

Council Agenda Packet

Tuesday, May 24th, 2022 | 7:00 p.m. | Council Chambers | In-Person/Hybrid



Table of Contents

1	Agenda
3	<i>Minutes: April 26th, 2022</i>
10	<i>Budget Committee Minutes: May 5th, 2022</i>
13	Administrator
-	Public Works (<i>TBD</i>)
25	Planning
26	Court
27	Sheriff
28	Library
29	2021.2022 Goals & Values (<i>February '22 Update</i>)
41	Resolution 2022.13: Election to Receive State Revenue Sharing
42	Proclamation: Military Appreciation Month
43	FY 2022.2023 Tax Rolls Document
44	Linn County Sheriff's Office Rates & Agreement
50	ROI Disbursements Inception-to-Date
51	Linn County Justice Court Official Approval
56	Harrisburg Council President Caughey LCSO Letter
57	Department of Environmental Quality (DEQ) Discharge Extension
58	Current REAL IGA Document
74	State Climate Change Committee
76	LCSO Tobacco Law Change Notice
77	State SOS Cyber Announcement
78	Senator Merkley Mental Health Communication
79	Public Records Law Ruling Training Piece
80	ODOT Real ID One Year Warning Public Announcement
82	Financials
✿	<i>Please visit: https://www.ci.brownsville.or.us/citycouncil</i> for these documents, 1) FY 2022.2023 Budget, 2) Project Outlook TTDL, 3) Linn County April Newsletter, 3) Cascade West Council of Governments Link, and 4) Oregon & Paid Family Medical Leave.



Council Meeting

Tuesday, May 24th, 2022

Location: Council Chambers | In-person

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: April 26th, 2022
May 5th, 2022 | Budget Committee
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Proposed Use of State Revenue Sharing
 - B. Budget Public Hearing | FY 2022-2023
 - C. Stand by Me Day | Linda McCormick
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning | *E. Coleman*
 - E. Library | *S. Lemhouse*
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ★ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
 - A. **Resolution 2022.13:** Election to Receive State Revenue Sharing
 - B. **Proclamation:** National Military Appreciation Month



10) ACTION ITEMS:

- A. Authorize Linn County Sheriff's Office Contract
- B. Authorize Rural Economic Alliance Agreement Extension

11) DISCUSSION ITEMS:

- A. Ad Hoc Committee | The Brownsville Times
- B. Park Caretakers | The Stones
- C. ROI Grant Disbursements | Inception-to-Date
- D. April Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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



Council Minutes

April 26th, 2022

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

PUBLIC: Don Lyon, Michael Grove (*Sweet Home Sanitation*), Tia Parrish (*The Times*), Sean LaCoste, Sergeant Steve Frambes (*Linn County Sheriff's Office*), Wendy Toshitune, and Jack Alsman were present.

The pledge of allegiance was recited.

McDowell reminded everyone about microphones sensitivity and the public recording. Please refrain from side conversations as they will muddle the recording and audio. This meeting is a hybrid meeting utilizing in-person, a listening room, and online access for the meeting.

ADDITIONS AND DELETIONS: Deletions include Mrs. Linda McCormick, *Stand By Me Day*, who will attend the May Council meeting.

MINUTES: Councilor Hansen made a motion to approve the March 22nd, 2022 Council minutes and the April 6th, 2022 Council Work Session minutes. Councilor Craven seconded the motion and it passed unanimously.

PUBLIC HEARING | PRESENTATIONS:

1. **Sweet Home Sanitation | Michael Grove.** Site Manager Michael Grove was present to report on the annual City-wide Cleanup Day held on April 2nd, 2022. Mr. Grove reported that overall, it was a very successful event. They will be working on cleaning up verbiage for future events for clarity's sake. Councilor Hansen asked how this year's event compared to years past; Mr. Grove replied that it was very similar. Parameters for next year's event were discussed.
2. **Total Maximum Daily Load (TMDL).** Mr. McDowell presented the State required semi-annual TMDL review. Council hears this report in April and November.

Mr. McDowell recapped the many levels of TMDL from water quality impairment, assessing pollutant, determining source reduction, reports indicating reductions input, and implementation. McDowell discussed what TMDL's are, including background load, non-point load and waste load. Basically, TMDL's calculate how much pollution can be in a stream while maintaining all beneficial uses to aquatic life.

It is also important for Council to remember that initially TMDL, like the Clean Water Act, was never intended to apply to communities with less than 50,000 citizens, and was voluntary in nature. Those parameters have vastly changed. Make no mistake, TMDL fees or stormwater fees, are likely going to be something everyone will eventually pay through a storm utility and/or through bonds & possible assessments. Small towns like Brownsville cannot keep up with water, sewer and street infrastructure costs, but now are expected to add stormwater to the mix as well.

McDowell shared a final U.S. EPA letter, dated March 2nd, 2021, stating DEQ had designated the City of Brownsville as a Designated Management Agency (DMA). As a DMA, the City is constantly responsible, and is now required under OAR to prepare and submit a TMDL implementation plan to incorporate implementation requirements based on several criteria by September 3rd, 2022. Failure to submit this plan carries civil penalties which can be assessed for each day of violation.



Council Minutes

McDowell shared slides showing many ways pollutants get in water sources, including runoffs from hard surfaces, precipitation washing land-based bacteria into waterways, animal waste, agricultural chemical applications, etc.

Another caveat of TMDL will be taxing stormwater runoff on porous surfaces. One local resident that owns property in Texas has reported that he is paying over \$500 per month in TMDL/Stormwater fees. McDowell discussed the general concept of stormwater fee calculators.

Forever requirements of TMDL include temperature, bacteria, mercury, and IDDE (public reporting and staff training).

Future implications may include incorporating a storm water management system into the City of Brownsville. According to a study the City performed in 1996, the estimate was between \$12M and \$16 M dollars. Today the same facility would likely cost more than \$22M. McDowell stated that there is some value in TMDL in the bigger cities, but small communities like Brownsville are going to be hit very hard, and adequate funding is non-existent.

Mr. McDowell reported that the City of Brownsville is ahead of the curve regarding TMDL with some of the things the City already does due to the City's stormwater constraints in many areas of town. Staff will be bringing ordinances to Council for TMDL requirements in order to meet the DMA requirements. City Engineer Ryan Quigley is currently reviewing those requirements in order to complete the mandatory reporting in September.

DEPARTMENT REPORTS:

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Steve Frambes was present to report for the month, including 19 citations, 12 warnings, and 213.25 patrol hours for the City. Overall, it was a fairly quiet month for the City.

Sergeant Frambes reported that Deputy Newman will be rotating between Brownsville and Harrisburg again soon, and he is particularly effective with traffic stops.

2. **Public Works (PW).** Superintendent Karl Frink recapped public works essential activities and projects for the month.

Frink stated that PW has started mowing all the grass. They are keeping up with the cemetery.

A pump failed in the chemical feed plant. It has been repaired, and is operating correctly again.

Mr. Frink has completed his work on the Department of Environmental Quality (DEQ) Water Management & Conservation plan. Tim Tice, OAWU, will be finishing up the report soon.

3. **Administration.** Mr. McDowell reported that the first budget committee meeting will be on Thursday, April 28th, 2022 in the Community Room at City Hall. The second meeting will be May 5th, 2022, same time and location. Staff is hoping to complete the process with two meetings.

McDowell reported that the ROI grant reporting has been over-the-top. The IGA between the cities expires in June, and will need to be extended to continue the work. McDowell stated that he would be traveling around to several City Council meetings making presentations on behalf of the group; Rural Economic Alliance (REAL.) Council will receive information for review soon, and then the next steps shall be determined should Council still want to continue this economic development effort.



Council Minutes

McDowell reported that Disaster Preparedness (D-prep) has hired a vendor and is currently negotiating the price for services.

McDowell reported that after an extensive conversation with Tim Tice, OAWU, he will be compiling a water report for Staff review, and then it will be brought to Council.

McDowell reported that the Linn County Sheriff Michelle Duncan indicated that LCSO contract will be increasing by 5% this year. Overall, this is good news as the union settled on an 8% increase.

Mrs. Morrow reported that Sweet Home Sanitation has been offering a \$1,000 scholarship for graduating Central Linn High School seniors since 2016. She has been administering the process for them since that time. Interviews have been conducted and a finalist has been selected. Mrs. Morrow thanked Councilor Chambers for being part of the interview team this year. This scholarship shows just one aspect of the great partnership the community enjoys with Sweet Home Sanitation.

Mr. McDowell thanked Council and the Planning Commission for completing the filing for the annual OGEAC (Oregon Government Ethics Commission).

Mr. McDowell reported that the Pacific Power IGA is still in the works according to City Attorney David Ris.

McDowell reported that Mayor Ware and Councilor Thompson are working on the Linx transportation project. Kinda Oliver is working up the materials for the Brownsville Connector. A letter will be sent out soon to the community partners which will determine interest and garner cooperation. The City's part is done for now.

Mr. McDowell reported that the City has signed an IGA with Cindy Flandermeyer for summer watering.

Jonathan Dunn, Woodblock Associates, is preparing information and an estimate for the CLRC project. Survey work has been completed. The City has requested an estimate from a general contractor to give us a real-life scope and estimated project cost. This information will be referred back to Council for next steps.

Mr. McDowell reminded Council of the first budget committee meeting set for this Thursday, April 28th, 2022 in the community room. He provided a foreshadowing of the budget, indicating that property & liability including ransomware insurance is up 26%, which is almost a 50% increase over the last two years. It is very concerning.

McDowell reported that ODOT delayed the Highway 20 until Fall 2022.

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



Council Minutes

LEGISLATIVE:

1. **Resolution 2022.10 | Hybrid Meeting Procedure.** Councilor Thompson is concerned about the 48 hours notice, as she is concerned this may limit folks wanting to attend. She suggested using a 24 hour timeframe instead.

Mr. McDowell stated that when the pandemic hit, the City had an estimate prepared that would link the Community Room and Council Chambers to better facilitate meetings. The cost estimate was over \$30,000. Council decided to go another way, basically an electronic format, at a much lower cost. This format requires Mr. McDowell to balance several platforms during Council meetings, which is extremely time intensive and difficult to manage during any given meeting. Since the pandemic has ended, online attendance has been almost non-existent for the last three meetings. When there have been attendees, no public comment has been made by those attendees. Folks can always call and get a recording of the meeting the day after the meeting. This resolution will clarify the parameters of electronic attendance to public meetings. Staff will do their best to accommodate all such requests. McDowell assured Councilor Thompson that he would do whatever it takes to accommodate a reasonable request.

Councilor Thompson made a motion to change R 2022.10 to 24-hours notice, instead of 48-hours notice. No second was forthcoming.

Councilor Chambers moved to approve R 2022.10 as presented. Councilor Humphreys seconded the motion and it passed, with Councilor Thompson voting against the motion.

2. **Resolution 2022.11 | Verification of Services Provided by the City of Brownsville with the Department of Administrative Services for State Received Services (SRS).** Councilor Hansen made a motion to adopt R 2022.11. Councilor Chambers seconded the motion and it passed unanimously.
3. **Resolution 2022.12 | DTSS Final Escrow Statement.** Mr. McDowell stated that this final escrow statement includes the interest that had accrued in the retainage account for the project. Councilor Craven made a motion to approve R 2022.12 as presented. Councilor Humphreys seconded the motion and it passed unanimously.

ACTION ITEMS:

1. **Cascade West Council of Governments (CWCCOG) | Meals on Wheels Request (Tabled from February).** Mayor Ware stated that Council had tabled this request due to an insert that was suspected to have been included with the meal delivery. After further investigation, it appears that this flyer was not included by the Meals on Wheels Program. Councilor Thompson made a motion to approve this request in accordance with the letter received from CWCCOG. Councilor Hansen seconded the motion and the motion passed unanimously.
2. **Linn County Pioneer Picnic Association Proclamation.** Mayor Ware proclaimed June 17th – June 19th, 2022, as the 135th annual Linn County Pioneer Picnic – a time for the City of Brownsville to show their fondness and memories of Pioneer Picnic with the theme of “Community Reunion.”
3. **Mental Health Month Proclamation.** Mayor Ware stated that the City of Brownsville hereby proclaims May 2022 to be Older Americans Month. The City of Brownsville urges every resident to take time this month to celebrate older adults and the people who serve and support them as powerful and vital individuals who greatly contribute to the community.
4. **Linn County Pioneer Association (LCPA) Logistics Letter.** Mr. McDowell reported that since 2007 the City has sent a letter to the LCPA to define responsibilities with the event. The last



Council Minutes

two years, the event has employed an alternate format, and has not been held in Pioneer Park. This will be the first year back to regular festivities since the pandemic. *Councilor Craven made a motion to approve the logistics for the event. Councilor Chambers seconded the motion and it passed unanimously.*

5. **Hands on History Request | August 27th, 2022.** Mr. McDowell stated that this event started a couple of years prior to the pandemic. Linn County Parks has signed the agreement, the Park Avenue residents have signed the agreement, and everything is in place for the event. *Councilor Hansen made a motion to approve the Special Park Use Agreement for Hands on History event. Councilor Humphreys seconded the motion and it passed unanimously.*
6. **Parks and Open Spaces Advisory Board (POSAB) | Board Appointment.** Mr. McDowell stated that the City received one application from Pamela Solberg for the POSAB. *Councilor Craven made a motion to approve this appointment. Councilor Hansen seconded the motion and it passed unanimously.*
7. **Sodaville Intergovernmental Agreement (IGA).** Mr. McDowell referred Council to the template in the packet used for an IGA with the City of Halsey. Mr. Frink was approached by the City of Sodaville to enter into an IGA with the City of Sodaville as well. Staff discussed the situation at length, and felt comfortable executing this IGA. Basically, the City of Brownsville would offer support services to them as needed, and the City of Sodaville would reciprocate. Discretion will be used, and costs will be charged when appropriate. *Councilor Humphreys made a motion to approve this IGA. Councilor Thompson seconded the motion and it passed unanimously.*
8. **OLCC Liquor License Renewals.** Mayor Ware read the list of businesses in town that are looking to renew their OLCC Licenses. This motion will signify that the City of Brownsville approves these renewals. The City of Brownsville does not charge for these renewals. *Councilor Craven made a motion to approve the OLCC renewals. Councilor Chambers seconded the motion and it passed unanimously.*
9. **Municipal Court IGA Authorization.** Mayor Ware stated that this is a rather important change for the City. With the retirement of Court Clerk Carol Humphreys, this IGA moves our court over to the City of Lebanon to the Justice Court District 4A for Linn County. This change will facilitate cost savings for the City of Brownsville as the City will still receive a portion of the fines paid. *Councilor Hansen made a motion to approve this IGA and authorize Mr. McDowell and Mayor Ware to sign all documents on behalf of the City of Brownsville. Councilor Thompson seconded the motion and it passed unanimously.*
10. **Capital Improvements Decision | Utility Capacity Plan.** Mr. McDowell reported that Council has discussed a Capital Improvements Plan in regard to utility capacity at the recent Council Work Session. With the strong housing market including the significant development of a subdivision on the north side of town, utility capacity had to be reviewed. McDowell recommended moving full speed ahead with the development of the GR 12 waterline, the addition of adding a fourth slow sand filter at the Water Treatment Plant, and looking into adding a sewer lagoon to the South Wastewater Treatment Plant. McDowell reported that the City has enough capacity currently. Interest rates are reported to be on the rise soon, and this should slow the housing market. McDowell informed Council that the City has to stay on course in order to afford all of the capital improvements. The priorities are as follows, 1) GR 12 Waterline, 2) Rec Center Renovation, 3) the Park Pavilion, 4) a new sewer lagoon, and 5) new playground equipment. *Councilor Hansen made a motion to proceed. Councilor Humphreys seconded the motion and it passed unanimously.*
11. **Brownsville Canal Company (BCC) Plan.** Mr. McDowell reported that included in the agenda packet is the draft Canal Company Operations Agreement. If Council approves the draft agreement, he and Councilor Craven will move forward with meeting with the Canal Company. If approved by



