



CITY OF BROWNSVILLE

Council Meeting
Tuesday – March 22nd, 2011

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers

Tuesday, March 22nd, 2011

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: January 25th, 2011 (Addendum)
February 22nd, 2011
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Jay Curtis & Leroy Spurlin – Kirk Avenue
 - B. Central Linn Rec Board – Gym Floor
 - C. Clean-Up Day
- 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 732 – Vacating an Alley (Second Reading)

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. Appoint Budget Committee Member
- B. Croquet Court Agreement
- C. Community Gardens Agreement
- D. Linn County Pioneer Picnic Association Letter
- E. Pioneer Park & Calapooia Erosion
- F. Linn County & Court Clerk Agreement

11) DISCUSSION ITEMS:

- A. Carrsow Information
- B. OR 228 Property
- C. Council Goals 2011-2013
- D. ODOT Right-of-Way (Welcome Sign Areas)
- E. February 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

January 25th, 2011

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

PUBLIC: Alice Tetamore, Ray Bubak, Rick Dominguez, Joshua Kometz, Kaye Fox, Leslie Heckathorne, Jo Ann McQueary and Marilee Frazier.

ADDITIONS AND DELETIONS: Mr. McDowell said that he had handed out a new revised agenda for the Councilors with the changes on it; the agenda was posted in accordance with State law.

OATH OF OFFICE: Judge Lemhouse administered the Oath of Office to Councilors Shepherd, Boyanovsky and Cole.

MINUTES: The Council reviewed the minutes of the December 28th, 2010, meeting. Councilor Shepherd asked to have added to the item regarding the discussion with Mr. Compton that he had suggested that Mr. Carssow install a low water crossing in the ditch being discussed. Ms. Fox wanted her comment regarding high water to say that her house floods every winter. Councilor Gerber moved to approve the minutes with those corrections. The motion was seconded by Councilor Boyanovsky and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Marilee Frazier – Senior Center. Ms. Frazier said that she wanted to provide the Council with an overview of the activities of the Senior Center. She said that they are a non-profit that serves anyone in the community over the age of 50 years. Money is raised through dues and fundraisers. She said that the Senior Center does a lot of educational projects for Senior on subjects such as medications and Medicare. Councilor Shepherd asked how the new space is working out. Ms. Frazier said that it has been good. She said that attendance at the potlucks has been very high and the large space helps. Councilor Van Sandt asked how many members there are. Ms. Frazier said there are 28 members but they have had 75 different people attend their events over the past year. She said that the Senior Center offers scholarships for local students attending LBCC and invited applications. Mr. McDowell said that he has been working on the new agreement with the Senior Center and that there are few changes. He said that the City will no longer provide a telephone as it got little use due to most people having cell phones. Instead, the City will be taking messages for the Senior Center and he is working to set up a voicemail system for them. Mr. McDowell said that the term of the agreement will be one year with an option to renew for an additional year. Mr. McDowell said that he thought it best to keep the term fairly short. Councilor Shepherd asked Ms. Frazier if the Seniors would like a longer term on the agreement. She said not at this time. Councilor Gerber moved to approve the new agreement and to authorize Mr. McDowell and Mayor Ware to execute any necessary documents. The motion was seconded by Councilor Van Sandt and was approved unanimously.
2. Alice Tetamore – Brownsville Art Association (BAA). Ms. Tetamore said that the Art Association is asking Council to act as their representative in a grant application for funding to improve the new space in City Hall. She said that the application requires a representative such as the City to participate with the BAA. She thanked the Council for all their work in getting the space ready for the BAA. Ms. Tetamore said that the Art Association has been working hard at finishing the space and it is looking good. She said that the grant is for money to fund construction of storage cabinets on the north wall. She said that they will consult with a local

cabinet maker to help with the grant application. Councilor Shepherd moved to approve the request to participate in the grant application. The motion as seconded by Councilor Van Sandt and was approved unanimously.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Brad Kelly was not available and Mrs. Jo Ann McQueary was present from the Sheriff's Office. She talked about the "Map Your Neighborhood" program to help with emergency preparedness.
2. Planning. Mr. Sattler updated the Council. He said that he had met with the Department of Environmental Quality (DEQ) last week regarding their requirement that the City adopt a Total Maximum Daily Load (TMDL) plan. Mr. Sattler said that he had negotiated with DEQ and that the City will need to adopt some construction standards for bioswales and DEQ will sign off on the plan. Mr. Sattler said that he considered that a very successful outcome to the situation. He said that he met with the current owners of the partially developed subdivision property off Depot Avenue and they are looking for possible projects for the property. Mr. Sattler said that some type of senior residences seemed to be the only option that might make economic sense at the moment and the owners are investigating that possibility further.
3. Public Works. Mr. Frink said that the National Pollutant Discharge Elimination System (NPDES) permit for the wastewater plants was submitted on time. He said that the restrooms have been removed from Pioneer Park due to the recent additional erosion which had come right up to the building. Councilor Shepherd said that there's a big pothole on Kirk Avenue and he thought the Council should ask Linn County to prohibit truck traffic on Kirk Avenue perhaps by resolution. Mr. McDowell said he will look into it and it can be discussed at the next meeting. Councilor Chambers said that the street sweeper only makes the potholes worse on Oak Street and suggested that the City ask them to not sweep that portion of Oak. Mr. Frink said that it would not be a problem to take it off the list. The Council briefly discussed the condition of Oak Street and the need for major utility work before it could be improved.
4. City Administrator. Mr. McDowell said that he had met with Chuck Knoll from the Linn County Road Department regarding the Gateway Project. He said that originally they had hoped to go to bid in January but now it looks like it will be late February due to ODOT delaying their approval and making last-minute changes. Mr. McDowell said that now ODOT is saying they want to charge the City for doing a paving overlay when the project is done but negotiations are still underway. Mr. McDowell said that Saturday, February 26th, 2011 from 10:00 a.m. to 2:00 p.m. has been selected for the Council Goal-Setting Session. He said that the Council does this every other year. Mr. McDowell said that the Watershed Council has not yet heard the results of their grant application to fund the work in Pioneer Park and other projects. Mr. McDowell said that the new agreement with the Croquet group would come to the Council in February and the Calapooia Food Alliance agreement would be ready in March. Mr. McDowell said that he has been elected Chairperson of the Visit Linn Coalition and they are working on a Linn County tourism website. Councilor Shepherd said that he is concerned about how much money the City has spent on the Gateway Project. He said that he thought it would be about \$160,000. Councilor Van Sandt said that some of the work, such as the waterline replacement, was needed whether the Gateway Project occurred or not. Councilor Cole said that the project was the result of a community goal-setting process and one of the intents is to try to induce more visitors to come north on Main Street into downtown. Councilor Chambers said she is also concerned about the cost but thought that it was too late to be arguing about it at this time.
5. Library Report. Ms. Lemhouse provided a written report.
6. Court Report. Ms. Nida provided a written report.

7. Council Comments. Councilor Boyanovsky said that there will be a Rec Board meeting the next Monday. Councilor Chambers said that the Pioneer Picnic will have three Courts, Junior, Teen and Senior.
8. Citizen Comment. None.

LEGISLATIVE:

1. Resolution 659 – Brownsville Art Association Grant Application. A motion was made by Councilor Gerber, seconded by Councilor Boyanovsky to support the BAA by acting as their representative for the Linn County Cultural Coalition grant and was approved unanimously.
2. Resolution 660 – Transfer for NPDES Renewal. Mr. McDowell asked for this Resolution for audit purposes to document what was done. Councilor Gerber moved to approve Resolution 660. The motion was seconded by Councilor Boyanovsky and was approved unanimously.
3. Resolution 661 – Appoint Pro Tem Judges. Mr. McDowell said that this is an annual Resolution to appoint Pro Tem judges should Judge Lemhouse not be available for any reason. Councilor Van Sandt moved to approve Resolution 661. The motion was seconded by Councilor Shepherd and was approved unanimously.
4. Ordinance 731 – Revising Nuisance Ordinance. Councilor Van Sandt moved to read Ordinance 731 by title only. The motion was seconded by Councilor Shepherd and was approved unanimously. Councilor President Cole read the title of Ordinance 731 and asked for discussion. Councilor Gerber suggested some changes in the proposed language. In Section (a) she would strike the phrase “bikes and toys”, strike all of Section (c) and in Section (d) strike the language about “uniform edges”. Councilor Boyanovsky agreed with the recommendations and suggested striking “truck canopy” in Section (a). Councilor Chambers said that she is still concerned about how strict the language would be and said she thought it sounded too much like the rules of a gated community and continued that the whole thing feel "big brotherish." Councilor Boyanovsky said that it could be changed later if necessary. Councilor Gerber suggested changing the language in Section (c) to remove the language about back or side yard and just say “not in front yard”. Mr. Ray Bubak spoke and said that he had lots of experience with this issue from his years on the City Council. He said that the regulations need to be simple and he thought that this proposed ordinance is making it hard. He reminded the Council that they have to address everyone and older people can't do as much work in their yards, gardens can have weeds in them or get overgrown at the end of the year and so forth but they shouldn't be considered a nuisance. Ms. Kaye Fox said she was concerned about her neighbor burning their wood pile in an unsafe manner. The second reading of the Ordinance will be at the February Council meeting.

ACTION ITEMS:

1. Elect Council President. Councilor Van Sandt nominated Councilor Cole but Councilor Cole said that she would like to decline the nomination. Councilor Boyanovsky nominated Councilor Gerber. Councilor Chambers nominated Councilor Shepherd. Councilor Shepherd was elected three to two with Councilors Boyanovsky and Shepherd voting for Councilor Gerber and Councilors Gerber, Chambers and Van Sandt voting for Councilor Shepherd.
2. Apply For Oregon Parks & Recreation Grant. Mr. McDowell said that the Park Board had recommended not submitting a grant application this year. Last year the City was unsuccessful in their attempt to get a skateboard park for Kirk's Ferry Park. The question of what to do in Pioneer Park with replacing the restrooms has not been settled. He said that the City did receive a grant in 2006 for the new playground equipment in Pioneer Park. Councilor Shepherd moved

to not apply in 2011. The motion was seconded by Councilor Chambers and was approved unanimously.

3. Brownsville Chamber and Culpepper-Merriweather Circus. Mr. McDowell said that the Culpepper-Merriweather Circus had an open date on May 29th, 2011 and would be in the area coming from Harrisburg and heading to Jefferson. He said that they are interested in performing in Pioneer Park on that date. They would work through the Chamber of Commerce with the goal of raising funds for the Chamber through ticket sales. Mr. McDowell said that the Park Board had recommended approval for the proposal. Mr. McDowell said he was concerned as there had been a great deal of worry about damage to the ground from the Eugene Kennel Club event in September and the ground would be much softer and much more easily damaged in May. Mr. McDowell said that the Park Board had recommended an agreement between the Chamber and the City for the event. Mr. McDowell said that at the current rate the charge to the Chamber would be \$190. Councilor Boyanovsky moved to approve the proposal. The motion was seconded by Councilor Chambers. Councilor Gerber said that she had many concerns about the proposal. She said she is worried about the effects of the heavy equipment on the wet ground and felt it would be sure to cause damage. Councilor Gerber said that she is concerned about the fact that the Circus uses animals such as lions and tigers. Councilor Van Sandt said that she agreed and asked exactly where it would be located. Mr. McDowell said that the southeast portion of the park, next to the batting cage, is the proposed site. Councilor Cole noted that the Chamber would be responsible for any damage to the fields. Mr. McDowell said it was addressed in Item 4 of the proposed agreement. Councilor Cole said that the Chamber has not yet seen the agreement and they would be concerned about the possible cost of repairing any damages compared to the small amount of money that would probably be raised. Councilor Shepherd asked what the City charged the Eugene Kennel Club for the use of the Park... Mr. McDowell said the charges for the Chamber's agreement were based on the same charges used for the Kennel Club. The City was not requiring a large deposit because the Chamber is a local civic organization. Councilor Van Sandt asked if the Park Board had approved the proposal. Mr. McDowell said that they had but then they had asked him to prepare a Park Use Agreement. Councilor Boyanovsky said he was also concerned about the possible damage to the ground and the treatment of the animals. Councilors Shepherd and Chambers voted in favor of the proposal. Councilors Gerber, Boyanovsky and Van Sandt voted against the motion so it failed three to two with Council President Cole not voting due to her involvement with the Brownsville Chamber of Commerce.
4. Appoint Emergency Preparedness Committee Members. Mr. McDowell said that he had received five letters of interest for the new committee. He said that Christine Harrison, Kaye Fox, Mike Nida, Kneil Stucky and Mike Green had applied for the positions. Councilor Shepherd moved to appoint the five who had applied. The motion was seconded by Councilor Boyanovsky and was approved unanimously.
5. Appoint Library Advisory Board member. Mr. McDowell said that Ms. Marian Reinemer had applied for the open position. Councilor Van Sandt moved to appoint Ms. Reinemer. The motion was seconded by Councilor Gerber and was approved unanimously.
6. Acknowledge LDS Service Project at Cemetery. Mr. McDowell said the local LDS church has done a great deal of volunteer work at the Cemetery over the years and he thought Council would want to acknowledge their efforts.
7. Gary Compton – Storm Drainage Issue. Mr. McDowell went over the recent history of the situation. He said that the Council had asked him to meet with Mr. Carsow and he had done so. He said that Mr. Compton had asked the Council to consider contributing material, equipment and labor to work on the ditch on Mr. Carsow's property. Mr. McDowell said that the City's insurance company had advised against any work on private property in general due to the potential liability issues it would create. Councilor Gerber said that the issue had already

been discussed by the Council and they had decided against it. Councilor Shepherd recommended sticking with that decision. Councilor Boyanovsky asked what the Council could do about the flooding situations. Mr. McDowell said that there isn't any easy answer as the basic problem is that there is nowhere for the water to go. It drains into Cochran Creek a few miles north of town and to fix the problem it would be necessary to start there and work all the way back to the City. He said that there is almost no slope in that area and drainage will always be a problem, as it is in many other areas of town. Even if the City had the resources to install the proper drainage pipe, clean and maintain all the ditches to all of the outfalls, there would still be a very good chance of flooding.

