



CITY OF BROWNSVILLE

Council Meeting
Tuesday – September 27th, 2011

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers
Tuesday, September 27th, 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: August 23rd, 2011
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Pioneer Park Restrooms – Town Hall
- 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 735 – Amending Brownsville Municipal Code, Chapter 8 (Second Reading)
- 10) ACTION ITEMS:
 - A. Arbor Day 2011 Proclamation

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.

- B. S. Oak Street Water Line (Decision Points)
- C. Budget Committee Appointments

11) DISCUSSION ITEMS:

- A. Park Agreements & Events Review
- B. Park Use & Philosophy
- D. August Financials

12) CITIZEN QUESTIONS & COMMENTS

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- A. Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

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

August 23rd, 2011

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

PUBLIC: Kaye Fox, Steve LaCoste & Jason Cota.

ADDITIONS AND DELETIONS: Mr. McDowell asked to delete Legislative item (C), Ordinance 734, and to change Discussion item (A) to "Park Events".

MINUTES: The Council reviewed the minutes of the July 26th, 2011, meeting. Councilor Cole moved to approve the minutes as presented. The motion was seconded by Councilor Van Sandt and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Mr. Steve LaCoste – Park Avenue Closure Request. Mr. LaCoste told the Council that NAPA will be having a sale on September 7th and would like to close half of Park Avenue to park a large trailer full of inventory for the sale. The closure would be from 8:00 a.m. until 6:00 p.m. from Main Street to the Linn County Museum. Councilor Shepherd moved to approve the request. The motion was seconded by Councilor Van Sandt and was approved unanimously.
2. Mr. Jack Burrell – K&D Engineering – Alley Vacation. Mr. Jason Cota was present to represent K&D Engineering and to answer any questions regarding the alley vacation proposal. Mr. Sattler explained the request. Councilor Cole asked if he saw any problems and Mr. Sattler said that he did not and recommended approval. Mayor Ware asked for public comment and there was none. The Council chose to deal with the matter at that time rather than waiting until later in the meeting. Councilor Gerber moved to read Ordinance 733 by title only. The motion was seconded by Councilor Shepherd and was approved unanimously. Mayor Ware read the title of Ordinance 733. Councilor Gerber then moved to approve Ordinance 733. Councilor Van Sandt seconded the motion and Ordinance 733 was approved unanimously. Mr. Sattler asked the Council to also approve entering into the proposed encroachment agreement and the new easement agreement. Councilor Cole moved to authorize Mr. McDowell and Mayor Ware to execute those agreements. The motion was seconded by Councilor Van Sandt and was approved unanimously. Mr. Sattler reported that Public Works Superintendent Karl Frink and himself would work with Mr. Cota to secure the exact dimensions of the easement based on field conditions.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Brad Kelley reported on the Willamette Country Music Festival. He said that there were quite a few minor altercations and some other potentially serious incidents but fortunately there had not been any major injuries. He said that there would need to be changes made in the security arrangements for next year.
2. Planning. Mr. Sattler told the Council that he was in the process of preparing a grant application for the Technical Assistance Grant Program through the Department of Land Conservation and Development (DLCD). He said that the funding would be used for consulting work with the goal of expanding the Urban Growth Boundary in order to bring in additional Light Industrial property. Mr. Sattler updated the Council on the ongoing work on the Library's

computer system. He said that the group doing the abatement work had been delayed but that the work should be finished.

3. Public Works. Mr. Frink said that results of the water system inspection had come in and that there were a few items to be done. He said that the cross connection ordinance needs to be updated and that the operations and maintenance manuals needed to be rewritten to be more "user friendly." Mr. Frink noted that the manuals had previously been reviewed and approved by the Drinking Water Division. Mr. McDowell noted that the review had been very positive overall and that there were just a few details to be addressed. Mr. Frink said that Public Works was fixing a drainage issue on Howe Street by rebuilding the ditch and leveling the culverts. Mr. Frink said that Public Works was mowing again due to the late rains this year. Councilor Van Sandt asked how things had gone with the Music Festival in relation to camping in Pioneer Park. Mr. Frink said that there had not been any problems. Councilor Shepherd said that he had heard complaints about watering in Pioneer Park on the weekends. Mr. Frink said that to keep the park green they need to water seven days a week to keep up with it.
4. City Administrator. Mr. McDowell said that Erwin Engineering was finishing the plans for the Oak Street Improvement project and that he expected to have a special Council meeting on October 11th to award the contract. Mr. McDowell reported that the Gateway project has gone fairly smoothly. Mr. McDowell said that OWEB had denied funding for the Watershed Council's Reach 2 project which would have included Pioneer Park. Mr. McDowell said that he is setting up a meeting with various agencies and a representative from the Governor's office to see what options might be available. He said that there had been many good applications received for the Administrative Assistant position. Mr. McDowell said that he had narrowed the field to 16 candidates to be interviewed in the first round of interviews from which six would be selected for the final round of interviews.
5. Library Report. Ms. Lemhouse provided the Council with a written report.
6. Court Report. Ms. Nida provided a written report.
7. Council Comments. Councilor Boyanovsky said that he went to the Rec Board meeting the previous evening.
8. Citizen Comment. Ms. Kaye Fox said that the packet she received didn't contain a copy of Ordinance 734. Mr. McDowell said that was because it had been deleted from the agenda. She said that she had emailed Mr. Sattler about her neighbor who had not raked their grass after mowing. The Council did not express any interest in pursuing an ordinance requiring people to rake their grass clippings.

LEGISLATIVE:

1. Resolution 669 – GASB 54 Implementation. Councilor Cole moved to approve Resolution 669. The motion was seconded by Councilor Shepherd and was approved unanimously.
2. Ordinance 733 – Alley Vacation. Done.
3. Ordinance 734 – Deleted from Agenda. McDowell indicated that he would forward the requested changes once the information was obtained from Michael Perry, the State Cross Connection Specialist.
4. Ordinance 735 – Amending Brownsville Municipal Code, Chapter 8. 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 735. Councilor Cole asked Mr. McDowell how the Park Board had reacted to her proposal to extend Pioneer Park hours in the Summer. Mr. McDowell said

that they preferred to leave the rules as they are for security reasons. Councilor Gerber asked the status of the Festival of Tents. Mr. McDowell said that it is not as large as in past years but it is still ongoing; organizers are in transition.

ACTION ITEMS:

1. Authorize South Oak Street Waterline Project Advertisement. Councilor Gerber moved to approve the advertisements. The motion was seconded by Councilor Shepherd and was approved unanimously with Mayor Ware and Councilor Cole abstaining due to a conflict of interest.
It's
2. Authorize Pioneer Park Restrooms Town Hall Meeting. Councilor Van Sandt moved to advertise the Town Hall meeting to discuss the restrooms on September 27th at Council in *The Times*. Councilor Cole seconded the motion and it was approved unanimously with Mayor Ware and Councilor Cole abstaining due to a conflict of interest. Mr. McDowell said that he will be sending invitations to local groups. He said that he anticipated using 30-40 minutes of the meeting for the discussion.
3. Approve Holloway Heights Encroachment Agreement. Done.
4. Authorize Department of Land Conservation and Development Grant Application. Councilor Gerber moved to authorize applying for the Technical Assistance grant previously described by Mr. Sattler. The motion was seconded by Councilor Van Sandt and was approved unanimously.

DISCUSSION ITEMS:

1. Sweet Home Sanitation Contract. Deleted.
2. Backhoe Purchase. Mr. McDowell said that there is \$40,000 in the budget towards purchasing a new backhoe. Mr. McDowell indicated that the backhoe is as vital to Public Works Department as the phone system was to City Hall; it is used all the time in their work. He said that he is looking into what is called a lease/purchase program but it is basically an installment purchase plan. He anticipated the price of a new backhoe to be in the \$70,000 to \$90,000 range. Mr. McDowell said that he will put together specifications for an RFP. Councilor Shepherd advised that Linn County is having a lot of problems with their CAT backhoes.
3. Pioneer Park Restroom Discussion Invitations. Mr. McDowell asked the Council to forward him any names and contacts for any groups that they thought should be invited to the discussion.
4. July Financials. No discussion.
5. Park Events & Philosophy. Councilor Gerber suggested that the Council discuss their philosophy of what types of uses they wanted to promote in Pioneer Park. She said that the big events take over the park and residents may not feel comfortable trying to use the park during those summer weekends. Councilor Gerber asked if the Council wanted those types of events to promote tourism or would they rather see the park more accessible for residents to use. Councilor Cole asked if the Park Board had discussed the matter. Mr. McDowell said that they had not but suggested that the matter should start with the Council and they could possibly refer it to the Park Board if they chose. He suggested that the September meeting stay focused on the restroom issue and that the Park Board could be invited to the October Council meeting to discuss this if the Council desired. Councilor Gerber said that she would like to get public input on the matter. Councilor Shepherd said that he liked things as they are and didn't see any need

to discuss the issue. Mr. Frink said that this summer there had been some new groups using the park and some lessons had been learned which should make future events go more smoothly. He said that the groups' use fees and camping fees help support the operation of the park. Councilor Cole said that the events were good for local businesses. Mr. McDowell said that he will discuss the subject with the Park Board at their next meeting.

