



Council Meeting

Tuesday – November 26th, 2019
7:00 p.m. in Council Chambers

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Council Meeting

Tuesday, November 26th, 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: October 22nd, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Central Linn Community Foundation – Chenoweth Robertson
 - B. Sweet Home Sanitation – Candace Unger
 - C. TMDL Semi-Annual Review
- 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 2019.21: Cemetery Fund Clarification**

10) ACTION ITEMS:

- A. Traffic Count – Depot Avenue
- B. Municipal Court Collections Agreement
- C. Park Board – Facilities Rules and Rates Recommendation
- D. Alyrica Lease Agreement
- E. Library Closure Request
- F. Linn County Sheriff's Office Contract

11) DISCUSSION ITEMS:

- A. Canal Company
- B. Right-of-Ways
- C. Calapooia River & River Design Group
- D. October Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

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

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.



October 22nd, 2019

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

PUBLIC: Kim Clayton, Sergeant Klein (*Linn County Sheriff's Office*), Phil and Kaye Fox, Elizabeth Coleman, Sue Frasier and Lynne Heller (*Brownsville Chamber of Commerce*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell informed Council that they would find the Public Works Report on the desk tonight. He would also like to add R 2019.20 under Legislative 9 C, and Full-time Public Works Operator under Action Item E.

MINUTES: Councilor Block made a motion to approve the September 17th, 2019 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Chamber of Commerce – Sue Frasier & Lynne Heller.** Chamber President Sue Frasier and Secretary Lynne Heller were present to request an increase of the City's support for the flower basket program. She outlined the income and expenses of the project, the shortcomings, and further stated that the Chamber feels that the baskets are very beneficial for the City. Councilor Block stated that he was opposed to that big of an increase and asked about cost saving measures such as only doing half the baskets, taking the baskets down earlier, thereby cutting the watering costs. Councilor Thompson asked what the Chamber has done for fundraising for the baskets. Have they thought of raising the sponsorship costs of the baskets? Lynne Heller replied that the American Legion has been very successful with fundraising for the new flags needed, and perhaps the Chamber could put some donation jars around town asking for support for the project. Councilor Gerber stated that she feels the flower baskets are a wonderful addition to the town, and really appreciates the beauty they provide. Gerber thanked the Chamber for taking on this project. She also stated that as a Council, we are trying to be good stewards of taxpayers' dollars, and felt that perhaps the City could contribute a little bit more. Mayor Ware stated that the City does a lot for many organizations around town, and was also encouraging the Chamber to try to cut costs where they can and still provide the service, perhaps a shorter watering season? Councilor Hansen stated that perhaps the Council could pledge \$600 addition funding and leave it up to the Chamber on how best to cut their project costs. *Councilor Gerber made a motion to increase the annual support to \$1,800 per year instead of \$1,200 for the life of the current contract. Councilor Hansen seconded the motion.* Discussion was called for. Councilor Neddeau asked if the City was the only sponsor that the Chamber is asking to double their contribution because that doesn't seem right. Councilor Thompson agreed. Councilor Chambers asked if the businesses could step up a little. The City supports the Chamber in a lot of other ways as well, not just the annual support funding. She agreed that this is taxpayers' dollars, and Council must be mindful, careful how it is spent. Mrs. Frasier asked if Council would consider doing an extra \$600 this year, \$800 next



year, and \$1,200 the year after that? Mayor Ware stated that the motion has already been made, it is not the time to make that change now. The vote was called for with everyone in agreement except for Councilor Block and Chambers opposing the motion. Motion passed. McDowell stated that in other Chamber business tonight is the fact that it will soon be time to get new Christmas banners. Also, Council is being asked to allow the Chamber to use the park facilities at no cost on July 3rd as well as July 4th in order to prepare for their fundraising July 4th breakfast event. *Councilor Gerber made a motion to adopt the MOA with the noted modifications. Councilor Hansen seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **Public Works.** Mr. Frink reported that Public Works has replaced a water line on Howe Street. This water line has been repaired 6-7 times in the last year, so it's nice to have the issue finally resolved.

Public Works will begin scraping the sand filters soon at the Water Treatment Plant. Each filter takes about 2 weeks, so it will be about 6 weeks of work for them.

Frink stated that winter discharging will start soon.

Frink has been having intense conversations with DEQ surrounding reporting issues. Finally, Frink was informed that he was right, and is scheduled to have a conference call with them on Thursday to try to finally resolve the reporting issue. It has been a major headache!

Mr. Frink stated that the storm drain issue on Sage Street has been resolved. The pipe has been located under a huge pile of yard debris that included household trash. It was a total mess. He will contract with Spartan Environmental for sewer cleaning services to have them clear the line, and hopefully Kirk Avenue will not back anymore.

Signs update project throughout town is now complete.

During a routine maintenance inspection, the heater at City Hall was found to be in emergency need of replacement. Best Heating was able to install a new mini-sub wall unit under the \$5,000 price threshold, and it is working well.

Dry wall repairs have been completed at the PW headquarters.

Frink also reported that he will be taking a pesticide recertification course in Eugene soon.

2. **LCSO Sheriff's Report.** Sergeant Klein recapped the September numbers: 20 citations, 10 warnings, 29.5 hours for traffic, and 202 total hours spent in Brownsville. Klein informed Council of several different calls and incidents that have happened recently, and the time constraints that each incident can require. Klein stated that on September 18th, 2019 there was an incident with juveniles harassing each other; a civil compromise was reached. Lt. Jeff Cone and Sgt Klein have been in contact with the parents, and are hoping to curtail the situation in that manner. Councilor Neddeau asked if LCSO patrols the school zones. Klein stated that they could definitely focus on those zones. Neddeau said that he has been getting complaints about high rates of speed in those zones. Sgt. Klein also



stated that cameras on the school buses can also capture speeders and drivers not respecting the flashing lights on the buses. Council suggested he contact the school district about that issue.

Councilor Hansen asked if Brownsville has a curfew for juveniles. Klein replied in the affirmative that it is 10:00 p.m. during the week, and 11:00 p.m. on the weekends. Again, it is just an enforcement thing that the patrols need to know that the City wants to have enforced. It seems that we are kind of on the bubble right now with a group of teens in town that are in that critical age and stage that can develop into unwanted behaviors. Klein said he will bring this up at the next focus patrol meeting and see if they can get some more attention in these areas. Councilor Block wanted to rule to be enforced more consistently.

3. **Administrator's Report.** Mr. McDowell reminded Council that the Volunteer Appreciation Party is scheduled for this Thursday, October 24th, 2019 at Kirk's Ferry from 5:30 p.m. – 7:00 p.m. It is a great opportunity to thank Staff and the City's volunteers for all they do for the City all year! Hope to see everyone there!

McDowell stated that there is a new sign at the Brownsville Art Center. Local artist Jane MacQueen painted the sign. It looks great.

McDowell reported that Municipal Court Clerk Carol Humphreys recently attended the OACA (Oregon Association of Court Administrators) conference in Eugene. She reported that there are many disturbing trends happening. One piece of legislation that is pending is the inability to suspend someone's driver's license for failure to pay fines or comply with court rulings. McDowell took this concern to the Cascade West Council of Governments in hopes of getting some support in advocacy going forward. Another trending item is the possibility of turning over collections to a collection agency. McDowell will bring information for Council to the next meeting. It might be the best way to collect future fines and fees.

On September 20th, 2019, there was an article in the Democrat Herald about a gravel bar being removed near Takeena Landing. Tom Valentino, Albany Parks & Rec, came down and visited with McDowell about the process they used to accomplish this task. Valentino stated that their ace in the hole was that their issued centered a life and safety situation as this area had a boat ramp that was used in emergency situations. This kind of effort is always a major undertaking as it must be coordinated with many different agencies (US Army Corps of Engineers, DEQ, Department of State Lands, Fish & Wildlife, etc.) McDowell related the situation to Council wondering if Council would like to review our river erosion issue and perhaps move forward with gathering more information such as an estimate and opinion from River Design Group. Council agreed by consensus.

