



2019-2020 Project Outlook

PROJECT

NOTES:

1. COVID-19 Pandemic [Added]
Time Frame: 03.2020 – Present

- Planning & Council
- Computers
- Committee Creation & Execution
- Protocols & Procedures
- Meetings & Guidance
- Newsletters
- Facebook & Website Updates
- On Going...

2. Park Projects (Frink, Coleman & McDowell)
Time Frame: 09.2019 – 06.2020

Playground Equipment (McDowell & Frink)
Time Frame: 09.2019 – 11.2019

- Discuss Logistics 07.23.19
- Prepare Specifications }
- Investigate Specialty Companies } 08.06.19
- Park Board Approval (*Tentative | No Quorum*) 08.08.19
- Council Conference 06.26.19
09.17.19

Pioneer

- Park Board Relocation Decision 09.14.19
- Council Approval of Playground Relocation Recommendation 09.17.19
- Playground Relocation Additional Quotes [March 2020] 02.03.20
- Cleanout River Debris [August]
- Paint Sidewalk Distance Indicators
- Execute Contracts

Kirk's Ferry

- Fill Work

Remington Park

- Open Space Property

3. Council Rules ★ (McDowell, Thompson & Neddeau)
Time Frame: 09.2018 – 03.2019

- Review R 718 (Councilor Thompson & Neddeau) 08.20.19
- Create New Resolution 10.01.19
- Present New Consolidated Resolution to Council 10.22.19
- Prepare Hearings 09.17 & 10.22.19
- Council Passage 10.22.19
- Send to Boards & Committees } First of the Year



2019-2020 Project Outlook

PROJECT

NOTES:

Verification Signatures & Such

4. CIS Learning Center ⑥ (McDowell & Staff)

Time Frame: 07.2019 – 12.2019

- Safety Committee Discussion 07.24.19
- 11.27.19
- Self-Learning First 10.30.19
- Provide Passwords for Public Works
- Provide Tutorial for Staff
- Create Required Testing Plan 12.19.19
- Create Public Works Office & Computer In Progress
- Assign Training Plan
- Create Appropriate Deadline
- Monitor Progress

5. Street Paving & Rehabilitation Projects ★ (Frink & McDowell)

Time Frame: 09.2019 – 06.2020

- Create Specifications [Foundation Removal & New Sidewalks] KF: CLRC Parking Lot Quote | \$13K+ Obtaining other quotes
- Request & Obtain Quotes... [Homeland 02.20]
- Execute All Quote
- Council Motion of Acceptance
- Execute Contract
- Pre-Construction Meeting
- Letter to Residents
- Mobilization & Construction
- Punch List Items
- Finalize Contract
- Execute Final Check

6. Employee Handbook & Job Descriptions Update ② (McDowell)

Time Frame: 7.2019 – 11.2019

- Add Necessary Policy (Legislature Changes) 12.17.19
- CIS Dropped Template Late 12.08.19
- Revise Existing Policy to match practice
- CJIS - Add Necessary Policy Adjustments
- Make Necessary Changes
- Council Approval
- Send CJIS Info to State Police
- Receive State Confirmation
- Make Changes Per Council Authority
- Post New Handbook to WS
- Send All Employees New Version

7. Water Treatment Plant Generator ② (McDowell & Frink)

Time Frame: 01.2020



2019-2020 Project Outlook

PROJECT

- Discuss Logistics with Ryan Quigley
- Investigate Options

NOTES:

08.21.19 – 10.20.19

<p>8. Downtown Sewers Engineering <i>(Frink & McDowell)</i> Time Frame: 02.2020 ADDED</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Council Approval & Funds <input checked="" type="checkbox"/> Hired First American Title <input type="checkbox"/> Prepare & Review Project Details 	<p>10.22.19 02.03.20</p>
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<p>9. Public Works Standards Review <i>(Frink, Coleman & McDowell)</i> Time Frame: 02.2020 ADDED</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Council Approval & Funds <input type="checkbox"/> Prepare & Review Project Details 	<p>10.22.19 On Going</p>
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10. Water Management & Conservation Plant [Ⓜ] *(Frink & McDowell)*

