

# Council Agenda Packet

Tuesday, May 25<sup>th</sup>, 2021 | In-Person | 7:00 p.m. Community Room

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## Council Meeting

Tuesday, May 25<sup>th</sup>, 2021

**Location:** In-Person | 7:00 p.m. | Community Room & Council Room  
See directions physically posted at City Hall or on-line at the City website.

### AGENDA

#### Regular Session

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: April 27<sup>th</sup>, 2021  
Budget Committee | May 6<sup>th</sup>, 2021
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Rec Center Report | President Sean Johnson
  - B. Proposed Use of State Revenue Sharing | FY 2021-2022
  - C. Budget Public Hearing | FY 2021-2022
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Planning (*Elizabeth Coleman*)
  - E. Library (*Sherri Lemhouse*)
  - 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 2021.17:** Election to Receive State Shared Revenues



- B. **Ordinance 786:** Kreutzer Alley Vacation Request (*Second Reading*)
- C. **Proclamation:** National Military Appreciation Month

10) ACTION ITEMS:

- A. Chamber of Commerce | Pioneer Park Use Request
- B. Joint EMA Coordinator Partnership IGA

11) DISCUSSION ITEMS:

- A. Linn County Road Department | Main Street Scrub Seal
- B. Park Caretakers
- C. April 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](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet and other City information.



**April 27<sup>th</sup>, 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, Councilor Humphreys, Councilor Craven, Councilor Gerber, Public Works Superintendent Karl Frink, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell present. Deputy Zack Vanderhoof & Captain Michelle Duncan (*Linn County Sheriff's Office*), and Tia Parrish (*The Times*) were also in attendance.

**PUBLIC:** In the listening room, Council Chambers, were Administrative Assistant Elizabeth Coleman serving as room monitor, Roger and Alice Tetamore, Pam Wright, Adam Tull, Karly Scheafer, Susan Cote-Eagle, 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 with proper distancing. 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, but as we are all grown adults each of you are capable of self-regulation. 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 add Budget Committee appointment, Leave Donation policy, and Harper's Wine House to the agenda tonight.

**MINUTES:** *Councilor Hansen made a motion to approve the March 23<sup>rd</sup>, 2021 minutes as presented. Councilor Humphreys seconded the motion and it passed unanimously.*

## **PUBLIC HEARING | PRESENTATIONS:**

### **1. Total Maximum Daily Load (TMDL) – Semi-Annual Report.**

Mr. McDowell presented an overview of TMDL as required by the Department of Environmental Quality (DEQ), to be discussed semi-annually at a Council meeting. McDowell reiterated that this program is no longer voluntary and has not been for some time now. The City has been deemed a Designated Management Agency (DMA) by the (DEQ), and will now be subject to all applicable ORS, OAC, and Federal Codes. TMDLs calculate how much pollution can be in a stream while maintaining all beneficial uses. The amounts are divided up among DMAs. Some 'partners' such as forestry, agriculture, and non-profit groups are not charged or have any way of garnering money to support TMDL implementation or even held accountable due to large political affiliations, in some of those cases, and have no elected bodies. McDowell showed slides demonstrating how rainfall and pollutants wash into the



streams. Forever requirements will include categories of temperature, bacteria, mercury, IDDE (Public Reporting & Staff Tracking), and pollutants. The City will get some credit for public education, Tree City participant, our Park Master Plan, and riparian vegetation, etc.

McDowell talked about the report issued that reported no definable mercury pollutants in the Calapooia. He also talked about the general concept of the fee calculator and how that will play out over time. He once again encouraged Council to advocate against TMDL; the potential costs and requirements could cause serious financial hardship for the City. He and Mr. Frink are scheduled to attend a webinar on TMDL next week to learn about the responsibility of a DMA.

- 2. Linn County News and the City Website.** McDowell reported that Alex Paul is the new Public Information Officer (PIO) for Linn County. As a matter of good will, Mr. McDowell has added this information to the City's website under State and County news so folks can see the most up to the minute things happening around the Linn County. In the future McDowell intends to create a hot link that will lead folks directly to their page.

## **DEPARTMENT REPORTS:**

- 1. Linn County Sheriff's Office (LCSO) Sheriff's Report.** Deputy Vanderhoof spoke to Council, stating that he was assigned to Brownsville last year. He did mention that the County has just assigned a handheld radar gun for Brownsville, and that should help with traffic complaints that are difficult to pick up with just vehicle radar. This should be a bonus for the City. Captain Duncan gave the report for the month including 18 citations, 14 warnings, 91 complaints and 213.25 patrol hours for the City. The hours spent include one property crime, and one report of fraud, overall a boring month – which is good news! Patrols also monitor the park and perform welfare checks as required. Duncan presented Council with a Resource Guide pamphlet that covers health services, outreach programs, 24-hour crisis lines, and other resource names and contact information. There is a wealth of information in this pamphlet. We will keep a few downstairs in the foyer at City Hall for the community.

### **Citizen Comments.** (Moved up the agenda tonight.)

Pam Wright, 518 Kirk Avenue, was present to address the speeding on Kirk Avenue. She stated that people are incessantly speeding by her house, multiple times a day. She would like to see the road repaved with curbs too. Ms. Wright had several ideas such as speed bumps, speed cameras, and more police patrols to address the issue.

Mr. McDowell responded to the issue with several slides and a general history of Kirk Avenue (all this information can be found on the City's website in depth). This is a huge project that would cost about \$2.2 million. This project would likely have to be funded through a Local Improvements District (LID), which basically assesses the cost of the improvement to the abutting property owners by tax assessment. An LID can be initiated by Council or by a petition signed by 2/3 of the folks impacted. Other projects currently undertaken by the City include replacement of the downtown sewer lines as well as the GR 12 waterline, the Central Linn Recreation Center, and the pavilion in the park. In 3-5 years, a new Water Treatment Plant and distribution system will be needed, at a cost of \$5-7 million. McDowell did state that the City is in the process of acquiring cameras to help LCSO monitor and target certain areas for speed enforcement.

Ms. Wright asked if they could limit commercial vehicles on the road. Captain Duncan replied that it is not possible to limit commercial vehicles. Also, to lower speed limits,



you need to have a traffic study done, and reach certain parameters. She said frankly, lowering the speed by 5 miles a hour, if possible, likely would have little overall effect. Captain Duncan stated that the speed trailers can help, and there will be some of those coming to town soon. Deputies do patrol the area, and several citations have recently been issued. They will continue to monitor the area.

Allen Buzzard, School Avenue, spoke next complimenting Staff on expediting general maintenance items, and keeping the town looking great. Buzzard asked that his compliment regarding emptying trash cans in the Park he gave to Administrative Assistant Jannea Deaver be passed along.

- 2. Public Works.** Superintendent Karl Frink reported that Public Works has been busy this spring. They had a major water leak on Templeton. The customer snapped off the valve, which turned the leak into a 9-hour repair in the middle of the night.

Twenty new water meters have been installed, predominantly in the River's Edge subdivision.

With the sudden spike of good weather, Public Works switched over the City water supply to the river. They will flush hydrants soon as well.

The influent control valve failed; it is being operated manually while Frink is trying to locate parts.

Superintendent Frink has been working with Linn County and their GIS system to fully map and update the City's water and sewer systems. It is going to be a lengthy process, but will eventually all be available online. He has also been working on the DMR (State and Federal government reporting) system. It is all done electronically now. After working the bugs out of the system, we are 100% compliant.

Frink reported that all the road grading in town is complete. The City had to contract this work out this year. He is looking to procure the proper grader equipment as we maintain enough gravel roads to justify owning this equipment. Frink is still working with the contractor to fix a few areas that did not turn as expected.

Frink stated that the street sign work is continuing. He evaluates every sign in town each year, and determines where new signs need to be installed and replacement signs need to be addressed. When asked, Council indicated they would like to see a copy of the inventory of street signs. Councilor Hansen asked Mr. Frink how many signs get replaced each year. Frink responded that the average is about 25. Some of the older signs no longer have the proper reflection on them. If a sign degrades to a certain point, then they must be replaced with a high grade prismatic reflective sign. We do experience some theft of the signs as well.

Pioneer Park opened April 1<sup>st</sup>. All facilities have been cleaned, repairs made where needed, and it is ready for use. Fences in the park have been repaired where needed, and the river trails have been maintained. Staff continues to mow and clean the Park and downtown restrooms, sometimes several times a day.

New park hosts should arrive this month, and officially begin their duties on May 24<sup>th</sup>, 2021.

The traffic calming devices on Highway 228 have been removed by North Santiam paving. They did a great job!



The downstairs wooden windows in City Hall are being restored. This project will take several weeks.

The irrigation for the Mill Race will be turned on soon.

Frink gave an update on the River's Edge project. Basically, there are 3 phases for construction. In Phase 1 all the water, sewer, storm water lines and streets are approved. They have not been accepted by the City yet as there are still several items to be finished from the punch list. Phase 2 has not started construction yet, and Phase 3 is in review right now. They have about 19 foundations done, and 3 houses in the active construction process. It will be interesting to see this development turns into a neighborhood. Paving on Henshaw Drive (a Linn County road) has been completed.

- 3. Administrator's Report.** McDowell reminded everyone of the first budget meeting scheduled for this Thursday night, April 29<sup>th</sup>, 2021, at 7:00 p.m., in the Community Room. For the past several years, the Committee has been able to get through the entire budget in the first night. We will then reconvene on May 6<sup>th</sup>, 2021, likely by teleconference, to conclude the process.

McDowell reported that the City has just renewed the SAM (Systems Award Management) process that enables the City to apply for federal grants and other programs.

McDowell reported that engineering fees are going up. The agreement with Dyer Partnership is non-exclusive meaning the City can use other engineers.

Remington Park will be getting some improvements soon. McDowell will share plans at the next meeting.

Rally on the River is trying to hold their event this year, but basically an outdoor event is limited to 150 folks or less with current State guidance. Tomorrow Governor Brown will be changing Linn County to Extreme Risk which will begin Friday, and expected to stay there for 3 weeks under the Governor's current orders. Baseball and some cycling events are scheduled because they are able to meet State guidance.

Mr. McDowell reminded Council of the partnership agreement with the Canal Company. Annually, Council sends Staff forth to make sure that all proper insurances are held before the pumps are started on the Mill Race. The water right is open from May 15<sup>th</sup> through October 15<sup>th</sup>, but usually is shut down mid-August by the State Water Master.

Mr. McDowell and Mrs. Morrow recently attended a meeting with Central Linn School District Interim Superintendent Candace Pelt. It was a very positive experience, and we look forward to working with Ms. Pelt during this transition time and into the future.

McDowell reported that Court Clerk Carol Humphreys conveyed that Western Collections Service is doing a fantastic job, and the City is getting great value from this company. Mrs. Humphreys' report was included in the agenda packet.

McDowell reported that the Mid-Valley Partnership (8 cities over 2 counties) is getting ready to move forward again with asset mapping and website development which is



part of the original agreement passed in December 2019. The Pandemic delayed the implementation of the agreement for obvious reasons.