McDowell reminded Council that they may be seeing Alyrica around town as they begin overhead and underground installations around town. High speed internet will be a huge benefit for the City and residents.

McDowell updated Council on the current status of the relocation of the playground equipment in Pioneer Park. The project is in the planning phase.

Mr. McDowell and Councilor Block are scheduled to attend a meeting on Thursday, October 24th, 2019 with the Linn County Sheriff's Office (LCSO) to discuss the contract agreement. All contract cities will be in attendance from the last contract. McDowell asked what Council would like to see, and at what increase would they



be comfortable with the contract? McDowell stated that it is important to note that there will never be a time when all speeders in town will be caught. Discussion ensued. McDowell and Block were given some parameters for the upcoming discussion. McDowell will report back next month.

McDowell shared with Council a copy of the letter that each councilor received from the auditor reviewing audit and internal control policies. Discussion ensued with McDowell reminding Council of policies and procedures, and reiterating that Council has access and is encouraged to inspect documents and practices at any time. It is their fiduciary responsibility. Every reasonable precaution is taken to prevent fraud, and the Staff does a great job monitoring transactions.

4. **Library Report.** Mayor Ware commented that it a marvelous program; the center of our community.
5. **Court Report.** No comments.
6. **Council Comments.** No comments.
7. **Citizen's Comments.** No comments.

LEGISLATIVE ITEMS:

1. **Resolution 2019.18 – Adopting Officials Handbook.** *Councilor Gerber made a motion to adopt R 2019.18 as presented. Councilor Neddeau seconded the motion, and it passed unanimously.*
2. **Resolution 2019.19 – Downtown Sewers Engineering Transfer.** *McDowell stated that the City Engineer has indicated he currently has time to work on the downtown sewer project engineering. This resolution moves funding from the construction line item to the engineering line item. By accomplishing the engineering now, it may mean that the City can go out to bid by May for the project, which could greatly increase the chance of completing the project in a timely manner. Council will need to increase the line item for the project's construction in the FY 2020.2021 budget. Councilor Block made a motion to adopt R 2019.19 as presented. Councilor Hansen seconded the motion, and it was approved unanimously.*
3. **Resolution 2019.20 – Software/Hardware for Water Treatment Plant.** *McDowell reported that on Sunday the power outage basically fried the computer at the WTP. Staff would like to enter into an agreement with The Automation Group (TAG) as a special circumstance as they are the only ones capable of building this software for us. Councilor Gerber made a motion to adopt R 2019-20. Councilor Hansen seconded the motion, and it passed unanimously. (McDowell related to Council that this is required because Council is the contract board per the Brownsville Municipal Code.)*

ACTION ITEMS:

1. **Re-Appoint Appointed Members.** *Councilor Gerber made a motion to re-appoint previously appointed members as all are willing to serve another term. Councilor Chambers seconded the motion, and it passed unanimously.*



Budget Committee

Kaye Fox
Kim Clayton

Planning Commission

Rob Wingren

Library Advisory Board

Barbara DeRobertis, Gwen Landon & Jennifer Ashcraft

2. **2020 Council Calendar.** *Councilor Block made a motion to approve the 2020 Council Calendar as presented. Councilor Gerber seconded the motion, and it passed unanimously.*
3. **Mid-Valley Partnership Agreement.** Mr. McDowell stated that years ago the Ford Family Foundation began encouraging and supporting economic development in our area with education and seminars conducted by Ford Family cohorts. This effort then led to the Go Team who created RLED, a regional local economic development plan. Several cities were interested in the RLED plan. Stemming from those conversations, opportunities such as applying for the Rural Opportunities Initiative through Business Oregon and successfully working with RAIN, focusing on entrepreneurial support, has happened regionally. The MVP agreement will flush out other key parts of the original RLED plan including asset building and coordination of economic development tools. One of the ultimate goals is to make a better attempt at collecting local talent from OSU and U of O. Instead of letting these folks/companies go to other states, work toward locating them in our region for our benefit. Along those lines a group of 8 regional cities have gotten together to utilize resources to achieve the goal of enhancing economic development activities that better serve the our public. The cities shall cost share expenses to promote this IGA through the annual budget cycle. The term shall be from November 1st, 2019 – June 30th, 2022. *Councilor Gerber made a motion to approve the partnership agreement as presented, and to authorize the Mayor and Mr. McDowell to proceed. Councilor Hansen seconded the motion, and it passed unanimously.* Council thanked Mr. McDowell for all his hard work on this effort; he has done amazing things, and it is appreciated.
4. **Approve Dyer Partnership Task Order 2 for Public Works Standards.** Mr. McDowell reminded Council that the standards should be reviewed every five years. McDowell has asked Dyer Partnership to review and update the standards with Public Works Superintendent Karl Frink as needed. *Councilor Block moved to approve Dyer Partnership to review and update Public Works Standards as needed, not to exceed \$7,300 for project. Councilor Gerber seconded the motion, and it passed unanimously.*
5. **Full-Time Public Works Position.** Mr. McDowell would like Council to consider adding a 4th person to the Public Works crew. The City's current temporary PW employee has had two previous tours of employment with the seasonal crew. He is an asset to the City's team due to his operational knowledge and skill set. He would also provide much needed help to the City's PW crew. His contract ends on October 31, 2019 which is the reason for the ask this evening. Public Works has someone on call every weekend, and frankly we just don't have the manpower to most effectively do all that we do. McDowell assured Council there is funding in the budget for this position. We will not be hiring either of the part-time seasonal workers next year should this position be filled now. *Councilor Gerber moved to authorize Mr. McDowell to hire an additional full-time Public Works operator. Councilor Hansen seconded the motion, and it passed unanimously.*



DISCUSSION ITEMS:

1. **Pacific Power Franchise Agreement.** McDowell reported that the PPL franchise agreement will expire on June 6th, 2021. October is the month that he typically looks at these agreements. With Council's approval, he would like to work ahead and start this franchise agreement soon. *Councilor Block made a motion to authorize Mr. McDowell to go forth with negotiations. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Calapooia Rock Bar Discussion Continued.** Councilor Gerber recused herself from the discussion as she owns adjacent property. Council consensus encouraged Mr. McDowell to reach out to River Design Group for an estimate and an opinion on the possible removal of the rock bar.
3. **September Financials.** No comments.

CITIZENS COMMENTS: Kaye Fox asked if Council is liking the candy that she brings for them every month. She got a resounding yes! It is very much appreciated!

COUNCIL COMMENTS: No comments.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:31 p.m. Councilor Hansen seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell Mayor Don Ware



November 26th, 2019

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

One liner of the month

When life shuts doors on you... Just open another one, that's kind of how doors work.

Note: The first section of this report provides an overview of topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates the item is part of Council Goals. When you see this symbol, ☐, it means more information will be provided at the meeting.



"Quarrels would not last long if the fault were only on one side."
~ Francois de La Rochefoucauld, Writer

"No act of kindness, no matter how small, is ever wasted."
~ Aesop

"Never ruin an apology with an excuse."
~ Anonymous

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Central Linn Community Foundation** – Central Linn Community Foundation (CLCF) will be represented by Chenoweth Robertson who will be asking for a contribution to the community service programming conducted by the CLCF. Ms. Robertson's information is included in the agenda packet for your review.
- B. **Sweet Home Sanitation** – Ms. Candi Unger will provide an oral report on this year's Clean-up Day event including other business odds and ends.
- C. **TMDL Semi-Annual Review** – I will provide a brief overview of the TMDL program and plan implementation including a review of upcoming events Staff will be attending. I will provide a few slides on the Integrated Reporting information DEQ has prepared for their 5-year review as required by the United States Environmental Protection Agency.

9) LEGISLATIVE:

- A. **Resolution 2019.21: Cemetery Fund Clarification** – City Auditor Tasha Harrell of Boldt, Carlisle & Smith will be moving \$70,552 from the Cemetery Trust to the General Fund. Earlier this year, Harrell read the requirements of the Cemetery Trust Fund and found that only the interest of the original donation should have been left in the fund. The Cemetery Trust Fund has not had funds appropriated for expenditure during the last thirteen years. The



Budget Committee and Council have considered purchasing additional property for cemetery plots and considered installing a columbarium in the future.

