

CITY OF BROWNSVILLE

Council Meeting

Tuesday – September 22nd, 2009

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE
Council Meeting
Council Chambers, City Hall
Tuesday, September 22nd, 2009

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: August 25th, 2009
September 16th, 2009
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Christine Harrison – Emergency Preparedness
 - B. Frank Walker – Glaser Proposal
- 7) DEPARTMENT REPORTS:
 - A. Sheriff
 - B. Planning
 - C. Public Works
 - D. Administration
 - E. Library
 - F. Court
 - G. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
- 9) LEGISLATIVE:
 - A. Ordinance 721 (First Reading) – Amending Brownsville Municipal Code Section 8.20.040 (Pets in the Park)

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the City 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 S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You.

10) ACTION ITEMS:

- A. Authorize advertisement Board Openings**

11) DISCUSSION ITEMS:

- A. Community Development**
- B. Emergency Planning**
- C. August Financials**

12) CITIZEN QUESTIONS & COMMENTS

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the City 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 S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You.

**BROWNSVILLE CITY COUNCIL
MEETING MINUTES**

August 25th, 2009

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Van Sandt, Chambers and Ginn present. Councilors Shepherd, Cole and Gerber were excused. Also present were City Administrator Scott McDowell, City Planner Bill Sattler and Public Works Director Karl Frink.

ADDITIONS AND DELETIONS: Mr. McDowell added an item regarding the possible closure of Park Avenue for an event, an appointment to the HRB and a presentation by Kaye Fox under Public Input.

MINUTES: The Council reviewed the minutes of the July 28th, 2009 City Council meeting. Councilor Ginn moved that the minutes be approved without exception. The motion was seconded by Councilor Chambers and was approved unanimously.

PUBLIC HEARINGS / PRESENTATIONS:

1. **Kara Crompten – Bella Cucina – OLCC Application.** Ms. Crompten was not present. Mr. McDowell told the Council that Ms. Crompten is applying for a liquor license to be able to serve wine with dinner as she is expanding her hours of operation. He said that she would be asking for the Council to recommend approval to OLCC and he knew that would happen before the next Council meeting so he was asking for approval to execute the application forms when they came in. Councilor Van Sandt moved that the Council recommend approval of the liquor license application and authorizing Mr. McDowell and Mayor Ware to execute the needed documents. The motion was seconded by Councilor Chambers and was approved unanimously.
2. **Ms. Kaye Fox.** Ms. Fox said that she would like the Council's permission to begin raising funds to buy supplies such as dishes and tableware for the new community Center as it's very inconvenient to have to bring these items in for each meeting. She said they would be made available to everyone who uses the room. Her suggestion was that the City establish a fund for collected donations be received. Councilor Ginn moved that the proposal be approved. The motion was seconded by Councilor Van Sandt and was approved unanimously. Councilor Ginn recommended checking with Sharing Hands to see what they have available. Mr. McDowell said that Mr. Frink had found a good deal on a new refrigerator for the room and the City will be acquiring a new stove as soon as the old one is removed.
3. **Linn County Sheriff's Office – JoAnn McQueary.** Ms. McQueary introduced herself to the Council, saying that she is a Community Specialist with the Sheriff's Office. She said that the Sheriff's Office has a number of classes available to the public if a group of six or more people requests them. These classes are offered at no charge. Ms. McQueary asked if there is a neighborhood watch program in town. Ms. Fox said that there is a similar group but it changed its name. Ms. McQueary discussed a program called Seniors and Law Enforcement Together and said that the Sheriff's Office will be running a Citizens' Academy which runs for 11 weeks, one morning per week, beginning September 8th.

CITIZEN COMMENTS: NONE

DEPARTMENTAL REPORTS:

1. **Sheriff's Report.** Sgt. Brad Kelly said that he had worked on the Willamette Country Music Festival. He said that the Sheriff's Office had been keeping a close eye on it after there were some issues last year. Councilor Van Sandt asked if the Music Festival paid the Sheriff's Office anything for the extra coverage. Sgt. Kelly said they did not. Mayor Ware said that he had been

made aware of several incidents of vandalism around town. Sgt. Kelly said that they are investigating the matter.

2. Planning. Mr. Sattler told the Council that he had attended a meeting with FEMA regarding new digital flood plain maps being introduced. Mr. Sattler said that the new maps resulted in about 600 homes in Linn County being put in the flood plain that had not been in it before, but there were no changes within Brownsville. He said that the work on the Farley subdivision proposal is continuing and that he had met with the owners of the Olsen property who are interested in working with the City to bring some additional Light Industrial land into the City.
3. Public Works. Mr. Frink said that two water mains had broken in the last month and had been repaired. He said both were the old asbestos concrete pipe which is relatively fragile and getting old. Mr. Frink said that both reservoirs had been inspected and cleaned. Councilor Van Sandt asked about having the downtown water fountain repaired. Mr. Frink said that the parts to fix it had not been available but that Jay and Jason Curtis had volunteered to try to fix it. He said that he will follow up with them to check the status.
4. Administrator Report. Mr. McDowell said that he had talked with Darrin Lane about the Kirk Avenue project. He said that Mr. Lane had told him that the County remained committed to the project and to working with the neighboring property owners in the final design of the project. He said that a definite construction date has not yet been determined. Mr. McDowell said that 2011 would be a reasonable guess. Mr. McDowell said that John Shelton and Sherri Lemhouse had successfully completed their probation periods. He said that Thomas Hardy's temporary job with Public Works had ended and that Mr. Hardy had done a great job and he was sorry to see him go. Mr. McDowell said that based on the information he had received the federal government was not concerned about a possible flu epidemic and they were not predicting large numbers of infections. Councilor Van Sandt said that if someone is infected they should try to avoid going to the E.R. or to work, they should stay home and avoid infecting others. Mr. McDowell said that he is working with Linn County on an emergency preparedness plan and that he is waiting for the County to finish their part of the project so he can finish the City's portion. Mr. McDowell said that the County will be paving Brownsville Road from Locust Street north out of town from September 14th through the 18th. He said that he had followed up with a trash hauler to see how much it would cost to remove the old trailers near Hwy. 228 and that they had estimated from \$7,000 to \$8,500 for the work. He said that he'd continue to pursue the matter.
5. Library Report. Mayor Ware said that Ms. Lemhouse is doing a great job and that the summer reading program was very successful.
6. Court Report. Kathy Nida provided a summary of court activity.
7. Council Reports. None.
8. Citizen Comment. Ms. Kaye Fox asked Mr. McDowell if the Rec Center had considered adding volleyball for kids. He said that there is currently volleyball on Sunday evenings and during the proposed open gym periods they could play volleyball if they wanted – that's a good idea.

LEGISLATIVE ACTION: NONE

ACTION ITEMS:

1. RFP for Painting City Hall and Rec Center. Mr. McDowell said that he is putting together the specifications for the RFP. He said that the project has been approved by the Budget Committee and the Council. Councilor Van Sandt moved that Mr. McDowell be authorized to publish the RFP.

The motion was seconded by Councilor Ginn and was approved unanimously with Mayor Ware abstaining due to a conflict of interest.

2. Lebanon Car Club. Mr. McDowell said that the Lebanon Car Club had asked that Park Avenue between Main and Averill be closed Thursday for the Willamette Country Music Festival Pre-Party which will feature a Cruise-In. They would like to close the street from 4 p.m. until 10 p.m. Councilor Chambers moved to approve the proposal. Councilor Van Sandt seconded the motion and it was approved unanimously with Councilor Ginn abstaining due to a conflict of interest. Mr. McDowell said that he wanted to let Council know that he would be singing at the party at the request of Bi-Mart & Warren Williamson but that he would not be receiving any compensation for the performance.
3. Historic Review Board Vacancy. Mr. Sattler said that he had received a letter of interest from Tricia Thompson asking to be appointed to the vacant position. Councilor Van Sandt moved that Ms. Thompson be appointed. The motion was seconded by Councilor Chambers and was approved unanimously.

