



CITY OF BROWNSVILLE

Council Meeting
Tuesday – May 24th, 2011

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers

Tuesday, May 24th, 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: April 26th, 2011
May 12th, 2011 – *Budget Committee Minutes*
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Budget Hearing – Fiscal Year 2011-2012
 - B. Gateway – Linn County Engineer's Office
 - C. Sweet Home Sanitation – Clean-Up Day Overview
- 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. Resolution 663 – Second State Revenue Sharing (Receiving Services)

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. Advertise Nuisance Abatement Changes

11) DISCUSSION ITEMS:

- A. Pioneer Park Restrooms
- B. Sweet Home Sanitation Contract Review
- C. OR 228 Property (Tentative)
- D. April Financials

12) CITIZEN QUESTIONS & COMMENTS

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (i) to review and evaluate the employment-related performance of the chief executive officer of any public body, a public officer, employee Or staff member who does not request an open hearing.

15) 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

April 26th, 2011

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

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

ADDITIONS AND DELETIONS: None.

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

PUBLIC HEARINGS OR PRESENTATIONS:

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

DEPARTMENT REPORTS:

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

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

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

LEGISLATIVE:

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

ACTION ITEMS:

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

DISCUSSION ITEMS:

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

CITIZEN COMMENT: None

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

City Administrator S. Scott McDowell

Mayor Don Ware

Budget Committee Minutes

May 12th, 2011

Members of the Budget Committee met this day in regular session at City Hall, Brownsville, Oregon at 7:00 p.m.

Present: Mayor Don Ware, Councilor Mandy Cole, Councilor Gary Shepherd, Councilor Lynda Chambers, Councilor Rob Boyanovsky, Marilyn Grimes, June Schlosser, Rick Dominguez, Theresa Wilhelm, Don Andrews, Kaye Fox, Budget Officer S. Scott McDowell and City Planner Bill Sattler.

Absent: Ed Hudson, Councilor Nan Van Sandt & Councilor Carla Gerber.

Public: Leslie Heckathorn.

Presiding: Marilyn Grimes.

The minutes of the May 5th, 2011, Budget Committee meeting were reviewed. Mayor Ware moved that the minutes be approved as presented. The motion was seconded by Councilor Shepherd and was approved unanimously.

PUBIC HEARING – STATE REVENUE SHARING. Committee President Grimes opened the meeting to public input on possible uses of State Revenue Sharing Funds. No public comment was offered. Mr. McDowell said that historically the money has been used to assist in paying for street lights. There was no other comment and the public hearing was closed.

BUDGET REVIEW - PROPOSED FY 2011-2012 BUDGET Mr. McDowell indicated that he had made the adjustments requested at the last meeting by adding \$30,000 to the *Pioneer Park Bathroom Replacement*, 916-000-816.001 on Page 35 of the proposed budget and increasing 100-020-653, *Portable Toilet Rental*, from \$4,700 to \$8,000. The money came from reducing the unappropriated balance in the Community Projects Fund. There were no other changes recommended. Councilor Cole moved to approve the use of State Shared Revenues as presented. The motion was seconded by Councilor Boyanovsky and was approved unanimously. Mr. Andrews moved that the City levy the full permanent tax rate of \$6.9597 per \$1,000 valuation. The motion was seconded by Councilor Cole and was approved unanimously. Councilor Shepherd moved to approve the levy amount needed for the wastewater bond debt in the amount of \$272,385. The motion was seconded by Mr. Andrews and was approved unanimously. Mr. Andrews moved to approve the levy amount needed for the water bond debt in the amount of \$59,046. The motion was seconded by Councilor Shepherd and was approved unanimously. Mr. Rick Dominguez moved to approve step increases for employees based on performance evaluations. The motion was seconded by Councilor Cole and was approved unanimously. Councilor Shepherd moved to adopt a cost of living adjustment for the coming year of 0.0% based on the Social Security Administration figure. The motion was seconded by Ms. Fox and was approved unanimously. Councilor Shepherd moved to approve the 2011-2012 Budget as amended at the May 5th, 2011, Budget Committee session and to recommend the same to Council. The motion was seconded by Councilor Cole and was approved unanimously.

The Budget Committee adjourned at 7:16 p.m. having completed their work for the year.

ATTEST:

S. Scott McDowell
Budget Officer

Marilyn Grimes
Budget Committee Chair



City Administrator Report

May 24th, 2011

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

Budget Hearing: Fiscal Year 2011-2012 – The City recently published the required forms in *The Times* for public review this past week. The purpose of this hearing is to take public comment input on the budget has forwarded by the Budget Committee. Council will be asked to pass the appropriations resolution at the June 2011 meeting.

Gateway Project: Linn County Engineer's Office – Chuck Knoll & Daineal Malone will be present to review the project. The County has put the project out for bid with the deadline of May 31st, 2011. The County is projecting a June 21st, 2011 date for a Pre-construction meeting. Many of the changes and requests the City made did not make it into the final project. The sidewalk was not extended along Bishop way from Nealon's gas station to the Van Sandt residence, the main Street crosswalk was pushed closer to Bishop way, catch basins were not included on the corner of main Street, trees were not moved away from streets or driveways entering main Street and the crosswalk situation at Washburn Street is different than discussed. The sign was added correctly and it appears the light heads are correct as well as the light poles.

Sweet Home Sanitation: Clean-Up Day Overview – I have invited Scott Johnson so that we could review how the lists were going to be built, how identification would be used to prevent outside dumping and just the overall logistics for this new effort.

Resolution 663 – State Revenue Sharing (Receiving) – This is an annual resolution required by the Department of Administrative Services; the document serves notice to the Department that the City is making an official request to receive these funds.

Pioneer Park Restrooms – The purpose of this item is to discuss how Council would like to handle the discussion regarding the restrooms as was discussed at the Budget Committee meeting.

Sweet Home Sanitation Contract Review – Mayor Ware requested that this item be discussed. Currently, the City is in a rolling contract with Sweet Home Sanitation. It may be in the best interest of both parties to open the contract for review.

OR 228 Property (Tentative) – The City recently received the environmental report from Atez. I'm currently working with Sweet Home Sanitation, Mr. Joling & Atez on this issue.

Mark Ellsworth – The Economic Revitalization Team which used to be headed by Marjorie Nabeta is now changing names to Regional Solutions under Governor Kizhaber. Mr. Ellsworth is serving as the Regional Coordinator. He was very interested in the Calapooia River bank erosion concern is willing to offer assistance if the City feels it would be useful. I indicated at this time we are waiting to see the outcome from the Oregon Watershed Enhancement Board (OWEB).

Department of Water Resources – The City was recently contacted to update a form that was originally submitted in December of 2005. It was a box that should have been checked but was missed when the application was submitted. The State indicated that the form and properly corrected with this latest submission.

Carine San Martin–Jeffries: Gas Line Installation – Mrs. San Martin-Jeffries was forwarded a letter as requested by Council. It is in the agenda packet for your review.

