

Council Meeting

Tuesday – December 17th, 2019
7:00 p.m. in Council Chambers

Table of Contents

1	Agenda
4	<i>Minutes: November 26th, 2019</i>
10	Administrator
19	Public Works
~	Planning
21	Sheriff
22	Court
23	Library
23	Resolution 2019.22: Audit's Division FY 2018.2019
26	Resolution 2019.23: Emergency Employee Handbook Policy Adoptions
27	Resolution 2019.24: Accepting Depot Avenue Extension
30	Draft Ordinance Form: Storage Containers
32	Council Values
35	2019.2020 Council Goals Updated (<i>December</i>)
40	EPC Annual Report
44	LCSO Contract
49	Key Bank Fraud Article
51	Cascade West Council of Governments Merger Announcement
53	2020 Cascade West Council of Governments Annual Schedule
54	TMDL USEPA Ohio Article
56	Financials



Council Meeting

Tuesday, December 17th, 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: November 26th, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Emergency Preparedness Committee – Norman Simms
 - B. Annual Audit Review – FY 2018.2019
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Public Works
 - C. Administration
 - D. Planning
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
 - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

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 2019.22:** Audit's Division FY 2018.2019
- B. **Resolution 2019.23:** Emergency Employee Handbook Policy Adoptions
- C. **Resolution 2019.24:** Accepting Depot Avenue Extension

10) ACTION ITEMS:

- A. Linn County Sheriff's Office Contract
- B. Army Corps of Engineers Information

11) DISCUSSION ITEMS:

- A. Canal Company Update
- B. Right-of-Ways & Storage Containers
- C. Speed Collection Equipment
- D. Council Goals
- E. Goals Review Session
- F. November 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) EXECUTIVE SESSION

- Council will be reviewing the performance of the City Administrator.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee or staff member who does not request an open hearing.

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- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- A final decision may be made after this Session.

15) ADJOURN

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

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Council Minutes

November 26th, 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 and City Administrator Scott McDowell were also present.

PUBLIC: Kim Clayton, Sergeant Klein (*Linn County Sheriff's Office*), Phil and Kaye Fox, Elizabeth Coleman, Chenoweth Robertson, Bryan Bradburn, JoAnn Neddeau, Candi Unger (*Sweet Home Sanitation*), Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: McDowell informed Council that they would find added documents on the desk tonight including O 782 and an updated park facilities rules and rates sheet, to be reviewed and considered under legislative and action items, respectively.

MINUTES: Councilor Block made a motion to approve the October 22nd, 2019 meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Central Linn Community Foundation – Chenoweth Robertson.** Chenoweth Robertson was present to request the annual \$1,000 partnership contribution for the CLCF. Mayor Ware recused himself. The CLCF awarded several local groups and projects over the last funding cycle. *Councilor Gerber made a motion to approve a partnership contribution in the amount of \$1,000 for the CLCF. Councilor Hansen seconded the motion.* Discussion was called for. Councilor Hansen asked about the difference between a donation or partnership support. Mr. McDowell reminded Council that state law prohibits donating public funds, but partnership support is allowed. *The vote was called for, and passed unanimously, with Mayor Ware recusing himself due to his membership status with the CLCF.*
2. **Sweet Home Sanitation – Candace Unger.** Candace Unger was present to report on Brownsville Clean Up Day held on October 5th, 2019. She said the event went very well; the City's Public Works crew helped immensely. Items collected included tires, e-waste, wood, appliances, metal and garbage. Unger stated that at the Household Hazardous Waste event, held the next weekend in Sweet Home, 26% of the participants were from Brownsville. Councilor Hansen stated that the City is very happy with Sweet Home Sanitation's service, and they are valued as an important community partner. Mr. McDowell extended a thank you to Ms. Unger for cleaning up some metal for the City recently, and reiterated that Staff also very much appreciates all their efforts on the City's behalf.
3. **TMDL Semi-Annual Review.** McDowell provided the semi-annual TMDL review for Council in a presentation. He showed the article featured in the City's fall newsletter. McDowell talked about requirements including temperatures, bacteria, mercury, IDDE, and all pollutants. He talked about the general concept of stormwater collection and fees, and also about what the City is doing currently, and into the future, to comply with TMDL regulations. McDowell then went on to



Council Minutes

discuss the DEQ integrated reporting. He showed the website and the tabs that you can click on for further information.

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Sergeant Greg Klein recapped the October numbers: 12 citations, 29 warnings, 31 hours for traffic, and 217.5 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, focusing this month on dog complaints. Klein stated that going forward, dog complaints will likely be dealt with by the deputies as well, not just animal control, since they are a code violation. McDowell expressed his appreciation for Sgt. Klein and Lt. Duncan for continuing to check in and take care of business for the City. Councilor Thompson asked if there was a way to get compensation for the hours spent on dog complaints, etc. Klein stated that if there are citations written, and fines levied, then likely through that process some funds would be recovered. Mayor Ware inquired about the status of the group of troubled teens that we have heard about for the last few months. Sergeant Klein stated that the situation seems to be resolved for now; he hasn't seen any egregious calls for these particular kids lately. He stated that the LCSO will continue to monitor the situation. Mayor Ware stated that he appreciates the level of incident detail that Council is receiving now; it helps Council have a better understanding of all the LCSO does for the City.
2. **Administrator's Report.** Mr. McDowell stated that Mr. Frink has just returned from 2 weeks off, so he will not be present tonight.

McDowell reported that the Facilities Review Committee met recently. The Ad Hoc Committee discussed the structural engineering report from VLMK; they also discussed ideas, strategies, and options going forward.

McDowell stated that the EPC group met in November. The group has created the cleepc.org website, and has lots of good energy in the group. They also set some goals, did some brainstorming, and the meeting schedule for 2020 was set. Norman Simms and/or Marilee Frazier will be here next month to provide the EPC's Annual Report.

McDowell reported that Staff continues to have fits with our software provider. We have been working with a cloud-based system, and it is just not going well. We have decided to go back to the stand-alone native system on our machines. When Alyrica comes to town with fiber optics, the City may try the cloud-based system again.

McDowell has been asked by the Calapooia Watershed Council to be allowed to put bird feeders in Pioneer Park from November – April. They want to participate in a bird count survey conducted by Cornell University. Staff warned them of the risk of vandalism, etc. Council agreed by consensus to allow the bird study and placement of feeders at the described location.

McDowell reported to Council that this is his 4th Council Meeting in 7 days. He has been traveling around the region talking about the Mid-Valley Partnership (MVP) effort. He has heard unanimous support with all the cities, including Halsey, Monroe, Lebanon.

McDowell updated Council on the Central Linn Recreation Association (CLRA). President Blaine Cheney has stepped down, and Sean Johnson is acting as



Council Minutes

president. Councilor Thompson continues to be Council's liaison to CLRA (Councilor Block was liaison for several years as well); Betsy Ramshur serves as Park Board liaison. McDowell may be helping them with some organizational development pieces during this transition.

Mr. McDowell reminded Council of the City's snow plowing policy should the City get a big snow fall. The policy is in the packet. Linn County Road Department will plow Main Street, but the City does not own snow removal equipment, and the snow usually is very short term.

McDowell reported that he and Councilor Block recently attended an advocacy meeting in Scio. They were pleasantly surprised to see the lead lobbyists for the League of Cities there working with Cascade West Council of Governments. The lobbyists were encouraging everyone to have their Councils reach out to our legislators, build relationships, and try to further our collective cause for advocacy. We are beginning to see how vast changes could be made when we begin to advocate for ourselves and our communities.

