



Council Meeting

Tuesday – July 23rd, 2019
7:00 p.m. in Council Chambers

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CITY OF BROWNSVILLE

Council Meeting

Tuesday, July 23rd, 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: June 25th, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Census 2020 – Kirstin Stein
 - B. Chamber of Commerce: Flower Baskets – Dave Furtwangler
 - C. Calapooia Riverbank – Charlene Shipley
- 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 2019.16:** Setting Municipal Court Fines, Fees & Payment Options
- B. **Ordinance 780:** McKinney Annexation (W. Bishop Way: Known as 13S03W36D 02500)

10) ACTION ITEMS:

- A. Advertise for Planning Commission Openings

11) DISCUSSION ITEMS:

- A. Standard & Poor's Rating
- B. June 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.



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June 25th, 2019

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

PUBLIC: Allen Buzzard, Joe DeZurney, Danielle Meyers, Austin Snelling, David Heinz, Jack Alsman, Wendy Toshitsune, Elizabeth Coleman, Lieutenant Michelle Duncan (*Linn County Sheriff's Office*), 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 May 28th, 2019 meeting minutes as presented. Councilor Neddeau seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **FY 2019 – 2020 Budget Public Hearing.** Mayor Ware opened the public hearing for public input. Allen Buzzard, 220 School Ave., spoke thanking everyone who had helped during Pioneer Picnic. He complimented Mr. McDowell and Mrs. Morrow for putting together a splendid budget addressing many needs that are prudent, conservative, and mindful of the conservative tendencies of many of the residents. He would like to make a request regarding the ongoing speeding issue. He stated that Ed Peterman came before Council and presented possible steps that could be taken regarding the safety of the downtown crosswalks. After more conversations with folks of Brownsville, Mr. Buzzard now thinks that is putting the cart before the horse; safety is important, yet Brownsville streets are very narrow and yet it is paramount of importance to preserve historic value. He has been talking to folks and getting them to sign a petition about some of the possible changes they would like to see. He believes the traffic impact analysis is the first proper step to happen with upcoming build outs and projects, traffic will be increasing. Councilor Hansen asked Mr. Buzzard's opinion of what the advantage for the City would be to do the traffic study now, or wait until traffic does actually increase? Buzzard stated the statutes allow Council to adjust speed limits outside of County code; he says Council has the authority to do that and change speed. His biggest concern is for Mr. Peterman, Buzzard is petitioning on his behalf. Mr. Buzzard also stated that if a pedestrian is hit in a crosswalk, after all these concerns have been raised, the City and CIS will be liable. Mr. McDowell injected here stating that there is actual statute, and then there is practice. Mr. Buzzard is correct, in that the statute does say that the City trumps the County, but Mr. McDowell assured everyone, that any change in speeds on County roadways will be approved by Linn County. The bottom line is, if there was an issue involving a car and a pedestrian, it would be a private matter, not a City matter. McDowell also stated that perhaps there is some merit in reviewing what Mr. Buzzard has brought before Council tonight. Is Council interested in reviewing the matter, even though Council has already made a decision on this issue? Councilor Block stated that he would like to wait. Councilor Chambers stated that the person you are concerned about has done nothing other than put a triangle on the back of his wheelchair. He has a responsibility to be as safe as possible and it doesn't appear that he has made



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that effort. We all need to take responsibility for ourselves regardless. Councilor Thompson stated that she is conflicted. Council has already made the decision a couple of months ago that we do not want to invest the funds for the traffic study at this time. She actually voted for the traffic study, but the majority of Council voted against it. Councilor Thompson is concerned about setting a bad precedent. How many other times will this come back up and will we have to revisit all issues? Councilor Chambers stated that if there is new information on an issue, we could revisit the issue; she is not hearing new information tonight.

2. **Concert in Pioneer Park – Joe DeZurney.** Joe DeZurney, Locust Avenue, stated that he has lived here almost 50 years. He has been the coordinator for the Antique Faire in the Park for many years. He has decided that this will be his last year of serving in that capacity; and is interested in changing it up this year and adding a music festival to the day's activities. There is a lot of local talent, and he has secured about 15 musicians. DeZurney has approached the Chamber and asked if they would cover the additional expense for the insurance for this expanded event. He said they wholeheartedly welcomed him to do it. He stated that the Chamber will serve lunch and dinner, and then someone mentioned having a beer garden. So, he again approached the Chamber, and they were aware that the Council does not allow alcohol in the Park due to an ordinance, but variances have been given in the past, so he is here to petition Council to allow alcohol in the Park.

Mr. DeZurney approached Michelle Harper, Harpers Winehouse, and she agreed to do the event. The Dance Hall would be the enclosed beer garden, with another stage at the grandstands. He is here asking for permission or a variance to allow alcohol in the Park for this event to raise revenue that has been lost. DeZurney would like to make this another part of the Chamber event going forward, possibly a two-day event, or perhaps a different weekend. He encouraged Council not to wait for more study for this event. He stated that he is fine doing the music festival without the alcohol as well. The Chamber of Commerce seems to be driving the alcohol issue to raise more money. Councilor Block stated that he doesn't see the need for alcohol in the park. Mr. McDowell filled in some background information, and stated that for a long, long time Linn County Picnic Association (LCPA) had an event that allowed a beer garden. After a period of time, the beer garden idea got out of control, and was causing a lot of troublesome issues. At that time, City Council said no more alcohol in the Park. If folks drink responsibly it is probably okay, but as soon as it gets out of control, LCSO can remove folks from the Park. More recently, in 2009 & 2010, Council allowed LCPA to do alcohol in the park again for two years. It did not work; there was not enough revenue made due to all the OLCC requirements and standards that must be met.

Mayor Ware asked about the attorney's comments. City Attorney Ross Williamson has stated that he thinks it is a bad idea, and the problem is that now we are subjugating our authority to the Chamber which is another organization. What about allowing Rally on the River or anyone else that wants to have alcohol in the Park?

Procedurally, if we try to make this move tonight, Council would have to pass an emergency ordinance to allow alcohol in the park due to the time frame required by Antique Faire, which is not the best idea according to the attorney. When changing an ordinance, Council has always allowed proper time for public input through public hearings. Emergency passage presents a significant perception problem as well by circumventing these processes.



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The insurance pieces described would be the liability insurance provided by both the Chamber of Commerce and the alcohol provider. In a worst-case scenario, if there is a wrongful death situation, it is likely folks would pursue the City for permitting the event through these procedures. The question is really two decision points tonight, whether or not to allow the event and whether or not to allow alcohol in the park for this event. Councilor Hansen stated that there really needs to be more time to look at this. What is Council's risk level? Mr. DeZurney stated that there's alcohol in the park every day; you have those same risks every day right now as folks are drinking in the park every day. Councilor Neddeau agreed, but stated that the difference is that it is not a sanctioned risk as we are not allowing that and giving that consent. He further stated that he has no problem with the alcohol, other than the location of the City park.

Councilor Hansen stated he feels some discomfort and anxiety at a fundamental level with the idea of alcohol in our public Park. The park should be somewhere that anyone can go to at any time. A beer garden can still spill out many problems, and this would set a precedent that we may not want to set. Councilor Thompson stated that she would like to know how it could play out, and alcohol events in the Park might be okay, but not yet, it is too soon, too quick; more work to do before that happens. Mr. DeZurney said that he is not talking about next year he is trying to do this event this year. *Councilor Block made a motion to approve the music festival in Pioneer Park during and following The Antique Faire, August 3rd, 2019. Councilor Chambers seconded the motion and it passed unanimously.*

Councilor Block made a motion to deny the alcohol request and honor the current ordinance. Councilor Hansen seconded the motion, stating that he felt we did not have enough information to make any other decision tonight. The motion passed unanimously, with Councilor Chambers stating that she may like to see an adult event in the Park in the future.