McDowell reminded Council that property line disputes are not the City's business. Ordinances were developed and clarified to improve property setbacks. Administrative Assistant Elizabeth Coleman checks all setbacks for fences, accessory structures and primary residences before they are constructed to ensure compliance. If a property line dispute comes up, it is for property owners to hire a surveyor to determine actual property lines.

Mr. McDowell continues to work on the D-Prep – Joint Emergency Management IGA with 7 other entities. The group is getting closer to working out the details.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** Taken up above.

## **LEGISLATIVE:**

1. **Resolution 2021.16 – State Shared Revenues & Services Verification.** *Councilor Gerber made a motion to approve R 2021.16. Councilor Hansen seconded the motion and it passed unanimously.*
2. **Ordinance 786 – Kreutzer Alley Vacation Request (Frist Reading).** *Councilor Gerber made a motion to read O 786 by title only. Councilor Neddeau seconded the motion and it passed unanimously.*
3. **Proclamation – Linn County Pioneer Picnic Association | 134<sup>th</sup> Pioneer Picnic Event.** Mayor Ware proclaimed June 18-20, 2021 as the dates to honor the 134<sup>th</sup> annual Pioneer Picnic event. He stated that folks are doing a great job with keeping this event going.
4. **Proclamation – Mental Health Month 2021.** Mayor Ware proclaimed May 2021 as Mental Health Month for Brownsville. The Mayor also calls 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.
5. **Proclamation – Older Americans Month.** Mayor Ware proclaimed May 2021 as the Older Americans Month in Brownsville. The City would like to urge 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.





## ACTION ITEMS:

1. **Canal Company Insurance Request.** *Councilor Gerber made a motion to send Staff forward to ensure proper insurances are held by the Canal Company this year. Councilor Hansen seconded the motion and it passed unanimously.*
2. **OLCC License Renewal.** *Councilor Gerber made a motion to approve the OLCC License Renewals as presented. Councilor Thompson seconded the motion and it passed unanimously.*
3. **Meals on Wheels | Cascade West Council of Governments.** *Councilor Gerber made a motion to approve the \$1,300 partnership for Meals on Wheels Program support. Councilor Thompson seconded the motion and it passed unanimously.*
4. **Calapooia Food Alliance Requests | Kirk's Ferry Park.** *Mr. McDowell stated that he had received a request from the Calapooia Food Alliance (CFA) for additional items for Kirk's Ferry Park. McDowell stated that these agreements are in place to support these agencies and their events, and each agreement spells out everyone's responsibilities. Councilor Thompson stated that we need to be careful when making special accommodations as it nullifies our agreements to an extent. Councilor Craven agreed, also citing that these special arrangements took time out of our lives to develop and can easily overburden Staff. Councilor Thompson made a motion to honor the original agreement already outlined. Councilor Craven seconded the motion and it passed unanimously.*
5. **Linn County Pioneer Association | Road Closure Requests.** *Councilor Gerber made a motion to approve road closures for LCPA as needed for the annual event. Councilor Humphreys seconded the motion and it passed unanimously.*
6. **Appoint Budget Committee Member.** *Councilor Hansen made a motion to appoint Lynda Chambers to the Budget Committee. Councilor Humphreys seconded the motion and it passed unanimously.*
7. **Leave Donation Policy.** *McDowell talked briefly about this policy. The policy falls into CIS guidelines, and also meets the IRS tax requirements. Councilor Gerber stated that they have a similar policy at her workplace, and it is great for the employees. Councilor Gerber made a motion to adopt this policy. Councilor Hansen seconded the motion and it passed unanimously.*
8. **Harper Wine House Request.** *McDowell stated that this business owner is basically requesting some outside seating and availability due to ongoing Covid restrictions. The business must maintain an open, clear sidewalk path and all OLCC rules and regulations must be followed. Councilor Hansen would like to revisit this issue later so that it can apply to all businesses in town in a more permanent format. Council would like to support businesses in all ways possible. Councilor Craven made a motion to approve this request. Councilor Hansen seconded the motion and it passed unanimously.*

## DISCUSSION ITEMS:

1. **Rally on the River | Logistics and Guidelines.** *Mr. McDowell stated that event organizer, Wade Long, would really like to hold this event this year. The upcoming*



Extreme Risk category would not allow the City to host the event in Pioneer Park. The event is tentatively scheduled for the second week of July. Councilor Gerber feels that at Extreme Risk we could not honor the event, but at High Risk perhaps we could.

2. **Budget Meeting | Thursday, April 29<sup>th</sup>, 2021.** McDowell reminded Council of the upcoming Budget Committee Meeting here in the Community Room at 7:00 p.m.
3. **Cemetery Policy Committee.** McDowell would like volunteers to develop a recommendation for Council regarding cemetery policy. Mayor Ware and Councilor Thompson volunteered to serve on this committee.
4. **March Financials.** No comments.

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

**ADJOURNMENT:** *Council adjourned by consensus at 8:46 p.m.*

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City Administrator S. Scott McDowell

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Mayor Don Ware



## Budget Committee Minutes

May 6<sup>th</sup>, 2021

Members of the Budget Committee met this day via teleconference for a regular session at 7:00 p.m.

**Present:** Don Ware, Carla Gerber, Tricia Thompson, Michael Humphreys, Mike Neddeau, Dave Hansen, Rick Dominguez, Don Andrews, Kaye Fox, Cookie Wells, Wendy Toshitune, Lynda Chambers, Dayna Hansen, Administrative Assistant Tammi Morrow, and Budget Officer S. Scott McDowell.

**Absent:** Adam Craven.

**Public:** Allen Buzzard.

**Presiding:** Don Andrews.

The meeting was called to order at 7:01 p.m. by Mr. McDowell. McDowell explained the process and logistics for the teleconference format including the process to handle motions. Chair Andrews called to resume deliberations from last week. *Dave Hansen moved to resume deliberations; Lynda Chambers seconded the motion.* The meeting reconvened at 7:01 p.m.

Mr. McDowell took roll call as noted above reading the names as to who was on the call. *Dave Hansen moved to accept the minutes as written. Lynda Chambers seconded the motion and it passed unanimously.*

Chair Andrews opened the floor for public comment. Allen Buzzard suggested adding \$5,000 in the Street Fund so that Staff could explore options for street improvements, specifically chip sealing. Since there no other public, the public comment discussion was closed. Chair Andrews asked if any member wanted to make a motion for the chip sealing proposal advanced by Mr. Buzzard. No motions or action was taken.

POSSIBLE & PROPOSED USES OF STATE REVENUE SHARING. McDowell indicated that the City has historically used State Revenue Sharing funds to help pay for streetlights for public safety. The money can be used for any general purpose.

BUDGET DISCUSSION, OVERVIEW & QUESTIONS. Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. No one had any questions or comments. McDowell indicated that the next steps will be publishing the LB1 in the local newspaper. Council will hold a public hearing at their May meeting. Council will adopt the budget at the June 22<sup>nd</sup>, 2021 regular Council meeting.

APPROVE THE 2021-2022 BUDGET & RECOMMEND TO COUNCIL.

1. *Carla Gerber moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Lynda Chambers and was approved unanimously.*



## Budget Committee Minutes

2. *Mike Neddeau moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$138,433. The motion was seconded by Dave Hansen and was approved unanimously.*
3. *Carla Gerber moved to approve a 3% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Dave Hansen and was approved unanimously.*
4. *Lynda Chambers moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Don Ware and was approved unanimously.*
5. *Carla Gerber moved to approve and recommend the continued use of all designated funds and line items contained in this FY 2021-2022 budget document. The motion was seconded by Lynda Chambers and was approved unanimously.*
6. *Lynda Chambers moved to approve the 2021-2022 Budget as presented and to recommend the same to Council. The motion was seconded by Mike Neddeau and was approved unanimously.*

In closing, McDowell asked members to please drop off your binder at City Hall with Administrative Assistant Tammi Morrow.

McDowell thanked everyone for taking their time to review and approve the City budget, and for making the teleconferencing format work for this evening's meeting. McDowell thanked Don Andrews for serving as Chair and Wendy Toshitune, Cookie Wells, and veteran member Lynda Chambers for joining the Committee.

Don Andrews thanked everyone and Mr. McDowell and Mrs. Morrow for putting the budget together. A big thank you to all!

ADJOURN. *The committee adjourned by consensus at 7:25 p.m.*

**ATTEST:**

**APPROVED:**

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S. Scott McDowell  
Budget Officer

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Don Ware  
Mayor



May 25<sup>th</sup>, 2021

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

### One liner of the month



When your only tool is a hammer, all problems start looking like nails.



**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.

“Two Things Define You: Your patience when you have nothing and your attitude when you have everything.”

~ Shared by Councilor Thompson

“Growth and comfort do not coexist.”

~ Ginni Rometty, Business Executive

“Never be so focused on what you’re looking for that you overlook the thing you actually find.”

~ Anne Patchett, Writer



### AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

#### 6) PUBLIC HEARINGS OR PRESENTATIONS:

A. **Rec Center Report | President Sean Johnson** – Annually, the Rec Center reports to Council on programmatic efforts, challenges, and successes.

B. **Proposed Use of State Revenue Sharing | FY 2021.2022** – Mayor Ware will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing funds. The Budget Committee recommended using the funds for public safety (*street lighting*) as has been the City’s past practice. Anyone from the public can speak to any part of the budget they choose for Council’s consideration. Council is being asked to pass Resolution 2021.17 Tuesday evening.



A. **Budget Public Hearing | FY 2021.2022** – Mayor Ware will leave the floor open for anyone from the public wishing to speak about the budget as proposed by the Budget Committee. Next month, the public will have another opportunity to comment on the budget prior to appropriation and official adoption.

Items included by the Budget Committee in this FY 2021-2022 budget are below:



- ★ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ★ Approve the levy amount needed for the Wastewater Bond Debt – \$138,433.
- ★ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ★ Approve Historic Use of State Revenue Sharing.
- ★ Approve and recommend the continued use of all designated funds and line items contained in this FY 2021.2022 budget document.
- ★ Approve the FY 2021.2022 Budget and recommend the same to Council.

## 9) LEGISLATIVE:

A. **Resolution 2021.17: Election to Receive State Shared Revenues** – Annually, Council passes this Resolution 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. Council gave this ordinance a first reading at the last meeting.

*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?*

Consider passage of the ordinance.

C. **Proclamation: National Military Appreciation Month** – A proclamation recognizing National Military Appreciation Month as requested by the Cascade West Council of Governments.

## 10) ACTION ITEMS:

A. **Chamber of Commerce | Pioneer Park Use Request** – The Chamber is requesting the use of the pavilion to provide a breakfast, drive-thru service for Pioneer Picnic. The Chamber would have 8-12 workers making breakfasts, taking money, and coordinating deliveries. No one will be eating in the Park itself and traffic would be funneled one way in and out of the Park. Details are still be discussed between the Chamber and the Association. There is also a concern about insurance coverage for such an arrangement. Many events are unable to obtain the proper insurance due to Covid restrictions.



**What is Council Being Asked to Do?**

Consider Chamber’s request.

- B. **Joint EMA Coordinator Partnership IGA** – Included in the agenda packet is the IGA for the Joint EMA Partnership that Staff has been working on for the last several months. The group has finalized the language for approval by all entities involved.

