



Council Meeting

Tuesday – June 25th, 2019
7:00 p.m. in Council Chambers

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Note: FY 2019-2020 Final Budget is included with this agenda packet. A public copy is available on-line and at City Hall.

Note: Capital Improvements Plan Update is included with this agenda packet for your review.

Note: The Master Checklist (Things To Do List) is included with this agenda packet for your review.



CITY OF BROWNSVILLE

Council Meeting

Tuesday, June 25th, 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: May 28th, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Budget Public Hearing – FY 2019-2020 (*Budget Passage*)
 - B. Concert in Pioneer Park – Joe DeZurney
- 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 2019.12:** FY 2019-2020 Budget Adoption (*Annual*)
- B. **Resolution 2019.13:** Water Rates (*Annual*)
- C. **Resolution 2019.14:** Sewer Rates (*Annual*)
- D. **Resolution 2019.15:** Year End Transfers FY 2018-2019 (*Annual*)

10) ACTION ITEMS:

- A. Approve Delinquent Assessments
- B. Capital Improvements Plan Update

11) DISCUSSION ITEMS:

- A. Council Check-in Work Session
- B. Annual Master Checklist Review
- C. May 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.



May 28th, 2019

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

PUBLIC: Katie Cheney, David Dodson, Kaye & Phil Fox, Allen Buzzard, Elizabeth Coleman, Steve Brenner, Fred Abousleman & Rachel Maddock-Hughes (*COG*), Sergeant Greg Klein (*Linn County Sheriff's Office*), Alex Paul (*Albany Democrat Herald*), Bryan Bradburn, and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: None tonight.

MINUTES: Councilor Block made a motion to approve the April 23rd, 2019 meeting minutes as presented. Councilor Neddeau seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Central Linn Recreation Center – Katie Cheney.** Basketball Coordinator Katie Cheney was present to highlight the past season. She said CLRA serves K-6th grade children with many different teams and activities offered. All 10 teams enjoyed a winning record this season. She is also planning open gyms and camps this spring and summer; trying to increase interest and utilize gym space more effectively. Katie thanked the front office staff, Jannea and Tammi, for their great help with scheduling. She also thanked Mr. McDowell for getting new rugs for the gym.
2. **Cascade West Council of Governments (COG) – Fred Abousleman & Rachel Maddock-Hugh.** Executive Director Fred Abousleman thanked Council for their recent partnership for the Meals on Wheels program. Last quarter they served 1,500 meals at the Brownsville site. Mayor Ware stated that the CLCF also donated to the program, and that it serves a vital need here. A lot of the seniors come for lunch and stay to interact with each other.

The COG is a 3-county social services and planning organization. They have a staff of 170 that run 300 different programs, with 300 different funding sources as well. This year a main focus has been advocacy, and Mr. McDowell has been instrumental in engaging and helping us to move forward through the legislative process. Hot topics include loss of local control, unfunded mandates, transportation funding and senior services funding. They are tracking 6 bills, and still have 4 alive in session currently. One of the most important bills focuses around wetlands and reassessing development restrictions.

Abousleman also stated that they have programs to help the City with IT, HR, finance, etc., as the need arises. McDowell stated that the City truly appreciates what the COG has done for us, fighting for the rights of our communities. He stated that the power of our democracy is sitting right here in the Council seats, and that the leaders in the community are the last line of defense. Home rule is so important. Without standing up and advocating for ourselves, we are effectively



giving away the power that has been invested in us by the State Constitution. We are excited to have the COG advocating for us.

3. **Proposed Use of State Revenue Sharing (SRS).** Mayor Ware opened the hearing, and asked for any public comment; hearing none, he closed the hearing.
4. **2019-2020 Budget Public Hearing.** Mayor Ware opened the hearing, and asked for any public comment; hearing none, he closed the hearing. Mr. McDowell stated that the Budget Committee is recommending levying the full tax rate. The SRS funds go towards public safety, specifically streetlights. The 3rd column on the budget document will be completed and ready for approval at the June Council meeting with no further recommendations or changes requested by Council.
5. **Richard Hall & Timothy Smith 368 Spaulding Variance Appeal Request – David Dodson.** Mayor Ware read the procedural items that included the following information, 1) rules of meeting conduct, 2) meeting process, 3) the nature and purpose of the hearing, 4) burden of proof on the applicant, 5) conflicts of interest, ex parte contact or other items to members may want to mention or declare. McDowell stated that the Council packet included, the April 22nd, 2019 Staff Report and a draft version of the April 29th, 2019 Planning Committee Minutes. The Planning Commission denied the variance due to unmet criteria. Council is obligated to hear the appeal and to make a decision tonight based on the materials provided; there are basically three options going forth 1) grant the variance outright, 2) deny the variance based on criteria, or 3) approve the variance with conditions.

Mr. David Dodson, working on behalf of the property owners, presented the outline of the current plan, which was submitted May 10th, 2019, after the denial by the Planning Commission. Dodson indicated that an outright permitted use for the property zoned HDR could be accommodations of up to 21 units, three stories high. Dodson continued saying that the property owners are interested in neighborhood compatibility and towards that end are proposing to divide the parcel into 3 lots, imposing a height restriction of 2 stories, and implementing a deed restriction to only allow single-family homes or duplexes. Dodson quoted the Brownsville Municipal Code and asked for Council to approve the variance with these new restrictions. Councilor Gerber stated that she is amenable to 1-2 duplexes instead of duplexes on all 3 lots, citing concern over traffic load and density in the area. McDowell stated that the variance, if granted, would be brought back to Planning Commission or Council for approval of future building plans.

McDowell also stated that the letter the Dodson is referring to is basically adding a condition of density. Council is not addressing the drainage issue this evening. Drainage plans will have to come back through the City's formal approval process which will include a complete review by the Public Works Superintendent and the City Engineer. McDowell reminded Council that basically there are 2 prongs tonight. The first is approval of the 21 units, high density plan, the 2nd is for approving the variance with height limitations, and no more than 3 duplexes on the parcel (there is sample language on the dais).

Mayor Ware closed the hearing, and Council discussion ensued. Councilor Block recused himself from the vote because he is an abutting neighbor of the property under discussion. Councilor Gerber stated that her only concern was the density in a fairly small area. Councilor Hansen stated that he would rather see units of duplexes opposed to the possibility of a 21-unit apartment complex scenario, which



would be much worse for neighborhood density. *Councilor Chambers made a motion to approve the variance request with conditions found in the Staff Report dated April 22nd, 2019. She also moved to add additional conditions as follows: 1) the property owner will add deed restrictions as suggested in Willamette Valley Planning LLC letter dated May 10th, 2019. Future construction cannot exceed two stories and only duplexes or single-family units can be constructed on the property. 2) The variance time frame is two years. Applicant will have two years to submit a land partition for the property to the City of Brownsville. 3) The City of Brownsville will require future conditions for the land partition. The conditions in the Staff report include: 1) Variance is subject to the applicant providing a conceptual site plan suitable to the City. 2) Developer shall submit a landscaping plan for frontage to eliminate vision clearance issues off Spaulding Way. 3) the approved flag lot location shall be considered the only driveway access for the lots; additional footage shall not be considered a private access for abutting lots. Councilor Hansen seconded the motion, and it was approved by all, with Councilor Block abstaining from the vote.*

6. **Municode Reservation Module Overview.** Mr. McDowell stated the City recently organized a meeting with community partners to discuss the idea of setting up a community events calendar and reservation system. Mrs. Deaver and McDowell have been working with Municode to facilitate an online calendar. Municode has offered up a reservations module which McDowell demonstrated for Council. It will be accessed through the City's website, and requests will be routed to Staff for approval and confirmation of the reservation or denial. There are still a few bugs to work out, but we are close to being operational.