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Lieutenant Michelle Duncan presented the numbers for May 2019. There were 21 traffic citations, 47 warnings, and 9 adults arrested. LCSO devoted 10 hours to traffic, and 204 hours overall. Duncan also stated that there were lots of traffic stops, lots of park patrols, and parking complaints in Fields Court and Moody Court. The break-in at Napa is still an active investigation; the video surveillance has been helpful in this case.

Councilor Chambers stated that she was concerned about some of the warnings given for speeding; 15 of them were 49 miles per hour and 35 mile-per-hour zone. Lieutenant Duncan stated that there is no hard, fast line. Officer discretion is held by the deputies in the situation. It's not all about the speed, sometimes there is compassion to be used as sometimes people need a break. Roadside education is the true goal, and it is for the deputies to determine whether a warning or citation will be the best option.

Mr. McDowell stated that it is important for LCSO to let Council know how many hours can be entailed on each type of call. Duncan went on to describe different scenarios and time frames that may be needed to complete certain calls to the LCSO. McDowell thanked her, stating that it is important to understand and have context for Council members and the general public. Traffic is not the only service the City receives through this contract with the LCSO. Lieutenant Duncan feels that in the last year to LCSO has made improvements in the traffic area.



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2. **Public Works.** Mr. Frink reported that Public Works has had several small water leaks over the last month mainly due to shut off valves failing. He has switched to a different type of water valve, stainless steel, which are more expensive, but over the long run should pencil out. The wastewater treatment plant switched to the Calapooia River on May 1st, as the river could accommodate that switch. The south treatment plant has finished discharging as normal; it is working well. Frink is trying to run it a little high to minimize odors, and to do that he has to plan six months in advance.

Frink reported that he continues with the electronic reporting for DEQ. It is an incredibly frustrating system to use. The program overly complicated, and not user-friendly. McDowell suggested that Mr. Frink bring an example to show Council next month. Mr. Frink stated that Public Works is getting ready to do the dust control, and crews are preparing the roads for that. The majority of their time has been spent getting ready for Pioneer Picnic. Crews have been cleaning flowerbeds, pruning, mowing, weeding, and generally making everything as presentable and inviting as possible in town. Pioneer Picnic ran smoothly more or less, with the normal hiccups. There was an issue with the information booth key situation, ramps that could not be found. New ramps were constructed and put into place before the event. The cemetery has been mowed again, and he has recently marked several plots up there.

3. **Administrator's Report.** Mr. McDowell stated that he had been asked by John Lee, Brownsville American Legion, to speak at Boys State at Western Oregon University. McDowell spoke about what the City's role is, duties, responsibilities, etc. McDowell also spoke recently at the Chamber monthly luncheon. The Park was a big discussion point. Again, Council had no other option than to retreat from the river. Folks are encouraged to review more information about this issue on the website.

McDowell discussed the nuisance abatement process. Council tends to favor "a kinder, gentler process" to Code enforcement. Staff has added an RFA (*Request for Action*) letter to the nuisance process, basically asking for compliance before a nuisance is posted. From about the end of May through September, Staff goes out on a weekly basis. There are many different levels of abatement and staff will watch some things for a couple of weeks hoping for resolution. Most of the time, situations resolve. If they do not then an RFA letter may be sent, and then actual abatement happens after that. The City has a third-party person that does the abatement mowing. Often the third-party person makes arrangements to mow for the property owners automatically. It is important to remember that abatement mowing is not aesthetic issue, it is for fire hazard.

In July, Staff will be finalizing the budget and inputting it into the general ledger system. There are bond payments to make, and loans to retire.

McDowell is working with EPC to make a joint website for all things EPC. The Canal Company is still a work in progress. The Ad Hoc Committee on Facilities is still at work determining next steps. Soon the City will hire a structural engineer to review the Rec Center. The advocacy at the COG is going well, and some things came out of committee due to what we are doing now. It's a pretty good first year effort. In the future, we need to work doubly hard to make sure that we are working in the workgroups where a lot of things are decided before bills get to the legislators.



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4. **Library Report.** No comments.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Resolution 2019.12 – FY 2019 – 2020 Budget Adoption (Annual).** *Councilor Block moved to approve 2019.12, as presented. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Resolution 2019.13 - Water Rates (Annual)** *Councilor Block made a motion to adopt R 2019.13 as submitted. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Resolution 2019.14 – Sewer Rater (Annual).** *Councilor Block made a motion to adopt R 2019.14 as submitted. Councilor Hansen seconded the motion, and it passed unanimously.*
4. **Resolution 2019.15 – Year End Transfers FY 2018 – 2019 (Annual).** *Councilor Block made a motion to adopt R 2019.15 as submitted. Councilor Hansen seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **Approved Delinquent Assessments.** *Councilor Block made a motion to adopt the delinquent assessments list as submitted. Councilor Hansen seconded the motion, and it passed unanimously.*
2. **Capital Improvements Plan (CIP) Update.** *Councilor Block made a motion to approve CIP as submitted. Councilor Hansen seconded the motion, and it passed unanimously.*

DISCUSSION ITEMS:

1. **Allen Buzzard Request.** Mr. McDowell asked Council if they would like to discuss the Allen Buzzard proposal. Mayor Ware stated that Council has decided this issue three or four times already. Councilor Block stated that he felt Council, by consensus, was comfortable staying with the decision that has already been made. Councilor Thompson stated that over time as she looks back, Council has approved expenditures that don't always make perfect sense, like the cat situation, spending money that we didn't always need to spend. She understands that \$6,000 is a lot, but perhaps a traffic study may give us the information we need to stay here, or move forward; it may clarify the situation. Councilor Neddeau stated that he doesn't see it is a huge problem, it's not an over and over again situation where people are almost getting killed. Speed limits will be exceeded even if they are set lower. Councilor Hansen stated that he thought there were things we could do



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without the traffic study and is unsure about spending that amount of money. He suggested crosswalk flags which would be in inexpensive measure with minimal aesthetic impact downtown. South of the post office, that space creates some visibility issues that may need to be addressed. He is not necessarily opposed to funding this traffic study. McDowell said the first step to do is the traffic impact study before Linn County would consider moving forward. No motion was forthcoming, Council moved on.

2. **Council Work Session.** McDowell stated that it has been about six months since the last work session. He asked if Council would like to check in after the meeting in July and have a short session. Council concurred.
3. **Annual Master Checklist (MTTDL) Review.** McDowell informed Council that he prepares this list every year about halfway through the year. It gives Council the width and breadth of what is happening at City Hall. The list is linked to priorities set up in the budget. We are constantly hit with a lot of things that don't make this list. In green and white in the Council packet you will find a lot of things that don't always hit the MTTDL list. It is also important to remember we also have our regular jobs and duties to fulfill and stay compliant. Every two years Council gets 38 to 50 priorities to review for goal setting. Many situations are identified and reviewed, then Council goals are set. In February, we will reassess where we are at, and what we have accomplished. Our performance is very linked with Council goals and priorities.

McDowell clarified that the City does not spend money 'willy-nilly' at all, we have more than doubled the treasury in 13 years while funding \$4 million worth of public projects, and getting an A+ rating from Standards & Poors, which is unheard of for a town this size. Councilor Thompson objects to willy-nilly; McDowell stated that it was alluded to, but willy-nilly is his wording. McDowell stated that in reference to the issue with the cats on Moody Court, it was a public health situation, that had gone on for a long time. Multiple families were being impacted. Kids were coming up here with flea bites, pock marks, and other medical issues and implications. It was not taken lightly, and we spent the least amount of money while getting the situation under control. Multiple cats (more than 30) were taken off the property which benefited the health of the whole neighborhood and its inhabitants. Trapping feral cats is basically what had to happen to get resolution. That situation was not in the priorities list, but sometimes priorities are going to change as needs change and situations develop. The budget had some funds put away for a vector truck, but the downtown sewers are becoming a much higher priority and will need more immediate attention soon.

Councilor Chambers inquired about the email from Steve Uerlings referencing an update as of July 1, 2019 regarding the Oregon tort limits. McDowell stated that the tort limit is going up, but Barker – Uerlings is confident that \$2 million is enough for now. It will likely go up in the future.