Council Minutes

the Company, Council will need to lay out a plan for town hall meetings. It is important to note that this will more than likely come with a certain amount of consternation. Councilor Craven noted that basically, folks along the canal have been using the canal irrigation free of charge. He thinks the plan in place will benefit all for the future. Mayor Ware stated his concerns. He stated that he has been a member in the past, but it has been years since he has paid dues. He said the Company is looking at appointing some board members and to reconnect with their membership. *Councilor Hansen made a motion to approve the draft agreement and authorize Staff to move forward. Councilor Thompson seconded the motion and it passed unanimously.*

DISCUSSION ITEMS:

1. **ROI Grant Disbursements | Inception-to-Date.** Mr. McDowell referenced page 77 of the packet. This is information that McDowell provides to Council every month until the end of the agreement with JayRay and/or through the funding is exhausted.
2. **Brownsville Canal Company | Insurance and Pumps.** Mr. McDowell reminded Council that every year the City requires the BCC to provide \$2 million proof of insurance to verify their solvency. *Council approved Staff moving forward by consensus.*
3. **State Camping Rules | Ad Hoc Committee Request.** McDowell suggested forming an ad hoc committee to review state camping policy and laws and how they will affect the City. Councilor Neddeau and Councilor Chambers volunteered to serve on this committee.
4. **March Financials.** No comments or questions.

CITIZEN QUESTIONS & COMMENTS. Jack Alsman, Spaulding Ave, asked for more information on the Canal Company. Mr. McDowell commented that the organization has to be solvent for the City to turn the pumps on that move the water through the canal during the summer months. The Canal Company was moving forward with reorganization in 2019 before the pandemic hit. John Holbrook has been paying the insurance for the last several years. The next step will be a general Canal Company meeting.

COUNCIL COMMENTS.

Mr. McDowell reported to Council that if they are entertaining completing the NIMS training modules, they only need to complete Course 100. The other course is too much and not necessary.

Mr. McDowell expressed his appreciation to Mr. Frink, Administrative Assistant Elizabeth Coleman, and City Engineer Ryan Quigley for the recent work on the Public Work Standards review and updates. They have done an outstanding job on the updates. The information will be coming to Council next month.

McDowell reminded Council that the weed and grass ordinance starts June 1st, ending on October 31st each year. Sometimes because of the rain it takes folks a little longer to get a handle on the tall weeds and grass. It appears as this year could be delayed. Staff will be going out and checking on several nuisances on Monday.

Councilor Hansen stated that he has received several complaints about the LCSO “Lock It or Lose It” sign on Main Street. Several folks have asked for the sign to be removed. Hansen stated that he felt the sign sends the wrong message to the citizens and criminals alike. Mayor Ware stated that he felt like it was implying that this is a high crime area, and folks may not want to be here. Councilor Craven stated that he felt it sent a horrible message to taxpayers. Councilor Chambers stated that she doesn’t have a



Council Minutes

problem with it. She is hoping it will serve as a deterrent as she has heard of so many thefts lately. Mr. McDowell suggested encouraging LCSO to contribute a City newsletter article to inform area residents to protect their property. *Councilor Hansen made a motion to request LCSO to remove the sign. Councilor Craven seconded the motion. The motion passed, with Councilor Chambers voting against the motion.*

Councilor Craven stated that he has had several lengthy discussion lately with constituents about City business covered in *The Times* newspaper. Councilor Craven suggested putting together an ad hoc committee to have a discussion with the local paper in regard to recent editorials and articles covering City business. McDowell stated that he would put a committee together. Councilor Craven, Councilor Hansen, Councilor Thompson, and Councilor Chambers all expressed interest in being on this committee. McDowell stated that only 3 Councilors can meet outside of a Council meeting, but we could perhaps have alternates on the committee due to quorum rules.

ADJOURNMENT: Council adjourned by consensus at 8:18 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



Budget Committee Minutes

May 5th, 2022

Members of the Budget Committee met this day in-person for a regular session at 7:00 p.m. in the Community Room.

Present: Mayor Don Ware, Councilor Tricia Thompson, Councilor Mike Neddeau, Councilor Michael Humphreys, Councilor Lynda Chambers, Councilor Dave Hansen, Rick Dominguez, Don Andrews, Wendy Toshitsune, Administrative Assistant Tammi Morrow, and Budget Officer S. Scott McDowell.

Absent: Kaye Fox, Cookie Wells, Dayna Hansen, and Adam Craven.

Public: No one was present.

Presiding: Don Andrews.

The meeting was called to order at 7:02 p.m. by Chair Andrews. Chair Andrews called to resume deliberations from last week. *Don Ware moved to resume deliberations; Dave Hansen seconded the motion. Motion carried unanimously.* The meeting reconvened at 7:02 p.m.

Mr. McDowell took roll call as noted above. Chair Andrews pointed out two corrections, strike teleconference from page 1 and add a statement about reconvening out of the ten (10) minute recess on page 4. *Michael Humphreys moved to accept the minutes as corrected. Lynda Chambers seconded the motion and it passed unanimously.*

Chair Andrews noted that no members of the public were present for the public comment period.

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

BUDGET DISCUSSION, OVERVIEW & QUESTIONS. Chair Andrews then turned the meeting over to McDowell for the discussion of the budget document. McDowell indicated that the next steps will be publishing the LB1 in the local newspaper. Council will hold a public hearing at their May 24th, 2022 meeting. Council will adopt the budget at the June 28th, 2022 regular Council meeting. No one had any questions or comments at that time.

APPROVE THE 2022-2023 BUDGET & RECOMMEND TO COUNCIL.

1. *Don Ware moved to approve the full permanent tax rate of \$6.9597 per \$1,000 assessed valuation. The motion was seconded by Dave Hansen and was approved unanimously.*
2. *Mike Neddeau moved to approve the levy amount needed for the Wastewater Bond Debt in the amount of \$217,984. The motion was seconded by Michael Humphreys and was approved unanimously.*



Budget Committee Minutes

3. Michael Humphreys discussed increasing the utility rate increase from 5% to 7%. Humphreys stated that the City's costs associated with making the water and treating the sewage continue to rise year after year. The City has to pay for increases in wages, health care, chemicals, State licensure fees, utilities and all other associated increases to keep the plants operating. Humphreys felt that moving to 7% made the most sense to him. Tricia Thompson asked for clarification on McDowell's recommendation. What was McDowell's position and why didn't he recommend 7%?

McDowell explained that at the last meeting Humphreys asked what McDowell would recommend and McDowell replied 12%. McDowell explained that he knew that that number would not be palatable for Council or anyone which is why McDowell had prepared for a 3%, 5%, 7% formula at the April 6th, 2022 Council Work Session. The problem is that the City has not been adequately keeping up even though 3% increases have occurred annually. McDowell recounted a discussion about the actual costs of utilities and how communities who do not keep pace suffer in the long run when they have to hit rate payers with a 20-30% increase. Humphreys shared an example demonstrating rate increases in Brownsville, Texas.

McDowell felt that a 7% increase was due for the next few years. Eventually, the City will be required to perform a utility rate study to adjust the rates. A major water treatment upgrade and new sewer treatment infrastructure will trigger that review. Council should start now trying to bridge the gap between the rates now and those future rates so the change is gradual.

Michael Humphreys moved to approve a 7% Utility Rate increase for the upcoming fiscal year. The motion was seconded by Lynda Chambers and was approved 8 – 1 with Don Ware voting against the motion.

4. *Dave Hansen moved to approve the historic use of State Revenue Sharing levy for public safety needs, specifically street lighting. The motion was seconded by Don Ware and was approved unanimously.*
5. *Don Ware moved to approve and recommend the continued use of all designated funds and line items contained in this FY 2022-2023 budget document. The motion was seconded by Mike Neddeau and was approved unanimously.*
6. *Don Ware moved to approve the 2022-2023 Budget as presented and to recommend the same to Council. The motion was seconded by Michael Humphreys and was approved unanimously.*

Michael Humphreys stated that he has been a part of many budget committees in different places in the State of Oregon and remarked on how well the information was put together. He complimented Staff on how well everything was laid out and easy to understand. He said, "it's not easy to do." Chair Andrews asked for an estimate of hours it takes Staff to put the budget together. McDowell said that between all members of Staff, nearly 120 hours of time start to finish through the adoption of the budget. *A motion was made by Dave Hansen and seconded by Don Ware to*



Budget Committee Minutes

commend Staff for their exceptional efforts in putting the budget and related materials together and thanking them for this service. The motion carried unanimously.

In closing, McDowell asked members to please drop off your binder before leaving.

McDowell thanked everyone for taking their time to review and approve the City budget. McDowell thanked Don Andrews for serving as Chair.

ADJOURN. *The committee adjourned by consensus at 7:16 p.m.*

ATTEST:

APPROVED:

S. Scott McDowell
Budget Officer

Don Ware
Mayor



City Administrator Report

May 24th, 2022

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

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.

“Love is an action, never simply a feeling.”
 ~ Bell Hooks, *Writer & Activist*

“Fear is the path of the dark side.
 Fear leads to anger.
 Anger leads to hate.
 Hates leads to suffering.”
 ~ Yoda, *Star Wars Saga*

“Expect nothing and appreciate everything.”
 ~ Anonymous



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Proposed Use of State Revenue Sharing | FY 2022.2023** – Mayor Ware or Council President Hansen will open the floor to anyone from the public wishing to speak or make recommendations for State Revenue Sharing funds. The Budget Committee recommended using the funds for public safety (*street lighting*) as has been the City’s past practice. Anyone from the public can speak to any part of the budget they choose for Council’s consideration.
- B. **Budget Public Hearing | FY 2022.2023** – Mayor Ware or Council President Hansen will leave the floor open for anyone from the public wishing to speak about the budget as proposed by the Budget Committee. Next month, the public will have another opportunity to comment on the budget prior to appropriation and official adoption.

Items included by the Budget Committee in this FY 2022-2023 budget are below:

- ★ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ★ Approve the levy amount needed for the Wastewater Bond Debt – \$217,984.
- ★ Recommend a 7% Utility Rate Increase for the upcoming fiscal year.
- ★ Approve Historic Use of State Revenue Sharing (Street Lights).
- ★ Approve and recommend the continued use of all designated funds and line items contained in this FY 2022.2023 budget document.



City Administrator Report

★ Approve the FY 2022.2023 Budget and recommend the same to Council.

- C. **Linda McCormick | Stand by Me Plans** – Linda McCormick will be speaking about this year's event to be held on Stand by Me day which is July 23rd every year.

9) LEGISLATIVE:

- A. **Resolution 2022.13: Election to Receive State Shared Revenues** – Annually, Council passes this resolution to receive State Revenue Sharing. The City has historically used this money to help cover the cost of street lights.

What is Council being asked to do?

Pass the resolution to secure funding.

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

10) ACTION ITEMS:

- A. **Linn County Sheriff's Office Contract** – Included in the packet is a memorandum from Sheriff Duncan concerning the rates over the next three years along with the body of the agreement for your review.

What is Council being asked to do?

Authorize the Mayor & City Administrator to execute the necessary documents to continue the law enforcement agreement with Linn County.

- B. **Authorize Rural Economic Alliance (REAL) Agreement Extension** – The IGA with the eight, now nine cities is set to expire on June 30th, 2022. I am asking on behalf of the group to extend the agreement for another two years. REAL will be finishing the objectives from the original agreement that were halted due to the Pandemic. Soon, the group will generate the strategic plan for the next agreement. I have included the current agreement in the packet for your review.

What is Council being asked to do?

Authorize the Mayor & City Administrator to execute the necessary document(s) to continue the agreement with the Rural Economic Alliance.

11) DISCUSSION ITEMS:

- A. **Ad Hoc Committee Recommendations | The Brownsville Times** – Councilors Hansen and Thompson met on Monday, May 9th, and Councilors Chambers & Craven met on May 11th to discuss the business of the Committee. Councilor Chambers suggested the City place a summary of Council meetings on file with *The Times* after every public meeting of the Council. The Committee felt strongly that Council should endeavor to write positive articles about City capital improvements including what the City is planning and what the City has been recently accomplished. The Committee agreed and recognized the need for articles to be correct with all the endeavors Council will be embarking on this year. The Committee felt strongly that if



City Administrator Report

any Councilor had a problem being misquoted or misrepresented in an article that it would be that Councilor's responsibility to handle that matter with *The Times* at their choosing.

Regarding editorials, the Committee would recommend that Council review content and, only in certain scenarios, choose to respond – only if necessary.

B. Park Caretakers | Jason & Lian Stone – The Stones will be starting Monday and will be serving as this year's Park Caretakers.

C. ROI Grant Disbursements | Inception-to-Date – The City received the latest invoice from JayRay. The spreadsheet is included in the agenda packet for your review.

From 04.26.2022: Requirements of Resolution 2022.07 asks that Staff report any ROI grant disbursements to Council. Enclosed in the agenda packet are the transactions so far.

D. April Financials

UPDATES, INFORMATION & HAPPENINGS

Active: Municipal Court ☒ – Many things have been completed over the last months toward the transition to Justice Court. I will provide an oral report for the meeting Tuesday. I have placed the finalized agreement with Linn County in the agenda packet for your review. The City held the last Municipal Court on May 18th, 2022.

From 04.26.2022: Council has reviewed the information to transition the Municipal Court to the Linn County Justice Court. If Council wants to proceed with this transfer, Council needs to make a motion to authorize the City Administrator and Mayor to execute all necessary documents and agreements for this purpose. Linn County has an intergovernmental agreement (IGA) with several cities in Linn County to perform court services. Anyone being issued a citation in Brownsville will have to appear in Lebanon at the Justice Court once the agreement is in place. The City will receive a smaller portion of all fines, assume payment for certain costs, but not have the responsibility of providing qualified court personnel. Staff has a comprehensive checklist to ensure a smooth transition.



