

# Council Meeting

Tuesday | March 31<sup>st</sup>, 2020

**Teleconference:** 7:00 p.m.

## Table of Contents

1	Agenda
3	<i>Minutes:</i> February 25 <sup>th</sup> , 2020
10	Administrator
13	<b>Resolution 2020.06:</b> Worker's Compensation Declaration
16	<b>Resolution 2020.07:</b> Emergency Declaration
18	<b>Resolution 2020.08:</b> Mayor, Council President & City Administrator
20	<b>Resolution 2020.09:</b> Use of Leaves for COVID-19
21	<b>Resolution 2020.10:</b> Line Item Designation for COVID-19 Use
22	Budget Committee Applicants
24	Councilor Hansen Thoughts
25	Cascade West Council of Governments Meals on Wheels Request
27	Financials



## Council Meeting

Tuesday, March 31<sup>st</sup>, 2020

**Location:** Teleconference

See direction posted at City Hall and the City website.

### AGENDA

#### Regular Session

**7:00 p.m.**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) ADDITIONS OR DELETIONS TO AGENDA
- 4) MINUTES: February 25<sup>th</sup>, 2020
- 5) LEGISLATIVE:
  - A. **Resolution 2020.06:** Worker's Compensation Declaration
  - B. **Resolution 2020.07:** Emergency Declaration
  - C. **Resolution 2020.08:** Mayor, Council President & City Administrator
  - D. **Resolution 2020.09:** Use of Leaves for COVID-19
  - E. **Resolution 2020.10:** Line Item Designation for COVID-19 Use
- 6) ACTION ITEMS:
  - A. Budget Committee Appointments
  - B. Third Party Public Records Facebook Issue
- 7) DISCUSSION ITEMS:
  - A. Emergency Community Outreach
  - B. OGEC Finalizations
  - C. Vineyard Wind Machines Notice
  - D. Playground Details & Parks Master Plan Update 2020

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.



## E. February Financials

### 8) COUNCIL QUESTIONS & COMMENTS

### 9) ADJOURN

Please visit [www.ci.brownsville.or.us](http://www.ci.brownsville.or.us) for the meeting agenda, agenda packet, **participation instructions** and other City information.

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



**February 25<sup>th</sup>, 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*), Bryan Bradburn, Danielle Myers, Brian White & Candi Unger (*Sweet Home Sanitation*), Cris Kostal, Jerry Ross, Lori Garcy, & Shep Sheppard (*Brownsville Art Association*), and Tia Parrish (*The Times*).

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** McDowell would like to add under Action Item C. Bid Equipment Council volunteers.

**MINUTES:** Councilor Hansen made a motion to approve the January 28<sup>th</sup>, 2020 meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously. Councilor Block made a motion to approve the January 25<sup>th</sup>, 2020 work session meeting minutes as presented. Councilor Gerber seconded the motion, and it passed unanimously.

## **PUBLIC HEARINGS OR PRESENTATIONS:**

1. **Sweet Home Sanitation (SHS) – Brian White & Candi Unger.** Candi Unger, Sweet Home Sanitation Site Manager gave an overview of what they do. Unger talked about safety, drive cameras, and customer service awards they receive every year. Ms. Unger also told Council about the mobile app they could download that can give notifications and reminders to take out the trash/recycling weekly. The Household Hazard event (HHW) held in October experienced 27% of participants from Brownsville! A very good showing for our community. This year the HHW date is October 10<sup>th</sup>, and the annual cleanup day will be October 3<sup>rd</sup>, 2020. SHS occasionally assists the City when needed with special projects. They completed a metal cleanup for us this year.

They are also great community partners. They offer a \$1,000 scholarship each year to a senior at Central Linn High School. (Mrs. Morrow helps to administer the scholarship.) They also partnered with Sharing Hands by building and donating new bikes to them and helping them physically move the food bank to a new location downtown. They are asking for the annual price increase tonight effective March 1<sup>st</sup>, 2020. Councilor Gerber made a motion to approve R 2020.04. Councilor Chambers seconded the motion, and it passed unanimously. McDowell commented that Council has made the decision for the past 12 years to allow these small increases each year which prevents a large increase for residents in one year. SHS provides a great value for the services provided and are a great community partner.

2. **Brownsville Art Association (BAA).** Lori Garcy addressed Council thanking them for all the support for the past 9 years. Every year they get better and better, and they feel strongly that they are a big part of the community. BAA gets a lot of repeat visitors which is beneficial to the town as these visitors frequent the local businesses and restaurants. BAA has recently added 13 new members, and they have a lot of new



ideas. The main focus will be marketing, with Shep Shepherd appointed as Marketing Coordinator. Cris Kostol, past president, stated that they are very excited to have new people with fresh ideas willing to do the work coming into the organization. She introduced Jerry Ross who talked about the Barbizon Brownsville Paint Out Event. The event will be July 22<sup>nd</sup> and 23<sup>rd</sup> this year. He then talked about establishing a sister city in the Netherlands. The initial cost is \$199 which must be paid by the City. Ross talking about branding the City of Brownsville as an artist town. The sister city proposal would ideally be a collaboration between the City, Chamber, and BAA and would deal with signage, reproduction displays, etc. Mayor Ware stated that it sounds like it might be a lot more work for City Staff. Ross stated that the \$199 takes care of others doing all the work.

Councilor Gerber stated that typically the City does not make donations, instead we partner with the Community Foundation and direct folks to go that route. Cris Kostol stated that it is required that the City be the one to sign up to be the sister city. Mayor Ware suggested a meeting between the Chamber, BAA, and the City to gather more information. McDowell stated that the Chamber is having a hard time getting volunteers right now and may not be able to take on any more projects at this time.

