

Council Agenda Packet

Tuesday, September 28th, 2021 | 7:00 p.m. | Community Room | In-Person Hybrid



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Council Meeting

Tuesday, September 28th, 2021

Location: City Hall in Council Chambers

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: July 27th, 2021
August Recess
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Sweet Home Sanitation | Recycling Update
 - B. City Website Review
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Resolution 2021.24:** Planning Fees
 - B. **Resolution 2021.25:** Protecting Constitutional Rights
 - C. 2021 Arbor Day Proclamation



10) ACTION ITEMS:

- A. Councilor Gerber Resignation
- B. Council Vacancy
- C. American Rescue Plan Act Uses

11) DISCUSSION ITEMS:

- A. Pacific Power Franchise Agreement
- B. Rec Center & Pavilion | Playground
- C. Canal Company | Next Steps
- D. Annual Project Outlook Checklist Review
- E. July & August Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



July 27th, 2021

ROLL CALL: Mayor Don Ware called the meeting to order at 7:00 p.m. in Council chambers with Councilor Thompson, Councilor Hansen, Councilor Neddeau, Councilor Humphreys, and Councilor Craven present. Councilor Gerber was excused. Public Works Superintendent Karl Frink, Administrative Assistant Tammi Morrow, and City Administrator Scott McDowell were also present.

PUBLIC: Alice Tetamore, Elizabeth Coleman, Allen Buzzard, John Claasen, Trapper Solberg, Kaysha & Cody Burgess, and *(from LCSO)* Sergeant Beth Miller, Deputy Mike Rossiter, and Deputy Steven Frambes.

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell reported that there were two items to add to the agenda, 9) A. Legislative – Resolution 2021.23 – ARPA funds, and 10) F. – an email received from Rose Kaler.

MINUTES: *Councilor Neddeau made a motion to approve the June 22nd, 2021 minutes as presented with the addition of adding Allen Buzzard's statement into the public record. Councilor Humphreys seconded the motion and it passed unanimously.*

Councilor Craven made a motion to approve the June 24th, 2021 minutes as presented. Councilor Hansen seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Civic Partnership Agreements.** Mr. McDowell reminded Council that there are several civic partners in town such as the Chamber, Senior Center, and Calapooia Food Alliance, just to name a few. These partnership agreements are on a 3-year rotation schedule so members of Council will be generally aware of the agreement. Council will discuss the renewal of the Senior Center and the Flower Club agreements tonight. In general, some component of the agreements beautify or add services that compliment City efforts. Agreements clarify expectations and parameters for each party. Some of the agreements allow the partner to sublet with other parties as a way of generating revenue for their cause. The agreement is written this way so that the City is not caught between a partner another third-party in the event of a disagreement that results in a dispute.
2. **Cyber Security Review.** Mr. McDowell reported that about 1 1/2 year ago, the City was required to implement and pass a cyber security policy by CIS. We now have requirements to do a cyber security education piece twice a year. McDowell reminded Council that the City does not ask for or retain any personal unique identifiers such as ODL's, Social Security numbers, etc. for opening an account with the City. The City does that to ensure that if the City were to have a data breach, we would not be in violation of the State law for information collection. The City cannot be held liable for the stolen information since sensitive information is not collected.

McDowell provides information each month to Staff for compliance and educational purposes. Overall, Staff do a good job with passwords and administration. Email is difficult and tricky due to all the ways hackers attempt to get into computer systems. We have all received emails that look legitimate, but are not. We are all hyper-aware and try to only open emails from known or expected sources. The City has had two



ransomware situations in the past. Fortunately, we were able to recover without having to start over or pay ransom.

The City also have third-party software such as Harris, Majic (Court) and CJIS (State of Oregon program), and PayGov (debit and credit card provider), which can provide a challenge for cyber security as well.

Overall, the City is doing okay, holding steady. We will begin updating some office computers due to age. Windows will be eliminating certain platforms over the next year or so which causes upgrades to keep pace.

- Council Housekeeping | Emails & Communications.** Mr. McDowell remarked that 2020 and 2021 have been crazy with teleconference meetings, no meetings and many regional projects stalled or on hold. It is nice to be able to get back to in-person meetings. McDowell reminded Council that if they travel for City business, there is a mileage reimbursement program. Contact Mr. McDowell or Mrs. Morrow and we will get you the form, and walk you through the process. It is also important to remember if conversations are happening by email, if there are three or more Councilors involved, it could be a violation of Public Meetings Law. All email should be sent to McDowell for dissemination in order to stay in compliance with the law. Another point of housekeeping is that all Councilors should be using their City email account for City business. Most Councilors have been issued a City computer, and the sooner everyone switches over, the better it is for their privacy and security.

McDowell reminded Council that Mayor Ware, Councilor Humphreys, and Councilor Neddeau are official check signers for the City. There are approximately 60-70 checks that go out each month; this amount does flex a little. The signers can review all invoices, purchase orders, etc.

McDowell asked Council to consider a half hour retreat session before or after a meeting. Council thought it would be a good idea; McDowell will send out a poll for a date that works for all.

DEPARTMENT REPORTS:

- Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Beth Miller, Deputy Steve Frambes, and Deputy Mike Rossiter were present. Sergeant Miller reported for the month including 9 citations, 9 warnings, 104 complaints and 184 patrol hours for the City. The hours were down from the 200 contracted hours due to vacations that were not backfilled. They have addressed the issue, and going forward should have more coverage. The officers are noting on the logs when that are doing extra patrols so there is more documentation for Council to see what service they are getting. There has been a small increase in criminal activity, the local hardware store was broken into as well as some painting equipment stolen from under a tarp. The investigations are continuing.
- Public Works.** Superintendent Karl Frink gave a brief overview of the month. He stated that they repaired one small leak out on Seven Mile Lane. Backflow devices will be tested this week.

The new Xylem pump recently installed that was having issues was found to have a casting flaw. The pump is now up and back in service.



Public Works has been busy working on right-of-way mowing, and it seems that there were more than normal to do this year. Since it is a little later in the season, the hope is that Public Works will not have to repeat the process this year. The flowerbeds and weeds have been sprayed at the Library. The cemetery has been mowed and sprayed as well. Mayor Ware asked why there was more mowing to be done in the right-of-way this year. Frink responded that folks are just not doing it for themselves as much this year.

Streets have been prepared for the dust control application. The contractor is having a more difficult time procuring the product, so the exact date is not known just yet.

Linn County will be doing chip seal work on Main Street through town the first part of August.

Mr. Frink reported that new street signs will be going up soon. A new painting contractor has been hired for the street painting. It is a fairly new company, and Frink stated that the company is doing a great job so far.

Frink contracted with a state-approved licensed trapper to mitigate the ground squirrels in the park; one hundred and seventy-three total ground squirrels were removed. No gray squirrels were taken. The trapper may come back in October for more trapping.

Frink reported that someone crashed into the gate at Pioneer Park. It is unclear why the crash happened, but there were no injuries to report.

The new traffic speed signs have arrived. Frink is hopeful that those may be installed as soon as next week.

Mr. Frink summarized a little bit of his tasks associated with River's Edge subdivision. Phase 1 is finished, with the exception of Pacific Power. Street signs are up; the retaining wall on Henshaw turned out well. Phase 2 will begin with more paving. After paving they proof roll and test the compaction. A loaded water truck is rolled along the road very slowly looking for deflection in the road base. This method can identify soft spots in the road. All paving has passed so far, and the density testing has come back at over 100%. The curbs have also passed inspection. Checking grades, sidewalk setbacks, and a myriad of other details can cost Frink 2-3 hours per day.

Mr. McDowell complimented Mr. Frink and Mrs. Coleman for doing such an amazing job with all the things that have to happen for improvements and building in town. Frink does a lot of plan review and inspection for the City. Coleman keeps everybody and all the documents flowing as required by Code.

- 3. Administration.** Mr. McDowell informed Council that he would be headed to Philomath on 8/13/21 to hear the summary of what happened at the last session of the State House. He will bring the pertinent information back for Council review.

McDowell reminded Council that the City is an actual employer, and showed a timeline for CIS (City County Insurance) requirements for employee benefit coverage that run from July – October each year. This is just one requirement of being an employer.

McDowell talked to Council about the recent CARES Act funding that the City received. This was the first \$2.3 trillion Federal government program. The City only applied for our direct reimbursable costs. Moving forward, Staff is a bit concerned



about future implications including Federal and State audits. So, every dollar requested was directly related to costs associated with the pandemic. Staff also expended some funds at the end of the fiscal year per Council's directive.

The next Federal funding program is called American Rescue Plan Act (ARPA). It is a massive spending plan. After determining funding priorities, the City is likely to focus on two areas of interest – water and sewer infrastructure. McDowell stated that on the desk tonight, Council will find a resolution for ARPA funds. Council may also include the downtown sanitary sewer project, which could tie into the ARPA funds expenditures. McDowell stated that Mrs. Morrow spent a lot of time collecting the information and combing through the requirements. McDowell suggested setting up a small review committee to review the requirements and then, possibly make a recommendation on how the City would spend the funds.

Mr. McDowell stated that he will be on vacation the week of August 16th. McDowell worked this last weekend preparing for the audit. Last year, the audit team led by Cyrus Ward did an outstanding job preparing for and executing the audit.

McDowell informed Council that Linn County is planning on applying a scrub seal to Main Street On August 13th, 2021. Alex Paul will be doing a press release to get the information out. The County has asked for a detour that would be going by the park, up Fisher, and out Depot. Staff granted the detour since there was no other available route.

McDowell reported that CFA sent a nice letter and a thank you card for helping with the recent traffic safety issue. Mr. Frink provided some traffic cones and no parking signs to help them.

McDowell and Morrow delivered the budget documents to Linn County on July 13th, 2021. Linn County called the City the next day wondering about levying the tax for the wastewater loan. Due to the refinancing of the bond last year, and the taxes that were levied and collected last fiscal year, there was no need to levy taxes this year. This bond is not paid off, the taxes that were collected last year will be used to pay the payments this year.

McDowell then talked about the top 5 complaints heard at City Hall.

- **Speeding.** LCSO is contracted for 200 hours per month. On average they actively patrol about 20-25 hours, so theoretically only about 3-4% is devoted to traffic every month. The point is, speeding will never completely go away. LCSO has been averaging more citations over the past several months, and seem to be making an effort in that area.
- **Taxes.** Folks continually complain about their tax bill. It is important to note that the whole tax bill does not go to the City. There are bonds on there, as well as the school district, county taxes, and the Fire District taxes. The City does provide a lot of amenities for the community, such as the Library, Pioneer Park, roads, Cemetery, law enforcement, planning to name a few. And, the utilities include only around 740 rate payers to spread the cost over.
- **Utility Rates.** For the past several years Council has elected to raise utility rates by 3% each year, in an effort to keep pace with cost. In reality, 3% does not keep pace with the City's increased costs of doing business. The rate increases never keep pace with the depreciating value of the City's assets.
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- **Neighborhood Complaints.** Neighbor to neighbor complaints are common at the City. For the most part, we try to stay out of private business. Mr. McDowell will arbitrate for folks if the need arises.
- **City Permits.** We get the comment quite often that the City is permitting folks to death! Permits include fence permits, construction permits, accessory structure permits, etc. Staff continually work to uphold standards and requirements and work to improve processes.

McDowell showed several slides highlighting Staff and City business. He talked about the Project Outlooks or Master TTDL (Things to Do List). He showed the reoccurring budget list and the 'Daily Grind' so that Council could better understand Staff's daily tasks along with the projects that are underway.

McDowell stated that the MVP (Mid-Valley Prosperity) group along with RAIN and 8 other local cities are moving forward again. They are currently out for a proposal to market and build that website.

McDowell reported that D-Prep is moving forward. The City of Sweet Home is putting a proposal together to hire a consultant. More information as it becomes available.

McDowell updated Council on upcoming meetings. The quarterly LCSO meeting is coming up. Emergency Preparedness Committee (EPC) is schedule for August. Mrs. Morrow does the minutes, and we have lots of things going on there. Mrs. Coleman will be handling the Linn County Building meeting as I am out on vacation that week. McDowell outlined other upcoming meetings. There never seems to be enough time, energy, or funding to get it all done. Staff tries to get the best bang for our buck! McDowell stated that he likes to bring this information to Council every few months so that they know how Staff and the City are tracking.

McDowell shared some outrageous policies from across the country.

4. **Planning.** No comments.
5. **Library.** No comments.
6. **Court.** No comments.
7. **Council Comments.** No comments.
8. **Citizen Comments.** John Claasen, Oak Street, stated that he is very supportive of Public Works. They work very hard, and he doesn't feel that the City is wasting money on them!

LEGISLATIVE:

1. **Resolution 2021.23 – American Rescue Plan Act (ARPA).** McDowell reported information about the ARPA. Basically, the City is eligible to receive just over \$404,000 through this plan. Eligible uses for the funding include water and sewer infrastructure among other things. Councilor Hansen asked if Mr. McDowell saw any drawbacks. McDowell responded that yes, there are many strings attached to these funds, but how does the City justify turning away from \$404,000 for projects. The downtown sanitary sewer project will operate on a thin margin and Staff really doesn't know what we will find once the project starts. McDowell related that there are many



requirements, as an example there is language that states the City will make sure that the contractors wear seatbelts. It is a political no-win situation. Councilor Craven commented that it seems that we are being rescued by the Federal government (ARPA) for the actions imposed by the Federal government. He would like to be on the committee to take a look at the program. Mayor Ware also volunteered along with Staff. *Councilor Hansen made a motion to approve R 2021.23. Councilor Craven seconded the motion and it passed unanimously.*

ACTION ITEMS:

1. **Approve & Award Downtown Sanitary Sewer Contract.** McDowell reported that the City received 4 bids for the project. After engineering and attorney review, the City was directed to accept all bids, and award the project to the lowest bidder. *Councilor Thompson made a motion to authorize Mayor Ware and Mr. McDowell to move forward with the project and award the bid to Pacific Excavation, Inc. in the amount of \$518,986. Councilor Humphreys seconded the motion and it passed unanimously.*
2. **Appoint Planning Commission Member.** McDowell stated that Trapper Solberg was the only applicant for the Planning Commission vacancy. Councilor Thompson invited him to share a little about himself, and why he would like to serve on this board. Mr. Solberg stated that he grew up here, riding his bike and attended the local schools. He has built a house, so is familiar with the process. Solberg stated that he has an open mind to listening to all sides. He would also like to keep Brownsville as a historic area, commenting that neon signs are not great. Mr. Solberg stated that he is at a point in his life when he can volunteer his time and give back to his community a bit. *Councilor Craven moved to approve this Trapper Solberg to the Planning Commission. Councilor Neddeau seconded the motion and it passed unanimously.*
3. **Sharing Hands | Funding Request.** Mayor Ware stated that he serves on the Sharing Hands board. He will not participate in the discussion, but will conduct the process. Councilor Thompson commented that the City has partnered with them through the pandemic, supporting the food bank. They are not one of our normal partners. Councilor Thompson is unsure if they need the funds, and wonders if they can purchase the equipment on their own. She stated that the City needs to be careful about setting precedents regarding these kinds of requests. Councilor Hansen asked if it is appropriate to ask how much money they have in their treasury? McDowell stated that Council could call for a recess and do that if they would like. McDowell also stated that the City did not reach out to Sharing Hands to fund at the end of the fiscal year as they are not a community partner as directed by Council. Councilor Humphreys wondered if we approve this funding, if the City is opening the door to everyone who wants/needs a new facility. He stated that they have the funds to do this on their own. Councilor Hansen clarified also that if Council denies this request, we are in no way saying that we don't value what they bring to the community. No motion was made.
4. **Senior Center Services Agreement.** McDowell reported that this request is just continuing the agreement for three more years. The City had historically paid their phone bill. The agreement now just states that the City supports them with a lump sum, and they decide where to best utilize the funding for their organization. During severe weather conditions, they have been opening their building to community members for heating or cooling. Councilor Thompson suggested perhaps giving them a little extra for serving the community in this way. Councilor Humphreys commented that the agreement has been this amount for a while. McDowell commented that this



is definitely the time to make any changes to the agreement per Council's wishes. *Councilor Thompson made a motion to approve the agreement and increasing the amount to \$700 annually. Councilor Hansen seconded the motion and it was approved by all.*