**What is Council Being Asked to Do?**

Consider passage of this IGA.



11) DISCUSSION ITEMS:

- A. **Linn County Road Department | Main Street Scrub Seal** – Linn County Road Department is planning maintenance on Bishop Way/OR 228 and Main Street/Brownsville Road this summer. Full details are included in the agenda packet for your review from Mr. Kevin Hamilton.
- B. **Park Caretakers** – Bruce & Amber Castleberry arrived to perform these duties. I will have an update for Council Tuesday evening.
- C. **April Financials**



Originally printed in 2019

**Planning & Development**

The City always finds itself in an interesting position when dealing with Planning & Development projects and ideas from the general public. A whole host of issues manifest during these interactions and conversations. Many times, the City does not have enough information from the property owner or developer of the property to even give direction on a project or conceptual plan. Staff often must require a formal plan before a meaningful development conversation can take place because folks like to talk in generalities about what they are thinking or what they ‘might’ do.

Unfortunately, the City must know what is actually going to be constructed in order to understand the necessary requirements and applicable rules to convey to the property owner or developer. Here are a few positions the City must be aware of in such situations:

1. Most attempt to ‘bend’ the rules to suit their purpose based on their interpretation of the Code or requirements.
2. People and neighboring property owners don’t want anything to change.
3. Neighboring property owners don’t want any development.
4. People want the City to stop all development.
5. Citizens want the City to preserve the historic nature and aesthetic by having codes or stopping development.



6. Councilors may be for or against a proposed development.
7. The Planning Commission must follow State rules as laid out by Code and the Department of Land Conservation & Development (DLCD).
8. Staff must follow State rules, local rules & requirements, and advise all elected and appointed officials about the possible risks associated with lawsuits or other actions.

### **Why?**

Planning for the development of property and then actually constructing those plans is very expensive. Many people become uncomfortable and combative with Staff sometimes due to the large financial investment necessary to develop property. Some people are rookies who are getting into development for the first time. Other people are seasoned veterans that can lead to interesting conversations all of which can be very time consuming for Staff. Ultimately, the City's Public Works Standards and requirements are in place to protect the City's infrastructure and the public's investment in the community.

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## UPDATES, INFORMATION & HAPPENINGS

**Community Room Carpet Replacement** – Staff is moving forward with the carpet replacement in the Community Room. The carpet is showing a lot of wear and tear and is twenty-five years old. Now is a good time to change the carpet as the room is not being used by the public due to the pandemic.

**Rally on the River | Logistics & Guidelines** – Wade Long has officially cancelled the event for the second year in a row due to the pandemic. Mr. Long hopes to return with his event in 2022.

**Cemetery Policy Committee** – Still in process.

**Water Treatment Plant Fence** – Public Works Superintendent Karl Frink executed an agreement to have the fence repaired. The fence was damaged during a high wind event months ago.



**Oregon Association of Water Utilities (OAWU)** – Council contracted with OAWU to work on the Water Conservation Management Plan (WCMP) as required by the Oregon Water Resources Department (OWRD). Staff has been gathering information for the study. Mr. Tim Tice is the lead representative from OAWU working on the project.

**Department of Administrative Services (DAS)** – The required resolution was sent to the State's DAS for the City to receive State Revenue Sharing. Council passed the resolution at the last Council meeting.

**Budget Process** – Staff has been continuing work on the annual budget process.

**Computer Issues** – Staff has experienced problems with email and a host of other issues over the last month. Pivoting to teleconference also required considerable time preparing machines.





# City Administrator Report

**Downtown Sanitary Sewer Update** – Public Works Superintendent Karl Frink and I met with City Engineer Ryan Quigley to walk the project and confirm final plans.

*From 04.27.2021:* 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 1<sup>st</sup>, 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** – *From 04.27.2021:* 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.

*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
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2021	April	14	13	210
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
	Subtotal	287	246	3805.2
	<b>Total Average</b>	15.94	13.67	211.4
		<b>Cites</b>	<b>Warnings</b>	<b>Hours</b>

## ACTIVE, PENDING & STALLED

**Active: Calapooia Food Alliance Requests | Kirk’s Ferry Park** – The CFA worked diligently to open the Farmer’s Market on May 6<sup>th</sup>, 2021. The agreement allows banners and signage on the fence for sixty (60) days and then are to be removed thereafter. The CFA can hang banners on the fence for the day of the event only after the initial sixty days. Staff will check in with area residents as well to ensure that the tenets of the agreement have been met.



**Active: Linn County Pioneer Association | Road Use** – Staff will be closing Park Avenue as requested by the Association at the last Council meeting. The Association has also been approved to use parking in front of City Hall and possibly in the parking lot beside City Hall on Saturday of Picnic Weekend.

**Active: Jane MacQueen Signs** – Ms. MacQueen has finished signs for Kirk’s Ferry Park & Remington Park. Public Works will be installing the signs as time allows.

**Active: TMDL & Designated Management Agency (DMA) Webinar** – Public Works Superintendent Karl Frink and I attended a webinar extolling the City’s responsibilities as a DMA. Many folks on the call expressed sincere concern about these regulations, the validity of the process and the associated costs. Many were frustrated.

*From 04.27.2021:* 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.

**Active: LCSO Equipment Training** – Karl Frink and I attended training on the new traffic counters and speed devices. LCSO is set to deliver the units soon. We will have them operational ASAP.



**Active: City Hall Windows | First Floor** – Julie Whalen of Willamette Window Restoration continues the restoration process. 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.



# City Administrator Report

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

*From 12.15.2020:* Lebanon Fire Chief Joe Rodondi was excited to hear about Council's willingness to press forward with the exploration of a joint Emergency Coordinator. Legal is working on the IGA for future consideration. Chief Rodondi is working on setting up a meeting with the City of Albany to learn more about their emergency coordinator and how their interface with Linn County works. I expect this process to take a while as the holiday season is now up us.

*From 10.27.2020:* The cities of Sweet Home and Lebanon invited Brownsville to a discussion about hiring a joint employee who would be responsible for emergency management issues. All the fire districts and cities would be working together to form an Intergovernmental Agreement (IGA) that would work out the details including office locations for the employee. The responsibilities would include staying abreast of FEMA regulations, setup training drills, and create emergency operations policies (EOP).

One thing learned during the Fire emergency was that Linn County Sheriff's Office personnel get stretched thin very quickly leaving gaps in response that could be costly to communities.

**Active: Approve Mid-Valley Partnership Agreement** – Progress continues to be made although with Budget season in full swing it has made it impossible to meet.

*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** – I contacted the State to make sure they were aware that the City is working with OAWU as required. Kerri Cope acknowledged the City’s current project status.

*From 04.27.2021:* 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 25<sup>th</sup>, 2021.

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

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

**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: Canal Company Insurance Request** – I spoke with President John Holbrook who authorized me to contact the insurance company to inquire about insurance coverage for this year. I have yet to hear back from the insurance company. I hope to have a report for Council Tuesday evening.

**Completed: OLCC License Renewals** – Staff sent the approval letter as directed by Council. The letter is in the agenda packet.

**Completed: Notice of Decision (NOD) for River’s Edge Phase III** – Administrative Assistant Elizabeth Coleman, Public Works Superintendent Karl Frink, City Engineer Ryan Quigley, Planning Consultant Dave Kinney and I were all involved in working on River’s Edge Phase III. Mrs. Coleman did an amazing job coordinating this undertaking. Coleman will explain some of the details at the upcoming meeting.



**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**

- ✘ Several business owners took advantage of sidewalk dining.
- ✘ OLCC Renewal Letter sent.
- ✘ SAM Registration Renewal [Required by Federal pandemic emergency funding].
- ✘ Requested Overlapping Debt Report
- ✘ Meals on Wheels request forwarded to Cascade West Council of Governments.
- ✘ Leave Bank Policy distributed to personnel.

## 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



## Public Works Report May 19, 2021

### Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of May.
- *Distribution System* – There were no water leaks this month.
- *Cross Connection Program*- Nothing to report this month.
- *Water Treatment Plant* – The water plant is currently drawing all water from the Calapooia River. A new distribution pump has arrived to replace the pump that failed last November. One of the infiltration gallery pumps failed and has been repaired. The pump has been reinstalled and now operating correctly. The water analysis instruments have been calibrated to factory specifications.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows. I am working with Elizabeth and Linn County GIS Department to electronically map out the City’s water distribution system.

### Sewer:

- *North Lagoons* – This facility has been mowed and will have weeds sprayed soon.
- *South Lagoons*- This facility has been partially mowed, as the remainder of the fields are cut and harvested for hay. This facility will be sprayed for weeds soon.
- *Collection System*- Nothing to report this month.
- *Misc.* – I am working with Elizabeth and Linn County GIS Department to electronically map out the City’s sewer collection system.
- 

### Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed. Public works also mows and maintains much of the unused portions of the right of ways.
- *Asphalt/ Gravel Road Maintenance* –The gravel streets will be graded again in June just prior to applying the annual dust control.
- *Storm Drainage* – Some troubled/flooded areas have been identified and we are currently working on solutions to those problem areas.
- *Misc.* – Street sign work continues as time allows. Many new locations have new posts set and the new signs installed. All of the new signs have arrived and will be installed as time allows. We will be creating a map that indicates all the areas in town that public works mows and maintains.

### Parks:

- *Pioneer Park* – Public works continues to mow, clean, operate and maintain the park as needed. The new park hosts, Amber and Bruce Castleberry arrived May 18<sup>th</sup> and will begin working in the park on May 24<sup>th</sup>.
- *Blakely Park* – This park is maintained as needed.
- *Kirk’s Ferry Park* – This park is maintained as needed.
- *Remington Park* – This park is maintained as needed.

### Cemetery:

- *Grounds* – The cemetery has been mowed and maintained as needed.

**Library:**

- *Grounds*- This facility is maintained as needed.
- *Buildings*- Nothing to report this month.

**Downtown**

- *Restrooms* – This facility is cleaned daily due to COVID.
- *Garbage cans* – Downtown garbage cans are emptied every Friday, or more frequently as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing to report this month.

**City Hall:**

- *Buildings*- The work on City Hall windows continues. This process will take several months to complete.
- *Grounds* –The grass is mowed and maintained weekly, or as needed. The irrigation will be turned on once the rain passes.
- *Community Center*- Nothing to report from this facility this month.

