

Council Meeting

Tuesday – February 25th, 2020
7:00 p.m. in Council Chambers

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Council Meeting

Tuesday, February 25th, 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: January 28th, 2020
January 25th, 2020 (*Work Session*)
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
 - A. Sweet Home Sanitation
 - B. Brownsville Art Association
 - C. Jerry Ross – Sister City
- 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)

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.



- ★ 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:

- A. **Resolution 2020.04:** Solid Waste Rates
- B. **Resolution 2020.05:** City Facebook Use Policy
- C. **Ordinance 783:** Brownsville Municipal Code Chapter 2.030.080 Revision (Park Board)(*Second Reading*)

10) ACTION ITEMS:

- A. Appoint Parks & Open Space Advisory Board Member
- B. Appoint Carla Gerber to CWACT

11) DISCUSSION ITEMS:

- A. OGEC Preparations
- B. Canal Company Update
- C. Public Room Letter and Deposits
- D. Linn County Pioneer Picnic Event Agreement
- E. RAIN Annual Update
- F. January 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.

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.



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

15) ADJOURN

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

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January 28th, 2020

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

PUBLIC: Kim Clayton, Sergeant Greg Klein (*Linn County Sheriff's Office*), Phil and Kaye Fox, Allen Buzzard, Bryan Bradburn, Alex Paul (*Democrat Herald*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

ADDITIONS AND DELETIONS: None.

MINUTES: Councilor Block stated that one change to the minutes should be made: on page 5, #3 should read *McDowell* obtained a quote for the speed collection equipment. *Councilor Gerber made a motion to approve the December 17th, 2019 meeting minutes as corrected. Councilor Neddeau seconded the motion, and it passed unanimously.*

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Website & Reservation Calendar Overview.** Mr. McDowell provided direction on navigating the website, specifically where to find the room reservation module. All room reservations are now made online through the website, and processed by Staff. The mega menu, or drop-down tabs, was also discussed at length. A collective calendar planning meeting was held last year with several city event planners in the interest of cross pollination. It is likely that this work session will be held again this year with the new reservation system as a main topic of conversation.

McDowell showed sample websites that demonstrated the use of a Facebook (FB) button. By using a FB button on our website, it would easily enable Staff to push out City documents to FB instead of people circulating rumors, conjecture, untruths, and innuendoes that is populating FB. It is important to note that the City will not be responding to questions or comments on FB due to the public records law requirements. It will give the City means to get real information out to the public. *Councilor Gerber made a motion to send McDowell forth to create legislation regarding Facebook parameters. Councilor Chambers seconded the motion, and it passed unanimously.*

DEPARTMENT REPORTS:

1. **LCSO Sheriff's Report.** Sergeant Greg Klein was present to recap the December numbers: 16 citations, 24 warnings. Total hours for the City were 206.5. Calls included dogs at large, although LCSO has seen fewer dogs off leash lately. As the weather improves, this might become more of an issue. Deputies have been patrolling Pioneer Park, and asking folks to leave as applicable. It was noted that Bryan Bradburn has been having a few issues in his neighborhood again. Sergeant Klein stated that he would meet up with Bradburn tomorrow to discuss the situation.
2. **Public Works.** Mr. Frink stated they have repaired a few water leaks, installed a new water service on Coshow, and have finished scraping and cleaning one of the filters.



The new computer at the water plant has been installed and is operating properly. PW has finished raking the leaves in the Park.

One well failed this weekend, resulting in the loss of 1/3 of our water flow. We are running lower on water than what Frink likes. Star Water System will be out tomorrow to address the situation. Frink reported that the City is 100% compliant with the DMR reporting for DEQ and the State of Oregon. All reports go electronically to EPA now.

Frink reported that a manlift was rented for a week to catch up on some maintenance, cleaning gutters, etc. It took about a week for all the maintenance to be completed.

Councilor Hansen inquired about the dog stations with pet waste bags in the park. Frink stated that he purchases about 20,000 for the year. There are none left at the end of the season.

Councilor Gerber asked about protocols when a pump goes down, and should we have continued issues with low pumping, what would the City do? Frink responded that the City could issue a water curtailment notice if necessary. The current situation with the pump going down emphasizes the very real need to get the GR12 well connected into the system down in the park. We need to upgrade and maximize the amount of water that we can draw. It is an important issue to address in the very near future. McDowell also stated that we are on the clock with the water conservation plan; it also needs to happen soon.

Mr. Frink commented on the drainage situation on Ash Street. There are rumors that the new storage units have caused a standing water situation. Frink stated this is not the case; this standing water has been an issue for years. There are some naturally occurring springs in the area. Frink stated that drains could be put in, but there is no place for the water to go, so that solution would not be effective. There is a drainage pipe in the area, but it is likely plugged or at best, ineffective. The pipe is also on private property, so an easement would need to be obtained to address the issue, and that complicates the matter further.

3. **Administrator's Report.** Mr. McDowell presented some slides highlighting several topics he will discuss tonight. Eight (8) local rural cities collectively wrote a Rural Initiatives grant for \$80,000. The grant would be used to accomplish the deliverables in the MVP IGA signed in December 2019. The deliverables include asset mapping, branding, and website creation. More information to follow.

McDowell reported that the CIS appraisal has been received. Valuation is up, relatively in line with the Capital Improvements Plan, basically doubling what the values were in some area which will likely be reflected in higher premiums as well.

McDowell reported that Danielle Myers has agreed to be the City's public defender.

McDowell reported that he and Mayor Ware recently attended a lengthy goal setting session with the Brownsville Chamber.

The vintage trailer rally "Rally on the River" is happening again this year in Pioneer Park. This year the event will be limited to 120 trailers; last year was 148 trailers. Wade Long, the organizer, stated he had 85 folks sign up in just 4 days. It seems to be a wildly popular event.



McDowell reported that he will be meeting with contractors soon regarding moving the playground equipment in Pioneer Park. The project may be cost prohibitive at this time.

McDowell included a few opinions about the timber lawsuit Linn County won against the State of Oregon. McDowell said this is a big step in pushing Home Rule allowed by the Oregon Constitution. It is important the State be required to honor their agreements. It's about doing what you say, and saying what you'll do.

McDowell reported that Alyrica is moving forward, and we are hopeful that they will be operational in the next several months.

4. **Planning.** No comments.
5. **Library Report.** No comments.
6. **Court Report.** No comments.
7. **Council Comments.** No comments.
8. **Citizen's Comments.** Allen Buzzard stated that he didn't feel that the parking lot at the CLRA needs to be paved. The gravel lot is just fine. However, the playground equipment in the Park is in dire need of moving. McDowell responded to Buzzard's comments stating that the parking lot is not slated to be paved, never was. There is a safety issue with the old school foundation protruding throughout the parking lot and some sidewalk that is in poor condition. The situation must be addressed. McDowell is still trying to get quotes for the playground equipment to be moved that will fit within the budget.

LEGISLATIVE ITEMS:

1. **Resolution 2020.01 – Appointing Pro-Tempore Judges (Annual)**, Councilor Gerber made a motion to approve 2020.01. Councilor Hansen seconded the motion, and it passed unanimously.
2. **Resolution 2020.02 – Safety Program (Annual)**. Councilor Block made a motion to approve 2020.02. Councilor Hansen seconded the motion, and it passed unanimously.
3. **Resolution 2020.03 – Disbursement of Transient Room Tax**. Councilor Gerber moved to approve R 2020.03. Councilor Block seconded the motion. Discussion was called for. Councilor Hansen asked if part of the tax collected goes to the general fund. McDowell replied in the affirmative, the City retains 5% of collections. *The vote was called for, and passed unanimously.*
4. **Ordinance 783 – Brownsville Municipal Code Chapter 2.030.080 Revision (Park Board) (First Reading)**. Councilor Gerber made a motion to approve O 783 as title only. Councilor Block seconded the motion. Discussion was called for. Councilor Gerber stated that this revision mainly strikes section G, and just for clarification, this is mostly a housekeeping issue. *The vote was called for, and it passed unanimously.*



ACTION ITEMS:

1. **Approve TMDL Annual Report.** Mr. Frink commented that he is sure everyone has read the report. He said that in the packet on page 41 there is a general overview of what TMDL is. TMDL requirements include reporting illegal dumping, ditch maintenance, pet waste containment, tree health, catch basin markers, and annual park clean up among other things. Another important thing to note is the requirements for all new homes built must have a storm water management plan. This plan ensures that new properties do not impact other properties. All these rules and regulations take a lot of planning and pertain directly to the TMDL. Future TMDL implications are it is going to cost an unbelievable amount of money. *Councilor Gerber made a motion to approve the TMDL report. Councilor Chambers seconded the motion, and it passed unanimously.*
2. **Street Light Installation Recommendation.** Frink reported that there is a streetlight request for the vicinity of Linn Way and Coshow on the north side of town. Discussion followed. City cost to install the light pole would be \$1,300, and then the power to run the light in the future. Council decided by consensus to wait at this time.

DISCUSSION ITEMS:

1. **Canal Company.** McDowell reported that he and Councilor Block recently met with Canal Company officials. The officials seemed to be ready to move forward. Last month by consensus, Council authorized Mr. McDowell to go forth, tailor a plan, and bring more information back to Council. He has already spoken with City Attorney Ross Williamson who is reviewing initial plans on what an agreement would look like. Councilor Block stated that it was a good meeting with a positive change in philosophy than years past.
2. **Budget Advertisements.** McDowell reported there are two (2) vacancies on the Budget Committee; an advertisement will be going in the paper soon. McDowell will also be placing statutory advertisements and required information per the annual budget cycle.
3. **New Year's Eve – Half Day.** McDowell stated that he has been meaning to bring this to Council for a few years. Basically, he is asking if Council would like to declare New Year's Eve as a half day off for Staff with pay. *Councilor Gerber moved to make New Year's Eve a half day paid holiday. Councilor Block seconded the motion, and it was approved unanimously.* Council expressed their appreciation for Staff and all their hard work.
4. **Council Goals Review Session Recap.** Mr. McDowell stated that last Saturday Council took a tour of the City facilities. Highlights of the tour included the south wastewater ponds, the water treatment plant, and review of the updates needed for 2025 water treatment plant. The group also toured the town in the van focusing on positive changes, and also work that is still in progress. The retreat portion of the day then started with discussion around current and future Council goals. The meeting was then opened to the public and the Capital Improvements were discussed. Current priorities include the Pavilion (\$400k-\$600k), CLRA (\$800k-\$1.2 M), and the



downtown sewers project (\$400k-\$450k). Upcoming utilities needs include the Water Treatment Plant & Distribution (\$4M-\$6M) and the GR 12 Waterline connection to Pioneer Park (\$180k-\$270k). Projects that keep getting airtime include Kirk Avenue Paving (\$600k-\$1.5M) and the Calapooia Riverbank (\$1.4M-\$1.8M). It is equally important to remember that there is a finite amount of City funding. It is important to set realistic goals that the Council can agree best serve the City.

