



CITY OF BROWNSVILLE

Council Meeting

Tuesday – January 24th, 2012

Regular Session 7:00 p.m.

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CITY OF BROWNSVILLE

Council Meeting

City Hall – Council Chambers

Tuesday, January 24th, 2012

AGENDA

Regular Session

7:00 p.m.

- 1) CALL TO ORDER
- 2) ROLL CALL
- 3) PLEDGE OF ALLEGIANCE
- 4) ADDITIONS OR DELETIONS TO AGENDA
- 5) MINUTES: January 10th, 2012 (*Rescheduled from December 27th, 2011*)
- 6) PUBLIC HEARINGS OR PRESENTATIONS
 - A. Calapooia River Erosion – Town Hall
 - B. Brownsville Art Association – Alice Tetamore
 - C. Introduce Kurtrinea Muhs
- 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. R 673 – Appointing Pro-Tempore Judges (Annual)
 - B. R 674 – Authorize 2012 Pressure Reducing Valves Maintenance

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

11) DISCUSSION ITEMS:

- A. Council Retreat Reminder: *February 7th, 2012 at 7:00 p.m.*
- B. 2011 Audit Report
- C. December Financials

12) CITIZEN QUESTIONS & COMMENTS

13) COUNCIL QUESTIONS & COMMENTS

14) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the City Council may consider additional subjects as well. The location of the meeting is accessible to physically challenged individuals. Should special accommodations be needed, please notify S. Scott McDowell, City Administrator, at (541) 466-5880 in advance. Thank You.

BROWNSVILLE CITY COUNCIL
MEETING MINUTES

January 10th, 2012

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

PUBLIC: Angela Pellerin, Kaye Fox, George Frazier, Brandie Simon, Steve Chambers and Jim Mayer.

ADDITIONS AND DELETIONS: Mr. McDowell did not have any additions or deletions to the agenda.

MINUTES: The Council reviewed the minutes of the November 29th, 2011, meeting. Councilor Cole moved to approve the minutes as presented. The motion was seconded by Councilor Gerber and was approved unanimously.

PUBLIC HEARINGS OR PRESENTATIONS:

1. Angela Pellerin – Eugene Kennel Club. Ms. Pellerin was present to discuss the operating agreement for the Eugene Kennel Club Dog Show. The Council reviewed the revised draft agreement. Mr. McDowell said that representatives from the Rec Board and the Park Board were present. Mr. Frazier, representing the Rec Board, said that the Rec Board had two concerns. He said that last year there had been a conflict with some Rec Center practices because participants in the Dog Show had arrived early and set up in the ball fields. In addition, Mr. Frazier said that the Council should have the ability to prohibit driving on the fields in the case of a heavy rain. Councilor Gerber asked if there had been a problem about not being able to water the fields last year because of the dog show. Mr. Frazier said that they had refrained from watering before the event to keep the fields dry. He said this year the fields had been reseeded and it was possible that they would need to water to keep the new grass alive. Mr. McDowell said that some members of the Kennel Club were not aware of the schedule and that there needed to be better communication so that they did not set up early. Ms. Pellerin said that the agreement was for the Kennel Club to use the area from Thursday at 4 p.m. until Sunday evening. Councilor Gerber asked how the Kennel Club would address the issue that arose last year with trying to charge parking fees to residents and blocking Park Avenue. Ms. Pellerin said that they need to do a better job of making residents aware of the fact that they did not need to pay to use the park and that they would move their attendants into the entrance of the park to try to keep the traffic out of the street. Councilor Gerber asked if there should be a cap on attendance. Ms. Pellerin said that attendance last year was about 600 and that there was plenty of additional room. She said that show attendance is down due to the economy and that she would be happy to get 400 attendees this year. The agreement does allow for 600-650 as a maximum attendance. Councilor Chambers asked if the show would be cancelled in the event of rain. Ms. Pellerin said that it would not be cancelled. She said that she was concerned about the possibility of the Council changing the arrangement in case of rain as she thought it would cripple the show and she would like to participate in any decision about that. She said that the Kennel Club had put down a substantial damage deposit that could be used for any repairs that might be needed. Councilor Gerber moved to approve the draft agreement with the addition of a provision to the agreement giving the Council the authority to prohibit parking on the fields in the event of rain. The motion was seconded by Councilor Shepherd and was approved 6 to 1 with Councilor Chambers voting no. Councilor Chambers clarified that she was voting in opposition because of the amendment, not to the agreement as a whole.
2. Marilee Frazier – Senior Center. Ms. Frazier said that the American Legion is meeting at the same time to discuss what they want to do regarding the Senior Center. Mr. McDowell said that the City's agreement with the Senior Center expires in February and he recommended continuing it month-to-month until the Seniors wished to move. Ms. Frazier was asked if it was

likely that the Seniors would relocate to the Legion building. Ms. Frazier said it is very likely. She said that the Legion needs the Seniors to help meet their financial obligations.