5. **Brownsville Garden Club.** McDowell reported that this agreement deals mostly with materials and supplies. The Club buys and plants for city beautification. They water the plants around town and keep everything looking nice all season. This agreement has worked out well for all the years we have had it. The expenses are not huge, approximately \$250-\$500 per season. *Councilor Craven moved to approve the agreement. Councilor Hansen seconded the motion and it passed unanimously.*
6. **Wildfire Relief Donations.** Mr. McDowell placed an email from Rose Kaler that was received this morning. McDowell read the short email for Council discussion. Basically, Timber Unity is doing a Wildfire Relief Barrel Drive. They are asking permission to place a collection barrel at City Hall. Timber Unity coordinates with Cascade Fire Relief Team to ensure the donations go where they are most needed. Councilor Thompson and Mayor Ware stated that they would like to know more about Timber Unity. Councilor Craven stated that they are a non-profit advocacy group. They were basically formed when some of the Cap and Trade legislation was being handed down. They've done a lot of good things. Most recently they helped out in the Klamath Basin when the water was shut off and the residential wells were going dry. They have delivered goods (hay and clothing for firefighters) for wildfire relief.

Councilor Thompson asked if they have a political affiliation? Craven stated that they are technically non-partisan, but stated that he is not sure that that needs to be part of Council's discussion. Craven stated that they are probably more conservative than not. Councilor Thompson stated that it sounds like they do lots of good things, but she is wondering if they can place their box down on Bishop Way. McDowell stated this donation site will be in addition to the one down at the Republican headquarters on Bishop Way. They are looking for a donation site that is not connected to the Republican headquarters as they want all folks to donate to the wildfire relief effort, and not make it a political issue. Councilor Neddeau stated that it sounded like they are trying to un-politicize it. Councilor Craven stated that he felt that if we could put the donation box in a neutral location it would be better for relief efforts. *Councilor Hansen made a motion to approve a donation site at City Hall for Wildfire Relief. Councilor Craven seconded the motion. The motion passed with only Councilor Thompson opposing the motion.* Councilor Hansen stated that the logistics will be left for Staff to determine.

DISCUSSION ITEMS:

1. **June Financials.** No comments.

CITIZEN QUESTIONS & COMMENTS.

John Claasen asked Council, how much more are we going to allow Brownsville to grow? He referenced the new subdivision going in, and asked where does it stop? McDowell addressed Mr. Claasen stating that Oregon is a very top-down system through the DLCD. The City has been working on land use inventory with our city planning advisor. The City does have a number of blank lots all around town which limits adding any additional residential areas. The real answer is, the City has no control. Private property owners can develop their land within the rules, standards, and zones that are written into law. Cities



are not allowed to annex in Oregon. Mr. Claasen also stated that he feels Brownsville should have more activities for kids in town.

COUNCIL COMMENTS.

Councilor Craven stated that in May he was approached by Councilor Thompson about potentially taking over as liaison for the Central Linn Recreation Association (CLRA). Councilor Thompson stated that the position is not the best fit for her, and she doesn't feel like she knows enough about it. She would be happy to defer the position to Councilor Craven.

Councilor Hansen commented that during his recent trip, he was wanted to give some kudos to City Staff and the efforts that they make on the City's behalf! He feels very lucky to live here.

ADJOURNMENT: Council adjourned by consensus at 8:35 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



September 28th, 2021

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

One liner of the month

Humpty Dumpty was pushed!



“Freedom is a fragile thing and is never more than one generation away from extinction. It is not ours by inheritance; it must be fought for and defended constantly by each generation, for it comes only once to a people. Those who have known freedom, and then lost it, have never known it again.”

~ Ronald Reagan, President

“When you ask the best questions of yourself and others, you invite the best answers.”

~ Angela Bassett, Actress

“Here is the world. Beautiful and terrible things will happen. Don’t be afraid.”

~ Frederick Buechner, Writer

“Action is the antidote to despair.”

~ Joan Baez, Singer



Special Note: There are important documents on the website for your review. Highlighted are the most critical.

Please visit: <https://www.ci.brownsville.or.us/citycouncil> for these documents, 1) Pacific Power Franchise (Draft), 2) Bill Summaries, 3) Census Redistricting, 4) RAIN Summer Report, 5) Wildfire Smoke, 6) CLSD Letter on Masks, 7) FY 2021.2022 Project Outlook, 8) Budget TTDL, 9) Reoccurring Legislation, 10) Cascade West Council of Governments Newsletters, 11) CPI Report, 12) RAIN ROI Grant Application, and 13) EPC Summary Minutes.

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. You will see [G1] or other number in front of certain items. The G number corresponds to a Council goal. When you see this symbol, ☒, it means more information will be provided at the meeting.

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Sweet Home Sanitation (SHS) | Recycling** – Councilor Thompson requested that Sweet Home Sanitation come back to Council to discuss the City's recycling program. In 2018, the



Chinese government enacted the China Sword policies that impacted American recycling. The State Legislature recently passed SB 582 which will also be discussed. SHS representatives Brian White and/or Michael Grove will be at the meeting to give a report. Sweet Home Sanitation has also stopped taking electronic waste. It would be appropriate to discuss this item too.



- B. City Website Review** – Annually, I provide an overview of the City website for Council's convenience. I will review where to find key items such as agenda, minutes, reports and helpful links. There is a wealth of information on the website that helps keep everyone informed on items including City policies, past decisions and items of general interest.

9) LEGISLATIVE:

- A. Resolution 2021.25: Planning Fees** – Staff is proposing a few increases to the planning fees. The fees being raised are noted with a + next to the amount. Council has not changed any planning fees since 2018. The reason for the change is due to an increase in the County's recording fees. Each year the City's fee schedules are reviewed by Staff and committees to determine if changes are necessary. The Public Works fee schedule and Park fee schedule were also reviewed. Staff is not proposing any changes to either of those schedules this year.

What is Council being asked to do?

Consider passage of the resolution.



- B. Resolution 2021.25: Protecting Constitutional Rights** – Several communities and counties in Oregon are trying to work together to protect certain constitutional rights.

What is Council being asked to do?

Consider passage of the resolution.

10) ACTION ITEMS:

- A. Councilor Gerber Resignation** – Council Carla Gerber has tendered her resignation. Council President Dave Hansen and Mayor Ware have acknowledged Gerber's resignation.

What is Council being asked to do?

Accept Councilor Gerber's resignation.



Councilor Gerber

- B. Council Vacancy** – Below is the Brownsville Municipal Code regarding Council vacancy:

Chapter 1.25 | Council/Elected Official Vacancy

Sections:

1.25.010 Appointment by Council procedure.

In filling a vacancy, the Council shall make such inquiries and hold interviews as it considers necessary to make the appointment. The appointment must be made at a regular or special Council meeting.

The Council will use the following procedures in the appointment process:



- A. Public notice in a newspaper of general circulation and/or by standard electronic means and posting of a notice at City Hall, the Library and the Post Office for two consecutive weeks;
- B. Deadline for interested parties to submit applications shall be no later than 30 days after the initial public notice;
- C. Appointment from those applicants nominated and seconded for consideration by members of the Council. The Recorder will announce the results of each ballot and will record each Councilor’s vote. An applicant who receives a majority of the votes by the current Council members will be appointed to the vacant position. If no applicant receives a majority vote on the first ballot, the Council will continue to vote on the two applicants who receive the most votes until an applicant receives a majority of the Councilors voting;
- D. All applicants shall qualify for public office as required by the City Charter and may be subject to the same requirements of Linn County and the State of Oregon;
- E. Vacancies shall be filled within 60 days of reasonable notice to the Brownsville City Council. [Ord. 752 § 1, 2015.]

What is Council being asked to do?

Authorize Staff to place an advertisement and determine process to be used to fill the vacancy.

The last Council appointed vacancy was Councilor Thompson. Council placed an advertisement, asked for letters of interest including qualifications, and took a secret ballot vote at a regular session to fill the vacancy.

- C. **American Rescue Plan Act (ARPA)** –Mayor Ware, Councilor Craven, Administrative Assistant Tammi Morrow and I met individually to discuss and review the requirements of the ARPA monies. Mayor Ware and Councilor Craven will be recommending moving forward with the use of the monies for the Downtown Sanitary Sewer project and the GR 12 Water line project.



What is Council being asked to do?

Determine or confirm the proposed uses for the money.

11) DISCUSSION ITEMS:

- A. **Pacific Power Franchise Agreement** – David Ris, Franchise Attorney with Local Government Law Group, and I have been working to develop a franchise agreement with Pacific Power. Pacific Power and the City have been operating on a month-to-month basis since the franchise agreement expired. Cooper Whitman, Regional Business Manager for Pacific Power, has been working closely with us on this project. Please review the franchise agreement.



What is Council being asked to do?

Review the agreement. Negotiations are underway with Pacific Power. If Council is comfortable proceeding with the agreement, Staff will prepare an ordinance to start the official adoption process in October 2021.



- B. Rec Center & Pioneer Park Pavilion | Moving Forward** – Council will discuss the next steps for this project. Council had developed a Facility Review Committee (FRC) that had made some formal recommendations which Council completed in 2019. An informal, ad hoc committee was created to review logistics and details however due to the pandemic, the project has been on hold. The City was working with representatives from the Central Linn School District, the Central Linn Rec Center, Park Board, the Linn County Pioneer Association, the Chamber and the City of Halsey. Council and the Budget Committee have set aside a substantial amount of money for this project.

What is Council being asked to do?

Discuss next steps. How would Council like to proceed? Staff will make a recommendation at the meeting.

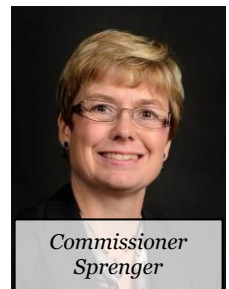
- C. Annual Project Outlook Review** – The checklist is on the website for your review. I have also included two other documents, 1) the 2021 Annual Budget TTDL, and 2) the 2021 Reoccurring Legislation as complimentary documentation. Documents can be found at <https://www.ci.brownsville.or.us/citycouncil>.
- D. July & August Financials**

UPDATES, INFORMATION & HAPPENINGS

2021 Fall Newsletter – Staff prepared the Fall newsletter that, among other items, informs the public of the Linn County vaccination mobile unit on September 27th, 2021.

Audit Information Finalization | [G1] – Administrative Assistant Tammi Morrow, Administrative Assistant Jannea Deaver and I have been working with SingerLewak to finish up the annual audit. Cyrus Ward and his team did another fine job working on the audit this year. Once the audit is received, I will file it with the appropriate agencies and provide an oral report at an upcoming Council meeting.

Sherrie Sprenger Visit | [G1] – Linn County Commissioner Sherrie Sprenger brought Jenny Glass for a quick lunch visit. Jenny Glass is the new Economic Development Director for the Cascades West Council of Governments (COG). I provided Ms. Glass with an overview and history of the RAIN and MVP regional effort.



Commissioner
Sprenger

MVP Meetings | [G3] ☑ – I will provide an oral report for Council Tuesday evening. Basicly, the group moved forward with a formal proposal to hire a third-party vendor to perform some of the work that was listed in the IGA the commuties collectively signed in January 2020.

Emergency Preparedness Committee (EPC) Quarterly | [G4] – Administrative Assistant Tammi Morrow and I met with Fire Chief Rogers, President Norman Simms and Marilee Frazier to review the City's preparedness education and outreach program. For more information on the meeting, the minutes can be found on the City Council webpage under supporting documents for this meeting.



RAIN Grant Coordination | [G3] – The City has volunteered to be the sponsor for the Rural Opportunities Initiatives (ROI) grant for the MVP and RAIN. RAIN Staff will help with the logisitics and details. Council may be asked to pass legislation in the future for this application if the proposal is approved. Awards will not be made until October 2021. The application can be found on the City Council webpage under supporting documents for this meeting.



D-Prep Status| [G4] – A Request for Proposals (RFP) was put out for consideration. The deadline was September 24th, 2021. The group will meet very soon to select a vendor. Staff, including Administrative Assistant Tammi Morrow, Public Works Superintendent Karl Frink and I will be involved with this project.

Kirk’s Ferry Signage – Public Works installed the sign for Kirk's Ferry Park this summer. The City worked in conjunction with the Calapooia Food Alliance (CFA) based on the use agreement for the Park. The sign is in keeping with the Master Plan as directed by the Park Board.

WCMP Information Update | [G2] – Staff has been working with Mr. Tim Tice on the Water Conservation & Management Plan (WCMP). Public Works Superintendent Karl Frink has been working diligently on the numbers to make sure consumption is accurate and fairly reported.

Phase II Weeds – Due to a very dry summer, Phase II of the weeds program had to be suspended. The City has several areas of nuisance concerns that been worked on throughout the summer. Folks have been very reasonable to work with on these issues.

Water Rights Attorney Change – Longtime City Water Attorney Wyatt Rolfe has left Schroeder Law. Sara Liljefelt has taken his place as the City's Water Rights Attorney.



Sarah Liljefelt

Legislative Outcomes and Changes – the State Legislature Bill Summaries can be found on the City Council webpage under supporting documents for this meeting.

Neighborhood & Neighbor Disputes – Staff has been dealing with multiple issues all over town. These issues are very time consuming. Staff’s goal is to try to bring compromise and resolution when we can.

