

Council Agenda Packet

Tuesday, April 27th, 2021 | In-Person | 7:00 p.m. Community Room

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Note: Documents can be found at www.ci.brownsville.or.us/citycouncil



Council Meeting

Tuesday, April 27th, 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: March 23rd, 2021
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. TMDL Report [Semi-annual]
 - B. Linn County News & the City Website
- 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 2021.16:** State Shared Revenues & Services Verification
 - B. **Ordinance 786:** Kreutzer Alley Vacation Request (*First Reading*)
 - C. **Proclamation:** Linn County Pioneer Association | 134th Pioneer Picnic

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!



- D. **Proclamation:** Mental Health Month
- E. **Proclamation:** Older Americans Month

10) ACTION ITEMS:

- A. Canal Company Insurance Request
- B. OLCC License Renewals
- C. Meals on Wheels | Cascade West Council of Governments
- D. Calapooia Food Alliance Requests | Kirk's Ferry Park
- E. Linn County Pioneer Association | Road Closure Requests

11) DISCUSSION ITEMS:

- A. Rally on the River | Logistics & Guidelines
- B. Budget Meeting | Thursday, April 29th, 2021
- C. Cemetery Policy Committee
- D. March Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



March 23rd, 2021

ROLL CALL: Mayor Don Ware called the meeting to order at 7:00 p.m. in the Community Room with Councilor Thompson, Councilor Hansen, Councilor Neddeau (joining at 7:33 p.m.), Councilor Humphreys, Councilor Craven, Public Works Superintendent Karl Frink, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell present. Councilor Gerber was excused. Sergeant Beth Miller (*Linn County Sheriff's Office*), and Kathleen Swayze (*Calapooia Food Alliance*) were also in attendance.

PUBLIC: In the listening room, Council Chambers, were Administrative Assistant Jannea Deaver serving as room monitor, Cookie Wells, and Allen Buzzard.

City Administrator McDowell reviewed the in-person meeting parameters employed tonight. He reported that average attendance at Council meetings is about 20-25 people. For the City to comply with Governor Brown's current guidelines, McDowell has arranged for Council, Staff, and meeting presenters to be seated in the Community Room. Listening room guests are seated in the Council Room with real-time audio of the meeting. Guests will be invited to come over to the Community Room during the Citizen's Comments section if they desire to speak to Council. Also, as social distancing in the room allows, the guests may be invited to join Council in the Community Room, if possible. This will be determined as the meeting progresses, presenters leave the building, and more space is available. Everyone attending must wear their mask until seated. Masks can be removed while speaking and observing social distancing. All the chairs have been placed more than six feet apart.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell would like to move Legislative Item C. to after the Executive Session.

MINUTES: *Councilor Hansen made a motion to approve the February 22nd, 2021 Retreat and Goal Setting Session minutes and the February 23rd, 2021 minutes as presented. Councilor Thompson seconded the motion and it passed unanimously.*

PUBLIC HEARING | PRESENTATIONS:

1. Calapooia Food Alliance (CFA) – Kathleen Swayze.

Mr. McDowell reviewed the logistics and needs of the CFA regarding the proposed move to Kirk's Ferry Park as provided in the agenda packet. McDowell reported to Council that the CFA is interested in using the Jail for storage of their canopies and tables. Mrs. Swayze stated that the CFA is glad to be working with the City. Swayze stated, "This move will put greater demands on the group, but that was expected." The purchase of new canopies, necessitated due to the move, will cost about \$2,000. *Councilor Thompson made a motion to approved Draft #2 agreement provided in the packet. Councilor Hansen seconded the motion and it passed unanimously.*



DEPARTMENT REPORTS:

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Beth Miller delivered the report for the month of February 2021. Miller reported 28 traffic citations, 11 warnings, 2 motor vehicle crashes, 8 adults cited, 6 adults arrested, 69 complaints, and 208 total hours spent for the City. Sergeant Miller reported that there continues to be vehicles break-ins and encouraged folks to lock vehicles and to be more aware. Mayor Ware stated that everyone, including Council, appreciated the increased number of citations in town.
- 2. Public Works.** Superintendent Karl Frink reported that Public Works has been busy cleaning up around town, pressure washing facilities, sidewalks, and parking areas, and cleaning gutters. Staff is getting the Park ready to open, stretching and repairing fencing, cleaning the playground equipment, cleaning the kitchen, pavilion, dance hall, and other facilities. Councilor Craven inquired if they routinely inspect the paths down by the river? He said there are a few that are getting bad with erosion issues, etc. Mr. Frink said they would review the areas.

Public Works had a sewer overflow up on Holloway Heights that required a vector truck to be dispatched to cut tree roots out of the line. The line is now clear, but the roots will grow back, so he is working with Mr. McDowell toward a long-term solution.

Frink stated that he will resume his monthly report submission now that Council is meeting in person again.

Recently, a contractor bored a 4" hole in the side of our 8" water main down on Fisher Street on a holiday weekend. The company did a good job with the repair, but it did cost the City as Staff had to come in to address the situation on the holiday weekend.

- 3. Administrator's Report.** McDowell reviewed several logistical issues with Council. Council is eligible to recoup mileage costs if they travel to meetings for the City. Please see Mrs. Morrow for the appropriate forms and instructions.

McDowell said the Council meeting agenda packets are ready on the Friday before Council. The packets are not mailed through the United States Postal Service because mail is sent to Portland and members would not receive their information in time to prepare for the meeting. While most Councilors are able to stop in and pick up their packets, sometimes it is difficult or just not possible for others. McDowell asked if anyone is interested in a key to the front lobby so that they could have access to pick up their packets/information/mail after hours. Councilor Thompson stated that she picks up and delivers Councilor Gerber's packet, and would be more than willing to do the same for Councilor Hansen.

Mr. McDowell asked Council if they thought an additional audio update would be helpful for them to stay current "in tune" with happenings. Councilor Hansen felt that the meeting summary and audio may be helpful, but hesitates to put any additional workload on Mr. McDowell. Councilor Thompson agreed, stating that McDowell is very available to Council, and information can also be obtained by making an appointment with Scott. Many years ago, Council meetings were held twice a month, allowing Council members to perhaps be more "in tune" with what is happening around town. Current Council seems to be functioning well with one meeting a month. The City doesn't have enough business to convene twice a month, but it is nice for the Councilors to stay in touch with Staff on key issues and developments.



McDowell reviewed how the City Administrator's Report is built. For example, green highlighted text is linked directly to Council Goals. When something is not highlighted, it is an item that has come up in the normal course of City business or is something that is being imposed on the City. Agenda packets take about multiple days to compile and prepare for distribution. They are designed around the agenda. Jokes and quotes were added at the request of Council. Council did not have any suggestions.

McDowell stated that for in-person meetings tonight's format will be what it will look like going forward with current restrictions and regulations. If Linn County goes back to extreme risk for Covid-19, we will have to re-evaluate and maybe even go back to the teleconference format. It is exciting to be back together again, and to avoid some of the technological difficulties folks have been having over the last year.

Councilor Neddeau arrived at this point of the meeting (7:33 p.m.).

McDowell showed a training piece to Council reviewing the team development stages of forming, storming, norming, performing and adjourning. As the two new Councilors are welcomed aboard and adjusting, Council is operating at the norming and performing stage. McDowell, Craven and Humphreys have spent many hours training so that the group can move through the stages faster.

McDowell reminded that the sanitary sewer on Hausman and Henshaw Lane has passed all the necessary testing. Staff will wait for Council's final acceptance of the project until all the parts and pieces of the civil work are finished.