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

LEGISLATIVE ITEMS:

1. **Resolution 2019.21 – Cemetery Fund Clarification.** Mr. McDowell stated that basically the City auditor read and interpreted language that governs the Cemetery Trust Fund differently than past practice. Staff thought that this issue was going to be addressed this fiscal year, but the auditor would like to handle it with an adjusting journal entry for last year. *Councilor Gerber made a motion to approve R 2019.21 as presented. Councilor Hansen seconded the motion, and it passed unanimously.*
2. **Ordinance 782 – Amending Uniform Traffic Code, BMC, Chapter 10.05.240.** McDowell stated that O 782 can be found on the desk tonight. This ordinance amends the current ordinance to clarify and come into compliance with a recent change to State law; basically 8 or 9 words will be struck from the current ordinance. *Councilor Hansen moved to read O 782 by title only. Councilor Gerber seconded the motion, and it passed unanimously. Mayor Ware read O 782 by title only. Councilor Hansen made a motion to approve O 782 and adopt by emergency as presented. Councilor Gerber seconded the motion, and it was approved unanimously.*

ACTION ITEMS:

1. **Traffic Count – Depot Avenue.** Mr. McDowell would like to request a traffic count study to be done by Linn County Road Department on Depot Avenue. This study would provide some base line data going forth before the new housing development is built out. There has been no cost for this study in the past.



Council Minutes

Councilor Hansen made a motion to approve this traffic study. Councilor Neddeau seconded the motion, and it passed unanimously.

2. **Municipal Court Collections Agreement.** McDowell talked about this last month. He has met with Judge Meyer, Court Clerk Carol Humphreys, and has sent the agreement over to City Attorney Ross Williamson for approval. *Councilor Gerber made a motion to authorize Mayor Ware and Mr. McDowell to negotiate and execute this agreement as needed. Councilor Block seconded the motion, and it passed unanimously.*
3. **Park Board – Facilities Rules and Rates.** Mr. McDowell stated that Park Board has forwarded these rules and rate changes for Council's approval. The original was in the agenda packet. A revised document was placed on Council's desk tonight due to the CLRA having no quorum this month, so no action could be taken on their bracketed area. Once the CLRA has a quorum, Council can readopt the rules and rate sheet going forward. The annual Park Lottery is happening soon, so it is important to get the new rules and rates in place before January 1st. McDowell stated that the City cannot change camping fees due to State law penalties. State law lifts Recreational Immunity if the fees are any higher than what is currently in place. *Councilor Gerber made a motion to adopt as presented. Councilor Chambers seconded the motion, and it passed unanimously.* Mr. McDowell reminded Council that city residents pay half the rent to use the facilities.
4. **Alyrica Lease Agreement.** Mr. McDowell reported that Alyrica continues to be excited about servicing Brownsville. McDowell showed Council via presentation where the proposed boxed would be located, on City-owned property. McDowell is requesting a lease under a franchise agreement with Alyrica; the lease will give more flexibility to the City. *Councilor Gerber moved to authorize Mr. McDowell, City Attorney Ross Williamson, and Mayor Ware to continue negotiations on the City's behalf. Councilor Block seconded the motion, and it passed unanimously.*
5. **Library Closure Request.** Mr. McDowell reported that Librarian Sherri Lemhouse would like to close the library on Thursday, December 26th, 2019. Council agreed by consensus.
6. **Linn County Sheriff's Office Contract.** Mr. McDowell updated Council on the LCSO contract. He and Councilor Block have attended many area meetings, and one City is not ready to move forward yet. Harrisburg is entering into a pilot program, contracting with Coburg Police for some extra patrols. Sheriff Yon will continue to work with the cities to get the desired result. Councilor Block has made it clear at the meetings that he would like to see more citations in Brownsville. The overall contract increase is 3.89%. McDowell stated that there are other avenues to pursue as well. We could invest in some traffic monitoring equipment (non-descript boxes). Perhaps this equipment could help us identify target areas for LCSO for focus patrol. No citations will be issued from this data collection system. McDowell is checking into pricing; more information to follow.

DISCUSSION ITEMS:

1. **Canal Company.** McDowell reported that he and Council Block recently met with Canal Company officials. The group went over the articles and purpose of the group. It felt like a good first meeting and starting place. Mayor Ware stated that



Council Minutes

this is phenomenal – just getting folks to the table to begin the conversation. The timeline will need to be redone moving forward.

2. **Right of Ways (RoW).** McDowell and Morrow met with Councilors Thompson and Neddeau recently to review RoW issues. They took a drive and saw firsthand areas in town that show private property overlapping into the RoW. McDowell showed a presentation for Council highlighting several RoW infringements around town. Council has been talking about this issue for years, and McDowell would like to know what Council would like to see going forward? In 2020, perhaps creating a catalog of infringements and an ordinance with language stating that the City is not responsible for personal property located on City RoW property. Perhaps a letter could be sent for awareness purposes only making folks aware of the situation. Odds of the City needing RoW property is low, but the situation should be addressed. If part of a building or fence is currently located on the RoW, going forward it would not be able to be rebuilt in the RoW. There was recently a situation on Oak Street where folks had made improvements in the RoW in a dangerous manner. Standards were ignored, and the liability would potentially remain with the City. The issue has been resolved. Another item of note is the increase of semi-trailers, or pods, in town being used for storage containers. McDowell showed Council one trailer currently placed in the RoW on French Street. A letter was sent to the property owner, and agreement was reached, and the trailer will remain for an allowed certain length of time. McDowell strongly recommends Council to seriously consider a rule for these pods; there is currently no force of law on the books to deal with these situations which causes certain liability problems. Council agreed by consensus that the situation should be looked at. McDowell will bring more information later for Council review.

3. **Calapooia River & River Design Group.** Councilor Gerber recused herself from the discussion due to the proximity of her private property. Council had previously charged McDowell with investigating whether the rock bar is causing problems most of the problems with bank erosion in Pioneer Park. McDowell engaged River Design Group to review the situation. Chris, River Design Group, said that they didn't feel that the rock bar is causing the river shift. McDowell showed a presentation of their study, highlighting the river in 2017 and present conditions. Council has been retreating from the river since 2012. McDowell reported that a new person is at the Army Corps of Engineers and he would recommend reaching out to the Army Corps and get them to review the project scope again. Perhaps it would be a good idea to reach out to State Senator Lee Beyer and State Representative Marty Wilde, and get them on board with the City's urgent needs in the park regarding erosion. Council agreed.

4. **October Financials.** No comments.

CITIZENS COMMENTS: No comments.

COUNCIL COMMENTS: Mr. McDowell stated that he would like to wish everyone a Happy Thanksgiving. He is particularly thankful for Staff and Council this year; it has been an outstanding year for the City. Council has gelled well this year, and real City



Council Minutes

business and progress has been made. He appreciates how Councilors have been circling back around to get correct information for the citizens and really been helping Staff and the City; it can be difficult to serve the City, and this Council is doing a great job! Mayor Ware commented that McDowell provides great leadership to the City and his great Staff.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:13 p.m. Councilor Chambers seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

December 17th, 2019

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

One liner of the month



Just burned 2,000 calories. That's the last time I leave brownies in the oven while napping.

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.

“What can stop the determined heart and resolved will of man?”

~ Mary Shelley, *Writer*

“There are no shortcuts to any place worth going.”

~ Beverly Sills, *Operatic Soprano*

“We often take for granted the very things that most deserve our gratitude.”

~ Cynthia Ozick, *Writer*



AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Emergency Preparedness Committee Annual Report** – EPC President Norman Simms and Marilee Frazier will be on hand to present their annual report. Staff will also present 2020 plans and an overview of the newly created website.
- B. **Annual Audit Review: FY 2018.2019** – Administrative Assistant Tammi Morrow and I will review figures from the most recent audit. Staff has also included Resolution 2019.22 that will be forwarded to the Secretary of State’s Office based on the Auditor’s findings.

9) LEGISLATIVE:

- A. **Resolution 2019.22: Audit’s Division FY 2018.2019** – Boldt, Carlisle & Smith delivered the audit last Friday. Several findings were reported that requires the City forward a resolution for future improvements to address these findings. Staff has discussed the findings with City Auditor Tasha Harrell to address the best way to eliminate these concerns in future audits. I will provide more information at the meeting.

What is Council being asked to do?