## **DEPARTMENT REPORTS:**

1. **Linn County Sheriff's Office (LCSO) Sheriff's Report.** Sergeant Greg Klein was present to recap the January numbers: 15 citations, 25 warnings. Total hours for the City were 204.5. Calls included 2 motor vehicle accidents, 5 adults arrested, and one DUI stop. The DUI call alone took Deputy Riley 2.5 hours to investigate, and will likely take at least 10 more hours to finish this call. Animal Control has been patrolling Pioneer Park, and have not found any dogs off leash. Councilor Hansen asked for an update on the assault call. Klein stated that he had no information on that at this time.
2. **Public Works (PW).** Mr. Frink stated that the one well that failed is now repaired and operating normally. It took over 2 weeks to catch up on the water loss due to this failure. Frink recapped discharging for the month, and reported there were no compliance issues. Frink stated the City is in compliance with the Discharge Monitoring Report (DMR) reporting required by the United States Environmental Protection Agency; the first report was filed with no errors. The majority of PW's time has been spent creating new office space for Staff at the Hume Street headquarters. PW staff will all have their own desk space and a training center has been created as well. They also performed minor painting at City Hall and the Central Linn Rec Center (CLRC). Councilor Gerber stated that the erosion in Pioneer Park continues.
3. **Administrator's Report.** Mrs. Morrow reported on the Emergency Preparedness Committee (EPC) progress. The group had a quarterly meeting last week. Goals and strategies were discussed as well as how well the group is hitting those marks. The EPC website is up and functioning ([www.clcepc.org](http://www.clcepc.org)) and Council is encouraged to take a look. Future projects include a postcard mailing, participation at the CLES end of year play day, and creation of handouts that can be distributed at community events. The group seems to be making positive progress.

McDowell asked Mr. Frink to report on Alyrica. Frink stated that they have had to relocate their vault a little to accommodate the GR 12 well and the effluent discharge in the area. Frink believes they will tentatively be starting installs in about 3 weeks, both aerial and underground. Alyrica has provided the City with a map showing where the lines are expected to be installed. This information can be found at the City shop;



contact Mr. Frink if you would like to review the plans. This has been a cumbersome process for Alyrica, and they are running about 6-7 months behind where they really wanted to be at this point.

McDowell reported that most of the playground equipment bids are in, and the prices are high, well over the budgeted appropriation. It may be time to readjust the plan. Perhaps Council should consider leaving this equipment where it is, and saving for new equipment to be purchased and installed in a new location. McDowell will bring this item to Council in March for discussion and direction going into budget season.

McDowell reported that Alliance One will be doing the court collections for the City. Council will find information on the desk tonight. Also, on the desk is a 10-page letter that retired Judge Lemhouse wrote in opposition to HB 4065 demonstrating how this bill will severely limit traffic safety.

McDowell spent considerable time on the lawsuit this month.

McDowell reached out to Key Bank (KBO) for a review of bank fees. After review, he was told that KBO is not able to pay the same amount of interest that the City is receiving from the Oregon State Treasury (OST). McDowell would not recommend holding large funds at KBO to abate \$200 in monthly fees and lose the interest income generated at OST.

McDowell has invested in a new laptop that interfaces with current technology much better. The older laptop will be utilized at the Library.

McDowell reminded Council of planning procedures. When folks are developing their property, they are required to submit a plan to the City. This plan is reviewed by Mrs. Coleman, Mr. Frink, Mr. McDowell, and the City Engineer Ryan Quigley. Folks cannot just come in with ideas of things they *may* want to do on their property and expect the City to be able to define permits, fees, logistics, infrastructure etc. This situation has been coming up a lot lately, and Staff would like Council to know in case complaints are made. A planning review must start with a plan, not an idea.

McDowell reminded Council of a few situations seen on the Council City tour that have not resolved. Folks may need to be cited into Municipal Court, but hopefully the situations will resolve without that step.

Mr. Frink reported that PW has been trying to find scaffolding to reach ceiling tiles in need of repair at the CLRC. He has put a call into Norm's Electric for outside lighting concerns.

McDowell reported that policies and procedures impact all Boards and Committees of the entire City. He will be forwarding to Council the original policy and procedure, and then the new stuff, which is kind of equal, and yet not. The first email will contain the 8-page policy, and the 2<sup>nd</sup> email will be the procedure portion.

McDowell reported that there is a church wanting to locate on Spaulding Avenue. In a good faith effort, they have rented the building and set up to start services soon. They did not realize that they would have to go through the Conditional Use Permit (CUP) process. The City has allowed them to use the building for services as their CUP hearing before the Planning Commission is set for March 16<sup>th</sup>, 2020.



McDowell stated that the Facebook (FB) Resolution is before Council tonight. Apparently, the City cannot stop comments on the Facebook page. All public entities are required to follow Oregon Public Records Law. If comments cannot be eliminated off the FB page, (Council was hoping that FB would just be a means to get true information out to the public) the City may have to hire a 3<sup>rd</sup> party to intercede on our behalf in order to save the comments with freeze frame technology in order to properly archive content on this social media platform. *Councilor Gerber moved to approve R 2020.05 which governs social media posts and pushing general information on Facebook as City website administrator. Councilor Neddeau seconded the motion, and it passed unanimously.*

McDowell reported that Jim Bitle Construction came in and repaired the space where the old heater was in the meeting room downstairs in City Hall creating a new training area.