What is Council being asked to do?

Staff is requesting the passage of the Resolution because Staff included the transfer of funds in the FY 2019.2020 budget. Ms. Harrell is requested an Adjusting Journal Entry (AJE) to move the money in the previous fiscal year, FY 2018.2019. Staff wants to make sure there is no confusion over the transfer of these funds back to the General Fund.

10) ACTION ITEMS:

- A. **Linn County Traffic Count Data Request** – Staff recommends Council asking Linn County Road Department to perform a traffic count on Depot Avenue just before Ash Street and just after Henshaw Drive. Collecting baseline data could be important once home start to build in the area. It is nice to have empirical data when dealing with complaints regarding increased traffic.

- B. **Municipal Court Collections Agreement** – Municipal Court Administrator Carol Humphreys, Judge Meyer and I are recommending the collections agreement for court related fines and fees. Last meeting, Staff mentioned the State Legislature's changing attitudes toward the judicial branch and many of the changes made this past legislative session. Staff feels strongly that this is the best option for the City and all parties involved. I have enclosed the entire agreement in the agenda packet.



- C. **Park Board Recommendation: Facility Rules & Rates** – Staff made several recommendations to the Park Board. Park Board is passing along their recommendations for 2020. I have attached the proposed rates and current rates for your information.

What is Council being asked to do?

Consider accepting the rates as recommended by the Park Board.

- D. **Active: Alyrica Franchise Agreement** ☒ – Alyrica has requested assistance from the City for the location of a major piece of infrastructure for the fiber optic system. I will give a brief overview at the meeting. Staff is requesting that Council authorize the Mayor and the City Administrator to negotiate and execute this lease agreement.

From 09.25.2019: I met with Adam Skaer to discuss the possible location of a necessary cabinet on public property as described in the Franchise Agreement. Permits have been submitted to Pacific Power and they will soon be sending permits to the City and the County. They are attempting to get the main trunk line installed by the end of 2019.

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.

Alyrica is targeting the following pricing structure:

\$69.99 100 Mbps

\$99.99 1 Gbps

- E. **Library Closure Request** – Librarian Sherri Lemhouse would like to close the Library on December 26th, 2019.



- F. **Linn County Sheriff's Office Contract** – Councilor Block and I attended two meetings with the partnership to discuss contract parameters and costs. Both meetings were very productive, and all partner cities felt good about the agreement moving forward. The Sheriff's Office were charged with putting the final touches on the agreement before sending it back to the cities. The cities have agreed in principle however, all councils will have final review. The contract may not be available until December. I have places on the agenda in the event we receive the document prior to Tuesday evening. Council may authorize the Mayor and City Administrator to execute the contract if Council feels comfortable with the parameters presented. Below are the numbers:



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

Percentage Increases		
2019 to 2020	\$67.33	= 5.22%
2020 to 2021	\$70.85	= 3.00%
2021 to 2022	\$72.99	= 3.45%
Mean		= 3.89%

11) DISCUSSION ITEMS:

- A. **Canal Company Update** ☑ – Councilor Block and I will be meeting with Canal Company President John Holbrook and Mr. Bob Babcock to discuss the plan presented to Council in April 2019. Council directed Councilor Block and I to meet with Canal Company representatives to discuss options and to ascertain the intentions of the Canal Company. More information is available in this report, see below.
- B. **Right-of-Way** ☑ – Councilor Thompson, Councilor Neddeau, Administrative Assistant Tammi Morrow and I met to review right-of-way infringements, the ordinance and storage containers. Staff will share information with Council for possible next steps.
- C. **Calapooia River & River Design Group** ☑ – Staff will review the recommendation made by River Design Group. I have enclosed the e-mail for your review.
- D. **October Financials**

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

- ▶ Finalizing various park agreements for the upcoming season.
- ▶ Councilor Thompson and I met to discuss and review Rec Center issues.
- ▶ Met with the Ad Hoc Committee to discuss the structural engineering report, strategies and possible next steps.
- ▶ Attended LOC's Region IV meeting with Councilor Block.
- ▶ Attended two LCSO Agreement meetings with Councilor Block.
- ▶ Hosted a meeting with Canal Company representatives and Councilor Block.
- ▶ Attended the Parks & Open Space Advisory Board meeting.





- ▶ *Presented the Mid-Valley Partnership IGA at city council meetings in Halsey, Lebanon and Monroe.*
- ▶ *Administrative Assistant Elizabeth Coleman and I met with Chris Smith from River Design Group.*
- ▶ *Attended a DEQ session in Corvallis regarding the Integrated Reporting tool now on-line.*
- ▶ *Administrative Assistant Tammi Morrow and I attended the latest Chamber Executive Board meeting to discuss the agreement and other items.*
- ▶ *Attended the latest meeting of the Cascade West Council of Governments Managers to listen in on transition plans for the Executive Director's position.*
- ▶ *Met with Councilor Thompson, Councilor Neddeau and Administrative Assistant Tammi Morrow to review right-of-way infringements and storage containers.*

We must reject the idea that every time a law's broken, society is guilty rather than the lawbreaker. It is time to restore the American precept that each individual is accountable for his actions.

[Ronald Reagan](#)

Policy

(fyi) (fyi) (fyi)

Snow Removal

In the event of snow, please remember that the City does not remove snow. Linn County Road Department does plow Main Street, Depot Avenue and parts of Gap Road. The State of Oregon plows OR 228. Annual snow fall may be one day of accumulation which is often melted the next day. Residents who live in hilly areas of town should take the necessary steps to be ready in the event of snow during the winter months.

STATUS UPDATES – Projects, proposals and actions taken by Council

Active: Facilities Review Committee Recommendation Outcomes ☒ – The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies and options.

From 9.17.2019: The City has received the Structural Engineering Report from VLMK and it is currently under review.

From 07.23.2019: 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.

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.

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 (18 months)

Year	Month	Traffic Citations	Traffic Warnings	Hours
2019	October	12	29	217.5
2019	September	20	10	202
2019	August	8	15	210.5
2019	June	31	32	221
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
<i>Subtotal</i>		271	472	3774.8
Total Average		15.0556	26.222	209.71
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

Active: Linn County Planning & Building Department Meeting Outcome – The group continues to wait on the County to upgrade and implement an e-permitting system. Future meetings will be required to continue to move this goal and other items forward.

From 07.23.2019: 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.

Pending: Canal Company & the Mill Race ☒ – See above information. The schedule below is not valid.

From 09.25.2019: Councilor Block and I continue to attempt to schedule a meeting with Mr. Holbrook and Mr. Babcock. At this point, the schedule below would need to be modified.

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

Active: Officials Handbook – Staff is working on disseminating the handbook and collecting confirmations.

From 10.26.2019: This resolution would adopt the new Officials Handbook as presented at the last Council meeting. I've included an acknowledgment form for Council review as well. If Council adopts this resolution, the Officials Handbook would be sent to all elected and appointed officials for their review and reference.

From 09.25.2019: Councilor Thompson and Councilor Neddeau volunteered to work with Administrative Assistant Tammi Morrow and I on re-working of Resolution 718 which addresses Elected and Appointed Officials conduct. We've added policies Council passed over the last two years including social media and remote attendance. We used a policy handbook format for easy reference.

One chief difference is that all Council members are responsible for conduct. In the past there has been confusion about who is supposed to act. One shared misconception was only the Mayor and/or the Council President could address or stop a situation happening in real-time during a meeting. The new policy charges any Councilor or member of a board with the responsibility to address a situation at a meeting or call for information.



Active: Downtown Sewer Collections Engineering – Work orders were executed in-line with Council's decision to move forward with the engineering design phase.

From 10.26.2019: City Engineer Ryan Quigley forwarded the associated engineering costs for the Downtown Sewer project the City is saving toward for installation in FY 2020.2021. This resolution will transfer funds to cover the associated engineering costs so the project can be bid at any time in FY 2020.2021. Hopefully, the City can complete the Downtown Sewer project over two FY's instead of three.