DEPARTMENT REPORTS:

1. Sheriff's Report. Sgt. Kelly was unable to attend. The Council received a written report.
2. Planning. Mr. Sattler said that he had received a permit for a very large addition to a home in town. Mr. Sattler told the Council that the program of renting meeting space has been very successful with multiple rooms being rented on many days.
3. Public Works. Mr. Frink said that there had been a major water leak and that the reservoirs had lost 80 percent of their capacity in only three hours. He said that they were within an hour of going dry before the leak was located and isolated to stop the outflow. Mr. Frink said that the break had occurred in the 12" line running under the Calapooia River west of Pioneer Park. Mr. Frink said that the water level is too high to see the break and it will probably be summer before more details can be determined. Mr. Frink said that the reservoir has been refilled and that everyone in town has water again. Mr. McDowell complimented Mr. Frink on his work locating the leak and noted that the exact location had been determined by pumping that section of line full of compressed air. Mr. Frink said that maintenance work at the water plant had been completed which he said was routine due to the humidity and chemicals present there. The fallen leaves in Pioneer Park have been removed with the assistance of an inmate work crew. He said that ten 30-yard dumpsters full of leaves had been removed for recycling. Mr. Frink said that a large cottonwood has fallen into the river in Pioneer Park and he is investigating the options of what can be done with it.
4. City Administrator. Mr. McDowell reported that Katie McCord had resigned her position as Administrative Assistant which had created some operational concerns as Ms. Nida was retiring just a few days afterwards. He said that he had reviewed the previous applicants for the position and had offered the position to the next available candidate, Kurtrinea Muhs. Mr. McDowell said that he had arranged with Ms. Nida for her to return to assist in training Ms. Muhs for the position. Mr. McDowell reported that Mayor Ware and himself had met with Senator Beyer to discuss the Park erosion issue and said that State Senator Beyer and Representative Phil Barnhart will attend the Council meeting on January 24th, 2012 to be part of the Town Hall meeting. Mr. McDowell said that Scott Wright from the River Design Group will be at the meeting as well as representatives from the Calapooia Watershed Council. There will be a discussion of what options are available to address the erosion issues in Pioneer Park. Mr. McDowell said that he is continuing to work on the water line project on S. Oak Street and looking into the possibility of doing some pavement grinding on Washington Avenue. Mr. McDowell reported that there has been a problem with skateboarders on the new brick signs at Hwy. 228 and that the City is obtaining some protective devices to prevent the damage. McDowell indicated that he had received final word from the Mr. Steve Brenner regarding the Croquet Court. Brenner indicated that the contract would not be continuing. Public Works will be removing the water meter for this area as soon as the schedule allows. McDowell indicated that the City is close to finalizing the intergovernmental agreement with Linn County for Court Clerk Services. McDowell said that Council has already authorized the Mayor and Administrator to execute the agreement upon completion. McDowell indicated that he received a quote for the Park restrooms. The fee from the engineering firm was \$7,000 to provide a rendering, a specifications sheet and elevation drawings for permitting purposes. McDowell will be investigating other alternatives. Mayor Ware & McDowell will be meeting with U.S. Senator Jeff Merkley tomorrow morning in Tangent. Councilor Chambers inquired about the high gas bill last month. Mr. McDowell said that Northwest Natural had come out to inspect the system and had found several issues which will be addressed this upcoming Saturday but he has not yet received the latest gas bill.
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. None.

LEGISLATIVE:

1. Resolution 672 – Safety Policy. Mr. McDowell said that the City’s insurer, City County Insurance Services (CIS), recommends that cities re-adopt their safety policy every year or two to keep it current for OSHA purposes. Councilor Gerber moved to approve Resolution 672. The motion was seconded by Councilor Cole and was approved unanimously.

ACTION ITEMS:

1. Senior Center Agreement. Mr. McDowell noted that he had previously discussed going to a month-to-month agreement with the Seniors on the same terms as the current agreement. Councilor Van Sandt moved to do so. The motion was seconded by Councilor Cole and was approved unanimously.

DISCUSSION ITEMS:

1. Council Retreat. Mr. McDowell said there had been some discussion about having a retreat to go over several items. A few dates were suggested. After some discussion, Council chose February 7th, 2012 at 7:00 p.m.
2. New Cougar Sightings. Mr. McDowell said that there had been a number of cougar sightings around town, recently north of town and that ODFW had told him they needed documentation before they could take any action. Mr. McDowell asked anyone seeing a cougar, cougar tracks or a possible cougar kill to photograph it and report it to either City Hall, the Linn County Sheriff’s Office or ODFW so that it can be documented.
3. November Financials. No discussion.

CITIZEN COMMENT: Ms. Kaye Fox said that Leslie Heckathorn’s house has been rented.

EXECUTIVE SESSION: The Council adjourned to an Executive Session pursuant to ORS 192.660 at 8:05 p.m.

REGULAR SESSION: Council returned to regular session at 8:45 p.m. A motion was made by Councilor Cole, seconded by Councilor Shepherd to give the Administrator a 4% raise starting retroactively to January 1st, 2012.

ADJOURNMENT: Councilor Shepherd moved to adjourn. The motion was seconded by Councilor Chambers and was approved unanimously. The meeting was adjourned at 8:45 p.m.

City Administrator S. Scott McDowell

Mayor Don Ware



City Administrator Report

January 24th, 2012

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

Pioneer Park & Calapooia River Bank Erosion – The City has been working closely with the Governor's Office, Senator Beyer and Representative Barnhart. Council will be holding a Town Hall style meeting on Tuesday, January 24th at 7:00 p.m. in Council Chambers at City Hall. The plan for the meeting is to have a presentation by Mr. Scott Wright of River Design Group, Inc. which will be approximately twenty minutes. Mr. Wright will be demonstrating the pros and cons of stabilization projects of this kind. Linn County Engineer Chuck Knoll may also discuss another option for Council's consideration. The County has been successful installing rip rap projects, however they appear to be in the same price range as the one proposed by Mr. Wright. The Calapooia Watershed Council will give a brief overview of the regulatory and permitting implications which will be about ten minutes. Council will then take any public comments. Council will then deliberate on the next step.

State Senator Lee Beyer & State Representative Phil Barnhart will be attending this meeting.

