



Council Meeting

Tuesday – January 22nd, 2019
7:00 p.m. in Council Chambers

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CITY OF BROWNSVILLE

Council Meeting

Tuesday, January 22nd, 2019

Location: City Hall in Council Chambers

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: December 18th, 2018
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. **Resolution 2019.01:** Shepherd Public Service Recognition
 - B. Oaths & Affirmations – S. Scott McDowell
 - C. Dr. Lori Garcy – Brownsville Art Association Report
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Library
 - E. Court
 - F. 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.

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



9) LEGISLATIVE:

- A. **Resolution 2019.01:** Shepherd Public Service Recognition
- B. **Resolution 2019.02:** Appoint Pro-Tempore Judges (*Annual*)
- C. **Resolution 2019.03:** Commitment to Safety Program (*Annual*)
- D. **Resolution 2019.04:** Disburse Transient Room Tax (*Annual*)
- E. **Resolution 2019.05:** Authorize Check Signers

10) ACTION ITEMS:

- A. Appoint Council President (*Two Year Term*)
- B. Appoint Cascade West Council of Governments Representative (*Two Year Term*)
- C. Appoint Central Linn Recreation Association Liaison (*Two Year Term*)
- D. Mid-Valley Bike Club
- E. Ed Putman Proclamation
- F. Approve TMDL Plan Changes

11) DISCUSSION ITEMS:

- A. Cemetery Bridge Report
- B. Budget Advertisement 2019
- C. Goal Setting Session Recap
- D. December 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

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



December 19th, 2018

ROLL CALL: Mayor Don Ware called the meeting to order at 7:00 p.m. with Councilors Thompson, Neddeau, Chambers, Shepherd, Block, and Gerber present. Administrative Assistant Tammi Morrow, Public Works Superintendent Karl Frink and City Administrator Scott McDowell were also present.

PUBLIC: Kim Clayton, Lynlee Bischoff, Elizabeth Coleman, Allen Buzzard, David Hansen, Kaye Fox, Sgt. Greg Klein (*LCSO*), Jack Alsman, Marilee Frazier, and Jordan Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: Mr. McDowell would like to add Action Item 10) F. Personal Services Contract with Judge Meyer to the agenda tonight.

MINUTES: Councilor Shepherd made a motion to approve the November 27th, 2018 meeting minutes as presented. Councilor Block seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **EPC Committee Update – Marilee Frazier.** Mrs. Frazier was present with a progress report for Council. In October, the American Legion held a Haunted House Fundraiser. Folks were asked to donate canned food at the door. She displayed a rusty can of Ravioli that was brought in. The food expired in 2013. She reminded everyone that they need to check their food supplies and make sure that the emergency rations they have on hand are not expired. Mrs. Frazier stated that the group's focus is public education, and they have done several presentations at different area locations. The City website can also be accessed with a lot of critical information to be found there. The Senior Center has established a phone tree and she encouraged other neighborhood groups to do this too. Mrs. Frazier reminded Council that the EPC meets every other month or so at City Hall and encouraged more folks to get involved. The group also attends regional EPC meetings in Albany, which is a great networking opportunity. Mayor Ware thanked Mrs. Frazier and the rest of the EPC for all their hard work on behalf of the community.
2. **New Website Tour.** Mr. McDowell presented a 12-minute quick review of the City's new website. The capabilities have expanded exponentially and increased efficiency tremendously. The site can be translated in multiple languages, looks great on smart phones, is public records compliant, has a search feature and is safe in the cloud. McDowell thanked Council and the Budget Committee for investing in the website upgrade.; it's a very useful tool for the entire community.

DEPARTMENT REPORTS:

3. **LCSO Sheriff's Report.** Sergeant Klein reported that in November there were 15 traffic citations, 21 hours for traffic enforcement, and 204 hours overall. Klein asked Council if they had any questions, and then wished everyone a Merry Christmas!
4. **Public Works.** Public Works Superintendent Karl Frink reported that he would just hit the highlights this month. PW had a couple of water leaks, one was a main



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line leak on Loucks Way. He continues to work on the WWTP getting everything ready for discharge. PW has spent a lot of time in the Park. The City lost 2 well pumps; Star Water System came out and got them repaired in 2 days, all is in compliance and functioning correctly again. Leaf cleanup in the Park continues.

5. **Planning.** No updates tonight.
6. **Administrator's Report.** Mr. McDowell reported to Council that Bridger Johnson from McGee Engineering did an inspection on the cemetery bridge. The news was not great. The timber beams are in various stages of decay. Public Works has ordered weight limit signs to post. We will receive the official report the third or fourth week of January 2019. If, or when, the bridge needs replacement the current cost is likely to be \$150,000 - \$200,000. Environmental regulations are causing prices to skyrocket. It will likely take multiple years to reserve funding for this project. The City will have to address this issue sooner rather than later.

McDowell and several Councilors attended the recent Canal Company meeting. The group appears to be attempting to disband again. They are looking into quit claim deeds to return the property to abutting property owners. McDowell suggested forming a small group of Council members to learn information about the Canal Company and bring back some ideas and concepts to Council. Councilors Block and Thompson volunteered with Councilor Gerber serving as an alternate.

McDowell recently attend the ICMA meeting with the main topic of discussion around the current state of recycling. Recycling is not just an Oregon problem, it is a nationwide situation. (Information was included in the agenda packet for review.) Tipping (dumping) fees are likely to double or triple in the near future; research shows an incinerator would cost billions of dollars.

The election results are finalized, and the marijuana vote to prohibit large grows in town has officially passed. Mayor Ware has written and mailed a letter to the Linn County Commissioners asking about next steps and encouraging them to honor the City's UGB expansion request.

The Goals Setting Session in January will include discussion around the marijuana nuisance ordinance and, also, a complaint involving painting curbs in cul-de-sacs. The Ed Petermen crosswalk discussion will also be continued at the Goals Setting Session.

McDowell reported on a RAIN update. Basically, they have accomplished all their goals in 6 months! Governor Brown has vetoed and removed funding for the RAIN group out of the State budget. Legislators are looking into the situation, and trying to secure future funding. Simply put, RAIN matches investors to entrepreneurs in Oregon, and are doing a great job of it. Council may want to consider increasing the City's contribution in the future.

The Facilities Review Committee (FRC) presented a recommendation to Council last month. Mayor Ware has sent a packet of information to CLSD and the City of Halsey. CLSD Board members George Frasier and Jennifer Durringer have been appointed to review the information. Halsey City Administrator Hilary Norton has expressed that February would be a good time for her to participate in this project. A meeting will be scheduled around that time frame.



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Councilors Neddeau, Thompson and newly elected Dave Hansen will be meeting with Mr. McDowell for basic, in-house elected officials training on Friday, December 21st, 2018.

McDowell stated that a retirement party for Judge Jad lemhouse will be held on January 12th, 2019. If any Council member is planning on attending, please let Mr. McDowell know asap as reservations are required.

7. **Library Report.** No comments.
8. **Court Report.** No comments.
9. **Council Comments.** Bryan Miyagishima has extended an invitation for the City to be part of the Linn Library Consortium. Councilor Gerber inquired as to why we have never joined the group before. McDowell responded that 12 years ago the City did not have a regional focus. The culture has changed; it might be worth exploring this opportunity now to see what is offered. Mayor Ware requested the Library Advisory Board review the proposal.
10. **Citizen Comments.** Lynlee Bischoff stated that she is concerned about Pioneer Park. This year there were 2 dead beavers. Last year the beavers destroyed 21 trees. She would like to suggest using chicken wire or something to stop their chewing and damaging the trees.

Alan Buzzard spoke next, stating the he is an 11-year Brownsville resident. He wished everyone a Merry Christmas, and stated that he would like to serve on the Planning Commission.

LEGISLATIVE ITEMS:

1. **Resolution 2018.23 – Lemhouse Public Service Recognition.**
Councilor Gerber moved to adopt R 2018.23 as presented. Councilor Shepherd seconded the motion, and it passed unanimously.
2. **Resolution 2018.24 [A & B].** Last month Council sent McDowell forth to investigate funding sources for the Kamstrup radio read water meters project. It is important to be clear the water rates are NOT going up. The meters are simply more efficient and correct in reporting water actually used. McDowell looked at several different options to fund this project. The two best options are self-funding and contracting financing through the Government Capital Corporation. Councilor Shepherd was in today and suggested adopting both motions in case a problem develops with GCC due to time frame constraints. He thinks that the City should consider building a relationship with GCC for future projects and emergency situations. Mayor Ware stated that he agreed. *Councilor Shepherd made a motion to adopt R 2018.24 [A] and [B], with [B] being the first option and [A] as the fallback. Councilor Gerber seconded the motion. Discussion was called for. Councilor Chambers asked if the quote from GCC included a contingency amount. McDowell replied in the affirmative. The vote was called for, and was approved unanimously.*

ACTION ITEMS:



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1. **Parks & Open Space Advisory Board.** *Councilor Block moved to appoint Lynlee Bischoff to the Parks & Open Space Advisory Board. Councilor Gerber seconded the motion and it was approved unanimously.*
2. **Planning Commission Appointment.** *Councilor Block moved to appoint Steve Schilling to the Planning Commission. Councilor Shepherd seconded the motion. Discussion was called for. Councilor Chambers stated that she would like to appoint Allen Buzzard. She stated that he has attended City Council meetings regularly. A vote was called for with all voting in favor of Steve Schilling, with the exception of Councilors Chambers and Gerber, the motion passed 4-2.*
3. **Marijuana Payment Disposition.** *McDowell brought the issue of the quarantined marijuana funds back to Council for discussion as directed. Councilor Shepherd stated that he feels that these funds should be expended through the General Fund to cover a small portion of the funds expended in legal fees around the marijuana issue. Shepherd stated that he felt Council should have a clear track on this money to give it a lot of transparency. Councilor Shepherd moved to approve the marijuana funding received to cover the cost of legal fees associated with marijuana. Counselor Block seconded the motion, and it passed unanimously. McDowell stated that there are other disbursements to come; they will be quarantined and brought before Council as appropriate. Councilor Shepherd suggested expending these funds in the same manner until all legal fees have been paid.*
4. **Extend Linn County Pioneer Picnic Association Lease.** *McDowell stated that the LCPPA has a long-standing 3-year lease agreement with the City that expired in 2017, with a 1-year option that was exercised. The agreement was then current through 2018. It is now up for renewal. Councilor Gerber moved to renew this agreement for 3 more years. Councilor Chambers seconded the motion and it was approved unanimously.*
5. **Extend Brownsville Art Association MOU.** *McDowell reported that this agreement is up for renewal. The BAA has done a phenomenal job with the space downstairs. Councilor Gerber moved to renew this agreement. Councilor Chambers seconded the motion, and it passed unanimously. Councilor Shepherd was concerned about the BAA or its volunteers putting signs out front and damaging the irrigation system, grass, etc. McDowell assured him Staff would continue to attend to this detail.*
6. **Appoint Jessica Meyer as City Judge.** *McDowell stated that Jessica Meyer had recently been appointed as a Justice of the Peace by the Governor. Councilor Block moved to appoint Jessica Meyer as Brownsville Municipal Judge upon Jad Lemhouse's retirement and allow the City Administrator Scott McDowell to negotiate the terms of the agreement. Councilor Shepherd seconded the motion, and it passed unanimously.*

DISCUSSION ITEMS:



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1. **2019 Councilor Calendar.** Staff created a 2019 calendar for Council. These important dates can also be found on the web site.
2. **Goals Setting Session.** McDowell reminded Council of the upcoming January 19th, 2019 Council Goals Setting session. The session will run from 8:00 a.m. to 12:00 p.m., with lunch provided. Dave Hansen sent out a cool article featuring Brownsville as the one great small city for the entire State of Oregon!
3. **November Financials.** No comments.

CITIZENS COMMENTS – Kaye Fox thanked Councilor Shepherd for his many years of service, and told him that he would be missed here. She also wished everyone a Merry Christmas.

COUNCIL COMMENTS – No comments.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:03 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



January 22nd, 2019

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

One liner of the month

Avoid clichés like the plague.

Note: The first section of this report is important because it provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals which are on the Council room wall or in the budget. When you see this symbol, ☒, it means I will provide more information at the meeting.

“There is no power equal to a community discovering what it cares about.”
~ Margaret Wheatley, Consultant

“The sea and wind can at the same time convey my neighbor’s vessel and my own.”
~ Jean-Baptiste Say, Economist

“History teaches, but it has no pupils.”
~ Antonio Gramsci, Political Theorist



Dr. Martin Luther King, Jr.

AGENDA ITEMS DISCUSSION – The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Recognize Councilor Shepherd** – The City has historically ‘passed the torch’ by recognizing the outgoing Councilor prior to the oaths and affirmations. Once that is completed, Councilor Hansen will take his seat on the dais.
- B. **Oaths & Affirmations** – Mayor Ware, Councilor Thompson and Councilor Hansen will be officially sworn into office.
- C. **Brownsville Art Association Annual Report** – Dr. Lori Garcy will be in attendance to review the Association’s 2018 activities and highlight what’s in store for 2019.



Councilor Shepherd

9) LEGISLATIVE:

- A. **Resolution 2019.01: Shepherd Public Service Recognition** – Enclosed is a resolution recognizing Gary Shepherd’s service to the City. Historically, Council has passed this and presented it at the very beginning of the meeting.



City Administrator Report

- B. Resolution 2019.02: Appointing Pro tempore Judges** – Council passes this legislation annually to provide a substitute judge(s) for Mrs. Meyer as may be needed for vacations, personal emergencies, conflicts of interest and such that could arise during of the year. The resolution will be placed on the Council dais before the meeting.



Judge Meyer

What is Council being asked to do?

Pass the resolution to provide pro tempore coverage for Judge Meyer.

- C. Resolution 2019.03: Commitment to Safety Program** – Council passes this annual legislation to recognize the importance and priority of the City’s employee safety program as required by the State of Oregon and City/County Insurance Services (CIS).

What is Council being asked to do?

Pass the resolution to reaffirm the City’s commitment to Staff safety.

- D. Resolution 2019.04: Disburse Transient Room Taxes** – The Budget Committee & Council appropriated the amount of taxes collected for this purpose. Time has come again to pass legislation to distribute these funds. Typically, Council has provided these funds to the Chamber of Commerce who has provided marketing efforts for the promotion of Brownsville.

What is Council being asked to do?

Pass the resolution to disburse the money in accordance with the Brownsville Municipal Code.