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Sergeant Greg Klein presented the numbers for April 2019. There were 4 traffic citations, 17 warnings, 4 warrant arrests, 1 runaway, and 73 total complaints taken for the month. LCSO devoted 2.5 hours to traffic, and 205.5 hours overall. He checked on the May numbers and citations are up to 19, with 40 warnings given. LCSO has been working with the Pioneer Picnic group to address their needs. Councilor Chambers asked about the lawfulness of someone driving in the middle of the road in a wheelchair. Is that a citable offense? Klein stated that they have received a complaint letter, and they are dealing with the situation.
2. **Public Works.** Mr. Frink was excused due to sickness. McDowell discussed a few details over the last few weeks including a water leak and a sewer backup.
3. **Administrator's Report.** The City received a thank you letter (on the desk tonight) from the Halsey-Shedd Rural Fire Protection District for partnering in the Jacob's kit program. On May 16th, 2019, a contingent of the Emergency Preparedness Committee met with Principal Heidi Hermanson at Central Linn High School. The group received good feedback and cooperation in participating with installing the Jacob trauma kits in the schoolrooms and on the buses. Other news in EPC centered around the possible creation of a logo to go with the kit and engage several local entities towards our common EPC goal. One idea is to create a shared website that would be standalone. One website provider possibility would be wix.com; the cost would be a few hundred dollars each year. Council approved the creation of the joint website by consensus.



McDowell reported that on May 22nd, 2019, an Historic Oregon Film Trail Unveiling Event was held at three locations throughout town. There is a major marketing campaign underway directing folks to the major movie sites around the State. The movie, *Stand By Me*, was shot in Brownsville in 1985, and continues to be a tourist draw every year, all year long. Brownsville is the 2nd city in Oregon to be honored, and the Oregon Film Commission predicts about 100 sites by the end of the year. They will have marketing at PDX encouraging folks to participate and visit various cities. The event started at the Linn County Museum, stopped by City Hall, and then moved on to the park. Signs have been installed at all 3 locations.

Mr. Frink and Mrs. Deaver have been looking at new software technology associated with the new meters, and Council may need to consider a few policy changes to take full advantage of the new capabilities.

Mr. McDowell spoke about the art of advocacy and what that means for Council. McDowell loves the exuberance about City issues, but the City should be more prepared before talking with our State representatives. Council should consider developing written points to share with representatives and members of our community. The City recently received a letter from an aide asking for information about an issue, which causes unnecessary work to accommodate such a request. It may behoove Council to hire retired Judge Jad Lemhouse to help guide us down this path with impacts to municipal courts for example. He has been advocating for courts and cities for years, and has a clear understanding of relevant and important issues. McDowell stated that he thought that it is important for Council not lose our positive momentum on this very important topic. Mr. Abousleman interjected to remind Council that the most important people to elected officials are other elected officials. McDowell said it is imperative that Council advocate for their city. The City is in the "infancy stage" with this effort, but it is important to be intentional with our effort and communication.

McDowell suggested planning to apply for State park grant funding next year. They are in the short cycle this year, and the long cycle with a larger funding base should be happening next year. It is unclear just yet where the funding will fall out until the legislative session is finished. It may take a couple of funding cycles to get funded, so this is just something to keep in mind. McDowell also reminded Council that we are hearing complaints again about the park bank eroding away. Council will remember this issue has been discussed many, many times, and there are simply no good options. We will be retreating to preserve the playground equipment. Park Board is considering this matter, and will bring a recommendation to Council.

The TMDL matrix was sent, and approved. We also received new requirements. TMDL seems to be going down the path as expected. Advocacy discussion needs to be had on this topic, and we will likely need to reload with the Cascade West Council of Governments again on this issue.

It is important for Council to remember that outright permitted uses go through reviews with Planning, Public Works, and Administration at City Hall, not the Planning Commission. Clarity is really needed around these planning issues as the general public can become confused on what the legal requirements are for the City.

Public Works recently had a lot of fun with a sewer lateral down on Washington Street. A root wad in the City's system caused damage to a property owner's sewer lateral. The property owner hired an outside contractor to repair the line. The City will be filing an insurance claim on this repair work. Public Works also had a line



break on Hausman and Ash last week. After several attempts, it was determined that the repair could not be made at night, so some water was off overnight. The affected citizens were very understanding, and Staff greatly appreciated that courtesy. Water service was restored the next morning.

4. **Library Report.** No comments.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** Mr. Allen Buzzard, School Avenue, complimented Public Works, particularly Andy Day and Josh Kometz for their work getting Main Street weeded and freshly barked before Pioneer Picnic. He is also still concerned about sidewalk safety, and has been circulating a petition for folks to sign. He would like the City to work with Linn County Roadmaster regarding speeds, repainting crosswalks, and insist all property owners either pay for, or contribute toward, a traffic impact study. Buzzard said that he would be back in June to speak to Council.

LEGISLATIVE ITEMS:

1. **Resolution 2019.11 – Election to Receive State Revenue Sharing.** *Councilor Block moved to approve 2019.11, as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
2. **Ordinance 779 – Amend General Penalties Provision, Chapter 1.05 of the Brownsville Municipal Code (Emergency).** *Councilor Gerber made a motion to read O 779 by title only. Councilor Hansen seconded the motion, and it passed unanimously. Councilor Block made a motion to approve O 779 by emergency. Councilor Gerber seconded the motion, and it passed unanimously.* Mr. McDowell reminded Council that we have been talking about this issue for a long time. The effort has been spearheaded by citizen Bryan Bradburn. Basically, under the current general provisions, only a peace officer could cite the nuisance into court. This ordinance change will allow the City Administrator, or his designee, to cite this nuisance into court. It will first need to be determined that a nuisance exists, and the problem with that is olfactory is subjective. These nuisances will likely occur in late summer, as plants fully mature, and the time frame could change each year, depending on growing and environmental factors. Again, the ordinance is not perfect, but it is thought that to have something on the books is better than nothing.

ACTION ITEMS:

1. **Linn County Museum Road Closure.** The museum is holding a *Hands on History* event on August 24th, 2019. They would like to close Park Avenue from Main to Averill to accommodate the event. *Councilor Block made a motion to approve this road closure. Councilor Gerber seconded the motion, and it passed unanimously.*



DISCUSSION ITEMS:

1. **Canal Company & the Mill Race.** Insurance confirmation has been received, and the pumps will likely be starting up this next week. Would Council like Mr. McDowell and Councilor Block to move forward with negotiations based on last month's presentation? *Councilor Gerber made a motion to authorize Mr. McDowell and Councilor Block to move forward with the Canal Company discussion and negotiations. Councilor Hansen seconded the motion, and it passed unanimously.*
2. **Linn County Sheriff's Office Contract.** McDowell informed Council that right after the last meeting, he received an email from Sheriff Yon stating that the current contract will stay in effect until labor negotiations are completed.
3. **April Financials.** No comments.

CITIZENS COMMENTS – Allen Buzzard spoke again stating the while he was circulating his petition, he has heard from an enormous number of folks that want to see more law enforcement. Buzzard suggested that if we are not getting the service from LCSO, that we should maybe cut them out completely. We could install cameras and issue tickets by photo enforcement. He said that the City has other avenues than depending solely on LCSO.

Bryan Bradburn, Washington Avenue, spoke next. He agrees that Brownsville needs to have more tickets written, but cameras would be a ridiculous waste of money. It doesn't set well with the image of this town, and what we want to see here. It is absurd. He thanked Council for passing O 779, he appreciates the effort, and time will tell how well it will work. He thanked Council again for trying to help him find a resolution to this quagmire and issue he has been dealing with for four long years now.

COUNCIL COMMENTS – No comments.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:19 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell Mayor Don Ware



June 25th, 2019

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

One liner of the month

Change is inevitable, except from a vending machine.

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.

“I don’t get ahead of myself, and I don’t get stuck in the past.”
~ Grace Park, Golfer

“Confidence and doubt are at two ends of the scale,
and you need both. They balance each other out.”
~ Barbara Streisand

“Never be limited by other people’s limited imaginations.”
~ Mae Jemison, Astronaut



Grace Park

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

6) PUBLIC HEARINGS OR PRESENTATIONS:

A. FY 2019 – 2020 Budget Public Hearing – Mayor Ware will leave the floor open for anyone from the public wishing to speak about the proposed budget.

Items included by the Budget Committee in this FY 2019-2020 budget are below:

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$85,784.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$54,321.
- ▶ Recommend a 3% Utility Rate Increase for the upcoming fiscal year.
- ▶ Approve Historic Use of State Revenue Sharing.
- ▶ Approve the FY 2019-2020 Budget and recommend the same to Council.

