



# CITY OF BROWNSVILLE

## Council Meeting

Tuesday – June 23<sup>rd</sup>, 2015

**Regular Session      7:00 p.m.**

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28	29	30				

Phases of the moon: 2:☉ 9:☉ 16:☉ 24:☉  
Holidays and Observances: 21: Fathers' Day

Sun	Mon	Tue	July Wed	Thu	Fri	Sat
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Phases of the moon: 1:☉ 8:☉ 15:☉ 24:☉ 31:☉  
Holidays and Observances: 3: 'Independence Day' observed, 4: Independence Day

Sun	Mon	Tue	August Wed	Thu	Fri	Sat
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Phases of the moon: 6:☉ 14:☉ 22:☉ 29:☉



# CITY OF BROWNSVILLE

## Council Meeting

City Hall – Council Chambers  
Tuesday, June 23<sup>rd</sup>, 2015

### 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: May 26<sup>th</sup>, 2015
- 6) PUBLIC HEARINGS OR PRESENTATIONS:
  - A. Budget FY 2015-2016 Hearing & Passage
  - B. Linda McCormick – *Stand by Me* Celebration
- 7) DEPARTMENT REPORTS:
  - A. Sheriff
  - B. Public Works
  - C. Administration
  - D. Library
  - E. Court
  - F. Council
- 8) CITIZEN COMMENTS (Non-agenda & Agenda items)
  - ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.
- 9) LEGISLATIVE:
  - A. Ordinance 754 – Weapons Discharge (*Second Reading*)
  - B. Resolution 2015.13: FY 2015-2016 Budget Appropriations
  - C. Resolution 2015.14: Water Rates Annual Adjustments
  - D. Resolution 2015.15: Sewer Rates Annual Adjustments

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the 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 City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



- E. Resolution 2015.16: Overdue Utility Accounts
- F. Resolution 2015.17: Year End Transfers FY 2014-2015
- G. Resolution 2015.18: Zoning & Planning Fees Update
- H. Resolution 2015.19: Marijuana Advisory Vote

10) ACTION ITEMS:

- A. Central Linn Recreation Association Agreement (*Option Year*)
- B. Spay/Neuter Voucher Program
- C. Bishop Royale Request
- D. Park Board Recommendation – Street Trees

11) DISCUSSION ITEMS:

- A. Weed & Nuisance Abatements Update
- B. Council Goals
- C. May Financials

12) CITIZEN QUESTIONS & COMMENTS

- ✦ Council asks that comments be limited to three minutes per audience member. Please state your name and address prior to commenting for the public record.

13) COUNCIL QUESTIONS & COMMENTS

14) EXECUTIVE SESSION

- Council will be discussing a real property transaction and the performance of the chief executive officer.
- 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.
- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session.
- A final decision may be made after this Session.

15) ADJOURN

This Agenda is a list of the subjects anticipated to be considered at the meeting, but the 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 City Administrator S. Scott McDowell at (541) 466-5880 in advance. Thank You.



## **Council Minutes**

**May 26<sup>th</sup>, 2015**

**ROLL CALL:** Mayor Don Ware called the meeting to order at 7:00 p.m. with Councilors Shepherd, Chambers, Van Sandt, Neddeau and Gerber present. Councilor Cole was not present. Administrative Assistant Tammi Morrow, Public Works Superintendent Karl Frink and City Administrator Scott McDowell were also present.

**PUBLIC:** June Schlosser, Alex Paul (Albany Democrat Herald), Allen Buzzard, John Morrison, Kim Clayton, Doug Block, Lieutenant Michelle Duncan, Randy & Gayle Simpson, and Marshal & Connie McManus.

The pledge of allegiance was recited.

**ADDITIONS AND DELETIONS:** Mr. McDowell stated that he would like to add Authorization for the 2015 Water Line Improvements, under Action Item D.

**MINUTES:** Councilor Gerber made a motion to approve the April 28<sup>th</sup>, 2015 meeting minutes as presented. Councilor Van Sandt seconded the motion, and it passed unanimously. Councilor Van Sandt made a motion to approve the May 14<sup>th</sup>, 2015 Budget Committee meeting minutes as presented. Councilor Shepherd seconded the motion, and it passed unanimously.

### **PUBLIC HEARINGS OR PRESENTATIONS:**

***Proposed Use of State Revenue Sharing*** – Mayor Ware opened the hearing and asked for public comment. None was made. The hearing was closed.

***Budget Hearing FY 2015-2016*** – Mayor Ware opened the hearing and asked for public comment. No one commented. The hearing was closed. Mr. McDowell reviewed the following highlights:

Items included by the Budget Committee in this FY 2015-2016 budget are below:

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$192,240.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$58,663.
- ▶ Acknowledge the Cost of Living Adjustment for the upcoming fiscal year as 1.7%.
- ▶ Approve Historic Use of State Revenue Sharing.
- ▶ Approve the 2015-2016 Budget as amended and recommend the same to Council.
- ▶ Budget Committee included funds to purchase an additional \$5M in Earthquake Insurance.
- ▶ Budget Committee is recommending \$2,500 for a feline spay/neuter voucher program.
- ▶ McDowell explained the City may work with the City of Halsey to purchase a portable traffic radar unit.



## Council Minutes

- ▶ Budget Committee endorses and recommends a performance accommodation to Staff for exceptional fiscal responsibility.
- ▶ Budget includes an increase of \$5,500 for the Central Linn Recreation Association agreement.
- ▶ Highlighted projects include 2015 Waterline Improvements including GR 12, Street Paving, Pioneer Park Sidewalk Extension and General Ledger & Utility Billing Software.

**108 E. Blakely – Property Owner** – Mayor Ware opened the hearing and asked for public comment. No one commented. The hearing was closed. Mr. McDowell explained the resolution necessary for such a procedure. McDowell also indicated that Staff would send the resolution as per the original notice and post it at the property as well.

### DEPARTMENT REPORTS:

1. Sheriff's Report. LCSO Lieutenant Duncan was present. She reported that for the month of April Brownsville received 295 hours of patrol. LCSO has restructured their personnel and hours, and the City should experience more coverage and better access to the Department under this new restructuring.
2. Public Works. Mr. Frink reported that he was on vacation last week, so his report this month is short. The park caretakers, Borden and Sandy Granger, arrived last week. Mr. Frink will be doing further orientation with them on Friday. The cemetery mowing was held up a little this month due to weather. Holderman Paving is in town this week, and will be paving the parking lot downtown, Menefee Walk, and several other projects around town.
3. Administrator's Report. Mr. McDowell thanked Mr. Frink for having the Public Works Department well prepared for his vacation. The City hosted a League of Oregon Cities meeting this month. Councilor Neddeau prepared chicken and rice for the gathering. Staff did a wonderful job helping with the logistics and making sure everything was just right. The luncheon was very well received. The hot topic was the skyrocketing cost of flood insurance rates. The City has retained Dave Kinney as a planning consultant and one of the issues he has been working on is the analysis of these flood implications and what that might mean for the City.

The City is still waiting on the Cottage Grove ruling (curtailment issue from several years ago). Hopefully within the next three months the City should have some direction on this issue.

Bob Anderson and Don Ware continue to actively pursue banking options.

The League of Oregon Cities is working with a vendor that may be able to offer a state fee rate of .07 cents per credit/debit card transaction. Currently, the City goes through an outside agency that charges the customers substantially higher rates. The front desk gets a lot of requests to pay utility bills by credit/debit card. More information to follow as it becomes available.

The Mr. & Mrs. Bivens at 105 Blakely Avenue, approached the City to inquire about installing a fence on their property line to protect them from the ongoing nuisance at 108 E. Blakely Avenue. Mr. McDowell asked them to wait on the



## Council Minutes

construction of this fence until after the cleanup project is completed around mid-June. *Councilor Shepherd made a motion to honor the fence agreement with the Bivens utilizing the current ordinance. Councilor Van Sandt seconded the motion. It was voted on and passed with only Councilor Chambers opposing the motion.*

The City has had several calls asking for permission to sell goods/wares out on Highway 228 during the Willamette Country Music Festival in August. The City does not, and will not, handle these requests. All vendors would need to receive approval through ODOT and/or Linn County. McDowell stated that ODOT has the right to remove any vendors at any time without notice due to traffic concerns, among other reasons.

Recently, Mr. McDowell and Linda McCormick met with Jane Ridley. The Oregon Film Office is very interested in getting behind the *Stand By Me* project to help in promoting the event.

Next week McDowell is serving on the OPRD Board in the capacity of grant reviewer. He will be out of the office Tuesday – Thursday.

In regards to the May 19<sup>th</sup> marijuana advisory election question, Mr. McDowell reminded Council that there is a 14-day waiting period for the appeals process. Once this time period has passed, the County will certify the election results to the City within twenty days of the election and Council will be able to move forward with this issue, most likely, at the June Council meeting.

McDowell also mentioned that he would like to take photos of each council member to post on the website.

Central Linn School District has forwarded a proposal to the City about the possible building/rebuilding of the District Office site in Brownsville. Mayor Don Ware and McDowell have been invited to go to Corvallis to take a look at some of their projects. The project is in a very early, exploratory stage.

4. Library Report. No comments.
5. Court Report. No comments.
6. Council Comments. No comments.
7. Citizen Comments. Allen Buzzard expressed his thoughts on the proposal of WNHS redeveloping the Central Linn School District property at 331 E Blakely Avenue. Mr. Buzzard's notes are part of the public record.

### LEGISLATIVE:

1. O 754: Weapons Discharge (First Reading). Staff has brought before Council two models for Weapons Discharge in Brownsville. Council should note that it is an approval system, not a permitting system. Basically, model 1 is structured closely to the old ordinance prior to any changes that occurred over the last four years. Model 2 bans weapons discharge outright. Discussion followed. Councilor Gerber commented that the approval system does not assume liability. A preliminary vote was taken with the following results: in favor of Model 1: Councilors



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Neddeau, Gerber, and Mayor Ware; in favor of Model 2: Councilors Chambers, Shepherd, and Van Sandt. *Councilor Gerber made a motion to read by O 754 – Model 1 by title only. Councilor Neddeau seconded the motion. A roll call vote was called for with Councilors Neddeau, Gerber, and Mayor Ware voting yes and Councilors Van Sandt, Chambers, and Shepherd voting no.*

*Councilor Shepherd then made a motion to read O 754 – Model 2 by title only. Councilor Chambers seconded the motion. A roll call vote was called for with Councilors Van Sandt, Chambers, Shepherd and Mayor Ware voting yes and Councilors Neddeau and Gerber voting no. The motion passed – 4-2. The second reading will be at the June meeting.*

2. O 755: Temporary Weapon Exclusion. Oregon Old West Shooting Society has been approached to put on a demonstration during the Pioneer Picnic festivities this year. Insurance will need to be acquired for this event, and this amount will be paid for by the Pioneer Picnic Association. Councilor Chambers reported that the demonstration may not happen due to the associated costs. *Councilor Van Sandt made a motion to read O 755 by title only. Councilor Chambers seconded the motion, and it passed unanimously. Councilor Van Sandt made a motion to approve O 755 as an emergency. Councilor Chambers seconded the motion, and it passed unanimously.*

Councilor Gerber asked about of the shooting that she heard in the Park this past weekend. Mr. McDowell responded that the City had been approached to give permission for a small canon to be shot off in celebration of Memorial Day in the Park. Permission was denied due to late notice, insurance requirements, etc. McDowell was then told if the canon was shot, it would be done from private property. Councilor Gerber said the shots were very loud at her house and it scared a lot of people.

3. Resolution 2015.11 – Election to Receive State Revenue Sharing. *Councilor Gerber made a motion to approve R 2015.11 as presented. Councilor Van Sandt seconded the motion, and it passed unanimously.*
4. Resolution 2015.12 – Declaring a Dangerous Building. *Councilor Gerber made a motion to approve R 2015.12 as presented. Councilor Van Sandt seconded the motion, and it passed unanimously.* Mr. McDowell stated that it was important to note that the owner/occupants/tenants have until Monday, June 15<sup>th</sup> at 8 a.m. to rectify the situation. Councilor Chambers commented that she had made a point to drive around town recently. She was amazed at how many properties there were around town that needed attention.

### ACTION ITEMS:

1. 903 Ash Street – Property Conditions. McDowell informed Council that the City believes that the property owner may be deceased. The squatters have left the premises. This property will be posted for weeds, etc. on June 1<sup>st</sup>. The grass will be abated, trash removed, and the house secured against random entry.



## Council Minutes

*Councilor Gerber made a motion to deem 903 Ash Street an unenumerated ordinance needing correction. Councilor Shepherd seconded the motion, and it passed unanimously.*

2. Central Linn High School Soccer Request. Mr. McDowell stated that the CLHS is trying to field a fall soccer team. The group has requested usage of the Park from August – October; maybe into November. They were informed that their schedule cannot conflict with any other Park events. *Councilor Van Sandt made a motion to approve this request. Councilor Shepherd seconded the motion, and it passed unanimously.*
3. eCivis Grant Proposal. McDowell informed Council that this program is basically a data base filter used in search of grants that would be applicable to the City. It can find grants at a fraction of the time ordinarily needed. *Councilor Gerber made a motion to approve the eCivis Grant proposal. Councilor Shepherd seconded the motion, and it passed unanimously.*
4. Water Line Improvements. *Councilor Shepherd made a motion to authorize the project and allow Mayor Don Ware and Mr. McDowell to sign and execute the contracts as needed. Councilor Gerber seconded the motion, and it passed unanimously.* Mr. McDowell stated that the time frame for this project is that by the second or third week of June we are out for bid, and the project should be ready to start by August 1<sup>st</sup> and run through the end of October.

### DISCUSSION ITEMS:

1. Council Goals. Mr. McDowell reported to Council that the goals they had discussed at the last goal setting session were in the packet tonight for approval. He would like to hear any edits, concerns, thoughts, etc. Discussion followed. *Councilor Gerber made a motion to approve the Council Goals and Vision Statement as presented. Councilor Chambers seconded the motion, and it passed unanimously.*
2. April Financials. No comments.

CITIZEN COMMENTS: No comments.

COUNCIL COMMENTS: Councilor Gerber mentioned that there is a piece of property on Park Street close to the entrance to the park that looks very worn off and there have been a lot of bikes sighted on the grassy hillside. Concern was raised over the possibility of these bike riders being hit by vehicular traffic on this road.

EXECUTIVE SESSION entered at 7:59 p.m.

- Council will be discussing a real property transaction.
- 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 and (d) to conduct



## Council Minutes

deliberations with persons designated by the governing body to carry on labor negotiations.

- Representatives of the news media are specifically directed not to report on any of the deliberations during the executive session, except to state the general subject of the session as previously announced. No decision may be made in executive session
- A final decision may be made after this Session.

Exit at 8:36 p.m.

The regular meeting was called back into session at 8:36 p.m.

*Councilor Gerber made a motion to adopt the easement agreement with First Rate Roofing as presented. Councilor Van Sandt seconded the motion, and it passed unanimously.*

*Councilor Gerber made a motion to amend the easement agreement with Carol N. Deshon deleting condition #6 and offering \$5,000 in compensation for these items #3, 4, 5, & 7. Councilor Neddeau seconded the motion, and it passed unanimously. Mr. McDowell commented that if Ms. Deshon does not agree to this new agreement, the City may have to go another route in order to get the project started and completed in this calendar year. If there is no signed deal by June 1<sup>st</sup>, 2015, the City will have to take a different approach. Councilor Gerber made a motion to authorize Mayor Don Ware and Mr. McDowell to negotiate, sign and execute an agreement with Carol Nia Deshon based on their judgment. Councilor Shepherd seconded the motion, and it passed unanimously.*

*Councilor Gerber made a motion to adopt the suggested written additions to Mr. McDowell's employment contract, and to add \$10,000 to his 457 Plan per year. Additionally, Gerber authorizes Mayor Don Ware and Mr. McDowell to sign and execute the agreement. Councilor Shepherd seconded the motion, and it passed unanimously.*

*Councilor Gerber made a motion to authorize Mayor Don Ware and Mr. McDowell to investigate acquisition of real property. Councilor Shepherd seconded the motion, and it passed unanimously.*

**ADJOURNMENT:** *Councilor Van Sandt moved to adjourn at 8:51 p.m. Councilor Shepherd seconded the motion, and it passed unanimously.*

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City Administrator S. Scott McDowell

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Mayor Don Ware



# City Administrator Report

June 23<sup>rd</sup>, 2015

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

Councilor Gerber will be presiding at the upcoming Council meeting as part of Mayor Ware's Communication Plan.

**Reminder: No August Council Meeting – Summer Recess**

**Note:** The most important section is the first one because it provides information and a brief overview of the topics to be discussed the night of Council. If an item title is **highlighted in green**, that indicates that it is part of Council Goals that are on the Council room wall or in the City budget.

"Don't worry about the world coming to an end today. It's already tomorrow in Australia."

– Charles M. Schulz, Cartoonist



"The old believe everything; the middle-aged suspect everything; the young know everything."

– Oscar Wilde, Writer



"The great aim of education is not knowledge but action."

– Herbert Spencer, Philosopher

"We may encounter many defeats, but we must not be defeated."

– Maya Angelou, Author

## **AGENDA ITEMS DISCUSSION – The following items follow the order of the Agenda**

**Budget Hearing FY 2015-2016** – Councilor Gerber will open the floor for anyone from the public wishing to speak about the budget as proposed by the Budget Committee.

Items included by the Budget Committee in this FY 2015-2016 budget are below:

- ▶ Approve the Full Permanent Tax Rate – \$6.9597 per \$1,000.
- ▶ Approve the levy amount needed for the Wastewater Bond Debt – \$192,240.
- ▶ Approve the levy amount needed for the Water Bond Debt – \$58,663.
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- ▶ Approve the 2015-2016 Budget as amended and recommend the same to Council.
- ▶ Budget Committee included funds to purchase an additional \$5M in Earthquake Insurance.
- ▶ Budget Committee is recommending \$2,500 for a feline spay/neuter voucher program.





# City Administrator Report



▶ McDowell explained the City may work with the City of Halsey to purchase a portable traffic radar unit.

▶ Budget Committee endorses and recommends a performance accommodation to Staff for exceptional fiscal responsibility.

▶ Budget includes an increase of \$5,500 for the Central Linn Recreation Association agreement.

▶ Highlighted projects include 2015 Waterline Improvements including GR 12, Street Paving, Pioneer Park Sidewalk Extension and General Ledger & Utility Billing Software.

**Stand by Me Celebration** – Mrs. Linda McCormick will be with us to talk about this year's celebration that will happen of course on July 23<sup>rd</sup>, 2015. She will also talk about the major celebration in the works for the 30<sup>th</sup> anniversary of the film next summer. I mentioned that Linda and I were working with the State of Oregon on this event. The Film Commission is very interested.



**Ordinance 754 – Weapons Discharge (Second Reading)** – After some interesting voting, Council read Ordinance 754 as a first reading at the last meeting.

## What is Council being asked to do?

Decide whether or not to pass the ordinance as written.

**Resolution 2015.13: FY 2015-2016 Budget Appropriations** – Each year Council must pass three resolutions which the City has historically done as one resolution. The resolution adopts the upcoming fiscal year's budget, makes appropriations and imposes and categorizes taxes. Any changes to the budget at this point would require a special meeting of Council.



**Resolution 2015.14: Water Rates Annual Adjustments** – Each year Council passes a water rate resolution. The Budget Committee and Council recommended a 3% increase in both the water and sewer utilities in order to hopefully avoid larger rate increases in the future.

**Resolution 2015.15: Sewer Rates Annual Adjustments** – Each year Council must pass a sewer rate resolution. This resolution includes a 3% increase to the rates as stated above.

**Resolution 2015.16: Overdue Utility Accounts** – I think the Resolution speaks to the heart of the matter fairly clearly. Please let me know if you have any questions. In 2012, Council passed a resolution that greatly helped collections. Staff feels these changes will make much needed improvements. In a recent report from Administrative Assistant Jannea Deaver, "While we are pleased that Council instituted a deadline date that NO account shall go past sixty (60) days, we are still seeing charges racking up on accounts to \$200.00 & \$300.00... We would like to request Council put a \$180.00 cap on water and sewer bills. An average utility bill going unpaid for forty-five (45) days is roughly \$150.00 to \$170.00 with late fee taking the bill over \$200.00. The City has \$100.00 utility account deposit which is simply not covering these substantial unpaid balances."