Time Frame: 09.2019 – 06.2020

- Frink Discussion
- Contact ORPIN/Sole Source/BMC
- Create Contract Language
- Develop Quotes & Specifications
- Review Plan
- Submit to OWRD

<p>11. Alyrica Franchise Agreement <i>(McDowell & Wolf)</i> Time Frame: 08.2019 – 03.2020</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> October Report <input checked="" type="checkbox"/> November & December Council Meeting <input checked="" type="checkbox"/> Review ROW Permits <i>(Starting on Templeton)</i> <input checked="" type="checkbox"/> Letters <input checked="" type="checkbox"/> Execute Property Agreement <input type="checkbox"/> Construction to begin in March 	<p>12.19.19 (Go Ahead) 01.2020 02.07.20</p>
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12. Land Inventory ★ *(Kinney, Coleman & McDowell)*

Time Frame: On Going

- Review & Prepare Scope *(Kinney & Coleman)* 01.04.2018
- Council Update 01.23.2018
- Engage Linn County GIS (Kinney) 01.30.2018
- Engage DLCD
- Review Details Ongoing
- Final Edit
- Council Public Hearings
- Submit to County
- Submit to State

13. Budget Process *(Morrow & McDowell)*

Time Frame: 02.2020



2019-2020 Project Outlook

PROJECT

NOTES:

- Prepare & Review Checklists 01.27.20
- Council Budget Advertisements Awareness 01.28.20
- Refer to Budget Checklists
- Council May Budget Hearing
- Council June Final Budget Hearing
 - Pass Appropriates and Taxing Resolutions*
 - Authorize Utility Liens*
- Finalizes in July - Certified to County & GL entry

14. **Public Works ROW Maintenance Checklist** (Frink)

Time Frame: 12.2019 – 06.2020

- Create Photo Checklist
- Seasonal Employees Training Piece
- Demonstrate Workload
- Council Review

15. **Records Project** ★ (Deaver, Coleman, Morrow & McDowell)

Time Frame: 09.2019 – 06.2020

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File
- Create Contracts File

16. **Zoning Code Provisions Review** ★ (Coleman, McDowell & Frink)

Time Frame: 10.2019 – 02.2020

- Review Current Standards
- Revocation Language – Conditions of Approval
- Council Approval

17. **Wastewater Collections Cleaning Checklist** (Frink)

Time Frame: 12.2019 – 05.2020

- Identify Areas
- Contact Inspection Service
- Review Findings
- Complete Recommendations
- Create Maintenance Checklist
- Implement Cleaning Process

18. **Brownsville Municipal Code & Policy Review** Ⓢ (Staff & Council)

Time Frame: 11.2019 – 05.2020

- Review Code Goals
- Make Recommendations
- Council Approval
 - Prepare & Update Checklists in Council Agenda Packets
 - Refer to Policy Checklists in Council Agenda Packets



2019-2020 Project Outlook

PROJECT

NOTES:

Pending

Agreements & Miscellaneous

Time Frame: Various

FY 2018-2019 Agreements Reviews

- ◆ Wickett & Slaughter at 729 N. Main Street Flower Agreement [*Next Review: 09.2020*]
- ◆ Calapooia Food Alliance (*Red Barn*) [*Next Review: 09.2020*]
- ◆ Chamber of Commerce [*Next Review: October 2022*]
- ◆ *Solid Waste: Sweet Home Sanitation* [*Next Review: November 2020*]
- ◆ Valley Telephone Services Agreement [Annual] [*Next Review: June 2020*]

Annual Agreements

- ◆ Senior Center Agreement
[*Next Review: November 2020*]
- ◆ Prepare Annual Park Agreements
 - ☑ Willamette Agility Group
(*C. Widdell & J. Oaks*)
 - ☐ Festival of Tents (*J. Boggs*)
- ☑ Revenge Cycling (*K. Graham*)
- ☑ Miscellaneous Bicycle, Motorcycle & Running Events
- ◆ DAS ORCPP Agreement
[*Next Review: October 2021*]