Policy

fyi

fyi

fyi



Printed in 2018

Nuisance Abatement Process

The City reviews properties on a weekly basis from the end of May through September to enforce the ordinances pertaining to weeds and junk. The City goes out monthly October through April to ensure ordinances are being met through the entire year. When Staff is handling an issue involving noxious weeds, as an example, the City will give a courtesy call to the occupant of the property when possible to make them aware of the upcoming mowing season or to let them know



City Administrator Report

they need to mow. Some property owners decide to make arrangements for their mowing with the City’s third-party contractor. Typically, it takes the entire month of June to bring all properties into compliance. The City ordinance allows large parcels to be bailed which happens typically near the middle of July. Depending on the weather, the City may only do one round of posting. In 2018, the City only had one round of weed abatement because the weather was too dry which caused a fire ban to be in place for public safety.

Nuisances are handled in a pro-active manner as Council directed ten years ago. Staff may forward a Request for Action (RFA) letter to a property owner and/or resident for the nuisance to be removed. If the nuisance isn’t removed by the time allotted in the letter, the City goes through the formal abatement process. The City’s general practice is to give folks adequate time to take care of possible violations before the City sends out a RFA letter. If, during an inspection, Staff notices a minor violation, the City will allow a week or two to pass before sending a RFA letter. The City may also call the property owner/occupant depending on the nature of the nuisance and/or the City’s previous experience dealing with the person to remediate the nuisance.

Overall, the program has been successful. The City has cleaned up many problem properties over the last three years. Residents have mostly been good to work with on these kinds of issues. The Sheriff’s Office has also provided support when asked. Sweet Home Sanitation has also been an invaluable partner keeping the town looking good.

1 Goal 1 | Focus on Fundamentals

Linn County Sheriff’s Office Monthly Report | [G1] – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

LCSO Month-to-Month Comparison (18 months)

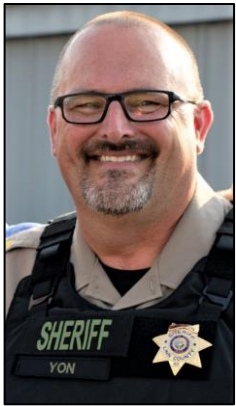
Year	Month	Traffic Citations	Traffic Warnings	Hours
2021	August	10	5	218
2021	July	19	8	233.25
2021	June	9	9	184.25
2021	May	40	15	209
2021	April	14	13	210
2021	March	18	14	213.25
2021	February	28	11	208.4
2021	January	14	10	204
2020	December	14	12	226
2020	November	26	30	204
2020	October	16	18	202
2020	September	18	12	208
2020	August	20	14	211



City Administrator Report

2020	July	7	13	211
2020	June	20	4	213
2020	May	4	6	214
2020	April	18	5	210
2020	March	13	5	239.5
	<i>Subtotal</i>	308	204	3818.7
	Total Average	17.11	11.33	212.15
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

LCSO Quarterly Meeting | [G1] – Councilor Humphreys and I attended the September 2nd, 2021 meeting in Millersburg. The Sheriff covered a number of topics including personnel changes. Michelle Duncan has been promoted to Undersheriff, Brandon Fountain has been promoted to Captain, Beth Miller has been promoted to Lieutenant, and Steve Frambes will become the new Sergeant. Sheriff Yon talked about the importance of the upcoming Law Enforcement Levy in November. Yon will be attending Council meetings with the contract cities to ask for support. The Sheriff’s Office is working on implementing several new requirements passed by the State Legislature. One of those requirements deals with illegal drugs and court jurisdiction which will need some coordination with all of the cities who have a Municipal Court.



★ **Active: LCSO Equipment Training** – Public Works Superintendent Karl Frink will be deploying tracking equipment soon. Frink is working with Linn County Sheriff’s Office to finalize the data side of the installation. Staff has compiled a map of locations and listed the logistics for tracking and implementation.

TMDL & Designated Management Agency (DMA) | [G1] – *From 05.25.2021:* Public Works Superintendent Karl Frink and I attended a webinar detailing the City’s new 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.

Linn County Planning & Building Department Meeting Outcome | [G1] – *From 6.22.2021:*I met with the cities of Halsey, Harrisburg & Scio. We have scheduled a meeting for this upcoming Monday with Linn County Commissioner Sherrie Sprenger. Administrative Assistant Elizabeth Coleman will be attending an informational meeting with the Department regarding the implementation of the new software that will allow electronic filing of permits.

From 05.25.2021: 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.



City Administrator Report

Civic Partnership Agreements | [G1] – Council has agreements with many civic partners for various reasons. Each of those agreements are generally three year terms; some are shorter. The reason for this term length is so current Council members are aware of the details of those past agreements. It is done this way due to the overlapping terms of Council members. Any of the agreements are available for review upon request.

Recent Council Actions |

- ★ Senior Center Services Agreement – Authorized July 27th, 2021.
- ★ Flower Club Services Agreement – Authorized July 27th, 2021.
- ★ Brownsville Art Association & Chamber – Report July 22nd, 2021: The organizations have dissolved their agreement for subletting the Art Center. The Chamber will be housed in the American Legion/Senior Center for the time being.



Goal 2 | Water Rights

Oregon Association of Water Utilities (OAWU) | [G2] – *From 06.22.2021:* Public Works Superintendent Karl Frink provided a tour of the City's facilities to Mr. Tim Tice.

From 05.25.2021: 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.

Oregon Water Resources Department (OWRD) | [G2]

From 05.25.2021: 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 25th, 2021.

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



Goal 3 | Economic Development Plan

Mid-Valley Partnership (MVP) | [G3] – The group is in full swing once again. We are trying to put together a Request for Proposals on marketing, branding and building a comprehensive website for MVP as was the plan that was stalled by the Pandemic. I will have more information at the meeting Tuesday.



From 06.22.2021: Halsey City Administrator Hilary Norton moved forward on behalf of the group to apply for grant funding to start making progress on the agreement that Council signed with other regional partners at the beginning of 2020, end of 2019. I have included Mayor Ware’s letter of support in the agenda packet for your review.



The City also extended the RAIN agreement for two years as previously authorized by Council.

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.

4

Goal 4 | Community Development Plan

Joint Emergency Coordinator Proposal (IGA) | [G4] ☒ – The City of Sweet Home is coordinating the Request for Proposals (RFQ) process for the group. I hope to have more information for Tuesday evening.

From 06.22.2021: The group finalized the IGA and begins conversations with third-party vendors.



From 05.25.2021: 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.

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.

Stalled: Canal Company & the Mill Race | [G4] – *From 04.28.20:* City Attorney Ross Williamson is currently working on this item.



RV Ordinance & the Zoning Code Amendment | [G4] – *From 10.27.2020:* Administrative Assistant Elizabeth Coleman and Planning Consultant Dave Kinney have been working on a major amendment to Title 15 of the Brownsville Municipal Code. The proposed RV ordinance from last meeting falls within Title 15. City Attorney Ross Williamson said that any amendments to Title 15 will require a special process as it falls within the Measure 56 rule that requires two separate public hearings and a direct mailing to all effected property owners.

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

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

Land Inventory | [G4] – 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 that is going to be necessary for this important project.

See past reports for more information.

Right-of-Ways & Storage Containers | [G4] – *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.



5

Goal 5 | Capital Improvements Plan

Downtown Sanitary Sewer Contract | Bid Acceptance | [G5] ☒ – I have included a letter sent to property owners and tenets two weeks ago explaining the details. I will have more information Tuesday evening.

From 07.27.2021: The City opened bids on Wednesday of last week. Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman, and I attended with Dyer Partnership



personnel included City Engineer Ryan Quigley. Four contractors submitted bids. All bids qualified for consideration, two had minor exceptions. Below are the results:

<u>Bid</u>	<u>Contractor</u>
\$518,986	Pacific Excavation, Inc.
\$599,000	North Santiam Paving Co.
\$629,000	Trench Line Excavating, Inc.
\$679,550	James W. Fowler Co.

From 06.22.2021: City Engineer Ryan Quigley presented the following schedule for this project.

We are scheduling the advertisement of the Downtown Sewer project on Monday, June 14th, 2021.

We need a couple days prior to advertising to get the notices to the DJC and Brownsville Times.

I am looking at bid opening on our around July 14th at 2:00 p.m. The bid opening will be an online opening, so no need to setup a meeting room.

Pre-bid meeting on around June 30th.

From 05.25.2021: 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 1st, 2021. The City will need to budget for the project into the next fiscal year.

From 03.23.2021: Ryan Quigley is busy putting the final touches on the bid documents. The City has secured all the necessary easements in principle. We are planning to go to bid soon.

From 02.23.2021: Dyer Partnership is working on a change order for additional work that has been required for this project. Council should see a full report for the February 2021 Council meeting.

Facilities Review Committee Recommendation Outcomes | [G5] – *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.



Goal 6 | Organizational Development

Council Housekeeping | [G6] – Staff will review expense reports, City emails and other items of general interest for Council.



7

Goal 7 | Advocacy Plan

ACTIVE, PENDING & STALLED

Active: Cemetery Policy Committee ☑ – I will have an oral report for Council Tuesday.

Active: River’s Edge Outcome ☑ – Staff has spent considerable time on this project. On September 9th, 2021, Staff review many items that remain incomplete. The City is working with the developer and the construction company to complete these items. Staff is working under the direction of the Planning Commission for a number of issues relating to this development.

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.

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.

COMPLETED

- ✓ Audio Upgrade | Community Room to host hybrid public meetings.
- ✓ Linn County Road Department | Main Street Scrub Seal.
- ✓ Park Caretakers Bruce & Amber Castleberry completed their contract.
- ✓ Installed new computer for Administrative Assistant Elizabeth Coleman.
- ✓ Installed new computer for Public Works Superintendent Karl Frink.
- ✓ Installed new computer for public meetings use.
- ✓ Hired new Custodian Brett Deaver.
- ✓ Community Room Carpet Replacement.
- ✓ City Hall Windows | First Floor.
- ✓ Water Treatment Plant Fence.

Please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

★ Kirk Avenue Project History

★ Calapooia Riverbank

Respectfully Submitted,

City Administrator Scott McDowell



PLANNING AT A GLANCE

AUGUST/SEPTEMBER 2021

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

• Structural	House Rem/Carport Replacement	208 Washington Ave
• Structural	24X18 Pole Building	208 Washington Ave
• Plumbing	Bathroom & Shower Install/Shop	611 Calapooia Ave
• Mechanical	Install Mini-Split	203 W Bishop Way
• Mechanical	Air Handler Install	926 Oak St
• Structural	24x24x14 Pole Building	223 Holloway Hts
• Mechanical	Free Standing Wood Stove	119 Walnut Ave
• Plumbing	Fire Sprinkler Installation	370 Spaulding Ave
• Plumbing	Fire Sprinkler Installation	372 Spaulding Ave
• Structural	24' Carport	1126 Linn Way
• Plumbing	New W/L (50')	623 Washburn
• Mechanical	Replace A/C	637 Averill St
• Structural	38x25x14 Shop	805 Calapooia Ave
• Mechanical	Replace Gas Furnace & A/C	1119 Kirk Ave
• Plumbing	Install 120 ft W/L & Backflow	370 Spaulding Ave
• Plumbing	Install 80ft W/L & Backflow	372 Spaulding Ave
• Mechanical	A/C Installation	873 Maple St
• Mechanical	Replace Gas Furnace & A/C	340 E Blakely Ave
• Structural	SFD w/garage	215 School Ave
• Structural	Bedroom/Bathroom Addition	219 Washburn St
• Fence		219 Millhouse St
• Fence		304 E Blakely Ave
• Construction		208 Washington Ave
• Fence		896 W Bishop Way
• Construction	Accessory Structure	1126 Linn Way

Updates

River's Edge Subdivision

Phase One development is still underway and moving quickly. Several homes have been built and are currently occupied. Property owners are installing fences & retaining walls. Approval of the River's Edge Planned Unit Development/Subdivision was contingent upon development requirements for PUDs set forth in the Brownsville Municipal Code and Conditions of Approval placed on the development by the Planning Commission. A landscaped open space plan submitted for review and approved by the Planning Commission is part of the approval process.

The developer has submitted three landscape plans for the 10+ acre open space located west of the subdivision. Mr. McDowell, Mr. Frink, Mr. Quigley (City Engineer), Mr. Kinney (Planning Consultant) & Mrs. Coleman met at the development site to review the most recent plan on September 9th. Unfortunately, the third submission still did not provide sufficient information for the Planning Commission to review. Mr. McDowell & Mrs. Coleman sent a letter to the developer with a list of corrections. The landscape plan must be approved prior to recordation of the Final Plat for Phase 2. Stay tuned.

Elizabeth E. Coleman

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	27	1	4	24	
Violations	136	13	14	135	
Contempt/Other	50	1	1	50	
TOTALS	213	15	19	209	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 3,874.34	City	\$ 3,603.34
Total Bail Released +	\$ 705.00	Restitution	\$ -
PayGov Adjustment	\$ -	Oregon Dept Revenue	\$ 706.00
Total Bail Held -		Linn County	\$ 240.00
* Total Refund/Rest -	\$ 30.00	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 4,549.34</u>	TOTAL COURT PAYMENTS	<u>\$ 4,549.34</u>

Credit given for Community Service	\$ -
Other Credit Allowed Against Fines	\$ -
Total Non-Revenue Credit Allowed	<u>\$ -</u>

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,603.34
STATE	\$ 706.00
COUNTY	\$ 240.00
*REFUND RESTITUTION BAIL HELD	\$ -
TOTAL:	<u>\$ 4,549.34</u>

FILED
Brownsville Municipal Court

SEP 15 2021

Clerk



**IN THE MUNICIPAL COURT OF THE CITY OF BROWNSVILLE
FOR LINN COUNTY, OREGON**

In the Matter of the Appointment of an)
Alcohol & Drug Evaluator.) GENERAL ORDER 21-01
)

This matter came before the Court upon the Court's Own Motion, the Court finds that the Court requires an Alcohol & Drug Evaluator who can conduct evaluations within Linn County; The Court further finds that Gregory R. Smith is a qualified Alcohol & Drug Evaluator certified By the Oregon Office of Mental Health & Addition Services; having made the above findings, and being informed in the premises,

IT IS HEREBY ORDERED that Gregory R. Smith shall be and is appointed as an Alcohol And Drug Evaluator for this Court effective November 1, 2002, and the appointment remains effective until revoked by this Court.

IT IS FURTHER ORDERED that all evaluations shall take place at the Lebanon Justice Court, 30 East Maple, Lebanon Oregon at least once each month at a regular time and date to be set By the Evaluator.

IT IS FURTHER ORDERED that the Evaluator shall conduct evaluations of persons Referred for violations of ORS 471.430 (MIP Alcohol) at a time separate from those persons Referred for evaluations for criminal or controlled substance offenses.

Dated this 15 day of Sep. 2021.