B. Concert in Pioneer Park: Joe DeZurney – Mr. DeZurney would like Council to consider suspended the ordinance that prohibits alcohol in Pioneer Park. He would like Council to allow alcohol in the Dance Hall on August 3rd, 2019. Harper’s Winehouse would be using their liquor license and liability insurance.

What is Council being asked to do?

Suspend the ordinance to allow liquor sales in Pioneer Park.



9) LEGISLATIVE:

- A. **Resolution 2019.12: FY 2019-2020 Budget Adoption** – Each year Council must pass three resolutions to certify the passage of the annual budget. The City has historically accomplished this by adopting one resolution in accordance with State law. The resolution adopts the upcoming fiscal year’s budget, makes appropriations and imposes and categorizes taxes. Any changes to the budget at this point would require a special meeting of Council.

What is Council being asked to do?

Pass this resolution to officially adopt the budget appropriations and impose taxes.



- B. **Resolution 2019.13: Water Rates Annual Adjustment** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities.

What is Council being asked to do?

Pass this resolution to officially adopt new water rates for the upcoming fiscal year.

Please use the rates below to compare with the new, proposed resolution:

Water Rates ‘18-‘19

MONTHLY SERVICE CHARGE

In-City

Base Rate	0 - 300 c.f.	\$ 25.43
Additional From	301 - 600 c.f.	\$ 1.66 per hundred c.f.
	601 - 1000 c.f.	\$ 1.84 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.89 per hundred c.f.
	1501+ c.f.	\$ 2.05 per hundred c.f.

Out-of-City

Base Rate	0 - 300 c.f.	\$ 38.15
Additional From	301 - 600 c.f.	\$ 2.14 per hundred c.f.
	601 - 1000 c.f.	\$ 2.39 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.62 per hundred c.f.
	1501+ c.f.	\$ 2.68 per hundred c.f.

- C. **Resolution 2019.14: Sewer Rates Annual Adjustment** – Each year Council passes a utility rates resolution. The Budget Committee recommends a 3% increase in both the water and sewer utilities.

What is Council being asked to do?

Pass this resolution to officially adopt new water rates for the upcoming fiscal year.

Please use the rates below to compare with the new, proposed resolution:

Sewer Rates ‘18-‘19



The monthly rates shall be as follows:

In-City Sewer Charges:

Average Usage =	0 - 300 c.f.	\$ 34.67
	400 - 500 c.f.	\$ 40.77
	600 - 800 c.f.	\$ 44.05
	900 + c.f.	\$ 48.66

Sewer Only \$ 44.05

Out-of-City Sewer Charges \$ 52.65

- D. **Resolution 2019.15: Year End Transfers FY 2018-2019** – Each year Council passes a fiscal year end transfer resolution to properly account for transactions that happened during the fiscal year that may have exceeded line item spending limits.

What is Council being asked to do?

Pass this resolution to approve these year-end transfers for accounting purposes.

10) ACTION ITEMS:

- A. **Approve Delinquent Assessments** – Annually, Council includes delinquent assessments over a certain amount, so the City can recuperate sewer utility costs.
- B. **Capital Improvements Plan (CIP) Update** – Council is being asked to approve the Brownsville CIP for the purposes described in the document.



11) DISCUSSION ITEMS:

- A. **Council Check-in Work Session** – Is Council interested in holding a short work session after the next Council meeting to discuss how group dynamics are working for members and such?
- B. **Annual Master Checklist Review** – I will provide a quick overview of the ‘Master Things To Do List’ for this past fiscal year.
- C. **May Financials**

NEW INFORMATION – Notable situations that have developed after the last Council meeting

- ▶ Working with the Art Association on signage for the Center.
- ▶ Hosted a meeting with the Linn County Planning & Building Department.
- ▶ Spoke at this month’s Chamber of Commerce meeting.
- ▶ Posted nuisance properties.



- ▶ *Attended a Cybersecurity Workshop in Albany.*
- ▶ *Prepared several reports for Standard & Poor's.*
- ▶ *Updated the Capital Improvements Plan.*
- ▶ *Made arrangement with Central Bank for the loan repayment.*
- ▶ *Guest Speaker at Boys State held at Western Oregon University.*
- ▶ *Received verification from DAS on the City budget resolutions for FY 2019-2020.*

Policy

(fyi)

(fyi) (fyi)

Nuisance Abatement Process

The City reviews properties on a weekly basis from the end of May through September to enforce the ordinances pertaining to weeds and junk. The City goes out monthly in the other months to ensure ordinances are being met during the year. Staff's process for weeds is to give a courtesy call when possible about the upcoming mowing season or the need to mow any given property. Some property owners make arrangements with the City's third-party contractor. Typically, it takes the entire month of June to bring all properties into compliance. The City ordinance allows large parcels to be bailed which happens typically near the middle of July. Depending on the weather, the City may only do one round of posting. Last year was an example of a year that was too dry to require mowing due to a fire ban.

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

Overall, the program has been successful. The City has cleaned up many problem properties over the last three years. Residents have mostly been good to work with on these issues. The Sheriff's Office has also provided support when asked.

HAPPENINGS

EPC Update – I am working on developing a professional logo and stand-alone website that will be shared with the City of Halsey and both fire districts.

From 03.26.2019: Brownsville Fire Chief Kevin Rogers, Halsey-Shedd Fire Chief Travis Hewitt, Administrative Assistant Tammi Morrow and I met with Central Linn High School Principal Heidi Hermansen to discuss emergency preparedness education. The conversation and cooperation were very encouraging. Chief Hewitt shared a safety concept known as Jacob's Kit which would put basic triage kits in Central Linn Schools. We are working together to educate students on the importance of being ready in the event of community-wide emergencies.



Active: Linn County Planning & Building Department Meeting Outcome ☒ – I continue to move this effort forward. So far, cities have reviewed proposed County forms. We are waiting on Linn County to review IGA’s and to provide training to cities. There will be a group training session at the Courthouse in July. We are working through several other issues to improve the process.

From 01.22.2019: 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!



Depot Avenue Development ☒ – I have been attempting to work on a deal for the use of Depot Avenue. So far, the effort has been unsuccessful. I have notified the property owner of River’s Edge of the noise limitations. Construction work is allowed between the hours of 7:00 a.m. and 6:00 p.m.

S & P Rating – I provided a few reports, two of which were included in the Capital Improvements Plan for our rating review.

Budget – Administrative Assistant Tammi Morrow, Administrative Assistant Jannea Deaver and I continue to finalize the budgetary process.

STATUS UPDATES – Projects, proposals and actions taken by Council

Active: Linn County Sheriff’s Office Quarterly Meeting Outcome – Contract pending. Sheriff Yon acknowledged and agreed to keep the current agreement in place until labor negotiations are finalized. The Sheriff also agreed that quarterly meeting and payments would continue.

Below is the current contract price for this part year and what the price would be for next fiscal year:

Current Fiscal Year: 2400 Total Hours \$67.33 \$161,592
[3.58% Increase compared to the previous FY]

FY 2019.2020: 2400 Total Hours \$70.36 \$168,864
[4.5% Increase compared to the previous FY]

Linn County Sheriff’s Office Contract – The City is under contract for 200 hours per month. The eighteen-month average looks like this:

LCSO Month-to-Month Comparison

Year	Month	Traffic Citations	Traffic Warnings	Hours
2019	May	21	47	204



2019	April	4	14	205.5
2019	March	15	35	204
2019	February	4	19	217
2019	January	21	44	217
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
2017	December	4	19	217
	<i>Subtotal</i>	251	484	3770.3
	Total Average	13.9444	26.889	209.46

Active: Canal Company & the Mill Race – Council was given a presentation on the Canal Company at the last meeting. I was asked to provide a timeline and strategy for moving forward. Below are general concept thoughts:

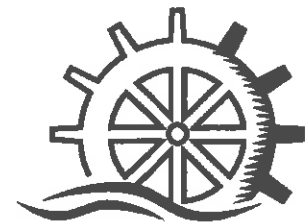
- 1.0. **Canal Company Leadership Discussion (June – August)**
 1. Share Concept
 2. Discuss Paths Forward
 3. Learn Future Plans

- 2.0. **Targeted Public Outreach (September)**
 1. Send Explanation Letter
 2. Create Explanation Webpage
 3. Share Concept
 4. Share Meeting Schedule

- 3.0. **Town Hall & Public Input**
 1. October 15th, 2019, 7:00 p.m.
 2. November 19th, 2019, 7:00 p.m.