- E. Resolution 2019.04: Authorize Check Signers** – Councilor Shepherd has been a secondary check signer for a very long time. Since he will be enjoying his retirement, Council needs to approve new check signers. I have spoken with Councilor Block and Councilor Neddeau to serve as check signers, both have agreed.



What is Council being asked to do?

Pass the resolution to authorize checks to be signed and executed on behalf of the City.

10) ACTION ITEMS:

- A. Appoint Council President (Two Year Term)** – Council elects a Council President every odd year according to the Brownsville Municipal Code. The Council President is to serve as Mayor, in the absence of the Mayor, and to assist with elected & appointed personnel related issues. Councilor Gerber is currently serving in this capacity.

What is Council being asked to do?

Appoint a Council President.

- B. Appoint a Cascade West Council of Governments Representative (Two Year Term)** – Councilor Neddeau and Mayor Ware have served in this role for the last two years.

What is Council being asked to do?

Appoint a Cascade West Council of Governments Representative.

- C. Appoint a Central Linn Recreation Association Liaison (Two Year Term)** – Councilor Block has served in this role for the last two years.



What is Council being asked to do?

Appoint a CLRA Representative.

- D. **Mid-Valley Bike Club** – The group is requesting to camp in a special area for one night only. The City did this last year and everything worked out very well for all parties involved.



What is Council being asked to do?

Approve the agreement as per last year.

- E. **Ed Putman Proclamation** – Mayor Ware is recognizing Ed Putman. Please see the proclamation for more information.
- F. **Approve TMDL Plan Changes** – I will discuss the recommended changes for Council on Tuesday night. Council will be responsible for making the final decision on what is submitted to DEQ which may be in the future. I have placed the changes made by DEQ and what Staff included based on conversations with Council in November 2018 and the State. Since they are 11” by 17” sheets, we have placed those not in sequential order for copying purposes.

What is Council being asked to do?

Review and approve the changes. These changes will not be final; the issue will probably come again to a future Council meeting.

11) DISCUSSION ITEMS:

- A. **Budget Advertisements** – Staff is asking Council to acknowledge that advertisements required by State Law for the budget process will be placed in the local newspaper soon.
- B. **Goal Setting Session Recap** – Council will review some of the highlights from the Goal Setting Session held on January 19th, 2019.
- C. **December Financials**

<p>NEW INFORMATION – Notable situations that have developed after the last Council meeting</p>

- ▶ *Christmas & New Year’s. Mayor Ware approved the closure of City Hall at noon on New Year’s Eve at the request of the City Administrator.*
- ▶ *Executed Pioneer Picnic Lease Agreement for the Picture Gallery.*
- ▶ *Executed Brownsville Art Association MOU.*
- ▶ *Signed Judge Jessica Meyer and continue work on finishing the required IGA with the County.*
- ▶ *Prepared and sent payroll changes for 2019.*
- ▶ *Attended and led several regional meetings including the quarterly LCSO meeting and the Linn County Planning & Building Department meeting in Millersburg.*
- ▶ *Executed necessary loan information with Government Capital Corporation.*
- ▶ *Executed Kamstrup agreement with Correct Equipment.*





City Administrator Report

- ▶ *Received the cemetery bridge report from McGee Engineering.*
- ▶ *Reviewed all financial information from BCS.*
- ▶ *Re-signed Don & Carol Neddeau as Park Caretakers for 2019.*
- ▶ *Attended Jad Lemhouse's retirement party and presented Council's gifts.*
- ▶ *Continued agreement with DMV for driving records and background checks.*
- ▶ *Continued adding content on the website and working out details with Municode.*



Policy

(fyi)

(fyi)

(fyi)

Sewer Billed One Month Ahead & Deposit – The Brownsville Municipal Code requires new accounts to pay for sewer one month ahead and establishes a \$100 deposit. Staff always explains the City's billing process to new residents. Almost always, there is confusion when a new customer receives their first bill because it says, 'previous sewer' and they of course did not live in Brownsville the previous month. Staff hands out flyers, it's on-line, in the Brownsville Municipal Code and staff is exceptional at explaining it to everyone. People simply forget and then, sometimes, get upset.

The City requires a \$100 deposit to establish a new account. The City holds a \$100 for one year if the person is a homeowner. If the account is in good standing, the \$100 is returned to the homeowner after one year. The City holds onto the \$100 deposit in rental situations in the event people decide to skip out on paying their utility bill. This policy provides some relief to landlords who have gotten stuck with big utility bills in the past.

Side Note: Staff has been taking questions on the cost of utility bills. I have posted the rate comparison on the City website, however, not everyone sees it. The City includes a monthly \$15 Sewer Debt Service Fee to retire the debt on the Wastewater Treatment Plants that was incurred in 2008. The City also includes a monthly \$2.50 Water Capital Improvement Fee for the impending Water Treatment Plant Improvements slated for 2025. The remaining charges are for water & sewer usage.

HAPPENINGS

Linn County Sheriff's Office Quarterly Meeting Outcome ☑ – Councilor Block & I attended the quarterly meeting in Millersburg. Linn County District Attorney Doug Marteeny gave a presentation regarding Martin v. City of Boise; this recent ruling made by the 9th Circuit presents challenges with homeless people camping on public land. Linn County Sheriff Jim Yon, Captain Kevin Guilford & Lieutenant Michelle Duncan and all member cities were present. Councilor Block shared Council's collective wish to change the ratio of warnings to tickets. A lively discussion ensued about traffic enforcement in several communities. Sheriff Yon developed a plan of attack to address these on-going concerns from the cities. Overall, the meeting was useful. In March, the cities and the LCSO will work on the contract for the next four years so budgets can be set for FY 2019-2020. Cities total hours and LCSO labor costs were discussed. The next meeting will be in March.



City Administrator Report

Linn County Planning & Building Department Meeting Outcome – I’ve worked regionally with several cities to set up a meeting with the Linn County Planning & Building Department. The goal was to provide better service to citizens building new homes and businesses. Dovetailing the efforts of the cities and the County as it relates to permitting and buildings standards is imperative to this happening. The meeting was very well received, extremely positive. Both the County and cities present have a list of tasks to complete prior to the next meeting. Linn County agreed to provide city representatives with annual training between October and February which will help keep everyone on the same page with new requirements, fee schedules and the like. More to come!

From 12.18.2018: The regional meeting with the Department will be held in January in Millersburg.

From 11.27.2018: Administrative Assistant Elizabeth Coleman and I will be meeting with six other cities to discuss permitting improvements with Linn County the Monday after Thanksgiving. The City helped spearhead this regional effort that will attempt to standardize processes and improve communication between the County, the cities and the citizen(s)/permittee(s). The cities will be asking for the County to implement the State e-permitting system as soon as practical. Cities are also offering ways to help the County. All the cities have an intergovernmental agreement (IGA) with the County which will be redone as part of this regional effort.



Municipal Judge ☒ – The City reached agreement with Mrs. Jessica Meyer to be the next Municipal Court Judge. Linn County Counsel Gene Karandy is working diligently on the IGA. Linn County will continue to honor assisting the City by allowing us to use the Justice Court.

Cemetery Bridge Report & Options ☒ – McGee Engineering, hired by Council to review the condition of the cemetery bridge, provided a full report. The cover letter is in the agenda packet for your review. McGee Engineering is recommending the closure of the bridge as soon as practical. Since Jered &

Stephanie McClain need access to their property, the City cannot close the bridge. Public Works Superintendent Karl Frink and I have discussed several options and are actively exploring the viability of those options. Options include:

1. Complete City Funded Bridge Replacement. Cost estimates range between \$200,000 and \$250,000.
 - a. Explore funding options through the State of Oregon.
 - b. Explore funding options through Government Capital Corporation.
2. Perform Extensive Bridge Maintenance. We are trying to determine if the pilings (foundational elements) are in good enough condition to simply replace the stringers (decking substructure beams). McGee Engineering has provided a list of contractors who would be capable of performing the work.
 - a. Design Build: The City could hire a firm to perform the maintenance.
 - b. Linn County Road Department: The City could ask for assistance from Linn County.
3. Linn County Road Department: Council could offer cash to Linn County to see if they are interested in including the bridge in their portfolio. Linn County owns the road from Northern Drive/Kirk Avenue to the bridge.
4. Private Bridge: The City could work with neighbors and secure an easement; others would build a private bridge and allow City access.

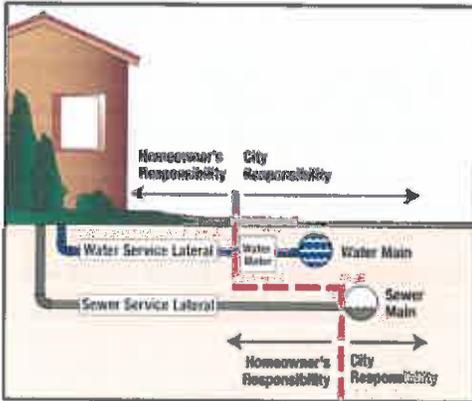


I hope to have more information at the meeting. I have discussed this matter at length with City Engineer Ryan Quigley & City Attorney Ross Williamson. Public Works Superintendent Karl Frink and I have developed plan to effectively to address this situation.

From 11.27.2018:

Related Aside

Neighboring property owner Jered McClain is attempting to work with the Canal Company to install a temporary culvert across the Mill Race for him to make improvements to his property. The Brownsville Rural Fire District and Sweet Home Sanitation will not drive over the bridge to provide service to the McClain residence. Recently, there was a discussion between a few neighbors... Public Works Superintendent Karl Frink reminded McClain to not drive heavy loads over the bridge because there could be a liability concern and the bridge could be damaged. Council Shepherd, concerned about the bridge integrity, requested Linn County be contacted for inspection. I have reached out to Linn County with that request.



Downtown Sewer Problems

☑ – Public Works Superintendent Karl Frink and crew cleared some major blockages recently. Thanks guys! Fortunately, they were able to keep the sewers working.

ODOT Reporting

– Due to a recent House Bill, all cities are required to electronically file an annual road and bridge report with the Department of Transportation. Fortunately, the reporting is only interested in federal aid eligible roads which includes Main Street, Depot Avenue and Washburn Street. No other streets are relevant for the report.

Water Meters & Water Management

– *Government Capital Corporation Loan:* Mayor Ware and I executed the necessary documents to secure the loan for the new water meters. The City plans to budget the amount borrowed in the 2019.2020 FY Budget to repay the loan in July 2019. Staff is working on terms for the corporate installation of the meters. A letter will go out to all customers explaining the water meters and what they can expect. It is important to note that many customers will more than likely need to make repairs to their water system which is from the back side of the meter to their home.

Facilities Review Committee Recommendation Outcomes

– Staff is working toward a Facilities Review Committee/Group initial for February 2019. Council accepted the Facilities Review Committee's recommendation to work with the City of Halsey and the Central Linn School District on possible options.

From 12.18.2018: The Central Linn School District appointed George Frasier and Jennifer Durringer to meet with the City...

Linn County Sheriff's Office Contract

– The City is under contract for 200 hours per month. Annual average numbers look like this for 2018:

<u>Total</u>		<u>Monthly Average</u>
184	Citations	15.33
306	Warnings	25.5
2,519.75	Hours	209.98



LCSO Month-to-Month Comparison

Year	Month	Traffic Citations	Traffic Warnings	Total Hours
2018	December	9	24	211
2018	November	15	38	204
2018	October	9	25	218.5
2018	September	36	43	203.5
2018	August	24	30	201.5
2018	July	14	18	214
2018	June	8	9	213.75
2018	May	6	19	207
2018	April	14	21	203
2018	March	19	36	208.5
2018	February	5	14	201
2018	January	23	29	220

STATUS UPDATES – Projects, proposals and actions taken by Council

Update Reoccurring Legislation & Officials List ☒ – Council has been provided with a copy of the list I use for annual legislation and the official list of City Officials for your records. Administrative Assistant Tammi Morrow has also included a telephone list for your convenience.

Active: Oregon Film Trail Project – The signs have finally been created and are ready to build. The Oregon Film Office is handling the contract with the sign builder. Public Works assist in the installation of a sign at City Hall and Pioneer Park.



From 12.28.2018: The Brownsville Chamber of Commerce agreed to cost share in the sign as requested by Council. Staff will tend to the details and continue to work with the community partners involved to complete the project.

From 11.27.2018: The Oregon Film Office is rolling out a new program to promote tourism in Oregon. The idea is to install movie signs in cities and areas that are easy for the public to access. *Stand by Me*, of course, is one of the most iconic films in the State’s history. The Film Office ranks Brownsville high on the list of movie locales for visitors. The State is making the movie signs available at a low cost. The signs will be ‘hi-tech’ with capabilities for a tie-in app in the future. The signs are also as vandal proof as possible and have a ten year warranty. The Oregon Film Office will be placing information at PDX and will soon be adding information to rest stops throughout the State. I have placed additional information about this project in the agenda packet.

Recently, the Museum met with Jane Ridley from the Oregon Film Office and the Museum is excited to initially place up to four signs around town highlighting different filming locations. Everyone likes the location just behind City Hall’s front door; to the left of the door. The great thing about the location at City Hall are the multiple shots that took place near City Hall.

Active: Alyrica Franchise Agreement – **From 12.18.2018:** I requested an upgrade from Alyrica for City Hall internet.

From 11.27.2018: The cloud computing solutions we use for the website, general ledger and utility billing are just not working adequately. Alyrica will be in town to assess City Hall and determine what other options may be available.



City Administrator Report

From 09.18.2018: [...] Mr. Sullivan indicated Alyrica would like to have the system built out by June 2019. Alyrica will be able to add about 100 customers a month so it may take several months before everyone is on the new system.

Alyrica is targeting the following pricing structure:

\$69.99 100 Mbps \$99.99 1 Gbps

Active: Linn County Commissioners & Buffer Zone – Linn County Commissioner Chair Roger Nyquist is working on the City’s request made by Mayor Ware on behalf of the Council and City.

From 11.27.2018: Once the election has been certified by Council, Mayor Ware and I should visit with Linn County Commissioners Chair Roger Nyquist to determine the next steps forward to prohibit marijuana uses in the Urban Growth Boundary (UGB) as allowed by the Linn County Code. As you may know, the results of the City’s ballot measure currently stands as follows as of November 15th, 2018:

Unofficial Results

22-173 Brownsville - Prohibiting Marijuana Facilities (Vote for 1)
889 ballots (1 over voted ballots, 1 overvotes, 18 blank voted), 1261 registered voters, turnout 70.50%

Yes	524	60.23%
No	346	39.77%
Total	870	100.00%

From 09.18.2018: Awaiting ballot measure outcome.

