updated, and is now available.

- [Dispersed Rehab CE public scoping letter signed.pdf](#)

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Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact [subscriberhelp.govdelivery.com](mailto:subscriberhelp.govdelivery.com).

This service is provided to you at no charge by [US Forest Service](#).

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This email was sent to admin@ci.brownsville.or.us using GovDelivery Communications Cloud on behalf of: USDA Forest Service - 1400 Independence Ave., SW · Washington, DC 20250-0003 · 1-800-832-1355



**File Code:** 1950  
**Date:** February 22, 2021

Re: Dispersed Camping Rehabilitation and Improvement Project

To: Friends and Neighbors of the Sweet Home Ranger District,

The Sweet Home Ranger District is seeking public comment on a proposal to rehabilitate and improve approximately 31 dispersed recreation/camping sites located in the Quartzville corridor (Road 11) and Hwy 20 corridor on Willamette National Forest land.

The purpose and need of this proposal is to reduce safety concerns, reduce and/or eliminate health and sanitation issues associated with improper disposal of human waste and garbage, minimize resource damage to vegetation and waterways, and resolve parking issues. The proposed action would reconfigure some dispersed campsites to limit vehicle access and limit the amount of campers per site. No sites will be closed for dispersed recreation or camping with this action. This would ultimately rehabilitate and improve areas of dispersed camping on the Sweet Home Ranger District.

All dispersed camping sites included in this project are in Linn County, Oregon. There are seven Canal Creek sites along Forest Road (FR) 1132-101, 2 miles from the intersection with FR 1132; fourteen Quartzville sites along FR 1100 between mile markers 26 and mile 33; one Quartzville site along FR 1100 at mile 39.5; all Galena sites are along FR 1100-805 between 0.1 and 1.3 miles from the intersection with FR 1100; one Little Meadows site at the intersection of FR 1133 and 1133-305; two Gordon Rd. sites on FR 2032 at the 0.5 and 2 mile markers; along Highway 20 there is one site at mile 53.6; one Lava Lake site on FR 2067, 2.1 miles from Highway 20 and one Hackleman Creek Rd. site on FR 2672 located 0.2 miles from Highway 20. The proposed action, a description and photos of each individual site, maps and other information are available for your review on the web at <https://www.fs.usda.gov/project/?project=59452>.

We invite you to provide comments on the proposed action. Comments received by June 4, 2021 would be most helpful in considering the final design of this project. Comments may be submitted online through the Forest Service online comment system available at <https://cara.ecosystem-management.org/Public/CommentInput?Project=59452> or mailed to Stefanie Gatchell (Project Lead), Recreation Specialist, 4431 Highway 20, Sweet Home Ranger Station, Sweet Home, OR 97386. Names of those who comment will be considered part of the public record on this project and will be available for public inspection. A final Decision Memo is anticipated in June 2021 and will be posted on the web at the previous address.

For more information please contact Stefanie Gatchell, project lead. She may be reached at (541) 367-3962 or [stefanie.gatchell@usda.gov](mailto:stefanie.gatchell@usda.gov).

Thank you for your time and interest in our projects.



NIKKI SWANSON  
Sweet Home District Ranger



**MONTH END FINANCIAL RECAP**

	<b>FEBRUARY 2021</b>		<b>YTD</b>	<b>%</b>	<b>Unexpended</b>	
	<b>REVENUE</b>	<b>EXPENDITURES</b>				
1 GENERAL	\$ 98,590.36	\$ 90,610.78	\$ 605,427.13	21.79%	\$ 2,172,666.87	1
2 WATER	\$ 26,944.81	\$ 21,892.76	\$ 221,706.21	25.97%	\$ 631,978.79	2
3 SEWER	\$ 32,193.79	\$ 25,624.97	\$ 208,696.66	21.90%	\$ 744,418.34	3
4 STREETS	\$ 18,203.72	\$ 14,669.58	\$ 125,567.33	36.20%	\$ 221,332.67	4
5 WATER BOND	\$ 91.10	\$ -	\$ 46,800.61	62.99%	\$ 27,501.39	5
6 SEWER BOND	\$ 226.61	\$ -	\$ 305,050.00	96.12%	\$ 12,300.00	6
7 SEWER DEBT FEE	\$ 11,470.52	\$ -	\$ 92,075.91	29.01%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 132.46	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,883.47	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 132.23	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 33.45	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 268.41	\$ 55,000.00	\$ 120,000.00	28.87%	\$ 295,675.00	12
13 STORMWATER SDC	\$ 69.56	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 155.81	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 4.56	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 5.00	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 1.11	\$ -	\$ 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	\$ 86.44	\$ -	\$ 9,535.28	6.94%	\$ 127,839.72	20
	\$ 190,493.41	\$ 207,798.09	\$ 1,645,279.72			

**Key Bank Account**

*General Checking* \$ 10,849.60

**Oregon State Treasury** \$ 55,221,893.55

*Community Improvements* \$ 0.94

*Project Escrow Holding* \$ 0.02

**TOTAL OST / LGIP** \$ 55,221,894.51

**Annual Bond Payment**

*Water* \$ 45,167.05

*Wastewater* \$ 307,259.95

**Total** \$ 352,427.00

**2020-2021**

Appropriated \$ 6,616,415 24.87%

**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)**