Active: Woodblock & Associates Proposal |[G5] ☒ – Basically, Jonathan Dunn & Tyler Miller along with the City have completed all the prep work needed for a proper construction estimate. Woodblock will now put the drawings and specs out for an estimate with Walen Construction so Council will have a clear budget number and scope. The City is hoping to start the work in June 2023 which means the project would need to be bid early Spring 2023. I will provide an oral update Tuesday evening.

From 04.26.2022: The Ad Hoc Committee met with the architects recently to review scope of work and other considerations. The Committee will meet again on the first Monday in May to finalize the scope of work.

From 03.22.2022: Staff is progressing nicely with the architects. Udell Engineering was hired by the City to perform required survey work and the City also entered into an agreement to have a complete evaluation of the mechanic, electrical and plumbing systems.



City Administrator Report

From 01.25.2022: Council had sent Staff forward for a proposal for the upgrades to the Rec Center. The proposal is included in the agenda packet for your review.

Active: Nuisances ☒ – Administrative Assistant Tammi Morrow and I did a full first round of nuisances. The deadline for the first round of Request For Action (RFA) letters is due May 27th, 2022.

Active: Pacific Power Franchise Agreement | [G1] – City Attorney David Ris said we are still awaiting word from Pacific Power company.

From 03.22.2022: Pacific Power sent back their latest language. Mr. Ris and I made our notes and sent it back to them. There is a key point on private development that we are trying to ensure makes the agreement.

From 02.22.2022: City Attorney David Ris and I continue to go back and forth with the Pacific Power over language changes on the new agreement. As soon as we reach agreement on the details, I will forward the franchise agreement to Council for review in ordinance form.



Active: Linx Logistics Meeting ☒ – I have enclosed Mayor Ware's invitation for your review.

From 04.26.2022: Ware, Thompson and McDowell met with Kindra Oliver to round out five general questions about the proposed transportation link to Lebanon. Questions were, 1) routes once in Lebanon, 2) Dial-a-bus interface, 3) rates, 4) funding & commitment level, and 5) timeline, implementation & marketing. Oliver provided a map and schedule for the in-city route once a rider makes it to Lebanon. The Lebanon Senior Center will be the hub for riders to catch the next ride to their final destination. Riders can also contact Dial-a-bus or a demand response vehicle for rides to other locations. Cost to the riders are as follows, \$1 for Seniors or people with disabilities, \$2 for riders over the age of 18, no cost for riders under the age of 18; children under the age of 12 must be accompanied by an adult. All costs reflect a one-way fares.

Oliver will attend an event in Brownsville to answer any questions and prepare for the program roll out. Oliver is updating all associated print materials. The City will need to help with marketing efforts in Brownsville. Ware, Thompson and McDowell have developed a plan for the City. Currently, the City is awaiting a decision by the Senior Center & American Legion.



From 03.22.2022: Mayor Ware, Councilor Thompson and I will attend a meeting with Kindra Oliver who is the Transportation Director for the City of Lebanon the week after Council. I have included some information in the packet for your review.

From 02.22.2022: It is time to start gathering support from community partners if this project is something the City wishes to pursue. Mayor Ware & Councilor Thompson were the Council representatives for this project. We will need to sit down and create a strategic plan for implementation and meet again with Ms. Oliver to line out the details.

Public Works Standards | [G5] – City Engineer Ryan Quigley asked for an extension to complete the final Public Works Standards document. Council will review the document at their June meeting.

From 04.26.2022: Staff met to review the new Public Works Standards on April 13th, 2022. Staff hopes to have a final version for Council approval at either the April or May Council meeting.



City Administrator Report

From 02.22.2022: City Engineer Ryan Quigley finalized the draft Public Works Standards for Staff review. We are excited to receive this document because it is an indispensable tool for properly guiding development. Administrative Assistant Elizabeth Coleman, Public Works Superintendent Karl Frink and I will review the standards and sit down with Ryan to ensure that everything we need is included.

Council will then be asked to approve the Public Works Standards at a future meeting.

REAL. MVP Meetings | [G3] ☒ – McDowell attended the City of Halsey’s Council meeting earlier this month. Halsey voted unanimously to extend the agreement with the Alliance.

From 04.26.2022: The group will now be referred to as REAL which stands for Rural Economic Alliance. I shared the new logos at the last Council meeting. I have been asked to serve as Chair once again for the group. I have also been asked to present at partner City Council meetings on behalf of the group as members are looking to continue the IGA signed in December 2019 for at least one more year before redoing the agreement. The agreement would need to be updated once all the goals and outcomes have been met under the current agreement. The Pandemic caused great delay, but the group has been diligent on making up the time over the last six months.



From 03.22.2022: The group has made significant progress on a new name, mission & vision statements and the website is being built. I will show the new logos Tuesday evening. Councilor Hansen & I attended a RAIN video event reveal at the Rio Theatre in Sweet Home.

RAIN Grant Coordination | [G3] – *From 04.26.2022:* Caroline Cummings, Nate Conroy and I attended the latest checkin with the State.

From 02.22.2022: The City received the grant from Business Oregon. Resolution 2022.07 shares details on how the funds will be expended and such. Staff continues to work out the details for disbursement with RAIN.

D-Prep Status | [G4] ☒ – The group has landed on a price and plans to meet in person soon to determine the correct next step.

From 04.26.2022: Sweet Home’s Blair Larsen is working with the vendor to settle on a few of the details. The group is awaiting a rate schedule and a not to exceed estimate for Phase I.

From 03.22.2022: Interviews happened Friday and Monday prior to Council.

From 02.22.2022: The group is still waiting to get together to make a decision on a vendor. As was reported last month, illnesses caused the delay in all three communities.

Policy

fyi

fyi

fyi

From last month’s report...

Non-Profit Partnerships

The City has partnered with many civic non-profit groups through the years to accomplish certain common, overlapping goals. Cities are not allowed by State law to donate tax money to specific causes,



City Administrator Report

so Brownsville has found ways to partner with groups that have supported local and regional efforts in some cases.

The City has agreements with every civic, non-profit partner that it financially assist during the course of the year or over the course of an agreement. Below is a list of items the City has done for each group. The list isn't intended to be all exhaustive list nor is it intended to be a "look at what we've done" list, rather a reminder of the commitment Council has made through the years.

American Legion | The City helped the Legion by allowing the use of the Community Room as a post before they were able to purchase their current location. The City also provided \$3,000 in Covid relief in 2021. The Legion has always been supportive when community members has certain needs and have always been willing to assist the City in this important way.



Brownsville Art Association | The City assisted with insurance the first three years of the agreement with the Association and cost shared on several improvements to the Art Center space. The City still subsidizes the heating and cooling bills. The Association does a wonderful job maintaining the space and they have created a thriving arts community that is the envy of many neighboring communities. The City also provided \$1,074 in Covid relief in 2021.



Brownsville Canal Company, Inc. | The City installed electricity to the pump site for more than \$10,000. City Staff has maintained the pumps every summer since they were installed in 2008. The City pays the electricity bill through the years totaling well over \$30,000. The City have budgeted for the eventual replacement of the turbine pumps; \$40,000 is budgeted for FY 2022.2023. Unfortunately, the City gets entangled in every single dispute that happens between neighbors regarding repairs, culvert crossings and water use.



Brownsville Chamber of Commerce | The City allowed Pioneer Park to be used for Antique Faire starting in 2008. The group uses the Park for their main fundraisers through the event season. The City participated for years in the Flower Baskets program for more than \$20,000. The City also designates the Transient Room Tax money for Chamber promotional use that averages \$2,500 per year since 2007. The City hangs Chamber Christmas banners each year at its expense. The City also provided \$3,000 in Covid relief in 2021.



Brownsville Senior Center & Flower Club | The City provides \$600 per year to support Senior Center functions. The Senior Center is always helpful and responsive to City needs and requests. Most recently, they hosted the Chamber of Commerce after the Chamber had to leave the Art Association space. The City also provided \$3,000 in Covid relief in 2021. The City also has an agreement with the Flower Club where the City pays for their supplies for their community beautification efforts. The Club maintains the flower barrels downtown and the Brownsville brick flower boxes at the intersection of Main Street and Bishop Way. The City spends about \$500 annually in support of this effort.



Calapooia Food Alliance | The City made arrangements with Former Central Linn Superintendents Ed Curtis & Brian Gardner for the CFA to have a community garden on school property. The City drew up the agreement and pledged \$1,500,





City Administrator Report

which was required by the Central Linn School Board, if the school would have wanted the property returned for school use. The City allowed the CFA to rent the community garden spaces and collect all associated fees for their purposes.

The City allows the CFA to rent space in the Red Barn for the Farmer's Market and charges \$25 per month. The City provides \$150 per month as an in-kind contribution based on the market cost of renting such a space for the benefit of the CFA. The City spent over \$200 to fix the Jail door for their storage when Council authorized the use of Kirk's Ferry Park for the Farmer's Market.

Calapooia Watershed Council | The City spent \$20,000 in 2008 to leverage financing for the dam removal which went over budget. The City offered office space for the CWC for a number of years. The City did an in-kind contribution agreement for that as well. The City allowed them storage space when they initially started.



Cascade West Council of Governments | The City pays an annual membership dues of around \$1,300 and contributes toward Meals on Wheels for another \$1,300.

Central Linn Community Foundation | The City has partnered with CLCF to the tune of \$1,500 annually for the last several years.



Central Linn Recreation Association | The City allows the use of the Rec Center for their programming. They have the ability to sublet portions of the building for revenue purposes. The City provides \$4,500 per year for insurance and is responsible for the general maintenance of the facility which varies per year; averaging around \$16,000 per year. The City also provided \$3,000 in Covid relief in 2021.



League of Oregon Cities | The City pays annual dues of nearly \$1,600. The LOC provides lobbying, informational and training services for members.



Linn County Pioneer Association | The City allows the Picture Gallery to be rented with the proceeds staying with the Association to help fund the annual picnic. The City provides certain annual assistance for the longest running Pioneer Picnic in the State. The City also provided \$3,000 in Covid relief in 2021.



Sharing Hands | The City assisted efforts during the early stages of the Pandemic. Sharing Hands self-sustains most of their efforts. The City has assisted with a few programs through the years.

The City is more than willing to be a community partner and has helped many causes through the years that promote community, economic development and add capacity for residents. Council must recognize the limits of partnering, but does what it feels comfortable explaining to the taxpayers. It is important to know that every non-profit organization is required to be financially self-sustaining and focused on their mission & by-laws in order to maintain their IRS tax status.



City Administrator Report

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
2022	April	40	18	231
2022	March	13	12	211.25
2022	February	19	12	213.25
2022	January	11	11	244.5
2021	December	19	17	200
2021	November	12	16	220.75
2021	October	13	25	204
2021	September	9	3	230
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
	<i>Subtotal</i>	328	241	3864.9
Total				
Average		18.22	13.39	214.72

LCSO Quarterly Meeting | [G1] – Councilor Chambers & Thompson volunteered to attend the upcoming meeting on June 2nd, 2022 in Millersburg. Linn County District Attorney Doug Marteeny will be presenting.

From 04.26.2022: Sheriff Duncan landed on a 5% increase for the law enforcement contract for the upcoming FY. I continue work on ordinances for the group.

TMDL & Designated Management Agency (DMA) | [G1] – *From 04.26.2022:* Work continues.

From 01.25.2022: Total Maximum Daily Load (TMDL) Bi-annual Report – Twice a year the City is required to report on TMDL requirements. As you know, the once 'voluntary' program has now blossomed into requirements with the force of law and possible fines from the State. Many cities in Oregon are charging citizens for stormwater runoff based on impervious surfaces such as roofs, concrete and pavement. The requirements stem from the Clean Water Act passed by the United States



City Administrator Report

Congress. In Oregon, the Department of Environmental Quality (DEQ) administers the program. 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 requirements come from an ever growing list of unfunded mandates handed down to the states by the Federal government.

Staff will prepare the annual report for Council review and approval at the January meeting. Staff is still in the process of reviewing the DMA requirements.

2

Goal 2 | Water Rights

Oregon Association of Water Utilities (OAWU) | [G2] ☒ – *From 04.26.2022:* Public Works Superintendent Karl Frink and I sat down with Tim Tice last week to make decisions on short-term and long term future improvements for the City's Water Distribution System.

From 03.22.2022: Public Works Superintendent Karl Frink and I continue to provide information for the WMCP plan to Mr. Tim Tice at OAWU.



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.

3

Goal 3 | Economic Development Plan

Mid-Valley Partnership (MVP) | [G3] – See above. REAL. Rural Economic Alliance.

4

Goal 4 | Community Development Plan

Active: Canal Company & the Mill Race | [G4] Agreement Proposal – Staff has forwarded the agreement to Canal Company leadership and is waiting to set up a meeting as scheduling allows.

From 03.22.2022: I finished the initial draft of the proposed agreement. Mayor Ware & Councilor Craven have reviewed the document, however, Council should make a few key decisions before proceeding any further.

From 02.22.2022: The City obtained video footage to help in telling the story and highlighting the importance of the Canal. I am working on the agreement and the 'roll out' plan.





City Administrator Report

From 11.22.2022: Councilor Craven and I met with Mr. Holbrook and Mr. Babcock to discuss the expanded Canal Company partnership possibility that was paused due to the pandemic. I will have more at the meeting.

Land Inventory | [G4] – Mr. Kinney continues preparations. 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.

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.

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.

5

Goal 5 | Capital Improvements Plan

Facilities Review Committee Recommendation Outcomes | [G5] – See above.

From 02.22.2022: Staff met with Jonathan Dunn's architecture firm on February 16th, 2022 to start the process at the Rec Center.

From 01.25.2022: Council accepted Woodblock & Associates proposal.

6

Goal 6 | Organizational Development

From 02.22.2022: Council Retreat allows for this goal to be implemented and improved upon.

7

Goal 7 | Advocacy Plan

From past meetings: Council and the Chamber made a difference in getting an exemption for pharmacies carved out by the State Legislature due to the negative impact of the Corporate Activities Tax.



City Administrator Report

ACTIVE, PENDING & STALLED

Active: Rec Center & Pioneer Park Pavilion | Moving Forward – See above.

From 12.21.2022: The next step is to gather accurate cost estimates for work to be performed so Council can determine what happens next.

From 09.28.2021: 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.

Active: McClain & Cemetery Maintenance – Mr. McClain has been notified of the progress the City has made to date on the pending cemetery roadway improvements.

From 04.26.2022: The City has ordered the signs for the Cemetery. Public Works will make arrangements to install the signage and provide the McClain's with a remote control for the new gate.