With that said, McDowell asked Council what they would like to continue to see on the Goals board, and how much time would you like Staff to spend on these items? For example, sidewalks are the responsibility of the property owners, not the City, not the County. If this project were to proceed, the City would likely break the town into quadrants, complete each area, then assess the cost back to the property owners. It will take a considerable amount of Staff time, let alone finding the funding to accomplish this project as it will all be General Fund expense. Councilor Gerber stated that Council has been considering the sidewalk project for several years, and even weighing in the County road quotient, realistically, it is not something we can take on at this point. Group consensus is to remove the sidewalk project from the Goals list. The Kirk Avenue project is the same basic premise. Councilor Chambers stated that Council has been talking about this project for at least 12 years, with no good answers or feasible way to fund this huge of a project. Mayor Ware stated that if the riverbank were done for the \$1.8 M, there is still no guarantee that it would hold. Councilor Hansen stated that he would like to continue to look for grant funding where possible. McDowell reiterated that there are a ton of things in the hopper right now, and with a finite amount of funding available. Council has gone through an exhaustive process with ideas around these issues, and realistically there is not funding for all these projects. Councilor Gerber indicated that after much deliberation over the last year, Council will not move forward on crosswalks. Council agreed by consensus.

5. **December Financials.** No comments.

CITIZENS COMMENTS: Bryan Bradburn stated that the City could relocate the streetlight out by his house.

Kaye Fox stated that she will bring Council some Valentine candy next month, even though the meeting will fall after the holiday.

COUNCIL COMMENTS: No comments.

Council adjourned into executive session at 8:12 p.m. Mayor Ware read the following:

- 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, 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.

Council came back into regular session at 8:30 p.m.

Councilor Block volunteered to help with easement negotiations. *Councilor Gerber made a motion to authorize Mr. McDowell to conduct a title search, and begin negotiations on a temporary and permanent easement for the downtown sewer line, and appoint Councilor Block to assist with the process. Councilor Hansen seconded the motion, and it passed unanimously.*

Councilor Gerber made a motion to authorize Mr. McDowell and Mayor Ware to negotiate the installation of a 10" sewer line by the River's Edge Development, not to exceed the budgeted amount. Councilor Block seconded the motion, and it passed unanimously.

ADJOURNMENT: *Councilor Hansen moved to adjourn the Council meeting at 8:35 p.m. Councilor Block seconded the motion, and it passed unanimously.*

City Administrator S. Scott McDowell

Mayor Don Ware



Council Retreat & Goal Setting Session Minutes

January 25th, 2020

Members of Council met this day in the Community Room for a retreat and goal setting discussion at City Hall, Brownsville, Oregon at 8:45 a.m. to 12:30 p.m. Goal setting, open to the general public, began at 11:15 a.m. Council set the meeting at their December 17th, 2020 Regular Session.

Present: Council President Block, Councilor Gerber, Councilor Neddeau, Councilor Thompson, Councilor Hansen, Councilor Chambers Administrative Assistant Tammi Morrow & City Administrator Scott McDowell.

Absent: Mayor Ware. (*Excused*)

Public: No one was present.

McDowell provided Council with several documents including an agenda which is included below, Minutes from the 2019 session, Clifton Categories Report, Council Self-Evaluation, Goals and Values and the Master TTDL prior to the meeting.

Council Retreat

8:45 a.m. to 12:30 p.m.

Public Welcome: 11:15 a.m. in Community Room at City Hall

Agenda

9:00 a.m.

Bus Tour

- ★ Facilities Tour
- ★ Around Town

10:00 a.m.

Tour Debrief

- ★ Observations
- ★ Questions & Answers

10:30 a.m.

Council Self-Evaluation

- ★ Review what is working
- ★ Review what needs work
- ★ Sharing thoughts and ideas
- ★ Organization Focus

11:15 a.m.

Goals Review

- ★ Priorities
- ★ What goals are you willing to promote even in difficult times?



Council Retreat & Goal Setting Session Minutes

Council President Doug Block called the public portion of the meeting to order at 11:15 a.m. McDowell shared a few slides to remind Council of the goals and priorities that were set in 2019 and that made up the FY 2019.2020 budget. McDowell shared that Council has three resources, 1) time, 2) money, and 3) energy. McDowell then showed several big-ticket capital improvement items the City is already actively working on including the Downtown Sewer Project, the Rec Center and the Pavilion in Pioneer Park. McDowell recapped that the City will be soon working on the GR12 waterline which will connect the well located off Kirk Avenue to the Water Treatment Plant. The City also has a major renovation to the Water Treatment Plant and Distribution System planned for 2025. McDowell then shared the cost to repair Kirk Avenue and the Calapooia Riverbank.

McDowell then shared three slides showing the priorities Staff is already working on. McDowell explained the workload in detail and expressed concern regarding time and energy of personnel, namely McDowell and Frink. All capital projects and more go through these two individuals. Support Staff is equally busy working on daily tasks and monthly items that have to be completed accurately and on time.

Group discussion ensued. Several projects were discussed. The sidewalk program was reviewed. Kirk Avenue paving was reviewed. Council briefly touched on the riverbank project. McDowell directed Council to a discussion about the crosswalk proposal that was brought forward in October of 2018. Councilors shared thoughts individually. Most members felt like this issue had already been talked about at length. Discussion points were the same ones made in earlier meetings of Council. After about 40 minutes of conversation on all these topics above, the group moved to lunch. No decisions were made. McDowell indicated that he would bring a few of the slides for discussion and decision at the upcoming Council meeting.

Lunch was served. The meeting adjourned at 12:48 p.m.

ATTEST:

Scott McDowell
City Administrator

APPROVED:

Doug Block
Council President



February 25th, 2020

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

One liner of the month



Don't you hate it when someone answers their own question? I do.



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.

"I think inspiration is always around; it's just a question of whether or not you're noticing it."

~ John Green, Writer

"The strangest, most generous, and proudest of all virtues is true courage."

~ Michel de Montaigne, Writer

"Don't believe in miracles, depend on them."

~ Laurence J. Peter, Educator

"Doing nothing can sometimes be the most effective form of action."

~ Kevin Kwan, Author



Mount Rushmore

AGENDA ITEMS DISCUSSION

The following items follow the order of the Agenda

6) PUBLIC HEARINGS OR PRESENTATIONS:

- A. **Sweet Home Sanitation: Candi Unger & Brian White** – Ms. Unger and Mr. White will present solid waste rates for 2020 along with some additional information regarding refuse services.
- B. **Brownsville Art Association** – Dr. Lori Garcy & President Cris Kostel will present the Association's annual report.
- C. **Artist Jerry Ross** – Mr. Ross will be presenting the Association's idea for an annual Barbizon event including Brownsville possibly becoming a sister city.



9) LEGISLATIVE:

- A. **Resolution 2020.04: Solid Waste Rates** – The Solid Waste Franchise Agreement requires an annual review of solid waste rates. Each year, Sweet Home Sanitation provides the City with a proposed rate increase for Council's consideration. I have placed last year's rates and the new



proposed rates resolution for this year in the agenda packet for your review. The reason the City design the agreement with this provision was to keep pace with market conditions instead of having to do large rate corrections due to a longer interval of review. It is the same concept Council has employed for utility rates.



What is Council being asked to do?

Consider passing the resolution provided.

- B. Resolution 2020.05: City Facebook Use Policy** – Council authorized Staff moving forward with Municode to insert a Facebook icon on the website that will allow Staff to push information to the general public through Facebook . Staff and Council agreed on the creation of the policy that will help guide Staff on the proper use of Facebook. I've included this resolution for your review.

What is Council being asked to do?

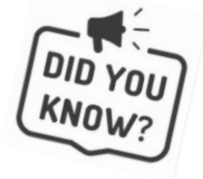
Consider passing the resolution.

- C. Ordinance 783: Brownsville Municipal Code Chapter 2.030.080 Revision** (*Second Reading*) – Council gave this ordinance revision a first reading last month.

From 01.28.2020: 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 passing the ordinance.



10) ACTION ITEMS:

- A. Appoint Parks & Open Space Advisory Board Member** – The City received two applicants for the Park Board opening. Mr. Allen Buzzard and Ms. Bonnie Napier have expressed interest. Their letters are enclosed in the agenda packet for your review.
- B. Appointment to Cascades West Advisory Committee on Transportation** – Councilor Gerber said that she would be willing to continue as the City’s representative on this committee.

11) DISCUSSION ITEMS:

- A. Oregon Government Ethics Commission (OGE)** – Annually, Council, Planning Commissioners, the Municipal Judge and the City Administrator are required to report a Statement of Economic Interest (SEI). The forms are all done on-line. Please be on the lookout for an e-mail from OGE. Please let Administrative Assistant Tammi Morrow or I know once you have filed. The City doesn’t want any unnecessary fines to occur.
- B. Canal Company Update** ☐ – I hope to have an update from City Attorney Ross Williamson.



- C. **Public Room Letter & Deposits** – Staff would like to discuss sending a letter to all civic organizations who use public space. The rooms have not been well taken care of over the last two years putting additional strain on resources. The City provided these rooms at no charge, but every few years the correction letter/reminder letter is sent out as a gentle reminder to be good stewards of the space.

I am recommending the removal of the dishes in the dishwasher from the Community Room. The dishes were initially purchased with the assistance of Mrs. Kaye Fox for the Senior Center nearly ten (10) years ago. The Senior Center has since moved and the Chamber of Commerce will be attempting to host lunches at local businesses instead of using the Community Room. I'm also suggesting Council consider a \$25 deposit for the use of the Community Room for civic organizations. The deposit could be a rolling deposit done annually. The deposit will be forfeited if the room was not put back according to the checklist that is provided at time of rental and is on display in the room.



- D. **Linn County Pioneer Picnic Event Agreement** – I have included the reference agreement in the agenda packet for Council's review. The document is in keeping with what the City has done historically for the event. The only changes were to the names.
- E. **RAIN Annual Update** – I will provide a short presentation on RAIN events held throughout the year.
- F. **January Financials**

NEW INFORMATION & HAPPENINGS

Notable situations that have developed after the last Council meeting

RAIN Progress Report – Mr. Corey Wright of RAIN hosted a meeting in Philomath on February 5th, 2020. Mr. Wright shared many of the success stories that RAIN has had over the last six months. RAIN has been very successful in meeting the contractual obligations set forth by the MVP cities. The MVP cities have put a request in for grant funding through Business Oregon. The group hopes to hear something back by the end of the month.

Region IV LOC Meeting – Mayor Ware & Council President Block will provide an oral report at the meeting.

Conditional Use Application – Mr. Clay Llewellyn applied for a conditional use in Old Town Commercial. The Planning Commission hearing will be held in March, however, Mr. Llewellyn has been allowed to host church services at 113 Spaulding Avenue until the hearing. Family Bible Church was the most recent congregation to hold services in the Old Town Commercial zone.

Playground Update – Staff has reached out to several area contractors for quotations to move the playground equipment. The City hopes to have quotes back by the first week of March.





Training Area Completed – Mr. Jim Bittle was recently hired to patch the wall where the old furnace had been, and install a television for meetings in conference room.

Quarterly LCSO Meeting – March 5th, 2020 is the next quarterly meeting with Sheriff Yon and his Staff. Please let Councilor Block or myself know if you have any comments and questions you would like passed along. We will be talking about traffic and traffic camera equipment presented several months ago.

Captain Guilford is set to retire at the end of March 2020 and Lieutenant Duncan will become Captain.

2020 Prospectus Update – I have recently completed the latest update to the City Prospectus. I have posted budget information on the City Website for the 2020 budgeting season.

Citizen Walkins – I had several meetings with citizens asking questions about civic orgnaizations, events and wanted projects such as a dog park area.