4. **April Financials.** No comments.



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CITIZENS COMMENTS – Danielle Meyers, 333 North Main St., stated that she would like to address the crosswalk issue. She said it is not just an Ed Peterman problem. She has nearly gotten plowed down twice. There's a lot of people that are impacted from the speeding folks. Councilor Hansen asked if she had a solution for the problem. Ms. Meyers likes the flag idea, she would also like to see a pushbutton crosswalk, possibly a lit-up crosswalk. She stated she is a big city girl and is very comfortable with that idea.

Bryan Bradburn, Washington Avenue, asked where all the speeding is occurring? He said that he has occasionally seen it on Highway 228, but what is the source of all this in downtown? He suggested putting in a speed bump to slow everyone down.

COUNCIL COMMENTS – Mr. McDowell responded to the sidewalk conversation. He says that the State and County are anti-speed bump right now and speed bumps are being removed all over the place. The installation of a speedbump would need to be part of a traffic impact study. Speed bumps can cause vehicle damage and people are suing over entities over damages. Councilor Hansen stated there are likely some considerations to be thought of for speed bumps and parking will have to be addressed as well. You need to be able to go over a speedbump at the posted speed limit. If you go over a speedbump at 25 miles per hour you will do damage to your car.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:41 p.m. Councilor Chambers seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



July 23rd, 2019

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

One liner of the month

Procrastinators unit! ...tomorrow.

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, [X], it means I will provide more information at the meeting.

Maybe all one can do is hope to end up with the right regrets.
~ Arthur Miller, Playwright

Feed the soul. Starve the ego.
~ Adam Goldstein, DJ AM

Talk is cheap. Words are plentiful. Deeds are precious.
~ Ross Perot



August is Council Recess.

Next Meeting:

September 17th, 2019

Council moved the meeting up a week by motion in April due to scheduling conflicts.

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

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. Census 2020 – Ms. Kirstin Stein will be discussion the 2020 Census and asking Council for assistance.
B. Chamber of Commerce Flower Baskets – Mr. Dave Furtwangler, Vice President of the Chamber of Commerce, will be presenting associated costs of the flower baskets. The Chamber would like to negotiate more resources from the City to cover the costs. Mr. Furtwangler’s report is in the agenda packet. The Chamber is considering putting baskets on every other pole and some other possible cost saving measures. The City is under contract with the Chamber through the end of the year. The amount the City provides for the flower baskets is \$1,200 per year. I have included the contract for your information as well.

What is Council being asked to do?



Consider the Chamber of Commerce's request.

- C. **Ms. Charlene Shipley** – Ms. Shipley would like to discuss the riverbank issue. Ms. Shipley is a former Mayor. Her family has historically been involved in City government. She would like to see the bank armored to prevent further erosion.

9) LEGISLATIVE:

- A. **Resolution 2019.16: Update Court Fines & Fees** – Judge Meyer and Staff have assembled this resolution for passage. Judge Meyer is modifying a few procedures for the Municipal Court.
- B. **Ordinance 780: McKinney Annexation** – The Planning Commission unanimously approved this annexation as requested by property owner/applicant Mr. John McKinney at their April 29th, 2019 meeting. Please see the ordinance for more information.



Judge Meyer

10) ACTION ITEMS:

- A. **Advertise for Planning Commission Members** – The Planning Commission has recently lost two members, Mr. Josh Kometz to resignation and Mr. Mike McDaniel to a tragic accident.

11) DISCUSSION ITEMS:

- A. **Standard & Poor's Rating** – The City received good news on our rating review.
- B. **June Financials**

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

- ▶ *Certified the FY 2019.2020 Budget with Linn County.*
- ▶ *Paid off the Government Capital Corporation contract with Central Bank for the purchase of the Kamstrup water meters.*
- ▶ *Completed the transaction with Correct Equipment for the installation of the water meters.*
- ▶ *Attended a Linn County Planning Department training session.*
- ▶ *Worked on nuisance properties.*
- ▶ *Purchased and installed a new computer for the Municipal Court.*
- ▶ *General Ledger input and year end files.*
- ▶ *Audit preparations.*
- ▶ *Administrative Assistant Elizabeth Coleman and I worked on several planning documents including the conditions of approval for the RV Park.*
- ▶ *Several agreements were negotiated in the Park including the Festival of Tents.*



Policy

(fyi)

(fyi)

(fyi)



Public Works Knowledge

Water System Usage Parameters

Wells can only be used between November 1st through June 30th.

Calapooia River can only be used between July 1st through October 31st.

* Adjustments can only be made with the expressed written consent of the State of Oregon.

Wastewater System Usage Parameters

No discharge allowed May 1st through October 31st.

Discharge allowed November 1st through April 30th.

* Adjustments can only be made with the expressed written consent of the State of Oregon.

Canal Company Water Rights Parameters

Diversion allowed May 15th through October 15th.

Priority Date: May 11th, 1994

State Water Master can require immediate shutdown based on water right priority.

Park Opening & Closing

April 1st through October 31st

HAPPENINGS

Active: Linn County Planning & Building Department Meeting Outcome – Attended permit training conducted through the LCPBD. One direct result of this effort.

From 06.25.2019: 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

Ratings Scale for Long-Term Bonds

Letter Grade	Grade	Capacity to Repay
AAA	Investment	Extremely strong
AA+, AA, AA-	Investment	Very strong
A+, A, A-	Investment	Strong
BBB+, BBB, BBB-	Investment	Adequate
BB+, BB	Speculative	Faces major future uncertainties
B	Speculative	Faces major uncertainties
CCC	Speculative	Currently vulnerable
CC	Speculative	Currently highly vulnerable
C	Speculative	Has filed bankruptcy petition
D	Speculative	In default

(Source: "About Credit Ratings," Standard & Poor's.)



and February which will help keep everyone on the same page with new requirements, fee schedules and the like. More to come!

Standard & Poor's Rating ☒ – The City was recently upgraded to AA- from A+. This rating represents the great work performed by Staff, the effort and intention of the Budget Committee and the commitment of Council to protect the treasury and execute a sound financial plan that protects the financial assets of the City along with properly planning for need infrastructure improvements. Well done everyone!

STATUS UPDATES – Projects, proposals and actions taken by Council

FY 2019 – 2020 Budget – Budget has been certified and delivered to the Linn County Clerk's Office and the Linn County Assessor's Office. Staff delivered the budget on July 10th, 2019.

Active: 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 Sheriff's Office Quarterly Meeting Outcome – Still waiting.
From 06.25.2019: 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	June	31	32	221	1
2019	May	21	47	204	2



2019	April	4	14	205.5	3
2019	March	15	35	204	4
2019	February	4	19	217	5
2019	January	21	44	217	6
2018	December	9	24	211	7
2018	November	15	38	204	8
2018	October	9	25	218.5	9
2018	September	36	43	203.5	10
2018	August	24	30	201.5	11
2018	July	14	18	214	12
2018	June	8	9	213.75	13
2018	May	6	19	207	14
2018	April	14	21	203	15
2018	March	19	36	208.5	16
2018	February	5	14	201	17
2018	January	23	29	220	18
<i>Subtotal</i>		278	497	3774.3	
Total Average		15.4444	27.611	209.68	
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>	

Active: Canal Company & the Mill Race – Councilor Block and I will attempt to schedule meeting in August with Mr. Holbrook and Mr. Babcock.

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



City Administrator Report

Facilities Review Committee Recommendation Outcomes – I have sent an update to Committee members. The City is in the process of hiring a Structural Engineer to review the Central Linn Rec Center. City Engineer Ryan Quigley, Dyer Partnership, has contacted VLMK Engineering who handles structural engineering reviews for Dyer Partnership. Mr. Havlin Kemp is working on the proposal for the review.



Ryan Quigley

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.

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 – **From 06.25.2019:** 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.

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...

