

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

February 28th, 2012

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

PUBLIC: Rick Dominguez, Kaye Fox, Kneil Stucky, Cynthia Solie, Jackie Mikalonis, Ryan Quigley and Marilee Frazier were present.

ADDITIONS AND DELETIONS: Mr. McDowell added Resolution 675 under Legislative items.

MINUTES: The Council reviewed the minutes of the January 24th, 2012, meeting. Councilor Cole moved to approve the minutes as presented. The motion was seconded by Councilor Shepherd and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Cascades West Council of Governments. Ms. Cynthia Solie and Ms. Jackie Mikalonis were present to discuss the various services offered by the Cascades West Council of Governments (CWCOG). Ms. Solie said that Brownsville is a member of CWCOG. Ms. Solie described a number of programs CWCOG offers, such as senior & disability services, senior meals, community & economic development programs, small business loans and transportation services.
2. Brownsville Senior Center. Mrs. Marilee Frazier told the Council that the Seniors have moved to their new location and find that they are in need of telephone service at that location. Mrs. Frazier said that the City has paid for a phone for the Seniors for many years and asked the Council to continue that service. She said that they would also like to have internet service at their new location. Councilor Cole asked if the American Legion could provide a phone to share. Mrs. Frazier said that Legion could not afford phone service. Mr. Dominguez clarified that by saying in services may be added in the future. Councilor Van Sandt asked about using cell phones. The Seniors had recently reported to Council that they didn't need a phone as most of them used cell phones. Mrs. Frazier said that they needed a regular phone primarily for incoming calls. Councilor Van Sandt said that the Council has been dealing with a number of local non-profits requesting funds recently and that the City budget is also tight. Councilor Boyanovsky moved to approve the Council paying to relocate the phone line and to pay for the monthly phone charges. Councilor Gerber seconded the motion. The motion passed 4 to 3 with Councilors Chambers, Cole and Councilor Shepherd voting no.
3. South Oak Street Project Bid Results. Mr. Ryan Quigley from Erwin Engineering updated Council on the bid results for the Oak Street Project. He said that the estimate had been around \$205,000 but that the low bid came in around \$159,000. He said that there were 12 bids received in all. Mr. Quigley said that M. L. Houck had submitted the qualified low bid and after checking their references he recommended that the Council award the contract to them, including the addendum as provided for in the bid. Councilor Cole moved to do so. The motion was seconded by Councilor Van Sandt and was approved unanimously.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Kelly updated the Council on recent staff changes at the Sheriff's Office due to recent budget cuts. He said that the level of patrol deputies will not change as so far all of the cuts have been in other areas. Jeff Cone has taken another position with the Sheriff's Office and Rodney David is now Captain.
2. Planning. Mr. Sattler told the Council that the State has been promoting a program creating what they call "Certified Local Governments." He explained that the State Historic Preservation office asks cities to adopt a specific historic preservation program and if they do so they are eligible to apply for certain grants. Mr. Sattler said that the Historic Review Board has looked in to the program and felt that it was too complicated for Brownsville to implement and that the possible financial benefit was negligible.

DISCUSSION ITEM – PIONEER PARK EROSION:

Mr. McDowell asked that this item be moved up in the agenda as Mr. Quigley was present. Mr. McDowell said that at the moment there are more questions than answers. He said that he has had multiple meetings with state and federal agencies and officials. Mr. McDowell said that he is still waiting to see if there is a Federal disaster declaration. He said that the estimate for the water line repair is \$496,000, but the river water level needs to drop this summer before the exact nature of the damage can be determined. Councilor Cole asked about permitting for the water line work. Mr. Quigley said that the City may be able to get permits for work late in the summer under a conditional permitting process. He said that any work on the stream bank stabilization will not be possible this summer. Mr. McDowell said that he is budgeting \$100,000 in the next budget for stabilization work with the plan to put another \$125,000 in the following year's budget for work to be done in late summer 2013. He said that it is difficult as the stabilization work will need to be funded out of the General Fund, which is financially tight. Mr. McDowell said that the State has loan money for the waterline work and the cost of repaying the loan would add about \$5 per month to each water bill. However, it would have to be funded through a bond measure and the measure would need to be on the ballot by March 15. Mr. McDowell said that he can budget \$450,000 in the next budget for the water line work if needed but it would result in three years of very tight budgets. Mr. McDowell said that all of this is contingent on the outcome of the federal disaster declaration and what the various State and Federal agencies do. Mr. McDowell asked if Council approved of his decision to postpone design services through River Design Group, Inc. until October or November of 2012 since there is no grant money available and due to the necessary permitting process. Council was in agreement by consensus.

