



BROWNSVILLE CITY COUNCIL

MEETING MINUTES

October 25th, 2011

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

PUBLIC: Linn County Sheriff's Office Captain Jeff Cone, Sergeant Brad Kelley, Deputy George Sutton, Steve Chambers, Christine Ruck, Kaye Fox & Sherri Lemhouse.

ADDITIONS AND DELETIONS: Mr. McDowell added Resolution 670 to Legislative Items, a discussion regarding the Country Music Festival under Action Items and a discussion regarding erosion control in Pioneer Park.

MINUTES: The Council reviewed the minutes of the September 27th, 2011, meeting. Councilor Gerber moved to approve the minutes as presented. The motion was seconded by Councilor Van Sandt and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Cheryl Haworth – Park Avenue Closure Request. Ms. Haworth was not present so Mr. McDowell presented her request. He said that the Calapooia Food Alliance's Farmers' Market wanted to have a pumpkin rolling contest on Park Avenue on Saturday from 12:00 p.m. to 12:30 p.m. He said they would like to close the section from the top of the hill down to the Pioneer Park entrance for that time. The consensus of the Council was to approve the request.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Kelly was present and said that there was nothing out of the ordinary to report.
2. Planning. Mr. Sattler told the Council that the new inventory software at the Library seems to be working well. He said that he had received notice from Department of Environmental Quality (DEQ) approving the Total Maximum Daily Load (TMDL) plan for the City and that he had obtained a \$1,000 planning grant from the Department of Land Conservation & Development (DLCD).
3. Public Works. Mr. Frink said that the handheld computers had been used for water meter reading for the first time in October and it had gone well. Mr. Frink said that a chlorine analyzer had died. He noted that there had been quite a few electronic equipment failures recently and he suspected that power surges may have been causing damage. Mr. Frink said that a number of trees had been trimmed to get them out of roads because he had received a lot of complaints from delivery drivers, bus drivers and others who had been affected by trees

growing out into the traffic lanes of roads around town. He said that Public Works has been preparing a new office for Judge Lemhouse upstairs at City Hall and that Marvin Borntrager had recently received his pesticide applicator license.

4. City Administrator. Mr. McDowell thanked Mr. Frink & Public Works for his assistance on the Arbor Day celebration and said that there had been a good turnout for the event. Mr. McDowell said that he had been working with Harris Software as their original training had not been adequate and he had successfully negotiated for them to return to do additional training at no expense other than travel costs. He said that he has been in contact with Linn County regarding their handling of the Country Music Festival and that various local businesses will be sending letters to Linn County expressing their support for the music festival. Mr. McDowell said that a number of local businesses such as Dari Mart had days of record business during the music festival. McDowell indicated that staff would be meeting with Ms. Ann Reece of Oregon Water Resources in an attempt to determine the impact that water curtailment will have on the municipal water supply. McDowell indicated the City received a letter from the Oregon Department of Revenue regarding multiple changes to Budget Law. McDowell said he would be attending the training session in late February 2012 to learn more. McDowell reported that the Emergency Preparedness Committee is putting the final touches on the standard contract language that will be used in or into partnerships with key organizations in the City and surrounding area. The Committee is also putting together a public outreach program for 2012. There also working on the details for Incident Command System (ICS) training through FEMA. McDowell indicated that he would be attending Risk Management training through City County Insurance Services (CIS) in a few weeks. McDowell explained that there had been many complaints regarding the median strips/traffic calming devices. McDowell indicated that the Oregon Department of Transportation (ODOT) has put these devices in many rural locations in the State of Oregon. Councilor Van Sandt stated how impressed she was with the Linn County Road Department in handling citizen concerns. He stated that he had been contacted by the Calapooia Watershed Council to see if the City is interested in participating in a water quality monitoring project on the Calapooia and staff made sure that the City would participate if there were no costs to the City.
5. Library Report. Ms. Lemhouse was present and provided a report to Council.
6. Court Report. Ms. Nida provided a written report.
7. Council Comments. Councilor Boyanovsky said that he went to the Rec Board meeting the previous evening.
8. Citizen Comment. Ms. Kaye Fox asked to receive late additions to the Council packets. McDowell provided the additional information as requested.

LEGISLATIVE:

1. Resolution 670 – Funds Transfer. Mr. McDowell explained that with the transition of moving Judge Lemhouse's office upstairs, the judge is requesting if you safety items to protect the court clerk such as a new transaction door and the installation of a panic button. He said that he would recommend moving \$5,000 from contingency to cover any needed improvements and office

equipment for the transition. Councilor Boyanovsky moved to approve Resolution 670. The motion was seconded by Councilor Gerber and was approved unanimously.