CITIZEN COMMENT: Mrs. Kaye Fox asked about the hay bales located on McFarland Cascade Property on Highway 228. City Planner Bill Sattler indicated that McFarland has allowed an individual to store hay bales on the property and are within their rights based on the zoning ordinance.

Mayor Ware called an Executive Session at the end of the regular agenda, 8:17 p.m., using the following Oregon Revised Statute:

14) EXECUTIVE SESSION

- A. Oregon Revised Statutes, Chapter 192.660 governs the conditions for a public body to convene in an Executive Session. The City will invoke Section (e) To conduct deliberations with persons designated by the governing body to negotiate real property transactions.

Mayor Ware re-opened regular session at 8:28 p.m. the motion was made by Councilor Cole, seconded by Councilor Gerber to continue researching the disposal of certain City property. The motion passed unanimously.

A motion was made by Councilor Cole, seconded by Councilor Shepherd to authorize the Mayor & City Administrator to negotiate with Antioch Ministries and to sign any necessary documents for the removal of the mobile homes on said property and to secure necessary easement.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Van Sandt and was approved unanimously. The meeting was adjourned at 8:30 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

September 27th, 2011

From: S. Scott McDowell

To: Mayor & Council

Re: General Business

Ordinance 735: Amending Brownsville Municipal Code, Chapter 8.20.050:

– subparagraph 3 is being rewritten to reflect current practice.

Arbor Day Proclamation – Tree City USA certification requires an annual proclamation. Park Board has set Saturday, October 22nd, 2011 as the day for the annual celebration. The gathering will be held at City Hall at 10:00 a.m. Mayor Ware will be re-dedicating the Fire Bell as part of the ceremony and a new tree will be planted at the north corner of Napa.

S. Oak Street Water Line Project – Erwin Consulting is recommending bidding the project in January of 2012 with a projected start date of late March, early April. Erwin feels the City will receive a better price and will also get a better design with the relaxed schedule. Staff wanted Council to consider possibly adding curb and gutter and a few area storm drains. The new cost estimates are included for your review.

Term Expirations – Members from several committees will have expired terms at the end of December 2011. Staff is in the process of determining if those folks are interested in being re-appointed.

Administrative Assistant – The City hired Katie McCord who started with the City September 26th.

Gateway Project – Staff has dealt with several issues over the course of the last month, all of which have resolved amicably. Public Works Superintendent Karl Frink has made contact with Mr. Seth Williamson regarding a few paving opportunities. Pastor Kelly Williams from the Assembly of God church and Dr. Glenn have been provided with contact information for their paving project as well. The substantial completion date for this project is October 21st, 2011.

Included are a few e-mail messages that have transpired between Mr. Mike Will for your information.

Brownsville Art Association – Public Works Superintendent Karl Frink and crew recently hung the sign! It is a nice addition to the building. The Association is working on making improvements to the floor. All Green Company donated their time to clean the floor and the Association is working with Home Depot for supplies.

Sweet Home Sanitation Contract Review – *From last meeting:* Scott Johnson and I have not had an opportunity to connect. I project this item to be back on the agenda for the October meeting.

From last meeting: Scott Johnson and I met to discuss some of the finer points of the contract. He will be providing Council with some financial comparisons of other waste services in our area. He has agreed in part to an annual report and has agreed in principle to doing a review every three years in keeping with all other Council contracts.

OR 228 Property – Pacific Environmental ran into some concerns with over grown vegetation and rotted out construction. The City retained the serviced of R. Franco Restoration for the removal of the vegetation. Pacific plans to finish their work by Friday, September 30th. Sweet Home Sanitation will be mobilizing on Monday, October 3rd to begin removing the units from the property.

Pioneer Park & Calapooia Erosion – A meeting has been setup for October 14th to discuss this issue with the Army Corps of Engineers, the State of Oregon, the Calapooia Watershed Council and Staff.

From last meeting: Last week Mark Ellsworth, Regional Solutions Region Coordinator representing Governor Kitzhaber's Office, visited City Hall for the second time. Senator Lee Beyer had asked Mr. Ellsworth to come out and take a look at the erosion concern. Mr. Ellsworth indicated that the Governor's Office is very serious about getting something done. I explained that I was in the process of working once again with Ms. Teena Monical, Section Chief for the Army Corps of Engineers. I reviewed the history of the erosion concern, discussed the financial liability, discussed several engineering philosophies and we discussed several strategies that may lead to a potential solution. I will be attempting to set up a meeting with Ms. Monical, Mr. Ellsworth & Mr. Kirk Jarvie from the Department of State Lands, and Tara Davis of the Calapooia Watershed Council to determine what steps the Army Corps of Engineers would recommend. The ultimate outcome is to outline a process that will lead to some resolution for this concern.

League of Cities – I will be attending the annual conference Friday the 30th and Saturday, October 1st.

Boldt, Carlisle & Smith – Joshua Morrow recently reported that the City should have the results of the audit by Christmas.

Software Update – Utility Billing Clerk Jannea Deaver and Public Works Superintendent Karl Frink have been working closely to reconfigure the meter reading routes to get the system operational.

I'm also planning on bringing out a representative from Harris Computer Systems to train on all three modules. This will allow Staff to resolve several functionality issues and also be very valuable for the new Administrative Assistant.

Pioneer Park Restrooms – Invitations have been sent to the Brownsville Chamber of Commerce, the Central Linn Recreation Board, the Pioneer Picnic Association, the Brownsville Rural Fire District and the Brownsville Senior Center. The Park Board has also been encouraged to attend. There will be a brief presentation followed by open discussion. Mayor Ware will table the meeting after 45 minutes if everyone has not had the opportunity to be heard. Council may do another meeting or so unless consensus is achieved sooner.

From last meeting: Park Board was invited to attend the September 27th, 2011 Council meeting. Council is being asked to advertise the town Hall meeting. I will be forwarding invitation letters to organizations/stakeholders/community partners this next week.

From the June meeting: Mayor Ware and I have discussed holding a joint discussion with stakeholders and the general public at the September 27th, 2011 Council meeting. The purpose of this item is to enter community discussion regarding the restrooms in the Park. We felt it was best to hold the discussion during the meeting night instead of creating another meeting.

Emergency Preparedness Committee – The next meeting is scheduled for October 19th, 2011 at 7:00 p.m. at the New Fire Station on E. Blakely.

From last meeting: The Committee gathered information and created pamphlets, developed emergency preparedness kits, created a banner, made a float for Pioneer Picnic Parade and staffed a booth at the Brownsville Rural Fire District's Open House on June 4th, 2011 & all three days of Pioneer Picnic. The EPC was very pleased with the outcome of these events. The Committee is working on developing the skeleton of the basic plan over the next few months and plans to meet in September. To learn more, visit www.brownsville.or.us/epc.html.

Visit Linn Coalition – An oral update will be provided as the meeting is the afternoon prior to Council meeting.

Ordinance 734: Cross Connection (First Reading): – [TABLED] *From last meeting:* Recently, the Oregon Health Authority, formerly known as the Department of Human Services (DHS), conducted a sanitary survey of the City's Water Treatment Plant Facility. One of the concerns raised was to include certain provisions and requirements to the ordinance. Council's legislative action should satisfy this request. Staff was waiting on information from Mr. Michael Perry, Cross Connection Specialist, so this ordinance may not be ready until the meeting Tuesday night.

ODOT Outcome – I have left several messages with Permit Specialist Ken Lamb over the last several weeks.

From April & July 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.

Rec Center Floor Update – Still working with Mike Sossie to complete the specifications for the work to be done on the floor.

From April 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.

Water Master Plan – Mr. Erwin and Mr. Cunningham have been very active discussing this topic. Hopefully, the results of their work will be finalized soon in the form on an initial draft.

From last two meetings: 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.

Court Clerk Contract – The City has contacted the Linn County Commissioners office to begin this process.

From the April 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.

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.