McDowell asked Mr. Frink to clarify the CLRC parking lot. Mr. Frink reported that the City was never going to pave the whole parking lot. The project is to remove all the trip hazards, remove useless sidewalks and redo the front sidewalk. Some areas will be turned back into grass. (McDowell showed pictures of the area.) As Council can see, the sidewalks are in pretty rough condition. This project will freshen up and eliminate sidewalk areas no longer needed. Councilor Block stated that when he was the liaison for the CLRA, the Board had asked to get some resolution to these hazards.

4. **Planning.** No comments.
5. **Library Report.** No comments.
6. **Court Report.** No comments.
7. **Council Comments.** On short notice, the City hosted the League of Oregon Cities (LOC) on February 14<sup>th</sup>, 2020. McDowell had a scheduling conflict, so Mayor Ware and Councilor Block were on hand to welcome folks and attend the meeting. Armando's catered lunch in for the group, and the group enjoyed the food and the great facility. Topics discussed were the upcoming census and DEQ had a short presentation surrounding grant funds availability for well head protection.

Councilor Block addressed Council stating that he would like to address Mr. Buzzard's statement of interest for the Parks and Open Space Advisory Board, dated January 27<sup>th</sup>, 2020. Mr. Buzzard believes that he would be a great fit for the vacancy. Block stated that on January 30<sup>th</sup>, 2020 Buzzard approached Councilor Block on Main Street and said, "I will walk with you." Mr. Buzzard brought up the paving in the Rec Center parking lot. Councilor Block told him he was unaware of any paving. Mr. Buzzard replied, "You did not read your work session agenda packet, it was in there. Council violated all the Public Work Session laws." Block informed Buzzard that Council had a public work session time, and no one showed up. Mr. Buzzard stated that Council made the decision before time, and then commented, "I am educated and can see what is going on. Karl Frink can take a concrete grinder and has all the tools to grind off the high spots and gravel the parking lot to save the City money." He continued with, "All the Councilors are wrapped around Scott McDowell's finger. Scott McDowell is a F\*\*KING DICTATOR!" Councilor Block told Mr. Buzzard, "I will walk alone the rest of the way." Councilor Block stated that in his opinion, Mr. Buzzard is not a great fit to serve in any capacity as relates to an appointed position with the City of Brownsville.



## 8. **Citizen's Comments.**

### **LEGISLATIVE ITEMS:**

1. **Ordinance 783 – Brownsville Municipal Code Chapter 2.030.080 Revision (Park Board) (Second Reading).** *Councilor Gerber made a motion to read O 783 by title only. Councilor Hansen seconded the motion, and it passed unanimously. Councilor Gerber made a motion to approve O 783. Councilor Hansen seconded the motion, and it passed unanimously.*

### **ACTION ITEMS:**

1. **Appoint Parks & Open Space Advisory Board Member.** *Councilor Gerber made a motion to appoint Bonnie Napier. Councilor Block seconded the motion, and it passed unanimously.*
2. **Appoint Carla Gerber to Cascades West Advisory Committee on Transportation.** *Councilor Block made a motion to appoint Councilor Gerber to CWACT. Councilor Hansen seconded the motion, and it passed unanimously.*
3. **Bid Equipment.** *McDowell informed Council an opportunity to bid on a replacement grader for the 1947 grader that died several years ago has come up and a used tractor. He is requesting Council's approval to bid on this equipment. He suggested that a Councilor or two would be good to have on the consideration committee. Councilor Hansen made a motion to approve Councilor Block and Neddeau to serve on the committee and to authorize Mr. McDowell and Mr. Frink to place a bid on toward this possible equipment purchase. Councilor Gerber seconded the motion, and it passed unanimously.*

### **DISCUSSION ITEMS:**

1. **Oregon Government Ethics Commission (OGEC) Preparations.** *McDowell reminded Council that OGEC will soon be requesting their annual information. The City will be fined if the information is not provided to OGEC. They have gone to a totally online process. Please inform Mrs. Morrow when you have successfully completed the process.*
2. **Canal Company Update.** *McDowell reported that he and Councilor Block have had two successful meetings with Mr. Babcock and Mr. Holbrook of the Canal Company. The group seems to be moving in a positive forward motion. They hope to meet again soon, and McDowell will bring information back to Council in March.*
3. **Public Room Letters and Deposits.** *McDowell stated that the Community Room is very busy with rental for local activities and events. The room has a good vibe, and we like to think of the room as a 'wagon wheel', or hub, for organizations to meet. Mrs. Morrow recently created a checklist for after use clean up, and it is posted in the room. However, some of the organizations are not doing a good job of cleaning the room and leaving it ready for use by the next group. McDowell suggested implementing a \$25 room deposit for civic organizations. (It could be a rolling deposit that will just stay on*





the account long-term.) If the room is found to not be cleaned sufficiently, the deposit will be forfeit. McDowell reminded Council that about 10 years ago they cost-shared with the Senior Center and purchased dishes for use in the room. We continue to find dirty dishes in the dishwasher, or clean dishes that have not been put away. It is a struggle for Staff to keep the dishes clean for use by all. McDowell suggested clearing the dishes out of the room and offering them to the Senior Center or to Sharing Hands. *Councilor Gerber authorized Mr. McDowell to remove the dishes and dishwasher from the Community Room and to institute a \$25 rolling deposit for community organizations. Councilor Hansen seconded the motion, and it passed unanimously.* Councilor Chambers stated that the refrigerator gets a lot of stuff left in there. McDowell stated that would constitute a deposit forfeiture.

