

# **CITY OF BROWNSVILLE**

Council Meeting

Tuesday – February 17<sup>th</sup>, 2009

**Special Session**

**7:00 p.m.**

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**CITY OF BROWNSVILLE**  
***Council Meeting***

Council Chambers – City Hall  
Tuesday – February 17<sup>th</sup>, 2009

**AGENDA**

**Special Session**

**7:00 PM**

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PUBLIC HEARING:
  - A) Community Development Block Grant Proposal (Willamette Neighborhood Housing Services)
- 4) LEGISLATIVE:
  - A) Resolution 625: Certifying Application for Community Development Block Grant Proposal
- 5) DISCUSSION:
  - A) City Hall Usage with Interested Parties
- 6) ADJOURN

# City Administrator Report

February 17<sup>th</sup>, 2009

**From:** S. Scott McDowell  
**To:** Mayor & Council  
**Re:** Special Session

**Willamette Neighborhood Housing Services** – In 1984, the City applied, in partnership with the Community Service Consortium out of Corvallis, for a \$350,000 Community Development Block Grant (CDBG) from the Federal government. The Federal government granted Brownsville and other cities in the area housing money to rehabilitate homes for habitability, energy efficiency and other purposes. Over the years, Council and other Councils did not want to go through all of the requirements and procedures every time a housing loan was originated. Therefore, all the communities worked with the Consortium and formed a non-profit corporation to handle these matters on their behalf.

The latest rendition of these efforts is the Willamette Neighborhood Housing Services. For information please visit <http://www.w-nhs.org/index.html>. The Board of Directors is made up of City Administrators from Sweet Home, Lebanon, Harrisburg, Tangent, Halsey and Brownsville and a representative from Linn County as well. Currently, Harrisburg City Administrator Bruce Cleeton is the President. The Board has by-laws and standard operating procedures in place dealing with the business of the Board.

Last year, Linn County was the sponsoring agency for the CDBG application. The year before that Sweet Home had the honor. Brownsville hasn't done this in a while, so it was our turn to be the sponsoring agency for this year. Our responsibility includes holding a public hearing and passing a resolution as required by the grant application. The resolution will also authorize the Mayor and the City Administrator to execute any necessary documents in the event we receive the award. Please see the Memo for the requirements of the Certifying Officer.

If anyone has any other questions or concerns, please let me know so I can research the answer. Thanks.

**City Hall Usage** – I have included all the letters the City received for your review. I have also sent you the form letter sent to the organizations. The general thought for the meeting is to have each entity discuss and “flush out” their proposal with Council. I think everyone will be best served if the meeting is kept as informational as possible; simply trying to clarify individual proposals and asking any questions Councilor members may have of them. No decision will be made. We will then talk about it further at the February 24<sup>th</sup> Council meeting.

The big fundamentals are whether or not the City will run the schedule for the space or would rather enter into an agreement with an organization (i.e. the Rec Center) to take care of the facility and schedule the venue.

What does Council feel is the best use for the space and what is the best way to offer it to the community at large?

Invitation Letters were sent to the following organizations: Sharing Hands, the Senior Center and the American Legion. Others entities showing interest in the space as a community room include the Women's Study Club, the Calapooia Food Alliance, the Art Association who requested space, the Sheriff's Office, Jay Marsh Skating Area and Roy Houtz Metal Detecting Club. I have contacted these entities by telephone.

Respectfully Submitted,



S. Scott McDowell



**WILLAMETTE  
NEIGHBORHOOD  
HOUSING SERVICES**

Linn County Housing Rehabilitation Program  
745 Main Street, Lebanon, OR 97355  
Phone: 541.259.2166 • 800.403.0957 • Fax: 541.258.3791 • Email: rehab@w-nhs.org

FEB 10 2009

Per \_\_\_\_\_

February 9, 2009

City of Brownsville  
PO Box 188  
Brownsville, Oregon 97327

Dear Sir or Madam,

The Linn County Housing Rehabilitation Partnership comprised of; Lebanon, Scio, Harrisburg, Halsey, Tangent, Brownsville, Sweet Home, and rural Linn County, is eligible for a Community Development Block Grant in the amount of \$400,000 from Oregon Housing and Community Services. The grant will provide 0% interest, deferred loans to rehabilitate owner-occupied homes for low-moderate income families.

If you know a homeowner in Linn County who falls within the following income guidelines and has a home in need of rehabilitation, please encourage them to call the office of Linn County Affordable Housing.