Respectfully Submitted,



S. Scott McDowell

To: Brownsville City Council
From: Bill Sattler, City Planner

September 22, 2011

1. Building Permits. This is actually the big news this month for a change. We had a sudden flood (for us) of building permit applications, most notably another new large light industrial building for Advanced Mechanical and a new dental office building for Dr. Glenn. The new dental office will replace the existing building that was used by Heritage NW Realty for many years. Originally they had planned to remodel the existing building but ultimately decided to remove the existing building and start from scratch. There is a group looking to relocate the existing building if possible. In addition, we received an application to build an addition on to the old bank building which is currently vacant. The Stein's new home is finished and they are moving in very shortly. Don Andrews and Cheryl Haworth's new home is nearing completion. With the end of summer the real estate market always starts to pick up for some reason and I've been taking a lot of calls from real estate agents with questions about property and from assessors involved in loan transactions looking for information to help them value property. I've also spoken with a lot of people looking for homes or property in the area. It does sound like a lot of potential buyers are having significant issues obtaining financing, even buyers with good credit, and that seems to be killing a lot of potential sales.
2. Nuisances. The last month or so we've had a lot of complaints, most of which have been neighbors upset at each other and wanting to bring the City into the discussion. Unused City right of way seems to be a constant source of conflicts over parking and other issues. We've been able to collect on this summer's abatements and recover what we paid to have the work done. Not exactly a nuisance, but both Scott and I have been spending an awful lot of time dealing with issues related to the Gateway Project construction as most people in town have definite ideas about how it should be done rather than the way it is being done and have waited until the project is underway before bringing those issues to us. I was contacted by the owner of the coffee cart on the corner and she said that their business has been very slow due to the construction, which is always a problem whenever construction work is done. Fortunately in this case it's a quick project and not one that will take many months or years to complete.
3. Computer Projects. I've been continuing to plug away at the Library's issues and working on City Hall's systems to keep them current. We've found a lot of new computer software for Scott which he says have been making him much more productive, except for the times when he's cursing it, which seems to be true of most computer equipment.
4. TMDL Plan. I'm finishing up some requested updates to the City's TMDL plan to submit to DEQ to satisfy their regular update requirements.
5. Grant Application. The grant application was completed and submitted to DLCD. It sounds like they will be making funding decisions within the next month or so.

Public Works Report

September 22, 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 September. Public Works and City Hall have been working together to integrate our electronic meter reading system. The routes have been established and are set for manual reading at this time. Currently only about 1/3 of the water meters in the system are touch read, not making it viable to utilize the touch read system yet.
- *Distribution System* – One small water leak was repaired. Two water meters have been raised/relocated to accommodate the gateway project. Two other water meters have been replaced.
- *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. The emergency response plan for this facility is currently being updated. Progress on the Operations and Maintenance manual for the water system is slow, but moving forward.
- The Sanitary Survey recommendations are near completion. The final recommendations include an updated cross-connection ordinance and the O&M manual.

Sewer:

- *North Lagoons* – The emergency back-up generator has been serviced and repaired.
- *South Lagoons*- The emergency generator had a circuit board failure in the transfer switch, causing the generator to shut down. The circuit board has been repaired.
- *Collection System*- There were no sewer back-ups this month.
- *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. The tree located in front of Napa Auto Parts has been removed as requested. The stump will be ground out soon.
- *Asphalt/ Gravel Road Maintenance* – The street painting and striping work is complete.
- *Storm Drainage* – The Howe Street ditch project is complete. The ditch has been cleaned and graded to a 1% grade and retaining walls built at each end of all the culverts.
- *Signs*- The stop sign post at Stanard Ave and Averill Street has been relocated and replaced.

Parks:

- *Pioneer Park* – The caretakers have finished up for the year. Several repairs have been made to the facilities. The EKC event went very well, no complaints regarding this event.
- *Blakely Park* – The park is mowed weekly and trash emptied. Public works has been watering this facility.

- *Kirk's Ferry Park* – The park is mowed weekly and trash cans emptied.
- *Remington Park*- The park is mowed and watered weekly.

Cemetery:

- *Grounds* – The cemetery will be mowed and weed-eated beginning September 26.

Library:

- *Grounds*- Public Works mows this facility weekly. Public Works has been watering this facility.
- *Buildings*- A few minor repairs have been made to this facility. The alarm system has been updated and smoke detectors cleaned.

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* – This area is kept clean as needed. The lot has been restriped.
- *Misc.* – Public works has been cleaning and maintaining the downtown sidewalks twice a month.

City Hall:

- *Buildings* –The Art Association sign has been installed.
- *Grounds* – The area directly behind City Hall has been weed-eated and sprayed in preparation for the ground cover plants that will be planted.
- *Community Center*- Nothing to report at this time.

Rec. Center:

- *Grounds*- The facility is mowed weekly. Public Works has been watering this facility.
- *Buildings*- The smoke detectors and alarm system have been cleaned/repared as needed.

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.
- Marvin Borntrager recently took the Oregon pesticides exam and passed. He is currently filling out the license application to receive his license.



Library Advisory Board
Librarian's Report

August 2011

In August, we wrapped up our Summer Reading Program. This brought 341 children and parents through our doors during the seven Fridays. During this time, children checked out 990 books! Compare this with last year: Participants – 245; Books checked out 585. This program keeps growing and growing! Our Program Coordinator Sarah Glenn, is doing an excellent job bringing in programs that the children want to participate in. Advertising guru Joey Running has brought cohesiveness and consistency in getting the word out about what is happening. I am thankful that the Ready-2-Read Grant through the State of Oregon Library has provided funds to pay for the majority of this program. Next years' grant has already been submitted and we expect to receive \$1,000 for next summer.

The Follett circulation software is running well. Training has been a struggle for many of our volunteers. At the beginning, I created a step by step manual for staff to refer to and I have been working on a one-on-one basis each week. At this time there are three volunteers that I feel comfortable leaving in charge of the front desk and circulation. On August 12, someone broke into the outside book drop. Sergeant Kelly came and made a report on the damage. As near as I can tell, nothing was taken.

Here are a few facts about our library the month of August 2011. We have received 29 new books for the library. Volunteers donated 124.75 hours to our library. There were 1,677 materials checked out. 136 Non-fiction books; 537 adult fiction books; 62 large print books; 225 children's books; 348 junior books; 32 junior reference books and 127 audio materials.

Respectfully submitted,

Sherri Lemhouse,

Librarian

BROWNSVILLE MUNICIPAL COURT
CHECKBOOK RECONCILIATION

MONTH: AUG 2011

Beginning Balance		113.00
Deposits	+	6631.00
Charge back fee deposited	+	00.00
Disbursements:		
Checks	6631.00	
NSF'S	0.00	
Total Disbursements	-	6631.00
Total NSF's	-	_____
Charge back Fees	-	_____
ENDING BALANCE		113.00
Bail	-	_____
		<u>\$113.00 Account Balance</u>

DISBURSEMENT RECONCILIATION:

To General Fund		5154.85
STATE	_____	00.00
LEMLA	_____	35.00
County	_____	288.15
Unitary	_____	937.00
Court Security	_____	99.00
IDPF	_____	3.00
Restitution	_____	00.00
DUII Surcharge	_____	00.00
Refund's/Misc-Bank Supplies	_____	114.00
TOTAL:	_____	6631.00

DEPOSIT RECONCILIATION:

Receipts #105148 through #105200
 Receipts #933401 through #933405 (new book)
 Total: \$ 6631.00

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

Offense Class	Pending First Day	Filed	Terminated	Pending Last day	Trials
Misdemeanors	11	3	1	13	2
Violations	45	23	24	44	2
Contempt/Other	63	7	1	69	
TOTALS	119	33	26	126	

BALANCE SHEET FOR MONTH OF AUG 2011

COURT PAYMENTS

COURT REVENUE		COURT PAYMENTS	
Total deposits +	\$6631.00	City	5154.85
Total bail forfeits +	0.00	Restitution	0.00
Total bail/Bank fees -	0.00	Unitary Assessment	937.00
Total Refund/Rest	-114.00	Jail Assessment	288.15
Total NSF's	- 0.00	LEMLA	39.00
TOTAL COURT REVENUE	<u>6517.00</u>	Intoxicated Driver	3.00
Credit given for Community Service	\$ 0.00	State Misc.	0.00
Other Credit Allowed Against Fines	\$ 0.00	Court Security	99.00
TOTAL NON-REVENUE		DUII Surcharge	0.00
CREDIT ALLOWED	<u>\$ 0.00</u>	TOTAL COURT PAYMENTS	<u>\$ 6517.00</u>