Consider passage of the resolution.



City Administrator Report

B. Resolution 2019.23: Emergency Employee Handbook Policy Adoptions – City Attorney Ross Williamson recommends passing this resolution to be compliant with SB 479, SB 726, and HB 2593 as recently passed by the State Legislature.

What is Council being asked to do?

Pass the resolution to be compliant with State Law.

C. Resolution 2019.24: Accepting Depot Avenue Extension – By adopting this resolution the City will add this extension to the City’s roadway inventory.

What is Council being asked to do?

Consider passage of the resolution.

10) ACTION ITEMS:

A. Linn County Sheriff’s Office Contract – The contract is enclosed for your review.



What is Council being asked to do?

Consider passage of the contract.

From 11.26.19: 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			Percentage Increases		
2019-2020	2020-2021	2021-2022	2019 to 2020	2020 to 2021	2021 to 2022
\$70.85 / hour	\$72.99 / hour	\$75.51 / hour	\$67.33	\$70.85	\$72.99
			= 5.22%	= 3.00%	= 3.45%
			Mean		= 3.89%

D. Army Corps of Engineers & the Calapooia Riverbank ☒ – Staff was able to contact the Army Corps of Engineers and Debra Paul from Linn County Soil & Water Conservation. I will review the details Tuesday evening. Council had sent Staff forth to investigate an estimate from the Army Corps since the last review was in 2012.

From 11.26.19: Calapooia River & River Design Group ☒ – Staff will review the recommendation made by River Design Group. I have enclosed the e-mail for your review.

11) DISCUSSION ITEMS:

A. Canal Company Update ☒ – I will provide an update as the second meeting took place after this report was written.

From 11.26.19: 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



City Administrator Report

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-Ways & Storage Containers** ☒ – Council considered **two** ideas moving forward at the last meeting. Idea #1) consider permitting for temporary storage containers, and Idea #2) consider future requirements for storage containers as permitted living spaces.

I have included draft ordinance language, for discussion only, on the first idea listed above.

From 11.26.19: 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. Speed Collection Equipment** ☒ – I will provide a quick review of a quotation received by the City.
- D. Council Goals** – Staff will briefly review the report included in the agenda packet.
- E. Council Goals Review Session** – Staff would like direction on how Council would like to handle this review and when the review will occur.
- F. November Financials**

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

- ▶ *Changed Harris over to a native installation instead of using the cloud due to functionality issues.*
- ▶ *Installed a new front desk computer for the Library.*
- ▶ *Updated CIS Volunteer Roster.*
- ▶ *Spoke with the Army Corps about the riverbank.*
- ▶ *Attending MVP meeting in Monroe.*
- ▶ *Working with the Chamber Executive Board closely on several projects.*
- ▶ *LOC and Cascade West Council of Governments Advocacy coordination.*
- ▶ *Cascade West Council of Governments and CSC have officially merged.*



Policy

fyi

fyi

fyi

Private Property versus Public Property

The City of Brownsville carries insurance coverage on all employees and volunteers that work for the City. Employees are not permitted to work on private property. The City's insurance covers them on public property, all right-of-ways, easements, facilities and publicly owned land. If public employees are injured or cause damage while working on private property, the City may not be covered.



City Administrator Report

Scenario #1: Public Works Operator drives by a resident's house with the backhoe. The resident has a small pile of dirt that simply needs to be moved from one part of their yard to another. It would take about five minutes to move the dirt. Should the employee move the dirt?

Scenario #2: A resident needs to move a fifth wheel because the tree trimmer is ready to remove public trees by the resident's property. Should the employee hook up the fifth wheel and move it out of the way?

Scenario #3: While working in the right-of-way, the Public Works crew inadvertently places part of a broken line on private property and makes a rut in the yard during the repair. Should the employee fix the yard?

STATUS UPDATES – Projects, proposals and actions taken by Council

Linn County Sheriff's Office Contract ☑ – A copy of the proposed contract is included in the agenda packet. 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	November	11	10	205.5
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
	<i>Subtotal</i>	268	461	3777.3
	Total Average	14.8889	25.611	209.85
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>



City Administrator Report

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.

Active: Linn County Traffic Count Data Request – Linn County Road Master Darrin Lane processed Council's request.

From 11.26.19: 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.

Active: Municipal Court Collections Agreement – Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance's legal department.

From 11.26.19: 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.



Active: Park Board Recommendation: Facility Rules & Rates – Staff will update the website and begin ordering signs for the upcoming season.

From 11.26.19: 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.

Active: Alyrica Franchise Agreement ☒ – Alyrica recently provided a mass right-of-way permit that is being reviewed by Staff. Alyrica plans to start a small stretch of cable on Templeton soon.

From 11.26.19: 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.



City Administrator Report

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

Active: Facilities Review Committee Recommendation Outcomes – **From 11.26.2019:** The Ad Hoc Committee met to discuss the structural engineering report from VLMK and to discuss ideas, strategies and options.

From 09.17.2019: 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.



Active: 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.

Pending: Canal Company & the Mill Race ☒ – See above information. The schedule below has been updated.

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 (November – January)**
 1. Share Concept
 2. Discuss Paths Forward
 3. Learn Future Plans
 4. Tie in 5.0
- 2.0. Targeted Public Outreach (January/February)**
 1. Send Explanation Letter
 2. Create Explanation Webpage
 3. Share Concept
 4. Share Meeting Schedule
- 3.0. Town Hall & Public Input**
 1. April 28th, 2020, 7:00 p.m.
 2. July 28th, 2020, 7:00 p.m.
- 4.0. Council Decision**



City Administrator Report

1. September 15th, 2020, 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: 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.





City Administrator Report

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.

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.

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.

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.

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.



City Administrator Report

Good afternoon,

DEQ issued the Revised Willamette Basin Mercury TMDL on Nov. 22, 2019. On November 29, 2019, EPA disapproved the TMDL. EPA's decision documents can be found on DEQ's website: <https://www.oregon.gov/deq/wq/tmdls/Pages/willhgmdlac2018.aspx>. Under the Clean Water Act and implementing federal regulations, EPA is required to establish a new TMDL. In the meantime, the 2006 Willamette Mercury TMDL remains in effect.

regards,
Priscilla

Priscilla Woolverton | Upper Willamette TMDL Basin Coordinator
Western Region | 165 E. 7th Ave., Ste. 100, Eugene, OR 97401-3049
woolverton.priscilla@deq.state.or.us | 541.687.7347

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



Public Works Report December 11, 2019

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the months of November and December.
- *Distribution System* – There were four water leaks this month. Two water leaks were in the alley behind Armando's, one service line leak on Hausman Ave., and one on Willson Ave. Two new water meters were installed and one pending water service to be installed on Pine St.
- *Cross Connection Program*- Nothing to report this month.
- *Water Treatment Plant* – Public Works began cleaning and scraping filter 3 on December 9th. The soda ash chemical feed line plugged up and has been repaired.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows. One fire hydrant on Oak St. was leaking and has been repaired.

Sewer:

- *North Lagoons* – Preparations for winter discharge from this facility are under way.
- *South Lagoons*- Preparations for winter discharge from this facility are under way.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed.
- *Misc.* – Use of the new electronic reporting system, NetDMR, continues. NetDMR has become very time consuming, as many changes are taking place on NetDMR so the proper information is reported. I have had several telephone meetings with Oregon DEQ regarding this matter.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Nothing to report this month.
- *Storm Drainage* – Public Works repaired the clogged storm drain line Sage Street. The line was found to have an excessive amount of rocks, dirt and debris which prevented this line from properly draining.
- *Misc.* – Street sign work continues as time allows. Many new locations have new posts set and the new signs installed. We will be creating a map that indicates all the areas in town that public works mows and maintains.