Mr. McDowell reported that Staff did facilitate the Park lottery this year. However, at this time, we are waiting for the Governor's orders on opening up the park for camping and events. We are taking reservations but are warning folks about the fluidity of current situation due to Covid response. Several events such as Pioneer Picnic and Rally on the River have reserved weekends, and are hopeful that their events will take place this year. Staff has hired Park Caretakers for the year in the event that camping and events will be allowed to open up. The City is not allowing use of any meeting rooms or facilities at this time.

McDowell reported that he and Councilor Humphreys attended a LCSO meeting with Sheriff Jim Yon and his staff, and the cities of Halsey, Harrisburg, and Millersburg. Sheriff Yon is very concerned about several bills that are currently being contemplated by the State Legislature. These bills are may severely limit their abilities to perform their ability to perform their duties as law enforcement agents. LCSO has had to hire a full-time lobbyist just to make sure their voice is heard. McDowell also complimented Sergeant Beth Miller, Greg Klein's replacement, on her work for the City. It has been a mostly seamless transition and she has been great to work with. It is encouraging to see the number of traffic citations increasing as well.

McDowell thanked Public Works for their work in the Community Room, installing the new TV and painting the wall. It looks great! McDowell also thanked Mayor Ware for watching the office for Staff when we are short-handed; thank you for your continuing availability for the City.

McDowell reported that the City's retirement carrier, ICMA-RC recently changed their name to Mission Square.



Councilor Craven recently inquired about Pioneer Park opening and processes. Mr. McDowell included a quick outline in the packet for Council as a reminder of all it takes to keep things going. Councilor Hansen stated he appreciated this information.

McDowell discussed an updated price list from Analytical Laboratory Group, which includes prices for testing the water and wastewater for the City. It is important to keep these increased operating costs in mind as we enter budget season.

Mr. McDowell and Mayor Ware are the liaisons with Brownsville Chamber of Commerce. The Chamber has recently elected new leadership, Danielle Myers as President and Jenna Stutzman as Vice president. Jenna is doing a fantastic job on the social media front. Mayor Ware stated that he hoped they will become more visible around town and start to see more action with local businesses and folks.

McDowell reminded Council that it is time for the wind machines to kick on south of town. The machines turn on at certain low temperatures to prevent cold injury to the grapes. Some years the machines run for 7-8 days in a row and sends a low-pitched humming sound throughout part of town. They operate the vineyard in accordance with Linn County and State Laws.

Six local entities are looking into the possibility of hiring a joint EMA Coordinator. The group includes the cities and fire districts of Lebanon, Sweet Home, and Brownsville. The current thinking is instead of hiring an employee, a consultant would suit the group's needs better. The consultant will need access to assigned city staff to proceed with Phase I assessment. There has been talk of getting grant funding for this position. Grant funding should not be counted on as a source of funding. The best way to proceed is to determine if all in the group will 'buy in' and make a long-term financial commitment to fund this position. Phase I will collect the entities information, and Phase II will start the operational pieces of the position. This coordinator will also be working cooperatively with Linn County Emergency Management.

In December Council authorized Mr. McDowell to move forward with an IGA for this purpose. McDowell estimates that Phase I will likely cost Brownsville between \$8,000 - \$10,000. He asked if Council would like to move forward with putting money in the budget for this issue. Councilor Hansen asked if McDowell thought the cost estimate is reasonable? McDowell replied that it is definitely worth taking a look at to achieve a coalition of local cities and districts. He said realistically Phase I would take 3-4 months if all entities commit to the project and assign necessary staff members. *Councilor Hansen made a motion to move forward with the agreement. Councilor Neddeau seconded the motion and it passed unanimously.*

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** Mr. Allen Buzzard was present, and stated that it was nice to see everyone in person. Buzzard spoke of his concerns over street maintenance, and complimented Public Works on their recent pressure washing of City facilities, keeping the town looking great.



LEGISLATIVE:

1. **Resolution 2021.13 – Worker’s Compensation Declaration (Annual).** *Councilor Neddeau made a motion to approve R 2021.13. Councilor Hansen seconded the motion and it passed unanimously.*
2. **Resolution 2021.14 – Recognizing Alex Paul’s (Democrat Herald) Service to the City of Brownsville.** *Councilor Hansen made a motion to approve R 2021.14. Councilor Thompson seconded the motion and it passed unanimously.*
3. **Proclamation – Child Abuse Awareness & Prevention Month.** Mayor Ware proclaimed April to be Child Abuse Awareness & Prevention Month for the City of Brownsville. Mr. McDowell stated that a group will come in and tie the blue ribbons and place pinwheels on Main Street to signify this event. Councilor Hansen remarked that sadly, child abuse has gone up significantly this past year. *Councilor Craven made a motion to approve this proclamation. Councilor Humphreys seconded the motion and it passed unanimously.*

ACTION ITEMS:

1. **Traffic Calming Devices Removal Proposal | ODOT.** ODOT gave Council the option of removing the traffic calming devices located on OR 228 one is roughly in front of Kirk’s Ferry Restaurant, and one is roughly located by Norm’s Electric. McDowell showed pictures of the area from his previous presentation months ago. Basically, the State will place high visibility safety posts all around the devices which will defeat the purpose of the aesthetic the devices were intended to bring, along with slowing traffic. ODOT is responding to multiple complaints and too many incidents involving motorists hitting these devices.

McDowell said that it is unfortunate that motorists cannot drive around the devices by following the paint markings on the roadway. McDowell said they are very difficult to maintain because they don’t slow down traffic as designed. The City’s Public Work’s crew is always exposed when working on these traffic calming devices.

Councilor Hansen made a motion to remove the traffic calming devices on Highway 228. Councilor Craven seconded the motion and it passed unanimously.

2. **Goals & Values Approval | 2021-2022.** Mr. McDowell exhibited the current Goals Board for Council review. A draft compilation for the Goals Board was included in the packet. McDowell asked how Council would like to move forward. *Councilor Hansen made a motion to approve the 2021-2022 Council Goals as presented. Councilor Thompson seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **City Hall Windows | First Floor.** McDowell reported that before the beginning of the pandemic last year, he had contacted a window restoration person to review replacing/restoring the windows downstairs at City Hall. The bid came in at \$16,411 to restore/replace 10 windows. There is funding in the budget this year for this project. McDowell also contacted Anderson Windows, but the price for the windows was nearly twice the price. The City has asked folks downtown to restore their old windows, not replace them with newer windows. It seems unfair for the City to not operate at the same historic level as set by the City. McDowell recommends starting the project



with the downstairs windows and proceed with other restoration work in the future. *Councilor Humphreys made a motion to authorize Mr. McDowell to proceed with this first phase of the project. Councilor Thompson seconded the motion and it passed unanimously.*

2. **TMDL Letter & Report.** McDowell reported to Council that the City has received a letter from DEQ's Zachary Loby and Priscilla Wolverton highlighting TMDL compliance requirements and threatening findings. The letter also made the City a DMA or Designated Management Agency and required a new plan by September 3, 2022. McDowell reviewed slides from his November 2020 TMDL presentation. The outcome of their studies last summer showed no evidence of contamination harming fish or humans, but they are moving forward anyway. This unfunded mandate will cost our citizens a lot of money.

The U.S. EPA, along with various elected officials, are beginning to talk about requiring water and sewer lines to be able to survive a seismic event. McDowell asked Mr. Frink to weigh in on the issue. Frink said it is not possible to ensure that utility lines are seismically sufficient. Costs to replace/upgrade lines would be astronomical. While the EPA and the legislature can make this idea sound great in theory, who is going to pay for this likely unfunded mandate? Add this to the upcoming TMDL requirements and potential costs, and this would have a dire effect on the City. The time for Council advocacy has never been more critically important.