**Rec. Center:**

- *Grounds*- The grass is mowed weekly or as needed.
- *Buildings*- Nothing to report this month

**Public Works:**

- *Grounds*- The grass and field have been mowed and maintained as needed.
- *Buildings*- Cleaning and organizing continues as time allows. The office space for public works is currently under construction but near completion. We are currently considering some furniture options and some organizational needs.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use.
- *Training*- Scott and I attended a zoom mee4ting about the new requirements for TMDL.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



# Street Sign Inventory/ Evaluation 2021

STREET NAME	STREET SIGN	STREET NAME	STREET SIGN	STOP SIGNS				POST NEEDED?	COMMENTS:
				NW	NE	SW	SE		
LINN WAY	YES	HAUSMAN AVE.	YES		X				
LINN WAY	YES	WILSON AVE.	YES		X				
LINN WAY	NO	PINE	YES		X				Add Linn Way sign
LINN WAY	YES	COSHOW AVE.	YES		X				
LINN WAY	YES	ASH	YES		X				
LINN WAY	YES	DEPOT AVE.	YES		X	X	X		
PINE	YES	HAUSMAN AVE.	YES	X	X	X	X		
PINE	YES	WILSON AVE.	YES		X	X			Straighten signs and post. Add Stop sign to SW corner
ASH	YES	HAUSMAN AVE.	YES	X			X		
ASH	YES	WILSON AVE.	YES		X	X			
ASH	YES	COSHOW AVE.	YES		X	X			
ASH	YES	DEPOT AVE.	YES		X	X	X		
ASH	YES	CENTER AVE.	YES		X				
ASH	YES	LOCUST AVE.	YES	X	X		X		Replace Stop sign at NE corner
ASH	YES	WALNUT AVE.	YES	X					Clean all signs
FISHER	YES	WALNUT AVE.	YES	X	X		X		
FISHER	YES	PARK AVE.	YES	X					
OAK	YES	HAUSMAN AVE.	YES	X	X	X	X		
OAK	YES	WILSON AVE.	YES			X			
OAK	YES	COSHOW AVE.	YES		X	X			Add Stop sign to NE corner
OAK	YES	DEPOT AVE.	YES	X			X		Straighten NW corner post.
OAK	YES	CENTER AVE.	YES	X		X			Add Stop to NW corner
OAK	YES	LOCUST AVE.	YES	X					
FILBERT	YES	HAUSMAN AVE.	YES	X			X		
FILBERT	YES	FILBERT CT.	YES						
MAIN	YES	HAUSMAN AVE.	YES			X			
MAIN	YES	DEPOT AVE.	YES			X			
MAIN	YES	NORTH AVE.	YES		X				Clean signs at NE corner
MAIN	YES	STANARD AVE.	YES		X				Replace NE corner stop sign
MAIN	YES	SPAULDING	YES						
MAIN	YES	PARK AVE.	YES		X	X			
MAIN	YES	KIRK AVE.	YES		X				
MAIN	YES	VROMAN AVE.	YES			X			Replace SW corner stop sign
MAIN	YES	BISHOP WAY	YES	X					
BUTTE	YES	NORTH AVE.	YES				X		
BUTTE	YES	SCHOOL AVE.	YES	X					
WESTVIEW	YES	NORTH AVE.	YES				X		
WESTVIEW	YES	SCHOOL AVE.	YES	X					
NORTH AVE.	YES	NORTHPOINT LP.	YES	X					

STREET NAME	STREET SIGN	STREET NAME	STREET SIGN	STOP SIGNS				POST NEEDED?	COMMENTS:
				NW	NE	SW	SE		
NORTHPOINT LP	YES	NORTH AVE.	YES	X					Replace stop sign (across from Remmington Park)
HOLLOWAY HTS.	YES	PARK AVE.	NO						
AVERILL	YES	SPAULDING AVE.	YES		X	X			Replace stop sign at NE corner. Replace 18x24 Wrong Way sign. Straighten post.
AVERILL	YES	PARK AVE.	YES			X			
AVERILL	YES	KIRK AVE.	YES	X					
ELM	NO	KIRK AVE.	NO				X		Add stop and street signs
SPAULDING WAY	YES	MILLHOUSE	YES		X				
SPAULDING WAY	YES	KIRK AVE.	YES	X					
MILLHOUSE	YES	KIRK AVE.	YES	X					
PUTMAN	YES	SPAULDING AVE	YES						Add stop sign to SE corner.
PUTMAN	YES	KAY AVE.	YES		X	X			
PUTMAN	YES	KIRK AVE.	YES	X			X		
PUTMAN	YES	CALAPOOIA AVE.	YES						Clean and straighten signs.
SAGE	NO	KAY AVE.	YES		X				Add Sage St sign.
SAGE	YES	KIRK AVE.	YES	X			X		
SAGE	YES	CALAPOOIA AVE.	YES						Add stop sign to NW corner.
AMELIA	NO	SPAULDING AVE	NO				X	X	Add post and street name signs to NE corner.
GALBRAITH	NO	KAY AVE.	NO					X	Add post and street name signs to SW corner.
GALBRAITH	YES	WEBER AVE.	YES		X				Replace stop sign NE corner
GALBRAITH	YES	KIRK AVE.	YES	X			X		Replace stop sign SE corner
GALBRAITH	YES	CALAPOOIA AVE.	YES	X					Add stop sign to NW corner.
HUNTER	YES	WEBER AVE.	YES	X		X			
HUNTER	YES	KIRK AVE.	YES	X			X		Replace stop sign SE corner
HUNTER	YES	CALAPOOIA AVE.	YES						Add stop sign NW corner
HOWE	YES	KIRK AVE.	YES				X		
PEARL	YES	LOUCKS WAY	YES						
WASHBURN	YES	VROMAN	YES		X				
WASHBURN	YES	BISHOP WAY	YES	X			X		Owned by ODOT
WASHBURN	YES	WASHINGTON AVE.	YES	X					
WASHBURN	YES	BLAKELY AVE.	YES		X	X			
WASHBURN	YES	COOLEY AVE.	YES		X				
WASHBURN	YES	KISLING AVE.	YES		X				
WASHBURN	YES	WORELY AVE.	YES		X				
FRENCH	YES	WASHINGTON	YES				X		
FRENCH	YES	BLAKELY AVE.	NO				X		Add street name signs, stop sign and post to NW corner
TEMPLETON	YES	BISHOP WAY	YES	X			X		
TEMPLETON	YES	WASHINGTON	YES		X	X			Replace stop sign at NE corner. Straighten signs and post.
TEMPLETON	YES	BLAKELY AVE.	YES	X			X		
TEMPLETON	YES	COOLEY AVE.	YES	X			X		Replace stop signs at NW and SE corners.
TEMPLETON	YES	KISLING AVE.	YES	X	X	X	X		Replace stop signs at NW,SW and SE corners

Street Sign Inventory/ Evaluation



## S. Scott McDowell

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**From:** Karl Frink <publicworks@ci.brownsville.or.us>  
**Sent:** Thursday, April 29, 2021 3:55 PM  
**To:** S. Scott McDowell  
**Subject:** Chip sealing Streets

Scott,

Below is my professional opinion on chip sealing City streets:

### Overview

Chipseal is the process of applying a new wear surface to existing asphalt. The process consists of applying a coat of emulsified asphalt to existing pavement, applying a coat of chip rock (typically ¼” rock) and rolling the two layers together to bond the new rock onto the old pavement. The end result is a new wear surface for traffic to ride on.

### Chip Seal talking points:

- 1) Chip seal only provides a new wear surface to the road. Chip seal lightly seals the existing pavement. The primary intent of the emulsified asphalt is to bond the new rock to the old pavement. Life expectancy of chip seal under ideal conditions is around seven years. Pre-existing conditions must be good and proper surface preparation must be done to get a solid seven years of life expectancy from this product.
- 2) Chip sealing a street does not fix any pre-existing conditions of the street such as low spots, cracks, soft spots, utility patch cuts, spalling asphalt, etc. Chip sealing follows the exact contours of the pre-existing street.
- 3) Proper preparation of chip sealing includes the following:
  - a. Cleaning- cost varies depending on type of cleaning needed.
  - b. Patching, leveling and grading. Spot work such as asphalt patching is expensive, can run \$50-\$100 per square foot.
  - c. Crack sealing- average cost of crack sealing is \$3-\$5 per linear foot. Crack sealing adds up very quickly on even lightly damaged streets.
- 4) In order to maximize chip sealing the surface of the street must be thoroughly cleaned to obtain the maximum bond of the emulsified asphalt. Any corrections, alterations and repairs need to be made prior to chip sealing. Finally, all of the cracks in the asphalt should be chipped out, cleaned and filled with crack sealer.
- 5) Depending on the extent of repair needed to a street to properly prepare it for chip seal, more times than not, costs nearly as much as overlaying with new asphalt.

I have looked into chip sealing, slurry coating, scrub sealing, all the different methods to try to extend the life of the city streets. I have spoken to many city maintenance departments to see how they are maintaining their asphalt. The vast majority have tried and no longer use chip seal as a means of street maintenance. Very few I've ever spoken to use slurry seal or scrub seal.

What I learned from applying and observing chip seal within city limits is spalling, bunching and general failing. Spalling occurs from cars turning sharp (such as into a driveway) and the tires pop the rock loose over time, creating a “path” of wear and loss of surface. Chip seal can also bunch up in warmer weather from sharp turning. This where the tires essentially smush the chip seal up into a pile. There is also a high failure rate at intersections. Cars stopping and going, turning, etc. puts extra stress on the chip seal and typically cause failure. Chip sealing is a very effective

asphalt maintenance process for long, relatively straight county roads, state highways, etc. Chip seal is not a very effective means of maintenance on city streets.

I have not recommended chip sealing, slurry sealing or scrub sealing to the city as a means of asphalt maintenance because I have never felt this would be a cost-effective way to maintain our city streets. The streets in Brownsville are mostly dirt streets that were paved, meaning no proper base is under the street, no proper drainage, just asphalt. Slurry sealing doesn't last long enough to spend the effort on, crack sealing is only good for a year or two before more cracks are formed, therefore needing more crack seal. The city streets are not necessarily graded properly and have a lot of bumps, dips and swales in them that cannot be fixed with these types of asphalt maintenance without the cost coming close to new asphalt prices. The best maintenance option for Brownsville for now is to maximize what we have and replace as needed.

Thank you,

**Karl Frink**

Public Works Superintendent

PO Box 188

Brownsville, OR 97327

Office: (541)466-3381

Mobile: (541)409-3700



# May 2021

## PLANNING AT A GLANCE

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

- |                |                            |                   |
|----------------|----------------------------|-------------------|
| • Plumbing     | Replace 50' W/L            | 219 Washburn St.  |
| • Plumbing     | Backflow Device            | 315 Stanard Ave.  |
| • Structural   | Beam & Footing Replacement | 604 Kirk Ave.     |
| • Fence        |                            | 719 Kirk Ave.     |
| • Construction | Carport (attachment)       | 234 Holloway Hts. |

### Updates

#### **Buildable Lands Inventory**

In process.

#### **Zoning Code Amendment**

In process.

#### **River's Edge Subdivision**

Chad Davis Construction has submitted 18 building permits within Phase One of the Planned Unit Development/Subdivision. Several lots are currently in the process of construction.

The Planning Commission met on April 26<sup>th</sup>, 2021 and approved Stephan Smith's (River's Edge developer) request to modify the original Phase 3 application from a 39-Unit Townhouse Development to 20 Single Family Dwellings, subject to Conditions of Approval. As of May 17<sup>th</sup>, 2021, at 5:01pm, no appeal to the proposal was submitted to the City of Brownsville.