Future Agreement Reviews

- ◆ LCSO Agreement
[*Next Review: 06.2022*]
- ◆ Brownsville Garden Club
[*Next Review: 07.2021*]
- ◆ Central Linn Recreation Board
[*Next Review: 12.2019*]
- ◆ Brownsville Art Association
[*Next Review: 12.2022*]
- ◆ Pioneer Picnic Association
[*Next Review: 11.2021*]
- ◆ Nealon Mowing Services
[*Next Review: December 2020*]
- ◆ McDowell Administrator
[*Next Review: March 2020*]
{*Plus Two Year Option*}

Rolling Agreements

- ◆ Court Administrator (*C. Humphreys*)
- ◆ Planning Consultant (*D. Kinney*)
- ◆ Engineering Consultant (*R. Quigley*)
- ◆ DOR Marijuana Tax Collection
- ◆ Linn County Building Department
- ◆ Linn County Court Clerk Services
- ◆ Benton County General Services
- ◆ Linn County Justice of the Peace
- ◆ ODOT Emergency Services
- ◆ Halsey Public Works Mutual Aid
- ◆ BCS Payroll Agreement
- ◆ Speer Hoyt Legal Services
- ◆ Barker-Uerlings Insurance Services
- ◆ James Land Lease Agreement

Franchise Agreements

- ◆ **Communications:** CenturyLink 2017/Alyrica (ACTIVE)



2019-2020 Project Outlook

PROJECT

NOTES:

- ◆ **Solid Waste:** Sweet Home Sanitation [Next Review: 2020]
- ◆ **Natural Gas:** Northwest Natural Gas [Next Review: 2026]
- ◆ **Electricity:** Pacific Power [Next Review: 2021]

General Staff Duties, Responsibilities & Other Things

- ▶ Day to Day Operations
- ▶ Website Maintenance
- ▶ Weekly Deposits
- ▶ Monthly Utility Billing
- ▶ Month End Financials
- ▶ Financial Management
 - Bond Payments
 - Bank Reviews
 - Audit Items
- ▶ Citizen Concerns & Complaints
- ▶ Water & Wastewater Testing
- ▶ Water & Wastewater Reports & Processing
- ▶ Utility Emergencies
- ▶ Routine Maintenance
- ▶ Grounds Maintenance
- ▶ Vehicle Maintenance
- ▶ State Law Changes
- ▶ Programmatic Changes
- ▶ State Reporting
- ▶ Committees & Boards Developments
 - ✦ Council
 - ✦ Planning Commission
 - ✦ Park Board
 - ✦ Library Advisory Board
 - ✦ Historic Review Board
- ▶ Resolutions & Ordinances
- ▶ Council Packets
- ▶ Newsletters
- ▶ Consumer Confidence Report
- ▶ Utility Emergency Plans
- ▶ Community Emergency Plans
- ▶ Brownsville Handbook Update
- ▶ Volunteer Management
- ▶ Business Registration Program
- ▶ Zoning & Permits
- ▶ Computer Issues
- ▶ Update Prospectus
- ▶ Go Team [MVP IGA & RAIN]
- ▶ Visit Linn Coalition
- ▶ Executive Board (Chamber)
- ▶ Oregon Parks & Recreation Department Grant Advisory Board
- ▶ Linn County Project Advisory Committee
- ▶ Linn County Solid Waste Advisory Committee
- ▶ Cascades West Council of Governments
- ▶ League of Oregon Cities & Region III
- ▶ Cascade West Council of Governments Policy Advocacy
- ▶ State DAS ISS
- ▶ Linn County Planning & Building Discussions
- ▶ China Sword & Recycling Emergency
- ▶ Gap Road Marijuana Development
- ▶ Computer Failure & Website Loss
- ▶ Town Hall & Committee Formation
- ▶ River's Edge Development
- ▶ Dollar General Development
- ▶ Lepman Development
- ▶ Linn County Planning & Building Department Discussion