Complaints: The Good, the Bad & the Ugly

The City Council and Staff listen to a host of issues brought through the year on a variety of topics. Below are a few that are worthy of mention because of the unrelenting nature of certain complaints.

- ★ “I see Public Works trucks driving all over town!” or, “All they do is drive around!”
 - Usually, Staff hears this indignant charge of some perceived impropriety often. The complainant who utters these words should be concerned when they **do not** see Public Works trucks driving around. The reality is that the City operates two Wastewater Treatments Plants on opposite ends of town, a Water Treatment Plant in the middle of town, waterlines and sanitary sewer lines, streets, and ditches all over town.
- ★ “The City needs to do something about the Picnic!” or, “The Picnic needs the carnival back.” or, “The Chamber should hold Antique Faire downtown!”
 - The City often directs these complaints to the appropriate civic organization. It is often misunderstood that either the City or the Chamber run every event that is held in town. The reality is that many volunteer civic organizations have regular meetings to discuss their events and have their policies and procedures in place.
- ★ “It’s an historic cemetery, we need to let the grass grow up.” or, “The cemetery needs to be mowed out of respect.”
 - Public Works tries to maintain the cemetery in a manner that respects those whose memories remain there.
- ★ “Why did the City shutoff my hot water? I wasn’t even given a notice!”





- Believe it or not the City gets this complaint often. Staff has explained multiple times that hot water heaters are a privately owned appliance.
- ★ “Why do I need a fence permit?” and, “Why do I need a building permit?” and, “Why on Earth do I need an accessory structure permit?”
 - The reality is that for many years you did not need a fence permit or an accessory structure permit even though the ordinance required certain stipulations. Many people took neighboring property and placed their structures on neighboring properties thinking that one day that property would magically become their own. Building permits are required by Linn County Code and by the State codes. Since the City began enforcing City ordinances, turmoil between neighbors has declined significantly. The City has kept the cost of the fence permit and the accessory structure permit low to ensure compliance and to make sure structures are on the correct piece of land.
- ★ “Why do you charge for a returned check? That’s not fair!”
 - Returned checks cost the City money. That means that the taxpayers are paying for someone else’s poor decisions. The returned check charge is set by ordinance and resolution and all businesses pass along these charges to customers.
- ★ “Looks like somebody got a new car...”
 - Any time a City employee gets a new car, or anything that people can see publicly we hear this ridiculous statement. Typically, it is said sarcastically or as an insinuation that employees are making too much money. The reality is that employees can spend their money how they choose, just like everyone else. It really is just a classless statement to make regardless of how it is intended.

STATUS UPDATES – Projects, proposals and actions taken by Council

Active: Building Security Meeting – I am in the process of evaluating quotes for the security equipment as reported.

From 01.28.2020: 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.



Active: CIS Appraisal Review – The new appraisal is set to the official in July.



From 01.28.2020: 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.

Active: Chamber of Commerce – Continuing work with the Chamber.

From 01.28.2020: 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.

Active: Website Changes ☒ – See Resolution 2020.05 for current information. Municode has inserted the icon as promised and Staff has created a Facebook page.

From 01.28.2020: I have spent time working with Municode, Administrative Assistant Jannea Deaver and Staff to update and make changes to the website. Mrs. 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.

Active: Park Signs and Public Communication Efforts – The City this currently working with Ms. Jane MacQueen on signage. Administrative Assistant Jannea Deaver, Administrative Assistant Elizabeth Coleman and I are working on other communications.

From 01.28.2020: 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.

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
2020	January	15	25	204.5
2019	December	16	24	206.5
2019	November	11	10	205.5
2019	October	12	29	217.5
2019	September	20	10	202



City Administrator Report

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
<i>Subtotal</i>		285	482	3767.5
Total Average		15.8333	26.778	209.31
		<i>Cites</i>	<i>Warnings</i>	<i>Hours</i>

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

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.

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.

Active: Ad Hoc Committee Document – **From 01.28.2020:** 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.

Dyer Partnership – **From 01.28.2020:** 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 – **From 01.28.2020:** 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 – *From 01.28.2020:* 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!



Active: Go Team Meetings ☒ – *From 01.28.2020:* 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.

Active: Canal Company & the Mill Race – City Attorney Ross Williamson is currently working on this item.

From 01.28.2020: 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. 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
- 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.

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

Pending: Approve TMDL Annual Report – Staff forwarded the approve the report to the Department of Environmental Quality.

From 01.28.2020: 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.

Streetlight Installation Recommendation – Staff forwarded Council's recommendation to the property owner.



From 01.28.2020: 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.

Completed: Court Appointed Attorney – The City and Ms. Myers have reached terms.

From 01.28.2020: 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 poistion.

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>.

Respectfully Submitted,

S. Scott McDowell



Public Works Report February 19, 2020

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of February.
- *Distribution System* – There were two water leaks this month.
- *Cross Connection Program*- Nothing to report this month.
- *Water Treatment Plant* – The failed well pump has been replaced and the water plant is operating normal again. The water plant took just over two weeks to recover from the failed well pump. The hour meter was replaced for this pump as well.
- *Misc.* – Public Works will continue flushing fire hydrants as time allows.

Sewer:

- *North Lagoons* – In January, a total of 17.950 MG of effluent was discharged to the Calapooia River. We are not discharging from this facility at this time but will be discharging again in mid-March and April.
- *South Lagoons*- Discharge began January 20th and will continue until the desired lagoon levels are achieved. In January, a total of 19.675 MG of effluent was discharged to the Calapooia River. The discharge is nearly complete due to favorable weather conditions. The total discharge as of February 19th is 18.500 MG.
- *Collection System*- There are several new sewer connections pending with several new homes being constructed.
- *Misc.* – We are in compliance with NetDMR and the federal reporting standards. A sewer extension on Coshow Ave is complete and meets or exceeds all public works standards.

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*- Nothing to report this month.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *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*- Some minor maintenance work has been complete. The location of the old furnace has been repaired as needed. Some painting work in the office area is complete.
- *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*- Nothing to report this month

Public Works:

- *Grounds*- Nothing to report this month.
- *Buildings*- Cleaning and organizing continues as time allows. 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



February 2020

PLANNING AT A GLANCE

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

- Structural PV Solar roof mount Garage 746 Templeton
- Mechanical Ductless w/AH 1160 Oak
- Mechanical Gas Furnace/Piping/WH/Range 720 Robe
- Plumbing Kitchen/Bath Studio Apt 7 Fixtures 331 Blakely
- Mechanical Kit/Bath Htg/Exhaust/Bath Fan 331 Blakely
- Structural 26X26 Garage 317 Walnut

Updates

Buildable Lands Inventory

Still in process.

Updates

Conditional Use Permits

Staff received two Conditional Use Permit applications. Both are currently set for March 16th.

Elizabeth E. Copwa



LINN COUNTY SHERIFF'S OFFICE

Jim Yon, Sheriff

1115 S.E. Jackson Street, Albany, OR 97322
Albany, OR. 97322
Phone: 541-967-3950
www.linnsheriff.org

2020

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

FOR THE MONTH OF: January

TRAFFIC CITATIONS: -----	15
TRAFFIC WARNINGS: -----	25
TRAFFIC CRASHES: -----	2
ADULTS CITED/VIOLATIONS: -----	0
ADULTS ARRESTED : -----	5
JUVENILES CITED/VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED:-----	93

TOTAL HOURS SPENT: BROWNSVILLE 204.5

CONTRACT HOURS = 200 HOURS

**Jim Yon,
Sheriff, Linn County**

By: Sergeant Greg Klein

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
STATISTICAL REPORT FOR JANUARY 2020**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	26	3	1	28	
Violations	57	29	16	70	
Contempt/Other	65	0	2	63	
TOTALS	148	32	19	161	

BALANCE SHEET FOR THE MONTH

Court Revenue

Court Payments

Total Deposits +	\$ 2,868.00	City	\$ 2,257.85
Total Bail Released +	\$ -	Restitution	\$ -
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 481.15
Total Bail Held -	\$ -	Linn County	\$ 129.00
* Total Refund/Rest -	\$ -	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -
Cash Shortage -	\$ -		

TOTAL COURT REVENUE	<u>\$ 2,868.00</u>	TOTAL COURT PAYMENTS	<u>\$ 2,868.00</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	\$ 2,257.85
STATE	\$ 481.15
COUNTY	\$ 129.00
*REFUND/RESTITUTION	\$ -
TOTAL:	<u>\$ 2,868.00</u>



Library Advisory Board

Librarian's Report

January 2020

Here are a few facts about our library the month of January 2020. We have received 37 new books for the library. Volunteers donated 151.5 hours to our library. There were 1,314 materials checked out. 455 adult fiction books; 153 adult non-fiction books; 92 audio books; 273 children's books; 214 junior books; 32 junior reference books and 95 large print books.

In January 2020, we held 11 children's programs with 134 participants. There were 11 programs for adults with 100 participants. Programs for Adults and Teens included American Sign Language, Book Club, Kindness Rocks Painting, Lawyer in the Library and Stitchery Group.

We had an amazing start to our new American Sign Language Class with 23 teens and adults that first evening. Boy, were our eyes huge that night! Our teacher is continuing ASL through February. She will restart in April and run through May. Book Club continues to be a steady draw with our community. They can read 2 books each month. Usually one fiction and one non-fiction. When there is a 5th Thursday in the month, I host a rock painting session. Participants are encouraged to bring a rock or two for the selection. This month I purchased some outdoor Modge Podge for sealing the rocks. It has been exciting to welcome several new members to the Stitchery Group on Wednesday afternoons from 1 – 3. I look forward to trying a Family Trivia Night on February 20 from 6 – 7.

Respectfully submitted,

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

Sherri Lemhouse
Librarian



RESOLUTION 2020.04

A RESOLUTION INCREASING SOLID WASTE RATES BY 2.54% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public and;

WHEREAS, the rates shall also include a \$.59 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

WHEREAS, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees, and;

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

Residential Service:	2020
Cans and Carts	
1-20 gallon weekly	\$13.37
1-35 gallon weekly	\$29.83
1-90 gallon weekly	\$37.10
Other Services	
Yard Debris Only	\$6.03
Recycling Only	\$6.03
Recall Fee	\$10.78
Access Fee	\$7.12
Extra Can/bag/box (up to 32gallon)	\$4.70
 Commercial Service:	
90 gallon cart	\$37.79
35 gallon cart	\$32.40



RESOLUTION 2020.04

1 Yard Container

Rental	\$61.24
Once per Month	\$83.72
Every Other Week	\$103.45
Weekly	\$132.72
2X per Week	\$239.06
Extra Dump	\$38.13

1.5 Yard Container

Rental	\$61.24
Once per Month	\$90.95
Every Other Week	\$119.10
Weekly	\$161.83
2X per Week	\$307.48
Extra Dump	\$43.81

2 Yard Container

Rental	\$61.24
Once per Month	\$98.00
Every Other Week	\$132.81
Weekly	\$210.45
2X per Week	\$377.61
Extra Dump	\$48.92

3 Yard Container

Rental	\$61.24
Once per Month	\$107.06
Every Other Week	\$202.26
Weekly	\$303.18
2X per Week	\$544.43
Extra Dump	\$54.42

4 Yard Container

Rental	\$61.24
Once per Month	\$125.82
Every Other Week	\$210.51
Weekly	\$353.35



RESOLUTION 2020.04

2X per Week	\$635.60
Extra Dump	\$88.37

Temporary 4 Yard Container

3 Days	\$111.59
Extra Dump	\$88.37
Demurrage per Day After 3 Days	\$4.02
3 Tab Roofing (3 days)	\$165.95
Extra Dump	\$130.91

Roll-Off Services:

20 Yard Box/per Haul	\$182.36
30 Yard Box/per Haul	\$208.44
48 Yard Box/per Haul	\$234.48
Tonnage	\$77.58
Delivery	\$33.70
Demurrage – after 3 days	\$9.11
Relocation Fee	\$63.60
Monthly Rental	\$102.53

This Resolution shall become effective March 1st, 2020.