From 02.22.2022: Public Works Superintendent Karl Frink and I met shortly after the last Council meeting to address the items in Mr. McClain's letter. Karl will be installing an automatic gate at the Cemetery, addressing the stormwater runoff issue with drainage, and Public Works will resume grading the road.

Active: River's Edge Outcome – Staff continues to work closely on inspections and permitting issues. Public Works Superintendent Karl Frink recently reported that the developer was planning on making the required improvements to the open space area in the subdivision. This open space area will be the responsibility of the homeowners association. The City is holding \$102,946.95 for the completion of this project. Once the open space meets inspection, the City will refund those monies.

COMPLETED

- ✓ Partnership funding sent to Cascade West Council of Governments for Meals on Wheels.
- ✓ Linn County Pioneer Association Logistics letter sent.
- ✓ Pam Solberg appointed to Park Board.
- ✓ Finalized Sodaville IGA.
- ✓ Finalized Linn County Justice Court IGA.
- ✓ Contacted the Museum regarding approval for Hands on History.
- ✓ OLCC Renewal Letter sent.
- ✓ Draft Canal Company agreement sent to Canal leadership.
- ✓ Verified Canal Company insurance coverage.
- ✓ Budget Committee meetings and related items.
- ✓ Facility Rates Update & On-line Reservation Modifications.
- ✓ Central Linn Elementary School Field Trip | Mayor Ware & Tammi Morrow.
- ✓ Park Board Budget Presentation.

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

★ *Kirk Avenue Project History*



City Administrator Report

★ *Calapooia Riverbank*

Respectfully Submitted,

A handwritten signature in blue ink, appearing to be "SM", representing Scott McDowell.

City Administrator Scott McDowell

PLANNING AT A GLANCE MAY 2022

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

• Mechanical	Add A/C to gas furnace	857 Pebble St.
• Structural	MH Installation	315 Kirk Ave
• Mechanical	Replace furnace add ac/coil	204 Cooley Ave
• Structural	Install solar roof mount	444 Spaulding Ave
• Mechanical	Replace gas furnace add/ac	719 Kirk Ave
• Mechanical	Replace gas furnace	622 Kirk Ave
• Fence		822 River Ave (P)
• Fence		848 Pebble St
• Fence		854 Pebble St
• Fence		862 Maple St
• Fence		866 Maple St

Updates & General Information

River' Edge Subdivision: Phase 2 is nearly built out. I have received a number of fence permits to date. Several property owners have had difficulty locating property pins in the subdivision, due to landscaping, excavation, & typical construction. As this is a brand-new subdivision, & the City does not locate property pins, the property owners are encouraged to contact the contractor (Chad Davis Const.) for assistance. Mr. McDowell & I have made several trips to the subdivision to verify fence locations where vision clearance poses an issue. Due to the elevations & grades of each home, fence heights & locations vary.

A Note on Development Requests:

I have received many inquiries on parcels for sale. There are several development factors involved for these parcels; cost to extend water & sewer services, annexation options, access, street improvement requirements, to name a few. While the City does not evaluate the depth of developers' pockets or read minds, these factors equal development costs that are considerably higher than a parcel that has infrastructure up to the property line. Determining what City requirements will be imposed (PW Standards, Development Code Requirements, etc.) on the development is nearly impossible **without a detailed plan**.

Staff can provide some details on a property, such as zoning & application requirements, water/sewer locations (sometimes), whether the proposed use is outright permitted or a conditional use, but staff cannot provide costs of 400 feet of a water or 1000 feet of sewer main, building permit fees, surveyors fees, or how to construct an RV Park. A **detailed plan** goes a long way in determining what the City will require. Of the ten plus phone calls I receive on one property, not one detailed plan has been submitted. Staff is glad to provide information, but the property owners & developers need to do their part.

Elizabeth E. Geman

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR APRIL 2022**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	22	0	3	19	
Violations	136	53	29	160	
Contempt/Other	47	3	2	48	
TOTALS	205	56	34	227	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 4,340.00	City	\$ 3,104.00
Total Bail Released +	\$ -	Restitution	\$ -
PayGov Adjustment	\$ -	Oregon Dept Revenue	\$ 890.00
Total Bail Held -	\$ -	Linn County	\$ 296.00
* Total Refund/Rest -	\$ 50.00	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -	Misc Deposit	\$ -
Miscellaneous Income	\$ -		
TOTAL COURT REVENUE	<u>\$ 4,290.00</u>	TOTAL COURT PAYMENTS	<u>\$ 4,290.00</u>

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

TOTAL CASH PAYMENTS TO:

CITY	\$ 3,104.00
STATE	\$ 890.00
COUNTY	\$ 296.00
*REFUND RESTITUTION BAIL HELD	\$ -
TOTAL:	<u>\$ 4,290.00</u>



LINN COUNTY SHERIFF'S OFFICE

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

2022

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

FOR THE MONTH OF: **APRIL**

TRAFFIC CITATIONS:	40
TRAFFIC WARNINGS:	18
TRAFFIC CRASHES:	0
ADULTS CITED/VIOLATIONS:	1
ADULTS ARRESTED :	16
JUVENILES CITED/VIOLATIONS:	0
JUVENILES ARRESTED:	0
COMPLAINTS/INCIDENTS INVESTIGATED:.....	118

TOTAL HOURS SPENT: BROWNSVILLE 231

CONTRACT HOURS = 200 HOURS

Michelle Duncan,
Sheriff, Linn County

By: Sergeant Steven Frambes



Library Advisory Board

Librarian's Report

April 2022

Here are a few facts about our library the month of April 2022. We have received 52 new books for the library. Volunteers donated 120 hours to our library. There were 1,286 materials checked out. 377 adult fiction books; 184 adult non-fiction books; 77 audio books; 396 children's books; 145 junior books; 40 junior reference books and 67 large print books.

In April, we held 11 children's programs with 138 participants. There were 7 programs for adults with 39 participants.

It was delightful to see so many children and adults come to the Library and learn how to plant seeds for their gardens with Don Lyon. We had so much fun that Librarian Sherri will replicate the program with the Story Time group on Friday, May 6. The spring World Cultures and Travel series ended with Eternal Tuscany. I heard it was a delightful program but was sadly unable to attend.

Library Advisory Board member Barbara DeRobertis and I took a morning to review Integrated Library System possibilities for our Library. We suggested Biblionix/Apollo to the Library Advisory Board and are awaiting Budget Committee approval. Changing from Follett to Apollo will allow our patrons to access our catalog from home, be able to renew books and place holds from the comfort of their easy chairs. The Library was offered a gift of \$10,000 from a local donor to purchase eBooks for our Library. The Oregon Digital Library Consortium costs \$4,800 per year and we would be able to start this service January 2023. Switching to the Apollo Integrated Library System would allow a 'flip the switch and make it go.' These services would be a boost to our Library!

Respectfully submitted,

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

Sherri Lemhouse
Librarian



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

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.

February 2022 Update

- ★ **Treasury** | The City has completed two major capital improvements projects over the last part of 2021 and the first month of 2022. The Downtown Sanitary Sewer & Waterline (DTSS) project met with what could have been a massive change order as the crew encountered an old fuel tank. Fortunately, the total costs for removal of that tank was about half of what was originally projected; coupled with contract credits the total change orders will be less than \$20,000 on a \$518,000 project. The American Recovery Plan Act (ARPA) provided over \$200,000 in funding to the City from the Federal government for pandemic relief. Council earmarked these funds for the DTSS project which was very propitious due to the construction costs. The City also finished the development of Remington Park. The project came in slightly under the project budget of \$60,000.

Inflation caused the Social Security Administration to adopt a 5.9% increase for 2022. The City's pay scale was adjusted accordingly. The City experienced continued growth in the housing market and we will see another increase in the City's General Fund for this upcoming fiscal year of close to 5%.

Staff is concerned about the impacts of inflation over the next year. The State continues to drive up permitting fees and other associated costs for operating the utilities.

- ★ **Relationships** | Work with regional partners has been moving forward, full speed ahead. The City is close to making a determination on a vendor for the IGA with Lebanon and Sweet Home for disaster preparation (D-Prep). The group is reassessing the steps forward after the sudden departure of Sweet Home City Manager Ray Towery.

The Mid-Valley Partnership (MVP) has been working to accomplish the goals of that IGA. McDowell was able to successfully apply for funding through Business Oregon to help fund the marketing effort which was a major component of that agreement. The financial relationship with RAIN was also improved by the award. The group has rebranded and will become REAL which stands for the Rural Economic Alliance. The group is now working with the University of Oregon on asset mapping and is looking to hire a RARE student to serve as point for this goal.

Staff has continued to improve relations with Linn County working with the Sheriff's Office contract cities, the improvements made to Planning & Building, working on advocacy with the District Attorney's Office, and hoping to work with the Commissioner's Office on economic development issues. The City is also under agreement with Business Oregon's Rural Opportunities Initiative (ROI) for the monies aforementioned. The City is reporting on ARPA funding too.

The City's new State Representative for 2023, Jamie Cate, has also been active with the City in the interim assisting with the corporate activities tax among other issues that are important to the City.



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.

February 2022 Update

- ★ **Water Rights** | The City will be working with Dyer Partnership on water rights issues moving forward. Mr. Tim Tice assisted with the reverse water right for the Mill Race. Dyer is working on engineering to extend a water line from the GR12 well site.
- ★ **Conservation Plan** | Public Works Superintendent Karl Frink and Administrative Assistant Jannea Deaver continue to work on numbers for Oregon Water Utilities Association (OAWU) for the Water Conversation & Management Plan. Mr. Tim Tice has received a deadline extension from the State's Water Resources Department for the report.

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.
-

February 2022 Update

- ★ **Mid-Valley Partnership** | The Mid-Valley Partnership (IGA) is working on website development and bridging partnerships with other economic development efforts in Linn and Benton County. So far, the group has been successful completing objectives with the help of grant money from the Linn & Benton counties and the State of Oregon.
- ★ **Land Inventory** | Administrative Assistant Elizabeth Coleman continues to work closely with Mr. Dave Kinney to prepare for the completion of the land inventory. The Planning Commission recently added a few issues that could be included in this project. The focus of this project is to ask for more developable land across multiple zones as well as adjusting the Brownsville Municipal Code to accurately reflect new rules that have been adopted by the State and requirements that will be beneficial to the City. Once the City starts the process, there will be several public meetings and discussions around the proposed changes as required by State law.

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.

February 2022 Update

- ★ **EPC** | The Emergency Preparedness Committee recently delivered their annual report to Council. The pandemic has hampered in-person events, so the EPC has relied on newsletters to continue raising public awareness on emergency issues. Linn County has also been active with new EMA Coordinator Ric Lentz.
- ★ **State Legislation** | Council and Staff have been working toward several advocacy issues. The short session will soon be over and bring with it more requirements and rules to implement.
- ★ **Youth Activities** | Sean Johnson stepped down as Central Linn Recreation Association President. Katy Kallai became president. Youth sports and activities has begun again in full swing as the State slowly comes out of pandemic response. Staff is working with Woodblock & Associates to complete Phase I of the assessment of the Rec Center for a major renovation slated to being in 2023.

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.

February 2022 Update

- ★ **Downtown Sanitary Sewer & Waterline (DTSS)** | The City successfully completed this contract. Pacific Excavation, Eugene, Oregon, did a fantastic job completing this work. The City would also like to thank the downtown business owners who were very cooperative during the pre-construction and construction phases.
- ★ **GR 12 Water Line** | The City has asked the Dyer Partnership to move forward with design for this important project. Future utility capacity issues hinge on the completion of this project.
- ★ **TMDL Plan** | The City will be working with engineering to complete new requirements imposed by the State of Oregon since naming the City a Designated Management Agency (DMA). The City is still unclear as to all the requirements and implications of those requirements.

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.
-

February 2022 Update

- ★ **Council Training** | Council continues to take steps toward improving groups dynamics, but have been met with many internal conflicts. This year has been very difficult for Council due to several contentious meetings dealing with the pandemic, a recall effort, and a member taking issue with certain Council decisions. Hopefully, the continuing contentious behavior will subside or stop completely so the group can accomplish their goals without causing undue problems for Staff and the City.
- ★ **Council-Staff** | The City has taken a major step backwards in this area. Mayor Ware and Council President Dave Hansen have recently made efforts to improve Council leadership. Councilor Gerber resigned over the summer and the City saw Councilor Chambers rejoin the group.

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.
-

February 2022 Update

- ★ **Advocacy** | Council moved forward with an effort to help the City's local pharmacy. Councilor Humphreys and Councilor Chambers visited with pharmacy owner Joe Ervin to learn about the impacts of the corporate activities tax (CAT) that has caused many rural pharmacies to close. Bi-Mart also shuttered their pharmacy due to the negative impacts of this new State tax policy.



Councilor Hansen and Councilor Craven visited with Linn County District Attorney Doug Marteeny to discuss State policies that are negatively impacts public safety. The City will continue to work with the Sheriff's Office to advocate on issues that keep citizens safe.

Council also took steps in an effort to protect Staff from illegal mandates and unwarranted harassment.



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

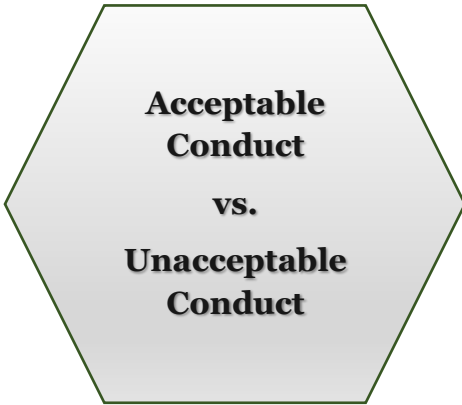
- 3. Strategize & Develop Action Steps
- 4. Implement & Execute
- 5. Review Outcomes

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





RESOLUTION NO. 2022.13

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

The City of Brownsville ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive State revenues for fiscal year 2022-2023.

Passed by Council this 24th day of May, 2022.

Approved by the Mayor this 24th day of May, 2022.

Don Ware
Mayor

S. Scott McDowell
City Administrator
Attest

I certify that a public hearing before the Budget Committee was held on April 28th, May 5th and May 24th, 2022 and a public hearing before the City Council was held on May 24th, 2022, giving citizens an opportunity to comment on use of State Revenue Sharing at three separate public meetings.

S. Scott McDowell
City Recorder



PROCLAMATION
May 2022
“National Military Appreciation Month”

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

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

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

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

THEREFORE, the City of Brownsville proclaim May 2022, as the month set aside for honoring our veterans, service members, and their families in observance of their contribution to our community, our state, and our Nation.