**Resolution 2015.17: Year End Transfers FY 2014-2015** – Each year Council passes a year end transfer resolution in order to properly account for transactions during the course of the past fiscal year; this Resolution will be placed on the desk the night of the meeting.



# City Administrator Report

**Resolution 2015.18: Zoning & Planning Fees Update** – Staff recently updated Resolution 386 with Council passing Resolution 2014.13 last year. The new update incorporates changes that allow for easier administration and application of the fees associated with land use actions and such.

**Resolution 2015.19: Marijuana Advisory Vote** – I think this Resolution says what the City has done around the issue of marijuana for the last year and a half while stating the outcome of the advisory vote. It also directs how the City will use the information. I feel it is clear about the limitations of the vote and describes how the law could change.

I would also recommend Council publishing this Resolution or something similar as to avoid confusion in the future should the laws actually change.

**Central Linn Recreation Association Agreement (Option Year)** – I am recommending that Council exercise the option for this agreement. Due to other major pressing concerns, I really was unable to assist in the manner I wanted to execute. Staff has done a great job facilitating Rec Center issues and we have entered into several conversations aimed at improving logistics.

**Spay/Neuter Voucher Program** – I have enclosed information provided by Councilor Chambers about some of the program particulars.

***What is Council being asked to do?***

Be prepared is Council should institute such a program and to discuss the logistics of this program idea.



**Bishop Royale Request** – The developers of Bishop Royale are requested relief on the City invoice for civil engineering costs associated with the work completed by the developer for their project. Wade Savik, Tim Smith and Crystal Smith met with Administrative Assistant Elizabeth Coleman and myself to discuss the items covered on this invoice, which included more detail than I have included in your packet, permits, SDC's and the general process required by the Brownsville Municipal Code recently. The City extended several courtesies to the developers for this project including a considerable solution/compromise on the System Development Charges (SDC) associated with the development. If the City would not have negotiated the SDC fees as we did, the project would have not been feasible.



The Code requires a developer to pay for all associated costs with said development which includes inspection by the City Engineer. The invoice in the packet lists the times when the City Engineer had to inspect utilities, drainage, pavement improvements and other associated items. The City met with Mr. Tim Smith on March 24<sup>th</sup>, 2014 where he decided to be billed for these services at the end of the project. The City's other option was to require a \$5,000 deposit for these services. The City was willing to handle it this way as a matter of trying to build a good working relationship with Mr. Smith.

The reason why Council has passed Public Works Standards, revamped associated Planning processes is solely to prevent the City from incurring unnecessary costs associated with civil engineering failures like the manholes in the North Point and Westview Subdivisions, the condition of Filbert Street and Remington Park not being properly finished.

***What is Council being asked to do?***

Decide whether or not to give any relief on the invoice.



# City Administrator Report

**Park Board Recommendation** – The Historic Review Board reviewed the planters on Spaulding Avenue. The Board made some changes to the design that were going to cause some logistical concerns. Staff took the suggestions to the Parks & Open Space Advisory Board for comment. The outcome was a recommendation to Council that includes, 1) removing the existing trees on Spaulding Avenue and patching the concrete, and 2) asking Staff to review the entire street tree situation along Main Street and Spaulding Avenue to determine replacement options.

The Park Board has discussed this issue for over five years. The chief problem is that the trees are part their useful life and have caused damage to the sidewalks. The Board originally looked at street tree grates as a solution but the option is costly. The Board asked the Staff to look into possible funding options for this kind of project.

**Weed & Nuisance Abatements Update** – Most folks have complied with the RFA letters forwarded a few weeks ago as sent to Council via e-mail. Folks not complying will be posted. If the work is still not performed, the City will cite them directly into Municipal Court. Staff is hoping it will not come to that.



The first wave of weed notices have been posted. The City's contractor is currently working on 903 Ash Street and 108 E. Blakely Avenue concerns. The City hopes to have the noticed properties in compliance with the ordinance within the next two weeks. Many of the larger parcels have been baled.

The City plans on a second wave of posting toward the first part of August. Staff may consider a third wave depending on the weather. Weeds are only posted from June 1<sup>st</sup> through

September 30<sup>th</sup> of the year.

**Council Goals** – Enclosed are the Council Goals along with overarching information. Please review for accuracy and content.

The Council goals are so important to focus the numerous complaints, personal requests, concerns and agenda items of special interest groups and private citizens that are regularly brought to City Hall. Staff and organizational resources include time, energy and money. The money part is simply the budgetary process. The Budget Committee and the Council have determined where financial resources will be utilized for the fiscal year. The tricky part of properly utilizing these resources are the time and energy pieces. However, to be an effective organization, Council must be on the same page with Staff to effectively ensure that the proper items are getting the correct amount of attention.

Staff has been overwhelmingly slammed by CAVE Dwellers for the last six weeks. Cave stands for Citizens Against Virtually Everything. The amount and intensity of the complaining is at an all-time high. Of course, there are some anecdotal reasons for this phenomenon occurring such as the weather being nice earlier than normal, the push on Ordinance enforcement, the enabling of new laws, the pavement contract having to be held until the Spring, new Staff members learning their roles, key deadlines like the end of the fiscal year, the fact that many of the policies implemented by Council & Staff have been successful and folks are seeing positive results and so on.





# City Administrator Report

Everyone has an idea. Everyone has an opinion. Few want to take on the responsibility of developing a realistic solution that gets as many people across the "win-win" line as possible. So many are fueled by their own agenda, their own specific interest, so much so, that they do not take into consideration what the City is already doing on major issues including their issue.

The City of course runs on volunteer spirit and energy. Many citizens are wanting the City to solve their problems without any effort on their part other than picking up the phone or sending an e-mail to Staff; this part of the citizen-City Hall relationship needs work. Staff spends entirely too much time answering e-mails or having drop-ins that are asking basic questions or have issues that are not addressed by the Code, have been convoluted by their own interpretation of the Code or whatever is on their mind at the time that, in turn, wreck the integrity of Staff's work week. One solution we will be implementing is to require the name and address of the complainant. If they are not willing to take ownership of the concern, then the concern must not be that important.

Another solution we have implemented to combat part of this is to require one point of contact with civic organizations. Many times Staff is hit with the same request from eight or nine different people who mean well and only want to take five minutes, which of course leads to twenty. Staff tries to be courteous, but it is bleeding into our personal time away from work and making work days very inefficient.

I have asked Staff to politely excuse themselves from those kinds of conversations and ask the person to make an appointment. Unfortunately, complaining is a matter of convenience. We need to have a more structured process to make it less convenient. Many complaints we field are about the complainant's neighbor(s) when the person has not even taken the time to discuss the issue with their neighbor. Part of this is because the City is successful in remedying problems, foreseeing concerns and preventing issues before they even become issues.



We will **need** Council support for this effort to be effective. Ways that you can help include: 1) knowing what the facts are on as many issues facing the City as possible, 2) how Staff applies certain rules, 3) relaying the correct message to folks you see and talk to, 4) increasing your operational awareness and knowledge of the organization, 5) standing behind Staff on ordinance issues when they come to Council's attention, and 6) addressing issues decisively to name a few.

Staff will be scheduling many more appointments and encouraging folks to make those appointments. Time is the biggest resource we have, but it must be used effectively. When folks beeline into an office without even stopping at the front desk, it creates chaos. Chaos is the enemy of order and effectiveness. Staff does not have the time to address every complainant's e-mail within the week. Productivity is stopped when interruption occurs. When we spend our time on unproductive issues, the City gets unproductive results.

The bottom line is that Staff is dealing with a myriad of responsibilities and tasks. Most of which have been decided through the budgetary process, organizational priority and by the various contractual agreements of Council. Energy vampires are eating away at productivity and overall job satisfaction of Staff. We are simply wanting Council to understand some of the new approaches we will taking to protect our time and energy resources.





# City Administrator Report

## **NEW INFORMATION – Notable situations that have developed after the last Council meeting**

- ▶ *Canal Company had their annual meeting on Friday, May 29<sup>th</sup>, 2015.*
- ▶ *Michelle Duncan visited to discuss the implementation of the new leash law.*
- ▶ *Granger's computer was having internet connection issues.*
- ▶ *Mayor Ware and I executed the Easement Agreements.*
- ▶ *Mayor Ware & I executed my employment contract.*
- ▶ *I served as a Strawberry Festival judge.*
- ▶ *Holderman Paving LLC finished the downtown parking lot and Menefee trail.*
- ▶ *108 E. Blakely Avenue unsafe structure posting and posting for weeds and other junk. Jesse Barnes left a "nice" note written with permanent marker on the door.*
- ▶ *Fitzpatrick Painting painted the back ramp and decking.*
- ▶ *Shepherd spoke with Jim Hagan about the leash law.*
- ▶ *Harrison & Chambers nearly got tangled up in a she-said, she-said after Harrison read an ordinance from Brownsville, Missouri instead of Brownsville, Oregon.*
- ▶ *Administrative Assistant Elizabeth Coleman and I met with Klinkebiel's on their project.*
- ▶ *Clint Taskinen started as a seasonal employee for the Park.*
- ▶ *I discharged my duties with the OPRD Grant Advisory Committee.*
- ▶ *Dakota Hopla had some questions about planning issues at Kirk's Ferry restaurant.*
- ▶ *Review required easements with Pacific Power for GR 12.*
- ▶ *Posting first phase of weed abatement program.*
- ▶ *Sent out a round of Request For Action letters for various items including vehicles, trash, tree trimming and indoor furniture to name a few.*
- ▶ *Desi Housley phoned concerned about the School District's proposal to bring low income housing to her neighborhood.*
- ▶ *Leisa Keyser & Picnic additions to their event and plans.*
- ▶ *I finalized the agreement between Chamber of Commerce and the CLSD for shuttle services as it relates to the WCMF.*
- ▶ *Mayor Ware received a certified letter from the Doren's concerning two neighboring trees.*
- ▶ *Darrin Lane (LCRD) review was forwarded to permitting for conditions. This pertains to the 2015 Waterline projects.*
- ▶ *Karl Jones had multiple questions about various topics.*
- ▶ *Neddeau worked on fixing the countertops at the pavilion.*
- ▶ *USDA Audit will be Monday, June 22<sup>nd</sup>. Administrative Assistant Jannea Deaver and I prepared for the meeting.*
- ▶ *Complaint central: you name it we heard it.*
- ▶ *Several staff members applied for the Ford Leadership training.*
- ▶ *Many phone calls working with the WCMF on several issues for the Chamber.*
- ▶ *RFA complaints and follow-up.*
- ▶ *Pavement complaints and follow-up. Confusion about Washburn lead to many calls.*
- ▶ *Sayer and Moore incident involving improper contact.*
- ▶ *ORPIN equipment contract allowed the City to purchase a new Gator for the Park.*
- ▶ *Greg Tilley (dust abatement) is scheduled to be in town on June 25<sup>th</sup>, 2015. The City added a 500' stretch of Pearl Street at Mr. Lemhouse's request and cost.*





# City Administrator Report

June 1<sup>st</sup> –

*How we will spend our dollars*

*Congress is in session.*

## **This Week in Congress**

The House returns to Washington today and will address the FY 2016 Commerce-Justice-Science appropriations bill (HR 2578) on the floor this week. The Senate convened yesterday, invoking cloture on the House-passed USA Freedom Act (HR 2048), which reauthorizes the Patriot Act, though additional votes are expected before final passage. After the Senate completes consideration of H.R. 2048, it will likely proceed to consider the FY 2016 defense authorization bill (HR 1735).

On Wednesday, June 3<sup>rd</sup>, NARC President Gary Moore will testify before the Senate's Environment and Public Works full committee at a hearing on implementing the Environmental Protection Agency's (EPA) proposed National Ambient Air Quality Standard and pending legislation. Visit [www.narc.org](http://www.narc.org) for coverage of the hearing starting on Wednesday!

## **EPA, Army Corps Release Final "Waters of the United States" Rule**

Last Wednesday, the EPA and the Army Corps of Engineers released the final rule on "Waters of the United States", which defines which rivers, streams, lakes, and marshes fall under the jurisdiction of the Clean Water Act. EPA also released a series of **Fact Sheets** on the rule, which provide industry-specific information. Last month, the House passed the *Regulatory Integrity Protection Act of 2015* (HR 1732), which would force EPA and the Army Corps to revoke the rule and consult with state and local government before writing a new proposal. NARC, along with its local government coalition partners, **supports HR 1732**. The **Senate** is considering a similar measure.

## **EPA Releases Proposed 2014, 2015 Renewable Fuel Standard**

Last week, the EPA proposed biofuel targets for 2014 and 2015 under the Renewable Fuel Standard (RFS). Congress passed the RFS in 2007, which requires refiners to blend conventional ethanol and advanced biofuels into petroleum-based fuel. Overall, the new proposed levels represent a decrease in the volume mandate for corn ethanol in gasoline from the original levels. EPA will seek comment on the **proposal** and will hold a public hearing on June 25 in **Kansas City, Kansas**. Final action is expected by November 30.

## **STATUS UPDATES – Projects, proposals and actions taken by Council**

**Pending: Medical & Recreational Marijuana Discussion** – See Resolution 2015.19 above. The cost of the election was \$130.42.

**Complete: Insurance Renewals** – Public Works Superintendent Karl Frink and I reviewed all equipment and facilities. All necessary documents have been submitted to Mike Hoyt.

**Complete: Appraisal Information** – Staff made sure everything was correct.

***Administrator's Report***



# City Administrator Report

**Active: McFarland Cascade & Noise Mitigation** – *From 05.26.15* – McFarland is in the process of obtaining a building permit through Linn County and are currently working with a sound engineer to make additional improvements.

*From 04.24.15* – The County did not allow them to add it to their last permit.

*From 03.24.15* – Vice President Jon Younce & Site Manager Paul Olson will be on hand to discuss the changes made at their plant to reduce unwanted sound. I have included the latest sound study conducted by Vigilant. Complaints have been down at City Hall regarding the noise being generated. Mayor Ware did take a complaint from the property owner, Daniel Abraham, who owns to the west of the McFarland Cascade operation. Mr. Abraham does not live in the city limits, however McFarland is attempting to address the concerns of Mr. Abraham.

**Completed: 108 E. Blakely Avenue Unsafe Structure** – The City finished cleaning up the property as best as was possible under the process required by the Brownsville Municipal Code.

**Completed: Ordinance 755: Temporary Weapons Exclusion (Emergency)** –The Linn County Pioneer Picnic Association decided to not execute a contract with the Oregon Old West Shooting Society (OOWS) to hold a shooting demonstration during the Grand Parade and in Pioneer Park on Saturday the 20<sup>th</sup> due to associated costs.

**Active: 903 Ash Street – Property Conditions** – The City finished cleaning up the property as best as was possible under the process required by the Brownsville Municipal Code.

**Active: eCivis Grant Proposal** – Agreement is executed and I will be training on the software in a few weeks.



**Active: Central Linn School District Property Development** – Mayor Ware attended a tour of various facilities in Corvallis with Superintendent Gardner, a few School Board members and members from Willamette Neighborhood Housing Services (WNHS). This is regarding a possible project at the district office property on Blakely Avenue.

**Pending: Council Pictures Concept** – *From 05.26.15:* I would like Council to consider photographs for the website.



**Active: CJIS Update/Employee Handbook** – *From 03.24.15:* CJIS (Criminal Justice Information System). The City received the requirements from the Oregon State Police. Municipal Court Administrator Jan Henry and I will be working toward making these changes. I will also be attempting to update the Employee Handbook as these changes will be a part of that document. I hope to have this done in the next two months, but it will more than likely be June 2015. The City's time frame will be dependent on what the CJIS folks will allow.

**Pending: Utility & General Ledger Software** – *From 05.26.15:* Staff needs to add a few more dollars to the budget to make this work properly and the timing for this project is off. I will be discussing this in the Budget Committee meeting.



# City Administrator Report

*From 03.24.15:* Staff has been busy viewing demonstrations for new software. Staff is hopeful that a smooth transition may be possible by the beginning of the new fiscal year. I will explain more at the meeting.

**Completed: Cathy Stahl & Ash Street** – Ms. Stahl's request for a caretaker residence was granted by the Planning Commission on June 8<sup>th</sup>, 2015.

*From 01.27.2015:* Ms. Stahl is in the process of applying for a conditional use permit for her property. I have placed the letter in the agenda packet for your information.

**Pending: Business Registration Progress** – *From 02.24.2015:* Staff is working on gaining 100% compliance. It has been difficult with all of the other pressing issues.

## **Tabled Thoughts**

### ***Tabled***

- ✦ Animals Research & Ideas (*Chambers & McDowell*)
- ✦ RV Discussion (*Ware, Cole & McDowell*)
- ✦ Water Hookups vs. Wells
- ✦ Library Summer Closure

**Pending: Recreational Vehicles** – This item will be addressed in the future as part of Council goals possibly.

*From 11.25.2014:* Mayor Ware & Councilor Cole have not had an opportunity to discuss this issue. I have placed some information in the packet that does somewhat address this issue.

**Pending: Animals** – *From 01.27.2015:* Councilor Chambers and I hope to have some ideas together for Council review after the first of the year.

**Pending: S. Oak Street Drainage** – *From 05.26.15:* The City will be forwarding a letter in the near future.

*From 11.25.2014:* At the completion of the project on S. Oak Street, a local resident continues to drain their sump pump into the street. Staff would like to discuss this matter with Council to determine the best course of action to remedy the situation.

**Active: Central Linn Recreation Association Proposal** – See above. Council is being asked to exercise the option year for this agreement.

*From 05.26.15:* The list of improvements are included for your information. The meeting went very well with President George Frasier.

*From 03.24.2015:* Staff has been burdened by the sign-up process. We will be working on some changes with George Frasier that will make these processes more manageable and efficient. I simply have not had the time to spear head the other part of this agreement. Unfortunately, we are missing a good opportunity for effective change.

*From 02.24.2015:* Staff has worked well together on this project. We are still "ironing out the kinks" but overall things are going as well as can be expected.



# City Administrator Report

**Active: 2015 Water Line Projects** – Final plans are available for public bidding. The City continues to work out easement agreements pieces. Ryan Quigley, primary engineer on this project, recently took another position. Ryan has been a tremendous part of what the City has been able to accomplish over the last nine years. He will be sorely missed. Jon Erwin will be continuing as a one-man show for time being.

**Pending: Tim Housley** – *From 04.24.15:* Councilor Shepherd, possibly Mayor Ware and I will meet with the Mr. & Mrs. Housley and Mr. & Mrs. Young to discuss the City's nuisance abatement program and ordinances.

**Active: Water Rights Update** – *From 02.24.2015:* The City will proceed with engineering for GR 12 as discussed at last meeting.

*From 11.25.2014:* Staff is still investigating information and possibilities. I will hope to have an oral report for Council at the meeting.



*From 10.28.2014:* Michael Mattick, Water Master, stopped in to discuss some possibilities. City Engineer Jon Erwin is currently researching the implications. I hope to have more information at for the meeting.

**Active: GR-12 Update** – *From 02.24.15:* City Staff met with Pacific Power to discuss power for the site this past Thursday.

**Active: City Hall Phase I** – Mr. Sedlar finished his portion.

*From 07.22.2014:* The City recently retained the services of Mr. Steven Sedlar to help with the capstones for this project. Later this Fall, Staff will begin Phase II of the project which includes the installation of the grass.

**Stalled: Garbage Language** – Trash is starting to become a problem around town again. Below is the City of Albany's language that may be useful:

**18.30.260 Accumulation of rubbish or garbage.**

All exterior property and premises, and the interior of every structure, should be free from any accumulation of rubbish or garbage so as not to harbor insects and rodents, produce dangerous or offensive gases, odors and bacteria, or other unsanitary conditions, or create a fire hazard. (Ord. 5647 § 1 (Exh. C), 2006).