DISCUSSION ITEMS:

1. Joling Property. Mr. McDowell said that there has been a lot of discussion about this property and he has sought an opinion from the City Attorney. He said that the property is zoned Light Industrial and that storage is a permitted use in that zone. He said that the City Attorney has given the opinion that the City could do an abatement of the property but the best solution would be to work with the property owner. Mr. McDowell said that the property owner has been agreeable but has not been able to afford the costs of having the work done. He said that originally Sweet Home Sanitation had quoted \$8,000 to remove the trailers but they have now come down to a cost of \$4,500 - \$5,000 to perform the removal. Mr. McDowell said that the City could pay for the work up front and place a lien against the property to try to recover the cost. Councilor Van Sandt moved to ask McDowell to negotiate with the property owner for the removal of the dilapidated units on the property. The motion was seconded by Councilor Boyanovsky and was approved unanimously.

CITIZEN COMMENT: Ms. Kaye Fox said that he had been involved with a fundraiser involving a circus years ago and it had not been very successful. She said that the Brownsville Art Association would be using the upstairs bathrooms in the Community Room and she was concerned about the lack of railing on the stairs. McDowell indicated that the City will look into the matter.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Boyanovsky and was approved unanimously. The meeting was adjourned at 9:05 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

February 22nd, 2011

ROLL CALL: Mayor Ware called the meeting to order at 7:00 p.m. with Councilors Gerber, Van Sandt, Boyanovsky, Cole and Shepherd present. Councilor Chambers arrived at 7:22 p.m. Also present were City Administrator Scott McDowell, City Planner Bill Sattler and Public Works Superintendent Karl Frink.

PUBLIC: Brad Kelley, Tori Jaeger, Ed Hudson, Rick Dominguez, Colleen Garrison, Jay Marsh, Leanne Bell, Cecil Bell, Scott Johnson, Ernie Martin, Randy Ginn, Warren Williamson, Natalie Wade, Patty Linn, Marilyn Grimes, Kaye Fox and Leslie Heckathorne.

ADDITIONS AND DELETIONS: None

OATH OF OFFICE. Mr. McDowell administered the Oath of Office to Mayor Ware who had not been present at the January meeting.

MINUTES: The Council reviewed the minutes of the January 25th, 2011, meeting. Councilor Cole moved to approve the minutes. The motion was seconded by Councilor Van Sandt and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. **Scott Johnson – Sweet Home Sanitation.** Mr. Johnson discussed issues that had come up in recent Clean-Up Days in Brownsville. There has been a problem with large piles of unorganized trash that were extremely difficult and time consuming for the volunteers to pick up among other issues. Mr. Johnson said that one possibility would be to switch to a system where dumpsters would be provided at a central location and residents would be responsible for bringing their trash to that location. He said arrangements could be made for elderly and disabled people who might not be able to do it themselves. Another option would be to keep the current arrangement but to cover the extra costs by increasing rates an average of \$1.14 per month. Finally the City could eliminate the citywide cleanup and Sweet Home Sanitation could pay a franchise fee instead. Mr. Johnson said that they would be seeking a one percent increase in rates due to increases in disposal fees. Councilor Cole asked for clarification on the depot idea. Mr. Johnson said that their staff would come with a number of large dumpsters for a Saturday. The Council decided to wait until the March meeting to make a decision on which course of action to choose.
2. **Natalie Wade – Pioneer Picnic Beer Garden.** Ms. Wade told the Council that she was ambivalent about doing a beer garden again at Pioneer Picnic. She said that she had lost money on the first event but thought she might be able to do better if she did it again. Councilor Shepherd asked Ms. Wade if she wanted to do it again. Ms. Wade said that she would do it again if she is given permission for another event. She said that this time she would do more promotion of the event. Councilor Cole moved to authorize Ms. Wade to host a beer garden at Pioneer Picnic this year. The motion was seconded by Councilor Shepherd and was approved unanimously.
3. **Randy Ginn – Motorcycle Ride.** Mr. Ginn said that he hoped to host another motorcycle ride event like the one last summer and he would again be approaching the County Commissioners for permission to close Main Street in front of his business for several hours. He said that he was seeking Council's support before going to the County. Councilor Gerber moved to support the application for street closure on August 20th, 2011, from 5 p.m. until 10 p.m. and to

authorize Mr. McDowell and Mayor Ware to execute a letter of support. The motion was seconded by Councilor Cole and was approved unanimously.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Brad Kelly said that former Linn County Deputy Jeff Wilcox had recently died of cancer. Kelly has also been attending training.
2. Planning. Mr. Sattler updated the Council. He said that there are currently two homes under construction in town and that staff are still working on installing and converting to the new accounting and billing system. He said that progress is being made but that there was still a good ways to go.
3. Public Works. Mr. Frink said that a fire hydrant had been struck by a car but it has been repaired. He said that the handrails at City Hall had been fixed after being mentioned at the last Council meeting. Councilor Van Sandt asked if there had been any more problems with the downtown bathrooms. Mr. Frink said that there had not been any problems since they had been reopened.
4. City Administrator. Mr. McDowell reminded the Councilor of the goal-setting session on February 26th from 10 a.m. until 2 p.m. He said that he had met with Judy Cleeton from Halsey and Ralph Wyatt from Linn County regarding the Court Clerk position and the possibility of sharing a court clerk from Harrisburg. He said a contract would be needed between the City and Linn County. Councilor Cole asked how the cost would compare. Mr. McDowell said that he expected to realize a savings of about \$7,000 over the current arrangement. He said that he would refine the numbers before presenting the plan to the Budget Committee. Mr. McDowell said that he had met with Gary Compton and George Carssow regarding the drainage problems on the north end of town. He said that the ultimate problem is the long distance the runoff has to go north of town and the neither the City nor the County has the authority to require the proper maintenance of drainage ditches. Mr. McDowell said that he had attended the City County Insurance Services annual conference the previous week and it had been very useful for him. He reminded everyone of the plan to publish the City Newsletter the end of March and asked for articles for the Newsletter.
5. Library Report. Mrs. Lemhouse provided a written report.
6. Court Report. Mrs. Nida provided a written report.
7. Council Comments. Councilor Boyanovsky said that he had attended the Rec Board meeting the previous month and they are now considering staying with the current floor in the Rec Center. Councilor Van Sandt said that she had attended the Calapooia Watershed Council meeting and she would plan on attending more.
8. Citizen Comment. Ms. Leann Bell, 723 North Main, said that she would like Public Works to stop blowing the sidewalks clean in front of her home. Mr. Frink said that would be taken care of.

LEGISLATIVE:

1. Ordinance 731 (Revising Nuisance Ordinance). Councilor Gerber moved to read by title only. The motion was seconded by Councilor Cole and was approved unanimously. Mayor Ware read the title of Ordinance 731. Councilor Boyanovsky said that he had talked to the City Administrators in Sweet Home and Lebanon about the subject. He said that Lebanon uses police officers to enforce their ordinance and that he thought the public supported it. He said that both administrators said it was a challenging issue to deal with. Councilor Cole said that the Council had worked on the

ordinance for quite a while so it should be passed and they could see if it worked out. Councilor Cole moved to approve Ordinance 731. The motion was seconded by Councilor Shepherd. Councilor Chambers said that she still didn't see what was wrong with the current ordinance and why there was a need to change to the proposed ordinance. Councilor Gerber said that she thought the current ordinance is too vague. Councilor Cole said that it would eliminate having to interpret the ordinance. Mrs. Marilyn Grimes said that Brownsville is a rural community and should not try to look like Sweet Home or Lebanon which are much larger communities. She said that she had moved to a small town to try to get away from that kind of regulation. Mr. Jay Marsh said that if you look around Lebanon you'll find just as many messy places as in Brownsville so the ordinance didn't seem to be doing much for them. Ms. Colleen Garrison said that people should have a right to use their property as they saw fit so long as it didn't affect the health or safety of the community. Ms. Tori Jaeger said that she wrote policies and that if you have a policy that is not working the answer is not to write a stricter policy. Mrs. Kaye Fox said she supported the ordinance because her neighbor makes unsafe bonfires on his property. Mrs. Leann Bell said she supported it because cars speed on Main Street and her neighbor also makes fires she thinks are unsafe. In addition, her other neighbor has had laundry hanging on his back porch for months. A vote was taken and the ordinance was approved 5 to 2 with Councilors Chambers and Van Sandt voting no.

2. Ordinance 732 – Vacating an Alley (First Reading). Councilor Geber moved to read by title only. The motion was seconded by Councilor Cole and was approved unanimously. Mayor Ware read the title of Ordinance 732.
3. Resolution 661 – Appoint Pro Tem Judges. Mr. McDowell said that this is an annual Resolution to appoint Pro Tem judges should Judge Lemhouse not be available or have a conflict of interest. Councilor Van Sandt moved to approve Resolution 661. The motion was seconded by Councilor Chambers and was approved unanimously.

ACTION ITEMS:

1. Meals on Wheels Request. Mr. McDowell said that Meals on Wheels had requested a contribution of \$750. Councilor Cole moved to approve a contribution of \$750 to Meals on Wheels. The motion was seconded by Councilor Boyanovsky. Councilor Shepherd suggested increasing the amount to \$1,000. The suggestion was agreed to by Councilor Cole and Councilor Boyanovsky and the motion was approved unanimously.
2. Croquet Court Agreement. Councilor Cole suggested removing the Chamber of Commerce reference from Section 8 of the agreement. Mr. McDowell went over the history of the agreement and said that the Chamber was withdrawing from the agreement and the croquet group would manage the court. Councilor Shepherd said that the group had not lived up to the agreement as they were supposed to provide a key. Councilor Cole said that the facility had been open to the public. Councilor Cole moved to approve the agreement. Councilor Van Sandt seconded the motion. Councilor Chambers said that since the area would be smaller that they should need less water. Mr. McDowell said that he would revise that section of the agreement. Councilor Chambers asked when the facility would be open to the public. Mr. McDowell said that the Park Caretakers would have a key and he would add information in the Park Policies as well as making some equipment available. Councilor Cole suggested putting information in the City Newsletter. Councilor Shepherd suggested tabling the motion until a key was received. Councilor Cole decided to withdraw her motion as there were issues that needed to be addressed at the next meeting.
3. Advertise for Budget Committee Members and Budget Notices. Councilor Gerber made a motion to authorize advertising for Budget Committee members and to authorize placing the required budget notices in the Brownsville Times. The motion was seconded by Councilor Van Sandt and was approved unanimously with Mayor Ware and Councilor Cole abstaining due to a conflict of interest.

4. Appoint Members of the Emergency Preparedness Committee. Mr. McDowell said that he had received applications from Tori Jaeger and Linda Hite the previous week and had just received applications from Ken Dorsey, Mark Stevens and Josh Kometz. Mr. McDowell recommended that the Council appoint Ms. Jaeger and Mrs. Hite and name Mr. Dorsey, Mr. Kometz and Mr. Stevens as alternates. Mr. McDowell said that he would like to see as many people involved as possible. Councilor Cole moved to do as recommended by Mr. McDowell. The motion was seconded by Councilor Shepherd and was approved unanimously. Councilor Cole said that at the next Chamber meeting Jim Howell would be making a presentation on emergency business continuation and anyone was welcome to attend.

