



Parks & Open Space Advisory Board

May 11th, 2022

Members of the Parks & Open Space Advisory Board met this day in regular session at City Hall, Brownsville, Oregon at 7:00 p.m.

Present: Chair Pat MacDermott, Pam Solberg, Rick Dominguez, Betsy Ramshur, Joann Neddeau, Brandie Simon, Lynlee Bischoff, Administrative Assistant Elizabeth Coleman & City Administrator Scott McDowell.

Absent: Everyone was present.

Public: No one was present.

Presiding: Pat MacDermott.

The meeting was called to order at 7:05 p.m. Nothing was added or removed from the agenda. The Pledge of Allegiance was recited. Administrative Assistant Elizabeth Coleman officially introduced new Parks & Open Space Advisory Board member Pam Solberg. Welcome Pam!

Minutes: March 2nd, 2022

Mrs. Simon moved to approve the March 2nd, 2022, Minutes with two grammatical changes. Mrs. Neddeau seconded the motion, and the minutes were approved unanimously.

Park Walk

Members conducted their annual Pioneer Park walk as referenced on the agenda.

FY 2022.2023 Budget

Chair MacDermott turned the floor over to Mr. McDowell for a presentation on the upcoming budget adoption by the City Council in June.

McDowell said the City website has all budget related documents for ease of access and further research if desired by anyone. Highlights from the presentation included a discussion about tax rates and the Linn County SAL report. McDowell explained how general obligation bonds were not counted toward the permanent tax rate. Voter approved general obligation debt is counted separately or cities would have no way of affording major capital improvements such as water and sewer treatment plants and the like. McDowell briefly explained State requirements for taxation including Measure 5 & Measure 50 implications. He shared the Linn County breakdown showing where tax dollars flow. He highlighted the fact that the budget is built after 75% of the current fiscal year is completed.

McDowell discussed the refinancing of the water and sewer debt. The City recently received an upgraded, AA - rating from Standard & Poor's in August 2019. McDowell also said that Brownsville has "high taxes" because of the bonded debt and explained the permanent tax rate of \$6.9597 per \$1,000 of assessable tax value.



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McDowell shared a slide showing tax statements and pointed out that the entire tax bill does not go to the City. There are many taxing districts who receive revenue from taxes. McDowell explained that many folks have been upset because they believe the entire amount is coming to the City. McDowell showed the permanent rate with the bond rate and total tax calculation.

McDowell showed a slide that compared utility rates with other communities in the mid-valley showing Brownsville was the second lowest. Other communities have had to complete major utility capital improvements projects that have led to the higher rates. The City's rates will have to go up once capital improvements are completed. Hopefully, not substantially.

General obligation bonds are not counted toward the full permanent rate of \$6.9597 because general obligation bonds are voter approved and, thereby, exempt by State law. Council successfully refinanced all general obligation bonds in September 2016. Council also refinanced the OECD loan through Government Capital that saved the taxpayers over \$20,000 over the remaining life of that instrument this past February. The City received an A- rating from Standard & Poor's which made this refinancing possible. The City's rating was improved from A+ to AA- in August 2019.

McDowell discussed the adjustments used in developing this year's budget. He said that he always tries to use a zero-based budgeting approach and bases many calculations on line item performance from previous years, however this year was impossible to predict due to the inflation explosion the nation is experiencing. Insurance costs, utility costs, service costs all continue to rise disproportionately to the amount of money collected by the City.

McDowell reviewed the City's capital assets, current goals, and reviewed future needs. The City has about \$23,000,000 in deferred maintenance on capital assets with a total amount of assets over \$55,000,000. The City has been self-funding improvements, but the costs are so high it is impossible for the City to keep pace without raising rates to an unaffordable level for tax payers and rate payers. Council and the Committee have agreed that certain items such as the new water reservoir will have to wait until a bond comes around. McDowell explained some legacy decisions that have made future financing of certain infrastructure even more difficult. McDowell reviewed the wish list versus reality. There is never a shortage of want, just a shortage of money! The City has priorities set for the foreseeable future.