**18.30.265 Disposal of rubbish.**

Every occupant of a structure should dispose of all rubbish or garbage in a clean and sanitary manner by placing such rubbish or garbage in containers which are free from holes and covered with tight-fitting lids. (Ord. 5647 § 1 (Exh. C), 2006).

The City would also need to consider a time frame that is appropriate and a procedure to abate quickly. If this sounds better, Staff can proceed with further research.

**Pending: Economic Development Strategy** –

*From 05.26.15:* Mayor Ware and Councilor Chambers have not had a chance to meet on this topic mostly due to budget season and illness.



*From 02.24.2015:* Council and Staff continue working on these issues.

*From 05.27.14:* Staff had an opportunity to explain some of the finer points of Urban Growth Boundary expansions and history and the State of Oregon at the last Chamber of Commerce meeting. Hopefully, this will lead to better understanding of the requirements that must be met for such a procedure.



# City Administrator Report



**Active: Visit Linn Coalition (VLC) Update** – VLC is finishing up the work on their goals.

**Pending: Emergency Contractor Resolution Concept** – Attempting to organize an effort has proven to be too difficult. The City needs a larger community buy-in to really tackle the public education piece.

*From 11.25.2014:* Staff is planning to host a meeting to discuss this and other concepts with a group of individuals who are interested in helping the City work in this effort. Staff is dealing with false comments that came out regarding the Brownsville Rural Fire District. The City seeks only to work with community stakeholders and partners on these issues in the future. Cooperation is the hallmark of this effort.

**Pending: Smith System Development Charge (SDC) Agreement** – The Timothy Bear agreement is pending signatures.

**Stalled: Address Mapping** – *From 12.16.2014:* Mark Stevens of the Brownsville Rural Fire District's Volunteer Association and I have had some initial discussions based on Council's decision last month to allow the curbs to be painted. We will be sitting down after the first of the year to develop some ideas.

*From 11.25.2015:* Council may want to consider reviewing the current ordinance for house numbering. Below is the current language:

**12.15.060 Owner responsibility.**

[+ SHARE](#)

Numbers shall be placed within 60 days after the City Recorder has assigned the appropriate number. The cost of the number or numbers shall be borne entirely by the owner or occupier of the building. [Ord. 380 § 6, 1961; 1981 Compilation § 8-1.6.]

**12.15.070 Specifications.**

[+ SHARE](#)

All numbers shall be at least two inches in height and placed in such a position as to be readily seen from the front of the building. [Ord. 380 § 7, 1961; 1981 Compilation § 8-1.7.]

**Pending: Recreational Vehicles & Travel/Storage Trailers** – *From 06.24.2014 meeting:* Please refer to the report entitled, "2014 Proposed Changes (First Installment)" that is included as part of the packet for more details. Staff will also be providing a brief presentation regarding this and other zoning issues as have been previously discussed at the Council Retreat on April 19<sup>th</sup>.

**Active: Canal Company Update** – I was unable to attend the meeting due to scheduling confusion on the part of the officers. Officers for the upcoming year will be John Holbrook President, Gary Shepherd Vice-President and Cindy Clark Secretary-Treasurer. Udell Engineering wants \$3,000 to check the culvert in question that was installed in 2006. Udell wants to make sure they have the data they need to determine the impact. The Company decided to move forward with talking to the City about a joint agreement that would move the mission of the Company into a workable solution that could be beneficial for all who benefit from the Mill Race.

*From 05.26.15:* No action.

*From 12.16.2014:* Several things have transpired that I will report at Council meeting.



# City Administrator Report

*From 05.27.14:* The City continues to be willing to work toward a quasi-governmental agreement that may assist the Canal Company by better serving those who benefit from the canal.

*From 04.22.2014:* Councilor Cole will provide a brief update.

*From last meeting:* The City will be meeting with Canal Company leadership later this year to determine a plan for action.

*From last meeting:* The annual meeting of the Brownsville Canal Company happened on May 6<sup>th</sup>, 2013. I will have an oral report for Council.

*From a past meeting:* Canal Company Leadership is still working on legal representation, official tax status and setting a date for their annual meeting.

*From a past meeting:* As reported at last Council meeting, Canal Company Attorney Deb Dyson has stepped down as their attorney citing a change in her law practice. I am still waiting to hear from the Canal Company to determine who their new attorney will be and if they have remedied the issue regarding their IRS status.



## PAST MEETINGS – Memory Information

**Moody Court & Unenumerated Nuisance** – I will have an oral report for Council.

*From 12.16.2014:* Due to the quick turnaround of Council meeting, Staff will review the situation with all of the neighbors in January. Staff did perform two visual inspections of the area which looked "cat" free.

*From 11.25.2014:* The City has paid out \$2,875 to have cats removed from the neighborhood. The City forwarded the letter that is part of the packet at the request of Council. Staff will have an oral report for the meeting.

**Stalled: Sweet Home Economic Development Group** – *From 10.28.2014:* Chamber President Jon Morrison and I were put on hold in our efforts to discuss partnership options with this group.

**Pending: Darrin Lane & Kirk Avenue** – *From last meeting:* I had an extensive conversation with Linn County Road Master Darrin Lane recently. Mr. Lane gave a brief history of the Kirk Avenue concept, to which I have added a little research, which is as follows:

*March 5<sup>th</sup>, 2001:* Kirk Avenue is initially discussed at Council meeting with Mr. Lane and the County Commissioners. County must determine how to a City street a County road in order to expend funds for the proposed improvements.

*Spring 2002:* The County indicates to the City that it is possible for the County to deem Kirk Avenue a County interest based on McKercher Road. The City starts planning for drainage projects.

*October 2006:* The City completes the Galbraith Street storm sewer project.

*February 28<sup>th</sup>, 2008:* Linn County Road Master Darrin Lane discusses the logistics of Kirk Avenue with Council. Survey crews are sent to town shortly thereafter to work on a rough design. There are several rules and requirements and multiple property issues that are cause for concern for any proposed construction project.



# City Administrator Report

Meanwhile, County Staff is working on developing the Gateway project in conjunction with the Oregon Department of Transportation. City Staff is focusing on the multimillion dollar Wastewater project. The Economy starts falling apart. The Veterans Hospital is announced in Lebanon. Linn County Commissioners move a whopping \$19,000,000 out of the Road Department's funds to assist with the development. The Commissioners have also taken a \$2,000,000 from the Road Department to assist the Sheriff's Office funding issues. The Road Department is not as financially stable as it was in 2001 or even 2007 for that matter.

*2009-2010: Several update conversations.*

*January 2011: Council asks for an update. The County indicates that they will not start a new project until the Gateway project is complete.*

*June 2012: Council decides to scale back the project to an overlay.*

*June 22<sup>nd</sup>, 2012: Staff meets with Mr. Lane who felt that the first block from Main to Averill could be done with curbs and sidewalks. The rest of Kirk Avenue could be an overlay. Mr. Lane projected the cost to be between \$600,000 & \$800,000. Lane indicated that in the next year or two the County would probably be able to get this project. Lane also indicated at that time that the City would not need to financially participate, if we could be patient.*

Mr. Lane indicated that his Department is currently overloaded with Federal bridge projects. The County is still interested in helping the City but timing is difficult.

## Outcome

If the City is in a hurry to get this project completed, they can set up a local improvements district (LID) and assess the costs to the affected properties or the City can wait until it is budgeted in Linn County's budget.

What does Council want to see on Kirk Avenue? Overlay or reconstruction?

*From the September 4<sup>th</sup>, 2012 meeting: Darrin Lane Stopped for a visit on August 7<sup>th</sup> and indicated that County Engineer Chuck Knoll is working on the subsurface investigations.*

**WNHS Update** – Please refer citizens to the following websites for more information:

<http://www.oregonhomeownersupport.gov> & <http://w-nhs.org>

WNHS provides many home rehabilitation services and counseling for those in need.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Sm".

S. Scott McDowell



## Public Works Report June 18, 2015

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 June.
- *Distribution System* – Two small leaks this month. The pressure reducing valves are scheduled to be serviced July 23<sup>rd</sup> and 24<sup>th</sup>.
- *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 water plant has been switched over to the river for its source water.
- *Misc.* – The water project plans have been finalized and are out to bid.

### Sewer:

- *North Lagoons* –This facility has been mowed and sprayed for weeds.
- *South Lagoons*- This facility has been mowed and sprayed for weeds.
- *Collection System*- A sewer extension on School Ave. is near completion.
- *Misc.* – USDA Rural Development is scheduled to inspect our facilities on June 22<sup>nd</sup>.

### Streets:

- *Mowing/Tree Maintenance* – Trees are trimmed on an as-needed basis.
- *Asphalt/ Gravel Road Maintenance* – Asphalt paving is complete. The dead end portion of Upper Spaulding, The end of Amelia Ave., Putman Street from Spaulding to Kirk, and the eastern portion of Washington Street have all been paved. Public Works will begin applying shoulder rock the week of June 22<sup>nd</sup>. The City has also hired Holderman Paving to repair several water repair and pothole damage around town.
- *Storm Drainage* – Nothing to report this month.
- *Misc.* – All of the flower beds along Main Street have been weeded and new bark applied. Several shrubs have been removed.

### Parks:

- *Pioneer Park* –A lot of work has been done in Pioneer Park thanks to our new park hosts, our seasonal, Clint Taskinen and Public Works. Some of the tasks include painting restrooms and removing vandalism, repairing broken structure and benches, trimming trees, repairing fencing, cleaning facilities, mowing weed trimming, spraying weeds and grading roads.
- *Blakely Park* – Mowing and grounds maintenance is under way. We have also experienced quite a bit of vandalism, including spray painting the new restrooms, breaking structure at the pavilion, stage damage and fence damage.
- *Kirk's Ferry Park* – The drinking fountain for this facility has arrived and will be installed soon. This facility is mowed weekly.

### Cemetery:

- *Grounds* – This facility has been mowed and several plots marked for burial and headstone placements.

### **Library:**

- *Grounds*- Mowing and grounds maintenance is under way. The flower beds have been weeded and new bark applied.
- *Buildings*- A few minor building maintenance items have been repaired.

### **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* – The parking lot has been repaved and restriped to meet ADA specifications. All of the flower beds have been weeded and new bark applied. Several shrubs have been removed.
- *Misc.* – Nothing additional to report this month.

### **City Hall:**

- *Buildings*- Nothing to report this month.
- *Grounds* –The landscape project in front of City Hall is under construction, Public Works has finalized the design and has contacted concrete contractors for bidding of a portion of the work. This facility is mowed weekly.
- *Community Center*- Nothing to report this month.

### **Rec. Center:**

- *Grounds*- This facility is mowed weekly.
- *Buildings*- A new faucet was installed in the kitchen and the hot water line repaired.

### **Public Works:**

- *Grounds*- This facility is mowed weekly.
- *Buildings*- Cleaning and organizing continues as time allows.
- *Misc.* – Preventative maintenance is being performed on all the vehicles and equipment. All of the equipment at public works has been repaired and ready for use.
- One John Deere Gator was purchased to replace our existing Gator.



# Planning at a Glance

## Permits (June):

### **Linn County (Building, Plumbing, Mechanical)**

- Brownsville Assembly of God Modular
- 1st Rate Roofing New Construction (OTC)
- Residential Water Heater Replacement

### **City (Fences, Setback Verification)**

- 219 Washburn
- 219 Galbraith
- 510 Hausman
- 304 Spaulding



## Properties in Action:

<b>Marchbanks</b>	Blakely Avenue Land Partition
<b>Lynch</b>	210 School Avenue – New Construction
<b>Bowman</b>	Property Line Adjustment
<b>Nelson</b>	Property Line Adjustment
<b>Nelson</b>	New Construction
<b>1st Rate Roofing</b>	New Construction
<b>Assembly of God</b>	Modular Placement
<b>Our Place</b>	Restaurant
<b>Clarke</b>	Land Partition

**Lands of Interest:** *Current or potential property owners are discussing development options for their land with City Staff.*

- North Avenue/School Avenue
- Depot Avenue
- Hume Street
- Ash Street
- Spaulding Avenue
- 368 Spaulding Avenue



## Other

**Kirks Ferry Trading Post:** Greg Hopla is interested in bringing his International Jousting Show to Brownsville. The structure used for the show is well over ten feet high; according to Linn County code enforcement, a structure of this size will require an engineered plan if it is to be used for the public. Although the plan is temporary, Linn County requires the structure to meet public safety standards.

Additionally, prior to Linn County approval, Mr. Hopla's request would be required to go through the Planning Commission for a Conditional Use Application. Mr. McDowell and Mrs. Coleman plan to meet with the Hopla's to discuss this issue.

*Ed Coleman*

**MAP OF  
BROWNSVILLE  
LINN CO.  
OREGON  
1878**

SCALE 500 FEET TO AN INCH



# LINN COUNTY SHERIFF'S OFFICE

**Bruce W. Riley, Sheriff**  
1115 S.E. Jackson Street  
Albany, OR 97322  
Phone: 541-967-3950  
www.linnsheriff.org

## 2015

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

**FOR THE MONTH OF:** **May**

<b>TRAFFIC CITATIONS: -----</b>	<b>16</b>
<b>TRAFFIC WARNINGS: -----</b>	<b>11</b>
<b>TRAFFIC CRASHES: -----</b>	<b>1</b>
<b>ADULTS CITED / VIOLATIONS: -----</b>	<b>2</b>
<b>ADULTS ARRESTED: -----</b>	<b>4</b>
<b>JUVENILES CITED / VIOLATIONS: -----</b>	<b>0</b>
<b>JUVENILES ARRESTED: -----</b>	<b>0</b>
<b>COMPLAINTS/INCIDENTS INVESTIGATED: -----</b>	<b>38</b>
<b>TRAFFIC HOURS-----</b>	<b>21</b>
 <b>TOTAL HOURS SPENT IN:</b>	
<b>BROWNSVILLE</b>	<b>242</b>

**70 PERCENT COVERAGE OF TWO DEPUTIES PER MONTH= 202 HOURS**

**Bruce W. Riley,  
Sheriff, Linn County**

**By: Lt. Michelle Duncan**

PATRL\_RPT#2 City Incident Report

ENTRY DATE	ENTRY TIME	CALL DESCRIPTION	ADDRESS	CITY	DESCRIPTION
5/30/15	16:40:38	Trf Speed Viol	DEPOT AV	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/30/15	8:06:09	PROP-FOUND	CALAPOOIA AV	Brownsville	MDT Narrative Update
5/30/15	5:14:46	Trf Equipment Viol	E HWY 228	Brownsville	WARNING - EQUIPMENT VIOLATION
5/30/15	5:14:46	Trf Equipment Viol	E HWY 228	Brownsville	WARNING - EQUIPMENT VIOLATION
5/29/15	16:20:59	CIV DISP RPT	WALNUT AV	Brownsville	No Additional Report Necessary
5/29/15	14:43:51	VIOL CITY ORD	N MAIN ST	Brownsville	MDT Narrative Update
5/29/15	14:36:32	WARRANT SERV	N MAIN ST	Brownsville	No Additional Report Necessary
5/29/15	14:05:30	Trf Moving Viol	N MAIN ST	Brownsville	CITE ISSUED - NO INSURANCE
5/29/15	9:05:19	RIDER	N MAIN ST	Brownsville	Call completed
5/29/15	7:39:57	Trf Speed Viol	WASHBURN ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/26/15	16:10:25	Trf Moving Viol	N MAIN ST	Brownsville	WARNING - MOVING VIOLATION
5/26/15	13:46:56	Trf Speed Viol	S MAIN ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/26/15	12:35:39	WELF CHECK	SPAULDING AV	Brownsville	MDT Narrative Update
5/26/15	9:04:15	Trf Speed Viol	S MAIN ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/26/15	8:44:56	Trf Speed Viol	TEMPLETON ST	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/26/15	7:21:34	Trf Speed Viol	S MAIN ST	Brownsville	WARNING - SPEEDING VIOLATION
5/26/15	7:06:59	Trf Speed Viol	HUME ST	Brownsville	WARNING - SPEEDING VIOLATION
5/26/15	6:30:54	Trf Speed Viol	HAUSMAN AV	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/26/15	6:04:38	Trf Speed Viol	N MAIN ST	Brownsville	WARNING - SEATBELT VIOLATION
5/25/15	13:34:42	WARRANT SERV	W BISHOP WY	Brownsville	Civil process atmpmted, not served
5/25/15	12:49:57	TRAFF-DUII	W BISHOP WY	Brownsville	MDT Narrative Update
5/25/15	12:08:53	VEH-ABANDONED	TEMPLETON ST	Brownsville	CAD Report
5/25/15	2:00:27	SUSP-VEHICLE	AMELIA AV	Brownsville	MDT Narrative Update
5/24/15	13:21:11	ALARM - POLICE	N MAIN ST	Brownsville	No Additional Report Necessary
5/24/15	12:21:42	Trf Equipment Viol	S MAIN ST	Brownsville	WARNING - EQUIPMENT VIOLATION
5/24/15	11:50:33	CIV PROCESS-OTHER	NORTHPOINT LOOP	Brownsville	Civil process, service completed

PATRL\_RPT#2 City Incident Report

5/24/15	10:53:01	VEH-ABANDONED	<b>W BLAKELY AV</b>	Brownsville	No Additional Report Necessary
5/23/15	6:58:03	BURGLARY REPORT	<b>HUME ST</b>	Brownsville	Incident Report
5/23/15	1:02:03	VEH-REPO	<b>OAK ST</b>	Brownsville	No Additional Report Necessary
5/22/15	8:04:46	DOG COMPLAINT	<b>SAGE ST</b>	Brownsville	MDT Narrative Update
5/21/15	21:09:43	Trf Citz Compl	<b>PINE ST</b>	Brownsville	Call completed
5/20/15	21:51:06	FIRE ARMS COMPL	<b>WASHBURN ST</b>	Brownsville	Incident Report
5/19/15	18:33:06	SUSP-VEHICLE	<b>TEMPLETON ST</b>	Brownsville	MDT Narrative Update
5/18/15	11:29:56	FOLLOW UP-OUT OF CAR	<b>FILBERT CT</b>	Brownsville	MDT Narrative Update
5/18/15	7:59:22	ALARM - POLICE	<b>CALAPOOIA AV</b>	Brownsville	No Additional Report Necessary
5/18/15	2:06:52	FOLLOW UP-OUT OF CAR	<b>N MAIN ST</b>	Brownsville	MDT Narrative Update
5/17/15	20:47:37	JUV-COMPLAINT	<b>KIRK AV</b>	Brownsville	MDT Narrative Update
5/17/15	10:52:09	NARCOTICS OFF	<b>KIRK AV</b>	Brownsville	No Additional Report Necessary
5/17/15	4:44:01	ANIMAL - BIRD	<b>N MAIN ST</b>	Brownsville	No Additional Report Necessary
5/16/15	17:51:44	DOG COMPLAINT	<b>N MAIN ST</b>	Brownsville	CAD Report
5/16/15	12:30:02	WARRANT SERV	<b>N MAIN ST</b>	Brownsville	No Additional Report Necessary
5/16/15	12:14:29	WARRANT SERV	<b>N MAIN ST</b>	Brownsville	No Additional Report Necessary
5/16/15	0:20:59	WARRANT SERV	<b>W BISHOP WY</b>	Brownsville	No Additional Report Necessary
5/15/15	21:57:33	VEH-STOLEN	<b>W BISHOP WY</b>	Brownsville	No Additional Report Necessary
5/15/15	19:06:18	FOUND DOG	<b>PINE ST</b>	Brownsville	MDT Narrative Update
5/14/15	20:07:26	DISTB-OTHER	<b>E BLAKELY AV</b>	Brownsville	MDT Narrative Update
5/12/15	17:12:33	SUSP-PERSON	<b>WALNUT AV</b>	Brownsville	MDT Narrative Update
5/12/15	11:22:12	VEH-ABANDONED	<b>ASH ST</b>	Brownsville	MDT Narrative Update
5/11/15	21:15:42	Trf Moving Viol	<b>E WASHINGTON AV</b>	Brownsville	WARNING - MOVING VIOLATION
5/10/15	13:44:50	WELF CHECK	<b>KAY AV</b>	Brownsville	No Additional Report Necessary
5/10/15	1:26:05	FIRE ARMS COMPL	<b>KAY AV</b>	Brownsville	No Additional Report Necessary
5/09/15	14:14:12	DOG COMPLAINT	<b>ROBE ST</b>	Brownsville	MDT Narrative Update
5/09/15	11:16:06	PROP-FOUND	<b>N MAIN ST</b>	Brownsville	MDT Narrative Update
5/08/15	12:15:21	Trf Citz Compl	<b>N MAIN ST</b>	Brownsville	MDT Narrative Update
5/08/15	11:50:38	CIV PROCESS-OTHER	<b>ASH ST</b>	Brownsville	Civil process atmpted, not served
5/05/15	11:24:00	WARRANT SERV	<b>N MAIN ST</b>	Brownsville	No Additional Report Necessary
5/05/15	11:02:16	FOLLOW UP-OUT OF CAR	<b>E BLAKELY AV</b>	Brownsville	No Additional Report Necessary
5/04/15	19:41:37	THEFT-RPT	<b>KIRK AV</b>	Brownsville	MDT Narrative Update

PATRL\_RPT#2 City Incident Report

5/04/15	9:20:18	DISTB-OTHER	<b>LOUCKS WY</b>	Brownsville	MDT Narrative Update
5/03/15	15:25:05	CRIM MISCHIEF	<b>LOUCKS WY</b>	Brownsville	MDT Narrative Update
5/03/15	4:29:06	SECURITY CHECK	<b>PARK AV</b>	Brownsville	MDT Narrative Update
5/02/15	13:32:05	Trf Speed Viol	<b>S MAIN ST</b>	Brownsville	CITE ISSUED - SPEEDING VIOLATION
5/02/15	13:15:33	Trf Speed Viol	<b>W HWY 228</b>	Brownsville	WARNING - SPEEDING VIOLATION
5/01/15	5:50:35	SUSP-VEHICLE	<b>N MAIN ST</b>	Brownsville	No Additional Report Necessary



## **Library Advisory Board**

*Librarian's Report*

May 2015

Here are a few facts about our library the month of May 2015. We have received 48 new books for the library. Volunteers donated 158.5 hours to our library. There were 1,690 materials checked out. 410 adult fiction books; 148 adult non-fiction books; 100 audio books; 426 children's books; 461 junior books; 74 junior reference books and 71 large print books.