DISCUSSION ITEMS:

1. Proposed Kirk Street Resolution. The Council discussed a proposal raised by Councilor Shepherd at the February Council meeting to ask Linn County to prohibit large trucks on Kirk Avenue. Councilor Cole asked how that would impact Larry Northern and Jay Curtis among others who use Kirk Avenue. Councilor Shepherd said it would not be a problem for them to drive out Northern to McKercher Park to access Hwy. 228. Mr. McDowell said that if the Council wanted to pursue this he thought it would be better to send an informal letter rather than a Resolution as he was concerned about how it might impact the Kirk Avenue reconstruction project. Councilor Shepherd agreed that the letter would be best and the consensus of the Council was in agreement.
2. Pioneer Park & Calapooia Erosion. Mr. McDowell said that the Calapooia Watershed Council is still working with the Oregon Watershed Enhancement Board (OWEB) to try to obtain funding for work on the Calapooia, including Pioneer Park. He said that they have not received a final determination and are continuing to monitor the situation. Mr. McDowell said that he had heard that the State of Oregon would be releasing some new regulations that might help out with making it simpler and less expensive to do the work. Mr. McDowell said that he is still actively exploring all the possible options. He will be contacting the Department of State Lands to discuss possibilities on March 2nd.
3. Joling Property Follow-up. Mr. McDowell said that he had spoken with Mr. Joling again about cleaning up his property. He said that Mr. Joling has been willing to clean up the property, the issue has been the cost which he couldn't afford. Mr. McDowell said that he thought Mr. Joling would be willing to agree to the City's proposal but wanted some time to look at it and see if he could arrange to do the work himself. Councilor Chambers asked if the City would also pay the costs of cleaning up other properties. Mr. McDowell said that is how it is already done, the City hires the work done and then gets reimbursed by the property owner.

CITIZEN COMMENT: Mr. Rick Dominguez said that the American Legion would be hosting a meeting in April which would bring nearly 200 visitors to town.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Boyanovsky and was approved unanimously. The meeting was adjourned at 9:05 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

March 22nd, 2011

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

January 25th, 2011 Council Minutes – Council is being asked to re-approve this set of minutes because the official appointments for the EPC were not included.

Jay Curtis & Leroy Spurlin: Kirk Avenue – Mr. Curtis and Mr. Spurlin were interested in talking about the possible closure of Kirk Avenue and the cut-out on Main Street. I have met with officials from the Linn County Road Department who have indicated they are willing to paint or sign the area. A simple letter to the property owner may also allay the concern. The information regarding the weight limit for the bridge is a response to one of Mr. Curtis's question.

Rec Center Floor Update – George Frasier, President, and Jon Smith, Vice-President, of the Central Linn Rec Board will be present to discuss their recommendations for the gym floor and discuss the partnership between the Board and Council.

Sweet Home Sanitation's Scott Johnson: Clean-Up Day – Mayor Ware will be handling the Clean-Up Day discussion as a public hearing. Several members of the public have indicated that they will be in attendance to comment about the future of Clean-Up Day. Mr. Johnson has been invited to the meeting and I have also included his report from the last meeting in this agenda packet for your convenience. Councilor Cole provided me with a list of questions to forward Mr. Johnson for the public hearing. The questions sent to Mr. Johnson are below:

Below are some questions from Councilors that I have received. I thought it may be helpful for you to have ballpark figures for these questions. Please let me know if you have any questions or concerns. If you can get something to me before tomorrow at 4:00 p.m., I can include it in the packet. Here you go:

Couple of bits of info would help when it comes to making a decision on Clean-Up Day.....

- 1. What exactly would the franchise fee be if we don't do CUD?*
- 2. How much exactly did it cost SHS to do CUD last year?*
- 3. How much (ball park) does SHS count on retrieving from scrap metal/other recyclables each year...i.e. how much do they feel they*

lose from pickers?

4. SHS has said they could pick up the rubbish from those folks unable to get their junk to a depot-style set up. That sounds like a can of worms to me....what criteria would they use to decide which households merited home pick up, how would they control the costs on this scenario?

5. How much would it cost the city extra, if anything, to have the area patrolled by LCSO the night before CUD in order to cut down on scrap metal pickers and out-of-towners dumping? Does LCSO think it's even possible to reduce picking and dumping?

6. What's the annual increase in tipping fees that SHS has to pay? Estimated \$3/how many households?

7. How do they plan on verifying people who drop off stuff? Do you have to bring a bill stub, account number etc.?

From last meeting: Mr. Johnson will be present to discuss Clean-Up Day. They are wanting to adopt a different approach to handling Clean-Up Day. Piles have gotten too large in several area due to outside people bringing in trash and folks have been taking advantage of some of the rules, in part to them not being enforced by Sweet Home Sanitation. Mr. Johnson would like to talk about a few options that may include a centralized place to bring items, defining and enforcing what is allowing to be disposed of or defining a prescribed dimension for each property owner. They provide the service in lieu of paying franchise fees. They may be interested in simply paying the franchise fees instead of actually doing a clean-up. Mr. Johnson's report is included in the packet.

O 732: Oak Street Alley Vacation (Second Reading) – This ordinance allows the strip of land between South Oak Street and Main Street to be vacated. Council has been working on resolving this issue for the last several months. Vacating the alley will allow the property to revert back to the property owners abutting the strip of land currently owned by the City.

LT2 Rule Letter – Public Works Superintendent Karl Frink recently received a letter from the Oregon Public Health Division regarding E. coli sampling. The City has received great news! The City did not exceed the limits for E. coli. If the City would ever be required to treat for Cryptosporidium, the Water Plant would need some serious upgrades which would be very expensive; this letter is a huge relief.

Nuisance Abatement & Junk – Mr. Sattler and I will be working closely on developing a spreadsheet of properties throughout town. Mayor Ware will have an article in the upcoming City Newsletter that explains the changes and makes the general public aware that the City will be doing enforcement on this issue. Staff's plan is to roll out official communication with residents June 1st, 2011. Prior to that date we will be working toward implementing clear guidelines for internal actions.

Croquet Court Agreement – The updated agreement is in the packet. Council made a few suggestions at the last meeting including hours of operation and water usage totals. *From last meeting:* The Calapooia Food Alliance is no longer party to the agreement because of the new location for the community gardens and the Brownsville Chamber of Commerce has chosen not to participate as well. The Chamber served as additionally insured on the agreement and as fiscal agent for funds of the croquet court. The Chamber indicated that the members can now open an account at KeyBank at no charge. Plans for the Court were predicated on luring business opportunities to Brownsville as well as hosting company meetings and retreats. The Chamber's position is they like to help start these kinds of ventures but feel it is time to let the group manage on their own.

Emergency Preparedness Committee – Since the last Council meeting the EPC has met twice. Last week they have broken down into focus areas to begin developing a matrix that will highlight tasks to be done, who is doing what, desired outcomes, benchmarks and timelines. The focus areas are Memorandums of Understanding /Memorandums of Agreement (MOU), Basic Plan and Individual/Family Preparedness. Tori Jager has been appointed Chair and Mike Nida has been appointed Vice-Chair. So far I'm excited about their progression and enthusiasm for this topic. To learn more, visit www.brownsville.or.us/epc.html.

Pioneer Park & Calapooia Erosion – Enclosed are two e-mails, one from Tara Davis regarding OWEB's decision and one to Council regarding options moving forward. Council will be discussing this in open session. Please let me know if you need any additional information or have any other questions.

Oregon Department of Fish & Wildlife (ODFW) & Erwin – Enclosed is an e-mail from Jon Erwin regarding the latest from ODFW and the advice they have forwarded to the Water Resources Department. After reviewing the City's water rights, Jon feels that the proposed curtailment will not dramatically impede the City's ability to meet current water usage demands. The quick summary is prior to the curtailment the City had the ability to pump 806,000 gallons per day, this curtailment advice caps the City at 690,000 gallons per day; which is considerably higher than the 576,000 gallons per day Jon was initially calculating at our last meeting. It is also considerably higher than the State had originally indicated which was 15% of unused water rights. The City has asked Mr. Erwin to include these findings in the Water Master Plan which is scheduled to be sent to the State of Oregon in 2012. Mr. Frink discussed two very relevant points, one being DEQ allowing the City to discharge during summer months and the second being the inability of the City to effectively plan for any expansion to the existing Water Treatment Plant based on this curtailment advice. Mr. Erwin will do some research and keep staff posted on these issues.

Council Goal Setting Session – Enclosed in the packet is Joseph Bailey's full report for your review. Below are the Goals for 2011 – 2013, I will have a sign made up with the new goals hopefully before the April meeting. Please review, edit and wordsmith as you see necessary:

Goals 2011-2013

- ◆ Active Implementation & Prioritization of the Capital Improvements Plan.
- ◆ Develop an Economic Development Plan.
- ◆ Create & Implement a Water Master Plan.
 - Determine Curtailment Impact.
 - Investigate Other Potential Sources.
 - Conservation & Distribution.
- ◆ Develop & Implement Staffing Changes.
- ◆ Develop a Review Process for Ordinances.
- ◆ Create & Implement an Emergency Preparedness Plan.
- ◆ Adopt a Brownsville Beautification Plan.

Gateway Project – Here is the latest update The City Received From Linn County Engineer's Office:

"We have just received the design exception for this project on Friday, March 11, 2011 for the approval of the design along Highway 228 from ODOT. This allowed us to have a curb to curb width of 48 feet rather than 50 feet. Otherwise Right of way would need to be acquired. This is the last step item to get this project going. Final plans and specifications have been prepared and are in ODOT's hand for one final review. With the approved design exception we have now the last component completed that is required to send in to ODOT for what is called an PS&E document. We are still planning on going out to bid in April with bid openings in May and construction starting in June 2011.

Construction should be complete in September 2011 as planned."

Software Update – The City is continuing to work diligently to get the new software package up and fully operational. Payroll has given staff and the consultants considerable problems. The Utility billing interface was almost ready but at the last minute staff noticed an error on all the new postcard bills which required us to do the letter bills again last month. We hope to go to the new postcard bills for March but are prepared to do the billing on the old system just in case. The Sensus Handheld units were delivered this week. Once we have the utility billing system working correctly, staff will work together to implement the new units.

Visit Linn Coalition – The Coalition has signed a letter of intent with The New Era to develop a website that will be privately run but will have the input of the Coalition. The

group is moving as quickly as possible in order to have the website operational by June 2011. VLC is still working on getting a full website operational by June 2011.

Court Clerk Contract Update – Judge Lemhouse has put the contract amount in his annual budget request to Linn County. Council will be asked to officially approve the concept of entering into an agreement with Linn County to provide court clerk services. I have already included this option in the proposed budget for 2011-2012. *{Council has been discussing this issue since November 2010; please check your minutes for more information.}*

Community Gardens Agreement – Enclosed is information from the Calapooia Food Alliance regarding the gardens. I have been talking with Central Linn School Superintendent Ed Curtis about presenting to the School Board in April. The agreement is also enclosed for your review. Please let me know if you have any questions or comments. I would like to have tentative or confirmed Council approval prior to meeting with the School Board.

Worked Based Learning Program – *From December 2010 meeting:* The City and Central Linn High School are working on an opportunity that would allow a student to come in and work on the sidewalk program or continue the work at the Cemetery. The City's insurance carrier is highly recommending Council having an adopted, current sidewalk program on file. The student would work on breaking the town into sections and assessing the current condition of sidewalks. The project would start at the beginning of 2011. The program is for school credit.

Jay Warthen Internship – Mr. Warthen has satisfied the terms of his internship with Linn Benton Community College. We are in the process of entering into an agreement to finalize the handbook of internal financial controls. A few procedures have recently changed due to the implementation of the new software. We will started on this process in late April.

Kirk Avenue – *From past meetings:* Linn County is waiting to finalize the Gateway project before starting on Kirk. Mr. Darrin Lane indicated that he is still struggling with making the street work given the code requirements of building a street and the fact that Brownsville is an historic town.

March Newsletter – *From last meeting:* The City is collecting articles for the upcoming City Newsletter which will go out the last week of March. Please forward articles to either Bill Sattler or myself. The deadline is March 25th!

Respectfully Submitted,



S. Scott McDowell

To: Brownsville City Council
From: Bill Sattler, City Planner
March 16, 2010

Not a lot new to report this month. Most of the focus at City Hall has been on getting the new software installed, data converted over and being able to start operating with the new software. We've all been doing a lot of training in how to operate the system, particularly Kathy and Jannea who seem to be spending most of their time each day on the project. It does seem like some end is in sight and we should be operational soon.

1. Building Permits. Last month was pretty slow, no new residential permits were issued.
2. Real Estate. Locally listings seem to have pretty much stabilized, meaning that the number of homes going onto the market is about equal to the number of homes being sold, which is a good sign. Unfortunately most of the sales seem to be distress sales, meaning either foreclosure sales or short sales. One of the main factors driving the current real estate market has been the fact that so many people refinanced their homes over the last 10 years to take out some of their perceived equity, which means that when home prices drop the balance owing on the mortgage is more than the current value of the home. This makes it impossible for people to drop their price to the current market value of the home which is a major reason for so many homes sitting on the market for such a long time. Homes which are priced in line with current market conditions seem to be selling at a reasonable pace.
3. Historic Review Board. Nothing new for them to review.
4. Oak Street Alley. This meeting will have the second reading of the proposed ordinance. There will be a public hearing at this meeting which is required by law. It is simply an opportunity to allow any member of the public to express their opinion about the proposed vacation. After the public hearing the Council will have the second reading and vote on whether to approve the vacation.
5. Shortridge Easement / Encroachment Agreement. I'm working on an agreement.
6. Computer Issues. The process of switching to the new software has been even more difficult than we anticipate but it finally looks like things are starting to come together. We've been making some inexpensive upgrades to our computers which have made some significant improvements to productivity. One nice feature of the new software has been we not are set up to automatically do an online backup of critical files so that they are copied to a remote server in case City Hall were to be destroyed.