From 09.18.2018: Mayor Ware has followed up with Commissioner Nyquist regarding the City’s current position on this matter.

From 07.24.2018: I successfully delivered the information to Commissioner Nyquist. Enclosed in the packet is a letter from Commissioner Nyquist accompanied by Mayor Ware’s request.

From 03.27.2018: Mayor Ware and I visited with Linn County Commissioner, Board Chair, Roger Nyquist at the direction of Council to determine what the City’s options are regarding the buffer zone request. Linn County Building & Planning Director Robert Wheeldon also attended the meeting. Basically, Linn County took the opportunity to review and consider the buzzer zone concept as proposed by Council Resolution 2017.18. They both indicated the State of Oregon has pre-empted efforts to properly regulate marijuana primarily due to an EFU requirement.



Commissioner Nyquist said that the County would consider pursuing an exemption if the City could show that the Urban Growth Boundary (UGB) was expanding. Mayor Ware shared that the City is in the process of looking at the UGB and land inventory right now. Administrative Assistant Elizabeth Coleman and I have talked with Planning Consultant Dave Kinney about providing the City with a proposed UGB expansion to the south for future housing. As explained at the last Council meeting, south Brownsville is the most logical, compatible and available land for future residential growth. Placing a light industrial application in the middle of a residential area is in direct conflict with the State’s Land Use

Compatibility Statement (LUCS) as required by State Law.



Pending: Marijuana Nuisance Ordinance Fix – City Attorney Ross Williamson is awaiting working on the revisions pending a future discussion I will be having with him. I am waiting on some information that will be pertinent.

Pending: Linn County Counsel Ruling – *From 11.27.2018:* Linn County’s Attorney decided to not allow the Sheriff’s Office to enforce the marijuana nuisance ordinance the City had passed in the nuisance case impacting Mr. Bryan Bradburn. The ruling was a heated point of discussion at the September Council meeting. I have included City Attorney Ross Williamson’s thoughts on the County’s ruling and suggestions he has for Council moving forward. I had asked Williamson to review the IGA with the Sheriff’s Office so that he had a complete picture of the City’s possible options.

Pending: Crosswalks on Main Street – *From 12.18.2018:* Mr. Allen Buzzard and I met to discuss parking plan changes for downtown. Mr. Buzzard will provide a map by the end of the year for the Council goal setting session.

From 11.27.2018: I’ve spoken with Mr. Darrin Lane, Linn County Road Department, about the crosswalk proposal presented by Mr. Allen Buzzard & Mr. Ed Petermen. Lane said Linn County would review any traffic control device as part of the right-of-way permitting process. He made it clear that Linn County would not be paying for any traffic control device, but that the County could assist with a review of a project. Lane shared a personal experience from an installation completed recently in Millersburg. He indicated that the cost was \$25,000 for one intersection to do a similar installation as the one proposed. *[Refer to the 11.27.2018 Council Agenda Packet for more information.]*



Active: Land Inventory – Staff and Mr. Kinney continue working on background details.

From 01.23.2018: Administrative Assistant Elizabeth Coleman and I met with Dave Kinney to begin the process of preparing a land use inventory study as approved in this year’s budget. Mr. Kinney will begin talks with Linn County GIS as they will play a key role in analyzing and compiling data. Council must

be ready to make some future decisions that could cause community controversy. Once some of the initial data is compiled, we will have Mr. Kinney present the information to Council to determine course of action. I have included the current zoning map. The City is practically out of volume commercial and light industrial land. Staff feels that the State will allow the City to add these areas. Staff will also analyze the housing needs. The concern with housing, as previously discussed with Council, the City has many areas that are designated, but providing necessary utilities will be challenging and, in some areas, not financially feasible. The other issue with housing is the amount of open farm land around residential zones. Basically, the City seems to have ample land for housing developments on paper.

Mr. Kinney indicated that this entire process from start to finish will take about a year and half. Council will have several decisions to make along the way.

Discussing this issue with Staff, it became very clear that the south side of Brownsville is the most likely area for future housing development which highlights the concern over the proposed marijuana operation along Gap Road.

Active: Website Update – Staff has been actively adding content. I will soon expand the site with additional content and calendar options.



From 12.18.2018: Alyrica installed a faster Internet connection which is making efficient work on the website possible.

Cascade West Council of Governments Regional Policy Efforts – I plan on attending the upcoming meeting. I should have a brief update the night of Council.

Active: Go Team Next Steps – Enclosed in the packet is information from RAIN. The City’s cost share was \$890.92 to make this exciting program happen.

See past reports for historical information.

Active: Development Properties – **From 11.27.2018:** Staff continues to work on a variety of projects around town. Fortunately, the economy is doing very well evidenced by the amount of projects being considered. Staff worked with Dave Kinney recently on a review for 368 Spaulding Avenue. Surveyors were around town working on the Stephan Smith development in north Brownsville.



Active: Water Rights – City Attorney Wyatt Rolfe, City Engineer Ryan Quigley, Public Works Superintendent Karl Frink and I are working on documents recently received about the City’s water rights pertaining to GR-12.

From 02.27.2018: The Oregon Water Resources Department (OWRD) has issued a few letters to the City recently that City Engineer Jon Erwin, Public Works Superintendent Karl Frink and I have reviewed. The City recently removed the hold we placed on one permit concerned the water curtailment issue. It appears that the State will continue that particular water right at the current rate which is vital for the City’s water needs.

ITEMS PENDING – Tabled, On Hold, Stalled or Waiting

Legislative Session Advocacy Letters ☑ – I will relay a story from retiring Judge Lemhouse that highlights the importance of advocacy for local control, local authority and local viability.

From 12.18.2018: Council appointed Mayor Ware & Councilor Gerber to serve in this capacity with the City Administrator.

Active/Pending: Canal Company Solvency – **From 09.18.2018:** Public Works Superintendent Karl Frink turned off water as directed by the State Water Master on August 13th, 2018.

From 06.26.2018: President John Holbrook phoned and indicated that the Canal Company is still in existence. Holbrook has filed the appropriate paperwork with the State of Oregon. The Company does not have any other officers and is attempting to setup a meeting. Holbrook provided a valid insurance certificate for the operation of the pumps. Public Works Superintendent Karl Frink turned on the pumps several weeks ago.

PAST MEETINGS – Memory Information

WNHS Update – WNHS provides many home rehabilitation services and counseling for those meeting certain program requirements.



From 12.18.2018: See the information about the merger with NEDCO. Sweet Home will be applying for CDBG funding this funding cycle.

Please refer citizens to the following websites for more information:

<http://www.oregonhomeownersupport.gov> & <http://w-nhs.org>

➤ **Kirk Avenue Project History**

For the history and current status of the Kirk Avenue project, please visit the City website at <https://www.ci.brownsville.or.us/currentevents>.

Ripped from the Headlines

Oregon may consider exporting marijuana to other states

by Associated Press
Monday, December 31st, 2018

SALEM, Ore. (AP) — Marijuana could take the next step toward joining pinot noir and craft beer on Oregon's list of famous exports, under a proposal likely to go before state lawmakers in the new year.

The Statesman Journal reports that the Craft Cannabis Alliance, a business association led by founder and executive director Adam Smith, is working with legislators to let Oregon start exporting pot to other legal-weed states by 2021. Among them is Sen. Floyd Prozanski, D-Eugene, who said he also plans to reintroduce provisions from Senate Bill 1042, a similar proposal that died in the statehouse in 2017.

This comes as the state's legal weed industry has faced plummeting prices over the past year due to demand not keeping up with supply. Also, at issue is whether bad actors are funneling marijuana into the lucrative black market. The proposals represent how advocates are trying to move pot onto the forbidden superhighway of interstate trade, which is fraught with regulatory roadblocks. Oregon demands weed grown or sold here stay within state borders, and marijuana remains federally illegal. Wholesalers could ship across state lines so long as Oregon's governor had made a pact with the receiving state to allow those deliveries, according to draft language reviewed by the Statesman Journal.

Still, opponents aren't convinced Oregon would find any takers. "I can't imagine any state would agree to do this with Oregon," said Kevin Sabet, president of anti-pot group Smart Approaches to Marijuana.

"It looks like a desperate attempt to tackle the out of control black market production that has happened in Oregon since legalization," Sabet said. "The state should be focusing on how to reduce overall demand and supply."

Respectfully Submitted,

S. Scott McDowell



Public Works Report January 16, 2019

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of January.
- *Distribution System* – No water leaks this month. The automated water meter reading system is in the works and should be up and going in the next few months.
- *Cross Connection Program*- Two backflow devices failed and have been repaired. We are currently updating our records and looking at software to track records and testing requirements.
- *Water Treatment Plant* – We are currently drawing all water from the 4 wells in Pioneer Park. The water plant is running at 200 gallons per minute, running about 18 hours per day.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows

Sewer:

- *North Lagoons* – This facility is being prepared for winter discharge.
- *South Lagoons*- This facility is being prepared for winter discharge.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed. We had one sewer backup off Stanard Ave. and major blockages on a sewer line that runs down the Menefee Trail next to the library. Upon inspection, we found several grease blockages and several large root balls that were obstructing the flow of the sewage. The sewer line running between Napa Auto Parts and businesses along Spaulding Ave was also found to be 80% plugged with grease. All of the sewer lines have been cleaned and video inspected to ensure proper operation was restored.
- *Misc.* – DEQ is in the process of going completely digital for monthly reporting. I have registered the City with the new system and awaiting direction from DEQ to start reporting electronically as required.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Public works will be grading and rocking gravel streets once the ground is damp enough to allow us to do so.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – Street sign work continues as time allows. Many new locations require locates to be called in before we can bore holes to place sign posts. We are currently working on replacing the existing bridge on the road to the cemetery. The current bridge is an un-engineered wood structure that has a limited weight capacity rating of 10 tons. The bridge is aged, signs of rot are appearing. We are currently seeking estimates to repair the cemetery bridge and restore back to a useable condition.

Parks:

- *Pioneer Park* –Public works has been mowing and maintaining the park as needed. Currently we are raking leaves into piles and will soon be picking up piles and loading into dumpsters for removal.
- *Blakely Park* – This park has will be cleaned up and mowed upon completion of Pioneer Park.
- *Kirk's Ferry Park* – This park has will be cleaned up and mowed upon completion of Pioneer Park.
- *Remington Park* – This park has will be cleaned up and mowed upon completion of Pioneer Park.

Cemetery:

- *Grounds* –The large fir tree in the back portion of the cemetery has been removed. The contractors cut the tree down in firewood sized pieces to minimize any damage to the cemetery and surrounding headstones. No notable damages occurred. The stump from this tree was also removed by stump grinding. All of the wood, branches and debris have been hauled away.

Library:

- *Grounds*- This facility has been mowed as needed.
- *Buildings*- The ADA door opener is currently being repaired.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing to report this month.

City Hall:

- *Buildings*- Nothing to report this month.
- *Grounds* –The grass is mowed and maintained weekly, or as needed.
- *Community Center*- Nothing to report this month.

Rec. Center:

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

Public Works:

- *Grounds*- The grass is mowed weekly.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.

Respectfully Submitted,

Karl Frink, Public Works Superintendent



PLANNING AT A GLANCE

Permits Building, Plumbing, Mechanical, Fence, Etc.

- | | |
|---|----------------|
| • Structural (Remodel ADA Bathroom, install ramp) | 619 Oak St. |
| • Mechanical (HVAC System – Bldg. C) | 333 Depot Ave. |
| • Plumbing (Backflow Device) | 808 NP Loop |
| • Construction | 871 NP Loop |

Updates

Buildable Lands Inventory

Still in process.

Upcoming Planning Meeting

McDowell & Coleman are scheduled to meet on January 10th, 2019 with Linn County Planning & Building and other contract cities in a joint effort to streamline permits and reset the communication process between Linn County Planning & Building, contract cities & developers.

Planning Commissioner Training

Over the last couple of years, the City has hosted a Planning Commissioners Training with the City of Halsey. The training is a good recap of the Planning Commission's quasi-judiciary role. How to conduct meetings, interact with the public, determine bias or conflict of interest & basic definitions review all seem self-explanatory, but can sometimes be difficult when applying rules and criteria to "people we know". The training is a great tool for both newly appointed and current commissioners. Mrs. Coleman will be in contact with Patrick Wingard, Southern Willamette Valley Regional representative for the Department of Land Conservation and Development, to conduct the training.

Elizabeth E. Coleman

*"There is some good in the worst of us and some evil in the best of us.
When we discover this, we are less prone to hate our enemies." - Martin Luther King, Jr.*

The biggest communication problem is we do not listen to understand, we listen to reply...



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322

Albany, OR. 97322

Phone: 541-967-3950

www.linnsheriff.org

2018

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

FOR THE MONTH OF:

December

TRAFFIC CITATIONS: -----	9
TRAFFIC WARNINGS: -----	24
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	9
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	87
TRAFFIC HOURS-----	13.5
ADMINISTRATION HOURS-----	5.5

TOTAL HOURS SPENT: BROWNSVILLE 211

CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR DECEMBER
2018**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	25	6	4	27	
Violations	72	6	8	70	
Contempt/Other	44	3	1	46	
TOTALS	141	15	13	143	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 1,830.00	City	\$ 1,535.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 215.00
Total Bail Held -	\$ -	Linn County	\$ 80.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 1,830.00</u>	TOTAL COURT PAYMENTS	<u>\$ 1,830.00</u>
----------------------------	---------------------------	-----------------------------	---------------------------

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

TOTAL CASH PAYMENTS TO:	
CITY	\$ 1,535.00
STATE	\$ 215.00
COUNTY	\$ 80.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 1,830.00</u>



Library Advisory Board

Librarian's Report

December 2018

Here are a few facts about our library the month of December 2018. We have received 48 new books for the library. Volunteers donated 149.5 hours to our library. There were 1,145* materials checked out. 426 adult fiction books; 164 adult non-fiction books; 90 audio books; 271 children's books; 123 junior books; 33 junior reference books and 38 large print books. We held 9 children's programs with 105 participants. There were 6 programs for adults with 41 participants.