Parks:

- *Pioneer Park* –Public works continues to operate and maintain the park as needed. Pioneer Park was closed on November 4th. The gates were closed, the facilities have been closed and winterized. The crew is currently working on picking up leaves in the park.
- *Blakely Park* – This park has been mowed, leaves picked up and maintained as needed.
- *Kirk's Ferry Park* – This park has been mowed, leaves picked up and maintained as needed.
- *Remington Park* – This park has been mowed, leaves picked up and maintained as needed.

Cemetery:

- *Grounds* –The cemetery was mowed and trimmed for Veteran's Day..

Library:

- *Grounds*- This facility has been mowed, leaves picked up and maintained as needed.

- *Buildings*- The gutters have been cleaned as needed.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed. The heaters in the restrooms have been replaced. The men’s heater no longer heated and the women’s heater no longer produced heat.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as needed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Nothing to report this month.

City Hall:

- *Buildings*- A new heating unit has been installed in the main office area.
- *Grounds* –The grass is mowed and maintained weekly, or as needed. The irrigation has been turned off at this facility.
- *Community Center*- Nothing to report from this facility this month.

Rec. Center:

- *Grounds*- The grass is mowed weekly or as needed.
- *Buildings*- A leaking kitchen faucet has been replaced.

Public Works:

- *Grounds*- The leaves have been picked up. Gates and fencing have been straightened and repaired as needed.
- *Buildings*- Cleaning and organizing continues as time allows. Several lights have been repaired and some drywall repairs are under way
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All the equipment at public works has been repaired or in the process of being repaired to prepare for use.
- *Training*- I attended a pesticide training seminar on November 6th in Eugene.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



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: November

TRAFFIC CITATIONS: -----	11
TRAFFIC WARNINGS: -----	10
TRAFFIC CRASHES: -----	0
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	5
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	65

TOTAL HOURS SPENT: BROWNSVILLE 205.5

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	27		2	25	
Violations	54	11	8	57	
Contempt/Other	65	2	2	65	
TOTALS	146	13	12	147	

BALANCE SHEET FOR THE MONTH NOVEMBER

Court Revenue

Court Payments

Total Deposits +	\$ 3,130.00	City	\$ 2,609.10
Total Bail Released +		Restitution	
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	
Total Bail Held -	\$ -	Linn County	\$ 154.54
* Total Refund/Rest -		State Misc.	\$ 366.36
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		
TOTAL COURT REVENUE	<u>\$ 3,130.00</u>	TOTAL COURT PAYMENTS	<u>\$ 3,130.00</u>

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

TOTAL NON-REVENUE CREDIT ALLOWED \$ -

TOTAL CASH PAYMENTS TO:

CITY	\$ 2,609.10
STATE	\$ 366.36
COUNTY	\$ 154.54
*REFUND/RESTITUTION	
TOTAL:	<u>\$ 3,130.00</u>



Library Advisory Board

Librarian's Report

November 2019

Here are a few facts about our library the month of November 2019. We have received 52 new books for the library. Volunteers donated 138 hours to our library. There were 1,468 materials checked out. 505 adult fiction books; 128 adult non-fiction books; 106 audio books; 345 children's books; 245 junior books; 28 junior reference books and 111 large print books. We held 10 children's programs with 120 participants. There were 7 programs for adults with 48 participants.

November saw the final American Sign Language Class with Davin Glenn. It was great that he was able to share his knowledge with community members. As there is interest, I would like to find someone to teach a beginning sign language class next year. Local author Mo Robeson visited one evening about her book. It was a good turnout with 17 people in attendance.

The Library Volunteers are looking forward to the Annual Book Sale that begins on Friday, December 6 – Saturday, December 14. I will teach a class on making a journal Thursday, December 19 from 6 – 7 PM. The Library will be closed for the holiday Tuesday – Thursday, December 24 – 26.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sherri Lemhouse".

Sherri Lemhouse
Librarian



RESOLUTION NO. 2019.22

A RESOLUTION PLANNING CORRECTIVE MEASURES FOR THE FY 2018-2019 AUDIT AND FUTURE FISCAL YEAR AUDITS FOR THE SECRETARY OF STATE AUDITS DIVISION

WHEREAS, Oregon Revised Statutes (ORS) 297.466 requires cities to provide a plan for taking corrective measures for any deficiencies noted by the accounting firm during a municipal audit; and,

WHEREAS, the City is proactively notifying the Office of the Secretary of State for comments contained in the FY 2018-2019 audit soon to be filed by the City; and,

NOW, THEREFORE, BE IT RESOLVED, Council shall take the following measures to remedy the concerns as follows:

Section 1.

- Expenditures in excess of appropriations occurred as follows:

<u>Fund / Appropriation category</u>	<u>Appropriation</u>	<u>Actual</u>	<u>Variance</u>
Transient Room Tax			
Materials and services	\$ -	\$ 3,041	\$ (3,041)
Community Projects			
Materials and services	-	27,528	(27,528)

City Response: The City properly budgeted for the noted expenditures however the funds were expended from a Material and Services account instead of a Capital Outlay account as shown on the Annual Appropriations Resolution. Council adopted both documents with the understanding that funding would be expended for the purposes addressed at both the Budget Committee and the Council Public Hearings.

- ★ The City has discussed the issue with the lead City Auditor and will either reclassify these expenditures in the future to Capital Outlay Accounts or appropriate them as Material and Services in the next budget cycle.

Section 2.

- The 2019-20 budget document required by ORS 294.358 contained errors in the historical information presented in the budget document as amounts did not agree to the audited financial statements for the years ended 2017 and 2018.

City Response: The historical data is taken directly from the annual audit from the previous years however the inclusive pages did not add correctly.

- ★ Staff will manually add all historical data on the inclusive pages to ensure that this error does not reoccur. The data in the actual fund was correct.

Section 3.

- The City's published financial summary, Form LB-1 did not agree with amounts on detail budget sheets as required by ORS 294.438. Actual amounts from 2017-18 and the adopted budget amounts for 2018-19 did not agree to the amounts on Form LB-1.



City Response: The City had errors in the previous fiscal year's LB1 Form.

- ★ The City has worked with the lead auditor to ensure the appropriate fix in future fiscal years.

Section 4.

- The City's estimated expenditures and other requirements for the 2018-19 budget period did not equal the estimated of resources in the Water Bond and Sewer Bond funds as required by ORS 294.388.

City Response: The City continues to close the difference between what is collected and what is owed through the budgetary process.

- ★ The City will make necessary adjustments to ensure bond obligations are met.

Section 5.

- In the resolution adopting and appropriating the 2018-19 and 2019-20 budget, the City did not properly appropriate the following item:
 - The City's resolution making appropriations included the appropriation of amounts identified as contingency within various other appropriation categories. Operating contingency should be appropriated separately from other appropriation categories and can only be accessed through an appropriation transfer during the budget year.

City's Response: Contingencies were included within each cost center in each applicable fund.

- ★ The City will show them differently next year.

PASSED AND ADOPTED by the Council of the City of Brownsville this 17th day of December, 2019.

Attest:

S. Scott McDowell
City Administrator/Recorder

Don Ware
Mayor



RESOLUTION 2019.23

**A RESOLUTION MAKING EMERGENCY MODIFICATIONS TO THE
BROWNSVILLE EMPLOYEE HANDBOOK REGARDING
SB 726, SB 479 & HB 2593**

WHEREAS, the State Legislature passed three laws during their last session that require immediate adoption by municipalities; and,

WHEREAS, the City of Brownsville is a member of City/County Insurance Services (CIS) who provides policy templates and guidance; and,

WHEREAS, CIS released templates of the required policy the week of December 9th, 2019; and,

WHEREAS, State laws are effective January 1st, 2020; and,

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and Council of the City of Brownsville, Oregon to amend the Brownsville Employee Handbook as follows:

Section I. The City adopted the policies from the CIS Model Employee Handbook as it pertains to the above referenced State laws only.

Section II. The City shall continue with all other policies contained in the current Brownsville Employee Handbook as adopted by Council.

Section III. Staff shall make the necessary policy changes and train employees on the above referenced policy changes by January 1st, 2020.

