



## **Goal Setting Review Session & Retreat**

**3:30 p.m. to 6:00 p.m.**

**Public Welcome:** Goal Setting Review Session starts at 3:30 p.m.  
in the Community Room at City Hall, 255 N. Main Street

### **Agenda**

**3:30 p.m.**

#### **Goals Review**

- ★ Overarching Needs
- ★ Continuing Projects
- ★ Financial Implications
- ★ Priorities

**6:00 p.m.**

#### **Council Orientation, Discussion & Sharing**

- ★ Orientation Review
- ★ Organizational Focus
- ★ 2021 Retreat Review
- ★ Mayor Ware Comments
- ★ Council Sharing

**Note:** Times listed after the start time are fluid. Council may end earlier or later depending on their discussion.

The retreat portion of the meeting is Staff & Council only.



**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.*



# OPERATING GUIDELINES

- ★ Focus on Great Good
- ★ Interact Respectfully
- ★ Keep Orderly Meetings
- ★ Speak to Agenda Items
- ★ Be an Active Participant
- ★ Ask for Explanations
- ★ Come Prepared



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## Goals Progress Plan

### 1. Focus on the Fundamentals.

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

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

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

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

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### 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.

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## 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.

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

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

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

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

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

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

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

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

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

- *Construct Downtown Wastewater Improvements.*
- *Plan for the GR 12 Waterline Extension.*



- *TMDL Review, Monitoring and Implementation Elements.*
- *Work toward Recreation Center Renovation & Construction of New Pavilion.*
- *Move forward with Canal Company plans.*

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

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### 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 4<sup>th</sup>, 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.

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### 6. Organizational Development.

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

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

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### 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.
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## 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.

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### **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:



## 2021-2022 Council Values

- |                         |                            |
|-------------------------|----------------------------|
| 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

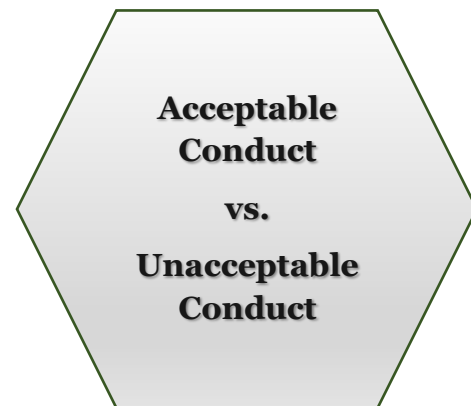
3. Strategize & Develop Action Steps
4. Implement & Execute
5. Review Outcomes

### **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



**6**





**Council Training**  
February 17<sup>th</sup>, 2022

*Jim Mullholland*

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**Types of Government Structures**



- Municipality**  
(Brownsville)
- School District**  
(Central Linn)
- Special District**  
(Brownsville Rural Fire)
- County**  
(Linn County)
- State**
- Federal**

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**Understanding City Hall**

Brownsville incorporated in 1876 which means the City became a recognized corporation under State Law which defines the Powers & Duties of a Municipal Corporation. (ORS 221.005 through 221.106)

Cities are required to follow the laws of the State which are found in the Oregon Revised Statutes (ORS). Some specific laws can be found in the Oregon Administrative Code (OAC). Federal Laws and Rules also apply.

Locally, the City operates generally under a charter. A charter is basically the City's constitution; it grants specific powers and duties for appointed and elected officials.

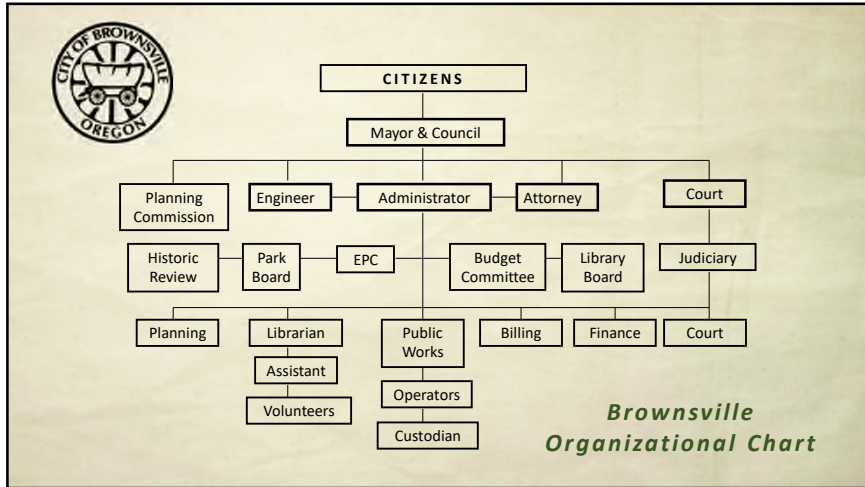
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**What Does the City Do?**