1 person in household = \$29,900 or less	2 people in household = \$34,150 or less
3 people in household = \$38,450 or less	4 people in household = \$42,700 or less
5 people in household = \$46,100 or less	6 people in household = \$49,550 or less
7 people in household = \$52,950 or less	8 people in household = \$56,350 or less

A Public Meeting will be held on Tuesday, February 17, 2009 7:00 pm at the City Hall, 255 N. Main St. Brownsville, OR 97327 in the Council Chambers. If you are unable to attend this meeting and would like to provide comment in support of or in opposition to this program, you may do so by contacting us by mail, phone, fax, or e-mail. A letter describing your support or concern would be welcomed as it would help us in bringing these funds to the community.

If you have any questions regarding this program opportunity, please call me.

Thank You,

*Charmain Kleint*

Charmain Kleint

Housing Rehabilitation Program Specialist

**RESOLUTION NO. 625**

**A RESOLUTION APPLYING FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS WITH THE WILLAMETTE NEIGHBORHOOD HOUSING SERVICES FOR HOUSING REHABILITATION PROGRAMS, SERVICES AND PROJECTS AND AUTHORIZING CERTIFYING OFFICER.**

**WHEREAS**, the Linn County Housing Rehabilitation Partnership was formed to address the housing quality needs of low income homeowners in the Partnership's service area through the provision of a housing rehabilitation loan program; and

**WHEREAS**, the City of Brownsville has entered into an *Intergovernmental Agreement creating the Linn County Housing Rehabilitation Partnership* along with Linn County, and the Cities of Sweet Home, Halsey, Harrisburg, Lebanon, Scio and Tangent; and

**WHEREAS**, the Linn County Housing Rehabilitation Partnership currently contracts with a private nonprofit organization and Certified Sub-grantee, Willamette Neighborhood Housing Services, to operate these housing rehabilitation loan services; and

**WHEREAS**, the Linn County Housing Rehabilitation Partnership has determined that Willamette Neighborhood Housing Services is qualified to provide housing rehabilitation loan services on behalf of the Partnership and it's members; and

**WHEREAS**, the City of Brownsville is applying on behalf of the Partnership for a grant award through Community Development Block Grant Program;

**NOW, THEREFORE BE IT RESOLVED** that the Brownsville City Council duly authorizes the Mayor and the City Administrator to serve in the capacity of Certifying Officer for the execution of the contract, if awarded.

**PASSED** by the Council and approved by the Mayor this 17<sup>th</sup> day of February, 2009.

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Don Ware, Mayor

**ATTEST:**

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S. Scott McDowell - City Administrator

**From: Willamette Neighborhood Housing Services**

**MEMO**

**Certifying Officer:**

An entity receiving CDBG funding must designate a “Certifying Officer.” The Certifying Officer is attesting the Recipient’s compliance with HUD’s environmental review procedures and will be held legally responsible for defending the environmental clearance if it is challenged. The responsibilities of the certifying officer are described in § 58.13.

The Certifying Officer is the Recipient’s chief elected official. If any person other than the chief elected official is the Certifying Officer, the city council or county board must officially designate a person, such as the City Manager, City Administrator, City Recorder or County Administrator. A copy of the resolution designating someone other than the chief elected official and or the minutes from the meeting that describe the designation must be kept in the Recipient’s environmental review record. Failure to document the authority of the certifying officer can be a basis for a legal objection to the Recipient’s Request for Release of Funds. Consulting engineers, architects, and staff of another unit of government or persons employed by agencies providing grant administration services cannot be certifying officers.

**§58.13 Responsibilities of the certifying officer.**

Under the terms of the certification required by Sec. 58.71, a responsible entity’s certifying officer is the “responsible Federal official” as that term is used in the section 102 of NEPA and in statutory provisions cited in 58.1(b). The Certifying Officer is therefore responsible for all the requirements of section 102 of NEPA and the related provisions in 40 CFR parts 15000 through 1508, and 24 CFR part 58, including the related Federal authorities listed in Sec. 58.5. The Certifying Officer must also:

- (a) Represent the responsible entity and be subject to the jurisdiction of the Federal courts. The Certifying Officer will not be represented by the Department of Justice in court; and
- (b) Ensure that the responsible entity reviews and comments on all EISs prepared for Federal projects that may have an impact on the recipient’s program.

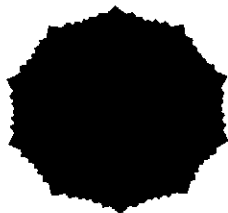
**Sec. 58.71** talks about the role of the Certifying Officer in regards to the Request for Release of Funds (RRLF). The RRLF must be executed by the Certifying Officer.