Nuisance Abatement & Junk – Mr. Sattler and I are working closely on developing and maintaining a spreadsheet of properties throughout town. We would like to place an article in *The Times* explaining the changes, reminding folks to take advantage of the Citywide Clean-Up Day and make 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 in advance of the June 4th, 2011 Clean-Up Day.

Emergency Preparedness Committee – The Committee will be meeting May 25th at the new fire station. *From the last meeting:* The Committee has broken down into three subcommittees to get a handle on the tasks that need to be accomplished. The Committee approved the model and sections to be used for the basic plan, the initial documents to be used for individual/family preparedness efforts and the letter asking for assistance from both individuals and organizations. The group hopes to have some basic information ready for the Brownsville Rural Fire District's Open House on June 4th, 2011 at 600 E. Blakely. They also plan on having information at the Pioneer Picnic. I continue to be impressed by their progression and enthusiasm for this topic. To learn more, visit www.brownsville.or.us/epc.html.

Pioneer Park & Calapooia Erosion – The City recently received the approved archaeological permit from the State Historic Preservation Office (SHPO). SHPO will be digging 30 random holes throughout the Park over the course of the next week or two to complete the archaeological survey of the Park. More information follow...

Calapooia Watershed Council – The City was recently recognized by the Calapooia Watershed Council for their outstanding efforts promoting watershed issues. The Peter Jensen Award is given annually to someone who is help promote the goals and mission of the Calapooia Watershed Council.

Water Master Plan – The City recently entered into an agreement with Mr. John Cunningham to fine-tune the document and work in conjunction with Mr. Erwin to finish the document and forward it to the Department of Human Services by this fall.

Boldt, Carlisle & Smith – The City recently set June 21st & June 22nd as the initial water review for 2010 – 2011. The audit as been set for the first week of August. The City anticipates many questions and concerns due to the implementation of the new software package. Additional services may be needed on the part of Boldt, Carlisle & Smith.

Software Update – The City continues to work on the new software package. Payroll has given staff and the consultants considerable problems. We did get the bills out in April on the new system. The old system is no longer functional. The Sensus Handheld units will be implemented soon once we receive them back from the manufacturer.

Visit Linn Coalition – Included in the packet is some information for your consideration.

Court Clerk Contract – *From last meeting:* I recently spoke with County Administrator Ralph Wyatt at the Cascade West Council of Governments meeting last Friday. We will be working out the particulars of the agreement over the next several months. Mr. Wyatt indicated that it passed with full approval from the Linn County Commissioners.

ODOT Outcome – *From last meeting:* The City recently heard from the Department regarding obtaining a permit to know the welcome sign areas coming into the town from the East and West. We will be working with Permit Specialist Ken Lamb to finalize this piece.

West Side Power Poles – *From last meeting:* Mr. Lemhouse recently learned that Pacific Power would charge \$23,000 to move the polls on the easement known as Pearl Street. The City is still working with Mr. Lemhouse to secure the easement for the hydrant discussed in late 2010.

Rec Center Floor Update – *From last meeting:* George Frasier, Mark Running and I met with Mr. Mike Sossie to develop the language for the specifications to be used in putting together a request for proposals (RFP). The RFP will include the gym floor, the bleacher area floor, refinishing the stage floor and the coach's office floor. Once we have the specifications we can put out the RFP and determine a timeline for when the floors will be completed.

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 – *From last meeting:* 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.

Council Goal Setting Session – At an upcoming meeting, more information and clarification will be provided for Council and Staff.

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 Development Plan.

Respectfully Submitted,



S. Scott McDowell

To: Brownsville City Council
From: Bill Sattler, City Planner
May 19, 2010

1. Building Permits. Nothing major here. Not sure if I told Council but one highlight is the fact that the unfinished home on North Avenue has been purchased by some folks moving in from out of town and they are in the process of finishing the home so that they can live in it. They were able to acquire the property for not much more than the original cost of the lot and with some sweat equity in the work will end up with a very nice home at a reasonable cost. It's quite impressive that having set empty for so long the wiring and plumbing were both still intact. Both the Andrews/Haworth home and the Stein's replacement residence are going up quickly. The Andrews/Haworth house is getting a lot of attention due to its straw bale construction. I understand the bales will be installed next month as the weather dries up.
2. Real Estate. Nothing new to report here. Nationally home starts and sales are continuing their downward trend.
3. Nuisances. I spent quite a bit of time driving around town in preparation for doing a mailing of warning letters prior to Citywide Cleanup. Frankly, other than a very few places we're all familiar with I couldn't find many problem areas. Many of the properties we've targeted over the last several years have made a lot of progress and are looking much better than they have in the past. Given the cold, wet, Spring we've had there are few areas that have not been mowed yet. If there's some particular location that is bothering you, please contact me at the office and let me know the address so that we can have a look at it. We've tried to cover the entire town but we can't see everything so let us know if there's something we've missed. Now that Scott is back from vacation we'll be going out together. After we've agreed on a list we'll be sending out letters reminding people of the City's ordinance and the availability of Cleanup Day. After June 4 we will start sending formal abatement notices to any remaining problem properties.
4. Computer Issues. Last week I acquired a new computer for the Librarian and got it installed, including migrating all the old files and records which is actually the most difficult part of getting a new computer. We've been using an ongoing process of replacing and upgrading various components of the City's computer system over time as they age or become obsolete and have made a lot of progress over the last few years. By purchasing from good internet vendors and doing the installation and maintenance ourselves we've been able to build a good infrastructure for very little money. City Hall and the Library both have wired and wireless networks for internal use and the Library provides free wireless internet access to anyone who wants to use it. Most of downtown Brownsville is actually covered by free wireless internet service these days as several business owners also offer it which is a great service for visitors.
5. Ballot Drop Box. If anyone hasn't noticed, for the last couple of years we've had a ballot drop box at City Hall. It makes for a long day on Election Day as we're required to be open from 7 a.m. until 8 p.m. We juggle our schedules around to provide coverage and we've had an impressive response. I was here Tuesday morning and we probably had 20-25 people in early in the morning and another 30 or so during the course of the day, in addition to all the people that use the service prior to Election Day. I would guess that we had at least a couple hundred ballots dropped off over the period of time we had the drop box, which represents a pretty good percentage of the voters in town.

Public Works Report

May 19, 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 May.
- *Distribution System* – Six small water 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.
- *Water Treatment Plant* – The grass is mowed weekly and weeds have been sprayed. The emergency response plan for this facility is currently being updated.

Sewer:

- *North Lagoons* – Discharge was complete on April 22nd. The DEQ quality inspection report had one deficiency/recommendation noted. The request was to include pre-irrigation coliform monitoring to ensure all limits are met. We will begin this task upon start-up of irrigation.
- *South Lagoons*- The DEQ quality inspection report reported one deficiency from this facility. The report indicated that some dead saplings along the lagoon bank needed to be removed. This task is complete.
- *Collection System*- There were two sewer back-ups this month, one on School Avenue, due to infiltrating roots in the sewer main, and the other was located on Kay Avenue, which was a blockage in the customers service line.
- *Misc.* – The emergency response plan for the wastewater system is currently being updated as required.