- ★ Water Services
- ★ Wastewater Services
- ★ Planning & Zoning Services
- ★ Police Protection
- ★ Municipal Court
- ★ Parks & Recreation Opportunities
- ★ Library Services
- ★ Roads, Drainage & Street Lights
- ★ Cemetery Services



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## PUBLIC WORKS

**Water Supply & Distribution**

- ★ Plant, Chemicals & Testing
- ★ Hydrants, Valves & Piping

**Roads**

- ★ Maintenance & Upkeep
- ★ Signage & Street Sweeping

**Parks & Public Grounds Facilities**

- ★ Mowing & Tree Care
- ★ General Upkeep & Maintenance

**Personnel**

Karl Frink | Superintendent

Josh Kometz | Operator

Andy Day | Operator

Chuck Brown | Operator

**Wastewater Treatment & Collections**

- ★ Plants, Chemicals & Testing
- ★ Plugs & Backups

**Drainage**

- ★ Maintenance and Installation
- ★ Improvements
- ★ General Upkeep & Maintenance

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### *Public Works*

The City must comply with the rules and regulations promulgated by the **Federal Environmental Protection Agency (EPA)** as adopted and enforced by the State of Oregon.

The City must comply with the rules and regulations promulgated and enforced by The **Oregon Health Authority (OHA)** for all water quality issues. The City must publish an annual Consumer Confidence Report (CCR). The City is also required to have an approved Water Master Plan on file.

The City must comply with the rules and regulations promulgated and enforced by The **Department of Environmental Quality (DEQ)** for all wastewater quality issues.

The City is required to have licensed individuals operating the Utility System; which the City has in Karl Frink. The City is also required to do extensive testing on the water and wastewater and provides weekly and monthly reports to both agencies.

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### *Public Works*

The City also deals with the **Oregon Department of Transportation** on all issues regarding OR 228. The City is not allowed by current laws to move as much as a tree without the expressed consent of ODOT. Any work performed by the City in the State's right-of-way must be accompanied by a permit; even to access City owned utilities.

The Linn County Road Department has responsibility for several roads in town including Main Street, Washburn Street and Seven Mile Lane. The City must obtain a permit to work in these right-of-way areas as well.

The City requires Commercial Drivers Licenses (CDL) for certain kinds of equipment to be legally operated and must follow drug testing rules and guidelines as enforced by the **Federal Highway Administration**.

The City does apply pesticides and herbicides under the rules and requirements of the **Department of Agriculture**. Karl Frink is licensed and certified to perform these operations.

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### Fun Facts

- ★ The City produces over 90,000,000 gallons of water every year.
  - *The City bills water consumption by the cubic foot. There are 7.48 gallons in one cubic foot.*
  - *One gallon of water weighs 8.34 pounds.*
- ★ The City operates two reservoirs on the hill above Carlson's Hardware. One is 1.1 M gallons and the other is .25 M gallons.
- ★ The water is treated at the Water Plant and pumped up the hill. The distribution system is gravity flow from there.

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### Fun Facts

- ★ The City is responsible for 49,090 linear feet of paved roadway; 9.29 miles... or 18.58 total miles...
- ★ The City is responsible for 60, 442 linear feet of water lines; 11.44 miles...
- ★ The City is responsible for 56,180 linear feet of sewer lines; 10.64 miles...
- ★ The City is responsible for 17,010 linear feet of storm sewer lines; 3.22 miles...