Jessica Meyer, Municipal Court Judge

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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: July

TRAFFIC CITATIONS: -----	19
TRAFFIC WARNINGS: -----	8
TRAFFIC CRASHES: -----	2
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED: -----	8
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	110

TOTAL HOURS SPENT: BROWNSVILLE 233.25

CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Beth Miller



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: August

TRAFFIC CITATIONS: -----	10
TRAFFIC WARNINGS: -----	5
TRAFFIC CRASHES: -----	2
ADULTS CITED/VIOLATIONS: -----	2
ADULTS ARRESTED: -----	6
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	106

TOTAL HOURS SPENT: BROWNSVILLE 218

CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Lieutenant Beth Miller

S. Scott McDowell

From: Paul, Alex <APaul@co.linn.or.us>
Sent: Tuesday, August 10, 2021 2:10 PM
Subject: LCSO to place levy on November ballot

LCSO to place levy on November ballot

ALBANY — The Linn County Sheriff's Office will ask voters in November to support a four-year law enforcement levy of \$2.98 per \$1,000 of property value, the Board of Commissioners agreed Tuesday morning.

If approved, the levy would run from July 1, 2022 through June 30, 2026.

The current levy of \$2.83 will expire on June 30, 2022.

The Sheriff's Office receives about 76% of the levy funds, the Juvenile Department receives about 14% and the District Attorney's Office receives about 10%.

Voters turned down a levy request of \$3.08 per \$1,000 on the November 2020 ballot.

Linn County was concerned as cities in Oregon and across the country were being asked to defund law enforcement programs. The county hoped to extend the current levy and provide employees with some job security.

But some voters thought the levy was actually doubling up for a year, officials said.

The Linn County Sheriff's Office has relied on levy funding since the 1980s. It makes up about 54% of the office's total budget.

The proposed levy would run through 2026, so the increased rate takes inflation and cost of living adjustments into account.

LCSO continues to provide 24/7 coverage and answers every call throughout the county.

Linn County residents have traditionally strongly supported the levy. The current levy passed in May 2018, 70% to 30%, with 16,702 yes votes to 7,180 no votes.

Commissioner Will Tucker said he "hopes the public knows how important this is," and volunteered to post signs or speak to community groups about the levy.

In other business, the commissioners:

- Learned that the county Planning & Building Department has waived \$67,000 in fees for families rebuilding in the Santiam Canyon after last September's wildfires. Planning Manager Alyssa Boles said that so far, permits have been issued for 12 single-family dwellings; 10 manufactured homes; 30 electrical permits; and 18 temporary RV permits. Contract city revenue is up in July compared to July 2020. The
- Approved a contract with Sean Tate Public Affairs to continue outreach work with small businesses affected by wildfires and COVID-19. Tate has been working with the Albany and Lebanon chambers of commerce with the same focus. The contract is for six months not to exceed \$50,000.
- Approved First-Time Youth Wage Grant agreements with Malpass Farms LLC and the David C. Malpass Warehouse.
- Reappointed Commissioner Roger Nyquist and Mel Conrad to the Local Public Safety Coordinating Council.
- Reappointed Ray Hiltz, David Pautsch, Amy Price, Rex Watkins and Skeet Arasmith to the Board of Property Tax Appeals.
- Was asked by Breanna Jarmer, a physical education instructor at Albany Christian School, to support an effort that would allow schools and parents to determine whether their children should have to wear face masks at school. Jarmer said about 17 schools are fighting the state mandate.

Media contact: Alex Paul, Linn County Communications Officer, 541-967-3825 or email apaul@co.linn.or.us.

Alex Paul

Linn County Communications Officer

541-967-3825

Email: apaul@co.linn.or.us



Library Advisory Board

Librarian's Report

July 2021

Summer Reading Program has wrapped up. We handed out 176 activity kits out of 190 that our team put together. 115 were able to participate in person during the month. The finale Scavenger Hunt was a huge hit! I would like to thank Sarah Glenn and Kathleen VanderStelt for all their creativity and diligence in putting on in person programs at the last minute. We are thankful to gather in person to read and hold activities.

During July, I was able to watch a Webinar through WebJunction on Civil Legal Justice – The Crucial Role of Libraries. There is a four-program set that will help cement some ideas for other programs and local reference materials that I plan on participating. It is time to begin thinking about programming at our Library. Programs such as Lawyer in the Library, Craft Night and Savvy Families will begin in January 2022. The Library Stitchery Group is meeting on Wednesdays from 1-3.

Here are a few facts about our library the month of July 2021. We have received 63 new books for the library. Volunteers donated 163.25 hours to our library. There were 1,344 materials checked out. 421 adult fiction books; 178 adult non-fiction books; 95 audio books; 345 children's books; 195 junior books; 49 junior reference books and 61 large print books.

In July, we held 10 children's programs with 153 participants. There were 4 programs for adults with 21 participants.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



Library Advisory Board

Librarian's Report

August 2021

Here are a few facts about our library the month of August 2021. We have received 45 new books for the library. Volunteers donated 139.5 hours to our library. There were 1,161 materials checked out. 413 adult fiction books; 197 adult non-fiction books; 93 audio books; 190 children's books; 184 junior books; 43 junior reference books and 41 large print books.

In August, we held 4 children's programs with 47 participants. There were 4 programs for adults with 3 participants.

August went by in a blur. Our book display featured 'blue'. Blue books, blue in the title; you get the idea. During the month, Volunteer Sandra Weingarten and I reviewed books in the 700 and 800's. A few were discarded, but several were shuffled to place them beside like-minded books. Story Time restarted now that the Summer Reading Program was completed. I am glad to see these happy faces at the Library again. With good weather, Story Time will be held outside in the Library Park.

Respectfully Submitted,

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

Sherri Lemhouse
Librarian



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).

September 2021 Update

- ★ **Treasury** | The City passed a balanced budget with many exciting projects for 2021.2022. Council refinanced debt to save money. Council and Staff, namely Administrative Assistant Tammi Morrow, have been effective using CARES Act money to backfill expenditures related to the Pandemic. Singerlewak recently completed the annual audit visit and is currently preparing the final report for FY 2019.2020. Staff will make sure the documents are sent to the proper agencies including the Secretary of State's Office. New housing developments will cause an increase in the General Fund for the fourth year in a row. It is also important to remember that the tax bill will look different this year due to the refinancing. The City already collected the money for this year's payment, so it will not reflect on the tax bill this year.
- ★ **Relationships** | The summer months have been busy with regional efforts heating up due to the removal of the State lockdown requirements. The City signed an IGA with Lebanon and Sweet Home for disaster preparation (D-Prep). The group is currently working on received proposals for the execution of Phase I of that program.

The City has been working with the LCSO and the Linn County Planning and Building Department on continued improvements. LCSO will be making several changes in personnel due to the retirement of Undersheriff Paul Timms.



Personnel changes at the LCPBD led to a meeting with Commissioner Sprenger to discuss possible outcomes with the Department. The County is currently working on filing the top position in the Department.

Council and Staff are reviewing the guidelines and requirements for the American Rescue Plan Act (ARPA) money.

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 in 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.

September 2021 Update

- ★ **Water Rights** | The City is now working with Attorney Sarah Liljefelt at Schroeder Law out of Portland. Long-time representative Wyatt Rolfe took a new position with a different firm. The City shut off the water to the Mill Race in early August due to extremely low water levels. The State Water Master did not send notice on the Mill Race to date.
 - ★ **Conservation Plan** | Council hired Oregon Water Utilities Association (OAWU) to complete the necessary reporting to comply with the Oregon Water Resources Department (OWRD) requirement that the City have a Water Conversation & Management Plan completed by March 2022. Mr. Tim Tice of OAWU is working with Staff on this report. Staff and OAWU have notified the State of Oregon about where the City is in this process.
-

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.

September 2021 Update

- ★ **Mid-Valley Partnership** | The Mid-Valley Partnership (IGA) is moving ahead with the deliverables contained in the agreement signed in December 2019. The Pandemic slowed this



project to a standstill for over a year. The group is currently out for proposals on the development of a stand-alone, joint website and marketing & branding materials.

- ★ **Land Inventory** | Administrative Assistant Elizabeth Coleman continues to work closely with Mr. Dave Kinney to prepare for the completion of the land inventory and review process through Linn County and the State of Oregon, namely the Department of Land Conservation & Development (DLCD). Council & the Planning Commission will be heavily involved in public hearings to complete this project.
-

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.

September 2021 Update

- ★ **EPC** | The Emergency Preparedness Committee continues work on their annual goals. Several outreach projects have been curtailed due to the Pandemic. D-Prep is also a new dynamic that assists the City in emergency preparedness operations. Linn County also recently hired Ric Lentz as the new EMA Coordinator.
 - ★ **State Legislation** | Council and Staff will soon review all the bills that were passed in Salem this last long-session. There were many concerns that could several hamper municipal operations being considered as always. Three areas of major concern were increases to tort limits, abridgement of recreational immunity and discretionary immunity.
 - ★ **Youth Activities** | Councilor Craven recently was appointed as the liaison with the Rec Center. Council opened facilities and allowed the Rec Center to operate their baseball/softball program this summer. Librarian Lemhouse operated the summer reading program at the Library. Council also passed a budget that includes renovations to the Rec Center and the pavilion.
-

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.

September 2021 Update

- ★ **Downtown Sanitary Sewer (DTSS)** | Council entered into a contract with Pacific Excavation to build the sanitary sewer and water line in the downtown area. Projected start date is October 4th, 2021. The contract will probably be a ninety day contract for completion. The City is stretched budgetarily on this project. Public Works Superintendent Karl Frink will serve as project inspector and City Engineer Ryan Quigley will also provide contract oversight and direction.
- ★ **GR 12 Water Line** | Council and Staff budgeted for this project to start. ARPA money may allow this project to happen this fiscal year. The line is important for future water capacity for the City. Improvements need to be made to the Water Treatment Plant to fully capitalize on the water capacity for the citizens.
- ★ **TMDL Plan** | The State of Oregon deemed the City a Designated Management Agency (DMA) which requires an official plan to be submitted to the State for review and approval. Council has continually been warned about the financial impacts of this unfunded mandate. Now the full power of the State can be levied against cities on compliance issues. Major fines have been assessed in communities across the United States.
- ★ **Recreation Center & Pavilion** | The City was working on the renovation of the Rec Center and the citing of a new pavilion at Pioneer Park prior to the Pandemic. Council needs to consider next steps for the project as many players have changed and the dynamics of community need has also been impacted.

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.

September 2021 Update



- ★ **Council Training** | Council is actively working on leadership development and group dynamics issues. Council will continue to check in and monitor progress as the new group moves through meetings and community issues they are faced with in real-time.
 - ★ **Council-Staff** | The City has some work to do in this area. Working together has been the hallmark of the City's success. Council has done well with preparing for meetings and learning about the issues that are being discussed or what issues should be discussed by Council.
-

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 session 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.

September 2021 Update

- ★ **Advocacy** | Council has not officially started this piece.



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

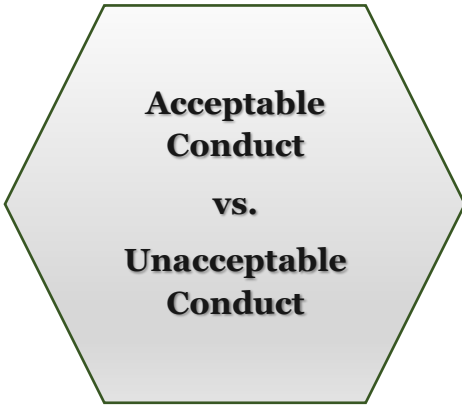
- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

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





RESOLUTION NO. 2021.24

A RESOLUTION MODIFYING FEES IN CONNECTION WITH LAND USE PERMITS AND APPLICATIONS; ESTABLISHING POLICIES RELATING TO SAID FEES; REPEALING ANY OTHER RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, costs associated with processing land use actions within the City of Brownsville have increased substantially and the fees charged shall be monitored by Council from time to time,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, as follows:

Section 1: The City of Brownsville establishes the following schedule of fees and procedures which are imposed outright for administrative, planning, engineering and publication costs associated with processing land use permits and applications. Additional engineering and professional consulting fees may be required depending on the complexity of the project.

Administrative Review

Sign Permit	N/C
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NOTE: Signage requested along Highway 228 is subject to Oregon Department of Transportation Regulations.

Weapons Discharge Permit	N/C
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RV Permit	N/C
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Garage Sale Permit	N/C
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Sidewalk Permit	N/C
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Change of Occupancy or Use**	N/C
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Manufactured Home Placement Permit	N/C
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Old Town Commercial (OTC) Exterior Alteration	N/C
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Drainage Ditch Improvement Permit & Review***	N/C
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Special Development Zone (SDZ) Forestry Permit**	\$ 250.00
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RESOLUTION NO. 2021.24

Site Plan Review

New Construction Permit* (<i>Primary, Accessory and/or Fence</i>)	\$	30.00
Floodplain Development Fill Permit	\$	30.00
Special Flood Development Review	\$	200.00
Residential Site Plan Review (<i>Non-Subdivision</i>)	\$	200.00
Commercial Site Plan Review	\$	700.00
Industrial Site Plan Review	\$	700.00
SDZ Simple Review**	\$	300.00
Property Line Adjustment	\$	300.00
Manufactured Home Park	\$	1,200.00

* *Not charged when civil engineering site plan review is required.*

** *Indicates that these can be referred to the Planning Commission and additional costs may apply.*

*** *Engineer will estimate applicable charges for associated reviews.*

Planning Commission (Public Hearing)

Conditional Use Permits

Aggregate Mineral Resource Development	Publishing Costs
Home Occupations	\$ 250.00
OTC Change of Use	\$ 250.00
OTC New Construction	\$ 250.00
OTC Secondary Residential	\$ 250.00
Planned Unit Development	\$ 1,200.00 + \$25.00 per lot
Listed Conditional Uses (<i>Excluding Home Occupation & OTC</i>)	\$ 750.00



RESOLUTION NO. 2021.24

Alteration or Expansion of Conditional Use

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

Alteration or Expansion of Non-Conforming Use

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

SDZ Simple Development Review

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

Variances – Public Hearing

Residential Lots	\$	300.00 +
Commercial Lots	\$	800.00
Partitioning Standards	\$	800.00
Subdivision Standards	\$	800.00

Partitioning or Subdividing of Land

Land Partition	\$	1,000.00
Major Land Partition	\$	1,600.00
Subdivision	\$	1,800.00 + \$35.00 per lot

Planning Commission & City Council (Two Hearings)

Zone Change & Zoning Map Amendment	\$	1,500.00
Zoning Ordinance & Text Amendment	\$	1,500.00
Comprehensive Plan Map Amendment	\$	1,500.00



RESOLUTION NO. 2021.24

Comprehensive Plan Text Amendment	\$ 1,500.00
Urban Growth Boundary Amendment	\$ 1,800.00

City Council

Street Vacation	\$ 350.00 +
Alley/Easement Vacation	\$ 350.00 +
Annexation	\$ 1,000.00
Appeal	$\frac{3}{4}$ of the Original Fee

SECTION 2. When more than one land-use action is requested, (such as a variance and a conditional use permit), a separate fee will be charged for each land-use action requested due to separate standards and/or criteria requirements.

SECTION 3. Refunds for fees accompanying an application may be made when the application is withdrawn prior to any substantial review of the application and prior to the publication and issuance of any public notice. Refunds shall be made upon authorization of the City Administrator.