DISCUSSION ITEMS:

1. Community Development. Mr. McDowell said that in the two meetings with Pam Silbernagel, she strongly encouraged Councilors to review the City's Comp Plan Goals and Policies. He asked the Council if they wanted to do that during a regular meeting or if they wanted to have a special meeting just for that purpose. Mayor Ware said that he thought a special meeting would be best. Mr. McDowell said that he and Mr. Sattler would do a presentation for Council. Mayor Ware suggested discussing the scheduling at the next regular meeting.
2. Pets in Pioneer Park. Mr. McDowell told the Council that the Park Board had recommending using the BMX area as an off-leash area in Pioneer Park. The consensus of the Council was to have Mr. McDowell put the recommended revisions into ordinance language to be considered at the next meeting.
3. July Financials. Mr. McDowell said that September 9 is the deadline for the first big bond payment for the sewer project.

COUNCIL COMMENTS: Councilor Ginn said that eight parking places on Main Street will be blocked off on Thursday night for the Music Festival Pre-Party. She said that all the needed permits were obtained from Linn County.

CITIZEN COMMENT: Ms. Leslie Heckathorn noted that a lot of deer have been crossing Kirk Avenue and she saw one hit the other night.

ADJOURNMENT: The Council meeting was adjourned at 8:20 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

Special Meeting
September 16th, 2009

ROLL CALL: Mayor Ware called the meeting to order at 8:00 p.m. with Councilors Shepherd, Ginn, Gerber, Chambers (8:01 p.m.) and Cole (8:02 p.m.) present. Also present was City Administrator Scott McDowell. Councilor Van Sandt was excused.

ACTION ITEMS:

1. Select Painting Contractor. Council is interested in painting City Hall, last done in 1993, and the Recreation Center, last done in 1994. McDowell has put out a request for quotes and specifications for the project. Nine interested contractors came to review the project. Four contractors submitted quotes to perform the work. Two quotes are well beyond what the City had budgeted for the project and the other two contractors are within \$1,800 of each other. Stom Painters, Inc. out of Albany provided a quote of \$26,900 and Fitzpatrick Painting Inc. out of Corvallis provided a quote of \$28,700.

During the course of contractors inspecting both premises, Fine Painting out of Portland indicated that the Rec Center was showing signs of having lead paint present. The City hired Atez, a lead testing company out of Harrisburg, to check for lead and provide a written report. The outcome of the test was that lead was present at the Recreation Center but not at City Hall. The City followed up with the Department of Human Services (DHS), the State agency responsible for lead abatement. Specialist Glenn Kawanishi indicated that, "unless there is a child care facility present or the building is used as a residence, it is unregulated..." Mr. Kawanishi did indicate that worker safety would be an issue and that Oregon Occupational Health Division (OSHA) would be involved to monitor air quality. He agreed that the licensed contractor is responsible for their workers and the air quality while preparing the building for painting. He also stated that in some cases the Department of Environmental Quality (DEQ) would be involved but not in this case.

Stom Painters, Inc. indicated in their quote that they would follow the specifications and that their quote included two coats of paint for every surface. Fitzpatrick Painting Inc. expressly indicated in their quote that a five year warranty and Lead Safe Work Practices would be used in the painting of all surfaces. Councilor Cole asked about the completeness of the specifications. McDowell indicated that he had put the specifications together prior to the knowledge that lead could possibly be present on any building. McDowell explained that lead regulations had passed around 1978 and then added to around 1987. He stated that since the building was last painted in 1994, he felt that the proper procedures had been executed at that time. According to State law, the requirements in Oregon are vastly different than elsewhere. Once lead was alleged to be detected, McDowell called in Atez and contacted the State in order to act in the best interest of the public. Councilor Shepherd pointed out the possible weather conditions. He was concerned the paint could "pop" based on the moisture and temperatures over the next several weeks. He liked the idea of the five year warranty being expressly stated. Councilor Ginn & Cole felt that the quote from Fitzpatrick Painters Inc. was more comprehensive than the other quote.

A motion was made by Councilor Cole, seconded by Councilor Ginn to award the contract to Fitzpatrick Painters Inc. in the amount of \$28,700 for the painting of City Hall and the Recreation Center due to the expressly stated five year warranty, lead safe work practices and the overall comprehensiveness of their proposal. The motion carried and was approved unanimously.

NEW BUSINESS:

1. City Hall Garage Doors. Councilor Shepherd indicated that he had spoken with Mr. McDowell about the condition of the garage doors downstairs. He was interested in what the City should do about the doors. McDowell said that after he had spoken with Councilor Shepherd, he had discussed the concern with Public Works Superintendent Karl Frink. Mr. Frink indicated that Public Works could repair the doors using the parts and panels from the door that was removed. The City doesn't want an unnecessary expense without knowing how the downstairs area will be utilized.

ADJOURNMENT: The Council meeting was adjourned at 8:13 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware

City Administrator Report

September 22nd, 2009

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

Pets in the Park Update – (Ordinance 721) Enclosed is the ordinance as directed by Council. The ordinance will take two readings and go into effect thirty (30) days after it is officially passed. I have heard that some folks are unhappy with the compromise and they may be submitting a petition or come to the Council meeting.

Emergency Planning – Christine Harrison will discuss the County project she has been working on with vulnerable populations. I will be attending training in November sponsored by the League of Oregon Cities and City/County Insurance. I have been through the NIMS training to the level the City has been required so far. The City continues to work on this major project in the background. I have been attending meetings sporadically with Jim Howell and the rest of the team through the Linn County Sheriff's Office. The County is almost through with their NIMS compliant plan which is over 360 pages. Fire Chief Kevin Rogers and I have discussed the "old" plan that was done just a few years ago. The problem is that the plan is not NIMS compliant. I hope to use the County's and other plans as a boiler plate. Many other cities our size haven't got one completed yet either so we may end up being the first.

Stand by Me Museum Update – I haven't heard anything from the meeting with the Linn County Parks Director Brian Carroll and the Museum Board.

Rec Center Update – The Rec Board is interested in allowing Open Gym from 10:00 a.m. to 2:00 p.m. on Friday. The City placed a blurb in the Newsletter and the Halsey Newsletter, at the request of the Rec Board, trying to recruit volunteers. If the City is successful in attaining folks who are willing to complete the documentation and lock the building, we will have a program.

Community Development – Council decided at last meeting that Staff would present the goals and policies from the Comprehensive Plan. Reviewing the Comprehensive Plan is the first step to understanding what changes, if any, need to be made to the Plan according to Pam Silbernagel, Cascades West Council of Governments, and Ed Moore, Department of Land Conversation & Development. Council indicated that they would set some dates to review a presentation on this information at the September meeting. The Economic Revitalization Team (ERT) is coming to town September 23rd. Marguerite Nabeta visited last week to discuss recent happenings in Brownsville. The City will be presenting on the 23rd to the ERT. City Planner Bill Sattler is also working with DLCD to include more light industrial land in the City's catalogue. The ERT helps coordinate through the "red tape" of dealing with all the State's agencies when a city is in the process of locating a major facility. Several years ago the State developed 10 super sites across Oregon to be primed and ready for private investment and development. The Lowe's Distribution Center in Lebanon was one of those original projects. Recently, the State has been re-tooling the program to better serve the market place. They also deal with a lot of things that come up from time to time as quick relocates for companies, dealing with ground and air transportation issues and attempting to meet other needs of the private sector.