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: 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 – Executed new contract. Will be attending planning session in August.

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 – **From 06.25.2019:** 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,

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

S. Scott McDowell



Public Works Report July 17th, 2019

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of July.
- *Distribution System* – There were several small water leaks this month. Two water leaks have occurred one cracked shut-off valve and one broken service line. The pressure reducing valves are scheduled for service on July 22nd, this is routine maintenance and inspection of all pressure reducing vales to ensure they are working correctly.
- *Cross Connection Program*- The annual backflow testing was set for July 18th-19th. We are currently updating our records and looking at software to track records and testing requirements.
- *Water Treatment Plant* – Public Works will soon be cleaning and scraping the sand filters. Each filter is about a two-week process start to finish.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows

Sewer:

- *North Lagoons* – This facility has been mowed and sprayed as part of our ongoing maintenance.
- *South Lagoons*- This facility has been mowed and sprayed as part of our ongoing maintenance. We have been working on the roads around this plant to reduce and eliminate many potholes in the roads. These roads are driven on daily and were in desperate need of attention.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed.
- *Misc.* – Use of the new electronic reporting system, NetDMR, continues.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –All of the gravel streets have been graded, some gravel applied, and dust control applied.
- *Storm Drainage* – Public Works will soon be working on some clogged storm lines that have been inaccessible until recently as the water has dissipated and the ground is dry enough to stand on.
- *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 complete. We will be creating a map that indicates all the areas in town that public works mows and maintains.

Parks:

- *Pioneer Park* –The park is in good condition. We began watering the park immediately following Pioneer Picnic. The grass is slowly greening back, and the park is looking very nice. The wood walkway to the pavilion restrooms has been rebuilt. There were several damaged boards, and some rot occurring in this area.
- *Blakely Park* – This park has will be cleaned up and mowed as needed. Neil and Sue Karo have been watering and maintaining this park for the City again this year
- *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 this month. Several plots have been marked for burials and headstone placements.

Library:

- *Grounds*- This facility has been mowed as needed. Irene Corbett has been watering this park for the City.
- *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. The irrigation has been turned on at this facility.
- *Community Center*- A new door lock and some closet lights have been repaired.

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 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.*

• Fence		518 Kirk
• Fence		826 Kirk
• Structural	Commercial Sign	333 Depot
• Mechanical	AC/Gas Furnace & Line	525 Kirk
• Mechanical	Ductless HP & AH	250 E Kisling
• Mechanical	Mini-Split	250 N Main
• Plumbing	Finish Plumbing 16 fixtures + 350ft W/L	382 Kirk

Updates

Buildable Lands Inventory

Still in process.

Updates

Conditional Use Permit - Bishop Way RV Park: Approved w/Conditions

The Planning Commission met on July 9th, 2019 to review recommended conditions of approval for the RV Park. The conditions were a compilation of requests from the surrounding property owners, the applicant, and staff. The Commission spent considerable time discussing and deciding on conditions of approval that would put safeguards in place to lessen the impact on surrounding neighbors, while respecting the applicants right to develop the land. The Commission moved to approve the application, with 27 Conditions of Approval.

Elizabeth E. Copman



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

2019

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

FOR THE MONTH OF: June

TRAFFIC CITATIONS: -----	31
TRAFFIC WARNINGS: -----	32
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	2
ADULTS ARRESTED : -----	3
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	127
TRAFFIC HOURS-----	42.75
ADMINISTRATION HOURS-----	4
TOTAL HOURS SPENT: BROWNSVILLE	221

CONTRACT HOURS= 200 HOURS

**Jim Yon,
 Sheriff, Linn County**

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	20	0	1	19	
Violations	56	20	9	67	
Contempt/Other	64	1	4	61	
TOTALS	140	21	14	147	

BALANCE SHEET FOR THE MONTH

Court Revenue

Total Deposits +	\$ 3,801.00
Total Bail Released +	\$ -
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ -
Total NSF's -	\$ -
Cash Shortage -	\$ -

Court Payments

City	\$ 2,970.00
Restitution	\$ -
Oregon Dept Revenue	\$ 618.60
Linn County	\$ 212.40
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE

\$ 3,801.00

TOTAL COURT PAYMENTS

\$ 3,801.00

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,970.00
STATE	\$ 618.60
COUNTY	\$ 212.40
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 3,801.00</u>



Library Advisory Board

Librarian's Report

June 2019

Here are a few facts about our Library the month of June 2019. We have received 22 new books for the Library that were purchased by the Friends. Volunteers donated 114.5 hours to our Library. There were 1,026 materials checked out. 386 adult fiction books; 122 adult non-fiction books; 87 audio books; 214 children's books; 148 junior books; 24 junior reference books and 45 large print books.

In June we held 10 children's programs with 101 participants. Our Summer Reading Program Kick off had about 70 attendees. There were 5 programs for adults with 29 participants. Our monthly program for adults for June was Kindness Rocks, rock painting. I included teens in this event, because it is fun, and I thought they would enjoy it. We all have had so much fun painting rocks that we will be adding a program each month there is a 5th Thursday. Our next rock painting will be Thursday, August 29 at 6 pm.

The carpet was cleaned during Library maintenance and looks lovely. McCallister Carpet Cleaners do a terrific job each year. It is hard to believe this carpet was installed in 2014. The inviting changes City have made to the Library are a boon to our community. I appreciate working with and for you.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION NO. 2019.16

**A RESOLUTION SETTING FINES & PAYMENT OPTIONS FOR THE
MUNICIPAL COURT AND REPEALING ANY RESOLUTIONS IN
CONFLICT HEREWITH**

WHEREAS, The Council of the City of Brownsville operates a Municipal Court under the authority of the Charter and State Law; and,

WHEREAS, internal fines, fees, costs, assessments and miscellaneous charges are necessary for the operation and effectiveness of the Court; and,

WHEREAS, the Municipal Judge has the power to levy fines, fees, costs, assessments and miscellaneous charges at his/her discretion as provided by Law;

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT:

SECTION I. All fines, fees, costs, assessments and other amounts entered as judgments in the Municipal Court (“court monetary obligations”) are due and payable upon the entry of judgment. The Municipal Court may, in its discretion and upon terms and conditions set by the Court, allow persons to satisfy court monetary obligations on a delayed or an installment payment basis. The payment of court debt on a delayed or an installment basis shall be memorialized by a written agreement signed by the judgment debtor that states the terms of the installment payment agreement.

SECTION II. The following fees for court actions shall be added to and become a part of any judgment entered in the Municipal Court, provided that the Court may, in its discretion waive or, upon conditions set by the Court, suspend any such fee:

Delinquent Payment Letter	\$15.00
Installment Payment Agreement	\$15.00
Warrant of Arrest	\$150.00
Bad or Dishonored Check	\$45.00*

*Minimum Fee for Bad or Dishonored check.

SECTION III. Any unsatisfied judgment may be reported to a credit reporting agency. A judgment remains unsatisfied until all fines, fees, costs, assessments and other amounts are paid in full. Any judgment in default of payment may be assigned to the Oregon Dept. of Revenue for collection. Once a judgment has been assigned, the assignment shall not be recalled, except by order of the Municipal Court.



SECTION IV. Court costs in the following amounts shall be added to every disposition that is not a dismissal. The term “disposition” means judgment, diversion, deferment, suspension of sentence or other action by which a matter pending in the Municipal Court is concluded or abated permanently or temporarily.

For offenses punishable by fines, but not incarceration	\$10
For offenses punishable by incarceration	\$25

This Resolution shall replace Resolution 680.

Introduced and adopted this 23rd day of July 2019.

Don Ware, Mayor

S. Scott McDowell, City Administrator



ORDINANCE NO. 780

AN ORDINANCE ANNEXING A 1.37-ACRE PORTION OF LAND WITHIN A 16.57- ACRE PARCEL IN BROWNSVILLE OREGON, AND ANNEXING THAT PORTION OF LAND INTO THE CITY LIMITS OF THE CITY OF BROWNSVILLE, WITHOUT AN ELECTION.