Complete

19.	EPC ★ (McDowell & Morrow)	
	Time Frame: 09.2019 – 06.2020	
	<input checked="" type="checkbox"/> Standalone Website	08.2019
	<input checked="" type="checkbox"/> Council Strategy Discussion	12.17.19



2019-2020 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Council Report	12.17.19
<input checked="" type="checkbox"/> Emergency Plan 2020	
<input checked="" type="checkbox"/> BRFD, H-SRFPD & Halsey	
<input checked="" type="checkbox"/> Quarterly Meeting Schedule	On Going

20. City Hall Safety Improvements [Ⓜ] (Staff)	
Time Frame: 09.2018 – 12.2018	
<input checked="" type="checkbox"/> Review CIS Recommendations	01.05.2018
<input checked="" type="checkbox"/> Decide on Solutions	01.07.20
✓ Staff Discussion [JETS]	
✓ Fix Court Room Door	01.09.20
Obtain Quotes	Pending
Install Cameras	
<input checked="" type="checkbox"/> Execute Contract	
<input checked="" type="checkbox"/> Finish Construction	
<input checked="" type="checkbox"/> Finalize Contract	

21. Event Agreement Negotiations (McDowell & Coleman)	
Time Frame: 10.2019 – 06.2020	
<input checked="" type="checkbox"/> Chamber of Commerce	10.22.19
<input checked="" type="checkbox"/> Pioneer Picnic (New as of 2017)	02.06.20
<input checked="" type="checkbox"/> Rally on the River (Annual)	01.07.20
⊙ Willamette Valley Cycling Tour (Revenge) (Not LY)	
<input checked="" type="checkbox"/> Willamette Agility Group (LY 1 st Year Twice)	02.04.20
<input checked="" type="checkbox"/> Salem Boy Scout Opportunity (Brian Scott) (LY 1 st Year)	11.2019
<input checked="" type="checkbox"/> Mid Valley Bike Club Overnight (Two Years Going)	Pandemic PP
<input checked="" type="checkbox"/> Various Reunion Camping Arrangements (Annual)	
<input type="checkbox"/> Festival of Tents	

22. Calendar Project/Reservation Platform ★ (Deaver & McDowell)	
Time Frame: 01.2019 – 02.2020	
<input checked="" type="checkbox"/> Populating Module (Savanah, Pasha & Municode)	In Progress (JD)
<input checked="" type="checkbox"/> Populating Known Events	11.18.19
<input checked="" type="checkbox"/> Staff Instruction (No Google)	12.18.19
<input checked="" type="checkbox"/> Create Step-by Step Instructions	12.19.19
<input type="checkbox"/> Public Unveiling [Early March]	Pandemic PP

23. Facilities Committee ★ (Frink, Coleman & McDowell)	
Time Frame: 08.2019 – 06.2020	
<input checked="" type="checkbox"/> Schedule Building Tour	
<input checked="" type="checkbox"/> Ad Hoc Joint Committee – Flesh Out Plan	07.15.19
<input checked="" type="checkbox"/> Hire Structural Engineer Review	07.24 – 08.07.19
<input checked="" type="checkbox"/> VLMK Structural Engineer Report	08.20.19



2019-2020 Project Outlook

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NOTES:

<input checked="" type="checkbox"/> Hold Follow-Up Meetings	11.14.19
<input type="checkbox"/> Scott & Hilary Report	12.18.19...
<input type="checkbox"/> Jen Durringer Idea	12.2019
<input type="checkbox"/> Council Presentation [May or September]	Pandemic PP

24. Canal Company ★ (Council & McDowell)

Time Frame: 10.2018 – 06.2019

<input checked="" type="checkbox"/> Setup Meeting with Holbrook & Babcock (Councilor Block to assist)	08.26.19 (Failed) 10.22.19 (Failed) 11.22.19 01.27.20
<input checked="" type="checkbox"/> Review Council Presentation	11.22.19
<input checked="" type="checkbox"/> Discuss Model & Steps Forward	11.22.19
<input checked="" type="checkbox"/> Council Permission City Attorney Ross Williamson	12.17.19