3. **February Financials.** No comments.

Council adjourned into executive session @ 8:13 p.m.

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.

Council adjourned executive session and returned to regular session at 8:29 p.m.

LEGISLATIVE (continued):

4. **Resolution 2021.15 – Public Property Dedication on Hume Street.** *Councilor Hansen made a motion to approve R 2021.15. Councilor Neddeau seconded the motion and it passed unanimously.*



- 5. River's Edge Agreement.** *Councilor Neddeau made a motion to stick to the original agreement with River's Edge regarding the sanitary sewer upgrade and related City expenses. Councilor Thompson seconded the motion and it passed unanimously.*

ADJOURNMENT: *Council adjourned by consensus at 8:32 p.m.*

City Administrator S. Scott McDowell

Mayor Don Ware



April 27th, 2021

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

Budget Committee Meeting
Thursday, April 29th at 7:00 p.m. in the Community Room

One liner of the month



I have not slept for three days, because that would be too long.



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.

“Do the best you can until you know better.

Then when you know better, do better.”

~ *Maya Angelou, Poet & Author*

“Don’t stir all the warmth out of your coffee.

Drink it.”

~ *Kate Chopin, Writer*

“What do we live for, if it is not to make life
less difficult to each other?”

~ *George Eliot, Poet*



Maya Angelou

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. Total Maximum Daily Load (TMDL)** – The State Department of Environmental Quality requires this topic be placed on Council agenda twice a year. Staff will outline basic components of the City’s TMDL plan. The City placed an article in the March Newsletter that was also a requirement of the plan. The basic premise of TMDL is that stormwater runoff is negatively impacting fish habitat and making fish unsafe to eat in large quantities by humans. The City recently received a letter from the Department of Environmental Quality (DEQ) that now threatens findings and orders if cities are not compliant.
- B. Linn County’s Public Information Officer & the City Website** – Staff posts the most up-to-the minute County information on the City Website. McDowell will share details at the meeting.

9) LEGISLATIVE:

- A. Resolution 2021.16: Verification of Services** – Annually, Council passes this Resolution to be eligible to receive State Revenue Sharing. The City has historically used this money to help cover the cost of streetlights.



What is Council being asked to do?

Pass the resolution to secure funding.

- B. Ordinance 786: Averill Street Alley Vacation Request | Kreutzer 114 Averill** – Council moved forward at the January meeting to vacate this alley. Please review Ordinance 786 that is included in the agenda packet.

From 01.2021: Lou Ann Kreutzer is requesting the City vacate an alley behind her property at 414 Averill Street. The application includes the required information for Council consideration. The application is included in the agenda packet for your review. Staff has determined that the alley is not necessary for utilities or other public purposes now or in the future. Any existing easements for other utilities would still be in effect and be the responsibility of the applicant and abutting owners.

What is Council Being Asked to Do?

Give the ordinance a first reading.

- C. Proclamation: Pioneer Picnic Recognition** – A proclamation recognizing the Linn County Pioneer Picnic Association’s Annual Event running for the 134th consecutive year!



- D. Mental Health Month Proclamation** - Annually, Mayor Ware and Council declare this proclamation as included in the agenda packet to support awareness about community mental health and to share the numbers from Linn County.
- E. Older Americans Month Proclamation** - Annually, Mayor Ware and Council declare this proclamation as included in the agenda packet to recognize the significant contributions made by this group of citizens.

10) ACTION ITEMS:

- A. Canal Company & the Mill Race** – It is time once again time to request an insurance certificate from Mr. John Holbrook, President of the Canal Company, for the operation of the Mill Race pumps. Please see me for additional information. I will also review at the meeting for the public.
- B. OLCC License Renewals** – Council is asked by OLCC to review the liquor licenses each year. The City does not charge businesses for an annual permit fee as some cities do. Historically, Council asks Staff to send a letter of support of these businesses. Any Council member having any comments or concerns is encouraged to address them at the meeting.
- C. Meals on Wheels | Cascade West Council of Governments** – Annually, the City provides partnership support for Meals on Wheels. The request is included in the agenda packet for your review. Last year, the City provided \$1,310.
- D. Calapooia Food Alliance Requests | Kirk’s Ferry Park** – Kathleen Swayze has requested, on behalf of the Calapooia Food Alliance Board, the following items from the City:





1) pylons for the Mill Race , 2) an extra garbage can and 3) a Dog Waste Station. Staff was working under the understanding that Kirk’s Ferry Park was to be used as is. Staff would like to review these items with Council.

E. **Linn County Pioneer Association | Road Closure Requests** – The Association is requesting the usual closures for the annual Pioneer Picnic Parades. Closure information is included in the packet.

11) DISCUSSION ITEMS:

A. **Rally on the River | Logistics & Guidelines** – Event Organizer would like Council to consider allowing their event if they can meet the attendance cap set by the Governor’s guidelines and also consider the use of self-contained food vendors.



B. **Budget Meetings** – Budget meetings begin Thursday evening in the Community Room.

C. **Cemetery Policy Committee** – Mayor Ware will ask for a volunteer to work alongside Staff to consider maintenance policy for the City cemetery.

D. **March Financials**



Property Line Disputes

Disputes over a property line can be one of the most problematic and stressful issues between neighbors. Brownsville had a tradition of being steeped in these sorts of disagreements. The City is almost always brought into these disputes by one party or the other. A neighbor will try to use the City to prove their case and/or “poke” at their neighbor.

It is also important to note that many homes in town have property in the right-of-way.

Misconception #1: The City knows exactly where every property line is in town.

Factually, the City does have access to the Linn County Geographic Information System (GIS). The GIS is very accurate and powerful mapping tool however, it is not legally binding on any party. It is not the City or the County’s responsibility to determine property lines. It is the responsibility of the property owner.

Misconception #2: If I have placed a fence, a shed, or any other piece of personal property on a neighboring property, that property becomes mine over a period of time due to common law.

Factually, property is property is property. Meaning that the owner of the private property is solely in possession of that property regardless of any neighboring infringement. However, it may result in a legal action between the two neighbors to resolve the dispute.



What did the City do to resolve these issues?

After much discussion and deliberation, the Planning Commission and Council passed a fence ordinance and new accessory structure ordinance. These ordinances required property owners to apply for a permit to place a fence or an accessory structure on their property. The permit is \$30. The property owner supplies a map of the proposed project, including new homes or additions, and is required to stake the project footprint prior to construction. Administrative Assistant Elizabeth Coleman then goes out to verify that the fence or structure is on the applicant’s property and meets the required setbacks.

The Planning Commission and the Council passed effective policies in the form of an ordinance and it has made a major difference in the time Staff spends on these kinds of neighbor disputes.

So, in conclusion, when there is a dispute over a property line, the answer is for the property owner to hire a licensed surveyor to locate exactly where their property lines are. Surveys can be very expensive depending on the scope of work, so many disputes do not get resolved due to the costs associated with the work. Any given property owner can either decide to live with the issue unresolved or resolve it with a survey and possibly a lawyer.

UPDATES, INFORMATION & HAPPENINGS

Budgetary Process – Staff will have the budget and related documents released to the public on Monday, April 26th, 2021.



Downtown Sanitary Sewer Update – City Engineer Ryan Quigley told Public Works Superintendent Karl Frink and I that they are on schedule to put the project out for bid June 1st, 2021. The City will need to budget for the project into the next fiscal year.

From 03.23.2021: 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.