WHEREAS, the city of Brownsville has received a land use application from John McKinney regarding a 1.37-acre piece of land in Brownsville; Linn County Assessor's Map T13S, R03W, Section 36D, Tax Lot 02500; and

WHEREAS, the applicant proposes to:

1. Annex a 1.37-acre of land, within a 16.57-acre parcel; and
2. Amend the City of Brownsville Zoning Map to resume the next property from Linn County Urban Growth Area Light Industrial (UGA-LI) to a City of Brownsville Light Industrial (LI) zone.

WHEREAS, the property in question is included within the Urban Growth Boundary; and,

WHEREAS, the Planning Commission held a public hearing on April 29th, 2019 to consider the application, and upon deliberation, after the close of the public hearing, recommended the City Council approve the annexation and rezone application; and,

WHEREAS, the City Council held a public hearing on July 23rd, 2019 and September 17th, 2019 and at the close of the hearing the City Council concurred with the Planning Commission recommendations to annex the applicant's land; and,

WHEREAS, the City Council adopted findings of fact approving the land use application; and,

WHEREAS, the City had reviewed the legal description of the property to be annexed and rezoned; and,

WHEREAS, ORS 222.125, the Brownsville City Council need not hold an election in the City of in the territory proposed to be annexed nor hold a public hearing when all (100%) of the property owners of land are not less than 50% of the electors residing in the territory consent in writing (application) to the annexation and file a statement of their consent with the Council, and;

NOW, THEREFORE, THE CITY OF BROWNSVILLE ORDAINS AS FOLLOWS:



SECTION 1: ZONING MAP AMENDMENT. The City of Brownsville Zoning Map shall be amended to rezone the following property from Linn County Urban Growth Area Light Industrial (UGA-LI) to City of Brownsville Light Industrial (LI).

Parcel	Owner(s)	Assessor Map & Tax lot	Size in Acres	Existing Use	Prior Linn County Zoning	New City of Brownsville Zoning
1	John McKinney	T13S, R03W, SEC. 36D TL 02500	1.37	Bare Land	UGA -- LI	Light Industrial

Attached hereto is Exhibit "A", which accurately portray the property to be rezoned to Light Industrial (LI).

SECTION 2: ANNEXATION AREA – MAP/TAXLOT 13S, R03W, SEC. 36D, TL 02500. The following property, shown on the map attached hereto as "Exhibit B", and described in the legal description, is hereby proclaimed to be annexed into the City of Brownsville.

Parcel	Owner(s)	Assessor Map & Tax lot	Size in Acres	Existing Use	Prior Linn County Zoning	New City of Brownsville Zoning
1	John McKinney	T13S, R03W, SEC. 36D TL 02500	1.37	Bare Land	UGA -- LI	Light Industrial

SECTION 3: RECORD.

1. The City Administrator shall submit to the Oregon Secretary of State a certified true copy of this ordinance.
2. The City Administrator shall send a description, by metes and bounds, a map depicting the new boundaries of the city to the Linn County Assessor, Linn County Clerk, Linn County GIS, & the Oregon State Department of Revenue within ten (10) days of the effective date of the annexation.
3. The City Administrator shall notify all affected parties of the annexation.

Exhibits:

- A. Map of Area to be Rezoned.
- B. Map of Tax Parcel T13S R03W Sec36D Tax Lot 02500.
- C. Legal Description of Area to be Annexed into the City of Brownsville.



Exhibit A
Area to be Rezoned to City of Brownsville LI (Light Industrial)

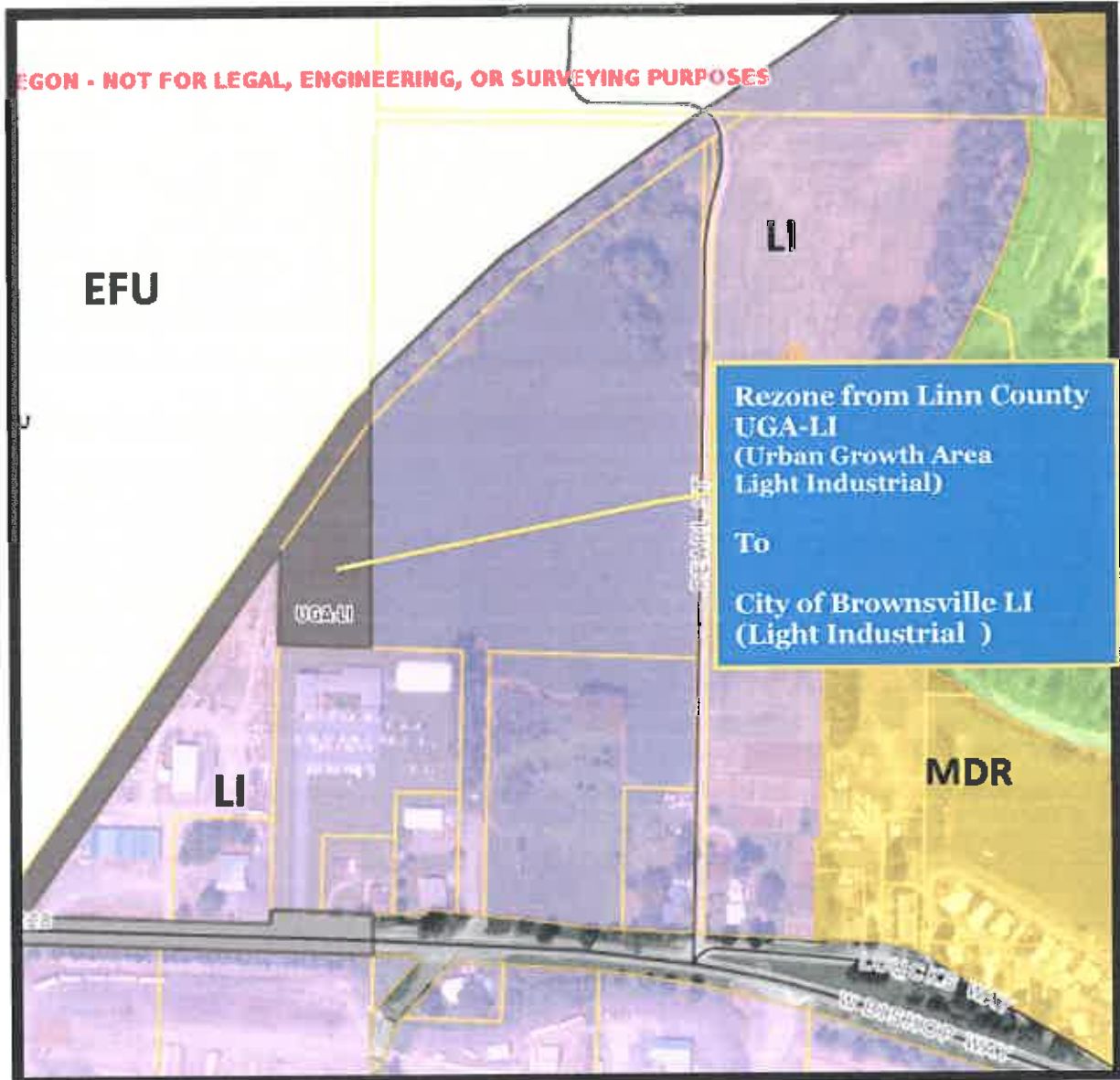




Exhibit B - Map of Tax Lot 2500
City of Brownsville

West Bishop Way - Map 13S03W36D Tax Lot 2500 Brownsville, OR





Exhibit C Legal Description of Area to be Annexed into the City of Brownsville

LEGAL DESCRIPTION
OF AN ANNEXATION AREA TO THE CITY OF BROWNSVILLE
(PORTION OF LINN COUNTY TAX LOT 2500, MAP 13S-3W-36D)