Section IV. Staff shall update the Brownsville Employee Handbook to incorporate all necessary policy changes by June 2020.

PASSED by Council and approved by the Mayor on this 17th day of December, 2019.

APPROVED:

ATTEST:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION NO. 2019.24

**A RESOLUTION ACCEPTING NEW CONSTRUCTION OF
250' +/- OF THE ROADWAY KNOWN AS DEPOT AVENUE**

WHEREAS, the City required the extension, development, and construction of Depot Avenue for the construction and access of The Storage Depot, 333 Depot Avenue; and

WHEREAS, the developer, Glorietta Bay LLC, constructed the roadway in accordance with all City Public Works Standards; and

WHEREAS, City Engineer, Dyer Partnership, and City Staff have officially confirmed that all requirements for said construction have been satisfactorily met; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that the new construction extension of Depot Avenue be officially adopted to the City's roadway inventory. Please see Exhibit A for additional information.

PASSED AND ADOPTED by the City Council of the City of Brownsville this 17th day of December 2019.

Don Ware, Mayor

ATTEST:

S. Scott McDowell, City Administrator



Glorietta Bay LLC installed approximately 250' of roadway known as Depot Avenue in 2019.





Idea #1



Idea #1

Storage Containers

Chapter 12.20

Storage Containers

Sections:

- 12.20.010 Permit required.**
- 12.20.020 Definitions.**
- 12.20.030 Applications.**
- 12.20.040 Investigation and issuance.**
- 12.20.050 Permit fee.**
- 12.20.060 Transfer.**
- 12.20.070 Duties of police to enforce.**
- 12.20.080 Appeal.**
- 12.20.090 Penalty for violation.**

12.20.010 Permit required.

It shall be unlawful for any person to place, situate or otherwise a temporary storage container, as defined in this chapter, within the corporate limits of the City of Brownsville, without first obtaining a permit as herein provided.

12.20.020 Definitions.

“Temporary Storage Container” includes any container trailer, semi-trailer, POD, PODS-like self-storage units, mobile storage containers or any other commercial storage delivery unit.

12.20.030 Applications.

A permit, under this chapter, must be filed at City Hall and shall provide the following information:

- A. The name of the applicant.
- B. Address, both permanent and local, if any.
- C. A vicinity map of the location of the container or unit.
- D. Any other pertinent information deemed appropriate by the City Administrator.

12.20.040 Investigation and issuance.

- A. Upon receipt of an application, the City Administrator or designee shall verify exact location of the unit.
- B. The City Administrator or designee shall endorse the application as “approved” or “unapproved” and, the applicant shall have the opportunity to modify the application to meet the requirements.
- C. Where the application is endorsed “approved,” the applicant shall be permitted for a time frame of six months or one hundred and eighty (180) days.

12.20.050 Permit fee.

- A. The permit fee shall be \$50.



B. All permits that are issued shall commence on the date issued by the City Administrator or designee.

12.20.060 Transfer.

No permit shall be used at any time by any person other than the one to whom it is issued.

12.20.070 Duties of Enforcement.

It shall be the duty of any police officer of the City of Brownsville or City Administrator or designee to ensure requirements are met by the applicant through the permitted period. Misuse may result in the revocation of the permit.

12.20.080 Enforcement Appeal.

Any person aggrieved by the action by the Chief of Police in denial or revocation of his license shall have the right to appeal to the Council of the City of Brownsville. Such appeal shall be taken by filing with Council, within 14 days after notice of the action complained of has been mailed to such person's last known address, a written statement setting forth fully the grounds for the appeal. The Council shall set a time and place for the hearing of such appeal and notice of such hearing shall be given to the appellant in the same manner as notice of revocation. The decision and order of the Council on such appeal shall be final.

12.20.090 Penalty for violation.

Any person violating any of the provisions of this chapter shall, upon conviction thereof in the Municipal Court, be punished by a fine not to exceed \$100.00 per day.

Some Staff Thoughts

- ★ Should there be a size limit? The units vary in size from very large to small. Maybe a square footage limit (probably depending on lot size).
- ★ Should there be a quantity limit? Such a 1 unit per lot, or based on parcel size?
- ★ Can the units be permanent? If so, would we have any requirements for attaching the units to the ground (anchoring)? From what I have seen/heard, the shipping containers are purchased outright with the intent of permanent placement.
- ★ Are there location limitations? My concern is placement within flood plains/flood ways. The units are buoyant and could float if the water was deep enough, thus the need for anchoring.
- ★ Vacant parcels allowances?
- ★ Removal after construction requirements.
- ★ What about 60 or 90 days instead of six months?



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:



2019-2020 Council Values

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

Organizational Development

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

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

THE PROCESS OF PROGRESS

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



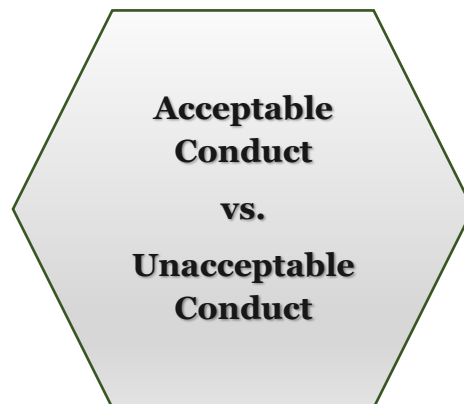
2019-2020 Council Values

LEXIPOL'S 10 FAMILIES OF RISK MODEL

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

How are expectations set in City Government?

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





2019-2020 Council Goals
(*Compilation Date: December 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.

-
- ★ The LCSO agreement was agreed to in principle after two meetings attended by Councilor Block and McDowell. The City is awaiting the final document. The next scheduled quarterly meeting is March 5th, 2020.
 - ★ McDowell and Coleman continue to push the regional agenda forward working on improving the relationship with the LCPBD. Dave Kinney is in the process of gathering data for the cities as well. McDowell plans on issuing a letter at the beginning of the year calling for certain deadlines to be met by the LCPBD. Training has occurred and was well attended by the partner cities. Cities are waiting on the IGA/UGB update and the County to move to an e-permitting system.
 - ★ Public Works Superintendent Karl Frink and McDowell continue to monitor and attend TMDL meetings.
 - ★ McDowell is working with the transitional leadership at Cascade West Council of Governments to continue the regional advocacy piece started under the guidance of Executive Director Fred Abousleman who has taken another position. McDowell is working closely with the LOC as they



are also working on outreach, relationship building and advocacy to bolster municipalities home rule status under the Oregon Constitution.

- ★ The City's rating was upgraded by Standard & Poor's.

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.

-
- ★ The City installed new, state-of-the-art meters in town.
 - ★ OWRD required the City to adopt a Water Conservation Plan. Council budgeted funding for this requirement. The new meters will also be a key tool in assisting the City toward this plan. The City has two years to submit.

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 (DLCDD) in order to possibly expand areas for commercial and light industrial development. The City also plans on including additional residential land.

-
- ★ Council approved the IGA for the Mid-Valley Partnership. McDowell presented the IGA to several partner cities. The group will work together to develop a budget presentation based on the deliverables in the agreement.
 - ★ Planning Consultant Dave Kinney continues work on the buildable lands inventory and other requirements of DLCDD. Kinney has reported that adding residential land does not seem viable due to the existing residential inventory.

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.

-
- ★ Council has reviewed right-of-way infringements and storage containers. Council plans to review policy options over the course of the next few months. The Planning Commission shall be included on any changes. Councilors Block, Hansen, Thompson and Neddeau have assisted Staff with policy ideas and situational reviews.
 - ★ Council is actively updating the City's Public Works Standards.
 - ★ The Emergency Preparedness Committee has had a very good year achieving their goals. The fire districts, municipalities and the school are working together on shared goals. The Committee developed a stand-alone website and placed emergency trauma kits in all local schools. The Committee has a robust plan prepared for 2020.
 - ★ Council has received a positive structural engineering report on the Central Linn Rec Center. The report concluded that the building is in good enough shape to support a renovation. McDowell formed an Ad Hoc Committee to review options, create a vision and strategies to work on the Rec Center and the Pioneer Park Pavilion. The Committee is actively working toward goals defined by the group. Councilors Gerber, Chambers and Block along with representatives from the Central Linn School District, the Rec Center, the Park Board and the City of Halsey are participants.
 - ★ McDowell has been actively working with Public Works Superintendent Karl and Alyrica in creating a fiber optic network for Brownsville. Council recently authorized a lease agreement for the main point of connection for the new system.