Antioch Ministries & the Trailers on 228 – This project has been on hold for the last few weeks. I hope to have an oral update Tuesday night.

Park Board Items – Calapooia Food Alliance meeting – here is an excerpt from Park Board Minutes regarding the CFA:

McDowell reviewed the photos of Kirk's Ferry Park revisiting the improvements plan with the Board. The tenants of the plan include, 1) Paving and striping the parking lot area, 2) Installing a raised curb of some kind to delineate the parking lot area and the grass area, 3) Removing most of the existing fencing except behind the two basketball polls and along Kirk Avenue and changing the fence fabric to green, 4) Repave the existing asphalt, and 5) Install skateboard appurtenances. McDowell indicated that he attended a meeting with Ms. Linn and several members of the Calapooia Food Alliance Board (CFA) including Kathleen Swayze, Marcia Rae, Tricia Thompson, Cheryl Hayworth, Steve Brenner, Kristi Glaser and Tom Inge. McDowell explained the project above and discussed the grant process with OPRD. Basically, the State, if the City is awarded the grant, the City wouldn't receive the award until fiscal year 2010-2011. McDowell was asked if they could pull pickup trucks along the edge. It would work and parking would still be easily accessible. The CFA did want to discuss certain improvements that may be made over the next year or two. They are interested in installing a wooden floor with posts so that setup and tear down is easier. They will come back to the Board with some drawings. They were also concerned about power to the site. The contract indicates that the CFA will be responsible for the power. How do they recoup their costs if community events are held at that site in the future? McDowell told them that issue would have to deal with in the future as it is unclear at the present time what if anything would actually happen in the park.

Kirk Avenue – Darrin Lane is still working on the Intergovernmental Agreement (IGA). Darrin is working on the initial draft of the agreement which he hopes to have to the City soon.

CIS Appraisal – Scott Spielberger from AssetWorks reviewed all City owned facilities to update the appraisal that is generally done every three years. The City should receive the report by March of 2010.

Canal Company Update – Electric costs are higher than anticipated. I have included a report for your review. The projected annual cost was to be between \$750-\$1,000. Given what the City has paid so far, the money the Calapooia Watershed Council received from the State would run it in three years instead of ten years. The State and the Calapooia Watershed Council will be doing a bus tour stopping in Brownsville where Bill Sattler and Mayor Ware will speak and host on October 8th.

Visit Linn Coalition – The Coalition is in the process of planning for the next steps. Soon they will have a goal setting session that should define their efforts for the coming year and beyond.

Identity Theft Update – I have enclosed an internal memo to Staff outlining a new procedure to keep the City in compliance with the Identity Theft Law. Fortunately, the City has never gotten into the practice of taking information that could lead to identity theft!

The Community Center Usage – The Tara Putney of the Calapooia Watershed Council is interested in having a "full-time" office here in Brownsville with staff. Right now she is investigating the possibilities and will be taking the concept to the Calapooia Watershed Council at their next regularly scheduled meeting.

Central Linn High School Choir Retreat – The Choir has been approved to camp in the park the first weekend in October. Ms. Lisa Peterson is the Choir Teacher.

Supply the Kitchen Fundraiser – Kaye Fox and the Seniors are working on donations for the kitchen in the Community Center.

H1N1 Virus Update – The Newsletter article by Roxanna Holmes is about the best thing and most consistent information I have heard. The most recent webinar through the National League of Cities was a sales pitch for several disinfectant products. The common theme seems to be that it will react very much like the normal flu and is treatable. By next flu season, the government should have a standard immunization for the H1N1. As Nan said last meeting, “If you are sick, stay home.” Staff will try to take precautions as we normally would during cold and flu season.

September Newsletter – The Newsletter will be mailed on Monday.

Respectfully Submitted,



S. Scott McDowell

To: Brownsville City Council
From: Bill Sattler, City Planner
September 18, 2009

Not a lot new to report this month, I took more vacation time and got away camping to eastern Oregon for a while before the weather turned.

1. Planning Commission. No meetings since last month.
2. Building Permits New work is starting to slow before winter. We had a couple of permits for additions to residences and some permits for gas lines and heater work.
3. Depot Avenue. I've been in continuing contact with the new owners of the property and they are working towards submitting a revised proposal for this property.
4. RV Park Project. The group mentioned above also acquired this property and are interested in pursuing this project also, but the Depot Avenue property seems to be the first priority.
5. Hume Street Property. The owner's consultant is working on a subdivision proposal for this property.
6. Abatements. We've followed up on a few more abatements for trash and junk vehicles.
7. Flood Plain Maps. Waiting for the new maps to be officially adopted in the next month or two, then we'll be bringing the new flood plain ordinance to Council for review and approval. There aren't any substantive changes, it just conforms to the language in the new FEMA model ordinance.
8. Olsen Property. Probably the biggest news item is that I met with Jamie Olsen a couple of weeks ago regarding their property at the southwest corner of town. They are interested in pursuing the idea of bringing some of the property along the northern edge into the City as light industrial land. I then met with Ed Moore, our regional representative from DLCD, and discussed getting some grant money from DLCD for some of the work that would be needed for DLCD to allow us to expand our UGB and bring more land into the City, particularly as this is high-value farmland. Mr. Moore indicated that with the State's current emphasis on economic development this is the kind of project they are looking to assist, so he thought we should be able to obtain grant funding from the to pay for the studies needed (probably in the area of \$30,000). I will be continuing to follow up on this and working up a grant application to fund this.
9. Historic Review Board. The HRB is working with Thomas Hubka, a professor of architecture from the University of Wisconsin. He is interested in doing a catalog of home types in Brownsville, going from the first settlement to modern styles. This would result in a very nice little booklet which would identify each house style, when it was common, and the unique features of that style. He is mainly interested in the "wing and gable" style which is extremely common in town. Once you learn to recognize it a large number of the homes in town are of this style. He is also interested in the floor plans of these homes and how the floor plans have changed over time, so the HRB will be making contact with people to try to find some volunteers who will allow him to tour their homes to look at the floor plan. There will be one or two public meetings to discuss the project and the results when it is done. They are also doing a photo catalog of all the homes in town.

Public Works Report

September 18, 2009

Karl Frink, Public Works Superintendent

Water:

- *Billing Support*- Follow through on customer service support and requests.
- *Meter reading* – Water meters have been read for the month of September.
- *Distribution System* – Two small leaks were repaired this month with no meter replacements. Several hydrants have been flushed this month as part of maintenance of the water system. One new service was installed on Main Street.
- *Cross Connection Program*- Nothing to report at this time.
- *Water Treatment Plant* – All of the instrumentation has been calibrated to proper specifications. The grass is mowed weekly or as frequently as needed. Both water reservoir roofs have been cleaned as recommended in the recent report submitted by Liquivision Technologies as part of the reservoir cleaning process. We are currently flushing filters to remove algae and debris accumulated in the filters. This is part of a regular maintenance program, nothing is wrong at the water treatment plant.

Sewer:

- *North Lagoons* – All of the monitoring instrumentation has been cleaned and calibrated as needed. Currently we are preparing the facilities for the winter season. This work includes servicing the lift stations and pumps, calibrating instrumentation, servicing the generator and making any necessary repairs to the discharge equipment and processes.
- *South Lagoons*- All of the monitoring instrumentation has been cleaned and calibrated as needed. The same work is being performed as the North Lagoon facility.
- *Collection System*- Public works will continue to clean more of the collections system in the upcoming months.
- *Misc.* – Nothing additional to report this month.