**Sec 58.1(b)** talks about “applicability”: This part applies to activities and projects where specific statutory authority exists for recipients or other responsible entities to assume environmental responsibilities. Programs and activities subject to this part include CDBG.

**From: Willamette Neighborhood Housing Services**

**Sec 58.5 Related Federal Laws and authorities:** In accordance with the provisions of law cited in Sec.58.1(b), the responsible entity must assume responsibilities for environmental review, decision-making and action that would apply to HUD under the following specified laws and authorities. The responsible entity must certify that it has complied with the requirements that would apply to HUD under these laws and authorities and must consider the criteria, standards, polices and regulations of these laws and authorities. (this is a summary)

- (a) Historic properties
- (2) Executive order 11593
- (3) Federal historic preservation regulations
- (4) The Reservoir Salvage Act of 1960
- (b) Floodplain management and wetland protection
- (2) Executive order 11990
- (c) Coastal Zone Management
- (d) Sole source aquifers
- (e) Endangered Species
- (f) Wild and Scenic Rivers
- (g) Air Quality
- (2) EPA 40 CFR parts 6
- (h) Farmlands Protection
- (2) Farmlands Protection Policy
- (1) HUD Environmental Standards
- (j) Environmental Justice



**January 25, 2009**  
**From: Rick Dominguez**  
**403 Templeton St.**  
**Brownsville, OR. 97327-2333**  
**(541) 990-6256**  
**Ref: A Building for an American Legion Post**

**To: Brownsville City Council**

**I'm here to make a formal request of you to consider making available to me the area previously occupied by the Brownsville Fire Dept.**

**My intention is to open an American Legion Post here to serve the community and supervise the use of the building for community functions.**  
**We will be a 501 ( c ) 3 entity.**

**I am at this time a member of the Albany American legion Post 10, I have been the Commander and now am the Commander of Sons of the American Legion At Post 10.**

**Several Brownsville merchants have agreed that an American Legion Post would be welcome here.**

**Some of them are:**

**Mr. Joe Ervin of the Brownsville Pharmacy**  
**Mr. Steve La Coste of Brownsville Parts and Service**  
**Mr. Kirt M. Glenn D.M.D., our local Family Dentist**  
**Mr. Rob Wingren of Norm's Electric Inc.**  
**And the folks at the Corner Café**

**We are open to any suggestions you may have for the future of this endeavor.**  
**I thank you for your time.**

**Signed: Rick Dominguez**



Neighbors Helping Neighbors for over 25 Years

# Sharing Hands

A 501(c)(3) Organization  
Fed. Tax ID No. 93 0810262

130 Spaulding Avenue PO Box 335 Brownsville, OR 97327  
Phone/Fax: (541) 466-3110 sharinghands@peak.org

**Board of Directors**

Elizabeth Coleman  
Chairperson  
Jeff Davidson  
Vice Chairperson  
Jan Schilling  
Treasurer  
Peggy Purkerson  
Secretary  
Pastor Joel Siffth  
Carolyn Pearce  
Ramona Ginn  
Cynthia Anderson  
Don Ware

**Executive Director**

Donald W. Andrews

**Program Director**

Sharon Davle

**Parents & Pals Director**

Sarah Glenn

**Learning Tree**

**Pre-School Director**

Dana Giles

**Christmas Greeters Director**

Peggy Adams

**Emergency Fund Director**

Herb Dominguez

December 5, 2008

City of Brownsville  
PO Box 188  
Brownsville OR 97327

Attn: Don Ware, Mayor

Your Honor:

Sharing Hands is interested in pursuing the possibility of occupying the soon to be vacated Brownsville Fire Department section of the City Hall. Depending upon square footage and secure storage capacity, we would consider using it for our Food Bank and/or Thrift Store.

We have the ability to share in the reasonable costs of any alterations that may be necessary and also to pay reasonable monthly rental/utilities to help offset your operating costs.

Sharing Hands is a 501(c)(3) non-profit and its occupancy would probably be compatible with the current status of the building. For your information, our current leases expire June 30, 2008 and we must give not less than 60 days notice of our intent to renew.

Peace,

Donald W. Andrews  
Executive Director

cc: Elizabeth Coleman, Board Chair

*"Sharing Hands is dedicated to providing opportunities for Central Linn citizens to give, receive, and learn"*



A partner agency of the United Way of Linn County

December 18, 2008

To the City Council, Planning Commission and other interested parties,

The Brownsville Senior Association would like to weigh in regarding suggested uses for the Brownsville Fire Dept. Meeting Hall, above the old fire truck bays.