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 reviewed the intergovernmental agreement last Wednesday. I will have an oral report for Council Tuesday evening.



Active: River’s Edge Outcome – The City is in the process of finalizing concerns with Pacific Power over streetlights. The Planning Commission is also hearing a proposal for Phase III of the subdivision. The City still will need to accept the water and sewer utilities and the streets once officially deemed complete by the City.



City Administrator Report

*From 03.23.2021:*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.

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	March	18	14	213.25
2021	February	28	11	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
	<i>Subtotal</i>	285	262	3812.7
	Total Average	15.83	14.56	211.81
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

Traffic Equipment Purchase – Staff will be training in early May with the manufacturer and the County.



City Administrator Report

ACTIVE, PENDING & STALLED

Active: City Hall Windows | First Floor – Julie Whalen of Willamette Window Restoration will begin the restoration of these windows this weekend. The City can expect the work to take about twelve weeks from start to finish.

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 discussion.

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.



City Administrator Report

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: Approve Mid-Valley Partnership Agreement ☑ – I will provide an update at the meeting.

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.



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.

Active: Park Reservations ☑ – I will have an update for Council Tuesday evening.



From 03.23.2021: The City proceeded with the lottery and received only four entrants. The City continues to have the buildings off-line for rentals due to Governor Brown's orders.



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

Active: Oregon Water Resources Department (OWRD) and Wyatt Rolfe – Mr. Rolfe has taken a position with a law firm in Washington State. The City will continue our representation through Schroeder Law.

From 03.23.2021: Staff has received an estimate from the Oregon Association of Water Utilities (OAWU) to complete the Water Management Plan required by the State. I will provide a resolution on Monday, January 25th, 2021.

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

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

Pending: 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.



COMPLETED

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

Trailer homes repair, charging interest was among topics discussed.

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

Other Recent Items

- ✘ Sanitary Sewer easements recorded.
- ✘ Hume Street Dedication recorded.
- ✘ Linn County Commissioner's Office passed the necessary documents for the Museum easement.
- ✘ Renewed the City's FCC license.
- ✘ SAM Registration Renewal [Required by Federal pandemic emergency funding].
- ✘ Annual State Banking Verification
- ✘ Traffic Calming Devices were removed by North Santiam Paving as directed by Council.
- ✘ Alex Paul received his Resolution as passed by Council.
- ✘ Everyone successfully filed with the Oregon Government Ethics Commission.

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



April 2021

PLANNING AT A GLANCE

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

• Structural	Outdoor Patio Cover	336 E Blakely Ave
• Structural	Metal Shop	217 Kirk Ave
• Structural	50 x 60 Shop	1119 Kirk Ave
• Mechanical	Ductless HP w/AH	204 Blakely Ave
• Structural	20 x 30 Addition	316 Kirk Ave
• Plumbing	Replace 60' sewer line house - main	103 E Worley Ave
• Plumbing	Replace standard t/s with walkin tub only	719 Kirk Ave
• Construction	Patio Cover – Attached	336 E Blakely Ave
• Fence		502 Henshaw Dr
• Fence		181 Filbert Ct
• Fence		377 Kirk Ave
• Construction	50 x 60 Shop	1119 Kirk Ave

Updates

Buildable Lands Inventory

In process.

Zoning Code Amendment

In process.

Elizabeth E. Coleman

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	20	2	4	18	
Violations	113	21	18	116	
Contempt/Other	53	0	2	51	
TOTALS	186	23	24	185	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 6,491.55	City	\$ 5,068.55
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 785.00
Total Bail Held -	\$ 265.00	Linn County	\$ 273.00
* Total Refund/Rest -	\$ 100.00	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 6,126.55</u>	TOTAL COURT PAYMENTS	<u>\$ 6,126.55</u>

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 5,068.55
STATE	\$ 785.00
COUNTY	\$ 273.00
*REFUND RESTITUTION BAIL HELD	\$ -
TOTAL:	<u>\$ 6,126.55</u>



Brownsville Municipal Court

April 21, 2021

To: Mayor & Council

From: Carol Humphreys, Municipal Court Administrator

Re: Western Collection Service

In May of 2020 Brownsville Municipal Court entered into a Collection Service Agreement with Western Collection Bureau. Western is a third-party collection agency serving municipalities in the State of Oregon alone.

Our compliance policy and procedures, preparing notices and letters was developed. Auditing court records and preparing cases for collection was time consuming. Those accounts previously assigned to Department of Revenue, DOR, were also reviewed, audited, and resubmitted. The Department of Revenue and Western Collection Bureau provided professional, ethical, and effective service during the process in successfully submitting BMC accounts for collection.

The result has been substantial. Western has demonstrated a commitment to compliance while working with defendants. As a result, several defendants have been able to have driving privileges restored and are maintaining payment agreements. Court revenue has increased.

I just wanted to share this success story with Council.

Sincerely,

A handwritten signature in black ink that reads "Carol J. Humphreys".

Carol Humphreys



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: **March**

TRAFFIC CITATIONS: -----	18
TRAFFIC WARNINGS: -----	14
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	2
ADULTS ARRESTED : -----	3
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	91

TOTAL HOURS SPENT: **BROWNSVILLE 213.25**

CONTRACT HOURS = 200 HOURS

Jim Yon,
Sheriff, Linn County

By: Sergeant Beth Miller



Library Advisory Board

Librarian's Report

March 2021

Here are a few facts about our library the month of March 2021. We have received 33 new books for the library. Volunteers donated 131.25 hours to our library. There were 1,257 materials checked out. 409 adult fiction books; 212 adult non-fiction books; 81 audio books; 353 children's books; 97 junior books; 25 junior reference books and 80 large print books. In March, we held 4 children's programs reaching 110 participants.

In March we saw some lovely new books going on the shelf. The Library added several large print titles that have been continually checked out. It is rewarding to watch patron's delight in finding a new title that they have been waiting to read become available. Story Time continues to be held online. Several parents have asked when in person Story Time will begin again. We are all awaiting that lovely day. Volunteers have helped with Library projects along the way. Our teen volunteer has learned how to maintain the Roomba, check fire extinguishers, check in books and is learning how to put them back on the shelves.

April 4-10, 2021 is National Libraries Week. This year we are hosting an Amnesty Week. This means that patrons will not have overdue fines this one week. If a patron has previous overdue fines, they can bring one can of food for Sharing Hands Food Bank and we will write off \$1 of fines. Most of our patrons do not accrue overdue fines, but they can still participate by bringing in food for the food bank.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION NO. 2021.16

**A RESOLUTION VERIFYING SERVICES PROVIDED BY THE
CITY OF BROWNSVILLE IN ACCORDANCE WITH THE
DEPARTMENT OF ADMINISTRATIVE SERVICES
REQUIREMENTS FOR STATE-SHARED REVENUES**

WHEREAS, Oregon Revised Statutes (ORS) 221.760 provides as follows:

Section 1. The office responsible for disbursing funds to cities under ORS 323.455, 366.785 to 366.820 and 471.805 shall, in the case of a city located within a county having more than 100,000 inhabitants according to the most recent federal decennial census, disburse such funds only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning, and Subdivision Control
- (7) One or more utility services and;

WHEREAS, City officials recognize the desirability of assisting the state officer responsible for determining the eligibility of cities to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- Police Protection,
- Street construction, maintenance and lighting,
- Sanitary Sewer,
- Storm Sewers,
- Planning, zoning, and subdivision control,
- Water Utility,
- Library Services,
- Municipal Court and
- Parks;

PASSED AND ADOPTED by the Council of the City of Brownsville this 27th day of April 2021.