Streets:

- *Mowing/Tree Maintenance* – Tree maintenance continues on an as needed basis.
- *Asphalt/ Gravel Road Maintenance* – All City owned right-of-ways have been mowed or weed-eated as needed.
- *Storm Drainage* – Several drainage ditches have been inspected and some will be cleaned as needed to ensure proper drainage. The Mill Race pump station is up and running. Some of the repair work is complete and the rest should be completed soon.
- *Signs*- Public Works continues to work on street sign repairs as needed.

Parks:

- *Pioneer Park* – The Park has been mowed and maintained as needed. The caretakers have finished their season with the City and public works is now performing all of the park duties.
- *Blakely Park* – The Park is mowed and maintained as needed. The weeds have been weed-eated and sprayed.
- *Kirk's Ferry Park* – The Park is mowed and maintained as needed. The basketball courts have been weed-eated and cleaned up as needed. The weeds have been sprayed at this facility.

- *Remington Park*- The weeds have been weed-eated and sprayed as needed. Public Works mows and weed eats this facility as needed.

Cemetery:

- *Grounds*- The blackberries along the fence lines and around headstones have been sprayed.

Library:

- *Grounds*- Nothing to report at this time.
- *Buildings*- Nothing to report at this time.

Downtown

- *Restrooms* – This facility is cleaned weekly, or more often as needed. The grass has been mowed at this facility. Public works replaced all of the trim and siding on this facility. In addition to residing and installing new trim, gutters and downspouts have also been installed.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- *Parking Lot* – Public works has been monitoring this area to see if any additional changes need to be made to this facility. Thus far everything is working well and we recommend no changes at this time.
- *Misc.* – The sidewalks are cleaned as needed. I talked with Jay Curtis regarding the downtown drinking fountain, but have not seen or heard any work performed as of yet.

City Hall:

- *Buildings* – Work has begun to prepare City Hall for painting. Some existing electrical conduit and other wires need to be removed from the facility that are no longer being used. A section of a garage door is also damaged and needs to be replaced before painting begins. Additional small items will be addressed as they arise. All trees and shrubbery will need to be trimmed back to make way for painting.
- *Grounds* – The grass is mowed and maintained as needed.

Rec. Center:

- *Grounds*- The grass is mowed and maintained as needed. Public Works has been watering the grass at this facility.
- *Buildings*- Preparations will soon begin on this facility to prepare for painting. Several small items need to be addressed and some minor repairs made. All of the shrubbery will need to be trimmed back to make way for painting.

Public Works:

- *Grounds*- The grass is mowed and maintained as needed.
- *Buildings*- Nothing to report at this time.
- *Misc.* – Nothing to report at this time.

Library Advisory Board
Librarian's Report
August 2009

August was another learning month for me. At the end of July, I received the notice that it was time to fill out the 2009 Oregon Public Library Statistical Report. Each year this report is due by the end of October. Knowing that this would take some time, I started early. I have been imputing the daily and monthly numbers into a spreadsheet for easy retrieval. After completing this report, I now know to separately track books and audio books, which budget lines to add up to equal individual line items and how to compute how many books are on our shelves. It was very satisfying to complete this report and turn it in early.

Here are a few facts about our library the month of August 2009. Volunteers donated 95.45 hours to our library. Of these, 6.5 hours were for the computerized inventory. Our two volunteers imputed 87 books into the inventory. 37 books and two audio books were ordered and received for the library. There were 1,225 materials checked out. 172 Non-fiction books; 497 adult fiction books; 66 large print books; 199 children's books; 211 junior books; 30 junior reference books and 50 audio materials.

Respectfully submitted,

Sherri Lemhouse,
Librarian

Discarded books

Call No.: CH
Author: Hoberman
Title: And to think that we thought that we'd never be friends
Note: Torn pages

Call No.: CH
Author: Asch, Frank
Title: Skyfire
Note: Not returned by patron

Call No.: JR/GN
Author: Nykanen, Mark
Title: Hush
Note: Not returned by patron

Call No.: CH NF
Author: Salzman, Mary
Title: Stars
Note: Not returned by patron

Call No.: NF
Author: Montville, Leigh
Title: The big bam
Note: Not returned by patron

Call No.: AUDIO
Author: Miss Read
Title: At home in thrush green
Note: Not returned by patron

BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
 STATISTICAL REPORT FOR THE MONTH OF AUGUST 2009

Offense Class	Pending First Day	Filed	Terminated	Pending Last day	Trials
Misdemeanors	8	3	1	10	2
Violations	32	9	13	28	1
Contempt/Other	43	1	1	43	0
TOTALS	83	13	15	81	

BALANCE SHEET FOR MONTH OF AUGUST 2009

COURT PAYMENTS

COURT REVENUE			City	2405.00
Total deposits +	\$2989.00		Restitution	0.00
Total bail forfeits +	0.00		Unitary Assessment	323.00
Total bail	- 0.00		Jail Assessment	187.00
Total Refund's	- 0.00		LEMLA	17.00
Total NSF's	- 0.00		Intoxicated Driver	0.00
TOTAL COURT REVENUE	<u>\$2989.00</u>		State Misc.	0.00
			Court Security	57.00
Credit given for Community Service	\$ 0.00		DUII Surcharge	<u>0.00</u>
Other Credit Allowed Against Fines	\$ 0.00			
TOTAL NON-REVENUE			TOTAL COURT PAYMENTS	<u>\$ 2989.00</u>
CREDIT ALLOWED	<u>\$ 0.00</u>			

TOTAL CASH PAYMENTS TO:
 CITY \$ 2405.00
 STATE \$ 397.00
 COUNTY \$ 187.00
 JUD. DEPT \$ 57.00
 REFUND/RESTITUTION \$.00

ACCOUNTS RECEIVABLE:

BEGINNING \$ 96,378.50
 ENDING \$ 97,819.50

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET ##
092430423	8/31/09	21:56:24	PHONE-HARASSMENT	1031
092430193	8/31/09	11:48:25	SUICIDAL-SUBJECT	703
092420268	8/30/09	16:43:14	FRAUD	110
092420121	8/30/09	8:32:09	SUSP-PERSON	200
092420058	8/30/09	2:49:47	SUSP-VEHICLE	220
092410391	8/29/09	23:02:48	Trf Moving Viol	300
092410374	8/29/09	22:21:44	Trf Equipment Viol	800
092410364	8/29/09	22:03:50	Trf Moving Viol	300
092410355	8/29/09	21:22:37	Trf Speed Viol	100
092410352	8/29/09	21:09:28	Trf Moving Viol	300
092410310	8/29/09	18:51:27	FOLLOW UP-OUT OF CAR	234
092410124	8/29/09	10:16:08	UNAUTHORIZED ENTRY TO MOTOR VEH	701
092410056	8/29/09	3:33:01	SECURITY CHECK	200
092400422	8/28/09	23:29:03	Trf Speed Viol	300
092400124	8/28/09	8:46:09	UNAUTHORIZED ENTRY TO MOTOR VEH	505
092400091	8/28/09	6:58:52	VACATION CHK	310
092400084	8/28/09	6:35:27	UNAUTHORIZED ENTRY TO MOTOR VEH	285
092390393	8/27/09	20:11:54	DISORD CONDUCT	700
092380350	8/26/09	19:27:41	Cat Complaint	145
092370407	8/25/09	23:09:11	Trf Moving Viol	200
092370292	8/25/09	17:08:22	TRAFF-DUII	157
092340274	8/22/09	17:03:51	VIOL OF RESTR ORDER	1118
092330209	8/21/09	14:18:58	FRAUD	1118
092320312	8/20/09	17:03:49	WARRANT SERV	105
092320293	8/20/09	16:13:52	SUSP-CIRCUMSTANCES	105
092320220	8/20/09	13:41:08	FIRE ARMS COMPL	234
092320119	8/20/09	9:54:19	SUSP-PERSON	800
092310416	8/19/09	21:53:53	DISTB-OTHER	631
092310355	8/19/09	18:26:45	PHONE-HARASSMENT	166
092300090	8/18/09	8:24:37	SUSP-CIRCUMSTANCES	137
092290396	8/17/09	22:12:24	VIOL OF RESTR ORDER	1118
092290343	8/17/09	19:29:33	NEGLECT	718
092290309	8/17/09	17:42:55	FRAUD	212
092290287	8/17/09	16:43:51	TRESPASS	408
092290146	8/17/09	10:39:46	TRESPASS	1158
092290012	8/17/09	1:38:35	DISTB-NOISE	374
092270210	8/15/09	12:44:38	THEFT-RPT	414
092260308	8/14/09	15:04:58	FOLLOW UP-OUT OF CAR	133
092260233	8/14/09	13:24:47	HARASSMENT RPT	303
092260146	8/14/09	10:53:58	CRIM MISCHIEF	101
092250366	8/13/09	18:56:57	CHILD ABUSE REPORT	377
092250239	8/13/09	13:14:51	DOG COMPLAINT	118
092250136	8/13/09	9:32:23	SUSP-VEHICLE	100
092240389	8/12/09	21:31:01	TRAFF-OTHER VIOL	234
092240266	8/12/09	14:54:45	DOG COMPLAINT	111
092240089	8/12/09	7:22:19	DEATH INV	618
092230394	8/11/09	19:34:15	ALARM-POLICE	202
092230275	8/11/09	14:42:02	WARRANT SERV	377
092230194	8/11/09	12:45:55	TRESPASS	714
092230066	8/11/09	7:23:13	SUSP-CIRCUMSTANCES	118