The Library saw lots of events in December. Starting it all off was the annual Book Sale beginning December 1. The Friends of the Library sold about \$635. At \$0.50 for paperbacks and \$1 for everything else, that's a lot of books! We were able to donate a box of paperbacks to the Linn County Jail, a box of junior books to Sharing Hands and a box of books to the Lebanon Veteran's Home. When we next donate books to the Lebanon Veteran's Home it is the plan of the volunteers to include 'Thank you for serving' bookmarks in each book. The Festival of Trees event brought in over 400 people into the Library in 2 days. It was a fun event and we are looking forward to next year's event already.

Instead of a Library Advisory Board meeting we held a Cookie Exchange party for the Library volunteers. Our volunteers look forward to sharing good eats and laughter each year at this event. The World Cultures & Travel Series continued with China Today. It was interesting how similar the landscape is half a world away.

Respectfully submitted,


Sherri Lemhouse
Librarian



RESOLUTION 2019.01

**A RESOLUTION THANKING
GARY SHEPHERD
FOR HIS SERVICE TO THE
BROWNSVILLE CITY COUNCIL**

WHEREAS, the City of Brownsville depends on volunteers to provide many essential services for the community; and,

WHEREAS, the Brownsville City Council performs the most essential functions of the local government by making major decisions, creating policy and continually working toward accomplishing recognized, shared goals for the best interests of the City and its citizens; and,

WHEREAS, serving as a Council member for the City of Brownsville is both a challenging and important post; and,

WHEREAS, Mr. Shepherd has served the City of Brownsville as a City Councilor since January 2007; and,

WHEREAS, Mr. Shepherd has been a dedicated public servant to the office of Councilor, he has visited with Staff weekly to monitor projects & discuss the business of the City; and,

WHEREAS, Mr. Shepherd has served the public by getting into the field and working with citizens on numerous issues; and,

WHEREAS, Mr. Shepherd has exhibited his strategic leadership ability in countless meetings with Staff to address important issues and find solutions in his effort to continually improve Brownsville, and;

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Brownsville, Oregon:

**Thank you for your outstanding service, unmatched commitment
and significant contribution to our community!**

PASSED by Council and approved by the Mayor on this 22nd day of January 2019.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2019.03

A RESOLUTION REAFFIRMING THE SAFETY POLICY AND LOSS PREVENTION PROGRAM FOR THE CITY OF BROWNSVILLE

WHEREAS, the City holds in high regard the safety, welfare and health of our employees; and

WHEREAS, the Council has a responsibility to make every reasonable effort to maintain a safe and healthful working environment;

NOW, THEREFORE, BE IT RESOLVED, that the Council of the City of Brownsville, State of Oregon does hereby reaffirm a strong commitment to employee and workplace safety as articulated below:

Introduction:

The City of Brownsville has always believed that our employees are our most important and valuable asset. We will always place a high priority on safe operations and the safety of employees. The City considers no phase of operation or administration more important than safety and health. We will provide and maintain safe and healthful working conditions, establish and insist on safe work methods and practices at all times. All members of management and all employees must make safety a part of their daily and hourly concern.

Goal/Purpose:

Our goal is “No Accidents” and we consider it a realistic goal. We want to make our safety efforts so successful that we make elimination of accidents and injuries not just a goal, but a way of life. Our goal is to involve both management and employees in safety planning, development and implementation.

Objectives:

- The City of Brownsville will work consistently to: Maintain safe and healthful work conditions; Observe Federal, State and City safety regulations; Ensure that no employee is assigned to a job without necessary training;
- Require safety orientation for new employees, timely and appropriate training, an employee safety committee, a self-inspection program, proper mechanical guards in adherence to safety standards, and a personal protective equipment program;
- Provide safety and fire inspections to identify potential hazards of operation, then developing necessary protective measures;



- Conduct accident investigations to determine the cause of accidents and the action required to prevent recurrences.

Responsibilities:

Management Personnel of the City are responsible for developing an effective Loss Prevention Program. The department heads and supervisors are responsible for preventing accidents in their departments. Each level of management must reflect and interest in the City's safety objectives and set a good example by complying with safety rules. Management interest must be vocal, visible and continuous.

Employee Participation:

All employees are expected to follow safe working practices, obey rules and regulations, and to work in a way which maintains the high safety standards developed and sanctioned by the City.

All Employees are expected to give full support to safety and loss-prevention activities.

Every employee must observe established safety regulations and practices, including the use of personal protective equipment.

All employees are expected to take an active interest and participate in the safety and health program, and abide by the rules and regulations of the City.

All employees must recognize their responsibility to prevent injuries and illnesses and take necessary actions to do so. Their performance in this regard will be measured along with their overall performance.

Closing Statement:

By accepting mutual responsibility to operate safely, we will all contribute to the well-being of all involved with City operations. We must be so successful in our efforts that total elimination of accidents and injuries becomes not just an objective, but a standard practice.

PASSED by the Council and Approved by the Mayor on this 22nd day of January 2019.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor

R 2019.03

Page 2 of 2



RESOLUTION 2019.04

**A RESOLUTION DISBURSING THE AMOUNT OF \$ 3,040
FROM THE TRANSIENT ROOM TAX FUND TO THE
CHAMBER OF COMMERCE FOR MARKETING PURPOSES**

WHEREAS, the exact amount to be disbursed is \$3,040.00; and,

WHEREAS, the Chamber will promote Brownsville by marketing community events and a myriad of Chamber sponsored events; and,

WHEREAS, Council will disburse \$160 or 5% of the allocated funds from this account to the General Fund as allowed in Chapter 3.25.210; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby disburses the amount of \$3,040 pursuant to Chapter 3.25 of the Brownsville Municipal Code to the Chamber of Commerce for the purpose of marketing.

PASSED AND ADOPTED by the Council of the City of Brownsville this 22nd day of January 2019.

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION NO. 2019.05

A RESOLUTION DESIGNATING A DEPOSITORY FOR THE CITY OF BROWNSVILLE; AUTHORIZING SIGNERS AND CO-SIGNERS FOR CITY OF BROWNSVILLE ACCOUNTS; AND REPEALING RESOLUTION NO. 572, 624, 688 AND ALL RESOLUTIONS IN CONFLICT HEREWITH.

WHEREAS, Key Bank of Oregon and the State of Oregon Local Government Investment Pool have previously been selected as depositories for funds of the City of Brownsville, and;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that Key Bank of Oregon, Brownsville Branch, and the State of Oregon Local Government Investment Pool, continue to be designated as depositories for the City and that funds so deposited may be withdrawn upon a check, draft, note or order of the organization.

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to sign checks and execute financial transactions on behalf of the City of Brownsville, Brownsville Municipal Code – Chapter 2; and,

BE IT FURTHER RESOLVED, that the City Administrator be the person authorized to initiate wire transfers for deposits to and withdrawals from the State of Oregon Local Government Investment Pool/Oregon State Treasury and that all checks, drafts, notes or orders drawn against the following Key Bank of Oregon accounts may be signed on behalf of the City of Brownsville by any two persons whose signatures appear below.

47-47251-2 General Account

- 1. _____
S. Scott McDowell, City Administrator

- 2. _____
Don Ware, Mayor

- 3. _____
Mike Neddeau, Councilor

- 4. _____
Doug Block, Councilor



BE IT FURTHER RESOLVED, that the City Administrator will continue to be the person responsible for the investment and accounting of any and all funds required to be segregated from other city funds; and,

BE IT FURTHER RESOLVED, that Resolution No. 572, 623, 688 and all resolutions in conflict herewith, are hereby repealed.

PASSED AND APPROVED this 22nd day of January 2019.

ATTEST:

S. Scott McDowell
City Administrator

Don Ware
Mayor



PROCLAMATION

A PROCLAMATION RECOGNIZING AND CONGRATULATING

Ed Putman

WHEREAS: Ed Putman will have reached the milestone of completing 100 year of life on March 22nd, 2019; and,

WHEREAS: Ed Putman has lived in or near Brownsville much of this time; and,

WHEREAS: Ed Putman has contributed to the humor, character & content of this community; and,

WHEREAS: Ed Putman has become the most 'experienced' member of our community in recent memory; and,

NOW, THEREFORE, BE PROCLAIMED by the Mayor and City Council of Brownsville, Oregon:

**Ed Putman Day & Weekend on
Friday March 22nd until Sunday, March 24th, 2019.**

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



Bridger Johnson, P.E. Vice President

Office: (541) 757-1270
Fax: (541) 758-6585
bridgerjohnson@mcgee-engineering.com

804 D NW Buchanan Ave. Corvallis, OR 97330
P.O. Box 1067 Corvallis, OR 97339
www.mcgee-engineering.com

January 7, 2019

City of Brownsville
255 N. Main Street
Brownsville, OR 97327

ATTN: Scott McDowell

RE: Kirk Avenue Bridge Inspection

Scott,

We inspected the Kirk Avenue bridge on December 13th and have been preparing our inspection report. This letter will serve as a summary of our findings.

We had initially intended to perform a load rating but don't believe this to be a prudent course of action due to the extensive amounts of decay present in the structure.

Findings:

Rail

The existing bridge rail does not meet any current design code for vehicle or pedestrian traffic.

Deck

The 4x12 S4S timber deck planks appear to be in sound condition. There is some minor surface rot and abrasion consistent with vehicle traffic.

Stringers

There are 13 timber stringers: eight measure a true 6"x16" and five measure a true 4"x19". The 4"x19" stringers are notched at the bearings to a depth of 16". All stringers were drilled at each bearing with a 3/8" diameter x 18" long auger bit to determine the internal condition at those locations. Nine of the stringers are heavily decayed at the bearings on one end or both ends. The worst case had only a 1" shell of sound material and the rest of the section was rotten. Three of the stringers had decay visible on the surface in the span. These stringers are treated with a preservative so for decay to be visible on the exterior is indicative of extensive internal rot.

Cap Beams

The cap beams are timbers measuring a true 14"x14". The cap beams were sounded with a hammer and drilled on the vertical face at locations where sounding indicated decay. At the south end, Bent 1, there was a section between piles 1-1 and 1-2 that had a 1.5" shell of sound material and the rest of the section was rotten. The rest of Bent 1 cap beam

sounded solid. At the north end, Bent 2, showed extensive rot beneath stringers 1 and 2, above pile 2-3, and between piles 2-4 & 2-5.

Piles

There is a small amount of each timber pile showing above the ground. Pile 1-5 is split for the top 12" and was drilled to show a 2" shell of sound material. The remaining piles were sounded with a hammer and found to be in good condition.

Recommendations:

Most of the structural members are deteriorated beyond structural function and therefore we are unable to predict behavior or capacity with any certainty. At this time, it is our recommendation that the bridge be closed to all vehicle traffic until such time as repairs can be made.

Stringers 2, 3, 4, 5, 7, 8, 10, 11, and 12 should be replaced. Once the deck planks are removed the condition of the remaining stringers can be determined and they may need to be replaced as well. The cap beams should be replaced and Pile 1-5 should have the rotten section removed and replaced. While the deck planks are in relatively good condition it is likely that they will be damaged during removal so it would be wise to plan on replacing those as well.

Some rough analysis shows that replacing the stringers with 6"x16" Douglas Fir timbers and using 4x12 deck planks would provide a bridge with a load rating of 17 tons to 33 tons, depending on the configuration of the truck.

If you were interested in having a bridge rated for all highway-legal loads then a reinforced or prestressed concrete slab structure would likely be the best choice. Based on recent projects of similar size a ballpark estimate for a new two-lane concrete bridge would be \$125,000.

Please review the attached inspection report and let us know if you have questions or would like us to investigate repair or replacement options.

Sincerely,



Bridger Johnson, P.E.

Attached: Bridge Inspection Report, Bridge Diagrams



2019

January

- Annual Council Goals Review (**Every Even Year**)
- Have you updated the Ordinance List?
- Resolution:** Judges Pro-Tempore
- Resolution:** Commitment to Safety Program
- Resolution:** Chamber TRT Funds
- Resolution:** Councilor Shepherd Recognition
- Officials Terms
- Budget Committee Members
- Budget Meetings | *Council adopted new process in 2014 (Awareness)*
- Budget Advertisements | *Council adopted new process in 2014 (Awareness)*

- Elect Council President (**Every Odd Year**)
- Elect Cascade West Council of Governments Representative (**Every Odd Year**)
- Elect CLRA Representative (**Every Odd Year**)

Things to Review & File:

- SOS Public Banking Verification [–]
- Annual Jurisdiction Debt Verification [–]
- Annual ODOT Road Report (**SM**) [–] *Danny Spaulding*
- Annual Cemetery Report (**Every Two Years (JD)**)
- Annual TMDL Review (Due February 5th each year)

February

- Resolution:** Solid Waste Rates
- Annual Council Goals Review [–]
- Prepare Prospectus Update
- Annual OGEC Officials [–]

March & April

- Resolution:** Worker’s Compensation (R 577; 627; 677; 706, 2015.09) [March]
- Picnic Association Letter & Road Closures [March]
- Vineyard Wind Machines Warning - Newsletter [March]
- Resolution:** State Shared Revenues & Services Verification [April]
- ® Mental Health Month Proclamation [April]
- ® Older Americans Month Proclamation [April]
- Linn County Sheriff’s Office Contract [April] [**2019**]
- Events Letters

May

- Resolution 2018.11:** Election to Receive State Revenue Sharing (R 2017.09)
- Put TMDL On Agenda for Review
- Kevin Sullivan Visit (2018)

June



Reoccurring Legislation & Reviews

- Resolution 2018.13:** Final Budget
- Resolution 2018.14 & .15:** Water & Sewer Rates
- Resolution 2018.16:** Year End Transfers
- Resolution 2018.17:** Emergency Solid Waste Rates (China Sword)
- Finalize MOU's (WAG, Start Festival of Tents) [Done Administratively] JULY '18

July

- Senior Center Services Agreement (Send Proposed Agreement end of June)
- Flower Club Services Agreement (Send Proposed Agreement end of June)
- Election Year:** Advertise Council Openings
 - ◆ Century Link Franchise [06.2017]

August – Annual Council Recess

September

Moved from July...

- Resolution:** Fees for Machinery (R 575; R 2014.15) (*No Changes Done since 2015*)
- Resolution:** Planning Fees & Park Fees (R 2018.20 & .21)
- Arbor Day Proclamation
- Election Year:** Advertise Actual Election – Election Notice
- Vineyard Wind Machines Warning - Newsletter [September]

NOTE for 2019: SHS Clean-up Day Pickup for elderly process... (See Council Minutes from November 2018 if you need too.) SHS needs to be accurate on their advertisement... We just need better coordination with City Hall.