4. **Linn County Pioneer Picnic Event Agreement.** Mr. McDowell stated that this agreement was placed in Council's packet for review before McDowell signs the agreement. Council concurred.
5. **RAIN Annual Update.** McDowell informed Council that RAIN is doing well. They are hitting all the goals that were established, and lots of good things are happening. If interested in more information, check with McDowell. He will be sending out a report to Council soon.
6. **January Financials.** No comments.

**CITIZENS COMMENTS:** No comments.

**COUNCIL COMMENTS:** McDowell thanked Mayor Ware and Councilor Block for covering the LOC meeting. He also thanked Mrs. Coleman for setting up the tech in the room and Mrs. Morrow for the lunch set up and clean up. Well done!

Council adjourned into executive session at 8:29 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 8:37 p.m.



## Council Minutes

*Councilor Gerber made a motion to authorize Mr. McDowell, Mr. Frink, and the City Attorney to modify the Capitals Improvement Plan and move forward with a proposal and negotiations for the developer. Councilor Hansen seconded the motion, and it passed unanimously.*

**ADJOURNMENT:** *Councilor Block moved to adjourn the Council meeting at 8:39 p.m. Councilor Neddeau seconded the motion, and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Don Ware



March 31<sup>st</sup>, 2020

**From:** S. Scott McDowell  
**To:** Mayor & Council  
**Re:** General Business | Abbreviated Notes

“Life doesn’t give you all the practice races you need.”  
~ Jesse Owens, Olympic Gold Medalist

“Don’t believe in miracles, depend on them.”  
~ Laurence J. Peter, Educator

“The mystery of life isn’t a problem to solve, but a reality to experience.”  
~ Frank Herbert, Author

**Down to the brass tacks!**



## AGENDA ITEMS DISCUSSION

**The following items follow the order of the Agenda**

### 5) LEGISLATIVE:

- A. **Resolution 2020.06: Worker’s Compensation Declaration** – Annually, Council passes this resolution to extend coverage to all volunteers working on behalf of the City.

***What is Council being asked to do?***

Pass the resolution to cover volunteers working on behalf of the City.

- B. **Resolution 2020.07: Emergency Declaration** – Council is being asked to ratify Mayor Ware’s Emergency Declaration that was posted March 23<sup>rd</sup>, 2020. The State of Oregon has not relieved cities from any statutory requirements, so cities have had to make their own path forward. This emergency declaration is the basis of how Council was able to meet this evening and conduct business during this pandemic emergency issued by the State and Federal governments.

***What is Council being asked to do?***

Consider passing the resolution.

- C. **Resolution 2020.08: Mayor, Council President & City Administrator** – Council would grant authority to the Mayor, Council President and the City Administrator to make decisions required by the Coronavirus Pandemic. Decision making agility may be important in helping local citizens in businesses during this time.

***What is Council being asked to do?***

Consider passing of this resolution.



- D. Resolution 2020.09: Use of Leaves for COVID-19** – Council would be making special provisions for the use of sick leave for COVID-19 purposes. Council would also grant each employee 80 hours of Administrative Leave that could be used due to the City's required response to COVID-19. The provisions of this resolution would sunset upon the lifting of the emergency declaration as described in the resolution.

***What is Council being asked to do?***

Consider passing of this resolution.

- E. Resolution 2020.10: Funds Transfer | COVID-19** – Council would be identifying budget line items that can be used to respond financially to the Coronavirus Pandemic. The provisions of this resolution would sunset upon the lifting of the emergency declaration as described in the resolution.

***What is Council being asked to do?***

Consider passing of this resolution.

## 10) ACTION ITEMS:

- A. Appoint Budget Committee Members** – The City received two applicants for the two Budget Committee openings. Mrs. Dayna Hansen and Mr. Patrick Starnes have expressed interest. Their letters are enclosed in the agenda packet for your review. Since the State is not waiving any statutory requirements, the City must proceed with the budget process as described by State Law.
- B. Acknowledgment | Third Party Public Records Facebook Solution** – Council authorized the City Administrator to setup a Facebook page. The Facebook interface required interactions that must be recorded in accordance with the State's record retention law and policies. McDowell has entered into an agreement with PageFreezer, discussed at the last meeting, in order for the City to maintain compliance with the afore mentioned law. Cities do not have the flexibility of using social media platforms without following State law. The service costs \$109 per month and is the industry leader in social media archiving technology. The move was made due to the increased use of Facebook to communicate happenings to the general public related to COVID-19.

## 11) DISCUSSION ITEMS:

- A. Emergency Community Outreach** – I will discuss the actions taken by the City thus far. Actions that were discussed and outlined by Mayor Ware, Councilor Hansen and City Administrator Scott McDowell.
- B. Oregon Government Ethics Commission (OGEC)** – 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 make sure you are checking your e-mail. Several members have already filed. Please let Administrative



Assistant Tammi Morrow or I know once you have filed. The City doesn't want any unnecessary fines to occur.