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.



- ★ Council recently moved forward the downtown sewer project by moving funds to complete the engineering work with Dyer Partnership. Council hopes to be prepared to go out for bids early in FY 2020.2021.
- ★ Staff continues to work on TMDL related items. Staff is in the process of completing the annual report. Staff create a webpage and information was shared publicly via the City newsletter. Staff continues to attend DEQ session pertaining to the topic.
- ★ Council appointed Mayor Ware and Councilor Block to join McDowell in leading a discussion with the Linn County Pioneer Picnic Association regarding the condition of the Pioneer Picture Gallery.
- ★ Council appointed Councilor Block and McDowell to approach Canal Company representatives to talk about exploring partnership options. The group is actively discussing options and thoughts for future operations.

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.

-
- ★ Council adopted a new policy handbook for elected and appointed officials.
 - ★ Council has actively worked with Staff taking closer looks at several City related items as named above in this report and continues to actively participate in key regional and local meetings, assist with policy creation and monitor communications with the general public.
 - ★ Councilors have been vigilant to check in on happenings and have consistently attended all meetings of Council.
 - ★ Council has held follow-up work sessions to talk about develop and progress of themselves and of the Council's collective goals.



December 17th, 2019

To: Mayor & Council

From: EPC Committee

Re: Annual Report 2019

EMERGENCY PREPAREDNESS COMMITTEE

Main Goal: Increase Public Awareness and Participation

The EPC is not interested in promoting fear and unrealistic eventualities. Education is our plan to eliminate fear, unrealistic eventualities, and unrealistic expectations.

- ▶ Marilee Frazier and Tammi Morrow attended Field Day at the Central Linn Elementary School and presented to students on the importance of 72 Hour Kits.
- ▶ The Committee was able to successfully engage both fire departments and the City of Halsey this year which has helped the effort tremendously.
- ▶ Halsey-Shedd Fire led the charge on the installation of Jacob's Kits in all school facilities in the district including school buses. The City of Halsey, the City of Brownsville, the Brownsville Rural Fire District and the Central Linn High School participated on this effort. Kits were placed on all school busses as well. School staff was trained on the use of the kits.
- ▶ A joint website was created. CLCEPC.ORG is a stand-alone website dedicated to public education <http://clcepc.org>.
- ▶ EPC has FEMA handout material available and will obtain more as it is needed.
- ▶ EPC continues to monitor materials for public distribution.



- ▶ Information was included in the semi-annual City newsletter that was sent to everyone in the 97327 zip code.
- ▶ Develop a city emergency kit poster board, listing locations for emergency supplies, shelter, points of contact for information/help.
- ▶ The EPC reviewed a letter that will be sent out to community partners at the beginning of 2020.
- ▶ The Committee continues to add content to the website.
- ▶ 2020 Meeting Schedule:
 - Meeting are held quarterly at locations to be announced starting at 3:30 p.m.
 - February 20th,2020
 - May 21st, 2020
 - August 20th, 2020
 - November 19th, 2020
- ▶ Norman Simms and Marilee Frazier regularly attend Linn County Emergency Preparedness meetings and are both CERT team members.

** Attached is the 2020 Goals & Strategies outline. **

Norman Simms, EPC President



Goals & Strategies 2020

Goal #1: Outreach

Information Dissemination

1. Quarterly Postcard
 2. Newsletter
 3. Business Cards
 4. Welcome Bags
 5. Halloween
Trunk or Treats
Chamber
- ▶ Create and Gather materials,
 - ▶ Print Media
 - ▶ Assembly

Goal #2: E-Services

Website Development

1. Videos
 2. Kid Resources
 3. Links
 4. E-Mail Push Options
- ▶ Find usable materials
 - ▶ Add Pages

Goal #3: Partnerships

Resolution & Beyond

1. Re-engage partners
 2. Recruit new partners
 3. Annual check0in
 4. School Events
 5. Drama Club
 6. Engagements
Children's Books
 7. Library Plug-in
- ▶ Send Letter
 - ▶ Pass Resolution
 - ▶ Call potential candidates



2020 EPC Calendar

Quarterly Meetings

All meeting will begin at 3:30 p.m.



January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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February

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March

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April

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June

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July

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August

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September

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October

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November

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December

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20	21	22	23	24	25	26
27	28	29	30	31		

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- Feb 14 ● Valentine's Day
- Mar 17 ● St. Patrick's Day
- Apr 12 ● Easter Sunday
- Apr 13 ● Easter Monday
- Apr 15 ● Tax Day

- May 5 ● Cinco de Mayo
- May 10 ● Mother's Day
- Jun 21 ● Father's Day
- Oct 31 ● Halloween
- Nov 3 ● Election Day

- Nov 27 ● Black Friday
- Dec 24 ● Christmas Eve
- Dec 31 ● New Year's Eve

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

PARTIES TO THE AGREEMENT

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

PURPOSE

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

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

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

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

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

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

- 3. Term.** The term of this agreement shall run concurrent to the term of the COUNTY Collective Bargaining Agreement and shall be from July 1, 2019 through and including June 30, 2022. However, the service of the COUNTY shall continue to be performed and the authority granted to the COUNTY to enforce the ordinances of the CITY shall continue until thirty days after notice is given by either party that such services or authority is discontinued. By December 31st of each year, the CITY and COUNTY shall review the terms of the agreement and determine if any amendments are desired. In order for any modification to be effective, any amendment, modification or otherwise shall be in writing and approved by all parties.
- 4. Indemnification.** To the fullest extent permitted by law, and in accordance with the Oregon Constitution and the Oregon Tort Claims Act, each party to this Agreement shall indemnify, defend, save, and hold harmless the other party and its officers, employees and agents from and against all claims, actions, liabilities, damages, losses, or expenses, arising from:
- I. Injury to any person or damage to property caused by the negligence or other wrongful acts or omissions of the party, its officers, employees or agents; or
 - II. Failure or refusal of one party to perform or fulfill its responsibilities under this Contract or any law, through no fault of the other party. The obligations or rights under this section may not be delegated or assigned without the express consent of the other party.
- The terms of this provision are neither intended to nor shall they create a right for any third party. The obligations contained in this section shall survive the termination of this Agreement.
- 5. COUNTY** shall be exclusively responsible for all its employees, for providing their wages, benefits, insurance, taxes and all the like whether required by federal, state or local law or any Collective Bargaining Agreement, including but not limited to workers compensation and contributions to Public Employees Retirement system.
- 6. Entire Agreement.** This Agreement signed by all parties is the parties' final and entire Agreement and supersedes all prior and contemporaneous oral or written communications between the parties, their agent and representatives. There are no representations, promises, terms, conditions or obligations other than those contained herein.
- 7. Venue.** Resolution of any disputes arising out of the performance of this contract shall be maintained in the Circuit Court of Linn County.