We realize many local agencies have needs that could be met by the former fire hall space and believe a multi-purpose building would provide maximum benefit to the community. A multi-purpose building could simultaneously meet critical needs of the Brownsville Senior Center and a variety of local public service agencies and provide a centrally located gathering space to hold community-building activities.

The current Senior Center space is cramped and unsuitable for gatherings of more than a few people at a time. This greatly limits the services and social activities we can provide, both to our members and to the community-at-large. The population as a whole is aging and our community is no exception. 2000 census data reports over 36% of the population of Brownsville as over 45 years old; this demographic has surely risen in the past 8 years, as a simple walk through town will surely bear out. Those 55 and older include increasing numbers who are active, in good health and have the skills and knowledge to make vital contributions to our community.

Sufficient, adaptable and handicapped accessible space is a prerequisite for our organization to grow and be able to provide the things the current and future seniors of our community will need and want. A visible, centrally located community center could incorporate Senior services, educational and social activities, and meeting space for all age groups and organizations.


Some of the ideas we envision for the building include:

- An information center to offer information and referrals on social services, income tax assistance, estate planning, health / nutrition, and educational offerings. The Senior Health Insurance Benefits Association (SHIBA) and Retired Seniors Volunteer Program (RSVP) are willing to help support these activities.
- Combine information center with the Chamber of Commerce and the Pioneer Photo Gallery. Seniors could provide volunteer labor to staff a welcome desk and enable the Chamber and Photo Gallery to extend the hours they are open to the public.
- Exercise, health and nutrition classes
- Computer availability and training
- Adult Education services
- Meeting and study space
- Room/hall rentals (seniors could assist with reservation calendar)

Moveable partitions would allow the hall to be divided into a variety of configurations so that more than one activity could take place at the same time; yet be converted for use as a large gathering space when needed.

We encourage you to give these ideas serious and thoughtful consideration when deciding the future of this community-owned space.

Sincerely,



Representatives of the Brownsville Senior Center

January 27, 2009

To: Brownsville City Council

From: Brownsville Senior Center

Re: Activity Update

The Brownsville Senior Center would like to inform the Council of its continuing efforts to serve the seniors of Brownsville, create greater awareness within the community and encourage growth in our organization.

We are currently in the process of placing our files in order for public review (if desired) and starting an archive of past records. Although our purpose has been defined in our previous letter to the Council, we will soon take on the task of developing a mission statement to focus our vision and help recruit additional members.

*Lavon J. Red*  
*Secretary*

*William N. Dilmore*  
*President*

January 9, 2009

Brownsville City Hall

Attn: Mayor Don Ware.

In answer to the letter concerning the Art Associations' interest in space in the City Hall. We have discussed this and I think are agreed that although we are fairly happy using the space we have in the old grade school building because we like teaching the art class for children which we do in return for the use of that space, we expect that space will not continue to be available to us as school needs grow.

Our dissatisfaction with the space is the lack of heat. Therefor we would like to use the City Hall space.

We meet only one night a week at the present time.

We would need a storage space that can be locked, such as a large closet and the use of the larger space on the evening that we work. I can foresee some members using the nicer space more often.

Items to be stored and locked would be: personal painting supplies, books and magazines, lights, light cords, a mat cutter, etc.

We have chairs and tables that we use and would want to share. We would not want to fold up the tables and move them or the 18 to 20 stacking chairs.

We do not want to have control or an administrative role in the use of the space but will be willing to cooperate with whatever group is in charge. I think we expect change in our needs and in the composition of our group as time passes. We are happy to continue the dialogue that was begun at the council meeting in October and we will continue discussions at our meetings.

Thank you for considering our interests.

Sincerely,



Sara Fielder  
Member of the Brownsville Art Association.

Brownsville Women's Study Club

c/o Myrna Baughman

25757 Gap Road

Brownsville, OR 97327

Rhoda Fleishman, President

Sherri Lemhouse, Vice-President

Myrna Baughman, Secretary

Joni Nelson, Treasurer

Kathy Rogers, Historian

January 09, 2009

Scott McDowell  
City Administrator

Re: Use of the soon to be vacated  
Fire Hall space

Scott:

At our December meeting we discussed  
the soon to be available space.

The following motion was made,  
seconded and passed by our group:  
"... that since we meet in members  
homes or the Kirk Room we have no  
need for a permanent meeting site.  
We would encourage development of  
a Community Room that would be  
available on an as needed basis."

Thank you for contacting us in  
regard to this matter.

Sincerely,  
Myrna Baughman