Mr. McDowell indicated that the following projects were included, while highlighting the Park projects dominating the budget:

GENERAL FUND

✓ Park Rock p. 4 [+\$5K]	\$ 10,000
✓ Future Playground p. 4	\$ 180,000
✓ Pavilion Park & Rec Center Facilities Reserve p. 4	\$ 1,350,000
✓ Library E-Books & Circulation Software p. 6	\$ 10,000
✓ Land Use Inventory p. 8	\$ 30,000



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✓ Copy Machine (Split) | *p. 8* \$ 15,000

WATER FUND

- ✓ GR 12 Engineering | *p. 11* \$ 100,000
- ✓ GR 12 Waterline Construction | *p. 11* \$ 350,000
 - ▶ SDC | *p. 26* Stay in Place \$ 150,000
 - ▶ WSR | *p. 24* Stay in Place \$ 125,000
- ✓ Water Management & Conservation Plan Implementation | *p. 12* \$ 20,000

SEWER FUND

- ✓ New SWWTP Lagoon Engineering | *p. 15* \$ 25,000
- ✓ New TMDL DMA Requirements | *p. 16* \$ 20,000
- ✓ Sewer System New or Repair | *p. 16* \$ 100,000

STREET FUND

- ✓ Street Improvements | *p. 19* \$ 30,000
- ✓ Street Sweeping Contract | *p. 19* \$ 8,600
- ✓ Street Signs | *p. 19* \$ 3,500
- ✓ Sidewalks | *p. 19* \$ 3,000
- ✓ Mill Race Pump Replacements | *p. 19* \$ 40,000

COMMUNITY PROJECTS

- ✓ City Hall Improvements | *p. 35* \$ 40,000
 - ▶ Security | *p. 35*
 - ▶ Other Improvements | *p. 35*
- ✓ Beautification [Code Enforcement] | *p. 35* \$ 20,000
- ✓ Tree City Requirement | *p. 35* \$ 8,500
- ✓ Partnerships [Partial] | *p. 35* \$ 6,500

McDowell shared that Council is actively working on all the capital assets in Pioneer Park and the Central Linn Recreation Center.

| Park & Cemetery

- ★ Line 20 shows the \$1,350,000 reserved for the Rec Center and the Pavilion. Also includes \$180,000 for a new playground in Pioneer Park. McDowell explained the process with Woodblock Architects & the Ad Hoc Committee. Councilor Chambers sits on that committee.

| Water Administration & Operations

- ★ McDowell explained the need for the GR 12 Waterline along with the brief history of the project including the State's curtailment of water rights. McDowell explained the monies that will be used from other accounts such as Water SDC and Water System Reserve toward paying for waterline. McDowell explained the shortfall for the overall costs of the project and discussion ensued about what the City could do. The City could wait and start the project later in the fiscal year and budget money



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in the next fiscal year to finish the project or the City could borrow the money. McDowell shared the benefits of each approach.

McDowell talked about State requirements for the Water Management & Conservation Plan (WMCP) and the Department of Environmental Quality (DEQ) requirements for the City being deemed a Designated Management Agency (DMA) caused increases so the City can comply with these requirements.

| Sewer Administration & Operations

- ★ McDowell explained borrowing between certain funds that some cities employ. Fortunately, the City allows funds to be used for whatever the need is without keeping track internally of transfers. The GR 12 waterline project is the main focus for the City this fiscal year.

McDowell was excited to report that the City was able to put back money for the future new sewer lagoon. McDowell explained that the City was experiencing some growth related challenges that Council has been busy working on.

| Streets & Drainage

- ★ McDowell said that it will be difficult for future projects depending on Climate Change goals. Asphalt is made from oil and completely dependent on price per barrel of oil.

| Water Bond

- ★ McDowell explained the refinancing process which led to the City not expending the money this fiscal year. McDowell shared that the City will not have to levy a bond amount for this portion this year. The City saved over \$20,000 for the next ten years by refinancing. In 2016, the major refinancing led to a \$2,200,000 savings on our tax and rate payers over the life of those obligations.

| Water System Reserve

- ★ \$100,000 appropriated for the GR 12 Waterline.

| Water SDC

- ★ \$125,000 appropriated for the GR 12 Waterline. McDowell briefly reviewed what System Development Charges (SDC) were and how they were to be used.

| Sewer SDC

- ★ Money has been appropriated for new sewer construction.