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET ##
092220438	8/10/09	22:15:46	NARCOTICS OFF	600
092220436	8/10/09	22:14:42	NARCOTICS OFF	600
092220425	8/10/09	21:46:40	Trf Moving Viol	600
092220414	8/10/09	21:27:04	JUV-COMPLAINT	200
092200199	8/08/09	15:17:23	NARCOTICS OFF	255
092200154	8/08/09	12:03:02	SHOOTING REPORT	1208
092190241	8/07/09	15:40:42	SUSP-VEHICLE	100
092190213	8/07/09	14:30:47	SECURITY CHECK	803
092180400	8/06/09	22:06:49	WELF CHECK	217
092180381	8/06/09	20:45:03	ALARM-POLICE	343
092180313	8/06/09	17:06:40	DOG COMPLAINT	514
092180119	8/06/09	9:38:07	Trf Speed Viol	203
092180096	8/06/09	8:34:37	WARRANT SERV	401
092160177	8/04/09	11:13:40	CHILD ABUSE REPORT	500
092160162	8/04/09	10:36:04	CIV PROCESS-OTHER	405
092150408	8/03/09	22:16:59	SECURITY CHECK	101
092140344	8/02/09	21:35:45	Trf Speed Viol	800
092140319	8/02/09	20:14:00	SUSP-CIRCUMSTANCES	101
092140098	8/02/09	8:14:13	DOG COMPLAINT	811
092130414	8/01/09	22:23:55	Trf Equipment Viol	200
092130328	8/01/09	18:30:19	Trf Speed Viol	300
092130195	8/01/09	12:51:55	SUSP-PERSON	200
092130165	8/01/09	11:16:59	PARKING COMPL	500
092130031	8/01/09	1:31:15	SUSP-VEHICLE	304

PATRL_RPT#2 City Incident Report

CAD Call#	ADDRESS	CITY	CDUNIT	DISPOSITION
092430423	OAK ST	Brownsville	752	014
092430193	AMELIA AV	Brownsville	766	001
092420268	MOODY CT	Brownsville	762	001
092420121	N MAIN ST	Brownsville	703	014
092420058	S MAIN ST	Brownsville	757	014
092410391	WASHBURN ST	Brownsville	756	072
092410374	LOUCKS WY	Brownsville	757	071
092410364	WASHBURN ST	Brownsville	757	072
092410355	W BISHOP WY	Brownsville	757	070
092410352	WASHBURN ST	Brownsville	757	072
092410310	GALBRAITH ST	Brownsville	757	180
092410124	WEBER AV	Brownsville	703	001
092410056	PUTNAM ST	Brownsville	756	014
092400422	WASHBURN ST	Brownsville	757	070
092400124	KIRK AV	Brownsville	703	001
092400091	WALNUT AV	Brownsville	NONE	014
092400084	HUNTER ST	Brownsville	703	001
092390393	KIRK AV	Brownsville	759	001
092380350	GALBRAITH ST	Brownsville	752	014
092370407	N MAIN ST	Brownsville	756	072
092370292	SPAULDING AV	Brownsville	703	014
092340274	OAK ST	Brownsville	781	014
092330209	OAK ST	Brownsville	766	001
092320312	E BISHOP WY	Brownsville	703	014
092320293	E BISHOP WY	Brownsville	703	014
092320220	GALBRAITH ST	Brownsville	703	014
092320119	KIRK AV	Brownsville	703	014
092310416	N MAIN ST	Brownsville	751	014
092310355	HAUSMAN AV	Brownsville	782	001
092300090	SPAULDING WY	Brownsville	781	001
092290396	OAK ST	Brownsville	721	014
092290343	N MAIN ST	Brownsville	721	001
092290309	WILSON AV	Brownsville	759	014
092290287	STANARD AV	Brownsville	759	014
092290146	LINN WY	Brownsville	759	014
092290012	KIRK AV	Brownsville	757	014
092270210	E WASHINGTON AV	Brownsville	702	014
092260308	SAGE ST	Brownsville	756	180
092260233	SPAULDING AV	Brownsville	702	014
092260146	PARK AV	Brownsville	702	014
092250366	KIRK AV	Brownsville	711	014
092250239	WORLEY ST	Brownsville	781	014
092250136	FIELDS CT	Brownsville	759	014
092240389	GALBRAITH ST	Brownsville	721	014
092240266	STANARD AV	Brownsville	759	180
092240089	SPAULDING AV	Brownsville	781	001
092230394	N MAIN ST	Brownsville	757	014
092230275	KIRK AV	Brownsville	703	022
092230194	LOUCKS WY	Brownsville	703	001
092230066	WORLEY ST	Brownsville	703	014

PATRL_RPT#2 City Incident Report

CAD Call#	ADDRESS	CITY	CDUNIT	DISPOSITION
092220438	WASHBURN ST	Brownsville	756	001
092220436	WASHBURN ST	Brownsville	756	001
092220425	WASHBURN ST	Brownsville	756	026
092220414	STANARD AV	Brownsville	756	014
092200199	N MAIN ST	Brownsville	759	001
092200154	LINN WY	Brownsville	759	001
092190241	FIELDS CT	Brownsville	759	014
092190213	KIRK AV	Brownsville	759	014
092180400	KIRK AV	Brownsville	757	014
092180381	KIRK AV	Brownsville	749	014
092180313	HENSHAW DR	Brownsville	756	014
092180119	W BISHOP WY	Brownsville	703	100
092180096	MOYER ST	Brownsville	703	022
092160177	LOUCKS WY	Brownsville	743	014
092160162	KAY AV	Brownsville	747	019
092150408	PARK AV	Brownsville	752	180
092140344	W BISHOP WY	Brownsville	757	101
092140319	N MAIN ST	Brownsville	756	014
092140098	N MAIN ST	Brownsville	703	014
092130414	N MAIN ST	Brownsville	756	071
092130328	WASHBURN ST	Brownsville	752	070
092130195	PARK AV	Brownsville	775	014
092130165	ASH ST	Brownsville	703	014
092130031	N MAIN ST	Brownsville	756	180