SECTION 4. All fees shall be due and payable at the time of application submittal. An application shall be stamped as “Received” when City staff has determined the application is complete and all fees have been paid.

SECTION 5. The fees provided for herein shall be effective starting immediately.

This Resolution shall become effective immediately upon being passed and approved by the City Council.

Passed and approved by the City Council this 28th day of September, 2021.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



RESOLUTION No. 2021.25

A RESOLUTION SUPPORTING THE PROTECTION OF CONSTITUTIONAL RIGHTS DURING EMERGENCIES

WHEREAS, the Declaration of Independence and the Constitution of the United States express and codify the ideological and legal principles upon which our country is founded.

Among those principles are the sovereignty of the individual, their right to self-determination and the strict and stated limitation of the role of government in a free society.

We, as elected officials, have taken an oath to support the constitutions of the United States and the State of Oregon.

It is, therefore, the primary responsibility of all elected officials to protect the humanity and civil liberties of their constituents.

We, as indicated by a majority vote of this council, believe that recent actions taken by certain elected federal and state officials in response to the Coronavirus pandemic, although sometimes well intentioned, have at times demonstrated a blatant and willful assault on the humanity and civil liberties of the citizenry. These actions are often punitive and without regard to the legal principles of the presumption of innocence, due process, probable cause, burden of proof and the recognition of intent.

THEREFORE, although we will continue to comply with posting requirements of Federal and State agencies related to pandemic mandates, orders and/or other administrative actions, we do not believe we have the authority to enforce said mandates, orders and/or other administrative actions.

We will not therefore, enforce any mandates with respect to masks, social distancing, vaccine requirements, closures of public spaces etc.

We recognize the health impacts of this pandemic and will take common sense steps to protect our employees and constituents as specifically authorized by this Council or the City Administrator acting under the authority of the Council.

This Resolution shall become effective immediately.

Passed and approved by Council on this 28th day of September, 2021.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



PROCLAMATION

ARBOR DAY 2021

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and;

WHEREAS, the holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and;

WHEREAS, Arbor Day is now observed throughout the Nation and the World, and;

WHEREAS, trees can reduce the erosion of precious topsoil by wind and water, lower heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide more habitat for wildlife, and;

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood based products, and;

WHEREAS, trees in our community increase property values, enhance the economic vitality of business areas and beautify our community, and;

WHEREAS, trees, wherever they are planted, are a source of joy and spiritual renewal;

WHEREAS, due to the worldwide coronavirus pandemic, and changing restrictions by the State for requirements related to public gatherings, the City will not hold a ceremony, and;

NOW THEREFORE I, Mayor Don Ware of the City of Brownsville, do hereby proclaim **October 2021**, as **Arbor Month** in the City of Brownsville and I urge citizens to celebrate Arbor Day and to support the efforts to protect our trees and woodlands, to plant and care for trees for future generations.

Dated this 28th day of September, 2021.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

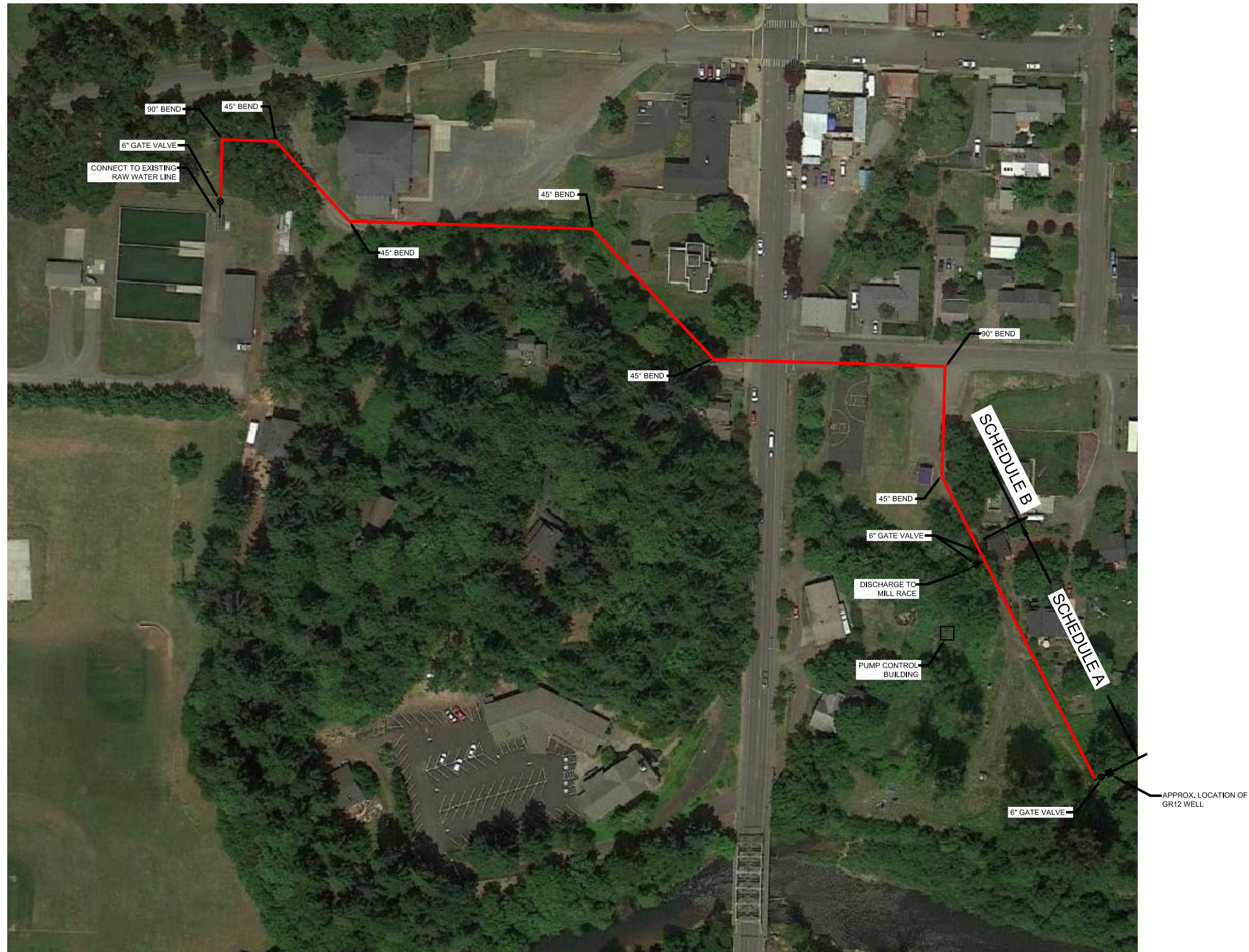
Don Ware
Mayor

CITY OF BROWNSVILLE, OR

MARCH 2014

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39823 Bond Rd.
LEBANON, OREGON 97265
(541) 259-2190

**ERWIN
CONSULTING
ENGINEERING**

CITY OF BROWNSVILLE, OR

Date: MAR 2014
Scale: 1" = 60'
Drawn: MLM
Job: P-1066
Sheet: **2**
of 2 Sheets

VERIFY SCALE
BAR IS ONE (1) INCH
ON ORIGINAL DRAWING
IF NOT ONE INCH ON THIS SHEET
ADJUST THE SCALE ACCORDINGLY

September 3rd, 2021

Re: 2021 Downtown Sanitary Sewer Improvement Project

Dear Owners, Tenants and Residents,

Recently, the City entered into a contract with Pacific Excavation Inc., from Eugene, Oregon to complete the above referenced project. The project will replace failing sewer lines in and around your neighborhood. The project will also replace a water line behind the businesses on the south side of Spaulding Avenue. The sewer was replaced in 1964 and it has reached the end of its useful life. The City has been experiencing problems with this sewer for the last several years. Council has been saving money for two fiscal years to complete this important project.

Construction activity is scheduled to begin on or around October 4th, 2021. The contract for the project is ninety (90) days. Due to the confined spaces and age of the pipe, it is impossible to predict an end date. I have included the initial project schedule along with a vicinity map for your review. Pacific Excavation will have one sub-contractor, Michels Corporation, who will perform the sanitary slip lining.

City Engineer Ryan Quigley and teams members of Dyer Partnership designed these improvements. Public Works Superintendent Karl Frink will provide daily inspection of the installation, and final operation of the utilities. The City hopes to have the project completed in a timely manner.

What to expect?

The City will do its best to ensure service interruptions are minimal and Pacific Excavating will keep you informed of any changes that could impact your service. Pacific Excavating will work with you on parking and access to individual properties during construction. The City will do everything to minimize the disruption to area businesses. If you have any questions or concerns, please contact me at your convenience or feel free to speak with Ryan or Karl on site. Scott's e-mail is admin@ci.brownsville.or.us. Karl's e-mail is publicworks@ci.brownsville.or.us.

Cordially,

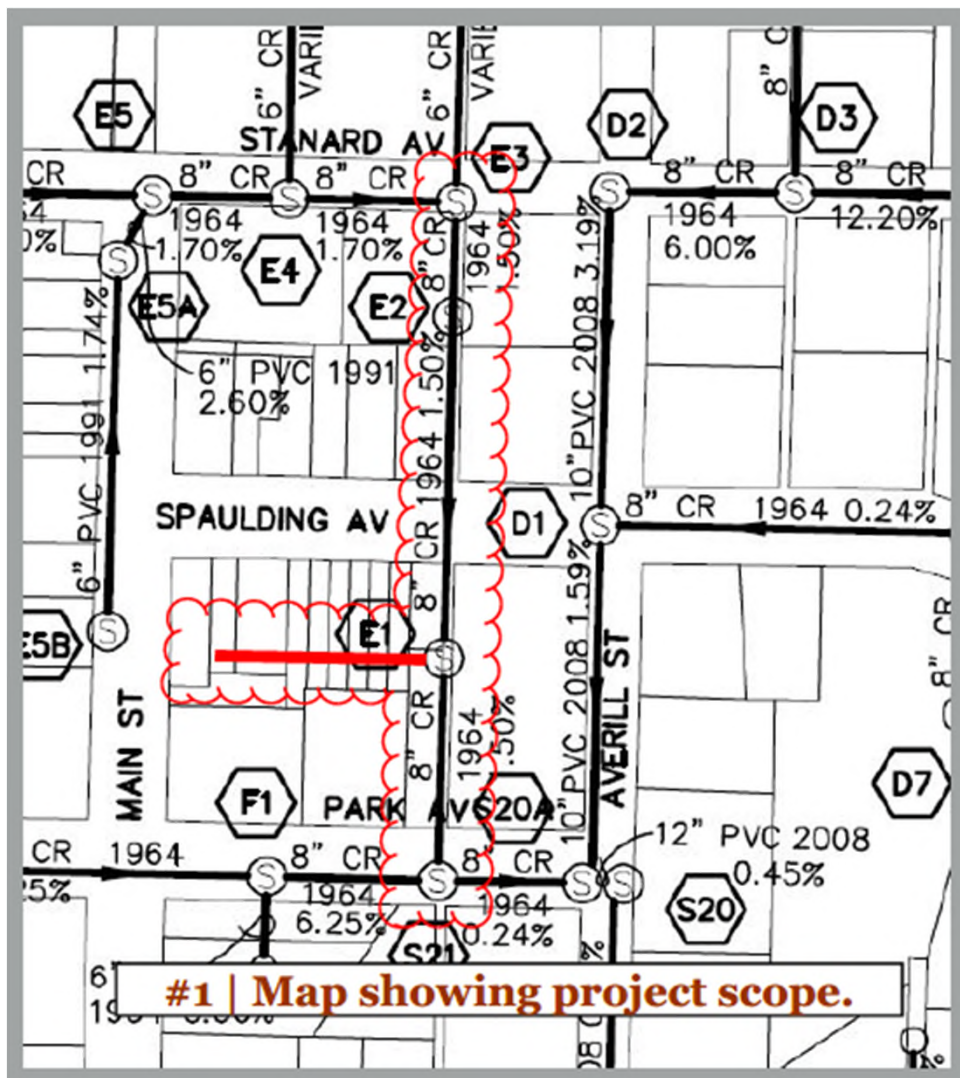


S. Scott McDowell
Administrator



Karl Frink
Public Works Superintendent

c: Mayor & Council
Pacific Excavating Inc.
City Engineer Ryan Quigley
File



Overall Scope





RECEIVED
City of Brownsville

AUG 23 2021

Clerk _____

**NOTICE TO LOCAL TAXING DISTRICTS ABOUT
ENTERPRISE ZONE CHANGES**

Linn County Enterprise Zone

To Whom It May Concern:

August 12, 2021

Subject: Changes Affecting the Linn County Enterprise Zone in 2021

This letter is intended to inform you of changes taking place and the opportunity available to our region for improving the local economy, business climate and long-term community prosperity.

The Linn County Enterprise Zone was formed in 2018 and modified in 2019.

The current action, formally called a Boundary Change, will add additional property on Kennel Road, east of Albany, off Highway 20 and owned by Knife River. The location is now being developed and will be used as a regional training center.

Enterprise Zones are our only local incentive for encouraging our existing businesses to expand and helping attract new businesses to the area. Both economic development activities create new jobs for our communities.

The cosponsors of the enterprise zone mentioned above; Linn County and the City of Millersburg are seeking to modify the Linn County Enterprise Zone, for the above stated reasons, by adding land that could result in important projects and investment in our area. The Boundary Change request will be submitted to Business Oregon (State of Oregon Business Development Department) for approval.

Notice and Invitation to Comment

All taxing districts in Linn County are being notified of this requested change as required by the regulations. Only certain taxing districts in the Kennel Road area would be directly affected. In an enterprise zone, certain types of businesses that create new jobs may receive exemptions of limited duration on qualified new property that they invest in the zone.

We welcome written comments from your district's board. For questions or comments contact me at the address or phone number below.

Linn County and the City of Millersburg, at their regular public meetings to be held in the near future; will be asked to pass resolutions approving the change.

You may comment on this proposal, either at the public meetings or by sending comments to me or to Linn County or the City of Millersburg.

I can contact you when the public meetings are scheduled, just let me know if you want to be contacted.

Please understand that an enterprise zone exempts only new property that a job-creating business might build or install in the enterprise zone at some future time. Also, an enterprise zone exemption is temporary, usually lasting only three years, after which time the property induced by these incentives is available for assessment. An extension to four or five years in total is possible in some cases. For

rather exceptional investments, longer-term incentives might be available, but only if our county meets certain economic criteria (which it currently does qualify for) these longer-term incentives also may include a state tax credit that triggers annual payments to local taxing districts by the state government. The extension and the long-term incentives need local approval by the local governments that sponsor the Linn County Enterprise Zone.

Finally, none of these property tax exemptions would be available to just any business. Most commercial/retail operations would not be eligible. Rather, the primary beneficiaries of enterprise zone benefits are manufacturing and other traded sector businesses which bring dollars in from outside the area.

If you have any questions feel free to contact me.