- C. **Vineyard Wind Machines Awareness** – The machines may turn on soon depending on temperatures. Due to low overnight temperatures, the wind machines are used to prevent 'cold injury' to the grape vines. The wind machines are very noisy due to the blades and the engines used to generate electricity. Basically, the machines are programmed to turn on at certain temperature levels, generally around 36° F and can only be ran during certain wind speeds. The site has numerous wind machines and they generate a very noticeable sound throughout town. The motors sound like an old farm tractor and the blades have a high-pitched sound. A low frequency hum can be heard throughout town when all the wind machines are operating.
- D. **Playground Details & Parks Master Plan Update 2020** – I would like to have a brief discussion regarding the playground for budget preparation purposes.
- E. **February Financials**

Respectfully Submitted,

S. Scott McDowell



**RESOLUTION NO. 2020.06**

**A RESOLUTION EXTENDING CITY OF BROWNSVILLE WORKERS' COMPENSATION COVERAGE TO VOLUNTEERS OF CITY OF BROWNSVILLE**

**Effective Date:** March 25<sup>th</sup>, 2020

A resolution extending workers' compensation coverage to volunteers of Brownsville, in which Brownsville elects the following:

Pursuant to ORS 656.031, workers' compensation coverage will be provided to the classes of volunteers listed in this resolution, noted on CIS payroll schedule, and verified at audit:

**1. Public Safety Volunteers**

Applicable \_\_\_\_\_ Non-applicable  X

**2. Volunteer boards, commissions, and councils for the performance of administrative duties.**

Applicable  X  Non-applicable \_\_\_\_\_

An aggregate assumed annual wage of \$2,500 will be used per each volunteer board, commission, or council for the performance of administrative duties. The covered bodies are (list each body):

- a. Council
- b. Planning Commission
- c. Parks & Open Space Advisory Board
- d. Library Advisory Board
- e. Budget Committee
- f. Historic Review Board

**3. Manual labor by elected officials.**

Applicable \_\_\_\_\_ Non-applicable  X

**4. Non-public safety volunteers**

Applicable  X  Non-applicable \_\_\_\_\_



All non-public safety volunteers listed below will track their hours and Oregon minimum wage will serve as assumed wage for both premium and benefits calculations. CIS will assign the appropriate classification code according to the type of volunteer work being performed. (List specific non-public safety volunteers below)

- Parks and recreation
- Public works
- Library

## 5. Public Events

Applicable   X   Non-applicable \_\_\_\_\_

Volunteers at the following public events will be covered under workers' compensation coverage using verified hourly Oregon minimum wage as basis for premium and/or benefit calculation: (List specific events)

- a. Annual Arbor Day Celebration
- b. Cemetery Head Stone Cleaning (*Possible*)
- c. Fourth of July Celebration (*Possible*)

## 6. Community Service Volunteers/Inmates

Applicable \_\_\_\_\_ Non-applicable   X  

Pursuant to ORS 656.041, workers' compensation coverage will be provided to community service volunteers commuting their sentences by performing work authorized by the City of Brownsville.

Oregon minimum wage tracked hourly will be used for both premium and benefit calculations, verifiable by providing a copy of the roster and/or sentencing agreement from the court.

## 7. Other Volunteers

Volunteer exposures not addressed here will have workers' compensation coverage if, prior to the onset of the work provided that the City of Brownsville:

- a. Provides at least two weeks' advance written notice to CIS underwriting requesting the coverage
- b. CIS approves the coverage and date of coverage
- c. CIS provides written confirmation of coverage



**The City of Brownsville agrees to maintain verifiable rosters for all volunteers including volunteer name, date of service, and hours of service and make them available at the time of a claim or audit to verify coverage.**

Now, therefore, be it resolved by the Council of the City of Brownsville to provide workers' compensation coverage as indicated above.

Adopted by the City of Brownsville this 24<sup>th</sup> day of March 2020.

***Attest:***

***Approved:***

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S. Scott McDowell  
City Administrator

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Don Ware  
Mayor





**RESOLUTION NO. 2020.07**

**LOCAL DECLARATION OF EMERGENCY  
FOR THE CITY OF BROWNSVILLE**

**Declared:** March 23<sup>rd</sup>, 2020  
**Conferred by Council:** March 31<sup>st</sup>, 2020

**WHEREAS**, the City of Brownsville has the authority granted under Oregon Revised Statutes Chapter 401, that provides direction to the City, its officials, and others in the event of an emergency; and

**WHEREAS**, the following conditions have resulted in the need for the declaration of a state of emergency: Multiple cases of COVID-19 have been detected in Linn County, and the Linn County Board of Commissioners has declared a state of emergency relating to COVID-19 in Linn County, Oregon; and The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and

**WHEREAS**, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Mayor will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused; and

**WHEREAS**, the foregoing circumstances require a coordinated response beyond that which occurs routinely, and the required response cannot be achieved solely with the added resources acquired through mutual aid or cooperative assistance agreements; and

**WHEREAS**, the foregoing circumstances affects all territory within the City limits; and

**WHEREAS**, the foregoing circumstances are anticipated to remain in effect until the Governor, or the Linn County Commissioners relieve either emergency declaration, or other unknown, future provisions that may allow for this emergency declaration to be lifted;

**NOW, THEREFORE IT IS DECLARED THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF BROWNSVILLE, ENCOMPASSING ALL OF THE AREA WITHIN THE CITY LIMITS;** and,

**IT IS FURTHER DECLARED** that the City and its officials shall be authorized to take such actions and issue such orders as are determined to be necessary to protect the public and property and efficiently conduct activities that minimize or mitigate the effect of the emergency; and

**IT IS FURTHER DECLARED** that the City shall take all necessary steps authorized by law to coordinate response and recovery from this emergency, including but not limited to, requesting assistance and potential reimbursements from the State of Oregon and appropriate Federal agencies; and



**RESOLUTION 2020.07**

**IT IS FURTHER DECLARED** that emergency procurements of goods and services are authorized pursuant to ORS 279B.080, ORS 279C.335(6), ORS 279.380(4), and all other applicable rules.