TOTAL CASH PAYMENTS TO:

CITY	\$ 5154.85
STATE	\$ 975.00
COUNTY	\$ 288.15
JUD.DEPT	\$ 99.00
REFUND/RESTITUTION	\$114.00

ACCOUNTS RECEIVABLE:

BEGINNING	\$ 92,277.25
ENDING	\$ 94,445.25

ENTRY	CAD Call#	DATE	ENTRY TIME	CALL DESCRIPTION	STREET	#	ADDRESS	CITY	UNI PO	CD DIS	DESCRIPTION
	112430005	8/31/11	0:10:00	DISTB-NOISE	109	SPALDING AV	Brownsville	752 014	No Additional Report Necessary		
	112420403	8/30/11	23:14:45	DISTB-NOISE	109	SPALDING AV	Brownsville	752 014	No Additional Report Necessary		
	112420137	8/30/11	10:26:51	Trf Citz Compl	990	WASHBURN ST	Brownsville	702 014	No Additional Report Necessary		
	112420025	8/30/11	1:43:11	DISTB-ARMED	304	MOYER ST	Brownsville	752 001	Incident Report		
	112410352	8/29/11	22:00:16	Trf Equipment Viol	377	KIRK AV	Brownsville	752 071	WARNING - EQUIPMENT VIOLATION		
	112410024	8/29/11	2:35:33	DISTB-DOMESTIC	109	SPALDING AV	Brownsville	763 014	No Additional Report Necessary		
	112400226	8/28/11	17:45:54	BURGLARY REPORT	404	FRENCH ST	Brownsville	733 001	Incident Report		
	112400160	8/28/11	13:45:08	CRIM MISCHIEF	402	N MAIN ST	Brownsville	721 001	Incident Report		
	112390353	8/27/11	22:52:18	Trf Equipment Viol	220	S MAIN ST	Brownsville	733 071	WARNING - EQUIPMENT VIOLATION		
	112390302	8/27/11	20:03:29	Trf Equipment Viol	100	E BISHOP WY	Brownsville	733 071	WARNING - EQUIPMENT VIOLATION		
	112390282	8/27/11	18:46:17	CAT COMPLAINT	200	PARK AV	Brownsville	738 014	No Additional Report Necessary		
	112390252	8/27/11	17:31:14	TRAFF-OTHER VIOL	990	WASHBURN ST	Brownsville	757 040	NARN Extra Patrol		
	112390132	8/27/11	10:57:05	TRAFF-OTHER VIOL	990	WASHBURN ST	Brownsville	757 014	No Additional Report Necessary		
	112380434	8/26/11	22:41:21	DISTB-OTHER	419	N MAIN ST	Brownsville	711 014	No Additional Report Necessary		
	112380313	8/26/11	18:02:28	SUSP-CIRCUMSTANCES	723	N MAIN ST	Brownsville	733 014	No Additional Report Necessary		
	112380204	8/26/11	12:59:18	Trf Seatbelt	100	HAUSMAN AV	Brownsville	757 077	WARNING - SEATBELT VIOLATION		
	112380101	8/26/11	8:13:16	SUSP-CIRCUMSTANCES	35645	KIRK AV	Brownsville	721 014	No Additional Report Necessary		
	112370425	8/25/11	22:02:07	Trf Equipment Viol	600	HAUSMAN AV	Brownsville	759 071	WARNING - EQUIPMENT VIOLATION		
	112370405	8/25/11	21:01:09	AIRCRAFT INCD	600	E BLAKELY AV	Brownsville	759 014	No Additional Report Necessary		
	112360291	8/24/11	16:52:48	FRAUD	613	CALAPOOIA AV	Brownsville	715 014	No Additional Report Necessary		
	112350341	8/23/11	20:02:35	Trf Citz Compl	990	WASHBURN ST	Brownsville	737 014	No Additional Report Necessary		
	112350134	8/23/11	10:05:03	DOG COMPLAINT	1118	OAK ST	Brownsville	781 014	No Additional Report Necessary		
	112350031	8/23/11	3:11:01	Trf Speed Viol	800	LOUCKS WY	Brownsville	733 070	WARNING - SPEEDING VIOLATION		
	112340208	8/22/11	13:58:06	ALARM - POLICE	146	SPALDING AV	Brownsville	757 014	No Additional Report Necessary		
	112340115	8/22/11	10:28:20	DISTB-OTHER	203	W BISHOP WY	Brownsville	721 014	No Additional Report Necessary		
	112330268	8/21/11	16:05:55	WARRANT SERV	100	E BISHOP WY	Brownsville	759 014	No Additional Report Necessary		
	112330260	8/21/11	15:48:11	Trf Speed Viol	100	E BISHOP WY	Brownsville	759 070	WARNING - SPEEDING VIOLATION		
	112330123	8/21/11	9:26:20	CRIM MISCHIEF	769	TEMPLETON ST	Brownsville	759 014	No Additional Report Necessary		
	112330031	8/21/11	1:52:38	TRAFF-DUII	299	S MAIN ST	Brownsville	702 072	WARNING - MOVING VIOLATION		
	112320447	8/20/11	22:03:57	NARCOTICS OFF	220	S MAIN ST	Brownsville	756 001	Incident Report		
	112320417	8/20/11	21:11:12	Trf Moving Viol	200	TEMPLETON ST	Brownsville	756 072	WARNING - MOVING VIOLATION		
	112320198	8/20/11	12:50:08	JUV-COMPLAINT	619	OAK ST	Brownsville	759 014	No Additional Report Necessary		
	112320022	8/20/11	1:01:49	Trf Aggressive Driver	300	WASHBURN ST	Brownsville	756 075	WARNING - AGGRESSIVE DRIVING		
	112310405	8/19/11	22:01:06	TRAFF-OTHER VIOL	100	STANARD AV	Brownsville	756 014	No Additional Report Necessary		
	112310293	8/19/11	17:05:19	HARASSMENT RPT	419	N MAIN ST	Brownsville	759 014	No Additional Report Necessary		
	112310180	8/19/11	12:34:07	HARASSMENT RPT	1104	PINE ST	Brownsville	752 014	No Additional Report Necessary		
	112300435	8/18/11	23:30:36	CUSTODIAL INTERF	1031	OAK ST	Brownsville	781 014	No Additional Report Necessary		
	112300376	8/18/11	19:50:53	HARASSMENT RPT	1104	PINE ST	Brownsville	781 014	No Additional Report Necessary		
	112300330	8/18/11	17:40:00	HARASSMENT RPT	345	N MAIN ST	Brownsville	781 014	No Additional Report Necessary		
	112290401	8/17/11	22:09:02	SUSP-CIRCUMSTANCES	304	MOYER ST	Brownsville	781 040	NARN Extra Patrol		