Our Library website will be changing from [Brownsville.plinkit.org](http://Brownsville.plinkit.org) to [brownsvillecommunitylibrary.org](http://brownsvillecommunitylibrary.org). This transition is happening because the State of Oregon will no longer be paying for the plinkit library websites for Oregon Libraries. Through June 30, 2016 the State of Oregon will pay for a website hosted by Enfold SaaS for libraries that choose and after June 2016, the cost is a minimal monthly payment. Our Library will be closed for maintenance the week of June 16 through 20. We will reopen with normal Library hours on Tuesday, June 23, 2015.

May was a super duper month for visitors. Skeeter the Clown came in preparation of the circus held in Halsey. The children really enjoyed her display of balancing and tricks. I think their favorite part was the balloon animals at the very end. The last Learning Tree Preschool visit also happened for the school year. It was a bittersweet moment, because some are moving on to Kindergarten next year. Both Learning Tree and Kidco Headstart indicate that they would like to continue checking books out. Our Library is becoming a positive influence in these children's lives and in turn they will be a positive part of our future.

Respectfully submitted,

A handwritten signature in blue ink, which appears to read "Suzanne".

Librarian

**BROWNSVILLE MUNICIPAL COURT MONTHLY REPORT  
STATISTICAL REPORT FOR THE MONTH OF MAY 2015**

Offense Class	Pending First Day	Filed	Closed	Pending Last Day	Trials
Misdemeanors	34	0	1	33	
Violations	13	3	7	9	
Contempt/Other	39	2	2	39	
<b>TOTALS</b>	<b>86</b>	<b>5</b>	<b>10</b>	<b>81</b>	

**BALANCE SHEET FOR THE MONTH OF MAY 2015**

**Court Revenue**

**Court Payments**

Total Deposits +	\$ 2,010.00	City	\$1,572.00
Total Bail Forfeits +	\$ -	Restitution	\$ 60.00
Total Bail/Bank Fees -	\$ -	Oregon Dept Revenue	\$ 232.00
Total Bail Held -	\$ -	Linn County	\$ 96.00
* Total Refund/Rest -	\$ (50.00)	State Misc.	\$ -
Total NSF's -	\$ -	DUII Surcharge	\$ -

**TOTAL COURT REVENUE**

**\$ 1,960.00**

**TOTAL COURT PAYMENTS**

**\$1,960.00**

Credit given for Community Service \$ -

Other Credit Allowed Against Fines \$ -

**TOTAL NON-REVENUE CREDIT ALLOWED** \$ -

**TOTAL CASH PAYMENTS TO:**

CITY	\$ 1,572.00
STATE	\$ 232.00
COUNTY	\$ 96.00
	\$ -
*REFUND/RESTITUTION	\$ 60.00

**ACCOUNTS RECEIVABLE:**

BEGINNING	\$ 2,497.59
ENDING	\$ 2,437.59



## ORDINANCE 754 (Second Reading)

### AN ORDINANCE AMENDING TITLE 9 OF THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 9, SECTION 9.20.010; DISCHARGE OF WEAPONS

#### Current Language:

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow except with the permission of the affected property owner or other person lawfully in control of the property. Any discharge permitted under this section shall only be at inanimate targets and no projectile so discharged may leave the property upon which permission to discharge was granted. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
  1. By any person in the defense or protection of his/her property or family;
  2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.
  3. At any other private location, the property owner shall apply for a special permit for weapons discharge. Local law enforcement and the City Administrator shall approve such permits based upon determining factors such as property location, is the property of suitable size, noise levels, design and configuration and any other relevant factors to safely allow such use. [Ord. 742, 2014; Ord. 724, 2010; Ord. 601 § 20, 1990; 1981 Compilation § 4-4.20.]

#### Proposed Language:

#### **9.20.010 Discharge of weapons.**

- A. No person other than an authorized peace officer shall fire or discharge within the City any weapon which acts by force of gunpowder or other explosive, or by the use of jet or rocket propulsion or spring gun.
- B. No person other than an authorized peace officer shall discharge any air gun or crossbow or bow and arrow. Failure to abide by these provisions shall constitute a violation of this section.
- C. The provisions of this section shall not be construed to prohibit the firing or discharging of any weapon:
  1. By any person in the defense or protection of his/her property or family;
  2. At any shooting or target range maintained or provided by the City of Brownsville or any public or private school.



**ORDINANCE 754 (*Second Reading*)**

PASSED BY THE COUNCIL AND APPROVED BY THE MAYOR this \_\_\_\_\_ day of \_\_\_\_\_,  
2015.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Administrator



**RESOLUTION NO. 2015.13**

**RESOLUTION ADOPTING A BUDGET**

**BE IT RESOLVED** that the Council for the City of Brownsville hereby adopts the budget for Fiscal Year 2015-16 in the sum of \$5,164,907, including transfers totaling \$71,800, now on file at City Hall.

**RESOLUTION MAKING APPROPRIATIONS**

**BE IT RESOLVED** that the amounts for the fiscal year beginning July 1<sup>st</sup>, 2015 and for the purposes shown below are hereby appropriated:

**GENERAL FUND**

Administration	\$	277,350
Parks & Cemetery	\$	165,600
Community Room	\$	10,200
Library	\$	142,450
Law	\$	230,450
Operations	\$	334,400
Transfers (Out)	\$	50,000
Unappropriated	\$	<u>28,174</u>
<b>Fund Total</b>	\$	<b>1,238,524</b>

**WATER FUND**

Administration	\$	292,350
Operations	\$	726,300
Transfers (In)	\$	0
Unappropriated	\$	<u>1,800</u>
<b>Fund Total</b>	\$	<b>1,020,450</b>

**SEWER FUND**

Administration	\$	203,725
Operations	\$	253,900
Transfers (Out)	\$	20,000
Unappropriated	\$	<u>104,375</u>
<b>Fund Total</b>	\$	<b>582,000</b>

**STREET FUND**

Personal Services	\$	110,000
Materials & Services	\$	75,900
Capital Outlay	\$	155,000
Transfers (Out)	\$	1,800
Unappropriated	\$	<u>146,500</u>
<b>Fund Total</b>	\$	<b>489,200</b>

**BUILDINGS & EQUIPMENT**

Capital Outlay	\$	40,000
Unappropriated	\$	<u>396,500</u>
<b>Fund Total</b>	\$	<b>436,500</b>

**TRANSIENT ROOM TAX**

Capital Outlay	\$	1,365
Unappropriated	\$	<u>500</u>
<b>Fund Total</b>	\$	<b>1,865</b>

**COMMUNITY PROJECTS**

Capital Outlay	\$	90,000
Unappropriated	\$	<u>88,400</u>
<b>Fund Total</b>	\$	<b>178,400</b>

**SEWER BOND**

Bond Payments	\$	354,174
Unappropriated	\$	<u>43,479</u>
<b>Fund Total</b>	\$	<b>397,654</b>

**WATER BOND**

Bond Payments	\$	54,928
Unappropriated	\$	<u>22,750</u>
<b>Fund Total</b>	\$	<b>77,678</b>

**CEMETERY TRUST**

Unappropriated	\$	<u>63,550</u>
<b>Fund Total</b>	\$	<b>63,550</b>

**LIBRARY TRUST**

Unappropriated	\$	<u>5,920</u>
<b>Fund Total</b>	\$	<b>5,920</b>

**HOUSING REHABILITATION**

Unappropriated	\$	<u>197,471</u>
<b>Fund Total</b>	\$	<b>197,471</b>

**LAND ACQUISITION**

Unappropriated	\$	<u>9,962</u>
<b>Fund Total</b>	\$	<b>9,962</b>

**WATER SDC**

Unappropriated	\$	<u>97,751</u>
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**RESOLUTION NO. 2015.13**

<b>Fund Total</b>	\$	97,751		
<b>WATER SYSTEM RESERVE</b>			<b>SEWER SDC</b>	
Unappropriated	\$	39,095	Unappropriated	\$ 246,714
<b>Fund Total</b>	\$	39,095	<b>Fund Total</b>	\$ 246,714
<b>STORMWATER SDC</b>			<b>BIKEWAY/FOOTPATH</b>	
Unappropriated	\$	46,706	Unappropriated	\$ 35,467
<b>Fund Total</b>	\$	46,706	<b>Fund Total</b>	\$ 35,467

**Note:** Funds above include unappropriated balances to eliminate confusion based on past experience.

**RESOLUTION IMPOSING AND CATAGORIZING TAXES**

**BE IT RESOLVED** that the Council for the City of Brownsville hereby imposes the taxes as provided in the adopted budget at the rate of \$6.9597 per \$1,000 of assessed value for operations; and in the amount of \$58,663 for Water Bond Debt Service; and in the amount of \$192,240 for Sewer Bond Debt Service; and that these taxes are hereby imposed and categorized for tax year 2015-2016 upon the assessed value of all taxable property within the district.

	<b>Subject to the General Government Limitation</b>	<b>Excluded from the Limitation</b>
GENERAL FUND	\$6.9597/\$1000	0
WATER BOND DEBT SERVICE FUND	0	\$ 58,663
SEWER BOND DEBT SERVICE FUND	0	\$ 192,240
DELINQUENT SEWER ASSESSMENT	0	\$ 6,802.04

**Passed and adopted by the Council of the City of Brownsville this 23<sup>rd</sup> day of June, 2015.**

**Attest:**

\_\_\_\_\_  
Don Ware  
Mayor

\_\_\_\_\_  
S. Scott McDowell  
Budget Officer/City Administrator





**RESOLUTION NO. 2015.14**

*\* To be returned if meter registers more than 3% fast.*

**TURN-ON FEE**

Customer Requested Turn-off \$ 15.00

**ACCOUNT DEPOSIT**

New Accounts \$ 100.00

**RESTORATION CHARGE**

City Initiated Turn-off \$ 15.00  
After Business Hours \$ 30.00

**DELINQUENT ACCOUNTS**

Late fee for Delinquent Notice \$ 7.50  
Charge for Notice of Shutoff \$ 10.00

**RETURNED CHECK CHARGE**

*Each Check Returned by Bank \$ 30.00*

**BE IT FURTHER RESOLVED**, that all prior Resolutions setting rates and fees authorized by Ordinance No. 534 and the Brownsville Municipal Code, Chapter 13.05, Article II. **Water Regulations** are hereby repealed.

This Resolution shall become effective July 1<sup>st</sup>, 2015 upon being passed and approved by the City Council.

***Passed and approved by the City Council this 23<sup>rd</sup> day of June, 2015.***

Attest:

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell



**RESOLUTION NO. 2015.15**

**A RESOLUTION ADOPTING A 3% RATE INCREASE FOR FISCAL YEAR 2015-2016 AND ADJUSTING OTHER FEES AS AUTHORIZED BY THE BROWNSVILLE MUNICIPAL CODE, CHAPTER 13.05, ARTICLE I. SEWER REGULATIONS (ORDINANCE NO. 489); AND REPEALING AND/OR SUPERCEDING ANY OTHER RESOLUTION IN CONFLICT HEREWITH.**

**WHEREAS**, Section 19 and Section 22 of Ordinance No. 489 of the City of Brownsville passed by the Council and approved by the Mayor on March 7, 1980, and amended by Ordinance No. 582, passed by the Council and approved by the Mayor on August 15, 1988, and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** authorizes charges and fees to be set by Resolution of the Council and reviewed annually,

**WHEREAS**, the City has undertaken major renovations to the sanitary treatment works and collection systems and,

**WHEREAS**, at the direction of financial advisors have set rates in accordance with projections of expenditures to retire debt incurred by said improvements to meet contact requirements with the Oregon Economic & Community Development Department (OECDD) and the United States Department of Agriculture – Rural Utilities Service (USDA-RUS),

**BE IT RESOLVED** that the rates and fees will be as follows:

**SEWER SERVICE CHARGES**

The City of Brownsville in order to ensure sufficient revenue is generated to pay the total operational and maintenance costs for the proper operation and maintenance of the treatment works and that proportional distribution of operational and maintenance costs among users and user classes is maintained determines that sewer service charges against every property served by the City sewer system shall be based on water usage. An average winter usage will be determined for each customer and that customer will be charged accordingly. Any sewer customers not connected to City water will have the choice of either installing a meter on their well and paying according to that meter reading or paying the rate which falls under the 600-800 cubic feet in the sewer rate structure.

The monthly rates shall be as follows:

**In-City Sewer Charges:**

Average Usage	=	0 - 300 c.f.	\$ 31.73
		400 - 500 c.f.	\$ 37.31
		600 - 800 c.f.	\$ 40.31
		900 + c.f.	\$ 44.52



**RESOLUTION NO. 2015.15**

Sewer Only	\$ 40.31
<b>Out-of-City Sewer Charges</b>	<b>\$ 48.18</b>
Sewer Debt Service ( <i>Monthly Flat Rate Charge</i> )	\$ 15.00

**APPLICATION, PERMIT & INSPECTION**

The Sewer Service Connection Fee charged for connecting to the City Sewer System shall cover plan review, inspection and related administrative costs and shall be as follows:

Sewer Service Connection Fee	\$ 100.00
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**RETURNED CHECK CHARGE**

<i>Each Check Returned by Bank</i>	<b>\$ 30.00</b>
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**BE IT FURTHER RESOLVED** that all prior Resolutions setting rates and fees as authorized by Ordinance No. 489 and the Brownsville Municipal Code, Chapter 13.05, Article I. **Sewer Regulations** are hereby repealed.

This Resolution shall become effective July 1<sup>st</sup>, 2015.

***Passed by the City Council on this 23<sup>rd</sup> day of June, 2015.***

\_\_\_\_\_  
Mayor Don Ware

***Attest:***

\_\_\_\_\_  
City Administrator S. Scott McDowell



**RESOLUTION NO. 2015.16**

**A RESOLUTION SETTING RULES FOR UTILITY ACCOUNTS  
REGARDING OVERDUE AMOUNTS**

**WHEREAS**, the Council has the authority to set policy governing the utility rates, charges, costs and fines of the City of Brownsville; and,

**WHEREAS**, the Council determines it to be in the best interest of the public to limit the overdue amount on utility billing accounts; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE BROWNSVILLE CITY COUNCIL, THAT:**

- A. The City of Brownsville will not allow account balances in excess of \$180.00.
- B. Arrangements can be made, however, accounts shall be considered in good standing if the balance is under \$80.00.
- C. Accounts owing over \$200.00 after 45 days will be shut off until full payment is received bringing the account back into active status.
- D. No account shall be over 45 days overdue. All amounts paid will be applied to the oldest debt per Resolution 686 adopted in June 2012.

Introduced and adopted this 23<sup>rd</sup> day of June 2015.

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Don Ware, Mayor

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S. Scott McDowell, City Administrator



**RESOLUTION NO. 2015.18**

**A RESOLUTION MODIFYING FEES IN CONNECTION WITH LAND USE PERMITS AND APPLICATIONS; ESTABLISHING POLICIES RELATING TO SAID FEES; REPEALING ANY OTHER RESOLUTIONS IN CONFLICT HEREWITH; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, costs associated with processing land use actions within the City of Brownsville have increased substantially and the fees charged shall be monitored by Council from time to time,

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

**Section 1:** The City of Brownsville establishes the following schedule of fees and procedures which are imposed outright for administrative, planning, engineering and publication costs associated with processing land use permits and applications.

**Administrative Review**

Sign Permit N/C

**NOTE: Signage requested along Highway 228 is subject to Oregon Department of Transportation Regulations.**

Weapons Discharge Permit N/C

RV Permit N/C

Garage Sale Permit N/C

Sidewalk Permit N/C

Change of Occupancy or Use\*\* N/C

Manufactured Home Placement Permit N/C

Old Town Commercial (OTC) Exterior Alteration N/C

Drainage Ditch Improvement Permit & Review\*\*\* N/C

Special Development Zone (SDZ) Forestry Permit\*\* \$ 250.00



**RESOLUTION NO. 2015.18**  
**Site Plan Review**

New Construction Permit* ( <i>Primary, Accessory and/or Fence</i> )	\$	30.00
Floodplain Development Permit	\$	30.00
Special Flood Development Review	\$	150.00
Residential Site Plan Review ( <i>Non-Subdivision</i> )	\$	200.00
Commercial Site Plan Review	\$	700.00
Industrial Site Plan Review	\$	700.00
SDZ Simple Review**	\$	300.00
Property Line Adjustment	\$	300.00
Manufactured Home Park	\$	1,200.00

\* *Not charged when civil engineering site plan review is required.*

\*\* *Indicates that these can be referred to the Planning Commission and additional costs may apply.*

\*\*\* *Engineer will estimate applicable charges for associated reviews.*

**Planning Commission (Public Hearing)**

**Conditional Use Permits**

Aggregate Mineral Resource Development	Publishing Costs
Home Occupations	\$ 250.00
OTC Change of Use	\$ 250.00
OTC New Construction	\$ 250.00
OTC Secondary Residential	\$ 250.00
Planned Unit Development	\$ 1,200.00 + \$25.00 per lot
Listed Conditional Uses ( <i>Excluding Home Occupation &amp; OTC</i> )	\$ 750.00



**RESOLUTION NO. 2015.18**

***Alteration or Expansion of Conditional Use***

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

***Alteration or Expansion of Non-Conforming Use***

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

**SDZ Simple Development Review**

RESIDENTIAL	\$	400.00
COMMERCIAL	\$	800.00

***Variances – Public Hearing***

Residential Lots	\$	200.00
Commercial Lots	\$	800.00
Partitioning Standards	\$	800.00
Subdivision Standards	\$	800.00

***Partitioning or Subdividing of Land***

Land Partition	\$	1,000.00
Major Land Partition	\$	1,600.00
Subdivision	\$	1,800.00 + \$35.00 per lot

***Planning Commission & City Council (Two Hearings)***

Zone Change & Zoning Map Amendment	\$	1,500.00
Zoning Ordinance & Text Amendment	\$	1,500.00
Comprehensive Plan Map Amendment	\$	1,500.00
Comprehensive Plan Text Amendment	\$	1,500.00



**RESOLUTION NO. 2015.18**

Urban Growth Boundary Amendment \$ 1,800.00

**City Council**

Street Vacation \$ 250.00

Alley/Easement Vacation \$ 250.00

Annexation \$ 1,000.00

Appeal  $\frac{3}{4}$  of the Original Fee

**SECTION 2.** When more than one land-use action is requested, (such as a variance and a conditional use permit), a separate fee will be charged for each land-use action requested due to separate standards and/or criteria requirements.