Elizabeth E. Geman

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	18	7	1	24	1
Violations	116	16	22	110	
Contempt/Other	51	0	1	50	
<b>TOTALS</b>	<b>185</b>	<b>23</b>	<b>24</b>	<b>184</b>	

**BALANCE SHEET FOR THE MONTH**

**Court Revenue**

**Court Payments**

Total Deposits +	\$ 9,238.58	City	\$ 8,016.58
Total Bail Released +	\$ 265.00	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 1,229.00
Total Bail Held -	\$ -	Linn County	\$ 258.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
<b>TOTAL COURT REVENUE</b>	<b><u>\$ 9,503.58</u></b>	<b>TOTAL COURT PAYMENTS</b>	<b><u>\$ 9,503.58</u></b>

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

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 8,016.58
STATE	\$ 1,229.00
COUNTY	\$ 258.00
*REFUND   RESTITUTION   BAIL HELD	\$ -
<b>TOTAL:</b>	<b><u>\$ 9,503.58</u></b>



# LINN COUNTY SHERIFF'S OFFICE

**Jim Yon, Sheriff**

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

## 2021

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

**FOR THE MONTH OF: April**

<b>TRAFFIC CITATIONS: -----</b>	<b>14</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>13</b>
<b>TRAFFIC CRASHES: -----</b>	<b>0</b>
<b>ADULTS CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>ADULTS ARRESTED : -----</b>	<b>0</b>
<b>JUVENILES CITED/VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED:-----</b>	<b>73</b>

**TOTAL HOURS SPENT: BROWNSVILLE 210**

**CONTRACT HOURS= 200 HOURS**

**Jim Yon,  
Sheriff, Linn County**

**By: Sergeant Beth Miller**





## **Library Advisory Board**

*Librarian's Report*

April 2021

Here are a few facts about our library the month of April 2021. We have received 48 new books for the library. Volunteers donated 129.75 hours to our library. There were 1,286 materials checked out. 418 adult fiction books; 184 adult non-fiction books; 86 audio books; 367 children's books; 116 junior books; 19 junior reference books and 96 large print books.

In April, we held 8 children's programs with 188 participants. Learning Tree Preschool has safety protocols in place that allow me to visit and conduct a 15-minute story time at their location. This accounts for four extra programs this month. Staff have also been busy putting together 'Take and Make' activities for children visiting the Library. These activities are in lieu of Friday craft time. We have handed out 20 Take and Make activity sets this month.

I once again presented at a library conference my take on being a solo librarian. I entitled this 'Going Solo in the Library' It is peppered with daily like of a solo Librarian and Star Wars jokes. Such as 'What kind of car does a Jedi drive? ... A toy-yoda.' This presentation will also be recorded with the Nebraska Library Council and available for viewing through their training module.

Respectfully submitted,

Sherrí Lemhouse  
Librarian



**RESOLUTION NO. 2021.17**

**A RESOLUTION DECLARING THE CITY'S  
ELECTION TO RECEIVE STATE REVENUES**

The City of Brownsville ordains as follows:

**Section 1.** Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2021-2022.

**Passed** by Council this 25<sup>th</sup> day of May, 2021.

**Approved** by the Mayor this 25<sup>th</sup> day of May, 2021.

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

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

I certify that a public hearing before the Budget Committee was held on April 29<sup>th</sup>, May 6<sup>th</sup> and May 25<sup>th</sup>, 2021 and a public hearing before the City Council was held on May 25<sup>th</sup>, 2021, giving citizens an opportunity to comment on use of State Revenue Sharing at three separate public meetings.

\_\_\_\_\_  
S. Scott McDowell  
City Recorder

**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 23<sup>rd</sup>, 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 23<sup>rd</sup>, 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\_\_\_\_\_.

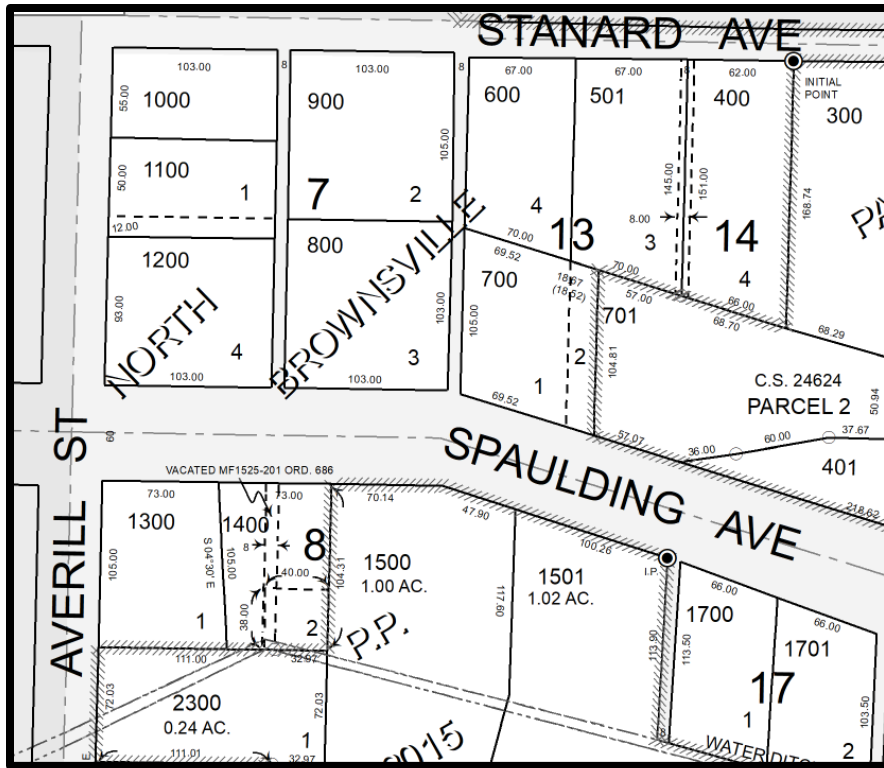
**Section 2.** This ordinance, being necessary for public health, safety and welfare, shall take effect upon adoption.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR, this \_\_\_\_day of \_\_\_\_\_, 2021.

**Attest:**

\_\_\_\_\_  
S. Scott McDowell

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





## PROCLAMATION

May 2021

### “National Military Appreciation Month”

Every year, the President issues a proclamation reminding Americans to pay tribute to those that have sacrificed so much for our freedom. This tradition began in 1999 when the United States Congress first designated the month of May as National Military Appreciation Month, calling all Americans to remember those who gave their lives in defense of freedom and to honor the men and women of all our Armed Services who have served, and are now serving our Nation.

Regardless of the specific branch of military one has served, or is still serving, they have taken an oath to be disciplined in mind and body, never quit, and to act as guardians for our freedom and democracy. Their code to live by is that of honor, courage, and commitment.

**WHEREAS**, the City of Brownsville have the deepest gratitude toward all veterans and service members, and their families, and honors the many people who are serving, and have served, our Nation; and

**WHEREAS**, the City of Brownsville extends its heartfelt gratitude and good will to service members and the personnel of all armed services who have earned the respect and admiration of a grateful Nation.

**THEREFORE**, the City of Brownsville proclaim May 2021, as the month set aside for honoring our veterans, service members, and their families in observance of their contribution to our community, our state, and our Nation.

**ATTEST:**

**APPROVED:**

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

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



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

**Goals 2021-2022**

1. Focus on the Fundamentals.

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

2. Water Rights.

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

3. Economic Development Plan.

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

4. Community Development Plan.

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

5. Capital Improvements Plan.

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

6. Organizational Development.

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

7. Advocacy Plan.

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



## **Goals Progress Plan**

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

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

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

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

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

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★ Updates to be listed here.

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

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

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

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★ 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.

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- ★ Updates to be listed here.

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

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

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

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- ★ Updates will be listed here.

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

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

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

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- ★ Update to be listed here.



## 6. Organizational Development.

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

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

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- ★ Updates to be listed here.

## 7. Advocacy Plan.

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

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

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## 2021-2022 Council Values

### Council Vision Statement

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

### A Vision for Brownsville

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

### Tag line

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

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

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

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

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

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

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



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

### **Organizational Development**

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

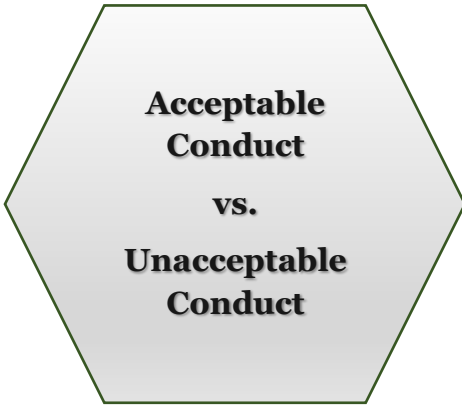
- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

## 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



**INTERGOVERNMENTAL AGREEMENT  
FOR SHARED DISASTER PREPAREDNESS CONSULTANT**

- PARTIES:**
- Lebanon Rural Fire Protection District  
a rural fire protection district organized and operated pursuant to ORS Chapter 478,
  
  - Brownsville Rural Fire District  
a rural fire protection district organized and operated pursuant to ORS Chapter 478,
  
  - Sweet Home Fire and Ambulance District  
a rural fire protection district organized and operated pursuant to ORS Chapter 478,
  
  - City of Brownsville  
a municipal corporation of the State of Oregon,
  
  - City of Lebanon  
a municipal corporation of the State of Oregon,
  
  - City of Sweet Home  
a municipal corporation of the State of Oregon.

**RECITALS**

- A. Lebanon Rural Fire Protection District, Brownsville Rural Fire Protection District, Sweet Home Fire and Ambulance District, City of Brownsville, City of Lebanon, and City of Sweet Home (collectively the “Parties”) all provide emergency and disaster response services within their respective jurisdictions and are all located within close proximity in Linn County, Oregon (the “Response Area”).
  
- B. The Parties are all units of local government with the ability to enter into intergovernmental agreements pursuant to ORS 190.010.
  
- C. The Parties desire to enter into an intergovernmental agreement to allow them to jointly hire a consultant to assess the Parties’ existing capacity to respond to emergencies and disasters, identify opportunities for the Parties to improve their ability to respond to emergencies and disasters, and develop an emergency operation plan and training program (collectively the “Services”) that the Parties can use to coordinate mutual emergency and disaster response in the Response Area.

## AGREEMENT

In consideration of the terms and conditions of this Agreement and pursuant to the authority granted by ORS 190.010, the Parties agree as follows:

### **1. Term.**

The term of this Agreement will commence on July 1, 2021 and will continue unless terminated earlier pursuant to Section 9 of this Agreement.

### **2. Representatives and Meetings.**

a. Each party to this Agreement shall designate a representative to participate in work under this Agreement and to make decisions required under this Agreement on its behalf. Each party shall be responsible for providing its representative with sufficient lawful authority to act on its behalf. Any party may replace its representative by providing written notice to the Parties in accordance with Section 8 of this Agreement. The Parties may add additional entities as parties to this Agreement by unanimous vote and by executing an amendment to this Agreement.

b. As of the date of this Agreement, the Parties shall have the following representatives:

- i. Lebanon Rural Fire Protection District: Joseph Rodondi, Fire Chief
- ii. Sweet Home Fire & Ambulance District: Dave Barringer, Fire Chief
- iii. Brownsville Rural Fire Protection District: Kevin Rogers, Fire Chief
- iv. City of Brownsville: S. Scott McDowell, City Administrator
- v. City of Lebanon: Nancy Brewer, City Manager
- vi. City of Sweet Home: Raymond Towry, City Manager

c. The Parties shall meet to discuss Services under this Agreement on an as needed basis.

d. A quorum of 4 of the 6 Parties will be required to discuss Services under this Agreement.

