

Council Meeting

Tuesday – January 28th, 2020
7:00 p.m. in Council Chambers

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Council Meeting

Tuesday, January 28th, 2020

Location: City Hall in Council Chambers

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: December 17th, 2019
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Website & Reservation Calendar Overview
- 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.
- 9) LEGISLATIVE:

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.



- A. **Resolution 2020.01:** Appointing Pro-Tempore Judges (Annual)
- B. **Resolution 2020.02:** Safety Program (Annual)
- C. **Resolution 2020.03:** Disbursement of Transient Room Tax
- D. **Ordinance 783:** Brownsville Municipal Code Chapter 2.030.080 Revision (Park Board)(First Reading)

10) ACTION ITEMS:

- A. Approve TMDL Annual Report
- B. Street Light Installation Recommendation

11) DISCUSSION ITEMS:

- A. Canal Company Update
- B. Budget Advertisements
- C. New Year's Eve Half Day
- D. Goals Review Session Recap
- E. December Financials

12) CITIZEN QUESTIONS & COMMENTS

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

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- Council will be discussing a real property transaction.
- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) to conduct deliberations with persons designated by the governing body to negotiate real property transactions.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session,

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.



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.

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



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December 17th, 2019

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

PUBLIC: Kim Clayton, Lieutenant Michele Duncan and Captain Kevin Guilford (*Linn County Sheriff's Office*), Phil and Kaye Fox, Elizabeth Coleman, Allen Buzzard, Norman Simms and Marilee Frazier (*Emergency Preparedness Committee*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: None tonight.

MINUTES: Councilor Block made a motion to approve the November 26th, 2019 meeting minutes as presented. Councilor Hansen seconded the motion, and it passed unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Emergency Preparedness Committee – Norman Simms and Marilee Frazier.** Norman Simms reviewed the EPC goals and strategies for the upcoming year. Members of the group attend the bimonthly regional EPC meeting at the LCSO. The group also meets locally quarterly. Marilee Frazier and Tammi Morrow participated in the Safety Day at Central Linn Elementary in June. Mrs. Frazier demonstrated to Council a group of items that can be stored in a backpack that would very helpful during an emergency situation. Items included water, medication, food, flashlight, toilet paper, hand sanitizer, wipes, cards, stuffed animal, dice, clothing, blanket, towel, comb, etc. Mrs. Morrow updated Council on the Jacob's Kit Program; more program activities will be happening in January. McDowell concluded the conversation stating that another letter has been drafted that will be sent out after the first of the year re-engaging community partners. These community partners, and the services or equipment that they bring to the table may prove out to be an important element in future emergency situations. Overall, McDowell stated that it has been a great year for EPC activities. This year both fire departments have been engaged as well as the City of Halsey toward our common EPC goals. A website has been created (clcepc.org) that features resources, literatures, videos, and contact information. McDowell has reached out to the drama department at CLHS to see if they are interested in participating by making videos.
2. **Annual Audit Review – FY 2018-2019.** McDowell stated that he forwarded the entire report to Council electronically. Hard copies are available upon request. The audit shows the City's full fiscal position. The audit shows forecasted revenues and what was realized. It highlights business activities, and ending fund position balances. The month end recap sheet was also reviewed, showing a month at-a-glance of revenues received and expenditures. The \$15 sewer debt fee is shown on this sheet each month as well. The sewer debt fee is a way that the City balances the debt with a monthly fee that all users are paying which was decided by Council in 2007. The actual cash on hand at Key Bank and OST are also reflected on this sheet. McDowell reviewed the bond totals and what that means for the City going



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forward. *Councilor Block made a motion to approve Resolution 2019.22 as presented. Councilor Hansen seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Lieutenant Michele Duncan was present to recap the November numbers: 11 citations, 10 warnings. Total hours for the City were 205.5. Duncan stated that they have changed the way that they are reporting traffic hours as it does not clearly define all the time deputies actually spend on traffic in the City. Traffic hours and patrol hours are virtually the same.

It is the time of year that holiday theft increases; thieves are out in full force, and they love brand new things. Lt. Duncan cautioned everyone against leaving any packages or valuables in a car; always remember to lock your car as well. She reminded Council that there are a lot of phone scams going on as well. The current one is convincing folks to pay with a credit card or Apply pay card. Never do this for a phone solicitation! If you think it might be a valid call, hang up and cross check the phone number to make sure it is a valid company or representative contacting you. LCSO gets several calls a week with folks falling victim to phone scams.

Lieutenant Duncan talked about the LCSO IGA contract (200 hours of enhanced service) next. She stated that the city contracts help LCSO do the extra things for a city, such as extra traffic enforcement, abatement calls, extra visible coverage, and event coverage as well. The extra coverage helps with the response times, especially if there is already a deputy in town. Communication with the City is one of the most important things that they do, and there are many intangibles that come with that. Having deputies assigned to specific places helps them to get very familiar with the community and learn the folks, vibe, etc. This hometown intel, if you will, is due largely to the boots on the ground. This intel is not necessarily counted in the hours that Council sees.

LCSO has also initiated a motor carrier unit, which is an added bonus for the City with no additional cost. They have been trying to make citations a priority. Cites are up from years past, and while not exactly where they want to be, she feels they are closing the gap. Mr. McDowell stated that from Council's perspective, the focus has always been value, and the main concern continues to be low citation numbers. Councilor Block stated that he felt the numbers are still too low. Duncan responded that citations are always going to be a judgment call; discretion between a citation and a warning will always rest with the deputy. Councilor Hansen stated that he knows that roadside education is paramount, and sometimes makes a lot of difference. *Councilor Gerber made a motion to authorize Mr. McDowell and Mayor Ware to execute the LCSO IGA contract. Councilor Hansen seconded the motion, and it passed unanimously.*

2. **Public Works.** Mr. Frink stated they have repaired a few water leaks, and have finished scraping one of the filters. They are waiting for the water levels to catch up before starting on the second filter. A fire hydrant was repaired, and the Wastewater Treatment Plant is ready for discharge when river levels rise. He continues to work on the DMR reporting for DEQ and the State of Oregon; issues are hopefully resolving. PW cleared some storm drains; one on Sage took 2 days with the vactor truck. Leaf cleanup has started and is progressing well. Pioneer Park will be the last on the list this year. The park was closed on November 4th for the winter. A new heating unit was installed at City Hall.



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3. **Administrator's Report.** Mr. McDowell showed Council how to report a streetlight outing via the City's website. You will need the pole number (usually a 6-digit number) or the general pole location. Councilor Block stated that he recently filed a report, and the company responded quickly to the outage.

Mr. McDowell has been in contact with Linn County Road Department's Darrin Lane, and they have agreed to do the traffic count near Henshaw Lane soon.

McDowell provided an Ohio article in the packet. Reality is upon us; findings and orders are beginning to be issued by the EPA in relation to TMDL. DEQ's Priscilla Wolverton recently reported that USEPA rejected the State of Oregon's TMDL plan. Changes will happen soon, so stay tuned for that. The City will be coming back to the TMDL issue forever. Requirements are not going to become less restrictive.

McDowell reminded Council of the private property vs. public property equation. Public employees are *not* permitted to work on private property, as they are not covered by the City's insurance.

McDowell reported that we have switched our software back from the cloud-based system to being native on our local hard drive. It seems to be going much better. When high speed internet comes to town, we will likely try to go back on the cloud-based software. McDowell also helped with the installation of a new computer in the library.

McDowell continues to have meetings regarding the Rural Opportunities Initiative Grant surrounding asset mapping, branding, and website development as outlined in the MVP Intergovernmental Agreement.

McDowell presented Council with a road closure request for 900 Ash Street for a house building project. *Councilor Gerber moved to authorize the closure on Coshow Avenue on December 21st, 2019, dependent on receiving the agreement with the neighbors. Councilor Block seconded the motion, and it passed unanimously.*

4. **Planning.** No comments.
5. **Library Report.** No comments.
6. **Court Report.** No comments.
7. **Council Comments.** McDowell thanked Mrs. Morrow for the heads up with new legislation that needed to be in place by January 1st, 2020. Council will address that tonight with R 2019.23.
8. **Citizen's Comments.** Kaye Fox inquired about Alyrica timing coming to town. McDowell responded that it is a work in progress; hopefully they will be signing up customers by July.