**SECTION 3.** Refunds for fees accompanying an application may be made when the application is withdrawn prior to any substantial review of the application and prior to the publication and issuance of any public notice. Refunds shall be made upon authorization of the City Administrator.

**SECTION 4.** All fees shall be due and payable at the time of application submittal. An application shall be stamped as "Received" when City staff has determined that the application is complete and all fees have been paid.

**SECTION 5.** The fees provided for herein shall be effective starting July 1<sup>st</sup>, 2015.

This Resolution shall become effective July 1<sup>st</sup>, 2015 upon being passed and approved by the City Council.

***Passed and approved by the City Council this 23<sup>th</sup> day of June, 2015.***

***Attest:***

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell



**RESOLUTION NO. 2015.19**

**A RESOLUTION ACCEPTING AND ACKNOWLEDGING THE ADVISORY VOTE REGARDING REGISTERED MEDICAL MARIJUANA FACILITIES AND LICENSED RECREATIONAL MARIJUANA FACILITIES PUT TO THE ELECTORS OF THE CITY AT THE MAY 19<sup>TH</sup>, 2015 GENERAL ELECTION**

**WHEREAS**, Council passed Resolution 2015.06 March 3<sup>rd</sup>, 2015 which put an advisory question to the electors of the City as referenced above; and,

**WHEREAS**, Council passed Ordinance 743 which established a moratoria on Medical Marijuana Dispensaries on March 25<sup>th</sup>, 2014 as allowed by Senate Bill 1531; and,

**WHEREAS**, Council passed Ordinance 747 creating a business registration program September 23<sup>rd</sup>, 2014 as an emergency and the law came into effect in October 2014; and,

**WHEREAS**, Council passed Ordinance 750 creating a marijuana tax October 28<sup>th</sup>, 2014 in the event the State of Oregon allows municipalities to tax marijuana related businesses along with Resolution 2014.20 passed November 25<sup>th</sup>, 2014 which set a marijuana tax rate; and

**WHEREAS**, Measure 91, the recreational marijuana use legislation, was passed by Oregon voters at the November 4<sup>th</sup>, 2014 General Election; and,

**WHEREAS**, Council passed Ordinance 751 which allowed marijuana facilities within certain zones in town only if the City's business registration language was ever to be overturned by the State of Oregon or the federal government; and,

**WHEREAS**, Council held multiple public hearings on the topic during the course of 2014 and 2015; and,

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

**Section I.** The City accepts the results of the advisory vote as received by the Linn County Clerk's Office.

**Section II.** The text of the ballot title read as follows:

**CAPTION:** Advisory Question Regarding Marijuana Facilities in the City of Brownsville

**QUESTION:** Should registered medical marijuana facilities and licensed recreational marijuana facilities be allowed to operate within the City of



**RESOLUTION NO. 2015.19**

Brownsville?

**SUMMARY:** This measure is an advisory question. The City Council is asking whether the citizens of the City of Brownsville support or oppose the operation of registered medical marijuana facilities and licensed recreational marijuana facilities within the City. The outcome of this vote is not binding on the City Council; the City Council is asking for this information in order to help inform its decisions about whether and how to regulate registered medical marijuana facilities and licensed recreational marijuana facilities in the City of Brownsville. A “yes” vote on this measure supports the operation of registered medical marijuana facilities and licensed recreational marijuana facilities within the City of Brownsville. A “no” vote on this measure opposes the operation of registered medical marijuana facilities and licensed recreational marijuana facilities within the City of Brownsville.

**Section III.** Council notes the result of the vote was as follows:

<i><b>Vote</b></i>	<i><b># of Votes</b></i>	<i><b>Percentage</b></i>
Yes	142	33.80%
No	276	65.71%

**Section IV.** Council will honor the advisory vote outcome by not modifying or creating any legislation that would change current laws relating to marijuana issues.

**Section V.** Council fully understands that the Oregon State Legislature, the State of Oregon's Supreme Court and any changes at the Federal level could impact the City's ability to regulate issues regarding marijuana.

**PASSED AND ADOPTED** by the Council of the City of Brownsville this 23<sup>rd</sup> day of June, 2015.

**Attest:**

\_\_\_\_\_  
Mayor Don Ware

\_\_\_\_\_  
City Administrator S. Scott McDowell

Steve Druckenmiller  
Linn County Clerk

P.O. Box 100, Albany, Oregon 97321  
Archives 541-967-3830  
Elections 541-967-3831  
License 541-967-3830  
Recording 541-967-3829

June 3, 2015

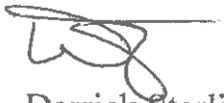
Dear District Elections Administrator:

Please find enclosed the "Abstract of Votes" cast for the May 19, 2015 Special District Election.

Pursuant to ORS 255.295 (2), the County Clerk will be able to issue the Certificates of Election only after the district elections authority has notified the county clerk in writing of the result of the election and provided a statement that the candidate(s) are qualified to hold that office.

If you have any questions, please feel free to call me at 541-967-3831 or send an email to [dsterling@co.linn.or.us](mailto:dsterling@co.linn.or.us).

Sincerely,



Derrick Sterling  
Supervisor of Elections

Received  
City of Brownsville

JUN 08 2015

Clerk \_\_\_\_\_

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22-134 Advisory Question Regarding Marijuana Facilities WIT

in the City of Brownsville.

Vote For 1

	Y e s (NON)	N o (NON)	OV V O E T R E S	UV N O D T E E R S
0073 073	142	276	0	2
<b>CANDIDATE TOTALS</b>	<b>142</b>	<b>276</b>		<b>2</b>
<b>CANDIDATE PERCENT</b>	<b>33.80</b>	<b>65.71</b>		<b>.47</b>

1 1 OF 1 PRECINCTS REPORTING

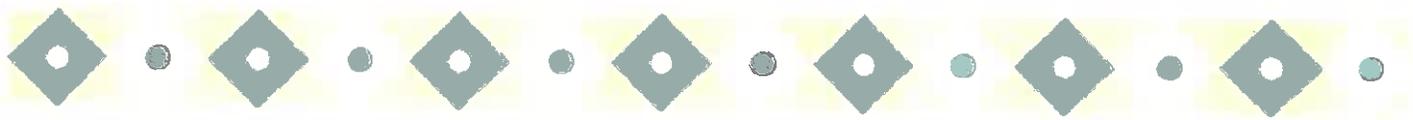
I hereby certify this copy to be a true,  
full and correct copy of the original now  
on record in my office.  
STEVE DRUCKENMILLER

 June 3, 2015  
County Clerk  
Deputy



# Pioneer Park Vandalism June 13<sup>th</sup> Weekend





# Spay and Neuter Voucher Program For the City of Brownsville

---

**Business Name**

50% off Voucher for citizens' of Brownsville , Must show water bill to pick up voucher from the City, no income discrimination, take Voucher to Amy Simone (in Bville) she will check ID to verify that the person who wants to use the vouchers live in the City Limits.

Spay \$82.50 before Voucher

Neuter \$49.50 before Voucher

I am asking to have Budgeted \$5000 to get this program off the ground.

**Business Name**

Primary Business Address  
Your Address Line 2  
Your Address Line 3  
Your Address Line 4

Phone: 555-555-5555  
Fax: 555-555-5555  
E-mail: someone@example.com



---

*Your business tag line here.*

**From:** Crystal Smith [info@big-valley-builders.com]  
**Sent:** Wednesday, May 27, 2015 12:33 PM  
**To:** S. Scott McDowell  
**Cc:** wsavik@juno.com; Timothy Smith  
**Subject:** Fwd: Engineering Bill Email to take to City Council  
**Attachments:** Engineering Bill from City of Brownsville for Bishop Royale Project.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Scott,

Per our discussion on the 20th of May I am sending you this email to take to City Council on behalf of Big Valley Builders regarding the attached engineering bill we received this month on the Bishop Royale project.

We have some concerns listed below:

The bill was received after the project was completed and the engineering line item on the project has been drawn. Engineering bills that we were aware of are all paid. There was a misunderstanding on this between Big Valley Builders and the City of Brownsville. We did not realize that a bill of this amount would be coming at the end of the project and that this engineering cost would be separate from the sewer and water permit fees already paid to the city.

We paid our engineer for some of the things that we now see we are paying the City's engineer for so feel that we are double paying for engineering. We would not have worked with our own engineer on these particular things if we had realized we were paying the City engineer for the same things.

Also if we had been aware that every trip by the engineer to our job site was a bill we would need to pay we would have made sure that we were aware when he would be at the job site and prepare in a way that he could get multiple things done at one visit. Many times we were unaware and unprepared for him to come by at all. We did not request him to stop and were not informed he would be there. If we had known we were paying for every stop at the job site we would have insisted that we be more involved in scheduling his trips to our site

We are asking for some relief on the attached bill due to the misunderstandings on these things.

Thank you for your help on this!

Sincerely,

Crystal

**Big Valley Builders, Inc**  
**&**  
**Big Valley Pump Service**

PH Tim Smith- **Construction** (541)936-4346

PH Tim Bear- **Pump Service** (541)619-9953

Office Ph (541)220-0070

Fax (866)466-3403

CCB 194686



# City of Brownsville

P.O. Box 188  
255 Main Street  
Brownsville, OR 97327  
541.466.5880

## INVOICE

**Customer:**

Bishop Royale / Tim Smith  
412 Faust  
Brownsville, OR 97327

**Date:** 05/12/2015**Invoice No.:** 2015-02

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
02/26/2014	Erwin Consulting	Engineering Fees	\$320.00
03/25/2014	Erwin Consulting	Engineering Fees	\$619.00
04/25/2014	Erwin Consulting	Engineering Fees	\$320.00
01/26/2015	Erwin Consulting	Engineering Fees	\$1,279.00
02/25/2015	Erwin Consulting	Engineering Fees	\$262.50
03/26/2015	Erwin Consulting	Engineering Fees	\$569.50
04/27/2015	Erwin Consulting	Engineering Fees	\$304.00

Total Due \$3,674.00

Invoice is due upon receipt, but no later than 6/15/2015.

**For Office Use Only:**

- Check No.
- Check Amount
- Date Received
- Initials



## 2015-2016 Council Goals

### Council Vision Statement

The Brownsville City Council works collaboratively and effectively with each other, staff, and community partners to preserve the historic character and economic health of our town and to create a high quality of life for our citizens.

### A Vision for Brownsville

For a tiny rural Oregon community, Brownsville has a huge presence. It is well-known throughout the state for its friendly welcome and for being a safe, clean, and attractive town. It is clear that residents value its historic character and make special efforts to preserve and enhance it. Talk to business owners in the thriving north and south business areas and you will find that it is the creative working relationships between city government and private, county, state, and federal partners that sustain our economic health and well-being. Residents participate in Brownsville's inclusive process of growing and enhancing our high quality of life. Brownsvillians care about healthy city finances, they expect infrastructure that delivers, and they elect a city council that works for the benefit of the community. Public spaces are a vital part of Brownsville's sense of place; citizens' and city government's attention to the appearance and cleanliness of parks, streets, and neighborhoods adds to the town's livability.

### Tag line

***Brownsville:*** Where People Care, Business Thrives, and History Lives

### Goals 2015-2016

1. Focus on the Fundamentals.
  - *Protect Brownsville's Treasury.*
  - *Active Capital Improvements Plan Implementation.*
  - *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*
2. Water Rights.
  - *Explore Possible Water Source Options.*
  - *Continually work on perfecting Water Rights.*
3. Economic Development Plan.
  - *Discuss Land Options with McFarland Cascade.*
  - *Participate in Regional Efforts & Opportunities.*
  - *Support Youth Activities in Cooperation with CLRA.*
4. Community Development Plan.
  - *Refine Zoning Rules & Requirements.*
  - *Consider & Adopt New Policies & Standards.*
  - *Finish & Implement a Sidewalk Program.*
  - *Improve Partnerships with CLSD.*



## 2015-2016 Council Goals

### 5. Capital Improvements Plan.

- *Execute 2015 Water Improvements Project Contracts.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- *Estimate City portion of Kirk Avenue Improvements.*

### 6. Organizational Development.

- *Implement Accountability System for all Officials.*
- *Focus on Council Development.*

### 7. Emergency Preparedness Plan.

- *Compose a Written Emergency Plan.*
- *Work with Area Partners on a continual Community Education Program.*
- *Develop Agreements with Community Partners.*

### ***Who we are?***

Brownsville is a City that is proud of its past while constantly improving toward the future for the benefit of our citizens. We are a group of citizens that honor each other by carefully balancing the social contract (Brownsville Municipal Code) to keep peace and order. The Brownsville Municipal Code and Comprehensive Plan help define the role of the City. Organizational transparency is a focus of Council. Council is working closely with Staff, volunteers, civic organizations, appointed officials and the citizenry to execute identified goals and carry out the responsibilities of the City.

Brownsville has a tremendous sense of place and synergy between City Hall and our residents. Active citizens are the true strength of Brownsville as evidenced by the volunteers who give freely of themselves to provide many municipal functions and civic services. Many civic organizations implement their missions actively in our community which provides a quality of life and vibrancy that is uncommon. Community events are planned and designed to invite people into town to share what Brownsville has to offer.

Council recognizes that many civic organizations and the City government are working diligently on implementing organizational development concepts in order to more efficiently provide services. Council recognizes that we are in a transition period between an authoritative model and are collectively moving toward a new, participatory approach within the organization and throughout the community.

### ***What do we want for Brownsville?***

Brownsville should honor the past, maintain a healthy present and strive to assure a dynamic future by focusing on fundamental municipal services such as:

- |                         |                            |
|-------------------------|----------------------------|
| 1. Treasury Health      | 7. Contract Administration |
| 2. Water                | 8. Personnel               |
| 3. Sewer                | 9. Police Protection       |
| 4. Capital Improvements | 10. Municipal Court        |
| 5. Parks                | 11. Library Services       |
| 6. Streets              | 12. Planning & Zoning      |



## 2015-2016 Council Goals

### GOALS PROGRESS UPDATE

#### 1. Focus on the Fundamentals.

- *Protect Brownsville's Treasury.*
- *Active Capital Improvements Plan Implementation.*
- *Foster Cooperative & Productive Relationships in the community and with County, State & Federal Agencies.*

**Plan:** Staff will continue to strictly adhere to the annually adopted budget working within the necessary parameters to keep rates as low as possible while providing vital services effectively. Staff will execute the planned projects found in the FY 2015-2016 budget as time and priority allow.

Staff will bid, construct and complete the 2015 Waterline Project. Staff will plan for and execute the engineering for the redevelopment of sewer lines in Old Town Commercial for the next fiscal year.

Staff will continue to strive for excellence in all relational aspects of service delivery. McDowell serves on the State's OPRD Grant Advisory Committee, the Visit Linn Coalition, the Ford Foundation's Go Team Effort and works with CIS and the LOC as needed. Frink works with various groups including 811.

#### 2. Water Rights.

- *Explore Possible Water Source Options.*
- *Continually work on perfecting Water Rights.*

**Plan:** Currently working on the redevelopment of the GR12 well site east of the Main Street bridge. Council has determined that this water source would double the current water capacity for the City. The City will continue exploring additional resources such as procurement of upstream water rights and other possibilities that exist in other areas of Brownsville.

#### 3. Economic Development Plan.

- *Discuss Land Options with McFarland Cascade.*
- *Participate in Regional Efforts & Opportunities.*
- *Support Youth Activities in Cooperation with CLRA.*

**Plan:** Continue working with East Linn communities and the Ford Foundation. Continue working with the Brownsville Chamber of Commerce, Visit Linn Coalition and the Bi-Mart Willamette Country Music Festival to drive local financial viability of businesses. Discuss future options with McFarland Cascade.

Continue to work with the CLRA to develop and strengthen youth activities as a vital community amenity.

**Definition:** The two chief focuses of Economic Development are 1) retaining existing business and 2) attracting new business.

#### 4. Community Development Plan.



## 2015-2016 Council Goals

- *Refine Zoning Rules & Requirements.*
- *Consider & Adopt New Policies & Standards.*
- *Finish & Implement a Sidewalk Program.*
- *Improve Partnerships with CLSD.*

**Plan:** Council would like to continue looking at ways to effect overall livability including right-of-way management. Install sidewalk into Pioneer Park from the Rec Center. Fully develop the City's sidewalk inventory plan getting the plan ready for approval by Council. Continue to try to develop an effective working relationship with the CLSD to assist with their community development plans.

### 5. Capital Improvements Plan.

- *Execute 2015 Water Improvements Project Contracts.*
- *Plan & Construct Downtown Wastewater & Stormwater Improvements.*
- *Estimate City portion of Kirk Avenue Improvements.*
- **Wastewater Treatment & Collections**
  - Council has budgeted for a well for the South Plant.
  - Council understands that nearly 45% of the collection lines are in need of replacement.
- **Kirk Avenue Improvements**
  - Council has determined that the first block of Kirk from Main Street to Averill Street will be fully reconstructed with sidewalks, curb and gutter improvements. The remainder of Kirk Avenue will be a grind and overlay project.
  - Council's only other alternative is to execute the project as a City project and assess all abutting property owners according to the project cost.

### 6. Organizational Development.

- *Implement Accountability System for all Officials.*
- *Focus on Council Development.*

**Plan:** Council recognizes the need for additional training & development. Council will continue to improve individually in their role as community leaders working together to accomplished shared organizational goals. Council implement accountability aspects of all officials both elected and appointed. Proper training and execution of responsibilities is vital for the overall health of the organization.

### 7. Emergency Preparedness Plan.

- *Compose a Written Emergency Plan.*
- *Work with Area Partners on a continual Community Education Program.*
- *Develop Agreements with Community Partners.*

**Plan:** A larger community effort is necessary for this task. Staff will work on the internal plan for the City.



# 2015-2016 Council Goals

## Organizational Development

1. *Elected & Appointed Officials.* People who understand their role and responsibilities for the City as policy & decision makers. People who have a tremendous amount of pride and caring about the future of Brownsville. People who understand the financial nuances of local government in Oregon. People who understand and respect the significant contributions of Staff. People who are focused on the greater good they can collectively make in the community. People who understand the mission of the City and who can explain City policy and issues with the general public. People who understand the unrelenting nature of citizen complaints and how to effectively deal with emotional issues from the general public.
2. *Staff.* People who understand their multiple roles and responsibilities. People who love coming to work. People who are interested in creating the best possible work environment that is full of respect and compassion for the citizens and is honest and trusting among all the ranks of the organization. People who don't complain about what they cannot control but people who are interested in creating practical, cost-effective solutions for those issues they can control. People who expect more than the ordinary from themselves and from each other.
3. *Organizational Axiom.* Creating, developing and maintaining effective relationships with individuals, other civic organizations, County, State & Federal government personnel. Understanding that the number one priority of the City is relationship building. The City shall honor relationships and the ordinances and laws of the land. The City shall be ever mindful of the importance of the social contract of government and the order that it strives to preserve for the sake of freedom.