- 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

-
- Running Pumps Requires:
 - Confirms IRS Status
 - Confirms Solvency Issue
 - Provides Insurance Certificate
 - KF: Initiate Startup
 - Review Implications

Pandemic PP

25. March Newsletter Ⓜ (Morrow)

Time Frame: 2.2020 – 03.2020

- Call for Articles [March 2nd]
- Councilor Block Articles



2019-2020 Project Outlook

PROJECT

NOTES:

- [Streetlights, Food Bank, Address Markings]
- Staff Complete Necessary Articles
- Staff Assemble
- Edit Reviews
- Copy
- Prepare for Mailing including Out-of-Town copies
- Prepare Post Office (*Bulk Process*)
- Post to WS
- Send

- 26. Staff Prospectus ★ (McDowell)**
Time Frame: On-going
- Continue to Define the New Era
 - Create Shared Expectations
 - Monitor Execution

- 27. Purchase New Dump Truck & Equipment ⑥ (Frink & McDowell)**
Time Frame: 09.2019 – 01.2020
- | | |
|---|---------------------|
| <input checked="" type="checkbox"/> Frink Discussion | 07.18.19 |
| <input checked="" type="checkbox"/> Contact ORPIN | 07.25.19 |
| <input checked="" type="checkbox"/> Create Contract Language | 08.06.19 |
| <input checked="" type="checkbox"/> Develop Quotes & Specifications | 08.08.19 (Benton) |
| | 10.17.19 (Sent JCB) |
| <input checked="" type="checkbox"/> Purchase Mowers & Service Truck also; | Same as above |
| <input checked="" type="checkbox"/> Complete Purchase | } |
| <input checked="" type="checkbox"/> Complete Contract | } |
| <input checked="" type="checkbox"/> Final Payment | } First of the Year |
| <input checked="" type="checkbox"/> Insurance Coverage | } |
| <input type="checkbox"/> Final Payment | } |

- 28. Fourth of July Preparations (Frink & McDowell)**
Time Frame: 06.2020 – 07.2020
- Prepare Caretakers
 - Rent Light Banks (*Karl: 2 Total*)
 - Coordinate Volunteer Help (*Liz*)
 - Contact Vendors
 - Contact Sweet Home Sanitation (*Scott*) 20 Cans
 - Order Additional Toilets (*SM: 10 Best Pots*)
 - Execute Cleanup

- 29. WTP Telemetry Purchase ⑥ (Frink & McDowell)**
Time Frame: 09.2019 – 01.2020



2019-2020 Project Outlook

PROJECT

NOTES:

<input checked="" type="checkbox"/> Frink Discussion	07.18.19
<input checked="" type="checkbox"/> Contact ORPIN/Sole Source/BMC	07.29 (Ross W.)
	08.07.19
<input checked="" type="checkbox"/> Create Contract Language	08.08.19
<input checked="" type="checkbox"/> Develop Quotes & Specifications	08.08.19
<input checked="" type="checkbox"/> Complete Contract	
<input checked="" type="checkbox"/> Complete Purchase	
<input checked="" type="checkbox"/> Final Payment	
<input checked="" type="checkbox"/> Insurance Coverage	
<input checked="" type="checkbox"/> Final Payment	

30. Radio Read/Water Meter Installations ☉ (McDowell & Frink)	
Time Frame: 08.2019	
<input checked="" type="checkbox"/> Make Final Payments	07.11.19
<input checked="" type="checkbox"/> Pay Back Loans (Verified with Tim Owens)	07.15.20
** Cut Special Check **	

31. Budget Finalization Process ☺ (McDowell & Morrow)	
Time Frame: 07.2019	
<input checked="" type="checkbox"/> Certify Budget	07.10.19
<input checked="" type="checkbox"/> Budget Checklist Update	07.15.19
<input checked="" type="checkbox"/> Complete Compilation	07.16.19
<input checked="" type="checkbox"/> Microfund – Populate FY 2019-20	07.03 & 07.10.19
<input checked="" type="checkbox"/> Budget Documents Forward '19	08.06.19
<input checked="" type="checkbox"/> Schedule Forward '19	08.06.19