October

- Official Appointments
- Are your posters compliant? (*Review Done – JD*)
- Review Franchise Dates
- Vacation Payouts & Payroll (*JD & KF*)
- Certify Council Meeting Schedule for 2019 – Update WS for Upcoming Year
 - ◆ Pioneer Picnic Association & the Picture Gallery [02.2021]

November

- Certify IFA Payment (OST/IFA/TM)
- Put TMDL On Agenda for Semi-Annual Review (**Annual Report Due**)
- Sweet Home Sanitation Clean-Up Day Report [*Next Franchise Review: November 2020*]
- Resolution: (Election Year)** Certify Election Results (2018: Received Early)

December

- Resolution: (Election Year)** Certify Election Results (Completed in November due to receiving the abstracts early!)
- McDowell Employment Contract**
Next Review: June 2020



Reminders:

- ▶ No CLRC Meeting in December.
- ▶ Start Performance Evaluation Process in December.

Miscellaneous

FY 2018-2019 Agreements Reviews

- ◆ Calapooia Food Alliance [Pending Signatures; *Next Review: 09.2020*] [*Completed: 05.2014; First Review: 09.26.2017*]
- ◆ Chamber of Commerce [*Next Review: November 2019*] [*Completed: 12.2013*]
- ◆ *Solid Waste: Sweet Home Sanitation* [*Next Review: November 2020*]
- ◆ Valley Telephone Services Agreement [Annual] [*Next Review: June 2019*]
- ◆ Wickett & Slaughter at 729 N. Main Street Flower Agreement [*Next Review: 09.2020*]
- ◆ Calapooia Food Alliance (*Kirk's Ferry*) [*Dissolved: 09.2017*]
- ◆ Brownsville Senior Center Agreement [*Next Review: 09.2020*]
- ◆ Brownsville Garden Club Agreement [*Next Review: 09.2020*]

SEE MASTER TTDL

a.k.a 2017-2018 FY Annual Checklist.docx
 2018-2019 FY Annual Checklist.docx

Hello regional partners,

You are receiving this message because you were a part of the regional economic discussions that took place in early 2018. Our team of regional economic development practitioners thought it would be a good idea to circle back and let you know about our great accomplishments in 2018. The regional group that we have formed has been meeting regularly and includes the following entities:



Here are some of the large-scale projects we are working on cooperatively throughout the region:

Communication

- Our group has continued to meet monthly for our Regional ED lunch, where we talk about what's happening in our communities, share information, and share best practices.
- A mini-regional group meets every couple of months to check in on collaborative work and projects.
- We are working to cross-promote events and create connections through both counties.

Specific Projects

C-PACE – Corvallis Benton County EDO and the COG are working to implement a Commercial Property Assessed Clean Energy Program (C-PACE) in Corvallis/Benton County.

Data and tracking platforms – Seth Sherry and Corey Wright are exploring ways to better share information and procure data and information in the Linn/Benton region.

Workforce – We continue to work on coordination of efforts related to workforce development in our region, including coordination with school districts, WIB's, and the Pipeline workforce initiative.

Food & Beverage Sector – Corvallis/Benton County EDO is working closely with Seth Sherry in Albany, our partners at the Corvallis Foundry, and LBCC.

- An early step has been to create an on-line catalog of commercial kitchen space in the region that could be used by entrepreneurs in the food and beverage space.
- Work is underway on exploring a commercial kitchen incubator space.
- The Albany Visitors Association and Visit Corvallis have formed a coalition to promote agro-tourism in the region and received a technical assistance grant from Travel Oregon that will leverage the aforementioned work on cataloging commercial kitchen space.

Connectivity – We continue to work with regional telecommunication providers to leverage external, financial resources to expand high-speed broadband access throughout our region.

Entrepreneur Events – We continue to work together to find ways to coordinate and collaborate on events focused on fostering the entrepreneur ecosystem throughout Linn and Benton Counties, including RAIN's outreach and work in the eight rural communities.

Economic Environment Analytics – We continue to explore data analytic platforms that can quickly and concisely describe current industry clusters, their impact on the economy and the cost/value ratios of supporting current and future industries.

Thank you for your continued support and we look forward to doing great things in 2019!



I want to thank you for playing a role in helping businesses start, scale, and stay in Oregon in 2018. You, along with Oregon RAIN's entire network (advocates and entrepreneurs, investors and mentors, and gracious funders and partners) helped create and strengthen Oregon's entrepreneurial ecosystem. It takes a community to raise an entrepreneur, and I'm honored to do this work with so many talented individuals across Oregon.

As a non-profit that is working to build entrepreneurial ecosystems, I am extremely grateful for the following supporters who believed enough in Oregon RAIN to say "yes" to funding the expansion of our Venture Catalyst model into small and rural communities in Lane, Linn, Benton, and Lincoln counties:

State & Federal

- The State of Oregon (via Business Oregon)
- The U.S. Department of Commerce (via the EDA)
- USDA

Counties

- Benton County
- Lane County
- Lincoln County
- Linn County

Foundations

- The Ford Family Foundation
- The Oregon Community Foundation (via the Oregon Entrepreneurs Network)

Private Corporations

- Oregon Pacific Bank

Cities

- Adair Village
- Albany
- Brownsville
- Florence
- Halsey
- Harrisburg
- Lebanon
- Lowell
- Monroe
- Oakridge
- Philomath
- Sweet Home
- Veneta

Below are some of Oregon RAIN's 2018 highlights:

We were honored to be invited into 8 rural cities in Linn and Benton Counties (Adair Village, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, and Sweet Home) to help them build a regional entrepreneurial ecosystem.

Funding was provided by Business

Oregon's ROI (Rural Opportunities

Initiative) grant the 8 cities, The Ford Family Foundation, Linn County, and Benton County





As a result of securing a highly competitive \$300,000 seed fund support grant from the U.S. Economic Development Administration (EDA), Oregon RAIN formed a committee of experts to help us select a fund manager in Oregon to build a seed fund that will prioritize investments in start-ups associated with Oregon State University, RAIN Eugene, the University of Oregon, as well as the overlooked entrepreneurs in small and rural communities around the state. We **selected 44North Ventures (Cascade Angels), led by Julie Harrelson and Robert Pease**

Meant Manufacturing (Oregon RAIN's Florence Pre-Accelerator alum) is on track to hit six figures in sales in 2019. The founder, Lindsey Phillips, was **featured by the USDA in August in an article recognizing her contribution to rural living-wage job creation**. She also just won the Register Guard's **Talent & Innovation award for achieving "Small Market Triumph"**



NemaMetrix (UO spin-out and RAIN Eugene alum) **won the Register Guard's Talent & Innovation Award for growing from 3 to nearly 50 jobs in only 3 years!**



Due to the successes of the past several years, several communities outside our original four-county service area invited Oregon RAIN to support their regions in building entrepreneurial ecosystems and providing support to their entrepreneurs. In response, our board of directors voted unanimously to expand our efforts statewide. As of October 1, 2018, Oregon **RAIN became a statewide organization** and is now able to serve any small or rural community in Oregon. If you would like to invite Oregon RAIN into your community, please submit your request using **our online form**

We are honored to be **working with Senator Arnie Roblan to pass a bill for "Zero Barriers for Start-ups in Rural Oregon: Finding & Elevating Oregon's Overlooked Entrepreneurs."** His bill will fund a network of economic development organizations who are partnering to serve rural communities across Oregon ([RAIN](#), [EDCO](#), [SEDCOR](#), [SORED](#), and [OEN](#)). We would love your support to help make sure entrepreneurs in rural Oregon receive the support they need to start and scale their ventures. Please [send us an email](#) if you would like to join us during the legislative session later this month to speak to legislators about the importance of voting for this bill.



"Most new jobs in the United States are created by startups and small businesses. Entrepreneurship is a critical component of the central Oregon coast economy, and Oregon RAIN has cultivated a thriving entrepreneurial ecosystem for the region."
Arnie Roblan, Oregon State Senator, D-Coos Bay

We are excited to report that the [seven start-ups that won at the Willamette Angels Conference](#) in 2018 are all thriving!

- Portland-based [Hemex Health](#) received [\\$1.725M SBIR Grant](#) for Sickle Cell Disease Diagnostic and received recognition by the 2018 USPTO Patents for Humanity.
- Bend-based [OnBoard Dynamics](#) was highlighted in Next-Gen Transportation news for [delivering its GoFlo mobile CNG compressor to NW Natural](#)
- Eugene-based [Dune Sciences](#), makers of [Defunkify®](#) are now on the shelf in Safeway and Albertson stores in the Portland and Texas regions and will soon be available on Target.com.
- Corvallis-based [eChemion](#) has become a qualified supplier for Avakum, the Solimid Group, and VoltStorage.
- Tigard-based [Handful](#) can be found on the shelf nationally at top running, outdoor, and group fitness retailers as well as online at [Handful.com](#).
- Eugene-based [Moonshadow Mobile](#) is running pilot projects for its DB4IoT database engine and mobility analytics platform for the Internet of Moving Things with three major East Coast government agencies and has tenders out for projects in Pennsylvania, New York, Toronto, Rome, and Copenhagen.

- Bend-based [LeadMethod](#) has been recognized by Forrester Research as a leader in the [Channel Tech Stack](#) for the category of Channel Sales Enablement. LeadMethod continues to show a strong product-market fit and good penetration into the industrial market.

We are eager to kick it up a notch in 2019 by removing even more barriers for entrepreneurs and making both metro and rural Oregon known as viable communities for supporting, sustaining, and retaining entrepreneurial endeavors.

I, along with Oregon RAIN's Board of Directors and staff, wish you a Happy New Year!

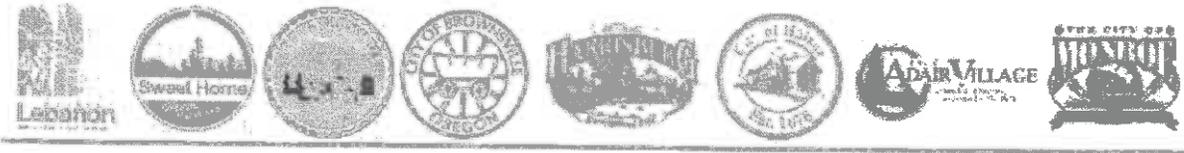


A handwritten signature in blue ink that reads "Caroline Cummings".

Caroline Cummings, Executive Director, [Oregon RAIN](#)

SAVE THE DATES

February 21 - [PitchFest](#) in (Portland)
March 27 - Coastal Showcase in (Newport)



Meeting Title: Linn Benton Collaborative 6 Month Check-In
Meeting Location: Lebanon City Hall: 925 S Main St
Meeting Date/Time: December 18, 9:30 to 11:00 AM

AGENDA

Agenda Item	Lead	Timing
Open Meeting	Gary	9:30
<p>Venture Catalyst 6-Month Update:</p> <ul style="list-style-type: none"> ● 6-Month ROI Report Highlights: <ul style="list-style-type: none"> ○ # of events in region (29) ○ # of 1:1 entrepreneur meetings (27) <ul style="list-style-type: none"> ■ 56% Male/ 44% Female ○ # of volunteers engaged (8) ○ <u>METRICS:</u> <ul style="list-style-type: none"> ■ Company Revenue: \$241,132 ■ Company Equity Raised: \$20,000 ■ Company Debts/Loans: \$6,000 ■ Capital Needed: \$3.3M <i>(3yr. Projections)</i> ■ Founders/Contractors: 10 <i>↳ Usually 3x low</i> ■ Jobs: 5.5 ■ Mentors: 11 ○ <u>ASSET MAPPING OUTCOMES:</u> <ul style="list-style-type: none"> ■ Culture of skepticism (communication "we are here to stay") ■ Need for commercial space (varies per City) ■ Micro-grant opportunities ■ Venues for larger events ● Featured Entrepreneurs: <ul style="list-style-type: none"> ○ Suzn.com <i>(Philomath) Cool Tech</i> ○ Pulse Financial <i>(Rural Lebanon)</i> ○ Recliner Bedding <i>(Lebanon)</i> ○ Groovy Moods <i>(Sweet Home)</i> ○ Wholesale Online Group / Cut Resistant Gloves <i>(Brownsville)</i> ○ Chris Wick Gallery <i>(Monroe)</i> 	<p>Corey</p> <p><i>70/30</i> <i>US 50/50</i></p> <hr/> <p><i>Nike ex.</i></p> <p><i>Cap. fears Meeting</i></p> <p><i>Attitudes Ding etc.</i></p> <p><i>Oregon Prospector</i></p> <p><i>Asset Mapping</i></p> <p><i>↳ Benny's beauty ex.</i></p>	<p>9:35 - 10:00</p> <p><i>Angel Investors</i></p>



** Ask \$ for hometown entrepreneurs \$1000 - \$1500*

<ul style="list-style-type: none"> ○ Don & Cindy Shipley (Harrisburg) ● Recommendations: <ul style="list-style-type: none"> ○ Registering startups: Process for Cities ○ Grant programs for over-looked entrepreneurs (MMT?) 	<p><i>Trying to find who is who? Value Added</i></p> <p><i>WS/Printing Reg. fee of State Quick Start #</i></p>	
<p>General RAIN Executive Director Update:</p> <ul style="list-style-type: none"> ● Collaborative Communications (protocol + frequency of check-ins?) <ul style="list-style-type: none"> ○ Point of Contact <p><i>Double Poll</i></p> <p>Funding Updates:</p> <ol style="list-style-type: none"> 1. Governor's Budget (no ROI and no RAIN) 2. Roblan "Rural Living Wage Jobs" bill 3. ROI "Scale" ask for 2 years: \$150K (and we will find 1:1 match) 4. 8 Cities funding <i>Manning Lintheaube Handel</i> <p><i>* Advocacy Letters Coming for 2019</i></p> <p><i>January 24th</i></p> <p><i>* Ask on Brian</i></p>	<p>Caroline</p>	<p>10:00 - 10:20</p>
<p>Training Opportunities:</p> <ul style="list-style-type: none"> ● Oregon Capital Scan (1/16, 4:30 - 6:30PM in Portland) ● Kristen Monahan (ROI Consultant) - date to meet in-person or via video call? ● MEDP opportunity (see media release below) <p><i>* La Beye - RAIN</i></p> <p><i>Rayfield U.S.M.</i></p> <p><i>Betty Johnson</i></p>	<p>Caroline</p>	<p>10:20 - 10:25</p>
<p>Close Meeting <i>* 50% increase \$20 to 30K</i></p>	<p>Gary</p>	<p>10:30</p>

RAIN/SBDC handoff: interaction -

** LC \$34 to \$50 over the Brian*

Rural Communities in Oregon Invited to Apply for Community Internship Workshop

(MCMINNVILLE, OR) -Based on the successful McMinnville WORKS Internship Program, the McMinnville Economic Development Partnership (MEDP) created Oregon WORKS to help rural communities in Oregon launch industry-led internship programs in their own communities. Thanks to a generous grant from the Oregon Community Foundation and The Ford Family Foundation, MEDP has the opportunity to bring four workshops to rural communities in Oregon.