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### Library

#### Personnel

*Sherri Lemhouse Librarian  
(Part-time)*

*Nettie Reed, Assistant (Saturdays)*

**Volunteers: 15 - 25**



#### **Groups**

**Library Advisory Board** (ORS 357.400 through 357.621) was created by Council for the purpose of advising Council on Library Operations as defined in the Brownsville Municipal Code.

**Women's Study Club** are responsible for originally creating the Library.

**Friends of the Library** donate resources to the Library.

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### Library

#### **Fun Facts**

- ★ Offers nearly 20,000 volumes.
- ★ Offers magazines, newspapers and periodicals.
- ★ Offers local historical documents.
- ★ Offers public computers.
- ★ Offers a large community room used for various purposes.
- ★ Annual circulation is approximately 13,000.



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### ***Parks***

The City operates over 30 Acres of Parks including Pioneer Park, Kirk's Ferry Park and Blakely Park.



Parks offer camping, basketball, playgrounds, ball fields, horseshoe pits, a covered dining pavilion with kitchen, summer swimming in the Calapooia and a covered stage.

Annual Events include the Pioneer Picnic, the Fourth of July Celebration and the Festival of Tents among others.

The City hires Park Care Takers who typically start the week before Memorial Day and work until the week after Labor Day.


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### ***Cemetery***

The Cemetery is nearly 8 acres.

The City Offers plots for sale for \$250 each.

The City is in the process of cleaning headstones and repairing broken ones.



The City is also in the process of healing relationships with the Cemetery Association.

The City would like to have an on-going volunteer program for upkeep and cleaning.

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### ***Personnel***

### ***Police & Court***

*Carol Humphreys, Court Administrator*

*Judge Jessica Meyer (Contractual)*

*Robert Snyder, Prosecutor (Contractual)*

*Michelle Duncan, Sheriff*

*Beth Miller, Lieutenant*

*Steven Frambes, Sergeant*

*Deputy Marion Kartanchikov*

*Deputy Zach Vanderhoof*



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### ***Planning***

### ***Personnel***

*Elizabeth Coleman, Administrative Assistant*

*Karl Frink, Public Works Superintendent*

*Ryan Quigley, Dyer Partnership*

*Dave Kinney, Consultant*

### ***Governing Body***

***Planning Commission***



The Planning Commission (ORS 227.010 through 227.170, 227.175 and 227.180) is required by State Law. The Commission is directly responsible for the enforcement of the Zoning Code & the Comprehensive Plan. The Commission handles variances, plats, subdivision and building plan reviews, easements, lot line adjustments and other property development issues.

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## Planning



The City has an Intergovernmental Agreement (IGA) with Linn County which allows the City to be a drop off point for building permits. The City does not enforce building permits; we simply make sure that the information provided is consistent with the Linn County Building Code and forward to the Linn County Building Department. All responsibility for the enforcement of the Building Code rests with Linn County per the IGA. People building in the City must go to Albany for Electric permits. The County has very comprehensive requirements including permits for hot water heaters and wood stoves.

Weed & Nuisance Abatement are conducted by the Planning Department to ensure compliance with the Brownsville Municipal Code.

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## Planning

All developments are required to submit plans per the Brownsville Municipal Code. Those plans are reviewed and approved by the City Engineer and the City Planner. The Public Works Superintendent is responsible for ensuring that the utility system integrity is maintained and TMDL requirements are met when improvements are made by any developer.



The State of Oregon keeps a close eye on all Land Use Planning requirements through the Department of Land Conservation & Development Department (DLCD). The Urban Growth Boundary (UGB), Annexation and "Build-able" Lands Inventory are all under the strict guidelines of the DLCD. Senate Bill 100 is still the standard in Oregon; it has done a very good job protecting farm & forest lands.

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## Fire Safety

The Brownsville Rural Fire District is considered a Special District with its own taxing powers and requirements under State Law. The District operates with one full-time Fire Chief and the rest of the Firefighters are volunteer. They have two locations in town; Main Street & Blakely Avenue. The City maintains a Class 4 ISO rating which is very good.