Allen Buzzard thanked everyone for their service. He wanted to recognize the six Councilors and the Mayor. He distributed calendars and cards to the Council.



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LEGISLATIVE ITEMS:

1. **Resolution 2019.22** – Passed above under presentations.
2. **Resolution 2019.23 – Emergency Employee Handbook Policy Adoptions**. Mr. McDowell stated that due to imminent State law changes, the handbook policy revisions need to be adopted by 01/01/2020. *Councilor Gerber made a motion to adopt policy handbook changes by emergency. Councilor Block seconded the motion, and it passed unanimously.*
3. **Resolution 2019.24 – Accepting Depot Avenue – New Roadway Construction**. McDowell stated that R 2019.24 is very straightforward – just as detailed in the packet. This resolution simply acknowledges the City acceptance of the new street extension into the City’s roadway inventory. *Councilor Block moved to approve R 2019.24. Councilor Neddeau seconded the motion, and it passed unanimously.*

ACTION ITEMS:

1. **Army Corps of Engineers – Calapooia River**. Mr. McDowell informed Council that the ACE will review the Calapooia River erosion situation if Council does preliminary engineering and complete an application. If Council would like to move forward and do that, Council could then petition to have them take another look. Approximate cost estimates for such a project range from \$1.8 - \$1.9 million. McDowell stated that Council should be ready with funding ideas before proceeding with an application. Mayor Ware thought it might be important to a closer look. The Calapooia is considered a wild river by definition which makes it challenging. The City has several large expenditures looming with other capital infrastructure as well. By consensus, Council tabled the item to be discussed at the goal setting session in January.

DISCUSSION ITEMS:

1. **Canal Company**. McDowell reminded Council that he and Councilor Block recently met with Canal Company officials. The officials seemed to be ready to move forward. By consensus Council authorized Mr. McDowell to go forth, tailor a plan, and bring more information back to Council.
2. **Right of Ways**. McDowell and Administrative Assistant Elizabeth Coleman reviewed the current storage container/pod issue. Several of these containers have showed up around town in the last few months. Coleman stated that she is getting a lot of inquiries about them. She would like to encourage Council to consider standards for these storage containers. McDowell reminded Council of the process; Staff would collect input and data, the Planning Commission would consider the information and make a recommendation to Council, and then Council would set standards and policies. A presentation highlighting the following three ideas was presented for Council information. Idea #1 temporary storage containers used for moving, remodeling or other purposes designed for a very short-term (30, 60, 90, or 180 days). Mrs. Coleman said that the biggest concern with this idea is that the temporary containers can turn into mostly permanent structures, which would not be great. She said this is causing alarm from folks. Idea # 2 is storage containers



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used for housing or accessory structures. The presentation showed several different scenarios and what it could/would look like. Coleman said that these units can be stackable, and some are very nice higher-end units. However, they are not all going to turn out nice, or stay nice, in the absence of code. These pictures show the very real need for policy. Idea #3 is formalizing earlier Council guidance, such as an accessory structure must be anchored in flood prone areas. This earlier guidance really does not give Staff tools to implement what needs to be done. Council by consensus gave Staff permission to move forward with the Planning Commission's review of these issues.

3. **Speed Collection Equipment.** McDowell reported that Councilor Block has researched this speed collection equipment and obtained a quote for \$14,400 for several non-descript traffic boxes. McDowell has forwarded the information on to LCSO for review. We may be able to do something regionally. Council may want to look at putting a place holder in the budget for next fiscal year. These boxes are just for data collection, no citations will be issued using this information.
4. **Council Goals.** Mr. McDowell stated that Council should be well pleased with the progress that has been made this year regarding Council goals. Goals for the upcoming year need to be determined. By consensus, Council determined that a Saturday morning goal setting session was the most desirable. January 25th, 2020 was decided on for the date from 9:00 a.m. – 12:00 p.m.
5. **November Financials.** No comments.

CITIZENS COMMENTS: Kaye Fox stated that she would like to have input with the Canal Company as they own abutting property. McDowell indicated that the group is currently working on a letter that may be sent.

COUNCIL COMMENTS: Councilor Chambers thanked Mrs. Foxe for bringing chocolate for Council at the meetings. Council thanked Councilor Chambers for bringing the sweet breads tonight as well.

Council adjourned into executive session at 8:21 p.m. Mayor Ware read the following:

- 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.
- 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.



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- A final decision may be made after this Session.

Council came back into regular session at 8:55 p.m.

ADJOURNMENT: *Councilor Block moved to adjourn the Council meeting at 8:58 p.m. Councilor Chambers seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

January 28th, 2020

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

One liner of the month



Sometimes “experience” is what you get instead of getting what you want.



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.

“There are two ways of spreading light:
to be the candle or the mirror that reflect it.”

~ Edith Wharton, *Writer*

“Oh, listen a lot and talk less. You can’t learn
anything when you’re talking.”

~ Bing Crosby

“The most important thing
in communication is
hearing what isn’t said.”

~ Peter Drucker



**“The time is always
right to do what is
right.”**

Dr. Martin Luther King, Jr.

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Website & Reservation Calendar Overview** – I will provide a brief presentation on recent updates to the City website, review the Reservation Module, and discuss the Facebook option which is found later in this report.

9) LEGISLATIVE:

- A. **Resolution 2020.01: Appointing Pro-Tempore Judges** – Council passes this legislation annually to provide substitute judge(s) for Mrs. Meyer as may be needed for vacations, personal emergencies, conflicts of interest and such that could arise during the year.

What is Council being asked to do?

Pass the resolution to provide pro tempore coverage for the Municipal Court.

- B. **Resolution 2020.02: Commitment to Safety Program** – Council passes this annual legislation to recognize the importance and priority of the City’s employee safety program as required by the State of Oregon and City/County Insurance Services (CIS).





City Administrator Report

What is Council being asked to do?

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

- C. **Resolution 2020.03: Disburse Transient Room Taxes** – The Budget Committee & Council appropriated the amount of taxes collected for this purpose. Time has come again to pass this legislation to distribute these funds. Typically, Council has provided these funds to the Chamber of Commerce who has provided marketing efforts for the promotion of Brownsville.



What is Council being asked to do?

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

- D. **Ordinance 783: Brownsville Municipal Code Chapter 2.03 0.080 Revision** (First Reading) – The Parks & Open Space Advisory Board is recommending an ordinance revision as a general housekeeping measure. The Board's rationale for the change is that the City does not have the financial wherewithal to create and construct such a plan as outlined in the current ordinance with the backlog of other capital infrastructure needs that are more important.

What is Council being asked to do?

Consider the first reading of the ordinance.

10) ACTION ITEMS:

- A. **Approve TMDL Annual Report** – Enclosed in the agenda packet is a copy of the annual report required by the Department of Environmental Quality (DEQ). Staff would like Council approval of this report prior to sending submitting it to DEQ per past practice.
- B. **Streetlight Installation Recommendation** – Staff is recommending the installation of a streetlight at the corner of Seven Mile Lane and Coshow Avenue. The City will be responsible for the installation of approximately \$1,300 and the monthly associated streetlight fee.

11) DISCUSSION ITEMS:

- A. **Canal Company Update** – Councilor Block and I are still attempting a second meeting. Scheduling has not worked out for a variety of reasons. I have spoken about the tentative plan with City Attorney Ross Williamson as directed by Council at the last meeting.

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 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. **Budget Committee Advertisements** – Annually, I make Council aware that Budget advertisements will be placed in *The Times* per State law. The Budget Committee also has two openings that will be advertised. The City has recently advertised for a Parks & Open Space Advisory Board opening.