CAD Call# DESCRIPTION

092430423 No Additional Report Necessary
092430193 Incident Report
092420268 Incident Report
092420121 No Additional Report Necessary
092420058 No Additional Report Necessary
092410391 WARNING - MOVING VIOLATION
092410374 WARNING - EQUIPMENT VIOLATION
092410364 WARNING - MOVING VIOLATION
092410355 WARNING - SPEEDING VIOLATION
092410352 WARNING - MOVING VIOLATION
092410310 MDT Narrative Update
092410124 Incident Report
092410056 No Additional Report Necessary
092400422 WARNING - SPEEDING VIOLATION
092400124 Incident Report
092400091 No Additional Report Necessary
092400084 Incident Report
092390393 Incident Report
092380350 No Additional Report Necessary
092370407 WARNING - MOVING VIOLATION
092370292 No Additional Report Necessary
092340274 No Additional Report Necessary
092330209 Incident Report
092320312 No Additional Report Necessary
092320293 No Additional Report Necessary
092320220 No Additional Report Necessary
092320119 No Additional Report Necessary
092310416 No Additional Report Necessary
092310355 Incident Report
092300090 Incident Report
092290396 No Additional Report Necessary
092290343 Incident Report
092290309 No Additional Report Necessary
092290287 No Additional Report Necessary
092290146 No Additional Report Necessary
092290012 No Additional Report Necessary
092270210 No Additional Report Necessary
092260308 MDT Narrative Update
092260233 No Additional Report Necessary
092260146 No Additional Report Necessary
092250366 No Additional Report Necessary
092250239 No Additional Report Necessary
092250136 No Additional Report Necessary
092240389 No Additional Report Necessary
092240266 MDT Narrative Update
092240089 Incident Report
092230394 No Additional Report Necessary
092230275 Civil process atmpeted, not served
092230194 Incident Report
092230066 No Additional Report Necessary

PATRL_RPT#2 City Incident Report

CAD Call# DESCRIPTION

092220438 Incident Report
092220436 Incident Report
092220425 Vehicle Searched
092220414 No Additional Report Necessary
092200199 Incident Report
092200154 Incident Report
092190241 No Additional Report Necessary
092190213 No Additional Report Necessary
092180400 No Additional Report Necessary
092180381 No Additional Report Necessary
092180313 No Additional Report Necessary
092180119 CITE ISSUED - DWS/NO ODL
092180096 Civil process atmped, not served
092160177 No Additional Report Necessary
092160162 No action taken
092150408 MDT Narrative Update
092140344 CITE ISSUED - NO INSURANCE
092140319 No Additional Report Necessary
092140098 No Additional Report Necessary
092130414 WARNING - EQUIPMENT VIOLATION
092130328 WARNING - SPEEDING VIOLATION
092130195 No Additional Report Necessary
092130165 No Additional Report Necessary
092130031 MDT Narrative Update

ORDINANCE NO. 721

AN ORDINANCE AMENDING SECTION 8.20.040 OF THE MUNICIPAL CODE OF THE CITY OF BROWNSVILLE, OREGON;

WHEREAS, Chapter 8.20.040 of the Brownsville Municipal Code (BMC) sets out regulations for public parks in the City of Brownsville, and

WHEREAS, the City Council desires to modify certain regulations;

NOW THEREFORE, the City of Brownsville ordains as follows:

SECTION 1. That Section 8.20.040 be amended to read as follows:

The Ordinance currently reads:

8.20.040 Pets.

The following regulations regarding pets shall apply to all public park areas:

A. Any dog brought into a park shall either be on a leash not more than eight feet in length, be under voice control of the owner or confined in a vehicle, and must be kept under control at all times.

B. No dog may deposit solid waste matter on any park property unless the dog's owner immediately removes the solid waste.

C. A dog's owner is responsible for the dog's behavior at all times while the dog is in the park.

D. City employees or agents may require a person in charge of an animal to undertake any measure, including the removal of the animal from the park area, necessary to prevent interference by the animal with the safety, comfort, or well-being of the park visitors or resources. [Ord. 625 § 4, 1981; 1981 Compilation § 4-3.4.]

Proposed Amendments:

8.20.040 Pets.

The following regulations regarding pets shall apply to all public park areas:

A. Any dog brought into a park shall either be on a leash not more than eight feet in length, be under voice control of the owner or confined in a vehicle, and must be kept under control at all times *from the day after Labor Day through the day before Memorial Day.*

B. Dogs may be off leash and under voice control from Memorial Day through Labor Day in designated areas only. Dogs off leash in any other area of the park are subject to removal from the park.

C. No dog may deposit solid waste matter on any park property unless the dog's owner immediately removes the solid waste.

D. A dog's owner is responsible for the dog's behavior at all times while the dog is in the park.

E. City employees or agents may require a person in charge of an animal to undertake any measure, including the removal of the animal from the park area,

necessary to prevent interference by the animal with the safety, comfort, or well-being of the park visitors or resources. [Ord. 625 § 4, 1981; 1981 Compilation § 4-3.4.]

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this _____ day of _____, 2009.

Mayor

City Administrator

S. Scott McDowell

From: Karl Frink [publicworks@ci.brownsville.or.us]
Sent: Wednesday, September 09, 2009 9:50 AM
To: 'S. Scott McDowell'
Subject: Mill Race Pump Station

Scott,

I met with Tim Otis this morning at the MRPS to over the observations made while operating the lift station. He concurred with my concerns and said that they will be addressing these issues very soon, as ODFW will be there on September 17 to inspect the site. Obviously he wants everything to be working correctly for that inspection. I just want things to work right to minimize its operational needs and maintenance. I will update you when I find out more.

Thank you,

Karl Frink

Public Works Superintendent
Office: (541)466-3381
Mobile: (541)409-3700
Fax: (541)466-5118

S. Scott McDowell

From: City County Insurance Services [cis@cciservices.com]
Sent: Thursday, September 03, 2009 6:38 PM
To: Scott McDowell
Subject: CIS Announcement: August 2009 Quarterly Report to Members

Please notify the sender immediately if you have received this e-mail in error.

**City County Insurance Services (CIS) Quarterly Report to Members
August 2009**

Here is a summary of the major items covered at the August 28, 2009 Quarterly Meeting of the CIS Board of Trustees. Please contact me if you any questions or would like further information.

Noel J. Klein, CIS Executive Director. nklein@cciservices.com

New CIS Board of Trustees Chair

- Baker County Commissioner, **Fred Warner** is the new CIS Board Chair replacing Lake Oswego City Attorney, **David Powell**. The Board selected City of Dallas Council Member, **Ken Woods**, as vice-Chair for 2009-10.

New CIS Executive Director

- **Noel Klein**, CIS' Executive Director since 1997 announced his intention to retire from the position effective January 15, 2010.
- To assume the leadership reins as Executive Director when Klein retires, the Board appointed **Lynn McNamara**, who has worked at CIS since 2002 and served as Deputy Director since 2005. Prior to joining CIS, McNamara worked for four years at the League of Oregon Cities, first as a lobbyist on finance and tax issues and later as the Director of the former City Center@LOC. From 1989-1998, McNamara worked as Deputy Director and Chief Administrator at the Connecticut Conference of Municipalities, a sister organization to LOC. During her time there, she developed and directed a health insurance program for Connecticut local governments and their employees. For eight years, McNamara was employed by the Town of Trumbull, Connecticut as Director of Administrative Services; before that, she was Bureau Chief, Editor and Reporter for a major daily newspaper in Southern Connecticut.