Attest:

S. Scott McDowell
City Administrator/Recorder

Don Ware
Mayor

After Recording Return To:
City of Brownsville
PO Box 188
Brownsville, OR 97327



ORDINANCE NO. 786

AN ORDINANCE VACATING A CERTAIN PORTION OF AN ALLEY IN THE CITY OF BROWNSVILLE, LINN COUNTY, OREGON.

WHEREAS, Per ORS 271.130, the Brownsville City Council did initiate vacation proceedings at its February 23rd, 2021 regular Council meeting, and;

WHEREAS, Per ORS 271.110 (3), a sum sufficient to cover the cost of publishing the required notices was received from the benefitting property owner, and;

WHEREAS, Per ORS 271.110 (1), & 271.110 (2), a notice was published two consecutive weeks in a newspaper of local circulation and posted on the property, and;

WHEREAS, Per ORS 271.130, written consent from all adjacent property owners has been filed with the City Administrator, and;

WHEREAS, having held a public hearing on February 23rd, 2021, it is the determination of the City Council that the vacation of the portion of the alley described below, is in the public interest,

NOW THEREFORE, The City of Brownsville ordains as follows:

Section 1. The following described alley, located North of Holloway Heights in the City of Brownsville, abutting residential properties known as 113 Walnut & 119 Walnut Avenue, is hereby vacated:

(AFFECTING TAXLOTS 1000, 1100, 1200, 900 & 800)

A tract of land in Brownsville, Oregon, lying in the H.H. Spaulding D.L.C. No. 41, in Section 31, Township 13 South, Range 2 West of the Willamette Meridian and being more particularly described as:

Lot 3, Block 7 of the “Plan of North Brownsville”, a subdivision recorded as County Survey 8639 A Vol. 1 Pg. 10, Linn County Plat Records

Together, with a 4.00 foot strip of the Alley Way immediately west of the property described above, said strip being the east half of the 8.00 foot wide Alley Way vacated by Document_____.

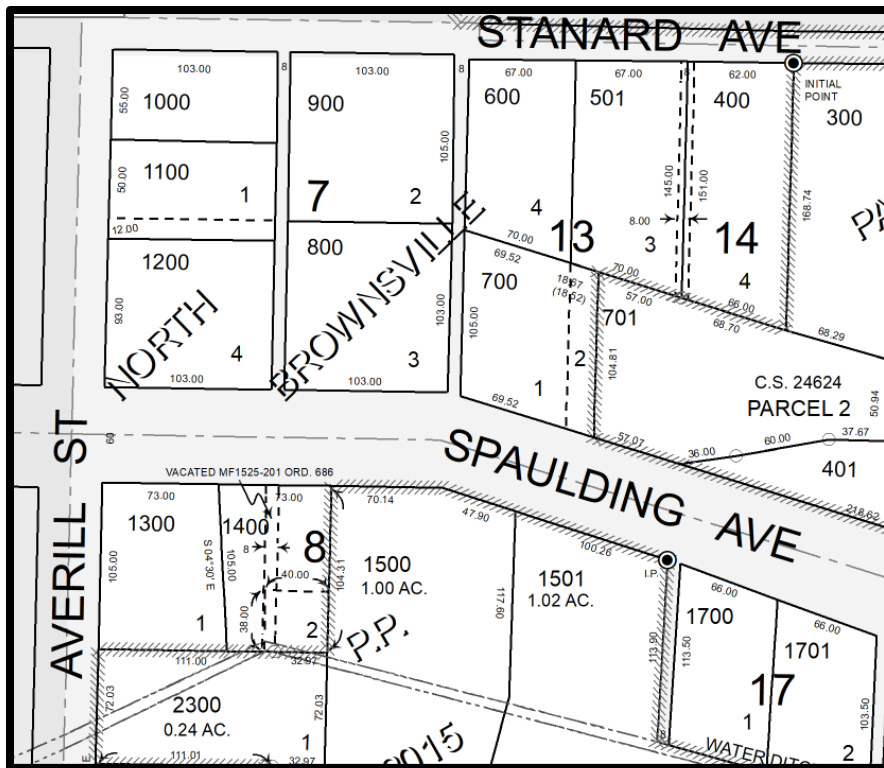
Section 2. This ordinance, being necessary for public health, safety and welfare, shall take effect upon adoption.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR, this ____day of _____, 2021.

Attest:

S. Scott McDowell

Mayor Don Ware





**134th Annual
Linn County Pioneer Picnic
*"Homesteading Oregon"***

PROCLAMATION

Whereas, 2021 marks the 134th Annual Linn County Pioneer Picnic in Brownsville when we welcome hundreds of visitors to our community; and

Whereas, the Pioneer Picnic is a county-wide event and the City's recognition of this event is fitting and appropriate; and

Whereas, due to the COVID-19 pandemic and social distancing requirements, the activities for this year have been altered; and

Whereas, the community has taken on new ways to continue the celebration through a modified celebration; and

Whereas, the community of Brownsville can show their support and celebrate Pioneer Picnic week by decorating their homes and businesses during the week of June 18 - 20, 2021.

Now, Therefore, I, Mayor Don Ware do hereby proclaim June 18 - 20, 2021, as the Linn County Pioneer Picnic - a time for the City of Brownsville to show their fondness and memories of Pioneer Picnic!

I further solicit the cooperation of all members of the community in honoring our Picnic Queen and her Court and this year's theme of Homesteading Oregon.

S. Scott McDowell, Attest

Don Ware, Mayor
City of Brownsville, Oregon

Adopted this 27th day of April 2021



Mental Health Month 2021

A Proclamation

WHEREAS, mental health is essential to everyone’s overall health and well-being; and

WHEREAS, all Americans experience times of difficulty and stress in their lives; and

WHEREAS, promotion and prevention are effective ways to reduce the burden of mental health conditions; and

WHEREAS, there is a strong body of research that support user-friendly tools that all Americans can access to better handle challenges, and protect their health and well-being; and

WHEREAS, mental health conditions are real and prevalent in our nation; and

WHEREAS, with effective treatment, those individuals with mental health conditions can recover and lead full, productive lives; and

WHEREAS, each business, school, government agency, faith-based organization, health care provider, veteran’s groups and citizen has a responsibility to promote mental wellness and support prevention efforts; and

WHEREAS, the COVID-19 pandemic has had profound impacts on the mental health of people of all ages and now more than ever it is critical to reduce the stigma around mental health struggles that commonly prevents individuals from seeking help. By limiting media consumption, staying connected with loved ones and staying active we can maintain our mental health as we try to protect our physical health; and

WHEREAS, the Linn County Mental Health Advisory Board is emphasizing that there is no health without mental health by being involved with Public Service Announcements, Health Fairs, public speakers and various trainings regarding mental health issues;

THEREFORE, I, Don Ware, do hereby proclaim May 2021 as Mental Health Month in Brownsville, Oregon. As the Mayor, I also call upon the citizens, governmental agencies, public and private institutions, businesses and schools in Brownsville to recommit our community to increasing awareness and understanding of mental health, the steps our citizens can take to protect their mental health, and the need for appropriate and accessible services for all people with mental health conditions.