ATTEST:

APPROVED:

Administrator Scott McDowell

Mayor Don Ware

City of Brownsville
2022 Sewer Delinquent Accounts

<u>Tax Account #</u>	<u>Name & Address</u>	<u>Amount</u>
283503	Glenn Michalski 344 Kirk Ave. Brownsville, OR 97327	543.98
	TOTAL	\$543.98

Updated: May 10, 2022



LINN COUNTY SHERIFF'S OFFICE

Michelle Duncan, Sheriff

1115 Jackson Street SE, Albany, OR 97322

Phone: 541-967-3950

www.linnsheriff.org

MEMORANDUM

To: Scott McDowell, City Administrator
City of Brownsville

From: Sheriff Michelle Duncan

Date: April 25, 2022

Re: Law Enforcement Services Contract Projections

The County has settled the contract negotiations with the Deputy Sheriff Association. Based on the terms of the contract, we have updated our projected rates for the Law Enforcement Services Contract for the following three years.

If you have any questions about these projections, please, as always, reach out to me immediately.

Budgetary Projection for Law Enforcement Services Contract:

<u>Hrs Contracted</u>	<u>FY22/23 Rate per Hour</u>	<u>FY22/23 Total</u>
2400	\$79.29	\$190,296

<u>Hrs Contracted</u>	<u>FY23/24 Rate per Hour</u>	<u>FY23/24 Total</u>
2400	\$82.46	\$197,904

<u>Hrs Contracted</u>	<u>FY24/25 Rate per Hour</u>	<u>FY24/25 Total</u>
2400	\$85.76	\$205,824


 Current

**INTERGOVERNMENTAL AGREEMENT BETWEEN
CITY OF BROWNSVILLE AND LINN COUNTY SHERIFF'S OFFICE**

PARTIES TO THE AGREEMENT

This agreement is made and entered into this 1st day of July, 2019, by and between the City of Brownsville, a municipal corporation of the State of Oregon, hereinafter called CITY, and Linn County, Oregon, a political subdivision, of the State of Oregon, and the Sheriff of Linn County, hereinafter called COUNTY.

PURPOSE

The CITY is desirous of contracting with COUNTY for the performance of the hereinafter described law enforcement functions within its boundaries by the COUNTY, through the Sheriff thereof. The COUNTY is agreeable, with approval of the Sheriff, to rendering such services on the terms and conditions hereinafter set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010 and ORS 206.345.

**IN CONSIDERATION OF THE MUTUAL CONVENANTS
CONTAINED HEREIN, THE PARTIES AGREE TO THE
FOLLOWING TERMS, PROVISIONS AND CONDITIONS:**

- 1. Payment by CITY.** CITY shall pay COUNTY in cash equivalent the annual sum set forth below (other cities listed for information only):

CITY	HRS	CONTRACT AMOUNT		
		2019-2020	2020-2021	2021-2022
Brownsville	2400	\$170,040	\$175,176	\$181,224
Halsey	864	\$61,214	\$63,063	\$65,241
Harrisburg	3300	\$233,805	\$240,867	\$249,183
Millersburg	1836	\$130,081	\$134,010	\$138,636
Scio	864	\$61,214	\$63,063	\$65,241

Said amounts shall be paid in quarterly installments during the course of each fiscal year, July 1st through June 30th.

- 2. Service to be Performed by COUNTY.** COUNTY shall perform the services described on EXHIBIT A, which by this reference is incorporated into this agreement herein.



Current

- 3. Term.** The term of this agreement shall run concurrent to the term of the COUNTY Collective Bargaining Agreement and shall be from July 1, 2019 through and including June 30, 2022. However, the service of the COUNTY shall continue to be performed and the authority granted to the COUNTY to enforce the ordinances of the CITY shall continue until thirty days after notice is given by either party that such services or authority is discontinued. By December 31st of each year, the CITY and COUNTY shall review the terms of the agreement and determine if any amendments are desired. In order for any modification to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties.
- 4. Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from:

 - I.** Injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees or agents; or
 - II.** Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other party.

The terms of this provision are neither intended to nor shall they create a right for any third party. The obligations contained in this section shall survive the termination of this Agreement.
- 5. COUNTY** shall be exclusively responsible for all its employees, for providing their wages, benefits, insurance, taxes and all the like whether required by federal, state or local law or any Collective Bargaining Agreement, including but not limited to workers compensation and contributions to Public Employees Retirement system.
- 6. Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
- 7. Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County.

Current

IN WITNESS WHEREOF, the CITY by resolution duly adopted by its respective City Council cause this agreement to be signed by its Mayor and attested by the City Recorder, and the COUNTY by order of its County Commission and attested by the Clerk and the said COUNTY, and subscribed by the Sheriff of Linn County, all on the day and year first above written.

CITY OF Brownsville

LINN COUNTY, a political subdivision of the State of Oregon

By: Don Clare 12/19/2019
Mayor Date

By: Roger Spivack 11-26-2019
Chairman Date

ATTEST:
JM 12.18.2019
City Recorder

[Signature] 11-26-2019
Commissioner Date
[Signature] 11-26-2019
Commissioner Date

APPROVED AS TO FORM:
[Signature]
Linn County Legal Counsel
City Legal Counsel

[Signature] 11.18.19
Sheriff Date

ATTEST:
[Signature]
Linn County Clerk



EXHIBIT A

1. The COUNTY agrees to provide law enforcement services within the corporate limits of the CITY, to the extent and in the manner hereinafter set forth. The law enforcement services shall encompass duties and functions of the type within the jurisdiction of and customarily rendered by the COUNTY, pursuant to the statutes of the State of Oregon, and those duties associated with the enforcement and compliance with the Ordinances duly authorized and enacted by the CITY. Such services shall include the enforcement of State statutes and municipal Ordinances of the CITY.
2. CITY grants to COUNTY full municipal police authority.
3. The rendition of such service, the standards of performance, the discipline of officers, and other matters incident to the performance of such services and the control of the personnel so employed, shall remain with the COUNTY.
4. For the purpose of performing all functions of this agreement, COUNTY shall furnish and supply all necessary labor, supervision, equipment, radio communication facilities and supplies necessary to render said services.
5. COUNTY shall set the rate for services, per the table below:

Hourly Rate		
2019-2020	2020-2021	2021-2022
\$70.85 / hour	\$72.99 / hour	\$75.51 / hour

6. COUNTY shall provide a minimum amount of hours per month to be dedicated in the CITY as listed below:

CITY	MONTHLY CONTRACTED HOURS		
	2019-2020	2020-2021	2021-2022
Brownsville	200	200	200

7. Annual contract increases to the CITY shall be directly related to the COUNTY Collective Bargaining Agreement and related to the percentage of increase in the total cost of COUNTY personnel, to include COLA's, fringe benefits, payroll costs and other COUNTY related expenses. CITY agrees to the hourly rate increases in paragraph five (5) of Exhibit A, based on the minimum hours provided by COUNTY in paragraph six (6) of Exhibit A for each fiscal year.
8. CITY shall have the ability to request and receive targeted services and enhanced patrol, e.g. traffic, and municipal code enforcement.



Current

9. COUNTY acknowledges and agrees that all municipal and criminal offenses within the CITY'S corporate limits, whether initiated by citation, complaint, affidavit, warrant, order, or other instrument shall be prosecuted in the Linn County Circuit Court, Justice Court, or applicable CITY court, as directed by the CITY. Offenses include but are not limited to, CITY Municipal Code Offenses, Violations, and Crimes, and all applicable provisions of the Oregon Criminal Code.
10. COUNTY acknowledges and agrees that all traffic offenses within the CITY'S corporate limits, whether initiated by citation, complaints, affidavit, warrant, order, or other instrument, with the exception of felonies, shall be prosecuted in the Linn County Circuit Court, Justice Court, or applicable CITY court, as directed by the CITY. Offenses include, but are not limited to, all applicable provisions of the Oregon Motor Vehicle Code.
11. The COUNTY agrees to provide a monthly report of all law enforcement activities within the corporate limits of the CITY. The monthly report shall demonstrate compliance with paragraphs 6-9. COUNTY will make a reasonable attempt to assign a liaison with the rank of Sergeant or higher to attend designated individual CITY Council meetings.
12. COUNTY and CITY, including all contracted cities, shall implement a quarterly joint meeting with the Sheriff or Undersheriff to ensure relationships are adequate to jointly achieve the goals of each party. Meetings will be attended by CITY designee including but not limited to the Mayor, Councilor or high-ranking CITY official such as a City Administrator/Manager/Recorder. All joint meetings shall be held at the COUNTY. The location of such meeting will be determined by the COUNTY, with a time and date agreed upon by the contracted cities.
13. CITY, where applicable, will provide the COUNTY with a substation as an in-kind contribution.



Rural Opportunities Initiative (ROI) Grant

Date	Invoice/ Check #	Vendor	Amount	Paid By	Notes:
11.15.2021	7447	JayRay	\$1,600.00	City of Halsey	CWEDD
12.14.2021	7468	JayRay	\$2,668.75	City of Halsey	CWEDD
01.05.2022	7500	JayRay	\$2,095.00	City of Halsey	CWEDD
02.15.2022	7537	JayRay	\$6,575.00	City of Halsey	CWEDD
		Subtotal	\$12,938.75	City of Halsey	
<hr/>					
02.16.2022	# 126238105		\$60,000.00	ROI (Payment #1)	
02.16.2022	1146	RAIN	\$50,000.00	City of Brownsville	Pass through payment.
03.17.2022	7571	JayRay	\$2,000.00	City of Brownsville	
04.13.2022	7584	JayRay	\$600.00	City of Brownsville	
03.30.2022	S-22-1	City of Halsey	\$2,938.75	City of Brownsville	Reimbursement.
05.13.2022	7620	JayRay	\$5,300.00	City of Brownsville	

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR LINN COUNTY

IN THE MATTER OF AN INTERGOVERNMENTAL
AGREEMENT BETWEEN THE CITY OF
BROWNSVILLE AND LINN COUNTY

RESOLUTION &
ORDER NO. 2022-156
(Agreement execution)

COMES NOW, Scott McDowell, City of Brownsville Administrator, in a regularly scheduled and
duly advertised meeting on May 10th, 2022, and respectfully requests that the Board of
County Commissioners for Linn County (Board) approve an Intergovernmental Agreement in the form found
in Exhibit 1, attached hereto; and

WHEREAS, The Board having reviewed the agreement, and being fully advised by staff; and finding
that pursuant to ORS 279A.025(2), and Linn County Public Contracting Rule 137-046-0130 (4)
("Exemptions, contracts with other public agencies") said agreement is excluded from the Public Contracting
Code and Linn County Public Contracting Rules; now, therefore, be it

RESOLVED, That the agreement as set forth in Exhibit 1 with the City of Brownsville, be approved;
and

ORDERED, That duplicate originals conforming to Exhibit 1 be executed this day, and that the
originals bear this resolution and order number, and that fully-executed originals be distributed as follows:

///
///
///
///
///



- 1 (1) two originals to **Scott McDowell** for signatures; with
- 2 (2) one original to be returned to the Linn County Board of Commissioners for filing.

3 Resolved this 10th day of May, 2022.

BOARD OF COUNTY COMMISSIONERS
FOR LINN COUNTY

	AYE	NO
<u><i>Roger Nyquist</i></u>	<u>X</u>	_____
Roger Nyquist, Chairman		
<u><i>William C. Tucker</i></u>	<u>X</u>	_____
William C. Tucker, Vice Chair		
<u><i>Sherrie Sprenger</i></u>	<u>X</u>	_____
Sherrie Sprenger, Commissioner		

11 APPROVED AS TO CONTENT:

12 *Darrin L. Lane*
 13 Darrin L. Lane
 14 Linn County Administrative Officer

APPROVED AS TO FORM:

12 *Eugene J. Karandy II*
 13 Eugene J. Karandy II
 14 Deputy County Attorney for Linn County



INTERGOVERNMENTAL AGREEMENT

This Intergovernmental Agreement made and entered into in duplicate original as of the later of the dates entered below, by and between the CITY OF BROWNSVILLE, a Municipal Corporation, organized and existing under the laws of the State of Oregon, hereinafter called "City" and LINN COUNTY, a political subdivision of the State of Oregon, hereinafter called "County" regarding the JUSTICE OF THE PEACE COURT DISTRICT 4A FOR LINN COUNTY hereinafter called "Justice Court."

RECITALS

The State of Oregon has declared it to be a matter of statewide concern to promote intergovernmental cooperation for the purposes of furthering the economy and efficiency in local government, and

Oregon Statutes grant general authority for intergovernmental agreements by units of local government pursuant to the provisions of ORS 190.010 et seq., and

Any city may enter into an agreement pursuant to ORS 51.035, ORS 51.037, and 190.010 with a county in which a justice of the peace district is located for the provision of judicial services. A justice of the peace providing services to the city pursuant to such an agreement shall have all judicial jurisdiction, authority, powers, functions and duties of the municipal court of the city, the judge thereof with respect to all or any violations of the Charter or Ordinances of the city, and

The City of Brownsville is wholly within the boundaries of Linn County and wholly within the boundaries of the Justice of the Peace District No. 4A, for Linn County, and

City and County have deemed it to be to their mutual advantage and to the best interest of their respective constituencies to enter into this Intergovernmental Agreement for the purpose of providing that the Justice Court shall have all the judicial jurisdiction, authority, powers, functions and duties of the municipal court of the City and the Judge thereof with respect to all or any violations of the Charter or Ordinances of the City.

NOW, THEREFORE, in consideration of the recitals above and the mutual covenants, terms and provisions set forth below, the parties agree as follows:

- 1.0. Beginning June 1, 2022 the Justice Court and the Justice of the Peace District 4A for Linn County shall provide judicial services to City, and shall have and exercise the judicial jurisdiction, authority, powers, functions, and duties of the municipal court of the City and the Judge thereof with respect to all or any violation of Ordinances of the City. While this Agreement is in effect, the Justice Court and the Justice of the Peace District

- No. 4A for Linn County shall have authority to enforce all municipal court judgments and orders entered by the municipal court before the effective date of this Agreement.
- 2.0. Except as otherwise provided in this Agreement, the County shall provide all necessary court personnel, equipment and supplies and pay all expenses incurred in connection with Justice Court operations, including prosecutions under provisions of the City Charter and Ordinances, except the following expenses of City Charter or Ordinances prosecutions which shall be paid by the City: the services of a prosecuting attorney, witness fees and expenses, interpreter fees and expenses, all costs, fees and expenses of trials, and the services of the court appointed counsel to qualified indigent defendants. Both parties to this Agreement understand that responsibility for prosecuting all City Charter and Ordinance violations shall be with the City of Brownsville. City may commence an action at any Justice Court facility.
 - 3.0. After paying any assessments and other amounts as required by law, the City shall receive $\frac{1}{2}$ of all fines and forfeited bail on judgments entered in the Justice Court arising from a City Charter or Ordinance offense; the County shall receive the other $\frac{1}{2}$ of fines and forfeited bail on such judgments. The Justice Court shall provide a monthly accounting to the City for all sums collected on judgments for City Charter or Ordinance offenses. The City also agrees that any debts currently in collection but received by the Justice Court on or after June 1, 2022 shall be distributed in the same $\frac{1}{2}$ split between the City and the County as required under this Section.
 - 4.0. If the City enters into a contract with Linn County Sheriff's Office for police services while this agreement is in force, all prosecution in the Justice Court initiated by or filed by the Linn County Sheriff's Deputies for traffic offenses that occur within the City shall be deemed as prosecutions initiated by a City police officer for the purposes of ORS 153.645.
 - 5.0. This Agreement shall continue in effect so long as there is a Justice of the Peace Court District 4A for Linn County, or until terminated by either party as provided in Section 6.0.
 - 6.0. Each party to this Agreement reserves the right to terminate this Agreement at the end of any fiscal year by giving the other party written notice by April 1st of the year in which the Agreement is to terminate. Each party covenants to exercise this right only upon good cause. The reason for this covenant is that the City and County, respectively, are local governmental units bound by local budget laws; each is required, at a minimum, to plan services in advance on a fiscal year basis.
 - 7.0. Each party agrees to indemnify and hold harmless the other from any liability arising from the acts or omissions of the elected officials, officers, employees, or agents of the party.
 - 8.0. This Agreement shall be liberally construed to affect the purposes expressed herein.