Streets:

- *Mowing/Tree Maintenance* – Tree maintenance continues on an as needed basis.
- *Asphalt/ Gravel Road Maintenance* – The flower beds along main St have been scraped and weeded. We will be applying bark mulch as soon as the remaining clean up is complete.
- *Storm Drainage* – Several drainage ditches have been inspected and some will be cleaned as needed to ensure proper drainage.
- *Signs*- Public Works continues to work on street sign repairs as needed.

Parks:

- *Pioneer Park* – Public works maintains the park until the camphosts arrive. Duties at the park include mowing, weed-eating, spraying, emptying trash cans, and facility maintenance. The park roads have been graded and regraded.
- *Blakely Park* – The park is mowed weekly. The weeds have been sprayed.
- *Kirk's Ferry Park* – The park is mowed weekly. The weeds have been sprayed.
- *Remington Park*- The park is mowed weekly.

Cemetery:

- *Grounds* – Public works will begin cleaning up and mowing the cemetery May 23rd to prepare for Memorial Day. Several dump truck loads of branches and debris were picked up at the cemetery prior to mowing. The access road from the bridge to the gate has been graded and graveled.

Library:

- *Grounds*- Public Works mows this facility weekly. The weeds have been sprayed at this facility. The flower beds have been weeded and cleaned up by public works and will apply bark mulch following the needed clean up.
- *Buildings*- Nothing to report at this time.

Downtown

- *Restrooms* – This facility is cleaned every Friday, or more often needed. Some minor vandalism and misuse of the facility has occurred. Public works monitors this facility regularly to keep the facilities clean and operating.
- *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 been cleaning the sidewalks more frequently as flower buds and debris accumulate on the sidewalks.

City Hall:

- *Buildings* –Nothing to report at this time.
- *Grounds* – The area behind City Hall is mowed and weeds have been sprayed.
- *Community Center*- Nothing to report at this time.

Rec. Center:

- *Grounds*- The facility is mowed weekly. The weeds have been sprayed.
- *Buildings*- Nothing to report at this time.

Public Works:

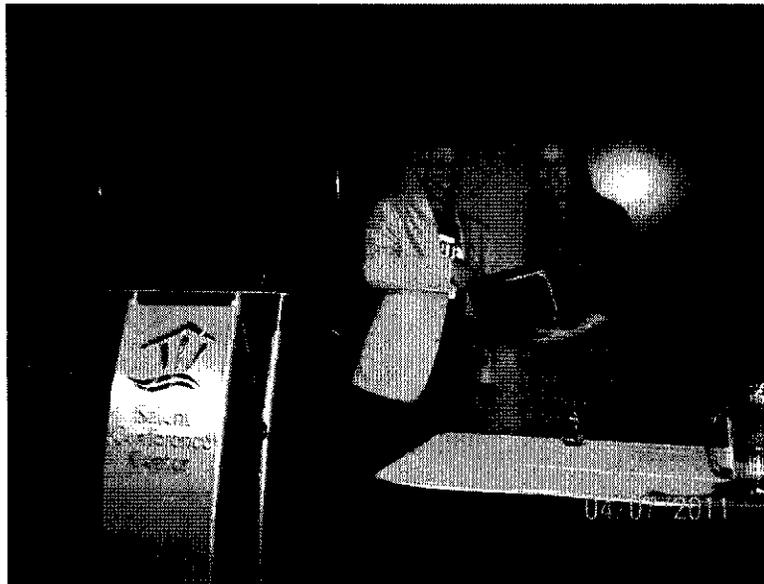
- *Grounds*- The grass is mowed weekly and weeds have been sprayed.
- *Buildings*- Several small repairs have been made to the facility..
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. I have found the necessary documentation to begin the process of creating public works standards. This will be an ongoing project that may take several months to complete.
- I attended an update class in Coos bay regarding small water sytem operations and regulation updates. The class was very informative with regards to our water system.

Library Advisory Board

Librarian's Report

April 2011

In April, I was able to attend the Oregon Library Association Conference in Salem, Oregon. It was a delightful time to reconnect with acquaintances and meet many new librarians from around our state. I took this opportunity to talk with colleagues about their computerized check out. About 80 percent of those I questioned said, "I don't deal with that, you would have to talk with someone else." This was frustrating to learn that out of so many librarians, so few did not check out books. With much perseverance I did manage to talk with a circulation librarian and she was able to answer my questions. The Oregon Library Association recognized the 100th Anniversary of our Library.



Here are a few facts about our library the month of April 2011. We have received 31 new books for the library. Volunteers donated 134 hours to our library. Of these, 6 hours were for the computerized inventory. Two volunteers and the librarian imputed 72 books into the inventory. These hours were also used to continue to correct previous years' book entry errors. There were 1,166 materials checked out. 142 Non-fiction books; 444 adult fiction books; 84 large print books; 219 children's books; 171 junior books; 42 junior reference books; 64 audio materials and 171 people used our internet computers.

Respectfully submitted,

Sherri Lemhouse

Librarian

BROWNSVILLE MUNICIPAL COURT
CHECKBOOK RECONCILIATION

MONTH: APR 2011

Beginning Balance		<u>113.00</u>
Deposits		+ <u>4400.41</u>
Charge back fee deposited		+ <u>00.00</u>
Disbursements:		
Checks	<u>4400.41</u>	
NSF'S	<u>0.00</u>	
Total Disbursements	-	<u>4400.41</u>
Total NSF's	-	<u> </u>
Charge back Fees	-	<u> </u>
ENDING BALANCE		<u>113.00</u>
Bail	-	<u> </u>
		<u>\$113.00 Account Balance</u>

DISBURSEMENT RECONCILIATION:

To General Fund	<u>3423.00</u>
STATE	<u>30.00</u>
LEMLA	<u>25.00</u>
County	<u>208.41</u>
Unitary	<u>468.00</u>
Court Security	<u>61.00</u>
IDPF	<u>25.00</u>
Restitution	<u>0.00</u>
DUII Surcharge	<u>0.00</u>
Refund's/Misc-Bank Supplies	<u>160.00</u>
TOTAL:	<u>4400.41</u>

DEPOSIT RECONCILIATION:

Receipts #082573 through #082600
 Receipts #105001 through #105022 new book
 Total: \$ 4400.41

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

Offense Class	Pending First Day	Filed	Terminated	Pending Last day	Trials
Misdemeanors	6	3	3	6	3
Violations	7	17	14	10	1
Contempt/Other	54	2	2	54	1
TOTALS	67	22	19	70	

BALANCE SHEET FOR MONTH OF APR 2011

COURT PAYMENTS

COURT REVENUE		COURT PAYMENTS	
Total deposits +	\$4400.41	City	3423.00
Total bail forfeits +	0.00	Restitution	0.00
Total bail/Bank fees -	0.00	Unitary Assessment	468.00
Total Refund/Rest	-160.00	Jail Assessment	208.41
Total NSF's	- 0.00	LEMLA	25.00
TOTAL COURT REVENUE	<u>4240.41</u>	Intoxicated Driver	25.00
Credit given for Community Service	\$ 0.00	State Misc.	30.00
Other Credit Allowed Against Fines	\$ 0.00	Court Security	61.00
TOTAL NON-REVENUE		DUII Surcharge	0.00
CREDIT ALLOWED	<u>\$ 0.00</u>	TOTAL COURT PAYMENTS	<u>\$ 4240.41</u>