Kevin Rogers Fire Chief

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## Finances

### Personnel

Tammi Morrow

Janea Deaver

Elizabeth Coleman

SingerLewak | City Auditor

### Governing Body

Council

Budget Committee



The Budget Committee is required by the Oregon Budget Law (ORS 294.305–294.565) and requires the seven members of Council and seven members of the community to work together to develop the annual budget for the City. Budget Committee members serve a three-year term. Meeting are held in April and legislation is passed through May & June. All final budgets are due to the County by the second week of July.

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## Finances

The City uses the Oregon State Treasury. The City also maintains several additional accounts for various purposes with OST for the proper segregation of certain funds.

The City has one Key Bank account that all obligations of the City are paid from for the and actual transactions.

**Main Account (OST - LGIP)**  
\$6.15 M

**Main Account (KeyBank)**  
\$409,895

*\* End of Month, January 2022*



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## Finances

The City budget comprises thirty-six pages of account breakdowns for both Revenues and Expenditures. The budget is a one-year snapshot of activity projected by the Budget Officer for general government uses.



The budget breaks down generally in four major fund types: General, Special Revenue, Enterprise and Trust Funds. Cost Centers within these funds for General include Administration, Park & Cemetery, Fire, Law and Operations. Special Revenue includes Housing Rehabilitation, Water & Sewer Bond Funds, Bikeway, Transient Room Tax and Streets & Drainage. Enterprise Funds include Water & Sewer Administration and Operations. Trust Funds include Cemetery and Library.

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## Finances

The City follows rules and requirements enforced by the Department of Revenue and the widely recognized Governmental Accounting Standards Board (GASB) sets many financial policies and practices.



The day-to day business of the City runs through nearly every level of the organization. Jannea, Tammi and Elizabeth handle the billing and collecting for the Utility Accounts, Court Fines and Building Permits, respectively.

Bills owed by the City are physically paid by Tammi, signed and approved by Scott and one of the elected officials, generally the Mayor. Employees are required to pull a purchase order for purchases. All purchase orders are approved by Scott; regular monthly bills are reviewed by Scott. Any irregular bills owed are generally handled by Scott and Tammi.

All purchases are made in accordance with organizational procedure and are in-line with the final budget document recommended by the Budget Committee and passed by Council.

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## Personnel

Position Descriptions were updated in November 2007, 2013 & 2019. All employees follow the policies and procedures as defined in the Employee Handbook which was also updated in 2007, 2010, 2015 & 2019. The Library Advisory Board Manual governs the Library as well as the Volunteer Manual.



Everyone working with the City is covered by Worker's Compensation. Annual reporting is required, and Council must pass a Resolution for verification purposes. The City Attorney and City/County Insurance Services (CIS) provide valuable resources for keeping policies and procedures accurate with current laws. Training sessions are offered through the League of Cities (LOC) and others for compliance issues. Council instituted a Performance Evaluation System in November of 2007 which requires every employee to be evaluated by their supervisor on an annual basis. The evaluation system has also been updated.

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## Agreements & Contracts

The City maintains relationships through agreements and contracts with several non-profit groups to provide recreational opportunities for the citizens of Brownsville.



Examples include the **Central Linn Recreation Center Association** who operates leagues for youth of the community and surrounding areas. The Rec Board is responsible for programming and administration. The City provides the facilities and maintains the building. The **Central Linn School District** and the **Calapooia Food Alliance** are in an agreement for community garden sites behind the school on the south side of town. The **Chamber of Commerce** has an events agreement for Pioneer Park as does the **Rally on the River**. The **Picnic Association** is in an agreement for the Picture Gallery. The **Brownsville Art Association** for use of City Hall for their gallery space. The City works with the **Chamber** on numerous events and logistics. Again, there are many agreements with other boards as well.

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## The Role of Councilor

### Formulation of Public Policy

Policy is often “what” and administration is typically viewed as “how” something will get done. Generally, Council forms the policy and staff is responsible for carrying out those goals.

### Two Basic ‘Hats’ as a Councilor:

1. Convener – host, join, mediate with the public and each other regarding community issues.
2. Advocate – promote, advance, support a specific position or point of view.

**You know versus People know:** “The interesting thing about American politics is the people want someone in office who has all the answers, but then wants them to listen to their ideas” ~ David Gergen

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## The Role of Councilor

One of the tricks to being effective is knowing when to switch hats between being an advocate for an issue and being a convener for the sake of the meeting.