**NOTES:** Council has discussed many organizational theories & objectives as well as identifying important critical thinking models that will serve as a guide for making better decisions. Below are two of those models:

### *How are expectations set in City Government?*

- ◆ Laws & Municipal Code
- ◆ Standards
- ◆ Requirements & Rules
- ◆ Memoranda of Understanding
- ◆ Contracts
- ◆ Agreements
- ◆ Employee Handbook
- ◆ Societal Norms
- ◆ Cultural Nuances
- ◆ Public Opinion

**Acceptable  
Conduct**  
vs.  
**Unacceptable  
Conduct**



## **2015-2016 Council Goals**

### **THE PROCESS OF PROGRESS**

1. Recognize/Identify
2. Accept/Agree
3. Strategize/Develop Action Steps
4. Implement/Execute
5. Review Outcomes

### **LEXIPOL'S 10 FAMILIES OF RISK MODEL**

1. External Risks
2. Legal & Regulatory Risks
3. Strategic Risks
4. Organizational Risks
5. Operational Risks
6. Information Risks
7. Human Resources Risks
8. Technology Risks
9. Financial and Administrative Risks
10. Political Risks



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

### 1. Medical Marijuana Dispensary Committee & Beyond

**Time Frame:** 06.2014 – 07.2014

- Committee Meeting #2 07.08.2014
- Committee Recommendation to Council 07.22.2014
- City Attorney Follow-Up 07.11.2014
- Council Determine Proper Course of Action 07.22.2014
- Develop Policy or Ordinance Language 08.26.2014
- Council Approval 09.22.2014
  - ▶ Passed Business Registration
  - ▶ Passed General Penalty Provision
- Meeting with LCSO & LC District Attorney 10.16.2014
- Council Meeting & Measure 91 Implications 10.28.2014
- General Election 11.04.14 Recreational Use (Passed) 11.05.2014
- Council Meeting & Measure 91 Options 11.25.2014
- Council Created Marijuana Committee 11.25.2014
- Provided Lawyer MMC Information 12.02.2014
- Sommers Briefing & Review 12.02.2014
- Marijuana Committee Meeting Scheduled 12.04.2014
- Marijuana Committee: Council Report 12.16.2014
- Staff Developing Land Use Language 01.23.2015
- Notify DLCDC 01.23.2015
- Staff Meeting about Measure 56 Notice 02.02.2015
- Send Measure 56 Notice 02.02.2015
- Update Measure 56 Notice Information WS 02.02.2015
- Post Library, Post Office & City Hall 02.03.2015
- Planning Commission Hearing 02.23.2015
- Council Hearing (*First Reading*) 02.24.2015
- Advisory Question Measure (Attorney) 02.25.2015
- Special Council Meeting Advisory Question Measure 03.03.2015
- Council Hearing (*Second Reading*) 03.24.2015
- Submit to DLCDC 03.26.2015
- Major Mailing Options 04.29.2015
- On-going Lawyer Conversations On Going
- Certified Advisory Vote Result 06.04.2015
- Council Resolution 2015.19 06.23.2015
- Policy Implementation (*Pending*) On Going

### 2. Banking Options

**Time Frame:** Immediate

- Umpqua Bank Recruitment Process 07.29.2014
- Bob Anderson Progress 08.28.2014
- Significant Events & Contracts 10.10.2014
- Multiple Conversations with Anderson 11.2014
- Communication Plan Logistics 12.05.2014
- Council Report 12.16.2014
- Secure Meeting Location (Insurance) 12.22.2014



# 2014-2015 Project Outlook

## PROJECT

- Prepare Mailing
- Send Mailing
- Monitor Logistics
- Host Event
- Setup Tables & Chairs
- Call to Action EM
- Rally Support Newspapers
- Rally Support
- Umpqua Meeting
- Bob Anderson Progress
- Bob Anderson Regroup
- Recruitment Process II

## NOTES:

- 12.23.2014
- 12.26.2014
- 01.07.2015
- 01.14.2015
- 01.15.2015
- 01.23.2015
- 01.26.2015
- On Going
- 02.23.2015
- 03.08.2015
- 03.27.2015
- On Going

### 3. Central Linn School District Facilities Discussions

**Time Frame:** Pending

- Monitor Developments
  - *Agreed to host a voting drop-off location*
- Disposition of District Office
- Send Brian Discussion Document
- Discuss Options with Board & Council
- Other City Involvement

- 01.05.2015
- 02.19.2015
- 03.12.2015

### 4. Central Linn Recreation Partnership

**Time Frame:** 07.2014 – 06.2015

- Create Policy & Procedures
- Administrative Policies
- Background Checks
  - Concussion Treatment
  - Medical Emergency
  - First Aid Administration
  - Operational Policies
- Facility Management
- Equipment Management
- Capital Improvements Components
- Management Policies
  - Sport Directors Handbook
  - Coaches Directors Handbook
  - Parents & Players Handbook
  - Develop Basic Position Descriptions
  - Develop Basic Things to Do Checklists
  - Develop Training Program
  - Fine Tune Programmatic Logistics
  - Facility Booking
- Sports Scheduling
- Website Updates & Support

October &  
November



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

- Basic Janitorial Service
- Develop General Maintenance Guidelines & Procedures
- Develop New Partnerships
- Create New Fee Structures
- Create Fundraising Committee

10.08

### 5. Emergency Electricity

**Time Frame:** 12.2014 – 05.2015

- Erwin & Norms Discussion
- Obtain Quotes
- Mobilization & Construction
- Finalize Contract

### 6. Employee Handbook & Job Descriptions Update

**Time Frame:** 10.2014 – 01.2015

- Add Necessary Policy
- Revise Existing Policy to match practice
- CJIS - Add Necessary Policy**
- Review All Job Descriptions
- Make Necessary Changes
- Council Approval

### 7. Sidewalk Program

**Time Frame:** 04.2015

- Discuss Funding the Program (BCM) Special Project 04.28.2015
- Prepare Specifications
- Council Approval

### 8. Staff Prospectus

**Time Frame:** On-going

- Create Planning Strategies October & November
- Continue to Define the New Era
- Create Shared Expectations
- Execute Debrief Sessions January 2015
- Review Internal Processes & Policies In progress
- Monitor Execution On Going

### 9. 2015 Water Line Improvements

**Time Frame:** 08.2014 – 06.2015

- Start Engineering 09.19.2014
- Submit to OHA 12.28.2014
- Prepare Documents February 2015
- Pacific Power Contract 04.06.2015
- Secure Easements 05.26.2015 In Progress
- Advertise Bids 06.08.2015
- Council Resolution of Acceptance JULY 2015



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

### **Project to include:**

- Main Street Water Line
- GR12 Update (*Several Developments with Schroder Law & OWRD*)      *November*
- Averill Street Water Line
  - Letter to Residents
  - Execute Contracts
  - Pre-Construction Meeting
  - Mobilization & Construction
  - Weekly Inspections
  - Punch List Items
  - Execute Final Check
  - Finalize Contract

### **10. Gator Purchase**

**Time Frame:** 07.2014 – 10.2014

- Frink Discussion      *Last FY*
- Frink Discussion      *12.02.2014*
- \*\* To Start in January (*Last year's New Model*)
- Contact Contractors (ORPIN)      *06.11.2015*
- Receive Quotes
- Selection Process
- Council Approval
- Complete Purchase
- Complete Contract
- Final Payment
- Insurance Coverage

### **11. Park Projects**

**Time Frame:** 09.2014 – 12.2014

#### **Pioneer**

- Install Signage      *07.2014*
- Park Electric (*Phase II*)      *05.11.15*
- Road Relocation      *On Hold (October)*
- Playground Relocation      *If Necessary*
- Paint Sidewalk Distance Indicators
- Fix Temporary Fencing      *06.09.2015*
- Cleanout River Debris      *Pending*
- Execute Contracts

#### **Kirk's Ferry**

- Install Fountain      *Pending*
- Fill Work
- Asphalt Quote      *On Hold*

#### **Remington Park**

- General Clean Up      *05.27.2015*
- Surplus Property      *In Progress*



## 2014-2015 Project Outlook

### PROJECT

- Park Board Approval
- Council Approval

### NOTES:

#### 12. South Wastewater Plant Well

*Time Frame:* 10.2014 – 04.2015

- Well Driller Recommendations
- Prepare Documents
- Obtain Quotes
- Council Resolution of Acceptance
- Execute Contract
- Pre-Construction Meeting
- Mobilization & Construction
- Punch List Items
- Finalize Contract
- Execute Final Check

#### 13. Public Works ROW Maintenance Checklist

*Time Frame:* 09.2014 – 10.2014

- Create Photo Checklist
- Seasonal Employees Training Piece
- Demonstrate Workload
- Council Review

#### 14. Wastewater Collections Cleaning Checklist

*Time Frame:* 12.2014 – 05.2015

- Identify Areas
- Contact Inspection Service
- Review Findings
- Complete Recommendations
- Create Maintenance Checklist
- Implement Cleaning Process

#### 15. ICMA – RC DeLana Hansen

*Time Frame:* 01.2015

- Setup Meeting
- Retirement Review

#### 16. Records Project

*Time Frame:* 01.2013 – 06.2013

- Line Out Filing Cabinets
- Organize E-Files (Ordinances & Resolutions)
- Create Easement File
- Create Contracts File

#### 17. Update Safety Manual

*Time Frame:* On-going

- Review Manuals



# 2014-2015 Project Outlook

## PROJECT

- Make Changes
- CIS Review
- Adopt New Manual
- Council Approval

## NOTES:

### 18. Shuttle to Town MOU

**Time Frame:** 04.2015 – 07.2015

- Part of Shuttle to Town Committee
- Create MOU 05.04.15
- Negotiate Contract with CLSD 05.04.15
- Discuss details with outside parties In progress
- Solidify Details In progress
- Coordination with WCMF In progress
- Finalize Contract In progress
- Debrief of Event OCTOBER

### 19. Update Capital Improvements Plan [CUPSS Development]

**Time Frame:** 10.2013 – 03.2014

- Review Current CIP
- Make Changes
- Frink & McDowell Review
- Adopt New Plan
- Council Approval

### 20. Internal Controls Project

**Time Frame:** 01.2015 – 02.2015

- BCS Quote for Services
- Develop Written Standards
- Implement Policy Recommendations
- Provide Council Drafts
- Council Approval
- Incorporate New Procedures

## Agreements & Miscellaneous

**Time Frame:** Various [January 2015]

- ◆ Solid Waste: Sweet Home Sanitation [01.2016 Review] [01.22.2013]
- ◆ Central Linn Recreation Board [02.2017] [12.21.2013]
- ◆ Chamber of Commerce [09.2016] [12.21.2013]
- ◆ Central Linn School District (Community Gardens) [03.2016]
- ◆ Pioneer Picnic Association & the Picture Gallery [09.2016]
- ◆ City Administrator [06.2015] w/One (1) Year Option
- ◆ Municipal Court Administrator [Perpetual]
- ◆ Brownsville Art Association [2016]
- ◆ Senior Center Phone Agreement [2017]
- ◆ LCSO Agreement [Annual] January
- ◆ Sattler Planning & IT Agreement [Annual] December



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

- ◆ 729 N. Main Street Flower Agreement [01.2017]
- ◆ Calapooia Food Alliance (Kirk's Ferry) [Pending]
- ◆ Monitor Kirk Avenue Project [Pending]
- ◆ Prepare Annual Park Agreements
  - ☑ State of Oregon (DAS) *Cancelled 2014*
  - ☑ Eugene Kennel Club *Cancelled 2015*
  - ☑ LC Picnic Association (Oregon Heritage) May 2015
  - ☑ Chamber of Commerce Addendum May 2015
  - ☑ Calapooia Food Alliance MOU [06.2017]
  - ☑ Willamette Agility Group 05.2015
  - ☑ Festival of Tents 05.2015
  - ☑ WVCT OBRA Kenny Graham 05.2015
  - ☐ Central Linn Rec Assistance MOU [06.2015] (*Option Decision 06.15*)
- ☐ Miscellaneous Bicycle, Motorcycle & Running Events

## Franchise Agreements

**Time Frame:** Various

- ◆ **Natural Gas:** Northwest Natural Gas 2026 (Expiration)
- ◆ **Electricity:** Pacific Power 2021 (Expiration)
- ◆ **Communications:** CenturyLink 2017 (Expiration)
- ◆ **Solid Waste:** Sweet Home Sanitation [01.22.2013]

## Notes:

- ▶ Day to Day Operations
- ▶ Website Maintenance
- ▶ Weekly Deposits
- ▶ Monthly Utility Billing
- ▶ Month End Financials
- ▶ Citizens Concerns & Complaints
- ▶ Water & Wastewater Testing
- ▶ Water & Wastewater Reports & Processing
- ▶ Utility Emergencies
- ▶ Routine Maintenance
- ▶ Grounds Maintenance
- ▶ Vehicle Maintenance
- ▶ Committees & Boards Developments
  - ✦ Council
  - ✦ Planning Commission
  - ✦ Park Board
  - ✦ Library Advisory Board
  - ✦ Historic Review Board
- ▶ Resolutions & Ordinances
- ▶ Council Packets
- ▶ Newsletters
- ▶ Consumer Confidence Report
- ▶ Utility Emergency Plans
- ▶ Community Emergency Plans
- ▶ Brownsville Handbook Update
- ▶ Zoning & Permits
- ▶ Computer Issues

## COMPLETED

### 21. Budget Process

**Time Frame:** 07.2014

- ☑ Certify Budget 07.07.2014
- ☑ Budget Checklist Update 07.09.2014
- ☑ Complete Compilation 07.10.2014
- ☑ Microfund – Populate FY 2013-14 07.11.2014; 07.14.2014



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

- Budget Documents Forward '14
- Schedule Forward '14

08.26.2014  
08.26.2014

### 22. Millhouse Sanitary Sewer Line

*Time Frame:* 07.2014 – 10.2014

- Letter to Residents 07.03.2014
- Execute Contracts 07.03.2014
- Pre-Construction Meeting 07.07.2014
- Water Line Conflict Problem 07.09.2014
- Develop Engineering Estimate 07.09.2014
- Contractor Price for Water Lin Change Order 07.10.2014
- City Acceptance 07.10.2014
- Mobilization & Construction 07.10.2014
- Weekly Inspections Throughout Project
- Punch List Items 09.10.2014
- 10.07.2014
- Execute First Check (- Escrow) 09.24.2014
- Finalize Contract 10.10.2014
- Release Escrow

### 23. Library Flooring Project

*Time Frame:* 07.2014 – 09.2014

- Obtain Asbestos Testing Report 07.01.2014
- Request Asbestos Removal Quote 07.01.2014
- Execute All Quotes 07.21.2014
- Council Resolution of Acceptance 07.22.2014
- Execute Contract 07.31.2014
- Pre-Construction Meeting 09.09.2014
- Mobilization & Construction 09.20.2014
- Punch List Items 10.10.2014
- Finalize Contract 10.17.2014
- Execute Final Check 10.31.2014

### 24. Weed Abatements

*Time Frame:* 07.2014 – 09.30.2014

- Complete Spreadsheets 06.02
- Determine Contractor 06.02
- Hold Harmless Clause 06.06
- Contractor Property Review 06.06
- Price Determinations 06.09
- Review Work (Phase I) 06.26
- Execute Spreadsheets (Phase I) 06.26
- Execute Spreadsheets (Phase II)
- Pull Contractor PO (Phase I) 07.17
- Inspection (Phase II) 08.18
- Pull Contractor PO (Phase II)



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

<input type="checkbox"/> Execute Necessary Paperwork	
<input type="checkbox"/> Execute Final Contract	
<input type="checkbox"/> Review Work (Phase II)	
<input type="checkbox"/> Pay Contractor(s)	
<input checked="" type="checkbox"/> Send Invoices to Property Owners	08.06

<b>25. Arbor Day (Coleman)</b>	
<b>Time Frame:</b> 07.2014 – 10.2014	
<input checked="" type="checkbox"/> Contact Partners	
<input checked="" type="checkbox"/> Contact the State	
<input checked="" type="checkbox"/> Determine Planting Location ( <i>NA this year</i> )	
<input checked="" type="checkbox"/> Park Tree Planting: Discuss with Frink	
<input checked="" type="checkbox"/> Make Arrangements for Refreshments (Optional)	
<input checked="" type="checkbox"/> Event Day	10.18

<b>26. Northside Water Line</b>	
<b>Time Frame:</b> 08.2014 – 01.2015	
<input checked="" type="checkbox"/> Contact K & D	07.30
<input checked="" type="checkbox"/> Klinkebiel's Easement Concern	08.25
<input checked="" type="checkbox"/> Public Works Installation	09.02
Testing & Finish	10.21
<input checked="" type="checkbox"/> Letter/Report to Klinkebiel's	10.30
<input type="checkbox"/> Finish Landscaping Work	Spring 2015

<b>27. Boldt, Carlisle &amp; Smith</b>	
<b>Time Frame:</b> 07.2014 – 12.2014	
<input checked="" type="checkbox"/> Pre-Audit Conference Information	07.02
<input checked="" type="checkbox"/> Schedule Audit (09.02-09.05)	07.02
<input checked="" type="checkbox"/> Complete Engagement Letter	08.27
<input checked="" type="checkbox"/> Execute Checklists	09.02 (Computer Problems)
<input checked="" type="checkbox"/> Prepare Debt Confirmations	09.04
<input checked="" type="checkbox"/> New GASB Statements	09.05
<input checked="" type="checkbox"/> Prepare Information	09.05
<input checked="" type="checkbox"/> Complete USDA Questions (HOLD)	10.08
▶ Requested and granted an extension; <i>Holly Fellows wants everything at one time.     Will send once the audit is received.</i>	
<input checked="" type="checkbox"/> Track Completion	
<input checked="" type="checkbox"/> Review Audit	12.01.2014
<input checked="" type="checkbox"/> Prepare Information	12.05.2014
<input checked="" type="checkbox"/> Provide M D & A Report	12.05.2014
<input checked="" type="checkbox"/> Answer Follow-Up Questions	12.08.2014
<input checked="" type="checkbox"/> File with Secretary of State	12.16.2014
<input checked="" type="checkbox"/> Finalize Contract	12.26.2014



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

<b>28. Christmas Decorations</b> <i>Time Frame:</i> 11.2014 – 01.2015	
<input checked="" type="checkbox"/> Make Installation Arrangements	11.26
<input checked="" type="checkbox"/> Make Removal Arrangements	01.2015

<b>Signage</b> <i>Time Frame:</i> 07.2014 – 09.2014	
<input checked="" type="checkbox"/> Install City Shop Signs	07.09.2014

<b>29. Evaluations</b> <i>Time Frame:</i> 10.2014 – 12.2014	
<input checked="" type="checkbox"/> Vacation (November Payroll)	10.30
<input checked="" type="checkbox"/> Perform Evaluations	12.26
<input checked="" type="checkbox"/> Send Payroll Changes to BCS	12.30
<input checked="" type="checkbox"/> Calculate Potential Increases	12.12
<input checked="" type="checkbox"/> Prepare Benefits Letters	12.12
<input checked="" type="checkbox"/> Prepare Payroll Changes	12.15
<input checked="" type="checkbox"/> Execute Personnel Meetings	January

<b>30. Out-going Councilors (Pending)</b> <i>Time Frame:</i> 12.01.2014 – 12.31.2014	
<input checked="" type="checkbox"/> Research Last Gift	
<input checked="" type="checkbox"/> Call Gravagraphics/Gateway Imprints	
<input checked="" type="checkbox"/> Write Resolution	01.14.2015
<input checked="" type="checkbox"/> Order Frames	
<input checked="" type="checkbox"/> Pickup Gift	01.27.2015
<input checked="" type="checkbox"/> Prepare Resolutions (01.27.2015)	

<b>31. Judges Pro-Tempore</b> <i>Time Frame:</i> 01.2015	
<input checked="" type="checkbox"/> Create Resolution	12.22
<input checked="" type="checkbox"/> Council Approval	01.27.2014

<b>32. Hire Park Caretakers</b> <i>Time Frame:</i> 11.2014 – 04.2015	
<input checked="" type="checkbox"/> Prepare Advertisement	10.10
▶ Placed ad in Workamper News	
▶ Prepared Hiring Folder	
<input checked="" type="checkbox"/> Prepare Advertisement (The Times)	12.03
<input checked="" type="checkbox"/> Prepare Documents & Workampers Mixup	November & December
<input checked="" type="checkbox"/> WS Update	12.02
<input checked="" type="checkbox"/> KF & Staff Review	12.03
<input checked="" type="checkbox"/> Many Information Returns	Ongoing
<input checked="" type="checkbox"/> Applications Deadline	January 16, 2015
<input checked="" type="checkbox"/> Prepare Questionnaire	01.19.15
<input checked="" type="checkbox"/> Interviews	02.03-02.06