32. Dust Control & Greg Tilley (Frink)	
Time Frame: 05.2020	
<input checked="" type="checkbox"/> Prepare & Review Streets	06.17.19
<input checked="" type="checkbox"/> Fax Greg List of Streets (If Needed)	06.18.19
<input checked="" type="checkbox"/> Add Pearl Street (Check with Lemhouse) City paid 1/4 of 735' Last 4 FY ⁴	
<input checked="" type="checkbox"/> Numbers for Jannea	07.16.19
<input checked="" type="checkbox"/> Prepare Invoices (Deaver)	07.19.19
<input checked="" type="checkbox"/> Send Invoices to Property Owners	07.19.19

33. CLEPC Standalone Website ★ (McDowell)	
Time Frame: 09.2019 – 01.2020	
<input checked="" type="checkbox"/> Billington Graphics	08.12.19
<input checked="" type="checkbox"/> Update EPC Content with new Logo	08.13 – 08.14.19
<input checked="" type="checkbox"/> Learn Wix Interface	08.13.19
<input checked="" type="checkbox"/> Build Webpage	08.13 – 08.14.19
<input checked="" type="checkbox"/> Create Administrative Links	08.14.19
<input checked="" type="checkbox"/> Link to Partner Websites	08.14.19



2019-2020 Project Outlook

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NOTES:

<input checked="" type="checkbox"/> Finalize Site Content	On Going
<input checked="" type="checkbox"/> Maintain the Website (TM Training)	11.15.19

34. Antique Faire Preparations <i>(Frink & McDowell)</i> Time Frame: 07.31.2019	
<input checked="" type="checkbox"/> Provide Signs	08.01.19
<input checked="" type="checkbox"/> Open Back Gate	
<input checked="" type="checkbox"/> Electricity & Vendors	
<input checked="" type="checkbox"/> Move rocks for staging	
<input checked="" type="checkbox"/> Caretakers Arrangements	

35. Boldt, Carlisle & Smith Ⓞ <i>(Deaver, Morrow & McDowell)</i> Time Frame: 08.2019 – 12.2020	
<input checked="" type="checkbox"/> Schedule Audit (09.30 – 10.04)	
<input checked="" type="checkbox"/> Pre-Audit Information Gathering	07.10.19
<input checked="" type="checkbox"/> Prepare Information	07.10 – 08.14.19
<input checked="" type="checkbox"/> Execute Checklists	07.10 – 08.14.19
<input checked="" type="checkbox"/> Complete Engagement Letter	07.02.19
<input checked="" type="checkbox"/> Prepare Staff Information	07.14.19 (SM Done) 09.19.19 (TM & JD)
<input checked="" type="checkbox"/> Answer Follow-Up Questions	09.30 – 10.02.19
<input checked="" type="checkbox"/> Track Completion	10.07 – 12.16.19
<input checked="" type="checkbox"/> Review Audit	12.16.19
<input checked="" type="checkbox"/> Provide M D & A Report	12.09.19
<input checked="" type="checkbox"/> File with Secretary of State	12.19.19
<input checked="" type="checkbox"/> File with S & P	12.23.19
<input checked="" type="checkbox"/> File with EMMA	12.23.19
<input checked="" type="checkbox"/> YE AJE's	12.09.19
<input checked="" type="checkbox"/> Finalize Contract	12.18.19
<input checked="" type="checkbox"/> Council Presentation	12.17.19

36. September Newsletter Ⓞ <i>(Morrow & McDowell)</i> Time Frame: 8.2020 – 09.2020	
<input checked="" type="checkbox"/> Call for Articles	
<input checked="" type="checkbox"/> Staff Complete Necessary Articles	}
<input checked="" type="checkbox"/> Staff Assemble	} 09.2019+
<input checked="" type="checkbox"/> Edit Reviews	}
<input checked="" type="checkbox"/> Copy	
<input checked="" type="checkbox"/> Prepare for Mailing including Out-of-Town copies	
<input checked="" type="checkbox"/> Prepare Post Office <i>(Bulk Process)</i>	
<input checked="" type="checkbox"/> Post to WS	10.02.19
<input checked="" type="checkbox"/> Send	10.03.19