The important step for Council at this Town Hall meeting, and for each individual Councilor, is to be confident with your decision. If Council feels it is in the best interest of the community to allow nature to take its course, or if Council feels that a stabilization project is worth the risk of attempting. People will say many things about this issue. Many have said a lot already. The erosion concern is a very emotional issue for many people, but it is also important to consider that Council is in a bit of a "no win" situation based on public perception. The rub is if you do nothing, the people will say, "they are just going to let our Park wash away..." and if you do a stabilization project and it fails they are going to say, "why in the world would you put that kind of money in a project? Anyone could see that it would float right down the river..." It is important for the leaders of the community to make these kinds of difficult decisions and have the fortitude to stand behind them. The City is fortunate to have State Officials who are willing to help.

If the City is going to ask for financial assistance from the State, we owe it to our Senator, Representative and Governor to make sure that we have exhausted every opportunity to resolve this issue. Regardless of what decision you feel is in the best interest of Brownsville, the City would not be able to take the necessary steps without the help of our State and Federal officials.

The City experienced a major water leak on December 30th, 2011. The leak has been located and is close to the east side of the bank. Erwin Consulting will be working up an estimate for the repair work which will take place once the river level falls to Summer flows.

A very large tree fell in the Park the weekend of January 7th & 8th as covered by the *Albany Democrat-Herald* and as discussed at the January 10th Council meeting; this tree has been relocated due to recent flooding.

Recent Flooding – As many of you know, Public Works had a small sandbagging operation in the parking lot of the Rec Center for residents who needed help. The water came up in the usual places requiring Public Works to evacuate the City Shop. Linn County and the State of Oregon had closures all around town including OR 228 & Gap Road. All of the newer homes that were built south of Kirk Avenue were surrounded by flood water but the City hasn't received any reports of water actually being inside anyone's residence. Pioneer Park experienced very high water. It will be interesting to assess the damage when the water resides further. Linn County offered additional sandbags if necessary. The weather forecast calls for heavy rains next week which may cause the waters to rise once again but we are hoping for the best.

Brownsville Art Association Update – Mrs. Alice Tetamore will give a brief report on Art Association activities and will be available for any other questions. Mrs. Tetamore is actively working on the grant the City received from the County on behalf of the Art Association. The grant has a February 2012 deadline.

Introduce Kurtrinea Muhs – On December 22nd, 2011, Ms. Muhs started with the City as the Administrative Assistant. Ms. Muhs has been working closely with Mrs. Nida to learn the General Ledger and Payroll aspects of the position. The City is fortunate to have Ms. Muhs and Mrs. Nida working on these important aspects.

Resolution 673: Appointing Pro-Tempore Judges (Annual) – Council is being asked to pass this annual Resolution which appoints judges to serve in the absence of Judge Lemhouse.

Resolution 674: Authorize 2012 PRV Maintenance – Public Works Superintendent Karl Frink has provided the attached quote for services. Every five years the City rebuilds the valves to ensure they continue to work properly. We are requesting a Resolution because the proposal was non-competitive due to GC Systems, Inc. being the sole source provider in this region. Council should also know that additional costs for repair may be necessary depending on field conditions.

Boldt, Carlisle & Smith – The City is recently received the final audit report. The report has been e-filed with the Secretary of State. The annual remittance has also been forwarded to the Secretary of State, Audits Division. The City has also forwarded the final audit report to the United States Department of Agriculture per our annual requirement.

Senior Citizen Move – Marilee Frazier indicated that they should be out of the Community Room by the end of the month. The membership voted unanimously to move downtown. The Seniors are looking forward to having a "sidewalk presence" once again.

Northwest Natural Gas Bill – Birchfield Heating & Cooling of Albany made several repairs to the system at City Hall on Saturday, January 14th, 2012. McDowell also ordered a thermostat cover to prevent misuse of heating a space that is not being used.

New Cougar Sightings – Please continue to encourage folks to contact the appropriate authorities if they see any signs of cougar activity in town.

From last meeting: Linn County Deputy George Sutton has been working with Nancy Taylor of Oregon Department of Fish & Wildlife (ODFW) regarding sightings north of town. ODFW needs to have verifiable sightings or reports of animals in the area in order to actually trap animals. Please encourage the public to report any sightings to the non-emergency number at the Sheriff's Office which is 541.967.3911 or to contact the Department of Fish and Wildlife with any sighting information.

S. Oak Street Water Line – Hope to have an update at the meeting. Public Works Superintendent Karl Frink and I will be meeting with Ryan Quigley before the meeting.

From last meeting: Public Works Superintendent Karl Frink and I sat down recently with Ryan Quigley of Erwin Engineering to put the finishing touches on the water line and roadway improvements for S. Oak Street. Council has already authorized advertisements for this project. The projected timeline is as follows:

January: The project out to bid.

February: Council approve the contract.

March: Execute contracts, hold pre-construction meeting and construction start up.

May: Complete construction & finish any punch list items.

June: Complete all expenditures associated with project for close out.

Washington Street Grinding – The City is in the process of returning Washington Street from Washburn Street to Central Linn School property back to gravel. By returning the street to gravel, it will allow Public Works the opportunity to maintain the road. The City is still awaiting a third quote for services.

Willamette Country Music Festival – The City has been working with the Chamber of Commerce to host a meeting with the Willamette Country Music Festival that would allow local businesses to participate on the WCMF website and other possible marketing opportunities for this year's festival. The meeting is scheduled for January 31st, 2012 at 7:00 p.m. in the Community Room.

Spring Clean-Up – Ernie Martin has indicated that April 21st, 2012 looks like a great day for the Clean-Up. Please let me know your thoughts. Thanks!

Court Room Update – The City received the transaction window on January 11th, 2012. Mr. Michael Worthing succesfully installed the window on January 17th.

Harris Computer Software Training – The City will be working with Harris to provide webinar training for Ms. Muhs and to resolve issues regarding the general ledger.