Passed by the City Council on this 25th day of February 2020.

Approved:

Don Ware
Mayor

Attest:

S. Scott McDowell
City Administrator

Rates 2019



RESOLUTION 2019.06

A RESOLUTION INCREASING SOLID WASTE RATES BY 2.0% AND SETTING FEES AS AUTHORIZED BY THE FRANCHISE AGREEMENT AND REPEALING AND/OR SUPERCEEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.

WHEREAS, Ordinance 737 was passed by the Council and approved by the Mayor on January 22nd, 2013 which defined the Solid Waste Franchise Agreement that authorizes charges and fees to be set by Resolution of the Council and reviewed as needed and recommended by the Franchisee;

WHEREAS, the City requires the passage of a resolution each time rates are increased in order to fully review and articulate the charges of and by the Franchisee to the general public and;

WHEREAS, the rates shall also include a \$.59 per month charge for an annual Household Hazardous Waste Day to be held in Sweet Home and;

WHEREAS, the Franchisee has experienced increased overhead costs such as recycling and landfill tipping fees and;

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

Residential Service:	2019
Cans and Carts	
1-20 gallon weekly	\$13.04
1-35 gallon weekly	\$29.09
1-90 gallon weekly	\$36.18
Other Services	
Yard Debris Only	\$5.88
Recycling Only	\$5.88
Recall Fee	\$10.51
Access Fee	\$6.94
Extra Can/bag/box (up to 32gallon)	\$4.58
 Commercial Service:	
90 gallon cart	\$36.85
35 gallon cart	\$31.60



RESOLUTION 2019.06

1 Yard Container

Rental	\$59.72
Once per Month	\$81.65
Every Other Week	\$100.89
Weekly	\$129.41
2X per Week	\$233.14
Extra Dump	\$37.19

1.5 Yard Container

Rental	\$59.72
Once per Month	\$88.70
Every Other Week	\$116.15
Weekly	\$157.82
2X per Week	\$299.86
Extra Dump	\$42.72

2 Yard Container

Rental	\$59.72
Once per Month	\$95.57
Every Other Week	\$129.52
Weekly	\$205.24
2X per Week	\$368.26
Extra Dump	\$47.71

3 Yard Container

Rental	\$59.72
Once per Month	\$104.41
Every Other Week	\$197.25
Weekly	\$295.67
2X per Week	\$530.94
Extra Dump	\$53.07

4 Yard Container

Rental	\$59.72
Once per Month	\$122.70
Every Other Week	\$205.30
Weekly	\$344.60
2X per Week	\$619.86

Rates 2019




RESOLUTION 2019.06

Extra Dump	\$86.18
Temporary 4 Yard Container	
3 Days	\$108.83
Extra Dump	\$86.18
Demurrage per Day After 3 Days	\$3.92
3 Tab Roofing (3 days)	\$161.84
Extra Dump	\$127.67
Roll-Off Services:	
20 Yard Box/per Haul	\$177.84
30 Yard Box/per Haul	\$203.28
48 Yard Box/per Haul	\$228.67
Tonnage	\$75.66
Delivery	\$32.87
Demurrage – after 3 days	\$8.88
Relocation Fee	\$62.02
Monthly Rental	\$99.99

This Resolution shall become effective March 1st, 2019.

Passed by the City Council on this 26th day of February 2019.


 Don Ware
 Mayor

Attest:



 S. Scott McDowell
 City Administrator



RESOLUTION NO. 2020.05

A RESOLUTION GOVERNING SOCIAL MEDIA POSTS AND PUSHING GENERAL INFORMATION ON FACEBOOK AS CITY WEBSITE ADMINISTRATOR.

WHEREAS, Council decided at their January 28th, 2020 meeting that the City would obtain a Facebook logo and connection point for the City website; and,

WHEREAS, the City has concerns about the Public Records Law and to that end does not wish to create interactive dialogue on the City's Facebook account that will require additional annual fees to properly track that kind of information exchange; and,

WHEREAS, Council does not want Staff time spent on interactions with members of the public on Facebook, rather, using Facebook as a tool to push information to the public in a more efficient manner; and,

WHEREAS, Council encourages members of the public to e-mail Staff, make face-to-face appointments, and to engage at Council meetings and other board and committee meetings; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon, that the following guidelines shall be used for Facebook utilization:

Section I. *General Information*

- ▶ Staff will push general items when applicable such as:
 - ★ Official Meeting Agendas
 - ★ Links to Council or Planning Commission Agenda Packets
 - ★ Documents, Presentations, and Forms
 - ★ Items of Public Record
 - ★ Other Items of General Interest
 - ★ Staff Reports

Section II. *Public Comments*

- ▶ Staff may respond to Facebook or other Social Media posts using the following methods:
 - ★ Providing a written report for Council review at the next regular session or emergency session of Council.
 - ★ If the situation calls for immediate posting, Staff will consult the Mayor or the Council President for approval.
 - ★ Any report that is written for the purpose of this Section will posted and published on the City Website and pushed through Facebook only.



Introduced and adopted this 25th day of February 2020.

Approved:

Attest:

Don Ware, Mayor

S. Scott McDowell, City Administrator
City Administrator



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 25th day of February, 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



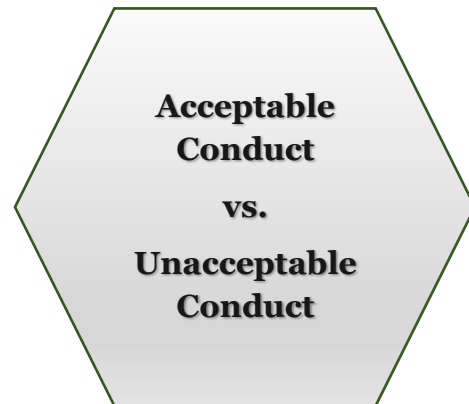
2019-2020 Council Values

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: February 2020*)

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. (Suspended)*
 - *Plan and Construct Downtown Wastewater Improvements.*
 - *TMDL Exploration and Implementation Elements.*
 - *Explore Kirk Avenue Paving Options. (Suspended)*
 - *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.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend the Sidewalk Program project. Council cited the explosion in concrete prices and the burden not only to the City but to the property owners. Sidewalks are the sole responsibility of the property owner. Council also cited upcoming capital infrastructure projects that are more important to accomplish and did not want to cause further strain to the budget or Staff.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend the Kirk Avenue project exploration. Council is already aware that the project would be near \$750,000 to simply repave Kirk Avenue from Main Street to Hunter Street. If the City were to install storm drainage and reconstruct the street, the cost could be over \$2,000,000. The City does not have the funds to execute this project.
- ★ Council decided at the January 28th, 2020 meeting to table or suspend further exploration on the Calapooia Riverbank reparations. McDowell will reach out to Representative Wilde to show the need and the financial burden.

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.

The Times

WEDNESDAY, JANUARY 15, 2020

COMMUNITY EVENTS

Brownsville

Every Tuesday afternoon, 10 a.m. to 12 p.m., there is a community meeting at the Brownsville Senior Center, 1000 E. 1st St., Brownsville, Texas. The meeting is held every Tuesday, starting January 14, 2020. The meeting is open to all community members. The meeting is held every Tuesday, starting January 14, 2020. The meeting is held every Tuesday, starting January 14, 2020.

HERE BROWNSVILLE NEEDS YOUR HELP!

A new group began on January 1. What does it mean to us and what small contribution can you make? We have a lot to do for the people of Brownsville. We have a lot to do for the people of Brownsville. We have a lot to do for the people of Brownsville.

When you pay your dues and you pay dues in meeting and have no dues, you are helping these organizations stay in Brownsville. You also have the exciting feeling of giving!

Inside the USA	1 year	\$28.00
Outside the USA	1 year	\$64.00
	2 years	\$59.00
	1 year	\$39.00
	2 years	\$59.00
	1 year	\$75.00

MEMBER NEEDED FOR BROWNSVILLE PARK & OPEN SPACE ADVISORY BOARD

During a meeting for members at open space, the 2019 meeting schedule is March 4, May 6, and July 8. The board meets in 2020 in at least one of Brownsville. The board meets in at least one of Brownsville. The board meets in at least one of Brownsville.

Thank You

With respect and statement of interest in enclosed card. Best Regards,

Alan & [Signature] Jan. 27, 2020

January 27, 2020

Dear Brownsville City Staff, particularly
Tig, Scott, Neil, Jack and Andy:

I love Brownsville's Parks and Open
spaces so much so that I not only bring
about them to family, friends, and visitors,
but I routinely look after them by picking
up litter and track while on my daily walks.
Please forward my name to Council to be
considered for an appointment to the vacancy
on the PARKS AND OPEN SPACE ADVISORY BOARD in
advertorial in the January 15, 2020 issue of THE TIMES.

Dear Council,

I have lived in Brownsville for 12 years
on 13 years and believe that I would be a
great fit on the PARKS & OPEN SPACE ADVISORY
BOARD. Moreover, I'm thoroughly familiar with
the 2017 PARKS MASTER PLAN and the tangible
guidance and goals in it. I have you for this
opportunity to further serve. Allen L. Buzzard
220
SCHOOL AVE

The Times

...to help you get started in planning your own group. We have several groups and organizations that are open to new members. We have several groups and organizations that are open to new members. We have several groups and organizations that are open to new members.

**MEMBER NEEDED FOR
BROWNSVILLE
& OPEN SPACE ADVISORY
BOARD**

...member for our Parks & Open Spaces Advisory Board. The board meets on March 4, 2020, and November 4. The board meets on March 4, 2020, and November 4. The board meets on March 4, 2020, and November 4.

WEDNESDAY, JANUARY 15, 2020

COMMUNITY EVENTS

Brownsville
...to help you get started in planning your own group. We have several groups and organizations that are open to new members. We have several groups and organizations that are open to new members.

The Spring Carnival will be held at the...
Callin Salisbury...
The Labanon Community Chorus...
These join us on January 16th, Spring...
of people who enjoy...
Call South at (541) 409-4090 or Visit...
800-361-1322

Written request and statement of interest
are in enclosed and. Best Regards,
Allen L. Buzzard
Jan. 27, 2020

February 11, 2020

To whom it may concern:

Related to the opening on the Brownsville Park Board, I would be interested in serving the park and the community in this capacity.

My first job and a position I held throughout my college years was as a recreation leader for the Berkeley Recreation and Parks Department in Berkeley, California. Later I went on to become an Occupational Therapist, providing therapy primarily to physically disabled clients focusing on necessary life activities in the realms of self-care, work, and leisure. Prior to my retirement, I was faculty in occupational therapy, and physical therapy at Samuel Merritt University; occupational therapy at Dominican University of California, and diversity in health and healing at Stanford University School of Medicine.