**Mayor** – presides over meetings and is a regular voting member of Council.

**Council President** – runs Council meetings in the absence of the Mayor. The Mayor and Council President are responsible for Council conduct and personnel issues for the City.



Mayor Don Ware

*“You can please all the people some of the time, and some of the people all the time, but you cannot please all the people all the time.”*  
~ Abraham Lincoln (Variation)

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## The Role of Councilor

### Council Rules (R 2019.18)

Roberts Rules and meeting procedure.

General business conduct at a public meeting.



### Public Meetings Law (ORS 192.610 to 192.710)

The law gives members of the public the right to attend all meetings of public bodies even if the board or committee is purely advisory. Convenient, public place, non-discriminatory, reasonable notice, written minutes are some of the basic requirements. Executive Sessions are private sessions which can be held to discuss certain private matters as prescribed by law.

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## The Role of Councilor

### Forms of Council Action

**Ordinance** – a general law of the City; a legislative action applicable to all citizens or for a certain purpose within a community. Examples are establishing a sign code, allowing Social Gaming or levying the Transient Room Tax.

**Resolution** – a written legislative action that expresses the consensus of council concerning actions that are temporary, short-term or granting special privileges. Commonly used for adopting the budget, entering into contracts, tracking special expenditures and other administrative actions.

**Motions** – less formal than the other two forms. Generally used for common or ordinary tasks of Council such as approving minutes, delegating actions to Staff or adjourning meetings.

The Mayor has authority to pass a **Proclamation**. The purpose of a Proclamation is to state appreciation, recognize or express an interest in an accomplishment of a person, group or cause.

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bers and enforced  
rules as a subject  
proclamation. a state

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## The Role of Councilor

### Methods of Adoption

**Ordinance** | an ordinance adoption must have two readings. Council can make a motion to read the ordinance by title only, but action cannot be taken on the adoption of the ordinance until the second meeting. Thirty days after the Council has passed the ordinance, it comes into effect. Council does have the power to adopt an “emergency” ordinance. That is done by a special motion which waives the thirty-day waiting period.

**Resolution** | provides a written record of the action of Council; goes into effect immediately.

**Motion** | provides a witness of action in the minutes and records of Council.

**Consensus** | Council agrees to a decision by general confirmation. No official motion is made.

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## The Role of Councilor

### Types of Meetings

**Regular Council Session** | is a set scheduled meeting of Council run under Robert's Rules of Order with a specific agenda to be discussed and addressed; has inputs for reports and opportunity for Council to discuss items of business in open session.

**Town Hall** | a meeting held by Council to discuss a particular issue, idea or concept with members of the general public.

**Quasi-Judicial Hearing** | happen during regular meetings most often; appeals, zoning hearings and certain personnel issues require this function. Council acts strictly by procedures required for the type of hearing and must base their decision on the evidence as presented at the meeting.

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## The Role of Councilor

### Ethics Law

Historically, Councilors in small communities have only been required to file an annual **Statement of Economic Interest (SEI)** with the **Oregon Government Ethic Commission (OGEC)** which was very broad and trusting of elected officials. The current law requires extensive reporting of any gift valuing more than \$50 of any person, group or entity with a legislative or administrative interest in the City, including relatives.

**The Golden Rule** | do not accept gifts within reason and declare any potential conflict of interest when discussing applicable topics. This requires not being involved in the discussion or the vote on the issue or topic.

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## *The Role of Councilor*

### *Intergovernmental Agreements (IGA) & Contracts*

The City of Brownsville has entered into these agreements and contracts to provide services to the residents of the community. Examples of these agreements and contracts include the **Oregon Department of Transportation**, **Linn County Building Department**, **Rec Center Board**, **Pioneer Picnic Association** (Picture Gallery), **Central Linn School District**, **Calapooia Food Alliance** (Red Barn), **Chamber of Commerce** (Events), **Judge Meyer's Services**, the **City Administrator's Services**, **Park Caretakers Services** to name a few.

The City also enters into contracts to have vital services performed during the course of the year. Most of those contracts are job or work specific such as the contract with the **Mid-Walley Partners** for economic development or policing services through the **Linn County Sheriff's Office**.