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

CITY OF _____

LINN COUNTY, a political subdivision of the State of Oregon

By: _____
Mayor Date

By: *Roger Spivey* 11-26-2019
Chairman Date

ATTEST:

[Signature] 11-26-2019
Commissioner Date

City Recorder

[Signature] 11-26-2019
Commissioner Date

APPROVED AS TO FORM:
[Signature]

[Signature] 11.18.19
Sheriff Date

Linn County Legal Counsel

ATTEST:
[Signature]

City Legal Counsel

Linn County Clerk

EXHIBIT A

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

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

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

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

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

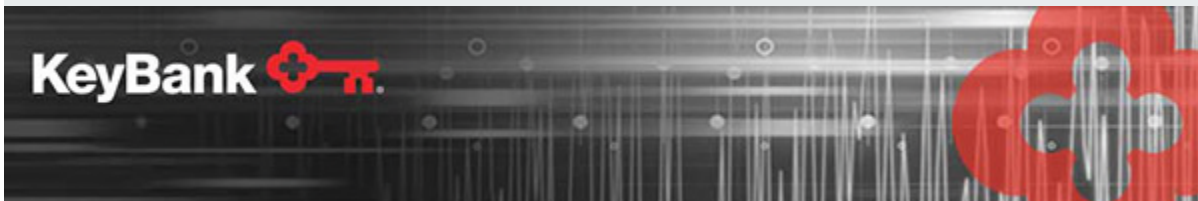
9. COUNTY acknowledges and agrees that all municipal and criminal offenses within the CITY'S corporate limits, whether initiated by citation, complaint, affidavit, warrant, order, or other instrument shall be prosecuted in the Linn County Circuit Court, Justice Court, or applicable CITY court, as directed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

S. Scott McDowell

From: KeyBank Commercial Payments <keybank@info.key.com>
Sent: Tuesday, December 10, 2019 7:44 AM
To: admin@ci.brownsville.or.us
Subject: Be vigilant in your fraud practices this holiday season

Please add KeyBank@info.key.com to your address book.

[View in browser](#)



Keep your company safe this holiday season

Payments fraud appears to be the "new normal" with thousands of incidents occurring every single day. Sophistication of attacks is increasing, and indicators show there's no sign of fraud activity slowing down anytime soon — especially during the holiday season.

With smart policies and consistent employee training you can stay ahead of possible holiday risks before they develop. As a friendly reminder, ensure you follow the Best Practices below to keep your business and employees safe.

Best Practices

- Monitor your accounts frequently and set up alerts online to identify suspicious activity.
- Ensure your systems are up to date with the latest hardware and software updates (i.e., routers, browsers, applications, etc.).
- Clear browser cache, which can help protect personal information and help applications run optimally.
- Verify your employee access rights and credentials on a regular basis.
- Review your policies and procedures regarding vendor payments with employees. This is especially important for any seasonal or part-time help that is supplementing full-time staff.
- Remind employees to be vigilant about password safety — use longer passphrases, never re-use passwords across different systems or websites, and periodically changing their passwords.
- Utilize dual controls on payments and ensure separation of duties.

- Be suspicious of unsolicited emails ? don't click on links, open attachments or provide personal/business information such as login credentials. Educate and train your employees.

Review the replay of our recent webinar: [Cybersecurity: Mitigating the Inevitable](#). This webinar was hosted by experts from KeyBank and Binary Defense and shared relevant insights and the latest trends related to fraud and cybersecurity. Contact your Payments Advisor with questions about payments fraud or to learn more about our fraud solutions.

Have a safe and happy holiday season!

View privacy & security at www.key.com/security

Key.com is a federally registered service mark of KeyCorp.

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Cleveland, OH 44114
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KeyBank is Member FDIC. CFMA#191202 - 699099

Fraud_Holiday_Client_Email

S. Scott McDowell

From: Fred Abousleman <Region360@ocwcog.org>
Sent: Friday, December 6, 2019 11:38 AM
To: mayor@ci.brownsville.or.us
Subject: Member Release: OCWCOG and CSC Boards Approve Merger

Follow Up Flag: Follow up
Flag Status: Completed

[View this email in your browser](#)



OCWCOG and CSC Boards Approve Merger *Synergies Will Provide for Better, Broader Services for Clients*

The Oregon Cascades West Council of Governments' (OCWCOG) and Community Services Consortium (CSC) are exploring merger opportunities to provide: better, broader services for clients; efficiencies of scale for administrative services; the ability to provide a systematic impact on poverty regionally; greater leverage on legislative priorities; and larger-scale funding opportunities. The Executive Committees of both organizations have presented these advantages to their Board of Directors' (Boards) and each has elected to move forward with the merger discussion.

"As a single agency, staff can better serve our communities, provide enhanced economic opportunities, develop improved connectivity, and provide a "no wrong door" for the most vulnerable for those across our Region, as well as create a more sustainable organization able to better manage swings in State and Federal funding," said OCWCOG Executive Director Fred Abousleman.

"As a combined agency, OCWCOG and CSC will be able to provide improved services to consumers in Linn, Benton and Lincoln Counties, creating a real "no wrong door" policy

that can help make progress against poverty in our Region,” said Mayor Biff Traber, OCWCOG Executive Committee Chair. “I look forward to building more resilient communities, together.”

The merger is expected to be multi-phased and multi-year, ensuring feedback and timely communication with all local governments, unions, impacted agencies, and consumers / clients for the best possible outcome. The next step is a memorandum of understanding between the two organizations to begin the process. OCWCOG’s Board of Directors, made up of elected officials from its 27 member governments across the Linn, Benton, and Lincoln County Region, unanimously approved the merger at its’ Board meeting yesterday.

For more information or questions, please contact Rachael Maddock-Hughes, Deputy Director, rmaddock@ocwcog.org or 541.924.8408.

###

About Oregon Cascades West Council of Governments

Oregon Cascades West Council of Governments (OCWCOG), on behalf of the member governments, carries out a variety of local, State, and Federal programs. The majority of funding is provided by way of contracts to administer specific services. As an Oregon intergovernmental entity, OCWCOG can provide for, or on behalf of, its member governments any service that they are authorized to provide. Whether it is helping a business find appropriate capital, helping seniors and persons with disabilities plan for independent living, or coordinating local roads improvement priorities, OCWCOG offers these and many other innovative services to the local governments and residents of Benton, Lincoln, and Linn Counties. For more information, visit www.OCWCOG.org.

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You are receiving this email because you have worked closely with the Oregon Cascades West Council of Governments and as such will periodically receive email notifications from us, which we believe may be of interest to you.

Our mailing address is:

Oregon Cascades West Council of Governments
1400 Queen Avenue SE, Suite 201
Albany, OR 97322

[Add us to your address book](#)

[unsubscribe from this list](#) [update subscription preferences](#)

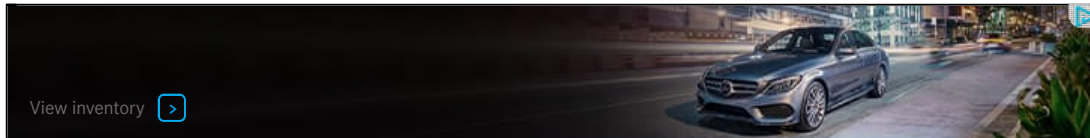
2020 Cascade West Council of Governments Meetings Schedule

EXECUTIVE COMMITTEE Thursdays 9:00-11:00 am Albany Upstairs Conf Rm	FINANCE/BUDGET COMMITTEE Thursdays 1:00-2:00 pm Albany Upstairs Conf Rm	FULL BOARD OF DIRECTORS Thursdays 2:00-4:00 pm Albany Upstairs Conf Rm	COASTAL CITY/ COUNTY MANAGERS Tuesdays 12:00-1:30 pm Location varies	VALLEY CITY/ COUNTY MANAGERS Fridays 12:00-1:30 pm Albany Upstairs Conf Rm
	January 16	January 16	January 14	January 17
February 27			February 18	February 21
	March 19***	March 19	March 17	March 20
April 23			April 14	April 17
	May 21***	May 21	May 12	May 15
June 23			June 16	June 19
	July 16	July 16	July 14	July 17
August 27			Aug 18	August 21
	September 17	September 17	September 15	September 18
October 22			October 13	October 16
			November 17	November 20
December 3**	December 3*	December 3*	December 15	December 18

* Full Board and Finance Committee November meeting change due to Association of Oregon Counties Annual Conference and Thanksgiving.

** Executive Committee December meeting change due to holiday week. Special December meeting time will be determined in late November and based on agendas.