TOTAL CASH PAYMENTS TO:
 CITY \$ 3423.00
 STATE \$ 548.00
 COUNTY \$ 208.41
 JUD.DEPT \$ 61.00
 REFUND/RESTITUTION \$160.00

ACCOUNTS RECEIVABLE:

BEGINNING \$ 84,524.20
 ENDING \$ 82,996.79



LINN COUNTY SHERIFF'S OFFICE

Tim Mueller, Sheriff
1115 SE Jackson Albany, OR 97322
Phone: (541) 967-3950
www.LinnSheriff.org

2011

MONTHLY REPORT TO THE CITY OF BROWNSVILLE FROM THE LINN COUNTY SHERIFF'S OFFICE

FOR THE MONTH OF:

APRIL

TRAFFIC CITATIONS: -----	10
TRAFFIC WARNINGS: -----	12
TRAFFIC CRASHES: -----	0
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	7
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	48

TOTAL HOURS SPENT IN: BROWNSVILLE 274

70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS

**Tim Mueller,
Sheriff, Linn County**

By: Sgt. Brad Kelley

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	T	UNII	DESCRIPTION
111200377	4/30/11	22:15:32	ASST-OUTSIDE AGENCY	529	ROBE ST	Brownsville	756		No Additional Report Necessary
111200324	4/30/11	18:58:30	WARRANT SERV	220 S	MAIN ST	Brownsville	756		CITE ISSUED - NO INSURANCE
111200324	4/30/11	18:58:30	WARRANT SERV	220 S	MAIN ST	Brownsville	756		No Additional Report Necessary
111200321	4/30/11	18:54:21	Tf Observe Susp Activity	220 S	MAIN ST	Brownsville	756		CITE ISSUED - DWS/NO ODL
111200317	4/30/11	18:45:18	Tf Equipment Viol	800 W	HWY 228	Brownsville	756		WARNING - MOVING VIOLATION
111200190	4/30/11	13:16:40	DOG COMPLAINT	529	ROBE ST	Brownsville	759		CAD Report
111200158	4/30/11	12:02:25	EVENT - SPECIAL ASSIGNME	255 N	MAIN ST	Brownsville	798		Incident Report
111200016	4/30/11	1:25:53	DISTB-OTHER	704	OAK ST	Brownsville	756		No Additional Report Necessary
111190350	4/29/11	19:45:34	SUSP-CIRCUMSTANCES	111	SPAULDING AV	Brownsville	756		No Additional Report Necessary
111180155	4/28/11	11:30:02	ALARM-POLICE	204 N	MAIN ST	Brownsville	723		No Additional Report Necessary
111180013	4/28/11	0:58:01	Tf Equipment Viol	811 N	MAIN ST	Brownsville	757		WARNING - EQUIPMENT VIOLATION
111170310	4/27/11	17:51:29	TRAFF-OTHER VIOL	990	WASHBURN ST	Brownsville	737		NARN Extra Patrol
111170287	4/27/11	16:46:13	PROP-LOST	103 E	BLAKELY AV	Brownsville	703		Incident Report
111170098	4/27/11	8:42:40	CRIM MISCHIEF	200	PARK AV	Brownsville	703		Incident Report
111170025	4/27/11	2:37:45	Parole/Probation Violator	109	SPAULDING AV	Brownsville	756		Incident Report
111160378	4/26/11	23:52:20	WARRANT SERV	109	SPAULDING AV	Brownsville	756		No Additional Report Necessary
111160362	4/26/11	22:38:30	FRAUD	902	PINE ST	Brownsville	756		Incident Report
111160300	4/26/11	18:47:57	WELF CHECK	217	KIRK AV	Brownsville	750		No Additional Report Necessary
111160245	4/26/11	16:14:56	ALARM-POLICE	101	PARK AV	Brownsville	752		No Additional Report Necessary
111150355	4/25/11	18:08:24	SECURITY CHECK	215	DEPOT AV	Brownsville	756		NARN Extra Patrol
111150220	4/25/11	13:12:43	DISTB-OTHER	815 N	MAIN ST	Brownsville	759		No Additional Report Necessary
111150152	4/25/11	10:28:55	WELF CHECK	189	WASHBURN ST	Brownsville	762		Incident Report
111150102	4/25/11	9:04:41	UNAUTHORIZED ENTRY TO N	402 N	MAIN ST	Brownsville	759		Incident Report
111140173	4/24/11	18:20:35	Tf Aggressive Driver	200 N	MAIN ST	Brownsville	721		WARNING - AGGRESSIVE DRIVING
111140105	4/24/11	12:58:25	TRESPASS *IN PROGRESS*	906 N	MAIN ST	Brownsville	703		No Additional Report Necessary
111130241	4/23/11	17:02:36	EMERGENCY MESSAGE	220 E	BLAKELY AV	Brownsville	721		No Additional Report Necessary
111120314	4/22/11	19:50:16	WELF CHECK	500	LOUCKS WY	Brownsville	743		No Additional Report Necessary
111120090	4/22/11	9:03:12	Tf Cibz Compl	990	WASHBURN ST	Brownsville	703		No Additional Report Necessary
111110282	4/21/11	16:42:56	CUSTODIAL INTERF	828	KIRK AV	Brownsville	758		No Additional Report Necessary
111110062	4/21/11	7:43:38	BURGLARY REPORT	431 N	MAIN ST	Brownsville	752		Incident Report
111110054	4/21/11	6:03:22	Tf Aggressive Driver	100	NORTH AV	Brownsville	756		CITE ISSUED - AGGRESSIVE DRIVER
111100152	4/20/11	11:31:01	VEH-ABANDONED	200	SCHOOL AV	Brownsville	759		No Additional Report Necessary
111090205	4/19/11	14:28:36	Tf Equipment Viol	300	WASHBURN ST	Brownsville	703		WARNING - MOVING VIOLATION
111080202	4/18/11	12:54:17	SUSP-CIRCUMSTANCES	404 W	BISHOP WY	Brownsville	762		No Additional Report Necessary