- 4.0. **Council Decision**
 1. December 17th, 2019, Regular Council Session

- 5.0. **Agreement Implementation**
 1. Draft Agreements
 2. Solidify Details
 3. Create Processes
 4. Develop Communication Interface





Canal Company and the City – From 04.23.2019: I will give an overview of the Brownsville Canal Company along with some options for Council's consideration. Councilor Block and Councilor Thompson have been very helpful reviewing the details and assisting with this presentation.

From 04.23.2019: It is time once again time to request an insurance certificate from Mr. John Holbrook, President of the Canal Company. Council may choose to have additional conversations regarding the presentation earlier, or any other comments or questions.

Canal Company Insurance – 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.

Facilities Review Committee Recommendation Outcomes – I will be hosting another meeting this summer to put together some details.

From 05.28.19: Central Linn Recreation Association President Blaine Cheney hosted a tour of the Rec Center on May 16th. Ad hoc members attending included Halsey City Administrator Hilary Norton, Halsey Mayor Jerry Lackenbruch, Central Linn School Board Member Jen Durringer, Administrative Assistant Elizabeth Coleman and I attended. Members will reconvene to work out additional details in June.

From 02.26.2019: Assistant Elizabeth Coleman, Councilor Chambers, Councilor Gerber and I hosted an initial discussion about the Rec Center with the ad hoc Joint Committee. The discussion was well-attended and positive, Good information was exchanged. The group is planning another discussion soon.

From 01.22.2019: 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.

Software Training – ***From 05.28.19:*** Administrative Assistant Jannea Deaver and Public Works Superintendent Karl Frink will be working on new logistics and policies based on the new technology. Staff may be bringing up suggested policy changes for Council consideration in the future.

Oregon Water Resources Department (OWRD) and Wyatt Rolfe – I have included money in the upcoming budget to address the Water Management & Conservation Plan.

From 03.26.2019: The City received a final order from OWRD on the water curtailment issue from eight years ago. Public Works Superintendent Karl Frink and I sat down with the City's Water Rights Attorney, Wyatt Rolfe, to understand the implications. Rolfe reported that the State will be requiring the City to adopt a Water Management and Conservation Plan (WMCP). Dyer Partnership will need to be involved along with procuring measuring equipment. The City will need to budget for this priority for the upcoming fiscal year. Overall, Mr. Rolfe felt that the City fared well with this being the primary outcome. The new water meters will also prove to be a huge asset in verifying the effectiveness of the City's future WMCP.



Pending: Step Up IT – **From 03.26.2019:** I recently met with this company out of Eugene to discuss cybersecurity and I.T. They are working with Sweet Home and with other governmental agencies. I met with them a year ago, but we were not ready. A lot has happened since last year, we are in the process of getting a fiber optic system in Brownsville, we are using cloud services for Utility Billing and General Ledger, and we have automated the water distribution system, to name a few. Security and expertise will be important for City computer systems moving forward. I have provided I.T. for several years for the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

Active: Water Rights – **From 02.26.2019:** 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...

Active: Alyrica Franchise Agreement – **From 04.23.2019:** Alyrica President Kevin Sullivan indicated that things are moving slower than he had hoped due some issues with engineering. Mr. Sullivan is actively working on the project.

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.

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: Land Inventory – **From 03.26.2019:** Please review the letter from Planning Consultant Dave Kinney. I asked Mr. Kinney to provide this letter to show Council the process and the political will required for this important project.

From 02.26.2019: Council will be asked to pass an ordinance that clarifies the City limits and the Urban Growth Boundary. Staff and Mr. Kinney continue working on background details.

See past reports for more information.

Active: Go Team Next Steps – Mayor Ware and Councilor Hansen will attend a function next week.

From 05.28.2019: The group is moving along nicely with planning and regional strategies. Costarters and the Kauffman Foundation recently facilitated a visioning workshop in Halsey.

From 03.26.2019: Brownsville will be hosting an event in April. The flyer is enclosed in the agenda packet. The team is working with a consultant on the RLED part of economic development. A logo has been created and the member cities are discussing the details of the articles of incorporation.

From 02.26.2019: I recently forwarded an e-mail from RAIN that will bring you up to speed with RAIN’s activities. The City’s cost share was \$890.92 to make this program happen. (Corey Wright’s presentation discussed above also.)



See past reports for historical information.

ITEMS PENDING – Tabled, On Hold, Stalled or Waiting

Pending: Council Rules – I will attempt to gather the rules review Council members for a meeting in early Fall.

From 03.26.2019: As directed by Council, I spoke with City Attorney Ross Williamson about Council Rules and Council’s request for consequences that would change certain behaviors that cause problems for the organization or behaviors that are not covered by City insurance.

Pending: Public Records Resolution.

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>.

Respectfully Submitted,

S. Scott McDowell



Public Works Report June 19, 2019

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the months of May and June.
- *Distribution System* – There were several small water leaks this month. The automated water meter reading system is about 100% installed. The remaining meters arrived and have been installed. Two water leaks have occurred on Robe street due to cracked shut-off valves. The contractors from the project have been very prompt at performing the needed repairs.
- *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* – The water source for the water plant was switched over to the Calapooia River May 1st. All of the analysis instruments at the water plant have be calibrated and are working properly.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows

Sewer:

- *North Lagoons* – Discharge from this facility was complete on April 30th.
- *South Lagoons*- Discharge from this facility was complete on April 30th.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed.
- *Misc.* – DEQ is in the process of going completely digital for monthly reporting. I have registered the City with the new system and have attended two training sessions so far. The system is a bit complicated to use and will require much time to get acquainted with.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Public works will be grading and preparing the gravel street for dust control the week of June 24th.
- *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. Right-of-way mowing and trimming is under way. This task usually takes about 3 weeks to complete.

Parks:

- *Pioneer Park* –Park caretakers Don and Carol Neddeau began their duties on May 20th and have been doing a great job maintaining the park. Several repairs have been made around the park including kitchen appliance maintenance, door lock repairs, light repairs, building repairs, etc.
- *Blakely Park* – This park has will be cleaned up and mowed as needed.
- *Kirk's Ferry Park* – This park has will be cleaned up and mowed as needed.
- *Remington Park* – This park has will be cleaned up and mowed as needed.

Cemetery:

- *Grounds* –The cemetery was mowed and trimmed and grass clippings removed for Memorial Day weekend. The grass has been mowed once in June.

Library:

- *Grounds*- This facility has been mowed as needed.
- *Buildings*- Nothing to report this month.

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 needed.
- *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 or in the process of being repaired to prepare for use.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



PLANNING AT A GLANCE

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

- | | |
|-----------------------|--------------|
| • Accessory Structure | 630 Washburn |
| • Accessory Structure | 122 N Main |
| • Fence | 926 Oak |
| • Mechanical | 336 Blakeley |
| • Mechanical | 407 Faust |
| • Structural | 713 Oak |
| • Plumbing | 1120 Ash |
| • Structural | 630 Washburn |
| • Mechanical | 724 Westview |
| • Plumbing | 200 Hunter |

Updates

Buildable Lands Inventory

Still in process.

Upcoming Hearings

Conditional Use Permit - Bishop Way RV Park: Continuance

The Planning Commission held a public hearing on June 17th, 2019 review additional information that was requested by the Planning Commission and public testimony regarding traffic impact on Hwy 228, floodplain, landscape buffer, and security. Six public comment letters were submitted into the record regarding the proposed development as well. After listening to the applicant and public comments, the Planning Commission decided to compile proposed Conditions of Approval submitted by property owners, the applicant and staff. The Planning Commission will meet in July to review that compilation and render a decision. A Recreational Vehicle Park is considered a listed Conditional Use under the Brownsville Municipal Code.