### **3. Consultant.**

The Parties agree to hire a consultant (the “Consultant”) to perform Phase I of Services, as identified in Section 4 of this Agreement. The Parties shall agree on the method they will use to select the Consultant by July 1, 2021, which shall at least conform with each parties’ applicable public contracting rules but may exceed those procedural solicitation requirements. Such agreement must be unanimous. Each Party shall require that the Consultant performing responsibilities pursuant to this Agreement have insurance coverage that the Party typically requires for the type of work, with each Party and its governing Board or Council members, officers, employees, and agents covered as additional insureds for general and any auto liability coverage. Each Party shall also require in any contracts with Consultant that the independent contractors, licensees, invitees or vendors agree to indemnify each of the Parties to this Agreement in accordance with the terms in Section 10. After selecting the Consultant, The City of Sweet Home shall:

- a. Serve as the primary point of contact to coordinate Services under this Agreement with Consultant;
- b. Execute a contract (the “Contract”) with Consultant to perform Phase I of Services under this Agreement;
- c. Coordinate payments to Consultant for Phase I of Services performed under this Agreement; and
- d. Distribute billings to the Parties for Services performed by Consultant under this Agreement.

**4. Services.**

- a. The Parties agree that any contract entered for the stated purpose will include the following deliverables:
  - i. Assess the strengths and weaknesses of Parties’ existing local emergency and disaster response plans and responses to recent emergencies;
  - ii. Assess the Parties’ existing operational capacity and infrastructure to respond to emergencies and disasters;
  - iii. Identify potential partners and sources of expertise that could help the Parties respond to emergencies and disasters in the Response Area;
  - iv. Identify potential sources related to the purpose;
  - v. Develop a written report (the “Report”) detailing findings from Services any services performed including necessary presentation of finding.
- b. The Parties agree that the tentative timeline and any payments will be handled under contract with the third-party. See Exhibit A.
- c. After any contract is completed, the Parties shall evaluate the findings and evaluate any third-party’s performance. Any decisions made under this subsection shall be unanimous.

**6. Payments.**

- a. The City of Sweet Home will provide monthly invoices to the Parties that reflect the cost of Services performed by Consultant. Cost sharing between the Parties will be outlined in Exhibit B. Payment shall be due within 30 days of the date of invoice. Invoices may be made by electronic means.



b. Notwithstanding Section 13 of this Agreement, any disputes with regard to required payments under this Agreement shall be resolved by the representatives of the Parties. Any dispute that cannot be resolved by the representatives shall be presented to each party's respective governing body for possible resolution prior to initiation of any conflict resolution, collection or enforcement proceedings.

**7. Inspection of Records.**

Each of the Parties shall have the right to inspect, at any reasonable time, such records in the possession, custody, or control of any other party necessary for review of the Parties' rights and obligations under this Agreement. The cost, if any, of such inspection shall be borne by the inspecting party. This right does not extend to records privileged or otherwise exempt from disclosure under applicable law. Any party required under this Agreement to create or develop records must maintain those records for inspection. The City of Sweet Home shall be responsible for communications with Consultant regarding Services under this Agreement and shall forward all communications and deliverables to the other parties. Each of the Parties shall receive a copy of any deliverables that Consultant produces under this Agreement and shall have an equal ownership interest in such deliverables.

**8. Notice.**

a. All notices allowed or required by this Agreement shall be deemed to be given: (i) when delivered personally to the individual designated below; (ii) three (3) calendar days following deposit in the United States mail in a sealed envelope, registered or certified mail, postage prepaid, return receipt requested; or (iii) on the following business day if sent by overnight delivery. Notices allowed or required by this Agreement will be sent to the following addresses:

Joseph Rodondi, Fire Chief  
Lebanon Rural Fire Protection District  
1050 W. Oak Street  
Lebanon, OR 97355

Dave Barringer, Fire Chief  
Sweet Home Fire & Ambulance District  
1099 Long Street  
Sweet Home, OR 97386

Kevin Rogers, Fire Chief  
Brownsville Rural Fire Protection District  
P.O. Box 189  
Brownsville, OR 97327

S. Scott McDowell, City Administrator  
City of Brownsville  
P.O. Box 188  
255 N. Main Street  
Brownsville, OR 97327

Nancy Brewer, City Manager  
City of Lebanon  
925 S. Main St.  
Lebanon, OR 97355

Raymond Towry, City Manager  
City of Sweet Home  
3225 Main St.  
Sweet Home, OR 97386

b. Any party may change its notice address at any time by delivering written notice of the new address to the other Parties.

**9. Termination.**

The Parties may terminate this Agreement immediately by expressing their intent to terminate in a mutually signed writing, but each shall remain responsible for its pro-rata share of payments due to Consultant for Services performed up to the date of termination. The withdrawing party shall not be responsible for any costs incurred by or for the remaining Parties after the withdrawal date. The withdrawing party shall receive all Consultant communications and deliverables produced under this Agreement until withdrawal becomes effective.

**10. Indemnity.**

a. Each party shall be responsible for the acts of its respective employees, officers, and agents under this Agreement. No party, nor any elected or appointed official, officer, board member, employee, volunteer, or agent thereof shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions, failures to act, or willful misconduct of any other party, its officers, board members, employees, volunteers or agents, in connection with this Agreement or arising out of any Services performed under this Agreement.

b. Notwithstanding anything to the contrary in Section 10(a) above and subject to the Oregon Constitution and the Oregon Tort Claims Act, each of the Parties agrees to defend and indemnify the others against any and all third-party liabilities, causes of action, damages, or costs for injury or damage to life or property related to or arising from actions or failures to act under this Agreement. The obligations assumed in this Section 10(b) shall survive the termination or expiration of this Agreement.

**11. Insurance.**

Each party to this Agreement will obtain and maintain commercial general liability insurance or equivalent coverage, or self-insurance, covering its activities under this Agreement in at least an amount equal to the party's liability limits under the Oregon Tort Claims Act.

**12. Personnel.**

a. Each party to this Agreement agrees to provide workers' compensation insurance coverage to its employees and volunteers and each party shall supervise its individual employees performing work under this Agreement. The intent of this provision is to prevent the creation of any "special employer" relationships under Oregon workers' compensation law, PERS regulations, or other state or federal laws.

b. The Parties to this Agreement are each an independent agency for purposes of this Agreement. No representative, agent, employee, or contractor of one party shall be deemed to be an employee, agent, or contractor of any other party for any purpose, except to the extent specifically provided in this Agreement. Nothing herein is intended, nor shall it be construed, to create between the Parties any relationship of principal and agent, employee, partnership, joint venture, or any similar relationship, and each party hereby specifically disclaims any such relationship.

c. The employees of each party to this Agreement are not employees of any other party and are not eligible for any benefits through any other party, including without limitation federal social security, health benefits, workers' compensation, unemployment compensation, or retirement benefits.

**13. Dispute Resolution.**

a. The Parties are required to exert every effort to cooperatively resolve any disagreements that may arise under this Agreement. This may be done at any management level, including at a level higher than the designated representatives. In the event that the Parties alone are unable to resolve any conflict under this Agreement, they are encouraged to resolve their differences through mediation or arbitration, using such process as they may choose at the time.

b. In any litigation or arbitration between the Parties arising from or in any way pertaining to the interpretation or enforcement of this Agreement, each party to this Agreement shall be responsible for its own attorney fees.

**14. No Third-Party Beneficiaries.** This Agreement is entered into for the sole benefit of the Parties and nothing contained herein is intended for the benefit of any other person or entity.

**15. Modification.** No modification of this Agreement will be valid unless it is in writing and signed by the Parties.

**16. Waiver of Breach.** The waiver by any party of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other provision of this Agreement or of any subsequent breach of the same provision of this Agreement.

**17. Headings.** Paragraph headings are used solely for convenience and are not to be used in construing or interpreting this Agreement.

**18. Severability.** If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, such invalidity will not affect any other provisions of this Agreement, and this Agreement will be construed as if the invalid provision had never been included in this Agreement.

**19. Entire Agreement.** This Agreement embodies the entire agreement of the Parties. There are no promises, terms, conditions or obligations other than those contained herein. This Agreement supersedes all prior communications, representations, or agreements between the parties on the subject of this Agreement, either oral or written.

**20. Governing Law and Venue.** This Agreement will be construed in accordance with and governed by the laws of the State of Oregon. Any litigation between the Parties arising out of or in connection with this Agreement shall take place in the Linn County Circuit Court, Linn County, Oregon.

**21. Authority to Execute.** Each person executing this Agreement on behalf of a party to this Agreement hereby covenants that they are duly authorized by that party to bind that party to this Agreement.

BROWNSVILLE RURAL FIRE DISTRICT

LEBANON RURAL FIRE PROTECTION DISTRICT

\_\_\_\_\_  
Kevin Rogers                      Date  
Fire Chief

\_\_\_\_\_  
Joseph Rodondi                      Date  
Fire Chief

CITY OF SWEET HOME

CITY OF LEBANON

\_\_\_\_\_  
Raymond Towry                      Date  
City Manager

\_\_\_\_\_  
Nancy Brewer                      Date  
City Manager

CITY OF BROWNSVILLE

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

SWEET HOME FIRE AND AMBULANCE DISTRICT

\_\_\_\_\_  
Dave Barringer                      Date  
Fire Chief

## S. Scott McDowell

---

**From:** Hamilton, Kevin <khamilton@co.linn.or.us>  
**Sent:** Monday, December 14, 2020 8:04 AM  
**To:** admin@ci.brownsville.or.us  
**Cc:** 'Karl Frink'; Maskal, Jeff  
**Subject:** Main Street surface treatment in Brownsville

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Good morning, Scott,

I am planning a scrub seal surface treatment on Main Street next year. This work will extend from Highway 228 to Hausmann Ave.

A scrub seal is a type of chip seal, intended to seal the road surface and fill cracks. The goal of the treatment is to extend the life of the existing pavement. It involves applying a coat of emulsified asphalt to the surface. The asphalt emulsion is mechanically forced into the cracks in the pavement using a broom. That is followed by a machine that applies a layer of fine, crushed aggregate that embeds into the asphalt. The aggregate provides texture to the road, and protects the asphalt from traffic wear.

The scrub seal is allowed to set for 24 to 48 hours. After the set time, loose aggregate is swept from the road and a fog seal is applied. The fog seal applies an additional layer of asphalt which serves a couple of purposes. The first is to add a little binder to the top of the aggregate layer to help lock it in for better durability under traffic. The second function is that it provides greater contrast between stripes and the surface by "painting" the surface aggregate black. Finally, it makes the road more cosmetically pleasing. People like black roads more than they like brown or grey roads.

We can place traffic on the scrub seal very quickly. However, the fog seal must "break" before allowing traffic on it. Break times can vary from 20 minutes to an hour and a half depending on environmental conditions and product selected.