My own education includes bachelor degrees in sociology and occupational therapy; a masters degree in community health; and a doctorate in educational technology.

I can bring a varied perspective on park usage and community enrichment having lived both in urban areas (I grew up in Berkeley, California); and very rurally (in Ruby Valley, Nevada, 90 miles south-east of Elko, the nearest town, grocery store, and gas station), and have gladly found my happy medium in Brownsville.

Serving on the park board will be a way to contribute to my new hometown. I can provide additional if needed.

Sincerely,



Bonnie Napier

Phone: 541. 829. 2045

Email: bdnapier62@gmail.com

Address: P.O. Box 214, Brownsville, OR



Memorandum of Understanding

BETWEEN: The City of Brownsville, an Oregon
Municipal Corporation (CITY)

AND: Linn County Pioneer Association (ORGANIZER [LCPA])

RECITALS

- I. The City of Brownsville owns and operates Pioneer Park, a 26+ acre public park, public streets and appurtenances.
- II. Organizer wishes to utilize Pioneer Park to host an annual event which includes the use of public facilities.

AGREEMENT

1. TERM & ORIGINATION. This Agreement is originated on this 1st day of May, 2017, between the City and the Organizer shall commence upon signature and expire December 31st, 2022. The term shall be three (3) years. Any changes can be made mutually between the parties including updating the event dates from year to year which shall be finalized in November of the previous year.

2. ADMINISTRATION. Camping will be handled by the City. The City will operate the camping in accordance with City ordinances and protocol. The LCPA shall provide details for all upcoming events fourteen (14) days in advance as the City takes numerous phone calls and questions from the general public. If the City is asked to provide collection services such as selling tickets for an event or collecting any monies, the LCPA shall provide a receipt book and all necessary contact information for the event chair person. General questions shall be directed to the LCPA phone number, 541.466.5656.

3. LOGISTICS. The City & the LCPA will work cooperatively on certain issues for the event. The details are described below:

- a) **Street Closure Requests:** Council requires certain steps to be addressed for the closure of any street, right-of-way, parking lot or other public space. The event chair or other designee of the LCPA shall, 1) provide a complete signature sheet(s) for all the affected parties who use the street for their home or business, 2) provide a certificate of insurance up to \$2 million naming the City as additionally insured, 3) make arrangements with Public Works to have the appropriate signage for the closure provided for the event and returned to the City, and 4) any other requirement(s) Council deems appropriate.

Any event chair or designee should meet with Council at least sixty (60) days prior to the event. Traditionally, Council closes Park Street, as requested by the Association, on Friday before Picnic between the hours of 12:00 p.m. and 2:00 p.m. for the Kiddie Parade. Please forward a request for Council. The City also signs off on the Oregon Department of Transportation request which has already been done for this year.



Memorandum of Understanding

If the City has a scheduling discrepancy caused by the LCPA, the City shall charge the applicable rental rates for facilities. Failure to provide the City proper scheduled needs may result in the LCPA's inability to use certain facilities.

- b) **Service Personnel** – The Association will have people designated to take care of garbage and security for the event.
- c) **Gates** – The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- d) **Park Caretakers** – Curtis & Tami Bayer will be serving as Park Caretakers this year. Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item f.)
- e) **Additional Bathroom Supplies** – The City supplies the essentials and they will be available as needed through the Caretakers.
- f) **Gator Use** – The City anticipates the Association working out an agreement with the Park Caretakers to use their services and the Gator for miscellaneous purposes annually. State Off Highway Vehicles (OHV) safety training is required for operation.
- g) **Wood Chips** – Please make sure Public Works Superintendent Karl Frink is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.
- h) **Keys** – The City will issue keys, on Tuesday prior to the event, to one point of contact for your distribution for the event. The Caretakers can always let folks in buildings if necessary. The City will **only** release the keys to **one** official from the Association which is Linda McCormick, LCPA Vice President. The City needs all sets back no later than Tuesday after the Picnic.
- i) **Horse Area** – The group responsible for preparing the area will be making all applicable arrangements.
- j) **Parade Barrels/Cones/Candlesticks** – These are stored behind the stage by the north door. Public Works will make sure you have the amount you request. The City will ask for any lost items to be replaced at cost which is \$40 per candlestick.
- k) **Barricade Placement** – Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. The City can make arrangements to hand the barricades over to a volunteer for placement on Saturday. The City will need a contact from the Association who will be responsible for the barricades.

Council will close Park Avenue between Main Street and Averill Street for Pioneer Dam Run Event Organizer Joe Ervin. The closure is Sunday from 6:30 a.m. to 11:00 a.m. Please make sure the placement of the traffic signage & barricades are in place.



Memorandum of Understanding

- l) **ADA Campers** – The City has designated space behind the new restrooms for those who may have ADA concerns.
 - m) **Kitchen Support Campers** – Camping will not be allowed in the kitchen area.
 - n) **Kitchen** – No items or will be left in the kitchen or pavilion area by the LCPA or representatives or vendors. City will ask Sweet Home Sanitation to provide six (6) recycling cans for use in this area.
 - o) **Information Booth** – Please make sure that the room is clean.
 - p) **Banners** – Public Works will hang the Welcome signs and banners.
 - q) **Dumpster** – The City will provide one, ten (10) cubic yard dumpster in the park for trash. The LCPA will remind vendors to clean their area.
 - r) **Camping Fees** – Fees will be collected by the City per ordinance and City protocol. LCPA will be granted a complimentary pass for one trailer for use for the event.
- 4. CONDITIONS.** The City grants permission to the Organizer to use Pioneer Park for holding the Event on the date stated above subject to the following conditions:
- a) **Application.** Organizer has submitted the following information:
 - Name and address of the person or persons responsible for the Event:
 - Leisa Keyser, Linn County Pioneer Association Treasurer*
401 Washburn Street
Brownsville, OR 97327
541.466.3448 or 541-619-3015
 - Debie Wyne, Linn County Pioneer Association President*
25698 Gap Road
Brownsville, OR 97327
541-602-0945
 - An accurate description of the area requested to be used:
 - Pioneer Picnic – June (3rd Weekend)**
The Entire Pioneer Park including all buildings.
 - The exact dates and times of the proposed event:
 - June 16th, 2020, Pavilion*
 - June 18th though the 21st, 2020, Entire Park*
 - June 15th, 2021, Pavilion*
 - June 17th through the 21st, 2021 Entire Park*
 - June 14th, 2022, Pavilion*



Memorandum of Understanding

June 16th through the 20th, 2022 Entire Park

- Estimated attendance:

Parade Events – 500.

Daily Events in Pioneer Park – 500 to 700;

- Number of tickets to be sold, if any:

Not Applicable.

- Nature of the proposed gathering(s):

Annual Pioneer Picnic

b) **Responsibilities of Organizer.**

In order to demonstrate that Organizer has adequate plans to satisfy the responsibilities of this Agreement, Organizer has submitted the following information:

1. A feasibility review for the site with proposed venue layout.

Same as last year.

2. Providing all necessary appurtenances for said Event including, but not limited to, additional trash cans, fencing and portable facilities such as restrooms.

Tents will be setup on site as needed. Portable restrooms & additional garbage services are the responsibility of the Organizer.

3. Procuring and providing every aspect of the Event including, but not limited to, all arrangements, logistics and food service.

LCPA will be responsible for all arrangements and logistics.

4. Setting up and tearing down all structures relating to the Event.

LCPA will be solely responsible for all set and tear down concerning all events.

5. RESPONSIBILITIES OF CITY

- A. The City shall provide:

1. The use of the requested venue for the specified dates. Normal day use of the Park shall be permitted. Normal day use includes people using the river, playground equipment and other normal uses of the Park during the Event.



Memorandum of Understanding

2. The use of all the buildings including the buildings and areas as described above.
 3. Existing restrooms, trash cans and dumpsters.
- 6. COMPENSATION.** A deposit shall be placed on file with City Hall for the use of the pavilion in May. The standard deposit is \$150. The LCPA shall provide a deposit of \$150 for the use of the pavilion. If the City finds the Pavilion in an unacceptable condition, the deposit will be applied appropriately and the City will contact the responsible party. If the pavilion is cleaned and returned in the proper condition, the City shall return said deposit at the end of the event. A LCPA representative(s) and/or the Event Chair should meet with the Park Caretakers to ensure the facility is returned to the proper condition.
- 7. RECREATIONAL IMMUNITY.** Due to recent changes in State Law, the City must have the maximum amount of flexibility to revise this agreement as changes come available through City/County Insurance Services (CIS) or through case law in the Oregon Court System. Resulting policy shifts from CIS may cause the Parks & Open Space Advisory Board and Council to adopt policy that could impede past practices and precedence of City operations in Pioneer Park. Changes could cause the LCPA to provide additional proof of insurance, or could result in changes in requirements of the LCPA to name a few examples. The future of individuals camping in Pioneer Park and the use of the kitchen are two major areas that could easily change due to policy shifts, risk analysis or otherwise. The City is under the legal obligation through their contract with CIS to follow necessary policy requirements as deemed necessary for the financial viability of the pool.
- 8. ENTIRE AGREEMENT.** This document embodies the entire agreement between the parties and incorporate Brownsville Municipal Code 8.20.050. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
- 9. MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.
- 9. INTENT.** The intent of this Agreement is to cooperatively work together to create a working relationship that will be mutually beneficial.



Memorandum of Understanding

City:

Organizer (LCPA):

S. Scott McDowell
City Administrator

Debie Wyne
President

Date:

Date:

Draft

S. Scott McDowell

From: ogec.notification@egov.com
Sent: Saturday, February 1, 2020 1:30 AM
To: admin@ci.brownsville.or.us
Subject: Jurisdictional Contact Information Notice - Reminder

Dear S. Scott McDowell:

As the primary contact for BROWNSVILLE, you are responsible for providing updated information about those public officials within your jurisdiction who are required to file an Annual Verified Statement of Economic Interest (SEI) with the Oregon Government Ethics Commission (Commission) by April 15 of each year.

OAR 199-020-0005 requires you to provide the information regarding your filers to the Commission and ORS 244.162 requires you to explain the SEI filing requirement to newly elected and appointed public officials.

You may update your lists at any time during the year, but you must confirm that you have finalized your list by February 15 of each year, even if you have had no changes, so the electronic system will have the most current information when the filing period opens. You must also update the system with any information that changes between February 15 and the April 15 filing deadline.

Please visit our website at <http://www.oregon.gov/OGEC/Pages/training.aspx> for helpful informational materials and training opportunities available to you.

Please take a moment to update your list now. We rely on your assistance and greatly appreciate your efforts to help us manage this statutorily-mandated program. Please use the following link to access the system:

<https://apps.oregon.gov/OGEC/EFS/Home/SignIn>

If you believe that you are not the appropriate person to provide this information, you must contact the Commission right away at 503-378-5105 or by email at ogec.mail@oregon.gov

Please do not reply to this email as replies will not be delivered to the Commission.