Active: Audit – Ms. Tasha Harrell has been working to complete the audit of FY 2018-2019. The City hopes to have the final audit report by the end of the year.

Active: Approve Mid-Valley Partnership Agreement ☒ – **From 10.26.2019:** The City has been working on the Rural Linn Economic Development (RLED) plan for nearly six (6) years. The effort started with the Go Team which was formed out of The Ford Family Leadership cohort series completed by the Ford Family Foundation in Linn County. Two years ago, Brownsville formed a partnership with Sweet Home, Lebanon, and Harrisburg to develop a plan the City of Lebanon had for one of their downtown buildings. The group added the City of Halsey and applied for a rural development grant through the State of Oregon's Rural Opportunity Initiative (ROI). The ROI grant is what has been funding the RAIN effort for the last two years. Council will recall Mr. Corey Wright's presentation that highlighted programmatic efforts and positive outcomes achieved during the first year. RAIN continues their effort over the next two years per contract. Eight cities have been involved in this partnership and those cities include Lebanon, Sweet Home, Philomath, Harrisburg, Adair Village, Monroe, Halsey & Brownsville.

Entrepreneurial efforts are only a part of what this partnership plans to accomplish collectively. Contained in the agenda packet is an Intergovernmental Agreement (IGA) that is the framework for a regional economic development effort based on the RLED proposal. Council will be asked to approve this agreement to continue the work of regional economic development. The plan is to add additional cities and continue to strive toward realizing the deliverables in this agreement. Overall, this effort has been an amazing collaboration where neighboring communities have led a grassroots movement that transforms opportunities for area residents and citizens.

*There Is
No Time
Like The
Present.*

Historically, Council was interested in partnering with the City of Sweet Home to provide local economic development assistance. The new plan incorporates multiple cities in two counties and has become a model for other rural areas in the State of Oregon.

Active: Right-of-Way Infringements: Templeton RV & Container Storage ☒ – I will share a few photos.

From 10.26.2019: The LCSO is in the process of investigating a recreational vehicle that may be using city streets to illegally stay in town. The Sheriff's Office reported this phenomenon happens frequently in Harrisburg and other rural areas. A large semi size storage container has been placed on Blakely Avenue to help a homeowner make renovations to their property. Staff has made reasonable accommodation for this to be a temporary situation, however, Councilor Neddeau and Councilor Thompson will be reviewing this situation for possible further administrative/legislative action.

Complete: Board & Committee Appointments – All re-appointed members have been contacted. The City is very fortunate to have quality members serving on these important committees and boards.

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 [...required by the final order issued by OWRD.]



Pending: Playground Outcome ☒ – The costs associated with relocating the playground was too high. Public Works Superintendent Karl Frink and I are working on alternative methods to move the equipment.

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.

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.

PAST MEETINGS – Memory Information

DevNorthwest/WNHS Update – The merger has taken place. More details to follow.

From 09.25.2019: WNHS provides 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.

➤ **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



November 2019

PLANNING AT A GLANCE

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

• Structural	New MFH	1305 Ash St.
• Structural	Install Solar Panels	304 Spaulding Ave
• Plumbing	Backflow Device	803 NP Loop
• Structural	Retaining Wall	871 NP Loop
• Structural	Replace Fire Alarm	331 Blakely Ave
• Mechanical	Install HP & 2 A/H	803 Kirk Ave
• Mechanical	Replace Furnace & A/C	117 Worley Ave
• Fence		221 Center Ave
• Accessory Structure	8X10 Shed	115 Moody Court
• Fence		190 Main Street

Updates

Buildable Lands Inventory

Still in process.

Updates

Conditional Use Permits

An application for a Conditional Use permit has been submitted. The hearing is scheduled for December 2nd, 2019.

Elizabeth E. Copwa

"Gratitude can transform common days into thanksgivings, turn routine jobs into joy, and change ordinary opportunities into blessings."



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:

October

TRAFFIC CITATIONS: -----	12
TRAFFIC WARNINGS: -----	29
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	8
ADULTS ARRESTED : -----	2
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	90
TRAFFIC HOURS-----	30.75
ADMINISTRATION HOURS-----	5.5

TOTAL HOURS SPENT:	BROWNSVILLE	217.5
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CONTRACT HOURS= 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	27	1	1	27	
Violations	65	12	23	54	
Contempt/Other	59	11	5	65	
TOTALS	151	24	29	146	

BALANCE SHEET FOR THE MONTH

Court Revenue

Total Deposits +	\$ 3,769.00
Total Bail Released +	\$ 165.00
Total Bail/Bank Fees -	\$ -
Total Bail Held -	\$ -
* Total Refund/Rest -	\$ -
Total NSF's -	\$ -
Cash Shortage -	\$ -

Court Payments

City	\$ 3,031.00
Restitution	\$ -
Oregon Dept Revenue	\$ 679.00
Linn County	\$ 224.00
State Misc.	\$ -
DUII Surcharge	\$ -

TOTAL COURT REVENUE	<u>\$ 3,934.00</u>	TOTAL COURT PAYMENTS	<u>\$ 3,934.00</u>
----------------------------	---------------------------	-----------------------------	---------------------------

Credit given for Community Service	\$ -
------------------------------------	------

Other Credit Allowed Against Fines	\$ -
------------------------------------	------

TOTAL NON-REVENUE CREDIT ALLOWED	<u>\$ -</u>
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TOTAL CASH PAYMENTS TO:

CITY	\$ 3,031.00
STATE	\$ 679.00
COUNTY	\$ 224.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 3,934.00</u>



Library Advisory Board

Librarian's Report

October 2019

Here are a few facts about our library the month of October 2019. We have received 70 new books for the library. Volunteers donated 160 hours to our library. There were 1,501 materials checked out. 472 adult fiction books; 147 adult non-fiction books; 98 audio books; 430 children's books; 244 junior books; 22 junior reference books and 88 large print books.

In October 2019 we held 11 children's programs with 189 participants. There were 9 programs for adults with 96 participants. We were fortunate to have funds from the Ready to Read Grant. The University of Oregon Museum of Natural and Cultural History came for a fun and educational morning. Outreach Coordinator Mia Jackson read a book about Native American's and how they fished. She also spoke about how they used engineering skills to build a variety of tools for different tasks and homes for shelter. Together she and participants went through a problem-solving activity. There were three activities that challenged participants to use their skills to build a canoe, a shelter and a fishing implement. The museum also sent artifacts for everyone to look at. It was a fun morning.

It has been fun to begin Story Time with Learning Tree Preschool Brownsville again. Every other week the Ms. Candice brings her students over for a special Library Story Time. Each visit includes 15 books are checked out that complement their curriculum. This is one way our Library supports children's learning.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Sherri Lemhouse".

Sherri Lemhouse
Librarian

**RESOLUTION NO. 2019.21****A RESOLUTION CLARIFYING THE CEMETERY TRUST FUND**

WHEREAS, City Auditor Boldt, Carlisle & Smith determined certain funds in the Cemetery Trust Fund needed to be transferred to the General Fund based on language that created the Cemetery Trust Fund; and,

WHEREAS, Staff understood the transfer of funds was to be handled in the budgetary process for FY 2019.2020; and,

WHEREAS, Council adopted the FY 2019.2020 budget that includes the above referenced transfer from the Cemetery Trust Fund to the General Fund in the amount of \$70,550; and,

WHEREAS, City Auditor Boldt, Carlisle & Smith will perform an adjusting journal entry (AJE) to move the funds in the financial statements for FY 2018.2019 in the amount of \$70,552; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, acknowledges the transfer of funds adjusted by the City Auditor.

Introduced and adopted this 26th day of November 2019.