Elizabeth E. Copman

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR MAY 2019**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	18	4	2	20	
Violations	50	12	6	56	
Contempt/Other	62	2		64	
TOTALS	130	18	8	140	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 2,112.00	City	\$ 1,717.00
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees +	\$ -	Oregon Dept Revenue	\$ 315.00
Total Bail Held -	\$ -	Linn County	\$ 80.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 2,112.00</u>	TOTAL COURT PAYMENTS	<u>\$ 2,112.00</u>
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Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 1,717.00
STATE	\$ 315.00
COUNTY	\$ 80.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 2,112.00</u>



Library Advisory Board

Librarian's Report

May 2019

Here are a few facts about our library the month of May 2019. We have received 55 new books for the library. Volunteers donated 187.5 hours to our library. There were 1,644 materials checked out. 513 adult fiction books; 220 adult non-fiction books; 127 audio books; 420 children's books; 242 junior books; 51 junior reference books and 71 large print books. One week this past month, I kept waiting for a book to come in that I wanted to read. I would see it be checked in and by the end of the day, it would have been checked out. So, I took a moment to calculate the circulation of the books that are on our new shelf that day. It was 55.8% circulation. I think this is a stupendous number. One passive readers advisory technique I have been using is putting an address label in the back of the book 'If you like this author, you might try...' Many patrons have remarked that they like this way of making suggestions for their next great read.

In May we held 13 children's programs with 143 participants. There were 7 programs for adults with 35 participants. The Library Advisory Board Open House was a fun partnership during Carriage Me Back. Their 'Little Library' at the Meals on Wheels site is going well. Our monthly Library program for adults this month was all about how a Doula birthing coach can help before, during and after the birth of a baby. It was a delight to host Skeeter the Clown for the children again this year. It has been fun partnering with George Medellin and the LBCC Small Business Center. We filmed a short video about a Start Your Own Business Class being held at the Library.

Respectfully submitted,


Sherri Lemhouse
Librarian



RESOLUTION NO. 2019.12

RESOLUTION ADOPTING A BUDGET

BE IT RESOLVED that the Council for the City of Brownsville hereby adopts the budget for Fiscal Year 2018-19 in the sum of \$6,333,610, including transfers totaling \$252,350, now on file at City Hall.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED that the amounts for the fiscal year beginning July 1st, 2019 and for the purposes shown below are hereby appropriated:

GENERAL FUND

Administration	\$	306,210
Parks & Cemetery	\$	753,850
Community Room	\$	0
Library	\$	157,980
Law	\$	282,950
Operations	\$	427,400
Transfers (Out)	\$	0
Fund Total	\$	1,928,390

WATER FUND

Administration	\$	284,700
Operations	\$	357,750
Transfer (Out)	\$	0
Fund Total	\$	642,450

SEWER FUND

Administration	\$	245,675
Operations	\$	622,200
Transfers (Out)	\$	0
Fund Total	\$	867,875

STREET FUND

Personal Services	\$	124,400
Materials & Services	\$	81,600
Capital Outlay	\$	103,500
Transfers (Out)	\$	1,800
Fund Total	\$	311,300

BUILDINGS & EQUIPMENT

Capital Outlay	\$	104,000
Transfer (Out)	\$	180,000
Fund Total	\$	104,000

WATER SYSTEM RESERVE

Capital Outlay	\$	100,000
Fund Total	\$	100,000

WATER SDC

Capital Outlay	\$	45,000
Fund Total	\$	45,000

TRANSIENT ROOM TAX

Transient Room	\$	2,835
Fund Total	\$	2,835

LAND ACQUISITION

Capital Outlay	\$	8,500
Fund Total	\$	8,500

COMMUNITY PROJECTS

Materials & Services	\$	20,000
Capital Outlay	\$	33,500
Fund Total	\$	53,500

SEWER BOND

Bond Payments	\$	314,044
Fund Total	\$	314,044

WATER BOND

Bond Payments	\$	51,636
Fund Total	\$	51,636

SEWER SDC

Capital Outlay	\$	150,000
Fund Total	\$	150,000

Appropriated Total	\$	4,579,530
Unappropriated Total	\$	1,754,080*
Total Budget	\$	6,333,610



RESOLUTION NO. 2019.12

* **Note:** Unappropriated balances are from all accounts including General, Water, Sewer Street, Housing Rehabilitation, Cemetery Trust, Library Trust, Bikeway/Footpath, Water SDC, Buildings & Equipment, Transient Room Tax, Community Projects, Water System Reserve, Land Acquisition, Water Bond, Sewer Bond, Stormwater SDC, Sewer SDC, and where money was not appropriated for expenditure.

RESOLUTION IMPOSING AND CATAGORIZING TAXES

BE IT RESOLVED that the Council for the City of Brownsville hereby imposes the taxes as provided in the adopted budget at the rate of \$6.9597 per \$1,000 of assessed value for operations; and in the amount of \$54,321 for Water Bond Debt Service; and in the amount of \$85,784 for Sewer Bond Debt Service; and that these taxes are hereby imposed and categorized for tax year 2019-2020 upon the assessed value of all taxable property within the district.

	Subject to the General Government Limitation	Excluded from the Limitation
GENERAL FUND	\$6.9597/\$1,000	0
WATER BOND DEBT SERVICE FUND	0	\$ 54,321
SEWER BOND DEBT SERVICE FUND	0	\$ 85,784
DELINQUENT SEWER ASSESSMENT	0	\$ 2,680.69

Passed and adopted by the Council of the City of Brownsville this 25th day of June, 2019.

Attest:

Don Ware
Mayor

S. Scott McDowell
Budget Officer/City Administrator

255 N. Main St.
Brownsville, OR 97327

2019 Sewer Delinquent Accounts

<u>Tax Account #</u>	<u>Name & Address</u>	<u>Amount</u>
285029	Donald Venteicher P.O. Box 282 Brownsville, OR 97327	\$643.69
281465	Barbara Williams 110 Coshow Ave. Brownsville, OR 97327	\$717.34
713558	Mel Neagle P.O. Box 8 Brownsville, OR 97327	\$635.47
307088	Sanford Shipp 424 Washburn St Brownsville, OR 97327	\$684.19
	Total	\$2,680.69

Updated: June 17, 2019



RESOLUTION NO. 2019.13

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR '19-'20 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE II. WATER REGULATIONS (ORDINANCE NO. 534); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Sections 4, 9, 10, 12, 13, 14, 17(1), and 17(2) of Ordinance No. 534 of the City of Brownsville, passed by the Council and approved by the Mayor on October 26th, 1981, and the Brownsville Municipal Code, Chapter 13.05, Article II. **Water Regulations** authorizes charges and fees to be set by Resolution of the Council and reviewed annually,

BE IT RESOLVED, that the rates and fees are set as follows:

WATER SERVICE CONNECTION FEE

The Water Service Connection Fee charged for 3/4” residential service to offset connection plan review costs, service connection installation costs, administrative and other related costs shall be as follows:

Water Service Connection Fee	\$ 1,200.00
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Larger services shall be charged based upon additional materials costs and reasonable installation charges.

MONTHLY SERVICE CHARGE

In-City

Base Rate	0 - 300 c.f.	\$ 26.19
Additional From	301 - 600 c.f.	\$ 1.70 per hundred c.f.
	601 - 1000 c.f.	\$ 1.89 per hundred c.f.
	1001 - 1500 c.f.	\$ 1.94 per hundred c.f.
	1501+ c.f.	\$ 2.11 per hundred c.f.

Out-of-City

Base Rate	0 - 300 c.f.	\$ 39.29
Additional From	301 - 600 c.f.	\$ 2.20 per hundred c.f.
	601 - 1000 c.f.	\$ 2.46 per hundred c.f.
	1001 - 1500 c.f.	\$ 2.69 per hundred c.f.
	1501+ c.f.	\$ 2.76 per hundred c.f.

Water Capital Improvement Fee	\$2.50
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METER TEST FEE

Flow test deposit*	\$ 40.50
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** To be returned if meter registers more than 3% fast.*



RESOLUTION NO. 2019.13

TURN-OFF FEE

Customer Requested Turn-off	\$ 15.00
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ACCOUNT DEPOSIT

New Accounts	\$ 100.00
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RESTORATION CHARGE

City Initiated Turn-off	\$ 15.00
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DELINQUENT ACCOUNTS

Late fee for Delinquent Notice	\$ 7.50
Charge for Notice of Shutoff	\$ 10.00

RETURNED CHECK CHARGE

Each Check Returned by Bank	\$ 45.00
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BE IT FURTHER RESOLVED, that all prior Resolutions setting rates and fees authorized by Ordinance No. 534 and the Brownsville Municipal Code, Chapter 13.05, Article II. **Water Regulations** are hereby repealed.