Thank you,

Oregon Government Ethics Commission
3218 Pringle Rd. SE, #220
Salem, OR 97302-1544

S. Scott McDowell

From: WOOLVERTON Priscilla <Priscilla.Woolverton@state.or.us>
Sent: Wednesday, February 5, 2020 9:07 AM
To: 'S. Scott McDowell'
Cc: 'WOOLVERTON Priscilla'; 'CityofBrownsville(2)'
Subject: RE: TMDL Annual Report

Follow Up Flag: Follow up
Flag Status: Completed

Thanks Scott- I received the report on Monday and it's in my queue for review.
 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

From: S. Scott McDowell <admin@ci.brownsville.or.us>
Sent: Friday, January 31, 2020 2:38 PM
To: 'WOOLVERTON Priscilla' <Priscilla.Woolverton@state.or.us>; 'CityofBrownsville(2)' <publicworks@ci.brownsville.or.us>
Subject: RE: TMDL Annual Report

Good Afternoon Priscilla,

You should have it any day. We sent the report to your office Wednesday. Thank you!



S. Scott McDowell
 255 N. Main Street
 Brownsville, OR 97327
 541.466.5880
 541.466.5118
www.ci.brownsville.or.us

From: WOOLVERTON Priscilla
Sent: Friday, January 31, 2020 1:48 PM
To: CityofBrownsville ; CityofBrownsville(2)
Cc: WOOLVERTON Priscilla
Subject: DEQ: TMDL Annual Report

Hi Scott and Karl,
 Just a reminder that the TMDL annual report is due by 2/5/2020.

Local Government Spring Conference

April 24, 2020 in Hermiston

Plan now to attend this one-day event at the Eastern Oregon Trade & Event Center. It's a great opportunity to network and learn about issues impacting cities.

KEYNOTE SPEAKER Senator Betsy Johnson



Session Topics:

- Homeless and Housing Resources
 - Technology and Cyber Security
 - Economic Development
 - Infrastructure and Grant Funding
 - Workforce Housing
 - Managing Public Camping
 - 2020 Census
 - Community Engagement and Recruiting Volunteers
 - Legislative Session Recap
- Full agenda available at www.orcities.org.

Register Now

Register at www.orcities.org. The cost is \$150 for LOC members if registered before March 27. Space is limited so register now!

Thursday Reception

A fun networking reception will kick off the conference on Thursday evening at the Slickfork Saloon in Pendleton.

Enjoy the Rodeo!

Cap off the day enjoying a hosted reception and complementary tickets to the Blue Mountain College Rodeo.



Helping Cities Succeed



Our Services

ADVOCACY

- **Legislative advocacy** – tracking and representing the interests of cities at the state and federal levels.
- **Legal advocacy** – to ensure municipal perspectives are considered in state & federal court cases impacting Oregon's local governments.

TRAINING

- **LOC Annual Conference** – the largest municipal gathering each year, bringing city officials together from around the state to network and learn about emerging issues from leading experts.
- **Local Government Spring Conference** – a one-day conference hosted in a different part of the state each year.
- **League Training** – for elected and appointed officials on a broad range of municipal topics.
- **Elected Essentials** – free, one-day trainings offered around the state for elected officials in odd-numbered years.

LEGAL & TECHNICAL ASSISTANCE

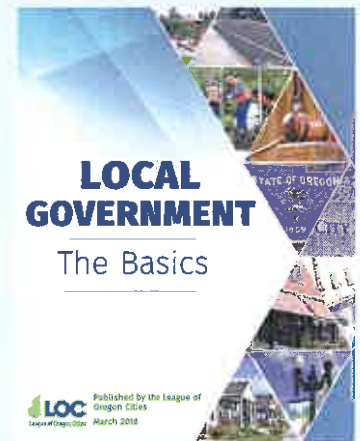
- Respond to inquiries about municipal matters ranging from city operations to policy development.
- Participate as *amicus curiae* when matters related to home rule and municipal sovereignty are before the judiciary.

FREE RESOURCE

LOCAL GOVERNMENT – THE BASICS

Learn the basics of municipal government. This LOC guide provides an overview of 10 essential topics for city officials:

1. Home Rule
2. Public Meetings
3. Property Taxes
4. Public Records
5. Budgeting Basics
6. Gift Limits
7. Code Enforcement
8. Political Activity
9. Water Rights
10. Land Use



The free guide is available in the Reference Library at www.orcities.org, or request hard copies by emailing loc@orcities.org.

COMMUNICATIONS

- **Information and News** – delivered through the quarterly *Local Focus* magazine and weekly electronic *LOC Bulletin*.
- **City Focus Podcast** – a new bi-weekly podcast featuring timely, relevant information for cities, legislators, media and the public.
- **Social Media** – follow the League:

 @LeagueofOregonCities

 @OregonCities

www.orcities.org

Helping Cities Succeed



Our Services

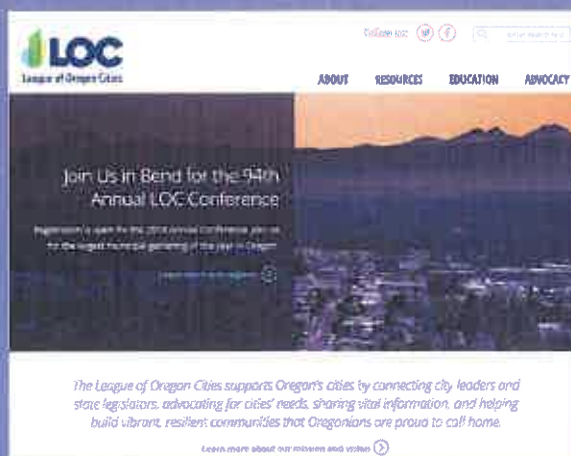
MEMBER SERVICES

- **CIS (Citycounty Insurance Services)** – group insurance program providing risk management, employee benefits as well as property, liability and workers' compensation coverage.
- **Local Government Personnel Institute (LGPI)** – human resources and labor relations assistance for cities.
- **Small Cities Network** – networking, information sharing and training for cities with less than 7,500 population.

INFORMATION & RESEARCH

- **LOC-Data** – open data portal with access to research data and custom reports.
- **Municipal Research, Reports and Surveys** – focusing on current issues and trends affecting local government.
- **Guidebooks** – comprehensive explanation and how-to manual on one area of municipal law.
- **Models** – sample ordinances or policies for cities to use as guideposts when they develop their own ordinances or policies.
- **White Papers** – equivalent to a legal memorandum wherein complicated legal issues are dissected and explained.
- **FAQs** – short, easy-to-read resources that answer frequently asked questions posed to the LOC by member cities.
- **City Directory** – contact information, charters and population data.
- **Topics A-Z** – includes sample ordinances, policies, guides, reports and more.

THE NEW www.orcities.org



Launched in June 2019, the LOC website has been completely redesigned to be more modern, intuitive and mobile-friendly. Features include:

- News articles important to cities
- Training calendar
- Legislative advocacy updates
- Reference library of guides, models, FAQs and reports
- Government Jobs Board
- LOC Board of Directors bios and past meeting agendas and minutes
- Products and Services Directory
- City Directory
- And much more - visit orcities.org to see all the resources available to cities

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

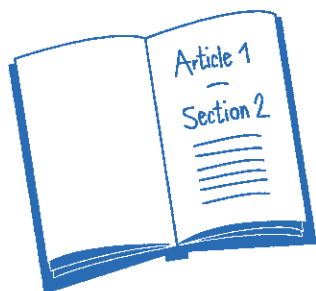
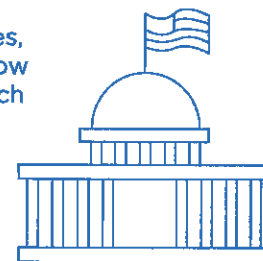
Everyone counts.

The census counts every person living in the United States once, only once, and in the right place.



It's about fair representation.

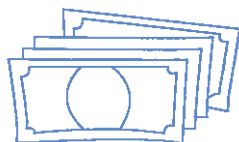
Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.



It's in the Constitution.

The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants, and support to states, counties, and communities are based on census data.

That money is spent on schools, hospitals, roads, public works, and other vital programs.



It's about redistricting.

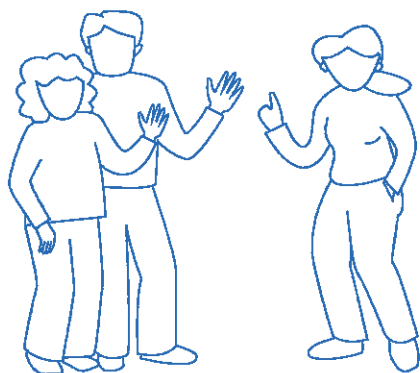
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



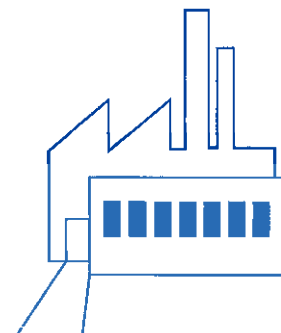
Census data are being used all around you.



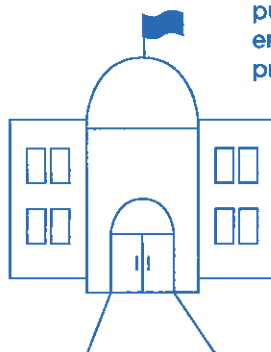
Residents use the census to support community initiatives involving legislation, quality-of-life, and consumer advocacy.



Businesses use census data to decide where to build factories, offices, and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

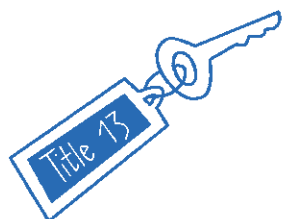
It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, your responses cannot be used against you and can only be used to produce statistics.



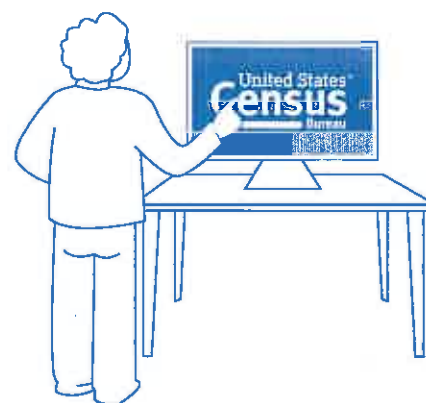
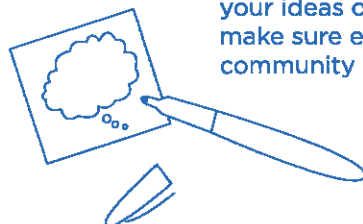
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.





My Healthy Hometown

–the NLC Prescription Discount Program that brings savings home.

A city is a grid of streets and buildings, but what makes it a hometown is the people who live there and the pride they share in how their city cares for them. Providing residents with a way to live well and save — that’s also free — well, that’s just another reason to love their healthy hometown.

HOW THE PROGRAM WORKS



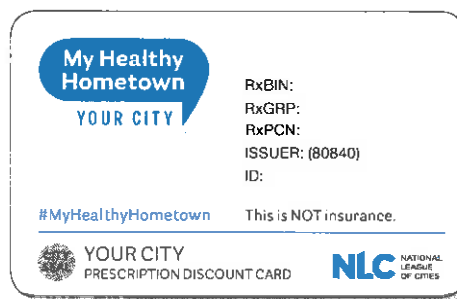
The NLC Prescription Discount Program is free to join for cities that are National League of Cities members.

The program is also free for city residents who can get their My Healthy Hometown discount card online, by phone, or at various city locations where displays are present.