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET		CITY	UNI PO	CD DIS
				#	ADDRESS			
112290381	8/17/11	20:58:12	TRESPASS	200	PARK AV	Brownsville	781 014	No Additional Report Necessary
112290223	8/17/11	13:36:37	Trf Citz Compl	990	WASHBURN ST	Brownsville	733 014	No Additional Report Necessary
112290112	8/17/11	8:51:09	INFORMATION REQUES	767	TEMPLETON ST	Brownsville	733 014	No Additional Report Necessary
112280393	8/16/11	23:49:11	Trf Equipment Viol	800	OAK ST	Brownsville	756 071	WARNING - EQUIPMENT VIOLATION
112280367	8/16/11	22:17:39	Trf Equipment Viol	811	N MAIN ST	Brownsville	756 101	CITE ISSUED - NO INSURANCE
112280366	8/16/11	22:14:12	Trf Moving Viol	811	N MAIN ST	Brownsville	756 072	WARNING - MOVING VIOLATION
112280224	8/16/11	14:29:58	WARRANT SERV	855	LINN WY	Brownsville	756 014	No Additional Report Necessary
112280164	8/16/11	12:26:09	DOG COMPLAINT	1119	ASH ST	Brownsville	759 030	Call Transferred by Dispatch
112280121	8/16/11	10:21:21	CRIM MISCHIEF	146	SPAULDING AV	Brownsville	759 001	Incident Report
112270310	8/15/11	21:06:51	DOG COMPLAINT	109	SPAULDING AV	Brownsville	756 014	No Additional Report Necessary
112270133	8/15/11	12:20:22	DISORD CONDUCT	35645	KIRK AV	Brownsville	752 014	No Additional Report Necessary
112270022	8/15/11	3:22:32	WARRANT SERV	806	W BISHOP WY	Brownsville	721 014	No Additional Report Necessary
112260281	8/14/11	20:50:08	SUSP-VEHICLE	1000	LINN WY	Brownsville	781 014	No Additional Report Necessary
112260205	8/14/11	16:01:59	Trf Speed Viol	811	N MAIN ST	Brownsville	703 094	CITE ISSUED - SPEEDING VIOLATION
112260168	8/14/11	14:27:30	NARCOTICS OFF	200	E WASHINGTON /	Brownsville	733 001	Incident Report
112260151	8/14/11	13:05:35	WARRANT SERV	200	E WASHINGTON /	Brownsville	733 014	No Additional Report Necessary
112260017	8/14/11	1:07:05	Trf Equipment Viol	200	N MAIN ST	Brownsville	781 072	WARNING - MOVING VIOLATION
112260015	8/14/11	1:00:55	Trf Moving Viol	200	PUTMAN ST	Brownsville	781 072	WARNING - MOVING VIOLATION
112250174	8/13/11	11:55:14	Trf Citz Compl	430	N MAIN ST	Brownsville	723 014	No Additional Report Necessary
112250165	8/13/11	11:22:43	WARRANT SERV	255	N MAIN ST	Brownsville	733 014	No Additional Report Necessary
112250140	8/13/11	10:05:46	BURGLARY *IN PROGRE	304	MOYER ST	Brownsville	703 014	No Additional Report Necessary
112220410	8/10/11	22:21:38	NARCOTICS OFF	220	S MAIN ST	Brownsville	702 001	Incident Report
112220296	8/10/11	16:04:45	THEFT-RPT	221	W BISHOP WY	Brownsville	749 180	MDT Narrative Update
112210018	8/09/11	1:55:03	DISTB-DOMESTIC	619	OAK ST	Brownsville	721 014	No Additional Report Necessary
112200096	8/08/11	8:48:43	PROP-FOUND	331	E BLAKELY AV	Brownsville	738 001	Incident Report
112190324	8/07/11	21:36:18	WARRANT SERV	806	W BISHOP WY	Brownsville	756 014	No Additional Report Necessary
112190320	8/07/11	21:15:41	WARRANT SERV	903	ASH ST	Brownsville	756 014	No Additional Report Necessary
112190149	8/07/11	11:48:32	CUSTODIAL INTERF	721	OAK ST	Brownsville	759 014	No Additional Report Necessary
112180384	8/06/11	23:11:02	DISTB-NOISE	109	SPAULDING WY	Brownsville	756 180	MDT Narrative Update
112180319	8/06/11	19:45:35	SUSP-CIRCUMSTANCES	119	E BLAKELY AV	Brownsville	756 014	No Additional Report Necessary
112180293	8/06/11	17:55:05	DISTB-OTHER	600	LOUCKS WY	Brownsville	756 014	No Additional Report Necessary
112180255	8/06/11	15:33:08	DISTB-DOMESTIC	806	W BISHOP WY	Brownsville	752 014	No Additional Report Necessary
112180057	8/06/11	3:42:02	ALARM - POLICE	400	HUME ST	Brownsville	702 014	No Additional Report Necessary
112170423	8/05/11	23:23:28	DISTB-NOISE	535	KAY AV	Brownsville	756 014	No Additional Report Necessary
112170045	8/05/11	3:25:54	SUSP-PERSON	600	WASHBURN ST	Brownsville	781 001	Incident Report
112160272	8/04/11	17:22:18	ANIMAL COMPLAINT - N	100	HAUSMAN AV	Brownsville	703 014	No Additional Report Necessary
112160270	8/04/11	17:19:20	IDENTITY THEFT	309	WALNUT AV	Brownsville	721 001	Incident Report
112160203	8/04/11	14:20:39	BURGLARY REPORT	119	E BLAKELY AV	Brownsville	733 001	Incident Report
112140372	8/02/11	20:44:17	SUSP-PERSON	220	S MAIN ST	Brownsville	756 014	No Additional Report Necessary
112140356	8/02/11	19:58:47	DISTB-NOISE	409	KAY AV	Brownsville	756 014	No Additional Report Necessary

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET	## ADDRESS	CITY	UNI PO	CD DIS DESCRIPTION
112140311	8/02/11	17:58:58	VEH-ABANDONED	227 AVERILL ST	Brownsville	756 014	No Additional Report Necessary	
112140250	8/02/11	15:40:51	WELF CHECK	130 MOODY CT	Brownsville	759 014	No Additional Report Necessary	

ORDINANCE NO. 735

AN ORDINANCE AMENDING TITLE 8 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 8.20.050; PARK OPERATING POLICY

WHEREAS, Chapter 8, Section 8.20.050 of the Brownsville Municipal Code (BMC) sets out provisions for Park Operating Policy, and;

WHEREAS, Subsection 8.20.050(B)(3) reserves Pioneer Park for the use of the annual Antique Faire celebration; and

WHEREAS, the date of the Antique Fair has changed from the third Saturday in August to the first Saturday in August;

NOW THEREFORE, the City of Brownsville ordains that Section 8.20.050 be amended to read as follows:

8.20.050 Park operating policy.

The following policies regulate the use of all public parks:

- A. All public parks are open to the public from 7:00 a.m. to dusk, year round, with the exception of overnight camping in Pioneer Park as designated in BMC 8.20.060. Vehicular traffic in the park will be limited between November 1st and April 1st and the park gates will be closed between the hours of 4:00 p.m. and 8:00 a.m. during that time.
- B. All public park areas, other than the structures in Pioneer Park and their adjacent areas, will be available for use on a first-come, first-served basis, with the following exceptions:
 - 1. Pioneer Park will be reserved for the annual Linn County Pioneer Picnic the third weekend in June each year. Control of all park activities on that weekend will fall to the Linn County Pioneer Memorial Association.
 - 2. Pioneer Park will be reserved for the community activities in association with a Fourth of July celebration.
 - 3. Pioneer Park will be reserved for the Brownsville Fire Department's annual fund-raising barbeque and/or Antique Faire the first Saturday in August of each year.
 - 4. Pioneer Park will be reserved from the Thursday before Labor Day through Labor Day each year for the Festival of Tents.
- C. The kitchen and pavilion facility in Pioneer Park will be rented out for use by family, community, business, and civic groups from April 15th to October 15th. Use and deposit fees will be set by resolution of the City Council. Reservations will be made through City Hall starting the first working day of the calendar year through a lottery system, with payment of the rent and deposit made within a reasonable time after notification of date to

hold the reservation. Refund of fees and deposits will be at the discretion of the City Administrator if a cancellation request is received. After use, the deposit will be returned if all facilities are left clean and orderly.

D. Use of other structures or buildings in Pioneer Park will require prior approval of the City Administrator.

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this ____ day of _____, 2011.

Mayor Don Ware

S. Scott McDowell
City Administrator

S. Scott McDowell

From: Ryan Quigley [ryan@erwinconsult.com]
Sent: Wednesday, August 31, 2011 8:48 AM
To: Scott McDowell
Cc: Jon@erwinconsult.com
Subject: Oak St.

Follow Up Flag: Follow up
Flag Status: Flagged

Scott,

Thanks for meeting with me on Oak St. yesterday. I think it helped to look at the project together to see what needed to be done to successfully complete the project at hand. As discussed after our site meeting, Jon and I talked over the scope of the project (design and construction) and believe it is the City's best interest to move forward with design completion now (whether this includes curb and gutter or not) and plan on bidding the project the first of the year. This will allow the project to be constructed in early spring and avoid a November/December construction period. Because we are reconstructing the roadway you will end up with a much better product and avoid wet weather related change orders if you wait until spring. Another advantage to bidding the project in January is contractor pricing. Typically we see lower bids this time of year because the contractors are starting to line out there work for the year and are anxious to land jobs.

Adding the catch basins we looked at yesterday will add some time to our design time and will probably push the bid opening to October as you and I discussed. By the time contracts and pre-construction meetings are taken care of, it will be the first of November before we could really plan on getting started. If we move forward with curb and gutters this will add a few more weeks to design as we would need to have the street surveyed to ensure the new street, curbs, sidewalk ramps and driveways are all tied together and include adequate drainage.

There is approximately 1,200 L.F. (600 feet from Depot to Locust x2) of curbing on Oak St. The most recent project we did that included curb and gutter was in 2008 and had bids that ranged from \$13 to \$15 per L.F. For a conservative estimate we would probably use about \$18-\$20/L.F. Therefore, you are looking at a cost of \$22,000 - \$24,000 for the curb and gutter, plus the cost for the corner access ramps and driveway tie-ins. I will continue with the preliminary construction cost estimate of the project so that you have an idea of where it sits with the current design.