Sincerely,



John Pascone, President
Enterprise Zone Manager
Albany-Millersburg Economic Development Corp.
435 W. 1st Ave. Albany, OR 97321
Phone: 541-979-4109
Email: pasconj@peak.org

Copy: Arthur Fish, Business Oregon
SDAO

S. Scott McDowell

From: MEANS Sarah * GOV
Sent: Wednesday, August 11, 2021 3:53 PM
To: MEANS Sarah * GOV
Subject: FW: NEWS RELEASE: Governor Kate Brown Announces Statewide Indoor Mask Requirements
Attachments: Information on Masks 8.11.21.pdf

In follow up to the Governor’s press conference this morning, please find additional information about the statewide indoor mask requirement included below. An [Oregon Indoor Mask Requirement Fact Sheet](#) is available and attached for reference.

From: Governor Kate Brown Press Office <news@govpress.oregon.gov>
Sent: Wednesday, August 11, 2021 1:30 PM
To: PURCELL Jennifer K * GOV <Jennifer.K.Purcell@oregon.gov>
Subject: NEWS RELEASE: Governor Kate Brown Announces Statewide Indoor Mask Requirements

Governor Kate Brown's Press Office

Is this email not displaying correctly?
[View it in your browser.](#)



NEWS RELEASE

August 11, 2021

Media Contact:

[Liz Merah](#), 503-877-8287

[Charles Boyle](#), 503-931-7773

**Governor Kate Brown Announces Statewide
Indoor Mask Requirements**

*Urges Oregonians to get vaccinated, wear masks to help stop spread of
the Delta variant*

*Encourages Oregonians to make a plan for extreme heat, sign up for
ORAlert.gov*

(Salem, OR) — Governor Kate Brown held a press conference today to provide an update on the status of COVID-19 in Oregon and to announce new statewide indoor mask

requirements. To help stop the highly contagious Delta variant from spreading further, masks will be required in all indoor public settings, effective Friday, August 13. The Governor was joined by Patrick Allen, Director of the Oregon Health Authority (OHA), and Dr. Dean Sidelinger, State Epidemiologist.

“Because of the Delta variant, yesterday we had over 2,300 COVID-19 cases reported—the highest number since the virus first landed in Oregon—and hospitalizations are also at a record high,” said Governor Brown. “New modeling from OHA and Oregon Health & Science University project that, without new safety interventions, COVID-19 hospitalizations will completely overwhelm our doctors and nurses in the coming weeks. When hospitals run out of beds, we are all at risk.

“We continue to work to reach Oregonians with information and a vaccine, but it’s clear the current situation requires immediate action to stop the Delta variant from spreading further. That’s why, moving forward for the immediate future, masks will be required in all indoor public settings.

“The latest science is clear that both vaccinated and unvaccinated individuals are able to spread the Delta variant. Masks are simple, and they are effective. Wearing a mask should give you confidence that you are not infecting others, and they are also our best bet at keeping our schools and our businesses open.”

The Governor also reminded Oregonians to treat forecast high temperatures seriously. She urged Oregonians without air conditioning to make a plan now to find a cooling center in their area by connecting with 211. She is also encouraging Oregonians to sign up to receive emergency notifications by visiting [ORAlert.gov](https://www.oraalert.gov). And with high temperatures intensifying wildfire conditions, she is urging everyone to do their part to prevent fires at a time when most of the state is under extreme fire danger.

Heat-Related Resources

- [Cooling Centers \(211\)](#)
- [Preventing Heat-Related Illnesses](#)
- [Warning Signs and Symptoms of Heat-Related Illnesses](#)

Additional Materials from Today's Press Conference

- [Oregon Indoor Mask Requirement Fact Sheet](#)
- A recording of today's press conference — with an American Sign Language simulcast — is available on [YouTube](#). Please note the video starts at the 11:55 mark.
- An HD recording of today's press conference for members of the media is available on [Vimeo](#).
- A copy of the Governor's prepared remarks is available [here](#).

###



(<https://www.orcities.org/>)

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> LOC Bulletin (<https://www.orcities.org/resources/communications/bulletin>)

> OSHA Answers Questions on Federal Vaccine and Testing Requirement

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OSHA Answers Questions on Federal Vaccine and Testing Requirement

At the request of the LOC, the Oregon Occupational Safety and Health Administration (OSHA) has produced a frequently asked questions (FAQ) document to shed light on pending employer requirements that would ensure workers are vaccinated or tested regularly. Please be advised: the LOC, the National League of Cities and Oregon OSHA will all share additional information and details as they become available.

Q: What is the impact in Oregon of the Biden administration's announcement of a federal OSHA rule calling on businesses with more than 100 workers to require vaccinations against COVID-19 or weekly testing?

A: Once Oregon OSHA (<https://osha.oregon.gov/Pages/index.aspx>) sees the impending federal rule, the division will begin determining its impact in Oregon. At this point, the division does not yet know the details of what it will look like - here.

Q: What does Oregon OSHA have to do in response to the impending federal rule?

A: Oregon is a state that has its own OSHA program. A new federal rule triggers a requirement that the division adopt a rule that is "at least as effective" as the federal version. For context, the federal Occupational Safety and Health Act of 1970 became part of national labor law in 1971. Two years later, Oregon passed its own workplace safety and health law: the Oregon Safe Employment Act.

Q: What is Oregon OSHA's jurisdiction, in light of the Biden administration's announcement?

A: For workplace health and safety, Oregon OSHA has **jurisdiction** (<https://osha.oregon.gov/Pages/topics/jurisdiction.aspx>) over the public and private sector. It is the division's expectation that whatever happens in Oregon in response to the federal rule would apply to both the public and private sector.

Q: What resources does Oregon OSHA offer if I need help navigating existing or new workplace health and safety requirements?

A: In addition to its enforcement program, Oregon OSHA offers a variety of educational and training resources. A primary example is the division's **consultation services** (<https://osha.oregon.gov/consult/Pages/index.aspx>), which offers employers free and confidential help with their safety and health programs – no fault, no citations, no penalties.

The division also offers **technical experts** (<https://osha.oregon.gov/Pages/Contact-Technical.aspx>), **online training resources** (<https://osha.oregon.gov/edu/courses/Pages/default.aspx>), **bilingual training** (<https://osha.oregon.gov/edu/peso/Pages/aboutPESO.aspx>) and an **A-to-Z topic index** (<https://osha.oregon.gov/Pages/az-index.aspx>), with access to publications, fact sheets, and related information.

Contact: Scott Winkels, Lobbyist - swinkels@orcities.org (<mailto:swinkels@orcities.org>)

Last Updated 9/17/21

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Find It Fast

Use these convenient quick links:

- **Contact Us** (<https://www.orcities.org/contact>)
- **Staff Directory** (<https://www.orcities.org/about/who-we-are/staff-directory>)
- **Topics A-Z** (<https://www.orcities.org/resources/reference/topics-z>)
- **City Directory** (<https://www.orcities.org/resources/reference/city-directory>)
- **Jobs Board** (<https://www.orcities.org/resources/programs-and-services/government-jobs>)
- **Cities in the News** (<https://www.orcities.org/about/news>)
- **Training and Workshops** (<https://www.orcities.org/education/training>)

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Our weekly e-newsletter provides relevant and timely information for city officials. Sign up to receive future issues in your email inbox.

see current and past issues >


Read the Local Focus Magazine

Local Focus covers current city issues and trends and is distributed to 3,500 city officials every quarter.

see current and past issues >

Keep In Touch

The League of Oregon Cities is the go-to place for and about cities. Connect with us to see what we can do for you.

 **503-588-6550 (tel:5035886550)**

 **loc@orcities.org (mailto:loc@orcities.org)**

Scott, Please include in next council packet

August 12, 2021

City Council Members,

I feel it is important to express my concern about the council's disturbing and hasty decision at the July 20, 2021 Council meeting to place the 'Timber Unity' drop box/barrel for the Oregon fire victims at city hall.

It is not the cause; Oregon fire victims (which easily pulls heart strings) but the political ties this group; Timber Unity, has to the Republican Party. With very little research one could have found not only the political connections but that there are a number of other nonpolitical groups doing the same thing; the Oregon Red Cross, Oregon Wildfire Fund, and the Oregon Community Foundation.

Placement of any; Democratic, Republican, Independent, or Green party associated material at City Hall is extremely inappropriate for a public independent nonpartisan governmental body. Small town government should always strive to be nonpartisan. Our city government needs to be very careful not to legitimize, promote, honor or align with any political group.

In terms of the drop box there are many places one could put them, the most appropriate being the Republican headquarters, even if it doesn't get large donations.

Our citizens are free to donate space for the barrels, donate supplies, or money wherever they choose. We see examples of this all over our town, the Food Bank, Sharing Hands, the Central Linn Foundation, the library, the Xmas Sharing Tree, Lyons glasses donation boxes, etc. I do not see barrels or donation boxes for any of these at City Hall. Appropriately so!

I caution the council to be more diligent and thoughtful in the future about decisions made without vetting, checking precedence and employee time considered.

As far as this donation barrel is concerned, please be sure that "Timber Unity" is not displayed on the outside just "Donations for Fire Victims". No Political swag!

Consider this; even with 'Timber Unity' marked out there will still be references placed on line, Facebook, in advertising that will connect our city hall and government to them. Crossing out the name does not erase the legitimization this unprecedented decision has done to link city hall to the Republican Party.

I fear you are straying into dangerous territory.

Sincerely,
Kathleen Swayze

S. Scott McDowell

From: Yolonda Tauzer <ytauzer@gmail.com>
Sent: Friday, August 27, 2021 11:10 AM
To: admin@ci.brownsville.or.us
Subject: Re: Placement of the Timber Unity donation bin at Brownsville City Hall
Attachments: Truckers and Loggers Started a Rebellion in OR. Political Insiders Took It Over. W.W.htm; In the Small Town of Toledo, A 70-Year Old City Councilor Picked a Fight with T.U. Willamette Weekly.htm; Oregon's Most Prominent QAnon Proponent and a TU Spokeswoman Attended the Insurrection at the U.S. Capito. Willamette Weekly.htm; Report Says OR's Republican Protesters are Mingling with Fringe Figures. WW.htm; The OR GOP's Favorite Anti-Environment Group is Awash in Racism and Violet Threats. Mother Jones.htm

To: Scott McDowell, City Administrator:

We are opposed to the placement of the Timber Unity (TU) donation bin at City Hall and respectfully request its removal. As a Political Action Committee (PAC) Timber Unity, as well as any other PAC, should find no place inside our city hall. As defined by Ballotpedia, PACs are "political committees established and administered by corporations, labor unions, membership organizations, or trade associations. The general definition is a group that spends money on elections, but is not run by a party or individual candidate." In other words, PACs engage in the business of political fundraising to elect and defeat candidates, initiatives, ballot measures, and other legislation. As the attached newspaper articles indicate, Timber Unity is NOT non-partisan. Therefore, in order to avoid accusations of political partisanship or favoritism, the City of Brownsville should avoid aligning itself with any and all PACs and immediately remove TU's donation bin from its premises. The fact that Timber Unity's name/logo does not appear on the donation bin is irrelevant and disingenuous. The issue remains the same.

Whether in agreement or disagreement with Timber Unity's political agenda, it is in the best interest of the City of Brownsville--as represented by its council members, city administrator, and staff--to remain politically neutral and non-partisan in word, deed, and action while engaging in and/or conducting city business, activities and other decision-making endeavors. Furthermore, allowing TU to place a donation bin inside city hall is setting a precedent that would allow other PACs and/or organizations to follow suit. Is the council prepared to respond equally to such requests?

Based on TU's Facebook listing of location sites for its donation bins, Brownsville City Hall seems to be the only city hall listed as a drop-off site. Most sites listed are located on or around private businesses or residences. The same could be done here in Brownsville. It is unfortunate that TU's donation bin received few donations (according to one report) when located at the Linn County Republican Party headquarters in Brownsville, but why is that the city's concern? The City of Brownsville, as administered by its elected representatives and staff, should stick to performing the city's business and avoid any semblance of political partisanship or favoritism.

We request that this letter be included in the next city council agenda/packet.

Respectfully,

Yolonda and Rick Tauzer
Brownsville

FYI: The attached articles are in regard to Timber Unity and its activities.

S. Scott McDowell

From: League of Oregon Cities <leagueoforegoncities@orcities.org>
Sent: Monday, August 16, 2021 12:25 PM
To: mayor@ci.brownsville.or.us
Subject: LOC Women's Caucus Officially Recognized



LOC Women's Caucus Officially Recognized

The League of Oregon Cities (LOC) has officially recognized a caucus of women government officials to support and give a voice to women who serve Oregon's 241 incorporated cities as mayors and city councilors. A survey of Oregon cities in 2019 showed that women made up about 43% of all elected officials then in office. The latest count showed only 71 Oregon cities have a woman mayor (29%).

Membership in the LOC Women's Caucus is open to any woman who is or has served on a city council, or as a volunteer appointed to a board, commission, or committee of a city that is an LOC member.

Central Point City Councilor Tanea West Browning, incoming president of the LOC board, along with former Portland City Commissioner Amanda Fritz, led the effort to form the LOC Women's Caucus. Browning said she was inspired by the warm welcome she received from Fritz when she first joined the LOC Board, and Fritz's generous help in sharing her knowledge and experience.

"I had not had that with any other board appointment I've held," Browning said. "This group can provide that kind of support for elected women throughout Oregon." Browning will take her new position as the LOC Board President in January and serve for a one-year term.

The mission of the Women's Caucus is to: promote positive and effective relationships among women city officials, their communities, political leaders, and the LOC; build and increase capacity of women to engage in and serve in local government; serve as a resource to the LOC Board in formulating policy and to serve in leadership positions; and support, encourage, and highlight the successes of women city officials. The caucus will also provide encouragement to women who may be considering running for public office, and provide opportunities for former city council members to support and mentor women currently serving.

More than 100 women responded to calls for the formation of the LOC Women's Caucus, which now joins the recently formed LOC People of Color Caucus as another exciting addition to the League of Oregon Cities' growing platform of diversity. Both caucuses were developed to acknowledge and support the continuing changes of Oregon's populations and leadership. The Women's Caucus was approved by the LOC Board of Directors at its June 2021 meeting. A slate of officers for the new group will be elected at the League's annual statewide conference in Bend in October.

Women city council members, former council members, and members of city-appointed boards, commissions and committees who are interested in joining the new caucus can apply through the LOC website, www.orcities.org. Contact jhafner@orcities.org for more information.

The LOC is the trusted, go-to resource that helps Oregon city staff and elected leaders serve their cities well and speak with one voice. LOC is available to provide cities what they need to build thriving communities, through advocacy, training and information. Created in 1925 through an intergovernmental agreement of incorporated cities, the LOC is essentially an extended department of all 241 Oregon cities.