Public Works Report

March 16, 2011

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 March.
- *Distribution System* – Three small water leaks have been repaired. Fourteen water meters have been refurbished and ready for use. Several small leaks have been repaired.
- *Cross Connection Program*- I continue to work on the annual inspections of the water system to identify and correct any unsafe condition that may exist. The annual cross connection report is complete and has been submitted to the state as required.
- *Water Treatment Plant* – Repairs are currently under way to repair damaged drywall and other corroded components from chlorine off-gassing and chemical mixing. This problem is common within water and wastewater plants that utilize sodium hypochlorite and other related chemicals. The sodium hypochlorite releases chlorine gas, which oxidizes and corrodes everything it comes in contact with. We are replacing the metal components with fiberglass, plastic and stainless steel components to minimize this type of damage in the future.

Sewer:

- *North Lagoons* – The flow meter and pH analyzer have been calibrated. The emergency backup generator fueled and ready for service.
- *South Lagoons*- Discharge from this facility has begun. The emergency backup generator has been fueled and ready for service.
- *Collection System*- There were no sewer main blockages this month.
- *Misc.* – Nothing additional to report at this time.

Streets:

- *Mowing/ Tree Maintenance* – Tree maintenance continues on an as needed basis.
- *Asphalt/ Gravel Road Maintenance* – Nothing to report at this time.
- *Storm Drainage* – Several drainage ditches have been inspected and some will be cleaned as needed to ensure proper drainage. Catch basins will be cleaned in March.
- *Signs*- Public Works continues to work on street sign repairs as needed.

Parks:

- *Pioneer Park* – The conduit and electrical work to relocate the lift station is complete.
- *Blakely Park* – Public works has maintained this park as needed.
- *Kirk's Ferry Park* – Public works has maintained this park.
- *Remington Park*- Public works has maintained this park as needed.

Cemetery:

- *Grounds* – Several grave sites have been marked for burial and headstone placements this month.

Library:

- *Grounds*- Public Works has been maintaining this facility as needed.
- *Buildings*- Several small repairs have been made to this facility.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed.
- *Garbage cans* – Down town garbage cans are emptied every Friday, or more frequently as noticed.
- *Parking Lot* – Nothing to report this month.
- *Misc.* – Public works has reduced our downtown cleaning due to an excessive amounts of complaints. The sidewalks have been cleaned this month.

City Hall:

- *Buildings* –Nothing to report at this time.
- *Grounds* – The area behind City Hall is mowed and maintained as needed.
- *Community Center*- Nothing to report at this time.

Rec. Center:

- *Grounds*- The facility is maintained as needed.
- *Buildings*- Nothing to report at this time.

Public Works:

- *Grounds*- Nothing to report at this time.
- *Buildings*- Nothing to report at this time.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. I have found the necessary documentation to begin the process of creating public works standards. This will be an ongoing project that may take several months to complete.

Library Advisory Board

Librarian's Report

February 2011

Here are a few facts about our library the month of February 2011. We have received 45 new books for the library. Volunteers donated 116.5 hours to our library. Of these, 11.5 hours were for the computerized inventory. Three volunteers and the librarian imputed 60 books into the inventory. Our staff has been correcting computerized entries to make the new system easier for the patron to use. There were 1,025 materials checked out. 126 Non-fiction books; 409 adult fiction books; 54 large print books; 177 children's books; 163 junior books; 30 junior reference books and 66 audio materials.

We are quietly wrapping up winter here at the library. The snow days were busy days. Several school children came in to work on writing projects. It was fun to guide them through part of the research process, especially when the computer was busy. They asked what they can use since the computer was busy. We looked at the encyclopedia sets. We have two sets that are oldies but goodies. Older sets have lots of information about people. These sets provide a good teaching tool for our new citizens.

Respectfully submitted,

Sherri Lemhouse

Librarian

BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT
 STATISTICAL REPORT FOR THE MONTH OF FEB 2011

Offense Class	Pending First Day	Filed	Terminated	Pending Last day	Trials
Misdemeanors	5	1	0	6	0
Violations	4	11	7	8	0
Contempt/Other	49	6	0	55	1
TOTALS	58	18	7	69	

BALANCE SHEET FOR MONTH OF FEB 2011

COURT PAYMENTS

COURT REVENUE			City	2423.90
Total deposits +	\$2923.00		Restitution	0.00
Total bail forfeits +	0.00		Unitary Assessment	276.00
Total bail/Bank fees -	0.00		Jail Assessment	124.10
Total Refund/Rest -	0.00		LEMLA	14.00
Total NSF's	<u>- 0.00</u>		Intoxicated Driver	0.00
TOTAL COURT REVENUE	<u><u>2923.00</u></u>		State Misc.	0.00
			Court Security	35.00
Credit given for Community Service	\$ 0.00		DUII Surcharge	50.00
Other Credit Allowed Against Fines	\$ 0.00			
TOTAL NON-REVENUE			TOTAL COURT PAYMENTS	<u><u>\$ 2923.00</u></u>
CREDIT ALLOWED	<u><u>\$ 0.00</u></u>			

TOTAL CASH PAYMENTS TO:
 CITY \$ 2423.90
 STATE \$ 290.00
 COUNTY \$ 124.10
 JUD.DEPT \$ 35.00
 REFUND/RESTITUTION \$0.00

ACCOUNTS RECEIVABLE:

 BEGINNING \$ 85,612.70
 ENDING \$ 84,892.70

BROWNSVILLE MUNICIPAL COURT
CHECKBOOK RECONCILIATION

MONTH: FEB 2011

Beginning Balance		113.00
Deposits	+	2923.00
Charge back fee deposited	+	00.00
Disbursements:		
Checks	2923.00	
NSF'S	0.00	
Total Disbursements	-	2923.00
Total NSF's	-	
Charge back Fees	-	
ENDING BALANCE		113.00
Bail	-	
		<u>\$113.00 Account Balance</u>

DISBURSEMENT RECONCILIATION:

To General Fund		2423.90
STATE		0.00
LEMLA		14.00
County		124.10
Unitary		276.00
Court Security		35.00
IDPF		0.00
Restitution		0.00
DUII Surcharge		50.00
Refund's/Misc-Bank Supplies		0.00
TOTAL:		2923.00

DEPOSIT RECONCILIATION:

Receipts #082481 through #082531

Total: \$ 2923.00

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY CALL TIME DESCRIPTION	STREET # ADDRESS	CITY	UNI	DIS	DESCRIPTION
110590361	2/28/11	20:47:29 Trf Moving Viol	27200 HUME ST	Brownsville	756	072	WARNING - MOVING VIOLATION
110590343	2/28/11	18:52:25 Trf Speed Viol	400 E WASHINGTON A	Brownsville	756	070	WARNING - SPEEDING VIOLATION
110590083	2/28/11	7:42:08 911 HANGUP	628 LOUCKS WY	Brownsville	759	014	No Additional Report Necessary
110580018	2/27/11	1:56:39 Trf Moving Viol	500 WASHBURN ST	Brownsville	757	072	WARNING - MOVING VIOLATION
110570187	2/26/11	15:20:07 WARRANT SERV	600 WASHBURN ST	Brownsville	703	014	No Additional Report Necessary
110570073	2/26/11	6:55:02 ANIMAL - HORSE	300 HUME ST	Brownsville	703	014	No Additional Report Necessary
110550380	2/24/11	19:53:33 DOG COMPLAINT	220 LOCUST AV	Brownsville	756	014	No Additional Report Necessary
110550307	2/24/11	16:28:43 Trf Citz Compl	990 WASHBURN ST	Brownsville	748	014	No Additional Report Necessary
110530135	2/22/11	10:26:05 THEFT-RPT	709 AMELIA AV	Brownsville	711	001	Incident Report
110520225	2/21/11	17:21:53 SUSP-PERSON	311 E WASHINGTON A	Brownsville	703	014	No Additional Report Necessary
110520040	2/21/11	4:42:50 Trf Speed Viol	800 W BISHOP WY	Brownsville	756	070	WARNING - SPEEDING VIOLATION
110510290	2/20/11	19:23:28 Trf Equipment Viol	300 WASHBURN ST	Brownsville	756	071	WARNING - EQUIPMENT VIOLATION
110470096	2/16/11	9:14:02 WARRANT SERV	157 HOLLOWAY HTS	Brownsville	703	014	No Additional Report Necessary
110470025	2/16/11	2:41:19 Trf Speed Viol	100 STANARD AV	Brownsville	756	070	WARNING - SPEEDING VIOLATION
110460319	2/15/11	20:54:45 DOG COMPLAINT	120 HUNTER ST	Brownsville	756	180	MDT Narrative Update
110460301	2/15/11	19:12:56 SUSP-VEHICLE	27910 SEVEN MILE LN	Brownsville	756	014	No Additional Report Necessary
110460077	2/15/11	8:53:01 Trf Speed Viol	300 WASHBURN ST	Brownsville	753	094	CITE ISSUED - SPEEDING VIOLATION
110460069	2/15/11	8:37:17 Trf Speed Viol	100 E WASHINGTON A	Brownsville	753	094	CITE ISSUED - SPEEDING VIOLATION
110460007	2/15/11	0:47:07 SUSP-CIRCUMSTAN	130 SPAULDING AV	Brownsville	756	014	No Additional Report Necessary
110450323	2/14/11	16:35:35 DISTB-OTHER	336 E BLAKELY AV	Brownsville	752	014	No Additional Report Necessary
110450132	2/14/11	9:56:58 CIV PROCESS-OTHI	227 E BISHOP WY	Brownsville	759	023	Civil process, service completed
110440239	2/13/11	17:19:46 SUSP-VEHICLE	125 FIELDS CT	Brownsville	757	014	No Additional Report Necessary
110420405	2/11/11	21:48:35 MVC-HIT & RUN	349 SPAULDING WY	Brownsville	781	001	Incident Report
110420158	2/11/11	10:41:33 CRIM MISCHIEF	303 PUTMAN ST	Brownsville	703	001	Incident Report
110410335	2/10/11	17:23:09 ALARM-POLICE	220 S MAIN ST	Brownsville	771	014	No Additional Report Necessary
110410183	2/10/11	11:38:45 CIV DISP RPT	133 SAGE ST	Brownsville	759	014	No Additional Report Necessary
110400347	2/09/11	16:30:15 WELF CHECK	828 KIRK AV	Brownsville	748	014	No Additional Report Necessary
110390221	2/08/11	14:11:01 DISTB-OTHER	136 SPAULDING AV	Brownsville	703	014	No Additional Report Necessary
110380392	2/07/11	22:02:00 MVC-NON INJURY	430 N MAIN ST	Brownsville	769	014	No Additional Report Necessary
110380058	2/07/11	5:51:53 Trf Aggressive Driver	800 W BISHOP WY	Brownsville	756	070	WARNING - SPEEDING VIOLATION
110370065	2/06/11	3:51:06 SUSP-VEHICLE	100 PARK AV	Brownsville	756	014	No Additional Report Necessary
110360035	2/05/11	2:50:12 PROWLER RPT	147 GALBRAITH ST	Brownsville	756	014	No Additional Report Necessary
110350344	2/04/11	18:42:51 Trf Speed Viol	700 WASHBURN ST	Brownsville	756	094	CITE ISSUED - SPEEDING VIOLATION
110350158	2/04/11	11:18:23 Trf Seatbelt	500 WASHBURN ST	Brownsville	753	095	CITE ISSUED - SEATBELT VIOLATION
110350149	2/04/11	10:49:37 Trf Seatbelt	100 WORLEY ST	Brownsville	753	095	CITE ISSUED - SEATBELT VIOLATION

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY CALL TIME DESCRIPTION	STREE T # ADDRESS	CITY	UNI	PO	DIS DESCRIPTION
110350060	2/04/11	6:26:08 EXTRA PATROL	724 N MAIN ST	Brownsville	752	040	NARN Extra Patrol
110340416	2/03/11	23:24:03 OUT - FOOT PATRO	100 WALNUT AV	Brownsville	781	014	No Additional Report Necessary
110340341	2/03/11	18:27:42 DISPUTE-NEIGHBOF	218 W BLAKELY AV	Brownsville	721	014	No Additional Report Necessary
110340285	2/03/11	15:43:14 THEFT-RPT	218 W BLAKELY AV	Brownsville	723	014	No Additional Report Necessary
110330268	2/02/11	14:49:21 WELF CHECK	718 N MAIN ST	Brownsville	703	014	No Additional Report Necessary
110330219	2/02/11	13:07:00 HARASSMENT RPT	401 MOYER ST	Brownsville	703	014	No Additional Report Necessary
110330013	2/02/11	0:51:05 SUSP-VEHICLE	200 TEMPLETON ST	Brownsville	733	014	No Additional Report Necessary
110320351	2/01/11	19:37:50 Trf Moving Viol	100 WALNUT AV	Brownsville	756	100	CITE ISSUED - DWS/NO ODL
110320216	2/01/11	13:49:28 JUV-COMPLAINT	145 GALBRAITH ST	Brownsville	759	014	No Additional Report Necessary
110320002	2/01/11	0:05:02 SUSP-VEHICLE	220 S MAIN ST	Brownsville	756	001	Incident Report

AFTER RECORDING RETURN TO:
City of Brownsville
PO Box 188
Brownsville, OR 97327

ORDINANCE 732

AN ORDINANCE VACATING AN ALLEY IN THE CITY OF BROWNSVILLE, LINN COUNTY, OREGON.