Alicia Rogers - Eleanor Rain equal

THURSDAY
2.21.19
6 PM

WINTER

PITCH FEST

Join us for a professional pitch competition highlighting top startups from the Linn-Benton rural region. Mix & mingle with entrepreneurs, mentors, & investors during an evening of innovation & big ideas! Please RSVP at OregonRAIN.org

FREE EVENT PRESENTED BY

RAIN

OREGON

NECTAR CREEK - 500 MAIN ST PHILOMATH, OR

MAIN SPONSOR



PRIZE SPONSORS



This event is made possible by funding from the recipients of a Rural Opportunities Initiative grant by Business Oregon, the cities of Lebanon, Monroe, Sweet Home, Harrisburg, Halsey, Philomath, Brownsville, and Adair Village, Linn and Benton Counties, and The Ford Family Foundation.



Corey@OregonRAIN.org



OregonRAIN.org



Facebook.com/OregonRAIN.org



NOTICE TO LOCAL TAXING DISTRICTS ABOUT ENTERPRISE ZONE CHANGES

To Whom It May Concern:

December 18, 2018

Subject: Changes Affecting the Albany Enterprise Zone and
Linn County Enterprise Zone

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

Albany applied for and received designation as a new Albany Enterprise Zone (urban) in June of 2018, just for property in the City of Albany.

The current change to the Albany Enterprise Zone involves removing specific property in Benton County (North Albany) from the zone which inadvertently were included when we applied for the designation described above. The plots proposed for removal do not actually allow for business development eligible for enterprise zone benefits due to zoning. Furthermore, land being removed is 4% of total land within the current Albany enterprise zone.

The cosponsors of the Albany Enterprise Zone; City of Albany and Linn County are seeking to remove property as described above. Our request to the state will be to remove 214 acres of property.

Linn County applied for and received designation as a new Linn County Enterprise Zone (rural) in June of 2018, which included property in Millersburg, Tangent, Scio, Lyons, Mill City and Brownsville as well as other areas of the county.

The current change to the Linn County Enterprise Zone seeks to include additional sites in Linn County and the City of Halsey. Potential projects are being considered on this property which will create jobs and increase investment in our communities.

Our request to the state will be to add 314 acres of industrial and farm manufacturing property.

Enterprise Zones are our only standard local incentive for encouraging our existing businesses to expand and helping attract new businesses to the area. Both expansion and attraction of business create new jobs for our communities.

The cosponsors of the Linn County Enterprise Zone; Linn County and the City of Millersburg are seeking to expand the zone (officially called a boundary change) for the above stated reasons, by adding land that could result in important projects and investment in our area. Both boundary change requests will be submitted to Business Oregon (State of Oregon Business Development Department) for approval. The maximum area allowed for a rural Enterprise Zone is 15 square miles, the current zone size is just under 12 square miles and the additional area added will not exceed 1 square mile or 640 acres, well under the maximum area allowed.

Please understand that an enterprise zone exempts only new property that a job-creating business might build or install in the enterprise zone at some future time. Also, an enterprise zone exemption is temporary, usually lasting only three years, after which time the property induced by these incentives is available for assessment. An extension of 1-2 years is possible in some cases where new jobs created are retained and compensated at a minimum of 110% of the county's median household income. For rather exceptional investments, longer-term incentives might be available, but only if our county meets certain economic criteria (which Linn County currently qualifies for).

Notice

Your district is being notified of these changes because the enterprise zone as originally designated included all or parts on one or more tax code areas, in which your district levies taxes on property value. In an enterprise zone, certain types of businesses that create new jobs may receive tax exemptions of limited duration on qualified new property that they invest in the zone.

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

At their regular public meetings to be held in early 2019, the cosponsors listed are expected to consider resolutions approving the boundary change discussed. If interested, I can let you know when the meetings are scheduled.

You may comment on this proposal, either at the hearings or by sending comments to me or to Linn County or the City of Albany or City of Millersburg prior to their hearing dates.

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

If you have any questions feel free to contact me.

Sincerely,



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

Copy: SDAO, Government Affairs
Arthur Fish, Business Oregon

S. Scott McDowell

From: MARIJUANA OLCC * OLCC <marijuana@oregon.gov>
Sent: Wednesday, January 9, 2019 2:13 PM
To: S. Scott McDowell
Subject: RE: Brownsville, OR | Marijuana Local Option Opt-Out Form

Follow Up Flag: Follow up
Flag Status: Completed

Thank you, Mr. McDowell.

We will update our records and information.

Have a nice day,

Madeline Kane

Program Coordinator

Oregon Liquor Control Commission

9079 SE McLoughlin Blvd., Milwaukie, OR 97222

O: 503-872-5458 | F: 503-872-5074 | Madeline.Kane@oregon.gov

S. Scott McDowell

From: S. Scott McDowell <admin@ci.brownsville.or.us>
Sent: Thursday, December 27, 2018 10:25 AM
To: [REDACTED]
Subject: Brownsville, OR | E-Invitation
Attachments: 2019 Community Events Scheduling Forum.pdf
Importance: High



Good Morning Everyone,

Please see the attached e-invitation to the first annual Community Events Scheduling Forum! Please let me know if you have any questions. Thanks!

P.S. Below is the invitation in case you have problems opening the invitation attached above.



S. Scott McDowell
255 N. Main Street
Brownsville, OR 97327
541.466.5880
541.466.5118
www.ci.brownsville.or.us



E-Invitation

December 27th, 2018

Re: Community Events Scheduling Forum

Dear Community Partner,

You or a representative of your organization is invited to attend the first annual Community Events Scheduling Forum. The City will host a meeting on:

Tuesday, January 29th at 7:00 p.m. in the Community Room at City Hall

We are asking the Chamber of Commerce, the Central Linn Recreation Association, the Linn County Pioneer Picnic Association, the Linn County Museum, the Brownsville Art Association, the Calapooia Food Alliance, the American Legion, the Brownsville Senior Center, the Women's Study Club, the Central Linn Community Foundation, and all area churches to come be a part of this gathering.

We ask that you bring a list of events and activities for 2019, an idea of who is doing what with regards to planned community events for your organization. We hope to create a communication chain that will help strengthen and promote all events in town. We also want to create a way to effectively share information about events we are marketing to the general public. Please send me an e-mail if you can attend at admin@ci.brownsville.or.us.

We can't wait to see you there!

Cordially,



S. Scott McDowell
Administrator

c: File



Residential Water & Sewer Rates Comparison

November 2018

Summary: Below you will see the water & sewer rates from several communities in the Willamette Valley. The cities range in size and have different characteristics, amenities and circumstances. This comparison is based on an average use of 800 cubic feet (c.f.) or nearly 6,000 gallons of water per month. There are many nuances that make this comparison difficult, but all things being equal, the comparison generally bears out. Some communities charge the amount of water used to compute the sewer charge for the month while other communities use a flat rate tiered system to compute the charge. The comparison is based on a standard, residential 3/4" or 5/8" water meter.

Philomath

Water Monthly Base Charge	\$14.00	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 4.40	\$35.20
Sewer Monthly Base Charge	\$25.00	
Volume Charge per Unit Consumed	\$ 5.25	\$42.00
Total Average Bill	\$116.20	

Average Use being 800 c.f. (= 8 Units)

Harrisburg

Water Monthly Base Charge	\$20.88	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 1.70	\$13.60
Sewer Monthly Base Charge	\$20.36	
Volume Charge per Unit Consumed	\$ 7.38	\$59.04
Total Average Bill	\$113.88	

Average Use being 800 c.f. (= 8 Units)

Halsey

Water Monthly Base Charge	\$42.00	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 1.25	\$ 7.50
Sewer Monthly Base Charge	\$40.00	
Volume Charge per Unit Consumed	\$ -	
Total Average Bill	\$89.50	

Base Rate Includes the equivalent of 400 c.f.

City charges a base rate for sewer consumption

Average Use being 800 c.f. (= 6 Units)

Utility Rates Comparison



Sweet Home

Water Monthly Base Charge	\$26.58	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 6.50	\$26.00
Sewer Monthly Base Charge	\$40.87	
Volume Charge per Unit Consumed	\$ 9.78	\$48.90

Sewer flat tiered rate May to October
Sewer Base Rate Includes 300 c.f.

Total Average Bill \$142.35

Base Rate Includes 400 c.f.
Average Use being 800 c.f. (= 5 Units)

Lebanon

Water Monthly Base Charge	\$20.62	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 4.79	\$38.32
Sewer Monthly Base Charge	\$23.69	
Volume Charge per Unit Consumed	\$ 6.77	\$54.16

Total Average Bill \$136.79

Average Use being 800 c.f. (= 8 Units)

Brownsville

Water Monthly Base Charge	\$25.43	<i>Actual Billing</i>
Volume Charge per Unit Consumed	\$ 1.84	\$ 9.20
Sewer Monthly Base Charge	\$44.05	
Volume Charge per Unit Consumed	\$ -	

Water C.I. Fee	\$ 2.50
Sewer Debt Fee	\$15.00

Total Average Bill \$ 96.18

Base Rate Includes 300 c.f.
City charges a base rate for sewer consumption
Average Use being 800 c.f. (= 8 Units)

"In this world nothing can be said to be certain, except death and taxes." ~ Benjamin Franklin

Brownsville Taxes

Tax Invoice Review		Tax Invoice Review	
ESD LINN-3TN-LINC	1.47%	\$45.23	\$76.82
LBCC	2.42%	\$79.39	\$136.47
CENTRAL LINN #552	22.24%	\$730.46	\$1,163.66
EDUCATION TOTAL:	26.12%	\$855.08	\$1,366.96
LINN COUNTY	6.13%	\$201.46	\$320.93
LINN COUNTY LOC OP	23.69%	\$777.62	\$1,234.43
LINN COUNTY LOC OP II	0.91%	\$30.05	\$47.68
BROWNVILLE CITY	33.51%	\$1,100.89	\$1,753.77
BROWNVILLE RD	5.77%	\$189.58	\$292.01
4E EXTENSION DISTRICT	0.34%	\$11.27	\$17.64
GENERAL GOVT TOTAL:	60.35%	\$1,950.79	\$3,035.36
LBCC BND	0.82%	\$27.02	\$43.07
BROWNVILLE CT BND 2	5.60%	\$184.06	\$293.22
BROWNVILLE CT BND	2.20%	\$72.36	\$115.31
BROWNVILLE RD BOND	4.95%	\$162.23	\$256.94
BONDS - OTHER TOTAL:	13.58%	\$444.67	\$710.54
100.00%		\$2,395.46	\$3,745.90

Home circa 2000

City Total: 41.32%

Tax Invoice Review		Tax Invoice Review	
ESD LINN-3TN-LINC	1.47%	\$45.23	\$76.82
LBCC	2.42%	\$79.39	\$136.47
CENTRAL LINN #552	22.24%	\$730.46	\$1,163.66
EDUCATION TOTAL:	26.12%	\$855.08	\$1,366.96
LINN COUNTY	6.13%	\$201.46	\$320.93
LINN COUNTY LOC OP	23.69%	\$777.62	\$1,234.43
LINN COUNTY LOC OP II	0.91%	\$30.05	\$47.68
BROWNVILLE CITY	33.51%	\$1,100.89	\$1,753.77
BROWNVILLE RD	5.77%	\$189.58	\$292.01
4E EXTENSION DISTRICT	0.34%	\$11.27	\$17.64
GENERAL GOVT TOTAL:	60.35%	\$1,950.79	\$3,035.36
LBCC BND	0.82%	\$27.02	\$43.07
BROWNVILLE CT BND 2	5.60%	\$184.06	\$293.22
BROWNVILLE CT BND	2.20%	\$72.36	\$115.31
BROWNVILLE RD BOND	4.95%	\$162.23	\$256.94
BONDS - OTHER TOTAL:	13.58%	\$444.67	\$710.54
100.00%		\$2,395.46	\$3,745.90

Home circa 1970

City Total: 41.32%

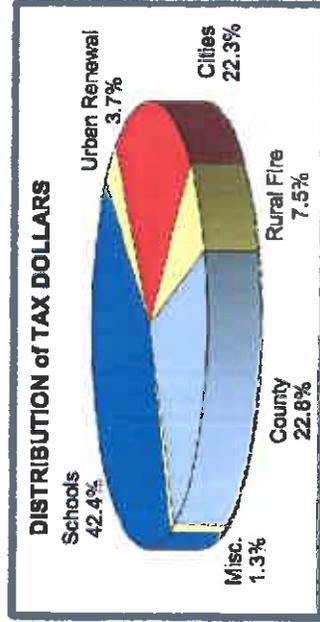
Tax Invoice Review		Tax Invoice Review	
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BROWNVILLE CT BND	2.20%	\$72.36	\$115.31
BROWNVILLE RD BOND	4.95%	\$162.23	\$256.94
BONDS - OTHER TOTAL:	13.58%	\$444.67	\$710.54
100.00%		\$2,395.46	\$3,745.90

Home circa 1900

City Total: 41.32%

Linn County Tax Summary 2017-2018

COUNTY	Real Market Value	Taxable Value	Less Urban Renewal	Compute Tax Rate	Maximum Tax Rate	Taxes Imposed
COUNTY	14,592,068,579	9,600,178,308	416,125,558	4.2638		37,742,914.40
CITIES						
Albany	4,005,117,742	3,235,933,261	219,174,731	7.4251		23,917,369.67
Brownsville	145,867,565	103,756,362		8.7522		905,142.35
Gales	3,712,334	3,516,781		0.2824		1,078.04
Halsey	71,733,671	56,711,832		6.4673		362,008.57
Harrisburg	253,419,548	213,244,213	20,545,411	3.1149		673,578.03
Idaone	6,253,301	4,083,808		2.5023		10,171.32
Lebanon	1,487,463,881	1,132,359,265	174,000,368	5.8603		6,321,118.74
Lynne	115,944,396	84,528,964		1.8928		159,378.24
Mill City	95,180,642	73,556,967		4.1573		305,358.38
Millersburg	536,463,273	469,087,785		1.7600		767,398.86
Sci	65,260,375	50,730,965		4.9527		249,370.80
Sedaville	22,592,370	18,687,843		0.4552		7,387.23
Sweet Home	607,333,083	454,011,693	10,4827	10.4827		3,489,730.39
Tanganis	188,483,036	8,781,360		0.6000		0.00
Waterloo	14,781,022	10,884,349		0.6000		0.00
TOTAL						38,683,176.55