2019-2020 Project Outlook

PROJECT

NOTES:

37. Arbor Day ⑥ (Coleman)
Time Frame: 08.2019 – 10.2019

- Contact Partners
- Contact the State
- Determine Planting Location
- Park Tree Planting: Discuss with Frink
- Make Arrangements for Refreshments (Optional)
- Event Day

} } Dates within;
}

38. CIS/Barker-Uerlings ⑩ (McDowell & Staff)
Time Frame: 01.2020 – 07.2020

- Review Appraisal Report 01.16.20
- Annual Survey 02.04.20
- Pass Safety Resolution 01.28.20
- Attend Annual Conference (February) [JD Registered] 02.27.20
- Pass Workers Compensation Resolution
- Review Workers Compensation Figures June
- Review General Liability Coverage June
- Review Flood Insurance June
- Mobile Equipment List June
- Property Coverage Review June
- Open Enrollment (July)

39. Evaluations ⑥ (McDowell & Frink)
Time Frame: 10.2019 – 01.2020

- Vacation Cash Out Option (November Payroll) 10.31.19
- Perform Evaluations
- Calculate Potential Increases
- Prepare Benefits Letters
- Prepare Payroll Changes
- Send Payroll Changes to BCS
- Execute Personnel Meetings

40. City Hall Heater (McDowell)
Time Frame: 02.2020 ADDED

- Emergency Heater Replacement
- Best Heating
- Project Final

41. Hire Park Caretakers ⑥ (Frink, Morrow & McDowell)
Time Frame: 11.2019 – 04.2020

- Negotiations (Dave & Sharon Peterson) ~OR~
- Prepare Advertisement | Prepare Questionnaire | Interviews



2019-2020 Project Outlook

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NOTES:

<input checked="" type="checkbox"/> Prepare Contract	
<input checked="" type="checkbox"/> Execute Contract	

42. Hire Seasonal Public Works (Frink, Morrow & McDowell)	
Time Frame: 01.2020 – 04.2020	
<input type="checkbox"/> Negotiations (Brown or Hampton) ~OR~	
<input type="checkbox"/> Prepare Advertisement <input type="checkbox"/> Prepare Questionnaire <input type="checkbox"/> Interviews	
<input type="checkbox"/> Execute & Prepare Contracts	
<input checked="" type="checkbox"/> Hired Brown as FTE	11.12.2019

43. Regional Economic Development & Policy Advocacy (McDowell)	
Time Frame: On Going	
<input checked="" type="checkbox"/> Asset Mapping with John Morgan	09.2019
<input checked="" type="checkbox"/> COG Asset Mapping & General Regional Meeting	On Going
<input checked="" type="checkbox"/> Updates & Opportunities	10.2019
<input checked="" type="checkbox"/> Prepare IGA for Approval	10.2019
<input checked="" type="checkbox"/> Present to Council (Brownsville, Halsey, Lebanon & Monroe)	10.19 – 12.2019

44. LCSO Agreement Negotiation (McDowell & Block)	
Time Frame: On Going	
<input checked="" type="checkbox"/> Setup Meetings	10.2019 – 11.2019
<input checked="" type="checkbox"/> Harrisburg Review	11.2019
<input checked="" type="checkbox"/> Scio Review	11.2019
<input checked="" type="checkbox"/> Set Quarterly Schedule	11.2019
<input checked="" type="checkbox"/> Finalize Agreement (Council Approval)	12.17.19

45. Weed Abatements (Phase I) Ⓞ (McDowell & Morrow)	
Time Frame: 05.2019 – 07.30.2019	
<input checked="" type="checkbox"/> First Review	05.2019
<input checked="" type="checkbox"/> Execute Spreadsheets	06.10.19
<input checked="" type="checkbox"/> Pull Contractor PO	06.12.19
<input checked="" type="checkbox"/> Execute Necessary Paperwork	
<input checked="" type="checkbox"/> Execute Final Contract	
<input checked="" type="checkbox"/> Review Work	
<input checked="" type="checkbox"/> Pay Contractor(s)	07.15.19
<input checked="" type="checkbox"/> Send Invoices to Property Owners	07.22.19