This Resolution shall become effective July 1st, 2019 upon being passed and approved by the City Council.

Passed and approved by the City Council this 25th day of June, 2019.

Attest:

Mayor Don Ware

City Administrator S. Scott McDowell



RESOLUTION NO. 2019.14

A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR ‘19-‘20 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE I. SEWER REGULATIONS (ORDINANCE NO. 489); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Section 19 and Section 22 of Ordinance No. 489 of the City of Brownsville passed by the Council and approved by the Mayor on March 7, 1980, and amended by Ordinance No. 582, passed by the Council and approved by the Mayor on August 15, 1988, and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** authorizes charges and fees to be set by Resolution of the Council and reviewed annually,

WHEREAS, the City has undertaken major renovations to the sanitary treatment works and collection systems and,

WHEREAS, at the direction of financial advisors have set rates in accordance with projections of expenditures to retire debt incurred by said improvements to meet contract requirements with the State’s Infrastructure Finance Authority (IFA) formerly known as the Oregon Economic & Community Development Department (OECD) and refunded bonds completed in 2016. Rates must be maintained to meet debt obligations.

BE IT RESOLVED that the rates and fees will be as follows:

SEWER SERVICE CHARGES

The City of Brownsville in order to ensure sufficient revenue is generated to pay the total operational and maintenance costs for the proper operation and maintenance of the treatment works and that proportional distribution of operational and maintenance costs among users and user classes is maintained determines that sewer service charges against every property served by the City sewer system shall be based on water usage. An average winter usage will be determined for each customer and that customer will be charged accordingly. Any sewer customers not connected to City water will have the choice of either installing a meter on their well and paying according to that meter reading or paying the rate which falls under the 600-800 cubic feet in the sewer rate structure.

The monthly rates shall be as follows:

In-City Sewer Charges:

Average Usage	=	0 - 300 c.f.	\$ 35.71
		400 - 500 c.f.	\$ 41.99
		600 - 800 c.f.	\$ 45.37
		900 + c.f.	\$ 50.11
Sewer Only			\$ 45.37



RESOLUTION NO. 2019.14

Out-of-City Sewer Charges	\$ 54.22
Sewer Debt Service (<i>Monthly Flat Rate Charge</i>)	\$ 15.00

APPLICATION, PERMIT & INSPECTION

The Sewer Service Connection Fee charged for connecting to the City Sewer System shall cover plan review, inspection and related administrative costs and shall be as follows:

Sewer Service Connection Fee	\$ 100.00
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RETURNED CHECK CHARGE

Each Check Returned by Bank	\$ 45.00
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BE IT FURTHER RESOLVED that all prior Resolutions setting rates and fees as authorized by Ordinance No. 489 and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** are hereby repealed.

This Resolution shall become effective July 1st, 2019.

Passed and approved by the City Council on this 25th of June, 2019.

Mayor Don Ware

Attest:

City Administrator S. Scott McDowell



RESOLUTION NO. 2019.15

A RESOLUTION AUTHORIZING TRANSFERS WITHIN CERTAIN FUNDS FOR THE FISCAL YEAR 2018-2019 BUDGET

WHEREAS, Council would like to maintain accurate expenditures for each and every fiscal year; and

WHEREAS, several line items are over spent annually depending on factors outside the control of Council and Staff; and

WHEREAS, moving funds from the contingency line items to the over spent line items will give a more accurate reflection of expenditures for each fiscal year; and

WHEREAS, funds were moved in accordance with Oregon Local Budget Law; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that that the following funds be transferred in the following accounts:

<u>Transfer From:</u>	<u>Transfer To:</u>	Amount:
<u>General Administration</u>		
100.010.950.000.00.00 Contingency	100.010.627.000.00.00 Legal	\$500.00
	100.010.665.000.00.00 Office Supplies	\$1,200.00
	100.010.671.000.00.00 Dues & Annual Fees	\$15.00
	Total	\$1,715.00
<u>Library</u>		
100.040.950.000.00.00 Contingency	100.040.679.000.00.00 Miscellaneous (Donation Pass-through)	\$6,199.56
	Total	\$6,199.56
<u>Law</u>		
100.050.950.000.00.00 Contingency	100.050.649.000.00.00 Public Defender	\$1345.00
	100.050.665.000.00.00 Office Supplies	\$100.00
	Total	\$1,445.00
<u>General Fund – Operations</u>		
100.060.950.000.00.00 Contingency	100.060.635.000.00.00 Engineer	\$100.00
	100.060.646.000.00.00 Building Dept Contract	\$20,000.00
	100.060.730.000.00.00 Equipment & Clothing	\$150.00
	100.060.821.000.00.00 Computer Hardware	\$1,175.00
	Total	\$21,425.00
<u>Water - Administration</u>		
200.010.950.000.00.00 Contingency	200.010.600.000.00.00 Utility Deposit Refunds	\$2,000.00
	200.010.627.000.00.00 Legal	\$1,500.00
	200.010.665.000.00.00 Office Supplies	\$1,000.00
	200.010.822.000.00.00 Computer Soft/Hardware	\$2,300.00
	Total	\$6,800.00
<u>Water – Operations</u>		
200.060.950.000.00.00 Contingency	200.060.802.000.00.00 Systems (W)	\$11,000.00
	Total	\$11,000.00

Sewer – Administration

210.010.950.000.00.00 Contingency	210.010.665.000.00.00 Office & Operating Supplies	\$1,600.00
	210.010.674.000.00.00 Conferences	\$100.00
	210.010.833.000.00.00 Software (S)	\$1,600.00
	Total	\$3,300.00

Streets

100.060.950.000.00.00	300.000.635.000.00.00 Engineer	\$2,000.00
	Total	\$2,000.00

Sewer Bond Fund

210.010.950.000.00.00	460.000.895.003.00.00 CDBG Loan #3 Interest	\$.20
	Total	\$.20

Community Projects Funds

100.060.950.000.00.00	916.000.639.00.000.00 Misc. (Beautification)	\$7,000.00
	Total	\$7,000.00

Total Amount Transferred \$60,884.76

PASSED AND ADOPTED by the City Council of the City of Brownsville this 25th day of June 2019.

Don Ware, Mayor

ATTEST:

S. Scott McDowell, City Administrator



Council Vision Statement

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

A Vision for Brownsville

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

Tag line

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

Who we are?

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

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

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

What do we want for Brownsville?

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



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

Organizational Development

1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who represent Brownsville citizenry as well as City Staff.
2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

NOTES: Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are a few of those models:

THE PROCESS OF PROGRESS

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes



LEXIPOL'S 10 FAMILIES OF RISK MODEL

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks

How are expectations set in City Government?