Linn County Housing Rehabilitation Program (LCHRP) – *From last meeting:* The City is a part of this countywide effort to provide financial assistance for housing needs and improvements for low income households. The Willamette Neighborhood Housing Services (WNHS) would like to get the word out to the broader community of the programs they have available. Below is a website for more information:

<http://w-nhs.org/>

A link to the website can be found from the City's links page. Please encourage anyone you know to give them a call for more information. They can be reached toll-free at 800.403.0957.

Eugene Kennel Club – The City has prepared the agreement for signatures.

Emergency Preparedness Committee – The public is been invited to an Open House that will be held at the Church of Jesus Christ Latter Day Saints on February 1st, 2012 starting at 7:00 p.m. Branch President Darrel White encourages everyone interested to attend. The church is putting on the open house in conjunction with Samaritan Health Services and Linn County Sheriff's Office. The EPC will be meeting on January 18th, so I hope to have an oral update for Council meeting.

Pioneer Park Restroom – The City is exploring other options for design services.

From the November 2011 meeting:

1. **Presently:** Hire design services for the restrooms which includes a rendering, plans and specifications.
2. **February 2012:** Council approves the restroom design and authorizes staff to obtain quotes based on the plans and specifications.
3. **March 2012:** Council and or the Central Linn Rec Board award the contract to the successful bidder.
4. **April – June 2012:** Finalize contracts and complete the construction of the new restrooms.

In the meantime, McDowell will research and possibly develop a Memorandum of Agreement that would potentially allow working the project through the Central Linn Rec Board.

Oregon Water Resources – *From last meeting:* McDowell, Public Works Superintendent Karl Frink, City Engineer Jon Erwin and Consulting Engineer Jon Cunningham recently met with Ms. Ann Reece of Oregon Water Resources to discuss the impacts of the curtailment measures the State has recently adopted. Many things were discussed. The general outcome of the meeting was that the City could do a Final Proof Survey on the well water right and the infiltration gallery water right. By doing a Final Proof Survey, the City could prove more water is actually being used than was defined 13 years ago. If the numbers were high enough, the City would not be required to curtail any water being currently used for municipal purposes.

Reece indicated that a lobby group by the name of Water Watch have really been putting their focus on municipal water sources. It seems the mission of Water Watch is to ensure very little, if any water resources, are taken out of Oregon's rivers. Fish protection and persistence is at the very heart of their mission. The League of Oregon Cities and the State of Oregon have been trying to work with the legislature to mitigate the impacts of these types of laws being implemented. However, two years ago the group was able to pass fish persistence measures that directly correlated to the curtailment of municipal uses. Any water right that was not certified before November 2nd, 1998 is subject to curtailment under the new law. City staff pointed out that the reason why the water rights are not certified in the first place, is because the State has a completely inefficient process. The City has been waiting since 1998 on certain water applications.

The outcome of the meeting was to do a Final Proof Survey at the Water Treatment Plant as described above. The City would ask for an extension, which would be approved by Ms. Reece, and the City could reassess how curtailment would impact municipal operations.

Staff will be strategizing what the next steps are with the State in an attempt to try to determine what it is they are requiring the City to do in terms of curtailment.

Water Master Plan – *From last meeting:* Due to the uncertainties with Oregon Water Resources, the City has extended the contract with Mr. John Cunningham for the completion of the Water Master Plan until April 2012. Mr. Jon Erwin is still compiling data for the final proof survey which will be submitted to the State this Winter.

From November meeting: During a recent meeting with Ms. Ann Reece of Oregon Water Resources, staff learned that an official Water Conservation Plan would be required as part of the Water Master Plan. Due largely to the fish persistence requirements that are mandating water curtailments for municipal sources. McDowell is working out the particulars with Mr. Erwin and Mr. Cunningham. At this time, it is very difficult to say when the Water Master Plan will be ready. It is officially due to the State by December of 2012.

From last meeting: Staff along with Mr. Erwin and Mr. Cunningham will be meeting with Ann Reece, Water Rights Services Division, to discuss the curtailment issues at her

office in Salem on October 28th, 2011. The City is trying to determine the exact impact of the curtailment as being promulgated by the State of Oregon.

Gateway – The City provided the final letter for the project as provided to Council members at January 10th, 2012 Council meeting. The City is currently working with Linn County to get permission to remove four of the lights South of the bridge and to install additional concrete along all curb cuts and driveway approaches. Recently, the City received the hardware that will be installed to discourage skaters from "grinding" on the brickwork.

From November meeting: McDowell were allowed to review the placement of the new ash and ginkgo trees. Staff decided to leave the trees where they were with the understanding that exiting Dari Mart onto main Street could be very interesting in a couple of years. Right now, it isn't too bad because the ash trees have already lost their leaves for the season, but when fully blossoming sightlines will be obstructed. Public Works will need to prune all of the trees that impact motorists' vision up to a certain height in the next two or three years. Linn County Engineer Daineal Malone indicated that all vegetation was under a one-year warranty through the Contractor. Ms. Malone was very excited to see the project come together. The City has received many compliments about the trees and the overall look of the project. Public Works Superintendent Karl Frink pointed out a few punch list items that the City will bring to the attention of the Linn County Road Department at the appropriate time.

Oregon Department of Revenue – The City will be attending training in Keizer on February 28th, 2012.

From last meeting: There have been several changes to Oregon Budget Law that will come into play for fiscal year 2012 – 2013. The Department of Revenue is planning on having a training session in late February or early March 2012 to discuss the changes.

The Canal Company – *From last meeting:* President John Holbrook reports that the company is trying to address some serious maintenance issues that are impacting the efficiency of the City's pump station.

Sweet Home Sanitation Contract Review – Scott Johnson and McDowell have not had an opportunity to connect. McDowell projects this item to be back on the agenda for the March meeting.