City Administrator Report

- C. **New Year's Eve Half Day Consideration** – I am requesting Council consider deeming New Year's Eve an official half day. Currently, all employees take leave to cover the half day.
- D. **Council Goals Review Session Recap** – Council will discuss their goals for the remainder of the calendar year.
- E. **December Financials**



NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

Building Security Meeting – Public Works Superintendent Karl Frink and I exchanged several ideas about building security. Public Works fixed the doorway into the Council Chambers. I have decided to lock this door unless Municipal Court Administrator Carol Humphreys is working. Too many times we have had random people walk upstairs, and sometimes through the building without checking in downstairs. Mr. Frink will be providing pushbutton locks on the three storage rooms to increase security. I then set down with Elizabeth Coleman, Jannea Deaver, and Tammi Morrow to discuss security needs, options and new policies when they are working alone. After discussing many options, the group landed on the installation of video cameras in the foyer of City Hall, and in the Council room to keep visual contact with the courtroom. I also shared logistical routes out of the building in the event of an emergency. Staff was satisfied with these modifications for the time being. We will continue to monitor and discuss building security on an 'as needed' basis.



Court Appointed Attorney ☒ – Municipal Court Administrator Carol Humphreys and I met with Danielle Myers about the possibility of Ms. Myers serving as a court appointed attorney. Ms. Myers expressed interest in will be meeting with Judge Jessica Meyer to discuss the particulars. Upon meeting with the Judge, Mrs. Myers has decided to present the City with a letter of interest for that position.

Rally on the River Logistics ☒ – I met with Wade Long who is the organizer of the Rally on the River event. Mr. Long opened registration for the 2020 event and in one weekend had 85 registrations. The City and Mr. Long have agreed to capping total registrations at 120. Last year's event had 148 registrations. Long and McDowell talked about signage ideas, parking ideas and general traffic flow.

CIS Appraisal Review ☒ – CIS delivered the preliminary appraisal report. Public Works Superintendent Karl Frink and I have reviewed the report and forwarded it back to CIS for finalization. Overall costs came in as predicted in the Capital Improvements Plan that was adopted by Council last Fall.

Chamber of Commerce ☒ – I have been very involved in assisting the Chamber with their Annual Planning Meeting. I will be spending a lot of time over the course of the next few months helping the Chamber work through Chamber issues.

Website Changes – I have spent time working with Municode, Administrative Assistant Jannea Deaver and Staff to update and make changes to the website. Mrs.





City Administrator Report

Deaver continues to work on populating the Reservation Module. The general public and/or civic organizations who use our buildings have been great to work with on this project. I will share the interface at Council meeting Tuesday evening.

Facebook Option ☑ – Administrative Assistant Elizabeth Coleman and I have explored a Facebook Module option. Municode is able to push information to a Facebook page by modifying the backside of the City's website. Municode's Dave Fels recommended speaking with City Administrator Jared Cobb of Lowell, Oregon. Mr. Cobb indicated that the Facebook push Municode provides is good. Lowell, however, wanted to communicate directly on Facebook with citizenry and general public which caused another service to be contracted so they could be in compliance with the State's Public Records Law.



Planning Computer Upgrade – I have upgraded Administrative Assistant Elizabeth Coleman's computer to Windows 8.1 in advance of the January 14th, 2020 deadline regarding Windows 7. When is 8.1 is compatible with the current configuration for Harris Software. When the City gets fiber-optic Internet, I will upgrade all workstations to Windows 10 and transfer Harris Software back to the cloud-based service.

Park Signs and Public Communication Efforts ☑ – Public Works Superintendent Karl Frink, Administrative Assistant Elizabeth Coleman and I are working on a number of ways to assist internal Staff dealing with questions from the general public regarding Park camping and event related issues. The Parks & Open Space Advisory Board has been very helpful with suggestions and ideas.

Public Works recently installed the Downtown Restrooms sign for the public restrooms on Spaulding Avenue. Ms. Jane MacQueen design the sign to be in keeping with the other signs that mark public buildings and spaces.

Update Master TTDL – Staff spent time preparing an update to the Master TTDL and other planning documents in advance of the annual Goal Setting Session to be held on January 25th, 2020 in Council Chambers. The Master TTDL is based on budget priorities passed by Council in June 2019.

Dyer Partnership – Karl Frink and I Met with City Engineer Ryan Quigley to review details for the update of the Public Works Standards, the Wells Electricity, the Downtown Sewer project and to discuss the GR-12 well site and future water usage needs. Quigley is working on the engineering for the Downtown Sewer project and other priorities as requested.

Annual Audit – Staff has submitted the annual audit as prepared by BCS to the Secretary of State's Office, Standard & Poor's and the Municipal Securities Rulemaking Board (EMMA) as required by the refinancing and State law.

Emergency Preparedness Committee – I met with Halsey City Administrator Hilary Norton to discuss an EPC pamphlet as discussed at the last committee meeting. Mrs. Norton and I were asked to develop this document. Mrs. Norton has worked with a few ideas for the committee's consideration. Administrative Assistant Tammi Morrow is keeping the committee informed and aware of their options and responsibilities. It is great to have good help on this committee!





City Administrator Report

Ad Hoc Committee Document – Halsey City Administrator Hilary Norton and I met to discuss the plan of creating a document for the Ad Hoc Committee, Council and ultimately the general public that provides quick details and drawings of the future plans for the Central Linn rec center. Mrs. Norton will be providing illustrations for the document.

Go Team Meetings ☑ – The Mid-Valley Partnership (MVP) group has decided to apply for a Rural Initiatives (ROI) grant for asset mapping, branding and website development which were the three primary goals of the agreement. Kelly Hart of Lebanon, Hilary Norton of Halsey and I met with Carolyn Cummings and Corey Wright of RAIN to discuss our continued partnership with RAIN, impacts of applying for a ROI grant and funding avenues and options. Mayor Ware and I have signed a support letter for the ROI grant. Council may remember the IGA had a funding component that needed to be determined for the upcoming budget season. The group is currently working on determining what these levels will be for each city.



Park Board Meeting – I have placed this in the agenda just as a reminder that Park Board minutes can be found on the City's website. Should any member of Council want a hard copy of these minutes, please let me know and I'd be happy to provide them for you. Of course, the same goes for any boards and committees of the City. The City is very fortunate to have a strong volunteer base that assists Staff with policy ideas, solutions and recommendations that continue to keep the City in good standing with the public.



Budgeting & the Public Agenda

The City Council and all the Boards & Committees enjoy constructive public comment and input on topics that impact our community. Setting financial priorities is one of the most important things the community does every year, and this is how it works.

- ★ Every two years, Council creates a list of goals that are to be accomplished or worked toward by Staff over a two-year period which is based on the election cycle. Council creates a goal board which hangs in Council Chambers as a reminder of the priorities that are set at these goal setting sessions. Every Council agenda packet includes the Council goals and values as a reminder of what the priorities are for this cycle. Boards such as the Library Advisory Board and the Parks & Open Space Advisory Board advise Council on needs for those areas and make annual recommendations through the budgetary process to address needs. Staff's ability to accomplish goals depends on the State Legislature and Council as priorities and requirements change. To this end, Council holds a goal setting review in January or February of each even year to address any modifications or new expectations.
- ★ The Budget Officer, is the City Administrator by City charter, puts together the annual budget based on recommendations from the various boards, Staff, Council members and the Capital



City Administrator Report

Improvements Plan and to ensure that vital community services can continue operating. The budget hearings take place on the last Thursday of April and the first Thursday of May each year. Anyone wishing to add something to the budget for consideration should attend a Council meeting in January, February or March, at the latest, to make a request.

- ★ The Budget Committee members must review several documents including, the Prospectus, the Capital Improvements Plan, Council Goal Update, minutes and other documents to gauge what the City can afford and what the priorities should be. There are very few discretionary places in the budget due to the many infrastructure assets the community maintains. Public wants always far outpace community resources which, of course, requires Council and the Budget Committee to make difficult decisions.

Community members can also express project ideas at the afore mentioned board meetings. Council is always the best place to start. Residents can also setup a meeting with the City Administrator to gain a better understanding of the financial innerworkings of the City as well as read through materials found on the City website using this link <https://www.ci.brownsville.or.us/bc-budget>, or under the Government tab on the main page, then select Budget under Boards & Committees.