AN AREA OF LAND LOCATED IN THE SOUTHEAST QUARTER OF SECTION 36, TOWNSHIP 13 SOUTH, RANGE 3 WEST OF THE WILLAMETTE MERIDIAN IN LINN COUNTY, OREGON AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

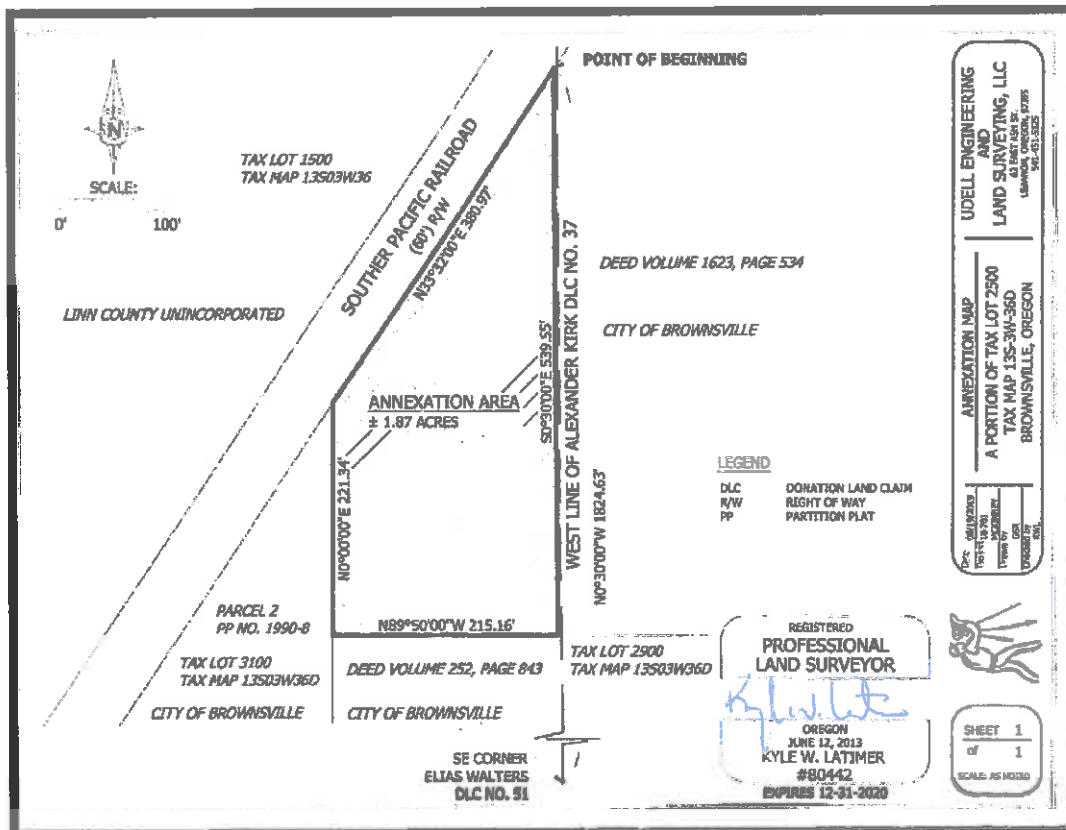
BEGINNING AT THE INTERSECTION OF THE SOUTH LINE OF THE SOUTHERN PACIFIC RAILROAD AND THE WEST LINE OF THE ALEXANDER KIRK DONATION LAND CLAIM NO. 37; THENCE SOUTH 0°30' EAST 539.55 FEET TO THE NORTH LINE OF THE LAND DESCRIBED IN VOLUME 252, PAGE 843; THENCE ALONG SAID NORTH LINE, NORTH 89°50'00" WEST 215.16 FEET TO A 1/2 INCH IRON ROD; THENCE NORTH 221.34 FEET TO A 1/2 INCH IRON ROD AND THE SOUTH LINE OF THE SOUTHERN PACIFIC RAILROAD RIGHT OF WAY; THENCE NORTH 33°32' EAST 380.97 FEET TO THE POINT OF BEGINNING.

LINN COUNTY SURVEY NO. 15832 WAS USED AS A REFERENCE FOR THE ABOVE DESCRIPTION.

REGISTERED
PROFESSIONAL
LAND SURVEYOR

Kyle W. Latimer

OREGON
JUNE 12, 2013
KYLE W. LATIMER
#80442
EXPIRES 12-31-2020





PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR
this ____ day of ____ 2019.

Mayor

City Administrator



2019-2020 Council Values

Council Vision Statement

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

A Vision for Brownsville

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

Tag line

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

Who we are?

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

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

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

What do we want for Brownsville?

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



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

Organizational Development

- 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.
- 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.
- 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



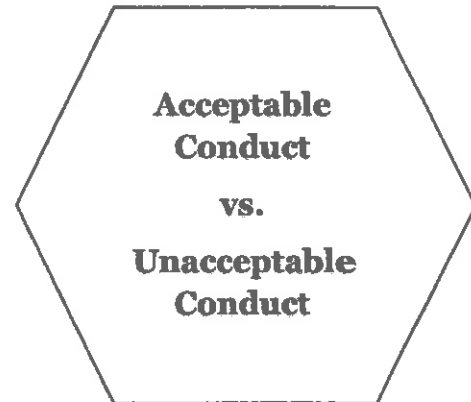
2019-2020 Council Values

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





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.

Proposal to City of Brownsville from The Chamber of Commerce:

Over the past several years the Chamber of Commerce has been providing flower baskets to hang on the light poles throughout downtown. This has been a successful program drawing many positive comments from visitors. We believe it enhances the beauty, livability and desirability of the community.

There are many steps in the process of accomplishing the goals of this effort. The Chamber solicits and collects funds from members, businesses and individuals to sponsor 1 or more baskets at \$100 each. We order the baskets and manage delivery. We coordinate the installation on the light poles and arrange for the watering throughout the summer. We also remove the baskets at the end of the season. The City has helped pay a portion of the watering cost, \$1200 in 2018, for which we are very grateful.

This year we reviewed the program and monetary cost during 2018 for the effort in addition to the hours of volunteer work. Below I've itemized these costs and the funding.

2018 Total expenses	\$7,100.00	
2018 Revenue received	\$1,200.00	City
	<u>\$2,450.00</u>	Sponsorships
	\$3,450.00	Direct cost to Chamber

This effort is a significant expense to the Chamber in labor and actual dollars spent. We are happy to serve the community in this way but in light of the benefit to Brownsville and the budget, we request that the City cover the cost of the watering. We are asking for \$1,200 in addition to the current contribution to the City for a total of \$2,400. At this amount it would allow us to split the cost 3 ways, 1/3 each by sponsors, most who are Chamber members, the City and the Chamber. In addition, the Chamber is providing the ordering, fundraising effort, labor to install and remove and coordination for watering and care.

We appreciate your consideration of this request and look forward to continuing to enhance the beauty, livability and desirability of the community.

RatingsDirect®

Summary:

Brownsville, Oregon; General Obligation

Primary Credit Analyst:

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Summary:**Brownsville, Oregon; General Obligation****Credit Profile**

Brownsville GO rfdg bn ds ser 2016 due 02/01/2036

Long Term Rating

AA-/Stable

Upgraded

Rationale

S&P Global Ratings raised its long-term rating to 'AA-' from 'A+' on Brownsville, Ore.'s general obligation (GO) bonds. The outlook is stable.

The rating action reflects our view of the city's strengthening economic base, lightening debt burden and demonstrated ability to build up reserves in advance of pay-as-you-go capital projects.

The city has \$5.9 million in tax-secured debt outstanding, most of which we consider self-supporting by the city's wastewater enterprise.

Security and use of proceeds

The city's full faith and credit, including the obligation to levy ad valorem property taxes without restriction as to rate or amount, secures the city's GO bonds. The city's bond proceeds were used to refund the city's previously issued sewer obligations to achieve interest expense savings.