Office Space Update

- CIS has sold to the Special Districts Association of Oregon (SDAO) our interest in an office building we jointly owned on SW Hampton Street in Tigard. We have purchased a larger office building in the same vicinity on SW 66th Avenue in Tigard. The building, which we expect to occupy by mid-September, will house CIS Claims & Litigation, Pre-Loss Consulting and other Portland-area-based staff. It includes a large meeting room that will be available for CIS and member use. An Open House at the new office location is scheduled for December 9,

2010.

Reserves Used to Pay 1% Medical Premium Tax Increase for CIS Members

- HB 2116, passed by the 2009 Legislature, created a 1% tax on health insurers based on earned premium, on hospitals and on Medicaid Managed Care Organizations. Tax proceeds will be used to fund the Oregon Health Plan and the "Health Care for All Oregon Children" program. The final bill included the option for insurers to pass the tax on to their covered members. Regence and Kaiser will be passing the increase on to CIS members effective 10/1/09.
- *Recognizing the budget hardships that many CIS members are already experiencing, and the impact of billing members for the additional amount (expected to be about \$1.0 million in total for CIS Benefits members), the Board opted to use reserves to cover the increase due from CIS Benefits members for the balance of the 2009-10 plan year. This \$1.0 million commitment is in addition to the \$6.8 million of reserves the Board has already put at risk to buy down the Regence rate increase for the 2009-10 plan year.* This is a one time allocation by the Board and means that members should anticipate this additional mandated cost will be built into rates for subsequent plan years.

Future Meetings

- The Board scheduled its next two meetings:
 - December 9-10, 2009 (Annual Board Retreat – CIS Tigard Office)
 - February 3, 2010, Embassy Suites in Tigard.

OTHER ITEMS OF INTEREST

2009-10 Renewal Report: The Board received the following membership update.

P/C Trust: Liability Pool

- 100% of our current members renewed with CIS for 2008-09. Thank you!
- New members joining the pool include the **City of Sutherlin, Wallowa County and Polk County** (added general liability coverage). Welcome!
- Excluding self-insured cities and counties, CIS is now meeting the liability coverage needs of all but three cities (Medford, St. Paul and Winston) and one county (Crook).
- The liability retro pricing arrangement and the small entity risk management grant program continue to be popular among members.

P/C Trust: Property Pool

- All current members renewed with CIS for 2008-09. Thank you!
- New members joining the pool include the **Cities of Sutherlin and West Linn**, as well as **Wallowa County**. Welcome!
- CIS now meets the property coverage needs of 26 counties and 226 cities.

P/C Trust: Workers' Compensation Group

- All but two members (Umatilla County and the City of Warrenton) renewed with CIS. Thank You!
- **Coos County** joined the pool on 7/1. Welcome!

CIS Benefits Program

- With the following exceptions (Ashland Community Hospital, City of Turner and

North Lincoln Fire and Rescue), all current members renewed with CIS Benefits. Thank You!

- A number of entities added coverage
 - Life and Disability – Cove and Cottage Grove
 - Dental – Gresham, Cascades West COG
 - Vision - Cascades West COG
 - Medical - Monroe
 - Healthcare and Dependent Care FSA – multiple members
- 86% of covered employees completed their Health Status Questionnaire, the gateway to participation in “Healthy Benefits” offerings. This is the highest number since the program began in 2002. Employers with over 70% employee HSQ enrollment will be eligible to apply for worksite wellness grants and request other support during the year.
- “Healthy Benefits includes health coaching, tobacco cessation and weight management support programs for covered employees. Current and new employees can enroll in the Healthy Benefits program by completing the Health Status Questionnaire (HSQ) during the year.
- For the first time this year, spouses enrolled in a CIS-sponsored medical plan have been invited to participate in Healthy Benefits.

Finances

- With Nancy McClain’s return to the consulting world, Mike Mischkot is now the Chief Financial Officer (CFO) at CIS.
- The Board conducted its annual review of CIS’ investment portfolio and the performance of PFM Asset Management, the Trusts’ Investment Manager. 2008-09 investment income was \$7.5 million and PFM again out-performed the benchmark established in the Investment Policy.
- Member Equity across the three trust funds administered by CIS now exceeds \$100.0 million. The Board directed staff to return in December with options for using reserves in the best interests of members.

Pre-audited Finances as of June 30, 2009:

CIS Benefits

- On a combined basis, the two CIS Benefits Trusts (EBS and AOCIT) will add \$4.5 million to reserves primarily because claims by employees were lower than expected during 2008-09.
- With pre-audited reserves of \$51.8 million, the Board is able to continue subsidizing carrier rate increases and initiate self-insured programs if that is in the best interests of the members.

Property/Liability & Workers’ Compensation

- The CIS Property/Casualty Trust will add \$8.5 million to reserves during 2008-09, the result of strong membership commitment to good and effective risk management practices.
- Pre-audited reserves in the Property/Casualty Trust are expected to be \$51.9 million.
- The Board was able to take advantage of the P/C Trust’s strong financial position to increase the Trust’s self-insured retention (SIR) for Property and Workers’ Compensation coverage.

Summary of CIS Adopted Budget for FY2009-10

On a combined basis, the three trusts administered by CIS are expected to generate \$154.7 million in operating revenues and \$5.1 million in investment income during 2008-09. The budget anticipates that:

- Reserves will drop by \$2.3 million as a result of 2009-10 operations.
- \$120.5 million will be paid by CIS Benefits Trusts' to cover employee benefits claims and carrier expenses.
- \$8.2 million will be paid out of the CIS Property/Casualty Trust to reinsurers, brokers, local agents.
- \$1.1 million will be paid from the P/C Trust as a royalty to LOC/AOC.
- Set asides to cover self-insured claims and loss include \$12.5 million in the P/C Trust and \$8.8 million for CIS Benefits dental claims.
- \$10.7 million will be spent as operating expenses in support of all three trusts:
 - \$6.1 million in salaries & benefits
 - \$4.6 million in professional services and materials and services
- Operating expenses include:
 - \$1.5 million for Underwriting
 - \$2.9 million for Claims and Litigation
 - \$2.9 million for Risk Management Services
 - \$3.3 million for Employee Benefits (including Healthy Benefits)
- The adopted budget funds 59.55 FTE staff positions at CIS:
 - 16.5 in Claims
 - 12.0 in Risk Management Services
 - 6.8 in CIS Benefits
 - 5.0 in Underwriting and
 - 19.25 in Administration (Executive, Information Technology, Finance and Support Services).

Tigard Again Hosts 2010 CIS Annual Meeting/Risk Management Conference

- Mark the dates and location on your calendar now. We'll be back in Tigard with a "Community Gardening" theme.
- CIS will continue to subsidize the cost of accommodation and meals for one representative from each Member to attend the meeting.

Dates: February 3-5, 2010
 Location: Embassy Suites, Tigard

S. Scott McDowell

From: CountryFest2008@aol.com
Sent: Friday, September 11, 2009 1:59 PM
To: RPartipilo@co.linn.or.us
Cc: rnyquist@co.linn.or.us; jlindsey@co.linn.or.us; wtucker@co.linn.or.us; plumbervan@hotmail.com; Jcone@le.linn.or.us; admin@ci.brownsville.or.us
Subject: Willamette Country Music Festival - 2009 DeBrief
Follow Up Flag: Follow up
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To: The Linn County Board of Commissioners:

Mr. Roger Nyquist
Mr. Will Tucker
Mr. John Lindsey

Dear Mr. Nyquist, Mr. Tucker & Mr. Lindsey

The Willamette Country Music Festival would like to take this opportunity to provide you with a brief rundown of this years event as requested by you in our 2009 Outdoor Assembly Permit.