WHEREAS, the City of Brownsville was deeded certain sections of an alleyway which had reverted to Linn County for unpaid taxes; and

WHEREAS, the City Council has found that there is no public interest in maintaining ownership of certain portions of that property; and

WHEREAS, the City of Brownsville by Deed of Dedication dated November 23, 2010, dedicated a portion of that property as public right of way; and

WHEREAS, the City of Brownsville has complied with the requirements of Chapter 271 of the Oregon Revised Statutes;

NOW, THEREFORE, THE CITY OF BROWNSVILLE DOES ORDAIN AS FOLLOWS:

The following parcel of property in the City of Brownsville, Linn County, Oregon, is hereby vacated. Said property is shown on attached Exhibit A and more particularly described as follows:

Parcel Township 13S, Range 2W, Section 31BC, Tax Lot 3800, and Parcel Township 13S, Range 2W, Section 31BC, Tax Lot 3802, more particularly described as follows:

Beginning at the Southeast corner of Block 2 of Hausman’s Addition to North Brownsville, Linn County, Oregon; and running thence North along the East line of said Block to a ¾” iron bolt which bears 15.55 feet West of the Northwest corner of the South half of Lot 2, Block 1, Groce’s Addition to North Brownsville; thence East 15.55 feet to the East line of the Alexander Kirk D.L.C. 37 in T.13S., R.2W.; thence South along the East line of said D.L.C. 37 to a point on the North line of Locust Avenue; thence West 16 feet, more or less, to the place of beginning, excepting therefrom the following: Beginning at a point 151.50 feet Northerly of the Southeast corner of Lot 6 in Block 2 of Hausman’s Addition to North Brownsville, Linn County, Oregon, and running thence East to the East line of said D.L.C.; then North along said line twenty feet to the Northwest corner of Lot 4, of Block 4, of said Town of North Brownsville; thence West to the East line of said Block 2 of said Hausman’s Addition; then Southerly on said line of said Block Two of said Addition to the point of beginning.

Passed by the Council and approved by the Mayor this _____ day of _____, 2011.

Mayor

City Administrator



February 15, 2011

Brownsville City Council
255 N Main St
PO Box 180
Brownsville, OR 97327

RE: Annual Brownsville Clean-Up

Dear Member of the Council:

The Annual City Wide Clean-Up has always been a day appreciated by Brownsville residents. We have seen a lot of changes in the clean-up over the past 20 years like scrap metal processing, e-waste regulations or just the year of the mattress or porcelain toilet. There always seems to be a theme of what was on sale during the year as everybody's old item is at the curb. The clean-up has grown from just a couple trucks to almost a dozen and the tons disposed of continue to climb.

The clean-up has always been a great community event however this event has evolved to a point where it has caused multiple operational challenges along with added expense. We would like to look at making some changes for it to continue to be a success. I have outlined below some of our issues of concern which I look forward to discussing with you along with three proposed options of consideration.

- E-Waste Ban
- Pile Picking
- Metal Scrappers
- Increased Volume from Non City Residents
- Volume of Piles
- Make of Piles/ Not following the guidelines
- Waste Diversion and Recycling Opportunities
- Increased Safety Concerns
- Disposal Increase

Potential Options for Change-

- A. Keep the current Clean-Up running as is with a 5% rate adjustment to help offset the increasing costs. Most common service level would see an increase of \$1.14 a month.
- B. Create a Depot System where residents bring their material to one site for drop off with a 2.5% price adjustment. Not only would this system eliminate most of the issues of concern it would also be our best option to increase our recovered recyclable material. This would help to reduce the disposal to allow for the decreased price increase needed. Most common service level would increase \$.57 per month.
- C. Adopt a 5% Franchise Fee in lieu of the clean-up along with a 1% price adjustment. Historically the Clean-up has been provided as part of our franchise instead of franchise fees. If we were to

remove the clean-up we could create a franchise fee where the cost of the clean-up would be given back to the City for your use. The 1% price increase is needed to cover the landfill price increase which would have a \$.22 per month impact on the most common user. This option could raise the City more than \$10,000.00 annually depending on sales.

Thank you in advance for your time and look forward to reviewing the clean-up with you.

Scott Johnson
District Manager

S. Scott McDowell

From: Knoll, Chuck [cknoll@co.linn.or.us]
Sent: Wednesday, March 02, 2011 10:47 AM
To: S. Scott McDowell
Cc: Lane, Darrin; Ableman, Jim; Smith, Jim; Mink, Wayne; Groom, Kevin; Malone, Daineal; Philpot, Rick; Froman, Rick; Storms, Jerry
Subject: RE: Brownsville - Main Street Bridge

March 2, 2011

Hi Scott

Thanks for the e-mail and request for information on the Main Street Bridge load limit that was recently posted. The following explanation should help.

Linn County Road Department takes a conservative approach to posting load restrictions for bridges. This provides needed protection for the management and use of bridges. The Main Street (Brownsville) bridge is a vital bridge to the City of Brownsville. We want to make sure it is protected and well taken care of.

The Main Street Brownsville Bridge is capable of supporting loads in excess of 40 tons depending on the trucks configuration of length and loading on each axle. The bridge is also capable of supporting Oregon Legal Loads which most people refer to as a 40 ton truck configuration. The bridge is also in good condition since it was structurally rehabilitated a few years back by Linn County Road Department as funded by the Oregon Transportation Investment Act. The bridge is in the same condition as it was after the work was completed on it. Nothing has changed.

What the bridge is not designed for is to support repeated use of some shorter truck load configurations just a little under 40 tons. This is called the inventory load rating for repeated use. Therefore, the posted limit advises the truck industry that other routes should be used if the truck weight is over 40 tons. The operating load rating of the bridge is above 40 tons which is for periodic use without impact (Speed less than 10 miles per hour).

A truck permit can be obtained from Linn County for trucks in excess of 40 tons after review and approval by the County Engineer or Roadmaster. Some of these can be an annual permit. This allows us to track and monitor the use of the bridge and place special restrictions on trucks crossing the bridge such as speed. This results in providing added protection to insure a long life for the bridge.

Most County Road Departments do not post bridges at the Oregon Legal Load (40 tons) as it is not required by statute. However, Linn County has done this for a number of bridges and as a result this has provided added protection to the life span of the bridge.

We recently completed a traffic count for Main Street from February 11, 2011 to February 17, 2011. This traffic count indicated the average daily traffic for week days (both directions combined) was 3,963 vehicles per day. The number of trucks with five or more axles was only about 0.2 % of the total. Shorter trucks with three to four axles was about 1.0 % of the total. Truck traffic is not significant for this road.

I hope the above explanation helps.

Please contact me if you have any questions. I would be pleased to meet with you or any folks from the area on this if you wish.

I have provided copies of this e-mail to others in our road department that serve the area of the City of Brownsville that may get a phone call on this.

Sincerely,

*Chuck Knoll, PE
Linn County Engineer
Linn County Road Department
3010 Ferry Street , S.W.
Albany, Oregon 97322
Office: 541 967 3919*

S. Scott McDowell

From: Theresa Wilhelm [Theresa.Wilhelm@centrallinn.k12.or.us]
Sent: Thursday, March 17, 2011 10:01 AM
To: Scott McDowell
Subject: Budget Committee

Hi Scott--

I am interested in serving on the budget committee. Let me know what I have to do.

Thanks,

Theresa

Theresa Wilhelm
Grants and Donations Coordinator
Central Linn School District
331 E. Blakely Ave.
Brownsville, OR 97327
ph: 541-369-2813 ext. 3233
theresa.wilhelm@centrallinn.k12.or.us

LEASE AGREEMENT

BETWEEN: Eric and Carla Gerber (Landlord)
AND: The City of Brownsville,
An Oregon Municipal Corporation (Tenant)
DATE: February 2011

RECITALS

- A. Landlord is the owner of certain real property located at 325 Fisher Street in Brownsville, Oregon, and more particularly described in Section 1 below (herein after referred to as the "Premises.")
- B. The Tenant desires to lease the premises for use as a croquet court.

FOR AND IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN, THE PARTIES AGREE:

- 1. **LEASED PREMISES.** Landlord leases to Tenant and Tenant leases from Landlord the Premises, located at 325 Fisher Street in Brownsville, Oregon; tax lot # 13S03W36D 00500. The Premises includes the western quarter of the existing croquet court.
- 2. **USE.** Tenant shall have the right to use the Premises for the purpose of operating and maintaining a croquet court and for no other purpose without Landlord's prior written consent. The use shall be consistent with Resolution 596 as passed by Council January 15th, 2008. The hours of operation for public use shall be from Memorial Day through Labor Day between the hours of 10:00 a.m. – 8:00 p.m.
- 3. **TERM.** The term of this lease shall commence upon execution hereof and shall continue with a review in two (2) years.
- 4. **TERMINATION.** Either party may terminate this lease without cause upon thirty (30) days written notice to the other sent First Class and Certified mail to the addresses listed. Upon termination, all rights extended under this Agreement shall be null and void.
- 5. **RENT.** Tenant shall pay the Landlord as rent for the Premises one dollar (\$1.00) per year paid upon renewal.

6. **TAXES.** Landlord shall remain responsible for and shall pay all property taxes for the Premises. Landlord shall not claim any property tax exemption by virtue of this lease or Tenant's use of the Premises.
7. **MAINTENANCE.** The City is not responsible for making repairs and replacements and performing necessary maintenance to or upon the Premises.
8. **UTILITIES.** Tenant, at Tenant's expense, shall supply up to 7,500 cubic feet of water per year to the property for watering the croquet court during the Summer months. Any water used in excess of this amount shall be charged to the responsible members of the Croquet Club and billed annually in December.

Tenant shall remove water meter for the area once the agreement is terminated.

9. **INDEMNIFICATION.** To the extent legally possible, Tenant agrees to indemnify, hold harmless and defend Landlord from and against any and all claims, damages, losses and expenses, including attorneys fees, made by or paid to others, arising from Tenant's use of the Premises or from Tenant's performance or failure to perform its obligations under this lease.
10. **ATTORNEY FEES AND LEGAL EXPENSES.** In the event any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this agreement or to collect any indebtedness hereunder, the prevailing party in such proceeding shall be entitled to recover reasonable attorney fees in the proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law. Such sum shall include an amount estimated by the court as the reasonable costs and fees to be incurred by the prevailing party in collecting any monetary judgment or award or otherwise enforcing any order, judgment, or decree entered in such suit or action. In addition, in the event of default by either party in performance of this agreement, the defaulting party agrees to pay all reasonable attorney fees and legal expenses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.
11. **SUCCESSORS AND ASSIGNS.** The terms, provisions, covenants and conditions contained in this lease shall apply to, bind and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors and assigns of Landlord and Tenant.
12. **ENTIRE AGREEMENT.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
13. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver

of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.

TENANT:

CITY OF BROWNSVILLE

By:

Address: 255 N. Main Street
P.O. Box 188
Brownsville, OR 97327

LANDLORD:

ERIC & CARLA GERBER

By:

Address: 325 Fisher Street
PO Box 154
Brownsville, OR 97327

Memorandum of Understanding

BETWEEN: Central Linn School District (School)

AND: The City of Brownsville,
An Oregon Municipal Corporation (City)

AND: Calapooia Food Alliance
(F.K.A. Brownsville Co-op) (Co-op)

DATE: March 26, 2008

RECITALS

- A. School is the owner of certain real property located at 331 E. Blakely Street in Brownsville, Oregon, and more particularly described in Section 1 below (herein after referred to as the "Premises.")
- B. The City desires to use the premises for the purpose of providing a community garden.
- C. The City will provide these services to the community through the Co-op as a service partner.

FOR AND IN CONSIDERATION OF THE MUTUAL OBLIGATION HEREIN, THE PARTIES AGREE:

- 1. **PREMISES.** The Premises is located at 331 E. Blakely Street in Brownsville, Oregon; described as tax lot #14S02W06B 1200. The Premises is north of Washington Avenue and south of Bishop Way/OR 228.
- 2. **USE.** City shall have the right to use the Premises for the purpose of operating and maintaining a community garden and for no other purpose without School's prior written consent. The use shall be consistent with Resolution 596 as passed by Council January 15th, 2008.
- 3. **TERM.** The term of this Memorandum shall commence upon execution hereof and shall continue with reviews every three (3) years.
- 4. **TERMINATION.** Either party may terminate this Memorandum without cause by giving thirty (30) days written notice to the other sent First Class and Certified mail to the addresses listed, however, termination will not commence until the end of the gardening season which is in November. Upon termination, the City may provide a one-time, lump sum of not to exceed fifteen hundred dollars

(\$1, 500.00) for the property to be returned to its original condition, if the School wishes to return the area to its original condition which was a grass field. The School should notify the City of their intentions for the property. After thirty (30) days of official notice, the City will not be responsible for the lump sum payment. The City and the Co-op will share equally in the above referenced sum. All rights extended under this Memorandum shall be null and void upon termination.