ACTION ITEMS:

1. Planning Commission and Historic Review Board Appointments. Mr. McDowell indicated that the terms of three members of the Planning Commission, Joshua Kometz, Rob Wingren and Jim Isenberg, were expiring at the end of the year and that Joni Nelson's term on the Historic Review Board was expiring as well. He said that all of them had requested to be reappointed. Councilor Gerber moved to reappoint them. The motion was seconded by Councilor Shepherd and was approved unanimously.
2. Music Festival Letter of Support. Mr. McDowell recommended that the City send a letter of support to the Linn County Commissioners prior to their decision on a permit for next year's Willamette Country Music Festival based on a recent conversation with event organizers that was attended by Mayor Ware, Councilor Cole and Mr. McDowell. Councilor Van Sandt moved to authorize the Mayor to send a letter of support. The motion was seconded by Councilor Gerber and was approved unanimously.
3. Pioneer Park Bank Erosion Update. Mr. McDowell said that staff met with representatives from the Calapooia Watershed Council, the Army Corps of Engineers and Governor Kitzhaber's Regional Solutions team two weeks earlier to try to find a feasible solution to the riverbank erosion problem in Pioneer Park. Mr. McDowell reviewed that the Watershed Council had applied for funding twice and had been denied. He reported that they had been requested to apply again but had not done so. Mr. McDowell said that Mr. Mark Ellsworth thought a new approach to the problem was needed. The Regional Solutions team is recommending taking a fresh look at the concern. Mr. Scott Wright from River Group Design, Inc. came highly recommended. Mr. McDowell recommended having Mr. Scott Wright visit and offer possible solutions. Mr. McDowell indicated that Mr. Wright has done a number of successful projects and has worked well with the involved agencies so he had a good chance of success. He said that he didn't know the cost of the work yet, but it would probably be in the area of \$5,000 to \$10,000 which could be applied towards the City's cost sharing should funding be obtained. Councilor Shepherd moved to approve approaching River Design Group, Inc. The motion was seconded by Councilor Gerber and was approved unanimously. Mr. McDowell will report back at the November Council meeting.

DISCUSSION ITEMS:

1. Pioneer Park Restrooms. Mayor Ware wanted to entertain discussion regarding possible replacement plans for the Pioneer Park restrooms. He said that he thought planning should move forward and said that it seemed clear that there was only one site suitable due to the cost of relocating utilities to other possible sites. He suggested going with a building similar to what was there as it had worked well for many years. Mr. Frink said that it might need to be slightly large to accommodate current ADA requirements. Mr. McDowell reported that the Park Board has been clear about the fact that there has been no history regarding concession sales. The Board also felt that the Rec Center could place a small storage building somewhere else in the Park and that would much more cost effective than the City building storage as part of the new restroom building. McDowell suggested looking for a design/build proposal as was done for the

Art Center renovation. Mr. McDowell indicated that the current budget would probably cover a building of about 480 square feet and there was no advantage to building unused space as part of the project unless it was able to be added as an option depending on available funding. Park Board did not move to make any recommendations to Council. Councilor Shepherd moved to seek proposals for restrooms only at this time. The motion was seconded by Councilor Boyanovsky and was approved unanimously. Mr. McDowell said it would probably be done in January due to his schedule at this time.

2. Nuisance Abatement Update. Mr. McDowell presented a slideshow of the cleanup of several abatement issues around town including 600 Washburn Street, the Gateway project and the removal of the trailer homes on the Antioch Ministries property. McDowell explained that staff is ready to take the next steps with homes that are currently not in compliance with the Brownsville Municipal Code. He reported that there had been several complaints about Public Works trimming trees that were growing into public streets and said that the work should have been done by the property owners. He said he was particularly concerned that a public official had threatened litigation over Public Works doing what was clearly required to be done by the Brownsville Municipal Code. He said that in the future it might be best to just treat it as a nuisance abatement issue and notify property owners to take care of it themselves. Councilor Shepherd noted that was how Linn County deals with the issue. The consent of Council was to maintain the right-of-ways as has been the most recent practice of Public Works. Public Safety is the chief concern with regards to school busses, motorists and other vehicles traveling through town. Council advised to not let a few ruin the service for the broader community at large.
3. Croquet Court Update. Mr. McDowell said that Mr. Brenner had indicated that the Croquet group wanted to make a run at one more year. Councilor Gerber said that she wasn't sure what was going on and would follow up with Mr. Brenner and report back.
4. September Financials. No discussion.

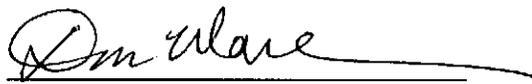
CITIZEN COMMENT: Ms. Kaye Fox said that she hadn't been able to use the croquet court and thought that perhaps another group could take care of it if the current group does disband.

EXECUTIVE SESSION. Cancelled.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Boyanovsky and was approved unanimously. The meeting was adjourned at 8:29 p.m.



City Administrator S. Scott McDowell



Mayor Don Ware