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator
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

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

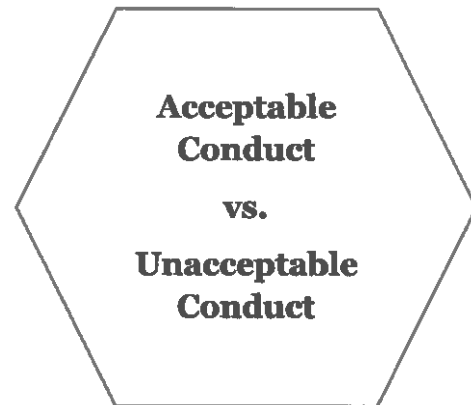


LEXIPOL'S 10 FAMILIES OF RISK MODEL

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





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.



CENTRAL LINN

COMMUNITY FOUNDATION



P.O. Box 4
Brownsville, OR 97327

October 28, 2019

Mayor Don Ware and
Brownsville City Council Members
P.O. Box 188
Brownsville, OR 97327

It's time once again for the Central Linn Community Foundation to ask for a donation from the City of Brownsville. For the year 2018 you donated \$1,000, which we very much appreciated. This year's grants were awarded in May and totaled \$8,500. Grantees included the following:

- The Gleaners for their fuel fund and food preservation,
- Sharing Hands for the food bank
- Sharing Hands/Summer Fun for their enrichment program
- Willamette Valley Quilts of Valor for postage for their Quilts of Valor project.
- Central Linn Recreation Association for basketball equipment
- Oregon Cascades West Council of Governments for the Meals On Wheels program.
- Central Linn Elementary School PTC for fencing.
- Central Linn Recreation Center for sports equipment.
- Halsey-Shedd Rural Fire Department for the Jacob's Kits.
- Calapooia Watershed Council for educational programs for school students.
- Central Linn High School for basketballs.
- Brownsville Senior Center/Brownsville Garden Club for watering flower barrels.

We would appreciate any amount that you can donate this year. The funds will go toward grants that will be awarded in 2020.

Thank you for your support. It is very much appreciated.

Regards,
Chenoweth Robertson
CLCF Secretary



CITY OF BROWNSVILLE PARK FACILITIES & RULES 1/01/20

RESERVATIONS FOR CITY FACILITIES

Reservations for Pioneer Park facilities are done through a lottery drawing. The reservation deadline is December 15th for the upcoming season. The lottery drawing is held on the first working day in January. Please contact City Hall at (541) 466-5666 between 8:30 a.m. – 4:30 p.m. Monday through Friday for more information.

RENTAL FEES AND DEPOSITS (Daily)

Standard Package – \$ **300** plus \$150 deposit

Includes: Pavilion, Kitchen & Dance Hall

Deluxe Package – \$ **350** plus \$150 deposit

Includes: Pavilion, Kitchen, Dance Hall & Community Arts Building

Wedding Package – \$ **400** plus \$150 deposit

Includes: Pavilion, Kitchen, Dance Hall, Community Arts Building & Grandstand

Ball Fields Only – \$100 per field per day. Deposit varies depending on nature of proposed event.

Central Linn Rec Center:

Gym Only \$150

Gym &

Kitchen \$300

Rental Rates vary call for more information.

All rentals require a \$150 deposit.

Grandstand Only – \$50 plus \$100 deposit.

Fees for groups over 300 are as follows:

<u>Attendees:</u>	<u>Rent:</u>	<u>Deposit:</u>
300 +	\$400.00	\$200.00*

Deposits are refundable if the premises are left in good condition and free of damages.

* Large groups are required to provide extra portable toilets and may also require an agreement with the City.

City of Brownsville residents pay half of the facilities rental fees listed above.

Camping for Events – The City requires parties to pay for camping in advance of your event. Special permits will be issued. Please contact City Hall.

MEETING ROOMS

The City has three rooms are available for public use. City meetings are given precedence. Fisher Hall and the Community Room at City Hall, and the Kirk Room at the Library.

Kirk Room is **\$15.00** per meeting. Fisher Hall is \$10.00 per meeting. Community Room is \$25.00 per meeting; may be subject to a \$50.00 deposit depending on use.

All rental fees and applicable deposits are payable in advance. Keys are to be picked up and returned to City Hall.

PARK HOURS

The park is open to the public from 7:00 a.m. to dusk.

FIRES

Fires are allowed in designated areas only. Pioneer Park is subject to fire restrictions enacted by the State, Linn County & the Brownsville Rural Fire District.

PETS & HORSES

Please keep pets under control at all times, on a leash, confined to a vehicle, or **in the designated off-leash area**. Please clean up after your animals. Keep horses on the roads or designated areas. Horses are not permitted on the ball diamond, picnic area or overnight areas.

CAMPING

The Park Caretakers collect camping fees daily from Memorial Day to Labor Day. In the absence of the Park Caretakers, campers should make payment at City Hall. Fees are per night as follows:

\$ 15.00 per RV

\$ 10.00 per tent

Camping days are subject to change, contact City Hall.

PICNIC AREAS AND TABLES

All picnic areas and tables are on a first-come, first-serve basis. The pavilion, kitchen, dance hall and their adjacent areas are to be reserved in advance. Reservations for these facilities are made at City Hall.

VEHICLES

Vehicles must observe a 5-m.p.h. speed limit.

POLICE

Police protection is handled by the Linn County Sheriff's Department. Call 911 for emergency response, 1 (800) 967-3911 for non-emergency concerns.

EMERGENCY

POLICE, MEDICAL OR FIRE

911

Park Board Recommendation to Council

{ = Bracketed area is pending official decision by the Central Linn Recreation Association Board.



CITY OF BROWNSVILLE PARK FACILITIES & RULES

1/01/19

RESERVATIONS FOR CITY FACILITIES

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RENTAL FEES AND DEPOSITS

Standard Package – \$ 200 plus \$150 deposit

Includes: Pavilion
Kitchen
Dance Hall

Deluxe Package – \$ 230 plus \$150 deposit

Includes: Pavilion
Kitchen
Dance Hall
Community Arts Building

Wedding Package – \$ 300 plus \$150 deposit

Includes: Pavilion
Kitchen
Dance Hall
Community Arts Building
Grandstand

Grandstand Only – \$50 plus \$100 deposit.

Fees for groups over 300 are as follows:

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EMERGENCY

POLICE, MEDICAL OR FIRE

911

Chapter 12.10 Public Rights-of-Way

Sections:

- 12.10.010 Definitions.**
- 12.10.020 Jurisdiction.**
- 12.10.030 Scope of regulatory control.**
- 12.10.040 City permission requirement.**
- 12.10.050 Obligations of the City.**

12.10.010 Definitions.

For the purpose of this chapter, the following terms mean:

“City” means the City of Brownsville, Oregon.

“Person” means an individual, corporation, association, firm, partnership, joint stock company, and similar entities.

“Public rights-of-way” Include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements and all other public ways or areas, including subsurface and air space over these areas.

“Within the City” means territory over which the City now has or acquires jurisdiction for the exercise of its powers. [Ord. 653 § 1, 1997; 1981 Compilation § 8-10.1.]

12.10.020 Jurisdiction.

The City of Brownsville has jurisdiction and exercises regulatory control over all public rights-of-way within the City under the authority of the City Charter and state law. [Ord. 653 § 2, 1997; 1981 Compilation § 8-10.2.]

12.10.030 Scope of regulatory control.

The City has jurisdiction and exercises regulatory control over each public right-of-way whether the City has a fee, easement, or other legal interest in the right-of-way. The City has jurisdiction and regulatory control over each right-of-way whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, annexation, foreclosure or other means. [Ord. 653 § 3, 1997; 1981 Compilation § 8-10.3.]

12.10.040 City permission requirement.

No person may occupy or encroach on a public right-of-way without the permission of the City. The City grants permission to use rights-of-way by franchise, license and permits. [Ord. 653 § 4, 1997; 1981 Compilation § 8-10.4.]

12.10.050 Obligations of the City.

The exercise of jurisdiction and regulatory control over a public right-of-way by the City is not official acceptance of the right-of-way, and does not obligate the City to maintain or repair any part of the right-of-way. [Ord. 653 § 5, 1997; 1981 Compilation § 8-10.5.]