From August 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.

Cascades West Council of Governments – Executive Director Cynthia Solie is planning to visit Council at the February 2012 meeting. To learn more please visit <http://www.ocwcog.org>.

ODOT Outcome – Spoke with Tony Jones regarding this issue. Hopefully, the City will see some progress soon.

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 – The City will be starting over in order to find a contractor to help provide specifications for the work on the gym 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.

Court Clerk Contract – The City is very close to finalizing this agreement. Council has already authorized the Mayor and the Administrator to negotiate and execute the necessary documents.

From the last meeting: I have been attempting to reach County Administrator Ralph Wyatt to develop the intergovernmental agreement with 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 in an historic setting.

Respectfully Submitted,



S. Scott McDowell



Library Advisory Board
Librarian's Report

December 2011

I would like to take this opportunity to thank the City for the wonderful garland and Public Works for putting it up for us. Our Library looked especially nice this holiday season due to their efforts. The volunteers, patrons and I appreciate their efforts.

In our display cases is a wonderful display entitled it 'Duck the Halls'. Rhoda Fleischman finds and puts together great displays. This is a collection of hand carved wooden ducks. Please stop by and enjoy these unique creations.

Library Volunteer Chenoweth Robertson has been making progress on imputing the Leslie Haskin Cemetery Surveys into a spreadsheet. This will help speed research for staff and patrons. It is my goal to be able to search by name and then find where the deceased is buried; instead of the current time-consuming system, searching each cemetery record individually. This is an exciting project.

The Friends of the Library had their annual Book Sale. This was a huge success. Eight volunteers spent four hour setting out books and organizing them for this event.

In the month of December 2011, we received 19 new books for the library. 23 volunteers donated 175.25 hours to our library. For the first six months of this fiscal year, 44 volunteers have donated 795.5 hours to our library. In December, patrons checked out 1,298 items. 176 Non-fiction books; 514 adult fiction books; 59 large print books; 188 children's books; 248 junior books; 30 junior reference books and 83 audio materials. Four or five times a year we conduct a survey to help determine how many people use the library. These numbers are used on our end of year report to the State of Oregon. During the past twelve months we had over 13,000 visitors to our library.

Respectfully submitted,
Sherri Lemhouse,
Librarian

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

Offense Class	Pending First Day	Filed	Closed	Pending Last day	Trials
Misdemeanors	14	1	2	13	2
Violations	34	20	14	40	
Contempt/Other	75	0	1	74	
TOTALS	123	21	17	127	2

BALANCE SHEET FOR MONTH OF DEC 2011

COURT PAYMENTS

COURT REVENUE		COURT PAYMENTS	
Total deposits +	\$2607.00	City	1947.10
Total bail forfeits +	0.00	Restitution	78.00
Total bail/Bank fees -	0.00	Unitary Assessment	376.00
Total Refund/Rest	- 78.00	Jail Assessment	113.90
Total NSF's	- 0.00	LEMLA	14.00
TOTAL COURT REVENUE	<u>2567.00</u>	Intoxicated Driver	00.00
Credit given for Community Service \$	0.00	State Misc.	0.00
Other Credit Allowed Against Fines \$	0.00	Court Security	38.00
TOTAL NON-REVENUE		DUII Surcharge	0.00
CREDIT ALLOWED \$	<u>0.00</u>	TOTAL COURT PAYMENTS	<u>\$ 2567.00</u>

TOTAL CASH PAYMENTS TO:
 CITY \$ 1947.10
 STATE \$ 428.00
 COUNTY \$ 113.90
 JUD.DEPT \$ 38.00
 REFUND/RESTITUTION \$78.00

ACCOUNTS RECEIVABLE:

BEGINNING \$ 90,700.25
 ENDING \$ 95,923.67

BROWNSVILLE MUNICIPAL COURT
CHECKBOOK RECONCILIATION

MONTH: DEC 2011

Beginning Balance		<u>113.00</u>
Deposits	+	<u>2607.00</u>
Charge back fee deposited	+	<u>00.00</u>
Disbursements:		
Checks	<u>2567.00</u>	
NSF'S	<u>40.00</u>	
Total Disbursements	-	<u>2567.00</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>1947.10</u>
STATE	<u>0.00</u>
LEMLA	<u>14.00</u>
County	<u>113.90</u>
Unitary	<u>376.00</u>
Court Security	<u>38.00</u>
IDPF	<u>00.00</u>
Restitution	<u>0.00</u>
DUII Surcharge	<u>00.00</u>
Refund's/Misc-Bank Supplies	<u>78.00</u>
TOTAL:	<u>2567.00</u>

DEPOSIT RECONCILIATION:

Receipts #933498 through #933528
Total: \$ 2607.00



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:

DECEMBER

TRAFFIC CITATIONS: -----	16
TRAFFIC WARNINGS: -----	11
TRAFFIC CRASHES: -----	1
ADULTS CITED / VIOLATIONS: -----	0
ADULTS ARRESTED: -----	4
JUVENILES CITED / VIOLATIONS: -----	0
JUVENILES ARRESTED: -----	0
COMPLAINTS/INCIDENTS INVESTIGATED: -----	52
TOTAL HOURS SPENT IN: BROWNSVILLE	306