CD
UNI

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET #	ADDRESS	CITY	T	DESCRIPTION
111080107	4/18/11	9:06:10	TRESPASS	906	N MAIN ST	Brownsville	703	No Additional Report Necessary
111060136	4/16/11	10:02:06	Tf Aggressive Driver	811	N MAIN ST	Brownsville	756	CITE ISSUED - AGGRESSIVE DRIVER
111060133	4/16/11	9:38:09	Tf Speed Viol	811	N MAIN ST	Brownsville	756	CITE ISSUED - SPEEDING VIOLATION
111060127	4/16/11	9:04:40	Tf Speed Viol	811	N MAIN ST	Brownsville	756	WARNING - SPEEDING VIOLATION
111060119	4/16/11	8:13:07	Tf Aggressive Driver	811	N MAIN ST	Brownsville	756	CITE ISSUED - AGGRESSIVE DRIVER
111060038	4/16/11	2:41:26	Tf Equipment Viol	811	N MAIN ST	Brownsville	759	WARNING - EQUIPMENT VIOLATION
111050289	4/15/11	17:47:05	Tf Speed Viol	811	N MAIN ST	Brownsville	756	WARNING - SPEEDING VIOLATION
111050271	4/15/11	17:09:11	Tf Speed Viol	811	N MAIN ST	Brownsville	756	WARNING - SPEEDING VIOLATION
111050262	4/15/11	16:34:49	Tf Speed Viol	811	N MAIN ST	Brownsville	756	WARNING - SPEEDING VIOLATION
111050256	4/15/11	16:25:08	Tf Speed Viol	100	HAUSMAN AV	Brownsville	756	CITE ISSUED - DWS/NO ODL
111050252	4/15/11	16:15:53	Tf Speed Viol	811	N MAIN ST	Brownsville	756	WARNING - SPEEDING VIOLATION
111050188	4/15/11	13:03:12	Tf Speed Viol	811	N MAIN ST	Brownsville	756	MDT Narrative Update
111050175	4/15/11	12:38:48	PARKING COMPL	353	N MAIN ST	Brownsville	756	No Additional Report Necessary
111050102	4/15/11	9:23:59	Tf Speed Viol	100	HAUSMAN AV	Brownsville	756	CITE ISSUED - DWS/NO ODL
111050097	4/15/11	9:19:23	Tf Speed Viol	100	HAUSMAN AV	Brownsville	756	WARNING - SPEEDING VIOLATION
111050095	4/15/11	9:13:55	Tf Speed Viol	100	HAUSMAN AV	Brownsville	756	WARNING - SPEEDING VIOLATION
111040320	4/14/11	20:07:47	Parole/Probation Violator	136	SPaulding AV	Brownsville	703	No Additional Report Necessary
111040316	4/14/11	20:01:51	WARRANT SERV	136	SPaulding AV	Brownsville	703	No Additional Report Necessary
111040283	4/14/11	17:38:52	CUSTODIAL INTERF	828	KIRK AV	Brownsville	763	No Additional Report Necessary
111040271	4/14/11	17:00:40	SUSP-CIRCUMSTANCES	136	SPaulding AV	Brownsville	703	No Additional Report Necessary
111040253	4/14/11	16:12:12	THEFT-RPT	102	W COOLEY AV	Brownsville	766	Incident Report
111040141	4/14/11	11:13:52	PHONE-HARASSMENT	166	HAUSMAN AV	Brownsville	782	No Additional Report Necessary
111030244	4/13/11	15:16:34	SUSP-VEHICLE	220	S MAIN ST	Brownsville	733	No Additional Report Necessary
111020137	4/12/11	10:42:19	THEFT-RPT	529	ROBE ST	Brownsville	756	No Additional Report Necessary
111010291	4/11/11	17:23:31	WARRANT SERV	200	PARK AV	Brownsville	756	No Additional Report Necessary
111000275	4/10/11	21:40:35	DISTB-DOMESTIC	518	KIRK AV	Brownsville	778	No Additional Report Necessary
110990024	4/09/11	1:44:13	911 HANGUP	1022	OAK ST	Brownsville	737	No Additional Report Necessary
110970470	4/07/11	21:59:17	Parole/Probation Violator	109	SPaulding AV	Brownsville	752	Incident Report
110960357	4/06/11	20:23:33	Parole/Probation Violator	217	KIRK AV	Brownsville	752	Incident Report
110960250	4/06/11	15:31:48	VEH-STOLEN	219	WASHBURN ST	Brownsville	756	No Additional Report Necessary
110960135	4/06/11	10:55:15	Tf Speed Viol	200	TEMPLETON ST	Brownsville	756	CITE ISSUED - DWS/NO ODL
110950210	4/05/11	13:59:06	HARASSMENT RPT	331	E BLAKELY AV	Brownsville	762	MDT Narrative Update
110940311	4/04/11	18:15:05	Tf Seatbelt	100	FIELDS CT	Brownsville	703	CITE ISSUED - SEATBELT VIOLATION
110940185	4/04/11	13:02:18	CIV DISP RPT	217	KIRK AV	Brownsville	766	No Additional Report Necessary
110940013	4/04/11	2:08:42	OUT - FOOT PATROL	100	SPaulding AV	Brownsville	759	MDT Narrative Update
110920101	4/02/11	8:39:40	EXTRA PATROL	27910	SEVEN MILE LN	Brownsville	756	No Additional Report Necessary

RESOLUTION NO. 663

**A RESOLUTION DECLARING THE CITY'S
ELECTION TO RECEIVE STATE REVENUES**

The City of Brownsville ordains as follows:

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for fiscal year 2011-2012.

Passed by Council this 24th day of May, 2011.

Approved by the Mayor this 24th day of May, 2011.

Don Ware
Mayor

S. Scott McDowell
City Administrator
Attest

I certify that a public hearing before the Budget Committee was held on May 5th and May 12th, 2011 and a public hearing before the City Council was held on May 24th, 2011, giving citizens an opportunity to comment on use of State Revenue Sharing.

S. Scott McDowell
City Recorder

R 663

S. Scott McDowell

From: Knoll, Chuck [cknoll@co.linn.or.us]
Sent: Monday, May 09, 2011 10:18 AM
To: MOREY Brian T; DOOLEY Daniel P; DORAN Robert P;
admin@ci.brownsville.or.us; publicworks@ci.brownsville.or.us;
publicworks@ci.brownsville.or.us; planning@ci.brownsville.or.us;
SCHROEDER Michael K
Cc: Lane, Darrin; Ableman, Jim; MacLean, Scott; Smith, Jim; Mink,
Wayne; Malone, Daineal
Subject: Brownsville Gateway Project - Status and Notice of Advertisement

Date: May 9, 2011

To: Don Ware, Mayor, , City of Brownsville
S. Scott McDowell, City Administrator, City of Brownsville
Karl Frink, Public Works Director, City of Brownsville
Bill Sattler, City Planner, City of Brownsville
Michael Schroeder, ODOT Local Liaison Program, City of Brownsville
Dan Dooley, ODOT Regional Office, Corvallis
Brian Morey, ODOT Regional Office, Corvallis
Bob Doran, ODOT Regional Office, Corvallis

Re: Brownsville Gateway Project - Status and Notice of Advertisement

After recently obtaining approval to proceed from FHWA for construction as administered through ODOT's Local Agency Programs, Linn County Road Department went out for advertisement to obtain competitive bids for the construction of the Brownsville Gateway Improvement Project. The bids are due this month and will be opened in the Linn County Board of Commissioners' meeting on Tuesday, May 31, 2011 at 9:40 am.

If all goes well, we expect to have a preconstruction meeting by about June 21, 2011 and start construction before the end of the month or shortly after the July 4th weekend.

A copy of the final plans and specifications can be viewed on our Linn County Road Department website under contracts.

Please contact me or Project Engineer - Daineal Malone if you have any questions.