5. **IN-KIND CONTRIBUTION.** City shall offer the School plots as needed for curriculum purposes.
6. **MAINTENANCE.** The City is not responsible for making repairs and necessary replacements or performing necessary maintenance to or upon the Premises. Co-op guidelines and programming shall maintain the Premises in a manner consistent with the Schools requests.
7. **UTILITIES.** City, at City's expense, shall supply up to 55,000 cubic feet of water per year to the property for the use of the community gardens. Any water used in excess of this amount shall be charged to the Co-op at the normal monthly rate then in effect. Water shall be billed annually in December.
8. **INDEMNIFICATION.** To the extent legally possible, City agrees to indemnify, hold harmless and defend School from and against any and all claims, damages, losses and expenses, including attorneys fees, made by or paid to others, arising from City's use of the Premises or from City's performance or failure to perform its obligations under this Memorandum. City will make arrangements with insurance carrier to ensure the Premises is covered as a park use.
9. **ATTORNEY FEES AND LEGAL EXPENSES.** In the event any legal proceeding is commenced for the purpose of interpreting or enforcing any provision of this Memorandum or to collect any indebtedness hereunder, the prevailing party in such proceeding shall be entitled to recover reasonable attorney fees in the proceeding, or any appeal thereof, to be set by the court without the necessity of hearing testimony or receiving evidence, in addition to the costs and disbursements allowed by law. Such sum shall include an amount estimated by the court as the reasonable costs and fees to be incurred by the prevailing party in collecting any monetary judgment or award or otherwise enforcing any order, judgment, or decree entered in such suit or action. In addition, in the event of default by either party in performance of this agreement, the defaulting party agrees to pay all reasonable attorney fees and legal expenses incurred by the non-defaulting party in collecting any such sums due hereunder even though no litigation is filed.
10. **SUCCESSORS AND ASSIGNS.** The terms, provisions, covenants and conditions contained in this Memorandum shall apply to, bind and inure to the benefit of the heirs, personal representatives, administrators, legal representatives, successors and assigns of School and City.

11. **ENTIRE MEMORANDUM.** This agreement embodies the entire agreement of the parties. There are no promises, terms, conditions or obligations other than those contained herein. This agreement shall supersede all prior communications, representations or agreements, either verbal or written, between the parties.
12. **MODIFICATION AND WAIVER.** No change or modifications of this agreement shall be valid or binding upon the parties hereto, nor shall any waiver of any term or condition thereof be deemed a waiver of such term or condition in the future, unless such change or modification or waiver shall be in writing signed by all the parties.

CITY:

SCHOOL:

By:

By:

Don Ware, Mayor

Rip Lewis, Chairman of the Board

By:

By:

S. Scott McDowell, Administrator

Ed Curtis, Superintendent

Address: 255 N. Main Street
P.O. Box 188
Brownsville, OR 97327

Address: 331 E. Blakely Street
Brownsville, OR 97327

ALLIANCE:

By:

Stephen Brenner, President

Brownsville Community Gardens

A project of the Calapooia Food Alliance
2010 Year End Report

The garden is regulated as an organic, no till area (because of underground debris and water lines). Lessors pay for their plots through annual rent prorated on plot size, though discounted for Sharing Hands clients and four hours work per month on the community gardens. For that rent, they get their water within the quota, and access to some supplies like composted leaves and straw. Volunteers are also recruited for work on the community beds and other communal chores. The Site Manager is a Linn Co. Master Gardener which makes the gardens also an official Master Gardener site eligible for Master Gardener projects and volunteers.

2010 year end review:

Water Usage In 2010 we stayed well within the water quota without artificial restraints in part thanks to the wet, cool spring and summer. We monitored water use throughout to ensure we were within limits.

Plot Usage We leased six **40 foot plots**, one to a new gardener; we leased two 30 foot beds, both to new gardeners. There are two remaining 40' beds, but the east one is too shady and boggy for garden use and the west-most one has better present utility as a supply delivery and storage plot (soil, organic fertilizer, etc.). It could be developed at a later time as a garden bed if the need arises.

On the **30' row**, there are two 5' x 30' beds planted with strawberries for community use, the 5' x 30' Beatle Bank for predatory beetles' winter home, two proposed 5' x 30' beds for insect pollinators, one to plant with perennial herbs and one with annual plants like sunflowers and mullen, four 30' x 15' beds, all of which could be leased or planted for community use as needed, and undeveloped space reserved for a hoophouse or greenhouse in the future.

The large **triangular plot** has always been used as a community garden, growing produce for Senior Meals, both at the Christian Church and delivered. In the past we have also given any surplus produce to Sharing Hands clients.

Volunteer help **Lessors** mowed the grass, monitored water use, watered community use beds and helped plant and maintain the community garden rows. **Work party volunteers** weeded and planted beds, opened up and shut down the water system, moved composting leaves by tractor, and cleaned up the garden after the season ended. **OSU classes** created the second strawberry bed and worked on experiments to eradicate Quack grass by various methods.

2010 Summary:

Total 40' plots = 8

6 leased,

1 supply storage

1 too shady & wet, therefore proposed for grading with gravel as drive-thru and storage

Total 30' plots = five 5' wide plots, 2 strawberry beds, 1 Beatle Bank, 2 proposed pollination plantings; four developed 15' planting beds for lease or community use

2 currently leased

2 leasable, used in 2010 for community

1 bed not yet developed as shady and invaded by endangered cottontail burrows

2 potential beds spaces reserved for potential future propagation area

Total 10' x 15' = 5 plus one 10' x 35' all developable as leasable or demonstration beds. Currently weed-ridden and needing more soil. In 2010 we covered them with black plastic and planted squash for community use.

2010 special challenges included very unusual weather, a transition in site managers and on-going problems with Quack grass and bindweed in pathways and beds.

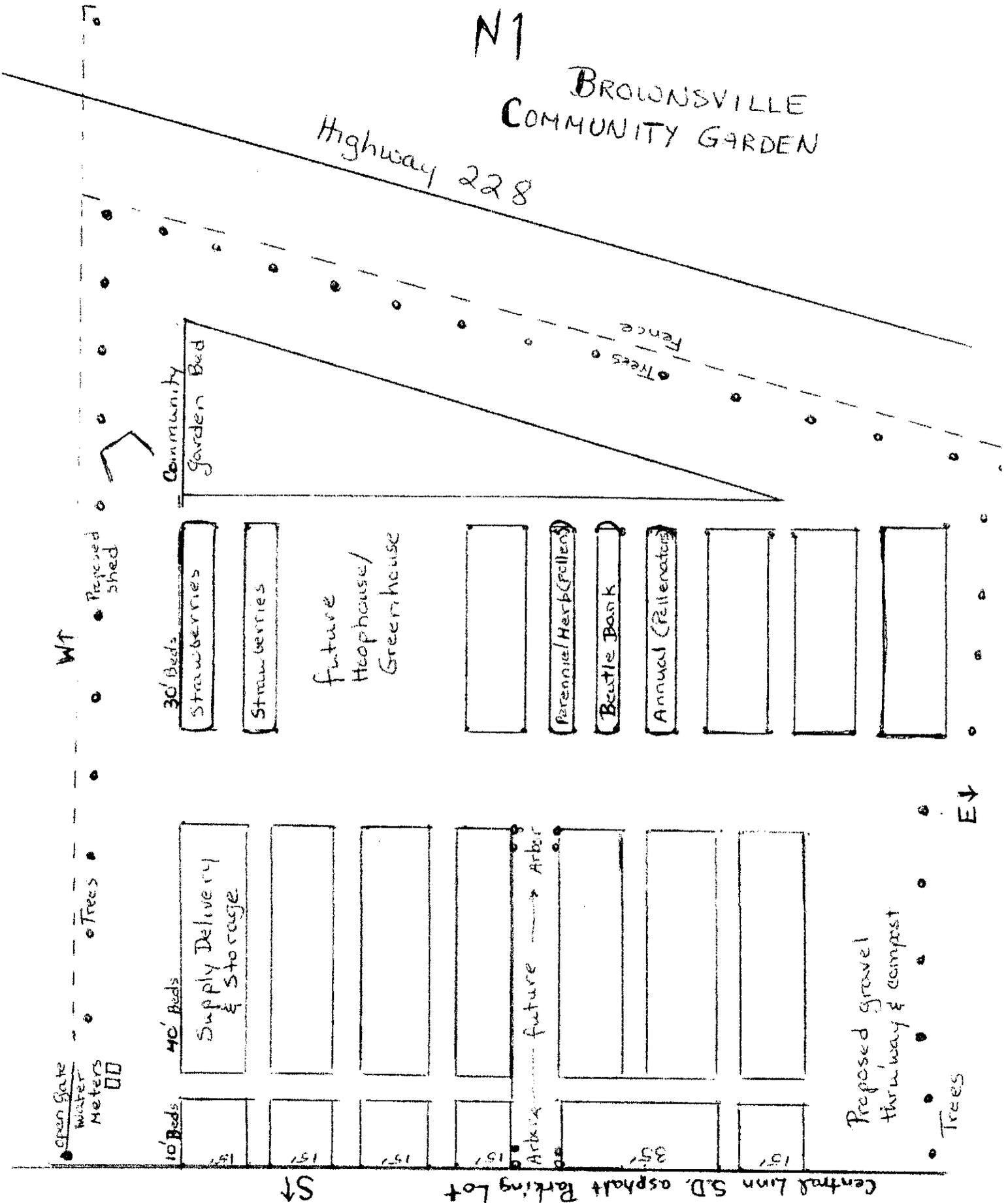
Hopes, Dreams & Plans for the future:

- Recruit more local and other volunteers for bed creation and maintenance
- Recruit more people as local Master Gardeners
- Continue OSU class project involvement
- Complete annual and perennial insectary beds
- Bring and fix up donated metal shed
- Solicit Donations or grants
 - Soil
 - Georgia Pacific used felt for pathways
 - Hoophouse or Greenhouse for plant propagation and education
- Educational opportunities
 - More involvement by Jennifer Ewing and Special Ed. Students
 - Head Start classes
 - Home School families
 - Master Gardener ed. Booth at Farmers' Market
 - Gardener classes at gardens and Community Room

N1

BROWNSVILLE COMMUNITY GARDEN

Highway 228



Approved Draft

May 4th, 2011

Pioneer Picnic Association

Attn: Ms. Leisa Keyser, Treasurer
401 Washburn Street
Brownsville, Oregon 97327

Re: Pioneer Picnic, June 17th –19th

Dear Leisa,

As always the City wants to ensure things run smoothly for this year's Picnic and we want to make sure that we do our part. Karl & I have articulated the major responsibilities below just to make sure everyone is on the same page:

- 1) **Camping Fees** – Fees are waived for the entire weekend which includes Thursday through Sunday nights. The City will make the Caretakers aware.
- 2) **Service Personnel** - The Association will have people designated to serve as garbage men, handy men and security for the event.
- 3) **Gates** – The City keeps the gates open at the discretion of the Park Caretakers; this item is at the sole discretion of the Association for the weekend.
- 4) **Park Caretakers** (David & Dar Richardson) - Their role on behalf of the City will be to clean restrooms, stock restroom supplies and unplug toilets. (See item #6.)
- 5) **Additional Bathroom Supplies** – The City supplies the necessities and they will be available as needed through the Caretakers.
- 6) **Gator Use** – We anticipate the Association working out an agreement with the Park Caretakers to use their services and the Gator for miscellaneous purposes again this year. Remember the State requirement for Off Highway Vehicles (OHV) safety training. You can learn more about what these requirements are at <http://www.oregon.gov/OPRD/ATV/index.shtml>. The City plans on having everyone take or renew the training.
- 7) **Wood Chips** – Please make sure Karl is aware of exactly where you want these placed. Please also make sure that arrangements have been made with Bear Mountain well in advance of the event. The City will pick up the wood chips and place them as directed.
- 8) **Power Drop** – The City is fine with the power drop that has traditionally been done by the Association. Public Works will auger the hole based on the flag or stake you place.

Approved Draft

- 9) **Garden Club** – We understand that members of the Garden Club already have keys, however should they need entry the Caretakers have keys and keys can also be obtained at City Hall.
- 10) **Horse Area** – The group responsible for preparing the area will be making those arrangements.
- 11) **Parade Barricades** – These are stored behind the stage, by the north door.
- 12) **Barricade Placement** – Public Works will put them out for the Kiddie Parade on Friday and pick them up afterwards. We can make arrangements to hand the barricades over to a volunteer for placement on Saturday. The City will need to know who the Association wants to be responsible for the barricades.
- 13) **Park Street & Main Street Closure** – Traditionally, Council closes Park Street, as requested by the Association, on Friday before Picnic between the hours of 12:00 p.m. and 2:00 p.m. for the Kiddie Parade. Please forward a request for Council. The City also signs off on the Oregon Department of Transportation request.
- 14) **Banners** – Public Works hangs the Welcome signs and banners. The City mentioned the last two years that they are showing a good amount of wear and tear and should be replaced soon.
- 15) **Dumpster** - We provide one, thirty (30) cubic yard dumpster in the park for trash.