Let me know if you have any questions. Give me a call when you get a chance and we can discuss how to proceed.

Thanks again,

Ryan

City of Brownsville
P.O. Box 188
Brownsville, OR 97327

Received, 2011
City of Brownsville

SEP 06 2011

Clerk _____

Attn: S. Scott McDowell

RE: Revised Proposal for Oak St. Waterline Replacement and Street Reconstruction Project

Dear Scott,

Per our recent conversations and our site review on 8/30/11, we have updated our engineering services proposal to include the additional work discussed. It is our understanding that the City wishes to add the items listed in the *Added Construction Scope* below. Based on these additions, we have updated our engineering estimate and fee schedule. Please review the revisions below and let us know if you have any questions.

Added Construction Scope

1. Install three catch basins at the Center Ave. and Oak St. intersection. These catch basins will tie into the existing 6" storm drain on Center Ave, approximately 25 feet west of the intersection. It is our understanding that City crews will tie the new catch basins to the drainage system on Ash St. at a later date.
2. Install four catch basins at the Locust Ave. and Oak St. intersection. Per our site review and discussions with City personnel, it appears that the existing catch basins do not have a working outlet. Therefore, the new catch basins will not be tied to any outfall lines as part of this project. It is our understanding that the City will be responsible for tying these new catch basins into the Ash St. storm drain line.
3. Install new curb and gutter on both sides of Oak St. from Depot Ave. to Locust Ave.
4. Install new driveway approaches at each driveway on Oak St. The new approaches will be installed between the new curb and existing sidewalk and will match the existing widths.
5. Install new handicap accessible sidewalk ramp at the northeast corner of the Locust Ave and Oak St. intersection.
6. Install new handicap accessible sidewalk ramps at the northwest and southwest corners of the Center Ave. and Oak St. intersection.

Revised Engineering Estimate

The additional work noted above will require the following additions to the design work:

1. Topographic Survey of the project site. Detailed elevations of the existing conditions are required for an adequate design of the new curb and gutter, sidewalk ramps and storm drainage.
2. Storm Drainage design and layout.
3. Curb and Gutter design and layout.
4. Revised roadway cross section details to include curb and gutter.
5. Added details for storm drain system, sidewalk ramps, curb and gutter.
6. Added technical specifications covering storm systems, concrete sidewalk ramps and curb and gutter.

It is anticipated that the revised scope of work will add an additional sheet to the project documents. The updated construction documents will contain 6 drawing sheets as follows:

- | | |
|---|----------|
| 1. Cover Sheet with Table of Contents and Vicinity Map | 1 Sheet |
| 2. Waterline/Roadway Construction Plan and Profile Sheets | 3 Sheets |
| 3. General Waterline Details, Notes and Specifications | 1 Sheet |
| 4. Storm Drain, Curb & Gutter, Sidewalk Ramp Details | 1 Sheet |

The revised estimated engineering hours for proposed tasks are as follows:

Description	Engr. I	Engr. II	Drafting
1. Design Engineering			
a. Meetings & Review Comments	0	16	8
b. Drawing Preparation	18	64	66
c. Document Preparation	6	24	0
2. Bidding Services			
a. Advertise & Bid Administration.	4	30	0
b. Open & Review Bids	4	8	0
c. Prepare Recommendation	0	4	0
TOTAL	32	146	74

Revised Fee Schedule

We propose to complete the design and bidding work follows:

Erwin Consulting Engineering	Hours	Rate	Total
Engineer I	32	\$96.00	\$3,072.00
Engineer II	146	\$75.00	\$10,950.00
Drafting	74	\$74.00	\$5,476.00
Sub-Consultants and Miscellaneous			
Printing			\$2,000.00
Mileage			\$200.00
Topographic Survey			\$4,150.00
TOTAL			\$25,848.00

Erwin Consulting Engineering proposes to provide the above additional design work along with the original work outlined in our August 1, 2011 proposal for an hourly not-to-exceed total fee of \$25,848.00.

The proposed services do not include any construction inspection, administration or staking costs. Erwin Consulting Engineering will gladly issue contracts and provide these services at our current hourly rates (rate sheet attached).

Erwin Consulting Engineering will continue to supply the City of Brownsville with the expertise and knowledge gained from serving the City over the past 20 years to complete this project on time and within budget. We will provide timely, cost effective and first-rate service. We look forward to continuing to serve you on this important project.

Should you have any questions, please feel free to call.

Sincerely

ERWIN CONSULTING ENGINEERING



Ryan H. Quigley, P.E.

Erwin Consulting Hourly Rates

1. Engineer I	\$96.00/hr
2. Engineer II	\$75.00/hr
3. Drafting	\$74.00/hr
4. Electrical Engineer	Cost plus 15%
5. Surveyor	Cost plus 15%
6. Structural Engineer	Cost plus 15%
7. Geotechnical Engineer	Cost plus 15%
8. Mileage	\$0.50/mile
9. Other outside Consultants	Cost plus 15%

Printing, telephone calls, etc., are considered incidental and included within the hourly rates.

CITY OF BROWNSVILLE, OREGON
OAK ST. WATERLINE REPLACEMENT AND STREET RECONSTRUCTION
8/31/2011

Item No.	Description	Est. Qty.	Unit	Unit Price	Total Price
<u>Oak St. Waterline Replacement & Street Reconstruction</u>					
1	Mobilization, Bonds, Permits, and Ins.	ALL	L.S.	LUMP SUM	\$ 14,000.00
2	6 Inch Ductile Iron Waterline	910	L.F.	\$ 27.00	\$ 24,570.00
3	Trench Excavation & Backfill				
	a. Class I - Granular	910	L.F.	\$ 35.00	\$ 31,850.00
4	Surface Restoration				
	a. Class A - Asphalt	30	L.F.	\$ 18.00	\$ 540.00
	b. Class D - Granular	175	L.F.	\$ 5.00	\$ 875.00
5	Foundation Stabilization	10	C.Y.	\$ 50.00	\$ 500.00
6	Rock Excavation	10	C.Y.	\$ 150.00	\$ 1,500.00
7	Water Service				
	a. Reconnect Exist. Water Service	12	EA	\$ 400.00	\$ 4,800.00
8	Fire Hydrant Assembly	1	EA	\$ 4,000.00	\$ 4,000.00
9	Mainline Connections				
	a. Connection #1	ALL	L.S.	LUMP SUM	\$ 2,000.00
	b. Connection #2	ALL	L.S.	LUMP SUM	\$ 11,500.00
	c. Connection #3 (W/ Blow-off Assembly)	ALL	L.S.	LUMP SUM	\$ 6,800.00
	d. Connection #4	ALL	L.S.	LUMP SUM	\$ 3,500.00
10	Storm Drain Improvements				
	a. 12" HDPE	220	L.F.	\$ 50.00	\$ 11,000.00
	b. Catch Basin	4	EA	\$ 1,200.00	\$ 4,800.00
	c. Area Drain	2	EA	\$ 1,000.00	\$ 2,000.00
	d. Junction Box	1	EA	\$ 1,000.00	\$ 1,000.00
11	Street Reconstruction				
	a. Pavement Removal	160	C.Y.	\$ 35.00	\$ 5,600.00
	b. Excavation	485	C.Y.	\$ 15.00	\$ 7,275.00
	c. Base Rock	920	TON	\$ 17.00	\$ 15,640.00
	d. Asphalt	380	TON	\$ 85.00	\$ 32,300.00
Total Base Price Estimate				\$	186,050.00

Additive Alternate #1 (New Water Services)

New Water Services	9	Each	\$ 1,200.00	\$ 10,800.00
Connect to exist private service	9	Each	\$ 250.00	\$ 2,250.00
Additive Alternate #1 Total				\$ 13,050.00

Additive Alternate #2 (Curb & Gutter with HC ramps and Driveway Approaches)

Curb and Gutter	1200	L.F.	\$ 20.00	\$ 24,000.00
Sidewalk Ramp @ Locust	ALL	L.S.	Lump Sum	\$ 5,000.00
Sidewalk Ramps @ Center	ALL	L.S.	Lump Sum	\$ 4,000.00
Driveway Approaches	9	Each	\$ 1,200.00	\$ 10,800.00
Additive Alternate #2 Total				\$ 43,800.00

Total Estimated Project Construction Cost

Base Price	\$	186,050.00
Base Price plus Add Alt. #1	\$	199,100.00
Base Price plus Add Alt. #2	\$	229,850.00
Base Price plus Add Alt. #1 & #2	\$	242,900.00



~ sample letter ~

September 2nd, 2011

Central Linn Recreation Board

Attn: Mr. George Frasier

P.O. Box 97

Brownsville, OR 97327

Re: Pioneer Park Restrooms

Dear George,

The City of Brownsville will be hosting a Town Hall meeting on September 27th at 7:00 p.m. in Council Chambers to discuss the above referenced topic and would like to cordially invite your organization. Council would like to explore what options are available for replacing the restrooms that were lost in January 2011. If you should have any questions or concerns, please contact me at your convenience.