At the outset, we'd like to mention that we feel we had a very smooth and successful event. Our hard work and diligent efforts to fix what went wrong in 2008 certainly paid off and its showed in the response we've received not only from our ticket holders, but from law enforcement and other agencies.

First, we'd like to offer our sincere thanks for suggesting a "Site Manager". Having Lawrence Van Hoof functioning in this capacity certainly proved to be a valuable asset to us and made our event function much smoother. Lawrence's presence and efforts not only provided us with another voice of reason, but he also picked up the much needed slack of keeping the event running smoothly from an operational standpoint. His efforts and experience made a significant impact to the success of this years event. Because of that, Lawrence has already been invited to return in the same capacity for 2010,....and he's accepted.

Another valuable success was our ability to move traffic on and off of the property without

any significant trouble. As a matter of fact, we've heard a significant amount of feedback from ticket holders about the ease and speed in which they left the property after each night's concerts. Portable lighting was provided at the entrance of the property and staff members were there to provide a safe environment when leaving. We think this was a huge compliment to our planning efforts.

In regards to safety, there was only one real incident and that was the ultralight (flight) accident on the property adjacent to where our festival was being held. The accident had nothing to do with us. It was a separate activity which coincided with our event. An ultralight flying machine clipped a power line early in the morning of Friday August 28th and crashed onto an adjacent property. We're extremely proud of our safety planning and how we responded to this incident. Our on-site paramedics responded to the scene immediately and assisted with Brownsville Fire Rescue and REACH life flight. Our staff was there to assist with directing traffic and with rescue. This was certainly a bright spot for us due to our safety planning.

On the OLCC front, we didn't have any major issues. We only had one change to our beer & wine garden policy, and that was the discontinued use of wristbands. OLCC officials monitoring our event asked us to discontinue the policy of using "Age Verified" wristbands because of the opportunity to transfer them to other people. They requested we simply verify age by asking "everyone" to show identification upon entering the secured area. We made that change on Saturday August 29th with no problems. It was also discovered that some ticket holders were sneaking alcohol into the concert venue through the main gate. Our security staff caught several of these incidents and dealt with them by dumping the alcohol and providing a strict warning of dismissal from the property. At the request of the OLCC, our security did a more thorough job of looking through personal items like folding chairs, clothing, and blankets which proved effective. Although we haven't confirmed this with the Linn County Sheriff's office, there were no DUI's, and (1) Minor in Possession. We'll have a de-brief session with Captain Jeff Cone and Sheriff Tim Mueller to discuss their thoughts of our event in the coming days.

We did have a couple of criminal incidents on the property during the weekend, however those were turned over to the sheriff's office when the incidents were identified to be criminal. One of the incidents was a minor caught stealing from several camp sites. The stolen goods were returned to the rightful owners and the minor was turned over to the responding Sheriff deputy who then dealt with the minor and his parents. The 2nd incident was an alleged assault between a husband and wife. Our security responded to the incident who then called sheriff's deputies. After speaking with the responding deputy, we asked that the alleged suspect be removed from the property which was done. We were extremely pleased with our security team and the manner in which the Linn County Sheriff's office worked with our event.

We also identified a couple of issues with our food and craft vendors. On Thursday (August 27th) during our set-up, we had a difficult time of providing electricity to our vendors which caused some unhappiness. Our vendor agreement reads that the WCMF will provide power using generators and distribution through spider boxes. During set up

we didn't have the correct distribution cords to provide everyone with power. We had to scramble to get the correct power cords which we ultimately did. This took longer than we expected and vendors grew impatient with us. We also had a few issues of our spider boxes being overloaded with too many extension cords which caused circuit breakers to cut off. This problem was ultimately fixed, but it took some time to identify. We brought in another generator and additional power distribution box which fixed the problem. This is on our list to fix for 2010. We've met with Rick Partipilo and Holly in the Linn County Health Department office after the event to discuss this issue and how we can fix it. Our goal is to make sure our power (Generators) and distribution boxes are delivered and set up a day earlier so we can make sure everything is in working order. This will be done in 2010.

Our parking and camping had a couple of minor hiccups, but nothing we can't fix for 2010. Some people parked in areas where they weren't supposed to park and some people simply parked in the wrong spaces. We have to do a better job of making sure all parking areas are marked clearly and that we help people find the correct areas to park.

Our production was fantastic and all artists were paid without incident. As a matter of fact, our artists and their traveling representatives were extremely complimentary to our hospitality, professionalism and to our property where the event was held. This bodes well for the WCMF in the future.

If you haven't heard yet, the *Willamette Country Music Festival* has already applied for our 2010 Outdoor Assembly Permit and paid the \$1,000 fee. This was done just days after our event ended.

Please let us know if you'd like to meet with us in person to discuss any of these topics, or if you have any additional questions. We'd be happy to meet with you.

Thanks again for your support.

Best regards

Warren Williamson
Executive Director
Anne Hankins
V.P. of Operations
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MONTH END RECAP

		Aug-09				
		REVENUE	EXPENDITURES	YTD	%	Unexpended
1	GENERAL	\$ 17,958.54	\$ 37,928.55	\$ 201,971.60	26.04	\$ 573,526.40
2	WATER	\$ 26,544.24	\$ 22,863.85	\$ 38,957.98	6.62	\$ 549,942.02
3	SEWER	\$ 26,703.39	\$ 13,248.06	\$ 135,790.80	20.77	\$ 517,909.20
4	STREETS	\$ 7,928.26	\$ 7,416.64	\$ 17,009.67	3.73	\$ 438,490.33
5	WATER BOND	\$ 393.03	\$ -			
6	SEWER BOND	\$ 642.26	\$ 10.35			
7	SEWER DEBT FEE	\$ 11,117.21		\$ 26,714.00		
8	BUILDING & EQUIPMENT	\$ 179.01	\$ 860.61	\$ 880.96	0.11	\$ 772,106.04
9	WATER RESERVE	\$ 31.39	\$ -			
10	HOUSING REHAB	\$ 128.57	\$ -			
11	WATER SDC	\$ 114.20	\$ -			
12	SEWER SDC	\$ 145.76	\$ -			
13	STORMWATER SDC	\$ 21.47	\$ -			
14	BIKEWAY/PATHS	\$ 63.89	\$ -			
15	LIBRARY TRUST	\$ 3.26	\$ -			
16	CEMETERY	\$ 50.00	\$ -			
17	TRANSIENT ROOM TX	\$ 47.56	\$ -			
18	SEWER CONSTRUCTION	\$ -	\$ -	\$ 406,883.99*		
19	LAND ACQUISITION	\$ 6.47	\$ -			
20	COMMUNITY PROJECTS	\$ 77.08	\$ 675.00	\$ 5,109.95	5.38	\$ 89,890.05
	Total	\$ 92,155.59	\$ 83,003.06			

Transfer \$128,000.00
Transfer \$37,001.10

KeyBank Accounts

General	\$ 23,785.13
Land Use (Deposits)	\$ 4,554.00
Water	\$ 15,500.00
Park	\$ 3,015.00
Court	\$ 163.00
Sewer Construx (USDA)	\$ 740.22

Oregon State Treasury

Sequestered	\$ 3,485,325.82
	\$ 186,344.65

2009-2010

Appropriated	YTD	% of Total
	INCOMPLETE	
DEBT Payments		Totals
Water	\$ 54,627.00	
Wastewater	\$ 360,000.00	
Total Debt		
Water	\$ 1,678,788.00	
Wastewater	\$ 7,730,852.00	

* - USDA Grant