STATUS UPDATES – Projects, proposals and actions taken by Council

Linn County Sheriff's Office Numbers – 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	December	16	24	206.5
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



City Administrator Report

<i>Subtotal</i>	278	466	3776.8
Total Average	15.4444	25.889	209.82
	<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

Completed: Linn County Sheriff's Office Contract – Council authorized the contract at the last Council meeting. Below are the final numbers:

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

Pending: Speed Collection Equipment – To be discussed at the next quarterly LCSO meeting.

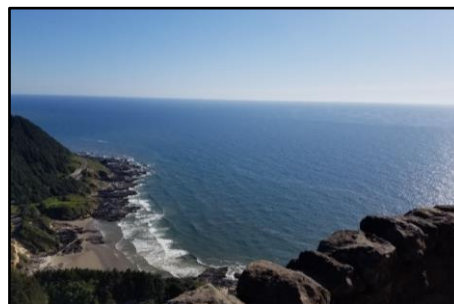
Pending: Army Corps of Engineers & the Calapooia Riverbank – Council discussed this at the Goal Setting Session.

From 12.17.19: 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.

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 07.23.19: Attended permit training conducted through the LCPBD. One direct result of this effort.



Active: Linn County Traffic Count Data Request – **From 12.17.19:** 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 | Completed: Municipal Court Collections Agreement – The contract has been finalized. Staff is now implementing the necessary steps for proper protocols and execution.

From 12.17.19: Staff continues to put the finishing touches on this agreement. The City is waiting to hear from Alliance's legal department.



City Administrator Report

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: 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 09.25.19: 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.



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

From 07.23.19: 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.

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

From 09.25.19: 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



City Administrator Report

- 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**
 - 1. September 15th, 2020, Regular Council Session
- 5.0. Agreement Implementation**
 - 1. Draft Agreements
 - 2. Solidify Details
 - 3. Create Processes
 - 4. Develop Communication Interface

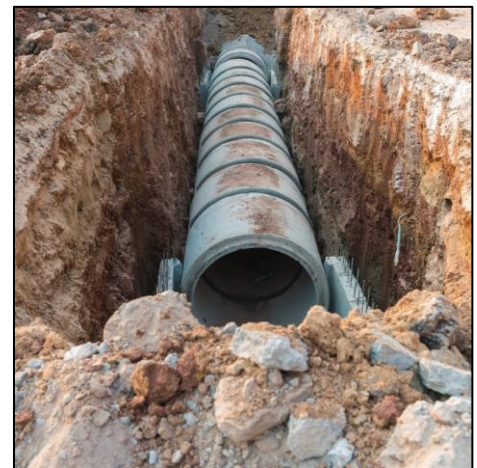
Active: Officials Handbook – The newly adopted policies required by the new State law also apply to elected and appointed officials.

From 12.17.19: Staff is working on disseminating the handbook and collecting confirmations.

From 10.26.19: 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.

Active: Downtown Sewer Collections Engineering – **From 12.17.19:** Work orders were executed in-line with Council's decision to move forward with the engineering design phase.

From 10.26.19: 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 10.26.19: 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.

Pending: Right-of-Ways & Storage Containers – **From 12.17.19:** 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.

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.

From 10.26.19: 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.

Pending | Active: Land Inventory – **From 03.26.19:** 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 02.26.19: Council will be asked to pass an ordinance that clarifies the City limits and the Urban Growth Boundary. Staff and Mr. Kinney continue working on background details.

See past reports for more information.

Pending: Oregon Water Resources Department (OWRD) and Wyatt Rolfe – **From 06.25.19:** 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 03.26.19:** 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



City Administrator Report

the City and will continue to be involved, but the City will need additional assistance with this important issue in the future.

PAST MEETINGS – Memory Information

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

From 09.25.19: WNHS provides home rehabilitation services and counseling for those meeting certain program requirements.

From 12.18.18: 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>.

General Interest

"Frozen" town isn't warming up to tourists



(Pixabay)

Mayor Alexander Scheutz of Hallstatt, Austria, is pleading with tourists to stop coming to the UNESCO World Heritage Site, which attracts as many as 10,000 visitors a day because of the belief that it inspired the village where Disney's "Frozen" movies take place. Scheutz is hoping to place a limit on the number of tour buses that enter the city each year, noting the influx of visitors has driven up prices for locals and resulted in an abundance of litter and drone traffic.

[Evening Standard \(London\)](#) (1/8), [The Guardian \(London\)](#) (1/6)



Respectfully Submitted,

S. Scott McDowell



Public Works Report January 23rd, 2020

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of January.
- *Distribution System* – There were two water leaks this month. One new water service was installed at 900 Pine Street.
- *Cross Connection Program*- Nothing to report this month.
- *Water Treatment Plant* – Filter has been power washed scraped and raked. The filter is ready to go back in service. All the analysis instrumentation has been cleaned and calibrated to factory specifications. The SCADA computer has been installed and working correctly.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows.

Sewer:

- *North Lagoons* – Discharge from this facility began January 6th and will be complete on January 24th. I anticipate we will be discharging from this facility again in late March into April.
- *South Lagoons*- Discharge began January 20th and will continue until the desired lagoon levels are achieved.
- *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. The City is in compliance with NetDMR and will begin electronic submission of monthly data beginning in February, 2020. A sewer extension on Coshow Ave is near completion. The project consisted of extending a sewer main approximately 30 feet to service a new tax lot. Extensions such as this are installed at the property owner's expense.

Streets:

- *Mowing/Tree Maintenance* –Public Works continues to trim branches as needed.
- *Asphalt/ Gravel Road Maintenance* –Nothing to report this month.
- *Storm Drainage* – Some troubled/flooded areas have been identified and we are currently working on solutions to those problem areas.
- *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.
- *Blakely Park* – This park is maintained as needed.
- *Kirk's Ferry Park* – This park is maintained as needed.
- *Remington Park* – This park is maintained as needed.

Cemetery:

- *Grounds* – The cemetery is maintained as needed.

Library:

- *Grounds*- This facility is maintained as needed.
- *Buildings*- The gutters have been cleaned as needed.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed. The gutters have been cleaned.
- *Garbage cans* – Downtown 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*- The gutters have been cleaned and exterior lights maintained as needed. The fire alarm system annual inspection is complete. The lighting in City Hall has been replaced with LED light tubes.
- *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*- The gutters have been cleaned and some exterior building maintenance performed.

Public Works:

- *Grounds*- Nothing to report this month.
- *Buildings*- Cleaning and organizing continues as time allows. The gutters have been cleaned. The office space for public works is currently under construction to make additional heated space for public works.
- *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*- Nothing to report this month.

Respectfully Submitted,



Karl Frink, Public Works Superintendent



January 2020

PLANNING AT A GLANCE

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

• Mechanical	Install 1 1/2 in gas line	189 Washburn
• Mechanical	Install new gas line, furnace, ac	1108 Oak
• Mechanical	Install propane stove w/exhaust	928 Pine
• Mechanical	Replace gas furnace	205 E Blakely
• Structural	House remodel	401 Kirk
• Structural	Convert classroom to studio apt	331 Blakely
• Mechanical	Install ductless HP w/2 AH	629 Kay
• Structural	PV Solar roof mount	746 Templeton
• Mechanical	Replace gas furnace & A/C	377 Kirk
• Acc. Structure	Garden Shed – 200 Sq Ft.	1029 Pine
• Acc. Structure	Storage Shed – 200 Sq Ft.	205 Templeton
• Fence		500 Loucks Way #16

Updates

Buildable Lands Inventory

Still in process.

Updates

Conditional Use Permits

Pioneer Christian Academy submitted an application for a Conditional Use Permit to allow a Caretaker's Residence in the Public Zone. A hearing was conducted on December 2nd, and the Planning Commission approved the application, subject to Conditions of Approval.