3. Public Works. Mr. Frink said that the annual discharge from the South Lagoons has been completed without incident. Mr. Frink said that the welcome sign on the east end of town blew down but it has been put back. He said that the signs are in poor condition and need to be replaced. The City Shop has been cleaned up after the flooding.
4. City Administrator. Councilor Cole said that she wanted to be sure the new park restrooms fit in with the style of the other buildings in Pioneer Park. Mr. McDowell said that the design is evolving but that the current plan looks similar to the existing buildings and is more economical to build. He said, local contractor, Mr. Todd Karo of Karo Construction is working on the design. Mr. McDowell reported that the new cabinets in the Art Center are almost done. He said he attended a Department of Revenue seminar on budgeting and he would be leaving the next day for the CIS annual conference.

5. Library Report. Ms. Lemhouse provided a written report.
6. Court Report. The Municipal Court provided a written report.
7. Council Comments. Councilor Boyanovsky said that he had attended the Rec Board meeting and they will not be receiving as much funding this year from other agencies. The Board is down about \$5,000.
8. Citizen Comment. Mr. Rick Dominguez said that he has almost completed the cabinets in the Art Center. Ms. Kaye Fox thanked the Council for paying for the Seniors' phone line and said that the Senior Center is looking into getting a powered door for the front to make it more accessible.

LEGISLATIVE:

1. Resolution 675 – Budget Transfers. Councilor Cole moved to approve Resolution 675. The motion was seconded by Councilor Shepherd and was approved unanimously.

ACTION ITEMS:

1. Award South Oak Street Waterline Contract. Already done.
2. Acknowledge American Floor Sanding, Inc., Contract. Mr. McDowell said that he wanted Council to be aware of the contract to have the Rec Center floors resurfaced. American Floor Sanding comes very highly recommended from area gymnasiums including the Albany YMCA. Mike Sossie has extensive experience working and caring for older floors. McDowell indicated that the gym floor will be stripped and receive two coats of finish and that other areas of the Rec Center including the Stage, the bleacher floors and the Coaches Office would also be done. Mr. McDowell said that the plan is to add additional coats of finish every two years. Mr. McDowell said that he thought some changes in the way the floors are cleaned could also be a help for the longevity of the finish. He said that the work should start in the next week or so and take about three days. Councilor Gerber moved to approve the contract. The motion was seconded by Councilor Van Sandt and was approved unanimously.
3. Authorize Budget Committee Advertisements. Councilor Cole moved to approve advertising for openings on the Budget Committee. The motion was seconded by Councilor Boyanovsky and was approved unanimously with Mayor Ware not voting due to a conflict of interest.
4. Pioneer Picnic Parade Road Closure Request. Councilor Van Sandt moved to approve the request for street closures for the Kiddie Parade and the main parade. The motion was seconded by Councilor Cole and was approved unanimously.
5. Meals on Wheels Program Support Request. Mr. McDowell said that Meals on Wheels is requesting a \$1,000 as part of City's portion to provide the service. Mr. McDowell said that the City is a member of CWCOG which provide meals through the Senior Meals Program. Councilor Chambers asked how many residents used the program. Mayor Ware said about 25 come in for meals but that there are also many who get meals delivered to them. Councilor Shepherd moved to approve the \$1,000. The motion was seconded by Councilor Van Sandt and was approved unanimously.

DISCUSSION ITEMS:

1. Pioneer Park Erosion. Already done.
2. Water Rights & Schroeder Law. Mr. McDowell explained that the firm of Schroeder Law does reviews and analysis of water rights for a very reasonable fee and he would like them to research the City's various water rights. He felt that it may be useful in dealing with the Department of Water Resources. Councilor Cole moved to approve the work. Councilor Gerber seconded the motion and it was approved unanimously.
3. February Financials. No discussion.
4. 2011 Audit Report. Mr. McDowell indicated to Council that the last four pages are the listed deficiencies found by the Auditors. He said that all of them deal with separation of work duties and internal control issues. The City has worked with LBCC and implemented a few new protections with the new computer software but those issues have not helped with the items listed. McDowell will be working with Kurtrinea Muhs and Jannea Deaver to continually improve internal controls. Mr. McDowell said that there is nothing the City can do which would eliminate those deficiencies due to the small number of staff. Mr. McDowell said that the ultimate test is whether the bills are being paid appropriately, cash drawers are balancing and the accounts balance and they do. The City also strives to be in complete compliance with all Oregon Budget Laws. He said that the Auditors are required to list the items as deficiencies but even Linn County has trouble meeting some of the requirements due to the size of their offices.

CITIZEN COMMENT: NONE

COUNCIL COMMENTS: Councilor Chambers asked about the status of hiring new caretakers for Pioneer Park. Mr. McDowell said that he was expecting perhaps 20 applications by the March 2nd deadline and Staff would be reviewing the applications.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Van Sandt and was approved unanimously. The meeting was adjourned at 8:58 p.m.



City Administrator S. Scott McDowell



Mayor Don Ware