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

<input checked="" type="checkbox"/> Negotiations	02.09.15
<input checked="" type="checkbox"/> Prepare Contract	02.09.15
<input checked="" type="checkbox"/> Execute Contract	02.10.15

### 33. Zoning Code Provisions Review

**Time Frame:** 10.2014 – 02.2015

<input checked="" type="checkbox"/> Review Current Standards	<i>TBD Council Goals</i>
<input checked="" type="checkbox"/> Dave Kinney Contract Option	08.06.2014
<input checked="" type="checkbox"/> Consider Options (Professional Firm v. In-house)	09.11.2014
<input checked="" type="checkbox"/> Frink, Coleman & McDowell (Standards, Fences, AS)	09.18.2014
<input checked="" type="checkbox"/> Noticed DLCD (35 Days)	09.21.2014
<input checked="" type="checkbox"/> Planning Commission Review & Approval	10.20.2014
<input checked="" type="checkbox"/> Council Readings & Amendments	October & November Tabled to December Tabled to January 2015
<input checked="" type="checkbox"/> Council Approval	01.27.2015
<input checked="" type="checkbox"/> Review O 748	
<input checked="" type="checkbox"/> Submit O 748 to DLCD	02.19.2015
<input checked="" type="checkbox"/> Newsletter Review of O 748	03.31.2015
<input type="checkbox"/> Implementation of O 748	<i>In progress</i>

### 34. Adopt Standards

**Time Frame:** 12.2014

<input checked="" type="checkbox"/> Finalize Erwin Standards	09.12
<input checked="" type="checkbox"/> Frink, Coleman & McDowell	...
<input checked="" type="checkbox"/> Council Approval	01.27.2015
<input checked="" type="checkbox"/> See Above for Implementation Timeline	01.27.2015
<input checked="" type="checkbox"/> Staff Implementation & Teamwork	<i>In progress</i>

### 35. 2014 Linn County Commissioners & BWC MF

<input checked="" type="checkbox"/> LCCO Public Hearing Continuation	09.24
<input checked="" type="checkbox"/> LCCO (OMG First Reading)	10.07
<input checked="" type="checkbox"/> LCCO Workgroup OMG	10.14
<input checked="" type="checkbox"/> LCCO Staff Report on OMG Changes	10.21
<i>* Multiple phone calls and visits with community partners and the Festival</i>	
<input checked="" type="checkbox"/> LCCO Hearing OMG Second Reading	11.12
<input checked="" type="checkbox"/> Many Phone Calls & Discussions	<i>On Going</i>
<input checked="" type="checkbox"/> County Staff to File Report	12.03 (12.02)
<input checked="" type="checkbox"/> LCCO Hearing OMG Second Reading	12.10
<input checked="" type="checkbox"/> LCCO Hearing OMG Second Reading (Continued)	12.30
<input type="checkbox"/> Monitor Progress & Outcomes	03.17 (SFSG)

### 36. Event Letters



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

<b>Time Frame:</b> 02.2015 – 04.2015	
<input checked="" type="checkbox"/> Pioneer Picnic Association	04.01.15 (Park Board) 04.28.15 (Council)
<input checked="" type="checkbox"/> Chamber of Commerce (Process – Street Closures, freezer, storage, receipt books etc.)	

<b>37. VLC Responsibilities</b>	
<b>Time Frame:</b> On Going	
<input checked="" type="checkbox"/> Keep Everyone Together	
<input checked="" type="checkbox"/> Incorporate Branding Ideas	
<input checked="" type="checkbox"/> Incorporate Jamboree & BWCMF	
<input checked="" type="checkbox"/> Re-approach Commissioners	
<input checked="" type="checkbox"/> Goals Review & Facilitation	08.2014
<input checked="" type="checkbox"/> Goals Breakout Session	10.16.2014
<input checked="" type="checkbox"/> Festival Implications	
<input checked="" type="checkbox"/> Commissioner Tucker TRT Effort	November 2014
<input type="checkbox"/> Revisioning Goals	In progress
<input type="checkbox"/> Re-imagine Website	
<input type="checkbox"/> Develop Linn County App	

<b>38. Council Goal Review</b>	
<b>Time Frame:</b> 02.2015	
<input checked="" type="checkbox"/> Set a Date for Training (January 24 <sup>th</sup> , 2015)	11.25.2014
<input checked="" type="checkbox"/> Make Lunch Arrangements	01.13.2015
<input checked="" type="checkbox"/> Prepare PowerPoint Presentation	01.13.2015
<input checked="" type="checkbox"/> Secure Joseph Bailey	01.06.2015
<input checked="" type="checkbox"/> Host Session	01.24.2015
<input checked="" type="checkbox"/> Follow Up Session	02.21.2015
<input checked="" type="checkbox"/> Mission Statement	03.24.2015...
<input checked="" type="checkbox"/> Goals Finalize Session	05.14.2015

<b>39. Hire Seasonal Public Works</b>	
<b>Time Frame:</b> 02.2014 – 04.2014	
<input checked="" type="checkbox"/> Prepare Advertisement	04.07.15
<input checked="" type="checkbox"/> Post to WS	04.07.15
<input checked="" type="checkbox"/> Staff Prep	04.07.15
<input checked="" type="checkbox"/> Prepare Questionnaire	04.07.15
<input checked="" type="checkbox"/> Interviews	05.08.15
<input checked="" type="checkbox"/> Negotiations	05.11.15
<input checked="" type="checkbox"/> Prepare Contract	05.15.15
<input checked="" type="checkbox"/> Execute Contract	05.15.15

<b>40. Brownsville Municipal Code Review [STALLED] Lack of Council Support</b>	
<b>Time Frame:</b> 08.2014 – 06.2015	



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

- Review Code
- Make Recommendations
- Council Approval

### 41. OPRD Grant Advisory Responsibilities

**Time Frame:** 08.2014 – 06.2015

- Attend Debrief (Salem)\*\* Unable to Attend\*\* 11.10
- Attend Veterans Requests (Salem) NA (Programmatic)
- Review Grants & Requests 06.2015
- Salem Conference

### 42. EPC Follow-Up

**Time Frame:** 09.2014 – 06.2015

- Determine New Committee 10.28
- Agreements 10.28
  - ▶ Council discussion and resolution approach.
- Assemble Committee 12.29
- Discussed Roadblocks with Council 04.2015 & 05.2015
- Community Outreach
- Emergency Plan
- Continuity of Operations Plan

### 43. Canal Company

**Time Frame:** 08.2014 – 06.2015

- Culvert Concerns 12.15.2014 & On Going
- Reset with Holbrook, Shepherd & Fox 11.24.2014
  - \* Discussed Future Operations
  - \* Discussed Sloan Culvert Possibilities
- Review Options (Water Attorney)
- Reset with Holbrook & Shepherd
- Develop Model
- Review Model & Outcomes
- Council Negotiations
- Public Hearings
- Finalize Agreement
- Council Approval
- Execute Contract Outcomes

### 44. CIS/Barker-Uerlings

**Time Frame:** 01.2015 – 07.2015

- Open Enrollment 10.24
  - ▶ Figured out changes 10.09
  - ▶ Internal Deadline 10.22 10.22
- Annual Survey 12.15
- Attend Annual Conference 02.26-02.28.15  
(Liz & Jannea attended)



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

<input checked="" type="checkbox"/> Pass Workers Compensation Resolution	04.28.15
<input checked="" type="checkbox"/> Review Workers Compensation Figures	05.09.15
<input checked="" type="checkbox"/> Review General Liability Coverage (KF)	05.09.15
<input checked="" type="checkbox"/> Review Flood Insurance (KF)	05.09.15
<input checked="" type="checkbox"/> Mobile Equipment List (KF 05.07.15)	05.09.15
<input checked="" type="checkbox"/> Property Coverage Review (KF & BC)	05.09.15
<input checked="" type="checkbox"/> Appraisal Problem (KF & MH)	05.09.15

### 45. Fourth of July Preparations

**Time Frame:** 06.2015 – 07.2015

<input checked="" type="checkbox"/> Coordinate with Public Works Superintendent Karl Frink	05.07.15
<input checked="" type="checkbox"/> Prepare Caretakers	05.26.2015
<input checked="" type="checkbox"/> Rent Light Banks (KF)	In progress
<input checked="" type="checkbox"/> Coordinate Volunteer Help (EC)	In progress
<input checked="" type="checkbox"/> Contact Vendors	
<input checked="" type="checkbox"/> Contact Sweet Home Sanitation (S. Scott McDowell)	05.11.15
<input checked="" type="checkbox"/> Order Additional Toilets (KF)	In progress
<input type="checkbox"/> Execute Cleanup	JULY 2015

### 46. Certified Local Government

**Time Frame:** On-going

<input checked="" type="checkbox"/> Watch Developments ( <i>Kuri Gill</i> )	11.03.2014
<input type="checkbox"/> Historic Review Board	
<input type="checkbox"/> Canal Company Implications	
<input type="checkbox"/> Others Respect Process	
<input type="checkbox"/> Council Decision	

### 47. Budget Process

**Time Frame:** 02.2015

<input checked="" type="checkbox"/> Prepare & Review Checklists	01.30.2015
<input checked="" type="checkbox"/> Send Staff Memo	01.30.2015
<input checked="" type="checkbox"/> ODR New Budget Offering	02.03.2015
<input checked="" type="checkbox"/> ODR Annual Training	02.12.2015
<input checked="" type="checkbox"/> Refer to Budget Checklists	Ready for JULY...

### 48. Weed & Nuisance Abatements

**Time Frame:** 05.2015 – 09.30.2015

<input checked="" type="checkbox"/> Initial Inspection	05.04.15
<input checked="" type="checkbox"/> Complete Spreadsheets	05.05.15
<input checked="" type="checkbox"/> Determine Contractor	05.05.15
<input checked="" type="checkbox"/> Hold Harmless Clause	05.06.15
<input checked="" type="checkbox"/> Contractor Property Review	05.13.15 plus
<input checked="" type="checkbox"/> Price Determinations	05.14.15
<input checked="" type="checkbox"/> Review Work (Phase I)	In progress
<input checked="" type="checkbox"/> Execute Spreadsheets (Phase I)	In progress
<input checked="" type="checkbox"/> Send RFA Letters	06.08.2015



# 2014-2015 Project Outlook

## PROJECT

## NOTES:

Monitor RFA Progress

*In progress*

### 49. Event Agreement Negotiations

**Time Frame:** 12.2014 – 02.2015

- |  |               |
|--|---------------|
| <input checked="" type="checkbox"/> All Notified                   | 12.29.2014    |
| <input checked="" type="checkbox"/> Chamber of Commerce            | 05.2015       |
| <input checked="" type="checkbox"/> Willamette Valley Cycling Tour | 05.2015       |
| <input checked="" type="checkbox"/> Willamette Agility Group       | 05.2015       |
| <input checked="" type="checkbox"/> Festival of Tents              | 05.2015       |
| <input checked="" type="checkbox"/> Eugene Kennel Club             | Out this Year |

### 50. City Hall Sidewalk Project

**Time Frame:** 07.2014 – 12.2014

- |   |            |
|---|------------|
| <input type="checkbox"/> Finalize Phase I                                 |            |
| <input checked="" type="checkbox"/> Consult Ben Swartzendruber (End Caps) | 07.10.2014 |
| * Final Swartzendruber Invoice  | 08.27.2014 |
| <input checked="" type="checkbox"/> Price from Stephen Sedlar (End Caps)  | 07.10.2014 |
| ▪ Sedlar Check-in   | 10.21.2014 |
| ▪ To be ready January 7 <sup>th</sup> , 2015                              | 04.03.2015 |
| ▪ Finally Installed   | 04.04.2015 |
| ▪ No End Caps...  |            |

- |   |                    |
|---|--------------------|
| <input checked="" type="checkbox"/> Begin Phase II (KF Review Saw Cuts) | 08.28.2014         |
| <input type="checkbox"/> Contact Sidewalk Contractor                    | Pending 10.09.2014 |
| ▶ <i>Public Works to Perform General Services;</i>                      | 03.20.2015         |
| <i>currently pending another major capital</i>                          |                    |
| <i>improvement project</i>  |                    |
| <input type="checkbox"/> Pick Contractor                                | JULY NEXT FY       |
| <input type="checkbox"/> Construction                                   |                    |
| <input type="checkbox"/> Finalize Contract                              |                    |
| <input type="checkbox"/> Budget for Phase III                           |                    |



Scott - FBI - Could help! or not!

Don

## Community and Economic Development

1400 Queen Avenue SE, Suite 205 • Albany, Oregon 97322  
541-967-8551 • FAX 541-967-4651 • TTY/TDD 800-735-2900

June 4, 2015

Mayor Don Ware  
City of Brownsville  
PO Box 638  
Brownsville, OR 97327

RE: Closure of financial institutions in area cities

Dear Mayor Ware,

Thank you so much for your letter dated May 26, 2015. Regrettably, there was a slight error in the address on the letter's envelope, causing delivery to me to be delayed.

I appreciate the follow up on the issue of the unfortunate closure of banks in some of our region's communities. This is certainly a troubling trend and one that is complex with many likely negative impacts.

The COG intends to do our part to lend assistance in this matter. Our plan at this point is to take on some additional staffing capacity in our Community & Economic Development (CED) Department this summer that will allow us to dive into this issue by conducting needed research. This research will allow us to better understand the issue and assemble data needed to develop workable strategies which we hope would ultimately lead to our ability to influence decision-makers.

I would hope to know more about our staffing capacity in the next 30-60 days, and I would expect to report back to you once we have a staffing plan in place to address the issue of bank closures in small communities. In the mean time, please let me know if there are any changes related to this issue that I should be aware of. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Charlie Mitchell". The signature is stylized and somewhat cursive.

Charlie Mitchell, CECD  
Community & Economic Development Director  
Oregon Cascades West Council of Governments

## **Cascades West Area Commission on Transportation Legislative Update**

### **ODOT Budget– HB 5040**

After public hearings March 23 through April 15, HB 5040 is pending work session in Ways and Means, though the work session has not been scheduled for a date yet.

### ***ConnectOregon VI (HB 2464, HB 2287 and HB 5030)***

All three bills continue funding for *ConnectOregon*—a lottery-based program to invest in air, bicycle/pedestrian, marine, public transportation and rail to promote economic development and livability in Oregon. The program is focused on improving and expanding the state’s multimodal transportation network.

HB 2464 and HB 5030 propose to fund *ConnectOregon VI* at \$58.6 million—the amount identified in the Governor’s 2015-17 budget; HB 2287 proposes to fund it at \$100 million. All three bills currently reside in the Joint Committee on Ways and Means.

### **Passenger Rail – HB 5040/HB 3401**

**ODOT’s budget (HB 5040)** includes a proposal for \$10.4 million in General Funds for the 2015-17 biennium which will allow the Amtrak Cascades route to continue to operate in Oregon. The Ways and Means Co-chairs’ budget proposes \$5 million in General Funds which is inadequate for continued long-term operations.

**House Bill 3401 A** directs the Oregon Department of Transportation to study and make recommendations on options to improve on-time performance of passenger rail and to increase ridership. The bill also directs ODOT to develop and implement a passenger rail plan and report to the interim committee legislature by November 30, 2015. The department must also report quarterly to the legislature on passenger rail ridership and on-time performance. The bill supports the effort ODOT has undertaken to seek a \$10.4 million General Fund request to continue to fund the Amtrak Cascades service.

### **Other Legislative Topics**

DMV Service Transformation Program

Funding Package

Safety-related bills (see attached document)

### **Bills in Progress**

**SB 270 A** reallocates moneys originally allocated to projects identified in the 2009 Jobs and Transportation Act. The bill also codifies in statute previous allocations authorized by the legislature and made by the Oregon Transportation Commission. The bill has passed the Senate unanimously and is awaiting action by the full House.

**SB 271 A** modifies ODOT's state safety oversight program for rail fixed guideway systems to bring the state into compliance with federal MAP-21 legislation. Tri-Met's MAX and the City of Portland's Streetcar would be subject to the new program requirements. The bill passed the full Senate unanimously. A public hearing was held in the House Committee on Transportation and Economic Development on May 18, and the bill is scheduled for a work session in the committee on June 1.

**SB 142 A** subjects vehicles owned or operated by mass transit and transportation districts to certain statutes regulating motor carriers. It also deregulates for-hire passenger transportation. The bill has passed the Senate and is scheduled for action by the full House on May 28, 2015.

### **Bills Signed Into Law**

**HB 2177** directs ODOT to provide the Secretary of State with electronic records for each person who may qualify to be an Oregon-registered voter. The bill further directs the Secretary of State to register these individuals as a voter and to notify them how they may decline registration and how to adopt a political party affiliation. The bill was signed into law by the Governor on March 15, 2015.

**HB 2184** directs ODOT to provide a link on its website to the State Parks and Recreation website to provide information about how to purchase day-use parking passes. The bill was signed into law by the Governor on May 12, 2015.

**HB 2210** allows those who are acting on behalf of a broadcaster to enter areas declared an emergency to maintain broadcasting equipment. The bill requires broadcasters to ensure those who enter emergency area are properly trained and aware of risks involved. The bill was signed into law by the Governor on May 26, 2015.

**SB 533 A** allows motorcyclists and bicyclists to proceed through a red light under certain conditions when the vehicle detection fails to detect the presence of the motorcycle or bicycle. The bill was signed into law by the Governor on May 21 and becomes effective on January 1, 2016.

### **Bill Not Moving Forward**

**SB 694 A** would have allowed motorcyclists and mopeds to travel between lanes of traffic traveling in the same direction under certain circumstances. The bill was not scheduled for a

work session in the House Committee on Transportation and Economic Development by the May 22 deadline, so the bill is not moving forward this session.

### **Bills in Ways and Means**

**HB 2293 A** requires the Oregon Transportation Commission to expand the scope of the Oregon Transportation Plan to include strategies to effectively use multiple modes of transportation to move people.

**HB 2730** authorizes two new specialty license plates—Portland Trail Blazers and breast cancer awareness—and changes the process for future specialty license plates. The bill directs ODOT to establish special registration plates when specific criteria in the bill are met.

**HB 2736** establishes a Vision Zero task force, to reduce and eliminate serious injury and fatal crashes, particularly those that involve bicycles and pedestrians. The task force will also review strategies and actions that come out of the work to update the Oregon Transportation Safety Action Plan.

**HB 3225 A** directs the Oregon State Fire Marshall to adopt by rule a statewide plan to respond to spills from oil or hazardous materials transported by rail. The bill also sets up an Oil and Hazardous Material Transportation by Rail Action Fund and allows donations to be made to the account. Money in the fund is transferred to the State Fire Marshal.

**HB 3256** establishes an Infrastructure Matching Fund made up of \$25 million in General Funds for the 2015-17 biennium. The fund would provide matching grants to local governments for transportation projects.

**HB 3402 A** would increase speeds on certain segments of Eastern Oregon highways. The bill removes ODOT's authority to lower speeds on interstate highways except within work zones; ODOT has proposed an amendment to restore this authority.

**SB 751 A** directs ODOT to accept donations of \$3 or more for the Organ Donor Registry and Public Awareness Fund when a person applies for or renews a driver license, driver permit or identification card. The bill also requires ODOT to accept donations when a person renews their vehicle registration online. Moneys in the fund are to be used for statewide outreach and public education about anatomical gifts.

**SB 824 A with the minority report** requires the Environmental Quality Commission to revise Oregon's State Implementation Plan under the federal Clean Air Act, and submit it to the U.S. Environmental Protection Agency for approval. The original version of the bill would have used Congestion Mitigation Air Quality funds to retrofit engines used on certain transportation projects. The original bill would have also set up a registration program for non-road diesel

engines and directed the Environmental Quality Commission to adopt diesel emissions standards by rule.

#### **Bills in House Rules**

**HB 3105** appropriates General Fund dollars to elderly and disabled transit and to passenger rail. The amount of the appropriations has not been determined.