Mobile Version

S. Scott McDowell

From: Chris M. Smith <csmith@riverdesigngroup.net>
Sent: Friday, November 15, 2019 9:58 AM
To: admin@ci.brownsville.or.us
Cc: assistant@ci.brownsville.or.us
Subject: Pioneer Park - Eroding River Bank

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Scott and Liz - Nice to meet you last week, and to look over the eroding streambank at Pioneer Park. I wanted to follow up with my notes from looking at the site, and with an idea of project approach and cost.

I took a few measurements of the bank after you left. The eroding bank is approximately 520 ft long on City property through Pioneer Park and continues an additional 250 ft downstream onto private property. The bank is approximately 12 ft tall from waterline to top of bank and appears to be slightly taller at the downstream end on private property. Bank erosion has impacted park infrastructure, including a restroom, road, and underground utilities. The erosion is currently encroaching on the park playground.

The recommended action to address bank erosion is to treat the eroding bank itself to prevent further erosion. Dredging the gravel bar opposite the eroding bank is not recommended. Instream work is highly regulated and these regulations guide the types and methods of treatments that can be most practically implemented. For this type of treatment, it would likely include a bioengineering approach that creates a stable bank slope that is made out of erosion resistant materials. This would likely consist of imported rock for the bank toe, large wood material, and extensive plantings on the upper bank. This type of work can be permitted under a programmatic biological opinion, at considerable cost and time savings for your project.

I also wanted to give an idea of what a project like this might cost, based on recent projects similar in scope. Survey and design work for this type of project is usually in the range of \$50,000, permitting in the range of \$10-15,000, and construction has ranged from \$1,200-1,600 per lineal foot of bank treated. For a total length of 770 lineal feet, construction costs might range from \$900,000 to \$1.2 million.

I posted some ground and aerial photos I took when we were on site, you can download them from:

<https://riverdesigngroup.sharefile.com/d-s45e09ec0d3f4bcfb>

Please let me know if I can send over any more info and feel free to call to discuss. I also thought it might be helpful to talk with another city who has undertaken similar projects. We recently worked with the City of Roseburg on bank erosion on the South Umpqua River through two City parks. If you'd like, I can put you in touch with the City Engineers in Roseburg who we worked with on those projects.

Chris

Chris Smith, PE, CFM
Water Resources Engineer
River Design Group, Inc.
311 SW Jefferson Ave
Corvallis, Oregon 97333
www.riverdesigngroup.com
541.738.2920 (office)

IN THE MUNICIPAL COURT OF THE CITY OF BROWNSVILLE
LINN COUNTY, OREGON

IN THE MATTER OF ESTABLISHING A)
VIOLATIONS BUREAU,)
FINE SCHEDULE AND)
RELATED MATTERS)

GENERAL ORDER No. 19-02

FILED
Brownsville Municipal Court
NOV 20 2019

Clerk

Pursuant to the provisions of ORS 153.800, the Court (hereinafter referred to as the "Brownsville Municipal Court") finds that a Violations Bureau is necessary and required for the efficient administration of justice and disposition of Court business and for the convenience of the public and persons charged with violations and offenses punishable by fines only, including, but not limited to, Traffic Offenses, County Ordinance Violations, State Park, Boating, Wildlife and Commercial Fishing Violations, Parking Violations, and crimes or offenses denominated as violations by statute or by the Prosecuting Attorney pursuant to authority of statute; now, therefore,

IT IS HEREBY ORDERED as follows:

1.

The Court hereby establishes the Brownsville Municipal Court Violations Bureau (the "Violations Bureau"), and designates and appoints the Court Administrator, Clerk and their duly appointed deputies as Violations Clerks for all functions of the Violations Bureau. The Violations Bureau and the Violation Clerks shall serve at the direction and under the control of the Court.

2.

Subject to the provisions of this Order, the Violations Bureau may exercise authority over any and all offenses for which the only penalty that may be imposed is a fine or forfeiture, including but not limited to violations described in ORS 153.008 and any misdemeanor charge that the Prosecuting Attorney or the Court elects to treat as a violation under ORS 161.566 or 161.558, respectively. Except as may otherwise be provided within this Order, the Violations Bureau may exercise authority over and dispose of all the above described matters whenever a defendant fails to appear upon a citation.

3.

Except as provided in this paragraph and Paragraph 14 of this order, the Violations Bureau may exercise authority over all offenses punishable by fine or forfeiture (including those offenses committed by a person who has been found guilty or has pled guilty to one or more offenses within the jurisdiction of this Court during the preceding 12 month period). The Violations Bureau shall not exercise authority over an offense for which the person cited was under the age of 18 years at the time the citation was issued. The Violations Bureau shall not exercise authority over any offense involving the use of a controlled substance.

4.

For an offense within the authority of the Violations Bureau and for which the defendant has elected disposition by the Violations Bureau, the Violations Clerk shall impose, upon written plea of Guilty or No Contest and waiver of trial, the fine and assessments for the offense as set forth in the attached schedules, a copy of which shall be prominently displayed with this order in the area of the Violations Bureau. The Violations Clerk shall not depart from the fines and assessments set forth in the schedules. The Violations Clerk shall have no authority to waive fees, costs or assessments imposed by statute or Court rule. Any matter not provided for in the schedule of fines and assessments or by this order shall be referred to the Court for disposition. The Violations Clerk shall accept payment of the judgment entered and may accept installment payments, provided that the monthly payment is not less than the sum of \$50.

5.

Upon reporting to the Violations Clerk, a defendant shall be informed of the charge that has been made, the maximum penalty for the offense, and the fine that may be assessed by the Violations Bureau and the defendant's option to elect to have the Violations Bureau dispose of the matter. If the defendant requests disposition by the Violations Bureau, then the Violations Bureau shall proceed to disposition of the matter pursuant to this order. The options the Violations Clerk shall present to a defendant include the following from which the defendant **must** select one:

a. Plead Not Guilty - Post bail in the amount set forth on the citation, or post his/her Oregon operator's license, or, if there is no outstanding unresolved charge of failure to appear/failure to comply on defendant's driving record, the Violations Clerk may allow defendant to appear for trial without posting bail or operator's license. The defendant shall sign and deliver to the Violations Clerk the Summons or a Not Guilty Plea/Request For Trial form. The Violations Clerk will set the trial and deliver to the defendant a trial notice setting forth the time and date of the trial. The trial notice shall be sent by regular mail to the defendant's last known address. The defendant **must** provide the Violations Clerk with his or her current mailing address **and** residence address, if different from mailing address. The Violations Clerk shall not accept a plea from the defendant without this information.

b. Plead Guilty or No Contest - Sign the back of the summons, to be filed with the Court record, or sign a GUILTY or NO CONTEST plea form, and pay the judgment amount as assessed by the Violations Clerk, or make arrangements with the Violations Clerk to pay the judgment as provided in this order. Upon entry of such a plea, the Violations Clerk shall inform the defendant that the defendant may request a personal appearance before the Judge for the imposition of sentence. When the defendant requests an appearance before the Judge for sentencing, the appearance shall be set for the earliest regular Court appearances date. The defendant must appear on that date for sentencing; the Court shall impose sentence on that date whether the defendant appears or not. The defendant **must** provide the Violations Clerk with his or her current mailing address **and** residence address, if different from mailing address.

c. Request Appearance Before the Court - Appear, as provided by statute or this order, for disposition of the matter by the Court. The defendant shall complete the back of the Complaint indicating the mode of appearance or a plea/waiver of trial form, as appropriate. When the defendant requests a hearing by personal appearance before a Judge, regardless of the plea entered, the appearance shall be set for the earliest regular Court date. The defendant must appear on that date; the Court will conduct a dispositional hearing on that date whether the defendant appears or not. The defendant **must** provide the Violations Clerk with his or her current mailing address **and** residence address, if different from mailing address.

6.