Cordially,

A handwritten signature in black ink, appearing to be 'SM', written over a light blue horizontal line.

S. Scott McDowell
Administrator

c: Elected Officials

August 25, 2011

OHA- Drinking Water Program

Attn: Ms. Amy B. Parmenter, R.G.
Public Health Division
444 A Street
Springfield, OR 97477

RE: Brownsville (PWS #00152) - Corrective Action Plan

Amy,

Please find below our corrective action plan per the deficiencies, recommendations and comments listed on the sanitary survey conducted in Brownsville on July 7, 2011. Each line number corresponds with the line number provided in the sanitary survey submitted July 28, 2011. I have described in each line item what our corrective action plan is and a completion date for each item.

Deficiency:

1. I have provided you with pictures of the hatches and vents of our 1.1 MG and 0.25 MG reservoirs. I emailed the pictures to you on July 26, 2011. In your response email, you asked about a small hole in the access cover on the 0.25 MG reservoir hatch. The hole has been used to help remove the hatch cover for access into the reservoir. We will repair/plug this hole and weld handles on the hatch lid rather than the current hook hole. This repair will be complete by August 31, 2011.
2. I have received the sample enabling ordinance for cross connection you provided with the water system survey report. The City will be revising the ordinance to include the necessary language to terminate water service for non-compliance of the cross connection requirements. This process will take a minimum of two months for the City to provide two readings of the revised ordinance by the City Council; and to conduct a public hearing as well. This deficiency will be corrected by December 31, 2011.
3. We are currently using the Operations and Maintenance manuals provided to the City upon completion of construction of our water

treatment plant built in 1998. As indicated, the O&M manual for our distribution system has been damaged and is no longer useable. We are currently under way to create a new Operations and Maintenance manual for our entire water system, which will include the water treatment plant and the distribution system combined into one manual. Our projected completion date of this manual is December 31, 2012. There is an immense amount of work that must be done to create this manual.

Recommendations and Comments:

1. The City will continue to work towards achieving the "outstanding performance" status.
2. The identified cracks in the concrete slab at Well E will be resealed as needed. This will be repaired by September 30, 2011.
3. The City will implement a written decision-making protocol for under-certified operators by modifying the existing protocol for other personnel to sign and date, signifying the procedures in the protocol are understood. This document is currently being written and will be complete and signed by all under-certified operators by September 14, 2011.
4. We are in the process of re-writing and organizing the current SOP's for the water treatment plant. The SOP manual will be kept in a convenient location available to all operators. This process will be complete by December 31, 2011.
5. The City will perform the necessary calculations, as well as consult with the City Engineer to determine the lowest operating volume of the clear well. A chart will be created and included in the operations and maintenance manual.
6. The City will review this item with the City Engineer and include these updates in our next master plan update due in 2012.
7. The reservoirs (1.1 MG and 0.25 MG) do not have any coatings on the interior walls of the reservoir. This was verified through the diver's inspection report when the reservoirs were cleaned in 2009.
8. The City is currently writing a new O&M manual that will include a maintenance schedule for exercising all of the valves in the water distribution system.
9. The coliform sampling plan will be updated with a new portable distribution map included with the plan.
10. The Emergency Response plan is currently being updated, which includes updating all contacts and relevant contact information.
11. The City will review and consider developing a source water protection plan.

12. The City will continue to maintain and improve our current operations to meet or exceed all of the Drinking Water Program's requirements.
13. The City will keep a copy of this information for future reference. The City also uses the Drinking Water Program's website to keep current on required monitoring and testing.

If you have any questions, comments or concerns regarding this document, please feel free to contact me at my office at (541) 466-3381, or by email at publicworks@ci.brownsville.or.us. I look forward to hearing back from you soon.

Thank you,

Karl Frink
Public Works Superintendent
City of Brownsville Public Works

CC:
S. Scott McDowell, City Administrator



Oregon

John A. Kitzhaber, MD, Governor

Received
City of Brownsville

AUG 02 2011

Clerk _____

Water Resources Department
North Mall Office Building
725 Summer Street NE, Suite A
Salem, OR 97301-1271
503-986-0900
FAX 503-986-0904

July 29, 2011

CITY OF BROWNSVILLE
PO BOX 188
BROWNSVILLE, OR 97327

REFERENCE: Application S-74044 / Permit S-52426

Dear Permit Holder:

The Water Rights and Adjudications Division received your written progress report for Permit S-52426. Receipt of the progress report was published on the Department's weekly Public Notice, dated June 14, 2011. The Department did not receive any public comment on the progress report.

After reviewing your Progress Report, the Department determined that diligence toward completion of the project and compliance with the terms and conditions of the permit and extension has been demonstrated.

If you have any questions, please feel free to contact me by telephone at (503) 986-0827.

Sincerely,

Ann Reece
Extensions
Water Rights Services Division

Enclosure

cc: Application S-74044
Watermaster District 2 – Michael Mattick

JAD LEMHOUSE
714 Loucks Way
Brownsville, OR 97327

September 12, 2011

Received
City of Brownsville

SEP 13 2011

Clerk _____

Pacific Power

Attn: Ms. Doris Johnston, Regional Community Manager
P.O. Box 248
Albany, OR 97321

Dear Ms. Johnston:

Regarding the power poles on the private road known as "Pearl Street:"

I am willing to pay up to one-half of the cost described by Mr. Kelly on the estimate dated 6/1/11. The City has indicated that it will not participate in paying for the relocation of the poles, nor has any other interest holder indicated such willingness. Since I hold an undivided ½ interest in the road, I am willing to pay up to ½ the cost detailed by Mr. Kelly.

Also enclosed is a photograph showing some of the debris left on the roadway following an automobile collision with the power pole on the south end of the roadway that occurred on or about September 4; it appears that someone backed into the pole. As I am certain that you are aware, collisions with a power pole that sits in the middle of a roadway are not only entirely foreseeable, but are to be expected.

Any claim arising at any time in any way related to the power poles on Pearl Street shall be referred to Pacific Power. Pacific Power knows of the existence of the hazard caused by its power poles and has had ample opportunity to take appropriate remedial action.

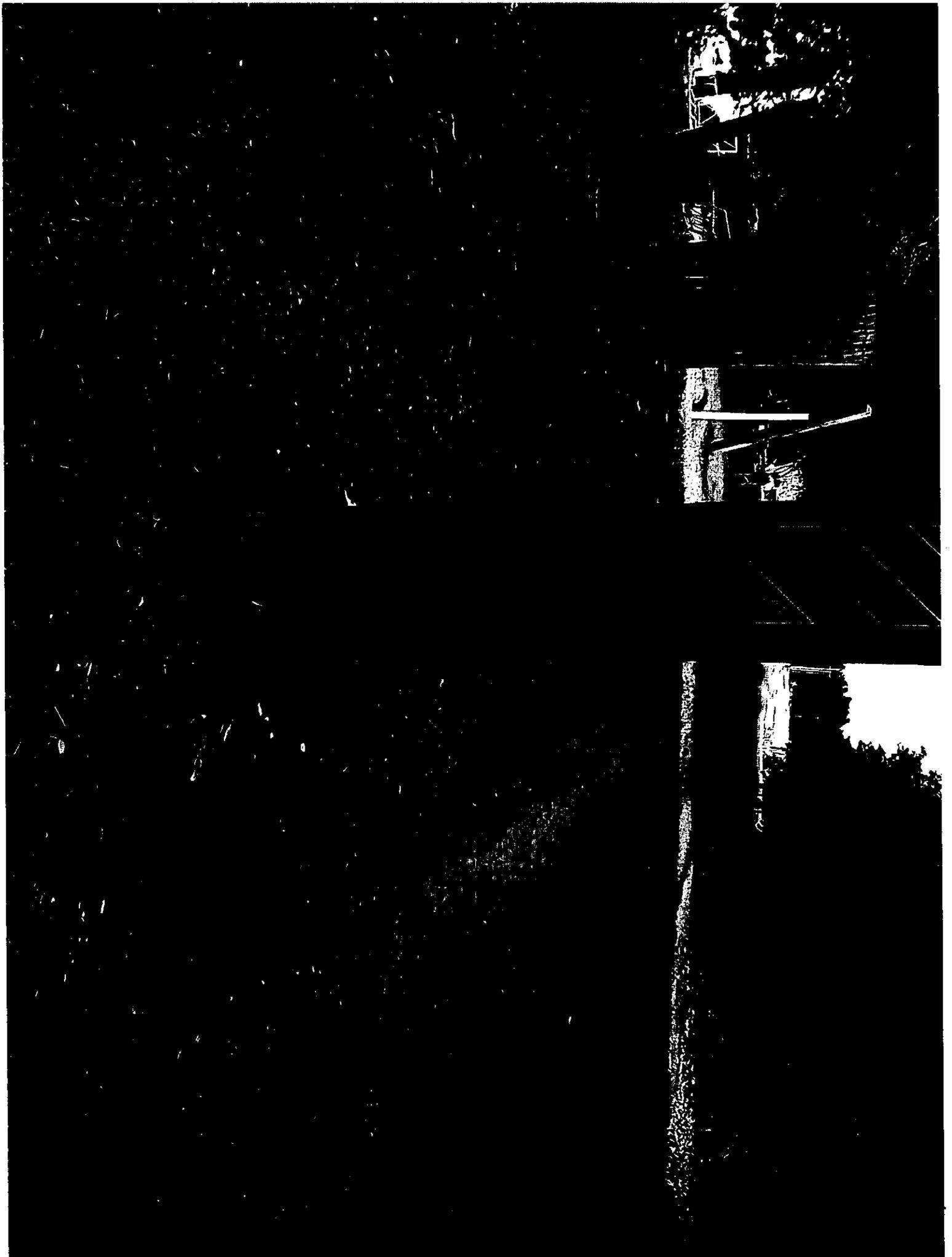
I would be willing to meet with you or Mr. Kelly and Mr. Scott McDowell at a mutually convenient time to discuss the relocation of the power poles.