Progress Reports

Cemetery Signage

Council recently passed an ordinance for cemetery administration. Public Works



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Superintendent Karl Frink will be doing extensive drainage work for the roadway up to the cemetery. The road from the bridge to the cemetery is the responsibility of the City while the portion of the road from the bridge to Northern Drive/Kirk Avenue is Linn County. McDowell reported that Parker Leigh of Linn County Road Department will be doing some maintenance to this road, at least the County portion, late Spring early Summer.

Calapooia Food Alliance Agreement

McDowell reminded the Board of basis of agreement. Apparently there has been much ado over the agreement with City Council. McDowell and Coleman stated that the agreement and location were temporary and as-is. Nothing has ever changed on those two fronts. The Board recommended and Council agreed to a year to year agreement to use Kirks Ferry Park, a temporary location for the Farmers Market. The Park was to be used "as is." Council ratified the agreement for another year in October 2021. CFA asked for changes at the end of the year and into this calendar year. Council denied their request at the March Council meeting.

McDowell shared that use of public areas are done by agreement due to the Brownsville Municipal Code. Hawking and peddling goods is not allowed by ordinance to happen on park property. The City cannot start an injurious precedence. The City is trying to help the CFA between "homes."

Woodblock Associates & the Rec Center

Jonathan Dunn & Tyler Miller have completed all the prep work for the estimate. McDowell said the Ad Hoc Committee handling the review has completed their work and Woodblock will now put the drawings and specs out for an estimate. The City is hoping to start the work in June 2023.

Events, Agreements & Camping

Jason & Liane Stone for the upcoming park season. The Stone's are hired for the week before Memorial Day to the week after Labor Day. The City expects to see camping to return to pre-pandemic levels. Several local non-profits are planning to hold large events this summer. McDowell was happy to report on the return of the Pioneer Picnic, Antique Faire, Rally on the River, the Citywide Garage Sale and other classic Brownsville events.

McDowell talked briefly about the camping ordinance modifications made a few years ago. He said that cyclists are allowed to camp during the summer due to the Willamette Valley Cycling Tour.

General Updates

Court Update – Council decided to enter into an agreement with Linn County to transition the Municipal Court to Justice Court due to the planned retirement of the Court Administrator in June.

Utility Capacity Issues – Staff analyzed data to Council on capacity issues. Council took



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the recommendations from Staff which set the priority of the GR12 Waterline and saving toward another sewer lagoon at the South Wastewater Treatment Plant.

Linx Transportation – Mayor Ware, Councilor Thompson and Staff are working with the City of Lebanon to bring transportation services to Brownsville. The Assembly of God church and the American Legion/Senior Center are slated to be bus stops for the service.

Canal Company – McDowell & Councilor Craven are working on this massive project. Many decisions and public meetings will be required.

Disaster Preparedness – McDowell reported that the City continues working with Lebanon, Sweet Home and the perspective fire districts on this plan.

Planning Code Changes & Land Inventory – Staff continues preparing all the details for this major change to the City's zoning ordinance.

Grants Management – ARPA grants have reporting requirements and disbursement responsibilities.

GR 12 Waterline – The City needs to construct this project as soon as possible.

TMDL DMA Requirements – Staff will need to hire the City Engineers to assist with this effort.

There being no further business to discuss, the meeting was adjourned at 8:05 p.m.

ATTEST:

Handwritten signature of S. Scott McDowell in blue ink.

S. Scott McDowell
City Administrator

APPROVED:

Handwritten signature of Pat MacDermott in blue ink.

Pat MacDermott
Chair