46. Purchase New WTP Computer (Frink & McDowell)	
Time Frame: Emergency	
<input checked="" type="checkbox"/> Frink Discussion	10.21.19
<input checked="" type="checkbox"/> Consult City Attorney	10.21.19
<input checked="" type="checkbox"/> Council Sole Source Resolution	10.22.19



2019-2020 Project Outlook

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NOTES:

<input checked="" type="checkbox"/> Final Installation	01.08.20
47. State Law Policy Requirement (McDowell)	
Time Frame: Emergency	
<input checked="" type="checkbox"/> Morrow Discussion	12.03.19
<input checked="" type="checkbox"/> Contact CIS [Inquiry about Model]	12.04.19
<input checked="" type="checkbox"/> CIS Drops New Policy	12.12.19
<input checked="" type="checkbox"/> McDowell Creates New Policy	12.13.19
<input checked="" type="checkbox"/> Council Approval	12.17.19
<input checked="" type="checkbox"/> Sent to Employees	01.02.20
<input checked="" type="checkbox"/> Policy Training	01.28.20
48. Weed Abatements (Phase II) ☉ (McDowell & Morrow)	
Time Frame: 08.2019 – 09.30.2019	
<input type="checkbox"/> Execute Spreadsheets	Sent Clean-Up Day Notices
<input type="checkbox"/> Pull Contractor PO	
<input type="checkbox"/> Execute Necessary Paperwork	Property Owners Took Care of Round II
<input type="checkbox"/> Execute Final Contract	
<input type="checkbox"/> Review Work	
<input type="checkbox"/> Pay Contractor(s)	
<input type="checkbox"/> Send Invoices to Property Owners	
49. TMDL Annual Review ☉ ★ (McDowell & Frink)	
Time Frame: On Going	
<input checked="" type="checkbox"/> Review TMDL Plan (Woolverton)	07.05.19
<input checked="" type="checkbox"/> Finalize Website Items	09.18.19
<input checked="" type="checkbox"/> Review TMDL Plan to determine all steps necessary	09.18.19
<input checked="" type="checkbox"/> Continue Periodic Updates of Council	Per Schedule
	05.19 & 11.19
<input checked="" type="checkbox"/> Review Implementation Items	10.16.19 (KF)
<input checked="" type="checkbox"/> Staff Training	On Going
<input checked="" type="checkbox"/> Council Report Review & Approval	01.28.20
<input checked="" type="checkbox"/> Council Approve Final Report	01.28.20
<input checked="" type="checkbox"/> File Report with State	01.30.20
50. Christmas Decorations ☉ (Frink & McDowell)	
Time Frame: 11.2019 – 01.2020	
<input checked="" type="checkbox"/> Make Installation Arrangements	12.02.19
<input checked="" type="checkbox"/> Make Removal Arrangements	01.03.20



2019-2020 Project Outlook

PROJECT

NOTES:

<p>51. Nuisance Committee <i>(Morrow & McDowell)</i> Time Frame: October 2019 <input checked="" type="checkbox"/> POA Nuisance Ordinance Enforcement <input checked="" type="checkbox"/> POA Houtz <i>(Partial)</i> <input checked="" type="checkbox"/> POA Geil <i>(Carwash)</i> <input checked="" type="checkbox"/> RV Issues... <input checked="" type="checkbox"/> General Appearance... <input checked="" type="checkbox"/> Junk Vehicles...</p>	
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<p>52. Judges Pro-Tempore Ⓞ <i>(McDowell & Meyer)</i> Time Frame: 01.2020 <input checked="" type="checkbox"/> Create Resolution <input checked="" type="checkbox"/> Council Approval</p>	<p>01.21.20 01.28.20</p>
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