Regards,

Jad Lemhouse

Enclosure

c: Mr. Scott McDowell, City of Brownsville ✓



From: Mark Volmert [MVolmert@ocwcog.org]
Sent: Tuesday, September 13, 2011 11:48 AM
To: admin@ci.brownsville.or.us
Subject: CWACT: Federal transportation funding update

To CWACT Members and Alternates, CWACT TAC Members and City Managers/Administrators/Recorders

Extension of SAFETEA-LU

ODOT's federal affairs office indicates the House and Senate leadership have come to an agreement on a six month extension of SAFETEA-LU and the federal gas tax (through March 31, 2012). The extension will be at current authorized funding levels and is otherwise "clean", without extraneous provisions or changes in policy. It is likely this extension will be approved this week or next week.

Transportation Appropriations

But, as we have discussed several times, the extension of SAFETEA-LU only sets maximum authorized funding levels; it is the annual appropriation legislation that actually provides the money. For the past decade Congress has annually appropriated funds at the level authorized in SAFETEA-LU (and the previous multi-year omnibus transportation bill). But you will recall that last January the House adopted a rule that essentially separated the FY 2012 appropriation level from the SAFETEA-LU authorization level; indicating that it would not necessarily fund transportation at the level authorized in SAFETEA-LU. In simple terms, the House leadership indicated it would limit annual expenditures to the amount of revenue collected. The issue of carry-forward money in the Highway Trust Fund has not, to my knowledge, been publicly discussed.

The House Transportation-HUD Appropriations Subcommittee has passed the FY 2012 Transportation-HUD appropriations bill. The ODOT federal affairs office indicates general fund discretionary programs are cut or eliminated and the highway and transit programs paid out of the Highway Trust Fund are cut to the level that can be sustained with current revenues flowing into the Trust Fund (about \$35 billion a year).

- In rough numbers, the current annual highway program budget is \$40 billion. The House subcommittee reduced this by about one-third, to \$27.7 billion. ODOT estimates that Oregon's federal highway formula funding would fall from \$479 million this year to \$316 million in FY 2012. The FY 2011 amount is about \$495 million.
- In rough numbers, the current annual transit program funding is \$10 billion: \$8.3 billion from the transit trust account and nearly \$2 billion from the General Fund. The House subcommittee action reduced the trust account funding to \$5.2 billion, a 38% cut. The New Starts program (funded from the General Fund) was funded at \$1.55 billion.
- The subcommittee did not authorize funding for a fourth round of TIGER grants.
- The High Speed Intercity Passenger Rail program received no funding in the subcommittee's action. This is not surprising since this program was already zeroed out in FY 2011. The subcommittee reduced Amtrak's funding by 24%.

ODOT federal affairs office notes this is the first the House has introduced legislation to reduce highway and transit funding. Of course, this is a proposal rather than the final word. The Senate is not likely to be inclined to go along with these proposed cuts.

American Jobs Act

President Obama's American Jobs Act would include \$50 billion in additional infrastructure program funding: \$27 billion for highways, \$9 billion for public transportation, \$2 billion for intercity passenger rail, \$2 billion for airports, and \$10 billion for a national infrastructure bank. The highways and transit funding figures are nearly identical to the amounts included in the 2009 federal stimulus bill (American Recovery and Reinvestment Act: ARRA).

Additional details, including the plan to fund this effort, will be rolled out in the next week. Whether infrastructure funding may be a priority of the House or the Senate is unknown.

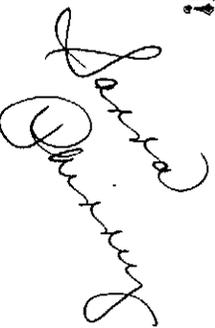
Mark Volmert
Transportation Planner
Oregon Cascades West Council of Governments/
Cascades West Area Commission on Transportation

Scott:

On behalf of the Board of Directors of the Oregon Bicycle Ride, please accept this note as our sincere thank you for sharing your beautiful Pioneer Park with us this summer. Our clients absolutely loved the park with its great amenities. It was the perfect place to spend two days.

You and your staff made my job of organizing our event so much easier. I hope you have a wonderful rest of the summer.

THANK YOU!

A handwritten signature in cursive script, reading "Larissa Quinn".

MONTH END RECAP

	Aug-10		YTD	%	Unexpended	
	REVENUE	EXPENDITURES				
1 GENERAL	\$ 19,163.57	\$ 65,958.42	\$ 110,682.39	9.28%	\$ 1,192,623.00	1
2 WATER	\$ 22,686.94	\$ 18,240.17	\$ 42,811.75	5.79%	\$ 738,800.00	2
3 SEWER	\$ 24,168.43	\$ 14,280.23	\$ 34,349.87	3.63%	\$ 945,700.00	3
4 STREETS	\$ 10,291.35	\$ 12,176.28	\$ 21,045.12	4.07%	\$ 516,700.00	4
5 WATER BOND	\$ 280.43					5
6 SEWER BOND	\$ 1,245.48					6
7 SEWER DEBT FEE	\$ 10,375.78					7
8 BUILDING & EQUIPMENT	\$ 185.74					8
9 WATER RESERVE	\$ 20.65	\$ -				9
10 HOUSING REHAB	\$ 84.60	\$ -				10
11 WATER SDC	\$ 76.06	\$ -				11
12 SEWER SDC	\$ 98.16	\$ -				12
13 STORMWATER SDC	\$ 14.99	\$ -				13
14 BIKEWAY/PATHS	\$ 79.23	\$ -				14
15 LIBRARY TRUST	\$ 2.58	\$ -				15
16 CEMETERY	\$ 5.00	\$ -				16
17 TRANSIENT ROOM TX	\$ 0.60	\$ -				17
18 SEWER CONSTRUCTION	\$ 4.26	\$ -				18
19 LAND ACQUISITION	\$ 68.25	\$ 705.00				19
20 COMMUNITY PROJECTS	\$ 88,852.10	\$ 111,360.10	\$ 30,204.09	13.53%	\$ 223,200.00	20
Total	\$	\$	\$			

KeyBank Accounts				
General	\$ 12,035.39			
Land Use (Deposits)	\$ 4,554.00			
Water	\$ 15,800.00			
Park	\$ 7,125.00			
Court	\$ 113.00			
Oregon State Treasury	\$ 4,222,964.13			
Community Improvements	\$ -			
2010-2011		YTD	% of Total	
Appropriated	\$ 239,094.22		4.41%	
DEBT Payments			Totals	
Water	\$ 54,627.00			
Wastewater	\$ 360,000.00			
Total Debt				
Water	\$ 1,678,788.00			
Wastewater	\$ 7,730,852.00			