Elizabeth E. Copman

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

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	25	2	1	26	
Violations	57	5	5	57	
Contempt/Other	65	0	0	65	
TOTALS	147	7	6	148	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 1,183.00	City	\$ 948.15
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 141.65
Total Bail Held -	\$ -	Linn County	\$ 93.20
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 1,183.00</u>	TOTAL COURT PAYMENTS	<u>\$ 1,183.00</u>
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Credit given for Community Service	\$ -
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Other Credit Allowed Against Fines	\$ -
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TOTAL NON-REVENUE CREDIT ALLOWED	<u>\$ -</u>
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TOTAL CASH PAYMENTS TO:

CITY	\$ 948.15
STATE	\$ 141.65
COUNTY	\$ 93.20
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 1,183.00</u>



Library Advisory Board

Librarian's Report

December 2019

Here are a few facts about our library the month of December 2019. We have received 30 new books for the library. Volunteers donated 124 hours to our library. There were 1,229 materials checked out. 426 adult fiction books; 136 adult non-fiction books; 83 audio books; 272 children's books; 192 junior books; 42 junior reference books and 78 large print books. The Library held 10 children's programs with 120 participants. There were 5 programs for adults with 23 participants.

It was another fast and furious month. The Festival of Trees and the Book Sale centered at the Library. It was lovely to see so many people enjoying the festivities of our community that first weekend of December. On Saturday December 7, we set a record with over 350 people in the Library! The Book Sale was well attended for the 7 days it ran. Each year we take 2 boxes of paperback books to the Linn County Jail library for inmates. We also donated a box and a half of used children's books for a Mother's Day Breast Cancer Awareness Fun Run.

In 2020, I am looking forward to seeing the full rotation of programs planned at the Library. Rotating will be Lawyer in the Library, Savvy Families and Get Crafty @ Your Library. It is satisfying to be providing interesting and fun programs for adults and families.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION 2020.01

**A RESOLUTION APPOINTING PRO TEMPORE JUDGE(S)
FOR THE BROWNSVILLE MUNICIPAL COURT**

WHEREAS, Brownsville Municipal Code 2.55.030 allows the Council to appoint Municipal Judges Pro Tempore, to serve in the absence of the Municipal Judge; and,

WHEREAS, the term appointments of persons previously appointed to serve as Municipal Judges Pro Tempore have expired,

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT Tré Kennedy and Forrest Reid are hereby appointed to serve as Municipal Judges Pro Tempore of the Brownsville Municipal Court for a term ending on the last day of December 2020.

Introduced and adopted this 28th, day of January 2020.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2020.02

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

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

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

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

Introduction:

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

Goal/Purpose:

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

Objectives:

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



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

Responsibilities:

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

Employee Participation:

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

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

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

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

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

Closing Statement:

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

PASSED by the Council and Approved by the Mayor on this 28th day of January 2020.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



RESOLUTION 2020.03

**A RESOLUTION DISBURSING THE AMOUNT OF \$2,835
FROM THE TRANSIENT ROOM TAX FUND TO THE
CHAMBER OF COMMERCE FOR MARKETING PURPOSES**

WHEREAS, the exact amount to be disbursed is \$2,835; and,

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

WHEREAS, Council will disburse \$141.75 or 5% of the allocated funds from this account to the General Fund as allowed in Chapter 3.25.210; and,

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, hereby disburses the amount of \$2,835 pursuant to Chapter 3.25 of the Brownsville Municipal Code to the Chamber of Commerce for the purpose of marketing.

PASSED AND ADOPTED by the Council of the City of Brownsville this 28th day of January 2020.

ATTEST:

APPROVED:

S. Scott McDowell
City Administrator

Don Ware
Mayor



ORDINANCE NO. 783

AN ORDINANCE REVISING TITLE 2.30, PARKS & OPEN SPACE ADVISORY BOARD, OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 2.30.080

WHEREAS, Chapter 2.30, Section 2.30.080 of the Brownsville Municipal Code (BMC) sets out responsibilities for the Parks & Open Space Advisory Board, and;

WHEREAS, the Board recommends Council modify those responsibilities to match actual practice, and;

WHEREAS, the Brownsville Municipal Code currently reads as follows:

2.30.080 Responsibilities.

The responsibilities of the Board are to advise the City Council and staff as follows:

- A. Implementation priorities and strategies for the Brownsville Parks and Open Space Plan;
- B. Improvement of existing City parks, park facilities and open space;
- C. Acquisition, development, and improvement of new City parks, park facilities and open space;
- D. Recommendations on recreation programs together with the Brownsville Recreation Center, as appropriate;
- E. Creation of use regulations for City parks, park facilities and open space;
- F. Recommendations on proposed park and recreation operating and capital budgets;
- G. Development and implementation of the City Path Plan; and
- H. Plan review and advise Council for all proposed parks and open spaces.
[Ord. 719 § 1, 2009; Ord. 686A § 8, 2004.]

NOW THEREFORE, the City of Brownsville ordains that Section 2.30.080 be amended to read as follows:

2.30.080 Responsibilities.

The responsibilities of the Board are to advise the City Council and staff as follows:

- A. Implementation priorities and strategies for the Brownsville Parks and Open Space Plan;
- B. Improvement of existing City parks, park facilities and open space;



- C. Acquisition, development, and improvement of new City parks, park facilities and open space;
- D. Recommendations on recreation programs together with the Brownsville Recreation Center, as appropriate;
- E. Creation of use regulations for City parks, park facilities and open space;
- F. Recommendations on proposed park and recreation operating and capital budgets;
- ~~G. Development and implementation of the City Path Plan; and~~
- H. Plan review and advise Council for all proposed parks and open spaces. [Ord. 719 § 1, 2009; Ord. 686A § 8, 2004.]

Responsibility H. will become G. upon revision.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____ day of _____, 2020.

Approved:

Attest:

Mayor

City Administrator



2019-2020 Council Values

Council Vision Statement

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

A Vision for Brownsville

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

Tag line

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

Who we are?

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

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

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

What do we want for Brownsville?

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



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.

To Be Placed on Official Letterhead

January 26th, 2017

Department of Environmental Quality

Attn: Priscilla Woolverton, *Upper Willamette TMDL Basin Coordinator*

165 E. 7th Ave., Ste. 100

Eugene, OR 97401-3049

541.687.7347

RE: 2019 TMDL Annual Report

Dear Ms. Woolverton,

Enclosed you will find the Brownsville's Implementation Tracking Matrix updated with accomplishments from 2019 as part of the City's Annual Reporting requirement. Below is the list of items that were agreed upon between the City and DEQ for 2019:

Newsletter Articles

- Pet Waste Stations
- General Overview
- Illegal Dumping Number & Website

Track Permits

- Storage Units | Completed in September 2019
- RV Park | Never Developed
- River's Edge Subdivision
 - a. 1200 C
- Required Storm Engineering

Public Works

- Ditch Maintenance
- Stock Pet Waste Stations
- Wastewater Treatment Logs
- Riparian Vegetation Maintenance
- NPDES Discharge Requirements
- Tree Health & Tree City Designation
- Illegal & Dumping Complaints
- Catch Basin Markings
- Sweeping Contract - Monthly
- Annual Park Clean-up - January

Council Engagement

- January, February, March, April & November

Cordially,



City Administrator S. Scott McDowell



Public Works Superintendent Karl Frink

c: Mayor & Council
File


Implementation Tracking Matrix

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Bacteria	1. Pet & animal waste	Inform residents about potential bacterial water contamination from animal waste.	Short term: Provide information in City Newsletter and provide dog waste bags in City parks.	Newsletter distributed. Resident feedback.	Annual	<p>Spring 2019 Newsletter Link: https://www.ci.brownsville.or.us/sites/default/files/fileattachments/administration/page/5711/2019_spring_newsletter_final.pdf</p> <p>Fall 2019 Newsletter Link: https://www.ci.brownsville.or.us/sites/default/files/fileattachments/administration/page/6351/2019_october_newsletter_final.pdf</p>
		Maintain pet waste stations and signs in public parks	Long term: Ongoing education to reinforce message.	Pet waste stations are kept stocked with bags	Ongoing; Annual review	<p>Public Works continues to maintain pet waste stations in Pioneer Park and downtown. The cost to maintain the stations is about \$600; Bags are biodegradable.</p> <p>Pet Waste Stations promote themselves due to their conspicuous locations. Park Caretakers and Public Works Staff also remind folks to use the bags to properly dispose of their pet waste.</p>
	2. Stormwater BMP's	Require stormwater best management practices for water quality for new development and re-development. Require extensive review by City Staff including the City Engineer, Planning and Public Works.	Continue to enforce Public Works Standards and Municipal Code <u>requirements</u> City Engineer and staff meet and review applications prior to permitting	Track and document that best management practices are implemented on all city permitted sites	Ongoing; Annual review	<p>River's Edge Subdivision https://www.ci.brownsville.or.us/planning/page/rivers-edge-linn-county-building-department-notice Developer continues to meet the requirements of Linn County. Developer has met the requirements for the City of Brownsville.</p>
3. Inflow & Infiltration	Keep infiltration and inflow of the City's sewer	Public Works performs annual ditch maintenance.	Update maintenance inventory on annual basis; track	Ongoing; Annual review	Public Works performed annual maintenance to the ditch system and cleaned several sewers. Sage Street was a stormwater cleaning and repair project this year.	