The Big Picture Dashboard

2024

State Legislature Priorities

1. Housing Crisis Impacts
2. Homelessness
3. Healthcare
4. Mental Health Investment
5. Environmental Regulations
 - a. TMDL
 - b. Wetlands
 - c. Mercury Standards
 - d. NPDES Implications
 - e. WOTUS
 - f. FEMA & Flood Requirements
6. Land-Use Regulations
 - a. Accessory Dwelling Units
 - b. Camping & Ninth Circuit Court Ruling
 - c. Third-Party Building Inspections
7. Recycling Crisis
8. Preemption of Local Control

1. Water Treatment Plant Improvements (\$4M - \$6M)
 - a. Distribution System Improvements
 - b. New Water Reservoir
 - c. New Water Treatment Plant
 - i. Two (2) Filters
 - ii. UV Disinfection System
 - iii. All New Controls

Pipeline

1. TMDL
2. Water Regulations
3. Wastewater Compliance Issues
4. Wellhead Protection
5. WOTUS Implications
6. FEMA Rule Changes
7. Infill Impacts
 - a. Parking
 - b. Utilities
8. Comprehensive Plan Update Implications
9. Utility Infill & Extension Implications

Economic & Community Development

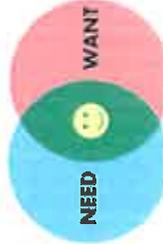
1. McFarland Cascade
2. Azalea Rojo Vineyard
3. Dollar General
4. Housing Developments
5. Storage Units Facility
 - ▶ Understanding Private Development
 - ▶ RAIN & the Entrepreneurial Role
 - ▶ Civic Organizations & Agreements
 - ▶ Code Development
 - ▶ Public Works Standards

Capital Improvements Plan

1. At-a-glance Summary
2. Huge Liability
 - a. Total Assets = \$42M
 - b. Assets in Need = \$17M

Finance

1. A+ Rating from Standard & Poor's
2. Debt Limitation (\$2.4M)
3. Current Obligations (2049)
4. Loan Futures (Rate Audits)
5. Legacy Decisions
 - a. Not Assessing Sewer Collection Lines
 - b. Not Assessing Water Distribution Lines
 - c. Street Construction Implications
6. Franchise Fee Authority
 - a. Currently in jeopardy...
 - b. Continues to Dwindle...
7. State Revenue Sharing



In the Works

1. Downtown Sewers (\$600K)
2. Cemetery Bridge (\$180K+)
3. Rec Center (\$800K)
4. Pavilion (\$600K)
5. Other Facilities (\$80K+)
6. Water Meters (\$180K+)
7. Cyber Security (\$15K)
8. Land Inventory (\$30K+)

Citizen Wants

(\$600K-\$2.4M)

1. Kirk Avenue Improvements (\$380K+)
2. Skate Park (\$20K+)
3. Dog Park (\$35K+)
4. Community Kitchen (\$15K+)
5. Crime Deterrent Cameras (\$125K+)
6. Water Feature (\$125K+)
7. Free Wi-Fi Downtown
8. Community Theater
9. Senior Housing
10. Transport Vehicle

City of Brownsville
SUMMARY
 November 5, 2018



Infrastructure Component	Replacement Cost	Total Units	Units/Physical Condition					
			Excellent	Good	Fair	Poor	Critical	Unknown
Roads	\$7,652,699	Center Line Linear Feet 49,090	2,760	17,240	11,310	16,920		
Bridges	\$74,828	Number of Bridges 1				X		
Water Supply Systems	\$2,993,111	Number of Facilities 1		X		X		
Water Distribution	\$6,485,074	Linear Feet (Thousands) 60,442		X		X		
Wastewater Systems	\$5,237,945	Number of Facilities 2	X					
Wastewater Collection	\$9,808,924	Linear Feet (Thousands) 56,180	23,764			32,416		
Stormwater Collection	\$3,529,377	Linear Feet (Thousands) 17,010			X			X
Facilities	\$6,307,608				X			
Totals	\$42,089,566							

Socio-Economic Characteristics

Current	2010 Census Information				
	Population	1,762	Population	1,668	% LMI
Total Households	720	Total Households	685	% Poverty	8.8%
% Unemployment	2.9%	MHI	\$35,486	% Unemploy	7.1%

* Inflation Calculator:
www.bls.gov

Population in 2014: 1,693 (0% urban, 100% rural). Population change since 2000: +16.9%

Male: 751 (44.3%)
 Female: 942 (55.6%)

Median resident age: 39.4 years
 Oregon median age: 37.2 years

Zip codes: 97117

Estimated median household income in 2016: \$52,555 (it was \$55,486 in 2000)
 Brownsville: \$52,555
 OR: \$57,532

Estimated per capita income in 2016: \$28,152 (it was \$15,272 in 2000)
 Brownsville: \$28,152
 OR: \$28,710

ESRI—ESRI Median Median Per Capita Value in 2016: \$175,307 (it was \$117,000 in 2000)
 Brownsville: \$175,307
 OR: \$287,100

Mean prices in 2016: All housing units: \$195,686; Detached houses: \$217,288; Mobile homes: \$75,578

Median gross rent in 2016: \$668

MONTH END RECAP

		DECEMBER 2018							
		REVENUE	EXPENDITURES		YTD	%	Unexpended		
1	GENERAL	\$ 234,431.03	\$ 75,072.26		\$ 378,735.46	27.76%	\$ 985,554.54		1
2	WATER	\$ 27,330.97	\$ 19,498.29		\$ 320,865.28	35.36%	\$ 586,483.72		2
3	SEWER	\$ 30,194.87	\$ 15,245.27		\$ 122,469.60	19.16%	\$ 516,875.40		3
4	STREETS	\$ 16,435.65	\$ 9,558.22		\$ 113,078.62	23.55%	\$ 367,121.38		4
5	WATER BOND	\$ 199.08	\$ -		\$ 32,509.79	45.05%	\$ 39,657.21		5
6	SEWER BOND	\$ 1,493.31	\$ -		\$ 219,190.69	67.39%	\$ 106,069.31		6
7	SEWER DEBT FEE	\$ 10,914.32	\$ -		\$ 73,234.83	23.83%	\$ -		7
8	BUILDING & EQUIPMENT	\$ 924.86	\$ -		\$ -	0.00%	\$ 355,000.00		8
9	WATER RESERVE	\$ 1,846.08	\$ -		\$ -	0.00%	\$ 264,601.00		9
10	HOUSING REHAB	\$ 564.38	\$ -		\$ -	0.00%	\$ 204,519.00		10
11	WATER SDC	\$ 110.79	\$ -		\$ -	0.00%	\$ 81,040.00		11
12	SEWER SDC	\$ 815.48	\$ -		\$ -	0.00%	\$ 367,753.00		12
13	STORMWATER SDC	\$ 165.80	\$ -		\$ -	0.00%	\$ 87,027.00		13
14	BIKEWAY/PATHS	\$ 228.27	\$ -		\$ -	0.00%	\$ 44,646.00		14
15	LIBRARY TRUST	\$ 16.81	\$ -		\$ -	0.00%	\$ 6,057.00		15
16	CEMETERY	\$ 453.29	\$ -		\$ -	0.00%	\$ 81,578.00		16
17	TRANSIENT ROOM TX	\$ 17.12	\$ -		\$ -	87.61%	\$ 5,402.00		17
18	SEWER CONSTRUCTION	\$ -	\$ -		\$ -	0.00%	\$ -		18
19	LAND ACQUISITION	\$ -	\$ -		\$ -	0.00%	\$ 9,972.00		19
20	COMMUNITY PROJECTS	\$ 611.13	\$ 1,625.00		\$ 26,578.00	10.78%	\$ 219,922.00		20
		\$ 326,753.24	\$ 120,999.04		\$ 1,213,427.44				

Key Bank Account	2018-2019	YTD	% of Total
General Checking	\$ 103,801.85	\$ 5,542,706.00	21.89%

Oregon State Treasury	DEBT Payments	Totals
Community Improvements	Water	\$ 45,327.00
Project Escrow Holding	Wastewater	\$ 486,663.00
TOTAL OST / LGIP		

Total Debt	Total
Water	\$ 745,639.00
Wastewater	\$ 5,975,539.00
Total	\$ 6,721,178.00



Implementation Tracking Matrix

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Bacteria	1. Pet & animal waste	Inform residents about potential bacterial water contamination from animal waste.	Short term: Provide information in City Newsletter and provide dog waste bags in City parks.	Newsletter distributed. Resident feedback.	Completed Quarterly. <u>annual?</u>	Annually: Waste bags ordered and stocked as needed; installed an additional site downtown. Commented [PW1]: Identify when newsletter will be distributed.
		Install pet waste signs in public areas <u>Maintain pet waste stations and signs in public parks</u>	Long term: Ongoing education to reinforce message.		Ongoing; <u>annual review</u>	See Above
	2. Stormwater BMP's	Continue to evaluate, design, and adopt <u>Require</u> stormwater best management practices for water quality when necessary for new development and re-development. Require extensive review by City Staff including the City Engineer, Planning and Public Works.	Continue existing practices and protocols <u>per [insert development code or design standards relevant to stormwater BMPs].</u> Keep <u>Enforce</u> Public Works Standards and necessary Municipal Code requirements in place.	Continue to utilize <u>Track and document that</u> best management practices when developments occur <u>are implemented per [insert code citation/ design standards document]</u>	Ongoing; <u>annual review</u>	Ongoing.
	3. Inflow & Infiltration	Keep infiltration and inflow of the City's sewer system to a minimum. <i>(This issue is related to mainly stormwater.)</i> Perform ditch maintenance as needed <u>on annual basis and as needed</u>	2007 WWTP Improvements significantly reduced infiltration problems. Public Works performs annual ditch maintenance.	Public Works Superintendent will Update <u>Update maintenance inventory on annual basis; track maintenance efforts, completed and cost</u>	Ongoing; <u>annual review</u>	Annually: Update Commented [PW2]: Looking to the next five years
	4. Erosion & Sedimentation	Current development code <u>[insert code citation]</u> requires developers to adhere to ODEQ NPDES Permit requirements for erosion control for areas >1 acre.	Continue current practice of reviewing residential and commercial projects to ensure compliance.	Verification of 1200C compliance as needed <u>for all developments greater than 1 acre; track developments greater than one acres</u>	Ongoing; <u>annual review</u>	Ongoing.
Provide information to builders about DEQs 1200C Permti requirements. Encourage smaller parcels to follow 1200C plan for project. <u>Provide information to builders about the 1200C Program.</u>		Revise building permit review process to include providing builder with a copy of the 1200C plan. Include fact sheet from DEQ with <u>all</u> building permits.	Staff reports and tracks that plans-BMPs required by a 1200C permit have been included for builders in permit packets for all developments <u>Staff reports fact sheets have been included for builders.</u>	Include on all individual lots. <u>Ongoing; annual review</u> Implemented September 2008	Ongoing Ongoing	
5. Wastewater Treatment	Ensure effluent quality meets and exceeds the requirements contained in the NPDES Permit.	Monitor and report effluent and river as required by the DEQ NPDES permit. <u>The City spent</u>	Staff reports daily. <u>Verification of 1200C compliance as needed.</u>	Ongoing; <u>annual review</u>	Ongoing.	

2019-2024

	Plant Discharge		\$8.5M to implement new technology and process improvements.				
		Daily testing & monitoring.	Monthly and Annual reporting is completed.	Staff reports daily.	Ongoing		Ongoing

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Mercury	1. Erosion and sedimentation	Erosion control required under ODEQ NPDES Permit Program for new and redevelopment. See Bacteria 4 above	Continue assuring that developers obtain permits when required.	Ongoing	Ongoing	Ongoing
		Assist developers of individuals lots in larger developments to minimize erosion and runoff	Revise building permit review process to include providing builder with a copy of the 1200-C plan.	Staff reports plans have been included for builders.	Implemented 2008 & Ongoing	2016: Lepman & Associates
		Provide information to builders about the 1200-C Program. See Bacteria 4	Include fact sheet from DEQ with building permits.	Staff reports fact sheets have been included for builders.	Ongoing	2016: Lepman, Dollar-General, Wenger Construction.
		Consider implementation of ordinance language. Develop regulatory framework for addressing development practices on steeper slopes on steep slopes	Draft Review model ordinances and other ordinances new ordinance language for applicable provisions that could be adopted by the City to address development on steep slopes	Completed review of model and other ordinances.	Implemented 2010???? Was Commented [PW3]: The City must provide a timeline associated with specific measurable goals.	Completed
	2. Stormwater BMP's	Encourage building standards which encourage filtration through riparian's, swales, and other BMP's for building design.	Review model ordinances and existing ordinances from other cities to determine if any measures can be implemented with existing resources. Adopt by ordinance those measures deemed by Council to be applicable and within city's resources to implement.	Best management practices adopted and distributed to residents and developers to reduce Mercury pollutants.	Implemented 2012 SEE EXAMPLE ABOVE FOR MEASUREMENT Commented [PW4]: The City must provide a timeline associated with specific measurable goals. See the row above for an example.	
		Inform residents of potential sources of mercury contamination to sewer systems.	Look for opportunities through ODEQ and other Identify sources for existing educational materials available to and share with distribute to residents regarding mercury reduction.	Distribute information to residents via semi-annual newsletter and website.	October 2008. Ongoing training Include in newsletter twice a year; maintain website with relevant and current information.	Ongoing. 2016: Council Newspaper Articles