70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS

**Tim Mueller,
Sheriff, Linn County**

By: Sgt. Brad Kelley

PATRL_RPT#2 City Incident Report

CAD Call#	ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	STREET		CITY	CDU DIS		DESCRIPTION
				T #	ADDRESS		NIT	POS	
113650351	12/31/11	22:12:18	Trf Moving Viol	600	N MAIN ST	Brownsville	721	072	WARNING - MOVING VIOLATION
113650312	12/31/11	19:56:33	Trf Moving Viol	600	HAUSMAN AV	Brownsville	781	100	CITE ISSUED - DWIS/NO ODL
113650142	12/31/11	10:22:38	EXTRA PATROL	310	WALNUT AV	Brownsville	733	014	No Additional Report Necessary
113650009	12/31/11	0:25:59	SUSP-CIRCUMSTANCES	419	N MAIN ST	Brownsville	781	014	No Additional Report Necessary
113640228	12/30/11	16:03:05	FRAUD	1212	LINN WY	Brownsville	733	001	Incident Report
113630049	12/29/11	5:49:03	Trf Speed Viol	600	N MAIN ST	Brownsville	756	070	WARNING - SPEEDING VIOLATION
113620303	12/28/11	16:27:06	SUSP-VEHICLE	821	NORTHPOINT LOC	Brownsville	755	014	No Additional Report Necessary
113620189	12/28/11	11:57:54	EXTRA PATROL	304	MOYER ST	Brownsville	NONE	040	NARN Extra Patrol
113610166	12/27/11	12:33:34	WARRANT SERV	761	TEMPLETON ST	Brownsville	733	014	No Additional Report Necessary
113610056	12/27/11	6:06:38	SUSP-VEHICLE	805	OAK ST	Brownsville	703	014	No Additional Report Necessary
113600248	12/26/11	19:10:11	DISTB-OTHER	243	E BISHOP WY	Brownsville	781	014	No Additional Report Necessary
113600206	12/26/11	17:14:41	JUV-COMPLAINT	500	LOUCKS WY	Brownsville	703	014	No Additional Report Necessary
113600175	12/26/11	15:35:25	WARRANT SERV	761	TEMPLETON ST	Brownsville	703	014	No Additional Report Necessary
113600129	12/26/11	12:44:02	BURGLARY REPORT	518	CALAPOOIA AV	Brownsville	733	001	Incident Report
113590264	12/25/11	21:57:41	DEATH INV	815	N MAIN ST	Brownsville	759	001	Incident Report
113590095	12/25/11	10:24:53	DISTB-OTHER	220	S MAIN ST	Brownsville	702	001	Incident Report
113590034	12/25/11	3:33:35	MVC-INJURY	631	N MAIN ST	Brownsville	752	001	Incident Report
113580253	12/24/11	19:54:38	PERS-MISSING	219	E BLAKELY AV	Brownsville	759	014	No Additional Report Necessary
113570269	12/23/11	18:20:13	WARRANT SERV	200	SPAULDING AV	Brownsville	752	014	No Additional Report Necessary
113570022	12/23/11	1:59:34	ALARM - POLICE	145	GALBRAITH ST	Brownsville	703	014	No Additional Report Necessary
113560277	12/22/11	16:16:41	911 HANGUP	707	BUTTE ST	Brownsville	757	014	No Additional Report Necessary
113540392	12/20/11	22:15:56	DISTB-NOISE	1104	PINE ST	Brownsville	759	014	No Additional Report Necessary
113540270	12/20/11	15:57:51	Trf Speed Viol	811	N MAIN ST	Brownsville	756	070	WARNING - SPEEDING VIOLATION
113540245	12/20/11	14:53:41	Trf Speed Viol	100	SCHOOL AV	Brownsville	756	094	CITE ISSUED - SPEEDING VIOLATION
113540197	12/20/11	13:01:59	SUSP-CIRCUMSTANCES	432	KIRK AV	Brownsville	756	014	No Additional Report Necessary
113530306	12/19/11	17:02:51	Trf Speed Viol	600	N MAIN ST	Brownsville	756	094	CITE ISSUED - SPEEDING VIOLATION
113530293	12/19/11	16:32:26	Trf Aggressive Driver	811	N MAIN ST	Brownsville	756	102	CITE ISSUED - AGRSSIVE DRIVER
113530226	12/19/11	13:16:37	SEX OFFENSE	1118	OAK ST	Brownsville	725	001	Incident Report
113530049	12/19/11	5:10:55	CAT COMPLAINT	203	W BISHOP WY	Brownsville	733	014	No Additional Report Necessary
113530017	12/19/11	1:40:14	CRIM MISCHIEF	413	HAUSMAN AV	Brownsville	703	001	Incident Report
113520234	12/18/11	20:33:07	Trf Equipment Viol	800	LOUCKS WY	Brownsville	733	071	WARNING - EQUIPMENT VIOLATION
113500266	12/16/11	17:09:13	WELF CHECK	1001	KIRK AV	Brownsville	723	014	No Additional Report Necessary
113490118	12/15/11	10:30:27	WELF CHECK	624	LOUCKS WY	Brownsville	750	014	No Additional Report Necessary
113480278	12/14/11	15:51:50	CRIM MISCHIEF	755	TEMPLETON ST	Brownsville	702	001	Incident Report
113480160	12/14/11	10:57:56	THEFT-RPT	106	KISLING AV	Brownsville	705	014	No Additional Report Necessary

RESOLUTION NO. 673

**A RESOLUTION APPOINTING PRO TEMPORE JUDGE(S)
FOR THE BROWNSVILLE MUNICIPAL COURT**

WHEREAS, Brownsville Municipal Code 2.55.030 allows the Council to appoint Municipal Judges Pro Tempore, to serve in the absence of the Municipal Judge; and,

WHEREAS, the term appointments of persons previously appointed to serve as Municipal Judges Pro Tempore have expired,

NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT Richard E. Triska and Johanna Witzig are hereby appointed to serve as Municipal Judges Pro Tempore of the Brownsville Municipal Court for a term ending on the last day of December 2012.

Introduced and adopted this 24th day of January 2012.