- ✦ Laws & Municipal Code
- ✦ Standards
- ✦ Requirements & Rules
- ✦ Memoranda of Understanding
- ✦ Contracts
- ✦ Agreements
- ✦ Employee Handbook
- ✦ Societal Norms
- ✦ Cultural Nuances
- ✦ Public Opinion

**Acceptable
Conduct**
vs.
**Unacceptable
Conduct**



2019-2020 Council Goals
(Compilation Date: April 2019)

Goals 2019-2020

1. Focus on the Fundamentals.
 - *Protect and Manage Brownsville's Treasury.*
 - *Foster Cooperative and Productive Relationships in the community, with Linn County, State and Federal Agencies.*
 - *Develop Advocacy Plan.*

2. Water Rights.
 - *Explore Possible Water Source Options.*
 - *Continually work on perfecting Water Rights.*

3. Economic Development Plan.
 - *Participate in Regional Efforts and Opportunities.*
 - *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

4. Community Development Plan.
 - *Refine Zoning Rules and Requirements.*
 - *Consider and Adopt Building Rules and Standards.*
 - *Emergency Preparedness Planning.*
 - *Support Improvements for Central Linn Rec Center.*
 - *Improve Partnership with CLSD.*
 - *Monitor Recreational Immunity.*
 - *Internet Service Provider.*

5. Capital Improvements Plan.
 - *Develop the Framework for a Sidewalk Program.*
 - *Plan and Construct Downtown Wastewater Improvements.*
 - *TMDL Exploration and Implementation Elements.*
 - *Explore Kirk Avenue Paving Options.*
 - *Pioneer Picture Gallery Discussion.*

6. Organizational Development.
 - *Continue Developing an Effective Working Relationship between Council and Staff.*
 - *Focus on Council Leadership Development.*



GOALS PROGRESS UPDATE

1. Focus on the Fundamentals.

- *Protect & Manage Brownsville's Treasury.*
- *Foster Cooperative & Productive Relationships in the community, with Linn County, State & Federal Agencies.*
- *Develop Advocacy Plan. (2)*

Plan: Staff will continue working carefully with the annually adopted budget to ensure financial well-being. Staff will strive to keep rates as low as possible while providing services effectively and maintaining outstanding financial ratings. Staff will execute the planned projects found in the FY 2018-2019 and FY 2019-2020 budgets as time and priority allow.

Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial and determine appropriate construction schedule depending on financial availability and the savings.

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

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

Council may develop a local advocacy plan that would include, 1) specific legislative items being considered by the State of Oregon, 2) prepare policy statements on those items, and 3) form letter writing efforts to improve municipal authority as allowed by the Oregon Constitution.

2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

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

3. Economic Development Plan.

- *Participate in Regional Efforts and Opportunities.*
- *Work on Economic Analysis, Land Inventory and Urban Growth Boundary.*

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



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

The City will budget for procedures required by the Department of Land Conservation & Development (DLCD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

4. Community Development Plan.

- *Refine Zoning Rules and Requirements.*
- *Consider and Adopt Building Rules and Standards.*
- *Emergency Preparedness Planning.*
- *Support Improvements for Central Linn Rec Center.*
- *Improve Partnership with CLSD.*
- *Monitor Recreational Immunity.*
- *Internet Service Provider.*

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

5. Capital Improvements Plan.

- *Develop the Framework for a Sidewalk Program.*
- *Plan and Construct Downtown Wastewater Improvements.*
- *Pioneer Picture Gallery Discussion.*
- *TMDL Exploration and Implementation Elements.*
- *Explore Kirk Avenue Paving Options.*

Plan: Council will explore the creation of a Sidewalk Program. Plan and save for the construction of a new wastewater collection system for downtown. Council will host a Town Hall in late 2019 to discuss the future of the Pioneer Picture Gallery building. Council will continue to monitor developments of DEQ's TMDL implementation strategy. Council explore funding and construction options for Kirk Avenue.

6. Organizational Development.

- *Continue Developing an Effective Working Relationship between Council and Staff.*
- *Focus on Council Leadership Development.*

Plan: Council recognizes the need for additional training & development. Council will continue to improve in two ways, 1) collectively through regular group discussions and evaluations, and 2) executing their individual roles as community leaders. Council will look at new ways to work together to accomplish shared organizational goals and address community issues with Staff.

To whom it may concern,

- Flashing caution/amber lights at the 20 mph signs downtown with sign that states, "Pedestrian crossing ahead"

- At cross walks there should be a pedestrian push button, flashing amber lights like they have in front of schools for students to cross safely.

It's obvious that above proposals would mitigate the hazards we have on our main street.

E. J. Peterman

SENT VIA USPS FIRST CLASS MAIL w/ CERTIFICATE of MAILING & HAND-DELIVERED

June 5, 2019

City of Brownsville
% Administrative Assistant Elizabeth Coleman & Administrator S. Scott McDowell
PO BOX 188
BROWNSVILLE OR 97327-0188

RE: Input for Brownsville Planning Commission per Commission's April 29, 2019 decision to take additional written testimony by deadline of June 7, 2019.

(a) CONDITIONAL USE REQUEST TO CONSTRUCT FULL SERVICE 304-SITE RV PARK, WITH CARETAKERS RESIDENCE ON A 16+ ACRE PARCEL IN THE LIGHT INDUSTRIAL ZONE (LI)

and

(b) Council's ongoing efforts to solve CROSSWALK SAFETY & SPEEDING issues.

Dear City of Brownsville Staff, Commissioners, Councilors:

Please consider the advice of Brownsville Citizens (see copies-to-date of two Citizen petitions currently being circulated) with regard to the issues above (a) RV Park, and (b) Crosswalk Safety & Speeding.

As most Brownsvillians know, Mr. Ed. Peterman—who is wheelchair bound—was hit by a motor vehicle and severely injured last summer (July 2018) while crossing at a marked crosswalk between Pioneer Antiques Market and Willamette Valley Insurance Services at the intersection of North Main Street and Spaulding Avenue. Ed and I, at presentations before the October and November 2018 City of Brownsville Council offered solutions. It is still believed installation of RRFBs (Rectangular Rapid Flashing Beacons) coupled with stricter Speed Limit Enforcement would be best for improving crosswalk safety, however, Steps 1, 2, and 3 in the petitions will also help.

On behalf of Mr. Ed Peterman and all children, pedestrians, residents, and visitors who walk, saunter, stroll or roll about town,

Allen

allenlbuzzard@gmail.com

cc: file



COPY
as of June 5th

We, Brownsvilleans, who appreciate the laid-back pace and historic charm that makes our small town of Brownsville special, insist the City of Brownsville take the following steps to keep it this way:

(1) work with Linn County Roadmaster to proactively adjust speed limits near city limits to complement max speed limit of 15 MPH with a brown placard OLD TOWN beneath it at the following four locations:

- (a) north of green steel bridge at N Main St and Kirk Ave
- (b) at Depot Ave, Ash Street, Linn Way intersection
- (c) at Kirk Ave, Millhouse St, Spaulding Way intersection
- (d) at Main St curve between LDS Church and Depot Ave

(2) repaint crosswalks and stop bars throughout town for safety

(3) insist any private property owners seeking variances or conditional use permits which will add more people and traffic onto Brownsville's historically narrow roads: either (a) pay for or (b) contribute proportionally to costs of a Traffic Impact Analysis as determined by Brownsville City Council or its delegates.

Jake Jacobsen 711 MAIN ST, Brownsville

Steve Bume 127 N MAIN " "

Ang Haworth 302 School Ave., Brownsville

~~*Frank Manning*~~ 808 Oak St, Brownsville

245 785 BUISE " "

John Hess JOHN HESS

E. J. Peterson



COPY
as of June 5th

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[Handwritten signatures and names]
 Philbert Abellera Randy E. P... *[Signature]*
 Chuck Watkins Mary E. P...
 Dick May Ronda Heck Mary E. Oleri
 Marty Cross *[Signature]* Colton Lockwood
 Rick Dominguez *[Signature]* Patrick Starnes
 John Meier

"Enforce the current speed limit." *[Signature]*
 Alice Tetamore Loraine Anderson
 Betty Finnestad MaryAnn Schewick Kaye L. Fox
 Harjette Stengren Linda DeZ Alan Kivikall Phil Fox

J. DeHart

Ferry Bone

DR Fenn

Bonnie Burnett

William Martin

WILLIAM MARTIN

Dawn Dunks

Haley Rodolf

John P. Sparks JOHN P. SPARKS

Patty Nanninga Patty Nanninga

Sarah Hubbard

Patricia Hopkin

Loanne Glin

Michael Warren

Nide Drobac 122 N. Me...

Sharon Binson

Bonnie Perkins Breanne Perkins

Shank Monroe

Annise Wallace

[Large signature]

Cynthia Perkins

[Signature]

Robert Rogers

David Abner

[Signature]

Marlene Orms

Muller

Kermin Lacoste

Max Rhein-Worthing

[Signature]

Allen L. Buzzard

Dear Mayor and City Council,

I understand there is some concern about the safety of street crossings at Main Street and Spaulding Avenue, and a suggestion being made to install some kind of flashing light there.

I urge you to NOT support this idea for three reasons.