The Violations Clerk shall accept appearances in person or in writing signed by the defendant, or in the case of written plea and appearance by a defendant appearing by and through counsel, a writing signed by counsel; provided, that the Violations Clerk shall accept a plea of guilty or no contest only from a defendant appearing in person or in a writing signed by the defendant. **No pleas or appearances shall be accepted by telephone.** A defendant who fails to appear in person or in writing by the date set for appearance on the citation shall be deemed to be in default. A defendant who posts the base fine scheduled for the offense without a written plea or without signing the back of the Summons shall be deemed to have entered a plea of no contest and the Violations Clerk shall enter judgment against the defendant in the amount in the base fine and apply the amount posted in satisfaction of the judgment.

7.

If any defendant fails to appear on a citation for an offense subject to this order or otherwise fails to comply with statutes regulating appearances on citations for violations, then such defendant shall be deemed to be in default and the Violations Bureau shall dispose of the matter as provided in this Order or other Court Rule or Order. The Violations Clerk shall suspend the defendant's license for failure to appear and enter a judgment of guilty by default against the defendant.

8.

In the case of a defendant against whom default has been entered, or a defendant who made an appearance, pled not guilty, but failed to appear for hearing, or, a defendant who requested trial by affidavits but failed to submit affidavits in the time allowed for return of affidavits, or, a defendant who otherwise failed to participate in case, the Violations Clerk shall take the following actions:

a. Judgment of guilty by default shall be entered against the Defendant and a judgment in the amount outlined by court order (See General Order No. 19-01 and any subsequent amendment), provided, that in the case of a defendant who has deposited the correct base fine for the offense, no judgment shall be imposed that is greater than the amount deposited by the defendant;

b. The defendant shall be given notice of the disposition made and the judgment amount imposed and that the defendant shall have 15 days from the *date of the notice* to satisfy (pay) the judgment amount; the notice shall include a statement that if the defendant does not pay the judgment amount within 15 days the Defendant's License shall be suspended, and that the Court may issue an arrest warrant for contempt of Court: failure to comply (non-payment of fine), and that contempt is punishable by imprisonment of one day for each \$25 of the total fine then outstanding, a fine of \$500, or both; however, in the case of a defendant who has posted bail, the defendant shall be given notice that bail has been forfeited and that no further action shall be take against such defendant;

c. If 15 days from the date of the notice of disposition and default to the defendant has elapsed and the defendant failed to comply with the notice, the Violations Clerk shall suspend the Defendant's driver's license and begin contempt proceedings against the defendant for failure to comply (non-payment of fine).

9.

The record of the proceeding and disposition of a citation(s) by the Violations Bureau shall be entered or recorded on the Court's record by date, action taken, and all other entries completed so that any action taken by the Violations Clerk is apparent from the face of that record. The Violations Clerk shall enter on the UTC Abstract all information required by law for the Oregon DMV record.

10.

The Violations Clerks are authorized to disclose the judgment amount scheduled for any offense subject to this order by telephone to anyone making an inquiry. The Violations Clerk shall keep a record of all telephone conversations with a defendant or person purporting to be calling on behalf of a defendant regarding a citation or citations as part of the Court's record. The Violations Clerk shall not make a disposition of a citation or conduct any proceeding on the citation by telephone. Disposition of a citation shall be made only upon appearance or as otherwise provided by law or this order.

11.

Nothing in this order shall prevent a person from mailing a signed waiver of trial and Guilty plea upon being quoted the fine by the Violations Clerk, who shall, upon receipt of same, enter the plea and apply any funds received therewith to the judgment amount imposed. Nothing in this order shall prevent any person from appearing as provided by statute and requesting that the Court hear an explanation of the facts and circumstances of the citation and make a determination of the fine, costs and assessments to be imposed.

12.

The duties of the Violations Clerk and the authority of the Violations Bureau shall be ministerial only and shall be limited to the duties and authority set forth in this order. Neither the Violations Clerks nor the Violations Bureau shall exercise any discretion with respect to any matter before the Violations Bureau, except that the Violations Clerk may decline to exercise Violations Bureau authority over any matter. The Violations Clerk may at any time refer any matter to the Court for disposition. **A defendant may withdraw a matter from the Violations Bureau at any time before the Violations Bureau enters a disposition of the matter.** After disposition by the Violations Bureau, a defendant seeking relief from judgment must appear by written motion to the Court pursuant to statute or rule allowing such relief.

13.

Any Notice or correspondence sent to a defendant pursuant to this order shall be sent by regular first class mail to the address shown on the face of the complaint or citation or to the address provided to the Court by the defendant. For the purposes of this order the terms "citation," "complaint," "summons" and "accusatory instrument" shall have the same meaning.

14.

The Violations Bureau shall not exercise authority over the following:

- a. A Class A Violation if the defendant has been convicted of any Class A Violation during the 12-month period ending upon the date of the present citation;
- b. An offense that has been declared a violation pursuant to ORS 161.566 or 161.568 if the defendant has been convicted of a crime (misdemeanor or felony) during the 12-month period ending upon the date of the present citation;
- c. A county or municipal ordinance violation (other than a traffic or parking offense) if the defendant has been convicted or entered a plea of guilty or no contest to the same offense within the 12-month period ending upon the date of the present citation;
- d. More than two offenses in any one of the following categories by a person within a 12-month period: boating, park and recreation, wildlife or commercial fishing, forest management, aeronautics or fire prevention offenses.

15.

The Violations Clerk may allow one continuance of up to two weeks duration of an appearance for a matter before the Violations Bureau upon receipt of a written request signed by the defendant electing to proceed before the Violations Bureau and waiving the defendant's right to a hearing or trial of the offense by the Court.

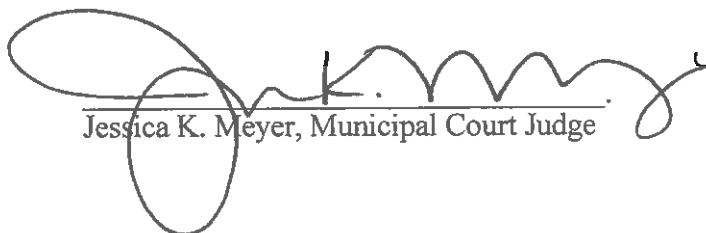
16.

This Order applies to all violation offense actions or proceedings pending in this Court on November 20, 2019, without regard to the date of the alleged offense or the date the citation was issued. This Order applies to all violation offense actions or proceedings filed on or after December 1, 2019, without regard to the date of the alleged offense or the date the citation was issued.

17.

This Order replaces and supercedes all orders entered before this date affecting or related to this Court's Violation Bureau.

DATED this 20th day of November, 2019.



Handwritten signature of Jessica K. Meyer, Municipal Court Judge.

Jessica K. Meyer, Municipal Court Judge

IN THE MUNICIPAL COURT OF THE CITY OF BROWNSVILLE
FOR LINN COUNTY, OREGON

FILED
Brownsville Municipal Court

NOV 20 2019

IN THE MATTER OF ESTABLISHING A)
VIOLATIONS BUREAU)
FINE SCHEDULE AND)
RELATED MATTERS)

GENERAL ORDER Clerk
No. 19-03

Pursuant to the provisions of ORS 153.800, the court hereby adopts the following fine schedule for all matters that may come before the Violations Bureau of this Court on a personal appearance by an individual defendant. Corporate defendants may not appear before the Violations Bureau. The Violations Bureau may publish the schedule below as a separate document. **This Violations Bureau Fine Schedule is for personal appearances only.**

The following offenses shall not proceed before the Violations Bureau:

- Any violation offense involving alcohol or a controlled substance.
- Any County or City Ordinance violation involving a continuing violation or continuing offense or where injunctive relief is or may be sought as a remedy.