		system to a minimum. <i>(This issue is related to mainly stormwater.)</i>		maintenance completed and cost		
	4. Erosion & Sedimentation	Current development code requires developers to adhere to ODEQ NPDES Permit requirements for erosion control for areas >1 acre.	Continue to enforce Public Works Standards and Municipal Code <u>requirements</u> City Engineer and staff meet and review applications prior to permitting	Verification of 1200C coverage for all developments greater than 1 acre; track developments greater than one acre	Ongoing; Annual review	Same as Bacteria Section #2
		Provide information to builders about DEQs 1200C Permit requirements.	Revise building permit review process to include providing builder with a copy of the 1200C plan. Include fact sheet from DEQ with all building permits.	Staff reports and tracks that BMPs required by a 1200C permit are included in permit packets for all developments	Ongoing; Annual review	
	5. Wastewater Treatment Plant Discharge	Ensure effluent quality meets the requirements contained in the NPDES Permit.	Monitor and report effluent and river as required by the DEQ NPDES permit	Staff reports daily	Ongoing; Annual review	Staff spent considerable time working on the new EPA NetDMR System.

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
Mercury	1. Erosion and sedimentation	Erosion control on new development > 1 acre	See Bacteria 4 above	See Bacteria 4 above	Ongoing; Annual review	River's Edge Subdivision
		Assist developers of individuals lots in larger developments to minimize erosion and runoff	See Bacteria 4 above	See Bacteria 4 above	Ongoing; Annual review	River's Edge Subdivision
		Provide information to builders about the 1200-C Program.	See Bacteria 4	See Bacteria 4 above	Ongoing; Annual review	River's Edge Subdivision
		Decrease soil disturbance in areas sensitive to erosion	Current development code requires engineering study with specific recommendations for erosion control on slopes > 10 percent	Track and document engineering studies completed	Ongoing; Annual review	River's Edge Subdivision
	2. Stormwater BMP's	Inform residents of potential sources of mercury contamination to sewer systems	Identify existing educational materials and distribute to residents regarding mercury reduction	Track information distributed to residents via semi-annual newsletter and website.	Years 1-5: Update website with relevant information; include information in annual newsletter	<p style="text-align: center;">Spring 2019 Newsletter Link: https://www.ci.brownsville.or.us/sites/default/files/fileattachments/administration/page/5711/2019_spring_newsletter_final.pdf</p> <p style="text-align: center;">Fall 2019 Newsletter Link: https://www.ci.brownsville.or.us/sites/default/files/fileattachments/administration/page/6351/2019_october_newsletter_final.pdf</p>
T e m	1. Riparian Vegetation	Protect existing riparian vegetation	City arborist inspects vegetation at least once	Track inspections & routine maintenance of the park vegetation	Ongoing; Annual Review	Public Works reviewed Pioneer Park trees with certified arborist Vern Esplin of Buena Vista Arbor Care. Public Works did not remove any trees from Pioneer Park this year.

			annually; vegetation maintained as needed	abutting the Calapooia River		
	2. Education	Inform residents of significance of riparian areas and measures they can take to improve water quality	Provide information to residents via City Newsletter, make material available on City website	Track information provided in newsletter annually; website maintained with updated and relevant information	Ongoing; Annual Review	<p align="center">Please refer to the Newsletter links above.</p> <p align="center">City Web Page TMDL https://www.ci.brownsville.or.us/publicworks/page/total-maximum-daily-load-tmdl</p> <p align="center">TMDL discussed multiple times at Council meetings including the two dedicated times in March and November 2019. TMDL was an agenda item at Council meeting in January, February, March, April & November. Click link for Council Agendas, Minutes, Packets & Presentations: https://www.ci.brownsville.or.us/meetings</p>
	3. Wastewater Treatment Plant Monitoring	City discharges during cool temperature months of November - March only. Maintain low effluent temperatures	Meet requirements of NPDES permit. Staff measure the pH & temperature of the Calapooia River and the City's effluent every day	Discharge occurs under permit conditions only	Ongoing; Annual review	<p align="center">Public Works continues their operation of the plants within the required parameters of the NPDES.</p>
	4. Tree City	Maintain the requirements of the Tree City USA designation by properly caring for and planting trees throughout the community with special focus on riparian areas.	Monitor tree health during regular system maintenance and monthly meter reading	Continue to check tree health and plant necessary trees; track status of Tree City USA designation	Ongoing; Annual review	<p align="center">Certified again as a Tree City for the 16th Year.</p>

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
	1. Illegal Dumping and	Public education	Inform public of rules regarding disposal by including articles in City newsletter, material on City	Track articles included in newsletter, provide information on website	Years 1-5: Articles and collection events are	See above.

	Illicit Discharge, Detection and Elimination		<p>website, literature available at City Hall lobby.</p> <p>Include dates for upcoming city, county and other locally sponsored household waste collection events on website and in newsletter.</p> <p>Clearly identify on City’s website how community members should contact city with reports of illegal dumping and illicit discharges</p>	Track information provided to public about illicit dumping/ discharge impacts on water quality and city’s code enforcement	<p>published in newsletter at least annually; website information is kept up-to-date</p> <p>HHW Solid Waste Franchise SHS- places advertisement in the local newspaper annually</p> <p>Year 2: Clearly identify on city website a phone number that community members can call to report illegal dumping or illicit discharges</p>	
		IDDE response, tracking and enforcement	Calls or complaints received by City Hall are reviewed in the field by Public Works Superintendent who takes any necessary remediation efforts from there with the City Administrator	Track complaints, city response and follow-up actions	Ongoing; Annual Review	The City received no calls or complaints about IDDE in 2019.
		Staff Training and Enforcement	Provide annual Staff training on how to detect, report and mitigate illegal dumping and illicit discharges	Track illegal dumping and illicit discharges reported and discovered, follow-up and enforcement actions	Years 1-5: Provide biennial staff training (every other year)	Public Works is aware of what illegal dumping and monitor the City every day.
		Identify Stormwater catch basins and label to educate public	Label and stencil storm drain catch basins to identify them as Stormwater system and inform public that they drain to streams.	Continue labeling; track related expenses	Ongoing; Annual Review	Public Works is completing labels as time allows.

POLLUTANT	SOURCE	STRATEGY (What we are doing and will do to reduce pollution from this source)	ACTIONS (Specific ways to implement strategies)	MEASURE (How we will track successful implementation or completion)	TIMELINE	STATUS UPDATE
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All Pollutants	1. Public Works Operations	Street Sweeping Pioneer Park Leaf Collection	Continue contract for sweeping services Continue Annual Park Clean-Up	Ensure monthly sweeping is carried out per contract Annually clean-up Park	Monthly Annually	The City maintained their contract with the City of Lebanon for street sweeping which occurs monthly. Public Works completed the Annual Leaf Collection work in Pioneer Park in early December 2019.
	2. Council Support	Keep Council abreast of the program and implications. Regularly review the Drainage Master Plan, the Water Master Plan, Park Master Plan, and the condition of the Calapooia River.	TMDL WILL BE AGDENDA ITEMS TWICE A YEAR. Monthly meetings focusing on the City Treasury	Monitor progress through reporting as items are completed. Council has a goals board which is updated every TWO YEARS as to progress made.	February 2019 through February 2024	See above list and documentation.
	3. Staff	Council requires Staff to continue work on TMDL and related topics	Update plans as needed, forward necessary regulations as planned, continue implementation of applicable policies and strategies adopted by Council.	Reports from Staff monthly and through the year.	Ongoing; Annual Review	Karl Frink and Scott McDowell attended several workshops offered by DEQ in 2019. Both read many periodicals that contain reports on TMDL activities throughout the United States.