9.0. No amendment of this agreement shall be effective unless made in writing and signed by both parties.

10.0 This Agreement is effective when both parties have executed it. Upon effective execution, this agreement supersedes and replaces all previous agreements pertaining to Justice of the Peace Services entered into between the City and the County, including but not limited to Intergovernmental Agreement 2012-025 (Justice Court clerk services) and 2019-030 (Justice of the Peace acting as municipal judge).

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate on the date set forth below.

CITY OF BROWNSVILLE
A Municipal Corporation (Brownsville)

BOARD OF COUNTY COMMISSIONERS
FOR LINN COUNTY

By:



Don Ware, Mayor



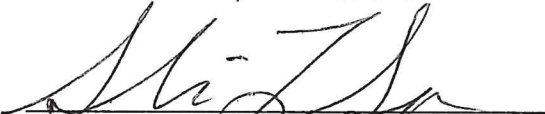
Roger Nyquist, Chairman



S.Scott McDowell, City Administrator



William C. Tucker, Commissioner



Sherrie Sprenger, Commissioner


04.27.2022

Date

May 10th, 2022

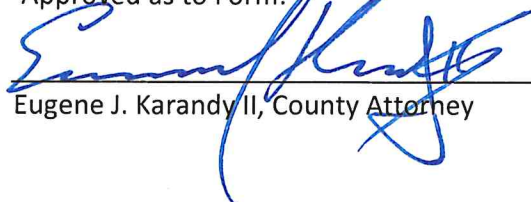
Date

Approved as to Content:



Darrin L. Lane, County Administrator

Approved as to Form:



Eugene J. Karandy II, County Attorney

Mike Caughey, City Council President, Harrisburg

Two months ago, I was invited to do a "ride-along" with Sergeant Steven Frambes of LCSO.

We met at our City Hall at 8 AM and we talked about many things and he answered many questions for me about laws, procedures and methods. He ran traffic in several areas of town we know to be problematic. He made 13 stops for traffic infractions and cited four of the drivers, one for numerous violations. I was really surprised at how much he "sees" while he driving. He keeps tabs on his Deputies scattered across the whole county as well as watching for suspicious circumstances along the route. I have questioned "discretion" on numerous situations in the past pertaining to the monthly summary we receive. I now have a much better feel for that term and what it entails. At the end of his shift, he pulled over a lady speeding in one of our "hot spots". After speaking with the driver, he came back to the patrol vehicle and laid out the facts and circumstances to me and asked me whether to write a citation or just give a warning. After hearing the facts, I said "just a warning". Discretion was the word. We parted company at 4 PM after a few *interesting* experiences.

Steve's knowledge and consideration of the circumstances could not be faulted. The many considerations of what was dangerous or just a bit of sloppy driving was really an eye-opener for me.

I do not always agree with LCSO or their methods, but I know first-hand some of the issues they deal with on a daily basis. I learned a lot and have a far better understanding of what our Deputies do every day.

I hope that all Councilors avail themselves of a ride-along with one of our LCSO folks, we should all understand first hand what goes on in our town and what our tax dollars are buying.

Observation: You will *not* run away from a LCSO vehicle. 95% of the Deputies that I have met are good, caring and thinking individuals. My thanks to LCSO and the people who work there.



Oregon

Kate Brown, Governor

Department of Environmental Quality
Western Region Salem Office
4026 Fairview Industrial Dr SE
Salem, OR 97302
(503) 378-8240
FAX (503) 373-7944
TTY 711

May 18, 2022

Karl Frink, Public Works Superintendent
City of Brownsville
PO Box 188
Brownsville, OR 97327-0188

RE: DEQ authorization of discharge to Calapooia River until June 18, 2022
City of Brownsville
NPDES Permit #102206
File #11770
Linn County

Dear Mr. Frink:

DEQ authorizes the discharge to the Calapooia River until June 18, 2022 provided the City continues to meet all of its NPDES permit requirements. Please note that the City may only discharge at the rates specified in Table A2 of its permits.

If you have any questions, please contact Steve McMillan at Steve.McMillan@deq.oregon.gov or 541-686-7799. I may also be reached at 503-378-5081.

Sincerely,

Ranei Nomura
Water Quality Manager
Western Region

cc: Permit Correspondence File, Western Region – Eugene, DEQ
cc: Steve McMillan, Western Region – Eugene, DEQ



INTERGOVERNMENTAL AGREEMENT BETWEEN VARIOUS MUNICIPAL CORPORATIONS OF THE STATE OF OREGON

PARTIES TO THE AGREEMENT

This agreement made and entered into this ____ day of November 2019, by and between the following municipalities:

- | | |
|---------------|------------|
| Adair Village | Lebanon |
| Brownsville | Monroe |
| Halsey | Philomath |
| Harrisburg | Sweet Home |

All listed cities are municipal corporations of the State of Oregon, hereinafter called CITIES, and hereby partner for the formation of the Mid-Valley Partnership, hereinafter called MVP, for the purpose of building economic development capacities for the region. This will be accomplished by creating a joint economic development organization as identified in Exhibit A – “Mid-Valley Prosperity Partnership Economic Strategy and Action Plan – 2019” and by creating the deliverables listed in Exhibit B.

PURPOSE

The CITIES are desirous of enhancing economic development activities that better serve the public. The CITIES will utilize resources such as personnel time, capacities, facilities and funding to promote the vision, strategy and goals set forth herein. This agreement is authorized and provided for by the provisions of ORS 190.010.

IN CONSIDERATION OF THE MUTUAL CONVENANTS CONTAINED HEREIN, THE PARTIES AGREE TO THE FOLLOWING TERMS, PROVISIONS AND CONDITIONS:

- Financial Obligations by CITIES.** CITIES shall cost share expenses on mutually agreed to terms allowed and authorized by each CITIES governing body

through the CITIES manager, administrator or authorized designee. Responsibility to meet financial obligations will be the sole responsibility of every political subdivision who is a party to this agreement.

During FY 19-20, expenditures by each City shall be within existing appropriate budgeted funds. A work program and budget will be developed by the Operations Group and proposed to each City in the FY 20-21 and subsequent budget processes.

2. **Service to be Performed by Third-Party Agents.** CITIES shall ensure performance of any services rendered on behalf of CITIES.
3. **Term.** This agreement shall be from November 1st, 2019 through and including June 30, 2022. However, the CITIES shall continue until all agents and third-party obligations are met once officially authorized by this agreement. The CITIES shall review the terms of the agreement and mutually determine if any amendments are desired. For any modification(s) to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties and placed as an attachment or appendices to this agreement.
4. **Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from actions derived for the purpose of this agreement:

Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other parties.

The obligations contained in this section shall survive the termination of this Agreement.
5. **Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
6. **Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County and/or Benton County as a last resort.
7. **Intent.** The intent of this Agreement is to cooperatively create a working relationship that will be mutually beneficial.

IN WITNESS WHEREOF, the CITIES by resolution duly adopted by its respective CITIES Council cause this agreement to be signed by its Mayor and attested by the CITIES Recorder, all on the day and year first above written.

**[Signature Pages to be added individually
to the agreement upon execution.]**

2019 MVP IGA Signature Page



Mayor



Administrator

Date: 10/22/2019

Date: 10.22.2019

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

Introduction

Linn and Benton Counties are the heart of the southern part of Oregon's Willamette Valley, stretching east and west from the top of the Cascades to the top of the Coast Range. It is a region with long Native American history and heritage, and the history of pioneers from the eastern United States traveling on the Oregon Trail to reach this land which was and is rich in natural resources and opportunity. The two counties historically have been central to Oregon's agriculture and timber economies. This has included not only raising and harvesting crops and timber, it has included industries for processing, packaging, and shipping finished timber and agriculture products. These industries historically have been the foundation of employment, culture, and society in the two counties.

But, the economic foundation of the region was greatly shaken with the significant reduction of timber harvesting starting in the early 1980's. This eliminated jobs in the woods, jobs in the mills, and jobs in the supporting business community. It created a stagnant and diminishing population and economic base in the cities in the region, especially the smaller cities.

Agriculture remained strong, but the nature of the agriculture industry changed with growing commoditization, technology impacts, and global trade.

During the last two decades, high-technology businesses have located in the region bringing new dimensions to the economy with new employment, capital investment, and assessed valuation. The bulk of the high-tech growth has been in the large cities in the region, specifically Corvallis and Albany. However, the promise of becoming a high-tech hub was tempered with the Hewlett-Packard facility in Corvallis starting strong with employment to major reductions in jobs over time. This is a symptom of the global market and changing technologies encouraging large corporate businesses to rethink their systems, processes, and locations.

Competitive advantage is key to attracting and retaining businesses such as HP, and just as critical in attracting and retaining businesses and investment of all sizes and in all locations.

Starting with the "Rural Linn County Economic Development Proposal" created by leaders from rural cities in Linn County in 2015, leaders from several rural Linn communities continued to meet to discuss economic development strategies for the region. In the fall of 2017, eight cities from rural Linn and Benton Counties applied for a Rural Opportunities Initiative Grant through Business Oregon to partner with RAIN to bring a Venture Catalyst to the region to work with local entrepreneurs. These cities seek to continue the intra-city effort to create efficient and effective structures for furthering the economic objectives of the region beyond the Rural Opportunities Initiative grant and the work done through RAIN.

The initial eight-city collaborative consists of Sweet Home, Lebanon, Brownsville, Halsey, Harrisburg, Monroe, Adair Village, and Philomath. Together they take the name "Mid-Valley Partnership, or MVP. This Strategic Action Plan is the framework for the cities to work together to accomplish common economic goals and respond to common economic opportunities.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

The eight-city initial collaborative reviewed the Rural Linn County Economic Development proposal created in 2016. This strategy document is based on that work, seeking to update and expand its scope to meet needs of the broader Linn-Benton region beyond the RAIN project.

Assessment of the Environment, Opportunity, and Needs

- Economic growth is happening throughout Oregon with historically high employment rates, high business investment, high levels of export, and high revenue and profit. However, this growth is primarily happening in larger cities which have the capacity to attract and support this level of economic development. Oregon's rural communities continue to not share this high level of economic prosperity.
- In the Linn-Benton region, Corvallis and Albany have great capacity for supporting economic development in dedicated city staff and active economic development organizations. This capacity allows these larger cities to effectively respond to queries from potential businesses and investors, to respond to Business Oregon and other organizations when they disseminate requests for information on behalf of potential businesses, and to facilitate the siting, development, operation, and growth of new businesses.
- None of the cities in this partnership have the same capacity to participate in these high-level economic development activities. There is no framework to cooperate with or even complement the efforts of Albany and Corvallis in attracting new business investment into the region. The smaller communities get left behind.
- There is significant opportunity for bringing economic investment to the eight cities in the partnership if the cities understand how to position and leverage their individual and joint assets, and how to respond to opportunities.

The best opportunity for economic investment in these communities may lie in working collaboratively, recognizing several things:

- The economic, housing, and services markets no longer focus on individual communities, but instead on systems tying together regions with multiple communities.
- Smaller cities can now compete with any larger city as a location for business investment due to the advent and growing availability of high-speed and high-capacity internet connections.
- Smaller cities have the competitive advantage of small-town livability.
- Each of the partners has assets and opportunities unique to themselves, but potentially stronger when tied together and leveraged.

This strategy is a commitment by each of the cities to work toward a partnership agreement to act as a coordinated economic development entity to accomplish three primary goals:

- To develop a coordinated story about the assets and opportunities available in each of the partner cities, and in the network of the cities working together.
- To research, identify, and pursue economic opportunities created by looking at the partner cities and region as a single economic, housing, and services system.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- To be able to respond to requests for information, invitations to respond to opportunities, create and implement regional economic development strategies, and advocacy for the region's interests.

Assets to Promote and Leverage

The managers and administrators of the Mid-Valley Prosperity Partnership met in August 2019 to build the foundation for the update of prior strategic planning. In that meeting, the leaders identified several assets of the region that create significant economic opportunity. These are in addition to assets identified in earlier work. These are:

- Higher Education – Two major research universities and one technology focused community college are in the immediate region. This presents great opportunity for using land and resources in the eight cities to help the education institutions pursue and expand their research and development programs.
- Traded Sector – While agriculture and timber economies were historically based on growing and harvesting, the expectation in today's economic world is traded sector where the raw materials created by farm and forest activities are processed locally in manufacturing, food processing, and creation of finished products and distribution of those products globally. The cities each have land and resources to expand traded sector businesses.
- Agriculture Businesses – The Willamette Valley, along with all of Oregon, is marked by family farms rather than large scale corporate farming. These farms compete well relying on the power of co-ops to create competitive abilities. However, these systems can be fragile. Strengthening family farms by creating traded sector vertical integration is highly important to the future. As well, providing farmers with additional income streams to diversify their business models will help preserve the family farm foundation of the region. These additional income streams may include produce and meat sales on-site, restaurant services on-site, farm-stays, and other activities.
- Telecommuters and Home-Based Businesses – With the advent of high-speed internet access to all communities, the opportunity exists to attract telecommuters and homebased businesses that can operate completely remotely. These foot-loose entrepreneurs may find livability opportunities in the eight cities where they can operate and succeed on a global scale to be highly attractive.
- Micro-businesses – Generally cannot afford the startup costs necessary in a larger city. The eight cities can provide incubator and micro-business support infrastructure, possible in conduction with the higher institution institutions, and likely at lower costs.
- Available Infrastructure – The Mid-Valley is poised for economic success for many reasons including extensive infrastructure. Not only is the area laced with surface trucking and automobile links including I-5 and several major highways, it has two major rail lines, pipelines, and a regional and several general aviation airports. Each of the cities has sewer, water, and storm systems with capacity to meet development needs. Broadband internet services are widely available. Energy including natural gas and electricity are available at

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

highly competitive rates. Now under development is a very large containerized freight transfer facility linking trucking to rail amplifying the efficiency of freight movement in the mid-Willamette Valley.