We know there are other items the City does in preparation for Picnic, however we wanted to address as many issues as possible to ensure good cooperation. We wish the Association the best of luck on a successful event! If you have any questions or concerns, please let us know.

Sincerely,

S. Scott McDowell
Administrator

Karl Frink
Public Works Superintendent

cc: Mayor and Council
Park & Open Space Advisory Board
Staff
File

S. Scott McDowell

From: Tara Davis [calapooia@peak.org]
Sent: Wednesday, February 23, 2011 5:03 PM
To: 'S. Scott McDowell'; 'Otis, Timothy L.'; 'sarah dyrdahl'
Cc: markerunning@yahoo.com; budbaumgartner@centurytel.net
Subject: FW: Review Team Evaluations and Staff Recommendations Posted on Web

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Scott, Tim and Sarah-

Bad news, as I suspected. http://www.oregon.gov/OWEB/BoardMtgs/boardmtg_SR_march11.shtml. Please see page 27. This OWEB round was upside down, totally brutal- I have never seen this many "do not fund" project verdicts ever. I heard it was a screwy review team round, but I never imagined this much carnage all over the valley, projects denied right and left!

The review team somehow, I have no idea how since many of them have been to the dams-,were confused about the locations of the dams and how that would impact the project... what!? There is no way either the former Brownsville or soon-to-be removed Sodom dams would be impacted or impact this site.

The other comments revolved around the design itself- if you look at page 3, our other application for Reach 4 (also denied), the OWEB review team proclaims they no longer want to support major stabilization work in the valley. I've been sensing this undercurrent through at venues like conferences and meetings lately, not just OWEB. We work with another consultant, River Design Group, and they hope to "get out of stabilization" work as well. It is high risk because of these flashy, alluvial, meandering systems in the valley. Plus, these projects tend to be expensive.

Long story short- we shouldn't feel bad. This was a highly unusual review team and round.

We have the option to resubmit and address their concerns. But with the uncertainty of archaeology now, and the # of car bodies, I am afraid we'd have to increase the \$ request, which would price us out of the competition for OWEB dollars. What do you all think? I will be out of town during the OWEB board meeting in Salem, but could prepare a statement if you'd like to attend and oppose the review team's verdict- you never know, the board could decide to fund it anyway??? Never seen this happen, but you/we could try anyway.

A crucial next step that Tim and I can pull together relatively quickly is to look at the LiDAR data and see whether we can truly say that this meander has reached its limit. I pulled up my imagery, but the resolution is really choppy and I need to mess with my colors and shading. Still, I believe a simple solution would be to find a safe distance from the stream and just plant the heck out of the riparian zone for future stability, public safety and aesthetics.

Tim, please give me a call at your convenience soon so we can see what we can see from imagery and potential scaring, elevations in the park that suggest relic occupancy. Scott, we can talk more up here in the office soon.

Thanks to you all for your hard work on this one.

Tara

Tara Davis, Executive Director
Calapooia Watershed Council
P.O. Box 844
Brownsville, OR 97327
Phone: (541) 812-7622
Email: calapooia@peak.org
Website: www.calapooia.org

"Working together for watershed health."

-----Original Message-----

From: Lauri Aunan [mailto:lauri.g.aunan@oweb.state.or.us]

Sent: Wednesday, February 23, 2011 9:50 AM

To: AUNAN Lauri G

Subject: Review Team Evaluations and Staff Recommendations Posted on Web

To OWEB applicants and review team members,

We received 202 grant applications for the October 2010 cycle. The Regional Review Teams (RRTs) spent many hours reading and evaluating the applications and developing funding recommendations for consideration by staff. OWEB staff considered the RRT recommendations and funding availability as we integrated the separate RRT recommendations into the staff funding recommendations to the Board.

Review team evaluations and staff recommendations for OWEB's October 2010 grant cycle are posted at http://www.oregon.gov/OWEB/BoardMtgs/boardmtg_SR_march11.shtml.

Written comments are due to OWEB Executive Director's office **by 5:00 p.m. on Friday, March 4**. You may fax signed letters on letterhead to 503-986-0199 or email letters to oweb.grant.pgm@state.or.us.

Due to a very unusual budget situation, the staff recommendations are not what you are used to seeing. As explained in more detail below, based on very limited available *non-capital* funding, staff is recommending (1) grant awards to be made in March, funded through OWEB's 2009-2011 budget, and (2) grant awards to be made in June, dependent on OWEB's 2011-2013 budget.

Non-capital funding constraints

The October 2010 cycle is OWEB's last grant cycle under Measure 66 requirements. Measure 66 Lottery revenues are defined by the Constitution and Oregon statute as "capital" – legally allowed only for Restoration and Acquisition applications – and "*non-capital*," used for Technical Assistance, Monitoring and Education/Outreach applications.

Non-capital funding has historically been more limited, particularly approaching the end of each biennium. As a result, OWEB has relied greatly on Pacific Coastal Salmon Recovery Funds (PCSRF) in order to fund *non-capital* applications that are eligible for salmon funding.

As reported to the Board at its meetings in September 2010 (Director's Update C4 – October 18, 2010 Grant Cycle Update) and January 2011 (Director's Update C4 – October 18, 2010 Grant Cycle Update), staff anticipated having less than \$1 million in *non-capital* Lottery funds for the October 2010 cycle, making *non-capital* funding dependent on PCSRF funds. OWEB's authority to spend 2010 PCSRF funds is now tied to our 2011-2013 budget.

March and June Funding Recommendations

The OWEB Board set a *non-capital* funding target of \$2.25 million for the October grant cycle. **Because OWEB lacks sufficient *non-capital* funding to fund all of the recommended applications in March, staff recommends that the Board award a portion of the *non-capital* applications in March, and signal its intent to award the remainder of the staff-recommended *non-capital* applications at the June Board meeting, dependent on OWEB's 2011-2013 budget.**

In prioritizing applications for awards in March, staff used the following criteria:

- 1) Applications that would not be viable if not funded in March. We recognize that delay in funding will cause hardships, but the questions we asked were whether the project would "die", or would be unable to achieve its stated goals, if not funded in March. Staff contacted applicants as needed to confirm the timing of funding needs.
- 2) Education/Outreach applications which are not clearly eligible for Measure 76 funding.
- 3) Technical Assistance applications in priority order as recommended by the review teams, with consideration of budget limitations and projects with the most direct connection to on-the-ground Restoration projects.

The OWEB Board will meet on March 15-16, 2011, at the Red Lion in Salem, Oregon. There will be a public comment period prior to Board consideration of the grant funding requests. Currently, the public comment period and Board awards are scheduled for Tuesday, March 15. However, as with all Board agendas, the schedule is subject to change; be sure to **double-check the schedule a few days before the Board** meeting.

[http://www.oregon.gov/OWEB/board_meeting_info.shtml#2011 Board Meetings](http://www.oregon.gov/OWEB/board_meeting_info.shtml#2011_Board_Meetings)

If you have questions about the review of your application or the process for awarding OWEB funds, please contact your Regional Program Representative.

For applications recommended by staff, but not awarded in March due to lack of available *non-capital* funds, staff propose an agenda item at the June Board meeting for the Board to consider the awards. Staff recognizes the hardships created by delay in funding, and will make it a priority to release grant agreements as quickly as possible after the future Board awards are made. Depending on the timing of OWEB's 2011-2013 budget, it is possible that grant agreements may not be released until July 1, 2011.

Please don't hesitate to contact me if you have any questions.

Lauri

Lauri Aunan
OWEB Grant Program Manager
503-986-0047

S. Scott McDowell

From: S. Scott McDowell [admin@ci.brownsville.or.us]
Sent: Friday, March 04, 2011 10:01 AM
To: Carla Gerber (cgerber@peacehealth.org); Don Ware (timeseditor@centurytel.net); 'Lynda Chambers (lynda_chambers@hotmail.com)'; Mandy Cole (thetimes089@centurytel.net); Nan Van Sandt (moonandstarsfarm@centurytel.net); Robert Boyanovsky (rlboyano@gmail.com)
Cc: 'Bill Sattler (planning@ci.brownsville.or.us)'; Jannea Deaver (clerk@ci.brownsville.or.us); 'Karl Frink (publicworks@ci.brownsville.or.us)'; Kathy Nida (court@ci.brownsville.or.us); Sherri Lemhouse (library@ci.brownsville.or.us)
Subject: Pioneer Park Update

Hello everyone:

Yesterday, Councilor Boyanovsky, Councilor Cole/local newspaper reporter, City Planner Bill Sattler, Calapooia Watershed Council's Tara Davis and Cascade Earth Sciences' Tim Otis met to discuss the erosion issue. Tara indicated that going to Salem to discuss why the project was not funded would probably be counterproductive. OWEB did give Tara and her staff some notes on how to improve the grant request. To make a long story short, the best option for the City is to move forward with the Calapooia Watershed Council and reapply for OWEB funding.

Tara indicated that due to recent public comments about artifacts, an archaeological survey will need to be done. The Watershed Council will be performing this in the very near future. Mr. Otis indicated that it is very difficult to determine if the river will continue to erode the riverbank. He also said that if we go in and do a mass planting, it could all easily wash down the river in a high water event. The Watershed Council feels like they can make improvements to the grant request and try again. Mr. Otis' design does help protect against the project washing down the river. Tara and Tim will be available at April Council meeting to discuss outcomes and future plans. Please let me know if you have any questions or concerns. Thanks!



S. Scott McDowell
255 N. Main Street
P.O. Box 188
Brownsville, OR 97327
541.466.5880
Fax 541.466.5118



Overview

The Brownsville City Council met for a goal setting session February 26, 2011

Our Values

Don- Love of neighbor/ desire to leave something good
Carla- Sense of community/desire to give back
Linda- Love of town/ desire to give back- to help
Nan- Sense of community, serving for the greater good/ equal opportunity
Mandy- I love this town/ sense of place
Rob- Small town charm and challenge/ research
Scott- Dedication/ achievement with others

Operating Guidelines

Existing

- Speak to agenda items being discussed
- Interact with others respectfully
- Focus on the greater good of the community
- Keep order in Council meetings
- Be an active participant in the Council
- Come prepared to the meetings
- Ask for explanations when unclear

Additional

- Praise in public, criticize in private.
- Actively participate prior to the meeting by contacting Scott
- Go directly to Scott about staff issues or community issues that are in a staff members responsibility
- Provide education to the public at the start of the meeting
 - Behavioral expectations
 - *"The citizen comment section is the time for you to speak out about issues. While the Council members are discussing an item we ask that you reframe for speaking. After we have had the discussion and prior to any votes, we may open it up for public comment."*

External Impacts

- Dollars decreasing from feds, state, city
- General regulations
- Size of tax base
- Block grant changes
- Social climate: opinion of citizens
- Election every two years
- Consensus by the Council takes a while
- Staff issues: limited time, compliance, willingness, efficiency
- Aging infrastructure
- Historicity of the town/area
- Volunteer base
- Past practices (precedent) impacting current issues
- Empty store fronts
- Decreasing household income
- Current level of City indebtedness
- Reserves too low
- Good relationship with the County
- Park and other assets in good shape
- The town is in a good location/ accessible from I-5

Overarching Strategic Direction

- Encourage new small businesses
- Encourage events to come to town
- Leverage what is happening in Lebanon
- Avoid tax increases/bond issues (short-term)
- Decrease long-term debt

Overarching Principles

- Support city personnel to implement council goals
- Pay attention to a diverse age group
- Practice financial restraint
- Protect our assets
- Foster community independence/ self reliance

Goals for 2011 - 13

The number after the goal is based on the votes that each item received. Each councilor was given three votes to distribute between the items or they could put all three on one item if they so chose. The city manager also voted.

- Active implementation and written prioritization of the CIP. (7)
- Develop an Economic Development Plan that covers the Urban Growth Boundary (UGB) (5)
- Create and implement a plan to deal with water issues (5)
- Develop a plan for staffing that matches the work to be done (3)
- Develop a review process for ordinances (1)
- Implement a emergency preparedness plan
- Adopt a Brownsville beautification plan

800 NE Oregon St., Suite 640
Portland, OR 97232-2162
Voice – (971) 673-0405
FAX – (971) 673-0694
www.oregon.gov/DHS/ph/dwp

February 17, 2011

Received
City of Brownsville

FEB 22 2011

Carl Frink
City of Brownsville, PWS#00152
P.O. box 188
Brownsville, OR 97327

Clerk _____

Dear Carl:

I have reviewed the EColi results taken from your surface water source for the first round of testing under the Long Term 2 Enhanced Surface Water Treatment Rule (LT2). 17 samples were taken April 2009 through May 2009, and May 2010 through November 2010. Only 17 samples were required because the source is only used April through November. Your mean Ecoli concentration was: 61 counts per 100 mL.

