

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

April 26th, 2011

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

PUBLIC: Steve Chambers, Tori Jager, Leslie Heckathorn & Kaye Fox.

ADDITIONS AND DELETIONS: None.

MINUTES: The Council reviewed the minutes of the March 22nd, 2011, meeting. Councilor Gerber moved to approve the minutes. The motion was seconded by Councilor Chambers and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Carine St. Martin-Jeffries Gas Line Installation.** Mr. McDowell said that Ms. St. Martin-Jeffries will be installing a new gas service to her residence under construction on Holloway Heights. Mr. McDowell said that NW Natural indicated that it would cost her \$800 for certified flaggers to be present while the work was being performed. If the road were closed, then the flaggers would not be needed. Ms. St. Martin-Jeffries is asking permission to close the road for several hours during the middle of the day so the work could be done. Mr. Sattler explained that the City has done this in the past. Councilor Shepherd moved to approve the request subject to her neighbors being notified as well as Public Works and the Fire District. The motion was seconded by Councilor Van Sandt and was approved unanimously. Mr. McDowell will forward a letter.

DEPARTMENT REPORTS:

1. **Sheriff's Report.** Sgt. Brad Kelly was asked about the status of the recent burglaries. He said that there had been a burglary at the Corner Café in the last few days. Sgt. Kelly said that there had been witnesses to some of the burglaries last month and the Sheriff's Office is working on the case. He thought that there would be arrests made in the near future.
2. **Planning.** Mr. Sattler updated the Council. Mr. Sattler said that real estate prices are still declining with a couple of home on the market for about half of what they sold for a few years ago, particularly in the higher end homes but that would be affecting the whole market. Mr. Sattler said that he is looking into options to provide Public Works with GIS capability at a reasonable price. Mr. Sattler said that the Spring Newsletter had gone out the prior week and it had been possible to include the Water Consumer Confidence Report in the same mailing, saving time and postage.
3. **Public Works.** Mr. Frink was on vacation but Mr. McDowell provided a brief update. Mr. McDowell said that the State had recently inspected the Wastewater Plant and that overall the inspection had gone well. The Rec Center is getting some dirt and sand to improve the ball fields in Pioneer Park.
4. **City Administrator.** Mr. McDowell said that the RFP for the City Hall roof is in process with a deadline of May 20th, 2011. Mr. McDowell said that based on the decisions made by the Central Linn Rec Board and as approved by Council, an RFP is being developed and it should be out in the near future. He said that the Water Master Plan has been reviewed by Jon Erwin and the reviewed copy sent to Mr. Cunningham for his review. Mr. Cunningham's services will

be retained for the completion of the report. Mr. McDowell said that he hopes to have it finished and ready to submit in October 2011. Mr. McDowell reported that the Emergency Preparedness Committee will be doing community outreach at Pioneer Picnic and at the Fire Department Open House on June 4th, 2011. Mr. McDowell said that the Temporary Public Works Operator would be hired soon to help with the Spring/Summer work. He also mentioned the new Park Caretakers will be starting on May 23rd, 2011. Mr. McDowell reminded the Council of Budget Committee meetings beginning on Thursday and said that hopes to be able to complete the budget with three meetings as has been done the past several years.

5. Library Report. Ms. Lemhouse provided a written report.
6. Court Report. Ms. Nida provided a written report.
7. Council Comments. None.
8. Citizen Comment. Ms. Kaye Fox said that the Seniors had served lunch to the attendees at the American Legion conference held this past weekend in Brownsville. She said that Mr. Dominguez had made a donation to the Seniors and he hoped to have more meetings in town.

LEGISLATIVE:

1. Resolution 662 State Revenue Sharing (Verifying Services). Councilor Gerber moved to approve Resolution 662. The motion was seconded by Councilor Van Sandt and was approved unanimously.
2. Mayoral Proclamation - Older Americans Month. Mayor Ware issued a proclamation declaring May to be Older Americans Month in Brownsville.

ACTION ITEMS:

1. Oregon Bicycle Ride Agreement. Mr. McDowell said that he had been contacted by a cycling group that wants to hold their 25th anniversary ride based out of Pioneer Park so with the help of the Park Board he has developed a Park Use Agreement as has been done with other groups. He said that the Park Board has approved the two day event. The group will provide portable showers for their riders. Mr. McDowell said that the proposed agreement calls for a use fee of \$1,200 for the event. Councilor Gerber moved to approve the agreement as presented. The motion was seconded by Councilor Van Sandt and was approved unanimously.
2. OLCC Annual Renewals. The Council agreed by consensus to recommend approval of all the licenses up for renewal.
3. Community Gardens Agreement. Mr. McDowell said that the agreement had been approved by the School Board at their last meeting. Councilor Gerber moved to approve the agreement with the Calapooia Food Alliance and the Central Linn School District. The motion was seconded by Councilor Van Sandt and was approved unanimously. The agreement has been renewed for another three years.
4. Linn County Sheriff's Office. Mr. McDowell said that the amount of the contract this year would be \$117,000. Councilor Gerber moved to approve the agreement and authorize Mr. McDowell and Mayor Ware to execute any needed documents. The motion was seconded by Councilor Shepherd and was approved unanimously.

DISCUSSION ITEMS:

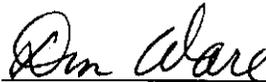
1. OLCC and Brownsville Video. Mr. McDowell said that the City had received notice that Brownsville Video would be filing for a new liquor license. He said that they were only moving one storefront down the street but that OLCC considered that a new license. Mayor Ware reported that he had already signed an application on behalf of Brownsville Video due to a short deadline for that particular application. The consensus of the Council was to recommend approval.
2. West Side Power Poles. Mr. McDowell said that Mr. Jad Lemhouse had relocated the road/driveway this past summer which the City has an interest in and that he is still waiting for the new easement agreement for the water main located there. Mr. Lemhouse has asked Pacific Power to move the power poles as they are now in the road but Pacific Power says that he will have to pay for the work as they were out of the road until it was moved. Mr. McDowell said that from the City's perspective the only interest the City has is in the waterline running down the easement/drive. Councilor Shepherd asked if this matter hadn't already been discussed by Council. Mr. McDowell said that it had been but he thought it might come back to the Council.
3. Joling Property. Mr. McDowell said that work is moving forward on removing the old trailers. He said that the City still waiting on the environmental survey. Mr. McDowell said that Mr. Joling is also looking into different alternatives for removal that might cost him less. Mr. McDowell said that Mr. Joling had offered to pay for the environmental testing.
4. March Financials.

CITIZEN COMMENT: None

ADJOURNMENT: Councilor Van Sandt reminded everyone of Carriage Me Back and Bloom'N'BBQ coming up.



City Administrator S. Scott McDowell



Mayor Don Ware