## *The Role of Councilor*

### *Public Interaction*

1. Public Meetings & Hearings
2. Advisory Committees
3. Neighborhood Associations
4. Public Opinions and Surveys
5. Volunteers
6. One on One



**Media Relations** | typically the City uses the Mayor and Administrator when discussing issues with the media.



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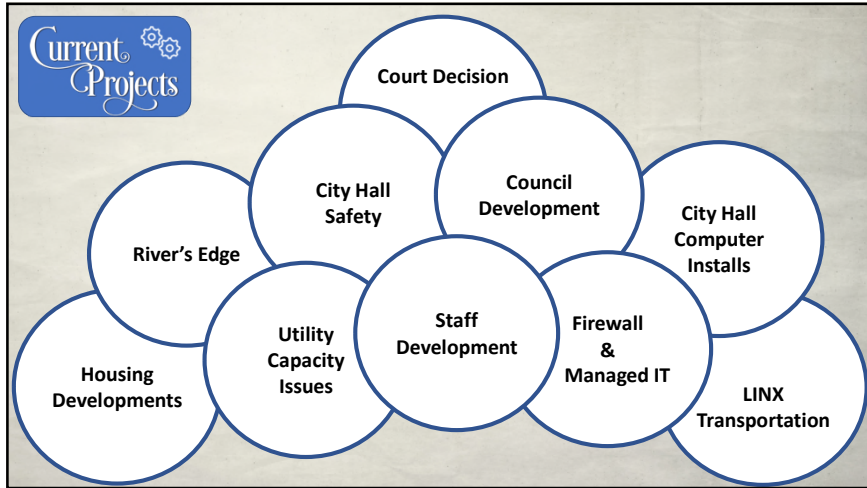
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Water Plant Operations	Samples		State Reporting	Issuing & Verifying Permits	
Sewer Plant Operations	Repairs & Upkeep		Ordering Supplies & Materials	Federal Reporting	General Inquiries
Maintain Fleet	Inspection Services		E-mail, Mail & Phone Calls	Internal Reports	Records & Filing
Parks & Cemetery	Maintain Roads		Minutes & Newsletter Production	Visual Reports	811 Calls & Marking

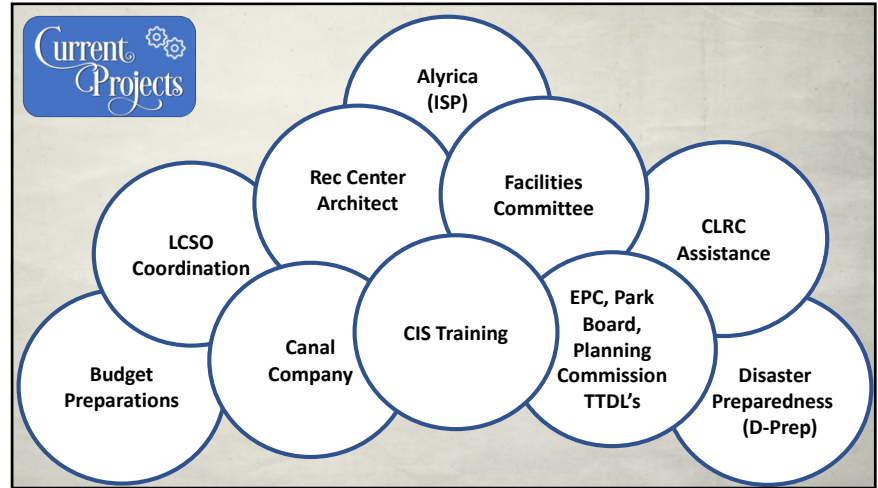
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Vouchers & Checks	Utility Billing		Park & Room Rentals	Permits & Customer Care	
EOM & General Ledger	Complaints		Maintain Websites	Nuisance Abatement	Monitoring Agreements
Personnel	Town Drama		IT & Computers	Inspections Maintenance	Maintaining Relationships
Planning & Permit Assistance	Payroll		Staff Meetings	Daily Decisions	Boards & Committees