For more information, contact Albany Councilor Marilyn Smith at Marilyn.Smith@cityofalbany.net



250 SW Taylor Street
Portland, OR 97204

503-226-4211
nwnatural.com

Natural Gas Public Safety, Summer 2021

Dear Public Official:

NW Natural has been serving customers in the Pacific Northwest for 162 years. We design, build, operate and maintain the local natural gas distribution system—the pipes and infrastructure that carry natural gas to approximately 2.5 million people in more than 140 communities through nearly 770,000 meters in Oregon and Southwest Washington, with one of the most modern pipeline systems in the nation.

We want you as a public official to know about our efforts to provide safe and reliable natural gas service to the communities we serve. NW Natural has taken the following steps to ensure its uncompromising commitment to pipeline safety:

- Operate an integrity management program for our natural gas pipelines and a broad-based public safety awareness program that includes a combination of first responder training, targeted mailings and advertising, all designed to educate the public about natural gas safety.
- Take a proactive approach to damage prevention with an emphasis on educating contractors, public officials and local utilities about pipeline safety.
- Staff our own emergency responders who are available 24 hours a day in the rare event of a natural gas incident.
- Train and qualify NW Natural customer field service technicians as first responders.
- Maintain a comprehensive incident command system to react to larger emergencies.

As your local gas utility, we believe it's important to educate the community about natural gas, and meet or exceed federal and state standards of pipeline construction and maintenance. Included with this mailing is a brochure that describes our safety practices and philosophy, how to contact us in the event of a natural gas leak, and important information we send to anyone living or working near a transmission pipeline. Another brochure contains information about how we ensure the safety of our pipeline system.

Additionally, the U.S. Department of Transportation has established the online National Pipeline Mapping System. If you are interested in finding the location of the transmission line in a certain neighborhood, please visit <https://pvnpmms.phmsa.dot.gov/PublicViewer/>.

For additional natural gas safety information, please visit the safety section of our website nwnatural.com, which includes details of our Pipeline Integrity Management program.

After you've read the brochures, please take a moment to fill out the enclosed card giving us your feedback. Your comments help us make sure we give you and others the information you need. Thanks for your time and for being our partner in safety. Please let us know if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads 'Ryan Truair'.

Ryan Truair
Senior Manager of Code Compliance

Enclosures



250 SW Taylor Street
Portland, OR 97204

503-226-4211
nwnatural.com

el verano 2021

Seguridad pública respecto al gas natural

Estimado funcionario público:

NW Natural presta servicios a clientes en la región del noroeste del Pacífico desde hace 162 años. Nosotros diseñamos, construimos, operamos y mantenemos el sistema local de distribución de gas natural: la tubería e infraestructura que abastece de gas natural a más de 770,000 clientes.

Queremos que usted como funcionario público sepa sobre nuestros esfuerzos para suministrar un servicio de gas natural seguro y confiable a las comunidades que servimos. NW Natural ha seguido los siguientes pasos para asegurar su desinteresado compromiso con la seguridad de las tuberías:

- Operar un programa de gestión de integridad para las tuberías de gas natural y un amplio programa de concientización de seguridad pública que incluya una combinación de entrenamiento para las respuestas de emergencia, correspondencia enfocada y publicidad, todo diseñado para educar al público sobre la seguridad relacionada con el gas natural.
- Tomar un enfoque proactivo para la prevención de daños con un énfasis en la educación sobre la seguridad de las tuberías a contratistas, funcionarios públicos y servicios públicos locales.
- Contar con personal de respuesta a emergencias que esté disponible las 24 horas al día para el raro caso de un incidente relacionado con el gas natural.
- Entrenar y calificar a técnicos de servicio en campo de NW Natural como personal de primera respuesta.
- Mantener un sistema integral de comando para incidentes para reaccionar a emergencias más grandes.

Como su compañía de servicio de gas, creemos que es importante educar a la comunidad sobre el gas natural, y cumplir o exceder los estándares federales y estatales de construcción y mantenimiento de los ductos. Junto con esta comunicación incluimos un folleto que describe nuestras prácticas de seguridad y filosofía, indica cómo contactarnos en el caso de una fuga de gas natural, e incluye información importante que enviamos a cualquier persona que viva o trabaje cerca de una tubería de transmisión de alta presión. Otro folleto contiene información sobre cómo garantizamos la seguridad de nuestro sistema de tuberías. Esperamos que esta información le sea de utilidad.

Adicionalmente, el Departamento de Transportación de EE. UU. ha establecido el Sistema Nacional de Mapeo de Tuberías Si le interesa encontrar la ubicación de la línea de transmisión en un vecindario en particular, por favor, visite <https://pvnpm.phmsa.dot.gov/PublicViewer/>.

Para información adicional sobre seguridad relacionada con el gas natural, por favor, visite la sección de seguridad de nuestro sitio web nwnatural.com, que incluye detalles sobre nuestro Programa de Gestión de Integridad para Tuberías.

Una vez que haya leído los folletos, por favor, tome un momento para llenar la tarjeta incluida con sus comentarios. Sus comentarios nos ayudarán a asegurarnos de brindarles a usted y a otros la información que necesitan. Gracias por su tiempo y por ser nuestro socio en seguridad. Por favor, déjenos saber si tiene alguna pregunta.

Atentamente,

Ryan Truair
Gerente Sénior para el Código de Cumplimiento

Adjuntos



August 2021

Dear Official,

Enclosed is your copy of the **Pipeline Awareness** newsletter containing **Safety Information for Public Officials**.

You are receiving this information because one or more participating member pipeline companies operate gas or hazardous liquid pipelines in your area. See the reverse side of this letter for a listing of member companies in Linn County, Oregon.

The newsletter includes important public safety information:

- The purpose of various types of pipelines and how to find the location of pipelines in your area
- Land use practices, One-Call requirements and safe excavation procedures involving pipeline rights-of-way
- Potential hazards associated with pipelines and the actions that should be taken in the event of an emergency
- Actions operators are required to take to ensure the safety and reliability of their systems
- How you can provide feedback to the Association or request additional information from member pipeline operators

Thank you for taking the time to review the enclosed materials. Please share them with others in your organization.

Pipeline Association of the Northwest and Participating Members

www.panw.pipelineawareness.org

0040707 P-15 P24 *****
 MR S SCOTT MCDOWELL
 OR CURRENT CITY MANAGER
 BROWNSVILLE CITY HALL
 PO BOX 188
 BROWNSVILLE OR 97327-0188
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WILL TUCKER
Commissioner

SHERRIE SPRENGER
Commissioner

ROGER NYQUIST
Commissioner

Linn County Courthouse
P.O. Box 100, Albany, Oregon 97321
(541) 967-3825 FAX: (541) 926-8228

Darrin L. Lane
Administrative Officer

RECEIVED
City of Brownsville
AUG 27 2021
Clerk _____

August 26, 2021

Scott McDowell
City of Brownsville
PO Box 188
Brownsville OR 97327

RE: Linn County Solid Waste Advisory Committee

Dear Mr. McDowell:

Enclosed is a copy of Resolution No. 2021-289 reappointing you to the **Linn County Solid Waste Advisory Committee**.

Thank you for your willingness to serve another term.

Sincerely,

LINN COUNTY BOARD OF COMMISSIONERS



Roger Nyquist, Chairman



Sherrie Sprenger, Commissioner



William C. Tucker, Commissioner

Enclosure

c: Shane Sanderson, Linn County Public Health Program Manager (w/o encl)

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BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR LINN COUNTY

IN THE MATTER OF REAPPOINTING
MEMBERS TO THE LINN COUNTY SOLID
WASTE ADVISORY COMMITTEE

RESOLUTION NO. 2021-289
(Committee Reappointments)

COMES NOW, Shane Sanderson, Linn County Public Health Program Manager, in a regularly scheduled and duly advertised meeting on August 24, 2021, and respectfully requests that the Board of County Commissioners for Linn County (Board) approve the reappointment of a persons to the Linn County Solid Waste Advisory Committee; and

WHEREAS, Pursuant to Linn County Code Chapter 530 (Solid Waste and Disposal Code) a Solid Waste Advisory Committee was created consisting of the Mayors of the City of Albany, the City of Lebanon, the City of Sweet Home, or their designated representative, and the Mayor of one other City of Linn County, to be appointed by the Board, or that Mayor's designated representative; three (3) members from the general public; a non-voting Administrator to serve as chairman; and, six (6) non-voting advisors to the Committee; and

NOTING, That pursuant to Linn County Code Chapter 530.310, the Mayors of Albany, Lebanon and Sweet Home, or their designates, shall serve for the terms of the their office; the term of the Mayor of a Fourth City, or that Mayor's designate, shall be for two years; the terms of the General Public Members shall be for three (3) years to expire on June 30 of the third year of appointment; and, therefore, be it

///
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1 For reference, the table below sets forth the current members appointed by the Linn County Board of
 2 Commissioners to the Linn County Solid Waste Advisory Committee and their respective terms
 3 which, unless otherwise noted, expire June 30, in the year indicated.

LINN COUNTY SOLID WASTE ADVISORY COMMITTEE				
MAYORS OR DESIGNEE OF CITIES OF LINN COUNTY				
POSITION	MAYOR/DESIGNEE	REPRESENTING CITY	ADDRESS	EXPIRES
1	Chris Bailey	City of Albany	PO Box 490 Albany OR 97321	End of Mayor's Term
2	Ron Witlatch	City of Lebanon	925 Main Street Lebanon OR 97355	End of Mayor's Term
3	James Goble	City of Sweet Home	1140 12th Avenue Sweet Home OR 97386	End of Mayor's Term
4	Scott McDowell	City of Brownsville	P O Box 188 Brownsville OR 97327	6/30/2023
MEMBERS FROM THE GENERAL PUBLIC				
POSITION	APPOINTEE	REPRESENTING	ADDRESS	EXPIRES
5	Adam Keaton	General Public	P O Box 378 Harrisburg OR 97446	6/30/2024
6	Bill Kesselring	General Public	49273 Kingwood Ave Mill City OR 97360	6/30/2022
7	Frank Moore	General Public	2529 Hill St SE Albany OR 97322	6/30/2023
NON-VOTING ADVISORS				
Chairman	Linn County Environmental Health Director or his deputy or assistant			
—	District Attorney or his deputy			
—	Director of Department of Environmental Quality or his delegated representative			
—	Oregon Sanitary Service Institute (Oregon Refuse and Recycling Association)			
—	Linn County franchisees			
—	Linn County Planning and Building Director or his delegated representative			
—	Linn County Engineer or his delegated representative			

08-24-2021



JUNE 14, 2021
BY CONTRIBUTING
AUTHOR

PFAS, Emerging Contaminant & How Polluters Are Paying Municipalities for Water Remediation Costs



By Ashley Campbell

Toxic manmade chemicals, like per- and poly-fluoroalkyl substances (PFAS) and 1,2,3-Trichloropropane (TCP), are showing up in water systems across the US. It's not new, but it has become more common, as municipalities are now increasing mandatory testing due to new state and federal regulations. These new regulations are also resulting in tighter maximum contaminant levels (MCL) in water systems as the health impacts of these toxic chemicals are dire.

What is PFAS?

Perfluorooctanoic acid (PFOA) and perfluorooctanesulfonic acid (PFOS) are part of the PFAS family of about 6,000 chemicals used in fire retardants, as well as stain-, water- and grease-resistant products. These compounds were created in the 1930s for use in products such as hiking boots, rainwear, swimwear, cookware and disposable food wrappings. PFOS and PFOA are considered “forever” chemicals that do not break down over time and they spread very easily in groundwater.

What is TCP?

TCP is a synthesized chlorinated hydrocarbon, that was used in the manufacturing of chemicals and pesticides. TCP was used between the 1950s and into the 1980s as an agricultural fumigant to control microscopic pests.

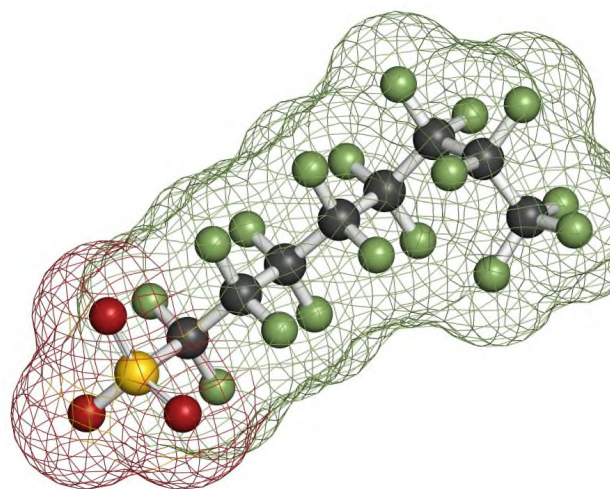
living in the soil of fields and orchards, primarily in the state of California. TCP was a byproduct and played a role in killing the crop-damaging nematodes.

How Do These Toxic Chemicals Get Into Our Water?

PFOS and PFOA may enter drinking water supplies when products made with the substances are disposed of at landfills or when residues from household use of those products (e.g. washing PFAS-containing cookware or clothing) end up in wastewater. PFOS and PFOA were also used in firefighting foam, allowing it to enter drinking water supplies when the foam was used in training exercises at military installations, airports, or similar facilities. TCP is a persistent toxin, meaning it does not degrade easily in the environment, as the fumigants entered the soil, they slowly seeped in the water system with rain and irrigation. Ultimately these chemicals make their way into groundwater basins and eventually into our municipal water systems.

Toxic Chemicals Have Serious Health Implications

Although concerns about the impact of PFOA and PFOS on human health were known to manufacturers for decades, and traces of the chemicals have been found in human tissue samples collected since the 1970s by the U.S. Environmental Protection Agency, it is only over the last 20 years or so that regulators have started to become aware of the hazards of these substances. Researchers have found potential links between the chemicals and a variety of adverse human health impacts, such as reproductive and developmental, liver and kidney, and immunological effects. Other studies have also found that certain PFAS caused tumors in lab animals. TCP was tagged as a carcinogen in 1999 by the state of California which led to the strictest state MCL level in the country at 5 ppt. One ppt is the equivalent of one drop of impurity in 21 million gallons of water – in other words, TCP is very toxic.



Contaminant Detection

Detecting levels of these chemicals over the *response levels* generally causes water systems to take the contaminated water source out of use, and begin treating the water delivered, or providing public notification of the contaminants. *Notification levels*, on the other hand, are advisory in nature but do require suppliers either to take the contaminated source out of service or to notify the governing body of the municipality where the well supplies water of the presence of the contaminant. Although, contaminant levels vary from state to state, the absence of an MCL does not prevent recovery.

Remediation Costs

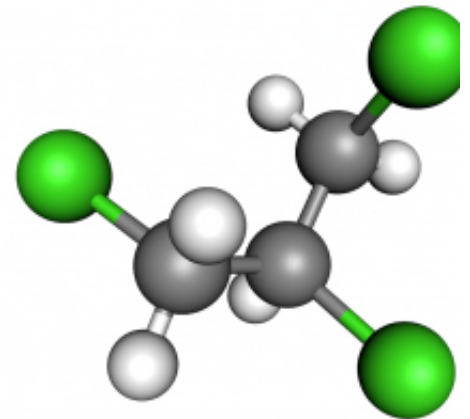
For most systems, getting contaminated sources back into compliance will require costly treatment measures that can run as high as hundreds of thousands or millions of dollars to build and maintain. Potential costs include building new wells and treatment facilities, the extension of service to impacted private wells, replacing water from other sources, and in some cases property damage. For some cash-strapped municipalities, the unexpected costs could prove catastrophic unless outside funding is secured.