Credit overview

Brownsville is in a period of strong economic growth and a turnaround in housing demand in the context of surging local agricultural activity. Based on the city's five-year streak of positive general fund results, we think the city has the ability to build on already ample reserves, but we also expect that the city will eventually draw on cash that is approaching two years' operations to renovate and/or replace aging facilities. We see potential for further upward rating movement if the city's economy continues to strengthen or if the city formalizes policies and practices that have helped the city build such strong reserves.

The rating further reflects our assessment of the city's:

- Strong economy, with access to a broad and diverse metropolitan statistical area (MSA);
- Adequate management, with standard financial policies and practices under our financial management assessment methodology;
- Strong budgetary performance, with operating surpluses in the general fund and at the total governmental fund level in fiscal 2018;
- Very strong budgetary flexibility, with an available cash reserve in fiscal 2018 of 187% of operating expenditures;
- Adequate debt and contingent liability position, with no debt service paid from governmental funds and net direct debt that is 70.4% of total governmental fund revenue, as well as low overall net debt at less than 3.0% of market

value; and

- Strong institutional framework score.

Strong economy

Brownsville serves a historic community of 1,740 located off of the state's main north-south interstate and between Salem (the state capital) and Eugene (home to the state's flagship research university). We consider Linn County, which is classified as the Albany MSA, a broad and diverse region primarily as a result of strong employment growth during the past five years. The city has a projected per capita effective buying income of 89% of the national level and per capita market value of \$95,500, which is up 14% from fiscal 2018 and extends a six-year trend of strong per capita market value growth. Management reports that the housing market has experienced a strong upswing in demand during the past three years and that two housing developments are underway. We understand that the surrounding area's agricultural area is experiencing strong demand with the established grass seed industry's fortunes tending to correlate with national economic conditions, and there is a more recent trend toward planting filbert (hazelnut) orchards in response to supply disruptions in other countries. We understand that the surrounding area is not very active in the cannabis market, which in Oregon has many producers at risk of failure due to difficulty in accessing credit and market oversaturation.

Adequate management

We view the city's management as adequate, with standard financial policies and practices under our financial management assessment methodology, indicating our view that the finance department maintains adequate policies in some but not all key areas.

Our view of the city's financial policies and practices reflects its:

- Review of available internal forecasts and internal trends to build revenue and expenditure assumptions in annual budgets;
- Monthly budget-to-actual updates to city council;
- Lack of long-term year-by-year operating or capital planning;
- Use of state pool, which has conservative investing guidelines, for liquid assets and reporting on holdings in the city's annual financial statement;
- Lack of formal debt policy; and
- Lack of formal minimum reserve policy.

Although the city lacks reporting and policies that we view as supportive of credit quality, management's monthly budgetary updates and the city's demonstrated ability to build up reserves in advance of capital spending suggest to us that the council is engaged with key policy questions and that the lack of formalization is likely a function of the small scale of its operations.

Management reports that the city is engaged in countering cybersecurity risks, with regular training on identifying threats and a new contract with a local governmental council to update its approach to information technology architecture generally.

*Summary: Brownsville, Oregon; General Obligation***Strong budgetary performance**

Brownsville's budgetary performance is strong, in our opinion. The city had operating surpluses of 37% of expenditures in the general fund and of 23% across all governmental funds in fiscal 2018. These are among the highest ratios nationwide but on a small denominator of \$781,700 in annual general fund expenditures, which factors into our expectation that performance could moderate by fiscal 2020. As is the case with most municipalities in the state, property tax revenue represents a majority of general fund revenue, with a much smaller portion coming from fees and intergovernmental revenue.

We understand that recent performance reflects a measure of real estate value-driven property tax revenue growth but in the context of constitutional limitations on the growth of such revenue--most prominently a 3% assessed value growth limitation excluding new construction--and from careful management of expenditure growth in advance of future draws on reserves for capital projects. Based on recent experience and recent asset inventories, management believes that the potential for aging municipal assets to fail represents a spending risk in the coming years, and the city is considering how to refresh or replace recreation facilities on a pay-as-you go basis. Notwithstanding budget assumptions suggesting draws on reserves, consistent with prior years in which the city was not able to fully use appropriated resources, management expects the city to continue to post positive general fund results in fiscal years 2019 and 2020 as it saves up for future projects.

Very strong budgetary flexibility

More than five years of positive general fund results have translated into one of the strongest general fund positions relative to expenditures among municipalities we rate nationwide at 187%. However, we think upcoming capital projects will require a substantial portion of this reserve in the coming years, particularly if the city decides to cash-fund the bulk of future projects. For example, at \$1.5 million on a cash basis of accounting, the city's reserve is only slightly above the high-end estimate for its most prominent potential project, a remodel of its recreation center. We view Brownsville's use of cash accounting as a credit weakness because it reduces clarity about the amount of funds that are truly available relative to generally accepted accounting principles accounting, which is more common nationwide among municipalities.

Very strong liquidity

In our opinion, Brownsville's liquidity is very strong, with total government available cash at 4.9x total governmental fund expenditures in 2018. In our view, the city has strong access to external liquidity if necessary, with its latest issuance of GO bonds in 2016. The city invests in the state pool, which prioritizes preservation of principal above return. We anticipate the city's liquidity would remain very strong even if the city were to draw on a substantial portion of its general fund reserves for capital projects due, in part, to the presence of liquidity in its other governmental and its utility funds.

Adequate debt and contingent liability profile

In our view, Brownsville's debt and contingent liability profile is adequate. Brownsville does not report governmental funds debt service given a fee on utility bills that pays for series 2016 debt service and greatly reduces the need to collect property taxes. Nevertheless, we calculate net direct debt at 1.6x of total governmental fund revenue, consistent with our view that the series 2016 is mostly but not fully self-supporting by sewer operations. Overall net debt is low at 2.2% of market value, which is, in our view, a positive credit factor. Management doesn't expect the city

Summary: Brownsville, Oregon; General Obligation

to issue additional debt until the next decade for improvements to the city's water treatment plant, and sees a request for GO authorization for city projects as unlikely based on difficulty that the overlapping school district has had in securing voter approval for school facilities.

Brownsville does not have a defined benefit pension or other postemployment benefits liabilities.

Strong institutional framework

The institutional framework score for Oregon municipalities is strong.

Outlook

The stable outlook reflects our view that the city is effectively managing the local effects of the current economic expansion and in the medium term could further build its general fund position to more than two years' expenditures as it prepares for capital projects that could bring reserves back down to less than one year. In the absence of a minimum reserve policy, should the city decide to move forward on pay-as-you-go capital projects, we expect to look closely at the implications for reserves with our \$500,000 threshold for a low nominal general fund position a key threshold under our criteria. But with rising property values in the region and constitutional limits on property tax revenue growth that moderate both ups and downs in the state, we think further revenue growth is likely in the medium term and that the city will have flexibility to time its budgetary adjustments in a recession scenario without weakening credit quality.

Upside scenario

With a strong record of budgetary discipline during the current economic expansion, we could raise the rating if we came to view the city as unlikely to draw on its general fund resources to less than 75% of expenditures for the foreseeable future, particularly if in combination with the adoption of formal goals regarding general fund reserves. We could also raise the rating if the city's per capita market value continues its upward march, we continue to view the local MSA as broad and diverse, and we continue to view budgetary performance as at least adequate.

Downside scenario

We could lower the rating if future pay-as-you-go projects cause the city to draw on its general fund cash to less than \$500,000, particularly if reserves fell to less than 30% of expenditures and we saw evidence of weakening in budgetary performance or the economy.

Related Research

- U.S. State And Local Government Credit Conditions Forecast, Oct. 24, 2018
- 2018 Update Of Institutional Framework For U.S. Local Governments

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OLCC Local Government and Law Enforcement Meetings

OLCC Chairman Paul Rosenbaum, Executive Director Steve Marks, and Director of Licensing & Compliance Rich Evans, would like to meet with you to foster working relationships and hear first-hand OLCC related concerns and issues important to local leaders.

This local government meeting will focus on marijuana regulation and is a continuation of our efforts to establish open lines of communication with local governing officials around the state.