Don Ware, Mayor

S. Scott McDowell, City Administrator

RESOLUTION NO. 674

A RESOLUTION AUTHORIZING GC SYSTEMS, INC. TO REBUILD THE PRESSURE REDUCING VALVES FOR OF THE WATER DISTRIBUTION SYSTEM IN THE AMOUNT OF \$9,432 AND DECLARING SPECIAL CIRCUMSTANCES

WHEREAS, Brownsville Municipal Code Chapter 2.25.070 allows Council to authorize Public Works contracts and approve special solicitation methods and exemptions; and

WHEREAS, GC Systems, Inc. is the only company in the region that is capable of rebuilding the pressure reducing valves for the water distribution system; and

WHEREAS, the City is required to maintain these critical valves every five years; and

WHEREAS, the City has contracted with GC Systems, Inc. historically to complete the services;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROWNSVILLE, a Municipal Corporation of the State of Oregon:

- ◆ That the City of Brownsville will enter into a contract with GC Systems, Inc. to provide the necessary maintenance for the pressure reducing valves in the water distribution system;
- ◆ The contract amount is \$9,432;
- ◆ Additional costs may be necessary depending on field conditions of individual valves;

PASSED AND ADOPTED by the Council of the City of Brownsville this 24th day of January, 2012.

Don Ware
Mayor

S. Scott McDowell
City Administrator

GC SYSTEMS, INC.
P.O. BOX 848
SUMNER, WASHINGTON 98390
800-525-9425

January 12, 2012

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

Attn: Mr. Karl Frink

Re: Proposal for 2012 Valve Rebuild

Dear Mr. Frink:

Our records indicate that your sixteen valves are due to be rebuilt this year. I am attaching a list of these valves for your review. If there are any discrepancies on the list please let me know and I will adjust our proposal.

The cost for the rebuild of these valves will be \$9,432.00. This rebuild consists of the cleaning of the main valve and pilot controls and the replacement of rubber parts. If any metal parts in the valves or pilot controls require replacement they will be billed over and above this quoted price.

The city shall supply all equipment, additional personnel, and complete any documentation required to meet OSHA regulations for confined space entry as well as supplying any traffic revisions which may be necessary for work in public right-of-ways.

Please let me know if you wish to schedule this work to be done this year. Thank you Karl.

Yours Truly,

Carolyn Wells
GC Systems, Inc.

Attachment

CITY OF BROWNSVILLE CONTROL VALVE LIST

MAIN STREET & KIRK

1 - 2" 90G-01AS

1 - 6" 90G-01AB

SPAULDING STREET

1 - 1 ½"90G-01AS

1 - 4" 90G-01AB

PIONEER PARK

1 - 2" 90G-01AS

1 - 6" 90G-01AB

KIRK STREET

1 - 2" 90G-01AS

1 - 6" 90G-01AB

ASH STREET

1 - 1 ½"90G-01AS

1 - 4" 90G-01AB

MAIN STREET & LOCUST

1 - 2" 90G-01AS

1 - 6" 90G-01AB

WATER TREATMENT PLANT

PUMP 1

1 - 3" 60G-11AB ON SIDE

PUMP 2

1 - 3" 60G-11AB ON SIDE

PUMP 3

1 - 4" 60G-11AB ON SIDE

1 - 4" 52G-03B

From: rob boyanovsky [rlboyano@gmail.com]
Sent: Tuesday, January 17, 2012 10:43 AM
To: S. Scott McDowell
Subject: January's Council meeting.

good morning Scott.

I am going to try to put in words my concerns in regards to the financial investment that the city of Brownsville will have to do in order to stabilize the riverbank at the Park.

In less there is new information on stabilization of the erosion problem. I feel that placing the communities monies on a project that may be destroyed in 3 to 5 years concerns me greatly.

Just recently there was a large cottonwood tree that was up rooted huge amounts of earth has been washed away. Now I realize that I am not an engineer, but what can we do that would be stronger than the roots of that cottonwood.

I feel very uncomfortable spending the money of the city on a bank restoration project with very uncertain outcome.

Now, I do realize that we have major infrastructure that we need to protect in the general area of the erosion my belief is we may be able to protect that infrastructure by means of more aggressive bank stabilization that may not fit the criteria of current agencies I have lived in general area all my life and I have seen many bank stabilization projects that have worked just fine. That would currently not be acceptable. Now, I do not want to question the the wisdom of the engineers that currently work under these environments. It is my hopes that the powers to be will make the correct decisions in regards to this project.

Thank you very much Rob Boyanovsky dated January 17, 2012

S. Scott McDowell

From: SOS, Municipalfilings [municipalfilings.sos@state.or.us]
Sent: Wednesday, January 18, 2012 12:01 PM
To: S. Scott McDowell
Subject: RE: Brownsville

Follow Up Flag: Follow up
Flag Status: Completed

Received. Thank you!

From: S. Scott McDowell [mailto:admin@ci.brownsville.or.us]
Sent: Tuesday, January 10, 2012 2:06 PM
To: SOS, Municipalfilings
Cc: Joshua Morrow; Kurtrinea Muhs
Subject: Brownsville
Importance: High

Good Afternoon:

Attached is the Annual Financial Report for the City of Brownsville. Please let me know if you have any questions, concerns or need any additional information. Thanks!



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



January 17th, 2012

USDA Rural Development

Attn: Ms. Rosanne Volker-Bronson, Community Programs Specialist
4077 SW Research Way
Corvallis, OR 97333

Re: Brownsville – Annual Audit Submission

Dear Rosanne,

I hope this package finds you well! Enclosed you will find the 2010-2011 Audit as prepared by Boldt, Carlisle & Smith, LLC. The City just received the information last week. If you should need any additional information, please let me know.