If the mean concentration of Ecoli is above the trigger level of 100 counts per 100 mL, you would have been required to sample for cryptosporidium to determine your bin classification. As you may know, your bin classification determines whether further treatment for *Cryptosporidium* is required. Since your monitoring results were below the trigger level, that **the Calapooia River infiltration gallery (source AA) for the City of Brownsville falls into the “Bin 1” category** meaning that no additional *Cryptosporidium* treatment will be required for your water system at this time.

A second round of source water monitoring is required as part of LT2. If you are still using this source, the sampling plan for round 2 must be submitted to the state no later than July 1, 2017, and sampling must start no later than October 2017. Your bin classification may change based on the results of the second round of monitoring. If the source has been abandoned, these requirements will not apply.

If you have any questions, or would like this in an alternate format, please feel free to call me at (971) 673-0423.

Sincerely,



Kari Salis, PE
Regional Engineer
Drinking Water Program

cc: OHA-DWP Springfield Office

S. Scott McDowell

From: Karl Frink [publicworks@ci.brownsville.or.us]
Sent: Wednesday, March 02, 2011 3:01 PM
To: jwilliams@ci.lebanon.or.us
Cc: 'S. Scott McDowell'
Subject: Brownsville Street Sweeping

Good Afternoon Jason,

I am contacting you with regards to the street sweeping Lebanon performs for Brownsville once per month. One of our streets, Oak Street, is one of the streets we have swept. We would like to discontinue sweeping Oak Street due to the poor condition the street is in. If you could please pass this information along to the street sweeping crew, it would be much appreciated. The rest of the street sweeping performed is excellent, we do appreciate the sweeping services that you provide. If you have any questions, comments or concerns, please feel free to contact me any time. Thank you in advance for your assistance on this matter.

Thank you,

Karl Frink
Public Works Superintendent
PO Box 188
Brownsville, OR 97327
Mobile: (541)409-3700
Office: (541)466-3381
Fax: (541)466-5118

From: Jon Erwin [jon@erwinconsult.com]
Sent: Thursday, February 17, 2011 4:43 PM
To: Scott McDowell
Subject: Water Rights Issue

Follow Up Flag: Follow up
Flag Status: Flagged

Scott,

Please excuse the delay in reviewing the letters from ODF&W to Water Resources. We have been in the bidding process of a new 3.75 MGD water treatment plant in Winston and just opened bids on Tuesday, February 15th.

Per the two letters dated January 24, 2011, each of the water rights represent less than 1% of the water flow. The recommendation is to curtail the water rights should stream flow be reduce below the target value of 25 CFS as follows:

Wells: 0.09 CFS (40.4 gpm, 58,176 gallons per day (gpd))
Infiltration Gallery: 0.18 CFS (80.8 gpm, 116,352 gpd)

Please note these are the maximum reduction amounts.

The City Water rights are currently as follows:

CFS	Application No. Amount of Water	Permit No. GPM	Certificate No.	Transfer No.	Amount of Water
Surface Water					
0.67	S37425	S27871	67874	T6860	
		300			
0.58	S65273	S47733			
		260			
2.232	S74044	S52426 (This is the Millrace Water Right)			
		1001			
Wells					
1.25	G13221	G12406			
		561			
Well Abandon					
	GR12				
		225			

The water right records show the City has two water rights, one for 0.67 CFS and one for 0.58 CFS. The 0.67 CFS right is certificated. The State should not be able to touch this right. The only right during low flows that could be curtailed is the 0.58 CFS right. (Because the wells are not used during low stream flows as the wells pump air, only the infiltration gallery can be used.) The total amount of water right for the infiltration gallery is 1.25 CFS (560 gpm, 806,400 gpd).

If the maximum curtailment of 0.18 CFS is put into effect, the City would see a reduction of available water of 116,352 gpd, reducing maximum water treatment plant production to 640,048 gpd. If memory serves me right, the demand for the City in the summer sometimes exceeds 500,000 gpd. This means the City should be ok with this curtailment.

However, I still believe this curtailment should NOT occur. The amount of the curtailment is less than 1% of the stream flow. How can ODF&W say with any amount of confidence what effect this flow will have on whether fish will or will not survive in the stream during low water periods?

I think it would be a good idea to go over this data in person to show you what you have. I have made copies of all the water rights the City has on record at Water Resources. Let me know what you want to do.

Jon E. Erwin, P.E.
Erwin Consulting Engineering, LLC
33923 Bond Road
Lebanon, OR 97355
Phone: 541/259-2190
jon@erwinconsult.com
www.erwinconsult.com

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February 8, 2011

Jad Lemhouse
714 Loucks Way
Brownsville, OR 97327

RE: 3 power poles on Pearl St.

Dear Mr. Lemhouse:

Thank you for your letter of January 25th, inquiring about the relocation of three Pacific Power poles on Pearl St. in Brownsville. After investigating it was determined the road is a private driveway and the poles are in the utility easement of a right of way easement.

It is always possible to relocate the three poles but there is a cost associated with this. Pacific Power would ask you to pay for the relocation prior to construction and obtain a new right of way easement.

Please let me know how you would like to proceed.

Sincerely,



Doris R. Johnston
Regional Community Manager

Cc: City of Brownsville

Received
City of Brownsville

MAR 03 2011

Clerk _____

JAD LEMHOUSE
714 Loucks Way
Brownsville, OR 97327

March 1, 2011

Ms. Doris Johnston
Pacific Power
830 Old Salem Rd.
Albany, OR 97321

Dear Ms. Johnston:

Thank you for your letter of February 8.

It is my understanding that Pacific Power presently has an easement that allows placement of one power pole on my property, which property includes the roadway known as Pearl Street.

I think that it would be the mutual interest of all parties that the power poles be appropriately located and that Pacific Power be granted a perpetual easement to locate and service power poles along roadway. I would consider granting such an easement in consideration of Pacific Power appropriately locating its power poles

Perhaps it would be useful that you or your representative meet with me and Mr. Scott McDowell of the City of Brownsville to discuss this matter in more detail.

Thank you for your attention to this matter.

Yours truly,

Jad Lemhouse

c: Mr. Scott McDowell, City of Brownsville. ✓



Meals On Wheels

Our Table or Yours

1400 Queen Ave SE, Albany, OR 97322
888-251-8392 Fax 541-924-4544

March 8, 2011

Don Ware, Mayor
City of Brownsville
PO Box 308
Brownsville OR 97327

Dear Mayor Ware,

On behalf of the Senior Meals Program, I would like to thank the City of Brownsville for your generous donation of \$1000 to our program. Your contribution makes a significant difference for seniors in your county.

Thank you for believing in the program and the importance of the services we provide. It is a pleasure to partner with you in our common interest and concern for the seniors of the City of Brownsville.

Seniors will receive hot, nutritious meals as the result of your generous support. Again, on behalf of the Senior Meals Program and the seniors who will benefit in your community, thank you!

Sincerely,

Diane Harvey
Diane Harvey
Program Supervisor
Senior Meals





Oregon

John A. Kitzhaber, MD, Governor

Oregon Utility Notification Center
305 NE 102nd Avenue, Suite 300
Portland, OR 97220-4170
(503) 232-1987

Tax ID#: 93-1191869

Dear City Official,

Each year in the US more than 200,000 underground utility lines are struck. 37% of those damages are a direct result of not calling for underground locates before starting to dig, even though it is a free call to the entity performing the excavation work. Every dig-in impacts the integrity of the utility that is damaged and causes interruption of essential services. Damage to working facilities within your boundaries impacts your city's budget, regardless of who caused the incident.

The Oregon Utility Notification Center is preparing a very aggressive campaign for April 2011, national 'Dig Safely' month. It is our goal to saturate the radio waves around the state with a 'Know What's Below, Call 811 Before You Dig' message. The OUNC Board is prepared to MATCH every contribution dollar for dollar! We are asking for your city to partner with our campaign by making a small monetary contribution. We are requesting a donation range of \$100 to \$500 dollars, depending on the size of your city.

The OUNC is approaching this endeavor by regions, so the dollars from your city will be used to pay for radio advertising in YOUR geographical portion of the state. We realize that everyone's budgets are stretched so we are hoping that by asking for small contributions from every city, we will build a collective fund for each area that will be matched dollar for dollar by the OUNC.

The donation amounts we are requesting are a very small price to pay for an ounce of prevention. Whether the damage to the underground utility is large or small, there are always collateral costs associated with inspections, billing, repairs, and possibly litigation. By creating an aggressive and comprehensive Call 811 radio campaign we hope to significantly decrease the number of underground damages throughout the state of Oregon. If your city has already budgeted and made a financial commitment to support this activity, we sincerely thank you.

If a financial commitment supporting Call 811 has not been previously budgeted, please let us know if your city will participate in the 2011 'Know What's Below, Call 811 Before You Dig' campaign. Your payments can be made by check or via PayPal by following the link on our website at www.digsafelyoregon.com or the PayPal address is OUNCLaura@aol.com. The mailing address for checks is Oregon Utility Notification Center, 305 NE 102nd Ave, Suite 300, Portland, OR 97220.

The Oregon Utility Notification Center is a self-sustaining, not-for-profit, state agency that receives no funds from the State of Oregon. Please visit the OUNC website at www.digsafelyoregon.com for additional information. Questions regarding the 2011 radio campaign can be sent to anita.floyd@qwest.com or by calling 503-242-8290.

Sincerely,

Anita Floyd

Anita C Floyd
Chair, OUNC Publicity and Education Committee



Oregon

John A. Kitzhaber, MD, Governor

Parks and Recreation Department

725 Summer St NE, Ste C

Salem, OR 97301-1266

(503) 986-0707

Fax (503) 986-0794

www.oregonstateparks.org



February 25, 2011

S. Scott McDowell, City Administrator
City of Brownsville
PO Box 188
Brownsville, OR 97327

Received
City of Brownsville
FEB 28 2011
Clerk _____

RE: Local Government Grant Advisory Committee

Dear Mr. McDowell:

I am pleased to inform you that Oregon Parks and Recreation Department Director Tim Wood has appointed you to the Local Government Grant Committee representing cities under 15,000 in Population. You have been selected to serve a four-year term. The Committee is composed of ten members to review and establish a priority list for the Local Government Grant Program.

The next Local Government Grant Committee meeting is scheduled for June 6 – 10, 2011 in Sunriver. The Department will reimburse your travel, meal and lodging expenses when you attend Committee related meetings.

The Local Government Grant Committee also serves as a part of the Veterans & War Memorial Committee. You will be receiving more details about that Committee meeting once a grant cycle schedule is set.

If you have any questions or are unable to accept this appointment, please contact me at your earliest convenience. I appreciate your interest and willingness to take the time to serve on the committee. I look forward to working with you.

Sincerely,

Michele Scalise
Grants Program Coordinator
michele.scalise@state.or.us
(503) 986-0708

Enclosures: A Guide for Public Officials
Membership Handbook for OPRD Grant Advisory Committees

MONTH END RECAP

	February 2011		YTD	%	Unexpended
	REVENUE	EXPENDITURES			
1 GENERAL	\$ 18,070.38	\$ 56,562.80	\$ 570,197.88	42.67	\$ 766,142.12
2 WATER	\$ 19,182.99	\$ 13,458.80	\$ 292,250.31	38.64	\$ 464,049.69
3 SEWER	\$ 25,333.41	\$ 13,558.74	\$ 172,861.53	25.72	\$ 499,238.47
4 STREETS	\$ 12,984.49	\$ 9,055.68	\$ 91,931.57	20.64	\$ 353,568.43
5 WATER BOND	\$ 443.99				
6 SEWER BOND	\$ 1,991.86		\$ 354,174.20	90.34	\$ 37,885.80
7 SEWER DEBT FEE	\$ 10,833.04		\$ 86,406.03	69.68	
8 BUILDING & EQUIPMENT	\$ 157.23	\$ 1,902.41	\$ 21,833.44	5.36	\$ 385,866.56
9 WATER RESERVE	\$ 18.62				
10 HOUSING REHAB	\$ 76.26				
11 WATER SDC	\$ 68.55				
12 SEWER SDC	\$ 88.48				
13 STORMWATER SDC	\$ 13.51				
14 BIKEWAY/PATHS	\$ 87.67				
15 LIBRARY TRUST	\$ 2.33				
16 CEMETERY	\$ 10.00				
17 TRANSIENT ROOM TX	\$ 132.62				
18 SEWER CONSTRUCTION	\$ 3.84				
19 LAND ACQUISITION	\$ 46.88	\$ 1,055.00	\$ 40,697.00	22.26	\$ 142,103.00
20 COMMUNITY PROJECTS	\$ 89,546.15	\$ 95,593.43			
	\$ 89,546.15	\$ 95,593.43			

KeyBank Accounts	2010-2011	YTD	% of Total
General	Appropriated	\$ 1,609,145.93	30.78%
Land Use (Deposits)			
Water	DEBT Payments		Totals
Park	Water	\$ 54,627.00	
Court	Wastewater	\$ 360,000.00	
Sewer Construx (USDA)			
Oregon State Treasury	Total Debt		
	Water	\$ 1,678,788.00	
	Wastewater	\$ 7,730,852.00	