S. Scott McDowell

From: WOOLVERTON Priscilla <Priscilla.Woolverton@state.or.us>
Sent: Tuesday, December 31, 2019 11:43 AM
Subject: EPA Issues Revised Willamette Basin Mercury TMDL: DMA email list

Good afternoon,

On December 30, 2019, EPA established the Willamette Basin Mercury TMDL, which can be accessed at: <https://www.epa.gov/tmdl/willamette-basin-mercury-tmdl>.

EPA will open a public comment period for this TMDL from January 6, 2020 through February 4, 2020. EPA's TMDL used some of Oregon's 2019 TMDL, with the major changes being revisions of some of the load and wasteload allocations. Additional information about EPA's public comment period will be posted by EPA on January 6, 2020.

DEQ will be reviewing EPA's Willamette Basin Mercury TMDL.

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

S. Scott McDowell

From: Oregon Department of Transportation <odot@service.govdelivery.com>
Sent: Monday, January 6, 2020 10:49 AM
To: admin@ci.brownsville.or.us
Subject: 2021-2024 STIP Update

Having trouble viewing this email? [View it as a Web page.](#)



Oregon Department
of Transportation

2021-2024 STIP Update

Oregon Transportation Commission to review draft 2021-2024 STIP, start work on next STIP

How does the Oregon Department of Transportation decide which construction projects to work on? It's actually up to the commission that oversees ODOT – the Oregon Transportation Commission, known as the OTC. The OTC oversees a years-long process of developing, funding, and finally building projects in what is called the Statewide Transportation Improvement Program, or STIP.

Right now is an exciting time in the development of the STIP for the years from 2021 to 2024. Engineers have crunched the numbers about where projects are needed and what is possible, you had an opportunity to provide input through an online open house on how the OTC should allocate precious funding , and now it's time to comment on the draft STIP.

Public Review and Approval of the Draft 2021-2024 STIP

Over the last two years, we have been busy selecting the most critical projects to fund in this cycle. This month we will present the Draft 2021-2024 STIP to the Oregon Transportation Commission and request approval for public review. In February and March you will have the opportunity to weigh in on projects proposed in the STIP, either through an online open house or by attending a select number of in-person open houses.

After the two month comment period closes, we will consider your comments then bring the proposed STIP back to the Oregon Transportation Commission for their approval in June of 2020.

But then the fun starts all over!

Beginning the 2024-2027 STIP Development Process

The Commission will soon begin work on the 2024-2027 STIP. The first step is to update the Oregon Transportation Commission's 2017 Investment Strategy. This investment strategy update will look across the transportation system and lay out the need for investment, the funding gaps and the impacts of not investing enough in each area.

This investment strategy will help the Commission decide how to spend limited funding across categories and programs in the STIP. This funding allocation and program development should take place from July through December of 2020.

For more information, visit ODOT's [STIP webpage](#) and [sign up for e-mail updates on the STIP](#).

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Oregon Department of Transportation

355 Capitol Street NE, MS 11
Salem, OR , 97301-3871 USA

This email was sent to admin@ci.brownsville.or.us using GovDelivery Communications Cloud on behalf of: Oregon Department of Transportation · 355 Capitol Street NE · Salem, OR 97301 · 888-275-6368



S. Scott McDowell

From: Corey Wright - Linn Benton Venture Catalyst <corey@oregonrain.org>
Sent: Wednesday, January 22, 2020 12:00 PM
To: Don
Subject: Applications now open for "Scale Your Startup" series in Linn & Benton Counties.

[View this email in your browser](#)



Hello Linn & Benton County Entrepreneurs!

We are now accepting applications for ***Scale Your Startup 2020***. This series is a hands-on, 7-week, interactive program for founders of new startups or anyone with a business idea!

Located in Linn and Benton counties, ***Scale Your Startup 2020*** is designed to help anyone take a business idea from scratch and either "scale fast" or "fail fast"! The target audience for this series includes early-stage startups, innovators, creators, and individuals with a business idea. If you have an existing business but are developing a new product/service idea, you are still invited to apply!

This is a FREE program. No cost to attend!
Applications are due by midnight on February 2nd!
Click the link below to learn more and apply!

www.oregonrain.org/scale-your-startup-2020/

BENTON COUNTY

Every Monday at 6:00 PM
beginning February 10th

Workshops located at Peace
Lutheran Church in Philomath

LINN COUNTY

Every Tuesday at 6:00 PM
beginning February 11th

Workshops located at LBCC
Lebanon Center in Lebanon

After successfully completing this course, participants are invited to attend a premiere graduation ceremony at the Oregon RAIN **PitchFest 2020** on April 30th at the Boulder Falls Center in Lebanon, Oregon.

The event will feature startup pitches, investors, key-note speakers, government officials, and more. Entrepreneurs who successfully completed the course will be presented a certificate that can be used as evidence of training and traction when speaking to investors, lending programs, and applying to follow-on programs at Oregon RAIN and elsewhere.

Note: *Entrepreneurs who complete the course, but determined that their business idea was not worth moving forward with, can still graduate from the series and participate in the festivities at PitchFest 2020. At Oregon RAIN, we celebrate “failure” and “lessons learned” just as much as business “success”!*

If you have any questions, please contact Corey at corey@oregonrain.org.

We look forward to helping you **Scale Your Startup!**

Sincerely,

The Linn Benton Oregon RAIN Team

Oregon RAIN's work in the Linn-Benton region is made possible by funding from the cities of Adair Village, Albany, Brownsville, Halsey, Harrisburg, Lebanon, Monroe, Philomath, Sweet Home, Linn County, Benton County, Oregon Community Foundation, and The Ford Family Foundation.

Thank you all for helping build the region's entrepreneurial ecosystem!



Copyright © 2020 Oregon RAIN, All rights reserved.

If you're receiving this quarterly newsletter, it means that you have a role in supporting Oregon RAIN and we thought you'd be interested in hearing about the successes our programs are having on the entrepreneurial ecosystem in our five-county region (Lane, Linn, Benton, Lincoln and Grant). If you'd prefer not to receive these quarterly updates, you can easily unsubscribe at the bottom of this email.

Our mailing address is:

S. Scott McDowell

From: CENWP-PME-Willamette-Valley-System-EIS <willamette.eis@usace.army.mil>
Sent: Thursday, January 2, 2020 12:07 PM
To: Undisclosed recipients:
Subject: U.S. Army Corps of Engineers, Willamette Valley System Operations and Maintenance EIS- Scoping Report

Good Afternoon,

The Corps is pleased to let you know the Willamette Valley System Operations and Maintenance EIS Scoping Report and Appendices are now available. Links to the scoping report and appendices are found under Related Documents and Resources, on our website:

<https://www.nwp.usace.army.mil/Locations/Willamette-Valley/System-Evaluation-EIS/>

The scoping report provides a summary of scoping activities and public comments. Public comments received may be found in Appendix J.

Thank you to everyone that participated in the scoping process for the EIS. We appreciate all those that took the time to come to the public meetings, send in emails and letters, and provide comments through the portal. Your comments are being used to help us focus on issues of concern in the EIS and in the development of alternatives. The next opportunity to comment will come when the Draft EIS is released for public comment.

Thanks again for your participation!

AS I SEE IT

As I See It: Suit fairly compensates counties

Jan 2, 2020

Subscribe for 23¢/week

After a monthlong trial, hearing more than 100 hours of testimony and reviewing hundreds of exhibits, some going back to the early 1900's, the Linn County jury deliberated for only a few hours before returning with a verdict. The jury determined that the state had indeed breached a longstanding contract with the 13 plaintiff forest trust counties and awarded full damages of \$1.065 billion.

The 1941 Forest Acquisition Act created the idea of greatest permanent value (GPV) to mean managing these forest trust lands to return timber revenue to the counties, taxing districts, and the Oregon Department of Forestry (ODF). It was in 1998 that the Board of Forestry decided to change the definition of GPV, and for the last 20 years, timber revenue suffered while the state instead prioritized going far above the mandates of the federal Endangered Species Act and directing funds to increasing recreational opportunities.