This process will be rather intrusive on the downtown environment for a couple of days.

I am planning the scrub seal to be performed on Thursday, August 5<sup>th</sup>. This will require no parking on Main Street during operations, probably 10 a.m. to 5 p.m. I am considering holding off the fog seal until Saturday, but I want to solicit your opinion on it. Please call me at your convenience. I would like to discuss the project and address any questions or concerns you have for it.

Kevin Hamilton  
*Operations Manager*  
*Linn County Road Department*  
*3010 Ferry St. SW*  
*Albany, OR 97322*  
*(541) 967-3919 office/message*  
*(541) 740-1787 cell*

**S. Scott McDowell**

---

**From:** Hamilton, Kevin <khamilton@co.linn.or.us>  
**Sent:** Monday, December 14, 2020 10:35 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Main St.

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Hi Scott,

I received your voicemail. I will try to be available at 2 this afternoon. There's nothing on my calendar, but that's not necessarily a guarantee of my availability.

Otherwise we shoot for the 16<sup>th</sup>, as you said. I'll look forward to talking to you.

Kevin Hamilton  
*Operations Manager*  
*Linn County Road Department*  
*3010 Ferry St. SW*  
*Albany, OR 97322*  
*(541) 967-3919 office/message*  
*(541) 740-1787 cell*

**City of Brownsville**  
**2021 Sewer Delinquent Accounts**

<b><u>Tax Account #</u></b>	<b><u>Name &amp; Address</u></b>	<b><u>Amount</u></b>
289724	Fred Anderson P.O. Box 86 Brownsville, OR 97327	\$252.30
404125	Gail Erickson 806 W. Bishop Way Brownsville, OR 97327	358.22
307849	Courtney Meadors 529 Robe St. Brownsville, OR 97327	587.41
	<b>TOTAL</b>	<b>\$1,197.93</b>

*Updated: May 07, 2021*



citycounty insurance services  
cisoregon.org

April 29, 2021

Department of Consumer and Business Services  
Workers' Compensation Division, Self-insurance Unit  
P. O. Box 14480  
Salem, OR 97309-0405

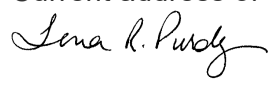
Re: Notice of Termination of Self-Insured Employer Group Member

This notice is to request termination of **City of Brownsville** as a member of the CIS Workers' Compensation Self-Insurance Group. Termination shall be effective not less than 30 days after the notice is received by the Workers' Compensation Division of the Department of Consumer & Business Services **and only after written approval by the director of the Workers' Compensation Division. Further, it is required under OAR 436-050-0290, that alternative arrangements for workers' compensation coverage are met, if the assured continues to employ Oregon subject workers.**

Request termination to be effective at 12:01 a.m. on: **7-1-2021**  
 Member's Oregon Business Identification Number: **0512068-3**  
 Member's WCD Employer Number: **5501010**  
 Reason for termination: **CIS no longer providing coverage**  
 New Workers' Compensation Insurer Name: **SAIF**  
 Claims prior to July 1, 2021 will be administered by: **Corvel Enterprise Comp, Inc**

**Per Oregon Administrative Rule 436-050-290 (3) requirement of evidence of notification: "It is understood and agreed that upon termination from membership of CIS Workers' Compensation Self-Insurance Group, that the assured will continue to be liable for the payment of any compensation due its subject workers and other amounts due the Workers' Compensation Division when such compensation and other amounts arise out of a period when the assured was a member of the group."**

**Further Oregon Administrative Rule 436-050-0290 (9) states: "The employer group will be responsible for maintaining records on the whereabouts of employers that have been cancelled or have terminated their participation in the group."**

Current address of terminating member:	Scott McDowell, City Administrator
	City of Brownsville
4-29-2021	255 N Main St.
	PO Box 188
	Brownsville, OR 97327

Tena Purdy  
Underwriting Manager  
Citycounty Insurance Services

=====

**WCD USE ONLY**

Authorized Signature	Date
<b>Termination/cancellation approved by WCD Compliance</b>	
Cc:	Steve Uerlings, Hub International Northwest LLC
	Scott McDowell, City of Brownsville



## S. Scott McDowell

**From:** GANUNG Julie E <Julie.E.GANUNG@odot.state.or.us>  
**Sent:** Friday, May 7, 2021 3:39 PM  
**To:** blm\_or\_no\_mail@blm.gov; parks@co.linn.or.us; admin@ci.brownsville.or.us; blarsen@sweethomeor.gov; khart@ci.lebanon.or.us; admin@ci.brownsville.or.us; Nicola.Swanson@usda.gov; chris.sorensen@usda.gov; darren.cross@usda.gov; ben.duda@oregon.gov; sshelton@linnsheriff.org; dbarringer@sweethomefire.org  
**Subject:** Full Road Closure of U.S. 20 Project Coordination Meeting - You're Invited!  
**Attachments:** US20: Upper Sunken Grade - Stakeholder Coordination Meeting (18.3 KB)

Greetings Local Partners,

We'd like to talk with you about a project that begins this summer on U.S. 20 to repair the sunken road and mitigate slide movement between mileposts 55 and 56, just west of Sheep Creek Road. We need your input because this will



impact traffic and possibly your operations. Over the course of the project, there will be two short-term full highway closures and several months of single lane closures with flaggers. Emergency response vehicles will be able to go through the worksite at all times.

***Please join us for a virtual stakeholder coordination meeting on May 18th, 1 – 2:30 p.m. to discuss the U.S. 20: Lower and Upper Sunken Grade Landslide Repair Project. (See attached calendar invite and/or MS Teams meeting link below)***

**Microsoft Teams meeting**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

Travel impacts to expect:

- Traffic will be limited to a single lane, controlled by flaggers, from late-July through November 2021 as a retaining wall is built near milepost 56.
- There will be two short-term full highway closures.
  - The first will be up to three days in September 2021, after Labor Day, to place two culvert pipes under the highway.
  - The second will be for two weeks in May 2022, before Memorial Day weekend, to regrade and repave the highway.

This is a joint project of ODOT and Western Federal Lands-Highway Division. We look forward to sharing more details about the project with you and hearing your concerns. We want to partner with you to keep everyone informed of these travel impacts. The [project webpage](#) will be updated as final closure dates are determined, and travel information will also be available on [TripCheck](#).

Please let me know if you have any questions about this project or the coordination meeting that I will be co-facilitating with the Project Manager from Western Federal Lands, Matt Miller. Also, please let me know if you think I missed any key stakeholders that should attend this meeting.

***Learn More About ODOT's 2021 Construction Projects***

*ODOT Construction online open house link:* <https://odotopenhouse.org/2021-construction-4>

*Project open house link:* <https://odotopenhouse.org/2021-construction-4#tab7>

**Julie GaNung, P.E.**

Resident Engineer – Consultant Project Manager  
Oregon Department of Transportation - Region 2  
Cell: 541-740-5319

## Meet the Human Resources Manager

By C. Clark

**R**yan Schulze joined the OCWCOG family as HR Manager in February of 2019. As the title suggests, he is directly involved with nearly every person employed and service provided through OCWCOG.



Ryan is enthusiastic about the work done at OCWCOG. He is currently excited about the effort with the Labor Management Advisory Committee (LMAC), which is focusing on the creation of a Diversity, Equity and Inclusion Committee at the COG. While there will be a lot of work ahead for this group, the amount of support and passion revolving around this committee is inspiring to Ryan.

*“I have been thrilled with the level of interest in the organization around getting this committee started, as well as the level of engagement from LMAC to develop a recommendation.”*

Ryan has a long history of being of service to his community. He joined the Marine Corps after high school and served for 10 years, where he learned about and experienced cultures from across the world. Reflecting upon that time, he gained a great sense of appreciation of the freedoms and wealth the U.S. offers to its citizens. In 2005, Ryan moved to Salem, OR to settle down and start a family. At the time he worked as an Office Manager with DHS Child Welfare, and eventually found his way into Human Resources. He wore many hats in that position, ranging from an HR Analyst responsible for Labor Relations, Operations and Policy Analyst developing Organizational Development strategies, HR Manager for the Stabilization and Crisis Unit (SACU) at DHS, and ultimately as an Emergency Management Coordinator developing statewide essential needs strategies in disaster response and recovery operations. While the work was fulfilling and intrinsically interesting, Ryan was drawn to more specific work within HR, which finally led him to OCWCOG.

Ryan is a family man through and through. He and his wife are expecting a new family member in November, and their two current children are very excited about being big siblings. Ryan loves his family so much, he even accepted a puppy as a Father’s Day gift two years ago because his daughter insisted that they needed one. Ryan adopted Arlo the puppy from the Oregon Humane Society and said he’s the best dog he has ever owned. He and his family like to go on adventures together; sometimes its nature focused like hiking by the coast and other times it is more kid orientated, like a day at the skate park or the mall. Recently, Ryan has taken up archery as a hobby as a combination of survivalist skill and inner child excitement of learning a fun new ability. Looking towards the upcoming summer months, Ryan is planning on preparing the household for the new family member between household projects, landscaping, and setting up a nursery. That said, the family will still find time for their annual camping trip and river floats together.

*“When I look at the turmoil the last year has brought for our nation and then see how our community has responded I feel good about where I am.”*

Looking back over the past year, Ryan’s enthusiasm for our community has been bolstered. He appreciates the region for its small town feel with all the conveniences of city life. With Ryan Schulze on the OCWCOG team, we are confident that good things will continue to come from him and his work, which in turn will support everyone who is connected with OCWCOG. We appreciate everything you do Ryan!



## COVID-19 Vaccine Info & Resources

**A** new and exciting change in the past few weeks was the announcement that COVID-19 vaccines are now **available to all Oregonians over the age of 16.**

*we're all in this*  
**TOGETHER**

For information on how to get the vaccine, please visit the [Benton](#), [Linn](#) or [Lincoln](#) county websites, or visit the [Oregon State website](#), the [SamHealth](#) website, or the [official CDC](#) website for more resources, such as pharmacies where you can receive the vaccine or the closest vaccination site to you.

## Safety Section

### Wildfire Readiness – Virtual Community Presentations by Lincoln County

May 1st is Wildfire Community Preparedness Day; this is a great day to develop a list of the items you can do around your home or property for wildfire mitigation.

The Lincoln County Fire Defense Board, Lincoln County Sheriff's Office and Lincoln County Public Health are partnering together to prepare community members, business owners, and visitors on local wildfire threat conditions, public safety evacuation response procedures, and efforts individuals can take to be ready for wildfire season.

The Emergency Management Division at the Lincoln County Sheriff's Office is expanding their 2-hour Lincoln County Wildfire Readiness presentation into **six modules** and adding an additional session for each Fire District and Department of Lincoln County. These sessions, which are split up into modules, will give more flexibility to our community members to pick and choose those sessions of most interest to them.

Click [HERE](#) for more information, details on the schedule, and access the recordings and presentation slides.