1. Lights of any kind at the intersection would not be compatible with the historic ordinance and nature of the downtown area.
2. Our prominent, wide white-striped crosswalks are quite visible without being further highlighted.
3. Safety at crosswalks is a dual responsibility; the driver needs to stop when a pedestrian or wheelchair is approaching the crosswalk, and the pedestrian or wheelchair-user's responsibility is to make certain that cars coming from both directions are completely stopped and aware of him or herself before moving into the street.

We all suffer from inattention occasionally and make mistakes. Flashing lights will probably not solve that problem.

Thank you,

Joni Nelson
304 Spaulding Avenue

City of Brownsville Note:
Received from Joni Nelson on
Friday, June 14th, 2019 at 4:54 p.m. via e-mail

June 20, 2019

To: Mayor Ware and Brownsville City Councilors

From: Mandy Cole

Re: Crosswalk Safety and Speeding Issues

Mr. Allen Buzzard is proposing that a flashing light be installed at the corner of Main Street and Spaulding Ave for the purpose of increasing pedestrian safety. In my opinion, installing what Mr. Buzzard calls Rectangular Rapid Flashing Beacons is unnecessary or inappropriate for the following reasons:

1. The Main Street/Spaulding intersection is clearly marked with three crosswalks.
2. Traffic generally reduces speed in the downtown business district.
3. Prudent pedestrians assume responsibility for being cautious, entering the crosswalk slowly, and double checking that motorists have seen them.
4. In the case of Mr. Ed Petermen, he can significantly increase his visibility by installing a safety flag on his wheelchair as do most bicyclists traveling on the Oregon Scenic Bikeway through town. Or, perhaps, Mr. Petermen could install Rectangular Rapid Flashing Beacons on his wheelchair.
5. The ambience of Brownsville's historical downtown is one of its most notable characteristics and one that draws thousands of visitors to our city every year. The downtown core has charm and a sense of authenticity. A 21st century flashing beacon may be fitting on Highway 228, but is completely inappropriate in the heart of our turn-of-the-century downtown.

I urge you to encourage Mr. Petermen to protect himself by increasing his visibility and to safeguard Brownsville's historical ambience by preserving its authenticity.

Thank you, Mandy Cole



www.ci.brownsville.or.us

City Hall
255 N. Main Street • P.O. Box 188
Brownsville, OR 97327 • 541.466.5666
Fax 541.466.5118 • TT/TDD 800.735.2900

June 18th, 2019

Travel Oregon

Attn: Grants Manager
250 Church St, SE, Suite 100
Salem, OR 97301

Re: Travel Oregon Funding Opportunity

Dear Members of the Review Board,

The City recently participated in a project with the Linn County Museum, the Chamber of Commerce and the Oregon Film Office that has enhanced tourism and visitor experience in Brownsville. The partnership installed three signs commemorating the movie *Stand by Me* which was shot in town in 1985. The City and the Chamber of Commerce have focused on strengthening tourism opportunities for visitors for the last fifteen years. Each year many tourists from all over the world come to Brownsville to enjoy the “real-life” magical, movie set that is our town.

Council and the Chamber felt great about working together to enhance visitors experience. The signs will help with not just movie fans, but with all local visitors who come to our community. The City has a walking tour that goes along with the movie, but also takes advantage of the many commercial offerings in town. Visitors love Oregon history too. Brownsville is the third oldest city in Oregon, so that stands to reason.

Council was excited to hear about this dynamic effort which would include more films from Oregon’s rich history of movie making. What a great way to promote Oregon while honoring the pristine natural beauty of our great State. The City gave permission for the signage to be installed, signed a future maintenance agreement for the signage and installed two of the three signs placed in strategic locations based on the film.

The City strongly encourages the continuance of this statewide project. Many communities in Oregon will benefit as will the visitors that come from all over the world to experience what Oregon has to offer. I appreciate your time and effort in making Oregon a great place to live!

Cordially,

A handwritten signature in blue ink that reads "S. Scott McDowell".

S. Scott McDowell
City Administrator

c: The Brownsville Chamber of Commerce
Mayor & Council
File

S. Scott McDowell

From: USDA Forest Service <forests@public.govdelivery.com>
Sent: Tuesday, June 11, 2019 8:21 PM
To: admin@ci.brownsville.or.us
Subject: USDA Forest Service Calapooia Project EA Update

Follow Up Flag: Follow up
Flag Status: Completed

Greetings,

This message is to inform you that the Calapooia Project Final Decision Notice (DN) and Finding of No Significant Impact (FONSI) have been signed. You may view all applicable documents here: <https://www.fs.usda.gov/project/?project=53520> Please contact the Sweet Home Ranger District with questions at 541-367-3809.

Thank you,

Sweet Home Ranger District Staff

You are subscribed to Calapooia Project EA for USDA Forest Service. This information has recently been updated, and is now available.

Update your subscriptions, modify your password or email address, or stop subscriptions at any time on your [Subscriber Preferences Page](#). You will need to use your email address to log in. If you have questions or problems with the subscription service, please contact subscriberhelp.govdelivery.com.

This service is provided to you at no charge by [US Forest Service](#).

This email was sent to admin@ci.brownsville.or.us using GovDelivery Communications Cloud on behalf of: USDA Forest Service · 1400 Independence Ave., SW · Washington, DC 20250-0003 · 1-800-832-1355



MONTH END RECAP

		MAY 2019			
	REVENUE	EXPENDITURES	YTD	%	Unexpended
1 GENERAL	\$ 31,528.80	\$ 52,589.22	\$ 666,640.71	48.86%	\$ 697,649.29
2 WATER	\$ 32,657.85	\$ 26,145.24	\$ 492,187.32	54.24%	\$ 415,161.68
3 SEWER	\$ 33,107.86	\$ 18,808.09	\$ 225,690.22	35.30%	\$ 413,654.78
4 STREETS	\$ 16,377.88	\$ 13,167.02	\$ 242,832.79	50.57%	\$ 237,367.21
5 WATER BOND	\$ 209.03	-	\$ 47,161.51	65.35%	\$ 25,005.49
6 SEWER BOND	\$ 1,567.92	-	\$ 307,260.20	94.47%	\$ 17,999.80
7 SEWER DEBT FEE	\$ 11,966.05	-	\$ 122,337.74	97.87%	\$ -
8 BUILDING & EQUIPMENT	\$ 1,272.80	-	\$ -	0.00%	\$ 355,000.00
9 WATER RESERVE	\$ 1,787.15	-	\$ -	0.00%	\$ 264,601.00
10 HOUSING REHAB	\$ 592.58	-	\$ -	0.00%	\$ 204,519.00
11 WATER SDC	\$ 7,546.97	-	\$ -	0.00%	\$ 81,040.00
12 SEWER SDC	\$ 6,274.22	-	\$ -	0.00%	\$ 367,753.00
13 STORMWATER SDC	\$ 4,208.48	-	\$ -	0.00%	\$ 87,027.00
14 BIKEWAY/PATHS	\$ 226.07	-	\$ -	0.00%	\$ 44,646.00
15 LIBRARY TRUST	\$ 17.65	-	\$ -	0.00%	\$ 6,057.00
16 CEMETERY	\$ 1,463.45	-	\$ -	0.00%	\$ 81,578.00
17 TRANSIENT ROOM TX	\$ 17.98	-	\$ 3,040.00	56.28%	\$ 2,362.00
18 SEWER CONSTRUCTION	\$ -	-	\$ -	0.00%	\$ -
19 LAND ACQUISITION	\$ -	-	\$ -	0.00%	\$ 9,972.00
20 COMMUNITY PROJECTS	\$ 641.67	-	\$ 34,081.60	13.83%	\$ 212,418.40
	\$ 151,464.41	\$ 110,709.57	\$ 2,018,894.35		

Key Bank Account	2018-2019	YTD	% of Total
General Checking	\$ 76,220.09	\$ 5,542,706.00	36.42%

Oregon State Treasury	Annual Bond Payment	Totals
Community Improvements	Water	\$ 45,167.05
Project Escrow Holding	Wastewater	\$ 307,259.95
TOTAL OST / LGIP		\$ 352,427.00

Total Bonded Debt	\$ 855,840.92
Water	\$ 5,390,581.09
Wastewater	\$ 6,246,422.01