**IT IS FURTHER DECLARED** that public meetings shall be conducted by electronic means in order to meet statutory requirements that have not been waived by the State of Oregon including but not limited to the City Council, the Planning Commission, the Budget Committee, the Library Advisory Board and the Parks & Open Space Advisory Board. The public shall have access to these meetings electronically via social media, internet, telephonically or otherwise. It shall be the public's responsibility to let the City know of their interest to listen in on the meeting via email or by telephone during business hours as posted on:

**<https://www.ci.brownsville.or.us/citycouncil> or <https://www.ci.brownsville.or.us/>**

All parties to the public meeting will have to download Google Chrome Browser in order to participate. All parties shall hold the City harmless from any, and all claims that may arise out of such download and use. The public shall follow the requirements posted by the City; it shall be each individual's sole responsibility to gain access to the electronic meeting as directed.

**THIS DECLARATION IS EFFECTIVE MARCH 23, 2020 AT 1:00 PM AND SHALL REMAIN IN EFFECT UNDER THE CONDITIONS SET FORTH ABOVE, UNLESS SUPERCEDED SOONER.**

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 31<sup>st</sup> day of March 2020.

***Approved:***

***Attest:***

\_\_\_\_\_  
Don Ware  
Mayor

\_\_\_\_\_  
S. Scott McDowell  
City Administrator



## RESOLUTION NO. 2020.08

### A RESOLUTION AUTHORIZING THE MAYOR, COUNCIL PRESIDENT AND THE CITY ADMINISTRATOR TO MAKE DECISIONS REGARDING THE CORONAVIRUS PANDEMIC.

**WHEREAS**, The Governor of the State of Oregon has declared a state of emergency relating to COVID-19 in the State of Oregon; and,

**WHEREAS**, The President of the United States has declared a state of emergency relating to COVID-19 in the United States; and,

**WHEREAS**, the foregoing circumstances constitute a threat of imminent widespread illness, human suffering, loss of life, and financial loss, which in the determination of the Council will cause such significant damage as to warrant disaster assistance from resources other than the City's to supplement the efforts and available City resources to alleviate the damage, loss, hardship or suffering caused; and,

**WHEREAS**, Council wants to ensure the City can make decisions surrounding the Coronavirus Pandemic in real-time; 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 authority is granted as mentioned in the title above:

#### **Section I.** *Decision Making*

- ▶ Decisions can be made after conference:
  - ★ Voting will be required.
  - ★ Two votes shall move a proposal or response forward.

#### **Section II.** *Financial Considerations*

- ▶ Decision makers may respond as needed using the following limitations:
  - ★ Funds and line items authorized by Council's Resolution 2020.10.
  - ★ Additional funding needs above those set by Resolution 2020.10 must be authorized by the entire Council.

#### **Section III.** *Succession*

- ▶ Decision makers can be changeable as follows:
  - ★ If any of the above referenced decision makers fall ill, substitutions can be made.
  - ★ Council and Staff will delineate the replacement order.
  - ★ *Suggested Council:* Gerber, Chambers, Neddeau, Thompson, & Hansen.
  - ★ *Suggested Staff:* Morrow, Deaver & Coleman.



**Section IV.** *Sunset Provision*

- ▶ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) vote of full Council.

Introduced and adopted this 31<sup>st</sup> day of March 2020.

**Approved:**

**Attest:**

\_\_\_\_\_  
Don Ware, Mayor

\_\_\_\_\_  
S. Scott McDowell, City Administrator  
City Administrator



**RESOLUTION NO. 2020.09**

**A RESOLUTION AUTHORIZING USE OF SICK LEAVE AND CREATING ADMINISTRATIVE LEAVE FOR EMPLOYEES DURING THE CORONAVIRUS PANDEMIC.**

**WHEREAS**, Council Resolution 2020.07 defines the state of emergency as set forth by the State and Federal governments; and,

**WHEREAS**, Brownsville employees may become ill, be furloughed, be laid off or otherwise; and,

**WHEREAS**, Council wants to ensure organizational continuity by offering leaves as a stop gap measure for all employees; 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 leaves are granted:

**Section I.** Sick Leave

- ★ Employees may use their sick leave balance.

**Section II.** Administrative Leave

- ★ All employees are granted up to eighty (80) hours of paid administrative leave.

**Section III.** *Sunset Provision*

- ★ This resolution will remain in effect until, 1) the Governor relieves the emergency declaration, or 2) the Linn County Commissioners relieve their emergency declaration, or 3) other unknown, future provisions, or 4) vote of full Council.

Introduced and adopted this 31<sup>st</sup> day of March 2020.

**Approved:**

**Attest:**

\_\_\_\_\_  
Don Ware, Mayor

\_\_\_\_\_  
S. Scott McDowell, City Administrator  
City Administrator



**RESOLUTION NO. 2020.10**

**A RESOLUTION DESIGNATING CERTAIN  
BUDGETARY LINE ITEMS FOR USE IN  
RESPONSE TO THE CORONAVIRUS PANDEMIC.**

**WHEREAS**, Council Resolution 2020.07 defines the state of emergency as set forth by the State and Federal governments; and,

**WHEREAS**, Council wants to ensure that the proper financial leverage can be applied during this pandemic as needed, and in response to State and Federal aid that is being made available; 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 line items may be used for this purpose:

**Section I.** Line Items [FY2019-2020]

<i>Line Item Number</i>	<i>Line Item Name</i>	<i>Amount Designated</i>
▶ 100.010.675	Economic Development	\$ 12,000
▶ 100.010.677	HRB/EPC/PC	\$ 10,000
▶ 100.010.950	Contingency	\$ 10,000
▶ 100.060.950	Contingency	\$ 10,000
▶ 916.000.639	Beautification	\$ 8,000
▶ 916.000.679	I.G. Requests	\$ 2,000

Total \$ 52,000

Introduced and adopted this 31<sup>st</sup> day of March 2020.