**CLASSIFIED VIOLATIONS: NO MORE THAN ONE CONVICTION FOR OTHER OFFENSES
WITHIN 24 MONTHS OF DATE OF PRESENT CITATION**

A-Violation: \$410 (Includes DWS-V)
SEE JUDGE (Hwy Work Zone, School Zone, Traffic Safety Corridor)

B-Violation: \$235
\$470 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

C-Violation: \$135
\$270 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

D-Violation: \$105
\$210 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

**CLASSIFIED VIOLATIONS: MORE THAN ONE CONVICTION FOR OTHER OFFENSES
WITHIN 24 MONTHS OF DATE OF PRESENT CITATION**

A-Violation: \$440

B-Violation: \$265
\$530 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

C-Violation: \$165
\$330 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

D-Violation: \$115
\$230 (Hwy Work Zone, School Zone, Traffic Safety Corridor)

COSTS AND OTHER AMOUNTS

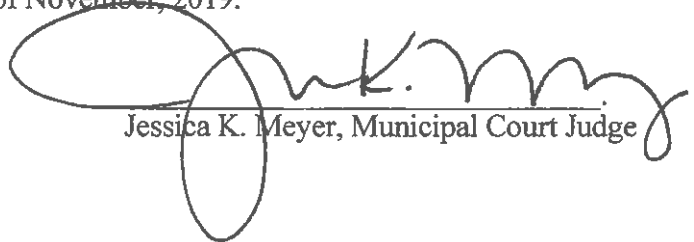
Costs and other amounts shall be added to the fine where required by law, ordinance or court rule in the amount required by such law, ordinance or court rule.

GENERAL ORDER No. 19-03 Violations Bureau Fine Schedule.

EFFECTIVE DATE AND OFFENSES SUBJECT TO THIS ORDER

The schedules set forth above are hereby adopted as the Violations Bureau Fine Schedule for this Court; this Violations Bureau Fine Schedule supercedes and replaces all previous Violations Bureau Fine Schedules entered by this Court for all violation offenses cited on or after December 1, 2019. All violations cited on or before December 1, 2019 shall continue to be governed for all purposes by the General Order and Violation Bureau Fine Schedule in effect at the time the citation was issued.

IT IS SO ORDERED this 20th day of November, 2019.



Handwritten signature of Jessica K. Meyer, Municipal Court Judge.

Jessica K. Meyer, Municipal Court Judge



College of Urban & Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
780 Urban Center
506 SW Mill Street

503-725-3922 tel
503-725-5199 fax
askprc@pdx.edu
www.pdx.edu/prc/

RECEIVED
City of Brownsville

NOV 18 2019

Clerk _____

– IMPORTANT NOTICE –

Preliminary 2019 Population Estimate

November 15, 2019

To: **Brownsville city**

Listed below is the preliminary population estimate for July 1, 2019. Also included are the certified 2018 estimate and 2010 Census figure. The July 1, 2019 estimate will be certified following the review period on December 16, 2019.

PRELIMINARY POPULATION ESTIMATE:

JULY 1, 2019 1,720

CERTIFIED POPULATION ESTIMATE:

JULY 1, 2018 1,705

CERTIFIED CENSUS FIGURE:

APRIL 1, 2010 1,668

The 2019 CERTIFIED population estimates will be posted to our web site by the close of business December 16, 2019 at the following page URL:

<http://www.pdx.edu/prc/population-reports-estimates>

If you have any questions or comments about the preliminary population estimate, please contact:

Huda Alkitkat, Ph.D.
Population Estimates Program Manager
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-3922
E-mail: alkitkat@pdx.edu



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
WASHINGTON, D.C. 20460

RECEIVED
City of Brownsville

OCT 30 2019

Clerk _____

OFFICE OF WATER

October 14, 2019

Dear Plant Manager:

The U.S. Environmental Protection Agency (EPA) is conducting a National Study of Nutrient Removal and Secondary Technologies at publicly-owned treatment works (POTWs). The first phase of the study includes the voluntary POTW Screener Questionnaire, which EPA will use to better understand the variety of wastewater flows, treatment systems, and technology used by POTWs to improve or optimize nutrient removal. Using the results of this survey, EPA will release an online searchable tool of existing technologies and operational strategies for nutrient removal that some POTWs are employing and other POTWs may choose to adopt to save money. The survey results are also integral to subsequent phases of the study that will provide for peer learning among POTWs.

You are invited to participate in this voluntary questionnaire. The first step is to register using your POTW's National Pollutant Discharge Elimination System (NPDES) permit number at the following link:

www.epa.gov/eg/potw-nutrient-survey

If you do not know your NPDES number, you can search for it on the registration page. A link to the online questionnaire will then be sent to the email address you provide during registration. Use this link to complete and submit your POTW's questionnaire.

For additional information on the study, go to: <https://www.epa.gov/eg/national-study-nutrient-control-and-water-treatment-technologies>

If you have any questions about this questionnaire, are unable to register your POTW, or lack internet access and require a hardcopy questionnaire, please request assistance using the EPA POTW Screener Questionnaire Helpline by calling 703-633-1696, calling toll-free 877-353-7560, or by email at POTW_Help@epa.gov. EPA requests survey responses before **November 26, 2019**. We appreciate your participation. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Deborah Nagle", is written over the typed name.

Deborah Nagle, Director
Office of Science and Technology
U.S. EPA Office of Water

MONTH END RECAP

		OCTOBER 2019									
		REVENUE	EXPENDITURES			YTD	%	Unexpended			
1	GENERAL	\$ 19,610.73	\$ 66,509.64			\$ 243,338.99	12.62%	\$ 1,685,051.01	1		
2	WATER	\$ 42,033.51	\$ 26,244.23			\$ 115,718.18	18.01%	\$ 526,731.82	2		
3	SEWER	\$ 32,891.82	\$ 16,814.89			\$ 84,625.91	9.75%	\$ 783,249.09	3		
4	STREETS	\$ 15,444.44	\$ 19,584.65			\$ 61,999.94	16.22%	\$ 320,200.06	4		
5	WATER BOND	\$ 263.06	\$ -			\$ 32,245.06	43.38%	\$ 42,090.94	5		
6	SEWER BOND	\$ 937.61	\$ -			\$ 195,476.56	61.27%	\$ 123,567.44	6		
7	SEWER DEBT FEE	\$ 11,682.43	\$ -			\$ 44,843.03	35.87%	\$ -	7		
8	BUILDING & EQUIPMENT	\$ 736.29	\$ -			\$ -	0.00%	\$ 370,200.00	8		
9	WATER RESERVE	\$ 2,181.38	\$ -			\$ 85,230.53	52.28%	\$ 77,804.47	9		
10	HOUSING REHAB	\$ 412.23	\$ -			\$ -	0.00%	\$ 210,849.00	10		
11	WATER SDC	\$ 2,221.40	\$ -			\$ 45,000.00	46.34%	\$ 52,100.00	11		
12	SEWER SDC	\$ 5,870.51	\$ -			\$ -	0.00%	\$ 395,910.00	12		
13	STORMWATER SDC	\$ 2,132.91	\$ -			\$ -	0.00%	\$ 98,600.00	13		
14	BIKEWAY/PATHS	\$ 198.94	\$ -			\$ -	0.00%	\$ 48,550.00	14		
15	LIBRARY TRUST	\$ 14.28	\$ -			\$ -	0.00%	\$ 7,250.00	15		
16	CEMETERY	\$ 16.42	\$ -			\$ -	0.00%	\$ 8,976.00	16		
17	TRANSIENT ROOM TX	\$ 1,001.12	\$ -			\$ -	0.00%	\$ 3,935.00	17		
18	SEWER CONSTRUCTION	\$ -	\$ -			\$ -	0.00%	\$ -	18		
19	LAND ACQUISITION	\$ -	\$ -			\$ -	0.00%	\$ 10,185.00	19		
20	COMMUNITY PROJECTS	\$ 382.14	\$ 5,215.00			\$ 13,475.00	6.92%	\$ 181,125.00	20		
		\$ 138,031.22	\$ 134,368.41			\$ 877,110.17					

Key Bank Account

General Checking	\$ 147,730.26	2019-2020	YTD	% of Total
		Appropriated	\$ 5,823,485.00	15.06%

Oregon State Treasury
 Community Improvements
 Project Escrow Holding
TOTAL OST / LGIP

\$ 4,610,137.65	Annual Bond Payment	Totals
\$ 0.94	Water	\$ 45,167.05
\$ 0.02	Wastewater	\$ 307,259.95
\$ 4,610,138.61		\$ 352,427.00

**Total Bonded Debt**

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