While these are admirable goals, these shortfalls over the last 20 years were being borne entirely by the trust counties. What the jury found is that the trust counties have been shorted \$1.065 billion to provide these additional services to all residents of Oregon, and it is only right that we be fairly compensated for these services. Over the last 20 years, trust counties have had to cut public safety, education, emergency services, road maintenance, health care, libraries and other essential services.

Some think that increasing timber harvest will harm the environment. As a Tillamook County commissioner, I am proud to be able to say that when it comes to clean water, habitat restoration and fish recovery, no Oregon County does these things better than Tillamook County.

Our victory in court does not mean we can or should diminish our commitment to our environmental responsibilities. ODF cannot disregard the Endangered Species Act or Clean Water Act, but I feel this jury verdict clearly specifies that the state should not go above and beyond to the detriment of the trust counties.

Timber revenue is but one part of the economic and social sustainability of rural Oregon counties. It must also be understood that jobs in the woods, mills and truck transportation are some of our rural counties' best-paying, fully benefited jobs.

In the state of Oregon, there are over 60,000 forest product industry jobs paying an average of \$53,500 a year. This employment adds more than \$3.2 billion to the state economy annually. Every county in the state has some economic activity generated by the forest sector. Total wood products sales in Oregon exceeded \$10.34 billion in 2016.

It is important to note that interest at the state-mandated rate of 9% accrues on this damages award, which equates to \$260,000 per day. It is expected that the state will appeal this verdict to the Oregon Court of Appeals and then possibly to the Oregon Supreme Court, taking years for these court decisions.

No one should blame the trust counties for this situation. Had the state performed the contract as originally promised, the counties would be in a much better financial condition and ODF would also have had the financial means to properly manage the state forests. It is not right to expect rural counties to shoulder the burden to benefit the entire state.

We in rural Oregon have a great story to tell when it comes to our magnificent forests and the sustainable forestry practices that bring so much to so many. It is unfortunate that the urban-rural divide is so poignant in Oregon. Most rural counties will never be the home of a Nike or Intel or Columbia Sportswear.

Long before these companies came into existence, rural counties and their natural resource-based industries were the growth engines of Oregon. We can continue to be vibrant, sustainable, self-reliant rural counties if given a level playing field, and our success will not come at the expense of the environment if we have reasonable harvest policies.

David Yamamoto is a Tillamook County commissioner and chair of the Council of Forest Trust Lands Counties.

https://democratherald.com/opinion/columnists/as-i-see-it-suit-fairly-compensates-counties/article_d94e1b5a-d755-5349-b774-52372ce2e940.html

AS I SEE IT

As I See It: Suit fairly compensates counties

Jan 2, 2020

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https://democratherald.com/opinion/columnists/as-i-see-it-timber-suit-ruling-hurts-all/article_7dfca4b8-b05c-5b8e-b4fd-64b428ffc63e.html

AS I SEE IT

As I See It: Timber suit ruling hurts all

Jan 15, 2020

It's really no surprise to read an editorial from a Republican County Commissioner, representing Republican Tillamook County, expressing support for a Republican-led lawsuit that was victorious in front of a jury in Republican-heavy Linn County ("Suit Fairly Compensates Counties," David Yamamoto, Jan. 2). After all, Donald Trump's GOP believes climate change is a hoax, and they will do whatever it takes to ensure we do not address — or even recognize — the threat of climate change.

What is surprising is that the majority of our own Benton County commissioners — including current Commissioner Augerot — joined a lawsuit that, should it prevail on appeal, will result in a \$1.1 billion hole in K-12 education and other state funding and inflict serious damage to any serious efforts by Oregon to fight climate change.

This lawsuit to force Oregon to clear-cut more state forests is truly a testament to how insular and self-serving some local governments can be. When these counties sue the state for \$1.1 billion, they are suing you and I, the taxpayer. So while Benton County government could see over \$5 million in awards from

this lawsuit, you and I, the Benton County taxpayers, will lose over \$22 million in K-12, OSU, social services and other state funding. That's a net loss of over \$15.5 million to Benton County taxpayers.

Adding insult to injury, this lawsuit will also help to ensure that Oregon will fail to meet our CO₂ targets and thus further exacerbate climate change. Yet another scientific study ("Carbon Sequestration and Biodiversity Co-benefits of Preserving Forests in the Western U.S.," Buotte et al) was recently released that concludes Oregon and Washington's forests hold incredible promise as a strategy to reverse CO₂ pollution. Several studies published in the last two years reveal that our Oregon forests have the highest carbon sequestering potential of any forests on the planet.

But this Linn County timber lawsuit will take us in the opposite direction, forcing Oregon to clear-cut thousands more acres of these forests. With this lawsuit, these 14 Oregon counties are taking away our most potent tool in Oregon to fight climate change.

In his editorial, Tillamook Commissioner Yamamoto makes many false claims. Perhaps the most egregious is his claim that in its management of these state forests, Oregon has "prioritized going far above the mandates of the federal Endangered Species Act and directing funds to increasing recreational opportunities." The fact is, the federal Endangered Species Act does not impact state forest management anywhere near the degree it does federal forests. This is precisely why our Oregon state forests are already being logged much more heavily than Oregon's federal forests — a fact no one could legitimately argue against.

The possibility of a \$1.1 billion hole in Oregon's budget is a result that will draw wide opposition to this lawsuit. Education advocates and others concerned about the real possibility of deep cuts in programs impacting our children, our university students, our low-income families and our veterans will likely want to do what they can to make sure this lawsuit never sees the light of day.

Should this lawsuit actually succeed, Benton County taxpayers will lose a net \$15.5 million. And what will you get in return? Accelerated climate destruction. This is a lawsuit crafted and paid for by Oregon's timber industry. Whether your concern is K-12/higher ed funding, critical veterans programs, health care for low-income Oregonians, or our precious environment, it's time we recognize that Oregon's timber industry is prepared to harm all of the above to satisfy their voracious appetite for Oregon's forests. We can only hope the legal merits of this case will be shot down in an Oregon appeals court where judges — and not a politicized jury — will rule.

MONTH END RECAP

		DECEMBER 2019					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 245,242.01	\$ 52,729.21	\$ 349,663.43	18.13%	\$ 1,578,726.57	1
2	WATER	\$ 29,126.77	\$ 26,985.17	\$ 162,243.08	25.25%	\$ 480,206.92	2
3	SEWER	\$ 32,803.00	\$ 28,922.12	\$ 130,669.75	15.06%	\$ 737,205.25	3
4	STREETS	\$ 16,017.08	\$ 8,949.78	\$ 84,394.17	22.08%	\$ 297,805.83	4
5	WATER BOND	\$ 284.16	\$ -	\$ 32,245.06	43.38%	\$ 42,090.94	5
6	SEWER BOND	\$ 1,012.83	\$ -	\$ 217,578.76	68.20%	\$ 101,465.24	6
7	SEWER DEBT FEE	\$ 11,574.25	\$ -	\$ 72,862.03	22.14%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 795.36	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 2,167.31	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 445.31	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 138.70	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 767.52	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 178.14	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 209.88	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 15.42	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 17.74	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 7.37	\$ -	\$ -	0.00%	\$ 3,935.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	19
20	COMMUNITY PROJECTS	\$ 412.80	\$ 1,000.00	\$ 15,125.00	7.77%	\$ 179,475.00	20
		\$ 341,215.65	\$ 118,586.28	\$ 1,122,149.78			

Key Bank Account

General Checking \$ 115,576.70

Oregon State Treasury \$ 5,445,610.20

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,445,611.16

<u>2019-2020</u>	<u>YTD</u>	<u>% of Total</u>
Appropriated	\$ 5,823,485.00	19.27%

Annual Bond Payment

	<u>Totals</u>
<i>Water</i>	\$ 45,167.05
<i>Wastewater</i>	\$ 307,259.95
	\$ 352,427.00

Total Bonded Debt

<i>Water</i>	\$ 855,840.92
<i>Wastewater</i>	\$ 5,390,581.09
	\$ 6,246,422.01