Sincerely,

A handwritten signature in black ink, appearing to be "SM", written in a cursive style.

S. Scott McDowell
City Administrator

c: File

Historic
Brownsville
Welcomes you home



January 2012

It's time to re-new your membership in the Brownsville Chamber of Commerce. The Chamber appreciates your past support and your on-going commitment to improving the economic health and quality of life in our community.

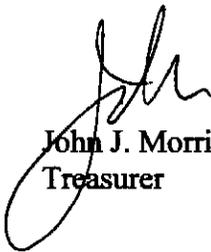
For a town the size of Brownsville, your Chamber is amazingly pro-active. Most of our marketing is done through our website (www.historicbrownsville.com) and our Facebook page (historicbrownsville). We are linked to the Brownsville City website and will soon be collaborating with the Willamette Valley Music Festival website. Your Chamber has established partnerships with the Albany Visitor's Association, the Visit Linn Coalition and Travel Oregon. These partnerships provide maximum exposure on a very small budget.

Of course, our organization's real strength is the dedicated volunteers, who make events such as the July 4th breakfasts, the Picnic Breakfasts, the Antique Fair along with the Holiday Festival true builders of community spirit.

Your membership contributes to the Chamber's ability to sponsor these events, market and promote Brownsville and contribute to other organizations such as the Linn County Pioneer Picnic Association, the Brownsville Fire Dept and the Central Linn School District. In recent years, we have enhanced the downtown area with flower baskets, decorative signs and Holiday decorations. Our citizens and local businesses have benefited as a result.

The Chamber meets on the second Thursday of each month. This year we will implement luncheon meetings at rotating locations about town. Meetings generally feature speakers expert in current local topics. Watch the Brownsville Times or Chamber Newsletter for specific times, locations and speakers. We would love to see you at a meeting and while that may not fit your schedule, we are anxious to hear your suggestions, ideas or comments. So, don't wait for a meeting, give us a call.

Thank you again for supporting Brownsville through your Chamber membership.


John J. Morrison
Treasurer



BRIAN GARDNER
Superintendent

CENTRAL LINN SCHOOL DISTRICT 552C

331 E. Blakely Ave.
Brownsville, OR 97327

SUSAN BEAUDIN
Administrative Secretary
CELESTE VAN CLEAVE
Deputy Clerk

January 4, 2012

Dear Community Leader,

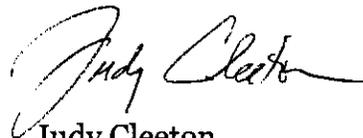
We would like to personally invite you to a 'State of the Union' address which will include the Central Linn School District, the City of Halsey and the City of Brownsville. Each entity will give a brief overview of current financial and legislative conditions and discuss specific issues relevant to each community. The School Board has identified several key goals that include community involvement and participation. We feel that you are a vital participant in assisting us with developing a plan with realistic action steps to make these goals a reality.

We will be meeting in the library at the Central Linn Elementary School on Thursday, January 19, 2012, at 7:00 p.m. Light refreshments will be served. Please RSVP by Friday, January 13, 2012, by contacting the District Office at 541-369-2813 or by e-mailing Superintendent Gardner at brian.gardner@centrallinn.k12.or.us. Your time and effort is greatly appreciated!

Cordially,



Brian Gardner
CLSD Superintendent



Judy Cleeton
Halsey Administrator



S. Scott McDowell
Brownsville Administrator

c: File

S. Scott McDowell

From: Eric Andersen [monitoring.coordinator@gmail.com]
Sent: Wednesday, January 18, 2012 12:49 PM
To: Bill Sattler; Eric Hartstein; Herb Hoffer; Jim Wagner; Liz Redon; Mike Adams; Pamela Wright; Rick Partipilo; Rob Emmons; Scott McDowell; Tara Davis
Subject: Sant-Cala Water Quality update

Hello Everyone,

I wanted to pass along some good news. The OWEB monitoring grant was accepted for funding. There were four applications, one of which was not funded. Ours was ranked #2 of the remaining 3. I am making some final budget revisions as per OWEB request and will be resubmitting to them.

What this means is that there is funding to collect and process water samples as outlined in our plan. It would fund the parameters that can be tested in the field.

There is one more grant application (DEQ 319 grant) that is under review and would pay for analysis of nutrients, which happens in a lab.

I will keep you all posted as the project progresses.

Thanks, Eric

--

Eric Andersen
Regional Monitoring Coordinator
North Santiam, South Santiam and Calapooia Watershed Councils
4431 Highway 20
Sweet Home, Oregon 97386

541.990.6654

S. Scott McDowell

From: Eric Andersen [monitoring.coordinator@gmail.com]
Sent: Tuesday, January 03, 2012 4:49 PM
To: Bill Sattler; Eric Hartstein; Herb Hoffer; Jim Wagner; Liz Redon; Mike Adams; Rick Partipilo; Rob Emmons; Scott McDowell; Tara Davis
Subject: Santiam-Calapooia WQ Update

Hello Everyone,

I wanted to send out a brief update on the grant applications for the proposed Santiam-Calapooia Water Quality project. We are still moving forward with the project, although we are in a holding pattern as the grant applications reviewed.

- 1) OR Gov Fund preproposal - The reviewers were not interested in a full request for this project.
- 2) OWEB Monitoring - This application is under review. A decision is likely at the end of Jan.
- 3) DEQ 319 - Due date for this grant application is Jan 17. Review and decision will occur in subsequent weeks.

Let me know if you have any questions.

Thanks, Eric

--

Eric Andersen
Regional Monitoring Coordinator
North Santiam, South Santiam and Calapooia Watershed Councils
4431 Highway 20
Sweet Home, Oregon 97386

541.990.6654