Sincerely

*Chuck Knoll, PE
Linn County Engineer
Linn County Road Department
3010 Ferry Street , S.W.
Albany, Oregon 97322*



April 28th, 2011

Carine San Martin-Jeffery
212 E. Bishop Way
Brownsville, OR 97327

Re: Holloway Heights Closure

Dear Carine:

As we discussed earlier this week, Council conditionally approved your request to close Holloway Heights in July for the purpose of installing your gas line. Council asks that you contact all of your neighbors, the Brownsville Rural Fire District & Public Works well in advance of doing the work. If you should have any questions or concerns, please feel free to contact me at your convenience. Good luck!

Sincerely,

A handwritten signature in black ink, appearing to be "SM", written over a faint circular stamp.

S. Scott McDowell
Administrator

c: Council
Fire Chief Kevin Rogers
Public Works Superintendent Karl Frink
File

LINN COUNTY BOARD OF COMMISSIONERS



JOHN K. LINDSEY
Commissioner

WILL TUCKER
Commissioner

ROGER NYQUIST
Commissioner

Linn County Courthouse
P.O. Box 100, Albany, Oregon 97321
(541) 967-3825 FAX: (541) 926-8228

RALPH E. WYATT
Administrative Officer

Rural Development Initiatives
2620 River Rd, Suite 205
Eugene, OR 97404

13 May 2011

To whom it may concern,

It is our privilege to nominate Visit Linn Coalition (VLC) for the Rural Development Initiatives (RDI) Rural Awards of Excellence. The diverse team of Private and Public leaders who make up the VLC continue to work on coordination and collaboration projects involving tourism. They have come together on common objectives to improve the economic picture of our county while supporting and improving the richness of our rural communities

This team of collaborators has worked tirelessly and without the usual organizational territorial lines for the betterment of the citizens of Linn County. Where in the past you might see a City or a chamber of commerce or a single business represent their fiefdom only, we now see collaborative efforts to help a region.

The VLC is delivering on their vision of making "The greater Linn County area is Oregon's premiere rural destination known as the place most admired for its hospitality, beauty, and one of a kind experience". Their common link being that all of the players have a desire for economic stability and growth through the tourism. They also recognize that with tourism a visiting business owner or manager, either on vacation or at an work related event in the county, might result in that business relocation.

They have or are delivering on their vision in a number of ways, all around connecting dozens of private business together with the other chambers, cities and the county. Her are just few examples of their valuable work:

- Produced a tour map of the region called "Linger in Linn". Knowing that a collection of attractions and events, as well as a rich diversity of activities might be what causes a visit or keeps visitors here for a few extra days.
- VCL is the facilitating vehicle for different chambers and visitor groups to share marketing material on events, destinations or attractions in the county.

- Individual businesses and communities share planned events with others in an effort to leverage the marketing for that event to the benefit of all and opens the conversation with others to plan complementary (versus competing) events to support visitors having a richer experience.
- They physically built a visitor kiosk which they keep stocked, located at the County's Fair/Expo facility with plans to add more kiosks at county gateways.
- Share information about an agri-tourism tool called "Oregon Country Trails" and continue to support that effort and share the marketing material from businesses in the region.

The net result is hard to quantify, but we know that: 1) Some of our tourism attractions have not seen the same downturn as others outside of the county, 2) Businesses report people coming to their business referred by others and with the group's tourism tools in their hands, 3) The public is more aware of tourism because of the positive press they've received in the local newspaper and the VLC's efforts with their local chamber/tourism boards and membership, 4) That the County Park system has continued to grow, and has now become self-sustaining based upon tourism, 5) And that a portion of that significant growth Linn County Parks has seen is new visitors who found enough material or attractions to cause them to visit the region. This is true synergy is occurring based upon this COLLABORATION!

This group is self led, with voluntary membership. They use their individual organization memberships and the VLC connections to reach across the region and open doors to grow tourism. They have shown themselves to be a viable group and have proven to be an important organization. The way they work, focusing on their shared common goals and the relationships they've built here has led the same members to work better together as they meet on other issues where there might not be the same level of alignment of vision. The success of VLC has opened other doors of communication, cooperation and collaboration.

Please see the attached brochure on the team.

As the Board of Commissioners for Linn County, we are proud of how this group demonstrates their Mission Statement of "Coming together for regional coordination and communication for tourism events and projects for the greater Linn County area". Please help to recognize the great work of this group and award them the 2011 RDI Collaboration "Rural Awards of Excellence" for their for their success and to spur on their continued efforts.

Will Tucker, for the Board of Commissioners
Linn County Commissioner

Attachments: VLC Mission Brochure

S. Scott McDowell

From: GSutton@le.linn.or.us
Sent: Thursday, May 05, 2011 10:22 PM
To: DOpel@le.linn.or.us
Cc: BKelley@le.linn.or.us; admin@ci.brownsville.or.us
Subject: Traffic Concerns in BV

Follow Up Flag: Follow up
Flag Status: Flagged

Dave,

Recently I have been conducting quite a bit of speed enforcement on North Main between Hausman and Depot in Brownsville. It is alarming to see the disregard for the 45 and 35 mph speed zones, let alone the 25 mph zone northbound of town. Due to the seemingly endless volume of stops and the speeds I am witnessing, it has become clear that this problem needs more attention than one deputy can do between calls for service.

I have met with the City of Brownsville and requested additional speed limit signage both in and out of town as well as proposed a raised crosswalk (similar to Diamond Hill and North 9th in HB). Does the Sheriff's Office still have a mobile radar reader board? We could really use it throughout BV for a while. To help illustrate the problem, here are my traffic stats for this area during 7 recent shifts:

CITES:	WARNINGS:
60/35	43/25
42/25	50/35
48/25	52/35
53/35	40/25
62/35	50/35
60/35	43/25
59/35 +DWS	43/25
55/35	52/35
60/35	39/25
57/35	50/35
51/35	51/35
44/25	51/35
55/35	38/25
44/25	51/35
53/35 +DWS	40/25
54/35	38/25
44/25	38/25
44/25	40/25

Thanks,

Deputy George Sutton, #756
Brownsville Resident, Patrol Division
Linn County Sheriff's Office
1115 Jackson Street SE
Albany, OR 97322

email: GSutton@le.linn.or.us

=



Oregon

John A. Kitzhaber, M.D., Governor

Department of Land Conservation and Development

Planning Services Division

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: (503) 373-0050

Fax: (503) 378-5518

www.oregon.gov/LCD

Received
City of Brownsville

MAY 03 2011

Clerk _____



April 28, 2011

The Honorable Don Ware
Mayor of City of Brownsville
City of Brownsville
P. O. Box 188
Brownsville, OR 97327

Dear Mayor Ware:

This letter concludes the Department of Land Conservation and Development (DLCD) review of the City of Brownsville's floodplain management program. The Community Assistance Visit (CAV) was conducted as part of the services DLCD's Natural Hazards Program provides per agreement with the Federal Emergency Management Agency (FEMA). The CAV process is used to evaluate technical assistance needs related to local participation in the National Flood Insurance Program (NFIP).