Savings are for all residents.

- Residents who don’t have insurance save on prescription costs.
- Residents who do have insurance can save on the cost of prescriptions that are not covered by their insurance plan.
- On average residents save 24%* off the retail price of prescriptions.
- Discounts are available at more than 66,000 pharmacies nationwide, including major chains and independent pharmacies.
- Discounts apply to some pet prescriptions, too.

MARKETING SUPPORT INCLUDED



The My Healthy Hometown Prescription Discount Program includes marketing materials with optional co-branding;

- Posters
- Free prescription discount cards
- Dimensional counter display stand
- Press releases and more

My Healthy Hometown

NLC PRESCRIPTION
DISCOUNT PROGRAM

Join My Healthy Hometown today

To get started, visit our website at www.nlc.org/nlc-prescription-discount-program and complete the SIGN UP NOW form.

#MYHEALTHYHOMETOWN

When people are proud of something they like to share it.

So on printed support elements, including the discount cards, we'll encourage residents to use #MyHealthyHometown to post on their social networks stories of how the free Prescription Discount Program is working for them.

Cities can get in on the conversation by using #MyHealthyHometown to talk with residents about their experiences and promote success stories.

LET'S TALK

If you have any questions about NLC's free My Healthy Hometown Prescription Discount Program please contact:

Carlin Daharsh
Associate, Strategic Partnerships
National League of Cities
Phone: 202-626-3075
Email: Daharsh@nlc.org

This is NOT insurance.



This is NOT insurance.

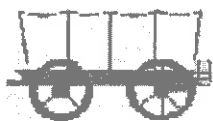
*Savings may vary by drug and by pharmacy.

Discounts are available only at participating pharmacies. The Prescription Discount Card is operated by CVS Caremark®.

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Pioneer Picture Gallery



Linn County Pioneer Picnic

Linn County Pioneer Association

P.O. Box 57

Brownsville OR 97327

(541)466-5656

Linn County Pioneer Picnic 2020

Subject: Request for Sponsorship

The Linn County Pioneer Association is presenting the 133rd Linn County Pioneer Picnic on June 19, 20, and 21, 2020. As Oregon's oldest, annual, continuous celebration, it was first held in 1887, in Crawfordsville as a reunion of early Linn County Pioneers. At the second annual reunion the constitution was adopted for the Linn County Pioneer Association with the objective to perpetuate the history of the pioneers who settled Linn County. In 2012, the Linn County Pioneer Picnic received the "Oregon Heritage Tradition" designation from the State of Oregon.

Sponsors are needed to help put on the 133rd Linn County Pioneer Picnic. Donations may be cash or in-kind donations. We offer a variety of sponsorship packages (see enclosed) to fit many donation amounts and goals. We are also very open to considering sponsorship ideas other than those in our packages – You want to set up a Facebook contest on our page? Let's try it! You want to hand out swag items at the event? We'll help! Let us know what would be beneficial for your business and we'll see what we can do to accommodate. Hundreds of Linn County and neighboring county residents come out every year to celebrate our region's rich history, and there is so much opportunity for businesses to benefit.

For your name to appear in printed material, the donation deadline is **April 1, 2020**. Any donations received after that will be acknowledged as deadlines allow.

We are a nonprofit 501C3 organization and all donations are tax deductible. If you wish to become a sponsor, please make your check payable to the Linn County Pioneer Association or LCPA and mail to LCPA, PO Box 57, Brownsville OR 97327.

If you have any questions about donating, please contact Jenna Stutsman at (541) 556-7521 or jenna@stutsmanhomes.com.

THANK YOU FOR YOUR SUPPORT!

Best,
Jenna Stutsman
Linn County Pioneer Association

Linn County Pioneer Picnic 2020

Linn County Pioneer Association
 PO Box 57
 Brownsville, OR 97327
 (541) 466-5656

Sponsorship Options

Bronze Package	Silver Package	Gold Package	Pioneer Package
<ul style="list-style-type: none"> Name Listed in Sponsors Section of Program 1 "Thank You" Post on LCPC Facebook Page Logo or Name Posted on LCPC Website Entrance During Entire Event 	<ul style="list-style-type: none"> Name Listed in Sponsors Section of Program 1 "Thank You" Post on LCPC Facebook Page Logo or Name Posted on LCPC Website Logo Posted at 1 Event During Picnic Logo or Name Posted on LCPC Website Logo Posted at Entrance During Entire Event 	<ul style="list-style-type: none"> Name Listed in Sponsors Section of Program 1 "Thank You" Post on LCPC Facebook Page Logo or Name Posted on LCPC Website Logo Posted at 2 Events During Picnic Logo or Name Posted on LCPC Website Logo Posted at Entrance During Entire Event Name Included on All Promotional Press Releases Logo Featured on LCPC Facebook Banner During Event Promotional Period 2"x2" Ad/Coupon in Event Program 	<ul style="list-style-type: none"> Name Listed in Sponsors Section of Program 2 "Thank You" Posts on LCPC Facebook Page Logo or Name Posted on LCPC Website with Company Bio and Link Logo Posted at Entrance During Entire Event Name Included on All Promotional Press Releases Logo Featured on LCPC Facebook Banner During Event Promotional Period 2"x2" Ad/Coupon in Event Program Complimentary Booth at Event Special "Thank You" at Opening Ceremonies Framed Certificate of Appreciation to Display at Your Business
\$50	\$100	\$250	\$500 and up

AMERICA'S NEW BUSINESS PLAN

STARTUS UP
AMERICA'S NEW BUSINESS PLAN

EXECUTIVE SUMMARY

America’s entrepreneurs don’t ask for much. They embrace the future by building it themselves, working toward goals with the spirit and drive to overcome every hurdle in their paths. But too often and for too long, America’s policymakers have taken that spirit and drive for granted. Being “pro-business” has come to represent favoring big business in today’s politics. And when government does act to help American enterprise, support is heavily skewed toward established businesses — not scrappy and striving new business owners and entrepreneurs. This is despite the fact that new businesses created by entrepreneurs are the primary source of almost all net new jobs.¹

Making it easier for everyday Americans to start their own businesses is essential for creating economic growth that works for everyone. After all, this is what the American Dream is all about: the belief that anyone, regardless of who they are or where they are from, has the opportunity to make a better life. Unless leaders move quickly to reduce unnecessary barriers and expand the circle of American entrepreneurs, the United States will no longer be the most innovative nation with the most dynamic economy on Earth.

America’s New Business Plan puts the ambitions and can-do spirit of everyday Americans first through a four-part entrepreneurship plan that ensures anyone with an idea has access to the opportunity, funding, knowledge, and support to turn it into a reality.

OPPORTUNITY ★ A Level Playing Field and Less Red Tape

When it comes to starting a business, entrepreneurs need a level playing field to compete with established businesses, which have better access to policymakers. Among other things, this means economic development efforts should support local business owners and not just offer incentives to attract outside businesses. Policymakers should prioritize the development of supportive ecosystems that help everyday Americans start businesses and they should cut red tape that holds people back.

FUNDING ★ Equal Access to the Right Kind of Capital Everywhere

Entrepreneurs continually emphasize the need for access to capital, including patient capital and other innovative models that give them an opportunity to get their businesses off the ground. These funding streams must extend beyond the coasts and reach deep into the heart of America to serve communities that lack access to capital and populations that are underrepresented as entrepreneurs.

KNOWLEDGE ★ The Know-How to Start a Business

Starting a business is a courageous act, and far too many entrepreneurs take that risk without really knowing where to begin or understanding the requirements and barriers that come with turning an idea into reality. Policymakers can help by supporting policies that connect entrepreneurs to those who can show them the ropes and programs that teach entrepreneurs the skills needed to successfully launch a business. Policymakers can ensure a strong current of new entrepreneurs and their employees by embedding real world learning in classrooms — sharpening workplace skills such as communication, problem-solving, judgement, and decision-making.

SUPPORT ★ The Ability for All to Take Risks

Becoming an entrepreneur means leaving behind the stability of a traditional job, and with it benefits such as health care and retirement savings. Most importantly, it often means forgoing a stable salary — a daunting proposition for anyone, but especially for the many Americans living paycheck to paycheck or with little savings. Policymakers must act to ensure the next generation of entrepreneurs is not locked out of opportunities to improve their economic situations by addressing Americans’ real financial concerns that limit risk-taking.

¹ John Haltiwanger, Ron S. Jarmin, and Javier Miranda, “Who Creates Jobs? Small Versus Large Versus Young,” The Review of Economics and Statistics 95, no. 2 (May 2013): 347-361.

AMERICA'S NEW BUSINESS PLAN

Entrepreneurship — the work of the makers, doers, and dreamers in our country — is deeply embedded in the American DNA. America itself was founded as a startup nation — an entrepreneurial act of courage and vision. Entrepreneurs have guided economic revolutions in agriculture, industry, technology, and service that have propelled standards of living upward. That same spirit of striving for a better future has since inspired everyday Americans from all walks of life to take risks and start new things. It's what drives the entrepreneurs of today, and — with bold action and support — it's what will empower the next generation of American entrepreneurs.

Despite what some may think, entrepreneurship is not just about big names and billionaires. It's about everyday Americans — from the man who starts the neighborhood ice cream shop to the woman launching an agriculture technology startup — having the opportunity to support themselves and their families and improve their communities.

But for too long, our elected officials have put big businesses first, squeezing the middle class and stifling competition. Taking the risk of opening your own business and pulling yourself into a better economic situation is a truly courageous act. We need to empower all Americans dreaming of a brighter future by leveling the playing field, expanding access to capital beyond the few, fostering local ecosystems that provide entrepreneurs with practical knowledge, and providing the support necessary for entrepreneurs to take risks.

America's future depends on entrepreneurs. Entrepreneurs not only embody the American spirit, they also power our economy. The new businesses they start account for nearly all net new job creation.² However, the nation is facing a difficult reality: Starting and building a business has become harder and rarer in most of America.³ In fact, the rate of new entrepreneurs has essentially been flat for the past 20 years.⁴

Yet America remains a nation with vivid entrepreneurial dreams. More than 60% of Americans have a dream business in mind they would love to create, and more than 40% would quit their job and start a business in the next six months if they had the tools and resources they needed.⁵ Millions of Americans want the opportunity to shape their own destiny, start a business, and pursue the promise of a better life.

The subject of entrepreneurship, however, almost never enters the national conversation. In the 2016 election cycle, the nation's entrepreneurs were rarely mentioned in media, debate, or platform coverage. There is a hole at the center of our economic discussion where hope should be.

Headed into a decisive presidential election in 2020, some prioritize the protection of jobs from global competition. Others talk about addressing income inequality. Still others emphasize the promotion of overall economic growth. All of these things, while important, are insufficient.

Entrepreneurship — the defining American spirit of starting and building a business — is the answer to many of the economic challenges facing the country. It's a solution in need of more champions.

America's New Business Plan lays out a set of ideas for supporting and promoting entrepreneurship — because the more entrepreneurs succeed, the more everyone succeeds. We cannot take America's can-do spirit for granted any longer. It is time for more policymakers to recognize what has been true since the nation's founding: that entrepreneurs are the driving force of individual opportunity and economic prosperity. America must now reflect this fact in policies at the local, state, and national levels.

² Haltiwanger, Jarmin, and Miranda, "Who Creates Jobs?" May 2013.