**Approved:**

**Attest:**

\_\_\_\_\_  
Don Ware, Mayor

\_\_\_\_\_  
S. Scott McDowell, City Administrator  
City Administrator

Dayna Hansen  
P.O. Box 308  
Brownsville, OR 97327  
(541) 913-2542

Dear Scott,

This is a letter to attest to my interest in becoming a member of the Brownsville Budget Committee. I have been a member of the community and owner of a small business located in Downtown Brownsville for the past 3 years. I am interested in helping and becoming part of the community I have quickly grown to love.

My qualifications are as follows: I have previously worked in the banking industry for 9 years with various positions from teller to new accounts and loans. I volunteered as treasurer at Junction City High School's Tiger Parent club for 6 years and was in charge of all accounts associated with extra-curricular fund raising. During that period, I also worked for my husband's financial business doing clerical work. I recently retired from 27 years of teaching private piano lessons to 25+ students a week. Ready for a change and wanting to add to the community I opened a small retail business Not2Shabbee. In addition to managing my own shop, I currently have an online business and work at Monroe Community Library as well as teaching piano lessons to a few students.

My work experience has not only taught me how to manage finances and work within a budget but also how to work with people. Whether it was managing expectations, setting reasonable goals or working with those of differing opinions, my experiences have taught me to listen first then consider all points of view before making decisions.

Thank you for your consideration,

Dayna Hansen

**S. Scott McDowell**

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**From:** Patrick Starnes <patrickstarnes@live.com>  
**Sent:** Monday, March 9, 2020 5:26 PM  
**To:** S. Scott McDowell  
**Subject:** Re: Brownsville, OR | Budget Committee Opportunity

Scott,

Please consider this email my "interest" letter.

Thank you for considering me for the Budget Committee position.

*optimistically,*

Patrick Starnes  
217 Kirk Avenue  
Brownsville, OR  
97327

541-580-9120

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**From:** S. Scott McDowell <admin@ci.brownsville.or.us>  
**Sent:** Monday, March 9, 2020 11:24 AM  
**To:** Patrick Starnes <patrickstarnes@live.com>  
**Subject:** Brownsville, OR | Budget Committee Opportunity

Good Morning Patrick,

Below is the advertisement for the Budget Committee openings. Please just send me an e-mail by March 18<sup>th</sup>, if you are interested. Thank you for your consideration!



**MEMBERS NEEDED FOR BROWNSVILLE BUDGET COMMITTEE**

The City is seeking two community members to fill an opening on the Budget Committee. Deliberations are set to begin April 30<sup>th</sup>. The Committee will meet on Thursday evenings at 7:00 p.m. April 30<sup>th</sup>, May 7<sup>th</sup> and May 14<sup>th</sup> (if necessary.) The Committee consists of all seven Council members and seven citizens. Members serve a three-year term. Any resident of Brownsville interested in serving should submit a statement of interest to City Hall by Wednesday, March 18<sup>th</sup>, 2020. If you have any questions, please contact S. Scott McDowell at 541.466.5880 or send your submission to Scott at admin@ci.brownsville.or.us.

**Please Publish:** February 26<sup>th</sup> & March 11<sup>th</sup>, 2020





## From the Mind of Councilor Hansen

**March 31<sup>st</sup>, 2020**

**Summary:** Councilor Hansen thought it would be a good idea to “game plan” the City response so we can keep everyone on the same page as much as possible. To that end, I have offered some thoughts.

### **Essential Services**

<b>Public Works</b>	Water Services Sewer Services Sanitation Services Street Lighting Seasonal Mowing Facility Maintenance
<b>Administration</b>	Emergency Response Utility Billing Accounts Payable Finance Management Personnel Planning Cemetery Management Contracts & Agreements Budget Preparations Public Meetings Facilitation General Information Police Services

- ★ The City may take criticism because Public Works is mowing, weeding and preparing for the summer.
- ★ The City needs Public Works to continue working. In the event of a water line leak, sanitary sewer problem or other utility emergency, the City will need all-hands-on-deck.
- ★ The City will need citizens to maintain social distancing from all City personnel. The City must ensure that essential services can be reasonably met.
- ★ The City will coordinate with civic organizations and Linn County for long-term emergency response measures.



# Community Services Program

1400 Queen Avenue SE, Suite 206 • Albany, OR 97322  
541-924-4539 • FAX 541-924-4544

## MEMORANDUM

**DATE:** March 2, 2020

**TO:** Brownsville City Council

**FROM:** Jennifer Moore, Community Services Program (CSP) Director

**RE:** ***Meals on Wheels (MOW) Service to Brownsville Residents***

*MOW* serves specifically formulated meals to aging homebound adults, adults with disabilities who often live alone, and those with limited resources or ability to care for themselves in two ways. 1) through a dining room atmosphere at the meal site for those able to travel, and 2) through volunteers delivering hot meals directly to the client's front door.

Thank you for your donation of \$1,210 last year in support of *MOW*. As a committed community partner, you know that this support provides hot, nutritious meals delivered to clients in your community. We want to show you what your support means to the health of Brownsville's residents.