Proclaimed this 27th day of April 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



Older Americans Month 2021

A PROCLAMATION

Whereas, Oregon Cascades West Council of Governments is proud to provide services to approximately 14,833 adults age 60 and older, in the Benton County area, 6,662 adults age 60 and older, in the Lincoln County Area, and 25,012 adults age 60 and older, in the Linn County area who deserve recognition for their contributions and sacrifices to ensure a better life for future generations; and

Whereas, the City of Brownsville is committed to helping all individuals live longer, healthier lives in the communities of their choice for as long as possible; and

Whereas, since 1965, the Older Americans Act has provided services that help older adults remain healthy and independent by complementing existing medical and health care systems, helping prevent hospital readmissions, and supporting some of life’s most basic functions, such as bathing or preparing meals; and

Whereas, these programs also support family caregivers, address issues of exploitation, neglect and abuse of older adults, and adapt services to the needs of Native American elders; and

Whereas, we recognize the value of community engagement and service in helping older adults remain healthy and active while giving back to others; and

Whereas, our community can provide opportunities to enrich the lives of individuals of all ages by:

- Promoting and engaging in activity, wellness, and social inclusion;
- Emphasizing home- and community-based services that support independent living; and
- Ensuring community members of all ages benefit from the contributions and experience of older adults.

Now therefore, the City of Brownsville do hereby proclaim May 2021 to be Older Americans Month. The City of Brownsville urges every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.

Dated this 27th day of April 2021

Attest:

Approved By:

S. Scott McDowell
City Administrator

Don Ware
Mayor



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).

★ 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.

- ★ 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.

- ★ 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.

- ★ 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.



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

1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.
4. *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

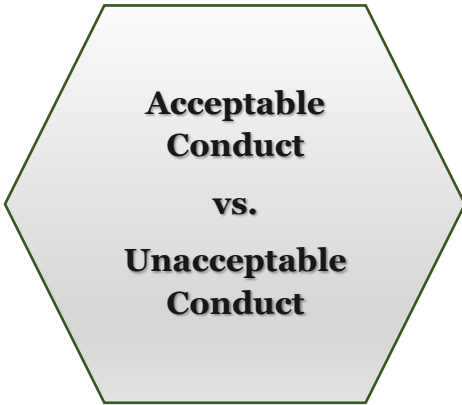
- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

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



RECEIVED
City of Brownsville
APR 07 2021
Clerk _____

RECEIVED
City of Brownsville
APR 07 2021
Clerk _____

City of Brownsville, Attn: City Administrator
BROWNSVILLE
PO Box 188
Brownsville, OR 97327

RENEWAL NOTIFICATION PROCESS

It's time again for liquor license renewals in your area. Liquor licenses are due to expire **6/30/2021**. Attached is the list of licensees who are required to submit their renewal application to local government for comment. According to our records you charge:

\$0.00 Renewal Fee for ON-PREMISES \$0.00 Renewal Fee for OFF-PREMISES

We told applicants to mail your local government fees to the address on this letter.
PLEASE NOTIFY US IMMEDIATELY IF THE FEE(S) OR ADDRESS ARE INCORRECT

HOW TO MAKE A RECOMMENDATION

You have until **6/9/2021** to make your recommendation. Below are your options for renewals:

RECOMMEND APPROVAL

- 1. DO NOTHING.** If you do not submit a recommendation by **6/9/2021**, the OLCC will process the renewal application as a favorable recommendation.

RECOMMEND DENIAL (see additional information on page 2)

1. File an unfavorable recommendation, stating the grounds for the unfavorable (must meet the denial criteria on back of form); **OR**
2. Make a written request for additional time to complete an investigation. The request must state: 1) you are considering making an unfavorable recommendation; 2) the specific grounds being considered. **The grounds must be one referenced in Oregon Administrative Rule 845-005-0308(3).** If your request is granted you will be given a 45-day extension to file your unfavorable recommendation. Unfavorable means recommending denial of a license or requesting restrictions be placed on a license.

If you need assistance or would like to discuss a specific application, please contact your local OLCC office for help. Please send renewal recommendation correspondence to OLCC.Renewals@oregon.gc or OLCC License Renewals, P.O. Box 22297, Portland, OR 97269-2297. If you have questions, contact our license renewal section at 503.872.5138 or toll free at 1.800.452.6522 ext 25138.

REASONS WE MAY DENY OR RESTRICT A LICENSE
ORS 471.313(4)(5), OAR 845-005-0320, 845-005-0321, 845-005-0322
845-005-0325, 845-005-0326(4)(5) or 845-005-0355

The following is a list of problems relating to the **APPLICANT** or **BUSINESS** that OLCC can consider to refuse or restrict a license:

1. Applicant has a habit of using alcohol or drugs to excess
2. Applicant makes a false statement to OLCC (must be related to a refusal basis)
3. Applicant has been convicted of local, state or federal laws that are substantially related to the fitness of holding a liquor license
4. Applicant has demonstrated poor moral character
5. Applicant has a poor record of compliance when previously licensed by OLCC
6. Applicant is not the legitimate owner of the business
7. The business has a history of serious and persistent problems at this location. The problems can include:

obtrusive or excessive noise, music or sound vibrations
public drunkenness
fights or altercations
harassment
unlawful drug sales
alcohol or related litter

OLCC is not able to consider the following issues when deciding to renew a liquor license:

lack of parking
increase in traffic
too many licenses in a specific area (saturation)
entertainment type - nude dancing, gambling, live bands, etc.
increased noise
zoning issues

Visit www.oregon.gov/olcc/ to see the full text of ORS and OAR referenced above. In order for an unfavorable recommendation from a local government to be valid, the grounds must be found in the license refusal bases of ORS 471.313(4), 471.313(5), OAR 845-005-0320, 845-005-0321, 845-005-0322, 845-005-0325 or 845-005-0326(4)(5) or the license restriction bases of OAR 845-005-0355, and must be supported by reliable factual information.

District 3 Renewals

BROWNSVILLE

Page 1

License No./ Premises No.	Tradename/Licensee/License Type	Premises Address & Phone	Premises Mailing Address
Lic. 314749 Prem. 46040	ARMANDOS FAMILY RESTAURANT ARMANDOS 2 LLC F-COM - FULL ON-PREMISES SALES	122 SPAULDING AVE BROWNSVILLE, OR 97327 541-466-3636	3095 W 11TH AVE EUGENE, OR 97402
Lic. 312891 Prem. 48307	BROWNSVILLE VIDEO DEBORAH A. LARSEN O - OFF-PREMISES SALES	130 SPAULDING AVE BROWNSVILLE, OR 97327 541-466-9100	PO BOX 340 BROWNSVILLE, OR 97327
Lic. 312437 Prem. 4952	DARI MART STORE #24 DARI-MART STORES INC O - OFF-PREMISES SALES	220 S MAIN ST BROWNSVILLE, OR 97327 541-466-5335	125 E 6TH AVE JUNCTION CITY, OR 97448
Lic. 312385 Prem. 58701	DOLLAR GENERAL STORE #18547 DG RETAIL LLC O - OFF-PREMISES SALES	178 S MAIN ST BROWNSVILLE, OR 97327 541-466-0905	100 MISSION RIDGE GOODLETTSVILLE, TN 37072
Lic. 324521 Prem. 55666	HARPERS WINE HOUSE MICHELLE D. SMITH HARPER L - LIMITED ON-PREMISES SALES	320 N MAIN BROWNSVILLE, OR 97327 541-974-3815	PO BOX 475 BROWNSVILLE, OR 97327
Lic. 324522 Prem. 55665	HARPERS WINE HOUSE MICHELLE D. SMITH HARPER O - OFF-PREMISES SALES	320 N MAIN BROWNSVILLE, OR 97327 541-974-3815	PO BOX 475 BROWNSVILLE, OR 97327
Lic. 312764 Prem. 40133	JERRY'S GAS & FOOD MART JERRY'S GAS & FOOD MART LLC O - OFF-PREMISES SALES	203 E BISHOP WAY BROWNSVILLE, OR 97327 541-369-2801	PO BOX 274 BROWNSVILLE, OR 97327
Lic. 314676 Prem. 49205	KIRK'S FERRY TRADING POST KIRK'S FERRY TRADING POST LLC F-COM - FULL ON-PREMISES SALES	217 W BISHOP WAY BROWNSVILLE, OR 97327 541-466-5614	PO BOX 805 BROWNSVILLE, OR 97327
Lic. 315965 Prem. 49205	KIRK'S FERRY TRADING POST KIRK'S FERRY TRADING POST LLC O - OFF-PREMISES SALES	217 W BISHOP WAY BROWNSVILLE, OR 97327 541-466-5614	PO BOX 805 BROWNSVILLE, OR 97327
Lic. 312137 Prem. 4951	THE BROWNSVILLE SALOON BROWNSVILLE TAVERN LLC F-COM - FULL ON-PREMISES SALES	419 & 425 N MAIN ST BROWNSVILLE, OR 97327 541-466-5251	155 N MAIN ST BROWNSVILLE, OR 97327
Lic. 316032 Prem. 4951	THE BROWNSVILLE SALOON BROWNSVILLE TAVERN LLC O - OFF-PREMISES SALES	419 & 425 N MAIN ST BROWNSVILLE, OR 97327 541-466-5251	155 N MAIN ST BROWNSVILLE, OR 97327