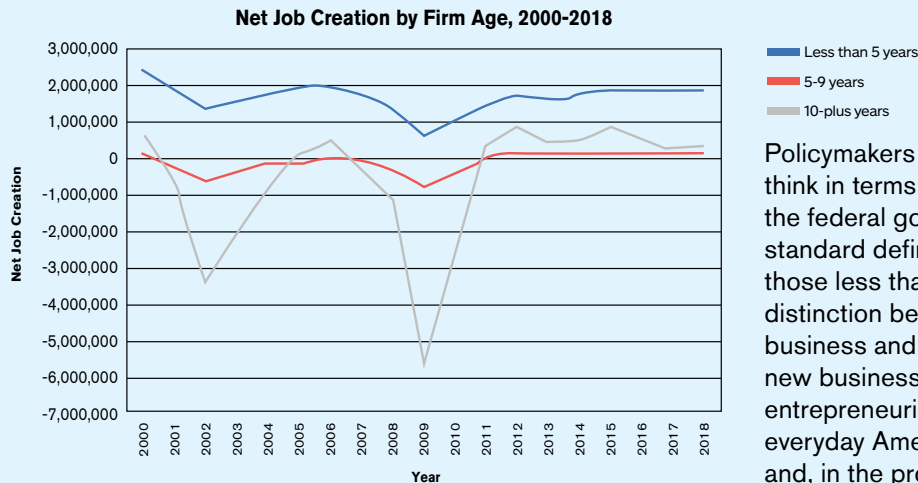
³ "The New Map of Economic Growth and Recovery," Economic Innovation Group, May 2016.

⁴ Robert Fairlie, Sameeksha Desai, and A.J. Herrmann, "2017 National Report on Early-Stage Entrepreneurship," Kauffman Indicators of Entrepreneurship, Ewing Marion Kauffman Foundation, Kansas City.

⁵ "America's Voice on Small Business," America's Small Business Development Centers and the Center for Generational Kinetics, May 2017.

A PARADIGM SHIFT: AGE, NOT SIZE

Policymakers often think of small businesses as the employment engine of economic growth. But when it comes to job creation, it is not the size of the business that matters as much as the age of the business. Businesses that are less than 5 years old create nearly all of the net new jobs in the American economy, including fueling net new job creation during economic downturns.⁶



Policymakers must shift their focus to think in terms of age, not size. Accordingly, the federal government should create a standard definition of “new businesses” as those less than 5 years old. Codifying the distinction between the age and size of a business and providing policy support for new businesses across each stage of the entrepreneurial journey will better enable everyday Americans to start businesses and, in the process, employ millions.

Data from the Bureau of Labor Statistics

ENTREPRENEURS NEED POLICYMAKERS TO GET INVOLVED

Thriving ecosystems that support entrepreneurs require participation from many, including policymakers.⁷ Yet many entrepreneurs do not feel that policymakers are fulfilling their role as active contributors.

79% Seventy-nine percent of new business owners feel they did not have support from the government to start their business.⁸

66% A majority of entrepreneurs (66%) agree that government incentives favor established businesses over new businesses.⁹

60% Sixty percent of entrepreneurs do not think the government cares about them. This concern is even more pronounced among female entrepreneurs (65%) compared with male entrepreneurs (56%).¹⁰

It is these entrepreneurs who drive job creation at a time when Americans still view the economy as a top issue for policymakers. A 2019 Pew Research Center survey found that 70% of Americans believe the economy should be a top priority for the president and Congress, while another 50% believe that jobs should be a top priority.¹¹ When presented with information about the job-creating power of entrepreneurship, voters’ support for entrepreneurship increases substantially, resulting in four out of five saying entrepreneurship is a major or top priority when deciding which candidate will get their vote.¹²

→ EN-TRE-PRE-NEUR

Defining who is an entrepreneur is challenging. There are often differing views among organizations that promote entrepreneurship and entrepreneurs.

Every business starts with the simple act of making and selling something. So we use a definition that is purposefully broad in order to capture the first measurable steps — no matter how small — someone takes in the journey of turning an idea into a business.

For the purposes of America’s New Business Plan, an entrepreneur is a person who has sold or is planning to sell a product or service, thereby entering into business and generating reportable income or expenses associated with this activity.

⁶ Hallwanger, Jarmin, and Miranda, “Who Creates Jobs?” May 2013.

⁷ “The Entrepreneurial Ecosystem Building Playbook Draft 3.0,” Kauffman Foundation, 2018.

⁸ “Breaking Barriers: The Voice of Entrepreneurs,” Kauffman Foundation, Global Strategy Group, and Public Opinion Strategies, February 2018.

⁹ “Kauffman Foundation Entrepreneurship Survey,” Kauffman Foundation and Global Strategy Group, 2018.

¹⁰ “Breaking Barriers: The Voice of Entrepreneurs,” Kauffman Foundation, Global Strategy Group, and Public Opinion Strategies, February 2018.

¹¹ “Public’s 2019 Priorities: Economy, Health Care, Education and Security All Near ‘Top of List,’” Pew Research Center, 2019.

¹² “Kauffman Foundation Entrepreneurship Survey,” Kauffman Foundation and Global Strategy Group, 2019.

Linn County Home Repair Program

DevNW, a local nonprofit agency serving Linn County, is offering home repair loans with **0% APR** and **NO monthly payments** to income-qualified homeowners.

You may qualify for this program if:

- You are a LOW or MODERATE income homeowner
- You live in Linn County excluding the City of Albany
- You currently have equity in your home

Loans can be used to:

- Repair a home to a safe, healthy, and decent condition
- Repair or replace items to reduce maintenance and operating costs
- Adapt a home for accessibility



How does the loan work?

- No interest is charged on the loan and there are no out of pocket fees
- No monthly payments
- Loans have a 30 year term
- Loans are payable when the house is sold, changes ownership, or the owner no longer lives in the house.

Typical Repairs

- Plumbing, Septic, Water Heaters
- Electrical
- Heating/Cooling Equipment
- Roofing, Siding, Windows, Doors
- Well Drilling
- Interior Repairs (flooring, walls, painting)
- Exterior Painting
- Accessibility Improvements
- Repairs to any item that may affect your health or safety



257 SW Madison Ave.
Corvallis, OR 97333
541.752.7220 x2041

devnw.org/access-funds/linn-county-home-repair-program/

devnw.org



<p>DevNW</p> <p>Linn County Home Repair Loan</p> <p>541.752.7220 x2041</p> <p>devnw.org/access-funds/linn-county-home-repair-program/</p>	<p>DevNW</p> <p>Linn County Home Repair Loan</p> <p>541.752.7220 x2041</p> <p>devnw.org/access-funds/linn-county-home-repair-program/</p>	<p>DevNW</p> <p>Linn County Home Repair Loan</p> <p>541.752.7220 x2041</p> <p>devnw.org/access-funds/linn-county-home-repair-program/</p>	<p>DevNW</p> <p>Linn County Home Repair Loan</p> <p>541.752.7220 x2041</p> <p>devnw.org/access-funds/linn-county-home-repair-program/</p>
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S. Scott McDowell

From: LOMPA Katie * ODF <Katie.LOMPA@oregon.gov>
Sent: Wednesday, February 5, 2020 11:00 AM
Cc: RAMSTAD Kristin * ODF; LOMPA Katie * ODF
Subject: Oregon Tree City USA - Congratulations!
Attachments: TCUSA Yearly Recognition Packages.pdf

Congratulations! We are happy to announce that your city is 1 of **67** Oregon communities achieving 2019 Tree City USA recognition from the Arbor Day Foundation. A special shout-out to welcome first-year Tree City USAs, the cities of Florence and Silverton! We also applaud **13** Oregon Tree City USAs for attaining a **Tree City USA Growth Award** in 2019. These cities accomplished innovative urban forestry projects that went beyond the 4 Tree City USA standards. That is *TREE-mendous!*

So what is next? Planning your city's 2020 Arbor Day observance, of course! Remember, Tree City USA standards require both *proclaiming and publicly celebrating* Arbor Day. For inspiration, visit the Arbor Day Foundations website [here](#). Being recognized as a Tree City USA is quite the accomplishment and your city's Arbor Day/Week/Month celebration is the **perfect time** to publicly spotlight the city's 2019 Tree City USA recognition.

Your city's Tree City USA recognition materials will be delivered/mailed to the city by Mid to Late-March. If you know you will need them before then, please let us know. Reminder: In 2018 the Arbor Day Foundation made changes to what a city receives as Tree City USA recognition materials. **The attached table lists** - by the number of years being recognized - what your recognition package will contain.

Attention cities celebrating in 2019 their 1st, 10th, 15th, 20th, 30th, 35th or 40th year as a Tree City USA (in bold below)! The city's urban forestry contact (you know who you are!) will soon receive a separate email, containing a link to a SHORT (promise!) survey regarding the option to have the city's Tree City USA be presented in the city by a representative of the Oregon Department of Forestry or Oregon Community Trees. We would appreciate prompt attention to answering the survey's questions.

The work you and other city staff and volunteers do to support healthy Oregon urban and community forests is appreciated. On behalf of all Oregonians, we thank you!

MONTH END RECAP

		JANUARY 2020					
		REVENUE	EXPENDITURES	YTD	%	Unexpended	
1	GENERAL	\$ 24,818.51	\$ 45,638.83	\$ 395,302.26	20.50%	\$ 1,533,087.74	1
2	WATER	\$ 29,272.13	\$ 36,025.93	\$ 198,269.01	30.86%	\$ 444,180.99	2
3	SEWER	\$ 31,395.17	\$ 23,177.27	\$ 153,847.02	17.73%	\$ 714,027.98	3
4	STREETS	\$ 16,986.41	\$ 14,415.33	\$ 98,809.50	25.85%	\$ 283,390.50	4
5	WATER BOND	\$ 289.75	\$ 14,382.44	\$ 46,627.50	62.73%	\$ 27,708.50	5
6	SEWER BOND	\$ 924.52	\$ 86,464.44	\$ 304,043.20	95.30%	\$ 15,000.80	6
7	SEWER DEBT FEE	\$ 11,030.51	\$ -	\$ 77,982.65	62.39%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 802.65	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 2,163.65	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 438.52	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 163.60	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 795.91	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 194.77	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 211.55	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 15.12	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 16.95	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 883.86	\$ 2,835.00	\$ 2,835.00	72.05%	\$ 1,100.00	17
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ -	0.00%	\$ -	18
19	LAND ACQUISITION	\$ -	\$ -	\$ -	0.00%	\$ 10,185.00	19
20	COMMUNITY PROJECTS	\$ 335.90	\$ -	\$ 15,125.00	7.77%	\$ 179,475.00	20
		\$ 120,739.48	\$ 222,939.24	\$ 1,345,089.02			

Key Bank Account

General Checking \$ 94,954.07

Oregon State Treasury \$ 5,364,025.57

Community Improvements \$ 0.94

Project Escrow Holding \$ 0.02

TOTAL OST / LGIP \$ 5,364,026.53



2019-2020

Appropriated \$ 5,823,485.00 23.10%

Annual Bond Payment

Water \$ 45,167.05

Wastewater \$ 307,259.95

Totals \$ 352,427.00

Total Bonded Debt

Water \$ 855,840.92

Wastewater \$ 5,390,581.09

Totals \$ 6,246,422.01