Temperature	1. Riparian Vegetation	Protect existing riparian vegetation.	Ensure the mature tree canopy and vegetation is maintained as needed. Enforce code [insert relevant code citation and/ or design standard]	Inspection & routine, ongoing maintenance of the park abutting the Calapooia River.	Commented [PW5]: How often is park inspected and maintained? Is there a maintenance schedule? I assume there is since there is a specific budget identified for parks maintenance.		
	2. Education	Inform residents of significance of riparian areas and measures they can take to improve water quality. Wetland workshops.	Provide information to residents via City Newsletter, make material available on City website. Partner with Calapooia Watershed Council to sponsor community meetings.	<u>Information provided in newsletter at least quarterly; Website maintained with updated and relevant information</u> <u>Meet annually with Calapooia Watershed Council; implement or support at least one riparian or wetland related project prior to Year 5. Newsletter developed, distributed, and available. Website updated.</u>	<u>Years 1-5: Information provided in newsletter at least quarterly; Website maintained with updated and relevant information</u> <u>Years 1-5: Contact Calapooia Watershed Council and schedule at least meeting each year to discuss partnership opportunities</u> <u>Years 1-2: Develop project list of potential partnership opportunities, which includes staff resources and funding needed to implement projects</u> <u>Years 3-5: Implement or support at least one riparian or wetland related project 2019: Build</u>	Preparing for 2019 Education Effort	
	3. Wastewater Treatment Plant Monitoring	City discharges during cool temperature months of November - March only. Maintain low effluent temperatures.	Meet requirements of NPDES permit. Staff measure the pH & temperature of the Calapooia River and the City's effluent every day.	Discharge occurs under permit conditions only.	Meet with Calapooia Watershed Council.	Commented [PW6]: Too vague; not a measurable objective	Ongoing- 2017, Now Implemented
	4. Tree City	Maintain the requirements of the Tree City USA designation by properly caring for and planting trees throughout the community with special focus on riparian areas.	Monitor tree health during regular system maintenance and monthly meter reading.	Continue to check tree health and plant necessary trees.	Ongoing; <u>annual review.</u>	Commented [PW7]: Annual review refers to the review conducted as part of the TMDL annual report and does not reflect timelines associated with implementing the NPDES permit.	Ongoing
	5. Park Master Plan	The Parks & Open Space Advisory Board recently adopted a revised PMP.	Implement the plan <u>as resources allow.</u>	Plant trees and monitor tree canopy health Do not install engineered bank to prevent the riverbank erosion.		Formatted: Highlight	

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
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Illicit Discharges

Illicit Discharges	1. <u>Intentional/Illegal Dumping and Illicit Discharge, Detection and Elimination</u>	Public education	<p>Inform public of rules regarding disposal by including articles in City newsletter, material on City website, literature available at City Hall lobby.</p> <p><u>Include dates for upcoming city, county and other locally sponsored household waste collection events on website and in newsletter.</u></p> <p><u>Clearly identify on City's website how community members should contact city with reports of illegal dumping and illicit discharges</u></p>	<p><u>Include aArticles completed, in newsletter, provide information on website website additions completed, handout material acquired.</u></p> <p><u>Provide information to public about illicit dumping/ discharge impacts on water quality and city's code enforcement</u></p>	<p><u>OngoingYears 1-5: Articles and collection events are published in newsletter at least quarterly; website information is kept up-to-date</u></p> <p><u>Years 1-5:Information provided to public at least quarterly in newsletters.</u></p> <p><u>Year 1: Clearly identify on</u></p>	<p>Ongoing 2017: New Effort</p>	
		<u>IDDE response, tracking and enforcement Enforcement</u>	<p><u>Educate public on how to report illicit dumping.</u></p> <p><u>Staff training on how to detect illicit dumping. Staff respond to and track complaints received, city response and follow-up actions documented</u></p>	<p><u>Staff training completed, public information campaign done.</u></p> <p><u>Staff track complaints, city response and follow-up actions</u></p>	<p><u>Implemented 2010Ongoing; annual review</u></p>		<p>Ongoing 2017: New Effort</p>
		<u>Staff Training and Enforcement</u>	<p><u>Provide annual Staff training on how to detect, report and mitigate illegal dumping and illicit discharges</u></p>	<p><u>Track illegal dumping and illicit discharges reported and discovered, follow-up and enforcement actions</u></p>	<p><u>Years 1-5: Provide staff training at least annually</u></p>		
	2. <u>Accidental or Unintentional Dumping</u>	Public education	<p><u>Educational material provided at City Hall, through newsletter and website to inform public of how to avoid or report any accidental discharge.</u></p>	<p><u>Articles completed, website additions completed, handout material acquired.</u></p>	<p><u>Ongoing</u></p>	<p>Ongoing 2017: New Effort</p>	
		<u>Identify Stormwater catch basins and label to educate public.</u>	<p><u>Label and stencil storm drain catch basins to identify them as Stormwater system and inform public that they drain to streams.</u></p>	<p><u>Labeling completed.</u></p>	<p><u>December 2017</u></p>		<p><u>All basins properly marked</u> 2017: New Effort</p>

Commented [PW8]: See City of Lowell website for example: <https://www.ci.lowell.or.us/code>

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
All Pollutants	1. Stormwater Education	<u>See public education strategies shown above</u> Public education	Increase Website Effort.	Create Documents, Links and all things TMDL.	June 2019	<p style="color: red;">In Progress</p> <p style="color: red;">2018: New Effort</p> <p style="color: red;">City is working on content for the new, redeveloped website.</p>
	2. Public Works Operations	<p style="text-align: center;">Street Sweeping</p> <p style="text-align: center;">Pioneer Park Leaf Collection</p> <p style="text-align: center;">Leaf Burning</p>	<p style="text-align: center;">Continue contract for sweeping services.</p> <p style="text-align: center;">Continue Annual Park Clean-Up.</p> <p style="text-align: center;">Citizens Collect & Dispose of Leaves</p>	<p style="text-align: center;">Ensure monthly sweeping is carried out per contract.</p> <p style="text-align: center;">Annually clean-up Park.</p> <p style="text-align: center;">Fall Seasonal Work.</p>	<p style="text-align: center;">Ongoing Monthly</p> <p style="text-align: center;">Ongoing Annually</p> <p style="text-align: center;">Ongoing Annually</p>	<p style="color: red; text-align: center;">Actively Ongoing</p> <p style="color: red; text-align: center;">In Progress</p> <p style="color: red; text-align: center;">In Progress</p> <p style="color: red; text-align: center;">Continuing Efforts</p>
	3. Council Support	<p style="text-align: center;">Keep Council abreast of the program and implications.</p> <p style="text-align: center;">Regularly review the Drainage Master Plan, the Water Master Plan, Park Master Plan, and the condition of the Calapooia River.</p>	<p style="text-align: center;">Bi-annual meetings specifically to TMDL.</p> <p style="text-align: center;">Monthly meetings focusing on the City Treasury.</p> <p style="text-align: center;">Implementations of Capital Improvements Plan while addressing pressing concerns with infrastructure.</p>	<p style="text-align: center;">Monitor progress through reporting as items are completed. Council has a goals board which is updated every four months as to progress made.</p>	<p style="text-align: center;">February 2019 through February 20212024</p>	<p style="color: red; text-align: center;">Goal Setting Sessions are being planned</p> <p style="color: red; text-align: center;">Continuing Effort</p>
	4. Staff	<p style="text-align: center;">Council requires Staff to continue work on TMDL and related topics.</p>	<p style="text-align: center;">Update plans as needed, forward necessary regulations as planned, continue implementation of applicable policies and strategies adopted by Council.</p>	<p style="text-align: center;">Reports from Staff monthly and through the year.</p>	<p style="text-align: center;">Ongoing</p>	<p style="color: red; text-align: center;">Tracked and scheduled as required.</p> <p style="color: red; text-align: center;">Continuing Effort</p>

Implementation Tracking Matrix

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE	
Bacteria	1. Pet & animal waste	Inform residents about potential bacterial water contamination from animal waste.	Short term: Provide information in City Newsletter and provide dog waste bags in City parks.	Newsletter distributed. Resident feedback.	Annual	Short term: March Newsletter annually.	
		Maintain pet waste stations in public areas	Long term: Ongoing education to reinforce message.		As Needed	Long term: Maintain the stations.	
	2. Stormwater BMP's	Continue to require stormwater best management practices for water quality for new development and re-development.	Continue existing practices and protocols.	Continue enforcing Public Works Standards and necessary Municipal Code requirements in place.	Continue to track through the building/site development process already being used by the City.	Annual Review; Ongoing	
		Require extensive review by City Staff including the City Engineer, Planning and Public Works.					
	3. Inflow & Infiltration	Keep infiltration and inflow of the City's sewer system to a minimum. <i>(This issue is related to mainly stormwater.)</i> Perform ditch maintenance on an annual basis and as needed.	Public Works performs annual ditch maintenance.	Public Works Superintendent will track maintenance efforts and associated costs annually.	Annual Review; Ongoing	The City will ensure that the few drainage areas we have are maintained.	
	4. Erosion & Sedimentation	Current development code requires developers to adhere to ODEQ NPDES Permit requirements for erosion control for areas >1 acre.	Continue current practice of reviewing residential and commercial projects to ensure compliance.	Verification of 1200C compliance as needed per the one-acre rule. (The City requires stormwater management regardless of size.)	Annual Review; As necessary	Developments occur as market conditions allow.	
		Encourage smaller parcels to follow 1200C plan for project.	Revise building permit review process to include providing builder with a copy of the 1200C plan.	Staff reports plans have been included for builders.	Annual Review; Ongoing	-	
		Provide information to builders about the 1200C Program.	Include fact sheet from DEQ with all building permits.	Staff reports and tracks that BMP's required by the permitting process are compliant to code for all projects.	Annual Review; Ongoing	-	
	5. Wastewater Treatment Plant Discharge	Ensure effluent quality meet the requirements contained in the NPDES Permit.	Monitor and report effluent and river as required by the NPDES permit.	Staff reports daily.	Annual Review; Weekly	-	
		Daily testing & monitoring.	Monthly and Annual reporting is completed.	Staff reports daily.	Annual Review; Weekly	-	

(TMDL)

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Mercury	1. Erosion and sedimentation	Erosion control required under ODEQ NPDES Permit Program for new and redevelopment.	Continue assuring that developers obtain permits when required.	As permits are necessary for filling and reshaping the bank on private property.	Annual Review	-
	2. Stormwater BMP's	Enforce building standards which require filtration through riparian's, swales, and other BMP's for building & site design.	Monitor model ordinances and existing ordinances from other cities to determine if any measures can be implemented with existing resources. Council will adopt ordinances deemed necessary by Council.	Continue to improve and better current Best management practices to ensure the reduction Mercury pollutants.	Annual Review	-
		Inform residents of potential sources of mercury contamination to sewer systems.	Identify existing educational materials and make them available to residents regarding mercury reduction.	Distribute information to residents via semi-annual newsletter and website.	Annual March Newsletter; maintain website information.	-
Temperature	1. Riparian Vegetation	Protect existing riparian vegetation.	Ensure the mature tree canopy and vegetation is maintained as needed and as allowed through DSL and other regulatory agencies.	Inspection & routine; trees are constantly monitored after wind storms; Annually a certified arborist assesses the tree inventory in the Park as part of risk management BMP's.	As needed; Council already supports Watershed Council efforts as requested.	-
	2. Education	Inform residents of significance of riparian areas and measures they can take to improve water quality.	Provide information to residents via City Newsletter, make material available on City website.	Newsletter developed, distributed, and available.	Council already supports Watershed Council efforts as requested.	-
		Wetland workshops.	Partner with Calapooia Watershed Council to sponsor community meetings.	Website updated.		
	3. Wastewater Treatment Plant Monitoring	City discharges during cool temperature months of November - March only. Maintain low effluent temperatures.	Meet requirements of NPDES permit. Staff measure the pH & temperature of the Calapooia River and the City's effluent every day.	Discharge occurs under permit conditions only.	Ongoing.	-
	4. Tree City	Maintain the requirements of the Tree City USA designation by properly caring for and planting trees throughout the community with special focus on riparian areas.	Monitor tree health during regular system maintenance and monthly meter reading.	Continue to check tree health and plant necessary trees.	Ongoing.	-
5. Park Master Plan	The Parks & Open Space Advisory Board recently adopted a revised PMP.	Implement the plan as resources allow; Parks are non-essential services. Council does what is necessary to meet service needs. The Park buildings are in need of a multi-million dollar bond and currently being reviewed.	Plant trees and monitor tree canopy health Do not install engineered bank to prevent the riverbank erosion.	Ongoing.	-	

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Illicit Discharges	1. Illegal & Illicit Discharge, Detection and Elimination	Public education	<p>Inform public of rules regarding disposal by including articles in City newsletter, material on City website, literature available at City Hall lobby.</p> <p>Council requires the franchise solid waste agent to conduct an annual household hazardous waste collection day. The solid waste agent is responsible for notifying the public.</p> <p>Citizens contact the City on all kinds of issues including IDDE.</p>	Year 1-3: Identify articles and handout materials for the website about reporting IDDE.	Annual Review	-
		IDDE response, tracking and enforcement	Public Works Staff monitors compliance every day during daily rounds and responsibilities.	Public Works Superintendent will track complaints.	Implemented 2019; Annual Review	-
		Identify Stormwater catch basins and label to educate public.	Label and stencil storm drain catch basins to identify them as Stormwater system and inform public that they drain to streams.	Labeling completed.	December 2017	All basins properly marked

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
All Pollutants	2. Public Works Operations	<p>Street Sweeping</p> <p>Pioneer Park Leaf Collection</p> <p>Leaf Burning</p>	<p>Continue contract for sweeping services.</p> <p>Continue Annual Park Clean-Up.</p> <p>Citizens Collect & Dispose of Leaves</p>	<p>Ensure monthly sweeping is carried out per contract.</p> <p>Annually clean-up Park.</p> <p>Fall Seasonal Work.</p>	<p>Ongoing Monthly</p> <p>Ongoing Annually</p> <p>Ongoing Annually</p>	
	3. Council Support	<p>Keep Council abreast of the program and implications.</p> <p>Regularly review the Drainage Master Plan, the Water Master Plan, Park Master Plan, and the condition of the Calapooia River.</p>	<p>Bi-annual meetings specifically to TMDL.</p> <p>Monthly meetings focusing on the City Treasury.</p> <p>Implementations of Capital Improvements Plan while addressing pressing concerns with infrastructure.</p>	<p>Monitor progress through reporting as items are completed. Council has a goals board which is updated every four months as to progress made.</p>	<p>February 2019 through February 2024</p>	
	4. Staff	<p>Council requires Staff to continue work on TMDL and related topics.</p>	<p>Update plans as needed, forward necessary regulations as planned, continue implementation of applicable policies and strategies adopted by Council.</p>	<p>Reports from Staff monthly and through the year.</p>	<p>Ongoing</p>	