Count for BROWNSVILLE

11



Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322
541-924-4539 • FAX 541-924-4544

MEMORANDUM

DATE: April 9, 2021

TO: Brownsville City Council

FROM: Alicia Lucke, Community Services Program (CSP) Manager

RE: ***Meals on Wheels (MOW) Service to Brownsville Residents***

MOW serves specifically formulated meals to aging homebound adults, adults with disabilities who often live alone, and those with limited resources or ability to care for themselves in two ways: 1) through a dining room atmosphere at the meal site for those able to travel, and 2) through volunteers delivering hot meals directly to the client's front door.

Thank you for your donation of \$1,310 last year in support of *MOW*. As a committed community partner, you know that this support provides hot, nutritious meals delivered to clients in your community. We want to show you what your support means to the health of Brownsville's residents.

MOW specifically targets older adults in poor health, with low income, and with limited or no support structure: 45% of dining room clients and 63% of home-delivered meal clients have six or more medical conditions. Food insecure seniors are 50% more likely to be diabetic, 60% more likely to have congestive heart disease, and 75% more likely to suffer from depression. High nutrition risk, a social determinant of health, often results in increased medical expenses due to frequent hospitalizations and nursing home stays and is a major cause of Medicare related hospital readmissions.

The total value of services delivered to Brownsville residents between July 2019 and June 2020 was approximately \$82,000. During that period, *MOW* served clients in the following ways:

- Served a total of 7,008 meals to 40 unique clients;
- Served 2,328 meals to 32 individuals in the dining room; and
- Delivered 4,680 meals to the door of 18 home-bound residents in the delivery area

We request a donation of \$1,300 from the City of Brownsville this year to support ongoing meal service and health and socialization check-ups.

One hundred percent of your contribution goes to providing meals—and providing a daily well-check, a physical safety check, and a friendly visit—to the most vulnerable residents in your community. I would be happy to talk with you, share information about *Meals on Wheels*, and its impact on your residents. Thank you for thoughtfully considering your support of *Meals on Wheels* and the Brownsville residents we serve. Thank you for your consideration and for your continued support.

Linn County Pioneer Association
PO Box 57
Brownsville, Oregon 97327
LCPA1887@gmail.com

April 21, 2021

Dear City of Brownsville:

The Linn County Pioneer Association is requesting the permission to close the following roads during 2021 Linn County Pioneer Picnic to help us continue our oldest continuous celebration.

Saturday, June 19: Park Ave. From 9:30am – 2:00pm for the Porch Parade to help with managing space for court, grand marshal, and handling out map.

Sunday, June 20: Park Ave. From 6:30am -11:00am for the Dam Run.

Please let know if you need anything else from us.

Thank you,

Holly Gosda
Secretary
Linn County Pioneer Picnic



February 24, 2020

Scott McDowell
255 N. Main Street
PO Box 188
Brownsville, OR 97327

Re: Review and Acceptance of the 2020-2021 TMDL Implementation Plan Annual Report for the City of Brownsville

Dear Scott McDowell,

Thank you for submitting the Brownsville 2020-2021 TMDL Implementation Plan Annual Report. The Department has reviewed your report and finds that the report complies with the annual reporting requirement. Based on the report, ongoing efforts or standard business practices that support the protection of water quality remain underway.

Thank you for consistent and continued engagement with City Council regarding the city's TMDL responsibilities. Some of the TMDL-related information captured in the minutes for the council meeting on Nov. 24, 2020 was not quite accurate. The minutes incorrectly report that TMDL requirements were at one time voluntary. While the city is allowed to select many of its own specific actions and best management practices, the responsibility to plan for and implement TMDLs has never been voluntary. The 2006 TMDLs and WQMP for bacteria and temperature, and the subsequent 2019 TMDL WQMP for mercury (which replaced the 2006 TMDL WQMP for mercury), are State Orders and the city's regulatory requirements related to TMDL planning and implementation are provided in OAR 340-042-080.

Please let me know if you are interested in sharing with City Council a TMDL presentation designed to educate and inform city leadership about what TMDLs are and how they are implemented. It's a short presentation and easy to digest. I can easily update it to specifically reflect how Brownsville's implementation plan addresses TMDLs and send it to you for inclusion in a 2021 council meeting.

I also want to confirm that the city knows about the most recent DEQ 1200-C permit. The updated 1200-C permit became effective on Dec. 15, 2020 and can be accessed on DEQ's website:
<https://www.oregon.gov/deq/wq/wqpermits/Pages/Stormwater-Construction.aspx>

I would like to reaffirm that I am available as a resource to assist you as you move forward with TMDL implementation. Please feel free to contact me at (541) 687-7347 for assistance.

Best regards,

Priscilla Woolverton
Willamette Basin Coordinator

ec: Zach Loboy, Watershed Manager, DEQ



citycounty insurance services
cisoregon.org

NOTICE OF NON-RENEWAL

Member Name and Address:

Date of Notice: April 1, 2021

City of Brownsville
255 N Main St.
PO Box 188
Brownsville, OR 97327

RE: Workers' Compensation Coverage

This is formal notice that your entity's workers' compensation coverage with CIS will terminate at 12:01 a.m. on July 1, 2021. CIS is seeking approval from the Workers' Compensation Division to discontinue offering workers' compensation coverage as a self-insured group. All claims occurring prior to this date and time will continue to be covered by CIS.

CIS is partnering with the SAIF Corporation. CIS will no longer offer workers' compensation coverage as a self-insured group.

CIS will continue to provide risk management services to those members participating in the CIS Servicing Group through SAIF.

CIS' teaming up with SAIF will provide the best of both worlds for members of LOC and AOC. CIS will provide CIS risk management consultants and return to work specialists — as well as access to our highly-skilled public-safety team, and our Learning Management System. SAIF will provide financial strength and pricing advantages that could lead to lower premium costs for CIS members.

If you have any questions, please contact Scott Moss at smoss@cisoregon.org.



LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

Room 114, Linn County Courthouse
PO Box 100, Albany, Oregon 97321
Phone 541-967-3816 Fax 541-926-2060
www.co.linn.or.us

NOTICE OF DECISION CONDITIONAL USE PERMIT

RECEIVED
City of Brownsville

APR 05 2021

Clerk _____

April 2, 2021

7 Mile Solar, LLC
Attn: Reuben Grandon
3519 NE 15th Ave #106
Portland, OR 97212

RE: PD21-0024; T13S, R03W, Section 25, Tax Lot 400; a conditional use permit for a 12.00-acre photovoltaic solar power generation facility on a 301.14-acre property zoned Exclusive Farm Use (EFU).