#### **Placeholder bills**

Relating to transportation funding: HB 2274 and HB 2275

Relating to transportation: HB 2283 and HB 2827

Relating to infrastructure: HB 2286 and HB 2287

#### **Bills in House Transportation and Economic Development**

**HB 2465 A** makes changes in law related to issuing driver licenses by removing provisions that provide minimal value in comparison to the time and effort required of DMV customers and staff. These changes will improve customer service by reducing the need for repeat visits by affected customers, and shorter wait times at field offices and on phone calls for all customers. DMV anticipates moderate cost and time savings over time by implementing all of these changes. The bill has passed the House, and is scheduled for a public hearing and possible work session in the Senate Committee on Business and Transportation on June 1.

**HB 3470 A** requires the Environmental Quality Commission to adopt statewide greenhouse gas emissions limits for 2020 and 2050. The bill requires the Oregon Transportation Commission to ensure its statewide transportation strategy on greenhouse gas emissions is consistent with the EQC's updated emissions limits.

**SB 120 A** directs the Land Conservation and Development Department to adopt or amend rules as necessary to allow cities and counties to propose mitigation outside of the city or county for changes that would significantly affect a transportation facility. The city or county may use Oregon Highway Plan highway mobility targets as the bases for the proposed mitigation.

#### **Bills in Senate Rules**

**SB 459** increases interstate speeds to 70 miles per hour for passenger vehicles and 60 miles per hour for trucks.

# 2015 Bills that Impact Transportation Safety

Senate Bill 457   All Interstate Speeds	S-Trans		
<p>Change the speeds on all interstate highways for passenger vehicles to 70 mph and 60 mph for trucks; the bill does not change speeds on other highways.</p> <p>The bill retains the department's authority to establish speeds lower than 70 and 60 mph on interstates if lower speed is warranted following a traffic investigation. Existing sections of interstate highway that are posted at a lower speed such as the Myrtle Creek Curves and Siskiyou on I-5 in southern Oregon and the Terwilliger curves in Portland would remain posted at a lower speed.</p>	<p><b>Unanimous Ayes</b>            Beyer            Monroe            Riley            Thomsen            Girod</p> <p><b>Rules with a Do-pass.</b></p>		
Senate Bill 638 A   Dead Red	S-Trans	H-Trans	H-Floor
<p>Allows motorcyclists and bicyclists to proceed through a traffic signal on a red light if the signal does not activate (commonly called a dead red). The motorcyclist or bicyclist may proceed straight ahead or turn once they have waited through one full cycle.</p>	<p><b>Unanimous Ayes</b>            Beyer            Monroe            Riley            Thomsen            Girod</p> <p>Senate floor with a do-pass.</p>	<p><b>Unanimous Ayes</b>            Bentz            Davis            Gorsek            Hack            Lively            McKeown            McLain</p> <p>House floor with a do-pass.</p>	<p><b>Unanimous Ayes</b></p> <p><b>Excused</b>            Evans            Gorsek            Keny-Guyer            McKeown            Speaker Kotek</p>
	S-Floor		<p><b>Passed. Signed by President, Speaker &amp; Governor.</b></p>
	Unanimous Ayes		
	Excused Beyer		
Senate Bill 694   Lane Splitting	S-Judiciary	S-Floor	
<p>Allows motorcycles and mopeds to pass vehicles in the same lane or travel between lanes of traffic during traffic slow-downs. This practice is commonly known as lane splitting (also lane sharing or lane filtering).</p>	<p><b>Unanimous Ayes</b>            Burdick            Gelser            Kruse            Prozanski            Thatcher</p> <p>Senate floor with a do-pass.</p>	<p><b>Ayes (18)</b>            Burdick            Baertschiger Jr            Bates            Beyer            Dembrow            Gelser            Hansell            Johnson            Knopp            Kruse            Olsen            Prozanski            Riley</p>	<p><b>Nays (10)</b>            Boquist            Devlin            Edwards            Ferfoli            Girod            Hass            Monnes Anderson            Monroe            Roblan            Rosenbaum</p>
		<p>Steiner Hayward            Thomsen            Whitsett            President Courtney</p>	<p><b>Excused</b>            Thatcher</p> <p><b>Passed. In H-Trans, public hearing held.</b></p>

House Bill 3402 A | Eastern Oregon Speeds

H Trans

Increases speed limits on the following routes:

- I-84 The Dalles to Idaho 70/65
- US 95 Idaho to Nevada 70/65 (Excluding inside city limits)
- US 20 Bend to Ontario 65/60 (Excluding inside city limits)
- US 197/97 The Dalles to Klamath Falls 65/60 (Excluding inside city limits)
- OR 31 LaPine to Valley Falls/US395 65/60
- OR 78 Burns to Burns Jct/US 95 65/60
- US 395 Riley to California 65/60
- US 395 Burns to John Day 65/60
- OR 205 Burns to Frenchglen 65/60
- US 26 John Day to Vale 65/60

**Unanimous Ayes**

- Bentz
- Davis
- Gorsek
- Hack
- Lively
- McKeown
- McLain

**Ways and Means with a do-pass.**

HB3402 A also removes the department's discretion to lower speeds on any interstate route, except for in work zones.

House Bill 3414 A | Left Lane

H Trans

H Floor

Requires vehicles to travel in the right lanes of state highways, county roads and city streets with speed limits greater than 45 miles per hour except under certain circumstances. The requirement applies when there are two or more lanes of traffic traveling in the same direction. The requirement doesn't apply when a person is passing, turning left, in emergency conditions, to avoid merging traffic or when following a traffic control device.

**Unanimous Ayes**

- Bentz
- Davis
- Hack
- Lively
- McKeown
- McLain

**Excused**  
Gorsek

House floor with a do-pass.

**Ayes (33)**

- Hoyle
- Barnhart
- Bentz
- Buckley
- Buehler
- Doherty
- Evans
- Fagan
- Frederick
- Gallegos
- Greenlick
- Hack
- Helm
- Holvey
- Kennemer
- Keny-Guyer
- Liniger
- Lively
- McKeown
- McLain
- Nathanson
- Nearman
- Nosse
- Piluso
- Rayfield
- Read
- Reardon
- Smith Warner
- Taylor
- Vega Pederson
- Williamson
- Witt
- Speaker Kotek

**Nays (26)**

- Barker
- Barreto
- Barton
- Boone
- Clem
- Davis
- Esquivel
- Gilliam
- Gornberg
- Hayden
- Heard
- Huffman
- Johnson
- Komp
- Kriebler
- McLane
- Olson
- Parish
- Post
- Smith
- Sprenger
- Stark
- Weidner
- Whishart
- Whitsett
- Wilson

**Excused**  
Gorsek

**Passed.**  
In S-Trans, PPW scheduled for 5/27.

House Bill 2736 | Vision Zero

HB 2736 establishes a Vision Zero task force, to reduce and eliminate serious injury and fatal crashes, particularly those that involve bicycles and pedestrians. The task force will also review strategies and actions that come out of the work to update the Oregon Transportation Safety Action Plan. The bill passed out of House Rules on May 20 and resides in Ways and Means.

H Rules

**Unanimous Ayes**

- Hoyle
- McLane
- Barnhart
- Gilliam

**Kennemer**

- Nosse
- Rayfield
- Smith Warner
- Wilson

**Ways and Means with a do-pass.**

# Cascades West Area Commission on Transportation

*Staffed by Oregon Cascades West Council of Governments*

## Notes from May 28, 2015 CWACT Meeting

### 1. Update on Federal and State Legislation and Funding

**Federal:** Nick Batz, District Director for Congressman Peter DeFazio, discussed with members the re-authorization of MAP-21 (the current omnibus federal surface transportation bill) and the Highway Trust Fund, which includes federal funds for state and local roads and public transit.

As discussed at prior CWACT meetings, the federal government is currently spending about \$50 billion a year on surface transportation (about \$40 billion for highways and about \$10 billion for public transit) and the current revenue is about \$35 billion a year. Carry-forward and general funds have been used to fill the revenue gap but these resources will be depleted this summer. If additional resources are not approved by Congress and the President, federal funding for highways and transit in Oregon will decrease by an estimated 30%.

Last week Congress extended, to July 31, the federal omnibus transportation bill (MAP-21) which expires on May 31. It is unlikely this short extension will provide sufficient time for Congress to approve a new bill and find the resources to fund it. Another extension, with short term funding of \$10 billion to fill the revenue/expenditure gap through December 31, 2015, will most likely be needed.

At this time there is a lack of Congressional agreement on how to fund highways and transit. Some key Senators have indicated their support of an increase in the federal fuel tax (which was last increased in 1993). House leaders have indicated their opposition to an increase in the fuel tax. The discussion in the House has primarily focused on changes in federal tax law; a concept that has also been supported by the White House. In particular, there is a proposal to decrease the federal tax rate on U.S. corporations doing business in foreign countries. That would, according to advocates, result in a “repatriation” of enormous profits held overseas by U. S. corporations and an increase of federal tax revenue which could be used for transportation.

“Stay tuned”.

**State:** Leah Craft, Manager of ODOT’s Government Relations Section, provided an update on transportation-related legislation and budget items. Please refer to the attached written report.

Craft reported there are some discussions about a potential transportation funding package. But, with about five weeks remaining in the regular legislative session, there is

limited time for legislators to develop specific elements of a package as well as address the well-publicized lower carbon fuel issue.

## **2. ODOT State Transportation Improvement Program (STIP)**

ODOT Area Manager Amy Ramsdell provided background information regarding the development of the 2018-2021 STIP.

She reminded members that essentially all revenue from the state fuel tax and vehicle fees is dedicated to basic maintenance and to debt service (Oregon Transportation Initiative Acts and the 2009 Jobs and Transportation Act which provided funds for numerous highway projects throughout the state). STIP resources are limited to federal funds.

The STIP includes two categories: “Fix It” and “Enhance” with separate but parallel processes.

“Fix-It” projects are activities that fix or repair the transportation system. The “Fix-It” project selection process is similar to prior STIPs. They are developed mainly by ODOT project managers with needs identified through an assessment of technical data, a benefit cost analysis and the ability to leverage resources. ODOT shares its proposed “Fix-It” projects with local partners on an informational basis.

“Enhance” projects are activities that enhance, expand or improve the transportation system. Project proposals are developed in partnership with local partners and stakeholders and the process begins at the local level.

At the February Oregon Transportation Commission (OTC) meeting the Chairs of the twelve Area Commissions on Transportation discussed the STIP and provided the OTC with a clear message regarding the priority of STIP funding: “Maintain what we currently have”, noting the importance of funding the “Fix-It” program.

The OTC is reviewing the STIP funding/allocation item with ODOT staff in a three step manner:

- At its April meeting the OTC reviewed STIP revenue funding scenarios and general concepts about the allocation of funds to different programs. With less fuel sold, primarily due to more efficient engines, the OTC agreed with ODOT staff’s recommendation to assume a 10% reduction in federal funding for the 2018-2021 STIP.

The OTC discussed allocation options and directed ODOT staff to come back with funding scenarios based on the assumption that 87.5% would be allocated to the “Fix-It” program and 12.5% to the “Enhance program”. The 2015-2018 STIP split is about 75%/25%. Under this assumption, about \$106 million would be allocated over the three year STIP funding cycle to the “Enhance” program. But it is important to note that approximately \$57 million of this must be spent on non-highway projects (including bicycle, pedestrian, transit and transportation options) to meet federal and state requirements.

The OTC directed ODOT staff to come back with funding scenarios which provide options for allocations between various investment priorities.

- At its May meeting the OTC approved, in concept, a combination of non-highway “Enhance” and OTC Discretionary funding.
  - \$27 million for non-highway “Fix-It” projects. These investments could include bus purchases, ADA ramps and non-highway leverage opportunities.
  - \$30 million for a non-highway “Enhance” program to fund bicycle, pedestrian, transit, transportation options and other non-highway “Enhance” projects. Note: this program and the \$27 million for non-highway “Fix-It” projects total \$57 million—the amount required to be allocated by federal and state law on non-highway projects.
  - \$49 million for an OTC Discretionary program. Investments could include intelligent transportation systems, projects to address freight bottlenecks and adding (leveraging) elements to highway “Fix-It” projects or non-highway projects.
- ODOT staff will now develop suggestions about a revised STIP selection process and discuss options with the OTC in June.

### **3. ODOT Draft List of 2018-2021 “Fix-It” Projects**

Amy Ramsdell distributed a draft list of 2018-2021 “Fix-It” projects in the CWACT area totaling \$53 million which represents about 150% of the available funds.

The draft list includes 3 pavement preservation projects, 4 operations projects (landslide repairs, signal replacement and drainage replacement), 7 bridge projects (painting and repairs), 1 culvert replacement project and upgrades of ADA curb ramps at numerous locations throughout the CWACT area.

It is important to note that ODOT has changed its approach to “Fix-It” decisions and the final project decisions will be made on a statewide basis rather than on the previous regional basis.

A draft list of All Roads Transportation Safety (ARTS) “Hot Spots” projects was distributed. “Hot Spots” are specific segments of roadways or intersections with a higher than normal fatal and serious injury crash occurrence. The list totals 300% of the funding available. A draft list of ARTS “Systemic” projects was also distributed. “Systemic” projects are low-cost measures that reduce the occurrence of crashes over a wider segment of roadway. For example, rumble strips on the shoulder of the road. The list totals 150% of the funding available. The ARTS program is part of the “Fix-It” program.

The 2017-2021 draft lists can be viewed at:

[http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Pages/ARTS\\_R2.aspx](http://www.oregon.gov/ODOT/HWY/TRAFFIC-ROADWAY/Pages/ARTS_R2.aspx)

#### **4. Oregon Bicycle and Pedestrian Plan.**

Sheila Lyons, ODOT Bicycle/Pedestrian Program Manager, discussed the development of the Oregon Bicycle and Pedestrian Plan that will replace the current 1995 plan. The plan will provide a vision for biking and walking in Oregon and provide a policy framework to guide decision making and investment strategies within the context of the transportation system as a whole. Lyons noted that the plan is a policy document and not a specific facility plan.

The vision of the plan is structured around nine goal areas: safety, health, connectivity, sustainability, mobility, strategic investment, community vitality, equity and coordination/ collaboration.

There is a broad stakeholder engagement effort and the plan is being developed with the assistance of a 16 member Policy Advisory Committee. The draft plan will be completed in the Fall of 2015.

To sign up for email updates or to find other information visit the plan's website at: <http://www.oregon.gov/ODOT/TD/TP/pages/bikepedplan.aspx>

#### **5. Report on Transportation Options (Transportation Demand Management) and Cascades West RideLine**

Phil Warnock, from Cascades West Council of Government's Community and Economic Development Department, provided an update on the transportation options program. It is a long-standing partnership between COG, ODOT Region 2 (including funding), ODOT Public Transit Division and the City of Corvallis' transportation options program.

Cascades West Rideshare/Drive Less Connect, an easy-to-use online ride-matching tool, has been very successful in providing realistic, cost-effective transportation options for residents in our area. A recent public outreach effort added 400 new members to the ride-matching program in the region.

Valley VanPool, a part of Cascades West Rideshare, also promotes more than 50 commuter vanpools in the region.

In the past year COG has helped develop Safe Routes to School plans in Lincoln City, Newport and Sweet Home. With completed plans, the communities are eligible to pursue federal funds to implement the recommendations which promote safe bicycle and pedestrian options for students.

Warnock also provided an update on the Cascades RideLine which brokers non-emergent medical transportation to Medicaid clients who have no other way to get to their medical services. It is part of a statewide transportation brokerage system, established about 10 years ago, as a partnership of state and local agencies to increase access to health services.

The number of eligible people in the CWACT area has increased dramatically from about 35,000 in 2013 to 66,000 today. 60,000 are members of the Inter-Community Health

Network (Coordinated Care Organization division of Samaritan Health Services) and almost 6,000 are Oregon Health Plan members.

RideLine contracts with 23 local providers, most of which are small local firms. The average number of trips has increased from about 3,800 a month a decade ago to about 12,000 a month. This includes eligible clients who use a cost-effective option of mileage reimbursement when they can drive their own car (or have a family member or friend drive) to medical appointments.

RideLine continues to work in partnership with Inter-Community Health Network and others to ensure that reasonable access to health care is provided in a coordinated and cost-effective manner.

## **6. Area Manager's Report**

Amy Ramsdell discussed the Road Usage Charge Program (OreGO). The 2013 Legislative Assembly established a road usage charge system for transportation funding and authorized ODOT to establish a mileage collection system, on a voluntary basis, for 5,000 cars and light trucks beginning July 1, 2015. The program will assess a charge of 1.5 cents per mile and issue a gas tax credit as warranted. Information is available at: [www.OREGO.org](http://www.OREGO.org)

Ramsdell reminded members that Transportation and Growth Management applications are due by June 12.

Ramsdell reported on construction projects:

- The US101 project in Lincoln City is ahead of schedule and under budget. A 24 hour time lapse YouTube video was produced for a recent part of the construction effort.
- The I-5 project that installed 35 miles of median cable barrier has been completed.
- Construction has started on the OR34/US20 South Bypass-Riverside Drive project in Corvallis/west Linn County. The project includes improvements on Third Street, a multi-use path on the north side of OR34 between Peoria Road and Riverside Drive and development of dual right turn lanes from the northbound South Bypass to eastbound OR 34.
- The US20 Pioneer Mountain-Eddyville project is scheduled to be open to traffic at the end of 2016.

Next CWACT meeting: July 23 in Toledo, with video conference option in Albany

**For additional information or to provide comments and suggestions please contact:**  
**Mark Volmert (541) 924-8430 [mvolmert@ocwcog.org](mailto:mvolmert@ocwcog.org)**  
**CWACT website: [ocwcog.org/ccbindindex.asp?ccbid=101](http://ocwcog.org/ccbindindex.asp?ccbid=101)**

**From:** Oregon Department of Transportation [odot@service.govdelivery.com]  
**Sent:** Tuesday, June 16, 2015 11:42 AM  
**To:** admin@ci.brownsville.or.us  
**Subject:** Bridge project to begin soon on US 20, east of Sweet Home

## Sheep Creek Bridge project, 2015-2016 US 20, east of Sweet Home



This project will address earth movement, and bridge and highway damage from an active landslide on the east end of the Sheep Creek Bridge, located approximately 25 miles east of Sweet Home (MP 56.6).



The Sheep Creek Bridge was built with its eastern abutment located on an active slide. When the bridge was replaced in

1962, the new bridge was designed to accommodate slide movement and be adjusted as the earth around it moved. In 1993, 2006 and 2011, the east abutment was adjusted for the movement.

Until about 2010, the earth movement was measured at approximately one inch per year. For the past four years, however, the movement has increased to 6 to 7 inches per year.

This project won't change the need for the bridge to continue to accommodate earth movement. But this project is designed to redirect and reduce the slide activity so that the impact to the bridge will be consistent and predictable, and therefore, more

**Phase 1**, to be constructed in summer, 2015 will construct a row of 16 columns, reaching fifty feet below the ground surface along the north side of the bridge.

These columns will consist of large, steel piles embedded vertically in four-foot diameter cylinders of concrete. This row of columns, similar to a buried picket fence, is designed to re-direct the slide away from the bridge.

**Phase 2**, to be constructed in summer, 2016, will repair slide damage to the bridge, and reset the bridge on the eastern abutment.

### Travel Impacts

**Phase 1--July-October, 2015:**

--Intermittent single lane restrictions

manageable.

–Flaggers controlling travel

–Delays as long as 45 minutes.

**Phase 2 --Summer-fall, 2016**

–Travel impacts won't be known until late 2015, after plans and design are finalized.

The US 20: Sheep Creek Bridge project was identified during development of the South Santiam Forest Corridor, an Oregon Solutions collaborative effort involving partners from agencies of federal, state, county, Tribal, and local governments, as well as representatives from private industry and non-profits. You can learn more about the South Santiam Forest Corridor and Oregon Solutions by visiting <http://orsolutions.org/osproject/SSCFC> .

This project reflects ODOT's commitment to continued improvement to the highway and providing reliable access to the Forest Corridor.

For more information, visit the [project website](#) or contact:

Jerry Wolcott, Project Leader, 541-757-4164. Email to: [Jerry.o.wolcott@odot.state.or.us](mailto:Jerry.o.wolcott@odot.state.or.us)

Rick Little, Public Information Officer, 541-726-2442. Email to: [Richard.little@odot.state.or.us](mailto:Richard.little@odot.state.or.us)



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