Module	Description	Session #01, 7-8pm	Session #02, 7-8pm
Module 1	Financial and Property Protection / Business Preparedness	Monday, May 3, 2021	Wednesday, May 12, 2021
Module 2	Animal Preparedness (Pets & Livestock)	Wednesday, May 5, 2021	Monday, May 10, 2021
Module 3	Property Protection by Understanding Wildfire Risk	Monday, May 17, 2021	Wednesday, May 26, 2021
Module 4	Emergency Notifications & Evacuation Processes	Wednesday, May 19, 2021	Monday, May 24, 2021
Module 5	Sheltering with the American Red Cross and Medically Fragile Community Members	Wednesday, June 2, 2021	Monday, June 7, 2021
Module 6	Air Quality Considerations and Access and Functional Needs Persons Preparedness	Wednesday, June 9, 2021	Monday, June 14, 2021

*“Wildfire threat is not just a risk for rural areas of Lincoln County; each property owner should take the time to look at their yards and properties and build a defensible space to protect their homes and structures. Lincoln County is generally considered to have a lower threat for wildfire compared to other central and eastern counties. However, with our expected seasonal weather conditions, our local risk increases. Our cooperation as a community to reduce our fire risk, adhere to fire safety rules and stay aware of current conditions are some of the important steps community members can do to protect themselves and assist public safety with seasonal wildfire risk reduction.”*

Chief Rob Murphy, Lincoln County Fire Defense Board Chief

**Additional Resources:**

Many additional partners are also providing community preparedness campaigns:

- Keep Oregon Green - [Keep Oregon Green](#)
- Oregon State University Extension Service - [Wildfire Wednesdays](#)
- Oregon State Fire Marshall's Office – [Wildland Urban Interface](#)
- Oregon Department of Forestry – [Fire Prevention](#)
- Oregon Health Authority – [Prepare for Wildfire/Reducing Health Effects of Wildfire Smoke](#)
- Oregon Emergency Management – [Oregon Wildfire Response](#)
- National Fire Protection Agency – [Wildfire Community Preparedness Day](#)



If you are unable to attend one of the sessions or want additional information you can check out the Wildfire Readiness page at <https://www.co.lincoln.or.us/emergencymanagement/page/seasonal-hazards-wildfire>

## Project Updates

### AAMPO Launches Bicycle & Pedestrian Plan Project Website!

The Albany Area Metropolitan Planning Organization (AAMPO) is pleased to announce the website launch for the AAMPO Bicycle and Pedestrian Plan, [www.walkbikeplan2021.com](http://www.walkbikeplan2021.com). The Bicycle and Pedestrian Plan is intended to identify projects to make walking and biking easier and safer in Jefferson, Millersburg, Albany, and Tangent. The plan will also include policy and program recommendations that support walking and biking.

The website contains information about the [planning process](#), a [survey](#) of walking and biking preferences, and an interactive [mapping exercise](#) where community members can pinpoint destinations and barriers to walking and biking. AAMPO encourages everyone who lives, works, or plays in the greater Albany area, regardless of whether they walk or bike, to provide input on the plan via the survey and interactive mapping exercise.



Additional questions and comments about the plan can be sent to Catherine Rohan at [crohan@ocwcog.org](mailto:crohan@ocwcog.org)

## Other Announcements

### Business Oregon Announces Second Round of Commercial Rent Relief Grants to Help Small Businesses Cover Outstanding Lease Payments (EDA)

On April 22, Business Oregon will open the second round of a grant program for building owners to cover outstanding lease payments from small business tenants that are behind on rent due to COVID-19. The grants can go up to \$100,000 per each business tenant, but not more than \$3 million for each landlord.

There is \$42 million available in this round. Round one of the program launched on March 22nd, with 2,965 applications requesting \$65.4 million. Most grant applicants from round one are receiving funding, as there was \$49.9M

available in round one. The funding is being allocated by region, to ensure it reaches businesses throughout the state. 2,609 grants will be awarded from the round one applicant pool, with only the Portland Metro region seeing more demand than available funds. Those applicants not selected in round one are automatically entered into round two.

This program helps small business tenants that have 100 or fewer employees. Both the business tenant and prop-

erty owner will need to participate in the application process and sign the grant agreement, but the initial application needs to be completed by the landlord. The online application process is very simple, and information is available in multiple languages. In addition to Business Oregon staff, the agency has contracted with culturally-focused organizations to help small businesses and their landlords with the process if they have questions. A list is available on the Business Oregon website.

There are some minor changes to round two versus round one to accommodate additional applicants. The minimum grant amount is now \$500 (from \$1,000), landlords can be publicly-traded businesses, and sole proprietors do not need to register their business with the Secretary of State if they are not otherwise required to do so.

The program opened for online applications Wednesday April 22 at 9am and will be open for two weeks, **closing May 6**. It is NOT first-come, first-served. Applications will be chosen by a random lottery system in any geographic regions that have more applicants than available funds. This is the seventh COVID-specific program Business Oregon has implemented to help businesses navigate the impacts of the pandemic. One of those programs — the

emergency small business grant — helped about 7,400 small businesses with \$43 million in grants to help offset revenue impacts from COVID-19. More program information and eligibility details are available on Business Oregon’s website, along with the application link.



## SBA Announces Official Restaurant Revitalization Fund Application & Guidelines!

SBA Administrator Isabella Casillas Guzman announced key details on application requirements, eligibility, and a program guide for the Restaurant Revitalization Fund (RRF). The restaurant industry has been among the hardest-hit sectors during the economic downturn caused by the COVID-19 pandemic. To help bring jobs back and revive the industry, the American Rescue Plan, signed into law by President Joe Biden, established the \$28.6 billion Restaurant Revitalization Fund at the U.S. Small Business Administration (SBA). The SBA will administer the funds to the hardest-hit small restaurants.

**Under this announcement, details on application requirements, eligibility, and a program guide are now available in English [HERE](#) or en Español [AQUÍ](#).**

Ahead of the application launch and over the next two weeks, the SBA will establish a seven-day pilot period for the RRF application portal and conduct extensive outreach and training. The pilot period will be used to address technical issues ahead of the public launch. Participants in this pilot will be randomly selected from existing PPP borrowers in priority groups for RRF and will not receive funds until the application portal is open to the public.

Following the pilot, the application portal will be opened to the public. The official application launch date will be announced at a later date. For the first 21 days that the program is open, the SBA will prioritize reviewing applications from

small businesses owned by women, veterans, and socially and economically disadvantaged individuals. Following the 21-day period, all eligible applicants are encouraged to submit applications.

The groundwork for this announcement is the result of a comprehensive effort to reach out to diverse stakeholders in order to understand the needs and barriers restaurants face in accessing emergency relief aid.

Community business leaders from underserved communities also welcomed RRF assistance as much-needed economic relief and are working with their broad membership bases to navigate the grant application process.

In addition to restaurant groups and leading advocacy groups for underserved business communities, the SBA has engaged national and state trade associations, and other small business stakeholders in recent weeks to understand their concerns about relief programs.

At all levels, the SBA will continue engaging with stakeholder communities to inform and design delivery of financial assistance programs. As the SBA builds and prepares to roll out the program, this dedicated SBA website is the best source for up-to-date information for eligible restaurants interested in the RRF.

# Upcoming News



## Older Americans Month: May 2021

Annually in May, the Administration for Community Living leads our nation’s observance of Older Americans Month. The 2021 theme is "Communities of Strength". Older adults have built resilience and strength over their lives through successes, failures, joys, and difficulties. Their stories and contributions help to support and inspire others.

Oregon Cascades West Council of Government is observing Older Americans Month in May in honor of our Region’s older adults. As volunteers, employees, employers, educators, mentors, advocates, and more, they offer insight and experience that benefit the entire community. We invite you to join us in recognizing the key role these community members play in the vitality of our neighborhoods, networks, and lives.

*"Caring for seniors is perhaps the greatest responsibility we have. Those who have walked before us have given us so much and made possible the life we all enjoy."  
Senator John Hoeven*

Will your City join in? Click **HERE** for a copy of a proclamation template that you can use to edit for your community.

## Military Appreciation Month: May 2021

May is National Military Appreciation month: it is our turn to take action and show our appreciation for the brave men and women that have served, or are currently serving our country. A few ways to do that:

*"On the battlefield, THE MILITARY pledges to leave no man behind. As a nation, let it be our pledge that when they return home, WE leave no veteran behind."  
Dan Lipinski*

- Fly the flag in your yard
- Wear patriotic colors and themed t-shirts and visors
- Send a care package to someone you know, in or out of the active duty
- Buy them a coffee
- Donate to a military charity
- Proclaim it on social media

Oregon Cascades West Council of Government will be reading a proclamation at the Benton County Commissioner Meeting on May 4, 2021 and posting on our social media. Regardless of the way you choose to celebrate, the kindness and recognition shown to even one former or current serviceman or woman is a small gesture to thank them for our freedom.

For a sample template you could use, please click **HERE**.

## Current Job Openings

- Case Manager, Toledo
  - Case Manager, Albany
  - Contracts Coordinator, Albany
  - Meal Site Manager, Siletz-Toledo
  - Program Supervisor for SDS, Albany/Toledo
- To learn more, or apply, please visit:  
<http://www.ocwcog.org/careers>

## Contact Information

Senior & Disability Services (541) 967-8630	
RideLine (541) 924-8738	
Economic Development (541) 924-8465	
General Administration (541) 967-8720	ADRC (800) 638-0510

**MONTH END FINANCIAL RECAP**

	APRIL 2021		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 101,050.17	\$ 95,753.03	\$ 745,081.03	26.82%	\$ 2,033,012.97	1
2 WATER	\$ 40,034.74	\$ 25,379.02	\$ 269,423.16	31.56%	\$ 584,261.84	2
3 SEWER	\$ 33,236.64	\$ 30,468.18	\$ 265,880.10	27.90%	\$ 687,234.90	3
4 STREETS	\$ 14,314.89	\$ 12,859.15	\$ 152,351.31	43.92%	\$ 194,548.69	4
5 WATER BOND	\$ 77.81	\$ -	\$ 46,800.61	62.99%	\$ 27,501.39	5
6 SEWER BOND	\$ 193.54	\$ -	\$ 305,050.00	96.12%	\$ 12,300.00	6
7 SEWER DEBT FEE	\$ 11,549.55	\$ -	\$ 112,509.36	36.38%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 113.13	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,944.58	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 112.93	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 18,970.22	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 46,927.24	\$ -	\$ 120,000.00	28.87%	\$ 295,675.00	12
13 STORMWATER SDC	\$ 17,869.81	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 118.59	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 3.89	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 4.27	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 346.87	\$ -	\$ 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	\$ 73.84	\$ 10,161.94	\$ 23,617.22	17.19%	\$ 113,757.78	20
	\$ 286,942.71	\$ 174,621.32	\$ 1,930,699.93			

**Key Bank Account**

*General Checking* \$ 274,351.89

**Oregon State Treasury** \$ 5,499,599.65

*Community Improvements* \$ 0.94

*Project Escrow Holding* \$ 0.02

**TOTAL OST / LGIP** \$ 5,499,600.61

**Annual Bond Payment**

*Water* \$ 45,167.05

*Wastewater* \$ 307,259.95

**Total** \$ 352,427.00

**2020-2021**

Appropriated \$ 6,616,415 29.18%

**YTD**

**% of Total**

**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)**