Dear Mr. Grandon:

The Linn County Planning and Building Department Director (Director) completed review of your conditional use permit application on April 2, 2021. The Director finds your application, pursuant to Linn County Code (LCC) Section 928.320(B)(18), complies with the specified decision criteria in LCC Section 933.310(B) and OAR 660-033-130(38). Your application is **approved**, subject to the following permit conditions and Code requirements:

CONDITIONS:

1. This conditional use permit authorizes the establishment and operation of a 12.00-acre photovoltaic solar power generation facility on the 301.14-acre subject property. Future expansion or modification to any approved use or structure associated with the facility or the modification of the approved operating characteristics may require a new land use permit.
2. **Prior to submitting a development permit application to establish the facility**, a commercial access review and approval is required from the Linn County Road Department. Contact the Road Department at (541) 967-3919 for additional information regarding this condition.
3. To ensure that excessive soil erosion upon the impacted portion of the subject property will be avoided or remedied, the facility operator must remain in compliance with the identified erosion control measures identified in the approved soil and erosion control plan.
4. The facility operator must remain in compliance with the approved soil compaction plan.

5. The property owner shall be responsible for the retirement of the proposed facility. Applicant shall supply the Department with a copy of a surety bond stating responsibility for the decommissioning of the solar facility and restoration of the property. The surety bond shall cover the estimated cost to dismantle and remove the solar facility, while taking into account the salvage value of solar modules, inverters, support structures, and other equipment.
6. To prevent the spread of noxious weeds, the facility operator must provide a copy of a long-term maintenance agreement and remain in compliance with the approved noxious weed control plan.
7. The property owner must comply with any Oregon Department of State Lands (DSL) requirements related to site development (enclosed).

REQUIREMENTS:

1. All appropriate building, mechanical, electrical, and plumbing permits shall be obtained from the Linn County Planning and Building Department to establish the photovoltaic solar power generation facility. Structures related to the photovoltaic solar power generation facility are required to meet all applicable codes. Plans must be prepared and stamped by an Oregon licensed architect or engineer. Please contact the Linn County Planning & Building Department at 541-967-3816 for additional information.
2. The photovoltaic solar arrays and any auxiliary buildings in association with the photovoltaic solar power facility shall comply with all siting standards for the EFU zone. The arrays and buildings shall be located 30 feet from the east (front) property lines, 50 feet from the north and south (side) property lines, and 50 feet from the west (rear) property line. Structures on the property shall be located at least 50 feet from any inventoried wetlands on the subject property.
3. The following restrictive covenant shall be made part of the chain of title to the 301.14-acre property:

Grantees and their heirs, legal representatives, assigns and lessees hereby acknowledge by the placement of this covenant, or the acceptance and recording of this instrument, that the property herein described is situated in an Exclusive Farm Use zoning district of Linn County, Oregon. As such, they may be subjected to common, customary and accepted farm or forest management activities for the operation of a commercial farm or forest that includes management and harvesting of agricultural products or timber, disposal of slash, reforestation, application of chemicals, road construction and maintenance, and any other accepted and customary farm or forest management activity conducted in accordance with federal and state laws. The above practices ordinarily and necessarily produce noise, dust, smoke and other types of visual, odor or noise impacts which grantees accept as normal and necessary farming or forestry management activities and as part of the risk of building a residential dwelling in an Exclusive Farm Use zoning district.

Prior to the issuance of development permits, the applicant shall supply proof that the deed covenant has been incorporated into the deed and recorded in the Linn County Clerk's Office.

4. Any construction that requires more than 50 cubic feet of fill to be removed or added will require an excavation permit. Please contact Linn County Planning and Building for permit details at 541-967-3816.

This decision is effective unless an appeal to the Linn County Planning Commission is filed with the Department before 5:00 p.m., April 16, 2021. Appeals will be accepted only when based upon identified inadequacies, omissions, or errors in the decision's findings and conclusions. A \$250.00 filing fee must accompany an appeal.

This decision may be appealed by any party with standing within 14-days of the decision date. Permits may be obtained only after the appeal period expires on April 16, 2021, and all conditions and requirements of approval have been met. An appeal prevents initiation of the proposal and prevents issuance of development permits. You will be notified of an appeal filed by another party.

This permit may be initiated up to two years after the effective date of this decision. A 12-month extension maybe granted upon written request submitted prior to the expiration of the approval period. The request shall state the reasons that prevented the applicant from beginning or continuing development within the approval period.

Sincerely,



Robert Wheeldon
Director

RW: AB

c: Assessor's Office, Linn County Road Department, Linn County EHP, GIS, Farm/Forest Reporting,
Cozetta James Martial Trust, Sheralyn Kemp, Oregon Department of State Lands, City of
Brownsville

S. Scott McDowell

From: ogec.notification@egov.com
Sent: Monday, April 5, 2021 5:09 PM
Subject: OGEC Newsletter – “Ethics Matters”

Greetings~

The purpose of this email is to provide a link to the 2021 Spring Edition of the Oregon Government Ethics Commission (OGEC) quarterly newsletter – “Ethics Matters”:

Quarterly OGEC Newsletter - Ethics Matter

Please Note: “Ethics Matters” newsletters can also be obtained from the OGEC website under Quick Links or the About Us page.

If you are unable to access the information using the link supplied, please copy/paste the following address into your browser: https://www.oregon.gov/ogec/about-us/Documents/Commission%20Newsletters/2021%20Vol_2_Issue_1_Spring%20Edition.pdf

Please do not reply to this email as replies will not be delivered to the Commission.

Thank you,

Oregon Government Ethics Commission
3218 Pringle Rd. SE, #220
Salem, OR 97302-1544

MONTH END FINANCIAL RECAP

	MARCH 2021		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 62,842.70	\$ 43,900.87	\$ 649,328.00	23.37%	\$ 2,128,766.00	1
2 WATER	\$ 43,665.76	\$ 22,337.93	\$ 244,044.14	28.59%	\$ 609,640.86	2
3 SEWER	\$ 33,360.71	\$ 26,715.26	\$ 235,411.92	24.70%	\$ 717,703.08	3
4 STREETS	\$ 21,012.63	\$ 13,924.83	\$ 139,492.16	40.21%	\$ 207,407.84	4
5 WATER BOND	\$ 80.18	\$ -	\$ 46,800.61	62.99%	\$ 27,501.39	5
6 SEWER BOND	\$ 199.45	\$ -	\$ 305,050.00	96.12%	\$ 12,300.00	6
7 SEWER DEBT FEE	\$ 11,429.22	\$ -	\$ 103,715.31	32.68%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 116.58	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,945.06	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 116.38	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 20,959.44	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 51,836.23	\$ -	\$ 120,000.00	28.87%	\$ 295,675.00	12
13 STORMWATER SDC	\$ 19,741.22	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 126.99	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 4.01	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 4.40	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 0.97	\$ -	\$ 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	\$ 76.08	\$ 3,920.00	\$ 13,455.28	9.79%	\$ 123,919.72	20
	\$ 267,518.01	\$ 110,798.89	\$ 1,756,078.61			

Key Bank Account

General Checking \$ 214,672.61

Oregon State Treasury \$ 5,492,594.98

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,492,595.94

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Total \$ 352,427.00

2020-2021

Appropriated \$ 6,616,415 26.54%

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)