Listening Sessions

will be held at the following locations:



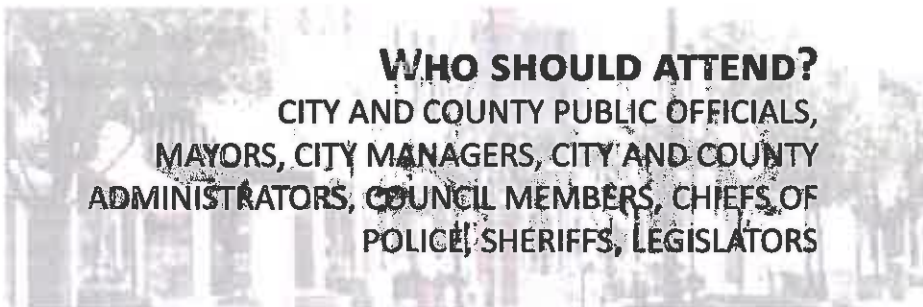
Tuesday, July 9 – Bend
4 PM to 5:30 PM
The Riverhouse on the Deschutes
Cascade H Room
3075 N. Business 97

Wednesday, July 17 – Medford
2 PM – 3:30 PM
OLCC Medford Office
855 Medford Center Drive

Tuesday, July 30 – Eugene
4 PM to 5:30 PM
Lane Community College
Room 220
4000 East 30th Ave.

Tuesday, August 6 – Ontario
Time and Location TBD

Monday, August 12 – Portland
4 PM to 5:30 PM
OLCC Headquarters Office
9079 SE McLoughlin Blvd.
Room 103A



WHO SHOULD ATTEND?

CITY AND COUNTY PUBLIC OFFICIALS,
MAYORS, CITY MANAGERS, CITY AND COUNTY
ADMINISTRATORS, COUNCIL MEMBERS, CHIEFS OF
POLICE, SHERIFFS, LEGISLATORS

RSVP to Laura.Paul@oregon.gov

To request accommodations for the hearing impaired or other persons with disabilities, please contact: Laura.Paul@oregon.gov*

**Please make accommodation requests at least 72 hours before the meeting. All meeting locations are accessible to persons with disabilities.*

Sign up for OLCC email alerts:
www.oregon.gov/OLCC/pages/about_esubscribe.aspx



Oregon Liquor Control Commission

Supporting businesses, public safety, and community livability through education and the enforcement of liquor and marijuana laws.



Pipelines Near You

Williams operates pipelines near you. Williams pipelines and facilities are part of a vast national network of underground pipelines. This system is our country's lifeline for a variety of daily activities. From natural gas to heating oil, from water to jet fuel, pipelines reliably deliver products many of us take for granted but which are essential to our nation's economy and standard of living. Some pipelines transport potentially hazardous and flammable substances under high pressure. Yet, according to statistics from the National Transportation Safety Board and the U.S. Department of Transportation (DOT), pipelines are one of the safest modes of transportation in the United States.

In the event of a Williams pipeline emergency, from a safe location immediately contact 9-1-1 and 800-972-7733

Below is a list of products commonly transported via pipeline. For a list of specific commodities in your area, please contact Williams at 1-800-WILLIAMS (1-800-945-5426) or PublicSafety@Williams.com.

Product	ERG	Leak Type	Vapors	Hazards
Natural Gas	115	Gas	Lighter than air	Extremely high concentrations may cause irritation or asphyxiation. Extremely flammable and easily ignited by heat, sparks or flames.

How You Can Help

- Become familiar with pipelines and facilities in your area. Look for pipeline marker signs and fence signs at gated entrances
- Keep a record of the operator name, contact information and any pipeline information from marker and facility signs near you. Keep this information in a permanent location near a telephone or as a contact on your mobile phone so it is readily available.
- **Utilize training opportunities to gain valuable knowledge about pipelines in your area**

Since emergency response officials may arrive at the scene of a pipeline incident before pipeline personnel, you should know in advance what to expect and how to respond to potential hazards that may be present. To assist in educating you about our operations, we have created an interactive training course that can be found at www.williams.com/ERtraining. The course is compatible with most mobile devices. Complete the module and automatically enter your station in a drawing to win \$1,000. *Drawing entries for Emergency Response Personnel only.*

The Pipeline and Hazardous Materials Safety Administration's Emergency Response Guidebook provides first responders with a go-to manual to help deal with hazardous material incidents. It can be downloaded at <http://phmsa.dot.gov/hazmat/library/erg>. Additional pipeline emergency training resources are available at no cost to you through the National Association of State Fire Marshals at www.PipelineEmergencies.com.

Pipelines/systems operated by Williams

Pipelines/Systems	State
Northwest Pipeline, LLC	CO, ID, OR, UT, WA, & WY
Williams Partners Operating LLC	WA



— Interstate Natural Gas Pipeline

Gas Plant

Know what's below.
Call before you dig.



MONTH END RECAP

		JUNE 2019					
	REVENUE	EXPENDITURES	YTD	%	Unexpended		
1 GENERAL	\$ 52,398.83	\$ 95,832.09	\$ 666,640.71	55.89%	\$ 697,649.29	1	
2 WATER	\$ 28,675.94	\$ 33,197.70	\$ 492,187.32	57.90%	\$ 415,161.68	2	
3 SEWER	\$ 30,427.22	\$ 23,108.75	\$ 225,690.22	38.91%	\$ 413,654.78	3	
4 STREETS	\$ 14,762.05	\$ 12,489.31	\$ 242,832.79	53.17%	\$ 237,367.21	4	
5 WATER BOND	\$ 202.53	-	\$ 47,161.51	65.35%	\$ 25,005.49	5	
6 SEWER BOND	\$ 1,519.18	-	\$ 307,260.20	94.47%	\$ 17,999.80	6	
7 SEWER DEBT FEE	\$ 10,874.93	-	\$ 149,767.38	48.74%	\$ -	7	
8 BUILDING & EQUIPMENT	\$ 940.88	-	\$ -	0.00%	\$ 355,000.00	8	
9 WATER RESERVE	\$ 1,899.83	-	\$ -	0.00%	\$ 264,601.00	9	
10 HOUSING REHAB	\$ 574.16	-	\$ -	0.00%	\$ 204,519.00	10	
11 WATER SDC	\$ 112.70	-	\$ -	0.00%	\$ 81,040.00	11	
12 SEWER SDC	\$ 829.60	-	\$ -	0.00%	\$ 367,753.00	12	
13 STORMWATER SDC	\$ 168.67	-	\$ -	0.00%	\$ 87,027.00	13	
14 BIKEWAY/PATHS	\$ 212.56	-	\$ -	0.00%	\$ 44,646.00	14	
15 LIBRARY TRUST	\$ 17.10	-	\$ -	0.00%	\$ 6,057.00	15	
16 CEMETERY	\$ 706.81	-	\$ -	0.00%	\$ 81,578.00	16	
17 TRANSIENT ROOM TX	\$ 17.42	-	\$ 3,040.00	56.28%	\$ 2,362.00	17	
18 SEWER CONSTRUCTION	\$ -	-	\$ -	0.00%	\$ -	18	
19 LAND ACQUISITION	\$ -	-	\$ -	0.00%	\$ 9,972.00	19	
20 COMMUNITY PROJECTS	\$ 621.72	\$ 1,131.96	\$ 34,081.60	14.29%	\$ 212,418.40	20	
	\$ 144,962.13	\$ 165,759.81	\$ 2,018,894.35				

Key Bank Account	2018-2019	YTD	% of Total
General Checking	\$ 86,624.06	\$ 5,542,706.00	39.41%

Oregon State Treasury	Annual Bond Payment	Totals
Community Improvements	\$ 4,975,939.17	\$ 45,167.05
Project Escrow Holding	\$ 0.94	\$ 307,259.95
TOTAL OST / LGIP	\$ 4,975,940.13	\$ 352,427.00

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