- Physical Alignment – The cities are close together and aligned on a general east/west axis across the Valley. They are connected by state highways. The I-5 corridor is crossed by similar city alignments east and west of Salem and east and west of Eugene. The fact these alignments to the north and south are anchored by large cities gives those aligned regions greater economic opportunity. The Linn-Benton aligned cities have not rallied in the past around common interests and opportunities but have great potential to thrive if the east/west physical alignment is amplified by an east/west economic alignment especially recognizing the north/south links offered by I-5 including easy access to commercial aviation at Mahlon Sweet Field in Eugene.
- Affordability and Ease of Development – The rural communities have more streamlined and less extensive codes than the surrounding larger cities coupled with a “How can we get to yes?” attitude. Land and development costs and fees are generally less than in larger communities. The communities support economic development and, working together, can be a formidable competitor for investment in retention, expansion, and creation of businesses.

Strategy

1. [Establish a rural-focused primary point of contact collaborating with all existing services and organizations to align, focus, and leverage resources and connect entrepreneurs to resources](#)

Existing, relocating, or start-up businesses can all benefit from assistance to successfully implement their growth strategies. A plethora of services and support organizations currently exist at state and local levels to help, but it is difficult for owners of businesses of any size to easily tap into these critical resources. By creating an entity to focus on these rural Linn County interests and represent them to other organizations, the Partnership will ensure those resources are better aligned, leveraged, and accessed in our communities.

As a result of fostering collaboration and helping align and focus resources for the eight rural cities:

- The Partnership will collect, catalog, and share relevant information, organizations, and services, and will help enable businesses to access and utilize needed resources. This will include an asset map to discover and understand the potential available in the region.
- The services to be cataloged shall be broad based including workforce development, finance, small business management assistance, and other important resources to help businesses succeed.
- By connecting existing and potential businesses to these resources, the Partnership will facilitate economic growth and employment opportunities.
- Where resources do not exist, or are not at the needed scale, MVP will identify those needs and work to see they are addressed.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- MVP will be a voice for businesses in rural Linn and Benton counties when working with regional, state, and global entities.
- MVP will plan for realizing the economic potential of the region looking for those places to connect needs and opportunities.

Outcomes

- A complete inventory of local land use and zoning laws and mapping with the means to keep it updated.
- A complete and constantly updated database of land and buildings available for new business development.
- A catalog of business services including banks, accounting, legal, commercial real estate firms, and other professional services available to business owners and entrepreneurs, as well as the government service of Business Oregon, Worksource Oregon, the Small Business Administration, and other economic development organizations.
- Assistance in knowledge of, understanding, and navigating state, county, and local rules and regulations.
- MVP becomes a behind-the-scenes partner helping new or existing businesses make the decisions to locate or expand locally and to increase their success.
- A recognizable organization and regional point of contact to provide advocacy and leadership in regional economic development efforts, serving as a credible entity to work with businesses, the Regional Solutions Team, other state and federal agencies, institutions of higher education, and the Legislature and Congress. Advocacy through the Cascade West Council of Governments and the League of Oregon Cities is currently underway.

2. [Connect new entrepreneurs with learning opportunities and start-up support.](#)

A prominent commercial real estate broker recently commented, “I see lots of potential entrepreneurs with great ideas and nothing else.” The “nothing else” these potential businesses lack is financial support for initial purchases, technical assistance, management support, legal training and support, and market research.

- MVP will use its developed network of existing contacts, organizations, and services to assist current and emerging entrepreneurs with accessing the tools and resources they need to bring their ideas to fruition. For example, understanding market rents for vacant storefronts in various communities, guidance or help in developing business plans, or referrals for legal and professional advice on organizational structures and business practices.

Outcomes

- MVP is employing a rural business accelerator approach using the business incubator model developed by RAIN and services such as those provided by Senior Corps of Retired Executives (SCORE).

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- The entrepreneur development work is critical to the region and the partnership will continue to sponsor and carry out this work and the program's recommendations.

3. Help link existing and potential employers with a skilled and trained workforce

A reliable source of trained people is critical to attracting new business and retaining existing businesses. Educational programs are underway through other organizations in the county to develop basic work skills. Linn Benton Community College, the City of Albany, Linn County and several local high schools have various programs to assist people of all ages to upgrade their skills, thus enhancing their employability. Worksource Oregon provides extensive information on training and employment opportunities. In addition, employers frequently have job specific training programs. However, existing employers also have made clear the need for basic or soft skills, i.e. timeliness, personal reliability, grooming.

- MVP will support the efforts of all these trainers to produce a skilled workforce to meet current and future needs.
- MVP will cooperate with Worksource Oregon and local workforce development entities to identify needs, opportunities, and systems for creating a larger and better prepared workforce.
- MVP will include training and employment information in both its asset mapping and its publicly available information database.
- MVP will advocate as needed for rural training programs matching the needs of existing and potential rural employers.

Outcomes

- Businesses are matched with trained workforce.
- Businesses are attracted to the region due to an existing, skilled workforce.

4. Advocate for the rural communities and the goals of this partnership for improved market conditions, and improved legislative, regulatory, or government laws, policies, and programs, particularly those directed at workforce readiness and development.

Rural areas generally lack a voice or a seat at the negotiating table. They may not be aware of government programs funding or facilitating economic development efforts, or may lack the capacity to access them. Having a voice, particularly one connected to existing economic development service organizations, is critical to participating in these efforts. Further, ensuring small, rural oriented employers can be heard when legislative or regulatory changes are proposed is also important in maintaining employment and job growth.

- MVP will work with state, county and local governments to ensure regulations and legislation are designed to stimulate rather than stifle local rural business growth including land use regulations, local fees and charges, building permit processes, and civil engineering requirements.

Mid-Valley Partnership Economic Strategy and Action Plan

EXHIBIT A

- MVP will work to simplify this task by developing knowledge and contacts within existing organizations.
- Oregon Cascade West Council of Governments is a regional resource for community and economic development efforts. MVP will work with OCWCOG to help leverage economic development programs and services. Oregon Cascade West Council of Governments also provides an advocacy platform to advance policy recommendations to better equip rural settings for economic development. Creating effective relationships with State officials is crucial for effective State involvement.

Action Plan

In order to pursue and accomplish the four goals of the Mid-Valley Partnership, a common structure for working together and getting things done is critical to create. It is evident a formal agreement must be created to establish a formal entity to carry out this work. This entity needs to be funded, housed, and staffed appropriately to meet these needs:

- Facilitate and lead the ongoing work of the partnership.
- Staff resources to pursue the four goals above working with the leaders of the Partnership to set priorities for specific actions and a detailed work plan to achieve them.
- Continue to plan and pursue a detailed and specific economic strategy based on what the partner cities can accomplish working together leveraging the resources and assets of the region.
- Seek outside funding when appropriate to support the work.
- Develop the materials, narrative, and story to be universally used by the Partnership to effectively communicate what is needed to have an entrepreneur understand the assets, resources, and opportunities of the partner communities both individually and together.
- Serve as the primary point of contact for inquiries from Oregon agencies, other economic development organizations, local governments, and existing and potential business entities.

To create this entity, a joint effort and structure will be created by an Intergovernmental Agreement between the partner cities. As the joint effort finds success, the structure of the entity might need to change, but is determined to be appropriate at this time to use an IGA to create agreement on the structure and direction of the economic development entity, to create a system of governance, and to create the financial structure defining each city's contribution.

It is also determined the initial organization needs to be streamlined and focused on creating the required structure and achieving the initial identified goals.

The Intergovernmental Agreement will be drafted with these elements:

- Operational Group to Pursue the Outcomes and Strategies of this Plan
 - ▶ The City Manager or Administrator from each city.
 - ▶ Other staff as needed.

Mid-Valley Partnership
Economic Strategy and Action Plan

EXHIBIT A

- Administration
 - ▶ The Cities of Lebanon and Sweet Home will jointly be the conveners and managers of the logistics and records of the meetings and activities.
 - ▶ The City of Lebanon will be the fiscal agent for the new entity.
 - ▶ The Operational Group will determine the need for staff and capital resources to carry out the work of the new entity after the first year.
- Finance
 - ▶ The existing working group will determine the needed structure of staffing and resources to carry out the first year of the regional entity. This to be reflected in the IGA.
 - ▶ The existing working group will determine the needed budget to carry out the first year of the regional entity with this to be reflected in the IGA.
 - ▶ The existing working group will determine the contribution needed from each of the partner cities, proportioned in an equitable manner. This will be incorporated into the IGA.

**Mid-Valley Partnership
Economic Strategy and Action Plan**

EXHIBIT A

Next Steps

ACTION	RESPONSIBILITY	TIMEFRAME
Draft the Intergovernmental Agreement (IGA)	Subcommittee	Completed by November 1 st , 2019
Develop a presentation summarizing this Plan to be presented to the City Councils of the eight cities with the recommendation to approve the IGA. The presentations will be made by members of the working group including the city managers and administrators.	Subcommittee to develop presentation	Ready to use by November 15 th , 2019
Enter into a three-year IGA based on the Goals, Outcomes, and structure outlined above	Advocacy and Council support by each City Manager and Administrator	Target for IGA approval is December 31 st , 2019
Deliver the presentation to other cities as requested with an invitation to consider joining the partnership	Entire Group	As requested
Define the Scope of Work and Staffing Needs to carry out the Plan	Operation Committee	March 2020
Develop a financial plan for on-going operations to submit as part of each City's 20-21 and subsequent budget processes	Operations Committee	March 2020 and subsequent years
Revise this strategy as needed and update the IGA	Operation committee	Completed within three years of adoption of the initial IGA.

EXHIBIT 'B'

Deliverables

(Projected over the life of the agreement)

Marketing

- ★ The creation of a professional logo.
- ★ Branding: packaging the story of the region for the general public; specifically geared to the clientele the collective is attempting to attract and retain.
- ★ The creation of a professional website.

Asset Mapping

- ★ Develop a comprehensive list of resources to meet the purpose of this partnership including but not limited to:
 - The State of Oregon
 - Non-profit
 - Financial Resources
 - Angel Investors
 - Market Sectors
 - Higher Education Assets
 - Rural Advantages
 - Natural Aspects
 - Amenities
- ★ Oregon Prospector
 - Populate available property with uniformity.
 - Devote resources to maintain this important data base.
 - Identify all relevant information.

Contract Management & Personnel

- ★ Determine how to accomplish necessary objectives.
 - Create work requirements
 - Develop budgetary needs.
 - Agree to means of execution.

**Mid-Valley Partnership
Economic Strategy and Action Plan**

EXHIBIT B

- ★ RAIN Entrepreneurship
 - Continue to monitor efforts.
 - Ensure objectives are met per State agreements and obligations.
- ★ Personnel
 - Discuss advantages of hiring personnel.
 - Identify the capacities of existing personnel.
 - Determine housing and equipment needs.

2019 MVP IGA Signature Page



Mayor



Administrator

Date: 10/22/2019

Date: 10.22.2019

S. Scott McDowell

From: Oregon DEQ News <ordeq@public.govdelivery.com>
Sent: Wednesday, May 18, 2022 11:19 AM
To: admin@ci.brownsville.or.us
Subject: DEQ to form climate Equity Advisory Committee



NEWS RELEASE

DEQ to form climate Equity Advisory Committee

Date: May 18, 2022

The Oregon Department of Environmental Quality is seeking people from across the state to be part of a new Equity Advisory Committee to help guide the Climate Protection Program. Interested individuals are asked to provide a brief [statement of interest](#) by June 13, 2022.

The committee will be a key partner for the program's community climate investments, which will be used to help Oregon transition away from fossil fuels to cleaner forms of energy. The committee will play an important role in determining what types of emissions reduction projects are supported by community climate investments and where those projects would be located.

"As Oregon transitions from fossil fuels towards cleaner, affordable and renewable fuels it is critical that all Oregonians have access to these fuels and can share in the economic and health benefits," said Colin McConnaha, manager of DEQ's Office of Greenhouse Gas Programs. "The Climate Protection Program and projects funded by community climate investments are important tools for achieving these goals."

Community climate investments are prioritized for projects that benefit environmental justice communities: those communities overburdened by pollution, disproportionately impacted by climate change, and with less access to cleaner fuels. DEQ most wants to hear from people from or with experience serving BIPOC (Black, Indigenous, People of Color), tribal, rural and other environmental justice communities in Oregon.

Potential committee members must be committed to:

- Addressing climate change and its impacts
- Improving access to cleaner, renewable fuels in Oregon
- Reducing pollution and improving health for all communities
- Uplifting traditionally underrepresented communities

DEQ needs people throughout the state to provide their thoughts on what types of clean energy, energy efficiency and other greenhouse emissions reduction projects are most needed in their communities. Committee members should have lived experience, expertise or interest in environmental justice or equity, interest in the health impacts of climate change, or interest in reducing greenhouse gas emissions.

Committee members may include representatives from community-based organizations or associations, tribes or tribal associations, environmental justice advocates, environmental advocates, academic researchers, or those who work in climate or energy fields. DEQ will prioritize convening a committee that represents multiple regions across Oregon.

Background

The Climate Protection Program, which took effect Jan. 1, sets a declining limit, or cap, on greenhouse gas emissions from fossil fuels used throughout Oregon, including diesel, gasoline, natural gas, and propane. The cap applies to transportation, residential, commercial, and industrial settings. The program, along with other state initiatives, will reduce emissions 50% by 2035 and 90% by 2050.

Under the program, DEQ issues permits for greenhouse gas emissions, called compliance instruments. One compliance instrument allows a company to emit one metric ton of greenhouse gases. The number of permits issued by DEQ declines each year as the emissions cap is reduced. Companies regulated under the program can also choose to use a limited number of community climate investment credits in place of reducing their emissions. Companies can choose to earn these credits by contributing funds to DEQ approved entities. Those entities then invest those funds in projects that reduce greenhouse gas emissions in Oregon's communities. Companies will demonstrate compliance with the program's first three-year reporting period in 2025.

Resources:

[Committee information](#)

[Questions for statement of interest](#)

[Climate Protection Program webpage](#)

[Sign up to receive updates](#)

S. Scott McDowell

From: STEVEN FRAMBES
Sent: Thursday, May 12, 2022 11:56 AM
To: 97327
Subject: FW: Important Update - MIP Tobacco

Thought I'd start forwarding some legal updates we receive from the state.