DLCD presented our CAV findings to the city in the fall of 2005. Most of our concerns were addressed shortly thereafter except for the need to amend the City's flood hazard ordinance to bring it into compliance with NFIP minimum standards and the Oregon Specialty Codes. In a follow-up letter dated September 28, 2006, Christine Valentine reiterated that Brownsville's flood hazard ordinance was out of compliance and she asked that the ordinance be amended as the last action item toward closing the CAV. On June 22, 2010, the City of Brownsville adopted an ordinance that is fully compliant with NFIP standards and Oregon Specialty Codes. As a result, this CAV can now be closed.

DLCD appreciates the city's work to implement sound floodplain management. Overall, city staff does a good job administering the requirements of the NFIP through your local floodplain management program.

Should you have any questions about the CAV or should the city need assistance with its floodplain management program in the future, please feel free to contact me at (503) 373-0050, extension 250.

Sincerely,

Christine Shirley, NFIP Coordinator
Natural Hazards Program

cc: Bill Sattler, Planning Director
Denise Atkinson, FEMA Region X



May 16, 2011

Mr. S. Scott McDowell
City of Brownsville, OR
P.O. Box 188
Brownsville, OR 97327

Dear Mr. McDowell:

ASCAP's more than 410,974 songwriter and publisher members thank you for using music. As you know, music plays an important part in many government activities and services including, concerts, arts & craft fairs, parades, First Night and New Year's Celebrations, fireworks, carnivals, music-on-hold, swimming pools, community center dances, aerobics classes, . . . and the list goes on and on. It is also important to note that music is a valuable intellectual property. Ownership of this property remains with those who create it. To publicly perform copyrighted music legally, you must obtain permission from the copyright owners or their representatives, such as ASCAP.

The International Municipal Lawyers Association (IMLA) recognized that local governments should be aware of the responsibility to obtain permission for music at the next municipal concert, festival or in any number of other events or within governmental facilities. Until now most communities had to negotiate licenses for each event or use. For this reason, IMLA and ASCAP negotiated a license that would serve the needs of local governmental entities. The negotiations were marked by a spirit of goodwill and provide an efficient and affordable method for local governments to receive a license to use music. In addition, it ensures your local government's compliance with the copyright law while recognizing the rights of ASCAP's composers, authors, and publishers.

Enclosed is a brochure that discusses the copyright law and key provisions of the local government agreement, a copy of the agreement, and a reporting form. The brochure also contains information on ASCAP's members, the variety of music in the ASCAP repertory, and the resources available to those seeking more information on ASCAP's members and their repertory. Additional information regarding this license may be found at the IMLA website (www.imla.org). You can also visit our website at www.ascap.com.

Some local government entities may already have various ASCAP agreements in effect. If this situation pertains to your local government, outstanding fees due under any preexisting ASCAP license agreement must be brought current.

Please complete, sign and return the enclosed Agreement and report form to ASCAP; an executed copy will be returned for your files. Please contact me at the number below, if you have questions. I will be happy to provide any additional information you need. Thank you in advance for your prompt attention to this important matter.

Sincerely,

A handwritten signature in black ink that reads "Michele McKinney". The signature is written in a cursive, flowing style.

Michele McKinney
(888) 852-1432

Enclosures: License, Rate Schedule, Report Form, Invoice, Enclosure - An ASCAP License, Enclosure - IMLA Fact Sheet, Enclosure - ASCAP Keeps You In Tune With Copyright Law, Disclosure



ASCAP LOCAL GOVERNMENT FACT SHEET

Benefit of License: 1 Comprehensive Agreement - 1 annual fee & single report!

- Covers almost any municipal activity
- Removes potential liability
- Automatically covers additional uses without extra fees/reports**
- Cheap - cost less than individual rates

* **Monitoring or Tracking only of events with gross revenue in excess of \$25,000.00

What's Covered:

1.) All Government Owned Buildings & Property

- Examples:
- Background Music in Municipal Buildings
 - Music On Hold in Municipal Buildings
 - Employee Functions, parties
 - City Buses & Trains
 - Libraries
 - Swimming Pools (Water Aerobics)
 - Municipal owned shops
 - Senior Center Dances & Classes
 - Golf & Tennis Center Snack Bars
 - Community/Recreation Center Activities (Dances, classes)
 - Arena & Convention Centers (when not "rented out" to others)
 - Airports
 - Museums
 - Ice & Roller Rinks
 - Skate parks
 - Zoos & Aquariums
 - Hospitals
 - Carousels
 - Public Parks

2.) Also covers events sponsored by or presented solely by municipality:

- Examples:
- Arts & Crafts Fairs
 - Festivals
 - First Night/New Year's Celebrations
 - Amateur Athletic Leagues
 - Non-exempt elementary & secondary school performances
 - Parades
 - Concerts
 - Carnivals
 - City Sponsored Conventions

Restrictions/Not Covered:

- Examples:
- Coin-Operated Jukeboxes
 - Performances by or at Colleges & Universities
 - Performances at any professional sports event/game
 - Theme & Amusement Parks
 - Community or Symphony Orchestras
 - Conventions presented by outside entities
 - Broadcast radio or TV, Cable, Satellite or internet (except closed circuit)



DISCLOSURE STATEMENT

This is notice that, in compliance with Ore. R. S. §§647.700, et seq., at your request and at your place of business:

(1) You may obtain information as to whether specific copyrighted musical works are in the ASCAP repertory;

(2) You have the opportunity to review the most current available list of the members of ASCAP; and

(3) The schedule of rates and terms of the royalties to be collected by ASCAP under our license agreement, including any sliding scale or schedule for any increase or decrease of the rates for the duration of the agreement. Such schedules are set forth in the agreement and in the Rate Schedule that is attached to and incorporated by reference into the agreement.

In addition, information about ASCAP's members and the musical works in the ASCAP repertory can be obtained in a variety of other ways. Separate databases of works that have been registered with ASCAP since January 1, 1991, or identified in ASCAP's surveys of performed works since January 1, 1978, are available online at the ASCAP Web Site, www.ascap.com (access the "ACE Database of Musical Titles" to determine whether particular songwriters or specific songs are in the ASCAP repertory). Data similar to that contained in the ACE Database is also available on DVD-ROM and is available free of charge by written request to ASCAP, One Lincoln Plaza, New York, NY 10023, attn: Director of Repertory. More comprehensive records of the titles, dates of U.S. Copyright registration (if any), writers and current publishers or other copyright owners of all known works in the ASCAP repertory are available for public inspection at ASCAP's New York office during regular business hours. A printed current list of ASCAP members can be obtained *gratis* by written request to ASCAP, PO Box 331608-7515, Nashville, TN 37203-9998, attn: John Johnson. A computer-generated listing of copyrighted musical works in the ASCAP repertory may also be obtained by written request addressed to Mr. Johnson at a cost of \$2200.00 plus shipping and handling (the listing is over 10,000 pages in length). You can also call or write to our Repertory Department (Clearance Section) at our New York address (the toll-free telephone number is (800) 95-ASCAP).