*** Indicates that a Budget and Finance Committee meeting will be held on these dates. Otherwise, only a Finance Committee meeting will take place.



Commissioners ask townships for more money for MS4 work

Al Lawrence, Correspondent Published 2:16 p.m. ET Nov. 22, 2019

MANSFIELD - The Richland County Soil and Water Conservation District (Richland SWCD) has asked the county's four most populous townships to pay an additional \$800 each in 2020 to help cover the continuing costs of bringing them and other unincorporated areas of the county into compliance with state and federal storm water monitoring and control requirements.

District officials and the Richland County Commissioners met with trustees from the four townships for about 90 minutes Thursday to outline the progress made this year on compliance and the work that is expected to be done in 2020.

The county was notified in 2015 and again in August 2018 that the unincorporated urban areas in the county's four most densely populated townships were not in compliance with the U.S. Environmental Protection Agency's MS4 program that deals with runoff and potential pollution from urbanization. The affected townships are Madison, Mifflin, Springfield and Washington.

Soil and Water told the group that MS4 compliance efforts this year have included work on six minimum control measures, work with the four townships and the county engineer to begin mapping a comprehensive storm water system and entering it into the agencies Geographic Information System and regular commercial and residential permit inspections.

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Plans for 2020 call for public education programs, continuing to validate and map a comprehensive storm water system for the townships and Richland County, and updates to county storm water regulations.

"This year we spent a lot of time on training and staffing and trying to understand the program," said Richland SWCD administrator Erica Thomas. "In 2020 we're going to start a lot of field work and we're also asking for a vehicle."

Richland SWCD spent just under \$52,000 specifically on MS4 compliance this year, which included hiring a technician, and is asking for \$113,700 for 2020. Commissioners have agreed to spend an additional \$18,000 and are asking the townships to increase their annual payment to \$8,500 each to cover the additional cost, with the rest of the increase covered by the state.

Madison Township Trustees chairman Dan Fletcher was concerned that the increase would put more of a burden on the township budget.

"It's tough on us because that money comes out of our general fund, which we use mostly for administration," he said.

Several officials at the meeting suggested that Madison legally could use some of its road levy or permissive sales tax funds to cover the cost since roads produce a portion of storm water runoff. Nearly all of the trustees in attendance felt that a special property tax assessment might be a better way to cover current and future MS4 compliance costs.

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"When you're talking about a county utility, we have lots of housing developments that are 60 years old with all kinds of storm drainage systems failing that they own and there's no one addressing how they're going to be fixed down the road," said Washington Township Trustee Jack Butler. "This should be something to consider for the future. There's no plan for addressing these storm water issues and never has been."

Commissioner Darrell Banks pointed out that the most immediate MS4 issues will not be solved in the coming year and recommended that the townships go along with the \$800 increase and address the storm water utility issue later. Richland SWCD officials added that the townships are saving money by having the agency do the work instead of the townships individually contracting to have it done.

"The ramification of not coming into compliance with MS4 is a \$10,000 per day fine and when they slap that fine on you you're going to say, 'Holy cow we should have paid the \$800,'" said commissioners' chairman Tony Vero.

MORE: [Special assessments planned for storm water program \(/story/news/local/2019/03/13/commissioners-start-process-develop-stormwater-utility/3149193002/\)](https://www.mansfieldnewsjournal.com/story/news/local/2019/03/13/commissioners-start-process-develop-stormwater-utility/3149193002/)

More: [Commissioners allocate \\$27K for storm water compliance study \(/story/news/local/2019/04/12/richland-commission-approves-27-000-stormwater-compliance-study/3439582002/\)](https://www.mansfieldnewsjournal.com/story/news/local/2019/04/12/richland-commission-approves-27-000-stormwater-compliance-study/3439582002/)

Following the meeting with the trustees, commissioners reviewed the Richland SWCD budget for 2020, which totals \$477,867 — that compares to estimated final spending for 2019 of \$290,277.

Officials said the 2020 figure probably will be lower because the state has made a 5% reduction in the match it provides to county spending. Thomas said the agency is expected to have a \$50,000 carryover from 2019 that could cover some of the loss.

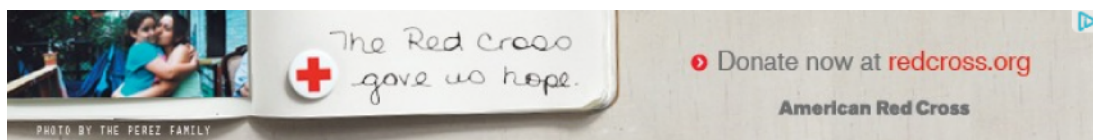
Commissioners also reviewed a proposed 2020 budget for the Building Department, totaling \$799,649, which compares to estimated final spending this year of \$738,071. The increase includes pay raises to bring salaries closer to where they should be and funds for a website upgrade.

"We do have a full-time plans examiner and they're hard to come by so we have to pay more to get them," said department director Kara Russell. She also pointed out that the 2020 budget takes into consideration that the department will lose about 17% in revenue because the City of Ashland created its own zoning department to review and approve commercial building plans.

The final budget review Thursday was for Dayspring, the county assisted living facility, where spending for next year totaling \$2.5 million is up just over \$400,000 from final anticipated 2019 expenses. Director Michelle Swank said the increase covers higher food costs, a new truck and a roof project that will be paid for with a grant and money that has been set aside for the project.

On a separate issue, commissioners told Dale Hartle of the Ohio Regional Development Corporation that the county will again participate in the federally funded Community Housing Impact and Preservation regional program with the City of Shelby. Hartle said the county portion of the program spent about \$500,000 to repair approximately 25 homes and rehabilitate six others over the past two years.

Read or Share this story: <https://www.mansfieldnewsjournal.com/story/news/local/2019/11/22/commissioners-ask-townships-more-money-epa-ms-4-work/4269151002/>



MONTH END RECAP

		NOVEMBER 2019					
	REVENUE	EXPENDITURES		YTD	%	Unexpended	
1	GENERAL	\$ 620,125.20	\$ 53,595.23	\$ 296,934.22	15.40%	\$ 1,631,455.78	1
2	WATER	\$ 26,484.20	\$ 19,539.73	\$ 135,257.91	21.05%	\$ 507,192.09	2
3	SEWER	\$ 29,794.87	\$ 17,121.72	\$ 101,747.63	11.72%	\$ 766,127.37	3
4	STREETS	\$ 14,938.95	\$ 13,444.45	\$ 75,444.39	19.74%	\$ 306,755.61	4
5	WATER BOND	\$ 253.21	\$ -	\$ 32,245.06	43.38%	\$ 42,090.94	5
6	SEWER BOND	\$ 902.49	\$ 22,102.20	\$ 217,578.76	68.20%	\$ 101,465.24	6
7	SEWER DEBT FEE	\$ 10,534.86	\$ -	\$ 60,274.95	18.32%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 708.71	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 1,990.88	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 396.79	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 228.24	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 941.90	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 257.14	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 196.58	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 13.74	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ (984.19)	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 6.56	\$ -	\$ -	0.00%	\$ 3,935.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	18
19	LAND ACQUISITION	\$ -	\$ -	\$ 14,125.00	0.00%	\$ -	19
20	COMMUNITY PROJECTS	\$ 367.82	\$ 650.00	\$ -	0.00%	\$ 180,475.00	20
		\$ 707,157.95	\$ 126,453.33	\$ 1,003,563.50	6.92%		

Key Bank Account

General Checking \$ 137,507.73

Oregon State Treasury \$ 5,201,057.30
 Community Improvements \$ 0.94
 Project Escrow Holding \$ 0.02
TOTAL OST / LGIP \$ 5,201,058.26

2019-2020 Appropriated \$ 5,823,485.00
 YTD % of Total 17.23%

Annual Bond Payment

Water \$ 45,167.05
 Wastewater \$ 307,259.95
Totals \$ 352,427.00

Total Bonded Debt

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