From: DAVE SNIPPEN
Sent: Tuesday, May 10, 2022 3:39 PM
To: All Criminal
Subject: FW: Important Update - MIP Tobacco

Detective Captain Dave Snippen
Linn County Sheriff's Office

From: Elmer Dickens
Sent: Tuesday, May 10, 2022 2:33 PM
To: Elmer Dickens
Subject: Important Update - MIP Tobacco

We just learned that the State Legislature did away with all tobacco enforcement for those under 18 years old.. I wish this was an April Fool's joke, but unfortunately the joke is, once again, on Oregonians.

In Oregon SB 587, the Legislature buried this little nugget in section 19 without any discussion. Section 19 says ""ORS 167.785 and 431A.180 are repealed."

ORS 167.785 **was** the statute that dealt with " Possession of tobacco products or inhalant delivery systems by person under 18 years of age." **It has now been repealed, effective September 25, 2021.**

Here is an explanation I found in an article about the bill.

" The law also eliminates penalties for youth purchase, use and possession of tobacco products, which will help reduce interactions between youth of color and police, and put responsibility on those who sell tobacco illegally, not on youth."

So this change has effectively ensured that new generations of tobacco users (our children) can use and get addicted to tobacco without any legal consequences.

Please make sure that everyone in your agency is aware of this. Taking enforcement action against a juvenile for using or possessing tobacco is no longer allowed in Oregon. For all of you that have seen Christmas Vacation, this must be how Clark Griswold felt when he got the Jelly of the Month Club gift. I need Tylenol and eggnog – hold the eggs..

Stay safe,

Elmer Dickens
OSSA General Counsel

S. Scott McDowell

From: Oregon Secretary of State <Oregon.SOS@public.govdelivery.com>
Sent: Monday, May 9, 2022 10:12 PM
To: admin@ci.brownsville.or.us
Subject: Press Release: Cyber Attack Prompts Security Response From Oregon SOS

P R E S S R E L E A S E



Secretary of State **SHEMIA FAGAN** The State of Oregon

Contact: Ben Morris, 971-209-5521, ben.morris@sos.oregon.gov

Cyber Attack Prompts Security Response From Oregon SOS

SALEM, OR — The Oregon Secretary of State has not been hacked. No sensitive data on our systems has been exposed. No systems related to elections administration have been compromised.

The Oregon Elections Division learned on Monday that Opus Interactive — a web hosting provider used by the campaign finance firm C&E Systems — was the victim of a ransomware attack. C&E's database was compromised, which includes their client's log-in credentials for ORESTAR accounts. As a result, the Secretary of State's Office is proactively working to protect system integrity and requiring all users to reset their passwords.

"None of our systems have been compromised," said Chris Molin, Oregon Secretary of State Information Systems Division Director. "Out of an abundance of caution, we are taking steps to protect isolated users impacted by the attack, and communicating proactively about the issue to prevent confusion."

All affected ORESTAR users — 1,100 people — will receive a notification and have been sent detailed instructions on how to proceed.

Information on the ransomware attack is available on [Opus Interactive's website](#).

The Oregon Secretary of State takes cybersecurity extremely seriously. We work with [CISA](#), [EI-ISAC](#), and the [FBI](#) year-round to ensure the integrity of our systems.

###

S. Scott McDowell

From: Senator Jeff Merkley <Senator_Merkley@Merkley.senate.gov>
Sent: Tuesday, May 17, 2022 1:24 PM
To: admin@ci.brownsville.or.us
Subject: Checking in



Dear Scott,

May is Mental Health Awareness Month, a time to remember that mental health care is health care. We should all have access to the care we need when we're not well—whether we're treating our bodies or our brains.

I also want to acknowledge that we are living through difficult times and that, for many, this has caused new mental health challenges or worsened existing challenges. As we continue to face frightening news and what feels like continuous stresses at work, at home, and with the ongoing pandemic, I strongly encourage folks to seek support if they need it.

I will keep working in the Senate to make sure everyone has access to affordable, top-notch health care—mental and physical. That includes doing my part to make sure our kids can access mental health resources they need at school through my *Elementary and Secondary School Counseling Act*, which would add thousands of new counselors to schools, and continuing my fight to ensure those moving through our immigration system also have access to mental and physical health care resources. It remains critical that we also build upon the advancements of the *Affordable Care Act* to ensure mental health care is treated and covered on par with other health care services.

No matter our diagnoses or what we're going through, we all should receive the support and resources we need. I will continue to do all I can to secure mental health resources for everyone.

All my best,
Jeff

If you or someone you know is in crisis, please reach out. You are not alone.

National Suicide Prevention Lifeline: 1-800-273-8255
En Español: 1-888-628-9454
For Deaf & Hard of Hearing: 1-800-273-8255
(TTY users: use your preferred relay service or dial 711 then 1-800-273-8255)



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

Follow us: (<https://twitter.com/@OregonCities>) (<https://www.facebook.com/LeagueOfOregonCities>)

ABOUT RESOURCES EDUCATION ADVOCACY

LOC Home (<https://www.orcities.org/>) > Resources: Communications (<https://www.orcities.org/resources/communications>) > LOC Bulletin (<https://www.orcities.org/resources/communications/bulletin>) > **Appellate Court Rules on Public Records Law**

Share:

LOC News

Appellate Court Rules on Public Records Law

The Oregon Appellate Court recently ruled that documents held by a public official are subject to Oregon's public records statutes and must be disclosed when required by statute. The case in question, **Bialostosky v. Cummings** (<https://cdm17027.contentdm.oclc.org/digital/collection/p17027coll5/id/31533/rec/1>), focused on access to notes taken by a city councilor during a meeting with a constituent. A public records request was submitted for the notes; however, a lower court ruled that the notes were not held by a public body and therefore not disclosable. The appellate court's analysis concluded that the councilor constitutes a public body, and the records must be released. The appellate ruling is consistent with LOC's trainings on public records and the Oregon Attorney General's Public Records Guide. City officials with questions on this ruling should consult their legal counsel, city recorder or the LOC.

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

Last Updated 5/13/22

View all LOC news >

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>)

(mailto:
body=L
of
Oregon
Cities
:
:
Appella
Court
Rules
on
Public
Records
Law
-
[https://
court-
rules-
public-
records
law](https://court-rules-public-records-law))

S. Scott McDowell

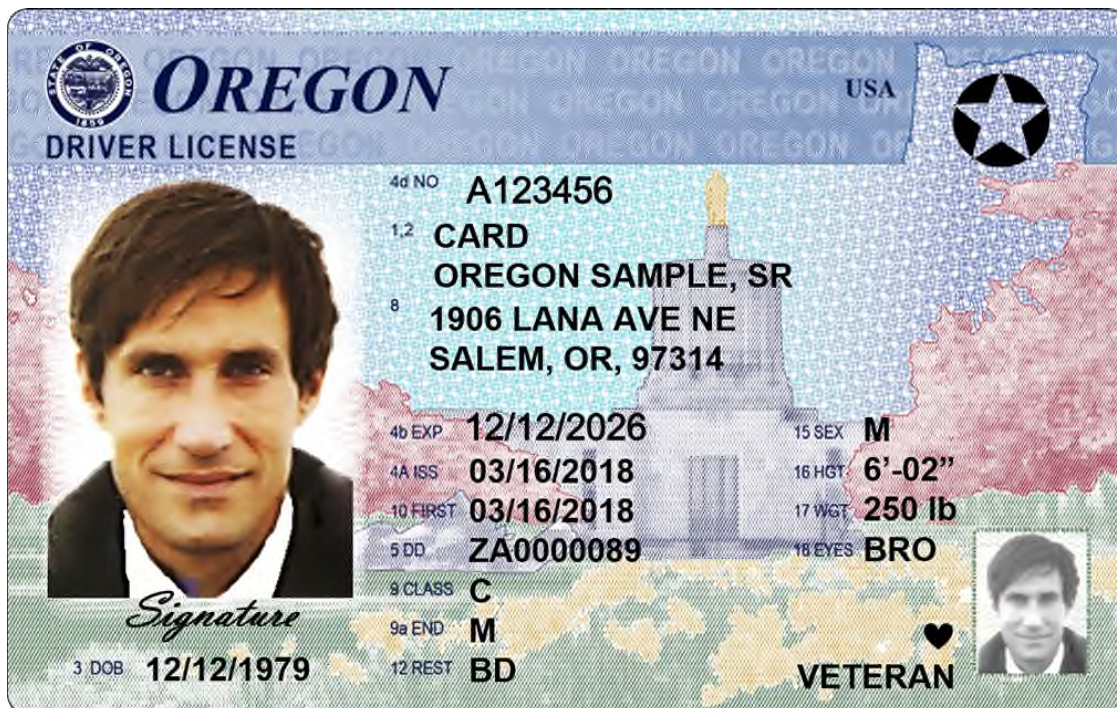
From: Oregon Department of Transportation <odot@service.govdelivery.com>
Sent: Tuesday, May 3, 2022 8:02 AM
To: admin@ci.brownsville.or.us
Subject: Only one year left to get ID required for air travel

Having trouble viewing this email? [View it as a Web page.](#)



Oregon Department
of Transportation

News Release



Only one year left to get ID required for air travel

Newsrooms: New B-roll of Real ID issuance at a DMV office is available for download by request to david.j.house@odot.oregon.gov

May 3, 2022

The Real ID deadline is only one year away!

Starting May 3, 2023, you will need more than a standard Oregon driver license or ID card at airport security checkpoints to board a flight within the U.S. You will need a

Real ID-compliant driver license or ID card, or a passport or other federally acceptable ID.

The Transportation Security Administration has a full list of identity documents it will accept for air travel at [TSA.gov](https://www.tsa.gov)).

If there is even a tiny chance you will need to travel by air in the future, don't wait until 2023 to make sure your ID is ready to fly. What if you get a sudden wedding invitation? Or the sad news of a funeral?

"A year may sound like a long time, but it isn't when it comes to issuing secure identification such as driver licenses, ID cards and passports," DMV Administrator Amy Joyce said. "It can take weeks to gather the documents you need to qualify for a type of ID that the TSA will accept at airports."

DMV offices in Oregon and across the country are busy, and the U.S. Department of State has a backlog for passport applications and renewals. As the Real ID deadline approaches, DMVs and the State Department will get busier. So beat the rush – get the Oregon Real ID option or a passport now.

Is your license or ID card expiring in the next 12 months?

You can renew your Oregon license or ID card up to 12 months before your expiration date. If you need to renew in the next 12 months anyway, why not do it early and add the Real ID option? That would save you a second trip to DMV or the wait for a passport.

Real ID is optional in Oregon because you may already have a passport, passport card, military ID or other credential for air travel. But if you want the Real ID option on your Oregon driver license or ID card, don't wait until you book a flight.

How do I get the Real ID option in Oregon?

1. Make sure you have the documents you need to qualify for Real ID. Create your own checklist at [Oregon.gov/RealID](https://www.oregon.gov/RealID).
2. You must apply for Real ID in person. You can visit a DMV office or make an appointment at [DMV2U.Oregon.gov](https://dmv2u.oregon.gov).
3. Bring the documents on your checklist and your current license or ID card, and pay the \$30 Real ID fee in addition to the regular issuance, renewal or replacement fee.
4. Then the process is the same as a standard Oregon card: signature, get your photo taken and receive a paper interim card until your Real ID plastic card arrives in the mail in 5-10 business days. You cannot use the interim card for air travel.

"You may already have the ID you need for air travel," Joyce said. "But if you don't, please act now – get or renew your passport, or add the Real ID option to your Oregon license or ID card. Oregon DMV offices are already very busy, but they will get busier in 2023 because of Real ID."

###

News media contact:

David House, DMV Public Affairs, 503-945-5270 or david.j.house@odot.oregon.gov

MONTH END FINANCIAL RECAP

	APRIL 2022		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 21,510.36	\$ 61,698.41	\$ 924,264.01	28.88%	\$ 2,490,212.99	1
2 WATER	\$ 30,623.57	\$ 38,953.93	\$ 267,768.95	33.27%	\$ 549,481.05	2
3 SEWER	\$ 35,036.39	\$ 26,225.10	\$ 773,196.02	67.70%	\$ 309,003.98	3
4 STREETS	\$ 15,625.44	\$ 17,311.00	\$ 133,266.20	41.14%	\$ 232,783.80	4
5 WATER BOND	\$ 92.22	\$ -	\$ 46,248.00	30.33%	\$ 28,054.00	5
6 SEWER BOND	\$ 229.39	\$ -	\$ 299,691.23	99.37%	\$ 17,658.77	6
7 SEWER DEBT FEE	\$ 11,883.89	\$ -	\$ 116,068.31	83.35%	\$ -	7
8 BUILDING & EQUIPMENT	\$ 134.09	\$ -	\$ -	0.00%	\$ 192,400.00	8
9 WATER RESERVE	\$ 1,993.85	\$ -	\$ -	0.00%	\$ 100,800.00	9
10 HOUSING REHAB	\$ 133.85	\$ -	\$ -	0.00%	\$ 215,271.00	10
11 WATER SDC	\$ 33.86	\$ -	\$ -	0.00%	\$ 44,600.00	11
12 SEWER SDC	\$ 271.70	\$ -	\$ -	0.00%	\$ 415,675.00	12
13 STORMWATER SDC	\$ 70.41	\$ -	\$ -	0.00%	\$ 104,505.00	13
14 BIKEWAY/PATHS	\$ 137.03	\$ -	\$ -	0.00%	\$ 52,990.00	14
15 LIBRARY TRUST	\$ 4.62	\$ -	\$ -	0.00%	\$ 7,412.00	15
16 CEMETERY	\$ 5.07	\$ -	\$ -	0.00%	\$ 8,826.00	16
17 TRANSIENT ROOM TX	\$ 271.98	\$ -	\$ 1,000.00	100.00%	\$ 2,120.00	17
18 SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19 LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 9,995.00	19
20 COMMUNITY PROJECTS	\$ 87.51	\$ 11,280.00	\$ 7,872.14	5.54%	\$ 129,502.86	20
	\$ 118,145.23	\$ 155,468.44	\$ 2,453,306.55			

Key Bank Account

<i>General Checking</i>	\$ 99,405.55
Oregon State Treasury	\$ 6,105,737.46
<i>Community Improvements</i>	\$ 167.97
<i>Project Escrow Holding</i>	\$ 10.38
<i>Project Holding Acct #2</i>	\$ 102,946.95
TOTAL OST / LGIP	\$ 6,208,862.76

Annual Bond Payment

<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
Total	\$ 352,427.00

2021-2022	YTD	% of Total
Appropriated	\$ 7,857,013.00	33.20%

Total Bonded Debt (Principal Only)

<i>Water</i>	\$ 847,897.50
<i>Wastewater</i>	\$ 5,126,135.50
	\$ 5,974,033.00

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

ARPA Funds

<i>(American Rescue Plan Act)</i>	\$202,343.92	Received 8/25/2021
	\$113.83	Received 10/25/2021
	\$202,457.75	Total Funds Received
	\$202,457.75	Funds Disbursed YTD