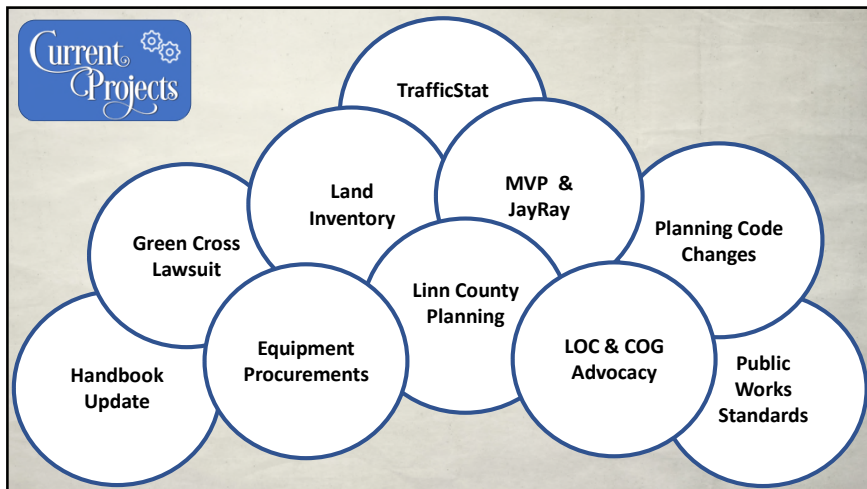
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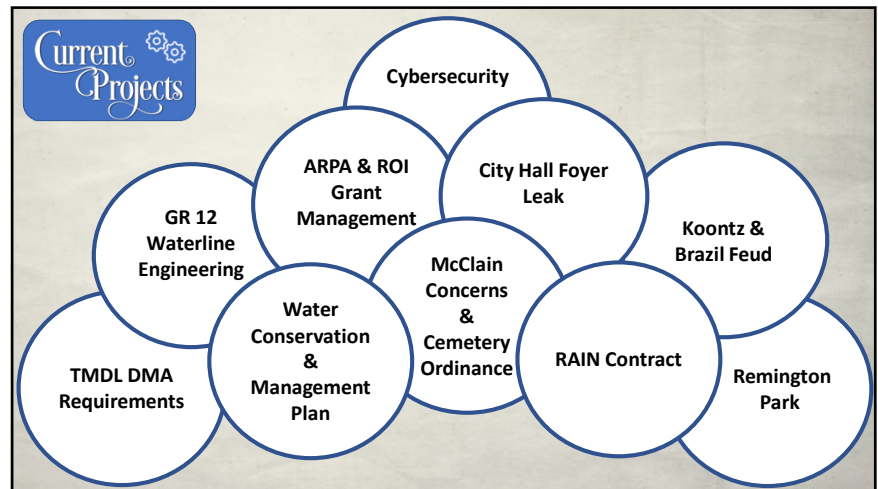
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**We have heard it...**  
And then some.

**No shortage of ideas & wants.**


★ Skate Park	★ Street Improvements
★ Dog Park	★ Crime Deterrent Cameras
★ Disc Golf	★ Cemetery Expansion
★ Community Kitchen	★ Columbarium
★ Community Theatre	★ New Water Reservoir
★ Senior Housing	★ New City Shop
★ Free Wi-Fi Downtown	★ Downtown Sewers
★ TMDL – Storm Water	★ Street Tree Replacement
★ Transport Vehicle	★ Pool/Water Feature
★ New Baseball Fields	★ Water & Collection Lines
★ Pioneer Park Erosion	★ Park Buildings



FINANCES 101:  
**BIG TICKET ITEMS**

### Capital Improvements

<b>Water Treatment Plant &amp; Distribution</b> \$5M to \$7M	<b>Rec Center</b> \$800k to \$1.2M	<b>Calapooia Riverbank</b> \$2.0M to \$2.5M
<b>GR 12 Waterline</b> \$750,000	<b>Pavilion</b> \$500,000 - \$600,000	<b>Kirk Avenue Paving</b> \$850 to \$2.2M +



### Capital Costs

#### General Services Fee Idea

**Sewer Debt Service Fee**

**Annual Yield**  
\$15 per month = \$125,000 +/-  
\$30 per month = \$250,000 +/-