Received
City of Brownsville
MAY 10 2011
Clerk _____

1400 Queen Ave. SE, Suite 201 • Albany, Oregon 97322
(541) 967-8720 • FAX (541) 967-6123

May 5, 2011

TO: OCWCOG Board Members
Member City/County Managers and Administrators

FROM: Bill Hall, OCWCOG Board Chair

SUBJECT: OCWCOG Roles and Services

The OCWCOG's Executive Committee has begun discussing ways in which the COG can provide additional support to our members, both within our current service areas and potentially in entirely new ways.

By State law, the Council of Governments can provide for us any service or function that we as local governments can provide. Historically, Cascades West COG's services have been focused in two areas: 1) senior and disability services and 2) community and economic development. Within the last several years, the COG's Technology Services team increasingly has provided IT services to our members.

Given local government budget issues, we see this as a good time to stimulate and orchestrate a conversation about what more we could use the Council of Governments for. By pooling resources through the COG, there may be areas where we can save dollars and provide services more cost effectively.

While we plan to engage you in a structured way in early fall, we wanted to notify you of our intent now so that you might have time to reflect on your needs:

- Are there services that your organization would like to provide in a different way (to reduce cost, refocus, modify outcomes, etc)?
- Are there services that your organization would like to begin providing/making available?

If you have any ideas you would like to discuss before we launch a more structured conversation in a few months, please give me a call (541-265-4100) or our Executive Director, Cynthia Solie (541-924-8465).

For your reference, we have attached a list that shows the services that the COG now provides and other services provided by regional organizations elsewhere in Oregon and in Washington State.

Services Provided by COGs in the Northwest

Services	OCWCOG	Others in Oregon	Washington
Technology support	X	X	
Contract management	X		
GIS	X	X	X
Accounting	X		
Recruitment	X		
Personnel and other policy development	X		
Land use planning studies/Comp Plan update	X		X
Consultant selection and management	X		
Parks planning	X		
Housing planning/studies	X	X	X
Facilitation	X	X	X
Community facilities development	X		X
Grant writing/management	X		X
Transportation planning	X	X	X
Business lending	X	X	X
Economic development projects	X	X	X
Veterans services	X		X
Senior meals and meals on wheels	X	X	
Senior and disability services	X	X	
Intergovernmental coordination	X	X	X
Training		X	
Minute taking/recording		X	
GPS equipment rental			X
Current planning/development review		X	X
Environmental assessments		X	X
Greenway planning		X	
Homelessness planning/implementation			X
Modeling		X	X
Community involvement		X	
Community visualization			X
Riparian planning		X	
Stormwater management		X	
Water quality planning/implementation		X	
Housing rehabilitation		X	
Building codes administration/enforcement		X	
Energy project development		X	
Public transportation		X	X
Sustainability projects/education		X	X
Workforce development		X	
Business recruitment/marketing			
Business advising			X

College of Urban and Public Affairs
Population Research Center

Post Office Box 751
Portland, Oregon 97207-0751
570 Urban Center
506 SW Mill Street

503-725-3922 tel
503-725-5162 fax
askprc@pdx.edu
www.pdx.edu/prc/

– IMPORTANT NOTICE –

JULY 1, 2010 CERTIFIED POPULATION ESTIMATE *revised*

March 31, 2011

To: **Brownsville City**

Listed below is the revised population estimate for July 1, 2010. This revised estimate incorporates Census 2010 counts and is certified on March 31, 2011. If your city experienced annexation after July 1, 2010, the March 31 certification includes the annexed population.

REVISED CERTIFIED POPULATION ESTIMATE:

JULY 1, 2010: 1,670

**JULY 1, 2010 POPULATION ESTIMATE PLUS
ANNEXATION THROUGH MARCH 31, 2011: NO ANNEXATIONS**

CERTIFIED CENSUS FIGURE:

APRIL 1, 2010: 1,668

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751

Telephone: (503) 725-5103
Fax: (503) 725-5199
E-mail: proehlr@pdx.edu

– CENSUS 2010 –
2010 Population and Housing Unit Counts

April 1, 2010

To: **Brownsville city**

Listed below are the April 1, 2010 Census counts for population and housing units. Also included for your information are population separated by household and group quarters residence, and housing vacancy rates. These numbers are from the U.S. Census Bureau's 2010 decennial Census and will serve as the new foundation for estimating annual population in the current decade.

APRIL 1, 2010:

TOTAL POPULATION: **1,668**

HOUSEHOLD POPULATION: **1,668**

GROUP QUARTERS POPULATION:

HOUSING UNITS: **685**

VACANCY RATE: **6.7%**

If you have any questions, please contact:

Risa S. Proehl
Population Research Center
Portland State University
PO Box 751
Portland, OR 97207-0751
Telephone: (503) 725-5103
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MONTH END RECAP

	Apr-11		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 16,230.57	\$ 28,050.73	\$ 636,254.64	47.61%	\$ 700,084.40	1
2 WATER	\$ 20,060.22	\$ 16,187.89	\$ 323,936.42	42.53%	\$ 437,763.58	2
3 SEWER	\$ 26,149.54	\$ 16,375.86	\$ 208,258.14	30.74%	\$ 469,241.86	3
4 STREETS	\$ 13,842.03	\$ 8,655.56	\$ 110,496.09	24.80%	\$ 335,003.10	4
5 WATER BOND	\$ 465.89		\$			5
6 SEWER BOND	\$ 2,061.60		\$ 354,174.20	90.34%	\$ 37,885.80	6
7 SEWER DEBT FEE	\$ 11,165.57		\$ 108,928.50			7
8 BUILDING & EQUIPMENT	\$ 167.96		\$ 21,833.14	5.36%	\$ 385,866.86	8
9 WATER RESERVE	\$ 19.98					9
10 HOUSING REHAB	\$ 81.85					10
11 WATER SDC	\$ 73.58					11
12 SEWER SDC	\$ 94.97					12
13 STORMWATER SDC	\$ 14.50					13
14 BIKEWAY/PATHS	\$ 180.90					14
15 LIBRARY TRUST	\$ 2.50					15
16 CEMETERY	\$ 10.00					16
17 TRANSIENT ROOM TX	\$ 41.50					17
18 SEWER CONSTRUCTION	\$ 4.12					18
19 LAND ACQUISITION	\$ 38.38	\$ 500.00	\$ 68,577.92	39.87%	\$ 103,422.08	19
20 COMMUNITY PROJECTS	\$	\$ 69,770.04				20
	\$ 90,705.66	\$ 69,770.04				
	\$ 90,705.66	\$ 69,770.04				

KeyBank Accounts

General	\$ 30,987.77
Land Use (Deposits)	\$ 4,554.00
Water	\$ 1,590.00
Park	\$ 4,975.50
Court	\$ 113.00

Oregon State Treasury	\$ 4,266,969.56
<i>Community Improvements</i>	\$ -

2010-2011	YTD	% of Total
Appropriated	\$ 1,788,730.55	34.20%

DEBT Payments	Totals
Water	\$ 54,627.00
Wastewater	\$ 360,000.00

Total Debt	\$ 1,678,788.00
Water	\$ 1,678,788.00
Wastewater	\$ 7,730,852.00