Polluters Are Responsible

Over the last two decades or so, water systems have found success litigating against the manufacturers of products that contained TCP and, more recently, PFAS. Some of these lawsuits, particularly earlier litigation over PFAS, arose out of the dumping of these chemicals into surface water or landfills by the manufacturers of products that contained them. The majority of these lawsuits, however, have focused on environmental contamination that resulted from the use of such products in their intended manner, claiming that the products were defectively designed in a way that risked contamination, or that the manufacturers failed to warn of such risks.

Lawsuits against manufacturers for groundwater contamination caused by their products usually rely on a legal doctrine known as “products liability.” Though the nuances can vary from state-to-state, this doctrine has been adopted by courts and legislatures across the country. Fundamentally, under the law of products liability, a manufacturer or seller is liable if a defect in the design of its product causes injury while the product is being used in a reasonably foreseeable way.

The legal precedence has been set that PFOA, PFOS and TCP are defective products under this liability doctrine.



Making a Successful Claim

Water providers interested in pursuing solutions to this toxic legacy via the courts usually begin the process by entering into a legal services agreement with a qualified law firm that specializes in environmental law. A specialty firm has the experience to lessen the workload and time spent on discovery. In some cases, filing in the federal court versus state court can lead to a quicker resolution – a good law firm wants to make this a quick and painless process for the water utility so they can stay focused on providing a necessary and vital service. SL Environmental Law focuses exclusively on water contamination law and has recovered more than \$1 billion in settlements and jury verdicts for municipalities seeking compensation from polluters.

Legal Costs

Some law firms, including SL, will take on these cases on a contingency basis. That means that if the case is successful, the client reimburses the law firm’s costs and pays it a percentage of the settlement. If the case is

successful, then there is no payment due. If they are willing to take your case, it is because your probability of success is very high. It is good news for cash-strapped municipalities and communities as they need not take any financial risk while exploring and pursuing cost-recovery options.

Time Is of the Essence to Make Your Claim

The length of the statute of limitations, the starting point for measuring it, and other factors that may affect application vary considerably from state to state, so water systems who are considering bringing suit against manufacturers or others responsible for the contamination of their supplies should consult with legal counsel at the first opportunity. Being among the first to take action may result in more generous settlements and also ensures that your lawsuit is scheduled into busy court dockets as early as possible.

The law exists to protect us and ensure justice prevails. In the case of this handful of manufacturers, they not only knew their products were harmful to humans, but they also covered it up while making billions in profit from the sale of these products every year, until the government banned their use. The law has already determined these manufacturers are accountable for this toxic legacy, meaning municipalities are justified seeking compensation for water remediation costs so that ratepayers are not left with the bill.



Ashley Campbell is an attorney at SL Environmental Law Group, where she focuses her practice on environmental contamination litigation, representing clients before municipal boards, state committees, and state courts. She has drafted appeals to the New Hampshire Supreme Court, and briefs to the Ninth Circuit Court of Appeals and the U.S. Supreme Court.

Tags: [June 2021 Print Issue](#), [PFAS](#), [SL Environmental Law Group](#), [water quality](#)

S. Scott McDowell

From: Oregon Secretary of State <Oregon.SOS@public.govdelivery.com>
Sent: Wednesday, September 1, 2021 10:02 AM
To: admin@ci.brownsville.or.us
Subject: MEDIA RELEASE: SOS Audit: SOS Audit: With cyberattacks on the rise, Enterprise Information Services has more work to do on cybersecurity management

MEDIA RELEASE



Secretary of State SHEMIA FAGAN The State of Oregon

CONTACT: 503-302-0056 | Carla.L.Axtman@oregon.gov

SOS Audit: With cyberattacks on the rise, Enterprise Information Services has more work to do on cybersecurity management

Salem, OR – Oregon Secretary of State Shemia Fagan released an audit today of Enterprise Information Services (EIS), a divisional unit of the Department of Administrative Services. The Oregon Secretary of State’s Audits Division finds while EIS has established an Information Technology (IT) governance framework, it must do more to address cybersecurity management.

“As cyberattacks increase, it is critical the state of Oregon’s cybersecurity strategy include comprehensive guidance and fully-defined expectations for agencies to protect their critical data from threats,” said Secretary of State Shemia Fagan. “The state of Oregon cannot effectively deliver public services without sufficient IT governance and cybersecurity controls. EIS’s work is critical because cybersecurity remains a high-risk area for public and private entities alike.”

Increasing cyberattacks, which target vulnerabilities, place networks and data at risk of damage or loss. A strong IT governance framework provides the necessary guidance and internal controls to mitigate risks in an ever-increasing digital world as well as assisting organizations in efficiently and effectively using resources for new IT investments and initiatives.

Within the state of Oregon, enterprise governance consists of the Governor and State Chief Information Officer working together in consultation with state agency leaders to develop strategic direction for state IT. Some EIS responsibilities are described in statute, including working with agencies to develop state systems information security plans, policies, and procedures. Auditors found EIS has developed an IT governance program that addresses the oversight, security, and acquisition of new IT investments, but has not yet addressed enterprise level cybersecurity risk governance. The existing governance framework approves cybersecurity documents that provide

direction to agencies, but there are no governance entities charged with defining the state's risk appetite – a necessary first step to prioritize risk mitigation activities across executive agencies.

With the passage of Senate Bill 90 in 2017, cybersecurity functions for most state agencies were consolidated into one group within EIS. While this consolidation gave EIS more responsibility for security, in practice many responsibilities still lie with individual agencies. The audit found EIS has defined some roles and responsibilities for cybersecurity, but more work is needed to clarify and communicate which activities are agency responsibilities. Additional work is needed to fully define enterprise strategies and centralized cybersecurity services. The audit also found that EIS performs only limited centralized risk or vulnerability management, which means known risks and vulnerabilities may not be mitigated in a timely manner by agencies and may affect the security of other state agencies.

Auditors found that EIS tracks specific areas of compliance and conducts agency assessments. They noted that statute directs EIS to assess and report agency compliance with statewide rules, policies, and standards to the Governor and the Joint Legislative Committee on Information and Technology (JLCIMT). Auditors also found:

- Compliance is not the primary purpose of the EIS agency assessments
- EIS is not consistently meeting the requirement to report compliance to the Governor and JLCIMT. The last report was issued in 2016
- There is no mechanism or process in place for agencies to report compliance to EIS
- EIS leadership indicates they do not have the necessary resources to conduct biennial compliance assessments for each agency

[Read the full audit on the Secretary of State website.](#)

###

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S. Scott McDowell

From: USDA Forest Service <forestservice@public.govdelivery.com>
Sent: Wednesday, August 4, 2021 2:01 PM
To: admin@ci.brownsville.or.us
Subject: USDA Forest Service Willamette 2020 Fires Roadside Danger Tree Reduction Update
Attachments: FAQs_on_Danger_Trees.pdf

Hello,

The Forest interdisciplinary team has completed its analysis of the Willamette 2020 Fires Roadside Danger Tree project. Today, August 4, 2021, Forest Supervisor David Warnack signed the Decision Memo to move the project forward into implementation.

We appreciate all the feedback we received and interest shared for this project. A copy of the Decision Memo is available on the project website: <https://www.fs.usda.gov/project/?project=59519>. Additionally, a frequently asked questions document about danger trees is attached to this email.

Learn more about danger trees and how we are working to keep life safety our top priority in our ongoing fire recovery efforts by visiting our Fire Management webpage: <https://go.usa.gov/xF5Sm>; or by following us on Facebook and Twitter: @willametteNF.

Thank you,

Elsa Gustavson
Forest Environmental Coordinator
Forest Service
Willamette National Forest
p: 541-225-6436

3106 Pierce Parkway Suite D
Springfield, OR 97477
www.fs.fed.us

Caring for the land and serving people

- [FAQs on Danger Trees.pdf](#)

Frequently Asked Questions: Danger Tree Removal

Intense wildfires can result in standing dead and fire-weakened danger trees along roadways. These danger trees can fall unpredictably, causing injury or death to people and damage property or infrastructure.

5 Why can't all the danger trees be cut and left on-site?

Leaving all danger trees felled on-site **may prevent forest revegetation and cause other safety issues**, such as the accumulation of hazardous fuel loads. Heavy fuel loads, like dead and downed danger trees, can increase wildfire risk.

4 What happens to danger trees after they're cut?

- **Left on-site:** Felled trees can assist with erosion control. Trees within riparian reserves and known cultural sites are generally left on site.
- **Restoration projects:** Logs can be used for fish structure, stream enhancement, riparian restoration, and wildlife habitat.
- **Cultural or community use:** Wood can be given to Tribes for cultural use or offered to local communities through firewood permits.
- **Commerical use:** Wood can be sold to local mills. The funds from these sales can benefit wildfire recovery, watershed restoration, and reforestation projects.

1 Why are danger trees cut?

Our top priority is life-safety. Removing fire-weakened and/or killed danger trees along roads reduces risk of injury or death to the public and our employees.

We cannot reopen roads until these danger trees are mitigated. Road closures delay critical wildfire recovery and infrastructure repair work.

2 Are all trees along roads in fire-impacted areas cut?

No. Only those trees that have a potential to strike the road will be felled. Roads typically have varying levels of fire-killed or injured trees depending on how severely the fire burned in the area.

There can be sections of road where there are no danger trees, others with scattered or small groups of danger trees, and more where all trees within striking distance of the road were killed by wildfire.

3 What about in areas other than roads or developed areas?

Danger tree removal occurs where fire-killed or weakened trees pose a safety risk to the public, employees, and/or infrastructure.

The vast majority of the forestland inside the burn perimeters will receive no danger tree removal.



S. Scott McDowell

From: OGEC-Newsletter-Ethics-Matters <ogec-newsletter-ethics-matters-bounces@omls.oregon.gov> on behalf of WALKER Monica * OGEC via OGEC-Newsletter-Ethics-Matters <ogec-newsletter-ethics-matters@omls.oregon.gov>
Sent: Thursday, August 12, 2021 2:50 PM
To: ogec-newsletter-ethics-matters@omls.oregon.gov
Subject: [OGEC-Newsletter-Ethics-Matters] OGEC Quarterly Newsletter - 2021 Summer Edition
Attachments: Untitled attachment 00084.txt

Greetings~

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

[Quarterly OGEC Newsletter - Ethics Matters](#)

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

If you are unable to access the information using the link supplied, please copy/paste the following address into your browser: https://www.oregon.gov/ogec/about-us/Documents/Commission%20Newsletters/2021%20Vol_2_Issue_2_Summer%20Edition.pdf

Thank you,

Oregon Government Ethics Commission
3218 Pringle Road SE, Suite 220
Salem, Oregon 97302-1544
E-mail: ogec.training@oregon.gov

*** To unsubscribe or update your contact information click here: <https://omls.oregon.gov/mailman/listinfo/ogec-newsletter-ethics-matters>

MONTH END FINANCIAL RECAP

	JULY 2021		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ (81,572.69)	\$ 146,298.26	\$ 146,298.26	4.28%	\$ 3,268,178.74	1
2 WATER	\$ 38,561.85	\$ 45,866.43	\$ 45,866.43	4.97%	\$ 771,383.57	2
3 SEWER	\$ 32,431.26	\$ 44,560.46	\$ 44,560.46	3.77%	\$ 1,037,639.54	3
4 STREETS	\$ 15,486.30	\$ 13,462.51	\$ 13,462.51	3.68%	\$ 352,587.49	4
5 WATER BOND	\$ 79.87	\$ 32,414.96	\$ 32,414.96	21.26%	\$ 41,887.04	5
6 SEWER BOND	\$ 198.66	\$ 196,485.00	\$ 196,485.00	65.18%	\$ 120,865.00	6
7 SEWER DEBT FEE	\$ 11,431.63	\$ -	\$ 11,431.63	3.68%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 116.13	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,921.94	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 115.92	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 4,215.32	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 10,555.31	\$ -	\$ -	0.00%	\$ 415,675.00	12
13 STORMWATER SDC	\$ 3,996.98	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 143.57	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 4.00	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 4.39	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 1,033.09	\$ -	\$ -	0.00%	\$ 3,120.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20 COMMUNITY PROJECTS	\$ 75.78	\$ 925.00	\$ 925.00	0.65%	\$ 136,450.00	20
	\$ 38,799.31	\$ 480,012.62	\$ 480,012.62			

Key Bank Account

General Checking \$ 361,430.49

Oregon State Treasury \$ 5,312,365.85

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,312,366.81

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Total \$ 352,427.00

2021-2022

Appropriated \$ 7,857,013 6.11%

YTD

Total Bonded Debt (Principal Only)

Water \$ 847,897.50

Wastewater \$ 5,126,135.50

\$ 5,974,033.00

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

MONTH END FINANCIAL RECAP

	AUGUST 2021		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 72,507.77	\$ 103,440.48	\$ 249,738.74	7.31%	\$ 3,164,738.26	1
2 WATER	\$ 59,747.84	\$ 30,846.21	\$ 76,712.64	8.32%	\$ 740,537.36	2
3 SEWER	\$ 34,170.33	\$ 24,174.05	\$ 68,734.51	5.82%	\$ 1,013,465.49	3
4 STREETS	\$ 14,131.32	\$ 19,322.67	\$ 32,785.18	8.96%	\$ 333,264.82	4
5 WATER BOND	\$ 71.29	\$ -	\$ 32,414.96	21.26%	\$ 41,887.04	5
6 SEWER BOND	\$ 177.33	\$ -	\$ 196,485.00	65.15%	\$ 120,865.00	6
7 SEWER DEBT FEE	\$ 11,344.81	\$ -	\$ 23,152.43	7.68%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 103.66	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,907.91	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 103.47	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 25,142.17	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 62,130.04	\$ -	\$ -	0.00%	\$ 415,675.00	12
13 STORMWATER SDC	\$ 23,670.43	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 121.58	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 3.57	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 3.92	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 0.87	\$ -	\$ -	0.00%	\$ 3,120.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20 COMMUNITY PROJECTS	\$ 67.65	\$ -	\$ 925.00	0.65%	\$ 136,450.00	20
	\$ 305,405.96	\$ 177,783.41	\$ 657,796.03			

Key Bank Account

General Checking \$ 377,341.86

Oregon State Treasury \$ 5,319,324.28

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,319,325.24

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Total \$ 352,427.00

2021-2022

Appropriated \$ 7,857,013 8.37%

YTD

Total Bonded Debt (Principal Only)

Water \$ 847,897.50

Wastewater \$ 5,126,135.50

\$ 5,974,033.00

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