*MOW* specifically targets older adults in poor health, with low income, and with limited or no support structure: 45% of dining room clients and 63% of home-delivered meal clients have six or more medical conditions. Food insecure seniors are 50% more likely to be diabetic, 60% more likely to have congestive heart disease, and 75% more likely to suffer from depression. High nutrition risk, a social determinant of health, often results in increased medical expenses due to frequent hospitalizations and nursing home stays and is a major cause of Medicare related hospital readmissions.

Between July 2018 and June 2019, *MOW* served 5,295 meals to 66 Brownsville residents from the South Linn meal site, shown below, in addition to serving another 3,464 in the south county area. Lunch is served at noon on open serving days, with frozen meals available for weekdays that the site is closed. All meals are provided free of charge to clients, with an approximate value of \$52,950. This is a 25% increase in service over Fiscal Year 2017-2018.

City	Facility	Serving Days	Communities Served	Total Meals Served from Meal Site
South Linn	Brownsville Christian Church	Tuesday Thursday	Brownsville, Halsey, Harrisburg, Shedd	8,759

**Will you renew your support again this year?** Local funding from City and County municipalities is critical to leveraging additional funding from other funding sources. We are asking Oregon Cascades West Council of Governments (OCWCOG) members to help us raise a program average of 5% of the cost of meals for their respective communities, to help better plan services and contracts in the future to continue helping your citizens.

During the current fiscal year, between July 2019 and December 2019, *MOW* has served just over 2,921 meals in your community which suggests an additional 9% increase in service.

Approximately 13% of Brownsville residents are 65 years or older and live alone. And 36% of our meals are delivered to clients like Francis, shown right, who are homebound. In a recent survey, conducted annually, an average of 93% of all clients report the meals help them maintain or improve their general health, and remain in the home of their own choosing.



**Please consider continuing to support this vital service for your residents.**

Every \$10 donation purchases one nutritious meal designed to provide adequate caloric intake, quality proteins, and vitamins for a vulnerable shut-in senior, and delivers the following along with it:

- Social connections between diners over meals in the meal site
- A home visit which doubles as a well-check; when a volunteer delivers a hot meal to homebound clients, they're also visually checking the physical safety of the client and their home.
- A friendly visit for vulnerable residents in your community: aging adults, and adults with disabilities who often live alone, and have limited resources or ability to care for themselves.

**The recommended donation is a meaningful percentage of the total cost of services provided.**

Thank you for thoughtfully considering your support of *Meals on Wheels* and the Brownsville residents we serve.

**MONTH END RECAP**

		<b>FEBRUARY 2020</b>		<b>YTD</b>	<b>%</b>	<b>Unexpended</b>	
		<b>REVENUE</b>	<b>EXPENDITURES</b>				
1	GENERAL	\$ 30,038.97	\$ 130,793.14	\$ 526,095.40	27.28%	\$ 1,402,294.60	1
2	WATER	\$ 26,133.27	\$ 24,503.64	\$ 222,772.65	34.68%	\$ 419,677.35	2
3	SEWER	\$ 30,670.88	\$ 25,214.11	\$ 179,061.13	20.63%	\$ 688,813.87	3
4	STREETS	\$ 17,199.31	\$ 12,522.04	\$ 111,331.54	29.13%	\$ 270,868.46	4
5	WATER BOND	\$ 267.06	\$ -	\$ 46,627.50	62.73%	\$ 27,708.50	5
6	SEWER BOND	\$ 852.13	\$ -	\$ 304,043.20	95.30%	\$ 15,000.80	6
7	SEWER DEBT FEE	\$ 10,886.66	\$ -	\$ 96,555.85	29.34%	\$ -	7
8	BUILDING & EQUIPMENT	\$ 739.79	\$ -	\$ -	0.00%	\$ 370,200.00	8
9	WATER RESERVE	\$ 2,105.10	\$ -	\$ 85,230.53	52.28%	\$ 77,804.47	9
10	HOUSING REHAB	\$ 404.18	\$ -	\$ -	0.00%	\$ 210,849.00	10
11	WATER SDC	\$ 150.79	\$ -	\$ 45,000.00	46.34%	\$ 52,100.00	11
12	SEWER SDC	\$ 733.58	\$ -	\$ -	0.00%	\$ 395,910.00	12
13	STORMWATER SDC	\$ 179.52	\$ -	\$ -	0.00%	\$ 98,600.00	13
14	BIKEWAY/PATHS	\$ 204.90	\$ -	\$ -	0.00%	\$ 48,550.00	14
15	LIBRARY TRUST	\$ 13.94	\$ -	\$ -	0.00%	\$ 7,250.00	15
16	CEMETERY	\$ 15.63	\$ -	\$ -	0.00%	\$ 8,976.00	16
17	TRANSIENT ROOM TX	\$ 3.98	\$ -	\$ 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	\$ 309.59	\$ 1,211.76	\$ 16,336.76	8.40%	\$ 178,263.24	20
		\$ 120,909.28	\$ 194,244.69	\$ 1,539,333.71			

**Key Bank Account**

*General Checking*      \$ 108,660.72

**Oregon State Treasury**      \$ 5,276,972.26

*Community Improvements*      \$ 0.94

*Project Escrow Holding*      \$ 0.02

**TOTAL OST / LGIP**      \$ 5,276,973.22



<b>2019-2020</b>	<b>YTD</b>	<b>% of Total</b>
Appropriated	\$ 5,823,485.00	26.43%

**Annual Bond Payment**

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

**Total Bonded Debt**

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